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Gary Ridley     Acting Chief Executive

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22<sup>nd</sup> December 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 7<sup>th</sup> JANUARY 2009** at **6.00 P.M.**

### AGENDA

1. Apologies for absence.
2. To consider the Minutes of the last Meeting of the Committee held on 5<sup>th</sup> November 2008 as a true record.
3. Declarations Of Interest

Copies  
attached

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 (...)

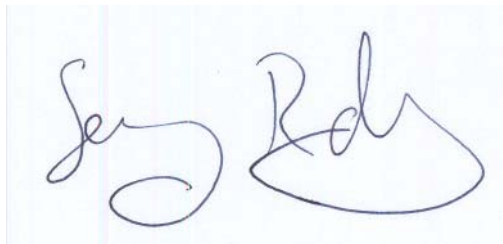
Officers are also invited to declare any interest in any matters appearing on the agenda.

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

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|----|---|---------|
| 4. | To consider options for the future management of common rooms owned by the Council.   | 1 - 3   |
| 5. | To consider the progress to date on improvements to the recycling service.  | 4 - 6   |
| 6. | To consider the recommendations of the recent Overview and Scrutiny Review of the Community Safety Partnership.   | 7 - 9   |
| 7. | To consider a regrading request.*   | 10 - 16 |
| 8. | To consider such other items of business which, by reason of special circumstances so specified, the Chairman of the meeting is of the opinion should be considered as a matter of urgency. |         |

\*It is likely that agenda item 7 will be taken in the closed part of the meeting in accordance with paragraphs 1 and 3 of Part 1 of Schedule 12A of the Local Government Act 1072, as amended by the Local Government (Access to Information)(Variation) Order 2006.

Yours faithfully



**Acting Chief Executive**

Members of this Committee: Councillors Mrs Bolam, Mrs Carrick, Ferguson\*, Gale, Mrs Hardaker, Hayton, Kay, Kingston, Laurie, Miss Ord, Perkins, Mrs Pinkney, J Shuttleworth, Taylor, Mrs Todd, Ward and Zair.

\*ex-officio, non-voting capacity.

Chair: Councillor Perkins

Deputy Chair: Councillor Hardaker

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

## DECLARATIONS OF INTEREST FORM

<b>NAME AND DATE OF COMMITTEE</b>	<b>AGENDA ITEM NUMBER</b>	<b>NATURE OF INTEREST AND REASONS</b>	<b>PRINT NAME</b>	<b>SIGNATURE</b>



## COMMUNITY SERVICES COMMITTEE

7 JANUARY 2009

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### Report of the Acting Strategic Director for Community **MANAGEMENT OF COMMON ROOMS**

#### **purpose of the report**

- 1 To consider options for the future management of common rooms owned by the Council.

#### **background**

- 2 When Dale & Valley Homes (D&VH) were formed on 1<sup>st</sup> April 2006 to manage the Council's housing stock, it was agreed that their management responsibility would include the Council's entire stock of common rooms. The Management Agreement between the Council and D&VH, which determines the responsibilities of each party, stated that D&VH are only responsible for management of 12 common rooms which does not cover the entire stock.
- 3 The Council currently owns 27 common rooms although some are no longer in use, some are subject to long term hire agreements and others are due to be transferred to community organisations. The Council has retained responsibility for structural and major repairs to the buildings as the owner as well as other responsibilities such as the setting of hire charges.

#### **d&vh proposal (option A)**

- 4 D&VH consider that the common rooms do not form part of the core business as a landlord. Consequently, their board wishes to enter into discussions with the Council about transferring responsibility back to the Council. The proposal is to transfer the responsibility of those common rooms listed in Annex A.
- 5 This transfer list excludes two existing common rooms which would remain within the management of D&VH. These are Greenside Place and Park Avenue both located within Crook. Unlike the other common rooms, they operate primarily as sheltered accommodation with a number of tenants located above the communal area.

## **management arrangements (option A)**

- 6 Management of the common rooms involves a number of activities as below:
- Management of bookings and hires
  - Minor repairs and maintenance issues
  - Cleaning of building
  - Ensuring appropriate health and safety arrangements for users e.g. checking fire alarms
  - Providing access to the building and ensuring security when not in use
  - Management of income and expenditure budgets
- 7 If the Council were to accept the above proposals, it would have to ensure proper management of the facilities. Whilst some of the activities could be absorbed by existing staff, additional resources would be required. The cost of staffing and ancillary costs could be financed from the rebate on the management fee paid to D&VH (see financial implications).
- 8 It is proposed that responsibility for the function sits within the Community department. This fits with the Department's current management of other community facilities at Henknowle and Leeholme.

## **financial implications (option A)**

- 9 D&VH receive a management fee in order to provide the services that had been delegated. The baseline fee was calculated by splitting the existing Housing Revenue Account budget between those functions retained by the Council and those functions to be managed by D&VH. An amount of £45,260 per annum was included within the fee to cover the cost to D&VH of managing the existing stock of common rooms.
- 10 Since the baseline fee was calculated in 2006/07, D&VH have received inflationary uplifts of 4% and 1% per annum. Consequently, the notional element of the 2008/09 fee relating to management of common rooms is £47,541.
- 11 Costs cannot be attributed easily to individual common rooms. Consequently, a pro-rata split based upon number of common rooms managed by each party is more appropriate. If D&VH retain responsibility for 2 common rooms, that equates to 7.41% of the total number. If a transfer takes place on 1<sup>st</sup> February 2009, the reduction in fee paid to D&VH would be £7,336 in 2008/09. The full year reduction would be £44,018.

## **hr implications (option A)**

- 12 It is estimated that management of these facilities would require the Council to appoint an additional member of staff.

## retention of existing arrangements (option B)

- 13 If the Council were not to accept option A the alternative is to retain the existing arrangements. This would result in no financial or HR implications for the Council. However, this would not be supported by D&VH who have expressed concern about the lack of clarity about their and the Council's respective responsibilities in relation to common rooms.

## summary of options

- 14 The pros and cons of each option are shown below:

	<b>Option A</b>	<b>Option B</b>
<b>Pros</b>	<ul style="list-style-type: none"><li>• Achieves a modest revenue saving to the Council's HRA</li><li>• Reduces confusion over roles and responsibilities</li><li>• Consistent with Council management of other community facilities</li></ul>	<ul style="list-style-type: none"><li>• Provides continuity of service to customers e.g. booking arrangements</li><li>• Avoids possible dispute over adjustments to management fee</li></ul>
<b>Cons</b>	<ul style="list-style-type: none"><li>• Administrative cost in recruitment of additional staff</li><li>• Reduced local knowledge of existing facilities and customers</li><li>• Timescales dictate that revised arrangements only in place for short period before demise of WVDC</li></ul>	<ul style="list-style-type: none"><li>• Does not resolve issue of "mixed" management</li><li>• Diverts D&amp;VH resource away from their key functions</li></ul>

- 15 Senior members have already been advised of progress and interim conclusions arising from the review of common rooms. Decisions regarding the future number and use of common rooms would have no fundamental impact upon the decision on management arrangements.

## recommendations

- 1 Members' views on the options available for future management of the common rooms are sought.

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**Officer responsible for the report**

Stuart Reid  
Acting Strategic Director for Resource  
Management  
Ext 258

**Author of the report**

Stuart Reid  
Acting Strategic Director for Resource  
Management  
Ext 258

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**COMMUNITY SERVICES COMMITTEE**

**7 JANUARY 2009**

Report of the Acting Strategic Director for the Community  
**RECYCLING INITIATIVES - UPDATE**

purpose of the report

- 1 To inform Committee of the progress to date on improvements to the recycling service.

**background**

- 2 As Members will recall, on 6 August 2008, Council agreed to introduce a number of initiatives to improve the recycling rate within Wear Valley.
- 3 These initiatives included the extension of the garden waste service, increasing the range of 'dry' recyclable materials and introducing more 'bring sites' throughout the District.

**progress to date**

- 4 The extension of the garden waste service has proven to be a successful initiative with well over 10,000 households requesting a garden bin during the initial delivery.
- 5 The Council is still receiving requests from households after the expiry of the deadline for receipt of requests. To date almost 1,000 additional households have requested to be included in the garden waste service. It is hoped that most, if not all, of these properties will receive garden waste bins in time for next year's collection starting in the Spring.
- 6 Members should be encouraged to note that the new unitary authority has recently agreed to introduce a countywide garden waste collection service. This service will mirror the service currently in place for the residents of Wear Valley.
- 7 Regarding the 'dry' recyclable collection, the Council is, at the time of preparing this report, awaiting a decision from the unitary council under the 'business as usual' process. Wear Valley has carried out a competitive procurement exercise to select the disposal company; however this needs to be agreed with the unitary.

- 8 This delay has enabled the Council to design promotional material and develop proposals for distribution of the additional boxes and bags.
- 9 Officers have also been identifying locations for additional 'bring sites' throughout the District. These will initially be targeted in the dales area, however we need to ensure compliance with planning regulations and ascertain demand for the sites.

### performance information

- 10 At the time of producing this report the Council had received indicative tonnages for collection of garden waste for October and November. To date 312 tonnes has been collected, compared to 143 tonnes for the same period last year. This is an encouraging statistic as not all households had received their bins at the start of October and shows how performance has increased by over 200% compared to last year.
- 11 During October there was a reduction of almost 130 tonne in the amount of municipal waste collected compared to the similar period last year. This can be attributed, in part, to garden waste but also to the Council's drive for waste minimisation.
- 12 Overall this illustrates a clear reduction in the amount of waste Wear Valley sends to landfill.

### financial information

- 13 The improvements to the recycling service were financed from both revenue and capital budgets. To date all costs have been contained within these budgets.
- 14 It is anticipated that the following estimated costs will be incurred against capital budgets during this financial year.

<b>Items of expenditure</b>	<b>£</b>
▪ Promotion, printing and storage costs	25,000
▪ Purchase of additional recycling boxes	70,000
▪ Purchase of recycling bags	35,000
▪ Distribution cost for both garden and dry recyclable materials	62,000
▪ Vehicles alterations for collections	8,000
<b>TOTAL COST</b>	<b>£200,000</b>

- 15 As Members may be aware, the original capital budget was £268,000. The projected underspend of approximately £70,000 has been reported to Special Policy and Strategic Development Committee on 17 December 2008.



## **conclusion**

- 16 Members should be pleased to note the improvements to performance in the early months of these initiatives. This has been achieved in an extremely short timescale and within available budgets.

## **RECOMMENDED**

- 1 Committee notes the progress to date.
- 2 Committee receives further update reports during the next Committee cycle.
- 3 Committee delegates authority to the Acting Strategic Director, in consultation with the Chair of Community Services Committee, to accept the County Council's approved disposal contractor.

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**Officer responsible for the report**  
David Milburn  
Acting Strategic Director for the Community  
Ext 368

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**Author of the report**  
David Milburn

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**COMMUNITY SERVICES COMMITTEE**

**7 JANUARY 2009**

Report of the Acting Director for the Community  
**COMMUNITY SAFETY PARTNERSHIP REVIEW – OVERVIEW AND SCRUTINY  
COMMITTEE (EXTERNAL)**

purpose of the report

- 1 To inform Committee of the recommendations of the recent Overview and Scrutiny Review of the Community Safety Partnership and to highlight proposals to implement the agreed recommendations.

**background**

- 2 At Council on 2 December 2008 Members agreed the report by Overview and Scrutiny Committee (External) on the Wear and Tees Community Partnership. This detailed review arrived at a number of recommendations that require implementation by the Community Department.
- 3 The recommendations were : -
  - A Community Safety Partnership (CSP) working group should be regularly convened. The working group would consist of all council managers with the potential to contribute to the CSP, and would work to identify ways of engaging more effectively in the operational work of the Partnership.
  - Senior council managers should secure across the board improvements to the extent to which middle managers are contributing to the work of the Partnership.
  - All managers across the authority should be made aware of the statutory requirements placed on the Council in relation to Crime and Disorder Reduction Partnerships (CDRPs). In addition to this, managers should be made aware of the benefits of partnership working and the ways in which their services can contribute to the work of the CSP.
  - Each Council service engaged in the SCP should have a nominated replacement officer to attend partnership meetings when the principal representative of the service is unavailable.

- A data sharing protocol with the Partnership should be established. This would outline exactly which data is required from the Council and would enable a more effective two-way flow of information.
- Thought should be given to the development of a feedback mechanism which will engage those engaged in frontline council services to pass intelligence on to the Partnership.

## **proposals**

- 4 The Action Plan in Annex A highlights the improvements that can be achieved prior to unitary 'vesting day'.

## **RECOMMENDED**

- 1 Committee approves the attached Action Plan.

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**Officer responsible for the report**  
David Milburn  
Acting Strategic Director of the Community  
Ext 379

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**Author of the report**  
David Milburn

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<b>Recommendation</b>		<b>Proposed Action</b>	<b>When</b>	<b>Responsible Officer/ Resource</b>	<b>Proposed Outcomes</b>
1	Community Safety Partnership (CSP) working group established	Establish working group consisting of relevant staff	January 2009	Community Safety Manager to lead	Effective and joint working in the Council on operational issues
2	Contribution to service improvements remitting from CSP	Feedback from Senior Managers attending CDRP meetings and T & C Meetings to staff on all service improvements resulting from work within the Partnership	January 2009	Acting Director for the Community – feedback on CDRP Community Support Managers – Feedback on T&C	Middle Managers and staff better informed on work they carry out and how it feeds into work of the Partnership
3	CDRP work and requirements communicated to all managers in authority	Presentation at EMY followed by attendance at DMT meetings of all departments	January 2009	Community Safety Manager	Managers becomes more aware of CDRP and benefits/possible contribution
4	Deputies to be appointed for attendance at meetings	All relevant managers to identify and nominated a replacement officer to attend/deputise	January 2009	Relevant managers	Ensures attendance at meetings
5	Data sharing protocol established	Refer to LGR Community Safety Workstream to ensure protocol is developed that is of a standard and agreed format and provides relevant and effective information	January 2009	Community Safety Manager to raise with Workstream	Standardised data reporting/sharing with all partners
6	Develop a feedback mechanism to pass intelligence to Partnership	As above there is a need to ensure intelligence is provided in a standard agreed format with relevant information	January 2009	Community Safety Manager to raise with Workstream	Ensure intelligence collected/shared is of relevance and is a standard format

