

At a meeting of the NORTH SUNDERLAND AREA COMMITTEE held at the BUNNY HILL CENTRE, NORTH HYLTON ROAD, SUNDERLAND on MONDAY, 7th SEPTEMBER, 2009 at 5.30 p.m.

Present:-

Councillor Bell in the Chair

Councillors Charlton, Copeland, Foster, Francis, G. Hall, Howe, Shattock, Stewart, J. Walton, L. Walton, D. Wilson and N. Wright

Also in Attendance:-

- | | |
|----------------------|--|
| Ms. Estelle Brown | - Youth and Community Lead, SNCBC |
| Ms. Sal Buckler | - Diversity and Inclusion Manager, Sunderland Council |
| Ms. Verity Dodd | - Senior Corporate Communications Officer, Sunderland Council |
| Ms. Colleen Doneathy | - Corporate Communications Team, Sunderland Council |
| Mr. Bill Forster | - Manager, Sunderland North, Tyne and Wear Fire and Rescue Service |
| Mr. David Giblin | - Planning Implementation Manager, Sunderland Council |
| Mr. Andy Griffiths | - Head of Neighbourhoods (North), Gentoo |
| Ms. Pauline Hopper | - Area Officer, Sunderland Council |
| Mr. Breandan T. King | - Neighbourhood Wardens, SNCBC |
| Mr. Chris McCarthy | - Interim Executive Director Community and Cultural Services, Sunderland Council |
| Ms. Elizabeth McEvoy | - Area Renewal Co-ordinator, Sunderland Council |
| Ms. Sam Meredith | - Communications Officer, Sunderland Council |
| Mr. Andy Neal | - Youth Development Group Manager, Sunderland Council |
| Mr. Sam Palombella | - Director (Tyne and Wear), Groundwork North East |
| Ms. Julie Raine | - Director, City of Sunderland Colleges |
| Ms. Joanne Stewart | - Senior Democratic Services Officer, Sunderland Council |
| Mr. Vince Taylor | - Head of Strategic Economic Development, Sunderland Council |
| Mr. Ken Tears | - Head of Special Projects, SAFC Foundation |
| Mr. Tom Terrett | - Trading Standards and Licensing Manager, Sunderland Council |

Apologies for Absence

Apologies for absence were submitted to the meeting on behalf of Councillor Leadbitter, together with Ms. Amanda Cantle, Community and Cultural Services and Ms. Nonnie Crawford, Teaching Primary Care Trust.

Minutes of the Last Meeting of the Committee held on 29th June, 2009

Councillor Walton referred to the pilot for the Questions to Area Committees, and explained that he had tabled the leaflet for questions at a meeting of the Fulwell Neighbourhood Watch, where it had been met with little enthusiasm. He advised the Committee that residents had requested that they be able to attend Area Committees and ask their question on the night rather than giving two clear days notice.

The Chairman advised that this was a pilot scheme and would be reviewed at a future date when all five Area Committees experiences and opinions could be considered.

1. RESOLVED that the minutes of the last meeting of the Committee held on 29th June, 2009 (copy circulated) be confirmed and signed as a correct record.

Declarations of Interest

Councillor Graham Hall declared a personal interest in Item 6 as Chairman of the Sunderland Voluntary Life Brigade.

In relation to Item 6 – Thematic Feedback Report Councillor Charlton requested that although it was not a declaration of interest, it be placed on record that he was the Chairman of the Seafront Strategy Steering Group, of which a number of Members were involved.

Questions to Area Committee

There were no questions to the Area Committee received.

Priority Theme: North Sunderland a Safe Area

The Chief Executive submitted a report (copy circulated) which asked Members to consider and identify their main proposals for further development and action in relation to their Safe Area priority theme.

(for copy report – see original minutes).

Ms. Pauline Hopper, Area Officer, reminded Members that the Committee had agreed its work programme for the year at its meeting held in June and that the Safe priority was the second to come to the committee for discussion and consideration.

Inspector Lisa Musgrove took Members through each of the five priority issues, as detailed below. Each priority was considered in turn and Members were given an update with regard to current activity and actions taken for each.

- i) Tighter control on sale of alcohol to under 21's and reduce underage drinking;
- ii) Provide more / better facilities / activities for young people and review current provision;
- iii) Provide a more visible Police / CSO / Warden presence;
- iv) Strengthen relationships between Police / other agencies / community to reduce fear of crime and offer support to victims of crime; and
- v) Target hotspots of disorder and monitor the use and potential increase on the current CCTV provision in the area.

Ms. Hopper advised that since the agenda had been produced Gentoo were looking into match funding the Castletown Wardens proposal. She also advised Members that the Committee would be looking into putting a small amount of funding towards the Castletown Gating Order until the full policy was developed.

Councillor Copeland praised the Home Office scheme making funding available to licensed retailers for preventative measures, such as CCTV, and asked how much was available for each premises. Inspector Musgrove advised that funding applications had to be completed and there was in the region of £3,000 per retailer. Police Officers were actively encouraging owners to apply and were advising them that a group of retailers in one area could apply together as a group.

Councillor J. Walton referred to the proposal to receive a further funding application from Northumbria Police for Head Cams at a cost of around £6,000 and raised concerns over the fact that he had received information from the Community Support Officers that the current Head Cams were not being used. Inspector Musgrove explained that the North Sunderland Area had been one of the first sectors to have the equipment which had been used effectively.

Unfortunately, over time they had started to break down and the service were currently trialling a new, improved system. The funding would provide eight of the new model Head Cams and the old ones would be scrapped as they were now no longer cost effective.

Councillor Stewart asked if in future, reports such as that of the work of the Castletown Community Wardens, provide Members with evidence of how effective the scheme had been by giving some evidence of the number of young people engaged through their activities, etc. Ms. Estelle Brown advised that this information was recorded and could be provided to the Committee.

Councillor Hall praised the work of the Castletown Wardens and asked if Gentoo would be looking to roll out the scheme in other areas of need within the North Sunderland area which could benefit from a similar scheme. Ms. Hopper advised that there was a proposal to extend the Castletown Warden Scheme and that an application had been submitted, requesting match funding for the project until a citywide strategy had been produced. Mr. Andy

Griffiths of Gentoo indicated that Gentoo were supportive of the scheme and the good work it produced and agreed that once funding was secured there was a need to look at future provision in the North Sunderland area.

Members discussed and applauded the work of the youth villages and Councillor Stewart again asked that in future, reports give more detail on the number of children involved in the activities and how they had been diverted to take part.

Councillor Stewart asked how soon the Area Committee would be receiving further information on the future ward based commissioned youth provision and was advised by Mr. Andy Neal, Interim Youth Development Group Manager, that the draft specifications would be prepared in early October, going out to tender by the end of October. Ward contracts would be in place for the new financial year, April 2010, with a hope that the new services would build on the successes that had already been made.

Councillor Wright raised Members awareness of the lack of sports hall provision in the Southwick ward. Members were advised that Southwick had had an excellent sports facility which had had to close due to lack of funding. Ward Councillors were keen to see the centre remain open as Southwick is a ward of deprivation and needs the provision. Councillor Bell recalled a previous SIB grant being given to the new Southwick School towards the creation of the sports hall, on the understanding that it be shared by the local community to hold activities there. Ms. Hopper agreed to investigate the matter further and report back to the Committee.

With regards to the ARCH racist incident reporting system, Councillor Charlton advised that residents were getting better at reporting racial incidents and that the Council were looking at setting up local champions who could address future problems when they were made aware of them. Ms. Sal Buckler, Diversity and Inclusion Manager, advised that the service were now at the stage where they had gathered enough data to carry out a trend analysis, identifying any particular days or times that incidents were worse in an area. This information in cohesion with a local champion would be useful in further improving the reporting and reducing of racial incidents.

The Chairman having thanked Ms. Hopper and Inspector Musgrove for the report, it was:-

2. RESOLVED that:-
 - i) the report be received and noted; and
 - ii) the following proposals be developed:-

SIB/SIP Funding

- Provide funding for Community Wardens to continue in the Castletown area at a total cost of around £60,000 for 1 year;

- Provide SIB funding (£38,000 for 1 year) to the Youth Development Group in order to extend mobile youth provision to weekdays and holidays;
- Receive a funding application for the Phoenix Project (£14,758 for a 2 year project);
- Receive a funding application to provide Head Cams at an estimated cost of £6,000; and
- Explore the feasibility of funding two illuminated signs at the Sea Front at an estimated capital cost of £8,000.

Review

- Explore options to deliver a joint operation between Trading Standards and Northumbria Police for covert operations; and
- Explore the effectiveness / need for Castletown Gating order to continue.

Strategic Investment Plan (SIP)

The Chief Executive submitted a report (copy circulated) to provide Members with details of the proposed SIP as a delivery mechanism for achieving the long term ambitions of the area, in order to improve the quality of life for residents and communities, as encapsulated within the Sunderland Strategy, the Local Area Agreement, CAA and Local Area Plans.

(for copy report – see original minutes).

Members were advised that SIP had been approved at Cabinet in March, 2008 and included within the plan was an additional on-off allocation of £1.426m to Area Committees. The amount allocated to each Area Committee was the same as the Strategic Initiative Budget allocation for 2008/09. This equated to £266, 540 for the Sunderland North Area.

The Committee were asked to discuss and agree one of the following three options for allocating SIP funding:-

- Option One - The Committee has a central SIP budget of £50,000 to be used as a contribution to funding Sea Front improvements. With the remaining £216,540 being split equally between the five wards, totalling £43,308 per ward. Local Ward Councillors and service delivers being responsible and accountable for its expenditure against the LAP priorities with proposed projects being presented to the Committee for a final decision;
- Option Two - SIP is allocated as a total of £266,450 for the area as a whole, with the Area Committee being responsible and accountable for its expenditure against the LAP priorities; or
- Option Three - SIP is split across five individual wards of the area, totalling £53,308 per ward, with local ward Councillors and

service delivers being responsible and accountable for its expenditure against the LAP priorities, with proposed projects being presented to the Committee for a final decision.

3. RESOLVED that Option One be agreed for the allocation of SIP and that the Committee have a central SIP budget of £50,000 to be used as a contribution to funding Sea Front improvements. With the remaining £216,540 being split equally between the five wards, totalling £43,308 per ward. Local Ward Councillors and service delivers being responsible and accountable for its expenditure against the LAP priorities with proposed projects being presented to the Committee for a final decision

Thematic Feedback Report: Attractive and Inclusive

The Chief Executive submitted a report (copy circulated) which provided Members with feedback from the established working groups for each of the five thematic priorities the Area Committee had agreed and considered as set out in the work plan for 2009/2010.

(for copy report – see original minutes).

In July 2009, the Area Committee had agreed a number of actions and proposals relating to the Attractive and Inclusive priorities which had been formulated into an action plan for Members to monitor.

Ms. Hopper took Members through the report highlighting any progress against the actions and identifying proposals which had come from them for Members consideration.

Members were pleased to see the proposal for funding to allow extra toilets at the Sea Front to be open between September, 2009 and May, 2010 and were surprised at the low cost. Councillor Charlton advised that through the Steering Group, Officers had been told that funding would be provided for the first year but then the budget would need to be looked at in order to allow the provision to stay open all year round.

Members referred to the opening hours of the public toilets at the Sea Front, as on airshow weekend they had closed at 6.00pm which it was felt was too early. Inspector Musgrove advised that if toilets were to remain open any later there could be some issues over security, as they could attract young people and become a scene of youth disorder or even anti-social behaviour.

The Committee agreed that the day to day management, security and general monitoring of the cleanliness of the toilets needed to be looked into but commended the work of the steering group and were pleased to see proposals starting to come through and being implemented.

With regard to the proposal to receive a funding application for improvements to the Sea Front totalling £80,000, the Chairman advised that this included the £50,000 that had been agreed to award under the previous item, leaving a

£30,000 shortfall which the Members representing St. Peter's and Fulwell Wards agreed to award from their SIP allocation.

The Chairman also asked Members if they would agree to an application being received for a further £20,000 from the Area Committee's SIB allocation to fund any revenue costs.

Councillor Charlton thanked members for their generosity and advised that he was hopeful other Area Committee's would agree to make a contribution. He informed Members that he would report back to the Committee which of the four projects, as set out in the report, the steering group would agree to carry out with the allocation awarded.

The Chairman having thanked Ms. Hopper for her report, it was:-

4. RESOLVED that:-

- i) the attached Annex 1 and 2 be agreed; and
- ii) the following proposals be agreed:-
 - To receive a £12,000 SIB application for the opening of toilets at the Sea Front between September, 2009 and May, 2010; and
 - To receive a funding application for Sea Front Improvements for SIP funding of £80,000 (inclusive of the £50,000 agreed under the previous item for consideration) and SIB funding of £20,000 which will total £100,00 to carry out one or more of the four projects as agreed by the steering group.

Financial Statements and Funding Requests

The Chief Executive submitted a report (copy circulated) providing Members with the protocols and emergency protocols for accessing SIB and SIP funding, 26 projects recommended for support from the 2009/2010 Community Chest Scheme and 1 proposal for support from the 2009/2010 SIB budget.

(for copy report – see original minutes).

Ms. Hopper presented the report, asking Members to formally agree and adopt the application process for the SIB / SIP Governance, as well as the protocols for accessing funds in an emergency, subject to paragraph 4.8 of the report being amended to read 'The Deputy Chief Executive, in conjunction with the Chairman and Vice-Chairman', and it was:-

5. RESOLVED that:-

- i) the approved SIB budget for 2009/2010 be agreed;

- ii) the process for application and emergency protocols for accessing SIB and SIP funding be agreed and adopted, subject to the amendment of paragraph 4.8 of the emergency protocol as set out above;
- iii) that approval be given to the 26 projects recommended for support from the 2009/2010 Community Chest budget with a total value of £8,402 as detailed in Annex 1 to the report; and
- iv) that approval be given to the 1 project recommended for support from the 2009/2010 SIB/SIP budget with a total value of £12,110 from the Friends of Hylton Castle Dene and Business Plan Extension.

Update on Community Communications to support Area Committees 2009-2010

The Chief Executive submitted a report (copy circulated) which provided Members with an update on the development of the Community Communications action plan.

(for copy report – see original minutes).

Ms. Verity Dodd, Senior Corporate Communications Officer, presented the report to Members advising of the activities and actions that were either underway or planned for the near future.

On the subject of costs, as raised by Councillor Francis, Ms. Dodd advised that the proposed activities would be subject to approval and that a designated budget had been set aside for them. Costs would be shared with Members of the Area Committee.

With regard to the Questions to the Area Committee, Members were advised that the scheme was a pilot which would be revisited and reviewed and altered if needed to be. The thought process behind providing the question in advance of the Area Committee was to allow the relevant Officers and/or partner organisations to be present to give a thorough response.

The Chairman advised Members that their concerns and comments would be reported back to the project board following the pilot scheme.

The Chairman having thanked Ms. Dodd for her report, it was:-

6. RESOLVED that the current community communications plan of work be received and noted.

Developing an Economic Masterplan for Sunderland

The Chief Executive submitted a report (copy circulated) which updated Members on the progress that had been made on developing an Economic Masterplan for Sunderland and sought the views of the Members on the Economic vision that is emerging.

(for copy report – see original minutes)

Mr. Vince Taylor, Head of Strategic Economic Development, gave a presentation (copy circulated) which set out the options and preferred direction for Sunderland as well as the key propositions and next steps in developing the Economic Masterplan.

(for copy presentation – see original minutes)

He advised that a consortium of consultants led by GENECON was appointed in April 2009 following a competitive procurement process. They proposed a pragmatic approach following four key principles:

- Realistic – ambitious but credible
- Outward-looking – collaborate to compete
- Demand-led – market shift through perceptual change
- Innovative – new models for delivery and economic governance.

Mr Taylor explained the three scenarios developed, which were:

- Northern Gateway – building on the strength of the city's location in the region and positioning the city as a regional gateway
- Entrepreneurial Nimble City – Building on the city's strengths in manufacturing and associated services and positioning the city as a 'smart city' that is attractive to knowledge workers and has high levels of enterprise and innovation.
- Creative Park City – building on the strengths of the environmental assets and focusing on low carbon technologies and creative industries.

He advised that these scenarios were not designed as options where one should be picked; but more so they were designed to set out possible parameters for the city's development.

Councillor Howe stated that there would be a lot of work needed to be undertaken to make the changes referred to in the presentation and report, and felt that this would be preparing the way forward for future generations. Mr. Taylor agreed and advised that within the overall plan there would be stages to have complete over timescales of possibly five, ten and fifteen year intervals.

Councillor Hall commented that some of the plans would required a skilled workforce and asked if those skills were being identified so as to bring in schools and colleges to help in preparing and teaching local communities to help meet the need for skilled workers. Mr. Taylor advised that this would be looked at in greater detail once the plan was more developed and suggested that the Area Committee receive a further report once the implications for the local area were known so that Members could have further input.

Councillor Copeland referred to the need to have an integrated transport system in Sunderland to ensure that all areas of the city were easily accessible by all.

Mr. Taylor agreed and advised Members that this was a great opportunity for the North East. He advised Members that this was the first time Government had referred to the area in announcing an opportunity and not a problem and emphasised how well the area needed to demonstrate the good work they could do and then integrated transport would follow.

The Chairman having thanked Mr. Taylor for his presentation and report, it was:-

7. RESOLVED that the report and presentation be received and noted.

The Chairman then closed the meeting having thanked everyone for their attendance.

(Signed) R. BELL,
Chairman.

North Sunderland Area Committee

9 November 2009

Report of the Chief Executive

North Sunderland a Learning Area Summary

1. Why has it come to Committee?

1.1 At its June meeting, the committee agreed its work plan for the 2009/10 municipal year and the **Learning** priority is the third to come to committee for discussion and consideration.

2. Background

2.1 Following the extensive programme of consultation with members, partners, community stakeholders and the wider community, the agreed priorities for this theme are:

- 1 Provide non-academic support and advice for children and young people
- 2 Specialist and generalist youth provision to be available in all wards in the North area
- 3 Raise aspirations of children/young people and their families
- 4 Raise attainment levels and skills of young people

2.2 Who has been involved?

- Children's Services
- City of Sunderland College
- Gentoo
- SAFC Foundation
- Youth Development Group
- Education Business Connections (EBC)
- School Representatives
- Sunderland North Community Business Centre (SNCBC)
- Connexions
- Sunderland Learning partnership

2.3 Key Dates

August 2009	Preparation of summary report (workshop)
9 November 2009	Meeting of Area Committee and development of detailed action plan
November 2009	Actions implemented and call for projects (SIB) where appropriate
January 2010	Consideration/approval of SIB applications
Ongoing	Monitoring and progress reports

3. Safe Theme Area Summary

3.1 Attached as Annex 1 is the area summary for the Learning theme. The annex covers:

- Priorities agreed at Area Committee
- Background/Key Issues
- Current activity
- Any gaps, identified needs or general comments
- Actions and Proposals with lead organisations identified

4. Recommendation

4.1 Area Committee is asked to:

- Note all of the **actions** identified in Annex 1
- Agree which of the following **proposals** (also identified in Annex 1) will be developed
 - **Review** anti bullying provision in schools and explore extending anti-bullying programmes in primary schools in the North – Children’s Services
 - **Review** current policy for community use of school facilities outside of school hours – Children’s Services, Extended Schools
 - **Review** the use of underutilised youth and sports facilities e.g. North Community Sports Centre - City Services – sports development and community development
 - **Review** current FACL provision including contracting arrangements, learning providers, type of courses available, times and venues – Children’s Services
 - **Escalate to LSP** - review apprenticeship opportunities. Greater public sector commitment to the creation of more full apprenticeships is required - Either by providing apprenticeships within statutory sector organisations or providing financial incentives to other employers

5. Background papers

- Sunderland Strategy Delivery Plans
- Local Area Agreements Delivery Plans
- Sunderland North Local Area Plan
- Information provided by partners and officers at a Learning workshop event August 2009 and one to one meetings

6. Contact Officer: Pauline Hopper, Area Officer for Sunderland North and Coalfield
Tel: 0191 5617912 e-mail: pauline.hopper@sunderland.gov.uk

Annex 1: Sunderland North Learning Area Summary

Sunderland North LEARNING Theme

1 Provide non-academic support and advice for children and young people

Background/Key Issues

In addition to formal and academic learning young people need advice and support on a range of economic and social issues. Young people often respond better to advice and support delivered out of the school environment.

Current Activity

- The Youth Information Staff engage with 13-19 year olds via a City Centre drop in multi partnership provision to offer specialist support covering health, education, housing, welfare, volunteering, training and employment. The service is also delivered at satellite points across the North at Monkwearmouth School, Redhouse Youthies, SNYP and Castlerview Youthies.
- Football Friday delivered by SAFC Foundation is delivered 48 weeks of the year. Activities include sport, arts and crafts, learn to drive and baby:think it over. The police attend the sessions to break down barriers.
- SAFC Foundation deliver a music project which is delivered 3 hours per week and works towards Art Award Bronze accreditation.
- Street Cheer offers dance sessions to young people
- SAFC Foundation offer day time sessions within schools to include anger management and PE curriculum
- Sunderland City Council Extended Services subsidy for economically and socially disadvantaged children and young people is being piloted in the Redhill cluster of schools to increase out of school hours activities.
- Connexions have a team who work in the North to support young people in schools, college, work based learning and those who are Not in Education, Employment or Training (NEET). More intensive support is offered in all three North secondary schools by specialist advisers for pupils with learning disabilities and difficulties and those at risk of disengaging from learning.
- The Salvation Army run a Connect Course at Austin House in Southwick. This provides life skills training and employability courses.
- Springboard and Riverside Training offer Entry to Employment programmes to develop personal, social, vocational, literacy and numeracy skills
- Springboard and Riverside Training offer alternative education programmes for those at risk of disengagement from mainstream learning
- SNCBC operate the GO4IT project, an alternative education programme commissioned by the Youth Development Group.
- Support is available at the Bridge Connect course operating from the Bunny Hill Centre for pregnant teenagers and young mums.
- Sunderland City Council and national charity Youth at Risk are delivering The Community Transformation Programme, which will work with over 200 young people in North Sunderland over the next 18 months (from October 2009). Each young person will have a performance coach who will offer one to one support. Each cohort of young people will engage in the programme for six months.
- City of Sunderland College provides a comprehensive range of student services including financial support for travel and childcare.
- City of Sunderland College tutorial sessions for 16-19 year olds cover issues such as drug and alcohol awareness, tackling bullying, sexual health, human rights and cultural diversity.
- Young people at City of Sunderland College have citizenship activities built in to their programmes of work which help develop a sense of community.

- For those young people, of any age, who experience multiple difficulties Connexions staff attend the North Area Targeted Youth Support Panel which provides multi-agency support for young people.
- From March 2009 all carers have been given access to training around substance misuse
- Childrens Services will work to identify hidden young carers to ensure that they can access the support they need.
- The 'Tackle It' programme delivered by SAFC Foundation includes anti-bullying, substance misuse and work with young offenders. Anti bullying and anger management is delivered to Year 5 pupils. The project consists of classroom work and practical and outdoor physical activities and in the last year has been delivered to Castletown Primary School and Town End Farm Primary School.

Gaps/Needs

There is a need to provide more programmes to tackle issues around bullying in primary schools

Proposal

Review anti bullying provision in schools and explore extending anti-bullying programmes in primary schools in the North.

2 Specialist and generalist youth provision to be available in all wards in the North area

Background/Key Issues

The geographical spread of commissioned youth provision is unequal across the North Area. Support for young people needs to be equitable in all wards. Some of the youth villages and mobile youth facilities are proving effective in reducing youth disorder.

Current Activity

- All commissioned youth work is being reviewed by the Youth Development Group (Sunderland City Council). Future contracts will be ward based. New youth commissioned contracts commence April 2010.
- Mobile youth village (Youth Development Group) now being delivered on Friday evenings at Castletown and Saturday evenings at Cliff Park, Seaburn. A range of activities such as football cage, dance workshops and climbing wall are available. The location changes every 10 weeks (depending on area of need)
- A variety of generic youth provision is being delivered by SNCBC across all wards in the North Sunderland area.
- Girls football team after school during term time (SAFC Foundation).
- Youth Development Group and Redhouse Academy developing dedicated youth provision on Friday and Saturday evenings. Should be open October/November.
- Gentoo staff promote local activities in partnership with youth providers
- Kickz project (SAFC Foundation) delivers a wide range of youth provision three nights a week, 48 weeks of the year at the Seaburn Centre. The Football Friday programme is a successful, well attended provision and also includes half term courses, summer courses and residential.

Gaps/Needs

- Lack of mobile provision (e.g. Youth Villages) during weekdays and holidays
- Insufficient activity in some areas
- Lack of dedicated youth provision/activity in Fulwell and St Peter's wards
- Centre based activities concentrated around a small number of venues
- Facilities such as school playing fields and MUGAs are under utilised out of hours. More partnership working or sharing of facilities should be explored. Young people are being brought from schools football clubs to use XL villages facilities

Actions

- Youth Development Group to provide Area Committee with information regarding current youth provision e.g. what, when, who, where.
- Youth Development Group to consult with Area Committee regarding specification for future ward based commissioned youth provision.
- Youth Development Group to update Area Committee with regard to mobile youth provision.

Proposals

- **Review** current policy for community use of school facilities outside of school hours.
- **Review** the use of underutilised youth and sports facilities e.g. North Community Sports Centre (City Services – sports development and community development)

3 Raise aspirations of children/young people and their families

Background/Key Issues

Sunderland North has the second highest level of young people not in education, employment or training (NEET). Castle ward has the second highest of all wards in the City at 75 young people. Due to a range of factors, including the demise of local industry, the North area has families who are 2nd or 3rd generation unemployed. Lack of availability of local employment, and other economic issues have resulted in low aspirations which pass from parents to children and young people. The working age population in Sunderland North aren't as well qualified than those in other areas of the City. 39.2% of residents have no qualifications compared to a city average of 36.9%. the levels of residents with no qualifications is particularly high in the following wards; Castle (43.5%), Redhill (47%) and Southwick (47.7%).

Current Activity

- EBC deliver various programmes designed to raise aspirations and build confidence in young people. The programmes are supported by local employers who provide an insight into 'working life'.
- Springboard works with Red House Academy specifically with young people in the Inclusion Unit. Building relationships throughout the year with reciprocal visits in order to build their confidence supporting transition to further learning and to minimise drop out
- Sunderland City Council's Family, Adult, and Community Learning (FACL) provides a range of courses through various providers to improve confidence and build skills and knowledge.
- The Extended Services 0-7 Partnership pilot is developing methods to support parents' understanding of their child's learning.
- The Extended Services Buddying project is showing good practice of parental engagement between Nursery School and Voluntary Childcare.
- Within the Children's Centres a volunteer gateway is established to support recruitment and induction of volunteers. This offers an opportunity for adults to experience and explore their individual preferences and an early induction into further training, education or employment.
- FACL service are delivering learning programmes such as arts and crafts, health and wellbeing, enterprise programmes and introduction to food safety in Downhill, Southwick, Town End Farm and Redhill.
- Connexions deliver primary events to encourage younger pupils to consider staying in learning when they are older. Southwick Primary School was involved this year.
- Out of the 17 Children's Centres across the City, there are three in the area located in Sunderland North at Bunny Hill, Southwick and St Peters.
- City of Sunderland College deliver family learning in 7 primary schools across the North area.

- The extended Job Linkage service provides support for individuals in relation to training and employability. A Community Liaison Officer has been appointed for the North area to target and support vulnerable residents.
- Springboard run the HUB project from Roker Avenue a Working Neighbourhoods Fund (WNF) funded programme of supported apprenticeships and intermediate labour market programmes for young people in the NEET group.
- By March 2010 a report will be produced by FACL to identify what learning opportunities carers would like to see available.
- Family learning involving parents/carers and children is delivered by City of Sunderland College in 7 primary, and 3 secondary, schools in the North area. Learning is also delivered in community venues enabling easy access to learning opportunities.
- Education Business Partnership events run from the three North secondary schools, such as challenge days, enterprise activities and mock interviews delivered by real employers.
- SAFC Foundation works with young people and their families and in the last year has engaged 203 families in 21 courses across Sunderland. 34% of adult participants were male, which compares to the national average of just 11%.
- City of Sunderland Collge works closely with partner schools, both primary, secondary and special, with a view to improving transition arrangements for young people coming into college. This includes a range of activities including Buddy Days, open days, parent/carer and young person events, joint activities and cross-organisation timetables (where some lessons are partly delivered in schools and partly in college with staff from both teams teaching the learners). The aim of which is to widen horizons and ensure all young people are able to see college as a realistic option.

Gaps/Needs

- Lack of core funding for family and community learning, resulting in ad hoc delivery and lack of a strategic approach to tackling the issue. The delivery is often dependent on the ability of individual organisations to raise funding and the clients' ability to pay for FACL courses. Short term contracts can have a negative effect on the planning and stability of programmes.
- There is a shortage of providers who are able to deliver family learning opportunities for FACL.
- FACL provision is predominantly day time. There is limited evening and weekend provision in some venues. Programmes will be developed to meet the needs of adults who cannot attend during daytimes.

Actions

The Family Learning Team at SAFC Foundation will work with FACL to develop an innovative signposting programme that will allow learners to further progress.

Proposals

Review current FACL provision including contracting arrangements, learning providers, type of courses available, times and venues.

4 Raise attainment levels and skills of young people

Background/Key Issues

There are 22 schools in the Sunderland North Area (1 nursery, 18 primary and 3 secondary). The City of Sunderland College have sites at Hylton Skills Campus and St Peter's Sixth Form. In Sunderland North attainment levels at Key Stage 2 are slightly less than the City average. At Key Stage 4 59% of pupils achieved 5+ A-C compared to 64% city wide and 34% achieved 5+ A-C including English and Maths compared to 43% city wide. The recession has hit young people in terms of employment opportunities more severely than adults. Those in most difficulty are young people with low levels of attainment.

Current Activity

- Partnership agreements exist between Connexions and the three secondary schools in the area. The agreements outline joint working and pupils are supported from year 9 onwards, receiving impartial information, advice and guidance on a range of subjects such as option choices, employability skills, training opportunities, college courses and progression routes.
- Support is offered by Connexions to young people who are over compulsory school age and attend St Peter's Sixth Form and Hylton Skills Campus. Learners undertaking vocational training at Springboard in Roker Avenue, ITeC and Riverside Training are also supported by Connexions advisers.
- Young people who are NEET are tracked and offered support by Personal Advisers who make contact with the young person at least once a month to encourage them to take part in education, training and employment. Local opportunities include Apprenticeships at ITeC, Entry 2 Employment at Riverside Training and Springboard Roker Avenue.
- All learners with training providers work to an individual learning plan to ensure progression with frequent reviews built in to monitor progress.
- All learners at City of Sunderland College work to an Individual Learning Plan to ensure personal progression. In addition to the two main college sites in the North, learning also takes place at the Academy of Light, Bunny Hill Centre, Salvation Army and 7 primary schools.
- Maths and English are embedded within all learning programmes delivered to young people at City of Sunderland College.
- Regular progress reviews ensure that there is early intervention for any City of Sunderland College students identified 'at risk' of falling below expected standards of attainment.
- Sunderland City Provider Network has 13 Citywide providers who between them deliver approximately 80% of work based learning programmes in Sunderland, including apprenticeships, Entry to Employment and Train to Gain. Springboard, ITec and Riverside Training are based in the North. However, programmes are offered across all areas and not only in the area where providers are located.
- SAFC Foundation Kickz programme has successfully supported young people to gain accreditation, become peer mentors, progress to further education, training or employment and improve their motivation and aspirations.
- SAFC Foundation runs a trainee scheme for young people 16-18 and has further job opportunities for young people 19-24 years through Future Jobs Fund.
- City of Sunderland College provide a full range of vocational courses in construction, engineering, motor vehicle, health & beauty, catering & hospitality, health & social care and sport.
- From September 2009 City of Sunderland College have been involved in the delivery of all 10 new 14-19 Diplomas.
- Working closely with Connexions City of Sunderland College makes available mid year entry points to study which enables young people who are NEET or at risk of becoming NEET access full or part time education at various points in the year rather than having to wait until a traditional September intake.

Gaps/Needs

- There is a lack of employer led apprenticeships which hinders progression from level one and two training up to full qualification level.
- Young people need sustained, full time, permanent apprenticeships. Those not capable of entering an apprenticeship should be offered long term support, including employer engagement to provide work tasters.

Proposal

Escalate to LSP - review apprenticeship opportunities. Greater public sector commitment to the creation of more full apprenticeships is required - Either by providing apprenticeships within statutory sector organisations or providing financial incentives to other employers.

North Sunderland Area Committee

9 November 2009

Report of the Chief Executive

Thematic Feedback Report

1. Why has it come to Committee?

- 1.1 At its first meeting of the municipal year in June 2009, the Committee agreed the work plan for the 2009/10. As some priorities are not being discussed until 2010, it was deemed necessary to establish working groups outside of Area Committee and build in additional actions to ensure that all priorities are addressed throughout 2009-10.
- 1.2 Each Area Committee has a standing agenda item allowing for updates to be given on all five thematic priorities throughout the year. Even though some priorities will not be discussed until 2010, summary area templates are being established throughout 2009 for all thematic priorities.
- 1.3 This approach facilitates and assists in identifying early wins at the beginning of the municipal year. Working groups then have the opportunity of presenting early wins to Area Committee before the proposed scheduled date to bring flexibility to the area arrangements. This allows for any emergencies that may develop and will ensure that when other work streams under the Community Leadership Programme are established e.g. Responding to Local Responsive Services and the Communications for Area Committees, that they can strengthen the whole agenda of area arrangements, using Area Committees as the established focal point.

2. Thematic Feedback

- 2.1 In July 2009, the Area Committee agreed a number of actions and proposals, relating to the **Attractive and Inclusive** priorities, to be formulated into an action plan for Area Committee to monitor. This is attached as Annex 1. In September 2009 the Area Committee agreed a number of actions and proposals relating to the **Safe** priorities, to be formulated into an action plan for Area Committee to monitor. This is attached as Annex 2.
- 2.2 **Prosperous** priorities are scheduled to be discussed at the Area Committee in January 2010, with **Healthy** priorities in March 2010. In August 2009 a workshop was held discussing both thematic priorities, with the understanding that any early achievements should be delivered between now and November 2009, or as soon as practically possible, instead of waiting until 2010.
- 2.3 Information is currently being collected from the workshops to inform action plans, to enable Area Committee to monitor progress on this standing item at each Area Committee, this will allow for the priorities to be continuously updated.

4. Recommendation

4.1 Area Committee is asked to agree the attached Annex 1 and 2.

4.2 Area Committee is asked to consider and agree the following proposals in attached Annex 1.

- Receive SIP/SIB funding application to improve access to Thompson Park.

5. Background papers

- Sunderland Strategy Delivery Plans
- Local Area Agreements Delivery Plans
- Safer Sunderland Partnership
- North Sunderland Local Area Plans
- Information provided by partners and officers at workshop event August 2009 and one to one meetings

6. Contact Officer: Pauline Hopper, Area Officer for Sunderland North and Coalfields
Tel: 0191 5617912 e-mail: pauline.hopper@sunderland.gov.uk

Annex 1: North Sunderland Attractive and Inclusive Action Plan
Annex 1a: Green Team project information
Annex 2: North Sunderland Safe Action Plan

Action	Progress Made	Next steps/Who?
Peter Mooney, City Services Provide costings and information on keeping toilets at the sea front open all year round	Area Committee agreed to fund the winter opening of toilets until March 2010 – the summary and recommendation are presented to this meeting (November 09)	City Services to establish a forward strategy for future years and keep Area Committee informed – no further action for Committee
Dan Hattle, Planning Policy Provide report to Area Committee regarding 'quick wins' for sea front in advance of major strategy development	Area Committee agreed to provide £100,000 for sea front improvements.	A fully developed proposal will be brought to January 2010 Area Committee
Alan Caddick, HHAS Individual Area Action Plans to be developed regarding empty properties in all areas	The plans are under development and will monitor the numbers of empty properties in each area on a quarterly basis. Updates can and will be provided to North Area Committee.	A report from HHAS is attached at Annex 1b
Alan Caddick, HHAS Affordable Housing Policy to be reported back to Area Committee	A group has been formed that will develop the Policy and once the draft policy is available it will be taken through the AC's for information and comment	Affordable Housing Policy draft to AC when available – timescales to be clarified with HHAS
Jane Hall, City Services Develop SIB funding application and organise battle re-enactment event at Hylton Castle	Jane Hall (CCS) liaising with Sealed Knot (events organiser) to establish costs and other factors. Meeting arranged for 17 November to further develop with a view to preparing SIB application	SIB application to be developed – timescales tbc
Bill Foster, TWFRS Provide a report on the potential of bonfire celebrations at Hylton Castle for 2010	A multi agency meeting was held on 17 September to develop a working group to take arrangements forward	The next meeting of the steering group will take place on 11 November 2009. Updates to be provided once a plan has been developed

Further developments within thematic area:

In partnership with Sunderland City Council, Groundwork are developing a proposal for a 'Green Team' project. The project will provide employment opportunities for young people from the North who will carry out environmental work across the area. See attached as Annex 1a

A scheme to improve access to Thompson Park at Newcastle Road is being developed. Costs are around £55,000 to include new gates, improved vehicular and pedestrian access and provide a sitting area inside the park. **Proposal:** To receive SIP/SIB funding application.

Greenteam Project Information

Lead Agent: Groundwork

Duration of Project: 18 months

The Project

The project will provide an employment opportunity for at least 14 unemployed young people aged 18- 24 who fall into the category of NEET from each area. Each young person will be employed for a 6 month period – there will be three cohorts of young people undertaking the programme over the 18 month period. It will assist in the renewal of the targeted neighbourhoods through the undertaking of Rapid Response / Environmental Improvement activities. These will include:

- Horticultural works to enhance deprived areas
- Creation of local biodiversity habitats
- Improving access to green infrastructure
- Collection of sharps (needles) and removal of graffiti
- Cleaning out communal areas and gardens
- Cutting down and thinning out shrubbery to reduce residents fear of crime
- Additional street cleaning

Close liaison with local neighbourhood groups such as residents associations, Friends of Parks groups, Gentoo and Sunderland City Council will help to inform the work programme of environmental improvement works. However, it must be recognised that the principle objective is to provide a bridge to employment for young residents of the targeted communities who are furthest removed from the labour market.

It is anticipated that the majority if not all of the participants on the Green Teams will be employed in the neighbourhoods where they live, so that they gain respect and a sense of responsibility through identification within their communities. However, there are also advantages for some employees to be on placements outside their own community, where they are challenged to travel and deal with new experiences.

The Outputs for the Project

Output Code	Description	Target
P5	Number of people on out of work benefits going into employment	14
L1	Number of people receiving job training	14
L2	Number of people accessing advice and support	14
L4	Number of adults obtaining qualifications (accredited)	14
L6	Number of young people NEET into further education or employment	14

- Please note the target will be the same beneficiary throughout the project receiving all five outputs.

It is proposed that the project be delivered in all five areas across Sunderland and the cost for each area is £156,333. Groundwork will secure £106,333 for each area from Future Jobs Fund and therefore a further £50,000 per area is required.

1. PURPOSE OF REPORT

- 1.1 Inform members of the current position in relation to empty properties and anti social behaviour across the City
- 1.2 Inform members of work currently being undertaken to tackle empty properties and anti social behaviour
- 1.3 To advise members of the forthcoming review of anti social behaviour by Community and Safer City Scrutiny Committee which could be used to inform proposals for tackling anti social behaviour at Area Committee level

2. BACKGROUND

- 2.1 Evidence suggests that a clear link between anti social behaviour and a poor housing environment exists across all tenures. Where poor quality housing is evident, a higher than average level of anti social behaviour is likely to be experienced resulting in a poorer quality of life for all local residents. This is often more apparent where a high level of empty homes exist. Often poor quality housing in the private rented sector becomes the housing of last resort for the most vulnerable individuals in society.
- 2.2 Strategically, the Council and the Local Strategic Partnership have identified anti social behaviour, empty homes and poor landlord practices in the private rented sector as key issues requiring further intervention. This is highlighted in a number of local strategies including the Sunderland Strategy, Safer Sunderland Strategy, Empty Property Strategy and the Housing Strategy.
- 2.3 It is recognised that long-term empty homes represent a wasted resource and re-occupation results in the following mutual benefits: making a valuable contribution to meeting the housing needs of local people; generating additional revenue through Council Tax; preventing empty properties becoming the focus of anti social behaviour and enhancing the appearance of the local environment.
- 2.4 As of August 2009, **2314 (2.5% of the total private stock in the Sunderland)** private properties were classed as long term (over six months) empty residential homes. On an area basis the breakdown is as follows;
 - North – 385 (2.1% of the private stock in that area)
 - East – 722 (3.6% of the private stock in that area)
 - West – 403 (2% of the private stock in that area)
 - Coalfield – 513 (3.3% of the private stock in that area)
 - Washington – 291 (1.7% of the private stock in that area)

Given that the national average for long term empty properties in the private sector is **1.3%** it is evident that all areas exceed this.

- 2.5 In 2008/09, **406** empty properties across the City were brought back into use or demolished against a key PI target of 360 (339 were brought back into use and 77 were demolished as part of the Councils Area Renewal Programme). A breakdown of those premises across the area committees is as follows:-

- East Area 80
- North Area 137 (77 demolitions)
- Coalfield Area 55
- West Area 112
- Washington Area 22

2.6 The City wide target for 2009/10 is 375. This is a 'stretching' target given limited resources and the length of time it takes to bring empty properties back into use. To the end of September 2009 there have been 117 properties brought back into use or demolished across the city. The breakdown is as follows:-

- East Area 51
- North Area 17
- Coalfield Area 25
- West Area 14
- Washington Area 10

2.7 In order to tackle problems associated with the private rented sector, the Council's Housing and Neighbourhood Renewal Team pro-actively engage with landlords, managing agents and tenants to provide support, advice and guidance on health, safety and housing related matters. In addition, formal action is taken where both landlord and tenant fail to improve conditions.

2.8 With regard to anti social behaviour, the Team also hold the responsibility for investigating and resolving all such incidents in the private sector. The Anti-Social Behaviour Unit investigated approximately **500** cases during 08/09. On an area basis the breakdown is as follows;

- North 55
- East 148
- West 98
- Coalfield 57
- Washington 133

3. CURRENT SITUATION

3.1 Interventions currently in place to tackle problems associated with the private rented sector and empty properties include:

Empty Properties

3.2 **Landlord Accreditation Scheme** – Currently there are limited powers to regulate the Private Rented Sector, however, Sunderland, operates a voluntary Accreditation Scheme with the aim of promoting good landlord practices. 228 landlords are currently accredited, 81 of whom have property in the Hendon area. Landlords are vetted prior to being accepted as an accredited landlord. The Scheme operates across the city.

3.3 **Dedicated team to carry out enforcement activity associated with housing standards** – Where officers have been unable to resolve issues informally, formal action can be taken to ensure housing standards are improved. This can range from defective drains to dangerous conditions in the home. The team also inspect the City's 1500 Houses in Multiple Occupation (HMO) to ensure they provide a safe and healthy home for tenants. Over recent years the government has introduced

mandatory licensing for larger HMOs and Sunderland currently licence 120 such properties. Licensing strengthens the authority's powers in relation to the management of such properties.

- 3.4 **Tenant/landlord vetting** - In addition, the team is responsible for carrying out 'vetting checks' on behalf of landlords who are members of the City Council's Voluntary Accreditation Scheme and on average almost 30 such requests are received each month.
- 3.5 **Dedicated Empty Property Officer** - The Empty Property Officer and a Private Sector Housing Officer work across the whole of the city to bring empty properties in the private sector back into use. This can be through working with owners to renovate and sell or rent out, use of enforcement powers, demolishing the most unfit housing or by working with the Housing Options Team to match homeless people with empty properties. However, the volume of work associated with ensuring empty homes are secured against unauthorised access, free from anti social behaviour, vandalism and illegal dumping mean that proactive preventative work is limited.
- 3.6 Previously a targeted approach was adopted in the Hendon area, when Back on the Map funded a dedicated Empty Property Officer for three years. This project terminated in March 2009 during which time 178 empty homes had been brought back into use. As part of this initiative a 'Smartwater' scheme was successful in protecting properties and their contents from theft.
- 3.7 **Area Renewal** – In certain areas it has been essential to provide additional support in relation to home and environmental improvements. These have been targeted schemes as part of a wider regeneration package. In particular landlords have benefited from participation in Block Improvement Schemes on the condition that the property is brought up to the Accreditation standard. Should participating Landlords allow their properties to remain empty for longer than 3 months they have to pay back their grant allocation in full.
- 3.8 Recently a pilot project was undertaken by the Housing and Neighbourhood Renewal Team which saw officers proactively tackling issues of empty homes, anti social behaviour and poor rented housing standards and management in two pilot areas. Initial feedback from residents welcomed this approach but more work to determine the outcomes, impact and hopefully the reduction in the fear of crime expressed by residents initially is required. Officers intend to return to the two pilot areas after 6 months to measure and learn from the exercise.
- 3.9 In addition, the team is currently finalising an application to the Secretary of State to introduce Selective Licensing in the Hendon area. Selective Licensing allows a targeted approach to be taken in a set geographical area that is suffering from low demand and/or anti social behaviour. All private landlords operating in the area are required to pass a 'fit and proper test' and be issued with a licence. Operating without such a licence is a criminal offence. Should Sunderland's application be successful it will be one of only 12 authorities in the country to have introduced Selective Licensing.

Anti Social Behaviour

- 3.10 **Dedicated team to investigate cases of anti social behaviour within the private rented sector** - With regard to anti social behaviour, although the Council's Housing

and Neighbourhood Renewal Team holds the responsibility for investigating and resolving cases across all housing tenures, their main focus relates to the owner occupied and private rented sectors.

- 3.11 There are currently three Officers employed to cover the City. Officers are committed to reducing the level of anti social behaviour within the private sector and regularly work outside of their office hours (9-5) to investigate cases and attend community meetings. Given that approximately 76% or 210,000 of Sunderland's residents live in the private sector and that the majority of anti social behaviour occurs on evenings and weekends, difficulties can arise when trying to resolve cases.

Partnership Working

- 3.12 The Council works with its partners to tackle anti social behaviour through Local Multi Agency Problem Solving groups (LMAPS). Partners, for example Gentoo and the Police also have resources to deal with anti social behaviour and it is necessary to ensure that, along with the Councils own resources, they are used to maximum effect.

4. NEXT STEPS

- 4.1 At it's meeting on 7 July 2009, Community and Safer City Scrutiny Committee agreed proposals for a review of anti social behaviour actively. The suggested areas to be included within the review are as follows;

- To gain an understanding of approaches of the Council and its partners in tackling anti social behaviour and ensure that a strategic approach is being taken
- To map service provision to identify hotspots or any gaps in provision
- To examine the issue of underage drinking (note – Children's Services Review Committee scrutinised Alcohol and Young People in 2008/09)
- Strengthen the environmental services connection with LMAPS
- To consider the balance between preventative and enforcement action
- Developing activities and interventions for young people and families that helps meet their needs
- Look at perceptions of anti social behaviour (Local Area Agreement)
- Progress of Local Multi Agency Problem Solving Groups

A draft final report will be considered in March 2010.

- 4.2 Area Committees have all identified anti social behaviour as a priority within their areas. This is a problem which occurs in all Area Committee boundaries to varying levels and members have expressed a wish to see a local response to these issues. Whereas anti social behaviour must be addressed at a local level, it is important that any solution is sustainable and maximises all available resources, including those of partners
- 4.3 In view of the work already being undertaken by the Community and Safer City Committee, it would be appropriate to have regard to the findings of this review when formulating proposals for tackling anti social behaviour at Area Committee level. Given the timetable of the review, it is recommended that a further report is submitted to Area Committees in April next year

5. RECOMMENDATIONS

5.1 Members are recommended to:

Review

Note the initiatives already taking place to tackle Anti Social Behaviour
Note the work to be carried out by the Community and Safer City Scrutiny
Committee review
Agree to receive a further report in April 2010

Safe thematic Action Plan for the North Area

Annex 2

Action	Progress Made	Next steps/Who?
<p>Police and TWFRS Improve intelligence sharing with partners, police, Gentoo, Environmental Enforcement Officers and Cllrs</p>	<p>This has been identified and noted. The LMAPS group in the North works to improve intelligence sharing</p>	<p>Councillors may wish to consider holding informal meetings with the Police between Area Committee meetings (this is in operation in other areas of the City)</p>
<p>TWFRS Continuation of the work done through Phoenix project and secure longer term project funding to allow for future planning.</p>	<p>Application for SIB at the November 09 meeting</p>	<p>Area Committee Decision on funding application</p>
<p>Area Officer Explore feasibility of developing a Community Payback Scheme to improve the quality of life, via LAPs priorities i.e. removal of graffiti</p>	<p>Initial discussions with Youth Offending Service have been held.</p>	<p>Area Officer A meeting to be set up with relevant partners. Other areas across the City have also identified this action. Area Officer to provide feedback at next meeting (January 2010)</p>
<p>SNCBC Prepare funding application for Community Wardens - liaise with Gentoo re match funding</p>	<p>Application for SIB to the November meeting</p>	<p>Area Committee Decision on funding application</p>
<p>Andy Neal, Youth Development Group Provide further information regarding additional mobile youth provision with spec and costs.</p>	<p>Information will be provided at the November 09 meeting</p>	<p>YDG SIB application to be submitted in January 2010</p>
<p>Insp Musgrove, Northumbria Police Submit application for SIB funding to purchase head cams</p>		<p>Northumbria Police Application for SIB will be presented to the January 2010 meeting</p>
<p>Area Officer Explore feasibility of funding two illuminated speed signs for the Sea Front</p>	<p>Proposal under development. Most appropriate lead agent to be identified. Consider as part of Sea Front project.</p>	<p>Area Officer Proposal to be presented to the January 2010 meeting</p>
<p>Northumbria Police/Trading Standards Explore options to deliver joint operation between Trading Standards and Northumbria Police for covert operations</p>	<p>Consulted with Inspector Musgrove/Tom Terrett to identify main areas of concern. Proposals and costs are being developed.</p>	<p>Northumbria Police Proposal to be presented to the January 2010 meeting.</p>
<p>HHAS Forward strategy for Castletown Gating Order including funding application for £3,500 for initial period</p>	<p>SIB application being presented at the November 2009 meeting</p>	<p>Comm Development Team and Diversity and Inclusion Team/Castletown Wardens Development work with community group to sustain project</p>

**Sunderland North Area Committee meeting
9 November 2009**

EXECUTIVE SUMMARY SHEET – PART I

Title of Report:

Financial Statements and Funding Requests

Author(s):

Office of the Chief Executive

Purpose of Report:

This report outlines current expenditure from the Strategic Initiatives Budget (SIB), Strategic Investment Plan (SIP) and Community Chest applications for funding from these budgets in order to support new initiatives, which will benefit the area and the delivery of the Local Area Plan.

Description of Decision:

The Committee is requested to approve all 16 proposals for support from the 2009/10 Community Chest budget as detailed in Annex 1

Note the financial statement for 2009/10 in Annex 2

Approve four proposals for support from the 2009/10 SIB fund as detailed in Annex 3, 4, 5 and 6

- Castletown Gating Order
- Community Neighbourhood Support Project
- Phoenix Project
- Sea Front Toilets – Winter Opening

Note the SIB project update report in Annex 7

Is the decision consistent with the Budget/Policy Framework?

Yes

Suggested reason(s) for Decision:

SIB and SIP was established to promote action on key priorities identified in the relevant Local Area Plan, and to attract other funding into the area. Applications for SIB/SIP funding should demonstrate the potential benefits to local communities the proposed project would bring, and subsequently be able to provide evidence and statistics that can illustrate these benefits.

Community Chest support is given to projects which clearly demonstrate that they will address identified local needs, provide genuine community benefit and which can subsequently provide evidence/measurement of success in this respect.

Alternative options to be considered and recommended to be rejected:

The circumstances are such that there are no realistic alternatives that could be considered.

Is this a “Key Decision” as defined in the Constitution?

No

Relevant Review Committee:

Management Scrutiny Committee

Is it included in the Forward Plan?

No

Sunderland North Area Committee

9 November 2009

Report of Chief Executive

Financial Statements and Funding Requests

1 Purpose of The Report

1.1 This report outlines current expenditure from the Strategic Initiatives Budget (SIB), Strategic Investment Plan (SIP) and Community Chest and applications for funding from these budgets in order to support new initiatives, which will benefit the area and the delivery of the Local Area Plans.

2.0 Description of Decision (Recommendation)

2.1 The Committee is requested to approve all 16 proposals for support from the 2009/10 Community Chest as detailed in Annex I.

2.2 Note the financial statement for 2009/10 in Annex 2.

2.3 Approve four proposals for support from the 2009/10 SIB budget as detailed in Annexes 3, 4, 5 and 6

- Castletown Gating Order
- Community Neighbourhood Support Project
- Phoenix Project
- Sea Front Toilets – Winter Opening

2.4 Note the SIB project update report in Annex 7.

3.0 Background

3.1 The Council has reduced the amount of Regeneration Frameworks across the City from six to five. This has resulted in a new calculation of SIB funding to be awarded to the Sunderland North Area Committee of £288,548 to be allocated up until March 2010. All allocations of funding should be matched against the criteria outlined in delivering the key priorities of the area, identified within the Local Area Plan (LAP).

3.2 SIP was approved at Cabinet in March 2008. Included within the plan was an additional one-off allocation of £1.426m to Area Committees. The amount allocated to each Area Committee was the same as SIB allocation for 2008-09. This equates to £266,540 for the North. At a meeting in September 2009 the Committee discussed how to split the funds across the five wards of Fulwell, St Peter's, Southwick, Redhill and Castle. The Committee agreed to contribute £50,000 to the Sea Front Improvement project and divide the remaining £216,540 between the five wards, giving each ward a total of £43,308. Fulwell and St Peters wards identified an additional £15,000 per ward as a further contribution to the Sea Front Project. Each ward will identify areas of priority within their own ward and applications for SIP funding will be presented to Area Committee for a decision. This funding is available until March 2011.

3.3 The Committee will be aware that the Community Chest forms part of the Strategic Initiatives Budget and that £250,000 is available for the scheme in 2009/2010, £10,000 for each Ward, plus any unclaimed allocations identified from previous years. This scheme is operated under Section 137 of the Local Government Act.

4.0 Current Position SIB

4.1 Following the September 2009 Committee meeting, a balance of £305,150 remained to be allocated this financial year.

4.2 The projects in Annex 3-6 request a total of £77,094 Should Committee grant this request the remaining balance would be £228,056. At the last meeting Committee agreed to receive applications for a number of projects, including a contribution to the Sea Front project, support to the Mobile Youth provision and support for Head Cams. Fully developed applications, with recommendations, will come forward to the January 2010 meeting.

4.4 Emergency protocols for accessing SIB or SIP funding were agreed by Committee at the September 2009 meeting.

5. Current position SIP

5.1 The full allocation of £266,540 remains to be allocated and fully expended by March 2011. At the last meeting Committee agreed to contribute a total of £80,000 from SIP to the Sea Front project. A fully developed application will come to Area Committee in January 2010.

6 Current Position Community Chest

6.1 To date approvals for each Ward total:

Castle	£8790
Fulwell	£7963
Redhill	£1475
Southwick	£5828
St. Peter's	£3541

6.2 The projects listed on Annex 1 total:

Castle	£0000
Fulwell	£1880
Redhill	£0000
Southwick	£4927
St. Peter's	£950

6.3 Should the Committee grant the requests listed on Annex 1 the remaining balances, including the unclaimed allocations identified from previous years, would be:

Castle	£2710
Fulwell	£4984
Redhill	£18357
Southwick	£5183
St. Peter's	£8432

7.0 Reasons for the Decision

7.1 SIB and SIP was established to promote action on key priorities identified in the relevant Local Area Plan, and to attract other funding into the area. Applications for SIB/SIP funding should demonstrate the potential benefits to local communities the proposed project would bring, and subsequently be able to provide evidence and statistics that can illustrate these benefits.

7.2 Community Chest support is given to projects which clearly demonstrate that they will address identified local needs, provide genuine community benefit and which can subsequently provide evidence/measurement of success in this respect.

8.0 Alternative Options

8.1 Each project is required to indicate what alternative options they have considered during the application business process.

9.0 Relevant Consultations

9.1 Financial Implications

The Director of Financial Resources has been consulted on this report and all costs associated with developing SIB, SIP and Community Chest applications.

9.2 Implications for Other Services

Each project is required to indicate what implications there may be for other services in the application business process.

9.3 The Public

Each project is required to indicate what consultation it has undertaken and other documentary evidence it has to support its proposal in during the application business process. Residents have been consulted about the priorities in the Local Area Plans and bids support these identified priorities.

9.4 The Race Relations (Amendment) Act 2000 and the Councils Race Equality Scheme.

Each project is required to indicate whether it has an equal opportunities policy, or what measures it employs to address equal opportunity issues, during the application business process.

9.5 Public Relations and Publicity

Each project is required to indicate how it will promote funding awarded from Area Committee.

9.6 Councillors

Members have been consulted on all applications for SIB, SIP and Community Chest support and the implementation of the review.

10.0 List of Appendices

- 10.1 Annex 1 Community Chest: Proposed projects for approval
- 10.2 Annex 2 Financial Statement
- 10.3 Annex 3 SIB: Proposed project for approval – Castletown Gating Order
- 10.4 Annex 4 SIB: Proposed project for approval – Community Neighbourhood Support
- 10.5 Annex 5 SIB: Proposed project for approval – Phoenix Project
- 10.6 Annex 6 SIB: Proposed project for approval – Sea Front Toilets – Winter Opening
- 10.7 Annex 7 SIB: Live Project Update report

11.0 Background Papers

11.1 The following background papers were used:

- Community Chest and SIB Application Forms
- Schedule of projects circulated at the panel meeting held on 13th October, 2009.
- Reports to previous Area Committees
- Progress reports from current SIB projects
- Sunderland North Local Area Plan

COMMUNITY CHEST 2009/2010
PROJECTS PROPOSED FOR APPROVAL

	<i>Recommended Grant subject to final estimates, invoices, up to £:</i>
FULWELL WARD	
Southwick & Monkwearmouth Community Transport – Contribution towards repairs etc.,	500
Bidders for Bede – Contribution towards new notice board and printing of calendars.	100
Sunderland Floral Art Club – Contribution towards room hire, demonstrations, workshops etc.,	30
Sunderland Polish Community Association – Contribution towards room hire for 'drop in' centre	150
Friends of Sunderland Museum – Purchase of display boards and stands.	50
M.S. Society – Contribution towards trips and physiotherapy sessions.	50
Royalty Theatre – Contribution towards updating of fire regulations, re-wiring etc.,	1000
Total	1880
SOUTHWICK WARD	
Southwick Area – Purchase of trees and bulb planting in various locations.	4227
Southwick & Monkwearmouth Community Transport – Contribution towards repairs etc.,	300
Southwick Primary School – Contribution towards lantern festival.	400
Total	4927
ST. PETER'S WARD	
Southwick & Monkwearmouth Community Transport – Contribution towards repairs etc.,	200
Sunderland Residents Federation – Contribution towards room hire, publications, newsletters etc.,	100

Sunderland Polish Community Association – Contribution towards room hire for ‘drop in’ centre	50
Friends of Sunderland Museum – Purchase of display boards and stands.	50
M.S. Society – Contribution towards trips and physiotherapy sessions.	50
Royalty Theatre – Contribution towards updating of fire regulations, re-wiring etc.,	500
Total	950
Total of Projects	7757

SIB: North SIB Statement 9th November 2009

Annex 2

2009/2010 Approvals	Approval Date	SIB Allocation	Approvals	Balance
Funding carried forward from 2008/2009				
Budget Allocation for 2009/2010		288,548		
Hylton Castle & Dene Business Plan Extension	07.09.09		12,110	
Total		288,548	12,110	276,438
Total Returned Funding in 2009/2010				
Area Marketing Project	11.01.07	5,082		
Target Hardening Equipment	10.01.08	179		
Castletown & Eppleton Neighbourhood Renewal community Consultation and communication	10.01.08	895		
Neighbourhood Speed Enforcement - Handheld Speed Detection Devices	06.03.08	210		
Volunteer Co-ordinator Little Tiggers	05.06.08	71		
Hylton Castle Primary School - Outdoor Play Area	05.06.08	155		
Total		6,592		
Balance		295,140	12,110	305,150

SIP: North Statement 9th November 2009

2009/2010 Approvals	Approval Date	SIP Allocation	Approvals	Balance
Budget Allocation for 2009/2010		266,540	0	266,540
Total		266,540	0	266,540
Balance		266,540	0	266,540

Community Chest: North Statement 9th November 2009

2009/2010 Approvals	Community Chest Allocation	Approvals	Balance
Budget Allocation for 2009/2010			
Castle	11,500	8790	2710
Fulwell	14,827	7963	6864
Red Hill	19,832	1475	18357
Southwick	15,938	5828	10110
St Peter's	12,923	3541	9382
Total	75,020	27597	47423
Balance	75,020	27,597	47,423

Application Summary and Recommendation

Name of Project	Castletown Gating Order
Lead Organisation	Sunderland City Council (Transport)

Total Cost of Project	Total Match Funding	Total SIB Requested
£ 3,500	£0	£ 3,500
Project Duration	Start Date	End Date
6 months	October 2009	March 2010

The Project

As part of the Castletown Masterplan a gating order was applied for to close off Nye Dene and Castle View cuts from 7 p.m. to 7 a.m. The gating order was granted and the gates are opened and closed by Pegasus Security on behalf of the Council. This service is paid for by funding provided by the Community Safety budget and is now coming to an end. It is proposed that SIB provides funding for a 6 month period to allow the current arrangements to continue while a more sustainable approach is developed. During this 6 month period a community group or association will be supported to then take over responsibility for the opening and closing of the gates at nil cost.

The Need for the Project

The need was identified through the Castletown Masterplan to help reduce anti-social behaviour in the cut and surrounding dene area. A multi partner working group was set up and it was agreed to pilot the gating order which has proved to be successful.

The Outputs for the Project

Output Code	Description	2009/10	2010/11	2011/12
S1	Number of homes/businesses/community facilities with improved security	2		

The key milestones for the Project

Milestone and key event	Forecast Dates
Community Group or Association identified to open and close the gates	February 2010
Service level agreement agreed and signed	March 2010

Recommendation: Approve

The pilot project has proven successful

The project creates a feeling of safety for some residents

The interim funding will allow time to develop a community focused forward plan

The project is supported by relevant directorates and partners

Application Summary and Recommendation

Name of Project	Community Neighbourhood Support Initiative
Lead Organisation	Sunderland North Community Business Centre (SNCBC)

Total Cost of Project	Total Match Funding	Total SIB Requested
£66,320	£20,000	£46,320
Project Duration	Start Date	End Date
1 year	November 2009	November 2010

The Project

The project will provide a Community Support Service to local residents in the Castletown area by employing two Community Wardens. The project will sustain and create activities for young people such as football sessions, holiday activities and accredited provision such as ASDAN and Duke of Edinburgh Awards. The project will work with local primary and secondary schools. The project will provide a local responsive service and tackle vandalism, litter and graffiti, drink and drug related anti-social behaviour and juvenile disorder.

The team will work with residents of all ages and with other agencies such as the Police Community Support Officers, Anti Social Behaviour Officers, Community Development Workers, Housing Officers and landlords to ensure non duplication and multi agency working. The Community Wardens are not enforcement officers but work with the community to encourage participation and provide a link between residents and other agencies where appropriate.

The project will provide support to the Castletown Neighbourhood Action Group to build capacity amongst residents and volunteers and support local organisations to gain external funding to ensure security for their organisations and buildings.

The Need for the Project

The Castletown Masterplan consultation showed Neighbourhood Wardens as high priority amongst the 146 residents who responded to the questionnaire.

The need for the project was identified through consultation during the Local Area Plan development with local residents. Statistics provided by Northumbria Police April 2008 – March 2009 highlighted that Castle Ward had the highest levels of anti-social behaviour, youth related anti-social behaviour and alcohol related anti-social behaviour in the North area.

The Castletown Neighbourhood Action Group is locally led and is made up of key partners and residents who also identified the need for this project.

The project is due to end in October 2009 and it has been identified as successful by Northumbria Police and Gentoo. The provision of funding will allow the project to continue whilst a more strategic approach to Community Wardens for the whole area is explored.

At the last meeting of the North Area Committee it was agreed that a project application for SIB for approximately £40,000 be submitted. This is the fully developed, costed application.

The Outputs for the Project

Output Code	Description	2009/10	2010/11
S1	Number of homes/businesses/community facilities with improved security	1	
S2	Number of additional wardens	2	
S5	Number of young people benefiting from youth inclusion/diversionary projects	40	110

S6	Number of additional young people engaged in youth activities	9	27
H1	Number of people benefiting from healthy lifestyle projects	10	15
A3	Number of community/voluntary groups supported	1	1
A4	Number of events/programmes of work to improve the appearance of streets	1	4
A6	Number of community or educational events held	1	4
P2	Number of jobs safeguarded	2	
P3	Number of people employed in voluntary work	1	4
L4	Number of adults obtaining qualifications	10	20
L7	Number of additional youth sessions being delivered per week	2	2
L8	Number of additional young people engaged and participating in youth provision	10	20

The key milestones for the Project

Milestone and key event	Forecast Dates
Team in place to commence project	November 2009
Support the development of the Castletown Neighbourhood Action Group	November 2009
Set up and deliver youth activities	December 2009
Provide a more visible warden presence	December 2009
Recruit volunteers to the programme	March 2010
Improve community facilities and equipment	March 2010

Recommendation: Approve – subject to the following

A minimum of £20,000 match funding is secured.

The work provided by the project does not displace/duplicate commissioned youth work and that value for money is gained. Close working with the Youth Development Group to be maintained and the project information is collected and reported separately from commissioned youth work.

The wardens ensure all effort is made to engage with residents not currently involved in activities taking place in their area.

The project explore alternative sources of funding for future provision and work with Sunderland City Council Children's Services to identify how the project will fit with future youth provision. It is not usual for SIB funding to support continued delivery of projects for future years.

The wardens continue to work with local people of all ages to ensure that it is not purely a youth focused project. Evidence of this to be provided during monitoring.

Application Summary and Recommendation

Name of Project	Sunderland Phoenix Project
Lead Organisation	Tyne and Wear Fire and Rescue Service

Total Cost of Project	Total Match Funding	Total SIB Requested
£84,858	nil	£15,274
Project Duration	Start Date	End Date
Two years	April 2010	March 2012

The Project

Aimed at young offenders or young people at risk of offending (aged 11-17), the project will deliver 9 two day Respect Level 2 courses and 6 three day Advanced Level 3 courses per annum.

The original Phoenix course (Level 1) is a four day course which encourages discipline, self discipline, confidence, self esteem, leadership, communication, team work, practical skills and knowledge by engaging in training and activities based on fire fighting skills and practical procedures, Anti Social Behaviour (ASB), hoax calls, fire safety in the home, driving standards and knife crime are also included in the course. Students are motivated, confident and enthusiastic following the completion of the Phoenix project. Funding is secured to continue this element of Phoenix.

The Respect course (L2) is a two day follow up course solely for students who have completed the original Phoenix (L1) and have not offended, have maintained behaviour levels, both at school and at home for a minimum period of three months. The course delivers more advanced activities and practical tasks based on fire fighting skills, such as working with ladders and fire extinguisher training. The purpose of offering this course is to encourage and motivate the students to achieve the above criteria to attend.

The Advanced course (L3) is four days and is the third course in the “package” for students who have completed the first two courses and have not offended and maintained behaviour levels for a further six months following the Respect course. The first day of the course recaps on activities from the first two courses with day two and three being spent at an outdoor activity centre with an overnight stay. Teambuilding, leadership, communications skills, confidence building and motivation are the main purpose of the challenges and activities, which include mid ropes course, high walk, assault course, zip wire, night line tunnels and many others.

The Need for the Project

Sunderland Youth Offending Services have stated that if a young person desists from offending for a period of 12 months they are unlikely to return to offending behaviour and “adopt a preference” to not offend. The progression route is clearly identified from L1 to L3, and a recent evaluation compared students who were told about the Respect course and those who were not, 85% of those young people given the incentive did not offend.

Consultation has taken place between Tyne and Wear Fire and Rescue Officers and all five Area Committee between July and September 2009.

The Outputs for the Project

Output Code	Description	Target 2009/10	Target 2010/11	Target 2011/12
L7	Number of additional youth sessions (courses) been delivered		15	15

L8	Number of additional young people engaged in youth provision		150	150
S5	Number of young people benefiting from youth inclusion projects		150	150
S6	Number of additional young people engaged in youth activities		150	150

NB:- figures are based on 10 young people per course and will be aligned to their area via postcode to assist in claiming expenditure from the appropriate area budget.

The key milestones for the Project

Forecast Dates	Milestones and Key Events
Y1 Q1: April-June 2010	Deliver: 2 Respect + 2 Advanced
Y1 Q2: July-September 2010	3 Respect + 2 Advanced
Y1 Q3: October-December 2010	2 Respect + 1 Advanced
Y1 Q4: January–March 2011	2 Respect + 1 Advanced
Y2 Q1: April-June 2011	Deliver: 2 Respect + 2 Advanced
Y2 Q2: July–September 2011	3 Respect + 2 Advanced
Y2 Q3: October-December 2011	2 Respect + 1 Advanced
Y2 Q4: January - March 2012	2 Respect + 1 Advanced

Costs:

Area	% of costs	SIB 2009/10	requested	SIB requested 2010/11
East	17		£7,213	£7,213
West	21		£8,910	£8,910
North	18		£7,637	£7,637
Washington	28		£11,880	£11,880
Coalfield	16		£6,789	£6,789
Total	100		£42,429	£42,429

NB: costs were calculated by analysing the % of young people who attended the courses over the last three years and which areas of the City they resided in. The information has assisted in forecasting the future delivery costs against the project.

Recommendation: Approve

- Previously to this meeting all five Area Committees agreed that an application proposal be developed and presented to a future meetings for consideration of allocating SIB over a two year period.
- TWFRS are represented at Area Committee by the relevant Station Manager for the area and will be able to supply reports upon request.
- The aims and objectives stated meet the strategic objectives within the Safe theme in all five areas of the City. The information provided also outlines strong links between the project aims and the strategic outcomes.
- The outputs are clear and will support delivery of priorities in all five areas.
- TWFRS have experience of managing funding and projects, in addition, finance management systems, recording and monitoring procedures and a Phoenix Manager who will be responsible for returning quarterly monitoring forms with details of project delivery, outputs and expenditure.
- There are no legal or other approvals required and no identified risks/uncertainties to resolve.
- There are no implications for Council services arising from this project.
- Milestones are clear and appear to be realistic.

Application Summary and Recommendation

Name of Project	Seafront Toilet Provision – Winter Months
Lead Organisation	City Services Directorate

Total Cost of Project	Total Match Funding	Total SIP Requested
£12,000	£0	£12,000
Project Duration	Start Date	End Date
7 months	September 2009	March 2010

The Project

Funding from North Area Committee will enable additional toilet provision to be made available to the general public visiting the seafront between the months of September 2009 and March 2010. The two specific locations are the toilet block situated on Seaburn promenade adjacent to the 'Cat and Dog' steps, and the toilet block situated on Marine Walk, Roker, adjacent to the smugglers pub. Historically toilets have only been made available at the main location on Seaburn promenade and at Harbour View, Roker.

The Need for the Project

Results from extensive consultation regarding services at the Sea Front showed the most overwhelming response was in relation to toilet provision being insufficient. The Sea Front attracts high numbers of visitors throughout the year and therefore need to be open all year round. Councillors throughout the North Area have identified this need for a number of years.

The Outputs for the Project

Output Code	Description	2009/10	2010/11	2011/12
A1	Number of community facilities improved	3		

The key milestones for the Project

Milestone and key event	Forecast Dates
Toilets open for winter season	September 2009
Forward strategy for keeping toilets open all year round	March 2010

Recommendation: Approve

- This is a much needed project which has been requested for a number of years
- It is of benefit to all residents and visitors to one of Sunderland's greatest attractions
- The Area Committee have requested the application
- Extensive public consultation has taken place, both as part of the Sea Front Regeneration project and the "It's Your Sunderland" consultation for the North area
- The provision of this interim funding will allow City Services to monitor the benefits and success in order to develop a forward plan for coming years
- The continuation of project will be considered as part of City Services mainstream budgets

Strategic Initiatives Budget: North Live Project Update
9th November 2009

Annex 7

Project	Approval	Alloc. £k	Exp to date	Balance £k	Lead Agent
Fulwell Junior School : Centenary Celebrations 2009	05.06.08	16.000	14.794	1.206	Fulwell Junior School
<p>The project is to enhance the history of Fulwell Junior School and the 100 years that have elapsed. This will be a whole school project to celebrate the impact the school has had not only on teaching and learning, but the wider community of the future. The Centenary Open Events took place in May and received a tremendous level of support not only from the families of the current pupils, but also from the wider community. People went to the school to view the commemorative displays and joined in the celebrations. Various workshops were held and the school choir performed, there were exhibitions from the sports teams and a centenary 'cafe' serving refreshments. The input from the local community was tremendous, with donations of photographs for the history display, to people sharing memories in discussions with staff and pupils. Through the help of SIB funding the school has staged the event with maximum impact and the community involvement is a clear indication that the school has a significant role to play in community relations.</p>					
Project	Approval	Alloc. £k	Exp to date	Balance £k	Lead Agent
Kool Kids	05.06.08	15.920	9.808	6.112	Sunderland Dance CIC
<p>The project works in the schools providing workshops or classes to support cross curricular activities. They have had a very successful break dancing project called Fresh Kids in Sunderland every week for children and young people aged 5 -15 years old. Over the last few months the project have continued to increase there numbers, continued with there outreach work on the street and are working towards providing boxercise as a new element of the project. The project has also been successful in gaining funding from the Police Participatory Fund to set up Kool Kids in Easington Lane in the Coalfield Area and to introduce elements of boxercise in the North Area. They have also established very good working relationships with the Washington Area Police Team to develop Kool Kids further in the Washington Area.</p>					
Project	Approval	Alloc. £k	Exp to date	Balance £k	Lead Agent
Intensive Preventative Family Intervention	05.06.08	30.000	5.255	24.745	Elite Family Specialists CIC Ltd.
<p>This project is to work with all families and target groups through preventing family crisis, by offering families a unique tailor made programme they will help families explore their problems and get them reconnected with each other by providing a close and personal service meeting individual needs directly in the family home. Over the last few months the project have continued to receive referrals from the Local Authority and Independent Fostering Agencies. They have also successfully been accepted onto the 'National Association of Parenting Practioners Toolkit' that is to be distributed nationally and have successfully secured further funding from SIEF.</p>					

Strategic Initiatives Budget: North Live Project Update
9th November 2009

Project	Approval	Alloc. £k	Exp to date	Balance £k	Lead Agent
Southwick Youth & CA Health & Safety works	04.09.08	10.660	0	10.660	Southwick Youth & CA

SIB funding has been secured to replace the central heating system and install a door entry system, which will ensure the building remains open and operational especially during the winter months. The inclusion of a door entry system will benefit the community enormously due to increasing anti-social behaviour in this area stopping participation of activities and fear of disruption due to access to everyone at present into the centre. The lead agent has reported a delay on the installation of the door entry system due to asbestos being found in the ceiling area where the wires are to be located. Once the asbestos is removed work will recommence.

Project	Approval	Alloc. £k	Exp to date	Balance £k	Lead Agent
Hylton Castle & Dene Business Plan	04.09.08	20.000	11.455	8.545	Friends of Hylton Dene

The Hylton Castle and Dene Project has developed significantly since the original feasibility exercise carried out in 2002. There have been significant changes in the funding and general environment in which the project would operate. It is proposed that the consultancy should provide sufficient clarity of project objectives, implementation issues and costs other factors associated with these to assist potential funders in considering support for the project. The project has reported a slight delay on expenditure due to additional work being required on the Business Plan, in order to fully evaluate the options identified following the Steering Groups response to the interim report. To fund this extra work a further £12,110 was agreed from the SIB funding in September and it is anticipated that all expenditure will be claimed by December.

Project	Approval	Alloc. £k	Exp to date	Balance £k	Lead Agent
Eco Schools in Sunderland	05.06.08	10.000	0	10.000	Groundwork East Durham

The project will work with various schools across the City resulting in each school receiving an award, ranging from Bronze and Silver to prestigious Green Flag. The project aims to fully engage schools by providing focused support to guide them through the process. Participants will become more stimulated with regards to improving their local environment and many outcomes could potentially make financial savings in terms of reducing energy bills. Having successfully begun delivery of the project across the City, 10 schools have achieved a bronze award, 4 schools a silver award and 1 school has achieved their green flag award. All schools are making good progress with some interesting projects including a community waste project, community allotment project and a healthy tuck shop run by pupils themselves. Recently, many of the schools involved also ran eco weeks from Groundwork which included staff from Sunderland City Council delivering sessions and assemblies with a sustainability theme.

Project	Approval	Alloc. £k	Exp to date	Balance £k	Lead Agent
Seated Exercise & Mature Moves	04.09.08	5.000	1.796	3.204	Sit n b Fit

The aim of the project is to improve the health and mobility of older people in the area through gentle seated exercise and mature moves, and thus help them to sustain independent living. Seated exercise can increase a person's stamina, balance, co-ordination, suppleness and flexibility. During this quarter 133 one to one sessions were delivered and 45 groups sessions were delivered in the North area.

Strategic Initiatives Budget: North Live Project Update
9th November 2009

Project	Approval	Alloc. £k	Exp to date	Balance £k	Lead Agent
Southwick Hacks	30.10.08	9.340	4.213	5.127	Southwick Neighbourhood Youth Project
<p>The project is to consolidate and further develop a young persons paper and to progress a local Youth Forum. The need for the project came from the re development of the Central area of Southwick. Young people were beginning to feel isolated and excluded as they and their families had been moved to the periphery. After consulting with the young people of the area, the need for a better flow of information was identified. The young people are learning an incredible amount of skills from computer based work, interview skills and techniques, photography, decision making, reporting, editing all of which enables them to become more confident in themselves and communicate with all age groups in a professional manner. The project has continued to produce an issue of their newspaper every 3 months and have just completed issue 7. They have also been approached by Gentoo and have wrote an article about their progress in the past year for their 'Wear Living Magazine', which goes out to tenants in the Sunderland area. The continued popularity and success of the paper in the community amongst young people and adults is very successful.</p>					
Project	Approval	Alloc. £k	Exp to date	Balance £k	Lead Agent
Hylton Castle & Dene Business Plan	07.09.09	12.110	0	12.110	Friends of Hylton Dene
<p>Additional work is needed on the Business Plan from the original allocation approved in September 2008 , in order to fully evaluate the options identified following the Steering Groups response to the interim report. To fund this extra work a further £12,110 was agreed from the SIB funding in September and it is anticipated that all expenditure will be claimed by December.</p>					
Totals		129.030	47.321	81.709	

RESPONSIVE LOCAL SERVICES

REPORT OF EXECUTIVE DIRECTOR OF CITY SERVICES AND THE CHIEF EXECUTIVE

1. PURPOSE OF THE REPORT

- 1.1 To advise North Area Committee of the commencement of the Responsive Local Services (RLS) project which forms part of the Council's Community Leadership Programme.

2. INTRODUCTION/BACKGROUND

- 2.1 The Community Leadership Programme, which commenced in September 2008, is based upon the need to accelerate delivery of quality of life improvements for the people of Sunderland and to improve their satisfaction levels with the way the Council and its partners perform. The Responsive Local Services project is designed to satisfy the service delivery element of the programme ensuring that, in delivering its day to day services, the Council is more responsive to the needs and expectations of its customers and engages with citizens more effectively.
- 2.2 In essence the project provides each Area Committee with the tools required to tailor services in the locality and communicate the improvements effectively to residents to improve satisfaction and resident understanding of the elected Member's community leadership role.

3. CURRENT POSITION

- 3.1 In order to achieve an early impact, it is proposed that the Project commences with a focus on the important high volume neighbourhood services detailed below:
- Litter
 - Refuse Collection
 - Grass Cutting
 - Graffiti
 - Dog Fouling
- 3.2 The services included in the first wave have been chosen according to their relative importance and the ability to measure performance against the current service standards. It is necessary, in this respect, to publish the associated service standards to enable residents and Members to engage in service delivery performance updates, via Area Committees. This will enable Area Committees and residents to consider local priorities and service performance when tailoring service standards to match local need.
- 3.3 The service scope of each subsequent wave of the Project would then be defined upon the basis of customer feedback through the Customer Services Network, feedback from Residents' Surveys, Area Committees, Ward visits and the analysis of service requests via the staff reporting line.

4. AREA COMMITTEE REPORTING

- 4.1 The RLS project sets the scene for Area Committees to receive regular performance reports regarding the services included in the first and subsequent waves of the project. The performance reports will also identify locality issues arising from the analysis of staff reports to the staff reporting line to allow the Committee to consider the allocation of SIP funding.
- 4.2 Taking into consideration the Area Committee meeting schedule, the first RLS performance reporting cycle will commence in January 2010, with the presentation of summary performance reports to each committee for discussion and consideration. As the services included in the RLS project increase with each wave of activity, the monthly performance report will provide a richer and more meaningful interpretation of local needs and issues, to inform local tailoring.
- 4.3 The staff reporting line has already identified a number of associated environmental issues in each locality a summary of which will be presented to each committee for consideration.

5. LOCAL PROBLEM SOLVING

- 5.1 It is envisaged that in the majority of cases the area performance reports will provide a sound basis upon which service tailoring can be delivered to address a local issue or request for service. However in some cases this model will not suffice and a problem solving approach will be required to consider the issue in more detail and deliver the necessary service actions.
- 5.2 When this occurs it is proposed that a local problem solving group, including partner organisations where necessary, be established to provide feedback to the relevant Area Committee regarding the plan to address the issue (this could provide the Area Committee with a framework for identifying where it may wish to invest its discretionary budget). Once agreed the partnership plan will be implemented with performance updates being reported back to the Area Committee with agreed regularity.

6. RECOGNITION FOR ACTION

- 6.1 The Corporate Communications Team is already developing an approach to satisfy the communication requirements of area governance and the RLS project, the first results of which should be in place by November 2009. The key is to link service improvement with community leadership to strengthen the connection, and provide citizens with tangible opportunities to influence service delivery in the local area. The relevant service standards will be published to provide a baseline for service tailoring.

7.0 FINANCIAL IMPLICATIONS

- 7.1 Resource tailoring is a key consideration for this agenda to ensure that any alignment between the resource available to meet current standards of service delivery and any potential increase to service standards or demand is carefully managed. Ongoing monitoring will take place and resource allocation will be, in the first instance, managed within existing budget provision. Any demand for further provision would be required to be considered as part of the Medium Term Financial Planning Process.

7.2 Area Committees are also able to call upon their Strategic Investment Plan allocations to respond to local issues arising from service demand or, as was the case for the previous cycle, to address any issues coming forward from ward visits and the staff reporting line.

8.0 RECOMMENDATION

8.1 The North Area Committee are requested to note this report for information.

9.0 BACKGROUND PAPERS

9.1 Community Leadership Programme Project Initiation Document

9.2 Responsive Local Services Cabinet Paper – 7 October 2009

North Sunderland Area Committee

9th November 2009

Report of the Chief Executive

Review of the Local Area Plans (LAP)

1. Why has it come to Committee?

1.1 To provide Area Committee with details of the review of the Local Area Plan.

2. Background

2.1 Following the extensive programme of consultation with members, partners, community stakeholders and the wider community, the North Sunderland Local Area Plan (LAP) was approved by Cabinet in July 2009.

2.2 The North Area Committee established a Local Area Work Plan in July 2009 to implement the LAP's priorities that had been developed by the Committee and its partners.

2.3 A review of the LAP is included within the new Area Committee governance proposals adopted in May 2009 with the process culminating in the Annual Report in April 2010 and the adoption of a refreshed LAP, priorities and Work Plan in June 2010. This review will be carried out annually with a full public consultation undertaken every three years.

3. LAP Review; process and principles

3.1 The LAP should be seen as a statement, published at the beginning of each municipal year. The statement should act as a focal point for residents to gain an understanding on what public services and what agencies are delivering in their neighbourhood/area over the next 12 months (May-April), indicating: key facts; what local residents have told us; intervention improvements and current initiatives

3.2 Information is gathered annually, from a variety of different sources between November and February, including from:

- Councillors;
- Partners' delivery plans;
- Directorates' delivery plans;
- Community Spirit and Citizen Panels;
- Sunderland Community Network;
- Place Survey;
- IMD statistics;
- Cabinet, LSP and Scrutiny work plans.

3.3 An end of year report will be produced in April, outlining how improvements and initiatives brought value and benefit to an Area, and what lessons have been learnt and shared. This information is shared with LSP, Scrutiny and Cabinet to influence future ways of working and ensure city wide projects are aware of what is happening at an area level and that area concerns feed into city wide initiatives

3.4 The review, as well as being about developing, implementing and monitoring the effectiveness of the LAP, is also concerned to ensure that the infrastructure supporting the

process and people is strong and adequate enough to cope with the demands of the area arrangements. This will be achieved by Self Assessments and Members' Surveys being completed and analysed, ensuring that all councillors and partners have an opportunity to influence and shape the Sunderland Way of Working.

4. Recommendation

4.1 To note the review and to take part in the self assessments and members' surveys

5. Background papers

- Area Workshop papers
- Local Area Plans

6. Contact Officer: Pauline Hopper, Area Officer for Coalfield and Sunderland North
Tel: 0191 561 7912 e-mail: pauline.hopper@sunderland.gov.uk

North Sunderland Area Committee

9 November 2009

Report of the Chief Executive

Area Committee Handbook

1. Why has it come to Committee?

1.1 During the development of the new Area Arrangements, the Area Arrangements Project Board began the development of an Area Committee Handbook to reflect the new arrangements and to facilitate the operations of the Area Committees with their partners.

2. Description of Decision (recommendation)

2.1 Area Committee is asked to agree the adoption of the Area Committee Handbook 2009/10.

3. Background

3.1 In May 2009, at its workshop on New Governance Proposals, the Area Committee agreed to a number of partners being co-opted as members of the Committee. In addition, there was agreement in principle to the Committee having representatives of the local Voluntary and Community Sector as members.

3.2 To ensure effective participation in the refreshed governance arrangements, it was felt the production of a handbook to provide practical guidance to all those involved in the area Committee – Elected Members, members of the public, Service Delivery Partners and Council Officers.

3.3 The guidance in the Handbook should be read alongside the Council's constitution.

4. Background Papers

- Sunderland Strategy Delivery Plans
- Community Leadership Programme Project Board
- Updating Area Arrangements Project Board
- Sunderland North Local Area Plan

5. **Contact Officer:** Pauline Hopper, Area Officer for Coalfield and Sunderland North
Tel: 0191 561 7912 e-mail: pauline.hopper@sunderland.gov.uk

Annex 1: Area Committee Handbook

Area Committee Handbook

2009 / 2010

CONTENTS

	Page
Introduction	2
Background of the Area Committee	3
Role of the of the Area Committee	3
Conduct of meetings	4
Membership and Support for Area Committee	6
Schedule of meetings	11
Key contacts	12
Protocol 1 – Allocation of work to Area Committee	14
Protocol 2 – Questions to Area Committee	17
Protocol 3 – SIB/SIP Governance	19
Protocol 4 – Area Review Process	20
Protocol 5 – Area Committee Work Plan (Sample)	21
Protocol 6 – Area Committee Standing Agenda	22
Protocol 7 – Annual Self Assessment	23

INTRODUCTION

The Area Committee Handbook provides practical guidance to everyone involved with Area Committees in Sunderland – Members of the Public, Elected Members, Service Delivery Partners and Council Officers. The guidance in the Handbook should be read alongside the Council's Constitution.

The Handbook includes protocols setting out the procedures and processes to help the business of the Area Committee run smoothly. While the Handbook supports the rules and procedures set out in the Council's Constitution (available on the Council's website www.sunderland.gov.uk) the Constitution will always take precedence over the Handbook.

Sunderland Strategy's Vision:

“Creating a better future for everyone in Sunderland”

Sunderland will be a welcoming, internationally recognised city where people have the opportunity to fulfil their aspirations for a healthy, safe and prosperous future.

This is the vision and aspiration for the whole of the city of Sunderland. In order to reach this ambition the City is working together with its partners by developing and implementing the Sunderland Strategy. It is now looking at how this can be locally implemented and has reviewed its Local Area governance structures to improve links between the City's strategic actions and its local priorities.

The Sunderland Strategy sets out how the Local Strategic Partnership (LSP) will deliver the City's vision, but it is the Local Area Committees that will deliver an area vision, which local elected Members, local Residents, Service Delivery Partners, Council Officers and voluntary and community groups will drive and implement. The process is two way and focussed on the operation *“What can the city do for an area and what can an area do for the city?”*

The purpose of the Local Area Plans (LAPs) is to make sense of how our key themes are turned into reality and practical action for people in their areas. Our key themes are:-

- A Prosperous area
- A Learning area
- A Safe area
- A Healthy area
- An Attractive and Inclusive area

These aims are underpinned by four cross cutting priorities: Inclusive Communities, Culture, Housing and Communication.

Underpinning the Sunderland Strategy is the Local Area Agreement (LAA) for Sunderland and LAPs for the five regeneration areas in the City (all with a lifespan until 2011). They set out the basis on which we will move towards our vision by identifying the focus for the relative short term and the next steps in the journey towards achieving long term aspirations.

We recognise the LAP does not set out everything that needs to be done in the Area. Rather it highlights the agreed way forward for the Area Committee in respect of the identified improvement priorities and intentions over the forthcoming years.

BACKGROUND OF THE AREA COMMITTEE

The Cabinet meeting of the Council is the executive decision making body, and has delegated powers to an area level, via Area Committees to make a range of formal decisions on local service delivery, if it is seen to bring benefit to local communities, bringing on board local views to shape and influence decisions around local solutions to local problems. When good practice occurs there are opportunities to influence policy development and strategic decision making by the Cabinet and the LSP. Area Committee will also monitor service delivery and performance of all City Council services in local areas.

Area Committees are formal committees appointed by the Council to ensure improved service delivery in the context of best value and more efficient, transparent and accountable decision making. The Area Committee's governance arrangements have been updated to support the delivery of the Sunderland Strategy and LAA at a local level, in addition to the Council's continuous improvement agenda and complying with emerging legislation in relation to Community Leadership, enhanced scrutiny arrangements, 'Councillor Call for Action' powers, 'Duty to Involve' and 'Communities in Control: Real People, Real Power'.

The aim of Area Committee is to strengthen local democratic accountability through empowering locally elected Members to take decisions, shape and influence the delivery of local public sector services in local areas.

ROLE OF THE AREA COMMITTEE

- To lead on the development of a Local Area Plan.
- To review, problem solve and establish the most effective operation of responsive front line services.
- To maximise the engagement of local residents and other interests in decision making on matters which affect them.

Their remit will involve all locally delivered statutory services, enabling locally elected Members to exercise a much broader influence over activity in the public sector.

Each Area Committee has its Strategic Initiatives Budget and through to 2011, its Strategic Investment Programme to manage. However, not all service decisions/budgets can be devolved to the Local Area Committee because some budgets:-

- Are allocated according to Sunderland-wide criteria often in response to national requirements.
- Need to support service delivery patterns and different partner organisations outside local government.
- Need to be retained at the centre to support strategic service delivery to maximise economies of scale and efficiency.

The Area Committee will monitor the local impact of all public services.

Meetings of the Area Committee will be open to the press and public.

From the 1st April 2009, local authorities have a duty to involve 'representatives of local persons', making it standard practice for a local authority and their partners to empower and engage local people through the delivery of local services and involvement in local decision making. Area Committees will inform local residents about services, policies and decisions

affecting them and they will also be able to have their say and get involved in decisions, where appropriate.

Information will be easy to access, understand and tailored, as appropriate, to different audiences to support involvement, being aware of the equality requirements. Area Committees will support genuine opportunities for people to have their say, e.g. satisfaction surveys (Place Survey) and direct dialogue (Questions to Area Committee).

Area Committees recognise that the most effective form of engagement is 'involvement'; influencing or directly participating in decision making at this level which is promoted, for example, through getting involved in Community Spirit and Independent Advisory Groups.

The Area Committee will provide the local context for the Sunderland Strategy. The extended representation at Area Committee has been drawn together to account for local and strategic knowledge and will provide for overall consistency, yet give each Area Committee significant flexibility within approved Council policies and budgets to respond to local circumstances and priorities.

The Council will assess the opportunities for extending the remit of the Area Committee to support new policy initiatives, for example, integral to the Area Committee is the agreed Sunderland Compact which aims to improve partnership working.

CONDUCT OF MEETINGS

Area Committees are open to the public. Each agenda is available five working days before the date of the meeting. These can be obtained from Democratic Services at the Civic Centre or online at <http://www.sunderland.gov.uk/Committees/CMISWebPublic>.

Meetings are held on a regular basis throughout the year on an evening usually within the local area, allowing those with daytime commitments to come along and encouraging local attendance.

For the Area Committee to have the information it needs to carry out its role, it may require the attendance of members from the LSP, the relevant Portfolio Holder, Executive Director, or any senior officer to provide evidence or information on reasonable notice. To make sure that the Committee can carry out its business effectively, it is the duty of an officer of the Council to attend if asked to do so by the Committees.

It is intended that both elected Members and Service Delivery Partners should see the process as a partnership.

The work of the Area Committee is extremely varied and may involve making decisions, being involved in consultations and responding to questions from the public. Elected Members are expected to make a declaration of any interest that is known to them at the start of the meeting in the usual way, indicating whether it is a personal, or a personal and prejudicial interest and how the interest arises. It may also be necessary for elected Members to make an interest known if it arises during the course of the meeting, and where necessary leave the room whilst decisions are made.

To ensure the smooth running of the meeting each Member should consider, when reading the agenda in preparation, whether any interests are likely to arise and seek advice well in advance of the meeting from the Democratic Services Officer.

Process

Other representatives on the Local Area Committee are not Public Appointments and are not elected by local residents to represent an Area, unlike elected Members.

The appointment of representatives to Local Area Committees will be annually reviewed, by approaching the LSP and Directorates to seek nominations to Area Committees.

Elected Members will receive all nominations and discuss and agree representatives for the following municipal year, at the last meeting of the current municipal year. Elected Members have the right to approve new nominations throughout the municipal year, if a theme has no representative and can also call on experts to attend the Area Committee for specific topics and issues when relevant.

Period of appointment

- Elected Members for four years.
- Non Elected representatives for one municipal year.

Substitutes

- There is currently no formal mechanism for the nomination of substitutes, although it is recognised that some Service Delivery Partners may send substitutes on an ad hoc basis.

Voting Rights

To date, Sunderland City Council has given no non elected Member voting rights. The right to vote at Area Committee remains with elected Members only.

- Elected Members have a mandate to speak on behalf of the public, where representatives do not.
- The non elected representatives are there to provide a level of expertise or knowledge to help inform the debate.

Principles of Conduct

- All elected Members are required to be bound by the Code of Conduct in the Council's Constitution which sets out rules complying with the Principles of Conduct in Public Life.
- Under the Council's Constitution non elected representatives without voting rights must agree to be bound in honour by the Code of Conduct.

Training

The Council provides an ongoing programme of training seminars for Members and others involved with the Area Committees, which provide them with the background information they need to deal with a range of issues pertinent to the work of the Committees.

Declarations

Representatives who sit on Area Committees will be asked:-

- If there is any membership or position that might affect their ability to act in the best interests of the City of Sunderland, or to declare any other conflict of interest. In some cases, such interests may be incompatible with membership of the Committee, where they would clearly conflict or are in organisations that demand a level of loyalty that might not be consistent with a role on the Committee.
- To sign up to supporting and working towards the City Strategy and Vision and to making a contribution of time, and where agreed to meet joint organisational aims, of finance.
- To supply information about themselves to ensure Area Committees are able to monitor the diversity and coverage of the City.

Elected Members will declare an interest if they have an existing relationship with any representatives. It is accepted that it is highly likely that such relationships will exist. It will be up to the Committee to take advice and decide whether such a relationship should require the representative to withdraw from the Committee and be replaced by another representative.

MEMBERSHIP AND SUPPORT FOR AREA COMMITTEE

At the heart of Area Committee is the principle that the process is elected Member led and all Service Delivery Partners and Local Residents have an important role in identifying local priorities to improve upon and solutions that will make those improvements.

Each Area Committee is made up of elected Members, local Service Delivery Partners and key stakeholders.

Chair

The Chair will:-

- Support the Committee in developing Local Area Plans to improve the quality of life in the area
- Manage the Committee agenda and ensure that Committee representatives understand their roles and ability to contribute to the meeting
- Welcome and introduce all representatives on the Committee.
- Encourage relevant discussion at Committee to ensure a full and meaningful debate of the issues discussed.
- Ensure meetings are non partisan and free of party political debate.
- Provide a focal point to ask questions and encourage questions to be brought forward at the meeting through the Chair, controlling discussion and ensuring all Committee members have an opportunity to ask questions and debate an item.
- Bring clarity by summarising what has been agreed and what the next steps are.
- Manage the voting system and have the casting vote.
- When necessary, delegate work appropriately amongst the Committee.
- Handle conflict during meetings, to arrive at constructive outcomes.
- Be the spokesperson for the Committee and present and champion the Committee findings and recommendations.

Vice Chair

The Vice Chair plays an important part in the role of the Committee and will:-

- Take up the role of chairing and managing meetings in the absence of the Chair.
- Play a lead role in the development and implementation of Local Area Plans.
- Co-chair Area Network meetings with a Voluntary and Community Sector representative.

Elected Members

Members of the Council representing those wards included within each Area Committee boundary will endeavour to attend each Area Committee meeting.

Elected Members as Community Leaders will:-

- Act as honest brokers or intermediaries between citizen, community, the Council and external partners.
- Take action to improve the quality of life of people in their communities.
- Act as champions and representatives of each and every resident.
- Investigate and resolve residents' problems effectively or explain to them why they cannot be solved.
- Be well informed, know their area and be clear about local priorities.

Elected Members in a corporate role will:-

- Be effective ambassadors for the Council in their communities.
- Reflect the community's feedback and views in the Council decision making processes to make policies and services more responsive.
- Make objective and informed decisions that balance local needs and priorities with those of the wider area or City.
- Represent the Council's interests in local partnership working.
- Act in the best interest of the community as a whole.

Local Strategic Partnership Representation

Identified Service Delivery Partners, who currently sit on both LSP Delivery Improvement Boards and Area Committees, will be responsible for providing updates on Area Committees to the individual Delivery and Improvement Partnership and vice versa, thus making connections with LSP work.

Representation will be from the five Delivery and Improvement Partnerships:

Healthy City
Prosperous City
Safer City
Learning City
Attractive and Inclusive City

Representatives from the Delivery and Improvement Partnerships will be of Senior Management level or equivalent and will be able to speak for their Delivery and Improvement Partnership and be prepared to commit resources on behalf of their partnership. If an individual is unable to attend a meeting a named substitute will be invited to attend in their absence.

They will:-

- Support the delivery of LAPs.
- Support work to maximise the effectiveness of responsive front line services.
- Participate fully in resulting problem solving and service review exercises.
- Co-ordinate a positive response from their Delivery and Improvement Partnership to discussions on matters of public interest.
- Support efforts to maximise the engagement of local residents and other interests in decision making on matters which affect them.

Delivery and Improvement Partnership responsibilities:-

- Representation at the appropriate level of authority and experience.
- Consistently high levels of attendance.
- Provide a two way flow of information between the Area Committee and the Delivery and Improvement Partnership.
- High level knowledge of the service area and its strategic operating context.
- Commitment to improving the quality of life and satisfaction of residents in the Area.
- Commitment to promote the interest of the Area in decision making processes within their partnership.
- Commitment to engagement through involvement and feedback from local residents in the design, delivery and improvement of services.
- Commitment to constructive challenge and proactive service improvement.
- Objectivity in accessing issues and opportunities and how to approach these in the best interests of the Area.
- Acceptance of Area Committee behaviour protocols.

Service Delivery Partners

Area Committees have asked representatives of external service delivery organisations to attend their Area Committees, recognising the important contribution which they make to shaping and delivering local area priorities.

Each Area Committee has core partner representatives from the following organisations:-

- Gentoo;
- Northumbria Police;
- NHS – Sunderland Teaching Primary Care Trust;
- Sunderland City College;
- Tyne and Wear Fire and Rescue Service;
- The Voluntary and Community Sector.

Representatives of service delivery partners will be of Senior Management level or equivalent and therefore be able to speak for their organisation and be prepared to commit resources on behalf of their organisations, and in their absence a named substitute will be invited.

They will:-

- Support the delivery of LAPs.
- Support work to maximise the effectiveness of responsive front line services.
- Participate fully in resulting problem solving and service review exercises.
- Co-ordinate a positive response from their organisation to discussions on matters of public interest.
- Support efforts to maximise the engagement of local residents and other interests in decision making on matters which affect them.

Service Delivery Partners Responsibilities

- Representation at the appropriate level of authority and experience.
- Consistently high levels of attendance.
- High level knowledge of the service area and its strategic operating context.
- Commitment to improving the quality of life and satisfaction of residents in the Area.
- Commitment to promote the interest of the Area in decision making processes within their organisations.
- Commitment to engagement, involvement and feedback with local residents in the design, delivery and improvement of services.
- Commitment to constructive challenge and proactive service improvement.
- Objectivity in accessing issues and opportunities and how to approach these in the best interests of the Area.
- Acceptance of Area Committee behaviour protocols.

Core Council Officers Responsibilities

- Discuss, review, challenge and promote the identified priorities of the LAP.
- Take an active role in owning and solving problems identified at Area Committee.
- Recognise information sharing is a two way process, by bringing information to Area Committee from Residents, Community Groups, elected Members, Scrutiny and the LSP.
- Think strategically and commit to the development of improving outcomes.
- Provide direction and co-ordinate the approach to all priorities across neighbourhoods, wards and the area.
- Encourage participation and involvement from local residents, bringing forward views and opinions on service delivery.

- Work with key contacts and stakeholders to create and build appropriate networks and partnerships to promote the Area Committee, priorities and performance measures.
- Identify and assist Area Committees, where relevant, in generating and match funding projects of strategic significance.
- Monitor the quantity and quality of performance management, reviews and projects.
- Establish methods for promoting and sharing intelligence, information and good practice.

Area Lead Executive (ALE)

Each area will be aligned to an Area Lead Executive, who will be a member of the Council's Executive Management Team. The ALE will reinforce the strategic importance of the area dimension to the Council's policy and planning framework, and in particular will reinforce the importance the Council places on enhancing community governance, aligning resources and activity and improving public service delivery at a local level. The ALE will also ensure an improved localities dimension to the Council's strategic planning. The role is to help clear 'blockages' and ensure Area Committee issues are taken to the highest levels.

The role of the ALE is to:-

- Provide high level representation from the Council's officer core to support the process and outcomes from the Area Committee.
- Provide clarity and direction for the staff supporting the Area Committees and implement the LAPs once agreed.
- Ensure that strong links are made between the LAPs and the overarching commitments of the Sunderland Strategy, Local Area Agreement, Corporate Improvement Plan, Strategic Initiatives Budget (SIB) and Single Investment Plan (SIP) funding.

Area Officer (ArO)

The role of the ArO is to:-

- Act as the Area Chair's/Vice Chair's key liaison and support officer.
- Support, develop and update the LAP, ensuring that the Sunderland Strategy and the LAA are effectively interpreted at the local level, and that the Plan containing the relevant local priorities are consistent with Council/City-wide aims and objectives.
- Support the Area Chair/Vice Chair to ensure the implementation of the LAP (including any identified need to bid for external funds, etc).
- Work with and develop relationships with key Service Delivery Partners and delivery agents.
- Ensure the compilation and effective flow of information and intelligence to the Area Committee.
- Develop a joined up approach, across all sectors, to improve service delivery in the area.
- Work in partnership with those leading on the Community Development Plan and its implementation.

Whilst being guided by the ALEs in the particular requirements of each area, operationally, the AROs are located within the Strategic Economic Development Service, reporting through the Area Co-ordination Manager to the Head of Service. This ensures they work

within a corporate framework with links between one another and consistency of approach. (A similar model to that of the Scrutiny Team).

Democratic Services Officer (DSO)

The role of the DSO is to:-

- Efficiently and effectively manage the administration of the committee.
- Publish the agenda for the Area Committee.
- Provide advice and guidance to the Committee on constitutional matters.
- Invite all elected Members/representatives and guests to pre meetings, Area Committee and extraordinary meetings.
- Record the attendance at meetings of elected Members, representatives and guests and submit any apologies.
- Produce edit and finalise minutes of the meeting.
- Place all actions on the Area Committee Management Information System.
- Chase actions agreed upon by the committee and when necessary ensuring that relevant Service Delivery Partners/Officers feedback into the Area Committee.
- Upload all agenda, reports and minutes of meetings and post any executive decisions made by the Committee on the Council's website.
- Book venues to host pre meetings, Area Committee meetings and extraordinary meetings, prepare rooms for meetings, arrange refreshments and equipment as appropriate. .
- Manage and promote the 'Questions to Area Committee'.
- Issue materials provided by the ArO to representatives on the Committee.
- Control and manage the distribution and circulation of the agenda papers.
- Liaise with the Chair and Vice Chair on matters relating to the work of the Committee.

SCHEDULE OF AREA COMMITTEE MEETINGS

	Jun-09	Jul-09	Sep-09	Nov-09	Jan-10	Mar-10	Apr-10
Coalfield 6pm Start	3 rd	1 st	9 th	4 th	6 th	4 th	14 th
East 5.30pm Start	1 st , 29 th	N/A	7 th	9 th	4 th	1 st	12 th
North 5.30pm Start	1 st , 29 th	N/A	7 th	9 th	4 th	1 st	12 th
Washington 6pm Start	4 th	2 nd	10 th	5 th	7 th	4 th	15 th
West 5.30pm Start	4 th	2 nd	10 th	4 th	6 th	24 th (Feb)	7 th

In addition to the scheduled meetings, extraordinary meetings may be arranged if required.

KEY CONTACTS

Each Directorate will select a key contact who will monitor items on the agenda, and forward to relevant Service/Officer to inform them of items which may conflict or strengthen the Directorates policies and strategic aims.

Coalfield

Chair	Cllr John Scott	cldr.john.scott@sunderland.gov.uk
Vice Chair	Cllr Richard David Tate	cldr.richard.david.tate@sunderland.gov.uk
Area Lead Executive	Helen Paterson	helen.paterson@sunderland.gov.uk
Area Officer	Pauline Hopper	pauline.hopper@sunderland.gov.uk
Democratic Service Officer	Emma Hindmarsh	emma.hindmarsh@sunderland.gov.uk

East

Chair	Cllr Ross Wares	cldr.ross.wares@sunderland.gov.uk
Vice Chair	Cllr Ellen Ball	cldr.ellen.ball@sunderland.gov.uk
Area Lead Executive	Janet Johnson	janet.johnson@sunderland.gov.uk
Area Officer	Nicol Trueman	nicol.trueman@sunderland.gov.uk
Democratic Service Officer	Matthew Jackson	matthew.jackson@sunderland.gov.uk

North

Chair	Cllr Richard Bell	cldr.richard.bell@sunderland.gov.uk
Vice Chair	Cllr Rosalind Copeland	cldr.rosalind.copeland@sunderland.gov.uk
Area Lead Executive	Ron Odunaiya	ron.odunaiya@sunderland.gov.uk
Area Officer	Pauline Hopper	pauline.hopper@sunderland.gov.uk
Democratic Service Officer	Joanne Stewart	Joanne.stewart@sunderland.gov.uk

Washington

Chair	Cllr John Kelly	cldr.john.kelly@sunderland.gov.uk
Vice Chair	Cllr Bernard Scaplehorn	cldr.bernard.scaplehorn@sunderland.gov.uk
Area Lead Executive	Neil Revely	neil.revely@sunderland.gov.uk
Area Officer	Nicol Trueman	nicol.trueman@sunderland.gov.uk
Democratic Service Officer	Paul Wood	paul.wood@sunderland.gov.uk

West

Chair	Cllr David Forbes	cldr.david.forbes@sunderland.gov.uk
Vice Chair	Cllr Susan Watson	cldr.susan.watson@sunderland.gov.uk
Area Lead Executive	Keith Beardmore	keith.beardmore@sunderland.gov.uk
Area Officer	Richard Parry	richard.parry@sunderland.gov.uk
Democratic Service Officer	David Noon	david.noon@sunderland.gov.uk

Access

If representatives or members of the public have any particular requirements or access needs to enable them to participate in the meeting, including a requirement for information

in formats such as large print or on tape, please contact a member of the Democratic Services Team beforehand so arrangements can be made in good time.

Where possible Area Committee meetings will be held in rooms which are installed with a hearing loop system and rooms are accessible for wheelchair users or people with mobility impairments.

Elected Members and non elected Member representatives on the Area Committee are entitled to access all information available to the Area Committee as well as sub-sets of the Committee such as working groups.

Where to find out more about Area Committees in Sunderland

The Council Area Committees have a dedicated web page on the Council's internet. At any stage please feel free to contact your Area Officer on 0191 561 1162.

Further information is also available from our website:

[http://www.sunderland.gov.uk/Public/Editable/Themes/CityCouncil /corporate /seds /draft_area_plans.asp?](http://www.sunderland.gov.uk/Public/Editable/Themes/CityCouncil/corporate/seds/draft_area_plans.asp?)

Protocols

The protocols included in this Handbook are intended to provide clear procedures and processes on a number of functions to allow those involved to understand and operate effectively within the Local Area Committee.

They are intended to assist Committees and the public and other agencies to have a clear understanding of the role and function of each Area Committee in Sunderland.

They are complementary to the rules of procedure as set out in the Council's Constitution with provisions in the constitution taking precedence.

- **Protocol 1** **Allocation of work to Area Committee**
- **Protocol 2** **Questions to Area Committee**
- **Protocol 3** **SIB/SIP governance**
- **Protocol 4** **Area Review Process**
- **Protocol 5** **Area Committee Work Plan (Sample)**
- **Protocol 6** **Area Committee Standing Agenda**
- **Protocol 7** **Area Committee Annual Self Assessment**

PROTOCOL 1

ALLOCATION OF WORK TO AREA COMMITTEE

1. Area Committee Coverage

The City is made up of five areas:-

- **North Sunderland**
Castle, Fulwell, Redhill, St Peter's and Southwick wards
- **East Sunderland**
Doxford, Hendon, Millfield, St. Michael's and Ryhope wards
- **West Sunderland**
St. Anne's, Pallion, Sandhill, Barnes, St. Chad's and Silksworth wards
- **Washington**
Washington East, West, Central, North and South wards
- **Coalfield**
Copt Hill, Hetton, Houghton and Shiney Row wards

2. Composition

The membership of each Area Committee is all Members of the Council representing those wards included within each Area Committee boundary. Area Committee meetings are Council meetings which are usually held in public and allow local residents the opportunity to attend.

3. Terms of Reference:-

The terms of reference of the Area Committee are as set out in Article 10.2 of the Council's Constitution:-

The purpose of the Area Committee is to:-

- Lead the development of a Local Area Plan (LAP), which includes all main priorities for improvement of the Area for approval by the Cabinet.
- Lead and enable the effective implementation of the LAP.
- Monitor the quality and effectiveness of services delivered by the Council and other main providers in the Area.
- Actively encourage local residents to become involved in decision-making on matters which affect them.

In pursuit of these objectives the Area Committee may:

- Consult, engage and involve local people, organisations and partner agencies in development and delivery of the LAP.
- Actively review the activities of other agencies within its area with a view to ensuring that services, initiatives and their manner of delivery meet local requirements as fully as possible.
- Constructively challenge service providers to improve the standards of service and the levels of public satisfaction and trust with them.
- Identify priorities for allocation of budgets delegated to the Area Committee.
- Commission activity to improve local quality of life and public satisfaction in its area.
- Promote and publicise initiatives taken to improve local quality of life and public satisfaction and to increase participation in decision-making.
- Request and consider reports in support of the Area Committee's work.

The Area Committee will also produce an Annual Report which will review and evaluate the degree to which it was successful in delivering its objectives and effective in promoting Community Leadership.

4. LAPs and work plans

Local Area Committees will consider area priorities each year to be addressed throughout the next municipal year. Priorities identified will be agreed and a work plan established at the first meeting of the Committee in June.

The area priorities will be delivered by the Local Area Committees, providing a focal point to discuss, review and improve service delivery. The LAP highlights the top priorities for each of the five areas, encompassing all five themes and cross cutting strategies, to achieve absolute clarity and focus on things that matter most to residents.

Elected Members, Service Delivery Partners and residents were at the heart of the consultation process undertaken to shape and approve the current LAPs through events, road shows, forum discussions and on-line facilities. For further information on the LAPs log onto www.sunderland.gov.uk/localareaplans .

5. Consultation and communication

At the start of the municipal year elected Members, Council Committees, Directorates and Service Delivery Partners will outline consultation exercises to be held throughout the year and notify the Corporate Consultation Team. To strengthen the co-ordination of consultation around the City, this information will then be placed into a core consultation database. Area Committees will be notified throughout the year of all consultation exercises being carried out in their area and build this into the work plan to ensure that Area Committees are included in the consultation process, allowing information to be shared with local key stakeholders. This follows good practice outlined in the Sunderland Compact Involvement and Consultation Code of Practice, for further information log onto www.sunderlandcompact.org.uk .

Each area will have a dedicated publication which will be circulated to all residents of the area, keeping residents up to date with achievements and providing the opportunity to participate and engage in future events. To include information in the publication please contact the relevant Area Officer, identified in key contacts.

6. Agenda items

Items are placed on the agenda by the Chair and Vice Chair of the Area Committees at the agenda setting meetings, which are held four weeks in advance of the Area Committee meeting. Agenda items need to be notified to the Democratic Service Officer (DSO) for the relevant area detailed in key contacts, before the agenda setting meeting to ensure they are considered for inclusion on the finalised agenda.

An item submitted to the DSO does not automatically qualify the item to be included on the agenda, only the Chair and Vice Chair can agree this.

7. Urgent items

Urgent items can be considered by the Area Committee, with the agreement of the Chair. All urgent items must be reported to the DSO as soon as the perceived need for an urgent item arises. The DSO will in turn contact the Chair who will consider the reason why the item is urgent and decide whether the item should be considered at the meeting. The reason why the item is considered urgent will be reported to the meeting and recorded in the minutes of the meeting, together with the discussion and decision on the item.

8. Extraordinary meetings

In addition to the seven scheduled Area Committee meetings, extraordinary Area Committee meetings may be arranged to discuss specific subjects. These meetings are Council meetings held in public and all requests to host an extra ordinary meeting will be co-ordinated by the DSO who will make arrangements for the meeting following the rules in the Council constitution.

PROTOCOL 2

QUESTIONS TO AREA COMMITTEE

For the past year Committees and Service Delivery Partners have been developing the LAP and their priorities. It was identified via the consultation programme that there was a need to introduce a method in which local residents ask questions directly to their elected Members and providers of public services being delivered in their communities. Area Committee is seen as the appropriate arena to facilitate this process.

The protocol is managed by the Democratic Services Team and you should contact the DSO outlined in key contacts if you need any further advice.

- At each ordinary meeting, members of the public can submit a question (or have one submitted on their behalf) on matters that are relevant to the Area, Council and Partners agencies by the completion of the Questions to Area Committee form, up to two working days in advance of the meeting.
- All questions must be submitted before the Area Committee, if questions are received later, or during or afterwards, they will automatically be presented to the next scheduled ordinary meeting, unless they can be dealt with between meetings.
- The person submitting the question can choose to ask the question in person or have it read out for them by a nominee, or by the Chair or the Democratic Services Officer.
- The time limit given for a question is at the discretion of the Chairperson.
- The question is asked, and where possible the Committee will address and respond. If it is not possible to provide a response straight away, either a letter will be sent directly to the person concerned from the relevant officer within ten working days from the Committee date, or a report will be made on this matter to the next meeting of the Area Committee, and the person concerned will be invited to attend and speak at the meeting. In all instances a written response will be given.
- At the discretion of the Chair the person asking the question may be allowed to ask one supplementary, which must arise directly out of the original question or from the answer received.
- Committee have the opportunity of questioning to clarify any areas of doubt.
- If there is a large number of potential speakers on an issue, the Chair will ask them to select a spokesperson. If there are groups offering differing views on a particular issue more than one speaker can address the Committee, at the discretion of the Chair.
- If the Chair considers that the opportunity to address the Committee is being abused he/she has the authority to require the person to stop and if the person does not do so the Chair may require the person to leave the meeting.
- The Chair will determine the order in which the questions are asked.

QUESTIONS TO AREA COMMITTEE FLOWCHART

OR

Question received well in advance of Area Committee that can be dealt with beforehand

As soon as the question is received the DSO will log and notify the relevant Service and Customer Service Manager (CSM)

Time permitting the Service will respond to the question, 'cc' in DSO and CSM. Update given to Area Committee on all questions received, for information.

Questions received shortly before Area Committee, at least 2 days before in writing, via post, fax or email

As soon as question is received the DSO will log and notify the relevant Service and Customer Service Manager

The Chair is notified of questions either at pre-meeting or before the meeting.

The Service will ensure, where possible, a representative attends the meeting.

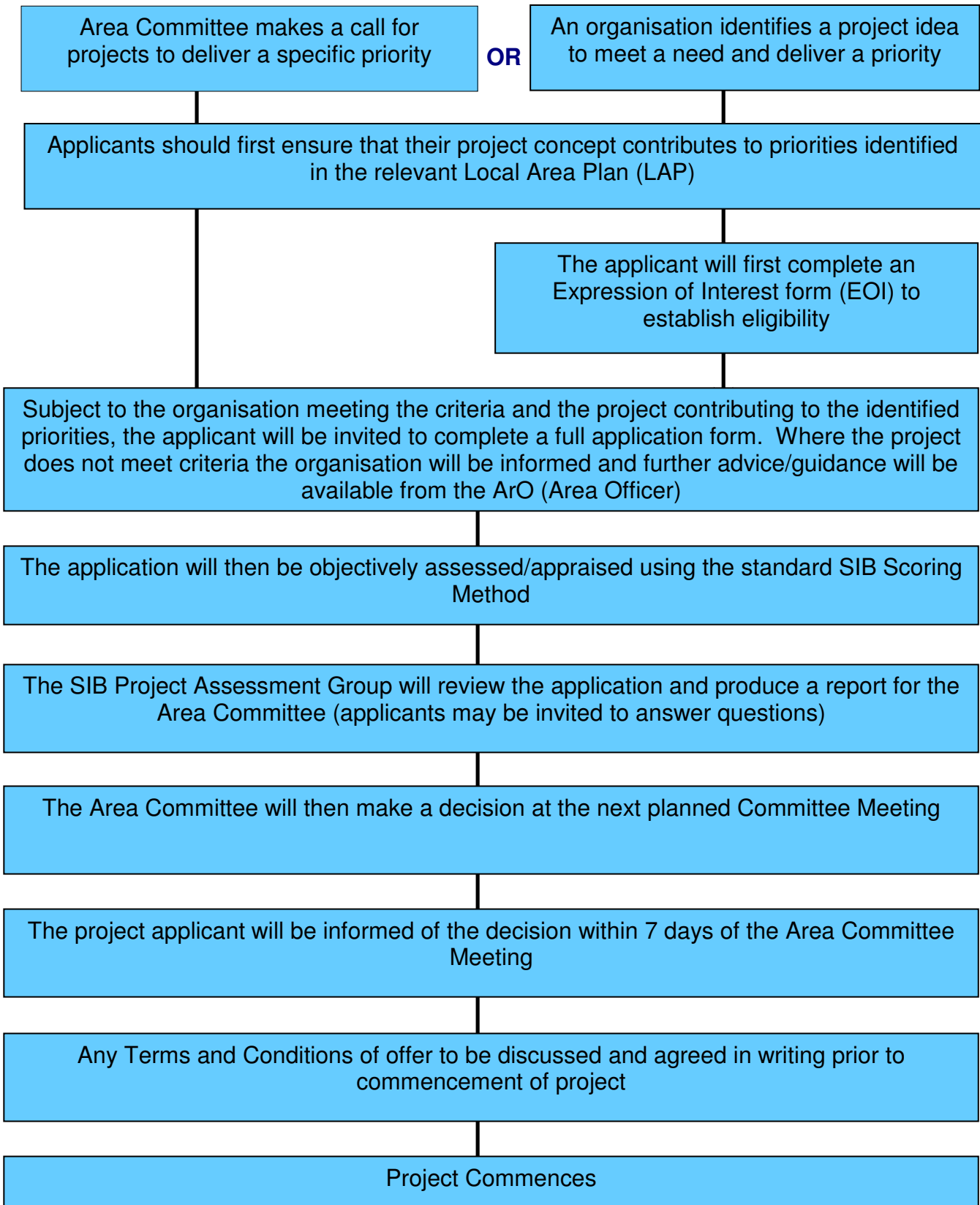
The person submitting the question, or representative, will have a maximum period to speak, which will be controlled by the Chair.

If it is not possible to provide an answer straight away, either a letter will be sent directly to the person concerned from the relevant Service, or a report will be presented to the next meeting, with the person concerned invited to attend and speak at the meeting.

DSO will feed the outcome into Corporate Communications to publicise.

The action generated through the question will be analysed as a case study to see what can be learned from good practice, and shared in other areas of the City to ensure problems are resolved before they become an issue.

**PROTOCOL 3
SIB/SIP GOVERNANCE**



NB: The application process should normally take no more than 6-8 weeks from submission of application. In exceptional circumstances, where there is a clear emergency, the Area Committee may consider a rapid response to a request. This should be discussed in the first instance with the ArO and Area Chair and will take no longer than 3 working days to complete.

PROTOCOL 4 AREA REVIEW PROCESS

If issues or problems cannot be solved at an area level, the Area Committee can decide to elevate the matter to the appropriate body.

Council Services

In cases of City wide issues or issues that cannot be resolved locally, all Council services will be referred to the Management Scrutiny Committee or Portfolio Holder.

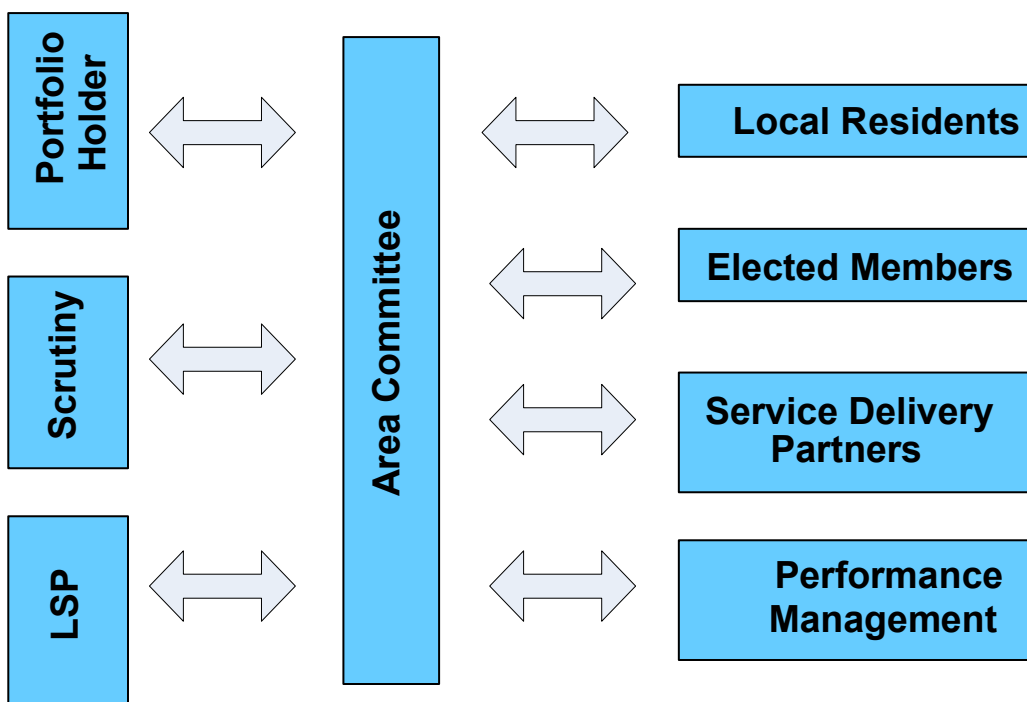
When applicable, issues and priorities that are considered by Scrutiny Committees or by the Portfolio Holder which have area aspects can be referred to the relevant Local Area Committee to resolve.

Non Council Services

The same principle applies if the services are non Council, as these will be referred to the LSP, and vice versa. If the LSP deem an issue to be local they can also refer the issue or priority to the relevant Local Area Committee.

A two way communication process between city and local activities will therefore be provided.

Each Area will be aware of the work plan for the LSP and the Council's Scrutiny Committees, to enable Areas to influence policies and decision making, while ensuring that city delivery plans are not duplicated and the good work is promoted locally.



PROTOCOL 5
AREA COMMITTEE WORKPLAN 2009/10 (SAMPLE)

Area Committee	Priority Item	Lead Representatives	Strategic Link
4 Jun 09	Approval LAP's and Work Plan	Chief Executive's	Cabinet July 09
2 Jul 09	Safe Theme <ul style="list-style-type: none"> Collectively target ASB; Sign up to the 21+ scheme; strengthen relationships; Introduce Community Police Forums; Circulate a directory promote recognising good news stories. 	Elected members nominated from Area Committee <i>Service Delivery Partners</i> Gentoo Sunderland, Tyne and Wear Fire and Rescue Service, TPCT, VCS: <i>Sunderland City Council</i> - Health, Housing and Adult Services, Safer Sunderland Team, Corporate Communications, CCS, Children's Services, D&R	<ul style="list-style-type: none"> Safer Sunderland Strategy ASB Strategy Sunderland Alcohol Strategy Alcohol Treatment Plan Safer Sunderland Partnership Community and Safer City Scrutiny Committee
10 Sep 09	Learning Theme <ul style="list-style-type: none"> Increase youth services; deliver holistic campaigns; plan training around jobs. Target EET/NEET. 	Elected members nominated from Area Committee <i>Service Delivery Partner: Sunderland College, VCS Sunderland City Council - Children Services, Community and Cultural Services, Work based learning providers, Youth Development Group, Adult learning provider, Schools,</i>	<ul style="list-style-type: none"> 14-19 Strategy and Action Plan and ECM Adult Learning Strategy Education Improvement Plan Sunderland Learning Partnership Children, Young People and Learning Scrutiny Committee.
5 Nov 09	Healthy Theme <ul style="list-style-type: none"> Supported housing, one to one support and personal care; Raise awareness re: access GP's or receive equipment. Strongly link preventative services and primary care. 	Elected members from Area Committee <i>Service Delivery Partners</i> Gentoo, TPCT VCS <i>Sunderland City Council</i> Health, Housing and Adult Services, Community and Cultural Services Children Services	<ul style="list-style-type: none"> Health Improvement Strategy NHS South of The and Wear Strategic Plan Better Health, Fairer Health, the regional health and wellbeing strategy Choosing Health-Government White Paper World Health Organisation (WHO) Health and Wellbeing Scrutiny Committee
7 Jan 10	Attractive and Inclusive <ul style="list-style-type: none"> Empty properties; SRL; Prioritise houses; parking bays; public transport; accessibility; signage; cycle routes, pavements; traffic safety; safe environment; healthy living; recycling; underpasses and unlit walkways; 	Elected members from Area Committee <i>Service Delivery Partners</i> Nexus, Gentoo Sunderland, Sustrans, VCS <i>Sunderland City Council: Health, Housing and Adult Services, D&R, CCS</i>	<ul style="list-style-type: none"> Housing for the Future ' A Housing Strategy for Sunderland Prosperity and economic development strategy Tyne and Wear Bus Strategy
4 Mar 10	Prosperous <ul style="list-style-type: none"> un-used business units.; start up packages; training courses; private sector; recruitment agencies; locally delivered courses; schools and VCS . 	Elected members from Area Committee <i>Service Delivery Partners</i> Business Link, Gentoo Living, VCS <i>Sunderland City Council</i> Office of the Chief Executives Health, Housing and Adult Services	<ul style="list-style-type: none"> Working Neighbourhood Strategy Economic Development Masterplan Sunderland Learning Partnership Economic Prosperity Group Prosperity and economic development strategy
1 Apr 10	<ul style="list-style-type: none"> End of Year Review: Annual Report 		<ul style="list-style-type: none"> Self Assessment LAA annual report SIB/SIP annual report

PROTOCOL 6

AREA COMMITTEE STANDING AGENDA

Every Area Committee has the standing agenda presented to each meeting, the format is outlined below.

- 1. Apologies for Absence**
- 2. Minutes of the last meeting** (For accuracy only)
- 3. Declarations of interest**
- 4. Questions to Area Committee** (Co-ordinated by DSO)
- 5. Priority Theme** (Co-ordinated by Lead Agent, supported by Area Officer)
 - a. Agreed priorities
 - b. Performance measures
 - c. Current activity (day to day)
 - d. Risks
 - e. Recommendation (may include call for projects)
 - f. Discussion, consideration and agree mentioned way forward
- 6. Feedback from Working Group** (recommend from Sept 09, monitoring and recommendations lead by Lead Agent, supported by ArO)
 - a. Prosperous
 - b. Learning
 - c. Safe
 - d. Healthy
 - e. Attractive and Inclusive
- 7. Items for consultation** (Recommend from Sept 09, consultation from Scrutiny, LSP, Directorates, Service Delivery Partners, etc) Co-ordinated by Consultation Manager, supported by ArO
- 8. Recognition for Action** (updates on the success of publicity, media articles and website information and recommendations on public engagement and communications in the future) Co-ordinated by Corporate Communications, supported by ArO
- 9. Financial statement and requests** (combine SIB/SIP and Community Chest into one report, as CC is SIB funding, outlining funding available and requests for approval.) led by ArO/Community Chest Officer
- 10. Date, Time and Venue of next meeting**

PROTOCOL 7 ANNUAL SELF ASSESSMENT

In April each year Area Committee will produce an Annual Report which will review and evaluate the degree to which it was successful in achieving its objectives and effective in promoting Community Leadership through the LAP.

Below indicates the framework of the Annual Report

1. Statistical Circumstances

- a. Quality of Life indicators showing improvements

2. Services Improvements

- a. Local service quality issues identified
- b. Local service issues resolved and length of time taken
- c. Local service issues escalated to Scrutiny Committee and the LSP

3. Public Trust/Satisfaction/Perception Levels

- a. Public perceptions of the Council improving
 - i. Quality of local neighbourhood
 - ii. Quality of local services

4. Member, Resident and Service Delivery Partner Satisfaction

- a. Member satisfaction with operation of Area Committee
- b. Resident satisfaction with committee outcomes
- c. Service Delivery Partner satisfaction with operation of Area Committee

5. Budget Management

- a. Percentage of budget allocated proactively to Committee priorities
- b. Performance monitoring of SIB/SIP grants
- c. Leverage achieved by use of Area Budgets

6. Operation of Meetings

- a. Attendance Levels
 - i. Members
 - ii. Public
 - iii. Service Delivery Partners
- b. Percentage of agenda time spent on
 - i. Performance Monitoring
 - ii. Problem solving
 - iii. Area service review
 - iv. Area circumstance review