

## **ECONOMIC PROSPERITY SCRUTINY COMMITTEE**

### **AGENDA**

**Meeting to be held in the Civic Centre (Committee Room No. 1) on Tuesday 6<sup>th</sup> February, 2018 at 5.30 p.m.**

#### **Membership**

Cllrs Blackburn, Curran, M. Dixon, Essl, G. Galbraith, I. Galbraith, E. Gibson, Marshall, Porthouse, D. Snowdon, Taylor, Turner.

ITEM		PAGE
1.	<b>Apologies for Absence</b>	-
2.	<b>Minutes of the Ordinary Meeting held on 11<sup>th</sup> January, 2018</b> (copy attached).	1
3.	<b>Declarations of Interest (including Whipping Declarations)</b>	-
	<b>Part A – Cabinet Referrals and Responses</b>	
	No items.	
	<b>Part B – Scrutiny Business</b>	
4.	<b>Environmental Enforcement - Update</b>	6
	Report of the Chief Operating Officer for Place (copy attached).	
5.	<b>Business Centres Overview – Progress Report</b>	10
	Report of the Head of International Relations, Business Engagement and Investment (copy attached).	

**Contact:** Christine Tilley Governance Services Team Leader      Tel: 561 1345  
Email: [Christine.tilley@sunderland.gov.uk](mailto:Christine.tilley@sunderland.gov.uk)

Information contained in this agenda can be made available in other languages and formats on request

6.	<b>Annual Work Programme 2017-18</b>	16
----	--------------------------------------	----

Report of the Head of Member Support and Community Partnerships (copy attached).

7.	<b>Notice of Key Decisions</b>	18
----	--------------------------------	----

Report of the Head of Member Support and Community Partnerships (copy attached).

**Part C – CCFA/Members Item/Petitions**

No items.

E. WAUGH,  
Head of Law and Governance,  
Civic Centre,  
SUNDERLAND.

29<sup>th</sup> January, 2018.

**At a meeting of the ECONOMIC PROSPERITY SCRUTINY COMMITTEE held in the CIVIC CENTRE, SUNDERLAND on THURSDAY 11<sup>TH</sup> JANUARY, 2018 at 2.00 p.m.**

**Present:-**

Councillor David Snowdon in the Chair

Councillors Blackburn, Curran, Dixon, G. Galbraith, I Galbraith, E. Gibson, Porthouse and Turner.

Also in attendance:-

Mr Jim Diamond, Scrutiny Officer, Sunderland City Council  
Ms Liz McEvoy, Team Leader Housing Strategy, Economy and Place  
Mrs Christine Tilley, Governance Services Team Leader, Sunderland City Council

**Apologies for Absence**

Apologies for absence were submitted on behalf of Councillors Essl, Marshall and Taylor.

**Minutes of the Last Ordinary Meeting of the Scrutiny Committee held on 5<sup>th</sup> December, 2017**

A copy of the minutes of the last ordinary meeting of the Scrutiny Committee held on 5<sup>th</sup> December, 2017 was submitted.

(For copy report – see original minutes).

1. RESOLVED that the minutes of the last ordinary meeting of the Scrutiny Committee held on 5<sup>th</sup> December, 2017 (copy circulated), be confirmed and signed as a correct record.

**Declarations of Interest (including Whipping Declarations)**

There were no declarations of interest made.

**Update on the Housing Strategy for Sunderland 2017 - 2022**

The Executive Director of Economy and Place submitted a report (copy circulated) providing an update and seeking feedback from the Committee on the Housing Strategy for Sunderland 2017 - 2022.

(For copy report – see original minutes).

The Chairman welcomed Ms Liz McEvoy, Team Leader Housing Strategy, Economy and Place to the meeting and she proceeded to brief the Committee on the report highlighting that the draft Housing Strategy had gone out for consultation during May and June 2017 and there had been 158 respondents.

Ms McEvoy referred Members to the three partner working groups which had been established to oversee the delivery of each priority of the Housing Strategy and the monitoring arrangements detailed in the report.

Councillor Gibson queried whether the infrastructure needs were taken into consideration where a large number of houses were to be built as well as the NHS provision that would be required. Councillor Gibson commented that 750 executive homes were to be built on the Chapelgarth development and there was already an issue with the traffic and parking in that area.

Ms McEvoy advised that the infrastructure needed to support housing developments was taken into account during the planning process. She was aware there were concerns with regards to the Chapelgarth development in this respect from Members and residents already living in that location and comments in this vein had been received in response to Chapter One and the priority 'Maximising housing growth and increasing the choice of housing' in the Strategy.

In response to Councillor Turner, Ms McEvoy confirmed that there was an awareness of empty properties and that they were taken into account.

In response to Councillor Blackburn, Ms McEvoy advised that she would check to see if changes to Gentoo's allocations policy would impact on the Strategy. With regards to self-build homes, Ms McEvoy advised that the Council held a register of where these were taking place. There were 47 on the register at the present time but there was nothing to stop others in different parts of the city doing this also.

Ms McEvoy advised that she would get back to Councillors Blackburn and I. Galbraith regarding the number of new build houses in the Hetton and Barnes Wards. Ms McEvoy also advised that more bungalows through registered providers were coming through the planning process including affordable bungalows which were getting funding through the Homes and Communities Agency. She would confirm the number of bungalows being built and provide this information to Councillor Blackburn. She added that 42% of new house building was being carried out in the Coalfield area.

In response to Councillor Porthouse's enquiry concerning the use of Empty Dwelling Management Orders (EDMOs), Ms McEvoy advised that they were used to take over the management of a property over a period of 5-7 years and the Council would receive the rental. However an easier route was the enforced sale of a property to recoup the costs associated but this relied on their being a debt on the property.

Ms McEvoy reported that the Council had not carried out any EDMOs, however it had completed its first enforced sale. Ms McEvoy explained that the Council used to employ 3 Empty Property Officers but there wasn't anyone doing the proactive work to identify empty homes at present. Efforts were being made however to bring back one post to carry out this work.

Councillor Curran commented that some self-build developments were atrocious and he would like to see this kind of development brought more under control.

Councillor Curran referred to the comments from respondents. In Chapter 1 he highlighted and welcomed the comment that they were strongly opposed to building

on the Green Belt and that he could understand why they did not support the building of executive housing as it was not within their reach. In relation to Chapter 2, Councillor Curran commented that it was his view that all Councillors would support the comment from respondents that 'in neighbourhoods in decline there should be early intervention, demolition, enforcement'.

Ms McEvoy stated that there was nothing in the above comment that she would disagree with, however it was a matter of having the resources to be able to carry out enforcement and she had flagged this up with the relevant sections in the Council.

Councillor I. Galbraith commented that many vulnerable people presenting themselves at Accident and Emergency were doing so because they were not registered with a GP and were living in hostels or were homeless.

Ms McEvoy agreed that it was difficult as they just presented themselves at Accident and Emergency even if they were registered, as often they were not good at making appointments.

Councillor I. Galbraith added that the cottage streets might be the answer in respect of housing for the elderly population if someone was to buy the houses up and make adaptations to them.

Ms McEvoy advised of plans to use Section 106 money to acquire and refurbish empty properties, bungalows and cottages, initially in Millfield.

In response to questions raised by Councillor Dixon, Ms McEvoy advised that the definition of Executive Housing was Council Tax Band G and above. Currently there were only 600 properties in Sunderland in this band. People wanted larger 4 bed homes which did sell as Council staff, who were monitoring them, could confirm. There had been a low number of respondents to the consultation however the Regional Providers Network had been asked to take part. There were only 4 people in the Housing Strategy Team who had used the tools available to them such as the internet and social media and had done what they could to get people involved. Non-traditional methods of construction were being piloted by a smaller builder on a site owned by the builder. Comments and objections had been raised to all 3 stopover sites for Gypsies and Travellers and colleagues were looking at them to come up with some recommendations.

Councillor G. Galbraith stated that on the whole she agreed with the Strategy but had concerns as to whether it would be brought into play as Council resources were low and she queried how much influence it would have.

In response Ms McEvoy advised that Gentoo had been involved in the development of the plans and had taken them on board. In terms of Priority 1 of the Strategy, this was already being exceeded. There was however more concern with Priority 2 and this would be monitored.

The Chairman expressed concern that the support around vulnerable people was not what it should be to assist them with getting their own tenancy in the private rented sector and making sure the housing was suitable. He commented that it was difficult for tenants to complain if the housing was not up to standard for fear of being evicted.

Ms McEvoy advised in relation to the above that a presentation was to be made to the Health and Well-being Board at the January meeting where issues such as the number of people being readmitted to hospital due to sub-standard accommodation would be raised for the Council and Health colleagues to work together on together to reduce.

In response to Councillor Dixon's enquiry about student accommodation, Ms McEvoy advised that the number of students living in Sunderland had reduced, whereas the number studying had gone up. There were more and more empty cottages in the Millfield area which the students had vacated which could be used for supported vulnerable housing. Ms McEvoy added that there were colleagues in the People Directorate to help people move on to appropriate housing in the privately rented sector, although resources had reduced in this area of the Council also.

Ms McEvoy thanked the Committee for their comments which she said would be taken on board.

The Chairman having thanked Ms McEvoy for her attendance, it was:-

2. RESOLVED that the contents of the report and presentation, be received and noted and a further update on the Housing Strategy be provided to the Committee in a year's time.

### **Annual Work Programme 2017/18**

The Head of Member Support and Community Partnerships submitted a report (copy circulated), setting out the current work programme of the Committee for the 2017-18 municipal year.

(For copy report – see original minutes).

3. RESOLVED that the information contained in the work programme be received and noted.

### **Notice of Key Decisions**

A report providing an opportunity to consider the items on the Executive's Notice of Key Decisions for the 28 day period from 12<sup>th</sup> December 2017 (copy circulated), was submitted.

(For copy report – see original minutes).

A copy of the Executive's Notice of Key Decisions for the 28 day period from 9<sup>th</sup> January was tabled at the meeting.

Councillor Porthouse requested further information in respect of item number 171024/217 regarding the establishment of a Sunderland Football Trust and associated issues, as set out on the Notice and it was:-

4. RESOLVED that the Notice of Key Decisions be received and noted and Mr Jim Diamond, Scrutiny Officer make enquiries and circulate a response providing further information on the above item in the Notice to all Members of the Committee.

The Chairman then closed the meeting having thanked Members and Officers for their attendance.

(Signed) D. SNOWDON,  
Chairman.

**ENVIRONMENTAL ENFORCEMENT - UPDATE**

**REPORT OF THE CHIEF OPERATING OFFICER FOR PLACE**

**1. Purpose of the Report**

- 1.1 To update Members on the progress of the Environmental Enforcement Team following implementation of the new Environmental Policy in February 2017.
- 1.2 To inform Members about the actions taken by the Environmental Enforcement Team since the implementation of the Environmental Policy in February 2017.

**2 Background**

- 2.1 In February 2017 a new Environmental Policy was introduced following recommendations from the Economic and Prosperity Scrutiny Committee that a review of the existing policy was undertaken and a more robust approach to enforcement of environmental crimes was adopted.
- 2.2 The new Policy was agreed in February 2017 and implemented in April 2017.
- 2.3 Job descriptions and job specifications for the Environmental Enforcement Officers were redrafted to reflect the change in approach to environmental crime identified within the new Policy, and following the job specification amends, recruitment was undertaken in March and September, filling the 3 available Environmental Enforcement Officer posts within the Environmental Enforcement Team.
- 2.4 In addition to the Environmental Enforcement Officers, the service area introduced 2 teams of Fly-tip Investigation Officers in April, to further support the introduction of the new Environmental Enforcement Policy and approach to environmental crime.
- 2.5 The new Fly-Tip Investigation Officers patrol key areas of Sunderland responding to reported incidents of fly-tipping and recording evidence which may lead to formal action by the Environmental Enforcement Officers. The team remove the waste immediately following inspection, to deter further tipping, and make enquiries with nearby households, obtaining any evidence available.
- 2.6 The Fly-Tip Investigation Officers also provide a responsive service to complaints relating to improperly deposited waste, aiming to respond record and remove all reported waste within 48 hours of contact; however in most instances, due to the way the work is prioritised, the waste is inspected and removed within 24 hours.



### 3.0 Current Position

3.1 The Environmental Enforcement Officers investigate environmental crimes across the City and have allocated areas for prioritisation purposes. The Environmental Enforcement Officers for each Regeneration Area is as follows:-

North / Coalfields – Chris Belfield  
 Washington / West – Gillian Coates  
 East / City Centre – Victoria Patterson

3.2 Training of the newly appointed Environmental Enforcement Officers is on-going and undertaken both 'on the job' as well as with external networks or training providers. Due to the complexities of the environmental legislation and the evidential standards required to prove cases to the criminal standard of proof, Officers can take up to 12 months to be fully trained although this depends on the level of exposure to each of the various offences

3.3 Despite the on-going training of the newly appointed Officers, the team have achieved the following results since the introduction of the new Environmental Policy:-

	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Investigations undertaken	401	549	683	585	515	483	452	472	311	4451
Warnings Issued	47	15	52	41	87	29	17	36	22	346
Community Protection Warnings			3	3	1		1	3	2	13
Statutory Notices Served			2				1		11	14
Civil Fines <i>Waste / Fly-tipping</i>	3	2	4	4	5	8	5	7	5	43
Fixed Penalty Notices <i>Littering</i>	1	3	3	2	1	3		1	2	16
Fixed Penalty Notices <i>Waste / Fly-tipping</i>	5	3	5	5	1	6	9	6	5	45
Fixed Penalty Notices <i>Dog Fouling</i>						3		1	2	6
Community Protection Notices		1		1						2
Prosecutions									1	1

--	--	--	--	--	--	--	--	--	--	--

- 3.4 Several prosecutions are now pending for fly-tipping offences and results will be publicised wherever possible, to promote a positive message about the penalties for failing to manage litter and waste lawfully.
- 3.5 To ensure that the team are fully up-to-date with current best practice and relevant information on cross boundary fly-tipping perpetrators, the Environmental Enforcement Team have established solid links with neighbouring Local Authorities and readily share information to tackle problem perpetrators. This has proven to be an extremely valuable link when investigating individuals from outside the Sunderland area

#### **4.0 Future Plans**

- 4.1 Analysis work of fly-tipping or reports of illegally deposited waste is on-going by the Councils Intelligence Hub, to identify the areas of most demand and enable the Environmental Enforcement Team to focus efforts accordingly. Attached at appendix 1, is a copy of the intelligence provided for December 2017.
- 4.2 A communication strategy is being agreed to promote a responsible attitude to the local environment by publicising in the local press the actions taken by the Environmental Enforcement Team against individuals who have committed environmental crimes.
- 4.3 The communications strategy includes action updates to Ward Members on all formal action taken within the Ward. These updates are anonymised to allow Members to share the information freely at Ward Surgeries, in Newsletters and at residents meetings, to promote the consequences of committing environmental crime within Sunderland and to demonstrate the priority given to such matters.
- 4.4 New legislation available from April will further enhance the powers available to the Environmental Enforcement Team to tackle littering. Fines will be increased from £75 to £150 and registered vehicle owners will be liable for any litter thrown from the vehicle. We await further information on the new legislation from Government and will seek Cabinet approval to implement the powers and increase the fine levels as soon as possible thereafter.
- 4.5 Environmental Enforcement training for Members is planned for the Spring 2018. The training will aim to provide guidance on the various powers available to tackle specific environmental crimes as well as offering guidance on the evidence required to prove the case, which will assist in the gathering of information from residents when reporting environmental crimes.

## **hknm5.0 Recommendations**

5.1 Members are asked to consider the content of this report

## **6.0 Background Papers**

Environment Enforcement Policy 2017

**Contact Officer:** Nicky Rowland  
Area Manager – Local Services  
[Nicky.rowland@sunderland.gov.uk](mailto:Nicky.rowland@sunderland.gov.uk)  
Tel: (0191) 561 4579

**REPORT OF THE HEAD OF INTERNATIONAL RELATIONS, BUSINESS  
ENGAGEMENT AND INVESTMENT**

**BUSINESS CENTRES OVERVIEW – PROGRESS REPORT**

**1. Purpose of the Report**

- 1.1 To provide an update on Evolve Business Centre, Sunderland Software Centre and Washington Business Centre.

**2. Background**

- 2.1 Sunderland City Council has three business centres which are managed by the Business Investment Team. These are Evolve, the Software Centre and Washington Business Centre.
- 2.2 This report has been prepared to provide an overview of the performance of the three business centres including current financial information and an overview of actions which are being taken to increase occupancy and improve the overall financial position. The report includes financial information on annual running costs and projected income figures for each centre, followed by measures that have been taken, or are being progressed or considered within each centre, in terms of both increasing income and reducing expenditure.
- 2.3 An overview of the financial position for each of the centres is provided in section 3. This is followed in section 4 with information on measures to reduce expenditure and increase income.
- 2.4 This work is being taken forward by the Business Investment Team set within the context of seeking to provide a high quality service for businesses in key sectors in the centres and an environment in which they can thrive and grow, and being on hand to offer support and advice.
- 2.5 The centres are there to provide more than just office, workshop and hybrid accommodation. They are striving to bring added value to the working experience by providing a vibrant environment for tenants to work in, which includes networking and socialising opportunities and facilitates collaboration.
- 2.6 The report follows earlier reports to Scrutiny Committee which have primarily focused on the number and nature of businesses choosing to locate within the centres.

### **3. Overview**

#### *Evolve Business Centre*

- 3.1 Evolve Business Centre was a £10m investment in 2006 and was part funded by the European Regional Development Fund. Occupancy stands at 99% at end January. It provides 32,000 square feet of high quality accommodation with scope to accommodate companies in a range of office sizes to meet the needs of the individual businesses. Office sizes currently range from 180 to 5,000 square feet. A range of businesses are interested in taking more space once this becomes available as a result of plans by one of the current tenants to relocate to other premises.
- 3.2 The budget for the running costs of Evolve in 2017/18 is £786,858. The budgeted income from rent and service charges from businesses (based on 95% occupancy) and room hire is £701,080. There has been a one-off business rate rebate which has funded Health and Safety works and broadband costs in this financial year and which should ensure that Evolve has a balanced budget for this financial year.

#### *Software Centre*

- 3.3 The Software Centre was a £9m investment and was completed in 2012. It was part funded with resources from the European Regional Development Fund. The Centre provides 37,582 square feet of high quality accommodation with scope to accommodate companies in offices that range from 130 square feet to 2,027 square feet allowing the team to respond to the needs of the individual businesses. Occupancy levels within the Software Centre at end January 2018 are 66.5% with 26 private sector companies located in the Centre, and the team is continuing to work to achieve the year-end target of 70%.
- 3.4 The budget for the running costs of the Software Centre in 2017/18 is £669,689, including ICT costs from the period prior to the Managed Service Provider contract being re-tendered. The budgeted income from rent and service charges from businesses and room hire is £581,678. At the time the Software Centre was built it was recognised that such centres take a period of time to reach full occupancy; this was reflected in the Council's experience at Evolve. A reserve was therefore set aside to meet any shortfalls in income and to smooth the impact of under occupancy during this period.

#### *Washington Business Centre*

- 3.5 Washington Business Centre was a £6m investment funded by the Working Neighbourhood Fund (WNF), and European Regional Development Fund,

(ERDF), which opened in 2014. The centre provides 42,557 square feet of high quality accommodation with an offer which includes 13 workshops, 7 hybrids and 24 offices. Workshops range from 735 to 1,639 square feet hybrids from 190 to 1,394 square feet and offices from 496 to 1,398 square feet. This enables a flexible approach related to individual company needs. Occupancy levels at Washington Business Centre at end January 2018 stand at 62%. Based on existing enquiries, as well as plans for several tenants expected to take up occupancy before the year end, occupancy is expected to increase to 69% shortly.

- 3.6 The budget for the running costs of the Centre in 2017/18 is £280,465, (based on 63% occupancy). The budgeted income from rent and service charges from businesses and room hire is £316,990. Any surplus will be set aside to meet future maintenance needs. As occupancy increases in the future, running costs will also increase, however it is predicted that the Centre will continue to break even and cover required maintenance costs as and when needed.

#### **4. Reducing expenditure and increasing income**

We have adopted a proactive response to increasing income and reducing expenditure in all of the centres and are increasingly moving to manage the financial position collectively across all three centres with greater collaboration.

Examples of the proactive approaches being taken are detailed below, taking each centre in turn.

##### *Reducing expenditure - Evolve Business Centre*

- Despite having a positive overall budget position the team continues to strive for increased value for money across all running cost activities. Evolve, as the oldest of the 3 business centres, requires considerable expenditure for planned and reactive maintenance of circa £100,000 per year. The contracts for planned and reactive maintenance have been renegotiated and will, from April 2018, be placed under a Service Level Agreement (SLA) with Building Services within the Council. This will reduce the expenditure per annum on these services.
- Proposals are also being taken forward to introduce more energy-efficient lighting within the centre, which will result in reduced energy costs following the initial capital investment.

##### *Reducing expenditure - Software Centre*

- One of the most significant costs for the Software Centre has been the cost of ICT connectivity at £145,000 per year. This was delivered under contract by IBM. However from September 2017 this contract has been

re-procured as a collective contract covering all three business centres, with savings of just over £100,000 per year. These savings will be reflected fully in next year's running costs.

- The Software Centre and Washington Business Centre are now managed under one post reducing the salary expenditure within the running costs of the Software Centre.
- The levels of security required at the Software Centre are being considered to see if cover can be reduced during office hours and substituted with an apprenticeship to cover Front of House responsibilities as part of the Council-wide approach linked to implementation of the apprenticeship levy.
- The contracts for planned and reactive maintenance will, from April 2018, be placed under a Service Level Agreement (SLA) with Building Services within the Council. As with Evolve, this will reduce the expenditure per annum on these services. We will consider further shared approaches across all three Business Centres where these could deliver increased financial efficiencies.

#### *Reducing expenditure - Washington Business Centre*

- The contracts for planned and reactive maintenance will, from April 2018, be placed under a Service Level Agreement (SLA) with Building Services within the Council. As with the two other business centres, this will reduce the expenditure per annum on these services. We will consider further shared approaches across all three Business Centres where these could deliver increased financial efficiencies.
- A decision to combine staffing resources across the Software Centre and Washington Business Centre, and set Washington Business Centre up as an office base for a member of the wider Business Investment Team, has contributed to being able to forecast that the Centre will break even during this financial year.

#### *Increasing income - Evolve Business Centre*

- Marketing of the rooms and conference facilities will be strengthened to ensure that awareness of what the centre has to offer remains high. Marketing of the Centre is taken forward as part of MAKE It Sunderland, and work will continue to be developed on an ongoing basis to ensure Evolve remains seen as a vibrant place to work or meet.

#### *Increasing income - the Software Centre*

- The Software Centre has a new marketing plan which has a strong digital focus at its heart, ensuring it meets the needs of the target software and technology audience.

- The Centre has a full events programme which is shared with tenants on a month by month basis, to increase vibrancy within the centre and showcase the centre to prospective new tenants.
- Flexibility into the way the team approaches letting of space is ensuring that we can meet the varying needs of tenants, for example we offer staged occupancy on larger rooms. This is important, given that room sizes cannot be adjusted structurally in the Software Centre in the way which they can be at Evolve, both to support business growth, and to free up smaller rooms which can be then be re-let to earlier stage businesses.
- As part of the digital marketing approach we will start to market our office spaces and meeting rooms digitally. This fits the software and technology target market we are seeking to engage with and is designed to increase uptake and therefore income.
- The Software Centre offer for meeting rooms now includes twilight sessions and is also available at weekends in order to increase potential rental income.

#### *Increasing income – Washington Business Centre*

- A refreshed marketing approach is being developed for Washington Business Centre in conjunction with Corporate Affairs & Communications, which will include a digital aspect to maximise the impact which can be achieved with limited resources. This will focus particularly on the office space available within the centre.

## **5 Conclusion**

- 5.1 The development of the business centres by the Council has been a significant driver in attracting new businesses from several of the priority sectors set out in the Economic Masterplan (Software, Manufacturing, and Low Carbon). They provide bespoke accommodation and there are a broad range of examples of how businesses within the centres have been supported to establish themselves, thrive and grow. The businesses centres contribute to the achievement of the Council's business investment and economic development objectives.
- 5.2 It is widely recognised that new business accommodation takes time to reach full occupancy. Generally, new centres first need to build up a few established clients and gain a positive reputation as a good place to do business before they gain momentum and attract and retain more tenants. It took Evolve almost 8 years to reach its current occupancy levels. The Software Centre and Washington Business Centre are both increasing their occupancy levels in line with Corporate Plan occupancy targets.



- 5.3 The Centres, in addition to their contribution to economic development objectives, provide important assets for the Council with a collective value, based on build costs, of £28m investment. Funding from the European Regional Development Fund was equivalent to half of this total. As assets they should also increase in value.
- 5.4 Ensuring the Centres are well run and maintained to a high standard, whilst working to ensure value for money, is an on-going challenge. The market in which they are operating is extremely competitive and this, together with their remit as an economic development tool, influences the levels of rent that be charged.
- 5.5 Considerable progress has been made within the last 12 months both to increase occupancy and income and to reduce expenditure, as has been illustrated, most notably with the re-procurement of ICT Managed Service Provision across the three centres. The projected achievement of break-even point during 2017/18 at Washington Business Centre is also significant.
- 5.6 It is acknowledged that efforts need to continue and it is expected that the tactical marketing approach which has been developed with colleagues in Communications and Corporate Affairs, with a particular focus on digital marketing, will assist the team in continuing to make further progress.

## **6. Recommendations**

- 6.1 The Scrutiny Committee is asked to consider and comment on the contents of the report.

## **7 Glossary**

None

## **8 Background Papers**

**ANNUAL WORK PROGRAMME 2017-18**

**REPORT OF THE HEAD OF MEMBER SUPPORT AND COMMUNITY  
PARTNERSHIPS**

**1. Purpose of the Report**

- 1.1 The report sets out the current work programme of the Committee for the 2017-18 municipal year.

**2. Background**

- 2.1 The work programme is designed to set out the key issues to be addressed by the Committee during the year and provide it with a timetable of work. The Committee itself is responsible for setting its own work programme, subject to the coordinating role of the Scrutiny Coordinating Committee.
- 2.2 The work programme is intended to be a working document which Committee can develop throughout the year, allowing it to maintain an overview of work planned and undertaken during the Council year.
- 2.3 In order to ensure that the Committee is able to undertake all of its business and respond to emerging issues, there will be scope for additional meetings or visits not detailed in the work programme.
- 2.4 In delivering its work programme the Committee will support the Council in achieving its corporate outcomes

**3. Current position**

- 3.1 The current work programme is attached as an appendix to this report.

**4. Conclusion**

- 4.1 The work programme is intended to be a flexible mechanism for managing the work of the Committee in 2017-18.

**5 Recommendation**

- 5.1 That Members note the information contained in the work programme.

**Contact Officer:** ~~Jim Diamond, Scrutiny Officer (Tel 0191 561 1396)~~  
James.diamond@sunderland.gov.uk

REASON FOR INCLUSION	26 JUNE 17	18 JULY 17	12 SEPTEMBER 17	10 OCTOBER 17	7 NOVEMBER 17	5 DECEMBER 17	11 JANUARY 18	6 FEBRUARY 18	6 MARCH 18	17 APRIL 18
Policy Framework/ Cabinet Referrals and Responses										
Scrutiny Business	Remit and Work Programme of Committee  International Advanced Manufacturing Park (Les Clark)	Business Improvement District (Sharon Appleby BID)  City of Culture Bid 2021 (Rebecca Ball)	Local Plan (Ian Fairlamb)  Section 106 Agreements (Ian Fairlamb)	Events – Airshow Post Event Review (Victoria French)  Infrastructure (Dan Hattle)	Sunderland Music, Arts and Culture Trust (Paul Callaghan)  International Strategy / Development of SME sector (Catherine Auld)  International Advanced Manufacturing Park – Area Action Plan (Louise Moody)	Public Space Protection Orders (PSPO) (Stuart Douglass)  Siglion – Progress Report (John Seager Chief Executive)	Housing Strategy - Update (Liz McEvoy)	Environmental Enforcement (Nicky Rowland)  Business Centres Progress Report (Catherine Auld)  SSTC/New Wear Bridge Visit (Les Clark/Mark Jackson)	Sunderland Cultural Partnership (Helen Connify)  City of Culture Bid (Rebecca Ball)  Libraries Update – Use of Buildings (Sandra Mitchell/Nick Wood)  Key Cities – Progress (Jill Laverick)	Refuse Collection (Mark Speed)  Sunderland Rail Station (Mark Jackson)  Northumbria Road Safety Partnership (Mark Jackson)
Performance / Service Improvement										
Consultation Information and Awareness Raising	Notice of Key Decisions  Work Programme 16-17	Notice of Key Decisions  Work Programme 16-17	Notice of Key Decisions  Work Programme 16-17	Notice of Key Decisions  Work Programme 16-17	Notice of Key Decisions  Work Programme 16-17	Notice of Key Decisions  Work Programme 16-17	Notice of Key Decisions  Work Programme 16-17	Notice of Key Decisions  Work Programme 16-17	Notice of Key Decisions  Work Programme 16-17	Notice of Key Decisions  Work Programme 16-17

To Programme:

Stadium Village Plan (Dan Hattle)  
 Holmeside Masterplan (Dan Hattle)  
 Adult Training (Steph Rose)  
 Visit to Innovation Xchange Hope Street (Rebecca Robinson)  
 Industrial Strategy (Vince Taylor)  
 Local Plan/Infrastructure – Consultation Feedback (Louise Moody)  
 Airshow/Illuminations/Tall Ships - Impact and Feedback (Victoria French)

**NOTICE OF KEY DECISIONS****REPORT OF THE HEAD OF MEMBER SUPPORT AND  
COMMUNITY PARTNERSHIPS****1. PURPOSE OF THE REPORT**

- 1.1 To provide Members with an opportunity to consider the items on the Executive's Notice of Key Decisions.

**2. BACKGROUND INFORMATION**

- 2.1 Holding the Executive to account is one of the main functions of Scrutiny. One of the ways that this can be achieved is by considering the forthcoming decisions of the Executive (as outlined in the Notice of Key Decisions) and deciding whether Scrutiny can add value in advance of the decision being made. This does not negate Non-Executive Members ability to call-in a decision after it has been made.
- 2.2 To this end, the most recent version of the Executive's Notice of Key Decisions is included on the agenda of this Committee. The Notice of Key Decisions is attached marked **Appendix 1**.

**3. CURRENT POSITION**

- 3.1 In considering the Notice of Key Decisions, Members are asked to consider only those issues where the Scrutiny Committee or relevant Scrutiny Panel could make a contribution which would add value prior to the decision being taken.
- 3.2 In the event of Members having any queries that cannot be dealt with directly in the meeting, a response will be sought from the relevant Directorate.

**4. RECOMMENDATION**

- 4.1 To consider the Executive's Notice of Key Decisions at the Scrutiny Committee meeting.

**5. BACKGROUND PAPERS**

- Cabinet Agenda

---

Contact Officer : Jim Diamond, Scrutiny Officer  
0191 561 1396  
James.diamond@sunderland.gov.uk

The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Notice is given of the following proposed Key Decisions (whether proposed to be taken in public or in private) and of Executive Decisions (including key decisions) intended to be considered in a private meeting:-

Item no.	Matter in respect of which a decision is to be made	Decision-maker (if individual, name and title, if body, its name and see below for list of members)	Key Decision Y/N	Anticipated date of decision/ period in which the decision is to be taken	Private meeting Y/N	Reasons for the meeting to be held in private	Documents submitted to the decision-maker in relation to the matter	Address to obtain further information
170810/205	To approve the freehold acquisition of a property to provide children's services accommodation.	Cabinet	Y	During the period 7 February to 31 March 2018.	Y	The report is one which relates to an item during the consideration of which by Cabinet the public are likely to be excluded under Paragraphs 3 of Schedule 12A of the Local Government Act 1972, as amended, as the report will contain information relating to the financial or business affairs of any particular person (including the authority holding that information). The public interest in maintaining this exemption outweighs the public interest in disclosing the information.	Cabinet report	Governance Services Civic Centre PO BOX 100 Sunderland SR2 7DN  <a href="mailto:committees@sunderland.gov.uk">committees@sunderland.gov.uk</a>
170927/212	To approve in principle the establishment of a new police led Road Safety Partnership (Northumbria Road Safety Partnership) embracing the Northumbria Force area.	Cabinet	Y	During the period 7 February to 31 March 2018.	N	Not applicable	Cabinet report	Governance Services Civic Centre PO BOX 100 Sunderland SR2 7DN  <a href="mailto:committees@sunderland.gov.uk">committees@sunderland.gov.uk</a>

Item no.	Matter in respect of which a decision is to be made	Decision-maker (if individual, name and title, if body, its name and see below for list of members)	Key Decision Y/N	Anticipated date of decision/ period in which the decision is to be taken	Private meeting Y/N	Reasons for the meeting to be held in private	Documents submitted to the decision-maker in relation to the matter	Address to obtain further information
171019/214	To approve the proposed disposal of land at Usworth, Washington.	Cabinet	Y	During the period 7 February to 31 March 2018.	N	Not applicable	Cabinet report	Governance Services Civic Centre PO BOX 100 Sunderland SR2 7DN  <a href="mailto:committees@sunderland.gov.uk">committees@sunderland.gov.uk</a>
171024/217	To approve: -  1) the establishment of a Sunderland Football Trust;  2) the adoption of the updated Playing Pitch Plan as a citywide document to support the application to the Football Foundation; and  3) note updates in relation to project development costs and associated risks.	Cabinet	Y	7 February 2018	N	Not applicable	Cabinet Report	Governance Services Civic Centre PO BOX 100 Sunderland SR2 7DN  <a href="mailto:committees@sunderland.gov.uk">committees@sunderland.gov.uk</a>
171120/228	To consider the disposal of land at the former Easington Lane Primary School, South Hetton Road.	Cabinet	Y	During the period 7 February to 31 March 2018.	N	Not applicable	Cabinet Report	Governance Services Civic Centre PO BOX 100 Sunderland SR2 7DN  <a href="mailto:committees@sunderland.gov.uk">committees@sunderland.gov.uk</a>

Item no.	Matter in respect of which a decision is to be made	Decision-maker (if individual, name and title, if body, its name and see below for list of members)	Key Decision Y/N	Anticipated date of decision/ period in which the decision is to be taken	Private meeting Y/N	Reasons for the meeting to be held in private	Documents submitted to the decision-maker in relation to the matter	Address to obtain further information
171214/233	To consider the sale of Shiney Row Library	Cabinet	Y	7 February 2018	N	Not applicable	Cabinet Report and plan	Governance Services Civic Centre PO BOX 100 Sunderland SR2 7DN  <a href="mailto:committees@sunderland.gov.uk">committees@sunderland.gov.uk</a>
171218/234	To seek approval to begin consultation in relation to a City Wide Public Space Protection Order	Cabinet	Y	7 February 2018	N	Not applicable	Cabinet Report	Governance Services Civic Centre PO BOX 100 Sunderland SR2 7DN  <a href="mailto:committees@sunderland.gov.uk">committees@sunderland.gov.uk</a>
171218/238	To recommend to Council to approve the Capital Programme and Treasury Management Strategy 2018/19 and Capital Programme Strategy 2018/2019 to 2021/2022	Cabinet	Y	7 February 2018	N	Not applicable	Cabinet Report	Governance Services Civic Centre PO BOX 100 Sunderland SR2 7DN  <a href="mailto:committees@sunderland.gov.uk">committees@sunderland.gov.uk</a>
171218/239	To note the position in relation to the Collection Fund (Council Tax) 2017/2018 in respect of Council Tax and the amounts available to the Council and its major precepting authorities for use in setting Council Tax levels for 2018/2019	Cabinet	Y	7 February 2018	N	Not applicable	Cabinet Report	Governance Services Civic Centre PO BOX 100 Sunderland SR2 7DN  <a href="mailto:committees@sunderland.gov.uk">committees@sunderland.gov.uk</a>

Item no.	Matter in respect of which a decision is to be made	Decision-maker (if individual, name and title, if body, its name and see below for list of members)	Key Decision Y/N	Anticipated date of decision/ period in which the decision is to be taken	Private meeting Y/N	Reasons for the meeting to be held in private	Documents submitted to the decision-maker in relation to the matter	Address to obtain further information
171218/240	To recommend to Council to approve the Revenue Budget and Proposed Council Tax for 2018/2019 and the Medium Term Financial Strategy 2018/2019 to 2020/2021	Cabinet	Y	7 February 2018	N	Not applicable	Cabinet Report	Governance Services Civic Centre PO BOX 100 Sunderland SR2 7DN  <a href="mailto:committees@sunderland.gov.uk">committees@sunderland.gov.uk</a>
180103/235	To seek Cabinet approval for the procurement and award of contracts to providers for local welfare provision	Cabinet	Y	7 February 2018	N	Not applicable	Cabinet Report	Governance Services Civic Centre PO BOX 100 Sunderland SR2 7DN  <a href="mailto:committees@sunderland.gov.uk">committees@sunderland.gov.uk</a>
180103/236	To seek Cabinet approval for the recommendation of the local authority's preferred sponsor for the new Autistic Free School on the former Bishop Harland site	Cabinet	Y	7 February 2018	Y	The report is one which relates to an item during the consideration of which by Cabinet the public are likely to be excluded under Paragraphs 3 of Schedule 12A of the Local Government Act 1972, as amended, as the report will contain information relating to the financial or business affairs of any particular person (including the authority holding that information). The public interest in maintaining this exemption outweighs the public interest in disclosing the information.	Cabinet Report	Governance Services Civic Centre PO BOX 100 Sunderland SR2 7DN  <a href="mailto:committees@sunderland.gov.uk">committees@sunderland.gov.uk</a>



Item no.	Matter in respect of which a decision is to be made	Decision-maker (if individual, name and title, if body, its name and see below for list of members)	Key Decision Y/N	Anticipated date of decision/ period in which the decision is to be taken	Private meeting Y/N	Reasons for the meeting to be held in private	Documents submitted to the decision-maker in relation to the matter	Address to obtain further information
180103/237	To seek Cabinet approval to adopt the refreshed Active Sunderland policy position and themes until 2021.	Cabinet	Y	22 March 2018	N	Not applicable	Cabinet Report	Governance Services Civic Centre PO BOX 100 Sunderland SR2 7DN  <a href="mailto:committees@sunderland.gov.uk">committees@sunderland.gov.uk</a>

**Note;** Some of the documents listed may not be available if they are subject to an exemption, prohibition or restriction on disclosure.

Further documents relevant to the matters to be decided can be submitted to the decision-maker. If you wish to request details of those documents (if any) as they become available, or to submit representations about a proposal to hold a meeting in private, you should contact Governance Services at the address below.

Subject to any prohibition or restriction on their disclosure, copies of documents submitted to the decision-maker can also be obtained from the Governance Services team PO Box 100, Civic Centre, Sunderland, or by email to [committees@sunderland.gov.uk](mailto:committees@sunderland.gov.uk)

Who will decide;

Cabinet; Councillor Henry Trueman – Deputy Leader; Councillor Mel Speding – Cabinet Secretary; Councillor Louise Farthing – Children's Services; Councillor Graeme Miller – Health, Housing and Adult Services; Councillor John Kelly – Public Health, Wellness and Culture; Councillor Michael Mordey – City Services; Councillor Cecilia Gofton – Responsive Services and Customer Care

This is the membership of Cabinet as at the date of this notice. Any changes will be specified on a supplementary notice.

Elaine Waugh

Head of Law and Governance **9 January 2018**