

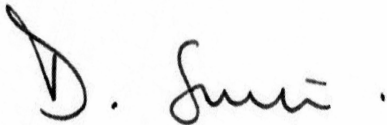
CIVIC CENTRE,  
SUNDERLAND  
8th July, 2011

**TO THE MEMBERS OF SUNDERLAND CITY COUNCIL**

**YOU ARE SUMMONED TO ATTEND A MEETING** of Sunderland City Council to be held in the Council Chamber, Civic Centre, Sunderland, on **WEDNESDAY, 20TH JULY, 2011** at **6.00 p.m.**, at which it is proposed to consider and transact the following business, viz:-

1. **To read the Notice convening the meeting.**
2. **To approve the minutes of the Annual Meeting of the Council held on 18th May 2011 (copy herewith),**
3. **Receipt of Declarations of Interest (if any).**
4. **Announcements (if any) under Rule 2(iv).**
5. **Reception of Petitions.**
6. **Apologies.**
7. **Report of the Cabinet.**
8. **Report of the Standards Committee.**
9. **Report of the Audit and Governance Committee.**
10. **To consider the Annual Scrutiny Report 2010/2011 (covering report herewith and Annual Scrutiny Report delivered separately).**

11. **Written Questions (if any) under Rule 8.2.**
12. **To receive a report on action taken on petitions.**
13. **To consider the attached motions.**
14. **To consider the undermentioned reports: -**
  - (i) **Quarterly Report on Special Urgency Decisions – Report of the Leader (copy herewith).**
  - (ii) **Appointments to Committees and Outside Bodies –Sustainable Communities Scrutiny Committee, Audit and Governance Committee, Kepier Almshouses Charity/Houghton le Spring Relief in Need Charity, Sandhill View Youth Project (A690) and the St Peter’s Church Bakehouse Café Board - Report of the Executive Director of Commercial and Corporate Services (copy herewith).**

A handwritten signature in black ink, appearing to read 'D. Smith', with a small dot at the end.

**CHIEF EXECUTIVE**

## Sunderland City Council

At the ANNUAL MEETING of SUNDERLAND CITY COUNCIL held in the CIVIC CENTRE on WEDNESDAY, 18<sup>TH</sup> MAY, 2011 at 6.00 p.m.

**Present:** The Mayor (Councillor T Martin) in the Chair  
The Deputy Mayor (Councillor N Wright)

Councillors	Allan	Gibson, E.	Padgett	Trueman, H.
	Ball	Gibson, P.	Porthouse	Tye
	Bell	Gofton	Richardson, D.	Wakefield
	Blackburn	Hall, A.	Rolph	Walker
	Bonallie	Heron	Scanlan	Waller
	Charlton	Howe	Scaplehorn	Walton, L.
	Copeland	Kay	Scott	Watson, P.
	Curran	Kelly	Shattock	Watson, S.
	Dixon, P.	Lauchlan	Smiles	Williams
	Ellis	MacKnight	Smith, D.	Wilson, A.
	Emerson	Maddison	Smith, P.	Wiper
	Fletcher	McLennan	Snowdon	Wood
	Forbes, M.	Miller, F	Speding	Wright, A.
	Foster, S	Miller, G	Stewart	Wright, T.H.
	Foster, T	Mordey	Tate	
	Francis	Morrissey	Thompson	
	Gallagher	Oliver	Trueman, D.	

The Notice convening the meeting was read.

### Election of Mayor

The Council proceeded to the election of a Mayor for the ensuing year (to the next Annual Meeting of the Council) when it was:-

RESOLVED that, on the motion of Councillor Shattock, duly seconded by Councillor S. Watson, Councillor N. Wright be appointed Mayor of the City for the ensuing year.

Councillor N. Wright then made and subscribed the Declaration required on her acceptance of the Office of Mayor and took the Chair.

### Election of Deputy Mayor

The Council then proceeded to the election of Deputy Mayor for the ensuing year (to the next Annual Meeting of the Council) when it was:-

RESOLVED that, on the motion of Councillor Stewart, duly seconded by Councillor Bell that Councillor I. Kay be appointed to the Office of Deputy Mayor for the ensuing year.

Councillor Kay then made and subscribed the Declaration required on his acceptance of the Office of Deputy Mayor.

## **Minutes**

RESOLVED that the minutes of the last ordinary meeting of the Council held on 23<sup>rd</sup> March, 2011 (copy circulated) be confirmed and signed as a correct record.

## **Apologies for Absence**

Apologies for absence were submitted to the meeting on behalf of Councillors Anderson, Errington, Essl, Fairs, L. Martin, I. Richardson, Vardy and Wake.

## **Election of Leader of the Council**

The Council then proceeded to the election of a Leader of the Council in accordance with Article 7 of the Council's Constitution when it was:-

RESOLVED, on the motion of Councillor H. Trueman, duly seconded by Councillor Speding, that Councillor P. Watson be elected as Leader of the Council.

## **Appointments to Cabinet**

The Council noted the decision of the Leader, as set out below, on the number of Members to be appointed to the Cabinet and those Members appointed by the Leader to the Cabinet.

PORTFOLIOS	EXECUTIVE MEMBER
Deputy Leader	Councillor H. Trueman
Cabinet Secretary	Councillor Speding
Children and Learning City	Councillor P. Smith
Prosperous City	Councillor Charlton
Health and Wellbeing	Councillor Allan
Safer City and Culture	Councillor Kelly
Attractive and Inclusive City	Councillor Blackburn
Sustainable Communities	Councillor T. Wright
Responsive Services and Customer Care	Councillor Gofton

The Council also noted the revised responsibilities for Executive Members as made by the Leader and set out below and that consequential amendments to Section 3 of Part 3 of the Constitution would be made.

## **Executive Member**

### **Portfolio**

#### **Leader**

To provide leadership to the Council on all matters and particularly all major strategic, corporate and cross-cutting and commercially sensitive issues and the Budget and Capital programme.

To provide community leadership for partners, residents and other interests in order to improve quality of life and satisfaction in the City.

To co-ordinate and apportion the roles and responsibilities of Executive Members.

#### **Deputy Leader**

To deputise for the Leader and have lead responsibility for matters relating to the 'Place' theme within the Council's outcome framework, with specific strategic leadership responsibility for the following Portfolios:

- Attractive and Inclusive City,
- Sustainable Communities, and
- Safer City and Culture.

The Deputy Leader also has overall responsibility for the efficient, coordinated management and use of the Council's human and ICT resources.

#### **Cabinet Secretary**

To provide support and assistance to the Leader with responsibility for all matters relating to the 'People' theme within the Council's outcomes framework with specific strategic leadership responsibility for the following Portfolios:

- Children and Learning City,
- Health and Well Being, and
- Responsive Local Services and Customer Care.

The Cabinet Secretary also has overall responsibility for the efficient, coordinated management and use of all of the Council's financial resources and assets.

**Children and Learning City**

To provide leadership to improve the life chances of children and young people in the City as Lead Member for Children's Services.

To lead the City's response to education, skills and training issues and opportunities in order to promote economic and social regeneration.

**Prosperous City**

To ensure that the Council's approach to economic, social and physical regeneration of the City is integrated, enabling and effective.

To provide leadership for strategic partners in order to achieve economic, social and physical regeneration objectives.

**Health and Well Being**

To provide leadership and support for the Council and its partners in securing the social and health care of all adults as Lead Member for Adult Services.

To lead partners to achieve improvements to public health, health awareness, sport and wellness in the City.

**Safer City and Culture**

To provide leadership for the Council and its partners in order to make Sunderland a safer City and to develop and promote cultural strategy and initiatives.

**Attractive and Inclusive City**

To ensure that the Council and its partners succeed in making the City attractive and accessible for all.

To provide leadership for the Council and its partners to ensure that the local environment is well managed and meets customer expectations.

**Sustainable Communities**

To promote effective partnership action within a clear policy framework to build communities that are sustainable in every sense.

To ensure that today's actions do not store up environmental issues for future generations.

**Responsive Services and Customer Care**

To champion improvements in the responsiveness of services to local needs and customer feedback.

To provide leadership for the continuing development of area arrangements as a principal means of improving the relevance of services to local communities and circumstances.

To champion the continuing improvement of customer care policy and practice.

To develop the community's capacity to engage in the shaping, delivery and review of services.

Notes

1. The Leader has a leadership role in respect of the whole range of Council activities notwithstanding that functional responsibility may rest with another portfolio holder.
2. Responsibility for the use of financial ICT, Human resources and asset management including property within each Portfolio area rests with the relevant Executive Member, subject to the responsibility of the Deputy Leader or Cabinet Secretary in respect of the overall efficient use of and achievement of best value in relation to those resources and assets.

**Appointment of Chairmen and Vice Chairmen and Committees and Fixing the Council Diary**

- (a) To appoint all Council Committees and Sub-Committees and Chairmen and Vice-Chairmen thereof;
- (b) To appoint to Joint Committees, Joint Authorities, outside bodies and Working Groups except where appointment to those Joint Committees is exercisable only by the Cabinet;
- (c) To agree amendments (if any) to the scheme of delegation in respect of Council functions;



- (d) To fix dates and times of meetings of the Council, the Cabinet and Committees etc; and
- (e) To authorise the Head of Law and Governance, in consultation with the respective Chairmen, to make such changes as may be deemed necessary or expedient in connection with (d) above.

It was moved by Councillor P. Watson and seconded by Councillor H. Trueman that items 8 to 12 be agreed, and it was:-

RESOLVED that:-

- (i) the dates and times of meetings of the Council, the Cabinet and Committees etc. be fixed in accordance with the Council Diary;
- (ii) the Head of Law and Governance, in consultation with the respective Chairmen, be authorised to make such changes as may be deemed necessary or expedient with item (d) above;
- (iii) it be noted that there were no revisions proposed to the delegation of Council Functions; and
- (iv) that the appointments in respect of all Council Committees and Sub-Committees and Chairmen and Vice-Chairmen thereof, together with appointments in respect of Joint Committees, Joint Authorities, Outside Bodies and Working Groups, as detailed below, be approved and adopted for the ensuing year:

#### **Committees, Sub-Committees and Chairmen and Vice-Chairmen:**

##### **EMERGENCY COMMITTEE OF CABINET**

Leader of the Council, Deputy Leader of the Council and one relevant Portfolio Holder

##### **SCHOOL ORGANISATION COMMITTEE OF CABINET**

Leader of the Council, Children and Learning City Portfolio Holder, Health and Well Being Portfolio Holder, Sustainable Communities Portfolio Holder, Safer City and Culture Portfolio Holder

**Council Committees and Sub-Committees and Chairmen and Vice-Chairmen thereof:**

**AUDIT AND GOVERNANCE COMMITTEE**

(N.B. 5 elected Members on political balance basis [no more than one Member of Cabinet] plus 2 Co-opted Members)

**5 Members**

Councillor	Rolph Tate H. Trueman T. Wright	Councillor	Forbes
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Independent Members                      Mr. G.N. Cook and Mr. J.P. Paterson

Chairman (Co-opted Member)                      Mr. G.N. Cook

**PERSONNEL COMMITTEE**

**12 Members**

(N.B. Must include at least one Member of the Cabinet)

Councillor	Errington Gofton Mordey Speding D. Trueman H. Trueman P. Watson S. Watson Wilson	Councillor	Fairs Wood  D. Smith
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Chairman    Councillor Errington  
Vice Chairman    Councillor Gofton

## **MEMBER DEVELOPMENT SUB-COMMITTEE**

### **5 Members**

Councillor	Leader of the Council Deputy Leader of the Council Chair of Personnel Committee Wilson	Councillor	Maddison
	Chairman	-	Chair of Personnel Committee

## **MANAGEMENT SCRUTINY COMMITTEE**

### **11 Members**

Councillor	Anderson G. Miller Mordey Rolph Stewart Tate Walker S. Watson Wilson	Councillor	R. Oliver Wood
	Chairman	Councillor Tate	
	Vice-Chairman	Councillor Rolph	

## **CHILDREN, YOUNG PEOPLE AND LEARNING SCRUTINY COMMITTEE**

### **11 Members**

Councillor	Bell Bonallie MacKnight T. Martin D. Richardson Scanlan Stewart Williams	Councillor	Morrissey Oliver  D. Smith
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Co-opted Members Viz:-

Voting Representatives:-

- 1 Rep. of the Church of England diocese (Vacancy)
- 1 Rep. of the Roman Catholic diocese (Mr. M. Frank)
- 1 Rep. of the Free Churches' Council (Mrs. C. Hutchinson)

Three Parent Governors of schools maintained by the Council of the City of Sunderland and who are not employed as teachers (Mrs. R. Elliott, Ms. J. Bell and Ms. H. Harper)

Non-Voting Representatives:-

- 2 Teacher representatives comprising one Primary (Mrs. M. Harrop) and one Secondary (Mr. H. Brown) holding appointments under the Local Education Authority
- 1 Rep. from the City of Sunderland College (Ms. S. Duncan)
- 1 Rep. from the University of Sunderland (Mr. K. Morris)
- 1 Rep. of Sunderland Teaching Primary Care Trust (Vacancy)
- 1 Person who is a Chairman of Governors of a school maintained by the Council of the City of Sunderland Education Authority (Mrs. D. Butler)
- 1 Rep. of the Sunderland Community Matters (Vacancy)
- 1 Rep. of non-teaching employees in schools and social care (Ms. A. Johnson)
- 1 Rep. of Diversity and Inclusion (Vacancy)

Chairman Councillor Stewart  
Vice-Chairman Councillor Morrissey

## **COMMUNITY AND SAFER CITY SCRUTINY COMMITTEE**

### **11 Members**

Councillor	Anderson Copeland Curran Emerson Essl T. Martin Scaplehorn Thompson D. Trueman	Councillor	Forbes Wiper
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Chairman Councillor Anderson  
Vice-Chairman Councillor T. Martin

## ENVIRONMENT AND ATTRACTIVE CITY SCRUTINY COMMITTEE

### 11 Members

Councillor	Bonallie E. Gibson Heron Lauchlan G. Miller Porthouse D. Richardson Scott Tye	Councillor	I. Richardson A. Wright
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Chairman Councillor G. Miller  
Vice-Chairman Councillor A Wright

## HEALTH AND WELLBEING SCRUTINY COMMITTEE

### 11 Members

Councillor	Fletcher Hall F. Miller Padgett Shattock Snowdon Walker Waller N. Wright	Councillor	Francis Maddison
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Chairman Councillor Walker  
Vice-Chairman Councillor Shattock

## PROSPERITY AND ECONOMIC DEVELOPMENT SCRUTINY COMMITTEE

### 11 Members

Councillor	Ball Bell S. Foster Gallagher P. Gibson Mordey Snowdon Wilson	Councillor	Howe Walton  Ellis
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Chairman Councillor Mordey  
Vice-Chairman Councillor Snowdon

## **SUSTAINABLE COMMUNITIES SCRUTINY COMMITTEE**

### **11 Members**

Councillor	Errington Essl T. Foster Kay McClennan Rolph Smiles S. Watson	Councillor	Howe Maddison  Wakefield
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Chairman Councillor S. Watson  
Vice-Chairman Councillor Howe

## **STANDARDS COMMITTEE**

(N.B. At least one Councillor from each political group other than the Leader, not more than one Member of the Executive, 2 Members of Hetton Town Council not to be Members of Sunderland City Council)

### **5 Members**

Councillor	Charlton Shattock Tate	Councillor	Forbes  Wakefield
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3 Independent Members      Mr. G.N. Cook, Mr. J.P. Paterson and  
Mr. C. Stewart

2 Members of Hetton Town Council      Councillor G.W.K. Hepple and  
Councillor A.R. Wilkinson

Chairman      Mr. G.N. Cook  
Vice-Chairman      Mr. J.P. Paterson

## **STANDARDS – ASSESSMENT SUB-COMMITTEE**

(N.B. 3 Members of Standards Committee including 1 Independent Member (Chair of Standards Committee) and 2 Members from different political groups selected on rotation and including a Hetton Town Councillor if appropriate).

## **PLANNING AND HIGHWAYS COMMITTEE**

### **25 Members**

Councillor	Ball	Councillor	Forbes
	Charlton		Howe
	Copeland		Francis
	Curran		Wood
	Essl		A. Wright
	Fletcher		
	T. Foster		
	Gallagher		Ellis
	E. Gibson		
	Kay		
	Lauchlan		
	T. Martin		
	Padgett		
	D. Richardson		
	Scott		
	Tate		
	Thompson		
	Tye		
	P. Watson		

Chairman            Councillor Tye  
Vice-Chairman    Councillor D. Richardson

## **DEVELOPMENT CONTROL (NORTH SUNDERLAND) SUB-COMMITTEE**

**(Comprising Castle, Fulwell, Redhill, St. Peter's and Southwick Wards)**

### **10 Members**

Councillor	Charlton	Councillor	Francis
	Copeland		Walton
	Curran		
	Fletcher		
	T. Foster		
	E. Gibson		
	D. Richardson		
	Tye		

Chairman            Councillor Copeland  
Vice-Chairman    Councillor T. Foster

## **DEVELOPMENT CONTROL (SOUTH SUNDERLAND) SUB-COMMITTEE**

**(Comprising Barnes, Doxford, Hendon, Millfield, Pallion, Ryhope, Sandhill, Silksworth, St. Anne's, St. Chad's and St. Michael's)**

### **17 Members**

Councillor	Ball	Councillor	Forbes
	Charlton		Wood
	Copeland		A. Wright
	Essl		
	Gallagher		
	E. Gibson		Ellis
	Kay		
	T. Martin		
	Porthouse		
	D. Richardson		
	Tye		
	P. Watson		
	S. Watson		

Chairman            Councillor E. Gibson  
Vice-Chairman    Councillor Ball

## **DEVELOPMENT CONTROL (HETTON, HOUGHTON AND WASHINGTON) SUB-COMMITTEE**

**(Comprising Hetton, Copt Hill, Houghton, Shiney Row and Washington Central, North, South, East and West Wards)**

### **14 Members**

Councillor	Charlton	Councillor	Morrissey
	Fletcher		I. Richardson
	Lauchlan		Vardy
	Padgett		
	D. Richardson		
	Scaplehorn		Wakefield
	Scott		
	Tate		
	Thompson		
	Tye		

Chairman            Councillor Fletcher  
Vice-Chairman    Councillor D. Richardson



## LICENSING COMMITTEE

### 15 Members

Councillor	Bell Bonallie Emerson Errington P. Gibson MacKnight F. Miller D. Richardson Thompson Waller Wilson	Councillor	Francis Maddison Wiper  D. Smith
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Chairman            Councillor MacKnight  
Vice-Chairman    Councillor Wilson

## LICENSING SUB-COMMITTEES

Panels of 3 Members from Licensing Committee – Rotation system to operate

## REGULATORY COMMITTEE

### 15 Members

Councillor	Bell Bonallie Emerson Errington P. Gibson MacKnight F. Miller D. Richardson Thompson Waller Wilson	Councillor	Francis Maddison Wiper  D. Smith
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Chairman            Councillor Wilson  
Vice-Chairman    Councillor MacKnight

## HOMELESSNESS APPEALS PANEL

### 10 Members

Councillor	Ball Bonallie E. Gibson Gofton Heron Scott H. Trueman Williams	Councillor	Oliver Walton
	Chairman	Councillor Heron	

## ADULT SERVICES COMPLAINTS PANEL

### 10 Members

Councillor	Bell T. Martin Padgett Rolph Shattock Snowdon Walker N. Wright	Councillor	Howe I. Richardson
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N.B. Panel to consist of 1 Council Member, 1 independent Chairman and 1 independent member.

## EDUCATION COMPLAINTS PANEL

### 10 Members

Councillor	Anderson Bell Kelly Smiles P. Smith Stewart Tye Williams	Councillor	Francis Howe
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## EDUCATION (APPOINTMENT OF GOVERNORS) PANEL

### 10 Members

Councillor	Emerson S. Foster Kay McClennan Porthouse Scanlan Shattock Williams *D. Elliott	Councillor	Oliver Wood
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**N.B. \* = Co-opted non-voting**

Chairman                      Councillor Porthouse

## APPEALS COMMITTEE

### 20 Members

Councillor	Allan Anderson Emerson Errington Essl Fletcher Kelly Mordey Snowdon Speding H. Trueman P. Watson S. Watson Wilson N. Wright	Councillor	Francis Morrissey I. Richardson Wiper  Wakefield
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A Panel will comprise 3 Members, 2 majority and 1 minority

## **JOINT CONSULTATIVE COMMITTEE**

### **8 Members**

Councillor	Errington Snowdon Speding H Trueman P. Watson T. Wright	Councillor	Maddison Morrissey
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\* N.B. Chairmanship alternates annually with Trade Union Side.

## **CORPORATE PARENTING BOARD**

### **12 Members**

	Health and Well Being Portfolio Holder	Councillor	Maddison Walton
	Children and Learning City Portfolio Holder		D. Smith
	Sustainable Communities Portfolio Holder		
	Safer City and Culture Portfolio Holder		
Councillor	Ball Hall MacKnight Walker Williams		

## PORT BOARD

### 5 Members

	Leader of the Council Cabinet Secretary McClennan Mordey	Councillor	A. Wright
Councillor			

### plus 2 Co-opted Members

Mr F. Nicholson  
Mr K. Wilson

Chairman	Councillor	Leader of the Council
Vice-Chairman	Cabinet Secretary	

## COALFIELD AREA COMMITTEE

**(Ward Councillors for Copthill, Hetton, Houghton and Shiney Row)**

Councillor	Anderson Blackburn Ellis Hall Heron D. Richardson Rolph Scott D. Smith Speding Tate Wakefield
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Chairman	Councillor D. Richardson
Vice-Chairman	Councillor Scott

## **WEST SUNDERLAND AREA COMMITTEE**

**(Ward Councillors for Barnes, Pallion, St. Anne's, St. Chad's Sandhill and Silksworth)**

Councillor Allan  
Essl  
Gallagher  
P. Gibson  
Gofton  
L. Martin  
Morrissey  
Oliver  
Porthouse  
Smiles  
P. Smith  
Tye  
Waller  
P. Watson  
S. Watson  
Wilson  
A. Wright  
T. Wright

Chairman            Councillor P. Gibson  
Vice-Chairman    Councillor Essl

## **EAST SUNDERLAND AREA COMMITTEE**

**(Ward Councillors for Doxford, Hendon, Millfield, Ryhope and St. Michael's)**

Councillor Ball  
P. Dixon  
Emerson  
Errington  
Fairs  
Forbes  
E. Gibson  
Kay  
Maddison  
McClennan  
T. Martin  
Mordey  
Scanlan  
Vardy  
Wood

Chairman            Councillor Ball  
Vice-Chairman    Councillor Emerson

## **NORTH SUNDERLAND AREA COMMITTEE**

**(Ward Councillors for Castle, Fulwell, Redhill, St. Peter's and Southwick)**

Councillor Bell  
Bonallie  
Charlton  
Copeland  
Curran  
S. Foster  
T. Foster  
Francis  
Howe  
MacKnight  
Shattock  
Stewart  
Walton  
Wiper  
N. Wright

Chairman            Councillor Bell  
Vice-Chairman    Councillor Bonallie

## **WASHINGTON AREA COMMITTEE**

**(Ward Councillors for Washington Central, Washington East,  
Washington North, Washington South and Washington West)**

Councillor Fletcher  
Kelly  
Lauchlan  
F. Miller  
G. Miller  
Padgett  
I. Richardson  
Scaplehorn  
Snowdon  
Thompson  
D. Trueman  
H. Trueman  
Wake  
Walker  
Williams

Chairman            Councillor Scaplehorn  
Vice-Chairman    Councillor G. Miller

## **JOINT COMMITTEES, JOINT AUTHORITIES, OUTSIDE BODIES AND WORKING GROUPS**

### **ACADEMY TRUSTS**

**Castle View Academy** – Councillor T. Foster and Mr. A. White

**Hylton Red House Academy** – Councillors Charlton and MacKnight

**Pennywell Academy** – Councillors Gofton and T. Wright

### **ACTIVE SUNDERLAND BOARD**

Health and Well Being Portfolio Holder

### **ADMISSIONS FORUM**

Children and Learning City Portfolio Holder

### **ADOPTION PANEL**

Councillor Williams

### **AGE UK**

Councillor Padgett

### **AGED MERCHANT SEAMEN'S HOMES AND THE SUNDERLAND DISTRESSED MARINER'S FUND**

Councillors T. Martin and Mordey

### **ALLIANCE (FORMERLY COALFIELD COMMUNITIES CAMPAIGN)**

Councillor Heron

Substitute – Councillor D. Richardson

### **ARTS COUNCIL ENGLAND LOCAL AUTHORITY FORUM**

Safer City and Culture Portfolio Holder and Councillor Errington

### **ART STUDIO EXECUTIVE COMMITTEE**

Safer City and Culture Portfolio Holder

### **ASSOCIATION OF NORTH EAST COUNCILS**

Councillors Bell, Gofton, Kelly, Mordey, Speding, H. Trueman and P. Watson



## **ASSOCIATION OF NORTH EAST COUNCILS – LEADERS’ BOARD**

Leader of the Council

### **ANEC LTD.**

Leader of the Council  
(appointed by ANEC)

### **ANEC IMPROVING HEALTH TASK AND FINISH GROUP**

Councillor Anderson

(together with any additional task and finish groups as may be appointed by ANEC)

### **BEAMISH MUSEUM LIMITED**

Safer City and Culture Portfolio Holder and Councillor Bell

### **BEDE’S WORLD**

Safer City and Culture Portfolio Holder and  
the Head of Culture and Tourism

### **BOWES RAILWAY COMPANY LIMITED**

Councillor D. Richardson

### **BRITISH RESORTS ASSOCIATION - POLICY COMMITTEE**

Councillor Heron

### **CHANCE PROJECT**

Councillor McClennan

### **CHILDREN’S TRUST**

Leader or Deputy Leader of the Council,  
Children and Learning City Portfolio Holder  
Health and Well Being Portfolio Holder

### **CHILDREN’S CENTRES LOCAL ADVISORY PARTNERSHIP BOARDS**

**Coalfield** – Councillor Scott

**North** – Councillor Shattock

**South & East** – Councillor Ball

**Washington** – Councillor Williams

**West** – Councillor Smiles

## **CITIZENS' ADVICE BUREAU, WASHINGTON - MANAGEMENT COMMITTEE**

Councillor Padgett

## **CITY CENTRE PARTNERSHIP BOARD**

Leader of the Council and Prosperous City Portfolio Holder

## **CITY HOSPITALS SUNDERLAND NHS FOUNDATION TRUST**

Health and Well Being Portfolio Holder

## **CITY OF SUNDERLAND COLLEGE BOARD OF CORPORATION**

Responsive Services and Customer Care Portfolio Holder  
Head of Performance Commissioning and Change,  
Health, Housing and Adult Services

## **DOMESTIC VIOLENCE FORUM**

Councillor Rolph

## **EARLY YEARS AND CHILDCARE STRATEGIC PARTNERSHIP**

Councillors P. Smith and Williams

## **ELIZABETH DONNISON EDUCATIONAL FOUNDATION (BENEFICIARY ST. JOHN'S SCHOOL)**

Councillors T. Martin and Mordey

## **ENCAMS (FORMERLY TIDY NORTH - REGIONAL COMMITTEE OF KEEP BRITAIN TIDY GROUP)**

Councillors Lauchlan, Waller and  
Executive Director of City Services

## **ENVIRONMENTAL PROTECTION UK (FORMERLY THE NATIONAL SOCIETY FOR CLEAN AIR [INCLUDING NORTHERN DIVISION])**

The Safer City and Culture Portfolio Holder  
and the Sustainable Communities Portfolio Holder  
Councillors G. Miller and Tye and the  
Executive Director of City Services (not on Committee)

## **FARRINGDON JUBILEE CENTRE**

Councillor Porthouse

## **FOSTERING PANEL**

Councillor Hall

## **GENTOO GROUP LIMITED**

Councillor Scott

## **GENTOO SUNDERLAND LIMITED**

Councillors Bonallie, Emerson, D. Richardson, Snowdon and S. Watson

## **GREAT EPPLETON WIND FARM PANEL**

Councillor Heron

## **GREEN TERRACE PRIMARY SCHOOL TRUST**

Councillors Kay, T. Martin and Scanlan

## **HETTON TOWN TRUST**

Councillors Anderson and Heron

## **HOUGHTON FEAST STEERING COMMITTEE**

Councillors Hall, Heron, D. Richardson, Rolph and Speding

## **KEPIER ALMSHOUSES CHARITY**

## **HOUGHTON LE SPRING RELIEF IN NEED CHARITY**

Mr. R. Toy, 13 Gilpin Street, Houghton le Spring

## **LIMESTONE LANDSCAPES PARTNERSHIP**

The Sustainable Communities Portfolio Holder and the Head of Planning and Environment

## **LOCAL DEVELOPMENT FRAMEWORK MEMBERS STEERING GROUP**

The Prosperous City Portfolio Holder and Councillor Tye

## **LOCAL GOVERNMENT ASSOCIATION - GENERAL ASSEMBLY**

Leader of the Council, Deputy Leader of the Council,  
Councillors Mordey and T. Wright  
Substitutes – Councillors Charlton, Errington, S. Watson and Wilson

## **LOCAL GOVERNMENT ASSOCIATION – RURAL COMMISSION**

Councillors Fletcher and Walker

## **LOCAL GOVERNMENT ASSOCIATION – URBAN COMMISSION**

Councillor Charlton and the Executive Director of City Services

## **LOCAL GOVERNMENT ASSOCIATION – SIGOMA**

Leader of the Council

## **MAYOR’S FUND FOR NECESSITOUS CHILDREN**

The Right Worshipful The Mayor for the time being  
Children and Learning City Portfolio Holder  
Health and Well Being Portfolio Holder  
Councillor Maddison

## **MARINE ACTIVITY CENTRE BOARD**

Safer City and Culture Portfolio Holder and  
Executive Director of City Services

## **MILLFIELD/ST. MARK’S COMMUNITY PROGRAMME**

Councillor Kay

## **MUSEUMS, LIBRARIES, ARCHIVES (MLA) [FORMERLY NEMLAC]**

Safer City and Culture Portfolio Holder

## **NATIONAL ASSOCIATION OF COUNCILLORS**

Councillors Forbes, S. Watson and Wilson

## **NEWCASTLE INTERNATIONAL AIRPORT LIMITED**

Alternate Director – Councillor P. Watson

**NEWCASTLE INTERNATIONAL AIRPORT LOCAL AUTHORITY HOLDING COMPANY**

**Directors**

Councillor P. Watson -  
Councillor Tate -

**Alternate Directors**

Councillor Anderson  
Councillor Mordey

**NEWCASTLE INTERNATIONAL AIRPORT CONSULTATIVE COMMITTEE**

Councillor Errington

**NO LIMITS THEATRE COMPANY**

**Director** – Councillor Williams

**NORTH EAST CONTRACTING CONSORTIUM FOR ASYLUM SUPPORT**

Sustainable Communities Portfolio Holder

**NORTH EAST CHILDREN'S SERVICES LEAD MEMBER NETWORK**

Children and Learning City and Health and Well Being  
Portfolio Holders

**NORTH EAST REGIONAL ARTS COUNCIL**

Tyne and Wear vacancy to be nominated by ANEC

**NORTH EAST REGIONAL EMPLOYERS' ORGANISATION**

Councillors Errington, P. Watson, S. Watson and Wilson

**NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY**

Councillor Bell

**NORTH EAST STRATEGIC MIGRATION PARTNERSHIP – REGIONAL STRATEGIC BOARD**

Deputy Leader of the Council

**NORTH REGIONAL ASSOCIATION FOR SENSORY SUPPORT**

General Council – Councillors Copeland\* and Hall

\* Also a Member of the Executive Committee

## **NORTHERN HOUSING CONSORTIUM LIMITED**

The Sustainable Communities Portfolio Holder  
and Councillor Scott

## **NORTHERN REGIONAL BRASS BAND TRUST**

Councillor Emerson

## **NORTHUMBRIA CENTRE SPORTS TRUST**

The Health and Well Being Portfolio Holder,  
Councillors Scaplehorn, Thompson and Walker, together  
with Mr. W. Craddock

## **NORTHUMBRIA POLICE AUTHORITY**

Councillor T. Foster

## **NORTHUMBRIA POLICE AUTHORITY - JOINT COMMITTEE FOR APPOINTMENT OF COUNCILLORS TO POLICE AUTHORITY**

Councillor P. Watson  
Substitute - Councillor H. Trueman

## **NORTHUMBRIA POLICE AUTHORITY - POLICE AND COMMUNITY FORUMS**

- (i) Washington Area - Councillor Walker
- (ii) Sunderland Central – Councillor Kay
- (iii) Sunderland West - Councillor P. Gibson
- (iv) Sunderland North – Councillor Copeland

## **NORTHUMBRIA (TRANSITIONAL) FLOOD AND COASTAL COMMITTEE (Four Year Term commencing 1 June 2009 to 31 May 2013 – it may be necessary to review nominations when it becomes the Northumbria Regional Flood and Coastal Committee in September 2011)**

Councillor G. Miller  
Substitute – Councillor Blackburn

## **PALLION ACTION GROUP**

Councillor Wilson

### **PARKER MEMORIAL HOME - MANAGING TRUSTEES**

Councillors S. Foster, Gofton, Walker, P. Watson, Wilson and T. Wright together with Mr. N. Harper

### **RAICH CARTER SPORTS CENTRE MANAGEMENT BOARD**

Councillors Ball, Emerson, McClennan, Mordey and the Health and Well Being Portfolio Holder

### **REGIONAL ENVIRONMENT PROTECTION ADVISORY COMMITTEE (REPAC)**

(Three Year Term commencing 1<sup>st</sup> April 2008 up to 31<sup>st</sup> May 2012)

Councillor Rolph

### **ROKER REGATTA COMBINED CLUBS COMMITTEE**

Councillors Bonallie and Stewart

### **SAMUEL DOBSON TRUST**

Councillors Anderson, Blackburn, D. Richardson, Scott, Speding and Tate

Chairman – Councillor Anderson

### **SHERBURN HOUSE CHARITY**

Councillor Padgett (until 28 August 2012)

### **SOUTHWICK NEIGHBOURHOOD YOUTH PROJECT**

Councillor Copeland

### **STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION**

Councillors P. Dixon, Francis, P. Smith, Stewart and Williams

### **ST. LUKE'S NEIGHBOURHOOD PROJECT**

Councillor Wilson

### **SUNDERLAND AFC FOUNDATION PARTNERSHIP BOARD**

Leader of the Council, Children and Learning City Portfolio Holder, Health and Well Being Portfolio Holder, Chief Executive, Executive Director of Children's Services and Executive Director of City Services

## **SUNDERLAND BOYS INDUSTRIAL SCHOOL FUND**

Councillors Kay, Maddison and Mordey  
together with Mr. I. Galbraith

## **SUNDERLAND COMMON PURPOSE**

Councillor Emerson

## **SUNDERLAND COMMUNITY MATTERS**

Councillor Heron

## **SUNDERLAND EMPIRE THEATRE TRUST**

Councillors Fletcher, Gofton, Howe, Mordey, D. Richardson, Scott, Snowdon,  
Stewart, Tate, Walker, S. Watson and T. Wright

## **Nominated Co-opted Members**

Mrs. J. Heron, Mr. K. MacKnight, Mrs. D. Northway, Mr. G. Rowley and  
Mrs. J. Wilson

## **SUNDERLAND AND NORTH DURHAM ROYAL SOCIETY FOR THE BLIND MANAGEMENT COMMITTEE**

Councillors Errington and T. Foster

## **SUNDERLAND FUTURES PARTNERSHIP BOARD**

Children and Learning City Portfolio Holder

## **SUNDERLAND HIGH SCHOOL**

Councillor D. Trueman

## **SUNDERLAND ORPHANAGE AND EDUCATIONAL FOUNDATION**

Councillors Copeland, Maddison, Mordey and Smiles



## **SUNDERLAND PARTNERSHIP**

Leader and Deputy Leader of the Council  
and the Chief Executive

### **Adult Social Care Partnership Board**

#### **5 Members**

Leader of the Council	Councillor	Morrissey
Deputy Leader of the Council		
Children and Learning City Portfolio Holder		
Health and Well Being Portfolio Holder		

### **Attractive & Inclusive (LSP Delivery Partnership)**

Attractive and Inclusive City Portfolio Holder

### **Safer Sunderland Partnership**

Leader of the Council or the Safer City and Culture Portfolio Holder  
together with the Chief Executive

### **Sunderland Learning Partnership**

Children and Learning City Portfolio Holder and Responsive Services and Customer Care Portfolio Holder

### **Sunderland Partnership Delivery and Improvement Board**

Responsive Services and Customer Care Portfolio Holder

### **Healthy City (LSP Delivery Partnership)**

Councillor N. Wright

### **Culture Partnership (LSP Cross Cutting Partnership)**

Safer City and Culture Portfolio Holder

### **Inclusive Communities Cross-Cutting Partnership**

Sustainable Communities Portfolio Holder

## **SUNDERLAND SAFEGUARDING CHILDREN BOARD (SSCB)**

Children and Learning City Portfolio Holder

## **SUNDERLAND SPORTS COUNCIL**

The Health and Well Being Portfolio Holder and Councillor Errington

## **SUNDERLAND TEACHING PRIMARY CARE TRUST CONTINUING INPATIENT CARE REVIEW PANEL**

Councillor Hall  
Substitute – Councillor Williams

## **TOURISM TYNE & WEAR - AREA TOURISM PARTNERSHIP**

Safer City and Culture Portfolio Holder

## **TRIPLETT CHARITY**

Councillors Fletcher, Snowdon and Walker

## **TYNE AND WEAR ANTI FASCIST ASSOCIATION**

Councillor Allan - non-voting

## **TYNE & WEAR AUTISTIC SOCIETY**

Executive Director of Health, Housing and Adult Services

## **TYNE AND WEAR CITY REGION EXECUTIVE BOARD**

Leader of the Council

## **Tyne and Wear Employment and Skills Board**

Prosperous City Portfolio Holder

## **TYNE AND WEAR DEVELOPMENT COMPANY LIMITED (BOARD OF DIRECTORS)**

Leader of the Council\*+  
Deputy Leader of the Council\*  
Councillor Speding

\*also nominated as members of the Company

+also nominated as a member of the Executive Committee

## **Alternate Directors**

Councillors Bell, T. Martin and S. Watson

## **TYNE AND WEAR FIRE AND RESCUE AUTHORITY**

Councillors Forbes, Heron, Padgett and D. Trueman

## **TYNE AND WEAR LOCAL ACCESS FORUM**

Councillor Speding

## **TYNE AND WEAR INTEGRATED TRANSPORT AUTHORITY**

The Attractive and Inclusive Portfolio Holder together with Councillors Emerson, Hall and Wood

### **Tyne and Wear Integrated Transport Authority Working Groups**

Local Transport Plan Working Group – Attractive and Inclusive City Portfolio Holder  
Bus Strategy Working Group - Attractive and Inclusive City Portfolio Holder  
Equality and Diversity Working Group – Sustainable Communities Portfolio Holder

## **TYNE AND WEAR INTEGRATED TRANSPORT AUTHORITY SCRUTINY COMMITTEE**

Councillors Padgett and Tate  
Substitutes – G. Miller and D. Richardson

## **TYNE AND WEAR NHS FOUNDATION TRUST**

Health and Well Being Portfolio Holder

## **TYNE AND WEAR PENSION FUND**

Councillor Mordey

Substitute – Councillor P. Gibson

## **UNIVERSITY OF SUNDERLAND : BOARD OF GOVERNORS**

Councillor Gofton

## **WOODCOCK AND BOWES CHARITY**

Councillor D. Richardson and Rolph

## **WORKERS EDUCATION ASSOCIATION DISTRICT COMMITTEE**

Councillor Curran

## **WORLD HEALTH ORGANISATION HEALTHY CITIES NETWORK**

Health and Well Being Portfolio Holder

### **YMCA, FENCEHOUSES**

Councillor D. Richardson

### **COMMUNITY ASSOCIATIONS - YOUTH ORGANISATIONS (IN RECEIPT OF GRANT AID EXCEEDING £500 P.A.), LOCAL AUTHORITY REPRESENTATIVES**

<b>(i)</b>	<b>Community Associations</b>	<b>Councillor(s)</b>
	Columbia C.A.	Snowdon
	Easington Lane Community Access Point	Tate
	East C.A.	Mordey
	Deptford and Millfield C.A.	Kay
	Doxford Park C.A.	Errington
	Fulwell C.A.	Wiper
	Grangetown C.A.	Maddison
	Grindon C.A.	Essl
	Houghton Racecourse Community Access Point	Heron
	Houghton Racecourse C.A.	Heron
	Pennywell Community Centre	S. Watson and T. Wright
	Penshaw C.A.	Scott
	Ryhope C.A.	Ball
	Shiney Row C.A.	Speding
	Southwick C.A.	Copeland
	Springwell Community Venue	Scaplehorn
	St. Matthew's C.A., Newbottle	Heron
<b>(ii)</b>	<b>Youth and Community Organisations</b>	
	Blue Watch Project (Ryhope)	Ball
	Grindon Young People's Centre	Waller
	Hendon Young People's Project	Mordey
	Herrington Burn Y.M.C.A.	2 vacancies
	Hylton Castle & Town End Farm Boys and Girls Club	S. Foster
	Lambton Street Fellowship Centre	Wilson
	Oxclose and District Young People's Project	Thompson
	Pitstop Youth Project (Washington)	Snowdon
	Pennywell Youth Project	T. Wright
	Sunderland North Community Business Centre	Stewart
	St. Marks Youth Club	Scanlan
	Sans Street Youth Centre	T. Martin
	Young Asian Voices	Mordey
	The Box Youth Project	Errington
	Sandhill View Youth Project (A690)	Tye

## **Governors of Schools**

Cllr. D. Allan	Hasting Hill Primary, Sandhill View, Thorney Close Primary
Cllr. F. Anderson	Hetton Primary
Cllr. E. Ball	Ryhope Junior, St. Paul's CE Controlled Primary
Cllr. R.A. Bell	Castlegreen Community School, Hylton Red House Nursery, Hylton Red House Primary Shadow Governing Body,
Cllr. J. Blackburn	Easington Lane Primary, Hetton Lyons Primary, Hetton Lyons Nursery
Cllr. B. Curran	Seaburn Dene Primary School
Cllr A. Emerson	Ryhope Infant School
Cllr. D.G. Errington	New Silksworth Junior, Portland College
Cllr M.P. Essl	Plains Farm Primary
Cllr. J.E. Fletcher	Usworth Colliery Primary
Cllr. M. Forbes	St. Anthony's Catholic Girls School
Cllr. T. Foster	Castletown Primary,
Cllr. R. Francis	Fulwell Junior, Monkwearmouth
Cllr. J. Gallagher	Hasting Hill Primary School
Cllr. E. Gibson	Benedict Biscop C E Primary, Mill Hill Primary
Cllr. P. Gibson	Farringdon, Portland College
Cllr. A. Hall	New Penshaw Primary, Our Lady Queen of Peace R.C. Primary
Cllr. R. Heron	Bernard Gilpin Primary, Gillas Lane Primary
Cllr. I. Kay	South Hylton Primary, St Aidan's RC School
Cllr. J. Kelly	Usworth Grange Primary, Washington
Cllr. L. Lauchlan	Biddick Primary School
Cllr. T. Martin	Southmoor, Valley Road Community Primary
Cllr. F. Miller	Barmston Village Primary School
Cllr. G. Miller	Holley Park Primary, Washington

Cllr. R. Oliver	Farringdon
Cllr N.J. Padgett	Fatfield Primary, Burnside Primary, John F Kennedy Primary
Cllr. S. Porthouse	Farringdon Primary School
Cllr. D. Richardson	Dubmire Primary, Burnside Primary
Cllr. K. Rolph	Houghton Kepier, Newbottle Primary
Cllr. B. Scaplehorn	Blackfell Primary, Springwell Village Primary
Cllr. J. Scott	New Penshaw Primary
Cllr. P. Smith	St. Leonard's R.C. Voluntary Aided Primary, Plains Farm Primary
Cllr. D.E. Snowdon	John F Kennedy Primary ,Biddick School Sports College
Cllr. M. Speding	Barnwell Primary, Shiney Row Primary
Cllr. P. Stewart	Willow Fields Community Primary, St. John Bosco R.C. Voluntary Aided Primary, Hylton Red House Primary Shadow Governing Body
Cllr. R.D. Tate	Hetton School, Hetton Primary, Hetton Lyons Primary, Hetton Lyons Nursery
Cllr. G. Thompson	Rickleton Primary School
Cllr. H. Trueman	Blackfell Primary, Columbia Grange
Cllr. P.M. Tye	New Silksworth Infant, New Silksworth Junior, Venerable Bede Church of England Voluntary Aided School
Cllr. E. Wake	Oxclose School
Cllr. P. Walker	Albany Village Primary, St. Bede's R.C. Primary
Cllr. D. Waller	Broadway Junior School, Grindon Infant School
Cllr L. Williams	Lambton Primary, Oxclose School, Wessington Primary
Cllr. A. Wilson	Highfield Community Primary School
Cllr. J.S. Wiper	Hill View Junior School
Cllr. P. Wood	St. Aidan's R.C. Voluntary Aided School
Cllr. N. Wright	Grange Park Primary

## **Adjournment of Meeting**

At this juncture, the meeting of Council was adjourned for honoured guests to arrive. The meeting was reconvened at 6.30 p.m.

## **Speeches in Support of the Mayor**

At the invitation of the Chief Executive, Councillors C. Shattock, S. Watson and R. Copeland spoke in support of the new Mayor.

The Mayor then read and signed a presentational copy of the Declaration of Acceptance of Office.

## **Mayor's Chaplain**

The Chief Executive reported that the Mayor had notified him of the appointment of Caroline Worsfold to be Chaplain during her term of office. The Mayor's Chaplain then offered prayers.

## **Vote of Thanks to Retiring Mayor**

On a motion by Councillor M. Mordey, duly seconded by Councillor T. Wright and supported by Councillor Oliver and Councillor Wakefield, it was:-

RESOLVED that the thanks of the Council be accorded to the retiring Mayor, Councillor T. Martin, for the manner in which he had discharged his duties as Mayor.

Councillor T. Martin responded appropriately.

## **Speeches in support of the Deputy Mayor**

At the invitation of the Mayor, Councillors P. Stewart and R. Bell spoke in support of the new Deputy Mayor.

The Deputy Mayor then read and signed a presentational copy of the Declaration of Acceptance of Office.

## **Presentation of Badges and Flowers**

The Mayor presented badges to Councillor T. Martin and Mrs. Maureen Martin.

Bouquets of flowers were then presented to Mrs. Maureen Martin, the Mayor, Councillor Norma Wright, the Mayoress, Mrs. Valerie Sibley and the Deputy Mayoress, Councillor Barbara McClennan.

## **Mayor's Announcements**

- Civic Service

The Mayor announced that a Civic Service would take place in Holy Trinity Church, Southwick on Sunday, 17<sup>th</sup> July, 2011 at 10.00 a.m. when Members and Officers of the Council and representatives of local public bodies and organisations would be invited to accompany her on the occasion.

- Mayoress "At Home"

The Mayor announced that she and the Mayoress, Mrs. Valerie Sibley, would be "At Home" in the Civic Centre from 12.00 p.m. to 3.30 p.m. on Friday, 24<sup>th</sup> June, 2011.

- Civic Charity Ball

The Mayor informed the meeting that the Civic Charity Ball would take place at the Crowtree Leisure Centre on Friday, 18<sup>th</sup> November, 2011.

- Mayor's Charities

The Mayor announced that the Charities she would give support to during her term of office would be Brothers in Arms, MIND (Sunderland) and the SAFC Foundation.

**(Signed) N. WRIGHT,  
Mayor.**



## **THE CABINET reports as follows:-**

### **1. Audit Commission Annual Audit and Inspection Letter**

That they submit for consideration by Council a joint report of the Chief Executive and the Executive Director of Commercial and Corporate Services (copy attached) on the Audit Commission Annual Audit Letter covering the year 2009/10 together with a copy of the Audit Letter which included issues arising from the audit of the Council's financial statements and the results of the Audit Commission's work undertaken as part of the assessment of the Council's arrangements to securing value for money in its use of resources.

The Cabinet recommends the Council to note the contents of the report.

### **2. Update to the Constitution**

That they have given consideration to a report of the Executive Director of Commercial and Corporate Services (copy attached) which proposed amendments to the Constitution:-

- (a) the amendment of paragraph 4.1(a) to (c) of the delegations to the Head of Law and Governance as set out in Part 3 of the Constitution to read as follows:-

"4.1 (a) To institute, defend or participate in all proceedings, including appeals, in any Court or Tribunal. Where proceedings are instituted on behalf of the Council in the Court of Appeal or the Supreme Court, a report on the institution of such proceedings pursuant to this paragraph shall be submitted to Cabinet for information." and

- (b) the re-lettering of the remaining sub-paragraphs of 4.1 accordingly.

Accordingly the Cabinet recommends the Council to note and endorse the proposed amendments as appropriate.

**3. The Queen's 2012 Diamond Jubilee - Competition for Grant of Lord Mayoralty**

That they have given consideration to a report of the Chief Executive (copy attached) seeking endorsement to Sunderland's application for the grant of Lord Mayoralty through the competition authorised by HM The Queen, where towns were being invited to apply for City Status, and cities were being invited to apply for granting of Lord Mayoralty to celebrate the Queen's 2012 Diamond Jubilee.

Accordingly the Cabinet recommends the Council to note the detail of the competition entry and to endorse the actions of the Chief Executive in submitting the application by the deadline of 27 May 2011.

**4. Capital Programme Outturn 2010/2011 and First Capital Review 2011/2012 (including Treasury Management)**

That they have given consideration to a report of the Executive Director of Commercial and Corporate Services which detailed:-

- the Capital Programme Outturn for 2010/2011;
- the outcome of the First Capital Review for 2011/2012 taking account of the Capital Programme Outturn 2010/2011;
- changes made to the Capital Programme 2011/2012 since its approval; and
- an update on progress in implementing the Treasury Management Borrowing and Investing Strategy for 2011/2012.

Accordingly the Cabinet recommends the Council to approve the additional scheme costing over £250,000 in 2011/2012 as set out in the attached extract.

They also referred the matter to the Management Scrutiny Committee for advice and consideration. The comments of the Scrutiny Committee will be reported to the meeting.

**5. Revenue Budget Outturn for 2010/2011 and First Revenue Review 2011/2012**

That they have given consideration to a report of the Executive Director of Commercial and Corporate Services which detailed the Revenue Budget Outturn for 2010/2011 and the First Revenue Review 2011/2012 and specifically the approval of the virement of funds

The Cabinet recommends the Council to approve the virement as detailed in the attached extract.

They also referred the matter to the Management Scrutiny Committee for advice and consideration in relation to the issues of virement. The comments of the Scrutiny Committee will be reported to the meeting.

**6. Food Law Enforcement Service Plan 2011/12**

That they have given consideration to a report of the Executive Director of City Services (copy attached) on the Food Law Enforcement Service Plan for 2011/2012, the comments of the Community and City Scrutiny Committee and to seek approval of the Plan.

They also referred the report to the Health and Well-Being Scrutiny Committee for advice and consideration. The Committee recommended that the Plan be approved and also referred to the very high standard of work undertaken by staff within the Team and the high regard in which they were held.

The Cabinet recommended the Council approve the Food Law Enforcement Service Plan.

**7. Establishment of an Early Implementer Health and Wellbeing Board**

That they have given consideration to a report of the Executive Director of Health, Housing and Adult Services (copy attached) to set out proposals for the early establishment of an Early Implementer Health and Wellbeing Board proposed under the Health and Social Care Bill.

The Cabinet recommends the Council to agree the proposals for establishing the Early Implementer Health and Wellbeing Board in July 2011 with initial membership as proposed in the attached report and to authorise the Chief Executive to draw up the appropriate governance arrangements for the Board.

**Capital Programme Outturn 2010/2011 and First Capital Review  
2011/2012 (including Treasury Management)**

**Cabinet Meeting - 22nd June 2011**

**Extract of Report**

	<b>£,000</b>
<b>Additional Scheme First Review 2011/2012 Capital Programme</b>	
<b>Attractive and Inclusive City</b>	
Pot Hole Repairs - Capital maintenance works to repair damages caused to highways by the severe winter weather (funded from specific Department for Transport grant)	614

**Revenue Budget Outturn for 2010/2011 and First Revenue Review  
2011/2012**

**Cabinet Meeting 22nd June 2011**

**Extract from Report**

From the £4.458 million underspendings identified at outturn and recognizing the position detailed in the Cabinet report it is proposed to:

- Create a service pressures reserve of £1.0 million to support potential winter maintenance pressures and continued uncertainties arising as a result of the economic downturn for 2011/2012,
- Create a development reserve of £1.5m to support initial activities regarding potential commercial and economic development opportunities which will in turn lead to improved outcomes for the city and future revenue cost containment, and,
- In accordance with the approval by January Cabinet, transfer the residual sum of £1.958 million to the strategic investment reserve to support one off transitional costs arising from the implementation of budget savings proposals in 2011/2012.

The table below summarises the proposed virement;

**Virements over £55,000 for the Final Quarter 2010/2011**

	<b>Transfer From £'000</b>	<b>Transfer To £'000</b>
General Balances	4,458	
Reserve for pressures arising in respect of winter maintenance and the economic downturn		1,000
Reserve to support potential commercial and economic development activities		1,500
Transfer to Strategic Investment Reserve to support pressures in respect of Transitional Arrangements		1,958
<b>TOTAL</b>	<b>4,458</b>	<b>4,458</b>

## **CABINET – 6 APRIL 2011**

### **AUDIT COMMISSION ANNUAL AUDIT LETTER 2009/10 – MARCH 2011**

#### **Report of the Chief Executive and Executive Director of Commercial & Corporate Services**

##### **1.0 Purpose of the report**

- 1.1 This report details the Audit Commission's (AC) Annual Audit Letter (AAL) covering the year 2009/2010. The letter includes issues arising from the audit of the council's financial statements and the results of the AC's work undertaken as part of the assessment of the council's arrangements to securing value for money.
- 1.2 Gavin Barker, Audit Manager, will attend Cabinet to present a summary of the AC's findings and address any questions Members may have.

##### **2.0 Description of Decision**

- 2.1 Cabinet is recommended to:
  - Note the contents of this report and receive a presentation from the AC regarding the AAL;
  - Refer the report to Council for its consideration.

##### **3.0 Introduction / Background**

- 3.1 The Audit Commission's Code of Audit Practice requires auditors to prepare an AAL and issue it to each audited body. The purpose of preparing and issuing AALs is to communicate to the audited body and key external stakeholders, including members of the public, the key issues arising from the auditors' work, which auditors consider should be brought to the attention of the audited body.
- 3.2 Despite the abolition of Comprehensive Area Assessment (CAA) and its use of resources assessment in May 2010, the Code of Audit Practice still requires the District Auditor (DA) to issue a value for money conclusion. For the AAL 2009/10, it was agreed that the work undertaken to date on the use of resources assessment would be used to inform the value for money conclusion.
- 3.3 The AAL summarises the findings of the 2009/10 audit, which therefore comprises two elements:
  - An audit of the council's financial statements
  - An assessment of the council's arrangements to achieve value for money.

##### **4.0 Current position**

- 4.1 The council did not receive the AAL for 2009/10 until March 2011. The reason for the delay was that during the audit, the Director of Financial Resources advised the DA that the Council was unable to proceed with the public inspection process

because of legal uncertainty about disclosure of commercially sensitive information. As a consequence, it was agreed that the audit would be 'called' again when the council was able to meet the requirements of the public inspection period. The position was clarified following the Court of Appeal decision in the Veolia ES v Nottinghamshire County Council case, and the audit was re-advertised for 4 January 2011. No additional issues were raised following the public inspection period. The DA was therefore able to issue an opinion on the financial statements and provide their value for money conclusion on 11 February 2011.

4.2 The DA has been unable to issue a final certificate for the 2009/10 accounts as outstanding objections to the council's accounts for 2007/08 and 2008/09 have yet to be decided. Progress had been made on the objections, however a legal issue has arisen recently which is likely to lead to further delays in issuing the final certificates for the three accounting years.

4.3 The AAL is very positive overall and the key issues identified in the AAL are set out below.

#### **4.4 Financial Statements and Annual Governance Statement**

4.4.1 The DA issued an unqualified opinion on the council's financial statements on 11 February 2011.

4.4.2 The audit identified a number of relatively minor errors in the statements, which have been amended by officers. The DA has made recommendations which should enable further streamlining of the financial statements and reduce overall pressure on officers and on the audit.

#### **4.5 Value for Money**

4.5.1 The DA issued an unqualified conclusion stating that the council had adequate arrangements to secure economy, efficiency and effectiveness in the use of resources on 11 February 2011.

4.5.2 The DA reported that the council continues to demonstrate particular strengths, including:

- The successful integration of service and financial planning which has secured significant efficiency savings in recent years, whilst at the same time investing in corporate priorities and improvements for local people
- Well established and effective processes for good governance and internal control

4.5.3 The DA found that there had been further improvements in the council's arrangements, highlighting the following examples:

- The development of a single investment plan with the Local Strategic Partnership
- Delivery of major projects but also improved outcomes at an area level in reduced crime, increased youth provision, and improvements in local environmental services
- Better procurement arrangements that saved money

4.5.4 The DA has also reported areas that the council has identified as having scope for further improvement, as follows:

- Extending effective commissioning and procurement arrangements
- Making efficiencies and savings through better asset management
- Enhanced workforce management

#### **4.6 Current and future challenges**

4.6.1 Within the AAL the DA has highlighted the challenges the council faces due to the significant front loading of government grant reductions confirmed within the local government finance settlements for 2011/12 and 2012/13. However he considers that strengths in the council's governance arrangements, its history of good financial management and the ongoing preparations through the Sunderland Way of Working will help the council to respond to these challenges.

4.6.2 He also states that the council will need to ensure the successful adoption and compliance with International Financial Reporting Standards (IFRS) in producing the 2010/11 financial statements.

#### **5.0 Reasons for the decision**

5.1 To ensure that the Council acknowledges the very positive AAL for 2009/10 and the progress made, and takes appropriate action in relation to those areas requiring further development as described within the AC's AAL.

#### **6.0 Alternative options**

6.1 Consideration of the AAL by Members and its publication are statutory requirements and therefore no alternative options are proposed.

#### **7.0 Relevant considerations / consultations**

7.1 Government regulations require the AAL to be published. In addition to publication as part of the Cabinet, Management Scrutiny Committee and Council Agendas, and its publication on the AC website it is proposed to place the full report on the council's website.

#### **8.0 Glossary**

AAL	Annual Audit Letter
AC	Audit Commission
DA	District Auditor

#### **9.0 List of appendices**

1. Audit Commission Annual Audit Letter 2009/10





# Annual Audit Letter

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**Sunderland City Council**

**Audit 2009/10**

**The Audit Commission is an independent watchdog, driving economy, efficiency and effectiveness in local public services to deliver better outcomes for everyone.**

**Our work across local government, health, housing, community safety and fire and rescue services means that we have a unique perspective. We promote value for money for taxpayers, auditing the £200 billion spent by 11,000 local public bodies.**

**As a force for improvement, we work in partnership to assess local public services and make practical recommendations for promoting a better quality of life for local people.**

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# Key messages

**This report summarises my findings from the 2009/10 audit. My audit comprises two elements:**

- **the audit of your financial statements (pages 4 to 5); and**
- **my assessment of your arrangements to achieve value for money in your use of resources (pages 6 to 8).**

## **Audit opinion and financial statements**

**1** I issued an unqualified opinion on the financial statements on 11 February 2011, which was well beyond the deadline for audit completion of 30 September 2010.

**2** The reason for the delay was that during the audit, the Director of Financial Resources advised me that the Council was unable to proceed with the public inspection process because of legal uncertainty about disclosure of commercially confidential information. As a consequence, I agreed to arrange for the audit to be 'called' again when the Council was able to meet the requirements of the public inspection period. The position was clarified following the Court of Appeal decision in the Veolia case, and the audit was re-advertised for 4 January 2011. No additional issues were raised following the public inspection period.

## **Value for money**

**3** I issued an unqualified conclusion stating that the Council had adequate arrangements to secure economy, efficiency and effectiveness in the use of resources on 11 February 2011.

## **2007/08 and 2008/09 Objections**

**4** Members will be aware that there are outstanding objections to the Council's accounts for 2007/08 and 2008/09. This has meant that I have been unable to issue my certificate for those accounts and that I will be unable to issue my final certificate for the 2009/10 accounts until the objection is decided.

**5** Progress had been made on the objections and I was recently able to share my preliminary views with both the Objector and with the Council's Officers.

6 Subsequently, however, legal issues have arisen which are likely to lead to further delays. I will continue to keep officers informed of developments.

## Current and future challenges

7 The public sector is facing major operational and financial challenges. The Treasury announced £6.2 billion of in-year savings from government spending on 24 May 2010. The Communities and Local Government department made the biggest proportionate contribution of 12.5 per cent (£780 million).

8 The Government's October spending review set out further cuts in funding across all of the public sector. Central government revenue grants to local government (excluding schools) will be reduced by 28 per cent over the period 2011/12 to 2014/15 (more than 7 per cent a year in real terms, with the majority impacting in the first two years).

9 The impact of this on individual local authorities was revealed in the local government finance settlement in December 2010. In March 2011, the Council approved a budget that reflected the impact of the settlement on Sunderland. The Council had not fared well from the settlement, and the budget reflected a reduction in central government funding of £39.2 million in 2011/12, and a further reduction of £11.2 million is expected for 2012/13.

10 Strengths in the Council's governance arrangements have helped it to respond to these major operational and financial challenges in 2010/11 and 2011/12. The Council has a history of good financial management and the Council has been preparing for these challenges through its Sunderland Way of Working programme. This provides the framework for the organisation as a whole to review services and take decisions about changes as part of a structured approach.

11 However, it seems likely that the future will be extremely challenging and Members may be asked to consider some very difficult decisions.

12 In relation to future financial reporting, the Council will need to ensure the successful implementation of International Financial Reporting Standards (IFRS) for the production of its 2010/11 financial statements.

# Financial statements and annual governance statement

**The Council's financial statements and annual governance statement are an important means by which the Council accounts for its stewardship of public funds.**

**I issued an unqualified opinion on the financial statements on 11 February 2011.**

## **Overall conclusion from the audit**

**13** I issued an unqualified opinion on the financial statements on 11 February 2011, which was well beyond the deadline for audit completion of 30 September 2010.

**14** The reason for the delay was that during the audit, the Director of Financial Resources advised me that the Council was unable to proceed with the public inspection process because of legal uncertainty about disclosure of commercially confidential information. As a consequence, I agreed to arrange for the audit to be 'called' again when the Council was able to meet the requirements of the public inspection period. The position was clarified following the Court of Appeal decision in the Veolia case, and the audit was re-advertised for 4 January 2011. No additional issues were raised following the public inspection period.

**15** My audit identified a number of relatively minor errors in the statements, which have been amended by officers.

**16** I have identified a need to review working papers supporting the financial statements in future years, and I have also identified the scope for the Council to streamline the financial statements that it produces. It is hoped that both of these measures will improve the quality of the financial statements and reduce overall pressure on officers and on the audit.

# Value for money

**I considered whether the Council is managing and using its money, time and people to deliver value for money.**

**I assessed your performance against the criteria specified by the Audit Commission and have reported the outcome as the value for money (VFM) conclusion.**

## **2009/10 use of resources assessments**

**17** At the end of May 2010, the Commission wrote to all chief executives to inform them that following the government's announcement, work on CAA would cease with immediate effect and the Commission would no longer issue scores for its use of resources assessments.

**18** However, I am still required by the Code of Audit Practice to issue a value for money conclusion. I have therefore used the results of the work completed on the use of resources assessment up to the end of May to inform my 2009/10 conclusion.

**19** I report the significant findings from the work I have carried out to support the vfm conclusion.

## **VFM conclusion**

**20** I assessed your arrangements to achieve economy, efficiency and effectiveness in your use of money, time and people against criteria specified by the Audit Commission. The Audit Commission specifies each year, which Key Lines of Enquiry (KLOE) are the relevant criteria for the VFM conclusion at each type of audited body.

**21** My conclusions on each of the areas are set out in the following table.



Criteria	Adequate arrangements?
<b>Managing finances</b>	
Planning for financial health	Yes
Understanding costs and achieving efficiencies	Yes
Financial Reporting	Yes
<b>Governing the business</b>	
Commissioning and procurement	Yes
Use of information	Yes
Risk management and internal control	Yes
<b>Managing resources</b>	
Natural Resources	n/a
Strategic asset management	Yes
Workforce	Yes

**22** My findings are that the Council has managed its finances effectively, and has delivered efficiencies and improved outcomes.

**23** The Council continues to demonstrate particular strengths, including:

- the successful integration of service and financial planning which has secured significant efficiency savings in recent years, whilst at the same time investing in corporate priorities and improvements for local people; and
- well established and effective processes for good governance and internal control.

**24** There have been further improvements in the Council's arrangements. These include:

- the development of a single investment plan with the Local Strategic Partnership;
- delivery of major projects but also improved outcomes at an area level in reduced crime, increased youth provision, and improvements in local environmental services; and
- better procurement arrangements that saved money.

**25** The Council has also identified scope for further improvement, including:

- extending effective commissioning and procurement arrangements;
- making efficiencies and savings through better asset management; and
- enhanced workforce management.

**26** The Council recognises that the financial pressures it faces demand more far reaching measures. It is working on transformational change through its overarching Sunderland Way of Working programme. This sets out how the Council does things now, how it is going to operate in the future and promises further significant change over the next few years.

**27** The Council is relatively well placed to meet the future challenges. However, the pressures on public spending are so great that Members will inevitably be faced with difficult choices in relation to future service provision.

**28** I issued an unqualified conclusion stating that the Council had adequate arrangements to secure economy, efficiency and effectiveness in the use of resources on 11 February 2011.

### **Approach to local value for money work from 2010/11**

**29** Given the scale of pressures facing public bodies in the current economic climate, the Audit Commission has been reviewing its work programme for 2010/11 onwards. This review has included discussions with key stakeholders of possible options for a new approach to local value for money (VFM) audit work. The Commission has now introduced a new, more targeted and better value approach to our local VFM audit work.

**30** My work for the 2010/11 audit will be based on a reduced number of reporting criteria, specified by the Commission, concentrating on:

- securing financial resilience; and
- prioritising resources within tighter budgets.

**31** I will determine a local programme of VFM audit work based on my audit risk assessment, informed by these criteria and my statutory responsibilities. I will no longer be required to provide an annual scored judgement relating to my local VFM audit work. Instead I will report the results of all my local VFM audit work and the key messages for the Council in my annual report to those charged with governance and in my annual audit letter.

## Current and future challenges

**32** The public sector is facing major operational and financial challenges. The Treasury announced £6.2 billion of in-year savings from government spending on 24 May 2010. The Communities and Local Government department made the biggest proportionate contribution of 12.5 per cent (£780 million).

**33** The Government's October spending review set out further cuts in funding across all of the public sector. Central government revenue grants to local government (excluding schools) will be reduced by 28 per cent over the period 2011/12 to 2014/15 (more than 7 per cent a year in real terms, with the majority impacting in the first two years).

**34** The impact of this on individual local authorities was revealed in the local government finance settlement in December 2010. In March 2011, the Council approved a budget that reflected the impact of the settlement on Sunderland. The Council had not fared well from the settlement, and the budget reflected a reduction in central government funding of £39.2 million in 2011/12, and a further reduction of £11.2 million is expected for 2012/13.

**35** Strengths in the Council's governance arrangements have helped it to respond to these major operational and financial challenges in 2010/11 and 2011/12. The Council has a history of good financial management and the Council has been preparing for these challenges through its Sunderland Way of Working programme. This provides the framework for the organisation as a whole to review services and take decisions about changes as part of a structured approach.

**36** However, it seems likely that the future will be extremely challenging and Members may be asked to consider some very difficult decisions.

**37** In relation to future financial reporting, the Council will need to ensure the successful implementation of International Financial Reporting Standards (IFRS) for the production of its 2010/11 financial statements.

## Closing remarks

**38** I have discussed and agreed this letter with the Chief Executive and the new Executive Director of Commercial and Corporate Services. I will present this letter to the Cabinet and copies will be provided to all Council members.

**39** Full detailed findings, conclusions and recommendations in the areas covered by our audit were included in the reports I issued to the Council during the year.

Report	Date issued
Audit fee letter	April 2009
Opinion audit plan	June 2010
Interim opinion audit	September 2010
Interim annual governance report	September 2010
Annual governance report	February 2011
Annual Audit Letter	March 2011

**40** The Council has taken a positive and helpful approach to our audit. I wish to thank the Council and its officers for their support and cooperation during the audit.

Steve Nicklin  
District Auditor

March 2011

## Appendix 1 Audit fees

	Actual	Proposed	Variance
Financial statements and annual governance statement	211,760	211,760	0
Value for money	101,940	101,940	0
<b>Total audit fees</b>	<b>313,700</b>	<b>313,700</b>	<b>0</b>
Grant claims and returns	40,250 *	40,250	
Non-audit work	0	0	0
<b>Total</b>	<b>353,950</b>	<b>353,950</b>	<b>0</b>

\* This is the best estimate of the final fee.

## Appendix 2 Glossary

### **Annual governance statement**

Governance is about how local government bodies ensure that they are doing the right things, in the right way, for the right people, in a timely, inclusive, open, honest and accountable manner.

It comprises the systems and processes, cultures and values, by which local government bodies are directed and controlled and through which they account to, engage with and where appropriate, lead their communities.

The annual governance statement is a public report by the Council on the extent to which it complies with its own local governance code, including how it has monitored the effectiveness of its governance arrangements in the year, and on any planned changes in the coming period.

### **Audit opinion**

On completion of the audit of the accounts, auditors must give their opinion on the financial statements, including:

- whether they give a true and fair view of the financial position of the audited body and its spending and income for the year in question; and
- whether they have been prepared properly, following the relevant accounting rules.

### **Financial statements**

The annual accounts and accompanying notes.

### **Qualified**

The auditor has some reservations or concerns.

### **Unqualified**

The auditor does not have any reservations.

### **Value for money conclusion**

The auditor's conclusion on whether the audited body has put in place proper arrangements for securing economy, efficiency and effectiveness in its use of money, people and time.

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March 2011

**UPDATE TO THE CONSTITUTION**

**Report of Executive Director of Commercial and Corporate Services**

**1. PURPOSE OF REPORT**

- 1.1 To update the delegations to the Head of Law and Governance as set out in Part 3 of the Constitution.

**2. DESCRIPTION OF DECISION**

- 2.1 That Council be recommended to note and endorse:

- (i) the amendment of paragraph 4.1(a) to (c) of the delegations to the Head of Law and Governance as set out in Part 3 of the Constitution to read as follows:-

"4.1 (a) To institute, defend or participate in all proceedings, including appeals, in any Court or Tribunal. Where proceedings are instituted on behalf of the Council in the Court of Appeal or the Supreme Court, a report on the institution of such proceedings pursuant to this paragraph shall be submitted to Cabinet for information." and

- (ii) the re-lettering of the remaining sub-paragraphs of 4.1 accordingly.

**3. CURRENT POSITION**

- 3.1 The delegations to the Head of Law and Governance require updating to reflect that the Supreme Court has replaced the Appellate Committee of the House of Lords as the final court of appeal for all UK civil cases and criminal cases from England, Wales and Northern Ireland. This is also an opportunity to consolidate and simplify the delegations in respect of the conduct of proceedings in the various Courts and Tribunals which are currently contained in paragraph 4.1(a) to (c) of Part 3 of the Constitution.

**4. REASON FOR THE DECISION**

- 4.1 To ensure that the delegations to the Head of Law and Governance are up to date.



5. **ALTERNATIVE OPTIONS**

5.1 There are no alternative options to consider.

6. **RELEVANT CONSIDERATIONS / CONSULTATIONS**

6.1 The views of the Head of Law and Governance have been incorporated in this report.

7. **BACKGROUND PAPERS**

Constitution of Sunderland City Council.

## **THE QUEEN'S 2012 DIAMOND JUBILEE – COMPETITION FOR GRANT OF LORD MAYORALTY**

### **Report of the Chief Executive**

#### **1.0 Purpose of the Report**

- 1.1 The report requests that Cabinet recommends to Council that Sunderland's application for the grant of Lord Mayoralty is endorsed.

#### **2.0 Description of Decision**

- 2.1 Cabinet is requested to recommend to Council that the detail of the competition entry (copy to be submitted) is noted, and the actions of the Chief Executive endorsed in submitting the application by the deadline of 27<sup>th</sup> May 2011.

#### **3.0 Lord Mayoralty Competition**

- 3.1 Her Majesty The Queen has agreed that a competition may be held for a grant of Lord Mayoralty to mark Her Diamond Jubilee in 2012. Lord Mayoralty is an exceptional distinction conferred on the Mayoralties of a few – usually long-established and important – cities.
- 3.2 The Government's view is that the places to be honoured for the Diamond Jubilee should be vibrant, welcoming communities with interesting histories and distinct identities. Therefore the council needs to provide evidence of its ability to welcome people to the city and provide, promote or facilitate access to a wide variety of places, activities and events.

#### **4.0 Sunderland's Entry**

- 4.1 In accordance with competition entry guidelines, Sunderland's application includes a range of information about the city's history and traditions, famous residents, connections with Royalty and other distinctive features. It also tells the story of the city's continued transformation since 1992 when City Status was granted. Maps and photographs of the city's permanent features have also been supplied as required.
- 4.2 As the competition's closing date was 27<sup>th</sup> May 2011, the Chief Executive in consultation with the Leader and the relevant portfolio holder, has authorised the submission of Sunderland's application. A copy of the application will be tabled at the Cabinet meeting.

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

- 5.1 The submission of an application to the Lord Mayoralty competition will help to the raise the profile of the city, highlighting its special features and characteristics, and the achievements, progress and successes of the past two decades since City Status was granted to Sunderland in 1992.

5.2 Should Sunderland win the competition, the special honour of Lord Mayoralty would be conferred upon the city in celebration of the Queen's Diamond Jubilee, further distinguishing Sunderland as an important English city.

## **6.0 Alternative Options**

6.1 To decline the invitation to enter the Lord Mayoralty competition and withdraw the application submitted.

## **7.0 Financial Implications**

7.1 The minimal costs of producing the Lord Mayoralty competition application, are provided for within the Council's base budget.

## **Background Papers**

Civic Honours Entry Guidelines

**Capital Programme Outturn 2010/2011 and First Capital Review 2011/2012  
(including Treasury Management)**

**Cabinet Meeting - 22nd June 2011**

**Extract of Report**

	<b>£,000</b>
<b>Additional Scheme First Review 2011/2012 Capital Programme</b>	
<b>Attractive and Inclusive City</b>	
Pot Hole Repairs - Capital maintenance works to repair damages caused to highways by the severe winter weather (funded from specific Department for Transport grant)	614

**Revenue Budget Outturn for 2010/2011 and First Revenue Review  
2011/2012**

**Cabinet Meeting 22nd June 2011**

**Extract from Report**

From the £4.458 million underspendings identified at outturn and recognizing the position detailed in the Cabinet report it is proposed to:

- Create a service pressures reserve of £1.0 million to support potential winter maintenance pressures and continued uncertainties arising as a result of the economic downturn for 2011/2012,
- Create a development reserve of £1.5m to support initial activities regarding potential commercial and economic development opportunities which will in turn lead to improved outcomes for the city and future revenue cost containment, and,
- In accordance with the approval by January Cabinet, transfer the residual sum of £1.958 million to the strategic investment reserve to support one off transitional costs arising from the implementation of budget savings proposals in 2011/2012.

The table below summarises the proposed virement;

**Virements over £55,000 for the Final Quarter 2010/2011**

	<b>Transfer From £'000</b>	<b>Transfer To £'000</b>
General Balances	4,458	
Reserve for pressures arising in respect of winter maintenance and the economic downturn		1,000
Reserve to support potential commercial and economic development activities		1,500
Transfer to Strategic Investment Reserve to support pressures in respect of Transitional Arrangements		1,958
<b>TOTAL</b>	<b>4,458</b>	<b>4,458</b>

**Report of Executive Director of City Services**

**1. Purpose of the Report**

To advise the Cabinet of the Food Law Enforcement Service Plan for 2011/12 and the comments of the Community and Safer City Scrutiny Committee and seek approval of the plan.

**2. Description of Decision (Recommendations)**

Cabinet is recommended to refer the matter to Council with the recommendation that the Food Law Enforcement Service Plan for 2011/12 be approved.

**3. Introduction/Background**

The Food Standards Agency is an independent food safety watchdog set up by Act of Parliament in 2000 to protect the public health and consumer interests in relation to food.

The White Paper “The Food Standards Agency – A Force for Change” identified that Food Standards Agency as having a key role overseeing local authority enforcement activities. The Agency is therefore proactive in setting and monitoring standards and auditing local authorities enforcement activities to ensure that they are effective and undertaken on a more consistent basis.

Service Plans for food safety enforcement activities are seen to be an important part of the process to ensure that national priorities and standards are addressed and delivered locally. It was recognized by both central and local government that central guidance on the content of local service plans for food enforcement work would be helpful to local authorities.

The Food Standards Agency Framework Agreement has been developed in close partnership with the Local Government Regulation (LGR) and the Local Government Association. They have recommended a format for food enforcement service plans and given detailed guidance on the content of the plan.

**4. Current Position**

The Food Law Enforcement Service Plan 2011/12 (attached) has been formulated to comply with the recommendations of the Food Standards Agency’s Framework Agreement. It would be necessary to produce this plan in the event of an audit by the Agency.

On 7 June 2011, the report was submitted to the Community and Safer City Scrutiny Committee for advice and consideration. The Committee recommended that the Plan be approved and also referred to the very high standard of work undertaken by staff within the Team and the high regard in which they are held.

## 5. **Reasons for the Decision**

The Food Standards Agency which monitors and audits local authority activities requires the Food Law Service Plans to be approved by Members to ensure local transparency and accountability. The plan forms part of the Council's policy and budgetary framework as defined in the Constitution.

## 6. **Alternative Options**

There are no practical alternative options.

## 7. **Relevant Considerations / Consultations**

- (a) **Financial Implications / Gershon** – Details of financial and budgetary details in this report have been extracted from information supplied by the City Treasurer.
- (b) **Risk Analysis** – Failure to approve Plan would conflict with requirements of Food Standards Agency. Measures within the Plan promote the health of the population of the City.
- (c) **Employee Implications** – The Plan relates to existing staff resources working within the Department.
- (d) **Legal Implications** – Requirements relate to guidance given by the Food Standards Agency.
- (e) **Sustainability**  
The actions promoted by the Food Law Enforcement Service Plan seek to ensure the standards of food supplied within the City Legislation requires the application of standards within all food businesses.

## 8. **Glossary**

FSA Food Standards Agency

## 9. **List of Appendices**

Appendix - Food Law Enforcement Service Plan 2011/12

## 10. **Background Papers**

Framework agreement on Local Authority Food Law Enforcement

# **Sunderland City Council**

## **City Services, (Street Scene)**

Public Protection and Regulatory Services

## **Food Law Enforcement Service Plan** **2011/12**



## **Index**

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## **FOOD LAW ENFORCEMENT SERVICE PLAN 2010/11**

### **1. SERVICE AIMS AND OBJECTIVES**

#### **1.1 Aims and Objectives**

The Department's aim is to protect the health of all persons within the City in relation to food safety matters.

Our objectives are to proactively interact with food businesses within the City on a risk-based programme to improve the standard of food premises in the City. A variety of interventions are under consideration, with the Food Standards Agency approval, which will influence the actions at each premises during the year and the number of programmed inspections. Alternative strategies to inspection for enforcing standards in lower-risk premises are still being considered regionally with other interventions being considered. We will undertake a programme of food sampling, both microbiological and compositional. We will also respond appropriately to all food complaints, food alerts and food poisoning incidents.

We will also educate and advise the public and the food trade in matters of food hygiene and safety. Officers from the Food team will undertake the inspection of ships visiting the Port in accordance with current guidance.

#### **1.2 Links To Corporate Objectives And Plans**

The Sunderland Strategy for the years 2008-2025 sets out the framework for the work of everyone in the council. The full document can be viewed on the council's website. The Environmental Health section, in relation to Food, can impact on all of the five strategic aims to a greater or lesser extent.

They are;

1. To create a strong and diverse local economy that will provide jobs and careers for people in the city now and in the future.
2. To create a city that provides excellent health and social care services, where residents are supported to make healthy life and lifestyle choices.
3. To make Sunderland a place where everyone feels welcome and can be part of a safe and inclusive community.
4. To create a thriving learning culture where everyone can be involved in learning.
5. To ensure that Sunderland becomes a clean, green city with a strong culture of sustainability.

Of the five priorities set to achieve the goals, the Food section will be involved with – Prosperous City, Healthy City, Safe City and Learning City.

## **The Corporate Improvement Plan**

The Food teams are included in the following Corporate Improvement Objectives whilst undertaking their statutory and advisory roles;

- § Delivering Customer Focused Services
- § Being One Council
- § Efficient and Effective Council
- § Improving Partnership Working to deliver One City.

## **2. BACKGROUND**

### **2.1 Profile of the Local Authority**

Sunderland City Council covers an area of 138 sq. kilometres and contains a population of about 284,000. It is the largest City between Leeds and Edinburgh. The area is largely urban ("metropolitan") but contains a great diversity of settlements including the City Centre, Washington and former coalmining communities such as Houghton le Spring and Hetton le Hole.

### **2.2 Organisational Structure**

The Council through a Leader, Cabinet and a total of 75 Councillors covering 25 wards, has an annual estimated budget of approximately £253.7 million for 2011/12. The Council employs 12,803 different individuals working full and part time across the City in a wide variety of jobs. The most recent estimate of the number of Council staff (Full Time Equivalents) currently employed is 10,180.35

#### **Current Departmental Structure;**

Chief Executive + 4 Directorates; City Services, Children's Services, and Health, Housing and Adult Services, and Office of the Chief Executive.

#### **Current Committee Structure;**

The Council operates through a system of Committees, both Overview & Scrutiny Committees and Regulatory Committees.

The Overview and Scrutiny Committees include;

- Management,
- Prosperity and Economic Development
- Health and Wellbeing
- Children, Young People and Learning
- Community and Safer City
- Environment and Attractive City
- Sustainable Communities

The Regulatory Committees include;  
Licensing / Regulatory Committee,  
Planning and Highways,  
Development Control Sub- Committees  
Personnel Committee.

## **Structure of City Services**

City Services have four main service areas, Street Scene, Culture and Tourism, Customer Services and Community Services.

Street Scene includes the Public Protection and Regulatory Services division as well as Responsive Local Services, City-Wide Services, Highways and Transportation, Cemeteries and Crematorium, Drainage, Grounds Maintenance, Refuse Collection and Street Cleaning, and Highways & Transportation. Within Public Protection and Regulatory Services, (Environmental Health Section), the Commercial Food team and Health Promotion team are involved in food related matters and Trading Standards are involved in primary production and feedingstuffs control.

With regard to the line of Management for food matters, the Executive Director of City Services is the Chief Officer and the Assistant Head of Street Scene heads the Public Protection and Regulatory Services division. There is an Environmental Health Manager for Commercial sections and a Principal Environmental Health Officer responsible for food matters. The Assistant Head of Street Scene is also line manager to the Trading Standards and Licensing Manager, and Health Promotion Specialist.

### **2.3 Scope of the Food Service**

The activities relating to food in the City are undertaken between the Commercial Food team, Trading Standards team and the Health Promotion team.

The Commercial Food team carry out a programme of food hygiene and food standards inspection duties as well as responding to requests for service and infectious disease notifications. Sampling of foodstuffs, both microbiological and compositional, is also undertaken. The team has for many years enforced health and safety at work in most food premises in line with recommendations in the Lord Young report "Common Sense, Common Safety". Officers also respond to Port Health requests and food hygiene inspections are part of the Ship Sanitation Certificates required under International Health Regulations.

Trading Standards Officers within the Department specialise in the primary production and animal feedingstuffs response.

The services of Health Protection Agency laboratories and the County Analyst, Durham currently complement the work of the two teams. The future of the

County Analyst is uncertain after July 2011 and possible alternative arrangements are being considered regionally.

The Health Promotion team provide Level 2 (Basic) and Level 3 (Intermediate) Food Hygiene Training Courses. Officers organise campaigns and undertake visits to educational establishments in connection with food hygiene. The Heartbeat award and Healthy Home Award schemes are promoted and managed by the team, with inspections being undertaken of relevant premises. Significant interest in the Healthy Home Award was generated at a seminar earlier this year and it is anticipated that there will be an increase in the number of awards presented this year.

The Joint Authorities in the region have previously co-operated with training for new businesses in a partnership arrangement between the Authorities and funded by the participants. We will continue to seek and cooperate in joint working between the Authorities.

The food service currently operates from the Civic Centre, (the Houghton Office having closed in November 2010). The Civic Centre is open to the public in normal working hours throughout the week, 8.30am to 5.15pm (4.45pm Friday), although officers work in a flexi-time scheme. There is an evening and weekend service arrangement for contacting management for out-of-hours emergencies. There are no formal planned "out of hours" arrangements for field Officers, however visits are conducted at events or as necessary outside normal working hours.

The Council website [www.sunderland.gov.uk](http://www.sunderland.gov.uk) encourages the public to communicate with the Department by email and makes information constantly available. Letters from the Department to customers / companies encourage the use of email. The facility to contact the Department and individual Officers by direct telephone lines is also promoted with customers. Progress is being made to facilitate the initial contact for services through the Customer Services Network.

The Council displays current food hygiene ratings ("Scores on the Doors") on the [sunderlandcitycouncil.com](http://sunderlandcitycouncil.com) website, which is also linked from the [sunderland.gov.uk](http://sunderland.gov.uk) website (Food Hygiene). This Authority plans to use the Food Standards Agency national scheme with a contract having been signed and test system already operating successfully. A launch date for the FSA scheme of 28<sup>th</sup> June 2011 has been chosen.

The Authority has a limited rural community, principally arable with few livestock holdings. The Trading Standards Division carries out the enforcement of primary production and feedingstuffs legislation and advice to farmers / retailers.

## 2.4 Demands on the food service

- There are 2142 food premises currently operating in the City, including 1 registered Primary Producer.

Food Premises in the City of which;	No.	Food Hygiene High Risk (a)	Food Hygiene Medium Risk (b)	Food Hygiene Medium Risk (c)	Food Hygiene Medium Risk (d)	Food Hygiene Low risk (e)	Unrated / unclassified
Primary producers / manufacturers / processors	80	0	18	33	11	11	4
Packers / Importers / Exporters / distributors, etc	36	0	1	3	16	13	2
Retailers	557	1	8	208	185	121	17
Restaurant / Other Caterers	1469	0	178	828	241	134	77
Contact Materials and articles	0	0	0	0	0	0	0
Total Food Premises	2142	1 0.05%	205 9.6%	1072 50.0%	453 21.1%	279 13.0%	100 4.7%
Outside the programme	7 0.35%						

- The majority are classified in the Restaurant / catering outlet group (1469) whilst there are 557 food retailers.
- The unrated / unclassified premises are those which have recently opened or changed proprietor since the last inspection. These premises are revisited for further inspection and rating within 6 months to make an informed judgement of on-going standards. This is currently under review
- The Stadium of Light can accommodate over 40,000 seated spectators, with significant catering from the outlets within the stadium. International events are also hosted at the site. This year several major music events again are planned in May / June at the Stadium that will involve the food team.

- There are a significant number of outdoor events held regularly each year (e.g. Air Show, International Friendship Festival) which are attended by up to 1.5 million visitors, with various mobile caterers and food businesses from around the region and beyond visiting the Authority to cater at the events.
- Port health inspections which require inspections of food hygiene and standards on board vessels coming into the port was undertaken. The provision of Ship Sanitation Certificates has continued to be requested from the Authority.
- Increased vigilance continues to be expected regarding the inland enforcement of imported food legislation in an effort to prevent the spread of disease in food animals.
- The Food Standards Agency conducted an audit in February 2011 in relation to the Authority's work on animal feed.
- The Freedom of Information Act can impact on the workload of the Department due to the administration of requests and time spent recovering the information. Press and other enquiries to Local Authorities in the region continue to request specific information regarding comparative businesses in each Local Authority. In the past year, again there have been 6 formal requests for information regarding food premises in the financial year 2010 to April 2011.
- Information regarding local food premises is available on-line i.e. "Scores on the Doors", from our own council website. This involves the publication of a food safety star rating for catering premises in the City based on standards of structure and hygiene ratings and confidence in management scores assessed during programmed inspections. Following inspections, the written communications to business owners advise them that the information may be released on the website in the future and in response to third party requests as required by Freedom of Information legislation. The Food Standards Agency national scheme is now operating and this Authority has signed a contract to join the national scheme. Trial runs of the data involved have been undertaken and the full operation is likely before June 2011.
- The Licensing function impacts on the workload. Officers consider new licences and applications for amendments to licences as part of the Responsible Authority consultation.
- There is some potential for any large outbreak of food poisoning or illness, or a serious accident at food premises, to impact significantly on the routine service operated by the Authority.

- There are no other likely major impacts e.g. significant food imports, seasonal variations or high numbers of food manufacturing businesses other than local catering businesses. Where food alerts necessitate a significant response, this will impact on other areas of the service.
- Food alerts are notified by the Food Standards Agency to Local Authorities. During 2010 there were 40 alerts plus 3 updates. In the first three months of 2011 a further 16 alerts were received with 1 update. (Many of these alerts have been product recalls where response from this Authority has been minimized). The alerts have included; possible hazards associated with the contamination of raisins, cheesecakes and baby food with plastic, food produced on premises without the required approval, glass fragments in coffee, bottled beer, wines, pasta sauce and bread, metal in couscous and coconut bites, salmonella in coriander, Listeria in black pudding and milkshakes, and contamination of semolina by rodents. Details of all the food alerts are available on the Food Standards Agency (FSA) website, [www.food.gov.uk](http://www.food.gov.uk) .
- The FSA system of allergy alerts, separate from food alerts, continues with many instances of food labelling errors or contamination of specific ingredients. There were 35 such alerts in 2010 and 14 have been received in the first quarter of this year. Whilst not critical to the general public health they can have serious effects on persons who are allergic to specific ingredients.

## **2.5 Enforcement Policy**

The Department has a documented Enforcement Policy, which has due regard to the Tyne and Wear Food Enforcement Policy. The Authority works in accordance with the principles of the Regulators' Compliance Code, and a review is planned for this year.

The Code of Practice requires that any breaches of food law that may be detected in premises where the Authority is itself the proprietor of a food business should be brought to the attention of the Chief Executive, without undue delay. There have been no instances in the past year where such action was necessary.

## **3. SERVICE DELIVERY**

### **3.1 Food Control**

#### **3.1.1 Food Premises Inspections**

Officers routinely inspect high risk premises on a risk based basis. This year there is to be more emphasis on targeting non-compliant businesses. It is envisaged that those premises which are found not to be complying as indicated by poor structures, poor hygiene standards or where there is low confidence in management, will progress into a structured scheme to require improvements.



The National Performance Indicator (NI 184) set previously for the percentage of food businesses that are broadly compliant has been withdrawn, although Local Authorities will continue to send relevant data annually to the FSA, from which the Performance Indicator can be calculated. Premises that are not broadly compliant is available to the public as it is indicated on the “scores on the doors” information on the web. Businesses with less than 3 stars are not broadly compliant.

There will still be risk rating for all premises inspected and the Food Standards Agency still anticipate the frequency of inspections for high risk premises being governed by the rating.

Whilst it has been the Department's ongoing annual target to inspect all food premises at a risk rated frequency in accordance with previous guidance from the Code of Practice, the FSA are encouraging Authorities to spend more time at targeted businesses rather than spread over the whole range in future. The lowest rated categories will be subject to programmes of alternative enforcement strategies. The first quarter of premises subject to alternative enforcement have been sent letters and questionnaires requiring a response. Failure to respond, or unsatisfactory responses received will necessitate a visit by an Officer. Any complaints or where intelligence raises issues will result in a visit to the premises by an Officer. This scheme has been agreed to promote consistency and uniformity for businesses and Authorities across the region. Highest risk premises which require specific approval will receive interventions as required. They will be subjected to risk rating and intervention frequency will be determined on an individual basis.

The Department has again achieved high rates on inspection of food premises and in 2010/11 visited 1455 different food premises and undertook 1544 inspections. A total of 2004 visits were made including inspections, revisits and sampling. Only 6 inspections were outstanding at the year end (only Category C & D). These were completed early in April 2011.

The estimated number of inspections programmed for the year 2011/12 at the time of preparation of this report is approximately 1270 plus any new businesses commencing within the year. Alternative strategies for lower risk premises will determine a change in priority resulting in fewer premises being visited but potentially more visits being made to non-compliant premises to promote and confirm improved standards.

We aim generally to inspect the premises within one month of the due date for inspection, the only exceptions being those businesses that operate seasonally and those who may be subject to alternative enforcement strategies.

Secondary inspections (including revisits) to premises are carried out as necessary in order to ensure that material defects are rectified. Those premises which are not broadly compliant will be followed up with a view to enforcing compliant standards.

The Department has participated in a Business Transformation Programme (BTP) giving consideration to computer systems that are more sustainable. Existing in-house systems continue to work satisfactorily for the Commercial Teams whilst awaiting any change.

### 3.1.2 Food Complaints

The Authority is committed to responding to all food complaints, the extent of the investigation depending on the merits of the complaint. This can range from re-assuring the complainant to the more formal process, including reference to home or originating Authorities in accordance with the Local Government Regulation (LGR) guidance and the Code of Practice. Officers also refer to any Primary Authority, a scheme promoted by legislation and the Better Regulation Office.

In 2010/11, 281 requests for service requiring a response from Officers on the Food Team were made, including 81 complaints relating to food standards or labelling, and 27 requests relating to suspected food poisoning. The staff resources required to deal with these requests are drawn from the Commercial Food team. It is estimated that the time expended on food complaints in 2011/12 will be equivalent to 0.25 officers (full time equivalent).

## 3.2 Primary Producers and Feedingstuffs Control

### 3.2.1 Premises Inspection

The Trading Standards Section of the Department has the delegated duty to enforce legislation in relation to primary production and feedingstuffs control. Inspection and sampling of products at farms, manufacturers, wholesalers and retailers is undertaken on a risk-assessed basis. As part of the animal health visits, feedingstuffs inspections are undertaken. Previous inspections have not revealed any premises using imported feed products. Ongoing dialogue with the Port of Sunderland may produce some activity if any feed is imported.

### 3.2.2 Feedingstuffs Complaints

Due to the relatively few number of feedingstuffs establishments, it is not anticipated that there will not be a significant number of complaints received by the Authority. Any complaints will be investigated in line with Departmental procedures. The Authority last year received no complaints which related to feedingstuffs. The most likely source of complaints will relate to pet foods.

### 3.2.3 Home Authority Business Advice

There are no businesses in Sunderland that manufacture or import feedingstuffs. The Port of Sunderland may at some point in time become a storage place and distribution hub for imported feed. If this occurs it can be managed from existing resources by means of prioritisation. It is currently believed that no other type of feed business would warrant a Home or Primary Authority relationship.

#### 3.2.4 Business Advice

With so few premises within the area and no history of previous requests for business advice in relation to feed it is not anticipated that there will be any business enquiries in relation to feed.

#### 3.2.5 Sampling Programme

Sampling will take place where a complaint justifies a sample be taken, though there is no expectation of any complaints. Samples may be taken to assist in project instituted by the Food Standards Agency or the North East Trading Standards Association or to maintain competence levels.

#### 3.2.6 Outbreaks and Food Related Infectious Disease

Previous history has shown no resource requirement for the control and investigation of outbreaks and food related infectious disease in relation to feed. If this were to occur, resources from other Sections would be utilised as necessary.

### 3.3 Primary Authority Scheme

This was introduced by legislation governed by the Better Regulation office whereby businesses operating in more than one Local Authority area can choose to partner individual Authorities in connection with a selection of regulatory elements.

The future local impact of food safety enforcement is still difficult to assess, however this Authority will comply with all legal requirements in the enforcement of legislation under this principle.

Another similar scheme called “Home Authority Principle” also continues to operate with some businesses.

### 3.4 Advice to Business

The Authority seeks to assist local businesses as part of the City / Community Strategy. Last year 35 specific requests for advice were logged by the Food Team. Advice is given informally at every visit to food premises by the Officers, as appropriate.

The Authority is committed to promote the Food Standards Agency (FSA) project “Safer Food, Better Business”, (SFBB) which is aligned to supporting certain food businesses in complying with the food safety management principles. There will continue to be great efforts to educate businesses in complying with the requirement for them to have implemented a suitable food safety management system, which some smaller food businesses seem to find difficult. Four free seminars were provided last year for businesses to assist in their understanding of requirements.

In correspondence to food businesses, a standard invitation is given to them to seek advice from the Department.

Larger manufacturing businesses and small–medium enterprises have both expressed their approval of the department's dealings with their business and readiness to assist with advice, a policy of the Department for many years.

In routine inspections and visits to businesses, Officers pay special attention to advising and explaining matters appropriate to the situation.

Over the last year, as part of Regulatory Services Performance Indicator (NI 182), surveys of businesses have been conducted to ascertain whether businesses felt that they had been treated fairly and whether they had been given good information and advice. The results have been particularly encouraging and the table below shows the results;-

1	I felt my business was treated fairly	☐ Strongly agree	9
		☐ Agree	17
		☐ Neither agree nor disagree	0
		☐ Disagree	0
		☐ Strongly disagree	0
		☐ Not applicable	0
		☐ Not applicable	0
2	I felt the contact was helpful	☐ Strongly agree	10
		☐ Agree	16
		☐ Neither agree nor disagree	0
		☐ Disagree	0
		☐ Strongly disagree	0
		☐ Not applicable	0
		☐ Not applicable	0

Close links are maintained with many business organisations in the City and informal agreement reached to cooperate more fully with businesses through these contacts.

### **3.5 Food Inspection and Sampling**

The Department is committed to sampling foods for compositional standards, bacteriological standards and food standards compliance. Sampling is undertaken proactively involving imported and locally produced foods, as well as participating in national and regional surveys with Local Government Regulation (LGR) and Health Protection Agency Laboratory Service.

The Department undertakes local sampling surveys from its own intelligence and from liaison with the Health Protection Agency and other Local Authorities in the region.

As a consequence of "demand" i.e. complaints, food alerts, food poisoning outbreaks, etc. further samples will be taken. Last year 411 samples were taken. An estimated 500 samples will be taken for bacteriological examination / compositional analysis in the year 2011/12, including 30 water samples. As a consequence of new legislation, private water supplies and distribution systems may require some sampling and work to identify such systems is on going.

Formal agreements with the Durham County Analyst exist who hold the classification of a Public Analyst, although this service is not guaranteed beyond July 2012. The HPA Laboratory transports samples from the region up to daily as necessary by courier to Leeds. Close liaison exists with the laboratories management and neighbouring Authorities to ensure the most effective and coordinated programme with flexibility for local peculiarities.

Participation with neighbouring Authorities in sampling and other food related matters ensures that the Authority works in a co-ordinated and compatible way. Last year we participated in seven regional microbiological sampling surveys and two compositional surveys. These included imported food and levels of salt in bread, Listeria in ready-to-eat foods, mobile food premises, pre-prepared sandwiches, cleaning cloths, Campylobacter cross contamination, Salmonella in herbs and a survey of commercial dishwashers. E Coli was isolated from the two dishwashers surveyed. (Follow up visits identified faults in the operation of the equipment which were corrected). Samples of bean sprouts for the presence of Salmonella revealed the necessity for them to be cooked and not eaten raw where indicated on the packaging.

### **3.6 Control and Investigation of Outbreaks and Food Related Infectious Disease**

This authority has agreed with the regional Health Protection Unit a policy for considering the investigation of confirmed food poisoning cases. Most cases other than suspected viral infections and Campylobacter cases receive contact to endeavour to trace the source and prevent further spread. These are usually undertaken during personal visits from an Environmental Health Officer. Campylobacter cases are contacted by letter (see below).

The Department, with the Health Protection Agency, operates under the updated “Guidelines – Preventing person-to-person spread following gastrointestinal infections”

A local Consultant for Communicable Disease Control is employed by the Health Protection Agency. Dr. Tricia Cresswell is available to the Department for any advice regarding specific problems relating to infectious disease.

It is vital that any food worker suffering from symptoms of food poisoning advise their employers. Ceasing to work with food until symptom free for at least 48 hours is a common requirement but advice should be sought for specific illnesses.

Advice on food poisoning is available on the Sunderland.gov.uk website by inserting “food poisoning” in the search box on the home page (top right) and following the links.

The number of reported cases of food poisoning depends on persons suffering attending their GP or hospital, where, if samples are taken, and found to be positive, the medical practitioner has a legal duty to inform the Authority. There are close liaisons between the laboratories, Health Protection Agency and the Department to follow up all positive cases.

The Department has maintained close links with the Health Protection Agency as a partner in tackling ill health. Regular meetings to discuss various matters relating to food poisoning cases and sampling programmes take place. The County Analyst and Health Protection Agency (ex-Public Health Laboratory Service) are contracted to assist with expertise where any additional problems arise. Networks exist within the region, nationally and with the Chartered Institute of Environmental Health and the Local Government Regulation (LGR).

### Statistics of cases notified over recent years

Year to March 31 <sup>st</sup>	Campylobacter	Salmonella	Cryptosporidia	Food poisoning & suspected FP	Shigella	Esch. Coli	Other miscellaneous organisms	Totals
2007	282	69	69	21	3	7	1	452
2008	292	53	28	13	1	3	6	396
2009	306	58	26	24	5	2	2	423
2010	357	52	38	12	4	4	4	471
2011	440	28	27	11	3	2	0	511

Year to March 31st	April	May	June	July	August	September	October	November	December	January	February	March	Totals
2007	23	20	60	51	51	73	49	44	32	13	12	24	452
2008	19	33	42	46	58	44	39	40	19	13	18	25	396
2009	19	35	50	48	48	41	50	36	22	20	28	26	423
2010	28	38	66	44	40	56	56	41	24	21	24	33	471
2011	37	28	57	90	58	47	57	46	23	21	23	24	511

The Authority is committed to a response to all cases and outbreaks notified. The scale of the investigation and response will be measured and as appropriate to the causative organism and potential for further spread. Many cases appear to be the result of foreign travel or home acquired, and some infections e.g. Cryptosporidiosis and Campylobacter may be acquired from the environment rather than from a food source within the City.

As in previous years, the Norovirus (“Winter Vomiting disease”) continued to affect many residential establishments in the City and regionally.

This infection is commonly spread environmentally from person to person rather than being food-borne. Officers work closely with the Health Protection Agency to limit the spread of this infection environmentally and ensure an appropriate response is made, commensurate with the necessity to identify the infection and limit the impact.

Notifications of Campylobacter infections continue to be prominent throughout the country, and the investigation of cases in the past has been time consuming with little chance of identifying the definite sources. Campylobacter is present in the environment and may be picked up outdoors. It is also present in raw chicken and efforts to educate the public regarding risks of cross contamination in the home are being pursued. (This will be the national theme of Food Safety week in June). Unlike most Salmonella strains, it can take relatively few Campylobacter organisms to cause illness. The HPA have worked with EHOs regionally regarding investigations and a policy has been adopted by Local Authorities and the HPA regionally which will reduce the workload created by investigating the increasing number of Campylobacter notifications. Every case notified to the Authority will be contacted by advisory letter rather than visits by an Environmental Health Officer.

### **3.7 Food Safety Incidents**

The Authority is committed to responding appropriately to all Food Alerts issued by the Food Standards Agency in accordance with the Code of Practice on this subject. The level of response is determined by the category of response required and individual circumstances of the incident / local impact. Information is available to the public through Press releases and a link on the Council website to the Food Standards Agency.

### **3.8 Liaising with other organisations**

The Authority meets with the six other Authorities – Tyne & Wear plus Durham and Northumberland, in a North East Food Liaison Group, which operates particularly successfully with close cooperation between the representatives. There are also Sampling sub-groups, and the South of Tyne meeting between the Health Protection Agency, Local Authorities, and P.C.T., which includes representatives from the relevant bacteriological laboratories and Communicable disease specialists.

Trading Standards Officers meet frequently at North East Trading Standards Association (NETSA) meetings when any topical subjects can be considered.

Relevant Building Control and Planning Applications are referred to the Department for consideration and comment.

There is frequent liaison with other Departments and sections in connection with food matters, including Facilities Management (City Catering), School Meals, Procurement, Housing, Health and Adult Services, and also regarding premises licences.

The section has positive liaison with the local office of the Health Protection Agency, Sunderland Teaching Primary Care Trust, City Hospitals Sunderland, local food federations and guilds.

### **3.9 Food Safety and Standards Promotion**

Whilst Officers give advice and information in the course of inspections and other visits, the Health Promotion Team offer training for the Level 2 Award Food Hygiene, the Level 3 Intermediate Certificate in Food Safety and Level 1 Foundation Certificate in Nutrition. The Team also undertake campaigns during the year.

Following last year's success, this year the team will continue to promote a "Curry Chef of the Year" competition which will require, as part of the terms of entry, consideration of the standards of hygiene of the businesses involved. A joint final was held with 3 other Authorities in 2010. More local authorities in the region hope to have representatives in the final this year.

The Heartbeat Award has been running in Sunderland since 1990 and the Healthy Home award commenced in this Authority in 1997. Each of these award schemes has food hygiene related elements. A total of 144 Heartbeat awards and 23 Healthy Home awards were given in 2010/11.

During 2010/11:-

- § 4 Food Hygiene Refresher Training Courses were held for 59 delegates.
- § 25 courses were held in Level 2 Award Food Hygiene attended by 289 delegates.
- § 12 delegates attended Level 3 Intermediate Certificate training.



The Health Promotion team also respond to requests from schools and other educational and community organisations for information and talks on subjects pertaining to food. Talks and presentations were given to 6 schools on food safety and the importance of washing hands properly.

Training on the Food Hygiene Rating System and “Safer Food, Better Business” in 4 separate sessions was given to local businesses free of charge.

Basic food hygiene information for consumers is available on the Council Website. Similarly advice is also available on food poisoning organisms and what to do in the event of suspecting that you are ill from consuming contaminated food.

A new impetus on hygiene, safety and nutrition in care and nursing homes has started within the “Healthy Home Award.” A seminar held in February was very well attended and interest is high within the business sector for the scheme. An Environmental Health Specialist from Health Promotion is conducting food and safety inspections combined with advice on nutrition and smoking cessation. This scheme by Sunderland was promoted by the Chartered Institute of Environmental Health (CIEH) as a good initiative.

#### **4. RESOURCES**

##### **4.1 Financial Allocation**

For 2011-12 the budget for Food Control (CC0120) is £431,000 of which £256,632 is delegated (i.e. controlled by the budget manager). The Sampling budget is assessed to be £15,500.

Health Promotion (CC0131) has a general budget of £175,193 (of which £27,717 is delegated) including anticipated income of £24,275 partly from food hygiene training.

The Feedstuffs element of the Trading Standards budget relating to Inspection, Training and Business Advice is estimated to be £2,500, equating to approximately 111 officer hours (Grade POF/G) per annum.

Overall £608,693 of the Department’s total budget will be available for use in relation to food safety, of which £286,349 is delegated.

In general terms, delegated budgets have been maintained at previous levels wherever possible.

Full budget details are set out below:

FOOD SAFETY Expenditure	2011/12 Budget			
	Food Control	Health Promotion	Trading Standards (Feedstuffs Element)	Total
	£	£	£	£
Staffing	250,063	42,867	2,500	295,430
Premises Expenses	700			700
Transport/Car Allowances	4,354	271		4,625
Equipment, Furniture & Materials	2,030	1,620		3,650
Clothing, Uniforms and Laundry	273	59		332
Printing, Stationery & Office Expenses	512	762		1,274
Communications and Computing	1,746	251		1,997
Services/Fees		4,761		4,761
Insurance - All Risks		901		901
Conference & Seminar Expenses	754			754
<b>Delegated Expenditure</b>	<b>260,432</b>	<b>51,492</b>	<b>2,500</b>	<b>314,424</b>
<b>Income</b>	<b>(3,800)</b>	<b>(24,275)</b>		<b>(28,075)</b>
<b>Net Delegated Budget</b>	<b>256,632</b>	<b>27,217</b>	<b>2,500</b>	<b>286,349</b>
FRS 17 Adjustments	26,505	2,901		29,406
ICT Recharge	4,307	87,247		91,554
Central Admin Recharges	4,260	21,922		26,182
Internal Recharges	139,296	35,906		175,202
<b>Total Budget</b>	<b>431,000</b>	<b>175,193</b>	<b>2,500</b>	<b>608,693</b>

## 4.2 Staffing Allocation

Staffing resources allocated to Food work currently are as follows;

### Food Team

- 1 Principal Environmental Health Officer / Team Leader (Full Time)
- 3 Senior Environmental Health Officers (2.9 FTE)
- 1 Environmental Health Officer
- 1 Technical Officer (Full time – working towards Higher Certificate)
- Clerical Support

The closure of the Houghton Area Office resulted in the re-deployment of 3 staff within the Civic Centre. One Senior EHO joined the Food Team, part-time (34 hours / week) although the post is for full time. This redeployment has been beneficial to coordinate available resources into one team serving the whole of the City.

All of the full-time Senior Environmental Health Officers currently employed have over 2 years experience in food matters. The EHO is progressing very well and continues to gain valuable experience.

#### Health Promotion

- 1 Health Promotion Specialist (Part time on food matters)
- 1 Health Promotion Assistant (Part time on food matters)

Apart from the training in food hygiene organised by the team, schemes entitled "Heartbeat Award" and "Healthy Home Award" are conducted by the team. Various aspects of health are covered in these schemes including food hygiene and nutrition.

For the Healthy Home Award, inspections are conducted by the Health Promotion Specialist, (a qualified Environmental Health Officer) which includes any programmed inspections of the homes who have applied for the award. These inspections include food hygiene as well as food standards, nutrition and health and safety, where this Authority is responsible for enforcing the relevant legislation in the establishment.

#### Trading Standards

- 3 Trading Standards Officer (Part time fertiliser and feedingstuffs)
- 3 Trading Standards Officer (Part time Primary Producers)

Estimated Total Full-time equivalent for all Food and Feedstuffs activity = 7.075 Officers on the establishment.

### **4.3 Staff Development Plan**

Staff Appraisals are undertaken annually and the findings form the basis of staff development and training plans. Cooperation regionally through the Food Liaison Group and the assistance of the Food Standards Agency in providing low cost training is acknowledged.

Individuals are sent to specific training where appropriate and all Environmental Health Officers are required to maintain a training log in order to comply with Continuing Professional Development.

Training days and training sessions on subjects are programmed as necessary.

Any members of staff "new" to the food team are supervised and receive training commensurate with the Code of Practice.

Environmental Health Officers in other sections also receive update training in food matters.

## **5. QUALITY ASSESSMENT**

Monitored inspections will continue to be recorded within the food premises database during this year.

The necessary arrangements were made, with assistance from the IT section, for the new annual return of statistics for 2009/10 (LAEMS – Local Authority Enforcement Monitoring System). The 2010/11 return is well on schedule to be provided to the Food Standards Agency by the required internet method, as required before the deadline of 1<sup>st</sup> June 2011. The return gives specific detailed information about every food business in the City rather than collated statistics as required in the past.

## **6. REVIEW / PERFORMANCE MANAGEMENT**

### **6.1 Review against Service Plan**

A review against the service plan is undertaken mid-year with consideration of achievements against targets. In the interim periods, line management monitors progress, including utilising the very effective in-house database software.

Monthly targets are set for each officer and officers are expected to achieve the required inspection rate to reach annual service level targets.

The Corporate Improvement Plan and an Annual Report is produced to define achievements made during the previous year.

The Service Plan and Annual Report are submitted to the Chief Executive for consideration by the Council as part of the Director's Performance Agreement.

### **6.2 Identification of any variance from the Service Plan**

The food control teams performed extremely well against the Service Plan for 2010 / 2011 in all areas of Service Delivery.

The comprehensive review of procedure and policy documents is on-going.

### **6.3 Areas for Improvement**

- Implement the Food Hygiene Star Rating Award system on the FSA website (Target launch 28 June 2011).
- Continue to implement alternative enforcement strategy for low risk businesses with LAs in the region.
- Continue to implement the requirements / guidance of the Local Better Regulation Office in relation to the Regulatory Reform Act.

- Contribute fully to regional training and support all peer review, Inter Authority Audit and / or internal monitoring exercises between LAs in the region.
- Continue to promote the use of Safer Food Better Business (SFBB), a food safety management scheme, to appropriate food businesses in the City during visits by Officers and within training programmes.
- Continue to support the Healthy Home Award to raise standards in that sector.
- Progress any necessary actions as a result of future determination of the BTP re departmental computer software.

END

## **Establishment of an Early Implementer Health and Wellbeing Board**

### **Report of the Director of Health, Housing and Adults**

#### **1.0 Purpose of Report**

- 1.1 To set out proposals for the establishment of an Early Implementer Health and Wellbeing Board.
- 1.2 Subject to Parliamentary approval, health and well-being boards will be established from 2013, running formally in shadow form from 2012, with 2011/2012 as a transitional year.

#### **2.0 Description of Decision**

- 2.1 Cabinet is requested to recommend to Council that it agrees the proposals for establishing the Early Implementer Health and Wellbeing Board in July 2011 with initial membership as proposed in this report and to authorise the Chief Executive to draw up the appropriate governance arrangements for the Board.

#### **3.0 Background**

- 3.1 The NHS White Paper “Equity and Excellence: Liberating the NHS” was published in July 2010 and was followed up with a number of further guidance papers detailing aspects of the new proposals for consultation. One of the seven supporting guidance papers “Liberating the NHS: Local democratic legitimacy in health” details proposals for:
  - Local Authorities taking on health improvement functions
  - Local Authorities’ roles in promoting service integration
  - Local Health Watch organisations acting as independent consumer champions, accountable to Local Authorities
  - Health and Wellbeing Boards
- 3.2 The consultation document states that local authorities will have greater responsibility for health in four areas:
  - Leading Joint Strategic Needs Assessments (JSNA) to ensure coherent and co-ordinated commissioning strategies
  - Supporting a local voice, and the exercise of patient choice
  - Promoting joined up commissioning of local NHS Services, social care and health improvement
  - Leading on local health improvement and prevention activity
- 3.3 In delivering these functions, the Local Authority will have a “convening role” and “promote joint commissioning between GP consortia and Local Authorities”.

- 3.4 The guidance states that there will be “an enhanced role for elected Local Councillors and Local Authorities, as a more effective way to boost local democratic engagement”.
- 3.5 Directors of Public Health (DPH) will transfer to Local Government and be jointly appointed by the Local Authority and a new national Public Health Service. They will bring with them a “transferred resource” to be determined. This budget will be ring fenced within the Local Authority. The DPH will have strategic influence over the wider determinants of health, independently advising elected members and being part of the senior management team in the local authority.
- 3.6 In addition, the government intends “to develop a more powerful and stable local infrastructure in the form of Health Watch, which will act as local consumer champions across health and care. Local Involvement Networks (LINKS) will be replaced by local Health Watch, which will become like a ‘citizens advice bureau’ for health and social care”. Health Watch will be given additional funding for NHS complaints, advocacy services, and supporting individuals to exercise choice.
- 3.7 Local Authorities will commission Health Watch and may intervene in the event of underperformance. Health Watch will also report to Health Watch England which will be established as part of the Care Quality Commission.
- 3.8 The Health and Social Care Bill states that each local authority must establish a Health and Wellbeing Board (H&WB) for its area. The Bill also states that the H&WB will be a committee of the local authority.
- 3.9 Local authorities will take on an enhanced health role, including the major responsibility of improving the health and life-chances of the population they serve. These functions will be conferred on local authorities as a whole not just as the responsibility of the H&WB.
- 3.10 The H&WBs will bring together key NHS, public health and social care leaders in each local authority area to work in partnership.
- 3.11 The proposals in the Health and Social Care Bill require the Council and its partners to build on the progress that has been made, to engage emerging GP consortia, to consider to what extent and in what way joint working and or integration should be taken forward, and to successfully transfer public health functions to the Council.
- 3.12 Sunderland is an early implementer of a H&WB, and it is proposed that an initial early implementer board be established with its first meeting in July 2011.

#### **4.0 Current Position Regarding Health and Wellbeing Boards**

- 4.1 Many councils including Sunderland are becoming early implementers during 2011/12 as part of the transitional year. In order to be an early implementer there must be commitment from the top of the organisation and genuine commitment to work in partnership, especially with the emerging GP consortia. They must also be prepared to actively participate in sharing information and learning with other areas.
- 4.2 In Sunderland there has been strong working relationships between the Council and the TPCT, and the wider health community, supported by the current partnership arrangements including the Adults Partnership Board and the Children's Trust. In addition Sunderland has a strong history of participating in shared learning with other areas.

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

- 5.1 As an early implementer Sunderland will be able to trail new working arrangements before the formal shadow form in 2012 and then subject to Parliamentary approval, the establishment of H&WBs from 2013.
- 5.2 The terms of reference for the board will need to be fully developed but the board will allow early focus on a number of key issues:
- To assess the broad health and wellbeing needs of the local population and lead the statutory citywide needs assessment, known as the Joint Strategic Needs Assessment (JSNA)
  - To develop a new joint high-level health and wellbeing strategy (JHWS) that spans NHS, social care, public health and the wider health determinants such as housing and child and community poverty
  - To promote integration and partnership across areas through promoting joined up commissioning plans across the NHS, social care, public health and other local partners
  - To ensure a comprehensive engagement voice is developed as part of the implementation of Healthwatch.
- 5.3 The board will be responsible for delivering key parts of the Sunderland Strategy particularly in relation to the strategic outcome to substantially improve the health and wellbeing of the city's residents. The Health and Wellbeing Strategy will identify the key priorities to making significant improvement. The Strategy will provide the overarching direction to all stakeholders and provide leadership for its implementation.
- 5.4 The board, through the Strategy will provide the guidance for stakeholders in commissioning of services, resource allocation and policy direction.



- 5.5 The Bill provides that the following should comprise the core membership of the Board:
- At least 1 councillor of the local authority
  - The director of adult social services
  - The director of children's services
  - The director of public health
  - A representative of the Local Healthwatch
  - A representative of each relevant GP commissioning consortium
  - Such other persons as the local authority think appropriate
- 5.6 The establishment and status of the Early Implementer H&WB provides the opportunity to develop the arrangements in Sunderland so that when the Shadow Board is established in 2012 it is fit for purpose to deliver on its functions and responsibilities. The intention is to ensure the work of the board is as inclusive of stakeholders as possible. To promote full participation in the work of the board it is proposed that the board work with the Children's Trust and the Adult Social Care Partnership Board with them acting as key advisory boards.
- 5.7 The Early Implementer status will allow us to test these arrangements during 2011, review their effectiveness and establish the formal Shadow H&WB in 2012 taking account of both learning from our local experience and from the National Early Implementer Network. Such a review would also allow account to be taken of any changes to the Bill that may occur during the Parliamentary process.
- 5.8 As part of the learning and development 2011 will provide the opportunity to develop a Healthwatch organisation for Sunderland. The current chair of NHS South of Tyne & Wear is recognised to have a great deal of experience of engagement with patient and user groups, and organisations representing such groups. It is proposed therefore to ask the current chair to oversee the process of developing Healthwatch, working with the City Council as the commissioner of the service together with LiNKs and other key stakeholders.
- 5.9 It is proposed therefore that the initial board membership should reflect the core membership as described in the Bill, with an appropriate number of elected members, and representation from Sunderland Teaching Care Primary Trust (TCPT) recognising their continued statutory role until the transfer of respective responsibilities to the Sunderland GP Consortium and the City Council.
- Elected members: the Leader of the Council as chair, the Cabinet Secretary (including deputising role), the Portfolio Holder for Health and Wellbeing, the Portfolio Holder for Children and Learning City and an Opposition elected member.
  - Executive Director of Health, Housing and Adult Services
  - Executive Director of Children's Services
  - Executive Director of City Services

- Director of Commissioning Development at NHS South of Tyne and Wear
- Locality Director of Public Health, Sunderland TPCT
- Chair for Sunderland's GP Commissioning Consortium
- Chair of NHS South of Tyne and Wear Sunderland Teaching PCT

5.10 Whilst it is proposed to keep the membership of the board itself to a relatively small number reflecting the statutory members outlined in the current Bill, as stated previously, the board will work together with the Children's Trust and the Adults Partnership Board to deliver the overall functions in developing and delivering the Health and Wellbeing Strategy for the City (see appendix 1).

The terms of reference of the Adults Partnership Board and the Children's Trust will require amendment to reflect this arrangement. It is proposed that existing arrangements for relevant sub groups and key groups reporting to either the Children's Trust or the Adults Partnership Board be maintained. These will also be subject to change and amendment of terms of reference over time, particularly in keeping with the review of arrangement prior to the formal Shadow Board taking up its responsibilities in 2012.

5.11 In terms of the relationship with the Sunderland Partnership the board will remain independent and not formally report into the Sunderland Partnership.

5.12 It is proposed that scrutiny remains independent of the board and continues its current functions. This will ensure that the evolving arrangements can be effectively reviewed and challenged.

Further discussions will take place regarding appropriate scrutiny arrangements as the stages of the Health and Well Being Board develop.

5.13 It is therefore proposed that the Chief Executive is authorised to draw up the appropriate governance arrangements for the Board.

## **6.0 Alternative Options**

Consideration was given to delaying the establishment of an early implementer board, but rejected for the following reasons:

6.1 As an early adopter it is now expected that we introduce shadow arrangements during 2011/12. Subject to enactment of the Health and Social Care Bill, shadow H&WBs are required to be in place by 2012/13 and ready to assume statutory responsibilities in April 2013. It is considered that the early establishment of an early implementer board will ensure the City is ready in all respects to do this. It will enable the establishment of sound working practises and relationships

and the ironing out of any early difficulties before the Council is formally required to have the shadow board in place.

- 6.2 A wider membership was considered for the board but discounted at this stage as early focus is needed to help shape the initial workings. For 2012/13 there will be an opportunity to review this. In terms of formalities it was considered whether a more formal constitutional change was needed. The early and emerging agenda on wellbeing boards and the current “pause” by government means it would be better to wait till more focused guidance is available before formalising arrangements.
- 6.3 In order to take early advantage of the opportunities offered by the NHS reforms and to be in a position to ensure a smooth transfer of responsibilities from the TPCT to both the GP consortia and the local authority, it is considered that a whole system approach to the transformation needs to be taken. This will require having in place as many pieces of the jigsaw as possible well before implementation and not least an early implementer H&WB. Delaying the establishment of the board would deny the system a key element of the new pathway and remove any chance of early end to end testing.
- 6.4 Alignment of the different parts of the system will be critical to developing effective commissioning at local and national level. Locally, alignment between NHS, public health and social care and other commissioners in local and national government will be vital, and health and well-being boards will provide an essential forum for achieving this. H&WBs are therefore going to be a fundamental element of the new framework and amongst other things key to driving efficiency; to ensuring sound partnership working; and to ensuring that commissioning plans reflect the JSNA and in due course the JHWS. As such it is considered essential that the council establishes an early implementer board and starts to reap the benefits at the earliest opportunity.

## **7. Relevant Considerations and Consultations**

- 7.1 Consultations have taken place with the relevant Portfolio Holders, officers across the Council and with key partners. The comments made through the working groups and consultation responses back to government on recent health reforms have also been taken into consideration.
- 7.2 **Financial** – Care has been taken to ensure that any ongoing revenue consequences are kept to a minimum and within existing budgets.
- 7.3 **Legal** – there are no known legal imperatives in respect of the proposals put forward.

7.4 **Risks** – the following table outlines the key risks associated from implementing the board and those associated with not implementing the board.

a) Risks associated with the proposal

Risk	Mitigation	Risk Rating
By establishing the Board in advance of the enactment of the legislation, the Board is inadvertently wrongly constituted and with incorrect terms of reference	Establish the Early Implementer Board rather than go directly to a Shadow Board will ensure that full assessment of the Bill and implementation can be carefully staged.	Green
By establishing the Board in advance of the enactment of the legislation, time and resources are wasted if in the end the legislation contains no statutory or other requirement for councils to establish H&WBs	This is considered to be a very low risk as H&WBs appear to be at the heart of the proposals contained in the draft legislation. However close monitoring of the Bill as it passes through parliament will give a clear indication if this was likely thus enabling early action to be taken to stop work around the establishment of the board.	Green

b) Risks associated with not undertaking the proposal

Risk	Risk Rating
The lack of a fully functioning H&WB ready to take on statutory responsibilities in April 2013 and the inability to fully test the end to end processes being introduced by the Health & Social Care Bill prior to assumption of statutory responsibilities by all elements of the new framework in April 2013	Red

## **8. Background Papers**

Equity and excellence: Liberating the NHS dated July 2010  
Liberating the NHS: Legislative framework and next steps dated  
December 2010  
Health and Social Care Bill 2011  
Healthy Lives, Healthy People: Our strategy for public health in  
England dated 30 November 10

**Contact Officer:** Neil Revely, Executive Director, Health, Housing and Adult  
Services

**THE STANDARDS COMMITTEE reports and recommends as follows:-**

**1. Annual Report on the Work of the Standards Committee 2010-2011**

That they have given consideration to a report by the Executive Director of Commercial and Corporate Services (copy attached), being the third Annual Report to Council, having been prepared on the work of the Standards Committee during 2010-2011.

Accordingly, the Committee recommends the Council to note the Annual Report on the Work of the Standards Committee 2010-2011.

**ANNUAL REPORT ON THE WORK OF THE STANDARDS COMMITTEE 2010-2011****REPORT OF THE EXECUTIVE DIRECTOR OF COMMERCIAL AND CORPORATE SERVICES****1. INTRODUCTION**

This is the third annual report to have been prepared on the work of the Standards Committee, for consideration initially by the Committee and then by Council.

**2. MEMBERSHIP**

The Committee is comprised as follows:-

- 5 City Council Members (Councillors Charlton, Forbes, Shattock, Tate and Wakefield).
- 3 Independent Members (Mr. G. N. Cook - Chairman, Mr. J. P. Paterson - Vice Chairman and Mr. C. Stewart).
- 2 Members of Hetton Town Council (Councillors Hepple and Wilkinson).

**3. THE ROLE OF THE STANDARDS COMMITTEE**

The main purpose of the Committee is to promote and maintain high standards of conduct by Members, including co-optees. Detailed terms of reference are set out in Article 9 of the Constitution.

**4. MEETINGS**

The full Committee held 3 meetings during the course of the year.

**5. MATTERS CONSIDERED**

- 5.1** In May 2010, the Committee considered recommendations issued by Standards for England following its review of the Local Standards Framework, some of which required legislative and regulatory change. However, these proposals were subsequently overtaken by the Government's proposal in the Localism Bill to abolish Standards for England, the requirement for authorities to have a Standards Committee and the National Code of Conduct, regarding which the Committee received updates at its meetings in September 2010 and February 2011. The Committee noted that details of proposed regulations regarding members' interests was awaited and that it would receive further information as the legislation progressed through Parliament. The Committee suggested that the Council may like to consult it on any future proposed arrangements it may wish to put in place in order to promote and maintain high standards of conduct and that it may wish to take into consideration the work of the Committee, prior to making any decision as to whether or not to continue with it.

## **5.2 PROTOCOL ON MEMBERS' BUSINESS DEALINGS**

The protocol requires that Members notify the Chief Executive of any proposed business dealings with the Council and that such notifications are reported to the Standards Committee.

The Committee received a report on a notification given by Councillor Graeme Miller, who is the Chief Executive and Managing Director of Tyne and Wear Education Business Link Organisation (TWEBLO), which is a charity with 'not-for-profit' status and a company limited by guarantee. The business interest related to services provided in respect of health and safety assessments for work experience placements and a potential transfer to the Council of certain members of staff under the regulations relating to the transfer of undertakings (TUPE).

The Committee noted that it was considered acceptable for Councillor Miller to be involved in negotiations and be present at meetings between the Council and TWEBLO, given his senior position in the Company, on condition that such discussions and negotiations were conducted through Solicitors on both sides.

The Committee also considered notifications received from Councillors Barbara McClennan and Iain Kay. Councillor McClennan is the Chief Executive of Education Business Connections Limited (EBC), a Sunderland based charity. Councillor Kay also undertakes work for the Company on an ad hoc basis. The Committee noted the arrangements that had been put in place to ensure probity and transparency in respect of tender processes and grant applications by EBC to the Council and to minimise contact between Cllr McClennan in her private business capacity and Council officers. These arrangements included Cllr McClennan stating that she is a councillor in all tender documents and grant applications, the management of Sunderland grants and contracts being undertaken by the company's Assistant Chief Executive, rather than by Cllr McClennan herself and in those circumstances where Cllr McClennan did have meetings with officers in her private business capacity, the making of a note of such meetings.

## **5.3 PARTNERSHIP BEHAVIOUR PROTOCOL**

The Committee also considered and commended to the Council a Partnership Behaviour Protocol to supplement the Council's Code of Practice on Partnerships. The recommendation of the Committee was approved by the Council at its meeting on 23<sup>rd</sup> March 2011.

## **5.4 TRAINING**

Refresher training on the Code of Conduct was provided to Members in November 2010.

## **6. STANDARDS COMMITTEE HEARINGS AND LOCAL ASSESSMENTS**

In respect of Complaint Reference 1/10, a Consideration and Hearing Sub-Committee was held in December 2010. The Sub-Committee determined that the Councillor concerned had breached paragraph 5 of the Code of Conduct by making certain statements without adequate qualification to indicate that they were based on hearsay or assumption. The Sub-Committee



had considerable sympathy for the Member concerned, who had become embroiled in a very difficult situation. It directed that training should be provided.

In respect of case reference 2/10, the Assessment Sub-Committee did not make any finding or decision regarding whether or not the member concerned had failed to comply with the Code of Conduct and was satisfied that, even if the allegation had occurred as alleged, it would not be behaviour which would necessarily require the Member to face one of the sanctions available to it, other than training. The Assessment Sub-Committee directed the provision of refresher training on the Code of Conduct.

In respect of Complaints Reference 03/10 and 4/10, the Assessment Sub-Committee referred the allegations to the Standards Board for England, however, the Standards Board for England took no action, as it considered that the Members concerned were not acting in their official capacity.

## **7. RELATIONSHIPS**

### **Members**

Advice and guidance is given to Members regularly by the Head of Law and Governance and colleagues in Law and Governance Services on queries regarding declarations of interest and other aspects of the Code of Conduct and other relevant codes and protocols

### **Public**

Forms for making complaints about Councillors and guidance notes can be downloaded from the Council's website. Forms may also be obtained from Civic Centre reception points.

## **8. REGISTER OF INTERESTS**

In the interests of transparency, the Register of Interests continues to be available to be accessed electronically on the Council's website. Members are sent a copy of their interests during the course of the year to check that their entries are up-to-date.

## **9. CONCLUSION**

The Committee is requested to note the Report and recommend it to be reported to Council with any additional comments that Members consider appropriate.

**THE AUDIT AND GOVERNANCE COMMITTEE** reports and recommends as follows:

**1. Annual Report on the work of the Audit and Governance Committee 2010/2011**

That they have given consideration to a report by the Executive Director of Commercial and Corporate Services (copy attached) on the work of the Audit and Governance Committee during 2010/2011, this being their second Annual Report to Council.

Accordingly, the Committee recommends Council to note the Annual Report on the Work of the Audit and Governance Committee 2010/2011.

**2. Treasury Management - Review of Performance 2010/2011**

That they have given consideration to a report by the Executive Director of Commercial and Corporate Services (copy attached) on 30 June 2011 on the annual borrowing and investment performance for the financial year 2010/2011, produced in accordance with the requirements of the Treasury Management Policy and Strategy, agreed by Council, and reported to Council to comply with the requirements of the CIPFA Treasury Management Code of Practice.

The Treasury Management Review was also noted at the Cabinet meeting held on 22 June 2011.

Accordingly, the Committee recommends Council to note the Treasury Management Review of Performance 2010/2011.

**ANNUAL REPORT ON THE WORK OF THE COMMITTEE 2010/2011****Report of the Executive Director of Commercial and Corporate Services****1. Purpose of Report**

- 1.1 This report provides a summary of the work undertaken by the Audit and Governance Committee during 2010/2011 and the outcome of this work. The purpose of this report is to demonstrate how the Committee has fulfilled its role and will be presented to Council once agreed by this committee.

**2. Role of the Committee**

- 2.1 The Audit and Governance Committee is a key component in the Council's Corporate Governance Arrangements. Its role is to:
- approve the Authority's Statement of Accounts, income and expenditure, and balance sheet or record of receipts and payments (as the case may be);
  - consider the effectiveness of the authority's corporate governance arrangements, risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements and seek assurance that action is being taken on risk-related issues identified by auditors and inspectors;
  - be satisfied that the authority's assurance statements, including the Annual Governance Statement, properly reflect the risk environment and any actions required to improve it;
  - receive, consider and monitor reports on treasury management policy, strategy and practices.
- 2.2 To enable the Committee to fulfil its role effectively awareness / update sessions have been held to provide members of the Committee with information on relevant issues. Sessions provided include the following:
- The Council's Economic Masterplan.
  - Statement of Accounts and International Financial Reporting Standards.
  - Treasury Management.

**3. Matters Considered**

- 3.1 The Committee has met six times during the course of the year to consider a range of issues. Appropriate officers of the Council have been in attendance at the meetings to present reports and provide additional information in order to clarify issues and respond to questions from members of the Committee. Regular attendees at the meetings are the Executive Director of Commercial

and Corporate Services, Head of Audit, Risk and Procurement, Head of Law and Governance and the Council's External Auditors.

3.2 To enable the Committee to fulfil its role as set out in paragraph 2.1, a range of reports were considered, as follows:

- a) The Committee endorsed the Internal Audit Strategy and Operational Plan, which sets out the arrangements for providing internal audit within the Council and to associated bodies, the plan of audit work for the year and the performance indicators that internal audit will be measured against. The Committee was also given the opportunity to identify any areas of work to be considered for the Internal Audit Plan for 2011/2012.
- b) An interim progress report and the Internal Audit Annual Report 2009/2010 were presented to provide details of Internal Audit's performance in relation to the agreed performance indicators and to provide members of the Committee with an opinion on the overall internal control environment within the Council. Specific key issues were highlighted within the reports for members to consider further, specifically in relation to Information Security Management. It is pleasing to note that the Internal Audit Plan was delivered with the majority of the Key Performance Indicators being met. The head of internal audit's opinion on the Council's internal control environment was positive.
- c) An annual review of the effectiveness of Internal Audit is carried out and the results of this review were reported to members to provide assurance that the arrangements in place are sound. The review, undertaken by the Audit Commission, concluded that the internal audit function continues to meet all relevant professional standards.
- d) External Auditors provided reports detailing their Annual Opinion Audit Plan, their fees, the Annual Audit Letter, Annual Governance Report, and the Annual Grants report. These reports provided a very positive opinion regarding the Council's performance, governance and value for money arrangements.

- e) Reports were presented in relation to the Corporate Risk Profile and the risk management arrangements within the Council, to provide assurance to members that key risks are being identified, assessed and effectively managed. An effective risk management framework is in place and good progress made in relation to actions identified to mitigate strategic and corporate risks.
- f) The results of the Annual Governance Review for 2009/2010 were presented, which summarises the overall governance arrangements in place within the Council, and makes recommendations for further improvement. The resultant draft Annual Governance Statement highlighted the good corporate governance arrangements in place and was approved by the Committee and included within the Council's Statement of Accounts.
- g) The annual Statement of Accounts 2009/2010 (subject to audit) was presented for members to challenge and approve before they were made available for public inspection and to the external auditors. Once the external auditor had completed the audit, any amendments were submitted back to the Committee for approval. The Committee also received information regarding progress toward implementing the new International Financial Reporting Standards. The External Auditor commented positively on the arrangements the Council has in place with regard to the production of the Accounts.
- h) The Committee received reports in relation to the Council's Treasury Management arrangements to receive assurance that they are appropriate and approved amendments to the Treasury Management Policy and Strategy. The Committee noted the good performance in this area, specifically with regard to security and level of return.

3.3 From the reports presented the Committee has been proactively monitoring activity in a number of important areas, as follows:

- *Implementation of Agreed Internal Audit Recommendations* – The Internal Audit Annual Report for 2009/2010 reported that the rate of implementation of agreed medium risk recommendations stood at 84% against a target of 90%. A breakdown of performance by directorate was provided. The Committee noted that the performance in some areas of the Council should be improved and this was monitored throughout the year by the Committee. Members were made aware of additional arrangements being put in place to seek improvement.
- *Abolition of the Audit Commission* – During a number of meetings throughout the year the Committee enquired about the position of the Audit Commission and the potential impact on the Council and the internal audit service.

- *Treasury Management* – The committee has taken a keen interest in the policies applied in relation to Treasury Management activities, asking detailed questions about the ongoing arrangements and proposed changes before providing their approval.
- *Corporate Risk Profile* – The Committee have received updates regarding the Council’s Corporate Risk Profile and have challenged the scoring of specific risks and queried the relationships between risks.

3.4 It can be seen that the work of the committee is wide ranging with members monitoring performance more closely in those areas where it was deemed appropriate.

#### **4. Recommendation**

4.1 The Committee is asked to consider the report and provide any comments for inclusion prior to the report being presented to Council.

**TREASURY MANAGEMENT – REVIEW OF PERFORMANCE 2010/2011****Report of the Executive Director of Commercial and Corporate Services****1 Purpose of the Report**

- 1.1 To report on the Treasury Management borrowing and investment performance for 2010/2011.

**2 Description of Decision**

- 2.1 The Committee is requested to note the Treasury Management performance for 2010/2011.

**3 Introduction**

- 3.1 This report sets out the annual borrowing and investment performance for the financial year 2010/2011 in accordance with the requirements of the Treasury Management Policy and Strategy approved by Council on 3<sup>rd</sup> March 2010. The Treasury Management Strategy comprises a Borrowing and an Investment Strategy. These set out the Council's policies for managing its borrowing and investments.
- 3.2 The Strategy complies with best practice and incorporates the recommendations included in the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management. The Code of Practice was revised in November 2009 in the light of increased global turbulence in financial markets and the default on investments in Icelandic banks in 2008.

**4 Review of Performance 2010/2011****4.1 Summary**

The performance of the Council's Treasury Management function continues to contribute significant financial savings that are used to provide funding to support future years capital programmes and help support the Council's revenue budget. New loans taken out in 2010/2011 to replace borrowing repaid as part of previous debt restructuring exercises has led to an ongoing debt interest saving to the Council of £0.449 million per annum. The rate of return achieved on investments in 2010/2011 has meant a further saving of over £1.5 million compared to the original 2010/2011 budget.

**Borrowing Strategy and Performance – 2010/2011**

- 4.2 The basis of the agreed Borrowing Strategy was to:
- continuously monitor prevailing interest rates and forecasts;

- secure long-term funds to meet the Council's future borrowing requirement when market conditions were favourable;
- use a benchmark financing rate of 4.50% for long term borrowing (i.e. all borrowing for a period of one year or more);
- take advantage of debt rescheduling opportunities as appropriate.

4.3 The Borrowing Strategy was reviewed by this committee in September 2010 and February 2011 and has been updated where necessary to reflect changing circumstances. The Borrowing Strategy for 2010/2011 was based upon the views of the Director of Financial Resources, supplemented with market data, market information and leading economic forecasts provided by the Council's treasury adviser, Sector Treasury Services.

4.4 The view in February 2010, at the time the Treasury Management Policy and Strategy was drafted, was that variable rate borrowing was expected to become more expensive as the Base Rate was forecast to increase by 0.25% to 0.75% by the end of September 2010 and to 1.50% by the end of March 2011. Thereafter variable rate borrowing was expected to steadily increase until it reached an estimated level of 4.5% by the end of March 2013.

The forecast for the long-term PWLB rates was they would rise by between 0.40% and 0.55% in 2010/2011 and continue to gradually rise in 2011/2012 and 2012/2013 (i.e. 10 year loans to increase from 4.00% to 5.15% and 50 year loans to increase from 4.60% to 5.45% over the 3 year period).

Actual interest rates did not increase to the levels anticipated as global and national economic growth remained low. This, alongside sovereign debt concerns in the Euro Zone led to a fall in gilt yields despite higher than anticipated levels of inflation. There remains a wide divergence of opinion on the timing of the start of increases in the Bank Rate and economic forecasts will continue to be closely monitored.

Reductions in gilt yields to historic lows should have led to reductions in PWLB borrowing rates during 2010/2011. However, as part of the Government's Spending Review 2010 in October 2010 the PWLB was instructed to increase the average interest rate on all new loans by an average of 1.00% above the Government's cost of borrowing. This unexpected increase across all PWLB rates of 0.87% made borrowing from this source more expensive overnight and also made debt rescheduling opportunities less likely.

4.5 The table below, details the average borrowing rates at the end of each quarter in 2010/2011, and shows that had PWLB rates not been subject to a one off increase in October 2010 they would have remained lower than market forecasts:

Borrowing	Projected Rates	Actual Borrowing Rate				
		Q1	Q2	Q3	Q4	Q1



Period	%	2010 %	2010 %	2010 %	2010 %	2011 %
Base Rate	0.50 to 1.50	0.50	0.50	0.50	0.50	0.50
1 year	-	0.83	0.67	0.64	1.65	1.89
5 year	3.05 to 3.60	2.89	2.27	1.88	3.33	3.57
10 year	4.00 to 4.45	4.19	3.54	3.14	4.58	4.71
25 year	4.55 to 4.90	4.67	4.27	3.96	5.23	5.31
50 year	4.60 to 5.00	4.70	4.26	4.02	5.16	5.24

- 4.6 The Council's borrowing requirement for 2010/2011 was assessed at £24.0 million to replace debt rescheduling carried out in January 2010 and £2.5 million to replace 11.75% redeemable stock that matured in November 2008. In addition provision was made for potential unsupported borrowing needs included in the Council's capital programme.

The Council borrowed £30.5 million from the PWLB in 2010/2011 as set out in the table below. The average interest rate payable on the new loans was 3.31% and well below the 4.50% target rate set for long term borrowing, representing a lower cost of borrowing to the Council.

<b>Long Term Borrowing 2010/2011</b>						
<b>Date</b>	<b>Lender</b>	<b>Amount £m</b>	<b>Period (Years)</b>	<b>Rate %</b>	<b>Benchmark Rate %</b>	<b>Margin %</b>
11/05/10*	PWLB	0.5	15	3.65	4.50	0.85
25/05/10	PWLB	10.0	4	1.99	4.50	2.51
25/05/10	PWLB	5.0	50	4.29	4.50	0.21
27/07/10	PWLB	5.0	11	3.75	4.50	1.25
27/07/10	PWLB	5.0	12	3.87	4.50	1.13
01/09/10	PWLB	5.0	50	3.96	4.50	0.54
		<b>30.5</b>		<b>3.31</b>		
* This loan relates to Beamish Museum						

- 4.7 The Treasury Management Strategy included provision for debt rescheduling should appropriate opportunities arise. However, as explained, the October 2010 PWLB borrowing rate increase was not accompanied by an increase in early debt redemption rates. This, and the very low underlying rate of the Council's long term debt (arising from the proactive approach to debt rescheduling and borrowing taken by the Council in recent years), has meant that rates have not been sufficiently favourable to undertake further debt rescheduling in 2010/2011. Market conditions will however continue to be closely monitored to identify and take advantage of any such opportunities should they arise in the future.
- 4.8 The Council has nine market Lender's Option / Borrower's Option (LOBO) loans totalling £39.5 million, of which £34.5 million are now 'flat rate vanilla' LOBO's which have three year roll-over periods. This essentially means that

these loans have become fixed rate loans which are reviewed every 3 years. The other loan of £5.0 million still has a six monthly roll-over period. The Treasury Management team will continue to monitor this loan for an opportunity to renegotiate the loan on more favourable terms, but this is unlikely to happen in the current interest rate environment.

4.9 The Council's borrowing portfolio position at 31st March 2011 was:

		Principal (£m)	Total (£m)	Average Rate (%)
<b>Borrowing</b>				
Fixed Rate Funding	PWLB	138.0		
	Market	34.5		
	Other	0.3	172.8	3.86
Variable Rate Funding	Market	5.0		
	Temporary / Other	31.1	36.1	0.93
<b>Total Borrowing</b>			<b>208.9</b>	<b>3.35</b>
<b>Total Investments</b>	In House		<b>187.4</b>	<b>1.50</b>
<b>Net Debt</b>			<b>21.5</b>	

#### Prudential Indicators – 2010/2011

4.10 All external borrowing and investments undertaken in 2010/2011 have been subject to the monitoring requirements of the Prudential Code. Under the Code, Authorities must set borrowing limits (Authorised Borrowing Limit for External Debt and Operational Boundary for External Debt) and must also report on the Council's performance for all of the other Prudential Indicators as follows:

The statutory limit under section 3(1) of the Local Government Act 2003 (known as the Authorised Borrowing Limit for External Debt) was originally set by the Council for 2010/2011 in total as £415.548m which was detailed as follows:

	<b>£m</b>
Borrowing	323.990
Other Long Term Liabilities	<u>91.558</u>
<b>Total</b>	<b><u>415.548</u></b>

The Operational Boundary for External Debt for 2010/2011 was set at £327.301m as follows:

	<b>£m</b>
Borrowing	235.743
Other Long Term Liabilities	<u>91.558</u>
<b>Total</b>	<b><u>327.301</u></b>

Both the Authorised Limit and the Operational Limit include an element for long-term liabilities relating to PFI schemes and finance leases. These have been brought onto the Council's Balance Sheet in compliance with International Financial Reporting Standards.

The Council's maximum external debt in 2010/2011 was £272.016 million (which includes long term liabilities in respect of Public Finance Initiative schemes and borrowing in respect of other organisations such as Tyne and Wear Fire and Rescue Authority), and is well within both of the above limits.

- 4.11 The table below shows that all other Treasury Management Prudential Indicators have been complied with during 2010/2011, and these are set out in the table below.

Prudential Indicators		2010/2011	
		Limit £'000	Actual £'000
<b>P10</b>	<b>Upper limit for fixed interest rate exposure</b> Net principal re fixed rate borrowing / investments	90,000	32,366
<b>P11</b>	<b>Upper limit for variable rate exposure</b> Net principal re variable rate borrowing / investments	50,000	27,497
<b>P12</b>	<b>Maturity Pattern</b>	Upper Limit	
	for 12 months	40%	17.85%
	for 12 months and within 24 months	50%	0.05%
	for 12 months and within 5 years	75%	10.40%
	for 12 months plus	100%	76.98%
<b>P13</b>	<b>Upper limit for total principal sums invested for over 364 days</b>	100,000	0

- 4.12 The impact on the borrowing costs of the Council in following its Borrowing Strategy has produced the following effect on the Council's "pool rate" of interest over the last five years as follows:

2007/08	4.71%
2008/09	4.14%
2009/10	2.89%
2010/11	2.98%

The movement in the pool rate reflects long term fixed rate borrowing decisions and the movement in market rates. The cost of rescheduled

borrowing in 2010/2011 of on average 3.31% has resulted in a minimal increase of 0.09% in the pool rate from 2.89% in 2009/2010 to 2.98% for 2010/2011.

## 5. Investment Strategy and Performance – 2010/2011

5.1 The general policy objective for the Council in considering potential investments is the prudent investment of its treasury balances. The Council's investment priorities in order of importance are:

- 1) The security of capital
- 2) The liquidity of its investments and then
- 3) The Council aims to achieve the optimum yield on its investments but this is commensurate with the proper levels of security and liquidity

5.2 Annual Investment Strategy sets out the type of investments the Council can use for the purpose of investments and makes specific reference to:

- the procedures for determining the use of each asset class, (advantages and associated risk), particularly if the investment falls under the category of "non-specified investments";
- the maximum periods for which funds may be prudently committed in each asset class;
- the amount or percentage limit to be invested in each asset class;
- whether the investment instrument is to be used by the Council's in-house officers and/or by the Council's appointed external fund managers (if used); and, if non-specified investments are to be used in-house, whether prior professional advice is to be sought from the Council's treasury advisers;
- the minimum amount to be held in short-term investments (i.e. one which the Council may require to be repaid or redeemed within 12 months of making the Investment).

The Annual Investment Strategy has been fully complied with in 2010/2011.

5.3 At 31<sup>st</sup> March 2011 the Council had outstanding investments of £187.4 million. The table below shows the return made on the Council's total investments for 2010/2011 as compared with the benchmark 7 Day LIBID rate, which the Council uses to assess its performance.

	<b>2010/2011 Return %</b>	<b>2010/2011 Benchmark %</b>
<b>In-house Managed Funds</b>	<b>1.50</b>	<b>0.36</b>

This return far exceeded the benchmark set for 2010/2011 and represents a very good achievement especially when short term investment rates continue to remain very low.

- 5.4 All investments placed in 2010/2011 have been made in accordance with the approved Criteria and the Approved Lending List by Council on 3rd March 2010.
- 5.5 As members will be aware, the regular updating of the Council's Authorised Lending List and Criteria is required in the light of financial institution mergers and changes in institutions' credit ratings. The Executive Director of Commercial and Corporate Services, in consultation with the Cabinet Portfolio holder, has the delegated authority to vary the Lending List Criteria and Lending List itself should circumstances dictate, on the basis that changes be reported to Cabinet and the Audit and Governance Committee retrospectively, in accordance with normal Treasury Management reporting procedures. The few changes made during 2010/2011 have already been reported to members previously but for information these are included in the attached Appendices..

**6. Reasons for Decisions**

- 6.1 To note the performance for 2010/2011.

**7. Alternative Options**

- 7.1 *No alternatives are submitted for Cabinet consideration.*

**Background Papers**

Sector CityWatch (Monthly) and weekly credit rating list

Sector / Capital Economics / UBS Economic forecasts

Local Government Act 2003

The Prudential Code for Capital Finance

CIPFA Code of Practice on Treasury Management in Local Authorities

The Financial Times



**Counterparty Criteria**

The Council takes into account not only the individual institution’s credit ratings issued by all three credit rating agencies (Fitch, Moody’s and Standard & Poor’s), but also all available market data and intelligence, the level of government support and advice from its Treasury Management advisors.

Set out below are the criteria to be used in determining the level of funds that can be invested with each institution. Where an institution is rated differently by the rating agencies, the lowest rating will determine the level of investment.

<b>Fitch / S&amp;P’s Long Term Rating</b>	<b>Fitch Short Term Rating</b>	<b>S&amp;P’s Short Term Rating</b>	<b>Moody’s Long Term Rating</b>	<b>Moody’s Short Term Rating</b>	<b><u>Maximum Deposit</u> £m</b>	<b><u>Maximum Duration</u></b>
AAA	F1+	A1+	Aaa	P-1	50	2 Years
AA+	F1+	A1+	Aa1	P-1	50	2 Years
AA	F1+	A1+	Aa2	P-1	40	364 days
AA-	F1+ / F1	A1+ / A-1	Aa3	P-1	20	364 days
A+	F1	A-1	A1	P-1	10	364 days
A	F1 / F2	A-1 / A-2	A2	P-1 / P-2	10	364 days
A-	F1 / F2	A-2	A3	P-1 / P-2	5	6 months
<b>Local Authorities</b> (limit for each local authority)					30	364 Days
<b>Money Market Funds</b> Maximum amount to be invested in Money Market Funds is £50 million with a maximum of £30 million in any one fund.					50	2 Years

Where the UK Government holds a shareholding in an institution the UK Government’s credit rating of AAA will be applied to that institution to determine the amount the Council can place with that institution.

Where any banks / building societies are part of the UK Government’s Credit Guarantee scheme (marked with \* in the Approved Lending List), these counterparties will have an AA rating applied to them thus giving them a credit limit of £40 million for a maximum period of 364 days

The Code of Practice for Treasury Management in the Public Services recommends that consideration should also be given to country, sector, and group limits in addition to the individual limits set out above, these limits are as follows:

### Country Limit

Only countries with a minimum sovereign credit rating of AA+ by all three rating agencies will be considered for inclusion on the Approved Lending List.

In addition a total limit of £40 million has been set which can be invested in other countries provided they meet the above criteria. A separate limit of £300 million will be applied to the United Kingdom and is based on the fact that the government has done and is willing to take action to protect the UK banking system.

Country	Limit £m
UK	300
Non UK	40

### Sector Limit

The Code recommends a limit be set for each sector in which the Council can place investments. These limits are set out below:

Sector	Limit £m
Central Government	300
Local Government	300
UK Banks	300
UK Building Societies	150
Foreign Banks	40

### Group Limit

Where institutions are part of a group of companies e.g. Lloyds Banking Group, Santander and RBS, then total limit of investments that can be placed with that group of companies will be determined by the highest credit rating of a counterparty within that group, unless the government rating has been applied.

This will apply provided that:

- the government's guarantee scheme is still in place;
- the UK continues to have a sovereign credit rating of AAA; and
- that market intelligence and professional advice is taken into account.

Group limits are set out in Appendix 3





**Approved Lending List**

**Appendix 2**

	Fitch				Moody's			Standard & Poor's		Limit £m	Max Deposit Period
	L Term	S Term	Individual	Support	L Term	S Term	Fin Strength	L Term	S Term		
<b>UK</b>	AAA	F1+			Aaa			AAA		300	364 days
<b>Lloyds Banking Group</b> (see Note 1)										<b>Group Limit 50</b>	
Lloyds Banking Group plc	AA-	F1+	C	1	A1	-	-	A	A-1	50	364 days
Lloyds TSB Bank Plc	AA-	F1+	C	1	Aa3	P-1	C-	A+	A-1	50	364 days
Bank of Scotland Plc	AA-	F1+	C	1	Aa3	P-1	D+	A+	A-1	50	364 days
<b>Royal Bank of Scotland Group</b> (See Note 1)										<b>Group Limit 50</b>	
Royal Bank of Scotland Group plc	AA-	F1+	C/D	1	A1	P-1	-	A	A-1	50	364 days
The Royal Bank of Scotland Plc	AA-	F1+	C/D	1	Aa3	P-1	C-	A+	A-1	50	364 days
National Westminster Bank Plc	AA-	F1+	-	1	Aa3	P-1	C-	A+	A-1	50	364 days
Ulster Bank Ltd	A+	F1+	E	1	A2	P-1	D-	BBB+	A-2	50	364 days
<b>Santander Group *</b>										<b>Group Limit 40</b>	
Santander UK plc	AA-	F1+	B	1	Aa3	P-1	C-	AA	A-1+	40	364 days
Cater Allen	AA-	F1+	B	1	Aa3	P-1	C-	AA	A-1+	40	364 days
Barclays Bank plc *	AA-	F1+	B	1	Aa3	P-1	C	AA-	A-1+	40	364 days
HSBC Bank plc *	AA	F1+	B	1	Aa2	P-1	C+	AA	A-1+	40	364 days

**Appendix 2**

	Fitch			Moody's				Standard & Poor's		Limit £m	Max Deposit Period
	L Term	S Term	Individual Support	L Term	S Term	Fin Strength	L Term	S Term			
Nationwide BS *	AA-	F1+	B	1	Aa3	P-1	C-	A+	A-1	40	364 days
Standard Chartered Bank *	AA-	F1+	B	1	A1	P-1	B-	A+	A-1	40	364 days
Clydesdale Bank / Yorkshire Bank **	AA-	F1+	C	1	A1	P-1	C-	A+	A-1	10	364 days
Co-Operative Bank Plc	A-	F2	B/C	3	A2	P-1	D+	-	-	5	6 months
Northern Rock ***	BBB+	F2	C	2	-	-	-	A-	A-2	0	
<b>Top 10 Building Societies (by asset value)</b>											
Nationwide BS (see above)											
Yorkshire BS	A-	F2	B/C	5	Baa1	P-2	D+	A-	A-2	0	
Coventry BS	A	F1	B	5	A3	P-2	C-	-	-	5	6 Months
Skipton BS	A-	F2	B/C	5	Baa1	P-2	D+	-	-	0	
Leeds BS	A	F1	B/C	5	A2	P-1	C+	-	-	10	364 Days
West Bromwich BS ***	BBB-	F3	C/D	5	Baa3	P-3	E+	-	-	0	
Principality BS ***	BBB+	F2	C	5	Baa2	P-2	D-	-	-	0	
Newcastle BS ***	BBB-	F3	C/D	5	Baa2	P-2	D-	-	-	0	
Norwich and Peterborough BS ***	BBB+	F2	C	5	Baa2	P-2	D-	-	-	0	
Nottingham BS	-	-	-	-	A3	P-2	C-	-	-	0	-

**Foreign Banks have a combined total limit of £40m**

<b>Australia</b>	AA+	-	-	-	Aaa	-	-	AAA		40	364 Days
National Australia Bank	AA	F1+	B	1	Aa2	P-1	B-	AA	A-1+	40	364 Days
Australia and New Zealand Banking Group Ltd	AA-	F1+	B	1	Aa2	P-1	B-	AA	A-1+	20	364 Days

	Fitch				Moody's			Standard & Poor's		Limit £m	Max Deposit Period
	L Term	S Term	Individual	Support	L Term	S Term	Fin Strenat	L Term	S Term		
Commonwealth Bank of Australia	AA	F1+	A/B	1	Aa2	P-1	B-	AA	A-1+	40	364 Days
Westpac Banking Corporation	AA	F1+	A/B	1	Aa2	P-1	B-	AA	A-1+	40	364 Days
<b>Canada</b>	<b>AAA</b>				<b>Aaa</b>			<b>AAA</b>		40	364 Days
Bank of Nova Scotia	AA-	F1+	B	1	Aa1	P-1	B	AA-	A-1+	20	364 Days
Royal Bank of Canada	AA	F1+	A/B	1	Aa1	P-1	B+	AA-	A-1+	20	364 Days
Toronto Dominion Bank	AA-	F1+	B	1	Aaa	P-1	B+	AA-	A-1+	20	364 Days
Money Market Funds										50	
Prime Rate Stirling Liquidity	AAA MMF							AAAm		30	On Call
Insight Liquidity Fund					AAA MR1			AAAm		30	On Call
Ignis Sterling Liquidity	AAA MMF							AAAm		30	On Call

## Notes

### Note 1 Nationalised / Part Nationalised

The counterparties in this section will have the UK Government's AAA rating applied to them thus giving them a revised credit limit of £50 million for a maximum period of 364 days

- \* Banks / Building Societies which are part of the UK Government's Credit Guarantee scheme  
The counterparties in this section will have an AA rating applied to them thus giving them a revised credit limit of £40 million for a maximum period of 364 days
- \*\* The Clydesdale Bank (under the UK section) is owned by National Australia Bank
- \*\*\* These will be revisited and used only if they meet the minimum criteria (ratings of A- and above)

Any bank which is incorporated in the United Kingdom and controlled by the FSA is classed as a UK bank for the purposes of the Approved Lending List.

**REPORT OF THE CHIEF EXECUTIVE**

**SCRUTINY MATTERS: ANNUAL SCRUTINY REPORT 2010/11**

**1. Purpose of the Report**

- 1.1 To present the Annual Scrutiny Report which summaries the work of each of the seven Scrutiny Committees during 2010/11.

**2. Background Information**

- 2.1 The Annual Report provides an overview of the positive outcomes achieved to help drive improvements to public services in Sunderland, as a direct result of the key areas of work undertaken by each of the seven Scrutiny Committees during the last 12 months. It also outlines the development of the Scrutiny Function in 2010/11 and the year ahead for 2011/12.

**3. Operation of the Scrutiny Committees**

- 3.1 The seven Scrutiny Committees are now aligned to the key priorities for the city, as outlined in the Sunderland Strategy, providing an outward focused approach to delivering scrutiny.
- 3.2 In June 2010, each Scrutiny Committee agreed their annual work programme for the municipal year 2010/11. The year 2010/11 has been a very busy year for all of the Scrutiny Committees. As part of each work programme, a comprehensive policy review has been undertaken, the only exception to this being the Management Scrutiny Committee, which has continued to focus its efforts on the ongoing development of the Scrutiny Function.

**3. Conclusion**

- 3.1 The seven Scrutiny Committees have delivered demanding, varied and interesting work programmes in 2010/11 with 2011/12 promising to be another challenging and fulfilling year.

**4. Recommendation**

- 4.1 Members are asked to consider the operation, achievements and impact of the Scrutiny Committees during 2010/11 as outlined in the combined Annual Report.

## **5. Background Papers**

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

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# Scrutiny Matters

Scrutiny Annual Report  
2010/2011

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# Foreword



**Councillor David Tate**  
**Chair of the Management Scrutiny Committee**

Once again it gives me great pleasure to introduce the City Council's Overview and Scrutiny Annual Report.

It is interesting to reflect that it is nearly ten years since the overview and scrutiny function was first introduced in Sunderland. And as a Committee Chairman for most of this period, I have personally seen it evolve and develop - establishing new ways of working and helping to drive through improvements in service delivery. I hope that this report provides a useful snapshot of the work and achievements of the scrutiny committees during the last 12 months and an indication of the challenges facing us in the year ahead.

Clearly, this year has been a challenging one - with the scrutiny function looking to build upon the improvements of recent years against the backdrop of an economic recession and severe financial restraint. This backdrop has made it all the more important that the work of scrutiny adds real value and contributes to an improvement in the services delivered to the people of Sunderland.

To this end, the decision to align the remits of the scrutiny committees with the priorities contained in the Sunderland Strategy has been an important one - helping our committees to adopt a more focused and cross cutting approach to the delivery of scrutiny. Particular emphasis has also been placed on encouraging a more outward looking approach to our work - looking at the issues that are a priority for the people of the city.

A key to this approach has been refining the content and format of the Annual



Scrutiny Conference. This event, which brings together council members, officers and our partners, was this year focused on the major challenges facing the city. The event proved of critical importance in helping to ensure greater input from our partners into our policy reviews and work programmes. As a result, the committees have carried out policy reviews across a broad range of key issues including; the development of the low carbon economy; malnutrition in hospitals; the role of culture in supporting sustainable communities; alcohol and violent crime in the city centre and the promotion of Sunderland "the place".

As result, I feel that the greater level of cooperation and involvement from partner organisations has been reflected in a significant improvement in the quality of our policy reviews and the value of the recommendations we have made. As well as including a stronger contribution from our partners, this years reviews have also adopted a number innovative and improved working practices; with for example two of our reviews receiving evidence from local Members of Parliament and overall a greater degree of involvement from the general public.

The year has seen the continued development of positive and constructive working relationships with the City Council's Cabinet and Area Committees. This reflects the recognition of the important contribution that scrutiny can make to good governance - through in depth policy review; providing challenge

to decision making and monitoring performance. In terms of performance management, we have also improved our system for following up on agreed scrutiny recommendations, through the integration of our recommendations within the council's corporate performance management framework.

We have also taken action to raise the profile of scrutiny within the city - as well as regionally and nationally. Closer links have been developed with the council's communications team which has resulted in a higher profile for scrutiny in the local press. Over the year, we have also played a more active role in the regional scrutiny networks - helping to design and share good practice among local authorities in the region.

I would therefore like to thank everybody who has played a part in a very exciting year in overview and scrutiny in Sunderland. Our committees have often had to deal with complicated and sensitive issues and I am pleased that members of different political persuasions have worked together so positively and maintained the integrity of the scrutiny process. I would also like to thank the Leader, Cabinet colleagues and officers for the high degree of cooperation and support we have received. Finally, I would also like to thank those members of the public, co-opted members and partner organisations for the invaluable contributions made throughout the year to the various policy reviews and other work undertaken by the scrutiny committees.

We know that next year will be a very difficult one for the council. The turbulent economic situation combined with severe cuts in local government funding will all contribute to the most challenging environment faced by the council for many, many years. However, I am sure that with the continued drive and commitment of our members, officers and partners, scrutiny will continue to play an important role in ensuring the efficient and effective delivery of public services within the city.

# Scrutiny arrangements in Sunderland

The political management structure in Sunderland consists of the Leader of the council and his Deputy, a Cabinet of eight councillors (who each have responsibility for a portfolio of services that are provided by the council), seven Scrutiny Committees and five Local Area Committees.

## What is scrutiny?

Simply put, scrutiny committees ensure that the council and its partner organisations are accountable for their actions and promote open and transparent decision-making.

It aims to make sure that services and policies best meet the needs of the residents of the city. It does this through:

- Policy review and development;
- Holding the Council's Executive and it's partners to account;
- Investigating issues of local concern; and
- Working with our partners to improve services to the local area.

Scrutiny is not new and arrangements have now been in place in Sunderland since 2002. We are committed to an inclusive and effective process that represents the people of Sunderland and in doing so encourages the involvement of local residents and partner organisations.

## Who does scrutiny?

Scrutiny Committee Members are Ward Councillors who are not Members of the Executive (Cabinet). The Children, Young People and Learning Committee also has a number of co-opted members, people (other than Councillors) who represent other authorities, organisations or groups.

## How is scrutiny carried out?

Within Sunderland there are seven Scrutiny Committees which mirror the key priorities for the city, as laid out within the Sunderland Strategy 2008-2025.

Each Scrutiny Committee is responsible for a number of areas that are wide-ranging, some examples of which include:

- 1 Management Scrutiny Committee**  
The role of this committee is to coordinate scrutiny business and manage the overall scrutiny work programme. It also considers the council's corporate policies, performance and financial issues.
- 2 Children Young People and Learning Scrutiny Committee**  
This committee considers issues relating to children and young people and life long learning including the health, safety and well-being of young people. It also considers adult learning and the library service.
- 3 Community and Safer City Scrutiny Committee**  
This committee considers issues relating to community safety, including crime and anti-social behaviour, domestic violence, licensing and community inclusion and equalities.
- 4 Environment and Attractive City Scrutiny Committee**  
This committee considers issues relating to environment including planning, local transport, roads, waste, recycling and grounds maintenance.
- 5 Health and Well Being Scrutiny Committee**  
This committee considers issues relating to health and adult services, including scrutiny of health services, social care, public health and external inspections.

- 6 Prosperity and Economic Development Scrutiny Committee**  
This committee considers issues relating to the economic prosperity of the city, including inward investment, the city centre, tourism and employability.
- 7 Sustainable Communities Scrutiny Committee**  
This committee considers issues relating to sustainability and maintains an overview of each of the Sunderland Partnership's cross cutting priorities, including housing strategy, culture, arts, museums and heritage.

Scrutiny Committees call upon council officers, cabinet members, partners, expert witnesses and service users (members of the public) to answer questions and give evidence about the issue being investigated.

Committees will collate as much evidence as possible within the time available. Our committees will then produce a report containing our recommendations and any proposed improvements for the executive, full council and partner organisations to consider.

## How does scrutiny make a difference?

Evidence shows that successful scrutiny has a positive impact for the people it serves - you! Indeed, we have local evidence of scrutiny having real outcomes for residents, for example in the case of the proposed Gillas Lane Primary School closure and parking issues around Doxford International Business Park.

# Children, Young People and Learning Scrutiny Committee



**Councillor Paul Stewart**  
Chair of the Children, Young People and Learning Scrutiny Committee

It has been another busy and productive year for the Children, Young People and Learning Scrutiny Committee, during which time we have delivered a work programme that has been diverse, ambitious and challenging for the committee, the council and the city.

Our major policy review this year has looked into the role of work based learning and apprenticeships in tackling youth unemployment and particularly the issue of those young people not in education, employment or training. This comes at a time when the latest employment figures show that long-term youth unemployment (six months or more out of work) has exceeded 400,000 and where it is not unusual for young people to take up to six months to find work. In gathering evidence for the review we held a number of our meetings in schools across Sunderland finding out firsthand the work being undertaken to help young people make the transition from full time education into further training or employment.

The committee also had the opportunity to visit Nissan, Sunderland ITeC, Connexions and Springboard as part of the review process to gather evidence, opinions and the experiences of employers, training providers and young people. We also held an expert jury event where a number of witnesses were invited to give evidence to the committee and this has also added to the evidence base of the review. To compliment this we also arranged a 'big brother' style diary room for young people to provide their own personnel accounts of looking for employment, training or further education which was very enlightening.

The review has highlighted a number of key themes and the committee has developed recommendations based on the evidence gathered. It is hoped that this can help the council, its partners and employers within the city to consider the importance of apprenticeships and work based learning in providing a platform for young people to move into the world of work, develop new skills and contribute to society as a whole.

The effects of child poverty are monumental and the experiences we have in our childhoods can lay the foundations for later life. As part of the committee's work programme we received progress updates on the council's Local Child Poverty Strategy. The Children, Young People and Learning Scrutiny Committee were able to provide useful comments and suggestions to help support the development of this important strategy.

The committee, as part of its remit, receives a yearly review of the key achievements and performance of Sunderland Libraries Service. The committee also has the opportunity to look at the services priorities for the coming year.

An important aspect of any scrutiny committee's role is to act as a critical friend and provide challenge to policies

and strategies ensuring they are robust and suit the needs and requirements of Sunderland. In undertaking this role the committee has, throughout the year, requested a number of reports on issues ranging from the number and nature of fixed and permanent exclusions in schools across the city, the admissions arrangements operated within the city and OfSTED inspection reports for schools.

The active and valuable role played by our co-opted members can not be underestimated as they bring an important insight to the committee through their own experiences and expertise. This year has seen a number of newly appointed co-opted members join the committee and I feel sure that their involvement will only help to strengthen the committee.

Again the committee has had another full and productive year covering a wide range of themes and priorities reflective of the Children and Young People's Plan that underpins the committee's work programme. I am sure that the coming year will be equally challenging and rewarding for the committee.

Finally I would like to thank my colleagues on the committee for their hard work, support and dedication throughout the year.





# Environment and Attractive City Scrutiny Committee



**Councillor Graeme Miller**  
Chair of the Environment and Attractive City Scrutiny Committee

This year the committee wanted to look at Sunderland 'the place' as its main piece of work for the year.

As the title suggests the concept of 'place' involves many areas of the council and its partners. As the review has progressed we have become more aware of just how significant this issue is for Sunderland's future.

The city is now operating in a global context at a time when cities are competing for investment at an international level. If Sunderland does not have a raised profile, positive image and strong sense of who it is then we may not be able to effectively compete on a global stage with much larger cities. We also feel it is vital to get people into the city; to live, study and visit, and also provide sufficient opportunities to stop people leaving to live elsewhere.

The committee took a wide range of evidence for the review including; SAFC, the University of Sunderland, the BBC, Royal Mail and officers of the council. The committee also spoke with the council's portfolio holder for Safer City and Culture. We were particularly pleased to have the opportunity to meet and receive the views of one of the city's MPs, Sharon Hodgson, about Sunderland's national profile.

The final report gives a number of recommendations that we all feel will strengthen Sunderland's identity, pride and sense of place going forward. Some of the things we have suggested include ensuring the city's history plays a significant role in its future; promoting a shared vision with residents, using new and existing ways of sharing information;



improving the existing ambassador programme to promote Sunderland; and ways in which to support the aims of the Economic Masterplan.

Other issues the committee have considered during the year include ongoing work with Nexus regarding the Bus Network Redesign and a discussion with CE Electric regarding its targets for street light repairs in the city; as well as providing comment on the draft Local Transport Plan 2011-2021 and the framework for the Green Infrastructure Strategy for the city, which will open up green spaces and allow movement around the city without cars or public transport.

Extensive work with partners has produced some pleasing outcomes this year; including CE Electric reducing its in-house target for street lighting repairs as a result of the committee's concerns, and the editor of the Sunderland Echo agreeing to ensure a balance of news stories across all of the different areas of the city and beyond.

Another productive year for the committee and I would like to take this opportunity to thank my colleagues for their ongoing commitment and enthusiasm to looking at some of the issues that are vitally important for the city. I look forward to another successful year in 2011/12.

# Health and Wellbeing Scrutiny Committee



**Councillor Peter Walker**  
**Chair of the Health and Wellbeing Scrutiny Committee**

The year began with news of the launch of the Health White Paper - a major restructuring of health services and councils' responsibilities in relation to health improvement.

The Scrutiny Committee contributed towards a North East Joint Scrutiny response expressing serious reservations about the proposal to transfer scrutiny powers away from health scrutiny committees. These concerns were mirrored by many other consultees resulting in revisions to the proposals which instead propose to extend councils' formal scrutiny powers to cover all NHS-funded services.

The transfer of public health responsibilities to the council will allow scrutiny to have an 'overview' of health improvement and the Scrutiny Committee will be well placed to help to draw together the cross cutting issues such as education, transport, housing, leisure, planning.

Old relationships will need to be developed with the new players, including all the partners on the Health and Wellbeing Boards, and the GP consortia and this is a challenge for all of us. The Scrutiny Committee is eagerly anticipating the developing new relationships, being involved in the transition and taking forward the enhanced scrutiny role.

Our main project this year was an investigation of hospital food and the avoidance of malnutrition. The Age Concern campaign Hungry to be Heard was a key driver in taking forward this investigation. We were fortunate in being able to co-opt the Director of Age UK

Sunderland onto the committee to work with us on this review. We have been impressed the dedication of the staff to patient care and providing the best nutritional support and hopefully our recommendations will assist with improving and enhancing the service to patients.

The North East region has operated strong regional scrutiny arrangements and this past year the 12 local authorities' scrutiny committees worked together on a project to examine the broad health needs of the ex-service community. This was an innovative project involving all health scrutiny representatives from across the region and will be used to seek improvements in service delivery in each local authority.

There are some cases that impact widely on service delivery across the country. The impact of the Francis Report published in February 2010 regarding the failings of the Mid Staffordshire NHS Foundation Trust was such a case. The action and governance arrangements undertaken at City Hospitals Sunderland to ensure the trust learns from the report were considered by the committee. Scrutiny functions can also take lessons from such cases and take a more robust and proactive role in respect of scrutinising local health services. An example of this would be health scrutiny being more aware of complaints, serious untoward incidents and issues raised with patient liaison and advisory services.

The committee was consulted on a number of service changes during the

year including a new model of Child and Adolescent Mental Health Services, Pharmacy Services, Model of Mental Health Care, and Transforming Community Services (TCS). The South Tyneside Foundation Trust has been chosen as the management partner for TCS. Services include district nursing, health visiting, supporting patients with diabetes and community dentistry. The services to be affected are extremely important and the committee was keen to point out that it is imperative patients do not notice any adverse changes in the services they receive.

The personalisation agenda highlights the importance of putting people centre stage of social care and it sets a challenge for the council to provide a personal budget for everyone who is eligible by April 2013. The scrutiny committee asked challenging questions about meeting the milestone of 'everyone who is eligible' to have a personal budget, and indeed how do we know everyone who is eligible. We were also interested in the feedback from service users, and how has this been used to develop the system. Ultimately, service users must feel their lives have improved from having this budgetary freedom.

This provides a summary of the scrutiny and review undertaken during the year, and I feel that along with the hard work of my colleagues we have had another successful year. I am looking forward with some eagerness and trepidation to the challenges that 2011/12 will bring, involving as it will a major transition for all of us in the health arena and beyond.





# Management Scrutiny Committee



**Councillor David Tate**  
Chair of the Management Scrutiny Committee

This year has again seen the Management Scrutiny Committee develop its role further with the inclusion in the committee's membership of the chairs of the six standing scrutiny committees.

This has given the committee a greater overall perspective of the scrutiny function and enhanced the coordinating role. Once again the committee has undertaken an ambitious and varied work programme mainly due to its wide ranging remit that includes consideration of financial issues, corporate policies performance and a co-ordinating role in relation to the remaining six scrutiny committees.

The need for greater efficiencies and continued service delivery has never been at a greater premium, for both private and public sectors, as it is in these times of austerity. With this in mind the focus of the committee's policy review this year has been centred on the Smarter Working Project of the council's Business Transformation Programme, which looks to deliver efficiencies from operational property over the next four years. The committee has held a number of evidence gathering meetings with key officers within this project, as well as undertaking the smarter working workshop that many employees have already and continue to go through.

The committee has also had the opportunity to look at a number of case studies from around the country in relation to smarter working which have illustrated the variety of ways many organisations have looked to make



savings while still delivering key functions but in a smarter and more efficient way. The policy review has highlighted a number of themes and through our recommendations it is hoped that this review will help to promote smarter working even further within the council and strengthen the project as a whole.

The committee has also throughout the year received a variety of reports, policies and strategies as part of our work programme. The committee has looked at and discussed a range of issues including the Community Assets Policy, an update on attendance management and a look at service planning arrangements for the coming year. It is hoped that the committee's involvement has provided sufficient challenge and allowed service areas to further develop policies and strategies.

Continuing the work undertaken in previous years, the committee has again taken a keen interest in the City Council's budget process and continues to examine variations to the budget. The committee also continues to respond to a number of financial reports brought to the committee for consideration and these comments are reported back to cabinet or full council respectively. Once again as part of the budgetary process we have provided the critical friend challenge to Cabinet Portfolio Holders on their key priorities

and approaches to budget setting for the year ahead, which formed part of the budget consultation process for 2011/12.

Committee members have attended a select number of conferences throughout the year which have been important to the scrutiny role in Sunderland. As always we have attended the Centre for Public Scrutiny run Annual Scrutiny Conference which provides an opportunity for scrutineers from across the country to get together, discuss best practice and find out what about new developments within the scrutiny sphere.

I am sure the coming year will present a number of challenges and rewards and I feel sure that scrutiny will play its part in helping the Council to deliver quality services for the people it serves. As chair of the Management Scrutiny Committee I have attended the other scrutiny committees at various times throughout the year and I can only commend the work and policy reviews that have been undertaken by each individual committee. This only leaves me to thank my fellow chairs and member colleagues who sit on the Management Scrutiny Committee for their hard work, dedication and commitment not only to the Management Scrutiny Committee but also to the scrutiny committees they chair and serve on themselves.



# Prosperity and Economic Development Scrutiny Committee



**Councillor Michael Mordey**  
Chair of the Prosperity and Economic Development Scrutiny Committee

At the start of the year when the committee was considering which issues to include in its work programme, we had pretty much unanimous support to focus on the development of a low carbon economy in Sunderland.

For this reason, and in view of the breadth of the issues involved, the committee chose to make this the subject of its policy review for the year.

The development of the low carbon economy is a central component of the Sunderland Economic Masterplan - the document that sets out the blueprint for the future economic development of the city.

The Economic Masterplan identifies a number of important challenges that the city must overcome, in particular that Sunderland's economy remains too reliant on a narrow range of industries. The city has successfully moved from ships and coal to cars and contact centres, but does not have the variety of industries and career opportunities, nor the volume of well-paid jobs necessary to retain more of the younger population and to ensure a resilient economy.

The committee chose to divide its policy into two main themes:

- the low economy place - which encompasses the physical infrastructure and local projects aimed at reducing the city's carbon footprint and:
- low carbon business - comprising ultra low carbon vehicles, offshore wind/energy generation and software city.

The policy review has involved the committee taking evidence from and visiting some of the key players in the field - including Nissan, the University of Sunderland, the Chamber of Commerce, a number of the local IT firms based at the council's new Evolve Centre and the Managing Director of the Port of Sunderland. We have also visited NAREC based at Blyth which is the national centre for the development and deployment of low carbon technology.

Our policy review has shown us that there are new opportunities for Sunderland in the low carbon economy, particularly given the identification of Sunderland as the focus for the North East low carbon economic area for ultra low carbon vehicles. This provides Sunderland with potential economic opportunities for the development and manufacture of new local carbon technologies (including electric vehicles) and low carbon building design and construction, sustainable transport choices and the development of new low carbon energy sources, particularly in terms of the national drive to develop offshore wind energy.

However, much still needs to be done and it is important that the impetus is maintained into the future in order that Sunderland can take full advantage of the potential benefits for the city.

Last year, the committee was regularly consulted on the progress being made on the council's Economic Masterplan.

The Economic Masterplan was formally approved by the council in July 2010 and once again the committee had the opportunity to be consulted on its contents prior to its final approval.

A unique selling point for Sunderland is being a city by the sea. The committee was therefore consulted on and endorsed the draft Seaburn Masterplan. The masterplan sets out key principles and parameters to guide the future redevelopment of Seaburn as a family focused resort offering high quality indoor and outdoor facilities for both residents and visitors.

The committee has also monitored the progress being made in establishing the North Eastern Local Enterprise Partnership (LEP). This body will bring together businesses and local authorities in order to set the strategy and vision of economic growth in an area. The North Eastern LEP proposal sets out a vision for the LEP area to become Europe's premier location for low carbon, sustainable, knowledge-based private sector growth and jobs. Again, we intend to closely monitor the development of the LEP in the year ahead.

All in all, another very busy and productive year for the committee. I would like to take this opportunity of thanking my colleagues for all their hard work and enthusiasm and I feel sure that the progress we have made can be built upon in the year ahead.



# Community and Safer City Scrutiny Committee



**Councillor Robert Heron**  
Chair of the Community and Safer City Scrutiny Committee

City Centre nightclubs at one o'clock in the morning... perhaps not somewhere you would expect to see the Community and Safer City Scrutiny Committee, but this year the committee have been active in the community, collecting evidence for their policy review; Alcohol, Violence and the Night Time Economy.

We've all heard the phrases binge drinking and alcohol fuelled violence in the national press and it comes as no surprise that a number of alcohol-related violent incidents occur in city centres across Britain. When deciding the work programme for the year, the committee felt this issue warranted scrutiny at a local level. The committee have investigated the work of the council and partner organisations to ensure that Sunderland's city centre continues to be a safe place to enjoy a night out.

Alongside the city centre visits with the Police and the street pastors, the committee have received evidence from a wide range of organisations including; The Home Office, Victim Support, Northumbria Probation Service, NHS South of Tyne, Northumbria Police, City Hospitals Sunderland and Balance. These organisations have made significant contributions to the evidence gathering process. Council officers have also outlined some of the vital work that is underway to ensure a safe city centre and we have considered best practice from other areas to assess whether we can be doing anything more.

Licensing policy and enforcement action was an area that the committee considered to be important in maintaining a safe drinking environment and ensuring violent incidents were at a



minimum. Therefore a task and finish group was set up to investigate this issue in depth. This involved speaking to the police and council officers as well as the chair of Pubwatch. Members recognised the importance of hearing the views of licensees and completed a consultation to establish what they felt were the main issues in maintaining a safe city centre.

Our work has reflected national priorities and the committee have given careful consideration the Police Reform and Social Responsibility Bill. This bill was introduced with the aim of improving democratic accountability and tackling alcohol related violence. The committee have contributed to the council responses to the consultation process, following detailed consideration of the issues in question. Members also met with Sunderland MP Bridget Phillipson. Her detailed knowledge of the bill and relevant issues was an invaluable part of the evidence gathering process.

The committee are confident that the recommendations in the final report will

lead to improved outcomes for residents of Sunderland by encouraging greater information sharing across organisations, strengthening of preventative schemes and promoting a proactive approach to recent policy changes.

At the beginning of the year the committee considered the impact of poverty of place and they have visited a number of locations in the city to observe where poverty of place is evident and what work is being undertaken to address this. As this is a cross cutting issues members of the Environment and Attractive and Sustainable Scrutiny Committees also attended this visit.

Members are proud to say that this has been another year of successful Scrutiny and partnership working has certainly been key in this success. The committee are pleased with how all agencies have worked together in the city and believe that this is vital in maintaining a safe city which all residents are proud of. We look forward to another successful year of scrutiny.

# Sustainable Communities Scrutiny Committee



**Councillor Susan Watson**  
Chair of the Sustainable Communities Scrutiny Committee

It gives me great pleasure to present the annual report of the Sustainable Communities Scrutiny Committee - the second since its establishment in 2009/10.

Once again it has proved to be a busy year for the committee and one in which we have looked to build upon the work and progress made last year.

For our policy review, the committee agreed to look at the role of culture in supporting sustainable communities, reinforcing community identity and combating social exclusion. This has proved to be an extensive piece of work and has been the primary focus of the committee during the year. This has involved the committee examining the cultural offer available to residents of the city across a range of services including libraries; museums and archives; heritage and built heritage; sport development; tourism and leisure attractions.

The committee has looked at the contribution of culture to a number of key elements that make a sustainable community. For example:

- Economic development – a vibrant local culture attracts investors and a skilled workforce, particularly within the knowledge-based economic sectors. It can also help people to develop new skills and retain graduates. Tourism remains an important part of the economy, while the creative industries are one of their fastest growing sectors.
- Community cohesion – cultural activities such as festivals and sports tournaments build local pride and



often provide a focus for local volunteering. Cultural facilities often provide neutral meeting ground for groups experiencing conflict.

- Education – cultural activities help people to find ways into lifelong learning and to acquire transferable skills. For example, museum and library professionals provide some of the most inventive ways to engage excluded and at risk groups.
- Health – cultural activities positively affect health outcomes. Participating in sport directly improves health and combats obesity, while participating in many cultural activities is linked to increased physical and mental wellbeing.

Our policy review has highlighted the breadth and high quality of cultural services on offer within the city – from high profile high profile facilities such as the Aquatic Centre, Empire Theatre, Monkwearmouth Station Museum to work going on at a more grass routes level. Certainly, the review has been a reminder that culture should not be confined to dedicated cultural facilities and the people who use them. Just as important are the less professionalised and less formal cultural activities in which everyone from all communities takes part, in homes, pubs, public spaces, schools, places of worship, and so on.

Among its many recommendations, the committee has suggested that the council should investigate ways of further involving the voluntary and community sector to support the development of cultural services and to ensure there is no

duplication in the services provided to the public. The committee also recommended that the council should further explore ways of working with the private sector in order to support the concept of making use of unused or underused space in the city as a home for gallery space or mini art centres.

I feel the review has proved a very worthwhile piece of work to undertake. With the invaluable contribution from my colleagues on the committee we have highlighted a number of issues and recommendations. Clearly we face difficult times ahead in relation to the future funding and delivery of cultural services within the city. However, I feel that with the enthusiasm and commitment shown by staff and service providers we will as a city do our utmost to continue to provide a cultural offer of the highest quality.

As well as looking at culture, the committee has also looked at a range of housing issues – reflecting the importance of housing to the people of Sunderland. This has included consideration of the council's Housing Priorities Plan; a document that will form the basis for future housing investment decisions and the economic viability of affordable housing in the city. We have also been consulted on the draft Housing and Neighbourhood Renewal Enforcement Policy and the draft Enabling Independence Delivery Strategy. On both of these documents, as with the Council's Volunteering Strategy we felt that it was important that we as a committee had the opportunity be consulted prior to its approval by the Executive.

In conclusion, I would like to thank my colleagues on the committee for the support and assistance during the year and also thank those officers and partners who have assisted the committee in its work. I feel that a great deal has been achieved during the year and that this will place us in a strong position to face the challenges of the year ahead.



# The year ahead

Hopefully, this year's Annual Report has done justice to the ground covered by the Scrutiny Function and fully reflects its many successes and achievements. And once again, a sincere thanks to all those members, officers and partners who contributed.

However, it is important at this point to highlight the very considerable challenges we face in the year ahead – not least the severe financial constraints within which the council will operate. As we are all well aware, the cuts in public spending announced by the Government will have major implications for the council's budget for 2011/12 and the delivery of public services in the city. With financial resources so constrained, it is vital that the council does all it can to protect the delivery of quality services to the residents of the city. Due to many years of sound financial management, the council is fortunate to be entering this period of financial uncertainty from a position of relative strength. It is important that the council continues to show such sound judgement into the

future and rises to the challenge of providing services with fewer resources.

Clearly, the scrutiny function has an important role to play in helping the council to achieve this goal; by actively contributing to the good governance of the city; through in depth policy reviews which add value to the delivery of improved public services; providing a constructive challenge to decision making and monitoring the performance of the services we offer.

However, the challenges facing scrutiny in the year ahead are not purely financial in nature. A number of new government initiatives will also have major implications. For example, the Localism Bill is likely, among other things, to result in a greater fragmentation in the delivery of public services – presenting us with a real challenge in securing proper political accountability.

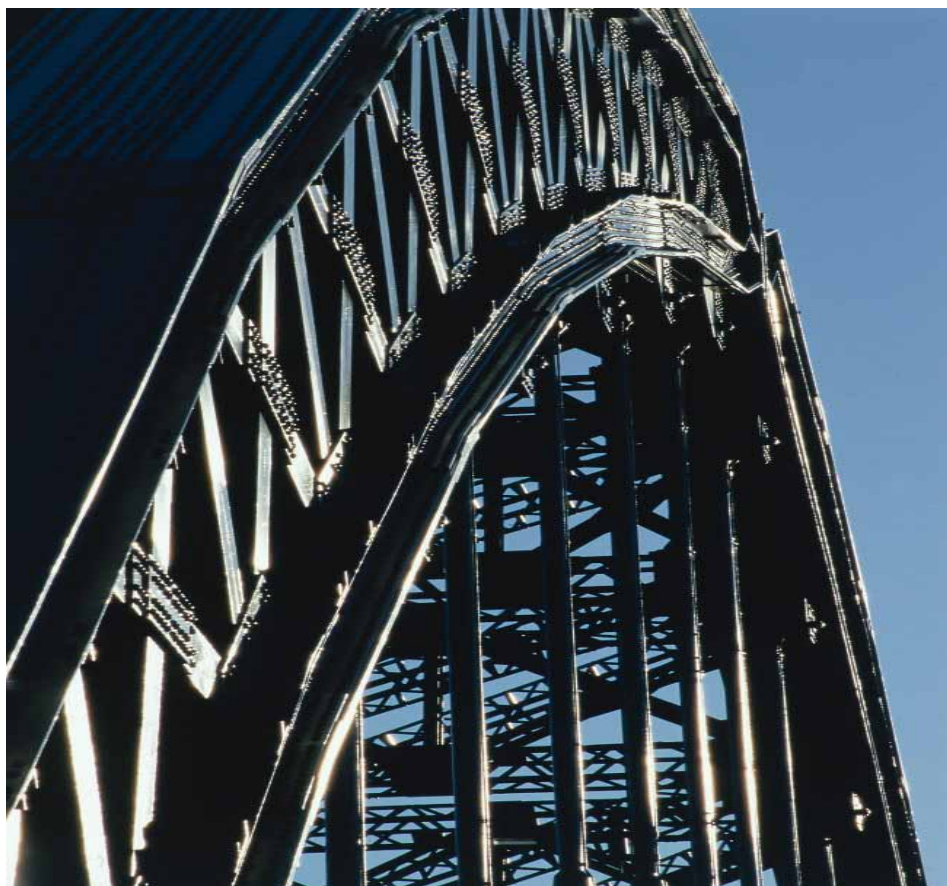
In response to the localism agenda, steps are currently being taken to amalgamate the Scrutiny and Area Support Teams.

This should help to ensure that consideration of issues takes place at the most appropriate level of the council's governance structure and also that we make the best possible use of available skills and resources.

Likewise, the Health White Paper and the establishment of the Health and Well Being Boards make it important that we work to retain adequate transparency and accountability in the new system and ensure that the scrutiny function is properly equipped to scrutinise the new health commissioning arrangements. We must ensure that there is a voice and adequate representation of local interests and that this voice is given proper recognition by the primary and secondary care sectors. The success of this will largely depend upon our ability to continue to develop our partnership scrutiny activities, building on existing working relations through maintaining an open and constructive dialogue with our partner organisations, whilst holding to account and focusing on the delivery of value for money and outcomes for local residents.

To reflect these changes, we will continue to look to develop new and innovative ways of working. We will also look to continue raising the profile of scrutiny within Sunderland and beyond, by networking with other local authorities, the Centre for Public Scrutiny and the local and regional media.

The emergence of the new localism agenda and other government initiatives to restructure public service provision coupled with severe budgetary restraint on local government presents a major challenge for the scrutiny process. However, where there are challenges there are also opportunities. It is important that over the next 12 months we react to the changing political and social landscape facing local authorities and find how best scrutiny might focus on addressing these challenges. Nevertheless we remain confident that the scrutiny function will continue to play its part in helping the city through this challenging period.



# The scrutiny team

The scrutiny team provides independent and professional support and advice to the City Council's scrutiny committees and consists of:



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# Membership of scrutiny committees 2010/11

## Management Scrutiny Committee

Chair: Cllr David Tate	Labour	Hetton
Vice Chair: Cllr Kathryn Rolph	Labour	Houghton
Cllr Margaret Forbes	Conservative	St. Michael's
Cllr Robert Heron	Labour	Copt Hill
Cllr Graeme Miller	Labour	Washington South
Cllr Michael Mordey	Labour	Hendon
Cllr Anthony Morrissey	Conservative	Barnes
Cllr Robert Oliver	Conservative	St. Chad's
Cllr Paul Stewart	Labour	Redhill
Cllr Peter Walker	Labour	Washington North
Cllr Susan Watson	Labour	St. Annes

## Children, Young People and Learning Scrutiny Committee

Chair: Cllr Paul Stewart	Labour	Redhill
Vice Chair: Cllr Graham Hall	Conservative	St Peters
Cllr Richard Bell	Labour	Redhill
Cllr Steven Bonallie	Labour	St Peters
Cllr Robert Francis	Conservative	Fulwell
Cllr Doris MacKnight	Labour	Castle
Cllr Tom Martin	Labour	Hendon
Cllr Robert Oliver	Conservative	St. Chad's
Cllr Dennis Richardson	Labour	Houghton
Cllr Dorothy Trueman	Labour	Washington West
Cllr Linda Williams	Labour	Washington Central

## Co-opted members:

Church of England Diocese: Vacant  
Roman Catholic Diocese: Malcolm Frank  
Free Churches' Council: Christine Hutchinson

## Parent Governors:

Rose Elliott, Janice Bell, Hayley Harper

## Teacher Representatives:

Marilyn Harrop  
Howard Brown  
City of Sunderland College: Suzanne Duncan  
University of Sunderland: Ken Morris  
Sunderland Teaching Primary Care Trust: Vacant  
Chairman of Governors of a school maintained by the council: Dorothy Butler  
Diversity and Inclusion: Vacant  
Non-teaching employees in schools and social care: Vacant

## Community and Safer City Scrutiny Committee

Chair: Cllr Robert Heron	Labour	Copt Hill
Vice Chair: Cllr Bernard Scaplehorn	Labour	Washington West
Cllr Ellen Ball	Labour	Ryhope
Cllr Rosalind Copeland	Labour	Southwick
Cllr Sheila Ellis	Independent	Houghton
Cllr Alan Emerson	Labour	Ryhope
Cllr Paul Maddison	Conservative	St. Michael's
Cllr Kevin O'Connor	Labour	Millfield
Cllr John Scott	Labour	Shiney Row
Cllr Eric Timmins	Labour	Washington Central
Cllr John Walton	Conservative	Fulwell



### **Environment and Attractive City Scrutiny Committee**

Chair: Cllr Graeme Miller	Labour	Washington South
Vice Chair: Cllr Alan Wright	Conservative	St Chad's
Cllr Ellen Ball	Labour	Ryhope
Cllr Steven Bonallie	Labour	St Peters
Cllr Elizabeth Gibson	Labour	Doxford
Cllr John Kelly	Labour	Washington North
Cllr Neville Padgett	Labour	Washington East
Cllr Phillip Tye	Labour	Silksworth
Cllr Lillian Walton	Conservative	St Peter's
Cllr Colin Wakefield	Independent	Copt Hill
Cllr Peter Wood	Conservative	St. Michael's

### **Health and Wellbeing Scrutiny Committee**

Chair: Cllr Peter Walker	Labour	Washington North
Vice Chair: Cllr Christine Shattock	Labour	Southwick
Cllr Kathryn Chamberlin (up to December 2010)	Conservative	Washington South
Cllr Jill Fletcher	Labour	Washington North
Cllr Anne Hall	Labour	Shiney Row
Cllr Paul Maddison	Conservative	St. Michael's
Cllr Sylvia Old	Labour	St. Anne's
Cllr Neville Padgett	Labour	Washington East
Cllr Derrick Smith	Independent	Copt Hill
Cllr Dianne Snowdon	Labour	Washington Central
Cllr Norma Wright	Labour	Southwick
Cllr Tony Morrissey (from January 2011)		
Co-opted Member Alan Patchet		

### **Prosperity and Economic Development Scrutiny Committee**

Chair: Cllr Michael Mordey	Labour	Hendon
Vice Chair: Cllr Dianne Snowdon	Labour	Washington Central
Cllr Richard Bell	Labour	Redhill
Cllr Ian Cuthbert	Conservative	Washington East
Cllr David Forbes	Labour	Sandhill
Cllr Peter Gibson	Labour	Silksworth
Cllr George Howe	Conservative	Fulwell
Cllr Sylvia Old	Labour	St. Anne's
Cllr James Scott	Labour	Sandhill
Cllr Alan Wright	Conservative	St. Chad's
Cllr Thomas Wright	Labour	St Anne's

### **Sustainable Communities Scrutiny Committee**

Chair: Cllr Susan Watson	Labour	St. Annes
Vice Chair: Cllr Michael Dixon	Conservative	St Chad's
Cllr David Errington	Labour	Doxford
Cllr Michael Essl	Labour	Barnes
Cllr Thomas Foster	Labour	Castle
Cllr Iain Kay	Labour	Millfield
Cllr Paul Maddison	Conservative	St Michael's
Cllr Barbara McClennan	Labour	Hendon
Cllr Ivan Richardson	Conservative	Washington East
Cllr Kathryn Rolph	Labour	Houghton
Cllr Amy Wilson	Labour	Pallion



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**ACTION TAKEN ON PETITION**

Council Members are asked to note the action taken in relation to the undermentioned petitions which were presented to Council:-

- (i) **Petition from Residents of Benedict Court and City Green to request Sunderland City Council to provide a Zebra Crossing on Cowan Terrace. Presented by Councillor P. Wood on 24<sup>th</sup> November, 2010**

The petition was considered by the Executive Director of City Services, following traffic surveys and consultation, who declined the proposal as the location for a zebra crossing on Cowan Terrace does not meet the national criteria for the provision of formal pedestrian crossing facilities.

However, the provision of a lowered dropped crossing facility, at the suggested location, including tactile paving will be included as a high priority in the 2011/12 Capital Programme as part of the Supporting Safe and Sustainable Communities theme of the Local Transport Plan 3.

Councillor Wood and the petitioners have been notified.

- (ii) **Petition to improve Parking Facilities for the Residents of Kestrel Close, Ayton, Washington. Presented by Councillor E. Wake on 25<sup>th</sup> June, 2008**

The Executive Director of City Services in consultation with Washington Area Committee has approved a scheme to provide off-street parking places with equal matched funding from Gentoo and savings identified in the Washington Road Safety Measures SIP Project.

Councillor E. Wake and the lead petitioner have been informed accordingly.

**NOTICES OF MOTION**

Council Members are asked to consider the undermentioned Motions:-

**(i) Notice of Motion – Tourist Information Centre**

This Council, recognising the importance of tourism to the city's economy, regrets the removal of the tourist information centre from its prime Fawcett Street location to the deepest recesses of the second floor of the central library.

Councillor P. Wood  
Councillor M. Forbes  
Councillor A. Wright  
Councillor R. Oliver  
Councillor P. Maddison

**(ii) Notice of Motion – Free Schools and Academies**

This Council, recognising the importance of Education to the City, will support applications from schools to become Free Schools or Academies where they would benefit pupils.

Councillor R. Oliver  
Councillor P. Wood  
Councillor A. Wright  
Councillor P. Maddison  
Councillor G.E. Howe  
Councillor T. Morrissey  
Councillor C. Fairs  
Councillor M. Forbes  
Councillor R. Francis

**(iii) Notice of Motion – Sunderland Way of Working**

In light of recent news regarding the steps taken by Conservative led Shropshire Council in respect of its staff, this Council, reaffirms its commitment to do its utmost to protect our staff and their livelihoods through the Sunderland Way of Working.

Councillor P Watson  
Councillor M Speding  
Councillor C Gofton  
Councillor T Wright  
Councillor H Trueman  
Councillor P Smith

COUNCIL

20<sup>TH</sup> JULY, 2011

## **Quarterly Report on Special Urgency Decisions**

### **Report of the Leader**

The Council's Constitution requires that a quarterly report be submitted to Council on executive decisions which have been taken under Rule 16 of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000.

This is the special urgency provision under which key decisions may be taken by the executive notwithstanding that the item was not contained in the Forward Plan and compliance with Regulation 15 (the general exception) was impracticable.

There have been no such instances since the last quarterly report.

### **Recommendation**

That the Council notes the content of this report.

COUNCIL

20<sup>TH</sup> JULY 2011

**APPOINTMENTS TO COMMITTEES AND OUTSIDE BODIES – SUSTAINABLE COMMUNITIES SCRUTINY COMMITTEE, AUDIT AND GOVERNANCE COMMITTEE, KEPIER ALMSHOUSES CHARITY/HOUGHTON LE SPRING RELIEF IN NEED CHARITY, SANDHILL VIEW YOUTH PROJECT (A690) AND THE ST PETER’S CHURCH BAKEHOUSE CAFÉ BOARD**

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

**1.0 Introduction**

1.1 The purpose of this report is to consider nominations to seats on the Sustainable Communities Scrutiny Committee, Audit and Governance Committee, Kepier Almshouses Charity/Houghton le Spring Relief in Need Charity, Sandhill View Youth Project (A690) and the St Peter’s Church Bakehouse Café Board.

**2.0 Sustainable Communities Scrutiny Committee**

2.1 A request has been received from the Majority Group that the Council consider appointing Councillor Porthouse to the Sustainable Communities Scrutiny Committee in place of Councillor Essl. Council is requested to consider the new nomination of the Majority Group.

**3.0 Audit and Governance Committee**

3.1 At its Annual Meeting on 18<sup>th</sup> May the Council appointed, amongst others, the Deputy Leader of the Council to sit on the Audit and Governance Committee. A request has now been received from the Majority Group that the Council consider appointing the Cabinet Secretary to the Committee in place of the Deputy Leader in view of the role of the Cabinet Secretary as the Council’s Risk Management Champion. Council is requested to consider the new nomination of the Majority Group.

**4.0 Kepier Almshouses Charity/Houghton le Spring Relief in Need Charity**

4.1 The Council is entitled to nominate one Trustee to the above Charity and, for many years, has exercised its entitlement by nominating Mr R Toy of

Houghton le Spring to represent the Council. In view of his length of service and advancing years, Mr Toy has now tendered his resignation from the Charity.

- 4.2** Following consultation with the Rector of St Michaels Church, Houghton, Sue Pinnington MBE, another local resident of Houghton, Mrs Susan Wardle, has been recommended for the Council's nomination to the Charity. The Council is asked to consider the recommendation.

**5.0 Sandhill View Youth Project (A690)**

- 5.1** A request has been received from the Majority Group that the Council consider appointing Councillor Gallagher to the Sandhill View Youth Project (A690) in place of Councillor Tye. Council is requested to consider the new nomination of the Majority Group.

**6.0 St Peter's Church Bakehouse Café Board**

- 6.1** Reverend TP Gibbons of St Peter's Church, Monkwearmouth, has requested that the Council consider appointing Councillor Curran as its representative on the board of the church's café, known as the Bakehouse. Reverend Gibbons believes that as St Peter's Church with St Paul's of Jarrow is now past a significant hurdle in becoming a World Heritage Site, an important part of the bid is the continued running of hospitality to all visitors via the Bakehouse.
- 6.2** The Council is asked to consider the request of Reverend Gibbons.

**7.0 Recommendations:**

- 7.1** The Council is accordingly recommended to consider:
- (i) appointing Councillor Porthouse to the Sustainable Communities Scrutiny Committee in place of Councillor Essl,
  - (ii) appointing the Cabinet Secretary to the Audit and Governance Committee in place of the Deputy Leader,
  - (iii) nominating Mrs Susan Wardle of Houghton le Spring as the Council's representative on the Kepier Almshouses Charity/Houghton le Spring Relief in Need Charity to fill the vacancy resultant on the resignation of Mr R Toy,
  - (iv) appointing Councillor Gallagher to the Sandhill View Youth Project (A690) in place of Councillor Tye, and
  - (v) nominating Councillor Curran to represent the Council on the Board of the St Peter's Church Bakehouse Café.