

AREA 2 FORUM

Tuesday,
2 November 2004
6.30 p.m.

Leisure Centre,
Ferryhill

AGENDA and REPORTS

AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

To notify the Chairman of any items that appear later in the agenda in which you may have an interest.

3. MINUTES

To confirm as a correct record the Minutes of the meeting held on 7th September 2004 (Pages 1 - 6)

4. POLICE REPORT

A report will be given by Ferryhill Police

5. SEDGEFIELD PRIMARY CARE TRUST

Update on local health matters (Pages 7 - 12)

6. CRIME AND DISORDER AUDIT

An interactive presentation by A. Blakemore

7. LARGE SCALE VOLUNTARY TRANSFER - UPDATE

A representative from the Housing Services Department will be present at the meeting to update the Forum on progress of the preferred option.

8. LSP BOARD MINUTES

The minutes of the meeting held on 21st July 2004 are attached for information (Pages 13 - 20)

9. QUESTIONS

The Chairman will take questions from the floor

10. DATE OF NEXT MEETING

Tuesday, 11th January 2005 at Chilton and Windlestone Community College

11. ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT

Members are respectfully requested to give the Chief Executive Officer notice of items they would wish to raise under the heading not later than 12 noon on the day preceding the meeting, in order that consultation may take place with the Chairman who will determine whether the item will be accepted.

N. Vaulks
Chief Executive Officer

Council Offices
SPENNYMOOR
25th October 2004

ACCESS TO INFORMATION

Any person wishing to exercise the right of inspection in relation to this Agenda and associated papers should contact Miss L. Moore Tel 01388 816166 Ext 4237

Distribution List

Sedgefield Borough Council

Councillor Mrs. C. Potts (Chairman)

Councillor G. Morgan (Vice-Chairman) and

Councillors B.F. Avery J.P., Mrs. K. Conroy, T.F. Forrest, J.E. Higgin,
A. Hodgson, B. Meek, D.A. Newell and R. A. Patchett and Ms. M. Predki

Durham County Council

Councillor G. Porter, 1, Aldwin Close, Chilton DL17 0RQ

Councillor C. Magee, 4, Priors Path, Ferryhill DL17 8UA

Bishop Middleham Parish Council

Councillor Miss D. Goldsmith, 1 Perm Terrace, Bishop Middleham, Co.
Durham, DL17 9AS

Councillor Mr. V. Cook, 5 High Road, Bishop Middleham, Co. Durham,
DL17 9BB

Chilton Parish Council

Councillor J. Lee, 57, Arthur Street, Windlestone, Chilton DL17 0PZ

Councillor V. Collinson, Hillside Bungalow, Rushyford, Chilton DL17 0EZ

Ferryhill Town Council

Councillor J. Chaplin, 29, Corscombe Close, Ferryhill DL17 8DB

Councillor A. Denton, 11, Newton Street, Ferryhill

Cornforth Parish Council

Councillor A. Denholm 27, Beech Parade, West Cornforth DL17 9PH

Councillor L. Ord, 2 Village Farm, West Cornforth

Castles Residents Association

Mrs. C. Hall, Secretary, 27, Hylton Road, Ferryhill

Lakes Residents Association

Mrs. V. Birchall, Secretary, 20, Coniston Road, Ferryhill

Chilton- West Residents Association

Mr. P. Crawforth, Secretary, 24, Coleridge Road, Chilton

Ferryhill Station and Chilton Lane Residents Association

Mrs. G. Hall, Secretary, The Cottage, Chapel Row, Ferryhill Station

Dean Bank Residents Association

B. Rutherford, 2, Beaumont Street, Ferryhill

Cornforth Partnership

Mr. R.A. Sunman, Cornforth House, 68/70 High Street, Cornforth DL17 9HS

Police

Inspector G. Docherty, Spennymoor Police Office, Wesleyan Road,
Spennymoor
Sergeant Vincent, Ferryhill Police Office, Church Lane, Ferryhill

Sedgefield Primary Care Trust

Alyson Learmouth, and Sylvia Slaughter, Sedgefield PCT, Merrington House,
Merrington Lane, Spennymoor

Ferryhill Business and Enterprise College

Mr. S. Gater

CAVOS

M. Russell, Chief Executive, CAVOS, Block 2, First Floor, St. Cuthbert's
House, Durham Way North, Aycliffe Industrial Park, County Durham DL5 6HW

Community Network

Anne Frizell, Block 2, First Floor, St. Cuthbert's House, Durham Way North,
Aycliffe Industrial Park, County Durham DL5 6HW

Item 3

SEDGEFIELD BOROUGH COUNCIL

AREA 2 FORUM

Community Centre,
West Cornforth

Tuesday,
7 September 2004

Time: 6.30 p.m.

Present: Councillor Mrs. C. Potts (Chairman) – Sedgefield Borough Council and

Councillor T.F. Forrest	–	Sedgefield Borough Council
Councillor J.E. Higgin	–	Sedgefield Borough Council
Councillor A. Hodgson	–	Sedgefield Borough Council
Councillor A. Denholm	–	Cornforth Parish Council
Councillor L. Ord	–	Cornforth Parish Council
Sergeant K. Vincent	–	Durham Constabulary
S. Gater	–	Ferryhill Business and Enterprise College
Councillor Mrs.P. Crathorne	–	Ferryhill Town Council
Mrs. B. Richardson	–	Neighbourhood Watch
Dr. A. Learmonth	–	Sedgefield Primary Care Trust
Mrs. S. Slaughter	–	Sedgefield Primary Care Trust
P. Forrest	–	Local Resident

In

Attendance: Miss S. Billingham, A. Blakemore and D. Scarr

Apologies: Councillors B.F. Avery J.P., Mrs. K. Conroy, B. Meek, D. A. Newell, R.A. Patchett and Mrs. M. Predki – Sedgefield Borough Council
Councillors J. Lee and V. Collinson – Chilton Parish Council
Councillor G. Porter – Durham County Council
Inspector S. Winship – Durham Constabulary

AF(2)7/04

MINUTES

The Minutes of the meeting held on 22nd June 2004 were confirmed as a correct record and signed by the Chairman. (For copy see file of Minutes).

AF(2)8/04

POLICE REPORT

Sergeant K. Vincent was present at the meeting to give details of crime figures and local initiatives for the Chilton, Ferryhill, West Cornforth and Bishop Middleham areas.

Members noted that the crime statistics were as follows :

	<u>June</u>	<u>July</u>	<u>August</u>	<u>Sept.</u>
Total No. of Crimes	21 (94)	105	126	6
Dwelling Burglary	0 (4)	8	10	0
Att. Burglary - Dwelling	0 (0)	0	10	0
Burglary Other	3 (8)	16	20	0
Violence Against Persons(Assaults)	6 (10)	13	3	1
Theft of Motor Vehicles	1 (4)	6	0	0
Theft from Motor Vehicles	5 (9)	7	10	1
Attempted Thefts from Motor Vehicles	0 (1)	1	0	0
Theft - General	9 (21)	17	21	1
Drug/Substance Misuse	0 (0)	1	0	0
Criminal Damage	16 (47)	36	52	3
Youths Causing Annoyance	20 (84)	83	72	13
Motorcycle complaints (Total for 2003-4)	0 (5)	3	1	1
Total No. of Incidents	154 (606)	647	708	61
Total No. of Arrest	6 (48)	61	64	2

The Forum was given details of Operation Ballade, which had been ongoing for a number of months to deal with racial problems and Operation Literature, which had been set up to tackle the problem of anti social behaviour.

Sgt Vincent explained that the Police had encountered problems over the holiday period regarding school children going missing from home. It was hoped that discussions could take place between the Police and the Schools to highlight the dangers of children going places without letting people know, to prevent the problem reoccurring next year.

AF(2)9/04

SEDGEFIELD PRIMARY CARE TRUST

Dr. A. Learmonth attended the meeting to give an update on recent performance figures and local health matters.

Dr. Learmonth reported that Gloria Wills had been appointed as the Chairman of the PCT and Mrs. Agnes Armstrong and Mr. David Halladay as Non Executive Directors to the Board.

Specific reference was made to the appointment of a person who had made visits to local surgeries to check on the performance in relation to access to a GP. The exercise had found that all surgeries visited were able to offer an appointment within one day, which had relieved the concerns of the PCT.

Members of the Forum reported that there were still problems in relation to access. Patients who attended Chilton Surgery needed to

visit Ferryhill Surgery if an urgent appointment was required.

A. Learmonth reported that she would not be able to attend the next meeting, however she would ask N. Porter to investigate the matter and report back.

Discussion was held in relation to support for drug users. It was suggested that the collection of methadone from local chemists was not the most ideal situation. It was explained that the introduction of LIFT would reassess the needs of the community and look for a preferred method of supplying provisions. There were five GPs now in post, who were specifically trained to deal with drug issues in the area. There was, however, not sufficient support for those suffering from alcohol abuse.

It was reported that a sub-group of the Crime and Disorder Group had been formed, which would be working with Sedgefield Borough Council, Sedgefield PCT and the Police to identify and support those who needed it. A. Learmonth agreed to keep the Forum updated regarding its work.

A draft report, "Alcohol Needs Assessment in County Durham" was distributed at the meeting.

It was reported that performance was still poor regarding the response time for ambulance requests. A meeting would be taking place between the Ambulance Trust and the Chief Executive to prepare a report. Details of which would be reported to a future meeting.

It was explained that the out-of-hours service would be going live at the beginning of December. Saturday surgeries would cease and patients would be expected to use the Urgent Care Centre at Bishop Auckland Hospital. It was pointed out that not everyone had transport or could travel. Members of the Forum also expressed their disappointment regarding the decline in home visits.

A. Learmonth invited those present at the meeting, to attend the Annual Board Meeting, which was to be held on Thursday 9th September 2004 at 1.30 p.m. in the Jubilee Lounge, Chilton Workingmens Club. Copies of the Annual Report would be distributed at the meeting and attendees would have an opportunity to raise concerns and ask questions.

AF(2)10/04

NEIGHBOURHOOD WARDEN SERVICES

D. Scarr, Head of Neighbourhood Services attended the meeting to give a presentation regarding the new Neighbourhood Warden Service.

It was explained that Sedgefield Borough Council had invested significantly in the Community Safety Service over the past decade. The Service's achievements included the development of the Community Force, the establishment of Sedgefield Borough Community Safety Partnership and the creation of the Community Care Force Centre, which included a combined CCTV and Community Alarm function.

It was reported that in early 2003, Holden McAllister Partnership had been commissioned by the Borough Council to undertake an independent review of the Council's Community Safety Service. The report confirmed that Community Safety continued to be seen as a priority for residents of the Borough and concluded that whilst the development of the Sedgefield Borough Crime and Disorder Partnership had provided a framework for strategic intervention by partner organisations, the development of a Community Safety Strategy specifically for the Borough Council was a logical next step.

With regard to the operational elements of the service, the report acknowledged that the development of the Community Force during the 1990s had been a bold and innovative step. The Community Force had been one of the first schemes used to inform the national development of Neighbourhood and Street Warden initiatives and latterly, the Police Community Support Officers initiative. The report concluded, however, that although the Community Force as a concept was pioneering, it now needed to refocus and together with the CCTV function, be set within the Corporate Strategy.

It was explained that the service re-engineering would begin with Community Force Officers being re-designated Neighbourhood Wardens, with an increased emphasis on community engagement/public re-assurance, creating stronger links with Neighbourhood Management by targeting areas of greatest need, having powers to issue fixed penalty notices and operating flexible working patterns in response to need.

It was pointed out that the transition was supported by the recent Office of the Deputy Prime Minister Neighbourhood Renewal Unit national evaluation of the Neighbourhood Wardens Programme the evaluation recognised the unique role Neighbourhood Wardens played in neighbourhood renewal and recorded the overriding message from the evaluation that in successful schemes Neighbourhood Wardens can and were having an impact in areas of increased resident satisfaction, reduced fear of crime particularly for older people, decline in overall rates of crime, perceived improvements in environmental problems and contributing to tackling anti-social behaviour. In fact, the ODPM evaluation did commend Sedgefield Borough Council's existing Neighbourhood Warden Scheme that operated at Dean Bank, Ferryhill and West Ward, Newton Aycliffe in their efforts to reduce youth disorder and anti-social behaviour by engaging young people in a number of innovative initiatives.

The re-engineered Sedgefield Borough Council Neighbourhood Warden Service included features identified by the ODPM evaluation as common in schemes that were working well such as having a tailored and flexible approach, involving a wide variety of stakeholders including resident participation, active and represented steering groups, good management, partnership based, highly visible, targeted deployment based on need and having good quality and well trained staff. Neighbourhood Wardens would be community based although

provision would be made for a central mobile response, including the out-of-hours service up to 10 p.m. and targeted joint working between the Wardens as a team and with others such as Police, Environmental Protection Officers, Neighbourhood Management, Housing Management and Tenancy Enforcement. The Wardens would work with Resident Groups and Schools and provide re-assurance to vulnerable groups.

Deployment of the thirteen Neighbourhood Wardens within the local communities had been determined by development of a matrix of needs taking account of population, levels of deprivation, recorded crime and anti-social behaviour, Council housing stock numbers, priority areas amongst older private sector housing, NRF and other partnership funding and other services operating within the area. Based upon the above assessment Neighbourhood Wardens would be deployed within the five management areas across the Borough targeting communities of greatest need. Deployment according to the needs based assessment matrix would be kept under regular view and any adjustments would be made accordingly.

It was noted that the Council would have access to the Airwaves digital radio communications system used by Durham Constabulary to promote joint working and information flow between Police Headquarters/Officers and the CCTV Control Rooms and Neighbourhood Wardens.

The Forum was also informed that a Council's CCTV service was programmed to be reviewed in the final quarter of 2004, and a Community Safety Strategy for Sedgefield Borough was being developed, which would take account of the changing external environment and link Council services to the strategic directions set by Government Office, Crime and Disorder Reduction Partnership and the Local Strategic Partnership.

It was pointed out that an article regarding the introduction of the Neighbourhood Warden Service would be included in the October edition of Inform and arrangements were being made for the new Warden to hand deliver leaflets regarding their services to every household in the Borough.

Specific reference was made to the establishment of the Neighbourhood Warden Steering Group. The Group would include representatives from the Boroughs five Area Forums. It would meet on a quarterly basis, monitor and review performance and be involved in service planning. The Forum agreed that consideration would be given to the nomination of a representative from Area 2 Forum at the next meeting of the Forum.

AF(2)11/04

LOCAL ROAD SAFETY ISSUES

Questions were raised as to why the Minutes of the Ferryhill Working Party on Road Safety were attached. Members also expressed concern that there were no such meetings established for the areas of Chilton

and West Cornforth. It was suggested that clarification be sought and conveyed to the next meeting.

AF(2)12/04

DATE OF NEXT MEETING

Tuesday 2nd November, 2004 at Ferryhill Leisure Centre.

ACCESS TO INFORMATION

Any person wishing to exercise the right of inspection, etc., in relation to these Minutes and associated papers should contact Sarah Billingham, Telephone No : Spennymoor 816166 ext. 4240

Item 5

Board Meeting Thursday 14 October 2004

Title of Report: Achieving Patient Access Targets and Baseline Performance Requirements

1 Purpose of Report

The purpose of this report is to advise Board members of the performance achieved by all provider Trusts from which are commissioned Acute services for the Sedgefield population.

2 Connection with Sedgefield PCT's 4 Key Objectives/Pillars

Performance monitoring against national/local standards is fundamental to 'Improving Health Services'.

3 Background Detail

3.1 Access Incentive Scheme

Access Fund Capital was established by the Department of Health in 2003/04 for a three year period with the aim of rewarding NHS organisations for making progress towards improving access across all primary, acute and mental health services including waiting in A&E and inpatient and outpatient waiting times and lists.

Payments are as follows:-

Time Period	Amount per NHS Trust and PCT	Conditions
Quarter ending 30 June 2004	£77 600 capital - achieved	Delivery of all targets specified below during the quarter
Quarter ending 30 Sept 2004	£38 800 capital	
Quarter ending 31 Dec 2004	£38 800 capital	
Quarter ending 31 March 2005	£38 800 capital	

The fund is to be managed at Strategic Health Authority level, who were responsible for designing the targets and monitoring progress.

All the targets listed below have to be delivered by the PCT during the quarter to be eligible for payment. Part payment for achievement of some but not all the targets is not possible.

Quarter 2 Progress

Target	Operational Standard	Success Criteria	Progress to Date for Q1
Primary Care Access	Achieve 100% by December 2004	Incremental targets throughout the year	No breaches up to September

Waiting List Breaches	No patients waiting against 17 week outpatient, 9 month inpatient, 6 month revascularisation standards at month ends	No month end breaches throughout the quarter	No breaches up to end of August
Cancer: 2 Week Wait breaches	No patient will wait more than 2 weeks from an urgent GP referral for suspected cancer to date first seen as an outpatient	No breaches in quarter	No breaches up to end of August
No. receiving assertive outreach services	Deliver assertive outreach to the adult patients with severe mental illness who regularly disengage from services	Achievement of LDP target* in each quarter	Measured quarterly

3.2 Summary of Current Position

Please note that where appropriate, this month's performance is measured against the latest Local Delivery Plan trajectories submitted to the Strategic Health Authority. It is important to note that targets for inpatients and outpatients have changed from 2003/4. For inpatients, the maximum wait is now 9 months and for outpatients, the maximum wait is 17 weeks. The tables below have been amended to demonstrate this.

August/September

Description of Target	Achieved	Trajectory
Ensure 100% of patients who wish to do so can see a primary health care professional within 1 working day and a GP within 2 working days by December 2004.		
Access to GP:	100%	100%
Access to Primary Care Professional:	100%	100%
A&E: - % patients through A&E within 4 hours (CD&D only) Reduce to four hours the maximum wait in A&E from arrival to admission, transfer or discharge, by March 2004 for those Trusts who have completed the Emergency Services Collaborative and by the end of 2004 for all others.		
29 th August 2004	92.9%	90%
5 th September 2004	94.2%	90%
12 th September 2004	93.0%	90%

August

Description of Target	Achieved	Trajectory
Inpatients: Achieve a maximum wait of 9 months for all inpatient waiters and reduce the number of 6-month in-patient waiters by 40% by March 2004, as progress towards achieving a maximum 6 month wait for inpatients by December 2005 and a 3 month maximum wait by 2008.		
No. of 9 month breaches	0	0
6 to <9 months	126	101
0 to < 6 months	1119	1277
Outpatients: Achieve a maximum wait of 4 months (17 weeks) for an outpatient appointment and reduce the number of over 13-week outpatient waiters by March 2004, as progress towards achieving a maximum wait of 3 months for an outpatient appointment by December 2005.		
No. of 17 week breaches	0	0
13 to <17 Weeks	189	127

Description of Target	Achieved	Vs Last Month
Delayed Transfers: Improve the quality of life and independence of older people so that they can live at home wherever possible, by increasing by March 2006 the number of those supported intensively to live at home to 30% of the total being supported by social services at home.		
Acute - no. of patients	0	0
Acute - average delay in days	0	0
Mental Health - no. of patients	7	8
Mental Health - average delay in days		
Learning Disabilities	172.5	144.5
Old Age Psychiatry	83.2	65.8
North East Ambulance Service: Ambulance services must achieve an 8 minute response to 75% of calls to life threatening emergencies.		
% Cat A Incidents responded to within 8 mins	59.0%	75%
% Cat A Incidents responded to between 8 - 19 mins	39.4%	25%
% Cat A Incidents responded to in over 19 mins	0%	0%
Cancer: Maintain existing cancer waiting time standards and set local waiting time targets for 2003/04 and 2004/05 so that by the end of December 2005 there is a maximum of one month from diagnosis to treatment, and two months from urgent referral to treatment for all cancers.		
<ul style="list-style-type: none"> • GP to refer within 24 hours • Trust to see patient within 14 days 		
No. of cancer breaches (August)	0	
No. of cancer breaches (August)	0	
No. of patients waiting more than 31 days from Diagnosis to Treatment at County Durham & Darlington Acute – Information awaited.	1	

3.3 Further Information

The attached graphs demonstrate the PCT's performance against the Local Delivery Plan trajectories in key areas.

Also attached is a chart demonstrating information collected by the Drug Action Team on the numbers of people presenting for drug treatment, numbers in treatment and numbers successfully completing drug treatment. However, it should be noted that this information is of poor quality as the team is in the process of improving their recording systems and it is their intention to resubmit June and July's data in due course.

4 Recommendations

The Board receives this report for monitoring purposes.

Melanie Fordham
Director of Commissioning & Performance
30th August 2004

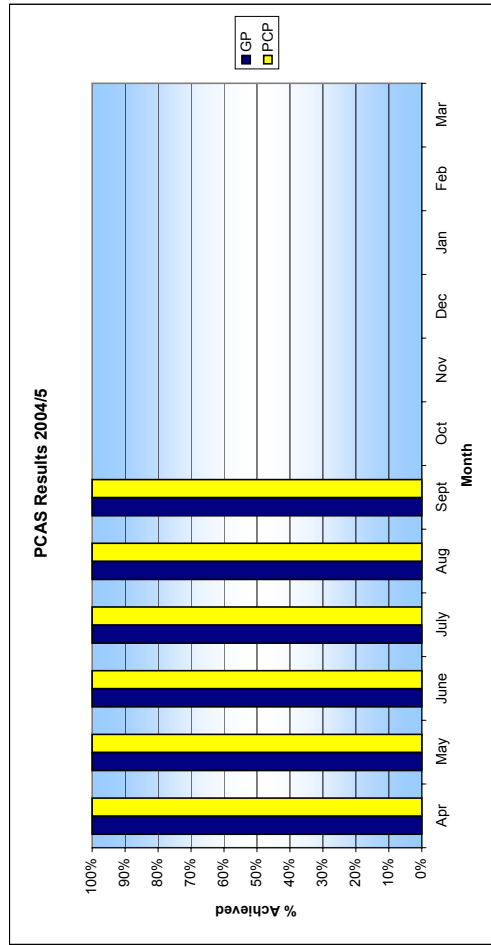
Tables prepared by:
Pamela Cassidy
PA to Director of Commissioning & Performance

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Primary Care Access Survey 2004/5

List Size	April		May		June		July		August		September		October		November		December	
	Days		Days		Days		Days		Days		Days		Days		Days		Days	
	GP	PCP	GP	PCP	GP	PCP	GP	PCP	GP	PCP	GP	PCP	GP	PCP	GP	PCP	GP	PCP
Practice 1	1442	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0
Practice 2	2843	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0
Practice 3	14517	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Practice 4	8034	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Practice 5	15902	2	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Practice 6	2376	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Practice 7	9839	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Practice 8	14818	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Practice 9	10028	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Practice 10	6040	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Practice 11	8824	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	94463	94463	94463	94463	94463	94463	94463	94463	94463	94463	94463	94463	94463	94463	94463	94463	94463	94463
% Achieving		100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

	GP	PCP
Apr	100%	100%
May	100%	100%
June	100%	100%
July	100%	100%
Aug	100%	100%
Sept	100%	100%
Oct		
Nov		
Dec		
Jan		
Feb		
Mar		



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Item 8



BOARD MEETING

Wednesday 21st July 2004
Shildon Civic Hall

NOTE OF THE MEETING

PRESENT

Board Members

Sedgefield Borough Council
Durham County Council

Area Forums
Community Empowerment
Network

Sedgefield Primary Care Trust
Durham Constabulary
Government Office for the North
East (Observer)

Cllr. R.S. Fleming (Chair)
Cllr. N. Foster (Vice Chair), County Cllr. C. Magee,
Mrs. D. Jones.
Cllr. A. Smith, Cllr. A. Hodgson, Cllr. M. Stott.
Mr. D. Bolton, Ms. C. McVay, Mr. J. Cutting,
Rev. S. Stevens, Mrs. L. Leach, Ms. A. Frizell,
Mrs. M. Batey.
Mr. N. Porter, Mrs. G. Wills
Chief Superintendent M. Banks
Ms. M. Wootton

Advisors

Sedgefield Borough Council
Policy Group Co-ordinators

Mr. R. Prisk.
Mr. A. Quain, Mr. B. Johnson.

Observers

Sedgefield Borough Council
Sedgefield Primary Care Trust
University of Durham
Government Office for the North
East (Observer)
County Durham Children &
Young Persons Partnership

Mr. A. Charlton
Ms. M. Fordham
Mr. D. Scott
Ms. M. Wootton, Ms. J. Hope
Ms. E. Alexandratou,

1. INTRODUCTIONS & WELCOME

The Chair, Councillor R.S. Fleming welcomed Members to the meeting and drew their attention to the Agenda for the meeting. It was decided to change the order of the Agenda to firstly address the Key Business, and then receive the Presentation.

1.1 Apologies

Apologies were received from Mr. P. Fisk (Business Forum), Mr. N. Vaulks (Sedgefield Borough Council), J. Robinson, (Area 3 Forum).

1.2 Question Time

The Chair gave the Board Members an opportunity to ask questions on any matters of interest or importance connected with the work of the Board and the Partnership, or about the business items to be discussed at the meeting. No questions were raised.

2. KEY BUSINESS

2.1 Consideration of 'Note of the Meeting' held on 28th April 2004

These were agreed as a true and accurate record.

2.2 Matters Arising

a) Action Plan for further support to Board Members

RP reported that the LSP Team are developing a Learning Plan for which a brief has been drafted. This will seek to utilise the experience of Neighbourhood Renewal Advisors to initiate a programme of activity which will include working with LSP partners to develop induction programmes for LSP Board Members and Alternates which clearly identify the role, responsibilities and key competences required for their role as Partnership Board Members. The Learning Plan will also lead to the development of a diverse training programme for Members which will include significant elements of the Performance Management Process to ensure the Board can rigorously monitor LSP activity as part of its overview and scrutiny role.

b) Local Strategic Partnership and Community Empowerment Network Protocol for Consultation

RP reported that the LSP / CEN Protocol had now been agreed, and it has been distributed to all partner organisations within the LSP.

c) Performance Management Framework for the Partnership

RP updated Members on the recent Annual Review Meeting with Government Office North East (GONE). The meeting considered four elements to provide a balanced overview of performance. Discussion focussed on the areas, which were identified for improvement.

The first element covered reflecting on last year's progress and was highlighted through the means of a short presentation. The second element covered the Review of the Performance Management Framework (PMF) by taking into account delivery themes, partnership working, the LSP's Improvement Plan and the LSP / CEN Protocol. The third element covered a review of the Neighbourhood Renewal Fund (NRF) in two aspects; spends against allocation and targeting of NRF. The final element considered the next steps and identified outcomes from the Annual Review.

GONE then explained that the traffic light assessment of the LSP's performance to the Neighbourhood Renewal Unit is for internal use to establish a baseline from which improvement can be measured and any problems will be identified and support given.

MW explained that GONE would give confirmation and feedback of the meeting in a letter to the Chair of the LSP in September.

d) Identification of any matters Board Members might wish to discuss at future Meetings

At the April Board, Members raised several issues for discussion. RP gave feedback on the Management Group's suggested actions.

i. Sustainability of the Community Empowerment Network

The Network and CAVOS are to produce a paper on the options available to the Network, including future funding for the Management Group's consideration by November 2004. The outcome of this could then be referred to January's Board Meeting.

ii. Building Schools for the Future

RP reported that one school in Sedgefield Borough (Sedgefield Community College) was in the first bid tranche and the remainder were in the second tranche. Durham County Council had held a series of information seminars on Building Schools for the Future at the beginning of July at which the LSP was represented. Cllr Foster commented that any announcements of the Programme from the Department of Education and Schools were not now expected until the autumn. He added that details of the County Council Primary School re-organisation would be available in the autumn.

iii. Impact of Locomotion, National Railway Museum in Shildon (NRM)

RP indicated that a visit to the NRM could be arranged to involve a tour of the museum followed by a presentation session with an opportunity for questions.

Agreed: That an opportunity for Board Members to visit the Shildon NRM site be arranged.

iv. Local Government Re-organisation and its impact on LSPs.

RP reported that as LSPs are a key part of the Government's modernisation agenda, the options of there being either a single Unitary Council covering the whole of the County or three Unitary Councils should not affect the work of LSPs. As LSP's are concerned with changing the ways in which services are delivered, whatever happens in the Regional Assembly Referendum, LSP's should remain and have a role to play in strategic partnership working.

2.3 Review of Partnership Board's Operation

a) Schedule of Board Members Nominations and Alternates

A schedule of Board Members Nominations and Alternates was included with Members papers for the meeting. RP clarified with Members the procedure for the attendance of Alternates at meetings. A Board Member who is not able to attend the Board Meeting must put forward their apologies in advance of the Meeting to the LSP Team and confirm the attendance of the named Alternate. This will come into effect for the next Board Meeting scheduled for October. The Community Empowerment Network confirmed their second Alternate as Margaret Chappell.

b) Nominations of Vice Chair from Community Empowerment Network

With the recent resignation of the Vice Chair Ray Sunman, the Chair addressed Members for a nomination to fill this vacancy. SS from the CEN nominated Dave Bolton (DB). Everyone was in agreement. In the past alongside this responsibility the Vice Chair also represented the LSP on the County Durham Strategic Partnership. DB agreed that he was happy for this to continue.

Agreed: DB to take up the position of Vice Chair on the LSP and represent the LSP on the County Durham Strategic Partnership.

c) Outcome of the Consultation on the Review of the Composition and Size of the Partnership Board.

The Board in April 2004 agreed to undertake a consultation exercise to ascertain views of the LSP partner organisations on amendments to the size and composition of the Board. A report on the outcome of the consultation exercise and the recommendations from the Management Group was presented to the meeting. It was proposed that additional places should be offered to organisations on the following basis.

- Priority should be given to organisations that are not currently represented at Board level.
- Additional places should be allocated to organisations to fill strategic policy and theme 'gaps' in the current membership composition.
- Organisations identified should positively assist to drive the work of the Partnership forward in the delivery of the Community Strategy, improving service delivery and performance and assist to promote the well being of the Borough.
- An increase in size of 6-8 places would be preferable at this stage.

The Board considered the results of the proposals advanced and the balance of additional representation with particular attention to the involvement of the Police Authority and Local Town and Parish Councils. After a prolonged debate and in the absence of an overall consensus, the Chair agreed to a vote being undertaken on each of the proposed additional Board places. The outcome of this was:

Policy Area	Organisations	No of Places
Post 16 Education and Training and Lifelong Learning	County Durham Learning and Skills Council. Further Education College sector	2
Services to young people	County Durham Connexions Service	1
Environmental interests	One organisation selected from: Countryside Agency English Heritage Environment Agency Groundwork East Durham Durham Wildlife Trust	1

Policy Area	Organisations	No of Places
Community Safety and safer Neighbourhood interests	County Durham Police Authority County Durham and Darlington Fire and Rescue Service	2
Health sector- Clinician representation.	Primary Care Trust Professional Executive Committee	1
Local Councils Engagement	Local Association of Town and Parish Councils	1
Community	Community Empowerment Network	2

Agreed: That the organisations/representative sectors indicated in the above Table be offered a place on the Board.

2.4 Sedgfield Borough Community Strategy

The Board considered the draft of the Community Strategy in April 2003 and agreed it as the basis for a wider consultation. The revised Sedgfield Borough Community Strategy (2004 – 2014) now reflects the responses to this lengthy consultation process.

Following the end of the consultation period, most of the 140 comments received have been incorporated into the final version of the Strategy. The majority of amendments relate to updated information and enhancing links between different service policy areas to improve their co-ordination. Given the extensive public and stakeholder consultations that led to the development of the Strategy, there have been no significant representations made seeking changes to the Strategy's vision or its key aims.

The main changes in the Strategy relate to the format of the document, with key indicators and action plan information detailed in the consultation draft, being held over for the Action Plan and further detail provided as to the wider regional, sub-regional and local strategic context for the Strategy. A further cross cutting theme has been included to provide an emphasis on young people in the delivery of the Strategy.

In terms of delivering the Strategy, the forthcoming Action Plan is seen as a key document. This will be developed with reference to the LSP's Performance Management Framework and its Policy Groups and will provide details of the key activities to be undertaken, responsible lead agencies and the resources to be committed.

Once developed, the Action Plan will allow the five Local Area Framework documents based on the Borough's Area Forums to be created to provide a localised position statement and programme of action. These will be undertaken to complement and support the preparation of the Borough's Local Development Framework as a replacement for the current Sedgfield Borough Local Plan.

It was noted that whilst the preparation of the Community Strategy is a statutory responsibility of Sedgfield Borough Council, the Borough Council has agreed that

its preparation should be conducted through the LSP. The Board were asked to agree the revised Community Strategy (2004-2014) and to recommend approval to Sedgefield Borough Council.

The Chair, along with the Community Empowerment Network, thanked the LSP Team for the work undertaken in preparing the Community Strategy.

Agreed: The revised Sedgefield Borough Community Strategy (2004-2014) be recommended to Sedgefield Borough Council for approval.

3. ANY OTHER BUSINESS ITEMS

3.1 Schedule of Reports from each Policy Group Co-ordinator

The Board received the reports from all six of the LSP Policy Groups.

3.2 Report from the Community Empowerment Network

DB gave feedback on behalf of the Community Empowerment Network (CEN) on the current work they are involved in, and how they are now engaging with the hard to reach groups and organisations within the Sedgefield area with whom they feel they need to work more effectively. The CEN are also developing training for the Network.

AF gave feedback on the five Community Forums, which were suspended in April 2004, in order that the Community Empowerment Network could reassess their value and review the format to try and ensure that they are engaging the communities more fully in the LSP process. It was suggested that, working with LSP Policy Groups, holding themed events across Sedgefield Borough during the year would take the LSP directly into local communities. This would also tie in with the GONE milestones for Sedgefield CEN, which asks for 'themed meetings to be held bi-monthly around LSP issues.'

An Induction and Team Building day for CEN representatives is planned for August. A repeat of the Borough familiarisation bus tours undertaken driving, is also planned for later this year and Members of the LSP will be invited to join the tours.

3.3 Identification of any matters Board members might wish to discuss at future Meetings.

- a) The Community Empowerment Network raised a point for clarification on the postcodes relating to cold weather payments in Sedgefield Borough. Some areas had postcodes relating to Stockton Borough and this affected the amount allocated, when communities only a mile or so different were issued greater payments.

Agreed: Sedgefield Borough Council would contact the Benefits Service to obtain information on the operation of the cold weather winter payments system.

The Healthy Borough Policy Group be asked to consider this matter and its impact across the Borough.

- b) DB raised the subject of the Disability Discrimination Act, which comes into force in October 2004, and asked whether all partners were working to comply with the Act.

The Chair assured DB that Sedgefield Borough Council were addressing this matter and felt confident that the County Council and the Primary Care Trust would be in a similar position.

SS suggested that all Policy Groups Co-ordinators should ensure that when allocating monies such as NRF Service Improvement Plans, organisations were asked if they already comply with the Act.

Agreed: Policy Groups Co-ordinators be asked to ensure that the agreed NRF supported Service Improvement Plans take full account of the Disability Discrimination Act.

4. PRESENTATION SESSION

4.1 Children and Young People Services and the links to the Sedgefield Borough Children and Young People Strategic Partnership

The Board received a joint presentation on the above subject from Debbie Jones, Chair of the County Durham Children and Young People Strategic Partnership, Melanie Fordham, Chair of the Sedgefield Children and Young People Strategic Partnership and Eva Alexandratou, County Partnerships Development Officer.

Debbie Jones asked the Board to note that the County Durham Children and Young People Strategic Partnership was created in 2002 with the aim of bringing together all agencies working with children and families. Building on the recommendation of the Children Bill and the “Next Steps” guidance it is anticipated that this partnership will work towards the integrated future of services by providing strategic leadership, strategic planning and strategic commissioning. A copy of the presentation is attached.

Melanie Fordham then asked the Board to note the developments that have taken place since the Sedgefield Children and Young People’s Partnership was launched in February 2004. These have included the establishment of an ‘Engine Group’ who have developed their terms of reference and aims as well as established a structural map of partnership relations. Three priority work streams covering the Sedgefield Plan for Children’s Centres, the Extended School Model and the Sedgefield 14-19 Area Review Group are currently underway.

Board Members then took part in a question and answer session around three key questions as follows;

- From a Community perspective what are the key issues that will affect the development of Children and Young People Services?
- From a Service Provider perspective what are the key issues facing Young People in Sedgefield Borough?
- How can the LSP change things for Young People?

Board Members were given the opportunity to forward any additional comments or responses to these questions to the LSP Team and this is to be reported back to the Board at the October Meeting. (A copy of the response form is attached).

The Chair thanked Board Members for their attendance and contributions.

The Meeting closed at 3.30 pm

Next Meeting:

Date: Wednesday 20th October 2004
Time: 6.00 pm
Venue: Spennymoor Town Hall

Agreed by the Sedgefield Borough Local Strategic Partnership Board on 20th October 2004 as a true record of the meeting held on 21st July 2004.

Signed:

Date: