

Public Document Pack

26 June 2008

Dear Councillor

A meeting of the Executive will be held in the **Council Chamber, Civic Centre, Newcastle Road, Chester-le-Street, Co Durham, DH3 3UT on Monday, 7th July, 2008 at 3.00 pm**

Yours sincerely

A handwritten signature in black ink, appearing to read 'Roy Templeman', written over a light grey rectangular background.

R TEMPLEMAN

Chief Executive

AGENDA:

1. Apologies for Absence
2. Minutes of the Meeting held 2 June 2008 (Pages 1 - 6)
3. Public Speaking
4. To Receive Declarations of Interest
5. Forward Plan and Work Programme (Pages 7 - 18)
6. Executive Decision Tracker (Pages 19 - 22)

People and Place Priority

7. Implementing the Transition Plan; Developing 'People and Place' (Pages 23 - 40)

Report Of Director of Corporate Services

Usual Business

8. NHS Life Check Programme (Pages 41 - 48)

Report Of Director of Development Services

Local Government Review

9. Local Government Review

10. Exclusion of Public and Press. To RESOLVE:

“That, in accordance with Regulation 21 (1) (b) of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2000, the public be excluded during the transaction of the following business because it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.”

11. Regeneration Quarterly Report (Pages 49 - 68)

Report Of Acting Head of Regeneration

12. Land Matters (Pages 69 - 76)

Report Of Acting Head of Regeneration

13. Write Off of Irrecoverable Debts (Pages 77 - 80)

Report Of Head of Corporate Finance

14. Tender for the Big Lottery Play Work (Pages 81 - 88)

Report Of Director of Development Services

THE DISTRICT COUNCIL OF CHESTER-LE-STREET

Report of the meeting of Executive held in the Council Chamber, Civic Centre, Newcastle Road, Chester-le-Street, Co Durham, DH3 3UT on Monday, 2 June 2008 at 3.00 pm

PRESENT:

Councillor L Ebbatson (Leader of the Council)

Councillor S C L Westrip, (Portfolio Holder for Neighbourhood Services)
Councillor L Armstrong, (Portfolio Holder for Resources and Value for Money)
Councillor M Sekowski, (Portfolio Holder for Community Engagement and Partnerships)

Officers: R Templeman (Chief Executive), I Forster (Director of Corporate Services), C Potter (Head of Legal and Democratic Services), T Galloway (Director of Development Services), N Tzamaras (Assistant Director of Development Services), J Elder (Acting Head of Resources), L Dawson (Acting Head of Regeneration), L Howley (Chief Environmental Health Officer), A Stephenson (Executive Assistant) and D Allinson (Democratic Services Assistant)

The Leader welcomed the new Portfolio Holders M Sekowski Portfolio Holder for Community Engagement and Partnerships and Councillor L Armstrong Portfolio Holder for Resources and Value for Money who had been appointed at the Annual Council Meeting on 29 May 2008. It was noted that Councillor Westrip had been appointed as Deputy Leader of the Council and would continue in his role as Portfolio Holder of Neighbourhood Services and Councillor C J Jukes would remain as Portfolio Holder for Regeneration and Strategic Planning.

The Leader thanked the former Portfolio Holders Councillors S Henig, S Barr and M Potts for their contribution in their roles on the Executive and wished them well for the future.

182. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillor C J Jukes.

183. MINUTES OF THE MEETING HELD 12 MAY 2008

RESOLVED: "That the minutes of the meeting held 12 May 2008, copies of which had previously been circulated to Members be agreed as a correct record."

The Leader proceeded to sign the minutes.

184. PUBLIC SPEAKING

There were no questions or representatives received from members of the public.

185. TO RECEIVE DECLARATIONS OF INTEREST

There were no declarations of interest received from Members.

186. FORWARD PLAN AND WORK PROGRAMME

The Leader introduced the Forward Plan and Work Programme and suggested that the Executive Members details on page 11 of the report be updated accordingly.

It was agreed that the date for the Communities Facilities Working Group item be amended to July 2008.

The Director of Development Services spoke in relation to the Enforcement Policy, which was listed within the Work Programme. It was agreed that this item be removed from the Executive Work Programme.

The Director of Development Services updated Members in relation to the Tender for the Big Lottery play areas, which was to be brought to the Executive in July 2008.

RESOLVED: "That the Forward Plan and Work Programme be noted and updated accordingly."

187. EXECUTIVE DECISION TRACKER

Members considered the Decision Tracker and were updated on the progress of a number of developments including: the Development Framework for the Heart of Pelton Fell, Review of Community Facilities, Community Resource Centre Sacriston, Implementing the Transition Plan, New Power to establish Parish Councils (including Town Councils)

Development Framework Principles for the Heart of Pelton Fell

The Head of Regeneration advised that tenders were due to go out this month for the heart of the village and work was ongoing on the Big Lottery funding application. It was agreed that this item be left on the decision tracker for an update in August.

Medium Term Financial Strategy

The Chief Executive spoke in relation to the preparations for the budget. He advised that discussions would need to be undertaken with the County Treasurer on the way forward and to ensure that our proposals were taken into consideration.

It was suggested that the Medium Term Financial Strategy be removed from the Decision Tracker and an update on the 2009/10 budget be given in October.

Review of Community Facilities –

The Chief Executive advised that discussions were being held with Durham County Council on the long-term financial support for these facilities. It was agreed that a new date be added for July 2008.

Updates Community Resources Centre at Sacriston

The Acting Head of Regeneration updated Members on the progress on the community resources centre and the revised scheme for the village square. The Chief Executive advised of recent discussions that had been held to move this scheme forward.

The Leader suggested that a further update on this item be received in August and the Executive be kept informed in relation to the official opening of the Centre.

Single Housing Investment Programme (SHIP)

It was agreed that the date for this item be amended to July 2008 on the decision tracker.

Implementing the Transition Plan: Developing 'People and Place'

The Director of Corporate Services spoke in relation to the progress that had been made in relation to developing the transition plan for 'People and Place'.

Discussion ensued in relation to the Scrutiny Committee's work programme. The Leader suggested that a schedule be included in the work programme for routine performance monitoring which should now include Cestria Housing Association and the Empty Property Strategy Action Plan.

It was agreed that this item be removed from the decision tracker as this would now become a standing item on the Executive Agenda.

New Power to establish Parish Councils (including Town Councils)

The Head of Legal and Democratic Services spoke in relation to developments on the new power to establish Parish Councils (including Town Councils) and advised that a formal response was still awaited from Durham County Council following the meeting with the Boundary Committee.

It was agreed that this item be left on the decision tracker and the community members who had shown an interest be notified of the awaited response from Durham County Council.

Department for Health Project

Councillor Westrip gave an update. The Executive Assistant is to be advised of the date of the next progress report for the decision tracker.

RESOLVED: "That the Decision Tracker and the amendments be noted."

188. CORPORATE PERFORMANCE REPORT APRIL 2007 TO MARCH 2008

The Assistant Chief Executive advised that the report was largely positive with a very positive Annual Audit and Inspection Letter from the Audit Commission.

Particular discussion ensued in relation to the impact the new recycling scheme had on performance figures.

The Leader requested that the complaints and compliment statistics which were listed in section 11 of the report be provided in the same format in future reports.

The Director of Corporate Services advised of the capacity issues across the Authority due to the extra workload for Officers in light of the Local Government Review. It was noted that the Members were aware of this issue and that Management Team was monitoring the situation regularly.

The Leader thanked the Director of Corporate Services and the Officers involved in producing this report.

It was proposed and seconded that the recommendation to the report be agreed.

RESOLVED: "That Members considered and commented on the progress on improvements and the contents of the Performance Report in Appendix 1 of the report, address the learning and remedial measures identified and identify any other areas where improvements are required to corporate performance."

189. PRIVATE SECTOR EMPTY PROPERTY TRANSITIONAL POLICY

The Chief Environmental Health Officer spoke in relation to the report on the Private Sector Empty Property Transitional Policy and advised of the consultation process that had been undertaken and the Action Plan that had been produced.

The Leader referred to paragraph 3.1 of the report and asked that Members note that this policy could be useful when looking at the People and Place priority.

It was suggested that the report be amended to incorporate the monitoring of this Policy in the Scrutiny Committee's work programme.

Councillor L Armstrong queried the inconsistency on the wording relating to an empty home. It was agreed that this be amended to ensure that this was consistent throughout the report.

It was proposed and seconded that recommendation in the report be agreed.

RESOLVED: "That it be recommended that the Empty Property Strategy attached at Appendix 1 of the report be approved by Council and be

monitored by the Overview and Scrutiny Committee as part of their work programme.”

190. EXCLUSION OF PUBLIC AND PRESS. TO RESOLVE:

RESOLVED: “That, in accordance with Regulation 21 (1) (b) of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2000, the public be excluded during the transaction of the following business because it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.”

191. LAND MATTERS

Consideration was given to a report from the Acting Head of Regeneration relating to various land matters.

Members discussed each disposal as outline within the report.

The following recommendations were proposed and seconded by Members.

1. Transfer of Land

RESOLVED: “That the land be transferred into the ownership of the homeowners by way of a Deed of Gift.”

2. Revised Offer for land

RESOLVED: “That having regard to the current depressed property market in which it is believed that there is a significant risk that a re-tendering exercise could result in a lower offer being made contrary to the public interest, contract standing orders are hereby waived in order to permit the Council to accept the revised figure set out in the exempt report and that the Council accepts that said revised figure for the said land because it is greater than the original valuation figure and is still higher than the nearest original tender offer.”

The meeting terminated at 4.26 pm

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Chester-le-Street
District Council

Executive Forward Plan and Work Programme



July 2008

About this document

Chester-le-Street District council is committed to continuous improvement. We want to make sure that we engage people in the decisions we make wherever we can. We want to let people know what decisions we are going to make and when.

The council's Executive, which is made up of the Leader and five Executive Members have powers to make certain decisions on behalf of the council. This document aims to go further than what the law requires us to do and let people know as far in advance what decisions the Executive is to make on the councils behalf. Where possible and in relation to what are called key decisions, it will let you know how you can make representations and who they can be made to. This document will be published every month at the Civic Centre and on the council's website at www.chester-le-street.gov.uk.

This document is in two parts:

Part One: Chester-le-Street District Council's formal Executive Forward Plan

Part Two: the Executive's Decision Work Programme for the next year

Part One

The Executive Forward Plan is a statutory document which the council must produce every month covering a four month period. It is published fourteen days before it comes into effect. This is the first day of each month. It includes:

- a list of all 'key decisions' the councils will make on the council's behalf;
- details of the nature of the decision;
- details of the decision taker, which in the councils case is normally the council's Executive;
- when the decision is to be made;
- who are the principal consultees and the means by which consultations will be undertaken;
- a list of documents to be considered by the decision maker; and
- details of how and by when representations can be made.

What are 'key decisions'?

'Key decisions' are defined as executive decisions which are:-

- decisions likely to result in the District Council incurring expenditure which is, or the making of savings which are, significant, having regard to the District Council's budget for the service or function to which the decision relates, or
- significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the Council

Part Two

The Executive's work programme is not a statutory document which the council must produce. It is advance notice of all other important decisions the Executive will take either on behalf of the council or in making recommendations to the council. It includes:

- a list of the non 'key decisions the councils will make;
- details of the nature of the decision;
- details of the decision taker, which in the council's case is normally the council's Executive as a group;
- when the decision is to be made;
- who are the principal consultees and the means by which consultations will be undertaken;
- a list of documents to be considered by the decision maker; and
- details of how and by when representations can be made.

Who are the Executive?

The Executive is made up of the Leader of the Council and five other Executive Members as follows:

Cllr. Linda Ebbatson	Tel: 0191 387 2090
Leader of the Council with responsibility for Human Resources, Equalities, and Young People	E-Mail: lindaebbatson@chester-le-street.gov.uk
Cllr. Simon Westrip	Tel: 0191 387 2090
Deputy Leader and Neighbourhood Services Portfolio Holder	E-Mail: simon.westrip@bigfoot.com
Cllr. Chris Jukes	Tel: 0191 389 1136
Regeneration and Strategy Planning Portfolio Holder	E-Mail: chris.jukes1@btopenworld.com
Cllr. Lawson Armstong	Tel: 0191 3873195
Resources and Value for Money Portfolio Holder	E-Mail: lawson.armstrong@btopenworld.com
Cllr Mike Sekowski	Tel: 0191 3703416
Community Engagement and Partnerships Portfolio Holder	E-Mail: m.sekowski@metronet.co.uk

How do I find out when the Executive is meeting?

Information about the time and venue for a particular meeting of the Executive may be obtained from the agenda available from the Reception Desk at the Civic Centre, from the District Council's website or from the Executive Assistant. Public Speaking is allowed at Executive meetings so long as you comply with the council's procedures. To find out more contact Democratic Services.

How do I contact Members of the Executive or the Council Chief Officers?

Contact details for Members of the Executive and for the Council's Chief Officers are set out in this Forward Plan.

If you have any queries about the Forward Plan, please contact the Executive Assistant at the Civic Centre on 0191 387 2010 or e-mail the Executive Assistant at: amandastephenon@chester-le-street.gov.uk.



Chester-le-Street
District Council

Part One: Executive Forward Plan



July 2008

6 June 2008

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Executive Forward Plan

Summary of Key Decision	Decision Taker and Documents to be considered	Decision Date	Contact Officer	Consulted Parties and means of consultation	How to make representations and when by (If making representations in writing, please address them to the Director/Manager named at: Civic Centre, Newcastle Road, Chester-le-Street, DH3 3UT)
Communities Facilities Working Group Report	Executive	Revised date July 2008	Jorge Lulic 0191 387 2232	Relevant Executive Members Corporate Management Team	In writing or by telephone to the Community Development Manager or by email to jorgelulic@chester-le-street.gov.uk
Bad Debt report Quarterly Report	Executive	July 2008	Ian Herberson 0191 3872343	Head of Revenue and Benefits Accountancy Manager Internal Auditor	In writing or by telephone, to the Head of Corporate Finance or by email to ianherberson@chester-le-street.gov.uk
Bad Debt report Quarterly Report	Executive	October 2008	Ian Herberson 0191 3872343	Head of Revenue and Benefits Accountancy Manager Internal Auditor	In writing or by telephone, to the Head of Corporate Finance or by email to ianherberson@chester-le-street.gov.uk

Summary of Key Decision	Decision Taker and Documents to be considered	Decision Date	Contact Officer	Consulted Parties and means of consultation	How to make representations and when by (If making representations in writing, please address them to the Director/Manager named at: Civic Centre, Newcastle Road, Chester-le-Street, DH3 3UT)
Business Improvement Districts	Executive	October 2008	Leila Dawson 0191 3872233	Relevant Executive Members Corporate Management Team Traders Association	In writing or by telephone to the Acting Head of Regeneration or by email to leiladawson@chester-le-street.gov.uk
Handlon Tracking System	Executive	October 2008	Leila Dawson 0191 3872233	Relevant Executive Members Corporate Management Team Partnerships for Futures Board	In writing or by telephone to the Acting Head of Regeneration or by email to leiladawson@chester-le-street.gov.uk



Chester-le-Street
District Council

Part Two: Executive Work Programme



July 2008

6 June 2008

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Executive Work Programme

Summary of Non Key Decision	Decision Taker and Documents to be considered	Decision Date	Contact Officer	Consulted Parties and means of consultation	How to make representations and when by (If making representations in writing, please address them to the Director/Manager named at: Civic Centre, Newcastle Road, Chester-le-Street, DH3 3UT)
Regeneration Quarterly Report	Executive	July 2008	Leila Dawson 0191 3872233	Relevant Executive Members Corporate Management Team	In writing or by telephone to the Acting Head of Regeneration or by email to leiladawson@chester-le-street.gov.uk
NHS Life Check Programme	Executive	July 2008	Tony Galloway 0191 3872100	Relevant Executive Members Communities for Health Working Group	By phone, or in writing to the Director of Development Services or by email to Tonygalloway@chester-le-street.gov.uk

Summary of Non Key Decision	Decision Taker and Documents to be considered	Decision Date	Contact Officer	Consulted Parties and means of consultation	How to make representations and when by (If making representations in writing, please address them to the Director/Manager named at: Civic Centre, Newcastle Road, Chester-le-Street, DH3 3UT)
Tender for the Big Lottery Play work	Executive	July 2008	Tony Galloway 0191 3872100	Relevant Executive Members	By phone, or in writing to the Director of Development Services or by email to Tonygalloway@chester-le-street.gov.uk
Employee Survey Results	Executive	Revised date August 2008	Ian Forster 0191 3872130	Corporate Management Team Portfolio Holder Employees Trade Unions	In writing or by telephone to the Director of Corporate Affairs or by email to ianforster@chester-le-street.gov.uk
Training and Development Plan	Executive	Revised date August 2008	Ian Forster 0191 3872130	Corporate Management Team Portfolio Holder Employees Trade Unions	In writing or by telephone to the Director of Corporate Affairs or by email to ianforster@chester-le-street.gov.uk

Summary of Non Key Decision	Decision Taker and Documents to be considered	Decision Date	Contact Officer	Consulted Parties and means of consultation	How to make representations and when by (If making representations in writing, please address them to the Director/Manager named at: Civic Centre, Newcastle Road, Chester-le-Street, DH3 3UT)
Tenders for the Heart of the Village	Executive	August 2008	Leila Dawson 0191 3872233	Relevant Executive Members Corporate Management Team Portfolio Holder NRP Board	In writing or by telephone to the Acting Head of Regeneration or by email to leiladawson@chester-le-street.gov.uk
Corporate Performance Report April 2008 to June 2008	Executive Corporate Performance and covering report	September 2008	Ian Forster 0191 3872130	Relevant Executive Members Corporate Management Team Internal consultation e-mail	In writing or by telephone to the Assistant Chief Executive or by email to ianforster@chester-le-street.gov.uk
Taxi Licensing Policy	Executive	Revised date October 2008	Tony Galloway 0191 3872100	Corporate Management Team Portfolio Holder	By phone, or in writing to the Director of Development Services or by email to Tonygalloway@chester-le-street.gov.uk

Summary of Non Key Decision	Decision Taker and Documents to be considered	Decision Date	Contact Officer	Consulted Parties and means of consultation	How to make representations and when by (If making representations in writing, please address them to the Director/Manager named at: Civic Centre, Newcastle Road, Chester-le-Street, DH3 3UT)
Corporate Performance Report July 2008 to September 2008	Executive Corporate Performance and covering report	December 2008	Ian Forster 0191 3872130	Relevant Executive Members Corporate Management Team Internal consultation e-mail	In writing or by telephone to the Assistant Chief Executive or by email to ianforster@chester-le-street.gov.uk
Corporate Performance Report October 2008 to December 2008	Executive Corporate Performance and covering report	March 2009	Ian Forster 0191 3872130	Relevant Executive Members Corporate Management Team Internal consultation e-mail	In writing or by telephone to the Assistant Chief Executive or by email to ianforster@chester-le-street.gov.uk

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EXECUTIVE DECISION TRACKER

	<u>Date of decision</u>	<u>Decision</u>	<u>Progress/ Key Date</u>	<u>Status</u>	<u>Comments</u>	<u>Officer Lead</u>
1	6 February 2006 3 December 2007	<p><u>Development Framework Principles for the Heart of Pelton Fell</u></p> <ul style="list-style-type: none"> ▪ That the Executive confirm the support given to the Pelton Fell Community Association to date and the principle of them seeking to establish the community facility, but it be recognised that the Council is unable to commit to any additional funding and that in order for them to move forward they be required to produce a sustainable business plan which is viable. ▪ Negotiations to take place for the purchase and disposal of land. Report back to Executive prior to any acquisition. ▪ The revised plans for the Heart of the Village, Pelton Fell will be presented to the people of Pelton Fell for consultation. 	Verbal update August Executive 2008	Progressing	Negotiations under way with landowners and prospective interested parties in the village.	Leila Dawson
2	2 June 2008	<p><u>Budget 2009/10 Update</u></p> <ul style="list-style-type: none"> ▪ Update on financial planning on the formal budget process. 	October 2008	Progressing	Ongoing	Ian Herberson

	<u>Date of decision</u>	<u>Decision</u>	<u>Progress/ Key Date</u>	<u>Status</u>	<u>Comments</u>	<u>Officer Lead</u>
3	1 October 2007	<p><u>Review of Community facilities</u></p> <ul style="list-style-type: none"> The Head of Regeneration was authorised to continue with the further progress in developing a strategic approach and action plan for community facilities, as outlined in Section 5 of the report. The wider stakeholder consultation was deferred until further investigation work on community facilities had been undertaken. It was agreed at the April 2008 Executive that this should be linked to the single priority People and Places. 	July 2008 Executive	Ongoing	Ongoing	Leila Dawson
4	1 October 2007	<p><u>Updates Community Resource Centre at Sacriston</u></p> <ul style="list-style-type: none"> Regular updates to be given to Executive on the progress on the Community Resource Centre 	August 2008 Executive	On schedule	Ongoing	Leila Dawson
5	13 December 2007	<p><u>Update of the Communities Facilities Working Group</u></p> <ul style="list-style-type: none"> Consultations have taken place and there will be three stages for the review into Community Facilities. Terms of reference have been created for the Communities Facilities Working Group. 	July 2008 Executive	Ongoing	Ongoing	Jorge Lulic
6	7 April 2008	<p><u>Single Housing Investment Programme (SHIP)</u></p> <ul style="list-style-type: none"> It was agreed that a summary of SHIP investment and its impact would be presented at the June Executive. 	July 2008	Ongoing	Ongoing	Leila Dawson

	<u>Date of decision</u>	<u>Decision</u>	<u>Progress/ Key Date</u>	<u>Status</u>	<u>Comments</u>	<u>Officer Lead</u>
7	12 May 2008	<p><u>New Power to establish Parish Councils (including Town Councils)</u></p> <ul style="list-style-type: none"> It was agreed a report would be presented to Executive determining how progress can be made after discussions that will be undertaken with Durham County Council on the status, cost and scale of a corporate governance review taking into consideration the Boundary Committee for England's proposed review of local authority electoral arrangements. 	July 2008 Executive	Ongoing	Ongoing	Chris Potter
8	12 May 2008	<p><u>Department for Health Project</u></p> <ul style="list-style-type: none"> It was agreed an evaluation of the project would be presented to Executive. 	July 2008 Executive	Ongoing	Ongoing	Tony Galloway

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Chester-le-Street
District Council

REPORT TO: Executive

DATE OF MEETING: 7th July 2008

REPORT OF: Director of Corporate Services

SUBJECT: Implementing the Transition Plan; Developing 'People and Place'

ITEM NUMBER:

1 Purpose and Summary

- 1.1 In March 2008 the council adopted its Transition Plan for 2008/2009. Since that time early progress has since been made on the implementation of plan. The purpose of this report is to update members on progress specifically on the '**People and Place**' Priority and to seek Members agreement to progress made on developing the '**People and Place**' Delivery Plan
- 1.2 So far the following progress has been made. The council has:
- agreed the principles and financial allocations within the 2008/2009 Corporate budget setting process;
 - agreed the '**People and Place**' priorities and four areas of focus as part of the adopted 'Transition Plan';
 - set up the four action learning sets and appointed leads, Executive support and sponsors;
 - provided guidance and support to leads;
 - Executive has agreed the delivery plan by the action learning set leads;
 - carried out a launch event on 13th May 2008
 - worked with Overview and Scrutiny Management Board to undertake a workshop in May;
 - agreed to a single '**People and Place**' Scrutiny Panel with a task and finish approach to undertake work to support the delivery of the '**People and Place**' Delivery Plan which had its first meeting in June;
 - Agreed a Draft '**People and Place**' Scrutiny Work programme
 - agreed an approach to monitoring and reporting progress to the Executive on the '**People and Place**' Delivery Plan of which this report addressees
 - agreed an approach to delivering the '**People and Place**' Personal Profile for all employees and launched the project.

- Commenced time lining and crosscutting work to re-evaluate the scale and practicality of delivering the **'People and Place'** Delivery Plan;
- Set up a resource centre and a programme of weekly member engagement opportunities to be commenced in early July.

1.3 With specific regard to the **'People and Place'** Delivery Plan specific progress has been made on developing the high level proposals and details of proposals are set out in Appendix 1.

1.4 Members are recommended to:

- 1) Note the progress to date on implementing the Transition Plan;
- 2) Note the progress made in respect of individual progress and comment on the issues raised

2. Consultation

2.1 Executive Members, the Chief Executive, Directors, relevant Service Team Managers, Action Learning Set Members (including external stakeholders) have been engaged in the development of the **'People and Place'** Delivery Plan and its implementation to date.

2.2 No other consultations were considered necessary at this stage including external consultations or engagement.

3. Transition Plan and People and Place Priority

3.1 The Transition Plan, in effect, replaces the Corporate Plan 2007/2010. The Transition Plan includes a schedule of proposals from the previous seven priorities which ought to be and can be achieved in the remaining life of the council.

3.2 The council's choice to move towards a single priority of **'People and Place'** priority was considered as part of the budget setting process and forms a firm part of the Transition Plan. This report tracks progress to date and puts forwards proposals to take forward the delivery of the **'People and Place'** priority.

3.3 The Delivery Plan content indented in the appendices in this report address all four areas of the **'People and Place'** priority focus i.e.

- Partnerships for Futures;
- Investment in the Town Centre;
- Strengthening Partnerships; and
- Neighbourhoods

4. Implications

4.1 Financial implications and value for money statement

The Transition Plan takes account of the 2008/2009 budget process. Specific resources have been made available for both the contribution to setting up the new organisation and the implementation of the '**People and Place**' priority. It is considered that the council has properly reviewed its priorities in the light of Local Government Re-organisation and its abilities to deliver services during the transitional period. The view is taken that in doing so the council will achieve value for money in a year of significant challenge. In delivering '**People and Place**' resources may need redirecting during the forthcoming year. Action Learning Set leads and relevant Executive members are responsible for the allocated budgets to deliver the four strands of the '**People and Place**' priority

4.2 Local Government Reorganisation Implications

The Transition Plan and the '**People and Place**' Delivery Plan is the council's response to the challenges it faces in the final year of its existence. It is considered that the plan commits the council to working within its capacity to provide human and financial resources to help establish the council while delivering 'Business as usual'. It is considered that the Plan meets the guidance and recommendations provided by the Audit Commission set out in their Annual Audit and Inspection Letter. The subject of this report is principally progress against this plan and specifically the '**People and Place**' priority. It is not considered that the subject matter of the '**People and Place**' Delivery Plans at this stage requires any consultation or approval of the County Council because the proposals have been part of the budget process. Should potential resource issues change e.g. further unbudgeted resources caught within the direction occur then appropriate consultation with the County Council will take place.

4.3 Legal

The Transition Plan includes a factual statement of legal guidance to managers and Members. This remains under preparation and will be added to the Plan when complete. It is considered that the Transition Plan provides vehicle to enable the council to work within its legal powers during the transition period.

4.4 Personnel

How the council supports its employees through the transition process is a key part of the Plan. The Transition Plan revises the Organisational Development Strategy commits the council to supporting its employees through the process and helps them take advantage of opportunities that will occur in the new authority. A key part of this is the development of a '**People**

and Place' Personal profile for all employees. It is important to note that the Transition plan and the **'People and Place'** Delivery Plan are both living and developing documents and will be reviewed as a result of consultations undertaken and progress made. The approach to **'People and Place'** is through an 'action learning set approach' which has been a key tool used to deliver the council's improvement programme over the last three years. A key risk to delivery of business as usual next year is the capacity of the organisation to deliver. The council is faced with depleting human resources and account will be taken as to the ability of the council to deliver by regularly reviewing the strategic planning documents.

4.5 Other Services

The Transition Plan and the **'People and Place'** priority have implications to all services delivered by the council.

4.6 Diversity

There are no specific diversity issues in respect of the Transition Plan. The Plan does not replace the Equality Plan which will continue to be implemented through the lifetime of the council. In terms of developing In the **'People and Place'** Delivery Plan, action learning set leads are having regard to ensuring the projects are fully inclusive and projects regarding engagement with otherwise excluded groups and social cohesion are included within the delivery plan proposals.

4.7 Risk

There are clear risks to the organisation in failing to continue to maintain and improve on its progress in its remaining year. The council remains committed to improving its services although it faces difficult capacity challenges through the transition period. The council will be undertaking a strategic risk assessment once the delivery plans in relation to **'People and Place'** have been developed. A key risk to delivery of business as usual next year is the capacity of the organisation to deliver. The council is faced with depleting human resources and account will be taken as to the ability of the council to deliver by regularly reviewing the strategic planning documents. The timelining and cross cutting work currently being undertaken is intended to help evaluate the councils ability to deliver on its **'People and Place'** priority while continuing to deliver improving services to communities within the District.

4.8 Crime and Disorder

It is not felt there are any specific implications of the report on Crime and Disorder. Actions agreed through the delivery of the **'People and Place'** priority include proposals to positively address crime and disorder issues.

4.9 Data Quality

Every care has been taken in the development of this report to ensure that the information and data used in its preparation and the appendices attached are accurate, valid, reliable, timely, relevant and complete. The council's Data Quality Policy has been complied with in producing this report.

4.10 Other Implications

The report does not relate to a key decision. It is considered that the information will be communicated to the community and stakeholders by inclusion on the web-site. The Transition Plan has already been made available to staff and Members through the intranet and a web site is being developed. The Transition Plan has been made available to the County Council. An Intranet site for 'People and Place' has been established and work is being undertaken to update the council's own website to communicate the new priority. Should Members adopt the delivery plan progress towards achieving the '**People and Place**' priority will be significantly promoted and communicated. A '**People and Place**' brand has been developed and this will be used to co-ordinate, communicate and celebrate achievements in the coming months. Appendix 1 includes achievements that need to be communicated and celebrated and work is ongoing with the Communications Team to ensure that this happens.

5. **Background, Position Statement and Options Appraisal**

5.1 As a result of Local Government Reorganisation Chester-le-Street will cease to exist as a council from April 2009. In order to set a framework as to how the council will conduct its business during this final year a 'Transition Plan' has been approved by the council in March 2008 The Transition Plan aims to:

- state the Council's aims, objectives and priorities during the transition period;
- build on the councils learning and continue its improvement programme;
- set out revised corporate activity and funding arrangements for transition period;
- clarify corporate transition programme management arrangements;
- identify how we will support and motivate and support staff through the process;
- set out the values and principles by which the Council will operate during transition; and
- establish terms of engagement with 'County Durham Council' Change Programme

5.2 In doing so the Transition Plan incorporates a review of the Corporate Plan 2007/2010. It also takes account of the 2008/2009 budget process and provides a summary of the budget agreed. It sets out the council's new single

priority of **'People and Place'**. The Plan includes the council's Corporate Improvement Plan following its learning through Comprehensive Performance Assessment last year. The new priority of **'People and Place'** is being implemented through an 'Action Learning Set' approach, an approach which has brought the council significant success as part of its improvement journey to date. The Plan includes proposals to develop delivery plans to secure sustainable change to the people and places within the district and customer focused outcomes which can be used to influence the agenda of the new unitary council.

5.3 This Transition Plan is the overarching plan for Chester-le-Street District Council during the transition period, and as such sets out how services and projects will be facilitated, delivered and resourced. It is a rationalisation of the Council's Corporate Plan (incorporating the Best Value Performance Plan) 2007-2010, published in June 2007, and associated Medium Term Financial Plan, Organisational Development Strategy and Corporate Improvement Plan. As such, it represents the Council's contribution to the Districts Sustainable Community Strategy, the Local Area Agreement and the Strategic Vision for County Durham

5.4 The council has already made progress in implementing the plan which is summarised as follows. The council has:

- agreed the principles and financial allocations within the 2008/2009 Corporate budget setting process;
- agreed the **'People and Place'** priorities and four areas of focus as part of the adopted 'Transition Plan';
- set up the four action learning sets and appointed leads, Executive support and sponsors;
- provided guidance and support to leads;
- Executive has agreed the delivery plan by the action learning set leads;
- carried out a launch event on 13th May 2008
- worked with Overview and Scrutiny Management Board to undertake a workshop in May;
- agreed to a single **'People and Place'** Scrutiny Panel with a task and finish approach to undertake work to support the delivery of the **'People and Place'** Delivery Plan which had its first meeting in June;
- Agreed a Draft **'People and Place'** Scrutiny Work programme
- agreed an approach to monitoring and reporting progress to the Executive on the **'People and Place'** Delivery Plan of which this report addresses
- agreed an approach to delivering the **'People and Place'** Personal Profile for all employees and launched the project .
- Commenced time lining and crosscutting work to re-evaluate the scale and practicality of delivering the **'People and Place'** Delivery Plan;
- Set up a resource centre and a programme of weekly member engagement opportunities to be commenced in early July.

5.5 In terms of the delivery of the '**People and Place**' priority the Action Learning Sets have been working with Executive Members to develop and implement Delivery Plans. This remains work in progress and the delivery plans are continuing to be developed. Progress to date in the four Action Learning Sets. Key issues are as follows:

Partnerships for Futures

- All projects are on target
- Financing bid being tracked
- Executive Director appointment making progress
- First Board meeting has taken place and second will have met before the Executive
- Partnerships for the futures can be communicated internally now and externally when further work has been undertaken
- Next step is to undertake scoping work for the types of projects the scheme will deliver

Investment in the Town Centre

- All projects are on target
- Programme of events is progressing well
- Work on the Business Improvement District is slow
- Work on research on the future of the market is the subject of a scrutiny review which will be supported by consultancy advice.
- Permission has been granted to install 20 banners around the town
- Work is underway with the Business Association with regard to the locator boards
- Tests are about to take place on extended canopies and cover sheets at the market
- The Town Centre Development Manager requires some support to submit a bid for the Business Improvement District
- The success of events in the Civic Heart require communication and publicising

Strengthening Partnerships

- Proposals have been rationalised
- Only the Community Cohesion project is behind target and this project is being re-assessed
- Clear progress in terms of Youth Forum and Women's Achievements project
- Potential for a Town Council and Federation of Residents and Community Groups need to be put on hold as a result of imminent

Boundary Committee Review, although still a relevant Scrutiny Review project

- Work is to be undertaken to investigate whether the County wide Federation is a viable alternative in the light of local government re-organisation
- Need to firm up and provide clarity on the Community Cohesion project and resources available to achieve it.
- Action packed Futures event now cancelled by partners, need to consider feasibility of smaller event in Civic Heart
- Need to communicate and engage on key projects such as Youth forum and Women's Achievements.

Neighbourhoods

- All projects are on target
- Significant work has commenced with schools on Local Democracy Week and Respect and Anti Social Behaviour projects
- Need to communicate that ASB Questionnaires are now being used as best practice sub regionally and a local pupil has produced a DVD on ASB
- Timetable for Action packed Futures project is being re-assessed

5.6 It is still early days in the delivery of People and Place. However, a significant amount has already been achieved in setting up the Action Learning Sets, developing and rationalising the delivery projects and implementing the projects agreed. The delivery plan has always been a living document and has had to cope with change e.g. the impact of the Boundary Committee Review on some of the Strengthening Partnerships projects. There are few emerging problems. There is a need to consider how support can be given to the Town Centre Development Manager to develop the bid. This ought to be initially considered at Corporate Management Team

6. Recommendations

6.1 Members are recommended to:

- 1) Note the progress to date on implementing the Transition Plan;
- 2) Note the progress made in respect of individual progress and comment on the issues raised
- 3) That Corporate Management Team consider how the Development of the Business Improvement District Bid can be supported

7. Background Papers/Documents referred to

- 7.1 Transition Plan March 2004
- 7.2 Corporate Plan 2007/2010 – June 2007
- 7.3 Budget reports to Council dated 28th February 2008
- 7.4 Report to Executive 12th May 2008

Ian Forster
Director of Corporate Services
16th June 2008
Version 1.0

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Appendix 1



Chester-le-Street
District Council

'People and Place' Action Learning Set Monthly Monitoring Report

ALS Ref	ALS 1
'People and Place' Theme	Partnerships for Futures
Milestone and outcome achievement	<p>LSC Co-financing bid (funding roll out December 08) & TWCR business case for Single Programme (funding roll out September 08) funding being tracked.</p> <p>Job description/person specification drafted for Executive Director.</p> <p>Report on Hanlon Skills Register is being taken to CMT on 23 June and then to Executive to make recommendations on implementation of Hanlon Skills Register database for the district to track learners and unemployed individuals into employment. The database could potentially support Partnerships for Futures activity.</p> <p>Budget plan devised.</p> <p>Action learning set team in place.</p> <p>First board meeting took place 21 April. The following outcomes were achieved:</p> <ul style="list-style-type: none"> • Consensus on objectives for Partnerships for Futures activity. • Delivery structure agreed – Enterprise Agency to host and manage project • Budget devolved from Chester-le-Street District Council to Enterprise Agency. • Interim chair/vice chair agreed.
	<p>Second meeting organized for 24 June. The following items require board decisions:</p> <ul style="list-style-type: none"> • Agreement of the budget • Agreement of the job description/person specification for Executive Director and approval to advertise. Nominations required for interview panel. <p>The board will also be provided with papers on Hanlon Skills Register and potential funding to support Partnerships for Futures activity. A presentation will also be delivered by the Executive Director of the Esh Group on the Fit 4 Employment Project to look at best practice. Nominations will also be sought for Chair/Vice Chair</p>

Actions behind target and remedial measures proposed	N/A
Issues to be resolved and who by	N/A
Successes to communicate and celebrate	<p>Both public and private sector support has been gained for the project, with the following organisations agreeing to sit on the board to guide and provide strategic oversight to Partnerships for Futures. Board members consist of:</p> <ul style="list-style-type: none"> • Beamish Museum • Durham County Cricket Club • Enterprise Agency • Hermitage School • New College Durham • Ambic Ltd • Chester-le-Street District Council <p>The initial establishment of the project could be promoted internally through team talk/intranet. Once further development work has taken place and a clear framework is in place for delivery of Partnerships for Futures it can be promoted externally.</p>
Comments	<p>Partnerships for Futures is progressing in line with the delivery plan.</p> <p>Arrangements to establish the operational structure of the project are now in place and is supported by both private and public sector partners.</p> <p>The next steps will be to undertake scoping work for the types of projects Partnerships for Futures will deliver and recruitment of an Executive Director.</p>



‘People and Place’ Action Learning Set Monthly Monitoring Report

ALS Ref	ALS2
‘People and Place’ Theme	Investment in Town Centre
Milestone and outcome achievement	<p>The programme of events is now progressing well and reactions from members of the public are very positive. Every event draws shoppers and families to the civic heart as we had hoped – a series of photographs from the last event may be found on www.northeasteventphotography.co.uk later this week.</p> <p>Work to develop a Business Improvement District is slow – but a presentation will be given to representatives of the town’s Business Association on Monday 23 June. Discussions have taken place between the Town Centre Development Manager and the Director of Director of Corporate Services to look into the possibility of using capital monies to assist in this piece of work and employ a consultant or an assistant on a temporary contract to progress this work. Nevertheless a database is being developed with the assistance of the Business Association and it is hoped to produce the first stage of background work to develop the BID.</p> <p>Work to Research the Future of the Market has moved on and a consultancy company has produced a proposal to support the work of Scrutiny. This work will address key questions:</p> <ul style="list-style-type: none"> • Which are the top performing Market Towns? • What do the best do? • What do the traders think? • Is the perceived decline in market performance a local phenomenon? • Are ‘traditional’ markets elsewhere suffering from prevailing economic forces; such as the credit squeeze? • In times of perceived economic difficulties markets should offer better value for money, what affect does the presence of discounters such as Aldi and Wilkinson’s have on the market? • What are the factors that are recognised to appeal to shoppers? • Should the public sector continue to manage what is a private sector activity? • Which companies run private markets and where? • How do they compare? • How does the relationship between such operators and local authority landlords’ work? • What rental could be raised from a relationship with a private sector operator?

	<ul style="list-style-type: none"> • What is the sustainability of Chester-le-Street's market in the medium and longer term (five or ten years time)? • Suggest a way to maximize the investments that have been made and to increase profitability? • What decisions do this and the new unitary authority need to make in the light of the research findings? <p>Work on dressing the town with banners is progressing well. Permission has now been granted to install 20 banners around the town. This will then be followed up by work with the private sector to encourage them to sponsor more banners. Eduardo is designing the banners using the festival and People and Place logos.</p> <p>Work to install locator boards is also progressing – representatives from the Business Association are working to cleanse a database that was provided by the council to develop the BID. This is augmented by another database that they obtained from the Post Office. These will be collated and compared to establish a Town Centre Business Database, which will be used to populate the maps that will be placed in the locator boards. A spec has been produced and estimates received to manufacture the plinths upon which the 'welcome to Chester-le-Street' castings will be placed. These will be discussed with the Business Association on 23 June.</p> <p>The council has conducted some work to extend canopies and provide better sheeting for market stalls. 10 extensions to market stalls have been manufactured to test whether they would be viable and address the concerns of market traders. The health and safety aspects of these need to be tested and the Council's Health and Safety Team will become involved when the Market Supervisor returns from sick leave.</p> <p>A supplier of footfall counters for the front street has been identified and a proposal has been received. This will provide data for five years. Ian Herberson has been asked to decide whether capital funds can be used for this project – otherwise it cannot be delivered.</p> <p>Town Centre Development Manager is working with Lumalite to supply some new lights for the Xmas tree. The council has worked with Lumalite previously to supply the new Christmas lights for the front street. A meeting will take place in July to obtain estimates as well as progressing plans for this year's events.</p> <p>The project to use coloured paving slabs or adhesive signs leading from Riverside to the town centre is on hold pending some estimates – there will be agreed to test the viability of these.</p>
Actions behind target and remedial measures proposed	All projects seem to be progressing well but some assistance is required to develop the BID.
Issues to be resolved and who by	CMT to consider support for bid production

Successes to communicate and celebrate	The success of the events that have been provided in the civic heart.
Comments	N/A



'People and Place' Action Learning Set Monthly Monitoring Report

ALS Ref	Action Learning Set 3
'People and Place' Theme	Strengthening Partnerships
Milestone and outcome achievement	<p>Youth Forum - Officer and member group in place. - Clear plans for a way forward.</p> <hr/> <p>Women's Achievements - Project Group and Steering Group in Place. - Defines project plan and budget requirements. - Key activities, roles and responsibilities determined. - Article published in District News.</p> <hr/> <p>CLS Sports and Activity Network established outside ALS.</p> <hr/> <p>Action Packed Futures – Riverside event is being reconsidered as a smaller event in the Civic Heart as part of Town Centre project.</p>
Actions behind target and remedial measures proposed	<p>Community Cohesion – Resourcing of project - Julie Underwood to work with the Leader to identify possible external resource.</p> <hr/> <hr/> <hr/> <hr/>
Issues to be resolved and who by	<p>Community Cohesion requires additional resource or Plan B (Mythbusting) – Julie Underwood – 20th June.</p> <p>Potential for a Town Council – currently on hold until after the review of the Boundary Committee in June – Chris Potter.</p> <p>Federation of Residents and Community Groups on hold until outcome of Town Council is considered and whether the County Durham Federation is considered as an alternative – Jorge Lulic</p> <p>Action Packed Futures – Consideration of an alternative event in Civic Heart – Andy Stephenson.</p>
Successes to communicate and celebrate	<p>Clear priority for projects (Youth Forum, Women's Achievements, Strengthening 3rd Sector and Community Cohesion)</p> <p>Progress with Youth Forum – discussions leading to an established group of council officers and a clear way forward.</p> <p>Women's Achievements project underway – a steering group being formed and an article in District News published inviting women of</p>

	Chester-le-Street to take part.
Comments	<p>The Youth Forum project is being raised with the County Council and the Local Children's Board to recognize this approach and support it in the long term.</p> <p>The Youth Forum project will be prepared in the forthcoming weeks to start engaging with local schools directly after school holidays.</p>



'People and Place' Action Learning Set Monthly Monitoring Report

ALS Ref	ALS 4
'People and Place' Theme	Neighbourhoods
Milestone and outcome achievement	<p>Local Democracy Week – Initial meeting with The Word undertaken. Initial contact and feedback with local secondary schools in support of LDW.</p> <p>DIY Neighbourhoods Toolkit- Best practice research now being undertaken</p> <p>Chester in Bloom – work to commence in August</p> <p>Respect & Anti Social Behavior – 4500 questionnaires now distributed to secondary school pupils. Questionnaire now adopted by Durham Constabulary as a best practice and being used across the county. Fyndoune School has now allocated timetabled 1hr session for ASB led by Council staff. Initial DVD for pupil engagement has been produced by a local pupil</p>
Actions behind target and remedial measures proposed	There are no actions behind schedule
Issues to be resolved and who by	None
Successes to communicate and celebrate	<p>ASB Questionnaire used as best practice sub regionally.</p> <p>A local pupil has developed and produced a schools based ASB communication DVD which will be adopted by Durham Constabulary</p>
Comments	<p>Action Packed Futures event is now cancelled and the delivery of associated sustainable living project to be undertaken by Andy Stephenson remains uncertain.</p> <p>Agreement and allocation of the project budget is to be finalised on 19th June.</p> <p>A review and revision of the overall timetable has been undertaken with associated team members.</p>

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Chester-le-Street District Council

Report to:	Executive
Date of Meeting:	7 July 2008
Report from:	Director of Development Services
Title of Report:	NHS Lifecheck Programme
Agenda Item Number:	

1. Purpose and Summary

- 1.1 To present Members draft proposals for the local NHS Lifecheck programme.
- 1.2 It is recommended that Members approve the Lifecheck proposals outlined in this paper and delegate responsibility to the Director of Development Services to:
 1. Recruit for the post of Lifecheck Coordinator(s)
 2. Oversee the implementation of the Lifecheck Community ICT initiative
 3. Negotiate with MIND the delivery of "Lifecheck" support for the "hard to reach".

2. Consultation

- 2.1 Consultation has taken place with the Director of Development Services, the ICT manager, the Community Development manager, the Communities for Health sub group, a number of Health improvement Group members and senior officers from the PCT and Durham County Council. All consultees are in agreement with the proposed approach.

3. Transition Plan and People and Place Priority

- 3.1 The proposed programme supports the Transition plan and People and Place priority. The Lifecheck programme and the work proposed will support particularly the strengthening partnerships, partnerships for the future and Neighbourhoods priorities, as it aims to meet the needs of the

community by working towards reducing health inequalities and improving the health and the wellbeing of the District.

4. Implications

4.1 Financial Implications and Value for Money Statement

There are no financial Implications arising from this report as the Lifecheck grant (£70,000) brings additional resources into the Council and our plan is for the programme to be delivered at no extra cost to the Council. The proposals, where appropriate, include an options appraisal to ensure a cost-effective approach. In addition, depending on how the Lifecheck programme is delivered it may offer opportunities for better targeting/use of current monies allocated in the People and Place programme.

4.2 Local Government Reorganisation Issues

There are no LGR issues affecting the Lifecheck programme except the need for the new authority to take over project management form April 2009.

4.3 Legal

There are no legal implications arising from this report

4.4 Personnel

The draft proposals include a secondment opportunity for a Lifecheck co-ordinator post.

4.5 Other Services

Some council services e.g. Leisure Services, Community development, will have a crucial role to play in advertising the Lifecheck programme as part of their mainstream service, but it is expected that the impact of this involvement on service resources will be negligible. In the case of Selby Cottage one scenario offers the possibility to enhance its current resource base through a half-time Lifecheck coordinator.

4.6 Diversity

The Lifecheck programme will provide opportunities for parents/carers and young people across the District, allowing them to access health information and assess their own health needs.

4.7 Risk

This funding has been granted specifically to roll out the Lifecheck Programme. The Department of Health will be monitoring expenditure to ensure that the Lifecheck programme has been supported within the District. There is a risk to the uptake on the programme, which depends greatly on partnership working and cooperation of local organizations, parents and young residents. Every effort will be made to engage local service providers and target groups in this process so as to reduce this risk. The Lifecheck co-ordinator post will be another important mitigating factor.

4.8 Crime and Disorder

The Lifecheck Programme equips young people with the information and knowledge to make positive life choices regarding personal health. In this context, its direct impact on crime and disorder will not be great. However, engaging hard to reach young people and raising their self esteem and self confidence reduces the likelihood that they will engage in risk taking behaviour, therefore impacting positively on levels of antisocial behaviour, youth nuisance and crime.

4.9 Data Quality

Every care has been taken in the development of this report to ensure that the information and data used in its preparation and the appendices attached are accurate, timely, consistent and comprehensive. The council's Data Quality Policy has been complied with in producing this report.

4.10 Other Implications

There are no other implications from this report.

5. Background, Position Statement and Option Appraisal

5.1 At the Executive meeting of 12th May 2008, Members were informed that the Council, being one of the Spearhead authorities, was offered an additional £70,000 of Communities for Health funds towards preparations for the rollout of the NHS Early Lifecheck programme planned for September 2008.

5.2 The NHS Lifecheck is an online resource (www.nhs.uk/lifecheck) that is designed to offer advice and support on key health issues. It is based on a

straightforward questionnaire which, once completed, will provide the individual with information on supporting good health. There are 2 lifechecks due to be rolled out this year, the Early years Lifecheck (for babies 5 -8 months) and Teen Lifecheck (young people 12-15).

- 5.3 The grant is to be used to prepare the ground for the Lifecheck roll out. Suggestions from the Department of Health on types of local activity include supporting people to access internet enabled computers in locations such as children's centres, youth centres and community groups, promotional material and cascable training packages. However all activity must be targeted towards young people and parents and carers of young babies.
- 5.4 The Executive meeting of 12th May 2008 delegated responsibility to the Communities for Health Sub-Group to develop some proposals on taking forward the local preparations for the Lifecheck roll out. This report presents the draft proposals put together by the Sub-Group following consultation with Health Improvement Group professionals.

Draft proposals for the Local Lifecheck Programme

- 5.5 In developing these draft proposals the Sub-group took into account the following two main issues as highlighted in related NHS guidance.
- **Combating Health Inequalities.** The NHS Lifecheck has been developed to combat health inequalities through targeted use in areas of deprivation. In these areas, NHS Lifecheck can be used to encourage people at highest risk of ill health, caused by lifestyle choices, to do a personal Lifecheck and act on the results. Where available, health trainers can use it as a tool to help their clients.
 - **Access to the NHS Lifecheck.** The Lifecheck on-line resource is available on the NHS choices website. Ultimately, it is intended that access will be available in a wide variety of settings, including local surgeries, pharmacies, VCS organisations, leisure and community centres, Children Centres and schools. Additional ideas from the "Communities for Health" Sub-group include access via detached youth work, the local Library Bus, the larger private sector employers, and, naturally, the Council itself.
- 5.6 Taking into account the above, and especially the need to target the more deprived areas and the hard to reach parents/carers and young people,

the Sub-Group decided that our local preparations should concentrate on the following four strands:

1. **A FTE Lifecheck co-ordinator post (on secondment) £30,000.**

The group felt that a co-ordinator post is necessary to ensure: a fast-track preparation for and introduction of the Lifecheck Roll Out, on-going commitment from various agencies/service providers in advertising/using the Lifecheck programme and some level of monitoring/evaluation of “what happens” after parents and young people have carried out the on-line self-assessment (e.g. Do they follow their Lifecheck action plan? Do they enter some other NHS pathway?). The co-ordinator post will also organise/support the work outlined in the other three (3) strands outlined below i.e. Community ICT, marketing material/activities and support for the “hard to reach”.

Options for the Lifecheck Co-ordinator post.

A. Consultants could be commissioned to undertake the Lifecheck work. However, we believe that this would not be an effective use of resources since a co-ordinator post will be much cheaper and will guarantee activity on the ground for at least a year.

B. Another option would be to sub-contract Lifecheck coordination to another public agency or a VCS organisation. However, with the Lifecheck roll-out starting in September, there is a need to move quickly and avoid time-consuming tendering exercises. Equally, the post being sub-contracted would add to management time and potentially delay implementation activities and problem-solving.

C. Offering a secondment with the post being based within the Council and managed by the Community Development and Health Worker. Within the context of Lifecheck and the aforementioned timescales, this is our preferred way forward and could be delivered two ways, either through a full time secondment position or two half-time secondees (still to be managed as above). The former will ensure more streamlined management, flexibility of work methodology and will be more attractive in recruitment terms. The latter will support a more specialist approach since we could deploy the two half-time posts to the two main (but different) target groups. For example, one half-time secondee could be placed at Selby cottage and work with other children centres, parents/carers groups, etc, whilst the other secondee based within the Community Development team could concentrate on working with schools and youth groups to target the 12-15 yrs old. Our preferred option is to go for two half-time secondees and if recruitment proves difficult to offer a full time post.

2. **Community ICT (£15,000)**. The group felt that the Lifecheck programme presented a fantastic opportunity to “wire-up” some community venues and offer people increased access both to the Lifecheck programme and a wealth of other resource. A short mapping exercise needs to be carried out by our ICT department using already available information and local contacts. Once the current situation is established with regards to community ICT needs and priorities a Lifecheck roll Out ICT plan will be prepared. Due to project timescales, the plan will undergo informal consultation with Executive Members. Links with the People and Place programme will also be established and the potential for joint Council and Lifecheck funding. Community “wiring-up” and ICT training at community level offer a fantastic opportunity for a “legacy” output for the District Council in its last year.

Options for Community ICT

The Community ICT strand will be delivered by the Council’s ICT team, with support from DurhamNet and will involve re-cycling the Council’s old stock of computers. In this context, there’s no other potentially more cost-effective option to deliver this. The feasibility of this approach has been discussed with the ICT manager and is supported in principle. The sum of £15,000 will be used to purchase connectivity equipment.

3. **Promotional material/activities (£10,000)**. Part of the Co-ordinator role will be to develop some local promotion material and activity. Initial ideas include leaflets, posters, young people events, special sessions with parents/carers, etc. Once the Lifecheck co-ordinator (s) is/are in post he/she will work with the Sub-group and other partners to develop a draft list of promotional activities for consideration. The People and Place brand will, naturally, feature strongly in any such activity.

Options for promotional material/activities

This strand will be delivered internally through the coordinators and the Council’s communications/graphic design officers, whilst the funds allocated will cover the cost of materials. Any other option such as sub-contracting the work would prove less cost effective.

4. **Intensive support for the “hard to reach groups” (£15,000)**. Given the main target groups for the Lifecheck roll out, the Group felt that some intensive support/guidance might be needed for the harder to reach group. A certain degree of support can be offered through existing mechanisms e.g. health trainers, community nurses, Sure Start officers, community counselors, etc. In addition, it will be the co-ordinator's role to link up with all such professionals to advertise the Lifecheck programme and negotiate

its use as part of officers' mainstream work. However, we believe that due to the nature of Lifecheck and the timescales involved, some additional specialist support would be beneficial for those "harder to reach" parents/carers or young people 12-15.

Options for supporting "hard to reach groups"

A. One option would be to keep the funds aside and pay for specialist support for the "hard to reach" as and when required. This would give us the flexibility to use a variety of VCS settings and specialisms, depending on an individual's needs. On the other hand, this could be administration intensive and it could also end up a complicated mechanism requiring procedures/criteria as to the type of specialist service, providers lists, the level of costs, the time period for support and so on.

B. Sub-contracting this work to a VCS agency would be another option. However, as with the coordinator's post, timescales are tight and tendering procedures will add to time pressures and will be an extra burden to our currently stretched staff resources.

C. Building on existing successful support mechanisms. Under this option the funds will be used to enhance the Council's existing arrangements with MIND. It is well established that mental health issues are a local priority. MIND have recently delivered some excellent work through Communities for Health funding, work which next year will be reduced by 50% due to lack of funding. The Lifecheck roll-out funds could be used to enhance next year's work by offering specialist support to parents/carers of babies 5-8 months and to young people 12-15. Referrals would be made both through the two Lifecheck coordinators and traditional channels. However, MIND will also be expected to access their target groups through work at community level. This is our preferred option since it builds on an existing excellent service, it supports priority groups and allows for a Lifecheck fast-track. However, if such an arrangement is not possible then Option B would be pursued

6. Recommendations

6.1 It is recommended that Members approve the Lifecheck proposals outlined in this paper and delegate responsibility to the Director of Development Services to:

4. Recruit for the post of Lifecheck Coordinator(s)
5. Oversee the implementation of the Lifecheck Community ICT initiative
6. Negotiate with MIND the delivery of "Lifecheck" support for the "hard to reach".

7. Background Papers/ Documents referred to

7.1 Choosing Health: Making healthy choices easier, Public Health White Paper, Department of Health, 2004

7.2 www.nhs.uk/lifecheck

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Agenda Item 14

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