

Public Document Pack

14 October 2008

Dear Councillor

A meeting of the People and Place Overview and Scrutiny Committee will be held in the **Council Chamber, Civic Centre, Newcastle Road, Chester-le-Street, Co Durham, DH3 3UT on Wednesday, 22nd October, 2008 at 6.00 pm**

Yours sincerely

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

R TEMPLEMAN

Chief Executive

AGENDA:

1. Apologies for Absence
2. Minutes of Meeting Held 10 September 2008 (Pages 1 - 6)
3. Declarations of Interest
4. Public Speaking

Policy Development

5. No Items

Call-In

6. No Items

Improvement Management

7. Executive Forward Plan and Work Programme (Pages 7 - 18)

Scrutiny Reviews

8. Review into the Unparished Area of Chester-le-Street
Verbal Update
9. Review into Town Centre Market Places
Verbal Update
10. Review into Sports Marketing
Verbal Update
11. Items for Next Agenda

Meeting Schedule

12. Date and Time of Next Meeting

THE DISTRICT COUNCIL OF CHESTER-LE-STREET

Report of the meeting of People and Place Overview and Scrutiny Committee held in the Council Chamber, Civic Centre, Newcastle Road, Chester-le-Street, Co Durham on Wednesday, 10 September 2008 at 6.00 pm

PRESENT:

Councillor Geoffrey Armstrong (Chairman)

Councillors:

D M Holding	W Laverick
S Barr	M D May
L E W Brown	P B Nathan
G K Davidson	J Shiell
M Gollan	T J Smith
S Greatwich	D Thompson
R Harrison	F Wilkinson
S A Henig	A Willis
A Humes	

Officers:

I Forster (Director of Corporate Services), C Turnbull (Democratic Services Officer), G MacCallam (Environmental Services Manager), M Keenlyside (Environmental Strategy Co-ordinator), I Herberson (Head of Corporate Finance), S High (Leisure Services Manager) and S Marshall (Democratic Services Assistant)

Also in attendance: Neil Rippon and Phil Bainbridge (Greencycle), Ian Broughton and Paul Tinnion (Cestria Community Housing Association) and 5 members of the public.

29. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors J W Barrett, R Court, P H May, K Potts, M Potts, D Robson and A Turner.

30. MINUTES OF MEETING HELD 30 JULY 2008

Councillor Holding referred to Item 24 of the Minutes of the meeting held 30 July 2008 and suggested that the fourth paragraph be amended from “the Association” to “the County Durham Association of Local Councils”.

RESOLVED: “That the minutes of the meeting of the People and Place Overview and Scrutiny Committee held on 30 July 2008 be agreed as a correct record, subject to the following amendment:

“It was suggested by Steve Ragg, the Secretary of the County Durham Association of Local Council that Members should...”

The Chairman proceeded to sign the minutes.

31. DECLARATIONS OF INTEREST

Councillor Willis declared a personal interest in Item No.8 on the agenda.

32. PUBLIC SPEAKING

Five members of the public were present at the meeting and the Chairman advised he would invite them to speak at the appropriate times throughout the meeting.

33. EXECUTIVE FORWARD PLAN AND WORK PROGRAMME

The content of the Executive Forward Plan and Work Programme was considered by the Committee, enabling Members to identify any issues that may require to be reviewed prior to a decision being made.

No comments were made by the Committee.

RESOLVED: “That the contents of the Executive Forward Plan and Work Programme were considered by the Committee.”

34. CESTRIA COMMUNITY HOUSING ASSOCIATION - PERFORMANCE UPDATE

The Chairman welcomed Mr Ian Broughton (Chief Executive, Cestria Community Housing Association) and Mr Paul Tinnion (Chairman of the Board, Cestria Community Housing Association) to the meeting.

Mr Broughton advised that the purpose of the report was to provide information to the Committee in relation to:

1. progress made by Cestria in delivering Offer Document Promises,
2. progress made by Cestria in delivering on the Staff Pledge,
3. general performance update covering the whole range of service issues, including comparative information with other housing associations
4. how Cestria plans to develop its community role, and
5. what plans Cestria has and the timetable for the improvement programme.

Councillor M May entered the meeting at 6.08pm.

Mr Broughton spoke in relation to the report and invited questions from Members.

Councillor Holding referred to the communal rooms due to be transferred from the district council to Cestria and queried how Cestria planned to develop these.

Mr Broughton advised that detailed consultation would be carried out with local communities around the future use and management of these communal rooms.

Councillor Barr made reference to the partnership initiative with Sunderland AFC Foundation and queried if there would be more “grass root” consultations on estates in relation to family learning and active citizenship.

Mr Broughton advised that Cestria planned to develop its community role through such initiatives, promoting citizenship and junior leadership and that talks were being held with Jobcentre Plus in relation to worklessness.

Councillor Barr also queried if estate walkabouts in conjunction with the Environmental Health Enforcement Team and the police, would continue in the future.

Mr Broughton advised that 42 estate visits had been carried out but that key partners had not been invited to these. He advised that the next round of inspections was due to be carried out during October and November and that he would ensure that district councillors were invited to attend these.

In relation to customer care and staff development, Councillor Gollan stated that had received numerous complaints from tenants who were disappointed with the response given by staff to complaints made and queried what action was being taken to rectify this.

Mr Broughton advised that an Organisational Development Plan had been developed and a learning and development assessment was about to be rolled out. He also stated that the “One Stop Shop” had also alleviated some of the problems relating to complaints.

Cllr Harrison queried if any self-evaluation had been carried out on how the stock transfer was carried out and if they considered that there were areas where things could have been done better.

Mr Broughton stated that every service would be subject to a detailed audit over the next couple of years and that Cestria had come a long way in such a short period of time.

Mr Tinnion advised that he felt tenants could have been better advised of the rent increase in April and of the reasons for the increase.

The Chairman thanked Mr Broughton and Mr Tinnion for attending the meeting .

RESOLVED: "That the content of the report and the comments made be noted."

Mr Broughton and Mr Tinnion left the meeting at 6.34pm.

35. GREENCYCLE UPDATE

The Environmental Services Manager introduced Mr Neil Rippon and Mr Phil Bainbridge of Greencycle Plc to the Committee.

Mr Rippon proceeded to give Members an update of the services provided to the authority and welcomed questions from the Committee.

The Chairman commented that he had noticed that the contents of the green recycling bags, which used to be sorted at the kerbside, were now being emptied in to the vehicles and queried where the sorting was being done.

Mr Rippon advised that the contents of the recycling bags were now sorted at the recycling plant at TurSDale as kerbside sorting had proved to be too time consuming.

One member of the public left the meeting at 6.40pm.

The Chairman advised that he had received a number of calls from residents in Bournmoor who had seen a man with a clipboard checking the contents of their wheelie bins and recycling receptacles and questioned who this person was.

Mr Bainbridge advised that it was himself who had been in Bournmoor and that he was working ahead of the collection vehicle monitoring the contents of bins and recycling bags and boxes in order to ascertain the levels of participation in that area. He commented that in some streets the participation level was as high as 90% and that the majority of streets had a participation level over 50%.

Mr Rippon advised that the purpose of carrying out such monitoring was to try and educate residents with a view to increasing participation in every street to 80%.

Two members of the public left the meeting at 6.50pm.

Discussion ensued in relation to the types of receptacles used, problems with rats and plans to improve the quality of service.

Councillors Shiell and Willis left the meeting at 6.54pm.

Councillor Humes left the meeting at 7.02pm.

Councillor Wilkinson left the meeting at 7.18pm.

Councillor Nathan left the meeting at 7.20pm.

Councillor Henig advised that once the unitary authority came in to being on 1 April 2009, recycling wouldn't be dealt with as one single operation but would be dealt with in local areas and there would be a need to advise people that things would carry on as normal for the foreseeable future.

Councillor Gollan referred to collections over the Christmas holiday period and queried if there were to be any extra collections.

Mr Rippon advised that historically the first two weeks in January are very busy and that extra collections have been provided for other authorities where one vehicle would collect the contents of the green boxes and another vehicle would collect the contents of the green bags. He advised that he was expecting the amounts collected in January to be double that of any other month.

The Chairman thanked Mr Rippon and Mr Bainbridge for attending the meeting and answering Members questions.

RESOLVED: "That the comment made be noted."

Mr Rippon and Mr Bainbridge left the meeting at 7.36pm.

The Chairman advised that Items 10, 11 and 12 of the agenda would be considered together.

36. REVIEWS IN TO THE FUTURE OF THE UN-PARISHED AREA OF CHESTER-LE-STREET, TOWN CENTRE MARKET PLACES AND SPORTS MARKETING

The Director of Corporate Services provided Members with an update of the activities of the Task and Finish Groups.

He advised that the Council's website had been updated to provided pages in relation to the reviews being carried out and that general consultation was to be carried out within the next six weeks through a mixture of sample surveys, public meetings and web surveys.

In relation to the un-parished area of Chester-le-Street, the Director of Corporate Services advised that a number of visits to other town councils had been carried out and research in to other methods of local governance would also be fed in to the update report.

He advised that visits to other local market places were currently being arranged and that he was to meet with Councillor Smith and the Head of

Leisure Services very shortly with a view to beginning the Sports Marketing Review.

The Chairman thanked the Director of Corporate Services, the Democratic Services Officer and the Democratic Services Assistant for their time, effort and hard work put in to carrying out the reviews in the absence of a Scrutiny Officer.

RESOLVED: "That the comments made be noted."

37. ITEMS FOR NEXT AGENDA

The Chairman requested that any items for the next agenda be forwarded to the Democratic Services Assistant.

38. DATE AND TIME OF NEXT MEETING

RESOLVED: "That the next meeting of the People and Place Overview and Scrutiny Committee be held on Wednesday 22 October 2008 at 6.00pm."

The meeting terminated at 7.43 pm



Chester-le-Street
District Council

Executive Forward Plan and Work Programme



October 2008

15 September 2008

1

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;

15 September 2008

2

- 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 simonwestrip@chester-le-street.gov.uk
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: lawsonarmstrong@chester-le-street.gov.uk
Cllr Mike Sekowski	Tel: 0191 3703416
Community Engagement and Partnerships Portfolio Holder	E-Mail: m.sekowski@metronet.co.uk michaelsekowski@Chester-Le-Street.gov.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: amandastephen@chester-le-street.gov.uk.



Chester-le-Street
District Council

Part One: Executive Forward Plan



People & Place

October 2008

15 September 2008

Page 10



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)
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
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

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)
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
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

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)
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
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



October 2008



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)
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
Disabled Facilities Grant	Executive	October 2008	Tony Galloway 0191 3872100	Relevant Portfolio Holders	By phone, or in writing to the Director of Development Services or by email to Tonygalloway@chester-le-street.gov.uk

Summary of Non Key Decision	Decision Taker and Documents to be considered	Decision Date	Contact Officer	Consulted Parties and means of consultation	How to make representations and when by (If making representations in writing, please address them to the Director/Manager named at: Civic Centre, Newcastle Road, Chester-le-Street, DH3 3UT)
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)
Sacriston Heart of the Village regeneration scheme	Executive	November 2008	Janice Lunn 0191 3872158	Corporate Management Team Ward Members Sacriston Community trust Durham County Council Urban Renaissance Team	In writing or by telephone to the External Funding and Regeneration Officer or by email to janicelunn@chester-le-street.gov.uk
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

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)
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 chrisspotter@chester-le-street.gov.uk
Communities for Health - Mental Health Project – Final report	Executive	March 2009	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
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