

CABINET

Thursday, 1 September 2005

10.00 a.m.

Conference Room 1, Council
Offices, Spennymoor

AGENDA and REPORTS

AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

To notify the Chairman of any items included 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 28th July 2005. (Pages 1 - 4)

KEY DECISIONS

CULTURE AND RECREATION PORTFOLIO

4. CAPITAL PROGRAMME 2005/06 - LEISURE CENTRE ROOF WORKS

Report of Director of Leisure Services. (Pages 5 - 8)

HOUSING PORTFOLIO

5. PRIVATE SECTOR HOUSING CAPITAL PROGRAMME AND THE SINGLE HOUSING INVESTMENT PROGRAMME ROUND 2

Report of Director of Neighbourhood Services. (Pages 9 - 14)

OTHER DECISION

PERFORMANCE MANAGEMENT PORTFOLIO

6. PROJECT MANAGEMENT REQUIREMENTS

Report of Chief Executive Officer and Director of Resources. (Pages 15 - 22)

MINUTES

7. AREA FORUMS

To consider the minutes of the following meetings:

(a) Area 4 Forum - 19th July 2005 (Pages 23 - 26)

(b) Area 5 Forum - 26th July 2005 (Pages 27 - 30)

8. ANY OTHER BUSINESS

Lead Members are requested to inform the Chief Executive Officer or the Head of Democratic Services of any items they might wish to raise under this heading by no later than 12 noon on the day preceding the meeting. This will enable the Officers in consultation with the Chairman to determine whether consideration of the matter by the Cabinet is appropriate.

N. Vaulks
Chief Executive Officer

Council Offices
SPENNYMOOR
23rd August 2005

Councillor R.S. Fleming (Chairman)

Councillors Mrs. A.M. Armstrong, Mrs. B. Graham, A. Hodgson, M. Iveson, D.A. Newell,
K. Noble, J. Robinson J.P and W. Waters

ACCESS TO INFORMATION

Any person wishing to exercise the right of inspection in relation to this Agenda and associated papers should contact Gillian Garrigan, on Spennymoor 816166 Ext 4240

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Item 3

SEDGEFIELD BOROUGH COUNCIL CABINET

Conference Room 1,
Council Offices,
Spennymoor

Thursday,
28 July 2005

Time: 10.00 a.m.

Present: Councillor R.S. Fleming (Chairman) and

Councillors Mrs. B. Graham, A. Hodgson, M. Iveson, K. Noble,
J. Robinson J.P and W. Waters

In Attendance: Councillors W.M. Blenkinsopp, Mrs. K. Conroy, Mrs. J. Croft, A. Gray,
D.M. Hancock, B. Meek, J.P. Moran, Mrs. E.M. Paylor, A. Smith, T. Ward
and J. Wayman J.P

Apologies: Councillors Mrs. A.M. Armstrong and D.A. Newell

CAB.37/05 DECLARATIONS OF INTEREST

It was noted that Councillor K. Noble would be declaring a prejudicial interest regarding the Council's representation at a seminar, which was to be considered under Item 11 – Any Other Business.

CAB.38/05 MINUTES

The Minutes of the meeting held on 14th July 2005 were confirmed as a correct record and signed by the Chairman.

**CAB.39/05 EVERY CHILD MATTERS: DCC CONSULTATION ON ESTABLISHING
A CHILDREN'S SERVICES AUTHORITY FOR COUNTY DURHAM -
PROPOSED RESPONSE**

Consideration was given to a report, which outlined Durham County Council's proposals for the structure of the Children's Services Authority for County Durham and sought approval of a response to the County Council's consultation paper. (For copy see file of Minutes).

It was explained that Durham County Council, as Children's Services Authority was leading on the implementation of the Every Child Matters (ECM) Agenda and was engaging with relevant partners, including District Councils. In June 2005 the County Council issued a consultation paper, which each partner organisation under the Children's Act was requested to consider and offer a formal response by 5th September 2005.

The consultation paper sought agreement to the establishment of a Children's Executive Board, which would be accountable for the strategic development, planning and commissioning of children's services; joint funding and resourcing of services and the monitoring and reviewing of performance management standards. It would be accountable to Durham

County Council as the Children's Services Authority and all members would also be accountable individually within their own organisation. The format of the Children's Executive Board would either be a Trust or a Partnership.

At local level, the consultation paper suggested the development of Local Children's Boards, which would be responsible for the local development, commissioning and planning of services to deliver and implement services to meet local needs and priorities for children and to support the strategic direction of the Executive Board.

Members' attention was drawn to the key points in the Council's draft response.

RESOLVED : That the response to the County Council's consultation paper on establishing the structure of a Children's Service Authority for County Durham, be approved.

CAB.40/05 REVIEW OF THE CURRENT FINANCIAL INCENTIVES TO BUSINESS (KEY DECISION)

The Lead Member for Regeneration presented a report seeking approval for Sedgefield Borough Business Service (SBBS) to operate a revised financial incentives package from April 2005. (For copy see file of Minutes).

The report analysed the impact of existing financial incentives operated by SBBS and Key Business Support Agencies and outlined proposals for a revised package.

It was explained that the proposed package would enable SBBS to support a broader range of businesses, thereby helping to support the continued competitiveness and diversification of the economy – key activities contained within the Prosperous Economy Section of the Sedgefield Borough Community Strategy. The proposals also reflected the need to add value to the existing schemes operated by ONE North East; County Durham Development Company and Business Link County Durham, thereby avoiding duplication.

RESOLVED : That the proposal for SBBS to operate the revised package of financial incentives from April 2005 be supported.

CAB.41/05 SEDGEFIELD BOROUGH COMMUNITY STRATEGY 2005-2008 ACTION PLAN

Consideration was given to a report seeking approval of the first three year Action Plan, which had been developed through Sedgefield Borough Local Strategic Partnership in support of the Community Strategy for the Borough. (For copy see file of Minutes).

The Action Plan set out the key issues and challenges for partners to address in the development and delivery of services.

The report outlined the development process for the Plan, how it would be performance managed, how progress would be reported to stakeholders and the local community as well as how it would be refined and developed in future.

- RESOLVED :*
- (1) *That the first three year Action Plan, prepared in support of the Borough's Community Strategy, be approved.*
 - (2) *That authority to approve amendments to the Action Plan be delegated to the Chief Executive Officer, in consultation with the Local Strategic Partnership Chair.*

CAB.42/05 AREA 2 FORUM

Consideration was given to the Minutes of the meeting held on 21st June 2005. (For copy see file of Minutes).

RESOLVED : *That the report be received.*

CAB.43/05 AREA 3 FORUM

Consideration was given to the Minutes of the meeting held on 6th July 2005. (For copy see file of Minutes).

RESOLVED : *That the report be received.*

CAB.44/05 OVERVIEW AND SCRUTINY COMMITTEE 1

Consideration was given to the Minutes of the meeting held on 14th June 2005. (For copy see file of Minutes).

RESOLVED : *That the report be received.*

CAB.45/05 OVERVIEW AND SCRUTINY COMMITTEE 2

Consideration was given to the Minutes of the meeting held on 28th June 2005. (For copy see file of Minutes).

RESOLVED : *That the report be received.*

CAB.46/05 CONFERENCE

N.B. In accordance with Section 81 of the Local Government Act 2000 and the Members ' Code of Conduct, Councillor K. Noble declared a prejudicial interest in the above item and left the meeting for the duration of discussion and voting on the item.

The Leader of the Council sought approval for the Lead Member for Regeneration to represent the Council at the APSE National Seminar 'Excellence, Efficiencies and Neighbourhoods' at Glasgow from 6th – 9th September 2005.

RESOLVED : That the Council be represented at the APSE National Seminar 'Excellence, Efficiencies and Neighbourhoods' at Glasgow from 6th – 9th September 2005 by the Lead Member for Regeneration

Published on 29th July 2005

The key decision contained in these Minutes will be implemented on Monday 8th August 2005, five working days after the date of publication unless they are called in by five Members of the relevant Overview and Scrutiny Committee, in accordance with the call in procedure rules.

ACCESS TO INFORMATION

Any person wishing to exercise the right of inspection, etc., in relation to these Minutes and associated papers should contact Gillian Garrigan, on Spennymoor 816166 Ext 4240

REPORT TO CABINET

1 SEPTEMBER 2005

REPORT OF DIRECTOR OF
LEISURE SERVICES

Portfolio: Culture and Recreation

**CAPITAL PROGRAMME 2005/06
LEISURE CENTRE ROOF WORKS**

1. SUMMARY

- 1.1 Contained within the Culture and Recreation 2005/06 Capital Programme is an allocation of £32,000 for roof repairs to the Spennymoor Leisure Centre and Newton Aycliffe Leisure Centre.
- 1.2 Following a thorough review of the sports hall roof at Newton Aycliffe Leisure Centre and roof areas at Spennymoor Leisure Centre, it was revealed that further repairs would not be an adequate solution. The survey revealed that a full recovering of the areas shown on the attached plan would be required.
- 1.3 Tenders have been returned from two companies and the lowest contract price would require an investment for both facilities for £360,964.

2. RECOMMENDATION

- 2.1 That the lowest tender submitted by Duffell Roofing, in the sum of £360,964 for both Centres, be accepted.
- 2.2 That the roof work at Spennymoor Leisure Centre be undertaken within the 2005/06 financial year at the cost of £147,000.
- 2.3 That the agreed Capital Programme be altered with £37,000 ear-marked for the refurbishment of the pool hall at Spennymoor Leisure Centre and provision for a playing pitch at Sedgefield being deferred until 2006/07.
- 2.4 That £110,000 be allocated from capital contingencies to meet the balance of costs for the roof replacement at Spennymoor Leisure Centre.
- 2.5 That the roof work required at Newton Aycliffe Leisure Centre, amounting to £213,964, be a first call against the 2006/07 capital programme.

3. DETAIL

- 3.1 Since 2002 both Newton Aycliffe Leisure Centre and Spennymoor Leisure Centre have experienced water ingress in the areas shown on the attached plan. Over the past two years some remedial work has been completed with a similar repair programme planned within the Asset Management Plan for 2005/06 and approved

by Cabinet within the expenditure profile of the Culture and Recreation Capital Programme.

- 3.2 Some months ago roofing contractors were approached with a view to repairing the leaking areas of the existing roof structures. Five different contractors reported that repair works would not solve the water ingress problem and that if they were instructed to carry out repair works no guarantees would be offered.
- 3.3 Marley Water Proofing were instructed to survey leaking areas to both the leisure centre roofs at Spennymoor and Newton Aycliffe and reported that the problems were caused by the deterioration of the existing systems which are between 20-30 years old and also condensation which is due to the lack of insulation.
- 3.4 Marley Water Proofing recommended the installation of a roofing system to the affected areas made up of layers of vapour control, insulation and a bitumen capping sheet which would rectify the problems to the affected areas. This system carries a 20 year guarantee which is honoured by the manufacturer (Marley Water Proofing) and their approved roofing contractors.

4. FINANCIAL CONSIDERATIONS

- 4.1 Invitations to tender for the work were issued to four Marley Water Proofing approved roofing contractors. Two completed tenders were returned in the sum of £360,964 and £500,000.
- 4.2 Of the total tender sum, Spennymoor Leisure Centre and Newton Aycliffe Leisure Centre roof works are £147,000 and £213,964 respectively.
- 4.3 As at August 2005, all but £104,000 of the £540,000 Capital allocated for Culture and Recreation in the year 2005/06 has been allocated. The majority of this capital allocation is due to be spent on Asset Management projects. However, it would be possible to delay work to two projects namely the refurbishment of the pool hall area at Spennymoor Leisure Centre and the provision of a playing pitch at Sedgefield. These schemes were programmed to commence towards the back end of the financial year and could be delayed slightly to release £37,000 funding in 2005/06.

5. CONSULTATION

- 5.1 Identified as part of the Council's Asset Management Plan, the roof repair work had already been approved by Cabinet at its meeting in March 2005. Having already put in place plans to prevent further water damage to the fabric of the leisure centres, no further consultation has been necessary even though a full replacement of the roof areas is required rather than remedial repairs.

6. OTHER MATERIAL CONSIDERATIONS

- 6.1 Due consideration has been given to the phasing of the work at Spennymoor Leisure Centre and Newton Aycliffe Leisure Centre and it has been established that the roof areas at Spennymoor Leisure Centre will not last another winter. While the roof to the Sports Hall at Newton Aycliffe Leisure Centre does leak on occasions, it is felt that this work could be delayed until April 2006.
- 6.2 Discussions with the contractor submitting the lowest tender price has confirmed that the total tender figure of £360,964 will be held on the basis that the contract for both

leisure centres will be let now but the work to Newton Aycliffe Leisure Centre will not commence until 2006/07.

Contact Officer: Phil Ball
Telephone No: (01388) 816166 ext 4386
Email Address: pball@sedgefield.gov.uk

Key Decision Validation
Expenditure Over £100,000

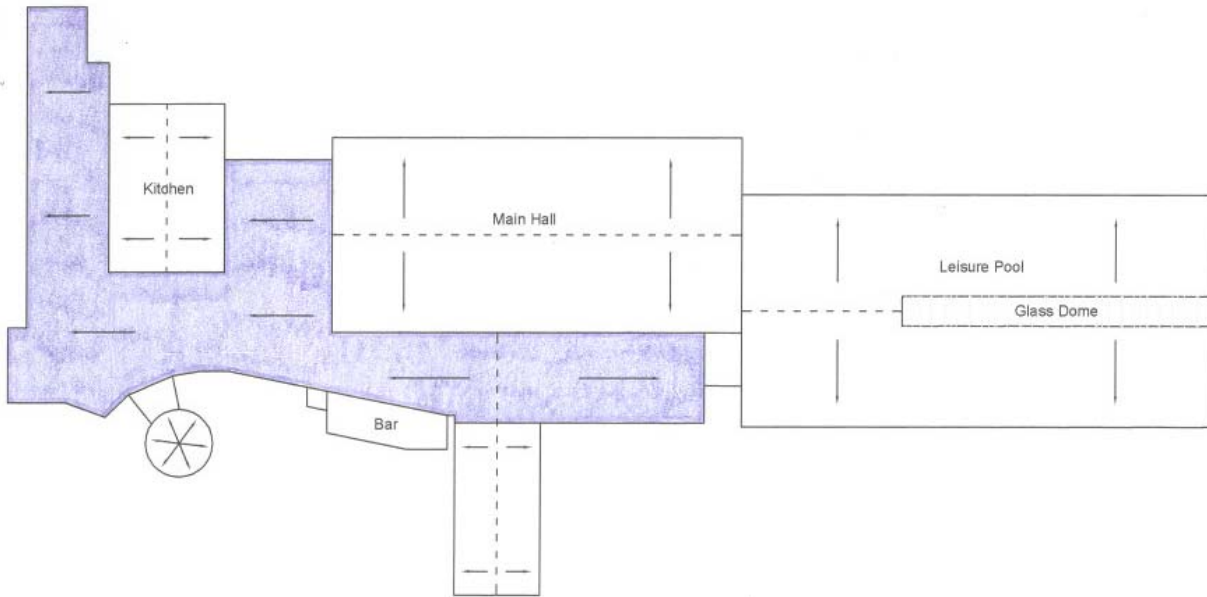
Ward(s)

Background Papers:

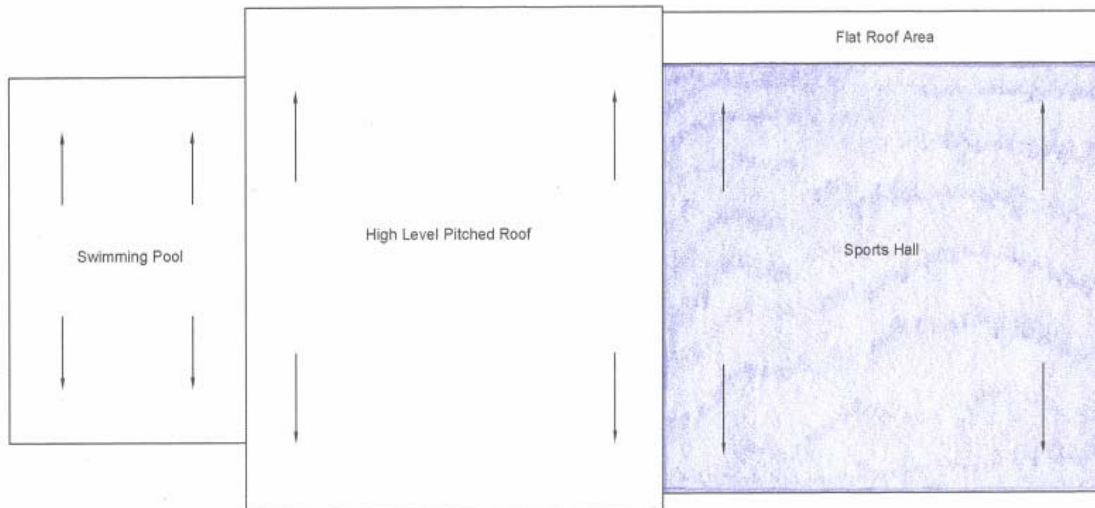
Examination by Statutory Officers

	YES	NOT APPLICABLE
1. The report has been examined by the Council's Head of the Paid Service or his representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. The content has been examined by the Council's S.151 Officer or his representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. The content has been examined by the Council's Monitoring Officer or his representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. The report has been approved by Management Team	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Spennymoor Leisure Centre
Roof Plan



Newton Aycliffe Leisure Centre
Roof Plan



SCALE - nts
(shaded areas only to be re-covered)

Item 5

KEY DECISION

REPORT TO CABINET

1st September 2005

REPORT OF DIRECTOR OF
NEIGHBOURHOOD SERVICES

Portfolio Housing

Private Sector Housing Capital Programme and the Single Housing Investment Programme Round 2

1. SUMMARY

- 1.1 The Borough has a number of areas of older terraced private sector housing, which are showing signs of housing market failure. These areas face the issues of low demand and obsolete housing; unbalanced tenure pattern with high levels of privately rented properties, poor quality housing and environment often compounded by high levels anti social behaviour.
- 1.2 The Council has identified within the Housing Strategy, Community Strategy, and Neighbourhood Renewal Strategy its key priorities for interventions at Ferryhill Station, Dean Bank, Ferryhill and the western part of Chilton.
- 1.3 The Council will be exploring suitable funding and delivery mechanisms over the coming months to deliver the regeneration of these communities. However the Council has in place a Private Sector Housing Capital Programme for 2005/6 of £1.6m. This report sets out the planned budget for the programme, provides information against the performance of the 2004/5 budget and changes to the bidding arrangements to the Regional Housing Board for future funding.

2. RECOMMENDATIONS

1. That the Private Sector Housing Capital Programme 2005/6 is approved and the changes to the Single Housing Investment Programme are noted.

3.1 Private Sector Housing Capital Programme

- 3.1 The Borough has a number of areas of older terraced private sector housing, which is showing signs of housing market failure. These areas face the issues of low demand and obsolete housing; unbalanced tenure pattern with high levels of privately rented properties, poor quality housing and environment often compounded by high levels anti social behaviour.
- 3.2 The Council has identified within the Housing Strategy, Community Strategy, and Neighbourhood Renewal Strategy its key priorities for interventions at Ferryhill Station, Dean Bank, Ferryhill and the western part of Chilton.

- 3.3 The Council are currently carrying out a master planning exercise for these three priority communities and over the coming months will be considering funding and staffing options to deliver the housing led regeneration of these areas. It is likely these funding streams will be a mixture of the Council's own Capital resources, resources allocated through the annual Single Housing Investment Programme (SHIP) by the Regional Housing Board (RHB) and any resources that may be identified through the work of the Durham Coalfields Housing Renewal Partnership (DCHRP). The DCHRP are a Partnership of all the local authorities in County Durham who along with English Partnerships (EP) and Government Office for the North East (GONE) are exploring the opportunities for joint work and preparing a bid to the Government for funding to support the regeneration of priority communities across County Durham.
- 3.4 The Capital programmes for 2004/5 and 2005/6 are made up of funding from the following sources:-
- Mandatory Disabled Facilities Grant (DFG) – awarded on a formulaic basis by the Government annually and ring fenced for this use only.
 - SHIP Safety Net – awarded by the RHB on a formulaic basis following changes to the Housing Investment (HIP). The funding is used for one off grants to assist vulnerable groups to repair and/or adapt their homes. The Council retains flexibility as to how the resources are allocated.
 - SHIP Discretionary (Coalfields) - awarded by the RHB to support the priorities identified in the Regional Housing Strategy (RHS). The Council worked through the DCHRP to attract significant resources in to County Durham with Sedgefield Borough receiving £900,000 over the two years 2004/5 – 2005/6.
- 3.5 There will be significant changes to the way SHIP resources are allocated by the RHB from the year 2006/7 onwards, all resources with the exception of mandatory DFG, will be allocated on the basis of bids submitted to the RHB. They will be assessed on the basis of a framework developed by the RHB as to the extent to which the programmes any bid support delivery of the RHS's 4 key objectives (see Appendix 1). This round of bidding for resources will be know as Single Housing Investment Programme Round 2 or SHIP2.
- 3.6 It is possible that unsuccessful authorities may not be award any resources other than the mandatory DFG allocation. Whilst the Council will have significant capital resources available to it we should look to maximise income from other sources including the SHIP2 bidding round. Officers of the Neighbourhood Services Department are working with the DCHRP to develop and submit a Countywide SHIP2 bid by the 30th September deadline.

3.7 Table 1 below shows the budget and outturn for the 2004/5 Housing Capital Programme.

Table 1 Private Sector Housing Capital Programme 2004/5

Budget Head	Budget (£'s)	Outturn (£'s)
Disabled Facilities Grant	308,000	292,000
Fast track Adaptation Grants	100,000	101,00
Repair Grants	500,000	458,000
Completion of Group Repair Scheme – Shildon	42,000	43,000
Total	950,000	894,000
SHIP Discretionary allocation	300,000	248,000

3.8.1 The budget for 2005/6 is set out in table 2 below and is made three elements mandatory DFG, and SHIP “safety net” allocation and the discretionary “coalfields” allocation. The safety net element will be focused on the delivery of services for elderly and vulnerable client groups including for example fast track adaptations to support hospital discharges, replacement heating schemes for elderly or vulnerable low income home owners. The discretionary SHIP funding for 2005/6 is £600,000, double that in the previous year and will be used for:-

- ❑ Completing the Masterplanning exercise.
- ❑ Carrying out a Neighbourhood Renewal Assessment for Ferryhill Station to support the outcome of the Masterplanning exercise for this area, the work to be completed by appropriate consultants.
- ❑ To continue to purchase land and properties to support the planned regeneration of our priority communities.
- ❑ To develop and deliver a Group Repair Scheme for Eden Terrace (32 properties), Chilton linked to the Durham Road Improvements. The project would run over two financial years, and would require suitable support from appropriate consultants.

Table 2 Private Sector Housing Capital Programme 2005/6

Budget Head	Budget (£'s)
Safetynet SHIP	
Disabled Facilities Grant	308,000
Fast track Adaptation Grants	200,000
Major Repair Grants	250,000
Minor Repair Grants	242,000
Discretionary SHIP Coalfield	
Masterplanning and NRA	65,000
Improvements to site in priority areas.	82,000
Group Repair Scheme Chilton (650,000 over 2005/6 – 6/7)	350,000
Site Assembly	103,000
Total	1,600,000

4. RESOURCE IMPLICATIONS

4.1 There are no other resource implications than those detailed in this report.

5. CONSULTATIONS

5.1 The Borough Council has carried out extensive consultations with communities through the Master Planning exercise for Dena Bank Ferryhill Station and Chilton West on future intervention in these areas.

6. OTHER MATERIAL CONSIDERATIONS

6.1 The Community Strategy Outcomes include a Borough with Strong Communities where residents can access a good choice of high quality housing. The Council's ambitions, which are linked, to the Community Strategy outcomes and are articulated through the Corporate Plan and the Medium Term Financial Plan. Our ambitions include delivering a Borough with Strong Communities with good quality affordable housing in safe neighbourhoods. The Private Sector Housing Capital Programme plays a direct role in the delivery of these ambitions.

6.2 There will be a strong case submitted through the Durham Coalfields Housing Renewal Partnership on behalf of the County Durham Housing Authorities to support both the existing safety net and discretionary elements of their Private Sector Capital Programme. However there is a risk that if the bid is not approved the impact on the Council could be the loss of funding over the next two years of up to £1m per annum which could result in a significantly reduced Capital programme.

7. OVERVIEW AND SCRUTINY IMPLICATIONS

7.1 None

8. LIST OF APPENDICES

8.1 Appendix 1 Regional Housing Strategy objectives.

Contact Officer **Ian Brown**
Telephone Number 01388 816166 Ext. 4462
E-mail address ibrown@sedgefield.gov.uk

Wards: **All**

Key Decision Validation:

The Private Sector Housing Capital Programme will:

Result in the Council incurring expenditure, or making savings of £100,000 or above

Background Papers:

[List other reports, publications documents and papers referred to in the preparation of the report. Include previous reports to Cabinet on the subject of the report.]

Draft Regional Housing Strategy 2005

Examination by Statutory Officers

	Yes	Not Applicable
1. The report has been examined by the Councils Head of the Paid Service or his representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. The content has been examined by the Councils S.151 Officer or his representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. The content has been examined by the Council's Monitoring Officer or his representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. The report has been approved by Management Team	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Appendix 1

To **rejuvenate the housing stock** to meet 21st Century aspirations, replacing market failure with high quality housing in the right locations to help create successful, cohesive and sustainable communities.

To ensure the **type and mix of new housing provides choice**, supports economic growth and meets housing needs and demand. This will reflect the diversity of urban and rural communities and the needs for affordable, family and prestige housing.

To secure the **improvement and maintenance of existing housing** so that it meets required standards, investing in sustainable neighbourhoods.

To promote good management and targeted housing investment to address **specific community and social needs**, including an ageing population and the needs of minority communities; this will be integrated with the Supporting People programme and promote greater community involvement.

Item 6

REPORT TO CABINET

1 SEPTEMBER 2005

REPORT OF CHIEF EXECUTIVE AND DIRECTOR OF RESOURCES

Performance Management Portfolio

PROJECT MANAGEMENT REQUIREMENTS

1 SUMMARY

- 1.1 This report seeks Cabinet approval for the fixed-term (12 months) employment of dedicated project management capacity to enable the Council to move at a faster pace in the delivery of the Office of the Deputy Prime Minister's (ODPM's) Priority Service Outcomes (PSOs).
- 1.2 Driven by the Gershon efficiency agenda and the local priority to improve access to local services, the Council is continuing to take e-Government very seriously. In this financial year, it has allocated £1,000,000 from its annual capital budget to fund the delivery of the modernisation programme. This has been supplemented by financial contributions from the ODPM. Since 2001, the Council has received £900,000 in Capital Grant from the ODPM for e-Government implementation through PSOs.

2 RECOMMENDED

It is recommended that Cabinet ...

- 2.1 Approves the establishment of two posts of e-Government Project Manager graded PO(K) for one year only on a fixed-term contractual basis.
- 2.2 Approves the proposed governance framework set out at paragraphs 3.12 to 3.14

3 BACKGROUND/CONTEXT

E-Government Status

- 3.1 The Council submitted its IEG4.5 statement to ODPM on 18 July 2005. Whilst the Council appears to be succeeding in the delivery of the Priority Service Outcomes, moving from a 20% completion rate in 2004

to a 43% completion rate in 2005, there are fundamental issues that are impacting on progress and that need to be addressed.

- 3.2 Many of the Council's PSO achievements to date have been delivered through the deployment of relatively quick fix solutions that have demanded minimal corporate resource. However, further resources will be required in order to progress the outstanding/remaining PSOs.
- 3.3 Moreover, in the lead up to CPA, the successful delivery of the remaining PSOs demands adequate planning, resources and continuous management to ensure that they are delivered within budget and timescale and are fit for purpose.
- 3.4 To satisfy this outcome, there exists a fundamental need to deploy dedicated project management capacity in a way that supports Heads of Service and Section Heads in delivering service improvement and that enables them to realise the benefits of effective project management.

Applicable Priority Service Outcomes

- 3.5 Project management capacity is needed to begin and drive the process of implementation for key crosscutting PSOs. There are 26 PSOs that this requirement applies to. Project sponsors that are either Heads of Service or Section Heads champion all of these PSOs. However, the projects are not currently supported by project management capacity.
- 3.6 A list of the applicable PSOs is contained in **Appendix 1**.

Interim Project Management Support

- 3.7 The ISU has recently allocated a budget of £50,000 to the Council to help address modernisation agenda requirements. The ISU and its appointed consultant identified the internal requirement for project management capacity in the Sedgefield Borough Council support plan in May 2005. This study highlighted the need for the Council to build in capacity and capability to respond effectively to the Council's portfolio of change initiatives.
- 3.8 It highlighted that Sedgefield is managing a huge portfolio of change initiatives that will transform both the shape and content of Sedgefield's future organisation. All of this is happening against the Corporate Plan framework of ambitions to radically improve the way Sedgefield serves its local communities. It also emphasises that the situation is exceptionally demanding, even for some of Sedgefield's exceptional managers and recommends that improved change capability is a pre-condition of future success.
- 3.9 In responding to change capability and in the medium-term the Council needs to up-skill personnel through its Organisation Development Plan.

However, in the interim there is a need to address short-term project management needs to effectively address the modernisation agenda and also to enable the Council to meet the Government's targets for the PSOs.

- 3.10 It is considered appropriate to employ two Full-Time e-Government Project Managers for a 12-month period. These posts would be graded at PO(K) (subject to ongoing Job Evaluation) and would be dedicated to project managing Priority Service Outcomes.
- 3.11 The recruitment of these positions will serve to build competence in effective project management in senior management. Through a 'hands on' approach to project management, a knowledge and skills transfer will take place between experienced project managers and some of Sedgefield Borough Council senior managers. This will assist the Council's long-term strategy to build internal project management capability.

Governance

- 3.12 Effective Governance is key to achieving the benefits of the Council's modernisation programme and should be used to integrate with leadership, stakeholder management and communication. The proposed governance framework to oversee the delivery of the PSOs and Customer Service Modernisation Programme will involve Cabinet, Management Team, Overview & Scrutiny, Performance Improvement Group, Heads of Service Group and the corporate Modernisation Taskforce.
- 3.13 The overall responsibility for ensuring that the programme meets its objectives and delivers the projected benefits will rest with the Performance Improvement Group, which is made-up of decision makers at member and officer level.
- 3.14 Specific to the e-Government agenda, the role of the Performance Improvement Group will be to provide:
 - ❑ Strategic oversight e.g. monitor progress towards delivery of PSO objectives
 - ❑ Priority Setting e.g. manage priorities and interdependencies as well as making informed, forward-thinking decisions on resourcing
 - ❑ Risk Management e.g. provide assurances based on real knowledge of current capacity
 - ❑ Model Programme/Project Management behaviour

4 RESOURCE IMPLICATIONS

Financial Implications

- 4.1 Internal and external funding have been allocated within this financial year to finance project management. A further £50,000 was recently allocated by the ODPM Executive Steering Group to specifically assist the Council with business process re-engineering, change management and project management to assist the delivery of the Priority Service Outcomes. The Council has also allocated £50,000 for PRINCE2 Project Management in this year's capital budget.

Staffing Implications

- 4.2 The cost of employing two dedicated Project Managers for a twelve-month period within the Service Improvement Section of the Resources Department is £86,470 including on costs. This sum can be met from the funds already allocated and referred to above.

5 CONSULTATION

This report has been produced in consultation with the Director of Resources, the Heads of ICT and Service Improvement and the Council's Modernisation Taskforce.

6 LIST OF APPENDICES

Appendix 1 – List of applicable PSOs

7 BACKGROUND PAPERS

ODPM 'Defining e-government priority services & transformation outcomes in 2005 for local authorities in England' (April 2004)

Office of Government Commerce - Managing Successful Programmes (2003)

Eden Insight - An Organisation Development Support Study (June 2005)

Contact Officer: S Walsh
Corporate e-Government Manager

Telephone No: (01388) 816166 ext 4411
Email Address: swalsh@sedgefield.gov.uk

Ward(s) Proposals are not ward specific

Examination by Statutory Officers

	Yes	Not Applicable
The report has been examined by the Councils Head of the Paid Service or his representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The content has been examined by the Councils S.151 Officer or his representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The content has been examined by the Council's Monitoring Officer or his representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The report has been approved by Management Team	<input checked="" type="checkbox"/>	<input type="checkbox"/>

APPENDIX 1 – Applicable PSOs

Priority Service Outcome & Transformation Area Description	Sponsor
R4 Local authority and youth justice agencies to co-ordinate the secure online sending, sharing of and access to information in support of crime reduction initiatives in partnership with the local community.	Alan Blakemore
G2 Empowering and supporting local organisations, community groups and clubs to create and maintain their own information online, including the promotion of job vacancies and events	Graham Wood
R7 Online public reporting/applications, procurement and tracking of environmental services, includes waste management and street scene (e.g. abandoned cars, graffiti removal, bulky waste removal, recycling).	Alan Suggett
G5 Public access to corporate Geographic Information Systems (GIS) for map-based data presentation of property-related information.	Charlie Walton Lyn Smith
G6 Sharing of Trading Standards data between councils for business planning and enforcement purposes. (<i>where applicable</i>)	Alan Suggett Charlie Walton
G7 Use of technology to integrate planning, regulation and licensing functions (including Entertainment Licensing and Liquor Licensing) in order to improve policy and decision-making processes around the prevention of anti-social behaviour.	Charlie Walton, Alan Suggett, Denis Scarr
R9 Appropriate online e-procurement solutions in place, including as a minimum paperless ordering, invoicing and payment.	Julie Nicholson
G8 Establishment of a single business account (i.e. a cross-departmental 'account' run by the local authority whereby businesses are allocated a unique identifier that can be stored and managed via a corporate CRM account facility supporting face-to-face, website and contact centre transactions).	Andrew Quain
G11 Registration for Council Tax and Business Rates e-billing for Direct Debit payers.	Azhar Rafiq, Colin Jennings
R13 Online booking of sports and leisure facilities, including both direct and contracted-out operations.	Andrew Evans
G12 Integrated ICT infrastructure and support to ensure the consistent delivery of services across all access channels (e.g. web, telephone, face to face) based on e-enabled back offices and smart card interfaces for council library, sports and leisure services.	Siobhan Walsh, Andrew Evans
R16 E-enabled "one stop" resolution of Housing & Council Tax Benefit enquiries via telephone, contact centres, or via one stop shops using workflow tools and CRM software to provide information at all appropriate locations and enable electronic working from front to back office.	Colin Jennings
G15 Mobile office service using technology to offer processing of Council Tax and Housing Benefit claims directly from citizens' homes.	Colin Jennings
G16 Systems to support joined-up working on children at risk across multiple agencies.	Modernisation Taskforce
R22 Access to home/remote working facilities to all council members and staff that satisfy the requirements set by the Council's published home/remote working policy.	Anita Maxwell
R23 Self-service or mediated access to all council services outside standard working hours via the Internet or telephone contact centres (i.e. available for extended hours outside of 9am-5pm Monday to Friday).	Modernisation Taskforce
G19 Adoption of ISO 15489 methodology for Electronic Document Records Management (ERDM) and identification of areas where current records management policies, procedures and systems need improvement to meet the requirements of Freedom of Information (FOI) and Data Protection legislation (see www.pro.gov.uk/about/foi/map-local.rtf).	Jerry Miller
G21 Compliance with Government Interoperability Framework (e-GIF), including the Government Metadata Standard (e-GMS).	Anita Maxwell
R25 Online publication of Internet service standards, including past performance and commitments on service availability.	Modernisation Taskforce

Priority Service Outcome & Transformation Area Description	Sponsor
R26 Monitoring of performance of corporate website, or regional web portal, between 2003/04 and 2005/06 in order to demonstrate rising and sustained use, as measured by industry standards including page impressions and unique users.	Modernisation Taskforce
G22 Establishment of internal targets and measures for customer take-up of e-enabled access channels.	Modernisation Taskforce
R27 Systems in place to ensure effective and consistent customer relationship management across access channels and to provide a 'first time fix' for citizen and business enquiries, i.e. using a common database, which holds customer's records, to deliver services across different channels, and enabling joined-up and automated service delivery.	Siobhan Walsh & Anita Maxwell
R28 All email and web form acknowledgements to include unique reference number allocated to allow tracking of enquiry and service response.	Modernisation Taskforce
R29 100% of email enquiries from the public responded to within one working day, with documented corporate performance standards for both email acknowledgements and service replies	Siobhan Walsh, Jerry Miller
G24 Integration of customer relationship management systems with back office activity through use of enabling technology such as Workflow to create complete automation of business process management.	Modernisation Taskforce
G25 Facilities to support the single notification of a change of address, i.e. a citizen should only have to tell the council they have moved on one occasion and the council should then be able to update all records relating to that person to include the new address.	Siobhan Walsh, Jerry Miller

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Item 7a

SEDGEFIELD BOROUGH COUNCIL AREA 4 FORUM

Shildon Sunnydale
Leisure Centre

Tuesday,
19 July 2005

Time: 6.30 p.m.

Present: Councillor D.M. Hancock (Chairman) – Sedgefield Borough Council and

Councillor G.M.R. Howe	–	Sedgefield Borough Council
Councillor J.G. Huntington	–	Sedgefield Borough Council
Councillor J.M. Smith	–	Sedgefield Borough Council
Councillor H. Robinson	-	Eldon Parish Council
Mrs. M. Quigley	-	New Shildon Residents Association
Mrs. C. Thompson	-	New Shildon Residents Association
Mrs. A. Armstrong	-	Sedgefield Primary Care Trust
Mrs. C. Vasey	-	Sedgefield Primary Care Trust
J. Smith	-	Local Resident

Apologies:

Councillor	–	Sedgefield Borough Council
Mrs. I. Jackson Smith		
Councillor Mrs. L. Smith	–	Sedgefield Borough Council
Councillor J. Thompson	–	Shildon Town Council
C. Hind	–	Local Resident

AF(4)1/05 DECLARATIONS OF INTEREST

Members had no interests to declare.

AF(4)2/05 MINUTES

The Minutes of the meeting held on 3rd May were confirmed as a correct record and signed by the Chairman.

Specific reference was made to Minute No. AF(4)44/04 – Littering. It was explained that the list of items that would be taken away free of charge was being reviewed and would be available later in the year. A list of items that would be taken away at the expense of the resident was however available and was distributed to the Forum.

AF(4)3/05 LOCAL STRATEGIC PARTNERSHIP - APPOINTMENT OF BOARD MEMBER AND 'ALTERNATE'

Consideration was given to a letter regarding nominations to the Local Strategic Partnership Board. (For copy see file of Minutes).

It was agreed that Councillor M. Stott would continue to represent that Area 4 Forum at the Local Strategic Partnership Board and

Councillor H. Robinson would continue as the 'Alternate.'

AF(4)4/05

NEIGHBOURHOOD WARDEN STEERING GROUP

It was agreed that Councillor J.M. Smith would represent the Area 4 Forum at the Neighbourhood Warden Steering Group.

AF(4)5/05

POLICE REPORT

Acting Sergeant S. Cowan was present at the meeting to give details of crime statistics for the area.

It was reported that the crime statistics for the month of June were as outlined below: -

Recorded Incidents	394
Total Crime	84
Total Arrests	28
Youths Causing Annoyance	45
Assaults	4
Burglary Dwelling	1
Burglary Other	2
Domestic Incidents	24
Vehicle Taken Without Owners Consent	1
Thefts From Motor Vehicles	6
Theft of Motor Vehicles	2

Sgnt Cowan gave details of a number of initiatives that were ongoing in the area, including a new prosecution file that had been implemented to target and prosecute Off Licenses selling alcohol to those under age through the Crown Prosecution Service.

Community Walks were also taking place with Officers from Sedgefield Borough Council, local residents and Police Officers to identify areas that needed improvement.

It was also pointed out that the Borough Council had implemented a scheme, which enabled residents to have graffiti removed free of charge, if they contacted the Council. The scheme included both residential and business properties.

Concerns were raised by Members of the Forum regarding the number of young people that were gathering at the Millennium Green. It was pointed out that a number were now attending in motor vehicles and also consuming alcohol.

Questions were therefore raised as to what methods could be implemented to deter youths from gathering in such areas. Reference was made to the use of 'Youth Shelters' in tackling such problems and the improvements that had been seen in areas where they had been introduced.

Members of the Forum also expressed concern that there had been no improvements with regard to the Police Communication System. It was explained that there were still problems in contacting the police and that it had been ongoing for 2 years. It was agreed that a Senior Police Officer be invited to attend a future Forum meeting to discuss the problem and answer any questions.

AF(4)6/05

SEDGEFIELD PRIMARY CARE TRUST

C. Vasey and A. Armstrong were present at the meeting to update the Forum on local health issues and give details of the recently published Director of Public Health Annual Report 2004/05 – The Health and Wellbeing of People in Sedgefield. Copies of which were circulated at the meeting. (For copy see file of Minutes).

Specific reference was made to the significant changes that had been made to the Annual Report 2004/05. The report included an article on alcohol, a new section on vulnerable groups, specifically children and young people, in-depth local information, which would allow for comparisons to be made between the wards, a list of twenty four recommendations, as well as a number of conclusions on how to tackle inequalities.

Detailed consideration was given to a number of factors that affected people's lifestyles and in turn their health. C. Vasey explained that new policies were starting to emerge, which linked numerous different organisations and authorities together to improve healthy living.

Concern was also raised regarding the operation of Bishop Auckland Hospital that it was not being used to its full potential and the fact that one of the surgical wards would be closed down from 1st August 2005. C. Vasey explained to the Forum that the numerous services available at the Hospital were improving significantly. She pointed out that although some services had moved to Darlington Memorial Hospital it was not a reflection that Bishop Auckland Hospital was under performing.

C. Vasey agreed to bring more information to the Forum regarding the closure of one of the surgical wards and to invite a manager from Bishop Auckland Hospital to attend a future Forum meeting to answer Members' concerns and questions.

AF(4)7/05

REVIEW OF AREA FORUMS

Detailed discussion was held regarding the review that was being undertaken by Members and Officers at Sedgefield Borough Council regarding the operation of the Area Forums.

It was explained that a number of recommendations had been made and a final draft report was being prepared that would be considered by Overview and Scrutiny Committee 1 and finally by Cabinet.

AF(4)8/05

DATE OF NEXT MEETING

20th September 2005 at 6.30 p.m. in the Hackworth Suite, Shildon
Sunnydale 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 Miss. S. Billingham, Spennymoor 816166, Ext 4240

Item 7b

SEDGEFIELD BOROUGH COUNCIL AREA 5 FORUM

Town Council Offices,
School Aycliffe Lane
Newton Aycliffe,

Tuesday,
26 July 2005

Time: 7.00 p.m.

Present: Councillor Mrs. A.M. Fleming (Chairman) – Sedgefield Borough Council
and

Mrs. B.A. Clare	–	Sedgefield Borough Council
Mrs. J. Croft	–	Sedgefield Borough Council
V. Crosby	–	Sedgefield Borough Council
M.A. Dalton	–	Sedgefield Borough Council
R.S. Fleming	–	Sedgefield Borough Council
B. Hall	–	Sedgefield Borough Council
Mrs. E.M. Paylor	–	Sedgefield Borough Council
Councillor Mrs.M.Dalton	-	Great Aycliffe Town Council
Councillor Mrs. S. Mlatilik	-	Great Aycliffe Town Council
Councillor Mrs.V. Raw	-	Great Aycliffe Town Council
Councillor Mrs. S. Sinclair	-	Great Aycliffe Town Council
Councillor A. Tomlin	-	Great Aycliffe Town Council
C. McCaughey	-	Sedgefield PCT
Mrs. A. Clarke	-	Sedgefield PCT
Acting Inspector S. Ball	-	Durham Constabulary
Mrs. B. Bowman	-	Dales Residents Association
J. Mlatilik	-	Member of the Public
A. Tomlin	-	Member of the Public
R. Dalton	-	Member of the Public

Apologies: Councillor W.M. Blenkinsopp - Sedgefield Borough Council
Councillor G.C. Gray – Sedgefield Borough Council
Councillor Mrs. J. Gray – Sedgefield Borough Council
Councillor K. Henderson – Sedgefield Borough Council
Councillor M. Iveson – Sedgefield Borough Council
Councillor J.P. Moran – Sedgefield Borough Council
Councillor J.K. Piggott – Sedgefield Borough Council
Councillor Mrs. M. Gray – Great Aycliffe Town Council
M. Robson – Burnhill Residents Association

AF(5)1/05 MINUTES

The Minutes of the meeting held on 10th May,2005 were confirmed as a correct record and signed by the Chairman.

AF(5)2/05 POLICE REPORT

Acting Inspector Steve Ball was present at the meeting to give details of the crime statistics in the Newton Aycliffe area and to answer members queries.

Inspector Ball explained that there had been a decrease in incidents of burglary . and an increase in incidents of violent crime. It was reported that since the schools' summer holidays had commenced, there had also been an increase in the number of youths causing nuisance particularly by riding motorcycles. The Police were dealing with the issue.

Reference was made to incidents which had recently taken place to the rear of Byerley Park School and also at Bluebell Garage. Concern and dissatisfaction was expressed at the length of time it took to contact the Police to report the incidents. ,It was suggested that a letter be sent to the Head of Communications, Durham Constabulary requesting his attendance at a future Forum meeting to discuss the issues of response time.

Discussion also took place regarding incidents which had recently occurred in the Kirkstone Place area and the Police response to those incidents. A query was raised regarding the current situation in relation to investigations into the incidents which were ongoing.

AGREED: That the Head of Communications, Durham Constabulary, be invited to attend a future meeting of the Forum.

AF(5)3/05 SEDGFIELD PCT - PROGRESS UPDATE

Charles McCaughey, Director of Primary Care, Sedgefield PCT was present at the meeting to give a progress update.

He made reference to the Director of Public Health's Annual report "The Health and Wellbeing of People in Sedgefield". The report evidenced the fundamental issues in relation to the health of people within the Borough and the PCT's response to those issues. The document was supported by a covering letter which gave an overview of the issues and outlined the aims of the report .

The report also identified the success in relation to the management of long term illnesses such as heart disease and cancer and the aims for dealing with excluded and vulnerable groups within the communities.

It was explained that the document had been brought together after a series of consultation events and was intended to act as a stimulus for action.

Reference was also made to proposed structural changes within the NHS which were under discussion. A Government White Paper on hospital services was expected to be circulated in December which would form the basis of those discussions.

It was also noted that within the PCT there had been a change in structure in that the Professional Executive Committee which looked at the ways services were provided would be reduced in size.

In relation to restructuring and merges, a query was raised as to the level of public consultation in relation to proposals. In response it was explained that

much of the information was still unclear and the extent of public consultation was not yet known.

Mr. McCaughey also explained that the PCT had, that day, received its star rating. It had previously been a 2 star trust and , the PCT were extremely happy with their new star rating, details of which would be released at midnight on that day.

Reference was also made to the new GP contracts and the high performance and very high targets which had been achieved. Those achievements would be monitored and reviewed to help to maintain and improve standards on an annual basis as part of the modernisation process.

The PCT had also identified 6 objectives for the forthcoming year which were linked to the national objectives of the NHS. Those objectives were :

- Service performance – meeting targets
- Financial improvements – balancing the budget
- Assessment for improvement
- Modernisation
- Sustaining confidence in the community
- Ensuring the improvement of public health

It was also reported that the PCT had appointed a specialist nurse in relation to prevention of falls. This nurse was working in the community in relation to educating the elderly in relation to avoidance of falls. A brochure had been produced on the subject.

The Forum was informed that a text messaging service had also been introduced for young people in relation to teenage pregnancy and sexual health. This would allow the younger community to obtain a confidential and anonymous service, providing help and advice.

AF(5)4/05 LOCAL STRATEGIC PARTNERSHIP - APPOINTMENT OF BOARD MEMBER AND 'ALTERNATE'

Consideration was given to a letter regarding nominations to the LSP Partnership Board (for copy see file of Minutes).

It was agreed that Councillor Mrs. A.M. Fleming be appointed to be the representative for Area 5 Forum on the LSP Board and Councillor M.Dalton as alternate.

AF(5)5/05 DATE OF NEXT MEETING

Next meeting was to be held on 27th September, 2005.

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