


THE CABINET

AGENDA






Meeting to be held in the Civic Centre (Committee Room No. 1) on Wednesday 4 September 2013 at 2.00 p.m.

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

The reports contained in Part II of the Agenda are not for publication as the Cabinet is considered likely to exclude the public during consideration thereof as they contain information relating to any individual, which is likely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

Part II

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| | (Copy herewith). | |

 **Denotes Key Decision.**

*** Denotes Regulation 10 Notice issues – item which is a key decision which is not included in the 28 Day Notice of Key Decisions.**

ELAINE WAUGH
Head of Law and Governance

Civic Centre
SUNDERLAND

27 August 2013

CABINET MEETING – 4 SEPTEMBER 2013

EXECUTIVE SUMMARY SHEET – PART I

Title of Report:

MINUTES, PART I

Author(s):

Head of Law and Governance

Purpose of Report:

Presents the minutes of the last meeting held on 17 July 2013 Part I.

Action Required:

To confirm the minutes as a correct record.

At a meeting of the CABINET held in the CIVIC CENTRE (COMMITTEE ROOM NO. 2) on Wednesday 17 July 2013 at 2.00pm.

Present:-

Councillor Speding in the Chair

Councillors Blackburn, Kelly, G. Miller and P. Smith

Also in attendance:-

Councillors Bonallie, Oliver, Price and Tate

Part I

Minutes

The minutes of the meeting of the Cabinet held on 24 June 2013 Part I (copy circulated) were submitted.

(For copy report - see original minutes).

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

Receipt of Declarations of Interest

There were no declarations of interest.

Apologies for Absence

Apologies for absence were submitted to the meeting on behalf of Councillors Watson Trueman and Gofton.

Scrutiny Committee – Policy Review Final Reports

The Scrutiny Committee, the Deputy Chief Executive and the Executive Director for Health Housing and Adult Services submitted a joint report (copy circulated) to set out the recommendations of the Scrutiny Committee following its scrutiny policy reviews into Empty Properties in Sunderland and Waste and Recycling in Sunderland: Approach to Resident Engagement.

(For copy report – see original minutes).

The Chairman of the Scrutiny Committee, Councillor Tate, highlighted that the report included the outcomes and recommendations of two of the policy reviews undertaken by Scrutiny Panels during the second half of the 2012/13 municipal year. He introduced Councillor Bonallie who led on the City Services Panel review and who would briefly introduce his report.

Councillor Tate reported that he would be presenting the Health, Housing and Adult Services Panel review into Empty Properties on behalf of Councillor Shattock who was unwell at the moment. He wished her a full and speedy recovery on behalf of everyone present.

Councillor Tate advised that the Policy Report from the Health, Housing and Adult Services Scrutiny Panel looks at the issue of empty properties in Sunderland. He added that the recommendations arising from this review would be the responsibility of the Health, Housing and Adult Services Directorate and the attached action plan would monitor progress on the recommendations.

Cabinet Members were advised that the Review sought evidence from a variety of stakeholders including private sector landlords and the Council's empty property team. The review recommendations looked to further enhance the work of the Council in tackling empty properties in the private sector to ensure a good variety of housing options across the city.

Councillor Tate invited Cabinet Members to agree the Panel's findings and to endorse this piece of work. In conclusion he thanked the Scrutiny Lead Member and all the Panel Members, officers and key stakeholders who had taken part in the Review.

Councillor Bonallie then presented the Scrutiny Panel's review into the Council's approach to resident engagement for waste and recycling services in Sunderland. He highlighted that the purpose of the review was to consider the factors shaping the Council's approach to refuse collection and recycling and also to look at the range of options available to increase participation rates.

Cabinet Members were advised that the review had been based on lengthy discussion with Council officers and partner organisations. In addition the Panel also took the opportunity to view the operation of the Beach Street Household Waste and Recycling Centre and visit the new Energy from Waste Facility being constructed at Teesside.

Councillor Bonallie reported that the Panel had found that sustainable waste management required a partnership between Government, local authorities, residents, businesses and other stakeholders. He added that the Panel had felt that promoting awareness was central to the future development of waste services by providing the general public with a better understanding of the issues involved in waste minimisation and the recycling of waste and that future promotional campaigns should be based on a detailed understanding of why people do participate or do not recycle correctly.

The review recommended to Cabinet that there should be regular monitoring on the findings of the Customer Insight Survey which would be used as the basis to inform a communications campaign for waste and recycling. In addition, the delivery of the new communications campaign should be monitored which should include activities on promoting awareness and involvement in recycling and on tackling inappropriate waste presentation and fly tipping.

Councillor Bonallie then thanked the members of the Panel, officers and partner organisations for their involvement in the review and their vital contribution.

In response to the Policy Review into Empty Properties in Sunderland, Councillor Miller welcomed the report and expressed his appreciation for the work of Councillor Shattock. He outlined that this underlined the excellent work the Empty Homes Team carried out to tackle empty properties in the City which could be a blight on the city and the efforts to bring those properties back into use.

In response to the presentation by Scrutiny Members, the Chairman also thanked Councillor Shattock on behalf of all the Cabinet Members and wished her a speedy recovery.

In relation to the Waste and Recycling Policy Review, Councillor Blackburn welcomed the report which underlined the good work the waste and recycling team carried out to help deliver the Municipal Waste Management Strategy in the city. He reported that the review had helped raise awareness in the challenges faced in continually seeking improvement in the services including recycling performance, and it was important that the progress made to date through development of the recommendations in the report action plan was built upon.

Councillor Blackburn advised that the recommendations in the action plan sought to gather new customer insight about our waste services and find out what would work best for the citizens of Sunderland, so that the Council could encourage smart communications with its residents to help deliver better services and a sustainable city.

In conclusion, Councillor Blackburn thanked the Members of the Scrutiny Panel for their work and commended the report and attached action plan.

The Chairman on behalf of Cabinet Members thanked Councillor Tate and Councillor Bonallie for their very detailed examinations of the Policy Reviews.

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

2. RESOLVED that the recommendations of the Scrutiny Committee and the proposed Action Plans for their implementation be approved.

Hetton Downs Housing Delivery Plan

The Deputy Chief Executive submitted a report (copy circulated) to seek approval to the adoption of the Hetton Downs Housing Delivery Plan which sets out a strategy and timetable for the implementation of new housing development in the Hetton Downs Renewal Area.

(For copy report – see original minutes).

Councillor Miller highlighted that following a Housing Condition Survey and Neighbourhood Renewal Assessment Area Hetton Downs had been designated as a Housing Renewal Area. He reported that the Area Action Plan confirmed that the regeneration would primarily be housing led and a number of sites in the Renewal Area had been identified for the development of new family housing.

Cabinet Members were advised that the acquisition and clearance programme was now reaching a conclusion and a Hetton Downs Housing Delivery Plan had been produced setting out a strategy and timetable for the implementation of new housing development together with the provision of a strategic new link road.

Councillor Miller reported that there remained sufficient funds in the budget, provided by Homes and Community Agency, to acquire further land to facilitate more comprehensive development sites. He added that the Council, working with the Homes and Community Agency, proposed to complete the site assembly exercise and advertise the sites for sale over a phased programme.

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

3. RESOLVED that:-

- (i) the proposed Hetton Downs Housing Delivery Plan be approved;
- (ii) the Deputy Chief Executive be authorised to acquire property as appropriate within the Delivery Plan area upon terms to be agreed by the Deputy Chief Executive in consultation with the Leader and Cabinet Secretary
- (iii) the Deputy Chief Executive be authorised to dispose of development land within the Delivery Plan area on a best consideration basis upon terms to be agreed by the Deputy Chief Executive in consultation with the Leader and Cabinet Secretary; and
- (iv) the Deputy Chief Executive be authorised to take all other necessary actions required for the procurement and delivery of the Delivery Plan in consultation with the Leader and Cabinet Secretary.

Procurement of Materials Recovery Facility Contract

The Deputy Chief Executive submitted a report (copy circulated) to outline the current contractual arrangements in place for the acceptance and sorting of collected materials from the Council's blue bin scheme and to seek approval to jointly procure a new service for the operation of a materials recovery facility (MRF) with the South Tyne and Wear Waste Management Partnership (comprising Sunderland City, South Tyneside and Gateshead Councils), to ensure continued service provision once the current MRF contract expires in March 2015.

(For copy report – see original minutes).

In highlighting the report, Councillor Blackburn reported that the Council had a contract in place for the operation of a MRF contract which commenced in April 2010 following which a delegated decision was taken in May 2012 to change the existing contract period to secure efficiencies of £75,000 per year until it expired in March 2015.

Councillor Blackburn advised that the Council's partners in the South Tyne and Wear Waste Management Partnership would procure a new MRF contract arrangement this year to commence in April 2014. He added that this provided an opportunity to participate in a joint procurement to explore if further efficiencies could be achieved and if this proved to be the case the Council could opt to take advantage of the new MRF contract when its existing contract expired in March 2015. The duration of the new MRF contract for the Council would be 3 years with options to extend for three single year periods.

Cabinet Members were advised that the alternative option would be to not participate in the joint South Tyne and Wear Waste Management Partnership procurement and procure a separate MRF contract to commence in April 2015, thereby missing the potential opportunity of securing more advantageous rates afforded by economies of scale.

Councillor Blackburn drew attention to the impact assessments for Equalities, Privacy and Sustainability which had been carried out and reported that there were no negative impacts associated with the proposal.

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

4. RESOLVED that approval be given to participate in the procurement process for the operation of a materials recovery facility (MRF) in partnership with the South Tyne and Wear Waste Management Partnership (STWWMP) to ensure continued service provision once the current MRF contract expires in March 2015.

Alternative Delivery for Beach Street Household Waste and Recycling Centre and Associated Waste Transport

The Deputy Chief Executive submitted a report (copy circulated) to seek approval to procure a contract for the operation of the Council's Beach Street Household Waste and Recycling Centre and associated waste transport, as an alternative to the current in house service arrangements.

(For copy report – see original minutes).

Councillor Blackburn highlighted the report and advised that approval was also sought to authorise the Deputy Chief Executive and Executive Director of Commercial and Corporate Services, in conjunction with the Portfolio Holder for City Services to award a contract to the successful bidder. He explained that the award of a contract would be subject to the bidder demonstrating the anticipated efficiencies for the Council.

Cabinet Members were advised that the Household Waste Recycling Centre required specialist management resource to maintain regulatory compliance, environmental performance and operate efficiently. The site was operating well but there was scope for improvement in these areas.

Councillor Blackburn reported that the procurement would give the opportunity to determine whether efficiencies and service improvement could be achieved through a joint procurement with the South of Tyne and Wear Waste Management Partnership and explore alternate service delivery to ensure the Council was providing the service in the most cost effective and sustainable manner. He assured Cabinet Members that the process would be carried out in accordance with the EU procurement rules and was intended to be completed in time for commencement in April 2014. The duration of the proposed contract would be three years with options to extend for a further three, single year periods.

Councillor Blackburn advised that the alternative option would be to not undertake a procurement process and retain the management of the Centre in house but this would not deliver the proposed efficiencies in operational costs or the potential improvements in recycling levels and the risks of regulatory compliance in respect of retaining a Technically Competent Manager would remain with the Council.

The attention of Cabinet Members was then drawn to the impact assessments for Equalities, Privacy and Sustainability which had been carried out and it was reported that there were no negative impacts associated with the proposal.

Councillor Blackburn assured Cabinet Members that there was existing budgetary provision for this contract which was expected to deliver efficiencies over the existing arrangements. He added that if the evaluation of the tenders failed to demonstrate that there would efficiencies for the Council, no contract would entered into.

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

5. RESOLVED that:-

- (i) approval be given to undertake a procurement process for the operation of Beach Street Household Waste Recycling Centre (HWRC) and associated waste transport, and
- (ii) the Deputy Chief Executive and Executive Director of Commercial and Corporate Services, in conjunction with the Portfolio Holder for City Services, be authorised to award a contract to the successful bidder demonstrating the anticipated efficiencies for the Council through the proposed contract.

Sunderland Strategic Transport Corridor – New Wear Crossing

The Deputy Chief Executive submitted a report on the outcome of the current procurement process for the New Wear Crossing scheme (“the Scheme”) and to seek approval for the next steps for the delivery of the Scheme on the basis of simplifications to the bridge design.

(For copy report – see original minutes).

The Chairman outlined that the report provided an update on the outcome of the procurement process to appoint a contractor to deliver the New Wear Crossing; and to make recommendations for the next steps. He reported that the evaluation of the tenders had concluded that the scheme was unaffordable in its current form and therefore Cabinet was being asked to agree to bring this procurement process to an end.

The Chairman advised that it was disappointing that the unique design could not be built with the budget available, however the Council must move forward towards its vision for a new Sunderland bridge by modifying its approach. He explained that discussions had continued about the proposals with the Department for Transport and as part of these the Council was urging them to continue their funding support.

Cabinet Members were advised that the Council remains committed to delivering a new bridge and the wider Sunderland Strategic Transport Corridor programme. It would improve connectivity and unlock unused land; in turn attracting investment, creating growth and jobs. With the approval of Cabinet, work would begin immediately on preparations to procure a more simplified form of cable-stayed design.

The Chairman assured Cabinet Members that proposals for this simplified scheme would deliver the same strategic benefits, have similar quality thresholds, be built within the agreed timeframe and sit in the same location as the initial scheme. He added that the Council needed to continue to acquire the land required through the implementation of the confirmed Compulsory Purchase Orders (CPO) for the Scheme and this would ensure timely access to the site once a contractor was appointed.

Cabinet Members having been advised that a further report on the outcome of the new procurement process would be submitted to Cabinet for consideration in due course, it was:-

6. RESOLVED that:-

- (i) the current procurement process be brought to an end on the basis of unaffordability;

- (ii) a new procurement process for the design and construction of the Scheme on the basis of a simplified bridge design be commenced;
- (iii) a further report on the outcome of the new procurement process be submitted to Cabinet in due course;
- (iv) the Deputy Chief Executive, Executive Director of Commercial and Corporate Services and Head of Law and Governance continue to take all necessary action to implement the Compulsory Purchase Orders (CPO) for the Scheme and to acquire title and/or possession of the CPO land; and
- (iv) the Deputy Chief Executive and Executive Director of Commercial and Corporate Services in consultation with the Portfolio Member (City Services) be authorised to appoint all necessary external technical support and advisers for the continued delivery of the Scheme.

The Chairman noted that Keith Moore, the Executive Director of Children's Services, was attending his last Cabinet meeting as he would be retiring at the end of the month. He thanked him on behalf of the Cabinet for his years of valuable service with the Council.

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

At the instance of the Chairman it was: -

7. RESOLVED that in accordance with the Local Government (Access to Information) (Variation) Order 2006 the public be excluded during consideration of the remaining business as it was considered to involve a likely disclosure of information relating to an individual or the financial or business affairs of any particular person (including the Authority holding that information) (Paragraphs 1 and 3 of Part 1, Schedule 12A of the Local Government Act 1972). The public interest in maintaining this exemption outweighs the public interest in disclosing the information.

(Signed) M. SPEDING,
Chairman.

Note:-

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

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

CABINET MEETING – 4TH SEPTEMBER 2013

EXECUTIVE SUMMARY SHEET – PART I

Title of Report:

Honorary Freedom of the City

Author(s):

Chief Executive and Executive Director of Commercial and Corporate Services

Purpose of Report:

To consider recommending Council formally to confer the Honorary Freedom of the City upon Monsieur Joël Batteux, and Mr Niall Quinn MBE.

Description of Decision:

To recommend to Council that:-

- (i) it agrees to the conferring, in accordance with the provisions of Section 249 of the Local Government Act 1972, of the Honorary Freedom of the City upon Monsieur Joël Batteux, and Mr Niall Quinn MBE
- (ii) authority be given for the Chief Executive in consultation with the Leader of the Council, to agree all appropriate arrangements for the formal ceremony at an extraordinary meeting of the Council to be held on 11th November 2013.

Is the decision consistent with the Budget/Policy Framework?

N/A

If not, Council approval is required to change the Budget/Policy Framework

Suggested reason(s) for Decision:

The proposal will formally recognise the outstanding contributions made by Monsieur Joël Batteux, and Mr Niall Quinn MBE to the well being and community spirit of the City.

Alternative options to be considered and recommended to be rejected:

There are no alternative options submitted for consideration, as the conferring of honorary freedoms is considered to be appropriate in order to recognise the outstanding contributions made by the nominated individuals.

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

No

Scrutiny Committee

Is it included in the 28 day Notice of Decisions?

No

HONORARY FREEDOM OF THE CITY

Joint report of the Chief Executive and Executive Director of Commercial and Corporate Services

1.0- Purpose of Report

To consider recommending Council formally to confer the Honorary Freedom of the City upon Monsieur Joël Batteux, Mayor of St Nazaire and Mr Niall Quinn MBE.

2.0 Description of Decision

To recommend to Council that:-

- (i) it agrees to the conferring, in accordance with the provisions of Section 249 of the Local Government Act 1972, of the Honorary Freedom of the City upon Monsieur Joël Batteux, and Mr Niall Quinn MBE
- (ii) authority be given for the Chief Executive in consultation with the Leader of the Council, to agree all appropriate arrangements for the formal ceremony at an extraordinary meeting of the Council to be held on 11th November 2013.

3.0 Background

The Council has traditionally honoured notable citizens of Sunderland who have made significant contributions to the well being and community spirit of the City by conferring on them the Honorary Freedom of the City.

Members of the Council have now nominated two candidates for consideration:-

3.1 Monsieur Joël Batteux

Joël Batteux has been nominated in recognition of his longstanding commitment to the town twinning relationship between Sunderland and Saint-Nazaire throughout his time as Mayor and his significant work with British veterans.

Joël was born on 16th December 1943 in Vitré in Brittany. He went on to train as a chemical engineer before entering politics and being elected as a Member of the Saint-Nazaire Mairie (Town Council) on 13th March 1977. He quickly became Deputy Mayor the following year and was elected Mayor of Saint-Nazaire for the first time in 1983. He will stand down next year, having been re-elected for five successive terms (in 1989, 1995, 2001 ad 2008).

During this time he has done much to transform his own town and the wider region. He is the President of the CARENE (a group of 10 local authorities within the Saint-Nazaire and Loire estuary region) and has been a member of the Regional Council for the Pays de la Loire region (one of 27 regions in France) since 1981, for which he held lead responsibility for Economic Development from 2004 to 2010. He has also been a longstanding ambassador for the town's international relationships and outward-looking approach. He was recognised for his exceptional service by the French state by being designated officer of the *Ordre National de Mérite* in 1992 and appointed a Knight of the Legion of Honour in 1999.

Joël's engagement with Sunderland predates his time as Mayor, dating back almost as long as the twinning relationship itself which is celebrating its 60th anniversary this year. He participated in one of the very first school exchange visits to Sunderland as a teenager in the late 1950's, spending a week at Bede School. Although at that time he did not dream that he might go on to become Mayor, and play such a significant role in supporting twinning, his commitment as Mayor is founded on the enthusiasm for international cooperation developed during that first visit to Sunderland.

Over the course of his five terms he has consistently ensured a lead within his Cabinet for international relations to support the development of the partnership. He has encouraged officers from a variety of service areas to take part in joint activity and to visit Sunderland as well as welcoming delegations from our city to Saint-Nazaire on numerous occasions to share good practice on a wide range of topics. He has also supported the foundation and ongoing development of Saint-Nazaire's Town Twinning Committee, which is starting to develop new joint activities with Sunderland partners this year.

As well as supporting the direct international partnership that Saint-Nazaire shares with Sunderland, Joël's commitment to Anglo-French relations has included significant work with British veterans, for which he was awarded the Order of the British Empire on behalf of Saint-Nazaire by the then-British Ambassador to France, Sir Peter Westmacott, in Paris in 2008. Sunderland's then Deputy Mayor Cllr Dennis Richardson was delighted to represent the city on this occasion to hear Sir Peter praise 'the exceptional relations that Saint-Nazaire has with Great Britain'. The Ambassador referred particularly to the

annual remembrance ceremonies Saint-Nazaire hosts for more than 4,000 people who lost their lives as a result of the sinking of the RMS Lancastria following the Dunkirk evacuation, as well as those who took part in the daring commando raid on the port of Saint-Nazaire as part of Operation Chariot.

3.2 Mr Niall Quinn MBE

A former professional footballer, Niall Quinn MBE played for Arsenal, Manchester City and Sunderland in a glittering career lasting two decades.

Serving the Republic of Ireland with distinction, Niall amassed 21 goals in 92 appearances for his country and played starring roles in FIFA World Cup competitions in Italy in 1990 and Japan and South Korea in 2002.

He received widespread praise following his testimonial game between Sunderland and a Republic of Ireland XI in 2002, breaking with tradition to selflessly donate all proceeds from the game to charities including major children's hospitals in Dublin, Sunderland and India.

His contributions to football and charity earned him an honorary MBE in 2003.

After retiring as a player that year, Niall returned to the game and to Sunderland in 2006 when he brokered the deal which saw the Drumaville Consortium of Irish businessmen take control at the Stadium of Light. Appointed as chairman, his first season resulted in the club's promotion to the Barclays Premier League where it has remained and flourished since.

He attracted millions of pounds of investment to the club which also benefited the city's economy and he played a major role in Sunderland's 2018 World Cup bid

Hugely respected in the game, Niall went on to spearhead the growth of Sunderland AFC's global profile as its head of international development. He stood down from the club in 2012 to further his business interests and spend time with his family and is now a regular commentator on Sky Sports.

During his time in Sunderland Niall not only made a major contribution to its sporting life, but also became a real champion for the city and its people.

As well as helping fund the Niall Quinn Children's Centre at Sunderland Royal Hospital through his 2002 testimonial, he raised millions for charities across the city.

Under his chairmanship at the club, the SAFC Foundation went from strength to strength, working with thousands of young people and their families across the north east,

The annual Niall's Mile walking event lives on to this day, encouraging children to take part in exercise at the same time as raising funds for charity.

4.0 Current Position

Given Sunderland's long tradition of conferring the Freedom of the City on those notable individuals who, through their various achievements, have contributed to the well being and community spirit of the City, it is considered appropriate to recommend the Council to confer the Freedom of the City upon the two nominees.

5.0 Reasons for Decision

The proposal will formally seal the relationships between the nominees and the City of Sunderland and will recognise their contributions to the well being and community spirit of the City. The proposal will also further strengthen the relationship between the City and its twin town St Nazaire.

6.0 Alternative Options

There are no alternative options submitted for consideration, as the conferring of honorary freedoms is considered to be appropriate in order to recognise the outstanding contributions made by the nominated individuals.

7.0 Background Papers

None.

CABINET MEETING – 4 SEPTEMBER 2013

EXECUTIVE SUMMARY SHEET – PART I

Title of Report:

Appointment of Aldermen

Author(s):

Chief Executive and Executive Director of Commercial and Corporate Services

Purpose of Report:

To propose arrangements for the Appointment of Honorary Aldermen

Description of Decision:

To recommend to Council arrangements for the Appointment of Honorary Aldermen for the Council of the City of Sunderland.

Is the decision consistent with the Budget/Policy Framework? *Yes

If not, Council approval is required to change the Budget/Policy Framework

Suggested reason(s) for Decision:

To ensure that there are appropriate arrangements for the Council to recognise formally the distinguished service of former councillors, both to the Council and to the City of Sunderland.

Alternative options to be considered and recommended to be rejected:

To maintain no formal arrangement that recognises the distinguished service of former councillors

Impacts analysed:

Equality ☐ Privacy ☐ Sustainability ☐ Crime and Disorder ☐

Is this a “Key Decision” as defined in the Constitution? No

Is it included in the 28 day Notice of Decisions? No

Scrutiny Committee:

APPOINTMENT OF ALDERMEN

Report of the Chief Executive and Executive Director of Commercial and Corporate Services

1. Purpose of the Report

To propose arrangements for the Appointment of Honorary Aldermen.

2. Description of Decision (Recommendations)

To recommend to Council arrangements for the Appointment of Honorary Aldermen for the Council of the City of Sunderland.

3. Introduction/Background

Under the provisions of Section 249 of the Local Government Act 1972, the Council may, by resolutions passed by not less than two-thirds of the councillors voting thereon at a meeting specially convened for the purpose:

(i) admit to be Honorary Freemen of the Borough persons of distinction and persons who have, in the opinion of the Council, rendered eminent service to the Borough; and

(ii) confer the title of Honorary Alderman upon persons who have, in the opinion of the Council, rendered eminent service to the Council as past councillors.

4. Current Position

While Sunderland Council has an established practice of granting Freedom of the City to distinguished individuals who have contributed to civic life, and to the armed forces, the Council has not previously had any arrangement for awarding the recognition for service to the Council that is conferred by the title of Honorary Alderman.

It is now timely to consider, in the context of the council's community leadership work, how the council may want to recognise distinguished service to the council, the city and its communities, by former Members. In adopting a scheme for the appointment of Honorary Aldermen the council has an opportunity to honour and celebrate the achievements of past Councillors for their services.

The role is not political and does not attract any payment or allowance, but may, at the Council's discretion, provide those appointed Alderman with some small privileges in recognition of their distinguished service, and an opportunity to continue to play a valuable role in civic life.

5. Reasons for the Decision

To ensure that there are appropriate arrangements for the Council to recognise formally the distinguished service of former councillors, to both the Council and to the City of Sunderland.

6. Alternative Options

To maintain no formal arrangement that recognises the distinguished service of former councillors. This option is not recommended as it would fail to embrace the opportunity presented through such formal arrangements for the Council and the city to recognise and celebrate the contribution made to civic life through the distinguished service of former councillors.

7. Impact Analysis

- 7(a) **Equalities** - The proposed arrangement will contribute to the promotion of civic values of fairness and decency.
- 7(b) **Privacy Impact Assessment (PIA)** –administrative arrangements will safeguard the privacy of potential nominees until such time as nominations for the title of Honorary Alderman are made public.
- 7(c) **Sustainability** – The proposals will promote and, in its broadest sense, sustain contributions to civic life.
- 7(d) **Reduction of Crime and Disorder – Community Cohesion / Social Inclusion** – The proposals support promotion of community cohesion through civic leadership.

8. Other Relevant Considerations / Consultations

The Leaders of the principal political groups have been consulted and indicate their support for the proposals

11. Background Papers

none

SUNDERLAND CITY COUNCIL

SCHEME FOR THE APPOINTMENT OF HONORARY ALDERMEN

PURPOSE OF THE SCHEME

This scheme sets out the arrangements Sunderland City Council has decided it will apply when Council exercises its power to appoint Honorary Aldermen contained in Section 249 of the Local Government Act 1972.

The Council has decided that it will confer this Honorary title in recognition of the exceptional services to the City and its people that have been provided by those past Members of the Council that Council may select for the honour.

WHO CAN BE AN HONORARY ALDERMAN?

The title of Honorary Alderman can only be conferred on former Members of the Council who are not Councillors at the time the title is conferred.

The title is awarded to those former Councillors who have, in the opinion of the Council, rendered eminent services to the Council.

The following criteria will be considered when nominations are put forward, but will be applied flexibly and as a non-exclusive list of criteria that are relevant when considering the service of past members of the Council with a view to appointing them Alderman.

- Distinguished service in the Council Chamber
- Distinguished service to Council committees, boards, panels and working groups
- Service that is notable for achieving improvements in the community
- Notable achievements in helping to develop and promote the growth of new Councillors in their role
- Eminent service contributing to the broader civic life of the City

It is not anticipated that appointments will be made in each civic year, since election to the roll of Honorary Alderman is an honour that will not be conferred lightly or as a matter of routine.

Group Leaders are, however, recommended to give consideration to selection of potential nominees at the start of each civic year to allow for early recognition of the contribution made by Members who have recently office. Group Leaders will seek, together, to arrive at agreement regarding nominations to be put forward to Council. Group Leaders will advise the Chief Executive of nominations and, provided it appears that there is majority support for the nomination, and the nominee is content for their name to be put forward, a report will be submitted to the next Council meeting for the Council to decide whether it wishes to convene a special meeting for appointment of Aldermen.

If an Alderman decides to resume their political role and stand as a candidate for election to the Council, they will no longer hold the position of Honorary Alderman. Entitlement to the position will end with immediate effect if they are still standing as a candidate immediately following the deadline for withdrawal of candidates.

The title may also be withdrawn on a formal motion to full Council which sets out the reasons for the proposal to withdraw, if this is supported by not less than two thirds of the Members present and voting at the Council meeting.

THE ROLE OF ALDERMAN

The role of an Honorary Alderman is a non-political civic honorary role. It is not compatible with continuing political activity, other than campaigning work on matters that do not bring the Alderman into conflict with the council.

Those nominated are recognised for their individual contribution to the activities of the Council and the wellbeing of the people of the city. As such, the Council recognises the value of the contribution they have and may continue to wish to make to civic life. The Mayor may therefore, from time to time, seek the support of one or more of the city's Aldermen in promoting the civic interests of the city, through activities such as providing a civic welcome and hospitality and attending at events on the Mayor's behalf.

An Alderman is entitled to attend and take their honorary seat in the chamber at Council meetings, and to make use of some of the facilities available for Members at the Civic Centre.

APPOINTMENT

Honorary Aldermen are appointed by a resolution of the Council passed at a meeting that has been specially convened to consider the appointment(s). Appointments must be approved by not less than two thirds of the councillors voting at the meeting.

At the conferment ceremony a certificate and badge of office will be presented to each newly appointed Honorary Alderman.

PRIVILEGES

As an eminent former Member of the Council, each Honorary Alderman is entitled to the following privileges;

- To be named in the Roll of Honorary Aldermen of the City of Sunderland
- To take and be addressed by the courtesy title of Alderman
- To take their seat in the Council Chamber (although they have no vote and do not contribute to debate)
- To walk in civic procession in a position immediately senior to the current Members
- Use of the Members' rooms and of the Members' dining room
- Use of the Civic Centre car park when undertaking their duties as Alderman
- Use of an ID card, fob and locker in the Members' rooms.
- Invitation to major civic ceremonies and events
- Invitation at the Mayor's discretion to civic events, or to represent the Mayor where the Alderman's knowledge and experience would assist the Mayor in their civic role

CABINET MEETING – 4 September 2013

EXECUTIVE SUMMARY SHEET – PART I

Title of Report:

Proposed amendments to the Council's Delegation Scheme

Author(s):

Deputy Chief Executive and the Head of Law and Governance

Purpose of Report:

To seek approval to amend the Council's Delegation Scheme for the following:

to authorise the Deputy Chief Executive to exercise the Council's full enforcement powers in respect of trees under Part VIII of the Town and Country Planning Act 1990

and also

to authorise the Regulatory Committee, Deputy Chief Executive and Head of Street Scene to exercise functions under the Scrap Metal Dealers Act 2013.

Description of Decision:

That Cabinet recommend to Full Council that the Council's Delegation Scheme in Part 3 of the Constitution be amended as follows:-

Paragraph 2.22 (Deputy Chief Executive) be deleted and substituted as follows:-

"2.22 To authorise the making of Tree Preservation Orders (including any variation or revocation Order) (provided that if any statutory representations or objections are received to any such Orders which the Council is required to consider they shall be reported to the Planning and Highways Committee for consideration) and to exercise the Council's enforcement powers in respect of trees under Part VIII of the Town and Country Planning Act 1990".

and

The further amendments set out in the Schedule to this report be made in relation to the exercise of functions under the Scrap Metal Dealers Act 2013.

And that the Head of Street Scene be appointed as the person to whom oral representations are to be made under paragraph 7(8) of Schedule 1 to the Scrap Metal Dealers Act 2013.

Is the decision consistent with the Budget/Policy Framework? *Yes	
If not, Council approval is required to change the Budget/Policy Framework	
Suggested reason(s) for Decision: To ensure that the Deputy Chief Executive is authorised to exercise all necessary operational enforcement powers expeditiously under the Town and Country Planning Act 1990 in respect of trees that are either subject to Tree Preservation Orders or situated in a conservation area. To ensure that the Council is able to accept and process applications for Site Licences and Collector's Licences from 1 October 2013 and that the Deputy Chief Executive is authorised to exercise all necessary operational enforcement powers expeditiously under the Scrap Metal Dealers Act 2013.	
Alternative options to be considered and recommended to be rejected: There are no viable alternative options to ensure the Council is able to exercise its full statutory enforcement powers in respect of trees or in relation to processing licence applications or serve notices relating to the Scrap Metal Dealers Act 2013 in an expeditious manner.	
Impacts analysed; Equality <input type="text" value="N/A"/> Y Privacy <input type="text" value="N/A"/> Sustainability <input type="text" value="N/A"/> Crime and Disorder <input type="text"/>	
Is this a "Key Decision" as defined in the Constitution? No Is it included in the 28 day Notice of Decisions? No	Scrutiny Committee:

PROPOSED AMENDMENTS TO THE COUNCIL'S DELEGATION SCHEME

Report of Deputy Chief Executive and the Head of Law and Governance

1. Purpose of the Report

1.1 To seek approval to amend the Council's Delegation Scheme for the following:

to authorise the Deputy Chief Executive to exercise the Council's full enforcement powers in respect of trees under Part VIII of the Town and Country Planning Act 1990

and also

to authorise the Regulatory Committee, Deputy Chief Executive and Head of Street Scene to exercise functions under the Scrap Metal Dealers Act 2013.

2. Description of Decision

2.1 That Cabinet recommend to Full Council that the Council's Delegation Scheme in Part 3 of the Constitution be amended as follows:-

Paragraph 2.22 (Deputy Chief Executive) be deleted and substituted as follows:-

"2.22 To authorise the making of Tree Preservation Orders (including any variation or revocation Order) (provided that if any statutory representations or objections are received to any such Orders which the Council is required to consider they shall be reported to the Planning and Highways Committee for consideration) and to exercise the Council's enforcement powers in respect of trees under Part VIII of the Town and Country Planning Act 1990".

and

The further amendments set out in the Schedule to this report be made in relation to the exercise of functions under the Scrap Metal Dealers Act 2013.

And that the Head of Street Scene be appointed as the person to whom oral representations are to be made under paragraph 7(8) of Schedule 1 to the Scrap Metal Dealers Act 2013.

3. Introduction and Current Position

Town and Country Planning Act 1990

3.1 Under the Council's Delegation Scheme, the authorisation of enforcement action in respect of breaches of planning, advertisement and listed building control is delegated to the Deputy Chief Executive to ensure that operational enforcement decisions can be made expeditiously where necessary in the public interest.

- 3.2 It is important to ensure that Chief Officers are authorised to exercise the full scope of statutory enforcement powers under the Town and Country Planning Act 1990 (as amended).
- 3.3 The existing Delegation Scheme requires updating so that the Deputy Chief Executive has the following additional powers:-
- (a) to vary and revoke existing Tree Preservation Orders (TPO) (provided that if any statutory representations or objections are received which the Council is required to consider they shall be reported to the Planning and Highways Committee for consideration);
 - (b) to serve tree replacement notices under Section 207 of the 1990 Act in respect of trees that have been removed, uprooted or destroyed either in contravention of a TPO or without consent (express or deemed) in a conservation area and to carry out replanting works in default under Section 209 of the Act.
- 3.4 The Council has not previously served any notices under Section 207 of the Act. However it is important to ensure that the Deputy Chief Executive has authority to serve such notices in the event they are required in the future.

Scrap Metal Dealers Act 2013

- 3.5 On 28 February 2013 the Scrap Metal Dealers Act 2013 ('the Act') received Royal Assent. The Act revises the regulatory regime for scrap metal dealing and vehicle dismantling. The aim of the Act is to revise the regulatory regime for scrap metal dealing and vehicle dismantling and to give Councils and Police more powers to refuse and revoke licences as well as granting greater rights of entry and inspection. The Scrap Metal Dealers Act 1964 is revoked and also Part I of the Vehicles (Crime) Act 2001, which previously conferred powers and duties upon local authorities in respect of the registration of motor salvage operators.
- 3.6 The Scrap Metal Dealers Act 2013 creates two types of licence. Namely a site licence which will allow a dealer to operate from the sites named on the licence and a collector's licence which will allow dealers to operate as mobile collectors in a council area. An application for a site licence must also name a site manager for each site to be covered by the licence. Each licence lasts for a period of three years. A number of new offences are also created by the Act, such as operating as a scrap metal dealer without a licence, failure to notify changes affecting a licence, failure of a licensee to verify the address of a person selling scrap metal to the dealer and paying for scrap metal in cash. As enforcers of the provisions of the Act, the Police and local authorities are given powers to enter and inspect, powers to issue (and subsequently cancel) closure notices in respect of unlicensed sites and power to apply to the magistrates' court for a closure order.
- 3.7 On 6 August 2013 the Government issued the Scrap Metal Dealers Act 2013 (Commencement and Transitional Provisions) Order 2013 (SI2013/1966) which requires the council to accept and process applications from 1 October 2013.
- 3.8 The existing Delegation Scheme therefore also requires updating so that the necessary delegated powers are in place in relation to the enforcement of the provisions of the Scrap Metal Dealers Act 2013, including the issue, revocation,

refusal and variation of licences. In relation to the refusal, revocation and variation of licences, the Act allows applicants/licence holders to make representations where the local authority proposes to take any of those steps. Such representations may be in writing or, alternatively, the applicant/licence holder may ask to make oral representations. In the latter case, they must be given the opportunity of appearing before, and being heard by, “a person appointed by the authority.” This mirrors a similar provision in the Vehicles (Crime) Act 2001, which the 2013 Act repeals and replaces. In the case of the 2001 Act, the Council’s current Delegation Scheme authorises the Head of Street Scene as the person to whom oral representations may be made and it is proposed that this authorisation be continued in relation to the new legislation. With regard to the licensing provisions of the Act, therefore, it is proposed that the power to issue licences, and to revoke, refuse or vary licences in any cases where no representations are received, be delegated to the Deputy Chief Executive. Any proposal to revoke, refuse or vary a licence in cases where representations are received would be referred to the Regulatory Committee for determination. In cases where representations are made orally, the Head of Street Scene will receive these in accordance with the requirements of the Act and subsequently prepare a written report for consideration by members.

- 3.9 The changes proposed to the Delegation Scheme in relation to the Scrap Metal Dealers Act 2013 are set out in the Appendix to this report.

4. Reasons for Decision

- 4.1 To ensure that the Deputy Chief Executive is authorised to exercise all necessary operational enforcement powers expeditiously under the Town and Country Planning Act 1990 in respect of trees that are either subject to Tree Preservation Orders or situated in a conservation area.
- 4.2 To ensure that the Council is able to accept and process applications for Site Licences and Collector’s Licences from 1 October 2013 and that the Deputy Chief Executive is authorised to exercise all necessary operational enforcement powers expeditiously under the Scrap Metal Dealers Act 2013.

5. Alternative Options

- 5.1 There are no viable alternative options to ensure the Council is able to exercise its full statutory enforcement powers in respect of trees or in relation to processing licence applications or serve notices relating to the Scrap Metal Dealers Act 2013 in an expeditious manner.

6. Impact Assessment

- 6.1 The purpose of this report is to seek approval to amend the Council’s Delegation Scheme so that the Deputy Chief Executive is authorised to exercise the full scope of enforcement powers in respect of trees as contained in the 1990 Act and also that the Regulatory Committee, the Deputy Chief Executive and Head of Street Scene are authorised to exercise functions under the Scrap Metal Dealers Act 2013. . Any proposal to take action would then be subject to an individual decision by the Deputy

Chief Executive in appropriate cases and in light of the statutory grounds for taking action.

SCHEDULE

AMENDMENTS TO DELEGATION SCHEME IN RELATION TO THE SCRAP METAL DEALERS ACT 2013

Powers delegated to the Deputy Chief Executive

Paragraph 2.96

Currently reads:

“To undertake the enforcement of all legislation relating to the Council’s powers, duties and functions in connection with the following areas [including the issuing of certificates, licences, notices (including fixed penalty notices), consents and orders, the authorisation of registration and the maintenance of registers and lists]:

- ...
 - Control of the following trades:
 - ...
 - Scrap metal dealers

and without prejudice to the generality of the foregoing specifically in connection with current provisions:”

In the list of current provisions that then follows, **insert** as a new paragraph (s)(s):
(s)(s) Scrap Metal Dealers Act 2013
and re-letter the remainder of the list accordingly.

Paragraph 2.100

Currently reads:

“To authorise the registration of scrap metal dealers and to grant exemption to the keeping of records by itinerant collectors under the Scrap Metal Dealers Act 1964.”

This paragraph to be **deleted** and **replaced** by the following:

“To undertake the Authority’s powers, duties and functions under the Scrap Metal Dealers Act 2013, including – in addition to the powers set out in paragraph 2.96 and without prejudice to the generality thereof or to the power delegated to the Head of Street Scene in paragraph 8.1 below – the power to refuse applications for licences and to revoke or vary licences and to apply to the magistrates’ court for closure orders.

Paragraph 2.106

Currently reads:

“To undertake the Authority’s powers, duties and functions under Part I of the Vehicles (Crime) Act 2001 in relation to the registration of Motor Salvage Operators, including the

granting and renewal of registrations, the refusal of applications for registration or renewal of registration and the cancellation of registrations.”

This paragraph to be **deleted** and subsequent paragraphs re-numbered accordingly.

Powers delegated to the Head of Street Scene

Paragraph 8.1

Currently reads:

“The Head of Street Scene, within the Deputy Chief Executive’s Directorate, shall be the person to whom oral representations may be made for the purposes of section 5(6) of the Vehicles (Crime) Act 2001 and is authorised to determine whether or not the registration of the operator concerned should be refused or cancelled in the light of such representations.”

This paragraph to be **amended** to read as follows:

“The Head of Street Scene, within the Deputy Chief Executive’s Directorate, shall be the person to whom oral representations may be made for the purposes of paragraph 7(8) of Schedule 1 to the Scrap Metal Dealers Act 2013.”

Powers delegated to the Regulatory Committee

Constitution – Responsibility for Council Functions

C – Licensing and Registration Functions

Currently reads (in relation to the Regulatory Committee):

“The Regulatory Committee shall exercise ... the functions of considering the grant, refusal, amendment and cancellation of licences, certificates, permits or registration (except insofar as such matters have been delegated to Chief Officers) in respect of:

1. ...
2. ...
3. ...
4. ...
5. ...
6. ...
7. ...
8. ...”

Add to the list of matters 1-8:

9. Scrap Metal Dealers

CABINET MEETING – 04th September 2013

EXECUTIVE SUMMARY SHEET – PART I

Title of Report:

Seafront Regeneration (Coastal Communities Fund): Procurement and Appointment of Contractors.

Author(s):

Deputy Chief Executive

Purpose of Report:

This report seeks approval to procure and appoint contractors to deliver the second and third phases of the Coastal Communities funded infrastructure works at Seaburn.

Description of Decision:

Cabinet is recommended to:

- a) Approve the urgent procurement process commenced by the Deputy Chief Executive on 16th August 2013 to procure a contractor to deliver the second phase of infrastructure works at Seaburn, as part of the ongoing Coastal Communities Project (“the Project”);
- b) Authorise the Deputy Chief Executive, in consultation with the Cabinet Secretary, to take all necessary steps to appoint a contractor to deliver the second phase of the Project subject to the terms set out in this report; and
- c) Authorise the Deputy Chief Executive, in consultation with the Cabinet Secretary, to take all necessary steps to procure and appoint, a contractor to deliver the third phase of the Project in 2014, subject to the terms set out in this report.

Is the decision consistent with the Budget/Policy Framework? ***Yes**

If not, Council approval is required to change the Budget/Policy Framework

Suggested reason(s) for Decision:

The delivery of infrastructure works at Seaburn are a key to the ongoing regeneration of Seaburn seafront to provide improved visitor infrastructure and facilitate the future comprehensive redevelopment of Ocean Park in line with the Seaburn Masterplan Supplementary Planning Document and Seafront Regeneration Strategy.

Alternative options to be considered and recommended to be rejected:

The alternative option would be to not progress the works. However as set out above funding for the project has been secured from Coastal Communities and the delivery team is progressing the design stages of the project. The funding conditions require that the works contractors must be procured following a competitive tender process.

Impacts analysed:

Equality Privacy Sustainability Crime and Disorder

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

Is it included in the 28 day notice of decisions? Yes

Scrutiny Committee

**SEAFRONT REGENERATION (COASTAL COMMUNITIES FUND):
PROCUREMENT AND APPOINTMENT OF CONTRACTORS.**

REPORT OF THE DEPUTY CHIEF EXECUTIVE

1.0 Purpose of Report

- 1.1 This report seeks approval to procure and appoint contractors to deliver the second and third phases of the Coastal Communities funded infrastructure works at Seaburn.

2.0 Description of Decision

- 2.1 Cabinet is recommended to:
- a) Approve the urgent procurement process commenced by the Deputy Chief Executive on 16th August 2013 to procure a contractor to deliver the second phase of infrastructure works at Seaburn, as part of the ongoing Coastal Communities Project (“the Project”);
 - b) Authorise the Deputy Chief Executive, in consultation with the Cabinet Secretary, to take all necessary steps to appoint a contractor to deliver the second phases of the Project; and
 - c) Authorise the Deputy Chief Executive, in consultation with the Cabinet Secretary, to procure, and to take all necessary steps to appoint, a contractor to deliver the third phases of the Project in 2014.

3.0 Background

- 3.1 At its meeting in July 2012, following the adoption of the Seaburn Masterplan SPD, Cabinet authorised the Deputy Chief Executive to appoint a contractor to undertake improvements to Seaburn promenade.
- 3.2 These promenade works subsequently became the first phase of the Seaburn Coastal Communities project, when in September 2012, the Council submitted a bid to Coastal Communities Fund. The bid sought £2.0m in funding to deliver the promenade works and two other phases of infrastructure work at Seaburn, as identified within the Seaburn Masterplan SPD.
- 3.3 The £2.0m funding was approved in February 2013 and is supplemented by £1.037m of City Council’s own capital funding already approved for the seafront. The total budget for the Project is therefore £3.037m.

- 3.4 The Coastal Communities funding has conditions attached requiring that money for the three phases of work must be spent within a 2 year timescale (that is, no later than January 2015).
- 3.5 Given the tight timescales associated with the Coastal Communities Project and in order to ensure that the work remains on programme, the project team, with authorisation from the Deputy Chief Executive (in consultation with the Cabinet Secretary), commenced the procurement process for the second phase of the project on 16th August 2013 and expressions of interest must be submitted no later than 9th October 2013.

4.0 Current Position

- 4.1 Since the funding was approved the Coastal Communities project team has overseen the design and delivery of the first phase of improvements at Seaburn promenade by contractors Clugston. The first phase of the works is now underway and will be completed this summer.
 - 4.1.1 The team have also commenced the design of the remaining two phases of the project, which are set out in the Coastal Communities bid document and Seaburn Masterplan. These are:
 - 4.1.2 Phase 2: Environmental improvement works to Whitburn Road to include enhanced areas of public realm and lighting, junction improvements, traffic calming; and upgraded pedestrian crossing areas, the contract opportunity for which has been advertised on 16th August 2013; and
 - 4.1.3 Phase 3: Green Infrastructure Improvements to the Cut Throat Dene area of Ocean Park including measures to address flooding and surface water drainage. The procurement of the phase 3 works is likely to commence in 2014.
- 4.2 As with the first phase promenade scheme, a consultation on the emerging design proposals for the remaining phases will take place.
- 4.3 To ensure best value is achieved it has been determined that a competitive tender process must be undertaken for both phases 2 and 3, involving the procurement and appointment of external contractors to deliver the works.

5.0 Reason for Decision

- 5.1 The delivery of infrastructure works at Seaburn is key to the ongoing regeneration of Seaburn seafront to provide improved visitor infrastructure and facilitate the future comprehensive redevelopment of Ocean Park in line with the Seaburn Masterplan Supplementary Planning Document and Seafront Regeneration Strategy.

6.0 Relevant Considerations

- a) Financial Implications – The works will be funded from the £3.037m budget for Seaburn comprising £2.0m Coastal Communities Funding and £1.037m supplemental funding sourced from the City Council's own resource for the seafront.
- b) Legal Implications – While the value of the works is below the EU threshold for works and the contract opportunity need not therefore be advertised EU wide, there is a requirement under procurement law to ensure that sub-threshold works are given an appropriate level of advertising and opened up to competition. The conditions of the funding also require that the works are competitively tendered. The works will be delivered under an industry standard NEC3 Engineering and Construction Contract, slightly amended for use by a local authority. Council capital funds are used for this Project subject to the Council's wellbeing powers under section 2 of the Local Government Act 2000.
- c) Policy Implications – The projects form part of the wider Seafront Regeneration Project which is in line with the objectives of the Sunderland Strategy and Economic Masterplan.
- d) Sustainability Impact Appraisal – A Sustainability impact appraisal has been undertaken and is attached in appendix one.
- e) Equality Assessment – An Equality Assessment has been undertaken and is attached in appendix two

7. Background papers

- Seaburn Masterplan:
<http://www.sunderland.gov.uk/index.aspx?articleid=8433>
- Seafront Regeneration Strategy:
<http://www.sunderland.gov.uk/index.aspx?articleid=8427>
- Seaburn Masterplan Delivery Project – Coastal communities bid proposal

Decision/report name:	Completed by:	Date:
Approval to procure and appoint contractors to deliver the second and third phases of the Coastal communities Funded infrastructure works at Seaburn .	Ben Winter	20.08.2013

SUSTAINABILITY IMPACT FILTER - SCORECARD

This table assesses whether the decision being developed/proposed potentially has significant sustainability impacts, and therefore requires a full sustainability impact appraisal to be carried out by the Sustainability Team

The full sustainability impact appraisal will identify where the decision can be improved to address sustainability priorities as outlined by the Sunderland Strategy and Local Area Agreement

Please enter the information required in the last column which most closely represents your decision. Answer all applicable questions.

Cost	Description				Enter Project / service cost, £
1	Total cost of the decision	If the decision cost is less than £75,000, you do not need to fill in this form. Enter the full decision value, not annual amounts. Enter amount with all zeros, e.g. 250,000 - do not enter abbreviations, e.g. 75K or 1.2M.			£1,900,000
Economy	Description	Insignificant (Score "0")	Moderate Significance (Score "1")	Major Significance (Score "2")	2
2	Are goods and services required available from Sunderland	No potential to use local suppliers of goods / services, which has been confirmed through local business searches	No searches carried out yet for possible local suppliers	Searches done, and several local suppliers exist	2
3	Could the decision create employment in Sunderland directly (i.e. funding salaried posts), or indirectly (i.e. increasing demand for labour to provide services)	None expected	Some increased employment expected, up to 50 jobs	Significant employment expected, over 50 jobs, either directly, or indirectly	2
Sustainability	Description	Sector	Details	Enter 1 if applicable	
4	The services listed opposite tend to have the largest economic, social and environmental impacts which can be influenced locally. Enter 1 against those services which the decision aims to deliver (tick all main areas that apply)	Construction	buildings, highways and local roads, operations and maintenance	1	
		Health and Social Care	operating costs of hospitals, care homes, social care	0	
		Food and catering	Purchase and preparation of food	0	
		Energy and Fuel consumption	Includes activities which increase energy consumption	0	
		Waste disposal	Includes activities which create waste	0	
		Office equipment and furniture	Includes electrical office equipment, ICT equipment	0	
		Transport provision	Purchase, leasing, or other use of any transport	0	
Environment	Description	Impact	Details	Enter 1 if applicable	
5	Could the decision potentially cause other environmental and social impacts. Mark any which apply.	Pollute air, soils or watercourses	From combustion, or use of gases, chemicals or liquids	0	
		Increase material consumption	Does the decision use large amounts of materials	0	
		Import goods from developing world	E.g. clothing, food and other developing world goods	0	
		Create hazardous waste	E.g. chemicals, electrical items, batteries, oils, fridges, inks	0	
TOTAL:	This represents a score which incorporates the cost of decision multiplied by the sum of the impacts 2 - 5				2,280
Significance threshold					125
EVALUATION					SIGNIFICANT

If the impact score is greater than 125 then the sustainability impacts are to be deemed 'Significant' and the Sustainability Team should be contacted to carry out a full Sustainability Impact Appraisal

CABINET MEETING – 4 SEPTEMBER 2013

EXECUTIVE SUMMARY SHEET – PART I

Title of Report:

Future Library Services

Author(s):

Executive Director People Services

Purpose of Report:

To:

- inform Cabinet of the results from the second phase of consultation on future library services;
- propose a service model to deliver the new vision for library services which has considered the findings from phase 1 and 2 of the consultation programme, usage patterns and releases efficiencies; and
- outline an implementation plan for the introduction of the future library service

Description of Decision:

Cabinet is recommended to:

- (i) note the information about the current service, the financial context and feedback from the recent consultation programme
- (ii) agree the future service model, including the development of library hubs, community libraries and the expansion of the community engagement and outreach programme to take library services into non-traditional community venues
- (iii) agree the implementation plan for the introduction of the new service offer.

Is the decision consistent with the Budget/Policy Framework?

***Yes**

If not, Council approval is required to change the Budget/Policy Framework

Suggested reason(s) for Decision:

The proposed future service model ensures library services will continue to be accessible to all residents of the city whilst delivering the required significant efficiencies from the budget. Library services will be modernised through the use of technology and retained static provision where usage is high.

Services will be delivered through library hubs, community libraries and community outreach programmes enabling services to be taken to communities, in particular, those that need the most support to engender reading and learning.

The council has used evidence taken from the consultation programmes, population, usage and performance and service costs to inform the final proposed future service model.

Alternative options to be considered and recommended to be rejected:

Do nothing – this is not considered a viable option given the significant decline in the use of traditional static library services and the need to implement efficiencies and reduce costs.

To increase the proposed number of community libraries thereby decreasing the number of libraries proposed for closure – this is not considered a viable option given the significant decline in the use of traditional static based Library Services, the need to implement a new vision and service offer and the need to implement efficiencies and reduce costs.

Reduce the number of static libraries further – given the outcome of both periods of consultation and the current demand for static provision proposed to be retained, further reduction of the portfolio is not considered appropriate at this time. In the event that further demand levels and economic environment alter then this aspect of the service can be considered further.

Impacts analysed:

Equality ☒ Privacy ☐ Sustainability ☐ Crime and Disorder ☐

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

Is it included in the 28 day Notice of Decisions? Yes

Scrutiny Committee:

FUTURE LIBRARY SERVICES**REPORT OF THE EXECUTIVE DIRECTOR PEOPLE SERVICES****1. PURPOSE OF REPORT**

- 1.1 To inform Cabinet of the results from the second phase of consultation on future library services
- 1.2 To propose a service model to deliver the new vision for library services which has considered the findings from phase 1 and 2 of the consultation programme, usage patterns and releases efficiencies.
- 1.3 To outline an implementation plan for the introduction of the future library service.

2. DESCRIPTION OF DECISION

- 2.1 Cabinet is recommended to:-
 - (i) Note the information about the current service, the financial context, and feedback from the recent consultation programme.
 - (ii) Agree the future service model, including the development of library hubs, community libraries and the expansion of the community engagement and outreach programme to take library services into non traditional community venues.
 - (iii) Agree the implementation plan for the introduction of the new service offer.

3. BACKGROUND

- 3.1 An initial report on future library services was presented to Cabinet on 13 February 2013. This report provided an overview of library services in Sunderland and feedback from an initial engagement exercise. It suggested a new vision for future library services and proposed a two stage consultation process to develop the vision and to inform the future service offer.
- 3.2 A further report was presented to Cabinet on 19 June 2013. Using the findings of the first phase of the consultation process, this report proposed a revised vision and a new service model based on the development of library hubs, community libraries and the expansion of outreach activities into communities. The report proposed further consultation on
 - the proposed future service model of library hubs, community libraries and community outreach activities
 - how the service can support individuals to access future services and make appropriate and adequate provision for those impacted by the changes

- Identifying appropriate community outreach opportunities to increase access to services.
- 3.3 At the meeting Cabinet agreed the report including the proposed vision and future library service model and further consultation.
- 3.4 Further details of the consultation and findings are detailed in section 5.

4. POLICY, FINANCIAL AND SERVICE CONTEXT

- 4.1 The Library Service is a statutory function of local government. The Public Libraries and Museums Act 1964 states:

“ It shall be the duty of every library authority to provide a comprehensive and efficient library service for all persons desiring to make use thereof provided that although a library authority shall have power to make facilities for the borrowing of books and other materials available to any persons it shall not by virtue of this subsection be under a duty to make such facilities available to persons other than those whose residence or place of work is within the library area of the authority or who are undergoing full-time education within that area.”

The library service must:

- Serve both adults and children
 - Be available to everyone and meet any special needs required by members of the local community
 - Encourage participation and full use of the service
 - Provide materials in sufficient number, range and quality to meet general and specific requirements of those in the community
 - Provide value for money, working in partnership with other Authorities and agencies
- 4.2 In addition to delivering this statutory function, the vision and proposed future service model detailed in section 6, supports the delivery of the city's economic, social and educational policy. As outlined previously, one example of a key policy driver is the Marmot Report. Cabinet will recall that Marmot supports the council's view that equal opportunities in early years provision supports child development. The new vision for library services enables the council to support a range of policy recommendations in the Marmot Report including providing good quality early years education and childcare proportionately across the gradient, which will be supported through targeted outreach provision at children from disadvantaged families.
- 4.3 The revised vision and proposed service model will enable library services to contribute to the council's corporate outcomes framework, providing access to quality learning environments through readily

available reading material, quality information services and learning opportunities.

- 4.4 The council has made efficiency savings of approximately £100m over the last 3 years and now faces a similar, further amount to be saved over the next three years, with the library service to contribute £850,000. It therefore becomes ever more important that all available resources are targeted at a range of universally accessed services but are equally focussed on enabling and supporting residents to actively engage in community and city life.
- 4.5 The future library service model will continue to allow significant universal access and will target resources to engage those residents who need or would most benefit from increased access and support. The proposals also take account of consultation feedback to support the development of more confident readers, offer access to new electronic reading formats and the retention of trained and qualified library staff.

5. CONSULTATION METHODOLOGY AND FINDINGS

- 5.1 Following agreement from Cabinet a two phase approach has been undertaken to consult on the proposed vision and new service model for future library services.
- 5.2 The first phase of consultation was undertaken from 27 February to 25 March 2013. This period of consultation concentrated on the proposed vision for future library services and on gaining an understanding of the needs and preferences of current and potential customers in relation to how library services should be provided in the future within the resources that are available. The results from this phase of consultation were used to inform the future service model and revised vision. They were presented to Cabinet on 19 June 2013.
- 5.3 The second phase of consultation was undertaken from 20 June until 21 July 2013. A variety of methods were used to inform our thinking about the new service model and to enable the service to develop appropriate provision for those identified as impacted by the changes. These included:
- A survey, available online and in print format from 20 June to 21 July (Appendix 3). This was promoted and widely available from static libraries, museum venues, leisure centres, partner organisations and via the council's consultation calendar and website. Information was circulated to partners and the voluntary and community sector. Residents who do not use library services currently were also targeted in locations across the city.
 - Engagement sessions with Elected Members in wards where libraries are proposed for closure, Area People Boards, Voluntary and Community Sector (VCS) Area Networks, Equality Forums and library service employees.

- Open days at City Library and Arts Centre, Houghton Library and Customer Service Centre, Sandhill Library and Customer Service Centre, Bunnyhill Library and Customer Service Centre and Washington Town Library and Customer Service Centre during which library employees were available to enable residents to share their views and ask questions.

A copy of the Consultation and Engagement Calendar is available at Appendix 2.

5.4 Findings of Second Phase of Consultation

This section summarises some of the key messages from the consultation on future library proposals.

5.4.1 Usage

As in phase one of the consultation, the majority of respondents are library users (96%) and again library users are more likely to be female and aged 55+ years. Forty-one percent of respondents say they currently use one of the proposed library hubs as their main library, 31% currently use proposed community libraries and 29% currently use one of the libraries proposed for closure as their main library.

5.4.2 Future access and impacts

When asked, the majority of respondents agree that they understand why the council needs to make changes to the library service (51%) and agree that they will be able to access library services based on the proposed changes (63%), although a significant minority disagree in both cases. A higher proportion of respondents disagree (47%) that they will be able to access library services online than agree (36%).

Eighty-eight percent of respondents say they will use at least one of the 11 proposed libraries in the future based on proposed changes, with 9% each saying they will use online library services and take part in activities in the local community, 7% who will order books online and 3% who will use Books on Wheels. Thirteen percent of respondents say they will be unable to access library services.

Sixty-four percent of respondents believe the proposed changes will have at least some impact on them with 30% thinking it will be a significant impact. Thirty percent believe there will be no impact on them.

Respondents whose main library is proposed for closure are most likely to feel significantly impacted, are least likely to understand why the council needs to make changes and least likely to feel able to access services in the future. Respondents with a disability, those living in East Sunderland and younger respondents (under 55's) tend to be more likely than their respective counterparts to feel significantly impacted and unable to access services.

Some of the main concerns that respondents have regarding the proposals centre around:

- Opening times including lack of evening and weekend availability for those who work
- Travel issues including travel costs, increased travel time and distance, lack of transport, poor public transport arrangements and difficulties in using public transport due to for example age, health and travelling with children and difficulties in carrying books
- Negative impacts for particular groups including older respondents, those with health issues and disabilities, children, young people and families, those living in deprived areas and job seekers, in terms of accessing services and social interaction
- Loss of computer/internet access
- The future of library buildings and impact on communities
- Alternative/remaining provision in terms of aspects such as parking, accessibility and increased pressure on facilities and services.

5.4.3 Alternative suggestions

Both phases of the consultation have highlighted the value of library services to both individuals and communities and a number of consultation respondents and activity outside of the consultation such as the 'Hand's off Sunderland Libraries Campaign' has expressed a desire to keep either specific or all Sunderland libraries open.

Some of the more commonly suggested alternatives to the proposals include keeping libraries open or extending opening hours through the use of volunteers, keeping all libraries open but on reduced hours, generating income in libraries to protect them and making cuts elsewhere. In addition, 11 expressions of interest have been received in terms of alternative uses of library buildings, some of which may permit continuation of some elements of library services.

5.4.4 Opening times

Library hubs are proposed to be open 40+ hours per week and community libraries open for a minimum of 15 hours per week. As might be expected, respondents are more likely to think the opening hours for library hubs are suitable than community libraries. Respondents with children tend to be less likely to think opening hours are suitable. The main issues in respect of community library opening hours relate to the need for evening opening, Saturday opening and more hours, which corresponds with other aspects of the consultation. Young people also suggested seasonal opening and quiet study areas during exam time.

The majority of respondents say they will not visit a library hub at night. For those who will, City Library and Arts Centre is the most popular venue and the most preferred nights for the library hubs are as follows:

- Monday – Sandhill Centre Library
- Wednesday – Bunny Hill Library, City Library and Arts Centre, Washington Town Centre Library.
- Thursday – Houghton Library

5.4.5 Alternative venues for online reservations and activities and

events

Thirty-four percent of respondents would be willing to access one of the proposed venues for collecting online reservations, the most popular being a community centre, although popularity of venues does vary across different groups. Those aged under 35 years tend to be most receptive to online reservations overall whilst respondents whose main library is proposed for closure, older respondents (particularly aged 75+) and those with a disability are less likely to reserve online.

Fifty percent of respondents would be willing to access one of the proposed venues for events, activities and courses, the most popular again being a community centre followed by a school. Those aged 25 to 34 years and those with children are more receptive overall and again older respondents (particularly aged 75+) and those with a disability are somewhat less receptive. The most popular events, activities and courses that respondents might be interested in getting involved in are computer/IT courses, arts and crafts and activities for children and young people.

5.4.6 Promotion

The importance of effectively promoting the new service to both existing and potential users is highlighted. The best ways to let respondents know about library services are through libraries, via email and by post/through the door, although it should be borne in mind that this is largely based on existing library users.

6. NEW SERVICE MODEL

6.1.1 The revised vision for the new library service is:

‘Future library services will provide high quality, accessible reading, information and learning for all, therefore, supporting the development of individuals and communities to play an active role in the city and to enable them to achieve to their full potential’

6.1.2 The consultation confirmed that respondents main use of libraries was to borrow books; alongside the traditional lending of books the new library service will support literacy development, increase access to and progression in lifelong learning opportunities, and encourage social engagement. A number of respondents confirmed their interest in e-books and technology and in support of this the service will embrace modern technological and e-based service developments. It is expected that some respondents will likely need demonstrations and encouragement in this area and these will be provided.

These developments will mean access to reading materials in a number of formats so that choice and accessibility is wider and more convenient for those who have competing pressures on their time, different abilities or physical disabilities. It may also contribute to a reduced carbon footprint.

- 6.1.3 Although services will continue to be delivered from 11 static service points, as has been requested throughout the consultation, services will also be taken out into communities, in particular, to those communities that need the most support to encourage / engender reading and learning, whilst continuing to ensure accessibility for children and older people. During phase 2 of consultation, respondents with a disability and those with children highlighted there may be some difficulties in accessing the retained service points, with those in the East of the City saying they were impacted the most. Services will be delivered in a range of neighbourhood venues that local people access and that are accessible to them. Engagement work commenced during the consultation process will continue to enable adequate access to services that people feel happy with.
- 6.1.4 The table below summarises the 6 components of the new library service

LIBRARY HUBS
COMMUNITY LIBRARIES
COMMUNITY VENUES
SCHOOLS
OUTREACH
E-ENABLE

6.2 Library Hubs

- 6.2.1 Consistency in the provision of core library services across the five areas of the city will be supported by the establishment of a library hub in each area. These hubs will enable service provision to be tailored to local community needs and provide a base from which community outreach programmes can be supported.

It is proposed that the following libraries will become library hubs:

East: City Library and Arts Centre

West: Sandhill Centre Library and Customer Service Centre

North: BunnyHill Library and Customer Service Centre

Coalfields: Houghton Library and Customer Service Centre

Washington: Washington Town Centre Library & Customer Service Centre

All library hubs will be open for more than 40 hours a week over six days, with each hub open on one weekday evening based on feedback from the consultation process. Opening hours will be reviewed one year from implementation, taking into account demand, usage patterns, and ongoing customer feedback. This will enable the service to respond to any impacts of seasonal usage or usage coinciding with exam times for example.

Services provided from hubs will include access to:

- A wide selection of reading materials for free loan in a range of formats for adults, children and young people, including

“boomboxes” which provide access to national talking newspapers and magazines

- A comprehensive range of information resources and services, including access to the Driving Theory Test and the GO Citizen study Resource for candidates preparing for the Life in the UK Test
- Reservation services
- ICT, the Internet and online information resources
- Health information and resources
- Learning opportunities, working collaboratively with a range of partners including Age UK Sunderland, City of Sunderland College, Family and Adult Community Learning, Northern Learning Trust and the Workers Educational Association (WEA)

For example:-

A series of pilot courses run by City of Sunderland College in numeracy, ICT and employability skills including:

- a 10 week employability course at City Library and Arts Centre from 23 September 2013. Course content will include applying for jobs and courses, preparing for an interview, introduction to work, action planning to improve performance.
- an 8 week numeracy course in Houghton Library from 23 September 2013.
- a 10 week Introduction to computing course in all library hubs from January 2014. Students will learn the basics of using word processing and spreadsheets, file management, the internet and email.

Following review and evaluation of this pilot programme, additional courses will continue to be developed, Further learning opportunities will be developed through working with the Northern Literacy Trust, who will continue to deliver entry level programmes in learning to read and write from each of the library hubs where there is a demand.

- Free careers guidance and job search sessions provided by qualified careers advisers from the National Careers Service to support progression in learning and work
- Council Customer Services
- Access to local history information
- Community information
- Trained library and information staff providing high quality services
- Space for community activity, debate, displays and events
- Visitor information

6.3 Community Libraries

- 6.3.1 In addition to the five library hubs identified above, library services will also be delivered from six community libraries, each providing access to core library services, reflecting a geographic distribution of static libraries across the city.

It is proposed to confirm the following libraries will become Community Libraries:

East: Ryhope Library and Customer Service Centre

West: Kayll Road Library

North: Fulwell Library

Coalfields: Hetton Library and Customer Service Centre, and Shiney Row Library and Customer Service Centre

Washington: Washington Millennium Centre Library

It is proposed that the Community Libraries will open for a minimum of 15 hours per week for the delivery of “core” library services. These opening hours will be reviewed and refined to reflect current usage and the results of the recent consultation. Opportunities to extend opening hours will be possible through the Volunteer Development programme (see below). In addition Community Libraries will host a variety of outreach activities (see below) in addition to the “core” hours.

A wide range of factors have been taken into consideration when determining which libraries will become community libraries including detailed examination of population and proximity, current usage and performance, asset management costs and service costs.

Services provided from community libraries will include access to:

- A selection of reading material for free loan for adults, children and young people in a variety of accessible formats
- A range of information resources and services, including access to the Driving Theory Test and the GO Citizen study resource for candidates preparing for the Life in the UK Test
- Reservation services
- ICT and the Internet and online information resources
- Selected reader development activities
- Selected learning opportunities and information e.g. we are exploring with the City of Sunderland College the possibility of offering the Steps4Change Programme for young people aged 16+ who are not in education, employment or training (NEET) at Ryhope Library. This programme covers drug and alcohol awareness, employability skills, independent living, maths and english
- Resources that reflect the diversity and needs of the local community
- Local history information
- Community information
- Trained library staff providing high quality services
- Space for community activity, debate, displays and events
- Visitor information

- 6.3.2 The 11 library buildings proposed to be retained in the new service model accounted for 87.75% of all library visits in 2012/13. These facilities will form the basis of the statutory provision and collectively ensure that 100% of Sunderland residents will continue to live within 2 miles of a static library.

6.3.3 To enable the delivery of the future library service model it is proposed to decommission 9 libraries based on current usage, performance, cost per visit and asset management assessment. The libraries proposed for closure are:-

- Doxford Park
- Easington Lane
- East Herrington
- Fence Houses
- Hendon
- Monkwearmouth
- Silksworth
- Southwick
- Washington Green

6.4 Community venues

Throughout the consultation process the service has engaged with residents, partner organisations and the city's community and voluntary sector to explore the potential for joint working on the delivery of future library services. A range of community venues have been identified from which library services will be delivered through community book collections, on-line reservation pick-up points and reading related activities. These include children's centres, community centres, extra-care housing provision, and the premises of a wide range of voluntary and community organisations (VCOs) including VCOs operating from some of the library buildings proposed for closure.

Examples include:-

- working with children's centres across the city to develop community book collections and story, rhyme and reading-based craft sessions. This will include those based in voluntary and community sector premises e.g. Austin House in Southwick.
- working with GENTOO and Housing 21 to locate community book collections within existing and planned extra-care housing schemes, to deliver activities such as reminiscence sessions and to explore the possibility of setting up collection points for on-line reservations. This includes discussions about continuing to offer services from Beckwith Mews in Silksworth.
- developing community book collections with the Arts Studio and Foundations in Hendon.

6.5 Schools

The Schools Library Service (SLS) operates as a traded service, currently 82 schools from across the city have taken up the option to buy into the service. The service is part of ASCEL, a national membership network of Senior Children's and Education Librarians, who work together to stimulate developments and share initiatives relating to children and young people in public libraries and

educational services, working actively with a range of national and local organisations to:

- promote the value of library services for children
- jointly agree policies and strategies to develop and sustain services
- promote discussion and exchange of ideas through training, continuing professional development, an annual conference and a members' website.

The future library offer will continue to develop and capitalise on this arrangement to ensure that the literacy development of children, families and communities are at the forefront of all initiatives.

Schools may be receptive to playing a broader role in the delivery of library services e.g. providing access to book collections or family learning. Some meetings to explore these possibilities are already scheduled; targeting particularly schools in those wards where libraries are proposed for closure. Contact will be made with all schools in the autumn term to ask for expressions of interest in working collaboratively.

All schools across the city will continue to be encouraged to subscribe the SLS to ensure they have an appropriate level of professional literacy support to maintain and improve standards of literacy and reading for pleasure across all of the key stages.

6.6 Community outreach programme

6.6.1 The community outreach programme will complement the static library provision, taking services, books and reading-related activities to underserved and target groups in non-traditional settings outside the walls of library buildings. This will also support those respondents in the consultation, who may be impacted by the closure of a local library, by introducing and promoting services in their immediate locality, therefore reducing travel costs, longer distances to carry books and socialisation.

6.6.2 The enhanced community engagement team will facilitate access to library services in each area of the city, working with partners to locate and engage with residents who could and should benefit from services.

They will continue to build up a detailed insight into the needs of communities, designing activities and innovative ways of accessing library services that will spark interest and provide a bridge to progression in learning. They will deliver library outreach programmes to existing and new customers including children and families, targeting in particular areas of deprivation to increase the number of service users. The service will aim to meet the diverse and changing needs of all communities, through research and adapting and tailoring services to meet residents' needs.

6.6.3 The community engagement and outreach offer will have 4 strands:

- Activities related to books, reading and learning
- Books at Home
- Community Book Collections
- Volunteer Development

Examples that will be delivered during the first six months of the new service's operation are included below. The programme will grow and develop as the new service model is embedded.

6.6.4 Activities related to books, reading and learning

- Storychair and story carpet - it is proposed to work with schools and other community groups to design and develop a story chair and story carpet as a piece of art work that will be installed in each hub library to encourage greater engagement with children and families. The programme will start as a creative writing project and craft session, working with a range of community groups and develop into a bespoke storychair / carpet, so each hub library will have a different chair that will stimulate creativity and ownership.
- Rhyme, story, song and story sack sessions in Children's Centres - from October 2013 the service will deliver a regular programme of rhyme, story, song and story sack sessions in Children's Centres.
- Schools - it is proposed to work with all schools in the city to encourage and support their pupils to become library members and engage with library services. Libraries will enable author visits for example through NCBF (Northern Children's Book Festival) which sees library authorities across the region bid for children's authors to go into schools and facilitate literacy/creative writing sessions.
- Reading Groups - building on existing reading groups e.g. for visually impaired young people at Sandhill Centre, the health and wellbeing reading group in Washington and the reading group to support people recovering from a stroke, we propose to develop further reading groups across the city. This will include reading, poetry and reminiscence groups across extra-care housing in the city.

6.6.5 Books at Home

The library service has successfully worked in partnership with the RVS (previously WRVS) for more than a decade, to deliver the Books on Wheels service to people in their own homes who have mobility problems or other health issues that prevent them from visiting a library.

Feedback from the consultation process has highlighted the need for better promotion of library services, particularly Books on Wheels and to ensure that the isolated and vulnerable are aware of the services

that exist to support them. In response to this we propose to rebrand Books on Wheels as Books at Home, relaunching and extending the service with additional volunteers. The service also lends itself to becoming a befriending and social service in addition to book lending as the volunteers build relationships with the customer in their own home as the result of regular monthly visits.

6.6.6 Community Book Collections (CBCs) (See Appendix 5)

CBC's comprise a range of stock issued from the library service to community venues and groups reflecting the venue/group's needs and requirements e.g. CBC's in Children's Centres may consist of fiction suitable for children under 5, fiction suitable for parents/carers and non-fiction related to cooking, health, exercise, crafts and returning to learning or work. All members of the community group are then able to access the stock on an honesty basis. Depending on the location and need, some CBC's would be supported by staff and additional activities. Collections would be changed regularly, depending on usage and demand which would continue to be evaluated.

6.6.7 Volunteer development

It is proposed to make available increased opportunities to volunteer in library services without reducing the quality or the integrity of the existing service, by building on existing opportunities and introducing new ones as appropriate. These may be short term tasks or those requiring a more regular commitment, e.g.

- Books at Home Volunteers (see paragraph 6.5.5 above).
- Reading Activists (a national initiative through the Reading Agency) - to support young people to develop activities for other young people, building a range of transferable skills related to event organisation.
- Summer Reading Challenge Young Volunteers (a national initiative through the Reading Agency) - young people supporting library staff to deliver craft activities for other young people age.
- a pilot 'Confident Reader' scheme with Sunderland University - proposed to go live in autumn 2013 with students volunteering to read with adults and children who need additional support and encouragement to enhance their reading ability.
- Extending opening hours in community libraries

Through the consultation process interest has been shown in volunteering opportunities in the following areas which will be progressed:

Activity volunteer - extending and enhancing the service provided by supporting library based sessions and events across the age range.

Library Ambassador – promoting the role of the library within the community and encouraging usage of library services.

Local Studies volunteer – appropriate support with local and family history programme and digitising local resources as needed.

Try IT – support with basic IT support.

Special Project volunteer – e.g. recording the synopsis of audio-books on “Penfriend” technology to encourage independent browsing by visually impaired customers.

An introductory information session for potential volunteers will be arranged in early autumn 2013. All activities involving volunteers will be managed in line with the national occupational standards for volunteer managers.

6.7 E- enable - ICT and the future e-offer

- 6.7.1 A critical part of modernising the service and operating a future service model will be the incorporation of sustainable modern technological and e-based services. Customers can already manage their accounts online 24/7, renewing books, checking the library catalogue, reserving materials and have access to a wide range of online information resources including online dictionaries, news archives and family history resources. These services will be re launched and enhanced to include:
- 6.7.2 Access to e-book and e-audio book collections provided via the library website. E-readers and digital books are growing in popularity. In some genres and some markets, digital books can outsell their printed versions and there is a growing demand to borrow digital books from libraries. The latest information from the Chartered Institute of Public Finance and Accountancy (CIPFA) shows that 242,381 e-books and 77,780 e-audio books were available for loan in public libraries across the UK as at March 2012. E-lending has the potential to increase access to services by groups that are currently under-represented amongst library users and to revolutionise the reading experience of some customers e.g. partially sighted readers who can increase font size or change lighting levels appropriately.
- 6.7.3 The cross-sector LASH (Libraries Access Sunderland Scheme) partnership with the university and college libraries, enabling anyone who lives, works or studies in the city to access a wider range of resources, including specialist academic and technical information.
- 6.7.4 Refreshed and updated ICT provision in all library hubs and community libraries, loan of digital devices for those without other access, access to wi-fi services (where possible and appropriate), development of on-line reservation service with collection from appropriate community venues and development of an “app” for smart phones to enable a range of activities including catalogue searching and mobile borrowing.

6.8 Capital Investment Programme

- 6.8.1 In support of the implementation and delivery of the future library services model a programme of capital investment in library services will be undertaken. This will include:

- Reconfiguration and refurbishment of the City Library and Local Studies library to improve access to services and to support the realisation of efficiencies
- Refreshed and updated ICT provision in all library hubs and community libraries
- Introduction of the e-book and e-audio book service
- Wi-fi enabling specific locations

6.9 Workforce Engagement and Development

6.9.1 Employees have been fully engaged in the development of the new service model and the associated staffing proposals through enhancements to existing communications, workforce development and performance management processes namely:

- Employee engagement sessions held at each stage of the consultation and review process with the opportunity to find out about and contribute to the formulation of proposals for the future service offer.
- A Frequently Asked Questions process, with updates circulated to all employees on a weekly basis.
- Regular meetings with Trade Unions representatives and dialogue with the council's Transformation Consultation Group.

6.9.2 The employee proposals designed to deliver the new service model include service management and technical expertise to ensure that the council continues to meet its statutory responsibilities, an enhanced community engagement team to target those who could and should benefit from services, including the most disadvantaged and isolated individuals and communities in the city, and library and information assistants to deliver excellent front-line customer service

6.9.3 It is proposed to introduce a comprehensive induction programme for all employees delivering the future service model. This will include ensuring that everyone fully understands the vision, objectives and operation of the of the new service, is able to deliver the highest standards of customer service, has a thorough working knowledge of all elements of service provision and service partners, including those to which it is appropriate to signpost or refer customers for specialist information e.g. the National Careers Service, Age UK Sunderland. As part of the programme the service will develop and deliver joint training with key partners e.g. with Family Intervention Workers in Children's Centres to develop skills and knowledge and to foster the best possible working relationships with partner organisations to benefit service users.

6.10 Implementation of Future Library Services

6.10.1 The key milestones are:-

Cabinet Report on final proposals	September 2013
Appointment of staff and training for future service	September/October 2013

Development and delivery of marketing and communications plan	September 2013
Rollout of new public access ICT services to all libraries	September/October 2013
Launch of new library service	14 October 2013
Launch of community book collections and outreach programme	14 October 2013
Launch of wi-fi services	14 October 2013
Launch of e-book and e-audio book service	2 December 2013
Launch of app	2 December 2013
Start off refurbishment of City Library and Arts Centre and Local Studies Centre	February 2014
Launch of newly refurbished City Library and Local Studies Centre	April 2014

7 REASON FOR THE DECISION

- 7.1 The proposed future services model ensures library services will continue to be accessible to all residents of the city whilst delivering the required significant efficiencies from the budget. Library services will be modernised through the use of technology and retained static provision where usage is high.
- 7.2 Services will be delivered through library hubs, community libraries and community outreach programmes enabling services to be taken to communities, in particular, those that need the most support to engender reading and learning.
- 7.3 The council has used evidence taken from the consultation programmes, population, usage and performance and service costs to inform the final proposed future service model.

8 ALTERNATIVE OPTIONS

- 8.1 Do nothing – this is not considered a viable option given the significant decline in the use of traditional static based Library Services and the need to implement efficiencies and reduce costs.
- 8.2 To increase the proposed number of community libraries thereby decreasing the number of libraries proposed for closure – this is not considered a viable option given the significant decline in the use of traditional static based Library Services, the need to implement a new vision and service offer and the need to implement efficiencies and reduce costs.
- 8.3 Reduce the number of static libraries further – given the outcome of both periods of consultation and the current demand for static provision

proposed to be retained, further reduction of the portfolio is not considered appropriate at this time. In the event that demand levels and the economic environment alter then this aspect of the service can be considered further.

9 IMPACT ASSESSMENTS

- 9.1 A full equalities impact assessment has been developed and has been updated to reflect the findings from both the phase 1 and phase 2 consultations. This is attached as Appendix 6.
- 9.2 The work completed to date has identified that there may be potential negative impacts on disabled users, older people and children. However the Council has considered and identified potential mitigations and has sought additional detailed information from users during phase 2 consultation so that reasonable measures can be put in place where necessary. Details can be found in Appendix 4 and Appendix 6.
- 9.3 For disabled users – any customers who cannot make the journey to an alternative static library because of disability will be offered the Books at Home service, this service will be re publicised and will recruit both volunteers and customers, if needed this could be on a seasonal basis when bad weather may confine people to their home. The Books at Home service also offers social interaction through the volunteers who become befrienders of the customers through a monthly home visit. Depending on where the customers live there could also be other opportunities to engage through community book collections and programmes in sheltered and social housing or through other collections in the nearer locality.
- 9.4 For children – for schools currently visiting libraries proposed for closure alternative options have been explored and by working with partner organisations and schools a programme of library activities for children will continue to be delivered in a range of settings. Alternative provision for children and families will be available through Children's Centres and Community Associations and Leisure Centres where appropriate, also attendance at community fete's and fun days working in partnership with Gentoo and others.
- 9.5 For older people – there will continue to be a core static service in all areas of the city, however any customers who cannot make a journey to an alternative library or outreach collections because of disability will be supported by the Books at Home service (as 9.3)
- 9.6 Twenty community book collections are currently being delivered across the city, this is expected to grow to ensure that all residents have access to a library service in their locality and alternative non traditional venues will continue to be explored as part of ongoing business development.

10 PROJECT MANAGEMENT METHODOLOGY

- 10.1 The future library service review is being planned and implemented using the Council's standard project management methodology.

11 FUTURE FINANCIAL MODEL

- 11.1 The final proposals as set out above deliver the required revenue efficiencies of £850,000 per annum. To support the delivery of these efficiencies a capital investment of £500,000 will be required and provision has been made within the capital programme as agreed by Cabinet in February.

12 BACKGROUND PAPERS

- 12.1 Future Library Services – Cabinet Report – 13 February 2013
12.2 Future Library Services – Cabinet Report – 19 June 2013

13 APPENDIX ITEMS

1. Key performance information by library
2. Consultation and Engagement Calendar
3. Copy of Consultation Questionnaire (Phase 2)
4. Analysis of the public consultation (Phase 2)
5. List of community book collections
6. Equality Impact Assessment

CABINET MEETING – 4 SEPTEMBER 2013

EXECUTIVE SUMMARY SHEET – PART I

Title of Report:

Proposed Capital Works at Easington Lane Primary School and Biddick Primary School to respond to demand for Primary School Places

Author(s):

Executive Director People Services

Purpose of Report:

To seek approval for capital development to create additional primary school places at Easington Lane Primary School and Biddick Primary School.

Description of Decision:

Cabinet is recommended to approve capital developments at Easington Lane Primary School and Biddick Primary School in order to ensure sufficiency of primary school places locally for September 2014

Is the decision consistent with the Budget/Policy Framework? ***Yes/**

If not, Council approval is required to change the Budget/Policy Framework

Suggested reason(s) for Decision:

Projected pupil numbers indicate that there will be a requirement for additional places in the Washington and Coalfields areas from September 2013. This requirement cannot be met from within existing capacity and therefore it is proposed that additional capital development takes place to both schools to reflect the agreed increases to Published Admission Numbers (PAN) from 30 to 45. This increases the overall capacity at both schools from 210 to 315, creating 105 additional places at each school.

Alternative options to be considered and recommended to be rejected:

Given the need for additional primary places in the identified planning areas there are no alternative options for consideration.

Impacts analysed:

Equality ☐
 Privacy ☐
 Sustainability ☒
 Crime and Disorder ☐

Is this a “Key Decision” as defined in the Constitution? **Yes/**
Is it included in the 28 day Notice of Decisions? **Yes**

Scrutiny Committee:

Proposed Capital Works at Easington Lane Primary School and Biddick Primary School to respond to demand for primary school places from September 2014

Report of the Executive Director of People Services

1. Purpose of the Report

- 1.1 To seek approval for capital development to create additional primary school places at Easington Lane Primary School and Biddick Primary School.

2. Description of the Decision

- 2.1 Cabinet is recommended to approve capital developments at Easington Lane Primary School and Biddick Primary School in order to ensure sufficiency of primary school places locally for September 2014

3. Background

- 3.1 All local authorities have a statutory duty to ensure that there are sufficient local school places to meet the needs of the local population. This statutory requirement is set out in the Education Act 1996 and remains as a duty in the Education Act 2011. In order to identify whether there are sufficient places available, the local authority uses a variety of data sources, including live birth rate data, GP registration data and housing development information, to forecast likely demand for places against the capacity available in schools.
- 3.2 Having previously experienced a trend of falling birth rates across Sunderland there has recently been a reversal in this pattern with increased birth rates in key areas of the city, including Washington and Coalfields. Both areas have also been subject to recent housing developments which have placed additional pressure on the sufficiency of primary school places.
- 3.3 In 2012/13 Sunderland City Council made temporary increases in the Pupil Admission Number (PAN) of a number of schools in Washington in order to ensure that there were sufficient places across the planning area to accommodate all pupils. As pupil projections indicated a drop in pupil numbers for 2013/14 all PANs returned to their previous levels for the 2013/14 academic year (with the exception of Biddick Primary School). However, pupil numbers are projected to increase again in 2014/15 and beyond and so it will be necessary to create additional accommodation across Washington to meet the demand for school places. For this reason the PAN at Biddick Primary School was proposed to remain at 45 from September 2013. This was agreed by Cabinet in March 2013.

- 3.4 In addition to this there are projected increases in the Coalfields area in each of the next three years. This is added to by anticipated increase in the demand for primary school places as a consequence of large housing developments in the vicinity of Easington Lane Primary School (at Murton Lane and the site behind Neil Lane). This prompted a proposed increase in the PAN at Easington Lane Primary School from 30 to 45 to ensure sufficient primary school places to meet this future demand. This was agreed by Cabinet in March 2013.

4. Current Position

4.1.1 Easington Lane Primary School

- 4.1.2 Pupil numbers in the Coalfields Area are projected to increase in future years. It has been identified therefore that there will be a shortfall of primary places in the area. Based on live birth data, this amounts to eight places in 2014/15, 15 places in 2015/16 and 21 places in 2016/17.

- 4.1.3 In addition to this the developments at Murton Lane and the Bat Cave/ Neil Road are expected to create an additional 450 new houses in the area (with current data indicating 100 are already developed across the two sites). While projections associated with housing developments vary from area to area it is expected that the named developments could yield between 50 and 112 new primary aged children requiring new school places in the local area.

- 4.1.4 Easington Lane Primary School's pupil population is currently accommodated in nine general teaching bases two of which are leased modular classroom units. One existing teaching space is used to deliver the entitlement for free childcare in the local area for disadvantaged two year olds. It is therefore necessary to ensure that the proposed additional space to be created in the school also meets the space requirements attached to changes to legislation around two year old childcare places.

- 4.1.5 To facilitate the proposed pupil capacity increase from 210 to 315 (an increase of 105 places in total) it will be necessary to increase the number of existing general teaching spaces in the school from 9 to 11. The school was originally designed to achieve expansion if necessary by means of new build extension at both ends of the school building. The new accommodation will increase the capacity of the school by 45 pupils in Key Stage 1 and 60 pupils in Key Stage 2. The two existing leased modular classrooms will be replaced by the new build saving around £17,000 per annum.

- 4.1.6 To meet the required accommodation standards for a 315 place school (an increase of 105 places in total) it will be necessary to provide a separate studio space to enhance the curriculum in areas such as music and drama. The new accommodation will also include increased toilet and storage provision as well as an increase in outdoor play area.
- 4.1.7 The estimated cost for this development is £600,000. In the first instance it is proposed that funding is allocated from the Council's 'Basic Need' capital grant (provided by the Department for Education to develop school facilities in areas of rising demand) which part funds the school asset management programme capital budget. However, the two housing developments identified have Section 106 developer contributions attached to them to the value of £458,758. It is proposed that this funding is transferred to the school asset management programme capital budget as it is released which would free-up further funds in this budget for other areas of the city. In addition to this, longer term efficiencies of £17,000 per annum will be made through the replacement of the hired units on the school site with permanent class bases.
- 4.1.8 If approved the first phase of work will commence in June 2014 with a view to being completed for September 2014. Some initial enabling works may begin earlier in 2014.

4.2.1 Biddick Primary School

- 4.2.2 The increase in primary aged pupil numbers in Washington has required the Council working with local schools in the planning area, to seek a number of additional places in order to ensure there are sufficient school places to meet demand in coming years.
- 4.2.3 In March 2013, following a temporary PAN increase at Biddick Primary School, the PAN at the school for reception aged children was raised permanently from 30 to 45 from September 2013. This increase will mitigate the future demand for places in Washington and will form part of the local authority's strategy to ensure there are sufficient school places in the area.
- 4.2.4 As a result of the agreed pupil admission number increase it will be necessary to increase the current school capacity to 315. Work has already been successfully completed to increase the capacity of the Key Stage 1 accommodation. A further phase of development is now needed to increase the accommodation requirements in Key Stage 2 in readiness for September 2014.
- 4.2.5 It is proposed by means of a new build extension and some internal re-modeling to provide two additional general teaching spaces, a studio space as well as the necessary increased toilet and storage provision. Additional outdoor hard play area will also be provided to facilitate the ongoing increase of the school pupil population.

- 4.2.6 The required works are estimated to cost in the region of £450,000. Costs will be met from Basic Need capital grant provided by the Department for Education to the local authority to address its need for additional school places.
- 4.2.7 If approved works are expected to commence in June 2014 and be completed by September 2014.

6. Reason for the Decision

- 6.1 Projected pupil numbers indicate that there will be a requirement for additional places in the Washington and Coalfields areas from September 2013. This requirement cannot be met within existing capacity and therefore it is proposed that additional capital development takes place to both schools to reflect the agreed increases to PANs from 30 to 45. This increases the overall capacity at both schools from 210 to 315, creating 105 additional places at each school.

7. Alternative Options

- 7.1 Given the need for additional primary places in the identified planning areas there are no alternative options for consideration..

8. Sustainability

- 8.1 The recommendations outlined above will ensure that the Council carries out its statutory duty to ensure that there is sufficient educational provision across all areas of the city where excess demand is projected.

9. Financial Implications

- 9.1 The total value of works is estimated at £1,050,000 with an estimated £600,000 required for works at Easington Lane Primary School and £450,000 estimated to complete works at Biddick Primary School.
- 9.2 All works are to be funded through the Basic Need Capital grant which is provided by the Department for Education to create additional places where these are necessary. It is proposed that as the agreed Section 106 Developer Contributions become available linked to Easington Lane Primary School this funding be transferred in to the school asset management programme capital budget in order to support further sufficiency of places works across the city.

9. Legal Implications

Subject to Cabinet approval of the recommendation, procurement of the above schemes will be subject to the Council's corporate procurement scheme.

10. Relevant Consultation

- 10.1 Consultation has taken place with Headteachers and Governing Bodies of both schools as required under the School Admissions Code 2012.

11. Background Papers

- 11.1 Cabinet Report – March 2013

CABINET MEETING – 4 SEPTEMBER 2013

EXECUTIVE SUMMARY SHEET – PART I

Title of Report:

Youth Justice Plan 2013/14 to 2015/16

Author(s):

Executive Director People Services

Purpose of Report:

The Youth Justice Plan is an Article 4 plan which requires full Council approval.

The report informs Cabinet of the background, purpose and intentions of the plan and seeks to consult with and gain approval from Cabinet and to refer to Scrutiny Committee for comment.

Description of Decision:

Following consultation with various partners, including the Youth Offending Service Board, the Children's Trust, the Safer Sunderland Partnership, managers and practitioners from the Youth Offending Service and officers from the Council's Strategy, Policy and Performance Management, Cabinet is recommended to provide comment on the Youth Justice Plan 2013/14 to 2015/16 (attached) and recommend that it is referred to Scrutiny Committee for their consideration and comment.

Cabinet are further requested to give delegated authority to the Portfolio Holder for Children and Executive Director People Services to accept any amendments to the plan being referred to Council for final approval.

Is the decision consistent with the Budget/Policy Framework? *Yes/No

If not, Council approval is required to change the Budget/Policy Framework

Suggested reason(s) for Decision:

The Youth Justice Plan is an Article 4 plan under the Constitution of the Council and is the primary document for Youth Offending Team (YOT) partnerships to set out how they will deliver against Youth Justice Board (YJB) performance management framework for YOTs and is a key source for local youth justice planning.

Alternative options to be considered and recommended to be rejected:

The alternative option is not to submit the Youth Plan to full Council, however this would have a negative impact on local youth justice planning and the services' ability to deliver against its action plans.

Impacts analysed:**Equality****Privacy****Sustainability****Crime and Disorder**☒**Is this a “Key Decision” as defined in the Constitution?****Yes****Is it included in the 28 day Notice of Decisions?****Yes****Scrutiny Committee**

YOUTH JUSTICE PLAN 2013/14 to 2015/16**REPORT OF EXECUTIVE DIRECTOR PEOPLE SERVICES****1. Purpose of the Report**

- 1.1 The Youth Justice Plan is an Article 4 plan which requires full Council approval.
- 1.2 The report informs Cabinet of the background, purpose and intentions of the plan and seeks to consult with and gain approval from Cabinet and to refer to Scrutiny Committee for comment.

2. Description of Decision (Recommendations)

- 2.1 Following consultation with various partners, including the Youth Offending Service Board, the Children's Trust, the Safer Sunderland Partnership, managers and practitioners from the Youth Offending Service and officers from the Council's Strategy, Policy and Performance Management, Cabinet is recommended to provide comment on the Youth Justice Plan 2013/14 to 2015/16 (attached) and recommend that it is referred to Scrutiny Committee for their advice and consideration.
- 2.2 Cabinet are further requested to give delegated authority to the Portfolio Holder for Children and Executive Director People Services to accept any amendments to the plan being referred to Council for final approval.

3. Introduction/Background

- 3.1 The Crime and Disorder Act 1998 requires the Chief Executive of each local authority area to set up a multi-agency Youth Offending Team / Service (YOT / YOS) governed by a multi-agency Management Board. The act requires that each Team / Service produce an annual Youth Justice Plan.
- 3.2 The Sunderland YOS Management Board comprises the four statutory agencies of the Local Authority, Police, Probation and Health as well as the area courts as a local partner. The attached Youth Justice Plan 2013/14 to 2015/16 was considered by the multi-agency YOS Management Board on 30 May 2012.
- 3.3 The Youth Justice Board (YJB) oversees the youth justice system in England and Wales. The YJB is required to monitor performance of the youth justice system and report to the Secretary of State for Justice. The YJB does this through the collection of performance data and annual Youth Justice Plans.
- 3.4 Each year the YJB issues guidance on the required content for the annual Youth Justice Plan and sets out the required submission date. The Youth Offending Service partnership is therefore given a defined period for the development of the Youth Justice Plan and for the relevant consultations to be undertaken.

- 3.5 The YJB stated that from 2013 there would be no set criteria or templates and that the content of the plan should be in line with local planning arrangements. Therefore, Sunderland Youth Justice Board agreed to produce a three year plan, which will be reviewed and published annually.

4. Current Position – Youth Justice Plan 2013/14 to 2015/16

- 4.1 The Youth Justice Plan 2013/14 to 2015/16 sets out the principal aim of the Sunderland Youth offending Service to *'prevent offending and re-offending by children and young people'*. It also sets out the key related outcomes of reducing the numbers of first time entrants to the criminal justice system, reducing the proven rate of re-offending for children and young people and maintaining a low use of custody.
- 4.2 The Youth Justice Plan 2013/14 to 2015/16 sets out a number of service development priorities that have been developed on the basis of a comprehensive needs analysis drawing on evidence from a range of sources including:-
- The national and local policy context for youth justice.
 - Performance against key national and local outcome targets.
 - Analysis of prevention and youth offending service assessment data.
 - Outcomes of practice quality assurance audits and good practice guidance.
 - Analysis Viewpoint data (an interactive game style evaluation tool for use with young people).
 - Outcomes of consultations with parents and carers.
 - Outcomes of consultations and satisfaction surveys with victims of crime (this takes into consideration young victims and the views of the wider population of children and young people through the young people's fear of crime survey)
 - Consultation with members of the general public on restorative justice services.
- 4.3 The plan sets out the outstanding performance of Sunderland Youth Offending service and it's achievements during 2012-2013. The service's validated achievements for the whole of 2012-13 are:
- First time entrants have reduced by 65% since 2010 (501 to 176). In 2012/13 in particular early intervention approaches have contributed to a 31% decrease in full time equivalents (256 to 176).
 - The overall number of young people reoffending has reduced by 55% between 2009/10 (442 young people) and 2011/12 (198 young people), as measured against the tracked sample cohort.
 - Use of custody has been maintained at a low rate of 0.67. This represents a 19% reduction in the number of custodial disposals since 2010 (21 in 2010 to 17 in 2012/13).
 - At the end of 2012/13, only 1.6% of the overall 10 to 17 population in Sunderland received a substantive outcome in the year, against a position of 3.9% at the end of 2009/10.
 - Successful implementation of a national pathfinder pilot for Liaison and Diversion, established to implement a formal process of undertaking early assessment of children and young people on the edge of the criminal justice system.

- Continuing successes of the Sunderland YOS Family Intervention Programme that plays a direct and key role in the delivery of the Strengthening Families Strategy, a Strategy which has received national praise and particular recognition by Louise Casey, Director General for Troubled Families as best practice. Cost benefit analysis demonstrates that £211,967 has been saved by for the local authority by FIP between April and December 2012 by keeping young people out of care and getting them back into school; reducing families' anti-social behaviour and offending and getting them closer to the job market.
- Implementation of compliance panels in 2012 in response to providing an effective approach to young people who breach their orders, reducing breaches from 70% in 2011 to 38% during 2012. Sunderland's compliance panels are also referenced in the Youth Justice Board's Effective Practice Library.
- Sunderland's overall continued high performance is recognised by the Youth Justice Board with a review in March 2013 concluding that Sunderland continue to demonstrate significant progress in several areas of their partnership work around youth justice and continues to perform well against national indicators.

5. Reasons for the Decision

- 5.1 The Youth Justice Plan is an Article 4 plan under the Constitution of the Council and is the primary document for YOT partnerships to set out how they will deliver against Youth Justice Board (YJB) performance management framework for Youth Offending Teams (YOTs) and is a key source for local youth justice planning.

6. Alternative Options

- 6.1 The alternative option is not to submit the Youth Justice Plan to full Council. This would have a negative impact on local youth justice planning, and the service's ability to deliver against its action plans.

7. Relevant Considerations / Consultations

- 7.1 The relevant statutory partners, including the Sunderland Children's Trust and Safer Sunderland Partnership, as well as local partners have been consulted on the plan through the YOS Management Board.
- 7.2 Consultations and service user feedback have informed the development of the plan through the needs analysis underpinning the plan.
- 7.3 The report and plan will be presented to the Scrutiny Committee, Cabinet and full Council.
- 7.4 **Impacts Analysis: Crime and Disorder**
- 7.4.1 The principal aim of the Youth Offending Service is to prevent offending and re-offending by children and young people in Sunderland.

- 7.4.2 The role and responsibilities of the local YOT/YOS are set out in the Crime and Disorder Act 1998 and the Youth Offending Service continues to work with four statutory agencies of Police, Probation, Health and the Local Authority to ensure that the service continues to be a high performing which delivers outcomes which contribute to the Council's priorities.

8. Glossary

MOJ Ministry of Justice
YJB Youth Justice Board
YOS Youth Offending Service

9. List of Appendices

Appendix 1 – Sunderland Youth Justice Plan 2013/14 to 2015/16.

10. Background Papers

There are no background papers.

SUNDERLAND YOUTH OFFENDING SERVICE

YOUTH JUSTICE PLAN 2013/14 to 2015/16

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FOREWORD

On behalf of Sunderland Youth Offending Service (YOS) Management Board, we are pleased to introduce the service's three year strategic Youth Justice Plan for 2013/14 to 2015/16.

Over the past year, the service has seen significant changes in the both the local and wider strategic landscape, most notably in relation to Sunderland's Strengthening Families approach, the Legal Aid Sentencing and Punishment of Offenders Act (LASPO) 2012, the appointment of Police Crime Commissioners and revised youth justice national standards.

The service's historical successes in delivering effective outcomes for children and young people has continued with significant reductions in first time entrants and reoffending and at the same time has made positive impacts on families, victims and the wider community.

The creativity, innovation and passion of staff continue to drive the service through a transformation which will enable it to embed a whole family approach to its work with children young people and their families and carers and an extended restorative justice offer across the City.

The LASPO Act has made a number of significant changes to how children and young people are dealt with in the earliest part of the criminal justice system. This has helped to further strengthen the service's relationships with Northumbria Police and partners delivering specialist services. The changes to out of court disposals firmly embeds an early intervention approach to dealing with young people at the earliest opportunity, aiming to ensure outcomes are both proportionate to the crime committed as well as being effective in reducing the risk of further offending. The historical successes with key partners of the service's prevention agenda and the already established Liaison and Diversion project have created the innovative working practices needed to successfully support the LASPO changes.

As both a criminal justice agency and a children's service, partnership working continues to be at the heart of our approach to tackle offending, ensuring public protection and safeguarding children. This plan sets out how the Sunderland Youth Offending Service partnership will work effectively with partners to prevent young people entering the youth justice system, to continue to reduce reoffending and support families, victims and the wider community. The partnership has identified 5 key priorities across this year and beyond to 2015/16 which will define the service's approach to both core statutory youth justice approaches but also how the service will support the City's wider strategic priorities across the strengthening families agenda, community cohesion, community safety, health and wellbeing, community resilience and the priorities of the Police Crime Commissioner.

The YOS Management Board continues to be seen as a strong and committed partnership in the city and will lead and support the service throughout the next three years to develop and maintain its partnership working to achieve positive outcomes for children and young people who offend and who are at risk of offending.

The significant achievements of the YOS during 2012/13 have demonstrated how the service has been able to adapt and realign its resources to meet the ongoing future challenges to prevent offending and reduce reoffending in the City, with the support of its key partners.

Cllr Patricia Smith

Portfolio Holder for Children and Learning City of Sunderland Council

Keith Moore

Chair of the Sunderland Youth Offending Service Management Board
Executive Director of Children's Services

DRAFT

INTRODUCTION

Sunderland Youth Offending Service is a multi-agency service comprising of the four statutory agencies of Police, Probation, Health and the Local Authority. The service works in partnership with other key agencies such as the area courts and specialist service providers including child mental health, substance misuse, accommodation, etc.

The principal aim of the service is **to prevent offending and re-offending by children and young people**. In doing so, the service works in partnership to deliver both statutory and non-statutory services to:

- Young people aged 10-17 who, because of potential or actual offending have become involved in the criminal justice system;
- Children and young people identified as at risk of offending;
- Families of children and young people offending or at risk of offending; and
- Victims of young people who have offended.

The role and responsibilities of local Youth Offending Teams/Services (YOT/YOS) was set down by the Crime and Disorder Act 1998. It also included the requirement for each local area to produce an annual Youth Justice Plan setting out how youth justice services will be delivered in the local area.

This plan is a 3-year plan which will allow to YOS to embed its longer term strategic approach to reducing offending and re-offending. It sets out the strategic priorities of how both statutory and non statutory youth justice services will be delivered in Sunderland across 2013/14 to 2015/16 and outlines individual service development priorities for the forthcoming year. The detail on how these priorities will be implemented will be included within a delivery plan, which will be refreshed on an annual basis.

ACHIEVEMENTS IN 2012/13

What we have achieved

Celebrating continuing success with creative and innovative projects

Historically, Sunderland YOS has received praise and accolades for its innovation and positive approach to expanding and improving the services it provides to children, young people and their families and carers and victims.

The service continues to maintain excellent performance against the national priorities set by the Youth Justice Board:

- First time entrants have reduced by 65% since 2010. In 2012/13 in particular early intervention approaches have contributed to a 31% decrease in FTEs
- The overall number of young people reoffending has reduced by 55% between 2009/10 (442 young people) and 2011/12 (198 young people), as measured against the tracked sample cohort.
- Use of custody has been maintained at a low rate of 0.67. This represents a 19% reduction in the number of custodial disposals since 2010.

At the end of 2012/13, only 1.6% of the overall 10 to 17 population in Sunderland received a substantive outcome in the year, against a position of 3.9% at the end of 2009/10.

As both a children's service and a criminal justice agency, Sunderland YOS is committed to delivering life changing outcomes for children and young people who offend, for those at risk of offending and for their families, whilst also ensuring that justice is done for the victims of their offending and the wider community affected by youth crime.

Youth Justice Board – Performance Rating

Sunderland YOS partnership continues to perform very well against all 3 national indicators and continues to be considered a high performing partnership.

“Sunderland continues to demonstrate significant progress in several areas of their partnership work around youth justice.” YJB – March 2013

In 2012/13 we also achieved.....

The service continues to build on its first decade of successes and expand to support youth justice priorities, corporate priorities and a number of partnership priorities. Key partnership developments include:

- **Liaison and Diversion Pathfinder Project**

Liaison and Diversion pathfinders were established to implement a formal process of undertaking early assessment of children and young people on the edge of the criminal justice system with a specific focus in considering physical and mental health problems including speech, language, communication, learning disability, emotional and mental health) and a range of other related difficulties such as school, family and wider health issues (substance misuse).

The Government has made a commitment to having diversion services in place (for children and for adults) in all local areas by November 2014, subject to business case approval. Sunderland YOS received national pathfinder status in August 2011 to deliver diversion services, based on its successful delivery of the early youth crime assessment project funded by Youth Crime Action Plan resources. Sunderland's developing practice and dataset is being used to inform a robust business case that is to be presented to Ministers to support a national roll out.

Between May and November 2012 393 young people were eligible for assessment through the pathfinder project and of those 106 accepted the interventions offered resulting in 149 referrals being made across partnership and specialist services in the period including ETE/Connexions, Parenting/Family Intervention Project, Offending Behaviour, Wear Kids, Safeguarding, health and mental health services and substance misuse.

Led by a high level Strategic Steering Group, significant developments to date include:

- Improving the service's ability to identify specific learning disability and speech, language and communication needs of young people through the pathfinder project by developing and implementing a range of screening tools for identification of these needs.
- Creating and embedding appropriate referral routes needed with the Community Support Team in order to better support and assess the needs of children on the edge of care.
- Strengthening the partnership with the new South of Tyne Children and Young People's Service for Mental Health (CYPS) by evidencing the need of those young people through the pathfinder pilot which has ensured that children and young people's needs are identified early and they can access the service as soon as they need it.
- Strengthening the role of the public health nurse within the YOS ensuring children's health needs are assessed early in order that they can be signposted to the services they may need.

- Established links with the Adult Diversion pilot in Sunderland in order that service developments can be shared and effective transition plans agreed for young people on the cusp of 18.

“John” was arrested for theft and was assessed through the Liaison and Diversion scheme which identified mild to moderate emotional health difficulties and speech problems in relation to a stammer. “John” was to attend an interview for a position as an apprentice and his anxieties were aggravating his stammer. John gave consent to undergo a brief intervention from the Speech and Language Team (SALT) and for YOS staff to support his parents in liaising with the training provider to inform them of his speech difficulties. After working with SALT “John” was successful at interview, the police took no further action in relation to the offence and “John” has not offended since.

• Early Intervention

The LASPO Act has introduced significant changes to early disposals with the final warnings being replaced by the Youth Caution and Youth Conditional Caution. The service’s final warning delivery model, supported by Liaison and Diversion practice, which encompasses an early assessment and intervention approach jointly with Northumbria Police with a restorative justice disposal, has enabled the YOS to be extremely well placed to support the change in practice to the delivery of cautions.

In line with good practice identified within the *Youth Out-of-Court Disposals Guide for Police and Youth Offending Services*, published by the YJB and Ministry of Justice, the YOS will establish annual scrutiny panels with relevant criminal justice partners, to review the decision making process that underpins conditional cautions, looking at cases which are exceptional, controversial, involve non-compliance and are successful.

• Strengthening Families

Sunderland’s Strengthening Families Strategy has received national praise and particular recognition by Louise Casey, Director General for Troubled Families as best practice. The YOS FIP plays a direct and key role in the delivery of the local Strategy.

“I was really impressed by the work of Sunderland FIP and it’s clear your team are extremely skilled and have a really positive relationship with the families you are working with”

Louise Casey, Director General, Troubled Families

Based on its historical successes in delivering a family intervention model, the YOS Family Intervention Project (FIP) has expanded, with the support of additional resources from the Strengthening Families Strategic Board (Family Focus¹) to deliver the intensive offer to families within the city on behalf of partners. The Team has expanded from 3 to 7 full time key workers and is

¹ Part of the Troubled Families national initiative.

using the family wheel² to evaluate progress and outcomes being achieved for families referred, alongside a negative costings tool to demonstrate the efficiencies created.

"(She) makes me feel like I have the strength to get through any problems that I have."

Parent supported by FIP

Since April 1st 2012, 34 new families have been engaged by FIP. Of those, 9 cases have been closed. Cost benefit analysis demonstrates that £211,967.99 has been saved by for the local authority by FIP between April and December 2012 by keeping young people out of care and getting them back into school; reducing families' anti-social behaviour and offending and getting them closer to the job market.

What did the FIP achieve for you?
"How good they are and the changes they help you make in family and the confidence they give you"
Parent supported by FIP

The FIP Team now also have a key role to support Family Focus with its communication strategy; deliver key worker training and co-deliver the Teen Triple P and Strengthening Families Strengthening Communities parenting programmes with internal and external partners. An extension of their partnership with the Tyne and Fire and Rescue Service to extend the nationally recognised Phoenix Project has enabled that project to extend to include parents and carers.

- **Compliance Panels**

Sunderland YOS introduced compliance panels in June 2012 in response to the high rate of breach on Youth Rehabilitation Orders (YRO) and custody cases.

The compliance panel process provides the YOS with the ability to ensure that every effort has been made to support young people's compliance with their court orders and promote flexible ways of engaging young people. Evaluation shows that the use of breach within YRO and custody cases has reduced from 70% of cases during 2011, to 38% of cases during 2012. This has directly impacted and reduced the need for staff resources in both the YOS and the

² The Family Wheel is the family assessment tool being used with families by Sunderland Family Focus which is designed to provide key workers with a simple yet effective way of monitoring family change and the measurement of outcomes by applying a systematic way of analysing, understanding and recording what is happening to families and the wider context of the community in which they live. The wheel can also track progress and change across multiple and inter-linked needs and issues which makes it particularly suited to engaging and supporting families identified under Family Focus.

court system by keeping young people out of the court process and tackling potential breach issues when they arise without having to return young people to court. Compliance panels have not only reduced the need for young people to go to court but that tackling potential breach issues as they arise by promoting compliance and engagement with their orders avoids the need to return young people to court.

As the panels include a review of the restorative justice element of a young person's order, they have significantly developed stronger focus upon the wishes of victims and joined up working relationships between case management and restorative justice teams. The compliance panels also strengthened the opportunities for young people/ carers to give direct feedback to the YOS about the quality of service provided, thereby contributing to Sunderland Council's Participation agenda.

The YJB have produced a national compliance panel framework to help YOTs manage and monitor compliance. The YJB also has a national directory of emerging practice. Sunderland YOS compliance panels are referenced in both documents as examples of innovative/good practice in promoting compliance.

- **Restorative Justice**

The service's Restorative Justice Team continues to deliver an award winning restorative justice service enabling young people to face the consequences of their offending and payback to their individual victims and wider community. In 2012/13 the Team were shortlisted for the Northumbria Youth Justice Award for their innovative project "*A present from Sunderland*", a collaboration between the YOS, young people, the community and cultural services of the City Council. The Team consistently exceed internal service target expectations for victim satisfaction by achieving over 90% of victims satisfied with the service they received and exceeded the target for 2012/13 to increase direct restorative justice opportunities between young people and their victims.

The ongoing success of the RJ approach in the service is being developed into a traded business model, thereby offering local partners and organisations the opportunity to deliver RJ and victim best practice.

Case Study

A Present from Sunderland – Restorative Justice

Linking with the regeneration of the Roker area in Sunderland, the YOS and Cultural services joined forces with Helix Arts in August 2012. The young people involved in the project on community payback led on the community consultation and worked alongside a local community group to develop ideas leading to the development of a leaflet/Roker Beach Activity Kit for young children highlighting local historical and cultural venues. As part of the project a range of “souvenirs” were also designed by the young people. The focus for the work was driven by the local community, councillors and courts as part of community payback and making amends to victims of their offending behaviour.

The souvenirs are to be sold in the tourist centres and local shops to generate income for future. The brand ‘*a present from Sunderland*’ will now be taken forward as a model in other areas of Sunderland for projects, and the YOS is looking to present them as gifts to cultural and business partners visiting Sunderland in the future. Of the group of young people who produced these objects, more than 90% have not re-offended. One young person has been offered a reference by the artists for any future art courses he may wish to apply for.

- **Wrap Around Services**

Sunderland YOS have extended its wrap around service (Intensive Resettlement Support - IRS) to support engagement with education, training and employment and offering additional support for young people assessed through the Liaison and Diversion scheme. In addition, young people who have received formal IRS support will be tracked at 1 month, 3 months and 6 month intervals after closure to check progress and offer additional support if a need is identified, in order to achieve longer term sustainable reductions in their re-offending.

- **“One” Plans**

In line with the Justice Green Paper, Trial National Standards and Munro Review, Sunderland YOS introduced 'one plans' which incorporate the elements of both risk management and vulnerability management plans for a young person allowing for a more streamlined and effective risk management approach within the service in line with YJB guidance.

The development of these plans is identified as an example of good practice by the YJB and is included on the YJB Effective Practice website.

STRATEGIC CONTEXT

National Context

At a national level, the work of the YOS is overseen by the Youth Justice Board (YJB) which is a non-departmental public body created by the Crime and Disorder Act 1998 to oversee the youth justice system for England and Wales. The YJB is now sponsored by the Ministry of Justice (MoJ) and its Board members are appointed by the Secretary of State for Justice. The YJB also receives funding from the Home Office (HO) and from the Department for Education, via the MoJ.

Principally the YJB supports local youth offending services to deliver against the three national youth justice outcome indicators set by government:

- reducing first time entrants to the criminal justice system
- reducing reoffending; and
- reducing the use of custody.

The “Breaking the Cycle” government consultation moved away from setting specific national targets in relation to the outcomes above. Instead, it set in place a framework for self-assessment for use by local professionals and a sector-led peer review process, enabling high performing YOTs to pass on their skills and expertise. The YJB are continuing to develop this approach, providing more transparent and easily accessible data to help local youth justice services benchmark their performance and direct their resources to deliver the three youth justice outcomes.

The framework for self assessment is designed to be flexible for local use and is aligned with other assessment processes including Her Majesty’s Inspectorate of Probation risk-led inspection. As recommended by the YJB, Sunderland YOS has used this tool to identify areas of good practice and areas for improvement. This assessment, alongside staff and partnership consultation, provides a focus for the YOS’ service development priorities and individual delivery plan targets for 2013/14 and beyond.

National Standards

Following the trialling of a more flexible set of national standards for youth justice provision in 2012/13, revised national standards have now been published. These are set and agreed by the Secretary of State to set minimum expectations for youth justice service delivery and practice, consistent with ensuring;

- delivery of effective practice in youth justice services
- safeguarding of children and young people who come into contact with youth justice services
- protection of the public from the harmful activities of children and young people who offend

In defining these standards the Secretary of State also requires that:

- where possible and appropriate, youth justice services are afforded the maximum freedom and flexibility to adapt their practice to local context
- the public have confidence that children and young people subject to statutory supervision by youth justice services are fairly punished and are supported to reform their lives.

The recent revisions to the standards are necessary to assist the introduction of the Legal Aid, Sentencing and Punishment of Offenders (LASPO) Act 2012 and the introduction of AssetPlus, the new assessment, planning and interventions framework, due to replace the current system (Asset) from April 2014. The standards have been updated with the latest developments in resettlement, restorative justice and work with victims.

Sunderland YOS trialled the national standards on behalf of the YJB and fed back on the pilot thus helping to shape the revised national standards.

Quality and Inspection

Sunderland YOS is committed to delivering a quality service to children, young people, families and victims, to ensure that best outcomes are achieved. A quality assurance process is embedded at individual, management and service level using a number of tools and methodologies including case file audits, thematic reviews, supervision and management oversight. The YOS quality assurance approach is prioritised and monitored through the service's delivery plan and supported by regular performance reporting.

The new inspection framework tool is being used in the service to guide and improve practice. Alongside this, the service will also be piloting the "Index of Excellence" approach to review the service at a strategic and operational level during 2013/14.

Local Context

Structure and Governance

Youth Offending Teams were set up under the statutory provisions of the Crime and Disorder Act 1998. The act set down the requirement for a local youth offending teams comprising the four statutory agencies of: the Local Authority (including Children's Services Social Care and Education), Police, Probation and Health. Accompanying the Crime and Disorder Act of 1998 was an inter-departmental circular on 'Establishing Youth Offending Teams' that set out the requirements for a governing chief officer steering group. In 2004 the YJB published "*Sustaining the Success: Extending the Guidance, Establishing Youth Offending Teams*", that set down the requirements for steering groups to transfer into governing YOT Management Boards. The role and responsibilities of Youth Offending Teams and their governing Management Boards have since, and continue to be, regulated by National Standards for Youth Justice Services.

Sunderland YOS Management Board is chaired by the Executive Director of Children's Services with a direct link to the Chief Executive of the local authority. The Sunderland YOS Management Board comprises representatives of the statutory partners as well as other local partners such as the area court (see Appendix 1 for membership).

The multi-agency Sunderland YOS Management Board is identified as a 'significant partnership' for Sunderland and it also provides the strategic links with other significant partnerships, and their associated strategic plans across children's services, criminal justice and community safety.

The Youth Offending Service sits within the council's safeguarding structure of Sunderland's Children's Services, providing effective links and joint working relationships with children's social care.

Strategic Approaches and Local Partnership Arrangements

The work of the YOS cuts across and supports the delivery a number of high level strategies in the city including community safety, strengthening families, health and wellbeing, child and family poverty and community resilience. For example, it will have a positive impact on the mental health and emotional wellbeing of young people, thereby supporting objective 2 within the Health and Wellbeing Strategy to ensure all children and young people are provided with the best start in life. This is not just about early years, but throughout childhood and adolescence. The Youth Justice Plan is aligned to a number of key strategic partnerships, outcomes and priorities. This plan includes illustrations of how the work of the YOS is already embedding (and will look for further opportunities to embed) a number of city-wide strategic principles such as:

- **Prevention:** by identifying young people at risk of offending at the earliest opportunity and ensuring that a young person should not have to come to the attention of statutory YOS services to get the services and support they need. The service has recently embedded links into the City's Risk and Resilience locality working arrangements following transition of the YOS Wear Kids prevention team into that structure.
- **Early intervention:** by supporting the early intervention agenda, critical relationships have been strengthened with Northumbria Police and specialist providers to deliver successfully on the changes to the out of court disposal framework³. The changes to youth justice services with the implementation of the LASPO Act have enabled the service to transform its delivery and practice in early assessment and diversion through the successful delivery of Triage and the Liaison and Diversion scheme.
- **A whole family approach:** The service's Family Intervention Project (FIP) team has played a key role in shaping and delivering the intensive intervention

³ The Out of Court Disposal framework introduced by the LASPO Act replaces the Final Warning Scheme with a range of options which offer a more proportionate approach to low level offending including Community Resolution, Youth Caution, Youth Conditional Caution, all of which include a restorative justice element.

offer of the Strengthening Families initiative and will continue to play a key role in embedding a whole family approach during 2013/14 and beyond.

- **Joint working:** The YOS has a long history of partnership working in providing flexible and tailored services that respond to the needs of those at risk of offending, young offenders and their families, and to achieve better outcomes for victims and local communities. The YOS remains committed to working in partnership with others around numerous issues including safeguarding children, public protection, reducing child and family poverty, swift administration of justice, reducing teenage pregnancy, domestic abuse and teenage relationship abuse, and many other key outcomes that support the service's core outcomes of preventing offending and re-offending. The service has also helped shape and manage cost effective interventions through integrated services.
- **An asset based approach:** The implementation of the new AssetPlus assessment moves away from a primary focus on risk factors to a greater focus on ways in which a young person's positive influences can be enhanced. There will be a stronger focus on a young person's potential to change, opportunities for desistance, along with a greater degree of self-assessment by the young person, and new assessment tools to be completed by parents and carers. A stronger focus will also be placed on the promotion of restorative justice. The successes of the restorative justice approach within the service are being shaped into a business model that will see the service offering restorative justice and training to partners in the city and beyond, and this will make a key contribution to community resilience and community cohesion. The FIP's Family Wheel is also a strengths-based assessment, designed to identify and build on family strengths and help identify the support they need to achieve their aspirations and to empower families to change.

The YOS Management Board links into the Safer Sunderland Partnership which is the local Community Safety Partnership, by acting as a key delivery group in supporting delivery of the Safer Sunderland Strategy 2008-2023 to ensure that "everyone in Sunderland will be, and feel, safe and secure".

The Youth Justice Plan will also support the delivery of a number of key outcomes in both the refreshed Sunderland Strategy and Sunderland City Council's corporate plan as illustrated in the table below.

Sunderland Strategy Outcomes	Sunderland City Council Corporate Outcomes
• A city which is, and feels even safer and more secure	• A city which is, and feels even safer and more secure (People)
• A city that cares for its most vulnerable	• A city that ensures people are able to look after themselves where possible (People)
• Lasting and resilient neighbourhoods	• A responsible, well looked after city that is adaptable to change (Place)

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The YOS Management Board is aligned with the Children's Trust and contributes to its vision to work together to improve the life chances and aspirations for each child and young person in Sunderland. It supports the Children's Trust to embed its principles of improving outcomes through early intervention and preventative approaches and effective multi-agency working. Through its Youth Justice Plan, the YOS Management Board is the responsible partnership for improving Priority Outcome 11 (Youth Offending) in the Children and Young People's Delivery Plan 2010-2013, the initial 3 year plan for implementing the Children and Young People Strategy 2010-2025. The 2013-16 plan will be in place in the autumn of 2013, and youth offending will continue to feature as a priority for the Children's Trust.

Sunderland YOS will work with the Police and Crime Commissioner for Northumbria, alongside other Northumbria YOTs to share and deliver effective and innovative practice that prevent offending and reduce reoffending.

It is within this national and local context that the Sunderland Youth Justice Plan priorities are set.

AIMS AND OUTCOMES

The principal aim of Sunderland Youth Offending Service is to:

“Prevent offending and re-offending by children and young people”.

The key outcomes for our principal aim are:-

1. maintaining the numbers of children and young people entering the criminal justice system for the first time (first time entrants) at current rates or lower
2. Maintaining re-offending by children and young people (proven rate of re-offending and frequency of re-offending) at current rates or lower

Additionally Sunderland Youth Offending Services is committed to preventing young people entering the secure estate (use of custody) and thus a third key outcome is:-

3. Maintaining low levels of custodial sentencing.

Targets and actions against each outcome have been identified below.

Entering the Youth Justice System (First Time Entrants)

Preventing young people entering the Youth Justice System in the first place.

We will achieve this by:

- Working jointly with key partners, including the city's Risk and Resilience structure to deliver early intervention approaches that divert young people from the criminal justice system.
- Further development of the out of court disposal framework and the Liaison and Diversion pathfinder project to enable screening for risk and need at the earliest opportunity upon entry to the youth justice system and deliver appropriate restorative justice interventions.
- Ensuring that young people identified as at risk of offending are engaged in suitable Education, Training and Employment.
- Embedding a whole family approach to intervene early with families who have children at risk of entering the criminal justice system.

Outcome Target: To maintain first time entrants below a rate of 850 per 100,000 of the 10-17 population.

Reducing Re-offending

We will achieve this by:

- Ensuring that young people who offend are engaged in suitable Education, Training and Employment.
- Ensuring that young people who offend are enabled to secure to suitable accommodation and are appropriately supported in relation to these needs.
- Supporting young people to access the health services they need, particularly mental health whilst working with the service and beyond.
- Ensuring the delivery of an effective whole family approach to the delivery of interventions with young people and their parents/carers.
- Continue to deliver evidence-based restorative justice interventions.
- Delivering an effective programme of offending behaviour intervention with impact and cost benefits measured through evaluation.
- Further develop the quality assurance programme of Sunderland Youth Offending Service case management to ensure the service is delivering best practice.
- Implementation of new national standards and continue the delivery of compliance panels.

Outcome Target: To maintain the percentage of young offenders re-offending below 37% and to maintain re-offending below a frequency rate of re-offences at a rate of 1.30.

Maintaining low levels of custodial sentencing

We will achieve this by:

- Reviewing all cases of young people remanded or sentenced to ensure robust and appropriate court services are provided in all cases.
- Ensuring that the YOS offers credible community based alternatives for young people at risk of remand.
- Continuing to deliver successful and innovative alternatives to custody through the intensive supervision and surveillance scheme (ISS).

Outcome Target: To maintain custodial sentencing below a rate of 0.71 per 1,000 of the 10 to 17 Sunderland population.

SERVICE DEVELOPMENT PRIORITIES

To ensure that Sunderland Youth Offending Service is effectively responding to local and national priorities in relation to youth justice and wider key strategic agendas, the following five overarching service development priorities have been identified. These will be reviewed and refreshed on an annual basis across the life of this strategy.

- A preventative approach to reducing reoffending
- Reducing Reoffending
- A family approach
- A restorative justice approach
- Service Evaluation

Improvement actions for each of these priorities are set out below. An annual delivery plan accompanies this strategic plan which contains more of the detail on how these priorities will be delivered.

A PREVENTATIVE APPROACH TO REDUCING REOFFENDING

- Embed strategic and operational links with People and Place Boards.
- Through the Liaison and Diversion Strategy, raise awareness of the health needs of children and young people, improve identification and secure appropriate pathways to meet those needs.
- Further evaluate the delivery of wrap around advocate services to target the services where they are most effective and improve the engagement and compliance of young people working with the service.
- Work with key partners to ensure the effective delivery of the implications of the LASPO Act in relation to out of court disposals (cautions and conditional cautions).
- Maintain a focus on the specific needs of children looked after (LAC) who offend through the delivery of the YOS LAC Action Plan to develop targeted interventions and restorative justice approaches.
- Work with key partners to improve the transition of young people aged 17 and over in order to promote better engagement with adult services.
- Work with key partners to raise the profile of domestic violence and teenage relationship abuse and work towards the implementation of interventions that can meet individual need.
- Ensuring the preventative approach is embedded into partnership working so that children and young people receive the support they need as soon risk of offending are identified.

Outcome Target:

Refine and secure the partnership relationships, both at a city wide and locality level, which will meet the needs of children and young people working with the service at the earliest stage to maintain the reductions in children offending in the city.

REDUCING REOFFENDING

- Review the service's approach to case management to ensure caseloads and responsibilities match appropriately to skill and grade of YOS practitioners
- Ensure offenders from minority groups, including female offenders, receive equitable interventions which address assessed needs and achieve equitable outcomes as the majority offending population.
- Improve the accommodation solutions for difficult to place young people in the City to support pathways out of re-offending.
- Review the current offer in relation to specialist offending behaviour interventions within the service to ensure individual and specialist needs are being met.
- Monitor the use of specialist offending behaviour interventions within the service to ensure they are delivering the best outcomes for those working with the service

Outcome Target:

To ensure that the YOS is providing effective and specialist interventions that achieve positive and best outcomes for reduced re-offending for children and young people.

A FAMILY APPROACH

- Ensure that all existing and new FIP Key Workers understand the needs of the City's 'Intensive' Family Focus families and are appropriately trained and supported to perform this role.
- Agree across the City the definitions of "Level 1" and "Level 2" family intervention and identify which YOS staff outside of FIP who can offer this intervention.
- Ensure that these staff understand the needs of the City's Level 1 and 2 Family Focus families and are appropriately trained and supported to perform this role.
- Ensure that YOS practitioners are supported to effectively engage with families to deliver voluntary family support to embed the whole family approach within the service.
- Ensure that YOS practitioners are supported to effectively identify key family issues including domestic violence, teenage relationship abuse, bullying and sexual offending.

Outcome Target:

To embed a whole family approach to services across the Youth Offending Service.

A RESTORATIVE JUSTICE APPROACH

- Develop and embed restorative justice approaches for out of court disposals and community resolution.
- Develop an effective restorative justice approach in relation to children looked after.
- Develop a cost effective business model for the delivery of restorative justice within the YOS and with external partners.
- Ensure restorative justice is effectively integrated into the whole family approach of the service.
- Further increase direct restorative justice between young people and their individual victims.
- Develop specialist victim modules to improve individual victim work with a focus on domestic violence, teenage relationship abuse, sexual offending, hate crime offences and young victims.

Outcome Target:

To deliver an innovative, transformational and targeted restorative justice service which meets the individual needs of all victims.

SERVICE EVALUATION

- Implement a service evaluation methodology that supports the service in better understanding the effectiveness of its statutory and voluntary interventions aimed at reducing offending and re-offending and ensure that service planning is evidence based.
- Refine the quality assurance process to ensure it reflects on inspection and relevant research reports in relation to effective practice and embed a reflective practice approach to ongoing professional learning.
- Embed a refined service user participation process to inform future service development.
- Maintain a focus on performance and needs analysis in line with service developments and practice agreed for 2013/14.

Outcome Target:

Through service evaluation and quality assurance, develop a better understanding of the most effective interventions in terms of impact and value for money that prevent offending and re-offending as well as fitting with the needs and wishes of the children and young people we work with.

OPPORTUNITIES AND CHALLENGES

The landscape for youth justice services has and will continue to change over the lifetime of this plan. This brings both opportunities and challenges for 2013/14 and beyond.

Sunderland YOS has used a variety of means to identify and consider opportunities and challenges to the service including the YJB Self Assessment, national and best practice research (including thematic inspection), consideration of local and national priorities and a review of the YOS Partnership Risk Management plan.

Opportunities we have identified:

- Strong YOS Management Board
- Opportunities for joint working supported by the Police and Crime Commissioner
- Development of YOS Family Intervention Project in delivering Strengthening Families Intensive Offer city wide
- Successful and maintained performance on national indicators
- Out of court interventions including Liaison and Diversion pathfinder pilot
- Innovative restorative justice and victim work across the service and with key partners to embed early intervention approaches and improve community resilience
- To better understand and identify the assets available to the YOS in helping deliver its outcomes and key priorities
- Reducing demand by strengthening the whole family, preventative and early intervention approaches with those at risk of offending.

The opportunities identified are embedded within the service's development priorities for 2013/14 and will be refreshed annually as part of the delivery planning process that supports this Youth Justice Plan

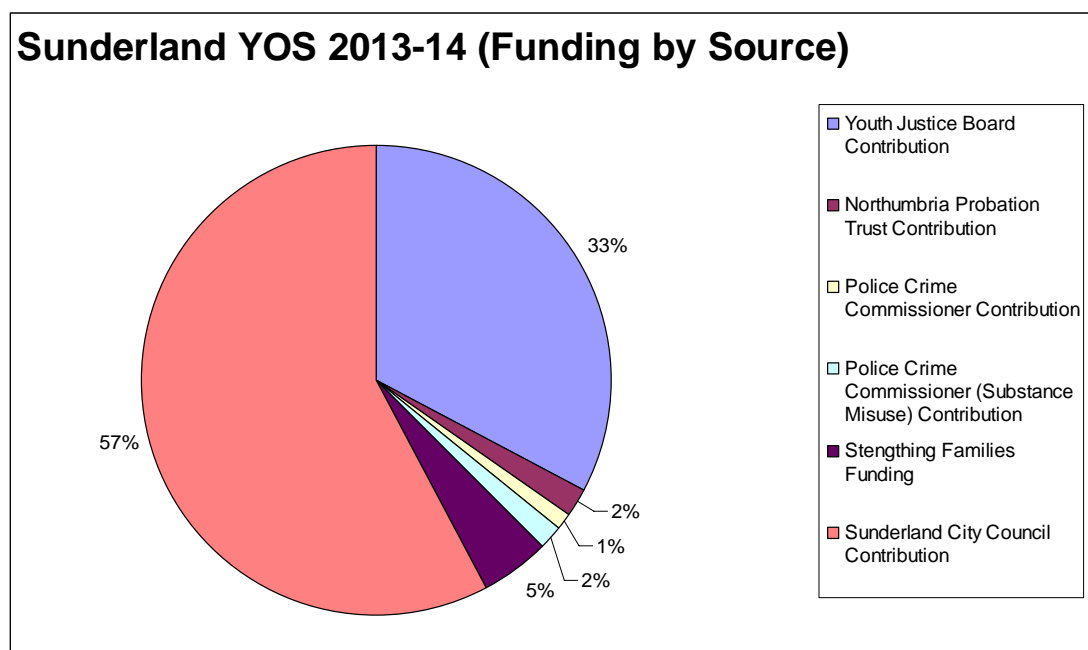
Challenges we have identified:

- Future budget efficiencies
- Potential for increased costs linked to new remand framework for children
- Potential for reduced funding linked to payment by results
- Potential for fewer funding streams
- Increased competition for national grant funding
- Maintaining performance in reoffending
- Maintaining and strengthening the prevention and early intervention aspects of the service's delivery in the face of reducing resources
- Uncertainty over future policing agenda in relation to LASPO Act.

The challenges identified are embedded in the YOS Risk Management Plan which is reviewed and overseen by the YOS Management Board.

RESOURCING AND VALUE FOR MONEY

The YOS budget for 2013/14 is made up of statutory partner agency funding and in kind contributions, core government funding from the Youth Justice Board and other grants. The chart below summarises each of the funding sources for the current financial year:



Within this budget, Sunderland YOS will deliver the core statutory youth justice service as set out by the Crime and Disorder Act 1998 and other subsequent legislation.

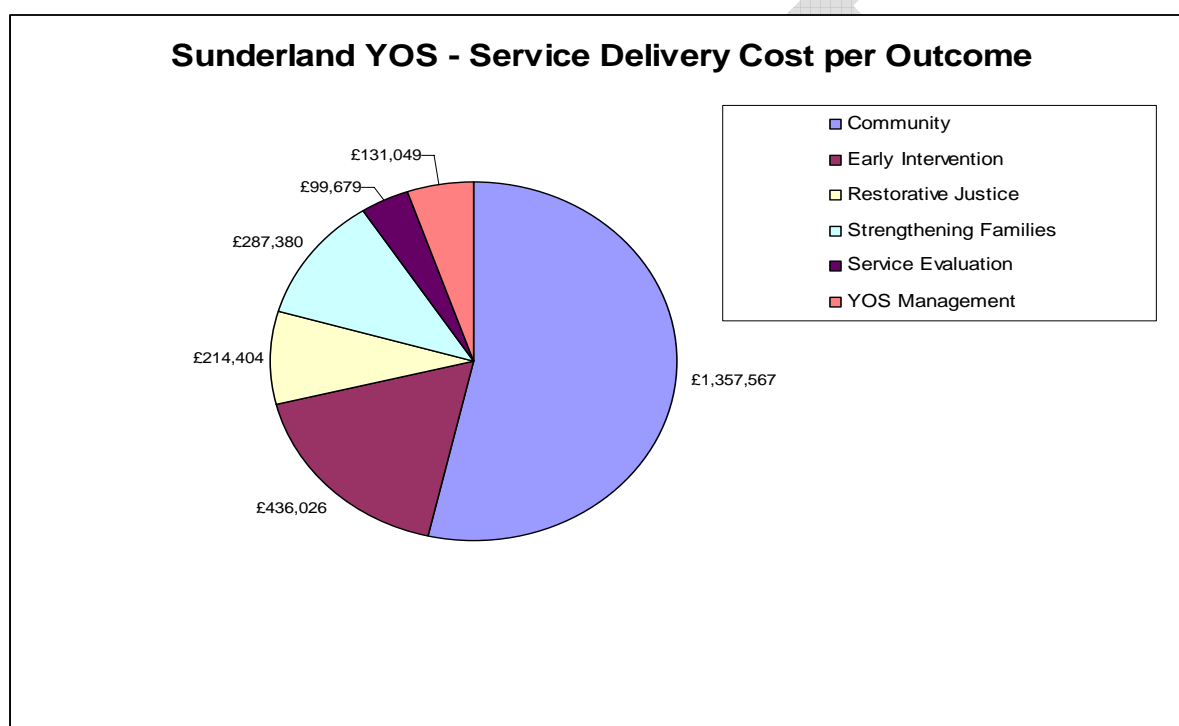
Northumbria YOTs have undertaken a significant amount of work with the Police Crime Commissioner for Northumbria, supported by the YJB, to make representations in relation to the successes achieved in relation to preventing offending and reducing reoffending.

However, whilst there is a changing landscape in terms of funding, Sunderland YOS will continue to deliver the core statutory youth justice services as set out by the Crime and Disorder Act 1998 and other subsequent legislation. The core statutory youth justice services can be summarised as:

- The provision of appropriate adults to safeguard the interests of children and young people detained or questioned by police officers;
- The provision of voluntary interventions in respect of out of court disposals;
- The provision of court services including reports for the courts;
- Support for children and young people remanded;

- Assessment and supervision of children and young people sentenced by the court to youth justice disposals, and the provision of rehabilitation programmes;
- Supervision of young people sentenced to custody including post release interventions for Detention and Training Orders;
- The provision of restorative justice including information and support to victims of young offenders.

The chart below summarises the YOS budget spend in the individual areas of the service:



Workforce and Specialist Resources

Sunderland YOS works with young people across both pre-court and post court intervention and ensures the delivery of court orders (both in the community and custody) in line with National Standards for Youth Justice, case management guidance and other areas of effective practice and statutory requirements.

In order to support the service's core full-time staff group (in line with the requirements of the Crime and Disorder Act 1998), the service also recruits, trains and manages volunteer and sessional staff to support delivery of elements of the out of court functions and restorative justice. In order to effectively safeguard children and young people, Sunderland YOS facilitates and manages its own appropriate adult service and operates a fully staffed court rota and out of hours rota, including weekends and out of hours.

The service also continues to be well resourced in terms of maintaining all the multi-agency professionals required to form the local youth offending service (as set out in the Crime and Disorder Act 1998) for 2013/14 including child mental health services, health, probation, substance misuse, accommodation and education, training and employment.

Additional to statutory responsibilities, Sunderland YOS provides and supports a range of specialist and award winning intervention programmes that are targeted at specific need and risk groups. These include:

- Phoenix Fire Safety Programme in Partnership with Tyne and Wear Fire and Rescue Service.
- A Triage process with Northumbria Police that provides an out of court restorative justice approach to dealing with young people at the earliest possible opportunity; a project which will be evolving to support delivery of the Police Restorative Disposal which will offer a quick and proportionate response a young person's low-level offending and allows victims to have a voice in how the offence is resolved.
- Liaison and Diversion project, encompassing an early identification and assessment of the health needs of children and young people with Northumbria Police and other partners.
- A family intervention programme for hard to reach families that has evolved to support delivery of the Intensive Family Offer for the Strengthening Families strategy within the City.
- Resettlement after care provision for young people leaving custody.

These statutory and specialist provisions combine to form youth justice services across prevention, early intervention, enforced community based interventions and custody. They are also particularly important in contributing to the delivery of a number of strategic design principles in several of the city's key strategies including strengthening families, community safety, health and wellbeing, child and family poverty and community resilience through a focus on prevention, early intervention, joint working, taking a whole family approach and making better use of existing and new assets. For example, during 2012/13, Sunderland YOS Wear Kids (prevention and early intervention team) transitioned into the Risk and Resilience locality based structure which provides support and access to address the risks of offending as part of the city's Prevention Offer. Focussed partnership working with Wear Kids staff and local partners is supporting increasing referrals to the service which has been re-designed to offer both a brief and full intervention approach depending on needs of individual young people.

Sunderland YOS' restorative justice scheme supports victims of youth crime and enables young people who offend to repair the costs of their offending to their individual victims or to the wider community (community payback services). The RJ schemes works with representatives of local communities to target community payback where it can make the most difference.

The YOS Management Board maintains oversight of YOS resources through regular reports across the financial year.

Value for Money

Sunderland YOS has a strong performance management culture and effective performance management arrangements to ensure the value of services is effectively measured. Over the forthcoming year Sunderland YOS will enhance this capacity through the further development of cost benefit models that link performance and financial information to develop a greater understanding of the social return on investment. Key service developments for 2013/14 also include further qualitative analysis on outcomes in areas of the service such as compliance panels, offending behaviour interventions and strengthening families.

This will help to demonstrate the value of the work carried out and will enable Sunderland YOS to demonstrate best value, and will be well placed to respond to the shift towards Payment by Results, as well as the opportunity of developing effective partnership working with the Police and Crime Commissioner.

Sunderland YOS will continue to build on existing successful cost benefit analysis models such as negative outcomes cost analysis and Family Wheel approach used within the YOS' FIP and will work with the YJB evaluation products to better demonstrate the outcomes being achieved.

Glossary

ETE	Education, Training and Employment
FIP	Family Intervention Project
FTE	First Time Entrants
HO	Home Office
IRS	Intensive Resettlement and Support
ISS	Intensive Supervision and Surveillance
LAC	Looked After Children
LASPO	Legal Aid, Sentencing and Punishment of Offenders (Act)
MoJ	Ministry of Justice
RJ	Restorative Justice
SALT	Speech and Language Team
YJB	Youth Justice Board
YRO	Youth Rehabilitation Order
YOS	Youth Offending Service
YOT	Youth Offending Team

How to Contact Us

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If you would like this document in any other format, please do not hesitate to contact the staff base above.

DRAFT

CABINET MEETING – September 2013 EXECUTIVE SUMMARY SHEET – PART I
Title of Report: The Green Digital Charter
Author(s): Executive Director of Commercial and Corporate Services
Purpose of Report: <ul style="list-style-type: none"> To advise Cabinet of the relevance of the Green Digital Charter to the agreed priority outcomes for Sunderland. To request approval for the Council to become a signatory to the Green Digital Charter and for the Leader to sign the Charter on behalf of the Council
Description of Decision: Cabinet is requested to: <ul style="list-style-type: none"> Endorse the principles of the Green Digital Charter in respect of the city of Sunderland. Agree to the Council becoming a signatory to the Green Digital Charter and authorise the Leader to sign the Charter on behalf of the Council.
Is the decision consistent with the Budget/Policy Framework? *Yes/No
If not, Council approval is required to change the Budget/Policy Framework
Suggested reason(s) for Decision: Signing the Green Digital Charter will <ul style="list-style-type: none"> Reinforce Sunderland's commitment to reduce carbon emissions by 2020; Reinforce Sunderland's commitment to the Covenant of Mayors and the associated Sustainable Energy Action Plan; Reinforce Sunderland's commitment to the EUROCITIES Declaration on Climate Change; Strengthen Sunderland's position when applying for future EU structural funds associated to Low Carbon initiatives

Alternative options to be considered and recommended to be rejected: <ul style="list-style-type: none"> • Do nothing – Do not sign the Green Digital Charter. However, this may weaken the Council's position when applying for future EU funding associated to low carbon initiatives 	
Impacts analysed:	
Equality <input type="text" value="N/A"/> Privacy <input type="text" value="N/A"/> Sustainability <input type="text" value="N/A"/> Crime and Disorder <input type="text" value="N/A"/>	
Is this a “Key Decision” as defined in the Constitution? No Is it included in the 28 Day Notice of Decisions? No	Scrutiny Committee

The Green Digital Charter

Report of the Executive Director of Corporate and Commercial Services

1. Purpose of the report

- 1.1. To advise Cabinet of the relevance of the Green Digital Charter to the Council's agreed priority outcomes for Sunderland.
- 1.2. To request approval for the Council to become a signatory to the Green Digital Charter and for the Leader to sign the Charter on behalf of the Council.

2. Description of Decision

2.1 Cabinet is requested to:

- Endorse the principles of the Green Digital Charter in respect of the City of Sunderland.
- Agree to the Council becoming a signatory to the Green Digital Charter and authorise the Leader to sign the Charter on behalf of the Council.

3. Introduction

- 3.1. The Council has a long standing commitment to managing our carbon efficiency and recognising the importance of having a Climate Change Action Plan. In November 2008 Cabinet approved the first Climate Change action plan for Sunderland. A report demonstrating progress against the plan was published in January 2010.
- 3.2. In January 2009 the Council, along with other North East councils signed the EU Covenant of Mayors and committed to submitting a Sustainable Energy Action Plan. The Council's commitment to the Covenant of Mayors requires CO2 emissions to be cut by at least 20% below 1990 levels by 2020.
- 3.3. Sunderland now uses 2005 carbon levels as its baseline as this is the most accurate data, and according to the latest Department of Energy and Climate Change statistics, Sunderland's Carbon emissions have been reduced by 14% city-wide compared to 2005 levels. These include measurements on industrial and commercial energy consumption as well as transport emissions. This means that city-wide Sunderland has reduced its emissions by an estimated average of 2.8% year on year from 2005 – 2010.

- 3.4. The council's Sustainability Policy sets out the ambitions of the council to manage the environmental impact of its own operations and services and commits to reducing the council's CO2 emissions by 30% by 2020.
- 3.5. The city's Joint Strategy Needs Assessments (JSNA) also recognises the importance of managing our carbon emissions in relation to the health and well-being of the city and its residents.
- 3.6. The signing of the Green Digital Charter is an opportunity for Sunderland to demonstrate further its commitment to managing Climate Change and to work in partnership with other cities on ICT energy efficiency. It will facilitate access to tools already funded and developed by other European partners to benchmark and measure ICT-related carbon emissions.

4. Background to the Green Digital Charter

- 4.1. The Green Digital Charter was launched in November 2009; a copy of the charter is attached as Appendix A. It was revised and updated in 2011 and the new version is more flexible and open to new signatories. There are currently 37 signatories, including 6 in the United Kingdom (Belfast, Birmingham, Bristol, Edinburgh, Manchester, and Milton Keynes).
- 4.2. The Green Digital Charter is a EUROCITIES initiative which is now supported by the European Commission. It, like other initiatives such as the EU Covenant of Mayors and EUROCITIES Declaration on Climate Change, demonstrates that European cities are well-placed to play a key role in finding new and creative solutions for dealing with climate change. The Green Digital Charter recognises that one of the areas of greatest potential for Carbon savings lies in the field of ICT, by working towards a greener digital world.
- 4.3. Real opportunities exist today for harnessing digital technologies to address climate change, especially to increase energy efficiency. EUROCITIES and the European Commission have acknowledged the important contribution ICT can make to increasing energy efficiency, reducing emissions and realising a sustainable, low-carbon society.
- 4.4. The role cities have to play in achieving Europe-wide climate change targets, in partnership with EU institutions and Member States, is vital. Current implementation of recovery plans to address the financial crisis makes it all the more urgent for cities to take the lead in tackling climate change using technologically innovative approaches.
- 4.5. The Green Digital Charter commits cities to work together to deliver the EU climate objectives through digital technologies that increase energy efficiency, facilitate emissions reductions and forestall climate change.

4.6. The Charter brings European cities together in order to:

- Exploit ICTs as a technical solution and enabler of behavioural change to reduce emissions, including those from ICTs themselves;
- Encourage leadership from public municipal authorities in adopting innovative technical solutions and building new partnerships to deliver on climate change commitments; and
- Share public and private sector experience and expertise in deploying ICTs to address climate change, in cooperation with national, European and international initiatives.

4.7 Signatories to the Charter commit to the following objectives:

- To work with other the signatories on green ICT strategies and energy efficiency;
- To deploy 5 large-scale ICT for energy efficiency pilots within 5 years; and
- To decrease ICT's direct carbon footprint by 30% within 10 years

4.7 The Green Digital Charter supports achievement of objectives under the European Commission's Smart Cities and Communities initiative, which brings together three directorates to lead on the priority policy areas of Energy, Transport and ICT. Sunderland has been eager to engage with this work through membership of EUROCITIES who have city representation in each of four technical areas as well as by their Secretary General on the High Level Group and through policy advisors on the Sherpa Group. Participation in the network's Knowledge Society Forum and representation on the forum's steering group also support this engagement, as does Sunderland's direct link through the EU Smart Cities Stakeholder Platform. Access to tools and expertise via the Green Digital Charter will particularly support the ICT strand of activity under the Smart Cities and Communities initiative and will increase access to related EU funding in this area.

5. Relevance to Sunderland's Priority Outcomes

5.1. The signing of the Green Digital Charter will further demonstrate the council's commitment to delivering a number of the agreed Corporate Outcomes, including the following:

- A city where everyone is as healthy as they can be and enjoys a good standard of wellbeing. As demonstrated through the JSNA, managing of our carbon emissions will have a direct impact on the on-going health and well-being of our residents.
- A national hub of the low carbon economy. The commitment by the council to projects that contribute to a reduction in its carbon footprint

clearly indicates that the council is taking a strategic approach to ensuring Sunderland becomes a low carbon economy.

- A responsible, well looked-after city that is adaptable to change - we will ensure that all our neighbourhoods are desirable and environmentally sustainable. The commitment to the Green Digital Charter will contribute to the development of environmentally sustainable services.

5.2. The commitment to the Green Digital Charter would also support the Council in achieving two key priorities in terms of European engagement:

- maximising the city's access to and take-up of Structural Funds to support achievement of strategic priorities and projects, and
- accessing external expertise in relation to collectively identified key development areas to support achievement of strategic priorities and projects.

5.3 The focus for the next generation of European programmes, spanning 2014-2020, will include both ICT and low carbon economy as key thematic priorities. Signing of the Charter would place Sunderland alongside 37 other European cities at the leading edge of ICT and low-carbon developments and provide an objective benchmark of the City's credentials in these fields. It would provide quick access to expertise and knowledge of new funding programmes, as well as a ready-made network of contacts within like-minded cities.

6. Candidate ICT Projects

6.1. As explained above, the signing of the Green Digital Charter will require the council to commit to five pilot ICT projects that will contribute to the outlined aims (see appendix A). This can be met from the existing Council project portfolio and will not require additional projects to be undertaken. The projects that would contribute to the aims of the Charter include:

- Corporate Computing model roll-out which contributes to the aims of encouraging the use of low-emission ICT equipment, including intelligent “thin client” facilities, smarter uses of laptops and more energy efficient servers; and to implementing a strategic commitment to improve the sustainability of the production, use and disposal of ICT equipment;
- Smarter working and continued reduction in building contributes to the aim of applying innovation in ICT systems, services and more sustainable ways of working;
- Libraries review and service enablement contributes to the aim of developing opportunities for innovation in e-Government to transform public services;

- Internet Phase 2 with increased self-service contributes to the aim of developing opportunities for innovation in e-Government to transform public services;
- The proposed Intelligence Hub will contribute to the aim of developing opportunities for innovation in e-Government to transform public services, for example through mobile channels, enhanced strategic planning, virtual policy modelling, scenario planning, simulations and visualisations;
- Community IT Programme contributes to the aim of transforming engagement through e-participation, greater co-production by citizens of content and services and, consequently better opportunities for improved skills, employment, inclusion, well-being and quality of life;
- Digital Durham contributes to the aim of supporting the creation of low carbon next generation digital infrastructure and broadband networks based on high-capacity optical fibre and advanced wireless and mobile applications.

7. Financial implications

- 7.1. The council is already a member of the EUROCITIES Knowledge Society Forum (KSF) and regularly attends the forum meetings. There are therefore no additional financial implications of signing up to the Charter.

8. Reason for decision

- 8.1. Signing the Green Digital Charter will:

- reinforce Sunderland's commitment to reduce carbon emissions by 2020;
- reinforce Sunderland's commitment to the Covenant of Mayors and support delivery of the targets in the associated Sustainable Energy Action Plan;
- reinforce Sunderland's commitment to the EUROCITIES Declaration on Climate Change; and
- strengthen Sunderland's position when applying for future EU structural funds associated to Low Carbon initiatives and funds from other EU structural and transnational programmes.

9. Alternative Options Considered

- 9.1. Other options considered are:

- Do not sign the Green Digital Charter. However, this option this may weaken Sunderland's position when applying for future EU funding associated to low carbon initiatives and Structural Funds

10. Background Papers/Appendix

The Green Digital Charter

Appendix A – The Green Digital Charter (official text)

We, mayors and leaders acknowledge that:

- Information and communication technologies are critical enablers for sustainable growth and must be integrated into the work of European cities to mitigate climate change;
- European good practices for low-emissions ICTs must be based on the practical experience of public authorities who can set an example for others;
- Cities can lead Europe in maximising the potential for ICTs to reduce emissions, by delivering innovative technical solutions and encouraging behavioural change.

We, therefore, declare our commitment to:

- Develop cities as platforms for innovation through digital planning and new digital infrastructures and services, which will enable low carbon activities and achieve systemic carbon efficiencies;
- Demonstrate that cities can lead by practical example by ensuring that a city's own ICT infrastructure and digital services have the smallest possible carbon footprint, and by promoting these practices towards the private sector and wider community;
- Create new partnerships by connecting leaders and stakeholders together in each city to secure practical commitments for implementing a new green digital agenda;
- Promote integrated approaches and large-scale solutions through a series of digital applications for improving the measurement, transparency and visibility of energy use, and by involving citizens, service providers, public sector organisations and businesses in test-bed implementation projects;
- Support open innovation by encouraging and promoting low carbon activities in all sectors, through R&D activities and deployment projects in user-driven, open innovation environments.

We agree to:

- Implement a strategy to promote green connected cities, making the most effective use of ICTs as a platform for the economic, social and environmental wellbeing of all citizens;
- Deploy ICTs to change the way our communities link to each other, and more critically, in the way they link to the environment;
- Promote inclusive sustainability by recognising that action on climate change is required by all members of the community, including households and SMEs;
- Ensure that ICT-enabled climate change initiatives will go hand in hand with work to promote social cohesion, given the large concentrations of socially excluded people in many cities;
- Promote ICT innovation for climate change mitigation which maximises the benefits for local communities and businesses.

We aim to achieve this by ensuring:

- That ICTs are more energy efficient by:
 - Encouraging the use of low emission ICT equipment, including intelligent “thin client” facilities, smarter uses of laptops and more energy efficient servers;
 - Using renewable energy resources both to power ICT and to utilise energy emissions from ICT, to heat buildings for example;
 - Ensuring that city use of hosting and data centres is as green as possible, by maximising renewable energy use, sharing services with other users and using planning rules, compliance arrangements and service level agreements to control ICT emissions and encourage green ICT;
 - Implementing a strategic commitment to improve the sustainability of the production, use and disposal of ICT equipment;
- The measurability, transparency and visibility of emissions & energy data by:
 - Developing common standards to collect, collate and analyse emission and energy data across city administrations and cities as a whole;
 - Ensuring the compatibility of data on ICTs impacts with the measurement of data on emissions, including working in partnership with initiatives such as the Covenant of Mayors;
 - Being innovative with the use of new tools to make data and their analysis as transparent and visible as possible, for example through “ecomaps”, the use of Geographical Info Systems (GIS) and the Urban Atlas initiative.
- That ICT solutions facilitate energy-efficient, “smart” processes by:
 - Improving the energy efficiency of buildings by applying common standards for new buildings and for retro-fitting existing buildings;
 - Applying innovation in ICT systems and services for transport and urban mobility, including smart public transport networks, greater use of tele-conferencing and more sustainable ways of working;
 - Developing “smart” energy grids to support greater use of renewable energy, micro-generation and more energy efficient lighting systems;
 - Collaborating with industry to support greener production and logistics and using green procurement.
- Transformational approaches to ICT, which drive new values and behaviours, by:
 - Supporting the creation of low carbon next generation digital infrastructure and broadband networks based on high-capacity optical fibre and advanced wireless and mobile applications;
 - Developing or supporting innovative new services based on the highest speeds and capacities of these networks to transform the way that we run our cities and in the way that we work, live and play;

- Enabling the “restructuring” of the way we organise economic processes so that the use of materials and energy can be reduced while enhancing both the quality and quantity of jobs;
- Developing opportunities for innovation in e-Government to transform public services, for example through mobile channels, enhanced strategic planning, virtual policy modelling, scenario planning, simulations and visualisations;
- Transforming citizen engagement through e-participation, greater co-production by citizens of content and services and, consequently better opportunities for improved skills, employment, inclusion, well-being and quality of life;
- Providing a commitment to open innovation platforms and methodologies through the further development of the Living Labs network across Europe, including creating new city-based Living Labs and developing new open innovation initiatives for low carbon solutions.

We, mayors and leaders, aim to:

- Work with Green Digital Charter signatories on ICT & Energy Efficiency;
- Deploy five large-scale ICT pilots per city addressing the above areas within 5 years;
- Decrease ICT's direct carbon footprint per city by 30% within 10 years.

We will work on the above by:

- Making use of the vast expertise within the EUROCITIES network and in particular the EU funded project NiCE (Networking intelligent Cities for Energy Efficiency) to coordinate our efforts, develop an implementation roadmap on the commitments above, exchange experiences and build benchmarks of good practice, as well as seeking external sources of funding to support our ambitions.