

COUNCIL

Tuesday, 27 February 2007

11.30 a.m.

Council Chamber, Council
Offices, Spennymoor

AGENDA and REPORTS

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যদি আপনি এই ডকুমেন্ট অন্য ভাষায় বা ফরমেটে চান অথবা যদি আপনার একজন ইন্টারপ্রেটারের প্রয়োজন হয়, তাহলে দয়া করে আমাদের সাথে যোগাযোগ করুন।

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यह दस्तावेज़ यदि आपको किसी अन्य भाषा या अन्य रूप में चाहिये, या आपको अनुवाद-सेवाओं की आवश्यकता हो तो हमसे संपर्क करें

ਜੇ ਇਹ ਦਸਤਾਵੇਜ਼ ਤੁਹਾਨੂੰ ਕਿਸੇ ਹੋਰ ਭਾਸ਼ਾ ਵਿਚ ਜਾਂ ਕਿਸੇ ਹੋਰ ਰੂਪ ਵਿਚ ਚਾਹੀਦਾ ਹੈ, ਜਾਂ ਜੇ ਤੁਹਾਨੂੰ ਗੱਲਬਾਤ ਸਮਝਾਉਣ ਲਈ ਕਿਸੇ ਇੰਟਰਪ੍ਰੈਟਰ ਦੀ ਲੋੜ ਹੈ, ਤਾਂ ਤੁਸੀਂ ਸਾਨੂੰ ਦੱਸੋ।

یہ دستاویز اگر آپ کو کسی دیگر زبان یا دیگر شکل میں درکار ہو، یا اگر آپ کو ترجمان کی خدمات چاہئیں تو براۓ مہربانی ہم سے رابطہ کیجئے۔

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Democratic Services



01388 816166

AGENDA

1. APOLOGIES**2. DECLARATIONS OF INTEREST**

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

3. MINUTES

To confirm as a correct record the Minutes of the meeting held on 23rd January 2007 (Pages 1 - 2)

4. MAYOR'S ANNOUNCEMENTS**5. BUDGET FRAMEWORK 2007/8**

Report of Director of Resources

As the Durham Police Authority are only due to meet on Friday 23rd February to consider a number of different options with regard to their spending plans, it is not possible to fully complete the attached report.

It is, therefore, intended to distribute a complete copy of this report as soon as practicable after the precept requirements of the Police Authority is known. It is expected that the complete report will be posted first class on Friday. (Pages 3 - 22)

6. TREASURY MANAGEMENT STRATEGY 2007/8

Report of Director of Resources (Pages 23 - 34)

7. ARRANGEMENTS FOR THE REVIEW OF THE CONSTITUTION

Report of Solicitor to the Council and Monitoring Officer (Pages 35 - 44)

8. DELEGATED AUTHORITY FOR THE CHIEF EXECUTIVE TO AMEND FORMAL ORGANISATION (STAFFING) STRUCTURES BELOW CHIEF OFFICER LEVEL

Report of Chief Executive (Pages 45 - 50)

9. REGULATION OF INVESTIGATORY POWERS ACT 2000 : GOING FORWARD : IMPLEMENTING IMPROVEMENTS

Report of Solicitor to the Council (Pages 51 - 56)

10. ROYAL GARDEN PARTIES

Report of Leader of the Council (Pages 57 - 58)

EXEMPT INFORMATION

The following item is not for publication by virtue of Paragraph 1 of Part 1 of Schedule 12 A of the Local Government Act 1972.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.

11. REVIEW OF SENIOR MANAGEMENT ARRANGEMENTS - FORMAL DESIGNATION OF A DEPUTY CHIEF EXECUTIVE

Report of Chief Executive (Pages 59 - 64)

B.Allen
Chief Executive

Council Offices

SPENNYMOOR

19th February 2007

Councillor Mrs. L. Hovvels (Mayor) and

All other Members of the Council

ACCESS TO INFORMATION

Any person wishing to exercise the right of inspection in relation to this Agenda and associated papers should contact
Liz North 01388 816166 ext 4237 email:enorth@sedgefield.gov.uk

Item 3

SEDGEFIELD BOROUGH COUNCIL

Council Chamber,
Council Offices,
Spennymoor

Tuesday,
23 January 2007

Time: 11.30 a.m.

Present: Councillor Mrs. L. Hovvels (Mayor) and

Councillors Mrs. A.M. Armstrong, D.R. Brown, Mrs. B.A. Clare, Mrs. K. Conroy, Mrs. J. Croft, V. Crosby, Mrs. A.M. Fleming, R.S. Fleming, T.F. Forrest, Mrs. B. Graham, A. Gray, G.C. Gray, Mrs. J. Gray, D.M. Hancock, J.E. Higgin, A. Hodgson, G.M.R. Howe, J.G. Huntington, M.T.B. Jones, J.M. Khan, B. Meek, J.P. Moran, G. Morgan, D.A. Newell, K. Noble, B.M. Ord, R.A. Patchett, Mrs. E.M. Paylor, J.K. Piggott, A. Smith, Mrs. I. Jackson Smith, K. Thompson, T. Ward, W. Waters and J. Wayman J.P

Apologies: Councillors B.F. Avery J.P, W.M. Blenkinsopp, J. Burton, M.A. Dalton, B. Hall, K. Henderson, M. Iveson, Mrs. C. Potts, Ms. M. Predki, J. Robinson J.P, G.W. Scott, J.M. Smith, Mrs. L. Smith and Mrs. C. Sproat

C.63/06 DECLARATIONS OF INTEREST

No declarations of interest were received.

C.64/06 LOCAL GOVERNMENT REVIEW

It was explained that the meeting had been convened to consider the response of the District Councils within County Durham to the Government White Paper, "Strong and Prosperous Communities".

It was explained that the White Paper was inviting Councils to submit bids for a new structure for Local Government, either by forming unitary authorities or pathfinders to improve existing arrangements.

Durham County Council had submitted a bid on the basis of a Single Unitary Authority for County Durham. However, six Districts, within the County of Durham, had expressed concerns on the unitary bid, in particular the timetable for the creation of the new authority and the costs involved.

Those Districts had sought the advice of consultants, KPMG and Tavistock, and drawn up a bid for a pathfinder route building on shared services and enhancing two-tier working, gradually moving towards some form of unitary authority. An Executive Summary of the document was considered. (For copy see file of Minutes). A copy of the complete document would be available in the Members' Rooms.

Under the County proposals for unitary authority, elections would be held in 2008 with the new unitary authority becoming operational in 2009. The major issues and concerns surrounding the County bid involved the financial costs of transition, the major disruption in service which would inevitably occur, the high turnover of staff which would occur and the

reduction in democratic representation. The feasibility of introducing a unitary Council of such size, in the short space of time, was also an issue.

The six District Councils considered that a more appropriate form of local government in the area would be achieved, through enhanced two-tier working and the pathfinder route. This would allow time for engagement with stakeholders and for transition to be managed through a transformation board and business transformation programme and would also allow more time for an assessment of the best form of unitary authority . Under the bid, elections for new authorities would be held in 2011, becoming fully operational in 2012.

This timetable would also allow for improved arrangements at neighbourhood level with the creation of neighbourhood charters looking at performance delivery and setting environmental standards, the formation of development plans, etc.

There would also be a review of ward boundaries based on natural geographies, providing appropriate democratic representation.

By going down the pathfinder route significant savings and improved services could be achieved.. Stronger emphasis would be placed on community services, there would be a better use of resources, a reduction of costs and would be less disruptive to services.

The timetable for the bids was :- submissions of bids by 25th January, 2007, an announcement of the preferred bids at the end of March. There would then be a consultation period between March and July with the final decision being made by the Secretary of State by the end of July.

RESOLVED : That Sedgefield Borough Council supports the six Districts pathfinder bid leading to eventual unitary local government in County Durham.

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 email: enorth@sedgefield.gov.uk

27TH FEBRUARY 2007

REPORT OF THE DIRECTOR OF RESOURCES

Portfolio: **STRATEGIC LEADERSHIP**

BUDGET FRAMEWORK FOR 2007/08

1.0 SUMMARY

- 1.1 The Cabinet, at its meeting on 15th February 2007 considered the feedback and findings of the comprehensive consultation exercise in regard to its initial proposals for the Budget Framework for the 2007/08 financial year. At the meeting the Cabinet made recommendations regarding its proposals to be considered by Council.
- 1.2 This report considers the implications of those recommendations in terms of total spending, rent increases and the increase required in the Borough's Council Tax for the coming year. Detailed account has also been taken of the Council's medium term financial plan, which sets out the framework for developing annual revenue and capital budgets over the medium term.
- 1.3 This report also identifies the precepting demands made on this Council by Durham County Council and the Durham and Darlington Fire and Rescue Authority and Town/Parish Councils. As the Durham Police Authority will only meet on Friday 23rd February 2007 to determine its precepting requirement on this Council, from a number of options to be considered at that meeting, it is not possible as yet to establish the overall level of Council Tax applicable at each Band, in each area of the Borough for 2007/08. As soon as practicable after the information is received from the Police Authority, further information will be sent out to members to confirm the overall levels of Council Tax for each area.

2.0 RECOMMENDATIONS

- 2.1 That the Budget Framework for 2007/08 and the recommendations as set out in this report, be approved.

(NB) Further recommendations incorporating the Police Authority Precept will be issued prior to the meeting.

3.0 BUDGET FRAMEWORK 2007/08

Background

- 3.1 The Cabinet approved its initial budget framework for 2007/08 at its meeting on 11th January 2007. All Members of the Council received a copy of that report, a summarised draft budget supporting it and additional notes giving background to the key budget decisions to allow full scrutiny of the budget to be undertaken. During the four-week consultation period all Overview and Scrutiny Committees considered their respective budget areas and the consultation also took place with a Council Tax Focus Group and Tenants Groups.

- 3.2 Cabinet considered the findings of the comprehensive consultation process at its meeting on 15th February 2007, when it made recommendations representing its proposals for the Budget Framework for 2007/08. In accordance with Part 4(c) of the Council's Constitution, these recommendations are set out at Appendix A to this report.
- 3.3 The implications of those recommendations in terms of total spending, rent increases and the increase required in the Borough Council Tax for 2007/08 can be summarised as follows.

General Fund (GF)

- 3.4 The Council's net spending requirement in 2007/08 after a use of balances of £700,000 will be £14,618,060 and the details of this and effect on the Borough's Council Tax is as follows:-

Portfolio	Budget 2006/07 £	Budget 2007/08 £
Strategic Leadership	1,704,550	1,901,610
Healthy Borough		
Culture and Leisure	3,622,080	3,839,790
Community Health	155,230	141,460
Attractive Borough		
Environment	5,219,320	5,672,600
Planning and Development	467,750	499,240
Strong Communities		
Private Sector Housing	548,630	601,100
Safer Communities	822,000	829,150
Prosperous Borough		
Social Regeneration	1,953,750	2,030,320
Learning and Employment	232,210	207,790
Less Salary Savings	(260,000)	(405,000)
Contingency Sum	79,960	-
	14,545,480	15,318,060
Less : Use of Balances	500,000	700,000
Less:	14,045,480	14,618,060
Revenue Support Grant	9,133,274	9,601,288
Collection Fund Surplus	200,000	150,000
NET DEMAND	4,712,206	4,866,772
Equivalent Council Tax at Band D:	£180.87	£186.11
Equivalent Council Tax at Band A:	£120.58	£124.07

Housing Revenue Account (HRA)

- 3.5 No changes to the initial budget framework for the HRA are proposed by Cabinet and the increase in housing rents required is recommended to be:-

An increase in housing rents of 3.6%+0.5% with effect from 2nd April 2007, with the adjustment for rent restructuring set at up to +£2.00 per week. The range of rent increases will be between 2.58% and 7.59%, with the average increase being 5% taking the average rent from £53.57 to £56.25.

Capital Spending

- 3.6 No changes to the initial budget framework for capital spending are proposed by Cabinet and it is recommended that total capital expenditure be fixed at **£20m** and allocated to portfolios in accordance with the table set out at Appendix B. The programme has been set in line with the medium term capital investment plans contained in the Medium Term Financial Plan.

Treasury Management Strategy incorporating the Prudential Code

- 3.7 Treasury Management covers the borrowing and investment activities of the Council and the effective management of the associated risks in relation to these activities. This is an important aspect of the overall management of the Council's financial affairs. A separate report provides details of the strategy to be followed by the Council in relation to its Treasury Management activities, which takes into account the impact of the Prudential Code for Capital Finance. The report makes recommendations about the Council's borrowing, investment and treasury activities over the next few years, and has been developed taking full account of the Budget Framework for 2007/08.

Robustness of Budget Estimates

- 3.8 Section 25 of the Local Government Act 2003 requires an authority's Chief Financial Officer reports to the authority when it is considering its budget and council tax. The report must deal with the robustness of the estimates and the adequacy of the reserves allowed for in the budget proposals, so that members will have authoritative advice available to them when they make their decisions.
- 3.8.1 The same section of the Act also requires Members to have regard to the report in making their decisions.
- 3.8.2 A prudent approach has been taken to the development of service budgets based on realistic and achievable spending and income targets with appropriate consideration of any risks and uncertainties that may be encountered.
- 3.8.3 Reasonable provision has been made for pay awards and inflation during 2007/08. The budgets have been prepared at outturn prices so there is no Contingency Sum available in 2007/08. Any unexpected demands on revenue expenditure will have to be met from savings or efficiencies in service delivery.
- 3.8.4 A full report on the revenue position of the current year's budgets will be considered by Cabinet on the 1st March 2007. In summary that report shows that spending on both the General Fund and the HRA is expected to be controlled within the original budget provision.

Balances and Reserves

- 3.9 The Council has traditionally maintained a healthy level of balances and reserves and the table below shows the amounts expected to be held at 31st March 2007:-

Estimated Balance in Hand At 31st March 2007
--

Earmarked Balances	£000	£000
Budget Support Fund	1,324.6	
Insurance Fund	1,186.6	
Training and Employment Services	431.4	
Asset Management Fund	401.8	
Private Sector Housing Fund	203.2	
Loan Debt Support Fund	256.1	
Other Fund Balances	67.3	3,871.0

Non-Earmarked Balances		
General Reserve	2,240.3	
Housing Revenue Account	3,880.9	6,121.2
		9,992.2

Budget Support Fund - This was set up to provide support to the General Fund to allow spending levels to be adjusted over the medium term. The Budget Framework 2007/08 provides for the use of balances of £700,000 to support revenue spending.

Insurance Fund - Established to cover the Council's self-insured risks. Whilst the revised balance will fall as claims continue to be met, the current level of funding is regarded as satisfactory in the medium term.

Training and Employment Services - This fund is used to support the Council's training schemes, which have provided training opportunities to thousands of people over many years. This has proved extremely successful, however it is anticipated that there will be an operating loss of around £27,000 in 2006/07, which will be met from the Training Fund.

Asset Management Fund - This fund is available to provide support to meet the Council's commitments under the Asset Management Plan. There is no planned use of this fund next year. The 2007/08 Capital Programme assumes the use of £100,000 to finance Asset Management works to various Council's buildings.

Private Sector Housing Fund – This Fund was established some years ago, when housing association loans were repaid, to provide support to private sector housing initiatives. A sum of £100,000 will be used during 2007/08 to support private sector housing regeneration initiatives.

Loan Debt Support Fund - This fund is used to support the costs associated with managing the Council's debt portfolio. It is expected that around £150,000 will be utilised in 2007/08 to assist in rescheduling the Council's capital financing costs.

Other Fund Balances - This covers a range of small balances, which are used for technical accounting purposes.

General Reserve - The balance on this reserve of £2,240.3m represents around 15% of net revenue spending, which is well above the minimum level advised by the Audit Commission of 5%. Having said that, the Council has always held a significant reserve reflecting its tradition of being an active Council, prepared to respond to new initiatives.

I consider the level of balances to be adequate and appropriate for this authority and my advice is to regard £2m as a target to be maintained in the medium term.

Housing Revenue Account - HRA balances are also in a healthy state and are expected to total £3,880.9m at 31st March 2007. There is an ongoing commitment to use a further £100,000 of HRA reserves during 2007/08 to assist with the implementation of the Service Improvement Plan

In line with previous years, the final funding position of the Housing Capital Programme for 2006/07, in terms of the actual use of revenue contributions to capital, could affect the final balance on the HRA Reserve. However, it is planned to make a contribution from HRA Reserves of £500,000 in 2007/08 and in 2008/09 in respect of the Housing Capital Programme to assist with the transition to a programme focused on meeting the Government's Decent Homes Standard by 2010.

Equal Pay Claims – Members have previously been advised that the Council faces a number of equal pay claims which will need to be met from either General Fund or the Housing Revenue Account reserves at some stage in the future. Experience at other Councils indicates that the cost of such claims continue to grow as claims are pursued through Employment Tribunals. Whilst it is difficult to assess the potential costs to be faced by the Council our reserves are being maintained at such a level which should allow the Council to meet its commitments without any impact on future service provision.

PRECEPTING AUTHORITIES

Parishes

- 3.10 In accordance with the Local Government Finance Act 1992, Parish Council precepts must be issued against the Borough Council's General Fund. Precept forms have now been received from all Parish and Town Councils. The figures for all Towns and Parishes, together with the resulting Council Tax at Band D, are set out in the following table:-

	Council Tax Base 2007/08	Precept For 2007/08	Council Tax At Band D
		£	£ p
Bishop Middleham	427	41,344.00	96.82
Bradbury	54	1,262.50	23.38
Chilton	1,127	178,003.93	157.94
Cornforth	728	67,000.00	92.03
Eldon	114	9,000.00	78.95
Ferryhill	3,022	566,630.00	187.50
Fishburn	733	60,000.00	81.86
Great Aycliffe	7,748	1,506,763.00	194.47
Middridge	131	4,750.00	36.26
Mordon	108	1,480.00	13.70
Sedgefield	1,879	207,770.00	110.57
Sildon	2,837	553,090.00	194.96
Spennymoor	5,823	1,105,620.00	189.87
Trimdon	1,322	96,790.00	73.21
Windlestone	97	500.00	5.15
	26,150	4,400,003.43	168.26

- 3.11 The precepts for 2007/08 total £4,400,003.43 compared with £4,268,252.00 for the current year, an increase of £131,751.43 (3.1%). This equates to an average parish Council Tax of £168.26 at Band D, an increase of £4.43 (2.7%) over the current year. For details of the increases applicable to particular Parishes, Members should refer to Appendix C.
- 3.12 As Members are aware, the Council Tax for all Bands is fixed as a specified proportion of the tax at Band D. Appendix D shows the level of Council Tax for all Council Tax Bands for each Parish area.
- 3.13 The total level of Parish precepts is taken into account in determining the Borough's overall demand on the Collection Fund, which is summarised as follows :-

	Borough £	Parishes £	Total £
Budget Requirements	14,618,060.00	4,400,003.43.	19,018,063.43
Less			
Revenue Support Grant	9,601,288.00	-	9,601,288.00
Collection Fund Surplus	150,000.00	-	150,000.00
NET DEMAND	4,866,772.00	4,400,003.43	9,266,775.43
Equivalent Council Tax at Band D	186.11	168.26	354.37

Durham County Council

- 3.14 Durham County Council will meet to consider its spending plans for 2007/08 on 20th February 2007. It is expected to recommend a precept on this Council in the sum of £26,032,063.49 that equates to a Council Tax of £995.49 at Band D, an increase of £28.08 or 2.9 % over the current year.

Durham and Darlington Fire and Rescue Authority

- 3.15 The Fire and Rescue Authority will meet to consider its spending plans for 2007/08 on 23rd February 2007. It is expected to approve a recommendation that will require a precept on this Council in the sum of £2,099,321.94, which equates to a Council Tax of £80.28 at Band D, an increase of £3.24 or 4.2% over the current year.

Durham Police Authority

- 3.16 The Police Authority will meet to consider its spending plans for 2007/08 at 11.00am on 23rd February 2007. As a number of options are to be considered by the Authority, it is not yet possible to identify the precepting requirements on this Council. Further information will be sent to Members as soon as practicable after their meeting to confirm the decision made by the Authority and its effect on the levels of overall Council Tax in the Borough.

4.0 RECOMMENDATIONS

- 4.1. That the Council's 2007/08 General Fund Revenue Budget, totalling **£14,618,060** be approved.
- 4.2. That the Housing Revenue Account Budget be approved and that a rent increase of 3.6%+0.5% be applied to all rents with a rent restructuring adjustment of up to + £2.00, effective from 2nd April 2007.
- 4.3. That the council's 2007/08 Capital Spending Programme, totalling **£20m**, as set out in Appendix B to the report be approved.
- 4.4. That in accordance with Section 25(1) of the Local Government Act 2003, the comments of the Director of Resources, in relation to the robustness of the budget estimates being considered and adequacy of the financial reserves, be noted.
- 4.5. That the calculations required under Section 32 to 36 of the Local Government Finance Act, 1992 be approved as follows:-

	£
Aggregate of the calculations required under Section 32(2)(a) to (e) of the Act (i.e. gross expenditure of the Borough plus Parish precepts)	93,535,003.43
Aggregate of the calculations required under Section 32(3)(a) to (c) of the Act (i.e. income which will be credited to the Borough's General Fund)	74,516,940.00
Being the difference between the above calculations, in accordance with Section 32(4) of the Act – the budget requirement for the year	19,018,063.43

- 4.6. That the calculation of the sums which the Council estimates will be payable for the year into its General Fund be approved as follows:-

	£
Revenue Support Grant	9,601,288.00
Collection Fund Surplus	150,000.00
	9,751,288.00

- 4.7. That the calculation required under Section 33(1) of the 1992 Act, as the basic amount of the Council Tax for the year, i.e. the total in 4.5 above, less the total in 4.6 above, divided by the Tax Base 26,150 be approved as follows - **£354.37** (i.e. an average local Tax at Band D).
- 4.8. That the aggregate amount of all special items (Parish Precepts) in accordance with Section 34(1) of the Act, amounting to **£168.26** be approved.

- 4.9. *That the Council Tax for the year for those dwellings in the area to which no special items relates, calculated in accordance with Section 34(2) of the Act, be £186.11 (i.e. the Council Tax at Band D for Borough Council purposes).*
- 4.10 *That the amounts given by adding to the amount at 4.9 above, the amounts of the special items for those parts of the Council's area, calculated in accordance with Section 34(3) of the Act be as set out under Band D in Appendix D to this report (i.e. Council Tax at Band D for Borough and Parish Councils in each Parish or part of the Borough).*
- 4.11 *That the amount to be taken into account for the year in respect of categories of dwellings listed in different valuation bands calculated in accordance with Section 36(1) of the Act, using as the base those amounts set out in 4.10 above, be as shown in Appendix D to the report.*

5. RESOURCE IMPLICATIONS

- 5.1 The financial implications are summarised within the body of the report.

6. CONSULTATION

- 6.1 The Council's three Overview and Scrutiny Committees have been fully consulted on the Budget Framework proposals in accordance with the published timetable. In addition, consultation has taken place with a Council Tax Focus Group, the Tenants' Housing Services Group and Residents Federation representatives. Consultation also took place on all aspects relating to the Housing Revenue Account.

7. OTHER MATERIAL CONSIDERATIONS

7.1 *Links to Corporate Objectives/Values*

The Council's Corporate Objectives and Values have guided the preparation of the 2007/08 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.*

7.2 *Risk Management*

The Budget Framework 2007/08 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.

7.3 *Health and Safety*

No additional implications have been identified.

7.4 *Equality and Diversity*

No material considerations have been identified.

7.5 *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. No other legal or constitutional implications have been identified.

7.6 Other Material Considerations

No other material considerations have been identified.

8. OVERVIEW AND SCRUTINY IMPLICATIONS

8.1 As mentioned above, full consultation and engagement was undertaken with all three Overview and Scrutiny Committees.

Contact Officer: Alan Smith (Director of Resources)
Telephone No.: 01388-816166 ext. 7776
E-Mail Address: alansmith@sedgefield.gov.uk

Background Papers:

1. Local Authority Finance Settlement 2007/08
2. Housing Subsidy Settlement 2007/08
3. Reports to Cabinet 11th January 2007 and 15th February 2007 – Budget Framework 2007/08
4. Local Government Finance Act 1992 and Associated Regulations
5. Local Government Finance Act 1988 and Associated Regulations
6. Local Government Act 2003 and Associated Regulations
7. Treasury Management Strategy 2007/08

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"/>

BUDGET FRAMEWORK FOR 2007/08

RECOMMENDATIONS FROM CABINET TO COUNCIL

In accordance with Paragraph 2(b) of the Budget and Policy Framework Procedure Rules, Cabinet is required to make recommendations to Council as its firm proposals for the Budget Framework for 2007/2008.

At its meeting on 15th February 2007, Cabinet made the following recommendations:-:

1. That insofar as General Fund Services are concerned, the Budget Framework previously agreed by Cabinet on the 11th January 2007, be confirmed and as a consequence it is proposed that:
 - The net revenue budget is set at **£14,618,060** for 2007/2008.
 - The increase in the Borough Council Tax be 2.9%, taking the Band D Tax from **£180.87** to **£186.11**.
2. That insofar as the Housing Revenue Account is concerned, the Budget Framework previously agreed by Cabinet on the 11th January 2007, be confirmed and as a consequence it is proposed that:
 - An inflationary increase of 3.6% plus 0.5% be applied to all rents, with effect from 2nd April 2007.
 - The Government's rent re-structuring methodology continues apply to bring basic rents towards target rents at the maximum level of +£2 per week. This will have the impact of increasing the average rent on the Housing Revenue Account by 5%.
3. That insofar as the Capital Spending Programmes are concerned, the Budget Framework previously agreed by Cabinet on the 11th January 2007, be confirmed and as a consequence it is proposed that the Capital Programme be set at **£20m**.

CAPITAL PROGRAMME 2007/08

PROPOSED TARGET SPENDING LIMITS

	<u>£000</u>	<u>£000</u>
STRATEGIC LEADERSHIP		1,400
HEALTHY BOROUGH		
- Culture & Leisure	715	
- Community Health	70	785
	<hr/>	
ATTRACTIVE BOROUGH		
- Environment	20	
- Planning & Development	120	140
	<hr/>	
STRONG COMMUNITIES		
- Council Housing (see details below)	8,400	
- Private Sector Housing	2,335	
- Safer Communities	100	10,835
	<hr/>	
PROSPEROUS BOROUGH		
- Social Regeneration	400	
- Learning & Employment	200	
- Major Regeneration Initiatives (see details below)	6,240	6,840
	<hr/>	
		<hr/> <hr/> 20,000 <hr/> <hr/>

Note:-

(1) *The above table only shows the use of this Council's resources. The total level of capital spending will be substantially higher when external funding is taken into account - for example from Lottery Grant, Single Capital Programme Grant etc.*

PARISH PRECEPTS

	Precept 2006/07	Precept 2007/08	Increases	
	£	£	£	%
Bishop Middleham	40,140.00	41,344.00	1,204.00	3.0
Bradbury	1,250.00	1,262.50	12.50	1.0
Chilton	172,910.00	178,003.93	5,093.93	2.9
Cornforth	66,000.00	67,000.00	1,000.00	1.5
Eldon	9,000.00	9,000.00	-	-
Ferryhill	549,910.00	566,630.00	16,720.00	3.0
Fishburn	58,000.00	60,000.00	2,000.00	3.4
Great Aycliffe	1,441,878.00	1,506,763.00	64,885.00	4.5
Middridge	4,000.00	4,750.00	750.00	18.8
Mordon	1,373.00	1,480.00	107.00	7.8
Sedgefield	202,007.00	207,770.00	5,763.00	2.9
Shildon	545,480.00	553,090.00	7,610.00	1.4
Spennymoor	1,079,014.00	1,105,620.00	26,606.00	2.5
Trimdon	96,790.00	96,790.00	-	-
Windlestone	500.00	500.00	-	-
	4,268,252.00	4,400,003.43	131,751.43	3.1

COUNCIL TAX

	Band D Tax 2006/07	Band D Tax 2007/08	Increases	
	£	£	£	%
Bishop Middleham	92.28	96.82	4.54	4.9
Bradbury	22.73	23.38	0.65	2.9
Chilton	153.15	157.94	4.79	3.1
Cornforth	91.67	92.03	0.36	0.4
Eldon	78.95	78.95	-	-
Ferryhill	182.21	187.50	5.29	2.9
Fishburn	80.67	81.86	1.19	1.5
Great Aycliffe	186.63	194.47	7.84	4.2
Middridge	31.25	36.26	5.01	16.0
Mordon	12.83	13.70	0.87	6.8
Sedgefield	107.45	110.57	3.12	2.9
Shildon	196.57	194.96	-1.61	-0.8
Spennymoor	185.24	189.87	4.63	2.5
Trimdon	73.10	73.21	0.11	0.2
Windlestone	5.10	5.15	0.05	1.0
Average	163.83	168.26	4.43	2.7

**COUNCIL TAX FOR BOROUGH AND PARISH COUNCILS
IN EACH PART OF THE BOROUGH**

IN ACCORDANCE WITH RECOMMENDATIONS 4.10 and 4.11

Council Tax Bands

A	B	C	D	E	F	G	H
6/9	7/9	8/9	1	11/9	13/9	15/9	18/9

Area	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
Bishop Middleham	188.62	220.06	251.49	282.93	345.80	408.68	471.55	565.86
Bradbury	139.66	162.94	186.21	209.49	256.04	302.60	349.15	418.98
Chilton	229.37	267.59	305.82	344.05	420.51	496.96	573.42	688.10
Cornforth	185.43	216.33	247.24	278.14	339.95	401.76	463.57	556.28
Eldon	176.70	206.16	235.61	265.06	323.96	382.87	441.76	530.12
Ferryhill	249.07	290.59	332.10	373.61	456.63	539.66	622.68	747.22
Fishburn	178.65	208.42	238.20	267.97	327.52	387.07	446.62	535.94
Great Aycliffe	253.72	296.01	338.29	380.58	465.15	549.73	634.30	761.16
Middridge	148.25	172.95	197.66	222.37	271.79	321.20	370.62	444.74
Mordon	133.21	155.41	177.61	199.81	244.21	288.61	333.02	399.62
Sedgefield	197.79	230.75	263.72	296.68	362.61	428.54	494.47	593.36
Sildon	254.05	296.39	338.73	381.07	465.75	550.43	635.12	762.14
Spennymoor	250.65	292.43	334.20	375.98	459.53	543.08	626.63	751.96
Trimdon	172.88	201.69	230.51	259.32	316.95	374.57	432.20	518.64
Windlestone	127.51	148.76	170.01	191.26	233.76	276.26	318.77	382.52

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REPORT TO COUNCIL

27TH FEBRUARY 2007

REPORT OF THE DIRECTOR OF RESOURCES

Portfolio: **STRATEGIC LEADERSHIP**

BUDGET FRAMEWORK FOR 2007/08- ADDENDUM

1.0 SUMMARY

1.1 Further to the above report, the Council has now been notified of the precepting requirements for the Durham Police Authority and is able to confirm the Council Tax applicable at each Band, in each area of the Borough for the financial year 2007/08.

2.0 RECOMMENDATIONS

2.1 That the detailed recommendations as set out in paragraph 3 of this report be approved.

3.0 BACKGROUND

3.1 The Durham Police Authority has now considered its spending plans for 2007/08 and approved a recommendation that will require a precept on this Council in the sum of £3,549,078, which equates to a Council Tax of £135.72 at Band D, an increase of £34.92 or 34.64% over the current year.

3.2 Overall Level of Council Tax 2007/08

Now that all the precepting requirements on the Council have been received the Council Tax payable in the Sedgfield area at Band D will be in accordance with the following Table. As 68% of all properties in the Borough fall into Band A, that figure is also shown for Members' information.

Area	Council Tax At Band A	Council Tax At Band D
	£ p	£ p
Bishop Middleham	996.28	1,494.42
Bradbury	947.32	1,420.98
Chilton	1,037.02	1,555.54
Cornforth	993.08	1,489.63
Eldon	984.36	1,476.55
Ferryhill	1,056.73	1,585.10
Fishburn	986.30	1,479.46
Great Aycliffe	1,061.38	1,592.07
Middridge	955.90	1,433.86
Mordon	940.86	1,411.30
Sedgfield	1,005.44	1,508.17
Shildon	1,061.70	1,592.56
Spennymoor	1,058.31	1,587.47
Trimdon	980.54	1,470.81
Windlestone	935.16	1,402.75

3.3 As Members are aware, the Council Tax for all other Bands is fixed as a specified proportion of the tax at Band D. The figures shown above are the combined figures to meet the net expenditure of Durham County Council, the Durham and Darlington Fire and Rescue Authority, the Durham Police Authority, the Borough and various Town and Parish

Councils. Further details showing the tax for each Band and the constituent elements are set out in Appendices E, F and G which follow on from the earlier report as follows: -

Appendix E: Analysis of Council Taxes for the County Council, Combined Fire Authority, Durham Police Authority, Borough and Parish Councils,

Appendix F: The total Council Tax in each area of the Borough.

Appendix G: Analysis of Council Tax Changes from 2006/07 to 2007/08.

RECOMMENDATIONS (following on from the earlier report)

4.12. *That it be noted that for the year 2007/08 Durham County Council, Durham and Darlington Fire and Rescue Authority, and Durham Police Authority have stated the following amounts in the precept issued to the Council in accordance with Section 40 of the Act, for each of the categories of dwellings shown below:-*

	A	B	C	D	E	F	G	H
Authority	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
<i>Durham County Council</i>	663.66	774.27	884.88	995.49	1,216.71	1,437.93	1,659.15	1,990.98
<i>Combined Fire Authority</i>	53.52	62.44	71.36	80.28	98.12	115.96	133.80	160.56
<i>Durham Police Authority</i>	90.48	105.56	120.64	135.72	165.88	196.04	226.20	271.44

4.13. *That, having calculated the aggregate in each case, of the amounts at 4.11 and 4.12 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the amounts shown at Appendix F as the amounts of Council Tax for the year 2007/08 for each of the categories of dwellings shown.*

4.14 *That the Director of Resources be authorised to serve notices, enter into agreements, give receipts, make adjustments, institute proceedings and take any action available to the Council to collect or enforce the collection of the Non-Domestic Rate and the Council Tax from those persons liable.*

4.15 *That the Director of Resources be authorised to nominate officers, from time to time, within the Resources Department, to conduct proceedings on behalf of the Council in connection with the implementation of 4.14 above.*

4.16 *That, in accordance with Part II of Schedule 1 of the Council Tax (Administration and Enforcement) Regulations 1992, the Council resolves that instalments of Council Tax due from Council house tenants, will be due on a weekly basis simultaneous with the rent.*

Contact Officer: Alan Smith (Director of Resources)

Telephone No.: 01388-816166 ext. 7776
 E-Mail Address: alansmith@sedgefield.gov.uk

Background Papers:

1. Local Authority Finance Settlement 2007/08
2. Housing Subsidy Settlement 2007/08
3. Reports to Cabinet 11th January 2007 and 15th February 2007 – Budget Framework 2007/08
4. Local Government Finance Act 1992 and Associated Regulations
5. Local Government Finance Act 1988 and Associated Regulations
6. Local Government Act 2003 and Associated Regulations
7. Treasury Management Strategy 2007/08
8. Report to Council-27th February 2007-Budget Framework for 2007/08

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"/>

COUNCIL TAX FOR EACH AUTHORITY 2007/08

Council Tax Bands							
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A	B	C	D	E	F	G	H
6/9	7/9	8/9	1	11/9	13/9	15/9	18/9

Authority

£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
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Durham County Council	663.66	744.27	884.88	995.49	1,216.71	1,437.93	1,659.15	1,990.98
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Combined Fire Authority	53.52	62.44	71.36	80.28	98.12	115.96	133.80	160.56
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Durham Police Authority	90.48	105.56	120.64	135.72	165.88	196.04	226.20	271.44
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Sedgefield Borough	124.07	144.75	165.43	186.11	227.47	268.83	310.18	372.22
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Parish Element

Bishop Middleham	64.55	75.30	86.06	96.82	118.34	139.85	161.37	193.64
Bradbury	15.59	18.18	20.78	23.38	28.58	33.77	38.97	46.76
Chilton	105.29	122.84	140.39	157.94	193.04	228.14	263.23	315.88
Cornforth	61.35	71.58	81.80	92.03	112.48	132.93	153.38	184.06
Eldon	52.63	61.41	70.18	78.95	96.49	114.04	131.58	157.90
Ferryhill	125.00	145.83	166.67	187.50	229.17	270.83	312.50	375.00
Fishburn	54.57	63.67	72.76	81.86	100.05	118.24	136.43	163.72
Great Aycliffe	129.65	151.25	172.86	194.47	237.69	280.90	324.12	388.94
Middridge	24.17	28.20	32.23	36.26	44.32	52.38	60.43	72.52
Mordon	9.13	10.66	12.18	13.70	16.74	19.79	22.83	27.40
Sedgefield	73.71	86.00	98.28	110.57	135.14	159.71	184.28	221.14
Shildon	129.97	151.64	173.30	194.96	238.28	281.61	324.93	389.92
Spennymoor	126.58	147.68	168.77	189.87	232.06	274.26	316.45	379.74
Trimdon	48.81	56.94	65.08	73.21	89.48	105.75	122.02	146.42
Windlestone	3.43	4.01	4.58	5.15	6.29	7.44	8.58	10.30

**TOTAL COUNCIL TAX 2007/08
IN EACH PART OF THE BOROUGH**

IN ACCORDANCE WITH RECOMMENDATION 4.13

<i>Council Tax Bands</i>								
Authority	A 6/9	B 7/9	C 8/9	D 1	E 11/9	F 13/9	G 15/9	H 18/9
	<i>£ p</i>	<i>£ p</i>	<i>£ p</i>	<i>£ p</i>	<i>£ p</i>	<i>£ p</i>	<i>£ p</i>	<i>£ p</i>
Bishop Middleham	996.28	1162.32	1328.37	1494.42	1826.52	2158.61	2490.70	2988.84
Bradbury	947.32	1105.20	1263.09	1420.98	1736.76	2052.53	2368.30	2841.96
Chilton	1037.02	1209.86	1382.70	1555.54	1901.22	2246.90	2592.56	3111.08
Cornforth	993.08	1158.60	1324.11	1489.63	1820.66	2151.69	2482.71	2979.26
Eldon	984.36	1148.43	1312.49	1476.55	1804.67	2132.80	2460.91	2953.10
Ferryhill	1056.73	1232.85	1408.98	1585.10	1937.35	2289.59	2641.83	3170.20
Fishburn	986.30	1150.69	1315.07	1479.46	1808.23	2137.00	2465.76	2958.92
Great Aycliffe	1061.38	1238.27	1415.17	1592.07	1945.87	2299.66	2653.45	3184.14
Middridge	955.90	1115.22	1274.54	1433.86	1752.50	2071.14	2389.76	2867.72
Mordon	940.86	1097.68	1254.49	1411.30	1724.92	2038.55	2352.16	2822.60
Sedgefield	1005.44	1173.02	1340.59	1508.17	1843.32	2178.47	2513.61	3016.34
Shildon	1061.70	1238.66	1415.61	1592.56	1946.46	2300.37	2654.26	3185.12
Spennymoor	1058.31	1234.70	1411.08	1587.47	1940.24	2293.02	2645.78	3174.94
Trimdon	980.54	1143.96	1307.39	1470.81	1797.66	2124.51	2451.35	2941.62
Windlestone	935.16	1091.03	1246.89	1402.75	1714.47	2026.20	2337.91	2805.50

COUNCIL TAX CHANGES 2006/07 TO 2007/08

<i>Band D Changes by Individual Authorities</i>				
	<i>2006/07</i>	<i>2007/08</i>	<i>Change</i>	
	<i>£ p</i>	<i>£ p</i>	<i>£ p</i>	<i>%</i>
Durham County Council	967.41	995.49	28.08	2.9
Combined Fire Authority	77.04	80.28	3.24	4.2
Durham Police Authority	100.80	135.72	34.92	34.64
Sedgefield Borough	180.87	186.11	5.24	2.9
Parish Councils *	163.83	168.26	4.43	2.7
	1,489.95	1,565.86	75.91	5.1

** Average of all Parish and Town Councils
(Total Parish Precept divided by Total Tax Base)*

Item 6

REPORT TO CABINET

15th February 2007

REPORT OF DIRECTOR OF RESOURCES

Portfolio: STRATEGIC LEADERSHIP

TREASURY MANAGEMENT STRATEGY 2007/08

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 DCLG, 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 2007/08;
- To approve the Investment Strategy 2007/08;
- To adopt the Prudential Indicators and Limits 2007/08 to 2009/10;
- To approve the 'Authorised Limit' for borrowing as shown in Appendix B.

3.0 TREASURY MANAGEMENT STRATEGY 2007/08

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 B)

Current Treasury Position

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

<i>Actual</i>	<i>Actual 31.03.06 £m</i>	<i>Average Rate %</i>	<i>Estimate 31.03.07 £m</i>	<i>Average Rate %</i>
FIXED RATE DEBT				
Public Works Loan Board				
Annuity	0.98	7.22	0.95	7.23
Maturity	17.37	6.33	17.37	6.33
Other Loans				
Annuity	0.33	7.80	0.32	7.82
	18.68	6.40	18.64	6.38
INVESTMENTS				
Various Banks & Building Societies	(28.58)	4.80	(24.50)	5.00
NET POSITION	(9.90)		(5.86)	

- 3.6 As the above table shows, loan debt is expected to fall slightly during the current year from £18.68m to £18.64m. Investments are also expected to fall by £4.08m from £28.58m to £24.50m. This results in a reduction in the net position (i.e. investments less borrowing) by £4.04m to £5.86m at 31st March 2007.

Expected Movement in Interest Rates

- 3.7 The Council engages 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, the Bank of England remains concerned that domestically generated inflation could strengthen in the months ahead and increase the Consumer Price Index (CPI) to unacceptably high levels. There are a number of relationships within the economy that impact on this:

- Buoyancy of international economy and the effect this might have upon domestic UK growth (paragraph 3.9)
- The strength of domestic activity and the amount of spare capacity in the economy (paragraph 3.10)
- The state of the labour market (paragraph 3.11)
- The strength of domestic demand and the pricing power of companies (paragraph 3.12).

3.9 Economic growth has been strong in 2006 and this has placed upward pressure upon materials and manufacturer's costs. However, the strength of sterling on the foreign exchanges has lessened the impact on the UK.

3.10 In Butlers view, UK growth has been stronger than expected this time last year. This has been driven mainly by domestic factors, particularly the buoyancy of consumer spending. While the current rise in official interest rates may lead to some slow down in growth, this is expected to be modest.

3.11 The Bank of England believes that the strength of UK growth for much of the last decade has reduced the amount of spare capacity in the economy to a low level. The relationship between the Retail Price Index (RPI) (now rising at an annual rate of 3.7%) and pay settlements has been strong in the past, although the relationship has weakened in recent years. The state of the labour market will dictate the extent to which pay settlements reflect the strength of the RPI and will have a major bearing upon the Bank of England's approach in early 2007.

3.12 Spending has been stronger than expected in 2006, partly as a result of increases in asset values (houses and shares). To date this has not led to a major rise in prices as competitive forces have remained strong (the influence of cheap imports) and the public being highly selective in their spending intentions (waiting for the sales).

3.13 As a result of the above economic forecast, Butlers see the expected movement in interest rates as follows:-

	<i>Average Base Rate (%)</i>
2005/06 (Actual)	4.6
2006/07	4.8
2007/08	5.3
2008/09	5.0
2009/10	4.8

This anticipates that the current Bank of England base rate, which stands at 5.25% could increase by another 0.25% before returning to 5.0% at the end of the financial year. Interest rate uncertainty is set to persist in the year ahead. The threat of higher inflation is considered a real danger for the UK economy, not least the possibility that the recent annual increase in RPI of close to 4% could create problems in forthcoming pay round negotiations.

Borrowing and Debt Strategy

- 3.14 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.
- 3.15 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. There are currently no plans to utilise prudential borrowing for the 2007/08 Capital Programme.
- 3.16 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 2007/08

- 3.17 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.
- 3.18 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 it in September 2005, and continues to apply its principles to all investment activity.
- 3.19 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 A along with proposed criteria for specified and non-specified investments. There are no proposed changes to the lists approved by Members last year.
- 3.20 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.
- 3.21 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.

- 3.22 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

- 3.23 Expectations are that shorter term interest rates, on which investment decisions are based, will remain relatively stable during 2007/08. 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

- 3.24 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.

	2007/08 %	2008/09 %	2009/10 %
DEBT			
Average Rate Movement Year on Year	- 0.10	- 0.10	- 0.10
INVESTMENTS			
Return compared with the 7 day LIBID Rate	+ 0.10	+ 0.10	+ 0.10

- 3.25 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 0.10% 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. The target for reducing the rate of interest on debt has changed from the previous year from a figure of - 0.20% to - 0.10%. This is because the majority of the Council's debt is at fixed rates and there has already been significant restructuring of the debt portfolio in recent years to reduce the average rate where it has been economic to do so. There is little further scope at this point in time to secure further reductions in the average rate, although the situation will be continuously monitored to take advantage of opportunities arising from fluctuations in market interest rates.

Prudential Indicators and Limits 2007/08 to 2009/10

- 3.26 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.

- 3.27 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.
- 3.28 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 B 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 2007/08 and the Medium Term Financial Plan (MTFP) 2006/07 to 2008/09. The MTFP will be fully reviewed during 2007/08 following the outcome of the Comprehensive Spending Review by the Government.

5.0 CONSULTATION

- 5.1 Consultation on the spending proposals contained in the Budget Framework 2007/08 has been undertaken including the involvement of the Council's Overview and Scrutiny Committees. The Council's Audit Committee at its meeting on 29th January also considered the Strategy and recommended its acceptance by Cabinet and the Council. 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.

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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. Treasury Management Strategy 2007/08 report to Audit Committee, January 2007

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"/>

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

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>2007/08 to 2009/10 % 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	£25m

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>2005/06 Actual</i>	<i>2006/07 Est Outturn</i>	<i>2007/08 Budget</i>	<i>2008/09 Estimated</i>	<i>2009/10 Estimated</i>
	<i>£'000</i>	<i>£'000</i>	<i>£'000</i>	<i>£'000</i>	<i>£'000</i>
Housing	7,211	9,000	8,400	8,000	8,000
Non-Housing	7,882	7,800	11,600	12,000	12,000
Total	15,093	16,800	20,000	20,000	20,000

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 former 'credit ceiling' mechanism, which was 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>2005/06 Actual</i>	<i>2006/07 Est Outturn</i>	<i>2007/08 Budget</i>	<i>2008/09 Estimated</i>	<i>2009/10 Estimated</i>
	<i>£'000</i>	<i>£'000</i>	<i>£'000</i>	<i>£'000</i>	<i>£'000</i>
Housing	9,714	9,927	10,140	10,340	10,540
Non-Housing	9,433	9,056	8,694	8,346	8,012
Total CFR	19,147	18,983	18,834	18,686	18,552

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>2005/06 Actual</i>	<i>2006/07 Est Outturn</i>	<i>2007/08 Budget</i>	<i>2008/09 Estimated</i>	<i>2009/10 Estimated</i>
	<i>£'000</i>	<i>£'000</i>	<i>£'000</i>	<i>£'000</i>	<i>£'000</i>
Gross Borrowing	18.679	18.640	18.600	18.556	18.509
Investments	(28.580)	(24.500)	(31.000)	(25.000)	(19.000)
Net Borrowing	(9.901)	(5.860)	(12.400)	(6,444)	(491)

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. Net borrowing is expected to increase over time as capital receipts are used to finance the capital programme, which means that they are no longer available for investment purposes.

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>2005/06 Actual</i>	<i>2006/07 Est Outturn</i>	<i>2007/08 Budget</i>	<i>2008/09 Estimated</i>	<i>2009/10 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>2005/06 Actual</i>	<i>2006/07 Est Outturn</i>	<i>2007/08 Budget</i>	<i>2008/09 Estimated</i>	<i>2009/10 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>2005/06 Actual</i>	<i>2006/07 Est Outturn</i>	<i>2007/08 Budget</i>	<i>2008/09 Estimated</i>	<i>2009/10 Estimated</i>
Housing	44.8%	40.5%	39.6%	30.2%	30.2%
Non-Housing	0.5%	(1.0%)	(2.8%)	(2.8%)	(2.8%)

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 borrow 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>2007/09 Proposed Budget</i>	<i>2008/09 Projection</i>	<i>2009/10 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>2007/08 Proposed Budget</i>	<i>2008/09 Projection</i>	<i>2009/10 Projection</i>
Weekly Housing Rent	£0.00	£0.00	£0.00

Item 7

REPORT TO COUNCIL

27TH FEBRUARY 2007

REPORT OF CHIEF EXECUTIVE

ARRANGEMENTS FOR REVIEW OF THE CONSTITUTION

1. SUMMARY

- 1.1 The Council's Constitution was adopted on the 24th May 2002 as part of the Council's approach to implementing the Local Government Act 2000. A number of reviews have taken place.
- 1.2 The Constitution itself must necessarily be kept under regular review so as to ensure that it reflects existing law and its operation continues to provide an efficient and effective framework for delivering the Council's aims and objectives. This report is a further review for the purposes of Article 16 of the Constitution.
- 1.3 The recommendations in this report, based on advice from the Council's Monitoring Officer, and following meetings of the Constitutional Review Group, reflect those areas where it is considered appropriate to make some further changes, viz:
 - *changes to Senior Management Structure: designation of Director of Neighbourhood Services as Deputy Chief Executive.*
 - changes requested by the Chief Executive relating to decisions to approve changes/revisions to staff establishment structures.
 - changes to Cabinet Functions/Scheme of Delegations regarding authorisation of attendance of members at courses, seminars, etc.
 - revisions to the remit of Licensing Committee 2 and the Scheme of Delegations to Officers arising from the implementation of the Gaming Act 2005.
 - revisions to the composition of Housing Review Panels to facilitate decision-taking.
 - changes to the Political Management Structure to assign responsibility for Business Transformation and Data Quality.
 - changes to the Scheme of Delegations to Officers arising from the new corporate policies on the Regulation of Investigatory Powers Act 2000.
 - modifications to the Officer Delegations at Part 3C : Officer Delegations, made at the request of relevant officers.

2. RECOMMENDATIONS

- 2.1 That the Council approves the amendments set out in the Appendix and directs the Monitoring Officer:
- (a) to amend the Constitution accordingly and make all necessary and consequential amendments; and
 - (b) to publish an amended version on the Council's website.

3. BACKGROUND

- 3.1 Work is ongoing in reviewing the Constitution. A number of officers have formed a Constitutional Review Group, headed by the Monitoring Officer, and its purpose is to consider proposals for change with a view to reflecting the law and improving the efficiency of decision taking within the authority.
- 3.2 Previous reviews are identified in the list of background papers accompanying this Report.
- 3.3 The changes proposed to Article 13.02(a) will be the subject of a separate detailed Report to Cabinet (15th February 2007).
- 3.4 Some of the changes are subject to approval by Cabinet and Council of associated reports.

4. LEGAL IMPLICATIONS

- 4.1 It is intended that these changes shall have immediate effect.
- 4.2 The principal changes are referred to in paragraph 1.3 above.

5. CONSULTATIONS

- 5.1 Management Team was consulted on this report on 29th January 2007 and their views taken into consideration. Standards Committee considered this Report on 8th February 2007.
- 5.2 All Departments of the Council have been consulted with regard to the amendments suggested in this report.
- 5.3 The Chief Officer Appointments Panel will be consulted upon the proposals regarding change to the Senior Management Structure.

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Ward(s)

Key Decision Validation

Background Papers

Reports:

- Council - 16th May 2003
- Council - 26th June 2003
- Standards Committee - 4th November 2003
- Council - 26th November 2003
- Council - 21st May 2004
- Cabinet - 25th November 2004
- Council - 25th February 2005
- Standards Committee - 3rd November 2005
- Council - 25th November 2005
- Standards Committee - 9th February 2006
- Council - 24th February 2006
- Standards Committee - 6th April 2006
- Council - 21st April 2006
- Standards Committee – 5th May 2006
- Council – 19th May 2006
- Standards Committee – 6th July 2006
- Council – 28th July 2006
- Standards Committee – 2nd November 2006
- Council – 24th November 2006
- Standards Committee – 8th February 2007

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"/>

PROPOSED CHANGES FOR COUNCIL APPROVAL – 27TH FEBRUARY 2007

Page Reference and Proposed Amendment	Basis for Change
<p><i>Page 24 – Part 2 Articles of the Constitution Director of Neighbourhood Services To add:</i></p> <p><i>To act as Deputy Chief Executive in absence of Chief Executive (current postholder until further review).</i></p>	<p><i>Council Decision : 27th February 2007</i></p>
<p>Page 25 – Part 2 Articles of the Constitution Article 13.02(a) Function of Head of Paid Service</p> <p>To change “spinal column point 28” to “PO5”. (Cabinet Report - 15th February 2007 refers)</p>	<p>Request and recommendation of Chief Executive having consulted with Cabinet.</p>
<p>Page 44 et seq – Part 3 Responsibility for Functions A. Council Functions</p> <p>Changes to remit to implement Gaming Act 2005.</p> <p>[See attached R1]</p>	<p>Request of Director of Neighbourhood Services/ Licensing</p>
<p>Page 47 – Part 3 Responsibility for Functions A. Council Functions</p> <p>Appeals/Review Panel</p> <p>Panel composition : to change “five” to “three” and delete reference to seven members being invited.</p>	<p>Request of Solicitor to the Council/Head of Democratic Services</p>
<p>Page 54 – Part 3 Responsibility for Functions B. Cabinet Functions</p> <p>Political Management : Strategic Leadership Portfolio : Service Areas.</p> <p>To add adjacent to Resource Management under Service Area the terms:</p> <p>Business Transformation Data Quality</p> <p>And delete “E-Government”</p>	<p>Request of Head of Financial Services and Head of Organisational Development</p>

Page Reference and Proposed Amendment	Basis for Change
<p>Page 56 – Part 3 Responsibility for Functions B. Cabinet Functions</p> <p>Paragraph 9 relating to conferences, courses and seminars to be deleted.</p>	<p>Request of Chief Executive</p>
<p>Page 62 – Part 3 Responsibility for Functions. C. Officer Delegations.</p> <p>CE51 – Regulation of Investigatory Powers Act 2000</p> <p>To substitute current CE51 as follows: [See attached R2]</p>	<p>Request of Solicitor to the Council to take account of revisions to Corporate Policy [see report of Solicitor to the Council and Monitoring Officer to Council 27th February 2007]</p>
<p>Page 63 – Part 3 Responsibility for Functions. C. Officer Delegations.</p> <p>To add new CE60</p> <p>Determination of attendance and representation at conferences, courses and seminars by Members, in consultation with the Leader of the Council.</p>	<p>Request of Chief Executive</p>
<p>Page 91 – Part 3 Responsibility for Functions. C. Officer Delegations.</p> <p>To add additional Officer Delegations [See attached at R3]</p>	<p>Request of Director of Neighbourhood Services/ Licensing</p>

Changes to remit to implement Gaming Act 2005.

Licensing Committee 2

The Licensing Committee 2, which is made up of 15 members of the Council will deal with:

- (1) all functions of the Licensing Authority in accordance with the Licensing Act 2003, save for the determination of Policy to be contained in the Licensing Statement in accordance with Section 5 of the Licensing Act 2003.
- (2) all functions of the Licensing Authority in accordance with the Gambling Act 2005, save
 - (i) for the determination of Policy to be contained in the Statement of Principles in accordance with Section 349 of the Gambling Act 2005, and
 - (ii) power to pass a resolution under s166 of the Gambling Act 2005

Licensing Committee 2 may also deal with such other functions of the Authority which relate to a matter referred to Licensing Committee 2 as a licensing function under the Licensing Act 2003 either as are described in the Schedule below or as arranged by the Authority to be discharged by Licensing Committee 2.

The greater part of the licensing functions and its enforcement shall be delegated to its Sub-Committees or Officers but the Committee shall meet as and when necessary to consider any of the licensing functions or other irregular circumstances relating to a licensing matter and to review and make recommendations to Council upon policies in relation to licensing matters and the Licensing Statement.

Meetings of the Licensing Committee will be held in public unless exemptions referred to in Schedule 12A of the Local Government Act 1972 apply. In the interests of Human Rights and transparency of decision-making, the public are able to address the Committee.

The following matters will be dealt with at meetings of the Committee:-

1. To review and make recommendations to Council upon policies in relation to licensing matters *under the Licensing Act 2003* and the Licensing Statement.
2. To discharge the Council's functions as a licensing authority under the Licensing Act 2003, within agreed policy, including enforcement.
3. To review and make recommendations to Council upon policies in relation to licensing matters under the Gambling Act 2005 and the Statement of Principles
4. To discharge the Council's functions as a licensing authority under the Gambling Act 2005, within agreed policy, including enforcement
5. To establish one or more sub-committees and to arrange for them to discharge any of the functions exercisable by the committee.

6. To arrange for the discharge of any of the licensing functions exercisable by the committee by an officer of the licensing authority subject to the limitations set out in section 10(4) of the Licensing Act 2003 and section 154 of the Gambling Act 2005 .

In addition to the Functions of the Licensing Authority contained in the Licensing Act 2003, the Licensing Committee 2 (and its sub-committees) may be responsible for carrying out the following functions if they relate to a matter before the Committee (or sub-committee) when undertaking its functions under the Licensing Act 2003, which are identified in The Local Authorities (Functions and Responsibilities) (England) Regulations 2000. The table identifies in the right hand column where authority has been delegated to Officers.

R2

Page 62 – Part 3 Responsibility for Functions.

C. Officer Delegations.

CE51 – Regulation of Investigatory Powers Act 2000 – to amend as follows:

	Regulation of Investigatory Powers Act 2000	
CE51 (formerly CE74)	<p>Authority to grant authorisations under Section 28 (Authorisation and Directed Surveillance); that the Solicitor to the Council only shall have authority to appoint designated persons for the purposes of Section 22 of the Act.</p> <p>That only the Chief Executive, in consultation with the Solicitor to the Council, shall have power to authorise covert surveillance exercises under Section 29 of the Act, involving a CHIS or any exercises involving staff investigations.</p>	<p>Solicitor to the Council</p> <ul style="list-style-type: none"> *Director of Neighbourhood Services. *Director of Resources. *Head of Financial Services. *Director of Housing. *Head of Housing Management *Head of Environmental Services. *Public Health Services Manager. <p><i>*specifically linked to those duties and functions for which they are responsible.</i></p>
CE52 (formerly CE75)	<p>Authority to keep a central register of authorisations granted and generally monitor the issue of authorisations and procedures generally; to oversee training arrangements; to suspend authorisation of officers where training is required; to report annually to Cabinet on the operation of the Act.</p>	<p>Solicitor to the Council</p>

R3

Page 91 – Part 3 Responsibility for Functions.
C. Officer Delegations.

To add following additional Officer Delegations:

	The Gambling Act 2005 Functions	
	Premises	
NS	Grant of Premises Licence under s159, save when representations made as described in s161	Director of Neighbourhood Services; Head of Environmental Services; Inspection and Licensing Services Manager; Principal Licensing Officer
NS	Grant of a Variation to Premises Licence under s187, save when representations made as described in s161	Director of Neighbourhood Services; Head of Environmental Services; Inspection and Licensing Services Manager; Principal Licensing Officer
NS	Grant of a Transfer of Premises Licence under s188, save when representations made as described in s161	Director of Neighbourhood Services; Head of Environmental Services; Inspection and Licensing Services Manager; Principal Licensing Officer
NS	Reinstatement of a Premises Licence under s195, save when representations made as described in s161	Director of Neighbourhood Services; Head of Environmental Services; Inspection and Licensing Services Manager; Principal Licensing Officer
NS	Grant of a Provisional Statement under s204, save when representations made as described in s161	Director of Neighbourhood Services; Head of Environmental Services; Inspection and Licensing Services Manager; Principal Licensing Officer
NS	Rejection of an Application for review under s198	Director of Neighbourhood Services; Head of Environmental Services; Inspection and Licensing Services Manager; Principal Licensing Officer; in consultation with the Chair of Licensing Committee 2

NS	Grant and Renew a Family Entertainment Centre Gaming Machine Permit under s247 and Schedule 10, save when no objections have been made	Director of Neighbourhood Services; Head of Environmental Services; Inspection and Licensing Services Manager; Principal Licensing Officer
NS	Grant and Renew a Club Gaming Permit and a Club Machine Permit under s274 and Schedule 12, save when no objections have been made	Director of Neighbourhood Services; Head of Environmental Services; Inspection and Licensing Services Manager; Principal Licensing Officer
NS	Grant, Vary, Renew or Cancel a Licensed Premises Gaming Machine Permit under s283 and Schedule 13	Director of Neighbourhood Services; Head of Environmental Services; Inspection and Licensing Services Manager; Principal Licensing Officer
NS	Grant and Renew a Prize Gaming Permit under s289 and Schedule 14, save when no objections have been made	Director of Neighbourhood Services; Head of Environmental Services; Inspection and Licensing Services Manager; Principal Licensing Officer
NS	To institute prosecution proceedings in accordance with s 346 and s222of the Local Government Act 1972	Director of Neighbourhood Services; Head of Environmental Services; Inspection and Licensing Services Manager; Principal Licensing Officer
NS	To make representations on behalf of the Licensing Authority in accordance with the provisions of s161	Director of Neighbourhood Services
NS	To initiate a Review of a Premises Licence and serve Notice under s 200	Director of Neighbourhood Services
NS	To designate officers as authorised persons in accordance with s304	Director of Neighbourhood Services

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Item 8

REPORT TO COUNCIL

27 FEBRUARY 2007

REPORT OF THE CHIEF EXECUTIVE

STRATEGIC LEADERSHIP PORTFOLIO

DELEGATED AUTHORITY FOR THE CHIEF EXECUTIVE TO AMEND FORMAL ORGANISATION (STAFFING) STRUCTURES BELOW CHIEF OFFICER LEVEL

1 SUMMARY

- 1.1 Research into this and other Councils' establishment control arrangements has recently been undertaken by the Head of Organisational Development. This has identified that the limited responsibility currently delegated to the Chief Executive for amending the Council's organisation (staffing) structures is relatively inflexible and needs to be revisited so that appropriate staffing changes can be effected more quickly and efficiently in a climate of ever increasing change.
- 1.2 The report recommends that the level of authority delegated to the Chief Executive be extended to cover all posts below Chief Officer level.

2 RECOMMENDED

- 2.1 Council delegates authority to the Chief Executive to amend the Council's formal staffing structures below Chief Officer level in accordance with the specific safeguards and limitations set out in this report.
- 2.2 The Council's Monitoring Officer be directed to make all necessary changes to the Constitution.

3 AMENDMENTS TO STAFFING STRUCTURES

3.1 Current Arrangements

- 3.1.1 Currently the Chief Executive can amend the Council's staffing structures for posts graded Scale 6 and below. This is a relatively fast process that involves the appropriate Head of Service preparing a proposal detailing the reasons for and rationale underpinning the requested change. This is then considered by their Director and then (if supported by the Director) considered and approved or denied by the Chief Executive. Where changes result in increased costs the Chief Executive refers them to Cabinet for approval.
- 3.1.2 Changes to staffing structures involving posts above Scale 6 but below Chief Officer level currently have to be approved by Cabinet via a formal report and following consideration by Management Team. This process often takes two or more months to complete.

3.1.3 Changes at Chief Officer level (Directors and Heads of Service) are usually only made following a major restructure and require both Cabinet consideration and formal approval by Full Council.

3.2 The Case For Change

3.2.1 Research into this and other Councils' establishment control (restructuring) arrangements has recently been undertaken by the Head of Organisational Development and has identified that the limited responsibility delegated to the Chief Executive for amending Sedgefield's staffing structures below Chief Officer level is less flexible and takes significantly longer to effect at the senior/principal officer levels than many other local authorities in the region.

3.2.2 Furthermore, the currently limited level of delegation is different to the level of responsibility delegated to officers for the recruitment and selection of employees, which extends to all appointments below Chief Officer level¹.

3.2.3 Importantly, the Council is currently undergoing a significant period of change that is likely to accelerate in the coming months and years as a result of an increased focus on efficiency and customer-focussed services and related external drivers such as ...

- ⇒ Local Government White Paper (Strong and Prosperous Communities)
- ⇒ Transformational Government Strategy
- ⇒ Lyons Review
- ⇒ Varney Review

3.2.4 In order to meet these challenges through an effective and appropriately structured workforce the Council needs to bring its establishment control (restructuring) arrangements into line with those of other progressive local authorities in the region.

3.3 Safeguards And Limitations

3.3.1 The Organisational Development Section plays a major role in managing changes to the Council's establishment by working closely with senior managers, Heads of Service and Directors in designing staffing structures and preparing 'fit for purpose' job descriptions and person specifications. Moreover, since the introduction of a Single Status Agreement in March 2006, the Head of Organisational Development independently and consistently determines the grades of posts in accordance with the national Job Evaluation scheme that underpins this agreement. The Financial Services Section also contributes to the process by costing proposed establishment changes.

3.3.2 These significant safeguards are already in place and together with the Chief Executive's formal approval of staffing changes will ensure effective establishment control in the future. As such it is proposed that authority to change staffing structures below Chief Officer² level be delegated to the Chief Executive – but it is considered that the following limitations should also be introduced/formalised ...

¹ Recruitment and selection arrangements have recently been improved through the extension of notice periods for employees graded above Scale 6 from one month to two months. This change comes into effect in April 2006 and will enable the Council to recruit to a post before the existing postholder leaves it – thus ensuring greater continuity of service.

² Directors and Heads of service are employed on Chief Officer terms and conditions – referred to as the Chief Officer level.

- ⇒ The Chief Executive (in consultation with the Head of Organisational Development) should consider changes to staffing structures involving posts at Scale 6 or below via a report and/or correspondence.
- ⇒ Management Team should formally consider changes to staffing structures involving posts at SO1 to PO5 via a formal report incorporating “tick box” checks from the Chief Executive, Section 151 Officer, Monitoring Officer and the Head of Organisational Development.
- ⇒ Where a proposed increase in grade is the direct result of changes to duties and responsibilities and/or required skills, experience, qualifications etc. and has been confirmed via a job re-evaluation, the Chief Executive (Scale 6 and below) or Management Team (SO1 to PO5) should have the authority to approve changes providing there are no significant budgetary implications. However, where the Chief Executive and the Portfolio Holder consider such changes to be significant, they should be referred to Cabinet for consideration/approval.
- ⇒ All other staffing structure changes that result in an increase in costs (funded and/or mainstream) should initially be considered by Management Team and then referred to Cabinet for consideration/approval regardless of the grades of affected posts.
- ⇒ In other circumstances the Chief Executive and the Portfolio Holder may deem it appropriate to refer to Cabinet establishment changes that do not increase costs. Such circumstances may include changes³ ...
 - with an authority-wide impact
 - involving the sharing and/or joining of services with other local authorities
 - that are considered to be of significant public interest
 - in response to an external driver (such as an independent inspection)

4 RESOURCE IMPLICATIONS

Although the proposals set out in this report impact directly on arrangements for amending the Council’s staffing establishment, there are no financial and human resource implications associated with the procedural changes being recommended.

5 CONSULTATIONS

- 5.1 Twenty four north east councils (excludes towns and parishes) were contacted as part of the research undertaken by the Head of Organisational Development in preparing this report – twelve (half) of which provided details of their establishment control arrangements. This research revealed that eight (or two thirds) do not require elected member approval to change staffing structures. However, of these eight, seven require elected member approval (at Cabinet or Committee level depending on political management arrangements) when changes increase costs.
- 5.2 The Director of Resources, Monitoring Officer and Head of Organisational Development have contributed to the preparation of this report and Management Team has endorsed the report’s recommendations.

³ This list is not exhaustive.

6 OTHER MATERIAL CONSIDERATIONS

6.1 Links to Corporate Ambitions/Values

The external drivers referred to at paragraph 3.2.3 will impact directly on the Council's corporate ambitions and values and the proposed establishment control changes will ensure that the Council's staffing structures are geared towards their achievement at all times.

6.2 Risk Management

The Council faces the risk of failing to deliver efficient, customer-focused services if its structures are not fit for purpose – and the proposals set out in this report are designed to mitigate this risk. Furthermore, the safeguards and limitations that are also being proposed will ensure that all establishment changes are appropriate, justified and affordable.

6.3 Health and Safety

No additional implications have been identified.

6.4 Equality and Diversity

The Head of Organisational Development is responsible for the administration and maintenance of the Council's Single Status Agreement (and the national job evaluation scheme on which it is based). This ensures consistency and equality in the Council's establishment control arrangements.

6.5 Legal and Constitutional

The Council's Solicitor advised that this Report be considered by Cabinet prior to Council approval. Changes to the Constitution will also be required to reflect these proposals.

6.6 Procurement

No additional implications have been identified.

6.7 Other

No other material considerations have been identified.

7 OVERVIEW AND SCRUTINY IMPLICATIONS

None has been identified.

Contact Officer

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Wards: Proposals are not ward specific

Background Papers:

Sedgefield Borough Council's Constitution

Single Status Agreement

Sedgefield Borough Council, UNISON and GMB – March 2006

Service Transformation: A Better Service For Citizens And Businesses, A Better Deal For The Taxpayer

Sir David Varney – December 2006

Well Placed To Deliver? Shaping The Pattern Of Government Service

Sir Michael Lyons – March 2004

Transformational Government Strategy

Cabinet Office – November 2005

Local Government White Paper (Strong and Prosperous Communities)

Department of Communities and Local Government October 2006

Examination by Statutory Officers

	YES	N/A
1 The Council's Head of the Paid Service or his representative has examined the content.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2 The Council's S.151 Officer or his representative has examined the content.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3 The Council's Monitoring Officer or his deputy has examined the content.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4 The Council's Management Team has examined the content.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Item 9

REPORT TO COUNCIL

27TH FEBRUARY 2007

REPORT OF SOLICITOR TO THE COUNCIL

PORTFOLIO: STRATEGIC LEADERSHIP

REGULATION OF INVESTIGATORY POWERS ACT 2000: GOING FORWARD : IMPLEMENTING IMPROVEMENTS

1. SUMMARY

- 1.1 This report follows the reports to Cabinet by the Council's Solicitor on the 5th October 2006 and 14th December 2006 upon the key findings from the recent visit of the Office of Surveillance Commissioners.
- 1.2 This report makes recommendations for the implementation of the findings of the report of the Office of Surveillance Commissioners.
- 1.3 There is a copy of a revised corporate policy and procedures document on the Act, compiled by the Council's Solicitor, having regard to best practice in leading authorities in the field, to the recommendations of the Office of Surveillance Commissioners and in light of consultations which have taken place with key officers within the Council. This document was circulated with the agenda for Cabinet meeting held on 14th December 2006.
- 1.4 The new policy has implications for the Constitution as set out in this report.
- 1.5 The opportunity has also been taken to review training arrangements. The deployment of CCTV facilities across the range of enforcement activities of the Council will be dealt with in a separate report by the Director of Neighbourhood Services.

2. RECOMMENDATIONS

- 2.1 That the Corporate Policy and Procedures document on the Regulation of Investigatory Powers Act 2000 be approved.
- 2.2 That Council approves the following:-
 - (a) that all surveillance exercises, including covert surveillance be conducted by the Council in accordance with the terms of the Act and the Corporate Policy and Procedures document.
 - (b) that only the Chief Executive shall be permitted to authorise a surveillance exercise, under Section 29 of the Act, involving use of covert human intelligence sources (CHIS) or any staff investigations in consultation with the Solicitor to the Council, and

- (c) that this report be referred to all officers conducting enforcement functions which may carry out covert surveillance; that the policy be available on the Council's Intranet.
- (d) that the Solicitor to the Council be authorised to take all necessary steps to conclude satisfactory arrangements as regards corporate procedures and raising awareness of the Corporate Policy and Procedures document with appropriate officers in the Council.
- (e) to authorise the Solicitor to the Council to oversee training arrangements on RIPA, to suspend authorisation of officers where further training is required and to generally keep the policy document up to date and be responsible for regular review of the Central Register of Authorisations.
- (f) that the Solicitor to the Council be responsible for an annual review report to Cabinet in February each year upon the operation of the Act; that the Central Register of Authorisations be similarly reviewed on a quarterly basis.
- (g) that the effective date for the operation of the policy shall be 27th February 2007.
- (h) that the Head of Environmental Services and Head of Housing Management and Public Health Services Manager be authorising officers for the purposes of Section 28 of the Act in relation to their duties and functions.
- (i) that Council be recommended to approve all consequential changes to the Constitution (CE51/CE52 Officer Delegations refer).

3. DETAIL

3.1 The inspection of the Office of Surveillance Commissioners on the 22nd June 2006 resulted in a number of key recommendations which have previously been notified to the Cabinet:

- That the Council's policy and updates should now be consolidated into a single policy and procedure document.
- That steps should be taken to review the sparing use of the legislation in terms of the Council's own enforcement activity and recognise the scope/potential for greater use in such activities of its CCTV operations. The Director of Neighbourhood Services will report separately on this aspect.
- That the Co-ordinating Group of Officers be reinstated.
- That training arrangements be reviewed with an emphasis on inhouse training.

3.2 Going forward in the light of these recommendations, the RIPA Co-ordination Working Group has since been established and has taken a number of steps:-

- Reviewed existing corporate policies and procedures in the light of best practice elsewhere, recommendations from the Council's Solicitor and views expressed by relevant officers.
- Agreed to meet quarterly to review the Council's approach to the implementation of the Act, to review training arrangements and to ensure that officers are fully updated as changes to the legislation arise.

3.3 Subject to approval of the arrangements in this report, it had been agreed that the first training programme will take place in mid-January 2007 and will serve to provide induction upon the terms of the new Corporate Policy Document and Procedures.

4. CORPORATE POLICY AND RESOURCE IMPLICATIONS

4.1 Ongoing training, review and additional working group activities of this kind are bound to have financial implications but are likely to be containable within existing budgets.

4.2 The work will further support and enhance the effectiveness of authorised officers under this legislation and serve, in particular, to support the Council's corporate objectives in the following areas:-

- Healthy Borough – Safeguarding Public Health
- Prosperous Borough – Tackling Disadvantage
- Attractive Borough:
 - Ensuring cleaner, greener environment;
 - Reducing waste
- Borough with Strong Communities – Promoting Safer Neighbourhoods

5. CONSULTATION

5.1 This report has been the subject of detailed consideration via the Council's RIPA Co-ordination Working Group of Officers and consultations have already taken place with the Office of Surveillance Commissioners following their review report.

6. CONSTITUTIONAL IMPLICATIONS

6.1 If accepted, a number of the recommendations have implications for the Constitution and it is recommended that the Standards Committee be appraised of those changes at its meeting on the 8th February 2007, and subject to such appraisal, be presented for approval to Council on the 27th February 2007.

7. OTHER MATERIAL CONSIDERATIONS

- 7.1 None specifically, save that in terms of legal and risk management implications, these proposals, if accepted, will reduce the risk of legal challenge and increase the Council's effectiveness in carrying out all forms of enforcement activity.

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Wards: N/A

Key Decision Validation: N/A

Background Papers

Report to Cabinet – RIPA 2000 – 20th June 2002
Report to Council – RIPA 2000 – Amendments to the Constitution – 26th June 2002
Report to Council – RIPA 2000 – 20th December 2002
Report to Council – Review of Delegations – RIPA 2000 – 7th November 2003
Report to Cabinet – Office of Surveillance Commissioners Report – 3rd June 2004
Report to Cabinet – RIPA 2000 – 25th November 2004
Regulation of Investigatory Powers Act 2000
Acquisition and Disclosure of Communications Data: Revised Draft Code of Practice
MO/SBC12 – RIPA 2000 – Inspection by the OSC
MO/SBC13 – Increasing Awareness of the RIPA 2000
MO/SBC14 – RIPA 2000 – Increasing Awareness
MO/SBC16 – Monitoring of Employees' Communications in the Workplace – the effect of Data Protection Act, the RIPA and related legislation
MO/SBC19 – Use of Authorisation Checklist
MO/SBC24 – OSC Report and Update
MO/SBC27 – Report on RIPA 2000 to Cabinet – 3rd June 2004
MO/SBC34 – Review of Guidance: Questions and Answers for Local Authorities: OSC – Advice and Guidance – RIPA Q&A for Local Authorities
MO/SBC35 – Covert Human Intelligence Code of Practice – Re-Issue
MO/SBC36 – Re-Issue: RIPA Forms for Practitioners
MO/SBC37 – RIPA: Singlepoint Guidance
MO/SBC38 – RIPA Update New Regulations
MO/SBC39 – Home Office Guide CCTV
Draft Code of Practice Part I Chapter II (Home Office)
Lord Colville's Report : 22nd June 2006 : Restricted – not for publication.
Report to Cabinet : RIPA 2000 : Update/Review – 5th October 2006
Report to Cabinet : RIPA 2000 : Going Forward : Implementing Improvements – 14th December 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 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 10

REPORT TO COUNCIL

27th FEBRUARY 2007

REPORT OF LEADER OF THE COUNCIL

ROYAL GARDEN PARTIES

Summary

The Council has been invited to send up to four nominees to Royal Garden Parties to be held at Buckingham Palace on Tuesday, 10th July, 2007: Tuesday.17th July, 2007 and Thursday 19th July, 2007. The report sets out details of those Members who have already attended a Royal Garden Party and makes recommendations in relation to the selection of the Council's representatives.

RECOMMENDATION

That the Mayor Elect and partner and the Chief Executive and partner be appointed to attend one of the Royal Garden Parties.

DETAIL

Her Majesty the Queen is to give Garden Parties at Buckingham Palace on Tuesday, 10th July, 2007: Tuesday.17th July, 2007 and Thursday 19th July, 2007. to which the Council has been invited to send up to four nominees. The Local Government Association asked the Council to forward nominations for representatives to be invited to attend for onward submission to the Lord Chamberlain's office by 9th March 2007.

As in previous years, the Councils allocation will be four places. It is the Queen's wish that those invited should be drawn from as wide a range as possible and from persons who have not previously attended Royal Garden Parties. A list of current Members of the Council who have previously attended is set out below :-

Councillors B.F. Avery, JP., J. Burton, M A Dalton, Mrs. A. M. Fleming, R. S. Fleming, Mrs. B. Graham, A. Gray, G C Gray, Mrs. L. Hovvels, G. M. R. Howe, M. Iveson, J. Khan, J.P. Moran, G. Morgan,, D.A. Newell, K.Noble, J.K. Piggott, Ms. M Predki, T. Ward, W. Waters and J. Wayman JP..

It is usual practice for the Mayor Elect and partner to attend, together with one other Member of the Council and partner (at their own expense). Only named representatives submitted by the 9th March will be allowed to attend and no substitutes will be permitted at a later date. As this is an election year and we are unable to foresee who will be members of the Council following the elections on 3rd May 2007, I propose that as well as nominating the Mayor Elect the Council should also be represented by the Chief Executive, Brian Allen, and his partner. This will ensure that the Council is represented whatever the outcome of the election.

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Background Papers

Letter from Local Government Association dated 7th February, 2007.

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 type="checkbox"/>	<input checked="" type="checkbox"/>
3. The content has been examined by the Council's Monitoring Officer or his representative	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. The report has been approved by Management Team	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

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