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Michael Laing Chief Executive

19th February 2008

Dear Councillor,

I hereby give you Notice that a Meeting of the **COMMUNITY SERVICES COMMITTEE** will be held in the **COUNCIL CHAMBER, CIVIC CENTRE, CROOK** on **WEDNESDAY 27th FEBRUARY 2008** at **6.00 P.M.**

AGENDA

1. Apologies for absence.

2. Declarations Of Interest

Members are invited to declare any personal and/or prejudicial interests in matters appearing on the agenda and the nature of their interest.

Members should use either of the following declarations:

Personal Interest – to be used where a Member will be remaining and participating in the debate and any vote:

I have a personal interest in agenda item (...) regarding the report on (...) because I am (...)

Personal and Prejudicial Interest – to be used where a Member will be withdrawing from the room for that item:

I have a personal and prejudicial interest in agenda item (...) regarding the report on (...) because I am (...)

Officers are also invited to declare any interest in any matters appearing on the agenda.

NOTE: Members are requested to complete the enclosed declarations form and, after declaring interests verbally, to hand the form in to the Committee Administrator.

3. To consider the Minutes of the last Meeting of the Committee held on ***insert date*** as a true record.

Copies attached

4. To consider proposals to suspend double depth burials.

1 - 2

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|-----|---|---------|
| 5. | To consider management and delivery arrangements for the Positive Futures programme. | 3 - 5 |
| 6. | To consider establishing Neighbourhood Service Teams. | 6 - 9 |
| 7. | To receive a Community Department Equality and Diversity update. | 10 - 14 |
| 8. | To consider the Neighbourhood Arrangements Action Plan 2007 – 2009. | 15 - 35 |
| 9. | To consider a Community Department Service Plan implementation update. | 36 - 53 |
| 10. | To consider changes to the way in which stray and abandoned dogs are to be dealt with by the Authority. | 54 - 56 |
| 11. | 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. | |

Yours faithfully



Chief Executive

Members of this Committee: Councillors Mrs Bolam, Mrs Carrick, Gale, Mrs Hardaker, Harrison, Hayton, Kay, Kingston, Laurie, Murphy*, Miss Ord, Perkins, Mrs Pinkney, Seabury*, J Shuttleworth, Ward and Zair.

*ex-officio, non-voting capacity.

Chair: Councillor Kingston

Deputy Chair: Councillor Laurie

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

DECLARATIONS OF INTEREST FORM

NAME AND DATE OF COMMITTEE	AGENDA ITEM NUMBER	NATURE OF INTEREST AND REASONS	PRINT NAME	SIGNATURE



COMMUNITY SERVICES COMMITTEE

27 FEBRUARY 2008

Report of the Strategic Director for the Community
DOUBLE DEPTH BURIALS – HEALTH AND SAFETY ISSUES

purpose of the report

To inform Committee of proposals to suspend double depth burials.

background

1. Members will be aware that the Council offer a 'double depth' burial service whereby two internments can be made in the same burial space. This has the potential advantage of saving space within our cemeteries and churchyards.
2. The process involves the excavation of sufficient depth to ensure two caskets can be placed one on top of another. Single depth excavations are generally four foot six inches with double depth excavations six foot deep.
3. Recently a combination of poor ground conditions and saturated earth has resulted in the collapse of a number of double depth excavations. Fortunately there were no injuries to either operatives or the general public.
4. The Council's Health & Safety Manager has subsequently visited all cemeteries and churchyards and has assessed the risks associated with the excavation of double depth burials.

findings

5. The Health and Safety Manager undertook an extensive survey and recommended that, where ground conditions will not support excavation of double depth graves, the use of double depth graves be suspended.
6. Your officers have acted on this recommendation and following consultation with the Leader of the Council and Chair of Community Services Committee have written to all funeral directors informing them of the suspension.

7. This suspension is temporary and will be removed on the advice of the Health and Safety Manager should it be deemed that ground conditions have improved. Members will be informed of any future changes to this situation.

RECOMMENDED

1. Committee approves the suspension of double depth burials subject to health and safety assessment.

Officer responsible for the report
Michael Laing
Strategic Director for the Community
Ext 368

Author of the report
David Milburn
AD Policy & Resources
Ext 379



COMMUNITY SERVICES COMMITTEE

27 FEBRUARY 2008

Report of the Strategic Director for the Community **POSITIVE FUTURES**

purpose of the report

To seek Member approval for the continuation of the management and delivery arrangements for the Positive Futures programme across Wear Valley and Teesdale for the period 2008/2009 – 2010/2011.

background

1. Committee will recall that they approved the management and delivery arrangements for the Positive Futures Programme for Wear Valley and Teesdale District Council areas on 14 March 2007.
2. Positive Futures is a national sports-based social inclusion programme aimed at marginalised 10 to 19 years-old in the most deprived areas. By engaging such individuals in sport and other activities, Positive Futures aims to build relationships between responsible adults and young people based on mutual trust and respect in order to create new opportunities for alternative lifestyles. The programme aims to use sport as a catalyst to encourage participants to make decisions for themselves, and to take self-determined steps towards a positive future. Steering young people towards educational and employment opportunities are at the heart of the programme's agenda.
3. In Wear Valley, as with other Durham Districts, the programme aims to target all marginalised young people but with a particular emphasis on those at risk of offending and those who have offended. The programme offers a range of activities either exclusively or in partnership with Wear Valley's Community Physical Activity Co-ordinator (CPAC) Programme. In fact, this Council's existing experience of delivering physical activity through the CPAC Programme was one of the primary reasons for our initial selection to manage the Positive Futures programme across both Wear Valley and Teesdale.
4. Young people are referred to the programme from a number of agencies including the Police, Connexions, Youth Inclusion programme (YIP), Behavioural Improvement Programme (BIP), and Social Services. However, because many of the young people are only willing to attend if accompanied by their peers, who are themselves classified as at risk because of their association with the main target group, the end result is that we provide a much broader service that reaches out across the District.

current arrangements

5. During 2007/2008 the Positive Futures Programme, in conjunction with the CPAC Programme, has been able to broaden its work delivering both physical activity and education based workshops. This is done in partnership with the referring agency and allows for dedicated one to one time between the referring body and the young person.
6. To date the project has been externally funded by Crime Concern and the Youth Justice Board via Durham County Council, Youth Engagement Service. Considerable success in terms of the engagement of young people and providing opportunities to them has already been achieved and in total 266 young people have participated in the programme. The table below provides details of how this figure breaks down.

Total number of young people involved in activities	266 young people	100%
Number of involved participants for 12 weeks plus	185 young people	69.55%
Number of stopped participants (no contact in past 12 weeks)	81 young people	30.45%
Number of males	196 males	73.68%
Number of females	70 females	26.32%
Number of males involved in programme	124 males	46.62%
Number of females involved in programme	61 females	22.93%

future arrangements

7. Officers have now been advised by Durham County Council, Youth Engagement Service that the same level of funding will be available for the financial year 2008/2009. In addition, it has been indicated that funding may be provided until 2010/2011 providing the project continues to succeed in fulfilling its purpose. Given the success of the project over the past year, Durham County Council have also indicated that they wish to continue with the same management arrangements.

human resource implications

8. This ongoing arrangement means that the Cultural Services Officer (Sport) will continue to manage the programme on a day to day basis. This includes budgetary control, monitoring and evaluation, and training of staff for both districts. The Events & Activities Officer and Community Physical Activity Co-ordinators will be involved in the engagement of the targeted group, the delivery of the project and the link between the two programmes.

legal implications

9. There are no legal implications.

financial implications

10. The Positive Futures programme brings with it its own budget of £13,906 per area (Wear Valley & Teesdale), which has enabled us to build and develop our activities and targeting of young people at risk.

crime and disorder implications

11. The very nature of the project is designed to reduce the number of young people entering the criminal justice system through crime and anti-social behaviour. Consequently, the continued delivery and success of this project will assist the Council in achieving its anti-social behaviour targets and also assist the Council in contributing to its Section 17 targets.

RECOMMENDED

1. That Members agree to the Council continuing to provide the lead in managing the project on behalf of Wear Valley and Teesdale District Councils.
2. That Members agree to the existing arrangements with regard to staffing, monitoring, financial information and day to day management of the programme remaining in place for the financial year 2007/2008 and up to 2010/2011 if future funding is forthcoming.

Officer responsible for the report
Michael Laing
Strategic Director
Ext. 368

Author of the report
Mark Farren
Community Support Manager
Ext. 345



COMMUNITY SERVICES COMMITTEE

27 FEBRUARY 2008

Report of the Strategic Director for the Community **ESTABLISHING NEIGHBOURHOOD SERVICE TEAMS**

purpose of the report

To seek agreement of plans to establish a Neighbourhood Service Team (NST) in the Weardale neighbourhood area.

policy context and background

1. Government policy over recent years has highlighted the importance of working at the neighbourhood level. The culmination of much of this debate was the publication of the white paper, Strong & Prosperous Communities, which aimed to foster greater community involvement in local governance and to increase the ability of communities to solve problems for themselves.
2. Significant research with regard to the most effective methods of achieving these desired outcomes has been undertaken as a result of this growing policy position. One of the most prominent studies was undertaken by the Young Foundation and identified the localising of services as one of the "ideal-type strategies" for councils to adopt. The Young Foundation argues its research has shown that, by rethinking how services are delivered and how staff work within communities, councils are able to deliver more responsive, effective and efficient services to their residents.
3. In support of this overall policy direction the Policy & Strategic Development Committee on 19 December 2007 agreed to base neighbourhood operations on three areas within the District, namely Bishop Auckland, Crook & Willington, and Weardale. This decision will see the launch of an Area Partnership for each neighbourhood in March 2008.
4. It is proposed that Wear Valley District Council establish an NST in the Weardale neighbourhood area. This team will pull together existing Street Cleansing, Street Warden and possibly Grounds Maintenance staff and equipment to provide a dedicated team of personnel to deliver certain neighbourhood and environmental services within the Weardale neighbourhood area. Existing services will initially just be provided in a more co-ordinated manner; however, over time the NST may develop into a team of multi-skilled operatives delivering specific services designed around the priorities identified by the Weardale Area Partnership. Should this NST provide the desired outcomes it is planned that similar NSTs will be established in the Bishop Auckland and the Crook & Willington neighbourhoods.

5. The ultimate aim for the project is for each NST to deliver the following services within their neighbourhood based on priorities identified by the relevant Area Partnership:

Litter and detritus removal.

Fly-tipping removal.

Abandoned vehicle removal.

Dog fouling removal.

Enforcement issues.

Playground cleaning and daily inspection.

Grounds maintenance.

Bulky rubbish collection.

Street warden service.

6. In order to ensure close links are established between the NST and the neighbourhood it serves, including maximising the responsiveness of the NST to the neighbourhood's priorities, it is planned that each NST will eventually:

Be based at and operate from a 'depot' facility sited in each neighbourhood.

Where possible, be staffed by people who reside in the neighbourhood area covered by the NST.

Work closely with the relevant Area Partnership established as part of the current neighbourhood arrangements project.

7. The range of services provided will initially be limited by existing equipment and staffing restrictions; however, existing plans should enable the majority of these to be addressed in 2008/2009. The exception to this may be the ability to incorporate grounds maintenance into the NSTs, which may have to wait until the award of a new contract in April 2009 if Sones are not open to exploring this new service delivery model.

consultations

8. It is hoped that consultation on the establishment and operating principles for the Weardale NST can be conducted through the Weardale Area Partnership following its launch in early March 2008. However, should this group not wish to be involved in the project, consultation will be undertaken with relevant Parish/Town Councils and via a focus group of residents from the area.

9. A similar process of consultation would also be undertaken in both the Bishop Auckland and the Crook & Willington neighbourhoods when a decision is made to create NSTs for these areas.

timescales

10. If agreed, the intention is to have a basic Weardale NST established within six weeks with a fully functioning team for each neighbourhood to follow. At this stage it is not possible to set out a specific timetable for the full programme because of the number of factors still to be decided.

monitoring

11. The outputs of the NSTs will continue to be included in the results currently reported by the Community Department with regard to performance and satisfaction against BVPIs and LPIs. However, in addition, there will be some requirement to respond to and report against the priorities identified by the relevant Area Partnership, which will be agreed as part of the consultation process.

financial implications

12. The establishment of the initial NST for Weardale will have no financial implications because it will simply involve reorganising existing resources to create the NST. However, if the ultimate aim of establishing fully functioning NSTs in each neighbourhood is to be realised, there will undoubtedly be financial implications in the future. Examples of possible implications include costs to ensure all NST staff are trained for all roles, costs associated with establishing neighbourhood 'depots', salary costs resulting from job evaluation of the new multi-skilled roles, costs resulting from the redesign of services at the request of area partnerships, etc. Any such implications would be included in future progress reports and, therefore, be subject to Committee approval.

legal implications

13. The establishment of the initial NST for Weardale does not create any legal implications because existing service delivery standards and methods that have been designed to comply with all relevant legislation will continue to apply. However, as the project develops to potentially include multi-skilled NST operatives and the redesign of services to match the priorities identified by the relevant area partnership, potential implications could be created. Any such implications would be included in future progress reports and, therefore, be subject to Committee approval.

human resource implications

14. It is envisaged that all staffing required to establish NSTs in the District's three neighbourhoods can be met from existing resources; however, if the ultimate aim of NST operatives being multi-skilled workers able to deal with all

neighbourhood issues is to be achieved, there will be Human Resource implications with regard to providing such staff.

crime and disorder implications

15. Although the establishment of NSTs will not directly bring about a reduction in crime and disorder, the decision to operate at neighbourhood level might. Research has shown that the more communities are involved in their neighbourhoods the more they are willing to tackle other issues like anti-social behaviour.

conclusion

16. The establishment of NSTs is a major initiative designed to improve the quality of services provided to residents. If successful, the NSTs should help contribute towards enhancing the feeling of pride that residents have in their neighbourhood and thus increase their willingness to take ownership of the problems their neighbourhood faces.

RECOMMENDED

1. Members note the contents of the report.
2. Members support the concept of establishing NSTs.
3. Members direct Officers to establish a basic NST for Weardale and further explore the implications of establishing fully functioning NSTs in all three neighbourhoods.
4. Members receive reports on progress with the project.

Officer responsible for the report

Michael Laing
Strategic Director
Ext. 368

Author of the report

Mark Farren
Community Support Manager
Ext. 345



COMMUNITY SERVICES COMMITTEE

27 FEBRUARY 2008

Report of the Strategic Director for the Community **EQUALITY AND DIVERSITY UPDATE – COMMUNITY DEPARTMENT**

purpose of the report

To inform Community Services Committee of the work currently being undertaken within the Community Department in relation to Equality and Diversity and to seek approval for further work to be undertaken.

background

1. The Community Involvement Team has been established since July 2007 and part of the remit for the team is to oversee issues relating to access to services and equality and diversity within the department. To support the role of the team in addressing these issues, partnership working has been taking place with the Corporate Customer Care Officer and the Corporate Equality and Diversity Officer.
2. As the diversity of the local population is ever changing, it is imperative that all service providers ensure that all customers have equal access to the services they provide and that any barriers to participation arising from ethnicity, religion, geographic location, special needs, language differences, learning difficulties, sexual orientation, gender, age or disability are removed. Everyone should have equal opportunities to play a full part in their community.

community department service plan 2007-2008

3. The Community Involvement Team has a number of actions stemming from the Community Department Service Plan 2007-2008 relating specifically to access to services and equality and diversity. These action points are:

Culture 2.2 – We will implement the Council’s Access and Customer Care Strategy and accompanying policies.

Culture 2.11 – We will develop policies and strategies for engaging with hard-to-reach groups in activities and ensuring they have equal access to services.

Each of the above action points has an individual action plan which is monitored on a monthly basis to assess progress made against each action.

culture 2.2

4. The Community Involvement Team has made good progress against this action point and work regularly with the Corporate Customer Care Officer. The team has undertaken the following actions:
 - Contributed to the development of the Access and Customer Care Strategy via meetings with the Corporate Customer Care Officer;
 - Raised ideas as to how the ACC Strategy can be implemented in the department including staff workshops on community involvement and access and customer care which took place in December 2007;
 - Assisted in the development of the Customer Profile and joined the recently developed Customer Profile Project Team;
 - Ensured a link exists between the ACC Strategy, Service Standards and Performance Management Framework;
 - Joined the Access To Services Corporate Working Group;
 - Developed a Community Involvement Service Standard; and
 - Included an 'Access to Services' section in the new Community Consultation Guide and Community Engagement Staff Toolkit.
5. The team are dedicated to ensuring all services are accessible to customers and will continue to work alongside the Corporate Customer Care Officer and the Access to Services Working Group to ensure our customers' needs and expectations are met in relation to access and customer care.

culture 2.11

6. Those actions detailed under this section of the Service Plan are currently on-going. These actions relate to the development of an Equality and Diversity Strategy for the department and the development of impact assessments for each service area. The Community Involvement Team have met with the Corporate Equality and Diversity Officer where a recommendation was made that the development and completion of equality impact assessments be undertaken prior to the development of the Equality and Diversity strategy. The results of the equality impact assessments will inform the development of the strategy and the action plan contained within it.

work undertaken so far

7. There has been much work undertaken in relation to equality and diversity within the department. Work which has been undertaken is detailed below:
 - An Equality and Diversity 'Champion' has been nominated to lead on equality and diversity issues within the department;
 - Equality impact assessment guidance and forms have been circulated to all staff;
 - A central folder has been created to store all completed impact assessments;

- The department's Equality Statement and translations are now included on all documents produced by the department including letters, leaflets, newsletters and customer guides etc;
- An impact assessment action plan has been circulated to service managers;
- The department has two representatives attending the Corporate Equality and Diversity Working Group on a two weekly basis;
- Impact assessment training for service managers is being co-ordinated by the Corporate Equality and Diversity Working Group;
- Currently 5 impact assessments have been completed for the department;
- The recruitment of local residents to Future Aspects currently underway is ensuring that membership to the Panel is representative of the local population;
- Meetings have been held with the Corporate Customer Care Officer to discuss engaging with our hard-to-reach groups;
- The Neighbourhood Arrangements Team are ensuring that all sections of the local community have input in to local service provision and the decision making process; and
- The Neighbourhood Arrangements Team is working with the Corporate Equality and Diversity Officer and 2D to undertake research in to ethnic communities living within the district.

work still to be undertaken

8. Although much work has already been undertaken in respect of equality and diversity, there are still two main pieces of work to be undertaken by the department before March 2008. These are:- Full completion of impact assessments for all service areas (on-going)- Development of Equality and Diversity Strategy (yet to commence)The completion of these pieces of work will aid the Council in achieving level 2 of the Equality Standard.

proposal

9. It is proposed that the on-going implementation of equality impact assessments quickens pace in order for service areas to have been fully impact assessed by March 2008. The process of undertaking impact assessments will aid in the development of the subsequent Equality and Diversity Strategy and action plan for the department.

financial implications

10. Financial implications will be minimal in relation to the development of the proposals outlined above. The training to be arranged for service managers to aid in the implementation of impact assessments will incur expenditure although the development of the Equality and Diversity Strategy will be undertaken in-house. Expenditure in relation to the impact assessment training will be taken from corporate and/or departmental training budgets.

human resource implications

11. There will be human resource implications in relation to the development of the proposals detailed in paragraph 9. The Community Involvement Team will lead, as part of their role, on the development of the Equality and Diversity Strategy and will work jointly with service managers to ensure impact assessments are completed for each service area.

legal implications

12. The Council has a legal duty under the Race Relation Act 1976, the Race Relation Act (Amendment) 2000, the Sex Discrimination Act 1975 and 1986 legislation and codes of practice, and the Disability Discrimination Act 1995 and related codes of practice to ensure their services, facilities and resources are equally accessible, useful and fair to all.

It implications

13. There are no IT implications in relation to the development of the proposals outlined in paragraph 9.

crime and disorder implications

14. There are no crime and disorder implications regarding the development of the proposals detailed above. However, ensuring all residents in Wear Valley have equal access to services and are treated equally and fairly may reduce the number of Race Hate Crimes in the district. The Council has a statutory obligation to promote community cohesion and integration.

equality and diversity implications

15. The Community Involvement Team and indeed the Community Department as a whole is committed to ensuring all customers are treated equally and fairly and that all services are accessible. The development of an Equality and Diversity Strategy for the department will confirm this commitment. The Council wants to reduce any disadvantage experienced by residents in Wear Valley by making its services responsive to different community and individual needs. We want our services, facilities and resources to be accessible and useful to every citizen regardless of gender, age, race, colour, ethnic or national origin, religious belief, disability, marital status, sexual orientation or any other individual characteristic which may unfairly affect a person's opportunities in life.

summary

16. The Community Department has undertaken much work in relation to access to services and will continue to be an influencing factor in this service area. There has also been much work undertaken in relation to equality and diversity, however, there is still work to be undertaken in this service area which will

emphasise our commitment to ensuring we meet the needs of the local community.

RECOMMENDATIONS

1. Community Services Committee notes this report and approves the development of the proposals detailed at paragraph 9.

Officer responsible for the report
Michael Laing
Strategic Director for the Community
Ext 281

Author of the report
Corinne Gardner
Community Involvement
Manager
Ext 303



COMMUNITY SERVICES COMMITTEE

27 FEBRUARY 2008

Report of the Strategic Director for the Community
NEIGHBOURHOOD ARRANGEMENTS ACTION PLAN 2007 - 2009

purpose of the report

To seek the approval of Community Services Committee for the implementation of the newly developed Neighbourhood Arrangements Action Plan 2007 – 2009.

background

1. In September 2007, the Community Department advertised the posts of Neighbourhood Arrangement Officers and Neighbourhood Arrangement Clerk to develop and lead on the implementation of new area arrangements across the Wear Valley District.
2. This is a result of a long standing commitment on the part of the Local Authority and the LSP to establish local arrangements which will enhance the ability of local projects and partners to work together within localities giving communities a stronger voice and encouraging joint working between partners from all sectors.
3. The first stage in this process has involved the development of a detailed action plan covering the main activities and processes required in order to reach the desired outcome outlined above.

neighbourhood arrangements action plan (appendix 1)

4. The action plan, attached at appendix 1, covers the period from November 2007 to March 2009 which is the current duration of funding provision for staff within the Neighbourhood Arrangements Team. Its main focus is initially on the period ending March 2008, as this is the agreed timescale for the launch of the new area structures and as such constitutes a significant landmark in the overall life span of the project. However, the action plan is a live document and regular updates will be presented to this meeting.
5. The Neighbourhood Arrangements Action Plan presently consists of 24 fundamental action points which cover a variety of developmental activities. However, for the purpose of this report they are presented in the form of 7 key activity areas:

Development of Information Systems and Data Base

A basic requirement of a project of this nature is high quality data on which to base future activities. To this end, an early priority has been to develop a data base containing details of existing local structures, partner organisations and community groups across the district. This information is already proving to be of great value and will be of increasing importance as the project develops, and the need to ensure all local partners and organisations are included in the development process grows.

Communication and Networking

Communication and networking represents the cornerstone of the project and the action plan highlights and maps several key groups with whom ongoing involvement is vital, these include:

- Community Groups
- Voluntary Organisations
- Parish Councils
- Town Councils
- Existing partnerships
- Public / Statutory Bodies
- Other WVDC service areas
- Elected Members

All of the above will be key players in future area arrangements and it is vital that they are included and informed from the outset and given a full opportunity to play a part in the development of local arrangements.

Identifying and Promoting Good Practice

Much good practice already exists in the various ways in which the current partnerships, town councils and parish councils consult with communities and generally organise themselves. It is important that this project highlights and promotes such good practices across the whole of the Wear Valley District. Visits will also be made to other Local Authorities in the north east who are further down the road of developing area arrangements, again to identify areas of good practice that may be adapted within Wear Valley and to learn from the experiences of other organisations. This will also include working with local partnerships to assist in the development of a strong neighbourhood compact.

Projects and Programmes

In the initial phase of the project (up to 29th March 2008), there is a budget of £78,000, available through the NRF budget to spend on activities in the individual wards and SOA's of the District. Each ward has been allocated £1,500 with top 10% SOA's receiving a further allocation of £2,000. Spending will focus on activities which will assist the development of neighbourhood arrangements or impact upon key area priorities such as crime and anti social behaviour or increasing employability.

The team has developed a funding application form that must be completed by any organisation which is interested in bidding for money to assist with projects. A full copy of the funding information pack can be found at **appendix 2**.

Training and Development Needs

In order to maximise involvement and participation in the new structures it will be necessary to ensure that appropriate training and developmental opportunities are in place. These opportunities will be available to all participants including community representatives and elected members, and it is envisaged that they will cover such areas as community leadership, managing meetings, participating in meetings and developing strong partnerships. A process of training needs analysis will be developed and a detailed training plan will be presented at a later date.

Promotion and Publicity

The project will be supported through a promotion and publicity exercise which will aim to increase awareness and understanding of the new neighbourhood arrangements across the district. It will also seek to encourage local people to get involved in and participate in their local arrangements. This will be achieved through a series of targeted press releases and promotional activities throughout the district in the coming months.

Launch Events

A major event will be held in each of the area groupings during March 2008 in order to launch the new Neighbourhood Arrangements. Events have been scheduled to take place in Bishop Auckland (12 March 2008), Willington (19 March 2008) and Stanhope (5 March 2008). These events will be of fundamental importance in developing awareness of new structures and will be supported through a series of publicity activities aimed at maximising attendance.

It must be noted that this action plan does not aim to be an exhaustive list of actions points. However it will focus on establishing a good foundation which will then lead to the development of further, more in-depth action plans which will cover the full lifespan of the project.

proposal

5. It is proposed that Community Services Committee approve the immediate implementation of the Neighbourhood Arrangements Action Plan. Any additional comments and/or amendments offered by Community Services Committee will be incorporated in to the action plan.
6. It is also proposed that regular updates be provided to Community Services Committee on the progress of the implementation of the action plan and the development of the Neighbourhood Arrangements as a whole.

financial implications

8. The implementation of the Neighbourhood Arrangements Action Plan will incur expenditure in relation to staffing costs, promotion and publicity, training and development, commissioning of specialist support and development of area based initiatives.
9. £85,992 was allocated to the Neighbourhoods Arrangements Project in the 2006/07 financial year. Further to this, an additional £124,111 was allocated to the project in 2007/08. The combined budget above is sufficient to cover all expenditure relating to the implementation of the action plan as detailed.
10. Spend to date on the project is £16,103, this expenditure relates to the employment of the Neighbourhood Arrangements Team who are leading on the project. The projected spend as a result of the action plan is £99,000 by the end of the 2007/08 financial year, this also includes salary costs.

human resource implications

11. The Neighbourhood Arrangements Team is comprised of –

2 x Neighbourhood Arrangement Officers (SO 1)
1 x Neighbourhood Arrangements Clerk (Sc 2)

The posts are funded through the NRF until the end of March 2008, and will be funded through main stream provision during 2008/9. The existing team have the capacity to undertake those actions detailed within the action plan.

legal implications

12. There are no legal implications regarding the development of the Neighbourhood Arrangements Action Plan or its implementation. All documentation produced by the team will be subject to consultation with the WVDC Legal Team.

IT Implications

13. IT requirements will be met by the existing IT systems including Lotus Notes, Excel, Word and PowerPoint. The design of the promotional literature will be undertaken either in-house via Desk Top Publishing or via an external designer/printer.

crime and disorder implications

12. The project aims to contribute toward a 15% reduction in overall crime rates across the Wear Valley District. This will be achieved through spending on specific projects relating to anti-social behaviour, community safety and diversionary activities, and through improved partnership working facilitated by the new neighbourhood arrangements. Durham Constabulary will use these

Neighbourhood Arrangements to introduce neighbourhood policing in line with national policy and to set short term local priorities.

equality and diversity implications

15. The Neighbourhood Arrangements Team and indeed the Community Department as a whole is committed to ensuring all customers are treated equally and fairly and that all services are accessible. All activities developed by the Neighbourhood Arrangements Team will be accessible to all sectors of the community and any documentation will be available in alternative formats and languages. Specific project activities will support and develop initiatives which will seek to tackle and reduce inequalities across the district.

timescale

16. Timescales for the implementation of the individual milestones/targets are detailed within the action plan. The Action Plan commences in November 2007 and ceases in April 2009. It is a live document and will be updated regularly during the lifespan of the project.

Summary

17. The report outlines the initial key activities and milestones in the implementation of neighbourhood arrangements across the district. It also starts the process of mapping key activities for the 2008/9 year and outlines present spending profiles.

RECOMMENDED

1. Community Services Committee notes this report.
2. Community Services Committee approves the Neighbourhood Arrangements Action Plan.
3. Community Services Committee approves the implementation of the Neighbourhood Arrangements Action Plan.

Officer responsible for the report
Michael Laing
Strategic Director for the Community
Ext 281

Author of the report
Stephen Thomas
Kevin Armstrong
Neighbourhood Arrangement
Officers
Ext 304

Neighbourhood Arrangements

Action	Outcome/Measure	Key Milestones & Targets	Target Date	Responsible Officer /Organisation	On Target Y/N	Finance Implication	Comments	Risk	Comp Date	Action plan for recovery
Setting up a client data base	Setting up a data base on Excel	The basic outline for a excel client data base up be created in readiness for inputting information	30th November 2007	EM & CG	Y	None	Valuable long term tool	Data protection, care needed regarding the use of personal information	23rd November 2007	
Inputting into database, client detail notes, community group, partnership, current activities, funding and grants	Creation of the data base. Measured by its content	Ongoing	Ongoing as the list will be updated on a regular basis	EM		None	Ongoing action, the data base will need regular up-dating when client details change. Or new contact made.	Data protection, care needed regarding the use of personal information	N/A	
Arrange meeting with community group leaders	Appointment arranged and meeting taken place	Introductory meeting occurred and notes taken	30th November 2007	KA	N	Mileage claims to be coded to 4061	These meetings are designed to be used as an introduction to the programme	Missing interested groups	22nd December 2007	2 community leaders unable to be met with on first date. These meeting to be rearranged

Action	Outcome/Measure	Key Milestones & Targets	Target Date	Responsible Officer /Organisation	On Target Y/N	Finance Implication	Comments	Risk	Comp Date	Action plan for recovery
Arrange in depth meeting with community groups in allocated area	Successful meeting, notes from meeting, dairies. Developing a network of.	Meeting to have take place with all community groups etc in all wards before the end of March 2008	29th March 2008	ST/KA/EW		Mileage claims to be coded to 4061	These are key meeting to establishing the ground for neighborhood engagements	Staff changes/ funding - overlook certain groups who may wish to be interview	29th March 2008	
Presentation and information pack, flyers and press release to be developed	Increase awareness of Neighbourhood Arrangements project to local residents & groups	Develop presentation and information packs along with publicity material	31st January 2008	ST/KA/EW		Presentatio n materials and stationary and travel	Its important that the presentation gives the right information to customers, and the aims and objectives of the project	Poor delivery and content delivered to the wrong audience. Also coordination of getting people together in the correct place.	31st January 2008	
Identify & contact other agency partners.	Establishing links with other agencies, raising knowledge of the project parameters	Series of scheduled meeting with appropriate agencies and partners	31st January 2008	ST/KA/EW		Mileage claims to be coded to 4061	Important to engage as many delivers as possible	Overlooking potential partners	31st January 2008	
Launch Events, planning and delivery	Launch events in each of the identified areas	Increased awareness of Neighbourhood arrangements	All 3 area launches to have taken place by 29th March 2008	KA/ST/EW		10K	It is vital that we reach as many interested parties as possible are reached	Event failed to deliver theme. Overlooking interested groups. The venue needs to be accessible to all parties.	29th March 2008	

Action	Outcome/Measure	Key Milestones & Targets	Target Date	Responsible Officer /Organisation	On Target Y/N	Finance Implication	Comments	Risk	Comp Date	Action plan for recovery
		Publicity & Promotion	3 weeks prior to each event, to allow for response and for clients to arrange travel.	KA/ST/EW		Inclusive	The need to ensure publicity is undertaken early to reach as many interested parties as possible.	Overlooking interested parties	15th February 2008	
		locating & booking venues	15th February 2008	All, KA & ST for locations		Inclusive	Location could be vital to success	Wrong location	15th February 2008	
		Checking information for distribution	29th February 2008	KA & ST		Inclusive	Ensure all publicity material is correct and in plain language.		29th February 2008	
		Arranging catering	22nd February 2008	EW		Inclusive	Quality catering required		15th February 2008	
		Personal invitation list	29th February to 3rd 2008	KA/ST/EW		Inclusive	Invitation should be enticing and informative to attract as many interested group as possible	Overlooking interested parties	29th February to 3rd March 2008	

Action	Outcome/Measure	Key Milestones & Targets	Target Date	Responsible Officer /Organisation	On Target Y/N	Finance Implication	Comments	Risk	Comp Date	Action plan for recovery
		Arranging child care		EW		Inclusive	Crèche facilities to be arrange, this will give access to mothers or cares of young children who may wish to attend.		29th February 2008	
		Press		KA & ST		Inclusive			29th February 2008	
Mapping existing arrangements between community and agents then brokering joint work	Meeting notes and diary records as measures	Until the first area committee meetings, clear gaps and community needs can not be assessed	20th June 2008	ST, KA, EW		Phone, travel, literature publicity and room hire	To make contact with other agencies, police, ambulance, G.P's , schools, groundwork's	Inappropriate model and not wanting to change	Ongoing through to 01/03/2009	
Meeting with other departments or Agencies of value	Meetings arranged and held. Improved knowledge and awareness of roles and activities.		21st December 2007	CG	Y	no cost	Meetings will reduce the potential for duplication of activities. Where identified to increase and add value to the work of the projects in operation.	Not identifying all suitable agencies/departments	21st December 2008	

Action	Outcome/Measure	Key Milestones & Targets	Target Date	Responsible Officer /Organisation	On Target Y/N	Finance Implication	Comments	Risk	Comp Date	Action plan for recovery
Identifying training needs, for area groups and the development of training programme for representatives / community groups	Trained community members to aid in sustainability of the area group	Suitable training identified and rolled out to area committee members	31st July 2008	K.A & ST		£5k	It is vital the area groups have the capacity to continue after the end of this project	Failure to identify correct requirement needs or the right person. Failure to give equal opportunities to all	29th of March	
Identifying training needs for councilors	Ongoing assessment of training needs for all councilors in line with project requirements		31st July 2008	ST, KA, EW, CG		3.1K	Identified needs determined once area partnerships are established	Fail to identify correct requirement needs and fail to respond to needs quickly.	Ongoing through to 01/03/2009	
Identify good community models.	Once the area committees are formed identify training needs and arrange suitable courses and training to fill the gaps	Rolling out proven good practice.	29th of March 2008. Need to constantly review during full life of project.	KA & ST		Maximum of £1500 per ward and a further £2000 for top 10% SOA's. Subject to project criteria.	Criteria for assessing project suitability to be agreed together with recognizable audit trail.	Inappropriate model and not wanting to change . Possible risk of under spend.	Ongoing through to 01/03/2009	

Action	Outcome/ Measure	Key Milestones & Targets	Target Date	Responsible Officer /Organisation	On Target Y/N	Finance Implication	Comments	Risk	Comp Date	Action plan for recovery
Visit Wheatly Hill as an example of good practice	Visit to Wheatley Hill Community Association.		29 th of February 2008	KA		Travel	A front runner in community engagement in the NE. Reason for visit to observe good practice, that could be rolled out in Wear Valley.	Inappropriate model identified. Unsuitable for Wear Valley	29th of Feb 2008	
School & Youth centers interaction programme	After the workshop the deliverers would return to the venue to undertake an assessment survey	Meeting to be arranged by 12 th December 2008	Invoiced March 2008 rolled out over 2008 /2009.	KA & ST		£10K. With a possible £5K	After assessing the impact of the initial programme it may be deemed beneficial to roll the programme out to youth clubs.	Poor uptake, lack of impact, duplication	End of project 2009 31st of March	
School & Youth centers interaction program. OPTION 2	After the workshop the deliverers would return to the venue to undertake an assessment survey	Meeting to be arranged by 12 of December 2008	Delivery by 31 st March 2008	KA		£8k	Targeting 3 schools in SOA, and 2 youth clubs. As Jack Drum already deliver community based workshops delivering topics relevant to tackling social issues	There is a risk of duplication because of the need to complete by the end of March, though the intention is to add value.	29th of March 2008	

Action	Outcome/ Measure	Key Milestones & Targets	Target Date	Responsible Officer / Organisation	On Target Y/N	Finance Implication	Comments	Risk	Comp Date	Action plan for recovery
Joint programmer with community safety and the police around the community	Contributed to successful delivery of local anti crime activities	Meetings with partners to identify key inputs and areas by end of January	Delivery by 29th March 2008	ST		£5k	Programme directed to add value to programs ran by the police. Crime prevention, how not to be a victim, be safe	There is a risk of duplication, though the intention is to add value	29th of March 2009	
Exploring & developing neighbourhood compacts	Meet with M.Berriman 17th December 2007	Meeting with M. Berriman	27th March 2008	KA/ST	Y	Nil	Working closely with M.Berriman to write the document. Then with the area groups when they are formed.		27th March 2008	
Write neighbourhood compact document	Production of the document	Draft document by the end of March in preparation for full document at first area meetings	Draft by the 31st March 2008. Document by 30th April 2008	KA/ST		Estimated at £2k	This document will need to be approved by the legal department, before being issued	Individual group may not wish to sign-up, they may feel the do not wish to commit. Failure to sell the compact idea to group fully.	30th April 2008	
Engaging hard to reach groups	Attracting new groups. Working in partnership with Acumen	ST to arrange meeting with Acumen to identify possible partnership working. Arrangements made by 1st February 2008	Primarily before 1st meeting of area committees. Then a ongoing process through the lifetime of the project.	KA/ST/EW		Advertising costs & travel. £500	Work with community partnerships has not always been successful. Contact session within schools and youth centers have been identified as one avenue,	Not reaching all interested groups.	29th March 2009	

Action	Outcome/Measure	Key Milestones & Targets	Target Date	Responsible Officer /Organisation	On Target Y/N	Finance Implication	Comments	Risk	Comp Date	Action plan for recovery
Developing regular news letters	The outcome and measure will be the first publication then the follow up additions.	Draft news letter by 22nd August, print run for distribution by 29th	1st issue 29th August 2008. then By-monthly	EW		Cost of postage, printing & envelopes. Estimated @ £200	News letter to be published within one month of the last previous neighbourhood arrangement meeting in each combined ward group	Not reaching all interested groups. Starting the news letter then it ending at the close of the project.	29th March 2009	
Prepare and deliver NA briefing to the members	Member aware and engaged in the project	Articles in members news letter Jan 08 to April 08. Presentation to CSC 6th Feb 08, ongoing information to members	Ongoing	ST/KA		Nil	The managers has requested the team deliver a briefing to the members about NA.	Member not fully informed and then not involved. Members absent from the briefing unaware of NA.	Ongoing until 29th March 2009	
Neighbourhood Arrangement Visit Hartlepool Council	Insight into local funding arrangements, residents into local spending.		29th of March 2008	ST		Travel	Looking at practices that are in action. The theme is to pick up what works and what does not.	Inappropriate model identified. Unsuitable for Wear Valley	31st of March 2008	

Action	Outcome/Measure	Key Milestones & Targets	Target Date	Responsible Officer /Organisation	On Target Y/N	Finance Implication	Comments	Risk	Comp Date	Action plan for recovery
Source and purchase equipment and materials for project	Having all promotional material ready for the start of events in March 2008	Ongoing through to 31st March 2009	29th of February 2008. Then ongoing to replenish stock	EW		£8k	Purchase to include, Panic alarms, Pens, Pencils, Bendy rulers, recycled cotton shopper bags, umbrellas, and any items identified as suitable as promotional gifts	Having large amounts of promotional gifts left over.	31st of March 2009	



Civic Centre,
Crook,
County Durham.
DL15 9ES
Tel: 01388 765555
Fax: 01388 761616
Minicom: 01388 761515

Appendix 2

Strategic Director for Community

Michael Laing

Telephone Enquires to: 07717542712
Telephone: 01388 765555 Ex 294
E-mail: kevin.armstrong@wearvalley.gov.uk

Date:

Dear

Please find enclosed or attached a funding pack relating to the **Neighbourhood Arrangements** fund.

Could you please complete the form in full and return it as soon as possible for assessment. If you complete the form electronically we require you to send a signed copy before any funds can be released.

Also included are **guidance notes** and a **monitoring form**, you are required to submit the monitoring form when all the funding is spent or before the end of March 2008 which ever comes first.

If funding is spent on capital, receipts are required to be submitted along with the monitoring form.

If you have any question on applying for funding or completing the monitoring form please don't hesitate in contacting any member of the **Neighbourhood Arrangements Team**.

Yours truly,

Kevin Armstrong
Neighbourhood Arrangements Officer

Neighbourhood Arrangements Funding Criteria & Guidance Notes



As a general rule funding is divided by wards to a value of £1500 per ward across Wear Valley. This money will be divided equally between applicants from each ward.

A further £2000 per ward is available for application from the top 10% in SOA.

Preference will be given to small bids to smaller organisations or groups.

What can we fund:-

- ❖ **Local groups & organisations that deliver in their area**
- ❖ **Existing projects that can add value**
- ❖ **New initiatives that directly have a positive effect on their ward**
- ❖ **Small community groups that require funding to pay for meeting halls etc**
- ❖ **Support for groups in danger of closing**
- ❖ **Priority will be given to work that directly influence the social welfare of their community.**

What the money can be used for:-

- ❖ **Revenue**
- ❖ **Capital**
- ❖ **Used to match fund with other applications (but not NRF)**

What bidders must have in place:-

- ❖ **A Constitution or Memorandums & Articles**
- ❖ **A Bank account**
- ❖ **Minutes for previous AGM**
- ❖ **A set of accounts (if required)**

There may be a second chance to apply towards the end of February 2008

For further information please contact the Neighbourhood Arrangements Team on 01388 765555 ext 296.

Ref. No:

WEAR VALLY DISTRICT COUNCIL

**NEIGHBOURHOOD
ARRANGEMENTS
FUND**

APPLICATION FORM

Project Name:

Project Organiser:

(Person responsible for applying for the project)

Contact Address:

Telephone Number:

Fax Number:

E-mail Address:



**WEAR
VALLEY**
DISTRICT COUNCIL

APPLICATION FORM

Please read the attached Guidance Notes and complete all sections of the form, as this will help us process your application promptly.

If you have any difficulties or questions, please contact the Neighbourhood Arrangements Team at Wear Valley District Council, Civic Centre Crook on (01388) 765555 Ext: 376 or S.Thomas on 07717542684 or K.Armstrong on 07717542712.

1. Name of Organisation or Community Group:

2. Address of Organisation or Community Group (if different from the contact address on the front of the form)
Postcode:
Telephone Number:
Fax Number:

3. Your Organisation or Community Group: (Please indicate the purpose and objectives of the group and / or a copy of your groups constitution or rules if applicable)

4a. Description of Project (Please indicate why the project requires the grant).
b. Where will the project take place?

5. How will your project benefit the local community?

6. Funding

a. What are the total project costs?

Costs / Expenditure:

Item	Cost (£)
Total	

b. Sources of money contributing to the costs of the Project:

c.

Funding Source	£	Status (Please Highlight)
Neighbourhood Arrangement Fund		Applied for
		Applied for / secured
		Applied for / secured
		Applied for / secured
Total		

NB Totals in both costs and funding boxes should match

c. Would the project go ahead if the Neighbourhood Arrangement Fund is less than requested?

7. Which of the following is relevant to your project? (Tick all relevant boxes)

Employment

Education / Training

Health

Support for Community Groups

Support for Voluntary Groups

Culture / Arts

Community Safety

Environmental Projects

Sport / Leisure

Local Economic Growth

Other (Please specify)

8. Bank Account Details

Name of Account Holder:

Name and Address of Bank:

Account Number:

Sort Code:

9. Other information you feel would be helpful in considering your application.

10. When do you expect the project to start and finish?

11.

Signature: _____

Position: _____

Date: _____

Please return the completed application form to:

Neighbourhood Arrangements Team, Second Floor, Wear Valley District Council,
Civic Centre, Crook, County Durham. DL15 9ES

Telephone: (01388) 765555 Ext: 376 Fax: (01388) 766660
Minicom: (01388) 761515

Website: www.wearvalley.gov.uk

COMMUNITY SERVICES COMMITTEE

27 FEBRUARY 2008

Report of the Strategic Director of the Community

COMMUNITY DEPARTMENT SERVICE PLAN – IMPLEMENTATION UPDATE

purpose of the report

To provide Committee with a progress report about how the department's Service Plan was implemented between October and December 2007.

background

1. The Community Department's Service Plan was approved at Committee on 5 July 2007.
2. The Service Plan included an action plan, detailing actions to be implemented to achieve the work of the department during 2007/08.
3. The department established a new performance management framework in July 2007. Within this was a requirement to provide a six-monthly update to Committee, advising on progress made in implementing the Service Plan.
4. A 6-month implementation report was presented to Housing Services Committee on 24 October 2007, covering the period April – September 2007.
5. Members at the meeting on 24 October 2007 requested that Committee receive a quarterly implementation report.

progress update

6. The table in Appendix 3 of this report highlights the progress made against relevant actions within the Action Plan between October – December 2007.
7. Each milestone is colour coded to indicate progress made. Green actions indicate that the action has been completed, while yellow indicates that work is ongoing but progressing well.

conclusion

8. The progress made feeds into achieving the aims of the service plan for the department and ultimately the council plan. This report highlights work done to date in the department's wide and varied service areas.

RECOMMENDED

1. Committee notes the progress made towards implementing the Community Department Service Plan and instructs the Strategic Director to provide a year end performance report against the service plan.

Officer responsible for the report
Michael Laing
Strategic Director for the Community
Ext 281

Author of the report
Alex Smith
Policy and Performance Officer
Ext 461

ANNEX A

Service Plan Ref.	Milestone	Work plan milestone target	Update	Progress
1.1 We will pursue a programme of development and accredited qualifications through the Community Sport programmes, facilities and arts development programme.	Develop a Training Plan to achieve listed outcomes	October 2007	<ul style="list-style-type: none"> 8 volunteer walk leaders have received First Aid training. 	
			<ul style="list-style-type: none"> 2 FA courses completed with 37 volunteers achieving their FA Level 1 coaching badges. 	
			<ul style="list-style-type: none"> 15 participants doing a UK Cricket Level 2 Coaching course 	
			<ul style="list-style-type: none"> Level 1 Badminton course with 12 places scheduled for February / March 2008. 	
			<ul style="list-style-type: none"> 8 community volunteers and 10 leisure professionals have received walk leader training. 	
	Contract and fund Arts Awards delivery		<ul style="list-style-type: none"> Representatives from Willington Youth Theatre and Jackass Youth Theatre have attended Youth Arts Award training. 	
<ul style="list-style-type: none"> Jackass Youth Theatre has initiated activity and anticipates putting c 20 people through bronze and silver awards before the end of the year. 				
1.3 We will work with B/A College and schools to continue referring young people to NVQ Football and Sports Academy.	Continue to monitor the number of referrals to NVQ Football and Sports Academy	March 2008	<ul style="list-style-type: none"> 17 young people referred to Bishop Auckland college 	

Service Plan Ref.	Milestone	Work plan milestone target	Update	Progress
1.5 We will maximise use of Council's fixed facilities from all Wear Valley outreach programmes.	Contribute to the development of a Leisure Involvement Plan for outreach services in fixed facilities	Ongoing	<ul style="list-style-type: none"> As of December 2007, 19 new WOW! members also became new members of fixed facilities. 	
			<ul style="list-style-type: none"> The Wear Walking for Health programme uses fixed facilities at Crook (Glenholme and Peases West) and Bishop Auckland as a base for walking opportunities 	
			<ul style="list-style-type: none"> The CPAC project uses the Visions Leisure Club at Woodhouse Close on a weekly basis 	
			<ul style="list-style-type: none"> Between October-December 2007, usage was ahead of target by 2,744 users. Between April-December 2007, usage was ahead of target by 3,094 users. 	
1.9 We will contribute to the reduction of health inequalities within Wear Valley by working with external partners	Continuation of current programme.	Ongoing	<ul style="list-style-type: none"> Growth bid submitted to run the Wear Walking for Health programme in 2008/09. 	
			<ul style="list-style-type: none"> Funding for Cardiac Rehab service confirmed for 2008/09. 	
			<ul style="list-style-type: none"> Awaiting response from PCT for funding for Exercise Referral programme for 2008/09. 	
			<ul style="list-style-type: none"> Funding confirmed for Positive Futures – 2008/09 	

Service Plan Ref.	Milestone	Work plan milestone target	Update	Progress
1.9 (Cont.) We will contribute to the reduction of health inequalities within Wear Valley by working with external partners	Review partnership with PCT to re-establish links in line with PCT reorganisation and funding opportunities		<ul style="list-style-type: none"> Possible extra funding available for 1 year from April 2008 to develop out reach programme – awaiting confirmation of this and also ‘core’ funding arrangements from April 2008. 	
1.10 We will ensure WOW has coverage across the district to enable people to start physical activity	Undertake review of the service to examine future provisions	November 2007	<ul style="list-style-type: none"> Meeting in January 2008 to look at a countywide WOW! project from Sept 2008 – 2011. Possible funding contributions from Sport England and the PCT. Future delivery is dependent on the success of the growth bid. 	
	Continuation of current programme to meet health agenda		<ul style="list-style-type: none"> Development of the referral scheme will see the programme expand into the community using the WOW! legacy sites as facilitators 	
1.11 We will maintain levels of provision for cardiac rehabilitation and exercise referral	Continuation of cardiac rehabilitation service	March 2008	<ul style="list-style-type: none"> 7 Courses programmed between April 2008 – March 2009. 	
1.12 We will identify services, which contribute to the health agenda and introduce relevant activities and services	Continue to deliver innovative projects to meet health agenda and diversify these services in accordance with changes to local need	Ongoing	<ul style="list-style-type: none"> Community leisure service working with agencies and other Council services, such as Street Wardens to deliver targeted opportunities in areas of the district, e.g. Eldon Lane, West Auckland. 	
			<ul style="list-style-type: none"> Excellence in Weight Management award received in November 2007, from the National Obesity Forum – scheme had 72 users in its first year 	

Service Plan Ref.	Milestone	Work plan milestone target	Update	Progress
1.12 (Cont.) We will identify services, which contribute to the health agenda and introduce relevant activities and services	Continue to deliver innovative projects to meet health agenda and diversify these services in accordance with changes to local need	Ongoing	<ul style="list-style-type: none"> Scheme has applied for a 'Partnering with Health Services' award, from the Municipal Journal Achievement Awards. 	
	Identify funding opportunities to deliver services		<ul style="list-style-type: none"> Positive futures funding confirmed for 2008/09 	
			<ul style="list-style-type: none"> Funding from Dept of Health and Communities for Health funding (£50K) confirmed. 	
1.15 We will investigate the need and where appropriate, provide growth bids to mainstream remaining externally funded posts.	Submit a growth bid for mainstreaming posts		<ul style="list-style-type: none"> Growth bids re-submitted for budget round. Decisions announced in February 2008. 	
1.16 We will develop and implement Community Sports Networks/ Sporting Hubs	Undertake partner consultation on recommended options	October-December 2007	<ul style="list-style-type: none"> CSN Plan developed after consultation with key partners in November 2007 	
	Submit bid for Council funding of CSN Managers post	November 2007	<ul style="list-style-type: none"> Stage 1 CIF (Sport England) bid submitted in December 2007 (including post of Adult Participation in Sport Officer). 	

Service Plan Ref.	Milestone	Work plan milestone target	Update	Progress
2.1 We will develop challenging Service Standards in partnership with service users and stakeholders, which are tailored to meet local need	Draft standards produced	July 2007	<ul style="list-style-type: none"> In addition to other service leaflets, the Community Involvement Team's leaflet was produced. This was done in consultation with the Customer Panel and Residents Associations. 	
	Standards published	October 2007	<ul style="list-style-type: none"> Printing target date missed but leaflets were available in Council offices from December 2007. 	
	Review service provision against standards	January 2008	<ul style="list-style-type: none"> Monitoring of service standard performance reviewed and amended to be more customer-focussed. 	
2.2 We will implement the Council's Access and Customer Care Strategy and accompanying policies	Contribute to development of Access & Customer Care Strategy	August 2007	<ul style="list-style-type: none"> Corporate Customer Care Strategy approved. 	
			<ul style="list-style-type: none"> Access to Services Working Group established to monitor the implementation of the strategy. 	
	Prepare report on how to be implemented in the department	October 2007	<ul style="list-style-type: none"> Staff training, about the Community Involvement Team and customer care issues delivered in December 2007. 	
			<ul style="list-style-type: none"> Further sessions to be scheduled in the new year. 	
	Link to service standards and PMF and implement	October 2007	<ul style="list-style-type: none"> Community customer-care service standards aligned with corporate standards. 	
			<ul style="list-style-type: none"> Recruitment for the Citizens' Panel started on 27th December 2007. 	
			<ul style="list-style-type: none"> Mystery Shopping Scheme being developed 	
<ul style="list-style-type: none"> Opportunity Menu and Consultation Guide printed. 				

Service Plan Ref.	Milestone	Work plan milestone target	Update	Progress
2.2 (Cont.) We will implement the Council's Access and Customer Care Strategy and accompanying policies	Update website with progress against the priorities update; Complaints monitoring update, i.e. 'you said, we did' page;	October 2007	<ul style="list-style-type: none"> CIT webpage established, designed in partnership with customers. 	
			<ul style="list-style-type: none"> Page includes a 'You said, We did' section 	
			<ul style="list-style-type: none"> Access to Services Working Group established to review information about complaints and access 	
	Articles in WVDC Matters	Ongoing	<ul style="list-style-type: none"> Most recent articles include 'Name for Citizens' Panel Chosen' and 'Community Involvement in Wear Valley'. 	
Training to staff / members.	December 2007	<ul style="list-style-type: none"> Training sessions on Community Involvement and Customer Care to be delivered to members. 		
2.3 We will develop the website and a series of leaflets to guide access to services, provision of services and timeliness of services	Website updated	November 2007	<ul style="list-style-type: none"> Leaflets to be available online from January 2008. 	
2.4 We will develop a customer profile	Support and liase with C. Gardner to review how profile info is gathered, stored and used: Decide what are we trying to identify and if we already have info	August 2007	<ul style="list-style-type: none"> Customer Profile Project Team established. 	
			<ul style="list-style-type: none"> The Mosaic Package has been purchased and the licence for its use has been received. 	
			<ul style="list-style-type: none"> Data collection from existing databases and analysis underway. Aim is to have access to information at a household level to tailor service delivery. 	

Service Plan Ref.	Milestone	Work plan milestone target	Update	Progress
2.5 We will establish systems to collect analyse and use information gathered by the customer profile and share the information with managers, staff and Councillors	How the information is stored will affect how easy the information is to update, analyse and use: Undertake benefit analysis of all available mechanisms for collection / storage and choose best option	October 2007	<ul style="list-style-type: none"> Profile information will be stored on the Mosaic Package, to utilise its in-built reporting system, and the CRM and other similar customer databases. 	
	Develop procedure guide for storing Customer Profile info	December 2007	<ul style="list-style-type: none"> Procedure guide delayed until the Mosaic Package has access to profile information. Meeting scheduled for January 2008 to discuss progress. 	
	2.10 We will enhance partnership working by helping communities to manage assets, review participation in partnerships and sharing resources	Appoint Neighbourhood Arrangement Officers	October 2007	<ul style="list-style-type: none"> Neighbourhood Arrangements Team in place as of November 2007.
Work with CDU to complete partnership evaluation		October 2007	<ul style="list-style-type: none"> Protocol for partnership working agreed with CDU. 	
			<ul style="list-style-type: none"> Partnership database provided with procedures in place for updating. 	
Meet with community groups		October 2007 – March 2008	<ul style="list-style-type: none"> CIT have visited all but two Residents Associations. Meetings scheduled for January/February 08. 	
			<ul style="list-style-type: none"> Feedback was encouraging from local residents about the CI service and the new Citizens' Panel. 	
			<ul style="list-style-type: none"> Promotional activities to be scheduled throughout 2008. 	

Service Plan Ref.	Milestone	Work plan milestone target	Update	Progress
2.11 We will develop policies and strategies for engaging with hard to reach groups in activities and ensuring they have equal access to services.	Carry out impact assessments	September – October 2007	<ul style="list-style-type: none"> Corporate Equality and Diversity Working Group established to oversee the implementation of impact assessments across the Council. 	
			<ul style="list-style-type: none"> Impact assessment training being arranged for all service managers 	
			<ul style="list-style-type: none"> As of December 2007, 4 impact assessments completed. Schedule is on target. 	
	Strategy written in partnership with the above – to include action plan	September – October 2007	<ul style="list-style-type: none"> Equality & Diversity Strategy will be written once the outcomes of impact assessments are known. 	
	(See Action on p.30)		<ul style="list-style-type: none"> As part of recruitment for the Citizens Panel, plans in place to visit King James school in Bishop Auckland and Wolsingham Community College in January 2008. 	
2.13 We will regularly update service improvement plans to assess progress and outcomes for residents	Report Service Plan progress to DMT / Committee 6-monthly.	October 2007 May 2008	<ul style="list-style-type: none"> First update received by Housing Services Committee on 24 October 2007 and Community Services Committee on 7 November 2007. 	
			<ul style="list-style-type: none"> Committee requested updates quarterly. 	
3.2 Update the Housing Needs Survey (HNS) following the completion of the Strategic Housing Market Assessment.	Initiate a Housing Needs Survey following the completion of the Housing Needs Survey	June 2008	<ul style="list-style-type: none"> Housing Need Survey tendered and awarded to ARC4. 	
			<ul style="list-style-type: none"> Project to commence January 2008. 	
3.3 We will bid to develop and fully implement a Landlord Accreditation and Empty Property Scheme.	January 08 full implementation.	January 2008	<ul style="list-style-type: none"> Landlord Accreditation Scheme fully endorsed by Housing Services Committee in December 2007. 	
			<ul style="list-style-type: none"> Official Launch on 7th January 2008. 	

Service Plan Ref.	Milestone	Work plan milestone target	Update	Progress
3.7 Commission private sector housing stock condition survey		March 2008	<ul style="list-style-type: none"> Stock condition survey to commence in January 2008 by Property Tectonics. 	
3.8 Progress DHS to vulnerable households in the Private Sector.	Revision of Housing Grants Policy to reflect Decent Homes rather than fitness standards as waiting list progresses	Ongoing	<ul style="list-style-type: none"> As of December 2007, the Home Improvement Agency have completed 2 Housing Grants to achieve Decent Homes in the Private Sector. From January 2008, this function will return to the Private Sector Housing Team. 	
	Explore additional and alternative funding sources for homeowners not eligible for repair grant	Ongoing	<ul style="list-style-type: none"> Ongoing funding applications submitted to charitable organisations for relevant and suitable clients. 	
3.9 To bring all Public Sector Properties up to DHS	Revise Housing Grants Policy to reflect decency rather than fitness standards	November 2007	<ul style="list-style-type: none"> Housing Grants Policy revised and implemented. 	
			<ul style="list-style-type: none"> Additional £100K capital allocated to support existing budgets. 	
3.12 We will respond to all complaints of anti-social behaviour cases effectively	Develop a Tackling Anti Social Behaviour Plan in partnership with sections across the department	Ongoing	<ul style="list-style-type: none"> Plan written and circulated to relevant officers. 	
3.14 We will reduce violent crime	Establish a Town Centre Neighbourhood Group to examine violent crime, town centres and night time economy issues	March 2008	<ul style="list-style-type: none"> Workshop held and action plans drafted. 	
	Develop a Strategy to reduce violent crime in town centres	March 2008	<ul style="list-style-type: none"> Action plans being considered by partners. 	

Service Plan Ref.	Milestone	Work plan milestone target	Update	Progress
3.15 We will reduce the hidden crime status of domestic abuse	Continue to deliver training and awareness raising of domestic abuse and its affects		<ul style="list-style-type: none"> As of December 2007, 6 training sessions and 14 awareness talks have been delivered 	
			<ul style="list-style-type: none"> Helpline cards are replenished to agencies when needed 	
			<ul style="list-style-type: none"> Leaflets and posters are sent out to both statutory and voluntary agencies when needed. 	
	Examine and improve performance (statistics) monitoring systems		<ul style="list-style-type: none"> A domestic abuse statistics sheet, updated monthly, is available for Community staff. 	
	Strengthen existing partnerships to improve the service and raise the profile (availability) of the service		<ul style="list-style-type: none"> Strengthened links with Children's Centres across Wear Valley, the Police and Housing. 	
<ul style="list-style-type: none"> Working with other service providers to develop stronger links. 				
3.16 We will reduce repeat victims of domestic abuse by 10%	Review numbers of service users going on to become repeat victims and identify trends		<ul style="list-style-type: none"> Between April - December 2007, 10 former clients of the service were re-referred. 	
			<ul style="list-style-type: none"> Awaiting response from Durham Constabulary after a request to review their methods of monitoring repeat victims was made. 	
			<ul style="list-style-type: none"> The service is assessing its relationship with repeat victims to better understand why repeats occur and what can be done to reduce them. 	

Service Plan Ref.	Milestone	Work plan milestone target	Update	Progress
3.16 (Cont.) We will reduce repeat victims of domestic abuse by 10%	Develop an appropriate service improvement plan identifying opportunities for service diversification		<ul style="list-style-type: none"> A volunteer programme is being considered, in addition to the volunteer counsellors, managed by the service. 	
	Contribute to a review of victim recording procedures in partnership with the police		<ul style="list-style-type: none"> Several meetings have taken place so far; next meeting scheduled for February 2008. 	
3.25 We will refocus the work of the Street Warden Scheme	Street wardens work to be aligned with greener, cleaner, safer agenda. For street wardens to deal with enforcement issues on litter, dog fouling, fly tipping and abandoned vehicles.	October 2007	<ul style="list-style-type: none"> From January 2008, weekly foot patrol schedules will be introduced to cover every street. 	
3.27 We will take robust enforcement action to tackle Anti Social Behaviour	Train Street Wardens in the use of fixed penalty notices	December 2007	<ul style="list-style-type: none"> All Wardens, except for new starters, have been trained to issue FPN's. 	
	Ensure all Street Wardens are accredited by the Police Reform Act to enforce minor offences e.g. alcohol misuse, confiscating cigarettes from under age users.	October 2007	<ul style="list-style-type: none"> An accreditation schedule for each warden is monitored, with applications for updating accreditation made as necessary. 	
	Recruit an extra 3 Street Wardens	November 2007	<ul style="list-style-type: none"> 2 extra wardens in place. Plans for recruiting a further 5 wardens to be discussed in January 2008. 	
	Purchase "body cams" to record anti social behaviour and collate evidence	December 2007	<ul style="list-style-type: none"> Body Cams were used on a trial basis during October and November. Negotiations with supplier are underway to finalise orders. 	
	Continue to implement the Community Safety Strategy	Ongoing	<ul style="list-style-type: none"> Completed a successful clean up week in West Auckland in October 2007. 	
	Train in investigation of fly tipping	December 2007	<ul style="list-style-type: none"> Training completed. 	

Service Plan Ref.	Milestone	Work plan milestone target	Update	Progress
3.33 We will develop a set of strategic aims and objectives for the development and management of local landscapes / neighbourhoods	Workshop to identify strategic objectives and action plan	November 2007	<ul style="list-style-type: none"> Action plan developed to ensure the Neighbourhood Arrangements project is delivered and that local issues, in particular, in Super Out Areas, are addressed to reduce deprivation. 	█
			<ul style="list-style-type: none"> Three launch events/workshops have been arranged for March 2008. 	█
			<ul style="list-style-type: none"> Three geographical areas agreed. 	█
			<ul style="list-style-type: none"> Awareness to be raised through local publicity and briefings for elected members. 	█
3.34 We will enhance green space provision and quality	Produce plan for Glenholme Park	December 2007	<ul style="list-style-type: none"> Public meetings held by Groundwork during December 	█
3.35 We will develop a local Waste Management Plan (collection)	Undertake a feasibility study of implementation of alternative week collections – Committee Report	November 2007	<ul style="list-style-type: none"> Meetings held with Abitibi and Marley to discuss options for recycling services. 	█
	Use findings of feasibility study to determine future options for service improvements in line with Waste Strategy for England 2007	December 2007	<ul style="list-style-type: none"> Members briefing session held in December 2007 to consider twin bin proposal. Feedback due in January 2008. 	█
	Review progress with County Council Waste Strategy	December 2007	<ul style="list-style-type: none"> County Waste Strategy is out for consultation until mid January 2008. Co. Durham Waste Management Partnership meetings are ongoing. 	█
	Reconsider the focus of the collection service with emphasis being placed on the collection of recyclables and compostables	December 2007	<ul style="list-style-type: none"> Tenders for 'green' vehicles to be distributed in January 2008. 	█

Service Plan Ref.	Milestone	Work plan milestone target	Update	Progress
3.36 We will continually improve recycling rates	Reconsider the focus of the collection service with emphasis being placed on the collection of recyclables and compostables	Ongoing	<ul style="list-style-type: none"> Purchase of 3 new recycling vehicles to improve capacity. Tenders to be received in January 2008. Plans being implemented for the promotion and distribution of 200 free compost bins to residents in the Dales. 	
	Continue to deliver education, school assemblies' etc to raise awareness of recycling and waste minimisation.	Ongoing	<ul style="list-style-type: none"> Between October – December 2007, recycling promoted at a school assembly and 3 community events, involving Bishop Auckland College, Asda and Durham County Council. 	
			<ul style="list-style-type: none"> Raised awareness with 9 press releases, wheeled bin stickers and a Christmas card to all residents 	
			<ul style="list-style-type: none"> Idea of a Modern Apprentice to provide admin support to the Recycling Officer to be considered in January 2008. 	
	Continue to benchmark the service against that of other authorities to examine best practice	Review in December 2007	<ul style="list-style-type: none"> Visited Mid Beds in October 2007; showed that although their number of households is double ours, cost per household was proportionate to ours. Differences in VFM, e.g. larger bins, more bring sites; 	
			<ul style="list-style-type: none"> Looking into arranging a visit to Hartlepool and Derwentside in 2008. 	

Service Plan Ref.	Milestone	Work plan milestone target	Update	Progress
3.36 (Cont.) We will continually improve recycling rates	Updating the recycling bring facilities in the district with new signage and refurbished banks	December 2007	<ul style="list-style-type: none"> New 'recycling site' directional signs installed. 	
			<ul style="list-style-type: none"> Can recycling banks passed internal inspection. 	
			<ul style="list-style-type: none"> Xmas tree recycling to be available at 5 locations in January 2008 for 1 week. 	
3.37 We will seek options for the delivery of the refuse and recycling services to improve VFM and performance	Undertake a procurement exercise to find alternative disposal options for recycling	March 2008	<ul style="list-style-type: none"> Expressions of interest have gone out and are available on our website. 	
	Provide training in Customer Care and the importance of recycling for recycling staff	August 2008	<ul style="list-style-type: none"> All PRADs completed. 	
	Review value for money of using agency staff	December 2007	<ul style="list-style-type: none"> Customer-care training to be delivered in February 2008. 	
3.40 We will update the current Recycling Plan	Review the Recycling Plan actions and incorporate into Waste Management Strategy	December 2007	<ul style="list-style-type: none"> Consultant in place to develop the Council's Waste Strategy, including a new recycling plan. 	
4.1 We will use WVDC Communications and Consultation Strategy to develop a departmental consultation plan that employs a variety of techniques.	Develop a departmental consultation plan – link to Customer Profile database, service standards and involvement menu	November / December 2007	<ul style="list-style-type: none"> Departmental and Future Aspects Consultation Plans drafted and to be reported to DMT in January 2008 for approval. 	

Service Plan Ref.	Milestone	Work plan milestone target	Update	Progress
4.7 We will develop and implement a plan to achieve the requirements of "Arts at the Strategic Centre".	Develop a Plan to achieve the requirements of Arts at the Strategic Centre	December 2007	<ul style="list-style-type: none"> Reviewed partnership agreement and progress against priorities with the Arts Council. 	Yellow
			<ul style="list-style-type: none"> Regularly Funded Organisation through new partnership agreement with Arts Council for 2008/09 confirmed. 	Green
	Identify groups that wish to undertake arts award in 2007/08		<ul style="list-style-type: none"> Two groups have attended Youth Arts Award training 	Green
	Contract and fund Arts Awards delivery		<ul style="list-style-type: none"> WVDC will refund costs of training, applying and monitoring youth arts award costs provided groups apply for awards and submit portfolios for accreditation in 2007/08. 	Green
4.8 We will develop a marketing strategy to promote the services provided by the department.	Leaflets printed	October 2007	<ul style="list-style-type: none"> Service leaflets available in Council offices from December 2007. 	Green
	Website updated with quick wins	October 2007	<ul style="list-style-type: none"> System of updating webpages established. 	Yellow
4.9 We will develop risk assessments and equalities impact assessments, which will be applied to policies and strategies.	Contribute to development of Equalities and Diversity Action Plan	Sept – Oct 2007	<ul style="list-style-type: none"> Action Plan approved by DMT in December 2007. 	Green
			<ul style="list-style-type: none"> Equality statement circulated and included on all documentation. 	Green
			<ul style="list-style-type: none"> Risk update to be reported to P&SD on 23 January 2008 	Yellow

Service Plan Ref.	Milestone	Work plan milestone target	Update	Progress
Planning, development and implementation of Citizens Panel – link to PMF	Analysis of volunteer data to ensure representation of district	December 2007	<ul style="list-style-type: none"> Recruitment process started on 27 December 2007, with 3,000 local residents receiving a newsletter and recruitment form. 	Green
			<ul style="list-style-type: none"> Results expected by 28th January 2008. 	Yellow
	Develop name / aims / objectives / terms of reference / constitution / code of conduct for Citizens Panel	January 2008	<ul style="list-style-type: none"> Citizen Panel named as 'Future Aspects: The Voice Of Wear Valley'. 	Green
			<ul style="list-style-type: none"> Terms of reference developed for the Panel, approved by DMT. 	Green
	Develop schedule of consultation activities (surveys, topics, focus groups etc)	January 2008	<ul style="list-style-type: none"> Future Aspects Consultation Schedule produced and will go to DMT for approval in January 2008. 	Yellow

COMMUNITY SERVICES COMMITTEE

27 FEBRUARY 2008

Report of the Strategic Director for Environment and Regeneration **ABANDONED AND STRAY DOGS – SECTION 68 OF THE CLEAN NEIGHBOURHOODS & ENVIRONMENT ACT 2005**

purpose of the report

To seek approval from members of Committee for changes to the way in which stray and abandoned dogs are to be dealt with by the Authority and the potential implications arising from the implementation of Section 68 of the Clean Neighbourhood and Environment Act 2005 (CNEA) in April 2008.

background

1. The Department for the Environment Food and Rural Affairs (DEFRA) has negotiated with the Local Government Association (LGA) on the implementation of Section 68 of CNEA relating to the transfer of responsibility for stray dogs solely to local authorities. This responsibility is currently shared with the Police.
2. Also involved in the negotiations were the Association of Chief Police Officers (ACPO) and the Home Office, the negotiations revolved around the release and transfer of resources to local authorities to meet the requirements of the section of the Clean Neighbourhoods & Environment Act. However, until very recently there was no information provided to local authorities informing the amount of funding available to support authorities in delivering Section 68.
3. Currently there is a requirement for local authorities to remove stray or abandoned dogs from our communities; this is shared with the Police. From the first of April 2008 local authorities will have sole responsibility and any discretionary responsibility will be removed from the Police.
4. The current shared responsibility between the local authority and the Police for stray and abandoned dogs is as follows. The local authority's role is to collect dogs (either directly or via arrangement), detain and release them to their owners or to adopting owners or to dispose of them if necessary. The Police are required to receive any stray dog taken to a Police Station by a member of the public. This power and responsibility will be removed in April 2008.
5. The Public Protection Section has responsibility for the removal of stray and abandoned dogs, and has reviewed and revised its current arrangements in readiness for the total transfer of responsibilities in April 2008. This review has impacted on procedures, operations and has budgetary implications for this service.

proposal

6. The proposed revised arrangements for stray and abandoned dogs is as follows.

arrangements for dogs during office hours

7. Dogs that are picked up by the Dog warden around the district during normal working hours will continue to be taken to Deerness Kennels at Langley Moor. In emergency situations, any dangerous and aggressive dogs picked up by the Dog Warden in conjunction with the Police outside normal working hours will also continue to be taken to Deerness Kennels.

Dogs picked up by members of the public during normal working hours may:

- a) Be taken directly to the kennels by the public following notification to the Council.
- b) Where it is practicable to do so, be picked up from the member of the public's address by the dog warden and be taken to the kennels.
- c) May be brought to the Civic Centre by the member of the public where it will be held for as short a time period as possible and from where it will be collected by the Dog Warden and taken to the kennels.

arrangements for dogs outside office hours

8. Outside normal working hours, the following arrangement will be in force: No dog wardens will normally be working, except in emergency situations, such as, a dog acting dangerously in a public place and following a request from a police officer.

Any member of the public who captures or otherwise takes control of a stray dog may either wait until the following working day to report the matter, when the dog will be dealt with in accordance with either (b) or (c) above during normal working hours.

Wear Valley District Council has designated the Deerness Kennels at Langley Moor as they're out-of-hours acceptance point. The public may, therefore, also telephone the out-of-hours phone line to report the matter. Under these circumstances the operator, with the agreement of the member of the public, will telephone the kennels to report that a dog will be being brought to the kennels to arrive before 22:00hrs at the kennels.

If the person with the stray or abandoned dog out of hours refuses to take the dog to the kennels under these circumstances and they are unwilling or unable to keep the dog until the next working day, they may decide to let the dog go.

financial implications

9. Cost of out of hours arrangements with kennels will be approximately (£6000 per annum). The costs associated with increased frequency of collection and the holding of stray and abandoned dogs originating from members of the public during office hours will be assessed once the frequency has been determined. Although Government have given money, generally through the Rate Support Grant, the costs will be met from existing budgets.

legal implications

10. The Council has a statutory duty to carry out these functions.

human resource implications

11. There is likely to be additional time spent by the Dog Warden dealing with stray dogs. There will also be additional work for Public Protection staff who may have to receive stray dogs from members of the public at the Civic Centre, during office hours, albeit for short periods.

information technology

12. None.

crime and disorder and other implications

13. There may be an increase in stray dogs within the District as a result of people releasing captured dogs who are unable or unwilling to take them to the out of hours acceptance point.

timescale

14. Arrangements need to be in place by April 2008.

RECOMMENDED

1. That members approve the out of hours arrangements for the acceptance of stray dogs.
2. Members note that from time to time, dogs may be brought to the Civic Centre by members of the public

Officer responsible for the report

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