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Iain Phillips Chief Executive

Insert date

Dear Councillor,

I hereby give you Notice that a Meeting of the **CENTRAL RESOURCES COMMITTEE** will be held in the **COUNCIL CHAMBER, CIVIC CENTRE, CROOK** on **WEDNESDAY 15TH NOVEMBER 2006** at **6.00 P.M.**

AGENDA

	Page No.
1. Apologies for absence.	
2. To consider the Minutes of the last Meeting of the Committee held on 27 th September 2006 as a true record.	Copies previously circulated
3. To consider a request to purchase land adjacent to 4 Wilson Street, Stanley.	1 - 3
4. To consider a request to purchase 11 Whitby Close, Etherley Dene.	4 - 6
5. To consider a request to purchase land adjacent to 45 Hambleton Road, Coundon.	7 - 9
6. To consider Revenue Budget Monitoring for the Authority.	10 - 15
7. To consider Capital Budget Monitoring for the Authority	16 - 19
8. To consider a request for Financial Support from the Authority.	20
9. To consider the establishment of a formal partnership between Teesdale District Council (TDA) and Wear Valley District Council.	21 -29
10. To consider the suspension of Standing Order 8.1 in the provision of additional CCTV cameras in the Bishop Auckland area.	30 -31
11. To consider proposals to gift Escomb Amenity Hall and adjacent land to the Escomb Amenity Hall and George Pit Community Association.	32 -35

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|-----|---|---------|
| 12. | To consider the Spectrum Trust Annual Report together with financial statements. | 36 - 42 |
| 13. | To consider the 6 monthly Performance Indicators and Action Plans 2006/07 of the Resource Management Department. | 43 - 56 |
| 14. | To consider the Treasury Management Activity for the first 6 months of the year. | 57 - 62 |
| 15. | To consider a revised Retirement Policy. | 63 - 65 |
| 16. | To consider proposed staffing changes to the Central Resources Department.* | 66 - 67 |
| 17. | To consider offers received for 12 George Terrace, Willington.* | 68 - 69 |
| 18. | To consider financial and contractual arrangements for the development of North Bondgate Car Park.* | 70 - 77 |
| 19. | To consider proposals regarding the release of a restrictive covenant limiting the use of land adjacent to the former Willington Carpet Factory.* | 78 - 79 |
| 20. | To consider National Non-Domestic Rates being written off.* | 80 - 81 |
| 21. | To consider such other items of business which, by reason of special circumstances so specified, the Chairman of the meeting is of the opinion should be considered as a matter of urgency. | |

* It is likely that items 16, 17, 18, 19, and 20 will be taken in the closed part of the meeting in accordance with paragraph 3 of Part I of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006.

Yours faithfully



Chief Executive

Members of this Committee: Councillors Mrs Brown, Mrs Burn, Grogan, Harrison, Hayton, Mrs Jones*, Kay, Kingston, Laurie, McKellar, Mews, Mowbray, Murphy*, Mrs Pinkney, Stonehouse, Taylor and Mrs Todd.

*Ex-officio, non-voting capacity

Chair: Councillor Hayton

Deputy Chair: Councillor Mrs Pinkney

TO: All other Members of the Council for information
Management Team



CENTRAL RESOURCES COMMITTEE

15 NOVEMBER 2006

Report of the Asset Management Group

LAND ADJACENT TO 4 WILSON STREET, STANLEY

purpose of the report

1. To seek Members' approval to refuse a request to purchase land at the above location.

background

2. A request to purchase the land edged in black on the plan at Annex A has been received from Mrs. L. Owens of 4 Wilson Street, Stanley for garden extension purposes.

consultations

3. Whilst offering no objection to the sale the Acting Head of Community and Cultural Services advises that the land hatched black on the plan should be retained to facilitate the future maintenance of the bus shelter which is sited within the area of open space.
4. The Strategic Director for the Environment and Regeneration cannot support the proposal as he considers that the area of open space contributes to the amenity of the area and provides a small area of green space next to the bus turning area.

financial implications

5. The sale of this land would produce a capital receipt.

conclusion

6. As the Strategic Director for the Environment and Regeneration is unable to support the proposal, which would involve a planning application for change of use, it is recommended that the request be refused.
7. However, in line with the Council's policy of public speaking at this Committee Mrs. Owens has been invited to attend to afford her the opportunity to put her case to you.

RECOMMENDED that Mrs. Owens' request to purchase land adjacent to 4 Wilson Street, Stanley be refused in view of the fact that the Strategic Director for the Environment and Regeneration would be unable to support the proposal.

background papers

File Number 81520

Officer responsible for the report
Gary Ridley
Strategic Director for Resource
Management
Ext 227

Author of the report
Christine Graham
Legal Executive
Ext 318



CENTRAL RESOURCES COMMITTEE

15 NOVEMBER 2006

Report of the Asset Management Group

LAND ADJACENT TO 11 WHITBY CLOSE, ETHERLEY DENE, BISHOP AUCKLAND

purpose of the report

1. To seek Members' approval to refuse a request to purchase land at the above location

background

2. A request to purchase the land edged in black on the plan at Annex B has been received from Mr. G. Vasey of 11 Whitby Close, Etherley Dene for garden extension purposes.

consultations

3. The Acting Head of Community and Cultural Service offers no objection to the sale of the land, but advises that as a surface water drain maintained by Northumbrian Water crosses the land the applicant will require a 'garden over agreement' with them.
4. The Strategic Director for the Environment and Regeneration is unable to support the proposal. He states that the land is located to the rear of 3 and 4 Baysdale Close and he is concerned of the possible impact upon the amenity of those using the rear gardens of these two dwellings. He indicates that from looking at a plan of the area and the orientation of the dwellings in relation to each other it is clear that this parcel of land has been left as open space for this reason.
5. He also advises that the proposed garden extension to 11 Whitby Close would make it disproportionate in size in comparison with neighbouring gardens.

financial implications

6. The sale of the land would produce a capital receipt.

conclusion

7. As the Strategic Director for the Environment and Regeneration is unable to support the proposal it is recommended that the request be refused.
8. However, in line with the Council's policy of public speaking at this Committee Mr. Vasey has been invited to attend the meeting to afford him the opportunity to put his case to you.

RECOMMENDED that Mr. Vasey's application to purchase land adjacent to his property be refused in view of the fact that the Director for the Environment and Regeneration is unable to support the proposal.

background documents

File Number 81513

Officer responsible for the report

Gary Ridley
Strategic Director for Resource
Management
Ext 227

Author of the report

Christine Graham
Legal Executive
Ext 318



CENTRAL RESOURCES COMMITTEE

15 NOVEMBER 2006

Report of the Asset Management Group

LAND ADJACENT TO 45 HAMBLETON ROAD, COUNDON

purpose of the report

1. To seek Members' approval to refuse a request to purchase land at the above location.

background

2. A request to purchase the land edged in black on the plan at Annex C has been received from Mrs. M. Walton of 45 Hambleton Road, Coundon for garden extension purposes.

consultations

3. The Acting Head of Community and Cultural Services offers no objection of a technical nature to the sale of the land.
4. The Strategic Director for the Environment and Regeneration is unable to give his support to the proposal. He advises that 45 Hambleton Road is located within a housing development which is essentially open plan in terms of dwellings and their relationship with adjoining highways. These areas of open space, although small, contribute to the street scene and open plan nature of the development. He is concerned that the change of use to garden, in particular the area forward of the front elevation of the property, would look out of place in relation to the overall streetscene.
5. The Strategic Director for the Community is agreeable to the land being sold.

financial implications

6. The sale of the land would produce a capital receipt.

conclusion

7. As the Strategic Director for the Environment and Regeneration is unable to support the proposal it is recommended that the request be refused.
8. However, in line with the Council's policy of public speaking at this Committee Mrs. Walton has been invited to attend to afford her the opportunity to put her case to you.

RECOMMENDED that Mrs. Walton's application to purchase land adjoining 45 Hambleton Road. Coundon be refused in view of the fact that the Director for the Environment and Regeneration is unable to support the proposal.

background papers

File Number 81518

Officer responsible for the report

Gary Ridley
Strategic Director for Resource
Management
Ext 227

Author of the report

Christine Graham
Legal Executive
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CENTRAL RESOURCES COMMITTEE

15 NOVEMBER 2006

Report of the Strategic Director for Resource Management **REVENUE BUDGET MONITORING**

purpose of the report

1. To compare the revenue expenditure of the Authority for the period 1 April 2006 to 30 September 2006, against budget.

background

2. This report covers the revenue expenditure of the Authority financed by the General Fund and the Housing Revenue Account (HRA).
3. The summary revenue position for financial year 2006/07 as at the end of 30 September 2006 for the General Fund is shown in Annex D. The figures for the HRA are shown in Annex E. The annexes compare the approved budget for each department against forecasted outturn for 2006/07. Major over and under spends within each departmental budget are noted and some indication given of reasons for the variance.

conclusion

4. The forecasted outturn for the General fund indicates an overspend of £51,000 for 2006/07 against budget at this stage although this represents only a snapshot in time and may alter significantly during the remainder of the financial year. This underspend does not include approximately £300,000 of investment income generated from the sale of assets.
5. The forecasts for the current year have been refined to present the most accurate position of resources available to support the 2007/08 budget. The notes for each Department that form part of Annex D highlight only the major budget differences and exclude minor ones. Members should bear in mind that over £200,000 of reserves is planned to be used in 2006/07 to support the General Fund revenue budget.
6. The forecasted outturn for the HRA is £132,000 better than budget. Additional expenditure on repairs and maintenance has been offset by increased rental income, reduced security costs and improved rent collection.
7. Revenue budgets continue to be closely monitored and further reports will be brought to Committee.

8. The projected spend on the General Fund for the year will not impact upon the Council's policy of maintaining a minimum reserve balance of £850,000. Similarly, the projected spend on the HRA for the year will not impact upon achieving a desired minimum balance of £1.25m.

RECOMMENDED that Members note the report.

Officer responsible for the report

Gary Ridley
Strategic Director for Resource
Management
Ext 227

Author of the report

Stuart Reid
Head of Finance
Ext 258



CENTRAL RESOURCES COMMITTEE

15 NOVEMBER 2006

Report of the Strategic Director of Resource Management **CAPITAL BUDGET MONITORING**

purpose of the report

1. To consider the capital expenditure of the Authority for the first six months of 2006/07 against budget.

background

2. Details of the capital programme are shown in Annex F. Each scheme shows spend to 30 September, projected outturn and commentary on progress based upon information provided by budget holders. Sub totals are shown by Department.
3. Figures are split between income and expenditure for schemes that are fully or partially externally funded. This enhances transparency and is in line with external audit recommendations. The projected outturn for each scheme will be used to assist in determining the level of resources available to support the capital programme for 2007/08.

conclusion

4. The annex shows the projected capital outturn as being £7,034,832 compared to an original budget of £7,849,578. This represents an underspend of £814,746. However, the vast majority of this underspend is attributable to delays in a number of schemes in which expenditure will be deferred until the following financial year. After taking that into account, there is an overspend of £4,003. This is affordable.
5. Expenditure against the agreed capital budgets will be monitored closely by budget holders and further reports brought to members.

RECOMMENDED that the Capital budget monitoring report for April – September 2006 be approved.

Officer responsible for the report

Gary Ridley
Strategic Director for Resource
Management
Ext 227

Author of the report

Stuart Reid
Head of Finance
Ext 258



CENTRAL RESOURCES COMMITTEE

15 NOVEMBER 2006

Report of the Strategic Director for Resource Management **REQUEST FOR FINANCIAL SUPPORT**

purpose of the report

1. To seek Members views regarding a request for financial support.

background

2. A request for financial support has been received from Signpost. Signpost is an organisation based in Crook which helps individuals through the provision of advice, guidance and information. This has resulted in individuals gaining access to benefit entitlement which supports the Council's economy and well being objectives.

financial implications

3. Signpost operates at a net cost of approximately £3,000 per month i.e. they require £3,000 per month to enable them to continue service provision. They have reduced expenditure where possible and sought external funding where possible. Current external funding runs out by December. If no other funding is found, to support the £3,000 monthly net cost of running the service, Signpost will be unable to continue in operation.
4. They have therefore requested financial support from the Council to enable them to continue their service.

RECOMMENDED that Members views are requested as to whether financial support should be given and if so, to what extent.

Officer responsible for the report

Gary Ridley
Strategic Director for Resource
Management
Ext 227

Author of the report

Gary Ridley
Strategic Director for Resource
Management
Ext 227

CENTRAL RESOURCES COMMITTEE

15 NOVEMBER 2006

Report of the Strategic Director for Resource Management
HOUSING BENEFITS PARTNERSHIP

purpose of the report

1. To consider the establishment of a formal partnership between Teesdale District Council (TDC) and Wear Valley District Council to provide a joint housing and council tax benefit service across both districts incorporating specific IT support for the revenues function at TDC.

background

2. In October 2005 senior officers at TDC requested management support for their housing benefit service from WVDC. The performance of the benefits service was considered unsatisfactory at TDC as measured by national performance indicators. WVDC's benefit service was identified as a high performer that could support improving standards of performance at TDC.
3. The support provided from benefits staff at WVDC to TDC over the last eight months includes the following:
 - General management support to cover the existing workload.
 - Testing of changes to the computer software used by the benefits service.
 - Training of inexperienced benefits staff in assessment of claims.
 - Reviewing and amending processes to increase efficiency.
 - Directing activity to meet external assessment requirements.
 - Establishing appropriate performance management arrangements.
 - Promoting benefit take up.
4. The results of this have been very positive with a fall in processing times at TDC. This support is provided on a paid basis based upon rates agreed between the two councils.
5. The current performance statistics of each council's service are shown below:

	Wear Valley DC	Teesdale DC
Current Staff No's Filled (FTE)	36	7
Caseload	8,600	1,800
Average processing times – new claims (05/06)	20	40
Average processing times – changes (05/06)	8	12

6. Extensive discussions have taken place between senior officers of both councils on building upon the present level of shared working on benefits. An early conclusion to these discussions was the desire to establish a more formal arrangement in which the service would be delivered jointly for both Wear Valley and Teesdale.

external inspection

7. Government is very keen for local authorities to use shared service delivery as a means of improving performance and deliver efficiencies. This stems from the Gershon review that indicated significant efficiencies could be achieved in public services through collaborative working. Particular emphasis was placed upon the potential for savings in transactional services such as benefits administration.
8. Members will recall that Central Resources Committee considered an Audit Commission report that outlined the benefits of joint working e.g. improved services delivery, shared risk and the potential for efficiencies. Their study found that councils that were prepared to be more innovative could make savings without lowering service quality.
9. The Audit Commission through its Use of Resources assessment will assess the Council's ability to manage, promote and improve the value for money of its services. This will include a judgement on how well we take advantage of the opportunity to make savings through different delivery mechanisms such as partnerships. Through partnership working the Council can more easily demonstrate that this issue has been addressed.
10. The proposed benefits partnership will increase the prospects of a positive inspection on any future best value review of revenue collection. Over 20% of council tax income is received through the payment of council tax benefit and therefore the effectiveness of how that benefit is assessed will impact upon our ability to collect the sums due. Formation of the benefits partnership will help demonstrate that we have challenged the way in which the service is delivered.

partnership proposals

11. Prior to the provision of support from Wear Valley, TDC processing times for new claims were approximately 56 days. Performance over the last two months has been less than 20 days, which is comparable to performance at Wear Valley for the same period. However, to sustain performance improvements and deliver benefits to Wear Valley, officers of both councils have outlined a shared vision to have a combined service administering housing and council tax benefits for residents of both Wear Valley and Teesdale. This would include the following:
 - Single line management of the service.
 - Assessment of benefit claims and reported changes at a single back office location.
 - Joint administration and support of the separate IT housing benefit databases for each council.

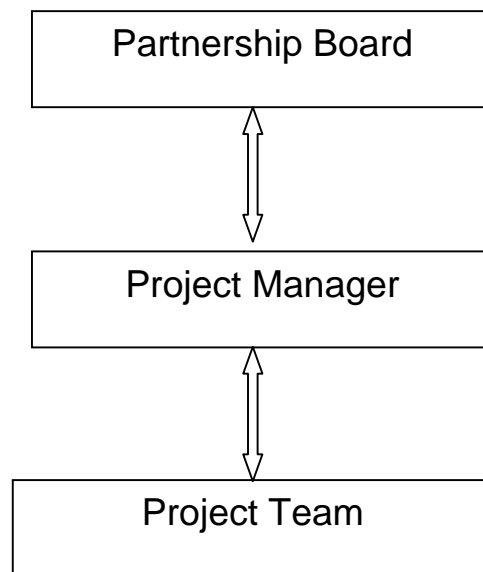
- Provision of customer and visiting officer services to claimants.
 - Employment of all staff through one or other of the councils.
12. Whilst there are differences in scale and performance, (paragraph 6 above) both councils use the same IT system which would assist integration into a single service.
13. WVDC are currently implementing document imaging and workflow technology that will enhance efficiency and improve customer service through the more effective management of documents. This will replace the current manual system that operates which can result in lost documents, mis-filing etc.
14. TDC currently operate a paper-based system and do not have document imaging and workflow technology. However, part of the vision of a shared service delivery would be to introduce document imaging and workflow technology for the processing of TDC claims.

partnership objectives

15. The objectives of the partnership would be to:
- Increase performance in processing times across both councils.
 - Increase efficiency across both councils.
 - Enhance customer service in both councils through mobile working and an increase in access points.
 - Enhance stability in the operation of the service for both councils through economies of scale.
 - Reduce duplication of effort.
 - Act as a catalyst for closer working in other areas such as revenues billing and collection.
16. These objectives can be achieved by sharing the experience, knowledge and expertise of staff at both Councils. Economies of scale would allow management and information technology costs to be shared. A combined service would mitigate the impact of the loss of key staff due to turnover and sickness and allow more flexibility in the deployment of resources.

implementation

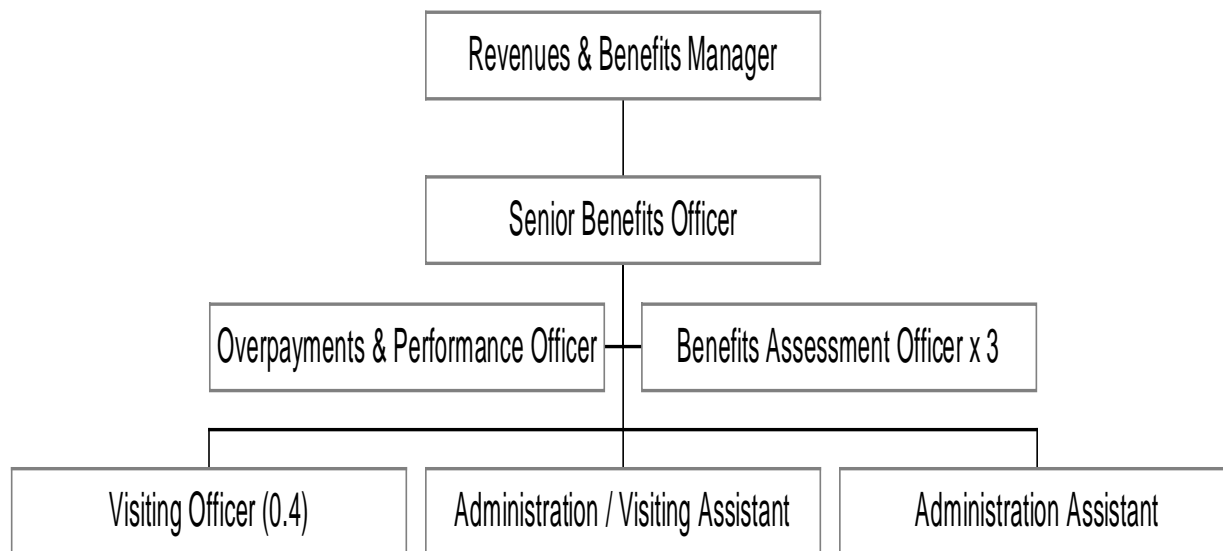
17. TDC have successfully applied for external funding and received a one-off capital grant of £332,744 to support this project from the DWP Performance Standards Fund. This resource has been used to employ a Project Manager on fixed contract to March 2007, additional supervision at TDC in the interim, connections between TDC and WVDC computer systems, the purchase and implementation of Document Imaging and Workflow at Teesdale DC and legal costs of setting up the partnership.
18. A project team has been set up incorporating staff from both authorities. The team's activities have been co-ordinated by the project manager. The structure and reporting lines for the management of the project are as below:



19. The Project team consists of a small number of staff from each authority. Due to the wide-ranging nature of this project, support has been required from other officers in particular areas such as IT, personnel and legal as and when required. The partnership board consists of senior officers and will receive regular monitoring reports from the Project Manager. The Board has the following remit:
 - to make major decisions
 - to ensure the project remains on track
 - to manage the risks of the project
 - to manage issues, as they arise
 - to monitor the project budget.
20. Subject to member approval, the partnership is likely to become operational prior to the end of the calendar year. This is possible due to the extensive planning that has taken place over the last two months.

staffing

21. Discussions have taken place between human resources staff from both councils on staff terms and conditions. All partnership staff would be employed by Wear Valley DC. This would avoid the complexity of creating a separate employing entity.
22. The current organisational structure at TDC is as below:



23. TDC has established a corporate customer services function. Its purpose would be to deal with the vast majority of first contact made by the public either by phone or in person. Consequently, it is planned that the posts of Administration/ Visiting Assistant and Administration Assistant would transfer to the new unit.
24. The proposal to be agreed with TDC is that all remaining posts with the exception of the Revenues and Benefits Manager post would transfer to the employment of Wear Valley under TUPE rules with protection for their existing terms and conditions. The post of Senior Benefits Officer is currently vacant. It is planned that this post be deleted from the staffing establishment of the partnership.

location

25. Currently both sets of staff operate at different sites – Crook and Barnard Castle. Officers from both Councils have agreed that such split site working is not efficient for processing of claims although provision must be made for local customer access points for enquiries and the receipt of evidence to support benefit claims.
26. It is agreed that the back office function (processing of claims and payment of benefits) would be based at the Civic Centre, Crook. The imminent introduction of document imaging and workflow technology will allow the removal of a number of filing cabinets and release additional floor space to accommodate the staff currently working at Barnard Castle. The operation of the current home-working scheme has also been reviewed so that desk space can be shared.

information technology arrangements

27. Due to the high dependency of the benefits service upon effective IT arrangements, the proposed partnership includes single management and support of the relevant IT database(s) by existing Wear Valley DC staff. A service level agreement has been produced which will specify the nature of the support to be provided.
28. Following the migration of data from the current AS400 server to a new Progress server, the benefit data for each district will reside on the one computer system. As the computer server hosting the Teesdale benefits data also holds data for the TDC council tax and NNDR functions, a network link will be provided between Wear Valley and Teesdale to allow Teesdale revenues and customer services unit staff to access that data.
29. Connectivity will be achieved between the two sites through a fixed link supported by a back up connection using the Internet. This has been agreed between senior IT officers of both councils as providing the most cost effective and resilient option based upon the estimated flow of data between the two sites.
30. The capital costs of establishing the IT infrastructure and the first year on-going revenue costs would be financed by TDC through the external funding provided by DWP. The ongoing revenue costs from year two and beyond would be financed by the partnership.

boundaries of partnership

31. It is planned that the partnership be responsible for the following aspects of the benefits service for both authorities:
 - management and administration
 - assessment of claims
 - loading and testing of computer system releases
 - implementing and managing the DIP/Workflow ICT system
 - management of the computer system database
 - visiting service (interventions only)
 - clerical support
 - customer service (face to face at WVDC, telephone, correspondence etc.)
 - meeting Government performance standards
 - grant claims and statistical returns to Government.
32. The contact centre based within the benefits service at Wear Valley will deal with the majority of customer telephone calls. This will allow one phone number to be publicised on all correspondence including claim forms. Any telephone enquires that are directed to the TDC customer services unit and cannot be dealt with effectively due to their complexity would be transferred to the contact centre at Crook.
33. The customer services unit at TDC will have responsibility for dealing with face to face customer contact from Teesdale residents. When a customer visits the offices at Barnard Castle with a benefits enquiry, their query will be dealt with

initially by the TDC customer services unit (TDCCSU). Where the query is more complex and cannot be dealt with satisfactorily, the partnership will provide a resource on-site to deal with that enquiry.

34. A service level agreement between the two authorities has been compiled. It is proposed that the initial agreement will run to 31 March 2010. This time period is appropriate to allow the new arrangements to be firmly established whilst providing an opportunity to review the partnership at a set future date.
35. The service level agreement sets out a number of outcomes that will be achieved on behalf of TDC including the following:
 - All relevant performance indicators (except overpayment recovery) to be top quartile by 4th quarter of 2007/08.
 - Performance indicators relating to overpayment recovery to be top quartile by 2008/09.

customer benefits

36. The following customer benefits would accrue from the partnership:

Benefit	Details
Single Telephone Number	Consistent approach in dealing with claims for customers who change address from one district area to another.
Single Postal Address	Consistent approach in dealing with claims for customers who change address from one district area to another.
Increased no. of access points	Customers can call into both Teesdale House and Civic Centre to deposit claim forms and evidence
Benefit Take Up	Consistent approach across both areas in take up initiatives as opposed to an element of unco-ordinated activity
Improved processing times	Customers in both districts will receive a consistent service across both areas and an anticipated improvement for TDC's
Enhanced visiting service	Enhanced negotiating position with IT suppliers in the use of mobile technology

37. The partnership will agree a joint marketing strategy to advise customers of the formation of the partnership. Options to be agreed include insertion of flyers into claim forms (prior to their redesign and branding once a partnership name is agreed) and customer correspondence prior to the live date. In addition, publicity could be generated through Wear Valley Matters and posters at customer access points.

risks

38. In accordance with the partnership protocol, the following risks for Wear Valley have been identified and the proposed means of mitigation detailed:

Risk	Mitigation
1. Absence of shared vision between both partners	Shared vision set out in partnership agreement (SLA)
2. Wear Valley performance declines	Performance monitored regularly and temporary additional resource in place to cover implementation period
3. Unable to provide necessary IT support to partnership	Clear SLA for IT support provided to TDC to be agreed
4. Unsatisfactory IT infrastructure	Option analysis undertaken by IT officers from both authorities have recommended the same solution
5. Efficiencies not achieved	Analysis of resource requirements undertaken to meet objectives set out in SLA
6. Partnership dissolves	Clear exit strategy as set out in partnership agreement
7. WVDC bear on going staffing costs after partnership has dissolved.	Personnel advice is that transferred staff would be subject to "reverse TUPE" in these circumstances
8. Timescales for go live not achievable	Rigorous project monitoring by project manager to identify bottlenecks

39. Risks during the implementation period are being managed carefully through a risk log reported fortnightly to the partnership board.

financial implications

40. A financial arrangement has been reached with TDC in which they will pay £280,000 per annum up-rated annually by inflation to WVDC. In return, WVDC will provide the services listed in paragraph 31. Officers at WVDC have reached a judgement that these services can be provided for that sum without any adverse impact upon the service provision to the residents of Wear Valley.
41. This sum will also cover proposed honoraria payments awarded under delegated powers to senior benefits staff at Wear Valley (pending job evaluation) to reflect the additional responsibilities which they will be undertaking.

staffing implications

42. Delivery of partnership working would impact upon staff at both Councils. Consultation has and will continue to take place with affected staff. However, the likely scenario is that staff working at TDC will be transferred under TUPE regulations to be employed directly by WVDC.

i.t. implications

43. Connectivity would be required between Wear Valley and Teesdale. Initial and year-one revenue costs are wholly funded by the DWP grant awarded to TDC. Successful implementation will also require document imaging and workflow technology to be introduced across both councils although this is not a necessity

in the short term. Through the establishment of a suitable IT infrastructure, the potential for shared service delivery in other areas becomes more feasible and represents a significant step forward in the pursuit of that objective.

conclusion

44. This is an exciting opportunity for joint working that would enhance efficiency, improve customer service and demonstrate to external inspectors the council's capacity to deliver a key service with another organisation. It is also innovative as the first example where WVDC are providing a major service on behalf of another local authority.

RECOMMENDED that Members approve the establishment of a formal partnership with Teesdale District Council for the joint provision of housing and council tax benefit services.

Officer responsible for the report	Author of the report
Gary Ridley	Stuart Reid
Director of Resource Management	Head of Finance
Ext 227	Ext 258

CENTRAL RESOURCES COMMITTEE

15 NOVEMBER 2006

Report of the Strategic Director for Resource Management

ADDITIONAL CCTV CAMERAS TO BE LOCATED IN THE BISHOP AUCKLAND AREA

purpose of the report

1. To seek Member approval to suspend standing order 8.1 in relation to the provision of CCTV cameras in the Bishop Auckland area.

background

2. The Wear and Tees Community Safety Partnership has been successful in obtaining Neighbourhood Renewal Funding to extend the current CCTV and Automatic Number Plate Recognition (ANPR) system in Bishop Auckland. Wear Valley is the accountable body.
3. The extension (three units) will take the form of one CCTV in the Market Place, Bishop Auckland and one CCTV with ANPR at the entrance to the two main drives into Woodhouse Close Estate.

proposal

4. The ANPR facility will build upon the two recently installed in Wear Valley, namely one in Bishop Auckland and one in Crook. These are part of a bigger scheme managed by Durham Constabulary where 14 ANPR cameras have been sited across Darlington, Sedgfield and Wear Valley (South Police Division). Civica (the Company who installed the cameras) has also installed the hardware and software in the back office in Darlington, where our cameras are monitored.
5. This proposed scheme is to add on to the existing contract to eliminate disruption at a later date.

outcome

6. This is an extension to the current system and due to the fact that the existing system, both the hardware and software is designed, installed and maintained by Civica, other manufacturers would need to establish interfaces which are likely to be at additional cost. Durham Constabulary is satisfied with the standard of work currently undertaken and is confident that Civica could complete the installation of the three extra units before 1 April 2007.
7. The Wear and Tees Community Safety Partnership would want to use the same contractor to ensure continuity and compatibility in the system.

financial implications

8. Should the policy for standing orders be upheld, the selection process for approved contractors including tender processing followed by site works will exceed the time limit for the funding from external sources to be spent resulting in this scheme being cancelled with the lost opportunity to improve crime prevention in the Bishop Auckland area.
9. The cost for the scheme is being funded from the Neighbourhood Renewal Fund. The capital spend for the scheme including site works, BT transmission costs and monitoring etc. is expected to be within the region of £139,000 and funding must be spent by 31 March 2007.

conclusion

10. The current software used in the monitoring centre at Darlington is designed, installed and maintained by Civica. No other software is compatible to this system with the Darlington Monitoring station declining the addition of any other software other than the present system.

RECOMMENDED that in line with Council policy, Members waive standing order 8.1 and approve the scheme to proceed using the recommended contractor (Civica).

Officer responsible for the report

Elaine Baker
Community Safety Manager
Ext 296

Author of the report

Gary Ridley
Strategic Director for Resource
Management
Ext 227

CENTRAL RESOURCES COMMITTEE

15 NOVEMBER 2006

Report of the Asset Management Group **ESCOMB AMENITY HALL**

purpose of the report

1. To seek members approval to gift the above premises and adjacent land to the Escomb Amenity Hall and George Pit Community Association ('the Association').

background

2. At the meeting of the Central Resources Committee held on 23 November 2005 it was resolved that the Council agree, in principle, to granting the Association either a long term lease or transfer of the freehold of the Hall, subject to relevant consents being obtained. It was also resolved that a subsequent report be brought back to Committee for a final decision.
3. Following this, meetings were held with Association representatives to establish their preference on leasehold or freehold acquisition. In June 2006 an open space advertisement was undertaken under Section 123 of the Local Government Act 1972 to establish whether there was any public objection to the proposed disposal. No objections were received.

proposal

4. The Association has now indicated that it would prefer to take a freehold gift of the Hall and adjoining land as shown edged black on the plan at Annex G. The land was included in the open space advert.

financial implications

5. The roof of the Hall is in substantial need of repair with an estimated life of 4 years. A recent condition survey of the roof has revealed that £103,000 worth of repairs is required. The Association's proposal would relieve the Council of any responsibility in this respect.

legal implications

6. The land in question forms part of a larger piece of land conveyed to the Council's predecessor in title, Escomb Parish Council, on 20 June 1936. The land is subject to a dedication that it be used for all time as a playground for all time.

7. Local authorities are given powers under the 1972 Act to dispose of land in any manner they wish, including sale of their freehold interest, granting a lease or assigning any unexpired term of a lease, and the granting of easements. The only constraint is that a disposal must be for the best consideration reasonably obtainable unless the Secretary of State consents to the disposal.
8. The Local Government Act 1972: General Disposal Consent (England) 2003 provides that consent of the Secretary of State is not required for the disposal of any interest in land which the authority considers will help it to secure the promotion or improvement of the economic, social or environmental well-being of its area, subject to the condition that the undervalue does not exceed £2,000,000 (two million pounds). The undervalue of the land is likely to be substantially less than £2m.
9. The terms of the Consent mean that specific consent is not required for the disposal of any interest in the land which the authority considers will help it to secure the promotion or improvement of the economic, social or environmental well-being of its area. Where applicable, authorities should also have regard to their community strategy. Although these criteria derive from the Local Government Act 2000, their use in the Consent is not confined to authorities with duties and powers under that Act. Therefore, authorities not covered by the 2000 Act can also rely upon the well-being criteria when considering disposals at less than best consideration. It will be for the authority to decide whether these decisions taken comply with any other relevant governing legislation. In all cases, disposal at less than best consideration is subject to the condition that the undervalue does not exceed £2,000,000 (two million pounds).
10. As the Association wish to continue to use the Hall and the adjacent playground and also intend to improve the Hall for the benefit of the inhabitants of Escomb the proposal accords with the social and environmental well-being of the residents of Escomb. Therefore the proposal falls within the terms of the General Consent.

conclusion

11. The retention of the Hall and the play area is an important matter for the Association and as they are willing to take on responsibility for maintaining and improving the Hall and also maintaining the play area their proposal will help it, and the Council, to secure the promotion or improvement of the social or environmental well-being of Escomb.

RECOMMEND the Hall and land as shown edged black on the plan be gifted to nominated trustees of the Association subject to the following conditions:

- (a) The District Valuer provide a valuation of the land to establish the undervalue, which must be below the £2m threshold.

- (b) The transfer is subject to all title covenants including those contained in the Conveyance of 20 June 1936 made between H. Stobart and company and the Parish Council of Escomb.

Officer responsible for the report

Gary Ridley
Strategic Director for Resource Management
Ext 227

Author of the report

Catherine Prest
Ext. 310

CENTRAL RESOURCES COMMITTEE

15 NOVEMBER 2006

Report of the Strategic Director for Resource Management
SPECTRUM TRUST UPDATE (ANNUAL) REPORT

purpose of the report

1. To provide an annual report of the Spectrum Trust together with the financial statements for the year ending 31 March 2006.

background

2. The Spectrum Trust was established by the signing of a Trust Deed dated 12th October 1982 and enjoys charitable status on the basis of delivering the objectives of the Trust as set out later in this report.

Full name of Charity – Spectrum Centre
Charity's registration no. – 513649
Governing instrument – The Trust Deed dated 12 October 1982

charity trustees

3. The Trust used to provide for the appointment of eleven Managing Trustees. Nine were appointed by Wear Valley District Council, one by the Coal Industry Social Welfare Organisation and one being a person residing in the District of Wear Valley. Trustees in office during the year were:-

Appointed by Wear Valley District Council in 2005/06

Councillor C. Foote Wood	Councillor D. Kingston
Councillor D. Nevins	Councillor W. E. Perkins
Councillor Mrs. M. Pinkney	Councillor A. Sinclair
Councillor A Townsend	Councillor R. Grogan
Councillor Mrs. R. Seabury	

Resident of the district

Mr. A. Burrell

Coal Industry Social Welfare Organisation

Mrs. L. Bennett
Trustees were appointed for a term of one year.

Officers of the Trust

Clerk to the Trustees Mr. I. Phillips
Treasurer to the Trustees Mr. G. Ridley

Principal office

The principal office address is Civic Centre, Crook, Co. Durham, DL15 9ES.

Other relevant organisations

Auditors – The Audit Commission, Nickalls House, Metro Centre, Gateshead, NE11 9NH.

specific restrictions within trust deed

4. In the event that the land or premises are no longer required for use of the objects of the Charity the Managing Trustees may sell the land and premises. A proportion of the proceeds is to be paid to the Coal Industry Social Welfare Organisation in accordance with the provisions of the Trust Deed dated 12 October 1982. The remaining proceeds are to be paid to Wear Valley District Council.

the objects of the trust

5. The object of the Trust is the provision and maintenance of the Spectrum Leisure Complex for the use of persons without distinction of political, religious or other opinions, including the use for meetings, lectures and classes, and for other forms of recreation and leisure time occupation, within the object of improving the conditions of life of the inhabitants of the District.

specific investment powers

6. The Trust is unlikely to have funds available for investment and has not formulated any specific investment powers or authority.

risk management

7. The Trust does not have a specific risk management strategy as it adopts Wear Valley District Council policies and procedures.

policies to further the objectives of the trust

8. The policies and strategies adopted by the Trust are those laid out in the “Document of Intent” produced by Wear Valley District Council’s Community Services Department. There were no material changes since the last report.

achievements and performance

9. During the years 2004/05 and 2005/06 the following number of visits were made to the Spectrum facilities:

	<i>2004/05</i>	<i>2005/06</i>
Main Hall casual use	13,084	8,740
General activities	7,929	2,565
Coaching courses	19	0
Fitness activities	1,519	2,108
Snooker	2,526	1,370
Club sessions	1,505	1,172
Meetings	802	580
All weather court	3,666	4,590
Bowls	491	555
Total	31,541	21,680

10. Members will recall that, over the last few years, progressive reductions in levels of service provision have taken place in order to meet the consequences of ever tighter pressures on the District Council's revenue budgets.
11. Amongst these changes are the following:
- Closure of Arrivals I
 - Closure of the ski slope and pavilion
 - Reductions in opening hours
 - Reduction in activities on offer, etc.
12. It is these reductions in service provision which have contributed to the declining attendances set out above. Notwithstanding these reductions, the remaining facilities make a significant contribution to the sporting, recreational and social activities of Willington and the surrounding area. It is for that reason that officers of the District Council have devoted time to working with a community-based group in order to facilitate the transfer of the management responsibilities for the facilities from the Council to the group led by Wear Valley Basketball Club.

financial review

13. Wear Valley District Council is funded by Council Tax and Central Government grant, which is determined on an annual basis. Accordingly, Wear Valley District Council prepares its budget on an annual basis, and is unable to give any revenue funding commitment beyond this period.
14. Wear Valley District Council agreed a budget with the Spectrum Trustees for the year ended 31 March 2007, until the transfer to Spectrum Leisure and Management (SLAM) is finalised. This budget ensures that the Trust will meet a breakeven position at the time of the transfer. This commitment will be honoured.
15. Wear Valley District Council has provided funding to the Trust since 1982/1983 and in each year has agreed to meet the deficit-funding requirement.

reserves policy

16. The Trust does not have a reserves policy because it operates on a deficit funding arrangement with Wear Valley District Council.

plans for future periods

17. The Spectrum Managing Trustees agreed in principle on 13 December 2004 to hand over the responsibility for the custodianship and management trusteeship to a new company limited by guarantee from 1 April 2005. However, following discussions between Wear Valley District Council, the Coal Industry Social Welfare Organisation (CISWO) and the Charity Commission, the advice given by the Charity Commission indicated that the best way forward would be to appoint the Council as Corporate Trustee in place of the Managing Trustees. Wear Valley District Council subsequently became the Corporate Trustee of the Spectrum Centre with effect from 18 September 2006. The transfer of the Spectrum Centre is currently delayed while the lease is being negotiated with SLAM.

Trustees' responsibilities in relation to the financial statements

18. Company law requires the trustee to prepare financial statements that give a true and fair view of the state of affairs of the charity at the end of the financial year and of its surplus or deficit for the financial year. In doing so the trustee is required to:
- Select suitable accounting policies and then apply them consistently;
 - Make sound judgements and estimates that are reasonable and prudent; and
 - Prepare the financial statements on the going concern basis unless it is appropriate to presume that the charity will continue in business.
19. The trustee is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enables them to ensure that the financial statements comply with the Companies Act 1985. The trustee is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.
20. In accordance with company law, as the charity's trustee, we certify that:
- So far as we are aware, there is no relevant audit information of which the charity's auditors are aware; and
 - As the trustee of the charity we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

FINANCIAL STATEMENTS 2005/06

The Trust expended £18,857 on the net running costs of the Spectrum Leisure Complex and its management. The general fund deficit of £18,857 was funded by Wear Valley District Council.

Statement of Financial Activities year ending 31st March 2006

	Unrestricted Funds 2005/06	Restricted Funds 2005/06	Total Funds 2005/06	Total Funds 2004/05
Incoming resources				
Deficit funding	18,857	0	18,857	99,183
Total Incoming resources	18,857	0	18,857	99,183
Resources expended				
Management & Administration	0	0	0	5,171
Depreciation & Revaluation Gains	0	192,669	192,669	(4,799,912)
Centre Running Costs	18,857	0	18,857	94,012
Total resources expended	18,857	192,669	211,526	(4,700,729)
Net resources expended for year	0	(192,669)	(192,669)	4,799,912
Fund balances brought forward	0	5,468,041	5,468,041	668,129
Net resources expended	0	(192,669)	(192,669)	4,799,912
Revaluation in year	0	0	0	0
Fund balance carried forward	0	5,275,372	5,275,372	5,468,041

Balance Sheet as at 31st March 2006

	Unrestricted Funds 2005/06	Restricted Funds 2005/06	Total Funds 2005/06	Total Funds 2004/05
Tangible Fixed Assets for use by the Trust				
Freehold land and Buildings [note 3]	0	5,275,372	5,275,372	5,468,041
Current Assets	0	0	0	0
Liabilities	0	0	0	0
Net Assets	0	5,275,372	5,275,372	5,468,041
Funds [note 4]	0	5,275,372	5,275,372	5,468,041

Approved by the Corporate Trustee on 15 November 2006 and signed on its behalf.

..... Trustee

..... Treasurer to the Trustees

ACCOUNTING POLICIES AND NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2006

1. Basis of preparation

The income and expenditure accounts for the Spectrum Leisure Complex have been prepared from the accounts of Wear Valley District Council in accordance with the Charities Act 1993 and generally accepted accounting practice.

2. Recognition of income and expenditure

The Spectrum Trustees have requested that Wear Valley District Council provide management support to the Spectrum Leisure Complex and operate the facilities under the Council's Leisure Management Contract.

The Council has provided this service during 2005/06 and incurred all expenditure and received all income on behalf of the Trust. The net deficit of the Trust was met in full by Wear Valley District Council, resulting in the Trust having no outstanding balances at the year end.

3. Fixed Assets

	Land & Buildings 2005/06	Total 2005/06	2004/05
Valuation at 1 April 2005	5,660,710	5,660,710	668,129
Revaluation / (Impairment) in year		0	4,992,581
Valuation at 31 March 2006	<u>5,660,710</u>	<u>5,660,710</u>	<u>5,660,710</u>
Depreciation at 1 April 2005	192,669	192,669	0
Charge for the year	<u>192,669</u>	<u>192,669</u>	<u>192,669</u>
At 31 March 2006	<u>385,338</u>	<u>385,338</u>	<u>192,669</u>
NBV at 31 March 2006	<u>5,275,372</u>	<u>5,275,372</u>	<u>5,468,041</u>
NBV at 1 April 2005	<u>5,468,041</u>	<u>5,468,041</u>	<u>668,129</u>

A valuation was carried out as at 1 April 2004 on the basis of depreciated replacement cost, by the Wear Valley District Council in accordance with the RICS Appraisal and Valuation Method. The value attributed to the Freehold Land and Buildings was £5,660,710 and the expected useful life of 19 years

4. Funds

The Trust's restricted fund relates to a capital fund comprising the value of the land and buildings at the Spectrum Leisure Complex.

5. Related party transactions

The following Trustees are also Members of Wear Valley District Council:

Mr D Nevins Mrs M Pinkney Mr DP Kingston
Mr C Foote Wood Mr AR Townsend Mr A Sinclair
Mr WEF Perkins Mrs R Seabury Mr R Grogan
The values of the related transactions between the Trust and Wear Valley District Council are the incoming resources of £18,857 and the resources expended of £18,857.

6. Analysis of Staff Costs

The Trust did not employ any staff directly. Trustees received no reimbursement in respect of expenses.

7. Taxation

The company is a registered charity and no provision is considered necessary for taxation.

8. Auditor's Remuneration

The Auditors remuneration of £1,000 (2004/05 £1,000) relates solely to the audit.

9. Capital Receipts

A capital receipt of £25,000 was received in August 2002, relating to the sale of a parcel of land lying within the boundaries of the Spectrum site. Wear Valley District Council is holding this money and has been advised by CISWO that interest should be applied on the capital receipt for the purposes of the charity.

10. Trustees

The Managing Trustees have been replaced by Wear Valley District Council as the Corporate Trustee by an order of the Charity Commission dated 18th September 2006. The Council has the power to undertake this role under Section 139 of the Local Government Act 1972.

Report of the auditors to the trustees of the Spectrum Trust

The financial statements have been produced subject to audit opinion.

RECOMMENDED that the contents of the report be noted and that the accounts contained therein be approved.

Officer responsible for the report Gary Ridley Strategic Director for Resource Management Ext 227	Author of the report Ed Thompson Principal Accountant Ext. 429
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CENTRAL RESOURCES COMMITTEE

15 NOVEMBER 2006

Report of the Strategic Director for Resource Management

RESOURCE MANAGEMENT DEPARTMENT 6 MONTHLY PERFORMANCE INDICATORS AND ACTION PLANS – 2006/07

purpose of the report

1. To consider the annual performance of those Best Value Performance Indicators for which the Department is responsible and update Members on the 2006/07 Action Plans.

background

2. Members will be aware that within the Constitution, the Central Resources Committee has the responsibility for monitoring the performance of the Department.

structure of the report

3. Each Best Value Performance Indicator is considered in turn against the following structure:
 - Name of performance indicator
 - 2006/07 performance
 - 2006/07 target
 - 2005/06 actual
 - Commentary.
4. After BVPIs, the 2006/07 Action Plans are shown for the Department along with progress to date.

departmental indicators

- **% of Council Tax Collected**

2006/07 projected	99.0%
2006/07 target	98.8%
2005/06 actual	99.1%

Performance likely to be above target but may be marginally below last year's figure. Projected performance would still place us in the top 30 Districts nationally.

- **% of Non-Domestic Rates Collected**

2006/07 projected	99.3%
2006/07 target	99.2%
2005/06 actual	99.3%

This performance indicator has both improved and exceeded target and is likely to be top quartile.

- **Land Searches completed within 10 Days**

2006/07 projected	99%
2006/07 target	98%
2005/06 actual	98%

This performance indicator has shown a steady improvement.

- **Days to process new benefit claims**

2006/07 projected	22 days
2006/07 target	25 days
2005/06 actual	20 days

This is an important indicator and represents the acid test of the benefit service. The Authority will exceed target and will be in the top quartile.

- **Days to process benefit changes in circumstances**

2006/07 projected	7 days
2006/07 target	7 days
2005/06 actual	7.9 days

This indicator is expected to reach target. The Authority is likely to be above average for this indicator.

- **% of overpaid Housing Benefit recovered**

2006/07 projected	49%
2006/07 target	60%
2005/06 actual	49.19%

This indicator is not expected to reach target. Further action to be taken to analyse processes and working practices. The Authority is likely to be above average for this indicator.

- **% accuracy of Benefit claims**

2006/07 projected	99.2%
2006/07 target	99%
2005/06 actual	98.8%

The Authority is likely to reach target and be above average for this indicator.

- **No. of claimants visited per '000 caseload**

2006/07 projected	266
2006/07 target	266
2005/06 actual	272

Performance has improved since last year and is expected to reach target.

- **No. of fraud staff per '000 caseload**

2006/07 projected	0.36
2006/07 target	0.35
2005/06 actual	0.29

Performance has improved and targets will be met.

- **No. of fraud investigations per '000 caseload**

2006/07 projected	48.6
2006/07 target	48.6
2005/06 actual	31.83

Performance has improved on last year and targets are expected to be met. This should bring our performance to average.

- **No. of sanctions per '000 caseload**

2006/07 projected	4.6
2006/07 target	4.6
2005/06 actual	3.5

Performance has improved on last year and targets will be met. This should bring our performance to average.

corporate indicators

- **No of sick days per Employee**

2006/07 projected	8.7 days
2006/07 target	8 days
2005/06 actual	8.3 days

It is disappointing to note that there has been an increase in sickness in the first 6 months of the year. This is due to a small number of staff being on long term sick. That said, a significant number of these staff have now either returned to work or left the Council's employment. The average number of days per employee between April and September was 4.9 and this is expected to reduce during the remaining 6 months of the year. However it is expected that the overall figure for the year will not meet target and will not improve on the 2005/06 figure.

- **Undisputed invoices paid within 30 days**

2006/07 projected	99%
2006/07 target	100%
2005/06 actual	98%

The target of 100% is set by the Government. The Authority is likely to be top quartile for this indicator.

- **Commission for Racial Equality Standard**

2006/07 projected	yes
2006/07 target	yes
2005/06 actual	yes

No improvement has been made in this indicator.

- **Electronically enabled transactions**

2006/07 projected	100%
2006/07 target	100%
2005/06 actual	100%

This shows a big increase in performance due to the work of staff in all departments, especially the Authority's Webmaster.

- **Top 5% of posts filled by women**

2006/07 projected	26%
2006/07 target	24%
2005/06 actual	20%

Performance has improved as a result of staff turnover. The Authority is likely to be below average nationally.

- **Top 5% of earners from Black Minority Ethnic community**

2006/07 projected	0%
2006/07 target	4.2%
2005/06 actual	0%

The Authority has no senior BME staff. The Authority is likely to be in the bottom quartile nationally.

- **% of employees retiring early, excluding ill health**

2006/07 projected	1%
2006/07 target	1%
2005/06 actual	0.35%

Performance has worsened due to the Authority no longer providing a Homeline service.

- **% of employees retiring early, from ill health**

2006/07 projected	0.36%
2007/07 target	0.25%
2005/06 actual	0.35%

Two ill health retirements occurred in 2005/06. This means that performance declined.

- **% of employees meeting Disability Discrimination Act definition**

2006/07 projected	3%
2006/07 target	3.1%
2005/06 actual	3%

This indicator has improved slightly as a result of more staff being employed by the Authority. There is still some way to go before this indicator moves into the top quartile.

- **% of employees from Black Minority Ethnic population**

2006/07 projected	0.54%
2006/07 target	1%
2005/06 actual	0.35%

This indicator has remained constant and is likely to be in the bottom quartile nationally.

action plans

5. The following paragraphs show progress on the Departmental Action Plans.

Accountancy Action Plan 2006/07

No	Objective	Action	Responsible Officer	Success Measures	Comment
1	To integrate business planning with financial planning	To update medium term financial strategy with clear links to Council Plan	Stuart Reid	Audit Commission approval on Use of Resources assessment	Medium term Financial Strategy updated and approved by members in September
2	To update the Asset Management Plan and Capital Strategy	Update to include planned action to improve asset use	Asset Management Group	Completion of document and approval by Members	Asset Management Plan and Capital Strategy updated and approved by members in September
3	Risk Management	Develop training/improve reporting	Gary Ridley	Training carried out and report on regular intervals to Committee	
4	To support revised arrangements for demonstrating Value for Money in the Council's budget	To provide and analyse comparative data on service costs	Stuart Reid/ Alan Cooper	Audit Commission approval on Use of Resources assessment	Actions in Value for Money Strategy for which finance staff responsible carried out
5	Completion and reporting of Final Accounts by end of June 2006	Close down on high level estimates and carry out early reconciliation of data	Alan Cooper	Completion by deadline and accounts unqualified after audit	Final Accounts approved by end of June 2006 by members

No	Objective	Action	Responsible Officer	Success Measures	Comment
6	More efficient processing of sundry debt	To assess potential to collect sundry debts by direct debit and ensure debt management procedures are followed	Alan Cooper/ John Elliott	Percentage of sundry debt invoices collected by direct debit	Over 1,000 customers due to pay by direct debit from 1 January. All existing standing order payers to be canvassed for direct debit take up. Sample of invoices to be checked periodically to ensure raised in a timely manner
7	More efficient collection of rents	To increase %age of payers using direct debit	Dave Bee	To reduce costs of rent collection	Article placed in Wear Valley Matters and flyers sent out with rent statement advertising additional collection date. Part of corporate take up campaign.
8	To provide financial support to service Departments	Monthly attendance at departmental management teams	Stuart Reid/Alan Cooper/Ed Thompson	Percentage attendance	Accountancy staff attending monthly and providing financial support
9	To ensure proper accounting arrangements following changes to the Council structure and the commencement of the ALMO	To maintain appropriate budgetary control with clear lines of responsibility and accountability	Stuart Reid/Alan Cooper/Ed Thompson	Expenditure maintained within budgets	Accounting structure to be changed once restructuring is confirmed and complete. Revised structure to be put in place for Dale & Valley Homes from 1st January
10	To provide management accounting information that meets the needs of budget holders	To consult with budget holders on information required to manage their budgets	Stuart Reid/Alan Cooper/Ed Thompson	Percentage attendance at departmental management teams	Formats changed in line with individual departmental requirements

No	Objective	Action	Responsible Officer	Success Measures	Comment
11	To further streamline the process of accounting for income received	To integrate data from different systems e.g. Financial Director and leisure management	Ed Thompson /Julie Oram	Reduce cost of processing	Still to commence due to involvement in other projects.
12	To maximise the efficiency of the procure to pay cycle	To review existing processes and support corporate initiatives e.g. procurement cards	John Elliott/Julie Oram	Reduce cost of procure to say cycle	File format of purchasing card data to be reviewed to ensure seamless process with accounting system
13	To replace outdated technology	To implement new computerised payroll system	John Elliott/Ed Thompson	Improved quality of management information	Replacement systems being reviewed

Revenues and Benefits Action Plan 2006/07

No	Objective	Action	Responsible Officer	Success Measures	Comment
1	To improve customer service to all benefit claimants	As per Benefits Business Plan	Tracey Robinson	Increase customer satisfaction rating	Local and statutory surveys carried out. Results still to be analysed. Customer service workshop held with staff and suggestions acted upon. Customer leaflets reprinted.
2	To improve the recovery of benefit overpayments	As per Benefits Business Plan	Maureen Clayton	Increase percentage recovered	Workshop held with staff and suggestions acted upon.
3	To attain	As per	Lynn	To achieve	Significant

No	Objective	Action	Responsible Officer	Success Measures	Comment
	above average performance for all benefit fraud performance measures	Benefits Business Plan	Hughes	PI targets	improvements made in last two months. If progress continues at current pace then targets will be met.
4	To encourage payment of council tax and NNDR by most cost efficient methods	To increase %age of payers using direct debit facility	Muriel Finlay	To achieve target	Actively participating in national take up campaign. Specific mail shot to be directed towards all non direct debit payers on council tax, NNDR and housing rent
5	To provide excellent customer service to our council tax and NNDR customers	Conduct survey and act upon results	Muriel Finlay	Percentage satisfaction rating	Over 100 responses for separate council tax and NNDR surveys. Awaiting analysis by Corporate Development Department
6	To ensure council tax and NNDR billing is adhering to best practice	To increase compliance with best practice guidelines	Muriel Finlay	Percentage satisfaction rating	Compliance has increased e.g. production of service standards incorporating customer care policy
7	To ensure recovery of council tax and NNDR is adhering to best practice	To increase compliance with best practice guidelines	Julie Dowson	Percentage best practice criteria met	Compliance has increased e.g. production of service standards incorporating customer care policy
8	To improve responsiveness to customer enquiries and management of	To implement document image processing and workflow within	Julie Dowson /Muriel Finlay	Percentage satisfaction rating	Implementation delayed due to technical difficulties

No	Objective	Action	Responsible Officer	Success Measures	Comment
	information	revenues function			

Internal Audit Action Plan 2006/07

No	Objective	Action	Responsible Officer	Success Measures	Comment
1	To comply with CIPFA Code on Internal Audit	Ensure 90% of audit recommendations are implemented	All audit staff	To meet target	%age recommendations implemented improved from prior year but still below target. Regular meetings taking place with senior officers to ensure recommendations are implemented
2	To comply with CIPFA Code on Internal Audit	To conduct gap analysis and source necessary skills	Stuart Reid/ John Redfearn	Audit Commission approved on Use of Resources assessment	Section now fully staffed so complying with code
3	To support revised arrangements for demonstrating Value for Money in the Council's budget	To support Value for Money studies	John Redfearn	Audit Commission approved on Use of Resources assessment	Services and expertise of internal audit available as required
4	To contribute towards improved assessment under CPA	To support improvement work relating to Use of Resources Assessment especially internal control	John Redfearn	Audit Commission approved on Use of Resources assessment	All actions save one of Use of Resources action plan carried out
5	Raise internal Audit	Promote work through	Stuart Reid/ John Redfearn	Number of reports to Corporate	Regular reports to committee and corporate management

No	Objective	Action	Responsible Officer	Success Measures	Comment
	profile and demonstrate effectiveness to internal customers	reports to Overview and Scrutiny Committee and Management Team		Management Team and Overview and Scrutiny	team made on internal audit performance
6	To maximise completion of annual Audit Plan	Improve speed of turnaround of reports from draft to final stage	All audit staff	Ensure 95% completion	Target of 95% unlikely to be completed due to staff sickness. Key audits being prioritised for completion

I.T. Action Plan 2006/07

No	Objective	Action	Responsible Officer	Success Measures	Comment
1	Further develop CRM system	Rollout CRM to agreed timetable	CDeGP Partnership	E-enable service requests as per E-government Partnership timetable	<p>The CDeGP employed two consultants some months ago. One was responsible for the infrastructure to make sure that all the hardware and database software was set up correctly to ensure that the CRM was running on a reliable and stable platform. The second consultant was appointed to develop the CRM service requests to meet the needs of the users in the different authorities.</p> <p>The work undertaken by these individuals is now starting to come on-line and it is expected that more service requests will be provided by the CRM over the next few months along with</p>

No	Objective	Action	Responsible Officer	Success Measures	Comment
					<p>“citizen self service” where citizens in their homes can report problems using the internet and these will be fed directly into the CRM without re-keying by customer services staff.</p>
2	Further develop IT security/ disaster recovery	As outlined in external audit reports	Paul Woods	Disaster Recovery system introduced and tested	<p>A Workshop was held with the users to determine the priority applications that need to be restored within 72 hours.</p> <p>The first pieces of hardware are now in place at Sedgefield’s Disaster Recovery (DR) site along with the DurhamNet link between the two sites.</p> <p>The Stonegate devices that allow Wear Valley users to only see their kit on the Sedgefield network have been configured and are due to be installed this week. These devices will also provide alternative routes for internet and email traffic should the WVDC link be down.</p> <p>Once the StoneGate devices have been tested more servers will be moved to the DR site.</p>
3	Deliver Capital Programme	Includes PC replacement, IBS migration, payroll and	Anita Maxwell	Programme delivered on time to budget	PC Replacement – Programme of work agreed and initial batch of 30 PC’s purchased. 15 PC’s have been replaced and the

No	Objective	Action	Responsible Officer	Success Measures	Comment
		HR systems			<p>remainder of the programme is scheduled to be completed by the end of February.</p> <p>Server Replacement - PID Written detailing servers to be replaced along with UPS. Main Radius cash receipting server currently being tested.</p> <p>IBS Migration – On schedule to go live 8th November. All interfaces have been re-written and are being tested. Benefit cheques will be produced by IBS in future rather than Agresso (going live 16 October).</p> <p>Payroll – Angela Foster is the project manager. The initial project meeting held at which it was agreed to have the next meeting in September due to holidays. To date this has not been organised.</p> <p>Replacement IT equipment at Leisure Centres – Gladstone are scheduled to come in (w/c 23 October) to install the business continuity module on the replacement hardware.</p>

Human Resources Action Plan 2006/07

No	Objective	Action	Responsible Officer	Success Measures	Comment
1	Deliver Human Resources strategy	Implement individual action plans	A Foster	Individual Human Resources strategy action plans delivered on time as per plans	Some progress has been made in delivering the HR strategy, however some of the actions i.e. the employee survey cannot be progressed until the restructuring exercises have been completed

6. The above shows that progress has been made across all service areas within the Department which is in line with actions agreed within the Service Plan.

conclusions

- The indicators relating to diversity/equality continue to remain low despite attempts through the recruitment process to improve them. This issue will continue to be monitored and reported to Members. It is disappointing to note an increase in sickness in the first 6 months of the year and all efforts will be made by departments to improve this key performance indicator.
- It is pleasing to note an improvement in low performing performance indicators in the areas of benefit fraud and land searches.
- In relation to action plans, the above shows steady progress in achievement of the action plans and represents continuous improvement within the Department.

RECOMMENDED that Members note the report.

Officer responsible for the report

Gary Ridley
Strategic Director for Resource
Management
Ext 227

Author of the report

Gary Ridley
Strategic Director for Resource
Management
Ext 227



CENTRAL RESOURCES COMMITTEE

15 NOVEMBER 2006

Report of the Strategic Director for Resource Management **TREASURY MANAGEMENT ACTIVITY**

purpose of the report

1. To inform Members of the treasury management activity of the first 6 months of the year.

background

2. It is regarded as best practice to inform Members of the Council's treasury management activity on a 6 monthly basis. This report at Annex H sets out the treasury management activity for the period 1 April 2006 to 30 September 2006. It has been produced in line with the Authority's treasury management policy.

conclusion

3. The treasury management activity has been conducted as outlined in the Authority's treasury management strategy.
4. The Council's treasury management position remains stable in terms of:
 - (i) It's levels of external debt
 - (ii) It's maturity profile of it's debt
 - (iii) It's investment levels
 - (iv) The security of it's investment levels

RECOMMENDED that Members note the report.

Officer responsible for the report	Author of the report
Gary Ridley	Gary Ridley
Strategic Director for Resource Management	Strategic Director for Resource Management
Ext 227	Ext 227

CENTRAL RESOURCES COMMITTEE

15 NOVEMBER 2006

Report of the Strategic Director for Resource Management **RETIREMENT POLICY**

purpose of the report

1. To seek Members agreement to a revised retirement policy.

background

2. New age regulations came into force on the 1 October. The thrust of these regulations mean that the Authority cannot discriminate against employees/prospective employees on the grounds of age. As a result of this, Authorities are required to prepare a retirement policy which complies with the new regulations.
3. A retirement policy is shown at Annex I. This has been produced following the receipt of external advice.

communications

4. Once agreed, the policy will need to be communicated to all staff. This can be achieved by including it in "TeamTalk". A copy of the policy will also be put on the Council's website.

legal implications

5. The policy has been compiled so as to comply with the recently introduced age regulations.

equality implications

6. The policy has been compiled so as to eliminate any chance of inequality in the treatment of employees in relation to retirement.

RECOMMENDED that Members agree the annex.

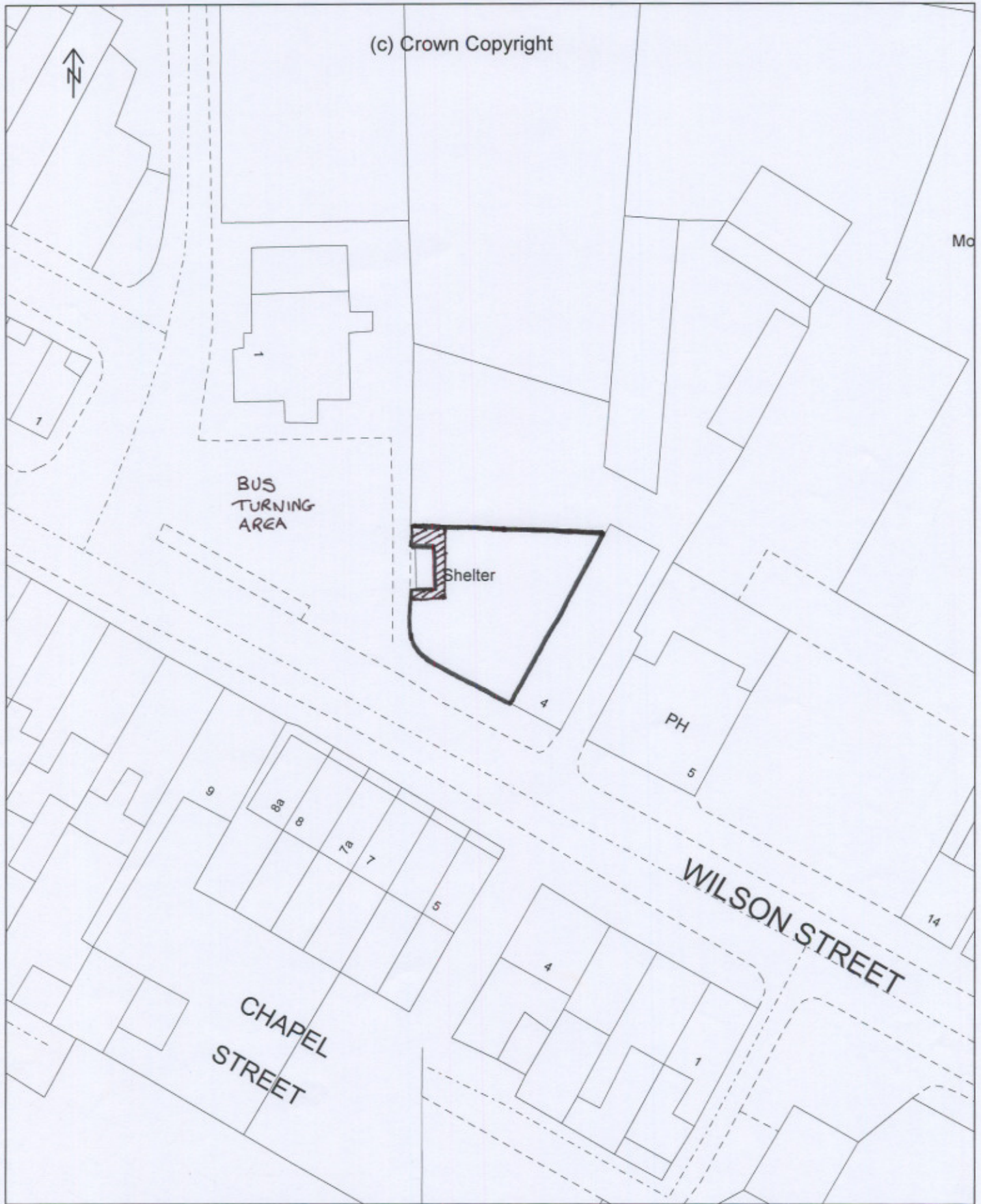
Officer responsible for the report

Gary Ridley
Strategic Director for Resource
Management
Ext 227

Author of the report

Gary Ridley
Strategic Director for Resource
Management
Ext 227

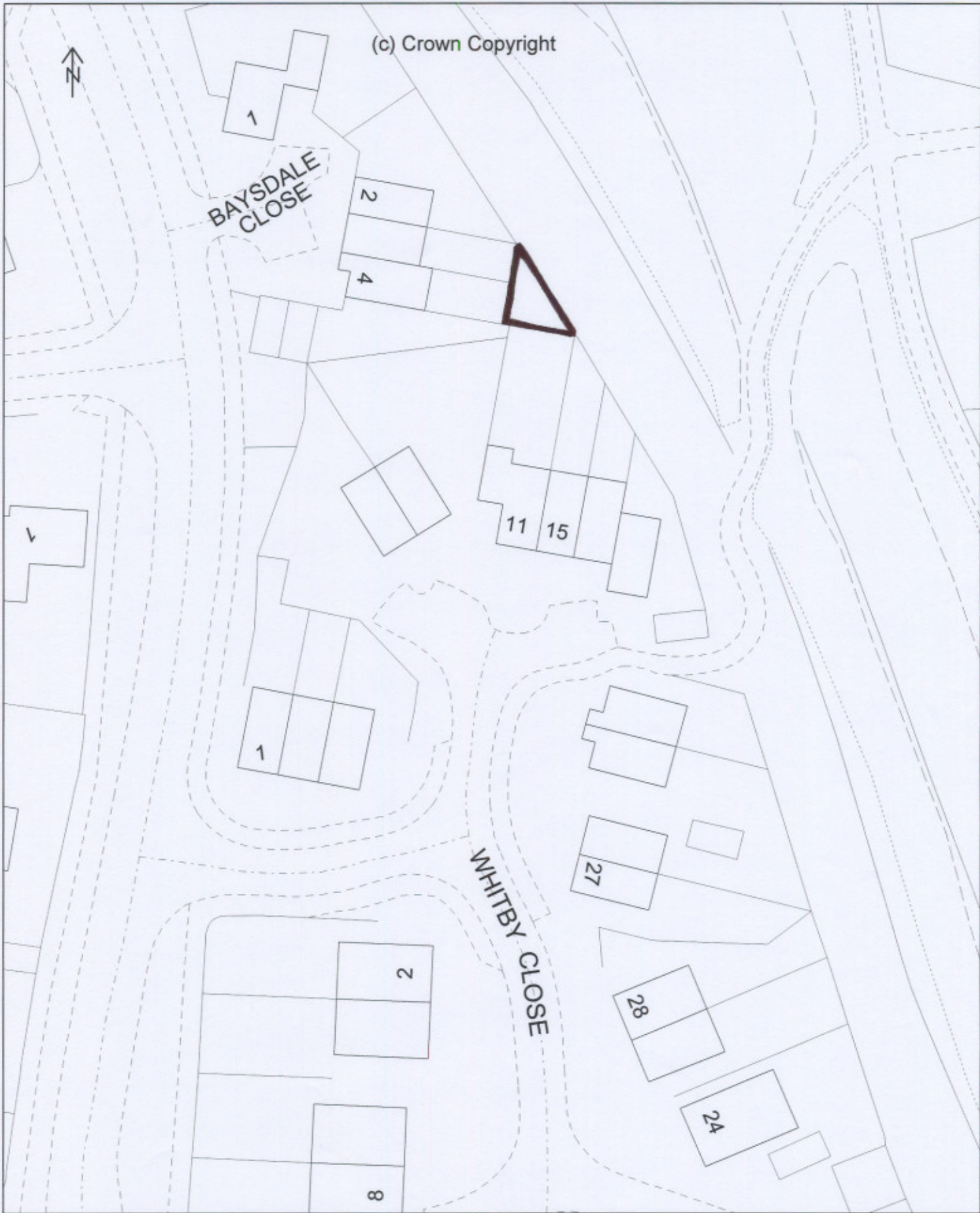
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LAND ADJACENT TO 11 WHITBY CLOSE ETHERLEY DENE BISHOP AUCKLAND

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General Fund Budget Monitoring Statement for Period
April 2006 – September 2006

Department	Budget £000	Projected Outturn £000	Over/ (Under) spend £000	%age Over/ (Under) spend	Note
Central Resources	2,532	2,510	(22)	(1%)	1
Community Services	6,055	6,045	(10)	-	2
Housing Services (General Fund)	331	461	130	39%	3
Management Support Unit	1,020	1,020	-	-	4
Regeneration	1,711	1,709	(2)	-	5
Corporate Management	559	579	20	4%	6
Technical Items	(920)	(985)	(65)	(7%)	7
TOTAL	11,288	11,339	51		

Funding:			
Government Grant	7,156	7,156	-
Council Tax	3,906	3,906	-
Reserves	226	277	51
TOTAL	11,288	11,339	51

Additional Investment Income	0	(300)	(300)	-	8
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Total under spend £249,000

Central Resources – Note 1

- (i) Reduced income from land charges because of the increase in personal searches and slowdown of activity in the housing market - **£18,000 over spend**
- (ii) Reduced salary costs in benefits administration due to staff turnover - **£20,000 under spend**
- (iii) Reduced salary costs in personnel due to changes in staffing hours - **£20,000 under spend**

Community Services – Note 2

- (i) Increase in energy prices will result in overspend on energy budgets at 2 leisure centres. An action plan is being carried out to minimise energy consumption. - **£60,000 over spend**
- (ii) Additional recycling credits predicted due to increased recycling collection rates and also additional credits received for 2005/06 - **£50,000 under spend**

- (iii) Shortfall in projected income at leisure centres. Glenholme to close for 2 weeks in November to reduce risk of Legionella. Action plan in place to design a promotion/marketing campaign for the remainder of the year - **£20,000 over spend**
- (iv) Playground equipment maintenance to overspend due to increased inspection costs – issue to be discussed with Sones - **£10,000 over spend**
- (v) Shortfall in projected car parking income. This has arisen due to the delays in implementing the pay and display scheme within Crook which was originally scheduled to commence 1 August 2006 - **£50,000 over spend**
- (vi) Saving from un-filled posts including Head of Community & Cultural Services, Street Scene Manager, Finance/Admin Officer, Enforcement Officer and Waste Project Manager - **£100,000 under spend**

Housing Services (General Fund) – Note 3

- (i) Delays in transfer of Homeline service Sedgefield Borough and unbudgeted redundancy costs - **£105,000 over spend**
- (ii) Increased energy costs at the Civic Centre following increase in wholesale prices of gas and electricity. - **£25,000 over spend**

Management Support Unit – Note 4

- (i) No significant variances from the original budget are expected.

Regeneration – Note 5

- (i) Planning Fees expected to be higher because of significant large applications received in the first six months. This is expected to produce extra income of £40,000. However other costs within the cost centre are over running by £32,000 mainly due to the extra cost of advertising - **£8,000 under spend**.
- (ii) The costs of Innovation House Phases 1 and 2 are expected to be higher than budget because of energy costs which cannot be passed onto tenants - **£12,000 over spend**
- (iii) Private sector housing spend higher than anticipated due to higher salary costs and the non achievement of savings set in last years budget - **£28,000 over spend**
- (iv) Under spend on Development Plans due to a vacant post being unfilled for most of the year – **under spend £34,000**

Corporate Management – Note 6

- (i) Overspend on corporate subscriptions as approved budget reduction not implemented - **£20,000 over spend**

Technical Items – Note 7

- (i) Replacement of expensive loans with cheaper ones and improved cash flow - **£65,000 under spend**

Additional Investment Income – Note 8

- (i) Additional investment interest due to large capital receipts received in previous years. Assumed these are not applied to capital expenditure during this financial year - **£300,000 under spend**

**Housing Revenue Account Budget Monitoring Statement for
Period April 2006 – September 2006**

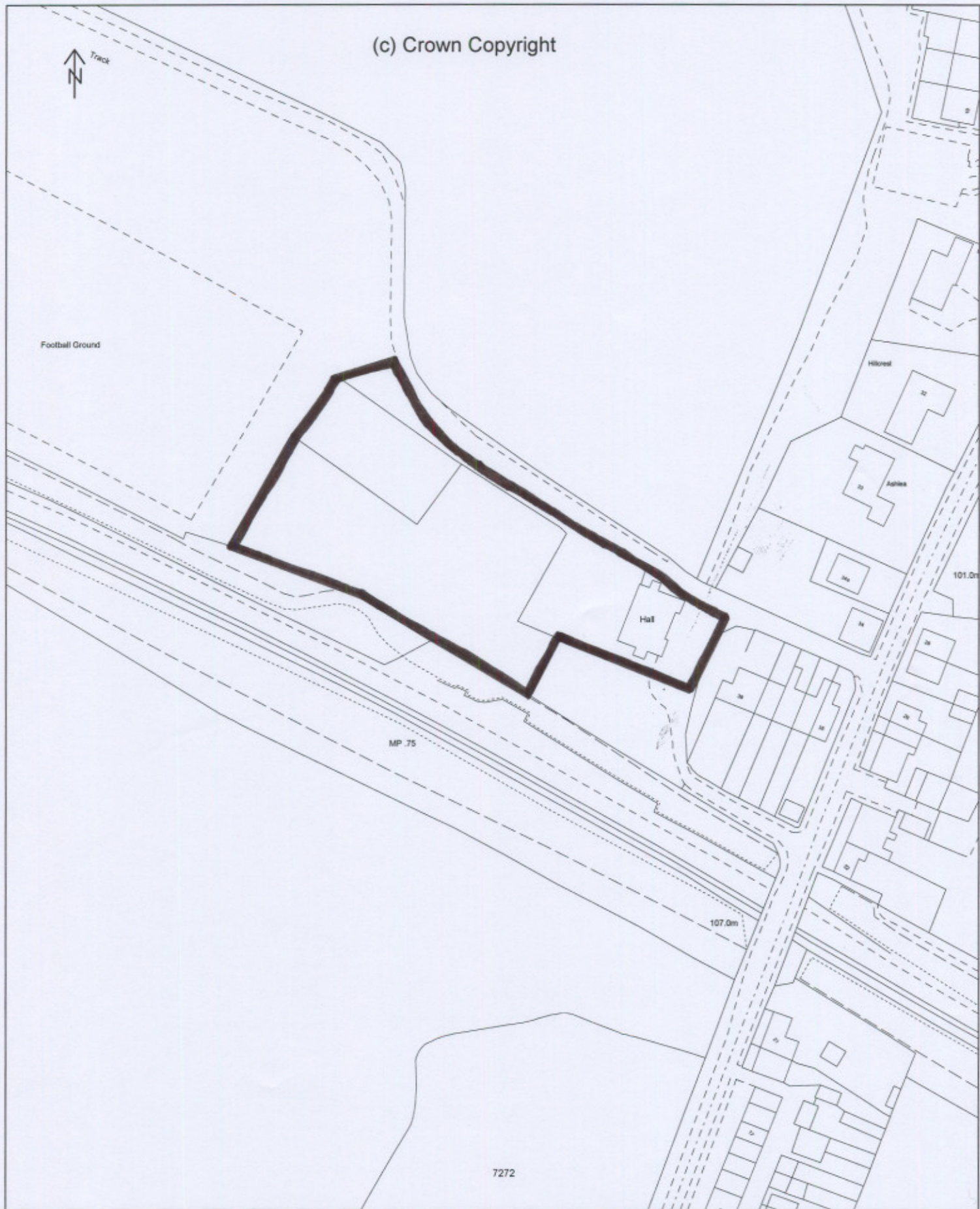
	Original Budget 2006/07	Projected Outturn 2006/07	Overspend/ (Underspend)
	£000	£000	£000
Supervision & Management	3,055	2,986	(69)
Repairs & Maintenance	3,066	3,150	84
Debt Charges	1,780	1,760	(20)
Housing Subsidy	2,812	2,930	118
Bad Debts	97	50	(47)
Total Expenditure	10,810	10,876	66
Rental Income	(10,682)	(10,870)	(188)
Other Income	(190)	(200)	(10)
Interest on Balances	(50)	(50)	-
Total Income	(10,922)	(11,120)	(198)
Deficit / (Surplus)	(112)	(244)	(132)

Capital Programme Monitoring April - September 2006							Annex F
Budget Holder	Cost Centre	Cost Centre Description		Budget (£)	Actual (£)	Projected (£)	Comments
Central Resources Department							
Anita Maxwell	C069	IT Development		35,250	16,804	35,250	Bills still due from supplier for assistance in change to computer systems
Anita Maxwell	C097	IT Disaster Recovery		68,780	46,333	68,780	Infrastructure being set up with support from Sedgefield BC. Site due to be operational before xmas
Stuart Reid	C122	Asset Management		245,600	17,319	200,600	Scheme of work being developed prioritising investment to reduce energy costs and deal with backlog maintenance
Sharon Spence	C123	Replacement of audio/video equipment to Council Chamber		11,500	0	11,500	Options for budget being reviewed
Anita Maxwell	C130	PC Replacement Programme		90,000	20,714	90,000	Budget will be fully spent. Will replace approximately 100 PC's each year plus licence costs.
Sharon Spence	C131	Council Chamber - Sound System Microphones		24,000	27,290	27,290	Order placed for system
Angela Foster	C132	Human Resources & Payroll System		67,000	0	67,000	Systems short-listed following tendering exercise
Total				542,130	128,460	500,420	
Community Services Department							
Brian Graham	C055	Purchase of Grounds Maintenance Plant		13,500	13,500	13,500	Plant purchased
Brian Graham	C056	Street Cleansing Fleet Replacements		200,000	0	198,000	Order for £198,000 to be placed shortly
Andrew Frankcom	C090	Leisure Centres - Health & Safety Improvements		15,186	24,527	26,000	Overspend due to decontamination of boiler room. Virements from other capital schemes to be identified.
Andrew Frankcom	C091	Play Area Replacement		79,343	0	0	Strategy to be completed by March 2007. Expenditure will be incurred in following financial year
Brian Graham	C094	Public Conveniences		185,041	139,621	185,041	Budget will be fully spent by end of December. One PC still to be replaced at Escomb
Andrew Frankcom	C095	Califiers & Safe Water Systems		32,001	0	32,001	Order placed for first element of work
Andrew Frankcom	C096	Filter Refurbishment		4,200	0	0	Underspend to be vired to fund pest control van as per Community Services Committee report
Andrew Frankcom	C115	Bishop Auckland Town Recreation Ground Fence		7,000	0	7,000	Consultants engaged to do feasibility study
Craig Rudman	C116	Lease of vehicle for the pest control/dog warden service		4,000	8,946	8,946	Overspend to be vired from filter refurbishment capital budget as per Community Services Committee report
Tom Carver	C117	Neighbour noise monitoring system		6,590	6,550	6,550	Equipment purchased
Brian Graham	C118	Twin Bin Refuse and Recycling Service		280,000	0	0	Tendering process for wheeled bins undertaken through NEPO and preferred supplier selected. Expenditure will be deferred until following financial year
Brian Graham	C119	Refuse Collection - Office Accommodation		13,000	7,782	13,000	Portacabin purchased. Remainder of scheme devoted to depot improvements
Tom Carver	C120	Crook Car Park Start Up Costs		29,000	1,101	29,000	Expenditure may be deferred due to delay in implementation of scheme
Andrew Frankcom	C121	Computer Replacement - leisure complexes		8,000	6,280	8,000	Replacement of PC's at leisure complexes
Total				876,861	208,307	527,038	
Housing Department							
Terry Carlton	C042	Civic Centre Alterations		63,000	23,382	53,000	Replacement furniture to be delivered in August. Discussion to take place on zoning of heating system with consultant. Order placed for door entry system.
Terry Carlton	C048	Public Building Alterations - DDA		140,000	(5,356)	120,000	Programme of work drawn up and costed and passed to main contractor
Terry Carlton	C081	Royal Corner - New Front Entrance Door		5,000	0	5,000	Still to commence
Terry Carlton	C129	CCTV Coverage of Mall		27,000	0	27,000	Quotations received
Joanne Dunn	C138	Homeline Equipment		0	0	154,000	Represents buy out of lease. This has been funded from savings in a number of other schemes. This will save £200,000 in revenue costs over the next four years
Dave Milburn	C502	Structural Repairs - Council Houses		77,000	31,332	77,000	On going programme of chemical dpc's and floor heaves

Budget Holder	Cost Centre	Cost Centre Description	Sub Heading	2006/07 Budget (£)	2006/07 Actual (£)	Projected (£)	Comments
			Capital Programme Monitoring April - September 2006				Annex F
Dave Milburn	C505	Energy Efficiency Measures	Grants and Contributions	120,000	9,218	110,000	Energy efficiency measures identified as part of overall achievement of decent homes, working with LA21 officer
Dave Milburn	C505	Energy Efficiency Measures	Private Sector Contributions	(60,000)	(6,672)	(60,000)	Grants from utility companies to assist in improved carbon ratings to council dwellings
Dave Milburn	C505	Energy Efficiency Measures	Sub Total	60,000	2,546	50,000	
Dave Milburn	C523	Demolition of Surplus Housing Stock		250,000	128,903	250,000	On going programme of demolition of unwanted properties
Dave Milburn	C526	Open Housing IT System		5,000	0	5,000	Quotations being sought
Dave Milburn	C529	Asbestos Survey		85,000	10,347	75,000	On going programme of surveys prior to major works. Budget also to fund asbestos and legionella officer
Dave Milburn	C537	Estate Remodelling Project		500,000	90,369	470,000	Commenced car parking/fencing works. Looking towards joint project with Groundwork.
Dave Milburn	C538	Security Improvements		150,000	15,291	130,000	Works commenced by DISC to most vulnerable residents
Dave Milburn	C539	Electrical upgrades to domestic properties		284,560	74,805	284,560	External surveyors appointed to undertake 10% survey to inform as to the priority of future works
Terry Carlton	C540	Re Roofing Woodhouse Close Area Office		29,000	0	29,000	Specifications complete. Ready to go to tender
Terry Carlton	C541	Conversion of 83 Proudfoot Drive - Tenancy Enforcement Team		14,000	0	14,000	Feasibility work undertaken. Estimate of cost of work significantly more than budget. Options being considered.
Dave Milburn	C542	MRA Kitchens & Bathrooms		250,000	167,973	250,000	Contracts let and works commenced
Dave Milburn	C543	MRA Central Heating		675,000	402,621	675,000	Contracts let and works commenced
Dave Milburn	C544	MRA Kitchens		350,000	261,268	350,000	Contracts let and works commenced
Dave Milburn	C545	MRA Doors & Windows		1,300,000	590,711	1,300,000	Contracts let and works commenced
Dave Milburn	C546	MRA Roofing		100,000	2,568	100,000	Contracts let and works due to commence
Total				4,364,560	1,796,760	4,418,560	
Regeneration Department							
Richard Roddam	C001	Major and Minor Repair Grants		200,000	141,914	192,000	15 major repair grants awarded in year to date
Richard Roddam	C003	Disabled Facilities Grant (Private)	Expenditure	204,000	52,993	234,000	26 grants awarded in year to date
Richard Roddam	C003	Disabled Facilities Grant (Private)	Govt. Grant	(122,000)	0	(135,000)	Government subsidy @ 60% of spend
Richard Roddam	C003	Disabled Facilities Grant (Private)	Sub Total	82,000	52,993	99,000	
Sue Dawson	C005	South Church New Business Centre	Expenditure	0	0	0	
Sue Dawson	C005	South Church New Business Centre	Income	0	35,200	0	
Sue Dawson	C005	South Church New Business Centre	Sub Total	0	35,200	0	Monies due to the Council - subject to final audit of project
Alan Weston	C009	Crook Comm. Built. Env Scheme	Expenditure	0	(66,625)	0	Monies due from the Council
Alan Weston	C009	Crook Comm. Built. Env Scheme	Income	0	8,472	0	Monies due to the Council - subject to final audit of project
Alan Weston	C009	Crook Comm. Built. Env Scheme	Sub Total	0	(58,153)	0	
Richard Roddam	C014	Dene Valley Renewal Area		430,000	296,192	430,000	The scheme focused round the High Street at Eldon Lane is now complete. The next phase of work will focus on Spencer Street and will see these properties modernised
Alan Weston	C023	Bishop Auckland THI	Expenditure	0	36,527	36,527	Outstanding commitment.
Alan Weston	C023	Bishop Auckland THI	Income	0	70	(36,527)	Claim to be submitted by DCC for funding on our behalf
Alan Weston	C023	Bishop Auckland THI	Sub Total	0	36,597	0	
Mike Ranson	C024	B/A Commercial Building Improvement Scheme	Expenditure	0	(574)	11,471	Some outstanding grant offers but may now be time barred which would reduce this cost.
Mike Ranson	C024	B/A Commercial Building Improvement Scheme	Income	0	(6,278)	(6,278)	
Mike Ranson	C024	B/A Commercial Building Improvement Scheme	Sub Total	0	(6,852)	5,193	
Mike Ranson	C045	SRB 5 Dene Valley Comm. Park	Expenditure	0	18,689	0	outstanding payment to be made to contractor
Mike Ranson	C045	SRB 5 Dene Valley Comm. Park	Income	0	46,085	0	retrospective grant payment due to be secured by GWK
Mike Ranson	C045	SRB 5 Dene Valley Comm. Park	Sub Total	0	64,774	0	no wvdc contribution
Peter Dunn	C053	Jubilee Meadows Phase 2	Expenditure	0	21,788	0	outstanding payment to be made to contractor
Peter Dunn	C053	Jubilee Meadows Phase 2	Income	0	(56,572)	0	retrospective grant payment due to be secured by GWK
Peter Dunn	C053	Jubilee Meadows Phase 2	Sub Total	0	(34,784)	0	no wvdc contribution
Ian Bloomfield	C059	Contaminated Land		96,000	560	40,000	Balance of budget to be spent in following financial year as identified land currently being prioritised. £11,000 transferred for buy out of
Sue Dawson	C065	Wolsingham Business Park	Expenditure	1,150,000	0	0	homeline equipment lease planning application recently submitted for the redevelopment of the steel works site which proposes space for new industrial land

Budget Holder	Cost Centre	Cost Centre Description	Sub Heading	2006/07 Budget (£)	September 2006 Actual (£)	Projected (£)	Comments
			Capital Programme Monitoring April - September 2006				Annex F
Sue Dawson	C065	Wolsingham Business Park	Income	(1,100,000)	0	0	steel works site which proposes space for new industrial and commercial development and access to the adjacent allocated industrial land. Spend likely to be deferred till following financial year
Sue Dawson	C065	Wolsingham Business Park	Sub Total	50,000	0	0	
Sue Dawson	C066	Bracks Farm	Expenditure	945,000		145,000	Delays on starting this project have been due to awaiting firm proposals from the private sector developer
Sue Dawson	C066	Bracks Farm	Income	(800,000)		0	
Sue Dawson	C066	Bracks Farm	Sub Total	145,000	0	145,000	
Peter Dunn	C067	High Job's Allotments Improvements	Expenditure	0	0	0	works complete
Peter Dunn	C067	High Job's Allotments Improvements	Income	0	13,251	0	Grant payment due from Groundwork Trust
Peter Dunn	C067	High Job's Allotments Improvements	Sub Total	0	13,251	0	
Bob Hope	C070	Bishop Auckland Urban Renaissance		0	(21,186)	0	Outstanding bills to be paid
Sue Dawson	C076	Weardale Building Enhancement Scheme	Expenditure	0	(13,969)	0	Monies due from the Council
Sue Dawson	C076	Weardale Building Enhancement Scheme	Income	0	0	0	
Sue Dawson	C076	Weardale Building Enhancement Scheme	Sub Total	0	(13,969)	0	
Peter Dunn	C077	Car Parking Improvement Programme		92,000	(1,981)	92,000	Contracts been let for work to improve the West Road and New Road car parks in Crook
Sue Dawson	C082	Innovation House Extension	Expenditure	58,006	494,402	547,238	there has been a significant delay with this project due to the contractor being placed into administration prior to the final completion of construction. Progress is being made on finding contractors to complete the work outstanding work being finalised
Sue Dawson	C082	Innovation House Extension	Income	0	(283,392)	(489,232)	
Sue Dawson	C082	Innovation House Extension	Sub Total	58,006	211,010	58,006	
Sue Dawson	C083	Eastgate Development	Expenditure	623,000	0	400,000	to secure external funding to enable project to commence. To maximise external funding WVDC contribution to be deferred into 2007/08
Sue Dawson	C083	Eastgate Development	Income	(575,000)	0	(400,000)	
Sue Dawson	C083	Eastgate Development	Sub Total	48,000	0	0	
Bob Hope	C087	Crook Urban Renaissance	Expenditure	580,000	43,833	204,613	Project substantially complete although final bill for work not yet received
Bob Hope	C087	Crook Urban Renaissance	Income	(480,000)	(104,613)	(104,613)	
Bob Hope	C087	Crook Urban Renaissance	Sub Total	100,000	(60,780)	100,000	
Sue Dawson	C088	Low Willington Business Park	Expenditure	351,615	241,919	340,441	Contractor placed into administration which has caused major delays. Additional costs likely to be incurred but every effort being made to secure additional resources
Sue Dawson	C088	Low Willington Business Park	Income	(300,000)	(288,826)	(288,826)	
Sue Dawson	C088	Low Willington Business Park	Sub Total	51,615	(46,907)	51,615	
Sue Dawson	C089	South West Crook Industrial Extension	Expenditure	1,199,406	0	45,000	Required site investigation and master planning work out to tender
Sue Dawson	C089	South West Crook Industrial Extension	Income	(950,000)	0	(45,000)	
Sue Dawson	C089	South West Crook Industrial Extension	Sub Total	249,406	0	0	
Bob Hope	C092	Bishop Auckland Tourism Renaissance	Expenditure	1,187,000	(1,166)	12,000	Hold ups with completing the feasibility work required together with changes in funding regimes have led to significant delays in delivering this project
Bob Hope	C092	Bishop Auckland Tourism Renaissance	Income	(1,175,000)	0	0	
Bob Hope	C092	Bishop Auckland Tourism Renaissance	Sub Total	12,000	(1,166)	12,000	
Carole Dillon	C093	West Auckland Improvement Scheme	Expenditure	320,000	0	30,000	Project officer commenced work on scheme early October. 50% of WVDC costs of scheme will be borne in subsequent years
Carole Dillon	C093	West Auckland Improvement Scheme	Income	(260,000)	0	0	
Carole Dillon	C093	West Auckland Improvement Scheme	Sub Total	60,000	0	30,000	
Peter Dunn	C112	Roddymoor Recreation Ground	Expenditure	0	46,997	0	
Peter Dunn	C112	Roddymoor Recreation Ground	Income	0	0	0	Grant payment due from Groundwork Trust
Peter Dunn	C112	Roddymoor Recreation Ground	Sub Total	0	46,997	0	no wvdc contribution
Peter Dunn	C113	Wolsingham Riverside Improvements	Expenditure	0	(19,600)	0	works to begin July 06
Peter Dunn	C113	Wolsingham Riverside Improvements	Income	0	29,600	0	grant payment due from GWK
Peter Dunn	C113	Wolsingham Riverside Improvements	Sub Total	0	10,000	0	no wvdc contribution
Sue Dawson	C124	Fieldon Bridge Development - phase 1		20,000	0	20,000	Private sector developer has recently submitted a planning application for site infrastructure
Sue Dawson	C125	Wear Valley Building Enhancement Scheme	Expenditure	298,000	0	180,000	
Sue Dawson	C125	Wear Valley Building Enhancement Scheme	Income	(250,000)	0	(170,000)	Balance of Council funding to be used in 2007/08
Sue Dawson	C125	Wear Valley Building Enhancement Scheme	Sub Total	48,000	0	10,000	
Carole Dillon	C126	Positional Accuracy Tool		20,000	0	20,000	Preferred software supplier established
Bob Hope	C127	Economic Development Fund		30,000	0	0	Budget provides for contingency fund. No immediate plans for its use. Balance to be carried over into 2007/08
Alan Weston	C128	BA Town Centre Management		100,000	0	0	Expenditure incurred in 2006/07 will be fully externally funded with Council funding used in 2007/08 and beyond
Richard Roddam	C527	Public Sector Disabled Adaptations 2006/07	Expenditure	189,000	151,660	189,000	64 adaptations funded to date
Richard Roddam	C527	Public Sector Disabled Adaptations 2006/07	Income	(15,000)	(15,200)	(15,200)	
			Sub Total	174,000	136,460	173,800	
Total				2,066,027	800,170	1,478,614	
Grand Total				£7,849,578	£2,933,697	£6,924,632	

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TREASURY MANAGEMENT ACTIVITY

The table below shows the borrowing activity which took place in 2006

Borrowing - Activity 01.04.2006 – 30.09.2006

	<u>Balance as at 01.04.06</u>	<u>New Loans</u>	<u>Principal Repaid</u>	<u>Balance as at 30.09.06</u>
	£000	£000	£000	£000
Public Works Loans Board				
Fixed Rate Loans	32,550	5,000	8,083	29,467
Variable Rate Loans	0	0	0	0
Bank of Scotland				
Lender Option/Borrower Option	6,500	0	0	6,500
European Investment Bank				
Fixed Rate Loan	0	0	0	0
Temporary Loan				
Variable Rate Loan	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
	<u>39,051</u>	<u>5,000</u>	<u>8,083</u>	<u>35,968</u>

Total interest due to 30 September 2006 was £1.192m. This gives an average 'pool' rate of interest of 5.8%.

The split between fixed and variable rate interest is as follows:

	£m	%
Interest Due 2006/07 - Fixed Rate Loans	1.060	100
Interest Due 2006/07 - Variable Rate Loans	0	0

New loans from the P.W.L.B. were taken out as follows:

£1,000,000 @ 4.2%	Maturity – 50 years	Repayable 1 May 2056
£2,000,000 @ 4.25%	Maturity – 47 years	Repayable 7 June 2053
£2,000,000 @ 4.2%	Maturity – 48 years	Repayable 2 September 2054

PWLB loans redeemed to 30 September 2005:

£1,500,000 @ 4.55%	Maturity – 1 year 6 months	Repaid 26 April 2006
£1,000,000 @ 4.6%	Maturity – 5 years	Repaid 24 May 2006
£2,000,000 @ 4.4%	Maturity – 26 years	Repaid 28 June 2006
£2,000,000 @ 4.35%	Maturity – 6 years 6 months	Repaid 3 July 2006
£1,000,000 @ 4.4%	Maturity – 3 years	Repaid 21 September 2006

The following tables show the PWLB Long Term Debt Outstanding analysed into maturity profiles, average interest rates, and lenders:

		<u>Av. %</u>	<u>Balance 30.09.2006</u> £000
Maturing within	1 year	7.008	2,667
	1 - 2 years	10.219	1,133
	2 - 3 years	7.475	2,100
	3 - 4 years	7.178	1,869
	4 - 5 years	10.013	715
	5 - 6 years	5.484	2,522
	6 - 10 years	9.589	922
	10 - 15 years	9.5	375
	15+ years	5.611	20,247
	Total	6.341	32,550

During the year, any surplus funds were invested with the Banks/Building Societies as outlined in the Treasury Management Strategy. This activity is shown below:

2. **Lending - Activity 1st April 2006 – 30 September 2006**

	<u>Balance as</u> <u>at 01.04.05</u>	<u>New</u> <u>Investments</u>	<u>Principal</u> <u>Recalled</u>	<u>Balance as</u> <u>at 30.09.05</u>
	£000	£000	£000	£000
Co-operative Bank	1,640	19,745	20,385	1,000
Nationwide Building Society	0	2,000	2,000	0
Halifax	2,000	0	0	2,000
Barclays Bank	0	0	0	0
Northern Rock	2,000	0	0	2,000
Alliance & Leicester	2,000	0	0	2,000
Britannia Building Society	2,000	0	1,000	1,000
Bradford & Bingley	1,500	2,000	2,000	1,500
Yorkshire Building Society	2,000	0	0	2,000
West Bromwich	2,000	0	0	2,000
Anglo Irish	2,000	0	0	2,000
Lloyds TSB	0	0	0	0
Newcastle Building Society	1,500	0	1,500	0
Abbey	2,000	1,000	1,500	1,500
Skipton	2,000	500	500	2,000
Bank of Scotland	0	10,500	10,000	500
Allied Irish	0	2,000	0	2,000
Yorkshire Bank	1,000	1,000	0	2,000
	<u>23,640</u>	<u>38,745</u>	<u>38,885</u>	<u>23,500</u>

Any part of the investment with the Co-operative Bank and the Bank of Scotland can be recalled immediately.

The investments with the Building Societies are placed for periods between 1 month and 18 months, and on maturity are reinvested if this is considered appropriate.

The Council's Treasury Policy Statement specifies that investments are only made with U.K. and Republic of Ireland Clearing Banks or their wholly owned subsidiaries, the Top 10 Building societies, and other Local Authorities.

The Treasury Policy Statement also specifies a maximum of £2 million that can be invested with any one institution, with the exception of the Co-op bank whose limit is £2.5m.

The average rate of interest received on these Approved Investments was approximately 4.7%.

The average rate of interest received by the Council appears reasonable, especially as brokers were not used to invest this money, and if the investment with the Co-operative Bank falls below £1,000,000, which it did on one occasion in 2006/07, the interest rate is reduced by 2%. In addition, the security of the investment, rather than the interest rate offered is of prime importance.

3. Current Treasury Position

The Council's debt position at 30 September 2006 is as follows:

		£000	£000
<u>Fixed Rate Funding</u>	PWLB	29,467	
	Market/EIB	0	
	LOBOS	6,500	
	Temp. Loan		35,968

Total temporary investments are £23.63m as at 30 September 2006.

4. Profile of Debt Outstanding as at 30 September 2006

<u>Source of Loan</u>	<u>Range of Interest Rates Payable as at 30.09.2006</u> %	<u>Total Outstanding as at 30 September 2006</u> £000
LOBOS	3.70 - 4.75	6,500
Public Works Loan Board	4.125 - 10.75	<u>29,467</u>
Total		<u>35,967</u>

The amounts for repayment are reasonably spread in different years, so that if in one year interest rates were very high and loans had to be replaced, the amount falling due in any one year is reasonable in relation to total debt outstanding.

The above does not include a £1,000 temporary loan.

5. **Bank Base Rates**

Both PWLB lending rates and investment returns are linked to bank base rates.

Bank base rates fluctuated during 2006/07 as follows:

%	
4.5	- 1 April 2006
4.75	- 5 August 2006

6. **Prudential Indicators**

The six monthly monitoring of the above is as follows:

(i) Estimated Capital Finance Costs as % of Net Revenue Stream

	2006/07 %	6 monthly actual
General Fund	2.8	2.8
Housing Revenue Account	15.5	15.5

(ii) Estimated Incremental Impact of Capital Investment

	2006/07 £	6 monthly actual
Rent	48.26	48.26
Council Tax	197.07	197.07

(iii) Estimated Capital Expenditure

	2006/07 £m	6 monthly actual
General Fund	2.53	1.13
Housing Revenue Account	4.30	1.80

(iv) Estimated Capital Financing Requirement

	2006/07 £m	6 monthly actual
General Fund	13.65	13.05
Housing Revenue Account	30.30	30.14

(v)	Authorised Limit	2006/07	6 monthly
		£m	actual
	Overall	56	56

(vi)	Operational Boundary	2006/07	6 monthly
		£m	actual
	Overall	54	54

WEAR VALLEY DISTRICT COUNCIL RETIREMENT POLICY

Wear Valley District Council is committed to retaining employees whose skills, experience and attitude are appropriate to the requirements of the various positions, regardless of age.

In relation to retirement, employees should keep their Head of Service and Manager informed about their plans. The Authority will take this information into account. In order to help ensure fairness and in line with standard practice, Wear Valley District Council operates a retirement age of 65. (This age is applicable to all employees.)

You will normally be required to retire on the eve of your 65th birthday. (This is what is known as your intended retirement date (IRD). If, for example, your 65th birthday is 24 May 2015, your IRD will be 23 May 2015.

From 1 October 2006 (although transitional arrangements will apply until 1 April 2007) employees have the right to request not to be retired on their IRD.

Wear Valley District Council will notify employees - between six and 12 months before their IRD - of when their IRD will be and remind them of their right to request to work beyond that date.

The employee's request must:

1. Be made between three and six months before their IRD.
2. Be in writing.
3. Set out that it is being made under the Employment Equality (Age) Regulations 2006 (SI 2006/1031), para.5]
4. Set out whether the employee proposes that the employment should continue indefinitely, for a stated period or until a stated date.

Employees may only make one request in relation to any one IRD.

The employee's Head of Service/Manager and Personnel will hold a meeting with the employee to discuss their request.

A meeting will not be held where:

1. Wear Valley District Council and the employee have agreed that either the employment will continue indefinitely or will continue for an agreed period, and Wear Valley District Council has notified the employee of the new arrangements.
2. It is not practicable to hold a meeting within a reasonable period (in which case Wear Valley District Council will still consider the request and will take into account any representations made by the employee).

If a meeting is to take place, the Head of Service/Manager, Personnel and the employee will take all reasonable steps to attend it.

Employees can choose a fellow worker to accompany them to a meeting to discuss their request not to be retired.

The companion will be allowed to address the meeting and confer with the employee, but the companion will not be permitted to answer questions on behalf of the employee.

If the companion is not available at the proposed date and/or time for the meeting, the employee can propose an alternative date and/or time. This is provided that it is convenient for all parties and is within seven days of the date and/or time originally suggested by Wear Valley District Council.

Wear Valley District Council will, after the meeting (or consideration of the request), give a written and dated notice to the employee stating:

1. If the request is accepted, that the request has been accepted and whether the employment will continue indefinitely or for a stated period (and, if for a stated period, the length of that period as well as on which date it will end).
2. If the request is refused, that Wear Valley District Council still wishes to retire the employee, together with the date when the dismissal will occur

Where a new IRD, which has been agreed between Wear Valley District Council and employee, falls no more than six months after the previous IRD, Wear Valley District Council won't notify the employee of their retirement date again.

Where Wear Valley District Council refuses the request or accedes to a period shorter than that proposed by the employee, Wear Valley District Council will also notify the employee of their right to appeal.

If the employee wishes to appeal they must submit a written notice of appeal:

1. Which sets out the grounds of appeal.
2. Which is dated.
3. As soon as is reasonably practicable after the employer's original decision.

If an appeal meeting is to take place, both Wear Valley District Council Representatives and the employee will take all reasonable steps to attend it.

Following the appeal meeting, Wear Valley District Council will provide the employee with a dated notice setting out that:

1. If the request is accepted, that the request has been accepted and whether the employment will continue indefinitely or for a stated period (and, if for a stated period, the length of that period as well as the date on which it will end).
2. If the request is refused, that Wear Valley District Council still wishes to retire the employee, together with the date when the dismissal will occur.