

Public Document Pack

20 August 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, 1st September, 2008 at 3.00 pm**

Yours sincerely



R TEMPLEMAN

Chief Executive

AGENDA:

1. Apologies for Absence
2. Minutes of Meeting held 4 August 2008 (Pages 1 - 4)
3. Public Speaking
4. To Receive Declarations of Interest
5. Forward Plan and Work Programme (Pages 5 - 18)
6. Executive Decision Tracker (Pages 19 - 20)

People and Place Priority

7. Implementing the Transition Plan; Developing 'People and Place' (Pages 21 - 36)

Report Of Director of Corporate Services

Usual Business

8. Corporate Performance Report April 2008 to June 2008 (Pages 37 - 100)
Report Of Director of Corporate Services
9. Audit and Inspection Plan (Pages 101 - 128)
10. Communities for Health - Mental Health Project Evaluation (Pages 129 - 144)
Report Of Director of Development Services
11. Early Integration of the Local Development Framework Function (Pages 145 - 154)
Report Of Regeneration and Strategy Co-ordinator
12. Tenders for Pelton Fell Heart of the Village
Verbal Update
13. Review into Local Watercourses (Pages 155 - 178)
Report Of Director of Corporate Services

Local Government Review

14. No Items
15. 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 of the Local Government Act 1972.”
16. Land Matters (Pages 179 - 188)
Report Of Acting Head of Regeneration
17. Review in to Community Facilities - Third Stage Report (Pages 189 - 232)
Report Of Community Development Manager

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, 4 August 2008 at 3.00 pm

PRESENT:

Councillor L Ebbatson (Leader of the Council)

Councillor L Armstrong, Portfolio Holder for Resources and Value for Money
Councillor M Sekowski, Portfolio Holder for Community Engagement and Partnerships

Councillor S C L Westrip, (Portfolio Holder for Neighbourhood Services)

Officers: I Forster (Director of Corporate Services), C Potter (Head of Legal and Democratic Services), J Elder (Acting Head of Resources), N Tzamarias (Assistant Director of Development Services), L Dawson (Acting Head of Regeneration), A Stephenson (Executive Assistant) and D Allinson (Democratic Services Assistant)

Also in attendance: One Member of the Public and C Carr (observer)

15. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors C J Jukes and the Chief Executive.

16. MINUTES OF MEETING HELD 7 JULY 2008

RESOLVED: "That the minutes of the meeting held 7 July 2008, copies of which had previously been circulated to Members, be agreed as a correct record."

The Leader proceeded to sign the minutes.

17. PUBLIC SPEAKING

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

18. TO RECEIVE DECLARATIONS OF INTEREST

There were no declarations of interest received from Members.

19. FORWARD PLAN AND WORK PROGRAMME

The Leader introduced the Forward Plan and Work Programme. It was agreed that the date of the Communities Facilities Working Group Report and

the Tenders for the Heart of the Village – Pelton Fell be revised to September 2008.

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

20. EXECUTIVE DECISION TRACKER

Members considered the Decision Tracker and updates were given by the Acting Head of Regeneration on the Development Framework Principles for the Heart of Pelton Fell and Community Resource Centre at Sacriston.

Review of Community Facilities

That it be noted that this item would now be considered in September and that the Decision Tracker be amended accordingly.

New Power to establish Parish Councils (including Town Councils)

The Director of Corporate Services gave a verbal update in relation to the progress that had been made to date including arranged visits to new and existing Town Councils.

It was agreed that this item be deleted from the Decision Tracker and added to the Forward Plan for December 2008.

RESOLVED: “That the Decision Tracker and the amendments be noted.”

21. IMPLEMENTING THE TRANSITION PLAN; DEVELOPING 'PEOPLE AND PLACE'

Consideration was given to a report from the Director of Corporate Services to update members on progress made on developing the ‘People and Place’ Delivery Plan and the key issues on the four Action Learning Sets.

The Leader suggested that a note be sent to the Grounds Maintenance Team and Parish Councils to congratulate them on the work they had done on the flowerbeds around the District.

RESOLVED:

- “1 That the progress to date on implementing the Transition Plan be noted.
- 2 That the progress made in respect of individual progress and comments on the issues raised be noted.”

22. CORPORATE TRAINING AND DEVELOPMENT PLAN

Consideration was given to a report from the Director of Corporate Services on the Corporate Training and Development Plan.

The Director of Corporate Services gave an update in relation to the Training and Development Plan. Councillor Westrip spoke in relation to the mental health awareness and first aid training which had been carried out. It was agreed that an evaluation of these training courses should be considered at the Meeting in October 2008.

RESOLVED:

- “1 That the Training and Development Plan set out in Appendix 1 of the report be approved.
- 2 That, an update on the Plan, including an evaluation of the mental health awareness and first aid training, be considered at the Meeting in October 2008”

23. REVIEW INTO LOCAL WATERCOURSES

RESOLVED: “That this item be deferred until the next Meeting of the Executive.”

24. REVIEW INTO LOCAL TRANSPORT

Consideration was given to a report from the County Durham Overview and Scrutiny Member Network on a review into local transport issues as set out in Appendix 1 of the report.

The Executive proceeded to go through the recommendations set out in the report and outlined their comments in relation to each one. It was agreed that the Director of Corporate Services draft a response to the recommendations in the report to include these comments.

RESOLVED:

- “1. That the Review into Local Transport be noted.
2. That a response to the recommendations in the report be drafted by the Director of Corporate Services incorporating the comments made by the Executive.”

The meeting terminated at 4.20 pm

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Chester-le-Street
District Council

Executive Forward Plan and Work Programme



September 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



September 2008

14 August 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 September 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
Land Matters	Executive	September	Leila Dawson 0191 3872233	Portfolio Holder Corporate Management Team	In writing or by telephone to the Acting Head of Regeneration or by email to leiladawson@chester-le-street.gov.uk
Bad Debt report Quarterly Report	Executive	October 2008	Jim Elder 0191 3872300	Acting Head of Resources Head of Corporate Finance Internal Auditor	In writing or by telephone, to the Acting Head of Revenue and Benefits or by email to jimelder@chester-le-street.gov.uk

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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
Hanlon 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
Land Matters	Executive	October 2008	Leila Dawson 0191 3872233	Portfolio Holder Corporate Management Team	In writing or by telephone to the Acting Head of Regeneration or by email to leiladawson@chester-le-street.gov.uk

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Land Matters	Executive	November 2008	Leila Dawson 0191 3872233	Portfolio Holder Corporate Management Team	In writing or by telephone to the Acting Head of Regeneration or by email to leiladawson@chester-le-street.gov.uk
Land Matters	Executive	December 2008	Leila Dawson 0191 3872233	Portfolio Holder Corporate Management Team	In writing or by telephone to the Acting Head of Regeneration or by email to leiladawson@chester-le-street.gov.uk
Land Matters	Executive	January 2009	Leila Dawson 0191 3872233	Portfolio Holder Corporate Management Team	In writing or by telephone to the Acting Head of Regeneration or by email to leiladawson@chester-le-street.gov.uk
Land Matters	Executive	February 2009	Leila Dawson 0191 3872233	Portfolio Holder Corporate Management Team	In writing or by telephone to the Acting Head of Regeneration or by email to leiladawson@chester-le-street.gov.uk

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Land Matters	Executive	March 2009	Leila Dawson 0191 3872233	Portfolio Holder Corporate Management Team	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



September 2008

14 August 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)
Review of Local Watercourses	Executive	Deferred date September 2008	Ian Forster 0191 3872130	Scrutiny Members Consultation with a variety of stakeholders	In writing or by telephone to the Director of Corporate Affairs or by email to ianforster@chester-le-street.gov.uk
Tenders for the Heart of the Village	Executive	Revised date September 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

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 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 Director of Corporate Affairs or by email to ianforster@chester-le-street.gov.uk
Communities for Health - Mental Health Project – Evaluation	Executive	September 2008	Tony Galloway 0191 3872100	Corporate Management Team Portfolio Holder Health Improvement Sub Group	By phone, or in writing to the Director of Development Services or by email to Tonygalloway@chester-le-street.gov.uk
Local Development Framework – New Unitary Arrangements	Executive	September 2008	John Smerdon 0191 3872161	Corporate Management Team Portfolio Holder	By phone, or in writing to the Regeneration and Planning Strategy Manager Director of Development Services or by email to johnsmerdon@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)
Employee Survey Results	Executive	Revised date October 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
Climate Change Strategy	Executive	October	Andy Stephenson 0191 3872134	Corporate Management Team Regeneration Strategic Housing Environmental Services Planning Local Environment Groups The LSP The Town Centre Manager Members of the public	In writing or by telephone, to the Senior Sustainability Officer or by email to andystephenson@chester-le-street.gov.uk
Regeneration Quarterly Report	Executive	Revised date November 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

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 Director of Corporate Affairs or by email to ianforster@chester-le-street.gov.uk
New power to establish Parish Councils (including Town Councils)	Executive	December 2008	Ian Forster 0191 3872130 Chris Potter 0191 3872011	Corporate Management Team Portfolio Holder Executive Members	In writing or by telephone to the Director of Corporate Affairs or by email to ianforster@chester-le-street.gov.uk or to Head of Legal and Democratic Services or by email chrispotter@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 Director of Corporate Affairs 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. 	September 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. 	September 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 	September 2008 Executive	On schedule	Ongoing	Leila Dawson
5	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. 	September 2008 Executive	Ongoing	Ongoing	Tony Galloway
6	4 August 2008	<p><u>Corporate Training and Development Plan</u></p> <ul style="list-style-type: none"> It was agreed an update on the plan, including an evaluation of the mental health awareness and first aid training be given to Executive 	October 2008	Ongoing	Ongoing	Ian Forster



Chester-le-Street
District Council

REPORT TO: Executive

DATE OF MEETING: 1st September 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 is the third
 - 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 commenced a programme of weekly member engagement opportunities 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 identified 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 help 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 has been 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 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 commenced a programme of weekly member engagement opportunities 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 and key issues are as follows:

Partnerships for Futures

- All projects are on target
- Recruitment process has begun for Executive Director - interviews to take place end of August 2008
- Third Board meeting scheduled for early September 2008
- In principle agreement of Hanlon Skills Register to be implemented for database to support Partnerships for Futures
- Young Entrepreneurs sub-project being developed to help young people develop enterprising skills
- Specific sub project activity, such as Beamish Customer Care training on hold until Executive Director is in post
- Operational Plan and Terms of Reference to be agreed at August Board meeting
- On-going work taking place to implement Hanlon Skills Register database

Investment in the Town Centre

- Programme of events is now well underway and continues to attracts crowds to the town centre
- Events programme distributed to 8400 households, community centres and other outlets
- Work to develop the Business Improvement District is on hold as assistance is required
- A scoping report on Research on the future of the market was presented to Scrutiny Committee on 30 July and a meeting of the task and finish group will be held on 19 August 2008.
- Locator Board maps are currently being designed with a view to being installed in September 2008
- The Banners for dressing the town will be installed from 19 August 2008

- Work to extend canopies and provide better sheeting for market stalls will continue as soon as possible
- Meeting held with supplier to obtain an estimate for new Christmas tree lights

Strengthening Partnerships

- Overall good progress is being made
- Significant progress made with the 'What a wonderful Women project'; recent meeting with communications company indicated positive and very professional outlook for DVD's.
- Initial meeting for Strengthening Voluntary and Community Sector held and agreed the way forward for the project
- Work being undertaken towards the community centre launch event on 4 October 2008.
- Work continuing on a number of possible projects for the three villages, as part of the Community Cohesion project
- ICT equipment in place at Sacriston Community Centre
- Scrutiny Task and Finish Group in place for review of unparished areas of Chester-le-Street and trips organised for members to visit other Town Councils
- Revised Action Packed Futures event to be held in Civic Heart on 18 October 2008
- Decision to be made on proposal received from Durham Sport regarding Phase II development for sports facilities work at Sacriston.
- Issues still to be resolved regarding the Sacriston Community Centre launch event and the facility for booking of community centre rooms.

Neighbourhoods

- All projects on target
- Development work with schools on Local Democracy Week will re-commence in September 2008
- A draft DIY Neighbourhoods toolkit booklet has been developed and is being reviewed
- Feedback in response to initial approaches to Parish Council representatives has been positive and a preferred model has been determined for the Chester in Bloom project
- A new mini-project is being developed as part of the Respect and Anti-Social Behaviour Project by the Environmental Enforcement Team, which will focus on maintaining the high quality environment across the district

5.6 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 plans are living documents and built to cope with change. There are a couple of issues that require resolving, for example, with regard to the Sports and Activity Network and Community Cohesion Projects, as referred to above, but overall good progress is being made in all projects. The Town Centre Development Manager also requires some support to submit a bid for the Business Improvement District.

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

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
- 7.5 ‘*People and Place*’ Action Learning Set Monthly monitoring reports

Ian Forster
Director of Corporate Services
15 August 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	Action Learning Set 1
'People and Place' Theme	Partnerships for Futures
Milestone and outcome achievement	Recruitment process begun for Executive Director. Good response from regional and national advertising. Short listing of applications taking place and interviews to take place end of August.
	Third board meeting planned for early September. Presentation to be delivered by Derwentside Engineering Forum.
	In principle agreement of Hanlon Skills Register to be implemented for database to support Partnerships for Futures.
	LSC Priority Sector Routeways Expression of Interest submitted for LSC co-financing funds for job-placement to take place.
	Young Entrepreneurs sub-project being developed to help young people develop enterprising skills – to take place in October/November and aimed at Yr 9 students across the four secondary schools in the district.
Actions behind target and remedial measures proposed	Specific sub-project activity, such as Beamish Customer Care training on hold until Executive Director comes into post.
Issues to be resolved and who by	
Successes to communicate and celebrate	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: <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>Successes to communicate and celebrate</p>	<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>
<p>Comments</p>	<p>Partnerships for Futures is progressing in line with the delivery plan.</p> <p>Board has agreed that project team can begin drafting operational plan, which will be agreed at August board meeting.</p> <p>Terms of reference to be agreed at August board meeting.</p> <p>On-going work taking place to implement Hanlon Skills Register database to support Partnerships for Futures activity.</p>



'People and Place' Action Learning Set Monthly Monitoring Report

ALS Ref	Action Learning Set 2
'People and Place' Theme	Investment in Town Centre
Milestone and outcome achievement	The programme of events is now well under way and is still attracting crowds into the town centre. Unfortunately two events have been rained off. The events programme was distributed to 8400 households in Waldrige, Kimblesworth, Plawsworth, Sacriston and Chester-le-Street Town Centre. Copies were also distributed to community centres and other outlets.
	Work to develop a Business Improvement District has not moved on. The following assistance is required: <ul style="list-style-type: none"> • Direction about the terms of reference and purpose of the group in relation to the master plan. • The use of capital monies to assist in this piece of work • The provision of administration assistance to help in the organisation and development of essential data etc.
	Work to Research the Future of the Market . A scoping report was presented at the last scrutiny committee meeting on 30 th July. A meeting of the task and finish group will take place on 19 th August and thereafter visits will be made to four local and more successful markets.
	Work on dressing the town with banners The banners will be installed from 19 th August.
	The locator board maps are now being designed and hope to be installed in September.
	Work to extend canopies and provide better sheeting for market stalls will continue when the Market Supervisor returns from sick leave.
	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. Awaiting for confirmation that capital funds can be used to complete this work.
	A meeting has taken place with Lumalite to supply some new lights for the Xmas tree and they will supply an estimate.

	The project to use coloured paving slabs or adhesive signs leading from Riverside to the town centre is on hold pending some estimates - the viability of these needs to be tested.
Actions behind target and remedial measures proposed	All projects seem to be progressing well but I would appreciate some assistance to develop the BID.
Issues to be resolved and who by	
Successes to communicate and celebrate	The success of the events that have been provided in the civic heart.
Comments	



'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>What Wonderful Women's Project</p> <ul style="list-style-type: none"> - Steering Group approved branding and logo for the project. - Agreed a donation of £500 to Chester-le-Street Heritage Group in recognition of their assistance collating information on 'Wonderful Women' of Chester-le-Street. - Contact being made to identify and collate information regarding 'Wonderful Women'. - Work started with preferred communications company to specify the production of DVD's.
	<p>Strengthening the Voluntary/Community Sector</p> <ul style="list-style-type: none"> - Successful dinner at Lumley Castle on the 10th July. - Group agreed to capture information about community/voluntary groups throughout district; who they are, what they do, what strengths are. - Further plans to identify how those services can be marketed, and how groups can take advantage of future opportunities. - Next meeting organised for 21st August to plan how this can be achieved.
	<p>Community Cohesion</p> <ul style="list-style-type: none"> - Working on organizing the community centre launch event on the 4th October. - Work continuing on a number of possible projects for the 3 villages including:- <ul style="list-style-type: none"> o Extending Cestria Credit Union to the 3 villages. o Developing a food co-operative to take food produced from local allotments to sell within the community centres. o Investigation of different models for running kitchens; franchises, social enterprises or volunteers. - ICT equipment in place at Sacriston Community Centre. - Website resource organized for 18th August.

Milestone and outcome achievement	<p>Potential for a Town Council</p> <ul style="list-style-type: none"> - Scrutiny Task and Finish Group set up to look at the unparished areas of Chester-le-Street. - Trips organized for members to visit and consider other Town Councils. - Finish of project expected in time for 3rd December Executive. <p>Action Packed Futures</p> <ul style="list-style-type: none"> - Revised event to take place in Civic Heart on 18th October. - Event to involve local schools, competitions and prizes for harvest festival and Halloween displays. Displays of local produce from local providers and cookery demonstrations. - Consideration to be given on how two sites; Civic Heart and Riverside could be 'joined up' to promote a two site theme. Possible use of bike taxis to move public between sites on 18th October.
Actions behind target and remedial measures proposed	<p>Sports and Activity Network</p> <p>A proposal from Durham Sport has been provided regarding development work at Sacriston regarding a Phase II development for sports facilities. A number of questions are outstanding regarding the proposal and a decision is yet to be made whether this proposal will be funded from Strengthening Partnerships.</p>
Issues to be resolved and who by	<p>Community Cohesion</p> <ul style="list-style-type: none"> - Issues to resolve regarding the Sacriston Community Centre launch event; including the purpose of the event, the attendees and the location. - Clarify and cost a suitable solution to allow different community centres to view and book each others resources and facilities – Graeme Clark.
Successes to communicate and celebrate	<p><u>Action Learning Sets moving from a planned to a delivery stage.</u></p> <p>Scrutiny task and finish group in place for review of unparished areas.</p> <p>Initial meeting for Strengthening Voluntary and Community Sector and agreed way forward.</p> <p>ICT provision for Sacriston Community Centre.</p> <p>'What Wonderful Womens' project making good progress; recent meeting with communications company indicates positive and very professional outlook for DVD's.</p>
Comments	<p>Overall good progress being made.</p>



'People and Place' Action Learning Set Monthly Monitoring Report

ALS Ref	Action Learning Set 4
'People and Place' Theme	Neighbourhoods
Milestone and outcome achievement	Local Democracy Week - development work will re-commence with schools in September.
	DIY Neighbourhoods Toolkit - A draft toolkit booklet has been developed and is being reviewed.
	Chester in Bloom - Initial approaches to Parish Council representatives has been undertaken to gain appetite for small open space improvement features. Feedback has been positive and a draft letter of engagement has been prepared and will be sent out to all PCs by 15 th Aug. A preferred model has been determined and will include a seating arrangement, a wildflower meadow, standard trees up to 10 000 new bulbs and a dedication plaque. Whilst approximate costs have been outlined detailed costs for implementation have been requested from the Ground care Team.
	Respect & Anti Social Behavior - There is a new mini project being developed by the Environmental Services Enforcement Team, which will make a positive addition to this work. It will be a campaign branded as Open your Eyes ad will focus on the maintaining the high quality environment across the district.
Actions behind target and remedial measures proposed	There are no actions behind schedule and all projects are now live.
Issues to be resolved and who by	-
Successes to communicate and celebrate	There are no new successes to celebrate.
Comments	The project team are continuing to work towards the final outputs of their Neighbourhood projects. All of the projects will acknowledge and fulfill the Young People and Place Initiative and ensure that where possible young people have the widest opportunity to participate.



Chester-le-Street
District Council

REPORT TO: Executive

DATE OF MEETING: 1st September 2008

REPORT OF: Director of Corporate Services

SUBJECT: Corporate Performance Report Summary
April 2008 – June 2008

1 Purpose and Summary

- 1.1 This is the final year of the council as an organisation in its own right. One of the key risks is that performance may drop and it is distracted to its other commitment and duty to support Local Government Re-organisation. Ensuring the council retains a robust performance management structure is key to its direction of travel in its final year. The council remains committed to improvement and this report is part of this commitment. The document attached in Appendix 1 is a summary of a more detailed document which is available as a background Paper. It includes full details of performance on the new National Indicator set Indicators for the quarter. It is considered that the council continues to make progress on corporate issues although there remains a great deal to be done.
- 1.2 The first three months of 2008/2009 continue to show a positive direction of travel. The Transition Plan is on track and the majority of new National Indicators and Local Indicators are showing improvement. Staff sickness is reducing and fewer people are leaving the organisation. Complaints are reducing and time taken to deal with complaints, MP enquiries and Freedom of Information requests are improving. Audit reports received in the quarter are positive. Strategic Risks have been re-assessed and progress is being made in terms of Corporate Governance, Data Quality and Health and Safety.
- 1.3 Members are recommended to consider and comment 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.

2. Consultation

- 2.1 The Chief Executive and Directors, have been engaged in challenging the performance identified in the Corporate Performance Report and views have been accommodated in revised documents.
- 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, will, in effect, replace 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.
- 3.3 The performance management framework is a principle part of the Council's Transition Plan. This framework includes the reporting of performance to Executive and subsequently to Scrutiny on a quarterly basis. This report is part of the embedding of the framework.
- 3.4 The contents of this report not only includes progress on the plan but provides information on performance on corporate issues and all the priorities set out in the plan. Detailed reports on the progress of the '**People and Place**' priority are made to the Executive on a monthly basis.

4. Implications

4.1 Financial implications and value for money statement

While there are no specific financial implications to this report a summary of financial performance information is incorporated within it. Any corrective or remedial action required by under-performance may have financial impacts. These impacts will be picked up in any proposals to address under-performance by relevant service team managers. From a value for money point of view the report shows that performance across the organisation is generally good and there is evidence of continued improvement in many areas. The Annual Audit and Inspection letter includes specific positive comments about value for money.

4.2 Local Government Reorganisation Implications

There are no direct implications of the recommendations of this report to Local Government Review. The Corporate Performance Report will identify issues relating to progress and performance on LGR from the councils perspective. There are no issues within the report which require us to consult with or secure the approval of the County Council.

4.3 Legal

There are considered to be no direct legal issues of significance arising out of this report.

4.4 Personnel

While there are no specific human resource implications to this report any choice of action to address under-performance may have an impact on human resources. This impact will be taken into account by service team managers in addressing remedial action to address under-performance.

4.5 Other Services

The corporate performance relates to all Services within the Council and has implications for improvement in Service Delivery.

4.6 Diversity

Progress on Equality and Diversity is a key issue in respect of the report. The council is improving on equality and diversity issues. The report has no implications on excluding any customer from accessing services delivered by the council. This month's diagrams have been improved to provide greater accessibility when copied in black and white. In addition full details of Best Value Performance Indicators have been included to help better understanding of definitions.

4.7 Risk

There are clear risks to the organisation in failing to measure performance and not taking remedial action to put things right if they go wrong or stray off target. The purpose of this report is to assist in addressing this risk. The council is progressing well in terms of improving risk management and details are provided in Section 5 of Appendix 1.

4.8 Crime and Disorder

It is not felt there are any specific implications of the report on Crime and Disorder. However the report covers progress on agreed priorities and performance indicators relating to this area of the council's activities.

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. The report specifically addresses the council's progress in respect of Data Quality and it is considered that good progress is being made. There are no proposals for remedial measures in respect of any Data Quality issue.

4.10 Other Implications

The report does not relate to a key decision. It is considered that the information can be communicated to the community by inclusion on the website. While the report has no specific impact on e-government proposals the work of the Modernisation Team was a key area of performance reported. The report raises no key issues in respect of procurement, service planning, sustainability, human rights or social inclusion outside the consideration of relevant performance indicators and corporate plan progress.

5. BACKGROUND, POSITION STATEMENT AND OPTION APPRAISAL

5.1 The report is the result of improvements the council continues to make in embedding its performance management framework. The Corporate Performance Summary Report attached as Appendix 1 is a summary of a more detailed document which has been made available as a background paper. Members may wish to refer to that document to understand how summarised conclusions have been drawn. This format is as agreed at the CMT/Executive Away Day on 1st July 2005. It now includes performance against:

- The corporate plan, where appropriate;
- Best Value Performance Indicators;
- Local Performance Indicators where available;
- Financial monitoring when appropriate;
- Risk management;
- Human resources;
- Equality and Diversity;
- The Improvement and Recovery Plan;
- The Modernisation Team;
- Audit Reports;
- Partnerships;

- Data Quality;
- Health and Safety
- Contribution to Local Government Re-organisation;
- Corporate Governance; and
- Compliments, Comments and Complaints.

5.2 The Summary sets out achievement and non-achievements while identifying learning and remedial action where appropriate.

5.3 The first three months of 2008/2009 continue to show a positive direction of travel. Key performance issues are summarized as follows:

- 22% of the actions in the Transition Plan are completed with only 4%, all relating to the Community Facilities Review are behind target;
- In respect of the new national indicator set 56% of indicators are achieving target;
- 71% of local indicators are showing improvements and only 17% are not;
- The council re-assessed its strategic risks within the quarter and the key risk to the organisation is now its capacity to deliver in the backdrop of Local Government Reorganisation;
- In Human Resource terms, staff turnover has dropped from 15% last year to just 3.1% in the first three months of the year, evidence that the staff leaving to pick up jobs outside the county as a result of LGR has stabilised;
- Staff sickness has dropped from 11 working days to 10.8 working days in the last quarter;
- The Organisational Development Strategy is on target and the start of development of One Team Personal Profiles commenced in the quarter;
- A new Equality and Diversity Screening tool and Diversity Impact Assessment toolkit has been developed in conjunction with lead work on Equalities and Diversity by the District Council for LGR;
- The Ombudsman's annual report was received during the quarter which was very positive with the Ombudsman very pleased that few complaints had been submitted, no formal reports were issued and the council responded to complaints in an average of 23 days well within the Ombudsman's targets of 29 days;
- In terms of complaints to the council complaints continued to drop with 60 being made in the first quarter compared to 100 at the same time last year, fewer Ombudsman complaints were received and response times for complaints (above target for the first time due to the excellent work of the CPI project) MP enquiries and Freedom of Information requests all improved from this time last year;
- There were fewer compliments received (21 compared with 47 last year);

- Following the review of the Data Quality Strategy and Action Plan in March 2008 good progress has been made to implement the action plan and as a result of progress an 'effective' Internal Audit Report on last years BVPI outturns has been received. The council is taking key roles in the development of performance management and data quality in the new unitary;
- The council is maintaining its commitment to supporting LGR to meet the expectations set out in the Audit Commission's Annual Audit and Inspection letter;
- The Corporate Governance Group has been monitoring governance arrangements and an Annual Governance Statement was submitted in June to CLG who have since advised that they have no issues to raise;
- Corporate Health and Safety is continuing to improve although there remain communication issues that can be improved. Attention is being paid to this.

5.4 Members are advised that the report includes summaries of audit reports that have been received during the quarter. Action Plans have been agreed by officers to address recommendations made by the Audit Commission. This is considered to be the best way to bring these to the attention of the Executive. It is proposed that the next Corporate Performance Report will include Health and Safety. Modernisation Team progress will no longer be reported as the work of this service improvement team has been successfully achieved.

6. **RECOMMENDATIONS**

6.1 Members are recommended to consider and comment 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.

7. **BACKGROUND PAPERS / DOCUMENTS REFERRED**

- 7.1 Corporate Performance Report April 2006 – March 2007
- 7.2 Corporate Performance Report April 2007 – March 2008
- 7.3 Transition Plan 2008/2009 March 2008
- 7.4 Corporate Plan 2006/2009 and 2007/2010

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5th August 2008
Version 2.0

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Version 1.0 July 2008
 Report to Executive 01/09/08

6



Chester-le-Street
District Council

Chester-le-Street District Council

Corporate Performance Report Summary April to June 2008

Report of Corporate Management Team

Data Quality

Every effort has been made to ensure the accuracy and timeliness of the information presented in this Report. The council is committed to improving its data quality management. As part of this it has developed a Self Assessment, a Data Quality Policy and a Data Quality Strategy was developed in September 2006. The Director of Corporate Services has officer responsibility for data quality and the Executive member for Community engagement and Partnerships is Data Quality Member Champion. The Audit Commission has concluded that there are at least adequate arrangements in place to endure good data quality across all their Key Lines of Enquiry.



Chester-le-Street
District Council

This report is a summary of the detailed document entitled **Corporate Performance Report April – June 2008**. This is available on request. It provides a summary of the council's progress on key areas of its performance, what learning is taking place and how any under achievement is being addressed.

Contents:

- 1. Corporate Plan & Transition Plan Progress**
- 2. New National Indicator Performance**
- 3. Local Performance Indicator Progress**
- 4. Financial Position**
- 5. Risk Management Progress**
- 6. Human Resource Progress**
- 7. Equality and Diversity Position Statement**
- 8. (Discontinued)**
- 9. (Discontinued)**
- 10. Audit Feedback**
- 11. Customer Comments, Compliments and Complaints**
- 12. Partnerships Progress**
- 13. Data Quality Progress**
- 14. Local Government Reorganisation Progress**
- 15. Corporate Governance Progress**
- 16. Health and Safety Performance**
- 17. Overall Performance**

1. Corporate Plan & Transition Plan Progress

1.1 Summary

The new Corporate Plan was published at the end of June 2007. Progress against the plan was delayed because of the uncertainty around Local Government Review. At the meeting of the Executive in October 2007 Members agreed a revised approach to re-assessing priorities and proposals. Revisions were considered by the Executive in December.

As a result of Local Government re-organisation, a new unitary Council will come into being in April 2009 and Chester-le-Street District Council will cease to exist. In order to set out a framework as to how the Council will conduct its business during this final year a Transition Plan was adopted in March 2008.

The objectives of the Transition Plan are to:

- state the Council's aims, objectives and priorities during the transition period
- build on the council's 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 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

This plan is now 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 incorporates a review of the Corporate Plan 2007/2010 and sets out the Council's new priority of **'People and Place'**. Performance against People and Place priority is reported to Executive on a monthly basis. Performance against the revised Corporate Plan proposals identified in the Transition Plan are summarized here and detailed in the attached schedule.

1.2 Performance Summary

Outside the **'People and Place'** priority there are 82 action points within the Transition Plan. Progress is as follows;

- 22% achieved
- 74% on Target
- 4% behind Target

Full details are provided on the attached Schedule.

1.3 Learning and Remediation

The only action points which are behind target are those that relate to the Community Facility Review. This has been delayed to take into account the Local Government White Paper Communities in control Real People; Real Power. Reports are to be submitted to Executive in September to address this delay. Otherwise there remains significant achievement within the first three months and few actions are behind target.

2. New National Performance Indicators

2.1 Summary

From April 2008 the set of Best Value Performance indicators were abolished and replaced with a new single set of National Indicators to measure the Government's national priorities. The Government's new performance framework is focused on outcomes and their delivery through stronger partnership working. This single set of indicators will be the only set of indicators that Government will use to monitor the performance of local authorities and local partnerships.

Some of the new national indicators are existing indicators (eg. former BVPI's). For these indicators there is historic data available which has been used to inform target setting. However, for the remaining new indicators for which there is no baseline data available, target setting will be reviewed at the annual stage.

To assist the transition to the new unitary council, it has been agreed that throughout this year, performance of the new National Indicators for the County Council and Durham District Authorities will collectively be reported on a quarterly basis to the new Authority's Cabinet for information.

The County Council and Durham District Authorities are also working closely to ensure consistency of approach when collecting and reporting performance figures.

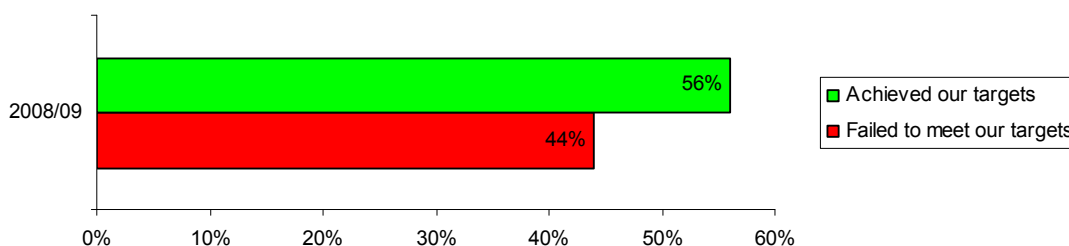
There are 21 New National Indicators which the authority are required to collect and report in 2008/2009. These equate to 31 individual returns.

New National Performance Indicators

Performance for the new National Indicators is as follows:

56% have achieved target
44% have failed to meet targets

National Indicator Achievement against Target



This is the first period we have collected and reported performance figures for most of the new national indicator set. Figures show encouraging performance in terms of achieved target.

Some National Indicator performance has not been available to report this quarter due primarily to the ongoing development of appropriate systems to record and monitor data. We will, however, see an increase in the number of returns we report in future quarters as systems become better established.

Corporate Performance Clinics

Corporate Performance Clinics continue to be held each quarter and prove to be very effective. The Audit Commission has also acknowledged that the Clinics add value to data use and reporting and suggested it would be beneficial to continue with them. The next Clinic is scheduled to take place on Thursday 4 September 2008 and will primarily focus on maintaining performance in the last year.

2.2 Detailed performance information

Detailed performance information to support the above figures is available on the attached spreadsheet, Table 1.

2.3 Learning and remedial action

We continue to drive performance improvement through ensuring that:

- people are clear as to what has to be achieved;
- an action plan to deliver is in place;
- procedures are changed to provide capacity to improve;
- careful monitoring of measures are in place; and
- efforts are made to provide accurate and timely data.

2.4 National Indicator progress across County Durham

Performance data across County Durham is not currently available for some National Indicators this quarter as authorities are in the process of developing systems to record and monitor data. We will see an increase in the number of returns provided in future quarters as systems become better established.

An analysis of the National Indicator progress across County Durham will be provided in the next quarter's Corporate Performance Report.

3. Local Performance Indicators

3.1 Summary

We continue to measure the local performance indicators which were developed for 2006/2007. These are not statutory indicators, but indicators that show our performance in other areas of service provision that are of local, rather than national, interest. The set has been amended slightly this year with a number of new local indicators added to reflect areas of priority.

We have also agreed to retain locally some Best Value Performance Indicators which have proved useful in measuring the corporate health of the authority.

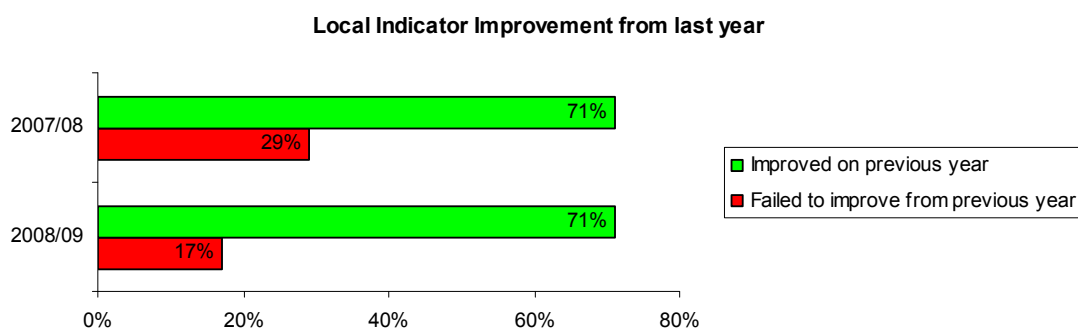
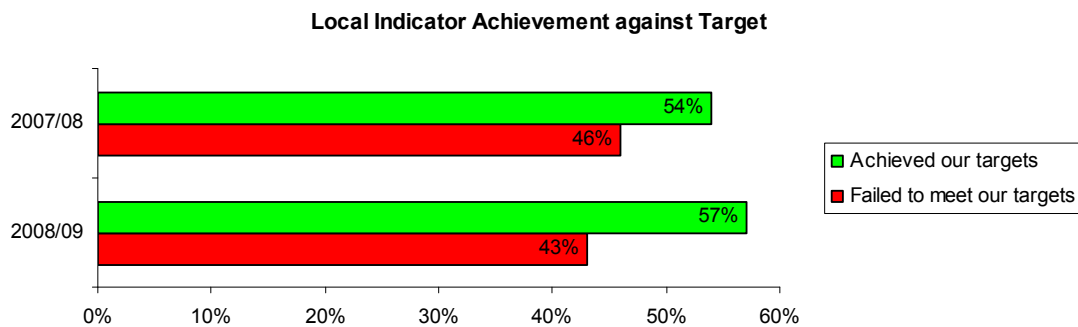
Also, the County Council and Durham District Authorities have agreed to retain and monitor a set of Corporate Health Best Value Performance Indicators that will collectively be reported throughout this year on a quarterly basis to the new Authority's Cabinet for information. These indicators are as follows:

BVPI 11a	Percentage of top-paid 5% of staff who are women
BVPI 11b	The percentage of the top 5% of Local Authority staff who are from an ethnic minority
BVPI 11c	Percentage of the top paid 5% of staff who have a disability
BVPI 12	The number of working days/shifts lost to the Authority due to sickness absence
BVPI 16a	The percentage of Local Authority employees with a disability
BVPI 156	The percentage of Authority buildings open to the public in which all public areas are suitable for, and accessible to, disabled people

Collectively there are now 41 local performance indicators which the authority collects and reports. These equate to 44 individual returns.

Performance for the local performance indicators is as follows (comparisons against last year's % outturn figures are shown in brackets):

- 57% (54%) have achieved target
- 43% (46%) are behind target
- 71% (71%) have shown an improvement from last year
- 17% (29%) have failed to improve from last year



Figures show improved performance from last year's outturn figures in terms of achieved target and improvement trend. Controls are also now more robust for Local Performance Indicators to ensure equality of status with National Indicators.

3.2 Detailed Performance Information

Detailed performance information to support the above figures is available on the attached spreadsheet, Table 2.

3.3 Learning and Remedial Action

We continue to drive performance improvement through ensuring that:

- people are clear as to what has to be achieved;
- an action plan to deliver is in place;
- procedures are changed to provide capacity to improve;
- careful monitoring of measures are in place; and
- efforts are made to provide accurate and timely data.

3.4 Corporate Health BVPI progress across County Durham

Tabled below are the first quarter performance figures for the set of retained Corporate Health Best Value performance indicators which have been reported by County Council and the Durham District Authorities.

BVPI Number	Description	Chester-le-Street	Derwentside	Durham County	Durham City	Easington	Sedgefield	Teesdale	Wear Valley
11a	Women top 5%	21.05	18.51	50		16.3	6.98		
11b	Black / ethnic top 5%	5.26	0	0.54		0	2.33		
11c	Disability top 5%	0	7.41	2.7		13.33	2.33		
12	Days – sickness	10.82	8.64	9.16		9.99	11.94		
16a	Disabled employees	1.67	4.23	1.9					
156	LA buildings disabled access	20	78.95	67.33	73.68	39.39	100		83

We will see an increase in the number of returns provided in future quarters as reporting becomes better established.

4. Financial Monitoring Position

An analysis of financial performance will be provided in the next quarter's Corporate Performance Report.

5. Risk Management

5.1. Summary

Following the Councils CPA inspection the inspectors report concluded:
'the Council has a thorough approach to risk management. The Council is aware of the risks to which it is exposed and is working to manage those risks.'

The Implementation of the Corporate Risk Management Strategy for 2008-09, focuses on the key strategic risks identified through the corporate planning process, and in particular the transition to a new Unitary Authority for Durham County.

Following Council approval of the Transition Plan in March 2008, the strategic risk profile was subject to a further review which was undertaken by Corporate Management Team on 12 May 2008.

The management of these key risks is closely linked to the delivery of the Councils Transition Plan, and the strategic risk register shows allocated responsibility. To date these risks have been managed effectively.

5.2 Learning and remedial action

The council has committed to re-assess its key strategic risks as a result of its review of priorities and the development of the transition plan for LGR.

The Strategic Risk Profile is monitored and reviewed quarterly, and no further remedial action is considered necessary at this time.

6. Human Resources

6.1 Summary

At the end of the period the Council employed 387 staff. Staff turnover for the period was 3.1%, which includes Casual staff.

Sickness absence was an average of 10.8 days per employee for the period, which can be broken down as follows;

Authority total: 10.8 days average
 5.5 days (long term)
 5.3 days (short term/occasional)

Directorates:

Resources 11.2 days average
 5.5 (long term)
 5.7 (short term/occasional)

Development 11.2 days average
 5.5 days (long term)
 5.7 (short term/occasional)

CE/Corporate Services 8.7 days average
 4.2 days (long term)
 4.5 days (short term/ occasional)

A total of 105 employees achieved 100% Attendance for 2007/08.

- Staff sickness was an average of 10.8 days per employee for the period, compared to 11 days for the period 07/08.
- No employee suggestions were made through the employee scheme over the period.
- One Team Personal Profile Briefing sessions have begun for all employees, at a variety of Council sites.
- Re launching of the Council's Employee Assistance Programme over the coming months, for employee support.
- The Council's Organisational Development Strategy is on target.
- The Employee survey 2007 was issued to staff in September 2007 and we have recently received the results.
- Evening of Celebration for employees to take place in October 2008.
- Employee Forum on a bi-monthly basis.

7. Equality and Diversity Position Statement

7.1 Summary

The Equality and Cohesion Impact Assessments toolkit developed for re-organisation will be used within the Council, following slight adaptations. It comprises 2 parts, screening and full assessment. Training will be given to service teams on a needs basis.

The Improvement and Development Agency are consulting on a new Equality Framework for Local Government, which will come into effect in April next year. This will therefore not affect the delivery of our Corporate Equality Plan.

A number of actions contained within the Corporate Equality Plan action plans have been put on hold. These are primarily Level 4 actions, and therefore do not impact upon our declaration of Level 2.

Performance

A number of Corporate Equality Plan actions have been put on hold pending impact of LGR and new priority for the council for 2007/08. These are primarily at Level 4 of the Equality Standard for Local Government, and therefore do not impact on our declaration of Level 2. There is no longer a statutory requirement for us to report on the level to which we perform; this was previously reported through BVPI 2a. However, the indicator has been retained as a local indicator to ensure that we continue to meet Level 2. It will be monitored through the Equality and Diversity Working Group.

7.2 Learning and remedial action

Nothing to report.

10. Audit Feedback & Summary

10.1 Summary

There has only been one relevant audit report published in the first quarter. This was the Ombudsman's Annual Report for 2007/2008.

The report was very positive:

- There were fewer complaints to the Commission than the previous year;
- The council's response performance was well below the Ombudsman's target;
- There were no formal reports on either maladministration or injustice;
- The ombudsman has no issues with how the council handles complaints

10.2 Learning and remedial action

There are no key learning issues or remedial issues necessary. The report again shows how seriously the council delivers services and assists the Ombudsman in complaint investigation.

11. Compliments, comments and complaints Analysis

11.1 Summary

Although faced with the impending local government review the Council continues to focus upon embedding the culture of handling and responding to complaints in a timely and positive manner. Complaints should be seen as an opportunity for feedback from customers and a way to influence the way we deliver services in the future. To further embed the complaints culture into the organisation, a continual process improvement project was completed throughout December 2007 – March 2008 with specific aims to raise awareness of the importance of dealing with complaints, increase the number of trained officers (over 30 have completed this training) and also to evaluate and improve the process overall.

Total Complaints

The following statistics represent the information received for the period April to June 2008. Figures for the same period last year are indicated in brackets, however it should be noted that performance for the current period no longer contains information relating to housing / property services following the creation of Cestria Community Housing.

60 (100) formal complaints were received by the Council.

35% (23 %) were considered to be justified

65 % (77 %) were considered to be unjustified

3 (5) Ombudsman complaints were received during the period.

No (No) complaints were upheld by the Ombudsman

21 (47) compliments/letters of thanks were registered during the period.

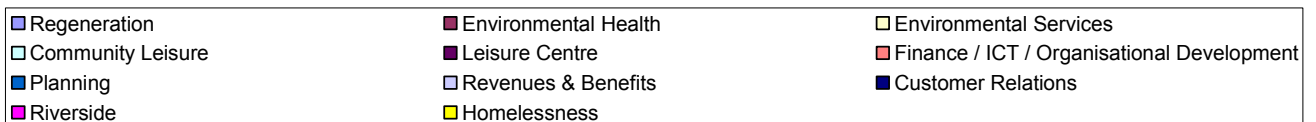
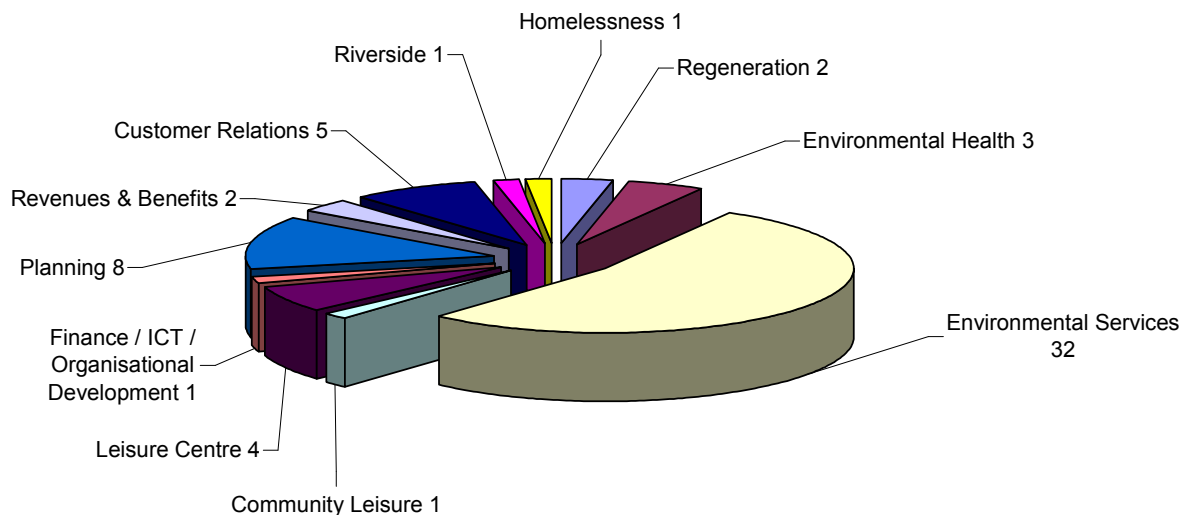
11.2 Formal Complaints April – June 2008

A total of 60 (100) formal complaints were submitted in the period

Nature of Complaints – Service Teams

- 2 (10) related to the Revenue and Benefits service
- 32 (9) related to the Environmental Services
- 6 (23) related to the Leisure Services
- 8 (17) related to Planning Services
- 2 (5) related to Regeneration
- 3 (0) related to Environmental Health Services
- 5 (0) related to Customer Relations
- 1 (0) related to Homelessness
- 1 (2) related to IT services

No of complaints April 2008 - June 2008



Breakdown of Complaints Received April – June 2008

Service Team	Number and Nature of Complaints
Revenues and Benefits	1 related to receipt of Overpayment of C/Tax letter 1 related to wording of benefits entitlement letter
Environmental Services	23 related to the recycling service 3 related to problems with litter in area 1 related to dog fouling 4 related to refuse collection services 1 related to grass cutting
Leisure Services	3 related to cleanliness in leisure centre 2 related to car parking 1 related to timing of activity sessions
Planning	7 related to the planning application process 1 related to delay in providing information
Regeneration	1 related to the market area 1 related to community safety
Environmental Health	1 related to food hygiene 1 related to noise nuisance 1 related to enforcement of waste removal
Customer Relations	5 related to the new concessionary fares scheme
Homelessness	1 related to homeless application process
IT Services	1 related to on-line service application via web-site

Nature of Complaints – Complaint Types

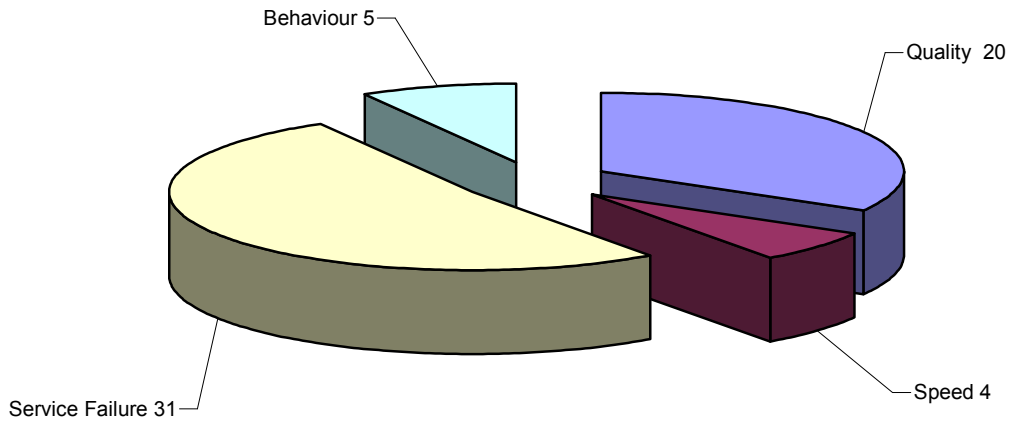
20 (52) were in respect of *quality of service*

5 (0) were in respect of *behaviour of staff*

31 (39) were in respect of service failure

4 (6) were in respect of the *speed of service provided*

Nature of complaint April - June 2008

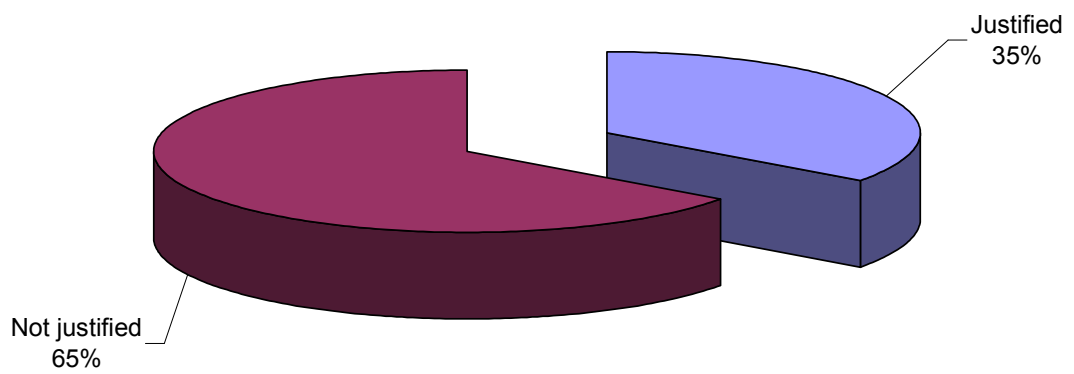


Outcome

35 % (23%) were considered to be justified

65 % (77 %) were considered to be unjustified

Proportion justified / unjustified complaints April - June 2008



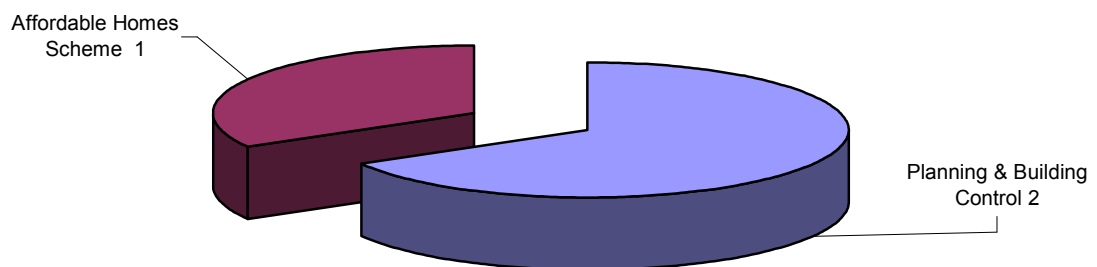
11.3 Ombudsman Complaints April – June 2008

- 3 (5) Ombudsman complaints were received during the period.
- No (No) complaints were upheld by the Ombudsman
- All complaints were responded to within the Ombudsman’s target time (29 days) – with an average response time of 23 days

Nature of Complaints

2 related to planning & building control services
1 related to housing - affordable housing scheme

Ombudsman Complaints by classification April - June 2008

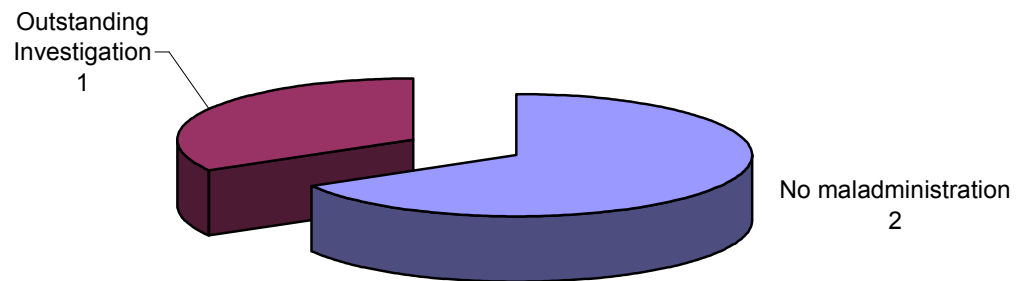


Outcome

The Ombudsman issued 2 decision letters in the period – no complaints were upheld against the Council:

No evidence of maladministration	2
Outstanding Investigation	1

Ombudsman decisions April - June 2008



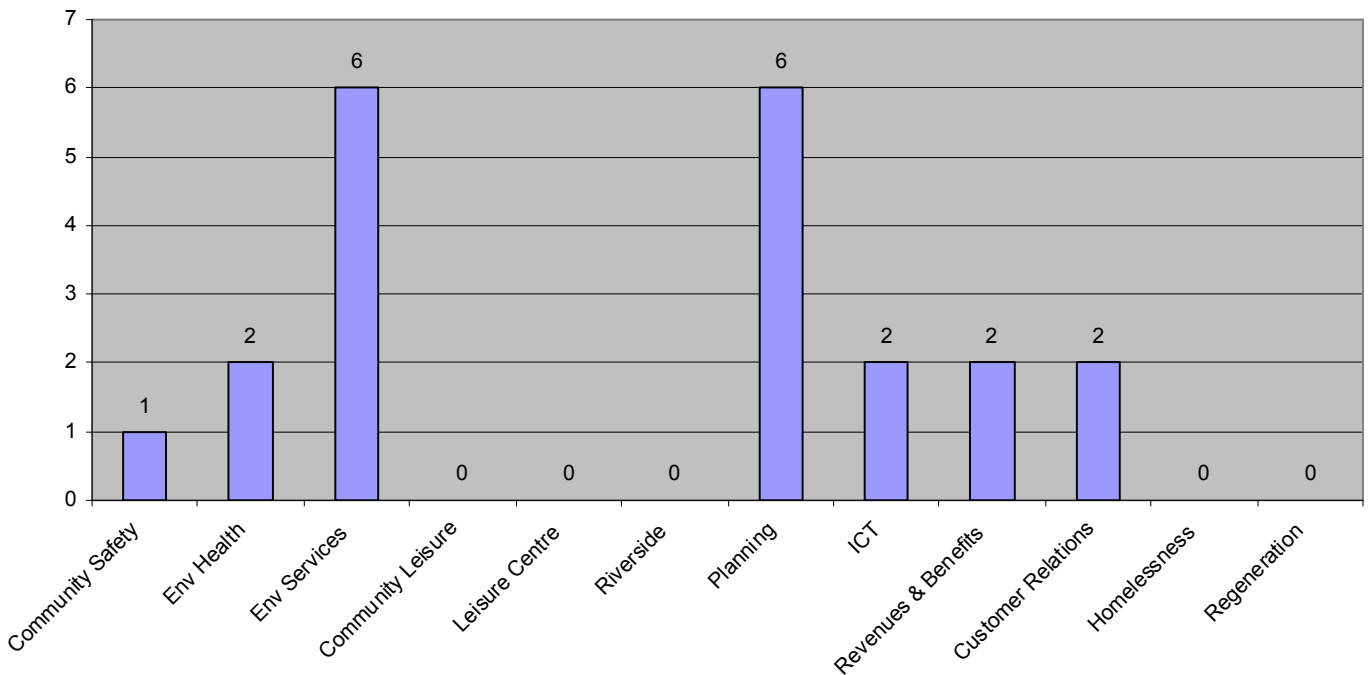
11.4 Compliments April – June 2008

21 compliments/letters of thanks were registered during the period.

Nature of Compliments

- 2 related to the revenue & benefits service
- 6 related to the environmental services
- 6 related to planning services
- 2 related to environmental health services
- 2 related to customer relations
- 2 related to ICT
- 1 related to community safety

Compliments Received by Teams April - December 2007



11.5 Telephone Response Performance April – June 2008

In response to specific requests from members, data extracted from the Council's telephone system is supplied for the first time in the body of this report. This is the first time the data has been available and as such comparisons with past year performance is unavailable for comparison at this time. The report focuses on the key telephone numbers used by customers to access the services in question.

	<i>Total Calls Received</i>	<i>Total Calls Abandoned *</i>	<i>% of Calls Abandoned</i>	<i>Total Calls Answered</i>	<i>% of Calls Answered</i>	<i>Calls Answered within Target Time *</i>	<i>% Calls Answered within Target Time</i>
Service Team							
<i>Switchboard</i>	25305	2419	9.6	22886	90.4	20204	88.3
<i>Benefits Service</i>	4856	389	8.0	4467	92.0	4127	92.4
<i>Council Tax / NNDR Team</i>	6636	1051	15.8	5585	84.2	4807	86.1
<i>Environmental Services</i>	18564	8520	45.9	10044	54.1	9140	91.0
<i>Environmental Health / Planning Services</i>	1269	109	8.6	1160	91.4	1125	97.0
<i>Regeneration / Homelessness</i>	988	125	12.7	863	87.3	850	98.5
Totals	57618	12613	21.9	45005	78.1	40253	89.4

- ***Abandoned calls** – refers to those calls in which the caller has hung up before an operator was available to receive the call.
- ***Calls answered within target time** – refers to the time taken for the operator to pick up the call once they are available to receive the calls. Therefore the time taken does not take into account any of the time the caller was waiting in a queue. The Council's target is 90% of calls answered within 15 seconds and 100% of calls answered within 25 seconds.

11.5.1 Issues arising from the Data

- a) The main issue of concern during this period relates to the number of calls abandoned via Environmental Services main contact number. A number of elected members raised concerns based upon their own and their constituents' inability to contact officers. This was primarily the case during April and early May when almost 50% of all calls were abandoned by customers attempting to contact the team.

The main cause of the problem was the 100% increase in the volume of calls, received by the team, as a result of the difficulties faced with the Green-cycle scheme. Uncertainty about collection schedules and delays in collections resulted in over 9000 calls being received by the team in April (compared to an average of 4700 calls in February and March).

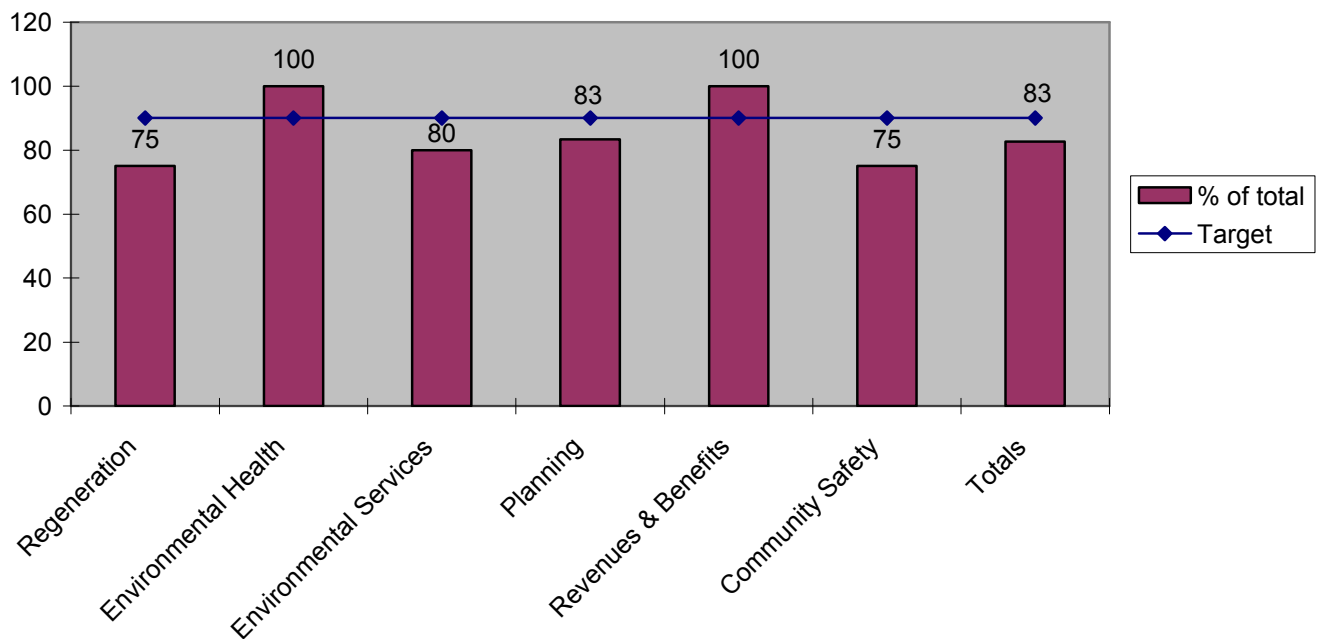
As a result of this, additional information was provided to customers and more resources were placed at Sacriston to answer incoming calls. There are clear signs that this action is having an impact. In June, the number of calls received has reduced by 28% (1518) compared to May. In addition the number of abandoned calls has reduced by 52% when the same 2 months were compared.

Officers within the Environmental Services Team receive weekly / monthly telephone reports to ensure that they constantly monitor the situation and prevent further disruption.

11.6 Response to MP Enquiries within 10 Working Days

The graph below shows the performance by each service team in dealing with MP enquiries within the agreed service standard performance of 10 working days.

MP Enquiries % response within 10 days April - June 2008



Performance has improved by 3% compared to the same period in 2007 / 2008, a welcoming trend which we hope to continue throughout 2008 – 2009.

Breakdown of MP enquiries / complaints

<i>Total Number of Enquiries Received from MP</i>	
Total Number of MP enquiries / complaints received April – June 2008	23
Total Number which were MP enquiries	19
Total Number which were MP complaints about the Council	4

11.7 Other Performance Information

New monitoring processes were put in place last year and the following results can be identified:

- 92 % of complaints were responded to in 10 days (target 90%)
- 83 % MP queries were responded to in 10 days (target 90%)
- 100 % Freedom of information enquiries were responded to in 20 working days (target 100%)

11.8 Learning and remedial action

It has become clear over the year that the analysis of complaints at service level is necessary in order that individual services can learn from complaints and share this learning across the organisation. In addition the impact of the continual process improvement project and ongoing training plan has led to improved performance in dealing with complaints, MP enquiries and FOI service requests.

A further analysis of results shows that:

- The 90% target for handling complaints within 10 working days has been achieved for the first time.
- All formal FOI requests were responded to within target time.
- The number of complaints logged compared to the same period last year has reduced by 40% – 60 compared with 100, however part of this can be attributed to the handover of housing services to Cestria Community Housing Group in February 2008.
- Most complaints related to Environmental services (predominantly related to the recycling scheme), which equated to 53% of all complaints received.
- 52% of complaints related to the failure to deliver services - this mainly relates to the early stages of the recycling scheme.
- The % of justified complaints has increased from 23% to 35% when compared to the same period in 2007 / 2008.
- Performance in respect of responding to MP enquiries and complaints has increased by 3% when compared to the same period in 2007 – 2008.

12. Partnerships Progress

12.1 Summary

As part of the council's Improvement and Recovery Plan there were clear actions to consider and improve the effectiveness of existing partnerships.

The council has responded by approving a Partnership Strategy in November 2006 with a detailed Action Plan. The council has commissioned an electronic Partnership 'toolkit' through the North East Centre of Excellence and provided training to Corporate Support Team. The Chief Executive has been selected as the council's Partnership Champion and the Portfolio Holder for Community Engagement and Partnerships is the Member Champion.

It is clear that partnership working is fundamental to what we can achieve in the District. Many of the achievements set out in the Corporate Plan could only have happened by working with others. 'Working in Partnership' is a firm priority and we have developed a Partnership Strategy to help us achieve our vision. The key components of the strategy are:

- understanding what partnerships we are in;
- understanding how effective they are;
- understanding how healthy they are; and
- ensuring that we improve those which need to be.

Programme Management Board is monitoring implementation of this toolkit.

The review of our partnerships has a significant impact on the development of a single priority of '**People and Place**'. An assessment of the potential gaps in performance of partnerships and what we can do in the council's remaining lifetime to secure sustainable change is part of ongoing work to develop the new priority. Progress will be reported here in due course.

The Transition Plan has addressed what needs to be done and a significant part of the '**People and Place**' priority is to develop the partnerships as part of the 'Strengthening Partnerships' Action Learning Set. A delivery plan for '**People and Place**' was agreed by the Executive in April and is now subject to monthly monitoring through the Executive. There is a series of proposals within the delivery plan relating to partnerships and in particular there has been a focus on the Voluntary Sector.

12.2 Learning and Remedial Action

There is no specific remedial action required at this stage.

13. Data Quality Progress

13.1 Summary

The following progress has been made in respect of the implementation of the Data Quality Policy since April 2007:

- The adoption of the Strategy and action plan;
- Data quality risks, commitment and proposals built into Corporate plan;
- Data Quality Policy and Strategy communicated to customers through the Internet;
- Data Quality Policy and Strategy communicated to staff and members through the Intranet;
- Data Quality built into Performance Management Handbook and communicated to staff;
- Data Quality considered as part of the Performance Management Review;
- Data quality commitment incorporated as a feature of Corporate Performance Reports and within performance clinics:
- Decisions made not to publish information because data quality was not proved e.g. a decision not to publish BV 166 quarterly statistics because the information as to performance was not dependable, and now resolved.
- Data Quality included in Corporate Training Plan as part of Performance Management training.
- Intranet site developed
- Corporate Guidelines developed and implemented
- Corporate Audit devised and built into intranet, will identify gaps to assist strategy development
- Further awareness undertaken as a result and data quality is communicated more clearly now. Communications plan developed and on intranet
- Data Quality Responsibility Register developed and significantly completed
- Programme Management Board taking stronger role on monitoring of data Quality
- Improved sign off with LPI's following same process as BVPI's
- Data quality incorporated into all corporate reports and built into Report Writing Protocol
- Developed revised Service Plan Guidance
- Staff and Managers Audit undertaken
- Training presentation provided to all staff
- Data Quality Training provided as part of Members Induction programme
- Data quality built into Performance Clinics
- A review of the Data Quality Strategy Action Plan and the Data Quality Policy has been completed

- A Revised Policy and Strategy Action Plan was agreed at the end of March and has been communicated
- The Data Quality web site and intranet have been updated with new guidance and the on line training tool updated
- Data Quality Champions for each service has been agreed
- The first Revised Data Quality Strategy action Plan Monitoring Report has been published on the web site and shows continued progress.
- An Effective Internal Audit Report has been received for 2007/2008 BVPIs showing continued improvement
- The council's Annual Report and Best Value Performance Plan was published within national timescales.
- The District Council is taking a lead role in the development of Data Quality practice for the new unitary council.

There are no issues of Data Quality failures or exceptions to be reported during this quarter.

13.2 Learning and remedial action

Significant progress has been made in respect of the implementation of the Data Quality Strategy largely around corporate awareness.

As a result of the audit we now have a good understanding of where there are potential weaknesses in the Authority and will be able to address these in the future.

No remedial action is required as part of any Data Quality failures or exceptions during the current quarter.

14. Local Government Reorganisation Progress

14.1 Summary

In September 2007 a project team was set up to help manage the council's contributions potential transition to a new single unitary authority. The team is led by the Director of Corporate Services and based around the council's Performance and Improvement Team. It also includes key Human Resources, communications, a representative for the trade unions and support staff. So far it has:

- Developed and agreed terms of reference and principles;
- Developed an Intranet site to allow access to key documents and information for staff and members;
- Developed an Information Request Register and responded to initial data requests where appropriate;
- Developed a communications plan; and
- Published three newsletters to staff and Members
- Engaged in transitional arrangements.

The council has re-organised its senior management to assist it in developing the capacity within the organisation to deliver business as usual while contributing to the transition to the new organisation. At the same time the council has agreed and is implementing a transitional plan which will help it focus on a single priority of **'People and place'** through to March 2009.

The council is now significantly engaged in assisting the transition to the new authority. It has key officers who are leading and engaging in the workstreams and taking best practice into the new council. During the quarter Officers engaged in the process have developed both baseline information and high level options for consideration by the shadow authority which was elected in May 2008.

The council is encountering capacity issues as a result of staff turnover undoubtedly caused by uncertainty over the future of individuals although the vast majority of staff will transfer to the new unitary under TUPE rights.

14.2 Learning and remedial action

Significant progress has been made in establishing a team to assist the council positively contributing to the smooth transition to a new unitary authority. The capacity issues within the council are being monitored and managed

pragmatically. The closer we move to vesting day the more difficult it is being to fill vacancies that occur. As a result the council is doing things differently and reflecting on its priorities.

15. Corporate Governance Progress

15.1 Summary

The council has taken corporate governance seriously as part of its Improvement Programme. During the year the corporate working group which drives corporate Governance improvement – the Corporate Governance Group (CGG) lost two key members of the team as a result of them moving to other appointments outside the authority. The team has regrouped and is now chaired by the Director of Corporate Services providing a key steer from the corporate centre. Members of the group have ensured progress and the CGG has:

- Developed and secured council approval of the Local Code of Governance;
- Implemented the associated action Plan;
- Commenced work on this year's Annual Governance Statement;
- Commenced work on this year's Use of Resources submission;
- Contributed to the development and review of the Data Quality Policy and Strategy action plan, agreed by the Council in March 2008;
- Developed an Intranet site to allow access to key documents and information for staff and members;
- Considered reports on the effectiveness of Internal Audit and the Annual Internal Audit report which both show positive achievement of internal audit at a time of change;
- Set out Strategic risk assessments for the Transition Plan and agreed key strategic corporate risks with Corporate Management Team;
- Commented on the Audit Commission's Annual Audit and Inspection letter; and
- Raised awareness of corporate governance through a range of LGR workstreams.
- Agreed an Annual Governance Statement.

Significant progress has therefore been made and it is considered that the council is strong in terms of its commitment and delivery to corporate governance. It is considered that the very positive Annual Audit and Inspection letter from the Audit Commission reflects this point of view.

15.2 Learning and remedial action

Significant progress has been made in maintaining a team to assist the council in ensuring high standards of effectiveness of corporate governance.

16. Corporate Health and Safety Progress

16.1 Summary

Significant progress has been made to date in respect of addressing corporate health and safety issues. Work remains to be done to improve communication, understanding and practice.

16.2 Progress

This is the first Health and Safety report to be incorporated into the Corporate Performance Report. It is considered that it would be helpful to identify some background to progress in this important area of the council's business. At the beginning of December 2007 and following a senior management re-structure, the Corporate Health and Safety Team was incorporated into the Directorate of Corporate Services. Subsequently the team revised the Corporate Health and Safety Policy which was adopted by the council in March 2008

The following progress has been made in respect of Corporate Health and Safety:

- The Constitution, Corporate Standard CS:001 has been reviewed by Health and Safety Management Group (HSMG) to reflect the restructured Council.
- Emergency Response, Corporate Standard CS:003, has been reviewed to reflect the changed corporate structure within the Council.

The following Corporate Standards were developed by the Corporate Health and Safety team for consideration by HSMG and subsequently approved by Corporate Management Team (CMT):

- Vibration at Work, Corporate Standard CS:011
- Control of Legionella Bacteria in Water Systems, Corporate Standard CS:022.

The Team have continued the development of the Corporate Health and Safety Intranet site so that all employees with access to a computer can access and view the development of Health and Safety policy, procedures and progress across the Council including:

- Health and Safety Management Group meetings, minutes and Representatives
- Appropriate and useful Web Links
- Practice updates such as the 'Myth of the Month'

- Corporate Standards including:
 - ✚ Constitution
 - ✚ Risk Assessment
 - ✚ Emergency Response
 - ✚ Adverse Event/Accident Reporting
 - ✚ Display Screen Equipment
 - ✚ Manual Handling
 - ✚ Working at Height
 - ✚ Asbestos
 - ✚ New and Expectant Mothers
 - ✚ Noise at Work
 - ✚ Vibration at Work
 - ✚ Control of Legionella Bacteria in Water Systems

- Accident Statistics

16.3 Accident Statistics

The charts below show a comparison of accident statistics relating to corporate premises between the first six months of this year compared to last. The charts show a split between accidents to staff and the public. In summary the charts show:

- There were significantly less employee accidents in the first six months of this year compared with last year 8 (21 in Jan-Jun2007)
- There were significantly more public accidents in the first six months of the year 94 (54 in Jan –Jun 2007)
- RIDDOR reportable accidents reduced in comparison to this time last year – 1 (2 in Jan-Jun 2008)

Adverse reports 2008 compared to 2007

2 0 0 8	Development Services		Corporate Services		Resources		* Regeneration *		Riddor Reportable		
	Employee	Public	Employee	Public	Employee	Public	Employee	Public	Employee	Public	
	Jan	2	13	0	0	0	0	0	0	0	0
	Feb	1	20	0	0	0	0	0	0	0	0
	Mar	1	21	0	0	0	0	0	1	0	0
	Apr	0	16	0	0	0	0	0	0	0	0
	May	1	15	0	0	1	0	1	0	0	1
	Jun	1	9	0	0	0	0	0	0	0	0
	Jul	0	0	0	0	0	0	0	0	0	0
	Aug	0	0	0	0	0	0	0	0	0	0
	Sep	0	0	0	0	0	0	0	0	0	0
	Oct	0	0	0	0	0	0	0	0	0	0
Nov	0	0	0	0	0	0	0	0	0	0	
Dec	0	0	0	0	0	0	0	0	0	0	
Year to date	6	94	0	0	1	0	1	0	1	1	
Total for Year											
Employee										8	
Public										94	

2 0 0 7	Development Services		Community Services		Corporate Services		Resources		* Regeneration *		
	Employee	Public	Employee	Public	Employee	Public	Employee	Public	Employee	Public	
	Jan	3	0	0	0	0	0	0	0	0	0
	Feb	4	0	0	0	0	0	0	0	0	0
	Mar	1	0	1	0	0	0	1	0	0	0
	Apr	1	21	5	0	1	0	0	0	0	0
	May	2	19	0	0	0	0	0	0	0	0
	Jun	1	14	1	0	0	0	0	0	0	0
	Jul	3	19	1	0	0	0	0	0	0	0
	Aug	3	19	0	0	0	0	1	0	0	0
	Sep	1	10	1	0	0	0	0	0	0	0
	Oct	0	21	1	1	0	0	0	0	0	0
Nov	2	16	2	0	0	0	0	0	0	0	
Dec	2	9	0	0	0	0	0	0	0	0	
Year to date	23	148	12	1	1	0	2	0	0	0	
Total for Year											
Employee										38	
Public										149	
Riddor Reportable										5	

Where they happened

2008	Leisure Centre		Riverside		Park Side		Roseberry Grange		Selby Cottage		Community Leisure		Development Service		Resources					Corporate Services						
	Pub	Emp	Pub	Emp	Pub	Emp	Pub	Emp	Pub	Emp	Pub	Emp	Leisure Services	Env Health & Plannin	Env Services	Finance & Accounts	Information technolog	Rev & Bens	Internal Audit	OD	Legal & Democratic	Customer Relations	Strategy & Scrutiny	Regeneration		
	Pub	Emp	Pub	Emp	Pub	Emp	Pub	Emp	Pub	Emp	Pub	Emp	Pub	Emp	Pub	Emp	Pub	Emp	Pub	Emp	Pub	Emp	Pub	Emp	Pub	Emp
Jan		10	2	3									2	13												
Feb	1	18		2									1	20												
Mar		17		4									0	21	1											
Apr		15		1									0	16												
May		11		4									0	15		1									1	
Jun		5		4									0	9	1											
Jul													0	0												
Aug													0	0												
Sep													0	0												
Oct													0	0												
Nov													0	0												
Dec													0	0												

Improvement team = Strategy and Scrutiny

2007

2007	Leisure Centre		Riverside		Park Side		Roseberry Grange		Selby Cottage		Community Leisure		Development Service		Resources					Corporate Services					Community		
	Pub	Emp	Pub	Emp	Pub	Emp	Pub	Emp	Pub	Emp	Pub	Emp	Leisure Services	Env Health & Plannin	Env Services	Finance & Accounts	Information technolog	Rev & Bens	Internal Audit	OD	Legal & Democratic	Customer Relations	Strategy & Scrutiny	Housing Services	Property Services	Regeneration	
	Pub	Emp	Pub	Emp	Pub	Emp	Pub	Emp	Pub	Emp	Pub	Emp	Pub	Emp	Pub	Emp	Pub	Emp	Pub	Emp	Pub	Emp	Pub	Emp	Pub	Emp	Pub
Jan	0								1	1			2	0	1												
Feb	0								2				2	0	2												
Mar	0								2				0	0	1				1					1			
Apr	0	14		8									1	21									1			5	
May	1	15	1	4									2	19												1	
Jun	1	13		1									1	14												1	
Jul	1	19		1									2	19	1											1	
Aug	2	12		5		2							2	19	1		1									1	
Sep	0	6		4					1				1	10												1	
Oct	0	18		3									0	21											1	1	
Nov	2	12		4									2	16												2	
Dec	1	8		1			1						2	9													

Improvement team = Strategy and Scrutiny

16.4 Learning and Remedial Action

Significant progress has therefore been made developing the required elements of the Health and Safety Management Plan that incorporated the Corporate Statement of Health and Safety Policy, Corporate Standards and subsequent Directorate Health and Safety Policy.

There remain communication and understanding difficulties which means that there are some problems with Directorates having difficulties in putting things into practice. These difficulties remain despite Directorate representation on the HSMG, the aligned Health and Safety Training Programme and development of the Corporate Health and Safety Intranet Site which makes all of the information available to those with access to computers.

Further work is required to improve communication of the Directorate Health and Safety Policy and to ensure that Directorates fully embrace the approved Corporate Standards.

Upon reflection, it has been determined, in light of Local Government Review (LGR), that there was little purpose in continuing developing Corporate Standards in line with the HSMG workplan and that Corporate Health and Safety, in conjunction with HSMG, could better use the remaining time of the District Council to ensure that what has been approved by CMT so far is functioning effectively.

The HSMG will continue to monitor accidents and consider recommendations for action where necessary.

Remedial measures proposed to address the concerns above include:

- Continue to raise awareness of the corporate policy, the HSMG and the roles of Directorate representatives on it;
- Collect information through HSMG Directorate Representatives relating to Corporate Standards.
- Analyse information received.
- Inform CMT of way forward including action plan for service areas or Directorates as necessary in relation to respective Corporate Standard being monitored.

17. Overall Performance






17.1 Summary of Overall Performance



The first three months of 2008/2009 continue to show a positive direction of travel. Key performance issues are summarized as follows:



- 22% of the actions in the Transition Plan are completed with only 4%, all relating to the Community Facilities Review are behind target;
- In respect of the new national indicator set 56% of indicators are achieving target;
- 71% of local indicators are showing improvements and only 17% are not;
- The council re-assessed its strategic risks within the quarter and the key risk to the organisation is now its capacity to deliver in the backdrop of Local Government Reorganisation;
- In Human Resource terms, staff turnover has dropped from 15% last year to just 3.1% in the first three months of the year, evidence that the staff leaving to pick up jobs outside the county as a result of LGR has stabilised;
- Staff sickness has dropped from 11 working days to 10.8 working days in the last quarter;
- The Organisational Development Strategy is on target and the start of development of One Team Personal Profiles commenced in the quarter;
- A new Equality and Diversity Screening tool and Diversity Impact Assessment toolkit has been developed in conjunction with lead work on Equalities and Diversity by the District Council for LGR;
- The Ombudsman's annual report was received during the quarter which was very positive with the Ombudsman very pleased that few complaints had been submitted, no formal reports were issued and the council responded to complaints in an average of 23 days well within the Ombudsman's target of 29 days;
- In terms of complaints to the council complaints continued to drop with 60 being made in the first quarter compared to 100 at the same time last year, fewer Ombudsman complaints were received and response times for complaints (above target for the first time due to the excellent work of the CPI project) MP enquiries and Freedom of Information requests all improved from this time last year;
- There were fewer compliments received (21 compared with 47 last year);
- Following the review of the Data Quality Strategy and Action Plan in March 2008 good progress has been made to implement the action plan and as a result of progress an 'effective' Internal Audit Report on last years BVPI outturns has been received. The council is taking key roles in the development of performance management and data quality in the new unitary;

- The council is maintaining its commitment to supporting LGR to meet the expectations set out in the Audit Commission's Annual Audit and Inspection letter;
- The Corporate Governance Group has been monitoring governance arrangements and an Annual Governance Statement was submitted in June to CLG who have since advised that they have no issues to raise;
- Corporate Health and Safety is continuing to improve although there remain communication issues that can be improved. Attention is being paid to this.

Table 1: New National Indicators - Report for the period April to June 2008

BVPI No.	Description	Baseline Data		Quarter 1 Apr - Jun 2008	Target 2008/09	Current Perf Status	Achieved Target?	Good Perf	Explanation, Reasons & Actions
Stronger communities									
NI 14	Avoidable contact: the proportion of customer contact that is of low or no value to the customer	N/A	N/A	N/A	IHD	N/A	N/A	Low	THIS INDICATOR IS COLLECTED ANNUALLY. We await clearer guidance from DCLG regarding collection of this indicator.
Local economy									
NI 154 ●	Net additional homes provided	N/A	N/A	20	Q1 25 YE 100		✘	High	Performance for this first quarter is below predicted target. This is due to the current national house building crisis.
NI 155 ●	Number of affordable homes delivered (gross)	2007/08	39	8	Q1 10 YE 40		✘	High	Performance for this first quarter is below predicted target. This is due to the current national house building crisis.
NI 156 ●	Number of households living in Temporary Accommodation	2007/08	2	0	2		✓	Low	This indicator has achieved below target performance. We hope to keep this figure below 2 through early intervention and prevention of homelessness. Cestria also help us to achieve this indicator by making decisions quickly and referring cases for prevention early.
NI 157a	Processing of planning applications as measured against targets for 'major' application type	2007/08	66.67%	100.00%	88.00%		✓	High	Performance for the first quarter is exemplary and above local stretch target. Performance is also significantly higher than national set target of 60%.
NI 157b	Processing of planning applications as measured against targets for 'minor' application type	2007/08	75.00%	89.66%	92.00%		✘	High	Performance is below stretch target, although this is above the national target of 65%. This has occurred due to the 'clearing out' of some older planning applications, which had gone over time as a result of the staffing difficulties which occurred within the team for most of 2007/08. Assuming the team remain fully staffed, there is every reason to believe the performance for this indicator will improve, and meet the local stretch target by the end of the year.

KPI No.	Description	Baseline Data		Quarter 1 Apr - Jun 2008	Target 2008/09	Current Perf Status	Achieved Target?	Good Perf	Explanation, Reasons & Actions
NI 157c	Processing of planning applications as measured against targets for 'other' application type	2007/08	85.67%	100.00%	96.00%		✓	High	Performance for the first quarter is exemplary and above local stretch target. Performance is also significantly higher than national set target of 80%.
NI 159	Supply of ready to develop housing sites	Apr-08	159%	N/A	159.0%	N/A	N/A	High	THIS INDICATOR IS COLLECTED ANNUALLY. The first reporting period will be at year end.
NI 170	Previously developed land that has been vacant or derelict for more than 5 years	2005	0.03%	N/A	<1.00%	N/A	N/A	Low	THIS INDICATOR IS COLLECTED ANNUALLY. The first reporting period will be at year end.
NI 179	Value for money – total net value of on-going cash-releasing value for money gains that have impacted since the start of the 2008-9 financial year	N/A	N/A	N/A	IHD	N/A	N/A	High	THIS INDICATOR IS COLLECTED BI-ANNUALLY. The first reporting period will be at year end.
NI 180	The number of changes of circumstances which affect customers' HB/CTB entitlement within the year.	2007/08	200	N/A	52.1	N/A	N/A	High	We are unable to report performance on NI 180 for the first quarter. The DWP have recently issued circulars which confirmed this indicator would not begin to be measured until June 2008. Performance will therefore be reported in the next quarter period.
NI 181	Time taken to process Housing Benefit/Council Tax Benefit new claims and change events	2007/08	22 (HB) 9 (CT)	15.4 days (Estimated)	16.0 days		✓	Low	Performance has exceeded target, weekly performance monitoring has ensured that a sustained and continued improvement is made. This is an estimate for this PI as the actual performance will be calculated by the DWP using the data scans which are sent to them on a monthly basis. This data will then be published by the DWP and is not expected until later this year.
NI 182i	Satisfaction of businesses with recorded non-compliance with local authority regulation services	N/A	N/A	N/A	IHD	N/A	N/A	High	We are unable to report performance on NI 182 for the first quarter. This situation has arisen because of a plan to attempt to co-ordinate our customer surveys with other Durham Districts and the Trading Standards Department of DCC. This unfortunately has not proved possible but has delayed the issue of the survey forms. The system is now working correctly and we will be issuing the first three months forms in July. Performance will therefore be reported in the next quarter period.
NI 182ii	Satisfaction of businesses with no recorded non-compliance with local authority regulation services	N/A	N/A	N/A	IHD	N/A	N/A	High	We are unable to report performance on NI 182 for the first quarter. This situation has arisen because of a plan to attempt to co-ordinate our customer surveys with other Durham Districts and the Trading Standards Department of DCC. This unfortunately has not proved possible but has delayed the issue of the survey forms. The system is now working correctly and we will be issuing the first three months forms in July. Performance will therefore be reported in the next quarter period.

BVPI No.	Description	Baseline Data		Quarter 1 Apr - Jun 2008	Target 2008/09	Current Perf Status	Achieved Target?	Good Perf	Explanation, Reasons & Actions
NI 184	Food establishments in the area which are broadly compliant with food hygiene law	N/A	N/A	93%	90%		✓	High	Target has been achieved for the first quarter. Of the 346 food establishments within the District, 323 are broadly compliant with food hygiene law. We are on course to achieving our stated target, taking into consideration the planned intervention programme with the maintenance of existing standards: improvement of those establishments assessed as not broadly compliant and new businesses.
NI 185	CO2 reduction from Local Authority operations	N/A	N/A	N/A	IHD	N/A	N/A	Low	We are unable to report performance on NI 185 for this quarter. Currently the data is being collected to identify previous year's consumption and emissions data to create a database to allow for accurate reporting. It is expected that data will be available in November and that the 2% reduction will be achieved as energy consumption has reduced during 2008.
NI 187i ●	Tackling fuel poverty – % of people receiving income based benefits living in homes with a low energy efficiency rating	N/A	N/A	N/A	IHD	N/A	N/A	Low	We are unable to report performance on NI 187 for this quarter. This year is being used to calculate the baseline for this indicator for future reporting.
NI 187ii ●	Tackling fuel poverty - % of people receiving income based benefits living in homes with a high energy efficiency rating	N/A	N/A	N/A	IHD	N/A	N/A	Low	Properties will be surveyed through questionnaire this year.
NI 188 ●	Planning to Adapt to climate change	N/A	N/A	Level 0	Level 1		✗	High	The necessary evidence base to support confirmation of level 1 is still being collected. It is expected that level 1 will be achieved at year end.
Environmental sustainability									
NI 191 ●	Residual household waste per household	2007/08	388.74	N/A	399.00kg	N/A	N/A	Low	We are unable to provide information for the first quarter. Figures have not been confirmed at the time of this report. Performance will therefore be reported in the next quarter period.
NI 192 ●	Percentage of household waste sent for reuse, recycling and composting	2007/08	21%	N/A	25.00%	N/A	N/A	High	
NI 194i	Air quality – Emissions in NOx through local authority's estate and operations	N/A	N/A	N/A	IHD	N/A	N/A	Low	We are unable to report performance on NI 194 for this quarter. We are in the process of securing systems to record progress. Performance will therefore be reported in the next quarter period.
NI 194ii	Air quality – % reduction in NOx emissions through local authority's estate and operations	N/A	N/A	N/A	IHD	N/A	N/A	Low	
NI 194iii	Air quality – Emissions of PM10 through local authority's estate and operations	N/A	N/A	N/A	IHD	N/A	N/A	Low	

VPI No.	Description	Baseline Data		Quarter 1 Apr - Jun 2008	Target 2008/09	Current Perf Status	Achieved Target?	Good Perf	Explanation, Reasons & Actions
NI 194iv	Air quality – % reduction in NOx and primary PM10 emissions through local authority's estate and operations	N/A	N/A	N/A	IHD	N/A	N/A	Low	
NI195a ●	Improved street and environmental cleanliness (levels of litter)	2007/08	14%	N/A	13%	N/A	N/A	Low	We are unable to provide information for the first quarter. This indicator is based on a survey carried out over three four-month periods. The current survey is currently being undertaken and will cease at the end of July. Performance will therefore be reported in the next quarter period.
NI195b ●	Improved street and environmental cleanliness (levels of detritus)	2007/08	7%	N/A	6.5%	N/A	N/A	Low	
NI195c ●	Improved street and environmental cleanliness (levels of graffiti)	2007/08	6%	N/A	5%	N/A	N/A	Low	
NI195d ●	Improved street and environmental cleanliness (levels of fly posting)	2007/08	0%	N/A	0%	N/A	N/A	Low	
NI 196 ●	Improved street and environmental cleanliness – fly tipping	2006/07	Good	N/A	Effective (Grading 2)	N/A	N/A	Low	THIS INDICATOR IS COLLECTED ANNUALLY. The first reporting period will be at year end.
NI 197	Improved Local Biodiversity – proportion of Local Sites where positive conservation management has been or is being implemented	N/A	N/A	N/A	IHD	N/A	N/A	High	THIS INDICATOR IS COLLECTED ANNUALLY. The first reporting period will be at year end.
TOTALS +								5	
TOTALS -								4	
TOTAL								9	
TOTAL N/A								22	
TOTAL OVERALL								31	

BVPI No.	Description	Baseline Data	Quarter 1 Apr - Jun 2008	Target 2008/09	Current Perf Status	Achieved Target?	Good Perf	Explanation, Reasons & Actions
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KEY:	
●	LAA performance indicators
★	Better than Target Performance
●	On Target Performance
▲	Worse than Target Performance
✓	Yes
✗	No
IHD	Insufficient Historic Data - The development of targets for this indicator has been postponed until baseline information is available.



Required to produce a total of 21 indicators	
Equates to 31 separate indicators	
We:	
Achieved our targets	56%
Unfortunately we:	
Failed to meet our targets	44%







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Table 2: Local Performance Indicators - Report for the period April to June 2008





LPI No.	LPI Description	Actual 2007/08	Quarter 1 Apr - Jun 2008	Target 2008/09	Current Perf Status	Achieved Target?	Improved on previous year?	Improved on same period last year?	Good Perf	Explanation, Reasons & Actions
Corporate Health										
BVPI 8	Percentage of invoices for commercial goods & services paid by the Authority within 30 days of receipt or within the agreed payment terms	93.68%	93.67%	95.00%		✘	✘	✘	High	The first quarter result is somewhat impacted by Cestria transfer and difficulties encountered during the transition. An appointment to assist during maternity leave has been undertaken.
BVPI 9	The percentage of council tax collected by the Authority in the year	97.53%	29.31%	Q1 27.00% YE 98.70%		✓	N/A	✓	High	Performance has exceeded first quarter predicted performance and is slightly up on last year. More stringent and proactive recovery procedures are now in operation and direct debit uptake has increased. 75.8% of all Council Tax payers now pay by Direct Debit.
BVPI 10	The percentage of national non-domestic rates collected in-year	98.20%	30.14%	Q1 27.00% YE 98.20%		✓	N/A	✓	High	Performance exceeded first quarter predicted performance and is slightly up on last year. It is anticipated that with more stringent and proactive recovery procedures, performance will achieve target. Direct debit uptake has increased and 49.9% of all Non Domestic Rate payers now pay by Direct Debit.
BVPI 11a ■	Percentage of top-paid 5% of staff who are women	30.00%	21.05%	32.00%		✘	✘	✘	High	Performance is below target for the first quarter, however, it is expected that the target will be achieved for the year end.
BVPI 11b ■	The percentage of the top 5% of Local Authority staff who are from an ethnic minority	5.00%	5.26%	3.00%		✓	✓	✓	High	Performance has exceeded predicted target.
BVPI 11c ■	Percentage of the top paid 5% of staff who have a disability (excluding those in maintained schools)	0.00%	0.00%	3.00%		✘	✘	✘	High	Performance for the first quarter is slightly below target, however, it is expected that the target will be achieved for the year end



LPI No.	LPI Description	Actual 2007/08	Quarter 1 Apr - Jun 2008	Target 2008/09	Current Perf Status	Achieved Target?	Improved on previous year?	Improved on same period last year?	Good Perf	Explanation, Reasons & Actions
BVPI 12 ■	The number of working days/shifts lost to the Authority due to sickness absence	11.01 days	10.82 days	9.8 days		x	✓	✓	Low	Sickness has decreased since last year and hoping to continue progress to hit target by end of 3 rd Quarter. Corrective Action: Continue to monitor and report on sickness absence; Continue to train managers in sickness absence; Report to CMT any areas of concern for action to be taken by directors; Take action where RTW interviews and formal reviews are not carried out.
BVPI 16a ■	The percentage of local authority employees with a disability	1.81%	1.67%	3.50%		x	x	x	High	Performance is below predicted first quarter target.
BVPI 156 ■	The percentage of authority buildings open to the public in which all public areas are suitable for, and accessible to, disabled people	20.00%	20.00%	20.00%		✓	N/A	N/A	High	The transfer of buildings to Cestria Community Housing in the last quarter of 2007/08 resulted in a change in the calculation. This is now based on % out of 10 buildings rather than 17. Only 2 buildings are compliant with the definition used for previous BVPI 156 requirements.



LPI No.	LPI Description	Actual 2007/08	Quarter 1 Apr - Jun 2008	Target 2008/09	Current Perf Status	Achieved Target?	Improved on previous year?	Improved on same period last year?	Good Perf	Explanation, Reasons & Actions
CSS03	% of telephone calls answered within 15 seconds	N/A	89.4%	90%		✘	N/A	N/A	High	Performance is slightly under target, however, for most teams the April and May periods are the most intensive as far as customer contact is concerned. It is hoped that performance will improve throughout the year to achieve the target. Corrective Action: The telephone performance reports are relatively new and this is the first quarter that performance data has been used following the introduction of the new telephone system in 2007. Those teams highlighted as poor performers by the report will receive weekly / monthly reports and discussions will take place with the Customer Services Manager to establish most effective use of the telephone system
CSS07	% complaints responded to within 10 working days	85%	92%	90%		✓	✓	✓	High	Overall 90% target achieved for the first quarter of the financial year with an expectation that this will continue throughout 2008 -2009. Corrective Action: A substantial amount of training and information was provided as part of the CPI project throughout January – June 2008 which has contributed to the achievement in quarter 1. Monthly training sessions scheduled throughout 2008 – 2009. Reminder reports sent to all teams on a weekly basis highlighting outstanding complaints.




LPI No.	LPI Description	Actual 2007/08	Quarter 1 Apr - Jun 2008	Target 2008/09	Current Perf Status	Achieved Target?	Improved on previous year?	Improved on same period last year?	Good Perf	Explanation, Reasons & Actions
HRLP01	% of voluntary leavers as % of staff in post	15.00%	3.10%	10.0%		✓	✓	✗	Low	Performance has exceeded first quarter predicted target. It is hoped that progress continues and numbers are kept down as LGR approaches.
HRLP04	% of disciplinaries as a % of staff in post	1.08%	0.24%	1.0%		✓	✓	✓	Low	Performance has exceeded first quarter predicted target.
HRLP05	% of grievances as a % of staff in post	0.86%	0.00%	0.7%		✓	✓	✓	Low	Performance has exceeded first quarter predicted target.
ITLP16	% of customer satisfaction regarding information and services available on the council website and associated portals	67%	64%	70%		✗	✗	✓	High	The target has not been achieved for the first quarter period. This will need to improve to reach the target of 70%. Corrective Action: The ICT service will continue to co-ordinate the council website and assist content managers update their content over the next year. More websites are planned for local community centres as part of the strengthening partnerships priority. This may help improve satisfaction levels.
ITLP17	Increase in the use of the authority's website	135,628	41,715	Q1 35,000 YE 140,000		✓	N/A	✓	High	If the performance from the first quarter continues for the remainder of the year the target will be met with an excess of 26,860 visits. No corrective action is needed at present. It is anticipated that there will be a downturn in visits to the website in holiday periods of the summer and Xmas, but do not consider at this stage that this will have an affect in reaching the target.
FSLP12	% of registered invoices approved/actioned within 7 days	89.00%	92.68%	90%		✓	✓	✓	High	Performance has exceeded first quarter predicted performance and is slightly up on last year.




LPI No.	LPI Description	Actual 2007/08	Quarter 1 Apr - Jun 2008	Target 2008/09	Current Perf Status	Achieved Target?	Improved on previous year?	Improved on same period last year?	Good Perf	Explanation, Reasons & Actions
FSLP13	% of sundry debtors raised within 5 days of request	99.47%	100%	100%		✓	✓	✓	High	Performance has exceeded first quarter predicted performance. The target is realistic and achievable for 2008/2009.
FSLPACC10	Statement of Accounts presented to Council within statutory deadline	Yes	Yes	Yes		✓	✓	✓	N/A	The Final Accounts were concluded and the Statement was submitted and approved at Full Council on 26 June 2008.
Housing Strategy										
HSLP02	The number of households re-housed in the private rented sector through advice and assistance from the Housing Options Team	N/A	1	28		✗	N/A	N/A	High	There has been a drop in the number of people rehoused within the private sector. There are a number of landlords refusing to accept Local Housing Allowance therefore a number of tenants are not able to apply for Private Accommodation. In addition, many clients struggle to afford the fees up front. Some research needs to be done around the reason for the sudden drop. Corrective Action: The Housing Options Team will continue to assist clients to obtain private accommodation. We do have a Bond Scheme in place however this is only to be used for those accepted on the Private Landlord Scheme.
HSLP03	The number of households re-housed in Social Rented Sector (RSL Accommodation)	N/A	20	50		✗	N/A	N/A	High	We are on track to meet this target. 8 applicants have had homelessness prevented through securing RSI accommodation. Cestria also assist with the delivery of this target and have rehoused 12 people within their own stock through the homeless route. We envisage the year end target will be achieved.

LPI No.	LPI Description	Actual 2007/08	Quarter 1 Apr - Jun 2008	Target 2008/09	Current Perf Status	Achieved Target?	Improved on previous year?	Improved on same period last year?	Good Perf	Explanation, Reasons & Actions
HSLP04	The number of Private Landlords who are members of Chester-le-Street's Landlord Accreditation Scheme	33	40	38		✓	✓	✗	High	We have already achieved the target however we will continue to support and provide assistance to landlords to enable us to sustain this target. We hope to exceed this target through awareness raising and promotion of the PLA Service.
HSLP05	The number of accredited properties in the Private Landlord Accreditation Scheme	67	75	77		✗	✓	✗	High	We are 2 properties from achieving the target. It is likely that the PLA officer will Accredite these properties within the next month. We hope to exceed this target and have an action plan in place for accrediting all properties where the landlord is an accredited landlord.
HSLP06 NEW	Average length of time taken to assess homeless application	N/A	N/A	17	N/A	N/A	N/A	N/A	Low	We are unable to report performance for the first quarter. The information has not been provided in the correct format by Cestria Community Housing.
HSLP07 NEW	% of applicants in immediate Homelessness interviewed the same day	N/A	100%	100%		✓	N/A	N/A	High	The target has been achieved for the first quarter. All applicants who had nowhere to sleep that night were seen by the Housing Options Team the same day.
HSLP08 NEW	% of routine appointments offered an appointment within 10 working days	N/A	99.4%	100%		✗	N/A	N/A	High	The target has not been achieved as one person was not seen within the 10 working days. There was slight confusion during the transfer period of the responsibilities around homelessness. We have 100 % target and we hope that this 1 case will be the only one in the future not to be seen within 10 working days.
HSLP09 NEW	% of applications assessed within 33 working days	N/A	N/A	100%	N/A	N/A	N/A	N/A	High	We are unable to report performance for the first quarter. The information has not been provided by Cestria Community Housing.






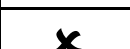
LPI No.	LPI Description	Actual 2007/08	Quarter 1 Apr - Jun 2008	Target 2008/09	Current Perf Status	Achieved Target?	Improved on previous year?	Improved on same period last year?	Good Perf	Explanation, Reasons & Actions
HSLP10 NEW	Increase in the number of cases where homelessness is prevented through advice and assistance from the Housing Options Team	N/A	14	105		X	N/A	N/A	High	There has been a noticeable drop in the trend for number of homeless cases prevented (Previously recorded in BVPI 213). This could be due to the outsourcing of the Homelessness and Housing Register. We hope to do some analysis but still hope to achieve the target of 105 cases for the year. Corrective Action: We will continue to work in partnership with Cestria and raise awareness of the need to joint working when attempting to prevent homelessness. The Housing Options Team will continue to develop the service and attempt to maintain the high performance achieved in the past.
HSLP11 NEW	% of Homelessness Reviews carried out within 8 weeks	N/A	100%	100%		✓	N/A	N/A	High	Target has been achieved for the first quarter.
HSLP12 NEW	% of Housing Applicants processed within 5 days of application	N/A	N/A	100%	N/A	N/A	N/A	N/A	High	We are unable to report performance for the first quarter. The information has not been provided by Cestria Community Housing.
HSLP13 NEW	% of application changes made within 10 working days	N/A	N/A	100%	N/A	N/A	N/A	N/A	High	We are unable to report performance for the first quarter. The information has not been provided by Cestria Community Housing.
HSLP14 NEW	% of applications reviewed annually	N/A	N/A	100%	N/A	N/A	N/A	N/A	High	We are unable to report performance for the first quarter. The information has not been provided by Cestria Community Housing.

LPI No.	LPI Description	Actual 2007/08	Quarter 1 Apr - Jun 2008	Target 2008/09	Current Perf Status	Achieved Target?	Improved on previous year?	Improved on same period last year?	Good Perf	Explanation, Reasons & Actions
HSLP15 NEW	Reduce the number of households placed in Bed & Breakfast accommodation	N/A	3	14		✓	N/A	N/A	Low	We regularly review our use of B&B accommodation as this type of accommodation is not suitable long term for homeless households. We work in partnership with Cestria Community Housing to deliver on this target and both organisations will follow set procedures when limiting the time homeless household spend in B&B.
Housing Benefit/Council Tax Benefit										
BVPI 79a	The percentage of cases within a random sample for which the Authority's calculation of Housing and Council Tax Benefit is found to be correct	99.60%	N/A	99.10%	N/A	N/A	N/A	N/A	High	It has been decided to remove this indicator from the Corporate set. The PI is being monitored locally by the Service Team on a monthly basis using a different method of calculation to the original BVPI.
Waste & Cleanliness										
ESLP10	% of designated grass areas cut within 10 working day cycle	94.5%	N/A	93%	N/A	N/A	N/A	N/A	High	We are unable to provide information for the first quarter. Figures have not been confirmed at the time of this report. Performance will therefore be reported in the next quarter period.
Planning										
PLL02	% of householder planning applications determined in 8 weeks	87.0%	100%	95%		✓	✓	✓	High	Performance for the first quarter is exemplary. There is no reason why year end targets should not be met.

LPI No.	LPI Description	Actual 2007/08	Quarter 1 Apr - Jun 2008	Target 2008/09	Current Perf Status	Achieved Target?	Improved on previous year?	Improved on same period last year?	Good Perf	Explanation, Reasons & Actions
PLL05 NEW	% of substantive replies to full plans submissions given within 15 working days	N/A	58%	90%		✘	N/A	N/A	High	The performance is below what was expected due to protracted holidays, sickness and Officers not ensuring that the process improvements, as agreed as part of the recent CPI project, were being actioned. The overall target may not be achieved by the year end but improvements will be made for the next quarters to ensure performance is significantly improved. Corrective Action: Further administrative procedures have been put in place to ensure that this slippage does not reoccur and by using outside plan vet consultants. This has also been necessary due to the student BC officer leaving the authority
PLL07 NEW	% of building notice acceptance letters issued in 4 working days	N/A	86%	90%		✘	N/A	N/A	High	The performance is below what was expected due to protracted holidays, sickness and staffing issues associated with embedding the new processes agreed as part of the recent CPI project. The overall target can still be met with improvements to be made, as agreed with the DBCM, for the next quarters. Corrective Action: Further administrative procedures have been put in place to ensure that this slippage does not reoccur.
PLL29c	% of planning enforcement enquiries responded to within target (Category 3 cases)	67.8%	100%	90%		✓	✓	✓	High	For the first quarter period 3 cases were received, all of which were responded to within the target response times.

LPI No.	LPI Description	Actual 2007/08	Quarter 1 Apr - Jun 2008	Target 2008/09	Current Perf Status	Achieved Target?	Improved on previous year?	Improved on same period last year?	Good Perf	Explanation, Reasons & Actions
PLL33a	% of pre-application enquiries responded to within target (major)	92%	74.19%	90%		✘	✘	✓	High	Performance for major enquiries was below target. This occurred due to staffing difficulties. However as the team is now fully staffed performance will improve and there is a likelihood the year end target will be met.
PLL33b	% of pre-application enquiries responded to within target (minor)	74%	95.36%	92%		✓	✓	✓	High	Performance for minor enquiries is above target. There is no reason why year end targets should not be met.
LDLP25	% of standard searches carried out in 10 working days (originally BV179 deleted from 2006/07 set)	99.39%	100%	99%		✓	✓	✓	High	Performance has exceeded first quarter predicted performance.
Culture & Related Services										
LSLP11	Net spend per head of population (of the broad spectrum of services currently provided by the Leisure Services Team)	£31.27 (estimated figure)	N/A	£31.00	N/A	N/A	N/A	N/A	Low	THIS INDICATOR IS COLLECTED ANNUALLY. The first reporting period will be at year end.
LSLP14	Total number of user visits to all the main 4 leisure sites (Leisure Centre, Riverside (including Park), Golf complex, Selby Cottage) and the services and activities provided by the community leisure team	914,776	N/A	915,000	N/A	N/A	N/A	N/A	High	THIS INDICATOR IS COLLECTED ANNUALLY. The first reporting period will be at year end.
TOTALS +						20	15	17		
TOTALS -						15	6	7		
TOTAL						35	21	24		
TOTAL N/A						9	23	20		
TOTAL OVERALL						44	44	44		

LPI No.	LPI Description	Actual 2007/08	Quarter 1 Apr - Jun 2008	Target 2008/09	Current Perf Status	Achieved Target?	Improved on previous year?	Improved on same period last year?	Good Perf	Explanation, Reasons & Actions
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KEY:	
	Retained BVPI's measured and monitored by Durham County and Districts
	Better than Target Performance
	On Target Performance
	Worse than Target Performance
	Yes
	No

Report a total of 41 Indicators Equates to 44 separate indicators		SAME PERIOD 2007/08	ACTUALS FOR YTD 2007/08	ACTUALS FOR YTD 2006/07
We:				
Achieved our targets	57%	58%	54%	51%
Improved on previous year	71%	57%	71%	n/a
Improved on same period last year	71%	55%	n/a	n/a
Unfortunately we:				
Failed to meet our targets	43%	42%	46%	49%
Failed to improve on previous year	17%	39%	29%	n/a
Failed to improve on same period last year	29%	45%	n/a	n/a

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Audit and Inspection Plan

Chester-le-Street District Council

Audit 2008/09

External audit is an essential element in the process of accountability for public money and makes an important contribution to the stewardship of public resources and the corporate governance of public services.

Audit in the public sector is underpinned by three fundamental principles.

- Auditors are appointed independently from the bodies being audited.
- The scope of auditors' work is extended to cover not only the audit of financial statements but also value for money and the conduct of public business.
- Auditors may report aspects of their work widely to the public and other key stakeholders.

The duties and powers of auditors appointed by the Audit Commission are set out in the Audit Commission Act 1998, the Local Government Act 1999 and the Commission's statutory Code of Audit Practice. Under the Code of Audit Practice, appointed auditors are also required to comply with the current professional standards issued by the independent Auditing Practices Board.

Appointed auditors act quite separately from the Commission and in meeting their statutory responsibilities are required to exercise their professional judgement independently of both the Commission and the audited body.

Status of our reports

The Statement of Responsibilities of Auditors and Audited Bodies issued by the Audit Commission explains the respective responsibilities of auditors and of the audited body. Reports prepared by appointed auditors are addressed to non-executive directors/members or officers. They are prepared for the sole use of the audited body. Auditors accept no responsibility to:

- any director/member or officer in their individual capacity; or
- any third party.

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Introduction

- 1 This plan sets out the audit and inspection work that we propose to undertake for the 2008/09 financial year. The plan is based on the Audit Commission's risk-based approach to audit planning and the requirements of moving towards Comprehensive Area Assessment (CAA). It reflects:
 - audit and inspection work specified by the Audit Commission for 2008/09;
 - current national risks relevant to your local circumstances; and
 - your local risks and improvement priorities.
- 2 As a result of local government reorganisation (LGR) in Durham, 2008/09 will be the final year of operation of Chester le Street District Council. Our work has been tailored to reflect this position.
- 3 For 2008/09, the role of Relationship Manager has been replaced by the post of Comprehensive Area Assessment Lead (CAAL). The CAAL will provide the focal point for the Commission's work in your local area, lead the Comprehensive Area Assessment (CAA) process, and ensure that the combined inspection programme across all inspectorates is tailored to the level and nature of risk for the area and its constituent public bodies. The Commission has become the statutory gatekeeper of all inspection activity involving local authorities.
- 4 As we have not yet completed our audit for 2007/08, the audit planning process for 2008/09, including the risk assessment, will continue as the year progresses, and the information and fees in this plan will be kept under review and updated as necessary.

Responsibilities

- 5 We comply with the statutory requirements governing our audit and inspection work, in particular:
 - the Audit Commission Act 1998;
 - the Local Government Act 1999; and
 - the Code of Audit Practice.
- 6 The Code of Audit Practice (the Code) defines auditors' responsibilities in relation to:
 - the financial statements (including the annual governance statement); and
 - the audited body's arrangements for securing economy, efficiency and effectiveness in its use of resources.
- 7 The Audit Commission's Statement of Responsibilities of Auditors and of Audited Bodies (from April 2008) sets out the respective responsibilities of the auditor and the Council. The Audit Commission has issued a copy of the Statement to every audited body.
- 8 The Statement summarises where the different responsibilities of auditors and of the audited body begin and end and our audit work is undertaken in the context of these responsibilities.

Fees

- 9 The details of the structure of scale fees are set out in the Audit Commission's work programme and fee scales 2008/09. Scale fees are based on a number of variables, including the type, size and location of the audited body.
- 10 The total indicative fee for the audit and inspection work included in this audit and inspection plan for 2008/09 is for £127,800, which compares to the planned fee of £123,150 for 2007/08.
- 11 A summary of this is shown in the table below. The fee is determined by audit risks identified, mandated work and basic assumptions. A detailed breakdown of the audit and inspection fee is included in Appendix 2.

Table 1 Audit fee

Audit area	Planned fee 2008/09	Planned/Actual fee 2007/08	Page
Total audit fee	£118,537	£110,920	9
Total inspection fee	£9,263	£12,230	13
Certification of claims and returns	£17,500	£19,000	20

- 12 The Audit Commission scale fee for Chester le Street District Council is £101,649. The fee proposed for 2008/09 is +17 per cent compared to the scale fee and is within the normal level of variation specified by the Commission and is a reflection of the audit risks identified from the planning process.
- 13 In setting the fee, we have assumed that:
- the level of risk in relation to the opinion and VFM conclusion will increase as the demise of the Council draws even closer. This view is based on experiences of other local government reorganisations. Common problems have included increased risks of breakdown in internal controls, poor value for money and fraud and corruption;
 - internal audit undertakes appropriate work on all systems that they identify as high risk; and
 - good quality working papers and records will be provided to support the financial statements.

Further details of the assumptions are outlined in Appendix 2.

- 14 The Audit Commission has the power to determine the fee above or below the scale fee where it considers that substantially more or less work is required than envisaged by the scale fee. The Audit Commission may, therefore, adjust the scale fee to reflect the actual work that needs to be carried out to meet the auditor's statutory responsibilities, on the basis of the auditor's assessment of risk and complexity at a particular body.
- 15 It is a matter for the auditor to determine the work necessary to complete the audit and, subject to approval by the Audit Commission, to seek to agree an appropriate variation to the scale fee with the Council. The Audit Commission expects normally to vary the scale fee by no more than 30 per cent (upwards or downwards). This fee then becomes payable.
- 16 In order to deliver our responsibilities to give a value for money conclusion, we will need to monitor how the transition to a new unitary authority impacts upon the Council's governance arrangements in 2008/09. In particular we will need to:
 - review the Council's actions taken to mitigate the risks arising from LGR;
 - monitor the delivery of the Council's identified actions; and
 - consider any additional work which may need to be undertaken to deliver our responsibilities.
- 17 We have included a modest initial sum in the audit and inspection plan of each district council in County Durham to carry out additional work associated with LGR. This is an initial estimate of the additional fee required, but this will likely need to be revised during the year as the nature and extent of our audit work in this area becomes apparent. In this event we will follow the process outlined in paragraph 19 below, for agreeing changes in our fees.

Specific actions Chester le Street Council could take to reduce its audit fees

- 18 The Audit Commission requires its auditors to inform a council of specific actions it could take to reduce its audit and inspection fees. We have a constructive relationship with the Council and expect our recommendations and reports to have a high profile. The majority of risks that are driving the increase in fees are external but continued prompt and robust implementation of our recommendations will contribute to improvements in arrangements and ultimately impact on audit fees.

Process for agreeing any changes in audit fees

- 19 As set out in paragraph 4, we expect that the initial risk assessment may change as the year progresses. Where this is the case, we will discuss this in the first instance with the Acting Director of Resources. Supplements to the plan will be issued to record any revisions to the risk and the impact on the fee.

Auditor's report on the financial statements

- 20 We are required to issue an audit report giving our:
- opinion on whether the financial statements present fairly the financial position of the Council as at 31 March 2009; and
 - conclusion on whether the Council has put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

Financial statements

- 21 We have not yet undertaken a detailed risk assessment for our audit of the financial statements as many of the specific risks which may become apparent after we have completed our 2007/08 audit. A separate opinion plan for the audit of the financial statements will be issued in December 2008.
- 22 At this stage we are aware of the following risks that are likely to impact on our audit of the financial statements.
- Potential changes to the experience and knowledge of staff available to produce the financial statements following transfer of responsibility to the new unitary authority.
 - Possible weaknesses in internal controls resulting from secondments and leavers as a result of LGR.
- 23 The adoption of International Financial Reporting Standards (IFRS) is not required by local government bodies in 2008/09. However, there may be a requirement to prepare whole of government accounts (WGA) consolidation packs on the basis of IFRS. Further guidance is awaited.

VFM conclusion

- 24 In reaching our conclusion, we will review evidence that is relevant to the Council's performance management and financial management arrangements.
- 25 The key risks highlighted from the planning are summarised in the table below with details of planned work to mitigate the risks. Full details of the risk assessment are outlined in Appendix 3.

Table 2 Key risks identified

Key risks identified	Planned work to address the risk
Risks arise from the potential loss of staff leading to potential breakdown in internal control and good governance arrangements.	Review the actions taken by the council to mitigate the risks and report as necessary.
Service continuity will be at risk during the transition. Performance management and risk management must be especially robust during the change period.	Review and comment on Risk and Performance management arrangements.

Use of Resources

- 26 This audit plan covers the last year of the current regime for Use of Resources assessment. The work required to arrive at the Use of Resources assessment is fully aligned to that required to arrive the auditor's Value for Money conclusion.
- 27 Appendix 1 outlines the criteria and scoring.
- 28 The initial risk assessment for use of resources work is shown in Appendix 3. This will be updated through our continuous planning process as the year progresses.

Mandated work

29 As part of the audit, the mandated work programme comprises:

- data quality for 2008/09; and
- whole of government accounts.

Appendix 1 highlights the work to be undertaken.

CPA and inspection

- 30 From April 2009, the Audit Commission, jointly with the other public service inspectorates, will be implementing Comprehensive Area Assessment (CAA). Therefore, 2008/09 is the last year in which corporate assessments and programme service inspections will be undertaken as part of the CPA framework.
- 31 The Audit Commission's CPA and inspection activity is underpinned by the principle of targeting our work where it will have the greatest effect, based upon assessments of risk and performance. There will be no corporate assessments in County Durham during the year. Our inspection activity in 2008/09 will be governed by three factors:
- our role in driving continuous improvement through inspections;
 - the requirement on us to carry out Direction of Travel assessments at all councils; and
 - the added value that our independent assessment can bring to the new council.
- 32 Our inspection programme is designed to support the development of the new unitary council by assessing key areas of activity which are important in improving the quality of life in the county. On the basis of our previous work and of analysis of key issues, we have identified 'sustainable communities' as an important area for our inspection activity.

Table 3 Summary of inspection activity

Inspection activity	Reason/impact
CAAL role (incorporating previous Relationship Manager functions)	To act as the Commission's primary point of contact with the Council and the interface at the local level between the Commission and the other inspectorates, government offices and other key stakeholders.
Direction of Travel (DoT) assessment	<p>An annual assessment, carried out by the CAAL, of how well the Council is securing continuous improvement. The DoT assessment will be reported in the Annual Audit and Inspection Letter.</p> <p>In all the County Durham district councils, we will consider how best to carry out our DoT in 2008/09. We may combine work to assess individual councils with some assessment of Direction of Travel issues across the county. We will also discuss reporting arrangements for the Direction of Travel before the transition to the new unitary council. We will discuss these points with you nearer the time of the assessments, which are planned for September 2008 to February 2009.</p>
Inspection activity	Reason/impact
Sustainable communities inspection	A county-wide inspection of all eight existing councils together of 'sustainable communities'. We will work with you to scope this inspection, which could include strategic planning, strategic housing, environmental, transport and economic development issues.

Advice and assistance

- 33 We have power to provide 'advice and assistance' (A&A) to another public body where this is requested.
- 34 If you wish the Commission to provide additional services under these powers, please contact Janet Gauld, our regional lead on A&A (j-gauld@audit-commission.gov.uk) or Rodney Walker.

The audit and inspection team

- 35 The key members of the audit and inspection team for the 2008/09 audit are shown in the table below.

Table 4 Audit and inspection team

Name	Contact details	Responsibilities
Marion Talbot CAAL	m-talbot@audit-commission.gov.uk 0844 798 1652	The primary point of contact with the Council and the interface at the local level between the Commission and the other inspectorates, government offices and other key stakeholders.
Cameron Waddell District Auditor	c-waddell@audit-commission.gov.uk 0844 798 1632	Responsible for the overall delivery of the audit including the quality of outputs, signing the opinion and conclusion, and liaison with the Chief Executive and Council.
Rodney Walker Audit Manager	r-walker@audit-commission.gov.uk 0844 798 1633	Manages and co-ordinates the different elements of the audit work. Key point of contact for the Director of Finance.

Quality of service

- 36 We are committed to providing you with a high quality service. If you are in any way dissatisfied, or would like to discuss how we can improve our service, please contact the District Auditor in the first instance. Alternatively, you may wish to contact the Yorkshire and Humberside and North East Head of Operations, Dave Allsop.
- 37 If we are unable to satisfy your concerns, you have the right to make a formal complaint to the Audit Commission. The complaints procedure is set out in the leaflet '*Something to Complain About*', which is available from the Commission's website or on request.

Planned outputs

- 38 Reports will be discussed and agreed with the appropriate officers before being issued to the [audit] committee.

Table 5 Planned outputs

Planned output	Indicative date
Annual governance report	30 September 2009
Auditor's report giving an opinion on the financial statements	30 September 2009
Final accounts memorandum	31 October 2009
Use of resources report	31 October 2009
Sustainable Communities Inspection report	Inspection activity autumn 2008; report published late 2008
Annual Audit and Inspection Letter	TBC
Annual governance report	30 September 2009

Appendix 1 – Elements of our work

Financial statements

- 1 We will carry out our audit of the financial statements in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board (APB).
- 2 We are required to issue an opinion on whether the financial statements present fairly, in accordance with applicable laws and regulations and the Statement of Recommended Practice on Local Authority Accounting in the United Kingdom 2008, the financial position of the Council as at 31 March 2009 and its income and expenditure for the year.
- 3 We are also required to review whether the Annual Governance Statement has been presented in accordance with relevant requirements, and to report if it does not meet these requirements or if the Annual Governance Statement is misleading or inconsistent with our knowledge of the Council.

Value for money conclusion

- 4 The Code requires us to issue a conclusion on whether the Council has put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources. This is known as the value for money conclusion. The Code also requires the auditor to have regard to a standard set of relevant criteria, issued by the Audit Commission, in arriving at our conclusion.
- 5 In meeting this responsibility, we will review evidence that is relevant to the Council's corporate performance management and financial management arrangements. Where relevant work has been undertaken by other regulators, we will normally place reliance on their reported results to inform our work.
- 6 We will also follow up our work from previous years to assess progress in implementing agreed recommendations.

Use of resources assessment

- 7 The Use of Resources themes and KLOEs are outlined below.
- 8 We will arrive at a score of 1 to 4, based on underlying key lines of enquiry, for each of the following themes.

Theme	Description
Financial reporting	<ul style="list-style-type: none"> • Preparation of financial statements • External reporting
Financial management	<ul style="list-style-type: none"> • Medium-term financial strategy • Budget monitoring • Asset management
Financial standing	<ul style="list-style-type: none"> • Managing spending within available resources
Internal control	<ul style="list-style-type: none"> • Risk management • System of internal control • Probity and propriety
Value for money	<ul style="list-style-type: none"> • Achieving value for money • Managing and improving value for money

- 9 We will report details of the scores and judgements made to the Council. The scores will be accompanied, where appropriate, by recommendations of what the Council needs to do to improve.
- 10 The auditor's scores are reported to the Commission and are used as the basis for its overall use of resources judgement for the purposes of the CPA.

Data quality

- 11 Our data quality work is based on a three-stage approach covering:
 - Stage 1 – management arrangements;
 - Stage 2 – analytical review; and
 - Stage 3 – risk-based data quality spot checks of a sample of 2007/08 performance indicators.
- 12 Work will be focused on the 2007/08 overall arrangements for data quality, particularly on the responsibility of the Council to manage the quality of its data including data from partners where relevant.

- 13 The Audit Commission has specified that two housing benefit service indicators will be subject to audit as part of the stage 3 spot checks. To avoid duplication and maximise efficiencies between different elements of the audit, this approach has been planned so that we can draw on this work in conducting the later certification of the Council's Housing Benefit and Council tax claim. As a result, our planned fee for auditing the Council's grant claims has reduced.
- 14 Our fee estimate reflects an assessment of risk in relation to the Council's data quality arrangements and performance indicators. This risk assessment may change depending on our assessment of your overall management arrangements at stage 1 and we will update our plan accordingly, including any impact on the fee.

Whole of government accounts

- 15 We will be required to review and report on your WGA consolidation pack in accordance with the approach agreed with HM Treasury and the National Audit Office.

National Fraud Initiative

- 16 From 2008/09 work relating to the National Fraud Initiative will be carried out directly by the Commission under its new data matching powers under the Serious Crime Act 2007. The Commission will be consulting audited bodies on the work programme and fee scales for the National Fraud Initiative later this year.

Certification of grant claims and returns

- 17 We will continue to certify the Council's claims and returns on the following basis.
 - Claims below £100,000 will not be subject to certification.
 - Claims between £100,000 and £500,000 will be subject to a reduced, light-touch certification.
 - Claims over £500,000 will be subject to a certification approach relevant to the auditor's assessment of the control environment and management preparation of claims. A robust control environment would lead to a reduced certification approach for these claims.
- 18 As highlighted above our planned fee for auditing the Council's grant claims has reduced. We will utilise information and assurances gained from our audit of two housing benefit performance indicators, carried out as part of our data quality assessment, in order to reduce the time required to audit the Council's Housing Benefit and Council tax claim.

Appendix 2 – Basis for fee

- 1 The Audit Commission is committed to targeting its work where it will have the greatest effect, based upon assessments of risk and performance. This means planning work to address areas of risk relevant to our audit responsibilities and reflecting this in the audit fees. It also means making sure that our work is coordinated with the work of other regulators, and that our work helps you to improve.
- 2 The risk assessment process starts with the identification of the significant financial and operational risks applying at the Council with reference to:
 - our cumulative knowledge of the Council;
 - planning guidance issued by the Audit Commission;
 - the specific results of previous and ongoing audit work;
 - interviews with Council officers;
 - liaison with internal audit; and
 - the results of other review agencies' work where relevant.

Assumptions

- 3 In setting the fee, we have assumed that:
 - the level of risk in relation to the audit of the financial statements will increase as the accounts will be prepared by the successor body and the arrangements for doing so are yet to be determined;
 - you will inform us of significant developments impacting on our audit;
 - internal audit meets the appropriate professional standards;
 - good quality working papers and records will be provided to support the financial statements;
 - requested information will be provided within agreed timescales;
 - prompt responses will be provided to draft reports; and
 - additional work will not be required to address questions or objections raised by local government electors.
- 4 Where these assumptions are not met, I will be required to undertake additional work which is likely to result in an increased audit fee. The fee for the audit of the financial statements will be re-visited when we issue the opinion audit plan.

- 5 Changes to the plan will be agreed with you. These may be required if:
- new residual audit risks emerge;
 - additional work is required by the Audit Commission or other regulators; or
 - additional work is required as a result of changes in legislation, professional standards or as a result of changes in financial reporting.
- 6 Below is a detailed breakdown of the audit and inspection fee for 2008/09.
- 7 The fee (plus VAT) will be charged in 12 equal instalments from April 2008 to March 2009.

Table 6 Detailed audit and inspection fee

Audit area	Planned fee 2008/09	Planned/Actual fee 2007/08	Page
Audit			
Financial statements	£78,164	£73,650	9
Use of Resources	£22,557	£23,400	11
Data Quality	£15,090	£10,800	19
Whole of government accounts and NFI	£2,726	£2,500	20
Total audit fee	£118,537	£110,920	
Inspection			
Relationship management	£2,986	£2,950	13
Direction of Travel	£2,986	£2,950	13
Service inspection	£3,291	£6,330	14
Total inspection fee	£9,263	£12,230	
Total audit and inspection fee	£127,800	£123,150	
Certification of claims and returns	£17,500	£19,000	20

Appendix 3 – Initial risk assessment – Use of resources and VFM conclusion

Significant risks identified	Mitigating action by audited body	Residual audit risk	Action in response to residual audit risk	Link to auditor's responsibilities
<p>LGR involves numerous use of resources risks including:</p> <ul style="list-style-type: none"> • increased staff turnover and key vacancies leading to a breakdown in internal control; • misappropriation of assets, especially ICT; • a rush to spend money resulting in poor value for money; and • transitional arrangements for governance and business continuity. 	<p>There is a good transition agreement designed to effectively manage this high risk with an independent project manager appointed and transitional governance arrangements in place.</p>	<p>Yes</p>	<p>We will track LGR preparations, through meetings, review of minutes and enquiry into issues arising at other reorganised authorities.</p>	<p>All aspects of the VFM Conclusion to be given by 30 September 2009 and 2008 UOR assessment (especially themes 4.2, 4.3, 5.1 and 5.2).</p>

Significant risks identified	Mitigating action by audited body	Residual audit risk	Action in response to residual audit risk	Link to auditor's responsibilities
<p>Potential changes to the experience and knowledge of staff available to produce the financial statements following transfer of responsibilities to the new unitary council; and</p> <p>Possible weaknesses in internal controls resulting from secondments and leavers as a result of LGR.</p>	<p>Management are reviewing resource pressures at each of their fortnightly meetings.</p>	<p>Yes</p>	<p>Additional time may be required to cover additional risks arising during the audit of the financial statements.</p>	<p>Audit opinion on the Council's statement of accounts.</p>
<p>The adoption of International Financial Reporting Standards (IFRS) is not required by local government bodies in 2008/09. However, there may be a requirement to prepare whole of government accounts (WGA) consolidation packs on the basis of IFRS.</p>	<p>Staff are following developments and requirements. Although adoption of IFRS will be after 31 March 2009, the 2008/09 WGA return may require restating to be IFRS compliant.</p>	<p>Yes</p>	<p>Understanding of the requirements and review of closedown arrangements for WGA.</p>	<p>Opinion on the Whole of Government submission pack.</p>

Appendix 4 – Independence and objectivity

- 1 We are not aware of any relationships that may affect the independence and objectivity of the District Auditor and the audit staff, which we are required by auditing and ethical standards to communicate to you.
- 2 We comply with the ethical standards issued by the APB and with the Commission's requirements in respect of independence and objectivity as summarised below.
- 3 Auditors appointed by the Audit Commission are required to comply with the Commission's Code of Audit Practice and Standing Guidance for Auditors, which defines the terms of the appointment. When auditing the financial statements, auditors are also required to comply with auditing standards and ethical standards issued by the Auditing Practices Board (APB).
- 4 The main requirements of the Code of Audit Practice, Standing Guidance for Auditors and the standards are summarised below.
- 5 International Standard on Auditing (UK and Ireland) 260 (Communication of audit matters with those charged with governance) requires that the appointed auditor:
 - discloses in writing all relationships that may bear on the auditor's objectivity and independence, the related safeguards put in place to protect against these threats and the total amount of fee that the auditor has charged the client; and
 - confirms in writing that the APB's ethical standards are complied with and that, in the auditor's professional judgement, they are independent and their objectivity is not compromised.
- 6 The standard defines 'those charged with governance' as 'those persons entrusted with the supervision, control and direction of an entity'. In your case, the appropriate addressee of communications from the auditor to those charged with governance is the [audit committee]. The auditor reserves the right, however, to communicate directly with the Council on matters which are considered to be of sufficient importance.
- 7 The Commission's Code of Audit Practice has an overriding general requirement that appointed auditors carry out their work independently and objectively, and ensure that they do not act in any way that might give rise to, or could reasonably be perceived to give rise to, a conflict of interest. In particular, appointed auditors and their staff should avoid entering into any official, professional or personal relationships which may, or could reasonably be perceived to, cause them inappropriately or unjustifiably to limit the scope, extent or rigour of their work or impair the objectivity of their judgement.

- 8 The Standing Guidance for Auditors includes a number of specific rules. The key rules relevant to this audit appointment are as follows.
- Appointed auditors should not perform additional work for an audited body (ie work over and above the minimum required to meet their statutory responsibilities) if it would compromise their independence or might give rise to a reasonable perception that their independence could be compromised. Where the audited body invites the auditor to carry out risk-based work in a particular area that cannot otherwise be justified as necessary to support the auditor’s opinion and conclusions, it should be clearly differentiated within the Audit and Inspection Plan as being ‘additional work’ and charged for separately from the normal audit fee.
 - Auditors should not accept engagements that involve commenting on the performance of other auditors appointed by the Commission on Commission work without first consulting the Commission.
 - The District Auditor responsible for the audit should, in all but the most exceptional circumstances, be changed at least once every five years.
 - The District Auditor and senior members of the audit team are prevented from taking part in political activity on behalf of a political party, or special interest group, whose activities relate directly to the functions of local government or NHS bodies in general, or to a particular local government or NHS body.
 - The District Auditor and members of the audit team must abide by the Commission’s policy on gifts, hospitality and entertainment.

Appendix 5 – Working together

Meetings

- 1 The audit and inspection team will maintain knowledge of your issues to inform audit and inspection through regular liaison with key officers.
- 2 Our proposal for meetings is as follows.

Table 7 Proposed meetings with officers

Council officers	Audit Commission staff	Timing	Purpose
Chief Executive	District Auditor (DA) Audit Manager (AM)	Quarterly: April, August, November, February	General update plus: <ul style="list-style-type: none"> • April - Audit and Inspection Plan • June - accounts progress and VFM
Acting Director of Resources	AM	Quarterly	Update on audit and opinion issues
Chief Internal Auditor	AM and TL	Quarterly	Update on audit progress and issues
Audit Committee	DA and AM, with TL as appropriate	Quarterly	Formal reporting of: <ul style="list-style-type: none"> • Audit and Inspection Plan; • Annual governance report; • Annual Audit and Inspection Letter; and • other issues as appropriate.

Sustainability

- 3 The Audit Commission is committed to promoting sustainability in our working practices and we will actively consider opportunities to reduce our impact on the environment. This will include:
 - reducing paper flow by encouraging you to submit documentation and working papers electronically;
 - use of video and telephone conferencing for meetings as appropriate; and
 - reducing travel.

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Chester-le-Street
District Council

Report to:	Executive
Date of Meeting:	01/09/2008
Report from:	Director of Development Services
Title of Report:	Communities for Health Mental Health project – Interim Evaluation

1. Purpose and Summary

- 1.1 To present Members an interim evaluation of the Communities for Health Mental Health project delivered by MIND on behalf of the Council.
- 1.2 It is recommended that Members note the contents of the report and delegate responsibility to the Communities for Health Sub-group to oversee the full evaluation of the first year of the Mental Health project.

2. Consultation

- 2.1 Consultation took place at the project development stage and included the Director of Development Services, Executive and the Communities for Health sub group.

3. Transition Plan and People and Place Priority

- 3.1 The proposed programme supports the Transition plan and People and Place priority as it is designed to leave a lasting legacy in the locality and its organisations through increased awareness of mental health issues, policy development and appropriate staff training.

4. Implications

- 4.1 Financial Implications and Value for Money Statement

There are no financial Implications arising from this report as the funds allocated to the project have been granted by DoH as part of the Communities for Health programme

4.2 Local Government Reorganisation Issues

There are no LGR issues affecting the project 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

There are no staff implications arising from this report

4.5 Other Services

Other Council services have benefited through the training element of this programme. MIND will continue to provide support to Council departments as and when required.

4.6 Diversity

The project supports equal opportunities for all in its delivery. In addition tackling discrimination against mental health sufferers is integral to the training provided.

4.7 Risk

MIND has had a long history of delivering projects successfully. Equally, the success of the scheme in terms of take up in a very short space of time and the positive evaluations from participants suggest that the project can be considered very low risk.

4.8 Crime and Disorder

No direct links to the crime and disorder agenda. However, the project does promote greater understanding of mental health issues and as such will help people to diffuse situations which can be perceived as anti-social behaviour when in fact a person might be in need of mental health support.

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 2nd April 2007, Members delegated authority to the Communities for Health (C4H) Sub-group to allocate the Department of Health's Communities for Health funds as appropriate to tackle health inequalities in the District.

5.2 After careful consideration, the Communities for Health Sub-Group decided to allocate £42,000 to MIND to increase awareness on mental health issues and to deliver training across a wide range of organisations in the District.

5.3 The project objectives, as set by the C4H Sub-group were as follows:

- To engage agencies and organisations in District, in mental health awareness
- To improve knowledge and awareness of mental health issues and existing services in agencies across all sectors
- To equip agencies with the knowledge and information to enable them to address the mental health needs of their staff and customers/clients.

5.4 The project has been operating for just over 6 months and the C4H sub-group met with MIND on 31st July to examine the project's performance over two quarters.

5.5 Naturally, with the project being in operation for such a small period of time, only an interim evaluation could be undertaken concentrating on the project's performance against set objectives.

5.6 Both from performance figures submitted by MIND, but also from anecdotal evidence and feedback from organisations who benefited from the project, it is apparent that the project has been successful in a short space of time. In addition, the demand on the service has remained high

- and the needs of agencies for support from the service has increased and become more diverse.
- 5.7 The project continues to provide a range of quality training (including the newly introduced Mental Health First Aid) based on the initial training needs analysis. It is also supporting a small number of organisations on the development and establishment of policy, practice and service development.
- 5.8 In Appendix 1, members can find all the performance figures submitted by MIND. As a summary, however, it is worth noting the following:
- The project has already met its target of contacting 147 organisations.
 - More importantly, MIND has managed to engage 96 or 65% of the above organisations in training, against a target of 35%. This in itself is evidence of the high demand for the support the project offers and the importance of mental health issues more generally.
 - The overwhelming majority of those trained rated the training provided as good or excellent. Against an 80% target, the project achieved ratings ranging from over 90% and up to 100% of clients rating the training as very good or excellent.
 - Although it is very early to judge performance on outcome targets, initial responses also show excellent results. For example, against a target of 25% of organisations taking a proactive approach (e.g. implementing relevant policies), initial results have been at 100%. Equally, against a target of 50% reporting that information has been cascaded within their organisation initial results also point to a figure of 100% (though final figures will be confirmed as part of the full year evaluation).
- 5.9 Overall, the results of these first 6 months of the project have shown that the local organisations were “thirsty” for both awareness and training on mental health issues. The project has managed to engage with a very large number of organisations from both public and private sector. The organisations involved range from the Council itself, Fire Service and GPs, to schools, Business Link and the Beamish museum. The full list can be found in Appendix 2.
- 5.10 The C4H Sub-group is satisfied that the work of MIND in this project has already delivered tangible outputs and that there are early signs of achievable outcomes too. It has been agreed with MIND that a closer examination of outcomes achieved will take place as part of a fuller evaluation of the first year of the project.

5.11 Meanwhile, the Sub-group agreed with MIND the approach to be taken over the next six months of the project. This is as follows:

- To continue to provide Mental Health First Aid training as appropriate
- Work with Regional Mind Mental Health First Aid service to ensure that Chester-le-Street and local community gain access to training
- Support the development of policy, practice and service issues with local agencies
- Follow up those agencies where initial contact was made and where discussions took place to further clarify the needs of the organisations.
- Circulate information to workplaces based on the discussions with and support of Business Link North East.

The group also discussed a potential workprogramme for year 2 of the Project (attached as Appendix 3), though this and related targets have not been formally agreed yet. As members may recall, a C4H allocation of £16,000 for Year 2 was agreed by Executive on 12th May 2008, and authority was delegated to the C4H sub-group to agree with MIND the relevant activities and targets.

6. Recommendations

1. It is recommended that Members note the contents of the report and delegate responsibility to the Communities for Health Sub-group to oversee the full evaluation of the first year of the Mental Health project.

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APPENDIX 1

CHESTER-LE-STREET COMMUNITIES FOR HEALTH – PROMOTING MENTAL HEALTH

Quarterly Report No. 2.

Date 31st July 2008.

OBJECTIVE	PERFORMANCE MEASURE	TARGET	QUARTER 1. ACTUAL	QUARTER 2. ACTUAL
To engage agencies and organisations in the CIS District, in mental health awareness	Number of agencies/organisations contacted	To contact 128 agencies/organisations in the District	<p>128 local community organisations contacted via CVS</p> <p>104 selected as appropriate for project Additionally 23 contacts made with public sector, private sector agencies</p> <p>77 responses as a result of above and engaged with these organisations across a range of issues.</p> <p>Including the following:- Public sector :- 2 - Fire Service 1 - Police 7 - GP practices 4 – Pharmacies 1 – Tees Esk and Wear Valley Mental Health Trust 1 – County Durham PCT 1 – Chester-le-Street District Council</p>	<p>Another 19 agencies contacted bringing the total to 147</p> <p>Training provided to Community Agencies – 34 agencies excluding District Council Departments</p> <p>Number of people trained - 145</p> <p>Training provided to schools – 2 workshops at Park View and 1 at Roseberry Grange</p> <p>Number of students trained - 221</p> <p>Development work initiated Beamish Museum – staff training</p> <p>Tees Esk and Wear Valley NHS Trust – E-Learning</p> <p>Carers Centre Chester-le-Street – Protocol development staff</p>

			<p>Private Sector 1 - North East Direct Access 1 - Business Link North east 2 - North East Chamber of Commerce</p> <p>Schools Park View, Pelton Roseberry</p>	<p>training, service development.</p> <p>Private Sector – Business Link North East – commercial sector development</p> <p>Ushaw College discussions to take place with Trainee Priests</p> <p>Park View School development work on-going for new student support and workshops. To continue to support SEAL programme and school mental health policy.</p>
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OBJECTIVE	PERFORMANCE MEASURE	TARGET	QUARTER 1. ACTUAL	QUARTER 2. ACTUAL
To improve knowledge and awareness of mental health issues and existing services in agencies across all sectors.	Percentage of agencies/organisations contacted that are engaged on project	To engage 35% of all agencies contacted	Total – 77 (60%)	Another 19 agencies engaged bringing the total to 96 out of 147 or 65%
As above	Number of training sessions delivered	To deliver a minimum of 10 training sessions throughout the year	<p>1 – Mental Health First Aid programme delivered. 3 planned for May June and July. Further programmes will be delivered as year progresses</p> <p>11 Themed Mental Health Training programme planned with 2 delivered</p> <p>2 - training workshops planned for Park View School. Currently supporting SEAL policy and whole school policy – Healthy School Award.</p> <p>1 training workshop delivered in Pelton Roseberry School. Programmes yet to be delivered for District Council, 1 MHFA planned for May to be confirmed.</p>	<p>4 - Mental Health First Aid programmes delivered. Two more planned for Sept and Nov.</p> <p>7 – Individual Themed Mental Health training programmes delivered.</p> <p>3 – delivered to District Council Officers on Introduction to Mental Health issues</p> <p>2 – Workshops delivered to Park View School year 10.</p> <p>Request from Pelton Roseberry School for further workshops.</p> <p>Request from Chester-le-Street Leisure Services for workshops with young people, arranged for August 2008.</p>

OBJECTIVE	PERFORMANCE MEASURE	TARGET	QUARTER 1. ACTUAL	QUARTER 2. ACTUAL
As above	Number of agencies/organisations accessing training	To engage staff/volunteers from at least 30 agencies in training sessions	18 engaged to date	Another 16 engaged in this quarter
To equip agencies with the knowledge and information to enable them to address the mental health needs of their staff and customers/clients.	Percentage of individuals rating the training sessions as good or excellent	80% of reports rating the sessions as good or excellent	<p>Mental Health First Aid - as at 22 April 100% rated training as excellent, very good or good, 64% rating as excellent.</p> <p>11 Themed Mental Health Training Programme – Introduction to Common Mental Health Problems 93% rated as excellent, very good or good, with 32% rating as excellent.</p> <p>Principles Underpinning Mental Health rated as 97% rated as excellent, very good or good, with 34% rating as excellent.</p> <p>Pelton Roseberry Sports and Community College – Introductory Mental Health Workshop 80% rated as excellent or good.</p>	<p>Mental Health First Aid - as at 22 April 100% rated training as excellent, very good or good, 64% rating as excellent.</p> <p>Individual Themed Mental Health Training Programmes 49% rated as excellent, 50% rated as very good.</p> <p>Chester-le-Street District Council Officers Introduction to Mental Health – 60% rated training as very good, 39% as excellent.</p> <p>Chester-le-Street District Council Officers Mental Health First Aid rated 85% as excellent and 15% as very good.</p> <p>Park View School – Mental Health Workshop 88% rated as excellent or good.</p>

OBJECTIVE	PERFORMANCE MEASURE	TARGET	QUARTER 1. ACTUAL	QUARTER 2. ACTUAL
As above	Percentage of individuals reporting an increased knowledge and understanding of mental health issues, following attendance at on of the training sessions	75% of reports stating an increased knowledge and understanding of mental health issues	100% - recent Principles Underpinning Mental Health Mental Health First Aid and Introduction to Common Mental Health Problems qualitative analysis from evaluations suggest similar	100% on all programmes
As above	Percentage of agencies/organisations who have gone on to cascade information and/or training within organisation	50% of reports stating that information has been cascaded within the organisation	100% from most recent evaluation Principles Underpinning Mental Health. Qualitative responses show similar. Future follow up needed.	100% will cascade using range of activities from team meetings to presentations.

OBJECTIVE	PERFORMANCE MEASURE	TARGET	ACTUAL	
As above	Percentage of agencies/organisations who have adopted a proactive approach to addressing mental health issues (implementing policies etc)	25% of reports stating that a proactive approach has been taken such as implementing policies etc	100% from most recent evaluation Principles Underpinning Mental Health. Qualitative responses show similar. Future follow up needed.	Qualitative responses confirm that agencies are actively addressing practice and protocols. Additionally Mind is supporting agencies in this work. Future follow up needed to evidence the impact long term.
As above	Percentage of agencies/organisations who have used the knowledge and information acquired on the project in the workplace e.g. supporting staff or clients, referring into existing services etc.	25% of reports stating that knowledge and information has been used to support staff/clients	To be evaluated further however recent programmes suggest that this learning is being used to effectively address client need.	As above. More robust methods needed to evaluate impact and analyse future needs.

APPENDIX 2

Organisations that have completed mental health training.

1st Quarter.

1. Chester-le-Street Mind
2. Bridge Project
3. Ouston Village Association
4. Return to Learn
5. Chester-le-Street Carers Group
6. Liberty from Addiction
7. U-Choose
8. SURF
9. The Stroke Association
10. DASH
11. MENE
12. Ouston Community Association
13. Gateway Wheelers
14. SHAID
15. Spiral Skills
16. Alzheimers Society
17. After Adoption
18. Pelton Roseberry School

2nd Quarter.

19. The No Way Trust
20. Chester-le-Street Health Centre
21. Park View School
22. Samaritans
23. New College
24. NECA
25. Chester-le-Street Community Project
26. Chester-le-Street Youth Centre
27. Chester-le-Street CAB
28. Chester-le-Street District Council
29. Holyoake Stroke Club
30. Social Services
31. Smart Justice
32. Age Concern
33. NEDA
34. Chester-le-Street Residents Assoc.

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APPENDIX 3
Chester-le-Street District Council
Healthy Communities - Mental Health Project
Project Options – 2009

No.	Objective	Actions	Targets	Timescale
1	Establish an employer forum and/or engage with employers groups - to encourage good practice and lead employers (sign up by employers)	Encourage sign up of working group with lead agency. Link to PCT Public Health	10% of first year agencies.	Throughout year 2 of project.
2	Support the development of interventions to reduce stress in the workplace (link to initiatives such as Improving Working Lives)	Link to current practice – report on success and gaps. Link to PCT Public Health.	Number of agencies, details of support provided.	Throughout year 2 of project.
3	Engage with appropriate local community agencies to support the development and improvement of protocols and practice in relation to mental health issues with clients and staff.	Meet with explore, develop systems and provide specific recommendations for organisational improvements on mental health issues.	12 local organisations which require in depth support in development of protocols and practice.	Throughout year 2 of project.
4	Deliver to local organisations specialist training programmes in mental health for staff and volunteers.	Utilise the training need analysis from year 1. Audit further any additional training required, work with agencies to develop unique training to their needs. Explore potential in accreditation of programmes.	Maximum 12 organisations which require further training developed specific to their needs.	Throughout year 2 of project.
5	Audit of project	Conduct qualitative and quantitative evaluation and audit of projects first year impact.	145 agencies	Throughout year 2 of project.

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Chester-le-Street
District Council

Report to: Executive

Date of Meeting: 1st September 2008
Report from: Regeneration & Strategic Planning Manager

Title of Report: Early Integration of the Local Development Framework Function

1. Purpose and Summary

- 1.1 The purpose of this report is to request Member agreement for the formal cessation of the Chester-le-Street LDF programme, and to note the early integration of all District and County Council work on the production of Local Development Frameworks (LDF) in anticipation of the forthcoming creation of a unitary authority for County Durham.
- 1.2 All District and County Councils currently have a Local Development Scheme (LDS), agreed with GONE, which identifies the scope and programme which guides the production of individual LDFs. For districts this involves comprehensive local planning and for counties mineral and waste planning. The current programme of district based LDF production will not allow sufficient time for any LDF document to have reached formal submission stage by vesting day. There is, therefore, little value in continued individual activity, but value in early collaborative work to make an early start on the production of a new County LDF. This will also allow the early development of a 'county-wide' perspective for involvement in the production of an Integrated Regional Strategy and assisting with the housing review of the RSS.
- 1.3 The LGR Place Programme Board and the Joint Implementation Team have previously endorsed the early integration of the LDF function. The County Durham Districts Forum also agreed at its meeting on 6th June to pursue early integration.

1.4 The Department of Communities and Local Government (CLG) have now published regulations which propose an immediate transfer of responsibility for LDF preparation from the Districts to the County Council. This will also require the transitional authority to submit a revised Local Development Scheme (LDS) by 30th September, which will replace all the existing LDSs.

1.5 This report on early integration, adapted to incorporate specific Council circumstances, is being taken to all Councils across the County for authorisation, so that work can commence on the new Unitary Local Development Framework prior to vesting day.

2. Consultation

2.1 See paragraph 1.3 above

3. Transition Plan and People and Place Priority

3.1 “Develop and publish a LDF” is one of the Corporate Plan proposals listed in the Transition Plan.

4. Implications

4.1 Financial Implications and Value for Money Statement

The cessation of the Chester-le-Street LDF programme and formal public consultation will result in cost savings

4.2 Local Government Reorganisation Issues

The whole report relates to reorganisation issues

4.3 Legal

Compliance with the general and transitional LDF Regulations

4.4 Personnel

See paragraphs 5.13 & 5.14

4.5 Other Services

There is a need to ensure that there continues to be close working between planning policy and development control

4.6 Diversity

No significant issues

4.7 Risk

Limited risk to the District Council

4.8 Crime and Disorder

No significant 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, timely, consistent and comprehensive. The council's Data Quality Policy has been complied with in producing this report.

4.10 Other Implications None

5. Background ,Position Statement and Option Appraisal

5.1 All eight LPAs in County Durham have embarked on LDF production in accordance with CLG's existing guidance. Each have presented the content and timetable for production in their respective Local Development Schemes (LDS) and agreed such schemes with GONE.

5.2 LDF production across County Durham is proposed to consist of the following key components:

- Core Strategies – District wide based core strategies proposed by all seven District authorities (although Durham City will be relying on their recently adopted Local Plan in the short to medium term) and two topic based core strategies by the County Council relating to waste and minerals planning.
- Development Control (DC) Policy Development Plan Documents (DPDs) (proposed by all 7 district authorities although some have combined the DC DPDs and the Core Strategy). The Minerals and Waste Core Strategy DPDs also include development control policies.
- Major allocations DPD (proposed by 6 District and County Council (x2)).
- In addition there is proposed a number of area action plans and topic based Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs).

5.3 These LDF documents are supported by:

- Local Development Schemes which describe the LDF proposed activity by individual authorities and agreed with GONE;
- Statements of Community Involvement (SCI) now agreed by seven of the eight authorities (Durham City's has not yet been adopted);
- Sustainability Appraisal, Sustainability Environment Assessment (SEA) and Appropriate Assessment Frameworks against which all LDF documents are assessed;

- A robust evidence base; and
 - Annual Monitoring Reports submitted to GONE by end of December each year.
- 5.4 None of the key components of LDF production, by either District or County, have reached the 'formal' stage of plan production, ie submission stage, although for Sedgfield and Easington submission stage was originally planned for March and May 2008 respectively. The vast majority of Core Strategy production was expected to reach Preferred Options stage during 2008 (7 of the 9 plans being prepared). Only the core strategies for Durham City LDF (April 2010) and the Waste Strategy (June/July 2009) lie outside this time framework. The latest date for a Core Strategy to reach Preferred Option stage was anticipated to be April 2010.
- 5.5 Progress on plan making is also a requirement for the allocation of the Housing and Delivery Grant in 2008/09. Guidance is awaited from the Government to determine the impact of production of a single LDS and single AMR. In addition individual authorities will need to advise on what is to happen with currently unallocated Planning Delivery Grant funds.
- 5.6.1 A significant amount of joint working on data/evidence collection, particularly on housing and flood risk, employment, retail and renewable energy has already been undertaken which can support a more collective approach. In addition economic appraisal work undertaken to support County and Regional strategies provides further collective support to planning evidence base.

DRAFT LOCAL GOVERNMENT (STRUCTURAL CHANGES) (TRANSITIONAL ARRANGEMENTS) REGULATIONS 2008 – TOWN AND COUNTRY PLANNING

- 5.7 CLG published the above regulations in June. In essence the regulations propose that in areas affected by local government restructuring the Implementation Executive or Shadow Council leading the transition to unitary status (ie Durham County Council) becomes the local planning authority except in relation to development control (ie. decisions relating to planning applications will continue to be undertaken by existing districts). The County Council will continue to have responsibility for waste and minerals planning. Predecessor councils, such as Chester-le-Street, will be consulted on, and receive copies of, relevant documents that are produced up to vesting day.
- 5.8 The County Council will be required to submit a Local Development Scheme to the Secretary of State six months before the reorganisation date (ie. 30 September 2008). It is open to a transitional council to include in the LDS a DPD, which is being prepared by a predecessor council and will be adopted over the coming months. Any Local Development

Documents must be prepared in accordance with the SCIs of predecessor councils until a new unitary-wide SCI is adopted.

BENEFITS OF EARLY INTEGRATION

- 5.9 Early integration could have significant benefits for the new unitary authority. These include:
- It will help the District Councils to influence the transitional responsibilities given to the County Council by the new Regulations as outlined in paragraph 5.7 of this report.
 - A single collective and strategic approach to spatial planning would be beneficial to present County Durham's perspective for work on the proposed Integrated Regional Strategy.
 - It would enable early consideration and alignment of strategic economic, transport and housing policy, and collective alignment of evidence gathering and research.
 - It would provide for continuity and momentum in development planning activity, which is currently 'stalling' in some authorities.
 - It would enable current resources, which are deployed (and currently declining in some Councils) to development planning to be re-focused giving potential additional staff stability.

RESOURCES/MANAGEMENT/STRUCTURE

- 5.10 Facilitation of early integration will require further consideration of the resource, management/supervisory and operational implications, and the need to continue 'other' forward planning activity, including the policy input to decision making through development control, the production of site development briefs and input into other 'corporate' policies and activities.
- 5.11 It is also important to facilitate this process without conveying advantage or disadvantage on existing staff by establishing structures/operational arrangements that could also prejudice future staffing arrangements coming forward for the new council. It is considered essential that arrangements are seen as temporary pending decisions to be taken by the new council.
- 5.12 The preferred option would involve:
- The Planning workstream being given responsibility for overseeing all LDF activity, managing work programmes, priority setting and reporting to individual councils through respective departmental arrangements;
 - An Interim manager being 'appointed' or seconded (preferably external) in accordance with job profile to be agreed, responsible to Workstream for day to day management and supervision of collective LDF activity;
 - An Interim team being formed with individuals being seconded/nominated by district and county, working virtually or

centrally. It is likely that the interim team will be located at the Civic Centre in Chester-le-Street

Resources Specific to Chester-le-Street

- 5.13 There are two policy planners working on the LDF within the Regeneration & Strategic Planning team, the regeneration & strategic planning manager and a planning assistant. It is anticipated that approximately 50% of their time (2 or 3 days per week) will be taken up the interim team work, and 50% will remain on District Council functions as outlined in paragraph 5.17., such as the town centre master plan and implementation of the Regeneration Strategy.
- 5.14.1 The other officers in the team, the economic development & tourism officer, the GIS officer and the sustainability officer, will continue to work on general regeneration projects.

DESCRIPTION OF FUNCTIONS

- 5.15 The first task of the new interim team structure would be the production of the new LDS by the 30th September. The LDS will need to have reference to district based priorities developed through district issues/preferred options reports and the assessment/collation of district commissioned and compiled LDF evidence base. The Planning Advisory Service, which is currently working with Northumberland authorities, has offered to assist in facilitating the production of a single LDS, if required.
- 5.16 Other duties of the Interim Team are likely to include the following but will be dependent on the priorities identified by the new County Council Members:
- Production of single SCI (to replace existing).
 - Consultation/negotiation with GONE;
 - Commencement on the production of a LDF Core Strategy and Development Management DPD, which may or may not include Waste and Minerals;
 - If the Core Strategy does not include Waste or Minerals then separate DPDs will be needed;
 - Preparation and implementation of LDF Sustainability Appraisal and Appropriate Assessment activity;
 - Production of a Housing Allocations DPD (PSA20 requires adoption of this document by April 2011);
 - Supporting Supplementary Planning Documents on issues such as Affordable Housing and S106 agreements;
 - Input into the County Durham Sustainable Community Strategy;

- Liaison with other emerging strategic housing, economic development and transport functions of new authority;
 - Input to other strategy production, including Integrated Regional Plan, LTP, County and Regional Economic Strategies;
 - Appraisal and compilation of comprehensive evidence base;
 - Development of comprehensive monitoring systems and facilitating the transfer of data to single system; and
- 5.17 The functions that will continue to be undertaken by District Councils until vesting day would include:
- Providing policy input into Development Control,
 - Policy input to other District based plans and strategies;
 - Production of site development briefs and other development guidance including regeneration projects;
 - Continued work on existing action area/master planning priorities, in consultation with new authority;
 - Day to day forward planning enquiries;
 - District based monitoring and facilitating the transfer of data to single system;
- 5.18 Development Plans Managers will continue to manage the other non-planning staff within their teams until their future within the new unitary authority has been agreed.
- 5.19 In exploring the opportunity to integrate forward planning activities it will be essential to understand and maintain the critical functional and operational links with Development and Building Control to ensure no fall in service delivery and performance.

IMPACTS OF EARLY INTEGRATION

- 5.20 There are important issues relating to the immediate transfer of functions. These include:
- financial costs of relocation of staff for part of the working week including IT support (e.g. laptops etc.), accommodation rental, mileage and subsistence;
 - the immediate cessation of district based activity, other than that outlined in paragraph 5.17;
 - the impact on already agreed production/consultation processes planned for implementation by District authorities;
 - how to capture evidence building already undertaken and achieve consistency across all District areas in timescale for integration;
 - need to merge/amalgamate IT and district based systems; potential public/consultee confusion;;
 - potential political resistance to early transfer;

- direct immediate impact on staff currently employed in the Forward Planning sections of District Councils; and
- indirect immediate impact on staff in both District and County Councils who have wider management responsibility (often covering all aspects of Planning Workstream functions).

IMPACTS SPECIFIC TO CHESTER-LE-STREET

- 5.21 The Chester-le-Street LDF timetable anticipated consultation on the core strategy and development control policy preferred options, plus site allocation issues and options, by the end of May. However, this work has been delayed largely because the planning assistant post was vacant for 5 months.
- 5.22 New LDF Regulations mean that it is now discretionary and no longer a statutory requirement to publish preferred option documents. Given the new Regulations and that fact that there will now be a single core strategy and development policies for the whole County, it is probably not prudent for the District Council to formally consult on its preferred options at this late stage.
- 5.23 However, your officers could still undertake District based background work which could be adapted and influence emerging work on the countywide core strategy and development policies. Consultation will still take place on potential housing site options within the District, within the context of a Strategic Housing Land Availability Assessment (SHLAA), The SHLAA is expected to be completed by the end of September.

CONCLUSIONS

- 5.24 It is clear that early integration of LDF activity will ensure best use of resources and enable work on the single LDF for County Durham to progress as quickly as possible. CLG also favour the initiation of early integration and feel that this can be legally undertaken. Indeed the demands of the new Regulations mean that early integration is in practice the only credible option.
- 5.25 Given the content of the Draft Regulations published by CLG and the urgency and number of tasks to be undertaken by the new integrated Interim Team will start to meet from early August.

6. Recommendations

- 6.1 The Executive is recommended to:

- i) agree to the formal cessation of work on the Chester-le-Street Local Development Framework, and
- ii) Note and support the early integration of the Local Development Framework (LDF) function and the creation of an Interim Team and the interim appointment of a Strategic Planning Manager as outlined above.

7. Background Papers/ Documents referred to

7.1 None

AUTHOR NAME; Workstream collective report adapted by John Smerdon

DESIGNATION; Regeneration & Strategic Planning Manager

DATE OF REPORT; 1st July 2008

AUTHOR CONTACT; 0191 3872161

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Chester-le-Street
District Council

Report to:	Executive
Date of Meeting:	1 September 2008
Report from:	Director of Corporate Services
Title of Report:	Review into Local Watercourses

1. PURPOSE AND SUMMARY

- 1.1 To present the report of the Leisure and Neighbourhood Overview and Scrutiny Panel to the Executive, following the review into Local Watercourses as set out in Appendix 1.
- 1.2 To allow members the opportunity to discuss, amend and consider the report and the recommendations contained therein.

2. CONSULTATION

- 2.1 In the investigations and preparation of the review report, a wide variety of officers, members, partner organisations and outside agencies were consulted.
- 2.2 The Overview and Scrutiny Management Board approved the report and the recommendations contained therein, prior to it being submitted to the Executive.

3. TRANSITION PLAN AND PEOPLE AND PLACE PRIORITY

- 3.1 The review into Local Watercourses will help contribute towards the authority's new single priority of People and Place.

4. IMPLICATIONS

4.1 Financial

Financial implications are considered where possible in Appendix 1.

4.2 Legal

Legal implications are considered where possible in Appendix 1.

4.3 Personnel

There are no personnel implications to this report at this current time.

4.4 Diversity

Diversity implications are considered where possible in Appendix 1.

4.5 Risk

Risk implications are considered where possible in Appendix 1.

4.6 Crime and Disorder

Crime and Disorder implications are considered where possible in Appendix 1.

4.7 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.

4.8 LGR Implications

The report consulted widely during the evidence gathering stage and one of those consultees was Durham County Council and it is hoped that the final report can be submitted into the new authority to help in the management and development of local watercourses.

5. BACKGROUND, POSITION STATEMENT & OPTION APPRAISAL

5.1 The Leisure and Neighbourhood Overview and Scrutiny Panel conducted a major review into Local Watercourses. The review began in July 2007 and was concluded in March 2008.

5.2 The purpose of the review was to look at the quality of local watercourses and the environmental issues surrounding them.

- 5.3 The review team undertook extensive consultation involving a wide variety of stakeholders and used various techniques to gain information and evidence to support the recommendations contained in the report. Focus Groups, questionnaires, site visits and discussion groups are examples of the methods used during the review process.
- 5.4 The review panel visited a number of organisations and environmental schemes in order to fully understand the issues, the partnership approach and current thinking in the sustainability and improvement of local watercourses.
- 5.6 The review team gathered a lot of information and evidence throughout the review process and this has been collated and presented in the report attached at Appendix 1 of this report.

6. RECOMMENDATIONS

- 6.1 That Members note the review and agree to the recommendations contained within.
- 6.2 That the Executive agree that the report be forwarded to Durham County Council for consideration.

7. BACKGROUND PAPERS / DOCUMENTS REFERRED TO:

- As set out in Appendix 1.

AUTHOR NAME: Ian Forster
DESIGNATION: Director of Corporate Services
DATE OF REPORT: 18 August 2008
VERSION NUMBER 1.0

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Chester-le-Street
District Council

**Leisure & Neighbourhood Overview and
Scrutiny Panel
Review of Local Watercourses**



May 2008

FIRST DRAFT

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**REPORT OF LEISURE & NEIGHBOURHOOD OVERVIEW AND SCRUTINY
PANEL
REVIEW OF LOCAL WATERCOURSES**

Foreword of the Chair

Following discussions with panel members the Leisure and Neighbourhood Overview and Scrutiny Panel decided to undertake a review into the water quality of local watercourses. This was identified from topics highlighted in the panels work programme for 2006/07 and had been raised by local residents.

The review conducted by the panel was a piece of work that looked into the quality of local watercourses and associated environmental issues. As a panel we visited Lumley Park Burn and the mine water treatment reedbeds at Lamesley to investigate this issue in more depth. A number of focus groups were also held with a variety of stakeholders including the Coal Authority, Environment Agency and experts from Newcastle University. A variety of desktop research was also undertaken during the course of the review.

On behalf of the review panel I would like to take this opportunity to thank all the individuals and organisations involved in this review for their contributions. The panel found, in particular, the site visits most helpful during the review process. It is hoped that the recommendations within this report will be accepted and developed to ensure that Chester-le-Street continues to promote and encourage residents, visitors, businesses and communities to care for their environments. One of the four main principles of good scrutiny is to enable the voice and concerns of the public and through this review we have attempted to do so.

The review was carried out between July 2007 and March 2008.

Cllr Geoff Armstrong

Chair of Leisure and Neighbourhood Overview and Scrutiny Panel

**REPORT OF LEISURE & NEIGHBOURHOOD OVERVIEW AND SCRUTINY
PANEL
REVIEW OF LOCAL WATERCOURSES**

MEMBERSHIP OF THE PANEL

Councillor Geoff Armstrong	Chairman of the Panel
Councillor Bill Barrett	Vice-Chairman of the Panel
Councillor Keith Davidson	Panel Member
Councillor Alan Holden	Panel Member
Councillor Bill Laverick	Panel Member
Councillor Maureen May	Panel Member
Councillor Mike Sekowski	Panel Member
Councillor David Thompson	Panel Member
Councillor Frank Wilkinson	Panel Member

**REPORT OF LEISURE & NEIGHBOURHOOD OVERVIEW AND SCRUTINY
PANEL
REVIEW OF LOCAL WATERCOURSES**

1 Introduction

- 1.1 At the Leisure and Neighbourhood Overview and Scrutiny Panel meeting held on Wednesday 13 June 2007 Members discussed potential topics for scrutiny review. Local residents, the parish council and the local conservation group in Bournmoor had raised issues with Members over the quality of the local waterway, Lumley Park Burn, concerning environmental problems.
- 1.2 Members of the panel highlighted other issues concerning water quality in local waterways and it was decided that this would be an interesting issue for review and would provide benefit to local communities. It would also afford the opportunity for the scrutiny panel to undertake some work in external scrutiny as well as fulfilling part of the panels remit in managing the built and natural environment.

2 Purpose of the Review

- 2.1 The purpose of the review was to look at the quality of local watercourses and the environmental issues surrounding them. The desired outcome of the review would be to engage and work with partner organisations, local communities and groups. The review would aim to promote biodiversity within the Chester-le-Street area and particularly in relation to local watercourses.

3 Scrutiny Review Process

- 3.1 Scrutiny reviews are in-depth studies into issues which have been identified by scrutiny members as important to the community and Council of Chester-le-Street.
- 3.2 Scrutiny reviews investigate issues by a process of gathering evidence through speaking to individuals and groups that are involved or affected. The review panel then formulates realistic evidence based recommendations which are presented to the Council's Executive.
- 3.3 Scrutiny reviews will carry out a number of stages in undertaking and completing a review. The stages broadly are:

Stage 1 Scope

The initial stage of the review identifies the background, issues, potential outcomes and timetable for the review.

Stage 2 Investigate	The panel gathers evidence using a variety of tools and techniques and arranges site visits where appropriate.
Stage 3 Analyse	The key trends and issues are highlighted from the evidence gathered by the panel.
Stage 4 Clarify	The panel discusses and identifies the principal messages of the review from the work undertaken.
Stage 5 Recommend	The panel formulates and agrees realistic recommendations.
Stage 6 Report	Draft and final reports are prepared based on the evidence, findings and recommendations.
Stage 7 Monitor	The panel undertakes to monitor agreed recommendations on a regularly agreed basis.

4 Background

- 4.1 Many human activities and their by-products have the potential to pollute local waterways. Large and small industrial enterprises, the water industry, the urban infrastructure, agriculture, horticulture, transport, discharges from abandoned mines and deliberate or accidental pollution incidents all affect water quality.
- 4.2 Pollution is often described as *point source* or *diffuse* pollution. Point source pollution enters a water body at a specific site and is generally readily identified. This includes effluent discharges from sewage treatment works, power stations, landfill sites etc. Diffuse pollution arises where substances are widely used and dispersed over an area as a result of land-use activities such as urban development, amenity, farming and forestry.
- 4.3 A number of known discharges into the Lumley Park Burn and its tributaries have been recorded by individualist environmental group, igreens and this is attached at Appendix 1 of this report.

5 Terms of Reference

- 5.1 To build an impression of the biological, physical and chemical water quality of local waterways in and around the Chester-le-Street area.
- 5.2 To gain an understanding of the nature and causes of pollutants to local watercourses and the effects of such pollutants on the natural environment.

- 5.3 To investigate the role of the various agencies and environmental groups in the protection of local waterways and how the local authority assists or can assist in this process.
- 5.4 To look at the various methods either being planned or already employed to prevent contamination of local watercourses.

6 Methodology

- 6.1 The review panel was working to a clearly agreed timetable. The timetable was a useful tool by which progress could be monitored and also provided a basis for progress reports to the main panel meetings.
- 6.2 A list of publications, papers and documents was assembled by the Scrutiny Officer and a bibliography can be found in **Section 11** of this report.
- 6.3 Interviews were conducted with:
- Alex Norton (Development Manager – The Coal Authority)
 - Jamie Fletcher (Environment Manager Team Leader – Environment Agency)
 - Rob Carr (Environment Agency)
 - G Hoddy (Regulatory Officer – Environment Agency)
 - P Alebed (Mine Water Project – Environment Agency)
 - J McPake (Environment Manager – Environment Agency)
 - Paul Griffin (Bournmoor Parish Clerk)
 - R McFarlane (Biodiversity Officer – Environment Agency)
 - C Courage (Natural England)
 - M Garrett (Local Conservationist Group)
 - K Clark (Bournmoor Parish Council)
 - Dr Adam Jarvis (Hydrogeochemical Engineering Research and Outreach – Newcastle University)
 - David Wilkinson (Business Manager, Environmental Management and Laboratory – Durham County Council)
- 6.4 A field trip was arranged to follow the course of the Lumley Park Burn to allow members of the panel to gain an insight into the environmental issues affecting the burn along its course. A visit was also arranged, in conjunction with the Coal Authority, to the reedbed treatment area at Lamesley to illustrate one of the measures currently employed to successfully treat mine water.
- 6.5 A variety of desktop research was conducted to gain an insight into current developments in the treatment of mine water, environmental issues, current legislation and examples of innovative and successful initiatives.

7 Legislative & Strategic Context

The Water Framework Directive

- 7.1 The Water Framework Directive (WFD) is a key piece of European legislation that provides an overarching programme to deliver long-term protection to water environments, improving the quality of all water including groundwater and surface waters.
- 7.2 The WFD covers all water bodies including rivers, coasts, estuaries, man-made structures and groundwater sources and will enable the setting of new objectives to promote the sustainable use of water. The implementation of the directive takes place in planning cycles with a target completion date of 2015 for the first cycle.
- 7.3 Negative impacts on water environments e.g. factories and road networks will be identified under the WFD and a 'Programme of Measures' established to address all types of impact. River Basin Management Plans will bring together all these aspects to achieve a 'good status' in the UK's river basins by 2015. A core requirement within the WFD will be that of public participation.

The Groundwater Directive

- 7.4 The Groundwater Directive aims to protect groundwater from pollution by controlling discharges and disposals of certain dangerous substances. In the UK, the directive is implemented through the Groundwater Regulations 1998. The regulations deal with substances that can have an adverse impact on groundwater. Substances controlled under the regulations fall into lists:

List 1 substances are the most toxic and must be prevented from entering groundwater. Substances in this list may be disposed of to the ground, under permit, but must not reach groundwater. This includes pesticides, sheep dip, solvents, hydrocarbons, mercury, cadmium and cyanide.

List 2 substances are less dangerous, and can be discharged to groundwater under permit, but must not cause pollution. Examples include sewage, trade effluent and most wastes. Substances in this list include some heavy metals and ammonia, phosphorus and its compounds.

- 7.5 The Environment Agency (EA) is the primary organisation for groundwater protection in England and Wales. The regulations require the EA to consider monitoring in the area of authorised disposal sites to ensure groundwater protection; strategic groundwater monitoring may provide this.
- 7.6 The EA acts as a statutory consultee to the development/planning regime at both the strategic and development control levels. The Groundwater Directive must be repealed by December 2013. The WFD (2000/60/EC) and Groundwater Daughter Directive (2006/116/EC) will continue the regime of groundwater protection.

8 Findings of the Review

Field Trip – Lumley Park Burn

- 8.1 Members of the scrutiny panel along with officers from the Environment Agency, District Council and Members of Bournmoor Parish Council undertook a field trip along the course of the Lumley Park Burn to gain an understanding of some of the environmental issues that impact on watercourses across the district. Lumley Park Burn was chosen for the trip as it had been highlighted as an issue by the local conservation group and due to the stream exhibiting most of the issues that can be seen in other watercourses across the district.
- 8.2 Rain falling onto semi-permeable rocks at Houghton Cut feeds the Herrington and Moor Burns in effect creating these watercourses. Houghton Quarry, an active landfill site, was bunded with a water proof lining to prevent contamination of the land and watercourses. The Herrington and Moor Burns courses could be traced to the River Wear in Chester-le-Street. There were issues with spillages from adjacent industrial sites into the natural drainage and ultimately the watercourses.
- 8.3 During the field trip stretches of the Lumley Park Burn were seen contaminated with a fridge, garage door and various other detritus which was clearly visible in the water. The importance of keeping an up-to-date portfolio of pollutants to ensure effective analysis of watercourses was highlighted.
- 8.4 The Lumley Park Burn was a designated Grade 4 stream able to support fish yet there were no signs of fish in the particular stretch visited. The plant life survived due to rainwater washing pollutants from the vegetation. The Environment Agency reported that a network of monitoring points for streams and rivers was used to sample water quality with the number and frequency of sampling dependent on the importance of the stream or river.
- 8.5 Problems of unauthorised access to sewerage treatment works had the potential to create problems of an environmental nature and these were ongoing problems not isolated incidents.
- 8.6 Members were taken to a spot of the burn where mine water was being discharged into the watercourse. The oxide deposits were clearly visible in the river as well as erosion of the riverbank. Mine water pumping is permissible due to historical consents and currently is not prohibited by the law.

The Coal Authority

- 8.7 The Coal Authority (CA) was established by Parliament in 1994 to undertake specific statutory responsibilities. A Non-Departmental Public Body it is primarily funded by grant-in-aid amounting to £27 million per year. The CA employs 140 staff and its main responsibilities are as follows:
- Licensing coal mining operations in Britain

- Handling subsidence damage claims which are not the responsibility of licensed coal mine operators
 - Dealing with property and historic liability issues, such as treatment of mine water discharges
 - Providing public access to information on past and present coal mining operations
 - Provision of a 24-hour call-out service for reported surface hazards.
- 8.8 When the CA became operational on 31 October 1994 certain property rights and obligations were transferred to the CA including ownership of coalmines previously vested in the British Coal Corporation. Despite being no statutory obligation on the CA in relation to mine water pollution it was a key issue given the scale of the coalmine closure programme during the 1980's and 1990's.
- 8.9 The CA inherited a number of existing operations from British Coal where mine water pumping took place to control rising mine water and prevent future uncontrolled discharges. These consisted of nine pumping stations in County Durham (none of which had treatment systems due to the relatively good quality of the pumped waters), one in Yorkshire and one in Staffordshire. The mine water pumping stations inherited from British Coal by the CA had originally operated to prevent water from migrating to deeper operational mines which had been closed in the run-down of the industry.
- 8.10 In the Durham coalfield (North East of England), British Coal had proposed to switch off the pumps at the 9 pumping stations in the region and allow the mine water to recover, predicting that the waters would eventually discharge, without problem, to the North Sea through a number of 'beach adits'. Concerns were raised by a number of parties including the National Rivers Authority (predecessor of the Environment Agency), District and County Councils that British Coal's predictions were erroneous which resulted in the pumping operation continuing.
- 8.11 Since 1994 legislation has changed in relation to mine water pollution from abandoned mines but this relates only to mines abandoned after 31st December 1999. In addition new regulations were brought in requiring operators to give at least 6 months notice of any proposed 'abandonment' to the Environment Agency in order to allow time to consider likely impacts and appropriate measures to deal with anticipated issues.
- 8.12 The CA Representative, Alex Norton, explained how mine water is oxidised through the process of mining and when mine water reaches the surface it comes into contact with the air and a chemical reaction takes place changing the iron in the water from a ferrous to a ferric state. This causes small particles of iron (ferric hydroxide) to form a solution, more commonly known as ochre.

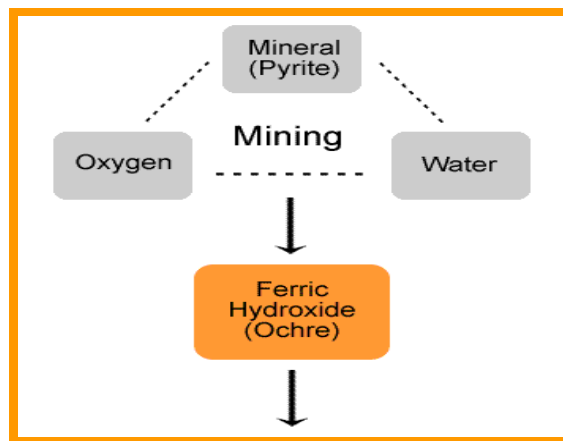


Figure 1: Mine Water Process

- 8.13 There are 4 pumping stations in the Chester-le-Street locale – Kibblesworth, Kimblesworth, Woodstone Village and Chester Moor. Mine water at Kibblesworth passes through 9 reedbeds and is currently taking out approximately 50 tonnes of ochre a month. The restarting of the pumps at Lumley 6th site was in order to control and prevent mine water discharges in the area.
- 8.14 The CA is currently exploring potential uses for the Ferric Hydroxide including as a flocculent in sewerage treatment and also as a slow release fertiliser. However to develop these ideas further the CA required the backing of the Environment Agency who currently class the ochre as a waste material rather than a by-product.
- 8.15 The reedbeds have a 25 year life span before replacement is required. The CA has completed 47 mine water schemes, over 100km of river improvement, over 100km of river protection and 132 tonnes of ferric hydroxide removed from water per month. The cost of each individual scheme is approximately £1 million. The CA is currently looking at alternative options to pumping into Lumley Park Burn including the installation of a mine water treatment scheme or a gravity system at Chatershaugh. However one of the major problems/issues for the CA is the acquisition of suitable land on which to install green treatment schemes. Also funding has been reduced from £8 million per year to £2.5 million.

The Environment Agency

- 8.16 The EA was established under the Environment Act 1995 and afforded certain powers and duties. The EA has approximately 12,000 staff with a budget of £900 million and, although independent of, works closely with Central Government which provides around 60% of their funding.
- 8.17 The EA undertakes work to protect the environment and principle responsibilities including:
- Working with industry to protect the environment and human health;
 - Concentrating efforts on high risk businesses;

- Helping businesses to use resources more effectively;
- Take action against those who do not take their environmental responsibilities seriously;
- Looking after local wildlife;
- Working with farmers;
- Restoring rivers and lakes;
- Helping people get the most out of their environment including boaters and anglers;
- Influencing and working with the Government, industry and local authorities.

8.18 There are 4 Environment Management (EM) Teams in the North East Area with the EM South Team covering Sunderland, Easington, Durham, Chester-le-Street and part of Sedgefield. The EM Teams main responsibilities are to regulate the compliance of consented discharges, manage pollution incidents, promote pollution prevention measures and conduct watercourse monitoring.

8.19 Sometimes there can be difficulties in pinpointing the actual source of pollution and the EA are often reliant on information from members of the public. The current Go Green Campaign aims to raise awareness of the work of the EA and how the public can get involved in supporting their own environment and/or report incidents through the dedicated EA hotline.

8.20 Between 1 January 2006 and 1 January 2007 there were 326 waste related incidents with the majority due to illegal disposal of waste. The maximum penalty awarded in relation to environmental crimes is £20,000 in summary proceedings or an unlimited fine and/or imprisonment can be awarded by a Crown Court. The EA will also, as part of their prevention/education strategy, name and shame offenders.

Dr Adam Jarvis – Newcastle University

8.21 Dr Adam Jarvis, Senior Lecturer at Newcastle University on Hydrogeochemical Engineering Research and Outreach (HERO) provided useful information to the scrutiny review team on watercourse pollution. The mineral iron pyrite (Fools Gold) is the primary cause of mine water pollution and creates the red coloured deposits associated with mine water pumping/pollution when in contact with the air creating ferric hydroxide or ochre.

8.22 The issue with the Lumley Park Burn is that if the pumping was to cease the nature of the water discharge would become unpredictable and the water quality would suffer from deterioration. The pumping process essentially controls the discharge to the Lumley Park Burn.

8.23 Upon emergence at the surface the iron pyrite rapidly forms into a solid precipitate which is deposited on stream beds as ochre. The limestone strata that mine water travels through on its way to the surface generally neutralises the acid in the mine water to a near neutral pH level. Where discharges are acidic there is a tendency for other metals to also be present including aluminium which leaches out of clay due to being more soluble at a low pH.

- 8.24 The most common problems with mine water concern the visual intrusion, ecological degradation, destruction of bed dwelling fauna and the impact on water resources. The CA has done a lot of work since 1994 to remedy many of the issues and problems of mine water discharge.
- 8.25 The treatment of mine water pollution can be either active or passive. Active treatment is a more conventional water treatment method using chemicals whereas a passive treatment harnesses a naturally occurring process to remediate pollution. There are advantages and disadvantages to both forms of treatment and the two approaches should be used to compliment each other dependent on the severity of pollution and the range of resources available.
- 8.26 The active treatment site located at Horden was designed to rapidly remove acidity and iron from the mud by elevating the pH level and encourage very rapid oxidation, precipitation and settlement of the iron. The passive treatment sites at Kibblesworth and Lamesley were good examples of this type of process in action. These passive treatment sites have a typical lifespan of between 10 & 30 years before the need for reed replacement.
- 8.27 The major drivers for change in this area are the European Water Framework Directive legislation and the public's interest in local watercourses, their management and the environment in general.

Reedbed Treatment Process – Lamesley

- 8.28 The pioneering Lamesley Wetlands Scheme was created when Northumberland Water and the Coal Authority worked in partnership to provide a sustainable solution to treating mine water and sewage effluent at the same time to clean up the River Team and provide wider landscape and bio-diversity benefits for the local community to enjoy.
- 8.29 Reedbeds are the most ecologically friendly way of treating mine water. The constructed wetlands form a concentrated habitat for insects and birds which can also be used as a public amenity with some schemes incorporating picnic areas, paths, benches and viewing points. Lamesley Wetlands Scheme has attracted over 100 species of birds to the area including owls, lapwings, ringed plovers and mute swans.
- 8.30 The main purpose of reedbeds in relation to mine water treatment is two-fold:

Filtration – as the mine water journeys through the reedbed the particles of ferric hydroxide become caught and remain within the natural filter leaving the rest of the mixture to progress. Successful treatment schemes are where the reedbeds are of a sufficient size to remove all the particles before the water re-enters the watercourse.

Settlement – this occurs once filtration has taken place. Most reedbeds have a design life (storage capacity) of in excess of 15 years. Settlement is the

process by which the particles formed during filtration collect together and fall to the base of the reedbed.

Durham County Council

- 8.31 The Business Manager for Environmental Management and Laboratory from Durham County Council, David Wilkinson, provided evidence to the scrutiny panel review from a county council perspective.
- 8.32 The difficulty in predicting when and exactly where mine water will rise is a constant issue and increases in complexity due to the level of interconnection between underground water sources. The inland pits (Lumley 6th, Kibblesworth, Chester Moor South & Kimblesworth) have also reduced the volume of water going to coastal pits creating further inland environmental issues.
- 8.33 Lumley 6th (Floaters Mill) currently discharges into the Lumley Park burn via pumping. The Coal Authority is investigating a gravity discharge at Chatershough which would allow for Lumley 6th pumps to be switched off.
- 8.34 The Edmondsley Reedbed scheme saw the County Council and the CA working closely during the planning phase which cleaned up a stretch of the Cong Burn.

Website Poll Results

- 8.35 As part of the review process Chester-le-Street District Council hosted a poll through their website site on watercourses. The aim was to gauge public perception of the general quality of local watercourses in the area. The poll had 30 responses and the results are as follows:

Generally what do you think of the water quality of local streams and watercourses in the Chester-le-Street area?

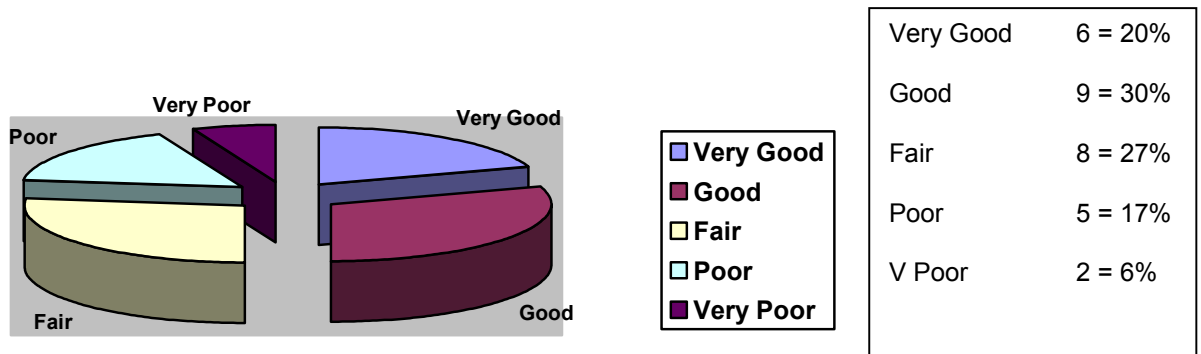


Figure 2: Poll Results – Website Survey

Natural England

- 8.36 Natural England, the integrated countryside and land management agency was formally established on Sunday 1 October 2006 taking on their full statutory responsibilities. Natural England brings together English Nature, the

Countryside Agency and the Rural Development Service. Its role is to ensure that the natural environment is conserved, enhanced and managed for the benefit of present and future generations.

- 8.37 The scrutiny panel met with Natural England representatives on 20 May 2008 to discuss their remit and responsibilities in relation to the environment and particularly that relating to local streams and watercourses.
- 8.38 Natural England's statutory role is to provide advice and permission on proposals likely to impact upon SSSIs (Sites of Specific Scientific Interest) and European SPAs (Special Protection Areas) and SACs (Special Areas of Conservation) or protected species. Natural England is also the enforcement authority for protected species crime and damage to SSSIs, SPAs and SACs.
- 8.39 Natural England is principally funded through the Central Government Department for Environment, Food and Rural Affairs (Defra). Due to the nature of Natural England's work it is inevitable that some of their area of responsibilities overlaps with that of the EA and therefore both organisations work closely with each other.
- 8.40 Natural England also are involved in issues related to:
- Green infrastructure - in developing new housing estates promote the consideration of green spaces and trees in urban developments.
 - Footpaths to Fitness - Natural England works with PCTs in encouraging people to walk in the local countryside as part of a healthier regime. This also helps to promote the natural environment and social cohesion.
 - Landscape Projects - working in partnership to deliver environmental gains. In West County Durham the Mineral Valleys Project covers an area of 89,000 hectares and aims to use environment-led regeneration to help local communities celebrate their heritage whilst enhancing the environment around them.

9 Conclusions

- 9.1 Watercourses are important to the natural environment in sustaining local flora and fauna and stretch the length and breadth of the district both over and underground. Watercourses like many other aspects of the natural environment suffer from pollution and contamination from a variety of sources including mine water discharges, urban developments, amenities, farming and forestry activities. The importance of agency work in controlling, regulating and policing local watercourses was evident throughout the review process.

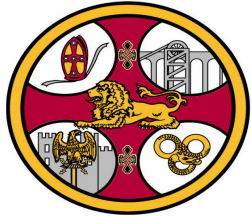
- 9.2 The Water Framework Directive is a key driver for improving local watercourses and provides the mandate for long term protection of water environments as well as promoting the sustainable use of water. The Coal Authority, Environment Agency and Natural England all work closely together with other partner organisations including local councils to improve, protect and maintain water quality in streams and rivers across England.
- 9.3 Coal mining was an important industry to the regions economy and livelihood for many years and its legacy of potential pollution will be an issue for years to come. Tackling polluted water left over by mining and heavy industry has become a major environmental concern. Certainly there are challenges for dealing with mine water pollution and experts such as Dr Adam Jarvis working closely with the Coal Authority and other agencies are developing new and innovative ways of doing just this.
- 9.4 The Lamesley Wetland Scheme is one such innovative approach to treating mine water and sewage effluent. The scheme was developed by the Coal Authority and Northumbrian Water and is a 5-hectare man-made reedbed. As this scheme has evolved it is estimated that over 100 species of bird have been sighted in the area, with many attracted to the site purely due to the reedbed planting. So as well as providing an environmentally friendly solution to water pollution this scheme has also greatly enhanced the natural environment and created a habitat suitable for sustaining wildlife.
- 9.5 However this type of scheme is not feasible or suitable for every mine water treatment issue. A reedbed treatment scheme is very much dependent on size, cost and the extent of the water pollution. To have an effective reedbed scheme a large area of land is required to provide the basis for the installation and this may not always be readily available or may have financial implications attached to any land acquisition. Also if the water is heavily polluted or space is limited a reedbed scheme may be ineffective and a more intensive chemical based approach required.
- 9.6 Pollution of watercourses is not just confined to the legacy of coalmining or output from factories, farms and industry. A less obvious source is that of expanding urban developments and incorrect plumbing leading to waste water from washing machines, dishwashers, baths and even toilets feeding directly into local watercourses.
- 9.7 It is important to educate and raise awareness of local watercourses within communities and the reporting mechanisms available to the general public if an environmental incident occurs. Much of the preventative and enhancement work that is conducted by enforcement agencies relies on the support of the public in providing local intelligence.
- 9.7 It is important that all agencies, organisations and interested groups work together to deliver on the Water Framework Directive legislation and provide the best solutions and preventative measures available for the natural environment, communities and future generations.

10 Recommendations

- 10.1 That the Council seeks to work in partnership with other agencies to increase understanding and appreciation of the value of streams and watercourses to the wider public.
- 10.2 Through promotion increase public access and awareness of local watercourses and streams.
- 10.3 That the Council promotes the work of the Environment Agency and the reporting mechanisms available to the public for environmental issues.
- 10.4 Promote, where possible, the adoption of sustainable urban drainage techniques for development e.g. reedbeds.
- 10.5 That the Council seeks the inclusion of effective measures for the protection and enhancement of watercourses in the preparation of unitary development plans (UDPs) and other relevant policy documents.
- 10.6 That procedures are established when liaising with developers to maximise opportunities for riverside enhancement work where applicable.

11 Background Papers

- The Environment – Coal Authority Magazine
- The Coal Authority Website
- Go Green Supplement – Journal Newspaper
- Environment Agency Website
- Natural England Website
- Paul Griffin – Bournmoor Parish Council
- Water Framework Directive
- Discharges to Lumley Park Burn – Alan Vickers
- Sources of Pollution – Foundation for Water Research
- Sewerage Systems of the Future? – BBC Website
- Your Waste – Your Responsibility – Environment Agency



Chester-le-Street
District Council

**Leisure & Neighbourhood Overview and
Scrutiny Panel**
Review of Local Watercourses

APPENDICES

Discharges to the Lumley Park Burn and its tributaries

The following are the discharges that are known to have been made into the Lumley Park Burn or its tributaries. The information is supplied from the 'igreens – individualist environmentalist' website and is as complete as possible:

Discharge	Body of Water
Mine water from Elemore Colliery (closed 1974)	Hetton Burn
Mine water from Hetton Colliery (closed 1949)	Hetton Burn
Mine water from Houghton Colliery (closed c1981)	Houghton Burn
Mine water from Nicholson's Pit (ceased pumping c1996)	Moors Burn
Mine water from Annabella Pit (closed c1980's)	Moors Burn
Mine water from North Pit (closed c1830's)	Moors Burn
Mine water from Hutton's Moor Pit (listed as working as part of Newbottle Colliery in 1762)	Moors Burn
Mine water from Ellison's Shaft (listed as working as part of Newbottle Colliery in 1762)	Moors Burn
Effluent from Sedgely Sewage Treatment Works	Moors Burn
Mine water from Morton Engine Pit (records indicate pumping from c1728)	Moors Burn
Mine water from Lambton D Pit (closed 1965)	Moors Burn
Mine water from Herrington Colliery (closed 1985)	Herrington Burn
Mine water from Dorothea Colliery	Herrington Burn

(closed 1985) Mine water from William Henry Pit (sunk c1799 when a Boulton & Watt steam pumping engine was erected)	Lumley Park Burn
Mine water from New Lambton Shaft (currently called Lumley 6 th and ceased pumping c1996. There was a salt industry established here in 1815 to extract salt from the water pumped from the shaft)	Lumley Park Burn
Mine water from Morton Hill Pit (there was a Newcomen steam pumping engine working here from c1760's)	Lumley Park Burn (possibly)
Mine water from Lumley 6 th Pit (closed 1966)	Lumley Park Burn
Mine water from a series of staple shafts In Lumley Park (recorded as being pumped from c1676 a Newcomen steam pumping engine is known to have been working here from 1729)	Lumley Park Burn

ADDITIONAL NOTES (update May 2006)

Lumley Park Burn was probably at its worst when sewage, cokeworks and collieries were discharging into it. However things gradually improved and herons, kingfishers and fish were observed in the burn. Since winter 2005 Lumley 6th Pit has discharged mine water at an unprecedented rate into the burn turning the bed orange. DEFRA and the 'Residents Against Toxic Sites' (RATS) were contacted resulting in pumping taking place only during the hours of darkness. The pollution issue remains unresolved.

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