

MINUTES

Community Services Scrutiny Panel

Tuesday 10th October 2006 at 5.30pm

Present: Councillors Howarth (in the Chair), Hopgood, Kinghorn, Moderate, Norman, Robinson, Taylor, Walton and Young.

Also Present: Councillors Cowper, Gibbon, Kellett, Marsden, Stoddart, Thomson and Turnbull.

Angelo Moscardini	-	Head of Property Services
Mike Thompson	-	Head of Community Services
Harry Lee	-	Operations Manager

1. Apologies for Absence

Apologies for Absence were received from Councillors Griffin and Hepplewhite.

2. Minutes

The Minutes of the Meeting held on 13th September 2006 were confirmed as a correct record.

3. Review of Council House Repairs

The Head of Property Services, Head of Community Services and Operation Manager were in attendance to update Members with progress made towards the recommendations made following the last review of this topic in March 2006.

Members were advised that ongoing staff training, in conjunction with Property Services, was being given to CityInfo staff. The Customer Services Manager herself had a great deal of experience in this area. There were now 21 full time trained repairs staff, together with 4 FTE part time staff, giving a total of 25.

The Head of Community Services advised that 3 vacancies had now been filled, and a further 2 were being recruited. He was confident that peak period demand could now be met.

A new booklet giving tenants property details to assist them in reporting repairs was currently being prepared. Further training for staff would take place on this. It was asked whether the booklet could be provided to Members for reference in case a resident asks them for assistance. The Head of Property Services confirmed that this was possible.

The Head of Property Services circulated information showing the 56% decrease in the repairs backlog. One Member commented that the amount of decrease appeared to be unrealistically substantial. The Operations Manager explained how the figures had been achieved, and while the Head of Property Services acknowledged that these figures could be described as a 'snapshot' of the time they were produced, he confirmed that the necessary staff were available to bring about this reduction in the backlog. The HPS also extended an invitation to any Members who wished to visit Dragonville for a demonstration of the repairs reporting and management systems. After due consideration, it was agreed that in view of the forthcoming procurement of a new computer system, this would be inappropriate at the present time. Members requested a full breakdown of the number of staff by trade. This information would be provided by the Head of Property Services, and circulated to Members.

Also circulated were the results of the Repairs Satisfaction Survey, which indicated a high level of satisfaction in all areas. Members agreed that these results were very positive. One Member noted that Members generally only became involved in complaints about the service and are not contacted when things are going well.

Members were advised that the voids tracking system was working well, with Property Services having now taken responsibility for what were previously 'grey' areas. The process was becoming much more efficient, with properties being returned to Housing more rapidly. Details of void turnaround times for the last four years, together with information for the current year to date were circulated to Members. It was noted that the target for this year had already been achieved.

The Chairman and Members of the Panel expressed their thanks to officers for the progress and improvements made, and agreed a review date of February/March 2008 following the installation of the new computer software.

A report for Scrutiny Committee would be prepared on this topic and would be circulated to Panel Members prior to being submitted to the Scrutiny Committee.

4. Gypsy/Traveller Sites

Sue Green from the Travellers Education Service at Durham County Council had been in attendance earlier in the Meeting. Regrettably, due to another commitment, she had had to leave before the Panel had had the opportunity of speaking to her. She had left some useful information which the Chair advised would be made available in the Members' Room, with selected parts being circulated to Members. The Chairman indicated that she would contact Sue Green thanking her for her attendance and the information she provided, and inviting her to a future Meeting of the Panel.

Note: *Information regarding the number of caravan sites within the District, and details of unauthorised encampments, which had been requested by Members at a previous Meeting, had been prepared and circulated with the Agenda papers for this Meeting.*

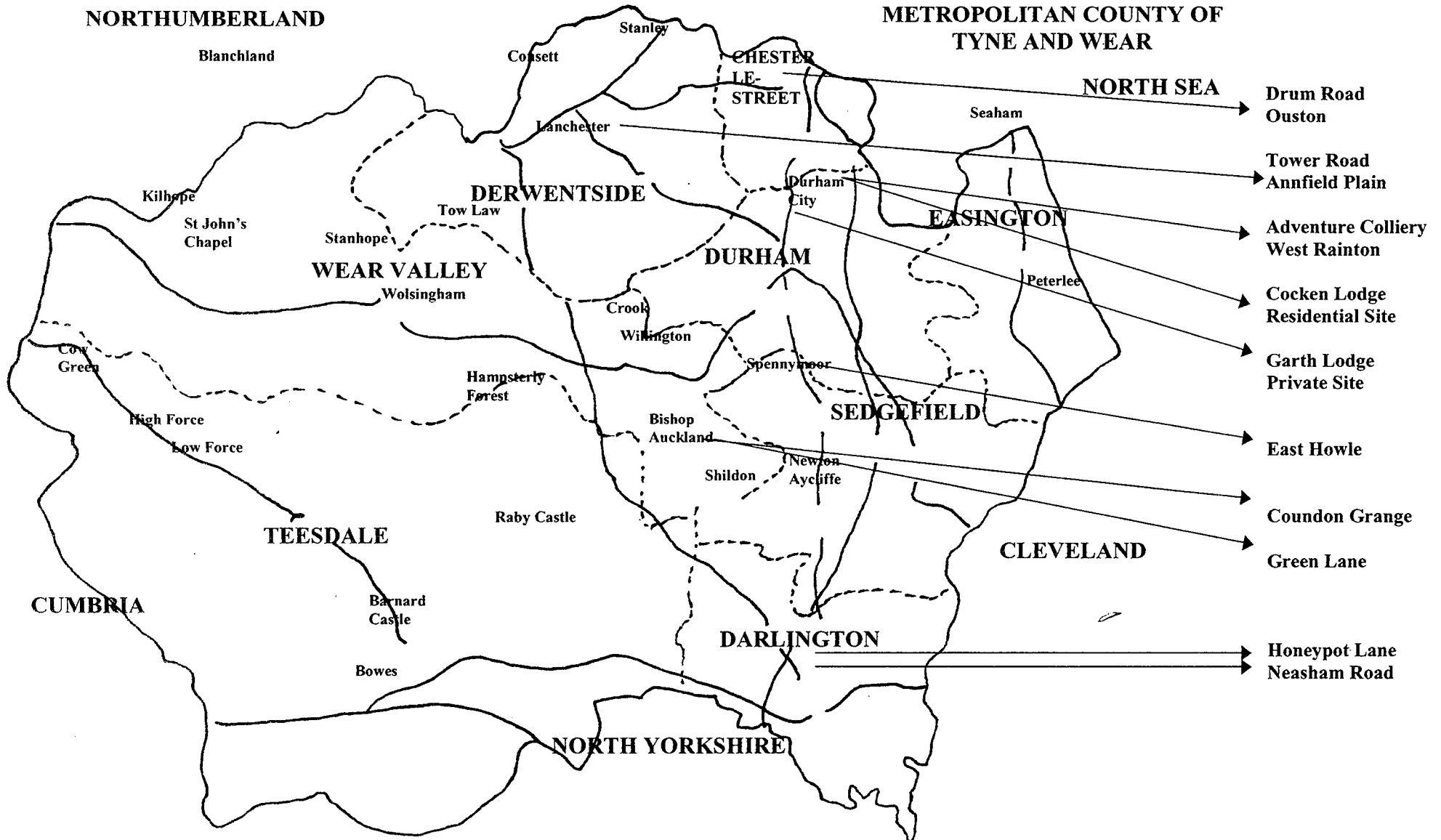
5. Any Other Business

- (a) The Chairman advised Members that the Housing Manager would be in attendance at the next Meeting to review the Scrutiny of Council Garages.
- (b) There was a request for Housing Allocations to be reviewed. The Chair reminded members that a presentation on choice based lettings had been requested by the Panel and that this had been agreed. She suggested that any decision on further scrutiny of Housing Allocations would be best left until after that presentation.

The Portfolio Holder for Housing advised that if possible, a presentation would be arranged in the New Year.

The Meeting terminated at 6.30 pm

Authorised Traveller Sites in Durham



Ethnic Minority and Traveller Achievement Service

September 2006 – July 2007

The Ethnic Minority and Traveller Achievement Service (EMTAS) promotes inclusion and equality of opportunity to ensure improved outcomes for minority ethnic and Traveller children, young people and their families.

The Service is commissioned to:

- 1. To ensure access to universal services for minority ethnic and Traveller children and young people and their families, the service will work strategically with all partners by:**
 - supporting school leadership and management, through the process of self-evaluation, to develop their inclusive practice for all pupils,
 - supporting school's policies and action plans in relation to raising the achievement of minority ethnic and Traveller pupils and meeting their duties under race legislation,
 - working with all key partners, towards an integrated approach of provision, for minority ethnic and Traveller children, young people (0-19) and their families.

- 2. To increase the capacity of all partners to improve outcomes for minority ethnic and Traveller children, young people and their families by:**
 - supporting the outcomes of school self-evaluation, in order to raise achievement of minority ethnic and Traveller pupils.
 - supporting the outcomes of self-evaluation in order to promote race equality and celebrate diversity.
 - facilitating the sharing of good practice

- 3. Offering targeted and specialist support for minority ethnic and Traveller children, young people and their families, with emphasis on prevention and early intervention by:**
 - continuing to be advocates for minority ethnic children, young people and their families,
 - offering early years outreach work for Gypsy and Traveller families
 - supporting access to education, with priority given to roadside Gypsy and Traveller children and young people
 - providing mobile provision for highly mobile Gypsies and Travellers, where there are practical difficulties accessing mainstream school.
 - offering focussed, time limited induction packages to schools in order to support the effective induction of minority ethnic and Traveller pupils.
 - offering packages where appropriate, beyond the induction period, to meet the needs of EAL pupils, ethnic minority and Traveller pupils.
 - supporting schools with statutory assessments, with priority given to pupils with EAL.
 - supporting the transition of pupils across key stages.

4. support the promotion of race equality and the celebration of diversity in *all* Durham schools by:

- working in partnership with schools to support the identification of general strengths and areas of development through the process of self-review, in relation to:
 - the development of race equality policy action plans
 - procedures for recording, reporting and responding to racist incidents
 - curriculum development to promote race equality
 - involving parents, community groups and local organisations
- facilitating access to resources and projects to promote race equality
- supporting priority areas of development through partnership working, consultancy, LA CPD training and negotiated sessions with school staff.
- facilitating the sharing of good practice between schools.

Access to the Service

All schools with minority ethnic and Traveller pupils on roll, can access the service. For these schools, the core support is free at the point of delivery.

- The service manager will make the final decision as to the level of support that can be offered within the capacity of the services.
- For interpretation and translations, there is a limited amount of funding. Schools will be asked to contribute beyond a basic level.
- Support to fulfil statutory duties on issues of race equality is available to All Durham schools.

Location of the Service

Sue Green

Co-ordinator

Ethnic Minority and Traveller Achievement Service

Broom Cottages Primary and Nursery School,

Ferryhill,

County Durham,

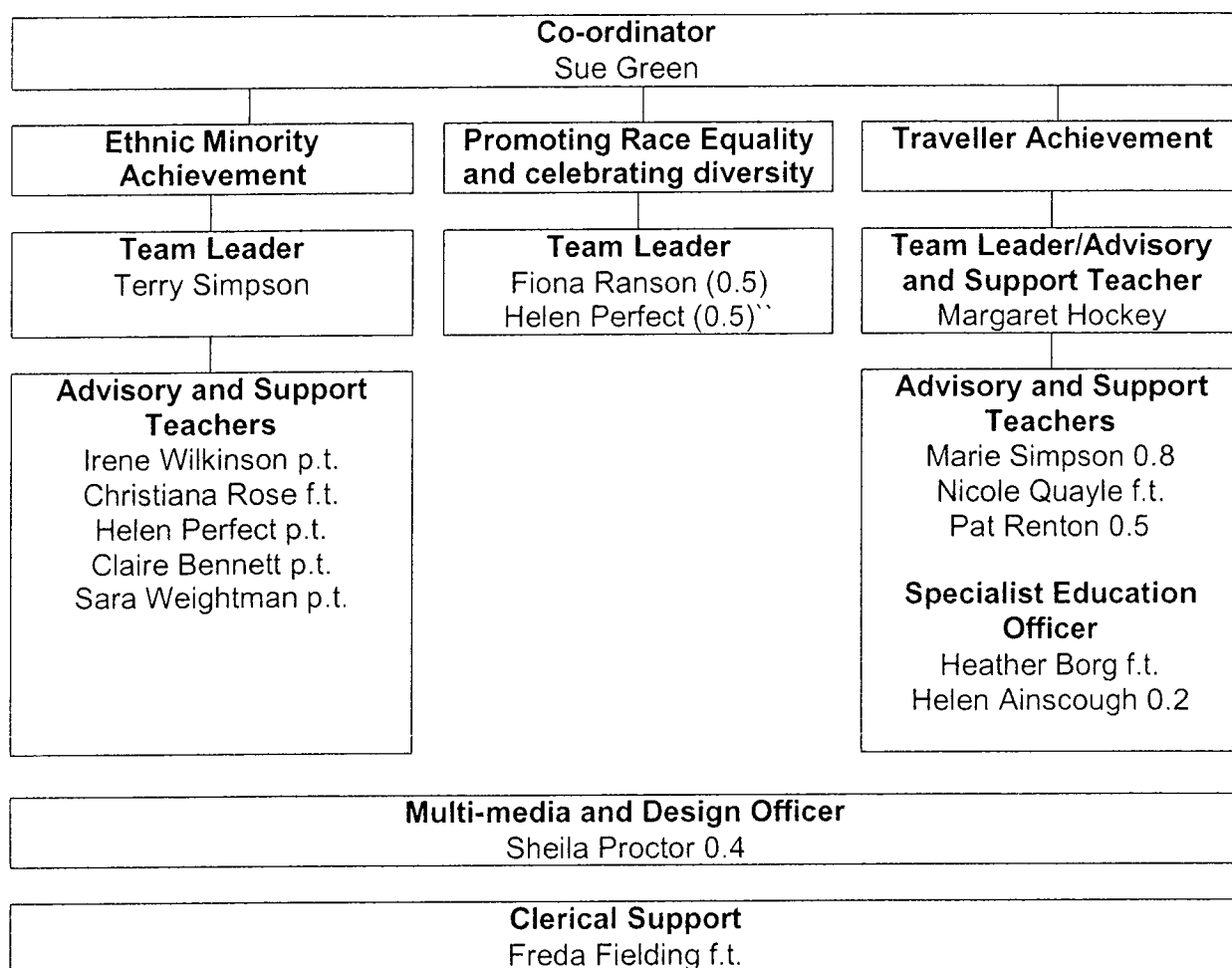
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email: sue.green@durham.gov.uk

Structure of the Service



A Place to live for Gypsy Travellers

- In England, caravan counts are carried out twice a year on council and private sites as well as unauthorised sites.
- The lack of places on permanent sites means that one third of Gypsy Travellers live on unauthorised camps, which lack basic facilities and access to schooling and other services is extremely difficult for them
- These families experience involuntary movement because of the Criminal Justice and Public Order Act (1994)
- Two thirds of Gypsy Traveller families live on permanent sites provided by local councils or privately owned. About 70% are described as 'settled' on sites
- In January 2001 there were 13, 301 trailers in all.
- There is also a large group of housed Gypsy Travellers.

Durham Gypsy Travellers

The majority of them live on:

- 3 sites managed on behalf of County Council by District Council
- 2 sites leased to a Traveller who manages them on the County Council's behalf
- 1 site managed directly by the County Council
- 1 private site
- unofficial encampments.

Durham County Council provides 38% of the pitch provision in the North East. It is one of the largest local authority providers of pitches in England. Durham County Council is looking at the need for a consistent and inclusive approach to non-authorised encampments. For more information contact Durham County Council Travellers' Liaison Service on 0191 3740540.



- Every year more families settle permanently, either on sites or in houses, because legislation has created enormous difficulties for those who want to maintain a nomadic lifestyle.
- Most of these families retain a semi-nomadic lifestyle, living either in houses or on authorised sites over the winter months and travelling in the late Spring, Summer and early Autumn. (Some travel to the continent to Spain, France or Germany whilst others remain in the UK).
- The Education Service for Travelling Children has a Ford Transit mobile classroom, which allows the Authorities to offer education otherwise than at school, where there are practical difficulties accessing these children to mainstream education. It also allows the teachers to carry out an initial assessment prior to school admission, particularly where there are large groups travelling together.



Legal responsibilities

- Local Education Authorities are under statutory obligation, within the provision of the 1944, 1980, 1988 and 1996 Education acts to provide education for all children of school age living in their administrative area, whether permanently or temporarily.
- The requirements of school attendance are outlined in the 1944 and 1993 and 1996 Education Acts.
- Out of school provision as a statutory requirement for LEAs is detailed in the 1993 and 1996 Education Acts.

GET OBJECTIVES FOR CHILDREN'S GRANT AND PUT HERE!!!!!!!!!!!!!!

Additional support for Gypsies and Travellers

"To secure improved access to education for vulnerable children, in particular, to provide high quality education for those unable to attend school or whose circumstances make it difficult for them to do so; to support attendance, integration or reintegration into school; and to provide additional educational support to enable vulnerable children to achieve their full potential. The main focus of the grant is on school-age children but this does not limit local education authorities from taking a wider view and supporting children aged 0 – 19 years, in support of the targets. Key groups are: looked after children; children who are unable to attend school because of medical needs; Gypsy/Traveller children; asylum seekers; young carers; school refusers; teenage parents; and the reintegration of young offenders."

Secondary Education for Gypsy and Travellers

- There is a strongly felt suspicion of education at the secondary phase. A belief that much of the curriculum is irrelevant to Gypsy Traveller interests and lifestyles, combined with a fear that prolonged schooling may erode a confident cultural and ethnic identity, and weaken their physical resistance to the rigours of a nomadic life, are but some of the assumptions which may underpin much of this suspicion.
- Many Gypsy parents view secondary schools as a threat to their strongly held moral values surrounding girl/boy relationships, formal and informal sex education and drug addiction.
- As mentioned previously, economic roles and child-care responsibilities frequently depend on adolescent members of the family.
- If children have acquired basic educational skills during the primary years then prolonged secondary schooling is viewed by some parents as an impediment to maturity. Secondary schools can also be places where racist bullying can be most corrosive, again a constant fear frequently based on parents' painful personal experiences.
- Gypsy parents see their customs and moral values as important and worth retaining.
- The persistence and maintenance of their way of life depends heavily on avoiding experiences and influences which threaten to erode their value system.
- Impressionable youngsters in secondary school are seen to be vulnerable in this context.

Obstacles to Gypsy Travellers Accessing Education

Many Gypsies and Travellers have a positive attitude to formal education, especially the acquisition of basic literacy and numeracy skills, but they also value and wish to maintain their cultural identity. There remain, therefore many obstacles to Traveller children accessing education.

- Their nomadic lifestyle, which necessitates some pupils either having short periods of time in school, mobile provision if available, or no provision at all. Travellers across the country who are living on unauthorised sites face involuntary movement due to the Criminal Justice Public Order Act.
- The isolation or physical proximity to services, including schools and a lack of basic facilities on some sites
- The effects of prejudice from the settled community
- There are some cultural aspects of Gypsy family life which may clash with the culture of some schools and create hindrances to access and regular attendance.
- The resistant attitudes of some parents
- Some Gypsy children find it hard adjusting to an indoor environment. The children may be very reluctant about changing for PE or about removing earrings.
- School trips and swimming may be declined owing to the fears parents may harbour about the care and safety of their children when out of school.
- Older Gypsy children will be expected to protect younger ones when at school, and after puberty, be expected to take on further adult roles within the family.



The moral code within many Gypsy Traveller families can be very strict. Sex education would generally not be well received without prior parental consultation. Young girls are not generally allowed to mix alone with the opposite sex after puberty. This can cause mutual anxiety and difficulties for pupils, parents and schools.



The Education of Children from Fairground Families

- Fairground families are generally interested in formal education for their children including secondary education.
- In the main, children attend their local schools during the winter season.
- However, a nomadic lifestyle has often prevented most Fairground children from gaining a continuous education.
- The routines of the peripatetic fairground business require a high level of regular and often frequent movement. The travelling season is long; it generally starts in early Spring and lasts till the late Autumn. Recent evidence suggests that the season is being lengthened at both ends owing to the effects of the economic recession.
- A very small proportion of these children avoid the educational discontinuity engendered by this life by being placed in boarding education or staying with relatives.
- The rest travel with their families throughout the season and have in the past either moved from one school to the next or have not attended school until the family returned to its winter quarters.



The Education of Circus Children



- As with Fairground and Gypsy Traveller families, access to education is complicated by a nomadic lifestyle.
- Despite this, parents are generally very keen for their children to receive a sound and satisfactory education.
- The educational choices are similar to those faced by Fairground families, although in many cases, this is compounded by less well-established links with winter based schools, if at all, and some of the children speaking first languages other than English.

Commission

September 2005 - July 2006

The Service aims to:

- improve outcomes for minority ethnic and Traveller children, young people and their families. In line with local and national drivers, the service will work with all partners to:
 - ensure access to universal services
 - increase the capacity of all partners to meet the needs of these groups
 - targeted and specialist support with emphasis on prevention and early intervention.

- support the promotion of race equality and the celebration of diversity in all Durham schools.

Service Delivery Commission

1. To ensure access to universal services for minority ethnic and Traveller children and young people and their families, the service will work strategically with all partners by:

- a. supporting school leadership and management, through the process of self-evaluation, to develop their inclusive practice for all pupils,
- b. supporting school's policies and action plans in relation to raising the achievement of minority ethnic and Traveller pupils and meeting their duties under race legislation,
- c. working with all key partners, towards an integrated approach of provision, for minority ethnic and Traveller children, young people (0-19) and their families.

2. To increase the capacity of all partners to improve outcomes for minority ethnic and Traveller children, young people and their families by:

- a. supporting the outcomes of school self-evaluation, in order to raise achievement of minority ethnic and Traveller pupils. This will include:
 - developing inclusive practice for all children,
 - monitoring and analysis of data,
 - teaching and learning styles,
 - curriculum development,
 - strategies for pupils with EAL,
 - strategies for improving attendance,
 - developing partnerships with parents and the community.

- b. supporting the outcomes of self-evaluation in order to promote race equality and celebrate diversity. This will include:
 - policy and action planning,
 - planning curriculum enrichment,
 - cultural awareness for staff,
 - supporting schools with reporting, recording and responding to racist incidents.

- c. facilitating the sharing of good practice through:
 - supporting the CPD programme for schools,

- presenting exemplars at consultation meetings,
- organising meetings of staff from groups of schools,
- developing an EMTAS website.

3. Offering targeted and specialist support for minority ethnic and Traveller children, young people and their families, with emphasis on prevention and early intervention:

- a. continuing to be advocates for minority ethnic children, young people and their families,
- b. offering early years outreach work for Gypsy and Traveller families. The services will continue to:
 - support families to have access to good quality play and learning opportunities,
 - develop learning material to encourage family learning,
 - support access to Foundation Stage provision.
- c. supporting access to education, with priority given to roadside Gypsy and Traveller children and young people. The service will:
 - liaise with new families, nurseries, schools and LEA officers, in order to secure nursery and school places,
 - accompany parents/carers on visits to nurseries and schools,
 - share information, in order to facilitate successful induction,
 - work in partnership with the Education Welfare Service, where there are breakdowns in placements.
- d. providing mobile provision for highly mobile Gypsies and Travellers, where there are practical difficulties accessing mainstream school. The service will continue to:
 - work with the Travellers' Liaison Service staff in Durham, in order to respond to need,
 - review and develop assessment packages, teaching and learning strategies,
 - review and develop recording systems.
- e. offering focussed, time limited induction packages to schools in order to support the effective induction of minority ethnic and Traveller pupils. The package has a dual focus:

i. Pupil and family focus

This will include:

- Identification of need, including initial assessment,
- liaising with parents/carers/other agencies/previous school,
- offering short term teaching support when appropriate,
- providing specific strategies for pupils with EAL.

ii. School Improvement focus (increasing capacity)

This will include:

- advice and guidance,
- awareness raising for all school staff/new staff,
- provision of information and advice to schools,
- advice on documentation,
- loan of resources.

- d. offering packages where appropriate, beyond the induction period, to meet the needs of EAL pupils. These will include:
- identification of needs, including initial assessment,
 - supporting the development of a stress free environment,
 - tracking of pupil progress,
 - lesson planning and methodology,
 - development of resources,
 - supporting and utilising bilingual skills.
- g. offering in line with service criteria, continued post-induction support to raise the attainment of minority ethnic and Traveller children and young people.
- h. supporting schools with statutory assessments, with priority given to pupils with EAL. This will include:
- advice and support relating to assessment of minority ethnic pupils at the Foundation stage,
 - identification and targeted support for areas of weakness in the core subjects leading up to SATs and GCSEs,
 - guidance and support relating to assessment arrangements,
 - facilitating access to GCSEs in community languages,
 - advice and support to families.
- i. supporting the transition of pupils across key stages:
- Foundation Stage- Key Stage 1**
This will include:
- working with foundation practitioners, Key Stage 1 staff, children and parents to prepare for transfer.
- Key Stage 2-3**
This will include:
- working with primary and secondary school staff, pupils and parents, in order to prepare for transfer to Key Stage 3
- Key Stage 3-4**
This will include:
- working in partnership to support the retention of young people in the education system,
 - liaising with other agencies to develop customised packages, including alternative provision,
 - offering guidance regarding options for yrs. 10 and 11 with pupils and parents.
- j. the SEO to work in partnership with LEA departments, the Education Welfare Service, schools, pupils and parents, the Specialist Education Officer (SEO) will support the improved attendance of minority ethnic and Traveller pupils. Priority will be given to Gypsy and Traveller children and young people.
- k. supporting the retention of pupils within secondary school.
- working in partnership with young people, parents schools, the Education Welfare Service, schools and providers of alternative provision.

- l. supporting education, employment and training beyond 16
 - working in partnership with Connexions and other providers.

- m. involving children and young people in decision making. This will include:
 - negotiating a suitable programme of study which best meets their language and learning needs,
 - monitoring and amending the programme of study as appropriate
 - working in partnership with other agencies to inform and consult on opportunities available in the wider community, including suitable work experience placements and additional educational experiences,
 - working in partnership with other agencies to inform and consult with young people on personal and social issues.

- n. monitoring elected education otherwise by:
 - informing parents of their rights and responsibilities, regarding EOTAS provision,
 - supporting LEA officers, when appropriate to monitor such provision.

- o. working in partnership with school staff to support the delivery of a multi cultural/anti-racist curriculum. This will include:
 - developing and identifying appropriate resources,
 - partnership teaching,
 - the development of projects.

Access to the Service

All schools with minority ethnic and Traveller pupils on roll, can access the service. For these schools, the core support is free at the point of delivery.

- The service manager will make the final decision as to the level of support that can be offered within the capacity of the services.

- For interpretation and translations, there is a limited amount of funding. Schools will be asked to contribute beyond a basic level.

Location of the Service

Ethnic Minority and Traveller Achievement Service
 Broom Cottages Primary and Nursery School,
 Ferryhill,
 County Durham,
 DL17 8AN
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 Fax: 01740 657792
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Report of Community Services Scrutiny Panel

SCRUTINY OF COUNCIL GARAGES

The Panel had been tasked with scrutinising the Letting of Durham City Council Garages due to concerns raised by Members that some garages were being used inappropriately.

1. Background

Durham City Council owns 1,059 garages situated in various locations across the District. The City Council's garages are managed by the Housing Officers and are allocated on a first come, first served basis. They are available to both Council Tenants and non-Council Tenants, and no distinction is made between the two in the allocation process. However, the rent paid by Council House Tenants for garages is slightly less than that paid by non-Council House Tenants, as VAT is charged to non-Council Tenants.

The issue of inappropriate use of, and the running of businesses from, Durham City Council owned garages has been brought to Members' attention. It was discovered that the City Council had no Policy relating to the letting of its garages and it was suggested that there were some instances of the Tenancy Agreement not being adhered to. A copy of the current Tenancy Agreement is attached as Appendix A.

It was decided, therefore, to scrutinise Council garages, and investigate any issues/problems surrounding the garages and their use.

2. Aims

(a) Current Situation

The purpose of the scrutiny was to:----

- (i) Look at the number of garages owned by the City Council;
- (ii) Their locations across the District;
- (iii) Investigate the number of void garages and their locations;
- (iv) Look at the level of rent charges;
- (v) Consider tenants' use of the garages.

(b) Tenancy Agreement & Policy

The Panel wished to examine the Tenancy Agreement and to use this as a basis for formulation of a Policy governing the letting of Council garages.

Matters the Panel wished the Policy to incorporate items such as the payment of rent (frequency and amount of), use of the garage for storage of materials (other than private vehicles) and the issue of use of the garages for motor vehicle repairs.

(c) Future Provision

- (i) Members also considered the issue of whether it is necessary to retain the garages in all or some areas of the District, particularly such areas where there were a high level of voids and a lack of demand.
- (ii) The cost of managing and maintaining the garages was also to be scrutinised to determine the financial practicalities of letting garages. The financial viability of the garages can be found at Appendix C.

3. Actions

Other Local Authorities in the area were contacted to establish whether they currently had a Policy on their garage lettings. None of the Authorities contacted had such a Policy.

Information was obtained from Housing Services who are responsible for the letting and management of Council garages. This information included the number and locations of all the garages owned by Durham City Council. The Panel also looked at the rent charged, compared this to the repairs required to the garages and considered whether this was a cost-effective and constructive use of Council resources.

Members looked at the current waiting lists for garages and queried why in some areas there were waiting lists even though there were a number of void garages in the same area. It was discovered that in some cases the void garages were unsuitable for re-let due to disrepair or that they were inconveniently situated, for prospective Tenants. In some cases, vandalism was a concern, particularly where there were a high number of adjacent void garages. Vandalism has implications on the cost of repairs, and as such, Members looked at repairs that were carried out to the garages during the financial year 2004-2005 and the costs associated.

The Panel felt that the Tenancy Agreement should be clearly displayed on-site within all garages, having been signed by the Tenant. This would ensure that the Tenants would be aware of the terms and conditions attached to the use of the garage and that this may go some way towards preventing inappropriate use by Tenants. However, it was noted that this may cause further problems in the case of vandalism or theft, and in any event, all Tenants were required to sign the Tenancy Agreement and were provided with a copy for their retention.

The issue of inspection of the garages was also considered to be important. It was felt that Officers should carry out inspections on a regular basis, although it was appreciated that the Officers could only devote a certain amount of time to this due to other workload constraints. Members could also be involved in the inspection process by helping to identify issues such as inappropriate use or vandalism, thus allowing resolution of these issues before they become major problems or a public nuisance.

4. Outcomes

(a) Current Situation

- (i) There are currently 1,059 garages in the ownership of Durham City Council situated across the District
- (ii) As of 29th August 2005, 116 of these garages were void
- (iii) The rent charge for Council Tenants is in the sum of £3.70 per week and in most cases is paid in conjunction with the Tenant's rent for their property. The weekly charge to non-Council Tenants is £4.65 per week as it is inclusive of VAT
- (iv) Tenant misuse of Council owned garages needs to be prevented. Any such misuse can be reported to Housing Services Department direct by residents or by Members.

(b) Tenancy Agreement & Policy

Members agreed that the Tenancy Agreement should be updated to help emphasise permitted use of the garages to the current and prospective Tenants.

There was considerable discussion about the Tenancy Agreement and whether it was necessary for the Agreement to contain the Tenant's name and address as this would be displayed inside the garage. However, concerns were expressed about the risks involved if Tenants could be identified. Members were advised that the Tenant and the Council should retain copies of the signed agreement and for the above reasons; it was decided not to recommend the display of the Agreement within the garages.

It was agreed to recommend that the rent charged should be reviewed and/or increased if appropriate

Members also felt that a Policy is required regarding the letting of Council garages and it should include: --

- a) The rent levels, and methods and frequencies of payment of the same.
- b) Establish inspection routines and involve Ward Members and Neighbourhood Wardens.
- c) Enforcement of the conditions of tenancy, in particular issues related to storage or repair misuse.
- d) Management issues for the garages.
- e) A long-term plan for the future of the garages – area based over 5 years.

5. Recommendations

(i) Conditions of Tenancy

That the conditions currently contained in the Tenancy Agreement be amended to take into account issues revealed during the scrutiny. A copy of the Panel's suggested alterations are attached as Appendix B.

That current and future tenants agree to the amended Tenancy Agreement.

(ii) Inspection

That when Tenants receive their copy of the Agreement, they should be informed of the intention that the garages to be inspected.

(iii) Current Garages

That any problems or repairs relating to garages and their letting are resolved as soon as possible. For example, problems with garage numbering (as currently seen in Brandon).

(iv) Policy on the Letting of Council Garages

(a) That a policy on the letting and management of Council garages be prepared as soon as possible and referred to Scrutiny prior to submission to Cabinet.

(b) That the policy include the following: -

- Terms and Conditions of the tenancy as contained in the Conditions of the Tenancy Agreement. This should also include reference to the various responsibilities of both the City Council and the Tenant.
- Charges and methods of payment and that monthly is payment preferred.
- Inspection and management procedures. It is suggested that Members could be involved in the inspection process, along with the Neighbourhood Wardens to then report on the general state of the sites.
- That a database be maintained detailing the state of occupancy of all City Council owned garages. Details of long term void garages (for example over 6 months) to be noted and the Council to consider measures to increase uptake thereof to help prevent street parking.
- It is the Council's intention to continue the balance of income from garages against the cost of repairs to the garages.

(v) Future Provision

- (a) That a database, as recommended in the Policy above, be maintained.
- (b) That inspection routines be developed.
- (c) That good value repairs are balanced against income received from the garages, and that the situation is reviewed regularly. Problems upon becoming apparent should be dealt with as soon as possible.
- (d) That the Council considers the demolition of garages in areas where there is no demand, as has already happened in Esh Winning, Framwellgate Moor, Ushaw Moor and Brandon (Open parking space may be preferable in some areas). Residents should be consulted with regard to this change and these measures to be formulated into a 5 year plan.
- (e) That this Scrutiny be reviewed in December 2006.