



## **Cabinet**

**Date**        **Wednesday 16 November 2011**  
**Time**        **9.30 am**  
**Venue**       **Committee Room 2 - County Hall, Durham**

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### **Public Question and Answer Session**

**9.30 a.m. to 10.00 a.m.**

An opportunity for local people to have a 30 minutes informal question and answer session with Cabinet Members.

### **Cabinet Business**

**10.00 a.m. onwards**

#### **Part A**

**Items during which the Press and Public are welcome to attend.  
Members of the Public can ask questions with the Chairman's  
agreement.**

1. Minutes of the meetings held on 12 October 2011 and 27 October 2011 (Pages 1 - 8)
2. Declarations of interest

#### **Key Decision:**

3. Surface Water Management Plan - Report of Corporate Director, Neighbourhood Services [Key Decision NS/10/11] (Pages 9 - 22)

#### **Ordinary Decisions:**

4. Winter Maintenance: State of Preparedness for 2011-2012 and Winter Service Plan Update - Report of Corporate Director, Neighbourhood Services (Pages 23 - 86)
5. Olympic and Paralympic Programme - Report of Corporate Director, Neighbourhood Services (Pages 87 - 112)
6. Mid-Year Report on Treasury Management Service - Report of Corporate Director, Resources (Pages 113 - 122)

7. Forecast of General Fund and Housing Revenue Account Revenue and Capital Outturn 2011/12 - Period to 30 September 2011 - Report of Corporate Director, Resources (Pages 123 - 150)
8. Review of Discretionary Council Tax Discount on Long Term Empty Properties - Report of Corporate Director, Resources (Pages 151 - 156)
9. County Durham Partnership Review - Report of Assistant Chief Executive (Pages 157 - 164)
10. Safeguarding Adults Board Annual Report - Report of Corporate Director, Adults, Wellbeing and Health (Pages 165 - 206)
11. County Durham Health and Wellbeing Partnership: Altogether Healthier Delivery Plan Report - County Durham Health Inequalities Strategy - Report of Corporate Director, Adults, Wellbeing and Health (Pages 207 - 222)
12. North Durham Academy Contract Award - Report of Corporate Director, Children and Young People's Services (Pages 223 - 230)
13. Employment Land Review - Report of Corporate Director, Regeneration and Economic Development (Pages 231 - 254)
14. Such other business as in the opinion of the Chairman is of sufficient urgency to warrant consideration.
15. Any resolution relating to the exclusion of the public during the discussion of items containing exempt information.

#### **Part B**

#### **Items during which it is considered the meeting will not be open to the public (consideration of exempt or confidential information)**

16. Land at Italby Paddock, Burnhope - Joint Report of Corporate Director, Regeneration and Economic Development, Corporate Director, Adults, Wellbeing and Health and Corporate Director, Neighbourhood Services (Pages 255 - 260)
17. Such other business as in the opinion of the Chairman of the meeting is of sufficient urgency to warrant consideration.

**Colette Longbottom**

Head of Legal and Democratic Services

County Hall  
Durham  
8 November 2011

To: **The Members of the Cabinet**

Councillors S Henig and A Napier (Leader and Deputy Leader of the Council) together with Councillors N Foster, L Hovvels, M Nicholls, M Plews, C Robson, B Stephens, C Vasey and B Young

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**Contact: Ros Layfield**

**Tel: 0191 383 4205**

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**DURHAM COUNTY COUNCIL**

At a Meeting of **Cabinet** held in The Jubilee Room - The Bowes Museum on **Wednesday 12 October 2011 at 9.30 am**

**Present:**

**Councillor S Henig (Leader of the Council)**

**Members of the Committee:**

Councillors A Napier (Deputy Leader of the Council), N Foster, L Hovvels, M Nicholls, M Plews, C Robson, B Stephens, C Vasey and B Young

**Also Present:**

Councillor Pauline Charlton, Councillor Stephen Hugill and Councillor Eddie Tomlinson

**1 Minutes**

The Minutes of the Meetings held on 14 and 22 September 2011 were agreed as a correct record and signed by the Chairman.

**2 Declarations of interest**

There were no declarations of interest.

**3 Update on the Delivery of the 2011/2015 Medium Term Financial Plan**

The Cabinet considered a report of the Assistant Chief Executive that provided an update on the progress made at the end of quarter 2 on the delivery of the 2011/12 to 2014/15 Medium Term Financial Plan (for copy see file of Minutes).

**Resolved:**

That the recommendation contained in the report be approved.

**4 County Durham Partnership Update Report**

The Cabinet considered a report of the Assistant Chief Executive that provided an update on the issues being addressed by the County Durham Partnership Board, the five Thematic Partnerships and all Area Action Partnerships and also provided updates on other key initiatives being carried out in partnership across the County (for copy see file of Minutes).

**Resolved:**

That the recommendation in the report be approved.

**5 NHS Reforms**

The Cabinet considered a joint report of the Corporate Director, Adults Wellbeing and Health and the Corporate Director, Children and Young People's Services that provided an update on recent developments in relation to NHS reforms, with particular reference to policy developments relating to public health and the implications for Local Authorities (for copy see file of Minutes).

**Resolved:**

That the recommendations contained in the report be approved.

**6 Anti Social Behaviour Strategy**

The Cabinet considered a report of the Corporate Director, Adults Wellbeing and Health that sought approval of the Anti Social Behaviour Strategy 2011/14 (for copy see file of Minutes).

**Resolved:**

That the recommendation contained in the report be approved.

**7 Draft National Planning Policy Framework**

The Cabinet considered a report of the Corporate Director, Regeneration and Economic Development that summarised and commented upon the draft National Planning Policy Framework which had been published for consultation (for copy see file of Minutes).

**Resolved:**

That the recommendation contained in the report be approved.

**8 Education Capital: The Priority School Building Programme**

The Cabinet considered a report of the Corporate Director, Children and Young People's Services that provided an update about Education Capital Funding and the new Priority School Building Programme announced on 19 July 2011 which was intended to address those schools in the worst condition (for copy see file of Minutes).

**Resolved:**

That the recommendations contained in the report be approved.

**9 Annual Report of Local Safeguarding Children Board**

The Cabinet considered a report of the Corporate Director, Children and Young People's Services that presented the Annual Report of the Local Safeguarding Children Board (for copy see file of Minutes).

**Resolved:**

That the recommendation contained in the report be approved.

**10 Exclusion of the Public**

**Resolved:**

That under Section 100 A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A to the said Act.

**11 Dissolution of Charity known as the 'Spectrum Centre' and transfer of its assets to 'SLAM'**

The Cabinet considered a report of the Corporate Director of Resources that sought authority to dissolve the charity known as The Spectrum Centre (Spectrum) and transfer its assets to SLAM Community and Development Trust Limited (for copy see file of Minutes).

**Resolved:**

That the recommendation contained in the report be approved.

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## DURHAM COUNTY COUNCIL

At a Special Meeting of **Cabinet** held at the County Hall, Durham on **Thursday 27 October 2011 at 10.00 a.m.**

**Present:**

**Councillor S Henig** in the Chair

**Cabinet Members:**

Councillors Foster, Hovvels, Napier, Plews, C Robson, Stephens, Vasey, and B Young.

**Other Members:**

Councillors Armstrong, Arthur, A Bainbridge, Graham, N Harrison, Hugill, R Ord, Shuttleworth, Stradling, Temple, Todd and Williams

**1 Declarations of Interest**

There were no declarations.

**2 2012/13 Budget, Medium Term Financial Plan 2012/13 – 2015/16 and Council Plan Update  
Key Decision Corp/R/11/1**

The Cabinet considered a joint report of the Corporate Director, Resources and Assistant Chief Executive Officer that provided an update on the following:

- (i) 2012/13 budget;
- (ii) Development of 2012/13 – 2015/16 MTFP Model;
- (iii) Development of Council Plan and Services Plans;
- (iv) Equality Impact Assessments;
- (v) Consultation processes,

and which sought approval for Corporate Directors / Assistant Chief Executive to continue to utilise delegated powers where relevant to action savings plans to ensure financial targets are met (for copy see file of Minutes).

**Resolved:-**

That the recommendations contained in the report be approved.

**3 Housing Revenue Account Self Financing and Medium Term Financial Plan  
Key Decision Corp/R/11/1**

The Cabinet considered a joint report of the Corporate Director, Resources and Corporate Director, Regeneration and Economic Development that provided an update on the Government's Self Financing proposals for the Housing Revenue Account (HRA), and also on the development of the HRA Business Plan and Medium Term Financial Plan (MTFP) for 2012-13 onwards (for copy see file of Minutes).

**Resolved:-**

That the recommendations contained in the report be approved.

**4 Review of Access to and Provision of Household Waste Recycling Centres  
Key Decision Ref: NS/08/11**

The Cabinet considered a report of the Corporate Director, Neighbourhood Services that set out the results of the review of Household Waste Recycling Centre (HWRC) provision, and which sought approval to commence a process of public consultation on the changes recommended in the review, including a reduction in the number of sites; the introduction of a mobile provision in certain areas and changes to the access policies relating to this provision (for copy see file of Minutes).

In response to questions from Councillor Temple about the reasons for the centres being identified for closure, the work undertaken on some of the centres, and the savings that would be achieved, Councillor B Young advised of the health and safety work which had been undertaken and the costs involved, the reasons for the centres being identified for possible closure, the scale of the cuts to services that the Council was required to make, and the impact this had on household waste. He pointed out that if the closures went ahead the County would still be left with a high level household waste recycling service that was fit for purpose.

Cabinet members' spoke of the effect that the unprecedented cuts on funding from central government was having, and that reduced services would be made across the whole Authority. It was pointed out that prior to any decisions being taken on closure, a public consultation would be undertaken which members of the public were encouraged to take part in, and that if there were to be any closures it would not be until early 2013.

**Resolved:-**

That the recommendations contained in the report be approved.



**5 Pathfinder Service – Summary of End of Project Report (2009-2011)**

The Cabinet considered a report of the Children and Young People's Services that provided an overview of the main points within the 'Pathfinder Service – End of Project Report 2009-2011' outlining the impact and outcomes for the children and families in receipt of this service (for copy see file of Minutes).

**Resolved:-**

That the report be noted.

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**Cabinet**

**16 November 2011**

**Surface Water Management Plan**

**Key Decision NS/10/11**



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**Report of Corporate Management Team**  
**Terry Collins, Corporate Director for Neighbourhood Services**  
**Councillor Bob Young, Cabinet Portfolio Holder for Strategic Environment**

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**Purpose of the Report**

- 1 To update members of Cabinet on the progress of the content of the Surface Water Management Plan (SWMP).

**Background**

- 2 The SWMP has been produced to look at the sources of surface water flooding in the County Durham area and considers the most effective methods by which to manage the risk of surface water flooding. The plan provides a strategic approach whereby key local partners, such as Northumbrian Water Limited, Environment Agency, developers/landowners and the Council, with responsibility for surface water and drainage can work together.
- 3 Defra identifies four distinct phases involved in the preparation of a SWMP as detailed below. The first three relate to undertaking the study and the final to the implementation phase of the plan itself.
  - **Preparation Phase:** Includes partners setting the objectives and scope of the study.
  - **Risk Assessment Phase:** Includes the collating and analysing of information to identify areas at greatest risk of flooding and the use of modelling techniques to assist in the understanding of the causes of flooding and to test mitigation measures.
  - **Options Phase:** Where specific measures to manage the risk of flooding are identified/assessed and preferred options are agreed with partners.
  - **Implementation Phase:** Includes the preparation of an agreed action plan based on the evidence gained from the SWMP study and implementation/review of the plan.
- 4 Surface water flooding can include the following.
  - Water runoff as a result of high intensity rainfall before it enters the underground drainage network or watercourses (known as pluvial flooding).
  - Flooding from groundwater discharging at the surface.

- Sewer flooding, when the capacity of underground systems is exceeded due to heavy rainfall, flooding from open-channel and culverted watercourses.
- 5 AECOM Limited were commissioned by Regeneration and Economic Development to develop the SWMP both to influence planning policy and to satisfy the needs of the Flood and Water Management Act 2010. The outputs of the report will address the following.
- Influence the Local Development Framework (LDF) land allocations.
  - Control drainage.
  - Inform flood risk management measures.
- 6 Ultimately, the SWMP will form the basis of an action plan to manage surface water risk in areas of Durham County which are susceptible to surface water flooding and should determine or influence matters such as the following.
- The level of capital investment required to reduce flood risk.
  - The preparation of drainage maintenance and improvement programmes.
  - Land-use, spatial planning and sustainable drainage options for future development.
  - Emergency planning for high flood risk areas.

### **Partnership Arrangements**

- 7 In accordance with Defra's guidance on the preparation of SWMPs, a partnership has been formed between the following.
- Durham County Council (as Lead Local Flood Authority - LLFA)
  - Environment Agency
  - Northumbrian Water Limited (as the water and sewerage company for the area)

### *Responsibilities of the Partners*

- 8 Durham County Council are responsible for flooding as detailed below.
- Ordinary watercourses
  - Surface water run-off
  - Groundwater
  - Highway drainage

In Durham County Council's duties identified by the Flood and Water Management Act 2010, as Lead Local Flood Authority, Durham County Council are responsible for working with partners in investigating significant flooding events and reporting findings. With respect to Durham County Council's duties on the coast, under the 1949 Coast Protection Act, Durham County Council have permissive powers and duties in connection with the protection of land. These duties include the following points.

- Establish the policy
- Monitor the coastline
- Design and procure works related to the protection of the coastline. Durham County Council holds a small budget for maintenance works on the coastline. Applications can be made to the Environment Agency for large schemes and study works whereby funding can be obtained from a national source.
- Maintain coastline works and structures

9 The Environment Agency are responsible for flooding from the following areas.

- Main rivers
- Critical water courses. An ordinary watercourse is a watercourse that does not form part of a river. A Critical Ordinary Watercourses (COWS) is a subdivision of an ordinary watercourse responsibility for which lies with the Environment Agency. COWS are watercourses that have been identified as having the potential to put property and health at risk if they flood. A number of examples are detailed below.
  - Smallhope Burn at Lanchester
  - Howden Beck at Howden le Wear
- Flooding from the sea
- Body for reservoirs

The Environment Agency have published a main rivers map on their website that identifies all of the water courses they are responsible for. The Environment Agency are also responsible for building, maintaining and operating flood defences on main rivers along with issuing flood warnings to the public. The Environment Agency publish a three day flood risk forecast on their website to inform the public and other bodies of potential flooding risks.

10 Northumbria Water are responsible for attending to and investigating the following flooding issues.

- Foul sewers: These are sewers that convey dirty water from a point of source to a treatment plant. The pipes can become blocked and cause flooding to property and land with raw sewerage.
- Surface water sewers : These are sewers that convey storm water via a drain to the nearest watercourse or combined sewer.
- Combined sewers : These are old sewers where both foul sewer and storm water are conveyed in the same pipe. During times of storm these pipes can become inundated and discharge their contents onto streets, highways and properties.
- Water mains
- Clearing blockages in sewers on their network

Since 1st October 2011, as part of the gradual enactment of the Flood and Water Management Act 2010, Northumbrian Water have taken responsibility for approximately 13,500kms of private sewers in addition to their existing 16,000kms of sewer network.

11 Each partner has actively engaged in the SWMP process, working together in co-operation and sharing information with all partners openly. Decisions made by the partnership, in respect of the plan and its implementation, will also affect

other stakeholders such as riparian owners, adjoining Local Authorities, developers and, of course, members of the public. Indeed, stakeholders themselves can assist the process, through the provision of local knowledge and information, and the partners must decide how and when to engage with them as the process evolves. Options available are detailed below.

- Key stakeholder meetings
- Public consultations
- Regular meetings between the partners

12 On a regional basis there are four partnership arrangements that form the Northumberland River Basin district, these are detailed below.

- Tees Valley
- Northumberland
- Tyne and Wear
- Durham County Council

### **Current Situation**

13 The SWMP is a high level, strategic document, which serves as a starting point for the Partners to address surface water flood risk across County Durham and contribute robust evidence to support the core strategy. A holistic approach has been undertaken to address the surface water flood risk to existing and proposed development, assessing surface water flooding from sewers, drains, groundwater, and runoff from land and small watercourses that occur as a direct result of heavy rainfall.

14 The objectives of this SWMP are detailed below.

- Guide limited resources to critical areas of greatest need (existing development).
- Ensure the level of future development does not exacerbate existing problems and identify opportunities for new development to provide benefits in terms of flood risk management.
- Inform emergency planning and feed into Durham County Council's Flood Plan.
- Protect and improve water quality in accordance with the objectives of the Water Framework Directive (WFD).

15 The risk assessment identified 139 surface water risk areas (SWRA) across the County and prioritised the risk. As part of the options phase, 9 SWRA's were deemed the areas of greatest need, with measures identified by which the surface water risk can be mitigated, and analysed in terms of their suitability and practicality. Action plans have been developed by which the partners can work together to manage the risks broadly on a County-wide basis and with the 9 SWRA's.

16 The geographical locations of the SWRA's are identified as follows and are detailed in Appendix 2.

- STA3 - East Stanley/Shield row
- CLS2 – Chester Burn, Chester le Street

- CLS3 – South Chester le Street
- DC1 – Pity Me Durham City
- DC8 – Gilesgate/Belmont/Carrville, Durham City
- BIS3 – Gaunless & Coundon Grange, Bishop Auckland
- NEW1 – Burnhill Way and Industrial Estate, Newton Aycliffe
- CRO1 - Crook
- RAIL1 – Ireshopeburn to Blckett’s Gill

17 The findings of the SWMP risk assessments need to be disseminated within each of the partner organisations to inform and update (multi-agency) flood plans / severe weather plans and local resilience forum community registers. This might include information on high flood risk areas, roads and access routes likely to be impassable, impacts on critical infrastructure or vulnerable people.

18 The SWMP is also an opportunity to formulate co-ordinated improvements in water quality and this has been considered as an integral part of the study. An overview of the strategic water environment in County Durham has been included in order to be able to understand the current water quality status and the role that the SWMP could potentially play to work towards achieving the WFD targets.

### **Surface Water Risk**

19 Surface water poses a widespread risk across County Durham, concentrated in the urban areas to the East of the county. There are a number of known incidents which correlate well with the modelled Flood Map for Surface Water and Areas Susceptible to Surface Water Flooding. In some instances, associations have been formulated by local communities in response to flooding.

20 Maintenance of man-made natural drainage systems is critical to mitigating the surface water risk as many known incidents are due to inadequate maintenance.

### **Options**

21 Preferred options have been identified for each SWRA including source control measures which go hand-in-hand with planning policies and development control measures (refer to section C.4 of Appendix C of SWMP for short-listed measures for each SWRA).

### **Summary**

22 Development presents the best opportunities to manage the risk of surface water flooding. For the development sites that progress to the planning process, Durham County Council should encourage developers to, not only address surface water runoff from their site, typically by implementing source control measures, but to realise the potential benefits that can be achieved for the wider area. These measures can be implemented through planning policies and development control. If development sites, situated in areas with a high risk of surface water flooding, are unlikely to progress in the planning process, the partners ought to consider using the sites themselves to provide surface

water management, water quality benefits and green infrastructure opportunities, for example through the creation of wetlands. Where development sites do not offer opportunities to manage the surface water risk, partners will be required to take action themselves to manage the risk, such as retrofit schemes. The partners can also encourage and support individuals / communities to take action themselves.

- 23 Northumbrian Water wishes to limit the volume of surface water entering combined sewer systems. Re-development that manages surface water on site will increase the capacity of the combined sewer networks thereby limiting the risk of sewers surcharging and causing flooding.

## **Actions**

- 24 An action plan has been produced at a County-wide scale and for each SWRA (detailed in Appendix D of the SWMP). The actions from the SWMP should be implemented by the partners to manage surface water flooding, inform emergency planning, control drainage, review Local Development Framework (LDF) land allocations and develop investment programmes, at the same time as satisfying the requirements of the Flood and Water Management Act and contributing to the evidence base supporting the Durham Plan. This will be carried out by the Flood and Coastal Protection Team who will engage partners and seek funding.
- 25 The SWMP is a 'living' document and it is vital that the partners continue to work together after the completion of the SWMP to discuss the implementation of the proposed actions and to discuss progress of any further work or follow up actions which were identified in the preparation of the plans. Durham County Council should review the plans on a regular basis however there are circumstances which might trigger a review and or an update sooner. These may include the occurrence of a flood incident or additional data becoming available, which may alter the understanding of risk within the study area or the outcome of investment decisions by partners which may be different to the preferred option, and lead into a revision to the action plan.
- 26 With reference to the identified actions within the SWMP, Durham County Council have commenced updating the GIS database of known flooding incidents and adding reports of new occurrences. Durham County Council are actively investigating and recording flooding incidents along with establishing systems with other Durham County Council departments to ensure relevant staff are kept as fully informed of flooding incidents as possible. Durham County Council are also collating data regarding the Asset Data Register, this is a register of structures or features that are considered to have a significant effect on flood risk in an area, at a minimum recording ownership and state of repair; the register must be available for inspection.
- 27 Durham County Council are yet to establish a Sustainable Urban Drainage Systems (SUDS) approval body, as Central Government have yet to enact this element of the Flood and Water Management Act or issue the associated guidance.



## Finance

- 28 Investment programmes will be developed by the partner organisations and sources of income identified. Defra have recently announced changes in the way flood relief schemes are to be funded and intend to make funding available to more parties however this has the effect of reducing the level of support. Defra believes that an element of the scheme should be supported by the local community. This can be via action groups or Local Authorities.
- 29 Sources of funding are identified as follows.
- Defra
  - Environment Agency
  - Northumbria Regional Flood and Coastal Committee
  - Community Groups/businesses
  - Durham County Council Capital programme (MOWG)

## Recommendations and Reasons

- 30 Cabinet are asked to authorise the following.
- To note the progress to date of the SWMP.
  - To agree to the adoption of the action plan contained in the SWMP.
  - To confirm the preparation of the implementation phase and note the financial implications.

## Background Papers

- Durham County Surface Water Management Plan, produced by AECOM Limited (including the action plan). A copy is available through the Members library.
- Catchment Flood Management Plan – Environment Agency
- Strategic Flood Risk Assessment – Golder Associates

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<b>Contact:</b>	<b>Terry Collins</b>	<b>Tel:</b>	<b>0191 383 4447</b>
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## **Appendix 1: Implications**

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### **Finance**

Finance for commission of SWMP has been provided by Planners. Please note that there are implications for the implementation phase, the extent of which is yet to be determined.

### **Staffing**

None

### **Risk**

There are significant risks of property flooding if no action is taken.

### **Equality and Diversity / Public Sector Equality Duty**

An equality and diversity impact assessment screening has been completed.

Appendix 3

### **Accommodation**

None

### **Crime and Disorder**

None

### **Human Rights**

None

### **Consultation**

Consultation is ongoing with relevant agencies.

### **Procurement**

Commission has been agreed by Planners and produced by AECOM.

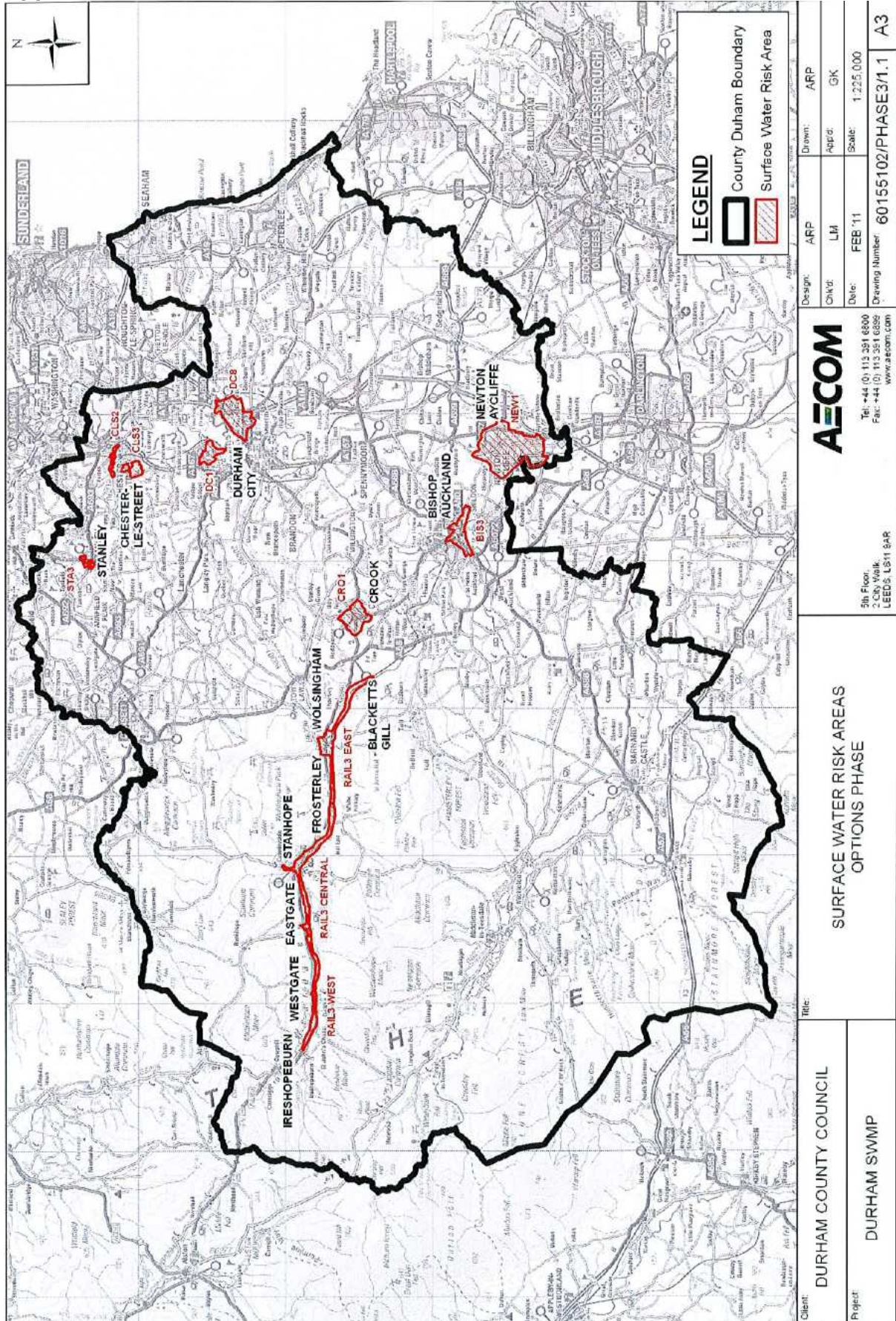
### **Disability Issues**

None

### **Legal Implications**

New duties are supported under Flood and Water Management Act 2010.

Appendix 2



Client: <b>DURHAM COUNTY COUNCIL</b>	Title: <b>SURFACE WATER RISK AREAS OPTIONS PHASE</b>	
	Project: <b>DURHAM SWMP</b>	
<p style="text-align: right;"><b>AECOM</b>                  Tel: +44 (0) 113 291 6800                  Fax: +44 (0) 113 251 6899                  www.aecom.com</p>		
5th Floor, 2 City Walk, LEEDS, LS11 6AR		
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## Appendix 3

### Equalities and Diversity Impact Assessment

### Surface Water Management Plan



**Durham County Council – Altogether Better equality impact assessment form**

**NB: Equality impact assessment is a legal requirement for all strategies plans, functions, policies, procedures and services. We are also legally required to publish our assessments.**

**You can find help and prompts on completing the assessment in the guidance from page 7 onwards.**

**Section one: Description and initial screening**

**Section overview: this section provides an audit trail.**

Service/team or section: Drainage and Coastal Protection Team, Technical Services, Neighbourhood Services, Durham County Council	Start date: 11/05/11 and 5/10/11
Lead Officer: Drainage & Coastal Protection Manager	
Subject of the Impact Assessment: (please also include a brief description of the aims, outcomes, operational issues as appropriate)	
<p><b>Surface Water Management Plan</b></p> <p>Neighbourhood Services have developed the Surface Water Management Plan in accordance with the recommendations of the Flood and Water Management Act 2010 and the EU Flood Directive 2007. The SWMP identifies potential problem areas with respect to surface water run off in the Durham County area and considers the most effective methods by which to manage the risk of surface water flooding. Action plans have been developed for those areas identified as being most at risk. As the SWMP process evolves it is intended to engage with all stakeholders through stakeholder meetings, public consultation and meetings with partners.</p>	
<p>Who are the main stakeholders: General public / Employees / Elected Members / Partners/ Specific audiences/Other (please specify) –</p> <ul style="list-style-type: none"> <li>• Durham County Council</li> <li>• Environment Agency</li> <li>• Northumbrian Water Ltd</li> <li>• Landowners/developers</li> <li>• Adjoining local Authorities</li> <li>• General Public</li> <li>• Elected Members</li> </ul>	
<p>Is a copy of the subject attached? No</p> <p>If not, where could it be viewed? Drainage and Coastal Protection Team, Technical Services, Neighbourhood Services, Durham County Council</p>	
<p><b>Initial screening</b></p> <p>The SWMP has been produced to look at the sources of surface water flooding in the County Durham area and considers the most effective methods by which to manage the risk of surface water flooding. The plan provides a strategic approach whereby key local</p>	

partners, such as Northumbrian Water Limited, Environment Agency, developers/landowners and the Council, with responsibility for surface water and drainage can work together. Surface water poses a widespread risk across County Durham, concentrated in the urban areas to the east of the County. The SWPM will benefit all areas of the County, especially those identified as being at risk of flooding by guiding limited resources to areas of greatest need; addressing the surface water flood risk to existing and proposed development; informing emergency planning and feeding into Durham County Council's Flood Plan; and protect and improve water quality in accordance with the objectives of the Water Framework Directive (WDF).

Prompts to help you:  
 Who is intended to benefit and how? Could there be a different impact or outcome for some groups? Is it likely to affect relations between different communities or groups, for example if it is thought to favour one particular group or deny opportunities for others? Is there any specific targeted action to promote equality?

**Is there an actual/potential positive impact on specific groups within these headings?**  
 Indicate : Y = Yes, N = No, ?=Unsure

Gender	Y+	Disability	Y+	Age	Y+	Race/ethnicity	Y+	Religion or belief	Y+	Sexual orientation	Y+
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**How will this support our commitment to promote equality and meet our legal responsibilities?**

- Reminder of our legal duties:
- Eliminating unlawful discrimination & harassment
  - Promoting equality of opportunity
  - Promoting good relations between people from different groups
  - Promoting positive attitudes towards disabled people and taking account of someone's disability, even where that involves treating them more favourably than other people
  - Involving people, particularly disabled people, in public life and decision making

**What evidence do you have to support your findings?**

**Decision: Proceed to full impact assessment – No**      **Date: 05/10/2011**

**If you have answered 'No' you need to pass the completed form for approval & sign off.**

**Section two: Identifying impacts and evidence- Equality and Diversity**

**Section overview: this section identifies whether there are any impacts on equality/diversity/cohesion, what evidence is available to support the conclusion and what further action is needed.**

	Identify the impact : does this increase differences or does it aim to reduce gaps for particular groups?	Explain your conclusion, including relevant evidence and consultation you have considered.	What further action is required? (Include in Sect. 3 action plan)
<b>Gender</b>			
<b>Age</b>			

Disability	
Race/Ethnicity	
Religion or belief	
Sexual Orientation	

**How will this promote positive relationships between different communities? N/A**

**Section three: Review and Conclusion**

Summary: please provide a brief overview, including impact, changes, improvements and any gaps in evidence.  
 The SWMP will provide a better, more comprehensive management of surface water flooding which will benefit people, homes, businesses, landowners, developers, partners and adjoining Authorities. There is no adverse impact on our customers and no equality and diversity issues have been identified.

Action to be taken	Officer responsible	Target Date	In which plan will this action appear
When will this assessment be reviewed?	Date: N/A		
Are there any additional assessments that need to be undertaken in relation to this assessment?			
Lead officer - sign off: Strategic Highways Manager			Date:05/10/2011
Service equality representative - sign off: Policy Performance and Communications Manager			Date:05/10/2011

**Please ask us if you would like this document summarised in another language or format.**

- العربية (Arabic) (中文 (繁體字)) (Cantonese) اردو (Urdu)
- polski (Polish) ਪੰਜਾਬੀ (Punjabi) Español (Spanish)
- বাংলা (Bengali) हिन्दी (Hindi) Deutsch (German)
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**Cabinet**

**16 November 2011**



**Winter Maintenance: State of Preparedness for 2011-2012 and Winter Service Plan Update**

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**Report of Corporate Management Team**

**Terry Collins, Corporate Director for Neighbourhood Services**

**Councillor Bob Young, Cabinet Portfolio Holder for Strategic Environment**

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**Purpose of the Report**

- 1 To provide an update regarding the improvements and state of preparedness for winter 2011-2012, together with details of the annual Winter Service Plan 2011-2012 for approval and adoption.

**Winter Service and State of Preparedness**

**Background**

- 2 Durham County Council currently treats (salts) 45% of the highway network in frost conditions. It should be noted that in recent winters, due to the national salt shortage, the treated routes have been reduced to 35% in order to conserve salt supplies which has been at the request of the Department for Transport (DfT). The presalt network (45%) is used as the basis for snow clearance and can take up to four or five hours to complete each route.
- 3 Currently salt/grit bins are provided for use by motorists on the untreated network where significant hazards occur, such as severe banks and bends. Members and the community are increasingly asking for more salt/grit boxes to enable self-help in locations that benefit the community at large.
- 4 During the last few years, the Overview and Scrutiny Committee (OSC) have made a series recommendations based on lessons learnt reviews from the experiences of the two previous severe winters to improve the delivery of the winter service. A report will be provided to OSC on Monday, 21<sup>st</sup> November 2011, incorporating the content of the latest review.
- 5 As part of the review undertaken this year, the OSC members were given the opportunity to visit the Boulby Potash Mine in North Yorkshire, the mine that supplies Durham with its salt. All Members who attended found this visit extremely interesting and now have a better understanding of the difficulties in providing salt during the winter months.

## Improvements to Service

- 6 Durham County Council founded and Chair the North East Regional Winter Maintenance Group. This is a forum where all twelve North East Authorities come together, to share best practice, secure salt supplies and prepare joint communication plans to ensure that communications, particularly during bouts of severe winter weather, are consistent and that the region has one voice.
- 7 As a Unitary Authority, Durham County Council is much better placed than it was before local Government review. In preparation for the coming winter, meetings between Streetscene, Highways Operations and Strategic Highways, along with the experience gained over the past two winters, have led to a joined-up approach to service provision within the Authority.
- 8 The salt stocks currently held by the Authority in the nine strategic depots across the County is currently 46,000 tonnes. This is an increase of 6,000 tonnes over the stocks held going into last winter.
- 9 The pool of farmer contractors has been extended to 60 in total, an increase of 17 over the number in place last year, all with the ability to deploy tractor trailers, tractor ploughs and loading shovels when the need arises.
- 10 The service has critically assessed its snow clearance programme and how this is delivered. Significant opportunities for change and improvements have been identified, focussing on a specified core network. During periods of extreme snowfall, frontline resources will concentrate on a core network. Extreme snowfall can be significant accumulations over a short period or perhaps a lesser amount over a prolonged period. Nevertheless, the event will have significant disruption for the travelling public and or place vulnerable people at risk. By concentrating on a reduced core network, the frontline gritting fleet will be able to plough and treat each route within two hours. The use of farmer contractors will supplement the snow clearance operation. The snow clearance operation will be deployed as detailed below.
  - The front-line gritting fleet will be deployed on 45 routes on the core network. This represents c21% of the network, with all routes cleared within 2 hours.
  - Utilising the farmer contractors. A further ten routes will be ploughed and treated, these routes representing a further 7% of the network.
  - A further 45 tractor plough routes will be called upon to clear designated routes as required.

The network coverage will now include links to industrial estates, most schools, strategic bus routes and strategic routes within housing estates. This new approach will allow quicker and wider access to the network and is aimed at keeping industry working. Additional farmer contractors will be utilised to assist with refuse collection managed by Streetscene (at present this number is 17 farmer contractors).

- 11 When severe weather is predicted, Members will continue to be informed of forecasts, conditions and activities on the network, through regular daily bulletins. Meetings will be held on a regular basis with the Portfolio Holder

and Management Team to ensure that all activities are co-ordinated and are appropriate to the prevailing conditions.

- 12 During periods of severe weather, Neighbourhood Services are able to offer a wide range of assistance to the emergency services and to other Service Groupings. The cost of this assistance will be borne by Neighbourhood Services during the working day but outside of these times, and where this is not on the core network, Service Groupings will be expected to fund these activities.
- 13 More efficient ways of refilling salt/grit boxes have enabled criteria for their provision to be extended to community use. The assessment will take into account footway use and important local services/community needs. There are two hundred salt/grit boxes that have been purchased for this purpose. Trials are to take place on how to engage with the community regarding 'self help' and will be carried out during the winter period.
- 14 Significant work continues with Town & Parish Councils along with Volunteer Groups to encourage self help. Meetings with Town and Parish Councils have encouraged partnership working in clearing footways or filling of salt/grit boxes. A further three Parish Councils have signed up for 2011/2012, bringing the total number working in partnership with Durham County Council to eleven. Assistance is given to Parish Councils by providing footway clearance equipment, salt and protective clothing. The existing arrangement with volunteers from the East Durham Trust has also been extended, with a view to reaching more vulnerable people and offering assistance. Work continues to introduce this into other areas of the County.
- 15 Footway snow clearance plans remain unchanged and the following remain key target areas.
  - Category 1 and 1A Footways (Town Centres)
  - Salt Bin Filling
  - Public Transport Interchanges
  - Hospitals
  - Doctors Surgeries/Health Centres
  - Selected Category 2 Footpaths (Small Village Shopping Streets)
  - Sheltered Accommodation
  - Care Homes
- 16 Further details of service provision are detailed in Appendix 2.

## Winter Service Plan

### Background

- 17 Each year Durham County Council updates and distributes the Winter Service Plan widely, both internally and to neighbouring Authorities/key stakeholders. The plan is normally updated annually to incorporate any minor changes which have taken place during the last year along with keeping abreast of current legislation and practices.
- 18 Following the national severe weather events of the past three winters a number of reports have been produced by Central Government which, in turn, have led to the code of practice for highways entitled 'Well Maintained Highways' being updated substantially in relation to winter maintenance. Where necessary, these updates have been incorporated into the Winter Service Plan, together with the outcomes of the Scrutiny Reviews over the last three years.

### Amendments

- 19 There are a significant number of amendments to the Winter Service Plan (full details detailed within Appendix 3) that have been made for this year. The key changes are detailed below.
- Amendments to the National Severe Weather Warning Service (NSWWS)
  - Amendments to the salt bin criteria
  - Amendments to Durham County Council's response to extreme weather
  - Additional salt stocks and resilience
- 20 Once approved, the Winter Service Plan, excluding operational information, will be uploaded onto the website.

### Recommendations and Reasons

- 21 Cabinet are asked to recommend the following.
- Note the improvements and state of preparedness for Winter 2011-2012
  - Approve the amendments to the Winter Service Plan 2011-2012

### Background Papers

- Winter Service Guidance to Local Authority Practitioners
- The Resilience of England's Transport Systems in Winter - Interim Report - July 2010

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**Contact: Dave Wilcox** **Tel: 0191 383 3468**

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## **Appendix 1: Implications**

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### **Finance**

The current budget of £2.54m covers pre-salting of 45% of the network. Any snow clearance, as a result of prolonged severe weather, will exceed this budget and is expected to be treated outside of the cash limit.

### **Staffing**

There are no staffing implications as this draws on Drivers and Operatives from Highways Operations and Streetscene.

### **Risk**

There is a potential increase in public liability claims and damage to reputation of the Authority if the report is not approved.

### **Equality and Diversity / Public Sector Equality Duty**

An equality and diversity impact assessment screening has been carried out Appendix 4

### **Accommodation**

Not applicable

### **Crime and Disorder**

Not applicable

### **Human Rights**

Not applicable

### **Consultation**

Not applicable

### **Procurement**

Not applicable

### **Disability Issues**

Not applicable

### **Legal Implications**

Section 41 (1) of the Highways Act 1980 imposes a statutory duty to ensure, as far as practicable, that safe passage along the public highway is not endangered by snow or ice.

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## WINTER MAINTENANCE PREPAREDNESS – 2011/12

### Network Coverage

45% of the network currently covered

Snow routes in place

Remaining network covered by contractor provision

### Allocation of Responsibility

Highways Ops / Strategic Highways / Direct Services

See schedule

CRM – Meetings have been held with CRM team to ensure systems are in place for dealing with service requests

See schedule

### Financial Control

Winter Maintenance budget for 2011/12 £2.96m

Financial Control by key players in place, HO / SH / SS

### Staff

70 No frontline drivers

7 No Winter Maintenance Managers

2 No Winter Shadow Managers

### Training

All frontline drivers VQ Winter Maintenance trained

All drivers VQ Refresher

All drivers route familiarisation

Winter Maintenance Managers / Shadow Managers Vaisala Refresher Training

### Plant and Equipment

44 No frontline power gritters with ploughs

60 No contractors with tractor trailers / ploughs / trailer gritters as appropriate

See Schedule

Extensive fleet of loading shovels / Jcbs

Refuse routes - allocated 8 tractor ploughs/shovels from existing farmer/contractor schedule and up to a further 9 from new intake

£100k allocated to procure new plant / ploughs to meet the needs of increased service

60 No Footpath Salt Spreaders (Streetscene)

7 No Kabota tractors with ploughs and spinners (Streetscene)

### Salt Bins / Heaps

Salt bins 2000 countywide

Salt bin criteria amended to reflect community use and for footways

Dumpy bag trial to be implemented this year

Additional 200 bins available for additional requirement (as requested)

4 No vehicles – 2 No hiab grabs, 2 No bespoke vehicles with salt bin / heap provision

**Salt Stocks**

Current salt stocks of 46,000 (increase of 6000)

Improved monitoring regime of salt stocks (incl Streetscene)

Regional monitoring and cooperation - mutual aid

**Additional Support**

Town and Parish Councils in partnership (increase of 3) Extend Volunteer group at East Durham Trust (others possibly in pipeline) Pilot of bag of salt and snow scoop in Durham (David Stoker)

**Communication / PR**

Regional Comms agreed with 12 NE Authorities

Leaflet distribution – Distribution carried out by DCC staff to selected locations (£5k)





**DURHAM COUNTY COUNCIL**  
**WINTER SERVICE PLAN**  
**2011/12**

# **DURHAM COUNTY COUNCIL**

## **WINTER SERVICE PLAN 2011 - 2012**

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Note: This document has been produced by the Highway Asset Management Group, Neighbourhood Services, Durham County Council and will be re-issued annually on CD and on the County Council website.

**I. CIRCULATION LIST**

**External**

**Internal - Durham County Council**

## **2. INTRODUCTION**

- 2.1 This plan details Durham County Council's policies and procedures for the operation of its winter service.
- 2.2 The County Council and its contractors carry out the winter service by adopting a systematic approach to the planning, implementation and monitoring of the service in order that it is undertaken in an economic, efficient and effective way with a consistent level of service throughout the County.
- 2.3 The winter service provided by the County Council on public highways is essential to maintain communications and enable every day life to continue during adverse weather conditions. It is carried out in order to ensure the safe movement of highway users, and is economically significant because of the delays that bad weather can cause.

Winter service involves treating sections of the highway to :-

- (i) prevent ice from forming, known as "precautionary salting",
- (ii) melt ice and snow already formed, known as "post-salting",
- (iii) remove snow.

- 2.4 Section 41(1A) of the Highways Act 1980 (c. 66)(duty of highway authority to maintain highway) states

“In particular, a highway authority are under a duty to ensure, so far as is reasonably practicable, that safe passage along a highway is not endangered by snow or ice.”

This has been taken into account when reviewing and amending this document and all other winter maintenance documents and procedures the County Council undertakes.

- 2.5 For the purposes of this plan and policy the winter period runs from mid October until mid April in the following year.
- 2.6 Following the severe winter of 2008/09, a comprehensive review of our winter service was undertaken by a Working Group formed from the Environment and Sustainable Communities Scrutiny Committee. The recommendations contained in their report have been incorporated into this service plan.
- 2.7 In addition a further review was undertaken following the severe weather of 2009/10 and this resulted in significant amendments to the Code of Practice “Well maintained Highways” and these amendments have also been incorporated into this document.
- 2.8 Furthermore as a result of the severe weather experienced at the start of winter 2010/11 significant changes were recommended in the Quarmby report, especially to the amount of salt we spread. Durham County Council are currently looking at the recommendations contained in this report to ascertain the feasibility of certain actions.

### **3. WINTER SERVICE POLICY STATEMENT**

3.1 The deployment of winter service equipment throughout the County has been based on a system of priorities and treatment routes, taking into account the recent changes to the Highways Act 1980 and various reviews undertaken recently as outlined earlier. These were developed using hierarchy information contained in the July 2001 Code of Practice for Maintenance Management document and reinforced in the July 2005 Code of Practice “Well-maintained Highways” document as outlined below:-

#### **CARRIAGEWAY HIERARCHY**

3.2 The hierarchies developed for carriageways are as follows:-

<b>Category</b>	<b>Hierarchy Description</b>	<b>Type of Road General Description</b>	<b>Detailed Description</b>
1	Motorway	Limited access Motorway regulations apply	Routes for fast moving long distance traffic. Fully grade separated and restrictions on use.
2	Strategic Route	Trunk and some Principal 'A' roads between primary destinations	Routes for fast moving long distance traffic with little frontage access or pedestrian traffic. Speed limits are usually in excess of 40mph and there are few junctions. Pedestrian crossings are either segregated or controlled and parked vehicles are generally prohibited.
3a	Main Distributor	Major Urban Network and Inter-Primary links. Short – Medium distance traffic	Routes between Strategic Routes and linking urban centres to the strategic network with limited frontage access. In urban areas speed limits are usually 40mph or less, parking is restricted at peak times and there are positive measures for pedestrian safety.
3b	Secondary Distributor	Classified Road (B and C Class) and unclassified urban bus routes carrying local traffic with frontage access and frequent junctions	In rural areas these roads link the larger villages and HGV generators to the Strategic and Main Distributor Network. In built up areas these roads have 30mph speed limits and very high levels of pedestrian activity with some crossing facilities including zebra crossings. On street parking is generally unrestricted except for safety reasons.
4a	Link Road	Roads linking between the Main and Secondary Distributor network with frontage access and frequent junctions.	In rural areas these roads link the smaller villages to the distributor roads. They are of varying width and not always capable of carrying two way traffic. In urban areas they are residential or industrial inter-connecting roads with 30mph speed limits, random pedestrian movements and uncontrolled parking
4b	Local Access Road	Roads serving limited numbers of properties carrying only access traffic	In rural areas these roads serve small settlements and provide access to individual properties and land. They are often only single lane width and unsuitable for HGV. In urban areas they are often residential loop roads or culs de sac

#### **PRECAUTIONARY SALTING (PRESALT) OF CARRIAGEWAYS FOR FROST, ICE AND LIGHT SNOW CONDITIONS**

3.3 From a total highway network of approx. 3,732 km's, within the County, Durham County Council currently presalt 45% (1,680km) as the Priority 1 network. This network, developed over many years of

winter service, is presalted in whole or in part should it be necessary on any particular night. It has been derived using the hierarchy in the table above and includes all roads in categories 2 & 3a and the majority of 3b roads. In addition other roads in categories 3b, and categories 4a and 4b have been added to take account of any local knowledge or problem black spots.

(Note: All Category 1-Motorway and Category 2-Trunk Roads are maintained by the Highways Agency)

- 3.4 The careful planning of Priority 1 salting routes to reduce "unproductive travel" can significantly increase the economy of the operation. To that end the Priority 1 network has been subjected to an optimisation exercise to make these routes as efficient as possible. This optimised route network will be reviewed prior to each winter season to allow any required fine-tuning or amendments to be made ensuring a continued efficient and effective operation.
- 3.5 In addition a series of Priority 2 routes have been identified incorporating those roads deleted during the optimisation exercise of 2002 along with a number of trailer gritter routes carried out by local contractors (Farmers). These priority 2 routes will only be treated during times of prolonged extreme weather and when the Priority 1 routes are clear and resources are available.

#### **Procedures for precautionary salting of carriageways**

- 3.6 The decision whether to presalt on an evening or the next morning is taken by two Duty Officers (one per Area) in close liaison with one another based on weather forecasts, local knowledge, reports, etc. and this decision is normally taken before 1400 hrs. Once this decision has been made the presalting is carried out at the time specified. If conditions change we can change the timing or nature of the treatment but we must bear in mind the response time which must be allowed to mobilise the fleet. This **response time** for precautionary salting of Priority 1 carriageways, which is the period between a decision being taken to begin treatment and vehicles leaving the depot, is one hour, applying both within and outside normal working hours. The **target treatment time** for precautionary salting of Priority 1 carriageways, which is the period between vehicles leaving the depot and the completion of treatment on a particular route is two hours. For early morning treatment of carriageways this treatment should normally be completed by 0730 hours on weekdays and Saturdays and by 0830 hours on Sundays and Bank Holidays. In general, no treatment will take place between 2300 hrs and 0500 hrs unless specific forecast conditions dictate it to be necessary.

#### **MAJOR SNOW STORM CONDITIONS/SNOW CLEARANCE**

- 3.7 Notwithstanding the above Priority 1 network, which are generally implemented for presalting and to some extent snow salting, the aim after a major snowstorm is to restore road communications over all or part of the highway network by snow clearance.
- To facilitate this we have developed a network of snow routes to enable our resources to be deployed effectively. These are shorter routes where we concentrate our efforts on the more strategic roads to ensure they are cleared whilst sacrificing some of the less important roads.
- Essentially our policy is to restore communications for industrial traffic and individuals' journeys to work by public transport. This is achieved by effectively ceasing work on all unclassified roads except for emergencies.

## **Procedures for Snow Clearance of Carriageways following Major Snow Storms**

**1st Action** - establish communications on bus routes on Principal (Class A) Roads (Categories 2 & 3a) between major centres of population and links to major industrial estates including work within these estates. Restore accesses to emergency service buildings and depots.

**Reason :** Industrial traffic needs, journeys to and from work, community health and safety, public transport being used rather than private cars.

**2nd Action** - extend road communications further into Category 3a/3b roads working on the priority basis of highest traffic flow on bus routes and links to smaller industrial estates and communities.

**Reason :** As 1st Action but applicable to smaller communities.

**3rd Action** - Important public transport routes and emergencies on unclassified roads. (Category 3b)

**Reason :** Economy due to financial pressures but allowing travel by public transport rather than necessarily by private transport.

3.8 The consequences of the above actions will be that:-

- (i) Important public transport routes will be restored as a top priority together with access to and operations within major industrial sites;
- (ii) private transport will only be feasible for those who can, through their own actions, reach a cleared road;
- (iii) some journeys will be more difficult and longer in time and distance;
- (iv) the cost to the community in lost production and services will be kept to the absolute minimum;

## **FOOTWAY HIERARCHY (including combined footway/cycleways)**

3.9 Footway maintenance standards, unlike carriageway maintenance standards, are not necessarily reflected by road classification; standards being determined by pedestrian usage and not the importance of the road in the network. Local factors such as the age, distribution of the population, proximity of schools and other establishments attracting higher than normal numbers of pedestrians to the area are taken into account. The hierarchy for footways is broadly as follows:-

<b>Category No</b>	<b>Category Name</b>	<b>Brief Description</b>
1a	Prestige Walking Zone	Very busy areas of towns and cities with high public space and streetscene contribution
1	Primary Walking Route	Busy urban shopping and business areas and main pedestrian routes.
2	Secondary Walking Route	Medium usage routes through local areas feeding into primary routes, local shopping centres, etc.
3	Link Footway	Linking local access footways through urban areas and busy rural footways
4	Local Access Footway	Footways associated with low usage, short estate roads to the main routes and culs de sac

**Policy for Salting and Snow Clearance of Footways**

<b>Footway Category</b>	<b>Overnight Frost Conditions</b> <i>(overnight forecast temperatures below zero but not extending beyond 10.00am)</i>	<b>Daytime Frost Conditions</b> <i>(forecast temperatures below zero extending beyond 10.00am)</i>	<b>Extended Frost Conditions</b> <i>(forecast temperatures remaining below zero for a period exceeding 48 hours)</i>	<b>Snow Events</b>
1a	No treatment	No treatment	Treatment will be undertaken in those areas listed below	Treatment will be undertaken in those areas listed below
1	No treatment	No treatment	Treatment will be undertaken in those areas listed below	Treatment will be undertaken in those areas listed below
2	No treatment	No treatment	Treatment will be undertaken in those areas listed below	Treatment will be undertaken in those areas listed below
3	No treatment	No treatment	No treatment	No treatment
4	No treatment	No treatment	No treatment	No treatment

3.10 In times of severe weather the County Council will undertake treatment of footpaths in accordance with the table above in the following locations countywide:-

- Category 1 and 1A Footways (Town Centres)
- Salt Bin filling
- Public Transport Interchanges
- Hospitals
- Doctors Surgeries/Health Centres
- Selected Category 2 Footpaths (Small Village Shopping Streets)
- Sheltered Accommodation
- Care homes

3.11 A Winter Maintenance Footway Snow Clearance Operational Plan has been developed to be used in conjunction with this plan and is included on the following pages.



# Neighbourhood Services

## Winter Maintenance Footway Snow Clearance

### Operational Plan



#### 1. Introduction

- The operational footway snow clearance plan gives details of the actions required by Durham County Council in the event of snow or frost/ice formation, communication that is required and liaison arrangements that need to be in place. This Operational Plan can be found in the Winter Service Plan in its entirety.
- The plan will detail the actions of other agencies involved (see 3.2).
- This is a live document and will be updated as details of resources change.

#### 2. Incident definitions

- The following definitions have been agreed by Neighbourhood Services as part of the Generic Emergency Response plan:-

2.1 **Snowfall:** A potential event or situation which, may have an impact on movement of pedestrians. This is where snow is expected to settle and remain for a period of 24 hours or more

**Frost/ice:** A potential event or situation which, may have an impact on movement of pedestrians. This is where frost or ice has formed for a period of 48 hours or more.

#### 3. Response

- The main response to such an incident will be from resources within Technical Services Operations and Direct Services Streetscene.
- In addition the following internal groups and external partners have entered into an agreement with us to assist with this work in their area:

3.1 Town & Parish Councils - Eight Town/Parish Councils have agreed to carry out limited footpath clearance in their area to an agreed schedule. These are:

- Ferryhill Town Council
- Seaham Town Council
- Great Aycliffe Town Council
- Horden Town Council
- Sedgefield Town Council
- Shildon Town Council
- Bishop Middleham Parish Council
- Easington Colliery Parish Council

3.2 In addition a further three Town/Parish Councils have agreed to take part in this initiative and will be active for winter 2011/12. These are:

- Stanley Town Council

- Wingate Parish Council
- Framwellgate Moor Parish Council

3.3 One volunteer group, East Durham Trust, has held a pilot scheme in the East Durham area which enabled groups of volunteers to deliver a service including winter snow clearance to vulnerable people within their area of operation. This has proved successful and will be extended further for winter 2011/12

3.4 Further volunteer sectors have been contacted with a view to setting up other initiatives and negotiations are currently ongoing

#### **4 Actions**

4.1 The following will be treated as a priority for treatment (note this relates to the adopted network only):

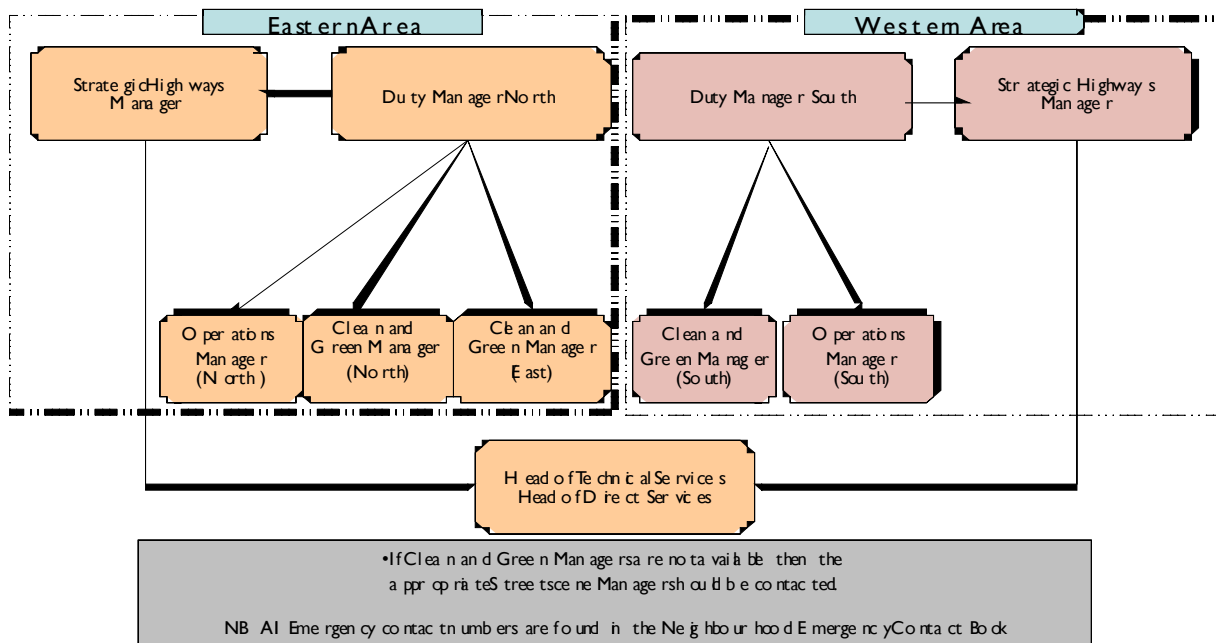
- Category 1 and 1a footways (Town Centres)
- Salt bin filling (includes former District and Parish salt bins)
- Public Transport Interchanges
- Hospitals
- Doctors Surgeries/Health centres
- Category 2 footways (small village shopping streets)
- Sheltered accommodation
- Care homes

4.2 In reality the resource available will be allocated to three Streetscene areas (North, East and South) priority 1 areas and when resources are available, priority 2 and 3 areas will be treated - see Appendices 1,2 & 3. For details of salt bin numbers see Appendix 4

#### **5 Communications**

5.1 In the event of snow/frost/ice predicted or actually causing problems on the footway network, an instruction will be issued by the Winter Maintenance Duty Manager. The appropriate instruction (geographically based) will be made to Technical Services Operations Contract Managers and Direct Services Streetscene Clean and Green Managers. Where necessary, both Strategic Highways Manager and CCU will be advised. This will ensure communication channels detailed below (and in the DCC Generic Plan) are followed.

## 5.2 Communications flow chart



In the event that snow/frost/ice affects larger geographical areas, and the risk to properties and business increases the Head of Direct Services and The Head of Technical Services would be notified.

## 5.3 Other actions to be considered are:

- Notify Customer Contact Centre (CCC) to set up the emergency response/ resource centre to utilise the Customer Relationship Management (CRM) system to manage the incident. Note that operational response will be managed from the Sub-offices or from home.
- Communicate updates to other senior Council staff as to incidents and arrangements in place, as appropriate. Messages to the public will be dealt with by Corporate Communications.

## **CYCLEWAY HIERARCHY**

3.12 Cycleway hierarchies given in the code of practice are as follows:-

<b>Category</b>	<b>Description</b>
A	Cycle lane forming part of the carriageway, commonly 1.5 metre strip adjacent to the nearside kerb. Cycle gaps at road closure point (no entries allowing cycle access)
B	Cycle track, a highway route for cyclists not contiguous with the public footway or carriageway. Shared cycle/pedestrian paths, either segregated by a white line or other physical segregation, or un-segregated.
C	Cycle trails, leisure routes through open spaces. These are not necessarily the responsibility of the highway authority, but may be maintained by an authority under other powers or duties.

## **Policy for Salting and Snow Clearance of Cycleways**

<b>Cycleway Category</b>	<b>Overnight Frost Conditions</b> <i>(overnight forecast temperatures below zero but not extending beyond 10.00am)</i>	<b>Daytime Frost Conditions</b> <i>(forecast temperatures below zero extending beyond 10.00am)</i>	<b>Extended Frost Conditions</b> <i>(forecast temperatures remaining below zero for a period exceeding 24 hours)</i>	<b>Snow Events</b>
A	Treatment as per adjacent carriageway	Treatment as per adjacent carriageway	Treatment as per adjacent carriageway	Treatment as per adjacent carriageway
B	No treatment	No treatment	Treatment will be undertaken as and when resources become available.	Treatment will be undertaken as and when resources become available.
C	No treatment	No treatment	No treatment	No treatment

## **4. ORGANISATION**

- 4.1 The Neighbourhood Services Department of the County Council is responsible for the management of the client and operational functions of the winter service including the preparation of the Winter Service Plan, setting the performance standards and establishing the carriageway and footway hierarchy and priorities. The County Council's winter service procedures accord with the Well Maintained Highways Code of Practice for Highway Maintenance Management published in July 2005 and subsequent amendments.
- 4.2 The responsibility for the policy and overall control of the winter service within the Department lies with the Strategic Highways Manager assisted by support staff in Strategic Highways as detailed below:-
- Strategic Highways Manager
  - Highways Asset Manager
  - Policy & Development Manager
- 4.3 The day-to-day operational management including the decision-making procedure for the winter service in the County is undertaken by the Operations Group listed as follows:-
- Highways Operations Manager
  - Construction Manager
- 4.4 A general guide to the Decision-Making Procedure is outlined in Appendix I. However it must be borne in mind that decisions taken by the operational managers of the service are also dependent on local knowledge, the topographical layout of the areas concerned and on a great depth of past experience of the service.
- 4.5 In addition the Operations Group together with private contractors provide the necessary experienced labour resources required to effect the carriageway winter service function on the ground, including the provision of on-site information to assist with the decision making process.
- 4.6 In addition to these carriageway resources, Street Scene employees, are designated to treat footpaths during severe weather. This extra workforce will undertake the operational management of the service on footpaths within their local areas, providing the necessary labour, plant, and depot facilities as required to implement the service. Close liaison is maintained between the Strategic Highways and the Street Scene Managers/Clean and Green Managers to ensure the co-ordination of winter service activities.
- 4.7 These Clean and Green Managers are kept informed during the decision making process for the treatment of footpaths in their area by the appropriate Operations Engineer or his representative, including the following procedures:-
1. Obtaining up to date forecast and current road condition information as indicated by the ice prediction system.
  2. Providing confirmation of action taken to the Operations Engineers.
  3. Providing all management information requested by the County Council.

4.8 The Clean and Green operational managers are listed as follows:-

- North Area
- East Area
- South Area

4.9 When dealing with the winter service function it is also essential that the operational managers are aware of and liaise closely with adjacent authorities to ensure consistency of treatment over boundaries. The relevant adjacent authorities are listed below :-

- Darlington Borough Council
- Cumbria County Council
- Northumberland County Council
- North Yorkshire County Council
- Stockton on Tees Borough Council
- Hartlepool Borough Council
- Sunderland City Council
- Gateshead Council
- Autolink A19 JV
- A-one+

## **WEATHER FORECASTS**

- 5.1 The availability of accurate weather forecasts at appropriate times in the decision making process is essential for the effective and efficient management of the winter service. Durham County Council has as a result of the tendering process entered into a new 5 year term contract with MeteoGroup in partnership with Darlington Borough Council.
- 5.2 Weather reports are received via the County Durham Ice Prediction System using both fixed and portable computers in the Strategic Highways Office and Operations Offices.
- 5.3 The daily weather reports received electronically include:-
- (a) a morning Summary text forecast at 07.30 hours ( including a 2-5 day outlook forecast.)
  - (b) the main forecast at 12.30 hours.
  - (c) an afternoon update summary text forecast at 16.00 hours.
- These forecasts are received 7 days per week during the winter period mid October to mid April inclusive.
- 5.4 The morning summary and afternoon update forecasts are a brief text format whilst the main daily forecast consists of:-
- (i) a detailed 24 hour text forecast
  - (ii) a 24 hour temperature forecast graph for each of 6 no. ice prediction forecast outstations at
    - a) B1432 Hawthorn
    - b) A181 Running Waters
    - b) A689 Bradbury
    - c) A68 Tow Law
    - d) A689 Lanehead
    - e) A66 Stainmore (the last site belonging to the Highways Agency (Sites as shown on Appendix 2).
  - (iii) forecast thermal maps for the County showing minimum forecast road temperatures for the following 24 hour period.
- 5.5 In addition, the above forecast service with MeteoGroup includes for forecast monitoring, providing amendments to forecasts when necessary. A 24 hour consultancy service is also available to discuss in detail any particular forecasts when there is an element of ambiguity or uncertainty and to provide up to date advice where conditions change.
- 5.6 The forecast information received each day in the Strategic Highways office in County Hall is circulated as necessary within the Department and to other Departments of the County Council. Certain information from the forecasts received is also faxed to Durham Police HQ with the agreement of MeteoGroup.
- 5.7 **New National Severe Weather Warning Service**

In 2011, the Met Office in Bracknell updated the system of National Severe Weather Warnings to be circulated throughout the country on a 'cascade' system. This provides advanced weather information and advice to the emergency authorities and the public in relation to severe gales, snow, heavy rain, dense fog, and widespread frost. The main recipients of these severe weather warnings from the Met Office are County Councils, Chief Constables and Chief Fire Officers within the British Isles.

5.8 Durham County Council is the nationally designated main recipient for the whole of the County. A text message is received to previously designated mobile phones to alert users there is a severe weather warning in place. In addition the actual severe weather warning is emailed to selected personnel for use and onward transmission to other Sections of the Department, other County Council Departments, and other partner organisations within County Durham.

5.9 See below for an extract from the Met Office website giving information about the new service

#### The new National Severe Weather Warning Service



Icons used to represent different hazards

### ***Help understanding the warnings***

This section introduces the basic concepts of the warnings service, including:

- timescales;
- types of warnings;
- weather types;
- warning levels;
- colour of warnings;
- Chief Forecaster's assessment;
- web presentation;
- useful information.

#### Timescales

Warnings are issued out to five days ahead for the UK.

#### Types of warnings

There are two types of warning:

- **warnings** — issued up to 24 hours ahead;
- **alerts** — issued more than 24 hours ahead.

#### Weather types

Warnings are issued for:

- rain;
- snow;
- wind;
- fog;
- ice.

#### Warning level

Warnings are based on a combination of:



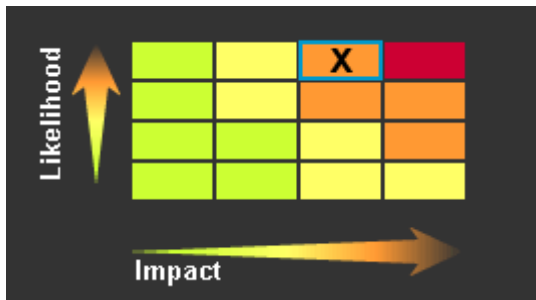
- **likelihood** – How likely the event is to occur;
- **impact** – The potential impact the expected conditions may have.

Colour of warnings

A combination of likelihood and impact is measured against a matrix to give each warning a colour:

- red;
- amber;
- yellow.

An example of the matrix used to define the warning colour is shown below. In this case, an event with a high likelihood and medium impact would result in an amber warning.



The matrix information showing how a warning was assigned its colour will be available for all warnings via the 'View Warning Assessment' option. However, you don't need to view this level of detail if you don't want to. You can simply use the following guidance for each colour:

Green	No severe weather
Yellow	Be aware
Orange	Be prepared
Red	Take action

Chief Forecaster's assessment

The Chief Forecaster's Assessment explains why the warning has been given the colour it has, as well as indicating where any uncertainties lie.

- 5.10. In addition Durham County Council have registered with the Met Office to use Hazard Manager. This is a one-stop information source for the emergency response community. It is an interactive web portal using maps which can be overlaid with weather and incident related information. It allows users to access their services in one location, using a single username and password. "Events" are posted when there is an active incident, essential for keeping cat 1 & 2 emergency responders up-to-date with the very latest information and developments as they happen.

## 6. ICE PREDICTION SYSTEM

- 6.1 The Durham County ice prediction system includes a total of 9 MPLS outstations installed on the Durham County highway network, five of which are utilised in conjunction with MeteoGroup as forecast sites. The other four Durham County owned outstations are currently used as weather monitoring stations. In addition agreements have been put in place to share outstation data between neighbouring authorities and these agreements are as shown in the table below and in Appendix 2 later in this document:-

Outstation	Ownership	Forecast/ Monitoring	Local Authority accessing the data
A689 Lanehead	Durham CC	Forecast	Cumbria CC/Northumberland CC
B6277 Forest in Teesdale	Durham CC	Monitoring	None
B6309 Medomsley	Durham CC	Monitoring	None
A68 Tow Law	Durham CC	Forecast	Northumberland CC/Darlington BC
A689 Bradbury	Durham CC	Forecast	Darlington BC
B1432 Hawthorn	Durham CC	Forecast	Sunderland City
A181 Running Waters	Durham CC	Forecast	None
B6302 Ushaw Moor	Durham CC	Monitoring	None
A689 Toronto	Durham CC	Monitoring	None
A6072 Redworth	Darlington BC	Monitoring	Durham CC
C38 Great Stainton	Darlington BC	Monitoring	Durham CC
TRA 66 Stainmore	Highways Agency	Monitoring	Durham CC/Cumbria CC
A194(M) Blackfell	Highways Agency	Monitoring	Durham CC/Sunderland City
TRA 66 North Bitts	Highways Agency	Monitoring	Durham CC/North Yorkshire CC

- 6.2 The use of the ice prediction system has proved successful in that it has led to significant improvement in the accuracy of forecasts, which can be monitored against actual conditions thus leading to more effective decision making, particularly in marginal conditions of near freezing temperatures. Considerable savings in expenditure on the winter service have been achieved as a result.
- 6.3 The operation of the ice prediction system in County Durham uses a Bureau Service provided by Vaisala Ltd of Birmingham who installed the system initially. This Bureau Service provides a central computer system, which retrieves all outstation and forecast data and presents it in a format, which is readily accessible to DCC users using broadband and internet technology. This can be accessed using any computer with a broadband link to the internet. The Bureau Service also provides back-up systems, computer software improvements and on call help desks which are essential for the smooth running of the winter maintenance service.
- 6.5 In order to ensure the efficient and accurate operation of the ice prediction system, maintenance contracts are undertaken by Vaisala Ltd for the following:-
- (i) Pre Season Software Service to update and check the computer systems software before the winter season commences.
  - (ii) Workstation Maintenance to ensure that the systems' computers operate correctly throughout the winter season

- (iii) Outstation Pre Season Check                      to check all outstations and sensors before the winter season commences.
- (iv) Outstation Mid Season Check                      to check and recalibrate where necessary all outstations and sensors during the winter season to ensure accurate operation of the sensors.
- (v) General Outstation Maintenance                      to ensure that should any outstation/sensor breakdown during the winter season, it is quickly and effectively repaired.

6.7 As a pre-requisite for the installation of the ice prediction system, thermal mapping was carried out over a number of winter seasons on approximately 40% of the pre-salt highway network in County Durham under the following 3 weather conditions:- (a) extreme, (b) intermediate, (c) damped. This thermal mapping provides information on the variation in the thermal characteristics of the highway network which when linked to forecast information allows the ice prediction system to predict minimum road surface temperature variations along the thermally mapped network for the appropriate weather condition.

6.8 A update to the Thermal Mapping was carried out during winter season 2006/07 and further updates will be carried out as and when appropriate.

## **7. MEDIA COMMUNICATIONS**

7.1 Good communications are an essential feature of any effective winter service. The availability of accurate information on weather and highway conditions assists both the highway user and those involved in winter service operations. To this end and particularly in times of heavy snowfall, the Strategic Highways office in County Hall will obtain up-to-date and accurate information regularly from the Duty Managers which it will then pass on to Corporate Communications for onward transmission to the media and motoring organisations as necessary. This regularly updated information on road conditions, closures and re-openings is also available to many other organisations including the Police, bus operators, Highways Agency and private individuals who make contact with the Strategic Highways office during periods of severe winter weather.

7.2 During severe winter weather, for highway condition information, during office hours only, the following contacts should be used:-

- Media Relations Manager
- Highways Action Line (0191 3706000)

In severe winter weather conditions during out of office hours, Strategic Highways and the Operations Engineers make arrangements in order that regularly updated information can be collected and transmitted to the appropriate media contact.

7.3 In addition to the above, winter weather information is regularly passed onto AA Roadwatch for transmission to members of the public via radio and television. Members of the public can contact AA Roadwatch direct for up to date information on the telephone number below:-

AA Roadwatch                      Tel 0906 88 84322 (24 hours)

7.4 Durham County Council maintains its own web site and part of this site is dedicated to the Winter Service and is used for the passage of relevant information to the general public. On this site information relating to safer winter driving, roads closed due to snow, Durham County Council's winter service and other relevant information is available and is updated regularly, during office hours, throughout the winter. The actual web address of the site is:-

[www.durham.gov.uk/winterroads](http://www.durham.gov.uk/winterroads)

7.5 For several years the County Council has produced a Winter Service information leaflet for distribution to Council Offices, Libraries, Service Stations etc. This leaflet includes a large scale map of the county showing the full extent of our Priority I routes. This leaflet is reviewed annually and re distributed as necessary.

## 8. **BUDGET**

8.1 Due to the variable nature of the winter service operation, budgetary provision for winter service is identified separately from other highway maintenance operations thus aiding financial planning of highway maintenance as a whole and providing a winter service based on need as dictated by weather conditions.

8.2 The winter service budget, which is set and allocated by the Neighbourhoods service is based on both fixed and variable costs involved in the provision of the service. Generally fixed costs whether direct or indirect include for:-

- i. Plant and equipment
  - (a) Depreciation, notional interest, insurance, leasing, finance from loan fund,
  - (b) Maintenance, calibration and repair
  - (c) Installation, and maintenance of ice prediction and communications equipment.
- ii. Materials: storage and sheeting charges,
- iii. Labour: fixed costs of pre-salt arrangements,
- iv. Property: costs of office and garage facilities,
- vi. Weather forecasts: including ice prediction bureau costs.

8.3 Variable costs are based on historic information relating to the non-fixed cost elements of precautionary salting and snow clearing operations over the previous 3 years and include for:-

- i. Plant: fuel, repair and expected use of contractor's plant
- ii. Salt: expected use,
- iii. Labour: expected number of hours on pre salting and snow clearing.

8.4 Budget provision for each Area takes account of local parameters such as presalt road length, and recent years operational experiences.

8.5 An expenditure profile of the overall winter service budget is drawn up before each winter, and is monitored each week against actual expenditure in order to identify any possible over or under expenditure against the budget provision.

## 9. PERFORMANCE MONITORING

- 9.1 The comparison of budget with out-turn expenditure figures as described previously is a useful guide to the severity of a winter. However due to the variable and unpredictable nature of the British winter, more appropriate and informative monitoring is carried out in order to review the performance and cost effectiveness of the winter service.
- 9.2 All personnel involved in the winter service complete standard reporting forms as listed below. These forms are then copied to Strategic Highways for recording and analysis of both operational and budgetary performance during and at the end of the winter period. (Copies of all forms are included under Section 15)

<b>Ref. No.</b>	<b>Description</b>	<b>Return Details</b>
App 28/74	Winter Service (Confirmation of Instruction)	Daily return by email before 1600 hrs Mon - Thurs and 1530 hrs Friday
App 28/75	Winter Service Report on General Road Conditions and Confirmation of Action Report	Daily return by email before 0900 hours Tues to Fri. Weekend returns by 0930 hours next working day.
App 28/76	Winter Service Report on Roads Closed and Roads in Poor Condition	As necessary
App 28/77	Winter Service Gritter Calibration	Annual before start of winter season. (And as necessary during season)
App 28/78	Salt Stock Report Form	Annual end of winter season return.
WM10	Salt Storage/Usage Information	Weekly return
WM 11	Half Day Diary	For operational and costing purposes

- 9.3 Analysis of the above reports enables performance, cost-effectiveness and unit costs of operation to be established. Care needs to be taken when making such comparisons due to the varying topographical and climatic conditions encountered within County Durham.

## **10. COMMUNICATIONS**

- 10.1 Durham County Council utilises mobile telephones and mobile phones are fitted to most County vehicles employed on winter maintenance activities.
- 10.2 In addition there are several mobile phones issued to key personnel and they are in use at all times throughout the winter period, particularly to maintain contact with MeteoGroup, Vaisala and salting/gritting contractors.

During times of severe weather more telephones are provided as and when required.

## **11. SALT**

11.1 Salt is the prime material used by the County Council to combat snow and ice but it can cause pollution of watercourses and kill vegetation. For this reason and for reasons of economy, salting is kept to the minimum required to achieve the objectives. (see below for spreading rates). There are alternative de-icing materials (see Appendix 8) but due to increased cost and reduced effectiveness the Authority does not use any of these at present.

11.2 Salt storage is an important consideration both from an economical and environmental point of view and this Authority has provided coverings for all major salt stockpiles. A list of the Authority's salt storage facilities is given in Appendix 3.

11.3 When purchasing salt the Authority uses predetermined tendering procedures, which not only take into account the cost of the salt, but also the following points:-

- a) The ability of suppliers to act quickly in severe weather conditions.
- b) Any price reductions pertaining at different times of the year.
- c) The quality and testing of the delivered salt, which should comply with BS EN 3247: 1991

In an effort to secure the best options and to comply with EC regulations the Authority, through NEPO (North Eastern Purchasing Organisation), advertises for prospective salt suppliers throughout the European Community.

11.4 Advice on the actual application of salt is given in the document entitled ' Winter Service Guidance for Local Authority Practitioners' which gives recommended precautionary treatments and post treatments including revised spread rates. DCC is currently assessing these new spreading techniques and rates and will incorporate them into the winter service as soon as practicable.

### **Provision of Salt Bins**

11.5 The County Council undertakes pre-salting on only a proportion of the highway network and many minor roads are not treated. In these areas the Authority may provide a salt bin for residents to use themselves in accordance with justification criteria, which limit them to those areas where they are most needed. Requests for the provision of salt bins should therefore be first assessed in accordance with the procedure as detailed on Appendix 7 and then the details including location are passed to the appropriate Operations Manager for final approval and processing via Strategic Highways office. Over 2000 bins are serviced throughout the County, including the provision, replacement, placing, filling (refilling as necessary), collection and storage. With the latest bin types offering greater durability against vandalism and also subdued colours, some bins are left in place throughout the year depending on location and local acceptability.

11.6 When considering requests for new bins the following points are taken into account:-

- (i) All requests for salt bins are assessed strictly against currently established criteria.
- (ii) Where the requested location meets the criteria, a bin is provided by the County Council (subject to the limits of budget provision) and is serviced thereafter in the normal way.
- (iii) Where the proposed location is situated on a highway but fails to meet the criteria, bins are not permitted unless another organisation, such as a Parish Council, is prepared to finance and service



them. These organisations are permitted to collect salt from a County Council store to service such bins.

- (iv) Where provision is not for highway purposes but is more of a community facility, then the request is redirected (or referred back) to the Parish, District Council or Community Association for consideration. Under such circumstances, the County Council does not provide salt or service the bin in question but the organisation concerned is offered the facility to purchase salt from the Authority as necessary.

#### **Existing bins (provided by other organisations) – Pre 1999**

11.7 Where a Parish or District Council or any other organisation has already placed a salt bin on a highway, and the location meets the criteria, it will be serviced thereafter by the County Council as in 11.6(ii) above

11.8 Self help grit heaps have on occasion been used at certain locations but it is preferred that bins are used to contain the salting material. However should the need arise this method will be considered in individual cases as a short-term measure.

## **12. PLANT AND VEHICLES**

- 12.1 An inventory of plant and vehicles used by Durham County Council, on winter service routes is detailed on Appendix 5. At present all County Council owned plant is serviced and maintained by the Direct Services Department at Meadowfield under the terms and conditions of a Vehicle and Plant Maintenance Contract. The Direct Services Department also deals with vehicle breakdowns from Meadowfield.
- 12.2 The private contractors who own their own plant and are engaged by the County Council service insure, maintain and fuel their own machines. However the County Council will arrange for the fitting of attachments to accommodate a snowplough if required.
- 12.3 These contractors are employed by the County Council under a contract which is negotiated annually and is held centrally by the Strategic Highways Group at County Hall.
- 12.4 At the start of the winter or before the winter commences all plant should be recorded and calibrated using form Appendix 28/77 (see Section 15) for rate of spread of salt; further checks being made as considered necessary.
- 12.5 In order to minimise the risk of vehicle immobilisation due to diesel engine fuel waxing in low temperature conditions, it is essential for these vehicles to be fuelled with winter grade fuel. However, since even winter grade fuels wax at minus 9°C, it is recommended that vehicles do not remain standing in the open for longer than is absolutely necessary. On the rare occasions that vehicles are subjected to exceptionally low ambient temperatures the use of anti-waxing additive can be helpful in temperatures down to minus 15°C.
- 12.6 Fuel stocks are located at Meadowfield, Wellfield, Bowes, Etherley Lane and Wolsingham Depots.
- 12.7 Within the County there are five snow blowers based at the locations shown in Appendix 5. In exceptionally adverse weather conditions additional plant, such as loading shovels and tractor blades, are hired as necessary under annual tender contracts.
- 12.8 The use of winter service plant adjacent to Railways and Level Crossings is in accordance with the Notes for Guidance detailed on Appendix 9.

### **13. PERSONNEL**

- 13.1 A schedule of the Durham County Council Winter Service Personnel and contact telephone numbers is detailed on Appendix 4.
- 13.2 The deployment of personnel on winter service activities is now the responsibility of Highway Operations who now also provide the Duty Managers.
- 13.3. During severe weather periods the system of call outs can be suspended, at all or any individual depot, and substituted by a period of shift working covering up to 24 hours each day.
- 13.4 Duty Managers can arrange privately owned contracted vehicles and personnel as necessary each day. During severe weather conditions with heavy snow, additional privately owned heavy plant and personnel can be arranged.
- 13.5 For out of office hour periods throughout the winter, the Duty Managers are available on a predetermined rota basis. They are on 24 hour phone standby to receive updated weather forecast information or emergency calls from our forecast provider to warn of deteriorating weather conditions not previously forecast. Should an updated weather forecast be received the Engineer/Officer on duty would then arrange for drivers to be called out for action as necessary. The appropriate private contractors would also be called out at the same time.
- 13.6 Each Duty Manager also maintains a close working relationship with the neighbouring Authorities to County Durham to ensure efficient, effective and consistent cross-boundary treatments for winter conditions. All cross-boundary routes between County Durham and its neighbouring Authorities are reviewed and documented before each winter.
- 13.8 All winter service drivers employed on Durham County Council power gritting vehicles are required to be trained and to attain a VQ (Vocational Qualification) through Direct Services to confirm their competence in the handling of the vehicle concerned.  
Private contractors are also required to attain this qualification through the Direct Services Department training organisation.

#### **14. WINTER SERVICE FORMS AND APPENDICES**

<b><u>FORMS</u></b>	<b><u>DESCRIPTION</u></b>
<b><u>REF NO</u></b>	
App 28/74	Winter Service Instruction (Confirmation) (E, W)
App 28/75	Winter Service Report on General Road Conditions & Confirmation of Action (E, W)
App 28/76	Winter Service Report on Roads Closed and Roads in Poor Condition
App 28/77	Winter Service - Gritter Calibration
WM10	Salt Storage/Usage Information
WM11	Winter Salt Use

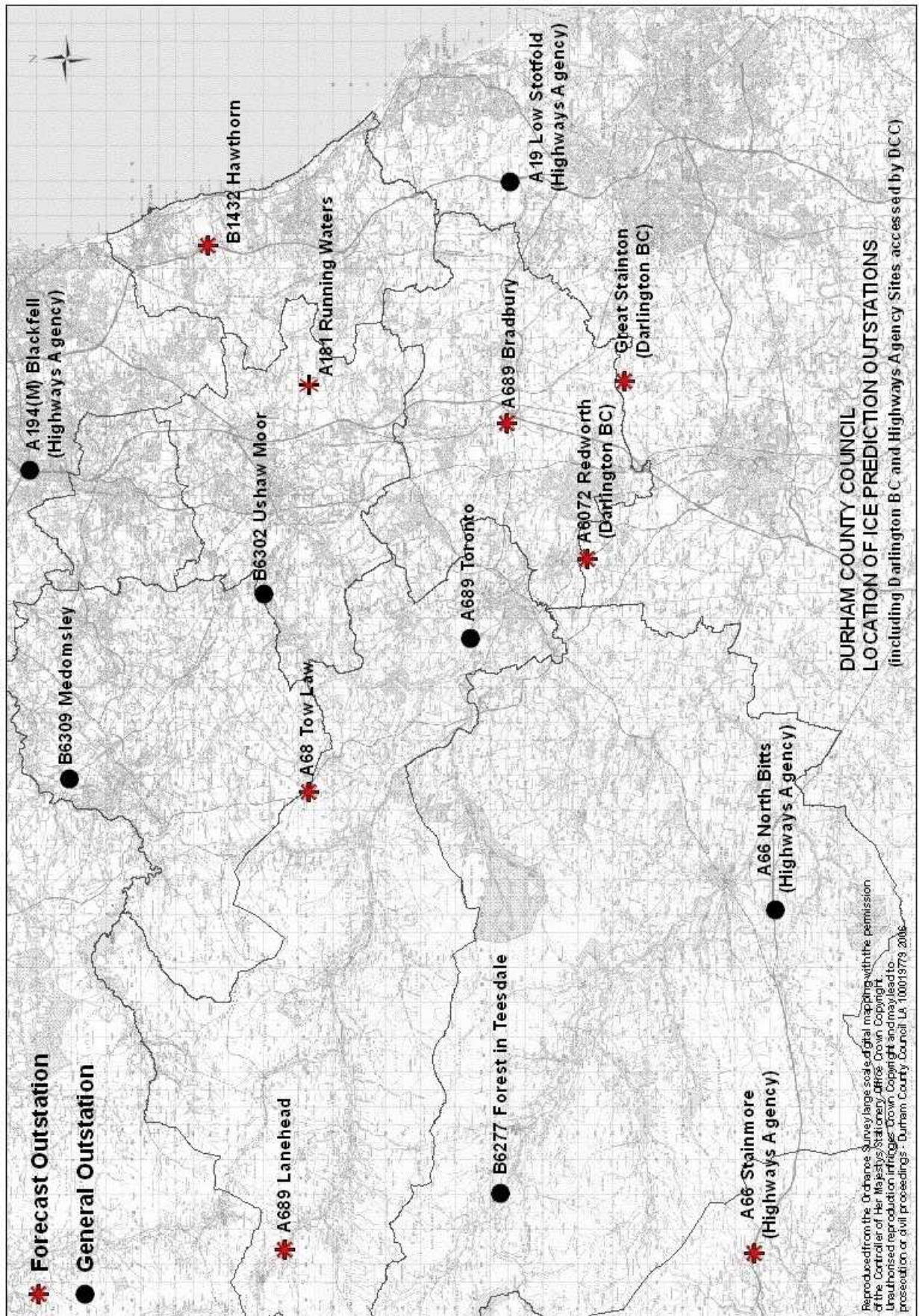
<b><u>APPENDICES</u></b>	<b><u>DESCRIPTION</u></b>
<b><u>REF NO</u></b>	
Appendix 1	Decision Making Procedure
Appendix 2	Location Plan of Ice Prediction Sites
Appendix 3	Salt Storage Facilities
Appendix 4	Winter Service Personnel
Appendix 5	Schedule of Vehicles (a, b)
Appendix 7	Provision of Salt/Grit Bins - Procedure
Appendix 8	Alternative De-Icing Materials
Appendix 9	Notes for Guidance - Winter Service Operations adjacent to Railways
Appendix 10	Drivers Maintenance Inspection
Appendix 11	Gritting Routes Summary

**DECISION MAKING PROCEDURE**

		Predicted Road Conditions		
Road Surface Temperature	Precipitation	Wet	Wet Patches	Dry
May fall below 1°C	No rain No hoar frost No fog	Salt before frost	Salt before frost (see note a)	No action likely, monitor weather (see note a)
Expected to fall below 1°C	No rain No hoar frost No fog		Salt before frost (see note b)	
	Expected hoar frost Expected fog			
	Expected rain BEFORE freezing	Salt after rain stops (see note c)		
Expected rain DURING freezing	Salt before frost, as required during rain and again after rain stops (see note d)			
Possible rain Possible hoar frost Possible fog	Salt before frost		Monitor weather conditions	
Expected snow	Salt before snow fall			
The decision to undertake precautionary treatments should, if appropriate, be adjusted to take account of residual salt and surface moisture.				
All decisions require continuous monitoring and review.				

**NOTES:-**

- a) Particular attention should be given to the possibility of water running across carriageways and other running surfaces eg. off adjacent fields after heavy rains, washing off salt previously deposited. Such locations should be closely monitored and may require treating in the evening and morning, and possibly on other occasions.
- b) When a weather warning contains reference to expected hoar frost considerable deposits of frost are likely to occur. Hoar frost usually occurs in the early morning and is difficult to cater for because of the probability that any salt deposited on a dry road too soon before its onset may be dispersed before it can become effective. Close monitoring is required under this forecast condition which should ideally be treated just as the hoar frost is forming. Such action is usually not practicable and salt may have to be deposited on a dry road prior to and as close as possible to the expected time of the condition. Hoar frost may be forecast to occur at other times in which case the timing of salting operations should be adjusted accordingly.
- c) If, under those conditions, rain has not ceased by early morning, crews must be called out and action should be initiated as rain ceases.
- d) Under these circumstances rain will freeze on contact with running surfaces and full pre-treatment should be provided even on dry roads. This is a most serious condition and should be monitored closely and continuously throughout the danger period.
- 5) Weather warnings are often qualified by altitudes, in which case different action may be required from each depot.



**SALT STORAGE FACILITIES**

AREA	LOCATION	SALT STORE	TYPE OF SALT	
			6mm dry	6mm Ecothaw
Eastern Area	Direct Services, Meadowfield	5,500T Covered (Barn)		✓
Eastern Area	Wellfield	3,000T Covered (Barn)		✓
Eastern Area	Wellfield	1,800T Covered (Sheeted)	✓	
Eastern Area	Chilton	5,500T Covered (Barn)		✓
Eastern Area	Easington Colliery Parish Council	10T Uncovered	✓	
Eastern Area	Seaham Town Council	40T Uncovered	✓	
	<b>Eastern Total (Covered)</b>	<b>15,800T</b>		
	<b>Eastern Total (Uncovered)</b>	<b>50T</b>		
	<b>Eastern Total</b>	<b>15,850T</b>		
Western Area	Wolsingham	2,000T Uncovered	✓	
Western Area	Barford (NE of Barnard Castle)	11,000T Covered (Sheeted)	✓	
Western Area	Fylands, Bishop Auckland	5,000T Covered (Barn)		✓
Western Area	Middleton in Teesdale	2,000T Covered (Barn)		✓
Western Area	Morrison Busty (1), Annfield Plain	5,500T Covered (Barn)	✓	
Western Area	Morrison Busty (2), Annfield Plain	4,000T Covered (Barn)		✓
Western Area	St Johns Chapel	250T Uncovered	✓	
Western Area	Bowes	500T Covered (Barn)		✓
Western Area	Great Aycliffe Town Council	30T Uncovered	✓	
Western Area	Shildon Town Council	20T Uncovered	✓	
Western Area	Bishop Middleham Parish Council	20T Uncovered	✓	
	<b>Western Total (Covered)</b>	<b>28,000T</b>		
	<b>Western Total (Uncovered)</b>	<b>2,320T</b>		
	<b>Western Total</b>	<b>30,320T</b>		
	<b>TOTAL COVERED</b>	<b>43,800T</b>		
	<b>TOTAL UNCOVERED</b>	<b>2,370T</b>		
	<b>TOTAL COUNTY</b>	<b>46,170T</b>		

Salt is provided for use by DCC operatives at Bradbury and Carrville Motorway depots as and when required by A-one Contracting (who act on behalf of the Highways Agency) in accordance with the following profiles :-

	Carrville	Bradbury
1 <sup>st</sup> October 2010	200T	200T
1 <sup>st</sup> November 2010	500T	500T
1 <sup>st</sup> December 2010	800T	800T
1 <sup>st</sup> January 2011	800T	800T
1 <sup>st</sup> February 2011	800T	800T
1 <sup>st</sup> March 2011	500T	500T
1 <sup>st</sup> April 2011	200T	200T

**SCHEDULE OF VEHICLES  
COUNTY AND CONTRACTOR - PRIORITY ONE ROUTES**

DEPOT LOCATION	SALT STORE	MAKE		CAPACITY	DRIVE	FLT NO			ROUTE NO	COMMENTS
<b>EASTERN AREA</b>										
Wellfield	Wellfield	MERCEDES		11.25T	6 x 4	143			1	QCB
	Wellfield	MERCEDES		7.5T	4 x 2	135			2	
	Wellfield	MERCEDES		7.5T	4 x 2	1541			4	
	Wellfield	MERCEDES		11.25T	6 x 4	142			5	
	Wellfield	MERCEDES		7.5T	4 x 2	2280			Spare	
	Wellfield	MERCEDES		7.5T	4 x 2	2282			Spare	
	Wellfield	Trailer Gritter		5T		1796			3	
	Wellfield	Trailer Gritter		5T		1795			6	
	Wellfield	Trailer Gritter		5T		2010			Spare	
	Wellfield	Trailer Gritter		5T		2011			Spare	
Carrville, Durham	Carrville	MERCEDES		11.25T	6 x 4	1881			7	QCB
	Carrville	MERCEDES		7.5T	4 x 2	1542			8	QCB
Highway Ops, Meadowfield	Meadowfield	MERCEDES		11.25T	6 x 4	2320			9	MULTILIFT
	Meadowfield	MERCEDES		7.5T	4 x 2	1677			10	QCB
	Meadowfield	LEYLAND		7.5T	4 x 2	130			Spare	
	Meadowfield	MERCEDES		7.5T	4 x 2	137			Spare	
Bradbury	Bradbury	MERCEDES		11.25T	6 x 4	1882			11	QCB
	Bradbury	MERCEDES		7.5T	4 x 2	136			12	
	Bradbury	MERCEDES		7.5T	4 x 2	138			13	
	Bradbury	MERCEDES		11.25T	6 x 4	1864			Spare	
Chilton	Chilton	MERCEDES		11.25T	6 x 4	1880			14	DEMOUNT
	Chilton	MERCEDES		7.5T	4 x 4	1560			16	
	Chilton	MERCEDES		7.5T	4 x 2	1678			17	
	Chilton	MERCEDES		7.5T	4 x 4	1518			Spare	
	Chilton	Trailer Gritter		5T		1798			15	
		Eastern Total Power Gritters				20	(20 DCC)			
		Eastern Total Trailer Gritters				5	(5 DCC)			
		Eastern Total Snowblowers				0				



**APPENDIX 5a (cont'd)**

DEPOT LOCATION	SALT STORE	MAKE		CAPACITY	DRIVE	FLT NO			ROUTE NO	COMMENTS
<b>WESTERN AREA</b>										
Morrison Busty Annfield Plain	Morrison	MERCEDES		7.5T	4 x 4	1562			18	QCB
	Morrison	MERCEDES		11.25T	6 x 4	1674			22	MULTILIFT
	Morrison	MERCEDES		7.5T	4 x 2				23	
	Morrison	MERCEDES		7.5T	4 x 2				24	
	Morrison	MERCEDES		7.5T	4 x 2				25	
	Morrison	MERCEDES		7.5T	4 x 2				26	
	Morrison	MERCEDES		7.5T	4 x 4	1670			Spare	
	Morrison	MERCEDES		11.25T	6 x 4	2281			Spare	
	Morrison	MERCEDES		11.25T	6 x 4	2305			Spare	
	Morrison	Trailer Gritter		5T		1793			19	
	Morrison	Trailer Gritter		5T		1792			20	
	Morrison	Trailer Gritter		5T		1791			21	
	Morrison	Trailer Gritter		5T		1794			Spare	
Etherley Lane Bowes	Fylands	MERCEDES		7.5T	4 x 4	134			27	QCB
	Fylands	MERCEDES		7.5T	4 x 4	133			29	QCB
	Fylands	MERCEDES		11.25T	6 x 4	140			34	
	Fyalnds	MERCEDES		7.5T	4 x 2	1669			Spare	
	Fylands	MERCEDES		11.25T	6 x 4	1849			Spare	DEMOUNT
	Bowes	Trailer Gritter		5T		1797			37	
	Bowes	Trailer Gritter SMITHS ROLBA ROLBA 1000		2.4T Snowblower Snowblower Snowblower	2430	DCC				
Wolsingham	Wolsingham	MERCEDES		11.25T	6 x 4	1883			30	QCB
	Wolsingham	MERCEDES		11.25T	6 x 4	141			31	MULTILIFT
	Wolsingham	MERCEDES		7.5T	4 x 2	139			Spare	QCB
	Wolsingham	Trailer Gritter ROLBA SMITHS		5T Snowblower Snowblower					Spare Spare	
		Home Base Home Base			7.5T 7.5T	4 x 4 4 x 4				32 33
	Middleton in Tees			11.25T	6 x 4				36	
	Middleton in Tees	Trailer Gritter		7.5T	4 x 4				35	
	Fylands	Trailer Gritter		5T		1943			28	
		Western Total Power Gritters				21	(17 DCC/4 Contractors)			
		Western Total Trailer Gritters				9	(9 DCC)			
		Western Total Snowblowers				5	(5 DCC)			
		<b>COUNTY TOTAL POWER GRITTERS</b>				<b>41</b>	<b>(37 DCC/4 Contractor)</b>			
		<b>COUNTY TOTAL TRAILER GRITTERS</b>				<b>13</b>	<b>(13 DCC)</b>			
		<b>COUNTY TOTAL SNOWBLOWERS</b>				<b>5</b>	<b>(5 DCC)</b>			

**SCHEDULE OF VEHICLES**

**COUNTY, DISTRICT AND CONTRACTOR - PRIORITY TWO ROUTES**

DEPOT LOCATION	SALT STORE	MAKE	CAPACITY	DRIVE	FLT NO		ROUTE NO	COMMENTS
<b>WESTERN AREA</b>								
	Middleton in Tees	Trailer Gritter	5T		1797		STG 8	
	Chilton	Trailer Gritter	5T		1798			
	Fylands	Trailer Gritter	3.5T		1948		STG 1	
	Wolsingham	Trailer Gritter	5T		1799		STG 5	
	Wolsingham	Trailer Gritter	3.5T		1947		STG 6	
	Wolsingham	Trailer Gritter	5T		1942		STG 10	
	Middleton in Tees	Trailer Gritter	3.5T		1803		STG 9	
	Middleton in Tees	Trailer Gritter	3.5T		1801		STG 4	
	Barford	Trailer Gritter	3.5T		1946		STG 3	
	Barford	Trailer Gritter	3.5T		1802		STG 2	
	Fylands	Trailer Gritter	5T		1944		STG 7	
	Fylands	Trailer Gritter	3.5T		1945		Spare	For P1 & P2 route
		Southern Total Trailer Gritters			12	(12 DCC)		
		<b>COUNTY TOTAL TRAILER GRITTERS</b>			<b>12</b>	<b>(12 DCC)</b>		

**DURHAM COUNTY COUNCIL  
SALT BIN REQUEST**

<b>Location:</b>	<b>Date:</b>	<b>Assessor:</b>
------------------	--------------	------------------

	Characteristic	Description / Severity	Scores	Score (road)	Score (footways)
1	Description of gradients	Steep	60		
		Moderate	30		
		Slight / level	Nil		
2	Description of bends	Sharp / many	50		
		Moderate / few	20		
		Slight / straight	Nil		
3	Traffic type	Domestic / housing est	20		
		Industrial	10		
		Rural	Nil		
4	Traffic flow	Heavy	20		
		Light	10		
5	Pedestrian activity	Elderley / less mobile	60		
		Heavy (town, large village)	40		
		Light (small village)	10		
6	On a treated route	Priority 1	-80		
		Priority 2 / other	20		
7	Salt bin / heap nearby	Yes	-80		
		No	20		
8	Proximity of health centre / surgery	Near	40		
		Distant	Nil		
9	Other important local services - pharmacy, schools, comm centre, shops etc.	Near	30		
		Distant	Nil		
10	Bus route	Untreated	20		
		Treated	10		
11	Accident history	Yes	20		
		No	Nil		
<b>TOTAL</b>					
				150 to qualify	100 to qualify

Signed .....  
Assessor

Signed .....  
Highways Superintendent

Date .....

Date .....

**DURHAM COUNTY COUNCIL**

**Alternative De-Icing Materials**

- (i) **Salt**  
Commonly used, will melt ice and snow at temperatures as low as minus 21° C but below minus 10° C the amount needed increases to become environmentally and economically undesirable.
- (ii) **Calcium Chloride**  
Will act at a lower temperature than salt but is more corrosive and more expensive. It absorbs moisture freely and special requirements are needed for storage. The only use in the U.K. is likely to be in blending with salt or as a pre-wetting agent in water.
- (iii) **Urea**  
No more effect on steel than water alone but is less effective around minus 6° C. Used in certain specialised locations because of its less corrosive effect. Supplied in pellets and needs special attention to storage. Conventional spreading equipment requires modification to obtain satisfactory results. Approximately 15 times the cost of salt.
- (iv) **Glycol**  
Liquid supplied in bulk or in drums. Used on airfields and other specific locations. May have a slight adverse effect on skidding resistance. Approximately 20 times the cost of salt.
- (v) **Calcium Magnesium Acetate**  
Supplied in the form of spherical pellets, does not corrode bare steel, but may be comparable to salt in the corrosion of reinforcement bars in concrete. Approximately 15 times the cost of salt.
- (vi) **Potassium/Sodium Acetate (Liquid Acetate)**  
Liquid supplied in bulk or drums. Fast acting and used on some airfields.  
There is some laboratory evidence that acetates adversely affect the durability of concrete, which has not been air entrained, but the significance of this has not yet been proven. Approximately 20 times the cost of salt.

**SNOW CLEARING AT LEVEL CROSSINGS; FROM ROAD BRIDGES OVER RAILWAY SYSTEMS AND FROM ROADS PROXIMATE TO RAILWAYS**

**1. CLEARANCE TO BE EFFECTED BY HIGHWAY AUTHORITY**

British Rail rarely need to use snow ploughs, and even when they do the result may be unsatisfactory for highway purposes. It has, therefore, been agreed that the appropriate highway authority should continue its ploughing operation over crossings situated on roads which are being cleared. There must, however, be proper liaison between the highway and rail authorities and care must be taken that snow must not build up across the tracks or against gates and barriers.

**2. GUIDANCE ON THE USE OF VARIOUS VEHICLE TYPES - MECHANICAL SAFETY**

**2.1 Snow Ploughs, Snow Blowers and Snow Cutters of the Rotary type**

Rotary equipment should NEVER be used to clear snow from any type of level crossing since there is a danger of the lower blade and support shoes fouling the rails.

**2.2 Department of Transport Ploughing/Salting Spreading Vehicles**

These may be used for snow clearance at level crossings subject to observance of paragraphs 3 to 6 below.

**2.3 Local Authority Vehicles**

Winter maintenance equipment, owned or operated by local authorities, varies considerably. Close co-operation is therefore essential between an authority and British Rail about the machinery available and how it can be used with safety and to the fullest advantage for clearing from, and spreading salt on, level crossings.

**3. GUIDANCE RELATED TO VARIOUS TYPES OF LEVEL CROSSING**

**3.1 Unmanned Crossings with Automatic Half Barriers**

These are connected by telephone to the signal box controlling that particular section of line. The driver of a snowplough must always obtain permission by telephoning the controlling signalman for safety clearance before proceeding on to the crossing.

It is essential that snow be cleared from both lanes of a carriageway, at half barrier crossings for a distance of at least 45 metres on either side of the crossing. If one lane is cleared and the other lane is left covered with snow, even for a short time, road users may be tempted to weave around one of the half barriers in order to get to the clear lane. With the opposite half barrier closed vehicles could be trapped or stall on the crossing with a train approaching. After the snow has been cleared the driver must park his plough at a safe distance from the railway track and return on foot to report to the signalman as quickly as possible that he is now clear of the crossing. In doing so he must confirm to the signalman that the snow has not been built up across the track in such quantity as to impede trains.

**3.2 Unmanned Crossings Controlled by Miniature Red/Green Lights**

These too are connected by telephone to the appropriate signal box. Again the driver of the snowplough must always obtain permission by telephoning the controlling signalman for safety clearance before proceeding on to the crossing and subsequently report that he is clear in the same way as for crossings with automatic half barriers.

**3.3 Closed Circuit Television and Remotely Controlled Crossings Operated by a Signalman located some way from the Crossing**

These are also connected by telephone to the appropriate signal box and here again the driver of the snow plough must always obtain permission by telephoning the controlling signalman before proceeding on to the crossing and subsequently reporting that he is clear.

**3.4 Manually Controlled Crossings Operated by either a Crossing Keeper or a Signalman located adjacent to the Crossing**

Snowplough drivers must at all times obtain clearance from the signalman or crossing keeper before driving on to the level crossing.

**3.5 Unmanned Uncontrolled Crossings, Usually having Farm Type Gates or Occasionally without Gates**

These are generally on minor roads; ploughing of unmanned uncontrolled crossings must only be carried out in accordance with prior arrangements made with British Rail.

**4. EFFECTS OF PLOUGHING OPERATIONS**

- 4.1 Snowplough drivers must ensure, so far as it is possible, that accumulated snow is not deposited on railway tracks. Passing trains and rail snowploughs tend to leave windows of snow across the path of the carriageway. It is therefore suggested that highway authorities and British Rail co-ordinate plans which, can be put into effect if and when this occurs.
- 4.2 After the crossing has been cleared the snow-plough driver must park his vehicle at a safe distance from the crossing, then return on foot to ensure that no solid objects have been deposited by the blade on or near the rails.

**5. CROSSINGS UNSUITABLE FOR PLOUGHING**

There are some crossings, which are dangerous or impossible to plough; for instance where the road descends deeply on both sides of the crossing, or where the rail protrudes to such an extent that plough blades might be fouled. For such crossings the local highway authority should consult the appropriate Divisional Civil Engineer of British Rail about the methods best employed to clear the snow.

**6. PRIVATELY OWNED CROSSINGS**

Where a level crossing is privately owned, agreement should be obtained from the owner by the local authority so that the authority can take the same action as they would in the case of a public crossing. Ploughing of unmanned uncontrolled crossings should only be carried out in accordance with prior arrangements made with British Rail - see paragraph 3.5 above.

**7. VEHICLES TRAVERSING LEVEL CROSSINGS FITTED WITH SNOW PLOUGHS IN THE TRAVELLING POSITION (I.E. NOT IN USE)**

When Department-owned vehicles are driven over level crossings, otherwise than for snow clearing, the plough should always be locked in the raised position. Rotary ploughs should follow the requirements of the signs at level crossings concerning slow vehicles, as set out in Diagram 649 of the Traffic Signs Regulations and General Directions 1975.

**8. GENERAL STANDARD OF CARE**

Apart from the operational requirements detailed above, highway authorities must take special care to ensure that the strictest safety precautions are taken when winter maintenance vehicles are negotiating level crossings. All snowplough drivers must be conversant with the provisions of the Highway Code and in particular those parts about the use of level crossings.

**9. SNOW CLEARING FROM ROADS OVER OR NEAR RAILWAY LINES**

- 9.1 Snowploughs of all types can throw snow and slush distances of 10 to 15 metres (the rotary type even more) when driven at speed. Drivers of snow plough vehicles must, therefore, be made aware of road bridges over railways and stretches of road near to railways, where they should operate at an appropriate speed in order to prevent thrown snow building up on railway lines or becoming a hazard to passing trains.
- 9.2 Particular care must be taken where there is a danger of thrown snow damaging or creating an electrical path from overhead electric power lines.
- 9.3 Care must be taken to avoid packing snow against bridge parapets, fences or walls such that, for instance, children could climb nearer to and so tamper with overhead power lines.

**10. SNOW CLEARING FROM ROADS OVER OTHER ROADS AND ON DUAL CARRIAGEWAYS**

- 10.1 The opportunity is taken to draw attention to similar problems in relation to road-over-road bridges where drivers of ploughs should be aware of the dangers of throwing snow on to the lower road, which would become a hazard to traffic and pedestrians.
- 10.2 Excessive speed when ploughing snow on to the central reserves of dual carriageway roads can result in danger to on-coming traffic in the opposite carriageway. Drivers should adjust their speed to prevent this happening.

**DRIVERS MAINTENANCE INSPECTIONS****POWER GRITTERS****DAILY (WHEN IN USE)**

1. Carry out vehicle checks as per drivers' daily safety inspection and vehicle defect report book.
2. Drain moisture from air pressure servo or reservoir. (Where applicable)
3. Check alcohol evaporator fluid level (where applicable)
4. Visually check conveyor belt/auger, spinner, chute and mesh for damage or debris.

**AFTER EACH OPERATIONAL SHIFT**

1. Empty remaining material (if any) and thoroughly wash the vehicle, ensuring all salt is removed from the vehicle and auxiliary equipment.
2. Visually check the conveyor belt/auger, spinner, chute and mesh for damage and the hydraulic pipes for leaks.

**WEEKLY WHEN IN USE As above plus: -**

1. Lubricate all points on gritter equipment. Check (where fitted) and top (where required) auto lubrication system.  
NOTE: - Lubricate all chassis points once every **TWO** weeks
2. Check security of snowplough mounting bracket bolts and snowplough frame pins.
3. Check and top up as required hydraulic oil in tank and snowplough pump reservoir.
4. Clean cab interior and check presence and content of first aid box and fire extinguisher.

**WEEKLY (WHEN VEHICLE IS NOT IN USE)**

1. Carry out items 1,2,3 and 4 from "daily when in use" list and items 1 and 3 from "weekly when in use" list.  
NOTE: - Lubricate all chassis points once every **TWO** weeks
2. The vehicle should be driven on the road for approximately 15 miles during which time the gritting auxiliary equipment should be operated.

**GENERAL**

1. Refer to manufacturers/operators handbook for vehicle information, e.g. lubrication points, oil levels, etc.
2. All defects must be reported to the supervisor or relevant workshop maintaining the vehicle.
3. Ensure that the plough blade is lowered to the ground when the vehicle is parked.
4. When attending the workshop for repairs (other than plough repairs) remove the plough before travelling.
5. At all times drivers are responsible for the roadworthiness of any vehicle or vehicle combination that they drive.

**TRAILER GRITTERS****DAILY**

1. Check all lamps, direction indicators, reflectors are complete, clean and in good working order when connected to the towing vehicle by the 7-pin plug. On trailer gritters using a lighting board it must be complete, clean and in good working order.
2. Check marker plates, sign plates and registration number plate corresponding to the towing vehicle are fitted and in good working order. If a lighting board is being used the registration number plate should be fitted to the board.
3. Check tyres for condition and inflation.
4. Check wheel nuts for condition and security.
5. Check if fitted overrun brake, handbrake and hydraulic brakes are operating correctly and efficiently. In the case of hydraulic brakes ensure that they operate in conjunction with the trailer brake.
6. Check that the towing eye is in good condition.
7. Visually check conveyor belt, spinners, chute and wire mesh for damage or debris jammed in machinery.
8. Check jockey wheel /stand for condition and security.
9. Ensure that all safety guards are fitted and in good condition.

**AFTER EACH OPERATIONAL SHIFT**

1. Wash down ensuring the removal of salt.
2. Visually check conveyor belt, spinners, chute and mesh for damage and the hydraulic brake pipes for leaks.

**WEEKLY**

1. Carry out items 1 to 9 from "daily list".
2. Lubricate all points.

**GENERAL**

1. Refer to manufacturers/operators handbook for vehicle information e.g. lubrication points, tyre pressures etc.
2. All defects must be reported to the supervisor or relevant workshop maintaining the vehicle.
3. Ensure before moving that all stands, jockey wheels etc. are raised out of possible contact with the ground whilst travelling.
4. Do not overload and avoid foreign bodies when loading with salt.
5. Ensure that the trailer gritter is properly attached to the towing vehicle including where fitted the hydraulic pipes.
6. At all times drivers are responsible for the roadworthiness of any vehicle or vehicle combination that they drive.

**DURHAM COUNTY COUNCIL**  
**ROUTE LENGTH & EFFICIENCY**

ROUTE NUM.		DEPOT	VEHICLE	TIME	SALT LENGTH	FREE TRAVEL	EFFICIENCY %
Durham 01		Wellfield	Power Gritter		36.55	22.68	61.71
Durham 02		Wellfield	Power Gritter		40.87	16.08	71.76
Durham 03		Wellfield	Trailer Gritter		33.89	20.25	62.60
Durham 04		Wellfield	Power Gritter		47.09	13.17	78.14
Durham 05		Wellfield	Power Gritter		48.29	7.86	86.00
Durham 06		Wellfield	Trailer Gritter		33.29	24.09	58.02
Durham 07		Carrville	Power Gritter		55.33	17.44	76.03
Durham 08		Carrville	Power Gritter		43.05	15.64	73.35
Durham 09		Meadowfield	Power Gritter		58.85	1.12	98.13
Durham 10		Meadowfield	Power Gritter		47.97	16.31	74.63
Durham 11		Bradbury	Power Gritter		46.33	3.93	92.18
Durham 12		Bradbury	Power Gritter		46.13	21.71	68.00
Durham 13		Bradbury	Power Gritter		41.71	13.92	74.98
Durham 14		Chilton	Power Gritter		48.70	5.60	89.69
Durham 15		Chilton	Trailer Gritter		28.47	6.53	81.34
Durham 16		Chilton	Power Gritter		45.62	18.21	71.47
Durham 17		Chilton	Power Gritter		39.47	17.06	69.82
Durham 18		Morrison Busty	Power Gritter		44.20	17.31	71.86
Durham 19		Morrison Busty	Trailer Gritter		39.75	14.41	73.39
Durham 20		Morrison Busty	Trailer Gritter		42.87	21.06	67.06
Durham 21		Morrison Busty	Trailer Gritter		28.10	20.43	57.90
Durham 22		Morrison Busty	Power Gritter		65.78	8.02	89.13
Durham 23		Morrison Busty	Power Gritter		41.40	10.26	80.14
Durham 24		Morrison Busty	Power Gritter		43.78	18.99	69.75
Durham 25		Morrison Busty	Power Gritter		41.64	7.45	84.82
Durham 26		Morrison Busty	Power Gritter		37.86	10.45	78.37
Durham 27		Fylands	Power Gritter		68.86	16.04	81.11
Durham 28		Fylands	Trailer Gritter		30.96	26.83	53.57
Durham 29		Fylands	Power Gritter		32.18	29.4	52.26
Durham 30		Wolsingham	Power Gritter		66.34	12.49	84.22
Durham 31		Wolsingham	Power Gritter		56.88	24.73	69.70
Durham 32		St Johns Chapel	Power Gritter		58.34	12.86	81.94
Durham 33		St Johns Chapel	Power Gritter		54.34	17.63	75.50
Durham 34		Fylands	Power Gritter		56.47	25.19	69.15
Durham 35		Middleton in Teesdale	Power Gritter		54.05	27.97	65.90
Durham 36		Home Depot (South Side)	Power Gritter		64.20	6.1	91.32
Durham 37		Bowes	Trailer Gritter		38.88	23.02	62.81



**WINTER MAINTENANCE INSTRUCTION - EASTERN AREA**  
**CONFIRMATION OF INSTRUCTION - PRE SALT**

**Duty Officer** ..... (Block Capitals)

Date (pm) .....

Date (am) .....

Depot Location	Pre Salt Route No.		Machine Type	No Action		Standby	
				pm	a.m.	pm	a.m.
Wellfield	Durham 01		PG				
	Durham 02		PG				
	Durham 03		TG				
	Durham 04		PG				
	Durham 05		PG				
	Durham 06		TG				
Carrville	Durham 07		PG				
	Durham 08		PG				
Meadowfield	Durham 09		PG				
	Durham 10		PG				
Bradbury	Durham 11		PG				
	Durham 12		PG				
	Durham 13		PG				
Chilton	Durham 14		PG				
	Durham 15		TG				
	Durham 16		PG				
	Durham 17		PG				

Further Comments: (Snow Route Implementation areas/times, Priority 2 route mobilisation etc)

**Duty Inspector**      Wellfield pm ..... am .....

Chilton pm ..... am .....

**Duty Manager** .....  
 (signature)

**WINTER MAINTENANCE INSTRUCTION - WESTERN AREA**  
**CONFIRMATION OF INSTRUCTION - PRE SALT**

**Duty Officer** ..... (Block Capitals)

Date (pm) .....

Date (am) .....

Depot Location	Pre Salt Route No.		Machine Type	No Action		Standby	
				pm	a.m.	pm	a.m.
Morrison Busty	Durham 18		PG				
	Durham 19		TG				
	Durham 20		TG				
	Durham 21		TG				
	Durham 22		PG				
	Durham 23		PG				
	Durham 24		PG				
	Durham 25		PG				
Fylands	Durham 26		PG				
	Durham 27		PG				
	Durham 28		TG				
	Durham 29		PG				
Wolsingham	Durham 30		PG				
	Durham 31		PG				
St Johns Chapel	Durham 32		PG				
	Durham 33		PG				
Middleton	Durham 34		PG				
	Durham 35		PG				
Bowes	Durham 36		PG				
	Durham 37		TG				

Further Comments: (Snow Route Implementation areas/times, Priority 2 route mobilisation etc)

Duty Inspector      Wolsingham      pm.....      am.....

                                 Morrison      pm.....      am.....

Duty Manager      .....

(signature)

**WINTER SERVICE INSTRUCTION - EASTERN AREA  
CONFIRMATION OF INSTRUCTION - SNOW ROUTES**

**Duty Officer .....** (Block Capitals)

Date (pm).....

Date (am) .....

Depot		Snow Route No	Plough Route No	No Action	Standby				
					Snow Route		Plough Route		
					pm	am	pm	am	
Wellfield		Snow 1	-						
		Snow 2	-						
		Snow 3	-						
		Snow 5	-						
		Snow 4	-						
		Snow 6	Plough 9						
		-	Plough 1/2						
		-	Plough 3/4						
		-	Plough 5/7						
		-	Plough 6						
	-	Plough 8							
Carrville		Snow 7	-						
		Snow 8	-						
Meadowfield		Snow 9 a/b	-						
		Snow 10 a/b	-						
		-	Plough 10/13/14						
		-	Plough 11						
	-	Plough 12							
Bradbury		Snow 11	-						
		Snow 12	-						
		Snow 13	-						
Chilton		Snow 14	-						
		Snow 16	-						
		Snow 17	-						
		Snow 15							
		Snow 15a	Plough 21						
		-	Plough 15/17						
		-	Plough 16/19/20						
		-	Plough 18						

**Duty Inspector**      Wellfield      pm .....      am .....

Chilton      pm .....      am .....

**Duty Manager**      .....  
(Signature)

**WINTER SERVICE INSTRUCTION - WESTERN AREA**  
**CONFIRMATION OF INSTRUCTION - SNOW ROUTES**

**Duty Officer ..... (Block Capitals)**

Date (p.m.).....

Date (a.m.).....

Depot	Contractor	Snow Route No	Plough Route No	No Action	Standby			
					Snow Route		Plough Route	
					pm	am	pm	am
Morrison		Snow 18	-					
		Snow 22	-					
		Snow 23	-					
		Snow 24	-					
		Snow 25	-					
		Snow 26	-					
		Snow 27	-					
		Snow 19	Plough 23					
		Snow 19a	Plough 25					
		Snow 20	Plough 24					
		Snow 21	Plough 27					
		-	Plough 22					
		-	Plough 26					
		-	Plough 28					
	-	Plough 29						
	-	Plough 30/31						
Fylands		Snow 29	-					
		Snow 31	-					
		Snow 36	-					
		Snow 30	Plough 38					
		Snow 31a	-					
		-	Plough 32					
		-	Plough 33					
		-	Plough 34					
		-	Plough 35					
		-	Plough 36					
	-	Plough 37						
	-	Plough 42						
Wolsingham		Snow 32	-					
		Snow 33	-					
		Snow 33a	-					
		-	Plough 39					
St Johns Chapel		Snow 34	Plough 40					
		Snow 35	Plough 41					
Middleton		Snow 37	-					
		Snow 39	Plough 44					
		-	Plough 43					
Bowes		Snow 38	Plough 45					

**Duty Inspector**                      **Wolsingham**      **pm** .....                      **am** .....

**Morrison**                      **pm** .....                      **am** .....

**Duty Manager**                      .....

**(signature)**

**WINTER SERVICE - MORNING REPORT**  
**EASTERN AREA**

Date (p.m.) .....

Date (a.m.) .....

**REPORT ON GENERAL ROAD CONDITIONS**

**PROBLEMS (Plant Breakdowns/Liaison and Communications/Accidents etc.)**

**ACTION TAKEN**

Depot Location	Route No.	Machine Type	No Action		Pre-salt		Cancelled Salt		Patrol		Snow-salt		Ploughing	
			pm	am	pm	am	pm	am	pm	am	pm	am	pm	am
Wellfield	01	PG												
	02	PG												
	03	TG												
	04	PG												
	05	PG												
	06	TG												
Carrville	07	PG												
	08	PG												
Meadowfield	09	PG												
	10	PG												
Bradbury	11	PG												
	12	PG												
	13	PG												
Chilton	14	PG												
	15	TG												
	16	PG												
	17	PG												

**COMMENTS:**

**WINTER SERVICE - MORNING REPORT**  
**WESTERN AREA**

Date (p.m.) .....

Date (a.m.) .....

**REPORT ON GENERAL ROAD CONDITIONS**

**PROBLEMS (Plant Breakdowns/Liaison and Communications/Accidents etc.)**

**ACTION TAKEN**

Depot Location	Route No.	Machine Type	No Action		Pre-salt		Cancelled Salt		Patrol		Snow-salt		Ploughing	
			pm	am	pm	am	pm	am	pm	am	pm	am		
Morrison Busty	18	PG												
	19	TG												
	20	TG												
	21	TG												
	22	PG												
	23	PG												
	24	PG												
	25	PG												
	26	PG												
Fylands	27	PG												
	28	TG												
	29	PG												
	34	PG												
Wolsingham	30	PG												
	31	PG												
St Johns Chapel	32	PG												
	33	PG												
Middleton	35	TG												
Home Depot	36	PG												
Bowes	37	TG												

**COMMENTS:**

**REPORT ON ROADS CLOSED AND ROADS IN POOR CONDITION**

**MAINTENANCE AREA:**

DAY	DATE	TIME

ROADS CLOSED		
ROAD NO.	FROM/TO	PLANT WORKING

ROADS IN POOR CONDITION		

ADDITIONAL PLANT OPERATING		

**ANY OTHER COMMENT (Expectation of openings, breakdowns, special requests etc.)**

**WINTER SERVICE - GRITTER CALIBRATION RECORD**

I. Power Gritters

<u>Fleet No</u>	<u>Fixed/Demountable</u>	<u>Calibration</u>	<u>Date</u>
-----------------	--------------------------	--------------------	-------------

2. Trailer Gritters

<u>Fleet No.</u>	<u>Calibration</u>	<u>Date</u>
------------------	--------------------	-------------

Date ..... Signed .....

The rate of spread shall be established by weighing the vehicle before and after a pre salting run with a rate of spread set at 10gm/square metre and then checking this by establishing the route length and the average carriageway width treated. A similar test should be undertaken with a rate of spread of 40gm/square metre. Care should be taken to ensure that spread widths are neither, too wide or too narrow.

Whilst it would be desirable for all power gritters to be checked for calibration prior to the commencement of winter it is recognised that this would be costly. It would be acceptable for the calibrations to be undertaken at the first available opportunity when salting is taking place in response to a meteorological forecast.



**SALT STORAGE/USAGE INFORMATION (TONNES)**

**Week Ending Sunday.....**

AREA	LOCATION	NOMINAL SALT STORE CAPACITY	SALT STOCK START WINTER	SALT USAGE THIS WEEK (T)			AGGREGATED SALT USAGE (T)			ADDITIONAL SALT DELIVERIES	RESIDUAL SALT STOCK
				Pre salt	Post Snow Salt	Salt Bins/Heaps	Pre salt	Post Snow Salt	Salt Bins/Heaps		
Eastern Area	Direct Services, Meadowfield	4,750T Covered (Barn)	4778								4778
Eastern Area	Wellfield	3,000T Covered (Barn)	3003								3003
Eastern Area	Wellfield	2000T Uncovered	1800								1800
Eastern Area	Chilton	5,000T Covered (Barn)	5556								5556
	<b>Eastern Area Total</b>	<b>12,750T</b>	<b>15137</b>								<b>15,137</b>
Western Area	Wolsingham	1,400T Uncovered	2200								2200
Western Area	Fylands, Bishop Auckland	5,000T Covered (Barn)	4935								4935
Western Area	Middleton in Teesdale	2,000T Covered (Barn)	1990								1990
Western Area	Morrison Busty (1), Annfield Plain	5,000T Covered (Barn)	5400								5400
Western Area	Morrison Busty (2), Annfield Plain	4,000T Covered (Barn)	4010								4010
Western Area	St Johns Chapel	150T Uncovered	220								220
Western Area	Bowes	500T Covered (Barn)	540								540
	<b>Western Area Total</b>	<b>18,050T</b>	<b>19295</b>								<b>19295</b>
County Regional Stock	Barford (NE of Barnard Castle)	4000T Covered (Sheeted)	3540								3540
	Barford (NE of Barnard Castle)	7,500T Covered (Sheeted)	7644								7644
	<b>TOTAL COUNTY STOCKS</b>	<b>38,300T</b>	<b>45616</b>								<b>45,616</b>

**WINTER SALT USE**

Week commencing Monday .....

Streetscene/HO Roads/HO Salt Bins/HO Other (delete as appropriate)

	Date	Morrison untreated	Morrison treated	Wellfield	Meadowfield	Chilton	Fylands	Barford	Wolsingham	Middleton
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Sunday										
<b>Totals</b>										

**This form, or nil return, to be emailed by 10am each Monday Morning**

**Equalities and Diversity Impact Assessment**

**Winter Maintenance: State of Preparedness  
for 2011-2012 and Winter Service Plan Update**



**Durham County Council – Altogether Better equality impact assessment form**

**NB: Equality impact assessment is a legal requirement for all strategies plans, functions, policies, procedures and services. We are also legally required to publish our assessments. You can find help and prompts on completing the assessment in the guidance from page 7 onwards.**

**Section one: Description and initial screening**

**Section overview: this section provides an audit trail.**

<p>Service/team or section: Strategic Highways Technical Services, Neighbourhood Services</p>	<p>Lead Officer: Strategic Highways Manager, Strategic Highways Technical Services, Neighbourhood Services Policy &amp; Development Manager, Strategic Highways Technical Services, Neighbourhood Services</p>	<p>Start date: 15 October 2011</p>
<p>Subject of the Impact Assessment: (please also include a brief description of the aims, outcomes, operational issues as appropriate)</p> <p><b>Update of Winter Service Plan</b></p> <p>Each year Durham County Council reviews the winter maintenance service plan to ensure that it reflects both the operational requirements and resources of the service area; the needs of residents, visitors and businesses and is also aligned to the plans of neighbouring Authorities. Given the importance of this service as it impacts on the day to day activity and quality of life of those living, working and running services and businesses in the County it is vitally important that the service is reviewed to ensure that it reflects the most up to date position prior to commencement of service delivery in the winter months.</p>		
<p>This review considers and the revised plan incorporates any operational changes which have taken place during the last year within those services involved in this operation and also encompasses changes in legislation and practice. This review has also been heavily influenced by the severe weather events of the past three winters; the Scrutiny review undertaken by DCC and a number of reports which have been produced by Central Government resulting in the publication of a revised code of practice for highways entitled 'Well Maintained Highways'.</p>		
<p>Who are the main stakeholders: General public / Employees / Elected Members / Partners/ Specific audiences/Other (please specify) –</p> <p>All highway users including:</p> <ul style="list-style-type: none"> <li>• Commuters</li> <li>• Public Transport Companies</li> <li>• Emergency Services</li> <li>• Schools (pupils, teachers and parents/carers)</li> </ul>		

<ul style="list-style-type: none"> <li>• Essential public sector workers</li> <li>• All public services eg. Refuse collection</li> <li>• Adjacent local authorities</li> <li>• Town and Parish Councils</li> </ul>											
<p>Is a copy of the subject attached? No</p> <p>If not, where could it be viewed? Strategic Highways Technical Services, Neighbourhood Services</p>											
<p><b>Initial screening</b></p> <p>Improvements have been made to the winter service since winter 2010/11. These include:</p> <ul style="list-style-type: none"> <li>• An approach to regional communications agreed with 12 NE Authorities.</li> <li>• Current salt stocks of 46,000 tonnes (increase of 6000 tonnes)</li> <li>• Improved monitoring regime of salt stocks Regional monitoring and cooperation - mutual aid.</li> <li>• 51 confirmed contractor/farmers on board - increase of 11. Snow routes developed for front line vehicles in relation to the core network. These include links to Industrial Estates, strategic housing estate routes (for refuse collection) and schools. Contractor's snow routes also allocated where possible - some plough only some plough and treat.</li> <li>• Refuse routes - allocated 8 tractor ploughs/shovels from existing farmer/contractor schedule and up to a further 9 from new intake</li> <li>• Salt bins - 2000 currently - criteria amended to reflect community use and for improved access to footways</li> <li>• Improved ability to refill salt bins</li> <li>• 11 Town and Parish Councils in partnership (increase of 3) Extension of volunteering capacity (East Durham Trust)</li> </ul>											
<p>Prompts to help you:</p> <p>Who is intended to benefit and how? Could there be a different impact or outcome for some groups? Is it likely to affect relations between different communities or groups, for example if it is thought to favour one particular group or deny opportunities for others? Is there any specific targeted action to promote equality?</p>											
<p><b>Is there an actual/potential positive impact on specific groups within these headings?</b></p> <p>Indicate :Y = Yes, N = No, ?=Unsure</p>											
Gender	Y	Disability	Y	Age	Y	Race/ethnicity	Y	Religion or belief	Y	Sexual orientation	Y

## **How will this support our commitment to promote equality and meet our legal responsibilities?**

Reminder of our legal duties:

- Eliminating unlawful discrimination & harassment
- Promoting equality of opportunity
- Promoting good relations between people from different groups
- Promoting positive attitudes towards disabled people and taking account of someone's disability, even where that involves treating them more favourably than other people
- Involving people, particularly disabled people, in public life and decision making

The winter service plan affects all communities in the county so potentially impacts across all protected characteristics. Improving services will potentially support more people to travel safely in order to access a range of activities including employment, education, health appointments, caring responsibilities and social opportunities.

In addition to the general impact of better access to services, improved treatment of roads and pathways could have a positive impact for particular groups for example:

- women who are more likely to be primary carers and rely on public transport or access local services in relation to their care responsibilities, also access to health appointments in relation to pregnancy and maternity
- men may be more likely to work longer hours and travel by private car, also the increase in contractors and farmers is likely to provide increased opportunities for male employment
- there is no direct evidence of particular benefit for transgender people though improved travelling would support access to health and medical appointments for some
- disabled people who may feel more vulnerable or less able to travel during periods of bad weather, equally the improvements may benefit those who rely on care
- older people again may benefit from improved access for carers, many older people feel isolated or rely on others for help in shopping, socialising etc so improvements would support general health and wellbeing as well as access to health care
- younger people are more likely to rely on public transport to access education or employment, younger children are also more likely to walk to local schools so improvements will support safety
- whilst there is no evidence that improvements will specifically benefit people on the grounds of race, religion or belief or sexual orientation there may be positive impacts on those who travel distances for socialising or worship, also those living on traveller sites are often on the outskirts of towns so improved road clearance would provide safer access to Council services.

## **What evidence do you have to support your findings?**

Consultation has taken place with many stakeholders including bus companies, members, the Emergency Services, Adults, Wellbeing and Health. DCC officers have also attended Disability Partnership meetings to discuss issues faced and to consider

suggested improvements. Improvements to the service have taken account of all feedback received. Improved communication channels will ensure awareness is raised of these improvements to maximise impact.

**Decision: Proceed to full impact assessment – Yes/No**      **Date: 20 October 2011**

**If you have answered 'No' you need to pass the completed form for approval & sign off.**

**Section two: Identifying impacts and evidence- Equality and Diversity**

**Section overview: this section identifies whether there are any impacts on equality/diversity/cohesion, what evidence is available to support the conclusion and what further action is needed.**

	Identify the impact : does this increase differences or does it aim to reduce gaps for particular groups?	Explain your conclusion, including relevant evidence and consultation you have considered.	What further action is required? (Include in Sect. 3 action plan)
<b>Gender</b>			
<b>Age</b>			
<b>Disability</b>			
<b>Race/Ethnicity</b>			
<b>Religion or belief</b>			
<b>Sexual Orientation</b>			

**How will this promote positive relationships between different communities?**

**Section three: Review and Conclusion**

**Summary:** please provide a brief overview, including impact, changes, improvements and any gaps in evidence.

The winter service has a direct impact on all residents, workers and visitors to County Durham. It is essential that priority roads and footpaths (with areas of high footfall and where vulnerable people live) are cleared. We aim to provide an efficient, effective winter service, which allows the safe movement of traffic throughout the County and which keeps delays to a minimum on the treated network. Durham County Council are continuing to work in partnership with Parish and Town Councils, AAPs and volunteer groups to clear footways and improve the service.

Action to be taken	Officer responsible	Target Date	In which plan will this action appear
Continue to work with partners, Town & parish Councils to minimise impact	Policy & Development Manager, Strategic Highways	Ongoing	Winter Service Plan
When will this assessment be reviewed?			
Date: March 2012			
Are there any additional assessments that need to be			




undertaken in relation to this assessment?	
Lead officer - sign off: Strategic Highways manager, Technical Services, Neighbourhood Service	Date: 24 Oct 2011
Service equality representative - sign off: Policy Performance and Communications Manager	Date: 24 Oct 2011

**Please ask us if you would like this document summarised in another language or format.**

العربية (Arabic)	(中文 (繁體字)) (Cantonese)	اردو (Urdu)
polski (Polish)	ਪੰਜਾਬੀ (Punjabi)	Español (Spanish)
বাংলা (Bengali)	हिन्दी (Hindi)	Deutsch (German)
Français (French)	Türkçe (Turkish)	Melayu (Malay)

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**Tel 0191 383 3468**

 Braille	 Audio	 Large Print
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*David Wilcox*



## Cabinet

16 November 2011



## Olympic and Paralympic Programme

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**Report of Corporate Management Team**  
**Terry Collins, Corporate Director of Neighbourhoods**  
**Councillor Maria Leina Plews, Cabinet Portfolio Holder for Leisure, Libraries and Lifelong Learning**

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### Purpose of the Report

- 1 This report sets out options with regards to funding commitments linked to the Olympic Torch Relay and Durham County Council's proposals with regards to an Olympic and Paralympic programme, and lasting legacy offer. The report sets out the scope of a coordinated programme called '**Join In**', for which we are seeking Cabinet approval to proceed.

### Background

- 2 Last September an Olympic Working Group (OWG) was developed to consider proposals to support the arrival of the Olympic Torch Relay in County Durham, and an accompanying Olympic offer and legacy for Durham residents.
- 3 The OWG was positioned to ensure strong links were held between the National and Regional local government Olympic structures and the County's local partnership arrangements.

The County Durham OWG, chaired by the Head of Sport and Leisure has representatives from each service grouping and has sought to achieve a coordinated approach to an Olympic offer for residents. The vision developed, builds upon work with elected members in 2009 and is as follows:

*'to make the most of London 2012 for County Durham, by delivering a programme which inspires residents to take part, celebrate and also leaves a lasting legacy which links, promotes and makes sense within County Durham'.*

- 4 In delivering this vision, the OWG aims to develop a programme to ensure that County Durham:
  - Celebrates the London 2012 Olympic and Paralympic games
  - Increases participation in sport and physical activity

- Creates a lasting legacy programme, for a sports and cultural events programme
  - Engages 100% of schools with an international connection to celebrate Olympic values
  - Increases the number of volunteers, supported
  - Increases the quality and quantity of sports clubs
  - Creates a Durham Institute of Sport
- 5 A key component to this programme is the facilitation of the Olympic Torch Relay route through Durham, and associated celebrations, which would provide the opportunity for every resident to experience and celebrate the games.

### **Durham County's Olympic and Paralympic Programme: 'Join in'**

- 6 The OWG's main focus has been to develop a coordinated and branded programme of events and projects which are uniquely inspired by the Olympics and Paralympics. All local authorities have been encouraged to celebrate the games, to help ensure all the country benefits, whilst acknowledging ever tightening resources.
- 7 It should be noted that whilst the London 2012 Olympics and Paralympics can bring exciting opportunities to the County, the Olympic brand is an internationally protected and commercial entity, which brings with it a range of restrictions, specifically around the use of symbols and features of the Olympics and Paralympics. This has resulted in the creation of a local campaign.
- 8 That said the OWG has obtained approval from the London Organising Committee for the Olympic Games (LOCOG) on an approved image and appropriate campaign, under which a range of key programmes could be connected. '**Join in**', is a positive campaign, which combined with associated imagery, can be applied to a range of initiatives suitable for County Durham. This brand is shown in **Appendix 2**.
- 9 The '**Join-in**' brand was launched on the 18 May 2010, 365 days before the Olympic flame arrives in Britain. The announcement coincided with the exciting announcement that Durham would be one of 66 cities to host an evening event for when the Olympic Torch arrives and travels through County Durham. Durham has been awarded a Saturday evening celebration which will have increased community and economic benefits to the County
- 10 To strengthen the association between the '**Join in**' brand and London 2012, local authorities are encouraged to apply for an 'Inspire Mark'. This enables non-profit making bodies who are creating activities or projects uniquely inspired by the games, to carry an official Olympic Inspire Mark (**see Appendix 3**).
- 11 Once the Inspire Mark is applied, the Council must take significant care to ensure the Inspire Mark is not used alongside commercial sponsors, as such association with non-official London 2012 Olympic partners will contravene its conditions of use.

- 12 Accepting the above restrictions, it is the OWG view that Durham County Council applies for the Inspire Mark for the overall '**Join in**' programme. Individual partners or programmes of significance could also apply singularly, although the overall use/benefit of the Inspire Mark remains constant, as if under the '**Join in**' programme.

### The '**Join in**' Programme

- 13 The '**Join in**' programme aims to provide an overarching sports and cultural extravaganza for residents of County Durham. Residents will be able to celebrate a countdown of activities for County Durham, culminating in the Torch Relay and evening celebration (detailed below) followed by a 12 week celebration of sports and culture, for the final build up delivery of the London 2012 Olympic and Paralympic Games. The new programme will see regular event and activity launches enjoyed by County Durham. A final event, celebrating the success and efforts by everyone will close out Durham '**Join in**' campaign, and launch a true Olympic Legacy for Durham.
- 14 '**Join in**' consists of three main components:
- Durham's countdown to our Torch Relay Evening Celebration followed by 12 weeks celebration and our Final 'Thank you' event at the close of the Paralympic Games on 9 September 2012.
  - The Olympic Torch Relay on the 16, 17 and 20 June and the Evening celebration event on 16 June 2012
  - The Olympic legacy from the campaign
- 15 This report focuses upon the first two components. It is clear these will together leave a lasting legacy in Durham, from a World class Durham Institute of Sport to a published photographic album for Durham 2012's special '**Join-in**' moments. Increasingly, we will encourage communities to hold and leave a lasting legacy for sports and cultural participation, in line with the overall vision.
- 16 Clearly, within tight financial resources, the art of the programme is to maximise the energy of cross Directorate working and to engage with a range of partners and communities to deliver such an extravaganza. The report recognises that further work is required to finalise the programme prior to its detailed launch in 2012. It is fully recognised that without any dedicated National resource for the work, that most is required to be delivered by flexing current budgets (financial details are covered in section 46).

### '**Join in**' – Durham's countdown for 2012

- 17 An initial draft '**Join in**' diary for the programme is detailed in **Appendix 4**. The programme does not control everything that communities choose to deliver, but ensures there is a positive distribution and partnership approach to the extravaganza of activity. The calendar aims to build momentum as we approach the games, and widen engagement and excitement. It aims to celebrate and inspire everyone to be the best they can.

- 18 At the time of writing further consultations and confirmations are required. It endeavours to maximise national, regional and local events already within the calendar, whilst adding and extending where resource allows. A snapshot could include:
- Five BIG Urban Games, for five Olympic Rings. A road show of Urban Games events, delivered in partnership with AAP's, featuring local 2012 runs, street arts, and family based fun activity.
  - The Linguistic Olympics - an education programme where students will use video conferencing to compete against each other, with commentating and quizzes in five key languages
  - Over 10 themed sports week – engaging with clubs, to deliver county-wide opportunities to encourage participation including the BIG Durham Bike Week, BIG Durham jog week, the BIG Splash for Sport Relief.
  - 'Picture Durham'...A photography competition for all ages which captures the unique moment in Durham and shows the true Olympic Values of Respect, Excellence and Friendship. In addition, the Paralympic values of Courage, determination, inspiration and Equality will be 'framed'.
  - A Durham Historic Games at the county's top museums to celebrate a regional 'one big day', on 27 June 2012 where the whole region 'joins in' together.
- 19 The Durham, '**Join-in**' programme reaches an exciting crescendo as we approach the 16 June 2012. The Golden Jubilee celebrations are accompanied by an extra special international Regatta (and rowing week). This is closely followed by an International Sports Games where we welcome over 100 national level junior athletes from across the world, prior to them welcoming the Torch to Durham for our evening celebration on 16 June 2012.
- 20 In addition to the formal programme it is clear that other Olympic stories and community events will take place. We may also still attract some other major events if we are able (there is currently strong interest from British Show Jumping in an international show jumping event which could take place within our key week, should resources permit).
- 21 These can and will add further to the inevitable excitement. Such an approach will need every service grouping engaged to ensure the campaign remains consistent and strong. It is intended that the current corporate communications group leads on this component and continuously search for stories to maximise impact. It is intended to release the '**Join in**' programme in January, with 'Picture Durham' as the launch story featuring our best athletes.
- 22 It is also important to note that some of the Olympic inspired activities above, can act as a strong catalyst for regeneration. A key Altogether Wealthier priority of the Council is to position Durham as a place to set up flourishing businesses and run high profile events.
- 23 Local events through '**Join in**' will support business trade, and increase community engagement. The larger scale signature, events have clear economic benefits. An international show jumping event would attract TV

coverage throughout Europe, support large scale 2-3 overnight stays for spectators and competitors throughout the county's hotels, and attract a lucrative market into the county.

Recent evidence of a similar tourist event with overnight stays between 1-2 night provided Scotland with a net additional economic impact at £1,163,849 of expenditure and 23.8 annual FTEs for Perth and Kinross alone.

- 24 Clearly, whilst some of the draft programme in Appendix 4 can be funded by mainstream revenue budgets, there are other aspects such as local community events which the overarching programme is hoping would gain support from the AAP's, local elected members or indeed wider partners. Section 46 of the report under financial considerations, considers financial challenges and possible approaches to funding.

### **'Join in' - Durham's Olympic Torch Relay (OTR) and Evening Celebration**

- 25 One of the key milestones in the '**Join in**' campaign is the OTR and accompanying opportunities such an event provides. Officers will be aware that the Council signed an agreement to host an evening celebration in Durham City on Saturday the 16 June 2012, to mark the arrival of the OTR in the City. Durham is one of 4 regional hosts being asked to deliver a celebration event. The others are Alnwick, Newcastle and Middlesbrough. In total there are 66 nationwide.
- 26 It should be noted that LOCOG have expected the Council to move at pace on a number of issues whilst restrictions exist on a range of components. Host authorities were required to set up a Community Task force (CTF) with membership covering police and safety advice through to creative programming. Presenting Partners are also invited. The CTF was required to review and confirm the evening celebration event venue no later than 29 April 2011.
- 27 As LOCOG have 66 celebration events on the OTR, there are certain fixed elements to the programming and set up, which is partly due to national TV coverage. LOCOG will provide a mobile stage with stage dressing, a truck mounted LED screen, production support, including a stage manager and small technical team. The stage will contain lighting, PA and sound equipment, plus a celebration cauldron, which will carry the Olympic Flame during the show.
- 28 A two hour show will be provided by LOCOG and its presenting partners (Coca Cola, Lloyds TSB and Samsung) who have signed up a number of artistes of both national and international acclaim. Each show is programmed to run from 4pm until 7.25pm, with the arrival of the Olympic Flame at 6.52pm. Durham County Council are required to programme 2 x 10 minute slot, and have the opportunity to extend the overall evening programme if resources allow.
- 29 Officers have been advised that artistes have been signed up, and will be allocated to venues in January 2012. This raises concerns as it is difficult to plan an event without knowing who will be the main attraction.

- 30 With limited information it was decided that selecting a venue that could host up to 30,000 people presented the best option for Durham. This seeks to distinguish Durham from Alnwick, Middlesbrough and Newcastle. It should be noted that selecting a venue for Durham City is always challenging, as DCC do not own any land close to the City Centre for large scale events.
- 31 Following an analysis of four potential sites, and liaison with key partners such as LOCOG and the police it is proposed that we work in partnership with the University to maximise the racecourse asset. This site celebrates fantastic views through to the cathedral which provides an exciting backdrop for such an event. The site has full emergency plans and a history of significant events.

### **Olympic Torch Relay Route Considerations**

- 32 On the 7 November LOCOG will publicly announce the communities the torch relay will pass through (**Appendix 5**). It is the role of the local authority to liaise with LOCOG on the final detailed route. These will not be disclosed publicly until shortly before the event. This is to ensure security and marketing agreements with the sponsoring partners are not breached.
- 33 Careful consideration needs to be given to the route into the venue in order to maximise the potential of TV coverage. It should be noted that a selection of images from across the UK will be used as part of the Olympic Games opening ceremony on the 27 July 2012. It is, therefore, important to ensure that officers work with LOCOG to capture the best images.
- 34 It cannot be emphasised enough that there are strict regulations surrounding the Torch relay route. Should the torch relay run late, it will be put into convoy and moved to its next destination in order to maintain schedules, which would reduce the impact and potentially disappoint residents and spectators. This could also happen if safety risk emerged. The street level route planning was completed by the end of October and test runs are being carried out by LOCOG.
- 35 The second day of the torch relay will see the torch leave the City at approximately 8.30am. In order to create media interest it will be necessary to stage an event that will attract public and media attention. This could include a dedicated service at the Cathedral and/or an Olympic torch relay breakfast either on Palace Green or the Market Place.
- 36 Whilst the above activity is all focused upon Durham City; it is clear that the torch will visit 18 other communities on its journey to and from the City on the 16 and 17 June. Indeed the torch returns on the 20 June visiting Barnard Castle on its journey from York to Carlisle. LOCOG are asking that we encourage communities to celebrate this and dress the route of the torch.
- 37 As part of the '**Join in**' campaign this presents another positive opportunity to engage with elected Members, AAP's and Town and Parish Councils. A proactive approach to an Olympic themed funding round with support from DCC is seen as the best approach to this. Officers will be engaged in visits to all AAP's, Town and Parish Councils during December and January 2012.

- 38 LOCOG have just released the London 2012 Look Book, which is an official guide of ideas and products for local authorities and partners to help dress their communities nationwide. Clearly, these are to be funded locally, but some of the concepts are things which would help longer term. Examples include lamppost banner fittings. Once fitted, they can be used for any future promotional banners for town and market squares. Other ideas within the 'look book' are simply about flexing current resource, such as colour coding flower beds to match Olympic colours or adapting lighting to historic buildings.
- 39 LOCOG are also trying to take the torch to as many iconic places as possible, however this does not always align with the need to take the flame within 1 hour of 95% of the population. It is possible to split the flame and take a second flame to a specific location for a photo opportunity (this is has been termed as a "spider", however there can only be one flame in the public eye at any one time.). Again this presents another positive aspect to the overall 'Join in' legacy programme.
- 40 A spider is planned for High Force and officers are trying to encourage a second spider for Beamish Museum. LOCOG appear interested although this will need to be on the same day when spiders are arranged to Penshaw Monument and the Angel of the North.

### **The Olympic Torch Bearer Nominations**

- 41 There has been a range of opportunities, led nationally for the public to nominate the torchbearers. As a local authority we have encouraged such nominations by informing local community partnerships and schools to take part.
- 42 In addition, DCC as a partner (through its host City status) can name two torchbearers. Uniquely, these two torchbearers have not been subject to the normal vetting process and are guaranteed, subject to all terms of agreement being fulfilled.
- 43 It was advised by LOCOG that an internal nomination process be devised and a selection committee established to decide names. It is also necessary to select reserves in case a torchbearer needs to withdraw. Elected officials are not eligible to be torchbearers via this process. Durham and other host cities had hoped to run media campaigns to select these torchbearers, however, this is not permitted, as it compromises the main presenting partner campaigns.
- 44 On this basis, members were invited to nominate key individuals who can demonstrate a personal best. The unsung heroes in our communities, who may in turn, be high profile. Someone who:-
- Has inspired people to do something they never thought possible
  - Always tries to be the best they can be
  - Makes a real difference in their school or local community
  - Has shown what it means to be a real friend

- Shows respect for other people and knows the importance of fair play

45 Following nominations from members a panel consisting of members, the Corporate Director with responsibility for Neighbourhood Services and the Durham University's Director of Sport and the Arts and chaired by the leader has selected two candidates and a reserve list as required by the LOCOG.

### **Financial Considerations**

46 The OWG have been working to develop an overall framework to support the exciting OTR opportunity. The report has focused upon two key components:

- a. An overarching '**Join in**' projects and programme element (utilising existing budgets wherever possible)
- b. The Olympic Torch Relay and Celebration Event (building on match funding via LOCOG)

47 Whilst the OWG are keen to maximise the opportunities for Durham through a coordinated programme, the current financial challenges means a pragmatic and creative approach to the proposed programme and funding is required. This has led the group to develop proposals that have flexibility on delivery, maximise external funding, and encourages service groupings and partners to bend or flex current revenue resource where possible.

48 Much of the programme and calendar suggested is 'modular' and enables elements to be delivered as funding is sourced. For some aspects, in addition to flexing current budgets, the OWG has suggested that a number of creative financing options may exist, such as using enhanced car park revenues from event days to support the funding, or approaching the business sector, (although accepting the sponsor restrictions). Registration fees for events are also an option particularly around signature events with participation components.

49 There is no doubt businesses will benefit on key events dates and so it is hoped there would be engagement and support to '**Join in**'. Whilst there are limits on how commercial sponsorship and fund-raising can be approached in 2012, if the impact of an event can be evidenced it will help to entice commercial sponsorship in years to come, and also leave a legacy.

50 It is intended that the above combination of approaches will support the development of the partnership programmes. Those which cannot be funded will not take place.

51 However, a comprehensive campaign, linked with the OTR cannot be accommodated from within existing budgets and will need dedicated and committed resource. Recognising the current financial constraints of the council, but needing to move forward at pace now, the OWG have worked up the key operational requirements detailed below:



<b>Event</b>	<b>Operational Requirements</b>	<b>£</b>
Olympic Torch Relay	Security fencing , Barriers, ticketing	18,500
	Toilets	15,000
	Marketing	10,000
	First aid	7,000
	Trackways, terraplas floors	12,000
	Stewards,	9,000
	Porta-cabins, generators	6,500
	Traffic Management	6,000
	Site clean up	4,000
	Contingencies	10,000
	Artistes and community links	65,000
Young People's International Sports Exchange	Contribution to accommodation, transport and support for visiting athletes to support three day international event and run up to evening celebration. Estimated 75k programme	15,000
<b>Total Durham County Council Contribution</b>		<b>178,000</b>
<b>LOCOG Contribution</b>		<b>160,000</b>

- 52 This is a total requirement of £178k in order to honour the legal agreement with LOCOG and deliver the Olympic Torch Relay event and evening celebration to required safety standards. This resource would enable some enhanced programming on the evening celebration to ensure a high quality event on TV.
- 53 With a realistic estimate of being able to attract a crowd of approximately 30,000 it is officers' view that it is important that the visit to the City is extended as long as possible in order to maximise visitor spend. It should be noted that the LOCOG contribution in kind for the relay and evening celebrating is estimated at £160k. In terms of real economic impact, we are already aware that LOCOG have booked the full capacity of two local hotels for the entourage on the 16 June alone.
- 54 A range of options have been considered to fund the additional costs. However, it is proposed that these one off costs are met from General Reserves. The majority of funding would be required during 2012/13 financial year, and it is suggested that there would need to be a call on corporate contingency or general reserves to fund the request.

## **Governance**

- 55 A governance diagram, which ensured the OWG fitted with national, regional and local partnerships to plan a coordinated Olympic offer was previously

developed for the group's guidance. The Olympic picture has evolved both regionally and nationally, as the games draw closer.

- 56 In terms of safety and risk, and specifically key events, the governance has been reviewed to include strong links to the Resilience team and the LOCOG requirement to have a Community Task Force (CTF) meeting for the delivery of the Torch Relay and Evening Celebration. This links appropriately to the Council's SAG structures (see **Appendix 6**).
- 57 In order to drive the '**Join in**' campaign, it is also increasingly important that the Terms of Reference of each group are clearly defined, and representation is as required. A clear communications plan from the working groups is also required.
- 58 Elected member liaison is planned for December, to precede the intended AAP liaison and wider business and community partnerships, to encourage everyone to '**Join in**'. The OWG would share this responsibility, to maximise contacts and strengths from the whole service groupings and widen the net, and help attract further partner funding and support.

## Conclusion

- 59 The London 2012 Olympic and Paralympic games are a once in a lifetime opportunity. The '**Join in**' framework seeks to provide
- 'a coordinated programme which inspires residents to take part, celebrate and also leave lasting legacy which links, promotes and makes sense within County Durham'.*
- 60 The OWG recognises that a successful '**Join in**' campaign requires two main initial components:
- a. Durham's countdown to the Torch Relay Evening Celebration followed by a period of celebration and our Final 'Thank you' event at the close of the Paralympic Games on 9 September 2012.
  - b. The Olympic Torch Relay and Evening celebration event on 16 June 2012
- 61 The above two components will also leave a lasting legacy, which will be considered at a later date.
- 62 The OTR specifically offers an opportunity for the residents of County Durham to take part in the official Olympic celebrations. The torch will be in County Durham on three days of its 67 day tour and it is anticipated that 120 people will carry the torch in our County.
- 63 As the torch travels through the County every opportunity needs to be explored in order to highlight our communities nationally and across the world. Every step on the route will be recorded and provide an insight into County Durham. It is important that we push to include our iconic places and that the route of the torch shows Durham in a positive way.

- 64 Whilst resource to fund '**Join in**' is requested within a tight financial period, the '**Join in**' campaign is a positive programme which can provide significant economic, educational, health and inclusion benefits across County Durham. Compared to other current event programmes the request remains relatively contained, yet its potential economic gains significant. The report has illustrated that the OWG intends to continue to maximise opportunities to attract funding, whilst operating within the restrictions.

## Recommendations

- 65 It is recommended that Cabinet:
- i) approve/endorse the overall shape of the '**Join in**' offer, and support the application of an official Inspire Mark to formally associate the authority's work with the London 2012 games.
  - ii) approve £178k from General Fund reserves towards the planning and delivery of the Olympic Torch relay (OTR) and a small contribution to the International Junior Sports games
  - iii) note the Torch Bearer nomination process in section 42.
  - iv) support the evening celebration event venue (The Racecourse) and acknowledge the restrictions around route selection on 16 and 17 June but endorse that OWG work with LOCOG to finalise the route.
  - v) note the revised governance diagram which accounts for operational decision making, regional connections and resilience meetings and the Olympic Torch Relay Community Task Force
  - vi) support the OWG to continue to work with partners to finalise the content of the '**Join in**' campaign and communications, which recognises current resourcing challenges and includes communications with elected members and key partnerships, with regular progress updates being provided to CMT.

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## Appendix 1: Implications

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### **Finance**

The report sets out a maximum budget requirement of £178k, to be funded from General Fund reserves. The OWG will however continue to explore options to minimise this investment.

### **Staffing**

There are no staffing implications.

### **Risk**

Full risk assessments for the relevant event components of the '**Join in**' campaign will be devised and specifically for the OTR with a full event safety plan and event management plan will be developed once the delivery venue and budget allocation is confirmed.

### **Equality and Diversity / Public Sector Equality Duty**

An equalities impact assessment screening has been completed for the overall join in campaign and is attached. **Appendix 7**

### **Accommodation**

N/A

### **Crime and Disorder**

The events of the '**Join in**' campaign will be subject to Safety Advisory Group support and the event management team will work closely with Police and other blue light services. This equally applies for community based programmes.

### **Human Rights**

N/A

### **Consultation**

N/A

### **Procurement**

All procurement be carried in accordance with Council policies.

### **Disability issues**

N/A

### **Legal Implications**

A legal agreement regarding the hosting of the OTR has already been signed, which already sets some requirements for funding. In order to protect security, a range of issues remain confidential during planning stages.

Appendix 2

*join in...*  
...the **countdown** has begun



*join in...*



Appendix 3



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**Appendix 4 – Draft Join in Diary**


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<b>20 Week Countdown.</b>	<b>Description</b>	<b>Notes</b>	<b>Week</b>	<b>Week number</b>	<b>Days to go....</b>
<b>Launch programme - 'Picture Durham' in 2012</b>	This project could launch the programme because its easy option pre-Christmas.....Opening photo....of Picture Durham, 2012.....32 week campaign for Durham's best pictures, which capture the Olympic values.....	Post November 16 when programmes are printed and ready to go!		Launch	
<b>The BIG Warm Up .....WOW Truck means Big Business</b>	Warm Up for 2012.....A partnership programme to encourage more people to be more active. WOW truck and partnership health checks target business and employees.....encouraging participation in the BIG Urban Games and a series of events later in the calendar. Consultants will support employees to start changing their lifestyle and get ready for the 2012 series of events...	Warm Up feature.....	Tues 3 Jan –Sun 29 Jan	Week 0	200 days to go is 9 Jan.....
Slam Dunk for 2012....	A week long festival led by Durham Wildcats, to inspire everyone into Basketball. The event will include top level wheelchair basketball displays and programme of school visits reaching over 500 young people..	4 Feb- March	Mon 30th-Sun 5 Feb	Week 1	185 days to go is 3 Feb
The Durham BIG Sports Ability Week	200 days to go to the Paralympic games.....two weeks to showcase a full range of Paralympic events and opportunities for all to enjoy. This should be broadened to include CYPS - Children's Network and AWH.	11 Feb -planned event	Mon 6 - Sun 12 Feb	Week 2	200 days to go before Paralympic Games
The Durham BIG tumbling week	A week long festival of tumbling, balancing and jumping. All things around gymnastics and trampoline focused led by our two world class clubs.	Half term 10 - 19 Feb	Mon 13 -Sun 19 Feb	Week 3	175 days to go to Olympic games...Mon
Corporate Volunteer package	Launch of corporate 'one special day', to encourage businesses to lend a hand to a club for a day. A chance for companies to 'Join in' the spirit and volunteer a few hours to local clubs. Whole range of volunteering opportunities could be highlighted - not restricted to sport.		Mon 20 - Sun 26 Feb	Week 4	
Walk Durham Campaign	A partnership project with Durham Ramblers to encourage people to nominate their favourite walks and see them be recognised and plotted. Kick starts with the Leader's favourite walk, and a range of countryside led walks every day. All routes will be Web published by the end of the 'Join in' Campaign		Mon 27 - Sun 4 March	Week 5	
Durham's Coaching Conference....	A chance for the county's top coaches to exchange views and debate topics and discuss the format for the new Durham Institute of Sport to nurture our world class champions and coaches and officials of the future.		Mon 5 March – Sun 11 March	Week 6	
Tackle and Try.....	A week long rugby festival for all ages. A chance of the local clubs to welcome new members and provide opportunities for trialling the game from tag rugby to wheelchair rugby.	Coincides with last weekend of six nations...	Mon 12 March - Sun 18 March	Week 7	



<b>20 Week Countdown.</b>	<b>Description</b>	<b>Notes</b>	<b>Week</b>	<b>Week number</b>	<b>Days to go....</b>
Durham Jogging	Launch of new park runs at agreed venue and the 2012 Trail race series I back! This year with a chance to take part in all five events.	Coincides with the sport relief week and sport relief mile.....	Mon 19 March - Sun 25 March	Week 8	From this week onwards activities with relevance can appear in Durham County News (DCN)
Linguistics Olympics	An educational programme in which students across the County will compete against each in sports, quizzes and activities, using video conferencing and commentating in five different languages.		Mon 26 march - Sun 1 April	Week 9	
Gym Challenges.....	DCC launches 2012 Spring challenges.....2012km stepping, jogging, rowing and swimming - you name it, we'll encourage you to do it!	Good Fri- 6th April	Mon 2 April – Sun 8 April	Week 10	
Join in -The BIG Urban Games - Durham and Chester le street	A festival of all thing sports and health, targeting the local community. Boxed event delivered by our events team or an event company. Long jump, sprint track and 2012m run. Simple street art.	Easter holidays	Mon 9 April - Sun 15 April	Week 11	
Change 4 Life Week.	A chance to celebrate all the healthy things we should be doing!	Bishop Auckland food festival.	Mon 16 April - Sun 22 April	Week 12	100 days to go to Olympic Games (18 April)
Durham BIG Splash for 2012	A range of swim focused events and opportunities to get everyone to 'Join in'.	Coincides with the Big Splash weekend....for comic relief etc	Mon 23 April - Sun 29 April	Week 13	
Durham's Olympic Golden Oldies	A week long festival celebrating the skills of our Over 50's in sport and physical activity.		Mon 30 April – Sun 6 May	Week 14	Age concern lead?
Join in -The BIG Urban Games - Wear Valley and Dales	A festival of all thing sports and health, targeting the local community. Boxed event delivered by our events team or an event company. Long jump, sprint track and 2012m run. Simple street art.	May day bank holiday	Mon 7 May - Sun 13 May	Week 15	
Strictly Dance Durham.....	A week long festival to encourage more people to dance....all forms and all ages.....		Mon 14 May - Sun 20 May	Week 16	Olympic torch arrives in UK
Cycling Mad	A week long cycling festival, linking all things cycling in Durham including the return of the famous City Criterium event. Cross directorate support / themes for this - CYPS, regeneration (VCD and rights of way), sustainable transport etc.		Mon 21 May –Sun 27 May	Week 17	100 days to go to Olympic Paralympic games

<b>20 Week Countdown.</b>	<b>Description</b>	<b>Notes</b>	<b>Week</b>	<b>Week number</b>	<b>Days to go....</b>
Join in.....The BIG Urban Games for Sedgfield	A festival of all thing sports and health, targeting the local community. Boxed event delivered by our events team or an event company. Long jump, sprint track and 2012m run. Simple street art.		Mon 28 May – Sun 3 June	Week 18	
Royal Rowing - including the Regatta	Celebrate the golden jubilee with a county-wide beacons and an inclusive week to try rowing. Dependent on what this is could be cross directorate?	summer half term	Mon 4 June - Sun 10 June	Week 19	
	Golden Jubilee -	4 June			Bank holiday
	Regatta - any Olympic add on over the two days?	9 June			
	Regatta	10 June			
<b>Week 20 of 2012.....</b>	Our Sporting Life' Opens - Bowes Museum..... External partner	11 June - national exhibition at Bowes Museum...	Mon 11 June - Sun 17 June	Week 20	
<b>International Junior Games</b>	Durham International Junior Games, could there be a food festival link here?	13 June-15 June			
<b>Torch Relay and evening celebration</b>	Torch relay and evening celebration	16 June			20 Week
<b>Torch Relay - Breakfast event</b>	Torch relay and breakfast event	17 June			
<b>12 weeks to 2012.....</b>					
Football Crazy	A celebration of all things football..... (Really important as sole Olympic sport taking place in North East is football at St James Park)	Linked to Euro cup etc....	Mon 18 June - Sun 24 June	Week 1	
	Torch Relay returns to Durham.....	20 June			
County School Games	School Sport Week.....this is the National school sport calendar and Durham schools will be enjoying a range of complete activities.	25 - 26 June	Mon 25 June - Sun 1st July	Week 2	25, 26 June - county school games.
Join in.....School Games and Historic Games....Durham Historic Games	A spectacular weekends events at Beamish museum culminating in a race the tram event.....school games winners to parade at Beamish?	27 June is the Regional One Big Idea campaign			

20 Week Countdown.	Description	Notes	Week	Week number	Days to go....
Celebrating Cricket	A week long celebration of the game of cricket culminating in a one day test against Australia.....Possible international; links here with Sri Lanka athletes? Should include Paralympic cricket etc.	One Day test - 7 July.	Mon 2 July -Sun 8 July	Week 3	
Brass festival	Text to be confirmed		Mon 9 July - Sun 15 July	Week 4	
To be confirmed.	Text to be confirmed	21 July	Mon 16 July -Sun 22 July	Week 5	
Join in -The BIG Urban Games - Derwentside	A festival of all thing sports and health, targeting the local community. Boxed event delivered by our events team or an event company. Long jump, sprint track and 2012m run. Simple street art.	28 July	Mon 23 July - Sun 29 July	Week 6	Opening weekend - is there a cricket match on?? Big screen etc?
Martial Arts for Durham	A week long festival celebrating all forms of martial arts.	4 Aug	Mon 30 July - Sun 5 Aug	Week 7	
Join in.....BIG Urban Games - Easington	A festival of all thing sports and health, targeting the local community. Boxed event delivered by our events team or an event company. Long jump, sprint track and 2012m run. Simple street art.	11 Aug	Mon 6 Aug-Sun 12 August	Week 8	
Adventure Durham....	Chance to have a go at climbing, mountain biking, abseiling, canoeing and sailing.....could include inspirational lectures from world adventurers e.g. Sir Ranulph Fiennes (potential to link to destination marketing and communications (marcomms) - e.g. VCD outdoors and active programme)	18 Aug	Mon 13 Aug - Sun 19 Aug	Week 9	
Streets Festival -	Chance to celebrate a range of Urban sports and activities alongside the normal streets festival.	Streets Festival – 25 Aug	Mon 20 Aug - Sun 26 Aug	Week 10	Aug bank holiday.
Cycling Mad 2	A week long cycling festival, linking all things cycling in Durham including the Big Bike Ride.	2 Sept	Mon 27 Aug- Sun 2 Sept	Week 11	
2012m final 'Thank You' event and launch of Durham's Olympic Legacy.	Showcase all the efforts from all participants through the summer period....by 'surrounding' cricket match with other activities? Legacy launch - e.g. handover to Ashes, Etape, Durham Institute of sport and photo book!	9 Sept	Mon 3rd Sept- Sun 9th	Week 12	Closing ceremony weekend at Paralympics.

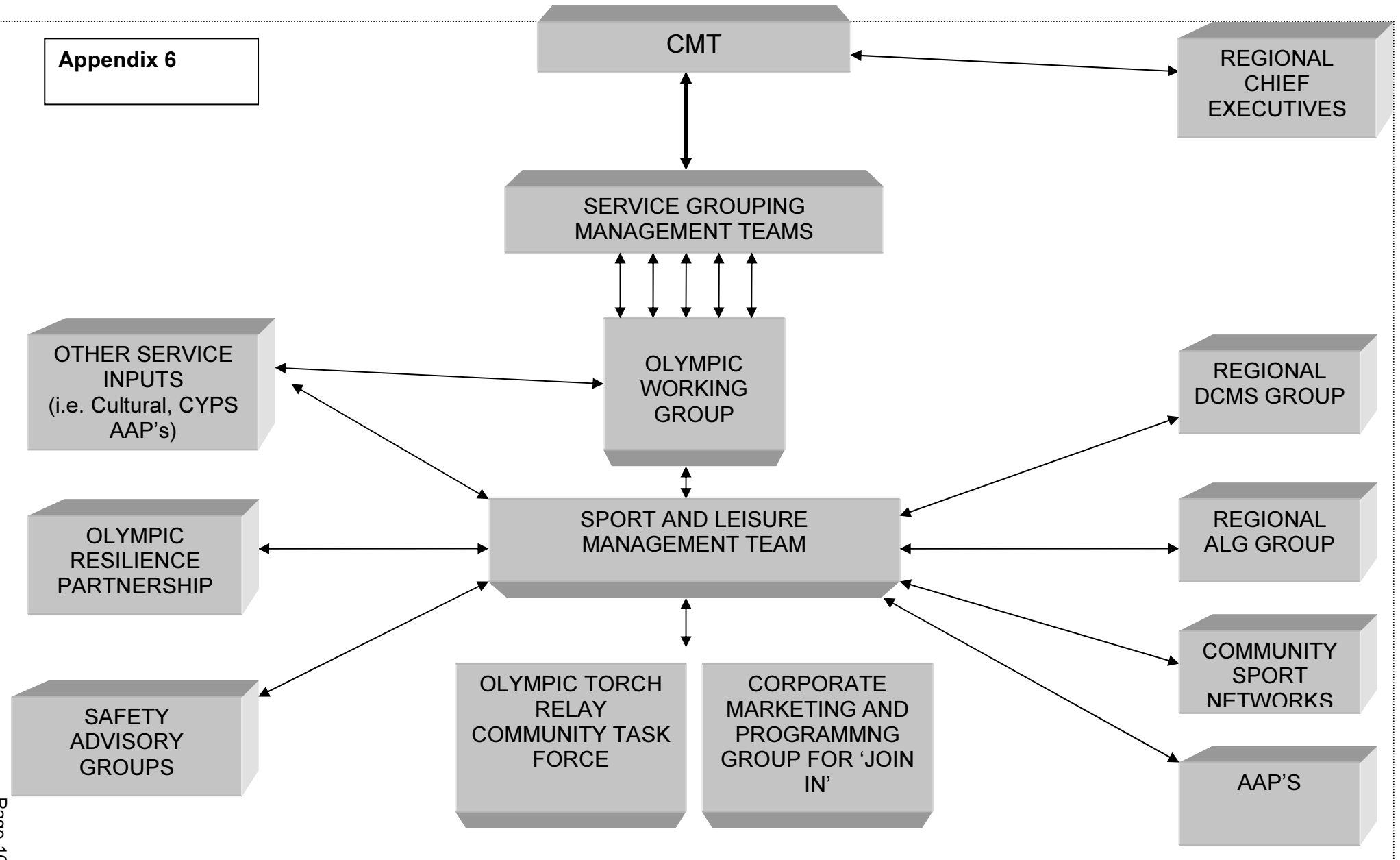
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**Appendix 5 : Olympic Torch Relay Communities**

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<b>Date</b>	<b>Community</b>
16 June 2012	Consett
	Moorside
	Castleside
	Tow Law
	Esh
	Langley Park
	Durham City
17 June 2012	Durham City
	Sherburn Village
	Sherburn Hill
	Haswell Plough
	Peterlee
	Horden
	Blackhall Colliery
	Sedgefield
	Bishop Auckland
	Shildon
	Middridge
	Newton Aycliffe
20 June 2012	Barnard Castle

Appendix 6



## Equalities and Diversity Impact Assessment

### Olympic and Paralympic Programme, Incorporating Torch Relay Celebration Event



**Durham County Council – Altogether Better equality impact assessment form**

**NB: Equality impact assessment is a legal requirement for all strategies plans, functions, policies, procedures and services.**

**We are also legally required to publish our assessments.**

**You can find help and prompts on completing the assessment in the guidance from page 7 onwards.**

**Section one: Description and initial screening**

<b>Section overview: this section provides an audit trail.</b>	
Service/team or section: Sport and Leisure, Neighbourhood Services	
Planning and Policy, Neighbourhood Services	Start date: 8/07/2011
Lead Officer: , Strategic Manager, Sport & Leisure Development, / Strategic Manager Outdoor Sport & Leisure, Neighbourhood Services	12 Aug 2011
Subject of the Impact Assessment: (please also include a brief description of the aims, outcomes, operational issues as appropriate) <b>Olympic Torch Relay Celebration Event and Olympic Programme</b> Durham County Council have signed an agreement to host an evening celebration in Durham City on Saturday the 16 June 2012, to mark the arrival of the Olympic Torch Relay in the City. Durham is one of four regional hosts being asked to deliver a celebration event. The other authorities are Alnwick, Newcastle and Middlesbrough. In order to agree and implement the Council’s approach to this, an Olympic and Paralympic working group has been set up to develop a programme of delivery .	
Who are the main stakeholders: <b>General public / Employees</b> / Elected Members / Partners/ Specific audiences/Other (please specify) –	
<ul style="list-style-type: none"> <li>• All who work in, reside in and visit County Durham</li> <li>• DCC’s Area Action Partnerships</li> <li>• Durham University</li> <li>• London Organising Committee of the Olympic Games and Paralympic Games</li> <li>• Official Olympic Sponsors</li> <li>• ANEC and Regional DCMS group</li> <li>• The Police and civil contingency unit</li> <li>• NHS County Durham</li> <li>• Ramblers</li> <li>• Sporting Clubs</li> <li>• Arts organisations</li> <li>• Schools and colleges</li> <li>• Voluntary sector</li> </ul>	
Is a copy of the subject attached? No	
If not, where could it be viewed? Contact Strategic Manager, Sport & Leisure Development, Neighbourhood Services	
<b>Initial screening</b>	
The County Council has developed a corporate Olympic working group to consider how the county might benefit and celebrate the Olympic and Paralympic games. On the 16 May this year the ‘Join in’ campaign was launched which is Durham’s approach. It is intended	

to develop a range of programmes in partnership with others, which together help celebrate the games. Three main components;

1. An overarching programme of events and opportunities during the 70 day build up between the arrival of the Torch relay in England and the start of the Olympics.
2. The evening celebration and torch relay,
3. A lasting legacy.

There is no doubt that a key milestone is that the London Organising Committee of the Olympic Games and Paralympic Games (LOCOG) have selected Durham to be a venue for an evening celebration. This is strong feature of the report and the request for funding to be under-written, to ensure the event is safe and meets the legal requirements agreed with LOCOG. To support this process, LOCOG have provided a community guide to assist in supporting both the Torch relay route and the evening celebration event. LOCOG is committed to working with us to create an exciting, memorable and safe event that our community can enjoy. They want each event to be different and wish to work with us to ensure the celebration show contains locally themed / programmed content that reflects the character of County Durham, and in doing so reaching as many residents as possible. A special Community Task force has been developed to manage the evening celebration and torch relay in Durham. For the evening celebration, LOCOG will provide a mobile stage with stage dressing, a truck mounted LED screen, production support, including a stage manager and small technical team. The stage will contain lighting, PA and sound equipment, plus a celebration cauldron which will carry the Olympic Flame during the show.

**Impact**

No negative impact across disability characteristic as the ‘join in’ campaign encourages everyone to be involved. For events such as the Olympic torch relay the Events Management Plan ensures fair and equal access and venues selected will comply with access criteria

No negative impact across age characteristic as Olympic Working Group (OWG) action plan will ensure fair and equal access across the programme and events will have specific event management plans which deal with access issues for young people or older more infirm and vulnerable people. The arrangements for such groups will vary with the nature of the events. No negative impact across race and ethnicity characteristic as NS Communications Plan ensures fair and equal access to information, leaflets, displays, website, etc. and any reasonable requests for translations etc. are considered on an individual basis.

**Across all characteristics**

LOCOG have stipulated that the main evening celebration event must be free so there is no cost barrier as far as buying tickets is concerned. More generally, there will need to be efforts to raise funds in some ways which could include car-park fees or registration fees for some activities, to support the programme , but consideration of how this affects access by varying characteristics will always be made.

Prompts to help you:

Who is affected by it? Who is intended to benefit and how? Could there be a different impact or outcome for some groups? Is it likely to affect relations between different communities or groups, for example if it is thought to favour one particular group or deny opportunities for others? Is there any specific targeted action to promote equality?

**Is there a potential positive impact on specific groups within these headings?**

Indicate :Y = Yes, N = No, ?=Unsure

Gender	Y	Disability	Y	Age	Y	Race/ethnicity	Y	Religion or belief	Y	Sexual orientation	Y
--------	---	------------	---	-----	---	----------------	---	--------------------	---	--------------------	---



**How will this support our commitment to promote equality and meet our legal responsibilities?**

Reminder of our legal duties:

- Eliminating unlawful discrimination & harassment
- Promoting equality of opportunity
- Promoting good relations between people from different groups
- Promoting positive attitudes towards disabled people and taking account of someone’s disability, even where that involves treating them more favourably than other people
- Involving people, particularly disabled people, in public life and decision making

**What evidence do you have to support your findings?**

The Olympic and Paralympic Programme, ‘Join in’ is focused upon encouraging every section of community to be involved. The Olympic values are at the heart of the programme which are about bringing communities together. There is a corporate working group to ensure wide needs are considered, and this will (on approval) have a full action plan including a marketing communication plan. The action plan will involve engaging with wider partnerships such as Area Action Partnerships (AAP’s) and the cultural board, to ensure we understand and meet the needs of all the community and those communities help shape the overall offer. For all events, full events Management Plans would be prepared.

**Decision: Proceed to full impact assessment – No**                                  **Date: 21/10/2011**

**If you have answered ‘No’ you need to pass the completed form for approval & sign off.**

**Section two: Identifying impacts and evidence- Equality and Diversity**

**Section overview: this section identifies whether there are any impacts on equality/diversity/cohesion, what evidence is available to support the conclusion and what further action is needed.**

	Identify the impact : does this increase differences or does it aim to reduce gaps for particular groups?	Explain your conclusion, including relevant evidence and consultation you have considered.	What further action is required? (Include in Sect. 3 action plan)
<b>Gender</b>			
<b>Age</b>			
<b>Disability</b>			
<b>Race/Ethnicity</b>			
<b>Religion or belief</b>			
<b>Sexual Orientation</b>			

**How will this promote positive relationships between different communities? N/A**

### Section three: Review and Conclusion

Summary: please provide a brief overview, including impact, changes, improvements and any gaps in evidence.			
Action to be taken			
Officer responsible	Target Date	In which plan will this action appear	
When will this assessment be reviewed?		Date: Ongoing	
Are there any additional assessments that need to be undertaken in relation to this assessment?		N/A	
Lead officer - sign off: Strategic Manager, Sport & Leisure Development			Date: 12 August 2011
Service equality representative - sign off: Policy, Performance and Communications Manager			Date: 15 August 2011

**Please ask us if you would like this document summarised in another language or format.**

العربية (Arabic) (中文 (繁體字)) (Cantonese) اردو (Urdu)  
 polski (Polish) ਪੰਜਾਬੀ (Punjabi) Español (Spanish)  
 বাংলা (Bengali) हिन्दी (Hindi) Deutsch (German)  
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**Tel. 0191 3729145**



Braille



Audio



Large Print

**Cabinet**

**16 November 2011**

**Mid-Year Report on Treasury  
Management Service**



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**Report of Corporate Management Team**

**Don McLure, Corporate Director Resources**

**Councillor Alan Napier, Portfolio Holder for Resources**

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**Purpose of the Report**

- 1 Revisions to the regulatory framework of treasury management has introduced a requirement that the Council receive a mid year treasury review, in addition to the forward looking annual treasury strategy and backward looking annual treasury report required previously.
- 2 As well as meeting the above requirement this report also incorporates the needs of the Prudential Code, which can be regarded as being best operational practice, to ensure adequate monitoring of the capital expenditure plans and the Council's prudential indicators (PIs). The treasury strategy and PIs were previously reported to Council as part of the Medium Term Financial Plan 2011/12 – 2014/15 on 23 February 2011.
- 3 The purpose of the report also supports the objective in the revised CIPFA Code of Practice on Treasury Management and the Communities and Local Government Investment Guidance. These state that Members should receive and scrutinise the treasury management service.

**Background**

**Global economy**

- 4 The Euro zone sovereign debt crisis continues with Spain, and particularly Italy, being the focus of renewed market concerns that these two countries may soon join with Greece, Ireland and Portugal in needing assistance. This uncertainty and the lack of a co-ordinated or credible Euro zone response, left commentators concerned over the potential impact of sovereign default and the resulting effect on the Euro zone banking sector.
- 5 The approval by various countries of the €440bn 'bail out' fund in September has brought temporary relief to financial markets but this does not provide a credible remedy to the scale of the Greek debt problem or the sheer magnitude of the potential needs of other countries for support. This, coupled with political difficulties in the United States (US) over their plans to address the budget deficit, the size and control over the US sovereign debt, and the

subsequent loss of the AAA credit rating from Standard and Poor's, has led to a much more difficult and uncertain outlook for the world economy.

- 6 Growth prospects in the US, United Kingdom (UK) and the Euro zone have been lower than expected, with future prospects similarly cut. Concerns of a double dip recession in some Western countries have increased and world stock markets fell in the second quarter of 2011/12 as a consequence.

### **UK economy**

- 7 Following zero growth in the final half of 2010/11 the UK economy grew by a weaker than expected 0.1% in the first quarter of 2011/12, which will have implications for future growth prospects. Growth prospects will be governed by UK consumer sentiment, which is currently subdued due to falling disposable income. Higher value added tax (VAT), overhanging debt, high inflation and concerns over employment are also likely to weigh heavily on consumers into the future.
- 8 The announcement by the Monetary Policy Committee (MPC) on 6 October of a second round of quantitative easing (whereby the Bank of England buys financial assets to inject a pre-determined quantity of money into the economy) of £75bn emphasised how seriously the MPC now views recession as being a much bigger concern than inflation. Although inflation remains stubbornly high, the MPC's expectation of future falls resulting in an undershoot of its 2% target opened the way for this new round of QE.
- 9 International investors continue to view UK government gilts as being a safe haven from the EU sovereign debt crisis. The consequent increase in demand for gilts has helped to add downward pressure on gilt yields and sent Public Works Loans Board (PWLB) borrowing rates to low levels.

### **Forecast of Treasury Advisors (Sector)**

- 10 There remain huge uncertainties in economic forecasts due to the following major difficulties:
  - the increase in risk that the UK, US and European Union (EU) could fall into recession
  - the likely political gridlock in the US preventing significant government fiscal action to boost growth ahead of the Presidential elections in November 2012
  - the potential for a major EU sovereign debt crisis which could have a significant impact on financial markets and the global and UK economies
  - the degree to which government austerity programmes will dampen economic growth;
  - the potential for further quantitative easing, and the timing of this in both the UK and US

- the speed of recovery of banks' profitability and balance sheet imbalances and the risk of substantial losses being incurred on EU sovereign debt

11 The overall balance of risks is weighted to the downside:

- Our professional treasury advisors, Sector, expect low growth in the UK to continue, with a low Bank Rate to continue for at least 24 months, coupled with a possible further extension of quantitative easing. This will keep investment returns depressed.
- The expected longer run trend for PWLB borrowing rates is for them to rise, primarily due to the need for a high volume of gilt issuance in the UK, and the high volume of debt issuance in other major western countries. However the current safe haven status of the UK may continue for some time, postponing any increases until 2012.
- These predicted forecasts are shown in the table below:

	NOW	Dec-11	Mar-12	Jun-12	Sep-12	Dec-12	Mar-13	Jun-13	Sep-13	Dec-13	Mar-14	Jun-14	Sep-14	Dec-14	Mar-15
<b>BANK RATE</b>	0.50	0.50	<b>0.50</b>	0.50	0.50	0.50	<b>0.50</b>	0.50	0.75	1.00	<b>1.25</b>	1.50	2.00	2.25	<b>2.50</b>
3 month LIBID	0.75	0.70	<b>0.70</b>	0.70	0.70	0.70	<b>0.75</b>	0.80	0.90	1.20	<b>1.40</b>	1.60	2.10	2.40	<b>2.60</b>
6 month LIBID	1.00	1.00	<b>1.00</b>	1.00	1.00	1.00	<b>1.10</b>	1.20	1.40	1.60	<b>1.80</b>	2.00	2.50	2.70	<b>2.90</b>
12 month LIBID	1.50	1.50	<b>1.50</b>	1.50	1.50	1.60	<b>1.70</b>	1.80	1.90	2.20	<b>2.40</b>	2.60	3.10	3.20	<b>3.30</b>
5 yr PWLB	2.30	2.30	<b>2.30</b>	2.30	2.30	2.40	<b>2.50</b>	2.60	2.70	2.80	<b>2.90</b>	3.10	3.30	3.50	<b>3.70</b>
10 yr PWLB	3.30	3.30	<b>3.30</b>	3.30	3.40	3.40	<b>3.50</b>	3.60	3.70	3.80	<b>4.00</b>	4.20	4.40	4.60	<b>4.80</b>
25 yr PWLB	4.20	4.20	<b>4.20</b>	4.20	4.30	4.30	<b>4.40</b>	4.50	4.60	4.70	<b>4.80</b>	4.90	5.00	5.10	<b>5.20</b>
50 yr PWLB	4.30	4.30	<b>4.30</b>	4.30	4.40	4.40	<b>4.50</b>	4.60	4.70	4.80	<b>4.90</b>	5.00	5.10	5.20	<b>5.30</b>

## Treasury Management Strategy Statement and Investment Strategy Update

- 12 The Treasury Management Strategy Statement (TMSS) for 2011/12 was approved by the Council on 23 February 2011.
- 13 The underlying TMSS approved previously requires revision in the light of economic and operational movements during the year. The proposed changes and supporting detail for the changes are set out below.
- 14 The Council currently has over £320m in loans and over £150m of cash investments and the table of approved time and monetary limits that we have been operating within for the first half of this year is shown in the table at Appendix 2.
- 15 We continue to be of the opinion that deposits with Royal Bank of Scotland and Lloyds TSB, both with significant Government holdings, provide a good level of security and return in the current climate and we will continue to invest in each for periods up to 364 days for a maximum sum of £50m.
- 16 Subject to statutory powers, the Council will be required to make a one off payment to the CLG to remove the Housing Revenue Account (HRA) from the current housing subsidy system. The payment is expected to be £28m. This one off payment is compensation paid to government, ensuring the HRA will no longer make future annual payments to the CLG. It is expected that the

overall impact will be beneficial to the Council. Whilst the legislative framework is not yet in place, by agreeing to these revised prudential indicators the Council is ensuring the necessary local requirements are in place well before the payment is required on the 28th March 2012. Members are therefore requested to approve the following key changes to the 2011/12 prudential indicators:

Prudential Indicator 2011/12	Original (£m)	Impact of HRA Reform (£m)	Revised Prudential Indicator (£m)
Authorised Limit	591.500	28.000	619.500
Operational Boundary	354.289	28.000	382.289

### Capital Expenditure

- 17 This table shows the revised estimates for capital expenditure and the changes since the capital programme was agreed by Council.

Capital Expenditure by Service	2011/12 Original Estimate (£m)	2011/12 Approved Revisions (£m)	2011/12 Revised Estimate (£m)
Assistant Chief Executive	3.598	-1.595	2.003
Adults Wellbeing and Health	4.912	-3.716	1.196
Children and Young People	82.454	8.134	90.589
Neighbourhoods	36.630	-0.072	36.558
Regeneration and Economic Development	46.741	20.886	67.626
Resources	19.820	-3.748	16.072
<b>Total General Fund</b>	<b>194.156</b>	<b>19.889</b>	<b>214.045</b>
HRA	25.245	17.547	42.792
<b>Total GF and HRA</b>	<b>219.401</b>	<b>37.436</b>	<b>256.837</b>

- 18 Taking into account slippage from the 2010/11 capital programme, additional approved grant funded expenditure and reprofiling into future years, the revised capital expenditure budget for the General Fund is £214.045m and for HRA is £42.792m.
- 19 Details of the individual capital projects and scheme funding can be found in the Quarter 2 Forecast of Outturn report also on this Cabinet agenda.

### Impact of Capital Expenditure Plans

- 20 The table below draws together the main strategy elements of the capital expenditure plans (above), highlighting the original supported and unsupported elements of the capital programme, and the expected financing arrangements of this capital expenditure. The borrowing element of the table increases the underlying indebtedness of the Council by way of the Capital Financing Requirement (CFR). This will be reduced in part by revenue

charges for the repayment of debt which is known as the Minimum Revenue Provision.

- 21 On the General Fund the underlying borrowing requirement has been revised down by £16.302m due in the main to reprofiling of schemes to future years.

Capital Expenditure	2011/12 Original Estimate (£m)	2011/12 Revised Estimate (£m)
General Fund	194.156	214.045
Financed by:		
Capital receipts	15.600	16.146
Capital grants	92.521	115.373
Capital Reserves	1.850	0.380
Revenue	8.723	22.986
Total Financing	118.694	154.885
Borrowing Need	75.462	59.160

- 22 The HRA has an increased requirement to borrow of £17.174m, however this is supported by additional revenue funding provided by government.

Capital Expenditure	2011/12 Original Estimate (£m)	2011/12 Revised Estimate (£m)
HRA	25.245	42.792
Financed by:		
Capital receipts	0.666	0.264
Capital grants	13.421	13.221
Capital Reserves	2.400	2.400
Revenue	4.660	5.635
Total Financing	21.147	21.520
Borrowing Need	4.098	21.272

### Capital Financing Requirement

- 23 The table shows the CFR, which is the underlying external need to borrow for a capital purpose.

	2010/11 Outturn Position (£m)	2011/12 Original Estimate (£m)	2011/12 Revised Estimate (£m)
CFR – Non Housing	332.412	383.492	367.190
CFR – Housing	152.235	157.540	174.714
Total CFR	484.647	541.032	541.364

### Borrowing Strategy

- 24 The CFR shown above indicates the requirement for the Council to borrow to support its capital activities. This borrowing can be in the form of external

sources (e.g. PWLB) or internal resources (e.g. use of reserves, working capital).

- 25 The Corporate Director Resources, under delegated powers, will adopt the most appropriate form of borrowing depending on the prevailing interest rates at the time. Research indicates it is likely that shorter term fixed rates may provide lower cost opportunities in the short/medium term.
- 26 Due to the overall financial position and the underlying need to borrow, additional external loans of £20m were arranged on 6 October 2011 from the PWLB as follows:

Ref.	Value	Interest Rate	Maturity date
PWLB 499060	£10m	2.61%	2 March 2018
PWLB 499061	£10m	2.72%	2 September 2018

- 27 It is anticipated that further loans could be arranged during this financial year, should market conditions prove advantageous.
- 28 The treasury service is currently analysing the options for the implications of the HRA reform impact. As the CLG will require an estimated payment on the 28 March 2012 of £28m, it is anticipated that an additional loan from PWLB will be used to pay this amount and ensure the overall position of the Council is safeguarded and both the HRA and non-HRA funds are not disadvantaged.
- 29 On 21 September 2011 the government announced that rates on loans from the PWLB for this specific purpose would be temporarily reduced. The interest rate will be approximately 0.85% lower than that previously available.

### Limits to Borrowing Activity

- 30 The first key control over the treasury activity is a Performance Indicator (PI) to ensure that over the medium term, net borrowing (borrowings less investments) will only be for a capital purpose. Net external borrowing should not, except in the short term, exceed the total of CFR in the preceding year plus the estimates of any additional CFR for 2010/11 and next two financial years. This allows some flexibility for limited early borrowing for future years. The Council has an approved policy for borrowing in advance of need, and this will be used if it is considered prudent.
- 31 The Corporate Director Resources reports that no difficulties are envisaged for the current or future years in complying with this PI. The table below summarises the position.

	2011/12 Original Estimate (£m)	2011/12 Revised Estimate (£m)
Gross Borrowing	354.789	374.789
Less Investments	50.000	100.000
Net Borrowing	304.789	274.789
CFR (year end position)	541.032	541.364



- 32 A further PI controls the overall level of borrowing. This is the Authorised Limit which represents the limit beyond which borrowing is prohibited, and needs to be set and revised by Members. It reflects the level of borrowing which, while not desired, could be afforded in the short term, but is not sustainable in the longer term. It is the expected maximum borrowing need with some headroom for unexpected movements. This is the statutory limit determined under section 3 (1) of the Local Government Act 2003.

Authorised limit for external debt	2011/12 Original Indicator (£m)	2011/12 Revised Indicator (£m)	2012/13 Revised Indicator (£m)
Borrowing	591.000	619.000	619.000
Other long term liabilities	0.500	0.500	1.000
<b>Total</b>	<b>591.500</b>	<b>619.500</b>	<b>620.000</b>

### Investment Portfolio

- 33 The primary objectives of the Council's investment strategy are to safeguard the re-payment of principal and interest from its investments on time (security) and to ensure adequate availability of funds (liquidity). Investment return is a secondary objective.
- 34 Following on from the economic background earlier in the report, the current investment climate has one over-riding risk consideration, that of counterparty risk. As a result of these underlying concerns officers continue to implement an operational investment strategy which tightens the controls already in place in the approved investment strategy.
- 35 The Council held £117m of investments at 30 September 2011, and the constituent parts of the investment position are:

Sector	Country	0-3 months	3-6 months	6-12 months
Banks	UK	£87m	£8m	£8m
Building Societies	UK	£9m	-	-
Local Authorities	UK	£2m	-	£3m
<b>Total</b>	<b>£117m</b>	<b>£98m</b>	<b>£8m</b>	<b>£11m</b>

- 36 As set out earlier in the report, it is a very difficult investment market in terms of earning the level of interest rates commonly seen in previous decades as rates are very low and in line with the 0.5% Bank Rate. The continuing Euro zone sovereign debt crisis, and its potential impact on banks, prompts a low risk and short term strategy. Given this risk adverse environment, investment returns are likely to remain low.
- 37 The investment portfolio yield for the first six months of the year is 0.93% against a benchmark 7 day London Inter Bank Bid Rate (the rate at which banks take deposits from each other) yield of 0.47%.

- 38 The original budgeted investment return for 2011/12 was £0.577m, however it is now expected that this will be exceeded by around £0.685m.

### **Icelandic Deposits**

- 39 The County Council inherited £7m of deposits from the former Derwentside District Council that were invested across the Icelandic banks Glitnir (£4m), Landsbanki (£2m) and Kaupthing (£1m), which all effectively collapsed financially in October 2008.
- 40 For Kaupthing a total repayment of £0.580m (58%) has been received at October 2011 and it is anticipated that a further 24% will be recovered by the end of 2012/13, taking total dividends expected to be paid to 82%.
- 41 In the cases of Landsbanki and Glitnir, the Icelandic Supreme Court announced its decision on 28 October 2011 and found in favour of UK local authorities and other UK wholesale depositors retaining priority creditor status.
- 42 This judgement means the council will be paid first when it comes to receiving funds back and will recover almost all of the money initially invested and interest owed. Our current estimate is 100% recovery for Glitnir deposits and 98% for Landsbanki.
- 43 The way in which the LGA and our legal advisors have coordinated the legal action with other local authorities has minimised legal costs whilst enabling us to advance the strongest possible arguments to secure this result. The cost of the litigation to date amounts to less than 1 per cent of the amount expected to be recovered.

### **Member Training**

- 44 The increased Member consideration of treasury management matters is complex and therefore requires a suitable training process. It is proposed therefore to undertake training for members at a suitable time in early spring 2012.

### **Recommendations**

- 45 It is recommended that Members:
- i. Note the contents of the mid-year review report
  - ii. Approve the key changes to the 2011/12 prudential indicators in light of the impact of Housing Subsidy changes
  - iii. Approve the time and monetary limits for investments shown in the table at Appendix 2

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## **Appendix 1: Implications**

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### **Finance**

Details of the overall financing of the Council's anticipated capital expenditure, along with forecast borrowing and investment income returns are provided in the report.

### **Staffing**

None

### **Risk**

None

### **Equality and Diversity / Public Sector Equality Duty**

None

### **Accommodation**

None

### **Crime and Disorder**

None

### **Human Rights**

None

### **Consultation**

None

### **Procurement**

None

### **Disability issues**

None

### **Legal Implications**

None

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**Appendix 2: Revised Time and Monetary Limits Table**


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	Fitch(or equivalent)	Money Limit	Time Limit
Limit 1 Category	AAA	£50m	1yr
Money Market Funds	AAA	£50m (£10m per fund)	None
Limit 2 Category	A (Amended from 'AA')	£50m	1yr
Eligible Institutions	A	£50m	1yr
Limit 3 Category	A	£25m	3 months
Eligible Institutions	A	£25m	3 months
UK Government – DMO		Unlimited	6 months
Other Local Authorities		£10m per authority	1yr

**Cabinet**

**16 November 2011**



**Forecast of General Fund and Housing Revenue Account Revenue and Capital Outturn 2011/12 – Period to 30 September 2011**

**Report of Corporate Management Team**

**Don McLure, Corporate Director Resources**

**Councillor Alan Napier, Portfolio Holder for Resources**

**Purpose of the Report**

- 1 To provide Cabinet with a forecast of 2011/12 revenue outturn for the period to 30 September 2011.

**Background**

- 2 This report updates the information presented to Cabinet on 22 September and incorporates the recommended changes to cash limits within Service Groupings agreed at that time.

**Revenue**

**Current Position to 30 September 2011**

- 3 The table overleaf compares the forecast with the revised budgets and is shown in more detail in Appendices 2 and 3:

**Key to Table**

Original Budget	As agreed by County Council on 23 February 2011
Budget – incorporating adjustments	Original Budget adjusted for budget revisions to be agreed by Cabinet.
Service Groupings Forecast of Outturn	Service Groupings' forecasted income and expenditure for 2011/12.
Forecasted Variance	Over and underspendings when comparing Service Grouping outturns to the Revised Budget.

	Original Budget	Budget - incorporating adjustments	Service Groupings Forecast of Outturn	Forecasted Variance
	£'000	£'000	£'000	£'000
Assistant Chief Executive	10,479	10,003	9,881	-122
Adult Wellbeing and Health	176,328	171,025	170,205	-820
Children & Young People	105,274	108,611	108,000	-611
Neighbourhood Services	99,290	105,182	105,683	501
Regeneration and Economic Dev	39,617	42,180	41,801	-379
Resources	19,125	22,290	22,286	-4
Contingencies	9,547	7,641	7,641	0
<b>NET COST OF SERVICES</b>	<b>459,660</b>	<b>466,932</b>	<b>465,497</b>	<b>-1,435</b>
Capital charges	-49,020	-49,020	-49,020	-0
Interest and Investment income	-577	-577	-1,262	-685
Interest payable and similar charges	26,271	25,321	24,674	-647
<b>Net Expenditure</b>	<b>436,334</b>	<b>442,656</b>	<b>439,889</b>	<b>-2,767</b>
<b>Funded By:</b>				
Council tax	-198,870	-198,870	-198,870	0
Use of earmarked reserves	-260	-5,821	-5,821	0
Estimated net surplus on Collection Fund	-814	-814	-814	0
Revenue Support Grant	-55,596	-55,596	-55,596	0
Re-distributed Non Domestic Rates	-179,861	-179,861	-179,861	0
New Homes Bonus	0	0	-1,300	-1,300
Forecast contribution to Cash Limit Reserve	-933	-1,694	-259	1,435
Forecast contribution to General Reserves	0	0	2,632	2,632
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-0</b>

- Notes: (1) Negative figures in the forecasted variance column represent an underspend  
(2) Neighbourhoods forecasted variance to be covered from Service Grouping cash limit reserve

- 4 The following adjustments have been made to the Original Budget:
- (i) agreed budget transfers between Service Groupings;
  - (ii) budget transfer from contingencies for items outside the cash limit;
  - (iii) planned contribution to Earmarked Reserves (see Appendix 4).
- 5 The sums that Service Groupings have proposed as being outside the Cash Limit in Quarter 2 are detailed below:

SERVICE GROUPING	PROPOSAL	Amount
		£m
ACE	Repair and maintenance in Community Buildings	0.138
RED	Concessionary Fares	-0.050
Resources	Repairs and Maintenance	0.004
	Revenues and Benefits - additional support	0.189
	Coroner's Service	0.014
	HR Pay and Reward Project	0.115
<b>Total</b>		<b>0.410</b>

- 6 After adjusting the budgets as detailed above, the forecast outturn for Service Groupings Cash Limit Reserves and the General Reserve are summarised below:

Type of Reserve	Opening Balance as at 1 April 2011	Budgetted use at 1 April 2011	Movement during 2011/12		2011/12 Forecast Outturn
			Planned use of reserve	Contribution to (-) or use of reserve	
	£m	£m	£m	£m	£m
<b>Service Grouping Cash Limit</b>					
Assistant Chief Executive	-0.894		0.126	-0.122	-0.890
Adults, Wellbeing and Health	-5.423		0.000	-0.820	-6.243
Children and Young Peoples Service	-1.253	0.933	0.000	-0.611	-0.931
Neighbourhoods	-1.292		0.000	0.501	-0.791
Regeneration and Economic Development	-2.391		0.000	-0.379	-2.770
Resources	-0.873		0.635	-0.004	-0.242
<b>TOTAL CASH LIMIT RESERVE</b>	<b>-12.126</b>	<b>0.933</b>	<b>0.761</b>	<b>-1.435</b>	<b>-11.867</b>
<b>General Reserve</b>	<b>-17.320</b>	<b>0.000</b>	<b>0.000</b>	<b>-2.632</b>	<b>-19.952</b>

- 7 Details of the major variances follow for each Service Groupings in the above forecast of outturn figures.

### Children and Young People's Services

- 8 The continuing focus in Quarter 2 of the financial year has been on the delivery of MTFP savings of £7.3m in 2011/12. Most are on target including key savings involving Transport Policy changes that were implemented from September 2011. In addition the impact of £10.58m of grant loss in 2011/12 has now been largely addressed. By 30 September 2011, 115 staff have left the service via combinations of Early Retirement and Redundancy.

- 9 The most volatile parts of the CYPS budget continue to be Fostering and Adoption costs and Agency Placements for increasing numbers of 'looked after children' where there are 36 additional looked after children between October 2010 and October 2011 that could have a full year cost of £1.62m. This significant base budget pressure is being supported by a variety of small scale efficiencies and the use of non-recurring reserves and balances during 2011/12. However, this cannot be sustained for 2012/13 and a business case has been made for additional investment as part of the new medium term financial plan (MTFP) process. The other major variable cost for CYPS is 'Home to School' Transport but firm data on contract ticket demand and the number of pupils being transported on contract vehicles was not available until late October 2011 so will be reported in quarter 3 forecast of outturn figures .
- 10 The conversion of some secondary schools to 'Academy' status is now increasing and by early 2012, there could be as many as 16 Academy Schools in County Durham. Discussions are continuing with the Department for Education (DfE) about the consequential impact on the value of Dedicated Schools Grant (DSG) payable to the County Council in the 2011/12 financial year. The value of each school's budget, plus a top slice for certain functions will be deducted and passed over to the Young People's Learning Agency (YPLA), which handles Academy funding. The transfer from the DSG to the YPLA in a full financial year is estimated to be over £60m.
- 11 Additional funds should be brought into the CYPS budget at Quarter 2 for:-
- Capital contribution towards 6<sup>th</sup> Form extension at Lanchester St Bede's – DCC contingencies £300,000
  - Studio school Capital project – Durham Community and Business College – DfE grant £650,000
  - Munro Review of Child Protection – new revenue grant £72,354
- 12 Safeguarding and Specialist Services pressures and transport are still volatile, but at this stage in the financial year, it is anticipated that by March 2012, there will be sufficient non-recurring reserves and balances and benefits from reducing spend wherever possible to mean that there will be a forecasted underspend of around £0.9m to roll forward into the 2012/13 financial year. This is consistent with CYPS proposals in the MTFP.

### **Adults, Wellbeing and Health**

- 13 The service is currently reporting a forecast outturn position of £170.205m, after use of reserves, against the annual budget of £171.025m, a forecasted underspend of £0.820m.
- 14 In recognition of the Medium Term Financial Planning position and to assist in the management of the significant demographic pressures facing the service over the MTFP period, the service has continued to target a planned underspend for 2011/12, repeating the planned approach applied in 2010/11. This has enabled the creation of a £4.15m earmarked reserve for demographic pressures to assist the MTFP position.
- 15 There is a continuing success in the early delivery of MTFP savings proposals in relation to management and support service and care package spend levels as a result of the successful introduction of the Reablement service and



ongoing impact of the consistent and effective application of the existing eligibility criteria.

16 Key variations against budget are as follows:

- The re-tendering of the Domiciliary Care contract for the County was successful in securing a reduction in the price paid for this service. This has created a saving of £1.8m in the current year.
- The service has been successful in overachieving on a number of management and support service MTFP savings which together with the careful management and control of both vacancies and general budgets across the service, has created a projected underspend for the year of £2.84m. This approach will ensure that a planned underspend for the service is achieved and will also create opportunities for achieving restructures and service rationalisation required whilst minimising the impact of such changes on existing employees.
- Net spend on care packages is projected to be £1m below budget. This area of spend continues to be closely monitored to assess the impact of demographic changes. The introduction of the Reablement service in April 2011 has had a positive impact on the ongoing care levels of service users enabling them to be more independent than would otherwise have been the case and reducing ongoing care needs. The closely managed process in relation to the consistent and effective application of the existing eligibility criteria has also resulted in a reduction in the level of care packages commissioned.
- The government allocated additional funding to Primary Care Trusts (PCTs) late in 2010/11 to support winter pressures which together with additional funding made available through PCTs in the current year has allowed the development of a range of preventative services to be provided in 2011/12 amounting to £2.0m and a further £2.5m in 2012/13.
- Two of the approved 2011/12 Adults, Wellbeing and Health MTFP savings, relating to the reviews of the Adult Learning service (£0.12m) and stair lift maintenance arrangements (£0.15m), have been re-profiled into 2012/13 to allow further consultations on these proposals. Mitigating savings have however been identified to offset these reductions and ensure the savings target for the service area is achieved.
- Additional initiatives and investment in supporting people schemes (£0.8m) and the Heritage and Culture programme (0.64m) have been delivered through successful grant bids and contributions from partners.
- Earmarked reserves of £0.768m have been used to support a range of Health and Wellbeing initiatives and £0.763m of the MTFP Redundancy and Early Retirement reserve has been used to fund redundancy costs related to MTFP efficiency savings.

## Neighbourhood Services

- 17 The forecast revenue outturn for 2011/12 is a cash limit over spend against the revised budget of £0.501m which will be covered from the Service Grouping cash limit reserve.
- 18 Following Cabinet in September, where the Quarter 1 revenue and capital budget report was considered, the Neighbourhoods revenue budget was revised to take account of:
- Redundancy costs linked to MTFP efficiency proposals, which are financed from the MTFP Redundancy and Early Retirement reserve, of £3.324m;
  - Local Government Review (LGR) transition costs relating to the acquisition of a single Environmental Health IT system, which was not fully expended by 31 March 2011, of £68k;
  - Hyper-inflation on fuel (£0.895m) and Street Lighting energy (£0.45m);
  - Use of earmarked reserves amounting to £1.294m (Sports Development projects, Countryside maintenance, Transport Asset Management Plan expenditure, and AAP funded Highways schemes.)
- 19 The forecast use of these reserves has been reviewed in Quarter 2, and it is now anticipated that redundancy costs linked to MTFP efficiency proposals (financed from the MTFP Redundancy and Early Retirement reserve) will be £0.432m lower than the previous forecast, and the use of earmarked reserves will be lower than previously forecast by £65k.
- 20 In addition, the following budget revisions are proposed that involve transfers between Neighbourhood Services and other Service Groupings.
- Transfer of £94k from Resources to Neighbourhoods in relation to Customer Services taking on responsibility for an element of Revenues and Benefits customer enquiries.
  - Increasing the income budget within Neighbourhoods for the rent of depots by £0.118m to reflect occupation by Resources (IT), and RED. Equal and opposite budget transfers are being reported by those other Service Groupings in this Q2 report.
- 21 The main factors behind the forecast cash limit overspend are as follows:
- Building and Construction Services is forecasting an under achievement of £0.203m against its budgeted surplus position. As reported previously, a range of measures are being taken to mitigate this position, including a restructuring of the service, and a review of charging rates;
  - There is a forecast overspend of £0.275m associated with Leisure Centres / Indoor Facilities as a result of a delay in achieving some of the proposed MTFP efficiency proposals. This has resulted in

higher than anticipated employee costs, along with mothballing costs, and also a fall in income over recent months at those leisure centres that were targeted for closure;

- Within Technical Services, there is a forecast overspend of £0.210m due to delayed MTFP efficiency proposals, mainly in the areas of Street Lighting and Gully waste recycling;
- There is a forecast overspend of £0.361m in relation to Waste Disposal costs as a result of unachieved efficiency savings, linked to the restructuring of Premier Waste following the sale of its commercial businesses, although this is more than offset by additional income relating to the sale of Dry Waste Recyclates (£0.246m), and savings from additional waste diversion of recyclable litter and street sweepings (£0.192m).
- Finally there is a forecast under spend of £0.1m on the centralised training budget within Neighbourhood Services.

22 Although the service is currently forecasting a cash limit overspend of £0.501m which will be covered from the Service Grouping cash limit reserve (an improvement of £0.478m over the Q1 position reported to Cabinet in September), it should be noted that every effort continues to be made to address this, and as a last resort, the service has a cash limit surplus brought forward from 2010/11 of £1.292m.

## **Regeneration and Economic Development**

23 The service is reporting an outturn position of £41.801m against the revised annual budget of £42.180m – an underspend of £0.379m

24 The key variances are as follows:

- Policy Planning Performance - £21k saving in staffing and running expenses
- Economic Development - £0.233m saving. The service is experiencing a pressure of £0.199m from both loss of income on industrial estates and additional business rates on vacant units. This is being mitigated by savings secured on staffing and supplies and services.
- Housing - £0.133m underspend attributable to savings on staffing and supplies in housing solutions (£0.129m) and housing strategy (£0.084m) although there is an overspend in the housing regeneration service (£0.080m).
- Planning - £0.265m underspend of which £0.250m relates to staffing costs. There are additional pressures on building control fees which are £0.350m less than budget although planning fees are £62k higher. Costs are being incurred for two major appeals amounting to £60k for which there is no budget provision. There is a range of other savings on running costs including a projected underspend on blight works of £0.110m.

- Transport - £0.340m saving of which £0.247m relates to staffing and there is a net saving on other running expenses of £83k.

## Resources

- 25 The service is currently reporting to break even after:
- the use of earmarked reserves to carry out the related planned activity in Revenues and Benefits and ICT.
  - accounting for redundancy costs met from the MTFP Redundancy and Early Retirement reserve.
  - adjusting for items outside the cash limit.
- 26 Within the forecasted break even position is a forecast overspend on employee costs of £0.197m. This position takes into account the cost of agency staff within ICT (linked to the better basics programme) and the revenues and benefits services (to support the outstanding workload arising from the new computer system implementation) at a cost of approximately £1.016m, substantially offset by the management of vacancies across these services, leading to direct staff savings of £0.819m.
- 27 There is a forecast under spend within assets premises costs of £96k associated with lower than anticipated building running costs and under spends, predominately within Legal Services, on supplies and services and transport costs of £0.210m
- 28 The projected outturn has been amended to reflect the mid year Housing Benefit and Council Tax Benefit Subsidy claims and reforecast housing benefit/council tax benefit payments, which was recently submitted to the Department of Work and Pensions. This has led to an anticipated drop in net income within this area of £0.185m
- 29 Service income is forecast to over recover by £81k, in the main related to higher than anticipated Land Charge income within Legal Services.
- 30 In the forecast breakeven position presented no adjustment for potential 'claw back' of subsidy payments resulting from the finalised Benefits audit (2009/10 and 2010/11) has been made. In the event, where sums are to be repaid it is anticipated that these will be met from an earmarked reserve.

## Assistant Chief Executives

- 31 The Service is reporting a forecast outturn underspend of £0.122m after:
- accounting for the use of earmarked reserves to carry out the related planned activity;
  - accounting for redundancy costs met from the MTFP Redundancy and Early Retirement reserve;
  - adjusting for Repair and Maintenance costs which are no longer outside the cash limit.

- 32 The majority of the reported under spend relates to employee costs. As a result of careful management of vacancies within the service by the ACE management team a direct staffing cost saving of £0.339m is forecast. In order for these vacancies to be maintained, while delivering the service, agency staff have been utilised during the early part of the financial year to complete the required service activity at a cost of £0.142m. This has led to a net employees under spend of £0.197m.
- 33 There is a small forecast overspend of £14k on supplies and services and transport across the ACE and a small short fall in expected income of £2k.
- 34 The overall net position of £0.122m under spend has been earmarked for support required to implement the community buildings review which is currently out to consultation with stakeholders.
- 35 The outturn position for ACE does not reflect any utility running costs in connection with Community Buildings. This area of activity is currently being administered by ACE pending a corporate decision on where this activity is best managed within the authority. It is anticipated that if the activity remains within ACE that residual budgets within other services connected with the provision of community buildings will be transferred to ACE to finance this budget pressure.

## **Central Budgets**

### **Interest Payable and Similar Charges - Capital Financing**

- 36 The current forecast is for a £0.647m underspend. This saving is being achieved due to lower than forecast interest rates on loans and borrowing taking place later than estimated due to higher levels of cash balances than forecast.

### **Interest and Investment Income**

- 37 The forecast of outturn is an overachievement of investment income of £0.685m which takes into account the higher than anticipated levels of cash balances held. This is due in the main to slower than expected use of reserves and capital expenditure.

## **New Homes Bonus**

- 38 The Council has received £1.3m of New Homes Bonus Grant for 2011/12. This Grant is being built into the base budget for 2012/13. For 2011/12 it is proposed that this income is taken into the Council's General Reserve.

## Earmarked Reserves Forecast

- 39 Appendix 4 provides further detail of the forecast use of Earmarked Reserves. Based on the latest forecast the position at the end of the year is estimated to be as follows:

	£m
Balance as at 1 April 2011	90.975
Less forecast use :	
Quarter 1	11.768
Add contribution to:	
Quarter 2	<u>-5.688</u>
Forecasted Balance as at 31 March 2012	<u>84.895</u>

## Housing Revenue Account (HRA)

- 40 In overall terms in Quarter 2, there is no change in HRA balances and it is estimated that there will be a surplus in the year of £0.975m which will be used to support the capital programme and reduce borrowing in the run up to self financing.
- 41 In February 2011 when the 2011/12 budget was agreed, no information was available on the level of Decent Homes Backlog Funding from Government and the savings arising due to prudent assumptions being made on capital financing charges and debt levels. The Council received £18.6m of Decent Homes Backlog Funding and is receiving subsidy to support the interest payments on this borrowing. There is an overall saving of £0.601m on interest payments as shown in Appendix 5.
- 42 There is also an additional cost of rent rebates which are provided to council tenants and if these exceed a certain threshold set by Government, a contribution of the excess must be repaid to Government and the forecasted amount for 2011/12 is £0.302m.

## Capital

### Background

- 43 The General Fund (GF) capital budget for 2011/12 was set at £194.156m and was approved by Cabinet on 23 February 2011. Slippage from the 2010/11 capital programme was approved by Cabinet on 13 July 2011 amounting to £37.29m.
- 44 The Housing Revenue Account (HRA) budget was set at £25.245m with slippage of £0.71m from 2010/11.
- 45 The Member Officer Working Group (MOWG) has recently reviewed the capital programme taking into account further developments and analysis of changes and demands on resources.

### Current Position

- 46 There have been further Member Officer Working Group (MOWG) meetings since the outturn report period to 30 June 2011. Service Groupings have

reviewed the capital programme and revisions recommended for approval include:

- Refurbishment works to Annand House - £0.200m
- backup office accommodation at Lanchester College - £0.300m

47 Further external grants and contributions have been confirmed:

- Durham Studio School – DCBC - £0.650m
- Minor Schemes in Regeneration and Economic Development - £0.287m
- East Durham Homes - £0.400m
- Esh Winning Play Area - £10k
- Outdoor Play Areas – £11k
- Playbuilder Phase 2 - £8k
- Westgate Play Area - £27k
- Highway Capitalised Maintenance - Surface Treatments - £0.650m

48 Further schemes approved financed by revenue contribution to capital include:

- Industrial Estates - £0.245m
- Town Centres - £20k
- Horticultural Poison Store - £21k
- Contaminated Land Contingency Fund - £4k
- Dangerous Headstones - Pelton Cemetery - £1k
- East Stanley Bowls - £11k

49 Scheme approved to be financed by earmarked capital receipts:

- Allotments - £0.216m

50 The table below summarises the recommended adjustments with the revised Capital Programme for 2011/12 for General Fund and HRA being £256.837m.

Service	Original Budget 2011/12	Slippage from 2010/11	Budget Revisions	Revised 2011/12 Base Budget	Reprofiling to/from future years	Revised 2011/12 Budget	Spend to end 30th Sept 2011
	£						
ACE	3,598	1,175	300	5,074	-3,070	2,003	466
AWH	4,912	636	150	5,698	-4,501	1,196	81
CYPS	82,454	11,699	51,356	145,510	-54,921	90,589	32,172
NEI	36,630	7,248	-10,987	32,891	3,667	36,558	11,354
RED	46,741	12,883	17,171	76,796	-9,169	67,626	14,676
RES	19,820	3,648	-1,363	22,106	-6,034	16,072	2,612
	-	-	-	-	-	-	-
<b>Total GF</b>	<b>194,156</b>	<b>37,290</b>	<b>56,628</b>	<b>288,073</b>	<b>-74,029</b>	<b>214,045</b>	<b>61,360</b>
<b>HRA</b>	<b>25,245</b>	<b>708</b>	<b>14,839</b>	<b>40,792</b>	<b>2,000</b>	<b>42,792</b>	<b>14,710</b>
<b>Total GF and HRA</b>	<b>219,401</b>	<b>37,998</b>	<b>71,467</b>	<b>328,865</b>	<b>-72,029</b>	<b>256,837</b>	<b>76,070</b>

51 The tables overleaf summarise the recommended financing of the proposed capital programme:

## Financing – General Fund Capital Programme 2011/12

	Original Budget 2011/12	Slippage from 2010/11	Budget Revisions	Revised Budget 2011/12	Budget Reprofiling to/from future years	Revised Budget 2011/12
Grants & Conts	92,521	12,342	33,008	137,871	-26,092	111,778
Revenue and Reserves	2,005	170	4,758	6,933	-1,635	5,298
Capital Receipts	14,400	-	-	14,400	546	14,946
BSF Capital Receipts	1,200	-	-	1,200	-	1,200
Borrowing	84,030	24,778	18,862	127,670	-46,848	80,823
<b>Total</b>	<b>194,156</b>	<b>37,290</b>	<b>56,628</b>	<b>288,073</b>	<b>-74,029</b>	<b>214,045</b>

## Financing – Housing Revenue Account Capital Programme 2011/12

	Original Budget 2011/12	Slippage from 2010/11	Budget Revisions	Revised Budget 2011/12	Reprofiling to/from future years	Revised Budget 2011/12
Grants & Conts	1,725	-	-	1,725	-200	1,525
Revenue and Reserves	18,756	-	1,094	19,850	-119	19,731
Capital Receipts	666	-	-154	512	-249	264
BSF Capital Receipts	-	-	-	-	-	-
Borrowing	4,097	708	13,899	18,704	2,568	21,272
<b>Total</b>	<b>25,245</b>	<b>708</b>	<b>14,839</b>	<b>40,792</b>	<b>2,000</b>	<b>42,792</b>

52 Detailed below are the service commentaries on the significant changes since June:

### Children and Young People's Services

53 The CYPS Capital budget has a number of significant components that are available for different purposes. From the 2011/2012 financial year there was £11.7m of project slippage associated with the pace of spend on the BSF programme in East Durham, plus the 'hub' buildings for the 'One Point' Integrated Teams and 4 new primary schools.

54 The capital funds available at 1 April 2011 have been reprofiled to reflect latest planning and construction timelines and the planned spend over the next 3 financial years is set out below:-

2011/2012	£90.59m
2012/2013	£76.39m
2013/2014	£26.38m

55 New additions to the programme from 1 April 2011 were:

Short Breaks for Disabled Children	£0.32m
North Durham Academy	£33.42m
Consett Academy / Leisure Project	£43.80m
DfE Basic Need Grant	£3.80m
DfE Condition of School Buildings Grant	£9.80m

56 More recently further funds have been added to the programme:-

- A sum of £0.300m has been provided via DCC capital funds to support the development of extended Sixth Form provision at Lanchester St Bede's school. This is a project jointly funded with the Roman Catholic Diocese and is expected to be complete by



early in the new calendar year. There is a consequential benefit for the Council as former school premises in the centre of Lanchester are freed up for disposal.

- Durham Community Business College has made a successful application to become a Studio school and as a consequence, DfE has provided a capital grant of £0.650m to allow some building works to be undertaken associated with this initiative. It is expected around £0.325m of the grant will be spent in the current financial year.

57 The revised CYPS capital budget for 2011/12 has therefore risen to £90.589m. Spend to date is at £32.172m and the latest out-turn projection is expecting out-turn spending to be at £90.23m. In due course, a detailed report will be presented to the Capital Member Officer Working Group confirming latest spending profiles.

58 Most of the capital programme is funded via Government grant and as a consequence budget monitoring is undertaken against specific project areas. A commentary on the most significant parts of the programme is set out below.

### **Primary Capital and Modernisation – Total Budget £24.45m**

Latest Budget Profile:-

	<b>£m</b>
2011/12	15.25
2012/13	8.14
2013/14	1.06

59 This part of the capital budget is predominantly focused on the construction of new primary school buildings. Most of the planned spend in 2011/12 is on new schools at Esh Winning and Brandon, with Greenland and Kirk Merrington to follow. Half way through the financial year project spend is expected to be around £14.8m by out-turn.

### **Basic Need – Total Budget of £4.35m**

Latest Budget Profile:-

	<b>£m</b>
2011/12	2.55
2012/13	1.80

60 This capital budget is to enable primary schools to be provided with enough classroom capacity to meet demands within their locality. At present there are over 30 schools where projects are in various stages of planning and development. These projects require detailed discussion between the Local Authority and schools to ensure that they are integrated with other building works, where appropriate, and this can delay the construction phase. DfE introduced a new capital grant for 2011/12 and £3.8m of it, was earmarked for Basic Need, as it is a high Government priority. The expectation is that additional grant will be provided for the next 3 financial years but DfE had not

announced allocations by 30 September 2011. Latest analysis of spend indicates spend of £2.93m is expected by 31 March 2012.

### **Schools Capital/Condition Grant – Total Budget £9.83m**

Latest Budget Profile:-

	<b>£m</b>
2011/12	3.7
2012/13	6.1

- 61 The new DfE grant also includes an element for major works to improve schools in the poorest condition. On the assumption that 3 further years allocations are on the horizon, it has been decided to press forward with some plans that were curtailed when BSF came to an end, as 3 schools are in a very poor condition and are not ideal for modern day curriculum delivery.
- 62 Planned projects will see major remodelling on one secondary school site at Spennymoor and the closure of Tudhoe Grange, a new build secondary school at Seaham and replacement of the 3 premises that comprise Trinity special schools. These are the top three priorities for this DfE grant, plus some major improvements to Elemore Hall Special School.
- 63 Most of the 2011/12 expenditure will be focused on the Spennymoor project. The range of work is so extensive that Cabinet has agreed to incorporate capital receipts from project associated land and property disposals into the capital budget plan and this will therefore need to be revised in due course.
- 64 In October 2011, Cabinet agreed to lodge an interest with DfE for new school buildings via a national PFI initiative and if this meets with success then the deployment of part of this grant may need to be revisited.

### **Structural Maintenance – DSG – 2011/2012 Budget £3.59m**

- 65 From within a grant (Dedicated Schools Grant) provided for school running costs and certain support functions, a budget is set aside for “lumpy” building repair and maintenance costs such as roof replacements, electric rewiring, boiler plant replacement and asbestos removal. A full schedule of projects has been drawn up and it is expected that the budget will be fully spent during the year.

### **Schools Devolved Capital - 2011/12 - £ 9.3m**

- 66 Grants are delegated to schools each year by DfE to meet the cost of Capital Repair and Maintenance works and ICT purchases. Decisions on priorities and management of these funds are matters for each school Governing Body. The £9.3m available represents £7.5m of slippage from previous years. School allocations are down by about 80% to £1.7m in 2011/12 due to a change in DfE priorities. Academy conversions will also see this budget reduce.

## **Aycliffe Secure Premises – Balance on Project Budget £4.59m**

Latest Budget Profile:-

	<b>£m</b>
2011/12	4.47
2012/13	0.05
2013/14	0.07

- 67 The new Secure Unit has been operational since 1 August 2011.

## **Building Schools for the Future (BSF) – Wave 3 – Programme Budget £49.8m**

Latest Budget Profile:-

	<b>£m</b>
2011/12	30.75
2012/13	17.02
2013/14	2.04

- 68 BSF funding implications are complex, depending on whether the PFI route or traditional design and build option is being utilised. In some cases, capital expenditure is incurred, in others PFI contractor payments will feature in the revenue budget.
- 69 The capital budget provides funds for Construction works and ICT costs at the East Durham schools in Wave 3 of the programme: Dene Community School of Technology, Easington Community Science College; Glen Dene; Peterlee St Bede's Catholic Comprehensive and Wellfield Community School.

## **Building Schools for the Future (BSF) Academies**

- (i) North Durham – Budget £33.4m

Latest Budget Profile:-

	<b>£m</b>
2011/12	10.67
2012/13	18.29
2013/14	4.46

- (ii) Consett (including Leisure Provision) – Budget £43.8m

Latest Budget Profile:-

	<b>£m</b>
2011/12	0.1
2012/13	24.9
2013/14	18.8

- 70 Both these projects were approved following detailed discussion with DfE, post the terminating of the BSF programme. The North Durham project is at a more advanced stage. The Consett Academy will provide an integrated Academy/Leisure facility.

### **Catchgate Children's Home Replacement – 2011/2012 Budget £0.732m**

- 71 Planning permission has been obtained for a site in Tanfield Lea, construction work has commenced and expected occupancy is by February 2012. It is still expected that the budget for this particular project will be underspent.

### **Diploma Exemplar and Rural Capital – 2011/2012 Budget £2.563m**

- 72 DfE has provided capital grant that will, by 31 March 2012, allow the development of a manufacturing facility at Newton Aycliffe and extended diploma facilities in the west of the County. The final out-turn position is expected to be over budget by around £30k and a revenue contribution will be brought in to balance the budget.

### **Co-Location Fund – Durham Integrated Project - 2011/2012 Budget £5.262m**

- 73 DfE provided £6.7m of capital grant for 2010/11 to enable the development of integrated, co-located locality teams within County Durham and development of service hubs for Children and Young People aged 5 – 19. The capital funding will allow three buildings to be refurbished and new build at seven other localities. In total there are ten projects allowing projects at Seaham, Stanley, Bishop Auckland, Ushaw Moor, Consett, Chester le Street, Ferryhill, Newton Aycliffe, Barnard Castle and Peterlee. NHS County Durham have contributed £0.700m to the development of the Young Person's Lifestyle Centre (YPLC) at Chester le Street. Individual project budgets range from just under £0.5m to £1.4m. There have been lots of negotiations relating to optimum site locations and associated feasibility studies, as a consequence fee costs are now expected to be higher and the ICT and telephony costs are also being scrutinised. It is probable that this collective group of projects will over run the available budget, once more detail is to hand, alternative capital or revenue funding sources will need to be explored, particularly where projects improve school premises.

### **Short Breaks for Disabled Children – 2011/2012 Budget £0.325m**

- 74 In the current financial year, DfE announced allocations of capital grant that are intended to fund projects which will broaden the range of facilities available to provide Short Breaks for Disabled Children. It is expected that some of this grant will be invested in DCC Leisure Services provision.

### **Adults, Wellbeing and Health**

- 75 As reported in the Quarter 1 outturn projections, following Cabinet approval of slippage from 2010/11, new investment and reprofiling of capital schemes across the MTFP period, the AWH Capital Budget for 2011/12 was revised to £1.195m
- 76 No further variations are reported this quarter and the AWH capital programme is currently reported on budget at £1.195m
- 77 One bid for additional in-year investment of £0.15m to introduce digital projection facilities at the Gala Cinema was approved by Cabinet on 22 September 2011.

- 78 The AWH capital programme for 2011/12 to 2014/15 has also been re-examined taking into account current progress, design, work programming, planning and other considerations to re-profile these budgets, where necessary.

### **Neighbourhood Services**

- 79 The original 2011/12 Capital Programme for Neighbourhood Services was £36.630m. This was subsequently increased by carry over from 2010/11 totalling £7.249m to give a revised budget of £43.879m.
- 80 The programme was then adjusted to take into account re-profiling of spend across future years and an increase in the base budget (funded via a transfer from corporate capital contingencies), relating to the Twin Bin system.
- 81 At various meetings of the MOWG during this financial year, recommended approval to Cabinet was given to increase the Capital budget to take account of a number of budget transfers that have been agreed with other Service Groupings, along with the receipt of additional grants and contributions that were available to enhance the Capital Budget.
- 82 Should Cabinet agree, this would result in a revised 2011/12 capital budget for Neighbourhood Services of £36.558m
- 83 At this stage it is anticipated that all capital budgets within Neighbourhoods will be fully spent, apart from the following:
- Within Sport and Leisure, there is a projected under spend of £0.259m. This is mainly due to an under spend at Hardwick Park of £0.437m (attributed to delays in design work), which is offset by additional expenditure on Play builder and Play area schemes amounting to £0.142m. This additional expenditure will be funded from an Area Action Partnership (AAP) contribution of £90k and further contributions of £52k due to be received in relation to Eggleston and Quarrington Hill Play Builder schemes. A report will be presented to MOWG requesting an adjustment (grossing up) to the budget in relation to these items. Finally it is anticipated that there will be an over spend on works at the Louisa Centre, Stanley of £38k. This will be funded from savings elsewhere in the capital programme.
  - Direct Services is forecasting an under spend of £0.684m. This is due to a projected under spend on the Oracle Projects scheme (£0.750m), and this under spend will be requested to carry forward to 2012/13. In addition there is a projected over spend on the refurbishment of Barnard Castle toilets £66k but this will be funded from AAP and Members contributions that will be reported to a future MOWG in order to gross up the budget.
  - Technical Services are reporting an over spend of £0.824m relating to additional expenditure on highways schemes but this will be financed from the AAP reserves carried into 2011/12. Again this will be reported to the next MOWG for agreement to gross up the budget.

- 84 Prior to the budget adjustments being approved by MOWG and then Cabinet, the Neighbourhoods Capital programme is forecasting a £0.119m under spend at this stage.

## **Regeneration and Economic Development**

- 85 The 2011/12 RED General Fund Capital Programme, as agreed by Council on 23 February 2011, was £46.741m and this was subsequently increased by £12.883m that was carried over from 2010/11, giving a total revised budget of £59.624m.
- 86 The programme has subsequently been revised to take into account re-profiling of spend across future years, increases in the base budget from additional grants and contributions and budget transfers agreed with other Service Groupings. The result is that the 2011/12 capital budget has increased by £8.003m to £67.627m.
- 87 The budget revisions include the following:
- Responsibility for the £2m Broadband budget has been transferred to the Resources service grouping, to reflect the corporate nature of the proposed developments that will be funded under this project.
  - The budget for the Durham City Vision (DCV) Partnership has been increased by £4.862m, supported by funds from the Single Programme operated by One North East (ONE) and from the Durham Villages Regeneration Company, a partnership between the Council and Keepmoat Homes. The main schemes are the Heart of the City project to regenerate the Market Place and Vennels and the development of the World Heritage Site Visitor Centre at Owengate.
  - The Council's Disabled Facilities Grant budget has been supplemented by a government grant allocation of £2.340m.
  - Responsibility for the £2m budget for energy efficiency measures has been transferred from the Resources service grouping. The initiatives include Away from G (£0.500m), Biomass Boilers (£0.250m), Gas Boiler Replacement (£0.250m) and an Energy Efficiency Fund (£1m) to be invested in self-financing initiatives. The energy efficiency budget has been further increased by the £6m agreed by Council on 23 March to fund investment in Renewable Energy Technologies.
  - The Town Centres budget consists of over 20 schemes covering targeted retail improvements grants, public realm improvements and acquisition of strategic properties in shopping areas across the county. The programme has been reviewed and £2.249m has been reprofiled to reflect anticipated progress.
  - Transit 15 is a project that aims to provide better accessibility for people through improved public transport along a number of corridors in the county. There has been lengthy consultation on each of the schemes that make up this initiative. Where a scheme requires a Traffic Regulation Order (TRO), a further formal

consultation affords opponents another opportunity to delay the scheme. As a consequence of this highly responsive approach, it is anticipated that £2m will need to be carried forward into 2012/13.

## **Resources**

- 88 The original 2011/12 Capital Programme for Resources was £19.820m. This was subsequently increased by slippage from 2010/11 of £3.649m approved by MOWG and Cabinet. Budget revisions were agreed which reduced the 2011/12 capital programme by £1.363m. Budgets totalling £6.034m have also been reprofiled to future years, which resulted in a revised Resources capital budget for 2011/12 of £16.072m.
- 89 Total expenditure in Resources to 30 September 2011 is £2.612m. The current forecast for expenditure in 2011/12 is £12.677m against a revised budget of £16.072m.
- 90 A summary of each division of service within Resources is given below:

### **Asset Management**

- The original 2011/12 capital budget for assets was £13.497m.
- Slippage from 2010/11 totals £3.541m.
- £3.225m has been transferred to other services;
- £0.200m has been allocated to Assets from reserves.
- £4.034m has been reprogrammed into 2012/13.
- These alterations have resulted in a total Assets capital budget of £9.979m. Forecast expenditure in 2011/12 is £6.584m which will result in an underspend of £3.395m in the Asset Management area.

### **Finance – Replacement of the Revenues and Benefits System**

- The original capital budget for Finance was £1.200m. A budget transfer was made to 2010/11 of £0.128m from 2011/12. The revised capital budget is £1.072m. This project is scheduled for completion in 2011/12.

### **ICT Services**

- The original capital budget for ICT Services was £5.123m.
- Slippage from 2010/11 totals £0.108m;
- £0.210m was transferred to 2010/11
- A £2.0m fast speed Broadband scheme has been transferred from RED to Resources as detailed in 'Digital Durham' below.
- The Broadband scheme has been reprofiled to 2012/13
- This results in a revised 2011/12 budget for ICT of £5.021m. All remaining projects in this area are forecast to spend in line with the respective ICT budget allocation in 2011/12.

## **Digital Durham**

- A report was presented to Cabinet on 22 September relating to the Digital Durham programme and bid for funding to Broadband Delivery UK (BDUK).
- Durham and Gateshead have been allocated an indicative amount of £7.8m in BDUK funding. Based on this indicative sum, the Council has been advised that £7.8m of match funding is required from the Digital Durham partnership for the period to 31 March 2015, of which a £2m Broadband project has been identified as mentioned in the ICT Services paragraph detailed above. This £2m budget has been transferred to Resources from RED and MOWG is recommending that the remaining balance within the corporate capital contingency of £2.850m should also be provided to give a total match funding contingency of £4.850m. This is less than the required £7.8m but is a substantial commitment. The option to increase our match funding from European Regional Development Fund (ERDF) is being explored.

91 Total revised 2011/12 budget for Resources is therefore £16.072m. Total expenditure up to 30 September 2011 is £2.612m and the current forecast of outturn expenditure in 2011/12 is £12.677m.

## **Assistant Chief Executives (ACE)**

92 ACE capital programme makes a significant contribution to local communities within the county, funding Local Elected Members 'Area Budgets' and facilitating the review and development of community buildings within the Area.

93 The ACE capital programme, as approved by Council, is £3.598m. However, this needs to be adjusted for slippage from 2010/11 of £1.176m plus additional funding secured from Resources (Assets) of £0.300m in connection with the Communities Building review.

94 The MOWG meeting of 5 October agreed to recommend to cabinet that £3.071m should be reprofiled into 2012/13 with £2.150m relating to Assets to Communities and £0.921m relating to Members Neighbourhoods Budgets, leaving a total revised capital budget of £2.003m. Total capital expenditure in ACE to 30 September 2011 was £0.466m

95 Taking into account slippage from 2010/11, and reprofiling to 2012/13, the total budget for the Members Neighbourhoods Budgets is £2.003m. Expenditure of £0.466m has been incurred to date and it is anticipated that £1.739m of this budget will be spent in 2011/12. A report will be presented to MOWG to request further profiling of £0.264m into 2012/13.

## **Housing Revenue Account (HRA) Capital Programme**

96 The 2011/12 RED Housing Revenue Account Capital Programme, as agreed by Council on 23 February 2011, was £25.245m and this was subsequently increased by £0.708m that was carried over from 2010/11, giving a total revised budget of £25.953m.



- 97 The programme has subsequently been revised to take into account re-profiling of spend across future years and base budget changes for grants and contributions, that have resulted in an increase in the 2011/12 capital budget of £16.839m to £42.792m.
- 98 The budget revisions include the following:
- The Council have been notified of confirmed Decent Homes Backlog funding of £18.6m for 2011/12, with £2.6m for Dale and Valley Homes and £16.0m for East Durham Homes.
  - The second phase of the New Build Scheme, at Crook, has been reprofiled and £2.0m is now expected to be spent in the early part of 2012/13.
- 99 Actual spend up to 30 September 2011 amounts to £29.386m – consisting of £14.676m for the General Fund and £14.710m for the HRA. The programme has been re-profiled by service managers and the outturn is expected to be in line with the budget.

### **Recommendations**

- 100 It is recommended that Cabinet:
- Approve the Revised Net Expenditure Budget of £442.656m for 2011/12
  - Approve the Revised Capital Budget of £256.837m for 2011/12
  - Note the forecast use of Earmarked Reserves in 2011/12
  - Note the forecast Cash Limit underspend reserves in 2011/12.
  - Note the forecasted outturn position for the Housing Revenue Account in 2011/12.

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**Contact: Jeff Garfoot Tel: 0191 383 3551**

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## **Appendix 1: Implications**

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### **Finance -**

The report details the 2011/12 forecast of outturn position for Revenue and Capital for both the general fund and the housing revenue account and details the forecast movement on Reserve.

### **Staffing -**

None

### **Risk -**

None

### **Equality and Diversity / Public Sector Equality Duty -**

None

### **Accommodation -**

None

### **Crime and Disorder -**

None

### **Human Rights -**

None

### **Consultation -**

None

### **Procurement -**

None

### **Disability Issues -**

None

### **Legal Implications -**

None

## Appendix 2: Revenue Summary 2011/12

	Original Budget	Revised Budget	Proposed Budget Revisions	Contribution to / Use of Earmarked Reserves	Budget - incorporating adjustments	Service Groupings Forecast of Outturn	Forecasted Variance
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Assistant Chief Executive	10,479	13,111	138	-3,246	10,003	9,881	-122
Adult Wellbeing and Health	176,328	176,144	-2,500	-2,619	171,025	170,205	-820
Children & Young People	105,274	108,037	0	574	108,611	108,000	-611
Neighbourhood Services	99,290	105,703	-24	-497	105,182	105,683	501
Regeneration and Economic Dev	39,617	40,598	51	1,531	42,180	41,801	-379
Resources	19,125	21,001	245	1,044	22,290	22,286	-4
Contingencies	9,547	8,051	2,090	-2,500	7,641	7,641	0
<b>NET COST OF SERVICES</b>	<b>459,660</b>	<b>472,645</b>	<b>0</b>	<b>-5,713</b>	<b>466,932</b>	<b>465,497</b>	<b>-1,435</b>
Capital charges	-49,020	-49,020			-49,020	-49,020	-0
Interest and Investment income	-577	-577			-577	-1,262	-685
Interest payable and similar charges	26,271	25,321			25,321	24,674	-647
<b>Net Expenditure</b>	<b>436,334</b>	<b>448,369</b>	<b>0</b>	<b>-5,713</b>	<b>442,656</b>	<b>439,889</b>	<b>-2,767</b>
<b>Funded By:</b>							
Council tax	-198,870	-198,870			-198,870	-198,870	0
Use of earmarked reserves	-260	-12,295		6,474	-5,821	-5,821	0
Estimated net surplus on Collection Fund	-814	-814			-814	-814	0
Revenue Support Grant	-55,596	-55,596			-55,596	-55,596	0
Re-distributed Non Domestic Rates	-179,861	-179,861			-179,861	-179,861	0
New Homes Bonus	0	0			0	-1,300	-1,300
Forecast contribution to Cash Limit Reserve	-933	-933		-761	-1,694	-259	1,435
Forecast contribution to General Reserves	0	0			0	2,632	2,632
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-0</b>

## Appendix 2 (continued): Movement On Reserves 2011/12

	Original Budget	Revised Budget	Projected Outturn	Forecasted Variance
	£'000	£'000	£'000	£'000
<b>General Reserve</b>				
<b>Budgetted Use of General Reserve</b>				
<b>Budgetted Use of General Reserve</b>	0	0	0	0
<b>Transfer to/from General Reserve</b>				
Outside Cash Limit Service Under/Overspend	0	0	0	0
Under/Overspends on Corporate Financing Budgets	0	0	0	0
Contingencies		0	0	0
Capital charges		0	-0	-0
Interest and Investment income		0	-685	-685
Interest payable and similar charges		0	-647	-647
New Homes Bonus		0	-1,300	-1,300
			0	0
	0	0	-2,632	-2,632
<b>Service Under / Overspends</b>				
Assistant Chief Executive	0	0	-122	-122
Adult Wellbeing and Health	0	0	-820	-820
Children and Young People	0	0	-611	-611
Neighbourhood Services	0	0	501	501
Regeneration and Economic Development Resources	0	0	-379	-379
	0	0	-4	-4
<b>Non Budgetted Contribution to Cash Limit Reserves</b>	0	0	-1,435	-1,435
<b>Use of / Contribution to Cash Limit Reserves</b>				
Assistant Chief Executive	0	0	126	126
Adult Wellbeing and Health	0	0	0	0
Children and Young People	933	933	933	0
Neighbourhood Services	0	0	0	0
Regeneration and Economic Development Resources	0	0	0	0
	0	0	635	635
<b>Budget Revisions for use of Cash Limit Reserves</b>	933	933	1,694	761
<b>Movement on General Reserve and Cash Limit Reserves</b>	933	933	-2,373	-3,306
<b>Earmarked Reserves</b>				
<b>Budgetted Use of Earmarked Reserves</b>				
Children and Young People - Planned Use of Cash Limit Reserve	0	0	0	0
Regeneration and Economic Development	260	260	260	0
<b>Budgetted Use of Earmarked Reserves</b>	260	260	260	0
<b>In Year use of Reserves- including Cash Limit Reserves</b>				
Assistant Chief Executive	0	2,550	-822	-3,372
Adult Wellbeing and Health	0	0	-2,619	-2,619
Children and Young People	0	2,802	3,376	574
Neighbourhood Services	0	4,618	4,121	-497
Regeneration and Economic Development Resources	0	1,170	2,701	1,531
Contingencies	0	895	1,304	409
	0	0	-2,500	-2,500
<b>Movement on Earmarked Reserves</b>	260	12,295	5,821	-6,474
<b>Movement on Reserves</b>	1,193	13,228	3,448	-9,780

**Appendix 3: Forecasted Revenue Summary by Expenditure / Income for the period to 31 March 2012**

	Original Budget	Revised Budget	Proposed Budget Revisions	Agreed Budget	Service Groupings Forecast of Outturn	Sums Outside the Cash Limit	Contribution to / Use of Reserves	Revised Service Outturn	Forecasted Variance
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Employees	573,681	580,630	127	580,757	578,917	-203	-2,571	576,143	-4,614
Premises	51,066	52,347	-299	52,048	53,022	-142	0	52,880	831
Transport	54,173	56,091	739	56,829	57,646	0	-63	57,583	754
Supplies & Services	144,590	146,372	3,630	150,002	143,953	-115	1,645	145,483	-4,519
Agency & Contracted	211,392	216,640	-2,049	214,590	229,347	50	-324	229,073	14,482
Transfer Payments	231,690	235,122	313	235,435	236,424	0	1,286	237,710	2,275
Central Costs	86,329	88,421	-298	88,123	98,691	0	0	98,691	10,568
Other	7,903	7,903	0	7,903	-3	0	4,150	4,147	-3,756
Capital Charges	49,020	49,914	844	50,758	48,286	0	0	48,286	-2,472
<b>GROSS EXPENDITURE</b>	<b>1,409,844</b>	<b>1,433,440</b>	<b>3,006</b>	<b>1,436,446</b>	<b>1,446,281</b>	<b>-410</b>	<b>4,123</b>	<b>1,449,995</b>	<b>13,548</b>
<b>Income</b>									
- Specific Grants	640,387	646,042	3,164	649,206	646,922	0	910	647,832	1,374
- Other Grants & conts	24,854	29,134	-230	28,904	37,579	0	0	37,579	-8,676
- Sales	5,743	5,518	661	6,179	6,535	0	0	6,535	-356
- Fees & charges	98,359	100,905	2,928	103,833	105,512	0	0	105,512	-1,678
- Recharges	170,920	171,258	-3,524	167,734	175,504	0	0	175,504	-7,770
- Other	19,468	15,989	2,507	18,496	16,374	0	0	16,374	2,122
<b>Total Income</b>	<b>959,731</b>	<b>968,846</b>	<b>5,506</b>	<b>974,352</b>	<b>988,426</b>	<b>0</b>	<b>910</b>	<b>989,336</b>	<b>-14,983</b>
<b>NET EXPENDITURE</b>	<b>450,113</b>	<b>464,594</b>	<b>-2,500</b>	<b>462,094</b>	<b>457,856</b>	<b>-410</b>	<b>3,213</b>	<b>460,659</b>	<b>-1,435</b>

## Appendix 4: Earmarked Reserves Position as at 30 September 2011

EARMARKED RESERVES AND CASH LIMIT RESERVES	SERVICE GROUPING	2010/11 CLOSING BALANCE	USE OF EARMARKED RESERVE IN 2011/12		2011/12 CLOSING BALANCE
			Q1	Q2	
		£,000	£,000	£,000	£,000
<b>Earmarked Reserves</b>					
AAP Reserve	ACE	1,104	1,104	-1,286	1,286
Members Initiative Fund Reserve	ACE	51	51		0
Members Neighbourhood Initiative Reserve	ACE	1,259	1,259	-2,086	2,086
Regeneration & Communities	ACE	1,880		30	1,850
Communities for Health	AWH	895		425	470
Community Safety Development	AWH	22			22
Book Fund Reserve	AWH	41			41
Carers	AWH	25			25
Community Safety	AWH	53			53
Corporate Reserve	AWH	1			1
Culture and Leisure - Other Services	AWH	133		82	51
Culture and Leisure	AWH	97			97
Demographic Pressures	AWH	0		-4,150	4,150
DLI Bequests	AWH	90			90
Health and Wellbeing	AWH	382		165	217
Heritage Development	AWH	21			21
Innovation	AWH	54		54	0
Outreach Health	AWH	40		40	0
Preventative Technology	AWH	303			303
Health Lifecheck/Initiatives	AWH/NS	194		84	110
Corporate Procurement Reserve	Corp Res	565	42	94	429
Corporate Reserve	Corp Res	300	29	66	205
DWP ATLAS Grant Reserve	Corp Res	35	35		0
DWP IB(IS) Reassessment Reserve	Corp Res	35	35		0
DWP Local Housing Allowance Grant Reserve	Corp Res	16	16		0
Elections Reserve	Corp Res	0	0	-800	800
Housing Benefits Subsidy	Corp Res	0	0	-1,800	1,800
Land Search Fees	Corp Res	0	0	-1,000	1,000
Aycliffe Young People's Centre	CYPS	300			300
Continuing Professional Development	CYPS	278			278
Education Reserve	CYPS	3,652	455	127	3,070
Leisure Reserves - CYPS	CYPS	52			52
LEP Reserve	CYPS	80			80
Special Projects	CYPS	60			60
Youth Forum	CYPS	64			64
Schools' Revenue Balance	CYPS	15,740			15,740
Schools' Unspent Grants	CYPS	639			639
AAP - Neighbourhoods Reserve	NS	824	824		0
Building Services Defects Liability Reserve	NS	612			612
Chester-le-Street Sports Development Reserve	NS	184	31	15	138
CPAL Reserve	NS	46		-154	200
Countywide Funding Reserve	NS	251		-34	285
Durham City Sports Development Reserve	NS	76		4	72
Easington Sports Development Reserve	NS	6		-49	55
Neighbourhoods Education and Enforcement	NS	45	45		0
NETSA	NS	28			28
Registered Traders Reserve	NS	12			12
Sedgefield Sports Development Reserve	NS	160	12	158	-10
Sports and Leisure - Big Lottery Grant	NS	24	3		21
Sports and Leisure - British Coal Dowry	NS	26			26
Sports and Leisure - Hawthorn to Ryhope Railway	NS	15			15
Sports and Leisure - Lanchester Valley Railway	NS	200	200		0
TAMP Funding Reserve	NS	515	150		365
Teesdale Sports Development Reserve	NS	78		-6	84
Wear Valley DCMS (Glenholme )	NS	23			23
Wear Valley IFU Reserve	NS	9	9		0
Wear Valley Sports Development Reserve	NS	115		1	114
Dowry	NS	465	20		445
ABG Reserve	RED	3,542	235	2,542	765
Commuted Sums	RED	83			83
Derwentside Business Development	RED	247			247
Derwentside Training	RED	240	30		210
Durham City Vision	RED	119	35		84
East Durham Business Service Reserve	RED	223			223
East Shore Village	RED	18			18
Empty Homes	RED	25		20	5
Family Intervention Project	RED	283		82	201
Growth Point	RED	148			148
Housing Solutions	RED	540			540
LEGI Reserve	RED	1,004	511	241	252

EARMARKED RESERVES AND CASH LIMIT RESERVES	SERVICE GROUPING	2010/11 CLOSING BALANCE	USE OF EARMARKED RESERVE IN 2011/12		2011/12 CLOSING BALANCE
			Q1	Q2	
		£,000	£,000	£,000	£,000
LSVT Reserve	RED	133			133
North Pennines	RED	169			169
Planning	RED	1,901	260	250	1,391
Prevention Fund	RED	37			37
Regeneration Reserve	RED	578	30	-30	578
RED Regeneration Reserve	RED	470			470
Restructure Reserve	RED	0		-500	500
Seaside Town Reserve	RED	200			200
Section 106 Agreements	RED	-83			-83
Social Housing Fraud	RED	50			50
Cabinet Reserve	Strat Finance	498			498
Equal Pay Reserve	Strat Finance	3,473	65		3,408
Insurance Reserve	Strat Finance	11,284		-532	11,816
Performance Reward Grant Reserve	Strat Finance	1,694	167	15	1,512
MTFP Redundancy and Early Retirement Reserve	Strat Finance	19,798	6,642	1,458	11,698
<b>Sub-Total Earmarked Reserves</b>		<b>78,849</b>	<b>12,295</b>	<b>-6,474</b>	<b>73,028</b>
<b>Cash Limit Reserves</b>					
Assistant Chief Executive		894	-61	65	890
Adult Wellbeing and Health		5,423	-2,900	2,080	6,243
Children & Young People		1,253	525	-203	931
Neighbourhood Services		1,292	1,211	-710	791
Regeneration and Economic Dev		2,391	-279	-100	2,770
Resources		873	977	-346	242
<b>Sub-Total Cash Limit Reserves</b>		<b>12,126</b>	<b>-527</b>	<b>786</b>	<b>11,867</b>
<b>Total</b>		<b>90,975</b>	<b>11,768</b>	<b>-5,688</b>	<b>84,895</b>

## Appendix 5: Forecasted Housing Revenue Account Outturn to 31 March 2012

Year to Date Budget	Year to Date Actual	Variance		Annual Budget	Projected Outturn	Forecasted Variance
£000	£000	£000		£000	£000	£000
			<b>Income</b>			
-28,437	-28,499	62	Dwelling Rents	-56,611	-56,714	103
			Non Dwelling Rents			
-386	-386	0	- Garages [net of voids]	-769	-825	56
-45	-42	-3	- Shops/Other	-96	-96	0
-8	13	-21	Charges for Services & Facilities - Repairs & Maintenance	-20	-20	0
-25	-21	-4	Charges for Services & Facilities - S & M - Special	-46	-35	-11
0	0	0	Contributions towards Expenditure	0	-800	800
<b>-28,901</b>	<b>-28,935</b>	<b>34</b>	<b>Total Income</b>	<b>-57,542</b>	<b>-58,490</b>	<b>948</b>
			<b>Expenditure</b>			
9,133	9,626	-493	ALMO Management Fee + Outsourced Contract	18,266	18,266	0
2,078	2,062	16	Repairs & Maintenance	4,156	4,156	0
2,296	1,432	864	Supervision & Management - General	4,592	4,894	-302
533	384	149	Supervision & Management - Special	1,066	992	74
21	0	21	Rents, Rates, Taxes & other Charges	42	42	0
2,257	1,758	499	Negative HRA Subsidy	4,514	4,220	294
5,848	5,848	0	Depreciation & Impairment of fixed assets [Net MRA Adj]	11,696	11,696	0
125	125	0	Increase/Decrease in bad debt provision	250	250	0
60	60	0	Debt Management Costs	120	120	0
<b>22,351</b>	<b>21,295</b>	<b>1,056</b>	<b>Total Expenditure</b>	<b>44,702</b>	<b>44,636</b>	<b>66</b>
<b>-6,550</b>	<b>-7,640</b>	<b>1,090</b>	<b>Net cost of HRA services per Authority I&amp;E Account</b>	<b>-12,840</b>	<b>-13,854</b>	<b>1,014</b>
543	543	0	HRA services share of Corporate & Democratic Core	1,085	1,085	0
280	280	0	HRA share of other amounts included in the whole authority			
			Net Cost of services but not allocated to specific services	560	400	160
<b>-5,727</b>	<b>-6,817</b>	<b>1,090</b>	<b>Net cost of HRA Services</b>	<b>-11,195</b>	<b>-12,369</b>	<b>1,174</b>
3,312	3,012	300	Interest Payable & Similar Charges	6,624	6,023	601
2,330	3,217	-887	Direct Revenue Financing [Balancing Item on HRA]	4,660	6,435	-1,775
-45	-45	0	Interest & Investment Income	-89	-89	0
<b>-130</b>	<b>-633</b>	<b>503</b>	<b>[Surplus] / Deficit for the year on HRA services</b>	<b>0</b>	<b>0</b>	<b>0</b>



**Cabinet****16 November 2011**
**Review of Discretionary Council Tax  
Discount on Long Term Empty Properties**
**Report of Corporate Management Team  
Don McLure, Corporate Director Resources  
Councillor Alan Napier, Portfolio Holder for Resources**
**Purpose of the Report**

- 1 To propose an amendment to the current policy on Council Tax discount for Long Term Empty Properties, reducing the discount from 50% to nil with effect from 1 April 2012.

**Background**

- 2 Section 75 of the Local Government Act 2003 and the subsequent Regulations; the Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 gives local authorities the powers to reduce the 50% Council Tax discount on long term empty properties. Long term empty properties are defined as domestic properties that have been unoccupied for more than six months. The more detailed definitions of the classes of dwelling to which these provisions apply are set out in the legal section of Appendix 1. The proposal in this report relates to properties which are dwellings that are 'unoccupied and substantially unfurnished'.
- 3 Council Tax legislation stipulates that long term empty properties, not subject to an exemption, attract a minimum 50% charge. In April 2009, the Council adopted a policy to charge 50% on long term empty properties, which was consistent with the policies adopted by all seven former district councils
- 4 There are over 5,200 long term empty properties across County Durham where the owners are currently being charged 50% council tax. To retain a discount at 50% after the initial six months empty period can provide a perverse incentive for owners to leave their domestic properties empty and to remove the discount could provide an additional impetus for owners to sell or let their properties, which could see more properties becoming occupied which would be in line with the Council's Housing Strategy.

**Hardship Relief**

- 5 Section 13A of the Local Government Finance Act 1992 (as inserted by Section 76 of the Local Government Act 2003), gives the Council power to

reduce the amount of tax payable where it can be demonstrated by the liable person that they are suffering from financial hardship.

- 6 In cases of demonstrable financial hardship, a reduction in liability of up to 100% can be granted where the local authority is satisfied that the liable person of an empty domestic property has made their best efforts to sell or let the property and to levy a council tax charge would cause them exceptional financial hardship.
- 7 This discretionary power could be used to alleviate problems to individual council tax payers, in exceptional cases. A new hardship relief policy will be drawn up to be used as guide for employees to consider where discretionary relief should be awarded and each application will be considered on its merits.
- 8 There will be a loss of income associated with the introduction of a hardship policy, dependent upon the number of successful applications. A prudent estimate will be built into the Medium Term Financial Plan in recognition of this.

### **Financial Incentive to Reduce the Discount on Long Term Empty Properties to Nil**

- 9 To reduce the level of discount to nil would increase council tax income by around £2.1m a year from 2012/13, after allowing for potential hardship relief awards.
- 10 In 2012/13, the Council would receive the full benefit of the £2.1m income, however, in subsequent years, based on the current formula grant distribution mechanism, there would be a corresponding reduction of a similar amount of Revenue Support Grant received by the Council.
- 11 The Government is currently consulting on proposals to review the local government finance system (Local Government Resource Review – Proposals for Business Rates Retention). This would represent a fundamental change to the current system, effective from 1 April 2013, and result in the Revenue Support Grant and Redistributed Non-Domestic Rates payable to the Council in 2012/13 being fixed / guaranteed, with no adjustment for taxbase changes in 2012/13 and beyond.
- 12 If these proposals were enacted the possibility exists for the additional council tax income generated in 2012/13 to be a permanent feature of the MTFP. However, at this stage it is considered prudent to assume that the benefit will be in 2012/13 only.
- 13 The policy would have a relatively marginal impact upon Social Housing and general costs to the Housing Revenue Account (HRA) for the Council's housing stock are estimated at around £10,000 per year.
- 14 The Council also owns approximately forty other domestic properties that would be affected by the loss of discount at a potential cost of £20,000 to the General Fund. In the main, these properties have been declared surplus to requirements and are awaiting disposal.

## Equality and Impact Assessment

- 15 An equality impact assessment has been carried out to screening stage for this proposal. Since the proposals will apply to all landlords and all areas, private and social housing, this can be viewed as an increase in a business charge, applicable to all. Equality monitoring information is not collected from landlords therefore it is not possible to quantify impact. In view of the fact that other Council Tax exemption categories for unoccupied properties remain, such as unoccupied dwellings previously the sole or main residence of a person who has moved into a hospital or care home, there are considered to be no adverse impacts in terms of equality.

## Policy in Neighbouring Local Authorities

- 16 Neighbouring local authorities offer the following levels of discount for properties empty more than six months:

Authority	Discount %
Darlington	0
Newcastle	0
Northumberland	0
South Tyneside	0
Redcar & Cleveland	10
Gateshead	50
Hartlepool	50
Middlesbrough	50
North Tyneside	50
Stockton	50
Sunderland	50

## Consultation

- 18 Statutorily, the Council is required to publish a Notice of Determination in a local newspaper within 21 days of making such a determination.

## Recommendations and Reasons

- 19 Cabinet recommends to Council a policy of nil discounts on Long Term Empty Properties with effect from 1 April 2012.
- 20 Cabinet authorises the Corporate Director Resources in consultation with the Cabinet Member for Resources to introduce a new hardship relief policy.

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**Contact: Paul Darby Tel: (0191) 383 6594**

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## Background papers

- Local Government Act 2003 and the subsequent regulations; the Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003

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## **Appendix 1: Implications**

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### **Finance**

The adoption of a nil discount policy for Long Term Empty Properties would generate annual council tax income of around £2.1m per year, based on a collection rate of 98.5% after allowing for a prudent estimate for the granting of hardship relief applications.

In 2012/13, the Council would receive the benefit of the £2.1m income however, based on the current finance regime, in subsequent years there would be a corresponding reduction of a similar amount of Revenue Support Grant received by the Council.

There are proposals currently out to consultation on changes to the local government finance regime, including the retention of business rates from 1 April 2013. As part of these proposals the Revenue Support Grant payable in 2012/13 would be fixed and not adjusted for taxbase changes in 2012/13, therefore the potential exists for the £2.1m additional resource next year to be a permanent feature in the MTFP. A prudent approach to forecasts within the MTFP, based on current grant distributions formula / mechanisms, will be need to taken at this stage.

### **Staffing**

None.

### **Risk**

The sum collected will be dependent upon the success of collection and the application of the hardship relief policy in exceptional cases.

### **Equality and Diversity / Public Sector Equality Duty**

An Equality Impact assessment Screening has been undertaken in line with corporate policy and with the support of the Equalities Team. The report details the Equality Impact Assessment outcomes.

### **Accommodation**

None.

### **Crime and Disorder**

None.

### **Human Rights**

None.

### **Consultation**

There are no proposals to consult on the changes put forward in this report. However, there is a requirement to publish a notice in a local newspaper within 21 days should Cabinet and the Council choose to reduce the discount on long term empty properties from 50% to nil with effect from 1 April 2012.

### **Procurement**

None.

## **Disability Issues**

None.

## **Legal Implications**

Section 75 of the Local Government Act 2003 and the subsequent regulations; the Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 gives local authorities the powers to reduce the 50% Council Tax discount on various classes of dwelling.

Under S11A(3) of the Local Government and Finance Act 1992 ( as amended) a billing authority may specify that discount for all dwellings in a certain class shall be such lesser percentage of at least 10% as it may so specify. For these purposes the dwellings are those:

- (a) which are not the sole or main residence of an individual;
- (b) which are furnished; and
- (c) the occupation of which is restricted by a planning condition preventing occupancy for a continuous period of at least 28 days in the relevant year;

and those:

- (a) which is not the sole or main residence of an individual;
- (b) which is furnished; and
- (c) the occupation of which is not restricted by a planning condition preventing occupancy for a continuous period of at least 28 days in the relevant year;

S11A(4) of the Local Government and Finance Act 1992 also provide that a billing authority may by determination provide that in relation to the following class of dwellings the discount shall not apply or shall be a much lesser percentage:

These are dwellings:

- (a) which are unoccupied; and
- (b) are substantially unfurnished.

Unoccupied is defined in the regulations as a “dwelling in which no one lives”.

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**Cabinet**

**16 November 2011**

**County Durham Partnership Review**



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**Report of Corporate Management Team**

**Lorraine O'Donnell, Assistant Chief Executive**

**Cllr. Simon Henig, Leader of the Council**

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**Purpose of the Report**

1. To provide Cabinet with an overview of the County Durham Partnership (CDP) Away Day which took place on Wednesday 7 September 2011.

**Background**

2. The CDP Board asked the Strategic Delivery and Improvement Group (SDIG) to look at how, in the present climate, the Partnership might be more efficient and help to ensure improved outcomes are achieved with fewer resources. This piece of work helped to frame the agenda for the Away Day.

**CDP Away Day**

Introduction

3. The CDP Away Day was held with the aim of focusing on four key questions, which were agreed at the July CDP Board meeting:
  - a) What is changing in the partnership landscape?
  - b) How do we make our actions more effective?
  - c) How do we improve our understanding of localities?
  - d) What type of partnership do we want the CDP to be?
4. The Board considered the significant changes faced by the Partnership and local communities following the election in May 2010. These included policy changes, which had removed the statutory requirement for an LSP and much of the compulsion to work in partnership allowing more freedom of choice and established a programme of reform in almost all areas of operation; structural changes, which had seen the abolition of ONE and GONE and set in train fundamental changes related to both Health and Policing; and the increased pressures on local people, including unemployment, rising costs and service changes.
5. A review of the Board and each of the thematic partnerships within the CDP showed that there had been impressive achievements over the last year. All partnerships had responded well to significant reductions in funding and had ensured that they are well placed to meet new policy requirements without losing sight of the priorities and objectives set out in the Sustainable Community Strategy. Indeed, during a period of intense change, improvements in performance had still been achieved and

Board members noted a feeling of confidence of adapting working together to help face the challenges ahead.

6. The AAPs, which are a key part of the CDP, have also become embedded over the last year and have had a significant impact on the extent to which local people feel they can influence public sector decisions. A recent review of AAPs by a cross-party working group of the Council's Overview and Scrutiny Management Board found that AAPs have delivered projects that have addressed both locally agreed AAP priorities and also the strategic priorities in the Sustainable Community Strategy of the County Durham Partnership.
7. Through discussions the Board agreed that the CDP had achieved a lot since Vesting Day including the successful transition from eight former Local Strategic Partnerships to the existing CDP; a shared Sustainable Community Strategy, action plan and performance management framework; a fully established structure with Board, Thematic Partnerships, Forum and AAPs and the highest achievement in Performance Reward Grant in the region. Achievements against the five SCS priorities were also highlighted.

#### Altogether wealthier

8. The private sector is now much more involved and integral to the Economic Partnership and priority has been given to education and skills including 'Learning the Business' which is regarded as best practice by members of the NELEP. Other partners have taken on a greater role including Job Centre Plus and the University, which is seen as very positive. A new approach being taken to Procurement is being received positively by SMEs in the County. Another positive outcome for the County's economy is the attraction of Hitachi and the further developments at NETPark and Durhamgate.

#### Altogether better for children and young people

9. The Children's Trust has given more prominence to children and families which has given them improved outcomes and a greater emphasis with other services, putting them at the centre of all of their plans and activities. Strategic planning and performance monitoring is now done on an inter-agency basis. These Plans are now driving single agency work and joint commissioning which has led to improved outcomes and savings as a result of new approaches to services, including short breaks for children with disabilities which can show a saving of over £1M. The Family Pathfinders Programme, introduced in 2009 which involved partners from Health, Children and Young People's Services and Adults Wellbeing and Health was very successful in improving outcomes for children, young people and their families. These included a reduction in violence within the family and fewer families living in debt. Another achievement of the Children's Trust is the increase year on year in GCSE at grade A\*-C which has gone from 6% below the national average to 2.4% above in the last five years.

#### Altogether healthier

10. The Health and Wellbeing Partnership has promoted full engagement of all sectors that represent local people, including the voluntary and community sector through Health Networks. Through close working with AAPs across the County duplication has been removed and joint groups now exist between the Networks and AAPs. The Partnership has developed two robust evidence based Delivery Plans and co-ordinated, monitored and performance managed so that service improvements have



been delivered and targets met with 78% of objectives on target and making solid progress. The Partnership has also linked together national, regional and local strategies relating to health and wellbeing.

#### Altogether safer

11. The overall crime and ASB rate in County Durham has reduced by 11%. The Safe Durham Partnership has taken a new approach to dealing with domestic abuse through the implementation of MARAC which has seen a significant reduction in repeat offences. It has also successfully implemented the Total Home Safety Project with many homes across the County made safer and the positive impact being felt by local communities. The reduction of first time entrants into the Youth Justice System by 71% has received national recognition and awards with the affect of this impacting upstream. The new Integrated Offender Management programme has also been rolled out across the County which is the successor to the successful Prolific and Priority Offender scheme which saw a 45% reduction in the re-offending of people on the scheme. The numbers of drug users in effective treatment has also increased.

#### Altogether greener

12. The Environment Partnership has worked hard to raise awareness and get local people involved through working in communities, supported by communications and campaigns and delivered a large programme of activities with a noticeable difference evident in localities, including reducing ASB and enviro-crime. The Partnership has worked with schools on a number of programmes to educate young people on a range of environmental issues. It has helped to increase recycling by 10% over the last two years and eliminated illegal waste sites. It has also held an annual event for the last two years to celebrate World Environment Day and relaunched the Environment Awards. The Tidy Business Awards Scheme has been launched across the County and the Chair of the Partnership has also been involved in the development of the new Keep Britain Tidy national campaign 'Love Where You Live', the only Local Authority chosen to be involved at the development stage.

#### General Discussion

13. Following presentations by the chair of each of the Thematic Partnerships there was a general discussion, during which a number of important issues were raised, including:
  - a) The role the Partnership can play in bridging the gap between good achievements at Key Stage 4 and employability.
  - b) The balance between the supply of labour and the demand for labour.
  - c) The need for the economy to remain as the top priority.
  - d) The important role the Partnership plays in establishing links between key people.
  - e) The need to bring in learning from other areas.
  - f) The fact that the voluntary and community sector in County Durham wants to be part of the solution.

#### Work of the Strategic DIG

14. Lorraine O'Donnell outlined the work of the SDIG, demonstrating how the group had looked at the effectiveness of the CDP Board and whether Board members are clearly sighted on how strategic decisions are playing out within localities by testing the role the Partnership currently plays in:

- Assessing,
- Planning,
- Doing and
- Reviewing.

15. This work had resulted in the following proposals being put forward to help the Partnership be more effective and achieve improved outcomes with fewer resources:

Assessing:

- a) Single assessment
- b) Shared description of localities
- c) An assessment of the challenges facing local communities, from their perspective

Planning:

- d) Agreed priority places
- e) A balanced focus on both the strategic and the local

Doing:

- f) A coordinated approach to localities
- g) A shared understanding that partnership working is primarily driven by individual organisations

Reviewing:

- h) A new approach to performance management – ensuring that the Board monitors and manages what is important to County Durham.
- i) Ensuring that the Board has the right approach and membership to address what is important.

### Group Work

16. During the Away Day the Board split into three working groups to consider the following questions:

- i. Do we still believe that a common vision is required? If so, is the current vision still valid?
- ii. How can the partnership be improved? (e.g. taking action, networking, communications, information sharing)
- iii. Are the suggestions for improving action (single assessment, shared description of localities, community risk assessment, agreed priority places, coordinated approach to localities, County Durham focus) the right ones? If not what do you suggest?
- iv. How does the partnership influence / lobby beyond the County?
- v. Based on the above what are the top three things you think the CDP Board should focus on?

17. Following the Group Work a feedback session was held to consider the key issues discussed.

18. The feedback highlighted the following strengths:

- a) All groups were very positive about how partnership working has developed across the whole CDP and felt it was now in our DNA and more important than ever. It is about more than just meetings and ties together our priorities,

creating a coherent and holistic way of thinking and addressing challenges together.

- b) The Partnership's Vision is appropriate as it still reflects current needs and aspirations and each thematic partnership has successfully amended their action plan to reflect policy changes and a reduction in resources.
- c) We have a strong partnership Board. The size and continuity of the Board's membership has enabled a collective memory to be developed and helped to build greater trust between partners.
- d) The CDP has helped to achieve significant improvements, including £6.6m in Performance Reward Grant, which has provided the resources for Lumiere; been recognised for establishing positive links between education and skills for business; achieved improvements and savings with new schemes such as breaks for children with disabilities and helped to achieve the year on year improvements in GCSE at grade A\*-C which has gone from 6% below the national average to 2.4% above in the last five years; driven forward service improvements and helped to ensure that 78% of Health objectives are on target; helped to reduce overall crime, achieved an 11% reduction anti-social behavior and received national recognition for work to reduce first time entrants into the Youth Justice System by 71%; increased the number of people actively taking pride in their area and helped to increase recycling by 10% over the last two years; and engaged with more than 5,000 local residents, which has helped to improve the percentage of residents who feel they can influence decisions from just over 20% to almost 40%.

19. In addition to continuing the present approach and building on the achievements already realised, the feedback also highlighted the following key areas for further improvement and a number of new areas of work for the Partnership, including:

- a) Reaffirmation and promotion of the Vision and the economy as the top priority to help the Partnership to play more effectively into the North East LEP.
- b) A focus on a selected number of priority places and the development of a common description of localities. This approach will help the Board to build on its present work and positive achievements, assess how strategic decisions are playing out in local communities and allow resources to be used more effectively.
- c) A focus on a small number of key issues, which cut across the work of all thematic partnerships. It was suggested that housing provision may be one of these issues as many of the priorities being driven forward by thematic partnerships link to housing in some way.
- d) More space for horizon scanning and scenario planning and the opportunity to think creatively.
- e) Using Board members' existing networks to influence and lobby and promoting the Partnership's work through an improved communications strategy. An annual event with MPs and others was also proposed.

### Concluding Comments

20. Cllr. Henig thanked everyone for their contributions and highlighted the important role the AAPs now play, especially as they have access to funding and local resources, which with additional matched funding can be quite considerable and could be aligned more with the work of thematic partnerships. The CDP Forum is therefore an important opportunity to ensure strong links are established between the Board, thematic partnerships and AAPs.
21. Other suggestions put forward included:
  - a) Circulating AAP Annual Reports to the Board.
  - b) The agendas of Forums and Board meetings to provide more space for periodic updates from thematic partnerships and AAPs.
  - c) Providing the opportunity and the space for the Board to think creatively.
  - d) Inviting speakers to Board meetings to give a different perspective on the issues we face.
  - e) Synthesizing our key messages.
  - f) Consider approaching the Institute of Local Governance for support.
  - g) Give further consideration to the involvement of a housing provider within the CDP.
  - h) Looking at the challenges facing local people from their perspective.
  - i) The need to be clear about the resource implications of doing more with less money available.

### Action Plan

22. The collective views of the Board outlined in paragraphs 13, 19 and 21 capture the key actions that are now needed to take partnership working forward in County Durham building on the strong foundations that have been developed over the last two years. A draft Action Plan has been developed following the meeting and will be discussed in more detail by the SDIG at future meetings.

### Next Steps

23. The feedback from the Away Day, with a clear list of proposals to help the Board move forward, was discussed at the Board meeting on 20 September 2011 where the draft action plan was also discussed. Regular updates on the Action Plan will be discussed at the Board in the future.

### **Recommendations:**

24. Cabinet is asked to:
  - a) Note the content of the report.
  - b) Agree to receive further updates.

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**Contact: Donna Jefferson Tel.: 0191 383 3922**

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## **Appendix 1: Implications**

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**Finance** - Area and Neighbourhood budgets are utilised and delivered through the 14 AAPs.

**Staffing** - None

**Risk** - None

**Equality and Diversity / Public Sector Equality Duty** - None

**Accommodation** - None

**Crime and Disorder** - Altogether safer is the responsibility of the Safe Durham Partnership.

**Human Rights** - None

**Consultation** - The County Durham Partnership framework is a key community engagement and consultation function of the Council and its partners.

**Procurement** - None

**Disability Issues** - None

**Legal Implications** - None

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Cabinet

16 November 2011



Safeguarding Adults Board Annual Report

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**Report of Corporate Management Team**  
**Report of Rachael Shimmin, Corporate Director, Adults Wellbeing and Health**  
**Councillor Morris Nicholls, Portfolio Holder for Adult Services**

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**SUBJECT OF REPORT**

- 1 To present the County Durham Safeguarding Adults Board Annual Report for 2010/11.

**PURPOSE OF REPORT**

- 2 The report provides information about the current position of the County Durham Safeguarding Adults Board, achievements in 2010/11 and plans for the future.

**BACKGROUND**

**Safeguarding in its current context**

- 3 There has been a significant rise in the referral rate for safeguarding adults within County Durham with an increase in referrals from 245 in 2006/7 to 1250 in 2010/11. This rise is as a consequence of a shift towards recognising and responding to issues in relation to safeguarding adults and increased publicity around abuse. The rise signifies the progressive and maturing agenda that places upon agencies the requirement to recognise and report inappropriate practices and behaviours that result in adults at risk being subject to harm.

This resultant increase in activity has placed considerable pressure on safeguarding services and has led to the introduction of a specific 'Safeguarding Lead Officer' team, which focuses on referrals relating to care homes, supported living and adult placements for people with learning disabilities and will reduce the workload on Integrated Team Managers. This team was established in February 2011 from within existing resources and became fully operational in March. It provides a county-wide service.

**National developments**

- 3 Nationally there have been some significant changes as a consequence of the changing financial landscape in public services and this has affected how all partner agencies deliver their interventions. There has been a major reorganisation of the NHS following the publication of The White Paper, 'Equity and Excellence: Liberating the NHS' which sets out proposals for a new

approach that encourages people to make decisions about their health and social care provision. It also sets out a number of commitments around giving people more information, control and greater choice about their care. The Law Commission has also reviewed adult social care and produced a number of recommendations which may be incorporated into a white paper due for publication in December 2011. Amongst their recommendations is the proposal to place Safeguarding Adults Boards on a statutory footing. This would further enhance the safeguarding adult's agenda, giving it greater priority within the core business of the key partner organisations.

## **ACHIEVEMENTS DURING THE YEAR 2010 /11**

### **Performance & Quality**

- 5 The performance and quality subgroup has focused on a number of areas both quantitative and qualitative that will help ensure that the partnership is delivering a first class service. Time scales for investigation are monitored to ensure that investigations are brought to a timely conclusion. The annual report highlights continued improvement in performance in this area despite the continued growth in referral rates. Social care and police records have been audited to ensure that recording practices are satisfactory and that working practices are being adhered to. Methods of determining service user satisfaction have been developed with a view to improving service delivery and there is periodic analysis of care home data with a view to prioritising preventative work and improving standards.

### **Policy and Practice**

- 6 An annual review of the policies and procedures has taken place and a number of additions have been made such as a skin damage protocol, safeguarding and links to substance misuse and domestic abuse services, personalisation and Executive Strategy Meetings. The three documents; Statement of Commitment, Procedural Framework and Flowcharts and Supplementary Guidance, have now been reformatted and combined into one document for publication on the Safeguarding Adults website ([www.safeguardingdurhamadults.info](http://www.safeguardingdurhamadults.info)). The new format will make it more 'user friendly' and easier to navigate on the internet.

### **Training**

- 7 The training provided by the Safeguarding Adults Board (SAB) has seen considerable developments during 2010 – 11, there are now a variety of methods and a number of different training modules are available for training delivery. SAB training has been delivered to 2,320 people during this period.

### **Communications & Engagement**

- 8 The Safeguarding Adults Board website has been reviewed and new sections for policy, procedures and training have been created. A number of posters, leaflets and easy-read booklets are available and can be printed for use with service users and carers. The County Durham Safeguarding Adults Board also led a Regional Improvement and Efficiency Partnership (RIEP) funded two-week regional radio campaign delivered by Real Radio, designed to raise awareness of Safeguarding and how to report abuse. It was supported by a



poster campaign using illustrations designed and produced by the County Durham Communications and Engagement subgroup to which other Local Authorities could apply their own branding. The campaign won the Government to Citizen Communication honour at the Good Communication Awards for Local Government.

## **KEY ACTIONS FOR 2011 / 2012**

- 9 There will be continued monitoring of performance data to ensure performance targets are met. There will be further development of methodologies for obtaining improved user feedback with a view to improving the quality of service delivery.
- 10 There will be a focus on the continued development of the lead officer posts and their compliance to procedure, decision making, risk management and issues concerning capacity. It is anticipated that good practice by this team will be used to raise standards of delivery across all agencies. There will also be a focus on forming strategic links with bodies such as GP consortia as the changes within the NHS unfold.
- 11 The Training Sub Group will continue to focus on the delivery of training to partner agencies within County Durham. There will be continued collaboration with Teesside University obtain accreditation for training modules.
- 12 The Communications & Engagement Sub Group will progress with work to raise the profile of the Safeguarding Adults Board to both professionals and in the community. There will also be a new focus on the use of volunteers to promote and distribute safeguarding in the NHS and at specific events.

## **PERSPECTIVES OF THE KEY PARTNERS**

- 13 The key partners of the Safeguarding Adults Board have continued to develop their systems and procedures to ensure that they fulfil their obligations and demonstrate their commitment to safeguarding adults.

## **CONCLUSION**

- 14 A great deal of developmental work has taken place within the last three years in County Durham. This includes the innovative ways of promoting adult safeguarding outlined above.
- 15 Other initiatives have included embedding effective and robust safeguarding systems and processes in practice across all partner agencies and it is worthy of note that despite the continuing rise of safeguarding activity positive performance and achievement of the partnerships targets continues.
- 16 This annual review highlights some of these developments and without the ongoing commitment from the Council and it's partners such progress would not have been possible.

## **RECOMMENDATIONS**

17 It is recommended that Cabinet:

- a) Receive the annual report and note the ongoing developments achieved in this important area of work.

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**Contact: Lesley Jeavons, Head of Adult Care, Adults Wellbeing and Health**  
**Tel: (0191) 383 6476**

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## **Appendix 1: Implications**

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**Finance - 1** Ongoing pressure on public service finance will challenge all agencies to consider how best to respond to the safeguarding agenda. The role out of accredited training may provide some income potential, the extent of which has not been realised

**Staffing – 2** Within DCC arrangements have been put in place for the redeployment of staff to assist with increased work loads of frontline staff.

**Risk – 3** All activities / initiatives are considered at subgroup and/or board level and are subject to multi agency scrutiny.

**Equality and Diversity / Public Sector Equality Duty – 4** the consideration of equality and diversity is fundamental to work within Adult Safeguarding.

**Accommodation - 5** N/A

**Crime and Disorder – 6** Adult safeguarding is intrinsically linked with crime and disorder and this is covered in the SAB policies and procedures. There are well established interfaces with key personnel and processes within the Safe Durham Partnership.

**Human Rights - 7** Human Rights are considered in all elements of Adult Safeguarding and this is included in the Safeguarding Adults Board policies and procedures.

**Consultation - 8** Report available for all partner agencies

**Procurement – 9** N/A

**Disability Issues – 10** Working with people with disabilities is the core business of the Safeguarding Adults Board and this is covered by the SAB policies and procedures.

**Legal Implications – 11** N/A

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**County Durham**  
**SAFEGUARDING ADULTS**  
**INTER-AGENCY PARTNERSHIP**

Annual Report **2010/11**

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**Foreword from Lesley Jeavons, Chair,  
County Durham Safeguarding Adults Board.**

Welcome to the third annual multi agency safeguarding report. My role as Chair of the Board has continued during the last twelve months in what, as predicted, has been a challenging period given the significant reductions in public expenditure across our partnership.

Despite this and the rise in activity linked to safeguarding I am pleased to report that practice and performance has continued to improve, with evidence of the safeguarding adults profile being raised which has in turn resulted in an increase in referrals. It is positive to note that targets linked to effectiveness and responsiveness continue to be achieved despite this increased pressure on resources.

Essentially this evidences that our systems and processes are working well and that our multi agency approach is delivering positive outcomes for users.

As the partnership looks forward to the next 12 months all agencies must continue with our commitment to continuous improvement. There are several opportunities available to us, given recent structural changes, particularly in relation to the National Health Service to work even more collaboratively. This will ensure that the whole system works better to achieve safeguarding outcomes, already in County Durham, we are beginning to see the benefit of new safeguarding links being forged particularly in relation to primary care.

Finally I would like to take this opportunity to thank all staff who often deal with challenging and distressing situations in the course of their safeguarding work, their tenacity and commitment in continuing to protect vulnerable people is much appreciated and has resulted in the elevation of County Durham's position as being a leading multi-agency partnership in the area of safeguarding.

***Lesley Jeavons, Head of Adult Care  
11.07.11***

## **Introduction**

This annual report covers the key achievements and developments that have taken place during 2010/11

There are well established multi-agency Safeguarding arrangements in County Durham that were put in place in response to the No Secrets guidance in 2000 and the ADASS National Framework of Standards.

There is a commitment from Adults, Wellbeing and Health as the lead agency and its partner organisations to protect adults at risk from abuse and neglect, whether it is in their own home, in the community or whilst in receipt of services such as in care homes or hospitals.

The Safeguarding Adults Board govern how safeguarding is delivered, based on the annual Business Plan and it is supported in that role by four sub groups that focus on specific areas of business, namely, Policy and Practice, Performance and Quality, Communications and Engagement and Training.

## **Main Aims of the Board**

The main aims of the board are:-

- To safeguard and promote the welfare of Adults at Risk in Co Durham through inter-agency collaboration.
- To co-ordinate the safeguarding activity undertaken by each organisation represented on the board.
- To ensure the effectiveness of what is done by each organisation for that purpose.
- To promote public confidence in safeguarding systems within Co Durham and ensuring human rights are balanced with protecting the public from harm.
- To understand the nature of adult abuse and foster strategies that reduces incidence and effect.
- To give strategic direction to partner agencies and organisations across Co Durham in relation to safeguarding activity.

(Taken from the SAB Terms of Reference)



## **Key members of the County Durham Safeguarding Adults Board**

### **Chair of the Safeguarding Adults Board – Lesley Jeavons**

Lesley Jeavons is the chair of County Durham's multi-agency Safeguarding Adults Board. A nurse by profession, qualifying 26 years ago, she has significant experience of working across public service both in health and social care settings.

Lesley joined the County Council in 1994 and has held a variety of posts within the organisation across front line practice, organisational development, training and project management. She moved into Senior Management in 2002 and since 2007 has been Head of Adult Care within the Adults Wellbeing and Health service area. Lesley is currently responsible for operational activity which includes the Adult Care Management function (all adult specialisms), in-house provider services and the safeguarding and practice development function.

Lesley has a special interest in safeguarding and End of Life Care, she is particularly committed to maintaining high standards of practice across adult social care and health services.

She is a member of the Safe Durham Partnership Board and is the Council's Lead on vulnerability and safeguarding.

### **Chair of the Policy and Practice Sub Group – Lee Alexander**

Lee has worked for Durham County Council in Adult Care since 1992. The posts he has worked in include administration, social work, development work and management.

Following six years managing and developing carers' services on behalf of the Council, Lee took up his current post of Safeguarding & Practice Development Manager in December 2007.

Lee is a senior Manager employed to drive forward the business of the Safeguarding Adults Board (SAB) as well as oversee a diverse range of work connected with developing social care practice.

The Safeguarding Adults Board aims to improve practice at all levels within organisations to safeguard adults at risk of abuse and neglect. Through education, training and partnership working we can progressively break down barriers and increase awareness and understanding to develop best practice in adult safeguarding.

### **Chair of the Performance & Quality Sub Group – Paul Goundry**

Paul Goundry joined Durham Constabulary in 1981 and have performed a number of roles throughout the County before taking up my current role, in 2007, of Detective Chief Inspector and Organisational Lead for Safeguarding, which involves overseeing issues connected to Adult & Child Protection, Domestic Abuse, Honour Based Violence & Forced Marriage and Rape. As one of the forces Senior Investigating Officers for Homicide and Serious Crime Paul often has to investigate offences against the most vulnerable in society. As well as chairing the Performance & Quality Sub Group his is also the police representative on the Safeguarding Adults Board. Paul is passionate in regard to the multi-agency preventative strategies that can allow

vulnerable people to live safely in our communities and he is proud to contribute to the Durham Safeguarding Adults Board arrangements.

### **Chair of the Communications and Engagement Sub Group – Eric Malkin**

Eric Malkin took up his current post as the Senior Development Officer for Safeguarding with Durham County Council in November 2009, having retired from Durham Constabulary after serving as a Police Officer for over 25 years.

Whilst serving with the Police Eric performed a number of roles both as a uniformed officer and in the Criminal Investigation Department. His final role was as the Detective Inspector for the North Area Vulnerability Unit, managing investigations into Child Protection, Domestic Abuse and Safeguarding Adults.

In his current role Eric is responsible for maintaining the inter-agency policies and procedures as well as managing a team of Lead Officers who co-ordinate investigations into allegations of abuse and neglect in Care Homes, Adult Placements and Supported Living. He chairs the Communications and Engagement Sub Group and attends the meetings of the Safeguarding Adults Board and all of its Sub Groups.

### **Chair of the Training Subgroup – Mike Egan**

Mike Egan began his working life as a mental health nurse in the early 1980s before diversifying to work with people with a learning disability. He worked for a number of years within various local authorities in a number of roles and was fortunate at this time to be supported to complete his social work training. Mike's nursing and social work background has enabled him to have a comprehensive understanding of the health and social care needs of the people he has worked with.

Mike has worked in a number of senior roles as a Safeguarding Adults Nurse for the past four years within a variety of health trusts covering mental health and learning disabilities, community and acute.

Previously he undertook a role as a staff development officer which has led him to have a keen interest in training and workforce development.

### **Safeguarding Adults Training and Communications Officer – Deb Barnett**

Deb Barnett's professional background is in Social Work as well as Lecturing in Health and Social Care / Social Work. She has worked within Safeguarding Adults for the last 3 years as both a manager and a trainer, commencing her current employment with Durham County Council in May 2010.

Deb has responsibility for developing and delivering training on behalf of the Safeguarding Adults Board, in line with local and national policies, procedures, legislation and recognised good practice. She is working closely with Teesside University to develop safeguarding training into a Post Graduate Award in Safeguarding Adults, which she believes will be the first formal qualification at this level in the country for Safeguarding Adults. At the heart of the Government's desire for individuals to be empowered to make decisions is the need to recognise, identify and balance risk. By developing quality training that is accredited and assessed, Deb hopes that will ensure staff have appropriate skills to support people to make

decisions for themselves, protect themselves from abuse and prevent further abuse from occurring.

### **Clerical Support Officer for Safeguarding - Janet Surtees**

Janet Surtees has worked for Durham County Council for thirteen years. Initially she was appointed as a Clerical Officer, providing administrative support for the Service Development Team.

She took up her current role in 2008, providing administrative and clerical support to the Safeguarding & Practice Development Manager and also supporting the work of the Integrated Safeguarding Adults Board.

Janet's role involves co-ordinating and facilitating meetings of the Safeguarding Adults Board and Sub Groups, including preparing agendas and taking minutes. Her post is important to the efficient operation of the Safeguarding Adults Board and enables staff involved with associated work to carry out their roles effectively.

## **Strategic Overview of Safeguarding Adults**

The Safeguarding Adults Policy and Procedures underpin how safeguarding is delivered in County Durham. The three documents; Statement of Commitment, Procedural Framework and Flowcharts and Supplementary Guidance, have now been reformatted and combined into one document and published on the Safeguarding Adults website. The new format will make it more user friendly and easier to navigate on the internet.

Performance Management of Safeguarding Procedures has been refined and new thresholds have been established for the completion of various stages of the safeguarding process. There has also been a greater focus on collecting service user/carer feedback to obtain a better understanding of the qualitative aspects of Safeguarding.

The website has been reviewed and new sections for Policy and Procedures and Training have been created. A number of posters, leaflets and easy-read booklets are available and can be printed for use with service users and carers.

The training provided by the Safeguarding Adults Board has seen a considerable development during 2010 – 11. Accreditation is currently being sought from Teesside University for 18 Safeguarding Modules which are intended to provide qualifications at foundation, undergraduate and post graduate levels. We will still provide non accredited training to partner agencies and the independent and voluntary sector free of charge. The accredited versions of the training will require payment of a fee and will therefore provide revenue to the Safeguarding Adults Board which can be reinvested in training or other board activities.

## **Regional Perspective**

The Safeguarding Adults Board is fully committed to working with other local authorities by participating in the North East Regional ADASS Group.

There was full engagement in the “Improving the Safeguarding of Vulnerable Adults in the North East” Project that was commissioned by the North East Improvement and Efficiency Partnership (RIEP), which examined the delivery of Safeguarding through the region and highlighted a number of County Durham’s processes as good practice.

A number of recommendations from the Project have been incorporated into the SAB Business Plan. We have also contributed to three thematic groups that have been formed to look at Training and Workforce Development, Thresholds and Service User Engagement.

The County Durham Safeguarding Adults Board also led a RIEP funded two-week Radio campaign delivered by Real Radio, designed to raise awareness of Safeguarding and how to report abuse. It was supported by a poster campaign using posters designed and produced by the County Durham Communications and Engagement subgroup to which the other local authorities could apply their own branding.

## **Safeguarding Adults in County Durham**

### **Safeguarding Operations**

There has been a significant rise in the referral rate for safeguarding adults within County Durham with an increase in the referrals from 246 in 2006/7 to 1250 in 2010/11. This rise is as a consequence of a strategic shift towards a 'zero tolerance' policy. Practices that were once accepted as simply overlooked have gradually been recognised as inappropriate and may in fact constitute abuse or neglect. The work undertaken to develop recognition, reporting and investigation processes has been strategically managed by senior personnel in Adults, Wellbeing and Health together with the Safeguarding Adults Board Inter-Agency Partnership.

The progressive increase in referrals that has resulted from this work has placed a considerable strain on safeguarding services and has led to the introduction of a specific 'Safeguarding Lead Officer' team, which focuses on referrals relating to Care Homes, Supported Living and Adult Placements for learning disabilities with a view to reducing the workload on the Integrated Team Managers. This team was established in February 2011 and became fully operational in March, providing a county-wide service.

It should be noted that despite the increase in activity performance targets continue to be maintained.

The progressive rise in referrals is, therefore, unsurprising. Rather than being an indication that there are increasing numbers of people who are victims of abuse, the rise signifies the progressive and maturing agenda that places upon agencies the requirement to recognise and report inappropriate practices and behaviours that result in adults at risk being subject to harm.

### **Personalisation**

Durham County Council introduced Self Directed Support for adults in need of social care services in April 2010. Under this system, people in need of services now have much more control over their assessment and care planning, and have greater choice and control over the services they receive to meet their assessed needs. All eligible service users are now advised of the value of the services likely to meet their assessed needs and can choose to manage this money themselves as a Direct Payment (arranging their own care and taking responsibility for paying the provider from their Personal Budget), or can ask Adults, Wellbeing & Health to commission providers & manage their Personal Budget for them. Since the launch of Self Directed Support in County Durham, Adults, Wellbeing & Health have worked hard to refine and amend the processes in order to improve the experience for service users and to mainstream Self Directed Support as the core model for supporting adults within the county.

A National Government target for all Local Authorities to have at least 30% of eligible service users in receipt of a Personal Budget by March 2011. Durham County Council exceeded this target and continues to build on this success.

Within Self Directed Support, service users are offered the opportunity to develop their own person-centred support plan. Adults, Wellbeing & Health staff support service users to consider risks within this support plan – including any risk associated with

their choice of provider/ service. Service users are also supported to consider contingency planning.

By offering service users more choice and control over their care planning and service provision, an increase in the numbers of people choosing to manage their own Personal Budget via a Direct Payment is anticipated. Adults, Wellbeing & Health has therefore recently reviewed its procedures relating to Direct Payments, and has bolstered the financial audit element of the Direct Payments service to monitor more closely these cases.

## **Dignity**

The Dignity in Care Action Plan was reviewed in October 2010 and ratified by Adult Care Management Team, with a request that a further action plan be submitted in April 2011. The Action Plan identified completed actions including: numbers of staff from Adults Wellbeing and Health and partner agencies attending safeguarding training and numbers of residential care home staff receiving safeguarding alert with dignity training.

The Dignity Newsletter continues to be published quarterly and has included articles from staff from Adults, Wellbeing and Health, NHS County Durham and Darlington and other partners. End of Life Care Guidance was produced for Adults Wellbeing and Health staff in October 2010. The guidance includes dignity and respect for the person and their family.

## **Policy Developments**

The following Policy Developments are important within the safeguarding arena and will impact on service delivery in the future.

The government is planning to make radical changes in the structure of the Health Service and how health care is delivered with plans such as abolishing Primary Care Trusts and introducing GP consortia.

## **Equity and excellence: Liberating the NHS**

*The White Paper, 'Equity and excellence: Liberating the NHS' [online], published earlier this year, set out this Government's ambition to achieve healthcare outcomes that are among the best in the world. It set out proposals for a new approach that puts people in the driving seat, putting them in charge of making decisions about their health and care. It also set out a number of commitments around giving people more information and control and greater choice about their care.*

*The Government's long-term vision for the future of the NHS builds on the core values and principles of the NHS - a comprehensive service, available to all, free at the point of use, based on need, not ability to pay. It sets out how we will:*

- *put patients at the heart of everything the NHS does;*
- *focus on continuously improving those things that really matter to patients - the outcome of their healthcare; and*

- *empower and liberate clinicians to innovate, with the freedom to focus on improving healthcare services*

D.o.H. *Equity and excellence: Liberating the NHS* Published: 12 July 2010

<http://www.dh.gov.uk/en/Healthcare/LiberatingtheNHS/index.htm>

Accessed 29/06/11.

## **A vision for adult social care: Capable communities and active citizens**

During November 2010 the government launched a new initiative "A vision for adult social care: Capable communities and active citizens". The Vision sets out how the Government wishes to see services delivered for people; a new direction for adult social care, putting personalised services and outcomes centre stage.

*The Vision for a modern system of social care is built on seven principles:*

- **Personalisation:** *individuals not institutions take control of their care. Personal budgets, preferably as direct payments, are provided to all eligible people. Information about care and support is available for all local people, regardless of whether or not they fund their own care.*
- **Partnership:** *care and support delivered in a partnership between individuals, communities, the voluntary and private sectors, the NHS and councils - including wider support services, such as housing.*
- **Plurality:** *the variety of people's needs is matched by diverse service provision, with a broad market of high quality service providers.*
- **Protection:** *there are sensible safeguards against the risk of abuse or neglect. Risk is no longer an excuse to limit people's freedom.*
- **Productivity:** *greater local accountability will drive improvements and innovation to deliver higher productivity and high quality care and support services. A focus on publishing information about agreed quality outcomes will support transparency and accountability.*
- **People:** *we can draw on a workforce who can provide care and support with skill, compassion and imagination, and who are given the freedom and support to do so. We need the whole workforce, including care workers, nurses, occupational therapists, physiotherapists and social workers, alongside carers and the people who use services, to lead the changes set out here.*

D.o.H. *A vision for adult social care: Capable communities and active citizens*

Published: 16 November 2010

[http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH\\_121508](http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_121508) Accessed 30/6/2011

## **Think Local, Act Personal**

The Association of Directors of Adult Social Services, the Local Government Association and the Department of Health have produced a partnership agreement 'Think Local, Act Personal', which is a sector-wide statement of intent that makes the link between the government's new vision for social care and Putting People First and provides the way forward for personalisation and community-based support.

It asserts that councils, health bodies and providers need to work more collaboratively to personalise and integrate service delivery across health and adult social care; and make vital public funding go further. It also recognises the contribution that individuals, families, carers and communities make in providing care and support - both to those who are publicly funded and those who either pay for themselves or rely on family carers.

### **Adult Social Care Law Reform - Law Commission**

The Law Commission's review of adult social care law began in 2008, resulting in a consultation paper published February 2010, and final report published May 2011. The government are currently considering the report with the intention of introducing legislation some time in 2012.

In summary the Law Commission is recommending:

- A single statute for adult social care.
- 3 Level Structure: statute, regulations, code of practice.
- Government allowed to set the eligibility criteria.
- Duty on LA to produce a care and support plan for eligible service users, carers and self funders.
- Increased ability for joint or delegated assessments under the control of the LA.
- Carer's assessment mandatory. No requirement for a carer to request an assessment or to provide substantial and regular care.
- A duty to investigate in adult protection cases.
- Statutory Safeguarding Adults Boards with statutory duties for LAs.
- Legal framework for personal budgets.
- Introduction of direct payments for residential care.
- Enhanced duties under ordinary residence rules.

Law Commission (Law Com No 326) Adult Social Care

[http://www.justice.gov.uk/lawcommission/docs/lc326\\_adult\\_social\\_care.pdf](http://www.justice.gov.uk/lawcommission/docs/lc326_adult_social_care.pdf)



## The Safeguarding Adults Board and Sub Group Objectives

The Safeguarding Adults Board has the following key objectives:

- To establish and maintain an effective, accountable county-wide Safeguarding Adults Board.
- To establish robust governance and accountability arrangements.
- To make strategic decisions concerning the development of key processes and systems.
- To create a sub group structure to support the Board's activity and agree resources and sub groups.
- To agree business planning and reporting mechanisms.

The Board is comprised of senior representatives from the following Agencies:

Durham County Council, Adults, Wellbeing & Health  
Durham County Council, Children & Young People's Services  
County Durham and Darlington Community Health services  
NHS County Durham and Darlington  
Tees, Esk & Wear Valley Foundation NHS Trust  
County Durham & Darlington NHS Foundation Trust  
Durham Constabulary  
Prison Service  
National Probation Service  
Care Quality Commission  
Age Concern  
Victim Support

The four Sub Groups of the Safeguarding Adults Board meet 4 times per year. They carry out much of the development work on behalf of the Board and aim to achieve the following key objectives:-

1. **Performance & Quality** - Quarterly review of performance volume, trends and compliance.
2. **Policy and Practice** - Dedicated Lead Officers to establish a high standard of recording to act as a model to improve recording standards across the wider service
3. **Communications & Engagement** - Explore alternative methods of communication to promote the SAB services and obtaining service user feedback.
4. **Training** – Develop and implement a full package of Training Modules as identified in the Training Schedule

## **Reporting and Interface Arrangements**

The Board has interface arrangements with a number of Local Authorities, management teams across the council and partner agencies. There are also connections to a number of multi agency partnership groups such as the Local Safeguarding Childrens Board and the Safer Durham Partnership

For a Diagram of the multi Agency interface arrangements (see appendix 1).

## **Working with the Local Safeguarding Children Board (LSCB)**

Strong links continue to be maintained between SAB and the LSCB with the chair of the SAB sitting on the LSCB and visa versa. Training opportunities are well established for both safeguarding boards and in 2011 Adult services will be specialist auditing the implementation and adherence to the Working Together Protocol which exists between Adults and Childrens' safeguarding services.

## **Links to the Vulnerability Thematic Group**

The Chair of the Safeguarding Adults Board continues to chair the Vulnerability Group, the thematic sub group of the Safe Durham Partnership. The remit of this group is to consider safeguarding in the broadest terms, for those most vulnerable to harm, crime and disorder and anti social behaviour. In the last year there has been a particular focus on developing a hate crime action plan and work related to sexual violence. This has included bringing the governance arrangements of the Sexual Abuse referral centre under the auspices of the Safe Durham Partnership and developing a Sexual Violence Strategy which was launched in August 2011.

## **Links to Domestic Abuse**

Domestic abuse continues to be a significant issue in County Durham and structural arrangements are in place to deal with this issue through the Safe Durham Partnership. As well as ensuring support is available to both victims and perpetrators, the MARAC process is now in place across the County to share information and ensure plans are in place to deal with high and very high risk victims. Working together arrangements have been further strengthened with domestic abuse service providers contributing to the agenda of the local Child Resource Groups.

## **Key Milestones Achieved: April 2010 – March 2011**

The following represents the key milestones achieved by the Board's thematic sub groups:

### **Performance & Quality**

- Apr 10 Sustained performance and practice improvement in respect of completing investigations within timescales.
- Apr 10 Methods of determining user satisfaction established.
- Apr 10 Performance framework modified in response to changing requirements.
- Jun 10 Data used to prioritise preventative work with care home providers.
- Jun 10 Continued use of trend information to inform practice learning and resource allocation.
- Aug 10 Implementation of key recommendations from annual case file audit.
- Mar 11 Performance information used from partner agencies such as the police.
- Mar 11 Performance reviewed regularly – volume, trends and compliance

### **Policy and Practice**

- Jun 10 Learning shared from Care Quality Commission Safeguarding inspection findings
- Jun 10 Development of a skin damage protocol.
- Sep 10 Effective safeguarding measures incorporated in the development of self directed care and individual budgets.
- Jan 11 Inter-agency agreement developed in respect of interface arrangements between 'Safeguarding Adults' procedures and management reviews following death and serious injury to an 'adult at risk'.
- Jan 11 Established four dedicated Lead Officer Posts :- in response to the review operational capacity associated with increased volume.
- Mar 11 Policy and Procedures reviewed.
- Mar 11 Improvements made to case worker interventions linked to assessment and protection planning.
- Mar 11 Dedicated team of Safeguarding Adults Lead Officers fully established
- Mar 11 Reviewed administrative and procedural processes in relation to Executive Strategy Meetings.

## **Communications and Engagement**

- Mar 10 Established methods of engaging public views about our 'safeguarding service'.
- Jun 10 Enhanced remit of the group to become focused on 'communication and engagement'.
- Sep 10 Reviewed and improved access to website.
- Oct 10 Developed an easy read public leaflet to engage Learning Disabled and other groups.
- Oct 10 Developed literature to inform victims and their supporters about what to expect from the safeguarding/strategy process.
- Mar 11 Development of a Regional Radio Campaign undertaken to raise awareness of the Safeguarding Adults agenda.

## **Training**

- May 10 Newly developed alerter workbook marketed.
- Jun 10 Revised and marketed e-learning (level 1) to complement classroom sessions and increase license to include all Safeguarding Adults Board partners.
- Nov 10 Established additional investment to a dedicated training budget.
- Dec 10 Web based learning materials developed on how to keep safe and how to make a complaint about abuse. This includes specific material for those receiving self directed support.
- Jan 11 Increased training audience including service users and local colleges.
- Feb 11 Continued significant increase in training roll-out to Independent and Volunteer Sector providers.
- Mar 11 Training developed for administrative staff on recording/minute taking of Executive Strategy Meetings.
- Mar 11 Bespoke workshop style sessions developed to focus on key areas such as financial protection, self directed support and criminal law.
- Mar 11 Development of an accreditation service to approve and monitor training delivered by the Independent and Voluntary Sector explored.
- Mar 11 All training session plans revised to evidence where equality and diversity issues are integrated into courses.
- Mar 11 Reviewed National occupational standards in training strategy to ensure that these are being met for all target audiences in training.

## **Key Actions: April 2011 - March 2012**

The following provides a summary of the key actions planned for development in 2011/12. These actions reflect the core business of the Safeguarding Adults Board's thematic Sub Groups previously described on page 7. The Board provides governance in overseeing the progress of the sub groups and in making key decisions and providing strategic direction. Our Business Plan describes these key actions in more detail. The actions marked (\*ADASS) fall out of work undertaken on behalf of the regional Association of Directors of Adult Social Services. A copy of the Business Plan 2011/12 can be made available on request by contacting the Safeguarding and Practice Development Manager. Please see contact details at the back of this document.

### **Performance & Quality**

- Modify performance framework in response to changing requirements.
- Maintain performance compliance levels in respect of: i) referral to strategy. timescales (90%). ii) completion of investigation timescales (75% compliance)
- Reduction in incidents of repeat safeguarding adults referrals pertaining to individual victims.
- Further develop user feedback methodologies in conjunction with dedicated Lead Officer post holders with a view to improving the quality of service delivery
- Quarterly review of performance volume, trends and compliance.
- Develop performance compliance to improve standard of data entry in respect of mental health cases.
- Establish some common Performance Indicators for safeguarding with NHS partners.

### **Policy and Practice**

- Establishment of clear and robust processes to underpin the practice of four new dedicated Lead Officer posts.
- Dedicated Lead Officers to establish a high standard of recording to act as a model to improve recording standards across the wider service.
- Revise procedures to improve focus on Executive Strategies, Domestic Abuse and Substance Misuse, then implement.
- Change the process for reviewing policy & procedures to 6 monthly as required To update individual sections as updates become necessary.
- Use findings from Safeguarding Case File Audit to effectively communicate practice compliance issues.
- Strengthen relationships between Domestic Abuse and Safeguarding Adults processes and service delivery.
- Development of contracts with Voluntary Sector aimed at promoting the delivery of support to victims of abuse.
- Establish strategic links between the Safeguarding Adults Board and Clinical Commissioning Groups (\*ADASS)
- Support colleagues to include safeguarding adults within strategic commissioning plans.PCT service specification and contracts to include standards for safeguarding including specialist commissioning arrangements

- Contribute to and respond to regional development work concerning the development of thresholds (\*ADASS)
- Ensure Safeguarding Adults principles are appropriately referenced in Self Directed Support procedures & associated developments (\*ADASS)
- Develop a strategy for Safeguarding Adults for NHS Co Durham and Darlington aligned to the Patient Safety & Quality Strategy

## **Training**

- Develop training events for service users and carers and communicate roll out.
- Encourage all service providers to use County Durham Safeguarding Training packages.
- Make training (accredited) available to regional Local Authorities.
- Target all local authority staff in the delivery of 'Safeguarding Alerter' and 'Managing the Alert' training (level 1 and 2).
- Develop and implement a full package of Training Modules as identified in the Training Schedule.
- Secure accreditation for foundation, undergraduate and postgraduate as well as individual modules.
- Provide links on College Network so students can use workbook together with lecturing staff. (Lecturing staff at East Durham Community College to receive tuition).
- Develop greater involvement from partner agencies in the delivery of core training.
- Develop systems to support the roll out of accredited training.
- Explore possible avenues for safeguarding materials recognised to be included in all relevant partnership training events.
- Disseminate practice improvement themes from safeguarding reviews into the delivery of training and the commissioning of services .

## **Communications & Engagement**

- Develop a range of awareness raising communication materials (including training communications) for partner agencies to use when delivering presentations.
- Explore alternative methods of Communication to promote the SAB services and obtaining service user feedback.
- Support the development of a regional information sharing protocol.
- Implement engagement with service users and carers who have been involved in the Safeguarding process via dedicated lead officer posts to ascertain feedback on the service they received.
- Make links with other strategic representative groups with a view to fostering collaborative work. (e.g. Partnership Board for Older Adults)
- Form links with Specialist Services to engage in collaborative work and raise the profile of Safeguarding. (e.g. Trading Standards, Community Safety)
- NHS County Durham & Darlington to regularly report on performance and include as part of their annual review.

## **Perspectives of Key Partners**

The following represents a brief summary of the developments that have taken place within the key Safeguarding Adults partnership organisations.

### **Durham County Council Adults, Wellbeing and Health**

Personalisation processes have been implemented across the County and Adult Care staff are now familiar with them. Staff have been provided with core Self Directed Support training and additional support sessions and this year, the Training & Communications Officer for Safeguarding has developed specific training around financial abuse. This highlights the links between service users managing their own personal budgets and vulnerability to financial abuse. In March 2011, a one-day Good Practice Conference for approximately 100 staff was held highlighting the links between safeguarding adults and personalised adult care. The Direct Payments Team provided a number of workshops throughout the day further exploring the issues. The multi-agency Professional Practice Group for Personalisation continues to meet regularly and is attended by strategic and operational managers from Adult Care, Tees Esk & Wear Valley Trust, and the Primary Care Trust. This group steers developments within Self Directed Support and has, where appropriate, directed issues to the Safeguarding Adults Board for further consideration.

A new lead officer team has been introduced to help deal with the continued increase of referrals. By focusing on referrals from care homes, supported living and adult placements it is anticipated that they will deal with over 50% of all referrals and by doing so will support the work of the Integrated Team Managers.

The Re-ablement service has been introduced to assist people to accommodate their illness or disability by learning or relearning the skills necessary for daily living and to re-skill service users to be as independent as possible before any long-term home care packages are provided.

### **Durham Constabulary**

Durham Constabulary has now trained 80 uniform officers from across their front line in order to have 'Safeguarding Champions' on each team. Their development is an ongoing process and is intended to drive up awareness and improve the police response when dealing with vulnerable people. This initiative is already proving worthwhile with a 50% increase in Adult Protection referrals over the past year and a marked improvement in information submitted.

Durham Constabulary continues to be one of the few in the country that has a dedicated 'Adult Abuse Investigation Team' staffed by detectives who consider every referral from its uniform colleagues to ensure an appropriate response. They work closely with Integrated Team Managers and other partners to investigate allegations of abuse and have built up an expertise second to none in Adult Protection.

## **Tees, Esk & Wear Valleys NHS Foundation Trust**

Tees, Esk & Wear Valleys NHS Foundation Trust (TEWV) remains firmly committed to the Safeguarding agenda and working fully with our partners in Durham.

The new comprehensive, multi-agency guidance published in March 2011 from the Department of Health sets out clearly the roles and responsibilities for Health Service Managers, their Boards and Health Service Practitioners.

Work has commenced within the organisation to map safeguarding activity against the quality assurance Safeguarding Adult Self Assessment Framework.

TEWV has been actively involved in the Local Safeguarding Adults Board sub groups.

TEWV's Safeguarding Adults protocol that runs parallel to the multi-agency policy and procedures is in the process of being reviewed to clearly reflect and reinforce staff roles and responsibilities.

TEWV has been involved in the Serious Case Review process lead by the Local Authority safeguarding team to establish whether there are lessons to be learnt from cases about the way in which local professionals and agencies work together to safeguard vulnerable adults and identify clearly what those lessons are, how they will be acted upon, what is expected to change, and as a result, improve inter-agency working and better safeguard vulnerable adults.

Safeguarding Adults will be integral to TEWV's new electronic data gathering system called Datix. This system will greatly enhance information relating to Safeguarding Adults but also ensure when incidents occur, that staff consider making a safeguarding alert.

The level of activity across the Safeguarding agenda, including the number of contacts to TEWV's Safeguarding team, has continued to rise significantly. In response TEWV is appointing another member of staff to the role of Safeguarding Advisor.

TEWV continues to develop the role of the Safeguarding Adults Link Professional Network across the organisation, to act as a designated nominated person for areas regarding Safeguarding Adults 'alerters', signposting staff to the appropriate help and expertise.

## **County Durham and Darlington NHS Foundation Trust**

The dedicated Safeguarding Adults Lead for County Durham and Darlington NHS Foundation Trust (CDDFT) has continued to work alongside all of the agencies committed to keeping patients at risk safe from harm and abuse.

Following the national consultation on the review of 'No Secrets' the Department of Health commissioned further work to be undertaken regionally within each Strategic Health Authority to address the main issues arising from the consultation. CDDFT Safeguarding Adults Lead engaged with the Strategic Health Authority in identifying the present networks, systems and processes to support the Safeguarding Adults functions of the Trust.

The Safeguarding Adults Lead reported to the Patient Safety Committee on a monthly basis all aspects of Safeguarding Adults activity. This was summarised with the production of an Annual Report, which was presented to the Committee in October



2010. The report outlined future developments around the areas of training, communication, performance and policy and practice which are coterminous with the sub groups of the Safeguarding Adults Board.

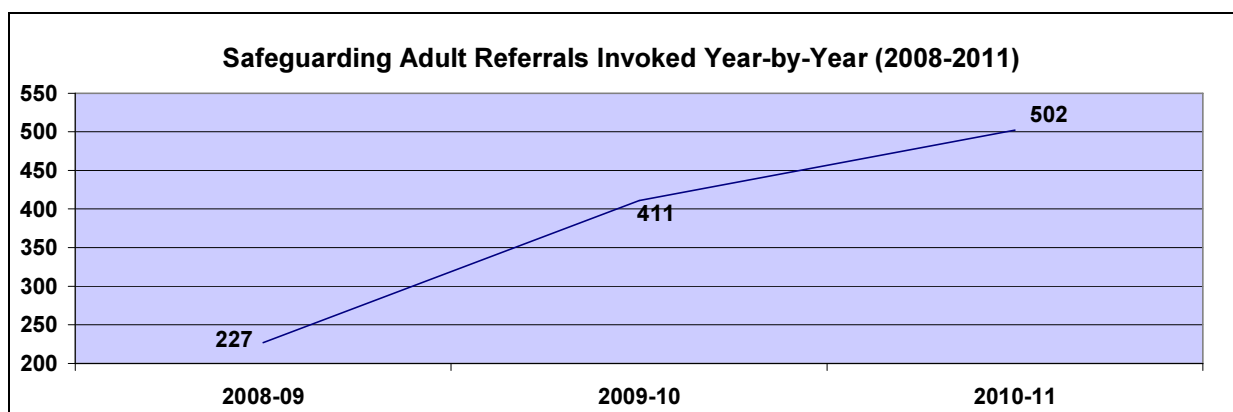
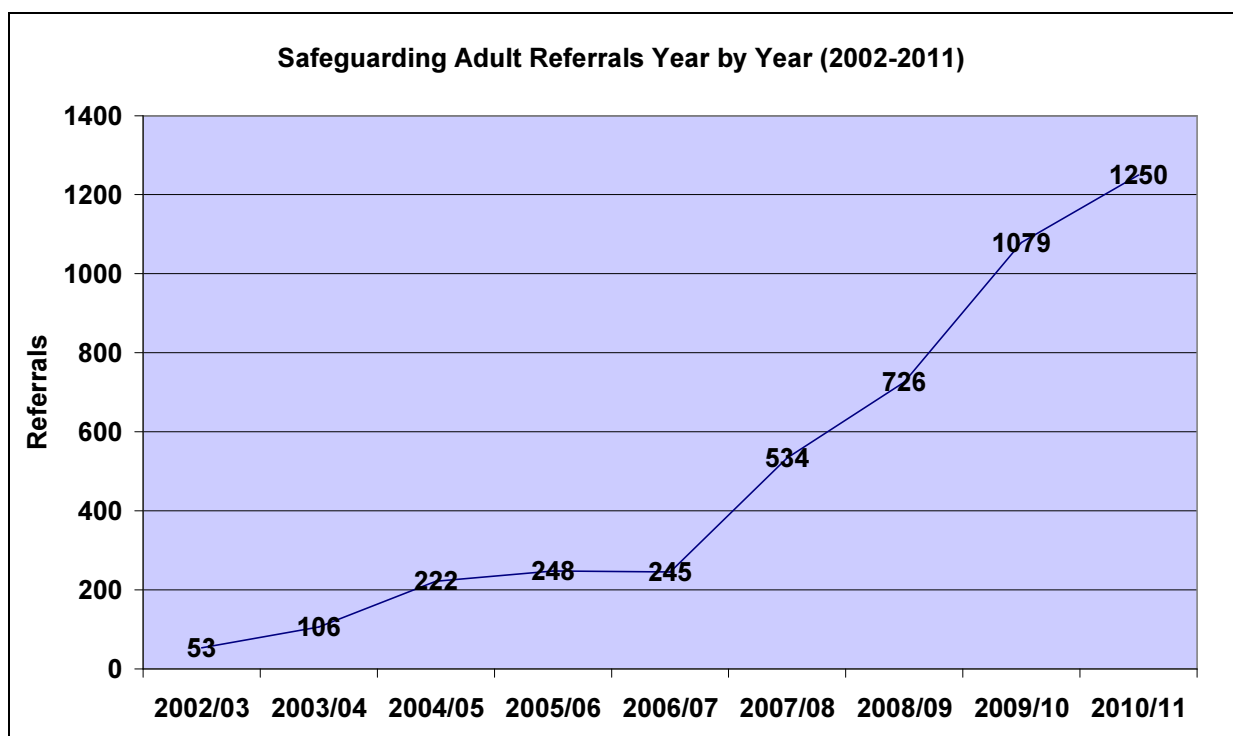
The Trust continues to be committed to delivering multi-agency training using the resources of a dedicated Safeguarding Adults Trainer and Safeguarding Lead. Safeguarding Adults is covered within the corporate induction programme for all new employees and 'Alerter' training is included in the mandatory training schedule for all clinical staff. The Safeguarding Adults trainer has developed training programmes covering the Mental Capacity Act 2005 and Deprivation of Liberty Safeguards.

## Safeguarding Activity in Durham

The electronic safeguarding module of the County Council's client record system has become well established since its launch in July 2008. This collects and stores all the safeguarding performance data. Records have been audited in order to ensure that information is recorded correctly and there is compliance with policies and procedures.

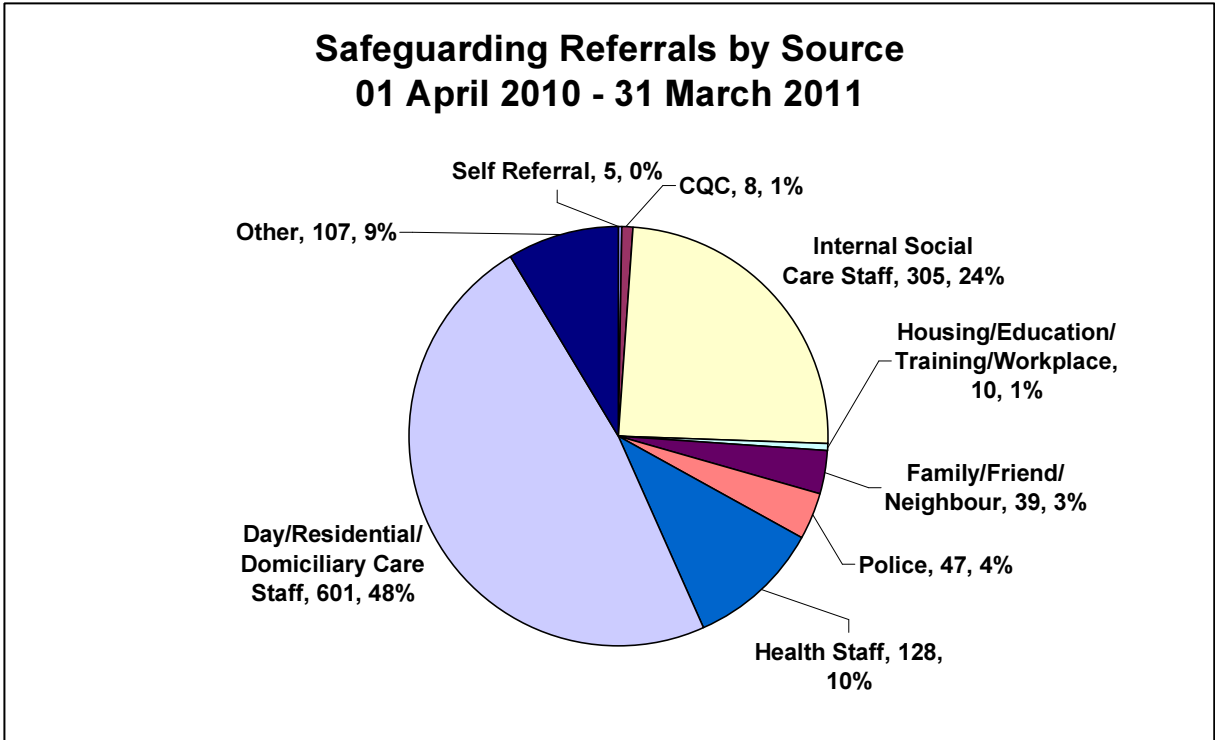
**Table 1 (Referral Rates – All Safeguarding Adults Referrals)**

The referral rate has continued to rise across the 9 year period shown, with an increase of 171 referrals in 2010/11 from the previous year. However, the rate of growth has reduced in this period to a 16 % increase from 2009/10 (1079 -1250 referrals). This compares to a 49% increase in referrals between 2008/09 and 2009/10 (726 -1079 referrals). There are numerous factors that have contributed to the overall growth rate. These include the continuing adoption of a zero tolerance policy, improved awareness of safeguarding through the delivery of comprehensive training and communication strategies, national drivers and media attention linked to the care services industry. Invoked referrals (referrals resulting in inter-agency investigations) have risen in line with the increase in the overall referral rate over the last 3 years.

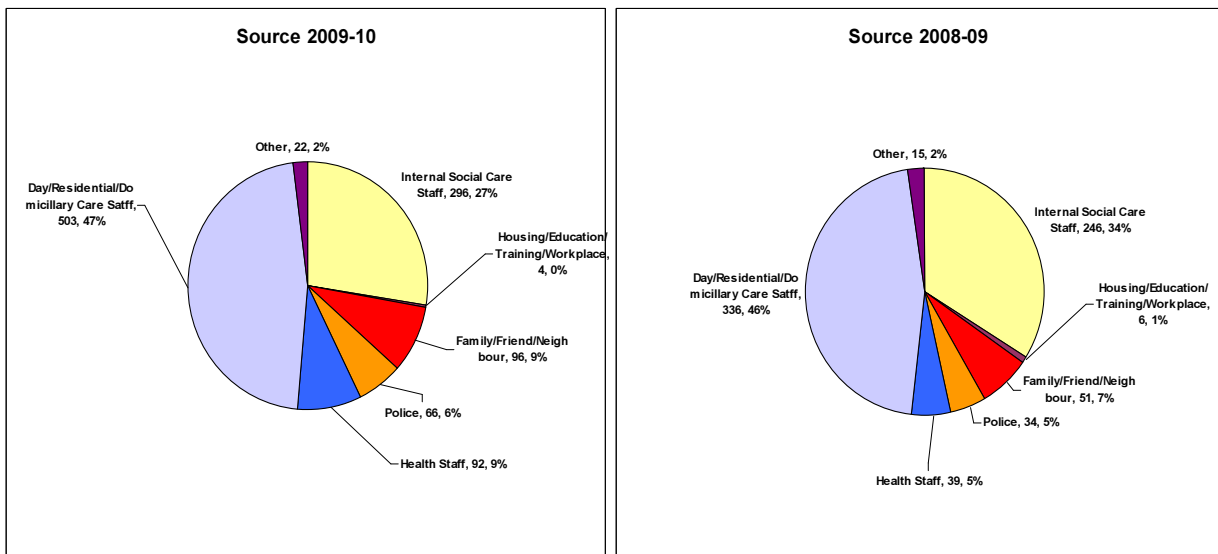


**Table 2a (Referral Source – Where identified)**

The majority of Safeguarding referrals are sourced from Day Care/Residential Care/Domiciliary Care staff (48%) and from internal Social Care staff (24%). The number of those referrals has remained at approximately the same level as the previous year. The growing number of referrals originating from care staff over a three year period is of note. Again this is reflective of increasing awareness of staff to report all incidents of concern, including those of a minor nature.

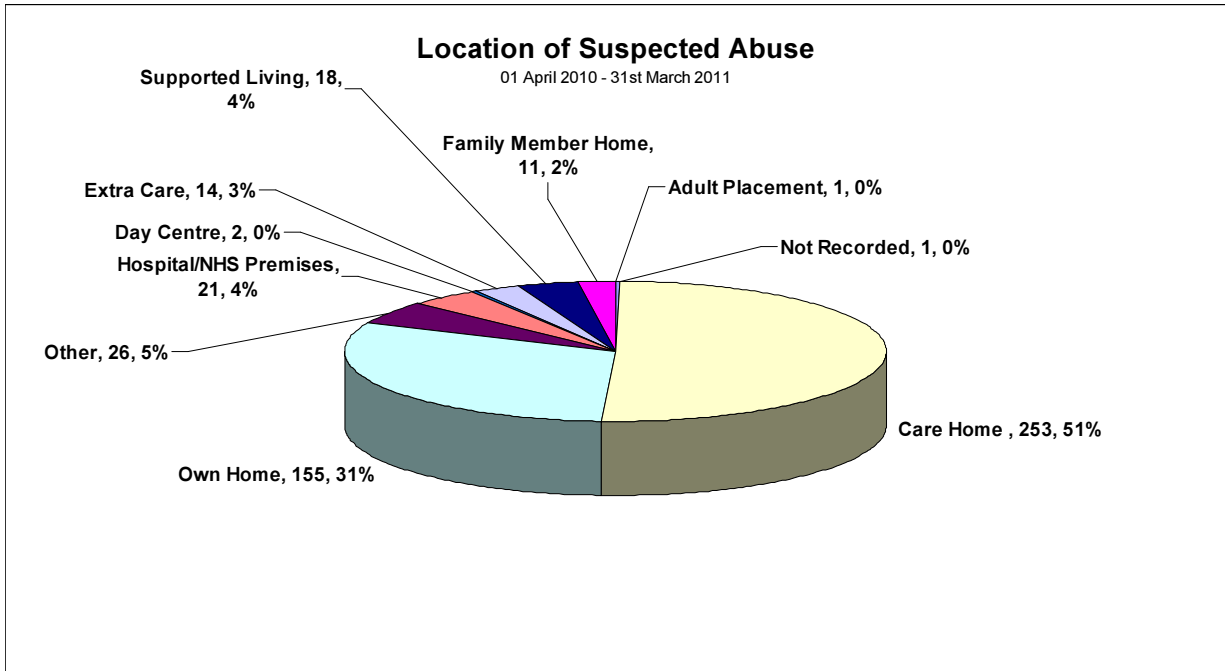


**Table 2b (Referral Source 2008/9 to 2010/11)**

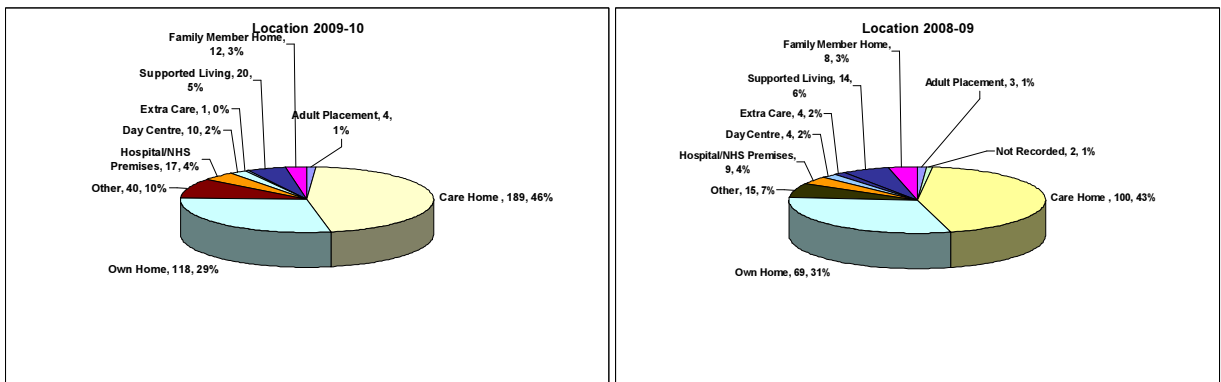


**Table 3a (Location of Abuse – Where procedures were invoked)**

The majority of safeguarding referrals received relate to incidents that have occurred in care homes and at the service user's home address. This is unsurprising given that the majority of service users receive care and support within these environments.

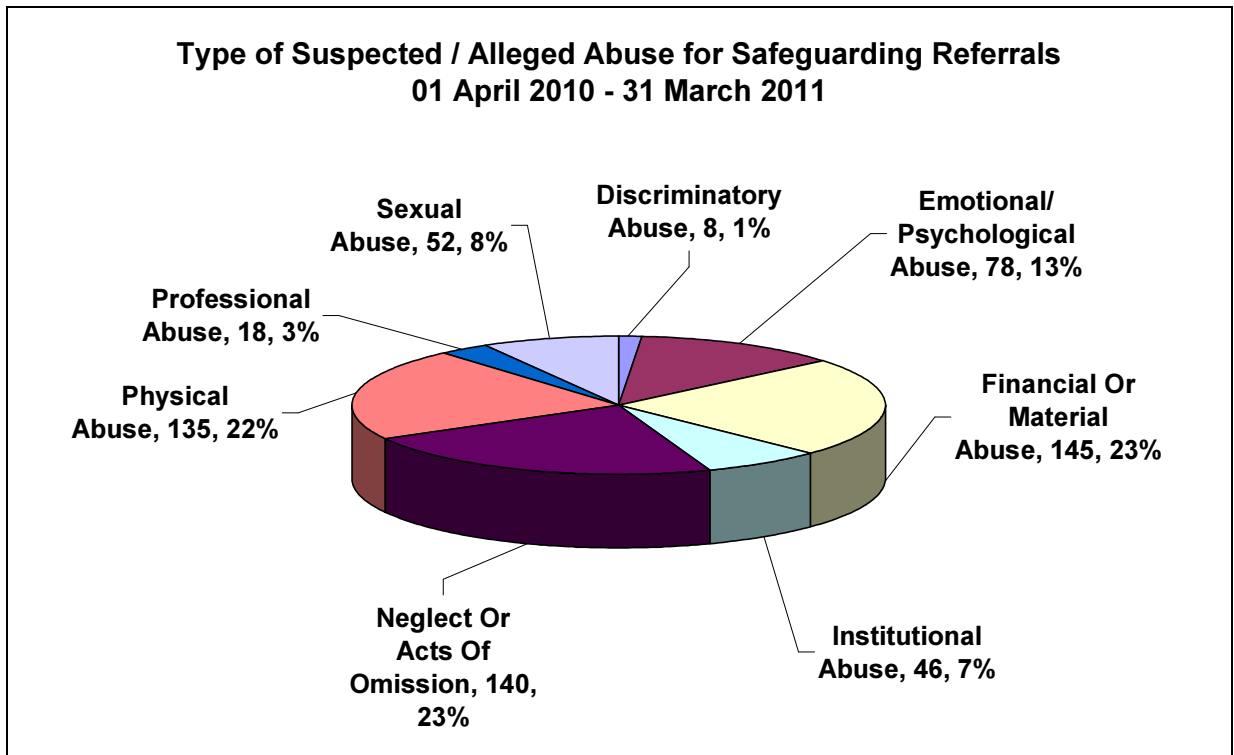


**Table 3b (Location of Abuse 2008/9 to 2010/11)**

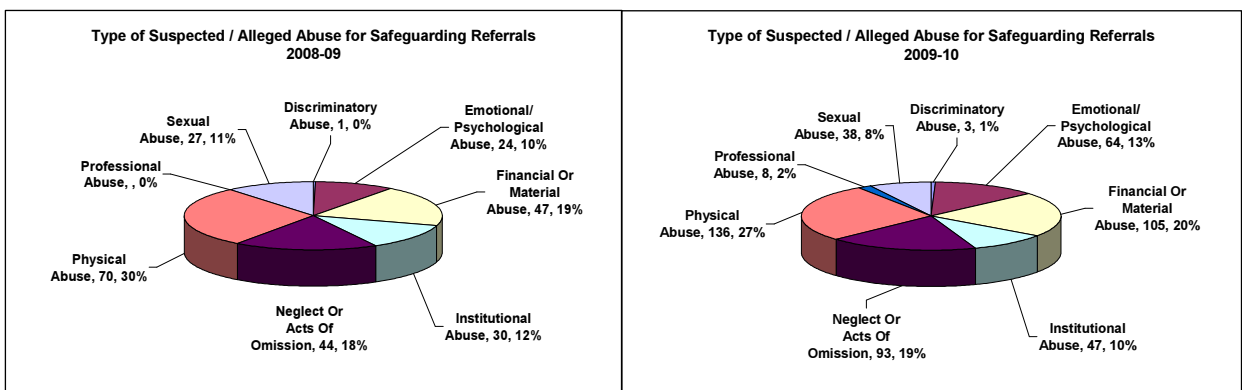


**Table 4a (Type of Abuse - Where procedures were invoked )**

Financial or Material Abuse, Neglect or Acts of Omission and Physical Abuse continue to account for the majority of types of recorded abuse. Reports of Physical Abuse have dropped from 27% to 22% of all referrals in respect of the previous year. Neglect or Acts of Omission have increased when comparing with the previous year, from 19% to 23%, as has Financial or Material Abuse, from 20% to 23%. All other types of abuse for referrals have remained at similar levels to the previous year.

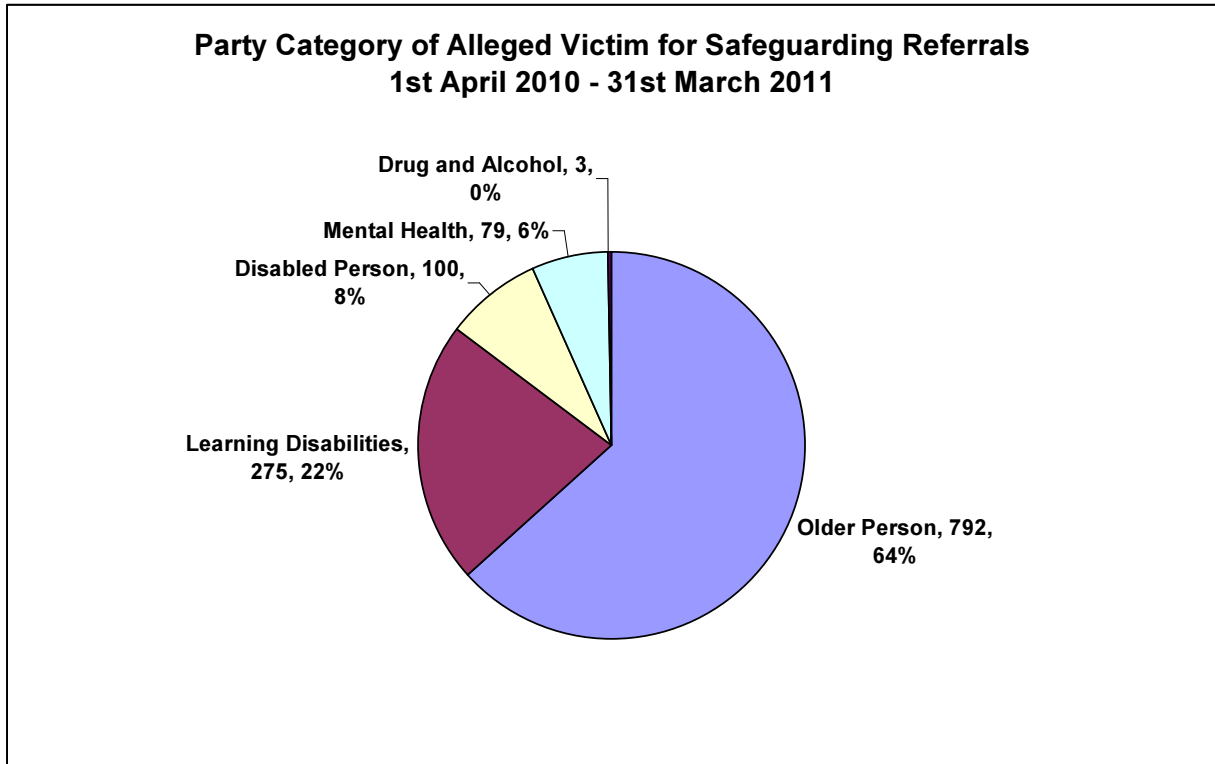


**Table 4b (Type of Abuse - Procedures invoked 2008/9 to 2010/11)**

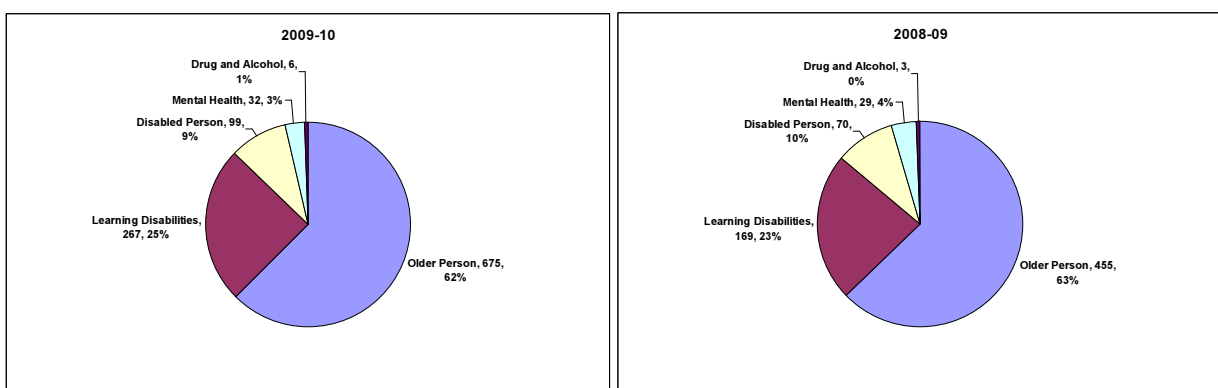


**Table 5a (Victim Category - of all referrals)**

There has been no marked percentage change in the types of alleged victims when compared with the previous year. Older persons remain the largest category of referral; however this is expected as they represent the largest social care client group.



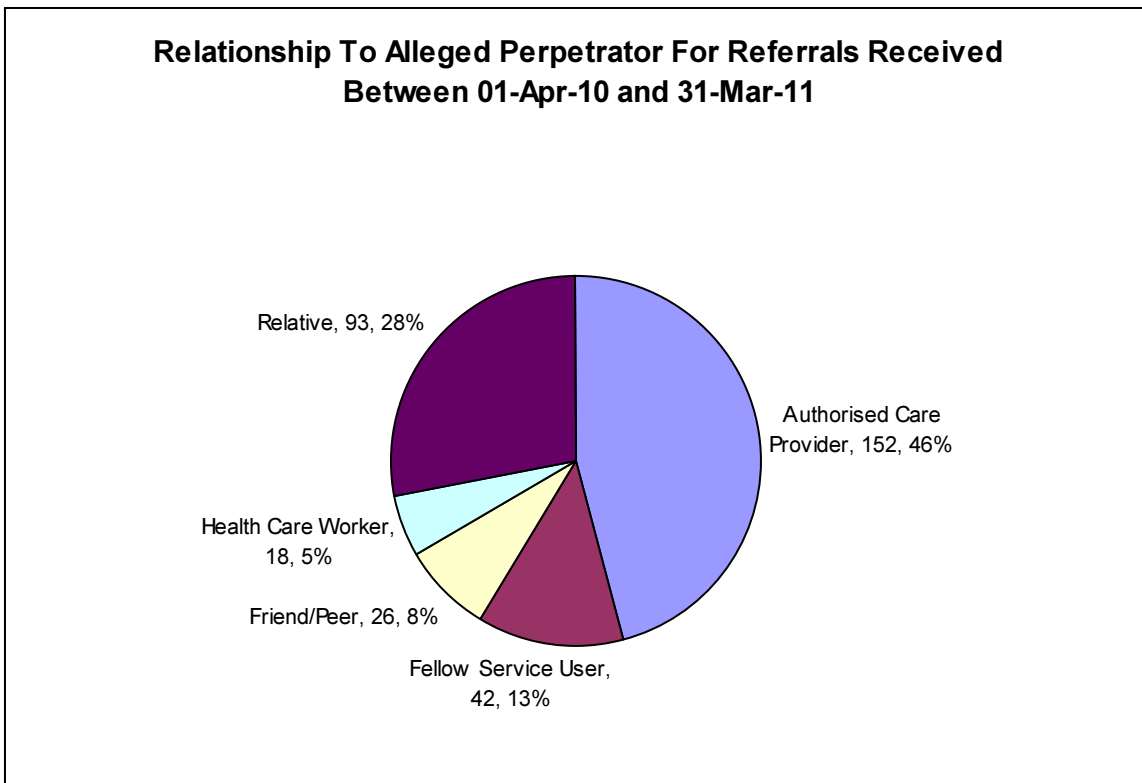
**Table 5b (Victim Category - of all referrals 2008/9 to 2010/11)**



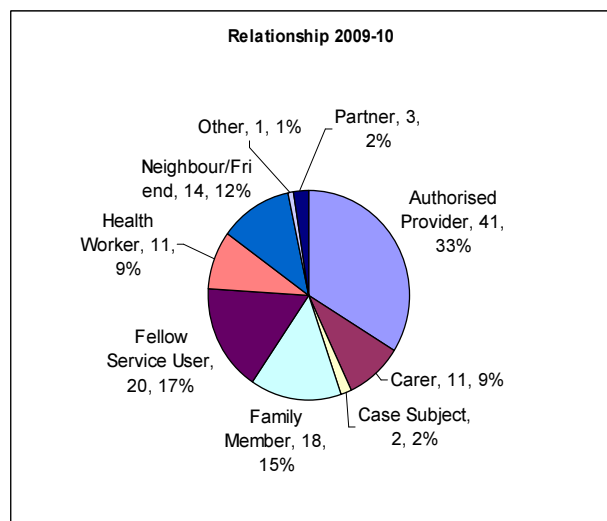
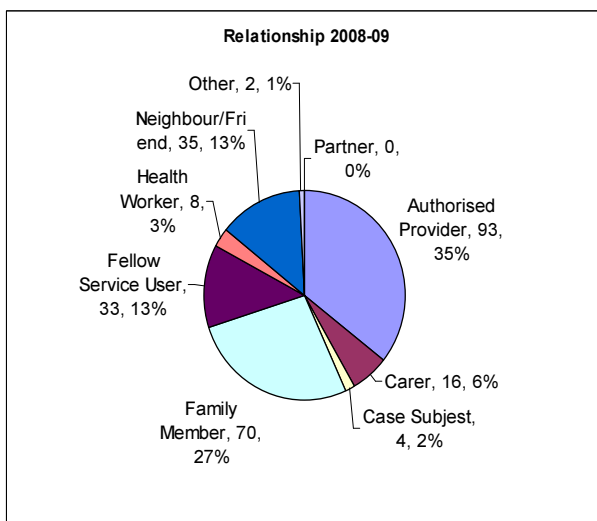
**Table 6a (Perpetrator Category)**

There is no marked change in the types of alleged abuser from the previous year. It is the persons that are in closest contact with the service user e.g. friends, relatives and authorised providers that attract the majority of allegations. The overall volume of referrals, from care providers continues to rise and this is due to a better awareness of abuse, increased publicity and a zero tolerance approach which has been adopted by all partner agencies.

NB Category names have changed since 2009/10 to conform with Department of Health return definitions 2010/11. For example, the term 'carer' may have previously been used to define paid care workers and unpaid carers. Reducing and simplifying the available categories has provided improved clarity and consistency in this area.

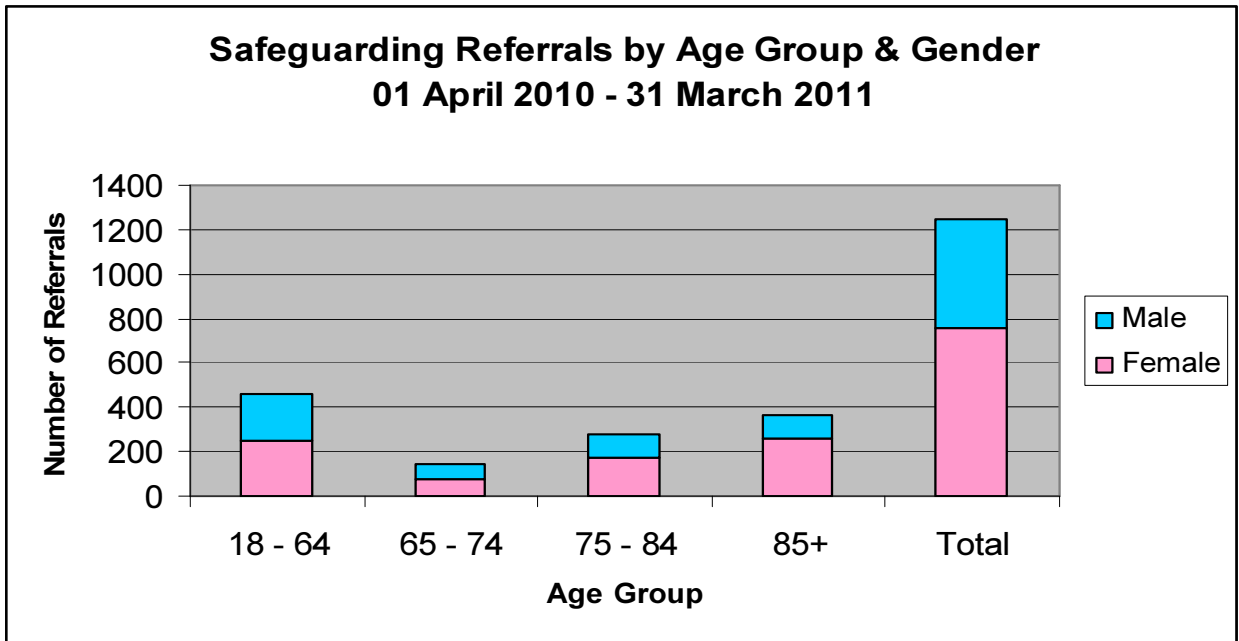


**Table 6b (Perpetrator Category 2008/9 to 2010/11)**

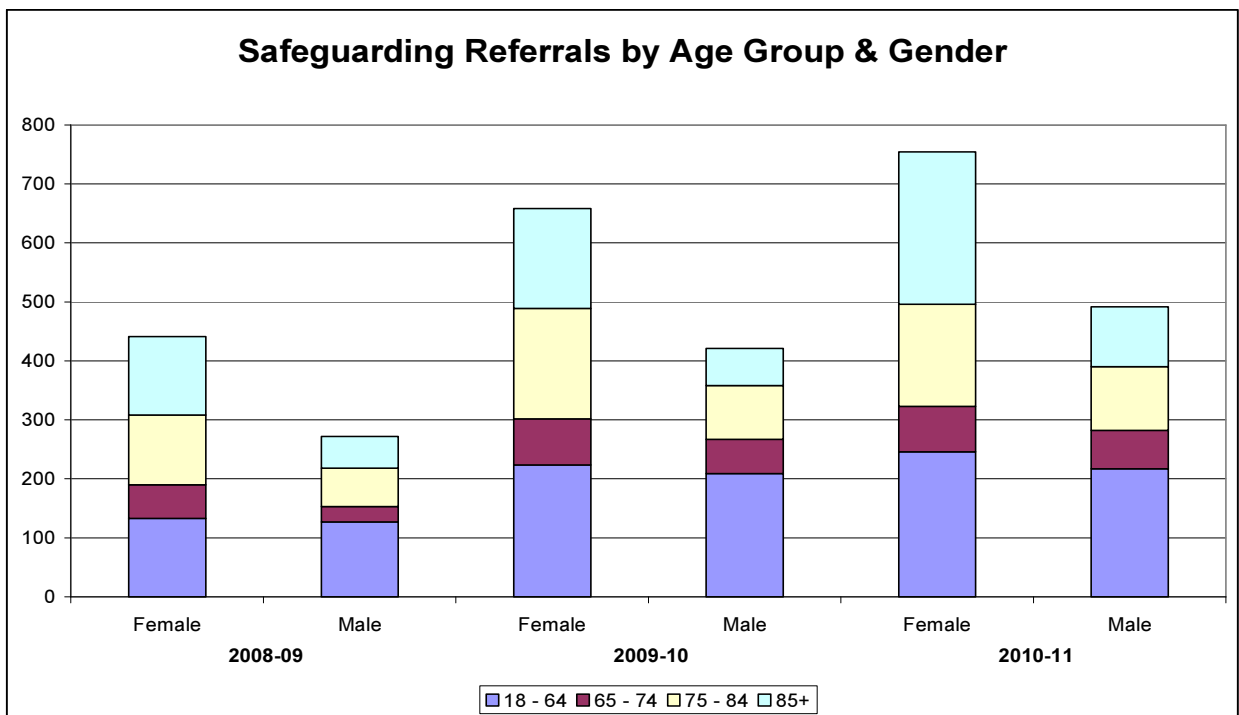


**Table 7a ( Age and Gender)**

The overall percentage of alleged male and female victims remains similar to previous years, with a 39% and 61% split, respectively. In the age range 65 – 84 the percentage of referrals is evenly split. However, in the 18 - 64 category this changes considerably with a higher percentage of male clients dominating this age group and a higher percentage of female clients accounting for the 85+ age group. The life expectancy of women combined with their higher dependency levels in later life offers some explanation of the gender split of victims.



**Table 7b (Age and Gender 2008/9 to 2010/11)**



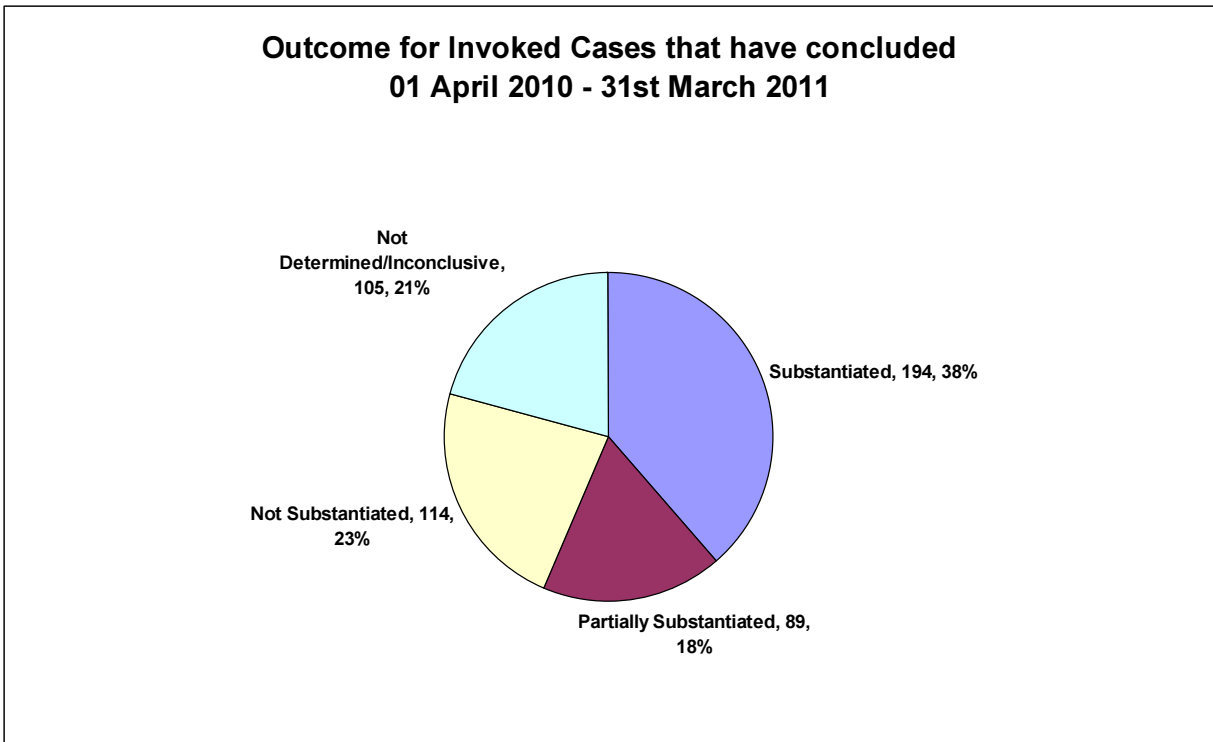


### Tables 8a (Outcomes)

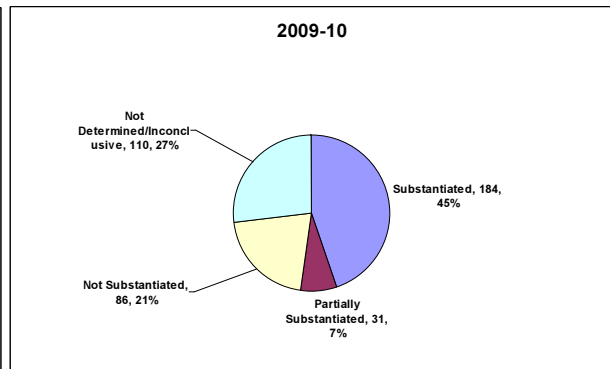
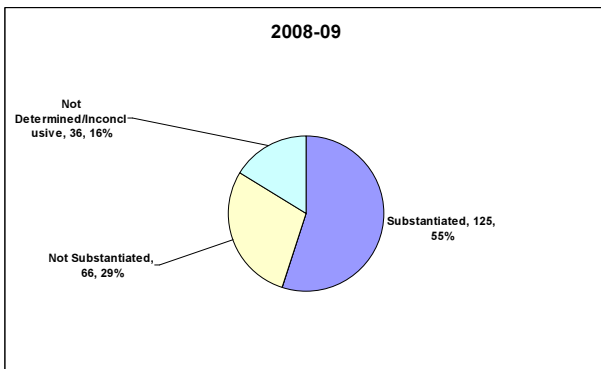
56% of cases were substantiated or partially substantiated which represents a slight increase from the previous year.

There are reasons why the remaining cases (44%) are determined as not substantiated or inconclusive which include malicious/ false allegations and insufficient evidence following completion of an investigation. However, in these cases there are a variety of interventions that can and do take place to protect individuals including ongoing professional support, revisions to care/protection plans, advocacy and counselling interventions.

NB The category of 'partially substantiated' was not available until 2009/10.

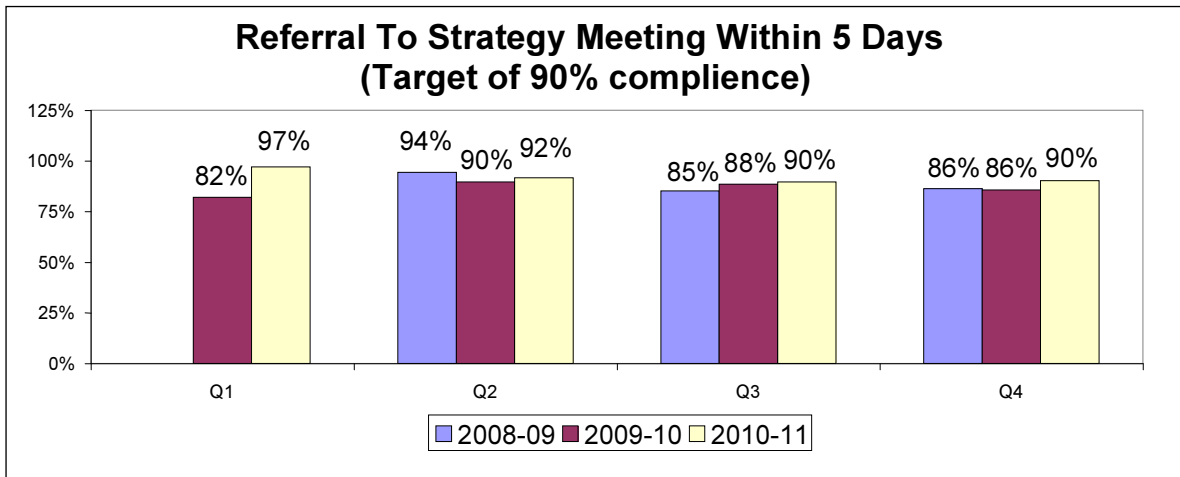
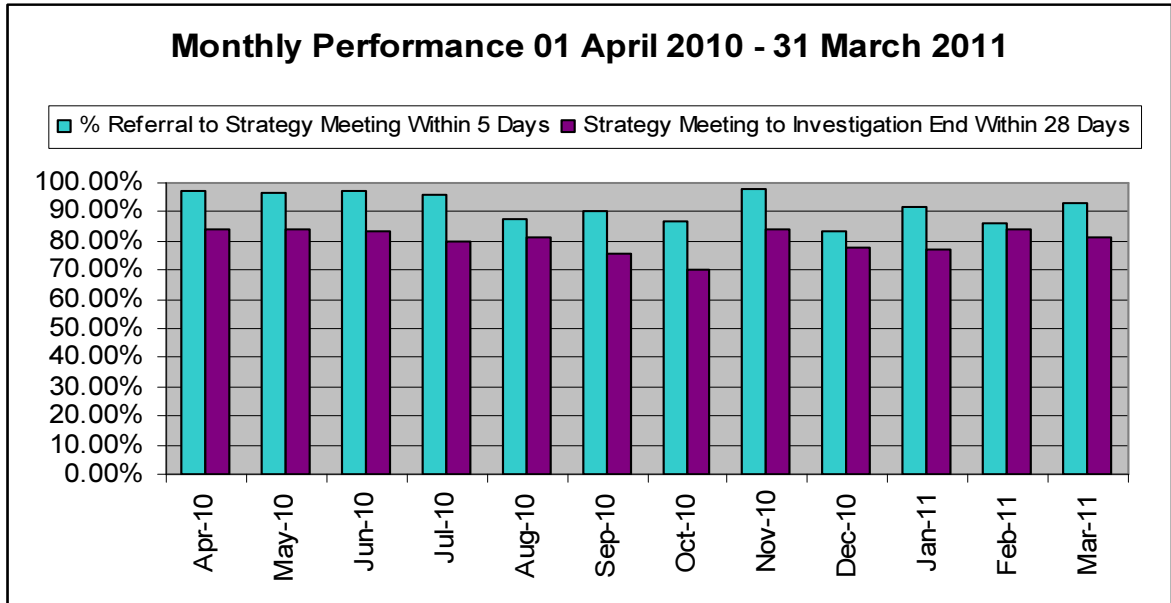


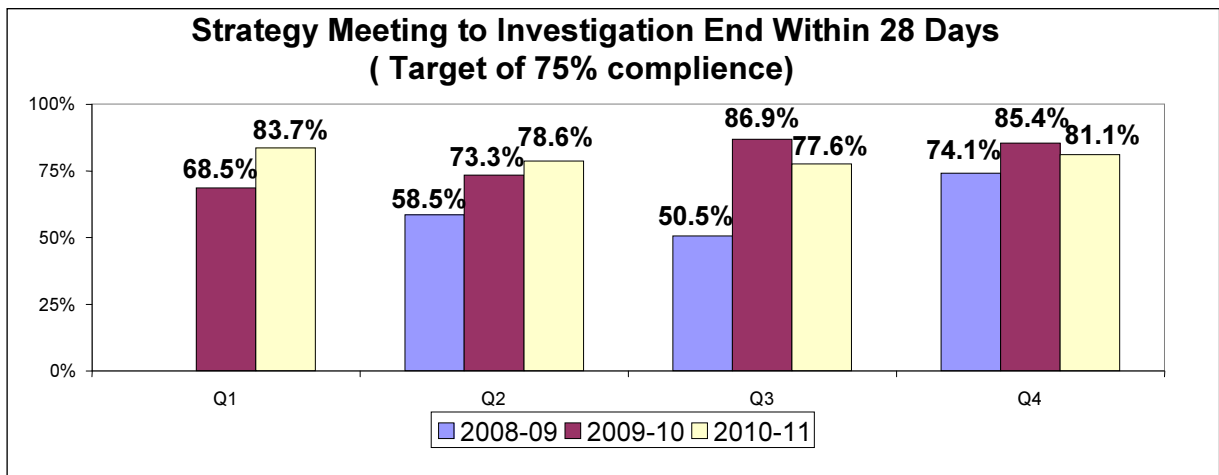
### Tables 8b (Outcomes)



**Table 9 (Local Performance)**

During 2010/11 the number of referrals that progressed to strategy meeting stage within 5 days ranged between 83% and 98% with an overall average of 92% - this is above 2010/11's target level of 90%. Cases where investigations ended within 28 days of the strategy meeting taking place ranged from 70% to 84%, giving an overall average of 80% - again this performance is above the current target level of 75%. Considering the continuing increase in Safeguarding Adults referrals this represents notable performance in managing the progression of cases.





## **Conclusion from the Safeguarding and Practice Development Manager**

2010 - 2011 has been another eventful year with key developments achieved across a range of areas, not least in the areas of training and communications. Much of this work has focused on embedding key principles associated with recognising the context of abuse and responding appropriately to safeguarding concerns.

The continuing rise in Safeguarding Adults referrals is reflective of the maintenance of a 'zero tolerance' approach allied with progressive educative and communication strategies. This has led to a growing sensitivity and appreciation of safeguarding issues across the broad range of health, law enforcement and social care services and members of the public.

In Durham, a significant amount of safeguarding development work continues to focus on 24 hour care provision, namely, care home and supported living services. This is reflective of the vulnerabilities and associated risks to individuals in such settings who typically have complex care needs. A consequence of this work is a better educated local workforce, together with a more proactive range of service provisions. This has resulted in better professional understanding and including an increased reporting of potentially harmful situations that exist for service users. This progressive change in understanding has led to improved reciprocal relationships between lead professionals with responsibilities for safeguarding adults and care providers responsible for the day to day service delivery.

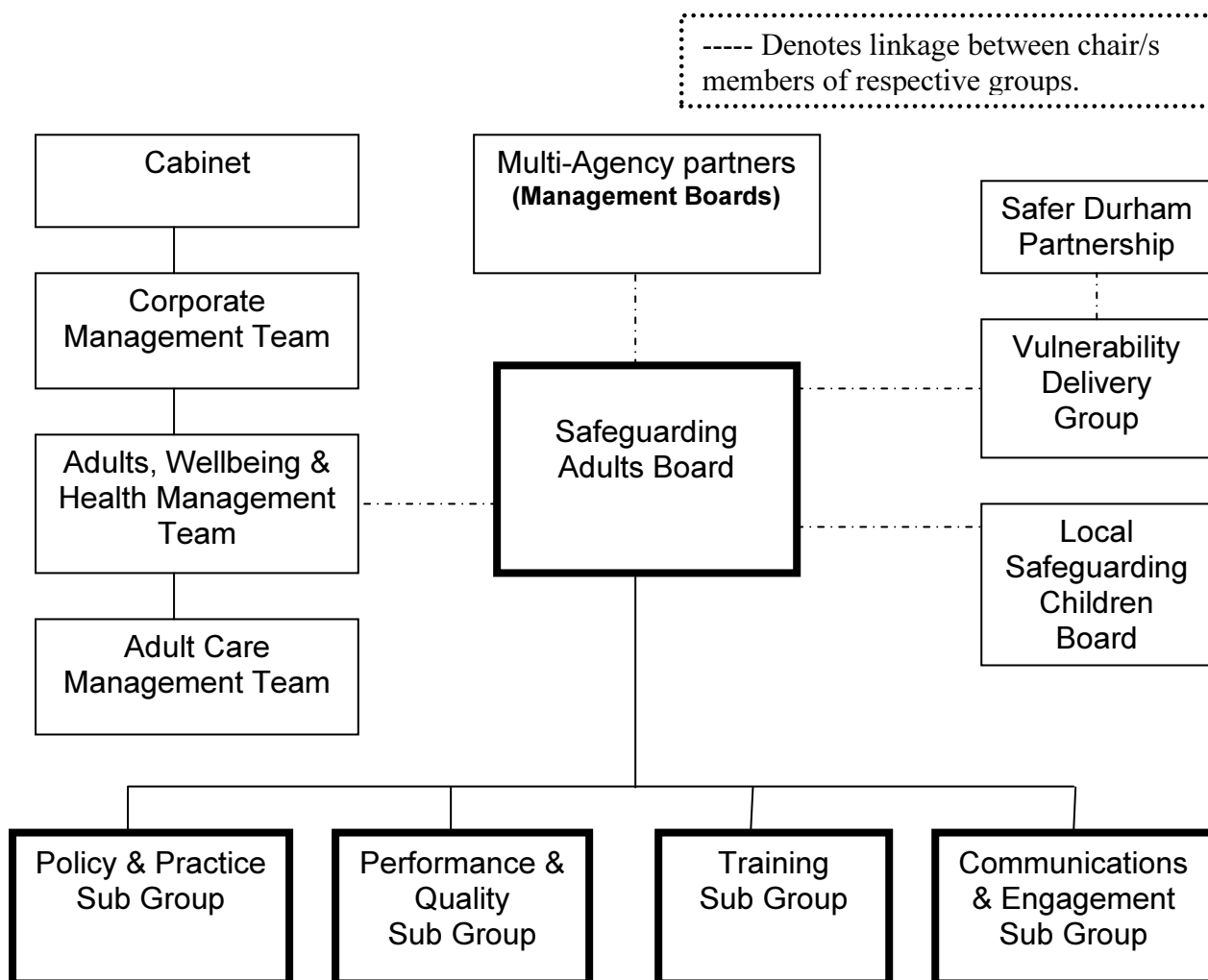
An inevitable consequence of the work undertaken is a rise in safeguarding adults referrals. While it is right that we continue to promote such an important agenda, growing pressure on our services has resulted from this increase in activity. As 'Safeguarding Adults' is a key priority for Durham County Council Adults, Wellbeing and Health, we have restructured our resources to enable us to better meet pressures associated with this growing demand.

In March 2011 a new dedicated group of Safeguarding Adults Lead Officers became fully operational. Their role involves co-ordinating all safeguarding cases that pertain to care homes and supported living provisions. This accounts for approximately 60 percent of all Safeguarding Adults cases and involves determining the level and scope of intervention following the receipt of referrals. Lead Officers chair strategy meetings and co-ordinate investigative actions. These posts form part of a wider integrated service model that incorporates the proactive monitoring of care practices and standards by health and social care professionals within the Adults, Wellbeing and Health Safeguarding and Practice Development Team.

Looking ahead, we await the outcome of the Law Commission's final recommendations to the Government on their review of adult social care law. As anticipated, I very much hope that 'Safeguarding Adults' will be finally placed on a statutory footing and Safeguarding Adults Boards assume a similar level of influence as Local Safeguarding Children Boards currently hold. We will then see Safeguarding business become an even more integral part of inter-agency working aimed at the protection of adults who are at risk of harm.

**Lee Alexander**

Reporting and Interface Arrangements



The Board and its Sub Groups have undertaken a significant amount of work in the past year with progress being made across all functional areas.

**Abbreviations / Glossary of Terms**

**ADASS** - Association of Directors of Adult Social Services (formerly ADSS)

**CQC** - Care Quality Commission (Formerly CSCI)

**CRB** - Criminal Records Bureau

**CYPS** - Children and Young People's Service

**DOL** - Deprivation of Liberty

**ISA** - Independent Safeguarding Authority

**LSCB** - Local Safeguarding Children Board

**MARAC** - Multi-Agency Risk Assessment Conference

**SAB** - Safeguarding Adults Board

**NHS** – National Health Service

**TEWV** – Tees, Esk and Wear Valley

**RIEP** – Regional Improvement and Efficiency Partnership

**DOH** – Department of Health

**LA** – Local Authority

**PCT** – Primary Care Trust

## Contact Details

If you have any queries about this document or would like further information please contact:

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Email: [lee.alexander@durham.gov.uk](mailto:lee.alexander@durham.gov.uk)

**Please ask us if you would like this document summarised in another language or format.**

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**Cabinet**

**16<sup>th</sup> November 2011**



**County Durham Health and Wellbeing Partnership: Altogether Healthier Delivery Plan Report – County Durham Health Inequalities Strategy**

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**Report of Corporate Management Team**

**Report of Rachael Shimmin, Corporate Director, Adults Wellbeing and Health**

**Report of Lucy Hovvels, Portfolio Holder for Safer and Healthier Communities**

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**Purpose of the Report**

1. The purpose of this report is to update Cabinet on the refresh of the Altogether Healthier Delivery Plan (2011-2013), which represents the Health Inequalities Strategy for County Durham. This was approved by the Health and Wellbeing Partnership on 19 July 2011.

**Background**

2. The Health and Wellbeing Partnership Delivery Plan is to be implemented within the context of the progress of the Health and Social Care Bill and the Public Health White Paper 'Healthy Lives, Healthy People' 2010 which propose transferring some Public Health responsibilities to Local Authorities in 2013.
3. This is the second version of the Health and Wellbeing Partnership (H&WBP) Delivery Plan which was previously agreed by Cabinet on 6<sup>th</sup> October 2010. The Delivery Plan embodies the Partnership's Strategy to reduce Health Inequalities across County Durham by:
  - Identifying three headline priorities which are: Improving Life Expectancy, Reducing Health Inequalities and Improving Mental Health and Wellbeing, and clearly aligning delivery programmes to them;
  - Detailing roles and responsibilities of partners and their contributions to achieving specific targets; and
  - Linking with other current strategies and action plans to ensure consistent reporting on performance.
4. The local Health Profile for County Durham which was considered by Cabinet in September 2011 detailed that life expectancy for men and women in County Durham is lower than the England average, arising predominantly from early death rates from heart disease and cancer. Therefore priorities identified in the Delivery Plan and associated higher level performance indicators in the Sustainable Community Strategy (SCS), are:

- Mortality rate from all circulatory diseases at ages under 75
  - Mortality rate from all cancers at ages under 75
  - All-cause mortality rate at ages under 65
  - Smoking attributable mortality
  - Rate of hospital admissions per 100,000 for alcohol related harm
5. The Delivery Plan details the actions which will support progress against these high level indicators as well as other relevant health objectives. The plan contains a comprehensive suite of delivery programmes which tackle reducing mortality from Coronary Vascular Disease, and Cancer as well as reducing the harm caused by drugs and alcohol, reducing obesity and increasing social inclusion, reducing suicide and maximising independence; some examples of the work which will be delivered include:
- Extensive NHS Health Checks to reduce mortality from Coronary Vascular Disease, with Health Checks continuing to be available in community settings such as the DCC Wow Truck (a mobile gym): this work is planned to ensure that adults who do not wish to attend their GP surgery can still access Health Checks
  - Improving awareness of cancer symptoms through community outreach led by the Talking About Cancer services: The aim of this service is to provide advice and information about cancer signs and symptoms in local community settings.
  - Tailored communications across County Durham to uplift national 'Be Clear on Cancer' campaigns.
  - New service models to support recovery from substance misuse and assist adults to become abstinent
  - Working with the North of England Tackling Illegal Tobacco Control Programme and the Get Some Answers Campaign to encourage sharing of intelligence on illegal tobacco. This activity is essential to reducing the supplies of cheap and illicit tobacco often accessed by children and young people
  - Increasing the uptake of physical exercise by developing legacy gyms which are led by volunteers and local people
  - Improving mental health and wellbeing through access to arts and supporting male mental health with 'mens sheds' projects and enhanced access to debt advice.

A copy of the full delivery plan has been placed in the Members' Library.

6. Five locality based Health Networks have been operational since March 2010; working in conjunction with AAPs, they are providing the opportunity to target delivery in the communities of greatest need as identified in the Joint Strategic Needs Assessment. They are instrumental in taking forward specific initiatives at local level. Their plans include establishing services to reduce social isolation, delivering a community programme to support pregnant women to stop smoking, developing community gardens and peer support for breastfeeding. Key areas of their action plans are reflected in the Delivery Plan.

## Performance Framework

7. The H&WBP has agreed a performance framework (currently led by NHS County Durham) to monitor progress towards the Altogether Healthier priorities established within the SCS. Performance is measured on a quarterly basis against the SCS basket of indicators, local proxy measures and delivery plan objectives.
8. DCC contributions to the Altogether Healthier Delivery Plan are provided across the council and built into service plans as appropriate. These are then monitored through the Council's performance system as well as being reported to the H&WBP.

## Challenges

9. Associated with the changes arising from the Health and Social Care Bill and Public Health White Paper are the creation of Clinical Commissioning Groups and the advent of the Health and Wellbeing Board, which will be responsible for a new Health and Wellbeing Strategy for the County. There will also be a new NHS Outcomes Framework which covers the domains featured in the H&WBP Delivery Plan. Future arrangements for the H&WBP Delivery Plan will therefore need to be worked through in light of these changes. Project management approaches are already in place to address these challenges.
10. The Local Authority and PCT will need to ensure that through this period of change focus is retained on the implementation of the plan. The Health and Wellbeing Partnership will continue to monitor performance and agree corrective actions as required.

## Recommendations

11. Cabinet is requested to:
  - Receive the Altogether Healthier delivery plan for information.
  - Note that this will remain as the Council's strategy on health inequalities until new arrangements for the Health and Wellbeing Strategy are put in place.

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**Contact: Gerald Tompkins Tel: 0191 383 3176**  
**Email: [Gerald.Tompkins@durham.gov.uk](mailto:Gerald.Tompkins@durham.gov.uk)**

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## **Appendix 1: Implications**

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### **Finance**

The plan does not present any direct DCC implications at present – further details about financial issues arising from the ring fenced grant for local authority public health services are awaited

### **Staffing**

The Plan will be implemented using existing resources.

### **Risk**

The advent of CCGs, may cause risks to the delivery of the plan.

### **Equality and Diversity/Public Sector Equality Duty**

The plan has been reviewed using the Equalities Impact Assessment screening tool. A completed EIA is attached. Some elements of the plan relating to specific actions undertaken by DCC have already been impact assessed as separate initiatives, for example the Sports and Leisure Strategy. The EIA has identified some gaps relating to Gypsy and Traveller communities and faith groups. A Health Needs Assessment has recently been completed by Public Health on Gypsies and Travellers and an action plan is being developed in response. Further work will take place in respect of faith groups to ensure the next iteration of the delivery plan addresses these.

### **Accommodation**

No adverse implications.

### **Crime and disorder**

No adverse implications. Alcohol Reduction and Substance Misuse are key components of the Health and Wellbeing Partnership Delivery Plan.

### **Human rights**

The proposals are compliant with Human Rights legislation.

### **Consultation**

The refresh process has been subject to a detailed consultation process.

### **Procurement**

No adverse implications

### **Disability Issues**

Health and Wellbeing is the focus of this report, therefore the majority of services covered are universal population wide services and include those with disabilities.

### **Legal Implications**

No adverse implications

## Durham County Council – Altogether Better equality impact assessment form

**NB: Equality impact assessment is a legal requirement for all strategies plans, functions, policies, procedures and services. We are also legally required to publish our assessments. You can find help and prompts on completing the assessment in the guidance from page 7 onwards.**

### Section one: Description and initial screening

**Section overview: this section provides an audit trail.**

Service/team or section: Healthier Communities – Social Inclusion- AWBH	
Lead Officer: Strategic Manager – Healthier Communities	Start date: September 2011
Subject of the Impact Assessment: (please also include a brief description of the aims, outcomes, operational issues as appropriate)	
<p>The Health &amp; Wellbeing Partnership brings together different organisations in County Durham to improve people's health and wellbeing. We are focused on reducing health inequalities in the county and leading on the health and wellbeing related objectives and targets set by partners in County Durham, including those in the SCS.</p>	
Partnership aims:	
<input type="checkbox"/> Provides high-level leadership and co-ordination of the health and wellbeing agenda across County Durham	
<input type="checkbox"/> Acts as a sub-group of The County Durham Partnership (CDP) working to produce positive outcomes across all lead thematic partnerships with a focus on narrowing the gap in life expectancy both within County Durham and between County Durham and England, achieving reductions in health inequalities	
<input type="checkbox"/> Links together national, regional and local strategies relating to health and wellbeing	
<input type="checkbox"/> Plans and delivers in relation to shared objectives, particularly those agreed in the context of the CDP which are related to health and wellbeing	
<input type="checkbox"/> Co-ordinates, monitors and manages performance so that service improvements are delivered and targets met; to take appropriate action where this is not happening	
<input type="checkbox"/> Reports progress to the CDP Board as required.	

- Promotes full engagement of all sectors that represent local people, including the voluntary and community sector
- Ensures effective communication of health and wellbeing related issues to all partners including the CDP Board.

The purpose of the Altogether Healthier Delivery Plan is to set out a major programme of partnership work to reduce health inequalities and bring about change in County Durham. The plan considers the impact of the wider determinants of health and proposes a range of partnership actions.

The Delivery Plan has been developed by a working group from partner agencies and considered best practice and evidence for health improvement in the form of NICE public health guidance, DH and other national guidance, local policies / plans, joint strategic needs assessment and best practice.

The Delivery Plan comprises three key priorities which are:

- To Improve Life Expectancy
- To Reduce Health Inequalities
- To Improve Mental Health and Wellbeing of the Population

For each of the priorities there are key delivery objectives. The delivery objectives for the Delivery Plan are:

- Reduce Mortality from Circulatory Diseases
- Reduce Mortality from Cancers
- Reduce the Harm Caused by Alcohol
- Reduce the Harm Caused by Drugs
- Reduce Obesity Levels
- Increase Physical Activity
- Increase Social Inclusion
- Maximise Independence
- Reduce Suicides

The Health and Wellbeing Partnership has selected the key priorities and objectives based upon evidence of effectiveness, local intelligence relating to health needs and alignment to partners and corporate strategic plans such as the Durham County Council Corporate Plan and the Sustainable Communities Strategy – 2010/11

The priorities and objectives were chosen from evidence based assessment of health need within County Durham. Drafts were presented to all partners at the Health and Wellbeing Partnership board, and feedback considered before final agreement being

<p>reached. The stakeholders are represented by the members of the partnership, with each organisation determining consultation as appropriate. Membership at the time of production of the delivery plan includes - AAP health representatives; County Durham Sport; Drug and Alcohol Action Team (DAAT); Durham County Council Strategic Housing Representation; Durham County Council, Adults, Wellbeing and Health directorate; Durham County Council, Portfolio Holder for Healthy Communities; Health Networks Representative (5 representatives in total); Local Involvement Network (LINK); Mental Health Partnership Arrangements; One Voice Network Representative; Teenage Pregnancy Board; The Alcohol Harm Reduction Group; The Children's Trust; The Learning Disabilities Partnership Board; The Partnership Board for Older Adults.</p>											
<p><b>Who are the main stakeholders: General public / Employees / Elected Members / Partners/ Specific audiences/Other (please specify) –</b></p> <p>The main stakeholders are Elected Members, Employees, Partners including Durham Constabulary, NHS County Durham and Darlington, County Durham and Darlington Foundation Trust, Tees Esk and Wear Valley Foundation Trust, third sector agencies such as Pioneering Care Partnership, Mind and Groundwork Northeast, County Durham Sport, the General Public, County Durham Partnership</p>											
<p>Is a copy of the subject attached? Yes</p>											
<p>If not, where could it be viewed?</p>											
<p><b>Initial screening</b></p>											
<p>Prompts to help you: Who is intended to benefit and how? Could there be a different impact or outcome for some groups? Is it likely to affect relations between different communities or groups, for example if it is thought to favour one particular group or deny opportunities for others? Is there any specific targeted action to promote equality?</p>											
<p><b>Is there an actual/potential negative or positive impact on specific groups within these headings?</b> Indicate : Y = Yes, N = No, ?=Unsure</p>											
Gender	Y	Disability	Y	Age	Y	Race/ethnicity	Y	Religion or belief	Y	Sexual orientation	Y

## How will this support our commitment to promote equality and meet our legal responsibilities?

Reminder of our legal duties:

- Eliminating unlawful discrimination & harassment
- Promoting equality of opportunity
- Promoting good relations between people from different groups
- Promoting positive attitudes towards disabled people and taking account of someone's disability, even where that involves treating them more favourably than other people
- Involving people, particularly disabled people, in public life and decision making

The objectives of the Delivery Plan are to ensure that health inequalities are addressed and reduced for all population groups. The actions contained within the plan fully support our commitment to equality through a broad range of clinical and lifestyle interventions. Some interventions are directly targeted at groups with protected characteristics such as those with learning disabilities, parents of young children and pregnant women, whilst others are intended to engage people to widen participation and uptake of services and activities that directly contribute to health and wellbeing for all.

## What evidence do you have to support your findings?

County Durham is amongst the most deprived unitary authorities nationally, particularly in relation to health :-

- Male and female life expectancy is significantly lower in County Durham than in England
- Life expectancy is 8 years lower for men and 6 years lower for women in the most deprived areas of County Durham than in the least deprived areas (APHO Slope Index of Inequality for Life Expectancy by Deprivation Deciles, 2011)
- Premature mortality rates for the main causes of health inequalities such as cancer, heart disease and stroke continue to fall but remain higher than nationally
- Death from circulatory diseases, heart diseases, stroke and cancers occur across the county at a younger age, than the national average.

The Health and Wellbeing Partnership's Delivery Plan is designed to tackle the major contributors to health inequalities in our county. It is a high level plan and many of the actions contained within it represent core business for the council and partner agencies. The nature of the Delivery Plan means that it is too high level and cross-cutting for a full screening however for those actions relevant to Durham County Council there are processes in place which are embedded within the Council's own planning and financial systems to ensure that any changes or reduction to these services are impact assessed.



The Altogether Healthier Delivery Plan highlights more than just action plans for the SCS, it documents the Health and Wellbeing Partnership (H&WBP) key principles. The communication and marketing of the delivery plan will be crucial to galvanise engagement, forge strong links with local programmes and promote joint ownership of the delivery plan to partner agencies. A variety of channels and tools to communicate in different ways for different stakeholder groups will be considered in order to reach out to key partners in the health and wellbeing partnership.

**Delivery Plan Marketing and Promotion**

- Discussions with key partners at various meetings have informed the delivery plan. (This has taken place involving Health Networks which include voluntary and community sector partners.)
- The plan will be available to a number of groups such as the CDP thematic groups, health networks, local children’s boards, GP led commissioning and councils for voluntary services
- The plan will be uploaded onto the Altogether Healthier area of the County Durham Partnership website.

**Decision: Proceed to full impact assessment – Yes      Date: September 2011**  
**If you have answered ‘No’ you need to pass the completed form for approval & sign off.**


**Section two: Identifying impacts and evidence- Equality and Diversity**

**Section overview: this section identifies whether there are any impacts on equality/diversity/cohesion, what evidence is available to support the conclusion and what further action is needed.**

	<p>Identify the impact: does this increase differences or does it aim to reduce gaps for particular groups?</p> <p>The plan seeks to address needs of all sections of the population. For example at a population level the council will develop the delivery of Health Checks in</p>	<p>Explain your conclusion, including relevant evidence and consultation you have considered.</p> <p>The balance of males and females within the County is fairly evenly split and there are 239,908 (48.62 percent) males and 253,562 (51.38 percent) females living in County Durham (Census 2001). Women make up a larger proportion of the older (65+) population.</p>	<p>What further action is required? (Include in Sect. 3 action plan)</p> <p>1. Equality monitoring and measures considered as part of evaluation of impact of interventions.</p>
<p><b>Gender</b></p>			

	<p>partnership with NHS agencies and ensure that these are targeted to communities where health inequalities are greater.</p> <p>Similarly some interventions are designed to meet the specific needs of gender groupings such as actions to reduce smoking in women who are pregnant and developing a countywide breastfeeding friendly venues programme. Additionally there is an action to target male emotional wellbeing.</p> <p>Actions will lead to an increase in levels of participation in healthy lifestyle interventions and access to services designed to improve wellbeing.</p>	<p>It is noted that gender issues include pregnancy and maternity, marriage and civil partnership and transgender.</p> <p>The Joint Strategic Needs Assessment (JSNA) outlines evidence around health inequalities and key priorities for population health in County Durham. Life expectancy for men living in the most deprived areas of the County is over 6 years lower than for men living in the least deprived areas. For women it is nearly 5 years lower (Health Profile 2010).</p> <p>The recent Scrutiny Review of Health Inequalities which focused upon physical activity noted that male participation in County Durham has increased, however female participation has decreased.</p> <p>Barriers to participation in physical activities include lack of awareness, time, low aspirations, transport, cost, suitability, lack of role models, and in particular for women, lack of childcare.</p>	
<p><b>Age</b></p>	<p>The plan seeks to address the needs of various age groups.</p> <p>There are direct links with the priority theme of 'Altogether Better for Children and Young People'</p> <p>For example there are interventions designed to reduce children and young people's</p>	<p>County Durham has an ageing population. By 2026, the numbers of people aged 65 and over will increase by almost 50 percent, whilst those aged over 85 will increase by over 115 percent (JSNA).</p> <p>The health profile for County Durham 2010 identifies that many of its health indicators are significantly worse than the England average. These include: obese adults, early deaths:</p>	<p>As 1.</p>

	<p>exposure to second hand smoke, increasing physical activity for all ages within communities and measures to address obesity and nutrition for children in families, working age adults and those living in residential care.</p> <p>The delivery objective 'Maximising Independence' involves achieving independence for older and vulnerable people through rehabilitation / intermediate care and providing support for people with housing and other needs to live independently.</p>	<p>heart disease and stroke, early deaths: cancer, deaths from smoking, adults who smoke, hip fractures in over 65's, binge drinking adults, hospital stays for alcohol related harm and mental illness. The distribution of premature death across County Durham is unequal. It is greater in the more deprived wards.</p> <p>Barriers to participation in physical activities include time for adults with work and caring responsibilities, and often cost and transport for children and young people. (Scrutiny Review of Health Inequalities)</p>	
<p><b>Disability</b></p>	<p>The plan is intended to reduce gaps through supporting individuals and agencies to improve population health by increasing life expectancy and promoting wellbeing, with a view to limiting or delaying the onset of ill-health and disability.</p> <p>The plan will ensure access to a range of services and lifestyle interventions to assist with well being across the population.</p> <p>Close partnership working with the NHS will ensure targeted activities for people with learning</p>	<p>County Durham has a higher percentage of permanently sick and disabled people than the North East average, representing a quarter of the working age population. (Further details available from JSNA)</p> <p>Barriers for participation for people with disabilities include access and lack of transport.</p>	<p>As 1.</p> <p>Needs of disabled people to be taken into account when developing lifestyle interventions that support behaviour change.</p>

	<p>disabilities, people who have experienced mental ill health and those with physical disabilities. For example:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> increasing choice and control through a range of personalised services,</li> <li><input type="checkbox"/> provision of training, mentoring and employment opportunities</li> </ul> <p>The plan includes a range of social marketing measures which are directed towards specific population groups and geographies to improve access and raise awareness.</p> <p>The plan includes actions to improve access to leisure and physical activities for people with disabilities.</p>		
<p><b>Race/Ethnicity</b></p>	<p>The plan aims to reduce gaps for ethnic minority groups. For example there is an action to target mental health improvement towards specific BME groups.</p> <p>Ethnicity monitoring is currently disparate making it difficult to assess general impact. Activity linked to Gypsy/Roma Travellers</p>	<p>According to the 2001 Census, black and minority ethnic people represent around 1% of the population with the three largest minority groups being Irish, Indian and Chinese. However, it is estimated that the percentage has doubled in recent years, primarily due to an increase in the number of migrant workers from Eastern European countries. Durham city is more diverse in terms of ethnicity due to the student population. There is also a significant population of Gypsies and Travellers who are</p>	<p>As 1.</p> <p>The Health Needs assessment for Gypsy/Roma Travellers has been completed. Action planning for the health needs assessment will be undertaken.</p>

	is measured.	either migrant or settled in the county.  There are gaps in evidence. More performance monitoring needs to be in place to illustrate the impact of activity so that we could see whether certain actions have contributed to an improved quality of life for BME groups.	
<b>Religion or belief</b>	Monitoring in terms of religion or belief does not routinely take place.  However religion and belief is a known resilience factor for positive mental wellbeing. Service delivery will be based upon best practice and facilitate the positive aspects of religion and belief.	In County Durham over 83% of people state their religion as Christian, around 1% as either Buddhist, Hindu, Jewish, Muslim or Sikh and 16% as having either no religion or not stating their religion (Census 2001).	As 1.
<b>Sexual orientation</b>	Services and delivery are available to the whole population including all gay, lesbian and bi-sexual groups.  Although specific work with the LGB community in relation to reducing suicide and reducing harm from drugs and alcohol is not explicitly referenced in the HWBP delivery plan, we need to ensure that this work is built into subsidiary plans.	No accurate data is available about the number of lesbian, gay and bisexual people living in County Durham. However Government and Stonewall estimates state that between 5% and 7% of the population is lesbian, gay or bisexual. This would amount to between 25,000 and 35,000 people in County Durham.  Studies show that lesbian, gay and bisexual people show higher levels of anxiety, depression and suicidal feelings than heterosexuals. (Stonewall)	As 1.  Actions relating to LGB community and alcohol harm reduction are built onto the existing alcohol harm

	<p>Monitoring in terms of sexual orientation does not routinely take place.</p> <p>Social Marketing activity is specifically aimed at different population groups to improve access and raise awareness.</p>	<p>reduction plan. We will ensure LGB issues are considered in the developing Public Health strategy to tackle mental health and wellbeing.</p>
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**How will this promote positive relationships between different communities?**

The Delivery Plan aims to meet the population health needs of all groups and communities within County Durham. Action taken to reduce health inequalities directly impacts upon the wellbeing of individuals and their communities. Improved population health has economic benefits which contributes to the on-going sustainability of communities.

Actions to improve access to opportunities for physical activities and to widen participation in physical activity will also support community wellbeing.

The Delivery Plan contains specific actions to develop health champions and utilise community groups and the third sector to support communities to develop their own wellbeing.

**Section three: Review and Conclusion**

**Summary:** please provide a brief overview, including impact, changes, improvements and any gaps in evidence.

The Delivery Plan is specifically intended to improve the health and wellbeing for people across all protected characteristics within County Durham utilising a partnership approach in which DCC and NHS County Durham are instrumental. The actions contained within the plan have been influenced by national and local research and consultation.

DCC Actions are monitored on a quarterly basis to ensure progress is continually measured and remedial action taken. This includes corporate and service plan monitoring as well as equality monitoring.

Whilst the Delivery Plan does not appear to suggest a negative outcome for any specific population groups, it will be the impact

<p>assessment of the delivery mechanisms which will be the most important element to ensuring that services are readily accessible by those with disabilities and are available and equitable to all population groups. Separate impact assessments by service groups should be undertaken when changes to services are planned and there are mechanisms within DCC to ensure that this will occur.</p> <p>Additionally it should be noted that some actions within the Health and Wellbeing Partnership Delivery Plan also feature within the Corporate Plan which has also been Equality Impact Assessed.</p> <p>Those actions in the Delivery Plan which are the led by partner agencies and community groups will be impact assessed according to their organisational policies.</p> <p>It is important that all interventions are evaluated to assess whether they are reaching those most in need and are cost effective. Evidence suggests social marketing can be a powerful tool for achieving tangible and measurable impact on behaviours. A separate equality impact assessment has been undertaken on the use of social marketing. Health Impact Assessments also support this process, identifying the impact on health that key decisions/policies have. Therefore ensuring that programmes do not have a negative impact on health locally. Health Impact Assessment screenings have taken place on the overarching Sustainable Communities Strategy, Local Transport Plan 3 and Housing Strategy.</p>			
Action to be taken	Officer responsible	Target Date	In which plan will this action appear
1. Promote awareness of plan – communication strategy (e.g. County Durham News, press release, member seminars, council website)	Julia Bates Partnerships Officer – DCC  Michelle Baldwin Public Health Practitioner- Partnerships – NHS County Durham	March 2012	Healthier Communities Team Plan
Equality monitoring and measures considered as part of evaluation of impact of interventions.	Director of Public Health	To be determined	Joint Strategic Needs Assessment/ Health Improvement Plan
Equality measures to be considered by other agencies within the Health and Wellbeing Partnership	Director of Public Health	To be determined	
Other formats/languages and a document summary			

available upon request.	
When will this assessment be reviewed?	To be Determined – the Delivery Plan will be reviewed by 2013 following transfer of public health activities to DCC in accordance with the Health and Social Care Bill currently progressing through Parliament. This includes the need for a Health and Wellbeing Strategy and may displace this Delivery Plan. Additionally the Government is due to publish a new Outcomes Performance Framework which may act as a catalyst for further change to this plan
Are there any additional assessments that need to be undertaken in relation to this assessment?	<p><b>Yes:</b></p> <p>1) Evaluative framework assessing impact of physical activity programmes; and</p> <p>2) Use of social marketing</p>
Lead officer:	Date:
Service equality representative:	Date:

**Please email your completed Impact Assessment to the Equality team - [equalities@durham.gov.uk](mailto:equalities@durham.gov.uk).**



**Cabinet**

**16 November 2011**

**North Durham Academy Contract Award**



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**Report of Corporate Management Team**

**David Williams, Corporate Director, Children and Young People's Services**

**Councillor Claire Vasey, Cabinet Portfolio Holder for Children and Young People's Services**

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**Purpose of the Report**

1. The purpose of this report is to advise Cabinet that all contracts for the design and build of the North Durham Academy (NDA), including all ICT contracts (the NDA Contracts) have been awarded to and completed with Durham County Council's (the Council's) Local Education Partner (the LEP) on 15 September 2011.

**Background**

2. Due to the demands of Durham's Building Schools for the Future (BSF) Programme for NDA, the NDA Contracts had to be awarded and completed in early September. It was not possible to obtain Cabinet's approval to award and complete the NDA Contracts prior to the required September completion date. To meet the required completion date, the decision to award and complete the NDA Contracts was made by the Corporate Director, Children and Young People's Services, (in consultation with the Cabinet Portfolio Member for Children and Young People's Services), using a general emergency power delegated to him under the Council's Constitution, set out in Part 3 C, Table 1, paragraph 12.
3. There is a requirement under the Council's Constitution that any action taken using this delegated emergency power must be reported to a subsequent Cabinet meeting. This report satisfies that requirement.
4. As previously approved by Cabinet (22 June 2006, Durham's BSF Programme is being delivered through the LEP. The LEP is a special purpose company consisting of three shareholders: Inspiredspaces Durham Limited (Inspiredspaces), the private sector partner with an 80% shareholding, and the Council and International Public Partnerships (INPP) each with a 10% shareholding in the LEP. INPP recently acquired the Government's shareholdings in Durham's and other LEPs' BSF Programmes.

- 5 The Council awarded the framework and initial contracts for the BSF Programme in August 2009 to the LEP.
- 6 The LEP's framework contract (the Framework Contract) runs for a period of 10 years with opportunities to extend this period if both the Council and Inspiredspaces agree to an extension. Under the Framework Contract, the LEP is granted exclusivity to carry out all design, construction and ICT works to the Council's secondary schools, with a more flexible approach being taken to facilities management services. These new projects are developed through collaboration and negotiation, using national and local benchmarking to control quality, cost and value (New Project Development Process. The LEP is also required to market test its supply chain after 5 years to ensure this remains competitive.
- 7 Nine schools are being/have been delivered through BSF funding as part of Wave 3. NDA and Consett Academy were given authority to proceed by the Department for Education (the DfE) in 2010/11. The DfE agreed that the funding for NDA would be at the level agreed in the Outline Business Case approved by Cabinet on 03 March 2011 and by the then DCSF on 01 April 2010.

### **Development of North Durham Academy**

- 8 NDA came into existence on 1 September 2011. It will operate from its existing sites until July 2013 when the new building on the Kings Head site in Stanley is completed and handed over to the Council and the Academy Trust ready for the start of the 2013/2014 academic year. The Council will then lease the new building to the Academy Trust for a period of 125 years.

### **Development of New Projects**

- 9 The New Project Development Process was described in the Cabinet report for St Bede's RC Comprehensive in July 2010 and is the process that has been followed for NDA.
- 10 A detailed planning application was submitted for NDA in May 2011 following community consultations in the local area and the approval was granted on 12 July 2011. The design for NDA has been developed with the full involvement of the Academy Sponsor - New College Durham, and with representatives of the Council as co-sponsor. Officers from within the Council and the BSF external advisors have been key to ensuring value for money is achieved.
- 11 The New Project Development Process was concluded by submitting a Final Business Case (FBC) to Partnerships for Schools (PfS), which was approved on 9 September 2011.
- 12 The funding for NDA was then released, which allowed the Council and the LEP to enter into the NDA Contracts on 15 September 2011.

## North Durham Academy Design

- 13 NDA is designed for a capacity of 1500 11-16 pupil places plus 200 post 16 places. There is an additional provision for up to 25 students in a Language Resource Base.
- 14 The scheme is a new build on the Kings Head site in Stanley. The accommodation is arranged over 4 floors with faculty wings providing year bases for pupils as well as general and specialist teaching accommodation. The PE accommodation is located to the west of the site to enable easy access for community use along with an external floodlit artificial turf pitch and other external hard play and grass pitches.
- 15 The premises will reflect the ethos of the sponsor and co-sponsor for inclusion, progression and excellence with an emphasis on demonstrating the world of work. The building will not only have modern teaching spaces with flexibility and adaptability built in, but also practical work spaces for hair and beauty and a motor vehicle workshop to enable specialist vocational subjects to be taught on site in tailor made environments. These, together with the post 16 provision, will facilitate a breadth of curriculum offer to young people in the Stanley area currently not available in their locality.
- 16 The key objectives from NDA's vision that the LEP were required to address included the following:
  - Ensuring the design supports the founding core principles of inclusion, progression and excellence by providing a variety of flexible and specialist learning spaces that can cater for students of all abilities and backgrounds, supporting and inspiring them to make the most of their abilities and aspirations.
  - Demonstrating the specialism of business and enterprise with an emphasis on providing learning environments which reflect the world of work.
  - Create a central focus or 'heart' for NDA that can be used flexibly as a social space, ICT rich media space, exhibition and dining area which can also be used by the community out of hours.
  - Offer a small school environment within a large academy, including dedicated social spaces.
  - Provide a core of post 16 accommodation with its own identity, connected to specialist accommodation in other areas of NDA.
  - Provide a vibrant resource for the communities served by the NDA.
  - Incorporate environmental and sustainability features.

- 17 The LEP has worked closely with the Academy sponsor and Principal Designate during a series of engagements to ensure that their proposed designs met these objectives. Development of the floor plans, elevations and a site plan for the new school have been progressively monitored by the BSF Project Board, and can be accessed by members by request to the BSF Team. In addition the planning drawings are available on the Council's planning portal.
- 18 The NDA project is being delivered as single phase on a remote site from the existing schools thereby removing any risk of disruption to pupils during the build period. The completion date is programmed for the beginning of July 2013 to allow decant from existing building prior to and at the start of the summer holidays 2013 to enable the NDA to open its doors for the start of the autumn term September 2013.

## **ICT**

- 19 An update on the proposal for the delivery of a new ICT system and associated managed service to schools was included in the report to Cabinet dated 19 January 2011.
- 20 Subsequently, PFS has relaxed its requirement for schools to buy into a managed service and it is the intention of the Academy Trust to manage the ICT service. This has required the Academy Trust to confirm its commitment to maintain the system so that it continues to meet its intended level of performance through the BSF investment. This includes refresh of equipment, components and software.
- 21 The ICT contract and schedules were also signed on 15 September 2011 to align with the building contract award.
- 22 The ICT contract included the ability to vary the NDA ICT solution following the introduction of Consett to the same Academy Trust. The BSF team is reviewing the ICT solution against the inclusion of Consett Academy and will report back to the Trust board on this.

## **Facilities Management Services (FM)**

- 23 Under the terms of the lease agreement, the Academy Trust will take full responsibility FM Services including maintenance caretaking and cleaning for the full period of the lease.
- 24 The Academy Trust will be free to choose how they procure these services but again, the commitment to maintain the building to particular standards was a requirement of the release of funding.

## **Project Costs and Value for Money**

- 25 PFS has made available £32,979m for this project. Costings have shown that the Academy can be built, and its ICT provided, within this sum.

- 25 Our Technical Advisors undertook a thorough review of the detailed costing information which included a check on both the quantities and rates used to arrive at the overall price for the project.

### **Contractual Arrangements**

- 26 The NDA Contracts were awarded to the LEP for the design and build of NDA and the ICT systems.
- 27 The NDA Contracts are in the 'standard form' developed by PfS specifically for the BSF market, with amendments introduced to suit the specifics of Durham's BSF Programme.
- 28 The NDA Contracts were carefully reviewed by our internal solicitor with support from our external legal advisers, Dickinson Dees and signed off by PfS.

### **Programme**

- 29 The key dates for delivery of the NDA project are as follows:

Works commenced on site	19/09/11
Ground breaking ceremony held	20/09/11
Building ready for decant	01/07/13
Formal handover	16/07/13

There will be deferred planting to the landscaping required as this work is seasonal which is intended to be complete by end December 2013.

### **Risks**

- 30 The risks of proceeding/not proceeding with this contract award have been considered and are detailed in Appendix 2.

### **Recommendations**

- 31 Cabinet is requested to note the contents of this report and endorse the decision to enter into the NDA Contracts for the delivery of the NDA project with the LEP.

### **Background Papers**

- (i) Building Schools for the Future: Outline Business Case Report dated 22 February 2007.
- (ii) BSF wave 6 OBC report dated 03 March 2010.

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**Contact: David Theobald                      Tel: 0191 370 8853**

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## **Appendix 1: Implications**

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**Finance** – The contracts for the Academy are fully funded by the Government. DCC project support costs are included in the updated BSF support budget.

**Staffing** - Staff have been appointed to the academy under new and TUPE arrangements.

**Risk** - The risks associated with awarding the contract are attached in Appendix 2.

**Equality and Diversity / Public Sector Equality Duty** - Inspiredspaces has confirmed that they comply with DCC's requirements in relation to Equality and Diversity and have provided a copy of their Equal Opportunities and Diversity Policy.

**Accommodation** - None

**Crime and Disorder** - Secured by Design is the UK Police flagship initiative supporting the principles of "**designing out crime**" by use of effective crime prevention and security standards. This initiative has been incorporated into the designs of all of the new schools.

**Human Rights** - None

**Consultation** – There has been extensive consultation during the design development process. Presentations to the AAP have been made as well as public consultations during the planning process. The academy staff themselves have been key consultees during the detailed design of the building.

**Procurement** - The LEP was procured through OJEU and competitive dialogue and as such, has exclusivity rights to all secondary school capital projects as well as opportunities to deliver other council capital projects.

**Disability Issues** – North Durham Academy will be fully inclusive and will be DDA compliant with access to all parts of the building and its playing fields.

**Legal Implications** - None

Item No	Risk	Impact of Risk	GROSS RISK					Gross Risk Score	Mitigation	NET RISK					Net Risk Score	Progress	Risk Owner	Risk Proximity
			Financial	Service Delivery	Reputational	Impact	Likelihood			Financial	Service Delivery	Reputational	Impact	Likelihood				
			Red	36	75													
			Amber	26	35													
			Green	0	25													
1	Delayed start of construction due to protracted FBC/FC period	Building not ready for decant at start of school holidays	2	4	10	3	30	Stage 2 programme sufficiently robust & detailed. Contingency plan for decant at start of Summer break.	2	1	2	5	2	10	Stage 2 programme sufficiently robust & detailed. Contingency plan to be developed	LEP	1	
2	Demographic and residential trends may impact on the long term benefits that the project is expecting to deliver	Mismatch between the size of accommodation and pupil numbers/community use will result in unsuitable buildings and failure to secure best value	3	2	8	3	24	Detailed studies in relation to demographic and residential trends are completed for each school in advance of the design work commencing.	2	1	2	5	2	10	There has been no indication of changes to the demographic and residential trends for North Durham Academy	SP	4	
3	Meeting the proposed construction timescale	Disruption to service delivery	3	4	9	3	27	Effective project management and dedicated resources are in place to meet the programme.	2	3	2	7	2	14	The timetable is being met currently	YE	4	
4	Impact on service delivery during the transition /decant period	Potential for exam results to deteriorate, periods of sickness and absence to increase and morale to be affected	1	4	9	3	27	Schools involved throughout the process. Support given to ensure transition is planned	1	2	4	7	3	21	Predecessor school staff fully engaged in room layout decisions. Academy Principal central to discussions on programme	IS	4	
5	Potential conflict with stakeholders and/or local communities	Stakeholders expectations not met.	1	2	6	3	18	High importance given to effective communication with all stakeholders. All information and communications are open, honest and based on realistic projections	1	1	2	4	2	8	community consultation held prior to planning application. IS will issue neighbourhood newsletters during construction period. Staff will meet with residents group at their request.	All	3	
6	Potential alignment and integration with sister academy not realised due to funding restrictions for Consett Academy	Potential for exam results to deteriorate, periods of sickness and absence to increase and morale to be affected, stakeholder expectations not met	1	3	8	3	24	early sponsor led discussions to take place regarding potential integration and alignment	1	2	2	5	2	10	sponsor aligning school day, approach to lunch etc. Sponsor also considering breadth of curriculum across the two academies	Sponsor	4	
7	Delayed progress on Consett Academy results in revisiting decisions taken for NDA	delays to programme, sponsor not fully able to realise vision, increased cost	1	2	6	3	18	Develop Consett Academy according to programmed timescales to enable the vision for both academies to be realised	1	1	2	4	2	8	Design development for Consett academy is on programme.	BSF/LEP	2	
8	Trust position re: ICT solution	mis-alignment of systems resulting in lost opportunity to create efficiencies and links between the two academies	1	2	6	3	18	early consideration of Consett ICT solution to make sure systems are compatible	1	1	2	4	2	8	discussions with the sponsor are ongoing to develop systems for both academies that are compatible	Sponsor	4	
9	Residual unknown site conditions result in increased costs for abnormals	delay to programme, increased costs	3	2	7	2	14	Outcome known from SI's to include location and treatment of mine shaft. Sub structure designed to suit	1	1	2	4	2	8	SI's complete and outcome known including location and treatment of mine shaft. Sub structure designed to suit	LEP	2	
10	Academy Sponsor not happy with emerging building during construction	delays to programme, sponsor not fully able to realise vision, increased cost	2	5	12	3	36	Close contact maintained with academy sponsor during build period. Changes fully considered and advised to sponsor. Sponsor full involved in design process.	1	1	2	4	2	8	Sponsor has been central to the design process. Stage 2 submission hold no surprises. BSF Project Coordinator will ensure close contact during build period.	BSF/LEP	1	

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**Cabinet**

**16 November 2011**



**Employment Land Review**

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**Report of Regeneration and Economic Development**

**Ian Thompson, Corporate Director of Regeneration and Economic Development**

**Councillor Neil Foster, Cabinet Portfolio Holder for Regeneration and Economic Development**

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**Purpose of the Report**

1. This report highlights the key findings and recommendations of the recently completed County Durham Employment Land Review (ELR).

**Background**

2. The ELR has been produced in partnership with planning consultants Nathaniel Litchfield & Partners (NLP), and provides key background evidence for the economic development elements of the County Durham Plan. The emerging ELR was used in the preparation of the 'Policy Directions' consultation paper.
3. The brief for the document was to consider all factors which contribute to a successful economic land portfolio and consider recent changes such as the loss of regional funding and public sector resources which have previously been used to direct industry; to consider what industry requires in respect of attracting national and regional, stimulating and retaining local markets.
4. There are a number of overriding conclusions from the study. These are highlighted below.

**Findings**

5. The unique economic geography and recent political history of the County means that Durham cannot simply be viewed as one homogeneous commercial market or economy. Analysis previously compiled by DCC indicates that the County can generally be subdivided into six distinct commercial property markets as outlined above. This has been validated through consultation undertaken with landowners, developers and commercial agents as part of the ELR process:
  - A1 Corridor and Durham City – attracting national and regional investment due to proximity to transport corridors.
  - A19 Corridor – Attracting regional investment again due to good transport links
  - Bishop Auckland and Consett areas servicing local indigenous employment.

- The rest of the County stimulating local and specialist employment which do not rely on transport infrastructure.
6. The County's economy has performed moderately in recent years – although this does not reflect the significant local variations observed. Macroeconomic factors such as the continued fragility of the global economic recovery and the impact of the Government's austerity measures are likely to present key challenges.
  7. The number of employee jobs in County Durham increased by 6.3% over the period 1998-2008 – a decade characterised by strong economic growth at the national level. Comparison with national (9.5%) and regional (9.0%) growth rates over the period suggests some degree of underperformance in Durham. Growth rates have not been uniform across the County, with Durham City (16.5%) experiencing particularly rapid increases in employee jobs. This was, however, offset by a small contraction in the rural West and a large reduction in jobs in the south of Durham.
  8. At the County level, the increase in jobs over the period 1998-2008 has been driven primarily by strong growth in: public administration & health; banking, finance & insurance; and distribution, hotels & restaurants. Manufacturing employment fell by almost 16,000 jobs during the decade. Despite this, the sector remains an important employer, with strong growth forecast in a number of key sub-sectors.
  9. Whilst the performance of the County was moderate in terms of net employment generation, it should be noted that Durham's business base grew strongly over the same time period. Indeed, the number of VAT registered businesses increased by 23%, exceeding the national (18%) and regional (20%) average.
  10. The legacy of the recession and public sector cuts will undoubtedly place significant strains on the local economy over the short to medium term, with Durham City in particular likely to be vulnerable. The public sector accounts for one third of all jobs in the County, rising to more than 40% in Durham City.

## **Opportunities**

11. An ambitious strategy for the County has been set, predicated on delivering high levels of growth and economic prosperity. Whilst delivering this step change is clearly aspirational, it is underpinned by an understanding of the area's opportunities and a commitment to capitalise upon them.
12. Analysis set out within the ELR identifies the potential for strong growth in the businesses services sector. The aspiration to increase the provision of modern, grade A office premises in close proximity to Durham City is critical in supporting this opportunity to enable the city to attract more high quality occupiers. This will enable the County to complement the City Regions and add to and offer a different opportunity to the portfolio of sites available in the North East when seeking to attract investment.

13. Additionally, work undertaken to inform the County Durham Economic Assessment (CDEA) has identified particular growth opportunities for the local economy related to printable electronics and low carbon vehicles. The former will build upon existing assets such as NetPark. The low carbon opportunity will be realised by supporting existing businesses operating in the field, as well as efforts to capitalise upon the major investment of Hitachi at Amazon Park by maximising the supply chain benefits of the development.
14. County Durham is perceived as a popular business location but must ensure an appropriate supply of sites and premises if it is to continue to attract and retain businesses.
15. An analysis of inward investment data suggests that the County attracted more than 200 inward investment opportunities projected over the 10 year period to 2006/07, creating approximately 4,300 jobs. Business consultation undertaken as part of the ELR indicates that the investment decisions of firms moving to or setting up in County Durham were previously influenced primarily by the availability and cost of premises, as well as accessibility to the strategic road network in particular the A1(M) and A19.
16. A significant number of businesses expect to grow over the next 10 years, with almost one quarter anticipating that this growth will result in the need for new premises. Looking ahead, the factors of most importance in influencing investment decisions are expected to be more heavily weighted towards issues of quality. They include: quality of the industrial estate; quality of premises; and connectivity (broadband access and proximity to the strategic road network).

### **Quantum of Employment Land**

17. In basic quantitative terms, the County appears to have a substantial amount of employment land, comprising some 902ha of available land on existing and allocated sites. There are, however, clear imbalances in the distribution of this portfolio, having regard to the relative strength of demand in the County's various market areas.
18. The A1 Corridor has 34 sites, comprising some 423ha of available employment land. The area benefits from a reasonable spread of higher quality sites throughout the A1 Corridor, including well established locations such as Drum, Newton Aycliffe and Bowburn. Strategically important sites such as NetPark, Turisdale and Heighington Lane Prestige are all situated within the market area.
19. There are just 13 sites in the Durham City market area, accounting for 94ha of available employment land. Sites in the area generally scored relatively well in the appraisal exercise. This indicates that the stock is of reasonable quality although there is a clear shortage of city centre office sites. The area contains relatively few large sites available for employment development; with land at Aykley Heads and Meadowfield the only exceptions.

20. The A19 Corridor has 127ha of available employment land spread across 20 sites, which are largely focussed in the main towns of Seaham and Peterlee. The poorer quality sites within the area are typically located within the smaller settlements such as Shotton and Wingate and serve a more localised market.
21. There are 40 sites in the Consett market area, comprising some 110ha of available employment land. There are a number of locations in the area, including Villa Real and Greencroft, which provide good development plots on attractive, well occupied sites and these perform well in the local market context. They do not, however, score as well as similar sites elsewhere in the County – this is reflective of the more localised nature of market demand in the area and the distance from the strategic road network.
22. In the Bishop Auckland market area, 24 sites provide a total of 126ha of available employment land. Sites in the area generally scored relatively poorly. This is in part a function of the localised nature of market demand and distance from the strategic road network, although in a number of sites it also reflects the industrial legacy of the area which has resulted in sites that are no longer fit for purpose.
23. There are an additional 24 sites elsewhere in County Durham. In total, these account for a further 22ha of available employment land. There is a good distribution of sites, with land located in a number of smaller settlements throughout the rural areas of the County, as well as a significant level of provision in the main service centre of Barnard Castle. A number of the sites are relatively poor quality and are constrained by issues of deliverability and/or viability.

### **Economic Forecasting**

24. Econometric modelling work undertaken by St Chad's College to inform this ELR has sought to understand the impact of a change in the employment rate with respect to absolute employment numbers. Specifically, the work modelled the impact of achieving a 72% and 78% employment rate at the County level by 2030. These figures were selected to understand the implications of under or over performance relative to a target of 75%. In effect, they have been used to sensitivity test the target. While the Council's performance target of 73% is acknowledged as being slightly below the target of 75% used in the forecasting for the ELR, it is felt that this level of ambition is reasonable in the long term and is suitable to plan for over a 20 year period.
25. The modelling work indicates that achieving an employment rate of 72% would see a net increase of 12,300 jobs over the period to 2030. This figure rises to 26,000 if an employment rate of 78% is considered. Taking account of this analysis, and adopting the mid-point or average between these two 'bookends' it can be assumed that achieving an employment rate of 75% would result in a net increase of 19,000 at the County level. This equates to 950 net new jobs per annum.
26. The Council's target of 19,000 net new jobs falls within a range of labour demand scenarios considered by St Chad's. Furthermore, DCC are seeking to deliver a Core Strategy that is predicated upon delivering high levels of economic growth and closing the gap on regional and national levels of

economic performance. This is an ambitious but reasonable basis upon which to plan in employment terms.

### **Allocating Sufficient Land for Development**

27. It is recommended that the County plan to provide 350-400ha (gross) of employment land for development over the LDF period. This range has been identified by considering a number of labour demand scenarios and historic take-up rates, whilst also having regard to market realities and economic/planning policy objectives.
28. The recommended range represents an annual demand of 17.5-20ha (gross), which is higher than the level of demand forecast under the four labour demand forecasts produced by St Chad's, as well as the land requirement implied by achieving employment growth of 19,000 jobs, as discussed above. It is however, significantly lower than the demand forecast by projecting forward past take-up rates.
29. In employment land terms, there is a risk that planning for the level of provision derived from the labour demand forecasts would result in a significant shortfall of land in the event that take-up over the LDF period is close to historic levels. Such a scenario would constrain economic development across the County. Conversely, it is inappropriate to plan on the basis of past take-up rates, particularly given current lending restrictions and the muted economic recovery. Drawing upon the above it is considered that, in land terms, it is appropriate to plan for a requirement of 350-400ha. This would appear to strike an appropriate balance between aspiration and commercial/economic realities. The performance target of 75% employment rate used in defining the level of need is acknowledged as ambitious. It will be necessary to monitor development rates over the Plan period and release more employment land if performance is meeting the target.

### **Site Recommendations for the County Durham Plan**

30. 155 existing and allocated employment sites have been assessed, totalling around 900ha of land available for all business and industrial uses including prestige industrial locations as well as the scrap yards and small scale compounds. This is significantly higher than the level of demand anticipated over the LDF period (350-400ha). It was therefore necessary to consider reducing the portfolio of land in order to address this significant quantitative oversupply. An oversupply of employment sites could potentially undermine the Council's strategy and the soundness of the Plan.
31. A detailed assessment of the committed employment sites in the County indicates that 346ha of land, relating to 51 sites, could be de-allocated. A delivery focused approach has been adopted to identify sites for de-allocation or release, having regard to a variety of factors including: the strength of demand in an area relative to supply; consultation with developers and agents regarding the attractiveness of key sites; and site-specific delivery constraints. The attached map (appendix 2) identifies the geographic market areas, with the relative potential demand and how this could be achieved through retention, allocation and de-allocation of sites. The schedule at appendix 3 identifies the individual sites which are to be retained and those to be de-

allocated. The sites identified to be de-allocated are predominantly those which have been allocated in previous local plans but which have not stimulated any interest or investment or sites which are a legacy of industrial decline with poor quality buildings and seen as problematic in respect of accessibility. Sites to be de-allocated can therefore be addressed in a more flexible manner, whilst allowing existing employment to continue and indeed grow, it would also enable alternative uses to be explored.

32. Aykley Heads provides the Council with a unique opportunity to develop, on the edge of the City Centre, a new central business district for the city centre within a parkland setting. The site has the potential to attract new employers to the City of a national and international pedigree. The site has been identified as providing a potential mixed use development which may also incorporate an element of residential development.

33. Three other sites have the potential to deliver a specialist role within the County's economy and have been removed from the general portfolio of employment land. They offer the potential to attract end users that have distinctive requirements in terms of the scale, location or particular characteristics of a site. The sites are listed below and should be protected from coming forward for employment uses that could be accommodated on general employment sites elsewhere:

- Part of Heighington Lane / Aycliffe Prestige: strategic investment opportunities related to the Hitachi train assembly plant.
- NETPark: knowledge based r&d activity.
- Turisdale: development of a rail freight facility.

34. Taking the above sites into consideration would leave 298ha of available employment land. Given the predicted future requirement of 350-400ha, an additional 52-102ha would be required and opportunities have been identified for the following locations:

- 18ha of new allocations in the A1 Corridor, comprising a small extension to the Belmont estate near Durham and a major new land allocation adjacent to Drum.
- New allocations totalling 5ha in the Durham City market area, to include 2 small city centre development sites (Elvet Waterside and the Former Ice Rink) and additional land at Aykley Heads (4.2ha). There are also the potential of new allocations at Meadowfield or the Arnison Centre.
- Additional allocations totalling 25-35ha in the A19 Corridor. Whilst no specific sites have been identified as yet, 3 possible options are being considered.
- A small extension to the Hobson Industrial Estate in the Consett Market Area, measuring 1.66ha.
- 7ha of new allocations elsewhere in the County comprising of land at Shawbank and Eastgate.

## **Conclusions**

35. The Employment Land Review supports the work of the County Durham Economic Partnership in planning for future employment generation of around 19,000 new jobs. Whilst current market conditions are poor, the County Durham Plan will need to make adequate provision for future employment over the next twenty years. The Employment Land Review recognises that a number of sites are no longer required and the plan could adopt a more flexible approach to the future use of these sites. In addition it also proposes new allocations of 72-82ha, creating a portfolio of up to 380ha. The basis of this work is that we have the land needed to accommodate any investment opportunity that may occur in the County having the right sites, in the right place.

## **Recommendation**

36. Cabinet is recommended to approve the Employment Land Review and agree that it be used as evidence to support the development of the County Durham Plan.

## **Background papers;**

A copy of the Employment Land Review has been deposited in the Members Room Library and the report is also available electronically.

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**Contact: James Cook Tel: 01913872084**

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**Appendix 1: Implications**

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**Finance – None**

**Staffing – None**

**Risk – The document forms an essential part of the evidence base for the County Durham Plan. Without an up to date Employment Land Review there is a risk that the County Durham Plan would be found un-sound.**

**Equality and Diversity / Public Sector Equality Duty – None**

**Accommodation – None**

**Crime and Disorder – None**

**Human Rights – None**

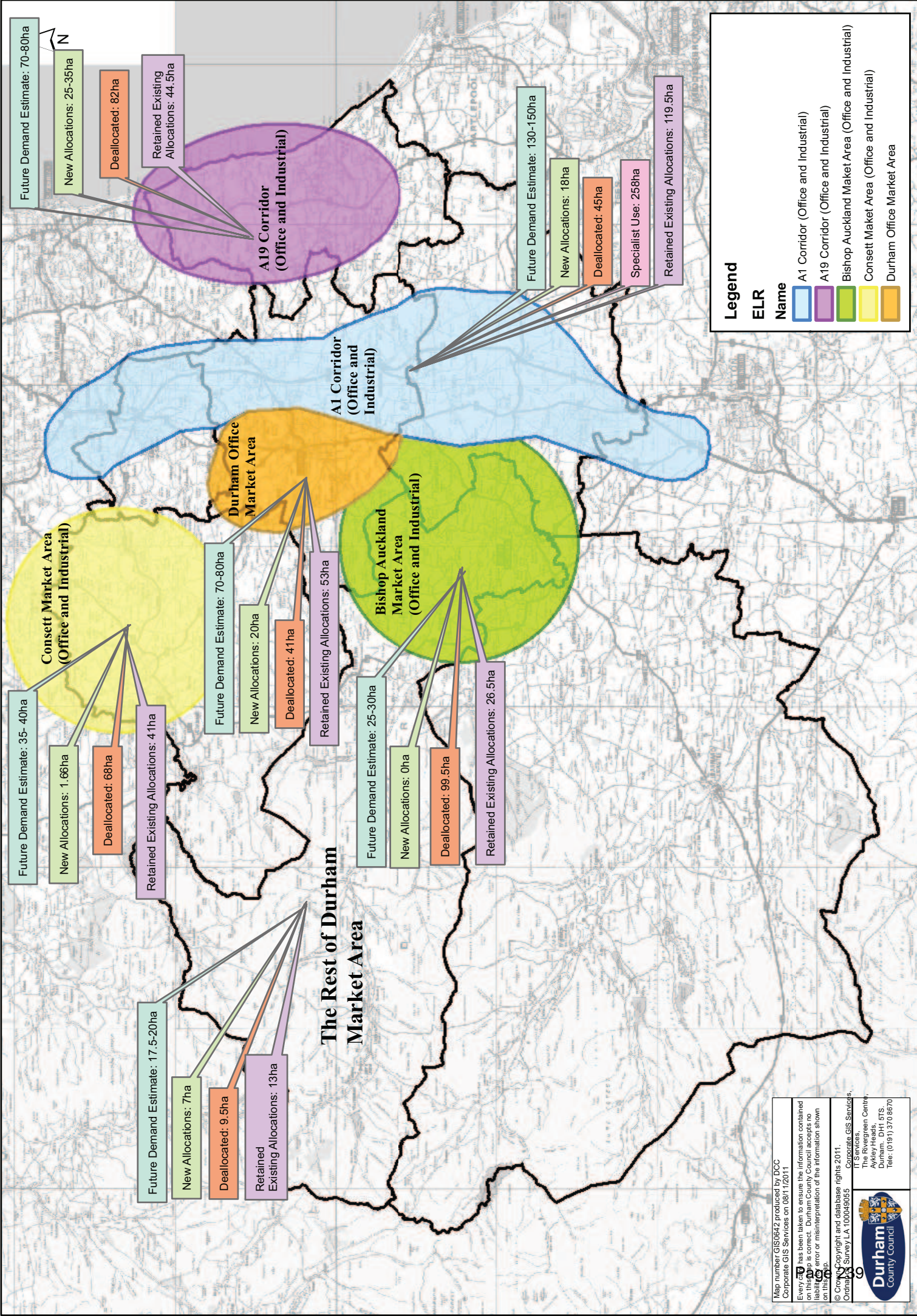
**Consultation – The document will form part of the evidence base for the County Durham Plan. The Plan is subject to consultation through the plan making process.**

**Procurement – None.**

**Disability Discrimination Act – None.**

**Legal Implications – None.**





Future Demand Estimate: 70-80ha  
 New Allocations: 25-35ha  
 Deallocated: 82ha  
 Retained Existing Allocations: 44.5ha

**A19 Corridor (Office and Industrial)**

Future Demand Estimate: 130-150ha  
 New Allocations: 18ha  
 Deallocated: 45ha  
 Specialist Use: 258ha  
 Retained Existing Allocations: 119.5ha

**A1 Corridor (Office and Industrial)**

**Durham Office Market Area**

Future Demand Estimate: 70-80ha  
 New Allocations: 20ha  
 Deallocated: 41ha  
 Retained Existing Allocations: 53ha

**Bishop Auckland Market Area (Office and Industrial)**

Future Demand Estimate: 25-30ha  
 New Allocations: 0ha  
 Deallocated: 99.5ha  
 Retained Existing Allocations: 26.5ha

**Consett Market Area (Office and Industrial)**

Future Demand Estimate: 35-40ha  
 New Allocations: 1.66ha  
 Deallocated: 68ha  
 Retained Existing Allocations: 41ha

**The Rest of Durham Market Area**

Future Demand Estimate: 17.5-20ha  
 New Allocations: 7ha  
 Deallocated: 9.5ha  
 Retained Existing Allocations: 13ha

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**A1 Corridor**

Predominantly to attract new investment with particular focus on the International, national and regional markets whilst still providing sites for local indigenous firms.

**Future Demand Estimate 130 – 150ha**

This area of the County is expected to provide the highest levels of demand for employment land due to its exceptional transport links meeting the requirements of businesses going forward.

**New Allocations**

<b>Drum extension</b>	This has proved a popular business location in the north of the County with high land take. This popularity is underpinned by the proximity of the site to the A1(M) and NewcastleGateshead. The existing industrial estate has just 4ha of land remaining, therefore an extension is proposed at land to the south of the A693.
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**Sites to be de-allocated** – These sites are recommendations based on current market intelligence however, are still subject to review as part of the land use allocations.

<b>Salters Lane, Sedgefield</b>	The available plot on this site does not benefit from a prominent location within the estate and market intelligence identifies that it is unlikely to be taken up by a single unit.
<b>Chilton Extension</b>	Having regard to the current level of over supply, it is recommended that the extension to the estate be de-allocated. Approximately 8ha of land is available on the existing estate and this is considered sufficient.
<b>Coxhoe</b>	A significant proportion of the site has recently been lost to housing. This indicates that the site does not have a long term future as a traditional employment location.
<b>Lumley Brickworks</b>	Small vacant site that was historically allocated by Chester-le-Street District Council and has never come forward for employment purposes.

<b>Mainsforth</b>	The estate is relatively remote and currently suffers from high levels of vacancy.
<b>Quarrington Hill</b>	The estate suffers from high vacancy rates and a number of the existing units are of poor quality.

**Specialist Use sites**

<b>Heighington Lane</b>	This provides a strategic investment opportunities related to the Hitachi train assembly plant.
<b>NETPark</b>	This provides the County's site for knowledge based r&d activity.
<b>Tursdale</b>	This provides the opportunity to develop of a rail freight facility

**Retained Existing Allocations** – Sites which have exhibited good levels of market interest and investment over a range of business operations and provide the full range of sites required in relation to demand. These include:

**Newton Aycliffe**

**Drum**

**Bowburn South**

**Belmont**

**Green Lane, Spennymoor**

**Chilton Existing**

**Lumley Sixth Pit**

**Stella Gill**

**Dean and Chapter**

**Fishburn**

**Bowes Business Park**

### **A19 Corridor**

Has the potential to provide a major contribution to the employment land supply in the County. With a slightly lower status than Durham City and the A1 market areas, it still has the potential to attract firms of regional significance.

### **Future Demand Estimate – 70 - 80ha**

The allocated sites recommended for retention provide approximately 45ha of employment land which falls below the future demand estimate. It is however considered sufficient to meet initial requirements until such a time that the Council is able to identify additional land, possibly through a review of the plan.

### **New Allocations**

See above

**Sites to be de-allocated** - These sites are recommendations based on current market intelligence and however, are still subject to review as part of the land use allocations.

<b>South of Seaham</b>	The site has planning permission for the development of a film studio and associated facilities. As such it is unlikely that the site will come forward for traditional business employment uses. The site is likely to be protected for film related uses given the economic benefits that this opportunity could deliver.
<b>North East Peterlee</b>	The area to the east of Armstrong Road has potential for residential use. It will still be necessary to retain the areas occupied by major manufacturers including Walkers.
<b>Sea View Horden</b>	A parcel of land in the south, which is understood to contain the original mine working is proposed for de-allocation, as is the extension historically allocated by Easington at the north of the estate.
<b>South Hetton</b>	The site is located adjacent to new residential development and a number of units have already been lost to non B use classes. The area of extension land is therefore proposed for de-allocation.
<b>Wingate Grange</b>	A small plot is proposed for de-allocation. The existing estate suffers from relatively high levels of vacancy and the units are in poor condition.

**Retained Existing Allocations** – Sites which have exhibited good levels of market interest and investment over a range of business operations and provide the full range of sites required in relation to demand. These include:

**South West Peterlee**

**North West Peterlee**

**Whitehouse**

**Bracken Hill**

**Foxcover**

**Hawthorn**

**Sea View Horden**

**Shotton Colliery**

**Thornley Station**

**Seaham Grange**

**Spectrum**

## Durham City

Part of the market appeal of Durham City relates to its accessibility, underpinned by its proximity to the strategic road network. The city centre and edge of centre business parks represent an offer that is distinct from the A1 corridor and unique to the County.

## Future Demand Estimate – 70 -80ha

Durham City has a clear shortage of demand. Furthermore capitalising on the economic opportunity of Durham City is seen as a major opportunity for the County and the appropriate land response is required.

## New Allocations

<b>Aykley Heads</b>	The site has been identified as having potential to develop a business location of strategic importance, helping to address the lack of a clearly defined central business district within the city.
<b>Elvet Waterside</b>	The site has potential for high profile office development which may be delivered through a mixed use, residential led scheme.
<b>Former Ice Rink</b>	The site benefits from a high profile city centre location which is likely to be attractive to the market, particularly for office development.

**Sites to be de-allocated** - These sites are recommendations based on current market intelligence and however, are still subject to review as part of the land use allocations.

<b>Durham Science Park</b>	A small, thin parcel of land in the north east of the estate is proposed for de-allocation on the basis that its irregular shape makes it unlikely that it could be viably developed out.
<b>Mount Oswald</b>	The site is recommended for de-allocation, and, subject to demand, replace with alternate sites that are more likely to be delivered over the plan period.
<b>Langley Park North Extension</b>	Given the limited market appeal and poor performance of the existing estate, it is not considered necessary to retain the extension site.

**Retained Existing Allocations** – Sites which have exhibited good levels of market interest and investment over a range of business operations and provide the full range of sites required in relation to demand. These include:

**Abbeywoods**

**Meadowfield**

**Langley Park**

**Pity Me**



### **Consett and Surrounding Area**

Primarily focused upon the towns of Consett and Stanley, it largely serves a local occupier need.

### **Future Demand Estimate – 35 -40 ha**

The ELR has not identified any significant qualitative or quantitative shortfalls in the area. Indeed significant de-allocations are proposed in the area given the high level of provision in this localised market

### **New allocations**

<b>Hobson</b>	A significant parcel of land to the back of the estate has been identified for de-allocation (see below). An extension to the north east of the estate will offset this loss in a more prominent position with road frontage.
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**Sites to be de-allocated** - These sites are recommendations based on current market intelligence and however, are still subject to review as part of the land use allocations.

<b>Tanfield Lea North</b>	De-allocate a 7.6ha site at the back of the estate to the south of the main estate road. A number of smaller infill plots are to be retained.
<b>Hobson</b>	The site is well occupied and scored well in the site assessment. However access to plots at the back of the estate is difficult and do not enjoy a prominent position. It is therefore recommended that this small area is de-allocated.
<b>Morrison Busty South</b>	A small plot that is currently covered by woodland is recommended to be de-allocated for employment purposes.
<b>Morrison Busty North</b>	An undeveloped area of this site suffers from poor access and also contamination which would make development problematic. It is therefore recommended that this small area is de-allocated.
<b>Project Genesis (a)</b>	There is little evidence of recent development activity on the site and agents have indicated that there is little prospect of the site being developed out in its entirety.
<b>Project Genesis (b)</b>	It is understood that the site is affected by issues of contamination and subsidence owing its former use as Consett steelworks. Part of the

	original site has already been lost to residential and retail.
<b>Delves Lane North</b>	The available land to the north and west of the existing allocation is proposed for removal from the County's employment land portfolio. The vacant land currently acts as a buffer between the existing industrial uses and the adjacent residential areas.
<b>Bradley Workshops Leadgate</b>	There are two parcels of land proposed for de-allocation. The vacant plot to the south has topographical issues as a result of a change in levels. The plot of land to the north is covered by woodland and acts as a successful buffer between existing uses and adjacent residential areas.
<b>Watling Street Leadgate</b>	Whilst those units on the site are well occupied, a significant proportion of the allocation is currently covered by woodland. As a consequence it is recommended that this area is de-allocated.
<b>Castleside</b>	The estate has a small vacant plot with a sloping topography making it difficult to develop. Furthermore is currently serves as an informal buffer between the adjacent residential areas. This plot is therefore proposed for de-allocation.
<b>Harelaw Extension</b>	The existing estate has high levels of vacancies. Taking this into account it is recommended that the undeveloped extension site to the east is proposed for de-allocation.

**Retained Existing Allocations** – Sites which have exhibited good levels of market interest and investment over a range of business operations and provide the full range of sites required in relation to demand. These include:

**Villa Real**  
**Berry Edge**  
**Greencroft**  
**Number One**  
**Leadgate**  
**Tanfield Lea South**  
**Tanfield Lea North**

### **Bishop Auckland and Surrounding Area**

Primarily focused upon the towns of Bishop Auckland, Shildon and Crook, it largely serves a local occupier need.

### **Future Demand Estimate – 25 - 30 ha**

The ELR has not identified any significant qualitative or quantitative shortfalls in the area. Indeed significant de-allocations are proposed in the area given the high level of provision in this localised market.

**Sites to be de-allocated** - These sites are recommendations based on current market intelligence and however, are still subject to review as part of the land use allocations.

<b>High Hope Street, Crook</b>	A development plot in the south west of this existing estate is available for development. This small plot is recommended for de-allocation having taken account of the oversupply of land and the availability of land at the near by Thistleflat Industrial Estate.
<b>Low Willington</b>	The estate has experienced a small amount of high quality development in recent years. At present nearly 20ha remain. This is considered too high given the localised nature of demand and as a consequence 12ha of land is recommended for de-allocation.
<b>George Reynolds Industrial Estate</b>	A vacant plot of land at the east of the estate is proposed for de-allocation. It is situated immediately south of All Saints which has proved more attractive to businesses.
<b>Romanway</b>	The estate is untidy and dominated by bad neighbour uses. The undeveloped available land is proposed for de-allocation.
<b>Romanway East</b>	The site offers the potential to act as an extension to the Romanway site above. It is proposed for de-allocation.
<b>Lambton, Shildon</b>	There is nearly 20ha of undeveloped land at this site, that was previously allocated by the former Sedgefield BC. The site has struggled to attract developer interest and it is considered that the availability of the land on existing near by estates will be sufficient to meet future demand in the Shildon area.
<b>St Helen Auckland Industrial Estate</b>	Two infill plots on this existing estate measuring a combined 2ha are recommended for de-allocation.

<b>West Auckland Industrial Estate Extension</b>	Discussions with commercial agents have indicated that it is not necessary to retain the extension to the site, given the localised nature of demand and the availability of land on nearby estates.
<b>Land south of West Auckland</b>	The site is effectively an add on to the extension discussed above. For the reasons previously outlined above, this site is also recommended for de-allocation.
<b>Fieldon Bridge, Bishop Auckland</b>	This is a vacant site in need of reclamation, it is recommended for de-allocation in its entirety.
<b>Bracks Farm, Bishop Auckland</b>	No development has occurred on this site, despite it being allocated since 1997.
<b>Greenfield Industrial Estate Extension, Bishop Auckland</b>	The existing estate suffers from high vacancy rates. This casts doubts over the long term future of the site. As a consequence the available land (consisting of the extension site to the west) is recommended for de-allocation.
<b>Adjacent to Pulverite Plant</b>	Based on discussions with commercial market agents it is understood that the site is unlikely to be attractive to the market given its location and the low level of demand for premises in Willington.
<b>Randolph Coke Works</b>	At present there are two plots on the existing industrial estate that are available for development. It is not considered that almost 3ha of land is required on the estate having regard to historic take up in the area.
<b>Coundon Industrial Estate East</b>	This is a 9.3ha extension to the existing industrial estate. The site is not being marketed and there appears little prospect of it being developed out over the plan period.
<b>Fylands, Bishop Auckland</b>	A vacant greenfield site that has not attracted any business development since its allocation in 1997.
<b>South of Evenwood Engineering</b>	A small vacant plot exists but has an uneven topography and drainage issues. Access to the site is also awkward.

**Retained Existing Allocations** – Sites which have exhibited good levels of market interest and investment over a range of business operations and provide the full range of sites required in relation to demand. These include:

**Thistlefat Industrial Estate, Crook**  
**South Church Enterprise Park, Bishop Auckland**  
**Low Willington**  
**All Saints, Shildon**  
**Hackworth, Shildon**  
**Furnace Industrial Estate, Shildon**  
**Shildon Industrial Estate**  
**West Auckland Existing**

### **The Rest of the County**

These sites fall outside the clearly defined market areas identified in previous sections, however still serve an indigenous local requirement.

### **Future Demand Estimate – 25 - 30 ha**

Despite serving localised markets that experience only modest levels of demand, there is a need to continue to provide sites and premises that meet the needs of Durham's rural settlements.

### **New Allocations**

<b>Shawbank, Barnard Castle</b>	The site has good links to services and local labour and sits adjacent to an existing well occupied industrial estate. Development of the site could sit alongside the existing uses on the site including the new community Hub site.
<b>Eastgate</b>	A site comprising a former cement works to the west of Eastgate village. The outstanding permission for a renewable energy village could offer the potential for some business uses.

**Sites to be de-allocated** - These sites are recommendations based on current market intelligence and however, are still subject to review as part of the land use allocations.

<b>Dan's Castle Extension, Tow Law</b>	The site is not currently accessible by road, with any future access likely to be via the existing estate. There are a number of existing plots available on the existing estate and this is considered sufficient to meet demand in the area.
<b>West of County Highways Depot, Bowes</b>	Access into the site is currently via a small stone archway, and the site slopes steeply at the edges. These development constraints coupled with the low level of demand in Bowes means that speculative development is unlikely.
<b>Sacriston Industrial Estate</b>	The existing estate suffers from high levels of vacancy and poor environmental quality. A parcel of land to the north east of the estate is currently available as expansion land, given the low level of demand, it is recommended for de-allocation.

<b>South of St Peter's, Gainford</b>	Little demand for the site is anticipated and it is understood that the owner is seeking to bring forward the site for residential uses.
<b>Wolsingham Steelworks Extension</b>	Part of the site is in use for low value uses. The parts of the site available are not easily accessed and are recommended for de-allocation.
<b>St John's Chapel Extension</b>	The extension site to this low profile estate is available. The existing estate suffers from high vacancy and therefore the extension is recommended for de-allocation.
<b>East of County Highways Depot, Bowes</b>	A greenfield extension site to the east is of the former depot is available. Access is likely to be difficult, as a result of a potential ransom strip, and demand for premises in this area is low.
<b>South of Existing Industrial Units, Cockfield</b>	The site is a greenfield extension site to the south of an estate that suffers from high vacancy rates.

**Retained Existing Allocations** – Sites which have exhibited good levels of market interest and investment over a range of business operations and provide the full range of sites required in relation to demand. These include:

**Harmire, Barnard Castle**  
**Stainton Grove, Barnard Castle**  
**Wolsingham Industrial Estate**  
**Bond Isle, Stanhope**  
**Esh Winning**

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By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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