

CABINET

Thursday, 16 February 2006

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 that appear 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 2nd February 2006. (Pages 1 - 6)

KEY DECISIONS

RESOURCE MANAGEMENT PORTFOLIO

4. BUDGET FRAMEWORK 2006/07

- (a) Report of Director of Resources (Pages 7 - 16)
- (b) Overview & Scrutiny Committee 1 - 24th January 2006 (Pages 17 - 20)
- (c) Overview & Scrutiny Committee 2 - 25th January 2006 (Pages 21 - 24)
- (d) Overview & Scrutiny Committee 3 - 26th January 2006 (Pages 25 - 30)

COMMUNITY SAFETY PORTFOLIO

5. COMMUNITY SAFETY SERVICE

(a) REVIEW OF THE CCTV SERVICE

Report of Director of Neighbourhood Services. (Pages 31 - 80)

(b) COMMUNITY SAFETY CAPITAL PROGRAMME 2005/06 AND 2006/07

Report of Director of Neighbourhood Services (Pages 81 - 86)

OTHER DECISIONS

RESOURCE MANAGEMENT PORTFOLIO

6. TREASURY MANAGEMENT STRATEGY 2006/07

Report of Director of Resources. (Pages 87 - 98)

REGENERATION PORTFOLIO

7. PLANNING SECTION PROCUREMENT OF DOCUMENT IMAGING SYSTEM

Report of Director of Neighbourhood Services. (Pages 99 - 102)

SCRUTINY REVIEW

8. REGENERATION OF NEIGHBOURHOODS WITH OLDER PRIVATE SECTOR HOUSING

Report of the Review Group. (Pages 103 - 120)

MINUTES

9. AREA 4 FORUM

To consider the minutes of the meeting held on 17th January 2006. (Pages 121 - 126)

EXEMPT INFORMATION

The following item is not for publication by virtue of Paragraphs 7 and 9 of Part 1 of Schedule 12 A of the Local Government Act 1972. As such it is envisaged that an appropriate resolution will be passed at the meeting to exclude the press and public.

KEY DECISION

REGENERATION AND RESOURCE MANAGEMENT PORTFOLIOS

10. SALE OF INDUSTRIAL DEVELOPMENT SITE AT GREEN LANE INDUSTRIAL ESTATE, SPENNYMOOR

Joint report of Chief Executive Officer and Director of Resources. (Pages 127 - 134)

11. 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
8TH February 2006

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 ggarrigan@sedgefield.gov.uk

This page is intentionally left blank

Item 3

SEDGEFIELD BOROUGH COUNCIL CABINET

Conference Room 1,
Council Offices,
Spennymoor

Thursday,
2 February 2006

Time: 10.00 a.m.

Present: Councillor R.S. Fleming (Chairman) and
Councillors Mrs. A.M. Armstrong, Mrs. B. Graham, A. Hodgson,
M. Iveson, D.A. Newell, K. Noble and W. Waters

In Attendance: Councillors W.M. Blenkinsopp, Mrs. B.A. Clare, Mrs. J. Croft, V. Crosby,
A. Gray, Mrs. J. Gray, B. Hall, D.M. Hancock, B. Meek, J.P. Moran,
G. Morgan, Mrs. E.M. Paylor and A. Smith

Apologies: Councillors J. Robinson J.P

CAB.127/05 DECLARATIONS OF INTEREST

Councillor R.S. Fleming indicated that he would be declaring a personal and prejudicial interest in Item 5 – Comprehensive Performance Assessment : Key Lines of Enquiry Corporate Governance Inspection: Implications for Standards and Ethics, the Standards Committee and Member Training – Taking the Ethics Agenda Forward as he was mentioned in the report.

CAB.128/05 MINUTES

The Minutes of the meeting held on 19th January 2006 were confirmed as a correct record and signed by the Chairman.

CAB.129/05 FREEDOM OF INFORMATION ACT 2000 AND RE-USE OF PUBLIC SECTOR INFORMATION REGULATIONS 2005

Consideration was given to a report regarding the above. (For copy see file of Minutes).

Part A of the report gave details of the implementation of the Freedom of Information Act 2000 (FOIA) in relation to the procedures set up to deal with requests and the number of requests received.

Part B of the report set out the main obligations of the Re-use of Public Sector Information Regulations 2005 and the measures that needed to be implemented by the Council to ensure compliance with the new regulations.

RESOLVED: 1. *That the contents of Part A of the report in relation to the Freedom of Information Act be noted and that*

further similar reports be submitted annually to Cabinet.

2. *That responsibility for the operation of the Re-use of Public Sector Information Regulations (Part B) be delegated to the Customer Services Manager and the Solicitor to the Council as set out in paragraph 4.11 of the report and that the Council's Constitution be amended accordingly.*

CAB.130/05 COMPREHENSIVE PERFORMANCE ASSESSMENT - KEY LINES OF ENQUIRY CORPORATE GOVERNANCE INSPECTION: IMPLICATIONS FOR STANDARDS AND ETHICS, THE STANDARDS COMMITTEE AND MEMBER TRAINING - TAKING THE ETHICS AGENDA FORWARD

NB: **In accordance with Section 81 of the Local Government Act 2000 and the Members' Code of Conduct Councillor R.S. Fleming declared a personal and prejudicial interest in the above item and left the meeting for the duration of discussion and voting on the item.**

Councillor K. Noble in the chair

Consideration was given to a report regarding the impact of the forthcoming Corporate Governance Inspection component of the Comprehensive Performance Assessment and those aspects that focused upon how best authorities take forward their ethics agenda. (For copy see file of Minutes).

It was reported that in December 2005 the Government had published a series of major proposals that would significantly change the role of the Standards Board, local Standards Committees and the duties of the Council's Monitoring Officer. Details of the key changes envisaged were set out in paragraph 3.1 of the report.

Members' attention was drawn to the proposal that the Council should assign lead responsibility to the Leader of the Council for conduct and standards issues as part of its corporate governance arrangements.

Specific reference was also made to the possibility of extending the existing remit of the Council's Standards Committee and the move towards mandatory attendance of councillors at training events.

- RESOLVED :**
1. *That the report be considered by Standards Committee .*
 2. *That Council be recommended to approve the report and the consequential changes to the Council's Constitution as appropriate.*

Councillor R.S. Fleming in the chair

CAB.131/05 PRIVATE SECTOR HOUSING RENEWAL CAPITAL PROGRAMME 2005/06 - EDEN TERRACE GROUP REPAIR SCHEME TENDERS (KEY DECISION)

The Lead Member for Housing presented a report, which gave details on the operation of Group Repair Schemes, the contribution they could make to improve the confidence in the housing market of a neighbourhood, and the outcome of the procurement process for the Eden Terrace Group Repair Scheme. (For copy see file of Minutes).

Members were reminded that Cabinet at its meeting on 1st September 2005 had considered the Private Sector Renewal Programme for 2005/06 and had agreed to develop and implement a Group Repair Scheme for Eden Terrace, Chilton.

It was reported that five contractors that had experience of delivering such projects had been invited to tender for the Eden Terrace Group Repair Scheme and the lowest tender had been submitted by Vest Construction, in the sum of £829,459.25. It was, however, pointed out that the final contract price would be reduced significantly to take account of the take up of the scheme by eligible participants and any savings in relation to contingencies.

RESOLVED : That the lowest tender submitted by Vest Construction to undertake the Private Sector Housing Renewal Capital Programme – Eden Terrace Group Repair Scheme be accepted in the sum of £829,459.25. The final account to be reduced to take account of the take up of the scheme by eligible participants.

CAB.132/05 DURHAM COALFIELD HOUSING RENEWAL PARTNERSHIP - UPDATE ON PROGRESS

The Lead Member for Housing presented a report regarding the above. (For copy see file of Minutes).

It was explained that since the Durham Coalfield Housing Partnership had been established in 2003, a significant amount of work had been undertaken to gain a better understanding of the issues within the Durham Coalfield Sub Region and develop an evidence base to support any proposed interventions. The Partnership had commissioned Jacobs Babbie and Genecon Consultants to undertake the following:

- Phase 1 – Establish a strategic context in relation to housing investment and a sub regional settlement pattern.
- Phase 2 – Assess settlement relationships in the Durham Coalfields and outline the rationale for intervention.
- Phase 3 – Establishing a broad programme of settlement interventions to support changes through area based interventions and the identification of those communities where production of an Area Development Framework was an essential pre cursor to any funding bid for further resources.

It was pointed out that English Partnerships had specifically requested that all District Authority partners consider Phase 3 of the above study and formally adopt its findings to ensure that any funding bid to the Government had clear and unequivocal support from all members of the Partnership. Paragraph 3.2 of the report gave details of the County Durham Settlement Study Phase 3.

Members noted that the study had confirmed the existing three priority communities in Sedgefield Borough as Dean Bank, Ferryhill Station and Chilton West and required the production of Area Development Frameworks for each community. The study had also identified the strategic importance of Newton Aycliffe as a major economic centre in the Borough and the importance of its role in the sustainability of the interventions in Chilton and the potential impact in the other communities.

RESOLVED : That the findings of Phase 3 of the Durham Settlements Study be adopted and the production of the Area Development Framework for the communities of Dean Bank, Ferryhill Station, Chilton West and Newton Aycliffe be undertaken.

CAB.133/05 CONFERENCES

Consideration was given to a report (for copy see file of Minutes) regarding the Council's representation at the following:

- a) The Centre for Public Scrutiny – Parliamentary Seminar – ‘Scrutiny: Transforming Local Democracy’ – London 15th March 2006.
- b) The LGA Annual Cultural Services Conference, Norwich, 28-29th March 2006.

RESOLVED : That the Council be represented at the Parliamentary Seminar – Scrutiny Transforming Local Democracy by the Chairman of Overview and Scrutiny Committee 3, together with one officer.

That the Council be represented at the LGA Annual Cultural Services Conference by the appropriate Lead Officer, together with one officer.

CAB.134/05 OVERVIEW AND SCRUTINY COMMITTEES

Consideration was given to the minutes of the following:

- a) Overview and Scrutiny Committee 1 – 10th January 2006
- b) Overview and Scrutiny Committee 2 – 19th January 2006

(For copies see file of Minutes).

RESOLVED : That the Committees recommendations be noted and appropriate action taken.

CAB.135/05 AREA FORUMS

Consideration was given to the minutes of the following:

- a) Area 2 Forum – 10th January 2006
- b) Area 3 Forum – 11th January 2006

(For copies see file of Minutes).

RESOLVED : That the reports be received.

EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That in accordance with Section 100(a)(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1,7 and 9 of Schedule 12a of the Act.

CAB.136/05 PROTECTED SPECIES MITIGATION STRATEGY - AYCLIFFE INDUSTRIAL PARK

Consideration was given to a report setting out the recommendations of above strategy as well as the corporate policy and financial implications. (For copy see file of Minutes).

RESOLVED : That the recommendations detailed in the report be adopted.

CAB.137/05 ASSET MANAGEMENT LAND SALE AT ALL SAINTS INDUSTRIAL ESTATE, SHILDON

Consideration was given to a report regarding an application to purchase land at All Saints Industrial Estate, Shildon. (For copy see file of Minutes).

RESOLVED : That the recommendations detailed in the report be adopted.

CAB.138/05 CHIEF EXECUTIVES DEPARTMENT - STAFFING ESTABLISHMENT - STRATEGY AND REGENERATION

Consideration was given to a report seeking approval to revise the ob descriptions and grades of two posts in the above department. (For copy see file of Minutes).

RESOLVED : That the recommendations detailed in the report be adopted.

Published on 3rd February 2006.

The key decisions contained in these Minutes will be implemented on Monday 6th February 2006 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 ggarrigan@sedgefield.gov.uk

Item 4a

KEY DECISION

REPORT TO CABINET

16TH FEBRUARY 2006

REPORT OF DIRECTOR OF RESOURCES

Portfolio: RESOURCE MANAGEMENT

BUDGET FRAMEWORK 2006/07

1.0 SUMMARY

- 1.1 Cabinet at its meeting on 12th January 2006, approved a budget framework for 2006/07 upon which the Council's three Overview and Scrutiny Committees and Council Tax Focus Groups were to be consulted in accordance with a timetable previously approved.
- 1.2 The consultation period has now ended and this report summarises the views expressed by the various consultees. Having considered these views and, in the light of the final grant settlement (which has increased the level of Revenue Grant Support by £1,480) Cabinet will be required to make recommendations to Council regarding the final Budget Framework for 2006/07 in line with the details contained in Appendix 3.

2.0 RECOMMENDATION

- 2.1 That, following consideration of the views and comments set out in this report, Cabinet makes recommendations to Council in regard to the Budget Framework 2006/07.

3.0 BUDGET FRAMEWORK 2006/07

3.1 Feedback from Overview and Overview and Scrutiny Committees

- 3.1.1 The recommendations made by the Overview and Scrutiny Committees are set out in Appendix 1.
- 3.1.2 Overview and Scrutiny Committee 1 approved the budget proposals for Resource Management, Performance Management and Welfare and Communications portfolios.
- 3.1.3 Overview and Scrutiny Committee 2 approved the budget proposals for Culture and Recreation, Housing and Supporting People portfolios
- 3.1.4 Overview and Scrutiny Committee 3 approved the budget proposals for the Regeneration, Environment and Community Safety portfolios.

3.2 Feedback from Council Tax Focus Groups

3.2.1 Consultation was held with Council Tax Focus Groups during December and January. The Council's market research consultant – Norma Wilburn Associates, has independently prepared a detailed report and Executive Summary. The Executive Summary is attached at Appendix 2.

3.2.2 As set out in the report, the main aim of the consultation was to:

- Consult on key changes proposed in the Budget Framework, together with the overall Council Tax increase
- Review the key financial issues faced by the Council and to consider the Medium Term Financial Plan;
- Seek views on the importance and prioritisation of Council services;
- Seek views on how the spending proposals addressed the issues that they thought were important.

3.2.3 Overall 94% of the participants felt that the Council's proposed spending plans seemed well-balanced, fair, well thought through with most important issues addressed. Many expressed satisfaction that the Council Tax rise was being kept to the level of inflation.

3.2.4 In excess of 96 % of the participants thought that the spending plans addressed the issues that they thought were important, highlighting Waste Recycling, Street Cleansing and Regeneration as their greatest priorities.

3.2.5 Once again, in terms of further developing the Council's Corporate Plan and Medium Term Financial Plan, the consultation was an extremely valuable exercise. The views of the participants will be useful when finalising and publishing the Council's plans over the coming months. The organisation and operation of the consultation exercise was strongly supported by the participants, with a high level of satisfaction in the way that information was supplied and presented.

3.3 Feedback from Resident's Federation and Housing Services Focus Group

3.3.1 Consultation with these groups has been on an ongoing basis throughout the year. All key strategies and operational issues have been fully discussed and the Budget Framework for housing reflects views expressed through this process. During recent focus group meetings particular emphasis has been placed on the proposed changes to rent structures from April 2006. Furthermore all tenants have been informed as to the impact of these changes on individual rent levels.

4.0 RESOURCE IMPLICATIONS

4.1 The financial implications are summarised in Appendix 3 attached to this report and full details of the 2006/07 budget will be set out in the final budget report to Council on the 24th February 2006.

5.0 CONSULTATION

5.1 Consultation on the Budget Framework 2006/07 has been comprehensive as indicated in the main body of the report.

6.0 OTHER MATERIAL CONSIDERATIONS

6.1 *Links to Corporate Objectives/Values*

The Council's Corporate Objectives and Values have guided the preparation of the 2006/07 Budget Framework throughout. Resource availability has been fully re-assessed and directed to assist in achieving the Council's key priorities as set out in the Corporate Plan. Particular emphasis has been placed on the following Corporate Values:-

- *Be responsible with and accountable for public finances.*
- *Consult with service users, customers and partners.*

6.2 *Risk Management*

The Budget Framework 2006/07 has been prepared on a low risk basis to ensure that the Council effectively balances levels of service provision/spending on services with sustainable income levels to assist in achieving the Council's ambitions. No account has been taken of any significant capital receipts that would lead to additional investment income, provision has been made for the anticipated costs of job evaluation and pay awards and the account has been taken of the loss of external funding streams where appropriate.

6.3 *Health and Safety*

No additional implications have been identified.

6.4 *Equality and Diversity*

No material considerations have been identified.

6.5 *Legal and Constitutional*

The Budget Framework has been prepared in accordance with the Council's Constitution and full account has been taken of new statutory requirements, e.g. the new statutory minimum concessionary fares scheme. No other legal or constitutional implications have been identified.

6.6 *Other Material Considerations*

No other material considerations have been identified.

7.0 OVERVIEW AND SCRUTINY IMPLICATIONS

7.1 Full consultation and engagement has been undertaken with all three Overview and Scrutiny Committees and the implications for the Budget Framework 2006/07 have been noted in the main body of this report.

Contact Officer: Brian Allen (Director of Resources)
Telephone: 01388-816166 ext. 4003
E-mail: ballen@sedgefield.gov.uk

WARDS

All

BACKGROUND PAPERS

1. Final Revenue Support Grant Settlement, Housing Subsidy Settlement and Capital Allocations received from the Office of the Deputy Prime Minister.
2. Feedback from Consultation.
3. Budget Framework 2006/07 Report to Cabinet 12th January 2006.
4. Reports to Special Overview and Scrutiny Committees 24th – 26th January 2006.

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"/>

**CONSULTATION WITH OVERVIEW AND SCRUTINY COMMITTEES ON
BUDGET FRAMEWORK 2006/07**

**OVERVIEW AND SCRUTINY COMMITTEE 1 HELD ON TUESDAY, 24TH JANUARY
2006**

**'RESOURCE MANAGEMENT, PERFORMANCE MANAGEMENT AND WELFARE AND
COMMUNICATIONS PORTFOLIOS'**

RECOMMENDED:

1. *That the budget proposals in relation to Resource Management, Performance Management and Welfare and Communications Portfolios for 2006/07 be approved.*

**OVERVIEW AND SCRUTINY COMMITTEE 2 HELD ON WEDNESDAY, 25TH JANUARY
2006**

**'CULTURE AND RECREATION, HOUSING, AND SUPPORTING PEOPLE
PORTFOLIOS'**

RECOMMENDED:

1. *That the budget proposals in relation to Culture and Recreation, Housing and Supporting People Portfolios for 2006/07 be approved.*

**OVERVIEW AND SCRUTINY COMMITTEE 3 HELD ON THURSDAY, 26TH JANUARY
2006**

'ENVIRONMENT, REGENERATION AND COMMUNITY SAFETY PORTFOLIOS'

RECOMMENDED:

1. *That the budget proposals in relation to the Environment, Regeneration and Community Safety Portfolios for 2006/07 be approved.*

Report of 2006/7 Budget Consultation Meetings

Executive Summary

Background and Introduction

- 1.1 As part of the consultation process in respect of the Council's development of its annual budget and projected Council Tax levels, a cross section of residents, were invited to participate in two presentations and discussions on the Council's plans for 2006/07, held on the 10th December 2005 with a second meeting being held on Saturday 21st January 2006.
- 1.2 The first consultation event, was attended by 59 residents, consisting of a cross section of residents of the Borough in terms of age, ethnicity and geography. A brief introduction to the consultation from the Council's leader was made followed by a series of presentations by the Directors of Resources, Neighbourhood Services and Leisure Services as well as the Head of Strategy and Regeneration.
- 1.3 The second event was held on Saturday, 21st January 2006 and was attended by 54 residents. The Director of Resources, presented the details of the draft financial plan which had been prepared for presentation to the Cabinet. Following the presentation and a question and answer session participants split into three facilitated focus groups to debate their views on the issues that had been presented to them and the overall proposals on the Council's Budget. This report refers to the findings of both the first and second meetings.

Overall Budget Proposals

- 1.4 ***There was a very high level of agreement with the Council's overall budget proposals, 94% agreement (10% Strongly agree, 84% agree, 6.0% 'don't know'). NO participants disagreed with the overall budget proposals.*** Many answering the questionnaire commented that the budget seemed well-balanced, fair, well thought through with most important issues addressed. A number expressed satisfaction that the rise in Council Tax was being kept to the inflation level of 3%.

- 1.5 When asked about any concerns they may have about the budget, responses included issues about the cost of Wardens, concessionary fares, and leisure services. Additionally participants expressed some concerns about the rising cost of staff pensions, the resource management budget and the job evaluation scheme. Additional points raised in the focus groups included concerns about fully using up the available land, and that no comparative figures were given against other Councils.

Future Plans

- 1.6 **Respondents were asked to what extent they agreed or disagreed with future plans of the services described in the presentations. In all cases agreement was in excess of 80%.** For Leisure Services 84.2% agreement; Strategy and Regeneration Services 91.6% agreement and Neighbourhood Services 86.5%.
- 1.7 When the figures for agreement/disagreement are examined in detail it is noted that no one 'strongly disagreed' with the services' future plans. 13.2% 'disagreed' with Leisure Services' plans and only 2.8% 'disagreed' with Strategy and Regeneration plans. In addition a number of people registered that they had 'no opinion' on the plans. The greatest of these was 13.5% for Neighbourhood Services, followed by 5.6% for Strategy and Regeneration Services and 2.6% 'no opinion' for Leisure Services plans.

Service Priority Areas

- 1.8 Participants were asked to rate how strongly they agreed or disagreed with a number of Service Investment Priority areas. Only two priority areas 'Domestic Violence' (68.4%) and 'Concessionary Bus fares (74.4%) received less than 75% agreement (Domestic Violence: 18.4% 'strongly agree', 50.0% 'agree'; Concessionary Bus Fares: 20.5% 'strongly agree', 53.9% 'agree'). Three Service Investment Priority areas; 'Street Cleansing' (47.4% 'strongly agree', 50.0% 'agree'), 'Waste Recycling' (59.0% 'strongly agree', 38.5% 'agree') and 'Regeneration' (47.4% 'strongly agree', 50.0% 'agree'); achieved agreement in excess of 90%.

- 1.9 Only one service area, 'Community Safety', recorded participants who 'strongly disagreed' with it as a Service Investment Priority. Priority areas which recorded 'disagreement' of over 10% were Concessionary Bus Fares ('disagree', 12.8%), Community Safety ('disagree' 10.3% + 'strongly disagree' 5.1%), Horticultural Services ('disagree' 15.8%) and Domestic Violence ('disagree' 21.1% with a further 10.5% having 'no opinion').
- 1.10 When indicating which three Service Investment Priority areas were their 'greatest priorities' the top three priority areas were 'Waste Recycling' (25 votes), 'Street Cleansing' (23 votes) and 'Regeneration' (21 votes). The least important priority areas were identified as 'Concessionary Bus Fares' (5 votes), 'Horticultural Services' (4 votes) and 'Domestic Violence' (4 votes).

Addressing the Important Issues

- 1.11 Participants were asked to what extent they felt that the Council's draft spending proposals for 2006/2007 addressed the issues that they felt were important. ***The large majority of participants, 96.1%, thought that that the Council's spending proposals covered all or most of the issues that they thought were important (45.1% All issues, 51.0% Most issues).*** 3.9% thought that they covered only some of the issues they thought were important.
- 1.12 ***A high level of agreement was also registered with the Council's draft spending proposals in respect of services. For all but one of the services 'agreement' was circa 80% or above:*** Culture & Recreation, 94.0% (Agree, 78.0%; Strongly agree, 16.0%); Environmental Services, 98.1% (Agree, 46.2%; Strongly agree, 51.9%); Regeneration, 86.0% (Agree, 70.0%; Strongly agree, 16.0%), Supporting People, 78.9% (Agree, 65.4%; Strongly agree, 13.5%). Community safety proposals were agreed by almost two thirds of the participants 62.0% (Agree, 46.0%; Strongly agree, 16.0%).

The Consultation Process

- 1.13 Finally, the participants were asked to comment on the consultation. All of the arrangements were highly rated with positive responses of over 85% for all aspects.

SUMMARY OF 2006/07 BUDGET RECOMMENDATIONS

GENERAL FUND

<u>Spending:</u>	<u>Target Budget</u> £	<u>Financed by:</u>	£
<i>Resource Management</i>	(2,136,000)	Net Spending	14,045,480
<i>Performance Management</i>	1,635,990		
<i>Welfare and Communications</i>	1,468,560	<u>Less</u>	
<i>Culture and Recreation</i>	3,799,870	<i>Revenue Support Grant</i>	9,133,274
<i>Environment</i>	5,192,350	<i>Collection Fund Surplus</i>	<u>200,000</u>
<i>Housing</i>	547,360		9,333,274
<i>Regeneration</i>	1,473,480		
<i>Community Safety</i>	808,100		
<i>Supporting People</i>	1,511,290	Net Council Tax Demand	4,712,206
<i>Contingency</i>	504,480		
<i>Less Salary Savings</i>	<u>(260,000)</u>		
Gross Spending	14,545,480		
<i>Less Use of Balances</i>	<u>(500,000)</u>		
Net Spending	14,045,480		

This equates to an increase in Band D Council Tax from the current level of **£175.60** to **£180.87** - an increase of **£5.27** or **3.0%**.

HOUSING REVENUE ACCOUNT

Total spending on Housing Revenue Account services amounts to **£27.759m**. This includes funding of **£6.787m** towards the Housing Capital programme as follows

- Major Repairs Allowance of £5.043m
- Direct Revenue Support from rents of £1.744m

In addition a contribution from HRA reserves of £500,000 will be made together with £300,000 from Regeneration Receipts and a Supported Capital Expenditure Approval of £213,000 to provide a total capital programme of **£7.8m**.

Included in the spending total above is a payment of **£2.730m**, which will be made to the ODPM and used by the Government to support national housing priorities, an increase of £859,000 over 2005-2006.

The increase in Housing Rents is in line with the Government guideline of **3.20% + £2** adjustment for rent restructuring. This will have the impact of increasing the average base rent, prior to the rent restructuring adjustment, by £1.63 per week over 47 weeks. However very many tenants will face an additional adjustment of up to £2.00 towards target rents and overall the average rent increase on the Housing Revenue Account will be 5%.

CAPITAL PROGRAMME

The overall Capital Programme for 2006/07 has been set at **£15.65m** of which **£7.80m** is for the Housing Capital Programme and **£7.85m** is for General Fund projects. Of the General Fund element, **£3.45m** has been earmarked for Special Regeneration Initiatives.

Further reports to Cabinet will be prepared setting out programmes of work for each Portfolio in accordance with the target figures as follows:-

<u>Capital Programme</u>	<u>Target Budget £000</u>	<u>Financed by:</u>	<u>£000</u>
<i>Resource Management:</i>			
<i>Vehicles and Plant</i>	25	<i>Major Repairs Allowance</i>	5,043
<i>Chilton Depot</i>	65	<i>Supported Capital Expenditure</i>	213
<i>Green Lane</i>	240	<i>Use of Capital Receipts:</i>	
<i>ICT</i>	900	<i>HRA</i>	2,245
<i>Culture and Recreation</i>	600	<i>General Fund</i>	755
<i>Environment</i>	70	<i>Regeneration</i>	3,750
<i>Regeneration</i>	300	<i>Capital Grants</i>	1,400
<i>Economic Development</i>	300	<i>Direct Revenue Financing</i>	1,744
<i>Community Safety</i>	75	<i>Use of HRA Balances</i>	500
<i>Supporting People</i>	25		
<i>Housing General Fund</i>	1,800		
<i>Total General Fund</i>	4,400		
<i>Housing Revenue Account</i>	7,800		
<i>Major Regeneration</i>	3,450		
<i>Total Capital Programme</i>	15,650		15,650

Item 4b

SEDGEFIELD BOROUGH COUNCIL OVERVIEW & SCRUTINY COMMITTEE 1

Council Chamber,
Council Offices,
Spennymoor

Tuesday,
24 January 2006

Time: 10.00 a.m.

Present: Councillor A. Gray (Chairman) and
Councillors Mrs. K. Conroy, D.M. Hancock, J.G. Huntington, J.M. Khan,
B. Meek, G. Morgan, Mrs. I. Jackson Smith and K. Thompson

Invited to attend: Councillors R.S. Fleming, Mrs. B. Graham and D.A. Newell

In

Attendance: Councillors Mrs. B.A. Clare, V. Crosby, J.E. Higgin, Mrs. L. Hovvels,
M.T.B. Jones, J.P. Moran, B.M. Ord, Mrs. E.M. Paylor, Mrs. C. Sproat,
T. Ward, W. Waters and J. Wayman J.P

Apologies: Councillors Mrs. A.M. Fleming, B. Hall, K. Henderson and J.M. Smith

OSC(1).34/05 DECLARATIONS OF INTEREST

Members had no declarations of interest to submit.

OSC(1).35/05 BUDGET FRAMEWORK 2006/07

Consideration was given to Cabinet's initial budget proposal in respect of Resource Management, Welfare and Communication and Performance Management portfolios. Members gave detailed consideration to a report setting out the basis of the proposals and in particular the proposed changes in service provision for each portfolio. (For copy see file of Minutes).

Cabinet Members with responsibility for portfolios under consideration had been invited to attend the meeting in order to respond to questions from the Committee.

The Cabinet had agreed its initial budget on 12th January, 2006 (Minute No: CAB.115/05 refers) and as part of the budget setting procedure Overview and Scrutiny Committee had been asked to consider the proposals with a view to making recommendations to Cabinet before it made its final budget proposals to Council.

The Committee noted that detailed budgets had been prepared based on inflation and price increases as outlined in the report.

Resource Management

Members noted the overall position in relation to the Capital and Revenue proposals for the Resource Management portfolio.

Members were reminded that the budget framework 2005/06 had been significantly increased as the result of major land sales. As no major land disposal receipts were anticipated during 2006/07 the revenue budget for investment income showed a reduction of £90,000.

Specific reference was made to the job evaluation process. The financial implications were estimated to be in the region of £550,000. It was explained that £350,000 would be provided within the General Fund and a figure of £200,000 was set aside in the Housing Revenue Account.

Members queried how accurate the estimated costs were. It was explained that the impact of the proposed pay and grading structure had been fully assessed in cost terms on an individual employee basis but was subject to both UNISON and GMB union ballots.

Discussion took place in relation to the Housing Revenue Account. It was explained that although housing stock had reduced as a result of the Right to Buy, the budget had been increased in order to reflect the additional resources made available through subsidiary arrangements and the need to achieve the Government's Decent Homes Standard by 2010.

Welfare and Communications

Members noted the overall position in relation to the Capital and Revenue proposals for the Welfare and Communications portfolio.

It was explained that the increase in training costs reflected the Council's commitment to extend and enhance quality training to the Member and officer core.

Reference was made to the development of the Customer Service Centre. It was explained for example that staff from Benefits and Council Tax sections had now been transferred into the Customer Service Centre.

Members questioned whether the Council planned to update Inform magazine. In response it was explained that the Leader of the Council was scheduled to meet with the Press and Public Relations Officer week commencing 30th January 2006 to examine how Inform compared to similar publications.

Performance Management

Members noted the overall position in relation to the Capital and Revenue proposals for the Performance Management portfolio.

It was explained that the continued investment in ICT and e-Government initiatives would enable the Council to build on the achievement of BV157 and continue to make significant progress towards meeting Priority Service Outcomes.

Discussion took place in relation to efficiency savings that the Council was required to make in line with the Gershon agenda.

It was explained that not all efficiency savings were cashable. Efficiency gains could be made through improving performance or productivity e.g. reduced sickness levels.

The Cabinet Members then left the meeting for the Committee's formulation of its recommendations.

Following detailed consideration of the budget proposals Members supported the proposals in general. A minority of Members raised concern in relation to Inform and Job Evaluation.

RECOMMENDED : That the budget proposals in relation to Resource Management, Performance Management and Welfare and Communications Portfolios for 2006/07 be approved.

ACCESS TO INFORMATION

Any person wishing to exercise the right of inspection, etc., in relation to these Minutes and associated papers should contact Mrs. L. Walker Tel 01388 816166 Ext 4237

This page is intentionally left blank

Item 4c

SEDGEFIELD BOROUGH COUNCIL OVERVIEW & SCRUTINY COMMITTEE 2

Council Chamber,
Council Offices,
Spennymoor

Wednesday,
25 January 2006

Time: 10.00 a.m.

Present: Councillor J.E. Higgin (Chairman) and

Councillors Mrs. J. Croft, M.A. Dalton, Mrs. L. Hovvels, G.M.R. Howe,
R.A. Patchett, T. Ward and J. Wayman J.P.

Tenant Representatives

A. McGreggor and Mrs. M. Thomson

Invited to attend: Mrs. A.M. Armstrong, R.S. Fleming, J. Robinson J.P and W. Waters

In

Attendance: Councillors A. Gray, B. Hall, D.M. Hancock, J.G. Huntington, M. Iveson,
J.M. Khan, J.P. Moran, G. Morgan and A. Smith

Apologies: Councillors W.M. Blenkinsopp, J. Burton, T.F. Forrest, Mrs. E.M. Paylor,
Ms. M. Predki and G.W. Scott

OSC(2).30/05 DECLARATIONS OF INTEREST

Members had no interest to declare.

OSC(2).31/05 BUDGET FRAMEWORK 2006/2007

Consideration was given to Cabinets' budget proposals in respect of Culture and Recreation, Housing and Supporting People. Members gave detailed consideration to the report detailing the basis of the proposals and in particular the proposed changes in service provision for each portfolio. (For copy see file of Minutes).

Cabinet Members with responsibility for portfolios under consideration had been invited to attend the meeting in order to respond to questions from the Committee.

Cabinet had agreed its initial budget on 12th January 2006 (Min. CAB.115/05 refers) and as part of the budget setting procedure Overview and Scrutiny Committee had been asked to consider the proposals with a view to making recommendations to Cabinet before it made its final budget proposals to Council at its meeting on 24th February 2006.

The Committee noted that detailed budgets had been prepared based on information and price increases as outlined in the report.

Culture and Recreation

The Director of Resources explained that in accordance with the Medium Term Financial Plan in the main Leisure Services had been provided with an inflationary increase for 2006/2007. It was, however, pointed out that partnership working within Culture and Recreation allowed growth within the budget.

Specific reference was made to a number of changes in service, which included, Leisure Centres, Leisure Centre bars, Green Lane canteen, Shildon pool, play equipment and within the Leisure Services department.

Detailed discussion was held regarding the amount of money invested in, together with the financial benefits of, Locomotion. The Cabinet Member for Culture and Recreation outlined a number of awards and areas where Locomotion had been successful, bringing benefits to the facility, Sedgfield Borough Council and the local and surrounding areas.

Specific reference was also made to the Value of Tourism Review Group and the progress that had been made to develop tourism. The Director of Leisure Services explained that as a result of the recommendations of the Review Group a financial contribution had been included in order to develop and maximise the Tourism agenda.

Housing

It was reported that the proposed budget for Housing General Fund services was £547,360.

Members' attention was drawn to the specific changes in service provision within Neighbourhood Services, Homelessness and Domestic Violence Units and Newton Aycliffe Neighbourhood Management Office.

Members also noted that the Housing Revenue Account had been prepared under the assumption that there would be no requirement to the Housing Revenue Account balances in 2006/2007.

Specific changes to the service provision as detailed in the report were also outlined.

The Cabinet Member for Housing together with the Director of Housing Services explained that there were a number of developments, which would address a number of issues that had been raised in the past by Members. It was explained that a number of reports would be submitted in the future regarding the development of the Service Improvement Plan, lettings policy and the provision of housing accommodation.

Concern was also expressed regarding the number of outstanding non-urgent repairs. It was explained that the Housing Revenue Budget would assist in addressing the issue.

Supporting People

Members noted the overall position in relation to the budget proposals for the Supporting People portfolio.

The submitted report clarified the position in relation to a number of specific budget changes relating to benefits administration, benefits payment and concessionary fares.

With regard to concessionary travel the Leader of the Council explained that Durham County Council administered the scheme on behalf of the seven districts. It was attempting to identify a consensus from all surrounding districts as to what level of the scheme could be provided from the finances available, however the requirement to provide a statutory minimum concession of free fare within Sedgefield Borough would be achieved by 1st April 2006.

RECOMMENDED: That the budget proposals in relation to Culture and Recreation, Housing and Supporting People portfolios for 2006/2007 be supported.

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, sbillingham@sedgefield.gov.uk

This page is intentionally left blank

Item 4d

SEDGEFIELD BOROUGH COUNCIL OVERVIEW & SCRUTINY COMMITTEE 3

Council Chamber,
Council Offices,
Spennymoor

Thursday,
26 January 2006

Time: 10.00 a.m.

Present: Councillor V. Crosby (Chairman) and
Councillors Mrs. B.A. Clare, G.C. Gray, Mrs. J. Gray, M.T.B. Jones,
J.P. Moran, B.M. Ord, A. Smith and Mrs. C. Sproat

Invited to attend: Councillors A. Hodgson, M. Iveson and K. Noble

In Attendance: Councillors R.S. Fleming, Mrs. B. Graham, A. Gray, B. Hall,
D.M. Hancock, J.E. Higgin, A. Hodgson, J.G. Huntington, M. Iveson,
G. Morgan, K. Noble, R.A. Patchett, Mrs. E.M. Paylor, T. Ward and
W. Waters

Apologies: Councillors B.F. Avery J.P, D.R. Brown, Mrs. C. Potts and Mrs. L. Smith

OSC(3)23/05 DECLARATIONS OF INTEREST
No declarations of interest were received.

OSC(3)24/05 BUDGET FRAMEWORK 2006/07
Consideration was given to the Cabinet's initial budget proposals in respect of Environment, Regeneration and Community Safety portfolios. Members gave detailed consideration to a report detailing the basis of the proposals and in particular the proposed changes in service provision for each portfolio. (For copy see file of Minutes).

Cabinet Members with responsibility for portfolios under consideration had been invited to attend the meeting in order to respond to questions from the Committee.

The Cabinet had agreed its initial budget on 12th January, 2006 (Minute No: CAB.115/05 refers) and as part of the budget setting procedure Overview and Scrutiny Committee had been asked to consider the proposals with a view to making recommendations to Cabinet before it made its final budget proposals to Council.

The Committee noted that detailed budgets had been prepared, based on inflation and price increases as outlined in the report.

Environment

Members noted the overall position in relation to the Capital and Revenue proposals for the Environment portfolio.

Overall the budget for the protection of the environment was being increased by £327,940 or 7% in real terms to reflect the level of priority given to these services by the Council.

In relation to Refuse Collection the budget reflected the growing number of domestic properties within the Borough and the need for additional resources to carry out refuse collection to those new properties.

In respect of Waste Recycling it was noted that Durham County Council had withdrawn recycling credits for the Green Waste Scheme and the initial budgets recommended the withdrawal of the rounds in the pilot area within Newton Aycliffe.

Since the initial budgets were prepared, however, the Department of the Environment, Food and Rural Affairs (DEFRA) had awarded the Council a grant of £71,950 for 2006/7 and £75,350 for 2007/8 of which 50% had to be allocated to works of a Capital nature. Officers had not yet determined how the Waste Performance Efficiency Grant awarded by DEFRA would be allocated. A further report would be submitted to Cabinet outlining options.

With regard to Street Cleansing the budget had been increased to assist in improving cleansing standards and the Horticultural Services budget had been increased to assist in improving standards and included additional resources for plant and equipment.

The budget also made provision for two Civic Pride teams to raise the standard of street cleansing and the environment throughout the Borough.

Other budget heads such as Pest Control, Miscellaneous Health Services and Sustainable Communities would continue to operate on the same basis as in previous years.

The Capital Programme budget would be prioritised towards bin replacements etc.

Members of the Committee made reference to the Grounds Maintenance Contract and the need to ensure that Best Value and Best Quality was achieved. It was explained that the contract had been extended to January 2007. Horticultural Services etc., would be reviewed prior to the contract being awarded. It was considered that new contractual arrangements should achieve an improved service.

Regeneration

Members noted the overall position in relation to the Capital and Revenue proposals for the Regeneration portfolio. Specific changes in service under this heading included the relocation of Economic Development staff

based at Newton Aycliffe Business Centre to the Council Offices at Green Lane with resultant savings.

It was noted that additional rental income had been obtained through the rental of a managed workshop located near Shildon Business Centre.

In respect of Planning Services it was noted that in 2005/6 the Office of the Deputy Prime Minister had raised planning fees by around 30% and a further 10% increase was expected in 2006/7 which would result in an anticipated fee income of £105,000. The level of Planning Delivery Grant was assumed at £260,000.

It was also noted that an increased revenue budget of £14,600 had been allocated to maintain the Borough's town centres.

The Capital Programme for 2006/7 for the Regeneration budget had been set at £600,000, £400,000 of which had been allocated to Regeneration and £200,000 to Economic Development. The Programme would be prioritised towards the Town Centre Improvement Programme, Neighbourhood Renewal, Conservation and improvement works to Council Industrial Estates.

In addition, the Council had already resolved to make 100% receipts from housing land available to meet the regeneration and affordable housing initiatives. No significant receipts of this type were expected during 2006/7. In view of this, and the fact that a project team was still being recruited, a budget of £3,750,000 had been made available to support spending and special regeneration projects. A detailed report, setting out how the allocation would be used, would be prepared.

During discussion of this item reference was made to Town Centre Management and the role of the Town Centre Manager. It was explained that the Town Centre Manager's role would become more involved in dealing with capital works to realise benefits in the town centres.

Community Safety

Members noted the overall position in relation to the Capital and Revenue proposals for the Community Safety portfolio.

The changes in service in this area included a transfer of the contribution towards Emergency Planning to the Resource Management Portfolio budget with a consequent saving of £13,000.

The budget for Neighbourhood Wardens had been significantly enhanced to reflect the incorporation of 6 wardens previously funded by external finance which now needed to be funded by the Council's own budgets. It was noted that there was a total provision of 22 wardens compared to 11 only 3 years previously.

Members were informed that the increase in the budget also reflected a fully restructured Control Room at Chilton Depot with a move away from the current integrated control room for both CCTV and Carelink Alarm

Monitoring Services towards two stand alone services. The restructure would allow an improved level of service to be provided.

The budget also reflected a full review of CCTV monitoring costs and provision for new business growth during 2006/7.

It was noted that the Domestic Violence budget was fully funded from external grants and contributions and provided for the employment of a Domestic Violence Co-ordinator, an Outreach Worker and a part time Outreach Worker.

During discussion reference was made to the provision for capital spending and it was queried whether the additional £75,000 identified in the budget was sufficient to undertake the improvements in service identified. It was explained that the amount at this stage should be regarded as a contingent provision until the outcome of a comprehensive review of the CCTV requirements had been completed, A further report on detailed spending requirements was expected shortly.

It was noted that there were other areas of activity including partnership working, working with the Police and County Council, Tenancy Enforcement Team, Neighbourhood Wardens, etc., which were being undertaken. It was considered that there was a need to monitor and evaluate the effectiveness of the service.

A query was also raised regarding the role of Neighbourhood Wardens in enforcement and in particular the issuing of Fixed Penalty Notices. It was explained that between October and December 2005, 24 Fixed Penalty Notices had been issued. There was, however, a need to afford individuals the opportunity to address the issue on the first offence. However, if subsequent incidents occurred, Fixed Penalty Notices would be issued.

General Budgetary Questions

A query was raised regarding the increase in Council Tax which the increased expenditure would necessitate. It was explained that the anticipated increase in Council Tax was 3%. It was noted that the biggest part of the Council's expenditure was in the area of the wages bill which, after taking in to account an increase related to the implementation of Single Status, the increase for inflation and also an increase to meet pension provisions, was expected to increase by around 7%. As a result zero Council Tax was not an option and even a 3% increase would mean the use of balances to maintain the levels of service.

The Cabinet Members left the meeting during the Committee's formulation of its recommendations.

Following detailed consideration of the budget proposals Members supported the proposals whilst noting that in respect of the Community Safety Budget a review of services would be undertaken.

RECOMMENDED : That the budget proposals in relation to Environment, Regeneration and Community Safety portfolios for 2006/7 be approved.

ACCESS TO INFORMATION

Any person wishing to exercise the right of inspection, etc., in relation to these Minutes and associated papers should contact Liz North 01388 816166 ext 4237

This page is intentionally left blank

Item 5a

REPORT TO CABINET

16th February 2006

REPORT OF DIRECTOR OF NEIGHBOURHOOD SERVICES

Community Safety

The Review of Closed Circuit Television

1. SUMMARY

- 1.1 The Borough Council provides a Closed Circuit Television (CCTV) service in a number of communities and other key locations across the Borough. The camera network currently numbers 90 units; the majority of the cameras were installed using grant resources from the Home Office in the mid to late 1990s. The Council has recently agreed to introduce Automatic Number Plate Recognition (APNR) that has attracted significant capital investment from the Police and has also supported the Crime and Disorder Reduction Partnership (CDRP) in the acquisition of a mobile CCTV unit.
- 1.2 The cameras are monitored from a combined control room with the Carelink Service at the Community Care Force Building at Chilton Depot. The Borough Council recharges its partners including the Town Councils who own the cameras in their localities for a proportion of the costs associated with maintenance, rental of data transmission lines and monitoring of the cameras. The Council identified the CCTV service as key Community Safety priority in its Corporate Plan and Medium Term Financial Plan. The Council has recognised that a review of the CCTV service was an essential part of any service development plans.
- 1.3 A report was presented to Management Team on the 25th July 2005 setting out the scope for the review of CCTV service, taking account of Strategic Relevance, Service Objectives, Performance Management, and Service Sustainability, with the aim of producing a detailed action plan to take the service forward over the medium term (the next 3 – 5 years).
- 1.4 The review has been concluded and this report sets out its main findings, details actions that have been implemented during the course of the review to address immediate issues facing the service and is supported by a Service Improvement Plan (Appendix 1) for the medium term.

2. **RECOMMENDATIONS**

1. That the findings of the review of the CCTV service are agreed and the following recommendations are implemented:-
 - The Borough Council include a programme of CCTV camera replacement for strategically relevant cameras as part of the Asset Management Plan set out in paragraph 7.5.1.
 - All requests for new CCTV cameras should be determined by the Head of Community Services in accordance with the agreed criteria set out in paragraph 7.8.2.
 - That the Borough Council retains the in house provision of CCTV monitoring following the assessment of financial and other strategic issues of alternative options set out set out in paragraph 8.1.5.
 - That the proposed charging arrangements for new cameras set out in paragraph 8.2.2 are implemented.
 - That the current maintenance contract be re tendered for a period of 3 years including a partnering arrangement in relation to capital works and the contract be extended to included all CCTV camera systems operated by the Borough Council as set out in paragraph 9.3.
 - That support for the delivery of the asset management of the CCTV system be provided by the Corporate Asset Management Team as set out in paragraph 9.4.

3. **CLOSED CIRCUIT CCTV REVIEW - APPROACH TO THE REVIEW AND INITIAL FINDINGS**

- 3.1.1 The Council has provided a CCTV service in our communities and other key locations across the Borough, in some cases since the early 1990s. The camera network (90 units) was predominately provided using Home Office grant funding to support the purchase and deployment of cameras through the mid to late 1990s. The Borough Council took a lead in facilitating the installation of most of the cameras across the Borough and establishing a monitoring service at the Chilton Community Care Force Centre. The monitoring of the cameras is undertaken in a combined control room, which also monitors the Carelink Community Alarm Service. The CCTV camera network, the control room desk and other infrastructure represents a significant Capital asset estimated in the region of £2.25 - £2.5m. This asset can make a direct contribution to delivering the corporate ambitions of the Council and our partners in relation to tackling crime and the fear of the crime in the Borough. Our CCTV service can be effective in addressing these issues if it is utilised as part of a wider strategic approach.
- 3.1.2 The CCTV function is located within the Community Services Division and forms part of the Community Safety Section. The CCTV service was identified as a priority for a performance review, as the Council identified the CCTV service as a key Community Safety priority in its Corporate Plan and Medium Term Financial Plan. The review of the

CCTV service was an essential precursor of any service development plans.

3.1.3 The review has been concluded and this report sets out the main findings, details actions that have been implemented during the course of the review to address immediate issues facing the service and presents a Service Improvement Plan (Appendix 1) for the medium term. A diagrammatic representation of how the current CCTV system is structured and operates is attached as Appendix 2 to assist with the reading of this report.

3.2 **The Review Team**

3.2.1 A Core Service Review Team was established with representation from the Neighbourhood Services and Resources Department made up of the following officers:-

- Dennis Scarr -Head of Community Services
- Ian Brown – Housing Strategy Manager
- Allen Blakemore – Community Safety Manager
- Andrew Aitken – Business Manager
- Daniel Austin – Principal Accountant

3.3 **The Review Scope**

3.3.1 The approach to developing the scope of the review was based on a situational analysis considering the following elements in relation to the service: -

- Strategic Relevance
- Service Objectives
- Performance Management
- Service Sustainability

3.3.2 The review findings have been grouped under these four headings, within this report and in the attached Service Improvement Plan (Appendix 1).

3.3.3 The scope of the CCTV Review was agreed by Management Team on the 25th July 2005 with a view to developing a detailed action plan to take the service forward over the medium term (the next 3 – 5 years). The agreed scope for the review is set out in Appendix 3 and was seen to have three broad aims: -

- To ensure the service's strategic aims are clearly articulated and contribute to achieving the Council corporate ambition of delivering safer communities.
- To look to move to a sustainable financing position for the CCTV service in the medium term.
- To ensure a high quality service is provided complying with all legislative requirements and good practise guidance.

3.4 **Approach to the Review**

3.4.1 The review team considered a range of research data, financial information, consultation data and experiential information when preparing this review report including:-

- Consideration of a range of Home Office research reports into the effectiveness of CCTV.
- Results of an asset management survey or 'health check' of the CCTV infrastructure.
- Benchmarking including commercial and local authority CCTV services and visits to a number of other CCTV control rooms.
- Consultation with key stakeholders and customers.

3.4.1 The results of this initial research were used to develop the first stage findings of the review considered in this report.

3.5 **Home Office Research Evaluating CCTV Systems Key Findings**

3.5.1 The Home Office has invested significant capital resources in the development of CCTV services and research programmes designed to evaluate the effectiveness of CCTV were commissioned and reported during 2005. These included:-

- National Evaluation of CCTV early findings on scheme implementation effective practice guide –Scarman Centre national CCTV evaluation team - Home Office Development and Practise Report 2005.
- Assessing the impact of CCTV - Home Office Research, Development and Statistics Directorate 2005.
- Police Attitudes to and use of CCTV - Home Office Report 09/05
- Assessing the impact of CCTV: Hawkeye CCTV Case Study - Home Office Report 12/05.
- Control room operation: findings from control room observations - Home Office Report 14/05.
- The impact of CCTV: fourteen case studies - Home Office Report 15/05.
- A good practise guide for the implementation of redeployable CCTV - Home Office Report 16/05.

3.5.2 These reports identified some clear messages for the providers of CCTV which have informed the review findings. These reports are available as hard copies from the Director of Neighbourhood Services or via the Home Office website www.homeoffice.gov.uk

Key messages from these Home Office Studies can be summarised overleaf as follows:-

- CCTV can be a powerful tool in combating crime, however, it has to be recognised that the context within which CCTV systems operate are very variable as are the systems themselves.
- Certain types of CCTV systems are seen to be more effective than others in reducing crime – mixed category areas such as car park, buildings and town centres show more promising results than residential areas.
- CCTV by itself will not reduce crime; it must be part of a wider strategic approach.
- CCTV can appear to be a simple measure to implement but this is far from the case in reality.
- CCTV is thought to be more effective for sites with limited or controlled access.
- There is some evidence that CCTV can result in the displacement of crime.
- Generally people were less worried about being a victim of crime in CCTV areas.
- There was a reduction in people reporting having been a victim of crime in CCTV areas.
- Historically there has been a lack of realism about what could be expected from CCTV.
- Crime rates alone appeared to be a poor measure of the effectiveness of CCTV.
- There has been a tendency to put up cameras and expect impressive results, ignoring the challenge of making what is quite a complex measure work, and failing to define what exactly the CCTV system was expected to do.
- More ambitious claims for CCTV can be made when it is used alongside other measures.
- Clear objectives for CCTV were rarely embedded in day-to-day practice.
- The community shows significantly more support for the benefits of CCTV than concerns regarding civil liberties.
- A higher density of cameras does not necessarily result in a greater reduction in crime.
- There has been a lack of a structured approach to positioning of cameras.
- CCTV can be more effective in addressing crime when used for 'special initiatives', especially when working closely with the Police. Engagement of CCTV operators jointly with Police was often an important part of the success of these operations.
- The relationship with the Police is important. Where the Police are actively engaged, especially by providing intelligence to guide monitoring, or by acting on operators' findings, or providing some operator presence in the control room, then CCTV could be very effective.

- CCTV operates most effectively in conjunction with other crime-reduction measures for example, Neighbourhood Wardens and Police.
- A bidding culture had led to CCTV being deployed without reference to possible alternative solutions.
- The level of lighting in an area is an integral part of a CCTV system but it is easy to get it wrong.
- CCTV is important in detecting certain types of crime.
- Successful CCTV monitoring relies on good intelligence and communication between agencies and the public.

3.5.3 It is easy, with hindsight, to state that the effectiveness CCTV will be compromised if the wrong cameras are fitted or, of course, if they do not work, or if they are placed in the wrong location, or are not the most appropriate for the purpose, or if management is weak, or if the operators are not trained, or not experienced, or not familiar with the layout of the area, or if the Police are not supportive and so on.

3.5.4 In terms of answering the key question 'can CCTV reduce crime' the Home Office studies show CCTV to be more effective in some contexts than others and against some crimes than others.

3.5.5 The single most important conclusion to be drawn from the Home Office Studies is that CCTV is a valuable tool when used as part of a package of community safety measures however, the use of CCTV needs to be supported by a strategy outlining the objectives of the system and how these will be fulfilled. This needs to take account of intelligence on local crime problems and other crime reduction measures, some of which may already be in place.

3.5.6 What is clear is that apart from placing CCTV within a strategic context there needs to be a recognition that technology is still moving fast, there is likely to be more emphasis on the use of biometrics (face recognition), on 'event-led' CCTV systems rendering them more 'intelligent'. These changes need to be matched by appropriate changes in policy. As systems become more complex, and become capable of achieving more, it is vitally important that all those involved are trained to meet the challenges ahead.

3.5.7 There is no doubt, judging by the information presented in the Home Office Studies that this country is still learning how to use CCTV. There were many instances of the successful use of CCTV which could not necessarily be measured by changes in crime, or even fear of crime. These included finding missing children, encouraging residents or visitors to visit an area, and acting as a catalyst to attract more funding into an area. Similarly, CCTV was used extensively as a means of controlling alcohol - related crime and other anti-social behaviour in town and city centres, monitoring and assisting with dispersing large groups of individuals.

- 3.5.8 CCTV is a powerful tool that society is only just beginning to understand. It looks simple to use, but it is not. It has many components and can impact in different ways. Too often CCTV has been judged on its ability to reduce crime rates, and often this will not be the best way of judging it. CCTV can, if properly designed and implemented generate images, but unless the Police and the criminal justice process make good use of them, they will be of marginal value and are certainly not likely to achieve major impacts.
- 3.5.9 Too much must not be expected of CCTV. It is more than just a technical solution; it requires human intervention to work to maximum efficiency and the problems it helps deal with are complex. It has potential, if properly managed, often alongside other measures and in response to specific problems, to help to reduce crime and boost the public's feeling of safety and it can generate other benefits.
- 3.5.10 Not surprisingly, many of the factors identified from the national review of CCTV have some commonality with the service provision in Sedgefield Borough and these issues have been taken into account in the approach to the Sedgefield Borough CCTV Review.

3.6 **Asset Management Survey or “Health” Check of the CCTV Service**

- 3.6.1 A early finding of the review team was that there was not a clear understanding of the condition of CCTV network in terms of:-
- Maintenance requirements of the system.
 - Current and future fitness for purpose of the system including taking account of the implications of any organic growth in the network or attracting significant new business to the service.
 - The probable capital investment requirements over the medium term needed to sustain the service and the replacement cycles of key components of the system.
 - Limited knowledge of the actual location of the camera assets and their line of sight. This restricts the current and future ability to make clear decisions about the strategic relevance of existing and future cameras. This information was not available to our partners in particular the Police.
 - A lack of a systematic reassessment of the relevance of existing camera locations with our partners and consideration of other options for data transmission.
- 3.6.2 The Borough Council retains the service of an electrical engineering consultant to manage the maintenance contract for the service. This engineer has experience of the design, installation and maintenance of major CCTV networks including Northumbria Police and Glasgow City Council amongst others. The engineer's involvement with our service has been limited to advice on primarily on maintenance issues mainly, however the review team given the breadth of his experience

commissioned him to carry out an asset management survey of the CCTV system, the results of which are considered later in this report.

3.7 Benchmarking of the Service

3.7.1 The review team carried out visits to a commercially operated CCTV control room and a local authority control room. These visits included a review of the charging arrangements for partners and customers of the services, the current level of technology in use in these control rooms compared to our own and the consideration of the option of outsourcing the service.

3.7.2 The review team considered the current accreditations available for high quality CCTV services and whether if seeking accreditation could improve service standards, boost partners and customers confidence in the service.

3.8 Consultation with key stakeholders and customers of the service

3.8.1 The review team asked every partner and customer of the service if they wished to participate in the review. A list of the partners and customers contacted is attached as Appendix 4 to this report. Those that responded were offered an interview with a review team member which concentrated on the following key questions:-

- What was their overall perception of the service?
- What concerns, if any, did they have about the service?
- What level of involvement in the service would be appropriate for them?
- What would be their key priorities for the future of the development and direction of the service?

3.8.2 The feedback from this consultation exercise is considered later in this report.

3.9 Initial Findings of the Sedgefield Borough CCTV Review

3.9.1 The initial review findings identified a number of challenges relating to the service as it is currently configured:-

- Typical of other CCTV services, the development of the Sedgefield Borough service was initially funding led. This was an appropriate approach at the time of implementation.
- Decisions on deployment of CCTV cameras were based on the limited available evidence at the time.
- The service has not been set within an overall strategic context.
- Limited confidence in the effectiveness of the service from customers and the Police.
- No performance management arrangements in place or quality standards adopted for the service.

- A need to review the charging policy for new and existing customers
- Limited consideration of the potential to widen the customer base.
- No detailed information on camera locations and detection range.
- A need to review the locations and effectiveness of the existing camera network in consultation with partners.
- A need to review the operational arrangements for service delivery
- A lack of an asset management plan for the service.
- No consideration of emerging technologies in terms of data transmission and potential cost savings this may present.
- No assessment criteria to determine the outcome of requests for new CCTV cameras.
- Limited consideration of changes to the legislative framework surrounding CCTV including the introduction of licensing of CCTV operators.
- Limited CCTV documentation available in the control room.
- Staffing levels for monitoring purposes were at times inadequate.
- Service Level Agreements with Partners were underdeveloped.
- Lack of timely and quality information from the Police as to the use of CCTV evidence in prosecutions.

4. **THE SEDGEFIELD BOROUGH CCTV SYSTEM**

- 4.1 The Council has provided a CCTV service in our communities and other key locations across the Borough. The camera network (90 units) was predominately provided using Home Office grant funding to support the purchase and deployment of cameras through the mid to late 1990s. A schedule of these cameras and current charges is attached as Appendix 5 to this report. The monitoring of the cameras is undertaken in a combined control room, which also monitors the Carelink Community Alarm Service at the Chilton Community Care Force Centre. The CCTV camera network, the control room desk and other infrastructure represents a significant Capital asset estimated in the region of £2.25 - £2.5m.

A diagrammatic representation of how the current CCTV system is structured is attached as Appendix 2 assist with the reading of the report to this report. The CCTV system is made up of the following elements:-

Camera units

- 4.1.2 Historically, we have used a single brand of camera for every application, namely Plettac which is a high quality camera. The Review has established that “generic” cameras which are specifically selected to perform in the camera location chosen could be used when replacing existing or providing new units. This can result in cost savings of up to 60% without impacting performance, maintenance costs or the lifespan of the camera.

4.1.3 Cameras used for CCTV come in a range of types suitable for different locations and usages. We have the following types of camera

- Fixed cameras. The camera cannot be moved. They can be normal box type units or dome cameras, and can be fitted with a zoom function. They are generally used to monitor entrances, car parks or internal rooms where the need to follow a moving event is not required.

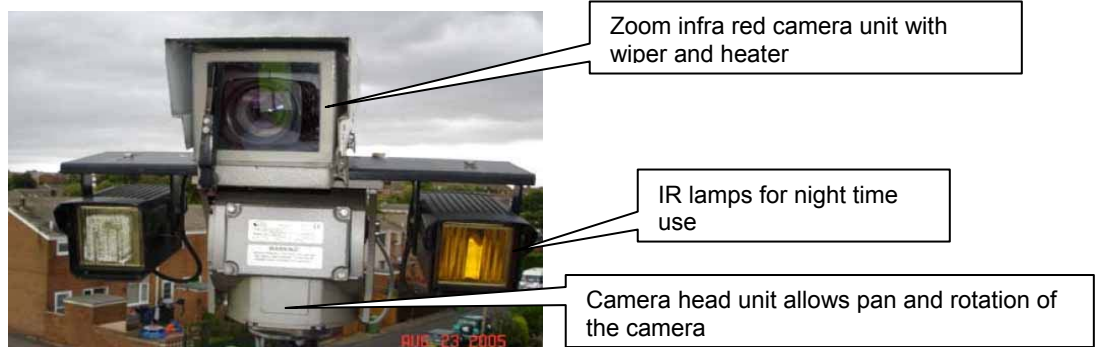


Fixed wall mounted camera



Internal dome camera

- Pan Tilt and Zoom (PTZ) cameras can be rotated and moved up and down to track an image or patrol an area and are fitted with a zoom function. The Pan and Tilt element of the camera is provided by a separate powered “head” on which the camera is mounted. These cameras are normally used in a location where there is a need to patrol an area to identify potential incidents, track, zoom in and record an event for evidential purposes or to assist Police on the ground with making an arrest. Some PTZ cameras also have the ability to be placed on a pre programmed patrol cycle, when appropriate, although this does increase the amount of usage and therefore wear on the camera head unit.



- These cameras also come in two main sub types - daylight only cameras and Infra red (IR) cameras which can be used during night time hours. IR cameras are normally fitted with IR lamps to “illuminate” dark areas and to allow the recording of images.
- External cameras are fitted with a receiver. This device transmits data (pictures) to the control room and receives telemetry (control instructions from the operator) back. It must be

compatible with the equipment operating in the control room. Upgrading either in isolation can cause serious malfunctions.

- External cameras are also fitted with both or all of the following additional elements - a heater to prevent icing, a wiper to keep the protective screen over the lens clear.
- In addition to these standard types of the cameras 12 Automatic Number Plate Recognition (ANPR) Cameras at 6 locations across the Borough will shortly be added to the system. These cameras main function is to “read” the number plate of a vehicle and compare it to a database to identify for example a stolen vehicle. This monitoring does not require a CCTV operator to view images from these cameras; however these must be linked through the CCTV processor into the Police database. If a “hit” occurs the CCTV operator and Police are notified. The operator can then track the vehicle with the normal camera network and its location is also monitored by any further hits from other ANPR cameras.

Camera Mounting

4.1.4 Each camera is mounted on either:-

- A bracket attached to a building or other structure.
- A pole that is fixed in the ground, poles provided to our cameras have been of the heavy duty type that can withstand accidental or deliberate ramming with a vehicle. A lighter and lower cost pole may be appropriate in some circumstances.

Data Transmission

4.1.5 Pictures are transmitted to the control room from the camera and telemetry back to control the camera zoom, movement and other functions.

4.1.6 Sedgefield Borough currently uses fibre optic cable to transmit this information and these cables are physically linked from the camera location back to the control room making them expensive to install but robust. Typically costs can be in around £10,000 per cable provided. Each cable is subject to annual rental charge, which we pass on to the customer.

4.1.7 Historically, one cable per camera on the system has been used which whilst robust is expensive as most cables can carry pictures from 8 cameras with little or no degradation of image quality. Because of this under utilisation some of our cables have been upgraded to carry other data and form part of the Council ICT infrastructure.

4.1.8 More recently alternative data transmission technologies have been developed which will be considered as alternatives should the existing camera network be extended or remodelled. These include:-

- Wireless - either radio or microwave based which is limited to line of sight, but is now proving a reliable method of data transmission for existing or new cameras.
- IP or network data transmission. The Council's Wide Area Network (WAN) could be used to move data with some of our sites acting as hubs for new or existing cameras. The impact on capacity of the network of adopting this solution would need careful consideration and the involvement of the ICT service at an early stage if this solution is to be considered in the future.

Control Room – CCTV processor, desk and digital recording

4.1.9 Currently, camera images arriving in the control room are processed using a number of electronic units, which separate, amplify and control the image quality. A key part of the system are two Baxall (brand) pyramid matrix units, they receive the image data, separate it and direct it to the visual display units (VDUs) mounted in the control room CCTV desk and the digital recording equipment. These Baxall pyramid matrix units can handle 48 cameras each. This limits the system to a maximum of 96 cameras in this configuration. There are currently 90 cameras on the system. There are currently a further 5 standard new cameras that will be added to the system in the near future as follows:-

- Neville Parade Shops Newton Aycliffe – a new pole mounted PTZ camera. Capital and revenue costs met from the Housing Revenue Account.
- Spennymoor Town Centre – two new pole mounted PTZ cameras. Capital costs met as part of the regeneration of the Town Centre.
- Two potential new cameras located at Newton Aycliffe and Bishop Auckland Stations. Capital costs to be met from the Rail Partnership, with revenue funding provided initially for the first 5 years of operation.

4.1.10 In addition to these new 5 standard cameras a further 12 ANPR cameras at 6 locations across the Borough will be added to the system in the near future. This makes a total of potential 107 cameras on the system. Given the current Baxall matrix pyramid system can only support a maximum of 96 cameras this presents the service with a real challenge.

4.1.11 The current Baxall matrix pyramid system used by Sedgefield Borough Council is over 15 years old, is the only system of its type still in use in the UK and is no longer supported by the manufacture. The asset management survey, in addition to the capacity issue identified above also revealed the system is unstable and the failure of a matrix can

result in all or some of the cameras losing its pictures and/or telemetry permanently. Alternatively a permanent failure of a matrix could result in the loss of half of the cameras in use across the Borough, until alternative arrangements are put in place.

4.1.12 The pictures are sent to the control room desk, which has 4 workstations, from which cameras can be operated, although only 3 are equipped fully to handle camera images. Each workstation has a number of screens on which multiple camera images can be viewed either in Quads i.e. 4 small images on one screen simultaneously or up to 8 cameras shown in a rotating sequence on the screen. A separate "spot" screen allows the operator to "pull" down the image for closer monitoring and tracking of the incident with the camera.

4.1.13 The maximum number of cameras that can reasonably be monitored by an operator is determined by a nationally agreed formula and is between 36 cameras to an upper limit of 48 cameras. At the upper limit of 48 cameras highly trained operatives are required and shift rotas should allow for a 15-minute break every two hours on duty. The current design configuration of the desk has 4 operator stations this means the maximum number of cameras that can be handled by system is between 144 and 192. There are some further concerns in the medium term regarding the CCTV desk complying with emerging standards in terms of ergonomic design for such units.

4.1.14 The CCTV processor has a computer system called VTAS integrated into it and this can be used for the following purposes:-

- Logging which operator is using which cameras.
- The times and dates cameras are in use and recording pictures.
- Location data including maps.
- Number of cameras on the system
- Reporting camera faults and tracking repairs.
- Logging incidents that operators identify of concern to assist with reviewing recorded images, preparation of evidence for the Police and the outcomes of any action taken by the Police.

4.1.15 The Council has recently successfully completed the move from analogue (video tape) recording of CCTV pictures to digital (a computer hard drive) system. This has resulted in a number of service improvements:-

- Replacement of videotapes at an annual cost of £5000 is no longer required.
- Space used to store videotapes and review them can be used for other purposes.
- The speed of reviewing pictures is improved as if the date and time of an incident is known, the digital recording equipment can go directly to this time window.

- Evidence for the Police can be produced on compact disc (cd) or digital versatile disc (dvd).

4.1.16 Currently 13 days of images can be stored on the equipment; however the Police are required to request copies of images within 9 days of any incident.

4.1.17 The length of time that pictures can be stored on the digital recording equipment is determined by the picture resolution (quality) and the number of cameras on the system. As the number of cameras on the system increase then consideration will have to be given to increasing digital recording capacity and/or modifying some cameras so they are only active when a sensor indicates movement in their vicinity.

Data Protection

4.1.18 The legislation involved in the use of CCTV in terms of data protection requirements is complex and is covered in summary form only in this report. Normally the CCTV system would be used overtly and members of the public are aware that such systems are in use, through appropriate signage in a location etc. In these instances the use of CCTV and the recording of images are subject to the requirements of the Data Protection Act 1998, and the Human Rights Act 1998. The Information Commissioner enforces the requirements of the Data Protection Act. The Data Protection Act 1998 introduced a new power in section 51(3)(b) to allow the issuing of a Commissioner's Code of Practice setting out guidance for the following of good practice in relation to data protection. The CCTV Code of Practice was the first Commissioner's Code to be issued under the Data Protection Act 1998. The CCTV system is correctly registered with the Information Commissioner; the registered use of the CCTV system is set out below.

“The use of CCTV (Closed-Circuit Television) for the monitoring and collection of sound and/or visual images for the purpose of maintaining the security of premises, for preventing crime and for investigating crime.”

4.1.19 The asset management survey also examined the issue of Data Protection compliance and identified a number of weaknesses, for example, is there not a written CCTV code of practice for our network. The review team would therefore regard it as prudent to assess the current service against the Code of Practise issued by the Information Commissioner and ensure compliance.

4.1.20 The Regulation of Investigatory Powers (RIP) Act 2000 came into force on 2nd October 2000. It places a requirement on public authorities listed in Schedule 1, Part 1 of the Act to authorise certain types of **covert** surveillance during planned investigations. Although, the provisions of the 2000 Act do not normally cover the use of overt CCTV surveillance systems, since members of the public are aware that such systems are

in use, there may be occasions when public authorities use overt CCTV systems for the purposes of a specific investigation or operation. In such cases, authorisation for intrusive or directed surveillance **may** be necessary. Following an inspection of Durham Constabulary in December 2005 by the Office of Surveillance Commissioners a recommendation was made that a suitable protocol was drafted and agreed with local authority CCTV operators to cover those scenarios where an operation might require authorisation under the RIP Act 2000. The Borough Council CCTV service will be a part of the group that develops this protocol.

5. **CONSULTATION**

5.1 Wide consultation was undertaken with key partners and stakeholders as part the review and the findings of this consultation are summarised below. (A full list of consultees are attached as Appendix 4)

5.2 What was their overall perception of the service?

- The service generally had good coverage across the Borough, however some partners felt the service could be improved by further developing positive engagement and feedback. Value for money was limited and could not always easily be demonstrated for the contributions made to the service. Arrangements for sharing intelligence to direct the operations of the service or concerns about the service were not fully developed.

5.3 What concerns if any, did they have about the service?

- That feedback on the outcome of incidents was not always readily available.

5.4 What level of involvement in the service would be appropriate for them?

- A review of their current CCTV provision focusing on current and future deployment, usage and the development of individual Service Level Agreements and monitoring plans was essential.
- Regular feedback on incidents occurring in their areas and the outcome of any Police action was essential.
- Clear line of communications with the service manager was required including for example a dedicated email address i.e. CCTV@sedgefield.gov.uk

5.5 What would be their key priorities for the future of the development and direction of the service?

- Assistance in understanding how value for money can be measured.

- Straightforward channels of communications to access the service.
 - A greater understanding of the systems capabilities and limitations.
 - Certainty on future charging arrangements
 - Clarity on the future investment requirements for the system when cameras require replacing.
- 5.6 It was clear from the discussion on the CCTV service the level of understanding about the capabilities of CCTV systems amongst partners was limited. Joint working could be improved by promoting regular dialogue between the partners.
- 5.7 A separate interview was conducted with one of the Community Inspector's for Sedgefield Borough and the following clear messages emerged.
- CCTV can make a positive contribution to tackling crime and the fear of crime.
 - Clear information on camera deployment and lines of sight would be useful for officers.
 - Police engagement in the intelligence led use of the CCTV service should be developed further, with great involvement of the CCTV operators.
 - Improved liaison around the feedback on the outcomes of CCTV in the detection of crime should be developed.
 - The Police would be willing to support further training for CCTV operators in identification techniques and how to spot potential incidents.

6. **STRATEGIC RELEVANCE**

- 6.1 The single most important conclusion to be drawn from the Home Office Studies is that CCTV is a valuable tool when used as part of a package of community safety measures however, the use of CCTV needs to be supported by a strategy outlining the objectives of the system and how these will be fulfilled. The review team identified the lack of a strategic context within which the CCTV service operates; this part of the review report seeks to address this.

National Community Safety Plan 2006 -2009

- 6.1.2 In November 2005 the Government published the first National Community Safety Plan 2006 – 2009. The Plan is built around 5 themes these are
- Making communities stronger and more effective.
 - Further reducing crime and anti-social behaviour.
 - Creating safer environments.

- Protecting the public and building confidence.
- Improving people's lives, so they are less likely to commit offences or re offend.

The Council's CCTV service can make a direct contribution to the number of these aims in a particular: -

- Making communities stronger and more effective.
- Creating safer environments
- Protecting the public and building confidence.

Sedgefield Borough Community Strategy 2004 –2014

6.1.3 The Strategy identifies four key priority aims for Sedgefield Borough and is structured around these, setting out a number of supporting priorities and targets to be addressed under which specific service improvements will be developed. These aims are ...

- A Healthy Borough
- A Prosperous Borough
- An Attractive Borough
- Strong Communities

6.1.4 The CCTV service can make a direct contribution to the delivery of the Borough with strong communities which is defined as:-

“a Borough where people can access the housing and services they want in attractive and safe neighbourhoods”

6.1.5 Levels of crime across the Borough are low but the fear of crime remains high. Joint initiatives between partners to address particular concerns have delivered improvements in tackling crime and anti social behaviour. However, efforts need to be maintained to provide reassurance to residents to prevent a disproportionate fear of crime and anti-social behaviour. The Council is already working through the Crime and Disorder Reduction Partnership to tackle many of these issues across the Borough.

6.1.6 The CCTV service can make a direct and meaningful contribution to the delivery of strong communities when set within a wider community safety context.

Sedgefield Borough Crime and Disorder Partnership Community Safety Strategy and Audit 2005 -2008

6.1.7 The current strategy and audit is the third produced by the Partnership for Sedgefield Borough. The strategy's aim is to:-

“To work in partnership with the community to reduce crime and disorder and the fear it can generate in order to improve the quality of life for people of the Borough.”

The strategy identifies a number of themes for the future work of the partnership to assist in delivering its aim. The CCTV service is clearly linked to the approach the Street Safe and Tackling Anti Social Behavior themes articulate in the Strategy. The effective integration of the CCTV service in to the work of the Partnership in these areas of activity is essential in providing the strategic framework for the operation of the service

Sedgefield Borough Corporate Plan 2004 -2007

- 6.1.8 Sedgefield Borough Council recognises that it needs to be outward looking and customer focused. The Borough Council adopted the themes of the Community Strategy as its own ambitions and this is underpinned by a number of key community outcomes. The role of CCTV directly contributes to the corporate ambition of a **Borough with Strong Communities** and the community outcome of promoting safer neighbourhoods. The Corporate Plan and Medium Term Financial Plan recognises the CCTV service as a priority for investment.

CCTV Strategic Aim and Objectives

- 6.1.9 It is clear that the CCTV service requires a strategic aim and objectives embedded in the day to day operation of the service.

Aim

“To support the delivery of safe neighbourhoods, by reducing crime and the fear of crime through the provision of a high quality CCTV service .”

Objectives

- To ensure the CCTV service is strategically targeted at reducing the crime and the fear of crime.
- To ensure effective co ordination and liaison with our partners and stakeholders in the use of CCTV to achieve shared strategic objectives.
- To provide a high quality CCTV service to all our partners, stakeholders and customers which achieves and exceeds national standards.

7. SERVICE OBJECTIVES

- 7.1.1 The findings of the review show that not only does the CCTV service need a clear strategic direction, in a number of operational areas the service requires enhancing to meet current standards. The areas have

been identified within this section of the review and are reflected in the Service Improvement Plan attached as Appendix 1 to this report.

7.2 CCTV Management Group

7.2.1 As identified earlier in the review CCTV, on the surface is a simple technology but in reality is a complex service to operate effectively both from a strategic and operational view point. It is recommended that a small management group be established to:-

- Implement the findings of the review.
- Ensure the development of effective strategic links between the CCTV service and the CDRP Street Safe Action Group.
- Management of any future development of service.
- Ensure the effective control of capital and maintenance requirements for the service to maintain it in a fit for purpose condition.

7.2.2 The Group will be established following the approval of the review findings.

7.3 Staffing

7.3.1 A separate report will be presented shortly setting out proposed changes to the current management and staffing arrangements for the control room taking account of the 2006/7 budget provisions, findings of this review and to support the implementation of the Service Improvement Plan.

7.4 CCTV capacity

7.4.1 The capacity of the CCTV system is limited by a number of factors as follows:-

- The number of cameras the CCTV processor can handle.
- The desk capacity in terms of screens and operator desk positions.
- The number of staff available to effectively monitor and operate the system including provision of evidential material for the Police etc.
- The digital recording capacity of the system.

7.4.2 The current maximum capacity of the system is limited by the Baxall pyramid matrixes to 96 cameras. The installation of the new 5 new fixed cameras identified in this report and the 12 ANPR cameras cannot be supported by our existing system. Adding only the 5 new cameras to the system will significant increase the instability of the existing CCTV processor and the risk of a system failure. The options to address this issue are set out in the asset management section of this report.

7.4.3 The next limiting factor is the CCTV desk. This currently can support a maximum of 144 cameras based on the normal lower ratio of cameras to operators and up to 192 at the maximum ratio of cameras to operators set out earlier in the report. At the upper level there would be implications for the current shift patterns. The existing desk is unlikely to meet industry standards in the medium term and if an outcome of the review is to seek to grow the business further then this will require further consideration.

7.4.4 Our current digital recording system can store 13 days of pictures from our system and the current protocol with the Police requires them to request evidential material within 9 days of an incident. The digital recording capacity will be impacted by adding new cameras to the system, if some cameras are adapted to “go to sleep” when no activity is occurring such as park cameras this will increase the capacity of the system. However in the medium term it is likely that there will be a need to increase the recording capacity of the system if growth occurs in the network.

7.5 Camera ownership and future asset management approach

7.5.1 The cameras, poles and other on site equipment are owned by our partners and customers with the exception of the cameras installed on Council sites or as a result of bids made by the Council for support for camera provision. Whilst the cameras are the property of the owner’s, pictures are only provided to the Police for evidential purposes when considering any criminal charges in relation to any incidents recorded by the operators. However it is likely that in the medium term that the Town Councils may not be able to support the capital cost of camera replacement programme developed as a result of this review. It is suggested the Borough Council should fund a programme of camera replacement of strategically relevant cameras within the asset management plan.

7.5.2 All the camera locations have now been accurately plotted using Global Positioning Satellite system to an accuracy of 1 meter. This information has been entered in to the Councils Geographical Information System and can be accessed via the intranet. Visibility boundaries to a distance out from each camera of 50 meters have been added to the system and take account of the restriction that buildings place on each camera. Appendix 8 provides an example of this information.

7.5.3 The information will be entered in the VTAS CCTV management system to support the management of the system and provision of accurate data to the Police and other partners on camera locations. The use of GIS will support the decision making process on any new fixed or re deployable camera locations across the Borough taking account of the other data including crime and anti social behaviour information.

7.6 Review of existing camera network

- 7.6.1 Each partner and customer will have a review of their cameras undertaken which will result in the production of the following;-
- 7.6.2 A full assessment of the cameras including accurate mapping, condition information, an assessment of the effectiveness of the current camera locations, data transmission methods available to reduce costs.
- 7.6.3 Development of service level agreements for each partner and customer and where necessary CCTV monitoring plans. An example of a review document for Sedgfield Town Council is attached as Appendix 9 to this report.

7.7 Police and Partner Engagement in the CCTV Service

- 7.7.1 There is a clear need to strengthen current working arrangements with both the Police and our partners. This will focus around the following areas:-
- Provide the Police with accurate mapping of the CCTV network.
 - Strengthen existing protocols on the provision of CCTV images and feedback on the outcomes of the use of such images for evidential purposes.
 - Development of intelligence led use of the CCTV system by ensuring closer links between the neighbourhood policing teams and the CCTV service.
 - Development of feedback mechanisms to partners on the usage of the cameras network and outcomes on a quarterly basis.
 - Establishment of appropriate communication methods for partners to report any potential emerging issues within there are which will impact on the use of the CCTV service e.g. a CCTV email address.

7.8 New camera provision

- 7.8.1 The Borough Council receives requests for new cameras from partners and other groups such as residents associations who may be able to access one off capital funding. Before determining if the provision of a new fixed CCTV camera is the most appropriate response it is necessary to have a clear decision making methodology in place and understood by all the services partners. All new camera requests should be assessed against the following factors:-
- What are the capital and revenue implications of the request for a new camera?
 - What is the impact on the capacity of the control room to effectively monitor a new camera?

- What is the evidence to support such a request i.e. crime figures, recorded levels of ASB etc

7.8.2 Fixed CCTV camera are expensive and complex pieces of equipment and should only be provided, even when resources are available after making a strategic assessment on the appropriateness of this solution. In reaching the decision to provide a fixed CCTV camera the following must be considered:-

- Can the improvements to the environment reduce or eliminate the problem i.e. cutting back vegetation, improving lighting.
- Can the increased presence of Neighbourhood Wardens, Police patrols deal with the problem?
- Is the issue due to a small group of known individuals who can be dealt with through existing mechanisms to target ASB?
- Can the use of mobile CCTV deal with the problem?
- Is the problem seasonal or very time constrained and a fixed CCTV unit only is of use during these periods?
- Would re deployable cameras be the most appropriate solution in these circumstances
- Would a fixed CCTV camera result in displacement of the problem?

7.8.3 All requests for the provision of new CCTV should be considered by the Head of Community Services and a written response provided to the person making the request.

7.9 **Security Industry Authority (SIA) CCTV Licensing Requirements**

7.9.1 The Government under the terms of the Private Security Industry Act 2001 established the Security Industry Authority (SIA). As of 20 March 2006 new licensing requirements for security service providers involved in Public Space CCTV will come into force.

7.9.2 All Public Space CCTV operators must be licensed from this date and must meet minimum requirements in terms of training in the use of CCTV, which must be independently validated. As part of the review this new requirement was identified and 10 CCTV Operators have been trained and licensed. The remaining 11 operators will be trained and licensed during April 2006 and this approach has been agreed with the SIA. These licensing provisions also apply to the operators of mobile CCTV systems and steps have been taken to ensure Neighbourhood Wardens using the community reassurance vehicle comply with these legal requirements.

7.9.3 From March 2007 in-house CCTV systems will need to comply with licensing requirements similar to Public Space CCTV. It will be necessary to carry out a full review of Council in-house systems not current monitored by the control room to determine the most appropriate way to meet these new licensing requirements. Such in

house systems include CCTV used to monitor the reception areas at Green Lane, Leisure Centres etc. A number of our partners have in addition to the public space CCTV systems in house systems. Advice will be provided to them on the potential impact of these new licensing requirements.

7.10 Performance Management and Accreditation

7.10.1 At present there is limited performance management within the CCTV service and no accreditations have been sort. The establishment of a clear performance management framework for the service linked to seeking a suitable accreditation will drive service improvement, promote effective staff engagement in the aims of the service, boost the confidence of the existing customers in the service and be a key element of increasing the competitiveness of the service when seeking new business.

7.10.2 The CCTV User Group is a self-regulating body involved in the raising of standards and the quality of CCTV services across the UK. Sedgefield Borough Council (SBC) enrolled with this organisation in October 2005. Membership ensures that the Council is kept up to date on legislative change and technical innovations in CCTV world. The CCTV User Group operates an accreditation scheme for members, which is recognised as a national standard for CCTV operations. As part of the review findings Sedgefield Borough CCTV service will seek accreditation in the later part of October 2006.

7.11 CCTV Business Plan

7.11.1 If the outcome of the review is accepted then the development of a business plan for the CCTV service linked to new business opportunities will be a key element of the Service Improvement Plan.

8. Service Sustainability

8.1 The future sustainability of the CCTV service has to be set against a number of key decisions including the capital and revenue implications of any decision to retain, discontinue or outsource the CCTV service. Whichever decision is reached the future capital implications must be fully accounted for based on a sound asset management plan. Additionally, any decision on in house or outsourced provision must also take account of the wider strategic context.

Service Sustainability – Financial Implications

- 8.1.1 The gross revenue cost of operating the service during 2006/7 is set out below:-

Gross Cost of CCTV Service 2006/07	£426,050
Less Income:	
External Partners e.g. Town Councils	(£117,650)
Internal Partners e.g. Green Lane	(£72,400)
Net Cost of CCTV Service 2006/07	£236,000

Due to the nature of the data transmission involved, camera monitoring can only be carried out within the region or sub regionally, as data transmission over long distances could be prohibitively expensive. Therefore an approach was made to Darlington Borough Council to determine the estimated cost of outsourcing our camera monitoring functioning. Darlington Borough Council quoted an average monitoring cost of £2500 per camera per annum. However this cost was indicative only and could be subject to increase if a detailed tender exercise was carried out. The Borough Council would remain responsible for camera maintenance, data transmission and replacement costs. If the decision to outsource the service was taken there would obviously be costs incurred, in maintaining the Borough Councils own cameras and these would have to be offset against the potential saving. Outsourcing would have implications for our partners and customers. In particular the Town and Parish Councils would see their monitoring costs for 32 cameras or a third of the entire network rise from £1000 a year to at least £2500 per year per camera. It is unlikely that the full cost increases could be met by our partners. Therefore if the Borough Council wished to maintain the current camera network this increase in monitoring cost would have to be met by the Council.

- 8.1.2 The total revenue cost of an outsourced service is therefore estimated to be £171,000 as summarised below.

26 SBC External Cameras* x £2,500	£65,000
18 SBC Internal / Inset Cameras* x £1,250	£22,500
SBC Camera Maintenance	£15,000
SBC BT Line Rentals	£20,500
Subsidy to Town & Parish Council's	
32 external cameras x £1500	£48,000
Total Revenue Cost of an Outsourced service	£171,000

*Total Number of ' SBC Cameras' (includes Green Lane, Depot, Leisure Centres, NRM and Industrial Estates)

Consequently the net revenue saving to Sedgefield Borough Council of out sourcing the service would be £65,000.

- 8.1.3 In terms of capital expenditure, outsourcing, would require a significant one off capital cost to re route the CCTV signal to, for example, Darlington. Furthermore the Council would still need to fund a capital programme for the replacement of equipment. The benefit of outsourcing is the asset management plan would cover camera and associated equipment only.
- 8.1.4 Staff providing the service at the time of any transfer of function would be subject to the requirements of the Transfer of Undertakings (Protection of Employment) Regulations 1981'. The unit cost for camera monitoring provided by Darlington Borough Council does not take account of the financial implications of the impact of TUPE, which could be significant. There would be additional human resource issues for the Sedgfield Borough Council with associated cost implications.
- 8.1.5 The Borough Council made a significant capital investment in the development of Community Care Force Centre as a modern communication and monitoring hub for the Borough. Outsourcing would result in part of the building no longer being utilised for the purpose for which it developed.
- 8.1.6 The argument for retention is further strengthened by the clear strategic link to the role of the CDRP in targeting crime and the fear of crime across the Borough. Much of this local intelligence would be lost if the monitoring of the CCTV service was out sourced.
- 8.1.7 The development of the CCTV business over the medium term will identify growth opportunities that will improve the financial sustainability of the service and will see average monitoring costs reduce.
- 8.1.8 Clearly retention of the CCTV service has a cost for the Council but given the reasons set out above and the wider community reassurance and strategic advantages it is the recommendation of the review group, that monitoring of the service be retained in house. From a capital perspective planned investment for 2005/6 – 2006/7 would need to be undertaken unless the CCTV system was simply to be turned off for a number of months until outsourcing could be implemented. By the time our planned capital works have been completed no major spending will be required on the CCTV infrastructure other than in a response to a commercial opportunity to expand or to address any legislative changes.

8.2 **Charging**

- 8.2.1 The Partners are recharged the total cost of line rental, maintenance etc, the only variable is the monitoring charge, which the review group found varies widely depending when the camera was installed. It will be appropriate to review these charges annually along with actively seeking new business opportunities to help achieve economies of scale and reduce average monitoring costs. The current monitoring charges have been rationalised during the 2006/7 budget round and the flat charges set out in the table overleaf have been implemented for existing partners. The actual average monitoring cost for a CCTV camera is around £3,750 for 2006/7.

	2006/2007
Monitoring Charges:	£s
External cameras	1,000
Internal cameras	300

8.2.2 The review group recommends that the charging structure detailed below is implemented in respect of **new** camera for the following groupings:-

- Public Sector with a strategic relevance in relation to crime and disorder detection and prevention £2,000 per annum for external cameras and £300 for internal cameras.
- Commercial £3,750 per annum (subject to any commercial negotiations).
- Other public sector £2,500 per annum i.e. school, GP's practice however the freedom to negotiate a lower rate subject to other factors should be retained.

8.2.3 The 2006/7 budget assumes new business growth of 10 external cameras and 8 internal cameras as set out in Appendix 7, generating an additional income of £22,400.

8.2.4 All the charges will be subject to an annual review as part of the budget setting round.

9.0 **Asset management issues**

9.1 The review identified that there was a lack of understanding of the asset management issues around the CCTV service. An asset management survey was carried out, the key findings of which are summarised below. These findings have been used to develop a 5 year asset management plan for the CCTV network. The full report is available from the Director of Neighbourhood Services.

- The majority of the cameras on the system are Plettac high quality cameras and in some cases have been over specified for the location they are used in. Any camera replacement programme must look at the site conditions and the camera should be specified around these criteria. Significant cost savings could be accrued with this approach. The oldest cameras on the network have a minimum remaining life span of 3 - 5 years due to the high level of maintenance previously undertaken by the Council. The asset management plan prudently allows a small sum for the replacement that might fail before the end of their predicted life span. A typical camera life span is normally 15 years, but this is affected by maintenance regimes, location i.e. exposure to the weather and moveable

part usage. It would be prudent to develop a camera replacement programme based on a 15 expected year life span.

- On PTZ cameras the head units have a similar life span, and a prudent approach would be to build in a similar replacement period.
- The camera poles have a minimum of a 30 year life, and as such can be discounted from the proposed 5 year asset management plan.
- The CCTV processor is no longer fit for purpose as it is not maintained by the manufacturer. Spares are only available on an ad hoc basis from redundant systems, and the capacity of the system limits even the existing growth plans for the service. The current market leader in this technology is Maxpro manufactured and supported by Honeywell. This system is in use at a number of major sites in the region and Northumbria Police have been using the system for last 12 years and it is still fully supported by Honeywell. The system is expandable up to and beyond the current capacity of our control room desk.
- The management of the installation of additional equipment in the control room has not met industry standards in the past resulting in poor cabling layout. This presents both a health and safety risk and threat to the stability of the system.



An example of poor quality installation

- To meet current industry standards and place the CCTV service infrastructure on a sustainable footing there is a need to replace the current processor, address the other issues around the wiring in the control room and provide a single plant room for all the CCTV equipment rather than the current haphazard approach.
- The current desk can be regarded as fit for purpose for the near future but will require work to replace failing monitors and other equipment. Significant growth in the CCTV service could see the desk no longer fit for purpose in the medium term. Equally changes in industry standards may render the desk inappropriate in ergonomic requirements. Replacement of the desk would cost in the region of £80,000 -£90,000 at today's prices. The replacement of the desk has been included in the final year of the asset management plan below but before committing this level of resources it would be appropriate to

review the operation of the service again. Replacement of the desk would be brought forward in the event of a significant increase in the numbers of cameras being monitored or the CCTV monitoring function being relocated. This option would be driven by commercial opportunities and would be subject to a further report.

- 9.2 The 5 year asset management plan set out below, is supported by a separate report, which sets out a outline capital programme for 2005/6 and 2006/7.

5 Year Asset Management Plan for the CCTV Service 2005/6 – 2009/10

Item	2005/6	2007/8	2008/9	2009/10	2010/11
	2006/7				
	£'s	£'s	£'s	£'s	£'s
Survey and other works	11,000	0	0	0	0
APNR	7,000	0	0	0	0
Generator Set	20,000	0	0	0	0
Proposed Control room Alteration	60,000	0	0	0	0
Maxpro control room phase	15,000	0	0	0	0
Maxpro camera phase - pyramid 1	40,000	0	0	0	0
Maxpro camera phase - pyramid 2	40,000	0	0	0	0
Camera replacement programme	0	5,000	15,000	15,000	10,000*
Screen and controller upgrades for desk	0	10,000	0	0	0
Provision of redeployable cameras	0	20,000	20,000	0	20,000
Desk replacement	0	0	0	80,000**	0
Expansion of Maxpro linked to growth	0	0	10,000	5,000	5,000
Increase in digital recording capacity linked to growth	0	0	10,000	0	0
Total	193,000	35,000	55,000	100,000	35,000

* The camera replacement programme is front loaded from 2008/9 to take account of cameras reaching the end of their useful life.

** Any decision to renew the CCTV desk would be subject to a separate report.

- 9.3 The maintenance contract for the CCTV network was tendered in May 2004 and was operation for a two year period. The review team recommends that the maintenance contract be re tendered on a three year basis but includes consideration of a partnering arrangement to cover future capital works carried out to the CCTV system over this same period. The Borough Council has a number of other in house systems as previously identified in this report and these are currently maintained by up to 3 separate contractors. It is recommended that a single contractor be used for all CCTV systems that the Borough Council operates which will result in efficiency savings.
- 9.4 Clarification is required on the future support for the service in terms of asset management. At present the Property Services section of the Housing Department provides this role, it would be more appropriate as the service is part of the General Fund if this support was part of the role of the corporate asset management team.

10. **Conclusions**

- 10.1 CCTV appears on the surface a simple technology with clearly defined objectives in terms of crime reduction and prevention. The review team have come to understand that the reality is more complex. CCTV can make a real contribution to achieve the Borough Council clearly articulated aims of promoting safe neighbourhoods and tackling crime and Anti Social Behaviour and promoting community reassurance.
- 10.2 The CCTV service must be set within a clear strategic framework and, it can only be truly effective when delivered in partnership. All partners must understand the limitations of the service and the strategic aims of the service must be embedded in its day to day operation.
- 10.3 The CCTV service can only be effective in delivering its objectives if it is part of a wider approach to tackling crime and anti social behaviour.
- 10.4 The service has not developed operational objectives. A clearly articulated Service Improvement Plan whose implementation is monitored by a CCTV Management Group will address these issues. The focus of this SIP will be around the following elements.
- Meeting current statutory and good practise standards for the service.
 - Ensuring effective working with the Police and partners including sharing of information.
 - Effective use of the existing camera network through the development of service level agreements with our customers.
 - Examining the opportunities for synergy with the use of the mobile CCTV unit and re deployable cameras.
 - Examining the commercial opportunities that exist for the provision of CCTV to support the wider strategic objectives of the service. The development of a business plan for the service will be prepared to deliver this objective.
- 10.5 The performance management and improvements in quality must be embedded in the service. Seeking a formal accreditation of the service will support this objective.
- 10.6 Whilst the service has had significant capital investment in the past, CCTV technology has changed significantly over the last 10 years. The development of an asset management plan based on a survey is key to ensuring the service remains on a sound basis in operational and technological terms.
- 10.7 The service has a net revenue cost to the Council that could be offset by outsourcing the monitoring of the CCTV camera network. The additional costs placed on Town and Parish Councils of this decision would result in the camera network shrinking across the Borough and could in some townships disappear completely. The strategic value of

in house CCTV service working in partnership with Town and Parish Councils to provide a local CCTV service focused is significant. The approach to improving the financial sustainability of the service must focus on increasing the customer base, particularly focused on commercial opportunities.

11. **RESOURCE IMPLICATIONS**

- 11.1 The Review has established an Asset Management programme to support capital investment in the CCTV system. In terms of revenue costs the Review has considered and identified possible savings from outsourcing the service. However it is considered that from a CDRP and other Public Sector partners perspective the strategic value of retaining an in house service outweighs savings that may be accrued.

12. **CONSULTATIONS**

- 12.1 Consultation was carried out as part of the review with key stakeholders as part of the review including the Town and Parish Councils who currently have CCTV cameras monitored by the Control room, Control room staff, the Police and other customers.

13. **OTHER MATERIAL CONSIDERATIONS**

- 13.1 The Community Strategy Outcomes include a Borough with Strong Communities where residents can access a good choice of high quality housing. The Councils ambitions, which are linked to the Community Strategy outcomes 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 delivery of a high quality CCTV service can make a direct contribution to these ambitions.

13.2 **Risk Management**

The key risk associated relates to the failure of the Baxall Matrix which could result in a loss of the CCTV service pending procurement of a replacement Processor. Given that the Maxpro Processor system is currently used for the vast majority of CCTV systems nationally and because of the specialist nature of this technology it is proposed that quotations be obtained for the replacement of the Baxall Processor with a Maxpro Processor from specialist providers in accordance with Part 4 (G), Procedure Rule 6 – Services of a Specialist Nature – estimated value in excess of £25,000.

13.3 **Health and Safety**

There are no additional health and safety implications over and above those for existing staff of the Borough Council.

13.4 **Sustainability**

An effective CCTV system can contribute to reducing crime and the fear of crime in the Borough supporting the sustainability of communities.

- 13.5 Information Communications Technology
There are no ICT implications of the proposals in the report.
- 13.6 Equality and Diversity
Full account will be taken of the Borough Council's obligation to promote equity and diversity in the proposals.
- 13.7 Crime and Disorder
The provision of an efficient and effective CCTV service makes a direct and significant contribution to the Council's duty under Section 17 of the Crime and Disorder Reduction Act 1998.
- 13.8 Human Rights
There are no immediate Human Rights issues contained within the report.
- 13.9 Social Inclusion
Every effort will be made to ensure that through the delivery of CCTV service ensure that the crime reduction initiatives are focused in those areas of greatest need.

7. **OVERVIEW AND SCRUTINY IMPLICATIONS**

- 7.1 There are no Overview and Scrutiny implications of this report.

8. **LIST OF APPENDICES**

- 8.1 Appendix 1 Service Improvement Plan
Appendix 2 CCTV Diagram
Appendix 3 CCTV Review Scope
Appendix 4 List of CCTV review consultees
Appendix 5 CCTV Charging 2005/6
Appendix 6 Control Budget 2006/7
Appendix 7 Forecast CCTV income 2006/7
Appendix 8 GIS mapping of CCTV equipment
Appendix 9 Example of CCTV partner review

Contact Officer	Dennis Scarr and Ian Brown
Telephone Number	01388 816166 Ext. 4445 or 4462
E-mail address	dscarr@sedgefield.gov.uk or ibrown@sedgefield.gov.uk

Background Papers:

Management Team Report 25th July 2005 Scope of the CCTV Review
CCTV Audit Report Sedgefield Borough Council January 2006
Crime prevention effects of CCTV: a systematic review - Home Office Research, Development and Statistics Directorate 2002
National Evaluation of CCTV early findings on scheme implementation effective practice guide –Scarman Centre national CCTV evaluation team - Home Office Development and Practise Report 2005
Assessing the impact of CCTV - Home Office Research, Development and Statistics Directorate 2005

Police Attitudes to and use of CCTV - Home Office Report 09/05
 Assessing the impact of CCTV: Hawkeye CCTV Case Study - Home Office Report 12/05
 Control room operation: findings from control room observations - Home Office Report 14/05
 The impact of CCTV: fourteen case studies - Home Office Report 15/05
 A good practise guide for the implementation of redeployable CCTV - Home Office Report 16/05

Examination by Statutory Officers

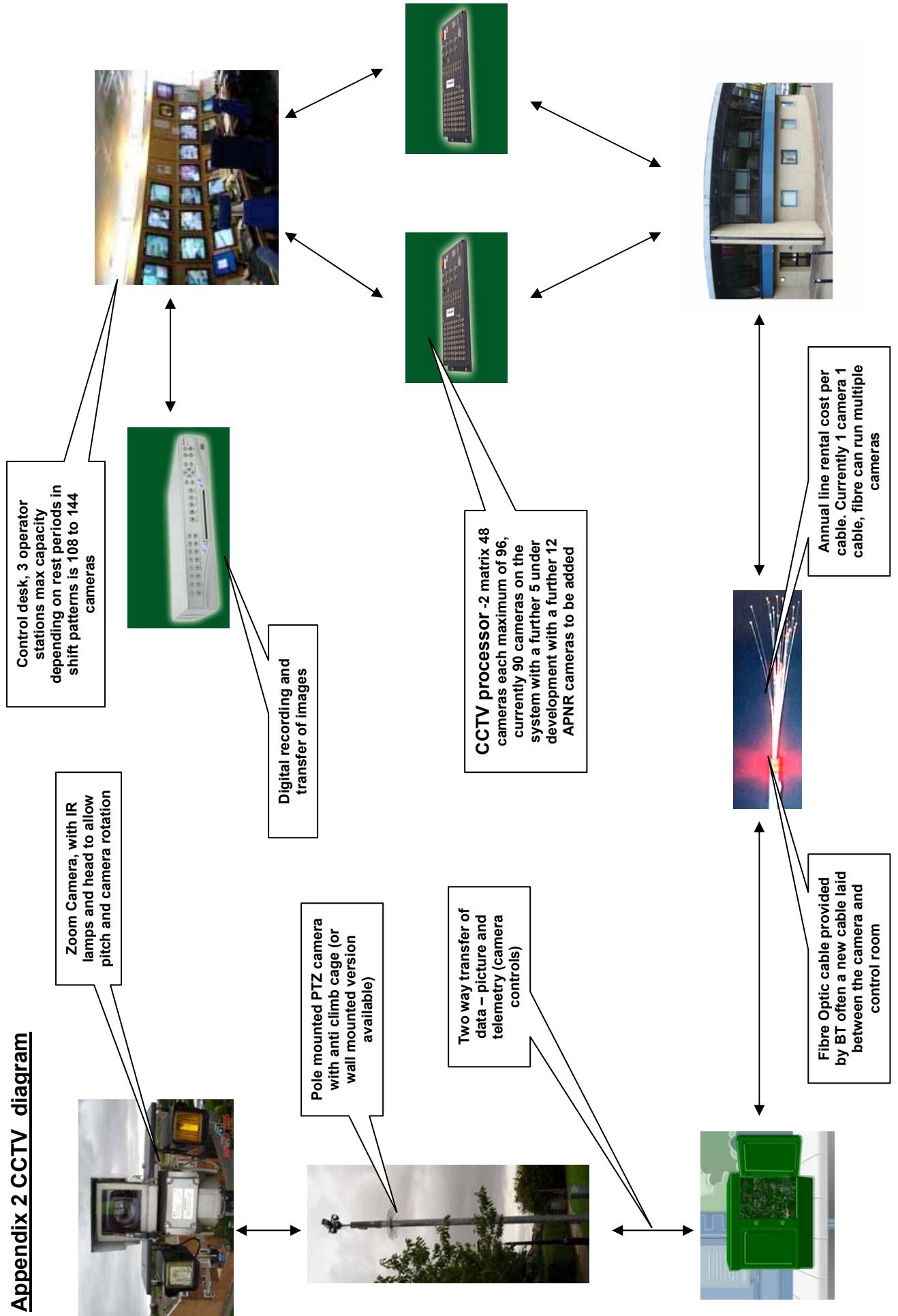
	Yes	Not Applicable
1. The report has been examined by the Councils Head of the Paid Service or his representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. The content has been examined by the Councils S.151 Officer or his representative	<input checked="" type="checkbox"/>	<input 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 Service Improvement Plan CCTV

Service Improvement Plan Activity Area -		Outcome	Responsible Officer	Target Date	Date Completed
Strategic Relevance					
Develop Strategic aims for the CCTV service	Strategic aims embedded in service delivery	D Scarr/ I Brown	N/A		Complete
Develop CCTV management group	Strategic approach to service development implemented	D Scarr/A Aitken	April 2006		
Develop a CCTV Business Plan	Implement Business plan and widen customer base	A Aitken	June 2006		
Service Objectives					
Prepare staffing report on control room	Implement revised staffing arrangements to support the delivery of the SIP	D Scarr	February 2006		
Develop CCTV assessment criteria to inform decisions on new fixed, re deployable and mobile units.	All new CCTV requests considered on the basis of the assessment criteria	D Scarr	April 2006		
Implement use of GIS mapping to maintain asset register and intelligence base on CCTV camera deployment	GIS mapping in place	I Brown	N/A		Complete
Fully implement the use of VTAS system linked to GIS mapping	Effective management of the CCTV data sets in operation	A Aitken	June 2006		
Ensure effective management of CCTV Licensing implementation and on going requirements	Compliance with CCTV Licensing	A Aitken	March 2006		
Review current training arrangements for CCTV operators linked to CCTV Licensing requirements	Training plan in place	A Aitken	April 2006		
Review current deployment of CCTV camera with customers	SLAs and monitoring plans in place for all customers	A Aitken	September 2006		
Review current protocols with the Police around use of CCTV evidence	Clear protocols in place with feedback arrangements	A Blakemore	May 2006		
Support the review of other SBC CCTV systems to ensure compliance with licensing requirements.	Compliance with new CCTV licensing requirements for all CCTV systems operated by SBC	A Aitken	October 2006		

Action	Outcome	Responsible Officer	Target Date	Date Completed
Review Data protection protocols and documentation	Compliance with good practise	A Aitken	July 2006	
Service Sustainability - Financial				
Implement revised CCTV charging arrangements	New charging arrangements in place	A Aitken/D Austin	March 2006	
Service Sustainability - Asset Management				
Implement asset management plan for the CCTV service	CCTV service has in place a forward plan for asset management reviewed annually	A Aitken	March 2006	
Performance Management				
Develop CCTV feedback arrangements with key customers	Suitable feedback arrangement in place for all CCTV customers	A Aitken	June 2006	
Achieve for CCTV accreditation	Accreditation achieved and maintained for the service	A Aitken	October 2006	

Appendix 2 CCTV diagram



Appendix 3 CCTV Review Scope

Set out below are the key questions that have been identified by the CCTV Review Group as forming the proposed scope of the review.

- How do we measure how CCTV supports the Council and its Partners meet their Strategic Objectives?
- How is the CCTV Infrastructure performing and is it “fit for purpose”?
- Can technological changes enhance the service/improve cost effectiveness
- What are the current and projected costs of providing the service?
- What Benchmarking can we undertake to prepare a comparative analysis of costs, performance and service quality?
- Clearly identifying responsibility (ownership) for the infrastructure and any future investment requirements?
- What are our Partner/customers views on the existing service and future expectations?
- What are staff views on the existing service and future expectations?
- Are the current Policies & Procedures robust and up to date?
- Does the service comply with all current legislative requirements?
- What Performance Monitoring arrangements are in place/need to be developed?
- What are the existing Contracts / Service Level Agreements and can the service be marketed to new customers?
- Are the current camera deployments appropriate and what criteria should be applied to deployment of any new fixed, redeployable and mobile CCTV cameras options?
- What are the existing communications arrangements in place with partners and can these be improved?
- Incorporating emerging initiatives such as Automatic Number Plate Recognition within the service.

Appendix 4 List of CCTV review consultees

Ferryhill Town Council
Chilton Parish Council
Spennymoor Town Council
Shildon Town Council
Aycliffe Town Council
Sedgefield Town Council
W.Cornforth Parish Council
Sedgefield Borough Council*
Shildon Town Centre
Pioneering Care Partnership
Aycliffe Town Centre
Railway Museum
Sedgefield Borough Internal
Customers
Durham Constabulary

Appendix 5 CCTV Schedule of Charges 2005/6

CCTV Revenue Costs: Recharged to Town and Parish Councils and SBC Premises 2005/2006

Town / Parish Council	No of Cameras	Monitoring Charge £	Electricity Charge £	BT Line Rentals £	Maintenance Charge £	Police Link Rental £	Total Recharged £
Ferryhill Town Council	7	5,600	250	4,190	3,500	140	13,680
Chilton Parish Council	3	2,400	100	735	1,500	60	4,795
Spennymoor Town Council	6	4,800	350	6,710	3,000	120	14,980
Shildon Town Council	4	3,200	450	2,870	2,000	80	8,600
Aycliffe Town Council	5	4,000	450	2,120	2,500	100	9,170
Sedgefield Town Council	3	2,400	450	3,420	1,500	60	7,830
W.Cornforth Parish Council	4	4,000	-	4,930	2,000	80	11,010
Sedgefield Borough Council*	12	6,000	-	3,780	6,000	230	16,010
Shildon Town Centre	1	800	50	-	500	20	1,370
Chilton Depot	8	3,200		-	4,000	160	7,360
Pioneering Care Partnership	2	1,600		1,920	1,000	40	4,560
Ferryhill Leisure Centre (SBC)	1	1,000		2,795	500	20	4,315
Shildon Leisure Centre (SBC)	4	4,000		4,495	2,000	80	10,575
Sedgefield Netpark	2	2,000		1,780	1,000	40	4,820
Aycliffe Sports Complex	2	2,000		1,470	-	40	3,510
Aycliffe Town Centre	4	5,200		-	2,000	80	7,280
Chilton Industrial Estate	3	3,000		230	1,500	60	4,790
Railway Museum	10	10,000		3,085	-	200	13,285
Total	81	65,200	2,100	44,530	34,500	1,610	147,940

Appendix 6 CCTV Control Room 2006/7 Budget

<u>Budget</u>		<u>Changes</u>		<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<u>2005/2006</u>		<u>in</u>	<u>Inflation</u>	<u>2006/2007</u>	<u>2007/2008</u>	<u>2008/2009</u>
£		Service	£	£	£	£
		£				
Cost Centre 05003 CCTV CONTROL ROOM						
Employee Costs:						
463,450	Employee & Employer Pay Costs	(191,350)	18,550	290,650	302,050	314,050
7,600	Post Entry Training	(4,600)	-	3,000	3,000	3,000
5,100	Departmental Training	(1,200)	-	3,900	3,900	3,900
-	CCTV Licensing Training	10,500	-	10,500	-	2,800
700	Employee Related Insurance	(300)	-	400	400	400
476,850		(186,950)	18,550	308,450	309,350	324,150
Premises Costs:						
30,000	Maintenance Agreements - CCTV Systems	-	-	30,000	31,200	32,450
2,500	CCTV Electricity Costs	2,500	-	5,000	5,000	5,000
32,500		2,500	-	35,000	36,200	37,450
Supplies & Services:						
3,000	Equipment, Furniture & Materials	(2,000)	-	1,000	1,000	1,000
-	Water Dispenser Rental	100	-	100	100	100
300	Hospitality	(300)	-	-	-	-
-	Expenses & Allowances - Conferences	-	-	-	-	-
2,130	Clothing, Uniforms & Equipment	(130)	-	2,000	2,000	2,000
1,000	Stationery & General Office Expenses	-	-	1,000	1,000	1,000
-	External Printing	750	-	750	750	750
-	Conferences / Visits	1,000	-	1,000	1,000	1,000
100	Subscriptions / Accreditation Costs	2,400	-	2,500	2,500	2,500
-	Marketing Costs	2,000	-	2,000	2,000	2,000
-	CCTV Consultancy	2,000	-	2,000	2,000	2,000
50,200	CCTV BT Line Rentals	(200)	-	50,000	52,000	54,000
1,000	Communications - Telephones	-	-	1,000	1,000	1,000
57,730		5,620	-	63,350	65,350	67,350
Transport Costs:						
200	Car Leasing & Car Mileage Allowances	50	-	250	250	250
Central Support Services Costs:						
23,500	Administrative Building Recharges	(9,600)	-	13,900	14,450	14,450

5,280	Depot Canteen Recharge	(2,530)	-	2,750	-	-
-	Telephone Recharges		-	-		
230	Printing & Photocopying Recharges	(230)	-	-	-	-
700	Medical Expense Recharges	(150)	-	550	550	550
2,640	Computer & ICT Recharges	(990)	150	1,800	1,900	2,000
32,350		(13,500)	150	19,000	16,900	17,000
599,630	Gross Expenditure	(192,280)	18,700	426,050	428,050	446,200
	Income:					
(86,050)	CCTV Recharges - Town Councils / External Users	(22,400)	(9,200)	(117,650)	(201,750)	(246,200)
(67,000)	CCTV Recharges - SBC Premises	-	(3,900)	(70,900)	(73,750)	(76,700)
-	Wardens Call Logging Recharge	(1,500)	-	(1,500)	(1,500)	(1,500)
(13,000)	Wear Valley Control Room Contract	13,000	-	-	-	-
(207,000)	Recharge to Carelink / Supporting People	207,000	-	-	-	-
(20,800)	Recharge to HRA iro Call Out	20,800	-	-	-	-
(393,850)	Total Income	216,900	(13,100)	(190,050)	(277,000)	(324,400)
205,780	Net Expenditure	24,620	5,600	236,000	151,050	121,800

Appendix 7 Forecasted CCTV Income 2006/7

FORECASTED CCTV INCOME 2006/07

Location	Budget	No of Cameras	Monitoring Charge	Total Charge	Maintenance Charges	Electricity Charges	BT Line Rentals	Police Link	Recharges Total
Ferryhill Town Council	External	7	£ 1,000	£ 7,000	£ 3,500	£ 250	£ 4,310	£ 140	£ 15,200
Chilton Town Council	External	3	£ 1,000	£ 3,000	£ 1,500	£ 100	£ 760	£ 60	£ 5,420
Aycliffe Town Council	External	7	£ 1,000	£ 7,000	£ 3,500	£ 450	£ 3,690	£ 140	£ 14,780
SBC Depot, Chilton	40001	8	£ 1,000	£ 8,000	£ 4,000	£ -	£ -	£ 160	£ 12,160
Aycliffe Town Centre (DTZ)	External	4	£ 1,000	£ 4,000	£ 2,000	£ -	£ -	£ 80	£ 6,080
Railway Museum NRM	26501	5	£ 1,000	£ 5,000	£ 2,500	£ -	£ 7,400	£ 200	£ 15,100
Sedgefield Borough Council	10001	3	£ 1,000	£ 3,000	£ 1,500	£ -	£ 3,890	£ 240	£ 8,630
Spennymoor Town Council	External	7	£ 1,000	£ 7,000	£ 3,500	£ 350	£ 6,910	£ 120	£ 17,880
Chilton Industrial Estate (DTZ)	17103	3	£ 1,000	£ 3,000	£ 1,500	£ -	£ -	£ 60	£ 4,560
Sedgefield Netpark	17121	2	£ 1,000	£ 2,000	£ 1,000	£ 2,800	£ 1,830	£ 40	£ 7,670
Pioneering Care Centre	External	2	£ 1,000	£ 2,000	£ 1,000	£ -	£ 1,980	£ 40	£ 5,020
Sedgefield Town Council	External	3	£ 1,000	£ 3,000	£ 1,500	£ 500	£ 3,520	£ 60	£ 8,580
West Cornforth Town Council	External	4	£ 1,000	£ 4,000	£ 2,000	£ -	£ 5,080	£ 80	£ 11,160
Shildon Town Council	External	4	£ 1,000	£ 4,000	£ 2,000	£ 500	£ 2,960	£ 80	£ 9,540
Ferryhill Leisure Centre (SBC)	26421	1	£ 1,000	£ 1,000	£ 500	£ -	£ 2,880	£ 20	£ 4,400
Shildon Leisure Centre (SBC)	26411	4	£ 1,000	£ 4,000	£ 2,000	£ -	£ 4,630	£ 80	£ 10,710
New Business		10	£ 2,000	£ 20,000	£ -	£ -	£ -	£ -	£ 20,000
		77		£ 87,000	£ 33,500	£ 4,950	£ 49,840	£ 1,600	£ 176,890

Location		No of Cameras	Monitoring Charge	Total Charge Charge	Maintenance Charges	Electricity Charges	Recharges Total
SBC Depot, Chilton	4001	2	£ 300	£ 600	£ 200	£ -	£ 800
Aycliffe Town Centre (DTZ)	External	3	£ 300	£ 900	£ 300	£ -	£ 1,200
Sedgefield Borough Council	10001	9	£ 300	£ 2,700	£ 900	£ -	£ 3,600
Railway Museum NRM	26501	7	£ 300	£ 2,100	£ 700	£ -	£ 2,800
Pioneering Care Centre	External	1	£ 300	£ 300	£ 100	£ -	£ 400
Shildon Town Centre	18009	1	£ 300	£ 300	£ 100	£ 50	£ 450
New Business		8	£ 300	£ 2,400	£ -	£ -	£ 2,400
		31		£ 9,300	£ 2,300	£ 50	£ 11,650

Appendix 8 Location map of all CCTV cameras in Sedgefield Borough and a typical camera location visibility map

NEIGHBOURHOOD SERVICES SEDFIELD TOWN COUNCIL CCTV REVIEW

Report By: Andrew Aitken, Business Manager

Date: 06 January 2006

INTRODUCTION

1. This proposal details the existing arrangements for CCTV coverage in Sedgfield community. As part of the Borough CCTV Review we have explored the 'fit for purpose' of CCTV cameras and validated the deployment of cameras across this area.

2. This proposal also details the revised charging structure that will be implemented from 01/04/06. It also highlights the investment that Sedgfield Borough Council (SBC) and Durham Constabulary have programmed from January 06. These investments are designed to benefit community safety, anti social behaviour and crime reduction initiatives. This proposal also details the new initiative that is open to Sedgfield Town Council with Automatic Number Plate Recognition (ANPR) technology.

EXISTING SEDGFIELD CCTV CAMERAS

3. Sedgfield Town Council currently funds 3 x cameras, which are monitored at the SBC Control Centre. These are: -

Camera	Location	Remarks
A39	Sedgfield Front Street	ANPR Site
A40	Sedgfield High Street	
A41	Sedgfield Post Office	

4. All cameras are PTZ (Pan, Tilt and Zoom) and are sited to maximise community safety. All cameras are well sited to cover access and egress routes to Sedgfield. The cameras are also well sited to cover the town centre and public open spaces. No justification has been identified to re-site any of the cameras.

CCTV CAMERA A39 – FRONT STREET

Type	Infra Red	Wiper	Condition	Remarks
Grundig Plettac FAC838	Yes	Yes	Good	No investment Required at this stage

CCTV CAMERA A40 – HIGH STREET

Type	Infra Red	Wiper	Condition	Remarks
Grundig Plettac FAC838	No Fitted	Not Fitted	Good	No investment Required at this stage

CCTV CAMERA A41 – POST OFFICE

Type	Infra Red	Wiper	Condition	Remarks
Grundig Plettac FAC838	No Fitted	Not Fitted	Good	No investment Required at this stage

EXISTING PRICING STRUCTURE FY05/06

6. Sedgefield Town Council is currently charged as below: -

Camera No	Monitoring	Electricity ¹ Charge	Maintenance Charge	BT ² Rentals	Police ³ Rentals	Total ⁴ Charges
A39	£800	£153	£500	£1166	£16.6	£2636
A40	£800	£153	£500	£1166	£16.6	£2636
A41	£800	£153	£500	£1166	£16.6	£2636
Totals	£2400	£460	£1500	£3500	£50	£7908

Notes:

1. Electricity Charges are recharged as billed to SBC annually.
2. BT Line Rentals are recharged as billed to SBC annually.
3. Police Link Rentals are recharged as billed to SBC annually.
4. All charges rounded up/down for pence variations

CHARGING STRUCTURE FY07/08

7. SBC is redressing the anomalies that exist in charges across the Borough. Investment in training and technology needs to be implemented to bring the CCTV system and the monitoring function upto to-date. From FY06/07 the following charges will apply: -

- Monitoring Charge - £1,000 per Camera
- Maintenance Charges - £500 per Camera

8. All Recharges will remain as charged by the supplier (Electricity, BT Line Rentals, Police Links) and billed retrospective.

CAPTIAL INVESTMENTS

9. SBC is committed to investing £60k in the final quarter of FY05/06. This capital is to be used to build a secure plant room and update the CCTV control matrixes and technical suite. This will: -

- Reduce maintenance requirements across the networks
- Improve telemetry and imaging
- Reduce CCTV Operator functions and increase monitoring times
- Ensure compliance with CCTV Operator Licensing and Accreditation
- Construct a secure Monitoring and Recording Suite
- Reduce the likelihood of downtime on elements of the CCTV network

10. SBC programmed investment in FY07/08 will: -

- Assist with the recruitment and training of additional CCTV Operators
- Reduce maintenance requirements across the networks
- Improve telemetry and imaging
- Improved digital recording
- Demonstrate the application of wireless technology
- Reduce the likelihood of downtime on elements of the CCTV network
- Update the Control Room facilities

AUTOMATIC NUMBER PLATE RECOGNITION TECHNOLOGY

11. New technology in the field of vehicle registration number (VRN) recognition software/hardware has created an opportunity for Sedgefield Town Council to benefit. SBC in partnership with Durham Constabulary wish to site new ANPR technology in Sedgefield. The site selected is A39 (Front Street). This new ANPR Camera would permit 2-lane traffic monitoring and capture of VRN along the A689 Stockton Road.

12. Each day it would be used to survey and monitor traffic in both directions. The technology is designed to target: -

- Vehicle Related Crime
- Stolen Vehicles
- Drug & Illegal Goods Trafficking
- Illegal Vehicles and Drivers
- Non Payment of Insurance, Road Fund Licence and Fines (Future)
- Taxi and Licensing Enforcement
- Serious Crime and Terrorism
- Intelligence Gathering

13. The partnership will fund the install and capital costs of the project. Sedgefield Town Council would need to fund the annual revenue costs as below: -

ANPR Cameras	Maintenance ¹	Monitoring Charges	Electricity ² Costs	Total Revenue Cost
2	£200	£250	£100	£550

Notes:

1. 1st year maintenance will be 'free of charge' and covered by warranty
2. Electricity is forecasted, but actual costs would be recharged as appropriate.

MONITORING PLANS

14. A monitoring Plan permits the Control Room to focus in on key areas of Sedgefield or to conduct patrolling of areas within specified timeframes. The following Monitoring Plans have been adopted. These can be changed on request.

Camera	Frequency	Patrol Type
A39	Daily	360° sweeps lasting for a minimum of 5 minutes. Each sweep to take place every 60 minutes.

	Nightly	Monitoring of Dun Cow and Golden Lion licensing hours and 1hr after closing (2359hrs)
	Nightly	Random monitoring of Indian Takeaway opening hours
A40	Daily	360° sweeps lasting for a minimum of 5 minutes. Each sweep to take place every 60 minutes
	Nightly	Monitoring of Hardwick Arms and Black Lion licensing hours and 1hr after closing (2359hrs)
	Daily	Focus on Barclays Bank and security risk
	Early Evening	Focus on Town Green and Church
	Weekends	Focus on Town Green and Church
A41	Daily	360(sweeps lasting for a minimum of 5 minutes. Each sweep to take place every 60 minutes.
	Nightly	Monitoring of Hope Inn licensing hours and 1hr after closing (2359hrs)
	Weekly	Focus on Post Office on Pension Collection Day

15. Outside of this programmed monitoring. General sweeps and remote monitoring will take place, as coordinated by the Control Room. The CCTV Operators, through experienced know what to monitor and when for best results.

16. All monitoring activity is recorded. Where an incident or suspicion is aroused logs are kept for longer. On identification of an incident the Operator contacts the appropriate authorities. Where this is not appropriate a post-incident reports is created.

17. With effect from 01 March 2006, a report format will be circulated to you from the CCTV Control Room detailing the recording of incidents and monitorings. This document will also incorporate information regarding the CCTV units, maintenance records and history. The format will be user friendly and a representative from Neighbourhood Services would be able to present at Council Meetings if required.

ALERT AND COMMUNICATION

18. The investment in the CCTV Control Room will also include a new telephony link. The line will be utilised for key contacts to arrange monitorings changes and to advise of incidents or “hot spots” that need to be focused upon.

19. In order for CCTV potential to be maximised. It is important that information is shared with the Control Room regarding the dates of events been held. A Monitoring Plan to accommodate these situations can be developed. Advance warning benefits all.

VIDEO TRACKING ADMINISTRATION SYSTEM (V-TAS)

20. SBC has invested in this management information system. This system in future will produce reports (samples below). The system also allows a standard format for incident logging and statements. Information will be extracted in future and used to furnish the report. Monthly reports will be produced and circulated from Apr 06 to all users of the CCTV system.



Arrests By Camera Zone/Scheme

(from 02/11/2003 11:24:00 to 02/11/2004 11:24:00)

2,855	01/12/2003 17:23:00	01/12/2003 17:43:00	Shopsafe/Store	Burglary	1
2,873	06/12/2003 00:01:00	06/12/2003 00:28:00	Pubwatch/Pub/Club	Indecency	1
2,883	07/12/2003 02:24:00	07/12/2003 02:35:00	CCTV Operator	Criminal Damage	1
2,894	08/12/2003 22:11:00	08/12/2003 22:32:00	Police OCC Wymondha	Assault	1
2,898	09/12/2003 13:57:00	09/12/2003 14:30:00	Shopsafe/Store	Theft Shops/Retail	1
2,899	09/12/2003 15:34:00	09/12/2003 16:20:00	Shopsafe/Store	Theft Shops/Retail	1
2,902	10/12/2003 13:10:00	10/12/2003 13:47:00	Shopsafe/Store	Theft Shops/Retail	1
2,910	10/12/2003 23:27:00	11/12/2003 00:00:00	Pubwatch/Pub/Club	Public Order / Disturba	1
2,919	12/12/2003 13:42:00	12/12/2003 14:25:00	Shopsafe/Store	Theft Shops/Retail	1
2,924	14/12/2003 14:21:00	14/12/2003 14:52:00	Shopsafe/Store	Theft Shops/Retail	1
2,926	14/12/2003 21:56:00	14/12/2003 22:08:00	CCTV Operator	Public Order / Disturba	1
2,930	15/12/2003 15:50:00	15/12/2003 17:08:00	CCTV Operator	Wanted/Bail Conditio	2



Incidents By Camera

(from 02/11/2003 11:22:00 to 02/11/2004 11:22:00)

001

<u>Incident Number</u>	<u>Category Name</u>	<u>Date and Time</u>	<u>Closed Date and Time</u>	<u>Incident Status</u>
2720	Traffic Offence	02/11/2003 22:15	02/11/2003 22:41	Closed
2726	Wanted/Bail Conditions	05/11/2003 12:05	05/11/2003 13:03	Closed
2744	Drink/Drugs	08/11/2003 22:33	08/11/2003 22:36	Closed
2756	Weapons	11/11/2003 18:32	11/11/2003 18:50	Closed
2759	Theft Shops/Retail	12/11/2003 15:50	12/11/2003 16:24	Closed
2772	Public Order / Disturbance	16/11/2003 00:02	16/11/2003 02:00	Closed
2793	Theft Shops/Retail	20/11/2003 14:04	20/11/2003 14:30	Closed
2794	Public Order / Disturbance	20/11/2003 19:41	20/11/2003 20:07	Closed
2795	Assault	21/11/2003 00:35	21/11/2003 01:00	Closed
2807	Theft Shops/Retail	22/11/2003 13:07	22/11/2003 13:30	Closed
2819	Public Order / Disturbance	25/11/2003 17:30	25/11/2003 18:10	Closed
2858	Ill or Injured	02/12/2003 11:40	02/12/2003 12:06	Closed
2895	Traffic Offence	08/12/2003 20:57	08/12/2003 23:18	Closed
2901	Drink/Drugs	10/12/2003 01:49	10/12/2003 02:16	Closed

This page is intentionally left blank

Item 5b

KEY DECISION

REPORT TO CABINET

16th. February, 2006

**REPORT OF DIRECTOR OF
NEIGHBOURHOOD SERVICES**

Portfolio - Community Safety

COMMUNITY SAFETY CAPITAL PROGRAMME 2005/6 – 2006/07

1. SUMMARY

- 1.1 The Borough Council provides a Closed Circuit Television (CCTV) service in certain communities and other key locations across the Borough. The camera network currently numbers 90 units; the majority of cameras were installed using grant resources from the Home Office in the mid to late 1990's. A number of new cameras will be installed as part of regeneration projects across the Borough in Spennymoor and Newton Aycliffe over the coming months. The implementation of the Automatic Number Plate Recognition (APNR) system in the Borough will further impact on the capacity of the CCTV system.
- 1.2 The cameras are monitored from a combined control room with the Carelink Service at the Community Care Force Building at Chilton Depot. The Borough Council recharges its partners including the Town Councils who own the cameras in their localities for a proportion of the costs associated with maintenance, rental of data transmission lines and monitoring of the cameras. The Council identified the CCTV service as key Community Safety priority in its Corporate Plan and Medium Term Financial Plan. The Council has recognised that a review of the CCTV service was an essential part of any service development plans. A separate report has been presented on the CCTV Review which considers Strategic Relevance, Service Objectives, Performance Management and Service Sustainability. The Service Sustainability section of the review includes an Asset Management Plan for the medium term. This report considers proposals regarding the 2005/6 and 2006/07 Community Safety Capital Programmes within the context of likely capital requirements for CCTV.

2. RECOMMENDATIONS

1. That the Community Safety Capital Programmes for 2005/6 and 2006/07 as detailed in the report be approved.
2. That the balance of costs amounting to £62,000 be met from Capital Contingencies from the 2005/06 Budget with any monies being remaining unspent at 31st. March, 2006 being carried forward to 2006/07.

3. That tenders be obtained for the replacement of the Baxall Processor with a Maxpro Processor from specialist providers in accordance with Part 4 (G), Procedure Rule 6 – Services of a Specialist Nature – estimated value in excess of £25,000.

3.1 **CCTV Review - Strategic Context**

3.1 The Council provides a CCTV service in our communities and other key locations across the Borough. The camera network was provided using Home Office grant funding to support the purchase and deployment of cameras through the mid to late 1990's. The Borough Council took a lead in facilitating the installation of most of the cameras across the Borough and establishing a monitoring service at the Chilton Community Care Force Centre. The monitoring of the cameras is undertaken in a combined control room, which also monitors the Carelink Community Alarm Service.

3.1.1 The review of CCTV service was established to take account of Strategic Relevance, Service Objectives, Performance Management, and Service Sustainability, with the aim of producing a detailed action plan to take the service forward over the medium term (the next 3 – 5 years). The review has three broad aims: -

- To ensure the service's strategic aims are clearly articulated and contribute to achieving the Council corporate ambition of delivering safe communities.
- To look to move to a sustainable financing position for the CCTV service in the medium term.
- To ensure a high quality service is provided complying with all legislative requirements and good practice guidance.

3.1.2 The CCTV Review is the subject of a separate report. This report considers how the 2005/6 and 2006/07 Community Safety Capital Programmes can contribute to the CCTV Asset Management Plan developed as part of the Review and highlights the level of funding necessary to complete replacement of the CCTV central processor.

3.2 **Capital Programme Requirements and Proposals.**

3.2.1 The Capital Programme proposals for 2005/6 and 2006/07 comprise the following elements:-

3.2.2 Reconfiguration of the control room with the provision of a secure "plant room" and wiring works. This is required as the control room does not comply with various standards in terms of controlled access to data recording for CCTV provision.

3.2.3 Asset Survey work associated with the CCTV Review.

3.2.4 Works to the CCTV Desk – replacement screens.

3.2.5 The Council has secured an investment of in excess of £80,000 from a national Police resource to support the introduction of Automatic Number Plate Recognition (ANPR) into the Control Room. Limited works are required within the capital programme to support this initiative.

- 3.2.6 Provision of a Generator set. The control centre facility at Chilton provides not only the Council's CCTV and Carelink service but its 24/7 communications hub and would serve as the Borough emergency planning centre in the event of a major incident. The maintenance of a continuous power supply to the control room is therefore essential and currently there is in place two 30 minute uninterruptible power supplies (UPS) and a small manually started backup generator which is no longer sufficient to meet the power supply requirements of the site in the event of a power outage. The issue can be rectified by the provision of a self starting generator set of sufficient power to meet the needs of the site in the event of a prolonged power outage.
- 3.2.7 Replacement of the CCTV Processor. The current CCTV Processor is a Baxall Matrix which was installed as part of the initial set up of the Control Room, some 15 years ago. Baxall Matrix 1 and 2 can each accommodate 48 cameras. The Baxall system has experienced an increased incidents of failure within the last year and is no longer supported by the manufacturers. Consequently, the Processor requires replacement in order that the functional integrity of the CCTV system can be maintained and planned additions to the camera network can be accommodated. The current market leader in this technology is Maxpro which is manufactured and supported by Honeywell. The Maxpro Processor is in use at a number of major sites regionally and nationally, in some cases for over 12 years with continued support from Honeywell. The Maxpro Processor system is expandable beyond the current capacity of our control room desk.
- 3.2.8 Having established Maxpro as the most suitable processor for the CCTV system the Asset Management Plan developed as part of the CCTV Review initially concluded that replacement could be phased over 2 or 3 years. However such an approach carried risk in terms of the increased incidents of system failure. In the event, Baxall Matrix 1 suffered a failure in December, 2005 which has left it without full functionality on 9 of its cameras. This Matrix is considered to be at significant risk of further failure. Baxall Matrix 2 was subject to a major system failure on 28th Jan. 06' which left that Matrix without telemetry on all of its cameras and lost all images on 10 cameras. Subsequently, images were lost on all cameras which has resulted in the total failure of Baxall Matrix 2. Even without this recent system failure it is acknowledged that the entire CCTV processor is not fit for purpose, is no longer maintained by the manufacturer and the supply of spares, only available on an ad hoc basis from redundant systems, is now extremely limited. Installation of a replacement Processor can take up to 8 weeks.

3.2.9 The table below sets out the requirements referred to above. Procurement issues are considered in section 3.3 of this report.

Community Safety Capital Programme Requirements 2005/6 and 2006/7	
Item	Cost £'s
CCTV Asset Survey	£7500
Works to the CCTV desk i.e. replacement screens	£2500
Contribution to essential communication work for the depot	£1000
Works to establish a secure plant room	£60,000
Provision of a Generator set	£20,000
Works to support delivery of APNR	£7,000
Introduction of Maxpro Processor to support additional cameras	£15,000
Replace Baxall Matrix 1 with Maxpro	£40,000
Replace Baxall Matrix 2 with Maxpro	£40,000

3.2.10 The programme requirements set out above total £193,000. The Community Safety Capital Programme for 2005/6 is £56,000 and the provisional Community Safety Capital Programme for 2006/7 is £75,000 which leaves a shortfall if the replacement is to be completed within the two Capital Programmes of £62,000.

3.2.11 The Asset Management Plan within the CCTV Review identifies a manageable annual commitment for a camera and screen replacement programme from 2007/8. The only possible significant expenditure in the medium term would relate to renewal of the CCTV desk or relocation of the Control Room facility should a large CCTV monitoring contract be won. This clearly would be a commercial decision and subject to a separate report.

3.3. **Procurement.**

3.3.1 Procurement of works relating to establishing a secure Plant Room with a Generator has been subject to a tender process with a contract start date to be agreed.

3.3.2 Given that the Maxpro Processor system is currently used for the vast majority of CCTV systems nationally and because of the specialist nature of this technology it is proposed that tenders be obtained for the replacement of the Baxall Processor with a Maxpro Processor from specialist providers in accordance with Part 4 (G), Procedure Rule 6 – Services of a Specialist Nature – estimated value in excess of £25,000. The estimated value of this work will be in the order of £95,000.

4. **RESOURCE IMPLICATIONS**

4.1 The resource implications of these proposals would require additional capital resources being made available to supplement the agreed 2005/6 and proposed 2006/07 Capital Programmes.

4.2 It is proposed that the additional sum of £62,000 be met from Capital Contingencies in 2005/06. Any such money remain unspent at 31st. March,2006, should be carried forward to meet the programme in 2006/07.

5. **CONSULTATIONS**

5.1 Consultation has been carried out during the period of the CCTV review with key partners including Town Councils, Police and other customers.

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 delivery of a high quality CCTV service can make a direct contribution to these ambitions.

6.2 Risk Management

The key risk associated relates to the complete failure of the Baxall Matrix which could result in a loss of the entire CCTV service pending procurement of a replacement Processor.

6.3 Health and Safety

There are no additional health and safety implications over and above those for existing staff of the Borough Council.

6.4 Sustainability

An effective CCTV system can contribute to reducing crime and the fear of crime in the Borough supporting the sustainability of communities.

6.5 Information Communications Technology

There are no ICT implications of the proposals in the report.

6.6 Equality and Diversity

Full account will be taken of the Borough Council's obligation to promote equity and diversity in the proposals.

6.7 Crime and Disorder

The provision of an efficient and effective CCTV service makes a direct and significant contribution to the Council's duty under Section 17 of the Crime and Disorder Reduction Act 1998.

6.8 Human Rights

There are no immediate Human Rights issues contained within the report.

6.9 Social Inclusion

Every effort will be made to ensure that through the delivery of CCTV service ensure that the crime reduction initiatives are focused in those areas of greatest need.

7. **OVERVIEW AND SCRUTINY IMPLICATIONS**

7.1 There are no Overview and Scrutiny implications of this report.

8. **LIST OF APPENDICES**

8.1 None

Contact Officer Dennis Scarr
Telephone Number 01388 816166 Ext. 4545
E-mail address dscarr@sedgefield.gov.uk
Background Papers:

- CCTV Review Report
- Asset Management Survey CCTV system December 2006

Key Decision Validation: Expenditure in excess of £100,000.

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"/>

Item 6

REPORT TO CABINET

16TH FEBRUARY 2006

REPORT OF DIRECTOR OF RESOURCES

Portfolio: RESOURCE MANAGEMENT

TREASURY MANAGEMENT STRATEGY 2006/07

1.0 SUMMARY

1.1 The Treasury Management function covers the borrowing and investment activities of the Council and the effective management of associated risks in relation to these activities. This report outlines the strategy to be followed by the Council over the medium term in relation to its Treasury Management activities and takes into account guidance on investments issued by the ODPM, and the Prudential Code for Capital Finance in Local Authorities.

2.0 RECOMMENDATIONS

2.1 Following consideration of the issues set out in this report it is recommended that Cabinet make the following proposals to Council: -

- To approve the Treasury Management Strategy 2006/07;
- To approve the Investment Strategy 2006/07;
- To adopt the Prudential Indicators and Limits 2006/07 to 2008/09;
- To approve the 'Authorised Limit' for borrowing as shown in Appendix A.

3.0 TREASURY MANAGEMENT STRATEGY 2006/07

Background

3.1 The Treasury Management Service is an important part of the overall financial management of the Council's affairs. Its importance has increased as a result of the publication of the Prudential Code for Capital Finance in Local Authorities by the Chartered Institute of Public Finance and Accountancy.

3.2 Treasury Management activities are strictly regulated by statutory requirements and a professional code of practice (the CIPFA Code of Practice on Treasury Management). The Council initially adopted a Local Code of Treasury Management Activities in December 2002, subsequently revised by Council in September 2005, taking into account the Code of Practice and as a result adopted a Treasury Management Policy Statement. This adoption complies with one of the requirements of the CIPFA Code of Practice.

3.3 The Council's Constitution requires an annual strategy to be reported to the Council outlining the expected Treasury activity prior to commencement of the new year. A further report will be produced after the year-end showing the actual activity for the previous financial year.

3.4 A key requirement is to explain both the risks, and the management of the risks, associated with the Treasury Management activities.

This strategy covers: -

- The current Treasury position.
- The expected movement in interest rates.
- The Council's borrowing and debt strategy.
- The Council's investment strategy (in compliance with ODPM guidance).
- Local Treasury Management Indicators. (set out in Appendix A)

Current Treasury Position

3.5 The Council's detailed Treasury position is highlighted in the following table:-

<i>Actual</i>	<i>Actual 31.03.05 £m</i>	<i>Average Rate %</i>	<i>Estimate 31.03.06 £m</i>	<i>Average Rate %</i>
FIXED RATE DEBT				
Public Works Loan Board				
Annuity	2.56	8.60	0.98	7.22
Maturity	15.93	7.16	17.37	6.33
Other Loans				
Annuity	0.49	8.29	0.33	7.80
	18.98	7.39	18.68	6.40
INVESTMENTS				
Various Banks & Building Societies	(14.59)		(25.00)	
NET BORROWING	4.39		(6.32)	

3.6 As the above table shows, loan debt is expected to fall slightly during the current year from £18.98m to £18.68m but significantly the average rate of interest on that debt is anticipated to fall by around 1% as a result of some significant and timely debt rescheduling.

Expected Movement in Interest Rates

3.7 The Council employs Butlers as its Treasury Management Consultants, to advise on the Treasury Strategy, to provide economic data and interest rate forecasts, to assist in planning and reduce the impact of unforeseen adverse interest rate movements.

3.8 In Butlers view, a return to below 2% inflation is anticipated in the relatively near future, as a result of reduction in raw material costs. However, this fall is not expected to be sufficient to deliver a sharper drop in prices, nor a major change in Government monetary policy.

- 3.9 The key factor in the economy and the consequences for inflation is the behaviour of consumers' expenditure in the closing stages of 2005. Initial evidence suggests that there was some recovery in consumer spending but not of a scale to remove prospects of an interest rate cut in 2006.
- 3.10 As a result of the above economic forecast, Butlers see the expected movement in interest rates as follows:-

	<i>Average Base Rate (%)</i>
2004/05 (Actual)	4.6
2005/06	4.6
2006/07	4.3
2007/08	4.5
2008/09	4.8

This anticipates that the current Bank of England base rate, which stands at 4.5% (and has been at that level since August 2005) will fall to 4.25% before the end of March 2006. They are expected to remain at this level before returning to the 4.5% level in the closing stages of 2006/07.

Borrowing and Debt Strategy

- 3.13 The Prudential Code frees Local Authorities from central controls over the level of their borrowings. Previously, borrowing allocations issued by Government were used to control each authority. In recent years the Council has not needed to incur additional borrowing to finance the capital programme, instead utilising capital receipts, external grants and contributions and funding directly from revenue. However, the introduction of the Prudential Code creates an opportunity to consider alternative means of funding the capital programme, as long as they are affordable, prudent and sustainable.
- 3.14 Any financing costs of increased borrowing or leasing will have to be met within existing revenue budgets and therefore the Council will need to continue to take a prudent and cautious approach to its borrowing and debt strategy. This will include taking advice on the movement in interest rates and the relative costs of the alternative forms of capital financing.
- 3.15 Debt restructuring opportunities will continue to be examined to reduce the Councils long term financing costs. Rates will be continually monitored throughout the year in order to take advantage of any opportunity in favourable movements.

Investment Strategy 2006/07

- 3.16 The ODPM issued investment guidance in March 2004 which applies to the financial year 2004/05 onwards. In common with the relaxation of borrowing controls in the prudential system, the more flexible guidance replaces the former detailed prescriptive regulations.
- 3.17 The key intention of the guidance is to maintain the current requirement for Councils to invest prudently, and that priority is given to security and liquidity before yield. In order to facilitate this objective, the guidance requires the

Council to have regard to the CIPFA publication Treasury Management in the Public Services: Code of Practice and Cross Sectoral Guidance Notes. This Council adopted the Code in December 2002, subsequently revised by Council in September 2005, and will apply its principles to all investment activity.

- 3.18 This annual investment strategy states which investments the Council may use for the prudent management of its balances during the financial year under the heading of specified and non-specified investments. These are explained and listed in Appendix B along with proposed criteria for specified and non-specified investments.
- 3.19 The credit rating of counterparties (banks and institutions that the Council is prepared to invest in) will be monitored on a regular basis. The Council receives credit rating advice from Butlers on a daily basis and when ratings change, and counterparties are reviewed on an ongoing basis.
- 3.20 In the normal course of the Council's cashflow it is expected that both specified and non-specified investments will be utilised as both categories allow for short term investments. The Council will maintain a minimum of £5m of investments in specified investments to provide it with the flexibility to meet any short term cash outflows.
- 3.21 The use of longer term investments (greater than 364 days) will fall in the non-specified investment category. These instruments will only be used when the Council's investment requirements are safeguarded and therefore only organisations with a high security rating will be used for these investments.

Risk Issues

- 3.22 Expectations are that shorter term interest rates, on which investment decisions are based, will remain relatively stable during 2006/07. The Council's investment decisions are based on comparisons between the rises priced into market rates against the Council's and Butlers own forecasts. It is likely that investment decisions will be for longer periods with fixed investment rates to lock into good value and security of return. The Director of Resources, using delegated powers, will undertake the most appropriate form of investments depending on the prevailing interest rates at the time, taking into account the risks shown above.

Local Treasury Management Indicators

- 3.23 The Local Code requires the Council to set performance indicators to assess the adequacy of the Treasury Management function over the next three years. These are distinct historic indicators, as opposed to the Prudential Indicators, which are predominantly forward looking.

	2006/07 %	2007/08 %	2008/09 %
DEBT			
Average Rate Movement Year on Year	- 0.2	- 0.2	- 0.2
INVESTMENTS			
Return compared with the 7 day LIBID Rate	+ 0.1	+ 0.1	+ 0.1

3.24 In effect, what these performance indicators mean is that we plan to manage our affairs so that the average rate of interest paid on external borrowings will fall by 0.2% per annum over the next three years, whilst our investment returns will exceed the industry standard benchmark (the 7 day LIBID rate) by 0.1%. Actual performance against these indicators will be reported in the respective Annual Reports for those years.

Prudential Indicators and Limits 2006/07 to 2008/09

3.25 The Prudential Code sets out a framework of self-regulation of capital spending, in effect allowing Councils to invest in capital projects as long as they are affordable, prudent and sustainable. The Prudential Code came into force in 2004/05.

3.26 In general terms, the Council complies with the Prudential Code by:

- Having medium term plans (Medium Term Financial Plan, Corporate Capital Strategy, Revenue and Capital Budgets);
- Having plans to achieve sound capital investment (Capital Strategies, Capital Project Appraisals and Asset Management Plans);
- Complying with the Treasury Management Code of Practice.

3.27 To support capital investment decisions the Prudential Code requires the Council to agree and monitor a number of Prudential Indicators. The purpose of the indicators is to provide a framework for capital expenditure controls. It highlights through the indicators the level of capital expenditure, the impact on borrowing and investment levels and the overall controls in place to ensure that spending remains affordable, prudent and sustainable.

The specific indicators that Council is asked to approve are shown in Appendix A alongside the Treasury Management Indicators.

4.0 RESOURCE IMPLICATIONS

4.1 The financial implications have been summarised at each stage of this report and have been taken into account in the preparation of the Budget Framework 2006/07 and the Medium Term Financial Plan 2006/07 to 2008/09.

5.0 CONSULTATION

5.1 Consultation on the spending proposals contained in the Budget Framework 2006/07 has been comprehensive, which includes involvement of the Council's Overview and Scrutiny Committees. The Council Taxpayer's Forum and Tenants Focus Group have also been consulted on proposals contained in the Budget Framework 2006/07. The Council's treasury consultants have also been consulted in the preparation of this Treasury Strategy.

6.0 OTHER MATERIAL CONSIDERATIONS

6.1 Links to Corporate Objectives/Values

The proposals contained in the report support the Council's corporate value of being responsible with and accountable for public finances. The Council's Treasury Management Strategy supports the effective management of its debt and investment portfolio within a framework that ensures that it is responsible for public finances. The reporting of this strategy and the requirement to obtain formal approval for its implementation demonstrates accountability.

6.2 Risk Management

Treasury management activities are comprehensively governed by professional codes of practice and regulations surrounding borrowing and debt management. The Council approved a revised code of treasury management practices in September 2005, which provides full details of how risk is assessed, managed and mitigated. In particular, Treasury Management Practice 1 (TMP1) deals specifically with the design, implementation, and monitoring of arrangements for identification, management and control of treasury management risk, which will govern the implementation of this strategy.

6.3 Health and Safety

There are no significant health and safety implications arising from this report.

6.4 Equality and Diversity

There are no significant equality and diversity issues arising from this report.

6.5 Legal and Constitutional

Arrangements surrounding the management and reporting of the Council's treasury management activities are contained in the Council's constitution and this report complies with those requirements. No new implications are identified in this report.

7.0 OVERVIEW AND SCRUTINY IMPLICATIONS

7.1 As mentioned above, full consultation and engagement on the Council's budget proposals has been made with all three Overview and Scrutiny Committees.

Contact Officer: Brian Allen (Director of Resources)
Telephone: 01388-816166 ext. 4003
E-mail: ballen@sedgefield.gov.uk

BACKGROUND PAPERS

1. CIPFA Code of Practice on Treasury Management.
2. Local Code of Treasury Management Activities – Report to Council, December 2002
3. Prudential Code for Capital Finance in Local Authorities.
4. Review of the Local Code of Treasury Management Practice – Report to Council, 30.09. 2005
5. Budget Framework 2006/07 – Report to Cabinet 12.01.2006.

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 S151 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"/>

TREASURY MANAGEMENT INDICATORS

The purpose of these Prudential Indicators is to contain the activity of the Treasury Management function within certain limits, thereby reducing the risk or likelihood of an adverse movement in interest rates or borrowing decisions, impacting negatively on the Council's overall financial position. Four Prudential Indicators are required under this category:-

Upper Limits on Fixed Interest Rate Exposure

This indicator provides the range within which the authority will manage its exposure to fixed rates of interest.

Upper Limits on Variable Interest Rate Exposure

This indicator provides the range within which the authority will manage its exposure to variable rates of interest.

Maturity Structure of Fixed Borrowing

This indicator measures the amount of fixed rate borrowing maturing at each period expressed as a percentage of total borrowing at fixed rate at the start of each period.

Maximum Principal Sums Invested for more than 1 year

The purpose of this indicator is to contain the exposure to the possibility that loss might arise as a result of seeking early repayment or redemption of sums invested, or exposing public funds to unnecessary or unquantified risk.

The Council is asked to approve these indicators, which have been calculated as follows:

<i>Treasury Indicators</i>	<i>2006/07 to 2008/09 % of debt</i>
Upper Limits on Fixed Interest Rates	100
Upper Limits on Variable Interest Rates	50
Maturity Structure of Fixed Borrowing	
Under 12 months	50
12 months to 2 years	50
2 years to 5 years	50
5 years to 10 years	50
10 years and above	100
Upper Limit on Principal Sums Invested for more than 1 year	75

CAPITAL EXPENDITURE AND THE CAPITAL FINANCING REQUIREMENT

Capital Expenditure

This indicator shows the overall capital spending plans of the Council over the medium term and reflects planned investment levels in line with the Medium Term Financial Plan. The actual capital expenditure that was incurred in 2004/05 and the estimates of capital expenditure to be incurred for the current and future years that are recommended for approval are:

<i>Capital Expenditure</i>	<i>2004/05 Actual</i>	<i>2005/06 Est Outturn</i>	<i>2006/07 Budget</i>	<i>2007/08 Estimated</i>	<i>2008/09 Estimated</i>
	<i>£'000</i>	<i>£'000</i>	<i>£'000</i>	<i>£'000</i>	<i>£'000</i>
Housing	8,569	7,000	7,800	7,800	7,200
Non-Housing	3,395	12,803	7,850	8,000	8,000
Total	11,964	19,803	15,650	15,800	15,300

Capital Financing Requirement (CFR)

This figure represents the Council's underlying need to borrow for a capital purpose, and the change year on year will be influenced by the capital expenditure in the year and how much of this is supported directly through grants, contributions and capital receipts. The CFR is essentially a replacement of the current 'credit ceiling' mechanism, which is also a measure of underlying borrowing need.

The Council's expectations of the CFR in the next three years that Council is asked to approve are as follows:

<i>Capital Financing Requirement</i>	<i>2004/05 Actual</i>	<i>2005/06 Est Outturn</i>	<i>2006/07 Budget</i>	<i>2007/08 Estimated</i>	<i>2008/09 Estimated</i>
	<i>£'000</i>	<i>£'000</i>	<i>£'000</i>	<i>£'000</i>	<i>£'000</i>
Housing	9,043	9,714	9,927	10,140	10,340
Non-Housing	10,178	9,771	9,380	9,005	8,645
Total CFR	19,221	19,485	19,307	19,145	18,985

LIMITS TO BORROWING ACTIVITY

Net Borrowing

The first key control over the Council's activity is to ensure that over the medium term net borrowing will only be for a capital purpose. The Council needs to ensure that net external borrowing does not, except in the short term, exceed the CFR in the preceding year plus the estimates of any additional capital financing requirement for the following three years.

Notwithstanding the above, there is currently a gap between the CFR and Gross Borrowing and the Director of Resources will consider limited borrowing opportunities within this narrow band where it is in the Council's financial interests.

The Council is asked to approve the following borrowing limits, which take into account current commitments, existing plans and the proposals in the Budget Framework:-

<i>Net Borrowing</i>	<i>2004/05 Actual</i>	<i>2005/06 Est Outturn</i>	<i>2006/07 Budget</i>	<i>2007/08 Estimated</i>	<i>2008/09 Estimated</i>
	<i>£'000</i>	<i>£'000</i>	<i>£'000</i>	<i>£'000</i>	<i>£'000</i>
Gross Borrowing	18.980	18.680	18.640	18.600	18.556
Investments	(14.590)	(25.000)	(20.000)*	(28.000)	(27.000)
Net Borrowing	4.390	(6.320)	(1.360)	(9.400)	(8.444)

* in accordance with the risk assessment of the Budget Framework 2006/07, no budgetary provision has been made for significant capital receipts arising from housing land sales in 2006/07 that would lead to additional investment income in that year. Investments held at the end of 2006/07 therefore show a reduction reflecting the use of existing 'earmarked housing capital receipts' to finance special regeneration initiatives during the year.

A further two prudential indicators control the overall level of borrowing: **Authorised Limit** and the **Operational Boundary**. These limits separately identify borrowing from other long-term liabilities such as finance leases.

Authorised Limit

This represents the limit beyond which borrowing is prohibited and reflects the level of borrowing which, while not desired, could be afforded in the short term, but is not sustainable. It is the expected maximum borrowing need with some headroom for unexpected movements. This is a statutory limit that the Council must determine in accordance with Section 3(1) of the Local Government Act 2003.

The Council is asked to approve the following authorised limits:

<i>Authorised Limit</i>	<i>2004/05 Actual</i>	<i>2005/06 Est Outturn</i>	<i>2006/07 Budget</i>	<i>2007/08 Estimated</i>	<i>2008/09 Estimated</i>
	<i>£'000</i>	<i>£'000</i>	<i>£'000</i>	<i>£'000</i>	<i>£'000</i>
Borrowing	30,000	30,000	30,000	30,000	30,000
Long Term Liabilities	-	-	-	-	-
Total	30,000	30,000	30,000	30,000	30,000

Operational Boundary

This indicator is based on the probable external debt during the course of the year; it is not a limit and actual borrowing could vary around this boundary for short times during the year. It should act as an indicator to ensure that the authorised limit is not breached.

The Council is asked to approve the following operational limits:

<i>Operational Boundary</i>	<i>2004/05 Actual</i>	<i>2005/06 Est Outturn</i>	<i>2006/07 Budget</i>	<i>2007/08 Estimated</i>	<i>2008/09 Estimated</i>
	<i>£'000</i>	<i>£'000</i>	<i>£'000</i>	<i>£'000</i>	<i>£'000</i>
Borrowing	22,000	22,000	22,000	22,000	22,000
Long Term Liabilities	-	-	-	-	-
Total	22,000	22,000	22,000	22,000	22,000

AFFORDABILITY PRUDENTIAL INDICATORS

The previous sections cover the overall capital and control of borrowing prudential indicators, but within this framework prudential indicators are required to assess the affordability of the capital investment plans. These provide an indication of the impact of the capital investment plans on the Council's overall finances.

The Council is asked to approve the following indicators:

Ratio of Financing Costs to Net Revenue Stream

This indicator expresses the amount of interest payable on external debt and other debt management expenses (i.e. financing costs) as a proportion of the amount of income received from Government and local taxpayers (i.e. net revenue stream). The definition of net revenue stream for the HRA is based on the statutory definition which incorporates charges to the account under Part 4 of the Local Government and Housing Act 1989.

<i>Financing Costs to Net Revenue Stream</i>	<i>2004/05 Actual</i>	<i>2005/06 Est Outturn</i>	<i>2006/07 Budget</i>	<i>2007/08 Estimated</i>	<i>2008/09 Estimated</i>
Housing	31.9%	32.4%	49.0%	46.7%	46.1%
Non-Housing	5.6%	-1.0%	-2.2%	-1.8%	-1.4%

Incremental Impact of Capital Investment Decisions on Council Tax and Housing Rents

As the Council's capital programme is financed by Government allocations, external funding from partners, and from the Council's own resources, such as capital receipts, there is no requirement for the Council to borrowing to finance its capital investment over the medium term. As a consequence there are no additional financing charges to be absorbed by both the General Fund and Housing Revenue Accounts over this period. This is reflected in the following two indicators, which show the impact on Council Tax and Housing Rents.

This indicator identifies the impact of the Council's General Fund Capital Programme on revenue budgets and is expressed in terms of Band D Council Tax.

<i>Incremental Impact of Capital Programme</i>	<i>2006/07 Proposed Budget</i>	<i>2007/08 Projection</i>	<i>2008/09 Projection</i>
Council Tax at Band D	£0.00	£0.00	£0.00

Similar to the Council Tax calculation this indicator identifies the impact of the Housing Capital Programme on revenue budgets, expressed in terms of weekly rent levels.

<i>Incremental Impact of Capital Programme</i>	<i>2006/07 Proposed Budget</i>	<i>2007/08 Projection</i>	<i>2008/09 Projection</i>
Weekly Housing Rent	£0.00	£0.00	£0.00

ANNUAL INVESTMENT STRATEGY
Schedule of Specified and Non-Specified Investments

Specified Investments

These investments are sterling dominated of not more than one-year in maturity, or those which could be for a longer period but where the Council has a right to be paid within 12 months if it wishes. These are low risk assets where the possibility of loss of principal or investment income is negligible.

Specified Investment Category	Credit Rating	Max Period
UK Government – including Debt management Office, UK Treasury Bills or gilts with less than one year to maturity	High security. No Credit rating criteria needed.	1 year
Supranational Bonds – 1) issued by a financial institution that is guaranteed by the UK 2) multi lateral development bank bonds aimed at economic development (e.g. European Investment Bank)	High security. No Credit rating criteria needed	1 year
Local Authority, Parish or Community Council	High security. No Credit rating criteria needed	1 year
Money Market Funds (Investment Schemes)	AAA rating by Fitch, Moody's and Standard and Poors	1 year
Highly Credit Rated Body – investments made with a bank/building society from the Council's counterparty list	Short term rating of at least F1 (or equivalent)	1 year

Non - Specified Investments

Non –specified investments are any other type of investment (i.e. not defined as specified investments above). The identification and rationale supporting the selection of these other investments and the maximum limits to be applied are set out below.

Non -Specified Investment Category	Limit (£)
Supranational Bonds greater than 1 year to maturity – 1) issued by a financial institution that is guaranteed by the UK 2) multi lateral development bank bonds aimed at economic development (e.g. European Investment Bank)	£15m
Gilt edged securities greater than 1 year to maturity – Government bonds providing the highest level of security.	£15m
Building Societies not meeting the basic security requirements under the specified investments – the Council may use such building societies which have a minimum asset size of £200m .	£15m
Any Bank or Building Society that has a minimum long term credit rating of A- for deposits of greater than one year (including forward deals in excess of one year from inception to repayment)	£15m
Any Non rated subsidiary of a credit rated institution included in the specified investment category. These institutions will be included as an investment category subject to a guarantee from the parent company.	£3m
Share capital or loan capital in a body corporate – the use of these instruments will count as capital expenditure and will be an application of capital resources. Revenue resources will not be invested in corporate bodies.	£3m

Item 7

REPORT TO CABINET

16 February 2006

REPORT OF DIRECTOR OF NEIGHBOURHOOD SERVICES

Regeneration Portfolio

PLANNING SECTION PROCUREMENT OF DOCUMENT IMAGING SYSTEM

1 Summary

- 1.1 On 29 September 2005, Cabinet approved the procurement of a Document Imaging System through Planning Delivery Grant funding. This will assist in modernising the Planning Service by improving accessibility to planning information by both officers and the public, moving the authority forward with respect to e-Government and improve the office environment by removing large filing cabinets necessary for the storage of paper files.
- 1.2 Anite currently provide a Document Imaging System for Benefits and Council Tax. Other departments are considering systems to provide a similar service. The Head of ICT suggests that departments do not purchase separate Document Imaging System but utilise a tried and tested existing service provider facilitating ease of maintenance etc. Procuring a system from Anite will therefore result in financial and operational savings.

2 Recommendation

- 2.1 That the Director of Neighbourhood Services enters into negotiation with Anite to procure a Document Imaging System for the Planning Service in accordance with procurement procedure rules.

3 Document Imaging Systems

Background

- 3.1 A Document Imaging System is necessary in order for the Planning Services to transform the way it manages and retrieves planning application documents. Documents will be professionally scanned and indexed by an external service and made accessible to officers and the public through the imaging system. The system has many benefits including:
- a) Planning documents would be managed and retrieved in a sophisticated and more efficient way and made accessible to both officers and the public.
 - b) The office environment would be improved by the removal of filing cabinets. This would increase office space and provide greater floor area for additional staff.
 - c) It will assist in the Council's desire to move forward with the e-Government agenda.

Key Content

- 3.2 Anite are an existing supplier delivering document imaging requirements to Benefits and this is shortly to expand to include Council Tax. The Head of ICT would recommend that we adopt the same tried and tested system rather than another supplier with the additional resource and financial implication that would entail.
- 3.3 There are benefits both financially and operationally in adopting Anite for Document Imaging System. The actual hardware (server) and processes are already in place, for example the courier service for delivering document. Planning would simply "piggy-back" their system and processes onto the existing one. One system would assist in more corporate, joined-up service delivery.

Corporate Policy Implications

- 3.4 A Document Imaging System would assist in delivering Key Actions in the Corporate Plan including:
- Providing a high quality, efficient and customer-focused planning service.
 - Achieve continuous improvement and innovation in service delivery. The system has already demonstrated a significant improvement in the Benefits Section performance and it is believed the Planning Service could achieve similar improvements by reducing process times, improving overall performance (BV109), improved public access and also a possible administrative saving which could contribute to further service improvements and customer care.

4 Resource Implications

- 4.1 The cost of the system will be in the order of £32,000, which although comparable to another system supplier, company x (£38,000), the back-scanning costs are substantially lower (£3.50 per file compared to £11 per file) and the day-to-day scanning service of current files is also substantially lower (approximately £3 per file compared to £23 per file). In addition ICT are already familiar with the system and have the necessary infrastructure in place. The impact would be minimum compared to setting up a completely new system with a new supplier and it is therefore considered that the Anite solution represents best value. The full cost of the system and back scanning can be accommodated within the capital element of the Planning Delivery Grant. Annual costs for the day-to-day scanning service are estimated to be in the order of £8K. Initially it is anticipated that Planning Delivery Grant will cover this additional cost with predicted increases in Planning fees offsetting fallout by 2008/09.

5 Consultations

- 5.1 No external consultation has taken place.

6 Other Material Considerations

- 6.1 The Corporate Plan sets out the authority's Ambitions and Community Outcomes. Improving towns, villages and the countryside is a fundamental outcome to achieving an Attractive Borough. Specifically, the plan aims to provide a high quality, efficient and customer focussed Planning Service that supports sustainable improvement of the built and natural environment. The department's Business Plan, the Section Service Improvement Plan and Actions Plans underpin this aim.

6.2 Risk Management

The Key risk associated relates to the future of the Anite Document Imaging System and the corporate solutions. A new corporate system would need to be compatible with the Anite system to ensure effective communication between all departmental systems.

6.3 Health and Safety

There are no additional health and safety implications over and above those for existing staff of the Borough Council.

6.4 Sustainability

An effective Document Imaging System can contribute to an improved Planning Service, improving towns and villages and the countryside, contributing to the sustainability of communities.

6.5 Information Communications Technology

The Head of ICT recommends that we adopt the same tried and tested system rather than another supplier to facilitate a more effective maintenance and back-up service.

Equality and Diversity

Full account will be taken of the Borough Council's obligation to promote equality and diversity in the proposals.

6.6 Crime and Disorder

The provision of a Document Imaging System will assist in the Council's duty under Section 17 of the Crime and Disorder Reduction Act 1998 by enabling easier access to plans for consideration by the Police advisor with respect to safe by design.

6.7 Human Rights

There are no immediate Human Rights issues contained within the report.

6.8 Social Inclusion

There are no immediate Social Inclusion issues.

7 Overview and Scrutiny Implications

7.1 None

8 List of Appendices

8.1 None

Contact Officer: Lyn Smith
Telephone No: (01388) 816166 ext 4328
Email Address: lssmith@sedgefield.gov.uk

Ward(s)

None

Background Papers

Planning Delivery Grant Cabinet Report, 29th September 2005

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"/>

SEDGEFIELD BOROUGH COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE 3

SCRUTINY REVIEW

REGENERATION OF NEIGHBOURHOODS

WITH OLDER PRIVATE SECTOR HOUSING

Report of the Review Group

Members of the Review Group

Councillor R.A. Patchett (Chairman)

Councillor B.F. Avery

Councillor G.C. Gray

Councillor J.E. Higgin

Councillor B.M. Ord

Councillor Mrs. C. Sproat

C O N T E N T S

		<u>Page(s)</u>
1.	Chairman's Introduction	1
2.	Summary	2 - 3
3.	Main Findings	4 - 9
4.	Conclusions	10
5.	Recommendations	11

Further information on this review can be obtained from:
Alan Crawford, Scrutiny Support Officer Tel: (01388) 816166 ext. 4362
e mail: alancrawford@sedgefield.gov.uk

1. Chairman's Introduction

The Sustainable Communities Plan and Northern Way Growth Strategy aim to create sustainable communities – places where people want to live – that promote opportunity and a better quality of life for all. Sedgefield Borough Council can play a major part in this process and has prioritised this objective in its Community Strategy and Corporate Plan. The Review Group has sought to examine the particular issues surrounding older private sector housing (principally pre-1919 properties) within the Borough to determine what has been done to date and what can be achieved in the future. Following a detailed review, a number of recommendations have been made for consideration by Cabinet.

The review has been carried out by a small group of Councillors, supported by officers from the Council's Democratic Services. Officers from Neighbourhood Services and Regeneration provided the detailed information for the review.

I would like to thank all who have contributed to the review exercise and look forward to future developments arising from its conclusions and recommendations.

Councillor R.A. Patchett
Chairman of the Review Group

2. Summary

Membership of the Review Group

Councillor R.A. Patchett (Chairman) and

Councillors B. F. Avery, J.P., G. C. Gray, Mrs. J. Gray, J.E. Higgin,
B.M. Ord and Mrs. C. Sproat

Objective of the Review

To assess the impact of the Council's approach to Private Sector Housing within the context of the regeneration of neighbourhoods.

Contribution to the Council's Ambitions and Community Outcomes

The Council's Ambitions and Community Outcomes are shown in its Corporate Plan. This review contributes towards the Council's ambition of creating an attractive borough with strong communities. It also contributes to the associated community outcomes of improving towns, villages and the countryside and securing a range of quality affordable housing.

Process/Methodology

The Review Group gathered information and evidence as follows:-

- a) Through six meetings between November, 2004 and April, 2005.
- b) Through presentations by D. Scarr, the Council's Head of Community Services, I. Brown, the Council's Housing Strategy Manager and G Wood, the Council's Regeneration Manager.
- c) By questioning the above officers.
- d) By visiting areas of the Borough with older private sector housing.
- e) By considering the content of relevant Council policies and strategies.
- f) By speaking to residents and by Members of the Review Group feeding the views of residents of the identified priority areas into the review process.

Summary of Main Review Findings :

- **Problems associated with areas of older private sector housing are significant and must be addressed.**
- **The Council must take a lead in this issue.**
- **Solutions will include both capital-led and other interventions.**
- **Three priority areas within the Borough have been identified for action (at Dean Bank, Ferryhill, Ferryhill Station and (West) Chilton.**
- **Selective intervention will be needed in other areas.**
- **A number of measures are available to address the problems which have been identified.**
- **In view of resources required, the Council alone cannot resolve all relevant issues – other agencies must also be involved.**
- **Partnership working will be key to delivering change in these communities.**
- **The Master Plan which is being developed is fundamental to delivering the Council's objectives.**
- **The end result must be sustainable communities.**

Recommendations to Cabinet

1. That the Council's commitment to acting as the lead agency in regeneration of neighbourhoods with older private sector housing be re-affirmed, together with the selection of three areas (at (West) Chilton, Ferryhill Station and Dean Bank, Ferryhill) for priority action through the delivery of the Master Plan for the areas.
2. That a project timetable be included in the Master Plan and that this be used to monitor the delivery of the Regeneration of the Priority Areas.
3. That selective intervention is undertaken in other areas, as appropriate, to address problems associated with older private sector housing in those areas.
4. That, in view of the resources required, the Council engages at a sub-regional level with agencies such as the Durham Coalfields Housing Renewal Partnership, Government Office North East and English Partnerships to examine all possible additional investment and funding opportunities.
5. That as there is a range of solutions available to address relevant issues, the most appropriate solution should be identified in each case - with the overall aim of ensuring that the outcome is a sustainable and viable community.
6. That any households displaced by regeneration programmes are offered, as far as is possible, the housing solution most appropriate to their needs.
7. That the Council ensures, as far as it can, that any future housing developments resulting from the regeneration of neighbourhoods contain a mix of affordable family housing as well as a social housing element.
8. That residents and stakeholders affected by regeneration programmes are consulted and kept informed at all stages of the process.
9. That the Council uses all its available powers to achieve these objectives (including use of group repair schemes to improve homes; use of compulsory purchase to acquire and clear blocks of redundant properties; use of planning and environmental health powers to tackle empty buildings and derelict sites; and consideration of the adoption of selective licensing of private landlords.
10. That the Council works with other partners, such as the Police and County Council to effectively exercise the powers at 10. above.
11. That links are established with other programmes via Neighbourhood Management, to address issues of crime, anti-Social behaviour, joblessness, low educational achievement etc.

4. Main Findings

Background

The Council's Local Neighbourhood Renewal Strategy highlights that despite prime economic advantages afforded by its location, Sedgefield Borough has been unable to recover from restructuring in its traditional industries and still suffers from relatively high levels of deprivation. Three quarters of the Borough's population reside in areas that are within the 25% most disadvantaged wards in the country, as identified through the Index of Multiple Deprivation 2000. This index measures disadvantage across a range of indicators – including employment, income, education, health, housing and access to services. Issues associated with older private sector housing (generally identified as being pre-1919 properties) have exacerbated and worsened some of these problems.

Particular problems include :-

- Ageing housing stock which has suffered from years of under-investment
- Large numbers of empty dwellings
- Low property values
- Generally poor housing quality
- Declining interest in the owner/occupied market in the area
- An increasing number of properties coming onto the market. This has created an over-supply and a growing private rented sector.
- Issues of anti-social behaviour have become of great concern.

What is the Council doing to address these issues?

In accordance with the Sustainable Communities Plan 2002, and subsequent changes to the Housing Investment Programme, the Council must take a significant lead in regenerating neighbourhoods with older private sector housing.

In 2003 the County Durham Coalfields were identified as a priority for inclusion in the first Regional Housing Strategy.

Priority areas have been agreed by the Council and stakeholders at :-

- Dean Bank, Ferryhill
- Ferryhill Station
- Chilton West

A master planning exercise (due for completion in Summer 2005) is currently underway. This will produce a development framework for the priority communities.

Although it is accepted that a number of new initiatives will be needed to address the issues which have been identified, there are also existing strategies which can be used to deliver the Council's objectives. These include :

- a) The Neighbourhood Renewal Strategy
- b) The Housing Strategy

The Council has also taken steps to ensure that it *understands its communities*. This has been done by :-

- Identifying communities at risk
- Recognising that not all communities will need the same level of intervention
- Monitoring communities in recognition that the housing market changes over time and that early intervention may be necessary

Steps have been taken to measure the vitality and viability of communities to ensure that resources are targeted effectively and that early intervention can be made, where necessary. The following indicators are measured :

- House prices – as an indicator of how an area is perceived.
- Number of houses for sale.
- Visual and environmental appearance of an area, if an area looks run down then it probably is.
- Physical condition of the housing stock
- Balance of housing tenure – particularly the number of private landlords
- Levels of abandonment.
- Levels of deprivation across a range of factors
- Levels of crime – particularly “signal crimes”, which include graffiti, vandalism, abandoned vehicles and illegal dumping and which - if not addressed - can lead to worsening crime levels in general.
- Levels of anti-social behaviour
- Residents perception of their community.

Who monitors these factors?

- Working Groups
- Crime and Disorder Reduction Partnership
- Members
- Officers
- Residents
- Other stakeholders

Tools which can be used to sustain a community

These do not always need to be capital funding-led and can include measures such as the use of Neighbourhood Wardens, focused activity to tackle anti-social behaviour and signal crimes and joint working with the Police to tackle crime and fear of crime. The Council can also use environmental health and planning powers to tackle high profile abandoned buildings or sites.

The Review Group found that particular issues relate to areas with high levels of private landlords, especially in the case of “absentee” landlords. It is anticipated that powers will shortly become available to local authorities to license private landlords. It is hoped that this measure will address some of the particular issues relating to this problem. Neighbourhood Management proposals will also be considered by Cabinet and may assist in addressing some of the issues which have been identified.

Resources

Given the scale of the problems associated with the regeneration of older areas of private sector housing, the efficient and effective use of resources is a key issue. In order to make the best possible use of available resources, the following can be used :

- Bending main stream funding (Revenue Services and Capital funding)
- Capital Receipts Initiative
- External funding options
- Partnership funding
- SPV (“Special Purpose Vehicle”) resources, if developed

Solutions will involve a mix of capital and other interventions, including selective clearance, refurbishment of housing, dealing with abandoned buildings and sites, neighbourhood management, licensing of private landlords, etc.

Given the level of resources required, the Council alone cannot address and resolve all relevant issues. It is imperative that work is undertaken at a regional and sub-regional level to involve other agencies and bodies in order to maximise funding and investment opportunities. This will involve agencies such as Government Office North East, the Durham Coalfields Housing Partnership and English Partnerships.

Intervention and measures of success

Timely intervention is important and should ideally occur before an area deteriorates significantly – measures described earlier should be used as indicators of when action is necessary. It is important that residents and other stakeholders are engaged in this process. This is particularly so where residents may be displaced by a regeneration scheme. There are several particular issues concerning owner occupiers in this situation. These include problems associated with low house values, negative equity and difficulties in obtaining mortgages in some cases.

Various other tools can be used to achieve the Council’s objectives, including:-

- a) Neighbourhood Wardens
- b) Focused activity to tackle anti-social behaviour and signal crimes
- c) Joint working with the Police to tackle fear of crime and crime – including projects such as the StreetSafe initiative
- d) Building community capacity for communities to deal with issues themselves

- e) Use of Environmental Health and Planning powers to tackle high profile abandoned buildings and sites.
- f) Use of new powers to tackle vacant housing
- g) Selective licensing of private landlords
- h) Neighbourhood management initiatives.

Following intervention there are a number of measures which can be used to determine levels of success. Of these the key indicators are house prices and rates of occupation. In addition to these indicators, reduced levels of deprivation and improvements in visual amenity can also be measured, together with community perceptions of the area, reduced crime (and signal crimes) anti-social behaviour and fear of crime.

Partnership working

Effective delivery of the various initiatives will require partnership working. This should involve local communities, residents associations, town and parish councils and various bodies and organisations, including funding bodies, Government agencies and the Police. It will also be important to engage all stakeholders in the process.

5. Conclusions

- The Council has a key role to play in the regeneration of areas of older private sector housing.
- Issues associated with this type of housing are most prevalent in Chilton (West), Ferryhill Station and Dean Bank, Ferryhill. The Council has previously agreed these as priority areas for action.
- Selective intervention will be needed in other areas of private sector housing. In addition to the three priority areas, other areas will also require some support.
- In addition to new initiatives which are developed, there are existing strategies which can be used to deliver the Council's objectives.
- Various other tools can be used to achieve the Council's objectives.
- Ongoing monitoring of relevant indicators is required to ensure timely intervention in the future and appropriate action at the present time.
- In view of the resources required, the Council alone cannot address and resolve the issues associated with older private sector housing in the Borough. Other agencies and bodies must also be involved.
- Solutions will include a mix of capital and other interventions.
- Effective delivery of the various initiatives requires partnership working and engagement with local communities, residents associations, town and parish councils and both public and private sector bodies and organisations.
- The Master Plan which is currently being developed is a key element in delivering the Council's objectives.
- Housing market failure is linked to indicators of deprivation (e.g. crime, anti-social behaviour, health). These must also be addressed.
- Innovative procurement solutions through working in partnership will also be required.
- Local residents and stakeholders must be consulted and kept informed in the regeneration process.
- The end result of any intervention should be viable and sustainable communities.

6. Recommendations

1. That the Council's commitment to acting as the lead agency in regeneration of neighbourhoods with older private sector housing be re-affirmed, together with the selection of three areas (at (West) Chilton, Ferryhill Station and Dean Bank, Ferryhill) for priority action through the delivery of the Master Plan for the areas.
2. That a project timetable be included in the Master Plan and that this be used to monitor the delivery of the Regeneration of the Priority Areas.
3. That selective intervention is undertaken in other areas, as appropriate, to address problems associated with older private sector housing in those areas.
4. That, in view of the resources required, the Council engages at a sub-regional level with agencies such as the Durham Coalfields Housing Renewal Partnership, Government Office North East and English Partnerships to examine all possible additional investment and funding opportunities.
5. That as there is a range of solutions available to address relevant issues, the most appropriate solution should be identified in each case - with the overall aim of ensuring that the outcome is a sustainable and viable community.
6. That any households displaced by regeneration programmes are offered, as far as is possible, the housing solution most appropriate to their needs.
7. That the Council ensures, as far as it can, that any future housing developments resulting from the regeneration of neighbourhoods contain a mix of affordable family housing as well as a social housing element.
8. That residents and stakeholders affected by regeneration programmes are consulted and kept informed at all stages of the process.
9. That the Council uses all its available powers to achieve these objectives (including use of group repair schemes to improve homes; use of compulsory purchase to acquire and clear blocks of redundant properties; use of planning and environmental health powers to tackle empty buildings and derelict sites; and consideration of the adoption of selective licensing of private landlords).
10. That the Council works with other partners, such as the Police and

County Council to effectively exercise the powers at 10. above.

11. That links are established with other programmes via Neighbourhood Management, to address issues of crime, anti-Social behaviour, joblessness, low educational achievement etc.

CABINET RESPONSE AND ACTION PLAN

		<u>Cabinet Response</u>		
<u>Review Recommendations</u>	<u>Agreed ?</u>	<u>Comments</u>	<u>Responsibility</u>	<u>Timescale</u>
1. That the Council's commitment to acting as the lead agency in regeneration of neighbourhoods with older private sector housing be re-affirmed, together with the selection of three areas (at (West) Chilton, Ferryhill Station and Dean Bank, Ferryhill) for priority action through the delivery of the Master Plan for the areas.				
2. That a project timetable be included in the Master Plan and that this be used to monitor the delivery of the Regeneration of the Priority Areas.				
3. That selective intervention is undertaken in other areas, as appropriate, to address problems associated with older private sector housing in those areas.				
4. That, in view of the resources required, the Council engages at a sub-regional level with agencies such as the Durham Coalfields Housing Renewal Partnership, Government Office North East and English Partnerships to examine all possible additional investment and funding opportunities.				

<u>Review Recommendations</u>	<u>Cabinet Response</u>		
	<u>Agreed ?</u>	<u>Comments</u>	<u>Responsibility</u>
5. That as there is a range of solutions available to address relevant issues, the most appropriate solution should be identified in each case - with the overall aim of ensuring that the outcome is a sustainable and viable community.			
6. That any households displaced by regeneration programmes are offered, as far as is possible, the housing solution most appropriate to their needs.			
7. That the Council ensures, as far as it can, that any future housing developments resulting from the regeneration of neighbourhoods contain a mix of affordable family housing as well as a social housing element.			
8. That residents and stakeholders affected by regeneration programmes are consulted and kept informed at all stages of the process.			

<u>Cabinet Response</u>				
<u>Review Recommendations</u>	<u>Agreed ?</u>	<u>Comments</u>	<u>Responsibility</u>	<u>Timescale</u>
9. That the Council uses all its available powers to achieve these objectives (including use of group repair schemes to improve homes; use of compulsory purchase to acquire and clear blocks of redundant properties; use of planning and environmental health powers to tackle empty buildings and derelict sites; and consideration of the adoption of selective licensing of private landlords.				
10. That the Council works with other partners, such as the Police and County Council to effectively exercise the powers at 10. above.				
11. That links are established with other programmes via Neighbourhood Management, to address issues of crime, anti-Social behaviour, joblessness, low educational achievement etc.				

This page is intentionally left blank

Item 9

SEDGEFIELD BOROUGH COUNCIL AREA 4 FORUM

Hackworth Suite,
Shildon Sunnydale Leisure
Centre

Tuesday,
17 January 2006

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 Mrs. D. Bowman	– Durham County Council
J. Johnson	– New Shildon Residents Association
C. Thompson	– New Shildon Residents Association
Councillor Mrs. A. Armstrong	– Sedgefield Primary Care Trust
K. Vasey	– Sedgefield Primary Care Trust
C. Wood	– Shildon Centre/Durham County Council
B. Carr	– Shildon Community Safety
C. Fletcher	– Shildon Community Safety
Inspector S. Ball	– Shildon Police
Sgt. S. Cowan	– Shildon Police
Councillor G. Swinbank	– Shildon Town Council
Councillor S. Bird	– Shildon Town Council
D. Sadler	– PPI Forum Sedgefield
C. Hind	– Local Resident

In

Attendance: A. Palmer and Mrs. G. Garrigan

Apologies:

Councillor H. Robinson	– Eldon Parish Council
Councillor J.M. Smith	– Sedgefield Borough Council
Councillor	– Sedgefield Borough Council
Mrs. I. Jackson Smith	
Councillor Mrs. L. Smith	– Sedgefield Borough Council
Councillor J. Thompson	– Shildon Town Council

AF(4)22/05 DECLARATIONS OF INTEREST
Members had no interests to declare.

AF(4)23/05 MINUTES
The Minutes of the meeting held on 15th November 2005 were confirmed as a correct record and signed by the Chairman.

AF(4)24/05 POLICE REPORT
Inspector S. Ball and Sergeant S. Cowan were present at the meeting to give details of the crime statistics for the area.

The crime statistics for the period from 16th November 2005 to 15th January 2006 were as follows:

Reported Incidents	782
Total crime	154
Arrests	61
Rowdy Nuisance Behaviour	221
Criminal Damage	70
Theft	47
Assault	20
Burglary	6
Vehicles stolen	9

It was reported that during the period, 28% of police time had been spent dealing with rowdy nuisance behaviour. It was noted that a substantial proportion of the incidents related to the throwing of snowballs at vehicles and dwellinghouses.

With regard to the six burglaries, five were in respect of commercial premises and the other was an empty house.

It was also reported that there had been two incidents of motorists driving away without paying for their petrol during the period.

With regard to theft, it was pointed out that a considerable amount of wheel trims had been stolen.

The Forum noted that approximately 50% of the reported assaults had taken place during the Christmas/New Year holiday period, however, there had been no serious assaults in any licensed premises.

Specific reference was made to Anti-social Behaviour Orders and the twelve year old boy whose photograph had appeared in a recent edition of 'The Northern Echo'. It was noted that officers from relevant agencies meet to discuss the proportion of publicity that should be applied to each case.

AF(4)25/05

SEDGEFIELD PRIMARY CARE TRUST

Councillor Mrs. A. Armstrong and Mrs. K. Vasey attended the meeting to give an update on local health matters.

It was reported that Primary Care Trusts across the country were to be re-configured following the publication of the document, "Commissioning a Patient-led NHS".

The preferred options for County Durham were as follows:

- ❖ A single County-wide PCT with Darlington included
- ❖ A single County-wide PCT with Darlington excluded

It was noted that a public meeting was to be held on Tuesday 24th January 2006 at 6.30 p.m. in Spennymoor Town Hall regarding the proposals.

It was reported that the Primary Health Care Trusts had only come into existence in 2002 and it was felt that it was too soon to change the structure.

Specific reference was made to the recent public meeting in Darlington that had been attended by the local MP, Chief Executive Officer, Director of Social Services, all of whom were in favour of retaining Darlington Primary Health Care Trust.

AF(4)26/05 SHILDON CENTRE

Christine Wood, Shildon Centre Manager, attended the meeting to give a presentation regarding the work undertaken by the Centre.

The Shildon Centre received financial support from Shildon Town Council (6%), Education in the Community (7%) and Durham County Council (87%). It was reported that Durham County Council was considering its long term ability to fund the Centre and may withdraw support from the end of March 2007. In the event of the funding being withdrawn, the Centre aimed to become an independent charitable trust.

Specific reference was made to the achievements of the Centre in 2005. It had received over 15,000 visits, answered 4,000 telephone enquiries, worked with over 50 local groups and organisations, provided 270 hours of free counselling for local people on self-referral and brought £41,500 of funding into the community for local groups.

The Forum's attention was drawn to the Shildon Centre Mini Bus Committee, a registered charity which aimed to provide, operate and maintain transport services for the use of charitable organisations, voluntary and community groups within the town for the purpose of social welfare, education and recreation. The scheme operated two mini buses, which were driven by 20 local volunteers who had been given appropriate training to the MIDAS standard. In the past year over 4,000 have travelled on over 500 journeys. The Shildon Centre provided the base for day-to-day bookings, volunteer support, secretariat banking and essential support to the Mini Bus Committee.

It was noted that in 2006 the Centre planned to raise funds for a new mini bus, develop the Shildon Toy Library, organise a community banner project, support the establishment of the Shildon Youth Network and the development of Shildon Parish Plan and the Community Partnership Board.

AF(4)27/05 LOCAL IMPROVEMENT PROGRAMME

A. Palmer, Head of Strategy and Regeneration was present at the meeting to give details of the above Programme.

It was explained that the Borough Council had received a substantial receipt from the sale of land and had agreed to use the money to support activities that fell within the Office of the Deputy Prime Minister's eligible expenditure definition of "Regeneration" and "Affordable Housing".

It was pointed out that the schemes to be advanced through the Local Improvement Programme would need to demonstrate the following:

❖ Conformity to the specified ODPM Regeneration and Affordable Housing Criteria

Affordable Housing – "the provision of dwellings to meet the housing needs and identified by the local authority, of persons on low incomes, whether provided by the local authority or a registered local landlord.....".

Regeneration – "any project for the carrying out of works or activities on any land where the land, or a building on the land, is vacant, unused, under-used, ineffectively used, contaminated or derelict: and the works or activities are carried out in order to secure the land or the building will be brought into effective use".

- ❖ Clear linkages to the delivery of the Council's Community Strategy and its key aims and planned outcomes
- ❖ Appropriate levels of community consultation and reference to any Local Community Appraisal
- ❖ Provision of sufficient level of detail in the project submissions to show a specific quantification of the benefits to be achieved by the investment and to explain the process by which the scheme would be delivered and over what time period
- ❖ How any recurrent or revenue funding implications would be managed
- ❖ Value for money should be clearly demonstrated to include match funding from other grant sources

Allocations were based on the local area's percentage share of households within the Borough. Area 4 locality would receive approximately £140,000 every year for the next three financial years. It was emphasised that there was no pressure to spend the allocated budgets within any one financial year as unspent money would be rolled forward into the next financial year and protected for that Area Forum.

It was reported that Area Forums along with Town and Parish Councils community and volunteers sectors stakeholders would be invited to consider schemes which would eligible for support under the Programme. A team of staff at Sedgefield Borough Council would support the development of schemes and would score applications against the criteria.

All applications that met the criteria would be submitted to the Area Forums for comment, however, the final decision on which schemes would proceed would be made by Sedgefield Borough Cabinet.

AF(4)28/05 QUESTIONS

Shildon Sunnydale Leisure Centre – Hackworth Suite

Concern was expressed regarding the proposal to extend the fitness suite on the first floor to incorporate space currently occupied by the second squash court and the Hackworth Suite.

Members of the Forum were of the opinion that the Hackworth Suite should remain as it was a popular venue for functions and meetings.

It was pointed out that there were very few meeting rooms in Shildon. The recent closure of the Daniel Adamson Coach House had resulted in a number of groups being forced to relocate in the town, which had proved very difficult.

It was also felt that the consultation exercise that had been undertaken did not adequately reflect the views of the users of the Hackworth Suite.

It was agreed that the Council's Director of Leisure Services be invited to a future meeting to give details of the redevelopment proposals.

AF(4)29/05 DATE OF NEXT MEETING

Tuesday 7th March 2006 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 Mrs. G. Garrigan Spennymoor 816166 Ext 4240 ggarrigan@sedgefield.gov.uk

This page is intentionally left blank

By virtue of paragraph(s) 7, 9 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 7, 9 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank