

CABINET

Thursday, 8 November 2007

10.00 a.m.

Conference Room 1,
Council Offices,
Spennymoor

AGENDA and REPORTS



This document is also available in other languages, large print and audio format upon request

العربية (Arabic)

إذا أردت المعلومات بلغة أخرى أو بطريقة أخرى، نرجو أن تطلب ذلك منا.

বাংলা (Bengali)

যদি আপনি এই ডকুমেন্ট অন্য ভাষায় বা ফরমেটে চান, তাহলে দয়া করে আমাদেরকে বলুন।

(中文 (繁體字)) (Cantonese)

如欲索取以另一語文印製或另一格式製作的資料，請與我們聯絡。

हिन्दी (Hindi)

यदि आपको सूचना किसी अन्य भाषा या अन्य रूप में चाहिये तो कृपया हमसे कहे

polski (Polish)

Jeżeli chcieliby Państwo uzyskać informacje w innym języku lub w innym formacie, prosimy dać nam znać.

ਪੰਜਾਬੀ (Punjabi)

ਜੇ ਇਹ ਜਾਣਕਾਰੀ ਤੁਹਾਨੂੰ ਕਿਸੇ ਹੋਰ ਭਾਸ਼ਾ ਵਿਚ ਜਾਂ ਕਿਸੇ ਹੋਰ ਰੂਪ ਵਿਚ ਚਾਹੀਦੀ, ਤਾਂ ਇਹ ਸਾਥੋਂ ਮੰਗ ਲਓ।

Español (Spanish)

Póngase en contacto con nosotros si desea recibir información en otro idioma o formato.

اردو (Urdu)

اگر آپ کو معلومات کسی دیگر زبان یا دیگر شکل میں درکار ہوں تو برائے مہربانی ہم سے پوچھیے۔

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 correct records the Minutes of the meetings held on 25th October 2007 (Pages 1 -2) and 1st November 2007 (to be circulated).

KEY DECISIONS

HOUSING PORTFOLIO

4. RESOURCING LARGESCALE VOLUNTARY TRANSFER - APPROVAL UP TO BALLOT

Report of Director of Housing. (Pages 3 - 10)

SOCIAL REGENERATION AND PARTNERSHIPS PORTFOLIO

5. COMMUNITY APPRAISALS IN SEDGEFIELD BOROUGH

Report of Assistant Chief Executive. (Pages 11 - 44)

MINUTES

6. HEALTHY BOROUGH WITH STRONG COMMUNITIES OVERVIEW AND SCRUTINY COMMITTEE

Minutes of meeting held on 23rd October 2007. (Pages 45 - 50)

7. ANY OTHER BUSINESS

Lead Members are requested to inform the Chief Executive or the Cabinet Secretary 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.

B. Allen
Chief Executive

Council Offices
SPENNYMOOR
31st October 2007

Councillor Mrs. A.M. Armstrong (Chairman)

Councillors Mrs. K. Conroy, V. Crosby, Mrs. B. Graham, A. Hodgson, Mrs. L. Hovvels, J.M. Khan, D.A. Newell 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

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Item 3

SEDGEFIELD BOROUGH COUNCIL CABINET

Conference Room 1,
Council Offices,
Spennymoor

Thursday,
25 October 2007

Time: 10.00 a.m.

Present: Councillor V. Crosby (Chairman) and

Councillors Mrs. K. Conroy, Mrs. B. Graham, A. Hodgson,
Mrs. L. Hovvels, J.M. Khan, D.A. Newell and W. Waters

In

Attendance: Councillors W.M. Blenkinsopp, Mrs. P. Crathorne, P. Gittins J.P.,
B. Haigh, Mrs. S. Haigh, D.M. Hancock, B. Lamb, Mrs. E.M. Paylor,
A. Warburton and T. Ward

Apologies: Councillor Mrs. A.M. Armstrong

CAB.85/07 DECLARATIONS OF INTEREST

No declarations of interest were received.

CAB.86/07 MINUTES

The Minutes of the meeting held on 11th October 2007 were confirmed as a correct record and signed by the Chairman.

**CAB.87/07 LOCAL IMPROVEMENT PROGRAMME - MAINSFORTH AND DISTRICT
COMMUNITY CENTRE IMPROVEMENTS**

The Lead Member for Social Regeneration and Partnership presented a report regarding a Local Improvement application from Mainsforth and District Community Association to renew the boiler and heating system in the community centre. (For copy see file of Minutes).

Members noted that the applicant had requested £75,830 of LIP funding which was 94% of the total capital project costs of £80,830.

The project met the Department for Communities and Local Government eligible 'regeneration' definition and demonstrated key links to the LIP criteria elements of the community strategy.

It had also been supported by Area 2 Forum at its meeting on 11th September 2007.

RESOLVED : *That the application for Local Improvement funds, based upon the information provided in the report, be approved.*

CAB.88/07 LOCAL IMPROVEMENT PROGRAMME - SEDGEMFIELD PARISH HALL PHASE 2 REGENERATION PROGRAMME

The Lead Member for Social Regeneration and Partnership presented a report regarding a Local Improvement application from Sedgfield Town Council to address problems regarding the acoustics in the Parish Hall, Sedgfield. (For copy see file of Minutes).

It was noted that an acoustics survey had been carried out as part of the Sedgfield Parish Hall Phase 1 LIP project in July 2007 and had identified a series of works needed to expand and safeguard the use of the Parish Hall. The works included: construction of a freestanding wall lining which would be resistant to the transmission of low frequency sound, ceiling and wall absorbers, a noise limiter device and work to the upstairs in the adjoining property to further reduce the noise transference.

The applicant had requested £80,000 of LIP funding which was 66% of the total capital cost of £119,500. The project met the Department for Communities and Local Government eligible 'regeneration' definition and demonstrated links to the key LIP criteria elements of the community strategy.

It had also been supported by Area 3 Forum at its meeting on 19th September 2007.

RESOLVED : That the application for Local Improvement funds based upon the information provided in the report be approved, subject to written conditions.

CAB.89/07 STRATEGIC LEADERSHIP OVERVIEW AND SCRUTINY COMMITTEE
Consideration was given to the Minutes of the meeting held on 9th October 2007. (For copy see file of Minute).

RESOLVED : That the Minutes be received.

CAB.90/07 AREA 5 FORUM
Consideration was given to the Minutes of the meeting held on 2nd October 2007. (For copy see file of Minute).

RESOLVED : That the Minutes be received.

Published on 26th October, 2007

These Minutes contain no Key Decisions and will be implemented immediately.

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@sedgfield.gov.uk

Item 4

KEY DECISION

REPORT TO CABINET

8th NOVEMBER 2007

DIRECTOR OF HOUSING

HOUSING PORTFOLIO

RESOURCING LARGE SCALE VOLUNTARY TRANSFER – APPROVALS UP TO BALLOT

1. SUMMARY

- 1.1 On 7 June 2007 Cabinet considered and approved a report (minute reference CAB.25/07 refers) recommending that it would be prudent to revisit the strategic options to consider how the future investment needs of the Council's housing stock can be met whilst ensuring its ongoing effective management. The study has been set within the context of national and local policy changes over the last two years and builds on much of the intelligence available to the Council through the continuous updating of its information base around its housing stock and the wider needs of its communities.
- 1.2 Cabinet on 11 October 2007 (minute reference CAB.81/07 refers) recommended to full Council on the 26 October 2007 (minute reference C.56/07 and C.56/07 refers) that the preferred option for the future ownership and management of the Council's housing stock was to seek the Large Scale Voluntary Transfer (LSVT) to a stand alone Register Social Landlord (Housing Association). The delivery of a successful LSVT requires a significant financial commitment to provide for expert consultant services, staffing resources and other costs in the pre and post ballot phases.

2. RECOMMENDATIONS

- 2.1 That the following consultants are appointed to support the Large Scale Voluntary Transfer up to the Ballot: -
- Lead Consultant – Savills.
 - Legal Consultants - Trowers and Hamlins.
 - Independent Tenants Advisor – Priority Estates Project.
 - Communications – IPB Communications.
- 2.2 That the resources identified in the Section 5 of the report are approved to support the LSVT project; to note that Management Team will monitor the project corporately and will report to Cabinet from time to time and, where necessary, may seek further approvals for resources
- 2.3 That a risk based assessment is undertaken of the staffing resources needed to deliver the LSVT. That this assessment is used to identify the skills and competencies required within the LSVT implementation team.

3. DELIVERING A SUCCESSFUL LSVT

3.1 Council recommended on the 26 October 2007 Large Scale Voluntary Transfer (LSVT) as the preferred option for the future ownership and management of the Council's housing stock to a stand alone Register Social Landlord. The timetable for the delivery of the project is yet to be finalised and will be subject to future guidance on LSVT arrangements by the Department of Local Government and Communities (DCLG). However if the transfer of the housing stock (which will be subject to a successful ballot of tenants) from the Council to a new Housing Association is to occur between January and March 2009 then a ballot would be required no later than early summer 2008. This timetable will require the effective mobilisation of a variety of resources and skills to delivery the project.

3.2 The LSVT project requires a significant range and volume of work to be undertaken up to (and after) the ballot. In order to support a successful LSVT there are considered to be two main work streams, these are firstly '**communications**' with tenants, members, employees and other stakeholders. Secondly the '**technical**' aspects of supporting the transfer. The LSVT project will require a range of resources to ensure it can be effectively delivered, these are set out in broad terms below: -

- Staffing capacity through the establishment of an internal Council team to deliver an effective Communications Strategy with key stakeholders including tenants, leaseholders, employees and Members.
- The corporate and landlord capacity to deal with the technical aspects of the LSVT project.
- Financial resources to appoint the necessary consultants, to meet any employee costs over the existing structure required to support the LSVT, to meet other costs such as implementing show homes possibly in each housing management area, updating the stock condition survey, booking of meeting venues, production of consultation materials etc.

3.3 A main project team consisting of the consultants and key Council officers will ensure the LSVT is effectively managed and implemented up to the ballot of tenants. However to ensure the effective corporate coordination of the LSVT regular reports will be made to the Council's Corporate Management Team which will act as a Project Board for that purpose .In that capacity Management Team will submit further reports to Cabinet from time to time and may seek additional approvals for resources where necessary. This approach will be supplemented by an internal project team consisting of the officers detailed below who will meet as necessary to support the LSVT effective implementation.

- Deputy Chief Executive,
- Director of Resources,
- Director of Housing
- Borough Solicitor,
- Head of Organisational Development,
- Head of Housing Management,
- Head of Property Services,
- Head of Housing Business Development.

4. LSVT – APPOINTMENT OF CONSULTANTS

- 4.1 It will be necessary to appoint a range of consultants to assist the Council in undertaking the LSVT project. Each consultant brings specific skills and experience that are essential if LSVT is to be successful. The required consultants and their roles are set out below in brief:-

Lead Consultant - provide project management support, coordinate the overall LSVT project including the development of the shadow board, business planning advice and work closely with the other consultants and organisations as necessary to support the Council in taking forward the project.

Legal Consultant - provide advice on all legal matters in consultation with the Council's legal services in the run up to the ballot, advise the Council on the type of organisation to receive the stock, the Company's legal constitution and the statutory consultation process.

Independent Tenants Advisor (ITA) - The role of the ITA is to offer independent and impartial advice to tenants throughout the LSVT process, this role is required to comply with DCLG guidance.

Communications Consultant – Develop and implement an agreed communications strategy in consultation with the Organisational Development Section's internal resource, leading up to the ballot including supporting the preparation of newsletters, production of a DVD and development of the formal offer document etc.

- 4.2 These consultants relate to the implementation of the landlord element of the transfer and the Council would need to determine what external support it requires to support the corporate element of the LSVT project at an appropriate point in the process. The normal arrangements for a transfer are to appoint these consultants up to the point of the ballot, following a successful ballot there is a requirement to seek further external support in establishing the RSL, particularly where the RSL is a stand alone organisation.
- 4.3 The updating of the Council's Stock Options Appraisal Study required the appointment of a lead consultant with suitable experience of this area of work along with an ITA to support the Council and tenants through this complex process in a relatively short timescale. The delivery of the LSVT up to the point of ballot will build on the work carried out in updating our stock options appraisal study. Set out below are details of the arrangements for the engagement of consultants to support the LSVT project.

Lead Consultant – Savills consultancy were appointed to support the updating of the Council's Stock Options Appraisal Study. Savills are a market leader delivering in delivering LSVTs. It is essential to ensure the capacity and continuity of support is in place to move the LSVT project forward within the timescales agreed. Therefore negotiations have taken place to extend the existing arrangement with Savills whilst delivering value for money. It is recommended that Savills are appointed as lead advisor to take forward the LSVT.

Legal Consultant – The legal work associated with the delivering a ballot is specialist in nature with a limited number of consultants having the necessary experience to provide this service. Quotations were sought from three leading firms specialising in this area of work. Towers and Hamlin Solicitors returned the most

economically advantageous quote and it is recommended they are appointed as legal consultants.

Independent Tenants Advisor – Priority Estates Project (PEP) supported the updating of the Council’s Stock Options Appraisal Study. PEP have broad experience in supporting tenants through the LSVT process, it is also essential to ensure the capacity and continuity of service is in place to move the project forward within the timescales agreed. Therefore negotiations have taken place to extend the existing arrangement with PEP whilst delivering value for money. It is recommended that PEP are appointed as the ITA.

Communications Consultant - The communications work associated with the delivering a ballot is specialist in nature with a limited number of consultants having the necessary experience to provide this service. Quotations were sought from three leading firms specialising in this area of work for the core elements of delivering a Communications Strategy. IPB communications returned the most economically advantageous quote and it is recommended they are appointed as communications consultants.

5. RESOURCE IMPLICATIONS

5.1 The delivery of the LSVT project will require sufficient resources to meet both consultancy costs and other key work streams. The costs to deliver the first stage of the LSVT project up to the ballot are set out in the tables below, however these costs represent the landlord costs only at this stage. Further approvals for the commitment of resources are envisaged and will be reported separately. Table 1 below sets out the consultancy costs required to deliver the ballot.

Table 1 Consultancy costs

Cost Area - Consultancy	Cost (£s)	Comment
Lead - Savills	48,750	Expenses capped at 15% of the total.
Legal – Trowers and Hamlin	15,000	Expenses capped at 15% of the total.
ITA – Priority Estate Project	26,950	Expenses capped at 15% of the total.
Communications - IPB	27,220	Inclusive of Expenses
Total	122,920	
Total	131,525	Inclusive of Expenses

5.2 There are a range of other key elements that will make up the effective delivery of the LSVT project these include the following broad elements:-

- Implementation of the communications strategy including production of newsletters, DVD, Formal offer document and undertaking the ballot.
- Establishment of LSVT team to take forward the implementation of the project. This composition of this team will reflect the capacity levels, skills and competencies required, which will be determined following a detailed risk assessment. In the meantime a temporary team of initially three volunteers with further administrative support to be identified as required, will be

established from within the Housing Department to ensure early progress and to facilitate the establishment of the main implementation team.

- Renewing the stock condition survey. The updated survey is used to develop the investment “promises” to tenants and these form a fundamental part of the formal offer document. Further detail is provided in paragraph 5.3 of this report.
- It is prudent given the complex nature of the project and timescales for its delivery to include a contingency element with the budget.

Initial estimates of costs for these areas is £280,000.

- 5.3 The updating of the Stock Condition Survey is a key element of develop a robust business plan for the new Housing Association and would be a requirement of the Housing Corporation and funders. It will be necessary therefore to carry out a full update of the survey to support the LSVT project. Therefore negotiations have been entered into independently with Savills who carried out the last survey, the work will be procured in accordance with the Council’s Contract Procedure Rules.
- 5.4 A final key element of a successful LSVT project is the use of show homes to demonstrate to tenants the levels of investment they would receive if the ballot were successful. Suitable arrangements will have to be made to implement such show homes from the Housing Capital Programme if they are to form part of the communications strategy.
- 5.5 In total the initial estimates amount to £411,525. In the event of a successful transfer then these costs would all be recovered from any capital receipts associated with the sale of stock to the new RSL. However, in the event of a no vote these cost would fall upon the council and those costs not related to consultation would fall to be met from the General Fund. The estimate split of identified costs is 60% HRA and 40% General Fund and it is considered prudent to earmark reserves to cover the costs at this stage.

6. CONSULTATIONS

- 6.1 Early discussions have started with key stakeholders including the Department of Communities and Local Government, Housing Corporation, Audit Commission and Durham County Council regarding the implementation of the Council’s preferred option.
- 6.2 Consultations with employees within the Housing Department will be held to establish their early views/opinions on the actions/decisions necessary to ensure the success of this project.

7. OTHER MATERIAL CONSIDERATIONS

7.1 Links to Corporate Objectives/Values

The contents of this report support the Council’s Community Outcome of a Borough with Strong Communities, where residents can access a good choice of high quality housing. The Council’s ambitions, which are linked to this Community Outcome, are articulated through the Corporate Plan and the Medium Term Financial Plan. Importantly ambitions include delivering a Borough with Strong Communities with good quality affordable housing in safe neighbourhoods. The preferred option would

ensure the Council's housing stock could continue to support these objectives into the future.

7.2 Risk Management

The two key risks associated with the LSVT project are:-

- i. The failure to deliver a successful ballot.
- ii. The failure to develop appropriate capacity to deliver the LSVT project plan within the timescales identified.

A STORM assessment will be undertaken of these two key risks to inform the methodology of reducing them to an acceptable level.

7.3 Health & Safety

No additional issues have been identified.

7.4 Equality & Diversity

Full account will be taken of the Council's obligation to promote equality and diversity in the development of this project through the direct involvement of the Organisational Development Section.

7.5 Legal & Constitutional

Further detailed advice and support will be required from the Council's Solicitor in delivering the preferred option. The Solicitor advises that Members and Officers should note the relevance of the report approved by Standards Committee on 10th February 2005 entitled "Report to Sedgefield Borough Council - Conflicts of Interest and Decision Making Arrangements". This report gives guidance on potential probity issues during the process of decision taking. The Councils Solicitor will circulate copies of that report shortly in order to appraise members and officers, albeit that the guidance does not supersede the revised Member Code of Conduct, which is also material to this process.

7.6 Sustainability

No additional issues have been identified.

7.7 Information Technology

No additional issues have been identified.

7.8 Crime and Disorder

No additional issues have been identified.

7.9 Human Rights

No additional issues have been identified.

7.10 Social Inclusion

No additional issues have been identified.

7.11 Procurement

The Council's contract procedure rules will be followed with regard to the procurement of consultancy services and other requirements detailed in section 5 of the report.

8. OVERVIEW AND SCRUTINY IMPLICATIONS

8.1 There are no Overview and Scrutiny Implications of this report.

9. LIST OF APPENDICES

9.1 None

Contact Officer	Colin Steel/Ian Brown
Telephone Number	01388 816166 Ext.4207
E-mail address	csteel@sedgefield.gov.uk ibrown@sedgefield.gov.uk

Ward(s) All

Key Decision Validation:

Decision is likely to result in the Council incurring expenditure, or making savings of £100,000 or above.

Background Papers:

Report to Cabinet 21 June 2007 – Updating in the Stock Options Appraisal Study
Report to Cabinet 11 October 2007 – Updating in the Stock Options Appraisal Study
Report to Council 26th October 2007 – Updating in the Stock Options Appraisal Study
Report to Council 26th October 2007 – Choice of Landlord

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"/>

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Item 5

KEY DECISION

REPORT TO CABINET

8th November 2007

REPORT OF ASSISTANT
CHIEF EXECUTIVE

Social Regeneration and Partnerships Portfolio

COMMUNITY APPRAISALS IN SEDGEFIELD BOROUGH

1. SUMMARY

- 1.1 This report covers the reasons and methodology for undertaking a comprehensive set of community appraisals throughout the Borough. For those areas that already have up to date appraisals a “light touch” refresh will be undertaken. These appraisals will provide locality specific information to fit with the strategic and performance management intelligence being held, whilst linking with the Town and Parish Council’s that are undertaking Parish Plans achieving limited economies of scale. Overall this information will add to the local intelligence which informs the Sustainable Community Strategy.
- 1.2 The tender process will fit with the Official Journal of the European Union (OJEU) due to the level of investment. The brief (Appendix 1) encourages the use of a local community infrastructure organisation as a local specialist organisation dealing with community capacity building and partnership support, which can assist in the longer term development and support of groups if required.

2. RECOMMENDATIONS

- 2.1 Cabinet agrees that:
 - i. Community Appraisals are undertaken for all wards within the Borough, and
 - ii. the OJEU process is undertaken to appoint a consultancy to complete the Community Appraisals throughout the Borough.

3. COMMUNITY APRAISALS

- 3.1 The Borough Council would wish to have appraisals completed for all of the 19 wards in the Borough of Sedgefield and aggregated up County Divisional level because of ongoing transitional issues, to inform the future development of our local communities in a way that reflects the wishes of local communities. It will also inform the refresh

of the Community Strategy and measures distance travelled since the last appraisal, both in the priority areas but also in those areas that have been highlighted as having deprived SOAs (Super Output Areas) within them. The completed appraisals will allow each community to access charitable and other funding sources to improve the conditions within their neighbourhood for local priorities. They will also provide a prioritised list of local issues which will supply a further check mechanism for the operation of the Local Improvement Programme.

- 3.2 A community appraisal is designed to provide a clear understanding of the key factors affecting a community and the gaps in provision to that community. For example, services and transport, current and background economic position, community capacity, and the strengths, weaknesses, opportunities and threats to that community. As a result of this type of evaluation a priority list of what the community needs to improve its circumstances is usually provided from the consultation with residents. This set of appraisals will go much further.
- 3.3 The methodology that will be employed will not only ensure an appropriate community appraisal in each of the Borough's wards but will provide a firm community base with the capacity to move forward. In those areas where little or no community activity is present the successful consultancy will ensure interested individuals will be brought together and empowered to work within their communities. In those areas where there is significant community engagement the consultancy will ensure that current capacity is improved and volunteers work closely with the professionals to produce their appraisals.
- 3.4 The volunteers from the local community/ local volunteer bureaux (CAVOS and PCT) could be trained in community engagement and surveying the local population, to provide the community profile and community consultation sections of the appraisal. They will also assist with the SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis, however, the provision of area framework data will be from the Borough's Strategy and Regeneration Section.
- 3.5 The added value that will be brought by engaging a specialist consultancy to this programme of appraisals is:
 - Increased community capacity for each of the Borough's wards,
 - Formal community structures the Council can engage meaningfully with,
 - Increased work opportunities for the volunteers,
 - Community ownership of the appraisals because of their involvement and independent facilitation,
 - Sustainability for the Community and Voluntary sector by promoting their procurement opportunities,
 - Greater understanding for the general public in progress made within localities,
 - Improved links with the Area Forums and LSP,

- Increased participation in community organisations and partnerships,
- Improved Children and Young People's participation and engagement.
- Linkages with service providers,
- Links with Parish and Town Plans,
- Provision of missing information in the suite of documents from the Community Strategy and Corporate Plan to local intelligence,
- Opportunity to identify and refresh local priorities and link to LIP appraisal,
- Provide local context for development of Area Frameworks, which will help shape discussion and activity in refreshed Area Forums.

3.6 This methodology is the most sustainable of all the models as local people volunteer and are trained to consult in their own communities, building local capacity as part of the process. The focus is on the process of capacity building as well as the appraisal document. This will leave a legacy of improved community capacity that will ensure continuous engagement with a community that understands the issues and can engage and influence the decisions of service providers in the Borough. Residents also have a clear picture of how information has been gathered, used and analysed and therefore have full ownership of the document once produced.

3.7 The timing of the Community Appraisals links neatly with the refreshing of the Area Forums that has been recently undertaken and will provide a list of priority actions for each community, following substantial community engagement. The community appraisals linking with the refreshed Area Forums will ensure that a customer focus is always maintained, while feeding into the refresh of the community strategy into a Sustainable Community Strategy.

4. **RESOURCE IMPLICATIONS**

Financial Resources

4.1 It is envisaged that the cost of these appraisals will be £173,000 over an 12 month period that will straddle two financial years (2007/09). This demonstrates value for money as a one ward appraisal would usually cost in the region of £13,000 ex VAT and the number of wards to be covered in the Borough is 19.

4.2 The financial resources for this appraisal will be available from the Community Regeneration Revenue Budget and the LSP. These appraisals will improve community planning and localised intelligence encouraging further community involvement to ensure the recommendations are implemented.

Human Resources

- 4.3 The contract will be managed by the Corporate Policy and Regeneration Manager and the Strategy Officer (Consultation) who will also be the Borough's first contact for the consultancy. It is expected that this contract will run over approximately 12 months so the time commitment although not substantial will be regular and ongoing.
- 4.4 The Strategy Officer (Consultation), as the appropriate link to the consultancy, will ensure the correct bonds are forged with the refreshed Area Forums and Local Strategic Partnership activities, alongside other community groups and partnerships and the local community infrastructure within the Borough.

5. CONSULTATIONS

- 5.1 Consultation has been undertaken with CAVOS to determine their ability/willingness to contribute to the scope and context of the community appraisals especially with respect to capacity mapping if required.
- 5.2 Significant in depth consultation and engagement will be undertaken in each of the wards within the Borough through this process, along with the Town and Parish Councils some of whom are undertaking Parish Plans.
- 5.3 The LSP Data Management Group will be a useful conduit for the provision of neighbourhood level information to the consultants, but also to disseminate harvested information from the consultants.

6. OTHER MATERIAL CONSIDERATIONS

6.1 Links to Corporate Objectives / Values

This proposal will contribute to the delivery of the Councils Corporate Ambitions and support the refresh of the Council's Community Strategy and the fit within the Council's approved Key Policy Framework. In particular, it supports the delivery of the Councils Key Aim to have Strong Communities – by engaging and improving capacity in those communities and by the production of a document specific to each ward that will enable those communities to access resources (both physical and financial) to work toward achieving their community's priorities. This proposal also fits with the Council's corporate value of Engaging with our Communities.

6.2 **Legal Implications**

- i. Due to the level of investment in this project the OJEU process must be undertaken.
- ii. Once the tender has been accepted using this process a formal contract will be drawn up in accordance with the Council's Standing Orders and in consultation with the Borough Council's Solicitor.

8.1 **Risk Management**

The timescales for this project present specific risks in relation to local government reorganisation, however, the need for accurate and up to date intelligence on the needs, strengths and aspirations of our communities is recognised as being a requirement for the new authority as well as existing authorities. The implementation of the community appraisal project will be undertaken in consultation with partner local authorities to ensure that information gathered is shared and provides future benefit.

6.4 The project will be managed using Contract Meetings held on a monthly basis with the Contract Group including the successful consultancy, the Corporate Policy and Regeneration Manager, and the Strategy Officer (Consultation). Any day to day issues that need to be resolved will be dealt with by the Corporate Policy and Regeneration Manager and the Strategy Officer (Consultation).

6.5 Slippage in timescale and increased cost are the major risks that can be mitigated by regular monitoring and the use of a Grant Offer Letter/ Contract that states the maximum that will be paid for the outcome of Community Appraisals for each ward.

6.6 **Sustainability**

The key element in using this methodology for completing community appraisals is the sustainability of the mechanism within the various communities. The use of volunteers from these communities increases the individual's capacity, which then creates a chain of capacity building in the locality. This works through the individual improving their own capacity and bringing in others into activity from the community thereby increasing their capacity and those individuals bringing in others, and so on.

6.7 **Equity and Diversity**

Equity and Diversity considerations have been factored into the tendering process for this project. Every effort will be made to ensure the successful consultancy complies with their Equity and Diversity Policy.

6.8 **Crime and Disorder**

Localised Crime and Disorder issues will be recognised and suggestions for relieving them will be part of each final document.

6.9 **Procurement**

The OJEU procurement route is appropriate in the circumstances, as the Community Appraisals cost is anticipated to be £173,000 which is above the £144,000 OJEU threshold.

7. **OVERVIEW AND SCRUTINY IMPLICATIONS**

7.1 The usual scrutiny arrangements will apply to this project.

8. **LIST OF APPENDICES**

- 8.1 Community Appraisals Brief.
 - 8.2 Community Appraisals Pre Qualification Questionnaire
 - 8.3 Community Appraisals Memorandum of Information
 - 8.4 Community Appraisals Assessment of Weightings for PQQ
-

Contact Officer Graham Wood
Telephone Number 01388 816166 Ext. 7754
E-mail address gwood@[sedgefield.gov.uk](mailto:gwood@sedgefield.gov.uk)

Wards: All Sedgefield Borough Wards

Key Decision Validation: This is a key decision as the full cost will be more than £100,000 and the project covers more than two wards.

Background Papers:
None

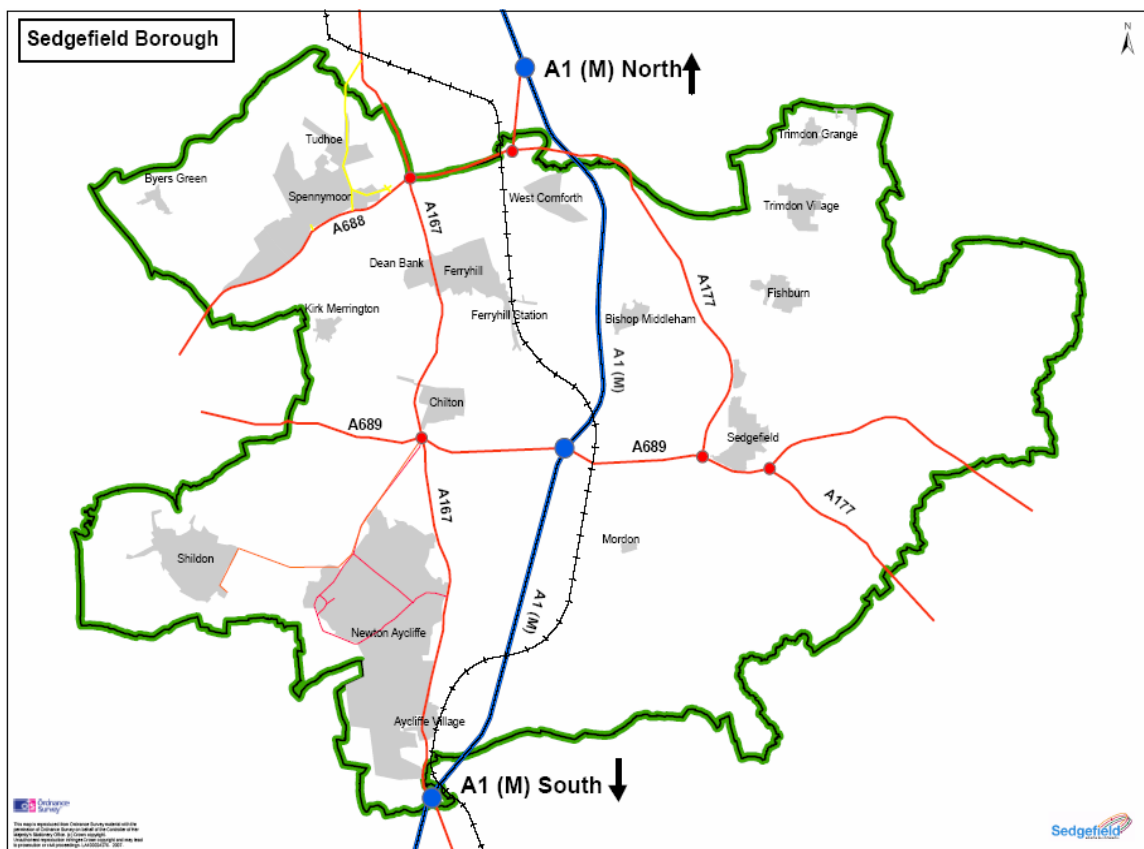
Examination by Statutory Officers

	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"/>

Sedgefield Borough Council

Community Appraisals Brief

August 2007



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Glossary of Terms

CAVOS	Community and Voluntary Organisations in Sedgefield
LAA	Local Area Agreement
NRF	Neighbourhood Renewal Fund
O2P4	Objective 2 Priority 4 European Funding
SBC	Sedgefield Borough Council
SSC	Safer Stronger Communities
SWOT	Strengths Weaknesses Opportunities Threats
SRB	Single Regeneration Budget
VCS	Voluntary and Community Sector

1 Executive Summary

- 1.1 Sedgefield Borough Council wishes to appoint suitably experienced consultants to produce individual Community Appraisals for all the wards within Sedgefield Borough. Seven wards already have economic appraisals and some others have community appraisals, however, these will now be out of date. It is anticipated that all wards will have an appraisal that will cover both these elements within the new appraisals.
- 1.2 The appraisals that are economically based were to specifically allow those wards to access Objective 2 Priority 4 European funding from the 2000–2006 programme. The new/ extended/ refreshed appraisals should continue to enable communities to access appropriate external resources from large and small funding sources.
- 1.3 This brief sets out the requirements of the Borough Council and the need for extensive community engagement and capacity building as part of the project. The successful consultancy may wish to use Community and Voluntary Organisations Sedgefield (CAVOS), although this is not a requirement, to assist in the delivery of the community engagement element of this project. This appraisal requires community engagement for priority setting purposes, identification of capacity and liaison with local VCS infrastructure to allow the development and sustainability of organised community groups where capacity is limited or non-existent. This should demonstrate a strong emphasis on stakeholder engagement and consultation and will show a clear understanding of the skills and approaches required for the various aspects of the project.
- 1.5 Shildon, Chilton and Fishburn Councils have decided to develop Parish Plans to which this Community Appraisal will contribute. It is expected that the successful consultants will work collaboratively with those Town and Parish Councils undertaking their Parish Plan. Additional information identified by these Town and Parish Councils that is above and beyond that required by the Borough Council for the Community Appraisals can be charged separately, by agreement, to those Councils. The Town Council's requirements will be identified by those councils.

2 Sedgefield Borough Council Background

- 2.1 Sedgefield Borough Council is situated in South West County Durham it has a population of over 87,000, and covers an area of 21,740 hectares. The Borough lies astride the main axis of north / south communications in County Durham, the A1 (M) motorway. (Figure 1) East of the motorway the area is generally rural in character with low-lying agricultural land. It is the former Durham coalfield area with a number of smaller settlements many of which are former mining communities. West of the motorway the area is more densely populated with the four major towns: Spennymoor, Ferryhill, Shildon and Newton Aycliffe. Figure 3 illustrates the location of the major communities in the Borough.
- 2.2 Manufacturing employment dominates the local economy, providing approximately 30% of all employment, twice the national average. Due to the decline of the manufacturing industry over the past 20 years, efforts have been made to restructure and strengthen the local economy. However recent progress has not fully compensated for the loss of the Borough's traditional industries and a major focus of the Borough Council is in developing sustainable regeneration solutions for many of the towns and villages.
- 2.3 Sedgefield Borough has been attracting Central Government and European funding for regeneration initiatives since the 1980's. The Strategy and Regeneration Section at Sedgefield Borough Council has been responsible for four Single Regeneration Budget (SRB) programmes, SRB1 used in the housing focussed transformation of Bessemer Park, Spennymoor, SRB3 used in renewing Shildon town centre and contributing to the Jubilee Fields Community Centre among other projects, SRB5 concentrating on the economic centres Spennymoor and Newton Aycliffe, and SRB6, concentrating on social regeneration in the EU targeted communities. A further two-year Neighbourhood Renewal Fund (NRF) allocation has been made until 2008, and the Borough has also benefited from the North East of England Objective 2 Priority 4 Programme; the new programme to commence in 2007. Children's Fund monies have been extended to March 2008.
- 2.4 In addition the Borough attracts funding from a range of other sources managed by external organisations such as Single Programme and the Lottery.
- 2.5 Previous Borough wide appraisals that have been conducted that should be consulted during the research process include: Sedgefield Community Survey and Panel Recruitment (October 1999) and People Places and Priorities Agenda 21 Strategy for Sedgefield Borough January 2001-March 2002 (October 2000), Local Neighbourhood Renewal Strategy (2002-7), Community Strategy (2004-2014), Community Strategy Action Plan (2006) Sedgefield

Borough Local Plan Strategy (2004) and related documents, Best Value User Satisfaction General Survey (2006/07), LAA SSC Survey (2006/07), and the Quality of life survey due to report mid August 2007. The Community Economic Appraisals have been refreshed for the priority areas within the Borough in 2006.

- 2.6 Further information about the Borough can be found on the Council's website at www.sedgefield.gov.uk.

3 Project Scope

- 3.1 Community engagement will be a key element of the work undertaken by the successful consultancy. The Borough Council is committed to ensuring that community capacity within local communities is increased to enable real decision making from within communities and participation in the council and LSP structures is improved. These appraisals will feed into the local Area Frameworks used by the Area Forums allowing communities to prioritise their needs aligned to or in support of council priorities.
- 3.2 The Borough Council will provide the most up to date information possessed at the time of the appraisals to the successful consultancy. It is expected that the consultancy will not rely solely on that data but verify and collect data from a number of sources prior to analysis. All analysis and data will be provided at ward and SOA level in the Community Appraisals.
- 3.3 Research into recent regeneration initiatives will be required alongside an extensive programme of consultation with the local community and key service providers. Each appraisal should provide a profile of the ward using the most recent statistical data, and include a SWOT/STEP analysis. Any progress the area has made in recent years should be assessed and realistic priorities for action should be provided which consider how the quality of life for residents in the various communities can be improved, and the vision to deliver a Healthy, Prosperous and Attractive Borough with Strong Communities can be delivered. The appraisals will cover the following key areas noted below, not necessarily in this order.

Methodology

- 3.4 The appraisals should comment on the methodology used to conduct the research and reach findings/ recommendations. It is expected that the successful consultancy will wish to use community volunteers to help in the consultation/ surveying of local people.

History

- 3.5 Each ward should be presented in context with a brief history of the area.

Socio-Economic Profile

- 3.6 Each appraisal should include the latest available figures on relevant topics including population, employment, social structure, benefits, health, education, households, environment and transport, liveability, crime, and deprivation to generate a profile of the area. All data should be presented at a Ward level and lower SOA level.

SWOT/STEP

- 3.7 A SWOT and/or STEP analysis highlighting the key Strengths weaknesses threats and opportunities should be conducted for each

area. This alongside the statistics and consultation, the successful consultancy should evaluate the need for regeneration. The STEP analysis should identify the Social, Technological, Economic and Political issues and appropriate actions to address these.

Consultation and engagement

- 3.8 It is a key feature of this contract that the local communities, organisations and partnerships are engaged in this process and that community volunteers play a role in the engagement process in their communities. It is expected that the following groups and organisations will be consulted: local resident/ tenant and community groups, local authorities (Sedgefield Borough Council, Durham County Council, Town and Parish Councils), local businesses, local health authority (primary Care Group and Local Advisory Groups), youth and community centres in the areas, local schools and further education colleges, employment service, local volunteer bureau – CAVOS (Community and Voluntary Organisations Sedgefield) and the PCT volunteer bureau, active religious groups, local police authority, arts and environmental organisations such as Groundwork East Durham. This is not an exhaustive list.

Capacity, Barriers and Local Potential

- 3.9 The appraisal should identify the capacity, or lack of it, to engage in the regeneration process taking into account any barriers to involvement within the Borough's communities, along with the potential to access resources.

Work with established VCS infrastructure to develop local community organisations if not already present

- 3.10 Identification of how the consultancy will ensure the sustainability of community organisations already present and how new community organisations will be established and recommendations for their future support.

Appraise progress from last appraisal

- 3.11 Summarise progression the community has made since the last community appraisal (if there is one). Assess the current situation of the community outlining the key issues that identified by the community and organisations. Opportunities for further development should be identified, making relevant links to the Quality of Life survey. Any recent or current regeneration initiatives should be appraised to identify potential developments and any elements of good practice. Any emerging new initiatives and how they will assist with community need should also be considered.

Analysis and Opportunities arising from current appraisal

- 3.12 Summarise where applicable any progression the community has made since the last community appraisal. Assess the current situation of the community outlining the key issues

Sustainable Community Strategy and Action Plan linkages

- 3.13 The vision in the Community Strategy to deliver a “Healthy, Prosperous and Attractive Borough with Strong Communities” should be taken into account during the research and consultation process. In particular the Key Priorities, Current Position and Target for the Borough to achieve by 2014 should be taken into consideration alongside the programme of key activities for the term of the contract. The Community Strategy Action Plan describes clearly how the themes in the Community Strategy will be achieved. This Plan gives detailed statistics and trajectories regarding the Borough’s progress and future likely progress towards achieving its goal of delivering a “Healthy Prosperous and Attractive Borough with Strong Communities. Consideration should be given to the key priorities and their relationship to the Community Appraisals and the Area Framework documents.

Review of communication networks and partnership opportunities

- 3.14 A review of the current communication networks available to community groups and their effectiveness should be undertaken. This should include formal and informal networks; like the Area Forums and LSP, as well as resident’s association secretaries meeting up and resident’s federation meetings.

4 Area Analysis

- 4.1 Sedgefield Borough Council is seeking to develop Community Appraisals for all of the Borough's 19 wards aggregated to County Divisional level because of the ongoing transition issues. Figure 1 shows the layout of the wards and Figure 3 the major towns in the Borough. A short synopsis of each main town/area in the Borough is noted below alongside the wards that make up the different communities. A summary of each relevant is then detailed, outlining the key issues highlighted in the Index of Deprivation 2004 (ID 2004). Areas that fall within the worst 30% of all SOAs on the overall ID 2004 domain are referred to as nationally deprived. The ID 2004 results for Sedgefield Borough are available at Appendix 4.
- 4.2 Although each area boasts a number of active community groups, at this stage information is only provided regarding which towns have Community Partnerships and Residents Associations. Additional details concerning other community groups will be provided on appointment although it is anticipated that part of the project itself will be to carry out a micro mapping exercise for each area to update the directory of local organisations.

Shildon (Byerley, Thickley and Sunnydale Wards)

- 4.3 Shildon a typical 'one industry town' previously relied on the British Rail Engineering Wagon Works for its main source of employment, and when it closed in 1984 it had a major resultant impact on the economic and social life of the community. Subsequently it was the focus of the SRB3 regeneration programme (1997 – 2003), which generated £16.4m investment and supported 42 projects including Locomotion, the National Railway Museum at Shildon.
- 4.4 Active residents associations include the New Shildon Residents Association, and Sunnydale Residents Association.
- 4.5 An community economic appraisal was conducted of Shildon in 2006 and should be consulted in terms of the over arching Community Appraisal alongside the Big Q Report, Report of the Shildon Community (June 1998)

Byerley

- i. Byerley Ward forms the Western area of Shildon. However unlike its counterparts of Thickley and Sunnydale, it has not previously been classed as sufficiently deprived and therefore has not been targeted to receive the major funding streams, although complementary benefits will have been experienced.

The Index of Deprivation (ID) 2004 does however indicate that Byerley has a Super Output Area (SOA) that is regarded as being within the most 20% deprived nationally for the overall ID 2004.

Thickley

- ii. Thickley ward has a population of 3,651 and has two SOAs placed in the top 10% most deprived nationally. This ward was one of the European and NRF targeted wards in the Borough being particularly high in ranking for health deprivation. Residents feel that antisocial behaviour, teenagers hanging around, are issues for the area.

Sunnydale

- iii. Sunnydale ward has a population of 3,548 in 1,601 households, and is in the top 10% most deprived SOAs in England. This ward was one of the European and NRF targeted wards in the Borough. Residents feel that antisocial behaviour, teenagers hanging around are issues for the area.

Newton Aycliffe (West, Woodham, Greenfield Middridge, Shafto St Mary's, Neville and Simpasture Wards)

- 4.6 Newton Aycliffe is the largest town in the Borough with a population of around 27,000. It was the first new town in the North of England and contains one of the largest concentrations of employment in the south of the region. The recent expansion of the town centre will significantly improve amenities and the town will continue to be a focus for new housing. West Ward is regarded as the most deprived ward in the Borough due to the ID 2000 ranking the area in the top 5% of most needy wards nationwide, and is the only ward targeted for NRF and Objective 2 funding in the town. The area has benefited from the 7 year SRB5 scheme and has been the focus of a Neighbourhood Management Initiative pilot to address housing conditions and the local environment, help residents feel safer, increase employment opportunities and improve access to services.

- 4.7 Williamsfield Residents Association and Linden Place Residents Association are two of the key community groups within the town.

West

- i. West ward in Newton Aycliffe has a population of 5,700. The ward has a relatively young population compared to the other targeted communities with the highest proportion of under 15s and the lowest proportion of over 65s. The working age population accounts for 64% of the total population.

West ward is made up of four SOAs two of which are within the top 10% most deprived in England.

Woodham

- ii. Woodham ward forms the North of the Newton Aycliffe area and has some of the least disadvantaged SOAs within its boundaries. However the ID 2004 has identified that one SOA that lies adjacent to West Ward is actually very deprived and is regarded as being within the most needy 15% of SOAs nationally and the 8th most deprived

SOA in the Borough. Consideration must therefore be given to this 'hotspot' of disadvantage within a ward that is commonly regarded as prosperous.

Greenfield Middridge

- iii. Greenfield Middridge ward lies to the West of Newton Aycliffe and is similar to Woodham with only one deprived SOA. It is actually the 4th most deprived SOA in the Borough, and also lies adjacent to West Ward.

Neville and Simpasture

- iv. Forming the most Southerly area of Newton Aycliffe this ward is split into three SOAs, two of which are within the 30% most deprived areas nationally. However the most southerly area that consists of Newton Aycliffe Industrial Estate and Aycliffe Village fares more positively.

Shafto St Mary's

- v. Situated to the East of the town, Shafto St Mary's has 3 urban SOAs, which are regarded as deprived. The remaining SOA is largely rural and is therefore regarded as less disadvantaged.

Spennymoor (Lower Spennymoor and Tudhoe Grange, Tudhoe, Spennymoor, and Middlestone ward)

- 4.8 Spennymoor as the Borough's second largest town has been the focus of recent major house building and this is set to continue with the Whitworth development of a planned 230 houses. Spennymoor and Newton Aycliffe have been the focus of the seven-year SRB5 programme, which aimed to establish the local economies as locations of economic competitive advantage. The town centre is also benefiting from £3m Borough Council and Single Programme investments to improve the physical appearance of the town centre. All this recent investment is improving the vitality of the town centre and has renewed confidence, resulting in a number of new retailers locating in the town.

Tudhoe Grange

- i. Tudhoe Grange forms the Northern part of Spennymoor town, and Middlestone Moor the Western area whilst Tudhoe lies to the North East of the town.

The Eden Residents Association is Spennymoor's only active Residents Association.

Lower Spennymoor and Tudhoe Grange Ward

- ii. This ward consists of Tudhoe Grange and the East of Spennymoor Town Centre. It has four SOAs of which two areas near to Spennymoor town centre are within the most deprived 30% of areas nationally.

Tudhoe Ward

- iii. Aside from Tudhoe Village and part of Spennymoor town this ward is largely rural. However the Southerly part of the ward that consists of part of Tudhoe Village, Green Lane Industrial Estate and the residential area near to the Council Offices is within the 20% most deprived areas in the country.

Spennymoor Ward

- iv. The central area of this ward, which includes Spennymoor High Street, is within the 20% most deprived areas in the country. The area South of the High Street is also largely urban but is not classed as nationally deprived, whilst the Northern part of the ward is mainly rural and more prosperous.

Middlestone Ward

- v. This ward is largely rural and fares positively in terms of the ID 2004, with the exception of the Middlestone Moor area which makes up the far west of Spennymoor.

Ferryhill, Chilton and West Cornforth (Broom, Chilton, Ferryhill, Bishop Middleham and Cornforth wards)

- 4.9 All three towns/villages are traditional mining settlements, and both Ferryhill and Chilton are situated on the A167. The Chilton Bypass has recently opened, which will have a major impact and provide a range of opportunities to improve the environment of the town. The three settlements are eligible to receive SRB6, and both Ferryhill Station and Cornforth can access NRF and Objective 2.
- 4.10 The area has three active Community Partnerships and five Residents Associations, which should be used as key groups during the consultation process: Chilton Community Partnership, Ferryhill Partnership, Cornforth Partnership, Dean Bank Residents Association, Ferryhill Station Residents Association, Lakes Residents Association, Chilton West Residents Association and Castles Residents Association.

Broom Ward

- i. The Broom ward forms the eastern part of Ferryhill. It has three SOAs of which two are within the most deprived 30% in the country.

Chilton Ward

- ii. Chilton Ward is mainly rural with the exception of Ferryhill Station towards the North of the ward and Chilton settlement in the centre. The SOAs that consist of the urban areas are both within the most deprived 20% areas in the country. The appraisal would not need to focus on Ferryhill Station as a separate community economic appraisal has been commissioned for this area.

A Community Appraisal of Chilton and Windlestone was conducted in January 2002 and should be consulted when preparing this report.

Ferryhill Ward

- iii. This ward is split into three SOAs, of which the two that make up the community of Dean Bank are nationally deprived.

Dean Bank has an active community forum, which is currently involved in the delivery of a major physical regeneration project in the area.

The Ferryhill Community Appraisal Draft Report (September 2000) should be taken into account for this report.

Bishop Middleham and Cornforth Ward

- iv. This ward is mainly rural and is divided into two SOAs. The first SOA forms the North of the ward and has Cornforth village situated within it. It is a deprived area within the worst 20% nationally. In contrast Bishop Middleham in the South of the ward is significantly less deprived.

The appraisal only needs to focus on Bishop Middleham, as Cornforth is covered within the refreshed Community Economic Appraisal (2006).

- v. Bishop Middleham and Mainsforth Community Appraisal (August 2003) should be referred to before carrying out this Appraisal.

Rural East (Fishburn and Old Trimdon, New Trimdon and Trimdon Grange, and Sedgefield Wards)

- 4.11 The east of the Borough is diverse in character, with traditional mining settlements such as Fishburn and the Trimdons, small agricultural villages, and the larger distinctive village of Sedgefield, which has a number of active partnerships.

- 4.12 The Trimdons benefit from two Community Partnerships, the Joint Trimdons Partnership and Trimdon 2000 which only operates in Trimdon Village. Sedgefield also has a Development Partnership.

- 4.13 Old Trimdon, New Trimdon and Trimdon Grange are eligible for NRF and Objective 2 funding and is therefore covered within the refreshed Community Economic Appraisal (2006).

Fishburn and Old Trimdon Ward

- i. Fishburn and Trimdon Villages are situated within this ward. Each village is split into two SOAs all of which are regarded as deprived with the exception of the area forming North of Fishburn Village and the surrounding rural locality. A community appraisal is only required for the Fishburn area.

New Trimdon and Trimdon Grange

- ii. This ward is located at the East of the Borough on the boundary with Easington DC and has a population of 1,903 in 796 households. NETPark is a 250-acre science park located near the Trimdons.

Sedgefield Ward

- iii. Sedgefield is commonly referred to as the most prosperous ward in the Borough and is mainly rural with the exception of the attractive village. It has recently been the focus of a major housing development at the Winterton site.

- 4.14 The Sedgefield, Bradbury and Mordon Community Appraisal (November 2002) should be taken into account for this refreshment of the Community Appraisal.

5 Procurement Process and Timetable

- 5.1 Sedgefield Borough Council has selected between 5 and 7 consultancies to be invited to tender from those consultants who returned their pre-qualification questionnaire, using the OJEU Notice, and from the evaluation of the response against the weightings identified in the PQQ.
- 5.2 You will be expected to show that all employees are competent and experienced in, but not limited to, the following areas:
- Health and safety standards (appropriately trained /skilled)
 - Customer awareness (appropriately trained /skilled)
 - Efficient time management (demonstrated/ evidenced)
 - On time service delivery (to the right quality and agreed cost)
 - Efficient working practices (demonstrated/ evidenced)
 - High standards of behaviour and professionalism (demonstrated/ evidenced)
 - High quality community engagement (demonstrated/ evidenced)
- 5.3 The successful Consultancy will be required to bring forward written proposals, which will indicate:
- Understanding of the issues faced
 - Interpretation of the Brief
 - Methodology to be employed
 - Approach to community engagement and consultation
 - Engagement/ inclusion of CAVOS or alternative
 - Project Plan / Gantt chart identifying likely progress
 - Case studies of similar commissions
 - Project Fees (exclusive of VAT) separately detailing likely expenses and the requirements of the Town and Parish Councils
 - Names and *curriculum vitae* of consultants allocated to the project
 - 3 hard copies of the proposals and an electronic copy
- 5.4 Following the written submission a short list for interview will be drawn up. Interviews will be held on the week commencing 10th December at the Borough Council Offices with representatives from the Borough Council. This is not a requirement but gives an opportunity to the shortlisted consultancies to visit the locality and discuss the brief with the relevant officers.
- 5.5 Following the receipt and evaluation of the tender responses, completion of interviews and site visits; Sedgefield Borough Council will award the contract to the successful contractor.
- 5.6 The assessment criteria is based on the:
- i. Price – the most economically advantageous tender will be considered along with the methodology as the two most important elements of this contract. The percentage weighting attached to this portion is 40%.

- ii. Track Record – the consultancy must be able to prove that they have successfully completed similar work for other organisations to the quality required for this contract. The percentage weighting attached to this portion is 10%
- iii. Methodology – the methodology employed for this contract must reflect the significance of community engagement, and capacity building requirements. The percentage weighting attached to this portion is 30%
- iv. Time – It is envisaged that this project would straddle two financial years, however, a shorter time period would be preferred. The percentage weighting attached to this portion is 20%

5.7 Once the final agreed document is received and the final payment is made the document and any electronic or CD copies become the property of Sedgefield Borough Council who will then have full and free use of the product.

6 Outline programme for the project is as follows:

OJEU Contract Notice published	26 th October 2007
Closing date for Expressions of Interest	26 th November 2007
Issue ITT to shortlisted tenderers	4 th December 2007
Interviews and site visits (not a requirement but staff available for discussions if required)	Week commencing 10 th December 2007
Closing date for Tender Responses	18 th January 2008
Notification of contract award	29 th January 2007
Award Contract and Alcatel period	8 th February 2007
Proposed Contract Start and inception meeting	W/c 11 th February 2007

Project Management Arrangements

- 6.1 The Borough Council will provide a dedicated link officer for the purpose of this commission, which will be the Head of Strategy and Regeneration. Following appointment an inception meeting will be called to identify suitable points in the project work plan at which to undertake a formal review of progress.
- 5.13 These reviews will include staff from the Strategy and Regeneration Division along with the Neighbourhood Services and Resources Departments of the Borough Council, Elected Members, RSL partners, Community Representatives and English Partnerships. This group will be referred to as the Project Steering Group.

7 Fee Budget

- 7.1 This project is seen as an essential element of improving conditions within areas of acute deprivation and following lengthy discussions, expectations within the community are high.
- 7.2 Consequently, this project must be delivered within tight time constraints and to a detailed level in order to allow progress to be made.
- 7.3 Sedgefield Borough Council recognises the intensive nature of this work and anticipates the project will cost no more than £173,000.

8 Maps and Images

Figure	Description
1	Sedgefield Borough ward boundaries
2	Sedgefield Borough super output areas
3	Sedgefield Borough location of Towns and Villages
4	ID 2004 results for Sedgefield Borough

Figure 1

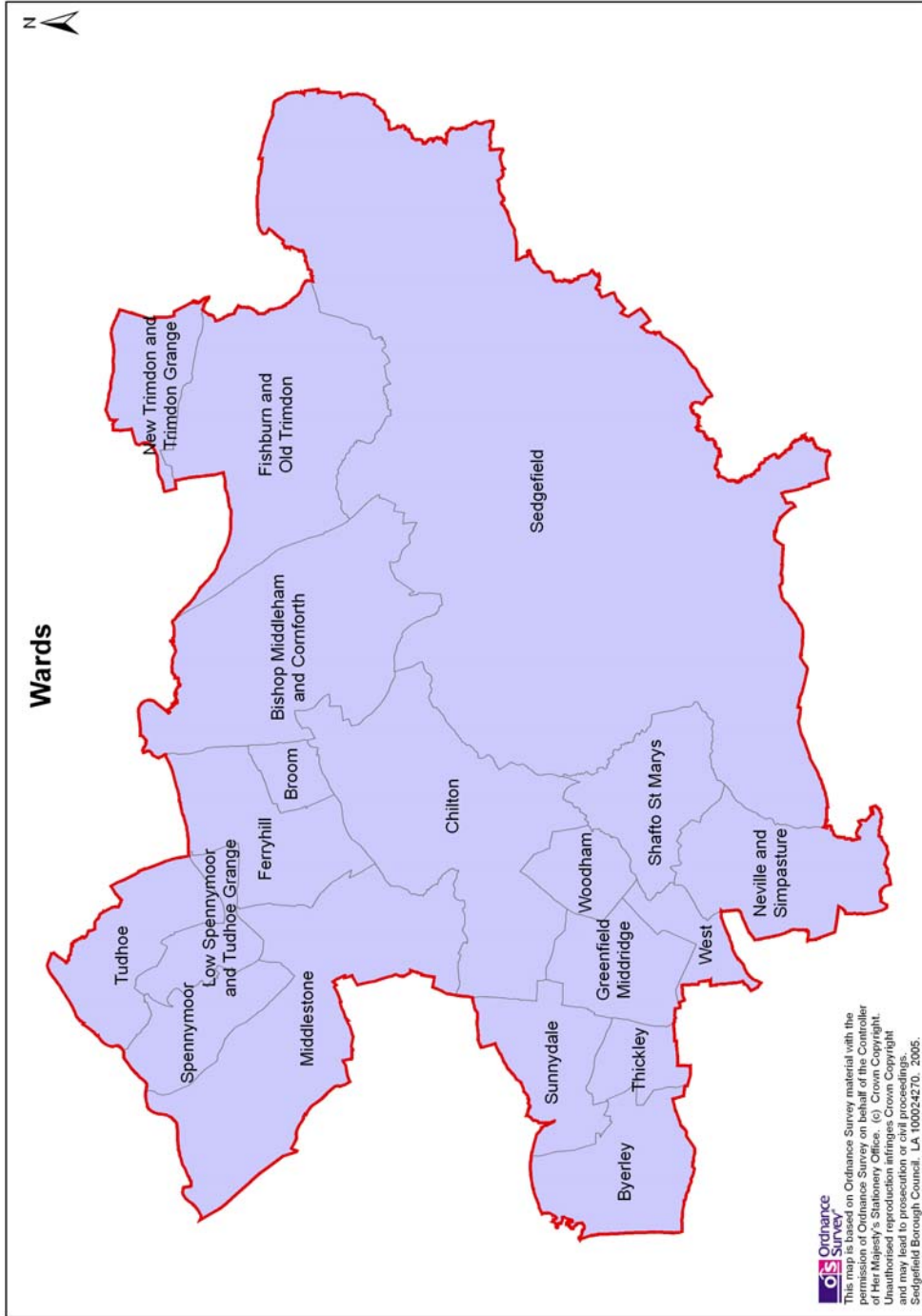


Figure 2

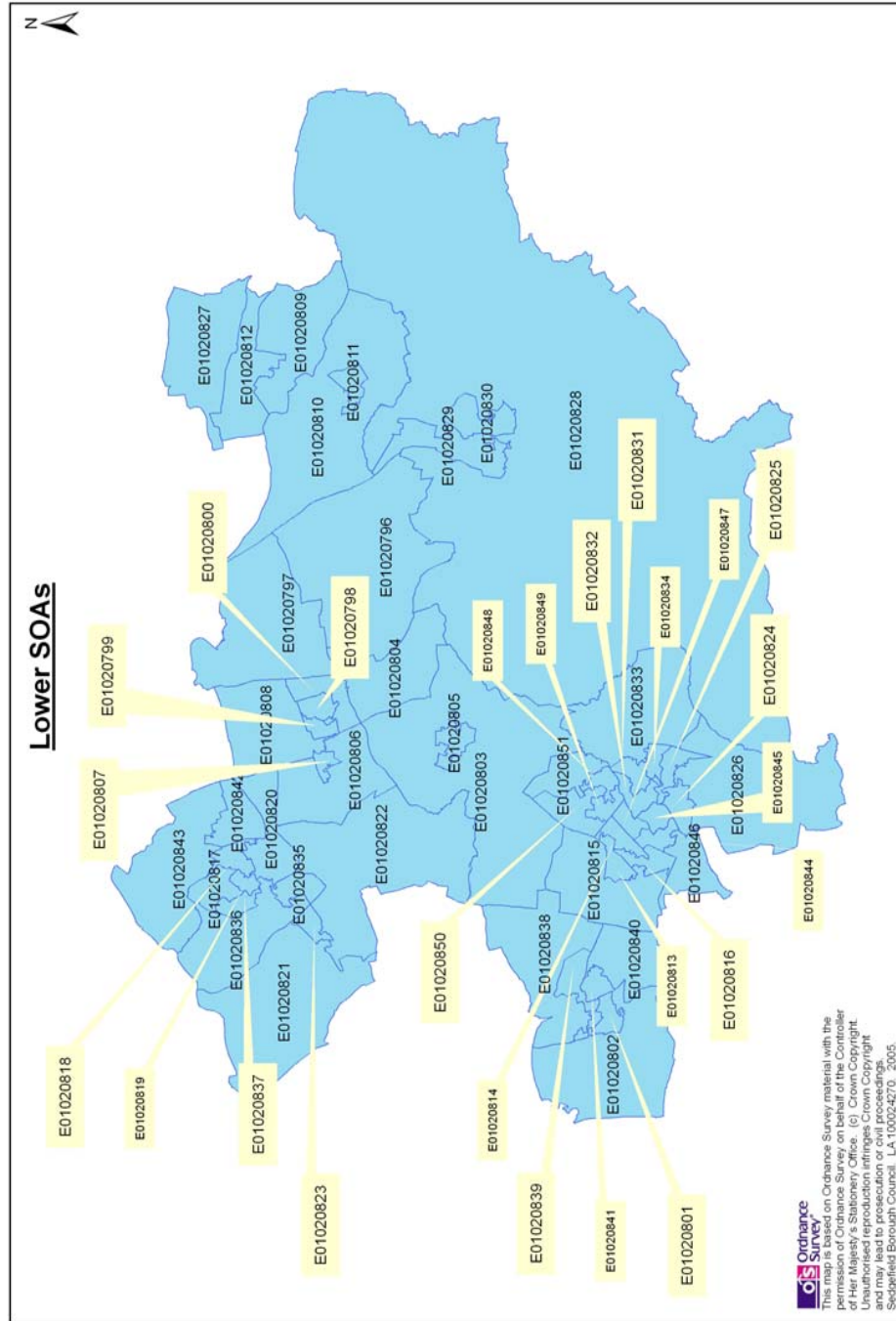


Figure 3

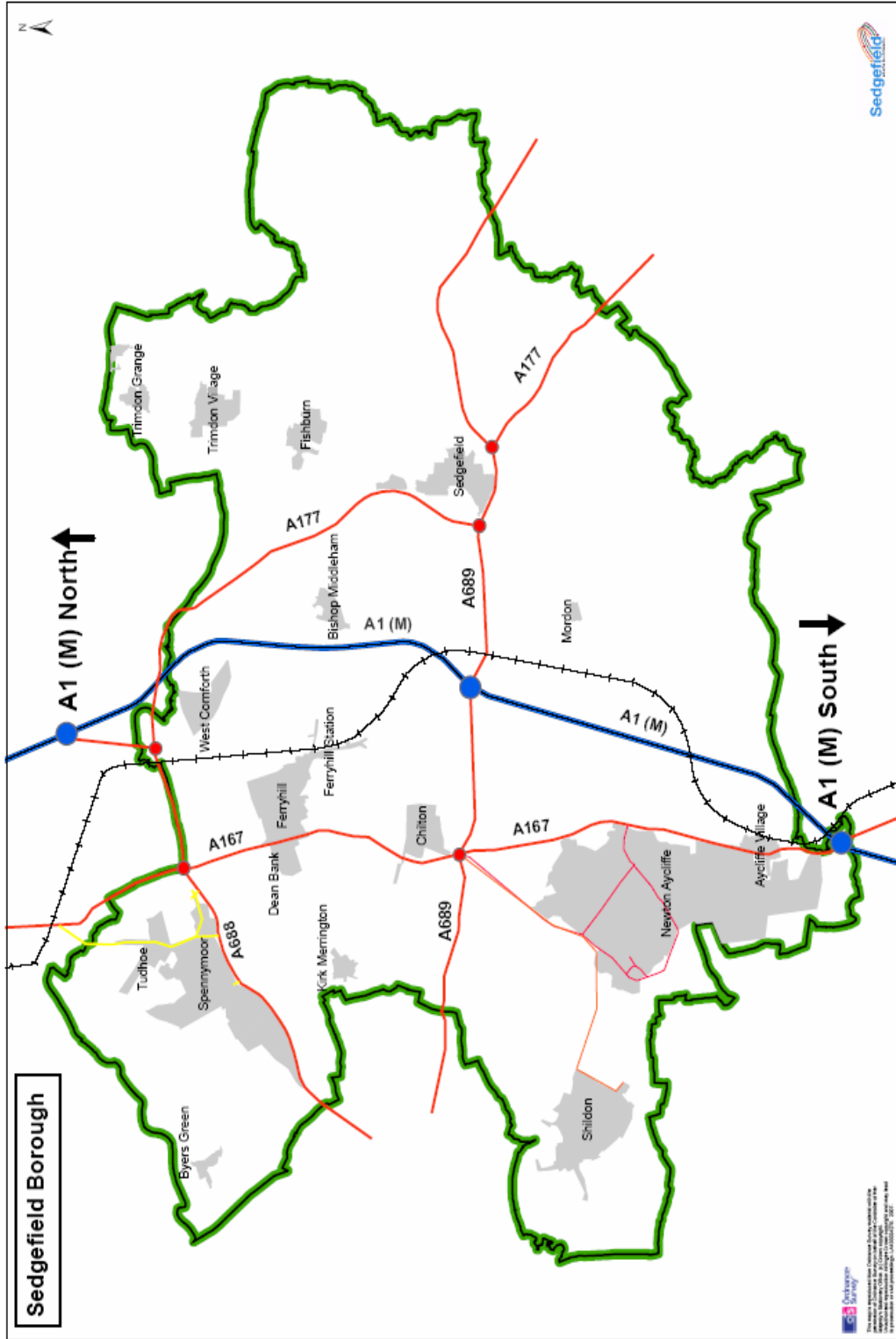


Figure 4




Super Output Areas In Sedgefield Borough

Super Output Area	Rank*	IMD	Income	Employment	Health	Education	Barriers	Crime	Environment
Thickley North East	1,557								
West of West Ward	2,304								
North of West Ward	3,012								
Greenfield Middridge South	3,265								
Dean Bank East	3,491								
Thickley South	3,914								
Middlestone Moor	4,071								
The Agnews	4,216								
Trimdon Village South	4,487								
Lower Spennymoor & Tudhoe Grange South	4,580								
Lower Spennymoor & Tudhoe Grange West	4,704								
Sunnydale South	4,790								
Broom Road East	4,823								
Byerley West	5,009								
Chilton	5,318								
West Cornforth & Surrounding Area	5,440								
Tudhoe South	5,533								
Ferryhill Station and Surrounding Area	5,570								
North of Spennymoor Ward	5,915								
Fishburn Village South	5,961								
Sunnydale North	6,216								
Shafto St. Mary's South	6,759								
Dean Bank West, Lakes Estates & Dean Road area	6,786								
East of West Ward	7,032								
Trimdon Grange & Trimdon Colliery	7,327								
West of Broom Road	8,520								
Shafto St. Mary's Central	8,554								
Neville Simpasture North West	8,571								
Neville Simpasture North East	8,869								
Shafto St. Mary's West	9,350								
Trimdon Village North	9,572								
Lower Spennymoor & Tudhoe Grange East	10,070								
Ferryhill North	10,771								
South of West Ward	10,787								

Super Output Area	Rank*	IMD	Income	Employment	Health	Education	Barriers	Crime	Environment
Duncombe and South Broom	10,835								
Shafto St. Mary's East	11,043								
Middridge & Surrounding Area	11,519								
South of Spennymoor Ward	11,555								
Neville Simpasture South	11,813								
Byerley East	12,100								
Byers Green, Middlestone Moor North & Surrounding Area	12,505								
Surrounding Area of Chilton	12,922								
Fishburn Village North & Surrounding Area	13,028								
Sedgefield Village East	14,326								
Woodham Village South	14,494								
Tudhoe North & Surrounding Area	15,985								
Greenfield Middridge East	16,839								
Kirk Merrington, Middlestone Moor South West & Surrounding Area	19,881								
Bishop Middleham & Surrounding Area	20,334								
Surrounding Area of Sedgefield Village	20,957								
Woodham Village North	21,739								
East of Spennymoor Ward	22,321								
Lower Spennymoor & Tudhoe Grange North	22,566								
Greenfield Middridge West	23,086								
Sedgefield Village West	24,547								
Woodham Village West	25,110								

*SOA National IMD Rank from 1 (worst) to 32,482

KEY

	Ranked within the 10% most deprived SOAs nationally
	Ranked within the 10-20% most deprived SOAs nationally
	Ranked within the 20-30% most deprived SOAs nationally

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Item 6

SEDGEFIELD BOROUGH COUNCIL

HEALTHY BOROUGH WITH STRONG COMMUNITIES OVERVIEW AND SCRUTINY COMMITTEE

Council Chamber,
Council Offices,
Spennymoor

Tuesday,
23 October 2007

Time: 10.00 a.m.

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

Councillors W.M. Blenkinsopp, Mrs. P. Crathorne, Mrs. S. Haigh,
B.M. Ord, Mrs. E.M. Paylor, K. Thompson and Mrs E. M. Wood

In Attendance: Councillors V. Crosby, G.C. Gray, J.G. Huntington, B. Lamb,
Mrs. E. Maddison and B.M. Ord

Invited to Attend : Councillor J.M. Khan

Apologies: Councillors Mrs. D. Bowman, Mrs. H.J. Hutchinson, T. Ward and
J. Wayman J.P

H&S.13/07 DECLARATIONS OF INTEREST

No declarations of interest were submitted.

H&S.14/07 MINUTES

The Minutes of the meeting held on 11th September, 2007 were confirmed as a correct record and signed by the Chairman.

H&S.15/07 CCTV ARRANGEMENTS WITHIN THE BOROUGH

It was explained that Andrew Aitken, Business Development Manger, Chilton Depot, was present at the meeting to give a presentation regarding CCTV arrangements. (For copy see file of Minutes).

Portfolio holder for Safer Communities, Councillor J. M. Khan and the Head of Neighbourhood Services, Dennis Scarr, were also at the meeting to respond to any queries.

The Committee was reminded that in October, 2006 consideration had been given to a presentation regarding CCTV arrangements and any developments to the Service that were anticipated to be made in the future. The purpose of today's presentation was to consider how the Service had evolved since that time.

The presentation was to include details of the current CCTV platform and cameras, CCTV costs and charging structure, the investment programme, Legislation/Licensing, Performance Indicators and Payback.

With regard to the deployment of cameras the Committee was informed that there were now 72 fully functional CCTV cameras, 49 Fixed Head

CCTV cameras, 7 Automatic Numberplate Recognition CCTV Cameras and 2 further cameras were awaiting commissioning within the next two months.

Cameras had recently been commissioned at :

- Hackworth Park
- Dabble Duck Industrial Estate
- Chilton Leisure Centre
- Ferryhill Leisure Centre
- Chilton (Durham Road)

It was explained that during the last year projects undertaken had included the refurbishment of the Control Room desk and monitor wall at a cost of £20K. This provided new technology for monitoring. A Digital Network Recorder System was out to tender and a Camera Replacement/Upgrade Programme had commenced in the Chilton area.

It was explained that the CCTV Budget for 2007/08 was £460K. There would be an anticipated income of £200,000 from the private sector including Chilton Industrial Estate, Newton Aycliffe Town Centre and the partnership of approximately £200,000. The Borough Council's contribution was 57%. The management costs of each camera was £3,000.

The key costs related to CCTV was maintenance at approximately £50,000. The replacement programme, however, had reduced the downtime of CCTV cameras by 17%. BT line rental was in the region of £62,000 per year. It was pointed out that the Council had no control over these costs. The contract was for a five year period and was due to be renewed the following year. It was anticipated that there would be between a 10% - 15% increase in costs. Staffing costs were in the region of £300,000 and electricity costs equated to approximately £16,000.

Details of monitoring charges were also outlined.

The Committee was informed that in relation to line rental, BT held the monopoly in relation to the hardwire network. The flat rate fee was £1,200. In relation to broadband, the monthly rental charge was £60. BT charges were between £767 and £4,326 per line.

In order to reduce the revenue burden in the future, wireless/broadband CCTV needed to be developed.

In 2004 the Security Industry Authority had been formed as a regulator for the CCTV industry. The Security Industry Authority was empowered to regulate using the Private Security Act 2001, the Data Protection Act 1998, the Terrorism Bill and the Human Rights Act 2004. It was noted that the Home Office had recently issued a Code of Conduct for CCTV relating to the conduct of future development and the security of Control Centres.

CCTV operators needed to be licensed and have formalised training. The licence was renewable every three years. The cost of training and licensing was £600 per operator for a new operator and £200 for each renewal. The service would be seeking accreditation relating to quality service and accountability, professional standards and procedures. It was noted that reporting procedures were already in place and Best Practice was being issued. However, accreditation would be deferred until next year when new legislation would be introduced. The performance of CCTV was monitored through Performance Indicators and the system was quantified by operator performance, value for money, quantifiable accountability and customer feedback. It was noted that development of KPIs were ongoing. Quarterly reports were produced detailing incidents by location, activity by categorisation and Police response. The Committee was informed that the Control Room also generated background activity such as alerting emergency services, area patrol carried out by CCTV, CCTV recording reviews carried out and incidents monitored.

As far as future developments were concerned it was reported that the service was looking to develop a Memorandum of Understanding which would outline the activities the service covered, details of the maintenance contract and value for money. The service was also looking to increase resources for the monitoring of CCTV and strengthen Police links by introducing a monitor in the custody suite to link CCTV images.

The Service was also looking to reduce maintenance/downtime by 17% and address :-

- Management information
- An increase in automatic number plate recognition.
- New recording capability
- Remote Patrolling Capability
- Improve monitoring capability
- Adoption of new technology
- Accredited service
- Service Accountability
- Services which could be marketed.

The aim of future developments included delivering what the customer wanted and an improvement in the capturing of incidents.

During discussion a query was raised regarding the future of CCTV under a Unitary Authority and the effect on the Service. In response it was explained that the Control Room could deliver a Service for the whole of the County and that the Service needed to deliver the best possible activities.

Reference was made to the cost of the Service on Council Tax and the return on expenditure. The responsible authority for Crime and Disorder was queried. It was explained that the Crime and Disorder Act 1998 had focused in who was responsible for crime and disorder. The Council had equal responsibility with the Police authority for Crime and Disorder and to deliver on Section 17 requirements. CCTV was

supported by a range of measures including Government funding. The statistics showed that the measures had been extremely successful and had very good feedback. The Council had clear responsibility to take account of Crime and Disorder.

A query was raised regarding training, whether it could be undertaken in-house and whether employees who had undertaken training had to repay training costs if they left the employment of the Authority. In response it was explained that in order for in-house training to be undertaken, an operator would have to have been in post for five years and licensed before they could deliver training. With regard to payback the Council did not stipulate this requirement.

Discussion was also held regarding the effectiveness of CCTV as a deterrent. In response the Home Office had carried out extensive research and found that CCTV cameras were effective and work well in standalone situations.

In relation to performance information, Members of the Committee requested that they be sent quarterly performance reports detailing statistical information on incidents in the area.

Concern was expressed regarding BT's monopoly on line rental and the prospective increase of upto 15% in the next contract. It was explained that BT had the monopoly situation because there was no other service provider in the area.

A query was also raised regarding Police response and the relationship with the CCTV Service. The Committee was informed that the Service could provide detailed analysis of where crime and disorder was occurring. A joint briefing of staff could take place, Police could also ask Wardens to take up certain issues. The Council did discuss the issue of public perception with the Police and would continue to do so.

The Committee considered that there should be a Performance Indicator relating to Police response. In response it was explained that the Service had to be able to demonstrate value and there was a need to highlight successful prosecutions therefore there was a need for feedback from the Police. Members were concerned that the Performance Indicators should be local as opposed to national and should be able to monitor Police responses to incidents reported through CCTV.

Members questioned what funding is provided from the Police to CCTV within the Borough. In response Members were informed that no financial funding is provided but the Police do provide staffing resources to deal with incidents reported by CCTV.

During discussion a question was also raised regarding Christmas lights in town centres and guidance given to Town Councils to minimise the distortion on CCTV. In response it was explained that the equipment could be adjusted to change contrast and reduce glare. With new camera technology there was much less distortion.

In response to a query raised regarding advice to Town and Parish Councils, it was explained that they were advised of new legislation.

- AGREED :*
- 1. That the Committee was satisfied with the progress of the CCTV Service and that a further update be given in twelve months.*
 - 2. That Members are issued CCTV performance reports on a quarterly basis.*

H&S.16/07 OVERVIEW AND SCRUTINY REVIEW GROUP REPORT - STREETS SAFE REVIEW - PROGRESS ON ACTION PLAN

Consideration was given to the progress to date and the Cabinet's response and action plan following consideration of its recommendation arising from the Streetsafe Review Group. (For copy see file of Minutes).

D. Scarr, Head of Neighbourhood Services, updated Members with progress with regard to undertaking a Performance Review of Community Safety and the implementation of the Customer Relations Management System to record anti-social behaviour.

It was explained that in relation to Performance Review that outcomes of the Review have been identified and a very successful community consultation has been completed, it is proposed that further work on the preparation of a Borough Council Strategy is postponed pending the outcome of the Judicial Review of Local Government Reorganisation, the review of Crime and Disorder Reduction Partnerships and the implementation of the Crime and Disorder (Formulation and Implementation of Strategy) Regulations 2007.

The reported detailed that Anti Social Behaviour recording is scheduled to go live with the CRM in January 2008 and this will assist in understanding the overall problem and will enable more effective targeting.

- AGREED :*
- 1. That the Committee was satisfied with the progress of the Action Plan for the Overview and Scrutiny Review for Streetsafe within the Borough.*
 - 2. That the Committee reviews the progress of the Action Plan in six months.*

H&S.17/07 OVERVIEW AND SCRUTINY REVIEW GROUP REPORT - TOURISM WITHIN THE BOROUGH - PROGRESS ON ACTION PLAN

Consideration was given to a report detailing progress to date and Cabinet's Response and Action Plan following consideration of its recommendation arising from the Tourism within the Borough Review Group.

Lucy Wearne, Tourism Officer, attended the Committee to give a presentation regarding progress.

Members were reminded of the background and recommendations provided by the Review Group, the Action Plan which had been drawn up and the suggested timescale.

Details of progress on each action were outlined.

It was noted that Locomotion had recently achieved two regional awards, Silver in relation to accessibility and Bronze in relation to sustainability.

During discussion of this item a query regarding the economic benefits of Locomotion to Shildon Town Centre. In response it was explained that Locomotion's Procurement Policy was to try and procure goods and services locally wherever possible. It was also noted that 33 employees were employed at Locomotion, 7 of whom were from Shildon. It was also hoped to extend the apprenticeship programme. Leisure Services were working with the Regeneration Section to consider how Shildon Town Centre could be made more attractive to visitors.

In response to a query raised regarding the three years free admission, it was explained that this was being discussed with Durham County Museum Service.

Discussion was also held regarding the One North East website and the Council's involvement in its content. In response it was explained that accommodation etc., on the website had to be quality inspected to be included. Tourism was offering incentives to accommodation providers to obtain this quality inspection.

- AGREED :*
- 1. That the Committee was satisfied with the progress of the Action Plan for the Overview and Scrutiny Review for Tourism within the Borough.*
 - 2. That the Committee reviews the progress of the Action Plan in twelve months.*

H&S.18/07 WORK PROGRAMME

Consideration was given to a report setting out the Committee's Work Programme for consideration and review. (For copy see file of Minutes).

AGREED : *That the Work Programme be noted.*