

At a meeting of the COALFIELD AREA COMMITTEE held at the KEPIER HALL ST. MICHAEL AND ALL ANGELS CHURCH, THE BROADWAY, HOUGHTON-LE-SPRING on WEDNESDAY, 9TH SEPTEMBER, 2009 at 6.00 p.m.

Present:-

Councillor J. Scott in the Chair

Councillors Blackburn, Ellis, A. Hall, Heron, Rolph, D. Smith, Speding, Tate and Wakefield.

Also in Attendance:-

Sal Buckler	- Office of the Chief Executive
Bill Blackett	- Office of the Chief Executive
Susan Brown	- Coalfield Forum
Melanie Caldwell	- Gentoo
John Chapman	- Gentoo
Graham Carr	- Development and Regeneration
Stephen Dodds	- Nexus
Graham Finlay	- Northumbria Police
Sam Palombella	- Groundwork North East
Keith Lowes	- Planning and Development
Julie Heathcote	- Office of the Chief Executive
Cllr Juliana Heron	- Hetton Town Council
Pauline Hopper	- Office of the Chief Executive
Nicky Rowland	- Community and Cultural Services
Claire Rogers	- Office of the Chief Executive
Kath Butchert	- Children's Services
Derek Welsh	- Health Housing and Adult Services
Angela Cousins	- Community and Cultural Services
Patricia Simmons	- Secretary of Lambton Memorial Group

Apologies for Absence

Apologies for absence were submitted to the meeting on behalf of Councillors F. Anderson and D. Richardson.

Welcome and Introductions

The Chairman welcomed everyone to the meeting and asked all those present to introduce themselves.

Minutes of the last meeting of the Committee held on 1st July, 2009

- i) Councillor F. Anderson was present at the meeting yet her apologies were also recorded.
- ii) Councillor Rolph requested that an amendment be made to page 3 and the word "compliment" be amended to "complement".
- iii) The first bullet point on page 5 is amended to read the "Seaham and Houghton Star"

1. RESOLVED that the minutes of the last meeting of the Committee held on 1st July, 2009 (copy circulated) be confirmed and signed as a correct record subject to the above amendments.

Declarations of Interest

Item 9 – Financial Statements and Funding Request

Councillor Heron declared a personal interest in relation to the Community Chest Project for Houghton Town FC as Chairman of the Club.

Councillor Tate declared a personal and prejudicial interest in relation to Moorsley Care of the Aged Community Chest Project as a potential beneficiary of the grant and withdrew from the meeting prior to consideration of the item.

Questions to Area Committee

There were no questions to the Area Committee received.

Feedback on a project previously funded through Strategic Initiatives Budget – Lambton Miners Memorial Project

The Chief Executive submitted a report (copy circulated) to provide information to the Area committee on a previously funded Strategic Initiatives Budget (SIB) project and to request an extension to the expected completion date to March 2010.

(For copy report – see original minutes).

Patricia Simmons, Secretary to Lambton Memorial Group, was present at the meeting and provided Members with an explanation as to why there had been delays in completing the project. Mrs. Simmons explained the work in progress on the miners' banners and circulated preliminary artwork from the school children and photographs of the metal banners that were under construction.

In response to a query from Councillor Speding, Mrs. Simmons advised that Sunderland Council would own the banners.

Councillor A. Hall commented that the banners looked fantastic and queried what was being done to acknowledge that funding had been provided from the Council's Strategic Initiatives Budget.

Mrs. Simmons advised that she would like to make use of the Council's corporate communications facility to assist in promoting the funding source.

Councillor R. Heron thanked Mrs. Simmons for the obvious hard work that had gone into the Project which was a great tribute to the mining history and heritage of the area. He queried what education had been carried out with the children in relation to the mining history.

Mrs. Simmons stated that the children had researched their family history to find out whether their relatives had been involved in coal mining.

Ms. Pauline Hopper, Area Officer suggested that Mrs. Simmons liaises with Julie Heathcote, Corporate Communications to help promote the work that had been carried out with funding from the Committee's Strategic Initiatives Budget.

Having thanked Mrs. Simmons for her report, it was:-

2. RESOLVED that:
 - i) the Committee note the report; and
 - ii) the Project is granted an extension until March 2010 to spend the £2,000 remaining budget.

Coalfield an Attractive and Inclusive Area Summary

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

(For copy report – see original minutes).

Mrs. Pauline Hopper, Area Officer, took Members through each of the eight priority issues, as detailed below. Each priority was considered in turn and Members were given an update with regard to current activity gaps and needs and actions taken for each.

- i) Reduce environmental crime (dog fouling, litter, and graffiti);
- ii) Improve local shopping centres;
- iii) Make landlords accountable for state of their property;
- iv) Reduce problems caused by unadopted roads;
- v) Bring empty properties back into use;
- vi) Address lack of parking provision in residential areas;
- vii) Make estates and residential areas more attractive;

viii) Address issues around lack of public transport in some areas.

Councillor Rolph advised that at the last meeting she had queried whether the Environment Agency had been invited to send a representative and noted that there was no one from the Agency in attendance.

Ms. Hopper advised that to date the Environment Agency had declined the offer to provide a representative at the Committee; however, a meeting with them had been arranged in October, which would provide the opportunity to discuss it further.

Graham Carr, Highway Maintenance Manager, gave background information to the Committee regarding the proposal to enable Cox Green to Fatfield Bridge wheeled pedestrian section of the River Wear trail to be more accessible for disabled users.

Councillor A. Hall advised that much of the area was no longer in the Coalfield and was now classed as Washington East. Although she had no objection to the proposal in principle it was important that this was borne in mind when looking at the funding split.

Ms. Hopper advised that Washington Councillors had requested further information on the site prior to agreeing funding.

The Chairman proposed that any decision on funding be postponed pending a scoping report for the area being brought back to a future Committee.

Referring to the proposal for joint education project between agencies in order to raise awareness and encourage local people to improve their area, Councillor Rolph advised that 18 months ago the Council had produced a DVD entitled "My City" which was sent to all schools with the aim of generating pride for the area young people lived in and enabling children and young people to explore the impact of their actions in relation to litter, graffiti and active citizenship. She suggested that the DVD be revisited to ascertain if it was still relevant.

Ms. Cousins, Community and Cultural Services advised that there were plans to distribute the DVD more widely.

In considering improvements to local shopping centres, Councillor J. Heron, Hetton Town Council, stated that it was important to give shops an incentive to occupy vacant units.

Councillor Rolph felt that shopping centres were defined too narrowly within the Retail Needs Assessment, and there was still a need to continue to maintain and develop the small centres such as Fence Houses.

Councillor Rolph advised that Dalton Park gave over empty retail premises to organisations such as social enterprises to allow them to take advantage and be innovative within the community. This approach needed to be given careful consideration to help to prevent retail areas declining and encourage people to visit them.

Mr. Keith Lowes, Head of Planning and Environment, advised that the Retail Needs Assessment was high level across the whole of the Sunderland area to meet the City's strategic needs. Its primary purpose was to provide an audit trail of the Local Development Framework adhering to government guidance. Following this there would be a neighbourhood level study.

Councillor Blackburn queried whether privately owned vacant retail premises could be utilised for other beneficial uses and was advised by Mr. Lowes that it would be possible with the permission of the owner.

Councillor Rolph advised that she felt Sunderland's retail needs assessment was irrelevant to small shops and she felt that all shopping areas in Sunderland should be considered regardless of their size.

Councillor Ellis queried where the specific proposals for Market Street originated.

Ms. Hopper advised that workshops had been held between June and August with a wide audience and had asked people where they felt improvements needed to be carried out. The Committee had also been invited to put forward further proposals.

Councillor Ellis stated that she had put forward a very specific proposal subsequent to the workshops regarding lack of toilet provision in Houghton-le-Spring.

Ms. Hopper advised that it was her understanding the toilets issue would be considered by Environment and Attractive City Scrutiny Committee as part of its Work Programme. Ms. Hopper agreed to ascertain whether this was still the case.

Councillor Ellis advised it was extremely important to be kept in the loop regarding proposals she had made.

Councillor Wakefield advised that the Forestry Commission were removing a number of trees in Newbottle. He felt it would be extremely worthwhile to look into the possibility of transferring mature trees elsewhere. He suggested that Russell Foster from the Forestry Commission be requested to look into the feasibility of transferring a number of the trees to Market Street.

Mr. Derek Welsh, Housing Neighbourhood and Renewal Manager, updated the Committee regarding what was currently being done to make landlords more accountable for the state of their property. He advised that there was a slight revision to the proposal of funding the employment of an Empty Homes Officer. It was felt that it would be more worthwhile to fund 3 dedicated officers to deal with anti social behaviour for the whole City and 2 Empty Property Officers. However, this would be subject to the agreement of all Area Chairs.

Mr. Walsh agreed to provide a summary of legislation, Council policies and powers in respect of private landlords.

Discussion ensued on the problem of unadopted roads in the Coalfield area.

Councillor Ellis advised that Councils elsewhere in the country had solved the problem by adopting roads and placing a surcharge on individual houses when they were sold.

Councillor Blackburn advised that the Environmental and Planning Review Committee had looked into various options, including placing a surcharge on properties when they were sold.

In relation to the issue of making estates and residential areas more attractive, Councillor Rolph requested a list of outstanding issues.

Stephen Dodds from Nexus spoke about issues around lack of public transport in some areas and advised that there was a drive to link up services to core bus networks services in the Coalfield area. The taxi car scheme and community transport facilities were available and working well. He informed the Committee that legislation had changed in the last year, which meant that Nexus needed to be more accountable for public transport. He requested that Members provide input into areas where they felt there was a lack of service, which in turn would feed into the network design.

The Chairman advised that Mr. Dodds would be invited to bring regular updates to the Committee.

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

3. RESOLVED that:-

i) the report be received and noted; and

ii) the following proposals be developed:-

- A scoping document be brought back to the Committee in relation to Cox Green to Fatfield Bridge wheeled pedestrian section of the River Wear trail to be more accessible for disabled and attractive and safe for all users;
- Consideration be given to a joint education project between the relevant agencies in order to raise awareness and encourage local people to improve their area and the 'My City' DVD be considered as a tool to be included;
- Russell Foster, Forestry Commission, to ascertain whether it would be possible to transfer trees from Newbottle to Market Street.
- Derek Welsh to provide a summary of legislation, Council policies and powers in respect of private landlords and the feasibility of funding dedicated antisocial behaviour and empty properties officer be explored;
- Committees receive regular updates on unadopted roads;

- A list of outstanding issues regarding making estates and residential areas more attractive is brought back to a future Committee.

Thematic Feedback Report

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

(For copy report – see original minutes).

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

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

Members considered the funding applications for Phoenix Project (£13,118) (2 year project) and mobile youth provision (£38,000)

Kath Butchert, Integrated Youth Officer provided a brief overview of the application for mobile youth provision.

Councillor Rolph stated that the mobile provision was excellent but was concerned over the lack of people to run the facility. She was also concerned that the Coalfields area always appeared to be last in receiving such provision.

Ms. Butchert advised that a development plan was in place and interviews had taken place to recruit staff. She gave assurances that the Coalfield Area would not be last when implementing the provision.

Ms. Hopper advised that the Council's own Anti Social Behaviour Team would be included in the activity.

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

4. RESOLVED that:-

i) the attached Annex 1 and 2 be noted; and

ii) the following proposals be agreed:-

- Request for a funding application for Phoenix Project (£13,118) (2 year project)
- Request for a funding application for mobile youth provision (£38,000)

Strategic Investment Plan (SIP)

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

(For copy report – see original minutes).

5. RESOLVED that Option 2 – SIP is split across the four identified wards of the area, totalling £59,285 per ward, with local ward councillors and service deliverers being responsible and accountable for its expenditure against the LAP priorities, with proposed projects being presented to Area Committee for a final decision be agreed.

Financial Statements and Funding Request

The Chief Executive submitted a report (copy circulated) providing Members with the current expenditure from the Strategic Initiatives Budget, protocols and emergency protocols for accessing SIB and SIP funding and 15 projects recommended for support from the 2009/2010 Community Chest Scheme.

(For copy report – see original minutes).

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

Discussion ensued in relation to the Community Chest with particular reference to Hetton Workingmen's Bowls Club and Houghton Town F.C. The respective Ward Councillors agreed that the two applications be deferred pending further discussion.

Councillor Ellis advised that she had not been informed about the Community Chest Panel Meeting and was therefore not aware of the applications for Houghton.

The Democratic Services Officer agreed to communicate Councillor Ellis's concerns to Cath Morrow, Community Chest Officer.

5. RESOLVED that:-

- i) the approved SIB budget for 2009/2010 is agreed;
- ii) the process for application and emergency protocols for accessing SIB and SIP funding be agreed and adopted, subject to the amendment of paragraph 4.8 of the emergency protocol as set out above;

- iii) that the Community Chest project for funding for Hetton Workingmen's Bowls Club and Houghton Town FC be deferred and that approval be given to the 13 remaining projects recommended for support from the 2009/2010 Community Chest budget with a total value of £12,501 as detailed in Annex 1 to the report.

Update on Community Communications to support Area Committees 2009-2010

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

(For copy report – see original minutes).

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

Councillor Rolph expounded the importance of having a bespoke Newsletter for the area to engage public interest.

Councillor Ellis commented that it was important that any published material in relation to the Coalfields used authentic photography from the area and not general 'Sunderland' images.

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

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

Developing an Economic Masterplan for Sunderland

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

(for copy report – see original minutes)

Claire Rogers, Policy Officer, gave a presentation (copy circulated), which set out the options and preferred direction for Sunderland as well as the key propositions and next steps in developing the Economic Masterplan.

(For copy presentation – see original minutes)

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

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

Ms. Rogers explained the three scenarios developed, which were:

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

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

In response to a question from Councillor Blackburn, Ms. Rogers advised that the consultants for the Plan had tried to breakdown what needed to be delivered in the City.

Councillor Ellis expressed concerns that the City centre appeared to be mentioned a lot with little reference to the Coalfield area.

Ms. Rogers recognised the strong role the villages in the city could play within the Masterplan and referred to the relevance the Coalfield area would have in developing low carbon technology.

Councillor Heron stated that it was important to engage the University. Working in partnership with the University, talented young people graduating from the University should be encouraged to live and work in the city.

Councillor Rolph commented that Houghton and Hetton were not recognised as part of the urban core within the Regional Spatial Strategy. As the vast majority of future industry and business growth was anticipated to take place in the city centre it was vital that the villages did not become backwaters. To prevent this, transport links to the Coalfields needed to be excellent. Councillor Rolph felt that the label of the 'Coalfield Area' was unhelpful and the areas of Hetton, Houghton and Shiney Row needed to be considered individually. She suggested that the Economic Masterplan be revisited when the Committee discuss the Prosperous theme.

Councillor Heron also suggested that the arc needed to be involved in the Masterplan particularly in relation to alternative forms of energy.

Ms. Rogers advised that the consultants were looking into this.

Mr. Lowes advised that the Core Strategy would run parallel to the Masterplan and would attempt to express ideas in a spatial sense. He stated that the Coalfield Area had great future housing potential.

The Chairman having thanked Ms. Rogers for her presentation and report, it was:-

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

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

(Signed) J. Scott,
Chairman.

Coalfield Area Committee

4 November 2009

Report of the Chief Executive

Coalfield a Learning Area Summary

1. Why has it come to Committee?

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

2. Background

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

- 1 Provide non academic support and advice for children and young people
- 2 Adequate Youth Provision to be available for all wards
- 3 Prepare young people for adult life through encouragement and building of confidence
- 4 Raise aspirations of children/young people and their families
- 5 Raise attainment levels and skills of young people
- 6 Provide more support for 14-19 year olds regarding employability skills
- 7 Address issues around lack of public transport in some areas

2.2 Who has been involved?

- Children's Services
- Sunderland College
- Springboard
- School representatives
- Gentoo Living
- Library Services
- Nexus
- Education Business Connections (EBC)
- SAFC Foundation
- Youth Development Group, Children's Services

2.3 Key Dates

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

3. Learning Theme Area Summary

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

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

4. Recommendation

4.1 Area Committee is asked to:

Note all of the **actions** identified in Annex 1

Agree which of the following proposals (also identified in Annex 1) will be developed

Proposals

- **Review** Youth Development Group's mobile youth provision to ensure information, advice and guidance is available in all parts of the Coalfield (e.g. Shiney Row, Penshaw, Moorsley/Peat Carr and Fencehouses areas).
- **Review** anti bullying provision in schools and explore the need to extend anti-bullying programmes in primary schools in the Coalfield area.
- **Review** future delivery of GO4IT positive activities work with young people. Connexions and Youth Development Group
- **Review** – Family, Adult, Community Learning to identify and support the development of new providers of family learning
- **Escalate to LSP** provision of apprenticeship opportunities. Greater public sector commitment to the creation of more full apprenticeships is required - Either by providing apprenticeships within statutory sector organisations or providing financial incentives to other employers.

5. Background papers

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

6. Contact Officer: Pauline Hopper, Area Officer for Sunderland North and Coalfield
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Annex 1: Coalfield Area Summary - Learning

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

Background/Key Issues

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

Current Activity

The Youth Information Staff (Sunderland City Council) engage with 13-19 year olds via a City Centre drop in multi partnership provision to offer specialist support covering health, education, housing, welfare, volunteering, training and employment. Satellite points at The Flatts Youth Club, Herrington Burn YMCA, Streetz and The Hetton Centre provide information and have up to date materials.

Houghton Kepier School work in partnership with other organisations and signpost pupils to relevant services such as the NHS (sexual health, healthy eating, smoking cessation etc.)

SAFC Foundation deliver sessions on substance misuse, peer pressure, confidence and self esteem raising through games, football and classroom activity.

From April 2010 Exended Services subsidy for economically and socially disadvantaged children and young people will be available to increase out of school hours activity for all schools.

Connexions offer support to At Risk young people and intensive support is offered to pupils with learning difficulties and disabilities in Hetton and Houghton Kepier schools.

In Year 11 impartial, individual careers guidance interviews are available in schools at times to suit young people and their parents/carers. Children not accessing school based provision are still tracked and offered support by Connexions.

Houghton Job Club supported by Connexions and the Youth Development Group offer support on issues such as domestic violence, relationships, homelessness, drug and alcohol related issues and debt.

Houghton Racecourse Community Access Point (HRCAP) and Barnardos 'The Hive' work with young people on a Neighbourhood Allotment .

A Neighbourhood Agreement at Low Moorsley ensures that the needs of young people and families are met using close working between partners such as Gentoo and Connexions.

Extended services have established young parents groups to provide support and guidance to young parents (up to age 20).

The City of Sunderland College work to ensure there are no financial barriers to young people accessing education e.g. Educational Maintenance Allowance payment scheme, reduce meal costs for under 19s and advice on discounted student travel.

A counselling service is provided by City of Sunderland College. Student welfare advisers and Medi Points are provided on each site. The college also supports access to free childcare for students under 20.

Gaps/Needs

The Youth Information Service do not have satellite points in the Shiney Row, Penshaw or Fencehouses areas.

Proposals

Review

As part of the Youth Development Group's mobile youth provision ensure information, advice and guidance is available in all parts of the Coalfield (e.g. Shiney Row, Penshaw, Moorsley/Peat Carr and Fencehouses areas.

2 Adequate youth provision to be available for all wards

Background/Key Issues

The current contracting arrangements for City of Sunderland funded youth provision does not ensure equitable service delivery in every ward across the area. Some additional youth provision is offered in areas where the individual organisation/provider has successfully secured alternative funding. Some areas within the Coalfield have little or no services specifically for young people. It is perceived that lack of organised youth activity results in youth disorder in some areas.

Current Activity

City of Sunderland commissioned youth work is delivered by Easington Lane Access Point (ELCAP) and by the Youth Development Group directly. The new contracting arrangements are being developed and will be implemented in April 2010.

The Youth Development Group are meeting with local Councillors to gain their input into the new contracting arrangements. The new contracts will be ward based and be specific to the needs of that particular ward. Specific targets will be set depending on local requirements and type of service delivered.

Youth Villages across the whole City are being delivered on Friday and Saturday evenings. Locations have been identified with input from local Councillors. The location changes every 10 weeks to ensure all areas are covered. During winter months the Youth Villages will move to locations where there is some indoor space.

Lunchtime and after school clubs providing coaching and football skills are provided by SAFC Foundation at Houghton Kepier and Hetton Schools.

The City of Sunderland College operates a wide range of enrichment activities including sporting activities and sporting teams, Charity, art, journalism and adventure clubs and themed weeks around social, cultural and religious topics. The College also delivers Princes Trust projects in the Coalfield area.

Gaps/Needs

Although successful in other parts of the City, Youth Villages have not had the opportunity to be trialled in the Coalfield. The provision needs to be available to young people in the Coalfield area and its success monitored.

There is a need for more partnership work between schools and community groups – e.g. through signposting.

Lack of a clear understanding of what is available in the area and whether this is adequate/appropriate for the specific needs of young people.

Actions

Youth Development Group to provide Youth Villages in the Coalfield area on Friday or/and Saturday evening. Effectiveness and success to be monitored and feedback given to Area Committee.

As part of the consultation for the new Youth Provider contracts, the Youth Development Group to provide information on what the current provision consists of (what, when, where)

Youth Development Group to advertise new ward based Youth Work contracts, and through the City Council's procurement process establish the Youth Work providers to operate from April 2010.

3 Prepare young people for adult life through encouragement and building of confidence

Background/Key Issues

Formal and non-formal learning, delivered in a range of settings including schools, youth clubs and centres provides the mechanism for making contact, building relationships, developing self esteem and raising aspirations amongst young people. Young people need to develop their confidence and be offered encouragement and support in order to prepare for their future.

Current Activity

The Youth Opportunity and Capital Fund is a funding opportunity that offers young people aged 13 to 19 more control, choice and influence over services and facilities that are available to them. Young people are involved in both applying for grants and giving out grants to improve youth services and youth facilities in Sunderland. This method of allocating funds builds skills and confidence in young people.

A transition summer school is delivered by Houghton Kepier school to around 70 children from their feeder primaries. Staff, Year 11 pupils and Children's Centre staff provide support to the young people and their parents to ensure the transition from primary to secondary school is made as easy as possible.

The GO4IT project works with local schools and Connexions to provide targeted support to young people who are NEET (Not in Education, Employment or Training) or at risk of becoming NEET.

Houghton Kepier school use an external organisation to provide opportunities to build confidence away from the school environment.

The first Junior Coalfield Forum event was held in July 2009. It was very successful with 40 children from 19 Coalfield schools involved. There will be an event each term where the children will put forward their views and ideas they have to improve their opportunities and area.

SAFC Foundation work with 13 primary schools in the Coalfield area to deliver a project which uses team games to compliment topics in the classroom. The programme is delivered one hour per week for 6 weeks in each school. 565 primary school pupils were engaged last year.

Education Business Connections (EBC) provide various programmes to raise aspirations and build confidence in young people. Delivery of key life skills such as teamwork, communication, working independently and enterprise are supported by local employers who provide an insight into working life.

Extended services have established young parents groups to provide support and guidance to young parents (up to age 20).

The City of Sunderland College offers a wide academic and vocational provision. A focus on self assessment, group activities, presentation, team building and interview skills aids confidence building and preparation for lifelong learning.

Gaps/Needs

The GO4IT project funding will cease at the end of March 2010. Programmes have limited availability due to lack of funding.

Short term funding results in ad hoc delivery and lack of a strategic approach. Delivery of some programmes is dependent on individual organisations fund raising ability and client's ability to pay. This results in potential unequal service.

There is a lack of initiatives to tackle bullying in primary schools

Proposal

Review anti bullying provision in schools and explore the need to extend anti-bullying programmes in primary schools in the Coalfield area.

Review future delivery of GO4IT positive activities work with young people. Connexions and Youth Development Group.

4 Raise aspirations of children/young people and their families

Background/Key Issues

Due to a range of factors, including the demise of local industry, the Coalfield area has families who are 2nd or 3rd generation unemployed. Lack of availability of local employment, and other economic issues have resulted in low aspirations which pass from parents to children and young people. There 20 schools in the Coalfield area (3 nursery, 15 primary and 2 secondary) and The City of Sunderland College, Shiney Row Centre. There are also three Children's Centres in the area.

Current Activity

The extended Job Linkage service provides support for individuals in relation to training and employability. A Community Liaison Officer has been appointed for the Coalfield area to target and support vulnerable residents.

Education Business Connections (EBC) provide programmes including University visits, ACE days, ATTACK clubs, enterprise days and interschool competitions.

A pilot project around e-champions and e-mentoring, using business mentors, has been successfully delivered by EBC at Hetton School.

The 'Get Hooked' programme offered by Houghton Kieper School will work during the school year with parents and children in Year 6 at feeder primaries. The objective is to raise standards and confidence of children and parents/carers prior to them beginning secondary school in September 2010.

Connexions organise an annual event for year 6 pupils to take part in taster sessions and activities at Sunderland University in order to encourage them to think about further/higher education in the future.

Aimhigher is an initiative which is aimed at widening participation in UK higher education, particularly among students from non-traditional or low participation backgrounds, minority groups and disabled persons. Aimhigher is delivered by a wide range of partners including universities, colleges, schools, training providers and the Connexions service. It is currently funded through to the end of July 2011.

A range of adult and community learning courses are provided at the Hetton Centre and in Copt Hill through Age Concern. Courses are delivered during the day and include crafts, dancercise, IT and digital imagery.

Sunderland City Council's Family, Adult and Community learning service deliver a range of courses to improve confidence, build skills and knowledge and help people to develop healthier lifestyles. Some of the course that are currently available are detailed below.

Courses in the Coalfield Area

Shiney Row, Houghton, Copt Hill and Hetton

Arts and crafts							
Code	Programme	Level	Duration	Day	Start date	End date	Venue
HC09P03-1	Crafts and Computing – Introduction	1	1pm - 3pm	Tuesday	15/09/09	01/12/09	Hetton Centre
Health, alternative therapies, public services and childcare							
HC09P04-1	Dancersize - Beginners	1	10am - 12noon	Tuesday	15/09/09	01/12/09	Hetton Centre
HC09P05-1	Emotional Well Being – Introduction	Entry – 1	10am - 12noon	Wednesday	16/09/09	02/12/09	Hetton Centre
Information and communication technology							
HC09P01-1	Computing - Beginners	1	10am - 12noon	Tuesday	15/09/09	01/12/09	Hetton Centre
HC09P02-1	Digital Imaging - Beginners	1	10am - 12noon	Thursday	17/09/09	03/12/09	Hetton Centre
AC09S12-1	Silver Surfers – A Taste of IT.	Pre-Entry	10am - 12noon	Thursday	24/09/09	22/10/09	Houghton Library N.B Contact Age Concern
History							
AC09P06-1	Family Tree Online	Entry	10am - 12noon	Thursday	05/11/09	11/02/10	Houghton Library N.B Contact Age Concern

'Turning Point' has secured funding through Family, Adult and Community Learning. The project will be based in a community location in the Coalfields area and will target unemployed adults who misuse drugs and/or alcohol and who live in the 'Coalfields Corridor' from Penshaw to Easington Lane. In addition to the focus on employment, the courses on offer will include, How to be a Good Tenant and How to better understand the negative effects of Substance Misuse (both in terms of their physical health and the community they live in).

Family Learning currently has a Small Steps, Giant Jumps dance and movement course at Hetton Lyons Nursery and a Little Movers, Big Thinkers course at Hetton Lyons Primary.

The Family Learning Festival in October 09 has a planned Tree and Bark Art session at Hetton Centre and for Dads and Lads, a Mask Making session at Dubmire Primary School.

SAFC will be offering Family Learning Football Coaching courses in the area during 2009-2010.

Extended services Buddying Project is showing good practice of parental engagement between nursery school and voluntary childcare.

The City of Sunderland College has school liaison officers who go into schools to discuss further education options. A transition tutor from Hetton School spends an allocated time each week ensuring that pupils from Hetton School are progressing well at college. A programme of Aimhigher activities take place throughout the year.

Gaps/Needs

- Lack of sustainable funding to deliver successful 'pilot' programmes
- There is a shortage of providers who are able to deliver family learning opportunities

Proposals

Review - FACL to identify and support the development of new providers of family learning

5 Raise attainment levels and skills of young people

Background/Key Issues

Attainment levels at Key Stage 2 are slightly below the City average. 79% of children achieved KS2 level 4 in English (81% City) and 78% in maths which is the same as the City average. At Key Stage 4 57% of pupils achieved 5+ A*-C GCSEs (64% City). The College, including the Headways Sixth Form Centre has an improving 3 year trend in its pass rates for 16-19 learners from 81% in 2006/07 to 93% in 2008/09. The levels of residents over 16 with no qualifications is higher in Hetton and Houghton than the City average.

Current Activity

The National Curriculum has been revised to give schools greater flexibility to tailor learning to their learners' needs, there is less prescribed subject content in the new programmes of study. Pupils will still be taught essential subject knowledge. However, the new curriculum balances subject knowledge with the key concepts and processes that underlie the discipline of each subject.

A Behaviour and Attendance strategy is being developed by Sunderland City Council. The strategy, due to be finalised in January 2010, will support pupil behaviour and school attendance to raise educational attainment.

The City of Sunderland College in partnership with Sunderland City Council introduced a new sixth form structure and strategies such as 'right student, right course'. This has led to improved pass rates.

Connexions Personal Advisers work with young people in schools and colleges to raise aspirations and skills. Staff work with an identified caseload of young people to provide continuity of support. The Team Leader for the Coalfield area is Paul Wilson.

Partnership Agreements have been reached between Houghton Connexions and Hetton School and Houghton Kepier School. These Agreements outline joint working to support pupils from Year 7 onwards. Connexions staff have a dedicated office space within each school where they can meet with young people.

City of Sunderland College has a site at Shiney Row and also delivers learning at Easington Lane and three primary schools in the area .

Connexions and School Inclusion Staff undertake home visits for those not attending school to reduce the possibility of young people becoming NEET (Not in Education, Employment or Training)

6 More support for 14-19 year olds regarding employability skills

Background/Key Issues

The Coalfield area has the lowest level of young people not in education, employment or training (NEET), 185 young people are NEET. Over the past three years the numbers have reduced by 7%, with the Coalfield being the only area of the City where there has been an improvement on previous year's figures. This suggests that young people are engaged in education or training programmes, however there is a gap around providing young people with the skills and support they need to gain employment.

Current Activity

Starting in October 2009 SAFC Foundation, in partnership with Job Centre Plus, is running a series of 10 week courses with participants gaining accreditation, increasing employability skills and progressing into employment (with the Foundation or other employer).

Connexions is based in Houghton Town Centre and provides a focal point for young people where they can access a wide range of services and opportunities. Connexions also use various providers, such as Job Linkage, Streetz and Community Access Points, to provide a multi agency response to needs of young people.

Connexions advisers each have a NEET (Not in Education, Employment or Training) caseload. Each young person's situation is reviewed and attempts are made to contact them every 4 weeks. Individual support, on intensive job search and personal development activities, is given. The Youth Development Group support Connexions in their Houghton Job Club which takes place each Wednesday 1-3 p.m.

The Job Linkage service has been expanded to ensure that the support for individuals to move from unemployment into work is tailored to the specific needs of the Coalfield area

Limited range of work experience opportunities for all Year 11 pupils in all schools. Links with learning providers such as Springboard are made for learners with additional needs.

There is a network of 13 Citywide providers who between them deliver 80% of work based learning programmes in Sunderland, including apprenticeships, Entry to Employment and Train to Gain. Only one provider, Springboard, is based in the Coalfield. However,

programmes are offered across all areas and not only in the area where providers are located.

TWEBLO (Tyne & Wear Education Business Links Organisation) co-ordinate and facilitate work related learning to young people at school. Projects include Business Ambassadors, Interview Skills, Enterprise and Work Experience.

Gaps/Needs

There needs to be a wider range of work experience opportunities made available to young people.

Opportunities to access alternative support (such as employability skills in partnership with Springboard) needs to be available to mainstream learners.

There is a lack of employer led apprenticeships. This hinders progression from from level one and two training up to full qualification level.

Proposals

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

7 Address issues around lack of public transport in some areas

Background/Key Issues

The lack of adequate public transport provision in parts of the Coalfield area can prevent local people accessing learning opportunities.

Current Activity

Children's Centres provide community transport for service users

ELCAP run a Community Transport scheme

Coalfield Area Committee

4 November 2009

Report of the Chief Executive

Thematic Feedback Report

1. Why has it come to Committee?

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

2. Thematic Feedback

- 2.1 In July 2009, the Area Committee agreed a number of actions and proposals, relating to the **Safe** priorities, to be formulated into an action plan for Area Committee to monitor. This is attached as Annex 1. In September 2009 the Area Committee agreed a number of actions and proposals relating to the **Attractive & Inclusive** priorities, to be formulated into an action plan for Area Committee to monitor. This is attached as Annex 2.
- 2.2 **Healthy** priorities are scheduled to be discussed at the Area Committee in January 2010. In August 2009 a workshop was held to discuss each individual priority, what services are currently being delivered, any gaps, identified needs and proposals or recommendations to present to Area Committee. The next steps include preparing a report in November, with a pre meeting scheduled in December before coming forward to Area Committee in January 2010.
- 2.3 **Prosperous** priorities are due to be discussed at Area Committee in March 2010. In August 2009 a workshop was held discussing the thematic priorities, with the understanding that any early achievements should be delivered as soon as practically possible, instead of waiting until 2010.
- 2.4 Information is currently being collected from the workshops to inform action plans, to enable Area Committee to monitor progress on this standing item at each Area Committee, this will allow for the priorities to be continuously updated.

3. Description of Decision (Recommendation)

3.1 Area Committee is asked to note the attached Annex 1 and 2.

3.2 Area Committee is asked to consider and agree the following proposals as attached in Annexes 1 and 2

Proposal

SIB/SIP

- Receive funding application for River Wear Trail

Review

- Citywide approach to be developed around the Neighbourhood Warden Scheme
- Youth provision across the area to be reviewed (Children's Services – YDG)
- Committee is requested to:
 - Note the initiatives already taking place to tackle Anti Social Behaviour;
 - Note the work to be carried out by the Community and Safer City Scrutiny Committee review;
 - Agree to receive a further report in April 2010.

4. Background papers

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

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

Annex 1: Coalfield Safe Action Plan

Annex 2: Coalfield Attractive and Inclusive Action Plan

Annex 2a: Report regarding River Wear Trail

Annex 2b: Report regarding Private Landlords, empty properties, anti-social behaviour

Action	Progress Made		Next steps/Who?
Improve intelligence sharing between partners, Fire Service, Police, Gentoo, Environmental Enforcement Officers and Councillors	The LMAPS group provides the forum for information sharing and problem solving regarding 'safe' issues. Suggestion at Area Committee to set up informal meetings between Police and Councillors between Area Committee meetings.		Northumbria Police/Area Committee Pilot informal meetings to be held in December and February. To be reviewed in March 2010
Continuation of the work done through Phoenix project and secure longer term project funding to allow for future planning.			SIB Area Committee decision on whether to approve funding application at the November meeting
YOS to develop proposals around establishing a Community Payback Scheme			
Establish a communications plan for Area Committee	A Communications Officer has been assigned to the Coalfield area. The officer (Julie Heathcote) will work closely with the Committee		Comms Officer to work in partnership with Area Committee
Promote the PACT meetings (Police and Community Together) across the area	Dates of meetings available from Northumbria Police website and posters in local venues		Comms Team and Councillors promote on ongoing basis
Provision of ASB fire related statistics to inform structure to Neighbourhood Policing/Council Teams to allow monthly targeting of Hotspots Areas.	Statistics are provided to LMAPS by the Tyne & Wear Fire Service. Any issues will be dealt with at LMAPS		Area Committee to be kept informed (via feedback on the safe theme).
Gentoo to share information on the number and type of tenancy breaches recorded	Gentoo will provide information and work closely with the Area Committee and partner organisations (through LMAPS)		LMAPS will be the forum for receipt of information. Area Committee to be kept updated
Results from the Fear of Crime survey to be fed into Local Area Plans			Data available from Performance Improvement Team and will be included in 'refresh' of LAPS
Feedback on the success of Neighbourhood Wardens, which were used in Sunderland North to improve the quality of life for local people	Information provided at September 2009 meeting		Review A City wide approach to be developed around the Neighbourhood Warden scheme. Further information when available.
Investigate and feedback the Positive Futures social inclusion programme	A review of the Positive Futures programme has been under development September 2009. There is no further progress to date		A detailed report will be brought to Area Committee when available.

Identify hotspot areas around illegal sales of alcohol to enable bottle tracing exercises and test purchase exercises to take place where necessary	The Police have visited 23 off license premises during a three week period in September 2009. There is little intelligence, in the way of reporting, to suggest unlawful sales or licensing offences. PACT meetings are being asked to identify any problem premises. A number of cans (39) and bottles (39) of alcohol were seized during a youth alcohol operation held in the school holidays.		ASB incidents are showing a 21.7% decrease this year. Feedback will be given to Area Committee on future exercises
Provide costings of delivering the Youth Fire Fighters Association across the area, linking this into Duke of Edinburgh and Mayors Award (with Childrens Services)	No feedback at present		Still being investigated. Further information will be brought to the November 2009 meeting.
Provide information on Youth provision, Youth Villages and Youth Commissioning	The Youth Development Group held a meeting with Councillors in October 2009. A Youth Village event was also held in October.		The Youth Development Group will keep Area Committee informed and consultation will be ongoing.
Support the set up and continuation of activities for young people. Look at funding issues and consider sustainability and long term impact	The Youth Development Group are developing services for young people via ward based contracts for youth providers. Mobile youth provision (youth villages) is being extended to cover more locations across the area to meet need		Review Review of Youth Provision across the area is required. Youth Development Group to update Committee at November 2009 meeting

Proposals

Review

- Citywide approach to be developed around the Neighbourhood Warden Scheme
- Youth provision across the area to be reviewed (Children's Services – YDG)

Action	Progress Made		Next steps/Who?
<p>Tim Ducker Provide a scoping report regarding the River Wear Trail Cox Green to Fatfield to the next meeting</p>	<p>Report prepared – presented to Area Committee November 2009 at Annex 2a</p>		<p>Area Committee Proposal Receive SIB funding application</p>
<p>Pauline Hopper Provide and update on the provision of public toilets at Houghton Town Centre</p>	<p>A meeting has taken place, a site visit has been carried out and various options discussed</p>		<p>Norma Johnston A meeting will be convened with relevant officers to develop a way forward. Progress report to January 2010 meeting</p>
<p>Pauline Hopper Explore possibility of using semi mature trees from Russell Foster woods to plant in Market Street (and other areas where appropriate)</p>	<p>Information received from Cllr Wakefield regarding a condition by the Forestry Commission on permission to fell trees at Newbottle. PH is establishing timescales and feasibility of transplanting some of these trees which would otherwise be felled to other sites.</p>		<p>Pauline Hopper Bring further information back to Area Committee – January 2010</p>
<p>Derek Welsh Provide summary of legislation and Council policy and powers in relation to private landlords</p>	<p>Please see attached at Annex 2b</p>		<p>Derek Welsh Bring further reports to Area Committee</p>
<p>Review the current policy and alternative options regarding unadopted roads.</p>	<p>This issue is now being reviewed and Dave Smith, Chief Executive, City of Sunderland Council is taking it forward with the relevant Heads of Service</p>		<p>Pauline Hopper Progress to be reported to Area Committee on a regular basis</p>
<p>Graham Carr Provide a report regarding outstanding highway maintenance works (including locations and costs)</p>	<p>No progress made</p>		

Further developments within thematic area:

In partnership with Sunderland City Council, Groundwork are developing a proposal for a ‘Green Team’ project. The project will provide employment opportunities for young people from the Coalfield, who will carry out environmental work across the area.

Please see attached Annex 2c.

River Wear Trail – Fatfield – Cox Green Bridges wheeled pedestrian route

Project Description and Overview

The project will restore to a high standard the accessibility of the River Wear Trail between Cox Green and Fatfield bridges. The route will be made much more inviting and accessible to a broader range of residents and visitors. Specifically, the route will become step-free, enabling the north + south bank circuit to be used by many in wheel chairs and with push chairs. The work will also secure the long term availability of the route by restoring the revetment supporting the path. The project will also endeavour to resolve the condition of a notable feature passed at Cox Green Riverside, the Alice Well.

The purpose of the project is to make the attractive and restorative riverside environment more welcoming, accessible and safe. This will be achieved by restoring the revetment support for the path, using both timber and planting traditional riverside willow, resurfacing substantial lengths of degraded path, modifying the southern ends of the two bridges to remove the steps, and installation of point access control structures to improve restrictions to unlawful use by motorbikes, horses and cyclists.

Improving the riverside paths, which are a focal point of the historic and newer riverside communities, will foster greater public enjoyment of, and pride in the local natural environment. In particular, the project will improve the facilities for quiet walking and wheeled pedestrian activities. It will provide a relatively easy 2.5 mile circuit along the dramatic tidal river, past historic sites and under the spectacular Victoria Viaduct.

Improving riverside access was identified in the Tyne & Wear Rights of Way Improvement Plan, which was subject to very extensive consultation with residents, Councillors, businesses and land owners. One of the key land owners along the riverside apart from the Council is the Woodland Trust who support these improvements. Since the inception of this project, it has become clear from discussions that the Alice Well is a point of local pride, and as an attractive feature of the circuit this project will endeavour to resolve its declined condition.

Once designs are finalised residential properties that front onto the areas to be worked on and the Friends of James Steel Park will be advised of the detail.

The project will benefit the residents of and visitors to the area. There is no question that the riverside path is popular, evidenced by its use. As part of the project, footfall measuring counters will be installed on an experimental basis to monitor use of the riverside route over several years following scheme completion. Such systems are commonly used on popular local and national trails, and suitable advice will be taken to select the most reliable and robust method. The data will inform on scheme success.

The target group is those who currently do and currently may take physical exercise along the riverside footpaths. They will be encouraged to use the route by visible improvements to the attractiveness and accessibility of the paths, by a press release following completion of the substantial works, and by a signing scheme that will promote the new accessibility of the circuit.

Future maintenance will be funded through existing revenue budgets for public rights of way, allocated within the Highway Maintenance.

Costs	
Cox Green Bridge ramping of steps	£10,000
Fatfield Bridge ramping of steps	£9,000
Revetment, surfacing, fencing, signage, user counters	£46,000
Access control barriers	£5,000
Alice Well resolution	£2,000
Total	£72,000

Source of funding	
Local Transport Plan Cycle budget	£15,000
PROW budget	£10,000
Washington Area Committee	£26,500
Coalfield Area Committee	£19,500
C&CS Parks	£1,500

Timescales	
Revetment, surfacing, fencing, signing and access controls substantially completed	30/3/10
Fatfield Bridge ramping of steps	30/3/10
Cox Green Bridge ramping of steps	30/5/10

Tim Ducker, Cycle Network & Public Rights of Way Officer
21 October 2009

1. PURPOSE OF REPORT

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

2. BACKGROUND

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

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

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

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

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

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

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

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

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

3. CURRENT SITUATION

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

Empty Properties

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

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

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

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

Anti Social Behaviour

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

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

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

Partnership Working

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

4. NEXT STEPS

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

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

A draft final report will be considered in March 2010.

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

5. RECOMMENDATIONS

5.1 Members are recommended to:

Review

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

**Coalfield Area Committee meeting
4th November, 2009**

EXECUTIVE SUMMARY SHEET – PART I

Title of Report:

Financial Statements and Funding Request

Author(s):

Office of the Chief Executive

Purpose of Report:

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

Description of Decision:

The Committee is requested to approve 15 projects for support from the 2009/10 Community Chest as detailed in Annex 1.

The Committee is requested to approve 1 project for support from the 2009/10 SIB as detailed in Annex 2.

Note the financial statement for 2009/10 in Annex 3.

Note the SIB project update report in Annex 4.

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

Suggested reason(s) for Decision:

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

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

Alternative options to be considered and recommended to be rejected:

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

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

No

Relevant Review Committee:

Management Scrutiny Committee

Is it included in the Forward Plan?

No

Coalfield Area Committee

4 November, 2009

Report of Chief Executive

Financial Statements and Funding Request

1 Purpose Of The Report

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

2.0 Description of Decision (Recommendation)

2.1 The Committee is requested to approve 15 projects for support from the 2009/10 Community Chest as detailed in Annex I.

2.2 The Committee is requested to approve one project for support from the 2009/10 SIB as detailed in Annex 2.

- Phoenix Project

2.3 Note the financial statement for 2009/10 in Annex 3.

2.4 Note the SIB project update report in Annex 4.

3.0 Background

3.1 The Council has reduced the amount of Regeneration Frameworks across the City from six to five. This has resulted in a new calculation of SIB funding to be awarded to the Coalfield Area Committee of £241,514 to be allocated up until March 2010. All allocations of funding should be matched against the criteria outlined in delivering the key priorities of the area, identified within the Local Area Plan(LAP).

3.2 SIP was approved at Cabinet in March 2008. Included within the plan was an additional one-off allocation of £1.426m to Area Committees. The amount allocated to each Area Committee was the same as SIB allocation for 2008-09. This equates to £237,142 for the Coalfield. At a meeting in September 2009 the Committee discussed how to split the funds across the four wards of Copt Hill, Hetton, Houghton and Shiney Row. A separate report is presented to Area Committee for a final decision on how funds will be split. This funding is available until March 2011.

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

4.0 Current Position SIB

4.1 Following the September 2009 Committee meeting, a balance of £263,311 remains to be allocated this financial year.

- 4.2 The project in Annex 2 requests a total of £13,578. Should Committee grant this request the remaining balance would be £249,733
- 4.3 Emergency protocols for accessing SIB or SIP funding were agreed by Committee at the September 2009 meeting.

5. Current position SIP

- 5.1 The full allocation of £237,142 remains to be allocated and fully expended by March 2011.

6 Current Position Community Chest

- 6.1 To date approvals for each Ward total:

Copt Hill	£9232
Hetton	£10941
Houghton	£9922
Shiney Row	£5150

- 6.2 The projects listed on Annex 1 total:

Copt Hill	£1300
Hetton	£1546
Houghton	£800
Shiney Row	£3750

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

Copt Hill	£1699
Hetton	£0000
Houghton	£5246
Shiney Row	£3600

7.0 Reasons for the Decision

- 7.1 SIB and SIP was established to promote action on key priorities identified in the relevant Local Area Plan, and to attract other funding into the area. Applications for SIB/SIP funding should demonstrate the potential benefits to local communities the proposed project would bring, and subsequently be able to provide evidence and statistics that can illustrate these benefits.
- 7.2 Community Chest support is given to projects which clearly demonstrate that they will address identified local needs, provide genuine community benefit and which can subsequently provide evidence/measurement of success in this respect.

8.0 Alternative Options

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

9.0 Relevant Consultations

9.1 Financial Implications

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

9.2 Implications for Other Services

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

9.3 The Public

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

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

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

9.5 Public Relations and Publicity

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

9.6 Councillors

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

10.0 List of Appendices

10.1 Annex 1 Community Chest: Proposed projects for approval

10.2 Annex 2 SIB: Proposed projects

10.3 Annex 3 Financial Statement

10.4 Annex 4 SIB: Project updates

11.0 Background Papers

11.1 The following background papers were used:

- Community Chest Application Forms
- Schedule of projects circulated at the panel meeting held on 14th October, 2009.
- Reports to previous Area Committees
- Coalfield Local Area Plan

COMMUNITY CHEST 2009/2010
PROJECTS PROPOSED FOR APPROVAL

	Recommended Grant subject to final estimates, invoices, up to:
COPT HILL WARD	
Houghton Town F.C. – Contribution towards pitch fees etc.,	500
Houghton Rectory Park – Contribution towards room hire, printing, new trellis, plants etc.,	800
Total	1300
 HETTON WARD	
Hetton Workmen’s Ladies Bowls Club – Purchase of jackets and shirts.	350
Hetton Workingmen’s Bowling Club – Contribution towards maintenance of green and mobility access.	400
Hetton Primary School – Contribution towards educational visits.	500
The Hetton Centre – Contribution towards Christmas event, bands, decorations etc.,	296
Total	1546
 HOUGHTON WARD	
Houghton Rectory Park – Contribution towards room hire, printing, new trellis, plants etc.,	800
Total	800
 SHINEY ROW WARD	
New Herrington Ladies Club – Contribution towards children’s Christmas party.	250
St. Aidan’s Art Group – Purchase of materials, tutor costs etc.,	500

New Herrington Allstars Toddler Group – Purchase of new toys and activities.	500
Penshaw Neighbourhood Watch Group – Purchase of signs, stationery, security equipment etc.,	500
St. Aidan’s Centre – Contribution towards room hire, healthy eating programme, football coaching etc.,	500
St. Aidan’s Community Group – Contribution towards lease agreement.	500
Monument View – Purchase of polycarbonate tunnel.	500
Penshaw Penguins – Purchase of toys and equipment for mother and toddlers.	500
Total	3750
Total of Projects	7396

Application Summary and Recommendation

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

Total Cost of Project	Total Match Funding	Total SIB Requested
£84,858	nil	£13,578
Project Duration	Start Date	End Date
Two years	April 2010	March 2012

The Project

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

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

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

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

The Need for the Project

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

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

The Outputs for the Project

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

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

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

The key milestones for the Project

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

Costs:

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

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

Recommendation: Approve

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

SIB: Coalfield SIB Statement 4th November 2009

2009/2010 Approvals	Approval Date	SIB Allocation	Approvals	Balance
Funding carried forward from 2008/2009				19,093
Budget Allocation for 2009/2010		241,514		
Eco Schools in Sunderland	03.09.08		5,000	
Total		241,514	5,000	
Returned Funding in 2009/2010				
Area Committee Marketing Project	10.01.07	5,651		
Houghton Kepier School	09.01.08	1,113		
Castletown & Eppleton Neighbourhood Renewal community Consultation and communication	09.01.08	940		
Total		7,704		
Balance		249,218	5,000	263,311

SIP: Coalfield Statement 4th November 2009

2009/2010 Approvals	Approval Date	SIP Allocation	Approvals	Balance
Budget Allocation for 2009/2010		237,142		
Total		237,142	0	237,142
Balance		237,142	0	237,142

Community Chest: Coalfield Statement 4th November 2009

2009/2010 Approvals	Community Chest Allocation 2009/2010	Unclaimed/Uncommitted Community Chest	Approvals	Balance
Budget Allocation for 2009/2010				
Copt Hill	10,000	2,231	9,232	2,999
Hetton	10,000	2,487	10,941	1,546
Houghton	10,000	5,968	9,922	6,046
Shiney Row	10,000	2,500	5,150	7,350
Total	40,000	13,186	35,245	17,941

Strategic Initiatives Budget: Coalfield Live Report - 4th November 2009

Annex 4

Project	Approval	Expend. End Date	Alloc. £k	Exp to date	Balance £k	Lead Agent
Lambton Miners Memorial Project	08.03.07	Mar-09	22.8	20.8	2	Lambton Memorial Project
<p>As a result of securing SIB funding the Memorial Group have been able to involve schoolchildren from Dubmire, Burnside, Shiney Row, and St Michael's RC Primary Schools in a project to design Miners Banners to be placed in the newly created Country Park on the former Lambton Colliery and Coke works site. The aim for the children was to put forward ideas to interpret how they perceive their surroundings and what was special about their school. The children's ideas will be created into metal banners and placed at the entrance to the park. Currently four metal banners, metal supports and frameworks have been constructed and the children's artwork has been crafted and is slowly being attached to each banner. Due to unfortunate delays in the preparation of the Lambton Country Park site the installation of the banners has been delayed until April 2010. A request for an extension to the project was submitted at the last Area committee in September and was granted until March 2010.</p>						
Project	Approval	Expend. End Date	Alloc. £k	Exp to date	Balance £k	Lead Agent
Hetton Lyons/Philadelphia Clubs Cricket Development Programme	05.06.08	Jun-10	10	7.018	2.982	Hetton Lyons Youth Centre Project
<p>The project will enable the further development of Hetton Lyons Cricket Club and Philadelphia Cricket Club by providing capital funds to upgrade the current provision, enhancing facilities to encourage a wider age range to participate in the sport of cricket within the Coalfields location. The work is scheduled to be completed later than anticipated due to the contractors being unable to complete majority of the work until after the cricket season.</p>						
Project	Approval	Expend. End Date	Alloc. £k	Exp to date	Balance £k	Lead Agent
The Hive	08.01.09	Jan-11	35.095	17.017	18.078	Barnardo's North East
<p>Through SIB this project employs a community development worker to work as part of an overall project designed to work on the issues identified through a community engagement process resulting in an action plan which is shared by Barnardo's, the local community, local community groups and agencies offering services in the area. The work will use the 'Ready. Steady, Go' model as developed by Barnardo's and partners in the Houghton area e.g. Racecourse Estate and Fence Houses. Work with external consultants has begun and events will take place in which local people, agencies and partners will come together to produce Venn diagrams of how relationships are developing. Results from this event will be included in a report which will be available in February 2010. The Development Worker is also involved with Gentoo and Residents who do estate 'walkabouts' around Peat Carr. The project also continues to support voluntary groups in which a Fun Day was held where 55 local residents and 12 agencies attended and gave information about their services. A First Aid Training course has also taken place which resulted in 3 Moorsely residents and 2 Peat Carr residents gaining</p>						

Strategic Initiatives Budget: Coalfield Live Report - 4th November 2009

Project	Approval	Expend. End Date	Alloc. £k	Exp to date	Balance £k	Lead Agent
Hetton Memorial Garden Regeneration	12.03.09	Mar-11	30.000	0	30.000	Development & Regeneration
<p>SIB funding has been sought to redesign an area in Hetton Town Centre known which forms part of the setting for the new swimming pool. The new design will reflect the history of the Coalfield Area and retain the existing War Memorial in its original location. The aim is to make the site open and visually accessible from the main Front Street and is intended to provide an appropriate setting for the Bob Paisley Memorial and also a Miners memorial reflecting the history of the Coalfield together with a 'Time Line' sculptural footpath which will combine an allusion to the railway history of the area with a calendar of major events focussed around the War Memorial. As a result of SIB funding being approved, the opportunity has been taken to liaise with the local community to get their ideas on the work, and a very positive response has been gained. An initial bid for further funding has been made to County Durham Environment Trust, but regrettably the bid has been turned down due to the Trusts financial restraints, but an initial bid with Community Spaces has successfully reached the second round of the funding panel and a decision is expected shortly.</p>						
Project	Approval	Expend. End Date	Alloc. £k	Exp to date	Balance £k	Lead Agent
New Herrington Community Sports and Social Club Business Plan	12.03.09	Mar-11	19	0	19	New Herrington Community Sports and Social Club
<p>New Herrington Workingmen's Club consists of a large, licensed clubhouse, and over grown substantial garden area, a disused running track and a bowling green and clubhouse in which the clubhouse is unable to be maintained effectively. New Herrington is lacking in community facilities and it is proposed to appoint consultants to develop a Business Plan that would secure a focus for the future use of the facility and provide detailed information in order for various external grant applications to be made. The Business Plan will engage with a Project Steering Group that will effectively represent local interests. Tenders for the work were invited, received and a successful consultant has recently been appointed to under take the work. Meetings with the consultant will be shortly to discuss the Business Pan and schedule of works in more detail.</p>						

Strategic Initiatives Budget: Coalfield Live Report - 4th November 2009

Project	Approval	Expend. End Date	Alloc. £k	Exp to date	Balance £k	Lead Agent
Eco Schools in Sunderland	03.09.08	Sep-10	12.5	0	12.5	Groundworks
<p>The project will work with various schools across the City including 5 from the Coalfield Area, resulting in each school receiving an award, ranging from Bronze and Silver to prestigious Green Flag. The project aims to fully engage schools by providing focused support to guide them through the process. Participants will become more stimulated with regards to improving their local environment and many outcomes could potentially make financial savings in terms of reducing energy bills. Having successfully began delivery of the project across the City, 10 schools have achieved a bronze award, 4 schools a silver award and 1 school has achieved their green flag award. All schools are making good progress with some interesting projects including a community waste project, community allotment project and a healthy tuck shop ran by pupils themselves. Recently, many of the schools involved also ran eco weeks from Groundwork which included staff from Sunderland City Council delivering sessions and assemblies with a sustainability theme.</p>						
Project	Approval	Expend. End Date	Alloc. £k	Exp to date	Balance £k	Lead Agent
Mature Moves	03.09.08	Sep-10	5	1.550	3.45	Sit n b Fit
<p>The aim of the project is to improve the health and mobility of older people in the area through gentle seated exercise and mature moves, and thus help them to sustain independent living. Seated exercise can increase a person's stamina, balance, co-ordination, suppleness and flexibility. During this quarter 133 one to one sessions were delivered and 15 of these were delivered in the Coalfield area.</p>						
Total			134.395	46.385	88.010	

RESPONSIVE LOCAL SERVICES

REPORT OF THE EXECUTIVE DIRECTOR OF CITY SERVICES AND THE CHIEF EXECUTIVE

1. PURPOSE OF THE REPORT

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

2. INTRODUCTION/BACKGROUND

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

3. CURRENT POSITION

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

4. AREA COMMITTEE REPORTING

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

5. LOCAL PROBLEM SOLVING

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

6. RECOGNITION FOR ACTION

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

7.0 FINANCIAL IMPLICATIONS

- 7.1 Resource tailoring is a key consideration for this agenda to ensure that any alignment between the resource available to meet current standards of service delivery and any potential increase to service standards or demand is carefully managed. Ongoing monitoring will take place and resource allocation will be, in the first instance, managed within existing budget provision. Any demand for further provision would be required to be considered as part of the Medium Term Financial Planning Process.
- 7.2 Area Committees are also able to call upon their Strategic Investment Plan allocations to respond to local issues arising from service demand or, as was the case for the previous cycle, to address any issues coming forward from ward visits and the staff reporting line.

8.0 RECOMMENDATION

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

9.0 BACKGROUND PAPERS

9.1 Community Leadership Programme Project Initiation Document

9.2 Responsive Local Services Cabinet Paper – 7 October 2009

Coalfield Area Committee

4th November 2009

Report of the Chief Executive

Review of the Local Area Plans (LAP)

1. Why has it come to Committee?

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

2. Background

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

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

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

3. LAP Review; process and principles

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

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

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

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

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

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

4. Recommendation

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

5. Background papers

- Area Workshop papers
- Local Area Plans

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

Coalfield Area Committee

4th November 2009

Report of the Chief Executive

Area Committee Handbook

1. Why has it come to Committee?

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

2. Description of Decision (recommendation)

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

3. Background

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

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

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

4. Background Papers

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

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

Annex 1: Area Committee Handbook

Area Committee Handbook

2009 / 2010

CONTENTS

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

INTRODUCTION

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

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

Sunderland Strategy's Vision:

“Creating a better future for everyone in Sunderland”

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

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

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

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

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

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

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

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

BACKGROUND OF THE AREA COMMITTEE

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

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

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

ROLE OF THE AREA COMMITTEE

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

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

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

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

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

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

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

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

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

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

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

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

CONDUCT OF MEETINGS

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

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

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

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

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

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

Process

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

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

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

Period of appointment

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

Substitutes

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

Voting Rights

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

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

Principles of Conduct

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

Training

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

Declarations

Representatives who sit on Area Committees will be asked:-

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

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

MEMBERSHIP AND SUPPORT FOR AREA COMMITTEE

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

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

Chair

The Chair will:-

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

Vice Chair

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

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

Elected Members

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

Elected Members as Community Leaders will:-

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

Elected Members in a corporate role will:-

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

Local Strategic Partnership Representation

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

Representation will be from the five Delivery and Improvement Partnerships:

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

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

They will:-

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

Delivery and Improvement Partnership responsibilities:-

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

Service Delivery Partners

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

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

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

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

They will:-

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

Service Delivery Partners Responsibilities

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

Core Council Officers Responsibilities

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

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

Area Lead Executive (ALE)

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

The role of the ALE is to:-

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

Area Officer (ArO)

The role of the ArO is to:-

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

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

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

Democratic Services Officer (DSO)

The role of the DSO is to:-

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

SCHEDULE OF AREA COMMITTEE MEETINGS

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

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

KEY CONTACTS

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

Coalfield

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

East

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

North

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

Washington

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

West

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

Access

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

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

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

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

Where to find out more about Area Committees in Sunderland

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

Further information is also available from our website:

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

Protocols

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

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

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

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

PROTOCOL 1

ALLOCATION OF WORK TO AREA COMMITTEE

1. Area Committee Coverage

The City is made up of five areas:-

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

2. Composition

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

3. Terms of Reference:-

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

The purpose of the Area Committee is to:-

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

In pursuit of these objectives the Area Committee may:

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

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

4. LAPs and work plans

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

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

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

5. Consultation and communication

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

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

6. Agenda items

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

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

7. Urgent items

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

8. Extraordinary meetings

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

PROTOCOL 2

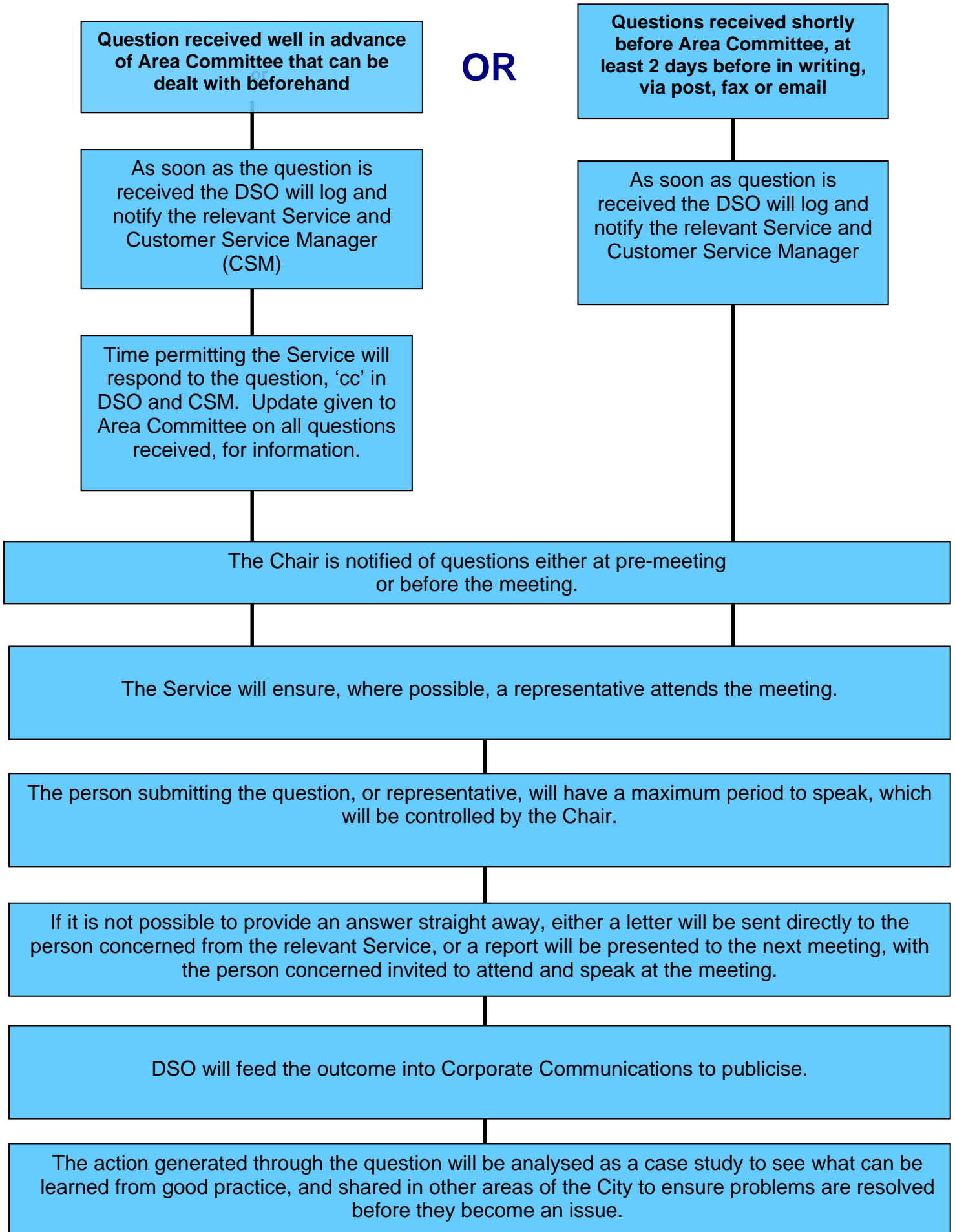
QUESTIONS TO AREA COMMITTEE

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

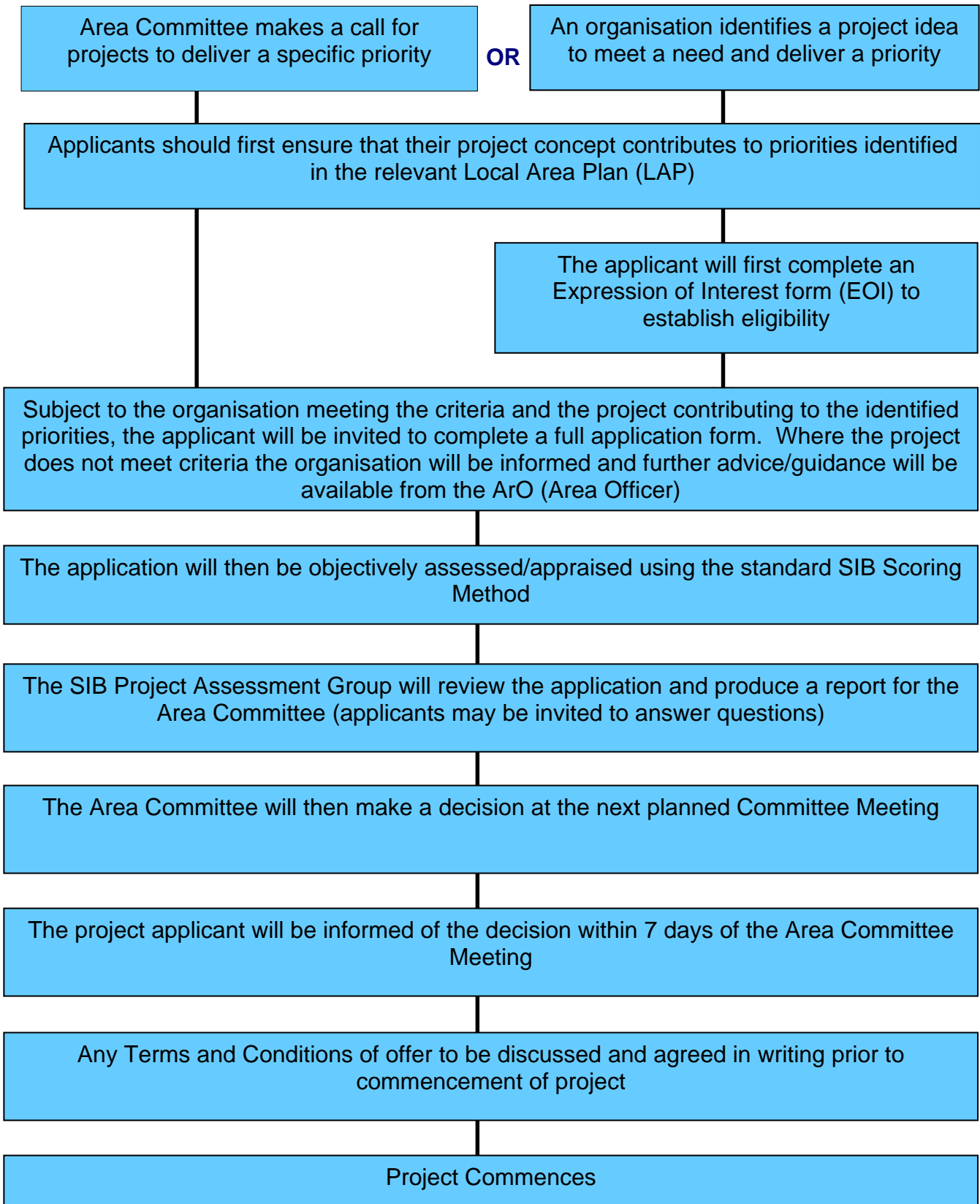
The protocol is managed by the Democratic Services Team and you should contact the DSO outlined in key contacts if you need any further advice.

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

QUESTIONS TO AREA COMMITTEE FLOWCHART



**PROTOCOL 3
SIB/SIP GOVERNANCE**



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

PROTOCOL 4 AREA REVIEW PROCESS

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

Council Services

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

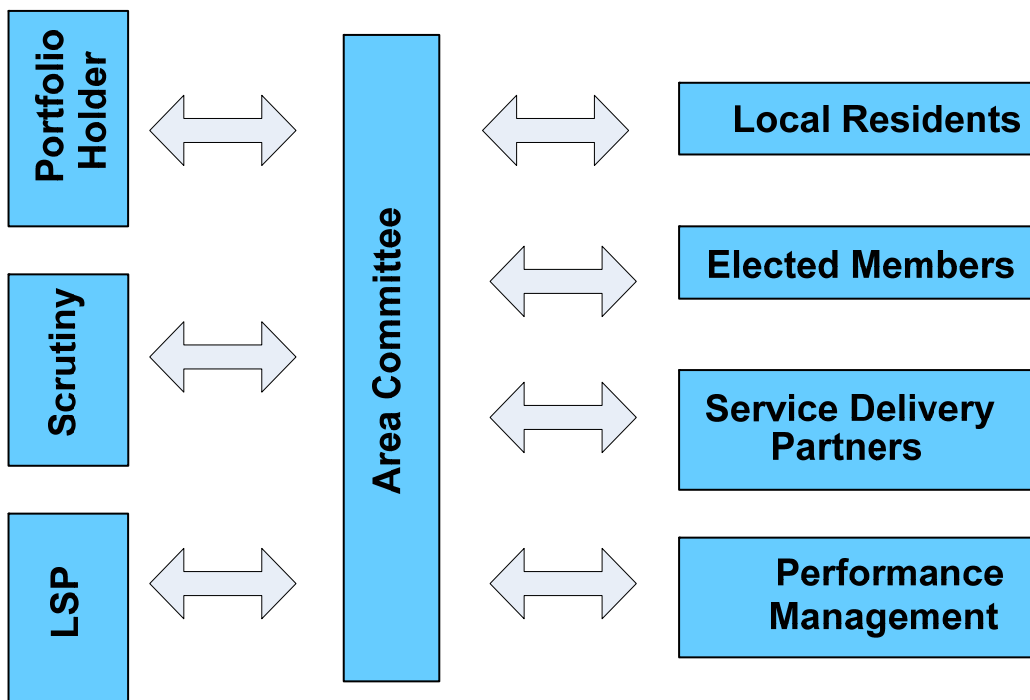
When applicable, issues and priorities that are considered by Scrutiny Committees or by the Portfolio Holder which have area aspects can be referred to the relevant Local Area Committee to resolve.

Non Council Services

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

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

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



PROTOCOL 5
AREA COMMITTEE WORKPLAN 2009/10 (SAMPLE)

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

PROTOCOL 6

AREA COMMITTEE STANDING AGENDA

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

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

PROTOCOL 7 ANNUAL SELF ASSESSMENT

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

Below indicates the framework of the Annual Report

1. Statistical Circumstances

- a. Quality of Life indicators showing improvements

2. Services Improvements

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

3. Public Trust/Satisfaction/Perception Levels

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

4. Member, Resident and Service Delivery Partner Satisfaction

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

5. Budget Management

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

6. Operation of Meetings

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