

## WASHINGTON AREA COMMITTEE

### AGENDA

Meeting to be held at the Arts Centre, Fatfield, Washington on  
Wednesday, 29<sup>th</sup> November, 2006 at 6.30 p.m.

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R.C. RAYNER,  
City Solicitor

Civic Centre,  
SUNDERLAND.

21<sup>st</sup> November, 2006

**At a meeting of the WASHINGTON AREA COMMITTEE held at the COMMUNITY FIRE STATION, GLOVER INDUSTRIAL ESTATE, WASHINGTON on WEDNESDAY, 4<sup>TH</sup> OCTOBER, 2006 at 6.30 p.m.**

**Present:-**

Councillor Sleightholme in the Chair

Councillors Fletcher, Grey, Miller, J. Stephenson, W. Stephenson, Trueman, J. Walker, P. Walker, Whalen, B. Williams and L. Williams

**Apologies for Absence**

Apologies for absence were submitted to the meeting on behalf of Councillors Macknight, Timmins and Young.

**Minutes of the Last Meeting of the Committee held on 5<sup>th</sup> July, 2006**

1. RESOLVED that the minutes of the last meeting of the Committee held on 5<sup>th</sup> July, 2006 (copy circulated) be confirmed and signed as a correct record.

**Notes of the Washington Pride Meeting held on Friday, 28<sup>th</sup> July, 2006**

2. RESOLVED that the notes of the Washington Pride meeting held on Friday, 28<sup>th</sup> July, 2006 (copy circulated) be confirmed and signed as a correct record.

**Declarations of Interest**

There were no declarations of interest.

**Presentation from Northumbria Police on Crime Rates Relating to the Washington Area**

Inspector Rea and Sergeant Robinson were in attendance. Inspector Rea briefed Members on crime rates relating to the Washington Area. Crime rates for the period past year which were as follows:-

#### Washington North:

Burglary had increased by 6%  
Burglary other than dwellings had decreased by 26%  
Damage to property had decreased by 21%  
Theft from motor vehicles had decreased by 5%  
Violent crime had increased by 7%  
Crime overall had decreased by 14.53%

#### Washington South:

Violent crime had increased by 10%  
Robbery had decreased by 50%  
Burglary/dwellings had increased by 27%  
Burglary other than dwellings had increased by 6.4%  
Thefts from vehicles had decreased by 26%  
Theft of vehicles had increased by 4%  
Crime overall had increased by 3.61%

#### Washington West:

Violent crime was up by 3%  
Robbery had increased 33% (4 offences as opposed to 3 offences)  
Burglary/dwellings had increased by 8%  
Burglary (other) had increased by 19%  
Theft from vehicles had decreased by 18%  
Theft of vehicles had decreased by 46%  
Overall decrease of 0.15%

#### Washington East:

Violent crime had increased by 15%  
Robbery remained static  
Burglary/dwelling had decreased by 1.2%  
Burglary (other) had decreased by 11.2%  
Damage to property had increased by 6.7%  
Theft of vehicles was down by 37%  
Overall decrease of 1.8%

#### Washington Central:

Violent crime had increased by 17.9%  
Robbery had decreased by 25%  
Burglary/dwellings had decreased by 27%  
Burglary other than dwellings had increased by 72%  
Theft from vehicles had decreased by 32%

Inspector Rea advised that the main problem for the Washington Area Command was burglary of dwellings which had increased by approximately 13-14%. Inspector Rea advised that this figure must be looked at in context with last year's statistics which had been very good.

Inspector Rea explained that the definition of violent crime had now been amended to include a wider range of offences. The new definition of violent



crime now included all crimes within the categories of public order offences (where actual harm may not have occurred at all). This goes some way to explaining why, for the purpose of the statistics, violence appears to have increased in some wards. Violent disorder can relate to the threat of violence, disorderly conduct and the use of threatening, abusive or insulting behaviour.

Councillor Stephenson questioned why instances of burglary had gone up and whether this was as a result of soft targets or renowned exponents back on the street. In response, Inspector Rea advised that a certain degree of complacency had arisen amongst members of the public as a result of good publicity surrounding crime rates. People leaving doors, garages, sheds etc. open were an easy target for thieves.

Councillor Stephenson enquired whether genuine violent attacks had increased. Inspector Rea advised that targeted areas do see a dramatic decrease in violent crimes, operations in Concord being one such example. However, when an operation is withdrawn from an area the crime numbers tend to rise once more. It is very much a balancing act and direction of resources. However, the general perception is that violent attacks are lower.

In response to a question from Councillor Williams regarding the '101' number, Inspector Rea confirmed that the service had been very effective and had been heavily utilised.

At this juncture Karen Graham, Area Regeneration Officer, updated Members on the Local Multi-Agency Problem Solving Initiative (LMAPS). The LMAPS act as a key local area delivery function and included a core group of agencies such as the Police. The LMAPS have important implications for the Area Committees which would provide a framework for targets. A further update would be provided to the Committee in due course.

Councillor Whalen queried the effect erratic crime statistics and the methods of collation had on Police morale. Inspector Rea informed the Committee that the fluctuating figures were frustrating. If there had been a huge success in tackling a specific crime this can be a hard act to follow. Moreover it was important to ensure that if resources are focused on a certain area, other localities or types of crime do not become neglected.

Satellite navigation systems installed in cars had contributed to an increase in theft from motor vehicles.

In response to concerns raised by Councillor Trueman regarding the local gang the 'Donwell Mad Dogs', Sergeant Robinson addressed the Committee. Sergeant Robinson advised that ASBOs had been placed on the ringleaders and it appeared a number of youths were latching on to the 'Dogs' banner and circulating rumours of horrendous crimes. However, it was Sergeant Robinson's belief that this type of organised crime was not as prevalent as perceived.

3. RESOLVED that the information from Inspector Rea and Sergeant Robinson be received and noted.

### **Tackling Social Exclusion Through Transport (TSETT) Initiative Dropped Crossings and Raised Kerbs**

The Director of Development and Regeneration submitted a report (copy circulated) to request the Committee consider nominating locations for inclusion in the TSETT Dropped Crossings and Raised Kerbs Initiative.

(For copy report – see original minutes)

Karen Graham, Area Regeneration Officer, presented the report.

4. RESOLVED that the report be received and noted.

### **Washington Leisure Centre : Summer Holiday Programme 2006**

The Director of Community and Cultural Services submitted a report (copy circulated) to advise the Area Committee of the success of the Summer Holiday Promotion.

(For copy report – see original minutes)

Mr. Tony Mullen, Centre Manager, presented the report and advised Members that the Programme for 2006 had engaged 100,000 residents and visitors in activities.

5. RESOLVED that the report be received and noted.

### **Washington Leisure Centre : Summer Holiday Programme 2006**

The Director of Community and Cultural Services submitted a report (copy circulated) to advise the Area Committee with regard to a partnership that has recently been developed between Washington Leisure Centre and Children's Services, to contribute towards the Government agenda of improving school attendances.

(For copy report – see original minutes)

Mr. Tony Mullen, Centre Manager, presented the report and advised the Committee that the Leisure Centre was currently working with Children's Services to provide an incentive for children to strive towards excellent school attendance. The Centre was providing 30 swimming passes, so that families from all areas of Sunderland can access the City's swimming facilities.

6. RESOLVED that the report be received and noted.

## **Food in Schools Programme**

The Director of Community and Cultural Services submitted a report to advise the Area Committee of the exciting work undertaken by the Food in Schools team as part of the citywide strategy for the DfES transitional school meals funding.

John Rostron, Community and Cultural Services, presented the report and informed Members that the programme would enable schools to improve the health of the school community, achieve the National Healthy Schools Standard, provide food education allowing pupils to make informed choices about diet and promote working partnerships between schools, pupils and parents.

Discussion ensued regarding the benefits of operating closed-door policies in schools and the choice of food available.

7. RESOLVED that the report be received and noted.

## **Sunderland International Kite Festival**

The Director of Community and Cultural Services submitted a report (copy circulated) to appraise Members of the extremely successful Sunderland International Kite Festival 2006.

(For copy report – see original minutes)

Sue Henderson Project Development Manager, updated Members about the attraction.

8. RESOLVED that the report be received and noted.

## **Adult Social Services – Ward-Based Data Analysis – February 2006**

The Deputy Chief Executive submitted a report (copy circulated) to provide Members with ward-based intelligence about key areas in Adult Social Services. The report looked at information that covers the cycle from referrals of clients aged 18 and over through the assessment process to services delivered.

(For copy report – see original minutes)

Paul Allen, Research and Performance Management Officer, presented the report.

9. RESOLVED that the report be received and noted.

## **Regeneration Issues Report : Feedback on Projects Previously Funded Through Strategic Initiatives Budget (SIB)**

The Director of Development and Regeneration submitted a report (copy circulated) to provide Information to the Area Committee on expenditure from the Strategic Initiatives Budget on projects it has previously funded.

- Sunderland Astronomical Society
- Rhyme Around the Nursery

(For copy report – see original minutes)

The Chairman introduced Beverly Quinn in respect of Rhyme Around the Nursery.

10. RESOLVED that the feedback report be received and noted.

## **Strategic Initiatives Budget (SIB) Regeneration Issues Report**

The Director of Development and Regeneration submitted a report (copy circulated) on the proposed allocation of Strategic Initiatives Budget (SIB) funding to support the following initiatives of benefit to the area.

- (i) Contribution to re-roofing the 1st Washington Scout Hut.
- (ii) Contribution to access improvements at North East Aircraft Museum.
- (iii) The virement of £5,585 for the ISIS project.

(For copy report – see original minutes)

The Chairman introduced Doug McIntyre in respect of Washington Scout Hut and David Line in respect of the Aircraft Museum who provided Members with a brief presentation on their application. Karen Graham presented the virement for the ISIS project.

Members having welcomed the projects, it was:-

11. RESOLVED that approval be given to the granting of:-

- (i) £7,500 from the 2006/07 budget as a contribution to re-roofing the 1st Washington Scout Hut.

- (ii) £3,100 from the 1006/07 budget as a contribution to access improvements at North East Aircraft Museum.
- (iii) the virement of £5,585 for the ISIS project.

### **Strategic Initiatives Budget : 2006/2007 Ward-Based Community Chest**

The Director of Development and Regeneration submitted a report (copy circulated)

The Director of Development and Regeneration submitted a report (copy circulated) on two projects recommended for support from the 2006/2007 Community Chest Scheme in respect of Washington North and Washington South Wards.

(For copy report – see original minutes)

12. RESOLVED that approval be given to the two projects recommended for support from the 2006/2007 budget with a total of £1,450 as detailed in Annex 1 to the report.

The Chairman thanked everyone for their attendance and closed the meeting.

(Signed) D. SLEIGHTHOLME,  
Chairman.

Washington Area Committee 29th November 2006

Report of the Group Chief Executive – Sunderland Housing Group

For Information

Housing Update

1.0 Purpose of Report

The purpose of this report is to update the Washington Area Committee on the progress of Sunderland Housing Group’s Investment and Renewal activity within the Washington area and the City of Sunderland.

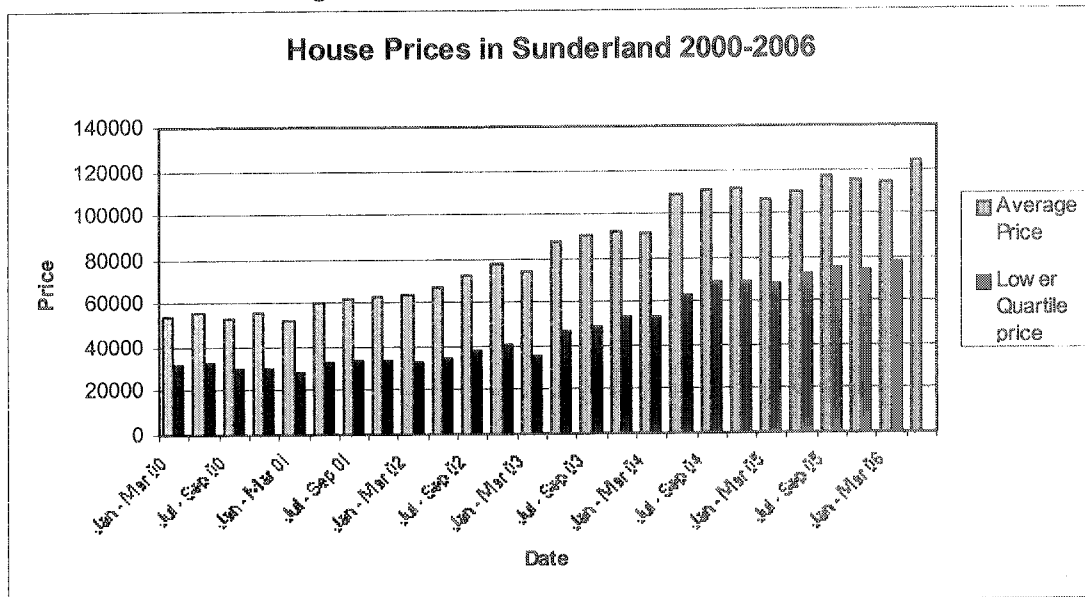
2.0 Background

An update report was presented to the Washington Area Committee in November 2005. This report gives an updated position on the following areas:

- Housing market position in Sunderland
- Investment plan progress
- Renewal plan progress

3.0 Sunderland Housing Group - Housing Market Position in Sunderland

3.1 A number of issues will affect a housing market at any given time. Essentially these can be broken down however into issues of supply and demand. Recent movements in the housing market for Sunderland can be summarised below:

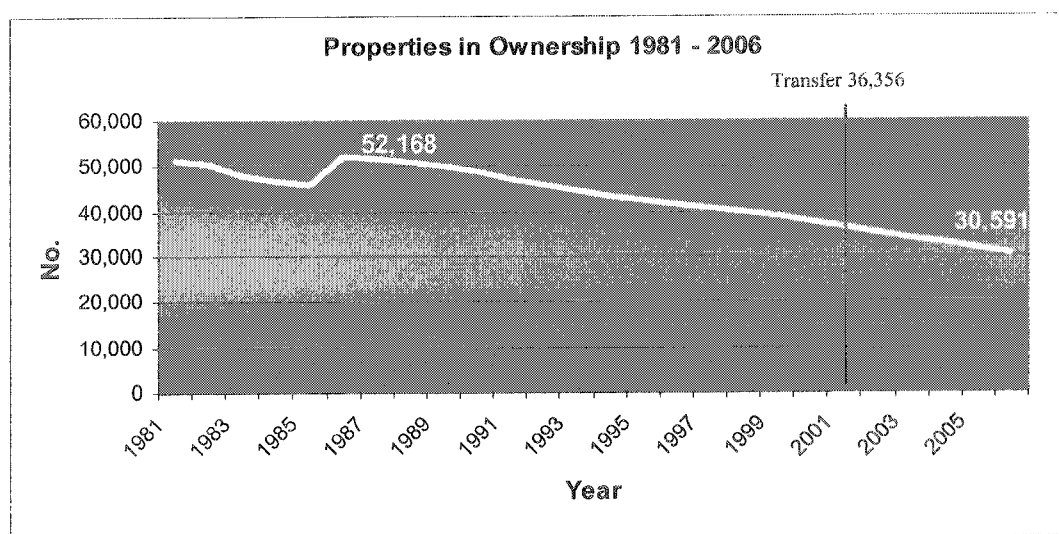


Source: HM Land Registry

3.1.2 In the period from Jan-March 2000 to Jan-March 2006 average prices in Sunderland increased from £58,000 to £114,000 an increase of 112%. This compares to a national increase over the same period from an average of £102,000 to £192,000, an increase of 88%. Indicators show that the market is now heading for a soft landing although there has been an increase in the last quarter of £9,200. The net effect however is that house price inflation has far and away outstripped income growth over the period which has increased in the order of 15-20%. This has significantly raised the bar for first time buyers and created real affordability issues. In Sunderland, average income levels of around £20,000 give a realistic first time buyer price range of between £75,000 - £125,000. Whilst the market is more restricted in this bracket it is still achievable. This still gives an average income to average house price ratio of 5.7. Whilst this is not as extreme as some parts of the country where ratios have reached 9 times average income, it is still an indication of some real demand pressures in Sunderland.

### 3.2 Properties in ownership

3.2.1 The number of properties in ownership has steadily fallen since transfer primarily through Right to Buy illustrated as follows:



3.2.2 In total, properties in ownership have reduced by around 5,765 since transfer representing a 15.8% reduction in the stock. Of this reduction, 3,800 have been through right to buy with the remainder being through demolition or property conversion. This is a common trend throughout LSVT's and Local Authorities where the right to buy is still applicable. The Right to Buy trend has now slowed but the net effect on housing in the City is that there is significantly less affordable stock available now than at the point of transfer.

### 3.3 Housing demand

3.3.1 Housing demand needs to be understood in the context of housing supply as set out in paragraphs 3.1 and 3.2 above. Supply of affordable housing in the City has reduced but at the same time demand has significantly increased. Demand can be measured by a range of factors. These include population, migration and demographic trends, registrations for housing, turnover rates and household trends. These factors are summarised as follows:

3.3.2 **Population** has fallen according to Census returns. Between 1991 and 2001 the population of Sunderland fell by 7,000. The population fall is due in part to natural population decline arising from a higher death rate than birth rate but also due to net outward migration from the City. This trend is balanced however in that household numbers have actually increased over the period. This is due to household sizes becoming smaller such that the average household size in Sunderland at 1991 was 2.7 whereas at 2001 it had reduced to 2.4. This is seen more starkly within new lettings data for the Group which has seen an average incoming household size over the last 4 years of just 1.9 people. The net effect from population loss has therefore been effectively absorbed by household growth.

3.3.3 **Homelessness** is an issue that has received significant recent attention. Some commentators argue that homeless applications rise and fall in direct correlation to house prices. The point made by the Group is that the decrease in homelessness seen in the City over the last 2 years is reflective of a much wider market trend. The comparison between the local, regional and national position is shown in the table below:

Statutory homeless in priority need cases – 1999/00 – 2004/05								
Authority	1999/00	2000/01	2001/02	2002/03	2003/04	2004/05	6 year % Increase	2 year % increase
Gateshead	413	410	476	660	847	772	86.9	17.0
Newcastle	400	380	558	859	1002	906	126.5	5.5
North Tyneside	1114	966	1032	1097	959	896	-19.6	-18.3
South Tyneside	202	225	321	379	595	573	183.7	51.2
<b>Sunderland</b>	<b>667</b>	<b>735</b>	<b>968</b>	<b>791</b>	<b>894</b>	<b>597</b>	<b>-10.5</b>	<b>-24.5</b>
North East	4940	5151	5873	7018	8350	8001	62.0	14.0

The City has actually fared a lot better than some of its immediate neighbours and extremely well in comparison to the region. Indications are that homeless levels are now stabilising across the region.

3.3.4 The rate of registrations through **Choice Based Lettings** for the Group's available property has shown a marked increase since the introduction of the scheme in



November 2002. There are over 18,000 Choice Based Lettings registrations on the system compared to a waiting list at the time of transfer of just 5,500. Expressions of Interest per property have remained high and are currently averaging over 100 per property. This is down from a peak interest of 130 expressions for every property advertised in 2004/05, but still represents strong demand for the Group's core housing product.

3.3.5 A key factor in the increase in demand is that there have been less properties available to service lettings. At transfer the Group's turnover was 13.5% which meant that around 4,900 properties became available each year. Turnover has reduced significantly since transfer however and now stands at 8.7% representing just 2,660 properties i.e. more than 2,000 less properties available per annum than at transfer. For each property available there are also competing pressures from choice based lettings, decant for improvements, decant for renewal, demolition requirements and homelessness cases. This combination of reduced supply and increased demand has led to the perceived high demand issues reported so widely over the last 2 years.

3.4 In summary the market position continues to present issues of high demand for the Group. There are indications that the housing market is steadying. There are still significant demand pressures however on the Group's stock as affordability, particularly for those entering the housing market for the first time remains a key issue.

#### **4.0 Sunderland Housing Group – Renewal and Investment Plans**

##### **4.1 Renewal and Investment Strategy**

The Group is investing in neighbourhoods in the Washington area through its programme of modernisations and improvements (the "Investment Plan") and through a more radical programme of clearance and demolition (the "Renewal Plan").

The review of the Renewal Plan as agreed by Cabinet in March 2005 is continuing. This has resulted in the continuation of renewal proposals in many areas, and a fresh look at other renewal areas using Neighbourhood Renewal Assessments methodology. An update in relation to renewal areas is provided below.

The Group's investment plan continues to deliver as one of the key transfer promises and this is summarised as follows for the Washington area.

##### **4.2 Washington Area Investment**

Within the Washington Housing Company area, some 4,089 full modernisations have been completed since the transfer together with a further 3,422 additional

improvement works. Investment has so far totalled £69.4 million in the Washington Housing Company stock. In the financial year 2006/07, the following works are now on site or due to commence:

Washington	2006/07 Gross Spend	No. of units
Concord (North and South)	704,241	303
Barmston (inc paint only)	1,077,218	429
Lower Oxclose	699,333	69
Albany Pit Road	306,725	12
Donwell (paint only)	109,194	210
Biddick (paint only)	101,833	195
Springwell Village (paint only)	39,261	75
Washington Village (paint only)	60,118	56
Glebe	245,380	33
New Harraton	579,097	78
Roseberry / Peacehaven Court	666,207	62
Fatfield	2,293,076	162
<b>Total</b>	<b>6,881,682</b>	<b>1684</b>

The programme continues to be monitored with monthly and quarterly investment reports presented to the Washington Housing Company Board.

#### 5.0 Specific Renewal activity in Washington

The Group's Renewal Plan is tackling areas of housing where modernisation and improvement alone will not be sufficient to provide viable and sustainable neighbourhoods.

In many areas the Group's renewal proposals are advanced in terms of site acquisition, decanting, demolition and new build. In other areas, however, progress has not been as advanced and complete site assembly has not been completed in order to allow for new development.

In 2005 the Group and the City Council agreed to carry out a review of the Group's Renewal Plan. The joint review recognised that a number of renewal areas have already progressed significantly, and in many cases the continuation of development is the preferred option for both the Council and the Group.

For areas where acquisitions, decanting and demolition had not been completed it was agreed that the Group would take a fresh look at renewal proposals using the Government recommended Neighbourhood Renewal Assessments (NRA's) methodology.

A summary of the current position of the original renewal estates in the Washington area is as follows:

### 5.3.1 Albany

Phase 1 of the Group's first new build development in Washington, The Lakes at Albany is complete and has provided 43 new homes, of which 35 were for rent and 8 for sale.

The development of the Phase 2 area has now begun and will provide 96 new homes of which 58 are for rent and 38 for sale. These include a mix of 2,3 and 4 bedroom houses, townhouses and apartments.

### 5.3.2 Glebe

The Group has made significant progress with site assembly and clearance. The village centre has now been demolished including the pub and community centre, and the demolition of the houses in the area has also commenced.

The Group has appointed an architect to design the new development. A major concern for the Group is the possible retention of the footbridge from the Galleries which runs through the site. It is felt that the presence of the footbridge was a major factor in the unpopularity of the area and in the necessity for renewal.

The removal of the footbridge and its replacement with alternative forms of road crossing are felt by the Group to be fundamental to the long term success of any new development.

A community consultation event was held on 1<sup>st</sup> September 2006 primarily to gauge the strength of feeling on the retention/removal of the footbridge link to the Galleries. In general people supported the Group's proposals to demolish the bridge and provide three formal crossing points across the carriage way instead. A further meeting has been arranged with the Planning and Highways departments to discuss proposals in detail before the Group submits a formal Planning Application.

### 5.3.3 Harraton Bungalows

During Ward Member briefings in relation to the Joint Review of Renewal it was agreed that 4 sites of one-bedroom bungalows at Harraton fall into Category 1 as there were not likely to be any problems with site assembly.

The Group has recently consulted all residents affected by the proposed renewal, and following this it has been agreed that the bungalows at Lilac Gardens will no longer be renewed, but instead will be modernised.

The remaining 30 units will be renewed, however, and a consultant has been appointed to design a replacement scheme. The Group is also currently examining

the possibility of developing the garage site on Westward Place. It is anticipated that the combined sites could provide for 33 new bungalows.

As there is very high demand for rented bungalows in Harraton, the Group is currently investigating the financial viability of building all of the Harraton bungalows for rent by subsidising the scheme within the Group's overall renewal plan.

#### 5.3.4 Morland Avenue

A potential development opportunity on the site of a former block of garages at Morland Avenue was identified by the Group, and work to provide 10 apartments began in July 2006.

As a result of the low site assembly costs the Group has been able to provide all of the homes for rent, and the scheme is on programme to be completed by April 2007.

### 6.0 Recommendations

The Area Committee is recommended to **NOTE** the above report for information.

### 7.0 Background Papers

There were no background papers used to compile this report.

**WASHINGTON AREA COMMITTEE  
29 NOVEMBER 2006**

**REPORT OF THE DIRECTOR OF COMMUNITY AND CULTURAL  
SERVICES**

**ENVIRONMENTAL IMPROVEMENT WORKS- WASHINGTON AREA  
2006/07**

**1.0 PURPOSE OF REPORT**

- 1.1 The purpose of the report is to advise members as to progress with Environmental improvement work undertaken in the Washington area during the course of 2006/07.

**2.0 BACKGROUND TO PROJECT**

- 2.1 The budget settlement for 2006/07 included a one- off contingency provision for Street Care and environmental improvements across the City.
- 2.2 A programme to secure those improvements was developed having regard to residents/members concerns about anti-social behaviour, crime hot spots, levels of fly tipping and litter.
- 2.3 The programme has been formulated with two principal aims:  
  
improve personnel safety and reduce the fear of crime,  
and at the same time,  
enhance the appearance of local environments.
- 2.4 This programme is in addition to that for the upkeep of plantation areas in the Washington area. Provision for that work is now incorporated within the Directorate's base budget.
- 2.5 The first element of the programme involves the removal of shrub beds that detract from the appearance of an area, not least because of the tendency to act as litter traps or could otherwise screen anti- social and nuisance activities. Mature trees are left in place but crown lifted to improve lines of vision. Roots and stumps are removed or ground-down and areas are then turned over to lawn. Elements of this work are being undertaken on an "invest to save basis" with a view to future reallocation of maintenance costs. Shrub beds in most, if not all village centres, were identified as requiring attention.
- 2.6 The second element of he programme was to continue the previous "clean- up" arrangements (commenced in 2004/05) for plantation areas and pedestrian routes through them. This includes the removal of dens

and fly- tipping as well as the thinning and crown- raising of trees and the clearance of undergrowth. The result is that the plantation areas are opened- up, visibility through them is improved and consequently the potential for anti- social or illicit uses is reduced.

### **3.0 PROGRESS TO DATE**

- 3.1 Teams started work in Oxclose and Barmston village centres in April and May with work completed in early June.
- 3.2 Feedback from residents regarding both sites has been extremely positive with only one negative comment from a resident opposite Oxclose school complaining that they can now see the school fence.
- 3.3 Work on shrub bed removal commenced in June and July on areas surrounding Bell Street in Columbia, Sulgrave and Concord village centres. Work in and around Rickleton village centre and in particular the subway entrances was completed in September. Again feedback from residents has been positive in respect of those sites.
- 3.4 Photographs show the sites as they were and how they appeared on completion of the works.
- 3.5 During the remainder of 2006/07 similar work is planned for Albany, Ayton and Biddick village centres.
- 3.6 In addition to the above 14 plantation sites benefited from the clean- up programme between April and October 2006 and a potential 13 further sites are in line to receive treatment during the remainder of the financial year.

### **4.0 RECOMMENDATION**

- 4.1 The Washington Area Committee is requested to note the content of the report and the positive outcomes achieved to date.

### **5.0 BACKGROUND PAPERS**

- 5.1 There were no background papers relied upon to compile this report.

## WASHINGTON AREA COMMITTEE

29<sup>th</sup> November 2006

## REPORT OF THE CITY TREASURER

## HOUSING and COUNCIL TAX BENEFIT PROGRESS REPORT

## FOR INFORMATION

**1. PURPOSE OF REPORT**

- 1.1 The purpose of this report is to inform Members of the performance of the Benefits Section in the processing of new claims in accordance with the Best Value Performance Indicator (BVPI78a) for Housing and Council Tax Benefit. This report covers the period 1 April 2006 to 30 September 2006.

**2. PERFORMANCE**

- 2.1 Our target for BVPI 78a for processing new claims for 2006/2007 was set at 27 days. The attached table shows that we are processing claims within this target achieving 25.74 days city wide. We have also exceeded our 93% local target for new claims processed within 14 days of receipt of all necessary information, by achieving 95.84%. These two performance measures are also well within the Department for Work and Pensions' (DWP) standards.

**3. FURTHER INFORMATION**

- 3.1 One of the main objectives in last and this year's Business Plan for the Benefits Service is to promote Housing and Council Tax Benefit and thereby increase take up of these benefits.
- 3.2 Members were previously informed of our free Benefits Hotline which was set up in March 2006 costing nothing for customers to ring the Council's Contact Centre to find out if there are certain benefits they might be missing out on. This facility is part of our ongoing drive to encourage take up.

Since March we have accepted over 500 enquiries which have led to 149 successful claims. This equates to nearly £3,000 per week extra Housing and Council Tax Benefit. Of these new Housing Benefit customers, 66% are receiving more than £30 per week, and over 60% of the new Council Tax Benefit customers are receiving more than £7.50 per week. Some customers are now better off by as much as £85 Housing Benefit and £23 Council Tax Benefit per week.

Publicity has continued by the promotion of the free phone number through an advertising campaign starting in mid June and ending mid August on a fleet of Stagecoach buses across the city. We have also advertised in the Echo, on billboards and on our website and worked with Registered Social Landlords by including appropriate references in their rent increase letters.

We took up the suggestion, made at one of the previous Area Committee meetings, and introduced a credit card size advert promoting the free phone

number. Professional advisors, council visiting staff and numerous agencies across the city are now either using or displaying these cards.

- 3.3 As part of the national Best Value Performance Indicators we are required to conduct a customer survey (BVPI80) to measure customer satisfaction regarding the provision of our service. The survey covers topics such as access to the service, staff, forms and letters and speed of service.

The views and opinions of our customers may change throughout the year. Therefore, in order to evaluate our service accurately our questionnaires are issued over 2 periods. In the first period, August, we issued 938 questionnaires followed by 2 reminders. We are pleased with the response rate of 46% so far. The questionnaires for the second period will be issued in January 2007.

The results are then combined to calculate our overall performance to report to the DWP. Analysis is then undertaken to evaluate our service and formulate plans for improvement. We will comment on the findings in future progress reports.

- 3.4 Members were previously informed of our plans to implement a new benefits system followed by an upgrade of our Document Image Processing (DIP) system to improve service delivery. The project is now in its final stage and we are analysing the results of the most recent data transfer from the current system onto the new system and checking our plans to maintain "business as usual" during the final migration.

#### **4. RECOMMENDATION**

- 4.1 Members are asked to note the contents of this report.

#### **5. BACKGROUND PAPERS**

- 5.1 No background papers were used in the preparation of this report.



## Washington Area Performance Statistics

### National Best Value Performance Indicator (BVPI78a) - City Wide

	Performance 1st April - 30th September 2006	Targets 2006 - 2007
Average time taken to process a new claim from date of claim	25.74 days	27 days
Percentage of new claims processed within 14 days from receipt of all information	95.84%	93%

**WASHINGTON AREA COMMITTEE**

29<sup>th</sup> November 2006

**REGENERATION ISSUES REPORT; FEEDBACK ON PROJECTS  
PREVIOUSLY FUNDED THROUGH STRATEGIC INITIATIVES BUDGET (SIB)**

Report of the Director of Development and Regeneration

**1.0 Purpose Of The Report**

1.1 This report provides information to the Area Committee on expenditure from the Strategic Initiatives Budget (SIB) on projects it has previously funded

**2.0 Background**

2.1 Each Regeneration Framework area has been allocated a minimum of £200,000 per annum over the last eleven years from the Strategic Initiatives Budget to promote action on key priorities identified in the relevant Area Regeneration Frameworks, and to attract other funding into the area. Over this period, therefore, the Framework area has been allocated a minimum of £2,000,000 in this way.

2.2 In order that the Area Committee can be kept informed of progress on projects it has previously funded as part of the SIB monitoring process, a programme of report backs has been scheduled.

**3.0 Purpose of the Feedback Reports**

3.1 The aim of the reports is to inform the Area Committee how the money it has been allocated through SIB has been used, how successful it has been in achieving its original objectives, and how the project will continue. Specifically, the reports have been asked to address the following key questions:

- How has the money has been used? How much was capital and revenue?
- What were the outcomes of the project? How has it helped to achieve the objectives identified in the original submission? Are there any statistics that will support the outcomes?
- What other funding the SIB allocation helped to attract?
- What are the key lessons learnt? What difference has the project made in comparison to other areas that did not have such funding? What added

value did the project provide? Are there implications for existing service provision?

- Does the project need to continue? Has it come to its natural end? If not, how will it be funded? Has it been considered for mainstream funding? Have other funding sources been approached?

3.2 Once the presentation has been completed, Elected Members will be invited to ask any questions or offer comments concerning the project.

#### **4.0 Feedback to this Committee**

4.1 At this Committee meeting, the following feedback reports will be presented:

- Compass Community Transport
- Language Laboratory – Washington Church of Christ

4.2 The original applications are attached as Annex 1. Schedule for Feedback Reports for 2005 - 2006 is attached as Annex 2

#### **5.0 Recommendations**

5.1 That this report be noted.

#### **Background Papers**

Strategic Initiatives Budget (SIB): Regeneration Issues Reports to previous Area Committees

Regeneration Framework File, Washington

WASHINGTON AREA COMMITTEE  
29<sup>th</sup> November 2006

**REGENERATION ISSUES REPORT ; FEEDBACK ON PROJECTS  
PREVIOUSLY FUNDED THROUGH STRATEGIC INITIATIVES BUDGET  
(SIB)**

Washington Church of Christ Language Laboratory

**STRATEGIC INITIATIVES BUDGET - GRANT APPLICATION  
FORM**

PROJECT TITLE: <b>Language Laboratory</b>							
<b>SIB Requested: £14,392</b>							
<b><u>Section 1: Application Requirements</u></b>							
<p><b>1.1:</b> Please note that this application will be presented to the relevant Area Committee for its consideration when determining your SIB Grant Application. The Agenda and the Minutes of the Area Committee Meeting will be available for inspection by members of the public. Please therefore ensure that your organisation is agreeable to the content of the information that is set out in the form.</p> <p>The Application Form should be provided in either electronic (e-mail or floppy disc) or typed format.</p> <p>If you have a problem with returning this form in either electronic or typed format, please contact the appropriate Area Regeneration Officer. Contact / address details are provided on the covering letter and in the Guidance Notes and Criteria and Project Guidelines</p> <p><b>Please note that a representative of your organisation must be available to attend the pre-agenda and main committee meeting(s) to which this application is presented, as they may be required to answer questions. Failure to attend the meeting(s) may result in your application being deferred or rejected. Dates and Venues of future meetings are provided in section 7 of the SIB guidelines.</b></p>							
<p><b>1.2 Which Area Regeneration Framework(s) does the project cover? (please tick)</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Coalfield [ ]</td> <td style="width: 33%;">East [ ]</td> <td style="width: 33%;">North [ ]</td> </tr> <tr> <td>Washington [ X ]</td> <td>West [ ]</td> <td>South [ ]</td> </tr> </table>		Coalfield [ ]	East [ ]	North [ ]	Washington [ X ]	West [ ]	South [ ]
Coalfield [ ]	East [ ]	North [ ]					
Washington [ X ]	West [ ]	South [ ]					
<b><u>Section 2: Sponsor Details</u></b>							
<b>2.1 Name of Lead Organisation / Group:</b> Washington Church of Christ							
<b>2.2 Address of Lead Organisation / Group:</b> Albert Place, Columbia, Washington, Tyne & Wear, NE3 87BW							
<b>2.3 Contact Name for Project:</b>	<b>2.4 Position in Organisation:</b>						

Michele Thomas		Administrator	
<b>2.5 Tel. Number:</b> 0191 416 1300	<b>2.6 Fax Number:</b> 0191 4187600	<b>2.7 E-mail Address:</b> Michele.thomas@wcocuk.org	
<b>2.8 Day to Day Contact Name / Details (if different to 2.3 above):</b>			
<b>2.9 Legal Status of Organisation:</b> Registered Charity		<b>2.10 Registered Charity Number:</b> 1044674	
<b>2.11 Does your organisation have a bank account into which funds can be paid?</b> yes			
<b>2.12 Has the organisation received SIB support previously?</b> no <p style="text-align: right;"><u>If 'Yes' please provide details:</u></p>			
<b>2.13 Are any trustees / members of the organisation employed by the City Council?</b> No <b>If 'Yes' please provide details :</b>			

<b><u>Section 3 : Project Details</u></b>	
<b>3.1 Project Title:</b> (Please re-state title as per front sheet) Language Laboratory	
<b>3.2 Project Start Date:</b> 1 August 2005	<b>3.3 Project End Date:</b> ongoing
<b>3.4 Please describe the project:</b> To purchase and fit equipment into the computer room of the Electronic Village Hall located in the building of the Washington Church of Christ. The equipment would be supplied by Sanako, it is a Tandberg Lab 300 Media System to provide an 8 position system that would allow users to learn and perfect their English. It would allow the teachers to teach English lessons and ICT skills using the computer. It also allows students to work on their own using the interactive programs to learn and practice English skills. The teacher will be able to monitor the progress and levels of each student as the software compiles the data and allows access to this data via the teacher's software.	
<b>3.5 What service does the organisation currently provide and how will this be complemented by the project?</b> The Church currently has a Franchise agreement with the City of Sunderland College to provide ESOL to residents of the City of Sunderland, primarily Washington. We also provide services to Refugees and Asylum Seekers in Partnership with the Washington Asylum Seekers Project.	
<b>3.6 What additional activity will SIB funding allow to happen?</b> (Please tick the appropriate statement) a) A project will go ahead which otherwise would not happen at all [ ] b) A project will be provided to a higher quality / on a greater scale [ x ] c) The funding will accelerate the implementation of the project by 12+ months [ ] d) A gap in funding will be filled pending other funding being secured [ ] e) Other reason [ ] <b>Please explain your answer:</b>	

We currently provide ESOL but our students are not able to access Language Laboratory Equipment due to distance and the fact that many of our users have small children. WE have the only crèche provision for ESOL lessons in the City of Sunderland. This equipment will allow us to provide lessons to a standard that will be at least equal to what other service providers deliver, i.e, Gateshead College. This means that our students will be able to access these services without travelling great distances and possibly having to enrol in courses offered outside the City of Sunderland.

**3.7 How will you publicise that you have received support from SIB? (please refer to Section 3 of the guidance notes)**

We will notify the local press, using the SIB marketing and communications department. We will put the information onto our web site, we will put a notice in the Computer Room itself, and display the SIB logo.

**3.8 Has there been any consultations concerning the need for this project?**

Yes

**If 'Yes' please provide details :**

We consulted with students that had formerly attended Gateshead College and with teachers that have taught where this type of equipment was available.

**3.9 Is there any documentary evidence available to support the need for this project?**

No

**If 'Yes' please provide details :**

**3.10 Who will benefit from the services provided by the project?**

Refugees and Asylum Seekers from across Washington and the City who attend ESOL lessons here and those who come in and access the services provided through the Electronic Village Hall.

**3.11 Will there be any implications for Council Services arising from this project?**

Yes

**If 'Yes' please provide details :**

It will assist the City of Sunderland in meeting targets related to both Education, the integration of Asylum Seekers and the promotion of skills toward Citizenship requirements likely to become part of statute in the near future.

**3.12 Does this project require the support or sponsorship of a City of Sunderland Council Directorate?**

No direct sponsorship although ICT have confirmed provision of a maintenance service to the project

**If 'Yes' please provide details :**

**3.13 Are any legal and other approvals required?**

No

**If 'Yes' provide details of type of approval, date secured, or date expected to be secured:**

## **Section 4: Equal Opportunities**

### **4.1 Does your organisation have an Equal Opportunities Policy?**

Yes

#### **If yes, please describe how the project will comply with the Policy:**

We will allow and promote access to these resources by any and all groups within the community no matter that their race, colour, creed, age or sexual preference. We operate an open door policy.

**If no, please describe how your organisation addresses equal opportunities issues:**

### **4.2 Does your project specifically address any of the following issues?**

Ethnic Issues Yes

#### **If yes, please provide details as to how the project is in line with the Race Relations Act 1976:**

WE do not discriminate against anyone based upon race. We have actually worked with groups to educate members of the public and children in issues related to ethnic diversity. We hold functions with groups like Common Purpose, our Local MP and the general public to inform them regarding issues of Ethnic Diversity.

Gender Issues No

**If yes, please provide details as to how the project is in line with the Sex Discrimination Act 1975:**

Disability Issues No

**If yes, please provide details as to how the project is in line with the Disability Discrimination Act 1995**

## **Section 5: Relationship of Project to the Area Framework(s)**

**5.1 Identify which Area Regeneration Framework Action Plan Strategic Priorities this project will address through the use of SIB, and demonstrate how these will be achieved:**

Education

**5.2 Identify outputs / outcomes against which the delivery of the project can be evaluated. Demonstrate how these will contribute to the Area Regeneration Framework(s).**

We can measure the number of students participation in the programmes that we run and we can measure their progress by recording the advancement of our students through the examinations.

**5.3 If the project relates to two or more Framework Areas, on what basis have you decided how to share the costs?**

NOT APPLICABLE

**Section 6: Management Arrangements**

**6.1 Describe how the project will be managed:**

It will be managed by the City of Sunderland ITC department and by the ESOL teachers at the Washington Church of Christ.

**6.2 Are there any significant risks or uncertainties that may affect either the timetable of the project, or whether it achieves its objectives?**

NO

**Section 7: Financial Information**

**7.1 How much SIB funding is requested?**

14,392

**7.2 Indicate the type of funding requested: (Please tick)**

Capital  Revenue  Both

**7.3 Has funding been requested / allocated from any other sources, including Council Directorates and if so how much?**

£10,000.00 has been requested from the Coalfields Regeneration Trust, this will be available if the other funding is in place.

**7.4 What other funding alternatives have been considered and why were these not appropriate?**

Big Lottery, Northern Rock, and Lloyds TSB.

They were not appropriate due to the nature of the project with reference to

**7.5 What are the financial implications for the project should it not receive SIB funding?**

It will not go ahead and we will not be able to offer this service.

**7.6 When SIB expenditure is complete how do you intend to continue this project?**

With funding from the Washington church of Christ and support of the Sunderland ICT department.

**7.7 Provide a profile of projected costs:**

Funding Source	2005/06	2006/07		Total Cost
<b>SIB :</b>				
<b>Coalfield</b>				
East				
North				
South				
West				
Washington	£14,392			£14,392
<b>Other Sources:</b> (Please state)				
1) Coalfields Regeneration Trust	£10,000			£10,000
2) City of Sunderland ICT Dept.	£9750 (support and	£9750		£19,500



3) Washington Church of Christ	maintenance)			
	£10,125 (teaching)	£15,000		£25,125
	£4800 (facilities)	£5000		£9,800
<b>Total Cost:</b>	£49,067	£29,750		£78,817

**7.8 Please provide details of any 'in-kind funding (e.g Peppercorn rents), if included within the 'Other Sources' of funding shown above.**

The computer equipment needed to operate in conjunction with this equipment is already in place via the Electronic Village Hall. The Sunderland ICT unit have offered their services to assist with the installation for the equipment for 2 days at £375 for each day; they also provide maintenance and upkeep on the equipment. The students and the Teacher to run the equipment are provided by the Washington Church of Christ.

**7.9 Please provide a breakdown of the Total cost to show the main areas of expenditure:**

**Divace Multi Media Language Centre:**

- **LAB300/ICM** – Information communication Manager teacher control software. Complete with audio hub interface. Configured for eight student workstations. With Media Manager logging software & complete with fast copy audio digitisation facility.
- **Audio Hub** – Switching audio hub complete with interface for eight workstations. Including all connecting cable kits.
- **Tutor recorder** – One Master cassette recorder. Complete with connecting kit for audio hub, for automatic file conversion.
- **Divace Duo (Version 5.9)** - Eight Digital AACC media player/recorder. Includes headset module, audio hub interface and all connection kits.
- **Headset** – Nine TLH85 High quality professional headsets with modular termination.
- **Teacher Desk**- One Teacher specialist teachers console for equipment housing & expansion. Complete with pair of professional wall mounted loudspeakers.
- **Installation & Delivery** – Installation and Configuration of a eight position system including two ½ day user training sessions. Delivery is currently 4/5 weeks from receipt of order.
- **Terms & Guarantee** – This quotation is valid for 30 days from date of issue. All prices quoted are subject to VAT at the rate of ruling at invoice date & are strictly net 30 days. **Price excludes student furniture, PC's & network.**

**Optional Modules**

- **CSS/NETT** – Computer Supervisory system for Eight student positions. Allows teacher to monitor student, group or class screens & take remote control of student mouse & keyboard. Broadcast teacher or selected student screen to class of group. Suitable for IT training situations as it can be used with any Windows based software.

- **Support Contract** – 1\* Standard Support Contract supplied free of charge for the first 12 months.

**7.10 Please provide details of how you will ensure that the procurement and purchasing of services and equipment will be managed in accordance with requirements as detailed in the guidance notes and guidelines. Include any estimates that you have and details of any contractors or suppliers to be used.**

The Divace Multi Media Language Centre has been researched by local education authorities, and has been found to meet the needs of those seeking to learn English as a second language, as well as providing a key tool for children wishing to learn a second. We wish to use this system for both purposes, creating a language centre for Washington that can be accessed by school clubs, Guides, Brownies, Scouts etc. Attached you will find supporting information on the product and the supplier SANAKO.

### **Section 8: Additional Information**

**8.1 Please provide any additional information that may be of use in support of your project proposal (Please append additional sheets if required):**

Append: Usage for the Washington Centre  
Letter from Sanako

### **Section 9: Declaration**

**I declare that the information provided is correct and accurate and that, should this application be successful, the organisation will agree to the terms and conditions of SIB:**

**Name: Michele Thomas**

**Position in Organisation: Project Administrator**

**Date: 19 May 2005**

## **Language Laboratory Report**

**Monday 13<sup>th</sup> November 2006**

Washington Church of Christ received £14,392 of the £25,000 needed, from the SIB Area Committee 2005/6 budget to help purchase a Language Laboratory for the Electronic Village hall, based in the Church building. The remainder of the funding was to be raised from The Coalfield Regeneration Trust. Unfortunately the bid for the remaining £10,000 was not accepted. Time was running out for the SIB funding to be spent, Michele Thomas contacted Sanako, the providers of the equipment and explained the difficulties in obtaining the additional funding. Sanako agreed to provide the additional funding themselves for the project. The funding received from SIB and Sanako allowed Washington Church of Christ to purchase the following equipment:

### Sanako (Divace) Multi Media Language Centre:

- LAB300/ICM - Information Communication Manager Teacher Control Software, complete with audio hub interface, Media Manager logging software and fast copy audio digitisation facility, configured for eight student workstations.
- Audio Hub - Switching audio hub with interface for eight workstations, including all connecting cable kits.
- Tutor Recorder - One Master Cassette recorder, with connecting kit for audio hub for automatic file conversion.
- Divace Duo (Version 5.9) - Eight Digital AACC media player/recorder, includes headset module, audio hub interface and all connection kits.
- Headset - Nine TLH85 high quality professional headsets with modular termination.
- Teacher Desk - One Teacher specialist teachers console for equipment housing and expansion, with professional wall mounted speakers.
- Installation and delivery - Installation and configuration of an eight-position system including 2 half-day user-training sessions.

### Optional Modules:

- CSS/NETT - Computer supervisory system for eight students' positions allowing tutors to monitor student, group or class screens and take remote control of student mouse and keyboard. Broadcast teacher or selected student screen to class or group.
- Support Contract - 1\* Standard Support Contract supplied free of charge for the first twelve months.

For the academic year of 2005/6 Washington Church of Christ, through the Franchise agreement with City of Sunderland College for ESOL provision had a total of 58 Refugees and Asylum Seekers studying ESOL at Entry Level 1, Entry Level 2, Entry Level 3, Level 1 and Level 2.

The provision of the Language Laboratory has enabled students to do a variety of work, which has been extremely beneficial to their learning. Students have been able to practice speaking and listening skills by taping themselves while reading texts, practicing role plays, telephone conversations and practice presentations. Tutors have been able to copy work onto the Sanako system for students to use for both listening activities and speaking activities, one of these activities has been the use of graded readers. In class graded readers are used to practice reading, speaking skills, writing and gaining an awareness of the variety in the English Language. By introducing the use of the Language Laboratory students are able to listen to the story, answer questions, follow the story on paper and write descriptions as they listen, they are then able to tape their explanation of the book and listen back so that they can correct any mistakes which they may have made. Sanako has provided the opportunity for students to self correct their own pronunciation and also to listen to each other providing an awareness of difficulties which each of the students have.

One of the greatest assets of the Sanako system is being able to listen in as the student is speaking, this allows the tutor to pick up problems quickly and provide correction when it is needed. By using the student link system a tutor will be able to hear the student clearly and without disruption or external noises. This provides for clarity in what is being heard and the tutor can quickly click onto that student and provide guidance and an understanding of pronunciation, which otherwise may have been missed in class. The Language Laboratory will continue to be used with Refugees and Asylum Seekers studying ESOL (E3, L1 and L2) through the Franchise Agreement with City of Sunderland College.

Washington Church of Christ also has a tender agreement with Adult & Community Learning to provide ESOL (E1 and E2), which is no longer offered by City of Sunderland College, French and Spanish classes. A small charge will be made for the French and Spanish classes to assist with costs of room hire. It is hoped that we will also be able to use the Sanako system within the French and Spanish classes, this will provide a very useful method of monitoring pronunciation in both of these classes and the tutors will be able to work on a more individual basis.

In the near future it is hoped that we will be able to add video and DVD material to the Language Laboratory and therefore be able to broaden the methods of learning used within the classroom. This would provide another

source of interesting material which will be of benefit to all our students and especially for those who are visual learners.

The teachers and staff as well as the technical support staff from the City of Sunderland have received training on the Language Lab 300. E-Government has pledged to continue their technical support to the project. This training and continued support has been invaluable in allowing us to develop educational programs for the community using the system. We hope to continue providing educational opportunities for people of every age, background and ability through the facilities at the Washington Church Building.

For the academic year of 2005/6 Washington Church of Christ, through the Franchise agreement with City of Sunderland College for ESOL provision had a total of 58 Refugees and Asylum Seekers studying ESOL at Entry Level 1, Entry Level 2, Entry Level 3, Level 1 and Level 2

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In the near future it is hoped that we will be able to add video and DVD material to the Language Laboratory and therefore be able to broaden the methods of learning used within the classroom. This would provide another source of interesting material which will be of benefit to all our students and especially for those who are visual learners.

Compass Community Transport

**STRATEGIC INITIATIVES BUDGET - GRANT APPLICATION FORM**

<b>PROJECT TITLE:</b> <u>Compass Community Transport</u>												
<b>SIB Requested:</b> <u>£12,000 (City wide)/£2,000 per Area Committee</u>												
<b>Section 1: Application Requirements</b>												
<p>1.1: Please note that this application will be presented to the relevant Area Committee for its consideration when determining your SIB Grant Application. The Agenda and the Minutes of the Area Committee Meeting will be available for inspection by members of the public. Please therefore ensure that your organisation is agreeable to the content of the information that is set out in the form.</p> <p>The Application Form should be provided in either electronic (e-mail or floppy disc) or typed format.</p> <p>If you have a problem with returning this form in either electronic or typed format, please contact the appropriate Area Regeneration Officer. Contact / address details are provided on the covering letter and in the Guidance Notes and Criteria and Project Guidelines</p> <p><b>Please note that a representative of your organisation must be available to attend the pre-agenda and main committee meeting(s) to which this application is presented, as they may be required to answer questions. Failure to attend the meeting(s) may result in your application being deferred or rejected. Dates and Venues of future meetings are provided as supporting information.</b></p>												
<p>1.2 Which Area Regeneration Framework(s) does the project cover? (please tick)</p> <table><tr><td>Coalfield</td><td><input checked="" type="checkbox"/></td><td>East</td><td><input checked="" type="checkbox"/></td><td>North</td><td><input checked="" type="checkbox"/></td></tr><tr><td>Washington</td><td><input checked="" type="checkbox"/></td><td>West</td><td><input checked="" type="checkbox"/></td><td>South</td><td><input checked="" type="checkbox"/></td></tr></table>	Coalfield	<input checked="" type="checkbox"/>	East	<input checked="" type="checkbox"/>	North	<input checked="" type="checkbox"/>	Washington	<input checked="" type="checkbox"/>	West	<input checked="" type="checkbox"/>	South	<input checked="" type="checkbox"/>
Coalfield	<input checked="" type="checkbox"/>	East	<input checked="" type="checkbox"/>	North	<input checked="" type="checkbox"/>							
Washington	<input checked="" type="checkbox"/>	West	<input checked="" type="checkbox"/>	South	<input checked="" type="checkbox"/>							

<b>Section 2: Sponsor Details</b>		
2.1 Name of Lead Organisation / Group: Compass Community Transport		
2.2 Address of Lead Organisation / Group: Felstead School, Fordfield Road, Sunderland SR4 0DA		
2.3 Contact Name for Project: Bill Robinson		2.4 Position in Organisation: Chair, Director and Trustee
2.5 Tel. Number: 0191 515 7122	2.6 Fax Number:	2.7 E-mail Address: Ccompassct@aol.com
2.8 Day to Day Contact Name / Details (if different to 2.3 above): Eddie Kerry, Manager.		

<b>2.9 Legal Status of Organisation:</b> Company limited by guarantee and registered charity	<b>2.10 Registered Charity Number (if applicable):</b> 1099220
<b>2.11 Does your organisation have a bank account into which funds can be paid?</b> Yes	
<b>2.12 Has the organisation received SIB support previously?</b> Yes <b>If 'Yes' please provide details:</b> South and West Committees supported the South and West Community Transport Research exercise 2001	
<b>2.13 Are any trustees / members of the organisation employed by the City Council?</b> No <b>If 'Yes' please provide details :</b>	

<b><u>Section 3 : Project Details</u></b>	
<b>3.2 Project Title:</b> (Please re-state title as per front sheet) Compass Community Transport – developing city-wide facilities	
<b>3.2 Project Start Date:</b> September 2005	<b>3.3 Project End Date:</b> December 2005
<b>3.4 Please describe the project:</b> Compass was established to address issues of significant social exclusion resulting from unmet need for transport in the south and west of Sunderland. This project is intended to extend and further develop Compass services to benefit other parts of Sunderland through development of a 'Brokerage' service, providing training and the recruitment of an extended pool of well trained volunteers. It is also intended that these additional services will become self financing to ensure the longer term viability as a self sustaining social enterprise. However, a study of community transport across the City of Sunderland is being carried out by JMP Consulting as part of the Tackling Social Exclusion Through Transport (TSETT) initiative. The study includes actions to separate out transport provision from other care and support services, in order to develop centres of expertise which will have the ability to take forward transport developments and provide excellent, customer-focussed services. The study suggests that Compass Community Transport should be one of these centres of expertise. Historically, Compass Transport has been supported through SRB and NRF funding and significant income generation. A funding package which addresses sustainability of the organisation is currently being developed. Further funding applications for core funding have been delayed, awaiting the Community Transport Strategy. Funders will not consider Compass' applications until the study is finalised. This has therefore left a short term gap in core funding for the organisation.	
<b>3.5 What service does the organisation currently provide and how will this be complemented by the project?</b> It currently provides group travel facilities, technical and vocational training and champions the needs of mobility disadvantaged people in the south and west ARF parts of the city. The projects extends both the scope of the services provided the geographical coverage and the communities of interest that will benefit.	
<b>3.6 What additional activity will SIB funding allow to happen?</b>	



(Please tick the appropriate statement)

- a) A project will go ahead which otherwise would not happen at all [ ]
- b) A project will be provided to a higher quality / on a greater scale [ ]
- c) The funding will accelerate the implementation of the project by 12+ months [ ]
- d) A gap in funding will be filled pending other funding being secured [ X
- e) Other reason [ ]

**Please explain your answer:**

Delays in the production of the city wide Community Transport Strategy have meant that potential funders have not been able to consider applications from Compass.

**3.7 How will you publicise that you have received support from SIB?**

(please refer to Section 3 of the guidance notes)

Press releases, articles in the local press, technical press and specialist publications, conference presentations, acknowledgements on the we site, City Council logo on minibuses. The project will also utilise Area Committee Marketing Project

**3.8 Has there been any consultations concerning the need for this project?**

Yes

If 'Yes' please provide details :

As part of the TSETT study. Report expected September 2005. Discussions with Back on the Map; Presentations to Washington Area Committee and Washington Pride, discussions with ward councillor city wide. In addition, the recent Community Spirit consultation highlights how transport is a consistent difficulty in access cultural and leisure activities throughout the city.

**3.9 Is there any documentary evidence available to support the need for this project?**

Yes

If 'Yes' please provide details :

TSETT Community Transport Strategy and Action Plan  
Compass Accounts/Business Plan available

**3.10 Who will benefit from the services provided by the project?**

People with disabilities, young people, older people, people from ethnic minorities, women, people seeking training to re-enter the labour market, community groups and organisations who require transport in connection with their activities.

**3.11 Will there be any implications for Council Services arising from this project?**

Yes

If 'Yes' please provide details :

Enabling people to access services and facilities will reduce pressure on statutory services provided by the Council. If Compass Transport ceases to operate, an important resource will be lost.

**3.12 Does this project require the support or sponsorship of a City of Sunderland Council Directorate?**

No

If 'Yes' please provide details :

3.13 Are any legal and other approvals required?

No

If 'Yes' provide details of type of approval, date secured, or date expected to be secured:

#### Section 4: Equal Opportunities

4.1 Does your organisation have an Equal Opportunities Policy?

Yes

If yes, please describe how the project will comply with the Policy:

It will widen the range of groups and geographical areas covered. In particular, it will enable Compass to extend its services and training facilities to those parts of the City where there are particular concentrations of people from ethnic minorities.

If no, please describe how your organisation addresses equal opportunities issues:

4.2 Does your project specifically address any of the following issues?

Ethnic Issues Yes

If yes, please provide details as to how the project is in line with the Race Relations Act 1976:

It will provide services, training and employment opportunities to particular ethnic minority communities within the city. In particular it will enable us to tailor services to meet the specific requirements of groups such as faith communities.

Gender Issues Yes

If yes, please provide details as to how the project is in line with the Sex Discrimination Act 1975:

Some services will be specifically tailored to meet the needs of women, particularly travel requirements that arise specifically as a consequence of child care and other caring roles. Training opportunities will enable women who have taken a career break to re-enter the labour market.

Disability Issues Yes

If yes, please provide details as to how the project is in line with the Disability Discrimination Act 1995

Services will be provided using DDA compliant fully accessible minibuses. We will seek to ensure that disabled people take up the employment and training opportunities on offer.

#### Section 5: Relationship of Project to the Area Framework(s)

**5.1 Identify which Area Regeneration Framework Action Plan Strategic Priorities this project will address through the use of SIB, and demonstrate how these will be achieved:**

Compass Transport address most objectives across all six area frameworks. It will eventually provide access to employment, health services, learning opportunities and will address community safety issues. It will also encourage inclusive communities and community participation.

**5.2 Identify outputs / outcomes against which the delivery of the project can be evaluated. Demonstrate how these will contribute to the Area Regeneration Framework(s).**

SIB will contribute to provision of gap funding for 3 months, matched to contribution from the TSETT initiative. This will safeguard the project until further funding is secured.

**5.4 If the project relates to two or more Framework Areas, on what basis have you decided how to share the costs?**

Benefits will be city wide, therefore equally split.

### **Section 6: Management Arrangements**

**6.1 Describe how the project will be managed:**

Overall responsibility for the project will rest with the Directors and Trustees. Day to day management will be the responsibility of the Manager who will report on progress to the monthly Board meetings.

**6.2 Are there any significant risks or uncertainties that may affect either the timetable of the project, or whether it achieves its objectives?**

Recruitment of the correct mix of skills among staff and volunteers.

### **Section 7: Financial Information**

**7.1 How much SIB funding is requested?**

£12,000 (£2,000/Area committee)

**7.2 Indicate the type of funding requested: (Please tick)**

Capital [ ]                      Revenue [ X ]                      Both [ ]

**7.3 Has funding been requested / allocated from any other sources, including Council Directorates and if so how much?**

TSETT - £12,000

Funding applications being made to NRF, SRB, ESF, Coalfields Regeneration Trust, TSETT.

**7.4 What other funding alternatives have been considered and why were these not appropriate?**

Northern Rock Foundation – eligibility restrictions

**7.5 What are the financial implications for the project should it not receive SIB funding?**

The organisation will cease operations and staff will be made redundant.

**7.6 When SIB expenditure is complete how do you intend to continue this project?**

Further funding applications for core funding. Income generated will cover operating costs of buses, training scheme etc.

**7.7 Provide a profile of projected costs:**

Funding Source	2005/06	2006/07	2007/08	Total Cost
<b>SIB :</b>				
Coalfield	£2,000			£2,000
East	£2,000			£2,000
North	£2,000			£2,000
South	£2,000			£2,000
West	£2,000			£2,000
Washington	£2,000			£2,000
<b>Other Sources:</b> (Please state)				
1)TSETT	£12,000			£12,000
2)				
3)				
<b>Total Cost:</b>	£24,000			£24,000

**7.8 Please provide details of any 'in-kind funding (e.g Peppercorn rents), if included within the 'Other Sources' of funding shown above.**  
Peppercorn rent for office at Felstead school

**7.9 Please provide a breakdown of the Total cost to show the main areas of expenditure:**

Salaries (3 staff) and operating costs for 3 months.

**7.10 Please provide details of how you will ensure that the procurement and purchasing of services and equipment will be managed in accordance with requirements as detailed in the guidance notes and guidelines.**

Include any estimates that you have and details of any contractors or suppliers to be used.

Not applicable.

**Section 8: Additional Information**

**8.1 Please provide any additional information that may be of use in support of your project proposal (Please append additional sheets if required):**

Section 9: Declaration

**I declare that the information provided is correct and accurate and that, should this application be successful, the organisation will agree to the terms and conditions of SIB:**

**Name:**  
Bill Robinson

**Position in Organisation:**  
Director. Trustee

**Date:**  
26/8/05

## **CITYWIDE AREA COMMITTEES – STRATEGIC INITIATIVE BUDGET**

### **Compass Community Transport**

In April 2005 whilst a citywide study of community transport was undertaken as part of the Tackling Social Exclusion Through Transport (TSETT) initiative a hold was put on all funding requests for transport. This was also implemented by external funding bodies, including Coalfields Regeneration Trust with whom negotiations for funding had already commenced. The results of the study were expected by July 2005 but were delayed until November and during this period Compass Community Transport (CCT) used its existing reserves to retain the level of service.

#### **How the money has been spent**

In August 2005 CCT applied to the six Area Committees to contribute £2,000 each to provide a match for £12,000 made available from the TSETT initiative. This would provide Gap Funding for 3 months towards core staff costs, the income generated by charges to user groups covering all other costs. Core staff at that time were Transport Manager, Senior Driver/Trainer, Administration/Finance Officer, Administration Assistant and 2 Drivers.

#### **Outcomes of the Project**

Allowed staffing levels to be retained thus avoiding redundancies and maintaining service levels whilst further funding secured.

#### **Other funding**

During this period further funding applications were made to assist CCT to develop in line with the findings of the study. Due to the time lapse Coalfield Regeneration Trust had allocated their regional fund towards transport initiatives and CCT were advised that no funding was available. NRF monies of £71,494 were secured to cover revenue spend for the remainder of the year ended 31 March 2006 and future support of £185,000 has been made available for years ended March 2007 and 2008 to develop services across the City.

#### **Key lessons and issues from project**

The key point to make is in noting the effect that external decision makers / policy changes can have upon such a business which is relying upon funding to supplement its income to maintain a community service.

#### **Future Planning**

CCT is working very closely with TSETT Group in developing its services citywide. It has created a separate commercial trading arm and will tender for contracts the revenue from which will hopefully help to support the community part of the operation.

**\*For additional information see attached annual directors report which provides greater detail regarding activities, funding and future planning.**

## COMPASS COMMUNITY TRANSPORT

Directors Report year ended 31 March 2006

### Structure, Governance and Management

Compass Community Transport Limited is a company limited by guarantee and a registered charity whose constitution is set out in its Memorandum and Articles of Association.

The Company has a Board of Directors (Management Committee), who are also Trustees of the Charity, elected by the members at the Annual General Meeting. The Management Committee meets on a monthly basis to oversee the affairs of the organisation focusing on legal, technical, financial and operational aspects. A Personnel Sub Group and Policy Sub Group is in place but their recommendations are brought to the monthly Management Committee Meetings for approval. Day to day operational issues are dealt with by the Transport Manager who reports directly to the Management Committee.

The first Directors / Trustees of the Company were the subscribers to the Memorandum and Articles of Association and held office until the members elected a new Management Committee at its first and subsequent Annual General Meetings. Existing Management Committee Members may stand for re-election. Article 34 of The Articles of Association allows co-option by no more than 2 other persons by the Management Committee to serve as full voting members.

New Directors / Trustees may be appointed at the Annual General Meeting by the membership and normally have a specific interest in the transport provision regarding a geographical area of the City or a particular group of users. If resignations occur, which depletes key skills relating to transport, personnel or finance, we circulate our membership looking for volunteers and also advertise through the volunteer bureau with a view to co-opting new Directors / Trustees. As an introduction new Directors / Trustees are provided with details of the services provided, copies of the minutes of recent meetings, the latest audited accounts and a copy of the publication "Responsibility of Charity Trustees" issued by the Charity Commission. A tour of facilities and staff introductions is also arranged by the Transport Manager.

Key Partners in the delivery of our services at present include the Local Authority and Nexus. Currently we invite representatives from these organisations, without voting rights, to attend the monthly management meetings in an advisory capacity.

The Directors / Trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

## Objectives and Charities

The objectives of the charity are to provide a community transport service for the inhabitants of the City of Sunderland and its environs who are in need of such a service because of age, sickness or disability (mental or physical), or poverty, or because of lack of availability of adequate and safe public passenger services.

Activities in the year have included:

- a. The provision of group travel to member organisations by the hire of a fleet of modern, fully accessible minibuses using Criminal Records Bureau checked employed and volunteer drivers.
- b. Driver training for trainees to achieve Community Transport Association MiDAS accreditation and / or to gain further experience towards obtaining a passenger Carrying Vehicle driver licence.
- c. Bespoke passenger assistant training for local organisations who have requested a course more specific to their organisation and volunteers.
- d. Employment and training opportunities by providing work placements during the year for varying periods for people who are economically inactive.

The long term strategy is to expand the services to all areas of the City as the acquisition of additional funding and increases in our reserves allow. Organisation Membership increased during the year and as at March 2006 was 238, broken down by client group as follows:

People with physical disabilities	25
Elderly people	63
Youth Groups	27
Children's Groups	60
Others *	63

(\*Includes community associations, church groups and groups that are involved with more than one of the above categories).

Contributions from volunteers to the overall management and delivery of services include the 8 Management Committee Members and currently 20 driver / passenger assistants.



## Achievements and Performance

During the financial year to March 2006 the following specific outcomes were achieved:

Number of journeys undertaken	1661
Number of passengers carried	21593
Trainees achieving MiDAS qualification	36
Number of work placements provided	22

(Broken down to 1 administration, 5 escorts, 5 painters, 1 handyman & 10 drivers)

Funding support during financial year ended March 2006 of £95,494, to assist with core costs, was secured and utilised from Neighbourhood Renewal Fund, Single Investment Budget and the Tackling Social Exclusion Through Transport Initiative (TSETT).

Compass Community Transport continues to be involved in the development of the TSETT strategy a key theme of which is for greater co-ordination in the planning, funding and delivery of specialist transport services in the City. Future support of £185,000 from Neighbourhood Renewal Fund towards core costs for years ending March 2007 and 2008 has been secured.

The continuance of funding support from these sources beyond 2008 is reliant upon Government priorities and future policy. As such this is outside the charity's control as is current issues with world oil prices and developments require monitoring by the Directors / Trustees to react positively to any changes.

In order to generate additional income and to move towards long term sustainability a subsidiary trading arm of the Charity has been incorporated on 26 May 2006 - "Compass Commercial Transport Ltd". Various tenders have been submitted for the delivery of commercial contracts in respect of transport services in the public sector, e.g. Care Call Services. If successful it is the intention that trading will commence and initially a hire fee will be paid to Compass Community Transport Ltd in respect of the use of its vehicles and resources.

## Financial Review

- a. Reserves Policy – as a capital intensive organisation requiring constant investment in vehicles, ICT, premises and staff it is necessary to ensure that sufficient finance is available in order that operations can be sustained without over-reliance on one-off funding packages or regimes. Fees and rates charged to member organisations for usage should reflect the need to make such provision from annual surpluses generated. The Charity will therefore need to set aside reserves and make provision for this in future budgets. Annual surpluses that arise should be allocated in the following order:

- (i) General Reserve – up to a maximum of three months average total expenditure
- (ii) Vehicle Replacement Reserve – in line with annual depreciation.

The reserves policy will be reviewed annually by the Management Committee be amended if considered appropriate to meet the current activities of the Charity.

- b. The principal funding sources are how they support the core costs of the Charity are explained in the section above headed Achievements and Performance.
- c. The Directors / Trustees have the power to invest in such assets as they see fit. The Charity sometimes needs to react quickly to particular needs and has a policy of keeping surplus liquid funds in short term deposits which can be readily accessed.

## Plans for Future Period

The Charity's key objective is to continue with its plans to expand its current geographical area of service delivery and make membership available to other organisations within the City. A development officer, seconded from Nexus, is available to the Charity for the next two years to assist the Management Committee in this regard. Currently discussions are taking place with representatives from the East End and Coalfields Regeneration Areas of the City to ascertain demand. An increase in the number of vehicles to service this expansion is essential and may be achieved by brokering existing vehicles presently under utilised or new acquisitions.

As previously stated the constant review of charges and generation of income by the subsidiary trading company should ensure that progress is made towards achieving long term sustainability.

## WASHINGTON AREA COMMITTEE

**SCHEDULE FOR FEEDBACK REPORTS  
(PREVIOUSLY FUNDED STRATEGIC INITIATIVES BUDGET)**

COMMITTEE DATE	PROPOSED PROJECTS
July	Usworth Park Bowls Pavilion Refurbishment Bowes Railway Repairs and Maintenance
October	Sunderland Astronomical Society Rhyme around the Nursery
November	Compass Community Transport Language Laboratory – Washington Church of Christ
February	Family Room JFK Primary School People's Pedal Power

**Item No.9 ON AREA COMMITTEE**

29<sup>th</sup> November 2006

**STRATEGIC INITIATIVES BUDGET UPDATE**

**Report of the Director of Development and Regeneration**

**1.0 Purpose Of The Report**

1.1 This report provides Members with an update on live projects for which the Area Committee has previously approved funding through its Strategic Initiatives Budget.

**2.0 Background**

2.1 Members will recall that each Regeneration Framework area has been allocated a minimum of £200,000 per annum over the last eleven years from the Strategic Initiatives Budget to promote action on key priorities identified in the relevant Area Regeneration Framework document. Over this period, therefore the Framework area has been allocated £2,324,922. An update on all projects that are still operating is attached as Appendix 1.

**3.0 Recommendations**

3.1 That this report be noted.

**Background Papers**

- Strategic Initiatives Budget (SIB): Regeneration Issues Reports to previous Area Committees
- Regeneration Framework File, North Sunderland
- Events Budget application forms

**Strategic Initiatives Budget: Washington Live Project Update**  
**29th November 2006**

**APPENDIX 1**

<b>2004/5 Project Allocations</b>					
<b>Project</b>	<b>Approval</b>	<b>Alloc. £k</b>	<b>Exp. to date</b>	<b>Balance £k</b>	<b>Lead Agent</b>
<b>Area Committee Marketing Project</b>	09.02.05	1.370	0	1.370	Development & Regeneration

Funding across all six Area Committees of £4,000 per Committee to provide a dedicated marketing communications function to all Area Committees. This will include developing a comprehensive 'Communications Strategy' which will maximise publicity for all SIB and Community Chest funded projects. This will be achieved through various communications tools including, local press coverage, newsletters and display material. Funds from other areas have been utilised to date. SIB has received extensive coverage in the local press over the past quarter and a number of press releases are in the process of being drafted for new area approval's and will be submitted over the next coming week / months into the local press. As a result of the continuing marketing of SIB funding an increase in enquires regarding the fund have been received. The project has until March 2007 to spend.

<b>2005/2006 Project Allocations</b>					
<b>Project</b>	<b>Approval</b>	<b>Alloc. £k</b>	<b>Exp. to date</b>	<b>Balance £k</b>	<b>Lead Agent</b>
<b>Area Committee Marketing Project</b>	09.02.05	2.630	0	2.630	Development & Regeneration

Year 2 of funding to provide a dedicated marketing communications function to all Area Committees.

<b>Project</b>	<b>Approval</b>	<b>Alloc. £k</b>	<b>Exp. to date</b>	<b>Balance £k</b>	<b>Lead Agent</b>
<b>Mental Health Drop in Facility - Washington MIND</b>	13.04.05	30	0.194	29.806	Washington MIND

The project is a community facility which provides support for people in the Washington, Houghton and Hetton areas. The service provides a 'drop in' and 'out of hours' service offering emotional support, activities, socialisation, a listening ear, counselling, and information and advice on accessing services. SIB funding will safe guard the project by providing a safe environment for people with mental health issues in the community to gain support, as alternative accommodation has had to be found as a result of previous premises being under demolition and redevelopment. SIB will contribute towards the cost of renovation works to ensure the building complies with Health & Safety and the Disability Discrimination Act requirements. Although the renovation plans have been agreed, the project has reported delays due to legalities having to be resolved between the City Council and Sunderland Housing Group. Much liaison has taken place between both parties, solicitors and the Chair of the Area Committee, to try to resolve the ongoing problems. Once the problems are resolved, the full allocation will be drawn down. The project has until April 2007 to spend.

**Strategic Initiatives Budget: Washington Live Project Update**  
**29th November 2006**

Project	Approval	Alloc. £k	Exp. to date	Balance £k	Lead Agent
<b>Family Room - John F Kennedy Primary School</b>	13.04.05	10	0	10	John F Kennedy Primary School
SIB funding will contribute towards the refurbishment of a before and after school facility. Funding has been approved to provide and install a fully equipped kitchen, toilet, entrance area and general refurbishment. The new room will then be used for a 'Breakfast Club' and in conjunction with the 'Bridge Woman's Group' to provide parent courses. The Feasibility Report is now complete, the work has been out to tender and a contractor is now in place to commence the work, which is anticipated to be after the October half term school holidays, and should be completed by January 2007, with the full allocation utilised.					
Project	Approval	Alloc. £k	Exp. to date	Balance £k	Lead Agent
<b>Volunteer Outreach Project</b>	06.07.05	3.333	0	3.333	Volunteer Centre - Sunderland
Funding across all six areas to enable the Volunteer Centre to commence provision of an 'Outreach Service' across the City. A Outreach and Development Worker, equipment, stationary and staff travel etc. Previously the Lead Agent indicated a delay on the project, as a result of a delay in recruiting the Development Worker. This has now been rectified, as the new Development Worker commenced employment on 1st October. Due to the delays on the project, no expenditure has been claimed to date. The project has until July 2007 to spend.					
Project	Approval	Alloc. £k	Exp. to date	Balance £k	Lead Agent
<b>Construction Challenge</b>	30.11.05	6.5	0.471	6.029	Sunderland Housing Group
The Construction Challenge Project will provide construction skills training opportunities on new housing development sites, for year 10 & 11 pupils across the City opting for an alternative curriculum route into construction. This allocation is to build upon the successful work of the original pilot project 'Construction Skills at Farrington School' and extend it City -Wide. September saw the project enter it's 4th academic year and has secured further funding from the Coalfield's Regeneration Trust, which has allowed Sunderland Housing Group to open a sister site within the City. The project and expenditure are ongoing. The project has until September 2007 to spend.					
Project	Approval	Alloc. £k	Exp. to date	Balance £k	Lead Agent
<b>Phoenix Project - Community Outreach Programme</b>	30.11.05	6	0	6	Tyne & Wear Fire & Rescue Service
SIB funding was provided from all six Area Committees to support the Phoenix Project. The project, led by the Fire Service, works in partnership with the Youth Offending Service, by delivering intensive work experience and courses to offenders. SIB funding contributes towards the refurbishment and upgrade of the Community Safety Centre at Sunderland Fire Station, by providing a lecture room in which a further 200 - 300 young people can access the courses on offer. The project has until November 2007 to spend.					

**Strategic Initiatives Budget: Washington Live Project Update**  
**29th November 2006**

Project	Approval	Alloc. £k	Exp. to date	Balance £k	Lead Agent
<b>Washington Cricket Club</b>	30.11.05	2.5	0.546	1.954	Harraton Cricket Club

Following recent work on the playing surfaces and practice facilities at the ground, in which SIB funding has already contributed to, further funding has been secured to protect these facilities from damage. The second phase of funding has been secured to development security fences around the pitches and upgrade the changing facilities. This allocation is year 1 of 2 year funding and has until November 2007 to spend.

Project	Approval	Alloc. £k	Exp. to date	Balance £k	Lead Agent
<b>Sunderland Juvenile Service Project</b>	30.11.05	10.8	0	10.8	Sunderland Juvenile Service

The project through the help of SIB funding aims to encourage young people at risk of offending or re-offending to take part in constructive training, learning and leisure pursuits in the hope of diverting them from anti-social or criminal behaviour. SIB Funding across all six areas is enabling the project to attract further match funding, which in turn will allow the expansion of the existing service and contribute towards their ultimate aim of reducing youth offending and preventing re-offending, by offering information, guidance and support to young people, their families and carers. This quarter the project have received 54 referrals from across the City. The project and expenditure are ongoing.

**2006/2007 Project Allocations**

Project	Approval	Alloc. £k	Exp. to date	Balance £k	Lead Agent
<b>Construction Challenge Project</b>	30.11.05	5	0	5	Sunderland Housing Group

Year 2 of 2 year funding to provide construction skills training opportunities on new housing development sites, for year 10 & 11 pupils across the City opting for an alternative curriculum route into construction. This allocation is to build upon the successful work of the original pilot project and extend it City -Wide.

Project	Approval	Alloc. £k	Exp. to date	Balance £k	Lead Agent
<b>Washington Cricket Club</b>	30.11.05	2.5	0	2.5	Harraton Cricket Club

Following recent work on the playing surfaces and practice facilities at the ground, in which SIB funding has already contributed to, further funding has been secured to protect these facilities from damage. The second phase of funding has been secured to development security fences around the pitches and upgrade the changing facilities. This allocation is year 2 of 2 year funding and has until November 2007 to spend.

**Strategic Initiatives Budget: Washington Live Project Update**  
**29th November 2006**

Project	Approval	Alloc. £k	Exp. to date	Balance £k	Lead Agent
<b>Washington Events Budget</b>	30.11.05	9.159	3.485	5.674	Development & Regeneration

An Events Budget has been established for the Washington Area Committee. It is intended to enhance the support that the Committee is able to offer to support local groups operating in the area. Expenditure to date has been in respect of three projects: a survey towards the preparation of a Masterplan towards the regeneration of Princess Anne Park; a tour of Washington by local Councillors and staff; and a contribution towards the Multi Cultural Family Event, MELA held in June. All the projects were approved by the Washington Area Chair.

Project	Approval	Alloc. £k	Exp. to date	Balance £k	Lead Agent
<b>Youth Inclusion Project</b>	05.04.06	40	20	20	Crime Concern

SIB funding to match Youth Justice Board funding. During the summer the project ran an activities for young people programme which engaged 21 young people from the North Washington area who were at risk of leaving school with no Education Training or Employment prospects. The programme consisted of a two week residential in the Lake District building young peoples self esteem and confidence whilst also looking at career guidance offered by Connexions. All of the young people leaving the course moved into a Education or Training programme. Running alongside the course was a full summer programme of activities which engaged over 70 youngsters from the North Washington area. The project have also continued their close work with the Community Police Team and have also transferred to a new Management Information System called UMIS, which is a universal system used by the Youth Offending Service, On Track, Anti bullying and Wear Kids. The system allows multi agency's to work much closer to provide a tool to deliver better services to young people. Expenditure is ongoing.

Project	Approval	Alloc. £k	Exp. to date	Balance £k	Lead Agent
<b>Sit 'n b' Fit - Improving the Health &amp; Independent Living of Sunderland's Elderly People</b>	05.07.06	3.120	0.220	2.900	Sit 'n' 'b' Fit

Funding across all six areas to improve health, mobility and to extend people's ability to sustain independent living through appropriate seated exercises. The aim of the project is to encourage people living in residential homes and sheltered accommodation to take part in exercise to improve their health, confidence and self esteem and also to encourage the general public to come into sheltered accommodation or care homes, by offering activities with the other residents and their families to increase social interaction and improve their quality of life. SIB funding is contributing towards a trainer, transport costs, provision of equipment, training new tutors and first-aid courses.



**Strategic Initiatives Budget: Washington Live Project Update**  
**29th November 2006**

Project	Approval	Alloc. £k	Exp. to date	Balance £k	Lead Agent
<b>SAFC Washington Outreach Project</b>	05.07.06	22.015	0	22.015	SAFC
<p>The project is to match revenue funding from Barclays Community Trust to enable the employment of a Development Worker, sessional coaching staff and purchase equipment. This will ensure the delivery of a football development programme at Washington Millennium Centre. SIB funding will contribute towards staff costs, admin, equipment, kit and publicity etc. The project officially launched on 19th September and has received a lot of press coverage in the Sunderland Echo, the Journal and the Chronicle. Interviews for the Development Worker are scheduled to take place the first week of November and once the successful candidate is in post, it is hoped the programme will commence in January 2007.</p>					
Project	Approval	Alloc. £k	Exp. to date	Balance £k	Lead Agent
<b>Usworth Grange Primary School Ground Improvements</b>	05.07.06	13	0	13	Usworth Grange Primary School
<p>The aim of the project is to make further improvements to the school environment and play facilities for the children. This will be achieved by the installation of a new outdoor adventure trail, games wall, new fencing around the nursery area, new seating areas, and a shaded planting area/garden. Currently the costings and tenders for the project are being considered and once agreed, it is anticipated that the order for the improvements will be placed by December 2006, with the installation expected by Spring 2007.</p>					
Project	Approval	Alloc. £k	Exp. to date	Balance £k	Lead Agent
<b>Anti - Bullying Cards</b>	05.07.06	4.1	2.93	1.170	On Track
<p>The Anti Bullying cards are being used as a resource when working with young people to address the issue of bullying. SIB has been sought to contribute towards the cost of hosting a one day event planned where children who have over come bullying can be rewarded with a pack of cards. Cost of the event will include refreshments, production of card packs, and staff time to organise the event. To date one thousand Anti Bullying Card packs have been produced, the Sunderland Echo have featured and publicised the excellent work of the project and also their one day event, which is planned for 22nd November and the team are currently preparing their evaluation report which is planned for January 2007.</p>					
Project	Approval	Alloc. £k	Exp. to date	Balance £k	Lead Agent
<b>1st Washington Scouts - Re Roofing HQ Building</b>	04.10.06	7.5	0	7.5	1st Washington Scouts
<p>SIB funding will be used to remove and replace the existing support structure of the roof and replace it with new roof boards and felt. The work is essential to ensure that the building meets Health &amp; Safety requirements. The work is expected to commence in October.</p>					

**Strategic Initiatives Budget: Washington Live Project Update**  
**29th November 2006**

<b>Project</b>	<b>Approval</b>	<b>Alloc. £k</b>	<b>Exp. to date</b>	<b>Balance £k</b>	<b>Lead Agent</b>
<b>North East Aircraft Museum - Access Improvements</b>	04.10.06	3.1	0	3.1	North East Aircraft Museums
<p>The Aircraft Museum is a regional visitor attraction showcasing various aircrafts. The proposed access improvements to the museum which include two disabled parking spaces and a tarmac path between the car park and the entrance, will ensure that all members of the public have access to the museum. Joint funding across both North and Washington areas, as the project is geographically located on the boundary of both these areas. Work on the project is expected to commence in November 2006.</p>					
<b>Project</b>	<b>Approval</b>	<b>Alloc. £k</b>	<b>Exp. to date</b>	<b>Balance £k</b>	<b>Lead Agent</b>
<b>The ISIS Project - Developing and extension of the Wellness Project</b>	04.10.06	5.585	0	5.585	The ISIS Project
<p>In October 2005, the ISIS project was allocated £10,000 for the research and production of a feasibility study looking at the premises needs of the project. The study has now been completed and a in depth feasibility study carried out, but the total amount claimed for the work was only £4,415. The project requested and were granted a virement of the remaining allocation £5,585, at the last area committee, October 2006, to extend and develop the current wellness programme, and to bring in new elements to the service. This will allow the project to work alongside a qualified nurse to complete personal health plans including health monitoring, diet and exercise plans. The project is ongoing.</p>					
<b>Totals</b>		<b>188.212</b>	<b>27.846</b>	<b>160.366</b>	

**WASHINGTON AREA COMMITTEE MEETING  
29<sup>th</sup> November 2006**

**EXECUTIVE SUMMARY SHEET – PART I**

<b>Title of Report:</b>	
STRATEGIC INITIATIVES BUDGET (SIB): REGENERATION ISSUES REPORT SIB APPLICATIONS	
<b>Author(s):</b>	
DIRECTOR OF DEVELOPMENT AND REGENERATION	
<b>Purpose of Report:</b>	
This report requests Area Committee consideration of proposals for the allocation of Strategic Initiatives Budget (SIB) to support a variety of new initiatives that will benefit the area.	
<b>Description of Decision:</b>	
The Committee is requested to approve:	
<ul style="list-style-type: none"> <li>i) £6,000 towards the purchase and installation of Stage Lighting Equipment at Usworth Colliery Primary</li> <li>ii) £5,000 contribution towards the music stage at the 2007 Kite Festival</li> <li>iii) £5,190 towards a targeted youth diversionary project – the Washington Karting Championship</li> </ul>	
<b>Is the decision consistent with the Budget/Policy Framework?</b> <b>Yes</b>	
<b>If not, Council approval is required to change the Budget/Policy Framework</b>	
<b>Suggested reason(s) for Decision:</b>	
Each Regeneration Framework area has been allocated a minimum of £200,000 per annum over the last ten years from the Strategic Initiatives Budget to promote action on key priorities identified in the relevant Area Regeneration Frameworks, and to attract other funding into the area.	
<b>Alternative options to be considered and recommended to be rejected:</b>	
None	
<b>Is this a “Key Decision” as defined in the Constitution?</b>	<b>Relevant Review Committee:</b>
No	Regeneration Review Committee
<b>Is it included in the Forward Plan?</b>	
No	

## **WASHINGTON AREA COMMITTEE**

29<sup>th</sup> November 2006

### **STRATEGIC INITIATIVES BUDGET (SIB): REGENERATION ISSUES REPORT**

#### **Report of the Director of Development and Regeneration**

#### **1.0 Purpose Of The Report**

- 1.1 This report outlines current expenditure from the Strategic Initiatives Budget (SIB) and applications for funding from this budget in order to support new initiatives, which will benefit the area.

#### **2.0 Description of Decision (Recommendation)**

- 2.1 The Committee is requested to approve the following:
- Funding to support proposals for new projects. Full applications are included in Annex 1.

#### **3.0 Background**

- 3.1 Each Regeneration Framework area has been allocated a minimum budget of £200,000 per annum over the last eleven years. Over this period, therefore, the Framework area has been allocated £2,324,922 in this way.
- 3.2 Annex 2 gives a summary of allocations since its creation in 1996/7 and a full breakdown of individual projects since 2003/4

#### **4.0 Current Position**

- 4.1 At the last Committee meeting on 4<sup>th</sup> October, it was reported that £139,270 was committed from the 2006/07 budget and £17,157 from the 2007/08 budget, subject to budget approval. Applications of £10,600 were approved at that meeting meaning a total of £149,870 has been committed from the 2006/07 budget.
- 4.2 There are 3 applications to this Committee requesting £16,190 from the 2006/07 allocation. Should the Committee grant these requests, £166,060 of the 2006/07 allocation will be committed.
- 4.3 This will leave a balance of £98,823 from the 2006/07 budget.

#### **5.0 Reasons for the Decision**

- 5.1 SIB was established to promote action on key priorities identified in the relevant Area Regeneration Frameworks, and to attract other funding

into the area. Applications for SIB 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.

## **6.0 Alternative Options**

- 6.1 Each project is required to indicate what alternative options they have considered in section 7.4 of its application form, which is attached as Annex 1.

## **7.0 Relevant Consultations**

### **7.1 Financial Implications**

Each project is required to indicate what financial implications there may be in section 7.5 of its application form, which is attached as Annex 1.

### **7.2 Implications for Other Services**

Each project is required to indicate what implications there may be for other services in section 3.11 of its application form, which is attached as Annex 1.

### **7.3 The Public**

Each project is required to indicate what consultation it has undertaken and other documentary evidence it has to support its proposal in sections 3.8 and 3.9 of its application form, which is attached as Annex 1.

### **7.4 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, in section 4 of its application form, which is attached as Annex 1.

### **7.5 Public Relations and Publicity**

Each project is required to indicate how it will promote SIB via project publicity in Section 3.7 of the application form. The Marketing and Communications Co-ordinator for the City of Sunderland Council implements the publicity and public relations schedule on behalf of the Area Committee.

## **8.0 List of Appendices**

- 8.1 Annex 1. Proposals to this Area Committee meeting for SIB funding
- 8.2 Annex 2. SIB Criteria and guidelines
- 8.3 Annex 3. Summary of SIB allocations since 1996/7 and a full breakdown of projects since 2003/4

## **9.0 Background Papers**

- 9.1 Strategic Initiatives Budget (SIB): Regeneration Issues Reports to previous Area Committees
- 9.2 Regeneration Framework Files Washington

## WASHINGTON AREA COMMITTEE

29<sup>th</sup> November 2006STRATEGIC INITIATIVES BUDGET (SIB) : REGENERATION ISSUES REPORTAPPLICATIONS FOR SIB

## 1. Stage Lighting Equipment – Usworth Colliery Primary

<b>Project Title:</b>	Stage Lighting Equipment – Usworth Colliery Primary
<b>SIB Requested:</b>	£6,000

Section 1: Application Requirements

1.1
<p>Please note that this application will be presented to the relevant Area Committee for its consideration when determining your SIB Grant Application. The Agenda and the Minutes of the Area Committee Meeting will be available for inspection by members of the public. Please therefore ensure that your organisation is agreeable to the content of the information that is set out in the form.</p> <p>The Application Form should be provided in either electronic (e-mail or floppy disc) or typed format.</p> <p>If you have a problem with returning this form in either electronic or typed format, please contact the appropriate Area Regeneration Officer. Contact / address details are provided on the covering letter and in the Guidance Notes and Criteria and Project Guidelines.</p> <p><b>Please note that a representative of your organisation must be available to attend the pre-agenda and main committee meeting(s) to which this application is presented, as they may be required to answer questions. Failure to attend the meeting(s) may result in your application being deferred or rejected.</b></p> <p>Dates and Venues of future meetings are provided as supporting information.</p>
1.2 Which Area Regeneration Framework(s) does your project cover? <small>(tick)</small>
Coalfield [ ]    East [ ]    North [ ]    Washington [ x ]    West [ ] South [ ]

Section 2: Sponsor Details

<b>2.1 Name of Lead Organisation / Group:</b>	Usworth Colliery Primary School PTA
<b>2.2 Address of Lead Organisation / Group:</b>	

Usworth Colliery Primary School		
<b>2.3 Contact Name for Project:</b>		<b>2.4 Position in Organisation:</b>
Tracy Thompson		Secretary
<b>2.5 Tel. Number:</b>	<b>2.6 Fax Number:</b>	<b>2.7 E-mail Address:</b>
0191 2193820	0191 2193822	Tracy.Thompson@schools.sunderland.gov.uk
<b>2.8 Day to Day Contact Name / Details:</b> (if different to 2.3 above)		
<b>2.9 Legal Status of Organisation:</b>		<b>2.10 Registered Charity Number:</b>
Charity		109258
<b>2.11 Does your organisation have a bank account into which funds can be paid?</b>		
Yes		
<b>2.12 Has the organisation received SIB support previously?</b>		
Yes [ ] No [x ]		
<b>If 'Yes' please provide details:</b>		
<b>2.13 Are any trustees / members of the organisation employed by or are Elected Members of the City Council?</b>		
Yes [x ] No [ ]		
<b>If 'Yes' please provide details:</b>		
Teachers at the school		

### Section 3: Project Details

<b>3.1 Project Title:</b> (please re-state title as per front sheet)	
Stage Lighting Equipment – Usworth Colliery Primary	
<b>3.2 Project Start Date:</b>	<b>3.3 Project End Date:</b>
Dec 06	March 07
<b>3.4 Please Describe the project:</b>	
To buy and install new lighting system to the school hall for use by after school groups, brownies, cubs and scouts, the on track group and for performances open to the general public, parents and local elderly groups.	



**3.5 What service does the organisation currently provide and how will this be complemented by the project?**

The school hall is currently used for theatrical productions, but the lighting will increase the sense of occasion, create mood, develop confidence, performance skills, speaking and listening skills and technical expertise. There will also be greater opportunities for multi cultural events bringing in dance and performance groups from outside the school. Fundraising events such as talent shows, fashion shows and charity fund raising events will be introduced in an attempt to forge positive partnerships within the community and create a sense of purpose and harmony.

**3.6 What additional activity will SIB funding allow to happen (please provide appropriate statement)**

(a)	A project will go ahead which otherwise would not happen at all	<input checked="" type="checkbox"/>
(b)	A project will be provided to a higher quality / on a greater scale	<input type="checkbox"/>
(c)	The funding will accelerate the implementation of the project by 12+ months	<input type="checkbox"/>
(d)	A gap in funding will be filled pending other funding being secured	<input type="checkbox"/>
(e)	Other reason	<input type="checkbox"/>

**Please explain your answer:**

Without funding the project would not go ahead

**3.7 How will you publicise that you have received support from SIB? (please refer to Section 3 of the guidance notes)**

Through the regeneration marketing team and through press releases and communications managed through the school. There will also be a major open event to promote the facilities

**3.8 Has there been any consultations concerning the need for this project?**

Yes  No

**If 'Yes' please provide details:**

Groups have requested the additional lighting and are all supportive of its installation.

**3.9 Is there any documentary evidence available to support the need for this project?**

Yes  No

**If 'Yes' please provide details:**

**3.10 Who will benefit from the services provided by the project?**

The project will benefit all the out of hours activities supported through the school including school clubs, brownies, cubs and scouts, senior citizens and other local residents who attend performances, the on track project and children who access its services. Local businesses will be encouraged to use the facilities for promotion events

**3.11 Will there be any implications for Council Services arising from this project?**

Yes  No

<b>If 'Yes' please provide details:</b>
The maintenance of the equipment will be managed by the school budget.
<b>3.12 Does this project require the support or sponsorship of a Sunderland City Council Directorate?</b>
Yes [ ] No [x]
<b>If 'Yes' please provide details:</b>
<b>3.13 Are any legal and other approvals required?</b>
Yes [ ] No [x]
<b>If 'Yes' please provide details of type of approval, date secured, or date expected to be secured:</b>

**Section 4: Equal Opportunities**

<b>4.1 Does your organisation have an Equal Opportunities Policy?</b>
Yes [x] No [ ]
<b>If 'Yes' please describe how the project will comply with the Policy:</b>
The school is bound by the City of Sunderland equal opportunities policies.
<b>If 'No' please describe how your organisation addresses equal opportunities issues:</b>
<b>4.2 Does your project specifically address any of the following issues?</b>
<b>Ethnic Issues</b> Yes [ ] No [x] (please tick)
<b>If 'Yes' please provide details as to how the project is in line with the Race Relations Act 1976:</b>
<b>Gender Issues</b> Yes [ ] No [x] (please tick)
<b>If 'Yes' please provide details as to how the project is in line with the Sex Discrimination Act 1975:</b>
<b>Disability Issues</b> Yes [ ] No [x] (please tick)
<b>If 'Yes' please provide details as to how the project is in line with the Disability Discrimination Act 1995:</b>

**Section 5: Relationship of Project to the Area Framework(s)**

**5.1 Identify which Area Regeneration Framework Action Plan Strategic Priorities this project will address through the use of SIB, and demonstrate how these will be achieved:**

The project will increase the out of school activities that are offered at the school and will open the school up to a number of users.

**5.2 Identify outputs / outcomes against which the delivery of the project can be evaluated. Demonstrate how these will contribute to the Area Regeneration Framework(s).**

As this is for one off capital funding, the main outcome of the project will be the purchase of the equipment and the improved quality of future performances, events and the quality of learning provided for the children. Parents/carers involvement will be actively encouraged and a range of new skills will be developed. A range of community activities will take place which promote teamwork, collaboration and above all fun for everyone.

**5.3 If the project relates to two or more Framework Areas, on what basis have you decided how to share the costs?**

N/a

## Section 6: Management Arrangements

**6.1 Describe how the project will be managed:**

The project will be managed through the PTA committee and purchasing through the school purchasing system

**6.2 Are there any significant risks or uncertainties that may affect either the timetable of the project, or whether it achieves its objectives?**

no

## Section 7: Financial Information

**7.1 How much SIB funding is requested?**

£6,000

**7.2 Indicate the type of funding requested: (please tick)**

Capital [ x ] Revenue [ ] Both [ ]

**7.3 Has funding been requested / allocated from any other sources, including Council Directorates and if so how much?**

£2,000 has been requested and approved from the school's budget

**7.4 What other funding alternates have been considered and why were these not appropriate?**

There are few funders that will fund school based projects – all those that will have been approached for other projects within the school

**7.5 What are the financial implications for the project should it not receive SIB funding?**

It will not proceed

**7.6 When SIB expenditure is complete how do you intend to continue the project?**

As it is one off expenditure, the equipment will be maintained and stored by the school

**7.7 Provide a profile of projected costs:**

Funding Source	2006/07	2007/08	2008/09	Total Cost
<b>SIB:</b>				
Coalfield				
East				
North				
South				
West				
Washington	6000			6000
<b>Other Sources (please state)</b>				
1)	School budget	2000		2000
2)				
3)				
<b>Total Cost:</b>		8000		8000

**7.8 Please provide details of any 'in-kind' funding (e.g Peppercorn cards) included within the 'Other Sources' of funding shown above.**

none

**7.9 Please provide a breakdown of the Total cost to show the main areas of expenditure:**

The total purchase and installation cost of the equipment has been estimated at £8,000

**7.10 Please provide details of how you will ensure that the procurement and purchasing of services and equipment will be managed in accordance with requirements as detailed in the guidance notes and guidelines. Include any estimates that you have and details of any contractors or suppliers to be used.**

Competitive quotes will be sought and the good procured in line with the Sunderland guidelines on procurement.

## Section 8: Additional Information

**8.1 Please provide any additional information that may be of use in support of your project proposal (Please append additional sheets if required):**

Many pupils and families have low self-esteem. As a school we promote a 'Can Do' ethos as we attempt to raise the aspirations of our pupils and their parents. This project will take the excellent work already being carried out to a new level and

engage the community in a way that has not been explored in the past. Our pupils and families deserve the very best we can give them and we wish to provide them with a real opportunity to 'shine' and develop new skills and talents that will develop their sense of self-belief.

### Section 9: Declaration

I declare that the information provided is correct and accurate and that, should this application be successful, the organisation will agree to the terms and conditions of SIB:

Name:

Carol Maughan

Position in Organisation:

Head teacher

Date:

8/11/06

## 2. Sunderland International Kite Festival 2007

<b>Project Title:</b>
Sunderland International Kite Festival 2007
<b>SIB Requested:</b>
£5000

### Section 1: Application Requirements

<b>1.1</b>
<p>Please note that this application will be presented to the relevant Area Committee for its consideration when determining your SIB Grant Application. The Agenda and the Minutes of the Area Committee Meeting will be available for inspection by members of the public. Please therefore ensure that your organisation is agreeable to the content of the information that is set out in the form.</p> <p>The Application Form should be provided in either electronic (e-mail or floppy disc) or typed format.</p> <p>If you have a problem with returning this form in either electronic or typed format, please contact the appropriate Area Regeneration Officer. Contact / address details are provided on the covering letter and in the Guidance Notes and Criteria and Project Guidelines.</p> <p><b>Please note that a representative of your organisation must be available to attend the pre-agenda and main committee meeting(s) to which this application is presented, as they may be required to answer questions. Failure to attend the meeting(s) may result in your application being deferred or rejected.</b></p> <p>Dates and Venues of future meetings are provided as supporting information.</p>
<b>1.2 Which Area Regeneration Framework(s) does your project cover?</b>
Coalfield [ ]    East [ ]    North [ ]    Washington [ <input checked="" type="checkbox"/> ]    West [ ]    South [ ]

### Section 2: Sponsor Details

<b>2.1 Name of Lead Organisation / Group:</b>		
Sunderland City Council		
<b>2.2 Address of Lead Organisation / Group:</b>		
City Library and Arts Centre Fawcett Street Sunderland SR1 1RE		
<b>2.3 Contact Name for Project:</b>		<b>2.4 Position in Organisation:</b>
Val Craggs		City Librarian and Events Co-ordinator
<b>2.5 Tel. Number:</b>	<b>2.6 Fax Number:</b>	<b>2.7 E-mail Address:</b>
0191 5148405	0191 5148444	Val.Craggs@sunderland.gov.uk

<b>2.8 Day to Day Contact Name / Details:</b> (if different to 2.3 above)	
Elaine Hannington – Event Manager      Email: Elaine.Hannington@sunderland.gov.uk Tel. Number: 0191 5148443	
<b>2.9 Legal Status of Organisation:</b>	<b>2.10 Registered Charity Number:</b>
City Council	
<b>2.11 Does your organisation have a bank account into which funds can be paid?</b>	
Yes	
<b>2.12 Has the organisation received SIB support previously?</b>	
This event has not received SIB funding	
<b>If 'Yes' please provide details:</b>	
Yes [ ] No [ ]	
<b>2.13 Are any trustees / members of the organisation employed by or are Elected Members of the City Council?</b>	
Yes [X] No [ ]	
<b>If 'Yes' please provide details:</b>	
As a City council all members of the organisation are employed by or are elected members of the City Council.	

### Section 3: Project Details

<b>3.1 Project Title:</b> (please re-state title as per front sheet)		
Sunderland International Kite Festival 2007		
<b>3.2 Project Start Date:</b>	<b>3.3 Project End Date:</b>	
30.6.2007 (Date of Event) 23.6.07 (Outreach work in the Community)	1.7.07 (Date of Event)	
<b>3.4 Please Describe the project:</b>		
Sunderland International Kite Festival is the biggest of it's kind in the country and draws many people to Washington. As well as hundreds of kites flown by kite flyers from all over the world, there is an extensive international music programme, arts installations, children's activities, street theatre, food marquee and much more.		
<b>3.5 What service does the organisation currently provide and how will this be complemented by the project?</b>		
The City Council offers a full free events programme over the year for residents and visitors to the City. The Kite Festival is a key event, which attracts visitors from all over the world and raises the profile of the City. By enhancing the Kite Festival with the outdoor stage it will make a more enjoyable experience to visitors including the many local Washington people who attend, as well as promoting Washington as a premier events area.		
<b>3.6 What additional activity will SIB funding allow to happen</b> (please tick appropriate box)		
(a)	A project will go ahead which otherwise would not happen at all	[ ]
(b)	A project will be provided to a higher quality / on a greater scale	[X]
(c)	The funding will accelerate the implementation of the project by 12+ months	[ ]



(d)	A gap in funding will be filled pending other funding being secured	[ ]
(e)	Other reason	[ ]

Please explain your answer:

The Kite Festival is an established annual event. If funding is achieved it will be used to hire outdoor stage for the international music programme. This greatly enhances the event and gives it a greater 'festival' atmosphere.

**3.7 How will you publicise that you have received support from SIB?**  
(please refer to Section 3 of the guidance notes)

Acknowledgment of SIB funding will be included on all promotional literature and advertising which will include posters, leaflets etc. At the Event the stage would have a banner across the top which would give credit to the funder.

**3.8 Has there been any consultations concerning the need for this project?**

Yes [ ] No [ X ]

If 'Yes' please provide details:

**3.9 Is there any documentary evidence available to support the need for this project?**

Yes [ ] No [ X ]

This is a traditional annual event which is in it's 21<sup>st</sup> year and is an important part of the City's events programme.

If 'Yes' please provide details:

**3.10 Who will benefit from the services provided by the project?**

The anticipated number of visitors is at least 30,000 which includes a large proportion from Washington as well as other residents of the city plus national and international visitors. The music programme will include an outreach project with schools within the City during the weeks leading up to the event and who will perform on the stage.

**3.11 Will there be any implications for Council Services arising from this project?**

Yes [ X ] No [ ]

If 'Yes' please provide details:

The Event is managed by the Culture and Tourism Section of the Community and Cultural Services Directorate. The Directorate of Development and Regeneration manage the traders that attend the event. The event is also assisted by the Cleansing Section of Community Services who manage the clean up at the end of the event.

**3.12 Does this project require the support or sponsorship of a Sunderland City Council Directorate?**

Yes [ X ] No [ ]

If 'Yes' please provide details:

The project has a budget held by Community and Cultural Services Directorate.

**3.13 Are any legal and other approvals required?**

Yes [ ] No [ X ]

If 'Yes' please provide details of type of approval, date secured, or date expected to be secured:



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#### Section 4: Equal Opportunities

<b>4.1 Does your organisation have an Equal Opportunities Policy?</b>	
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
If 'Yes' please describe how the project will comply with the Policy:	
This is a free event open to all members of the Community. Baby changing facilities are provided on site.	
If 'No' please describe how your organisation addresses equal opportunities issues:	
<b>4.2 Does your project specifically address any of the following issues?</b>	
<u>Ethnic Issues</u>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (please tick)
If 'Yes' please provide details as to how the project is in line with the Race Relations Act 1976:	
The programme will include musicians and artists from a variety of ethnic groups offering a variety of world music and entertainment.	
<u>Gender Issues</u>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (please tick)
If 'Yes' please provide details as to how the project is in line with the Sex Discrimination Act 1975:	
<u>Disability Issues</u>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (please tick)
If 'Yes' please provide details as to how the project is in line with the Disability Discrimination Act 1995:	
Dedicated transport is provided for people with disabilities to easily access the site. Disabled toilets are provided.	

#### Section 5: Relationship of Project to the Area Framework(s)

<b>5.1 Identify which Area Regeneration Framework Action Plan Strategic Priorities this project will address through the use of SIB, and demonstrate how these will be achieved:</b>
By contributing to the attractive and accessible element of the Sunderland Strategy, Improve the promotion of the area, Encourage local people and groups to participate in local cultural services and provision
<b>5.2 Identify outputs / outcomes against which the delivery of the project can be evaluated. Demonstrate how these will contribute to the Area Regeneration Framework(s).</b>
A Market Research Company will be used to monitor attendances, comments, where visitors have travelled from etc.
<b>5.3 If the project relates to two or more Framework Areas, on what basis have you decided how to share the costs?</b>

N/A

## Section 6: Management Arrangements

### 6.1 Describe how the project will be managed:

The project will be managed by the Events Team in Community and Cultural Services, which will include key officers ie, Director, Event Manager, Site Manager and Health and Safety Officer. There will be regular planning meetings leading up to the event. It will have a full Event Safety Plan and risk assessments will be carried out. The event will be fully supported by a complement of staff from Community and Cultural Services.

### 6.2 Are there any significant risks or uncertainties that may affect either the undertaking of the project, or whether it achieves its objectives?

Extreme adverse weather conditions could affect the event. Bad weather insurance will be taken out.

## Section 7: Financial Information

### 7.1 How much SIB funding is requested?

£5000

### 7.2 Indicate the type of funding requested: (please tick)

Capital  Revenue  Both

### 7.3 Has funding been requested / allocated from any other sources, including Council Directorates and if so how much?

Arts Council North East £20,393 (Provisional 07/08)  
Community and Cultural Services Directorate £39,516 (Provisional 07/08)

### 7.4 What other funding alternates have been considered and why were these not appropriate?

A sponsorship proposal pack has been sent out to 16 regional and national businesses but no positive replies have been received to date. (A copy of this is available if required)

### 7.5 What are the financial implications for the project should it not receive SIB funding?

It will not be possible to fund the provision of an outdoor stage, which would greatly enhance the event.

### 7.6 When SIB expenditure is complete how do you intend to continue this project?

This is an annual event with each year being looked at individually

### 7.7 Provide a profile of projected costs:

Funding Source	2006/07	2007/08	2008/09	Total Cost
SIB:				

Coalfield				
East				
North				
South				
West				
Washington		5000		
<b>Other Sources (please state)</b>				
1)	Arts Council North East		20,393	
2)	Sunderland City Council		39,516	
3)	Earned Income		27,397	
<b>Total Cost:</b>				
<b>7.8 Please provide details of any 'in-kind' funding (e.g Peppercom mbling, etc) included within the 'Other Sources' of funding shown above.</b>				
NE Press (Free Advertising) £2,884				
Chromozone (Provision of Title Board) £ 150				
<b>7.9 Please provide a breakdown of the Total cost to show the main areas of expenditure:</b>				
Breakdown of provisional expenditure costs for 2007 – 2008:				
Employees: £6630				
Premises: £4496				
Transport: £ 808				
Supplies / Services: £80372				
<b>Total: £92,306</b>				
<b>7.10 Please provide details of how you will ensure that the procurement and purchasing of services and equipment will be managed in accordance with requirements as detailed in the guidance notes and guidelines. Include any estimates that you have and details of any contractors or suppliers to be used.</b>				
Procurement and purchasing of equipment and services will be managed according to the City Council procedures.				

## Section 8: Additional Information

**8.1 Please provide any additional information that may be of use in support of your project proposal (Please append additional sheets if required):**

The provision of an outdoor stage at the International Kite Festival 2007 would greatly enhance the event and attract national and international visitors to Washington as well as improve the experience of the thousands of residents of Washington who regularly attend this prestigious event.

## Section 9: Declaration

I declare that the information provided is correct and accurate and that, should this application be successful, the organisation will agree to the terms and conditions of SIB:

Name:

Elaine Hannington

Position in Organisation:

Events and resource officer – Community and Cultural Services

Date:

9/11/06

### 3. Washington Youth Karting Championship

<b>Project Title:</b>	Washington Youth Karting Championship
<b>SIB Requested:</b>	£5190

#### Section 1: Application Requirements

<b>1.1</b>
<p>Please note that this application will be presented to the relevant Area Committee for its consideration when determining your SIB Grant Application. The Agenda and the Minutes of the Area Committee Meeting will be available for inspection by members of the public. Please therefore ensure that your organisation is agreeable to the content of the information that is set out in the form.</p> <p>The Application Form should be provided in either electronic (e-mail or floppy disc) or typed format.</p> <p>If you have a problem with returning this form in either electronic or typed format, please contact the appropriate Area Regeneration Officer. Contact / address details are provided on the covering letter and in the Guidance Notes and Criteria and Project Guidelines.</p> <p><b>Please note that a representative of your organisation must be available to attend the pre-agenda and main committee meeting(s) to which this application is presented, as they may be required to answer questions. Failure to attend the meeting(s) may result in your application being deferred or rejected.</b></p> <p>Dates and Venues of future meetings are provided as supporting information.</p>
<b>1.2 Which Area Regeneration Framework(s) does your project cover?</b>
<p>Coalfield [ ]    East [ ]    North [ ]    Washington [X]    West [ ]          South [ ]</p>

#### Section 2: Sponsor Details

<b>2.1 Name of Lead Organisation / Group:</b>	
Sunderland Housing Group	
<b>2.2 Address of Lead Organisation / Group:</b>	
Concord Housing Office Victoria Road Washington Tyne and Wear NE37 2SW	
<b>2.3 Contact Name for Project:</b>	<b>2.4 Position in Organisation:</b>
Scott Richardson	Neighbourhood Nuisance Enforcement Officer
<b>2.5 Tel. Number:</b>	<b>2.6 Fax Number:</b>
	<b>2.7 E-mail Address:</b>

(0191) 5255737 07793 305421	(0191) 5255718	scott.richardson@sunderlandhousing.co.uk
<b>2.8 Day to Day Contact Name / Details:</b> (if different to 2.5 above)		
<b>2.9 Legal Status of Organisation:</b>		<b>2.10 Registered Charity Number:</b>
Registered Social Landlord		
<b>2.11 Does your organisation have a bank account into which funds can be paid?</b>		
Yes		
<b>2.12 Has the organisation received SIB support previously?</b>		
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
<b>If 'Yes' please provide details:</b>		
Construction challenge project, approx £60,000 over two years		
<b>2.13 Are any trustees / members of the organisation employed by or any Elected Members of the City Council?</b>		
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
<b>If 'Yes' please provide details:</b>		
Cllr Bill Stephenson Cllr Joan Gray Cllr Jimmy Walker		

### Section 3: Project Details

<b>3.1 Project Title:</b> (please re-state title as per front sheet)		
Washington Youth Karting Championship		
<b>3.2 Project Start Date:</b>		<b>3.3 Project End Date:</b>
December 2006		March 2007
<b>3.4 Please Describe the project:</b>		
We are setting up an educational youth karting championship in Washington with the aim of diverting youths who although are outside of Youth Inclusion Projects top 50 who are at risk of offending and engaging in anti social behaviour.		
<b>3.5 What service does the organisation currently provide and how will this be complemented by the project?</b>		
Sunderland Housing Group are looking to divert youths from engaging in anti social behaviour.		
<b>3.6 What additional activity will SIB funding allow to happen</b> (please provide appropriate statement)		
(a)	A project will go ahead which otherwise would not happen at all	<input checked="" type="checkbox"/>
(b)	A project will be provided to a higher quality / on a greater scale	<input type="checkbox"/>

(c)	The funding will accelerate the implementation of the project by 12+ months	[ ]
(d)	A gap in funding will be filled pending other funding being secured	[ ]
(e)	Other reason	[ ]
<b>Please explain your answer:</b>		
No funds are available at present to provide a sustainable period of intervention with regard to the youths identified.		
<b>3.7 How will you publicise that you have received support from SIB?</b> (please refer to Section 3 of the guidance notes)		
Sunderland Housing Groups communication section will publicise the event and include the support received from SIB. Information will also be provided to the Sunderland City Council Regeneration Marketing and Communications Team.		
<b>3.8 Has there been any consultations concerning the need for this project?</b>		
Yes [ ] No [ X ]		
If 'Yes' please provide details:		
<b>3.9 Is there any documentary evidence available to support the need for this project?</b>		
Yes [ X ] No [ ]		
If 'Yes' please provide details:		
Anti Social Behaviour logs / Police logs show the amount of disorder that is associated with young people on the fringes of the top 50 most at risk of offending.		
<b>3.10 Who will benefit from the services provided by the project?</b>		
Approx 40 youths at risk of offending but not those who have been identified by Washington Youth Inclusion Programme as the top 50 at risk.		
<b>3.11 Will there be any implications for Council Services arising from this project?</b>		
Yes [ ] No [ X ]		
If 'Yes' please provide details:		
<b>3.12 Does this project require the support or sponsorship of a Sunderland City Council Directorate?</b>		
Yes [ ] No [ X ]		
If 'Yes' please provide details:		
<b>3.13 Are any legal and other approvals required?</b>		
Yes [ ] No [ X ]		
If 'Yes' please provide details of type of approval, date secured, or date expected to be secured:		



## Section 4: Equal Opportunities

**4.1 Does your organisation have an Equal Opportunities Policy?**

Yes [  ] No [  ]

**If 'Yes' please describe how the project will comply with the Policy:**

All staff operate within Sunderland Housing Groups equal opportunities policy.

**If 'No' please describe how your organisation addresses equal opportunities issues:**

**4.2 Does your project specifically address any of the following issues?**

**Ethnic Issues** Yes [  ] No [  ] (please tick)

**If 'Yes' please provide details as to how the project is in line with the Race Relations Act 1976:**

**Gender Issues** Yes [  ] No [  ] (please tick)

**If 'Yes' please provide details as to how the project is in line with the Sex Discrimination Act 1975:**

**Disability Issues** Yes [  ] No [  ] (please tick)

**If 'Yes' please provide details as to how the project is in line with the Disability Discrimination Act 1995:**

## Section 5: Relationship of Project to the Area Framework(s)

**5.1 Identify which Area Regeneration Framework Action Plan Strategic Priorities this project will address through the use of SIB, and demonstrate how these will be achieved:**

Reducing crime, Anti Social Behaviour and fear of crime through targeted youth diversion.

**5.2 Identify outputs / outcomes against which the delivery of the project can be evaluated. Demonstrate how these will contribute to the Area Regeneration Framework(s).**

- Delivery of programme
- Evaluation at the end of the project

**5.3 If the project relates to two or more Framework Areas, on what basis have you decided how to share the costs?**

Not Applicable

## Section 6: Management Arrangements



**6.1 Describe how the project will be managed:**

Youths have already been identified in collaboration with the existing youth services, an education programme with regard to the events has been devised after consultation with Warden Law. Neighbourhood Nuisance Enforcement Officers will ensure that any funds released are paid to the relevant parties and receipts obtained and provide at the completion of the project an evaluation report will be produced.

**6.2 Are there any significant risks or uncertainties that may affect either the timetable of the project, or whether it achieves its objectives?**

No

## Section 7: Financial Information

**7.1 How much SIB funding is requested?**

£5,190

**7.2 Indicate the type of funding requested: (please tick)**

Capital [ ] Revenue [ X ] Both [ ]

**7.3 Has funding been requested / allocated from any other sources, including Council Directorates and if so how much?**

No

**7.4 What other funding alternates have been considered and why were these not appropriate?**

As a pilot scheme they are looking to test success before looking for other funds

**7.5 What are the financial implications for the project should it not receive SIB funding?**

Not go ahead

**7.6 When SIB expenditure is complete how do you intend to complete this project?**

Look for alternative funds

**7.7 Provide a profile of projected costs:**

Funding Source	2006/07	2007/08	2008/09	Total Cost
<b>SIB:</b>				
Coalfield				
East				
North				
South				
West				

Washington	5190			5190
<b>Other Sources (please state)</b>				
1)	Staff Time SHG	1536		1536
2)				
3)				
<b>Total Cost:</b>		6726		6726
<b>7.8 Please provide details of any 'in-kind' funding (e.g Peppercorn grants), or included within the 'Other Sources' of funding shown above.</b>				
Staff time 120 hrs @ £12.80 per hour				
<b>7.9 Please provide a breakdown of the Total cost to show the main areas of expenditure:</b>				
Transport costs: 16 journeys @ £95 per journey = £1520 Admission costs: 12 week course and driving costs £3670				
<b>7.10 Please provide details of how you will ensure that the procurement and purchasing of services and equipment will be managed in accordance with requirements as detailed in the guidance notes and guidelines. Include any estimates that you have and details of any contractors or suppliers to be used.</b>				
Follow Sunderland Housing Groups protocols on procurement				

## Section 8: Additional Information

<b>8.1 Please provide any additional information that may be of use in support of your project proposal (Please append additional sheets if required):</b>

## Section 9: Declaration

<b>I declare that the information provided is correct and accurate and that, should this application be successful, the organisation will agree to the terms and conditions of SIB:</b>
<b>Name:</b>
Scott Richardson
<b>Position in Organisation:</b>
Neighbourhood Nuisance Enforcement Officer
<b>Date:</b>
14/11/06

**STRATEGIC INITIATIVES BUDGET (SIB)**  
**CRITERIA AND PROJECT GUIDELINES**

**1 ABOUT THE SIB FUND**

- 1.1 SIB was established in 1996/7 to promote action on key priorities identified in the relevant Area Regeneration Frameworks, and to attract other funding into the area. Each Regeneration Framework area is currently allocated a minimum of £200,000 per year. Applications for funding are approved by the relevant Area Committee or Cabinet.
- 1.2 SIB is approved on an annual basis as part of the full Council budget process in February or March each year. It is possible that due to financial constraints in a particular year, the allocation may be reduced or withdrawn. Approvals from future years' SIB allocations are therefore subject to this budget process and cannot be guaranteed.
- 1.3 Applications therefore will only be approved for the current year unless exceptional circumstances can be established, such as the need to secure other funding over a period of time or enable the recruitment or retention of staff to proceed. Projects that apply for funding from future years' allocations do so at their own risk.

**2 APPLYING FOR SIB**

- 2.1 The Council's Development and Regeneration Directorate administers SIB through its Regeneration and Housing Service. Any project wishing to enquire about a possible application, or who have any queries regarding the process, should in the first instance, contact the relevant Area Regeneration Officer below :

Bill Blackett                      Sunderland East, and the Coalfields  
Telephone 553 1162 Fax 553 1599  
e-mail [bill.blackett@sunderland.gov.uk](mailto:bill.blackett@sunderland.gov.uk)

Karen Graham                      Sunderland North, and Washington  
Telephone 553 1214 Fax 553 1599  
e-mail [karen.graham@sunderland.gov.uk](mailto:karen.graham@sunderland.gov.uk)

Richard Parry                      Sunderland South and Sunderland West  
Telephone 553 1217 Fax 553 1599  
e-mail [richard.parry@sunderland.gov.uk](mailto:richard.parry@sunderland.gov.uk)

- 2.2 Once the suitability of the project has been established, an application form will be sent out electronically or by post accompanied by these guidelines, guidance notes for filling in the application form, and a copy

of the relevant Framework(s) and Action Plans. As a copy of the completed application form will be attached to a covering report as part of the Area Committee's agenda, we would appreciate it if the form could be returned electronically to the relevant Area Regeneration Officer at the appropriate e-mail address provided above. If this is not possible, a typed copy can be sent to the address shown on the covering letter. The covering letter will also provide the date of the next pre-agenda and the full Area Committee meetings, and the deadline for returning the completed application form.

- 2.3 Where an SIB application refers to inputs or support from other Council Directorates, either financial or otherwise, the Lead Agent should seek the agreement of the relevant Directorate. Agreement should be at the appropriate level within the Directorate and should be in place prior to the application being placed on the pre agenda. The appropriate Directorate contact name will be supplied and support or authorisation will be included in the application.
- 2.4 Where possible, a representative of the project must attend the pre agenda and the full Area Committee meetings in order to respond to any queries the Elected Members may have. Please note however, that attendees will not be expected to speak on behalf of the application but to respond to any questions there may be regarding the application
- 2.5 An application to the Area Committee should not be interpreted as a guarantee of its approval. The Committee reserves the right to defer or reject any submission on the basis of available SIB funding in the current financial year and the project's suitability in the light of Area Framework priorities and SIB criteria. However, it will make a decision at the meeting whether to grant the full amount being requested, make a contribution of a lesser amount, defer the request or refuse the application.

### **3. CRITERIA FOR ELIGIBILITY**

- 3.1 SIB is intended to address the Area Regeneration Framework priorities, which are identified in the Action plan . Although an application does not need to address these priorities in order to receive approval, preference will be given to those proposals that clearly demonstrate a link with the Action Plan.
- 3.2 Applications should also 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.
- 3.3 SIB is mainly intended for one off projects, capital expenditure and "pump priming" of new initiatives. Revenue support can be included in any application, but this will only be at the commencement of a new project or as "gap funding" to enable a project to continue while other funding is being sought. Ongoing or repeat revenue or maintenance

costs, such as electricity or rent, will not normally be considered for SIB funding.

- 3.4 A major aim of SIB is to attract other funding into the area. While the lack of other funding would not disqualify any application, priority is given to those projects that are seeking or have secured additional funding from other sources such as Single Regeneration Budget, Lottery, European funding, sponsorship or grants from charitable institutions.
- 3.5 Applicants are normally expected to make a contribution towards overall project costs, although this is not essential for SIB support to be considered.
- 3.6 Applications will normally only be approved for the current year unless exceptional circumstances can be established, such as the need to secure other funding or enabling the recruitment or retention of staff to proceed. In such cases, future years' allocations would therefore become 'active' once the full Council's budget for that year had been formally approved.
- 3.7 Any project applying for SIB funding must have a management committee, some form of written constitution and a dual signatory bank/building society account.

#### **4 NON-ELIGIBILITY**

- 4.1 Individuals or groups that are not formally constituted are ineligible for SIB funding.
- 4.2 SIB should not be used to finance projects that would normally be funded through other sources or to compensate for budget reductions in mainstream provision.
- 4.3 SIB cannot provide ongoing revenue or maintenance support to projects (see 3.3 above) or for payments for redundancy.
- 4.4 SIB cannot be used for activities of a political or exclusively religious nature.
- 4.5 SIB cannot be used to fund retrospectively i.e. for expenditure already incurred before the application has been approved.

#### **5 APPROVAL AND PAYMENT**

- 5.1 If the application is approved in full or in part, an offer letter confirming the allocation will be sent out to the nominated contact person within a week. Funding will only become available once the terms and conditions accompanying the offer letter have been signed and returned. ***These terms and conditions that accompany the offer letter should be***

***read carefully, as this constitutes a contract between Sunderland City Council and the project.***

- 5.2 The grant will not be released as a “lump sum”. Funding will be released to cover appropriate expenses as they occur and not in advance or anticipation of need. Relevant documentation (e.g. invoice, receipt) must be produced before payment is made.
- 5.3 There is not the facility to overspend on specific allocations. It is the project’s responsibility to have estimated the costs correctly, and the Council does not accept any liability should these estimates prove inaccurate or insufficient. Should the available funding prove inadequate to meet the project’s aims, it will be the project’s responsibility to seek additional funding. If this is not possible, the Lead Agent should seek advice from the relevant Area Regeneration Officer regarding the current status of their SIB allocation. Any project that exceeds the original allocation will be required to find the overspend from their own resources.

## **6 CONDITIONS**

- 6.1 Projects must be managed in accordance with all appropriate statutory requirements and employment legislation and must not be conducted in any way as to bring Sunderland City Council into disrepute
- 6.2 **Purchasing / Procurement requirements**

The Council has a duty to ensure that, where it awards public monies to external organisations, value for money and probity is demonstrated as monies are expended.

Where any such monies are used to procure goods, materials, services or works the following procurement requirements must be applied.

### **Procurement up to £10,000**

Records must be kept to demonstrate that value for money has been achieved, by keeping suitable records. For example, if all or part of a grant was to be used to purchase computer equipment it would be appropriate to contact at least four suppliers of the equipment concerned and ask for a price from each supplier. A note should be retained of the price and specification quoted in each case. If the supplier used is not the supplier quoting the lowest purchase price, a record should be kept with the quotes to explain why the chosen supplier was used. This would normally be on the grounds of quality. This process would also apply to suppliers of services. This process would also apply to suppliers of services, e.g. consultancy services for feasibility studies and for purchases classified as capital works.

### Procurement Between £10,000 and £50,000

For procurement of this value, at least four written quotations must be obtained and kept for inspection from suitable contractors or suppliers. If less than four quotations are obtained (e.g. because the work is specialised) or considered the reason for this should also be recorded. Finally, if the supplier used is not the supplier quoting the lowest purchase price, a record should be kept with the quotes to explain why the chosen supplier was used.

### Procurement Over £50,000

A formal tender process must be used for all procurement exceeding £50,000.

This means that at least six suitable contractors or suppliers should be invited to tender for the contract on the basis of a clear detailed specification. A deadline should be set for receipt of the tenders from those invited, and tenders received after the deadline should not be considered. Tenders received by the deadline should be opened together in the presence of at least two responsible people. The value of each tender should be recorded and the record signed by both persons present. If the supplier used did not tender the lowest price, a record should be kept to explain why the chosen supplier was used.

### **Potential conflicts of Interest**

Any potential conflicts of interest (e.g. the supplier is a friend or relative of the person procuring the service, goods or works) should be declared and those affected should not participate in the procurement process or decision.

### **Retention of Records**

Records of all of the above processes should be retained for a period of three years and must be available for inspection by representatives of the Council if required.

Failure to comply with any of the above conditions could result in clawback of monies and further claims or awards not being approved.

Please note: Projects will be required to submit all relevant documentation with regard to the appointment of a contractor or supplier with the first Quarterly Monitoring Return (or the most appropriate).

- 6.3 Projects are required to provide accurate and verifiable information for monitoring, evaluation and reporting purposes, and must fill in and return the quarterly monitoring return form that is sent requesting information on

projects' progress. Additionally, projects are subject to audit and monitoring throughout their duration by officers of the Development and Regeneration Directorate. Failure to return monitoring forms or comply with any other financial requests made may result in the remainder of the allocation being withheld or future applications being refused.

- 6.4 Once a project has used its full SIB allocation, projects will be required to submit a written report and attend a future Area Committee meeting to discuss the project's impact. Lead Agents will be informed of when this report and presentation will be required by the relevant Area Regeneration Officer.
- 6.5 It is the project's responsibility to keep the relevant Area Regeneration Officer informed of any changes that may affect its SIB allocation. In this respect it should be noted that:
  - The normal practice will be to make SIB funding available for the period indicated in the funding profile in Section 7 of the application form. If funding is not claimed in accordance with the profile of projected costs in Section 7 of the application form or once the projected completion date has been reached, any unused allocation may be reclaimed, unless the project has indicated a reason for the delay and requested an extension to their funding period.
  - No project will be allowed to access SIB funding beyond 2 years from the date of the original offer letter, unless it has received approval for funding over several years. Beyond this period, any unused allocation will be returned to SIB and any project still requiring the funding would need to submit a new application.
  - SIB can only be used for the purposes outlined in section 3.4 and section 7 of the application form. If a project for any reason wishes to use their allocation for purposes other than the ones originally proposed, they would need either to return the unused allocation and submit a new proposal to the Area Committee or make a formal request to the Area Committee to vire the allocation.
- 6.6 The project should ensure that, wherever appropriate, publicity generated by the project acknowledges SIB support. It is a condition of SIB that any press releases be made via the SIB Marketing and Communications team (Tel 0191 553 1933). Please note that in cases where SIB has provided support for the feasibility stage of a capital build project, SIB support will need to be acknowledged on site billboards at the construction stage. The SIB logo can be obtained from the SIB Marketing and Communications team.



## SIB ARF Allocation : Washington

### SIB Resources Statement as at 29th November 2006

	Approval	Allocations £000's	Approvals £000's	Unallocated £000's
<b>Total SIB Allocation Pre 2003/2004</b>		1,400.000	1,308.487	91.513
 <b><u>2003/2004 Approvals</u></b>				
<b><u>Budget allocation</u></b>		<b>200.000</b>		
Eco Rangers 2003/2004	05.02.03		1	
Youth Inclusion Project	05.02.03		40	
Play Area Development	02.04.03		30	
Silksworth Sports Complex	02.04.03		2.5	
Washington Business Forum 2002/2004	02.04.03		15	
Washington Executive Partnership 2003/2004	02.04.03		3	
Washington Glebe Bowling Club	02.07.03		7	
Refurbishment of Strang Riding Centre	02.07.03		10	
Concord Shopping Improvements	02.07.03		20	
Graffiti Project at Washington Millennium Centre	02.07.03		2.16	
Graffiti Project at Pitstop Youth Club	02.07.03		2.8	
Developing Youth Committee in Donwell	02.07.03		1.5	
Anne Frank Exhibition	01.10.03		7.27	
Manor View Landscaping	01.10.03		6	
Usworth Partnership	01.10.03		11.03	
Washington Asylum Seekers Project	01.10.03		7	
North Washington Health & Education Centre	01.10.03		25	
Bridge Woman's Education & Support Centre	01.10.03		10	
Oxclose & District Young People's Mountain Bikes	01.10.03		8.55	
Wash. Post 16 Research / Feasibility Study	01.10.03		9	
CCTV Fatfield School	26.11.03		10	
Stepping Out - HLC Washington	26.11.03		5.18	
F Pit Museum Feasibility Study	26.11.03		10	
Barmston Primary - Community Provision & Protection	04.02.04		10	
F Pit Museum - Repairs & Maintenance	04.02.04		32.85	
Barmston CA Heating Replacement	31.03.04		3.5	
Washington Business Forum 2002/2004	31.03.04		4.979	

**SIB ARF Allocation : Washington**

**Returned Funding 2003/2004**

Youth Strategy	(13.07.00)	3.806		
North Washington Health & Education Centre	(01.10.03)	25		
		<b>228.806</b>	<b>295.319</b>	<b>-66.513</b>
<b>Total Resources Available</b>				<b>25.000</b>

<b><u>2004/2005 Approvals</u></b>	<b>Approval</b>	<b>Allocations £000's</b>	<b>Approvals £000's</b>	<b>Unallocated £000's</b>
<b><u>Budget allocation</u></b>		<b>200.000</b>		
Youth Inclusion Project	05.02.03		40	
Concord Shopping Improvements	02.07.03		30	
Washington Asylum Seekers Project	01.10.03		21.501	
North Washington Health & Education Centre	01.10.03		18	
Barmston Primary - Community Provision & Protection	04.02.04		10	
Washington Business Forum	31.03.04		2.021	
Eco Rangers	31.03.04		1	
Development of Playing Facilities at Harraton Cricket Ground	31.03.04		2.5	
Washington Drugs Forum Communication Events	31.03.04		2.17	
Blackfell Bridge Lighting	31.03.04		1.5	
Princess Anne Park Countryside Ranger	31.03.04		13.6	
Sunderland Support for Parents with Disabilities	07.07.04		2	
Development of Hydrotherapy Pool at Fulwell Day Centre	07.07.04		2.5	
Barmston CA - Peoplefirst	07.07.04		10	
Community Cohesion Centre Development - WASP	07.07.04		11.5	
City - Wide 5-a-Side Leagues Project	06.10.04		8.029	
Washington Millennium Centre	06.10.04		15	
Barmston School	06.10.04		3	
Strand Riding Centre for the Disabled - Gap funding	01.12.04		18	
Washington Citizens Advice Bureau - Social Inclusion Project	09.02.05		15.941	
Environmental improvements at Ayton Allotments	09.02.05		13	

**SIB ARF Allocation : Washington**

Area Committee Marketing Project	09.02.05		1.37
The ISIS Project - Complementary Health & Education	09.02.05		2
Washington Sport & Leisure Newsletter	13.04.05		0.813
Washington School Project	(03.07.02)	1.129	
North Washington Health & Education Centre	(01.10.03)	18	
Graffiti Project at Washington Millennium Centre	(02.07.03)	1.316	
		<b>220.445</b>	<b>245.445</b>
			<b>-25.000</b>

**Total Resources Available**

**0**

<b><u>2005/2006 Approvals</u></b>	<b>Approval</b>	<b>Allocations £000's</b>	<b>Approvals £000's</b>	<b>Unallocated £000's</b>
<b><u>Budget allocation</u></b>		<b>262.461</b>		
Youth Inclusion Project	05.02.03		40	
Concord Shopping Improvements	02.07.03		30	
Area Committee Marketing Project	09.02.05		2.630	
Eco Rangers	09.02.05		1.5	
The ISIS Project - Complementary Health & Education	09.02.05		8	
Mental Health Drop in Facility - Washington MIND	13.04.05		30	
Washington Sport & Leisure Newsletter	13.04.05		3.387	
Wearable - Gap Funding	13.04.05		2.518	
Rhyme Around The Nursery	13.04.05		10	
Family Room - John F Kennedy Primary School	13.04.05		10	
Usworth Park Bowls Pavilion Refurbishment	13.04.05		14.64	
Bowes Railway Repairs & Maintenance	13.04.05		15.173	
Washington Citizens Advice Bureau - Web Site	06.07.05		4.8	
Language Laboratory - Washington Church of Christ	06.07.05		14.392	
Community Facilities - Wessington Primary School	06.07.05		10	
Volunteer Outreach Project	06.07.05		3.333	
Horticultural Training Project	05.10.05		1.5	
Physical Disabilities Alliance Project	05.10.05		2	
People's Pedal Power	05.10.05		2.15	

**SIB ARF Allocation : Washington**

Washington Village Community Association	05.10.05	5
ISIS Project - Feasibility Study	05.10.05	10
Sunderland Astronomical Society	05.10.05	5.965
Sunderland Training & Education Farm	05.10.05	1.5
Sulgrave Centre - CCTV Provision	05.10.05	2.5
Compass Community Transport	05.10.05	2
Construction Challenge Project	30.11.05	6.5
Phoenix Project - Community Outreach Programme	30.11.05	6
Harraton Cricket Club	30.11.05	2.5
Washington Events Budget	30.11.05	0.841
Sunderland Juvenile Service Project	30.11.05	10.8
Washington Boxing Club	30.11.05	15.7

**Returned Funding in 2005/2006**

Barmston School	(06.10.04)	0.100		
Washington Sport & Leisure Forum	(13.04.05)	0.618		
Sunderland Support for Parents with Disabilities	(07.07.04)	0.830		
Stepping Out - HLC North Washington	(26.11.03)	4.580		
Physical Disabilities Alliance Project	(05.10.05)	0.666		
Washington Executive Partnership	(02.04.03)	2.684		
Washington Forum	(01.10.03)	3.390		
		<b>275.329</b>	<b>275.329</b>	<b>0</b>
<b>Total Resources Available</b>				<b>0</b>

**2006/2007 Approvals**

**Budget allocation**

	Approval	Allocations £000's	Approvals £000's	Unallocated £000's
		<b>262.461</b>		
Construction Challenge Project	30.11.05		5	
Washington Cricket Club	30.11.05		2.5	
Washington Events Budget	30.11.05		9.159	

### SIB ARF Allocation : Washington

Eco Rangers	08.02.06		1.5	
Washington Citizens Advice Bureau - Extension Programme	05.04.06		18	
Youth Inclusion Project	05.04.06		40	
Sit 'n b' Fit - Improving the Health & Independent living of Sunderland's Elderly People	05.07.06		3.120	
Improvements to Washington FC	05.07.06		12.2	
SAFC Washington Outreach Project	05.07.06		22.015	
Usworth Grange Primary School - Ground Improvements	05.07.06		13	
Washington Asylum Seekers Project - Gap Funding	05.07.06		6.676	
Anti - Bullying Cards - On Track	05.07.06		4.1	
School Battle of the Bands 2006	05.07.06		2	
1st Washington Scouts	04.10.06		7.5	
North East Aircraft Museum	04.10.06		3.1	
<b>Returned Funding 2006/2007</b>				
Oxclose & District Young People's Mountain Bikes	01.10.03	2.422		
		<b>264.883</b>	<b>149.87</b>	<b>115.013</b>
<b>Total Resources Available</b>				<b>115.013</b>

<b>WASHINGTON AREA COMMITTEE MEETING</b> <b>29<sup>th</sup> November, 2006</b>	
<b>Title of Report:</b> STRATEGIC INITIATIVES BUDGET : 2006/07 WARD BASED COMMUNITY CHEST	
<b>Author(s):</b> Director of Development and Regeneration	
<b>Purpose of Report:</b> The purpose of this report is to bring forward 16 recommendations relating to the 2006/07 Community Chest Scheme.	
<b>Description of Decision:</b> The Committee is requested to: <ul style="list-style-type: none"> <li>i. approve all 16 proposals for support from the 2006/07 Community Chest as detailed in Annex 1</li> </ul>	
<b>Is the decision consistent with the Budget/Policy Framework?</b> <span style="float: right;"><b>*Yes</b></span>	
<b>If not, Council approval is required to change the Budget/Policy Framework</b>	
<b>Suggested reason(s) for Decision:</b> The Community Chest forms part of the Strategic Initiatives Budget and that £250,000 is available for the scheme in 2006/2007, £10,000 for each Ward. This scheme is operated under Section 137 of the Local Government Act 1972.	
<b>Alternative options to be considered and recommended to be rejected:</b> The circumstances are such that there are no realistic alternatives that could be considered.	
<b>Is this a "Key Decision" as defined in the Constitution?</b> <p style="text-align: center;">No</p>	<b>Relevant Review Committee:</b>  <b>Regeneration and Community Review Committee</b>
<b>Is it included in the Forward Plan?</b> <p style="text-align: center;">No</p>	

**STRATEGIC INITIATIVES BUDGET :  
2006/2007 WARD-BASED COMMUNITY CHEST**

**Report of the Director of Development and Regeneration**

**1.0 Purpose of the Report**

1.1 The purpose of this report is to bring forward 16 recommendations relating to the 2006/2007 Community Chest Scheme.

**2.0 Description of Decision**

2.1 The Committee is requested to approve all 16 proposals for support from the 2006/07 Community Chest as detailed in Annex I.

**3.0 Background**

3.1 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 2006/2007, £10,000 for each Ward. This scheme is operated under Section 137 of the Local Government Act.

**4.0 Current Position**

4.1 To date approvals for each of the Wards total:

Washington Central	£1700
Washington East	£900
Washington North	£1900
Washington South	£2100
Washington West	£2400

4.2 The projects listed on Annex 1 total :

Washington Central	£8300
Washington East	£000
Washington North	£2330
Washington South	£612
Washington West	£5630

4.3 Should the Committee grant the requests listed on Annex 1 the remaining balances would be:

Washington Central	£000
Washington East	£9100
Washington North	£5770
Washington South	£7288
Washington West	£1970

## **5.0 Reason for Decision**

**5.1** Community Chest support is given to projects which clearly demonstrate that they will address identified local needs, as detailed in Area Regeneration Frameworks, normally providing genuine community benefit and which can subsequently provide evidence/measurement of success in this respect.

## **6.0 Alternative Options**

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

## **7.0 Relevant Consultation**

**7.1** Members have been consulted on all applications for Community Chest support.

**7.2** The City Treasurer has been consulted on this report, all costs associated with developing Community Chest applications are resourced by the Strategic Initiatives Budget admin fee.

**7.3** Residents have been consulted about the priorities in the Area Regeneration Frameworks Community Chest grants support these identified priorities.

## **8.0 Background Papers**

**8.1** The following background papers were used:

- Community Chest Application Forms
- Schedule of projects circulated at the panel meeting held on Thursday 16<sup>th</sup> November 2006.



## COMMUNITY CHEST 2006/2007

## PROJECTS PROPOSED FOR APPROVAL

	<b>Recommended Grant subject to final estimates, invoices, up to:</b>
<b>WASHINGTON CENTRAL</b>	
<b>Washington Central Ward</b> – Contribution towards Christmas lights.	8000
<b>Washington Community Fire Station</b> – Contribution towards safety programme, purchase of deep fat fryers.	220
<b>Washington Riding Centre</b> – Contribution towards purchase of grit for road and car park.	80
<b>Total</b>	<b>8300</b>
<b>WASHINGTON NORTH</b>	
<b>Washington North Ward</b> – Contribution towards Christmas lights.	1600
<b>Washington United F.C.</b> – Purchase of goal nets, flags, hire of sports hall etc.,	200
<b>Washington Community Fire Station</b> – Contribution towards safety programme, purchase of deep fat fryers.	250
<b>Washington Riding Centre</b> – Contribution towards purchase of grit for road and car park.	80
<b>Millennium Centre Parent &amp; Toddlers Group</b> – Purchase of toys, games etc.,	200
<b>Total</b>	<b>2330</b>
<b>WASHINGTON SOUTH</b>	
<b>Washington Riding Centre</b> – Contribution towards purchase of grit for road and car park.	80
<b>Washington Community Fire Station</b> – Contribution towards safety programme, purchase of deep fat fryers.	250
<b>Autism in Mind (AIM)</b> – Contribution towards attendance at conference.	282
<b>Total</b>	<b>612</b>

## **WASHINGTON WEST**

<b>Washington West Ward</b> – Contribution towards Christmas lights.	4600
<b>Springwell Village Hall Senior Drama Group</b> - Purchase of sound, lighting and costumes.	200
<b>Blackfell Village Neighbourhood Watch</b> – Contribution towards Christmas party, lunch etc.,	500
<b>Washington Community Fire Station</b> – Contribution towards safety programme, purchase of deep fat fryers.	250
<b>Washington Riding Centre</b> – Contribution towards purchase of grit for road and car park.	80
<b>Total</b>	<b>5630</b>
<b>Total of Projects</b>	<b>16,872</b>

ANNEX 1A

COMMUNITY CHEST 2006/2007  
PROJECTS PROPOSED FOR APPROVAL

WASHINGTON SOUTH WARD

*Recommended  
Grant subject  
to final  
estimates,  
invoices, up to*

**Lambton Little Lambs** – Purchase of learning toys and craft materials.

500

**Oxclose Residents** – Contribution towards start up costs, room hire etc.,

300

**Total**

**800**

Background papers used :

- Community Chest Application Forms