

THE CABINET







AGENDA

Meeting to be held in the Civic Centre (Committee Room No. 1) on
Wednesday, 18th April, 2007 at 2.00 p.m.

Part I

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This information can be made available on request in other languages.
If you require this, please telephone 0191 553 1042

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	Joint report of the Chief Executive, the Director of Development and Regeneration and the City Treasurer (copy herewith).	

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

The reports contained in Part II of the Agenda are not for publication as the Cabinet is considered likely to exclude the public during consideration thereof as they contain information relating to any individual, which is likely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

Part II

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	(Copy herewith).	

22.  **Reports of the Meetings of the Personnel Committee held on 27th March, 2007, Part II** 269
- (Copy herewith).
- (For approval of the recommendations on executive functions and to note the remaining decisions).
23.  * **Disposal of Land at Princess Anne Park, Washington** 279
- Report of the Director of Development and Regeneration (copy herewith).
24.  **Office Accommodation Review Phase 2** 283
- Joint report of the Director of Development and Regeneration and the City Treasurer (copy herewith).

 **Denotes Key Decision.**

* **Denotes Rule 15 Notice issues – item which is a key decision which is not included in the Forward Plan.**

R.C. RAYNER,
City Solicitor.

Civic Centre,
SUNDERLAND.

10th April, 2007

CABINET MEETING – 18 APRIL, 2007

EXECUTIVE SUMMARY SHEET – PART I

Title of Report:

MINUTES, PART I

Author(s):

City Solicitor

Purpose of Report:

Presents the minutes of the last meeting held on 27th March, 2007 Part I.

Action Required:

To confirm the minutes as a correct record.

At a meeting of the CABINET held in the CIVIC CENTRE (COMMITTEE ROOM NO. 1) on WEDNESDAY, 27TH MARCH, 2007 at 2.00 p.m.

Present:-

Councillor Symonds in the Chair

Councillors Charlton, Rolph, Speding, Trueman, Timmins and P. Watson.

Part I

Minutes

The minutes of the meeting of the Cabinet held on 14th March, 2007, Part I (copy circulated) were submitted.

(For copy report – see original minutes).

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

Receipt of Declarations of Interest

None

Apologies for Absence

Apologies for absence were received from Councillors Allan, Lawson and P. Smith.

Sunderland Housing Group – Governance Review

The Chief Executive, the City Solicitor, the City Treasurer and the Director of Development and Regeneration submitted a joint report (copy circulated) to advise of the outcome of the consultation exercise undertaken by Sunderland Housing Group (SHG) in respect of its proposed structural review of its governance arrangements and requesting Members to consider whether there was now an urgent need for a decision arising from tax implications facing SHG if interim changes were not made in the current tax year.

(For copy report – see original minutes).

Councillor Trueman reminded Members that Cabinet first considered the principle of the proposed restructuring by Sunderland Housing Group (SHG) on 6th December last year. Having noted the proposals to change its structure, for the purpose of growing and expanding its business, it was agreed that SHG's proposals be approved, in principle, with a review once the consultation exercise was completed. He indicated that paragraph 4.6 of the report summarised the responses received from tenants. The response level was extremely low but it was evident that there was no significant adverse reaction from tenants to the proposal.

Councillor Trueman reported that the thrust of this report was to advise Members that the Group had had to amend its original proposals. In simple terms the destination had remained the same but the route of the journey had changed. He explained that the reason this matter was being treated as urgent was due to the late receipt by Sunderland Housing Group of tax advice from its advisers. Essentially, the Group needed to put in place interim arrangements which demonstrated control by the current parent Company. However, he emphasised that it involved only temporary dilution of the interests of independent Members and tenant members whose interests would return to 33%, (the same as the Council) on the Sunderland Housing Company Ltd. in the final arrangements. These arrangements were intended to save SHG a substantial tax bill of millions of pounds.

The attention of Cabinet Members was then drawn to Section 5 of the report which contained a risk assessment and it was noted that they had received advice on the issues of assets and surpluses and it was noted that SHG had subsequently agreed to provide an indemnity and it was noted that the covenants given by the Group in the original transfer must continue to be honoured.

Councillor Trueman reported the receipt of a stark statement from SHG on the consequences if approval was not given by the Council for the restructuring proposals at paragraph 5.7 of the report.

Councillor Trueman concluded that Members were already mindful of the bigger picture and had previously expressed their agreement with the restructuring proposals and there was nothing arising from the consultation exercises to depart from this. Accordingly, he invited Members to give approval to the request as set out in item (i), and stated that for the avoidance of doubt that the authority given to complete the legal documentation would also include signing the Council's consent to the requisite Company resolutions.

Councillor Trueman advised that, regrettably, this decision had become urgent through matters outside the Council's control but it was clear that the timescales involved in the operation of the call-in process would frustrate the implementation of the interim arrangements in this tax year and thus the viability of the re-structure. This would seriously prejudice the Council and the public's interest in providing SHG with the opportunity to control its costs, safeguard employment in Sunderland and provide a better service to tenants in Sunderland. The Chair of the Review Committee had signified her consent and therefore Members were requested to agree to the matter to the call in arrangements being blocked in these exceptional circumstances.

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

2. RESOLVED that:-

- (i) the contents of the report be noted and approval be given to the request from SHG to amend its governance arrangements in respect of the interim and long term arrangements as described in the report and to authorise the completion of the necessary legal agreements including the Council's consent to the requisite Company resolution; and
- (ii) it be agreed that as the decision is urgent, the call in process be blocked in these exceptional circumstances, as any delay likely to be caused by the call in process would seriously prejudice the Council's or the public's interest having regard to SHG's need to implement the interim arrangement in this tax year to mitigate its tax liability which will facilitate the re-structure.

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

At the instance of the Chairman it was:-

3. RESOLVED that in accordance with the Local Government (Access to Information) (Variation) Order 2006 the public be excluded during consideration of the remaining business as it was considered to involve a likely disclosure of information relating to any individual, which is likely to reveal the identity of an individual, the financial or business affairs of any particular person (including the authority holding that information) or to consultations or negotiations in connection with labour relations matters arising between the Authority and employees of the Authority (Local Government Act 1972, Schedule 12A, Part I, Paragraphs 1, 2, 3 and 4).

(Signed) R. SYMONDS,
Chairman.

Note:

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

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

CABINET MEETING –18th April 2007 EXECUTIVE SUMMARY SHEET – PART I	
Title of Report: Reports of the meeting of the Personnel Committee, Part I held on 27 th March 2007	
Author(s): City Solicitor	
Purpose of Report: Presents the reports of the meeting of Personnel Committee, Part I	
Description of Decision: The Cabinet is requested to:- <ul style="list-style-type: none"> (i) note the reports of the meetings held on 27th March, 2007 (ii) note and approve the amendments made to the Domestic Violence Policy, and (iii) recommend the Smokefree Workplaces Policy to Council for approval. 	
Suggested reason(s) for Decisions: To ensure that where affected by domestic violence employees are fully supported and managers are equipped to offer the appropriate levels of support and guidance. An Act to ban smoking in all workplaces and work vehicles was passed by Parliament on 14 February 2006. The legislation covers all premises, which are wholly or substantially enclosed, and used as a place of work by more than one person. The law will come into effect on 1 st July 2007.	
Alternative options to be considered and recommended to be rejected: There are no alternative options recommended.	
Is this a “Key Decisions” as defined in the Constitution? <div style="text-align: right;">No</div>	Relevant Review Committee: Policy and Co-ordination Review Committee
Is it included in the Forward Plan? <div style="text-align: right;">No</div>	

At a meeting of the PERSONNEL COMMITTEE held in the CIVIC CENTRE on 27TH MARCH, 2007 at 2.00 p.m.

Present:-

Councillor L. Scott in the Chair

Councillors Blackburn, Symonds, Trueman and Wilson

In Attendance

Councillor E. Timmins.

Part I

Apologies for Absence

Apologies for absence were submitted to the meeting on behalf of Councillors Allan, Howe, P. Watson and S. Watson.

Receipt of Declarations of Interest

There are no declarations of interest.

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

At the instance of the Chairman it was: -

1. RESOLVED that in accordance with Section 100(A)4 of the Local Government Act 1972, the public be excluded during consideration of the remaining business as it is considered to involve a likely disclosure of exempt information relating to any individual or information which is likely to reveal the identity of an individual (Local Government Act 1972, Schedule 12A, Part I, Paragraphs 1 and 2).

(Signed) L. SCOTT,
Chairman.

Note:-

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

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

At a meeting of the PERSONNEL COMMITTEE held in the CIVIC CENTRE on TUESDAY, 27TH MARCH, 2007 at 6.00 p.m.

Present:-

Councillor L. Scott in the Chair

Councillors Blackburn, Trueman, P. Watson and Wilson.

Part I

Apologies for Absence

Apologies for absence were submitted to the meeting on behalf of Councillors Symonds, S. Watson and T. Wright.

Receipt of Declarations of Interest

The following Councillor declared a personal interest in the undermentioned report as a Member of the body indicated:-

Item 10	Councillor L. Scott	Member of the Teaching Primary Care Trust
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Reports of the Meeting of the Personnel Committee

The reports of the meetings of the Personnel Committee held on 1st, 2nd and 5th March, 2007, Part I (circulated) were submitted and consideration given thereto.

(For copy reports – see original minutes).

1. RESOLVED that the reports of the meetings be noted, confirmed and signed as correct records.

Appeals Committee – Composition and Remit

The City Solicitor and the Corporate Head of Personnel submitted a joint report (circulated) to enable the Committee to consider a proposal for creating a new Appeals Committee.

(For copy report – see original minutes).

The Assistant City Solicitor reminded the Committee of the reasons behind the establishment of the Appeals Panel.

Consideration was then given to options which would widen the pool of Members from which membership of the Appeals Panels can be drawn. Possible options were to:-

- (i) Create a new freestanding Appeals Committee with a wider membership than the existing Panel, and which could include Executive Members, from which Appeals Panels can be drawn or
- (ii) Retain the Appeals Panel as a Sub-Committee of Personnel Committee and remove the restriction preventing Members of the Executive from sitting on the Appeals Panel.

Rather than amend the existing Panel, an alternative would be to create a new freestanding Appeals Committee. A new Committee could be created with a sufficiently large membership as to enable Panels to be convened as frequently as necessary, without imposing an unduly onerous burden on individual members. It was therefore recommended that this be the preferred option.

It was suggested that 15 Members be appointed to a new Appeals Committee (which may include Executive Members) and that individual appeals be heard by Panels comprised of 3 Members of the Committee, 2 from the majority party and 1 from a minority party, operating on a rotation system. The election of a Chair for each Panel hearing would be an item on the agenda to be dealt with at the commencement of the meeting, prior to the hearing of the appeal.

It was also proposed that training be made available to Members of the Appeals Committee regarding such areas as the role and remit of the Committee, relevant areas of employment practice and procedure and good practice in conducting and hearing appeals.

Upon discussion, it was:-

2. RESOLVED that Cabinet be recommended to request Council to:-

- (i) create a new Appeals Committee consisting of 15 Members from which Appeals Panels of 3 Members would be drawn to hear appeals; and
- (ii) agree the terms of reference for the Appeals Committee for inclusion in the Constitution as follows:-
 - “To determine appeals against
 - dismissal
 - demotion
 - the withholding of increments and

- decisions taken in respect of grievances, in each case where a right of appeal exists to a Committee (or Panel) under either the Council's Capability and Disciplinary Procedure or Grievance Procedure."
- (iii) note that training would be made available to Members of the Appeal Committee.

Domestic Violence Policy

The Corporate Head of Personnel submitted a report (circulated) to describe the amendments made to the Domestic Violence Policy.

(For copy report – see original minutes).

Members of the Committee were advised of the main amendments to the Policy, in that:-

- (i) The definition of domestic violence included in the policy represents the fact that either party in both heterosexual and same sex partnerships can commit acts of domestic violence,
- (ii) The Council's commitment as an employer has been clarified in order to ensure employees felt confident in disclosing issues relating to domestic violence,
- (iii) Guidance for managers had been included in the policy, and
- (iv) A list of organisations that could provide further support to people suffering domestic violence had been included along with the appropriate contact details.

Upon discussion, it was:-

3. RESOLVED that the amendments made to the Domestic Violence Policy be noted and approved.

Smoke Free Workplaces Policy

The Corporate Head of Personnel submitted a report (circulated) to make recommendations regarding the adoption of a Council wide Smoke Free Workplaces Policy and Code of Practice in line with Government and Department of Health guidelines.

(For copy report – see original minutes).

Councillor Blackburn queried the situation in relation to work vehicles, and the Corporate Head of Personnel advised that smoking would be banned in all vehicles insured by the Council.

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

4. RESOLVED that the contents of the report be recommended to Council for approval.

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

At the instance of the Chairman it was:-

5. RESOLVED that in accordance with Section 100(A)4 of the Local Government Act 1972, the public be excluded during consideration of the remaining business as it is considered to involve a likely disclosure of exempt information relating to any individual or information which is likely to reveal the identity of an individual or information relating to any consultations or negotiations, or contemplated consultations or negotiations in connection with any labour relations matters arising between the authority and its employees (Local Government Act 1972, Schedule 12A, Part I, Paragraphs 1, 2 and 4).

(Signed) L. SCOTT,
Chairman.

Note:-

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

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

CABINET MEETING – 18 APRIL 2007
EXECUTIVE SUMMARY SHEET – PART I

Title of Report:

PERFORMANCE REPORT – Quarter 3 April to December 2006

Author(s):

Chief Executive

Purpose of Report:

To inform Cabinet of the current position regarding key performance indicators across the Council for the period April 2006 to December 2006 (Quarter 3).

Description of Decision:

Cabinet is recommended to note the performance of the Council against key performance measures as part of our quarterly monitoring arrangements.

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

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

Suggested reason(s) for Decision:

Monitoring and reviewing council performance ensures that relative risks are actively managed.

Alternative options to be considered and recommended to be rejected:

No alternative options are recommended

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

Is it included in the Forward Plan?
No

Relevant Review Committee:

Policy and Co-ordination

PERFORMANCE REPORT – Quarter 3 April to December 2006

Report of the Chief Executive

1.0 Purpose of Report

- 1.1 To inform Cabinet of the current position regarding key performance indicators across the Council for the period April 2006 to December 2006. The details in this report build upon performance information contained in the Corporate Improvement Plan Summary and provide Cabinet with the latest available performance outturn data.

2.0 Description of Decision

- 2.1 Cabinet is recommended to note the performance of the Council against key performance measures as part of our quarterly monitoring arrangements.

3.0 Background

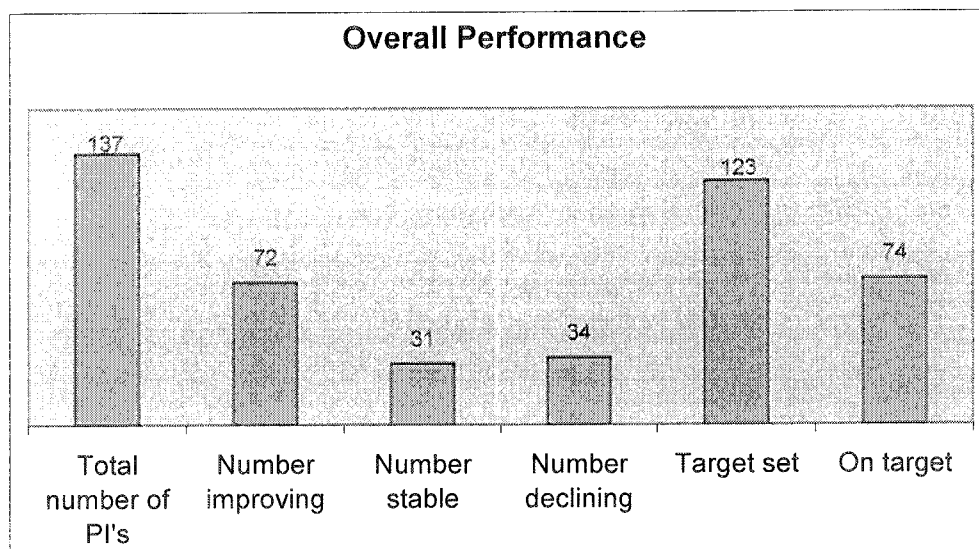
- 3.1 This is the third corporate performance report for 2006/07. The report is structured around the principles of the Performance Management Framework, an overarching dataset that reflects strategic or corporate performance underpinned by specific service related performance information. It is risk based with focus on the key performance issues from the third quarter of 2006/07.
- 3.2 It is particularly important to take the opportunity to respond to performance data and take corrective action against key performance indicators that are failing to achieve targets.

4.0 Current Position

- 4.1 The focus of the performance report will vary from quarter to quarter as different data sets become available. The report this quarter focuses on progress with:
- An update in relation to the key risks identified in the 2nd quarter performance report and
 - Issues arising from the 3rd quarter performance outturns
- 4.2 We collect a total of 327 performance indicators, and at the third quarter stage information was available against 221 indicators, this can be broken down as shown in the table below:

Datasets	Total Number of indicators	Number available at Q3	Percentage on target at Q3
Best Value Performance Indicators	147	100	61%
Direction of Travel	49	28	79%
CPA Culture Service Block	25	18	61%
CPA Environment Service Block	45	20	68%
CPA Housing Service Block	9	7	57%
LAA	115	81	77%
LPSA2	24	19	68%

- 4.3 In relation to Council performance there are 137 performance indicators available for the period April to December 2006. 72 indicators (53%) are improving, 31 indicators (23%) are stable with performance declining against the remaining 34 indicators (25%). In relation to performance indicators direction of travel is positive with only a small number of key risks emerging at the third quarter stage. Target information is available for 123 indicators at the third quarter a total of 74 (60%) are on target with the remaining 49 indicators (40%) currently not on target.



5.0 Key Risks and Remedial Action

5.1 Following the EMT Performance Clinic the following risks were identified.

5.2 Customer perspective – although high satisfaction with customer services, there has been some reduction in resident satisfaction with the Authority as reflected in the MORI and BVPI User Satisfaction Survey.

Remedial Action

There are a number of actions to be undertaken to ensure improvement:

- Commissioning further research into resident's perception of the council and drivers behind responses
- Further research into impact of residents' publications
- Consolidation of council brand and review internal processes for brand guardianship
- Review arrangements for responding to media enquiries

- 5.3 Customer perspective – customer take-up of services. There appears to be some reducing numbers with regard to the number of residents accessing certain Council Services.

Remedial Action

There are a number actions to be undertaken in order to improve performance:

- Development and implementation of a co-ordinated and focussed marketing and communications plan
- Review of internal communications with focus on front-line staff

- 5.4 Access to Services / Equalities – Reaching level 3 of the Equality Standard by September 2007.

Remedial Action

A report went to EMT that set out a clear timescale to achieve the level 3 equality standard. The Equality Steering Group has been revamped and repopulated and has clear targets and objectives set out to achieve level 3 by September 2007.

This is set out in an agreed Equality Level 3 Action Plan. Work to ensure compliance with the statutory Equality Schemes relating to disability, gender and race and associated policies relating to sexual orientation, faith / belief and age.

Equality issues covered in the following:

- Impact Needs Risk Assessment (INRAs)
- Consultation
- Monitoring – through an agreed basket of indicators
- Procurement
- Contract Management
- Service planning
- Personnel

- 5.5 Community Safety – increase in criminal damage for the year to date.

Remedial Action

Criminal damage has been included as a priority issue in the current Control Strategy for the Safer Sunderland Partnership (SSP) and a multi-agency action plan to tackle it is currently being developed by the relevant Task Group. The SSP

has allocated funding to implement initiatives on the multi-agency action plan in 2007/08. It will remain a key priority of the SSP.

5.6 Corporate Health – BVPI 12 The number of working days / shifts lost to the local authority due to sickness absence

Remedial Action

There are a number of actions being undertaken which aim to improve performance:

- Continue to reduce the rate of unplanned absence by a variety of approaches and ensure successful initiatives are highlighted
- Ensure employees understand the importance of a work/life balance, incentives and the management approach
- Ensure managers are given appropriate skills and training to manage this risk issue and the position is monitored
- Ensure appropriate training / guidance is undertaken for the introduction of the new HR/Payroll system to produce accurate information to extract all possible business benefits, including contribution to Gershon efficiencies
- Risk register to be reviewed for HR / Payroll project
- HSE Stress Management standard to be implemented

5.7 Adults Social Care – declining performance against PAF C32 The number of older people helped to live at home per 1,000 population aged 65 or over and PAF C28 The number of clients in receipt of more than 10 hours home support. At the third quarter stage performance has declined and based upon current performance it is not anticipated that the targets set for PAF C32 and C28 will be achieved.

Remedial Action

- Complete the quality assurance of all business processes relating to recording to ensure that community based service provision is recorded correctly.
- Review / monitor at operational level the potential under-reporting of social care professionals as a resource in their own right.
- Work towards increasing the level of Direct Payments to end of year in order to achieve the agreed divisional targets, also increasing the number of people helped to live at home.
- Review modernisation programme and new development plan for older people to ensure that impact of programmes will improve level of intensive home support and reduce residential/nursing care admissions.

5.8 Children's Services – Social Care. Target setting issues.

Remedial Action

- Revision of current target setting process across the Directorate, to look toward a more 'bottom up' approach, involving operational managers at an earlier stage in the process with support from relevant Performance and Information teams.

- Introduction of performance monitoring clinics with relevant individuals.

5.9 Children's Services – Education. Percentage of pupils achieving level 4 or above in the Key Stage 2 English test (BVPI 41). Percentage of 11 year olds achieving level 5 in Key Stage 2 English test.

Remedial Action

KS2 writing was identified as a particular priority. In January 2007, 11 schools were identified to take part in a writing project to address issues between pupil level performance in reading and writing, this should have an impact when to pupils undertake the SAT examinations in June 2007.

5.10 A full list of all risks is attached at appendix 1, the Performance Indicators used, detailing third quarter outturn and trend analysis is attached at appendix 2.

5.11 Identified at appendix 3 are the key risk areas for the LAA and LPSA2.

6.0 Reasons for Decision

6.1 To ensure Council performance is being actively managed.

7.0 Alternative Options

7.1 There are no alternative options to this report.

8.0 Relevant Considerations

8.1 Risk analysis

Achieving continuous improvement against key performance indicators is identified in the Corporate Risk profile. The corporate performance management arrangements at Directorate, EMT, Cabinet and Review Committee ensure that performance improvement is actively managed.

9.0 List of Appendices

Appendix 1 – Key Risk Areas

Appendix 2 – Detailed Quarter 3 trend analysis

Appendix 3 – Key risks identified for the LAA and LPSA2

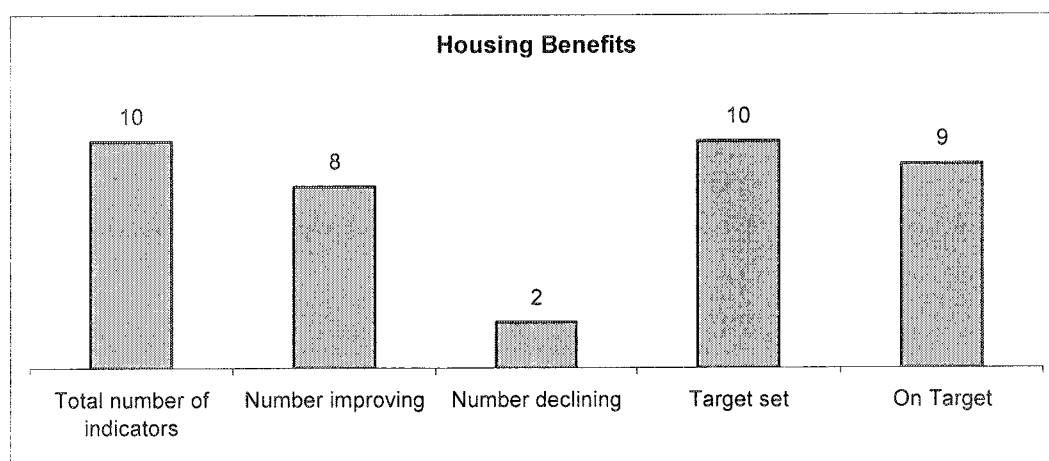
10.0 Background Papers

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

Housing Benefits

There are 10 performance indicators available for Housing Benefits and have an impact on CPA, Direction of Travel and Best Value performance. Some indicators are included in more than one dataset, a breakdown of the indicators can be found below.

Best Value Performance Indicators	10
CPA Direction of Travel	7



There are 10 performance indicators in relation to Benefits. Of these 10 indicators, 8 indicators (80%) are improving while the remaining 2 indicators (20%) are declining. Targets have been set against 10 indicators, 9 indicators (90%) are currently expected to meet or exceed their target while the remaining 1 indicator (10%) is not expected to meet the target set for 2006/07.

There are a number of indicators which have improved in performance and are expected to exceed the targets that have been set. Examples of these are:

(BVPI 79a) The percentage of cases within a random sample for which the Authority's calculation of Housing and Council Tax Benefit is found to be correct, current performance is 100% against a target of 99.6%.

(BVPI 79b(i)) The amount of Housing Benefit overpayments recovered during the period being reported on as a percentage of Housing Benefit deemed recoverable overpayments during that period, current performance is 120.73 against a target of 84.

(BVPI 79b(ii)) Housing Benefits overpayments recovered during the period as a percentage of the total amount of Housing Benefit overpayment debt outstanding. Performance currently stands at 27.57% at the third quarter point. Based on current performance, an estimated annual out turn of 37% would be achieved. This is an improvement over the previous year and higher than the target we set ourselves in 2006/2007.

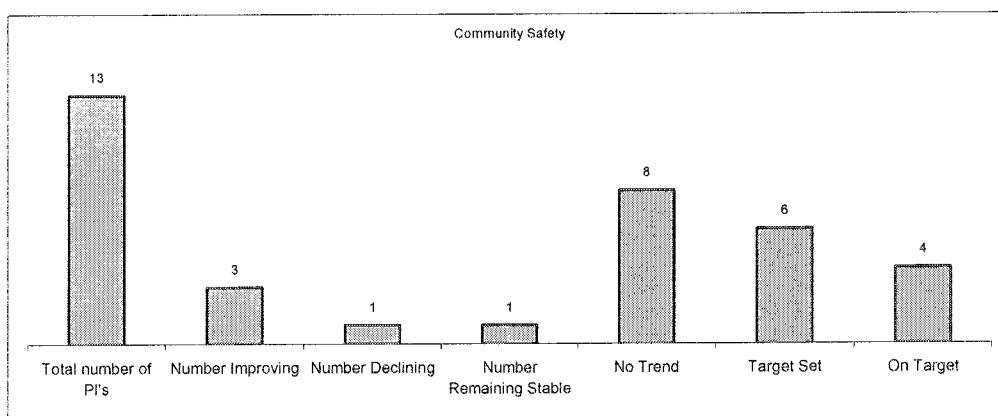
However, there are 2 indicators (20%) that have declined in performance and 1 indicator (10%) that is currently not expected to meet the target that have been set. This is also a concern as it is a Direction of Travel indicator. However, the indicator which is not currently projected to meet the target is BVPI 76c The number of Housing Benefit and Council Tax Benefit (HB/CTB) fraud investigations carried out by the Local Authority per year, per 1,000 caseload. This is an input measure and does not measure the success of fraud investigations in terms of sanctions which is achieved i.e. you can achieve a high rating by investigating large numbers of cases which do not result in a sanction i.e. low risk. Following representations made by the City Treasurer to the Department of Work and Pensions this indicator is being dropped for 2007/08 and future years in light of its limitations.

(BVPI 76a) The number of housing benefit claimants in the local authority area visited per 1,000 caseload, there has been a decline in performance in the 3rd quarter as a consequence of the implementation of the new Revenues and Benefits ICT system. Performance is currently 183.82 against a target of 250.73. Measures have been put in place to ensure that our performance year on year will not decline.

Community Safety

A total of 13 community safety indicators have an impact on CPA, Direction of Travel and Best Value Performance. Some indicators are included in more than one dataset. A breakdown of the indicators can be found below.

Best Value Performance Indicators: 6 indicators
 CPA Direction of Travel: 7 indicators
 CPA Service Score for Housing: 1 indicator



Of the 13 performance indicators collected, 3 (23%) are improving, 1 (8%) is declining, 1 (8%) remains stable, with no trend analysis available for 8 (61%) other indicators. Where targets have been set and performance data is available at the third quarter, 80% of targets are on track to be reached by the year-end.

The total number of robberies at the third quarter stage (BVPI 127b) stands at 0.58 per 1000 population (165 robberies), which is an improvement on 2005/2006 and remains on target for 2006/2007. Total number of vehicle crimes (BVPI 128a) stands at 8.2 per 1000 population (2,326 incidents), which is an improvement on 2005/2006 and remains on target for 2006/2007.

The total number of Incidents of violent crime (BVPI 127a) stands at 15.9 per 1000 population (4,511 incidents), which is an improvement on the previous year although based on current performance it is not anticipated to meet the target of 19.2 we set ourselves in 2006/2007. The rise in violent crime is linked to lower level incidents, increases in public order offences and a decrease in section 47 assaults. This could be linked to the Police DVD campaign, which is taking an early intervention approach. The SSP carried out a detailed problem profile of violent crime in August and a multi-agency action plan is currently being developed to address this. In addition, the City Centre LMAPS group has developed a safer city centre strategy and is implementing initiatives to address alcohol-related crime and disorder linked to the evening economy.

Appendix 1

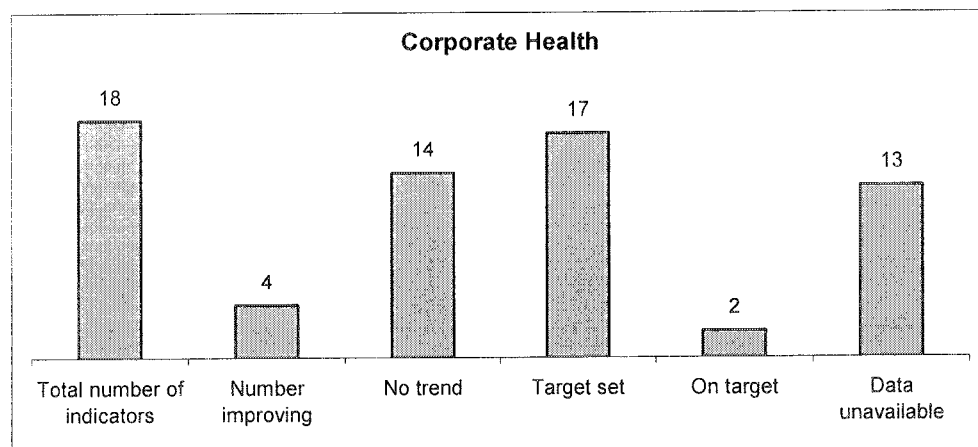
Performance has declined in relation to the number of domestic burglaries per 1,000 households and percentage detected. Despite this decline it is still anticipated that the target of 14.2 per 1,000 will be achieved. It is expected that this increase will be tackled through initiatives such as 'Operation Javelin' and the forthcoming 'Safer Homes Initiative' expect to roll out early this year.

The Council's performance in relation to section 17 came under scrutiny as part of the CPA process. The basket of relevant performance indicators continue to be monitored and where relevant key risks highlighted in order to improve performance.

Corporate Health

A total of 18 performance indicators are collected for Corporate Health and have an impact on CPA, Direction of Travel and Best Value performance. Some indicators are included in more than one dataset.

Best Value Performance Indicators:	18
CPA Direction of Travel	12
CPA Environment Service Block	1



At the 3rd quarter stage there is only information available against 4 performance indicators. However, there has been improvement against all 4 indicators (100%). Of the remaining indicators, 9 are collected on a six monthly basis and were reported last quarter and along with the remaining 5 that are collected annually will be reported on again at the year-end. Based on information available at the third quarter a total of 50% of targets set are on-track to be achieved by the year-end.

(BVPI 9) The percentage of council tax collected by the authority in the year, performance against this indicator has improved and whilst it is currently expected that the target will be met, the implementation of the new Revenues and Benefits ICT system will impact on progress during the last quarter of the year. Every step is being taken to ensure that the target will be met and that performance does not decline, but this can not be ruled out, given the significant resource requirement and deflection associated with the implementation of this major new ICT implementation.

(BVPI 10) To monitor the collection rate of national non-domestic rates, performance has also improved against this indicator and based on current performance it is expected that the target will be met.

Based on current performance 2 indicators (50%) are not expected to meet the target set at the third quarter stage. These are (BV 8) Percentage of invoices for commercial goods and services paid by the Authority within 30days of receipt or within the agreed

payment terms and (BV 12) The number of working days / shifts lost to the Local Authority due to sickness absence.

Performance against BVPI 8 is currently 94.7% which is an improvement however, based on this performance it is not anticipated that the statutorily set Government target of 100% will be achieved. No Principal Authority in the country has managed to achieve the statutory target to date, however, a strategy has been prepared to further improve our performance in this area.

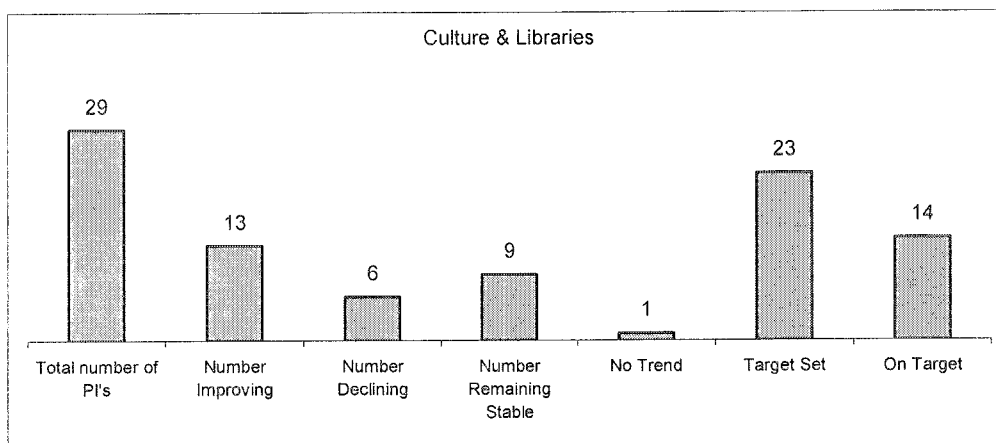
Performance against BVPI 12 is currently 8.88 days although this is also an improvement, based on current performance it is not anticipated that the target of 11.2 days will be achieved. A number of measures have been introduced throughout the authority to try and improve performance against this indicator. These include: continuing to reduce the rate of unplanned absence, ensuring employees understand the importance of a work/life balance and ensuring managers are given appropriate skills and training.

Progress towards the next level of the Equality Standard (Level 3) by September 2007 remains a key risk for the Authority. A report have been to EMT which sets out clear timescales to achieve the Level 3 Equality Standard. The Equality Steering Group has been revamped and repopulated and has clear targets and objectives set out in order to achieve Level 3 by September 2007.

Culture & Libraries

A total of 29 culture & library indicators have an impact on CPA, Direction of Travel and Best Value Performance. Some indicators are included in more than one dataset.

Best Value Performance Indicators:	10 indicators
CPA Direction of Travel:	1 indicator
CPA Service Score for Culture:	25 indicators



Of the 29 performance indicators collected, 13 (45%) are improving, 6 (21%) are declining, 9 (31%) remain stable and trend is unavailable for 1 indicator (3%) in the third quarter. Where targets have been set and performance data is available at the third quarter, 61% of targets are on track to be reached by the year-end.

The number of visits to public library premises currently stands at 5,379 visits per 1000 population (old BVPI 117, used in CPA under code C2c), which even at the third quarter point is an increase over the previous year and well above the target of 5000 we set ourselves in 2006/2007.

Performance in relation to the number of visits to museums and galleries is strong in the third quarter, with the number of visits at 1,128 per 1000 population (BVPI 170a), which is an increase of 79 visits over the previous year and higher than the target of 1,387 we set ourselves in 2006/2007. The number of those visits that were in person currently stands at 929 in the third quarter, this is also an improvement on 1,146 reported the previous year and higher than the target we set ourselves for 2006/2007. A total of 12,001 pupils visited as part of an organised school group, this is an increase over the previous year and higher than the target we set ourselves in 2006/2007.

With regard to Monkwearmouth Railway Museum, building contractors started work on exhibition elements of the museum on 4th December. The museum is scheduled to re-open in summer 2007, although this is dependent on scheduling of stonework repairs that have been added to the scheme. New projects for Monkwearmouth Station include

a creative writing project with 'New Writing North', which is due to begin in February 2007.

Links are being sustained with the under 5's audience through activities at Sunderland Museum and Winter Gardens. Interest in the re-launch of the Museum is being promoted through the Sunderland to Saigon film project. The Away Days project with Southwick Community Group took place at the Sunderland museum and winter gardens between July and September, which resulted in an exhibition in October 2007.

In relation to libraries, the percentage of households living within 2 miles of a static library (CPA code C2a(ii)) remains stable at 100%. This is in line with the national standard and remains on target for 2006/2007. The percentage of households living within 1 mile (CPA code C2a(i)) remains stable at 93%, although lower than our target which is a national standard of 95%.

The aggregate scheduled opening hours of all libraries (C2b) currently stands at 141 hours per 1,000 population compared to 140 hours in 2005/2006. This is an increase of over 190 additional hours, which brings us in line with the target we set for 2006/2007.

Internet access is available at all static libraries within the city (CPA code C3a). The total number of electronic workstations available within all static libraries is currently 9 per 1,000 population (approximately 2,500 workstations). This figure remains stable against 2005/2006 and we remain on target for 2006/2007.

The percentage of book requests supplied within 7 days (CPA code C11a(ii)) currently stands at 58% in the third quarter, an increase over 53% recorded during 2005/2006 and on target for 2006/2007.

The number of books, audio-visual and electronic publications added to overall stock through purchase (C11b) currently stands at 168 per 1,000 population in the third quarter (approximately 47,600 items). Should current performance continue we will exceed the 177 per 1,000 reported last year. This figure remains on target for 2006/2007, and exceeds the national standard of 216 additions per 1,000 population.

Stock level per 1,000 population currently stands at 1,486 in the third quarter (C12b). Should current performance continue we will exceed the figure of 1,332 reported in 2005/2006 and also exceed the target we set ourselves in 2006/2007. The number of books issued against the total number available for loan currently stands at 5.3 per 1,000 population (C12a) in the third quarter, should performance continue we will exceed the figure of 6.1 reported in 2005/2006 and also exceed the target of 6.8 we set ourselves in 2006/2007.

The percentage of book requests supplied within 15 days (CPA code C11a(ii)) currently stands at 76% in the third quarter, which is a decline in performance compared to 79% reported in 2005/2006 and also lower than our annual target of 80 we set ourselves in 2006/2007. The percentage supplied within 30 days (CPA code C11a(iii)) has also

declined from 96% to 91% since 2005/2006, and is also not expected to achieve the target of 96% for 2006/2007.

The estimated time it would take to replenish lending stock on open access or available for loan (CPA code C11c) currently stands at 9.3 years in the third quarter. This is a decline in performance against 7.8 years reported in 2005/2006 and higher than the target of 7.5 years we set ourselves in 2006/2007.

The percentage of adults aged 16 or over who participate in sport and physical activity three times a week or more, for at least 16 hours (LPSA 9a) has declined to 20% in the third quarter. This is a decline in performance against 25% reported for 2005/2006 and is also lower than the target of 25% we set ourselves in 2006/2007.

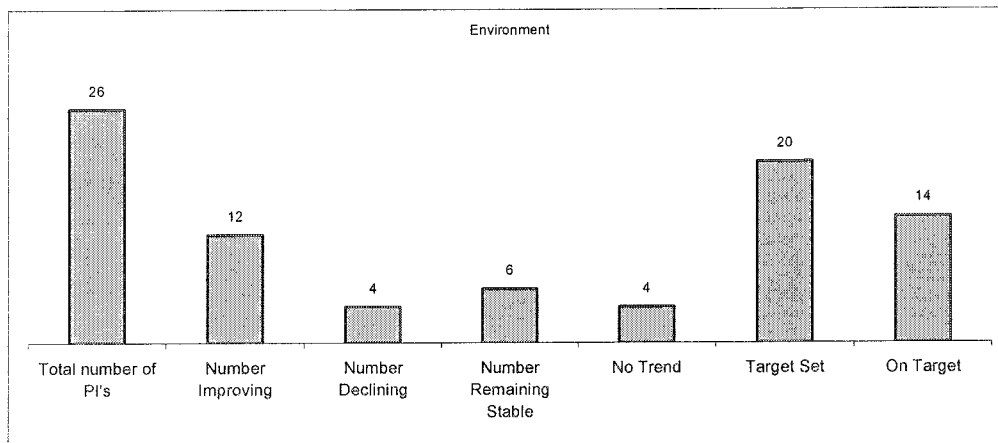
Work is being undertaken to improve performance in respect of a number of PLSS indicators so that this can have a positive impact on the CPA Culture service block score.

A total of 10 public library service standard indicators (PLSS) are used to rate performance in relation to BVPI 220. In 2005/2006 we were assessed as level 2 as 13.5 out of a possible 18 points were scored. Although performance in the third quarter remains stable at level 2, we are not expecting to reach our target of level 4. It is recommended that future targets in relation to BVPI 220 be revised for 2007 to 2009. Additional funding has been allocated to purchase additional stock and to raise the profile of the Library service with the aim of increasing book stock, active borrowers and visitor figures. Improvements in these indicators will positively impact on the BVPI 220 outturn.

Environment

A total of 26 environment indicators have an impact on CPA, Direction of Travel and Best Value Performance. Some indicators are included in more than one dataset.

Best Value Performance Indicators:	24 indicators
CPA Direction of Travel:	4 indicators
CPA Service Score for Environment:	20 indicators



Of the 26 performance indicators collected, 12 (46%) are improving, 4 (15%) are declining, 6 (23%) remain stable, with no trend available for 4 (15%) indicators at the third quarter. Where targets have been set and performance data is available at the third quarter, 78% of targets are expected to be achieved by the year-end.

Performance in relation to waste recycling has improved in the third quarter, with 14% of household waste sent for recycling (BVPI 82a), compared to 12% in 2005/2006. The percentage of household waste sent for anaerobic digestion (BVPI 82b) has increased to 11%, over 7% reported in 2005/2006. The percentage of household waste used to recover heat, power and other energy sources (BVPI 82c) remains stable at 0%, while the percentage of household waste sent to landfill has been reduced to 76%, compared to 81% in 2005/2006.

The total amount of household waste collected per head of population (BVPI 84) currently stands at 387 kilograms at the third quarter. This has declined in performance and is an issue which needs to be addressed. The growth in the total amount of waste handled (an average of 3% per annum until 2002/03) has halted and total waste is now gradually reducing although there was a slight counter trend in 2005/06. Bulky waste requests are significantly down and we have met LATS targets are expected to do so up to the 2009/10 target year.

The percentage of residents served by kerbside recycling facilities (BVPI 91a) remains stable at 98.8%. This figure remains slightly lower than the target of 99% we set ourselves in 2006/2007. The percentage of residents served by at least two recyclables

(BVPI 91b) also remains stable at 97.3%, but slightly lower than the target of 97.5% we set ourselves in 2006/2007. This is an issue as performance has remained static and targets should be adjusted accordingly. Plans are in place to ensure that where practicable all properties in the City are able to present 2 recyclable materials for kerbside collection.

Best value performance indicators that relate to the condition of land and highways, are available every 4 months. During April and November, performance in relation to the proportion of land and highways with high levels of litter and detritus (BVPI 199a) has improved with a reported figure of 11%. This is an improvement over the figure of 14% reported in 2005/2006 and remains lower than the target of 13% we set ourselves for 2006/2007. The percentage of land and highways with unacceptable levels of graffiti (BVPI 199b) remains stable at 2%, while the percentage of land and highways with unacceptable levels of fly posting (BVPI 199c) has increased to 0.17%. This is an increase over 0% reported in 2005/2006 and remains off target for 2006/2007. To improve the response rate for the removal of graffiti in Washington and across the City additional teams and equipment have been deployed utilising LPSA2 funding.

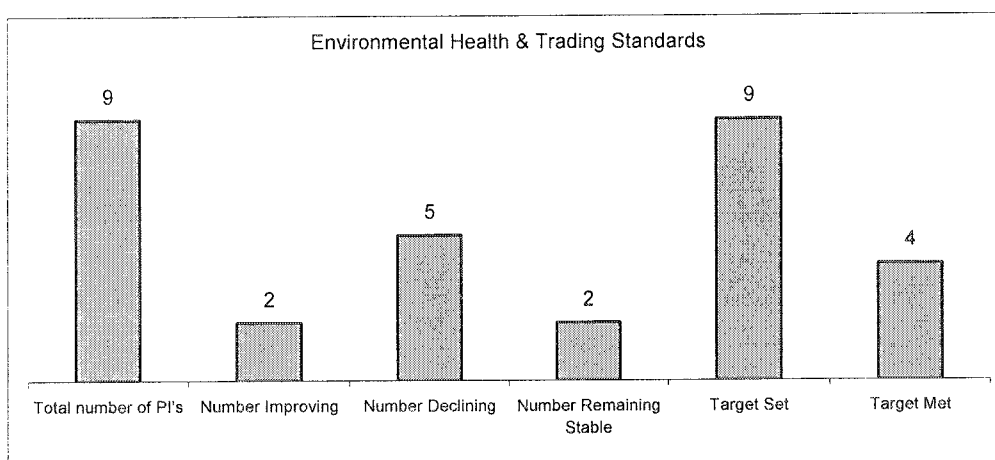
In relation to fly tipping, a total number of 6,170 incidents have been reported at the third quarter, and of those, 158 enforcements were made. As both the total number of incidents and enforcements have increased, we would maintain a score of 3 out of 4 (1 is very effective and 4 is poor) for BVPI 199d which measures our ability to decrease incidents and increase enforcements.

Although the percentage of abandoned vehicles investigated within 24 hours (BVPI 218a) has decreased to 70% in the third quarter (against a figure of 73% reported in 2005/2006), the percentage removed within 24 hours (BVPI 218b) has increased to 76% in the third quarter, against 64% reported 2005/2006.

Environmental Health & Trading Standards

A total of 9 environmental health & trading standards indicators have an impact on CPA, Direction of Travel and Best Value Performance. Please note that some indicators are included in more than one dataset.

Best Value Performance Indicators:	5 indicators
CPA Direction of Travel:	2 indicators
CPA Service Score for Environment:	6 indicators



Of the 9 performance indicators collected, 2 (22%) are improving, 5 (56%) are declining and 2 (22%) remain stable in the third quarter. Where targets have been set and performance data is available at the third quarter, 44% of targets are expected to be achieved by the year-end.

The total number of sites of potential concern with regard to land contamination (BVPI 216a) has been reduced to 230 sites in the third quarter, against 239 sites reported in 2005/2006. The percentage of sites for which sufficient detailed information is available to decide whether remediation of the land is necessary (BVPI 216b) has declined to 2.27% in the third quarter.

Improvements to all pollution control installations have been completed within the recommended timescale (BVPI 217).

Consumer satisfaction in relation to trading standards (CPA code E30) has decreased to 83% for 2006/2007, an 8% reduction over the previous year. Business satisfaction in relation to trading standards (CPA code E31) has also decreased to 91%, a 4% reduction over the previous year. Both indicators are not on target in 2006/2007.

Appendix 1

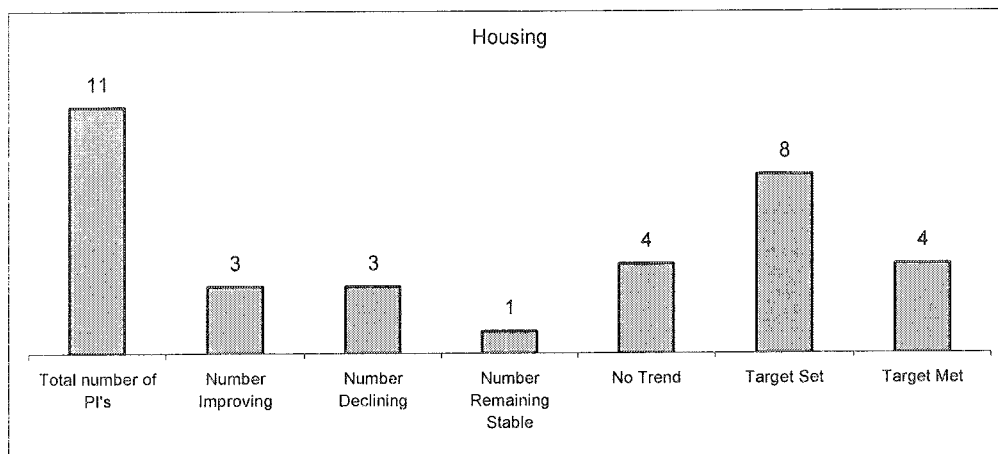
Although the percentage of high-risk premises visited by trading standards (CPA code E32) is at 33% in the third quarter, trading standards are confident that all high-risk premises will be visited and 100% will be achieved by the year-end.

The percentage of high-risk premises that conform to trading standards regulations (E33 high) currently stands at 88% in the third quarter. The percentage of medium risk premises that conform to regulations (E33 medium) currently stands at 78%, while the percentage of low risk premises that conform standards (E33 low) is at 86%. Trading standards expect performance in relation to all 3 categories to change before the year-end.

Housing

A total of 11 housing indicators have an impact on CPA, Direction of Travel and Best Value Performance. Please note that some indicators have an impact on more than one dataset.

Best Value Performance Indicators:	9 indicators
CPA Direction of Travel:	6 indicators
CPA Service Score for Housing:	7 indicators



Of the 11 performance indicators collected, 3 (23%) are improving, 3 (23%) are declining, 1 (8%) remain stable, with no trend available for 4 (36%) indicators in the third quarter. Where targets have been set and performance data is available at the third quarter, 57% of targets are expected to be achieved by the year-end.

The number of people sleeping rough within the city (BVPI 202) has dropped from 2 people recorded in 2005/2006 to 1 person in the third quarter.

Performance is strong in relation to the percentage of repeat homelessness cases (BVPI 214) improving to 1.3% at the third quarter point, compared to 2.21% the previous year and remains lower than the target of 1.9% we set ourselves in 2006/2007.

The percentage of homelessness cases where intervention by the authority resolved their situation (BVPI 213) stands at 2.75% in the third quarter. Although this is an increase over the previous year, we would remain below our annual target of 4%.

Performance has declined in relation to the average number of families placed in temporary accommodation, which currently stands at 11 families at the third quarter stage. This is a 7% increase against the same point in 2005/2006 (BVPI 203).

Appendix 1

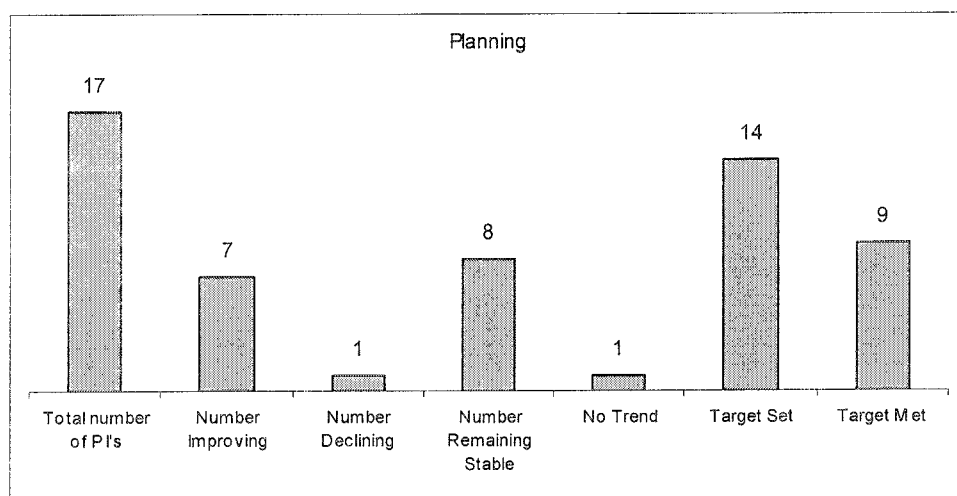
The average length of stay in bed and breakfast accommodation (BVPI 183a) is 4.9 weeks in the third quarter. Based on current performance it is not anticipated that we will achieve the target set of 6 weeks for 2006/2007.

Although funding has been made available to utilise shops above flats, delays have had an impact on our ability to reduce this figure. We expect to see a significant improvement in 2007/2008, by which time alternative accommodation will be available.

Planning

A total of 17 planning indicators have an impact on CPA, Direction of Travel and Best Value Performance. Please note that some indicators are included in more than one dataset.

Best Value Performance Indicators:	13 indicators
CPA Direction of Travel:	5 indicators
CPA Service Score for Environment:	13 indicators



Of the 17 performance indicators collected, 7 (41%) are improving, 1 (6%) is declining, 8 (47%) remain stable, with no trend available for 1 (6%) indicator in the third quarter. Where targets have been set and performance data is available at the third quarter, 69% of targets are expected to be achieved by the year-end.

In the third quarter, 75% of major planning applications were determined within 13 weeks (BVPI 109a), a substantial increase over 43.1% reported in the previous year. The percentage of minor planning applications determined within 8 weeks (BVPI 109b) stands at just over 83%, which is an increase against 81% reported last year. The percentage of other planning applications determined within 8 weeks (BVPI 109c) currently stands at 93%, an improvement over 87% previously reported.

The percentage of new homes built on previously developed land (BVPI 106) remains stable at 91% in the third quarter and on track to hit the target we set ourselves in 2006/2007.

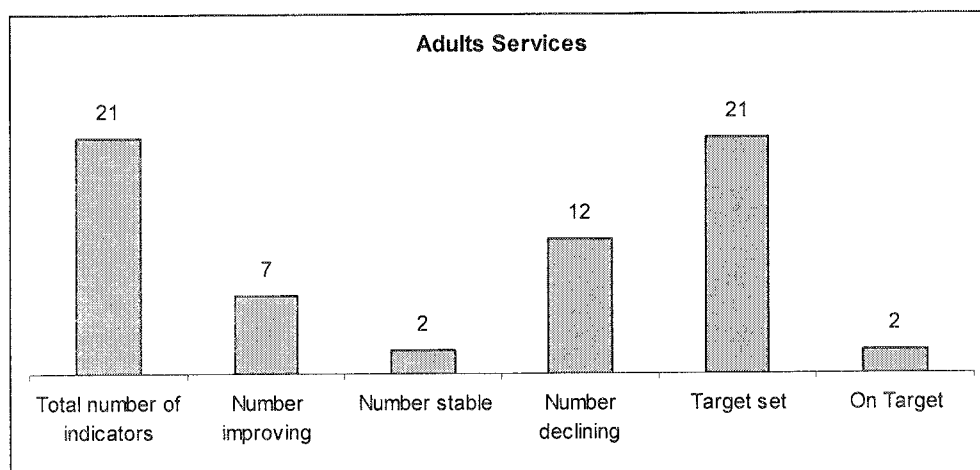
The total number of conservation areas (BVPI 219a) remains at 13 and on target for 2006/2007, while the total number with an up to date character appraisal (BVPI 219b) remains off target for 2006/2007. The percentage with published management

proposals (BVPI 219c) remains stable at just over 23%, which is also on target for 2006/2007.

The percentage of planning applicants satisfied with the service they receive currently stands at 76% for 2006/2007 (data published December 2006). This is a decline against the figure of 77% reported during 2003/2004 (indicator collected every three years) and not on target for 2006/2007.

Adult Services

In relation to Adult Social Care a Performance Assessment Framework that is comprised of 21 performance indicators is used to evaluate the service. A breakdown of performance can be found below. Adult Social Care performance information is calculated on a rolling year basis, and 3rd quarter information relates to January 2006 to December 2006.



At the third quarter stage there are 7 indicators (33%) improving, 2 indicators (10%) are stable with the remaining 12 indicators (57%) declining. There were targets set against all 21 indicators however, the service are currently only anticipated to meet 2 (10%) of the targets set. This is an issue which needs to be addressed.

There has been an improvement in the number of adults and older people receiving direct payments per 100,000 population aged 18 years or over (PAF C51). Having reported an outturn of 183 in 2005/06 and was the top performing local authority in this area, as well as being heralded by the Commission for Social Care Inspection as a 'spectacular success'. There was further improvement at quarter 2 to 201 and has again improved in quarter 3 to 205. However this is still below the 2006/07 target of 215.

Also seeing an improvement is PAF D40 – Clients receiving a review, which has improved from 72% in 2005/06 to 75% at quarter 3. This is only slightly below the 2006/07 of 76%. CSCI continue to rate performance as 'acceptable' which is the top performing band for this indicator.

There has been a decline in the ethnicity of older people receiving assessment (PAF E47), having been 0.83 in 2005/06 it has declined in quarter 3 to 0.65 and based on current performance it is not anticipated to meet the 2006/07 target of 1. The performance is rated as 'cause for concern'.

Appendix 1

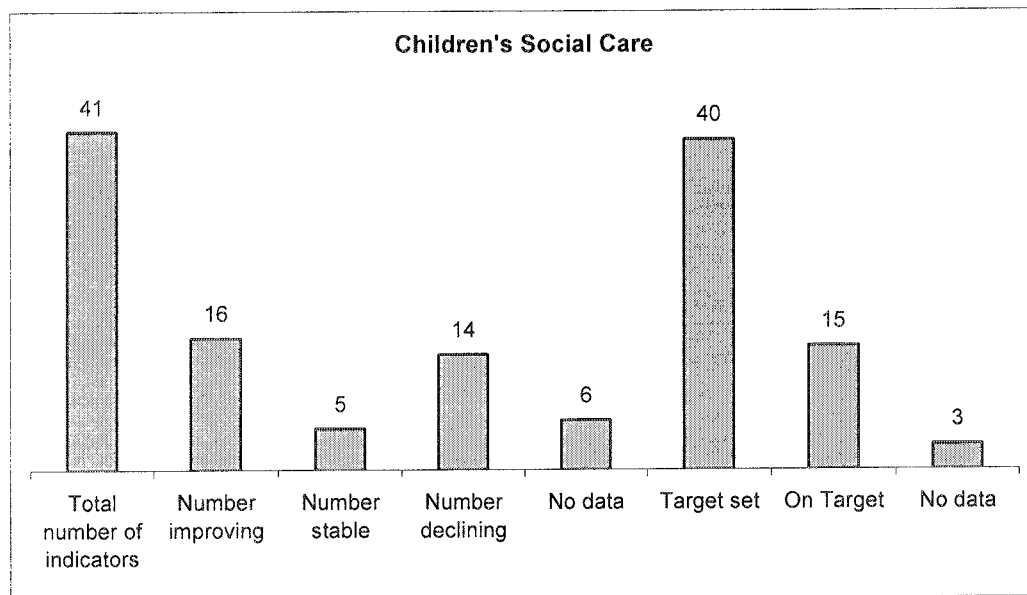
The number of older people helped to live at home per 1,000 population aged 65 or over (PAF C32) has continued to decline from 128 in 2005/06 to 127 at quarter 3. Declining from 5,847 to 5,780 this is some distance from the target of 5,950 clients (or 131 per 1,000 population). Although there are ongoing financial and capacity issues for care packages, the reduction in services does not seem to tally with the number of new clients assessed.

The number of clients in receipt of more than 10 hours home support (PAF C28) was 538 clients or 11.8 per 1,000 population aged 65+ at quarter 3. This is a decline from 12.1 per 1,000 population for 2005/06 or 555 clients and performance is now rated as acceptable. Based on current performance it is not anticipated that the target of 13.5 for 2006/07 will be met.

Children's Services

Social Care

In relation to social care for children there are 41 performance indicators used to monitor performance.



Of the 41 indicators, 16 are improving (39%), 5 indicators (12%) are stable while 14 indicators (34%) are declining with no data available for the remaining 6 indicators (15%). Targets have been set against 40 indicators, 15 indicators (38%) are currently on target and there is no data for 3 indicators (8%) at the quarter 3 stage.

The total number of registrations has fallen in recent months, due to new procedures in Case Management and Safeguarding. However the total number of reregistered children on the Child Protection Register has remained constant suggesting a continued highlighting of the most vulnerable cases. These procedures have therefore resulted in an increase in PAF A3 to 11.8% in the third quarter. This figure is expected to rise more slowly as the year progresses. However, it is slightly above the target set of 11.

The free school meal uptake in primary schools has seen a decline from the previous quarter. Having been 85.2 in Q2 it has decreased to 84.1 in Q3. There has also been a decline in performance in relation to paid school meal uptake in primary schools having been 41 in Q2 it has decreased to 39.9 in Q3. Based on this current performance it is not anticipated that either of these indicators will meet the target.

The number of children looked after under 10 years of age placed for adoption currently stands at 21 children, or 11.8%, showing a continued the lowest outturn recorded (on a

rolling year basis) since 2005/06 outturn of 14.7%. Currently, this indicator is not on target to achieve the 2006/7 of 23.3%.

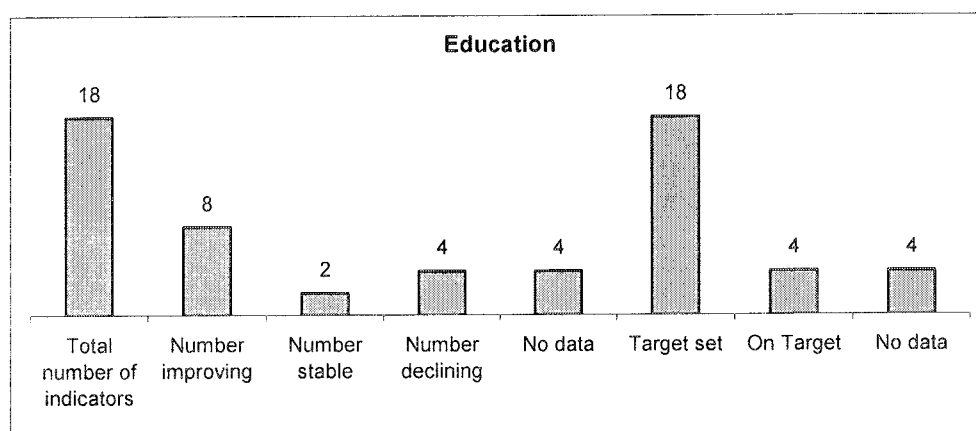
The number of looked after children adopted during the year as a percentage of the number of children looked after at 31 March who had been looked after for 6 months or more on that day.

The percentage of children adopted is stable at 5.4% (21) for December 2006, showing a slight decrease on quarter 2, which stood at 22 children (or 5.8%), although it is of note Sunderland still falls behind both its Met LA average and the target for 2006/07 of 11.6%, or approximately 44 adoptions. Based on a projection of possible adoption it is expected that we will achieve approximately the same number as 2005/06.

The number of first time entrants into the Youth Justice System is currently 765 at quarter 3, showing an increase of 246 from the quarter 2 position of 519, and is currently not on target to achieve the 2006/7 target of 884.

Education

In relation to Educational Services there are 18 performance indicators used to monitor performance. The graph below provides an overview. All of the indicators are best value performance indicators and no indicators impact on CPA / Direction of Travel.



Of the 18 performance indicators, 8 indicators (44%) are improving, 2 indicators (11%) remain stable while 4 indicators (22%) are declining with no data available for the remaining 4 indicators (22%) at the third quarter. Target setting remains an issue with only 4 (29%) of the 14 indicators where information is available currently expected to meet the targets set. There is no target information for 4 indicators at the third quarter.

There has been an improvement in the percentage of 15 year old pupils in schools maintained by the local education authority achieving 5 or more GCSEs at grades A*-C or equivalent (BV 38), having been 51.5% in 2005/06 it improved to 55% in 2006/07.

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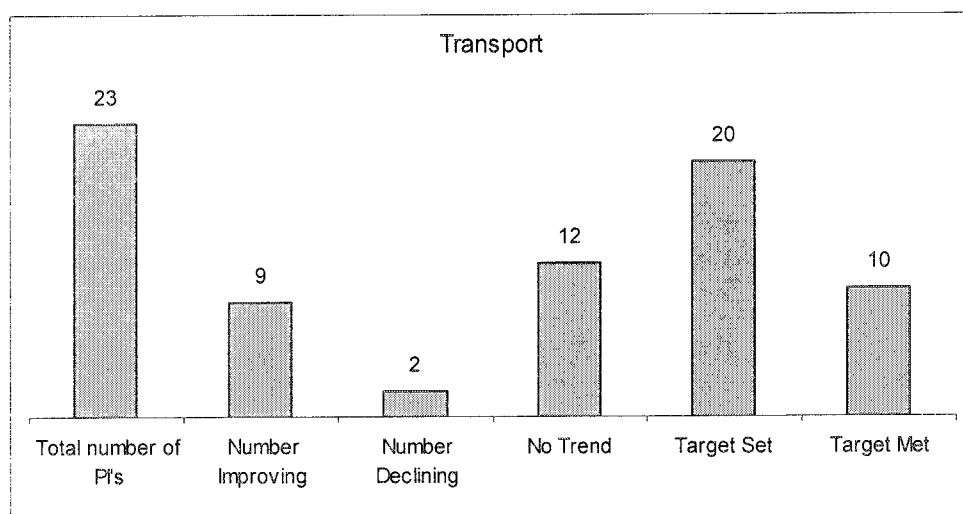
There has been a decline in the percentage of pupils in schools maintained by the local education authority achieving level 4 or above in the Key Stage 2 English test (BV 41), having been 78% in 2005/06 it decreased to 75% in 2006/07.

There has been a decline in performance against BV 43b percentage of proposed statements of Special Educational Need issued by the authority in a financial year and prepared within 18 weeks including 'exceptions' having been 77.6% in 2005/06 at the third quarter it is 66.7%, based on current performance it is unlikely that this indicator will meet the expected target of 80%.

Transport

A total of 23 transport indicators have an impact on CPA, Direction of Travel and Best Value Performance. Please note that some indicators are included in more than one dataset.

Best Value Performance Indicators:	21 indicators
CPA Direction of Travel:	3 indicators
CPA Service Score for Environment:	14 indicators



Of the 23 performance indicators collected, 9 (39%) are improving, 2 (9%) are declining and trend analysis is unavailable for 12 (52%) indicators at the third quarter. Where targets have been set and performance data is available at the third quarter, 100% of targets are on track to be reached by the year-end.

Performance data in relation to road safety is published by the Tyne and Wear traffic and Accident Data Unit (TADU) every November and relates to statistical data collected during the previous year (January to December).

Performance in relation to road safety is strong, with a 7% reduction in the number of people killed or seriously injured in road traffic accidents (BVPI 99a(ii)), a 16% reduction in the number of children killed or seriously injured (BVPI 99b(ii)), and an 11% reduction in the number of people slightly injured (BVPI 99c(iii)).

The percentage of rights of way easy to use by the general public (BVPI 178) is 77% at the third quarter, an increase on 72% reported in 2005/06 and on track to reach the target of 75% we set ourselves for 2006/2007.

Progress in relation to our local transport plan was published on 18th December 2006, when we were assessed as 'Good'. This is a positive improvement over the previous year when we were assessed as 'Fair'.

Appendix 2

The table below shows performance at the 3rd quarter against each of the indicators. Also included are the outturns for 2004/05 and 2005/06 as well as quartile positions. It is shown in the priority column where the indicators are a BVPI, Direction of Travel (DOT) indicator or included in a CPA Service Block (CPA).

Ref	Format	Polarity	Description	2004/05 Out turn	2004/05 Quartile	2005/06 Out turn	2005/06 Quartile	3rd Quarter (Oct - Dec) Cumulative	Trend	On Target?	2006/07 Target	Priority
Benefits												
BVPI 76a	Number	High	The number of housing benefit claimants in the local authority area visited, per 1,000 caseload.	216.57	Lower Mid	257.15	Unavailable	183.82	↓	✓	250.73	BVPI DoT
BVPI 76b	Number	High	The number of fraud investigators employed by the Local Authority, per 1,000 caseload.	0.25	Unavailable	0.25	Unavailable	0.28	↑	✓	0.29	BVPI
BVPI 76c	Number	High	The number of Housing Benefit and Council Tax Benefit (HB/CTB) fraud investigations carried out by the Local Authority per year	33.04	Lower Mid	36.87	Unavailable	21.49	↓	✗	37.8	BVPI DoT
BVPI 76d	Number	High	The number of Housing Benefit and Council Tax Benefit (HB/CTB) prosecutions and sanctions, per year, per 1,000 caseload, in the	2.34	Lower Mid	4.19	Unavailable	3.56	↑	✓	4.27	BVPI
BVPI 78a	Days	Low	The average processing time taken for all new Housing and Council Tax Benefit (HB/CTB) claims submitted to the Local Authority.	31.6	Upper Mid	27.8	Upper Mid	25.05	↑	✓	27	BVPI DoT
BVPI 78b	Days	Low	The average processing time taken for all written notifications to the Local Authority of changes to a claimant's circumstance	6.1	Upper	7.7	Upper	8.27	↑	✓	8.5	BVPI DoT
BVPI 79a	%	High	The percentage of cases within a random sample for which the Authority's calculation of Housing and Council Tax Benefit (HB/CTB)	99.2	Upper	99.6	Upper	100	↑	✓	99.6	BVPI DoT
BVPI 79b(i)	%	High	The amount of Housing Benefit overpayments (HB) recovered during the period being reported on as a percentage of HB deemed recoverable	50.3	Upper	96.32	Upper	120.73	↑	✓	84	BVPI DoT
BVPI 79b(ii)	%	High	HB overpayments recovered during the period as a percentage of the total amount of HB overpayment debt outstanding at the start	New in 2005/06	Unavailable	34.57	Upper Mid	27.57	↑	✓	36	BVPI DoT
BVPI 79b(iii)	%	Low	Housing Benefit (HB) overpayments written off during the period as a percentage of the total amount of HB overpayment debt out	New in 2005/06	Unavailable	3.78	Unavailable	1.45	↑	✓	4.5	BVPI

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Appendix 2

Ref	Format	Polarity	Description	2004/05 Out turn	2004/05 Quartile	2005/06 Out turn	2005/06 Quartile	3rd Quarter (Oct - Dec) Cumulative	Trend	On Target?	2006/07 Target	Priority
Community Safety												
BVPI 126a	Number	Low	Domestic burglaries per 1,000 households and percentage detected	15.43	Lower	10.9	Lower Mid	9.35	↓	✓	14.2	BVPI
BVPI 127a	Number	Low	Violent crime per year, 1,000 population in the Local Authority area.	4.73	Upper Mid	21.3	Lower Mid	15.9	↑	✗	19.2	BVPI
BVPI 127b	Number	Low	Robberies per year, per 1,000 population in the Local Authority area.	14.11	Lower	0.9	Lower Mid	0.58	↑	✓	1	BVPI
BVPI 128a	Number	Low	Vehicle crimes per 1,000 population and percentage detected	12.79	Lower Mid	13	Lower Mid	8.2	↑	✓	12.1	BVPI
BVPI 174	Number	Low	The number of racial incidents reported to the Local Authority, and subsequently recorded, per 100,000 population.	Qualified	Unavailable	26.18	Unavailable	Unavailable	Not Applicable	Not Applicable	31.84	BVPI
BVPI 175	%	High	The percentage of racial incidents reported to the Local Authority that resulted in further action.	Qualified	Unavailable	100	Upper	100	↔	✓	100	CPA BVPI
CRIME 32	Number	Low	Domestic burglaries per 1,000 households (CDRP not BVPI)	15.9	Unavailable	11.3	Upper	Unavailable	Not Applicable	Not Applicable	Not Set	DoT
CRIME 33	Number	Low	Robberies per 1,000 persons (CDRP not BVPI)	1.1	Unavailable	0.9	Upper	Unavailable	Not Applicable	Not Applicable	Not Set	DoT
CRIME 34	Number	Low	Theft of a motor vehicle per 1,000 persons (CDRP not BVPI)	5.3	Unavailable	4.4	Upper Mid	Unavailable	Not Applicable	Not Applicable	Not Set	DoT
CRIME 35	Number	Low	Theft from a motor vehicle crimes per 1,000 persons (CDRP not BVPI)	7.5	Unavailable	8.6	Upper	Unavailable	Not Applicable	Not Applicable	Not Set	DoT
CRIME 36	Number	Low	Violence against the person per 1,000 persons (CDRP not BVPI)	19.2	Unavailable	19.4	Upper	Unavailable	Not Applicable	Not Applicable	Not Set	DoT
CRIME 37	Number	Low	Sexual offences per 1,000 population (CDRP not BVPI)	1.1	Unavailable	1.1	Upper	Unavailable	Not Applicable	Not Applicable	Not Set	DoT
CRIME 38	%	Low	% of young people who offend in October - December quarter that then re-offend in the following 24 months (data provided by loc	Not Collected	Unavailable	Not Collected	Unavailable	Unavailable	Not Applicable	Not Applicable	Not Set	DoT

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Ref	Format	Polarity	Description	2004/05 Out turn	2004/05 Quartile	2005/06 Out turn	2005/06 Quartile	3rd Quarter (Oct - Dec) Cumulative	Trend	On Target?	2006/07 Target	Priority
Corporate Health												
BVPI 10	%	High	To monitor the collection rate of national non-domestic rates.	98.99	Upper Mid	99.72	Upper	87.46	↑	✓	99.7	BVPI DoT
BVPI 11a	%	High	Percentage of top-paid 5% of local authority staff who are women.	37.36	Upper Mid	38.2	Upper Mid	Collected Six Monthly	Not Applicable	Not Applicable	39.5	BVPI DoT
BVPI 11b	%	High	The percentage of the top 5% of Local Authority staff who are from an ethnic minority.	1.11	Upper Mid	0.74	Lower Mid	Collected Six Monthly	Not Applicable	Not Applicable	1.1	BVPI DoT
BVPI 11c	%	High	Percentage of the top paid 5% of staff who have a disability. (excluding those in maintained schools.)	New in 2005/06	Unavailable	2.29	Upper Mid	Collected Six Monthly	Not Applicable	Not Applicable	2.5	BVPI DoT
BVPI 12	Days	Low	The number of working days/shifts lost to the Local Authority due to sickness absence.	Qualified	Unavailable	11.87	Lower	8.88	↑	✗	11.2	BVPI
BVPI 14	%	Low	The percentage of employees retiring early (excluding ill-health retirements) as a percentage of the total work force.	0.28	Upper Mid	0.41	Upper Mid	Collected Six Monthly	Not Applicable	Not Applicable	0.15	BVPI
BVPI 15	%	Low	The percentage of local authority employees retiring on grounds of ill health as a percentage of the total workforce.	0.3	Lower Mid	0.17	Upper Mid	Collected Six Monthly	Not Applicable	Not Applicable	0.16	BVPI
BVPI 15b	%	High	The percentage of authority buildings open to the public in which all public areas are suitable for, and accessible to, disabled	16.8	Lower	45.1	Lower Mid	Unavailable	Not Applicable	Not Applicable	74.51	BVPI
BVPI 16a	%	High	The percentage of local authority employees with a disability.	1.75	Lower Mid	2.3	Lower Mid	Collected Six Monthly	Not Applicable	Not Applicable	2.6	BVPI DoT
BVPI 16b	%	High	The percentage of the economically active population in the local authority area who have a disability.	21.18	Upper Mid	21.18	Unavailable	Collected Six Monthly	Not Applicable	Not Applicable	21.18	BVPI DoT
BVPI 179	%	High	The percentage of standard searches carried out in 10 working days	100	Upper	97.66	Lower	Unavailable	Not Applicable	Not Applicable	100	CPA BVPI
BVPI 17a	%	High	The percentage of local authority employees from ethnic minority communities.	0.9	Lower Mid	0.9	Lower Mid	Collected Six Monthly	Not Applicable	Not Applicable	1.3	BVPI DoT
BVPI 17b	%	High	The percentage of the economically active (persons aged 18-65) population from ethnic minority communities in the local authority area	1.9	Lower	1.9	Unavailable	Collected Six Monthly	Not Applicable	Not Applicable	1.9	BVPI DoT

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Ref	Format	Polarity	Description	2004/05 Out turn	2004/05 Quartile	2005/06 Out turn	2005/06 Quartile	3rd Quarter (Oct - Dec) Cumulative	Trend	On Target?	2006/07 Target	Priority
BVPI 2a	Number	High	The level of the Equality Standard for local government to which the Authority conforms in respect of gender, race and disability	1	Unavailable	2	Unavailable	Unavailable	Not Applicable	Not Applicable	2	BVPI DoT
BVPI 2b	%	High	The quality of an Authority's Race Equality Scheme (RES) and the improvements resulting from its application.	58	Upper Mid	58	Upper Mid	Unavailable	Not Applicable	Not Applicable	74	BVPI DoT
BVPI 8	%	High	Percentage of invoices for commercial goods & services paid by the Authority within 30 days of receipt or within the agreed pay	90.98	Lower Mid	92.78	Lower Mid	94.7	↑	✗	100	BVPI DoT
BVPI 9	%	High	The percentage of council tax collected by the Authority in the year.	96.68	Lower Mid	97.02	Lower Mid	82.49	↑	✓	97	BVPI DoT
DFES 79	%	High	% of economically active population aged 16+ in employment (LFS)	Not Collected	Unavailable	Not Collected	Unavailable	Unavailable	Not Applicable	Not Applicable		DoT
Culture & Libraries												
BVPI 117	Number	High	The number of physical visits per 1,000 population to public library premises	4942	Lower Mid	4835.5	Unavailable	5379	↑	✓	5000	CPA
BVPI 118c	%	High	Users - satisfied with the library overall (aged 16 and over - PLSS 7)	92.6	Unavailable	92.6	Unavailable	93.1	↑	✗	94	CPA BVPI
BVPI 119a	%	High	Resident satisfaction - Sports/Leisure facilities	56	Upper Mid	56	Upper Mid	58	↑	Not Applicable	Not Set	CPA BVPI
BVPI 119b	%	High	Resident satisfaction - Libraries	73	Upper	73	Upper	77	↑	Not Applicable	Not Set	CPA BVPI
BVPI 119c	%	High	Resident satisfaction - Museums/Galleries	64	Upper	64	Upper	64	↔	Not Applicable	Not Set	CPA BVPI
BVPI 119d	%	High	Resident satisfaction - Concert Halls	54	Upper Mid	54	Upper Mid	60	↑	Not Applicable	Not Set	CPA BVPI
BVPI 119e	%	High	Resident satisfaction - Parks/Open Spaces	71	Lower Mid	71	Lower Mid	70	↓	Not Applicable	Not Set	CPA BVPI
BVPI 170a	Number	High	The number of visits to/usage's of local authority funded or part-funded museums in the per 1,000 population.	1419	Upper	1421	Upper	1128	↑	✓	1387	BVPI
BVPI 170b	Number	High	The number of those visits to Local Authority funded, or part-funded museums that were in person, per 1,000 population.	1222	Upper	1146	Upper	929	↑	✓	1117	BVPI

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Ref	Format	Polarity	Description	2004/05 Out turn	2004/05 Quartile	2005/06 Out turn	2005/06 Quartile	3rd Quarter (Oct - Dec) Cumulative	Trend	On Target?	2006/07 Target	Priority
BVPI 170c	Number	High	The number of pupils visiting museums and galleries in organised school groups.	11509	Upper	15389	Upper	12001	↑	✓	10720	BVPI
BVPI 220	Number	High	Composite library indicator (score against a checklist)	New in 2005/06	Unavailable	2	Unavailable	2	↔	✗	4	BVPI
C11a(i)	%	High	Request supply time - 7 days	44	Lower	53	Upper	58	↑	✓	55	CPA
C11a(ii)	%	High	Request supply time 15 days	73	Upper Mid	79	Upper	76	↓	✗	80	CPA
C11a(iii)	%	High	Request supply time 30 days	90	Upper	96	Upper	91	↓	✗	96	CPA
C11b	Number	High	Annual items added through purchase per 1,000 population	Qualified	Unavailable	176.85	Lower	168	↑	✓	190	CPA
C11c	Years	Low	Time taken to replenish the lending stock on open access or available for loan	Qualified	Unavailable	7.8	Lower	9.3	↓	✗	7.5	CPA
C12a	Number	High	Stock turnover - issues per 1,000 population / books per 1,000 population	Qualified	Unavailable	6.1	Unavailable	5.3	↑	✓	6.8	CPA
C12b	Number	High	Stock level per 1,000 population.	Qualified	Unavailable	1332	Unavailable	1486.4	↑	✓	1354	CPA
C13	£	Low	Cost per visit (libraries)	3.49	Lower	3.09	Unavailable	Unavailable	Not Applicable	Not Applicable	3.15	CPA
C15	Number	High	Number of Museums accredited, including level (MLA)	Not Collected	Unavailable	2	Unavailable	2	↔	✓	2	CPA
C18	%	High	% of population volunteering in sport and active recreation for at least one hour per week.	Not Collected	Unavailable	5.46	Unavailable	5.46	↔	✓	5	CPA
C19	%	High	% of population that are within 20 minutes travel time (urban areas - by walk; rural areas - by car) or a range of three differ	Not Collected	Unavailable	49.86	Unavailable	49.86	↔	Not Applicable	Not Set	CPA
C2a(i)	%	High	Proportion of households living within 1 mile of a static library. Standard = 95%	93	Unavailable	93	Lower	93	↔	✗	95	CPA
C2a(ii)	%	high	Proportion of households living within 2 miles of a static library. Standard = 100%	100	Unavailable	100	Upper	100	↔	✓	100	CPA

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Ref	Format	Polarity	Description	2004/05 Out turn	2004/05 Quartile	2005/06 Out turn	2005/06 Quartile	3rd Quarter (Oct - Dec) Cumulative	Trend	On Target?	2006/07 Target	Priority
C2b	Number	High	Aggregate scheduled opening hours per 1,000 population for all libraries	133	Lower Mid	140.3	Upper	141	↑	✓	141	CPA
C3a	%	High	Percentage of static libraries providing access to electronic information resources connected to the internet.	100	Upper	100	Upper	100	↔	✓	100	CPA
C3b	Number	High	Total number of electronic workstations available to users per 10,000 population.	0	Lower	8.81	Upper	8.81	↔	✓	8.81	CPA
C4	%	High	Active borrowers as a % of population	19.75	Lower Mid	15	Lower	14.9	↓	✗	20.8	CPA
LPSA 9a	%	High	The % of adults aged 16 or over reporting participation in sport and physical activity three times a week or more for at least	Not Collected	Unavailable	25.17	Unavailable	20.03	↓	✗	24.53	CPA
Education												
BVPI 181a	%	High	Percentage of 14 year old pupils in schools maintained by the local education authority achieving level 5 or above in the Key S	64	Lower	69	Lower Mid	72.5	↑	✗	76	BVPI
BVPI 181b	%	High	Percentage of 14 year old pupils in schools maintained by the local education authority achieving level 5 or above in the Key S	69	Lower Mid	70	Lower Mid	75.5	↑	✓	75	BVPI
BVPI 181c	%	High	Percentage of 14 year old pupils in schools maintained by the local education authority achieving level 5 or above in the Key S	60	Lower Mid	65	Lower Mid	69.7	↑	✗	72	BVPI
BVPI 181d	%	High	Percentage of 14 year old pupils in schools maintained by the local education authority achieving level 5 or above in the Key S	68.2	Upper Mid	71.7	Upper Mid	72	↑	✗	78	BVPI
BVPI 194a	%	High	The percentage of 11 year old pupils* achieving Level 5 in Key Stage 2 English	26	Upper Mid	27	Upper Mid	26.1	↓	✗	29	BVPI
BVPI 194b	%	High	The percentage of 11 year old pupils* achieving Level 5 in Key Stage 2 Maths	30	Upper Mid	29	Lower Mid	29.5	↑	✗	31	BVPI
BVPI 221a	%	High	Percentage of young people aged 13-19 gaining a recorded outcome compared to the percentage of young people in the local authority area	New in 2005/06	Unavailable	47	Upper Mid	Unavailable	Not Applicable	Not Applicable	60	BVPI
BVPI 221b	%	High	Percentage of young people aged 13-19 gaining an accredited outcome compared to the percentage of young people in the local authority area	New in 2005/06	Unavailable	29	Upper	Unavailable	Not Applicable	Not Applicable	30	BVPI

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Ref	Format	Polarity	Description	2004/05 Out turn	2004/05 Quartile	2005/06 Out turn	2005/06 Quartile	3rd Quarter (Oct - Dec) Cumulative	Trend	On Target?	2006/07 Target	Priority
BVPI 222a	%	High	Percentage of leaders of integrated early education and childcare settings funded or part-funded by the local authority with a	New in 2005/06	Unavailable	61	Upper	Unavailable	Not Applicable	Not Applicable	62	BVPI
BVPI 222b	%	High	Percentage of leaders of integrated early education and childcare settings funded or part-funded by the local authority which h	New in 2005/06	Unavailable	42	Lower Mid	Unavailable	Not Applicable	Not Applicable	44	BVPI
BVPI 38	%	High	Percentage of 15 year old pupils in schools maintained by the Local Education Authority achieving 5 or more GCSEs at grades A*	44.2	Lower	51.5	Lower Mid	55	↑	✓	55	BVPI
BVPI 39	%	High	Percentage of 15 year old pupils in schools maintained by the Local Education Authority achieving 5 or more GCSEs or equivalent	85.2	Lower	85.1	Lower	86	↑	✗	87	BVPI
BVPI 40	%	High	Percentage of pupils in schools maintained by the Local Education Authority achieving Level 4 or above in the Key Stage 2 Mathematics	75	Upper Mid	73	Lower Mid	76.2	↑	✗	82	BVPI
BVPI 41	%	High	Percentage of pupils in schools maintained by the local education authority achieving level 4 or above in the Key Stage 2 English	76	Lower Mid	78	Lower Mid	75	↓	✗	82	BVPI
BVPI 43a	%	High	Percentage of proposed statements of Special Educational Need issued by the authority in a financial year and prepared within 1	100	Upper	100	Upper	100	↔	✓	100	BVPI
BVPI 43b	%	High	Percentage of proposed statements of Special Educational Need issued by the authority in a financial year and prepared within 1	64.4	Lower	77.6	Lower Mid	66.7	↓	✗	80	BVPI
BVPI 45	%	Low	Percentage of half days missed due to total absence in secondary schools maintained by the local education authority	8.53	Lower Mid	8.43	Lower	8.43	↔	✓	8.6	BVPI
BVPI 46	%	Low	Percentage of half days missed due to total absence in primary schools maintained by the local education authority	5.82	Lower Mid	5.39	Upper Mid	6.07	↓	✗	5.43	BVPI

Ref	Format	Polarity	Description	2004/05 Out turn	2004/05 Quartile	2005/06 Out turn	2005/06 Quartile	3rd Quarter (Oct - Dec) Cumulative	Trend	On Target?	2006/07 Target	Priority
Environment												
BVPI 199a	%	Low	The proportion of relevant land and highways (expressed as a percentage) that is assessed as having combined deposits of litter	22.1	Lower Mid	14.2	Lower Mid	11.05 (April to November)	↑	✓	13	CPA BVPI
BVPI 199b	%	Low	The proportion of relevant land and highways (expressed as a percentage) from which unacceptable levels of graffiti are visible	New in 2005/06	Unavailable	2	Upper Mid	2 (April to November)	↔	✓	2	BVPI
BVPI 199c	%	Low	The proportion of relevant land and highways (expressed as a percentage) from which unacceptable levels of fly-posting are visible	New in 2005/06	Unavailable	0	Upper	0.17 (April to November)	↓	✗	0	BVPI
BVPI 199d	Number	Low	The year-on-year reduction in total number of incidents and increase in total number of enforcement actions taken to deal with	New in 2005/06	Unavailable	3	Unavailable	3	↔	✓	3	BVPI
BVPI 218a	%	High	Percentage of new reports of abandoned vehicles investigated within 24hrs of notification.	New in 2005/06	Unavailable	73	Lower Mid	70.19	↓	✗	75	BVPI
BVPI 218b	%	High	Percentage of abandoned vehicles removed within 24 hours from the point at which the Authority is legally entitled to remove them	New in 2005/06	Unavailable	63.79	Lower Mid	75.51	↑	✓	70	BVPI
BVPI 82a(i)	%	High	Percentage of household waste arisings which have been sent by the Authority for recycling.	9.25	Lower	11.89	Lower	13.81	↑	✓	13	CPA BVPI DoT
BVPI 82a(ii)	Number	High	Total tonnage of household waste arisings which have been sent by the Authority for recycling.	New in 2005/06	Unavailable	17108.2	Upper	15161	↑	✓	18720	BVPI
BVPI 82b(i)	%	High	The percentage of household waste sent by the Authority for composting or treatment by anaerobic digestion.	1.09	Lower	6.84	Lower Mid	10.55	↑	✓	7.5	CPA BVPI DoT
BVPI 82b(ii)	Number	High	The tonnage of household waste sent by the Authority for composting or treatment by anaerobic digestion.	New in 2005/06	Unavailable	9845.05	Upper	11588	↑	✓	10800	BVPI
BVPI 82c(i)	%	High	Percentage of the total tonnage of household waste arisings which have been used to recover heat, power and other energy source	0	Upper Mid	0	Lower Mid	0	↔	✓	0	BVPI

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Ref	Format	Polarity	Description	2004/05 Out turn	2004/05 Quartile	2005/06 Out turn	2005/06 Quartile	3rd Quarter (Oct - Dec) Cumulative	Trend	On Target?	2006/07 Target	Priority
BVPI 82c(ii)	Number	High	Tonnage of household waste arisings which have been used to recover heat, power and other energy sources.	New in 2005/06	Unavailable	0	Lower Mid	0	↔	✓	0	BVPI
BVPI 82d(i)	%	Low	Percentage of household waste arisings which have been landfilled.	89.66	Lower	81.27	Lower	75.64	↑	✓	79.5	BVPI
BVPI 82d(ii)	Number	Low	The tonnage of household waste arisings which have been landfilled.	New in 2005/06	Unavailable	116988.46	Lower Mid	83096	↑	✓	114480	BVPI
BVPI 84a	Kgs	Low	Number of kilograms of household waste collected per head of the population.	501.9	Lower Mid	509.2	Lower	387.12	↓	✓	517	CPA BVPI DoT
BVPI 84b	%	Low	Percentage change from the previous financial year in the number of kilograms of household waste collected per head of the population	New in 2005/06	Unavailable	1.44	Lower	1.11	↑	✓	1.53	BVPI
BVPI 86	£	Low	Cost of waste collection per household	27.9	Upper	38.37	Upper	Unavailable	Not Applicable	Not Applicable	40.93	BVPI
BVPI 87	£	Low	Cost of waste disposal per tonne of municipal waste	32.21	Upper	32.77	Upper	Unavailable	Not Applicable	Not Applicable	36.75	BVPI
BVPI 89	%	High	Satisfaction with the cleanliness of public space	58	Lower Mid	58	Lower Mid	59	↑	Not Applicable	Not Set	CPA BVPI
BVPI 90a	%	High	Satisfaction with waste collection	89	Upper	89	Upper	83	↓	Not Applicable	Not Set	CPA BVPI
BVPI 90b	%	High	Satisfaction with recycling	53	Lower	53	Lower	58	↑	Not Applicable	Not Set	CPA BVPI
BVPI 90c	%	High	Satisfaction with waste disposal	76	Lower Mid	76	Lower Mid	77	↑	Not Applicable	Not Set	CPA BVPI
BVPI 91a	%	High	Percentage of households resident in the authority's area served by kerbside collection of recyclables	98.6	Upper Mid	98.8	Lower Mid	98.8	↔	✗	99	CPA BVPI DoT
BVPI 91b	%	High	Percentage of households resident in the authority's area served by kerbside collection of at least two recyclables.	New in 2005/06	Unavailable	97.3	Lower Mid	97.3	↔	✗	97.5	BVPI
E4(1)	%	Low	Cleanliness of public places - Land Use Class 1	19	Unavailable	19	Unavailable	Unavailable	Not Applicable	Not Applicable	Not Set	CPA
E47	%	Low	% of residents that felt rubbish and litter lying around in their local area was a very or fairly big problem (BVPI Survey Q20)	53	Lower Mid	Not Collected	Unavailable	Unavailable	Not Applicable	Not Applicable	Not Set	CPA

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Ref	Format	Polarity	Description	2004/05 Out turn	2004/05 Quartile	2005/06 Out turn	2005/06 Quartile	3rd Quarter (Oct - Dec) Cumulative	Trend	On Target?	2006/07 Target	Priority
Environmental Health & Trading Standards												
BVPI 166a	%	High	Score against a checklist of enforcement best practice for Environmental Health	100	Upper	100	Upper	100	↔	✓	100	CPA BVPI DoT
BVPI 166b	%	High	Score against a checklist of enforcement best practice for Trading Standards	100	Upper	100	Upper	100	↔	✓	100	CPA BVPI DoT
BVPI 216a	Number	Low	Number of 'sites of potential concern' [within the local authority area], with respect to land contamination.	New in 2005/06	Unavailable	239	Upper	230.3	↑	✓	239	BVPI
BVPI 216b	Number	High	Number of sites for which sufficient detailed information is available to decide whether remediation of the land is necessary.	New in 2005/06	Unavailable	3	Upper Mid	2.27	↓	✗	3	BVPI
BVPI 217	%	High	Percentage of pollution control improvements to existing installations completed on time.	New in 2005/06	Unavailable	64	Lower	100	↑	✓	90	BVPI
E30	%	High	Consumer satisfaction with trading standards service.	81	Lower Mid	91	Upper	83.4	↓	✗	93	CPA
E31	%	High	Business satisfaction with trading standards service.	89	Upper Mid	95	Upper	90.5	↓	✗	95	CPA
E32	%	High	Trading standards, visits to high risk premises.	100	Upper	100	Upper	33	↓	✗	100	CPA
E33	%	High	Trading Standards, levels of business compliance, high-medium and low risk premises - ALL PREMISES	55	Lower Mid	98.5	Unavailable	84	↓	✗	95	CPA

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Ref	Format	Polarity	Description	2004/05 Out turn	2004/05 Quartile	2005/06 Out turn	2005/06 Quartile	3rd Quarter (Oct - Dec) Cumulative	Trend	On Target?	2006/07 Target	Priority
Housing												
BVPI 183a	Weeks	Low	The average length of stay in bed & breakfast accommodation which include dependent children or a pregnant woman are unintentionally homeless	2	Upper Mid	4.45	Lower	4.9	↓	✗	6	CPA BVPI DoT
BVPI 183b	Weeks	Low	The average length of stay in hostel accommodation which include dependent children or a pregnant woman are unintentionally homeless	0	Upper	0	Upper	0	↔	✓	0	CPA BVPI DoT
BVPI 184a	%	Low	The proportion of local authority dwellings which were non-decent at the start of the financial year.	Not Collected	Unavailable	Not Collected	Unavailable	Unavailable	Not Applicable	Not Applicable	Not Set	BVPI DoT
BVPI 202	Number	Low	The number of people sleeping rough on a single night within the area of the local authority	2	Upper Mid	2	Upper Mid	1	↑	✓	2	BVPI
BVPI 203	%	Low	The percentage change in the average number of families placed in temporary accommodation.	15.15	Lower Mid	-10.53	Upper Mid	7	↓	✗	-5	CPA BVPI DoT
BVPI 213	%	High	Number of households who considered themselves as homeless, who approached the local housing authority's housing advice service	New in 2005/06	Unavailable	3	Upper Mid	2.75	↑	✗	4	BVPI
BVPI 214	%	Low	Percentage of households accepted as statutorily homeless who were accepted as statutorily homeless by the same Authority within the last 2 years	3	Unavailable	2.21	Lower Mid	1.3	↑	✓	1.9	CPA BVPI
BVPI 62	%	High	The proportion of unfit private sector dwellings made fit or demolished as a direct result of action by the local authority	7.29	Upper	7.61	Unavailable	Annual Only	Not Applicable	Not Applicable	Not Set	CPA
BVPI 63	Number	High	The average SAP rating of local authority-owned dwellings.	Not Collected	Unavailable	Excluded	Unavailable	Unavailable	Not Applicable	Not Applicable	Not Set	BVPI DoT
BVPI 64	Number	High	Number of non-local authority-owned vacant dwellings returned to occupation or demolished during the financial year as a direct	65	Upper	187	Upper	121	↓	✓	60	CPA BVPI DoT
H18	%	Low	Percentage of total private sector homes vacant for more than 6 months	0.69	Upper	1.89	Unavailable	Annual Only	Not Applicable	Not Applicable	1.92	CPA

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Ref	Format	Polarity	Description	2004/05 Out turn	2004/05 Quartile	2005/06 Out turn	2005/06 Quartile	3rd Quarter (Oct - Dec) Cumulative	Trend	On Target?	2006/07 Target	Priority
Planning												
BVPI 106	%	High	Percentage of new homes built on previously developed land	68.8	Lower Mid	91	Upper Mid	91	↔	✓	60	CPA BVPI
BVPI 109a	%	High	Percentage of major applications determined within 13 weeks	42.68	Lower	43.1	Lower	75	↑	✓	60	CPA BVPI DoT
BVPI 109b	%	High	Percentage of minor applications determined within 8 weeks	42.78	Lower	81.04	Upper Mid	83.14	↑	✗	90	CPA BVPI DoT
BVPI 109c	%	High	Percentage of 'other' applications determined within 8 weeks	59.53	Lower	87.04	Lower Mid	92.98	↑	✓	88	CPA BVPI DoT
BVPI 111	%	High	Satisfaction of applicants with planning service	77	Upper Mid	77	Unavailable	76	↓	✗	88	CPA BVPI
BVPI 200a	Yes/No	High	Did the local planning authority submit the Local Development Scheme (LDS) by 28th March 2005 and thereafter maintain a 3-year	No	Unavailable	Yes	Unavailable	Yes	↔	✓	Yes	CPA BVPI
BVPI 200b	Yes/No	High	Has the local planning authority met the milestones which the current Local Development Scheme (LDS) sets out?	Yes	Unavailable	No	Unavailable	No	↔	✗	Yes	CPA BVPI
BVPI 200c	Yes/No	High	Did the Local Planning Authority publish an annual monitoring report by December of the last year?	New for 2005/06	Unavailable	Yes	Unavailable	Yes	↔	✓	Yes	BVPI
BVPI 204	%	Low	The number of planning appeal decisions allowed against the authority's decision to refuse on planning applications, as a percentage	20.6	Upper	27.4	Unavailable	17.65	↑	✓	21	CPA BVPI DoT
BVPI 205	%	High	The local authority's score against a 'quality of planning services' checklist.	88.9	Upper	100	Upper	100	↔	✓	100	CPA BVPI DoT
BVPI 219a	Number	High	Total number of conservation areas in the local authority area.	New in 2005/06	Unavailable	13	Unavailable	13	↔	✓	13	BVPI
BVPI 219b	%	High	Percentage of conservation areas in the local authority area with an up to date character appraisal.	New in 2005/06	Unavailable	30.77	Upper Mid	30.77	↔	✗	38.46	BVPI
BVPI 219c	%	High	Percentage of conservation areas with published management proposals.	New in 2005/06	Unavailable	23.08	Upper	23.08	↔	✓	23.07	BVPI
E2Ja	%	High	% of major planning applications within 13 weeks - June to June	Not Collected	Unavailable	56.6	Unavailable	75	↑	Not Applicable	Not Set	CPA

Appendix 2

Ref	Format	Polarity	Description	2004/05 Out turn	2004/05 Quartile	2005/06 Out turn	2005/06 Quartile	3rd Quarter (Oct - Dec) Cumulative	Trend	On Target?	2006/07 Target	Priority
E2Jb	%	High	% of minor planning applications within 8 weeks - June to June	Not Collected	Unavailable	79.72	Unavailable	83.14	↑	Not Applicable	Not Set	CPA
E2Jc	%	High	% of other planning applications within 8 weeks - June to June	Not Collected	Unavailable	87.83	Unavailable	92.98	↑	Not Applicable	Not Set	CPA
E39	%	Low	% of brownfield land that is derelict (NLUD)	2	Upper Mid	44.5	Lower	Unavailable	Not Applicable	Not Applicable	0	CPA
Social Services (Adults)												
BVPI 195	%	High	For new older clients (that is over 65 years of age), the average of (i) the percentage where the time from first contact to be	89.6	Upper	87	Upper	87.2	↑	✗	91	BVPI
BVPI 196	%	High	For new older clients, the percentage for whom the time from completion of assessment to provision of all services in the care	86.7	Upper Mid	83	Lower Mid	83	↔	✗	85	BVPI
BVPI 201	Number	High	The number of adults and older people receiving direct payments at 31st march per 100,000 population aged 18 years or over (age	169	Upper	183	Upper	205	↑	✗	215	BVPI
BVPI 53	Number	High	Households receiving intensive home care per 1,000 population aged 65 or over.	12.1	Lower Mid	12.1	Unavailable	11.8	↓	✗	13.5	BVPI
BVPI 54	Number	High	Older people helped to live at home per 1,000 population aged 65 or over.	126.83	Upper	128	Upper	127	↓	✗	131	BVPI
BVPI 56	%	High	Percentages of items of equipment delivered and adaptations made within 7 working days.	Qualified	Unavailable	92	Upper	88.4	↓	✗	92.2	BVPI
Social Services (Children)												
BVPI 161	%	High	The percentage of those young people who were looked after on 1 April in their 17th year (aged 16), who were engaged in education	0.57	Lower	0.71	Lower Mid	0.64	↓	✗	0.84	BVPI
BVPI 162	%	High	The percentage of child protection cases which were reviewed regularly, out of those cases which should have been reviewed during the year	100	Upper	96	Lower	97.9	↑	✗	100	BVPI
BVPI 163	%	High	The number of children who ceased to be looked after during the year as a result of the granting of an adoption or special guar	11.1	Upper	7.2	Lower Mid	5.4	↓	✗	11.6	BVPI

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Appendix 2

Ref	Format	Polarity	Description	2004/05 Out turn	2004/05 Quartile	2005/06 Out turn	2005/06 Quartile	3rd Quarter (Oct - Dec) Cumulative	Trend	On Target?	2006/07 Target	Priority
BVPI 197	%	Low	Percentage change in number of conceptions amongst 15 – 17 year olds. Against 1998 baseline	-0.5	Lower	-18.7	Upper	Unavailable	Not Applicable	Not Applicable	-24.7	BVPI DoT
BVPI 49	%	Low	Stability of placements of children looked after by the authority by reference to the percentage of children looked after on 31	7.97	Upper	13.2	Unavailable	13.4	↓	✗	8	BVPI
BVPI 50	%	High	The percentage of young people leaving care aged 16 or over with at least one GCSE at Grade A* – G or a GNVQ.	55	Upper Mid	64.3	Upper	Unavailable	Not Applicable	Not Applicable	70	BVPI
Social Services (Cross Cutting)												
BVPI 198	%	High	The number of drug users in treatment per thousand head of population aged 15-44 (separate from PAF A60)	51.4	Upper Mid	6.7	Unavailable	Unavailable	Not Applicable	Not Applicable	10.9	BVPI
BVPI 225	%	High	The purpose of this BVPI is to assess the overall provision and effectiveness of local authority services designed to help vict	New in 2005/06	Unavailable	72.7	Unavailable	72.7	↔	✗	81.8	CPA BVPI
Transport												
BVPI 100	Days	Low	Number of days of temporary traffic controls or road closure on traffic sensitive roads caused by road works per km of traffic	0.1	Upper	12.2	Lower	Unavailable	Not Applicable	Not Applicable	5.5	BVPI
BVPI 103	%	High	Satisfaction with passenger transport information	57	Lower	Not Collected	Unavailable	66	Not Applicable	Not Applicable	Not Set	CPA BVPI
BVPI 104	%	High	Satisfaction with bus services	61	Upper	Not Collected	Unavailable	64	Not Applicable	Not Applicable	Not Set	CPA BVPI
BVPI 165	%	High	The percentage of pedestrian crossings with facilities for disabled people, as a proportion of all crossings in the local authority area	15.03	Lower	32.7	Lower	Unavailable	Not Applicable	Not Applicable	50	CPA BVPI
BVPI 178	%	High	The percentage of the total length of rights of way in the local authority area, that are easy to use by the general public.	56.7	Lower	72.1	Lower Mid	76.98	↑	✓	75	CPA BVPI DoT
BVPI 187	%	Low	Percentage of the category 1, 1a and 2 footway network where structural maintenance should be considered.	11	Upper	5	Upper	Annual Only	Not Applicable	Not Applicable	8	CPA BVPI
BVPI 215a	Days	Low	The average number of days taken to repair a street lighting fault, which is under the control of the local authority.	New in 2005/06	Unavailable	5	Lower Mid	Annual Only	Not Applicable	Not Applicable	7	BVPI
BVPI 215b	Days	Low	The average time taken to repair a street lighting fault, where response time is under the control of a DNO.	New in 2005/06	Unavailable	26.68	Lower Mid	Annual Only	Not Applicable	Not Applicable	35	BVPI

Appendix 2

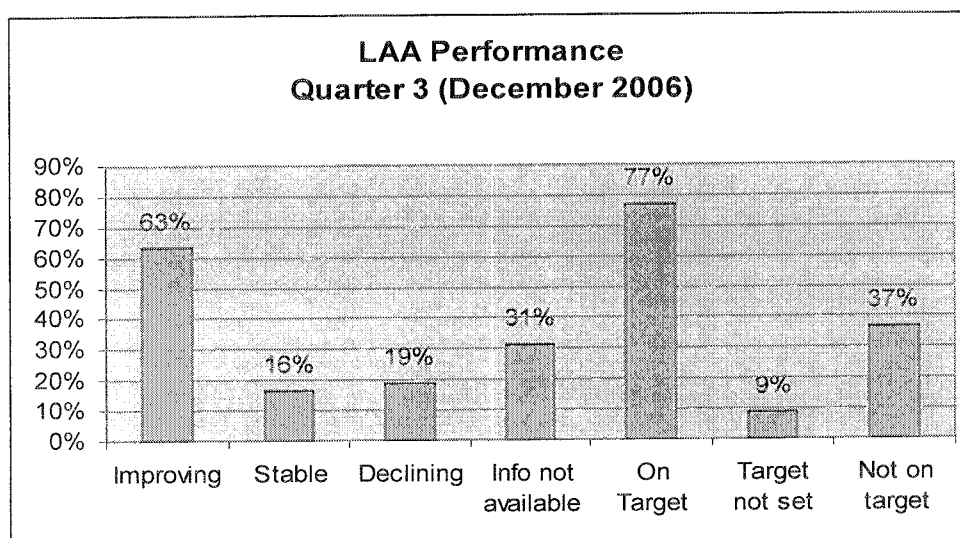
Ref	Format	Polarity	Description	2004/05 Out turn	2004/05 Quartile	2005/06 Out turn	2005/06 Quartile	3rd Quarter (Oct - Dec) Cumulative	Trend	On Target?	2006/07 Target	Priority
BVPI 223	%	Low	Percentage of the local authority principal road network where structural maintenance should be considered.	New in 2005/06	Unavailable	11.65	Unavailable	Annual Only	Not Applicable	Not Applicable	11.7	BVPI
BVPI 224a	%	Low	Percentage of the non-principal classified road network where maintenance should be considered.	New in 2005/06	Unavailable	16.04	Unavailable	Annual Only	Not Applicable	Not Applicable	15.7	CPA BVPI
BVPI 224b	%	Low	Percentage of the unclassified road network where structural maintenance should be considered.	5.94	Unavailable	7.26	Unavailable	Annual Only	Not Applicable	Not Applicable	10	CPA BVPI
BVPI 97a	%	Low	Condition of non-principal classified roads - the percentage of the network with negative residual life	7.42	Upper	Not Collected	Unavailable	Unavailable	Not Applicable	Not Applicable	6.6	CPA BVPI
BVPI 99a(i)	%	Low	Number of people killed or seriously injured (KSI) in road traffic collisions.	121	Upper Mid	97	Upper Mid	90	↑	✓	98	CPA BVPI
BVPI 99a(ii)	%	Low	Percentage change in the number of people killed or seriously injured (KSI) in road traffic collisions since the previous year.	8	Lower	-19.8	Upper	-7.2	↓	✓	0	BVPI
BVPI 99a(iii)	%	Low	Percentage change in the number of people killed or seriously injured (KSI) in road traffic collisions since the 1994-98 average	-25.8	Upper Mid	-40.1	Upper Mid	-44.8	↑	✓	-39.9	CPA BVPI DoT
BVPI 99b(i)	%	Low	Number of children (aged under 16 years) killed or seriously injured (KSI) in road traffic collisions.	34	Lower	25	Lower Mid	21	↑	✓	24	BVPI
BVPI 99b(ii)	Number	Low	Percentage change in the number of children (aged under 16 years) killed or seriously injured (KSI) in road traffic collisions	-5.6	Lower Mid	-26.5	Upper	-16	↓	✓	-4	BVPI
BVPI 99b(iii)	%	Low	Percentage change in the number of children killed or seriously injured (KSI) in road traffic collisions since the 1994-98 average	-26.1	Lower Mid	-45.7	Upper Mid	-54.3	↑	✓	-47.8	BVPI
BVPI 99c(i)	Number	Low	Road accident casualties all people slightly injured	1225	Lower Mid	1139	Lower Mid	1011	↑	✓	1083	CPA BVPI
BVPI 99c(ii)	%	Low	Road accident casualties all people slightly injured - percentage change over the previous year	7.2	Lower	-7	Upper Mid	-11.3	↑	✓	-5	BVPI
BVPI 99c(iii)	%	Low	Road accident casualties all people slightly injured - percentage change over the 1994-98 average	2.8	Lower	-4.4	Lower Mid	-15.2	↑	✓	-9.1	CPA BVPI DoT

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Appendix 2

Ref	Format	Polarity	Description	2004/05 Out turn	200405 Quartile	2005/06 Out turn	200506 Quartile	3rd Quarter (Oct - Dec) Cumulative	Trend	On Target?	2006/07 Target	Priority
E1	Text	High	Progress with local transport plan	Fair	Unavailable	Fair	Unavailable	Good	↑	Not Applicable	Not Set	CPA
E19	Text	Low	Intervention by the Secretary of State under traffic management act powers.	No	Unavailable	No	Unavailable	Unavailable	Not Applicable	Not Applicable	No	CPA

LSP Performance – Local Area Agreement

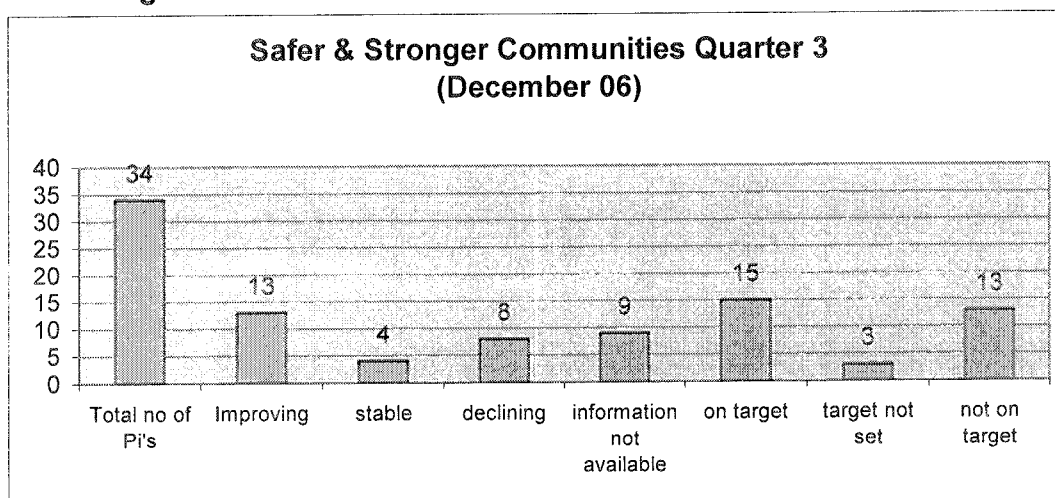


Total no of PI's	Improving	Stable	Declining	Info not available	On Target	Target not set	Not on target
115	50	13	15	34	62	7	30

There are 115 performance indicators contained within the Local Area Agreement. From this, there is no information available yet for 34 of the indicators. This is in part due to the annual residents survey, and in part around the development and establishing of baselines, with a target of 2006/7 for completion.

Of the indicators where information is available, 77% are on target and 37% are not on target. 63% of indicators are improving, 16% remain stable with a further 19% showing decline in performance.

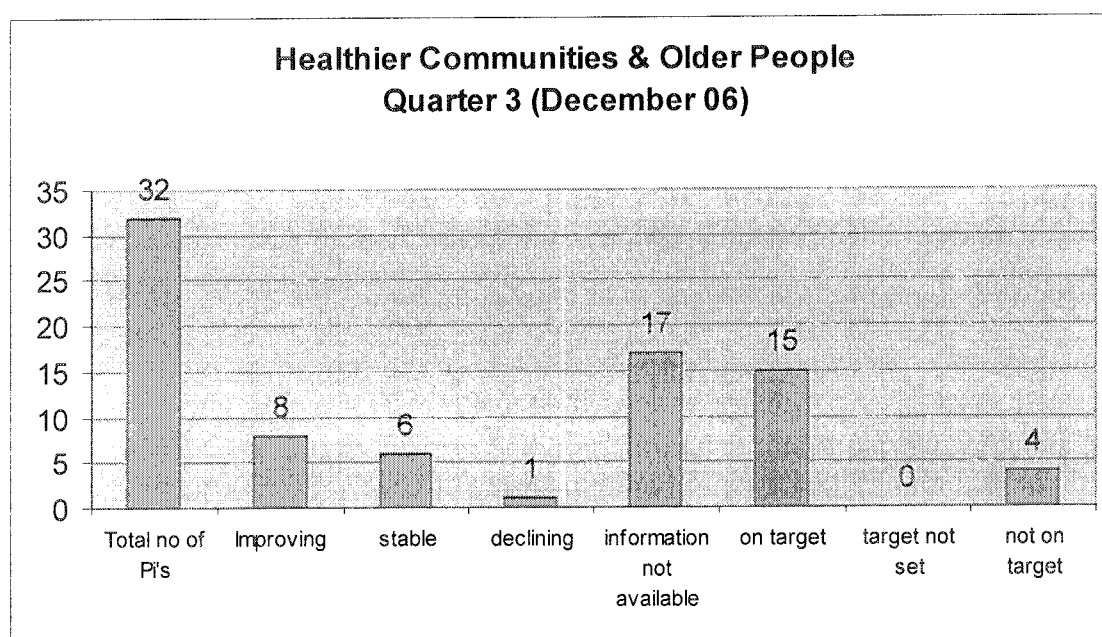
Safer & Stronger Communities



Currently, there are 15 indicators on target, 13 indicators not on target, 3 targets not set.

Information is not available at this point in the year in relation to progress against a number of targets that are measured using an annual resident survey, which is expected March 2007. Only two indicators cannot be collected during 2006/07 due to delays in implementing the hate crime reporting system, although this is expected for April 2007. The responsibility for delivery sits with the Inclusive Communities Thematic Partnership.

Health & Older People



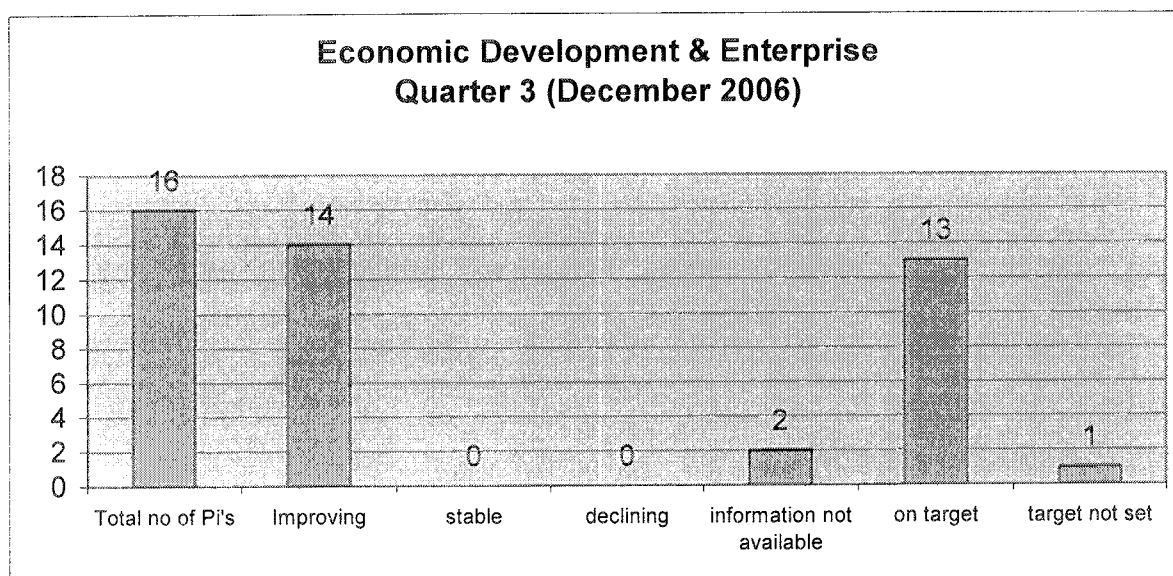
Currently, there are 15 indicators on target, and 4 indicators not on target.

Within this block, there are a number of indicators that are measured through the annual residents survey, which is not available for update until March 2007.

Overall, performance has remained stable between quarters 2 and 3. There are two indicators that as yet are not measurable around the improved level of support for older people with mental health and the target for 2006/7 of establishing a baseline is not set to be achieved.

However, performance around the number of people completing the Healthy Exercise and Lifestyle Programme (HELP), a structured programme of nutrition, weight management and exercise is set to exceed the challenging target identified by 2007/8, with performance standing at 632 people completing HELP, resulting in an increase of 387 disability adjusted life years.

Economic Development & Enterprise

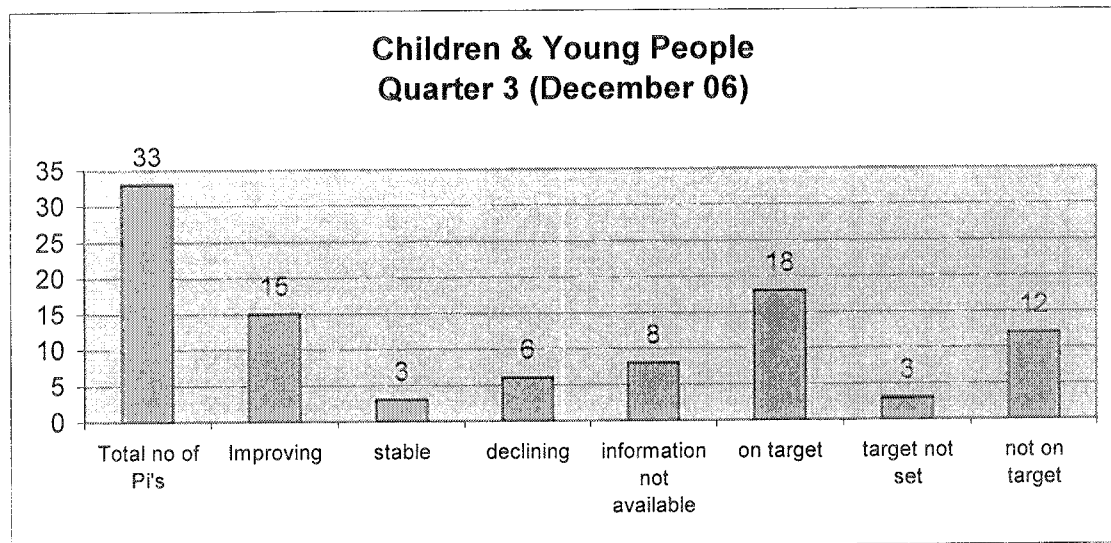


Currently, there are 13 indicators on target, with no target set for one indicator.

The Partnership has recognised that economic inactivity is a key issue in relation to addressing worklessness and as a result, have agreed a stretch target within the second Local Public Service Agreement to support 400 residents into sustained employment. First updates have demonstrated that we are on target to achieve this.

A number of the indicators identified in the Local Area Agreement are available on an annual basis. Although the number of VAT registrations has declined over the last few years the number of de-registrations has also declined resulting in net stock increasing from 4020 in 2003 to 4115 in 2005 achieving the 50 net increase target that has been set for each year. Employment rates in Sunderland are below the national average, nevertheless the Labour force survey highlights that the rate has increased slightly over a period of years to 69.7% at March 2006.

Children & Young People

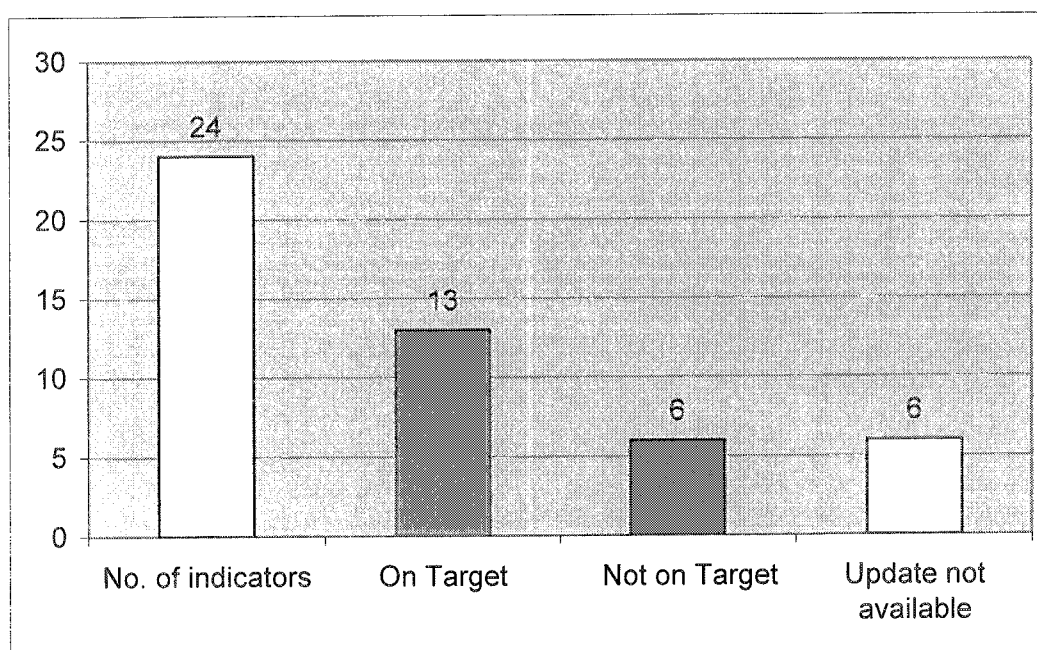


Currently, there are 18 indicators on target, 12 indicators not on target and 3 targets not set.

The teenage conception rate (aged 15-17 years) in the City has seen a significant reduction of 18.7% since the baseline period 1998-2000, which equates to 51.3 per 1,000 population. Whilst still higher than national and regional averages, there has been marked reduction in teenage conception figures.

In relation to the number of supported housing placements available for teenage parents, the target for 2006/07 is to increase places from current number of 8 to 13 places. It is expected this figure will remain at 8. In order to increase capacity / places available, the Sunderland Housing Strategy would need to prioritise young teenage parents for this type of provision. It is worth noting that between now and March 2007 the Supporting People Team, in conjunction with the Housing Options Team, are undertaking a social exclusion review. This client group falls within that review and it will be expected, depending on demand and need, that extra places for teenage parents will be delivered within the city. It is expected that this target will therefore be met and possibly exceeded by 2009. Additionally, the Teenage Pregnancy Board has agreed funding to commission a piece of work that will identify needs etc of accommodation for young parents

2. LOCAL PUBLIC SERVICE AGREEMENT 2



No. of indicators	On Target	Not on Target	Update not available
24	13	6	5

1. The Local Public Service Agreement 2 (LPSA) contains 12 key outcome areas, with 25 associated indicators. Of these 25 targets, there are 13 which are on target, 6 which are not currently on target and 6 waiting for update information.
2. For the 6 areas not on target, remedial action will be picked up through the ongoing performance monitoring. These should be treated with caution at this point in the year due to fluctuations in performance during quarters 3 and 4. A full risk assessment will be undertaken at the year end.

Areas not currently on Target
The % of girls achieving 5+ A*-C GCSEs (or equivalent) less the % of boys achieving 5+A*-C GCSEs (or equivalent)
The % of girls achieving level 5 or above in English at Key Stage 3, less the % of boys achieving level 5 or above in English at Key Stage 3
To reduce the number of people accepted as homeless in Sunderland through increased homeless prevention work
The speed at which graffiti, reported to the Council, is removed
The number of young people who reoffend within 24 months as measured by YOT cohort data
The number of Looked After Children who have been in care for 12 months and have offended

3. A more detailed report on LPSA2 progress, including financial information, is being presented to EMT following the Performance Clinic.

CABINET MEETING – 29 MARCH 2007

EXECUTIVE SUMMARY SHEET – PART I

Title of Report:

Corporate Risk Profile

Author(s):

City Treasurer

Purpose of Report:

The report is to inform Cabinet of the updated Corporate Risk Profile, amendments that have taken place, and seek Cabinet's endorsement to the recommendations set out in the Profile.

Description of Decision:

Cabinet is asked to note the updated Corporate Risk Profile, the amendments which have taken place, and to endorse the recommendations set out in the profile.

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

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

Suggested reason(s) for Decision:

To ensure that the major risk issues the Council faces are being actively managed.

Alternative options to be considered and recommended to be rejected:

There are no alternative options.

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

Is it included in the Forward Plan? No

Relevant Review Committee:

Not Applicable - but the report will also be considered by the Audit and Governance Committee.

CORPORATE RISK PROFILE

Report of the City Treasurer

1. Purpose of the Report

- 1.1 The report is to inform Cabinet of the updated Corporate Risk Profile, amendments that have taken place, and seek Cabinet's endorsement to the recommendations set out in the Profile.

2. Description of Decision

- 2.1 Cabinet is asked to note the updated Corporate Risk Profile, the amendments which have taken place, and to endorse the recommendations set out in the profile.

3. Background

- 3.1 Risk Profiling is systematic risk identification and evaluation process designed to provide an organisation with a clear focus on the major risk issues it faces. The Profile will identify measures to assist in ensuring those risks are managed; appropriate opportunities are taken advantage of; targets are achieved and service delivery improved.
- 3.2 The outline risk issues contained within the latest Corporate Risk Profile were presented as part of the Risk Management Policy Statement and Strategy Report to Cabinet in July 2005. The Profile reflected the substantial changes and challenges the Council faces in its ambitious agenda for the future. A further report on a review of the Corporate Risk Profile was presented to Cabinet in September 2006. This report contains details of the latest review carried out on the Profile.

4. Current Position

- 4.1 The Corporate Risk Management Group has carried out 3 major reviews of the Risk Profile in October 2005, March 2006 and October 2006, the latest review having been ratified by the Corporate Risk Management Group at it's meeting in December 2006.

- 4.2 The latest robust review again confirmed that the Corporate Risk Profile reflected the major risks facing the Council. However, within individual areas, issues evolve and develop and new or amended actions have been recommended to ensure successful management of these issues. A small number of changes have been made to the Risk Profile as previously reported in September 2006 and these are all included in Appendix 1. A copy of the current Profile is also attached at Appendix 2.
- 4.3 The major Changes to the Profile were the addition of a new risk issue "Compliance with Section 17 of the Crime and Disorder Act 1998" and the promotion of a previous subset risk – Capacity – to an issue in it's own right. No other new risks were identified although a number of new actions were identified in relation to the previously recorded risks.
- 4.4 Additionally three risks were rescored to reflect their relative priority at the time of the review. These were Creating Inclusive Communities and Management of Unplanned Absence which were given a relatively high priority rating (from a medium category); and Implementing and Monitoring the Council's responsibilities under the Civil Contingencies Act which was given a relatively low priority rating (from a medium rating).

5. Reason for the Decision

- 5.1 To ensure that the major risk issues the Council faces are being actively managed.

6. Alternative Options

- 6.1 There are no alternative options to this report.

7. Background Papers

- 7.1 Cabinet Report July 2005 Risk Management Policy Statement and Strategy Report.
- 7.2 Cabinet Report September 2006 Corporate Risk Profile

Appendix 1

Major Changes to Corporate Risk Profile

New Risks

Risk ID 29 Compliance with Section 17 of the Crime and Disorder Act 1998

This was added to reflect the Council's need to further improve its overall performance in this area in line with the external consultant's report. Additionally the Safer Communities Manager is now a member of the Corporate Risk Management Group.

Risk ID 8 Capacity to successfully deliver a diverse portfolio of projects / programmes to meet strategic objectives

This particular risk had previously been subsumed as a part of Risk ID 4, Delivery of Transformation Agenda. However the Group believed that, given current pressures and the still developing role of the Programme and Project Office, this issue should be reflected as a single risk.

Re-titled Risks

Risk ID 6 Determining and establishing the organisational structure to ensure the successful delivery of Children's Services now Embedding the organisational structure and governance to ensure the successful delivery of Children's Services. The change is to reflect the developing nature of the risk.

Re-scored Risks

Risk ID 10a Failure to Create Inclusive Communities

Risk ID 10a Failure to achieve diversity within the Council

Risk ID 13 Management of Unplanned Absence

These risks were moved from a relative priority of medium to high to reflect their current relative importance to the Council (and their possible importance in relation to the CPA inspections)

Risk ID 26 Implementation and Monitoring of the Council's responsibilities under the Civil Contingencies Act

This risk was reduced from a relative priority of medium to low to reflect the progress the Council as a whole has made.

CORPORATE RISK PROFILE

APPENDIX 2

REVIEW AND RECOMMENDATIONS OF CORPORATE RISK MANAGEMENT GROUP OCTOBER 2006

Risk ID:	1. Effective Delivery of the Sunderland Strategy LAA (incorporating LPSA2)		Relative Priority:	HIGH
Risk Issue:	Failure to deliver the Sunderland Strategy LAA			
Controls	Recommendations	Timescale	Responsibility	
• All targets within the Sunderland Strategy and LAA to be included in Corporate Improvement Plan and are monitored by the Performance team. These performance reports are scrutinised by Cabinet, EMT, Partnership Board, GONE, the AUDIT COMMISSION and CPA.	1.1 All targets within LAA to be included in corporate improvement plan and monitored by the Performance team	COMPLETE	Head of Corporate Policy & Performance Improvement / All Directors	
	1.2 Above targets to include Local Public Service Agreements. There are 12 key targets with £8 million performance grants attached (3 year agreement 08\09 before receive money)	COMPLETE	Head of Corporate Policy & Performance Improvement / All Directors	
	1.3 Sunderland Strategy and LAA to be refreshed for 2007 - Action plan to be developed that will refocus the priorities to reflect the changing agenda. It will include Every child Matters, Community Cohesion and Place Shaping. Ensure Alignment with the Image Strategy	Dec 2007	Head of Corporate Policy / LSP Coordinator / Head of Children's Services	
	1.4 Address issues surrounding governance and service arrangements, teams, performance targets, and funding.	June 2007	Chief Executive / Head of Corporate Policy / All Directors	
	1.5 Use of the Community and Voluntary sector to continue to develop the Community Development Strategy	Ongoing – review March 2007	Director CCS / Head of Corporate Policy / LSP Coordinator/ All Directors / LSP Board	

CORPORATE RISK PROFILE

	1.6 Complete Community Development Strategy and implement recommendations.	Feb 2007	Director CCS / Head of Corporate Policy / LSP Coordinator/ All Directors / LSP Board
	1.7 LSP and Thematic Groups to develop Risk Registers	Ongoing – review March 2007	Head of Corporate Policy / LSP Coordinator / Thematic Leads
	1.8 Continue to liaise closely with public sector partners to ensure the erosion of co-terminus boundaries, their internal restructuring and possible regionalisation does not have a detrimental effect on the services provided, including standards, and any targets / initiatives that have been set	Ongoing – review March 2007	Head of Corporate Policy / LSP Coordinator / Thematic Leads
	1.9 Develop a Delivery Strategy for the use of Performance Grants	April 2007	Chief Executive / Head of Corporate Policy
Strategic Priority Links: SP1; SP2; SP3; SP4: SP5; SP6; SP7; SP8 (See Appendix 1 for details)			
Corporate Improvement Objective Links: CI01; CI02; CI03; CI04			

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CORPORATE RISK PROFILE

Risk ID:	2. To achieve higher performance across the Council judged by CPA and JAR		Relative Priority:	HIGH
	Risk Issue:	Failure to achieve and maintain higher performance		

Controls	Recommendations	Timescale	Responsibility
<p>• CPA & JAR Inspection process: The Council has developed a CPA Action Plan and is also monitoring its progress against this plan.</p> <p>• Well established and experienced 'performance improvement' team in place that provides support, challenge, advice and guidance on all activities including consultation, performance information, performance review, self assessment and support to external inspection and audit work to all parts of the Council.</p> <p>• Generally robust procedures for collecting/recording data and for using this data to calculate BVPI's (national criteria) and also a range of local performance indicators.</p>	2.1 Prepare and plan for corporate assessment & JAR	ongoing	All Directors
	2.2 Ensure actions in CPA road map are delivered to appropriate timescales	Subject to quarterly review	All Directors
	2.3 Measure local perception of services, success and improvements via BVPI user satisfaction surveys alongside Mori and Community Spirit	ongoing	Head of Performance Improvement
	2.4 Introduce new performance management system with consideration to the issues surrounding the proposal of data warehousing (i.e. conform to SAP model or install stand alone system?)	March 2007	Head of Performance Improvement
	2.5 Assess cultural readiness of council to enable performance improvement interviews to be undertaken	Sept 2007	Deputy Chief Executive
	2.6 Continue to develop and improve the performance reporting structure	July 2007	Head of Performance Improvement
	2.7 Develop Performance Management capacity and ensure it adds value to the LSP and thematic partnerships	June 2007	Head of Performance Improvement
	2.8 Gershon has to be linked to transformation agenda to improve value for money in service delivery	Ongoing – review March 2007	Deputy Chief Executive
	2.9 Communication plan to bring CPA/JAR awareness to 14,500 staff	COMPLETE	Head of Performance Improvement / Children's Services Directorate / EMT / City Treasurer
Strategic Priority Links: SP1; SP2; SP3; SP4: SP5; SP6; SP7; SP8			
Corporate Improvement Objective Links: CI01; CI02; CI03; CI04			

CORPORATE RISK PROFILE

Risk ID:	3. Effective Delivery and Promotion of Regeneration Activity	Relative Priority:	HIGH
Risk Issue:	Ineffective delivery or promotion of regeneration activity		

Controls	Recommendations	Timescale	Responsibility
• ARC Delivery Plan	3.1 Monitor ARC Delivery Plan	Ongoing – review March 2007	Chief Executive / Director of Development & Regeneration
	3.2 ARC Exit Strategy to be developed - to include capacity of Council to deliver outstanding ARC projects	Ongoing – review March 2007	Chief Executive / Director of Development & Regeneration
	3.3 Planning Standards Authority BV109C. Position to be monitored	July 2007	Director of Development & Regeneration
	3.4 Port:		Director of Development & Regeneration
	3.4.1. Ensure timescales for appointment of partners are adhered to regarding delivery of Port services and use of estate	June 2007	Director of Development & Regeneration
	3.4.2. Ensure role of the Port and its estate is taken into account in regional strategy and any other appropriate policies	June 2007	
	3.4.3 Due diligence programme successfully completed	COMPLETED	
	3. Development of a new Regeneration Strategy for the city (to include housing and cultural issues) and incorporate clear links between different regeneration areas	Ongoing – review March 2007	Director of Development & Regeneration
3.6 Consider the integration of the Regeneration Strategy with the Community Strategy	Ongoing – review March 2007	Assistant Chief Executive / Director of Development & Regeneration / Head of Corporate Policy	

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CORPORATE RISK PROFILE

Strategic Priority Links: SP1; SP3; SP4: SP5; SP7; SP8

Corporate Improvement Objective Links: CI03; CI04

CORPORATE RISK PROFILE

Risk ID:	4. Delivery of the Transformation Agenda	Relative Priority:	HIGH
Risk Issue:	Unsuccessful delivery of Transformation Agenda		
Controls	Recommendations	Timescale	Responsibility
• External specialist consultants retained to review and appraise the potential approaches and to put forward a preferred option and scope of Transformation Agenda.	4.1 Develop action plan	Ongoing – review March 2007	Chief Executive / EMT
	4.2 Develop strategies for: • Customer Service + Access Strategy • Social Inclusion Strategy • Neighbourhood management strategy • Community Development Strategy	Ongoing – review March 2007	Chief Executive / Deputy Chief Executive / All Directors
	4.3 Develop a programme Plan that includes the following cultural issues: • Readiness to change • Capacity to change • Alignment with the Image Strategy	Ongoing – review March 2007	Chief Executive / Deputy Chief Executive / All Directors
	4.4 Issues to consider: • Failure to appoint • Wrong brief • Failure to successfully utilise and promote a full understanding of any partners in delivering the transformation agenda	COMPLETE	Deputy Chief Executive
	4.5 Transformation Agenda Risk Profile to be delivered	Ongoing – review March 2007	Deputy Chief Executive / All Directors
Strategic Priority Links: SP2; SP4: SP5; SP6; SP7; SP8 Corporate Improvement Objective Links: CI01; CI02; CI03; CI04			

CORPORATE RISK PROFILE

Risk ID:	6. Embedding the organisational structure and governance arrangements to ensure successful delivery of Children's Services	Relative Priority:	HIGH
Risk Issue:	Failure to embed the new structure and governance arrangements		
Controls	Recommendations	Timescale	Responsibility
<ul style="list-style-type: none"> Children's and Young Persons Plan developed. CLST appointed. Children's Trust Board has been established. Posts to POG level appointed. Heads of service plans in place. Team plans are being developed. Remaining structure will be confirmed during January 2007. 	6.1 Children's and Young Persons Plan to be completed by December 05. New Director in place from November 05 Structure in place by Sept 2006	COMPLETE	Director of Children's Services / City Treasurer / Head of ICT
	6.2 Ensure budgetary issues are addressed, including funding possible ICT requirements	COMPLETE	Director of Children's Services / City Treasurer / Head of ICT
	6.3 Ensure schools are fully engaged to achieve outcomes of the Children's Service	COMPLETE	Director of Children's Services / City Treasurer / Head of ICT
	6.4 Prepare for Joint Area Review – (January to May 2007)	COMPLETE	Director of Children's Services / City Treasurer / Head of ICT
	6.5 Ensure transparent links exist between Children's Trust and Sunderland Strategy - Addressed through Local Area Agreements	COMPLETE	Director of Children's Services
	6.6 Ensure the Children's Services Trust Board actively involved in the delivery of the Strategy	COMPLETE	Director of Children's Services / Head of Corporate Policy

CORPORATE RISK PROFILE

	6.7 Ensure change management processes are in place to integrate staff and systems successfully, including external partners Sub Action Embed Change Management	March 2008	Director of Children's Services / Head of Corporate Policy
	6.8 Model of future provision to be agreed between Chief Executive of Connexions and Director of Children Services	March 2007	Director of Children's Services / Corporate Head of Personnel
	6.9 Ensure sustainability for short term funding	March 2008	Director of Children's Services / Connexions Chief Executive
	6.10 Determining and establishing the organisational structure to ensure successful delivery of Children's Services	COMPLETE	Director of Children's Services
	6.11 Develop a Risk Management Action Plan for the Children's Trust	Ongoing – review March 2007	Director of Children's Services
Strategic Priority Links: SP1; SP2; SP4; SP6; SP7; SP8			
Corporate Improvement Objective Links: CI01; CI02; CI03; CI04			

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Risk ID:	8. Capacity to successfully deliver a diverse portfolio of projects / programmes to meet strategic objectives		Relative Priority:	HIGH
Risk Issue:	Lack of capacity to successfully deliver a diverse portfolio of projects / programmes to meet strategic objectives			
Controls	Recommendations	Timescale	Responsibility	
Establishment of the 'Programme and Project Office' Council wide adoption of Prince2 methodology	Issues to consider 8.1. Capacity of the council to successfully deliver a diverse portfolio of projects 8.2. Successful introduction and full understanding of the role of the Project and Programme office 8.3. Effective implementation of Prince 2 Project methodology for all relevant projects	Ongoing – review March 2007	Deputy Chief Executive / All Directors	
Strategic Priority Links: SP1; SP2; SP3; SP4; SP5; SP6; SP7; SP8				
Corporate Improvement Objective Links: CI01; CI02; CI03; CI04				

CORPORATE RISK PROFILE

Risk ID: 9. Adequacy and security of ICT infrastructure		Relative Priority:	MEDIUM
Risk Issue: Inadequate ICT infrastructure and security			
Controls	Recommendations	Timescale	Responsibility
• Network Replacement Plan • BS ISO/IEC 27001:2005 • Business continuity planning • Procurement process takes into account BCM • RM template takes account of the ICT risks in Partnership Working	9.1 Network Replacement Plan progress to be regularly reviewed and relevant issues communicated to stakeholders	Ongoing – review March 2007	Corporate Head of ICT / All Directors
	9.2 Issues to be identified in Corporate Improvement Plan	COMPLETE	Head of ICT / All Directors
	9.3 BS ISO/IEC 27001:2005 or its principles to be considered for adoption by all Directorates / Council	March 2007	EMT
	9.4 Greater communication to directorates of the risks to Information Security through constant developments in computer viruses, spy-ware etc	Ongoing – review March 2007	Corporate Head of ICT
	9.5 Continue to improve quality of Business Continuity Management planning at Corporate / Directorate level to lessen impact of ICT service interruption	Ongoing – review March 2007	Development & Regeneration Directorate / All Directors
	9.6 Ensure procurement process takes into account BCM	Ongoing – review March 2007	Corporate Procurement Manager
	9.7 Review BCM for SAP	Ongoing – review March 2007	EMT / Head of ICT
	9.8 Ensure use of RM template to take account of the ICT risks in Partnership Working	COMPLETE	Corporate Head of ICT
	9.9 Proactive involvement in improvement programme	Ongoing – review March 2007	Head of ICT

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	9.10 Direct community engagement using ICT	Ongoing – review March 2007	Head of ICT
	9.11 Compliance project to address any security, data reliability, software, hardware, processes and controls, system continuity etc	Ongoing – review March 2007	Head of ICT
	9.12 Assess future systems acquisitions to permit co-operative working with partnership working including Risk Management	Ongoing – review March 2007	Head of ICT
	9.13 Assess and communicate Audit Commission ICT Security and Information Governance Survey results.	Ongoing – review March 2007	Head of ICT
	9.14 Implement best practice ICT Service Delivery & Support Management processes	Ongoing – review March 2007	Head of ICT
Strategic Priority Links: SP6; SP7			
Corporate Improvement Objective Links: CI01; CI02; CI04			

CORPORATE RISK PROFILE

Risk ID:	10a. Creating Inclusive Communities	Relative Priority:	HIGH
Risk Issue:	Failure to create inclusive communities		
Controls	Recommendations	Timescale	Responsibility
• Community cohesion working group set up under the umbrella of the local strategic partnership (LSP); its membership comprises representatives from Council, religious groups, university, SHG and job centres.	10a.1 Develop a Community Intelligence model to collate information on Diversity held by different Organisations	Ongoing – review March 2007	Director of Development & Regeneration / All Directors / Asst. Chief Executive
	10a.2 City wide Racist incident reporting system (wider than the Council scheme)	May 2007	Director of Development & Regeneration / All Directors / Asst. Chief Executive
	10a.3 Develop a Refugee Integration programme	Ongoing – review March 2007	Director of Development & Regeneration / All Directors / Asst. Chief Executive
	10a.4 Raise race and cultural awareness	Ongoing – review March 2007	Director of Development & Regeneration / All Directors / Asst. Chief Executive
	10a.5 Address staffing matters and manage issues around final NRF funding	Ongoing – review March 2007	Director of Development & Regeneration / All Directors / Asst. Chief Executive

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	10a.6 Ensure roles and responsibilities are agreed between the Director of Development and Regeneration and Assistant Chief Executive	Ongoing – review March 2007	Director of Development & Regeneration / All Directors / Asst. Chief Executive
	10a.7 Develop and implement the Community Cohesion Action Plan	Sept 2007	Director of Development & Regeneration / All Directors / Asst. Chief Executive
Strategic Priority Links: SP1; SP2; SP4; SP5; SP6; SP7; SP8			
Corporate Improvement Objective Links: CI01; CI02; CI03; CI04			

CORPORATE RISK PROFILE

APPENDIX 2

Risk ID:	10b. Creating Inclusive Communities	Relative Priority:		HIGH
Risk Issue:	Failure to achieve Diversity within Council Services			
Controls	Recommendations	Timescale	Responsibility	
• Council's Race, Disability and Gender Equality Schemes	10b.1 Adhere to changing Equality Law: <ul style="list-style-type: none">• Existing laws such as Race Equality• Changing laws such as disability and gender• Future laws such as age, sexual orientation and religion	March 2007	Director of Development & Regeneration / All Directors / Asst. Chief Executive	
	10b.2 Ensure that Equality issues are covered in the following: <ul style="list-style-type: none">• Impact Needs Risk Assessment (INRAs)• Consultation• Monitoring• Procurement• Contract Management• Service planning• Personnel	March 2007	Director of Development & Regeneration / All Directors / Asst. Chief Executive / Corporate Procurement Manager	
	10b.3 Ensure Level 3 of the Equality Standard is achieved	Sept 2007	Director of Development & Regeneration / All Directors / Asst. Chief Executive	
	10b.4 Ensure we are able to respond to validation systems as they are developed	Sept 2007	Director of Development & Regeneration / All Directors / Asst. Chief Executive	
Strategic Priority Links: SP1; SP2; SP4: SP5; SP6; SP7; SP8				
Corporate Improvement Objective Links: CI01; CI02; CI03; CI04				

CORPORATE RISK PROFILE

Risk ID:	12. Pay and Conditions - Single Status / Equal Pay/ Pensions etc	Relative Priority:	HIGH
Risk Issue:	Unsuccessful management of pay and conditions		
Controls	Recommendations	Timescale	Responsibility
• Single Status Project Plan • Job evaluation carried out	12.1 Identify and manage all issues relating to phase 1 of single status	Ongoing – review March 2007	Corporate Head of Personnel / All Directors
	12.2 Ensure a full understanding and a fluid action plan is developed to meet the current and future implications of the implementation of Phase 2 of Single Status, taking into account the lessons learnt in Phase 1	Ongoing – review March 2007	Corporate Head of Personnel / All Directors
	12.3 Develop the service redesign project to meet the needs of customers as changes may provide opportunities to move staff out of protected posts	Ongoing – review March 2007	Corporate Head of Personnel / All Directors
	12.4 Review issues around Pensions and fixed term contracts e.g. NRF	Ongoing – review March 2007	Corporate Head of Personnel / All Directors
	12.5 Revisit the 'parked' part 3 changes for all Green Book (GB) staff	Ongoing – review March 2007	Corporate Head of Personnel / All Directors
Strategic Priority Links: SP1			
Corporate Improvement Objective Links: CI01; CI02; CI03			

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Risk ID:	13. Management of unplanned absence	Relative Priority:	HIGH
Risk Issue:	Increase in unplanned absence		
Controls	Recommendations	Timescale	Responsibility
<ul style="list-style-type: none">• Targets to reduce the rate of unplanned absence• Absence Management Policy• CARE LINE• Occupational Health Unit• Stress Management Standard• Employee Survey• Business Continuity Plans	13.1 Continue to reduce the rate of unplanned absence by a variety of approaches and ensure successful initiatives are highlighted	Ongoing – review March 2007	Corporate Head of Personnel / All Directors
	13.2 Ensure employees understand the importance of a work/life balance, incentives and the management approach	Ongoing – review March 2007	Corporate Head of Personnel / All Directors
	13.3 Ensure all managers are given appropriate skills and training to manage this risk issue and the position is monitored	Ongoing – review March 2007	Corporate Head of Personnel / All Directors
	13.4 Ensure appropriate training/ guidance is undertaken for the introduction of the new HR/Payroll system to produce accurate information to extract all possible business benefits, including contribution efficiency savings	July 2007	Corporate Head of Personnel / All Directors
	13.5 Risk register to be reviewed for HR/ Payroll project	March 2007	Corporate Head of Personnel / All Directors
	13.6 Failure to appoint Occupational Health Doctor. Alternative solutions being considered e.g. collaboration with other Councils	Ongoing – review March 2007	Corporate Head of Personnel
	13.7 HSE Stress Management standard to be implemented. Report sent to EMT	March 2007	Corporate Head of Personnel / Health & Safety Manager

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	13.8 Directorates to analyse employee satisfaction survey and respond accordingly	COMPLETE	All Directors
	13.9 Ensure Business Continuity Management plans in place at Directorate level	COMPLETE	All Directors / Director of Development & Regeneration
Strategic Priority Links: SP1; SP2; SP3; SP5			
Corporate Improvement Objective Links: CI01; CI02; CI03; CI04			

CORPORATE RISK PROFILE

Risk ID:	14. Effectiveness/ delivery of the Housing Development Strategy	Relative Priority:	MEDIUM
Risk Issue:	Failure to deliver Housing Development Strategy		
Controls	Recommendations	Timescale	Responsibility
• Regional Spatial Strategy • Housing Strategy	14.1 Continue to influence Regional Spatial Strategy	Ongoing – review March 2007	Director of Development & Regeneration / Head of Housing
	14.2 Strategic Housing Forum to be set up and relations with members to be developed	COMPLETED	Director of Development & Regeneration / Head of Housing
	14.3 Housing Strategy continues to be developed	Ongoing – review March 2007	Director of Development & Regeneration / Head of Housing
	14.4 Ensure SHG are delivering in line with Council plans and relationship and continues to be productive	Ongoing – review March 2007	Director of Development & Regeneration / Head of Housing
	14.5 Continue to monitor position re homelessness and take appropriate action. B&B action plan to be implemented	Ongoing – review March 2007	Director of Development & Regeneration / Head of Housing
	14.6 Ensure capacity to deliver service and to develop the Home Improvement Agency	Ongoing – review March 2007	Director of Development & Regeneration / Head of Housing

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Strategic Priority Links: SP1; SP2; SP3; SP4; SP5; SP7; SP8

Corporate Improvement Objective Links: CI01; CI03; CI04

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Risk ID:	15. Adult Services – Modernisation agenda	Relative Priority:		HIGH
Risk Issue:	Failure to manage Modernisation Agenda			
Controls	Recommendations	Timescale	Responsibility	
•Modernisation Agenda • Risk Management plan in place for the Modernisation Programme • Ongoing review of Adult Services and the Partnership Risk Registers	15.1 Determine the future of Adult Services as a Directorate (Now resolved)	March 2007	Deputy Chief Executive / Head of Adult Services / City Treasurers	
	15.2 Manage implications of the modernisation agenda	Ongoing – review March 2007	Deputy Chief Executive / Head of Adult Services / City Treasurers	
	15.3 Identify and manage the issues stemming from any restructures amongst Partners e.g. Health Service in terms of boundary changes and priorities	Ongoing – review March 2007	Deputy Chief Executive / Head of Adult Services / City Treasurers	
	15.4 Manage future demands on Adult Care Budget issues include increased demand, modernisation agenda, Extra Care Schemes	Ongoing – review March 2007	Deputy Chief Executive / Head of Adult Services / City Treasurers	
	15.5 Manage capacity issues in the private sector	Ongoing – review March 2007	Deputy Chief Executive / Head of Adult Services / City Treasurers	
	15.6 Fair access to Care issues	Ongoing – review March 2007	Deputy Chief Executive / Head of Adult Services / City Treasurers	

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Strategic Priority Links: SP2; SP3; SP4; SP6; SP8

Corporate Improvement Objective Links: CI01; CI02; CI03; CI04

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Risk ID:	17. BSF - funding, project management and development	Relative Priority:	HIGH
Risk Issue:	Inadequate project/ programme management		
Controls	Recommendations	Timescale	Responsibility
<ul style="list-style-type: none"> Project Board also established (comprising Leader of Council, Education Portfolio Holder, Chief Executive, Director of Education, City Treasurer and City Solicitor) Project Plan 	17.1 Prepare expressions of Interest applications to DfES re Academies	COMPLETE	Director of Children's Services
	17.2 Procurement options paper to be produced for consideration by the project board	Ongoing – review March 2007	Director of Children's Services
	17.3 Shadow Education Leadership Board (ELB) to be established	Ongoing – review March 2007	Director of Children's Services
	17.4 Terms of Reference and Constitution paper for ELB to be drafted in conjunction with legal advisors for consideration	COMPLETE	Director of Children's Services
	17.5 Redraft Strategic Business Case to reflect Academies and other developments since its original submission to DfES in July 2005	Dec 2006	Director of Children's Services
	17.6 Progress production of Outline Business Case (including procurement strategy)	Dec 2006	Director of Children's Services
	17.7 Develop proposals for an Open Day (provisionally June 2006) to re-engage with private sector potential partners and communicate BSF Education Vision to a wider audience	Ongoing – review March 2007	Director of Children's Services
	17.8 Revise Project Resource Plan	Dec 2006	Director of Children's Services
	17.9 Agree funding following meeting with Steve Avis DfES Finance Manager and continue to consider affordability of the proposed programme	Oct 2006	Director of Children's Services
	17.10 Review timetable for delivery	Ongoing – review March 2007	Director of Children's Services

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	17.11 Address the risks to both the Council and the project	Ongoing – review March 2007	Director of Children's Services
Strategic Priority Links: SP1; SP2; SP5; SP6; SP7; SP8			
Corporate Improvement Objective Links: CI01; CI03; CI04			

CORPORATE RISK PROFILE

Risk ID:	19. Management of external funding		Relative Priority:	MEDIUM
Risk Issue:	Inadequate management of external funding			
Controls	Recommendations	Timescale	Responsibility	
<ul style="list-style-type: none"> Guidance issued by City Treasurer Technical services group within the City Treasurers provide advice and guidance 	19.1 Ensure appropriate exit strategies are in place for funding streams that are coming to an end including expectations of continuing service delivery	Ongoing – review March 2007	All Directors / Corporate procurement Manager	
	19.2 Prioritise management of external funding to meet Corporate objectives	Ongoing – review March 2007	All Directors / Corporate procurement Manager	
Strategic Priority Links: SP1; SP2; SP3; SP4; SP5; SP6; SP7; SP8				
Corporate Improvement Objective Links: CI01; CI02; CI03; CI04				

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Risk ID:	20. Capital Strategy, linked to efficient service and delivery mechanisms	Relative Priority:	HIGH
Risk Issue:	Failure to link capital strategy to service delivery		
Controls	Recommendations	Timescale	Responsibility
• Capital Strategy Group. • Strategic Property Review. • Asset Management Plan	20.1 Greater focus on Strategic Asset Management to be continued including: • Capital Strategy Group • Strategic Property Review • Asset Management Pan	Ongoing – review March 2007	Deputy Chief Executive / Director of Development & Regeneration / head of land & Property
	20.2 Ensure communication between responsible parties for above	Ongoing – review March 2007	Deputy Chief Executive / Director of Development & Regeneration / head of land & Property
	20.3 Ensure continued communication with other local Public Sector partners and others re efficient use of assets	Ongoing – review March 2007	Deputy Chief Executive / Director of Development & Regeneration / head of land & Property
	20.4 Ensure successful utilisation of any partners in progressing the the Transformation Agenda.	Ongoing – review March 2007	Deputy Chief Executive / Director of Development & Regeneration / head of land & Property

CORPORATE RISK PROFILE

	20.5 Ensure appropriate contribution to achievement of Gershon efficiency savings	Ongoing – review March 2007	Deputy Chief Executive / Director of Development & Regeneration / head of land & Property
	20.6 Continue to emphasise, recognise and drive the direct link between this issue and delivering Strategic Change and transformation agenda.	Ongoing – review March 2007	Deputy Chief Executive / Director of Development & Regeneration / head of land & Property
Strategic Priority Links: SP1; SP3; SP4; SP7			
Corporate Improvement Objective Links: CI01; CI03; CI04			

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CORPORATE RISK PROFILE

Risk ID:	21. Implementation of a strategic approach to procurement to achieve strategic objectives		MEDIUM
Risk Issue:	Failure to implement an appropriate strategic approach		
Controls	Recommendations	Timescale	Responsibility
• Procurement Strategy / Major Procurement Process	21.1 Ensure implementation of Procurement Strategy	Ongoing – review March 2007	City Treasurer / Corporate Procurement Manager / All Directors
	21.2 Identify and manage risks re Procurement Partnerships – new Code of Practice now issued	Ongoing – review March 2007	City Treasurer / Corporate Procurement Manager / All Directors
	21.3 Review process to ensure Procurement timescales are responsive to requirements - ongoing	Ongoing – review March 2007	City Treasurer / Corporate Procurement Manager / All Directors
	21.4 Ensure system is flexible to allow Council to take advantage of time limited economies - ongoing	Ongoing – review March 2007	City Treasurer / Corporate Procurement Manager / All Directors
	21.5 Ensure staff are aware of pre-selected tendering via G Cat – to be added to new CPRs – which are in draft	Ongoing – review March 2007	City Treasurer / Corporate Procurement Manager / All Directors

CORPORATE RISK PROFILE

	21.6 Ensure Gershon efficiencies targets are achieved - ongoing	Ongoing – review March 2007	City Treasurer / Corporate Procurement Manager / All Directors
Strategic Priority Links: SP1; SP2; SP5; SP7			
Corporate Improvement Objective Links: CI01; CI02; CI03			

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Risk ID:	22. Implementation of Partnership Code of Practice	Relative Priority:	MEDIUM
Risk Issue:	Unsuccessful implementation		

Controls	Recommendations	Timescale	Responsibility
• Code of Practice	22.1 Adoption of Code of Practice on Partnerships	March 2007	City Treasurer / Corporate Procurement Manager / All Directors
	22.2 Review of Code of Practice - review to include a robust definition of a strategic partnership	Ongoing Review March 2007	City Treasurer / Corporate Procurement Manager / All Directors
	22.3 Directorates to identify major partnerships - On-line Partnership Register in place	Ongoing – review March 2007	City Treasurer / Corporate Procurement Manager / All Directors
	22.4 Continue programme of developing Risk Registers for partnerships - all council risks are to be identified for 'Significant Partnerships'	Ongoing – review March 2007	City Treasurer / Corporate Procurement Manager / All Directors
Strategic Priority Links: SP1; SP2; SP3; SP4: SP5; SP6; SP7; SP8			
Corporate Improvement Objective Links: CI01; CI02; CI03; CI04			

CORPORATE RISK PROFILE

Risk ID:	23. Secure management of information/ data and legislative compliance	Relative Priority:	MEDIUM
Risk Issue:	Breach of legislation		
Controls	Recommendations	Timescale	Responsibility
<ul style="list-style-type: none"> Information Governance Policy and Strategy The Council has produced its FOI publication scheme 	i) Information Governance Policy and Strategy roles to be implemented	Ongoing – review March 2007	City Solicitor / All Directors
	ii) Retention schedules to be agreed and implemented by Directorates	Ongoing – review March 2007	City Solicitor / All Directors
	iii) Data quality to be reviewed and improved where appropriate	Ongoing – review March 2007	All Directors
	iv) Review Archiving facilities and the costs associated with data storage and outsourcing	Ongoing – review March 2007	City Solicitors
Strategic Priority Links: SP4: SP5			
Corporate Improvement Objective Links: CI03			

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Risk ID:	25. Governance arrangements	Relative Priority:	LOW
Risk Issue:	Failure of governance arrangements		
Controls	Recommendations	Timescale	Responsibility
<ul style="list-style-type: none"> Local Code of Corporate Governance Corporate Governance Review carried out annually Corporate Governance Steering Group 	<p>i) Corporate Governance and Internal Control to be integrated in Corporate Improvement Plan and reported 1/2 yearly – progress re Governance Action Plan is covered in this way.</p> <p>ii) Directors to ensure that performance reporting measures are in place, and are relevant and effective within their own Directorates to allow monitoring of their own governance arrangements. – no particular concerns across the Council</p> <p>iii) Directorate Annual returns to be simplified – To be introduced for 2006/2007 review.</p> <p>iv) Directors to specifically consider the risk of fraud and corruption</p>	<p>March 2007</p> <p>Ongoing – review March 2007</p> <p>March 2007</p> <p>April 2007</p>	<p>Chief Executive / Corporate Governance Steering Group</p> <p>Chief Executive / Corporate Governance Steering Group</p> <p>Chief Executive / Corporate Governance Steering Group</p> <p>Chief Executive / All Directors</p>
Strategic Priority Links: SP1; SP2; SP3; SP4; SP5; SP6; SP7; SP8			
Corporate Improvement Objective Links: CI02; CI03; CI04			

CORPORATE RISK PROFILE

Risk ID:	26. Implementation and monitoring of the Council's responsibilities under the Civil Contingencies Act	Relative Priority:	Low
Risk Issue:	Council fails its responsibility under Civil Contingencies Act to (a) produce a Major Incident Plan (b) produce a Business Continuity Plan		
Controls	Recommendations	Timescale	Responsibility
<ul style="list-style-type: none"> Major Incident plan in place supported by Corporate Group. Corporate Group has been established and templates have been produced to assist directorates to complete business continuity plans 	26.1 Continue to support work of Major Incident Plan Group	Ongoing – review March 2007	Director of Development & Regeneration / All Directors
	26.2 Development & Regeneration team to ensure effective BCM plans are developed and in place given the importance of this subject in the CPA “use of resources”	Aug 2006	Director of Development & Regeneration / All Directors
	26.3 Overarching Corporate Business Continuity Plan to be reviewed	Feb 2007	Director of Development & Regeneration / All Directors
Strategic Priority Links: SP1; SP7			
Corporate Improvement Objective Links: CI03; CI04			

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Risk ID:	27. Effective regional representation	Relative Priority:	LOW
Risk Issue:	Failure to achieve the benefits of effective regional representation		
Controls	Recommendations	Timescale	Responsibility
• Regional representation	27.1 Continue to identify and take opportunities on regional representative bodies	Ongoing – review March 2007	Chief Executive / All Directors
	27.2 Continue to respond as a Council to issues / consultation from national and regional bodies	Ongoing – review March 2007	Chief Executive / All Directors
	27.3 Take into account the possible regionalisation of Police; Fire Authorities and restructure of NHS	Ongoing – review March 2007	Chief Executive / All Directors
Strategic Priority Links: SP1; SP3; SP4: SP5; SP7; SP8			
Corporate Improvement Objective Links: CI03; CI04			

CORPORATE RISK PROFILE

Risk ID:	28. Financial Pressures			
Risk Issue:	Failure to manage financial pressures		Relative Priority:	LOW
Controls	Recommendations	Timescale	Responsibility	
<ul style="list-style-type: none"> • FM Strategy • FMS system • Budgetary process within the Council, including monitoring 	i) Future budgetary constraints to be taken into consideration when reviewing strategic objectives	Ongoing – review March 2007	City Treasurer/ All Directors	
	ii) Identification of and agreement of efficiency targets for 1. Specific corporate projects 2. Directorate targets	Ongoing – review March 2007	City Treasurer/ All Directors	
	iii) Service policy reviews are conducted to achieve cost reductions where appropriate	Ongoing – review March 2007	City Treasurer/ All Directors	
	iv) Continue to implement FMS system to assist in the achievement of business benefits and support 1 to 3 above	Ongoing – review March 2007	City Treasurer/ All Directors	
Strategic Priority Links: SP1; SP2; SP3; SP4; SP5; SP6; SP7; SP8				
Corporate Improvement Objective Links: CI01; CI02; CI03; CI04				

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Risk ID:	29. Compliance with Section 17 of the Crime and Disorder Act 1998	Relative Priority:	MEDIUM
Risk Issue:	Failure to comply fully with section 17 of the Crime and Disorder Act		

Controls	Recommendations	Timescale	Responsibility
<ul style="list-style-type: none"> • Comprehensive review of compliance across the Council • Corporate Section 17 Improvement Plan developed • Individual, tailored training session provided for managers in each Directorate • Lead Officer in Safer Communities Team nominated to monitor compliance and provide support 	i) Ensure the Council's responsibilities under Section 17 are communicated and implemented across the Council.	Oct 2006	Head of Performance Improvement / Director of Development & Regeneration
	ii) Monitor delivery of Improvement Plan actions and relevant BVPIs and send progress reports to EMT	Ongoing – review March 2007	Director of Development & Regeneration / Head of Corporate Communications / EMT
	iii) Undertake evaluation of Directorate training sessions and identify any further training needs	Dec 2006	Director of Development & Regeneration / Head of Corporate Communications / EMT
	iv) Ensure training has been cascaded throughout Directorates	Dec 2007	Director of Development & Regeneration / Head of Corporate Communications / EMT

CORPORATE RISK PROFILE

	v) Develop and implement briefing bulletin/induction process for all staff	Feb 2007	Head of Regeneration / Head of Performance Improvement
	vi) Identify improvement actions where support may be required to deliver	Jan 2007	Head of Regeneration / Head of Performance Improvement
	vii) Monitor compliance with core Section 17 responsibilities	Feb 2007	Head of Performance Improvement / Director of Development & Regeneration
Strategic Priority Links: SP1; SP4: SP5; SP6; SP7; SP8			
Corporate Improvement Objective Links: CI01; CI02; CI03; CI04			

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Appendix 1

Glossary

Strategic Priorities:

- SP1: Creating a prosperous City
- SP2: Extending cultural opportunities
- SP3: Improving the quality choice and range of housing
- SP4: Improving health and social care
- SP5: Reducing crime and the fear of crime
- SP6: Raising standards and increasing participation in learning
- SP7: Developing an attractive and accessible City
- SP8: Creating inclusive communities

Corporate Improvement Objectives:

- CI01: Delivering Customer Focussed Services
- CI02: People Development and Being 'One Council'
- CI03: Efficient and Effective Council
- CI04: Improving Partnership Working to Deliver 'One City'

EXECUTIVE SUMMARY SHEET – PART I

Title of Report:**CIVIL CONTINGENCIES ACT 2004 – AGENCY AGREEMENT****Author(s):**

City Solicitor

Purpose of Report:

This report outlines a proposed Agency Agreement between the five Tyne and Wear Councils and the Tyne and Wear Fire and Rescue Authority in relation to the discharge of duties and responsibilities under the Civil Contingencies Act 2004. The purpose of the report is to seek members' approval to the execution of the proposed Agreement by Sunderland City Council.

Description of Decision:

Cabinet is asked to agree that Sunderland City Council enter into an Agency Agreement with Tyne and Wear Fire and Rescue Authority in relation to the provision of a civil contingencies service under the Civil Contingencies Act 2004.

Is the decision consistent with the Budget/Policy Framework?***Yes/No****If not, Council approval is required to change the Budget/Policy Framework****Suggested reason(s) for Decision:**

In its 2005/6 cross-cutting Audit "Responding to the Civil Contingencies Act", the Audit Commission noted that the TWFA Emergency Planning Unit has helped co-ordinate the approach to emergency planning, which has facilitated a consistent approach across the locality. It was also recommended that, in order to further enhance the achievements made so far in preparedness for civil contingencies, the five local authorities which fund the Emergency Planning Unit should provide it with an indicative three year budget allocation, so as to enable the development of a medium term service and financial plan. This would put the joint arrangements on a more sustainable footing.

The execution of a formal Agency Agreement until 31st March 2010 would help to satisfy the Audit requirements and ensure a continued, integrated, co-ordinated and consistent approach to emergency planning within Tyne and Wear.

Alternative options to be considered and recommended to be rejected:

The only alternative option would be not to enter into the Agency Agreement. This would mean that the functions that were to be undertaken on the Council's behalf by TWFA (being statutory in nature) would have to be undertaken in-house. This would have staffing implications, would not assist in ensuring a consistent and co-ordinated approach to emergency planning across Tyne and Wear and would not help to satisfy the requirements of the 2005/6 Audit.

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

Relevant Review Committee:
Environment and Planning

Is it included in the Forward Plan?
No

CIVIL CONTINGENCIES ACT 2004 – AGENCY AGREEMENT

Report of the City Solicitor

1. Purpose of Report

- 1.1 This report outlines a proposed Agency Agreement between the five Tyne and Wear Councils and the Tyne and Wear Fire and Rescue Authority in relation to the discharge of duties and responsibilities under the Civil Contingencies Act 2004.
- 1.2 The purpose of the report is to seek members' approval to the execution of the proposed Agreement by Sunderland City Council.

2. Description of Decision

- 2.1 Cabinet is asked to agree that Sunderland City Council enter into an Agency Agreement with Tyne and Wear Fire and Rescue Authority in relation to the provision of a civil contingencies service under the Civil Contingencies Act 2004.

3. Background

- 3.1 The Tyne and Wear Fire and Rescue Authority (TWFR) and the five Tyne and Wear Councils are Category 1 Responders for the purposes of the Civil Contingencies Act 2004 ("the Act"), which places duties and responsibilities upon them in relation to civil contingencies.
- 3.2 The Emergency Planning Unit of TWFR has for some time provided an emergency planning service to the five Tyne and Wear Councils. This has helped to ensure an integrated, co-ordinated and consistent approach across all Tyne and Wear authorities in relation to planning for, and response to, civil contingencies.
- 3.3 The service provided was reviewed in the light of the Act, which delivered a new statutory framework for emergency planning, and numerous additional issues and significant changes relating to emergency preparedness and emergency response and recovery within Tyne and Wear were identified. Working in conjunction with an independent appointed person (Mr. T. K. Griffin, the Local Government Association Emergency Planning Consultant, ex-Chief Executive of Suffolk Coastal District Council and former SOLACE Assistant Honorary Officer with responsibility for emergency planning matters) on apportionment of work and associated funding arrangements, proposals were identified which represented an efficient and effective allocation of duties to address all relevant responsibilities.

3.4 At its meeting on 9th November 2005, Cabinet received a report regarding the proposed method for delivering the Council's responsibilities in relation to the Act and the consequential funding implications. It was advised that several meetings between the district councils and the TWFRA Emergency Planning Unit had taken place to decide the most appropriate and cost effective way of delivering the additional duties and that this had resulted in a mixture of service delivery between the local authorities and the TWFRA. Cabinet noted that a new legal agreement would be required to replace the current Memorandum of Understanding and resolved that the proposed method for delivering the Council's responsibilities in relation to the Act and the consequential funding implications be approved.

3.5 It should also be noted that the Chief Executive is now chairing the Local Resilience Forum.

4. Current Position

4.1 It is proposed that a formal Agency Agreement be now entered into between the five Tyne and Wear Councils and TWFRA in relation to the provision of a civil contingencies service by TWFRA to the Councils. The extent of the service to be provided is set out in the Schedule annexed hereto, which describes the respective obligations of TWFRA and the five Councils.

5. Reasons for Decision

5.1 In its 2005/6 cross-cutting Audit "Responding to the Civil Contingencies Act", the Audit Commission noted that the TWFRA Emergency Planning Unit has helped to co-ordinate the approach to emergency planning, which has facilitated a consistent approach across the locality. It was also recommended that, in order to further enhance the achievements made so far in preparedness for civil contingencies, the five local authorities which fund the Emergency Planning Unit should provide it with an indicative three year budget allocation, so as to inform medium term service and financial planning. This would put the joint arrangements on a more sustainable footing.

5.2 The execution of a formal Agency Agreement until 31st March, 2010 would help to satisfy the Audit requirements and ensure a continued, integrated, co-ordinated and consistent approach to emergency planning within Tyne and Wear.

6. Alternative Options

6.1 The only alternative option would be not to enter into the Agency Agreement. This would mean that the functions that were to be undertaken on the Council's behalf by TWFRA (being statutory in nature) would have to be undertaken in-house. This would have staffing implications, would not assist in ensuring a consistent and co-ordinated approach to emergency planning across Tyne and Wear and would not help to satisfy the requirements of the 2005/6 Audit.

7. Relevant Considerations/Consultations

(a) Financial Implications

The proposed costs to the Council which form part of the three year financial plan and which will be payable to the TWFRRA, are as follows:

2007/2008 - £136,555

2008/2009 - £136,555

2009 / 2010 - £136,555

Provision has been included within the Council's revenue budget for these proposed contributions.

(b) Legal Implications

The Council has power to enter into the arrangements proposed. By virtue of Regulation 8 of the Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005, each Category 1 Responder under the Act may make arrangements with another responder for that other responder to perform its duties under Section 2(1) of the Act on its behalf. In addition, under Section 101 of the Local Government Act 1972, a local authority may arrange for the discharge of any of its functions by any other local authority (including a Fire and Rescue Authority). Section 136 of the 1972 Act allows two or more local authorities to make arrangements for defraying any expenditure incurred by one of them in exercising any functions exercisable by both or all of them.

8. Background Papers

- Draft Agreement relating to the provision of a civil contingencies service;
- Report to Tyne and Wear Fire and Rescue Authority, 31 October 2005 – "Civil Contingencies Act 2004";
- Report to Tyne and Wear Fire and Rescue Authority, 13 February 2006 – "Local Authorities' Civil Protection Funding 2006/7";
- Audit Commission Report – "Responding to the Civil Contingencies Act – Tyne and Wear locality – Audit 2005-2006".

SCHEDULE 1

The Service

Introduction

The following schedule is based upon the requirements of the statutory guidance 'Preparing for Emergencies', and the document entitled 'Tyne and Wear CCA Gap Analysis'.

Key: C1 = Category 1 Responder; C2 = Category 2 Responder; LRF = Northumbria Local Resilience Forum

1 General

TWFRA obligations	Councils obligations
1.1 Principal responsibility for undertaking work on behalf of the Councils in connection with 'Emergency Preparedness' statutory guidance (i.e. as identified in the 'CCA Gap Analysis')	Principal responsibility for undertaking work in connection with 'Emergency Response and Recovery' non-statutory guidance
1.2 Horizon scan to be aware of new and/or significantly changed hazards and threats which might affect the locality, and inform Councils so that appropriate actions can be taken and so that risk assessments and plans can be revised accordingly	Respond as necessary to information provided by TWFRA regarding new and /or significantly changed hazards and threats

2 Co-operation

TWFRA obligations	Councils obligations
2.1 Provide an interface through which the Councils are able to engage in the LRF sub group framework	Provide representation on the LRF and where appropriate representatives to support the LRF sub group framework as required
2.2 Whilst LRF General Working Group (GWG) chair: <ul style="list-style-type: none"> develop, maintain and review the framework against which the LRF can assess its effectiveness 	Where Council representative(s) participate in such a sub-group, to represent all Tyne and Wear councils and ensure that all councils are adequately consulted, informed and engaged as appropriate; and that approvals for actions are sought as necessary

<ul style="list-style-type: none"> • <i>manage the review, establishment and work of the LRF subgroups</i> • <i>ensure arrangements are in place to link the LRF with its counterparts at the regional level and with neighbouring Regional Resilience Forums (RRFs)</i> • <i>ensure that voluntary organisations are engaged in the LRF or its sub groups</i> • <i>ensure that all C1s and C2s are effectively engaged with the LRF</i> 	
<p>2.3 Provide staff to Chair/represent the Councils on the agreed LRF sub groups</p> <p>2.4 Ensure the Councils <i>(and other key partners as required)</i> are adequately consulted, informed and engaged as appropriate; and that approvals for actions are sought as necessary</p>	<p>-Provide staff to Chair/represent the Councils on LRF sub groups as agreed;</p> <p>-Ensure the Councils/ TWFR (and other key partners as required) are adequately consulted, informed and engaged as appropriate; and that approvals for actions are sought as necessary</p>
<p>2.5 Co-operation – provide the necessary interface and arrangements to effect cooperation between the Councils and other responders</p> <p>2.6 Facilitate direct and bilateral co-operation between the Councils and other C1s and C2s where appropriate</p>	<p>Fully cooperate with and share information with other responders where necessary through the TWFR</p> <p>-Participate in relevant joint exercises/ training</p>
<p>2.7 Joint Arrangements - undertake joint arrangements on behalf of the Councils as agreed</p> <p>2.8 Monitor, review and validate joint arrangements</p>	<p>Support joint arrangements</p>
<p>2.9 Protocols – develop and maintain formal protocols where required, to support and cement co-operation between C1s</p> <p>2.10 Ensure that any such protocols dovetail with any relevant local, national and regional protocols</p>	<p>Formally endorse protocols</p>
<p>2.11 Mutual Aid – identify where mutual aid agreements are required</p> <p>2.12 Develop mutual aid agreements on behalf of the Councils ensuring such agreements cover</p>	<p>Formally endorse mutual aid proposals</p>

liability, costs and issues associated with plant and personnel	
2.13 Cross border co-operation – liaise on a strategic basis with neighbouring local authorities within the region (and where necessary with adjacent regions)	Liaise and cooperate with local authorities at a local level

3 Information Sharing

TWFRA obligations	Councils obligations
3.1 Establish and maintain a joint website on behalf of the Councils	Support joint website arrangements
3.2 Ensure that full and effective use is made of open source information and that the Councils are advised accordingly	Respond as necessary
3.3 Ensure information is shared with appropriate local partners by informal agreement rather than by formal request	Respond as necessary
3.4 Where formal requests are necessary, ensure that the procedures and templates (guidance Annex 3a & 3b) are observed	Adhere to agreed formal procedures Determine a request for the release of information as appropriate
3.5 Co-ordinate civil protection duties so they are delivered collaboratively as far as is appropriate	Support collaborative arrangements
3.6 Sensitive Information – advise the Councils on the use of sensitive and non-sensitive information, disclosure prohibition, the Governments Protective Marking Scheme and legislative requirements in relation to such information, such as those contained in the Freedom of Information Act etc (Note- Such advice shall be by way of general guidance only and shall not be a substitute for professional legal advice, which the Councils should continue to seek from their own legal advisors).	Ensure relevant Council staff are briefed and show good awareness of what sensitive information is

4 Risk Assessment Duty

TWFRA obligations	Councils obligations
4.1 Represent the councils on the LRF Risk Assessment Working Group (RAWG).	Respond to consultation as required
4.2 Inform Councils of the LRF area risks	Review Council risk assessments (RA's) against the Community Risk Register (CRR)/other C1s' RA's and modify as necessary
4.3 Co-ordinate provision of data from the Councils so as to inform the development of the LRF CRR.	Undertake internal risk assessment work and provide information as appropriate
4.4 Co-ordinate the review and updating of the LRF CRR on behalf of the Councils	Implement a clear process for reviewing and updating internal Council risk assessment work
4.5 Ensure the results of the CRR are used to inform emergency planning, mitigation and TWFRA internal business continuity planning processes	Ensure the results of the CRR are used to inform the Councils' own emergency planning/mitigation and business continuity planning processes
4.6 Arrange for publication of relevant risk assessment data via the appropriate channels including the Tyne and Wear Emergency Planning Unit (TWEPU) website	Endorse proposals as necessary
4.7 Provide a point of contact for the Councils for any ministerial assessments that are subsequently provided	Respond to ministerial assessments if required

5 Emergency Planning

TWFRA obligations	Councils obligations
5.1 Identify, and agree with the Councils, existing plans and procedures that are to be retained	Endorse proposed list as appropriate

	to ensure compliance with the Civil Contingencies Act 2004 (CCA) to prevent, reduce, control or mitigate the effects of an emergency or taking any other action in connection with it (<i>see Appendix 1</i>)	
5.2	<u>Existing Plans/procedures</u> - review and update existing plans and procedures against the requirements of the CCA to ensure they address, as appropriate, at least the matters listed in <i>Appendix 2</i>	Agree work programme proposals as necessary and support the review and update of plans and procedures . Ensure any internal Council plans meet the relevant criteria
5.3	<u>Plan Maintenance</u> : develop plan maintenance procedures to ensure plans are kept up to date in light of revised risk assessments, lessons learned from emergencies and exercises, changes in personnel, and from restructuring and other changes etc	Supply details for plan updates. Observe criteria for any internal plans
5.4	<u>Publication</u> : Arrange for the publication of all or part of plans (or a summary of the risk assessment upon which they are based) as necessary or desirable to help mitigate the effects of an emergency	Endorse publication proposals as appropriate. For any internal Council plans, arrange for the publication of all or part of plans (or a summary of the risk assessment upon which they are based) as necessary or desirable to help mitigate the effects of an emergency
5.5	<u>New Emergency Plans</u> – review and advise Councils of the need for any additional generic, specific, single-agency or multi-agency plans to be prepared to <i>prevent, reduce, control or mitigate the effects of an emergency</i> . Ensure consistency of plan presentation and terminology used Ensure the ‘ <i>cycle of emergency planning</i> ’ and ‘ <i>five steps</i> ’ (CCA Guidance, Figures 5.1 & 5.2) for preparing, exercising and reviewing plans is observed Ensure the Councils accept plans as their stated policy and demonstrate ownership of such documents by requiring ‘sign off’ by key Council decision makers	Jointly agree the lead to take forward the development (and subsequent maintenance, publication, training and exercising) of any new plans Provide input to the planning process Observe standard terminology and plan consistency requirements in Council’s own plans Arrange plan awareness and subsequent plan sign-off by Councils’ key decision makers
5.6	<u>Capabilities programme</u> : co-ordinate	Jointly agree a ‘lead’ to take forward the

<p>Councils' input to Capabilities and Regional Planning groups for Chemical, Biological, Radiological and Nuclear (CBRN), Utilities Group, <i>mass fatalities (tbc)</i>, and the Regional Resilience Forum (RRF) Operations Group.</p> <p>5.7 Arrange Councils' input to Capabilities/ Regional training and exercising events where appropriate</p> <p>5.8 Ensure TWFRA produced CCA plans dovetail with Capabilities/ Regional/other plans as required</p>	<p>development (<i>and subsequent maintenance, publication, training and exercising</i>) of any further Capabilities/Regional etc plans</p> <p>Provide input to plans, training and exercises as required</p> <p>Ensure Council produced plans dovetail with Regional/Capabilities/other plans as required</p>
<p>5.9 <u>Training</u> (1): review and revise all existing Tyne and Wear Central Training Modules against CCA requirements</p>	
<p>5.10 Training (2) Develop additional Central Training Modules for the Councils to deliver and provide support if required.</p>	<p>Arrange/deliver internal training events; arrange rooms/ facilities for training events held in Council premises; maintain internal training records</p>
<p>5.11 Training (3) Undertake a Training Needs Analysis (TNA) of relevant officers in each Council to determine training needs</p>	<p>Respond to TNA results as required</p>
<p>5.12 Training (4) Ensure staff writing and delivering exercises are suitably experienced and qualified</p>	<p>Ensure staff writing and delivering any internal exercises are suitably experienced and qualified</p>
<p>5.13 <u>Exercise/Plan validation mechanisms & audit trails</u>: Develop plan testing, evaluation and maintenance programmes with clear audit trails for TWFRA prepared plans. Ensure plans include specific reference to the exercise programme.</p>	<p>Develop plan testing, evaluation and maintenance programmes with clear audit trails for any internal Council prepared plans. Ensure plans include specific reference to the exercise programme.</p>
<p>5.14 Exercises/tests: for TWFRA prepared plans -</p> <ol style="list-style-type: none"> 1) Arrange regular tests of contact details 2) Arrange exercises to ensure plans are validated 3) Publish post exercise reports with recommendations for TWFRA/Councils to action 	<ol style="list-style-type: none"> 1) Arrange annual tests of plan activation process i.e. control centre set up 2) Arrange regular tests of equipment, & personnel in the use of internal communications equipment 3) Review/implement recommendations in TWFRA/Council post exercise reports

<p>4) Produce an '<i>Implementation Report</i>' within 12 months of the exercise indicating which recommendations have been implemented and how</p> <p>5) Arrange to publish lessons learned through the LRF where relevant</p>	<p>4) Provide information to TWFRA for Exercise '<i>Implementation Reports</i>'</p>
<p>5.15 <u>Callout</u>: ensure there are robust 24/7 callout & response arrangements in TWFRA to support Councils</p>	<p>Ensure there are robust 24/7 callout and response arrangements in each Council</p>
<p>5.16 <u>Vulnerable people</u>: ensure plans have regard to vulnerable people in emergency response situations e.g.</p> <p>a) those with mobility difficulties (<i>inc those with a medical condition, pregnant women and the disabled</i>);</p> <p>b) those with mental health difficulties;</p> <p>c) dependants eg children</p>	<p>Identify and collate data held in existing Council lists/records relating to vulnerable people (<i>subject to Data Protection Act requirements</i>). Ensure access to these lists can be made available at the time of an emergency</p> <p>Arrange translation into different languages; harness existing council public communication mechanisms to promote eg good neighbour messages</p>
<p>5.17 Ensure plans contain provision for evacuating disabled/ less able people and refer to the relevant information sources in Councils</p>	<p>Identify and co-ordinate provision of Councils' special transport for use during an evacuation</p>
<p>5.18 Ensure plans contain arrangements to warn vulnerable people</p>	<p>Identify and co-ordinate existing internal council arrangements to ensure vulnerable people can be adequately warned</p>
<p>5.19 <u>Victims, Survivors, Family and Friends</u>: Ensure relevant plans reflect Councils' arrangements to address the social and psychological needs of these groups</p>	<p>Arrange and ensure Councils' recovery plans contain actions required to accommodate the needs of these groups</p> <p><u>OR</u></p> <p>Jointly agree a 'lead' to take forward the development (and subsequent maintenance, publication, training and exercising) of multi-agency arrangements</p>
<p>5.20 <u>Responder Personnel</u>: ensure the health and safety and welfare needs of TWFRA personnel are properly addressed eg shift patterns, etc.</p>	<p>Ensure the health and safety and welfare needs of Council responder personnel are properly addressed eg shift patterns, rules for exposing personnel to danger etc</p>

6 Business Continuity Management

TWFRA obligations	Councils obligations
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6.1 Provide Business Continuity Management (BCM) advice as required	
6.2 Prepare, maintain, validate and review a TWEPU BCM plan in accordance with the requirements of CCA guidance Chapter 6	Prepare, maintain, validate, and review a Council BCM plan in accordance with the requirements of CCA guidance Chapter 6
6.3 Ensure staff writing plans and preparing /delivering BCM training and exercises are suitably experienced and qualified	Ensure requirements in respect of voluntary organisations involvement in BCM planning training and exercising are met Ensure staff writing plans and preparing/ delivering BCM training and exercises are suitably experienced and qualified

7 Communicating with the Public

TWFRA obligations	Councils obligations
7.1 Consult Councils on proposed publication arrangements	Consider/endorse proposals
7.2 Arrange publication of all/relevant parts or edited/summary versions of plans prepared on behalf of and for the Councils	Arrange publication of all/relevant parts or edited/summary versions of Council risk assessments and internal Councils' plans Arrange eg language translations/ large print versions for elderly as necessary
7.3 Negotiate and propose multi agency arrangements on behalf of the Councils in collaboration with other responders for the joint discharge of functions in respect of warning, informing and advising the public	Endorse proposals as necessary Implement requirements as necessary
7.4 Arrange for appropriate lead responders to be identified for maintaining warning arrangements in respect of particular emergencies; and that handover arrangements in respect of the Councils are clarified as the emergency progresses	In relation to an ongoing emergency; a) consult with the lead responder on a regular basis b) Inform the lead responder of actions taken or proposed in relation to warning, informing and advising the public c) Act as lead responder where agreed d) Access and use Councils' information/arrangements re: vulnerable people (see 5.21 - 5.23 above)

7.5	Ensure protocols are drawn up where necessary	Agree and adopt protocols as appropriate
7.6	Ensure provision is made in regard to warning and informing the public for training and exercises	Participate as required. Consider needs in respect of BCM plans.
7.7	Co-ordinate and arrange Councils' input to multi agency media exercises as required	Participate as required
7.8	Ensure representation of the Councils' views at the Regional Media Emergency Forum (RMEF)	Respond as required
7.9	Represent the Councils on the Emergency Press Officer Group (EPROG)	Respond to issues as required
7.10	Prepare generic advice and material to be available on the TWEPU website	Provide link to TWEPU website from Councils' own websites Publish relevant information using existing Council's newsletters etc. Issue live incident advice during an emergency on Council's own website
7.11	Ensure Freedom of Information (FOI) Publication Scheme requirements are met and reviewed	Ensure FOI Publication Scheme requirements are met and reviewed
7.12	Periodically review and renew public information in light of changing circumstances eg if a plan or risk assessment or plan changes	Periodically review and renew public information in light of changing circumstances eg if a plan or risk assessment or plan changes

8 Advice and Assistance to Business and Voluntary Organisations

TWFRAs obligations		Councils obligations
8.1	Develop 'business continuity management promotion' (BCMP) strategy on behalf of Councils	Agree and support proposals

8.2	Ensure a senior officer is identified and suitably trained for BCMP work	
8.3	Support the delivery of a coherent and coordinated BCMP programme across the LRF area, entering into collaborative arrangements with other C1s/C2s (and other relevant agencies) as required.	Support the delivery of a coherent and coordinated BCMP programme within the LA area consistent with the agreed strategy Provide representative for LRF BCMP Group
8.4	Prepare, maintain and publish a Register of 'competent' BCM Consultants to signpost third party advice	
8.5	Provide specific advice and assistance on a cost recovery basis as required	Provide specific advice and assistance on a cost recovery basis as required
8.6	Develop suitable generic material for issue to business and voluntary organisations that is focussed upon: a) generic disruptions likely to affect a significant part of the community and b) events defined as an emergency in the CCA	
8.7	Ensure a proactive approach to engaging the Small and Medium Enterprises (SME) community (0-250 employees) and identify tangible means of engaging smaller businesses	Facilitation 'reach' to SME's through eg Councils' Economic Development Departments.
8.8	Identify and agree with relevant partners suitable mechanisms for dissemination of BCMP information	
8.9	Ensure elected members and senior officers are brought into the process where necessary	Ensure elected members and senior officers are brought into the process where necessary
8.10	Ensure clear review and evaluation mechanisms are in place	

9 Monitoring and Enforcement (Ch 13)

TWFRAEPU obligations	Councils obligations
9.1 Provide advice to Councils on monitoring and enforcement issues	Have regard to the advice as appropriate
9.2 Assist Councils with Comprehensive Performance Assessment (CPA) preparation as required	Ensure CPA, CCA guidance and and Audit Commission requirements are observed Prepare for CPA inspection

10 Voluntary Sector (Ch 14)

TWFRA obligations	Councils obligations
<p>10.1 <u>Voluntary organisations</u>: ensure that plan development, training and exercise regimes <i>have regard to</i> relevant voluntary organisations.</p> <p>10.2 Ensure plans include effective procedures for alerting or calling out voluntary organisations</p> <p>10.3 Ensure consideration is given to the health and safety needs of volunteers, their proper equipping, training, supervision, and support; and Council liability issues</p> <p>10.4 Ensure plans determine who will organise, manage, brief and debrief volunteers; and that arrangements are in place to ensure volunteers are properly clothed, identified and equipped</p> <p>10.5 Establish a Voluntary sector subgroup of the LRF; and represent the Councils on LRF Northumbria Voluntary Agencies Group (NVAG)</p> <p>10.6 Ensure a record of available local voluntary resources</p>	<p><u>For any internal council plans,</u></p> <p>Ensure that any internal council plan development, training and exercise regimes <i>have regard to</i> certain voluntary organisations; include effective procedures for alert or calling out; consider the health and safety needs of volunteers (eg their proper equipping, training, supervision, and support; and Council liability issues) and ensure plans determine who will organise, manage, brief and debrief volunteers; and that arrangements are in place to ensure volunteers are properly clothed, identified and equipped</p> <p>Endorse arrangements</p> <p>Ensure similar records are kept for any local voluntary groups (eg those involved in the ARF)</p>

11 Non CCA Work

TWFRA obligations	Councils obligations
11.1 Until further agreement, execute the requirements Control of Major Accidents and Hazards (COMAH) and Pipelines legislation	Input as required by TWFRA.

12 Other

TWFRA obligations	Councils obligations
12.1 Regional Resilience Forum - Circulate papers and agendas to Chief Executives and (District Liaison Officers (DLOs)	
12.2 Ensure issues are referred to RRF on behalf of the Councils	
12.3 Local Authority Mobile Incident Control Unit –future provision.	Decision required by DLOs by end of financial year 2006/7 on possible replacement

Optional costed services: Councils may collectively or individually engage TWFRA on additional planning work subject to agreement as to costs and extent of work between the relevant parties

Appendix 1 List of Plans and Procedures

PLANS

1. T&W Major incident Co-ordination Procedures
2. Gateshead Major Incident Plan (MIP)
3. North Tyneside MIP
4. South Tyneside MIP
5. Newcastle MIP
6. Sunderland MIP
7. EPU Business Continuity Management Plan
8. T&W Emergency Centres Operations Guide (<i>in preparation</i>)
9. Contingency Plan for Oil Pollution Countermeasures
10. Temporary Mortuary Plan
11. T&W Generic Flood Emergency Plan
12. T&W Generic Rest Centre Management & Operational Procedures Plan
13. T&W Careline Post-Incident Counselling Service Procedures
14. T&W Emergency Broadcast Arrangements
15. RIMNET (Radiation Incident Monitoring Network) procedures
16. Rabies Plan (to be linked to Capabilities/national Animal Disease Plan)
17. EPU Business Plan
18. EPU Strategic Plan Level 1
19. EPU Strategic Plan Level 2
20. Simon Storage Ltd Off Site Emergency Plan (N. Tyneside, S. Tyneside)
21. Rhodia Pharma Solutions (Dudley) Ltd Off-Site Emergency Plan (N.Tyneside)
22. Shell Oil (UK) Off-Site Emergency Plan (South Tyneside)
SRM Ltd Off-Site Emergency Plans (Solvent Resource Management) (Sunderland): - 2 plans:
23. Hendon Dock off site emergency plan
24. Ocean Terminal off site emergency plan
25. Rohm & Haas (UK) Ltd Off-Site Emergency Plan (S. Tyneside, Newcastle & N. Tyneside)
26. CHEMSON Ltd Off-Site Emergency Plan (North Tyneside)
27. TRANSCO Pipelines Emergency Plan (Sunderland, Newcastle & Gateshead).

PROCEDURES

1. ACCOLC Registration procedures
 2. GTPS lists preparations and registrations
 3. RIMNET Alerting Procedures
 4. National Severe Weather Warning Service (NSWWS) procedures
 5. East Coast Storm Forecasting Service (ECSTWS) procedure
 6. Flood Alert procedures
 7. Aircraft Incident Alert Procedures
 8. Oil Pollution – Shoreline Response Centre activation procedures
 9. Voluntary agencies MOU & activation procedures
 10. Loss of 999 Service (ESLG doc) alert procedures.
 11. Rabies incident notification procedures
 12. TWEVAC activation procedures (Transport Provision)
 13. Cleverdata Emergency Telephone Directory Management Procedure
 14. Partnership Policy procedures
 15. NEIL Activation Procedures (N.E. Information Line)
 16. T&W Civil Emergency Broadcasting Arrangements
 17. T&W Rabies Alert procedures
 18. T&W Careline Scheme & Registration procedures
 19. T&W Central Bedding Store Activation procedures
 20. Crisis Purchasing Scheme procedure
 21. T&W Training Policy procedures
 22. EPU Duty Officer procedures
 23. EPU Incident Officer Procedures
 24. ESLG Road Traffic Collision Procedure- role of LAs
 25. ESLG Cordon Policy
 26. TWEPU website emergency information protocol (under dev)
 27. BRCS Disaster Appeal Scheme
 28. Northumbria Debrief Protocol
 29. BT Linkline Activation procedures
 30. Contingency Telecomms Provision Procedures (i.e. ECN replacement)
 31. T&W EPU/Councils SLA
 32. Military Contact List Updating
 33. *Register of Lead Govt Depts**
 34. *CHEMET scheme activation procedures**
 35. *NAIR Scheme* (*no T&W liaison required)*
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<p>APPENDIX 2 – MATTERS TO BE INCLUDED/ADDRESSED IN EMERGENCY PLANS</p>
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- a) Consistent approach across all planning documents and the terminology used
(5.108)
- b) The policy and procedures that will be followed for the standard cycle of revision and reissue of that plan (*eg as in para's 5.172 - 5.174*)
- c) The procedure to determine whether an emergency has occurred by:
 - identifying the person (title or role) who should determine whether an emergency has occurred;*
 - specifying the procedure which that person should adopt in taking that decision*
 - specifying persons who should be consulted about the decision*
 - specifying the persons who should be informed by the decision*
- d) Any relevant assessment of risk
- e) Provisions for warning, informing and advising the public
- f) Procedures for setting up joint strategic or tactical control centres
- g) The activities of relevant voluntary sector organisations
- h) The roles and responsibilities of teams (e.g. Gold, Silver and Bronze) from within the organisation and from partner organisations;
- i) How their activities are coordinated;
- j) Communications and contact details;
- k) The alerting and mobilising procedures;
- l) The facilities and equipment available, and their locations;
- m) How additional resources may be obtained, if required;
- n) How to support and protect staff;
- o) The crisis management strategy
- p) The development of emergency control centres;
- q) The development of reliable internal communications or information management systems for effective response;
- r) Arrangements to bind private contractors into the emergency plans;
- s) Arrangements to ensure the welfare of staff engaged in response;
- t) Arrangements to ensure that sufficient resources (e.g. human, material, financial) are available when needed.
- u) Signatures by key executives as an indication of acceptance of the plan as that organisation's commitment to the policy document

(Source: 'Emergency Preparedness')

CABINET MEETING – 18TH April 2007

EXECUTIVE SUMMARY SHEET – PART I

Title of Report:

HONORARY FREEDOM OF THE CITY

Author(s):

CHIEF EXECUTIVE AND CITY SOLICITOR

Purpose of Report:

To consider recommending Council formally to confer the Honorary Freedom of the City upon Lord Puttnam of Queensgate, C.B.E.

Description of Decision:

To recommend to Council that: -

- (i) it agrees to the conferring of the Honorary Freedom of the City upon the Right Honourable Lord Puttnam of Queensgate, C.B.E., in accordance with the provisions of Section 249 of the Local Government Act 1972, and
- (ii) authority be given for the Chief Executive in consultation with the Leader of the Council, to agree all appropriate arrangements for the formal ceremony at a special meeting of the Council to be arranged in due course.

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

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

Suggested reason(s) for Decision:

The proposal will formally recognise the outstanding contributions made by Lord Puttnam of Queensgate, C.B.E. to Education, Politics and the Arts and to the well-being and community spirit of the City.

Alternative options to be considered and recommended to be rejected:

No alternative recommendations are submitted for consideration.

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

Is it included in the Forward Plan? No

Relevant Review Committee:

Policy and Co-ordination

HONORARY FREEDOM OF THE CITY

Joint report of the Chief Executive and City Solicitor

1.0 Purpose of Report

- 1.1 To consider recommending Council formally to confer the Honorary Freedom of the City upon Lord Puttnam of Queensgate, C.B.E.

2.0 Description of Decision

- 2.1 To recommend to Council that: -

- (ii) it agrees to the conferring of the Honorary Freedom of the City upon the Right Honourable Lord Puttnam of Queensgate, C.B.E., in accordance with the provisions of Section 249 of the Local Government Act 1972, and
- (ii) authority be given for the Chief Executive in consultation with the Leader of the Council, to agree all appropriate arrangements for the formal ceremony at a special meeting of the Council to be arranged in due course.

3.0 Background

- 3.1 The Council has traditionally honoured those who have made significant contributions to the well-being and community spirit of the City by conferring on them the Honorary Freedom of the City.
- 3.2 Lord Puttnam of Queensgate, C.B.E. is now submitted as a candidate for consideration.

4.0 Lord Puttnam of Queensgate, C.B.E.

- 4.1 Lord Puttnam has been nominated in recognition of his outstanding contributions to Education, the Arts and to the well-being and community spirit of the City.
- 4.2 **Background** - Born in London in 1941, David Puttnam was educated at Minchenden Grammar School and completed his education at evening classes at City & Guilds, London. He began his working life as a photographer's agent and spent a short time in advertising before

moving into film production where he spent 30 years as an award winning independent film producer. He became Chair and Chief Executive Officer of Columbia Pictures; the only non-American ever to run a Hollywood Studio.

- 4.3 He retired from film production in 1998 and focused on his work in education. He served as Chair to the Trustees of the National Teaching Awards, the General Teaching Council, the National Endowment for Science, Technology and the Arts and the National Museum of Photography, Film and Television. He was also Vice President and Chair of Trustees at BAFTA. In 2002 he was appointed President of UNICEF UK and launched UNICEF UK's End Child Exploitation campaign.
- 4.4 David was awarded a CBE in 1982, received a Knighthood in 1995 and was appointed to the House of Lords and made a Life Peer in 1997. The University of Greenwich awarded him an Honorary Doctor of Letters in 2005 and in 2006 he was appointed Chancellor of the Open University.
- 4.5 **Links to Sunderland** - Lord Puttnam's close links to Sunderland go back to 1996, when the University of Sunderland awarded him an Honorary Doctorate of letters. He became the University's first Chancellor in May 1998 during a memorable ceremony at the Sir Tom Cowie Campus at St Peter's. Subsequently, he has visited Sunderland regularly to officiate at key events, including graduation ceremonies.
- 4.6 He has been an outstanding international ambassador for the University and the City. He has championed the University's vision of providing life-changing higher education opportunities to all those who can benefit from them. In addition he has also played a significant role in promoting the City's renaissance and revitalisation, nationally and internationally. During the past decade, he has taken a keen interest in the work of Sunderland's schools and the City of Sunderland College. He has visited the college and various schools on many occasions to officiate at prize givings, launches, openings and other events. He has been unstinting in his advice and guidance to colleagues throughout the City's education sector, in support of their outstanding efforts to raise the aspirations of young people.
- 4.7 Lord Puttnam has also been a strong advocate of accessible opportunities for all. In this context, Lord Puttnam played an invaluable role in supporting our efforts to secure Academies along the lines now formalised in the 'Sunderland Model'. He used his influence to emphasise the importance of partnership, inclusion and the 'family of schools' which has characterised educational improvement in the City over recent years. This 'behind the scenes' support is typical of Lord Puttnam's commitment to education at all levels in the City.

- 4.8** Since its inception, Lord Puttnam has been a member of the Board of Trustees of the SAFC Foundation. This Charity aims to harness the power of football to increase the motivation, educational attainment and personal skills of young people in Sunderland. He is also Chair of the Institute for Public Policy Research North and helps to represent Sunderland's interests as a member of the Science and Industry Council; an advisory committee of the regional development agency One NorthEast.

5.0 Current Position

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

6.0 Reasons for Decision

- 6.1** The proposal will formally seal the relationship between the nominee and the City of Sunderland and will recognise his outstanding contributions to education the arts and to the well-being and community spirit of the City.

7.0 Alternative Options

- 7.1** It is considered that the recommendations represent the optimum option for the City Council.

8.0 Background Papers

- 8.1** None.

<p>CABINET MEETING – 18 APRIL 2007</p> <p>EXECUTIVE SUMMARY SHEET – PART I</p>	
<p>Title of Report: Fair Access to Care Services – Sunderland’s Eligibility Criteria Policy</p>	
<p>Author(s): Deputy Chief Executive</p>	
<p>Purpose of Report: To confirm that the Council is continuing to provide Care Services to all 4 statutory eligibility bands within the national framework – Fair Access to Care Services; and to propose revisions to the underpinning guidance to support operational practice.</p>	
<p>Description of Decision: Cabinet confirms:</p> <ul style="list-style-type: none"> • Its commitment to provide Adult Social Care across all 4 Fair Access to Care eligibility bands • The proposed changes to the policy guidance which supports the operation of the FACS banding • Recommendation for an Annual Review on the FACS policy application be presented to the Adult Services Partnership Board 	
<p>Is the decision consistent with the Budget/Policy Framework?</p>	<p>Yes</p>
<p>If not, Council approval is required to change the Budget/Policy Framework</p>	
<p>Suggested reason(s) for Decision: In January 2006, the White paper ‘Our Health, Our Care, Our Say’ was published, which sets out a clear ambition for social and health care:</p> <ul style="list-style-type: none"> • Better prevention for improved health and well-being • Giving people greater choice and control over the care they receive • Providing care closer to home • Supporting people with long-term needs <p>In order to meet the above ambition a review of the current FACS – Eligibility Criteria Policy was undertaken, which highlighted the desire to retain the 4 FACS bandings and continue to provide and/or commission solutions for assessed needs to people who were in critical, substantial, moderate or low needs bandings.</p> <p>To ensure that the Council is continuing to improve its service delivery, Adult Services has reviewed current practice in the application of the FACS policy, and the statement of purpose will ensure that Sunderland continues to improve its practice in the consistent, fair and focussed application of the FACS eligibility criteria.</p>	

Alternative options to be considered and recommended to be rejected:

Do nothing - Reviewing the current FACS policy highlighted the need to ensure staff were appropriately supported to move towards the White paper ambition and to execute the policy in a consistent manner. The revised policy and the supporting Statement of Purpose provide Adult Services with the necessary framework to meet the White Paper ambition, and retain four FACS bandings, providing services to all those who are assessed as needing them. Therefore doing nothing is not a suitable option.

**Is this a "Key Decision" as defined
in the Constitution?**

Yes

Is it included in the Forward Plan?

Yes

Relevant Review Committee:

Health and Well-being

FAIR ACCESS TO CARE SERVICES – SUNDERLAND'S ELIGIBILITY CRITERIA POLICY**Report by the Deputy Chief Executive – Adult Services****1. Purpose of the Report**

- 1.1 To confirm that the Council is continuing to provide Care Services to all 4 statutory eligibility bands within the national framework – Fair Access to Care Services; and to propose revisions to the underpinning guidance to support operational practice.

2. Description of Decision

- 2.1 Cabinet confirms its commitment to provide Adult Social Care across all 4 Fair Access to Care eligibility bands.
- 2.2 Cabinet agrees the proposed changes to the policy guidance which supports the operation of the FACS banding.
- 2.3 Cabinet agrees that an Annual Review on the FACS policy application be presented to the Adult Services Partnership Board.

3. Background

- 3.1 In March 2003, the Department of Health produced guidance for Councils with Social Services Responsibilities, which provided a framework for determining eligibility for adult social care, and sought to provide fairer access to care services across the country, alongside allowing Local Authorities to manage their resource.
- 3.2 Local implementation of the guidance resulted in Sunderland commissioning and providing across all four FACS bandings (Critical – Sustainable – Moderate – Low). Over the past 5 years, Local Authorities have continued to review their FACS – Eligibility Criteria, and as a consequence in April 2006, Sunderland was only one of 6% of Local Authorities who still maintained 4 FACS bandings. Sunderland has maintained this position in order to ensure it is in a position to meet its priorities on prevention, rehabilitation and long term support.
- 3.3 In January 2006, the White paper 'Our Health, Our Care, Our Say' was published, which sets out a clear ambition for social and health care:
- Better prevention for improved health and well-being
 - Giving people greater choice and control over the care they receive
 - Providing care closer to home
 - Supporting people with long-term needs
- 3.4 Sunderland continues to improve its practice in the consistent, fair and focussed application of the FACS eligibility criteria and to support this a review has been undertaken of the application of current policies and procedures governing the implementation of the FACS bands.

4. The Reworked Policy

- 4.1** The review of the current FACS – Eligibility Criteria Policy highlighted the desire to retain the 4 FACS bandings and continue to provide and/or commission solutions for assessed needs to people who were in critical, substantial, moderate or low needs bandings.
- 4.2** Retaining the 4 FACS bandings places Sunderland in a unique position, as there are now only 4% of Councils who provide across all 4 bandings, with all other Councils currently reviewing their positions. This decision allows Sunderland to move towards meeting the White Paper ambition of prevention, choice, and control, providing care closer to home and supporting those with long term needs.
- 4.3** In order to ensure that the Council is continuing to improve its service delivery, Adult Services has reviewed current practice in the application of the FACS policy. As a result of this review, improvements to the policy guidance have been identified.
- 4.4** The policy at appendix 1 clearly sets out Adult Services core business, by articulating the areas of need that Adult Services will assess, provide and/or commission. There are **37** 'Areas of Need' categorised by four 'Areas of Independence':
- Personal and Domestic
 - Work, Education, Learning and Leisure
 - Social Support Systems and Relationships
 - Family and Social Roles
- 4.5** A Statement of Purpose has been added to the policy, providing a framework for assessors, which assists in the identification of the most appropriate and cost effective solutions to meet individual needs. The Statement of Purpose will provide staff with the appropriate tools to execute the policy using a fair and consistent approach (A copy of the Statement of Purpose will be available in Members Services).
- 4.6** It is recommended that an Annual Report will be presented to Adult Services Partnership Board, which will articulate the outcomes of the policy and provide feedback on the continuous reviewing undertaken by Officers. This review process will ensure that the policy continues to articulate Adult Services core business.

5. Alternative Options

5.1 Do Nothing

Reviewing the current FACS policy highlighted the need to ensure staff were appropriately supported to move towards the White paper ambition and to execute the policy in a consistent manner. The revised policy and the supporting Statement of Purpose provide Adult Services with the necessary framework to meet the White Paper ambition, and retain four FACS bandings, providing services to all those who are assessed as needing them. Therefore doing nothing is not a suitable option.

6. Conclusion

6.1 It is proposed that Members approve the following:

- Revised Fair Access to Care Services Policy
- Recommendation to produce an Annual Review to Adult Services Partnership Board

7. Background Papers

- DoH Fair Access to Care Services Guidance, March 2003
- Our Health, Our Care, Our Say, White Paper, January 2006
- Modernising Social Services : Department of Health, 1998
- Independence Matters: SSI and Department of Health, 2003
- Improving the Life Chances of Disabled People, Cabinet Office, 2005
- Independence, Well-being and Choice: Our Vision for the Future of Social Care for Adults in England, Department of Health, March 2005

SUNDERLAND CITY COUNCIL

Adult Social Care

Fair Access to Care Services (FACS)

Policy Statement

2007

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Introduction

In line with the Department of Health Guidance 'Fair Access to Care Services' (FACS) (LAC (2002)(13)) and the recent White Paper 'Our Health, Our Care Our Say', which promotes independence, wellbeing and choice, the Council has reviewed and revised its eligibility criteria policy. The FACS Guidance is issued under Section 7 (1) of the Local Authority Social Services Act 1970. This means that Councils are expected to comply with the Guidance.

The intention of FACS is to create a consistent approach to eligibility decisions about people with differing but eligible needs within a local authority area.

This framework sets out clearly the circumstances that make individuals eligible for help. It is based on the impact of eligible needs on factors that are key to maintaining an individual's independence.

Policy Context

There are various Acts of Parliament under which local authorities can provide or arrange community care services. The NHS and Community Care Act 1990 refers to four other Acts which define community care services. These are:

- Part III of the National Assistance Act 1948;
- Section 45 of the Health Services and Public Health Act 1968;
- Section 21 and Schedule 8 of the National Health Service Act 1977;
- Section 117 of the Mental Health Act 1983.

The rights of people with disabilities to certain services are also set out in the Chronically Sick and Disabled Persons Act 1970 and the Disabled Persons (Services, Consultation and Representation) Act 1986.

There are three different circumstances under which the local authority must carry out a care assessment. These are set out in Acts of Parliament:

- if you appear to the local authority to be in need of a community care service (NHS and Community Care Act 1990, section 47);
- if you are disabled (NHS and Community Care Act 1990 1, section 47; and Disabled Persons (Services, Representation and Consultation) Act 1986, section 4);
- if you help to look after someone else (Disabled Persons (Services, Representation and Consultation) Act 1986, sections 4 and 8; Carers (Recognition and Services) Act 1995, section 1; Carers and Disabled Children Act 2000; Carers (Equal Opportunities) Act 2004)

The Policy Guidance on the Carers and Disabled Children Act 2000 states that: " Local Councils have the power to supply services direct to carers following assessment. Carers have the right to an assessment of their needs, even where the person cared for has refused an assessment for, or the provision of, community care services, provided the person cared for would be eligible for community care services."

In developing and implementing the eligibility criteria policy for Adult Social Care, Sunderland City Council will discharge its duties and responsibilities under the Sex Discrimination Acts 1971 and 1975, the Disability Discrimination Act 1995, the Human Rights Act 1998, and the Race Relations (Amendment) Act 2000.

For people who may be eligible for NHS funded continuing health care, reference must be made to the Continuing Health Care Needs: Policy and Criteria.

The provision of services, such as travel concessions, and disabled persons parking badges for motor vehicles, is covered by regulations and guidance under the Road Traffic Act 2000, which gives prescribed eligible categories. Therefore, these services are outside the remit of the FACS framework.

Aim of the Eligibility Criteria Policy

Adult Social Care's Mission Statement is:

Adult Services in Sunderland will promote independence and support and protect vulnerable people through quality services

Adult Social Care achieves this by encouraging and enabling individuals to live an independent, active and healthy life, providing support and appropriate solutions to those in most need.

The aim of eligibility criteria policy is to ensure that the Council can provide or commission services to meet eligible needs of vulnerable people, subject to its resources, and that within Sunderland City Council boundary, people in similar circumstances receive services capable of achieving broadly similar outcomes.

The policy supports assessors to work out where there is the greatest risk to someone's independence by evaluating eligible needs against risks to:

- Autonomy
- Health and safety
- Ability to manage daily routines
- Involvement in family and wider community.

Charges

The Council charges for many of the services it provides. Where individuals are assessed to pay for services this would be in line with the Council's agreed charging policy. Information on charges and financial contribution required from individuals will be provided in writing to individuals.

Individuals who refuse to pay their assessed charges cannot have their services withdrawn but the council will consider recovering arrears through the range of civil legal procedures open to it, as it is empowered and obligated to do.

Supporting Framework

The supporting framework outlines both the **process of assessment** to identify eligible needs (Part 1) and **areas of independence** (Part 2) that the Council will concern itself with as part of that assessment. The **statement of purpose** (Part 3) gives guidance to assist in identifying the most appropriate and cost effective means of meeting an individual's needs, where the Council has a duty to do so, **with such provisions following an assessment of need.**

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PART 1: Process of Care Management and Assessment

ELIGIBILITY DETERMINATION

The decision as to whether someone has eligible needs, and how they will be met, is based on an assessment.

There are 4 stages in the process of care management at which decisions are made, leading to the identification of the eligible needs of the person.

Stage 1: Deciding if a person should receive a Community Care Assessment.

Stage 2: Deciding what the persons needs are when assessed

Stage 3: Identification of needs band

Stage 4: Agreeing the most appropriate means of meeting eligible needs

Stage 5: Reviewing expected outcomes of the care plan

The 5th stage of the overall care management process is a review of the person's situation, which may result in changes to any care arrangements that were made following the assessment.

Stage 1. - Deciding if a person should receive a Community Care Assessment

When a referral is received, the following indicators should be used to determine whether or not a person should be assessed for community care services:

The person should be aged 18 or over and be Ordinarily Resident in Sunderland or be staying within the City Council boundary on a temporary basis;

And

- Have a learning disability, or
- Have a physical (including sensory) disability, illness, or injury, or
- Have a mental health problem, or
- Misuse drugs / alcohol or
- Are an older person and experiencing physical or mental frailty

and

Appear, due to the problems and issues they face, to be entitled to the provision of Community Care Services by Sunderland City Council and to need the provision of such services

Or

The person is a carer who provides regular and substantial care for a person who may be eligible for a Community Care Assessment

Or

The person may have a right to an assessment under the Disabled Persons (Services, Consultation and Representation) Act 1986.

Stage 2: Deciding whether the person is vulnerable and eligible to receive services as a result of their presenting needs and associated risks.

Deciding if a person is vulnerable and eligible to receive services will be determined through consideration of their presenting needs and associated risks.

Assessment procedures across all service areas will identify evidence of the following:

- The functional abilities of the user
- The functional difficulties of the user
- Issues affecting the carer
- Environmental factors that contribute towards the difficulties being experienced
- The level of support required by the user in order to undertake activities
- Any associated risks

In determining eligibility, account should be taken of the support from carers, family members, friends and neighbours, which may be available to the individual in meeting their presenting needs. The person should be given the opportunity to be supported by a family member, carer, or friend throughout the assessment process. Consideration should be given to involving a family member or carer in the interview, to validate information provided. During the assessment process, no assumptions should be made about the level or quality of support that may be available, or the willingness of informal carers to continue to provide care. The person may require community care services in addition to the support offered by carers, or instead of carer support if they are unable or unwilling to continue to provide this support.

Carers needs must be included as part of the assessment process. This could be done by:

- Independent carer's needs assessment
- Joint assessment with the individual

However it must be recognised that carers do have the choice **not** to have their needs assessed.

Following identification of presenting needs, the assessment will consider and evaluate the risks to independence, and through identifying the risks and those presenting needs not currently being met, **eligible needs** will be identified. These eligible needs will be met by the Council, following guidance given in Statement of Purpose (Part 3).

ELIGIBLE NEEDS

Where vulnerability and eligibility to receive services has been identified, the assessment will highlight the **area/s of independence** giving cause for concern.

The areas of independence for which support may be provided are classified as

Personal and Domestic routines that cannot be undertaken as a result of disability, illness, injury or frailty, drug or alcohol misuse

Opportunities to access Work, Education, Learning and Leisure (Well being) as a result of disability, illness, injury or frailty, drug or alcohol misuse

Opportunities to access Social Support Systems or maintain Relationships as a result of disability, illness, injury or frailty, drug or alcohol misuse

Opportunities to undertake Family and Social Roles as a result of disability, illness, injury or frailty, drug or alcohol misuse

Having identified the area of independence, assessments will highlight the eligible needs that should be met in order to achieve the desired outcome for the person, and/or their carer.

This document describes the full range of eligible needs that will be met by the Council, having taken resources into account. For these purposes "eligible need" is defined as those presenting problems and issues, faced by a person, for which the Council will provide services because the need falls within the Council's eligibility criteria and it has the resources to meet the need.

The eligibility framework for meeting these needs is divided into four bands, as follows:

Critical – when

- The ability to carry out one or more personal care or domestic routines is vital for the person, as to be unable to do so is likely to give rise to a threat to their life, the development of significant health problems, a lack of choice or control within their environment that gives rise to harm or the potential for abuse or neglect of the person or their carer/family; and/or
- The ability to access work, education, learning or leisure (wellbeing) opportunities is vital for the person, as to be unable to do so likely to give rise to a threat to their life, the development of significant health problems, a lack of choice or control within their environment that gives rise to harm or the potential for abuse or neglect of the person or their carer/family; and/or
- The ability to access social support systems and relationships, as to be unable to do so likely to give rise to a threat to their life, the development of significant health problems, a lack of choice or control within their environment that gives rise to harm or the potential for abuse or neglect of the person or their carer/family; and/or
- The ability to undertake family and other social roles and responsibilities, as to be unable to do so likely to give rise to a threat to their life, the development of significant health problems, a lack of choice or control within their environment that

gives rise to harm or the potential for abuse or neglect of the person or their carer/family

Substantial – when

- An inability to carry out personal care or domestic routines gives rise to only partial choice and control over the immediate environment leading to the potential for harm, the potential for abuse or neglect or where the majority of personal care or domestic routines are affected that cannot or should not be undertaken by another person.
- There is an inability to access involvement in many aspects of work, education, learning or leisure(wellbeing).
- There is an inability to undertake the majority of social support systems and relationships cannot or will not be sustained.
- There is an inability to undertake the majority of family and other social roles and responsibilities.

Moderate – when

- There is an inability to carry out several personal care or domestic routines, that cannot, or should not be undertaken by another person.
- Involvement in several aspects of work, education, learning or leisure (wellbeing) cannot or will not be sustained.
- Several social support systems and relationships cannot or will not be sustained.
- Several family and other social roles and responsibilities cannot or will not be undertaken.

Low – when

- There is, or will be, an inability to carry out one or two personal care or domestic routines, that cannot, or should not be carried out by another person; and/or
- Involvement in one or two aspects of work, education, learning or leisure (wellbeing) cannot or will not be sustained; and/or
- One or two social support systems and relationships cannot or will not be sustained; and/or
- One or two family and other social roles and responsibilities cannot or will not be undertaken.

The Council has considered the guidance given within the

- Part III of the National Assistance Act 1948;
- Section 45 of the Health Services and Public Health Act 1968;
- Section 21 of and Schedule 8 to the National Health Service Act 1977;
- Section 117 of the Mental Health Act 1983

and has established an identified range of needs for which it may be possible to provide assistance. These needs are outlined in **Part 2 – Areas of Independence and Associated Needs.**

Consideration will be afforded to individual situations that cannot be classified within the framework of this document, but that in the view of the assessor should be examined

further in order to rule out or agree eligibility. For further information, see Section 1 – **Exceptional Circumstances** (Page 10).

Where there is evidence as a result of an assessment, that an individual cannot be classified within any of the needs bands and is not a potentially exceptional circumstance, an individual will be informed of their ineligibility to receive community care services and provided with advice.

Stage 3: Identification of Needs Band

During the process of assessment the eligible needs should be identified in the bands outlined above. These describe the seriousness of the risk to independence if needs are not addressed. People falling within levels critical, substantial, moderate and low would have their needs met using the most appropriate solution.

The framework makes no reference to age, gender, ethnic group, religion, disabilities, personal relationships, or living and caring arrangements as in themselves they do not threaten independence. The needs band of an individual person is determined by comparing the risks to their autonomy, health, safety, ability to manage daily routines and involvement in family and wider community life with the detailed criteria.

People, and their carers, who are not eligible for help should be informed that if their circumstances change, they might be re-assessed. Where people are eligible for help, they should be informed that the care package provided might be changed to meet any change in needs. This could be an increase in service, different services, or a decrease in service.

Stage 4 - Agreeing the most appropriate means of meeting eligible needs

Once a person's assessment is complete and the Needs Band for Community Care Services determined, agreement will be reached as to the most appropriate way of meeting eligible needs.

In agreeing this, account will be taken of the preferences of the individual and their carer, and the outcomes to be achieved. It must be noted that it will not always be possible to deliver services in the preferred way of individuals and carers. Services can be provided to meet the needs of a carer, based on a carer's assessment. The views of the carer should therefore be fully taken into account when making these decisions. It should be remembered that peoples' ability to maintain their independence could vary over time, and from day to day. Assessors take into consideration the Statement of Purpose (Part 3) in undertaking this activity.

The Statement of Purpose outlines a range of potential solutions that may be implemented in order to meet the eligible needs. It supports assessors to follow a step by step approach when identifying the types of solution that might be appropriate to meet needs.

This approach aims to:

- involve users and carers in the decision making process
- provide clear evidence of the decision making process and the rationale behind any outcomes
- encourage the achievement of personal independence by promoting user's abilities to best manage their own care

- encourage user's and carers to actively consider and make decisions around the risks they face in their daily life and how to best manage these risks
- encourage users and carers to identify solutions that draw upon widely available community resources and thereby discourage social exclusion

Where a person, or their carer, is unhappy about the way the assessment and care planning process is undertaken, or about decisions made, or about the way the care is provided, they must be given full information on the appeals and complaints procedure in order to challenge these things. The Council has procedures for enabling individuals and/or carers to complain or appeal when they are unhappy with their experience of involvement with the department. If a complaint arises, this will be dealt with via the complaints procedures.

Stage 5 - Reviewing Expected outcomes of the Care Plan

There should be an initial review between 4 and 12 weeks of an individual user starting to receive a service, and thereafter, reviews should take place on at least an annual basis or more frequently if circumstances warrant this.

Reviews should:

- establish how far the outcomes set out in the care plan have been achieved the outcomes, set out in the care plan;
- check the quality of the provided services, and whether they are meeting standards;
- re-assess the problems and issues of individual users and their carers;
- check the individual users and carers satisfaction;
- help determine their, and their carers, continued eligibility for support; and
- comment on how people are managing their own care plan e.g. individualised budgets, direct payments
- Consider if there are any charging issues

If as a result of reassessment there will be a proposed withdrawal or reduction in service it is essential that the person be given reasonable notice as well as advice and support in attempting to find alternative services if required.

Exceptional Circumstances

It is anticipated that although the Statement of Purpose is comprehensive, it may not be exclusive in its identification of eligible needs. When considering the allocation of resources, legislative guidance makes reference to circumstances where "no criteria exist in relation to provision to meet the particular needs of an individual, or there are exceptional circumstances", and states that "assessment reports will be fully considered at the appropriate management level".

The Council has developed a panel for the purposes of considering identified cases that do not fall within the circumstances outlined in the areas of independence and Statement of Purpose.

APPEALS PROCEDURES FOR SERVICE USERS IN DISAGREEMENT WITH THE OUTCOME OF AN ASSESSMENT

It is acknowledged that referrals are often received where the referrer or the individual /carer has a preference regarding the means by which their needs could be best met.

When the outcome of a professional assessment does not reflect the wishes of the assessed individual, a conflict situation often arises.

In such circumstances individuals can lodge an appeal against the outcome of the assessment and the council will ensure a standardised approach to the examination of the decision making processes involved at the assessment stage in order to give reassurance to all concerned that every possible attempt has been made to reach an agreed outcome.

Where the individual/Carer remains dissatisfied, it is anticipated that their ability to complain will not have been affected, but that services will have accurate information that can be supplied to the officer dealing with the complainant.

There is a robust mechanism for enabling people to complain where they are unhappy with the services or provisions they have received, or have been recommended to receive.

In situations where there is disagreement between the assessor and the individual/carers, the appeals procedure will facilitate assessors and managers in examination of their practice and ensure that where recommendations are upheld as the result of an appeal, the decision will stand up to scrutiny if challenged.

It is common for people to re-refer into services for re-assessment of their original need where they have been unhappy with their initial care plan.

This procedure prevents inappropriate re-referral through assurance that the assessment conducted initially holds up to scrutiny.

PART 2

Areas Of Independence and Associated Identified Needs

Personal and Domestic

This is a list of areas of needs that the Council states it will assess, provide and commission. Use of professional judgment and managerial support may mean assessors identify other areas not mentioned here, if this occurs, the Exceptional Circumstances Panel will decide on the outcome.

- If only **one or two** of these routines cannot be carried out then the risk can be classified as **low**.
- If **several (3-10)** of these routines cannot be carried out then the risk can be classified as **moderate**.
- If **the majority (11 or more)** of these routines cannot be carried out then the risk can be classified as **substantial**.
- If **one or more** of these routines are assessed to be vital to the person's independence or health and safety then the risk can be classified as **critical**.

For its purposes, the Council considers there to be a critical risk where, if unresolved one or more of the eligible needs will result in

- a direct threat to the user's life
- the user developing significant health problems that could have otherwise been avoided
- the user becoming likely to experience or be subject to abuse or neglect

- 1.0 Bathing difficulties as a result of physical (including sensory) disability, illness, or injury, or old age (including physical or mental frailty).
- 1.1 Toileting difficulties including managing continence and menstruation as a result of physical (including sensory) disability, illness, or injury, or old age (including physical or mental frailty).
- 1.2 Difficulties with hand basin activities as a result of physical (including sensory) disability, illness, or injury, or old age (including physical or mental frailty).
- 1.3 Difficulties with dressing or undressing as a result of physical (including sensory) disability, illness, or injury, or old age (including physical or mental frailty).
- 1.4 Generalised difficulty maintaining self care routines as a result of learning disability, a mental health problem or misuse of drugs/alcohol.
- 1.5 Difficulties maintaining a healthy diet as a result of physical (including sensory) disability, illness, or injury, or old age (including physical or mental frailty).
- 1.6 Difficulties maintaining a healthy diet as a result of learning disability, a mental health problem or misuse of drugs/alcohol.
- 1.7 Difficulties moving around and getting in and out of bed as a result of physical (including sensory) disability, illness, or injury, or old age (including physical or mental frailty).
- 1.8 Difficulties with seated transfers as a result of physical (including sensory) disability, illness, or injury, or old age (including physical or mental frailty).

- 1.9 Difficulties with personal mobility and/or getting around inside the home as a result of physical (including sensory) disability, illness, or injury, or old age (including physical or mental frailty).
- 1.10 Difficulties getting into and out of the house as a result of physical (including sensory) disability, illness, or injury, or old age (including physical or mental frailty).
- 1.11 Difficulties getting into and out of the house as a result of learning disability, a mental health problem or misuse of drugs/alcohol.
- 1.12 Difficulties mobilising on the stairs as a result of physical (including sensory) disability, illness, or injury, or old age (including physical or mental frailty).
- 1.13 Difficulty managing excessive laundry caused as a consequence of physical (including sensory) disability, illness, or injury, or old age (including physical or mental frailty) ie incontinence, peg feeding etc.
- 1.14 Inability to undertake or arrange domestic cleaning and general laundry as a result of physical (including sensory) disability, illness, or injury, or old age (including physical or mental frailty), learning disability, a mental health problem or misuse of drugs/alcohol.
- 1.15 Inability to shop or access shopping services in respect of food and cleaning materials as a result of physical (including sensory) disability, illness, or injury, or old age (including physical or mental frailty), learning disability, a mental health problem or misuse of drugs/alcohol.
- 1.16 Difficulty managing personal finances as a result of physical (including sensory) disability, illness, or injury, or old age (including physical or mental frailty), learning disability, a mental health problem or misuse of drugs/alcohol.
- 1.17 Difficulty managing medication as a result of sensory impairment, mental frailty, learning disability, a mental health problem or misuse of drugs/alcohol.
- 1.18 Difficulty managing medical appointments as a result of sensory impairment, mental frailty, learning disability, a mental health problem or misuse of drugs/alcohol.
- 1.19 Difficulties achieving control over the physical environment eg. Opening doors, controlling heating as a result of physical (including sensory) disability, illness, or injury, or old age (including physical or mental frailty).
- 1.20 Difficulties in managing emotional, psychological and mental health needs.
- 1.21 Difficulties in maintaining personal safety as a result of physical (including sensory) disability, illness, or injury, or old age (including physical or mental frailty).
- 1.22 Difficulties in maintaining personal safety as a result of learning disability or a mental health problem.
- 1.23 Difficulties in maintaining personal safety as a result of reduced awareness of risk due to a mental health problem or misuse of drugs/alcohol.
- 1.24 Difficulties in maintaining personal safety as a result of an actual intent to self harm.
- 1.25 Difficulties with managing essential personal and public transport as a result of physical (including sensory) disability, illness, or injury, or old age (including physical or mental frailty).
- 1.26 Difficulties with managing essential personal and public transport as a result of learning disability, a mental health problem or misuse of drugs/alcohol.
- 1.27 Difficulties with personal communication as a result of sensory impairment, that prevents successful independent or supported community living.
- 1.28 Difficulties with personal communication as a result of skills deficits or poor self awareness, that prevents successful independent or supported community living.
- 1.29 Difficulty managing issues arising as a result of substance use and misuse.

Work, Education, Learning and Leisure (Well-being)

- If only **one or two** of these routines cannot be carried out then the risk can be classified as **low**.
- If **several (3-10)** of these routines cannot be carried out then the risk can be classified as **moderate**.
- If **the majority (11 or more)** of these routines cannot be carried out then the risk can be classified as **substantial**.
- If **one or more** of these routines are assessed to be vital to the person's independence or health and safety then the risk can be classified as **critical**.

For its purposes, the Council considers there to be a critical risk where, if unresolved one or more of the eligible needs will result in

- a direct threat to the user's life
 - the user developing significant health problems that could have otherwise been avoided
 - the user becoming likely to experience or be subject to abuse or neglect
- 2.0 Impaired ability to prepare in order to access essential and regular work, education, learning or leisure opportunities as a result of physical (including sensory) disability, illness, or injury, learning disability, a mental health problem or misuse of drugs/alcohol.
- 2.1 Difficulties with personal care in order to access or maintain access to essential work, education, learning and leisure opportunities as a result of physical (including sensory) disability, illness, or injury, learning disability, a mental health problem or misuse of drugs/alcohol.
- 2.2 Difficulties with communication in order to access or maintain access to essential work, education, learning and leisure opportunities as a result of physical (including sensory) disability, illness, or injury, learning disability, a mental health problem or misuse of drugs/alcohol.
- 2.3 Difficulties with mobility in order to access or maintain access to essential work, education, learning and leisure opportunities as a result of physical (including sensory) disability, illness, or injury, learning disability, a mental health problem or misuse of drugs/alcohol.

Social Support Systems and Relationships

- If only **one or two** of these routines cannot be carried out then the risk can be classified as **low**.
- If **several (3-10)** of these routines cannot be carried out then the risk can be classified as **moderate**.
- If **the majority (11 or more)** of these routines cannot be carried out then the risk can be classified as **substantial**.

- If **one or more** of these routines are assessed to be vital to the person's independence or health and safety then the risk can be classified as **critical**.

For its purposes, the Council considers there to be a critical risk where, if unresolved one or more of the eligible needs will result in

- a direct threat to the user's life
 - the user developing significant health problems that could have otherwise been avoided
 - the user becoming likely to experience or be subject to abuse or neglect
- 3.0 Difficulties maintaining quality relationships with family & friends in order to prevent a breakdown in care arrangements, admission to permanent placement and/or ensure support with daily routines as a result of physical (including sensory) disability, illness, or injury, or old age (including physical or mental frailty), learning disability, a mental health problem or misuse of drugs/alcohol.
- 3.1 Difficulty maintaining or developing appropriate relationships with family/friends/social networks that are supportive of the individual and their vulnerability as a result of physical (including sensory) disability, illness, or injury, or old age (including physical or mental frailty), learning disability, a mental health problem or misuse of drugs/alcohol.
- 3.2 Difficulties achieving social contact leading to a potential threat to continued community living as a result of physical (including sensory) disability, illness, or injury, or old age (including physical or mental frailty), learning disability, a mental health problem or misuse of drugs/alcohol.

Family and Social Roles

- If only **one or two** of these routines cannot be carried out then the risk can be classified as **low**.
- If **several (3-10)** of these routines cannot be carried out then the risk can be classified as **moderate**.
- If **the majority (11 or more)** of these routines cannot be carried out then the risk can be classified as **substantial**.
- If **one or more** of these routines are assessed to be vital to the person's independence or health and safety then the risk can be classified as **critical**.

For its purposes, the Council considers there to be a critical risk where, if unresolved one or more of the eligible needs will result in

- a direct threat to the user's life
- the user developing significant health problems that could have otherwise been avoided
- the user becoming likely to experience or be subject to abuse or neglect

Family & Social Roles

4.0 Difficulties on behalf of the user in their identified role as parent in

- the organisation of essential activities
- order to undertake essential personal care for their child/children
- order to attend essential meetings
- in order to create a safe environment for their child/children

as a result of physical (including sensory) disability, illness, or injury, learning disability, a mental health problem or misuse of drugs/alcohol.

4.1 Difficulties on behalf of the user in a recognised role they assume as carer for a third party

- the organisation of essential activities
- order to undertake essential personal care for the cared for
- order to attend essential meetings
- in order to create a safe environment for the cared for

as a result of physical (including sensory) disability, illness, or injury, or old age (including physical or mental frailty), learning disability, a mental health problem or misuse of drugs/alcohol.

APPENDIX

Department of Health Guidance - Fair Access to Care Services

Critical – when

- Life is or will be threatened; and/or
- Significant health problems have developed or will develop; and/or
- There is, or will be, little or no choice and control over vital aspects of the immediate environment; and/or
- Serious abuse or neglect has occurred or will occur; and/or
- There is, or will be, an inability to carry out vital personal care or domestic routines; and/or
- Vital involvement in work, education or learning cannot or will not be sustained; and/or
- Vital social support systems and relationships cannot or will not be sustained; and/or

- Vital family and other social roles and responsibilities cannot or will not be undertaken.

Substantial – when

- There is, or will be, only partial choice and control over the immediate environment; and/or
- Abuse or neglect has occurred or will occur; and/or
- There is, or will be, an inability to carry out the majority of personal care or domestic routines; and/or
- Involvement in many aspects of work, education or learning cannot or will not be sustained; and/or
- The majority of social support systems and relationships cannot or will not be sustained; and/or
- The majority of family and other social roles and responsibilities cannot or will not be undertaken.

Moderate – when

- There is, or will be, an inability to carry out several personal care or domestic routines; and/or
- Involvement in several aspects of work, education or learning cannot or will not be sustained; and/or
- Several social support systems and relationships cannot or will not be sustained; and/or
- Several family and other social roles and responsibilities cannot or will not be undertaken.

Low - when

- There is, or will be, an inability to carry out one or two personal care or domestic routines; and/or
- Involvement in one or two aspects of work, education or learning cannot or will not be sustained; and/or
- One or two social support systems and relationships cannot or will not be sustained; and/or
- One or two family and other social roles and responsibilities cannot or will not be undertaken.

CABINET MEETING – 18TH APRIL 2007

Item No.10

EXECUTIVE SUMMARY SHEET – PART 1

Title of Report:

The City Council's Gender Equality Scheme

Author(s):

Assistant Chief Executive

Purpose of Report:

To present for consideration by Cabinet the Gender Equality Scheme, the City Council's response to the requirements of the Sex Discrimination Act (amended) 2006.

Description of Decision:

Cabinet is asked to approve the contents of the scheme, to approve the document as Council policy and to publish the document in accordance with the Council's legal requirements and to allow wider public consultation.

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

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

Suggested reason(s) for Decision:

The production and publication of the scheme is a legal requirement, and enables the City Council to:

- Show how it intends to meet it's requirements within the Equality Standard for Local Government (BVPI 2a) in relation to gender equality.
- Present it's commitment to gender equality both in service delivery and employment.
- Outline the actions achieved and planned to improve gender equality.
- Identify the responsibilities of it's employees and elected members in the delivery of gender equality.

Alternative options to be considered and recommended to be rejected:

There are no alternative options due to the requirements of the law. It is a minimum requirement of the Equality Standard for Local Government.

Is this a "Key Decision" as defined in the Constitution?

No

Is it included in the Forward Plan?

No

Relevant Review Committee:

Regeneration & Community

The City Council's Gender Equality Scheme

Report of the Assistant Chief Executive

1. Purpose of the Report

- 1.1 To present for consideration by Cabinet the "Gender Equality Scheme", the Council's response to the requirements of the Sex Discrimination Act (as amended) 2006.

2. Description of Decision

Cabinet is asked to:

- 2.1 Consider and approve the contents of the scheme and action plan.
- 2.2 To approve the document and agree its adoption as a City Council policy.
- 2.3 To give agreement to publishing the scheme in line with the City Council's legal requirements.

3. Background

- 3.1 Equalities legislation (Sex Discrimination Act as amended 2006) places specific requirements on Local Authorities to consider gender equality in the planning and management of service delivery and employment, and to promote gender equality throughout all City Council business. This is in line with requirements of the Equality Standard for Local Government to ensure equality across Race, Disability, Gender, Faith/Belief, Sex and Age.
- 3.2 It is a requirement of the legislation to produce a Gender Equality Scheme describing how this will be achieved.

4.0 Current Position

- 4.1 The document attached as Appendix A is Sunderland City Council's response. It builds on the achievements of the City Council to date in improving access to services and raising gender awareness. It outlines the further work to be undertaken to build gender equality consideration into all service delivery planning and management and to promote gender equality.
- 4.2 The content of the scheme and action plan is consistent with the requirements of the Equality Standard for Local Government. The production and delivery of the scheme and action plan are required in order that the City Council can meet the requirements of the Equality Standard for Local Government and progress towards level's 3, 4 and 5.

5. Reasons for Decision

5.1 The scheme enables the City Council to:

- Show how it meets its requirements within the Equality Standard for Local Government (BVPI 2a) in relation to gender equality.
- Present its commitment to gender equality in service delivery and employment.
- Outline the actions achieved and planned to improve gender equality.
- Identify the responsibilities of its employees and elected members in the delivery of gender equality.

6. Alternative Options

6.1 There are no alternative options due to the requirements of the law. It is a minimum requirement of the Equality Standard for Local Government.

7. Relevant Consultations

7.1 Individuals and groups in the City have been involved in the development of the attached scheme and action plan. In the first instance this has been through the newly formed Gender Independent Advisory Group (GIAG), established to feed gender priorities into the Sunderland Partnership. Appendix 2 of the attached document provides a more detailed outline of the City Council's consultation plan.

7.2 The City Council's Corporate Equality Steering Group, made up of representatives of each directorate, have developed the content of the scheme and action plan taking the comments of GIAG into account. The delivery of the scheme and action plan will have implications on the way that all service delivery is planned and managed across the City Council and will therefore require the engagement of all employees, managers and elected members.

7.3 The scheme is consistent with the requirements of the Equality Standard for Local Government.

8. List of Appendices

Gender Equality Scheme and Action Plan.

Background Papers

Sex Discrimination Act (amended 2006)
Equality Standard for Local Government

DRAFT GENDER EQUALITY SCHEME 2007 - 2010

The Council's policy on delivering gender equality in the services and employment it provides

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About this Scheme

Women and men have been involved in the creation of this scheme and action plan, however, we feel it is very important to make sure that a broad cross section of people have the opportunity to contribute to it. We therefore continue to seek the views of the community and welcome any comments or suggestions regarding the improvement and development of this document. If you would like to contribute your views, please contact the Council's Diversity Officer, contact details are below.

Language

The language used in this document is intended to be easy to understand, respectful and non offensive. It is acknowledged however that there are different views of what is appropriate terminology when referring to women and men / men and women, therefore a mixture of terms have been used throughout the document.

Alternative Formats

If you would like a copy of this document in an alternative format such as Braille, Large Print, Audio Tape, Easy to Read, or in a different language, please contact the Council's Diversity and Inclusion Team on:

Tel.	0191 553 1742
Fax.	0191 553 1216
e-mail	dawnp.rugman@sunderland.gov.uk
Address	Diversity and Inclusion Team (Room 2.48) Civic Centre Burdon Road Sunderland SR2 7DN

Introduction

Welcome to Sunderland City Council's Gender Equality Scheme.

This scheme gives the Council the chance to describe its commitment to gender equality. We firmly believe in equality of opportunity for all and are committed to playing our part in removing equality barriers and promoting equality in everything we do.

This document explains what we have done within the Council so far to improve equality in the way we deliver services and provide employment within the Council. It describes our future plans and how women and men have been, and continue to be, fully involved in the development of those plans. It explains how gender equality fits within the Council's wider equality agenda and how this fits within the Council's priorities.

The Purpose of this Gender Equality Scheme

This scheme outlines how the Council will positively implement actions to achieve gender equality. More specifically the production and publication of this document gives the Council an opportunity to:

- State our commitment to gender equality
- Find out what women and men need and what is important to them
- Involve women and men in the writing of a policy that directly affects them
- Agree and list specific actions based on the needs and priorities of women and men
- Describe how we will meet our legal requirements
- Publish our responsibilities and intentions to everyone
- Describe what methods and systems we will use to improve gender equality
- Describe what methods will be used to monitor and measure our progress
- Describe how we work with partner organisations in Sunderland who are also committed to gender equality
- Describe how gender equality fits with general equality work and other Council priorities

How this Gender Equality Scheme was Developed

We believe that it is crucial to involve men and women in the development and progress of this scheme. The views of a variety of local groups and individuals have been sought and have fed into the content of this scheme and the attached action plan. Within the Council, relevant employees have also been consulted either because of their role in the Council or because of their interest in gender equality issues. The Council's approach to consultation and a list of those consulted are detailed in the Council's 'Involving Women and Men in the Council's Gender Equality Scheme Plan' which is Appendix 2 of this document.

This version of the scheme and action plan has been approved by the City Council and published in April 2007 for a period of consultation. This will be done in the first instance via the Council's website – www.sunderland.gov.uk
However the scheme will continue to be developed and be updated, and a final version will be made available on this website in the Autumn of 2007.

1 Sunderland's Equality Vision

Sunderland has a vision for equality, this being where everyone:

- Has equality of opportunity to reach their full potential, access similar life opportunities and expect a good quality of life,
- Is respected, valued and celebrated,
- Feels that they belong to Sunderland and can develop strong and positive relationships within neighbourhoods, and in work, education and leisure,
- Feels able to participate in community life, be active citizens and play a positive role in developing Sunderland's vision for its future.

These statements are taken from the 'Creating Inclusive Communities' chapter of the Sunderland Strategy. This being one of eight chapters that describe the key strategic priorities for the City. All of the organisations of the Sunderland Partnership are responsible for progressing these priorities, including the City Council. This will be achieved through the development of a Local Area Agreement which describes how this agenda will be delivered.

We have also set ourselves some key improvement objectives, these being:

- Delivering customer focused services
- Being one Council
- Being an effective and efficient Council
- Improving partnership
- Working to Deliver One City

We believe that equality is also a critical factor in the achievement of these objectives. This scheme describes the measures being taken to make sure gender equality is incorporated throughout all Council service delivery and employment activity, supporting the achievement of these overall objectives.

2 The law – Gender Equality Duty

The Sex Discrimination Act (SDA) first came into force in 1975. It gave women and men specific rights and made it illegal to unfairly discriminate against a man or a women when offering employment. The act was amended in 2006 with the introduction of the Equality Act giving women and men the right to also not be discriminated against in the delivery of goods and services. This new act also placed extra duties on public authorities to go further than removing discrimination but to also proactively promote gender equality in everything they do. Here are the general and specific duties of the Act in more detail:

General duties of the Act:

All organisation carrying out a public function are legally required to have due regard to the need:

- To eliminate discrimination that is unlawful. This being defined as discrimination on the grounds of sex, pregnancy and maternity leave, gender reassignment, marriage or civil partnership.
- To eliminate harassment, sexual harassment and victimisation.
- To eliminate unlawful discrimination under the Equal Pay Act 1970.
- To promote equality of opportunity between men and women

Specific Duties of the Act:

As well as the above, public authorities including councils also have an extra responsibility to meet the requirements of the following specific duties:

- To prepare a Gender Equality Scheme and Action Plan with the involvement of customers, employees, trade unions and others, identifying how policies and practices affect gender equality and showing actions the Council intends to take to address the causes of gaps between men and women.
- To publish this scheme by the 30th April 2007
- To implement the scheme and actions within three years of publication
- To review and revise the scheme at least every three years
- Report on progress annually

These specific duties have been introduced with the aim of making organisations more proactive in their consideration and management of the needs of men and women, promoting and supporting gender equality. All councils, and schools maintained by councils, must comply with all of the general and specific duties described above.

3 Who is covered by the Gender Equality Duty

The duty applies equally to men and women. It also applies to men and women who intend, are undergoing, or have undergone gender re-assignment in the area of employment. This will be amended at the end of 2007 to also apply to the provision of goods and services.

The Gender Equality Duty and this scheme do not cover sexuality or sexual orientation, this is covered in the Council's wider Corporate Equality Scheme.

4 How the Council will meet the Requirements of the Duty

To assist the Council in meeting these requirements, we need to achieve the following:

- Gender equality checks to be done on all service delivery and employment policy and practice (known as INRA)
- Setting up of systems to gather gender data and information in relation to service delivery and employment

- Consultation with relevant employees, trade unions, customers and public
- Setting and delivering of gender equality actions and targets
- Employees adequately trained within their role
- Gender equality mainstreamed within service and employment planning and performance management systems, with regular progress reporting and review.
- Full elected member and senior management commitment to improving gender equality demonstrated through active and positive leadership.

The following sections of this document describe the work that the Council has and is doing in line with the above.

5 Why we need Gender Equality

Despite the existence of law to protect women and men against discrimination in the workplace, fact and figures indicate that gender inequality still exists in workplaces and in wider society.

The Council believes that gender equality is essential, not just because of the law but because the inclusion and participation of all women and men in our society is essential to the achievement of our overall vision for the city. This being:

‘Sunderland will be a prosperous city. A desirable, safe, and healthy place to live, work, learn, and visit, where people can reach their full potential’

It is clear to see however that our ability to achieve this is considerably reduced if women or men in the community are unable to, or have difficulty fully participating in all aspects of life .

6 Gender Equality within the Council’s Wider Equality Agenda

The Council is fully committed to equality of opportunity for all people. In our work to continuously improve equality we try to take an inclusive approach. It is often the case that when taking steps to improve equality for one group, we also indirectly improve equality for others. We also realise however that some groups or individuals may have specific needs that require a unique response. This is also taken into account in our approach, as we make sure that we try to understand and meet the needs of a very diverse community.

This approach is reflected in our equality policies and plans, with a wider Corporate Equality Scheme describing the overall work the Council is doing to improve equality for all. Sitting under this is this Gender Equality Scheme which describes the work being done to specifically improve gender equality . The Corporate Equality Scheme is available by contacting the Council’s Diversity and Inclusion Team, contact details are on page 4 of this document.

The Equality Standard for Local Government

The Equality Standard is a framework that has been developed to help councils to make equality part of everything they do. It provides the Council with a system to build equality consideration into all of its planning and practice. This is helping the Council to meet the

requirements of the law and over time improve the equality performance of the whole organisation.

The standard has 5 levels, each of which building on the work of the previous. The five levels are:

- | | | |
|-------------|---|--|
| Level one | - | Commitment to a Corporate Equality Scheme |
| Level two | - | Carrying out equality assessment and consultation |
| Level three | - | Setting equality objectives and targets |
| Level four | - | Installing equality information systems and monitoring against targets |
| Level five | - | Achieving and reviewing equality outcomes |

There are six key strands running through each level, disability, race, gender, age, faith, and sexual orientation. In order to progress through each level, the Council has to evidence requirements for each of the strands including gender.

The Council is currently working towards level three of the standard. As part of our work so far, we have or are in the process of, putting in place systems to gender equality check what we do, consulting with female and male customers and colleagues, establishing gender equality data for employment and service delivery, setting gender equality objectives and targets, and monitoring gender equality progress. These actions are further described in the later sections of this document.

7 Responsibility for Gender Equality within the Council

Ultimately the whole Council is responsible for delivering what is described in this scheme and improving gender equality. Everyone has a part to play in this, from front line staff to elected members. Women and men themselves also have a crucial role to play in delivering this agenda. So in order to make sure that everyone understands their individual responsibility, it is broadly outlined below.

Every employee, manager and elected member, have the responsibilities listed in the first section below. The following sections identify the extra responsibilities that individuals have depending on their role in the Council. The final section identifies the responsibilities women and men have in helping us to achieve our gender equality vision.

All employees and elected members of the Council regardless of level have a responsibility;

- To treat colleagues, those from other organisations and all customers in a dignified and respectful way.
- To only use language that respects a person's gender.
- To report to their line manager, or another manager, any incident where they believe a colleague has not acted in accordance with the above.
- To attend appropriate equality training that is provided and apply the knowledge gained to their work
- To support colleagues to mainstream gender equality into all their work practices.

All employees dealing with customers have a responsibility;

- To meet the individual needs of customers or visitors in a sensitive, considerate and respectful and inclusive way. Or to report to their line manager any situation where this has not been possible.

All Managers including Senior Managers have a responsibility;

- To lead by example and behave in a way that demonstrates commitment to improving and promoting gender equality when developing policies, or planning and managing functions and services.
- To support the delivery of the actions set out within this scheme
- To act on any report of an employee not treating a woman or a man with respect and dignity, and to do this positively, effectively and promptly.
- To act on any feedback from front line staff regarding inadequacies in meeting the needs of female and male customers, and to do this positively, effectively and promptly.
- To make sure that all aspects of service delivery are planned and delivered in a way that makes them accessible and appropriate to the needs of women and men.
- To positively engage with the equality processes and the systems being installed to make sure that all services are fit for purpose according to the requirements of the law and the Equality Standard for Local Government

All Elected Members have a responsibility;

- To lead by example and behave in a way that demonstrates commitment to improving and promoting gender equality when engaging with the public, carrying out their political duties and overseeing the work of the Council.
- To recognise the importance of equality as a critical factor in the Council achieving its overall vision for Sunderland
- To make sure the views of both female and male residents are heard and represented
- To act as equality champions, promoting gender equality in all Council activity
- To monitor gender equality progress as outlined in this scheme.

Men and Women involved in Consultation have a responsibility;

- To attend and participate in any agreed meetings and activities provided to gather the views and opinions of women and men.
- To act in a positive, open and honest way that supports the progress of gender equality in the Council and the City.
- To identify any barriers or issues that prevent or inhibit their full participation

8 Resources for Improving Equality

Supporting the progress of equality within the Council, including gender equality, is a dedicated Diversity and Inclusion Team within the Office of the Chief Executive. Within this team is a Policy Officer specialising in Diversity, this post is responsible for providing advice and guidance regarding the Council's approach to equality improvement. There is a

Corporate Equality Steering Group established made up of senior representatives from all directorates and specialist functions. The role of this group is to support directorates and functions to deliver necessary equality requirements and help managers to understand and adopt equality practice.

In terms of budget to support the delivery of this scheme, the Council has already allocated specific resources to support the delivery of some aspects of this scheme. The action planning process will identify any further resource requirements, which the Council will respond to through budget setting process. This will continue to be reviewed as part of the Council's ongoing performance management processes.

9 Training the Council's Workforce

It is crucial that each and every employee has the relevant knowledge and understanding to be able to do their job in an appropriate way and with due regard to equality and diversity. The Council has invested considerable resources so far in equality training, delivered through specific training activity, an Employee Development Programme and e-learning courses.

Training content for each layer of the workforce is designed to be relevant to those employees, participants always having a clear understanding of how the learning relates to their own area of work. Specific equality training is being provided for the following groups:

- Elected Members
- Senior Managers and Heads and Service
- Middle and Operational Managers
- Team Leaders and Supervisors
- Front Line Staff
- All Other Employees

The content will include the individual responsibilities as listed in the previous section of this scheme, and the behaviours and language appropriate when dealing with customers and colleagues. Managers and elected members will also receive content covering how to build gender equality into service planning and management. For more detailed information on the Council's training plans, please see the Workforce Equality Training Plan by contacting the Council's Diversity and Inclusion Team, contact details are on page 4 of this document.

10 Involving Women and Men in overall Policy and Planning

The Council is fully committed to giving the community an opportunity to be involved in, and influence Council policy making and planning, and to be included in the evaluation of progress. We believe this ultimately improves services, improves our decision making, improves public confidence and involves local people in the democratic process.

To explain how we will manage and carry out consultation overall, we have developed a Corporate Community Consultation Strategy. This outlines the Council's co-ordinated approach to involving and consulting the community, including female and male residents. Alongside this we have also developed a 'Hard to Reach' framework that recognises that some minority and vulnerable individuals and groups can be harder to engage with and

therefore require a considered approach to make sure their views and opinions are captured.

Services and functions across the Council will also engage in specific consultation when necessary. Supporting the delivery of this, we have a dedicated Corporate Consultation manager and a Corporate Consultation Group made up of representatives from all directorates of the Council. A consultation database has been developed to be used by all Council services to record planned consultation activity. The idea being that this will help us to manage consultation more efficiently, reducing duplication and increasing the effectiveness of consultation. This will help the Council, but more importantly will mean that the public do not suffer consultation fatigue.

Working in partnership with other public authorities in Sunderland, the Council is supporting the establishment of Independent Advisory Groups (IAG's) in the city. There will be seven groups in total, each representing a specific equality theme. The themes being: Age, BME, Disability, Faith, Gender, Race, and Sexuality. Each group will be made up of representatives and individuals with an interest in the relevant equality theme. The aim of these being to provide an opportunity for a more representative consultation route for organisations seeking the views of more hard to reach people, and therefore helping under represented groups to have a more unified voice and more direct route to influencing public policy making. The Gender IAG will be established in spring 2007 and will then provide a significant consultation opportunity for the Council. That is not to say that these groups will be the only consultation routes used, as the Council still recognises the importance of seeking the views of a broad cross section of relevant people. To see the consultation approach used for the development of this scheme, see the 'Involving Women and Men in the Council's Gender Equality Scheme Plan' which is Appendix 2 of this document.

If you would like a copy of the Council's Corporate Community Consultation Strategy, or Hard to Reach Framework, please log on to the Council's Website www.sunderland.gov.uk and log on to 'Have my Say' and then 'Consultation'. Or you can contact the Council's Consultation Manager on Tel. 0191 553 1514.

Gender Equality in Service Delivery

11 Assessing Gender Equality in Service Delivery (known as INRA)

The Council has introduced an equality assessment process known as INRA (Impact and Needs Requirement Assessment). This process is designed to help identify any potential inequalities in service delivery. These assessments involve checking policy and the way a policy is being delivered in practice. This process involves the manager of the service and may also involve other relevant people. Information from customer feedback, outcomes from any consultation and any available data on the take up or satisfaction of services all feeds into these assessments. To see a copy of the revised documents used for these assessments, please see Appendix 3 of this document.

The outcomes of the assessment, including any actions or need for more information will be recorded on the documentation. When the assessment is complete it is checked by an equality representative and be ultimately signed off by a senior manager. Information on any actions to be taken forward will be gathered at directorate and Council wide levels and will inform Directorate Equality Plans and the Council's overall equality policies and plans.

12 Gender Equality Monitoring in Service Delivery

The Council is installing systems to measure take up, usage, satisfaction and complaints in service delivery split by gender. Managers will be responsible for the collection and analysis of this information. Where gaps or trends occur that differ between women and men, this will prompt the need to carry out a full equality assessment (INRA). Once this check has been completed, and the causes of any gaps identified, actions and targets will be set for improvement. Services will be required to report on progress which will be part of the Council's performance management processes, see section 24 of this document for more details.

13 Complaints from Customers

The Council has a complaints procedure in order to provide customers with an opportunity to register their views when a service has failed to live up to expectations. We welcome feedback from customers and believe that this ultimately helps us to deliver better services.

In the first instance customers would be advised to take up any issue with the service directly. We hope such issues can be resolved quickly at the point of service, however if this proves unsatisfactory, a formal process exists which all customers can access should they wish.

A complaint can be made in a variety of locations and in several different ways and formats. Please see below for details of how to make a complaint:

- In person at any Council building reception area

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- By telephone on 0191 520 55 55
- By letter to... The Customer Services Manager, Sunderland City Council, Civic Centre, Burdon Road, Sunderland SR2 7DN
- By e-mail to enquiries@sunderland.gov.uk

When dealing with a complaint we promise to:

- Act fairly, objectively and swiftly
- Keep you informed about the progress of the complaint
- Treat any information in confidence
- Explain the outcomes of the investigation
- Explain the reasons behind any final decisions

For more information on the complaints procedure and form, please contact the Council's Customer Services Manager, contact details above.

14 Gender Equality Objectives in Schools

Schools are required to have Gender Equality policies in place by 30 April 2007. Children's Services is working with schools to assess current policies in schools that make reference to issues of gender equality.

Headteachers have indicated that they would welcome guidance and support from Children's Services and the local authority in relation to the setting and publication of gender equality objectives by 30 April 2007.

Children's Services has agreed to draft a checklist and template for schools to use that will be consistent with local authority gender equality aims and objectives. The requirement for governing bodies to endorse gender equality objectives is noted.

Key themes that will be covered in gender equality objectives may include:

- Boys and girls underachievement
- Gender stereotyping – careers advice and avoiding occupational segregation
- Sexist bullying and teenage attitudes to violence
- Gender equality issues in the workforce.

Gender Equality in Employment

Equality is one of four core components of the Council's Human Resources Strategy. We believe that supporting all of our current and potential employees to acknowledge their differences and encourage them to work to their strengths, has a beneficial impact on our performance and our service delivery. We also have specific gender targets to meet regarding the Council's workforce. Our employment objectives are detailed below:

- To recruit and retain a diverse workforce that reflects the local population
- To make sure our employees feel safe at work and supported to respect diversity, working in an environment where bullying and harassment will not be tolerated
- To provide a working environment where all employees can believe that the Council is a good place to work
- To enable all our employees to recognise and manage diversity

Specifically in relation to recruitment we have a specific gender target:

2007/8 - Increase the number of women in the top 5% of staff to 41%

We have developed a Workforce Diversity Plan, which includes actions we will take to help to deliver the above objective. This plan includes recruitment and retention actions such as encouraging people from underrepresented groups to apply for Council vacancies, making it easier for people to apply for our jobs, supporting employees already in our employment and making it clear that we are positive about diversity.

In order to make sure we understand gender issues and have given our workforce the opportunity to contribute to gender equality action planning, the Council has set up staff groups covering a number of equality themes, one of which is gender.

Equality and Investors in People

The Council is committed to maintaining its Corporate Investors in People status. Checking that equality runs through employment policy and practice is a key aspect of the assessment process for this award.

15 Assessing Gender Equality in Employment (known as INRA)

The Council has carried out equality assessments on all of its employment policies. However, the Council's INRA process has been improved and will mean that over time, all of our main employment policies and the way they are applied across the Council will be assessed again. In the meantime if feedback, complaints, or monitoring information identifies any potential gender equality issue, the relevant policy and practice will undergo an equality assessment (INRA) as a matter of priority. To see a copy of the revised documents used for these assessments, please see Appendix 3 of this document.

16 Gender Equality Monitoring in Employment

The Council has invested resources in the upgrading of its human resource monitoring system in order to be able to gather statistical information on all aspects of employment. This will mean that the Council can more effectively monitor gender in relation to the following:

Recruitment

- Requests for job information
- Applications returned
- Those short listed
- Those tested
- Those interviewed
- Those successful

Employment

- Existing employees
- Promotion
- Requests for training
- Training received
- Grievance
- Discipline
- Harassment
- Leavers

The Corporate Personnel Function is responsible for co-ordinating the gathering and analysis of this information, with support from all divisions of the Council. Employee satisfaction information is also collected through a Bi-annual Employee Survey, the results of which will be analysed by gender. Action plans will be developed based on this information and in consultation with female and male employees.

17 Gender Related Harassment

The Council will not tolerate any form of harassment or bullying from any source, including from elected members, managers, employees, customers, service users and contractors, recognising that such behaviour is unpleasant, unfair and unlawful. The Council also recognises its responsibility to protect its employees from harassment during the course of their work. We will also not tolerate any form of victimisation of employees who have reported harassment or given information regarding the harassment of colleagues.

For many years the Council has had in place an employee harassment policy and procedure, which outlines our position on harassment and how it will be dealt with.

If it is found that harassment or victimisation has taken place, then the disciplinary procedure will be used. In the case of the perpetrator being a customer or contractor then suitable sanctions will be applied.

The harassment procedure offers employees an opportunity to seek advice regarding harassment and to register a harassment complaint. The procedure outlines each step that a victim of harassment can take, and includes the use of trained harassment advisers within the Council and an external conciliation and mediation service.

Sexual Harassment

Sexual harassment can be experienced by either men or women and is where objectionable behaviour is based on the sex of an individual employee or group of employees. It may include:

- Verbal or non-verbal conduct including suggestive remarks, jokes, conversations, gestures or pornographic images
- Sexual contact from unwelcome touching to assault
- Unwelcome sexual advances or requests for sexual favours which may be linked to promises or threats about employment prospects

Such behaviour is unlawful and will not be tolerated by the Council. If it is found that sexual harassment has taken place, then the disciplinary procedure will be used.

Harassment on the grounds of gender re-assignment

Harassment on the grounds of gender re-assignment can be experienced by a man or a woman who intends to undergo, is undergoing or has undergone gender re-assignment. This could be disrespectful language or behaviours based on a person's intended or new gender.

Such behaviour is unlawful and will not be tolerated by the Council. If it is found that harassment on the grounds of gender re-assignment has taken place, then the disciplinary procedure will be used.

18 Equal Pay

The 1997 and 2004 Single Status national agreements require the Council to review its pay and grading structures to ensure that jobs are graded on a fair and non-discriminatory basis in accordance with equal pay legislation. The Single Status agreement covers over 11,000 of the Council's 14,500 employees and marks the end of historical and cultural distinctions between "blue collar" and "white collar" employees.

The Council has an overriding objective to produce a pay and grading structure that is fair, equitable and defensible to legal challenge.

In October 2005 the first phase of the pay and grading review was implemented, covering all 7,500 "Green Book" employees graded up to Scale 3, where the need for modernisation was the greatest. This was achieved using job evaluation and the removal of bonus schemes. Through Single Status the Council has harmonised payroll methods by moving employees onto monthly pay, and will continue to work towards modernising and simplifying terms and conditions wherever possible.

The Council recognises that it is good practice to undertake an equal pay audit to assess pay practices. For example, the Phase 1 pay gap between men and women was 10.18% before job evaluation. After job evaluation this pay gap reduced to 3.34%. A grade

analysis is shortly to be carried out of all grades within Phase 2 to give a snapshot of the organisation. The Council remains committed to completing the review of pay and grading, and is currently considering how best to approach this for the rest of the Green Book workforce, who are currently graded Scale 4 and above.

19 Gender Workforce Profiling

The Council needs to understand its workforce in detail to continue to improve and support diversity. That is why the Council is conducting a workforce profiling exercise. The aim of this exercise is to identify any gender imbalance across different job types or work areas within the Council. This information will be used to identify improvement targets and actions, which will be incorporated into the Council's Workforce Diversity Plan.

20 Employee Complaints

The Council believes that if an employee has a grievance in relation to any aspect of their employment it should be dealt with fairly, swiftly and ideally by the employee's line manager. Every effort will be made to deal with the issue informally where appropriate to do so. Where this is not possible the Council's grievance procedure will be used.

If an employee feels they have witnessed anything that they believe to be inappropriate or against Council policy, they can use the Council's Whistle Blowing Policy to register this in confidence.

21 Domestic Violence

Sunderland City Council recognises that domestic violence is a very serious issue within our society, which affects many people's lives,

The situation requires the Council, both as a service provider and large employer within Sunderland, to take all reasonable steps to combat the reality of domestic violence and its impact on the Council's service delivery.

As a service provider, there are a number of activities, which have a bearing on the way in which domestic violence can be addressed:

- The Council is a direct deliverer of services to people experiencing domestic violence e.g. through housing
- The Council can promote awareness through multi-agency co-operation about the extent of domestic violence
- The Council can provide support to staff working directly with adults and children fleeing from or living in violent relationships

As an employer, there are a number of ways in which we can support our employees who are victims of domestic violence:

- Through offering practical support
- Raising awareness generally of the issues and in particular amongst managers
- Providing training opportunities to employees
- By taking a clear anti-violence stance against perpetrators

The Council has a policy on domestic violence covering the above and also includes guidance for managers on how to deal with domestic violence issues. For a copy of this policy, please contact the Council's Diversity and Inclusion Team, contact details are on page 4 of this document.

22 Gender Equality when Buying in Goods and Services

The Council buys in large volumes of goods and services each year, and is in contract with thousands of large and small organisations at any one time. We have a dedicated Corporate Procurement Function responsible for laying down the standards on how goods and services should be acquired. This standard applies to all services across the Council.

The standards make sure gender equality is built into each stage of our processes for buying in goods and services. This includes how we advertise a contract opportunity, the selection process, agreeing the contract and checking the contractor's performance.

We are developing an 'Equality in Procurement and Contract Management Plan' which will outline the specific improvements to be made. For a copy of this plan, please contact the Council's Diversity Officer, details on page 4.

The Council also believes that having ongoing relationships with organisations and businesses gives us an opportunity to promote equality, including gender equality, and

influence their commitment and approach to equality. This means encouraging these organisations and businesses to take equality seriously in all that they do, not just meeting our contractual requirements. So our standards will soon be revised to include guidance that will help us to promote equality good practice to organisations and businesses working for us.

23 Gender Equality in Partnership Working

The Council believes that equality should be an agreed principle when entering into any partnership with an outside organisation or association. The Council has developed a Partnership Strategy and included within this is information on how to build equality into partnership agreements and arrangements. For a copy of this strategy, please contact the Council's Diversity and Inclusion Team, contact details are on page 4 of this document.

24 Monitoring Overall Gender Equality Progress

The Council has a framework to manage the Council's performance against its priorities. In terms of equality, including gender equality we use quantitative and qualitative measures.

Quantitative Measures

The Council is improving its gender monitoring processes across all relevant services and functions. This will involve the installation of data collection processes that measure the take up, usage, and satisfaction of services and functions. This will help us to identify gender equality gaps, set actions for improvement and then measure progress at a service level. Currently statistical progress is only measured and reported for Best Value Performance Indicators however the Council has plans to identify a broader set of performance measures by which progress will be monitored.

This information will be reported to senior management on a regular basis, and elected members will also have a scrutiny role to play in evaluating the progress of this scheme and its action plan.

Qualitative Measures

Although the above methods will be useful in helping the Council to measure progress, it does not necessarily provide information on whether progress is having the desired outcomes and improving people's perceptions. For this we have other methods including overall satisfaction and perception surveys and consultation arrangements. Again the outcomes of these are reported to senior management. The Council also has plans to develop a monitoring process for this scheme and action plan in consultation with the members of the Gender Independent Advisory Group (please see Appendix 2 of this document for more details on this group). Outcomes of which will be included in the Council's existing reporting processes described.

Publishing Progress

In accordance with the above mentioned plan, the Council will periodically review the progress of this scheme and action plan and publish the results of this. Because of the need to keep this information up to date, we will use the Council's website www.sunderland.gov.uk to publish this information. However it can also be presented in a variety of formats, on request, by contacting the Council's Diversity and inclusion team, contact details on page 4 of this document.

25 Reviewing this Gender Equality Scheme and Action Plan

In accordance with the law, the Council will fully review this scheme and action plan on a three yearly cycle. This will involve full consultation with women and men in line with the approach taken for the schemes development. This is outlined in the 'Involving Women and Men in the Council's Gender Equality Scheme Plan' which is Appendix 2 of this document.

26 Gender Equality Action Plan

To support this scheme, the Council has produced an action plan outlining the specific activity we plan to do to improve gender equality. Please see Appendix 1 of this document.

Gender Equality Scheme Action Plan 2007 to 2010

Action	Description	Responsibility	Timescale
Corporate	Involving women and men	Diversity and Inclusion Team	April 2008
		Policy Officer - Diversity Head of Communications, Head of City Print Services, Head of ICT	April 2007
		Assistant Chief Executive Policy Officer - Diversity	Quarterly
		Policy Officer - Diversity	April 2010
	Policy and Planning	Corporate and all Directorates and Services	Level 5 by March 2010

Procurement	Procurement and Partnership agreements	Equality assess (INRA) all services, functions, projects and policies for gender equality and develop action plans to remove or reduce gender inequalities	Corporate and all Directorates and Services	Ongoing
		Gender equality built into corporate project planning documentation	Head of Programme and Projects Office	March 2007
		Develop basket of gender equality measurable performance indicators for progress checking and reporting	Policy Officer - Diversity	March 2007
		Develop systems for gathering data and information regarding gender equality in services and employment. This including take up, usage, satisfaction and complaints by gender.	Corporate and all Directorates and services	September 2008
		Corporate Equality Scheme to be produced and include overall corporate gender equality targets and actions	Policy Officer - Diversity	September 2007
		Directorate Equality Plans to be produced and include service and directorate level gender equality targets and actions informed by corporate targets and actions and service INRA's	Directorates and Services	September 2007
		Incorporate gender equality requirements into Codes of Practice for procurement, contract management and partnerships.	Corporate Procurement Manager	January 2007
		Review existing information to determine if there is potential bias towards procuring contracts from larger organisations. Look at this in context with information on the gender profile of large and small organisations and businesses.	Corporate Procurement Manager	June 2007
		Develop a Workforce Diversity Plan with the involvement of men and women from the workforce, trade unions and relevant local agencies. Plan to show Council's plans for equal pay, workforce profiling and increasing gender diversity across job levels and types within the workforce.	Employee Relations Manager Executive Management Team	Plan to be developed by agreed by May 2007
		Gain agreement to plan by Executive Management Teams and all Directorate Management Teams with subsequent targets being set for each directorates contribution. This to be written into Directorate Equality Plans	Directorate Management Teams	
Employment and Training	Recruiting and retaining a diverse workforce			

		<p>Carry out analysis of gender data and information, in relation to employment, to check for differences between women and men. Agree actions to remove or reduce gaps and set targets for improvement. Gain agreement to these by Executive Management Teams and all Directorate Management Teams with subsequent targets being set for each directorates contribution. This to be written into Directorate Equality Plans</p>	Employee Relations Manager Executive Management Team Directorate Management Teams	October 2007
		<p>Increase options of flexible ways of working across the Council. Delivery of a pilot to check feasibility of home and mobile working, with potential benefit to employees with disability.</p>	Employee Relations Manager	March 2007
		<p>Include gender equality monitoring within Employee Survey in order to check if differences in data between men and women. Agree actions and targets for improvement. Gain agreement to these by Executive Management Teams and all Directorate Management Teams with subsequent targets being set for each directorates contribution. This to be written into Directorate Equality Plans</p>	Employee Relations Manager Executive Management Team Directorate Management Teams	October 2007
		<p>Install gender equality data gathering for those reporting harassment. Check for differences between women and men. Agree actions and set targets for improvement. Gain agreement to these by Executive Management Teams and all Directorate Management Teams with subsequent targets being set for each directorates contribution. This to be written into Directorate Equality Plans</p>	Employee Relations Manager Directorate HR Managers	October 2007
		<p>Establish an employee group, or network of existing male and female employees for the purpose of involvement and consultation in policy writing, action planning, target setting etc.</p>	Employee Relations Manager	March 2007

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	Equality training	Review the Council's Workforce Equality Training Plan to check if fit for purpose to meet the requirements of equality legislation and the Equality Standard in relation to gender equality. Plan to involve all employees and elected members. Plan to show how the training will be resources.	Employee Development Manager Policy Officer - Diversity	April 2007
	Equality in appraisal	Review Appraisal process to check if fit for purpose to meet the requirements of equality legislation and the Equality Standard in relation to gender equality.	Employee Relations Manager	October 2007
Children's Services	'DAWN' Report	Explore any possible implications of the DAWN Report finding on the delivery of services for young women and forward to relevant service	Children's Services Equality Representative	May 2007
Adult Services	'DAWN' Report	Explore any possible implications of the DAWN Report finding on the delivery of services for women and forward to relevant service	Adult Services Equality Representative	May 2007

Involving and Consulting Women and Men on the Council's Gender Equality Scheme

It is not only a legal requirement to involve men and women in the development of a Gender Equality Scheme, but it also makes very good sense. In order to provide services in the best way possible, we need to make sure we understand and meet the needs of men and women in the community. So, Sunderland City Council, Sunderland Teaching Primary Care Trust, Sunderland City Hospitals, Northumbria Police and Sunderland Mental Health Trust joined together to involve and consult local women and men in order to make sure that the Gender Equality Scheme's, produced by each of these organisations, was informed by local people.

Who do we mean by 'Women and Men'

We mean as broad a cross section of men and women in our community as possible. People in very different life circumstances that may have a specific view of the way services are delivered for women and men. We don't only mean adults too, and also have plans to consult male and female young people and children as we believe they have a unique perspective to offer.

Forming the Partnership of Services

In Sunderland it was believed that partner organisations may well be able to work together when engaging and involving men and women in the development of schemes. Equality specialists from the above mentioned organisations met in summer 2006 to discuss firstly working together on consultation for Disability Equality Schemes. This proved very successful and productive and the partnership decided to continue the alliance for the consultation and production stages of Gender Equality Schemes. The organisations believed that local people appreciated this joined up and less repetitive approach.

Agreeing a way of working

The partnership then decided to spend some time agreeing to some principles that would apply from the start. The following principles were agreed:

- making sure men and women were involved from the beginning,
- checking that people representing men and women's groups were actually communicating with those groups and not simply speaking for them.
- making sure language, documentation, presentations, facilities etc were all accessible and user friendly.
- wherever possible, partners would work together to respond to issues raised

Sunderland's Gender Independent Advisor Group (GIAG)

The next thing for the partnership was to decide who to involve. It was agreed that ideally in the first instance it would be useful to approach the GIAG as this intended to be an umbrella group representing many local gender related groups. Unfortunately however this group was delayed in its establishment, and would not be ready in time to contribute to the first version of schemes required by the 30th April 2007. So, whilst the partnership agreed to approach the GIAG as soon as it was ready, it was also understood that separate consultation would need to be carried out with individuals and groups with a gender interest.

How was Consultation Carried Out

The partnership agreed to consult with individuals and groups on their own terms. Ideally partnership members would attend meeting that were already arranged by groups themselves, or would organised meetings at a time and venue convenient to the needs of group being consulted. It was felt that this approach demonstrated a greater commitment to inclusive consultation and more likely to engage hard to reach people. For example, the partners agreed to join a local Father and Toddler Sure Start group held on a Saturday morning, rather than asking the men to attend a consultation event arranged by us, possibly in a venue and at a time that was not convenient to the fathers. The approach and style of each consultation was also considered and it was agreed that the partnership would take advice from each group. For example it was agreed with the Sure Start Group Co-ordinator that consultation with the Father and Toddler Group should involve a male partner having a very informal chat with the fathers, as this was more likely to be productive than carrying out a formal structured meeting. So each consultation was designed around the needs of each group and approached in a way that would maximise involvement and participation. Although five service organisations were working in partnership, it was felt that in order to reduce confusion when consulting, services would be summarised into the following broad areas:

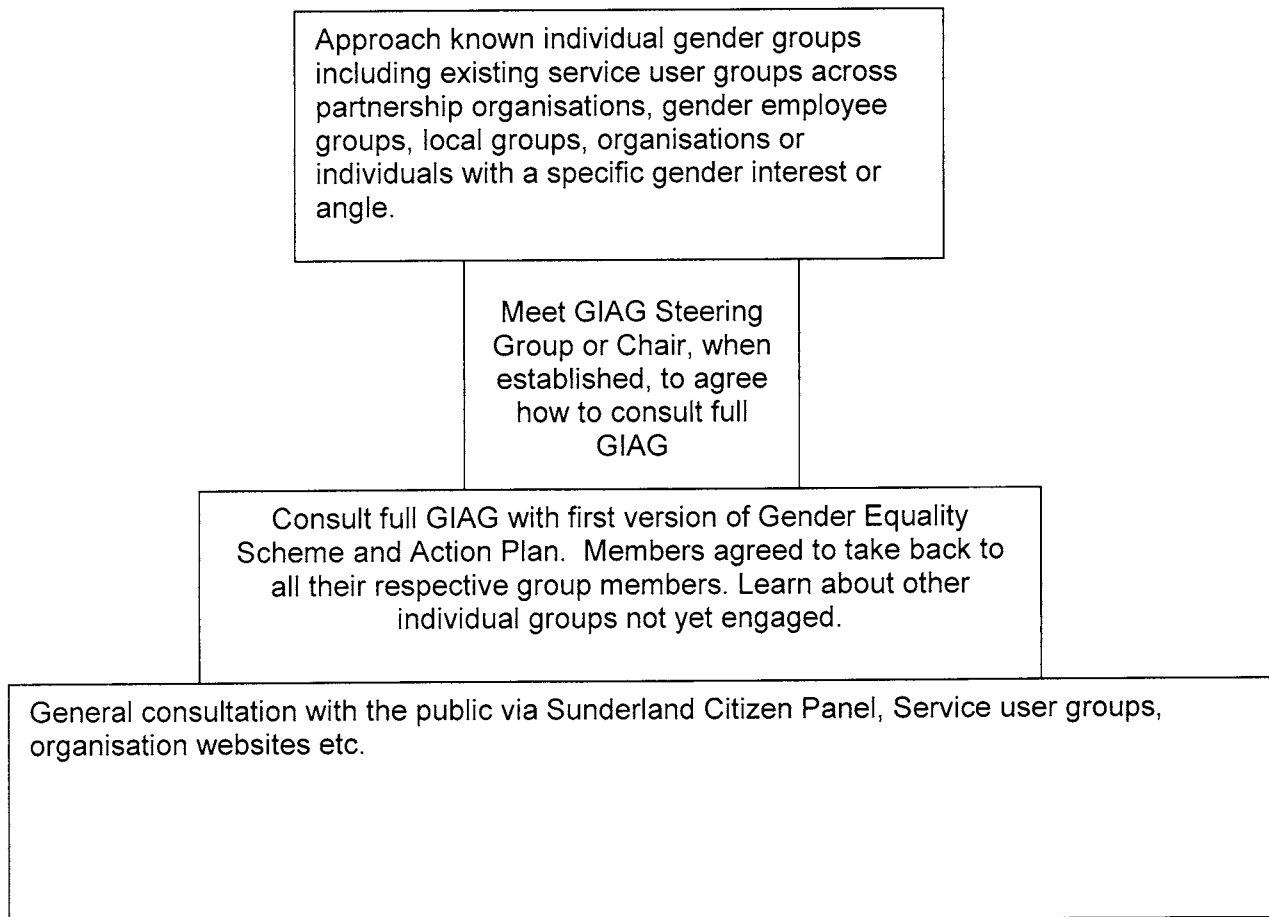
Council
Health
Police

Consultation Activity

The following diagram shows the layers of involvement and consultation that the partnership have planned with local gender groups and individuals. It was understood that not all consultation would be complete before the first version of the Gender Equality Scheme would be required on the 30th April 2007. Therefore although each organisation would publish their own scheme on or before this date, this would not prevent the continuation of consultation afterwards. In fact it was felt that the publicising of schemes would provide the opportunity to further consult and include the wider public in order to gain the views of women and men who had not been involved or represented by a specific consulted group.

Diagram showing the order of Involvement and Consultation with Men and Women that has been carried out or planned.

For the purposes of demonstration, the width of the box below reflects the broadness of consultation



List of Gender Groups and Individuals who have been Consulted or consultation is Planned

In no particular order:

- Sunderland Gender Independent Advisory Group – Management Committee or Chair
- Sunderland Gender Independent Advisory Group – Full membership
- Sunderland City Council Gender Employee Group
- Sunderland Citizen Panel – A male group and a separate female group
- Residents and Staff of Swan Lodge Salvation Army Supported Accommodation
- Sure Start Fathers and Toddler Group
- Wearside Women in Need - Staff
- Wearside Women in Need – Clients
- A transsexual woman living in Sunderland
- Trade Unions

Equality Assessment Template (INRA)

Appendix 3

This template helps you to equality check a service, function or significant project. The law requires such checks to be carried out in order to identify any potential inequalities or barriers for different kinds of people, as this may be discriminatory. It is not sufficient to presume everything is ok, the Council is expected to test and be able to demonstrate equality in everything it does.

When should an assessment be completed?

An assessment should be completed when any of the following is correct:

- A new service, function or significant project is being planned
- An existing service, function or significant project is changing
- Information from consultation, equality data, complaints or another source suggests a possible equality issue
- An existing service, function or significant project has not been checked for three years.

Please read the guidance notes associated with this template. When you have finished, you will need to sign and date below and then pass it to your directorate Equality Representative (see guidance notes for names). Approval must then be sought from your Head of Service regarding any actions and section 7.

Assessment details	
1	Description of service, function, or project being assessed
2	Title of any related strategy, policy, procedure or plan etc.
3	Please explain why you are doing this INRA (pick from list above)
4	Name and Job Title of person carrying out assessment
5	Names of any others involved in the assessment, and brief explanation of

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	relevance	
6	Signature/s and date assessment completed	
7	Name of your Directorate Equality Rep. checking this assessment. See guidance Notes	
8	Signature and date assessment checked by above	
9	Name of Head of Service required to give approval for actions listed in Section 7	
10	Signature and date approval gained from above	
Section 1 Aim of Service, Function or Project		
11	What is the overall aim of the service, function or project?	
12	Is this compatible with the principles of fairness, equality, access and inclusion as outlined in the Council's Corporate Equality Scheme? Briefly describe how.	
13	Give a brief description of what you are doing, or have planned to deliver the aim.	
14	Who will receive or benefit from this service, function or project? Please list any groups or types of people more likely to be affected than other or that may have particular needs. Please explain?	
Section 2 Delivering the Service, Function or project		
15	Does the delivery of the service, function or project require you to interact with the public? If yes, please explain the circumstances when, how and where the contact happens.	
16	When interacting with the public, do you think the needs of different people been provided for? Please see guidance notes. Please explain any gaps you believe may exist. Please state any necessary actions to be taken to correct this. If you are unsure of appropriate solution, please mark this and see guidance notes.	
17	Have all of the staff interacting with the public received equality training? If so, please give details of the training and when it was provided. If not, mark this as an action.	

18	Give brief details of any feedback or complaints received regarding equality issues or barriers in the delivery of the service, function or project. If barriers are unavoidable please explain why. If action has been taken or planned to address barriers or issues, please give details. If action needs to be identified or consultation is required to further understand barriers, please mark this as an action.	
Section 3 Equality Data and Information Gathering		
19	How is, or will, success be measured in relation to the aim stated in question 11?	
20	Can you measure success broken down by race, gender, disability, age, religion and sexuality? If yes to any, please give details of how you collect this information. If it is not appropriate or possible to collect all or any of this information, please explain why. If this information can be collected, mark this as an action.	
21	Please explain what happens to any information collected. If nothing, please mark this as an action and see guidance notes.	
22	If you do analyse the information you collect, does it show any differences for different groups? Please see guidance notes. If yes, please explain.	
23	If differences are unavoidable please explain why. If action has already been taken or planned to address gap, please give details.	
Section 3 Consultation		
24	If a gap has been identified in question 22, explain the cause. If cause is not clear, has consultation been carried out or planned to help identify the cause, please give details of consultation activity. If you believe consultation is not necessary or possible, explain why. If consultation is necessary to identify cause of gap, but none has happened or is planned, mark this as an action and see guidance notes.	
25	Has consultation helped to identify the cause of the gap? If yes give details of cause. If consultation has not identified cause of gap, please see guidance notes.	
26	If a new service, function or project is being planned, give details of any consultation carried out or planned to make sure service, function or project intends to meet requirements of all identified in questioned 14. If not, consultation	

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	may be required. Mark this as an action and see guidance notes.	
27	Has any actions been carried out or planned as a result of consultation outcomes. If no action possible, please explain why.	
28	Has the details of any consultation done or planned been recorded on the Council's Consultation Database? If not mark this as an action and see guidance notes.	
Section 5 Community relations		
29	Is there any reason why you feel the planned or existing service, function or project may be perceived as benefiting some more than others, or having a negative effect on some? If yes, please explain. Give details of anything been done or planned to offset this. If nothing can be done please explain why. If something can be done or consultation required, please mark as an action.	
30	Do you have any reason to believe that this could possibly lead to tensions between different groups or individuals in our community? If yes, please explain and see guidance notes.	
Section 6 Documentation		
31	Does any documents mentioned in question 2 state the following: -The overall aim and who should benefit? -How it is compatible with the Council's Corporate Equality Scheme in principle and in practice. -How consultation has or will be carried out and who it will include? -How equality data and information will be collected and monitored, broken down by different groups if relevant. -How information from consultation and monitoring will improve service delivery. If any of the above is not included please explain why. If not included and should be, please mark as an action.	
32	Is the document available to the public or can it be requested? If so, is the document accessible and user friendly, and does it contain details on how to arrange for it to be produced in different format? Please see guidance notes. If not, please mark as an action.	

Section 7 Action to be taken forward

Skim through your answers and mark here any actions or next steps to be taken forward. If you are unsure about any of the questions or actions to be taken forward, please contact your directorate equality representative, see guidance notes for details.

Next Steps:

1. Now sign and date question 6 and then forward this template to your Directorate Equality Rep.
2. When this is returned and is signed by your Equality Rep, forward this to your Head of Service to gain approval to the actions in the above box.
3. When this is returned and is signed by your Head of Service, you are expected to progress the actions identified. Progress reports will be required at regular intervals.

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CABINET MEETING – 18 APRIL 2007

EXECUTIVE SUMMARY SHEET

Title of Report:

Virtual Contact Centre Project

Author(s):

Director of Community & Cultural Services and Corporate Head of ICT

Purpose of Report:

This report asks Cabinet to agree a variation to the existing Voice Over Internet Protocol (VOIP) contract, with Central Telecom (UK) Limited, to enable the Business Improvement Programme (BIP) Virtual Contact Centre Project to be taken forward.

Description of Decision:

Cabinet is recommended to agree a variation to the existing Voice Over Internet Protocol (VOIP) contract, with Central Telecom (UK) Limited for the procurement of the hardware, software and the services required to implement the Business Improvement Programme (BIP) Virtual Contact Centre Project.

Is the decision consistent with the Budget/Policy Framework?

Yes

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

Suggested reason(s) for Decision:

To enable the implementation of VOIP technologies in respect of the BIP Virtual Contact Centre Project and the additional sites without the risk of introducing new disparate technologies having different technical characteristics from the VOIP network currently being installed.

Alternative options to be considered and recommended to be rejected:

The alternative options considered but not recommended would be to:

1. Continue with the current disparate telephony technologies. These consist of unreliable and incompatible systems with multiple support agreements. This would result in an inability to develop the Virtual Contact Centre and expand the Customer Service Network. The business improvements planned for the Contact Centre could not be achieved using the existing telephony system.
2. Commence a new competitive tender process. This has the potential to result in a contract being awarded to a supplier offering a different technology to the Council's VOIP network. This would not resolve the current issues of compatibility and multiple support agreements.

Is this a "Key Decision" as defined in the Constitution?

No

Relevant Review Committee:

Policy and Co-Ordination

Is it included in the Forward Plan?

No

VIRTUAL CONTACT CENTRE PROJECT

**REPORT OF THE DIRECTOR OF COMMUNITY & CULTURAL SERVICES AND
CORPORATE HEAD OF ICT**

1. Purpose of the Report

- 1.1 This report asks Cabinet to agree a variation to the existing Voice Over Internet Protocol (VOIP) contract, with Central Telecom (UK) Limited, to enable the Business Improvement Programme (BIP) Virtual Contact Centre Project to be taken forward.

2. Description of Decision

- 2.1 Cabinet is recommended to agree a variation to the existing Voice Over Internet Protocol (VOIP) contract, with Central Telecom (UK) Limited for the procurement of the hardware, software and the services required to implement the Business Improvement Programme (BIP) Virtual Contact Centre Project.

3. Introduction / Background

- 3.1 In September 2004 Cabinet agreed to the partial replacement of the existing Voice and Data Network with a VOIP network in order to improve the performance of the ICT systems. This will allow the Council to respond more efficiently and effectively to its service delivery needs.
- 3.2 The Contact Centre currently has a number of differing telephony technologies installed. Over the past three years the disparity between the various systems has increasingly led to difficulties in ensuring the efficient performance of the Contact Centre.
- 3.3 The most significant issue is that by having numerous systems and associated support contracts when a fault develops it is often difficult to diagnose on which part of the network the fault lies. Consequently it is unclear which supplier is responsible for implementing a solution. The reality is that suppliers often apportion responsibility on one another leading inevitably to delays in resolving faults. This adversely affects the overall performance of the Contact Centre.

4. Current Position

- 4.1 The Business Improvement Programme (BIP) – Virtual Contact Centre Project requires the replacement of the existing disparate and incompatible telephony technologies utilised within the Contact Centre with a single Enterprise Solution. This project would also enable future Customer Service Centres and in due course home workers, if appropriate, to access Contact Centre telephony.

- 4.2 The Contact Centre currently suffers from incompatibility issues between the existing technologies. These issues have caused disproportionate technical difficulties in the operation and maintenance of the existing network.
- 4.3 In addition to replacing the telephony technologies within the Contact Centre it is proposed that an Enterprise Solution extends to further Customer Service Centres. This will enhance the Council's overall Customer Service Network and minimise the risk of future technical difficulties posed by disparate and incompatible telephony technologies. It is also proposed to include City Treasurers staff to assist in more effective management of the 'peaks' experienced, for example, annual billing and benefits notifications.
- 4.4 The additional sites are:
- (i) Civic Centre – Main Reception
 - (ii) Civic Centre – City Treasurers
 - (ii) Grangetown
 - (iii) Bunnyhill
 - (iv) Hetton Centre
 - (v) Houghton Library
 - (vi) Sandhill
- 4.5 The objectives of the BIP Virtual Contact Centre Project are to:
- (i) Create a network of support centres encompassing the Contact Centre, Civic Centre and Customer Service Centres;
 - (ii) Integrate external sites into core business activities;
 - (iii) Utilise, integrate and train available resources;
 - (iv) Establish disaster recovery and business continuity.
- 4.6 In implementing the Central Telecom Avaya technology the business benefits for the BIP Virtual Contact Centre Project would include:
- (i) A single support contract;
 - (ii) Eliminate compatibility issues;
 - (iii) Provide more robust disaster recovery and business continuity;
 - (iv) Create a Customer Service Network;
 - (v) More effective and efficient management;
 - (vi) Staff integration and cross training;
 - (vii) Improved management reporting.

5. Variation / Extension to the current VOIP Contract

- 5.1 The current VOIP Contract was awarded to Central Telecom (UK) Limited following a rigorous tender and evaluation process. The contract made specific provision for the Council at its option to increase the number of sites to be fitted with VOIP technology as the business need developed.
- 5.2 A variation / extension within the terms of the existing VOIP Contract will allow the Council to implement the Virtual Contact Centre and additional sites without the need to tender again. This will eliminate the risk of introducing

further technologies from other suppliers and perpetuating the incompatibility issues.

6. Financial Implications

- 6.1 The proposed contract variation / extension would be for an initial 3 year period with an option for the Council to have a continuance for up to 2 further years.
- 6.2 The current support costs for the Contact Centre telephony technologies are £72,000 a year.
- 6.3 The existing technology support cost of £18,000 a quarter would need to be met to cover the period from 1st April 2007 to 31st June 2007 in the 2007/2008 financial year.
- 6.4 The indicative cost for the hardware, software and services from Central Telecom is £176,000 with the annual support costs being £23,000 a year. The capital cost will be met by the allocation within the Business Improvement Plan (BIP). The support costs will be met by Community & Cultural Services' existing revenue budget.
- 6.5 Should the solution be implemented for the full five years the costs will exceed £250,000 and consequently Cabinet's approval to the variation is required.

7. Payback

3 Year Model

Current Support costs (3 x £72,000)	£216,000
Avaya Costs	
Hardware, software and services	£176,000
3 year support (3 x £23,000)	£ 69,000
Current Support costs April – June 07	£ 18,000
Total	£263,000
<u>Net Cost to Council over 3 years</u>	<u>£ 47,000</u>

5 Year Model

Current Support costs (5 x £72,000)	£360,000
Avaya Costs	
Hardware, software and services	£176,000
5 year support (5x £23,000)	£115,000
Current Support costs April – June 07	£ 18,000
Total	£309,000
<u>Net Saving to the Council over 5 years</u>	<u>£ 51,000</u>

The financial payback period for the proposed new solution would be approximately 3.5 years. This makes no allowance for the additional business benefits of the proposed new solution.

Payback Period

Sum Invested (cost of implementation)	£176,000
Annual Return (difference in support costs)	£49,000

8. Reasons for Decision

- 8.1 To enable the implementation of VOIP technologies in respect of the BIP Virtual Contact Centre Project and the additional sites without the risk of introducing new disparate technologies having different technical characteristics from the VOIP network currently being installed.

9. Alternative Options

- 9.1 The alternative options considered but not recommended would be to:
- (i) Continue with the current disparate telephony technologies. These consist of unreliable and incompatible systems with multiple support agreements. This would result in an inability to develop the Virtual Contact Centre and expand the Customer Service Network. The business improvements planned for the Contact Centre could not be achieved using the existing telephony system.
 - (ii) Commence a new competitive tender process. This has the potential to result in a contract being awarded to a supplier offering a different technology to the Council's VOIP network. This would not resolve the current issues of compatibility and multiple support agreements.

10. Relevant Considerations / Consultations

- 10.1 The City Treasurer and City Solicitor have both been consulted on the proposed contract variation and their comments are incorporated into this report.

11. Background Papers

Report to Cabinet Voice and Data Network system 15th September 2004
Service Specification – Requirements for VOIP Tender
BIP-VCC-001 v2.0 Project Highlight Report for Virtual Contact Centre

CABINET MEETING – 18 APRIL 2007

EXECUTIVE SUMMARY SHEET – PART I

Title of Report:

SEN PROVISION – AMENDMENTS AND CONSULTATION PHASE 1

Author(s):

REPORT OF THE DIRECTOR OF CHILDREN'S SERVICES

Purpose of Report:

This report is to seek approval for the statutory proposals attached at Annex 1 to be published to change the designated age range for Maplewood and Springwell Dene Special Schools from 1st September 2007 following consultation.

Description of Decision:

Cabinet is asked to note the contents of this report and approve the publication of the attached public notices.

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

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

Suggested reason(s) for Decision:

To ensure a more appropriate age range in each school and provide for increasing numbers of students identified as requiring this specialist educational provision. The proposal will also support the Local Authority and schools in meeting our statutory duty to provide education for pupils from day 6 of exclusion (currently day 16) which is effective from September 2007.

Alternative options to be considered and recommended to be rejected:

There are no alternative options to be considered at this time.

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

Is it included in the Forward Plan? Yes

Relevant Review Committee:

Children's Services Review Committee

REPORT OF THE DIRECTOR OF CHILDREN'S SERVICES

SEN PROVISION – AMENDMENTS AND CONSULTATION PHASE 1

PURPOSE OF REPORT

1. Maplewood and Springwell Dene Schools are currently delivering education to children and young people with Emotional and Behavioural Difficulties (EBD). The age range at each school is inconsistent with all other educational provision in Sunderland and is not considered appropriate to meet need. This report is to seek approval for the statutory proposals attached at Annex 1 to be published to change the designated age range for each school from 1st September 2007.

DESCRIPTION OF DECISION

2. Cabinet is asked to note the contents of this report and approve the publication of the attached public notices.

BACKGROUND AND CURRENT POSITION

3. At its 14th February meeting, Cabinet considered a proposal to a phased consultation on Special Educational Needs (SEN) provision within Sunderland. As Phase 1 of this, Cabinet approved a process of consultation to consider amending the age range at Maplewood and Springwell Dene Schools.
4. Currently Maplewood School covers an age range from years 0 to 8 (age 4 to 13) and Springwell Dene covers an age range from years 9 to 11 (age 14 to 16). This is inconsistent with all other provision in our schools and this proposal seeks to amend the age ranges to a primary age range school (4-11) and a secondary age range school (11-16).

REASONS FOR THE DECISION

5. The proposal is to change the age range at each school with effect from 1st September 2007. Making these changes will ensure a more appropriate age range in each school and provide for increasing numbers of students identified as requiring this specialist educational provision. It will increase the number of places available at KS3/4 and increase capacity to provide assessment and early intervention for primary age pupils. The proposals will therefore also support the Local Authority and Schools in providing education for pupils from day 6 of exclusion (currently day 16). This will become a statutory duty from September 2007.

ALTERNATIVE OPTION TO BE CONSIDERED AND REJECTED

6. The alternative to these proposals would be to leave the age range as existing. This is not considered appropriate in terms of educational provision and would not offer opportunities to respond to emerging need or changes in statutory requirements.

RELEVANT CONSULTATIONS

7. As part of the process of consultation heads and governors have been consulted. All parents/carers of pupils currently attending the two schools as well as parents/carers of children who have a statement of special educational needs naming either school for September 2007 have received consultation documentation and have had the opportunity to attend a public meeting.
8. In addition, consultation opportunities have been made available to local authorities who maintain a statement of a student attending one of the Schools, the Teaching Primary Care Trust, City Hospitals Sunderland, the Regional Health Authority and the Learning and Skills Council.
9. Relevant Trade Unions have also been consulted and it should be noted that there are no staffing implications associated with the proposal.
10. The report will be updated at the Cabinet meeting to include outcomes from the consultation.
11. Any agreed changes will be subject to public notices. The Notices will be posted in the local press, main entrances to the schools, local library and post office and also sent to the consultees named above. School staff and governors have been consulted and support these proposals.

BACKGROUND PAPERS

12. Cabinet report 14th February 2007 SEN Provision – Consultation and Amendments.

**NOTICE OF APPLICATION TO MAKE A PRESCRIBED ALTERATION TO
MAPLEWOOD SCHOOL, REDCAR ROAD, SUNDERLAND**

Sunderland City Council – Children's Services

Notice is hereby given in accordance with section 31(1)(b) of the School Standards and Framework Act 1998 that Sunderland City Council intend to make a prescribed alteration to Maplewood School, Redcar Road, Sunderland, Tyne and Wear, SR5 5PA by a change in the age range of the school with effect from 3 September 2007. The school currently caters for 76 Boys and Girls aged from 7 to 13 with emotional and behavioural difficulties. The proposed age range will be 4 years to 11 years.

Pupils who are currently attending Maplewood School in the current year 6 will remain at the school until they move into year 8 when they will transfer to Springwell Dene in September 2008. The current year 7 will transfer to Springwell Dene in September 2007. Subsequent year 6's will transfer to Springwell Dene at the beginning of year 7.

The current age range of the children attending Maplewood is inconsistent with all other provision across the City and will provide for increasing numbers of students identified as requiring this specialist provision.

Further details about these proposals can be obtained from The Director of Children's Services, Civic Centre, Burdon Road, Sunderland, SR2 7DN care of Sandra Mitchell at the same address.

Any person may object to these proposals.

Objections may be submitted in writing to the Director of Children's Services, Sunderland City Council at Civic Centre, Burdon Road, Sunderland, SR2 7DN within two months from the date of the publication of this notice.

Within a further month, the Local Authority will send to the Council's Cabinet, copies of all objections made (and not withdrawn in writing) within the objection period, together with the Authority's observations on them.

26 April 2007

Ged Fitzgerald
Chief Executive

**NOTICE OF APPLICATION TO MAKE A PRESCRIBED ALTERATION TO
SPRINGWELL DENE SCHOOL, SWINDON ROAD, SUNDERLAND**

Sunderland City Council – Children's Services

Notice is hereby given in accordance with section 31(1)(b) of the School Standards and Framework Act 1998 that Sunderland City Council intend to make a prescribed alteration to Springwell Dene School, Swindon Road, Sunderland, Tyne and Wear, SR4 4EE by a change in the age range of the school with effect from 3 September 2007. The school currently caters for 66 Boys and Girls aged from 13 to 16 with emotional and behavioural difficulties. The proposed age range will be 11 years to 16 years.

The current age range of the children attending Springwell Dene is inconsistent with all other provision across the City and will provide for increasing numbers of students identified as requiring this specialist provision.

Further details about these proposals can be obtained from The Director of Children's Services, Civic Centre, Burdon Road, Sunderland, SR2 7DN care of Sandra Mitchell at the same address.

Any person may object to these proposals.

Objections may be submitted in writing to the Director of Children's Services, Sunderland City Council at Civic Centre, Burdon Road, Sunderland, SR2 7DN within two months from the date of the publication of this notice.

Within a further month, the Local Authority will send to the Council's Cabinet, copies of all objections made (and not withdrawn in writing) within the objection period, together with the Authority's observations on them.

26 April 2007

Ged Fitzgerald
Chief Executive

CABINET MEETING – 18 APRIL 2007 EXECUTIVE SUMMARY SHEET – PART I	
Title of Report: School Admission Arrangements – September 2008	
Author(s): Director of Children's Services	
Purpose of Report: To seek approval of the School Admission arrangements for September 2008.	
Description of Decision: Cabinet is asked to approve: <ul style="list-style-type: none"> i the admission policy and procedures (co-ordinated schemes); ii details of the oversubscription criteria; iii published admission numbers. 	
Is the decision consistent with the Budget/Policy Framework? *Yes/No	
If not, Council approval is required to change the Budget/Policy Framework	
Suggested reason(s) for Decision: Cabinet are required to approve the admission arrangements prior to being published for parents in September 2007, in respect of the September 2008 admissions process.	
Alternative options to be considered and recommended to be rejected: If the admission arrangements were not approved, the consultation process would need to restart and be completed by June 2007. This timescale would be extremely tight.	
Is this a "Key Decision" as defined in the Constitution? Yes/No Is it included in the Forward Plan? Yes/No	Relevant Review Committee: Children's Services

SCHOOL ADMISSION ARRANGEMENTS - SEPTEMBER 2008

REPORT OF THE DIRECTOR OF CHILDREN'S SERVICES

1. PURPOSE OF THE REPORT

- 1.1 To seek approval of the school admission arrangements for September 2008.

2. DESCRIPTION OF DECISION

- 2.1 Cabinet is asked to approve:

- i the admission policy and procedures (co-ordinated schemes);
- ii details of the oversubscription criteria;
- iii published admission numbers.

3. BACKGROUND

- 3.1 The School Standards & Framework Act 1998 (as amended by the Education & Inspections Act 2006 and the implementing Regulations) and the associated statutory School Admissions Code has established a framework for consultation on admission arrangements.
- 3.2 The Act requires the Local Authority (in respect of Community & Voluntary Controlled Schools) to determine, before the beginning of the relevant school year, the admission arrangements which are to apply in respect of that year.
- 3.3 The Local Authority is required to consult all schools (including Voluntary Aided and Foundation schools and Academies), CE & RC Dioceses and neighbouring Local Authorities by 1 March 2007, about the admission arrangements for September 2008.

4. CURRENT POSITION

- 4.1 As in previous years, the Local Authority propose to operate a co-ordinated scheme with Voluntary Aided and Foundation schools, Academies and neighbouring Local Authorities.
- 4.2 There is only one major change which is around the way that applications are considered. All applications will initially be considered against the admission criteria irrespective of whether parents have ranked the school first second or third on the application. Previously applications were considered on a first preference first basis, where all first preference applications were considered before any other applications. This change is in line with the new national Schools Admissions Code, which states that the Local Authority would be acting unlawfully if applications were considered in any other way.
- 4.3 The Local Authority do not propose to change any of the school's Published Admissions Numbers for September 2008, with the exception of Hetton Lyons Primary which will open in a new building ready for September 2008 admissions. Discussions are still ongoing with the governing bodies of a small number of schools about their Published Admission Number. An update of this information will be submitted to Cabinet in June.

- 4.4** The consultation process has been carried out and the determined admissions schemes have been forwarded to the DfES, as required by 15 April 2007. No objections have been received.

5. REASONS FOR THE DECISION

- 5.1 Cabinet are required to approve the admission arrangements prior to being published for parents in September 2007, in respect of the September 2008 admissions process.

6. ALTERNATIVE OPTIONS

- 6.1 If the admission arrangements were not approved, the consultation process would need to restart and be completed by June 2007. This timescale would be extremely tight

7. LEGAL IMPLICATIONS

- 7.1 In line with the School Admissions Code, Local Authorities must consult determine and publish it's admission arrangements.

8. RELEVANT CONSULTATION

- 8.1 Consultation has taken place with Headteachers and Chairs of Governing Bodies of Community, Voluntary Controlled, Voluntary Aided and Foundation Schools and Academies; CE & RC Dioceses and neighbouring Local Authorities.

9. GLOSSARY

DfES – Department for Education & Skills

10. BACKGROUND PAPERS

- (i) Co-ordinated Admissions Schemes for Infant, Primary & Secondary Schools;
- (ii) Details of the oversubscription criteria; and
- (iii) Published Admission Numbers

Copies of these background papers will be available for inspection in the Members' Room. For any further information contact Julie Davey Admissions Officer on 5531425.

CABINET MEETING - 18 APRIL 2007 EXECUTIVE SUMMARY SHEET - PART 1	
Title of Report: Health Act 2006 – Smoke-Free Legislation	
Author(s): Director of Community and Cultural Services	
Purpose of Report: To advise Members of the implications of the forthcoming smoke-free legislation and proposals for its enforcement.	
Description of Decision: Members are recommended to: <ul style="list-style-type: none"> i) note progress in promoting smoke-free environments in advance of the legislative framework being available. ii) agree to the defrayment of Government grant on educational, support and enforcement activities, largely in respect of the business sector, to give effect to the implementation of smoke-free legislation; and on any necessary ancillary activities to assist in that implementation. 	
Is the decision consistent with the Budget/Policy Framework *Yes/ No	
If not, Council approval is required to change the Budget/Policy Framework	
Suggested reason(s) for Decision: To acknowledge the measures taken to date to encourage smoke-free work and public environments; and agree to the use of grant provided for the purpose of implementing the new legislation on educational, support and enforcement activities and the recruitment of staff to assist in those activities in advance of the implementation date.	
Alternative options to be considered and recommended to be rejected: The duties and enforcement role of the Council in the implementation of smoke- free legislation precludes the consideration of alternative options.	
Is this a "Key Decision" as defined in The Constitution <div style="text-align: right;">Yes</div>	Relevant Review Committee: Health and Well-being
Is it included in the Forward Plan? <div style="text-align: right;">Yes</div>	

REPORT OF THE DIRECTOR OF COMMUNITY AND CULTURAL SERVICES

HEALTH ACT 2006 – SMOKE-FREE LEGISLATION

1.0 PURPOSE OF REPORT

- 1.1 To advise Members of the implications of the forthcoming smoke-free legislation and proposals for its enforcement.

2.0 RECOMMENDATIONS

- 2.1 Members are recommended to:

- i) note progress in promoting smoke-free environments in advance of the legislative framework being available.
- ii) agree to the defrayment of Government grant on educational, support and enforcement activities, largely in respect of the business sector, to give effect to the implementation of smoke-free legislation; and on any necessary ancillary activities to assist in that implementation

3.0 BACKGROUND

- 3.1 The Government has published the final draft versions of the five sets of Regulations that it intends to introduce under the Health Act 2006, which will give effect to smoke free environments:
- The Smoke-free (Premises and Enforcement) Regulations 2006 – define enclosed and substantially enclosed premises and the bodies that will enforce smoke-free legislation and set out other enforcement provisions.
 - The Smoke-free (Signs) Regulations 2007 – set out the requirements for no-smoking signs and legal responsibilities for ensuring that smoke-free vehicles display no-smoking signs.
 - The Smoke-free (Exemptions and Vehicles) Regulations 2007 – identify limited exemptions from the smoke-free requirements of Section 2 of the Health Act and specify that most public and work vehicles are to be smoke-free, under Section 5 of the Health Act.

- The Smoke-free (Penalties and Discounted Amounts) Regulations 2007 – specify the penalties and discounted amounts to be applied in respect of offences created by the Health Act 2006.
- The Smoke-free (Vehicle Operators and Penalty Notices) Regulations 2007 – prescribe persons who will have legal duties (corresponding to that in Section 8 (1) of the Health Act 2006) in respect of vehicles namely the driver, any person with management responsibilities for the vehicle and any person in a vehicle who is responsible for order or safety on it. It also specifies the form of the fixed penalty notice for use by enforcement authorities.

3.2 The effect of these regulations is that from 6am on Sunday 1st July 2007 virtually all workplaces and substantially enclosed public areas in England will required to be smoke-free.

4.0 CURRENT SITUATION

4.1 Work has been ongoing in Sunderland since 2000, through a partnership arrangement between the Council's Environmental Health Section and the Sunderland Teaching Primary Care Trust, to encourage adoption of the smoke-free premises principle.

4.2 A successful NRF bid, in September 2006 enabled the appointment of a Smoke-Free Environments Officer on an 18 month fixed-term contract. The officer is working with businesses in the most deprived areas of the City and assisting them in the implementation of smoke-free work policies, and in advance of the implementation of the legislation, to apply for a National Clean Air Award. The Officer will also signpost employees to smoking cessation assistance provided by the Sunderland Teaching Primary Care Trust.

4.3 There are approximately 100 smoke-free premises already in the City. It is estimated, however, that 7,000 will need to become smoke-free and a significant workload is therefore envisaged over the coming months.

5.0 IMPLEMENTATION

5.1 The Government has proposed that first-tier local authorities, together with Port Health Authorities, will have enforcement duties under the Smoke-free (Premises and Enforcement) Regulations 2006.

5.2 The Department of Health is providing a range of support for local authorities to prepare for the implementation of the legislation. The Chartered Institute of Environmental Health has been commissioned to provide a range of training for local authority officers to ensure understanding of the legislation.

- 5.3 The approach to enforcement will be non-confrontational, focussed on raising awareness and understanding to ensure compliance and enforcement officers are expected to work closely with businesses to build compliance through education, advice and support, before the legislation comes into force.
- 5.4 A conference was held on the 23rd March 2007 to mark the 100 day countdown to the date the regulations come into force. Representatives from restaurants, public houses and clubs, hotels, transport companies (removals, storage, vehicle manufacture), construction (builders, contractors, building cleaning and repair) and taxis and private hire vehicles, attended the event. Advice on compliance with the relevant legislation was provided to those who attended the conference.
- 5.5 Experience of local authorities on the implementation of similar legislation in Scotland, on 26 March 2006, indicates that there is a significant requirement for visits up to, and in the period immediately following, the implementation date. It is also anticipated that requests to deal with noise nuisance, particularly in the evening, due to smokers having to smoke outside of premises will increase along with cigarette litter, in and around premises. This may present a demand for ancillary services and other enforcement activities.
- 5.6 It is proposed that four people are engaged in an enforcement role for a period of 6 months. They will work during the day and evening visiting premises to ensure compliance. Their work will be supported by Environmental Health and Technical Officers.

6. REASONS FOR THE DECISION

- 6.1 To acknowledge the measures taken to date to encourage smoke-free work and public environments; and agreement to the use of grant provided for the purpose of implementing the new legislation on educational, support and enforcement activities and the recruitment of temporary staff to assist in those activities in advance of the implementation date.

7. ALTERNATIVE OPTIONS

- 7.1 The duties and enforcement role of the Council in the implementation of smoke-free legislation precludes the consideration of alternative options.

8. FINANCIAL IMPLICATIONS

- 8.1 The Smoke-Free Environments Officer post will continue to be funded from NRF until March 2008. The total approved amount of the NRF for the funding of the Smoke-Free Environments Officer was £92,500 in September 2006. That funding is to cover the costs of the post including the salary of the officer, promotional materials and promotional events e.g. conferences for local businesses; until March 2008.

8.2 The Department of Health has agreed a funding package to support local authorities in the implementation of the legislation. Enforcement of smoke-free legislation grants will be paid under Section 31 of the Local Government Act 2003 as a specific formal grant with no conditions attached.

8.3 The Council's allocations are as follows:

- 2006/2007 - £29,190
- 2007/2008 - £142,351

Initial enquiries with a recruitment agency have indicated a provisional estimate of £135,000 to cover the cost of 4 officers working during the day and in the evening up until 4 a.m. After 6 months the number of officers required will be reviewed depending on the level of compliance in Sunderland. In the event that there is a remaining balance its use will be decided in consultation with the portfolio holder and will be reported as part of the Revenue Budget Quarterly Review reports.

8.4 There is no indication of further funding beyond 31 March 2008.

9. BACKGROUND PAPERS:-

Background papers used in the preparation of this report include
Health Act 2006

The Smoke-free (Premises and Enforcement) Regulations 2006

The Smoke-free (Signs) Regulations 2006

The Smoke-free (Exemptions and Vehicles) Regulations 2007

The Smoke-free (Penalties and Discounted Amounts) Regulations 2007

The Smoke-free (Vehicle Operators and Penalty Notices) Regulations 2007

Department of Health, Local Authority Circular – Funding to Support
Implementation of Smokefree Legislation

Smokefree England fact sheet, Smokefree Regulations – February 2007 update

CABINET MEETING - 18 APRIL 2007 EXECUTIVE SUMMARY SHEET – PART I	
Title of Report: PUBLIC ART PROCUREMENT	
Author(s): DIRECTOR OF COMMUNITY AND CULTURAL SERVICES	
Purpose of Report: To brief members on procurement issues specific to the commissioning of major pieces of public art, and to seek agreement to a proposed model for the procurement of public art by the Council over the next two years	
Description of Decision: Cabinet is requested to: <ul style="list-style-type: none"> i) Agree to the proposed procurement model for public art commissions estimated to be over the tender limit of £75,000 up to £250,000 for the period 2007/2008 and 2008/2009. 	
Is the decision consistent with the Budget/Policy Framework? Yes	
If not, Council approval is required to change the Budget/Policy Framework	
Suggested reason(s) for Decision: The reason for the decision is to facilitate the progression of the forthcoming programme of public art commissions, and to create a procurement model by which further commissions can be procured with minimal delays.	
Alternative options to be considered and recommended to be rejected: There are no alternative options recommended	
Is this a “Key Decision” as defined in the Constitution? Yes	Relevant Review Committee: Culture and Leisure
Is it included in the Forward Plan? Yes	

REPORT OF DIRECTOR OF COMMUNITY AND CULTURAL SERVICES

PUBLIC ART PROCUREMENT

1.0 PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to brief members on procurement issues specific to the commissioning of major pieces of public art, and to seek agreement to a proposed model for the procurement of public art by the Council over the next two years.

2.0 DESCRIPTION OF DECISION

- 2.1 Cabinet is requested to:
- i) Agree to the proposed procurement model for public art commissions estimated to be over the tender limit of £75,000 up to £250,000 for the period 2007/2008 and 2008/2009.

3.0 INTRODUCTION/BACKGROUND

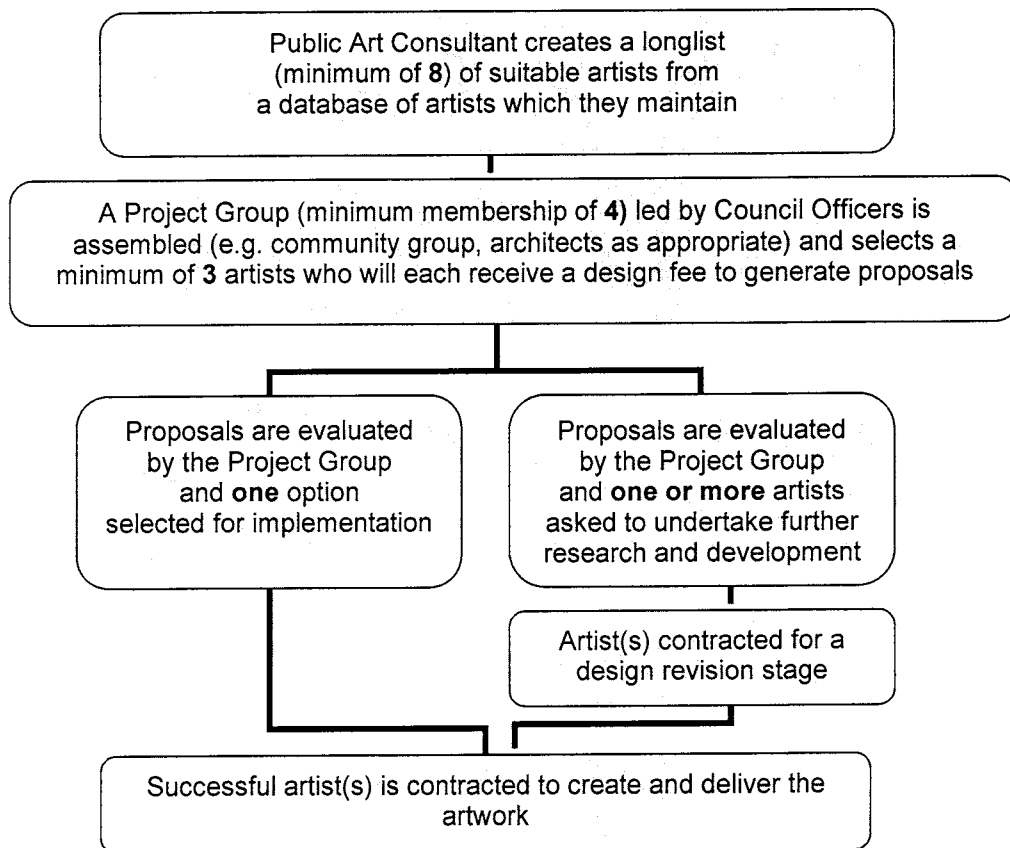
- 3.1 Sunderland City Council has not recruited to its vacant Public Art Officer post for several years, and as a result little new commissioning has taken place within that period. In February 2006 a Public Art Consultant (Richard Hollinshead of Grit & Pearl LLP) was appointed on a part-time freelance basis to deliver and develop the City Council's public art programme. This contract expired on the 31 March 2007 and is currently being re-tendered for a period of two years.
- 3.2 In the last twelve months there has been a marked expansion in the city's public art programme. In addition to the Landmark Artwork (an externally funded commission that was subject to Cabinet approval in February 2007) Sunderland City Council has recently committed a substantial capital allocation to two further public art/creative projects – the Empire Theatre Flytower and the Stadium Park Gas Vents. Alongside these three projects there are a number of smaller scale public art commissions under development, bringing the total spend in this area to c£1,000,000 over the next two years.
- 3.3 Historically, the vast majority of public art commissions within the city have been below the current tender threshold of £75,000, and have therefore been contracted on the basis of seeking quotes from appropriate artists. The few projects that have been above the tender threshold have been dealt with on an individual basis and have been subject to delegated decisions or cabinet reports, as appropriate.

4.0 CURRENT POSITION

- 4.1 The aspirations for the city's forthcoming public art commissions has necessitated an immediate review of the authority's approach to commissioning public artworks above the current tendering threshold of £75,000.
- 4.2 Officers from the Council's Culture and Tourism, Legal and Procurement Sections have worked together to agree an appropriate procurement model, tailored to the specific challenges of the public art field. This model has been developed to address the following requirements:
- A procurement route that addresses all legal requirements.
 - An appropriate balance between the proper use of the expertise and judgement of the Council's contracted Public Art Consultant, and a clear and transparent collective decision making process.
 - To devise a route whereby the most appropriate and talented artists will be identified and attracted to working in Sunderland, delivering the best possible outcomes for the City's residents and visitors.
 - To create a procurement route that is open to all artists, whilst recognising the authority's limited capacity and budget to advertise and facilitate repeated 'open calls'.

5.0 PROPOSED MODEL

- 5.1 The proposed model for public art procurement for commissions over the authority's tender threshold up to £250,000 is as follows:



5.2 The total design fees payable for the outline proposal phase of each commission will be set at an appropriate rate based upon the nature of the specific project but will be capped at £10,000 per project (i.e. £2,500 per short-listed artist if four were selected) or 10% of the budget for the commission whichever is the higher. Additional fees will be payable to the successful artist upon contracting, proportionate to the individual project.

5.3 Although the procurement model described in 5.1 above involves a transparent and accountable selection process, it deviates from the Council's Procurement Procedure Rules in one area – each commission with a value over the current £75,000 tender threshold is not advertised in the press / relevant journals and put out to tender.

The reasons for this recommendation are as follows:

- It is the experience of the Public Art Consultant that an advertised 'call for artists' will generate between 150 and 200 expressions of interest, with the vast majority of these applications being sub-standard or otherwise inappropriate. Highly qualified or experienced artists of the calibre which Sunderland should expect to attract for its commissions are often recruited nationally by Public Art Consultants or the private sector and therefore do not make speculative applications. In addition, there is an understandable assumption amongst some of the best artists that open calls are the

starting points in a process of 'design by committee' through which mediocre artwork is produced. In the long-term, this assumption can be counteracted by establishing a reputation for excellence, but this will take several years to achieve.

- An essential element of any successful public art commission is its uniqueness and appropriateness for its location, as a key function of the artwork is to make Sunderland more distinctive. Priority must therefore be given to identifying suitable artists and providing adequate time and resource for the development of ideas through the short-listing process.
- The working relationship between selected Artist and Public Art Consultant extends beyond one of contractor and supervisor. In researching suitable artists for any given project the Public Art Consultant assesses the skills and potential of each artist in relation to the project requirements, but also in relation to their own skills and strengths. For example, a Public Art Consultant with strong fabrication skills may be able to work with and assist an artist with excellent ideas but poor fabrication skills. This working relationship broadens the pool of artists available to the Council, offering greater opportunity and minimising the risk of commissioning artworks similar to other cities.
- There are other more cost-efficient routes through which the Council can ensure that all artists have the opportunity of being considered for commissions as detailed in paragraph 5.4 of this report.

5.4 The Council's appointed Public Art Consultant will make available their database of artists for the duration of their contract, and will augment this by accessing other regional and national databases as appropriate (i.e. Commissions North, AXIS and Call For Artists). In addition to this, and to ensure that commission opportunities are open to all artists, it is proposed that a standing invitation to artists to be considered for opportunities will be posted on the Council website and the Commissions North website (the public art department of Arts Council England NE). These notices will direct artists to the Council's Public Art Consultant.

5.5 Each phase of the selection process, i.e. longlisting, shortlisting and the final selection is to be documented by the Public Art Consultant through notes, minutes and scoring sheets, which will be retained by the Council. The Public Art Consultant will be required to declare to the Council any relationships with prospective artists that could be perceived to create a conflict of interest. Long-listing will be undertaken by the Public Art Consultant, but shortlisting and final selection will be carried out by a selection panel led by Council officers, rendering the decision making process transparent and accountable.

5.6 Selection panels will be convened for each individual project, be led by Council officers facilitated by the Public Art Consultant and may also comprise of funders, Members, partner organisations, independent experts and community representatives as appropriate for the project in hand.

- 5.7 During the two-year period, and for each project, the process shall be reviewed to ensure it remains fit for purpose and achieves value for money.
- 5.8 In exceptional circumstances where this proposed procurement model or Procurement Procedure Rules are not considered to be appropriate for a particular project, Cabinet approval will be sought for the proposed procurement process.

6.0 REASONS FOR THE DECISION

- 6.1 The reason for the decision is to facilitate the progression of the forthcoming programme of public art commissions, and to create a procurement model by which further commissions can be procured with minimal delays.

7.0 ALTERNATIVE OPTIONS

- 7.1 The alternative option is to not adopt the proposed procurement route. This will require each project, where the Procurement Procedure Rules are not considered appropriate, being presented to Cabinet for approval on an individual basis, possibly delaying progress on the commissions and agreed deadlines not being met (e.g. the Gas Vents project at Stadium Park not being completed by the opening of the 50m Swimming Pool).

8.0 RELEVANT CONSIDERATIONS

- 8.1 Legal and Procurement Considerations

The City Solicitor and City Treasurer have been consulted on this proposal and their views are incorporated in the report.

- 8.2 Risk Analysis

Future commissions are currently on programme, however as indicated in 6.1 above should approval not be granted there is a real risk in project and funding deadlines not been met which will impact on the delivery of the schemes.

9.0 LIST OF APPENDICES & BACKGROUND PAPERS

9.1 There are no appendices attached to this report.

9.2 Background papers referred to are detailed below, and are available via:

Richard Hollinshead,
Public Art Consultant
07738 953116
richard.hollinshead@sunderland.gov.uk

PAPER: Public Art Procurement Models
DISCUSSION NOTE: Proposed Public Art Procurement
POWERPOINT PRESENTATION: Changing The Landscape

CABINET MEETING – 18 APRIL 2007

EXECUTIVE SUMMARY SHEET – PART I

Title of Report:

SUNDERLAND CITY COUNCIL'S CARBON PLAN

Author(s):

Director of Development and Regeneration

Purpose of Report:

This report seeks approval of Sunderland City Council's Carbon Plan, a 5-year framework to be used to reduce the Council's own carbon emissions and energy costs

Description of Decision:

Cabinet is recommended to:

- (i) note the proposals laid out in the Carbon Plan and authorise further work needed to develop business cases for the individual projects as appropriate.
- (ii) agree that the Council adopts a target of cutting carbon emission by 10% between April 2007 – March 2012.

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

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

Suggested reason(s) for Decision:

A Carbon Plan is required to demonstrate that the Council is leading the City in efforts to reduce carbon emissions, and to strengthen ongoing efforts to reduce the Council's energy costs.

Alternative options to be considered and recommended to be rejected: a

"Do nothing" option would mean that no emission cuts are made, and carbon emission increase 1% by 2012, or 660 tonnes extra, and that energy costs would increase 19% by 2012, equivalent to an extra £1.0M compared to the costs predicted with the Carbon Plan in place.

Is this a "Key Decision" as defined in the Constitution?

Yes

Relevant Review Committee:

Environment and Planning Review Committee

Is it included in the Forward Plan?

Yes

SUNDERLAND CITY COUNCIL'S CARBON PLAN

REPORT OF THE DIRECTOR OF DEVELOPMENT AND REGENERATION

1 Purpose of the Report

- 1.1 This report seeks approval for Sunderland City Council's Carbon Plan, a 5-year framework to be used to reduce the Council's own carbon emissions and energy costs.

2.0 Description of Decision

- 2.1 Cabinet is recommended to:

- (i) note the proposals laid out in the Carbon Plan and authorise further work needed to develop business cases for the individual projects as appropriate.
- (ii) agree that the Council adopts a target of cutting carbon emission by 10% between April 2007 – March 2012.

3.0 Background

- 3.1 Sunderland is aiming to become the most liveable city in the UK, using a smart, life-enhancing and balanced approach to delivering a sustainable future for Sunderland.
- 3.2 A key feature of ensuring a sustainable future for the city is to tackle the issue of climate change and carbon emissions. The Council has a responsibility therefore to lead the city in efforts to reduce carbon emissions.
- 3.3 To address this, the Council is participating in the 4th phase of the Carbon Trust's Local Authority Carbon Management programme. The aim of the project is to produce by March 2007 a five year Carbon Plan, to reduce carbon emissions and associated costs arising from consumption of energy and fuels.
- 3.4 The Carbon Management Project has been in operation since May 2006, and is being led by a Project Board with the Director of Development and Regeneration as Project Executive, managed by the Sustainability Co-ordinator in the Planning Policy Section within the Development and Regeneration Directorate.

4.0 Carbon Plan Details

- 4.1 The Council has developed this Carbon Plan to reduce carbon emissions from its own operations. This will serve two key purposes: to reduce the Council's

own contribution to Climate Change, and to reduce the Council's energy costs. These aims are encapsulated within our Carbon Vision, which was developed at the first Strategy and Planning workshop attended by relevant Heads of Service and Officers, and approved by the Project Board:

“Sunderland City Council will become a LOW CARBON COUNCIL by using energy more efficiently and by using and developing more of our own low-carbon energy sources.”

- 4.2 The Carbon Plan represents the opportunities that exist for the Council to reduce its carbon emissions over the next 5 years.
- 4.3 From these opportunities, the Carbon Plan aspires to cut the Council's emissions by 10% between 2007 – 2012.
- 4.4 The Carbon Plan does not to represent a programme of works. Rather, it reflects the current understanding of costs and feasibility of carbon reduction opportunities. As energy prices change and low-carbon technologies mature, the feasibility of projects will change.
- 4.5 To address this, annual work programmes will be developed subsequently by the Carbon Team between 2007 – 2012, to identify which projects are to be taken forward in each year, allowing the most cost-effective approaches to be developed dependent on current conditions.

Current carbon emissions

- 4.6 In 2006/7 carbon emissions from the Council's activities were approximately 65,000 tonnes of carbon dioxide, coming from energy use in property and schools, use of transport fuels, streetlighting and staff commuting to and from work. Breakdowns are provided in the table below. These carbon emissions represent approximately 10% of emissions from all public and private sector organisations in the city.

	BUILDINGS	STREET LIGHTING	TRANSPORT	COMMUTING	TOTAL
CO ₂ emissions (tonnes)	42,691	12,778	4,932	5,225	65,626
Proportion	65%	19.5%	7.5%	8%	100%
Probable energy costs	£6,104,000	£2,555,000	£1,385,000	-	£10,044,000
Proportion	65%	21%	14%		100%

Carbon Plan impacts

- 4.7 This Carbon Plan sets out a target to reduce the Council's carbon emissions by 10%, relative to 2006/7, by the end of 2011/12. Details of Carbon Plan initiatives are given in Appendix A, but in summary, they are made up of.

Business as usual expansion. Between 2007-2012, expansion plans within council services, particularly new leisure centres and streetlighting improvements, will see emissions increase by 7.5%, or 4,930 tonnes:

Major Initiatives. Ongoing initiatives around efficiencies and smarter working are already programmed and funded, such as Building Schools for the Future and rationalisation of council property. These will reduce emissions by 6.8%, or 4,550 tonnes

Carbon Plan Opportunities. The opportunities identified in this Carbon Plan, if delivered, would reduce emissions by a further 9.8%, or 6,400 tonnes.

- 4.8 Overall, if all of the above are delivered, Council emissions will be cut by 9.1% by 2012. On the basis of this projection, and stretching this a little further, the following target is to be adopted in the Carbon Plan;

By 2012, to cut Council carbon emissions overall by 10% compared to 2006/7 baselines.

5 Contribution to Corporate Objectives

- 5.1 Sunderland Strategy: the Carbon Plan contributes to the cross-cutting theme of delivery sustainable development, by tackling the causes of climate change, as well as contributing to creating an attractive and accessible city.
- 5.2 Corporate Improvement Objectives: many of the Council's Corporate Improvement Objectives for 2007/8 and beyond will be supported by the Carbon Plan, for example;
- CPA, by demonstrating that the Council is managing and reducing the environmental impact of its own operations,
 - Image Strategy, by supporting the smart and environmental brands of the Image Strategy.
 - Value for Money and Gershon, through identifying cash savings to the Council's energy and fuel bills.
 - "One Council", by providing a single framework to pull together ongoing council initiatives and develop new, cross-directorate projects that reduce energy costs and carbon emissions.

6.0 Consultation with Services

6.1 Consultation with services has included the following:

Consultation	Date
Strategy and Planning Workshop	15 June 2006
Short Term Proposals report – approval by EMT	26 Sept 2006
Presentations to management teams (Children's Services, Adult Service, Community and Cultural Services)	Aug-Sept 2006
Opportunities workshop	26 Oct 2006
Launch of Cut your Carbon campaign to all employees	1 Dec 2006
Regular Project Board meetings	July, Sept 2006, Jan and March 2007

6.2 In addition, proposals have been developed with key officers in each of the relevant areas.

7.0 Resource Implications

7.1 A summary of the financial impacts of the Carbon Plan on future energy bills, plus estimated levels of investment needed and savings generated, is shown in the table below.

Cost area	Cost implication
Energy expenditure for 2006/7	£10.0 million
Forecasted annual energy bill in 2011/12 (Business as usual)	£12.8 million
Forecasted annual energy bill in 2011/12 (including major initiatives)	£11.9 million
Forecasted annual energy bill in 2011/12 (Full Carbon Plan)	£10.8 million
Additional capital investment required to achieve Carbon Plan target (subject to business cases being developed for individual projects)	£2.95 million
Expected savings from additional capital investment <ul style="list-style-type: none">• Total over 5 years• Total over 10 years	£3.4 million £8.5 million

7.2 In summary, an estimated £2.95 million investment is required to deliver a 10% cut in carbon emissions. This can be justified on an invest-to-save basis, since cost savings are estimated to exceed investment in the first 5-years. Savings are lower in year 1-5, compared to years 6-10, due to phasing of project implementation (e.g. a project implemented in year 5 will not make savings in

years 1-4). But from Year 6 and beyond, the full effect of savings will be experienced, so that year 6-10 savings are estimated as 1.5 times that of years 1-5.

- 7.3 Funding for individual projects will be sought by developing robust business plans for each project that justifies the project on an invest-to-save approach, hence allowing access to either prudential borrowing, internal reserves or other sources of invest-to-save finance where applicable. The time needed for project feasibility work and business case development means that the majority of capital expenditure will be required in year 3 and beyond, allowing funding sources to be developed. The following table presents a possible schedule for the expenditure and savings. Savings in the table below includes the effect of inflation in energy prices

Total Estimated Capital Expenditure for Carbon Plan		£2.95M				
Estimated Capital Expenditure schedule for Carbon Plan (£)						
	2007/08	2008/09	2009/10	2010/11	2011/12	5-year total
Annual expenditure on Carbon Plan	350,400	420,200	897,000	987,000	300,000	2,954,600
Estimated Annual Cost Savings (£)						
	2007/08	2008/09	2009/10	2010/11	2011/12	total savings over 5 years
From Major Initiatives – annual (and full year cumulative ongoing saving)	250,000 (250,000)	116,900 (366,900)	308,000 (674,900)	208,400 (883,300)	31,670 (914,970)	(3,090,070)
From Carbon Plan - annual (and full year cumulative ongoing saving)	258,400 (258,400)	235,000 (493,400)	201,400 (694,800)	212,550 (907,350)	129,800 (1,037,150)	(3,391,100)
Total – Cumulative ongoing saving	508,400	860,300	1,369,700	1,790,650	1,952,120	(6,481,170)

- 7.4 To manage the implementation of the Carbon Plan, the current Project Board will remain in existence, and be known as the Carbon Board. This will be assisted by the Carbon Team, made up of key officers, with an overall responsibility of setting annual work programmes to deliver the Carbon Plan. Each member will have a responsibility for delivering projects in their area.

8.0 Alternative Options

- 8.1 Do nothing. With no additional resource to deliver the Carbon Plan, the Business as Usual scenario and impact of the Major Initiatives will mean that:
- No emission cuts are made, and carbon emission increase is limited to a 1% rise by 2012, or 660 tonnes extra.
 - Energy costs will rise 19% rise by 2012 to £11.9M, equivalent to an extra £1.0M compared to the costs predicted with the Carbon Plan in place.

9.0 Reason for Decisions

- 9.1 A Carbon Plan is required to demonstrate that the Council is leading the City in efforts to reduce carbon emissions, and to strengthen ongoing efforts to reduce the Council's energy costs.

10.0 Next Steps

- 10.1 Once approved by Cabinet, submission of the final version will be made to the Carbon Trust, and the Carbon Plan will be publicly launched.
- 10.2 The first meeting of the Carbon Team will be established, to set the Work Programme for 2007/8.
- 10.3 Individual proposals will be worked up into detailed business cases, to be brought forward on a case-by-case basis.

11.0 Legal Implications

- 11.1 The Council has already recognised the need for its procurement processes to reflect environmental issues when it approved new procurement procedure rules at its meeting on 28th March 2007.

12.0 Financial Implications

- 12.1 Funding for individual projects will be sought by developing a robust business case to justify each project on an invest-to-save basis, which will enable prudential borrowing, internal reserves or other sources of finance to be considered. The majority of capital expenditure will be required in year 3 and beyond after project feasibility and business case development has been

completed. During this period access to other funding sources will be developed.

13.0 Background Papers

Appendix A. Tables detailing Carbon Plan opportunities

Appendix A. Summary of potential carbon savings proposals included in the Carbon Plan. Proposals are ordered according to their implementation status, so that early sections include projects that are already programmed, whereas later sections list projects that require further feasibility work to be conducted and constraints to be resolved. Cost savings are estimated at 2007/8 energy tariffs and so do not factor in inflation. For more precise savings over the 5 years, see table in section 7.3 of this report.

Proposals	Details of opportunity	Estimated Capital Cost, £	Potential Carbon Saving, tonnes	Potential cost saving £	Pay-back period, years	Notes and caveats
"Business as usual" expansion plans	These projects summarise increases in energy consumption will occur in the next 5 years, due to planned expansion.					
New Buildings	New buildings scheduled for the next 5 years will increase energy consumption. This includes the 50m Pool and Wellness Centre Phase 2 developments at Stadium Park, a new pool for Silksworth and a Customer Service Centre at Ryhope.	Already funded	-3100 (increase)	Increase	n/a	This assumes buildings are constructed to the minimum environmental standards required by current building regulations.
Streetlighting expansion	As columns are renewed through the PFI programme with Aurora, the number of columns will grow by 1.2% per year up to 2008.	Already funded	-950 (increase)	Increase	n/a	This expansion is required to improve lighting provision.
Growing ICT provision	Increasing provision of computers, particularly in schools, is likely to make electricity consumption grow at 1% per year	Already funded	-1339 (increase)	Increase	n/a	
Major Initiatives	These projects are major initiatives that the Council is already undertaking, that will also provide energy and carbon savings over the next 5 years					
Building Schools for the Future – new build	The replacement of schools in Wave 1 of Building Schools for the Future will cut energy use and carbon emissions by removing redundant floorspace and replace old schools with modern, efficient buildings	Already funded	2,087	275,000	n/a	This assumes buildings are constructed to the minimum environmental standards required by current building regulations.

Building Schools for the Future – BREEAM	The adoption of further environmental building standards (BREEAM) will see further carbon saving, and 10% energy supplied from renewable sources.	Already funded	282	46,750	n/a	BREEAM improves not only building energy consumption, but also reduces the environmental impact of waste, water, transport from the building
Property review	Removal of surplus office accommodation and leisure facilities will make our property portfolio meet our needs more closely and efficiently.	Already funded	1,802	220,400	n/a	
Smarter working – home working	The introduction of home and mobile working facilities will see up to 500 employees not needing to commute to work	Already funded	280.0	None	n/a	
Energy Management review	Year 2 of this review will continue to make savings on energy bills through better meter reading and standardising energy tariffs	Self-funding	0	250,000	n/a	
Carbon Plan Proposals. 1.						
Install vehicle management system	Installation of vehicle management systems, which includes satellite navigation, will allow better route planning, avoidance of waste mileage due to getting lost and unauthorised vehicle use. Planned for 160 vehicles in Environmental Services	Already funded	200	TBC	TBC	Currently out to tender to procure vehicle management systems Savings estimated on achieving a 10% reduction in mileage, due to better route planning, and less unauthorised mileage.
Whole-life costing in commercial vehicle procurement	The council's commercial vehicle contract has now been changed to make vehicle suppliers provide MPG data for new commercial vehicles (which was not possible before). Vehicles with the lowest MPG, and whole-life cost, that are fit for the job will now be bought.	0	210	62,500	n/a	First new vehicles are anticipated by May/June 2007 Monitoring will begin on new-vs-old vehicle efficiency, to monitor savings arising from new efficient vehicles Assumes 5 year replacement cycle on average, but subject to change dependent on vehicle condition
Set lease car CO2 limits	The council Lease Car Scheme for employees has been changed to ban high polluting cars in Jan 2007. This removes vehicles in Tax band F-G, with CO2 emission more than 185 gCO2/km.	0	3	0	n/a	Lease car CO2 limits will be reviewed annually, to take account of improvement to new vehicle emission levels

PC standby and shutdown	The limit will be reviewed each year. From April 2007, a programme of energy saving campaigns will begin with a call to switch off computers and monitors when not in use. This will use power management software, and be measured in conjunction with E-day, the day when all gas and electricity meter readings are taken.	0	307	75,000	n/a	
Install mains-fed water coolers	Bottled water coolers will be replaced with mains fed coolers in the Civic Centre from April 2008, to cut water transport impacts. Feasibility work is to be carried out for rest of council over 2007/8, aiming for complete rollout in April 2008	0	0	77,500	n/a	Mains water coolers are only suitable where usage is frequent, and coolers are not left standing idle over holiday periods.
'Cut your carbon' campaign	An internal 'Cut your Carbon' campaign has begun, offering monthly tips and hints on cutting carbon emissions at work.	1,400	0	0	n/a	
Install multi-function printers	A gradual transition from desktop printers to shared central printers is planned from 2007 – 2010. This will reduce number of printers, which will also reduce standby energy consumption.	0	92	0	n/a	Feasibility work has begun on current printer numbers and usage, and the council has adopted a policy on double sided printing adopted for the council.
Carbon Plan Proposals. 2	These proposals have some constraints to resolve, and therefore require further feasibility work before a firm decision can be made on whether they can be implemented.					
Fuel efficient driver Training	Training for drivers on how to drive more efficiently will be developed, following the installation vehicle management systems.	20,000	120	57,000	0.5	Preferred route is to wait until after installation of Vehicle Management Systems
Timer switches	Subject to funding, a programme of installing timer switches on vending machines, photocopiers, printers and water coolers will begin.	18,500	129	27,250	0.7	Expanded to include desktop printers Awaiting confirmation of funding, through Invest to Save basis.
Fridge replacement	Subject to funding, a programme to replace old fridges and install	16,200	24	5,500	3	

Half hourly metering of streetlights	Savaplug on newer fridges will begin. By using photocells to measure precisely the on/off times of streetlighting at dawn and dusk, we can exploit the fact that Sunderland has more hours of sunshine than the Northeast average, and hence needs streetlights on for less than. Currently, we are billed on the North East average.	4,500	569	115,000 at least	Immediate	Subject to one years trial measurements, to confirm actual burning hours are less than current imposed estimate.
Develop energy conservation programme	A programme of insulation, heating improvements, voltage optimisation and lighting control schemes will be developed for council property.	1,200,000	1,780	300,000	4 or less	Capital investment would need to be spread over 4-5 years Details of schemes are pending Energy Audits being carried out in Council buildings by the Carbon Trust (findings due June 2007)
Wind Energy	The possibility of installing wind turbines at schools, industrial estates and council property will be explored further. Early studies work suggest 6-8 sites may exist, but further feasibility work is required.	Up to 1,284,000, but depends on type of turbine	703	Up to 200,000	Ranges from 3 – 14 years, depending on type of turbine	Awaiting further site-specific surveys, which may uncover other practical constraints. Cost savings have already factored in operating costs, and potential losses.
Wood fuel trial	Currently parks produce 300 tonnes of woodwaste each year, which could heat up to 2 council buildings. The feasibility of installing boilers fuelled by woodchippings will be explored in 2 council buildings. If successful, the possibility of establishing a woodchipping facilities will be explored	280,000	343	57,000	6	Costs based on preliminary quotes and site visits, but require more detailed site feasibility work. Suitable location for a wood store within council property needs to be found
Derwent Hill Low Carbon Challenge	The Derwent Hill Outdoor Education and Training Centre will see how much carbon can be saved at the centre in 5 years, and promote activities to all pupils and guests visiting the centre.	TBC	76	13,700	TBC	Assumes 50% saving will be aimed for. Supported by strong communications to centre users, to be taken back to schools
Streetlight dimming trial	One section of non-residential main road will be selected to trial dimming units, that reduce streetlighting brightness during the early morning	TBC	23	4,900	TBC	Subject to approval of dimming on road safety grounds, and dependent on finding a suitable stretch of non-residential road for a trial.

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	hours when traffic levels are low.							
These proposals have more significant constraints to resolve before implementation is possible								
Carbon Plan Proposals. 3								
Renewables for New Buildings	Where possible, the Council will explore increasing renewable energy systems in new build programmes under its influence, e.g. council property and school's.	Funding need to be found within new-build schedules	130,000	TBC	TBC	TBC	TBC	Biggest constraint exists where construction is contracted under a "Design and Build" process by external contractors, limiting our influence on design of energy plant
Wood fuel production	If woodchip boiler trials prove successful, the opportunity exists to manage existing council woodlands and plant addition willow coppices to provide further wood fuel sources. For example, 130 hectares could fuel up to 6 schools for the next 25 years.			Saving counted above	46,500	7.0		Planting up derelict land with willow coppice would provide woodfuel from 2012. In the meantime, managed woodlands could be exploited between 2009-2012 for provide woodfuel through thinning, whilst the coppices mature.
Renewable energy for streetlights	An opportunity exists to work with our streetlighting provider and partners to develop a trial project to connect streetlights to nearby renewable energy systems (subject to finding a suitable location).	TBC		34	TBC	TBC		Council's role is to provide a pilot site, for other partners to investigate feasibility. Therefore dependent on streetlighting provider and partners developing project Agreement from energy provider needs to be investigated
Move to 20% Biodiesel	Subject to the results of trials in Gateshead, the council will explore the possibility of increasing the amount of biodiesel in its fuel from 5% to 20%	0		631	TBC	n/a		New constraints arising from incompatibility with new Euro IV engines Awaiting results of study from Newcastle University, due April 2007

CABINET MEETING – 18TH APRIL 2007

EXECUTIVE SUMMARY SHEET – PART I

Title of Report:

Disposal of Land at Princess Anne Park, Washington

Author(s):

Director of Development and Regeneration

Purpose of Report:

To obtain approval to the disposal of the Council's freehold interest in 2.16 acres of land at Princess Anne Park, Washington.

Description of Decision:

Cabinet is recommended to approve disposal of the Council's freehold interest in land at Princess Anne Park, Washington to the Sunderland Teaching Primary Care Trust (STPCT).

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

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

Suggested reason(s) for Decision:

- a) The land at Princess Anne Park, Washington has been identified as suitable for development by the STPCT and will improve the delivery of health services within the area.
- b) The disposal will assist with the delivery of a range of partnership objectives for the City.
- c) The disposal to STPCT for the proposed use of a Primary Care Centre represents best consideration in accordance with s.123 of the Local Government Act 1972. In particular an analysis of the proposals has been carried out together with comparable land values in the area.

Alternative options to be considered and recommended to be rejected:

The alternative option available was to redevelop existing health centre facilities within The Galleries, adjacent to the Council's Library. However, the Council is not the freehold owner of this site and any expansion would require the purchase of additional land at a significant capital cost to the Council. This option has, therefore, been considered and is not recommended.

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

Relevant Review Committee:
Regeneration and Community

Is it included in the Forward Plan?
No

DISPOSAL OF LAND AT PRINCESS ANNE PARK, WASHINGTON

REPORT OF THE DIRECTOR OF DEVELOPMENT AND REGENERATION

1.0 Purpose of the Report

- 1.1 To obtain approval to the disposal of the Council's freehold interest in 2.16 acres of land at Princess Anne Park, Washington.

2.0 Description of Decision

- 2.1 Cabinet is recommended to approve disposal of the Council's freehold interest in land at Princess Anne Park, Washington to the Sunderland Teaching Primary Care Trust (STPCT).

3.0 Background

- 3.1 In February 2005 the Council was approached by STPCT to develop a primary care service in conjunction with a Customer Services Centre in Washington. A number of sites were identified and a preferred location at Independence Square within The Galleries was chosen.
- 3.2 The site at Independence Square would involve the reconfiguration of Library and Health Centre facilities, expanding onto land which is owned by the Prudential.
- 3.3 Negotiations were entered into with Prudential, however, parties were unable to agree terms and the scheme was unable to proceed.
- 3.4 At this time the Council indicated that it may be willing to release approximately 2 acres of land at Princess Anne Park to facilitate development of a new Primary Care Centre.
- 3.5 The site is shown outlined in bold upon the attached plan. The STPCT are to develop a two storey Primary Care Health Centre with associated car parking.

4.0 Reasons for the Decision

- 4.1 The land at Princess Anne Park, Washington has been identified as suitable for development by the STPCT and will improve the delivery of health services within the area.
- 4.2 The disposal will assist with the delivery of a range of partnership objectives for the City.

- 4.3 The disposal to STPCT for the proposed use of a Primary Care Centre represents best consideration in accordance with s.123 of the Local Government Act 1972. In particular an analysis of the proposals has been carried out together with comparable land values in the area.

5.0 Alternative Options

- 5.1 The alternative option available was to redevelop existing health centre facilities within The Galleries, adjacent to the Council's Library. However, the Council is not the freehold owner of this site and any expansion would require the purchase of additional land at a significant capital cost to the Council. This option has, therefore, been considered and is not recommended.

6.0 Consultations

6.1 Financial Implications

The financial implications are set out in Part II of this agenda.

6.2 Legal Implications

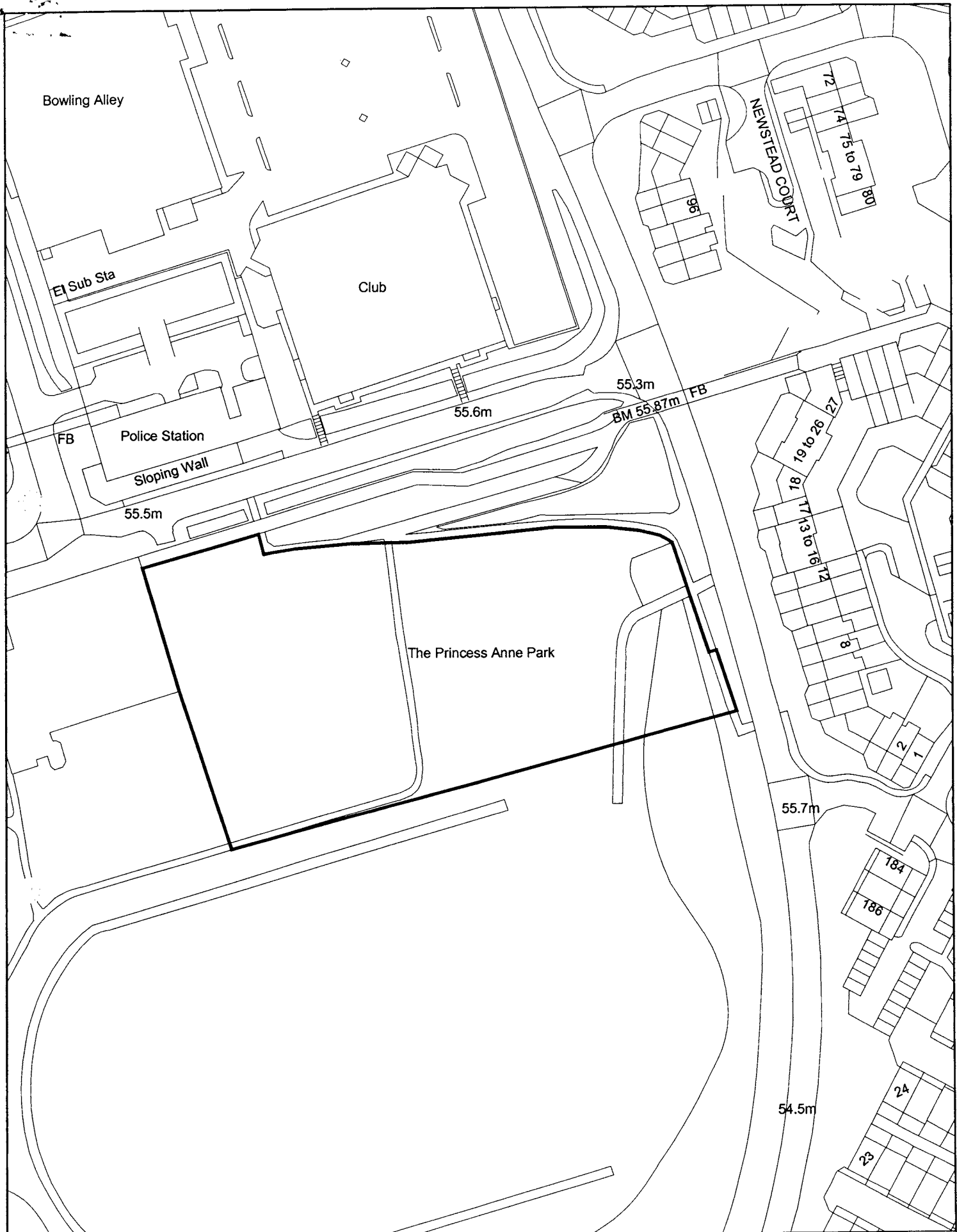
The Council is transferring its freehold interest in the site, subject to the imposition of appropriate covenants restricting the future use of the site. The City Solicitor has been consulted and his comments are included in the report.

6.3 Planning Implications

The proposed development has the benefit of planning permission.

7.0 Background Papers

- 7.1 Further information is contained on file held by the Head of Land and Property at 1 The Esplanade.



Sunderland
City Council

Development and Regeneration
Services
1 The Esplanade
Sunderland SR2 7BQ

Land at
The Galleries/Parkway

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CABINET MEETING – 18TH APRIL 2007

EXECUTIVE SUMMARY SHEET – PART I

Title of Report:

SUNDERLAND CITY COUNCIL/SUNNISIDE PARTNERSHIP – ACQUISITION OF PROPERTIES

Author(s):

DIRECTOR OF DEVELOPMENT AND REGENERATION

Purpose of Report:

To obtain approval for the acquisition of properties in the Sunnyside area by Sunderland City Council, in order to further the implementation of the Sunnyside Partnership's strategy.

Description of Decision:

Cabinet is recommended to authorise the Director of Development and Regeneration in consultation with relevant officers, and the Portfolio Holder for Regeneration and Community Cohesion, to acquire such properties as required to deliver the Sunnyside regeneration proposals, within the bold outline upon the accompanying plan, subject to the terms and conditions agreed by the Head of Land and Property.

Is the decision consistent with the Budget/Policy Framework?

Yes

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

Suggested reason(s) for Decision:

- a) Implementation of the Sunnyside Partnership's strategy is key to the successful regeneration of the area and it is essential to assemble property to achieve this.
- b) The approval is required to stimulate development and regeneration within the Sunnyside area and give the Council flexibility to compete with other prospective purchasers when acquiring property in the Sunnyside area.

Alternative options to be considered and recommended to be rejected:

The Council could decide not to implement the arrangements set out in this report which would require Sunnyside Partnership to make alternative arrangements and resource them. However, this would reduce the Council's influence over regeneration of Sunnyside, would prejudice investment in Sunderland and slow down the redevelopment programme.

Is this a "Key Decision" as defined in the Constitution?

No

Relevant Review Committee:

Regeneration and Community

Is it included in the Forward Plan?

No

**SUNDERLAND CITY COUNCIL/SUNNISIDE PARTNERSHIP – ACQUISITION
OF PROPERTIES**

REPORT OF THE DIRECTOR OF DEVELOPMENT AND REGENERATION

1.0 Purpose of the Report

- 1.1 To obtain approval for the acquisition of properties in the Sunnyside area, by Sunderland City Council, in order to further the implementation of the Sunnyside Partnership's strategy.

2.0 Description of Decision

- 2.1 Cabinet is recommended to authorise the Director of Development and Regeneration, in consultation with the Portfolio Holder for Regeneration and Community Cohesion, to acquire such properties as required to deliver the Sunnyside regeneration proposals, within the bold outline upon the accompanying plan subject to the terms and conditions agreed by the Head of Land and Property.

3.0 Background

- 3.1 At its meeting on 3rd December 2003, Cabinet agreed:-
- (i) That the Council acts on behalf of Sunderland ARC/Sunnyside Partnership in progressing external funding submissions to assist in implementation of business plans.
 - (ii) In principle, that the Council assembles land on behalf of ARC/Sunnyside Partnership utilising external funding to assist redevelopment in accordance with the business plan.
 - (iii) To authorise the Director of Development and Regeneration, in consultation with the then Portfolio Holder for Regeneration and Social Inclusion, to acquire land and buildings within specifically defined areas, subject to terms and conditions being agreed by the Head of Land and Property.

- 3.2 As outlined in the report considered at that meeting, and in a subsequent report to Cabinet on 14th January 2004 concerning Sunnyside Property Reinvestment Initiative, the Partnership's proposals for the area include redevelopment for commercial and residential purposes. To achieve this, it is considered that acquisition of property within the area will be required to assemble strategic opportunities to enable comprehensive redevelopment to be achieved.
- 3.3 It was also reported to that meeting that further applications for external funding would be necessary to capitalise upon European and Government funding and this report outlines an extended area containing numerous property interests to be acquired. Should Cabinet agree to these proposals further monies will be sought by Sunnyside Partnership to fund both acquisitions and the ongoing costs of holding property.

4.0 Current Position

- 4.1 The previous reports submitted to Cabinet were in relation to specific properties identified for immediate acquisition. Sunnyside Partnerships proposals have now developed, covering a broader area, and in this respect the report seeks authorisation to acquire such properties within the area outlined, as identified by Sunnyside Partnership.
- 4.2 Sunnyside Partnership has currently identified £1.4m of funding from One North East (ONE) to progress the acquisition of properties in and around Villiers Street, Sunderland.
- 4.3 Although, the acquisition of all of these properties is estimated to cost in excess of £1.4m, it is important to commence discussions with owners and make early progress to acquire by agreement. Properties that are acquired will either form part of wider land assembly exercises and subsequently marketed, or will form individual development opportunities that will be marketed in accordance with a brief. In both cases gap funding may be required to enable regeneration objectives to be achieved.
- 4.4 As previously agreed by Cabinet it is considered appropriate to delegate authority, where necessary, to acquire any such property interests within the defined area to the Director of Development and Regeneration in consultation with the Portfolio Holder for Regeneration and Community Cohesion. This delegation will be exercised only when it is considered that acquisitions are urgent and any delay would prejudice regeneration objectives. Such actions will be reported to Cabinet retrospectively.

5.0 Reasons for Decision

- 5.1.1 Implementation of the Sunnyside Partnership's strategy is key to the successful regeneration of the area and it is essential to assemble property to achieve this.
- 5.2 The approval is required to stimulate development and regeneration within the Sunnyside area and give the Council flexibility to compete with other prospective purchasers when acquiring property in the Sunnyside area.

6.0 Alternative Options

- 6.1 The Council could decide not to implement the arrangements set out in this report which would require Sunnyside Partnership to make alternative arrangements and resource them. However, this would reduce the Council's influence over regeneration of Sunnyside, would prejudice investment in Sunderland and slow down the redevelopment programme.

7.0 Relevant Consultation

7.1 Financial Implications

The City Treasurer has been consulted and his comments are included in the report.

7.2 Legal Implications

The comments of the City Solicitor have been taken into account in preparing this report.

8.0 Background Papers

ARC Business Plan
Sunnyside Planning Framework




Sunderland
City Council

Development and Regeneration
Services
1 The Esplanade
Sunderland SR2 7BQ

Sunnyside Regeneration Area

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CABINET MEETING – 18 APRIL 2006

EXECUTIVE SUMMARY SHEET – PART I

Title of Report:

Acquisition of Land at Castletown – Funding Agreement

Author(s):

City Solicitor

Purpose of Report:

To confirm the finalisation of funding arrangements for the proposed acquisition of the large Castletown Allotment Site in the Park Street South, Castletown area of Sunderland.

Description of Decision:

Cabinet is asked to endorse the execution of the Funding Agreement between English Partnerships and the Council in relation to the Acquisition of the large Castletown Allotment Site in the Park Street South, Castletown area of Sunderland for the Housing Market Renewal Programme.

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

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

Suggested reason(s) for Decision:

To secure funding for the acquisition of the Castletown Allotment Site, north of Wessington Way.

Alternative options to be considered and recommended to be rejected:

None

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

Is it included in the Forward Plan? No

Relevant Review Committee:

Regeneration and Community Review Committee

ACQUISITION OF LAND AT CASTLETOWN – FUNDING AGREEMENT

REPORT OF THE CITY SOLICITOR

1. Purpose of Report

- 1.1 The purpose of the report is to confirm the finalisation of funding arrangements for the proposed acquisition of the large Castletown Allotment Site in the Park Street South, Castletown area of Sunderland.

2. Description of Decision

- 2.1 Cabinet is asked to endorse the execution of the Funding Agreement between English Partnerships and the Council in relation to the acquisition of the large Castletown Allotment Site in the Park Street South, Castletown area of Sunderland for the Housing Market Renewal Programme.

3. Background

- 3.1 At its meeting on 14th February, 2007 Cabinet approved the acquisition of the freehold interest in 7,397 square metres of land for the sum of £920,000 from the current owners, Castletown Allotments Association and payment of 2% agents fees and stamp duty, subject to the formal confirmation of funding from English Partnerships and independent valuations.
- 3.2 The reason for the decision was that the allotment site has the potential to form part of a redevelopment area being assembled as part of the Castletown Area Regeneration Project.

4. Current Position

- 4.1 English Partnerships recently confirmed their offer of funding up to the maximum sum of £985,200 for the purpose of enabling the Council to acquire the allotment site.
- 4.2 In order for the Council to secure the funding, English Partnerships advised that the relevant Funding Agreement must be executed and an invoice submitted by the Council before 1st April, 2007. If that deadline were not to be met, the funding would be lost.
- 4.3 In view of the Cabinet's previous decision to proceed with the acquisition subject to such funding being available, the City Solicitor executed the requisite Funding Agreement on 29th March, 2007 in consultation with the Chief Executive, the City Treasurer and the Director of Development and Regeneration.

- 4.4 Cabinet is therefore asked to formally endorse the execution of the Agreement, which is in line with its earlier decision of 14th February, 2007.

5. Reasons for Decision

- 5.1 To secure funding for the acquisition of the Castletown Allotment Site, north of Wessington Way.

6. Alternative Options

- 6.1 No alternative options are submitted for consideration.

7. Relevant Considerations/Consultations

- 7.1 The Chief Executive, City Treasurer and Director of Development and Regeneration were consulted in relation to the action to be taken by the City Solicitor and endorsed the proposal.

8. Background Papers

- Funding Agreement between The Urban Regeneration Agency (known as English Partnerships) and Sunderland City Council dated 29th March, 2007.

CABINET MEETING – 18 APRIL 2007 EXECUTIVE SUMMARY SHEET – PART I	
Title of Report: Local Asset Based Vehicle	
Author(s): Chief Executive, Director of Development and Regeneration and City Treasurer	
Purpose of Report: This report outlines the concept of a Local Asset Based Vehicle (LABV), with a view to appointing a consultant to provide specialist advice on the merits of forming such a joint venture with One North East, English Partnerships and a private sector funding partner.	
Description of Decision: Cabinet is recommended to approve the procurement of a consultant to provide specialist advice on the merits of an LABV for Sunderland, including all legal, financial and organisational implications.	
Is the decision consistent with the Budget/Policy Framework? Yes	
If not, Council approval is required to change the Budget/Policy Framework	
Suggested reason(s) for Decision: In order to fully assess the viability of a new special purpose regeneration vehicle for the City, it is necessary to procure specialist consultancy advice.	
Alternative options to be considered and recommended to be rejected: No alternative options are recommended.	
Is this a “Key Decision” as defined in the Constitution? <div style="text-align: right;">Yes</div>	Relevant Review Committee: Policy and Co-ordination Regeneration and Community
Is it included in the Forward Plan? <div style="text-align: right;">No</div>	

LOCAL ASSET BASED VEHICLE

Report of the Chief Executive, Director of Development and Regeneration and City Treasurer

1.0 Purpose of Report

- 1.1 This report outlines the concept of a Local Asset Based Vehicle (LABV), with a view to appointing a consultant to provide specialist advice on the merits of forming such a joint venture with One North East (ONE) English Partnerships (EP) and a private sector funding partner.

2.0 Description of Decision

- 2.1 Cabinet is recommended to approve the procurement of a consultant to provide specialist advice on the merits of a LABV for Sunderland, including all legal, financial and organisational implications.

3.0 Background

- 3.1 Sunderland is changing and whilst a good start has been made on realising the long term regeneration ambitions a major challenge will be ensuring sustained public and private investment to keep up the momentum. The government is encouraging local authorities to examine ways of achieving this and the Council is responding to this by exploring a LABV and possible alternatives.
- 3.2 The Government, in its recent White Paper, "Strong and Prosperous Communities" indicated that a range of approaches could be adopted by Local Authorities in order to address their specific needs. Tailored to local circumstances, the government believes that "special purpose vehicles" could significantly boost regeneration and economic development in particular circumstances. The government has also recently undertaken consultation on the concept of City Development Companies.
- 3.3 Preliminary discussions have taken place with potential public sector partners, English Partnerships and One North East on the merits of forming such a "special purpose vehicle" in the City. This vehicle, known as a "Local Asset Based Vehicle" (LABV) would involve all of the above together with a private sector investment partner to drive forward an agreed programme of development in Sunderland over a given period (likely to be 15-20 years). At the same time, as part of Sunderland arc's own Business Plan, an independent, mid-term review on behalf of the

Founding Partners is to be undertaken shortly, to take into account changes that have occurred since it was established. It would seem eminently sensible to consider these proposals together.

4.0 A Local Asset Based Vehicle

- 4.1 A LABV is a special purpose vehicle, the primary purpose of which would be to attract private sector investment on a sustained basis, into a number of key regeneration projects. An inherent feature of a LABV is the use of public sector assets to attract and work alongside private investment. It can also be a means of realising capital or revenue from the partner investor, depending upon the assets invested in and the value of the regeneration portfolio to be developed. Another name for a LABV is a Property Regeneration Partnership. It would probably be appropriate for only one special purpose regeneration vehicle to exist in Sunderland at any one time.

5.0 Why Consider A LABV For Sunderland?

- 5.1 The Council's strategic vision in relation to the physical and economic regeneration of the City is ambitious and requires long term and sustained financial investment and operational commitment. In the main, projects are dependent upon public sector financial support.
- 5.2 The LABV model could provide a means to lever in private sector funding to accelerate the pace of change in the City as a more effective way of securing regeneration compared with the current model of releasing individual or a portfolio of sites to the development market.
- 5.3 In general terms Sunderland's key regeneration sites are characterised by substantial private ownership and areas, such as the Port require significant remediation, with high site assembly and preparation costs. As an example the government has already backed the current regeneration plans with funding support in excess of £30 million for the City Centre schemes. Against this background it is important that the LABV option is considered alongside others to establish what it can offer in relation to added value and increasing the pace of regeneration.

6.0 Who Would Be Involved?

- 6.1 The City Council would work with EP and ONE to form an Area Investment Board and consider how the private sector institutional investors can be more beneficially engaged to provide a vehicle for delivering physical regeneration projects. An in-principle agreement on this basis could effectively represent an opportunity to develop a

succession strategy for Sunderland Arc in the best interests of the City, providing continuity and allowing schemes to continue but in a more market orientated environment. Sunderland arc is therefore very much engaged in these discussions.

7.0 The Way Forward

- 7.1 The focus in the LABV is clearly around setting up the partnership vehicle to provide funding for physical regeneration and to seek to deliver high quality, timely and sustainable physical regeneration projects in the City over a 15 year period and beyond.
- 7.2 Officers will also continue discussions with other public sector bodies (in particular English Partnerships and One North East) to inform the study and alternative options.
- 7.3 On the delivery side, a priority list of projects needs to be identified. Initial discussions indicate that Central Sunderland could be the highest priority for a LABV to deliver. Should the study demonstrate that sufficient resources could be available to the LABV, a hierarchy of other project priorities could be developed.
- 7.4 The results of a study will enable the Council to make an informed decision on whether a LABV is the best way forward for Sunderland. Should the outcome of this first study demonstrate overall net advantages in progressing a LABV or other model for Sunderland and this is agreed, a separate approval will be sought for consultants to be appointed to assist in taking the project forward (i.e. developing the detailed LABV brief and going through the partner selection process).

8.0 Reasons for the Decision

- 8.1 In order to fully assess the viability of a new special purpose regeneration vehicle for the City, it is necessary to procure specialist consultancy advice.

9.0 Alternative options

- 9.1 No alternative options are recommended

10.0 Financial and Legal Implications

- 10.1 It is proposed that the fees for the feasibility study phase of this project be capped at £100,000. Normally under the Appendix to Sunderland Procurement Procedure Rules, as set out in the Constitution of the Council, cabinet approval would only be required when the cost is

estimated to exceed this amount.

- 10.2 In this case, if the Council agrees after the first study that an LABV should be progressed then the ultimate cost of consultancy will exceed this amount and Cabinet approval is therefore sought on this basis.
- 10.3 The cost of the feasibility phase is to be shared equally between the Council and Sunderland arc. The Council's funding will be provided from contingencies.
- 10.4 The total value of the contract will likely reach the threshold where it must be published in the Official Journal of the European Union (OJEU) and otherwise follow EU procurement rules.

11.0 Background Papers

- Strong and Prosperous Communities - The Local Government White Paper. Department of Communities and Local Government -26 October 2006.
- The Role of City Development Companies in English Cities and City-Regions - A Consultation - Department of Communities and Local Government - December 2006.