



Civic Centre,
Crook,
County Durham.
DL15 9ES
Tel: 01388 765555 Fax: 01388 766660
Minicom: 01388 761515 e-mail: m.laing@wearvalley.gov.uk

Michael Laing Chief Executive

12th June 2007

Dear Councillor,

I hereby give you Notice that a Meeting of the **CENTRAL RESOURCES COMMITTEE** will be held in the **COUNCIL CHAMBER, CIVIC CENTRE, CROOK** on **WEDNESDAY 20th JUNE 2007 at 6.00 P.M.**

AGENDA

	Page No.
1. Apologies for absence.	
2. To consider the Minutes of the last Meeting of the Committee held on 19 th March 2007 as a true record.	Copies previously circulated
3. To consider a request to purchase land adjacent to 19 Hamsterley Drive, Crook for Mr and Mrs Swinhoe.	1 - 3
4. To consider a request to purchase land adjacent to 1 South View, Hunwick for Mr and Mrs Armstrong.	4 - 6
5. To consider a request to purchase land adjacent to 1 Worcester Place, Bishop Auckland for Mr T Nicholson.	7 - 9
6. To consider a request to purchase land at the rear of 5 Collier Close, Crook for Mr J Palliser.	10 - 12
7. To consider a request to purchase land adjacent to 57 Heather Lane, Crook for Mrs C Maddison.	13 - 15
8. To consider a request to purchase land adjacent to 1 Murphy Crescent, Bishop Auckland for Mr M Shaw.	16 - 19
9. To consider a request to purchase land adjacent to 11 Quarry Farm Close, Hunwick for Ms J Dowson	20 - 23
10. To consider a request to purchase land at Bridge Street, Newon Cap for Mezzo Development.	24 - 26
11. To consider a request to purchase land adjacent to 1 Cosgrove Avenue, Bishop Auckland for Mr and Mrs Longstaff.	27 - 30

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|-----|---|---------|
| 12. | To consider a request from Sunnyside Community Association for a donation from the Community Fund. | 31 - 33 |
| 13. | To consider a request from Durham and Darlington Rape Crisis Centre for a donation from the Community Fund. | 34 |
| 14. | To consider a request for the transfer of Hargill Haven Community Centre to Howden-le-Wear Community Partnership. | 35 - 36 |
| 15. | To consider the letting of Tees Walk Community Centre, Coundon to the Coundon and Leeholme Partnership on a long-term lease arrangement. | 37 - 41 |
| 16. | To consider the creation of a temporary post on the establishment of Asset Management Officer | 42 - 44 |
| 17 | To endorse the Council's Business Continuity Plan. | 45 - 53 |
| 18. | To receive an update on the effectiveness and efficiency of debt management within the Resource Management Department during 2006 – 2007. | 54 - 57 |
| 19. | To consider the performance of the Department in relation to its 2006/2007 Service Plan. | 58 - 75 |
| 20. | To receive an update on the complaints received in relation to the Resource Management Department | 76 - 77 |
| 21. | To consider such other items of business which, by reason of special circumstances so specified, the Chairman of the meeting is of the opinion should be considered as a matter of urgency. | |

Yours faithfully



Chief Executive

Members of this Committee: Councillors Buckham, Mrs Burn, Harrison, Hayton, Grogan, Kay, Kingston, Mairs, Mowbray, Murphy*, Miss Ord, Mrs Pinkney, Mrs Seabury*, Shuttleworth, Stonehouse, Taylor and Zair

*Ex-officio, non-voting capacity

Chair: Councillor Hayton

Deputy Chair: Councillor Mrs Pinkney

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



**WEAR
VALLEY**
DISTRICT COUNCIL

CENTRAL RESOURCES COMMITTEE

19 MARCH 2007

Report of the Asset Management Group
LAND AT THISTLEFLAT/WEST ROAD, CROOK

purpose of the report

1. To seek Members' approval to dispose of land at the above location.

background

2. The applicant, RFP Land and Property Limited, has recently obtained planning permission for the demolition of Lindale House and the erection of 14 houses with access to the site via the existing adopted highway along West Road. For clarification this road runs alongside Steward Drive, Gardner Court and Snowball Close. The extent of the adopted highway is shown black on the plan at Annex A.
3. Planning permission (reference 3/2006/0881) contains a condition that before the commencement of any other parts of the development the proposed vehicular access (along West Road) is constructed to the standards contained within submitted plans. This condition effectively requires the improvement and widening of the adopted highway to include both a pavement and service strip. The applicant has therefore requested to purchase a strip of land, shown hatched on the plan, from the Council in order to fulfil the planning condition. This hatched area comprises approximately 505 square metres.
4. Members will recall that the Central Resources Committee held on 27 September 2006 refused the applicant's request to acquire Council land off Thistleflat Road and lying to the west of Lindale House to provide vehicular access to this site (Minute No. 189 refers) following objections raised as a result of the open space advertisement.

consultations

5. As the land is open space the usual open space advertisement, in accordance with Section 122/123 of the Local Government Act 1972, has been undertaken. Notices were also displayed on site. No objections were received.
6. The Strategic Director for the Environment and Regeneration advises that the creation of the access would involve the slight encroachment onto land allocated as protected open space by policy BE14. Given the proposal will involve the provision of an improved access with adjacent footpath he is of the view that the improvements will have a positive impact on the use of the open space and the loss of a 2 to 3 metre wide strip would not compromise the open space allocation. On this basis he has no objection to the proposed disposal.

7. The Acting Head of Community and Cultural Services (AHCCS) offers no objection of a technical nature to the sale of the land. The proposal may require the soil bank near the A689 to be regraded. One tree may be affected by the proposals.

financial implications

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

legal implications

9. There are no legal implications other than the open space advert referred to above.

human rights implications

10. Article 6 and Article 1 of the 1st Protocol are relevant to this matter and are tabled for Members consideration. This Committee comprises a tribunal in accordance with Article 6 and it is considered that the consideration of this item by the Committee complies with the Council's obligations in this regard. It should be noted that the applicants are entitled to make representations to the Committee before a decision is taken. Article 1 of the 1st Protocol requires the Committee to have regard to the applicants' rights in Lindale House and to the rights of those adjoining owners who may be affected by the proposal.

conclusion

11. The consultation process has seen no objections being received. The proposal will enable the existing highway to be upgraded and a new footpath created.

RECOMMENDED that the land shown hatched on the plan be sold to RFP Land and Property Limited at a valuation to be agreed with, or given by, the District Valuer subject to the following conditions:

- a. The applicant meet the Council's legal and valuation fees;
- b. If the event that the AHCCS considers the soil bank requires regrading to accommodate the access road then the applicant will be required to undertake such works to the satisfaction of the AHCCS.

background papers

File Number 81478

Officer responsible for the report	Author of the report
Gary Ridley	Andrew Coates
Strategic Director for Resource Management	Legal Executive
Ext 227	Ext 418

CENTRAL RESOURCES COMMITTEE

19 MARCH 2007

Report of the Strategic Director for Resource Management
LAND ADJACENT TO RIDING HALL CARPETS, LOW WILLINGTON

purpose of the report

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

background

2. The Developer Charles Church is the owner of land adjoining the requested site at Low Willington and is in the process of building a residential development on the said adjoining land.

proposal

5. A request has been received from the Developers, Charles Church North East of Charles Church House, Bowburn to purchase the land shown hatched black on the plan at Annex B for the purpose of incorporating the land into their current housing development.

consultations

4. The Strategic Director for Environment and Regeneration confirms that he has no objection to the sale of the land. He confirms the land was included with the application site for residential development which was granted planning permission on 3 August 2006 under reference 3/2006/0413.
5. The Strategic Director for the Community has no objection to the sale of the land. He suggests that the applicants be requested to provide and maintain a suitable boundary structure in accordance with planning regulations.

legal and financial implications

6. The Council has a legal duty to obtain the best price within the terms of Section 122/123 of the Local Government Act 1972. As the land adjoins the Applicants current development, it is highly unlikely that any other person would be interested in purchasing the land.
7. The disposal of the land would result in a capital receipt.

conclusion

8. If after considering the report Members are of the opinion that the request should be approved I would recommend that the sale to Charles Church be approved subject to the following terms and conditions;
- (a) Valuation to be agreed with, or given by, the District Valuer.
 - (b) Applicant to be responsible for the erection and future maintenance of the boundary structure.
 - (c) Applicant to be responsible for the Council's legal and valuation costs.

RECOMMENDED that the sale be approved upon the terms agreed with the District Valuer and also subject to the conditions as set out above.

background Papers

File no. 81538

Officer responsible for the report

Gary Ridley
Strategic Director for Resource Management
Ext. 227

Author of the report

Diane Hathaway
Legal Executive
Ext. 319

CENTRAL RESOURCES COMMITTEE

19 MARCH 2007

Report of the Strategic Director for Resource Management **REQUEST FROM COMMUNITY FUND**

purpose of the report

1. To seek Members' views on a request from the Community Fund from Disability Access.

background

2. Disability Access is a voluntary organisation operating in Crook which provides the following services:
 - Advice to individuals regarding disability issues.
 - Free training to organisations re: disability issues.
 - Access audits of buildings to organisations for which it makes a charge.
3. The organisation is staffed by 2 paid employees and a number of volunteers.
4. Disability Access has requested funding from the Authority of almost £32,000 over a 3 year period i.e. approximately £11,000 p.a. Their current financial position is as follows:
 - They incur costs (salaries/rent/energy etc.) of approximately £4,000 per month.
 - They have sufficient reserves to last until August 2008.
 - They are currently awaiting the result of a bid from the Lottery, which is due in late April/early May 2007. If this bid is successful, it will leave them with a deficit each year of approximately £11,000.
 - They have submitted other bids for funding but these are not expected to be successful.
 - No funding has been received from other local authorities.
5. Disability Access is a unique organisation in Wear Valley offering an advisory service which other organisations do not. They state in their literature that in the last year they have given advice to over 2,500 individuals. They are requesting financial support to fund the cost of roadshows, insurance, rent, rates, utilities etc.

financial implications

6. Any contribution to Disability Access would need to be met from within existing Council resources.

legal implications

7. The Authority is allowed to part fund such organisations as Disability Access.

officer comment

8. Members will be aware that Committee agreed to fund Signpost for a limited period as a result of their financial position, which included premises costs. Disability Access are requesting funding toward premises costs and it may be worth exploring with 2D whether scope exists to rationalise the provision of advice rather than risk both organisations closing.

RECOMMENDED that Members views are sought.

Officer responsible for the report

Gary Ridley
Strategic Director for Resource
Management
Ext. 227

Author of the report

Gary Ridley
Strategic Director for Resource
Management
Ext. 227

CENTRAL RESOURCES COMMITTEE

19 MARCH 2007

Report of the Strategic Director for Resource Management REQUEST FROM COMMUNITY FUND

purpose of the report

1. To seek Members' views on a request from the Community Fund from Rape Crisis Centre.

background

2. The Rape and Sexual Abuse Counselling Centre have requested emergency funding of £2,500 p.a. towards core costs offered to local residents. Any annual contribution given would help the Centre to:
 - Provide specialist information, support and counselling for girls and women aged 13 and over who have been raped, sexually abused or experienced domestic abuse at any time in their lives.
 - Raise awareness about rape, sexual abuse and domestic violence and provide training, education and outreach work.
 - Contribute to policy development initiatives aimed at improving service provision for women survivors.
 - Support and help develop initiatives aimed at prevention and detection of childhood sexual abuse, adult rape/sexual assault and domestic abuse.
3. Annex C to the report details how the work of the Centre contributes to local and national strategies. It is not clear from the organisation's request how many individuals have been assisted from the Wear Valley area.

financial implications

4. Any contribution to Rape Crisis Centre would need to be met from within existing Council resources.

officer comment

5. At present the Centre offers a free service to individuals and any support given may well assist the Centre in obtaining other funding.

legal implications

7. The Authority is allowed to part fund such organisations as described above.

RECOMMENDED that Members views are sought.

Officer responsible for the report

Gary Ridley
Strategic Director for Resource
Management
Ext. 227

Author of the report

Gary Ridley
Strategic Director for Resource
Management
Ext. 227



**WEAR
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CENTRAL RESOURCES COMMITTEE

19 MARCH 2007

Report of the Director of Resource Management
RESOURCE MANAGEMENT SERVICE PLAN 2007/08

purpose of the report

1. To seek Member approval for the Department's Service Plan.

background

2. The Department has produced a service plan in line with the corporately agreed framework. The plan is shown at Annex D.

consultation

3. Staff have been consulted on the Plan, especially in relation to the setting of performance indicator targets and action plans.

human resources/financial implications

4. The Department considers that there are sufficient resources (staff, asset, money etc.) to deliver the performance levels and targets set out in the Service Plan. The plan will be monitored by members after 6 months.

RECOMMENDED that Members agree the Resource Management Service Plan at Annex D.

Officer responsible for the report

Gary Ridley
Director of Resource Management
Ext 227

Authors of the report

Anna Barker – AD Legal & Administration
Stuart Reid – AD Finance & I.T.
Exts 310/258



**WEAR
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CENTRAL RESOURCES COMMITTEE

19 MARCH 2007

Report of the Strategic Director of Resource Management
**TEESDALE AND WEAR VALLEY SHARED SERVICES PARTNERSHIP JOINT
COMMITTEE**

purpose of the report

1. To consider the constitution of the Teesdale and Wear Valley Shared Services Partnership Joint Committee.

background

2. In November 2006, members approved the formation of the Teesdale and Wear Valley Shared Services Partnership. The partnership was formed to administer housing and council tax benefit services for both Councils. The partnership also included the provision of information technology support by Wear Valley to Teesdale District Council (TDC) in respect of revenues services (council tax and non-domestic rates). The partnership became operational on 2nd January 2007.
3. The partnership took the form of a lead authority model in which Wear Valley would provide services to TDC in return for an agreed fee. In order to provide accountability to and participation from members of each authority in the functioning of the partnership, it is proposed to form a joint committee. Such a committee requires a constitution in order to function effectively and is a condition of the service level agreement that has been signed by both Councils.

functions of joint committee

4. The draft constitution for the Joint Committee is attached as Annex E. The principal functions of the joint committee are to:
 - set progress and performance goals for the shared services partnership through approval of an annual business plan
 - review progress and performance of the shared services partnership
 - approve reports from the senior officer board

membership

5. Each Council will appoint three representatives as members of the joint committee. A quorum of three members is required to transact business.

structure

6. An officer board consisting of senior officers from both Councils will report to the committee.

frequency of joint committee meetings

7. The Joint Committee will be scheduled to meet quarterly.

partnership duration

8. The partnership will initially run for three years terminating on the 31st March 2010. It can be extended beyond that date by agreement of both councils.

legal implications

9. The Joint Committee is established under Section 101(5) of the Local Government Act 1972 and Section 20(1) of the Local Government Act 2000.

RECOMMENDED that the constitution as per Annex E be approved.

Officer responsible for the report

Gary Ridley
Strategic Director for Resource
Management
Ext 227

Author of the report

Stuart Reid
Assistant Director - Finance and I.T.
Ext 258



WEAR
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CENTRAL RESOURCES COMMITTEE

19 MARCH 2007

Report of the Director of Resource Management

TREASURY MANAGEMENT STRATEGY STATEMENT AND ANNUAL INVESTMENT STRATEGY 2007/08

purpose of the report

1. To advise Members and to seek their agreement on the above for the 2007/08 financial year.

background

2. The Local Government Act 2003 requires the Council to 'have regard to' the Prudential Code for Treasury Management (or promulgated by CIPFA) and to set Prudential Indicators for the next three years to ensure that the Council's capital investment plans are affordable, prudent and sustainable. As part of the 2007/08 budget setting process the Council set a number of Prudential Indicators and these are set out in paragraph 10.
3. The Act therefore requires the Council to set out its treasury strategy for borrowing and to prepare an Annual Investment Strategy; this sets out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.

2007/08 strategy

4. The suggested strategy for 2007/08 in respect of the following aspects of the treasury management function is based upon the Treasury officers' views on interest rates, supplemented with leading market forecasts provided by the Council's treasury advisor. The strategy covers:
 - Treasury limits in force which will limit the treasury risk and activities of the Council;
 - Prudential Indicators;
 - The current treasury position;
 - The borrowing requirement
 - Prospects for interest rates;
 - The borrowing strategy;
 - Debt rescheduling;
 - The investment strategy;
 - Other issues.

5. It is a statutory requirement under Section 33 of the Local Government Finance Act 1992, for the Council to produce a balanced budget. In particular, Section 32 requires a local authority to calculate its budget requirement for each financial year to include the revenue costs that flow from capital financing decisions. This, therefore, means that increases in capital expenditure must be limited to a level whereby increases in charges to revenue from:-
 - (i) Increases in interest charges caused by increased borrowing to finance additional capital expenditure, and
 - (ii) Any increases in running costs from new capital projectsare limited to a level which is affordable within the projected income of the Council for the foreseeable future.

treasury limits for 2007/08 to 2009/10

6. It is a statutory duty under S.3 of the Local Government Act 2003 and supporting regulations, for the Council to determine and keep under review how much it can afford to borrow. The amount so determined is termed the “Affordable Borrowing Limit”. This is covered in paragraph 10.
7. The Council must have regard to the Prudential Code of Treasury Management when setting the Affordable Borrowing Limit, which essentially requires it to ensure that total capital investment remains within sustainable limits and, in particular, that the impact upon its future council tax and council rent levels is ‘acceptable’.
8. Whilst termed an “Affordable Borrowing Limit”, the capital plans to be considered for inclusion incorporate financing by both external borrowing and other forms of liability, such as credit arrangements. The affordable borrowing limit is to be set, on a rolling basis, for the forthcoming financial year and two successive financial years.

prudential indicators for 2007/08 – 2009/10

9. The following prudential indicators set out below are relevant for the purposes of setting an integrated treasury management strategy.
10. The Council is also required to indicate if it has adopted the CIPFA Code of Practice on Treasury Management. This was adopted in 1996 by the full Council. The following are the Council's indicators as required under the CIPFA Code relating to Prudential Borrowing.

(i)	Estimated Capital Finance Costs as % of Net Revenue Stream			
		2007/08	2008/09	2009/10
		%	%	%
	General Fund	1.4	0.9	0.5
	Housing Revenue Account	15.2	14.9	14.6
(ii)	Estimated Incremental Impact of Capital Investment			
		2007/08	2008/09	2009/10
		£	£	£
	Rent	50.66	50.66	50.66
	Council Tax	201.80	201.80	201.80
(iii)	Estimated Capital Expenditure			
		2007/08	2008/09	2009/10
		£m	£m	£m
	General Fund	2.74	2.26	1.91
	Housing Revenue Account	3.14	3.72	3.43
(iv)	Estimated Capital Financing Requirement			
		2007/08	2008/09	2009/10
		£m	£m	£m
	General Fund	12.73	12.23	11.73
	Housing Revenue Account	30.54	30.94	31.34
(v)	Authorised Limit			
		2007/08	2008/09	2009/10
		£m	£m	£m
	Overall	68	70	72
(vi)	Operational Boundary			
		2007/08	2008/09	2009/10
		£m	£m	£m
	Overall	66	68	70
(vii)	Maturity Structure of Borrowing			
		% (Upper)	% (Lower)	
	Under 12 months	25	0	
	12 months within 24 months	25	0	
	24 months within 5 years	40	0	
	5 years within 10 years	40	0	
	10 years and above	65	0	

current treasury position

11. The Council's treasury portfolio position at 31 March 2007 comprised:

	Principal		Ave. rate
		£m	%
Fixed rate funding – maturity	PWLB	23,500,000	
	Market	<u>6,500,000</u>	30,000,000 5.4
Fixed rate funding – Annuity	PWLB	6,124,160	
	Market	<u>-</u>	6,124,160 10.10
Other long term liabilities		-	
TOTAL DEBT		<u>36,124,160</u>	7.7
TOTAL INVESTMENTS		21,500,000	4.97

prospects for interest rates

12. The Council has appointed Sector Treasury Services as treasury adviser to the Council and part of their service is to assist the Council to formulate a view on interest rates. The following table gives the Sector central view of interest rate projections.

Sector View: Interest rate forecast

	Q/E1 2007	Q/E2 2007	Q/E3 2007	Q/E4 2007	Q/E1 2008	Q/E2 2008	Q/E3 2008	Q/E4 2008	Q/E1 2009	Q/E2 2009	Q/E3 2009	Q/E4 2009	Q/E1 2010	Q/E2 2010	Q/E3 2010
Bank rate	5.50%	5.50%	5.25%	5.00%	5.00%	5.00%	4.75%	4.75%	4.50%	4.50%	4.50%	4.50%	4.75%	4.75%	4.75%
5yr PWLB rate	5.50%	5.25%	5.00%	4.75%	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%
10yr PWLB rate	5.00%	5.00%	4.75%	4.75%	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%
25yr PWLB rate	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%
50yr PWLB rate	4.25%	4.25%	4.25%	4.25%	4.25%	4.25%	4.25%	4.25%	4.25%	4.25%	4.25%	4.25%	4.25%	4.25%	4.25%

Sector's current interest rate view is that Bank Rate will:-

- Peak at 5.50% in quarter 1 2007.
- Fall to 5.25% in Q4 2007 and then to 5.00% in Q1 2008.
- Fall to 4.75% in Q2 2008 before rising back to 5.00% in Q3 2009.

economic background

13. The following points outline the current UK and international factors which may impact upon interest rates.
- (i) The US, UK and EU economies have all been on the upswing of the economic cycle in 2005 and 2006 and so have been raising interest rates in order to cool their economies and to counter inflationary pressures stimulated by high oil, gas and electricity prices which could feed through into increases in wage inflation, producer prices etc.
 - (ii) The US is ahead of the UK and EU in the business cycle and it looks as if the Federal Reserve bank rate has probably already peaked at 5.25% whereas there is still an expectation in the financial markets of further increases in the EU and UK.
 - (iii) The major feature of the US economy is a still steepening downturn in the housing market which is likely to drag consumer spending, and so the wider economy, down with it (e.g. house building, employment etc.). Falling house prices will also undermine household wealth and so lead to an increase in savings (which fell while house prices were rising healthily) and so conversely will lead to a fall in consumer expenditure.
 - (iv) The Federal Reserve may be reluctant to respond to the aforementioned downturn in the economy if inflationary pressures remain stubbornly high. This could exacerbate the downturn both in the US and the world economies.
 - (v) EU growth picked up strongly in the first half of 2006 and remained healthy in the second half. Growth is expected to slow moderately in 2007 due to weaker US and global demand.
 - (vi) Despite sharply increased energy prices, disinflationary pressures from falls in prices of manufactured goods from China and India have helped to keep headline inflation in the advanced economies to an average of around 3% and will fall as the energy effects go into reverse.

uk

- (vii) The UK is on the upswing of the economic cycle from a low point reached in June 2005. Robust growth is expected to continue for a little longer but a modest cooling is expected in 2007 (2006 2.7%, 2007 2.2%) and then to edge up to 2.5% in 2008.
- (viii) Recovery in consumer spending and retail sales has underpinned this upswing in the economy.
- (ix) The housing market has proved more robust than expected; house price inflation over 8% p.a.
- (x) Higher than expected immigration from Eastern Europe has strengthened growth and dampened wage inflation.

- (xi) The Monetary Policy Committee of the Bank of England's decision to raise Bank Rate in November 2006 and January 2007 were needed to bring Consumer Price Index inflation down to the 2% target level two years ahead. The MPC has been concerned that short term price increases (CPI has been significantly above target since June 2006) could feed through into wage settlements in the current pay round and anchor inflation expectations at a higher level.
- (xii) Household income growth to recover in 2007 as inflation falls and pay rises. But extra income likely to go into a recovery of the savings rate, pension saving and servicing debt costs (as rates rise) rather than consumer expenditure.
- (xiii) Public sector real increase in expenditure per annum to weaken to 2.5% over the next few years from 3% average over 2000-2005.
- (xiv) The three increases in Bank Rate in August and November 2006 and then January 2007, are expected to dampen the housing market and increases in unsecured borrowing although one more increase in Bank Rate is forecast.
- (xv) World slowdown in growth in 2007 will dampen UK exports.
- (xvi) Once inflation is back under control, Bank Rate will switch to a falling trend in the second half of 2007 to counter the above negative effects on the economy and growth.

borrowing strategy

14. The Sector forecast is as follows:-

- The 50 year PWLB (Public Works Loan Board) rate is expected to remain flat at 4.25%. As the Sector forecast is in 0.25% segments there is obviously scope for the rate to move around the central forecast by +/- 0.25% without affecting this overall forecast.
- The 25-30 year PWLB rate is expected to stay at 4.50% for the foreseeable future.
- The 10 year PWLB rate will fall from 5.00% to 4.75% in Q3 2007 and then fall again to 4.50% in Q1 2008 and remain at that rate for the foreseeable future.
- 5 year PWLB rate will fall from 5.50% to 5.25% in Q2 2007 and continue falling until reaching 4.5% in Q1 2008 when it will remain at that rate for the foreseeable future.

15. This forecast indicates, therefore, that the borrowing strategy for 2007/08 should be set to take very long dated borrowing at any time in the financial year.

Variable rate borrowing and borrowing in the five year area are expected to be more expensive than long term borrowing and will therefore be unattractive throughout the financial year compared to taking long term borrowing.

16. If the Authority wishes to minimise its debt interest costs, the main strategy is therefore as follows:
 - When the 50 year PWLB rate falls back to the central forecast rate of 4.25%, borrowing should be made in this area of the market at any time in the financial year. This rate will be lower than the forecast rates for shorter maturities in the 5 year and 10 year area. A suitable trigger point for considering new fixed rate long term borrowing, therefore, would be 4.25%.
17. Against this background caution will be adopted with the 2007/08 treasury operations. The Strategic Director for Resource Management will monitor the interest rate market and adopt a pragmatic approach to changing circumstances, reporting any decisions to committee as appropriate.

sensitivity of the forecast

18. The main sensitivities of the forecast are likely to be the two scenarios below. The Council officers, in conjunction with the treasury advisers, will continually monitor both the prevailing interest rates and the market forecasts, adopting the following responses to a change of sentiment:
 - *if it were felt that there was a significant risk of a sharp rise in long and short term rates, perhaps arising from a greater than expected increase in world economic activity, then the portfolio position will be re-appraised with the likely action that fixed rate funding will be drawn whilst interest rates were still relatively cheap.*
 - *if it were felt that there was a significant risk of a sharp fall in long and short term rates, due to e.g. growth rates remaining low or weakening, then long term borrowings will be postponed, and any rescheduling from fixed rate funding into variable or short rate funding will be exercised.*

debt rescheduling

19. As the first fall in Bank Rate is expected in Q3 2007, there will be a sharp difference between higher shorter term rates and cheaper long term rates in quarters 2 to 3 of 2007. Later on in 2007/08, this advantage will gradually diminish once Bank Rate, and short term rates generally, start falling. There will therefore be opportunity during quarters 2 to 3 of 2007 to restructure shorter term debt into long term in order to optimise the potential savings achievable in the financial year 2007/08. Any positions taken via rescheduling will be in accordance with the strategy position outlined in paragraph 13 above.
20. In addition, the Council will actively give consideration during the year to taking advantage of small movements in PWLB rates to reduce the cost of existing debt

in the portfolio by reborrowing at lower rates without making significant changes to the type of debt (fixed/variable) or maturity periods.

21. The reasons for any rescheduling to take place will include:
 - The generation of cash savings at minimum risk;
 - Help fulfil the strategy outlined in paragraph 7 above; and
 - Enhance the balance of the portfolio (amend the maturity profile and/or the balance of volatility).
22. CIPFA issued a draft accounting standards document SORP (Statement of Recommended Practice) 2007 on 18 October 2006, and a final draft in November, which includes major potential changes in the treatment of the valuation of debt and investments, the calculation of interest and the treatment of premia and discounts arising from debt rescheduling. There will be a three month consultation period before proposals are finalised. It is also expected that these proposals, once finalised, may make necessary the issue of legislation by the Government to take effect from 1 April 2007 (DCLG issued draft regulations in November/December 2006). The Authority's treasury management strategy will be reviewed once the final decisions in this area are known to see whether any changes will be required in borrowing, investment or debt rescheduling strategies.
23. All rescheduling will be reported to committee as appropriate.

annual investment strategy

investment policy

24. The Council will have regard to the DCLG's (Department of Communities and Local Government) Guidance on Local Government Investments ("the Guidance") issued in March 2004 and CIPFA's Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code"). The Council's investment priorities are:-
 - (a) the security of capital and
 - (b) the liquidity of its investments.
25. The Council will also aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.
26. The borrowing of monies purely to invest or on-lend and make a return is unlawful and this Council will not engage in such activity.
27. Investment instruments identified for use in the financial year are listed below under the 'Specified' and 'Non-Specified' Investments categories. Counterparty limits will be as set through the Council's Treasury Management Practices – Schedules.

specified investments

28. All such investments will be sterling denominated, with maturities up to maximum of 18 months, meeting the minimum 'high' rating criteria where applicable.

	<u>Maximum Loan per Organisation</u>
(i) UK Clearing Banks & their Wholly Owned Subsidiaries (except Co-op Bank which is £2.5m)	£2M
(ii) Banks and Building Societies - Top 10 UK and the Republic of Ireland, rated either F1 or P1 as per Fitch and Moody's ratings	£2M
(iii) Local Authorities	£2M

The criteria which the Council uses is to put the emphasis on the safety of the investment.

investment strategy

29. In-house funds: The Council's in-house managed funds are mainly cash flow derived and investments will accordingly be made with reference to the core balance and cash flow requirements and the outlook for short-term interest rates (i.e. rates for investments up to 18 months).
30. Interest Rate Outlook: Sector is forecasting Bank Rate to peak at 5.5% in Q1 2007 before falling to 5.25% in Q4 2007, to 5.00% in Q1 2008, and then to trough at 4.75% in Q2 2008, remaining at that level before rising again to 5.00% in Q3 2009.
31. The Council will therefore seek to lock in longer period investments at higher rates before this fall starts for some element of their investment portfolio which represents its core balances.
32. For its cash flow generated balances, the Council will seek to utilise its business reserve accounts and short-dated deposits (3-18 months) in order to benefit from the compounding of interest.

end of year investment report

33. At the end of the financial year, the Council will report on its investment activity as part of its Annual Treasury Report.

other issues

- 34. The Treasury Management implications arising from the ALMO will need careful management as critical decisions will need to be taken e.g. timing of payments. This strategy gives the Council the necessary flexibility to respond to such challenges.

legal implications

- 35. The Authority’s treasury management activities are carried out in accordance with statutory provisions as outlined in the report.

financial implications

- 36. The 2007/08 budget includes sums for external interest payments and investment income. Should these budgets be exceeded, this will be reported to Members as part of the budget monitoring process.

human resources implications

- 37. Senior officers within the Department are responsible for the execution of the Treasury Management policy, as outlined in the Authority’s treasury management practice statements.

RECOMMENDED that Members note the report and agree the Treasury Management Strategy Statement and Annual Investment Strategy for 2007/08.

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

CENTRAL RESOURCES COMMITTEE

19 MARCH 2007

Report of the Strategic Director for Resource Management **INTERNAL E-MAIL USE and INTERNET & EXTERNAL E-MAIL USE POLICIES**

purpose of the report

1. To seek Member approval for the Internal e-mail use and Internet & external e-mail use policies.

background

2. We have had an email system and access to the Internet for some years now without the policies to be able to officially protect and control the Authorities information processing systems.
3. As part of an Audit Commission report in 2002/2003 it was recommended that we develop and implement acceptable email and Internet use policies.
4. Best Practice guidelines only, are given to new starters. This is due to the fact that as an Authority we do not have formal policies.
5. We have had several occasions where Internet and email use has been abused. With no formal policies in place, we have had to use other means to ensure that the best practice guidelines have be enforced.
6. With formal policies in place we can inform staff and members of what we are filtering, why and what the consequences of circumventing the policies are.
7. We have a legal obligation to protect the Authority and its information processing systems.

purpose of the policies

8. The policies are attached as per Annexes F and G. The purposes of both policies are to:-
 - Protect the Authority from damage to its information and systems via items like computer viruses.
 - Protect the staff and members of the Authority from accessing inappropriate images and documents, which may be considered to be offensive or unacceptable.

- Protect the reputation of the Authority by preventing inappropriate images and documents from being sent via Authority based systems.
- Inform staff and members as to how and why internet and email filtering is conducted.

human resources implications

9. This policy has been subject to consultation with the relevant trade unions. The policy will be added to the staff handbook.

financial implications

10. We have the systems in place already and as such there will be no financial implication to implementing these systems.

legal implications

11. These policy documents provide valuable guidance to staff and Members. This will reduce the risk of legal challenge to the Council in respect of internet and e-mail use. The existence of these policies and the operation of the procedures contained therein is in accordance with the principles of good governance.

conclusion

12. This policy seeks to regulate existing practice and is designed to protect both staff, managers and Members.

RECOMMENDED that Members approve the Internal e-mail use and Internet & external e-mail use Policies attached as per Annexes F and G.

Officer responsible for the report

Gary Ridley
Strategic Director for Resource Management
Ext 227

Author of the report

Paul Woods
Assistant IT Manager
Ext. 535



**WEAR
VALLEY**
DISTRICT COUNCIL

CENTRAL RESOURCES COMMITTEE

19 MARCH 2007

Report of the Strategic Director for Resource Management
DISCRETIONARY HOUSING PAYMENTS POLICY

purpose of the report

1. To seek Member approval for the Discretionary Housing Payments policy.

background

2. Discretionary Housing Payments (DHP's) were introduced from 2 July 2001. They are not payments of benefit but are free-standing payments made at the discretion of the local authority, subject to an annual cash limit, in cases where the local authority considers that additional help with rent and/or Council Tax is needed.
3. Housing costs covers rent and council tax liability. Therefore both homeowners as well as local authority and private tenants can apply under the scheme.
4. The periods of award are weekly and are usually for a limited period of time that allows a person to improve their circumstances by, for example, seeking more affordable accommodation.

purpose of the policy

5. The policy is attached as per Annex H. The purpose of the policy is to specify how the Benefits Service will operate the DHP scheme and to indicate some of the factors that will be considered when deciding if a DHP can be made. Each case will be treated strictly on its merits and the policy will ensure consistency and equality in the treatment of all DHP applications.
6. The Benefits Service is committed to working with the local voluntary sector, social landlords and other interested parties in the District to maximise entitlement to all available state benefits and this will be reflected in the administration of DHP schemes. This policy has been designed in consultation with the Citizens Advice Bureau (CAB). The guidelines used by the CAB to compile a customers' financial statement have now been adopted by the Benefits Service as a starting point when considering a DHP application.
7. The Benefits Section will seek through the operation of this policy to help customers live in affordable housing. This is one of our objectives set out in the current Benefits Service Business Plan.

financial implications

8. A cash limited sum is given to the Council by government each year for the purpose of paying DHP's. Payments in excess of that sum would require to be funded from the Council's budget.

RECOMMENDED that Members approve the Discretionary Housing Payments Policy attached as per Annex H.

Officer responsible for the report

Gary Ridley
Strategic Director for Resource Management
Ext 227

Author of the report

Maureen Clayton
Deputy Benefits Manager
Ext. 243



**WEAR
VALLEY**
DISTRICT COUNCIL

CENTRAL RESOURCES COMMITTEE

19 MARCH 2007

Report of the Asset Management Group
ENERGY MANAGEMENT POLICY

purpose of the report

1. To approve an Energy Management Policy for the Council.

background

2. Due to the recent significant increases in energy prices over the last 12 months, the management of energy use within the Council's public buildings has become an issue of priority. The Carbon Trust, an independent organisation which provides free advice on energy efficiency, conducted a survey of the Council's major buildings.
3. As a result of their findings, an action plan was formulated to undertake some basic low cost measures to reduce energy consumption within the Council's public buildings. This was approved by Corporate Management Team (CMT). A representative of the Carbon Trust also made a brief presentation to CMT on the report.

energy management policy

4. A key finding of the Carbon Trust Report was the absence of an energy management policy. Such a policy provides focus and demonstrates commitment from senior officers that the Council is serious about energy efficiency. It also motivates employees to take the necessary steps to reduce energy consumption.
5. The creation of an energy management policy was one aspect of the action plan. The policy is attached as Annex I.

RECOMMENDED that Members approve the energy management policy attached as Annex I.

Officer responsible for the report

Gary Ridley
Strategic Director for Resource
Management
Ext 227

Author of the report

Stuart Reid
Assistant Director – Finance & I.T.
Ext 258

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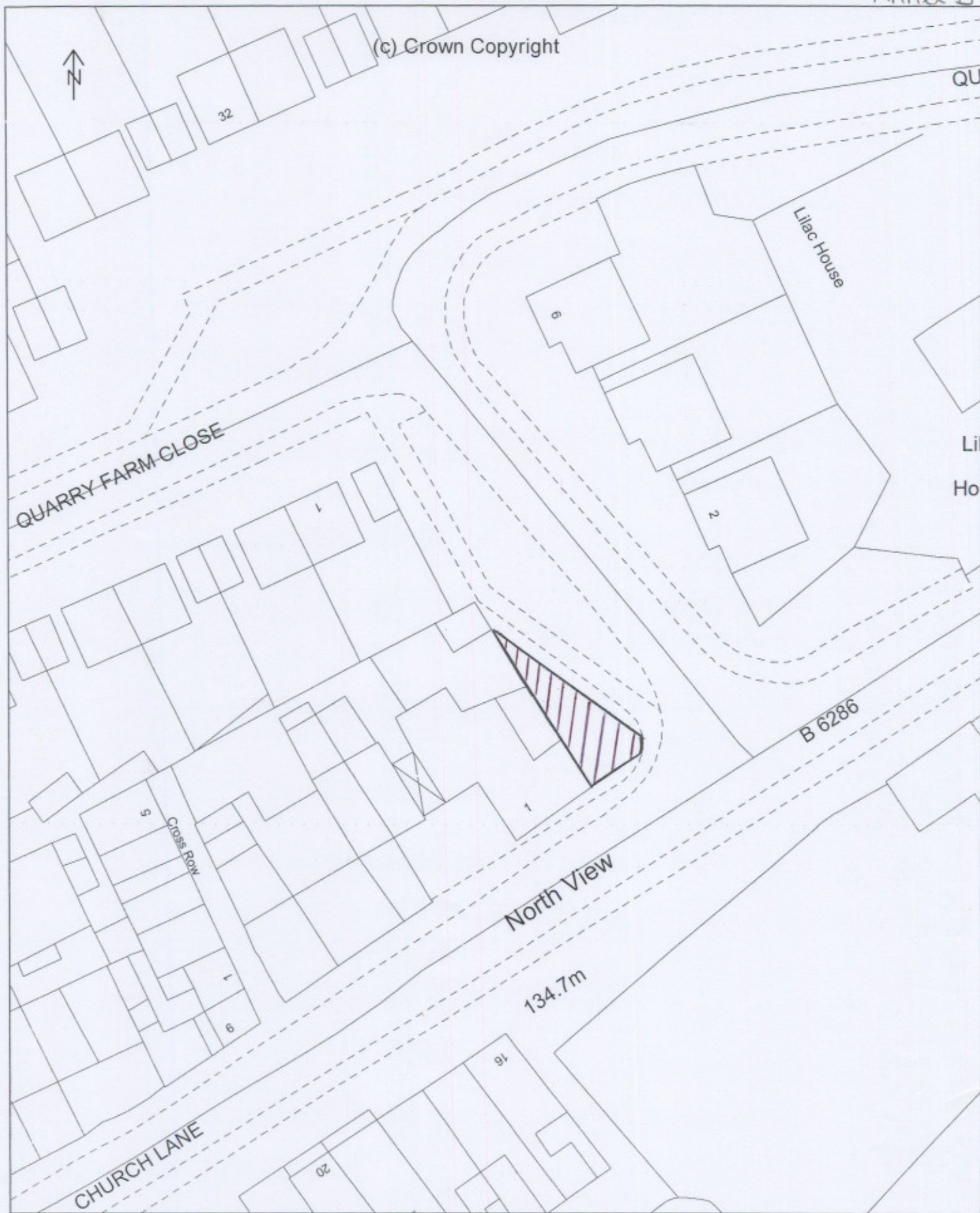


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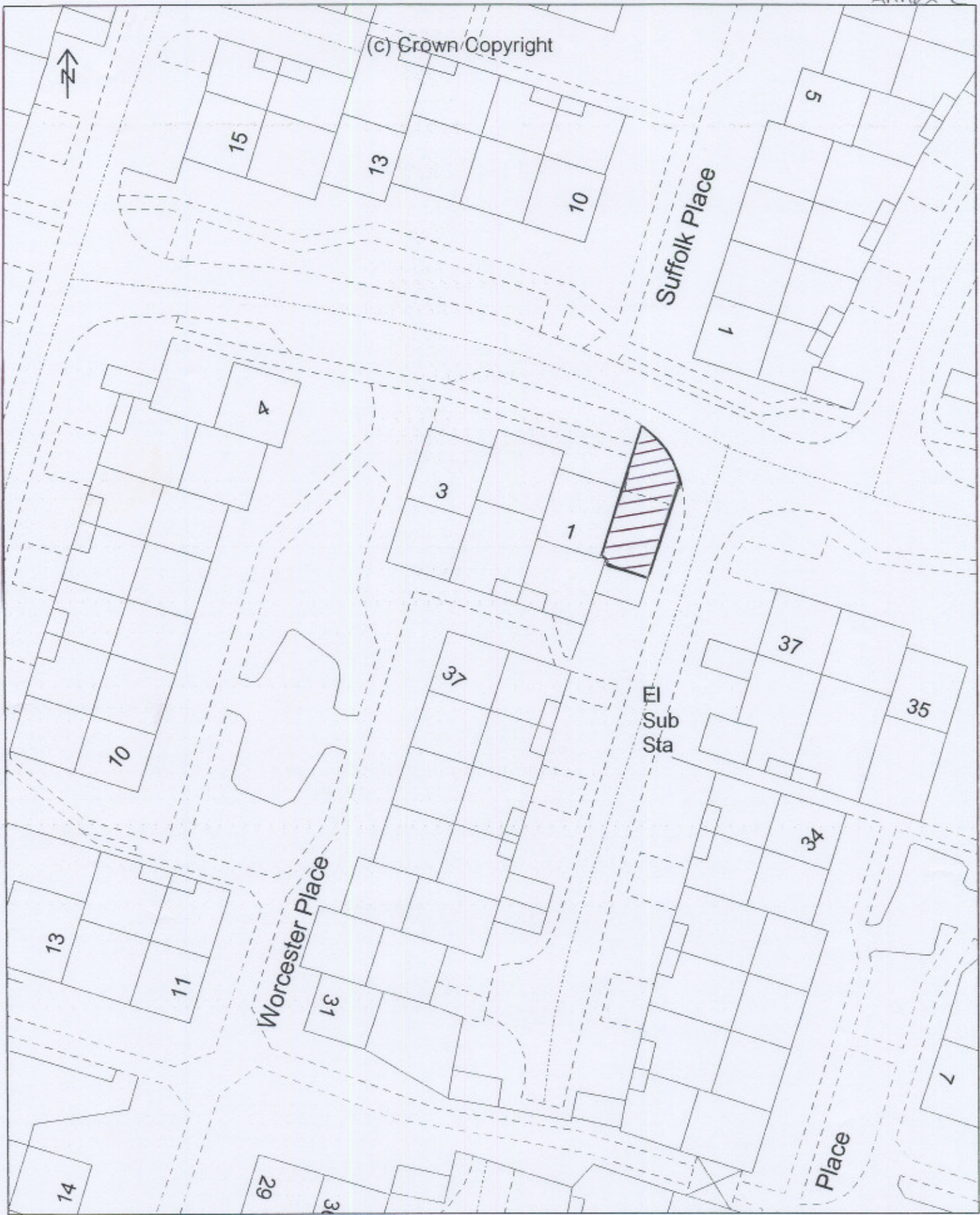


Land adj. 1 South View, Hunwick

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Land adj.to 1 Worcester |Place, Bp. Auckland

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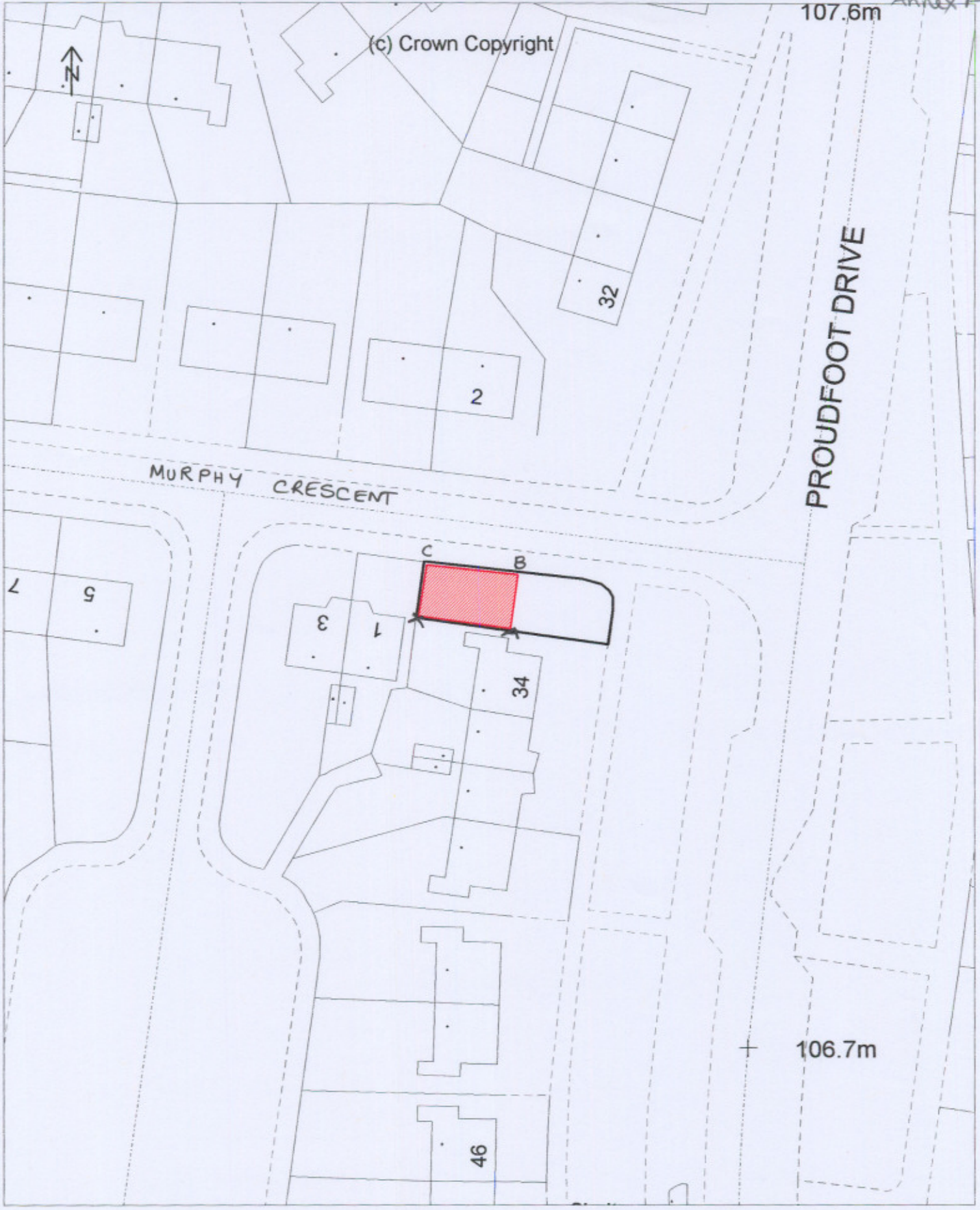
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PROUDFOOT DRIVE

MURPHY CRESCENT



106.7m

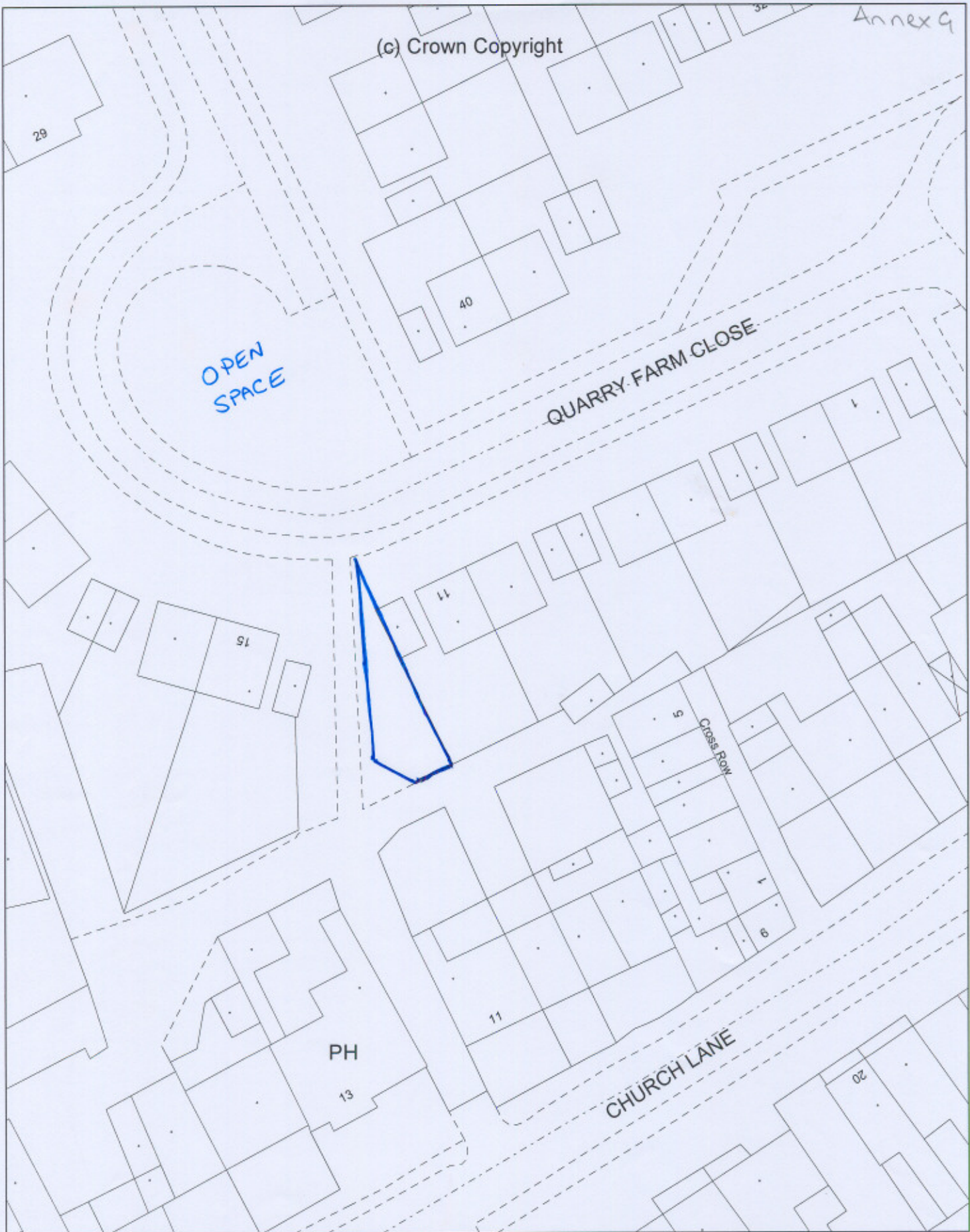
Land adjacent to 1 Murphy Crescent Bishop Auckland

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Annex 9

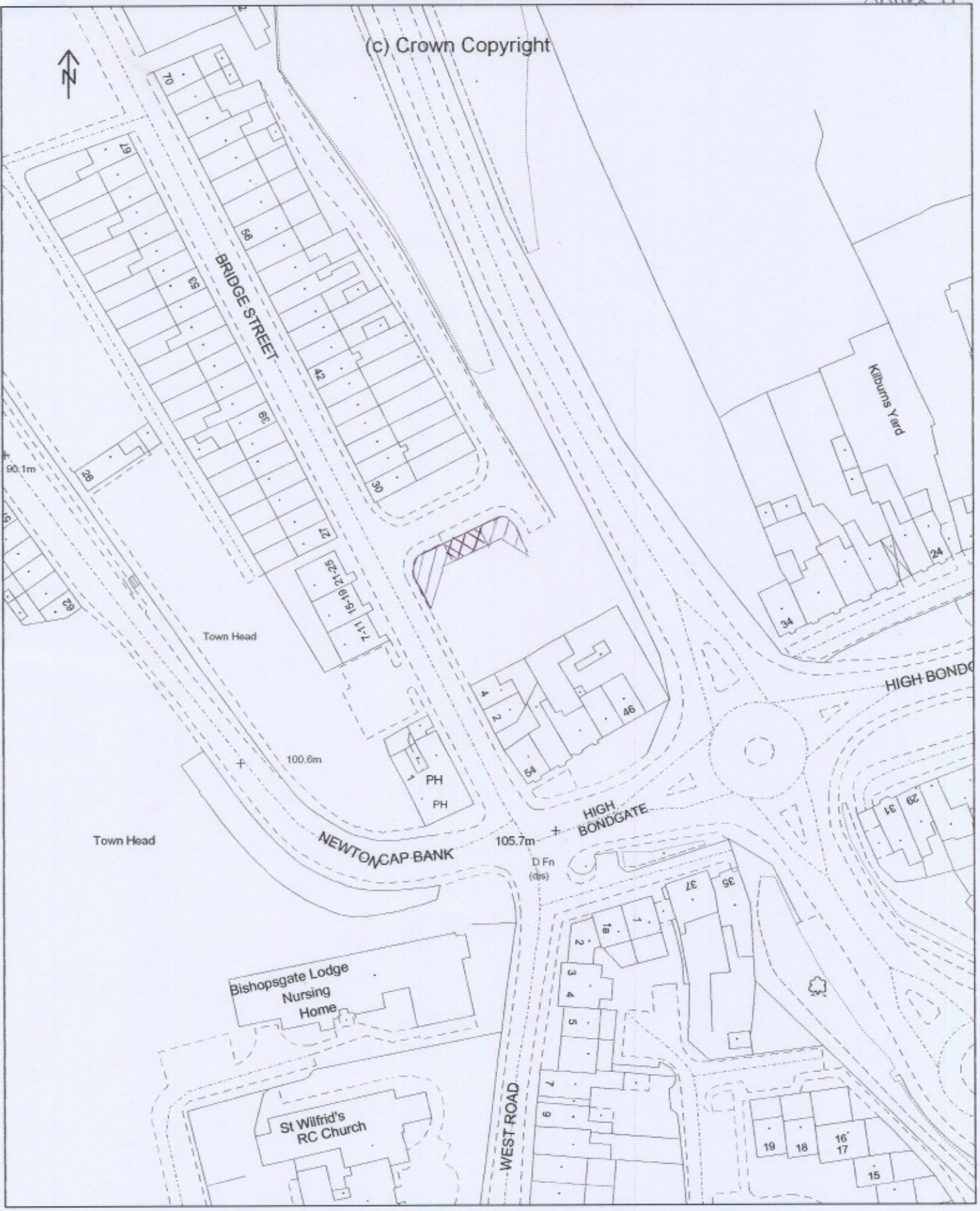


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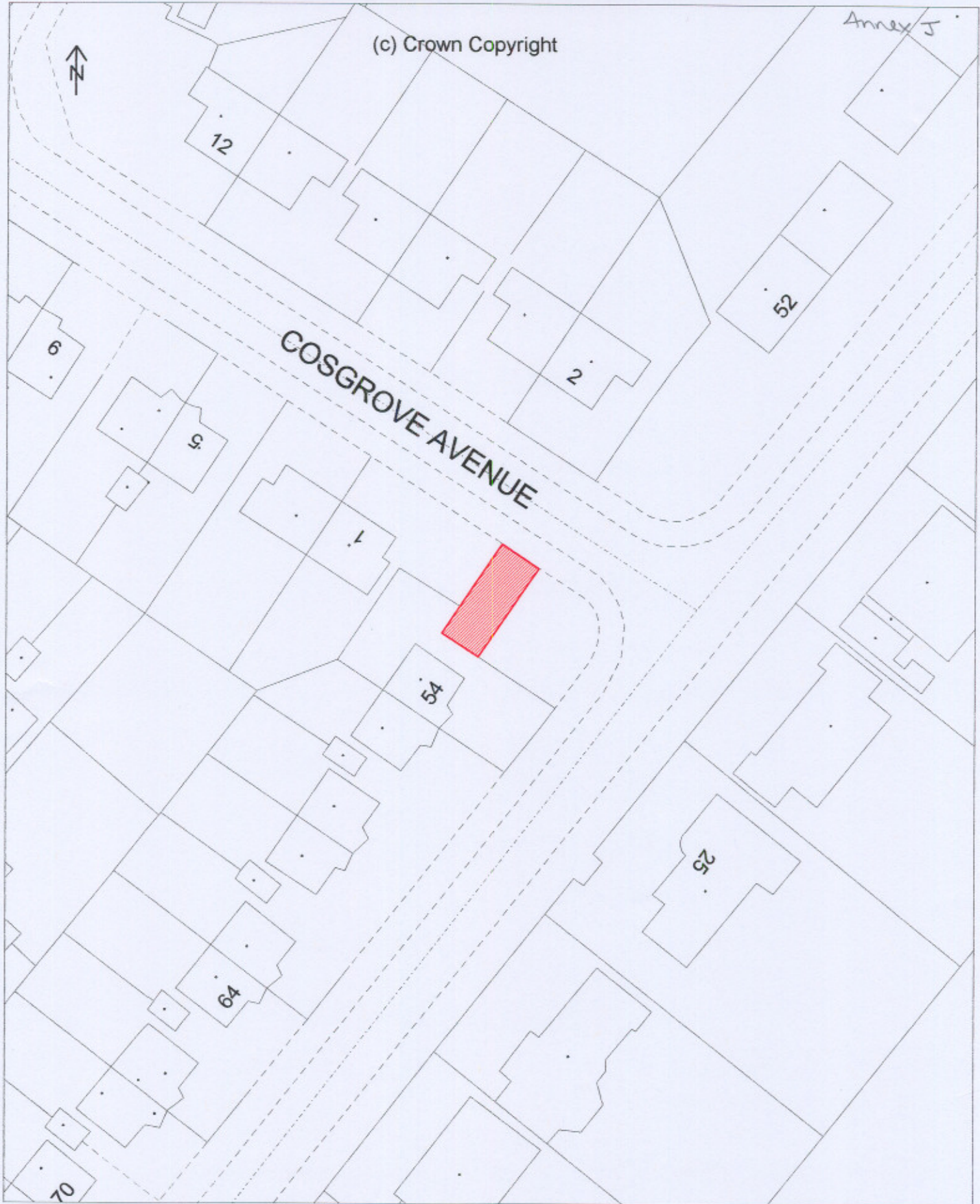
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Land at Bridge Street, Newton Cap, Bishop Auckland

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Annex J

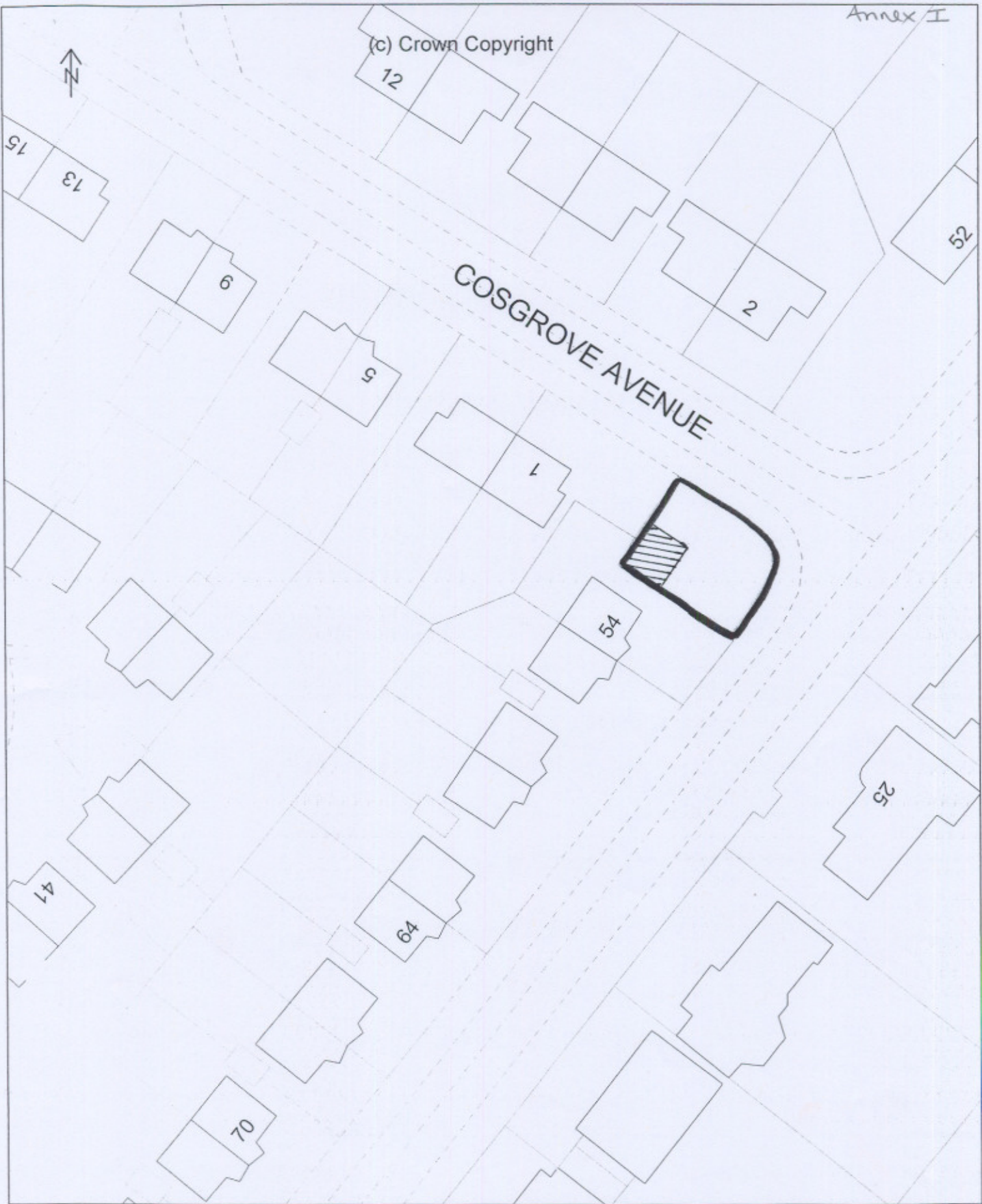
COSGROVE AVENUE

Land adjacent to 1 Cosgrove Avenue Bishop Auckland

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LAND ADJACENT TO 1 COSGROVE AVENUE BISHOP AUCKLAND

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BREAKDOWN OF INDIVIDUAL COSTS FOR REFURBISHMENT

To replace damaged table and chairs (previously donated by Tow Law)	£1566.92
Replace carpet in two rooms 150.65 sq yards & fitting	£1694.00
To provide blinds for all windows on ground floor	£ 387.00
To construct cupboard for storage in foyer	£ 480.00
To make good walls and emulsion and gloss woodwork in Two rooms, hall and kitchen area	£2360.00
To make good walls and ceilings and emulsion in upper rooms	£1864.00
To replace light fitting in lower side room	£ 640.00
Total Cost	£8991.92

JOB DESCRIPTION

Post	Asset Management Officer
Department	Resource Management
Salary	SO1
Purpose of Post	To ensure the Council has a fit for purpose asset management portfolio
Responsible to	AD - Finance and I.T.
Key Duties & Responsibilities	<ul style="list-style-type: none"> ● To identify opportunities for land and property development/ rationalisation in line with the Council's corporate objectives ● To carry out option appraisals on assets and support the implementation of subsequent agreed actions ● To maintain an up to date Asset Management Plan and support and report upon its implementation ● To compile, analyse, benchmark and report performance information on the Council's land and buildings portfolio ● To ensure value for money in the operation of the land and buildings portfolio ● To create and maintain effective systems for holding land and property data ensuring comprehensive coverage of all the Council's assets ● To consult with users of the land and buildings portfolio and act upon the findings ● To support the Facilities Manager in the provision of property advice to all customers ● To provide accurate asset information to support the production of other documents e.g. service plans. Final accounts etc. ● To support accommodation reviews of major buildings ● To assist in the administration of land and property disposals ● To represent the Council at external meetings and forums in respect of property management issues
Other Responsibilities	<ul style="list-style-type: none"> ● To undertake any other reasonable duties that fall within the competency and grade of the post

WEAR VALLEY DISTRICT COUNCIL'S, CIVIC CENTRE SUMMARY BUSINESS CONTINUITY MANAGEMENT PLAN

A disaster can strike any organisation, large or small. It can arrive in the shape of storm, flood, fire, a terrorist bomb, accidental explosion, action by pressure groups, product contamination or simply a quality control failure that allows sub-standard goods onto the market. If the disaster is large enough it will put the business out of action for a short or long period. Whether the business recovers or not and whether it is still operating 12 months later depends on what advance planning has taken place. This means action before and not after disaster strikes is imperative.

INTRODUCTION

In line with the Civil Contingencies Act (2004), Business Continuity Institute's Good Practice Guidelines (2007), British Standard (BS25999) and other supportive guidance and legislation, Wear Valley District Council's Civic Centre, Business Continuity Management (BCM) Plan's key purpose in relation to Business Continuity Management is to both reduce the impact of a major service interruption and establish and maintain an effective framework for Business Continuity Management throughout the whole Authority.

BCM is a business/organisation-driven activity that is concerned with the developing the Council's ability to continue providing critical services (or business processes) in the event of an interruption. The rationale for good Business Continuity can be summed up by the quotation "It's not about whether you get knocked down; it's whether you get up". Business Continuity Management incorporates all aspects of the interruption including identification and assessment of risks, implementation of prevention and mitigation activities, managing incidents when they occur right through to recovering and resuming business as usual activities. It is described by the CCA as a "management process that manages the risks to the smooth running of an organisation or delivery of a service, ensuring that the business can continue in the event of a disruption".

Failure to have such a Business Continuity Management Plan in place could lead to unnecessary loss of life, hardship, financial and reputation problems and cause serious disruption to the continuation of critical services.

It is essential therefore that the Business Continuity Management Plan is in place to ensure that the minimum level of disruption occurs and that normal services can be resumed as quickly as possible whatever the cause of disruption.

The Wear Valley District Council, Civic Centre, BCM Plan will be continuously updated as amendments are made which incorporate lessons learnt from real-life incidents, training events, exercises and changes in service provision and delivery.

BCM PLAN DEVELOPMENT

The purpose of the Business Continuity Management (BCM) Programme, which was presented to members on 20 June 2007 was to ensure that Wear Valley District Council complies with legislation, develops and maintains a business continuity culture throughout the organisation and provides ongoing management and coordination to ensure that all BCM activities are conducted and implemented in an agreed manner that achieves the Council's vision "to become the best District Council in England"..

The stages involved in the formulation of Wear Valley District Council Civic Centre Business Continuity Management Plan are set out below:

Stage 1 – Project Definition: (Completed)

- Understanding the need for Business Continuity and obtaining full support from senior management/members.
- Establishing a business continuity culture throughout the organisation.
- Production of a Business Continuity Project Brief and Plan Production Timetable for consideration by the organisation.
- Formulation of a Business Continuity Management Working Team with representatives from each department who will drive the Business Continuity Planning Process.
- Establishing the aims and objectives of the Business Continuity Plan

Stage 2 – Research and Consultation: (Completed)

- Risk identification.
- Risk analysis – determining the likelihood of risks occurring and the potential impact.
- The above processes built upon the corporate and departmental risk assessments already undertaken by the Business Continuity Group.
- Business Impact Analysis – defining corporate and departmental critical functions and establishing realistic prioritisations of functions and minimum resources needed to perform these functions within certain restoration timescales.
- Risk Response – revision of all data gathered, consolidation of findings and identification of risk mitigation methods for consideration.

Stage 3 – Draft Plan Process: (Completed)

- Draft plan presented to the Business Continuity Management Working Team for comment.
- Draft plan amended as necessary.

Stage 4 – Clarification Process: (Current Position)

- Final draft plan agreed by the Working Team and presented to senior management/members for comment and approval.

Stage 5 – Publication Process: (Next Stage)

- Final plan published and distributed.
- Integration of plan into organisational culture and policy.
- Development of training and exercising programme

Stage 6 – Ongoing Training, Audit and Amendment:

- Quarterly review and amendment of Business Continuity Plan and organisation's working practices.
- Six monthly review of the BCM Policy.
- Ongoing training and awareness raising.

CONCLUSION

The plan outlines the Human Resource, Financial, I.T. and asset implications of restoring services and functions in the event of a disaster.

Class one functions are deemed to be those which need to be restored within 48 hours.

Class two functions are deemed to be those which need to be restored within 3 days.

Class three functions are deemed to be those which need to be restored within 3 to 14 days.

Other functions are deemed to be those which will be restored progressively after 14 days.

In accordance with the requirements of the Civil Contingencies Act (2004), the Civic Centre Business Continuity Management Plan provides a strategic framework around which officers of Wear Valley District Council can work to reinstate the delivery of critical business functions as quickly as possible following a business interruption. Importantly, this plan also ensures that the Council is able to continue exercising its civil protection functions when required in the event of a local area emergency.

Summary BCM information is available on the Council's website along with promotional leaflets.

**CONTENTS OF WEAR VALLEY DISTRICT COUNCIL, CIVIC CENTRE,
BUSINESS CONTINUITY MANAGEMENT PLAN**

SECTION ONE

THE WEAR VALLEY DISTRICT COUNCIL RESPONSE TO A CIVIC CENTRE
BUSINESS INTERRUPTION

- 1.1 Introduction.
- 1.2 Aim of Plan.
- 1.3 Civil Contingencies Act (2004).
- 1.4 Definition and varying Scales of Business Interruption.
- 1.5 Timescales for the Re-instatement of Business Functions.
- 1.6 Notification of business interruption occurring within the Civic Centre.
- 1.7 Plan Activation
 - 1.7.1 Personnel responsible for activation of Plan.
 - 1.7.2 Plan activation sequence.
- 1.8 Management of Wear Valley District Council Response to a Civic Centre Business Interruption.
- 1.9 Role of Wear Valley District Council Business Interruption Manager.
- 1.10 Role of Wear Valley District Council Civic Centre Business Interruption Management Team.
- 1.11 Role of Business Interruption Response Team.
- 1.12 Role of Business Interruption Support Staff.
- 1.13 Role of Business Interruption Centre Supervisor.
- 1.14 The Wear Valley District Council Business Interruption Centre.
- 1.15 Role of Wear Valley District Council Communications Manager.
- 1.16 Role of County Durham and Darlington Civil Contingencies Unit.
- 1.17 Management of the Wear Valley District Council Response to a Civic Centre Business Interruption in the event of simultaneous activation of the Council's Emergency Plan and Business Continuity Management Plan.

SECTION TWO

CLASSIFICATION OF CIVIC CENTRE BUSINESS FUNCTIONS AND THEIR RE-INSTatement PRIORITISATION

2.1 Wear Valley District Council Civic Centre Class One Functions

- 2.1.1 Corporate Development.
- 2.1.2 Resource Management.
- 2.1.3 Communities.
- 2.1.4 Environment & Regeneration.

2.2 Wear Valley District Council Civic Centre Class Two Functions

- 2.2.1 Corporate Development.
- 2.2.2 Resource Management.
- 2.2.3 Communities.
- 2.2.4 Environment & Regeneration.

2.3 Wear Valley District Council Civic Centre Class Three Functions

- 2.3.1 Corporate Development.
- 2.3.2 Resource Management.
- 2.3.3 Communities.
- 2.3.4 Environment & Regeneration.

SECTION THREE

WEAR VALLEY DISTRICT COUNCIL CIVIC CENTRE ALTERNATIVE ACCOMMODATION STRATEGY

3.1 Introduction.

3.2 Additional Actions to be considered by Business Interruption Management Team.

3.3 Civic Centre Department relocation options

- 3.3.1 Short Term relocation options, considerations & specialist facility requirements.
- 3.3.2 Medium term relocation options, considerations & specialist facility requirements.
- 3.3.3 Long term relocation options, considerations & specialist facility requirements.
- 3.3.4 Additional Accommodation Options.

SECTION FOUR

WEAR VALLEY DISTRICT COUNCIL INFORMATION STRATEGY

- 4.1 Introduction.
- 4.2 Staff Information Strategy.
- 4.3 Public Information Strategy.

SECTION FIVE

WEAR VALLEY DISTRICT COUNCIL RESTORATION & SALVAGE CONSIDERATIONS

- 5.1 Restoration of the Civic Centre Building and its contents.
- 5.2 Wear Valley District Council Civic Centre Damage Assessment Process.

SECTION SIX

WEAR VALLEY DISTRICT COUNCIL MASTER FORMS

- 6.1 The Wear Valley District Council Business Interruption Log Sheet.
 - 6.1.1 Procedure for completing Interruption log Sheet.
 - 6.1.2 Principles of completing an effective interruption log sheet.
 - 6.1.3 Business Interruption Log.
- 6.2 The Wear Valley District Council Business Interruption Financial Record Sheet.
- 6.3 Notification Sheet for Staff immediately required for work following a Business Interruption.
- 6.4 Notification Sheet for Staff not immediately required for work following a Business Interruption.

SECTION SEVEN





















WEAR VALLEY DISTRICT COUNCIL REFERENCE SECTION















- 7.1 Business Continuity Management Plan Glossary of Terms
- 7.2 Wear Valley District Council Civic Centre Business Continuity Management Plan Distribution List
- 7.3 Business Continuity Management Plan Amendment Procedure











SECTION EIGHT

WEAR VALLEY DISTRICT COUNCIL BUSINESS CONTINUITY MANAGEMENT PLAN TRAINING & EXERCISING PROGRAMME











- 8.1 Introduction to the Wear Valley District Council Business Continuity Management Plan Training & Exercising Programme
- 8.2 Rationale underpinning proposed sequence of Business Continuity Management Training Events & Exercises
- 8.3 Wear Valley District Council Business Continuity Management Plan Training & Exercising Programme

			Top Quartile	Above Median	Below Median	Lowest Quartile										
			Performance					Validation pro forma completed/D ata verifiable?	Improved since last year/last survey	Target	Target	Met Target	National Average	Top Quartile	Median	Bottom
Ref. No.	PI No.	Description	2003/04	2004/05	2005/06	2006/07 month Update	2006/07 Final Figure			2006/07	2007/08		2005/06	2005/06	2005/06	2005/06
1	BV002a	The level of the Equality's standard for local government to which the authority conforms	0	1	1	1	1	No		2	3		1.00	1.00	1.00	1.00
2	BV002b	The duty to promote race equality checklist score	0	0	42	42	58	Yes		50	55		57.00	73.00	58.00	42.00
3	BV008	The percentages of invoices which were paid by the authority within 30 days of such invoices being received by the authority	96.3	96.9	97.9	99	98.5	Yes		100	98.7		93.71	97.30	95.00	92.20
4	BV009	Percentage Council Tax collected	98.2	98.8	99.09	59.91 (Y to D)	99.48	Yes		98.8	99.1		97.84	98.53	98.11	97.40
5	BV010	Percentage of NNDR received	98.8	99.18	99.29	62.16 (Y to D)	99.37	Yes		99.2	99.4		98.69	99.30	99.00	98.40
6	BV011a	The percentage of top 5% of earners that are women	16.66	14.28	20.88	26	22	No		24	25		25.15	31.25	25.00	18.79
7	BV011b	The percentage of top 5% of earners from black and minority ethnic communities	3.7	0	0	0	0	No		4.2	4.5		1.88	3.37	0.00	0.00
8	BV011c	The percentage of top 5% earners from black and minority ethnic communities	-	-	0	0	0	No		3.5	3.5		3.28	5.91	2.09	0.00
9	BV012	The number of working days/shifts lost to sickness absence	11.06	10	7.38	4.9 (9.8)	9.5	No		8	7		9.78	8.29	9.54	10.92
10	BV014	Percentage of employees retiring early (excluding ill health retirements) as a percentage of the total workforce	1.7	1.06	0.35	1.28	1.74	No		1	1		0.61	0.00	0.40	0.83

			Top Quartile	Above Median	Below Median	Lowest Quartile											
			Performance					Validation pro forma completed/D ata verifiable?	Improved since last year/last survey	Target	Target	Met Target	National Average	Top Quartile	Median	Bottom	
Ref. No.	PI No.	Description	2003/04	2004/05	2005/06	2006/07 month Update	2006/07 Final Figure			2006/07	2007/08		2005/06	2005/06	2005/06	2005/06	
11	BV015	Percentage of employees retiring on grounds of ill health as a percentage of the total workforce	0.94	0	0.35	0.36	0.36	No		0.35	0.35		0.29	0.00	0.25	0.42	
12	BV016a	Percentage of authority employees declaring that they meet the Disability Discrimination Act 1995 disability definition	3.11	2.84	3	2.93	3.29	No		3.1	3.2		3.4	4.37	3.11	2.13	
13	BV016b	Percentage of economically active disabled people in the area	20.8	20.8	20.8	20.8	20.8	No	N/A	20.8	20.8	N/A	N/A	N/A	N/A	N/A	
14	BV017a	Percentage of local authority employees from minority ethnic communities	1.13	0.35	0.4	0.54	0.19	No		1	1		2.1	2.70	1.40	0.80	
15	BV017b	Percentage of economically active minority ethnic community population	0.87	0.87	0.87	0.87	0.87	No	N/A	0.87	0.87	N/A	N/A	N/A	N/A	N/A	
16	BV076a	Security: No. of claimants visited, per 1,000 caseload	180.5	234	272.04	132.34 (264.68)	272.72	Yes		271	294		266.06	331.54	243.66	198.05	Discontinued as a BVPI
17	BV076b	Housing Benefit Security: No. of fraud investigators employed, per 1,000 caseload	0.18	0.21	0.29	0.36	0.37	Yes		0.42	0.42		0.39	0.45	0.35	0.28	
18	BV076c	Housing Benefit Security: No. of fraud investigations, per 1,000 caseload	21.75	20.13	31.83	22.58 (45.16)	54.7	Yes		49	50		48.39	60.27	45.32	31.21	
19	BV076d	Housing Benefit Security: No. of prosecutions and sanctions, per 1,000 caseload	0	0.5	3.5	1.74 (3.48)	4.87	Yes		4.7	5.3		6.51	8.14	5.47	3.62	








			Top Quartile	Above Median	Below Median	Lowest Quartile										
			Performance					Validation pro forma completed/Data verifiable?	Improved since last year/last survey	Target	Target	Met Target	National Average	Top Quartile	Median	Bottom
Ref. No.	PI No.	Description	2003/04	2004/05	2005/06	2006/07 month Update	2006/07 Final Figure			2006/07	2007/08		2005/06	2005/06	2005/06	2005/06
20	BV078a	Speed of processing: (a) Average time for processing new claims	46.4	32.49	20.2	22.31	20.13	Yes		25	24		33.5	25.50	31.00	37.80
21	BV078b	Speed of processing: (b) Average time for processing notifications of changes of circumstances	10.68	8.73	7.9	8.47	6.44	Yes		7	6		13.9	8.50	11.90	16.70
22	BV079a	Percentage of cases for which the calculation of the amount of benefit due was correct	99	99	98.8	99.2	98.8	Yes		99	99		97.56	99.00	98.20	96.80
23	BV079b(i)	The amount of housing benefit overpayments recovered during the period being reported as a % of HB deemed recoverable overpayments during that period	-	-	105.61	88.11	85.91	Yes		101	109		69.48	79.46	70.35	59.37
24	BV079b(ii)	Housing benefit over payment recovered during the period as a percentage of the total amount of HB overpayment debt outstanding at the start of the period, plus amount of HB overpayments identified during the period	46.4(*)	59.74	49.19	33.31 (66.62)	48.43	Yes		54	56		35.1	41.22	34.11	28.35

Top Quartile Above Median Below Median Lowest Quartile

			Performance					Validation pro forma completed/D ata verifiable?	Improved since last year/last survey	Target	Target	Met Target	National Average	Top Quartile	Median	Bottom
Ref. No.	PI No.	Description	2003/04	2004/05	2005/06	2006/07 month Update	2006/07 Final Figure			2006/07	2007/08		2005/06	2005/06	2005/06	2005/06
25	BV079b(iii)	HB overpayments written off during the period as a % of the total amount of HB overpayment debt outstanding at the start of the period, plus amount of of HB overpayment identified during period.	-	-	8.52	0.94	7.45	Yes		8.3	8.2		5.87	6.77	4.23	2.57
26	BV80a	Benefits: Percentage satisfaction regarding contact/access	77.3	-	-	-	83	Yes		85	N/A		79.85	84	81	76
27	BV80b	Benefits: Percentage satisfaction with service from the benefits office	74.9	-	-	-	86	Yes		N/A	N/A	N/A	81.38	86	83	78
28	BV80c	Benefits: Percentage satisfaction with the telephone service given	64.7	-	-	-	79	Yes		N/A	N/A	N/A	72.56	80	74	67
29	BV80d	Benefits: Percentage satisfaction with staff in the benefits office	77.3	-	-	-	86	Yes		N/A	N/A	N/A	82.37	86	83	79
30	BV80e	Benefits: Percentage satisfaction with the clarity of forms	60.9	-	-	-	70	Yes		N/A	N/A	N/A	63.75	67.5	63	60
31	BV80f	Benefits: Percentage satisfaction with time taken to reach a decision	65.6	-	-	-	84	Yes		N/A	N/A	N/A	71.93	77	73	67
32	BV80g	Benefits: Overall satisfaction with benefits service	70.3	-	-	-	86	Yes		N/A	N/A	N/A	79.98	84	81	77

National data based upon 2003-04 results for District authorities

Top Quartile	Above Median	Below Median	Lowest Quartile
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Ref. No.	PI No.	Description	Performance					Validation pro forma completed/D ata verifiable?	Improved since last year/last survey	Target	Target	Met Target	National Average	Top Quartile	Median	Bottom	
			2003/04	2004/05	2005/06	2006/07 month Update	2006/07 Final Figure			2006/07	2007/08		2005/06	2005/06	2005/06	2005/06	
33	BV157	Number of types of interactions that are enabled for electronic delivery as a percentage of the types of interactions that are legally permissible for electronic delivery	42	87.4	100	100	100	Yes		100	100		96.96	100.00	99.45	97.01	Discontinued as a BVPI
34	BV179	The percentage of standard searches carried out in 10 working days	87	97	98.01	98.96	99.39	Yes		98.5	98.9		94.47	100.00	99.93	97.18	
35	BV226a	Total amount spent by LA on advice and guidance services provided by external organisations	-	-	£77,000	£77,000	£89,000	Yes	N/A	£77,000	£78,000						
36	BV226b	% monies spent on advice and guidance that was given to organisations holding the CLS Quality Mark at General Help level and above	-	-	73	73	62.92	Yes		73	73.42						
37	BV226c	Total amount spent by LA on advice and guidance services in the area of housing, welfare benefits and consumer matters which is provided directly by the authority to the public	-	-	£915,000	£471,000 (942,000)				£938,000	£960,000		N/A	N/A	N/A	N/A	