



Cabinet

Date **Wednesday 7 March 2012**
Time **9.30 am**
Venue **Main Hall - Town Hall, Durham**

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 25 January 2012 and 8 February 2012 (Pages 1 - 10)
2. Declarations of interest, if any.

Key Decisions:

3. Street Naming and Numbering Policy - Report of Corporate Director Neighbourhood Services [Key Decision: NS/17/12] (Pages 11 - 58)
4. Stanley Town Centre Masterplan - Report of Corporate Director Regeneration and Economic Development [Key Decision: R&ED/01/12] (Pages 59 - 68)
5. School Admission Arrangements September 2013 and Beyond - Report of Corporate Director Children and Young People's Services [Key Decision: CYPS/05/12] (Pages 69 - 110)

Ordinary Decisions:

6. Examination and Test Results 2011 - Report of Corporate Director Children and Young People's Services (Pages 111 - 116)

7. Quarter 3 2011/12 Performance Management Report - Report of Assistant Chief Executive (Pages 117 - 174)
8. Bus Service Retendering - Report of Corporate Director Regeneration and Economic Development (Pages 175 - 178)
9. Joint Strategic Needs Assessment 2011 - Joint Report of Corporate Director Adults, Wellbeing and Health and Corporate Director Children and Young People's Services (Pages 179 - 188)
10. Transfer of Public Health Functions to the Local Authority - Joint Report of Corporate Director Adults, Wellbeing and Health and Corporate Director Children and Young People's Services (Pages 189 - 198)
11. Such other business as, in the opinion of the Chairman of the meeting, is of sufficient urgency to warrant consideration.
12. 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).

13. 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
28 February 2012

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 Hovvells, M Nicholls, M Plews, C Robson, B Stephens, C Vasey and B Young

Contact: Ros Layfield

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DURHAM COUNTY COUNCIL

At a Meeting of **Cabinet** held at the County Hall, Durham on **Wednesday 25 January 2012 at 10.00 a.m.**

Present:

Councillor S Henig in the Chair

Cabinet Members:

Councillors Foster, Hovvels, Napier, Nicholls, Plews, Stephens, Vasey and B Young

Other Members:

Councillors Armstrong, Arthur, Bailey, Blakey, Carr, Chaplow, Dixon, Gray, N Harrison, Hopgood, E Huntington, Jopling, Martin, Naylor, Rowlandson, Stradling, Temple, Todd, Tomlinson, Wilkes, Wilkinson and Williams

1 Minutes

The Minutes of the Meeting held on 14 December 2011 were agreed as a correct record and signed by the Chairman.

2 Declarations of Interest

There were no declarations of interest.

**3 Review of Learning Disability Respite services and recommendations on changes to the in- house services
Key Decision AWH/03/11**

The Cabinet considered a report of the Corporate Director, Adults, Wellbeing and Health that presented findings following the review of Durham County Council (DCC) learning disability respite services, and made recommendations on the future of Dean Lodge in light of the Medium Term Financial Plan (MTFP), and taking account of the results of the consultation detailed in the report (for copy see file of Minutes).

Cabinet members explained the difficult decisions that they were being required to make as a result of the financial constraints on the Authority, and provided assurances that if they did agree to close Dean Lodge, service users would continue to receive respite services and that the Authority would work closely with them on the transition to an alternative provision.

Resolved:-

That the recommendations contained in the report be approved.

**4 Management Options Appraisal Phase 1: Setting up of a Charitable Trust to Manage the Council's Sport, Leisure, Cultural and Library Services
Key Decision NS/05/2011**

The Cabinet considered a joint report of the Corporate Director, Neighbourhood Services and Corporate Director, Adults Wellbeing and Health which set out details of the Management Options Appraisal undertaken to establish the most suitable option(s) available for the future management of a range of services including Sport and Leisure, facilities and services, Museums, Libraries, and Outdoor learning centre at Middleton-in-Teesdale. An 'in principle' decision was sought for the potential transfer of some, or all, of these services to a Non-Profit Distributing Organisation (NPDO) subject to further work to establish the best option for the Council whilst agreeing a project plan and milestones to deliver this project (for copy see file of Minutes).

Clarification was provided to Councillor Jopling on the questions she had raised concerning the impact that a charitable trust would have on community facilities in her area.

In response to questions raised, Cabinet members explained that at this stage various options would be explored, and that members were encouraged to take part in the consultation process, prior to a report being brought back for Cabinet to consider in September.

Resolved:-

That the recommendations contained in the report be approved.

5 Annual Report of the Director of Public Health County Durham and Director of Public Health Darlington 2010/11

The Cabinet considered a report of the Director of Public Health, County Durham that presented the joint 2010/11 annual report of the Director of Public Health for County Durham and the Director of Public Health for Darlington (for copy see file of Minutes).

Resolved:-

That the recommendations contained in the report be approved.

6 NHS Reforms

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

Resolved:-

That the recommendations contained in the report be approved.

7 Transfer of Public Health Functions to Local Authority

The Cabinet considered a report of the Director of Public Health, County Durham that provided an update on recent developments related to the transition of some public health functions to local authorities from 1 April 2013 (for copy see file of Minutes).

Resolved:-

That the recommendations contained in the report be approved.

Prior to the next item of business, the Leader of the Council and other cabinet members congratulated all those involved in the Children and Young People's service on the judgment recently announced by Ofsted following their inspection of the Safeguarding and Looked After Children service. The service was only the second local authority in the country to be graded as outstanding overall in this area of work.

8 Children and Young People's Services: Ofsted Assessments and Inspections

The Cabinet noted a report of the Corporate Director, Children and Young People's Services that provided the outcomes of the Office for Standards in Education, Children's Services and Skills' (Ofsted) Annual Performance Assessment of services for children in County Durham, together with the outcomes of Ofsted inspection activity in a range of settings provided by the County Council (for copy see file of Minutes).

9 Heart of Teesdale Landscape Partnership: Governance

The Cabinet considered a report of the Corporate Director, Regeneration and Economic Development that provided an overview of current governance and management arrangements for the Heart of Teesdale Landscape Partnership (HoT) within the framework of the Heritage Lottery Fund (HLF) national scheme; its relationship with Durham County Council (DCC) and Barnard Castle Vision (BCV); and recommendations as to the future governance of the Partnership during the main implementation phase, programmed to last from late 2011 to early 2016 (for copy see file of Minutes).

Resolved:-

That the recommendations contained in the report be approved.

10 North Pennines Area of Outstanding Natural Beauty (AONB) Building Design Guide And Planning Guidelines

The Cabinet considered a report of the Corporate Director, Regeneration and Economic Development that considered the North Pennines Area of Outstanding Natural Beauty (AONB) Building Design Guide and Planning Guidelines and which sought agreement to recommend that Council endorses them as supplementary guidance to be included as part of the County Durham Plan (for copy see file of Minutes).

Resolved:-

That the recommendations contained in the report be approved.

11 European Social Fund, Families with Multiple Problems Programme

The Cabinet considered a joint report of the Corporate Director, Regeneration and Economic Development, Corporate Director, Children and Young People's Services and Corporate Director, Adults Well Being and Health that provided an update on the Department for Work and Pension's preferred bidder for the North East Contract Package Area (CPA) to deliver the European Social Fund (ESF) Support for Families with Multiple Problems provision and identified the implications for County Durham, and which sought approval for the Corporate Director to utilise delegated powers to enter into negotiations and complete contract documentation and deliver the programme in County Durham (for copy see file of Minutes).

Resolved:-

That the recommendations contained in the report be approved.

13 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 items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A to the said Act.

14 The Former Easington Colliery School

The Cabinet considered a report of the Corporate Director, Regeneration and Economic Development relating to the Former Easington Colliery School (for copy see file of Minutes).

Resolved:-

That the recommendations contained in the report be approved.

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DURHAM COUNTY COUNCIL

At a Meeting of **Cabinet** held at the County Hall, Durham on **Wednesday 8 February 2012 at 10.00 a.m.**

Present:

Councillor S Henig in the Chair

Cabinet Members:

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

Other Members:

Councillors Armstrong, Arthur, Bailey, Blakey, Chaplow, Graham, Gray, N Harrison, Hopgood, Jopling, D Myers, R Ord, Simmons, Todd, Turnbull, Wilkes, Wilkinson. Williams and Zair

1 Declarations of Interest

There were no declarations of interest.

2 Medium Term Financial Plan 2012/13 – 2015/16 and Revenue and Capital Budget 2012/13

The Cabinet considered a joint report of the Corporate Director, Resources and Assistant Chief Executive that provided comprehensive information to enable Cabinet to make recommendations for a 2012/13 balanced budget to the County Council meeting on 22 February 2012 (for copy see file of Minutes).

Cabinet members spoke at length about the financial position that the Authority was in due to the unprecedented levels of cuts of funding. All those involved in the budget setting process were thanked for their hard work, which would allow Cabinet to make recommendations for a balanced budget to Council.

Resolved:-

That the recommendations contained in the report be approved.

3 Housing Revenue Account Medium Term Financial Plan 2012/13 to 2016/17 and 2012/13 Budget

The Cabinet considered a joint report of the Corporate Director, Resources and Corporate Director, Regeneration and Economic Development that provided information to enable Cabinet to make recommendations on the Council's Housing

Revenue Account (HRA) Medium Term Financial Plan (MTFP) for 2012/13 to 2016/17 and the 2012/13 budget to the County Council meeting on 22 February 2012 (for copy see file of Minutes).

It was pointed out that the recommendations in the report be amended to reflect that the principles used to split the Council's loans into two separate pools, be as outlined in paragraph 38 of the report, and not 36 as printed.

Resolved:-

That the recommendations in the report be made to full Council.

4 Council Plan and Service Plans 2012 - 2016

The Cabinet considered a report of the Assistant Chief Executive that provided a draft of the Council Plan for 2012-16 for consideration and comment before being submitted for approval by Council on 22 February 2012 (for copy see file of Minutes).

Resolved:-

That the recommendations contained in the report be approved.

5 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 3 on the delivery of the 2011/12 to 2014/15 Medium Term Financial Plan (MTFP) (for copy see file of Minutes).

Resolved:-

That the recommendations contained in the report be approved.

**6 Library Strategy
Key Decision AWH04/11**

The Cabinet considered a report of the Corporate Director, Adults Wellbeing and Health that sought approval for consultation on the Council's strategy for library services, and proposals to deliver the Medium-Term Financial Plan savings in respect of library services. It described proposals for changes to the County's library services, which will require public consultation, as well as setting out proposals for the future management of library services (for copy see file of Minutes).

It was pointed out that there had already been submissions received, and that these would be included as part of the consultation exercise.

In response to questions raised, clarification was provided on the criteria used for the difference in the proposed number of opening hours between the town centre libraries as opposed to the community libraries. Cabinet members pointed out that although the proposals for consultation were that most libraries would be operating at reduced hours, all would remain open.

Resolved:-

That the recommendations contained in the report be approved.

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Cabinet

7 March 2012

Street Naming and Numbering Policy

Key Decision NS/17/12



Report of Corporate Management Team

Terry Collins, Corporate Director, Neighbourhood Services

Councillor Bob Young, Cabinet Portfolio Holder for Strategic Environment

Purpose of the Report

1. The purpose is to advise Cabinet of the draft policy covering Durham County Council's statutory duty for Street Naming and Numbering.

Background

2. Since the Local Government Reorganisation in 2009, the naming and numbering of streets and properties within County Durham became a statutory function of Durham County Council. Prior to this date, the function was undertaken by the former Borough and District Councils.

Policy

3. The draft policy is detailed as Appendix 2.
4. Durham County Council intends to use the provisions of Section 64 and 65 of the Town Improvement Clauses Act 1847 together with Section 21 of the Public Health Act Amendment Act 1907 for the purpose of naming streets and numbering properties.
5. Decisions relating to street naming and numbering are controlled by Durham County Council. The purpose of this control is to ensure that any new street names and numbers are allocated logically to ensure, along with other issues, the effective delivery of mail and the location of addresses by the emergency services. Clear, unambiguous property addresses are therefore essential.
6. Anyone seeking an address change, or the creation of an address for a new property, must apply to Durham County Council following the procedures outlined in the new policy.
7. Under the provision of Section 93 of the Local Government Act 2003, the Authority reserves the right to make an administrative charge for the provision of the service.

In doing so, the income from charges must not exceed the cost of providing the service. Charging for this service commenced in April 2011 on a trial basis.

8. The fees and charges applicable for street naming and numbering will be reviewed annually during Durham County Council's budget setting process (see Appendix 3) and will be published through Durham County Council's agreed communication channels.
9. In cases where agreement is not forthcoming on a street name between the Developer and the Street Naming & Numbering Officer the decision will be made under delegated authority by the Head of Technical Services.

Resources

10. The Street Naming & Numbering Officer carries out the statutory duty associated with the street naming and numbering function within the Authority.

Recommendation and Reasons

11. Cabinet is asked to endorse the draft Street Naming and Numbering Policy along with associated fees and charges.

Background Papers

- Draft Street Naming and Numbering Policy
- Fees & Charges for Street Naming and Numbering
- Traffic & Community Engagement Team Files

Contact: Terry Collins

Tel: 0191 383 4447

Appendix 1: Implications

Finance

Durham County Council reserves the right to make an administration charge for the provision of the Street Naming and Numbering Service.

Staffing

Durham County Council's Street Naming and Numbering Officer will undertake this function.

Risk

A risk assessment is being completed and identified that there are no specific risks associated with agreeing this policy.

Equality and Diversity / Public Sector Equality Duty

An Equalities and diversity impact assessment has been carried out – Appendix 4

Accommodation

None

Crime and Disorder

None

Human Rights

None

Consultation

None

Procurement

None

Disability Issues

None

Legal Implications

This is a statutory function.

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Street Naming and Numbering Policy and Procedures



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1.0 INTRODUCTION

- 1.1 Since local government reorganisation in 2009, the naming and numbering of streets and buildings within County Durham became a statutory function of Durham County Council (the Council). Prior to this date, the function was undertaken by the former Borough / District Councils.
- 1.2 Durham County Council uses the provisions of Sections 64 and 65 of the Towns Improvement Clauses Act 1847 together with Section 21 of the Public Health Act Amendment Act 1907 for the purpose of naming streets and numbering properties.
- 1.3 Decisions relating to street naming and numbering are controlled by the Council. The purpose of this control is to make sure that any new street names and numbers are allocated logically to ensure amongst other things, the effective delivery of mail and the location of addresses by the emergency services. Clear, unambiguous property addresses are therefore essential.
- 1.4 Anyone seeking an address change, or the creation of an address for a new property, must apply to the Council in writing following the procedures outlined in this policy.
- 1.5 Housing developers and the public are welcome to submit street names for consideration. It is recommended however that more than one suggestion is put forward just in case the suggestion fails to meet the Council's criteria outlined in this policy. It is desirable that any suggestions for street and building names reflect the local history or geography of the area or have some relevant connection with the area and the names avoid duplication.
- 1.6 Suggestions that comply with the Council's policy on street naming and numbering will be formally allocated and all relevant bodies will be notified by the Council. The Council reserves the right to make changes as deemed necessary. See Appendix A for a list of bodies / organisations informed by the Council.
- 1.7 Where street names or previous numbers have been established without reference to the Council, we have the authority to issue Renaming or Renumbering Orders, under Section 64 of the Towns Improvement Clauses Act 1847.
- 1.8 The Council will endeavour to ensure that where appropriate, if a street has a name and has street signs relating to that name, all properties accessed from that street will be officially addressed to include that street name and also where appropriate, new properties are numbered.
- 1.9 For the avoidance of doubt, it should be noted that the Council has the legal responsibility to ensure that streets are named and properties numbered. The Council therefore has the power to approve or reject property and street

names that are submitted by developers.

This power extends to commercial property as well as domestic properties. Legislation to support this statutory power is outlined in Appendix B.

- 1.10 In addition to complying with the appropriate legislation, this policy at the time of implementation follows best practice prescribed by the National Land and Property Gazetteer custodians at www.nlpg.org.uk.
- 1.11 The responsibility for dealing with street naming and numbering applications, re-naming or re-numbering is administered by the Traffic and Community Engagement Section of Neighbourhood Services.
- 1.12 The Council's Street Naming and Numbering Officer can be contacted as follows:
Street Naming & Numbering Officer, Traffic & Community Engagement, Durham County Council, Council Offices, Green Lane, Spennymoor, County Durham. DL16 6JQ
Telephone (01388) 824095
Email: ns_streetnamingandnumbering@durham.gov.uk

2.0 CHARGING FOR THE STREET NAMING & NUMBERING SERVICE

- 2.1 Durham County Council is not permitted to charge for the service of street naming as the duty to provide the service is not discretionary. However, Durham County Council reserves the right to make a charge in connection with the administrative costs it incurs following the naming and numbering of new streets etc as set out in Paragraph 2.3 below. This right may or may not be exercised at the Council's discretion.
- 2.2 For changing the address of an existing property or re-addressing any element of a development which has already been addressed (regardless of whether the property or properties are habitable), which is a discretionary service, by virtue of Section 64 and 65 of the Town Improvement Clauses Act 1847 coupled with Section 93 of the Local Government Act 2003, the authority reserves the right to make an administrative charge. This right may or may not be exercised at the Council's discretion. Legislation to support this power is outlined in Appendix C.
- 2.3 For the purposes of paragraphs 2.1 and 2.2 above, the charges made cover the administration costs of:
- 2.3.1 Consultation and liaising with external organisations such as Royal Mail, Emergency Services, Statutory Undertakers and Public Utilities(as a non statutory element of naming of streets)
 - 2.3.2 The naming and numbering of new properties (including conversions).
 - 2.3.3 Alterations in either name or numbers of new developments after initial naming and numbering has been undertaken.
 - 2.3.4 Notifications to organisations listed in Appendix A.
 - 2.3.5 Confirmation of addresses
 - 2.3.6 Challenges to existing official naming / numbering schemes / addresses held within the street naming and numbering records
- 2.4 All charges are to be paid in full prior to changes / notifications being made.
- 2.5 The schedule of charges for street naming and numbering can be found on the Council's website at:
<http://www.durham.gov.uk/Pages/Service.aspx?ServiceId=8288>
- 2.6 The fees and charges applicable to street naming and numbering services will be reviewed annually during the Council's budget setting process and publicised through the Council's agreed communication channels.

3.0 NAMING STREETS AND NUMBERING PROPERTIES

- 3.1 Durham County Council adheres to Section 64 of The Towns Improvement Act 1847, which implies a requirement to ensure properties are numbered or named and marked as such. Additionally, it is Durham County Council's responsibility to ensure that the street nameplates are displayed. If any person should destroy or deface a street nameplate, or display an unofficial name or number upon their property, then that person shall be liable to a fine.
- 3.2 The Council will follow best practice and will name and number streets and dwellings in accordance with the Local Land and Property Gazetteer (LLPG) and Street Naming and Numbering (SNN) data entry conventions for the National Land and Property Gazetteer (NLPG). Following these conventions ensures the Council's practices are compliant with British Standard BS7666:2006 confirming the precise identification of a property or plot of land.
- 3.3 Ensuring the Council has a comprehensive Street Naming and Numbering Policy is important because we want to make sure:
- 3.3.1 Emergency Services can find a property quickly – delays can cost lives and money
 - 3.3.2 Mail is delivered efficiently
 - 3.3.3 Visitors can easily find where they wish to go
 - 3.3.4 There is a reliable delivery of services and products
 - 3.3.5 Service providers have up to date and accurate records. Poor record keeping is only a disadvantage to the customer
 - 3.3.6 The Council will bill the right person, in the right property, at the right time for Council Tax and National Non-Domestic Rates (NNDR)
- 3.4 The street naming process can take several months for a large residential or commercial development and it is therefore advisable to contact the Street Naming and Numbering Officer at the earliest possible stage of the development. It is preferable for developers to consult with the Council before the developer assigns an unofficial "marketing name" to the development, so as to avoid confusion. Problems can arise if purchasers have bought properties which have been marketed under an unofficial name and legal documentation has already been drafted. The Council will accept no responsibility for costs incurred by individuals or property developers for failure to follow this policy.
- 3.5 Property developers and residents may suggest names for new streets. These should be submitted to the Council's Street Naming and Numbering Officer for consideration against the criteria. The Street Naming and Numbering Officer may either accept the suggestion or object to it and offer their own alternatives. Once a suitable suggestion which accords with the Council's criteria has been selected, the Street Naming and Numbering Officer will seek agreement with the developer.

- 3.6 In cases where agreement is not forthcoming on a street name, the decision will be made under delegated authority by the Head of Technical Services, and there will be no right of appeal.
- 3.7 All costs for the erection of new street nameplates will be borne by the property developer. There are Street Nameplate Specifications and Installation Guidelines (paragraph 12.0) to be followed and the Council should be contacted for advice. The Council will not accept future maintenance liability for bespoke nameplates affixed to stone plinths or entrance pillars unless agreement is reached for a commuted sum.
- 3.8 The maintenance of street nameplates becomes the responsibility of Durham County Council at a time when the developer has left the site and the street has been formally adopted.
- 3.9 No street nameplate shall be erected until the street name has been confirmed in writing by Durham County Council.

4.0 RENAMING STREETS

- 4.1 The Council is empowered under legislation governing Street Naming and Numbering to forcibly rename streets and consider an application to rename a street. The changing of a street name or sequence of property numbering shall be avoided, unless there is specific and sufficient reason to do so. This may come in the form of a new development in the street, or a request from the emergency services.
- 4.2 The Council will pursue alternative solutions and only change the name or numbering sequence as a last resort. In the event that the street name or numbering needs to be changed the following steps shall be taken:
- 4.2.1 Consultation takes place with all affected property owners. Two thirds of the owners must be in favour of the proposed change to proceed.
 - 4.2.2 A report with evidence of the owner's approval shall be made to the Head of Technical Services seeking his/her endorsement to instigate the change.
 - 4.2.3 All costs associated with a change to a street name or numbering sequence instigated by the property owners shall be met by the individual property owners affected by the changes.
- 4.3 However, these changes do require wider community involvement and consultation and will be dealt with on an individual case basis.

5.0 ADDRESSING PROPERTY

- 5.1 When making an application for a plot or development to be numbered, the developer must provide the Council with the following information:
- 5.1.1 Planning Application Number – street naming and numbering can only be administered subject to detailed or reserved matters planning approval, without this an address will not be allocated.
 - 5.1.2 Plans clearly showing plot numbers, location in relation to existing land and property and the placement of front doors or primary access to each plot.
 - 5.1.3 Internal layout plans, if appropriate, for a development that is subdivided at unit or floor level.
 - 5.1.4 Building Regulation Number, once available to indicate that work has commenced.
- 5.2 New properties in an existing unnumbered street will require a property name. For an infill development of two or more properties accessed from a private drive, the Street Naming and Numbering Officer may deem it appropriate to give the development a property group name e.g. 1-4 Newfields, High Street.
- 5.3 Properties with a premises number must always use and display that number. Where a property has a name and an official number the number must always be included in the address and displayed on the property. The name cannot be regarded as an alternative. This is enforceable under Section 65 of the Towns Improvements Act 1847.

6.0 CREATION OF POSTAL ADDRESSES

6.1 For clarification, official postal addresses always take the following format:

Company Ltd	Company or Organisation Name (if applicable)
123 Street Name	Postal Number / Name of Street
Anywhere	Locality or sub-town (if applicable)
ANYTOWN	POSTAL TOWN
County	County
DL00 0AA	Post Code

6.2 Allocation of post codes is managed by Royal Mail and must be confirmed by them. Durham County Council will undertake this process on the applicant's behalf and inform the applicant and other interested parties.

6.3 When an approved address is agreed by all parties, Royal Mail will confirm a post code. The maintenance and any future changes to this post code is the responsibility of Royal Mail.

6.4 "Localities" within an official postal address are the responsibility of Royal Mail. Where applicants object to a locality name in their address, the Street Naming and Numbering Officer will advise them to consult Royal Mail, who have a procedure laid down in their code of practice by the Postal Services Commission for adding or amending locality details.

6.5 Applicants are reminded that postal addresses are not geographically accurate descriptions, but routing instructions for Royal Mail staff and they can and do contain names for villages, towns and even counties that may be several miles away from the actual location of their property.

6.6 Durham County Council accepts no responsibility or liability for omission of post code or post town information, nor for any failure of services arising from this omission.

6.7 For information about addresses and post codes, Royal Mail's guidance can be found on their website : www.royalmail.com

7.0 GUIDELINES FOR STREET NAMING

- 7.1 The Street Naming and Numbering Officer will use these guidelines when agreeing a new number or address. Property developers should follow these guidelines for any names they wish to suggest.
- 7.2 New street names should try to avoid duplicating any similar name already in use in a town / village or in the same post code area. A variation in the terminal words for example 'Street', 'Road', 'Avenue' will not be accepted as sufficient reason to duplicate a street name. A popular request is to repeat existing names in a new road or building titles. This is not permitted as it can have a detrimental effect in an emergency.
- 7.3 The Council will endeavour to promote street names that reflect local, geographic or historic significance in the area.
- 7.4 Names with a common theme are to be encouraged on large developments, preferably with a local geographic or historic connection. Two developments within the same post code area shall be avoided.
- 7.5 Street names should not be difficult to pronounce or awkward to spell.
- 7.6 Phonetically similar names within a post code area should be avoided e.g. Churchill Road and Birch Hill Road.
- 7.7 Street names must not cause offence and will be verified by the Street Naming and Numbering Officer to ensure that they do not cause offence, having particular regard to race, disability, gender, age, faith & belief and sexual orientation.
- 7.8 Street names that may be open to re-interpretation by graffiti or shortening of the name shall be avoided.
- 7.9 Any street name that promotes a company, service or product will not be permitted. Names based on a developers trading name are seen as advertising and are not acceptable.
- 7.10 Naming a street after a living person is not permitted, in order to avoid offence either by inclusion or exclusion of an individual name. Only exceptional circumstances will be given consideration requiring the approval of the Council's Head of Technical Services, and all other criteria within this policy are met.
- 7.11 The use of the wording 'North', 'East', 'South' or 'West' should be avoided where possible.
- 7.12 New street names shall not be assigned to new developments when such developments can be satisfactorily included in the current numbering scheme of the street providing access.

- 7.13 New street names shall exclude “s” where it can be construed as either a possessive or plural.
- 7.14 Street names must not contain numeric characters.
- 7.15 Words of more than three syllables and the use of more than two words shall be avoided.
- 7.16 The creation of an address in order to secure a “prestige” address or to avoid an address which is thought undesirable will not be allowed.
- 7.17 Whilst not an exhaustive list, new street names should ideally end with one of the suffixes included in Appendix D

8.0 GUIDELINES FOR PROPERTY ADDRESSING

- 8.1 When numbering properties on new streets, the Council will seek to do so in the most logical manner with consideration given to potential future development. This will adhere to the following conventions:
- 8.2 All new property development shall be numbered rather than named. Exceptions may apply in existing streets where no numbering scheme exists.
- 8.3 New streets shall be numbered with odd numbers on the left hand side and even numbers on the right, commencing from the primary entrance to the street. Where the street is a thoroughfare between two other streets, the numbering shall commence at the end of the street nearest the centre of the town or village.
- 8.4 Consecutive numbering in a clockwise direction may be used in a cul-de-sac or in a situation where there is no scope for future development in the street.
- 8.5 The number of a property will be allocated to the street onto which the front door faces. If the front door provides no direct access from that street, an exception may be made.
- 8.6 All numbers should be used in the proper sequence. The number 13 will be excluded from the numbering scheme unless it is advantageous for the Street Naming and Numbering Officer to include it.
- 8.7 Once numbered, the Council will not normally re-number properties. The Council will only renumber a property or properties where there can be shown to be consistent delivery problems.
- 8.8 Where an existing street is to be extended, it would be appropriate to continue to use the same street name. This will include the continuation of the street numbering.
- 8.9 Flats and units shall be given individual numbers where possible; the sequence of the numbering depends on access to front doors of individual premises. The word 'flat' in any form is not acceptable in the principal property name or as part of the property name.
- 8.10 If a building has entrances in more than one street, is multi-occupied and each entrance leads to a separate occupier, then each entrance should be numbered in the appropriate road. Exceptions may be made, depending on circumstances, for a house divided into flats
- 8.11 When a numbered property is converted into flats, the flats should be allocated suffixes A, B etc e.g. First floor flat at 20 High Street will be 20A High Street. A numbering scheme such as Flat A / Flat B or Suite 1, 1.5, 2 or descriptive names such as 'First Floor Flat' shall be avoided.

The same shall apply for units, apartments and other forms of property subdivision.

- 8.12 If a block of flats is built in the middle of a numbered street and cannot be integrated into the current numbering of that street, a name will be given to the block and the flats numbered internally, e.g. Harris House, High Street.
- 8.13 At locations where for example, a large house within a road is demolished, to be replaced by (e.g.) 4 new smaller houses the new houses should be given the number of the old house with A, B, C or D added (i.e. 12A, 12B, 12C, 12D), this would avoid renumbering all higher numbered houses on the side of the road affected by the proposal.
- 8.14 When new properties are built on an existing street, typically as infill development, and there are no available numbers to use whilst retaining the current sequence, a letter shall be used as a suffix, e.g. 12A. Where building takes place on the site of a demolished property, the new building will inherit the existing building number.
- 8.15 Where two or more properties on a numbered street are merged, one of the numbers of the original properties should normally be retained. For example, 3 and 5 Front Street being combined would become 3 or 5 Front Street. There may however be instances where it is considered appropriate to use 3-5, and in such cases this will be determined on its own merits.
- 8.16 New street names shall not be provided for the sole purpose of avoiding numbers with a suffix.
- 8.17 A business name shall not take the place of a number or a building name.
- 8.18 Private garages and buildings used for the storage of vehicles and similar purposes will not be numbered.
- 8.19 A piece of land such as a farmer's field cannot be given an official address, only property on that piece of land can have a conventional address enabling mail delivery and services.
- 8.20 On a street without numbers, a name will be allocated to a new property. The name of the property will not repeat the name of the road or that of any house or building in the area. It should also be sufficiently different to other property names used locally and where possible should reflect the history of the area or acknowledge the local geography whilst being BS7666 compliant (paragraph 3.2).
- 8.21 Royal Mail will only register properties which have their own entrance and/or their own secure letter box. Sometimes this can cause problems as residents think their address/flat should be registered. If mail for a building is delivered to a single letter box, and occupants then collect their own mail, Royal Mail class this as a 'building in multiple occupancy' and will only register the parent building and not individual flat numbering schemes within the building.

- 8.22 When new developments have been allocated street names and a numbering sequence and the developer has subsequently revised the site layout to either include or delete plots from the original layout, then a revised numbering scheme will be carried out to ensure a sequenced numbering system without the use of numbering suffixes. Exception to this will be if potentially affected plots are already owned or occupied. In this situation, to avoid 'Change of Address Notices' being issued to those occupied plots, the suffixes of A,B,C etc will be added to adjacent numbers for the additional plots. Similarly where plots are deleted from an already numbered development with owned or occupied plots affected, then numbers will be deleted from the numbering scheme. Developers will be recharged for this service.
- 8.23 The Council is not responsible for the erection or maintenance of nameplates on properties or for directional signs to individual properties or groups of houses. This responsibility rests with the developer or owner(s). Property names must be clearly displayed at the entrance/drive to the property.

9.0 PROCEDURE FOR NAMING & NUMBERING NEW DEVELOPMENTS

- 9.1 The property developer should not give any postal addresses, including postcode, to potential occupiers, directly or indirectly via Solicitors / Estate Agents etc before the Council has issued formal approval. The Council will not be liable for any costs or damages caused by the failure to comply with this.
- 9.2 Property developers should always apply directly to the Council at the earliest opportunity for new postal addresses.
- 9.3 To register new development addresses developers should send application form as per the sample form in Appendix E, together with the appropriate fee made payable to 'Durham County Council'.
- 9.4 All proposals must also be accompanied by a site location plan which should preferably be at scale 1:1250 or at a minimum scale of 1:2500, and should contain sufficient detail to accurately locate properties and frontages. The confirmed layout drawing showing the road layout and plot numbers is necessary. For convenience, a maximum size drawing at A3 is preferred. For developments that include flats, internal layout plans are also required.
- 9.5 The applicant or developer may suggest a possible name or names for any new street(s). Several suggestions for names should be made in case the Council or Royal Mail object to the suggestions.
- 9.6 The Street Naming and Numbering Officer confirms or otherwise the name of the street(s) with the developer. Where agreement cannot be reached, the final approval of street names will be made under delegated authority by the Head of Technical Services.
- 9.7 The developer will cover the initial costs of street nameplates and ensure they adhere to the Council's specification and installation guidelines. Normal street sign practice is to erect one sign at the entrance to a street; however two signs may be more appropriate where there is access to a busy street, or where visibility is restricted. Where appropriate, additional information regarding access to other streets may also be added e.g. 'Leading to....' or cul-de-sac symbols added. Each case will be considered on its merits and road safety will be the primary consideration.
- 9.8 The Council will cover maintenance costs after the development has been formally adopted and the street nameplate has been erected in accordance with the Council's installation guidelines and appropriate specification. On occasions street nameplates may become damaged or defaced and will require replacement. Such instances should be reported to the Council by contacting the Highways Action Line on 0191 3706000.

- 9.9 Numbering of the new street(s) will be carried out following the guidelines within this policy. All properties on newly named streets will be allocated numbers. All new properties on existing streets will be numbered if possible unless existing properties on that street all have official dwelling names and no numbers, or it is an infill development.
- 9.10 Where the development is an infill development on an existing street, the Council will number the properties wherever possible and suffix the number with a letter as appropriate in order to accurately define the location of the property on the street.
- 9.11 Where the street does not have an existing numbering scheme the developer can suggest property names. The property name must comply with the guidelines set out in this policy.
- 9.12 When naming and numbering is complete, the Council will contact Royal Mail who will allocate the postcode to the address, and add the property to their 'not yet built' file.
- 9.13 Once Royal Mail have allocated the post code, the Council will write to the developer with official confirmation of the full postal address, and where applicable, any instructions for the erection of street nameplates.
- 9.14 The Council will notify all statutory bodies / agencies who have requested address change information, and supply a plan indicating the location of all the properties. A list of agencies notified by the Council is shown in Appendix A
- 9.15 Where developers have not followed the Council's policy and occupation of the property has taken place, the Council will endeavour to contact the owner or developer and ask for an official application to be submitted to the Council. If an application is not received within four weeks of contact having been made, then the Council will allocate an address and charge the owner or developer retrospectively for all street naming and numbering costs incurred. If at a later stage, the owner wishes to change the property name, they will have to follow the official procedure to make the change and a charge will be made.

10.0 PROCEDURE FOR CHANGING OR ADDING A PROPERTY NAME

- 10.1 If you wish to change the name of your property, or add an official 'alias name' to your property you must follow this procedure. Royal Mail does not accept name changes from anyone other than the Council.
- 10.2 To request a change to a property name, the owner must complete the relevant application form, as per the sample form in Appendix F or G, and supply a location plan and pay the appropriate fee.
- 10.3 Requests can only be accepted from the owner of a property and not tenants.
- 10.4 All applications must be accompanied by a site location plan scale 1:1250 or to a minimum scale of 1:2500 and should contain sufficient detail to accurately locate the property.
- 10.5 The Council cannot formally change a property name where the property is in the process of being purchased, that is, until exchange of contracts has been completed; although the Council can give guidance on the acceptability of a chosen name change, in principle, before exchange of contracts.
- 10.6 A check is made by the Council to ensure there are no other properties in the locality with the same name. In no circumstances will the Council allow a replicated house name in the same postal area. The Council also strongly recommends against using similar sounding names. Royal Mail cannot guarantee mail delivery if the Council's advice is ignored.
- 10.7 Under no circumstances will the Council allow a name that is offensive or can be construed as offensive.
- 10.8 If the property already has a house number, it is not permitted to replace the number with a name. However, the Council will allow the addition of an 'alias name' to the address. The name will be held by Royal Mail on their 'alias file' and will not form part of the official address. The alias name can only be used with the property number, not as a replacement of it.
- 10.9 The Street Naming and Numbering Officer can refuse to change a property name where the name is the sole method of locating the property and the name of the property is well known, having historic links to the surrounding area.
- 10.10 Once all the checks have been satisfactorily completed and the necessary fees received, the Council will change the name of the property and advise the relevant parties detailed on Appendix A.
- 10.11 The Council will then issue a Notice of Change of Address confirming the new official address to the owner of the property.

11.0 PROCEDURE TO RENAME AN EXISTING STREET, RENUMBER PROPERTIES OR NAME A STREET THAT WAS PREVIOUSLY UN-NAMED

- 11.1 Renaming will only be considered necessary as a last resort by the Street Naming and Numbering Officer and will require, as per the legislation, that at least two thirds of owners are in agreement to the change.
- 11.2 If the proposal is approved a notice will be erected on site and lodged with the Clerk to the Justices for one month whereby anybody aggrieved by the proposal can object. After consideration a decision will be made on whether to approve the proposal using delegated authority powers by the Head of Technical Services.
- 11.3 Once approved the Council will confirm the new street name is acceptable with Royal Mail. Royal Mail may issue a new post code for the street.
- 11.4 The Council will advise the residents / owners of their new official address as well as the agencies / organisations detailed in Appendix A
- 11.5 All costs associated with a change of address will be met by the owners / residents themselves.
- 11.6 All costs associated with providing and erecting street nameplates, except in exceptional circumstances, will be met by the residents/owners of the street; once erected the Council will maintain the street nameplates. The old street nameplates will remain in place, with a line struck through the lettering, and the new street nameplates will be erected alongside to clearly indicate the change. The old nameplate will be removed six months after implementation.
- 11.7 Sometimes the Council may decide that in order to improve the delivery of mail, and the routing of emergency services a street needs to be renamed, or renumbered. The Council will only do this after consultation with the owners of the affected properties and will always give one months notice in writing as detailed above. In these circumstances all costs associated with providing and erecting street nameplates will be met by the Council.
- 11.8 Royal Mail may also approach the Council where they believe there is an operational necessity to make changes to addresses. The Council will only make such changes where we believe there is a need, and after consultation with the residents/owners of the properties affected.
- 11.9 Any appeals should in the first instance be made to the Street Naming and Numbering Officer. If this is not satisfactorily dealt with, appeals should be directed through the Council's Head of Technical Services.

12.0 STREET NAMEPLATE SPECIFICATION & INSTALLATION GUIDELINES

- 12.1 The Council, requires all street nameplates within County Durham to conform to the following specification:
- 12.2 Generally the street nameplate will display a single street name only. However, where it is deemed appropriate, cul-de-sac symbols will be added
- 12.3 The wording “leading to.....” will only be considered at the main access points to a development or series of roads where there is no recognised through route for traffic. Each subsequent street will have a nameplate to only indicate the name of the street.
- 12.4 The text font to be used on all street nameplates is “Helvetica Medium”. All text shall be in upper case lettering only.
- 12.5 The font size of the principal street name shall be 89mm in height. Any subsequent wording such as “leading to.....” will be a maximum of in 40 mm in height but may be reduced to 30mm if necessary in order to fit the sign.
- 12.6 Where the street nameplate includes property numbers, these shall be displayed in one of the following ways:
- NOS n – nnn e.g. NOS 1 – 5
- Or
- NOS n, n, n, n, e.g. NOS 2,3,5
- Or
- NOS n – nnn ODD e.g. NOS 1-9 ODD
- 12.7 Only well known abbreviations should be used e.g. Ave. Cres., St., Tce, etc.
- 12.8 All letters shall be black on a non reflective, white background.
- 12.9 The length of a nameplate should not exceed 1250mm.
- 12.10 The height of a standard nameplate should be no more than 225mm high for single line text and 375mm high for double line text.
- 12.11 A ‘leading to’ nameplate or similar should not be more than 250mm in height, however more complicated nameplates may be taller to allow the placement of the required text.
- 12.12 The steel frame around the nameplate shall be black in colour.

- 12.13 Street nameplates should be fixed as near as possible to street corners, so as to be easily readable by drivers as well as pedestrians. The nameplate should normally be within 3 metres of the intersection of the kerb lines, but where this is not practicable the distance may be varied up to a maximum of 6 metres.
- 12.14 Street nameplates should be mounted so that the lower edge of the plate is approximately 1 metre above the ground at sites where they are unlikely to be obscured by pedestrians or vehicles and at approximately 2.5 metres where obscuration is a problem. They should never be lower than 0.6 metres or higher than 3.6 metres.
- 12.15 Preference should be given to fixing nameplates to posts in the confines of the public highway rather than affixed to walls or similar permanent structures.
- 12.16 Nameplates should normally be fixed at each street corner. At minor crossroads, particularly in residential areas, one plate on each side of the street positioned on the offside of traffic emerging from the road may be sufficient, except where the road name changes. At major junctions, name plates may be necessary on both sides of each arm.
- 12.17 At 'T' junctions a main street name plate should be placed directly opposite the traffic approaching from the side road.
- 12.18 Where the street name changes at a point other than a cross-road both names should be displayed at the point of change and many local authorities have found it useful to include arrows to indicate clearly to which parts of the street the names refer.
- 12.19 On straight lengths of road without intersections name plates should be repeated at reasonable intervals with priority given to such places as bus stations and opposite entrances to well frequented sites such as car parks.
- 12.20 Where it might reasonably be expected, for example, at intervals on long straight lengths of road, or at intersections or T-junctions, many Councils have found it useful to incorporate on the name plate information indicating the street numbers on either side of the intersection.
- 12.21 Posts shall be 1350mm in length, black in colour, square sectioned and steel construction with a recess for receiving the sign along the inner edge.
- 12.22 Posts should be set in a 450mm cube of concrete and have a deformed end or other mechanical fixing method to prevent the posts from being pulled out.
- 12.23 The Council will not accept liability for bespoke street nameplates typically attached to stone plinths or entrance pillars unless agreement is reached for commuted sums. These nameplates and the supporting structures remain the liability of the housing developer or residents of the development. The Council reserves the right to erect a standard street nameplate as necessary within the highway where problems are arising.

APPENDIX - A

List of bodies that are informed of new address and change of address information:

LLPG (Local Land & Property Gazetteer) Custodian

DCC Planning Services/Building Control

DCC Council Tax

DCC Electoral Register

DCC Land Charges

DCC Business Rates

DCC Environmental Health

DCC Highway Adoptions

DCC Environmental Services

Developer/Applicant/Householder

Royal Mail Address Development Team

Openreach Newsites

Centrica

Northern Powergrid

Northumbrian Water Ltd

County Durham & Darlington Fire and Rescue Brigade

NE Ambulance Service NHS Trust & Ambulance Control

District Valuer & Valuation Office

Land Registry

Durham Constabulary

Ordnance Survey

APPENDIX - B

STATUTORY LEGISLATION

Towns Improvement Clauses Act 1847

Section 64: Houses to be numbered and streets named

The Commissioners shall from time to time cause the houses and buildings in all or any of the streets to be marked with numbers as they think fit, and shall cause to be put up or painted on a conspicuous part of some house, building, or place, at or near each end, corner, or entrance of every such street, the name by which such street is to be known; and every person who destroys, pulls down, or defaces any such number or name, or puts up any number or name different from the number or name put up by the commissioners, shall be liable to a penalty not exceeding Level 1 on the standard scale for every such offence.

Section 65: Numbers of houses to be renewed by occupiers

The occupiers of houses and other buildings in the streets shall mark their houses with such numbers as the commissioners approve of, and shall renew such numbers as often as they become obliterated or defaced; and every such occupier who fails, within one week after notice for that purpose from the commissioners, to mark his house with a number approved of by the commissioners, or to renew such number when obliterated, shall be liable to a penalty not exceeding Level 1 on the standard scale, and the commissioners shall cause such numbers to be marked or to be renewed, as the case may require, and the expense thereof shall be repaid to them by such occupier, and shall be recoverable as damages.

Public Health Act Amendment Act 1907

Section 21: Power to alter names of streets

The local authority may, with the consent of two-thirds in number of the ratepayers, and persons who are liable to pay an amount in respect of council tax, in any street, alter the name of such street or any part of such street. The local authority may cause the name of any street or of any part of any street to be painted or otherwise marked on a conspicuous part of any building or other erection.

Any person who shall wilfully and without the consent of the local authority, obliterate, deface, obscure, remove, or alter any such name, shall be liable to a penalty not exceeding Level 1 on the standard scale.

APPENDIX - C

STATUTORY LEGISLATION - CHARGING FOR A SERVICE

Local Government Act 2003

Section 93: Power to charge for discretionary services

- (1) Subject to the following provisions, a best value authority may charge a person for providing a service to him if-
- (a) the authority is authorised, but not required, by an enactment to provide the service to him and
 - (b) he has agreed to its provision.
- (2) Subsection (1) does not apply if the authority-
- (a) has power apart from this section to charge for the provision of the service, or
 - (b) is expressly prohibited from charging for the provision of the service.
- (3) The power under subsection (1) is subject to a duty to secure that, taking one financial year with another, the income from charges under that subsection does not exceed the costs of provision.
- (4) The duty under subsection (3) shall apply separately in relation to each kind of service.
- (5) Within the framework set out by subsections (3) and (4), a best value authority may set charges as it thinks fit and may, in particular;
- (a) charge only some persons for providing a service;
 - (b) charge different persons different amounts for the provision of a service.
- (6) In carrying out functions under this section, a best value authority shall have regard to such guidance as the appropriate person may issue.
- (7) The following shall be disregarded for the purposes of subsections (2)(b)
- (a) section 111(3) of the Local Government Act 1972 (c.70) (subsidiary powers of local authorities not to include power to raise money),
 - (b) section 34(2) of the Greater London Authority Act 1999 (c.29)(corresponding provision for Greater London Authority), and
 - (c) section 3(2) of the Local Government Act 2000 (c.22) (well-being powers not to include power to raise money).
- (8) In subsection (1), “enactment” includes an enactment comprised in subordinate legislation (within the meaning of the Interpretation Act 1978 (c.30)).

APPENDIX - D

Street	For major roads / thoroughfare
Road	For major roads / thoroughfare
Way	For major roads / thoroughfare
Terrace	A group of attached properties not a thoroughfare
Row	A group of attached properties not a thoroughfare
Avenue	For residential roads (usually lined with trees)
Drive	For residential roads
Grove	For residential roads (usually area of trees)
Lane	For residential roads
Rise or Rising	For residential roads (usually upward rising hillside)
Place	For residential roads
Vale	For residential roads (usually near water/stream)
Wharf	For residential roads (usually near sea water)
Gardens	For residential roads (avoid local open space area)
Green	For residential roads (near open space area)
Meadow	For residential roads (near lowland meadow)
Wood	For residential roads (near woodland)
Crescent	For a crescent shaped road
Court or Close	For a cul-de-sac only
Square	For a square only
Hill or Heights	For a hillside road or multi storey building (Heights)
Walk or Path or	For a pedestrian way
Way	Farm/stables conversion or farm development
Mews	

APPENDIX - E



**Application for Street Name and Number Allocation,
Change of Address or
Property Address for a New Property or Building Conversion**

Town Improvements Clauses Act 1847 Section 64

1. Applicant

Name:
Address:
.....
.....
Telephone: Mobile:
E-mail:
Planning Application Number:

2. Details of Application (please tick)

New Build Conversion Property Division
of existing building

Property Use (please tick multiple where applicable)

Residential Commercial Mixed use
(Residential and Commercial)

Residential

House Bungalow Number of Properties.....
Terraced Detached Semi Detached
Apartment/Flat

Number Apartment Blocks: Number of Internal Apartments:

Please note that if the development is apartments or flats and located over different floor levels, please include floor plans to indicate which levels these refer to so that the allocated numbering will be logical.

Commercial

- Retail Offices Industrial
- Leisure Agricultural Transport
- Healthcare Holiday Let

Number of Units: Number of Internal Units:

Please be aware that this Council operates a policy of omitting number 13 from the numbering sequence. A, B and C will only be considered where necessary for internal numbering and on existing streets where the development is infill.

3. Business Name:

Please note that the business name should be different from that of the property name. The business name may then be added or removed from an address where necessary.

If the property will be located on an existing named street, please complete the field below

Existing Street Name:

4. Suggested Property Name (if applicable in order of preference, please include two proposals) Property names may only be suggested where there is no numbering sequence in operation.

4.1.

4.2.

5. Suggested Street Names in order of preference (please include two proposals only in cases where a new development/street is to be built).

5.1.

5.2.

6. Village (if applicable):

7. Postal Town:

8. Grid Reference:

Please indicate whether the property will be postally addressable and requires postcode allocation. Please note that postcodes are allocated by Royal Mail and are only allocated where there is a postal delivery point at the property.

Postcode Required: YES NO

Please include a marked site and location plan indicating the property and its boundaries with the main entrance of the property highlighted and return this to the postal or e-mail address at the bottom of this form. Please be aware that if the form is not completed with the asterisked mandatory fields and plans are not submitted with this application, the application cannot be processed and forms will be returned to you, which may result in a delay in the allocation of an official postal address, this in turn may affect requests for connections to statutory services or deliveries.

Scale of Charges for Street Naming and Numbering

Property Name: Additions & Changes	£XXXX
Addressing / numbering of New Properties (on Existing Road)	£XXXX Admin Fee plus £XXX per plot
Naming of a New Street (Additional charge to the above numbering, where new street name is required)	£XXXX
Sub-division of Properties (based upon number of properties created including original)	£XXXX Admin Fee plus £XXX per "Flat"
Development Re-Number due to change in plot numbers, or plot positions	£XXXX plus £XXX per property

On large developments naming and numbering will only be implemented on those phases of a detailed or reserved matters planning approval that have commenced. Further phases will be charged separately.

A cheque made payable to 'Durham County Council' should be submitted with this application.

Declaration

As the freehold owner of the property/ies I hereby request for Durham County Council to undertake the Street Naming and Numbering process and assign the address(es) to the property/ies described, in accordance with the Town Improvements Clauses Act 1847 Section 64 and British Standard (BS) 7666

Signed: Date:

Block Capitals:

Please complete the form and return by post or e-mail with appropriate plans and fee to the following address:

Street Naming and Numbering

Durham County Council
 Green Lane Council Offices
 Spennymoor
 Co. Durham
 DL16 6JQ
 Telephone: (01388) 824095
 E-mail: ns_streetnamingandnumbering@durham.gov.uk

APPENDIX - F



Application to add a Property Name to an Existing Numbered Address

(This form should be used only if the property has a property number)

If a request is received to add a property name to an existing numbered address this will be approved subject to it causing no conflict with addresses in the same street/postal area, however the retention of property numbers shall be enforced and displayed on the property. The numbered address must be used and referred to in all correspondence.

1. Details of Applicant

Owner's Name

Owner's Address (if different from property address)
.....
.....

Current Property Address

Property Number

Street

Village

Postal Town

Postcode

Telephone No.....

E-mail

Business Name

2. Details of Suggested Property Names

Change of Property Name to: (in order of preference)

1.

2.

Property names will be accepted in accordance with the Council's Street Naming and Numbering Policy and complying with British Standard (BS) 7666.

3. Charges

A fee of £XXXX is required for administration. (Please make the cheque payable to 'Durham County Council').

Declaration

I confirm that I am the legal registered owner of this property and I understand that an addition of a name to a property is not part of the official registered address and that I should use the property number in all correspondence and clearly display the property number at my property.

Applicant Signature: **Date:**

BLOCK CAPITALS:

.....

Please return completed form including a marked plan indicating the property and fee to the following address:

Street Naming and Numbering

Durham County Council
Green Lane Council Offices
Spennymoor
Co. Durham
DL16 6JQ

Telephone: (01388) 824095

E-mail: ns_streetnamingandnumbering@durham.gov.uk

Addition of a Property Name to an Existing Numbered Property: Application Guidelines

- The property name should be unique and not duplicated within the locality or postcode. For example, Rose House and Rose Cottage - only one property named Rose will be accepted, also property names should not replicate street names
- The word 'Flat' in any form is not acceptable in the principal property name or as part of the property name
- Properties should not be named with a business name; this will be added to the address separately
- Property names that could be considered or construed as obscene, racist or which would contravene any aspect of the Council's equal opportunities policies will not be acceptable
- Properties should not be named after living people
- Where possible names should reflect the history of the area or acknowledge the local geography whilst being BS7666 compliant
- No abbreviations or punctuation should be used, ie Marks House rather than Mark's Hse.

APPENDIX - G



Application to Change Property Name

(This form should be used only if the property DOES NOT have a property number)

1. Details of Applicant

Owner's Name

Owner's Address (if different from address to be changed)
.....
.....
.....

Current Property Address
Name of Property

Street

Village

Postal Town

Postcode

Telephone No.....

E-mail

Business Name

2. Details of Suggested Property Names

Change of Property Name to: (in order of preference)

1.

2.

Property names will be accepted in accordance with the Council's Street Naming and Numbering Policy and complying British Standard (BS) 7666.

3. Charges

A fee of £XXXX is required for administration. (Please make the cheque payable to 'Durham County Council').

I confirm that I am the Legal Registered Owner of this property

Applicant SignatureDate

Name in Block Capitals
.....

Please return completed form including a marked plan to scale of 1:1250 and minimum 1:2500 indicating the property and fee to the following address:

Street Naming and Numbering

Durham County Council
Green Lane Council Offices
Spennymoor
Co. Durham
DL16 6JQ

Telephone: (01388) 824095

E-mail: ns_streetnamingandnumbering@durham.gov.uk

Please note, property name changes initiated by the property owner must be circulated by the owner direct to any company who deliver mail or services to the property especially Land Registry, Health Service, DVLA., personal contacts, financial companies and utility providers.

Please see the following excerpts from the Council's Street Naming and Numbering policy for guidance when choosing a property name:

- The principal property name should be unique and not duplicated within the locality or postcode. For example, Rose House and Rose Cottage - only one property named Rose should be accepted also property names should not replicate street names
- The word 'Flat' in any form is not acceptable in the principal property name or as part of the property name
- Properties should not be named with a business name; this will be added to the address separately
- Property names that could be considered or construed as obscene, racist or which would contravene any aspect of the Council's equal opportunities policies will not be acceptable
- Properties should not be named after living people
- Where possible names should reflect the history of the area or acknowledge the local geography whilst being BS7666 compliant
- No abbreviations or punctuation should be used, ie Marks House rather than Mark's Hse
- Property names must be clearly displayed at the entrance/drive to the property

Please include a marked plan indicating the property and its boundaries with the main entrance of the property highlighted and return this to the following postal or e-mail address:

Please complete the form and return by post or e-mail with appropriate plans and fee to the following address:

Street Naming and Numbering

Durham County Council
Green Lane Offices
Spennymoor
Co. Durham
DL16 6JQ

Telephone: (01388) 824095

E-mail: ns_streetnamingandnumbering@durham.gov.uk

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Appendix 3: Street Naming and Numbering Charges 1 April 2012 to 30 March 2013

**Street Naming and Numbering Charges
1 April 2012 to 30 March 2013**

The naming and numbering of streets and buildings within County Durham is a statutory function of Durham County Council. The Council is the only organisation with the authority to name and number new streets and properties.

There is a considerable amount of resource, both staff time and associated costs that are incurred in the Street Naming and Numbering process. As the Council has a statutory obligation to provide such a service, it is a service that cannot be ignored.

All new development within County Durham will require the use of the Street Naming and Numbering function, as all new development needs address data, be they residential or business premises. The County Council's Policy on Street Naming and Numbering should be referred to a necessary.

Item	Charge
Property Name : Additions & Changes	£50.00 per property
Addressing / Numbering of New Properties (on Existing Road)	£50.00 Admin. Fee plus £5.00 per plot requiring a number
Naming of a New Street (Additional Charge to the above numbering, where a new Street name is required)	£150.00
Sub-division of Properties – (and based on number of properties created including original)	£50.00 Admin Fee plus £5.00 per "Flat"
Renaming of a street where requested by residents	£450.00
Confirmation of address to Solicitors / Conveyancers/ Occupiers or Owners	£25.00
Development re-number due to change in plot numbers, or plot positions.	£100 Admin Fee plus £10 per property
Address issued / confirmed when replacement property built (as the original address will have been removed following the demolition as address may be different to original property) reactivation of address.	£50.00 per property
Challenges / Requests / Revisions to existing street naming and numbering schemes	£28.00 per hour

These charges are not subject to VAT

Payment can be made in two ways, by cheque or card payments. Cheques should be made payable to 'Durham County Council' and sent together with the application form.

Contact:

**Street Naming and Numbering Officer,
Durham County Council,
Green Lane Offices,
Spennymoor, County Durham,
DL16 6JQ
Tel: (01388) 824095
Email: ns_streetnamingandnumbering@durham.gov.uk**

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Equalities and Diversity Impact Assessment

Street Naming and Numbering Policy



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: Traffic and Community Engagement Section , Strategic Highways, Technical Services, Neighbourhood Services	Start date: 25/01/2012
Planning and Policy Officer, Neighbourhood Services	27/01/2012
<p>Lead Officer: Strategic Highways Manager, Technical Services, Neighbourhood Services Area Traffic Manager (Area 2) Traffic and Community Engagement Section , Strategic Highways, Technical Services, Neighbourhood Services</p> <p>Subject of the Impact Assessment: (please also include a brief description of the aims, outcomes, operational issues as appropriate) The adoption of a new Street Naming and Numbering Policy for the county council following Local Government Reorganisation in 2009 and the transfer of this statutory function previously carried out by the former Borough and District Councils to the new unitary council. The following Acts of Parliament all inform this policy:</p> <ul style="list-style-type: none"> • Local Government Act 2003 • Town Improvement Clauses Act 1847 • Public Health Act Amendment Act 1907 <p>This policy at the time of implementation follows best practice prescribed by the National Land and Property Gazetteer custodians at www.nlpg.org.uk.</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"> • Developer/Applicant/Householder • Royal Mail • Utilities 	

<ul style="list-style-type: none"> • Emergency Services • Durham Constabulary • All who work, live in and visit County Durham 	<p>Is a copy of the subject attached? Yes / No If not, where could it be viewed? Contact Traffic and Community Engagement Section , Strategic Highways, Technical Services, Neighbourhood Services</p> <p>Initial screening The purpose of the Street Naming and Numbering Policy is to process all requests to name streets and to ensure that all properties in Durham are assigned an official address that is clear and unambiguous. In turn, this will ensure that council services, emergency services and other services are able to locate any property address. Anyone seeking an address change, or the creation of an address for a new property, must apply to Durham County Council following the procedures outlined in the new policy.</p> <p>Implications for Service Delivery It is important that we have a comprehensive Street Naming and Numbering Policy as we want to ensure:</p> <ul style="list-style-type: none"> • Emergency Services can find a property quickly • Mail is delivered efficiently • Visitors can easily find where they wish to go • There is a reliable delivery of services and products • Service providers have up to date and accurate records. • The Council will bill the right person, in the right property, at the right time for Council Tax and National Non-Domestic Rates (NNDR) <p>Implications for Service Users This policy is transparent and inclusive and will not have any disproportionate impact on any of the equality strands. It is important however that the policy ensures that it contains clarity in relation to ensuring signage is accessible for disabled persons especially those with impaired vision.</p> <p>Disability The use of accessible nameplates is addressed within the policy where font, colour and placement requirements are clearly listed. All street nameplates within County Durham will conform to specifications including:</p> <ul style="list-style-type: none"> • The text font to be used on all street nameplates is “Helvetica Medium”. • All text shall be in upper case lettering only. • The font size of the principal street name shall be 89mm in height. • All letters shall be black on a non reflective, white background • Street nameplates should be fixed as near as possible to street corners, so as to be easily readable by drivers as well as
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pedestrians.

Although we do not provide street names plates as tactile signage or in Braille, if development in accessibility for disabled persons results in these being a feasible option we will consider revisiting our policy to include these advancements.

Race/ethnicity

County Durham has a population of 506,400 (source ONS 2007 population estimates) of which 96.43% class their ethnicity as white. One of the largest ethnic minority communities is Gypsies and Traveller. If the profile of the county was to change and if requests for the naming of streets in a second language were received consideration for a methodology for responding to requests for second language street names, including how views of residents are to be assessed and responded to will be considered and developed. The main stakeholders will be the people who live or work in the vicinity of the streets or roads under consideration; most specifically those people who live in that street or road.

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	N	Disability	Y	Age	N	Race/ethnicity	N	Religion or belief	N	Sexual orientation	N
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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?

Profile of the population of County Durham (source ONS 2007 population estimates) indicates that 96.43% of the population is white therefore inclusion of naming of streets in second language has not been an issue up to now. Over the last three years we have not received any requests for street names in a second language.

Decision: Proceed to full impact assessment – Yes/No **Date: 24/01/2012**

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)
Gender	N/A	N/A	N/A
Age	N/A	N/A	N/A
Disability	Needs of the visually impaired are considered and addressed by the use of accessible street signs.	The use of accessible nameplates is addressed within the policy where font, colour and placement requirements are clearly listed. The use of tactile and Braille signage is under development and may be available in the future.	If development in accessibility for disabled persons results in the availability of tactile and Braille signage consideration will be given to including a methodology for responding to these requests
Race/Ethnicity	We are unable to identify any impact on race/ethnicity as over the last three years we have not received any requests for street names in a second language.	Profile of the population of County Durham (source ONS 2007 population estimates) indicates that 96.43% of the population is white there fore inclusion of naming of streets in second language has not been an issue up to now.	Monitor requests received for street names in a second language and if the need arises consideration will be given to including a methodology for responding to requests for second language street names, including how views of residents are to be assessed and responded to will be developed.
Religion or	N/A	N/A	N/A

belief		
Sexual Orientation	N/A	N/A

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

Section three: Review and Conclusion

<p>Summary: please provide a brief overview, including impact, changes, improvements and any gaps in evidence.</p> <p>The purpose of the Street Naming and Numbering Policy is to process all requests to name streets and to ensure that all properties in Durham are assigned an official address that is clear and unambiguous. In turn, this will ensure that Council services, emergency services and other services are able to locate any property address. Anyone seeking an address change, or the creation of an address for a new property, must apply to Durham County Council following the procedures outlined in the new policy.</p> <p>We do not have any evidence of requests for naming of streets in another language however if we were to consider this it would be in line with the history, heritage or environment of the town. Consultation with the people who live or work in the vicinity of the streets or roads under consideration would be taken to ensure that any decisions made would not create or add to any potential perceived community tensions. Consideration will also be given to requests for tactile and Braille signage, if developed.</p>			
Action to be taken	Officer responsible	Target Date	In which plan will this action appear
Monitor requests received for street names in a second language	Strategic Highways Manager	March 2013	Neighbourhood Services Equality Action Plan
We will explore options on responding to requests for second language street names, including how views of residents are to be assessed and responded to.	Strategic Highways Manager	August 2013	Neighbourhood Services Equality Action Plan
We will explore options including tactile and Braille signage requests, as well as how views of residents are to be assessed and responded to .	Strategic Highways Manager	August 2013	Neighbourhood Services Equality Action Plan
When will this assessment be reviewed?	Date: August 2013		
Are there any additional assessments that need to be undertaken in relation to this assessment?	No		
Lead officer - sign off:	Date: 27/01/2012		
Strategic Highways Manager, Technical Services, Neighbourhood Services			
Service equality representative - sign off: Policy Performance and Communications Manager	Date: 30/01/2012		

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)

ns_streetnamingandnumbering@durham.gov.uk

Tel 01388 824 095



Braille



Audio

AAA

Large Print

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Cabinet

7 March 2012

Stanley Town Centre Masterplan

Key Decision R&ED/01/12



Report of Corporate Management Team

Ian Thompson, Corporate Director Regeneration and Economic Development

Councillor Neil Foster, Cabinet Portfolio Holder for Regeneration and Economic Development

Purpose of the Report

1. This report seeks approval for the Stanley Town Centre Masterplan and to establish timescales for the delivery of the initial elements of the proposed regeneration programme.
2. Subject to approval of the masterplan, this report seeks approval to the principle of the use of Compulsory Purchase Powers to facilitate the completion of land acquisition needed to implement a consented development highlighted in the masterplan.

Background

3. The Council is committed to improving the County's main towns and villages. A key first step is identifying how this can best be achieved and to this end a series of plans and frameworks are being drawn up to help facilitate this.
4. As one of the main priority towns in North Durham, Stanley presents significant opportunities for regeneration and improvement. In recent years there have been successful developments in the town while additional investment is planned including the Academy and a food retail scheme at the Clifford Centre.
5. It is apparent however that the town centre is underperforming and does not function as well as it could, and indeed should. There remains a pressing need to set out a clear plan for how the town should be developed and improved. The Masterplan is a mechanism to ensure new developments are successfully integrated into the town and give confidence for businesses to invest in Stanley. The plan will also help to maximise the potential of the numerous development opportunities (e.g. well-located sites).

6. This document provides a guide for regeneration and investment over the next 15 years, creating a vision for the town in terms of its distinctive role and identity within the County. A copy of the full Baseline report, along with the Masterplan has been placed in the Member's Library for reference.

The scope of the Masterplan

7. The Stanley Masterplan sets out the main actions that will help to create a revitalised, accessible and attractive town centre. It introduces the main characteristics and challenges affecting the town, and sets a Vision and Objectives to help to frame the actions of the plan. The Masterplan also sets out the level of priority and timetabling for delivering the Proposed Actions within a Delivery Plan which is included in the plan. Progress made against the Delivery Plan will be monitored and the delivery Plan updated to reflect progress and any changes in circumstances.
8. The results from the consultations have been used alongside Sustainability Appraisal and a Baseline Report to inform the selection of the most appropriate suite of Proposed Actions to be taken forward in the Masterplan. The Proposed Actions in the plan are grouped under the following six themes:
 - Creating development and inward investment opportunities
 - Improving permeability
 - Improving the town centre offer
 - Improving town centre facilities
 - Improving the appearance of the town centre
 - Supporting local businesses
9. In the short term, the Masterplan provides a focus on realistic and deliverable interventions, recognising the current economic situation and the need to stimulate private investment wherever possible. In order to maintain an improvement in the town's fabric in the longer term, investment by DCC alongside that of other public bodies will need to be closely co-ordinated to maximise the *Whole Town* approach and improvements to service delivery.
10. Committed investment by both public and private sector partners in support of the place shaping aspirations is detailed in the Delivery Plan section of the Masterplan. More fundamentally, whilst public sector expenditure is expected to be limited for the foreseeable future, its sensible use should seek to stimulate and work with the local property market to deliver the long term objectives of the framework.

11. The short term (1-5 year) interventions recognise the availability of some capital programme resource and opportunities for the use and re (use) of Council land and property to drive forward the regeneration plans. The tables below identify the County Council and other Partners resources already allocated or programmed for each of the identified priorities within the town centre over the short-term (2012-2017).

Table 1 Confirmed Council short term interventions across Stanley

Theme	Interventions	Proposed DCC Allocation
Improving the town centre facilities	Develop a new Customer Access Point which will include the relocated Library	£1.2 million
	Construction of North Durham Academy	£ 31.5 million
Supporting local businesses	Targeted Business Improvements Scheme	£100,000
	Total	£32.8 Million

Table 2 Confirmed short term interventions to be funded by others

Theme	Interventions	Proposed Allocation
Improving the appearance of the town centre	Public realm improvements through the Tesco development	Works to be completed along Clifford Road as part of Section 106 legal agreement (c£200,000)
	Stanley Heart – general environmental improvements through Stanley Town Council.	£40,000
Improving permeability	Physical enhancements to South Stanley by Derwentside Homes	£500,000

12. These financial commitments (above) are done so with the expectation that this investment will be used to maintain progress with the regeneration programme until such time as the land and property market recovers. Options to take forward the longer term aspirations in plan (currently estimated at least £1.9 million) beyond the approved contributions derived from the Councils capital programme will form the basis of subsequent detailed reports.

Status of the Masterplan

13. The Masterplan will set out the Council's Regeneration Policy for Stanley town centre. Whilst it will not have statutory Development Plan status elements of it which have planning policy implications (e.g. designation of the primary retail core) will be taken forward as 'preferred options' within the relevant sections of the forthcoming County Durham Plan. The Masterplan will be an adopted Council document and will be used to guide and co-ordinate future decisions and actions affecting the town centre. It will be regarded as a material consideration when considering and negotiating on planning applications.

Consultation

14. Two rounds of extensive consultation with local businesses, the community, Stanley Town Council, Stanley AAP and other stakeholders have been carried out during the preparation of the Masterplan. The first consultation took place in February 2011 and focussed upon the key issues affecting the town centre and informed the finalisation of the Town Centre Baseline Report. The results of this exercise were fed into the next round of consultation which set out a range of options for consideration, and took place over the summer 2011 for six weeks.
15. Participation levels have been high throughout the preparation of the Masterplan. The results of the consultation have been used to inform the development of proposed actions and are contained within the Baseline Report.

Deliverability

16. One of the key issues in developing the Masterplan has been to ensure that the proposals contained within the plan are deliverable, particularly given current commercial markets and public sector funding constraints.
17. One of the major development areas, identified within the Masterplan for significant private sector investment, is the redevelopment of the Clifford Road site. This site currently has planning consent for a major foodstore development and associated car parking, which is an investment of approximately £30 million and anticipated to create in excess of 400 jobs.
18. The developer for the scheme has progressed to an advanced stage with the site assembly associated with the project. However, after protracted negotiations, an impasse has been reached for the freehold acquisition of the remaining plots across the site, preventing the delivery of the Foodstore project.

19. In view of the central nature of the proposed development to the aims of the masterplan, the Council has been approached by the developer to consider the use of Compulsory Purchase powers to secure remaining land interests within the development site and allow the new development to come forward.
20. It is anticipated that the Clifford Road scheme will deliver a range of significant economic, social and environmental benefits to an area which is much in need of regeneration and improvement. Details of these benefits, the need and justification for the Compulsory Purchase Order (CPO), and the Council's purpose in seeking to acquire land for the scheme, would be required to be set out in detail in a 'Statement of reasons' for consideration before an order can be published.
21. Under the use of such powers if approved, there will be an opportunity for all affected parties to object to the Order, possibly culminating in a Public Inquiry. Should the Compulsory Purchase Order be confirmed by the Secretary of State, appropriate compensation will be available to those entitled to claim under the relevant statutory provisions.

Recommendation and Reasons

20. It is recommended that to support the regeneration of Stanley, Members approve the Stanley Town Centre Masterplan and its associated Delivery Plan.
21. Subject to approval of the Stanley Town Centre Masterplan, approval is sought to develop further a Compulsory Purchase Order to complete land acquisition and facilitate development of the foodstore site at Clifford Road, Stanley, with a further detailed report to be presented detailing all relevant information required to prepare the order for submission to the Secretary of State.

Background Papers

Statement of Consultation for Stanley Town Centre Masterplan

Stanley Town centre Baseline Report.

Planning Application: 1/2010/0096

Contact: Carole Dillon Principal Policy Officer Tel: 03000 261911
Graham Wood Economic Development Manager Tel 03000 262002

Appendix 1: Implications

Finance -

The Masterplan includes proposals which will require finance through the Capital Programme and Local Transport Plan. Elements identified within table 1 of the report already have approval through the Town Centre Element of the RED Capital Programme.

Potential cost implications associated with the use of Compulsory Purchase Powers will be detailed in any further report subject to approval.

Staffing -

Some staff resources will be required in the preparation of the finalised Masterplan.

Risk -

A risk assessment has been completed and one reportable risk has been identified, details of which are attached at appendix 2.

Equality and Diversity / Public Sector Equality Duty -

An EIQA has been carried out and no significant implications have been identified.

Accommodation -

The relocation of the Customer Access Point and Library and reuse of the existing Council offices on Front Street are included within the Masterplan proposals.

Crime and Disorder - None

Human Rights -

None associated with consideration of the masterplan. Any consideration of the use of Compulsory Purchase Powers will require the Statement of Reasons to sets out the Council's justification for compulsory acquisition and include reference to how regard has been given to the provisions of Article 1 of the First Protocol to the European Convention on Human Rights and Article 8.

Consultation -

Consultation with high participation rates has been carried out and has informed the preparation of Masterplan.

Procurement - None

Disability Issues - None

Legal Implications -

Should approval be granted to prepare further detailed report in the use of a Compulsory Purchase Order, The powers to be used and procedure to be followed are set out in Section 226(1) (a) of the Town and Country Planning Act 1990, the Compulsory Purchase Act 2004 and in the Acquisition of Land Act 1981.

Appendix 2

Reportable Risk

Risk Description	Potential Impact	Measures to mitigate the risk (if not already in place state implantation date)	Risk Owner
Continued decline of the town centre	<ol style="list-style-type: none">1. Inability to attract inward investment, employment; housing development etc.2. Local economy will suffer.3. Social inequalities may increase.4. Public dissatisfaction.5. Reputational damage.		Ian Thompson

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Cabinet

7 March 2012



**School Admission Arrangements
September 2013 and Beyond**

KEY DECISION: CYPS/05/12

Report of Corporate Management Team

David Williams, Corporate Director, Children and Young People's Services

Councillor Claire Vasey, Cabinet Portfolio Member for Children and Young People's Services

Purpose of the Report

1. To consider the proposed admission arrangements for Community and Voluntary Controlled Schools for the 2013/14 academic year and beyond.

Background

General

2. The Authority is required to consult widely about its admission arrangements for all Community and Voluntary Controlled Schools and ensure that the determined arrangements comply with the mandatory provisions of the School Admissions Code. Failing to comply would mean that the Authority would fail to meet its statutory duty.
3. The Local Authority (LA) is the admission authority for Community and Voluntary Controlled Schools, while the governing body is the admission authority for Voluntary Aided and Foundation Schools and Academies. All admission authorities must publish admission arrangements, to include:
 - the number of pupils to be admitted in each year group;
 - application procedures;
 - the criteria to be used in the event of over-subscription;
 - any separate entry requirements and oversubscription criteria for Year 12 or nursery places; and
 - information on waiting lists and how late applications will be handled.

Consultation for admissions for September 2013/14 academic year

4. The consultation took place in the Autumn term of 2011/12 and included the admission arrangements for all maintained schools and academies. There were no changes proposed to the admission policies and oversubscription criteria for Community and Voluntary Controlled Secondary schools, Foundation schools or Academies. The consultation asked whether the

oversubscription criteria were appropriate and for any additional comments. A list of those consulted is attached at Appendix 2.

Co-ordinated Admission Schemes and Application Procedures

5. The consultation asked whether the draft co-ordinated admission schemes were appropriate and for any additional comments. The purpose of the co-ordinated admission scheme is to ensure that, as far as is reasonably practicable, every parent of a child living in the LA area who has applied for a school place in the normal admission round receives an offer of one, and only one, school place on the same day. This school place can be in either the Local Authority (LA) area (Durham) or a school located in another LA's area. For secondary schools, places must be offered on the national offer date of 1 March 2013 and for primary schools, places will be offered on 15 April 2013. The Co-ordinated Admission Schemes are at Appendix 3 and the Application Procedures are at Appendix 4.

Admission Numbers

6. The Local Authority directly consulted the Governing Bodies of Community and Voluntary Controlled Schools about the proposed admission numbers for the 2013/2014 academic year. The proposed admission number for each Community and Voluntary Controlled School is detailed in Appendix 5 to this report. In addition, the admission numbers for other maintained schools and Academies, where notified, are included for information. The consultation asked for comments on the Planned Admission Numbers.

Aided Schools, Foundation Schools and Academies

7. The relevant Governing Body, and not the LA, is the Admission Authority for these. However, following requests, the admission arrangements for Aided and Foundation Schools and Academies were included in the LA consultation. The consultation asked for comments on the proposed criteria for admission to individual Aided and Foundation schools and Academies, with a view to these being fed back by the LA to the relevant school/Academy for consideration.

Consultation Responses

8. There were only 7 responses received, one from a parent and 3 from head teachers with other types of respondents not known. Not all respondents answered each question. The summary is given below:
 - There were 6 respondents to the question about the existing criteria for Nursery schools and units and all of them thought that they were appropriate. No further comment was given.
 - There were 6 respondents to the question about the existing criteria for infant, junior and primary schools. 5 thought that they were appropriate and 1 thought that sibling links should be the first criterion.
 - There were 5 respondents to the question about the existing criteria for secondary schools. 4 thought that they were appropriate and 1 thought that sibling links should be the first criterion.

- There were 5 respondents to the question about the existing criteria for sixth forms. 2 thought that they were appropriate and 3 that they were not. 1 thought that sibling links should be the first criterion and the other that one particular school be allowed to revise its criteria “to give priority to children from county 11-16 schools over proximate children”
- 1 respondent gave some suggestions for improvements to the administration of the co-ordinated admission schemes.
- There were no responses to the questions about the Planned Admission Numbers or the individual admission arrangements for Aided schools, Foundation schools and Academies.

Comment:

9. In response to the comments from the consultation, it is not possible to give siblings the highest priority in a school’s oversubscription criteria as the School Admissions Code states this must be given to children who are ‘looked after’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. However, in recognition of the importance of siblings being placed together in the same school wherever possible, priority is afforded to them over some other applicants within the oversubscription criteria. In relation to post 16 priorities it is important that we seek to ensure that students attending 11-16 school have the opportunity to attend appropriate post 16 provision. Thus, it is proposed that the arrangements set out in Appendix 6 are approved.

View of the Admission Forum

10. On 8 February 2012, the Admission Forum agreed the recommendations to Cabinet as detailed at paragraph 14 of this report.

Statutory Requirements and Future Implications

11. It is a statutory requirement that admission arrangements for 2013/2014 are determined by 15 April 2012 and published (public notice in local newspapers) not later than 1 May 2012. The public notice must advise that objections can be made to the Office of the Schools Adjudicator. In the event of objections from parents or others the Schools Adjudicator has the power to amend the Council’s arrangements.
12. Since the consultation a new Admissions Code applies to admission arrangements determined in 2012 for admission to the school year 2013/14. Some elements are mandatory and these have been incorporated into the Authority’s admission arrangements as appropriate.

Risk Assessment

13. A risk assessment has been undertaken on the proposed Admission Arrangements for 2013/2014. There will be a breach of statutory duty imposed on the Authority if Admission Arrangements are not determined by 15 April 2012 and published by 1 May 2012. Any parents or others unhappy with the Council’s arrangements may object to the Schools Adjudicator who can amend the Council’s arrangements.

Recommendations

14. Cabinet is asked to consider the responses to the consultation and agree the following recommendations:
- a) That the proposed oversubscription criteria for each and every Community and Voluntary Controlled Nursery School and Unit, at Appendix 7, be approved.
 - b) That the proposed oversubscription criteria for each and every Community and Voluntary Controlled Infant, Junior and Primary School, at Appendix 8, be approved.
 - c) That the proposed oversubscription criteria for each and every Community and Voluntary Controlled Secondary School, Appendix 9, be approved.
 - d) That the proposed oversubscription criteria for each and every Community and Voluntary Controlled Sixth Form, at Appendix 6, be approved.
 - e) That the Co-ordinated Admission Schemes and Application Procedures Primary and Secondary, at Appendix 3 and 4 be approved.
 - f) That the admission numbers (PANS), as recommended in Appendix 5 be approved.

Background Papers

Returns from meetings of School Governing Bodies.
Returns from consultation exercise.
School Admissions Code/Regulations - DfE

Contact: Maureen Clare
Head of Access and Inclusion Services (0191) 383 3535

Appendix 1: Implications

Finance

Admissions arrangements can impact on the number of surplus places in schools, the efficient use of resources and value for money.

Staffing

Implications at school level.

Risk

A risk assessment has been undertaken on the proposed Admission Arrangements for 2013/2014. There will be a breach of statutory duty imposed on the Authority if Admission Arrangements are not determined by 15 April 2012 and published by 1 May 2012. Any parents or others unhappy with the Council's arrangements may object to the Schools Adjudicator who can amend the Council's arrangements.

Equality and Diversity

The School Admissions Code exists to ensure fairness and equity in school admission arrangements. An Impact Assessment has been undertaken following the application of these criteria for September 2013 Admissions. There is no evidence that these criteria discriminate against any groups. A full copy of the Impact Assessment is available via the County Council's website.

Accommodation

Relates to best overall use of school buildings.

Crime and Disorder

None.

Human Rights

None.

Consultation

Schools Governing Bodies, Admissions Forum, Statutory Public Consultation.

Procurement

None

Disability Discrimination Act

See Equality and Diversity, above.

Legal Implications

There will be a breach of statutory duty imposed on the Authority if Admission Arrangements are not determined by 15 April 2012 and published by 1 May 2012.

**ADMISSION ARRANGEMENTS SEPTEMBER 2013 AND BEYOND
THOSE CONSULTED:**

Parents of children aged 5+, via Schools
Parents of children aged 2+, via early years settings
Head Teachers of all schools in County Durham
Governors (Chairs)
Neighbouring Authorities
Neighbouring Admissions Authorities (Schools)
Durham Admissions Authorities – Secondary
Durham Admissions Authorities – Primary
Diocese
Parents Groups, via PTAs
Durham Admissions Forum
Neighbouring Admissions Fora
County Durham Elected Members
Service Families
Traveller Community
Parish and Town Councils
Ethnic Minority Groups
Faith Communities
Colleges
PTAs
Citizen's Advice Bureau
Private and Independent Schools – Durham

N.B. A Public Notice was placed in the local newspaper. The County Council website also publicised the consultation and facilitated on-line responses.

DURHAM COUNTY COUNCIL

CO-ORDINATED ADMISSION SCHEME - PRIMARY SCHOOLS

This scheme is made by Durham County Council under the Education (Co-ordination of Admission Arrangements) (England) Regulations 2008 and applies to all maintained primary schools in County Durham.

The proposed Co-ordinated Admission Scheme for Durham Local Authority is set out below and complies with the School Admissions Code. The dates relating to the admissions process for the school year 2013/14 are attached at Annex 1.

A separate scheme exists in relation to secondary schools.

Interpretation

1. In this scheme -

“The LA” means Durham County Council acting in its capacity as local education authority.

“The LA area” means the area in respect of which the LA are the local education authority.

“The schools” means all community, voluntary controlled or voluntary aided primary schools which are maintained by the LA.

“Admission Authority” means the LA in respect of any of the schools which is a community or voluntary controlled school, and the Governing Body of the school in respect of a Voluntary Aided School.

“Parent” means any person who holds parental responsibility for a child and with whom the child normally lives.

“Suitable school” means the nearest available school which offers an efficient full-time programme of education appropriate to the individual child’s age, ability and any special educational needs, in the view of the Authority.

The Co-ordinated Admission Scheme will apply for the admission arrangements for the school year commencing September 2013.

The LA will include in its admission arrangements for the 2013/14 school year the provisions set out in the Schedule to this scheme.

The Governing Body of each Voluntary Aided School will include in its admission arrangements for the 2013/14 school year the provisions set out in the Schedule to this scheme, so far as relevant to that school.

The scheme shall apply to every primary school in the LA area (except special schools).

PART 1 - THE SCHEME

1. There will be a common application form supplied by the LA for the purpose of enabling parents living in County Durham to express up to three preferences for their child to be admitted to a maintained primary, infant and, where appropriate junior school in County Durham or to a school or schools in another LA area for the academic year 2013/14.
2. The common application form must be used as a means of expressing one or more preferences for the purposes of Section 86 of the School Standards and Framework Act 1998 by parents resident in the LA area wishing to express a preference for their child:
 - a. to be admitted to a maintained primary school within the LA area (including Voluntary Aided Schools).
 - b. to be admitted to a school located in another LA's area (including Voluntary Aided Schools).
3. The common application form will invite the parent to express up to three preferences including where relevant any schools outside the LA's area, in the rank order in which they wish their child to receive an offer of a place, and invite parents to give their reasons for each preference.
4. The common application form will explain that the parent will receive no more than one offer of a school place. Furthermore, that places at any oversubscribed school will be offered on the basis of equal preference rank order and that where an offer is made it would be for the highest ranked school at which the LA as the admission authority or on behalf of the admission authority of a Voluntary Aided School, was able to offer a place. Annex 2 lists those Governing Bodies who are the Admission Authority for schools to which this scheme applies.
5. The common application form will explain that where the LA could not offer a place at any of the preferred schools, the offer of a place will be made at the nearest school to the parental address that has a place available.
6. The common application form will specify a closing date and where it must be returned. Governing Bodies of Aided Schools, as the Admission Authority, must notify the relevant LA of any application made direct to them in error whether or not the parent lives in County Durham.
7. The LA will make appropriate arrangements to ensure that a common application form is available on request from the LA and from all primary schools in County Durham and that the common application form is accompanied by a written explanation of the co-ordinated admission scheme.
8. The common application form will include a supplementary section to be completed by parents who express a preference for a Voluntary Aided School to enable them to provide relevant additional information.

Processing of Common Application Forms

9. Completed common application forms should be returned to the LA by 15 January 2013.
10. Completed common application forms which are received for good reason after the closing date will be accepted and treated as on time applications provided they are received before 13 March 2013, the date the allocation procedures begin. Examples of good reason include: when a single parent has been ill for some time, or has been dealing with the death of a relative; a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a County Durham property as the main property will be required in these cases). Other circumstances will be considered and each case decided on its own merits. Parents however must provide clear evidence for the LA to consider as to why they could not submit an application during the preference period. The determination of the LA will be final.

Determining offers in response to the common application form

11. The LA will make the offer of a school place to the parent of every child living in County Durham commencing primary education in September 2013 who applies for a place at a maintained school.
12. The LA will determine the offer of a potential place for community and voluntary controlled schools in County Durham in its capacity as the Admission Authority **having no regard to order of preferences**. For Voluntary Aided Schools or schools in another Local Authority, the relevant Admission Authority will inform the LA of the potential offer of a place. Durham LA will then be responsible for making the offer of a place in accordance with paragraphs 4 and 15 of this Scheme.
13. By 1 February 2013, the LA will provide the Admission Authority for each of the schools indicated on the common application form with a copy of the common application form, **excluding parental preference information**.
14. By 5 March 2013, the Admission Authority for each school will provide the LA with a list, in rank order, in accordance with their admission criteria, of all pupils who applied for a place at the school, indicating those who can be offered a place and those (if any) who cannot. The LA will then match this ranked list against the ranked list of the other schools nominated.
15. By 13 March 2013, the LA will match the provisional offers of places against each parent's ranking and proceed as follows:
 - Where the child is eligible for a place at only one of the preferred schools, a place at that school will be offered to the child.
 - Where the child is eligible for a place at two or more of the preferred schools, they will be offered a place at whichever school is the highest ranked.
 - Where none of the preferences can be met, the child will be offered a place at the nearest suitable school with a place available.
16. No later than 13 March 2013 the LA will inform other LAs of places in County Durham schools to be offered to their residents and on 25 March 2013 the LA will

inform its infant, junior and primary schools of the pupils to be offered places at their schools.

17. On 15 April 2013, the LA will write to all parents in County Durham to whom the offer of a place can be made, notifying them of the offer of a place at:
 - a. one of the preferences on the common application form; or
 - b. the nearest suitable school with places available.
18. The LA's letter will ask parents to confirm their acceptance of the place and inform them that if they are not satisfied with the offer of a place they have the right of appeal if they so wish including contact details for the LA (and those nominated Voluntary Aided schools where they could not be offered a place, so that they can if they wish lodge an appeal with the Governing Body). The letter will also give parents the opportunity of having their child's name placed on the waiting list for a place at the preferred school(s). The letter will also state, where relevant, why a place could not be offered at a higher ranked school.
19. Parents will be sent a reminder letter 2 weeks after the offer date (of 15 April 2013) allowing a further 7 days to respond to the request that they confirm their acceptance of the place. This date is also the deadline for parents who wish to appeal against the offer of a place save for specified circumstances.
20. On 3 May 2013 the LA will reallocate any places that may have become available since 15 April 2013, strictly in accordance with the relevant published oversubscription criteria and will include:
 - those who have not been offered any school place, for example applications which were received late i.e. after 13 March 2013,
 - those who have been offered a school place but not at any of the schools they nominated on the common application form and a place has become available at a school the parent nominated on the common application form,
 - those who have been offered a school place but who ranked the school at which a place has now become available higher on the common application form than the school at which they were offered a place on 15 April 2013,
 - those who have been offered a school place but who now wish to apply for a place at an alternative school.

Waiting Lists

21. From 4 May 2013, parents may ask for their child's name to be kept on a waiting list for an oversubscribed school to be offered places if they become available after that date. The waiting lists for all schools will be maintained by the relevant admission authority and any places which become available will be offered strictly in accordance with the published admission criteria of the appropriate admission authority. Waiting lists will be maintained throughout the school year.

PART 2 - LATE APPLICATIONS

22. Applications received after the closing date of 15 January 2013 and prior to 13 March 2013 will be considered and, as far as possible, offered a school place on 15 April 2013. Completed common application forms which are received for good reason after the closing date will be accepted and treated as on time applications provided they are received before 13 March 2013, the date the allocation procedures begin (see paragraph 10).
23. Where an application has not been received by 15 April 2013, the LA will, on the 3 May 2013, the reallocation day, offer a place at the nearest school with places available. Parents will be sent a reminder letter 2 weeks after the reallocation date, allowing a further 7 days to respond to the request that they confirm their acceptance of a place.
24. For applications received between 15 April 2013 and 31 August 2013 inclusive, offer/refusal letters will be sent out within 14 days of the LA receiving the application form and a reminder issued after 7 days. Applications must be made directly to the LA who will make appropriate arrangements to issue a common application form which must be completed and returned to the LA. Any parent approaching a school direct must be referred to the LA. The LA will enter the details on to its central database, issue a copy of the application form to the relevant admission authority, and, after discussion and agreement with the relevant admission authority, offer a place at the school highest in the parent's order of rank that has a place available, or if this is not possible, at the nearest appropriate and/or suitable school that has a place available.

PART 3 - IN-YEAR ADMISSIONS

25. Applications received on or after 1 September 2013, and for places in year groups other than the normal year of entry to any infant, junior or primary school, will be treated as in-year admissions.
26. The LA will, upon request, provide information about the places still available in all maintained schools within the area and a suitable form for parents to complete when applying for a place for their child at any school. This form should be returned to the relevant school where the place is being sought. All maintained schools will consider any application that is made (making reference to any waiting lists that are in operation) whether via an application form or through a parent's direct approach to any school, and then notify the LA of the outcome. Parents whose applications are refused will be offered a right of appeal.
27. The LA will monitor in-year applications and intervene as appropriate to ensure that applicants are placed in a school without undue delay.
28. Parents may ask for their child's name to be kept on a waiting list, to be offered places if they become available at any school to which they have expressed a preference. The waiting list for all schools will be maintained by the relevant admission authority and any places which become available will be offered strictly in accordance with published admission criteria of the appropriate admissions authority. Waiting lists will be maintained throughout the school year.

Timetable for Admissions to Primary Schools - September 2013

By 12 September 2012	Information Booklet and Common Application Form issued to parents.
15 January 2013	Closing date for return of forms to the LA.
1 February 2013	LA sends copies of Application Forms to Voluntary Aided Schools and neighbouring LAs.
5 March 2013	Voluntary Aided Schools and Admission Authority for neighbouring LA schools provide the LA with ranked list of applicants.
	(Ongoing exchange of information between admission authorities)
13 March 2013	LA allocates places in accordance with relevant admission/oversubscription criteria and informs other LAs of places in County Durham to be offered to their residents.
25 March 2013	LA informs its schools of the pupils to be offered places at their schools.
15 April 2013	LA makes offers to parents.
29 April 2013	Deadline for parents to accept the offer of a school place.
3 May 2013	Any places that become available since 15 April are reallocated to parents.

The Governing Bodies of the Voluntary Aided Schools listed below are Admission Authorities to which this scheme applies:

All Saints' Catholic VA Primary
Bishop Ian Ramsey CE Primary
Blessed John Duckett RCVA Primary
Blue Coat CE Junior
Bowes Hutchinson CE Primary
Esh CE Primary
Our Lady & St Joseph's RCVA Primary, Brooms
Our Lady & St Thomas RCVA Primary
Our Lady of Lourdes RCVA Primary
Our Lady of the Rosary RCVA Primary
Our Lady Queen of Martyr's RCVA Primary
Our Lady Star of the Sea RCVA Primary
St Bede's RCVA Primary
St Benet's RCVA Primary
St Chad's RCVA Primary
St Charles' RCVA Primary
St Cuthbert's RCVA Primary, New Seaham
St Cuthbert's RCVA Primary, Chester-le-Street
St Cuthbert's RCVA Primary, Crook
St Francis CE Aided Junior
St Godric's RCVA Primary, Durham
St Godric's RCVA Primary, Thornley
St Hild's College CE Aided
St John's CE Aided Primary
St Joseph's RCVA Primary, Stanley
St Joseph's RCVA Primary, Coundon
St Joseph's RCVA Primary, Newton Aycliffe
St Joseph's RCVA Primary, Ushaw Moor
St Joseph's RCVA Primary, Gilesgate
St Joseph's RCVA Primary, Murton
St Joseph's RCVA Primary, Blackhall
St Mary Magdalen RCVA Primary
St Mary's RCVA Primary, South Moor
St Mary's RCVA Primary, Blackhill
St Mary's RCVA Primary, Barnard Castle
St Mary's RCVA Primary, Newton Aycliffe
St Mary's RCVA Primary, Wingate
St Michael's RCVA Primary
St Michael's CE Primary
St Oswald's C.E. (Aided) Infant
St Patrick's RCVA Primary, Dipton
St Patrick's RCVA Primary, Consett
St Patrick's RCVA Primary, Langley Moor
St Pius X RCVA Primary
St Thomas More RCVA Primary
St Wilfrid's RCVA Primary
St William's RCVA Primary

**DURHAM COUNTY COUNCIL
CO-ORDINATED ADMISSION SCHEME - SECONDARY SCHOOLS**

This scheme is made by Durham County Council under the Education (Co-ordination of Admission Arrangements) (England) Regulations 2008 and applies to all maintained secondary schools and Academies in County Durham.

The proposed Co-ordinated Admission Scheme for Durham Local Authority is set out below and complies with the School Admissions Code. The dates relating to the admissions process for the school year 2013/14 are attached at Annex 1.

A separate scheme exists in relation to primary schools.

Interpretation

1. In this scheme -

“The LA” means Durham County Council acting in its capacity as local education authority.

“The LA area” means the area in respect of which the LA are the local education authority.

“school/s” means all Community and Voluntary Controlled, Voluntary Aided or Foundation Secondary schools which are maintained by the LA and Academies.

“Admission Authority” means the LA in respect of any of the schools which is a community or voluntary controlled school, and the Governing Body of the school in respect of a Voluntary Aided or Foundation School and Academies.

“Parent” means any person who holds parental responsibility for a child and with whom the child normally lives.

“Suitable school” means the nearest available school which offers an efficient full-time programme of education appropriate to the individual child’s age, ability and any special educational needs, in the view of the Authority.

The Co-ordinated Admission Scheme will apply for the admission arrangements for the school year commencing September 2013.

The LA will include in its admission arrangements for the 2013/14 school year the provisions set out in the Schedule to this scheme.

The Governing Body of each Voluntary Aided or Foundation School or Academy will include in its admission arrangements for the 2013/14 school year the provisions set out in the Schedule to this scheme, so far as relevant to that school.

The scheme shall apply to every secondary school in the LA area (except special schools).

PART 1 - THE SCHEME

1. There will be a common application form supplied by the LA for the purpose of enabling parents living in County Durham to express up to three preferences for their child to be admitted to a Community and Voluntary Controlled secondary school, Voluntary Aided secondary school, Foundation school or Academy in County Durham or to a school or schools in another LA area for the academic year 2013/2014.
2. The common application form must be used as a means of expressing one or more preferences for the purposes of Section 86 of the School Standards and Framework Act 1998 by parents resident in the LA area wishing to express a preference for their child:
 - (a) to be admitted to a maintained secondary school and academy within the LA area (including Voluntary Aided schools and Foundation schools);
 - (b) to be admitted to a school located in another LA's area (including Voluntary Aided schools, Foundation schools and Academies).
3. The common application form will invite the parent to express up to three preferences including where relevant any schools outside the LA's area, in the rank order in which they wish their child to receive an offer of a place, and invite parents to give their reasons for each preference.
4. The common application form will explain that the parent will receive no more than one offer of a school place. Furthermore, that places at any oversubscribed school will be offered on the basis of equal preference rank order and that where an offer is made it would be for the highest ranked school at which the LA as the admission authority, or on behalf of the admission authority of a Voluntary Aided school, Foundation School, or Academy, was able to offer a place. Annex 2 lists those Governing Bodies who are the Admission Authority for schools to which this scheme applies.
5. The common application form will explain that where the LA could not offer a place at any of the preferred schools, the offer of a place will be made at the nearest school to the parental address that has a place available.
6. The common application form will specify a closing date and where it must be returned. Governing Bodies of Aided or Foundation Schools or Academies, as the Admission Authority, must notify the relevant LA of any application made direct to them in error whether or not the parent lives in County Durham.
7. The LA will make appropriate arrangements to ensure that a common application form is issued to the parent of every child living in County Durham who is due to transfer to secondary education in September 2013 and that the common application form is accompanied by a written explanation of the co-ordinated admission scheme.
8. The common application form will include a supplementary section to be completed by parents who express a preference for a Voluntary Aided School to enable them to provide relevant additional information.

Processing of Application Forms

9. Completed common application forms should be returned to the LA by 31 October 2012.
10. Completed common application forms which are received for good reason after the closing date will be accepted and treated as an on time application provided they are received before 8 February 2013, the date the allocation procedures begin. Examples of good reason include: when a single parent has been ill for some time, or has been dealing with the death of a relative; a family has just move into the area or is returning from abroad (proof of ownership or tenancy of a County Durham property as the main property will be required in these cases). Other circumstances will be considered and each case decided on its own merits. Parents however must provide clear evidence for the LA to consider as to why they could not submit an application during the preference period. The determination of the LA will be final.

Determining offers in response to the application form

11. The LA will make the offer of a school place to the parent of every child living in County Durham transferring to secondary education in September 2013 who applies for a place at a maintained school or academy.
12. The LA will determine the potential offer of a place for community and voluntary controlled secondary schools in County Durham in its capacity as the Admission Authority **having no regard to order of preferences**. For Voluntary Aided schools, Foundation schools or Academies (where appropriate), or schools in another Local Authority, the relevant Admission Authority will inform Durham LA of the potential offer of a place. Durham LA will then be responsible for making the offer of a place in accordance with paragraphs 4 and 15 of this Scheme.
13. By 23 November 2012, the LA will provide the Admission Authority for each of the schools indicated on the common application form with a copy of the application form, **excluding parental preference information**.
14. By 11 January 2013, the Admission Authority for each school (where appropriate) will provide the LA with a list, in rank order, in accordance with their admission criteria of all pupils who applied for a place at the school, indicating those who can be offered a place and those (if any) who cannot. The LA will then match this ranked list against the ranked lists of the other schools nominated.
15. By 8 February 2013, the LA will match the provisional offers of places against each parent's ranking and proceed as follows:
 - Where the child is eligible for a place at only one of the preferred schools, a place at that school will be offered to the child.
 - Where the child is eligible for a place at two or more of the preferred schools, they will be offered a place at whichever school is the highest ranked.
 - Where none of the preferences can be met, the child will be offered a place at the nearest suitable school with a place available.

16. No later than 8 February 2013 the LA will inform other LAs of places in County Durham Schools to be offered to their residents and on 25 February 2013 the LA will inform its secondary schools of the pupils to be offered places at their schools.
17. On 1 March 2013, the LA will write to all parents in County Durham to whom the offer of a place can be made, notifying them of the offer of a place at:
 - (a) one of the preferences on the common application form; or
 - (b) the nearest appropriate and/or suitable school with places available
18. The LA's letter will ask parents to confirm their acceptance of the place and inform them that if they are not satisfied with the offer of a place they have the right of appeal if they so wish including contact details for the LA (and those nominated Voluntary Aided and Foundation Schools and Academies, where appropriate, where they could not be offered a place, so that they can if they wish lodge an appeal with the Governing Body). The letter will also give parents the opportunity of having their child's name placed on the waiting list for a place at the preferred school(s). The letter will also state, where relevant, why a place could not be offered at a higher ranked school.
19. Parents will be sent a reminder letter 2 weeks after the offer date (1 March 2013) allowing a further 7 days to respond to the request that they confirm their acceptance of the place. This date is also the deadline for parents who wish to appeal against the offer of a place save for specified circumstances.
20. On 22 March 2013 the LA will reallocate any places that may have become available since 1 March 2013 strictly in accordance with the relevant published oversubscription criteria and will include:
 - those who have not yet been offered any school place, for example applications which were received late i.e. after 8 February 2013,
 - those who have been offered a school place but not at any of the schools they nominated on the common application form and a place has become available at a school the parent nominated on the common application form,
 - those who have been offered a school place but who ranked the school at which a place has now become available higher on the common application form than the school at which they were offered a place on 1 March 2013,
 - those who have been offered a school place but who now wish to apply for a place at an alternative school.

Waiting Lists

21. From 23 March 2013, parents may ask for their child's name to be kept on a waiting list for an over subscribed school to be offered places if they become available after that date. The waiting lists for all Community and Voluntary Controlled schools will be maintained by the LA (and by the School in the case of Aided schools and, where appropriate, Foundation schools and Academies) and any places which become available will be offered strictly in accordance with the published admission criteria of the appropriate admission authority. Waiting lists will be maintained throughout the school year. Any offer of a school place will always be made by the Local Authority.

PART 2 - LATE APPLICATIONS

22. Applications received after the closing date of 31 October 2012 and prior to 8 February 2013, will be considered and, as far as possible, will be offered a school place on 1 March 2013. Completed common application forms which are received for good reason after the closing date will be accepted and treated as an on time application provided they are received before 8 February 2013, the date the allocation procedures begin (see paragraph 10).
23. Where an application has not been received by 1 March 2013, the LA will, on the 22 March, the reallocation day, offer a place at the nearest school with places available. Parents will be sent a reminder letter 2 weeks after the reallocation date, allowing a further 7 days to respond to the request that they confirm their acceptance of a place.
24. For applications received between 1 March 2013 and 31 August 2013 inclusive, offer/refusal letters will be sent out within 14 days of the LA receiving the application form and a reminder issued after 7 days. Applications must be made directly to the LA who will make appropriate arrangements to issue a common application form which must be completed and returned to the LA. Any parent approaching a school direct must be referred to the LA. The LA will enter the details on to its central database, issue a copy of the application form to the relevant admission authority, and, after discussion and agreement with the relevant admission authority, offer a place at the school highest in the parent's order of rank that has a place available, or if this is not possible, at the nearest appropriate and/or suitable school that has a place available.

PART 3 - IN-YEAR ADMISSIONS

25. Applications received on or after 1 September 2013, and for places in year groups other than the normal year of entry to school, will be treated as In-Year admissions.
26. The common In-Year application form will request details from the current school and parent including reason for transfer and will specify where it must be returned. Governing Bodies of Aided and Foundation Schools and Academies, as the Admissions Authority, must notify the relevant LA of any application made to them whether or not the parent lives in County Durham.
27. For parents of children who live in another Local Authority area who have applied for an In-Year place in a County Durham School – the Home Authority (LA) must contact the Maintaining Authority (Durham) to ascertain the availability of a place. The Home Authority (LA) would then confirm the offer of a place to the parent, with a copy of the offer to the Maintaining Authority (Durham).
28. The LA will make an offer of a place in respect of completed In Year application forms for children living in County Durham. For parents of children who have applied for an In Year school place in another LA area – the Home Authority (Durham) must contact the Maintaining Authority (Other LA) to confirm the availability of a place. The Home Authority (Durham) would then confirm the offer of a place to the parent, with a copy of the offer to the Maintaining Authority (Other LA).

29. Secondary In-Year Admissions will be administered by the Pupil Casework Team, Children and Young People's Services, who will advise parents of availability of places, send out In-Year application forms and confirm an offer of a place to parents (if resident in County Durham), school and, if appropriate, other Local Authority.
30. The LA will inform parents who have not been offered a place into the school of their choice that they have the right to appeal if they wish including contact details for the LA (and those Voluntary Aided or Foundation schools or Academies, where appropriate, where they could not be offered a place), so they can if they wish lodge an appeal. Appeals for Voluntary Aided and Foundation Schools or Academies (where appropriate) must be submitted to the relevant Governing Body.
31. Parents may ask for their child's name to be kept on a waiting list, to be offered places if they become available at any school to which they have expressed a preference on the In-Year Application Form. The waiting lists for all Community and Voluntary Controlled schools will be maintained by the LA (and by the School in the case of Aided schools and, where appropriate, Foundation schools and Academies) and any places which become available will be offered strictly in accordance with the published admission criteria of the appropriate admission authority. Waiting lists will be maintained throughout the school year. Any offer of a school place will always be made by the Local Authority.
32. The In-Year Admission protocols must be followed (ANNEX 3 and 4).

Timetable for Admissions to Secondary Schools - September 2013

By 12 September 2012	Information Booklet and Common Application Form issued to parents
31 October 2012	Closing date for return of forms to the LA
23 November 2012	LA sends copies of Application Forms to Voluntary Aided, Foundation Schools or Academies (where appropriate) and neighbouring LAs.
11 January 2013	Voluntary Aided, Foundation Schools or Academies (where appropriate) and Admission Authority for neighbouring LA schools provide the LA with ranked list of applicants.
	<i>(On-going exchange of information between admission authorities)</i>
8 February 2013	LA allocates places in accordance with relevant admission/oversubscription criteria and informs other LAs of places in County Durham to be offered to their residents.
25 February 2013	LA informs schools of the pupils to be offered places at their schools.
1 March 2013	LA makes offer to parents.
15 March 2013	Deadline for parents to accept the offer of a school place.
22 March 2013	Any places that become available since 1 March are reallocated to parents

The Governing Bodies of the RCVA Schools listed below are Admission Authorities to which this scheme applies:

St Bede's Catholic Comprehensive
St Bede's RCVA Comprehensive
St Leonard's RC Comprehensive

The Governing Body of the Foundation Schools listed below are the Admissions Authority to which this scheme applies:

Sunnydale Community College for Maths and Computing
Greenfield School Community and Arts College
Woodham Community Technology College
Whitworth Park School and Sixth Form College

The Governing Body of the Academies listed below are the Admissions Authority to which this scheme applies:

North Durham Academy
The Academy at Shotton Hall
The Hermitage
Park View School
Teesdale School
King James 1 Academy
Consett Academy
Staindrop School
St John's School and Sixth Form College, a Catholic Academy
Framwellgate School

IN YEAR TRANSFERS BETWEEN SECONDARY SCHOOLS

The LA and Durham secondary schools have had an agreed protocol regarding In Year transfer of pupils since September 2002. This is to ensure best advice to parents, careful consideration of the issues and effective management of the process.

The protocol requires that a LA/Head Teacher/Parent Conference will be convened at the current school for such pupils by any party. This is to be held within 15 working days of the concern arising. The purpose is to provide the parent with Best Advice including consideration of what added value there would be in effecting a transfer and focusing on resolving underlying issues.

A leaflet for parents "Why Change Schools?" available from the Pupil Casework Team, Children and Young People's Services, County Hall, Durham, DH1 5UJ is designed to assist the parent in considering the best interests of the pupil and it sets out requirements about school attendance during the process of decision-making.

This Transfer Protocol does not apply to children with Statements of Special Educational Needs as the statutory SEN process and requirements apply.

In Year Secondary School Transfers - Funding

The LA arranges for the transfer of funding (AWPU), for the remainder of the year, from the previous school to the receiving school, on a pro rata basis.

**Transfer between Local Secondary Schools
LA/School Protocol agreed 2002**

1. Clarity regarding availability of places:
 - Head Teachers must always inform the LA about any potential student movement i.e. admissions or transfers both in and out-County. This will ensure the LA has accurate data regarding the availability of places.
 - The LA advises about admissions in accordance with admission criteria.
2. More detail is requested by the LA on the Transfer form from the current school and parent for example.
 - Behaviour
 - Exclusions
 - Attendance
 - PSPs
 - Other agency involvement (tick list)
 - Court order/Bail arrangements
 - Courses currently being followed by pupils and relevant exam boards if applicable
 - Assessment data.
3. Parents who request a place in a County Durham School as a result of a house move will receive notification of an offer of a place and confirmation of the offer will also be sent to the school.
4. Only the LA will issue transfer request forms to parents.
5. A “Why Change Schools?” information leaflet for parents has been produced by the LA and held in schools to be given to parents making enquiries. This includes:
 - Issues regarding the best interest of the child.
 - Confirmation that until the transfer is completed the pupil remains on the roll of the donor school and should be attending that school.
6. A LA/Head Teacher/Parent Conference will be convened at the current school for those pupils if requested by any party. This is to be held within 15 working days of any concern arising. The purpose is to provide the parent with Best Advice, including consideration of what added value there would be in effecting a transfer and a focus on resolving any underlying issues.
7. In cases of continued difficulty the LA/schools will discuss whether or not any further action might be appropriate.

OVERVIEW OF APPLICATION PROCEDURES FOR ADMISSION TO ALL SCHOOLS

For all schools, parents/carers must be invited to express at least 3 preferences on a common application form, in the rank order they wish their child to receive an offer of a place, and invite parents to give their reasons for each preference. This form is obtainable from the LA and may be paper based or via an e-form accessible through the on-line admissions application system accessed via the County Council website. Applications should be submitted to the LA by the published closing date. Places at any school are offered on the basis of equal preference rank order and where an offer is made it is for the highest ranked school at which the LA is able to offer a place.

The LA must inform other admission authorities of any application made for their schools and pass on any relevant supporting information, excluding parental preference of rank order information. Each preference must be considered by the admission authority of the school concerned where appropriate. The school should then provide the LA with a list of all children who have applied for a place, ranked in order of priority under the school's admission arrangements.

Parents/carers who are resident in one LA but who wish to apply for a place at a school maintained by another LA apply for a place through the maintaining LA's common application form. Neighbouring LAs must inform each other of applications received in respect of children from their LA area who wish to obtain a school place in another LA area.

The LA will then compare the lists for all schools in its area. When a child is eligible for a place at only one of the preferred schools, a place at that school will be offered to the child. Where the child is eligible for a place at two or more of the preferred schools, they will be offered a place at whichever school is the highest ranked. Where the LA can not offer a place at any of the preferred schools, the offer of a place will be made at the nearest school to the parental address that has places available.

If an application is unsuccessful, a child's name may be placed on a waiting list which is kept for the full academic year. The position on the waiting list is determined in accordance with the published oversubscription criteria with no reference to length of time on the waiting list. If a place subsequently becomes available, the place will be offered to the next child on the waiting list. Parents/carers are also offered the right of appeal if they are not satisfied with the offer of a place.

The LA will accept applications which are received late only when there is evidence of a good reason for lateness and only if the application is received before offers of places are made. These will then be treated in the same way as all other applications. In the event of a late application not being accepted or receipt is after the offer of places has been made, then places will be offered at the nearest school with places available.

All applications for school places during the normal admission round must be co-ordinated by the maintaining LA. LAs must develop a co-ordinated admission scheme by 1 January 2012 and implement the scheme on 1 September 2012.

The timetable and application procedures are summarised in the following two tables.

Timetable and Application Procedures for Admissions to Primary Schools - September 2013

12 September 2012	Information Booklet and Common Application Form issued to parents.
15 January 2013	Closing date for return of forms to the LA.
1 February 2013	LA sends copies of Application Forms to Voluntary Aided Schools and neighbouring LAs.
5 March 2013	Voluntary Aided Schools and Admission Authority for neighbouring LA schools provide the LA with ranked list of applicants.
	(the Allocation Period begins and there is ongoing exchange of information between admission authorities).
13 March 2013	LA allocates places in accordance with relevant admission/oversubscription criteria and informs other LAs of places in County Durham to be offered to their residents.
25 March 2013	LA informs its schools of the pupils to be offered places at their schools.
15 April 2013	LA makes offers to parents. Late applications received after the closing date of 15 January will, as far as possible, also be offered a school place on this date. Where an application is not received by this date the LA will offer a place at the nearest school with places available.
29 April 2013	Deadline for parents to accept the offer of a school place.
3 May 2013	Any places that become available since 15 April 2013 are reallocated to parents.

Timetable and Application Procedures for Admissions to Secondary Schools - September 2013

12 September 2012	Information Booklet and Common Application Form issued to parents.
31 October 2012	Closing date for return of forms to the LA.
23 November 2012	LA sends copies of Application Forms to Voluntary Aided, Foundation Schools and Academies (where appropriate) and neighbouring LAs.
11 January 2013	Voluntary Aided, Foundation Schools and Academies (where appropriate) and Admission Authority for neighbouring LA schools provide the LA with ranked list of applicants.
	(the Allocation Period begins and there is ongoing exchange of information between admission authorities).
8 February 2013	LA allocates places in accordance with relevant admission/oversubscription criteria and informs other LAs of places in County Durham to be offered to their residents.
25 February 2013	LA informs its schools of the pupils to be offered places at their schools.
1 March 2013	LA makes offer to parents. Late applications received after the closing date of 31 October 2012 will, as far as possible, also be offered a school place on this date. Where an application is not received by this date the LA will offer a place at the nearest school with places available.
15 March 2013	Deadline for parents to accept the offer of a school place.
22 March 2013	Any places that become available since 1 March are reallocated to parents.

**PROPOSED ADMISSION NUMBERS
PUBLISHED ADMISSION NUMBERS (PANS)**

Number	Community and Voluntary Controlled Infant, Junior and Primary School	Proposed Admission Number 2013/14	Recommendation to Cabinet
2000	Ropery Walk Primary	34	Agree
2001	Middlestone Moor Primary	38	Agree
2002	Chilton Primary	51	Agree
2003	North Park Primary	30	Agree
2004	Seascape Primary	55	Agree
2005	Pelton Community Primary	55	Agree
2023	New Seaham Primary	38	Agree
2043	Westlea Primary	34	Agree
2105	Edmondsley Primary	25	Agree
2107	Lumley Junior	49	Agree
2108	Lumley Infant	50	Agree
2114	West Pelton Primary	15	Agree
2116	Nettlesworth Primary	15	Agree
2122	Sacriston Junior	60	Agree
2123	Sacriston Infant	70	Agree
2125	Red Rose Primary	38	Agree
2126	Fence Houses Woodlea Primary	30	Agree
2133	Cestria Primary	60	Agree
2136	Ouston Junior	52	Agree
2137	Ouston Infant	40	Agree
2138	South Pelaw Infant	60	Agree
2146	Bournmoor Primary	20	Agree
2147	Plawsworth Road Infant	20	Agree
2185	Cotherstone Primary	12	Agree
2205	Beamish Primary	13	Agree
2208	Collierley Primary	21	Agree
2210	Catchgate Primary	38	Agree
2212	Annfield Plain Junior	41	Agree
2213	Annfield Plain Infant	40	Agree
2217	East Stanley Primary	34	Agree
2225	South Stanley Infant	50	Agree
2226	South Stanley Junior	52	Agree
2232	Burnside Primary	30	Agree
2233	Bloemfontein Primary	20	Agree
2234	Burnopfield Primary	50	Agree
2254	Shotley Bridge Junior	45	Agree
2257	Shotley Bridge Infant	45	Agree
2259	Leadgate Junior	30	Agree
2260	Leadgate Infant	30	Agree
2261	Burnhope Primary	16	Agree

2266	Castleside Primary	17	Agree
2269	The Grove Primary	25	Agree
2272	Delves Lane Junior	45	Agree
2275	Delves Lane Infant	45	Agree
2276	Moorside Primary	18	Agree
2277	Consett Junior	52	Agree
2278	Consett Infant	42	Agree
2301	Hamsterley Primary	7	Agree
2302	Hunwick Primary	25	Agree
2307	Tow Law Millennium Primary	17	Agree
2308	Crook Primary	58	Agree
2310	Hartside Primary	30	Agree
2311	Peases West Primary	17	Agree
2313	Stanley (Crook) Primary	16	Agree
2316	Sunnybrow Primary	17	Agree
2318	Howden Le Wear Primary	16	Agree
2319	Frosterley Community Primary	12	Agree
2321	Rookhope Primary	6	Agree
2322	St John's Chapel Primary	8	Agree
2324	Wearhead Primary	6	Agree
2326	Willington Primary	30	Agree
2328	Witton-le-Wear Primary	14	Agree
2329	Wolsingham Primary	33	Agree
2330	Oakley Cross Primary	26	Agree
2351	Byers Green Primary	15	Agree
2357	Trimdon Grange Infant and Nursery	28	Agree
2361	Kirk Merrington Primary	17	Agree
2362	Cassop Primary	21	Agree
2368	Ferryhill Station Primary	16	Agree
2370	West Cornforth Primary	30	Agree
2372	Coxhoe Primary	38	Agree
2374	Kelloe Primary	20	Agree
2379	Tudhoe Colliery Primary	22	Agree
2383	Rosa Street Primary	41	Agree
2385	Dean Bank Primary	34	Agree
2388	Bowburn Junior	56	Agree
2389	Bowburn Infant	56	Agree
2391	Trimdon Village Infant	30	Agree
2394	Ox Close Primary	38	Agree
2397	Cleves Cross Primary	30	Agree
2398	Trimdon Junior	67	Agree
2399	Fishburn Primary	30	Agree
2400	Broom Cottages Primary	45	Agree
2401	Etherley Lane Primary	49	Agree
2402	Coundon Primary	28	Agree
2409	Ramshaw Primary	11	Agree
2410	Forest-of-Teesdale Primary	5	Agree
2411	Aycliffe Village Primary	25	Agree
2413	Butterknowle Primary	12	Agree
2417	Escomb Primary	30	Agree

2419	St. Helen Auckland Primary	25	Agree
2423	Thornhill Primary	30	Agree
2426	Toft Hill Primary	26	Agree
2428	Woodland Primary	12	Agree
2430	Middleton in Teesdale Primary	25	Agree
2433	Cockton Hill Junior	61	Agree
2434	Cockton Hill Infant	60	Agree
2438	Timothy Hackworth Primary	60	Agree
2440	Cockfield Primary	17	Agree
2442	Montalbo Primary	15	Agree
2453	New Brancepeth Primary	17	Agree
2455	Langley Moor Primary	32	Agree
2459	Browney Primary	14	Agree
2462	Witton Gilbert Primary	29	Agree
2470	Pittington Primary	30	Agree
2472	Ludworth Primary	13	Agree
2473	Sherburn Village Primary	32	Agree
2475	West Rainton Primary	24	Agree
2477	Bearpark Primary	18	Agree
2481	Nevilles Cross Primary	34	Agree
2482	Sherburn Hill Primary	12	Agree
2488	Newton Hall Infant	60	Agree
2494	Belmont Infants	42	Agree
2497	Esh Winning Primary	38	Agree
2498	Belmont Cheveley Park Primary	30	Agree
2499	Laurel Avenue Primary	14	Agree
2509	Hesleden Primary	19	Agree
2516	Deaf Hill Primary	23	Agree
2523	Thornley Primary	28	Agree
2526	Wheatley Hill Community Primary	30	Agree
2528	Wingate Junior	51	Agree
2531	Wingate Infant	51	Agree
2532	Cotsford Junior	41	Agree
2534	Cotsford Infant	45	Agree
2536	Shotton Primary	58	Agree
2539	Acre Rigg Junior	67	Agree
2540	Acre Rigg Infant	64	Agree
2563	Sedgefield Primary	30	Agree
2593	Hardwick Primary	30	Agree
2704	Copeland Road Primary	25	Agree
2705	St Andrew's Primary	25	Agree
2706	Byerley Park Primary	30	Agree
2708	Horndale Infant	50	Agree
2729	Langley Park Primary	42	Agree
2730	Shield Row Primary	30	Agree
2731	South Hetton Primary	35	Agree
2733	Yohden Primary	30	Agree
2734	Howletch Lane Primary	57	Agree
2736	Dene House Primary	45	Agree
2737	Blackhall Colliery Primary	43	Agree

2742	Vane Road Primary	60	Agree
2743	Sugar Hill Primary	60	Agree
2744	Roseberry Primary	30	Agree
2745	Bullion Lane Primary	48	Agree
2746	Easington Colliery Primary	81	Agree
2747	Gilesgate Primary	30	Agree
2748	Finchale Primary	30	Agree
2749	Benfieldside Primary	42	Agree
2750	King Street Primary	35	Agree
2751	Framwellgate Moor Primary	30	Agree
2943	Newker Primary	60	Agree
3031	Chester Le St CE Junior	60	Agree
3063	Ebchester CE Primary	15	Agree
3085	Willington CE Primary	30	Agree
3087	Stanhope Barrington CE Primary	21	Agree
3111	Startforth Morritt Memorial C.E. Primary	25	Agree
3121	Green Lane C.E. Primary	38	Agree
3123	St Anne's CE Primary	30	Agree
3130	Evenwood CE Primary	17	Agree
3131	Gainford CE Primary	16	
3134	Ingleton C.E.Primary	12	Agree
3141	Staindrop CE Primary	30	Agree
3161	Belmont C.E.Junior	45	Agree
3167	Shincliffe C.E. (Controlled) Primary	30	Agree
3168	Durham St Margaret's CE Primary	42 R + 60 Y3	Agree
3182	Easington CE Primary	17	Agree
3183	Hutton Henry CE Primary	10	Agree
3213	Lanchester EP Primary	45	Agree
3516	Prince Bishops Community Primary	30	Agree
3517	Murton Community Primary	68	Agree
3518	Woodham Burn Community Primary	47	Agree
3519	Silver Tree Primary	30	Agree
3520	Seaview Primary	39	Agree
3521	Stephenson Way Community Primary	55	Agree
3522	Tanfield Lea Community Primary	38	Agree
3523	Woodhouse Community Primary	30	Agree
3524	Trinity Primary School	55	Agree
3525	Brandon Primary	60	Agree
3526	Greenland Community Primary	51	Agree
3527	Shotton Hall Primary	50	Agree

Number	Community and Voluntary Controlled Secondary School	Proposed Admission Number 2013/14	Recommendation to Cabinet
4019	Seaham School of Technology	230	Agree
4042	Roseberry Sports and Community College	167	Agree
4042	Roseberry Sports and Community College 6th Form	20*	Agree
4099	Tanfield School Specialist College of Science + Engineering	138	Agree
4128	Parkside Comprehensive	180	Agree
4139	Wolsingham School & Community College	150	Agree
4139	Wolsingham School & Community College 6th Form	30*	Agree
4150	Ferryhill Business and Enterprise College	152	Agree
4162	Bishop Barrington School	158	Agree
4175	Woodham Community Technology College	221	Agree
4176	Greenfield School Community & Arts College	160	Agree
4180	Sunnydale Community College for Maths and Computing	130	Agree
4185	Belmont Community School	175	Agree
4191	Gilesgate Sports College & 6th Form Centre	95	Agree
4191	Gilesgate Sports College & 6th Form Centre 6th Form	610*	Agree
4200	Durham Johnston Comprehensive	232	Agree
4200	Durham Johnston Comprehensive 6th Form	50*	Agree
4214	Dene Community School of Technology	150	Agree
4218	Wellfield Community School – Specialist Maths + Computing College	180	Agree
4231	Sedgefield Community College	195	Agree. School had requested 180 but the capacity of the school has been calculated according to the DfES net capacity calculation and 195 is the appropriate admission number for the capacity of the school
4280	Easington Community Science College	150	Agree

Number	Aided / Foundation School / Academy	LA Proposed Admission Number 2013/14	Admission Number 2013/14 Advised by Governing Body
3165	St Oswald's CE, Durham	30	30
3300	St Cuthbert's RC Primary, New Seaham	30	30
3301	St Mary Magdalen RC Primary, Seaham	30	30
3303	Bowes Hutchinson CE Primary	10	10
3343	St Cuthbert's RC Primary, Chester-le-Street	30	30
3344	St Bede's RC Primary, Sacriston	11	12
3346	St Benet's RC Primary, Ouston	30	30
3381	St Joseph's RC Primary, Stanley	30	30
3382	St Patrick's RC Primary, Dipton	25	25
3384	St Mary's RC Primary, South Moor	21	21
3401	St Mary's RC Primary, Blackhill	30	30
3403	St Pius X RC Primary, Consett	15	15
3404	St Patrick's RC Primary, Consett	53	53
3406	Esh CE (Aided) Primary	12	12
3407	St Michael's RC Primary, Esh	25	25
3409	Our Lady + St Joseph's, Brooms, RC Primary	17	17
3411	Bishop Ian Ramsey Medomsley CE Primary	25	25
3413	All Saint's RCVA Primary, Lanchester	22	22
3421	St Cuthbert's RC Primary, Crook	30	30
3425	Our Lady&St.Thomas RC Primary, Willington	17	17
3441	St. Michael's C.E. (Aided) Primary (Bishop Middleham)	17	17
3442	St William's RC Primary, Trimdon	20	20
3444	St Charles' RC Primary, Tudhoe	30	30
3461	St Mary's RC Primary, Barnard Castle	15	15
3462	St Wilfrid's RC Primary	30	30
3465	St Chad's RC Primary	14	14
3469	St Joseph's RC Primary, Coundon	20	20
3470	St Mary's RC Primary, Newton Aycliffe	30	30
3471	St Joseph's RC Primary, Newton Aycliffe	25	25
3472	St Francis CE (Aided) Junior	41	41
3481	St Patrick's RC Primary, Langley Moor	15	15
3483	Our Lady Queen of Martyrs RC Primary, Newhouse	12	12
3485	St Hild's CE (Aided) Primary, Durham	30	30
3486	St Godric's RC Primary, Durham	30	30
3488	St Joseph's RC Primary, Ushaw Moor	16	16
3489	St Joseph's RC Primary, Gilesgate	20	20
3491	Blue Coat C.E. (Aided) Junior	60	60
3492	St Thomas More RC Primary, Belmont	17	17

3501	St Joseph's RC Primary, Murton	17	17
3502	St Godric's RC Primary, Thornley	15	15
3504	Our Lady of Lourdes RC Primary, Shotton	18	18
3505	St Mary's RC Primary, Wingate	12	12
3506	St Joseph's RC Primary, Blackhall	13	13
3507	Our Lady Star of Sea RC Primary, Horden	17	17
3510	Our Lady of the Rosary RC Primary, Peterlee	45	45
3511	Blessed John Duckett RC Primary	12	12
3513	St John's CE Primary, Shildon	30	30
4000	North Durham Academy	300	300
4000	North Durham Academy – 6 th Form	100*	100
4001	Consett Academy	300	300
4001	Consett Academy – 6 th Form	Not set*	Not set*
4047	Park View School	232	232
4047	Park View School 6th Form	Not set*	Not set*
4052	Fyndoune Community College	90	90
4054	Hermitage School	165	165
4054	Hermitage School 6th Form	40*	40*
4171	Staindrop School Business and Enterprise College	135	135
4174	Teesdale School	156	156
4174	Teesdale School 6th Form	Not set*	Not set*
4178	King James 1 Academy	161	161
4178	King James 1 Academy 6th Form	50*	50*
4190	Framwellgate School Durham	210	210
4190	Framwellgate School Durham 6th Form	Not set*	Not set*
4192	Durham Community Business College and Studio School	100 (years 7-11)	100
4192	Durham Community Business College, Studio School	150 (years 12 and 13)	150
4215	The Academy at Shotton Hall	230	230
4681	St John's School and Sixth Form College, a Catholic Academy,	209	209
4681	St John's School and Sixth Form College, a Catholic Academy,	Not set*	Not Set*
4691	St Leonard's RC Comprehensive	225	225
4691	St Leonard's RC Comprehensive 6th Form	15*	15*
4693	St Bede's Catholic Comprehensive, Peterlee	150	150
4693	St Bede's Catholic Comprehensive, Peterlee 6th Form	Not set*	Not set*
4694	St Bede's RC Comprehensive, Lanchester	210	210

4694	St Bede's RC Comprehensive, Lanchester 6th Form	80*	100*
4998	Whitworth Park School and 6 th Form College	270	270
4998	Whitworth Park School and 6 th Form College	Not set*	Not set*

* Relates to admission limit for external students to Year 12 only. NB this need not be set if the school only receives ad hoc applications.

SIXTH FORMS – COMMUNITY AND VOLUNTARY CONTROLLED SECONDARY SCHOOLS

Applications for Year 12

Some County Durham secondary schools offer sixth form of study for students. The majority of the sixth form students transfer from Year 11, but places are available for external students.

The entry requirements for sixth forms are largely dependent on the course of study that a student wishes to access. They are the same for internal and external students. Details of specific entry requirements and courses available may be obtained from the school. The availability of courses is dependent upon the number of applicants and the financial sustainability of the course and the Governing Body of the school determines this.

Entry requirements and oversubscription criteria:

Priority will be given to:

1. Students who have attended the school in the previous academic year (during Year 11) and who satisfy the school's entry requirements* for the course available and then,
2. All other students of the relevant age who satisfy the school's entry requirements* for the course available.

Where the school is oversubscribed within category (1) the following will be applied, strictly in order of priority:

- a) Children who are 'looked after' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order**. A looked after child is a child who is, at the time of making an application to a school, (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).
- b) Students who will have a sibling*** at the secondary school during the coming academic year.
- c) All other students.
- d) Distance from home to school measured by the shortest walking route****, with those living nearest the school receiving priority.

Where the school is oversubscribed within category (2) the above criteria will be applied, strictly in order or priority with the exception that, after b), the following will apply: all other students who previously attended in Year 11, a maintained school or academy with 11-16 provision only.

Applicants refused admission to a sixth form are entitled to an appeal to an independent appeals panel.

*The entry requirements are:

- To study 4 or more AS optional subjects in Year 12 the student must have achieved 5 or more GCSEs (or equivalent) at grade C or above (including Maths and/or English as appropriate) and achieve the individual specific subject or course academic entry requirements.
- To study fewer than 4 AS subjects and/or level 3 vocational courses the student must have achieved 5 or more GCSEs (or equivalent) at grade C or above and achieve the individual specific subject or course academic entry requirement
- To study a Level 2 vocational course the student must have achieved at least 4 GCSEs (or equivalent) at Grade D or above and meet the individual specific subject or course academic entry requirement.

** An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

*** Sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, step brothers or sisters and children of the parent/carer's partner.

**** Schools use a Geographic Information System (GIS) to measure the shortest walking route. The shortest walking routes are measured from the nearest entrance to a house (e.g. front gate) or flats (e.g. front door of the main building) to the nearest school entrance.

ADMISSION TO COMMUNITY AND VOLUNTARY CONTROLLED NURSERY SCHOOLS AND UNITS

Places are allocated according to the oversubscription criteria listed below:

▪ **Children In Need**

The Children Act 1989 defines a child 'in need' as:

- a) He/she is unlikely to achieve or maintain, or to have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision of services by the Local Authority under Part 3 of the Act.
- b) His/her health or development is likely to be significantly impaired, or further impaired, without the provision for him/her of such services.
- c) He/she is disabled. In addition, Durham County Council has determined that children of families where English is not the main language of the family will be considered under this criterion.

A maximum of two part-time nursery places are retained until the end of the Autumn half term in order to accommodate emergency referrals of children "in need" as defined in the requirements of the Children Act, 1989.

▪ **Children Transferring from One Nursery Setting to Another**

Once a child has begun attending a particular nursery school/unit, it is usually in the child's best interest to remain at that nursery school/unit until transfer to the next phase of their education. However, where parents move house, for example, it may be impractical to remain at the same setting.

There may also be other exceptional reasons as to why a transfer from one Maintained Nursery School or Unit to another would be appropriate, but this would be rare and subject to the agreement of the school following guidance from the Local Authority. Where possible nursery schools/units will aim to provide for children who have already started Early Years Provision.

▪ **The Two Year Old Free Entitlement**

Where a child has been accessing the free entitlement for 2 year olds in daycare that is directly associated with a maintained nursery school or unit, for a minimum of 15 hours per week for two terms immediately prior to the child becoming eligible for free entitlement, they shall receive priority for admission to that maintained nursery school or unit in order to preserve continuity, providing that they also live within County Durham's administrative area.

▪ **Age**

The offer of a place will be prioritised according to date of birth. Normally, the earliest date your child can be accepted for Early Years Provision is at the age of 3, although some 2

year olds can access the free entitlement. Where applicants have the same date of birth, priority will be given to the earliest date of application.

- **Children Living in Other Authorities**

Although there are no catchment areas for places, preference will be given to children whose parents live within County Durham's administrative area. Only when all children living within the boundary of County Durham have been allocated a place, may a child living in a neighbouring area be offered a place.

ADMISSION TO COMMUNITY AND VOLUNTARY CONTROLLED INFANT, JUNIOR AND PRIMARY SCHOOLS

Oversubscription Criteria:

If more children want a place than there are places available, we will offer places according to the following criteria, strictly in order of priority:

- i. **Children who are ‘looked after’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order***. A looked after child is a child who is, at the time of making an application to a school, (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).
- ii. **Medical Reasons**
Pupils with very exceptional medical factors directly related to school placement.
- iii. **Sibling Links**
Pupils who have a sibling** already attending the school and who is expected to be on roll at the school at the time of admission.
- iv. **Distance**
Pupils who live nearest the preferred school measured by the shortest walking route***. This will be based on the parents’ address. Where the last place to be allocated would mean that a multiple birth sibling group i.e. twins, triplets or other multiple birth sibling groups, would be split, the sibling group will be given priority over other children.

* An adoption order is an order under section 46 of the Adoption and Children Act 2002. A ‘residence order’ is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

** Sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, step brothers or sisters and children of the parent/carer’s partner. Some schools give priority to siblings of pupils attending another community and voluntary controlled school with which they have close links (for example, schools on the same site). Where this is the case, details will be published in the Local Authority’s Admissions Brochure.

*** The LA uses a Geographic Information System (GIS) to measure the shortest walking route. The shortest walking routes are measured from the nearest entrance to a house (e.g. front gate) or flats (e.g. front door of the main building) to the nearest school entrance.

OVERSUBSCRIPTION CRITERIA FOR COMMUNITY AND VOLUNTARY CONTROLLED SECONDARY SCHOOLS

When there are more requests for places than those available, the following criteria will be used to allocate places strictly in order of priority:

- 1. Children who are 'looked after' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order*.** A looked after child is a child who is, at the time of making an application to a school, (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).
- 2. Medical Reasons**
Pupils with very exceptional medical factors directly related to school placement
- 3. Sibling Links**
Pupils who have a sibling** already attending the school and who is expected to be on roll at the school at the time of admission.
- 4. Applicants to their nearest School**
Those children who have applied for a place at the nearest school to their home address measured by the shortest walking route***
- 5. All other applicants**

Tie-breaker

Where the school is oversubscribed within any of the above categories the following tiebreakers will be applied:

- (a) For those children who have applied for a place at the nearest school to their home address (category 4), priority will be given to those who would otherwise have to travel the furthest distance to the next nearest school¹
- (b) For other children (category 5), priority will be given to those children who live nearest to the school applied for

In the unlikely event of the school being oversubscribed within categories 1, 2 or 3 tiebreaker (b) will apply.

Footnote¹: 'School' means any maintained secondary school or a DFE maintained Academy in County Durham. Distance will be measured by the shortest walking route. Those parents who live in County Durham and have children in year 6 in primary schools maintained by Durham County Council will be told which school is nearest to their home address according to the official measuring system. The same information will be provided for any other applicant on request.

* An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

** Sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, step brothers or sisters and children of the parent/carer's partner.

*** The LA uses a Geographic Information System (GIS) to measure the shortest walking route. The shortest walking routes are measured from the nearest entrance to a house (e.g. front gate) or flats (e.g. front door of the main building) to the nearest school entrance.

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Cabinet

7 March 2012



Examination and Test Results 2011

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

Purpose of the Report

1. This report sets out the nationally validated results from Key Stage 2 tests and GCSE (and equivalent) examinations for 2011. These are seen as the key outcome measures for Primary and Secondary education respectively.

Key Stage 2

Background

2. At the end of the primary stage of education there are formal assessments of pupils' attainment in mathematics and English. This is through externally set and marked tests for all 11 year-olds. The assessments are against pre-set levels, with level 4 being the "expected level" for this age group and level 5 being the highest achievable through the tests.

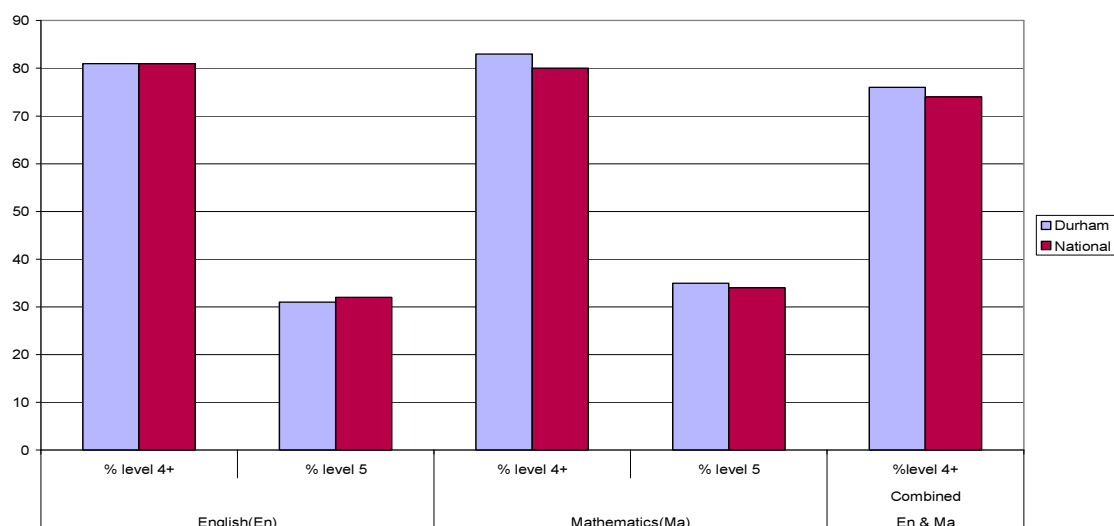
Outcomes

3. Table 1 overleaf sets out the percentage of pupils in Durham and nationally that achieved the expected level and the higher level in English, Mathematics and the two subjects combined. These are the national benchmark measures for the attainment of 11 year olds.

Table 1

KS2 2011	English(En)		Mathematics(Ma)		En & Ma Combined
	% level 4+	% level 5	% level 4+	% level 5	%level 4+
Durham	81	31	83	35	76
National	81	32	80	34	74

Key Stage 2 results 2011

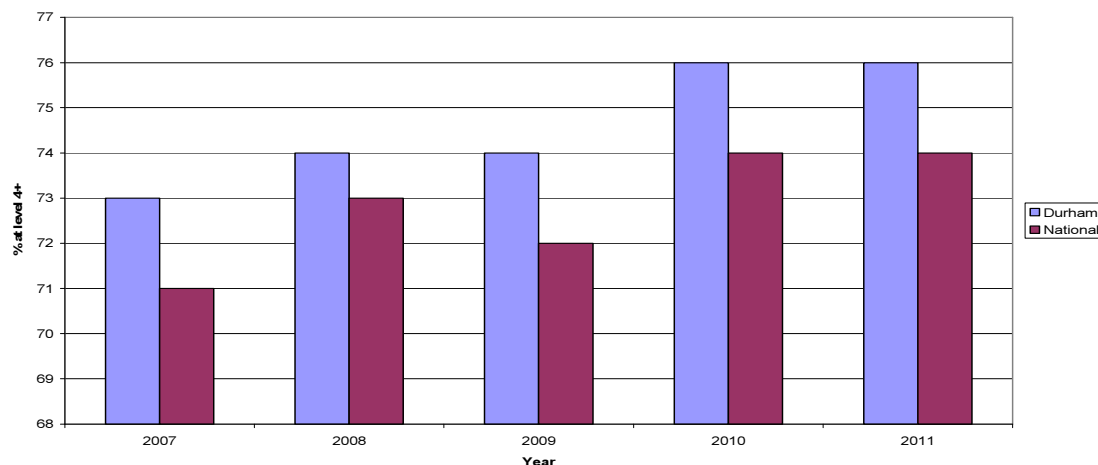


4. Results for Durham are at or above average for all measures except the achievement of the higher level in English. Increasingly, the national benchmark is recognised as the percentage of pupils achieving level 4 in English and mathematics and in this measure Durham is currently and has been consistently above the national average.

Table 2

% level 4+ in both English and Maths	2007	2008	2009	2010	2011
Durham	73	74	74	76	76
National	71	73	72	74	74

Key Stage 2 % pupils at level 4+ in both English and Mathematics



5. This is an impressive achievement as outcomes at Key Stage 1 (7 year-olds), the starting point for these pupils, are slightly lower in Durham than nationally reflecting the below average attainment of pupils in Durham on entry to

education. Progress between key stages 1 and 2 is now measured nationally through an analysis of the percentage of pupils who achieve or exceed their predicted levels at KS2. The good progress by pupils in Durham, using this measure, is illustrated by Table 3 below.

Table 3

% making expected progress from KS1	English	Mathematics
Durham	86	86
National	84	83

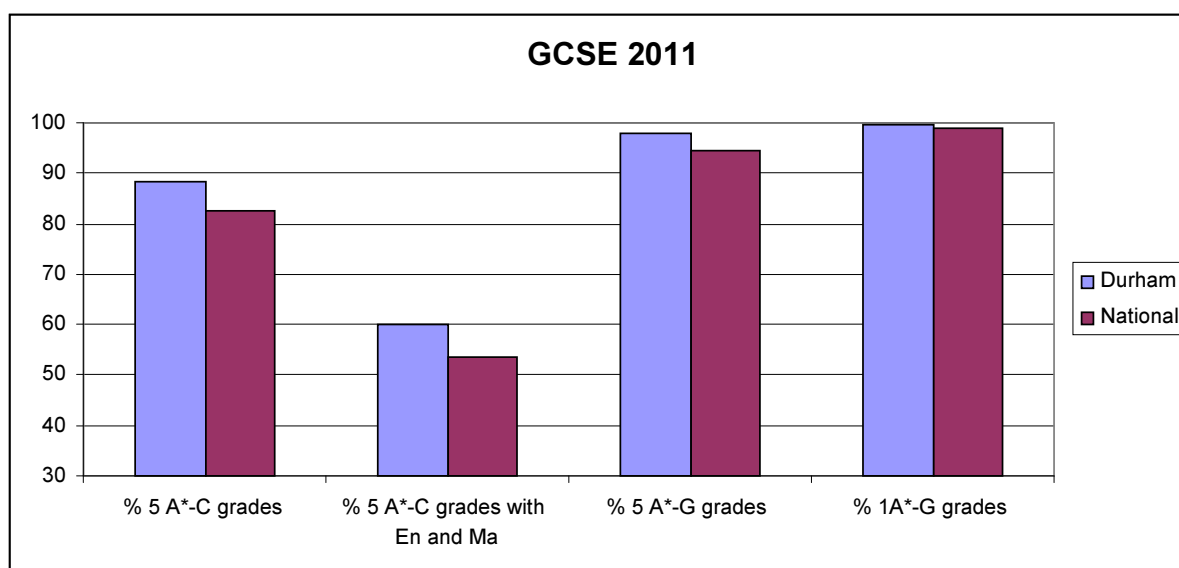
6. Overall these results for 11-year-olds demonstrate that, on average, by the end of the primary phase children in Durham are performing at, and on many measures, above what would be expected for their age.

Key Stage 4 Background

7. The end of Key Stage 4 represents the end of compulsory schooling. Assessment is through externally set and marked GCSE and GCSE equivalent examinations across a very wide range of subjects and courses. These are graded from A*-G and the national benchmarks of achievement are set out in Table 4.

Table 4

GCSE and equivalent 2011	% 5 A*-C grades	% 5 A*-C grades with En and Ma	% 5 A*-G grades	% 1 A*-G grade	Average Points Score per pupil
Durham	88.4	59.9	98	99.6	532.3
National	82.7	58.3	94.6	99.1	455.8



8. In 2011 once again Durham was above the national average in all of the recognised national benchmarks. The 2011 results continue a long-term trend of improvement in the key 5 A*-C measures and the 5 A*-C including English and mathematics as set out in tables 5 & 6.

Table 5

% GCSE and equivalent 5 A*-C	2006	2007	2008	2009	2010	2011
Durham	56.7	60.2	65.5	75.2	84.2	88.4
National	59	61.5	64.8	68	75.4	82.7

Table 6

% GCSE and equivalent 5 A*-C Including En & Ma	2006	2007	2008	2009	2010	2011
Durham	40.4	42.2	44.5	48.8	55.8	59.9
National	45.8	46.3	47.6	49.8	53.4	58.3

9. These tables show that the year-on-year rate of improvement in GCSE outcomes in Durham, against both measures, across the county over the period 2006-2011 has been substantially greater than that nationally. When considering the benchmark 5 A*-C (including English and maths) measure, Durham is now comfortably within the top third of Authorities nationally, well above the average of our statistical neighbours and performing better than counties such as Oxfordshire, West Sussex, Cambridgeshire and West Berkshire.

Conclusion

10. Test and examination outcomes for children and young people in Durham continue to compare favourably with the national picture and, in the key benchmark measures for 11-year-olds and 16-year-olds, performance is at or above the national average.

Recommendation

11. Cabinet is recommended to note the content of this report

Contact: David Ford Tel: 0191 383 3331

Appendix 1: Implications

Finance - None

Staffing - None

Risk - Potential reputational issues if results dip in the future.

Equality and Diversity - Results and school performance outcomes are analysed to evaluate the performance of all groups of pupils.

Accommodation - None

Crime and Disorder - None

Human Rights - None

Consultation - Any changes to school monitoring systems subject to consultation with schools.

Procurement - None

Disability Discrimination Act - None

Legal Implications - None

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Cabinet

7 March 2011


Quarter 3 2011/12 Performance Management Report

Report of Corporate Management Team
Lorraine O'Donnell, Assistant Chief Executive
Simon Henig, Leader

Purpose of the Report

1. To present progress against the council's corporate basket of performance indicators (PIs) and report other significant performance issues for the third quarter of 2011/12.

Background

2. This is the third quarterly corporate performance report of 2011/12 for the council highlighting performance for the period October to December 2011. The report contains information on key performance indicators, risks and Council Plan progress.
3. The report sets out an overview of performance and progress by Altogether priority theme. Key performance indicator progress is reported against two indicator types which comprise of:
 - a. Key target indicators – targets are set for indicators where improvements can be measured regularly and where improvement can be actively influenced by the council and its partners; and
 - b. Key tracker indicators – performance will be tracked but no targets are set for indicators which are long-term and/or which the council and its partners only partially influence.
4. A summary of key performance indicators is provided at Appendix 3. More detailed performance information and Altogether theme analyses are available on request from performance@durham.gov.uk.

Executive Summary

5. Preliminary figures showed that the UK economy contracted by 0.2% in the last three months of 2011. In his Autumn Statement, the Chancellor talked about the intensifying sovereign debt crisis and the need to maintain the deficit reduction plan. The Government has therefore set out plans to maintain public spending reductions in 2015-16 and 2016-17 in line with the spending reductions announced in the Spending Review 2010. Council services need to be closely monitored over the medium to long term to understand what effects any spending reductions have on performance.
6. Key tracker indicators (See Appendix 3, Table 2) help to illustrate the environment in which the council is operating. Factors measured by these tracker indicators have an effect on the council's performance but also indicate the areas the council needs to consider when making decisions about key service intervention and how it manages its external partnerships and internal resources. As in the previous quarter, the key messages from tracker indicators

predominantly relate to the fragile position of the economy. Many of the economic problems faced by the UK as a whole are much worse in the north east region. A number of key indicators which are linked to the economic climate are performing as follows:

- 18-24 years olds claiming Jobseeker's Allowance (JSA) in December 2011 is still an issue with the number of claimants 19.8% higher than at the same time last year.
- This shows a slight reduction in the number of claimants compared to September 2011 which was 21.1% higher than the previous year.
- This small improvement may be explained in part through an increase of 37% in the number of young people starting a national apprenticeship in County Durham compared to last quarter. Durham County Council has taken on 15 apprentices since the scheme commenced in November 2011.
- The number of JSA claimants claiming for one year or more has risen by 34.8% compared to the previous quarter and by 110% compared to quarter 1.
- Although there has been a slight increase in the employment rate (67.2%) of the working age population, the figure still does not compare favourably with the national figure of 71.8% but is better than the regional figure of 65.3%.
- Homelessness presentations remain high but have reduced by 7%, as a result of increased homelessness prevention work.
- The occupancy rate of council owned business property remains static at 75% which is below target.
- The total number of planning applications has bucked the trend as it has increased by 12.5% compared with the previous quarter and by 5.3% compared to the same quarter in the previous year. However, this is still 53% lower than 2007.
- Crime categorised as stealing is exceeding 2010/11 levels for the second quarter in succession as predicted. The number of crimes for the year to date is 4% higher than for the previous year.

7. Some areas worthy of further investigation are in relation to housing:

- a. The number of empty properties brought back into use through local authority intervention is under target and has been below target now for 3 successive quarters.
- b. The percentage of council housing stock that is non-decent continues to improve although figures are significantly skewed by the levels of non-decency in East Durham.

8. The biggest input that we can have into increasing the competitiveness of the young people of the region in the economy and improving the quality of life of our population in the long-term is to improve educational attainment. Provisional GCSE and A-level data for the 2010/11 academic year were covered in the report for the previous quarter. Final pass rates for GCSEs and A-Levels have been released. This confirms:

- a. The continuous improvement in overall pass rates, particularly for GCSEs.
- b. The achievement gap between those eligible for free school meals and those not.
- c. A significant gender split based on the greater level of detail available from final pass data with females outperforming males by 8.9 percentage points for 5 GCSEs A* - C in County Durham. (Nationally, the gender gap is only 7.5 percentage points across all GCSEs for 2011.)

9. Results for the recent inspection of Safeguarding and services for Looked after Children have been published with Safeguarding being assessed as 'Outstanding' and with Looked after Children assessed as 'Good' with both services demonstrating outstanding capacity for improvement. Key safeguarding targets show:

- a. Children in need referrals occurring within 12 months of the previous referral has improved and compares favourably with target, performance for the previous year and in comparison to statistical neighbours.
 - b. The percentage of child protection cases reviewed within timescales has improved from the previous quarter and compares favourably with regional and national benchmarks. However, performance is less favourable than last year and the target, although the target is set at 100%.
10. Significant reconfiguration of services for children and young people to create One Point occurred in quarter 3 and this has affected performance in a number of areas (anti-bullying status and Investors in Children (IiC) accreditation).
11. Key health indicators for children and young people show:
- a. The teenage conception rate has improved and is outperforming the regional benchmark but is worse than the national rate.
 - b. The percentage of children in reception year and in year 6 who are obese have both increased and do not compare favourably with the national benchmark.
12. A number of satisfaction indicators feature as part of the Adult Social Care Outcomes Framework (ASCOF). Satisfaction ratings with adult social care services are generally good. Of note are the fact that:
- Satisfaction with intermediate social care has improved.
 - Satisfaction with accessing information on adult social care remains in the top quartile in comparison with Department of Health (DoH) benchmarking information.
13. Other health and social care indicators show:
- a. The percentage of people remaining in the home 91 days after discharge has reduced and is now below target. This is partly due to a change in the indicator definition.
 - b. The percentage of exits from alcohol treatment that are planned discharges has increased from 2010/11 but is significantly below target.
14. County Durham remains a safe place to live in comparison with statistical nearest neighbour local authority areas throughout the country. Many of our key community safety indicators are performing well:
- a. There has been a reduction in overall crime (3%) and a significant reduction in anti-social behaviour (24%) reported to the police.
 - b. Repeat referrals of domestic abuse to the Multi Agency Risk Assessment Conference (MARAC) have improved compared to the previous quarter.
 - c. There has been a 68% reduction in the number of offences committed by the cohort of the 185 prolific and priority offenders in County Durham.
15. However, crimes categorised as stealing are exceeding 2010/11 levels and the number of children killed or seriously injured in road traffic collisions is significantly worse than the profiled target.
16. The council has committed to a number of key environmental targets. No further performance information on carbon emissions, either for the county as an area or from council operations were due to be published in this quarter. However, the issue of whether the council will achieve its target of reducing carbon emissions by 40% by 2015 was questioned last quarter given the changing regulatory landscape.

17. Both the municipal waste sent to landfill and the level of household waste that is reused, recycled or composted show significant improvement in comparison with 2010/11. The project to extend alternate weekly domestic refuse collection across the county which will result in further improvements is on target.

18. The key messages concerning the council's corporate health and how the council is delivering on its promises to customers are as follows:

- a. It is acknowledged that housing benefit performance remains outside acceptable levels, following implementation of a new ICT system, and that processing times need to improve. However, it is pleasing to note that processing times have reached a plateau with performance for the year to date for both new claims (66 days) and changes in circumstances (37 days) being held at the same level as at the end of quarter 2.
- b. The percentage of invoices paid by the council within 30 days has improved and has achieved the profiled target of 88% for quarter 3 set by Overview and Scrutiny.
- c. Collection of both council tax and business rates is slightly above target.
- d. Employee sickness has improved from the previous period and is outperforming the target and the regional average (reported through Freedom of Information request).

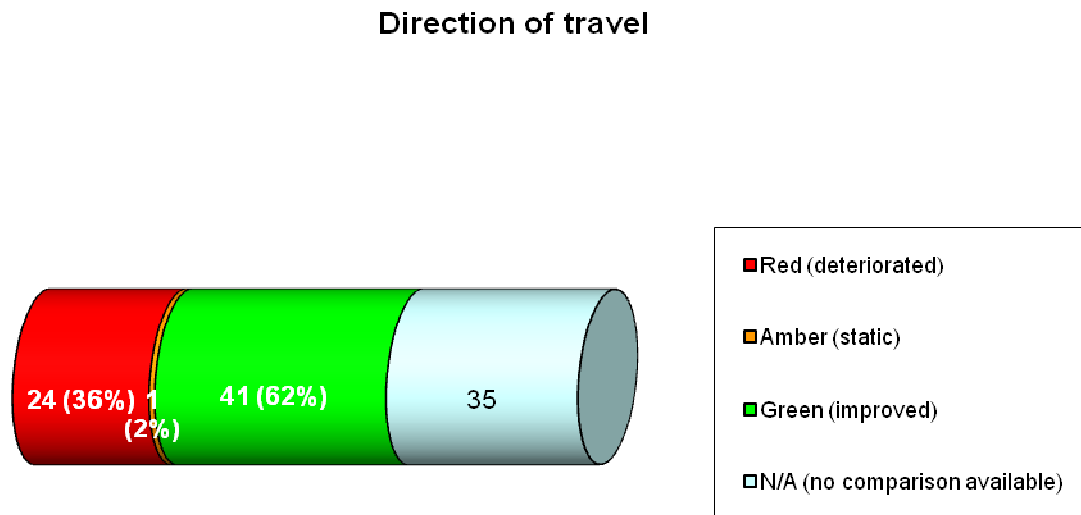
19. However, a number of other areas require improvement:

- a. Telephone calls answered within 1 minute (73%) is below the target (80%) and the performance for the previous quarter (80%).
- b. The percentage of Freedom of Information (FOI) requests answered within statutory deadlines (77%) has fallen this quarter compared with that of the previous quarter (84%) and is below the recommended target set by the Information Commissioner's Office (85%).

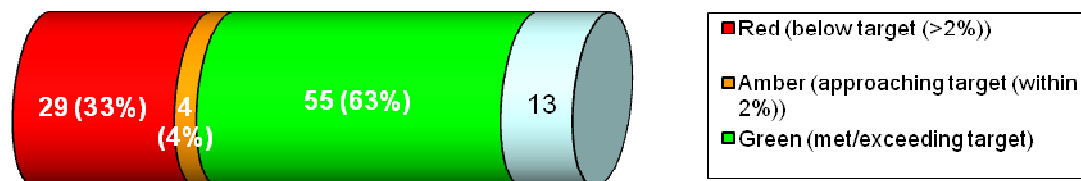
Overall Performance of the Council for Quarter 3

Key performance indicators

Figure 1: Performance against corporate basket of 101 indicators
(Percentages are of available data)



Performance against targets



Source: Service performance monitoring data

20. In quarter 3, 42 (64%) of key performance indicators have improved or remained static compared with 45 (70%) at quarter 2. Performance in the Altogether Better for Children and Young People priority theme shows the most favourable comparison with previous years with 61.1% of indicators in this area performing better than last year. The Altogether Better Council theme continues to show the most adverse performance with only 14% of indicators

exceeding previous year performance. Examples of notable improvements in comparison with 12 months previous include:

- Number of apprenticeships started
- Number of homeless preventions
- Under 18 conception rate
- Overall crime rate
- Number of police reported incidents of anti-social behaviour
- Non decent council homes
- First time entrants to youth justice system
- Compliance for completions of Treatment Outcome Profile at review stage
- Number of schools and other settings with Durham anti bullying service/Childline/NSPCC accreditation
- Number of short breaks for disabled children (no of hours)
- Delayed transfers of care from hospital and those which are attributable to adult social care
- Exits from alcohol treatment that are planned discharges
- Percentage of municipal waste landfilled
- Percentage of household waste that is reused, recycled or composted
- Invoices paid within 30 days
- Freedom of information (FOI) requests responded to in statutory deadlines

21. Key issues in terms of areas where there has been a deterioration in performance in terms of direction of travel are:

- JSA claimants claiming for 1 year or more
- Number of crimes categorised as stealing
- Processing of major planning applications
- Planned internal audit assurance reviews delivered
- Time taken to process benefit claims and change in circumstances

22. In relation to performance against target there has also been a deterioration, with 59 (67%) of reported indicators already approaching, meeting or exceeding targets compared with 65 (72%) at quarter 2. The Altogether Better for Children and Young People priority theme is most favourable in terms of performance to target with 72% of indicators hitting target. The Altogether Wealthier theme shows the most adverse performance with only 40% of these indicators achieving target, reflecting the challenging economic climate.

23. Examples of notable improvements in terms of current performance to target are:

- First time entrants to youth justice system
- Compliance for completions of Treatment Outcome Profile at review stage
- Young people receiving structured tier 3 treatment for drugs and alcohol
- Number of short breaks for disabled children (no of hours)
- Delayed transfers of care from hospital and those which are attributable to adult social care

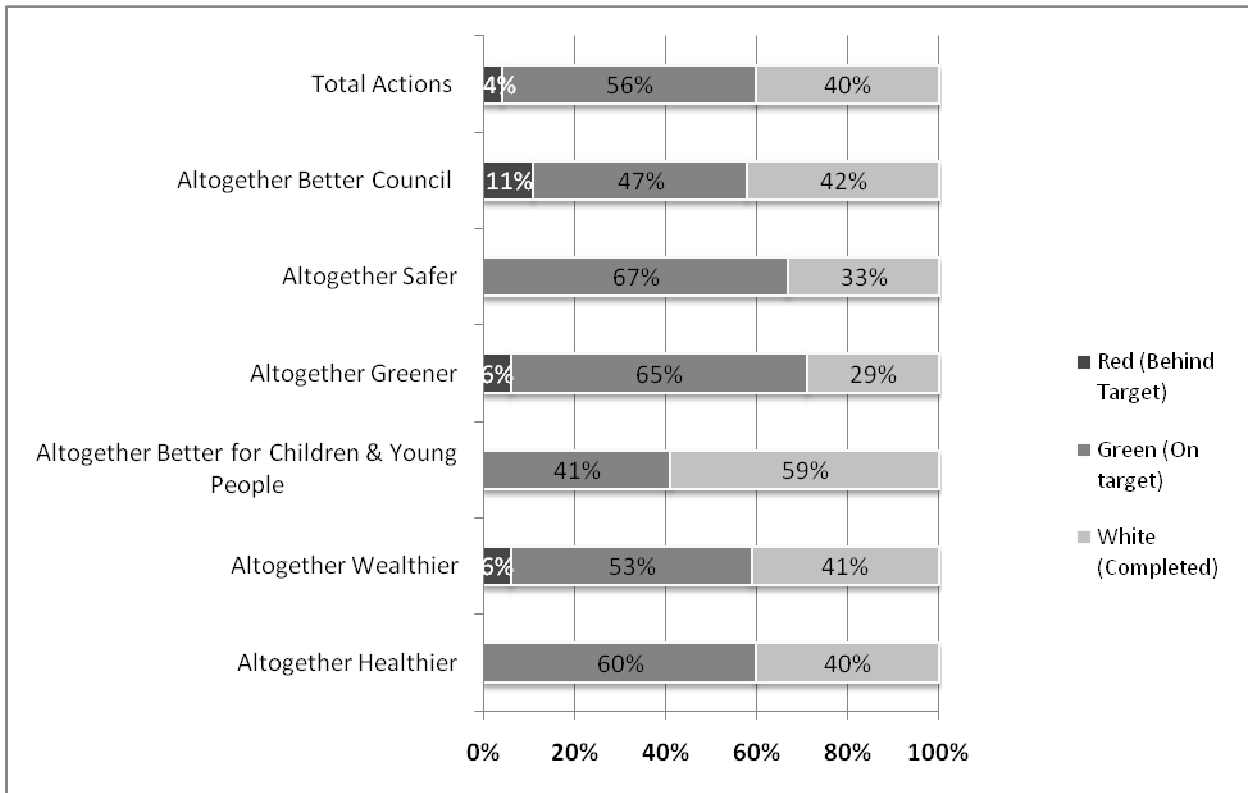
- Repeat incidents of domestic violence
- Percentage of municipal waste landfilled

24. Key issues in terms of areas where performance has not achieved target include:

- Processing of major planning applications
- Number of empty properties brought back into use as a result of local authority intervention
- Number of children killed or seriously injured in road traffic collisions
- Exits from alcohol treatment that are planned discharges
- Telephone calls answered in 1 minute
- Time taken to process benefit claims and change in circumstances
- Freedom of information (FOI) requests responded to in statutory deadlines

Council Plan Actions

Figure 2: Progress against Council Plan by Altogether Theme: Quarter 3 201/12



Source: Service monitoring data

25. Monitoring of the Council Plan is carried out on a quarterly basis to ensure that actions are being completed and efficiency savings are being realised. Good progress is being made overall in the third quarter of 2011/12 with 40% of actions already being achieved, (compared with 29% at quarter 2), 56% are on target, and 4% are behind target. The Altogether Better for Children & Young People theme has achieved the highest percentage of total actions completed (59%) although all themes have a large proportion of actions completed. The Altogether Better Council theme has the highest percentage of actions behind target, with 11%, but this only represents two actions.

Service Plan Actions

Figure 3: Service Plan progress to end of Quarter 3

Service Grouping	Total number of Service Plan Actions	Number of actions met or exceeded target	Number on target	Number behind target	Deleted
Adults, Well Being & Health	175	85 (48%)	87 (50%)	3 (2%)	0
Assistant Chief Executive	158	68 (43%)	65 (41%)	19 (12%)	6 (4%)
Children & Young People Services	193	115 (60%)	75 (39%)	3 (1%)	0
Neighbourhood Services	205	55 (27%)	135 (66%)	13 (6%)	2 (1%)
Regeneration & Economic Development	208	43 (21%)	126 (60%)	39 (19%)	0
Resources	122	73 (60%)	47 (38%)	2(2%)	0
Total	1061	439 (41%)	535 (51%)	79 (7%)	8 (1%)

Source: Service monitoring data

26. The above table shows that overall, 41% of service plan actions have been achieved by the deadline (compared to 31% in quarter 2) and 51% are on target to do so. A small proportion (7%) are behind target and there are also a number of actions proposed to be deleted as they are either no longer relevant or have been incorporated into other actions.

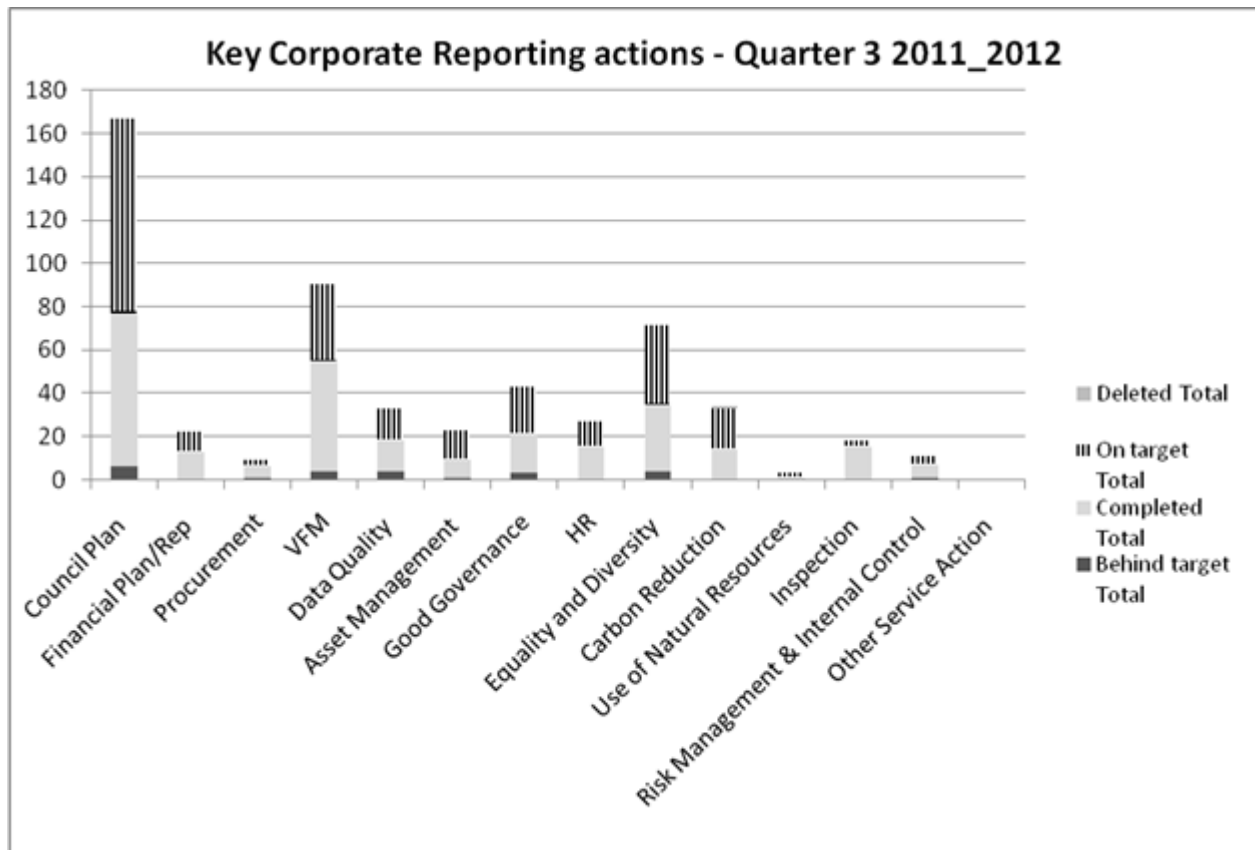
Key Messages

27. From quarter 1, a number of key actions from each service plan have been identified for detailed corporate monitoring (554 out of 1061). These fall into the following categories:

- a. Carbon Reduction actions
- b. Equality and Diversity actions
- c. Previous 'Use of Resources' actions
 - Financial Planning & Reporting
 - Procurement
 - Value For Money
 - Data Quality
 - Asset Management
 - Good Governance
 - Human Resources
 - Use of Natural Resources
 - Risk Management & Internal Control
- d. Actions arising from inspections

28. Out of these actions 259 (46%) have been achieved and 270 (49%) are on target to be achieved by the deadline and 24 (4%) actions are behind target. A further 71 (1%) action is proposed to be deleted.

29. The graph below shows performance against key actions by theme for quarter 3.



30. Reporting of these key actions is on an exception basis with a full copy of the exceptions, deletions, amendments and additions available on request from performance@durham.gov.uk.

Equalities and Diversity

31. Service plan monitoring has shown that progress against the Single Equality Scheme actions from April 2011 and Equality Impact Assessment actions is on track. To date, 30 (42%) equalities actions have been completed, 38 (53%) actions are on target and 4 (6%) actions are behind the original target date.

32. The actions behind target are as follows:

- a. **Produce annual equalities report and review of Single Equality Scheme (SES) action plan including: information on workforce, demographics and service use in annual equalities report - December 2011 (ACE)** - Delayed to 31st January due to changes to the Public Sector Equality Duty (PSED) deadline.
- b. **Produce annual equalities report and review of Single Equality Scheme (SES) action plan including: integration with Service Plan action planning - December 2011 (ACE)** - Current round of service planning includes equality action planning (linked to Equality Duty and impact assessment actions) - Delayed to April 2012 to allow time for analysis of service plans and meet PSED deadline.
- c. **Publish Joint Strategic Needs Assessment (JSNA) - December 2011 (CYPS)** - The JSNA will be published via the web on 20th February 2012. The JSNA Project Group

and Project Board re-negotiated timescales from December 2011 to February 2012, due to slippage on the project as a whole.

- d. **Produce (RED) customer and stakeholder profiles to ensure services are customer focused and evidence based - March 2012** - Approach developed but profiles behind schedule due to service restructure. Revised deadline December 2012.

Carbon Reduction

33. Out of 34 actions, 14 (41%) of actions identified have been achieved by the end of the quarter 3 monitoring period. 19 (56%) actions are on target to meet the deadline and none have been delayed. One (3%) is proposed to be deleted.
34. April 2011 saw the start of the carbon reduction commitment, where the council is now charged for every tonne of carbon emissions from buildings and stationary sources. In 2012 the council will need to pay £800,000 for allowances. CO₂ and energy reductions through better practices and improving efficiency should be seen as a means of reducing costs which does not impact upon service delivery. In future, emissions will be allocated to each service area, enabling CO₂ reduction targets and carbon budgets to be set. Actions will be included in service plans to lay the foundations to enable services to take responsibility for and manage their own emissions.

Use of Resources

35. Out of a total of 262 actions relating to how effectively the council makes use of its resources, 129 (49%) have been achieved, 117 (45%) are on target to be achieved by the deadline and 16 (6%) are behind target.
36. Value for Money actions account for 35% of the Use of Resources actions (91 out of 262 actions) and are key to ensuring efficiency savings are made within the council. Out of these 91 actions, 50 (55%) have been achieved, 37 (41%) are on target to be achieved by the deadline and 4 (4%) are behind target.
37. The four actions behind target relate to:
 - a. **Ensure best value in all Learning Disability (LD) respite services - 90% occupancy of learning disability respite services by March 2012. (AWBH)** - The occupancy rate within the LD respite service has reduced to 68.9% as more service users purchase alternative services via personal budgets and move into their own accommodation. A review report on LD respite services went to Cabinet in January 2012 and addresses this issue.
 - b. **Scrutiny undertaking a 'critical friend role' in relation to service improvement reviews - September 2011 (ACE)** - Draft Commission for Economy and Enterprise Overview and Scrutiny Committee being considered for Empty Homes/Private Sector Housing Renewal. Delays due to sickness absence within the team. Revised date March 2012.
 - c. **Consult on and implement the Voluntary and Community Sector (Third Sector) Strategy: Consultation completed - March 2012 (ACE)** - Consultation will start in September 2012. Delay due to aligning of action to the Sustainable Community Strategy (SCS) timetable. Revised target date to be agreed.

- d. **Consult on and implement the Voluntary and Community Sector (VCS) (Third Sector) Strategy: Implement the VCS (Third Sector) Strategy - March 2012 (ACE)** - Workshop taking place 21 February 2011 to look at this with wider VCS partners. Revised target date to be agreed.

Inspection actions

38. There are currently a total of 18 inspection actions identified and out of these 15 (83%) have been achieved and 3 (17%) actions are on target.

Investors in People Action Plan

39. There are 13 actions in the council's IIP (Investors in People) Plan. Out of 13 actions, 6 (46%) have been completed and 7 (54%) are on target to be achieved by the deadline.
40. As the result of the first assessment against the Investors in People Standards as a unitary authority in March 2011, Durham County Council has been recognised as an Investor in People organisation. Following this assessment an action plan was developed and endorsed by Cabinet in July 2011.

Risk Management

41. Effective risk management is a vital component of the council's challenging improvement agenda, so that any risks to successful delivery can be identified and minimised. The council's risk management process therefore sits alongside service improvement work and is integrated into all significant change and improvement projects.
42. The key risks to successfully achieving the objectives of each corporate theme are detailed against each Altogether theme in the relevant sections of the report. These risks have been identified using the following criteria:-
- a. Net impact is critical, and the net likelihood is highly probable, probable or possible.
 - b. Net impact is major, and the net likelihood is highly probable or probable
 - c. Net impact is moderate, and the net likelihood is highly probable
43. Where a risk has a direct correlation with performance, this is highlighted in the analysis.
44. As at 31 December 2011, there were 60 strategic risks, an increase of one from the previous period end at 30 September 2011. Of these, 10 are key risks matching the criteria above. There is one additional key risk which is highlighted and this relates to benefit processing. The following matrix summarises the total number of strategic risks based on their Net risk assessment as at 31 December 2011. Where there have been changes to the number of risks from the last quarter period end, the risk total as at 30 September 2011 is highlighted in brackets.

Figure 4: Corporate Risk Heat Map

Impact					
Critical	1 (1)	2 (3)	2 (2)		
Major		3 (5)	7 (8)	5 (3)	
Moderate		6 (6)	17 (18)	7 (6)	3 (1)
Minor		0 (1)	4 (5)	2 (1)	1 (0)
Insignificant					
Likelihood	Remote	Unlikely	Possible	Probable	Highly Probable

Key risks 

45. At a corporate strategic level, key risks to draw attention to are:

- a. Any slippage in delivery of the Medium Term Financial Plan (MTFP) would require further savings to be made which could result in further service reductions/ job losses;
- b. Failure to identify and effectively regulate contaminated land;
- c. The council may be liable to legal challenge if a single status agreement is not implemented in full;
- d. The loss of Area Based Grant funding results in the County Durham Partnership (CDP) failing to narrow inequality and deprivation;
- e. Potential claw-back from MMI (former insurers) under the Scheme of Arrangement (SOA);
- f. If the recommendations in the Annual Governance Report (AGR) are not addressed this will result in continued problematic closure of accounts;
- g. Potential restitution of land charge search fees back to 2005;
- h. Insufficient number of adequately skilled staff to maintain the expected level of services;
- i. Industrial action arising from the period of significant change will adversely impact service delivery;
- j. Increased demand for Housing Solution Service beyond current staffing capacity due to changes in Government Welfare legislation;
- k. Delays in processing both new and changes to benefit claims.

46. Five risks have been removed from the register in this quarter. This is due to management of the risks by the services as mitigating actions have been completed to reduce risks to a level where management now consider existing controls to be adequate.

47. The implementation of additional mitigation on a number of risks has enabled the council to improve performance, decision-making and governance, and this is detailed in the relevant sections of the report.

48. An emerging issue in the current quarter in relation to an identified risk (serious breach of law regarding management of information including an unauthorised release of data requiring notification to the Information Commissioner's Office) is likely to result in this risk being rescored with likelihood being rescored as highly probable.

Altogether Wealthier: Overview

Performance indicators				
	Red	Amber	Green	N/A
Direction of travel	3 (30%)	0 (0%)	3 (30%)	4 (40%)
Performance against target	4 (40%)	0 (0%)	4 (40%)	2 (20%)

Actions				
	Red	Green	White	Deleted actions
Performance against target	3 (6%)	25 (53%)	19 (41%)	0

Council Performance

49. Key achievements this quarter include:

- a. A continuing steady reduction in the percentage of non decent council homes. 31% of council homes remain non decent which is an improvement from the 34% at quarter 2 and 39% at the same period last year. Over 900 properties, across the three housing providers, have been made decent between April and December 2011.
- b. The delivery of a successful Lumiere festival in November 2011 was the largest lights festival in the country with 34 installations by 80 local and international artists. The festival attracted over 150,000 visitors, double the number attending the 2009 festival. It is expected to significantly exceed the £1.5m generated for the local economy in 2009.
- c. The number of private rented sector properties improved through local authority intervention has exceeded the period target of 366. Over the period April to December 2011, 858 properties have been improved through local authority intervention. The Landlord Initiatives and Empty Homes Officer roles have now been combined through the Regeneration and Economic Development restructure. Targets have been set for each individual locality and bi-monthly performance meetings have taken place in October and December 2011 with team members in order to discuss collation of data and effective outcomes. It is likely that from April 2012 the descriptors used to calculate property improvements and improvement in management standards will be altered and targets re-assessed.

50. The key performance improvement issues for this theme are:

- a. The processing of major planning applications has shown a disappointing drop in performance during quarter 3 with 59.4% of applications determined within the 13 week duration, a 19 percentage point decrease from the previous quarter (78.4%). This is below the 79.9% target and is inconsistent with past performance. An element of this drop is the determination of a number of long term strategic applications which are unable to be determined in the 13 week definition. A revised approach to development management is to be introduced from April 2012.
- b. The number of empty properties brought back into use as a result of local authority intervention remains below the period target. During the period April to December 2011, 27 properties were brought back into use through local authority intervention. This is below the period target of 60. Individual targets have been set for each locality with efforts being placed to bring empty properties back into use. Links have also been made with key Registered Social Landlords in relation to the bids being placed to the Homes and Communities Agency to acquire units.

- c. Over the quarter 3 period, 88.1% of bus services ran on time which is a slight decrease from the previous quarter (90%). Performance is below the 95% target and lower than the same period last year (96.4%). The slight decrease can be attributable to two bus stations which had lower than average results on one particular survey date (Durham and Bishop Auckland). Performance however remains favourable when compared to 2009/10 national (80.2%) and regional (78.0%) benchmark.
- d. Occupancy rates of council owned factories and business support centres stands at 75%, the same rate as at quarter 2, which remains below the 78% target. A Business Space Strategy setting out a five year investment programme was approved by Cabinet in December 2012. A refurbishment programme is underway with future years funding being considered for approval during February 2012.
- e. A Council Plan action relating to the marketing of the business park at Hawthorn in Murton, in collaboration with the Homes and Communities Agency, due to be achieved by October 2011, is currently on hold pending improvement in economic conditions. It is anticipated that this will be undertaken during 2013.
- f. The action to implement walking and cycling provision based on the 2010 audit of facilities has been delayed from December 2011 to April 2012. The strategy has been prepared but not yet approved.
- g. The proposed review of markets managed by or on behalf of the council, scheduled to be completed by October 2011, has also been delayed. Implementation of the new strategy will be September 2012.

51. Tracker indicators for this priority theme (see Appendix 3, table 2) show:

- a. A continued rise in the number of 18-24 year olds claiming JSA. For December 2011 this figure was 5,265 of 18-24 years olds claiming JSA compared with 4,395 at the same period last year. Youth unemployment continues to be a significant issue across the country with 1.16 million young people currently not in education, employment or training. The Government has recently announced a number of programmes to seek to address the issues and associated challenges and barriers, including the 'The Youth Contract' expected to commence April 2012, additional funding for apprenticeships and reduction in bureaucracy to support small businesses and support for up to 410,000 young people to access work experience places over the next 3 years. At a local level an action plan for apprenticeships has been developed and the County Apprenticeship Programme has already supported a number of local young people gain employment with local businesses. Since November 2011, 15 new apprenticeship starts have been facilitated through the DCC apprenticeship scheme, with a further 106 apprenticeship opportunities currently being advertised or developed.
- b. Latest figures from the National Apprenticeship Service (2010/11 Academic Year) are that 1,875 young people have started an apprenticeship in County Durham, an improvement on the previous quarter's figure which was 1,366. The National Apprenticeship Week campaign runs in early February and it is hoped that this will result in local businesses providing increased apprenticeship opportunities to help tackle youth unemployment.

- c. Unemployment continues to be an issue at all geographic levels. The number of residents within the county that have been claiming JSA for one year or more currently stands at 1,645. The Government's flagship programme 'The Work Programme' aimed at supporting unemployed individuals back into work has been active for around 6 months with numbers of referrals at a steady rate, however, job conversions need to improve but are based upon job creation within the labour market.
- d. The employment rate of the working age population has shown a slight increase. Latest figures for July 2010 to June 2011 (which relate to quarter 1 2011/12 as reported 8 months in arrears) show the employment rate has increased to 67.2% from last quarter and 12 months previous (65.9% and 66.4% respectively). Latest benchmarking available for quarter 1 2010/11 shows that County Durham is worse than national (71.8%) but better than regional (65.3%) rates. Unemployment across the country has been impacted by the international financial crisis with 2.57 million people unemployed, which is a 17 year high. The impacts of the Government's work programme are slowly starting to filter through into job opportunities; however, it is too early to start seeing the full results.
- e. Staff training on homelessness preventions has resulted in an increase in the numbers of prevention cases with 227 preventions in quarter 3. This has resulted in 19.7% of cases being prevented from becoming homelessness presentations. 1149 cases were presented compared with 1236 at quarter 2 and 1206 reported 12 months previously. Although the presentation to the service has dropped slightly (7%) compared to the previous quarter the overall number of presentations remains high but without the improved prevention work considerably more people would be identified as homeless.
- f. The number of homes completed near all major settlements as a proportion of all completions has reduced this period. 51.23% of homes were completed near major settlements compared with 62.37% at quarter 2. This performance equates to 115 units being built within the county's 12 main towns, of which 13.8% (12 units) were delivered in Durham City. This reduced performance is attributed to the economic downturn which is restricting the ability for developers to start development of new sites and reducing the speed of outputs on sites under construction. The true longer term impact of these circumstances upon the extent of an unconstrained 'pipeline' of new housing is becoming increasingly evident through the resulting performance in delivery.

52. Key risks to successfully delivering the objectives of this theme are:

- a. *'The loss of Area Based Grant funding'*, resulting in the County Durham Partnership (CDP) failing to narrow inequality and deprivation gaps. Management consider it probable that this risk will occur, which will have a major impact in terms of increasing social and economic deprivation in the county. An action plan is being developed to mitigate this risk as far as possible, although it should be recognised that this will remain a significant risk for at least the next 4 years.
- b. *"Increased demand for the Housing Solution Service beyond current staffing capacity as a result of changes in Government Welfare Legislation"*. Management consider it highly probable that this risk will occur, and will communicate to residents and housing providers the impact the reforms will have on them.

53. Other significant risks include:

- a. Private housing stock condition worsens with adverse implications for local economy, health and neighbourhood sustainability;
- b. Reduced future allocations of deprivation based grants to the county resulting from changes to the council's new deprivation status, which will impact on the delivery of key strategies and investment in the county;
- c. Diminishing capital resources, continuing depressed land values and slow growth in the private sector will impact on the ability to deliver major projects and town initiatives within proposed timescales.

Altogether Better for Children and Young People: Overview

Performance indicators				
	Red	Amber	Green	N/A
Direction of travel	5 (28%)	0 (0%)	11 (61%)	2 (11%)
Performance against target	2 (11%)	2 (11%)	13 (72%)	1 (6%)

Actions				
	Red	Green	White	Deleted actions
Performance against target	0 (0%)	9 (41%)	13 (59%)	0 (0%)

Council Performance

54. Key achievements this quarter include:

- a. As reported at quarter 2, Durham County Council was recently inspected for Safeguarding and Looked after Children. The results have now been published confirming judgements of 'Outstanding' for Safeguarding and 'Good' for Looked after Children with both showing outstanding capacity for improvement. This decision means that Durham County Council is only the second local authority area in the country to be graded as outstanding overall for safeguarding and, in fact, no local authority area in the country has received an outstanding overall for Looked after Children. Out of the 92 reports published to date only one other area has achieved grades as high as County Durham.
- b. Between October and December 2011, 32,621 hours of short breaks were offered for disabled children, more than double the figure 12 months earlier of 15,305. This is due to:
 - A range of new activities being provided such as special pantomime performances on top of the existing menu of provision
 - Our commitment to special schools which has been excellent and is reflected in the inventive, fun and safe short breaks they provide on a weekly basis throughout the whole calendar year
 - The Sensory Support Service delivering a range of very well received short breaks/activities
 - Leisure Services continuing to provide opportunities for disabled children and young people on a weekly basis
 - The Children's Network membership going from strength to strength and currently the network has over 1,100 members.
- c. The percentage of children in need referrals that occurred within 12 months of the previous referral has improved. Data up to the end of December 2011 show that 703 out of 3,004 referrals occurred within 12 months of the previous referral (23.4%). This compares favourably with the annual target (25.0%), performance 12 months earlier (26.0%) and the most recent statistical neighbours data from 2008 (24.2%). The number of referrals included in the calculation of this indicator has decreased significantly in comparison to previous quarters. This is due to refinement of what constitutes a referral bringing it in line with Department for Education (DfE) guidance, which states a referral should only be recorded on closed cases leading to new involvement.
- d. The percentage of child protection cases which were reviewed within required timescales has improved. It was reported last period that this indicator achieved 97.2%, below the tolerance range for the target (100%). Performance this period has improved to 98.3% (296 out of 301) for October to December 2011, however it is still below that of 12 months

earlier (99.0%). Performance is better than the national (97.1%) and north east (96.9%) benchmarks for 2010/11.

- e. An action in the Council Plan to provide effective support, including hidden harm work for families where parents who have substance/alcohol misuse problems by March 2012, has been completed early. An evaluation has been undertaken and shared at the Local Safeguarding Children's Board (LSCB) in December 2011. An action plan is in place to maintain improvements and seek further progress.

55. Key performance improvement issues for this theme relate to:

- a. The number of schools and other settings with Durham anti bullying service / Childline / NSPCC accreditation has remained static, however has already achieved its annual target (97). Service reconfiguration (i.e. One Point) has been cited as the reason why there have been no further accreditations during quarter 3.
- b. The number of new agencies and organisations achieving Investing in Children (IiC) membership between October and December 2011 was 1. This is significantly below the previous quarter (8) and 12 months earlier (22). The additional membership takes the total to 313, well below the internally set target of 321. The issue affecting performance in quarter 3 is the reconfiguration of services, i.e. One Point. Some services and teams who have merged into One Point had IiC membership, but this will no longer apply as they are now part of one service. The indicator will be reviewed during quarter 4 to ascertain its future reporting requirements. Once this work is carried out the numbers are initially anticipated to fall and create a baseline.
- c. Performance for the completion of Treatment Outcome Profiles (TOPs) for each client entering treatment with the 4Real Service between July and September 2011 (latest data) is above the 90% local target for all 3 stages (Start – 93%, Review – 91% and Exit – 96%). In this period 55 young people have received structured Tier 3 treatment for drugs and alcohol with the 4Real Service. Although all 3 stages are above target it must be noted that performance has declined from the previous quarter and against 12 months earlier with the exception of the review stage which has improved from 12 months earlier :

Stage	Difference (percentage points)	
	Previous quarter	12 months earlier
Start	-3.7	-3.0
Review	-9.0	9.0
Exit	-4.0	-4.0

56. Tracker indicators for this priority theme (see Appendix 3, table 2) show:

- a. The conception rate amongst girls aged 15-17 years has improved in performance to a 24.3% reduction from the 1998 baseline compared against a 15.9% reduction at the previous quarter and a 22.6% reduction 12 months earlier. The quarter 3 data, which applies to July to September 2010, shows 92 conceptions. This equates to a conception rate of 41.2 per 1,000 girls aged 15-17. The rolling quarterly average for Durham continues to display an improving trend showing a conception rate of 44.2 per 1,000 girls aged 15-17, which outperforms the north east rate of 45, but still falls short of the England rate of 36.

- b. A slight increase in the percentage of children in reception year who are obese in the 2010/11 academic year (9.5%) compared with 9.2% at the previous year. Although there has been an increase, Durham outperforms our statistical neighbours (9.8%), but falls just short of the national benchmark (9.4%). Also, in County Durham our participation rates are higher than other areas across the country meaning we are capturing a lot more children's data and giving a more accurate picture of our performance.
- c. An increase in the percentage of children in year 6 who are obese in the 2010/11 academic year (21.6%) compared with 20.6% at previous year. We are performing worse than our statistical neighbours (20%) and also worse than the national benchmark (19%). As with children in reception year, County Durham's participation rates are higher than other areas across the country meaning we are capturing a lot more children's data and giving a more accurate picture of our performance.
- d. For reception and year 6 pupils the Family Initiative Supporting Children's Health (FISCH) programme is now fully contracted and is running in all localities across the county and all inputs and impacts are evaluated. 19 schools have identified 'Reducing Obesity' as their focus for working on Enhanced Healthy Schools. Actions prioritised by schools include; increasing awareness of healthy eating, increasing participation in physical activity, and improving the quality of packed lunches. 'Promoting Change for Life', which is a social marketing project for all of County Durham, is to be launched soon.
57. A further performance issue which links to this priority theme relates to young people within the Youth Justice System receiving a conviction in court who are sentenced to custody. This indicator measures the percentage of custodial sentences issued to young people as a proportion of all young people's convictions (given in court only and so does not include pre-court disposals). During quarter 3 2011-2012, 14 custodial sentences were given to young people out of 162 court sentences, which represent 8.6%. This takes the year to date total to 36 out of 529, which equals 6.8%.
58. Final pass rates for GCSEs and A-Levels have been released and confirm the continuous improvement in pass rates and also the achievement gap between those eligible for free school meals and those not. Further analysis has been carried out to provide the gender split for the results as shown in table 1:

Table 1:

Indicator (2010/11 Academic Year)	Percentage Point Improvement on 2009/10	2010/11		
		Figure	Female	Male
KS4 pupils achieving 5 or more A*-C grades at GCSE or equivalent including English and Maths	4.3	59.6%	64.5%	55.6%
Pupils on Level 3 programmes in maintained secondary schools achieved 2 A Levels at Grade A*-E	0.7	97.6%	97.6%	97.6%
Achievement gap between pupils eligible for free school meals and their peers (KS2)	2.3	20.9	18.1	23.1
Achievement gap between pupils eligible for free school meals and their peers (KS4)	0.7	32.5	31.1	34.2

59. The most significant risk to successfully delivering the objectives of this theme is *'Failure to meet escalating costs of external and high-cost placements effectively'*. The implementation plan for the new contract to place children and young people with independent fostering providers is monitored by management, to ensure that this risk is being effectively managed.

Altogether Healthier: Overview

Performance indicators				
	Red	Amber	Green	N/A
Direction of travel	7 (26%)	1 (4%)	13 (48%)	6 (22%)
Performance against target	7 (26%)	2 (7%)	15 (56%)	3 (11%)

Actions				
	Red	Green	White	Deleted actions
Performance against target	0 (0%)	15 (60%)	10 (40%)	0 (0%)

Council Performance

60. Key achievements this quarter include:

- a. The number of delayed transfers of care from hospital back to normal place of residence is achieving target having improved on the same period last year. Latest benchmarking data from the Department of Health identifies that Durham is ranked 8th out of 151 local authorities nationally. In the 8 sample weeks between April and November 2011 there were 95 delays which equates to an overall figure of 2.93 per 100,000. In this period, there were 24 delays attributable to adult social care (25%). All delays are notified to the relevant team and operations managers and are investigated.
- b. Feedback from surveys remains positive, as reported at quarter 2. Feedback from service users and carers is becoming an increasingly important aspect of the Adult Social Care Outcomes Framework (ASCOF) which is sourced through national surveys. In particular overall satisfaction with intermediate care services has increased to 96% following a dip below target at quarter 2 and is now above the target of 95%. This improvement in satisfaction was in the Sedgefield and Durham & Chester-le-Street Health Networks. Final data from the Department of Health (DoH) Adult Social Care Survey, released in December 2011, highlights that Durham is performing above the England, statistical neighbours and north east averages in all six ASCOF measures populated from the survey. Adults, Wellbeing and Health (AWH) are to review the service user satisfaction survey programme, including new surveys in relation to the Adult Social Care Survey (Department of Health).
- c. A key action in the Neighbourhood Services service plan is to work in partnership to establish and promote a programme of countywide community based physical activity opportunities by March 2014. Good progress has been made and a number of new countywide programmes have been introduced including:
 - Establishment of sports ability clubs to provide meaningful sport and physical activity opportunities for young people with disabilities aged 5-19 years.
 - Launch of a new countywide club development scheme to support the growth of community sport and physical activity in the county. At the 30 September 2011, 171 clubs had formally registered with Club Durham.
- d. A Council Plan action to develop a clear programme to maximise the impact and legacy of London 2012 is ongoing. An Olympic legacy event that has already been secured is the Challenger World Etape Pennines cycle event. In excess of 1,100 registrations for the event have been received and it is anticipated that this event will reach its 2012 maximum capacity of 3,500 participants.

61. The key performance improvement issues for this theme are:

- a. The number of adults admitted on a permanent basis to residential or nursing care is still not achieving the target of 202.9. Performance at quarter 3 stands at 219.9, which is a reduction from 223 reported at quarter 2. This was an increase based on the quarter 1 figure and it was reported that the number of admissions to residential and nursing care can fluctuate throughout the year with the highest number of admissions in 2010/11 occurring in quarter 2. Performance does appear to be following this trend. The average age for permanent admission to residential care in 2011 is 86.5 years of age, with the average length of stay reducing from 547 days in 2010/11 to 441 in 2011/12. As reported at quarter 2, prior to admission, all assessments, options and recommendations are considered by an admissions panel. In all cases the placements were identified as appropriate and no alternative options were available to them.
- b. The proportion of social care users who found it 'very' or 'fairly' easy to find information and advice about services has dipped by 5.5 percentage points to 80.5% and is no longer achieving the target of 86%. Although performance is below target, it should be noted that comparative data from the Department of Health national survey identifies that Durham is performing in the top quartile of local authorities and is ranked 10th of 149 councils in relation to this indicator. Additionally, the Durham Information Guide (DIG) went live in September 2011, as a free online database for people to find advice and information about services, community groups and health promotion. A promotional campaign is planned for February 2012.
- c. The percentage of older people still at home 91 days after discharge from hospital into reablement / rehabilitation services has decreased to 84% and is now below the target of 85%. There has been a national change to the definition of this indicator which may have contributed to the decrease but had this change not taken place there would still have been a dip in performance, although the target would have been achieved. Further analysis within the service is being undertaken to look into this decrease in performance.

62. A new development this quarter for this theme relates to securing a Department of Health grant of £399k. The council and partner agencies were successful in securing the grant to address the health impacts of cold weather upon vulnerable people in County Durham. The grant will be used to extend an award winning pilot project known as Energy on Prescription. This initiative was undertaken last year in one specific locality in County Durham and makes available free fuel to those most vulnerable to cold. The funding will be used to test out Energy on Prescription countywide and will be evaluated later in the year.

63. The most significant risk to successfully delivering the objectives of this theme is the *'Potential financial, operational, and reputational risks arising from proposed NHS Reforms'*. This risk relates to the wholesale change to operation in the NHS as proposed in the NHS White paper and the Health and Social Care Bill. A workgroup is in place to manage these changes.

64. Under this theme, effective management of the risks surrounding the winding-up of a major residential care company ensured that all homes were either closed or transferred to new owners under a transition plan, which maintained continued residential care for all residents affected.

Altogether Safer: Overview

Performance indicators				
	Red	Amber	Green	N/A
Direction of travel	3 (23%)	0 (0%)	7 (54%)	3 (23%)
Performance against target	4 (31%)	0 (0%)	9 (69%)	0 (0%)

Actions				
	Red	Green	White	Deleted actions
Performance against target	0 (0%)	14 (67%)	7 (33%)	0 (0%)

Council Performance

65. Key achievements this quarter include:

- a. There has been a 68% reduction in the number of offences committed by the cohort of 185 prolific and priority offenders (PPO) in Durham. The number of offences committed each quarter by the PPO cohort in 2010/11 was 281. This has reduced to 90 in quarter 3 of 2011/12. There is an action in the Council Plan to 'coordinate with partners the Reducing Re-offending Group as part of the Safe Durham Partnership and keep track of the group's delivery action plan on a 3-monthly basis by March 2012. This is now complete and joint funding with the NHS has provided one mentor in each of the 3 Integrated Offender Management (IOM) hubs across County Durham. As part of the IOM Service, mentors provide one to one support to offenders to help them engage and integrate them with the local community. There is one mentor in each of the 3 IOM areas. The service will be expanded in future to offer services to prisoners who are released in less than 12 months.
- b. The number of repeat referrals dealt with by the Multi Agency Risk Assessment Conference (MARAC) up to December 2011 (13% repeats) is better than quarter 2 (15.8% repeats) and continues to outperform the target set for 2011/12 (below 25%). The MARAC provides a multi agency response for the protection of victims of domestic abuse by aiming to reduce the risk of harm and repeat victimisation.

66. The key performance improvement issues for this theme are:

- a. The percentage of all exits from alcohol treatment that are planned discharges is still below target. One of the key outcomes for those people referred to the community alcohol service is that they receive appropriate treatment and then leave the service in accordance with their agreed treatment plan. Latest figures identify that 56% exited treatment in a planned way compared to a target of 65%. This is an increase on 2010/11 performance (52%) and is line with national achievement rates (58%). As reported in quarters 1 and 2, performance action plans with providers are in place to improve performance and service delivery and areas of poor performance will be investigated by the Drug and Alcohol Action Team (DAAT). The figures for Health Networks vary from 48% for Sedgefield to 67% for Easington.
- b. The number of children killed or seriously injured in road traffic collisions is unfortunately still significantly worse than the profiled target for 2011. There have been 20 casualties in the January - September 2011 period (profiled target is 15). This also means that the 2011 target of 20 is unlikely to be met as casualties are already at this level. The Casualty Reduction Partnership continues to consider all incidents and work together with the aim of reducing casualties by education and encouragement; police enforcement and engineering. An analysis of the January to September 2011 data shows that over half of the accidents occurred in the January to March period, only 2

accidents happened during the hours of darkness, the majority occurred during Monday to Friday and 67% of the casualties were aged 13 or over.

67. Tracker indicators for this priority theme show:

- a. The overall crime rate has reduced by 3%. Between April and December 2011, there were 20,420 crimes compared to 21,189 in the same period in 2010/11. This reduction has been achieved despite the mild weather experienced during December 2011, which saw an additional 400 crimes when compared to December 2010 figures.
- b. The number of reported incidents of anti-social behaviour (ASB) has continued to reduce. Between April and December 2011 there were 27,288 incidents compared to 35,876 in 2010. This represents a reduction of 24%. There have also been significant reductions in alcohol related ASB (20%) and youth related ASB (29%).
- c. The number of reported crimes categorised as stealing has increased by 4% in the year to date (10,167 crimes) compared to the same period in 2010/11 (9,740 crimes). Analysis of the data identified that around 20% of stealing crimes are related to metal theft, and led to the establishment of metal theft teams by Durham Constabulary in September 2011. The number of metal theft crimes has reduced from 290 in August to 145 in December 2011. Increases are also being experienced in vehicle theft, shoplifting and burglary.

68. A new development for this quarter is the 'See it, Report it' marketing campaign for Adult Safeguarding, which was highly commended in the Chartered Institute of Public Relations (CIPR) Local Public Services Award in the 'Hard to Reach Communications Excellence' category. This has led to a 92% rise in safeguarding referrals from 864 in 2010 to 1658 in 2011.

69. There are no significant risks to successfully delivering the objectives of this theme.

Altogether Greener: Overview

Performance indicators				
	Red	Amber	Green	N/A
Direction of travel	2 (13%)	0 (0%)	7 (47%)	6 (40%)
Performance against target	5 (33%)	0 (0%)	8 (53%)	2 (13%)

Actions				
	Red	Green	White	Deleted actions
Performance against target	2 (6%)	20 (65%)	9 (29%)	0

Council Performance

70. Summary of key performance highlights:

- a. At quarter 3 the 12 month rolling total for the percentage of municipal waste sent to landfill is 32.6% and shows significant improvement from the 53% in the same period last year. Performance is well above the period target of 56.75% and better than the latest national (41.54%) and nearest neighbour (37.12%) benchmarking available for 2010/11. Approximately 9,243 tonnes of waste was diverted from landfill due to Niramax extracting recyclate from the residual waste stream and almost 50,000 tonnes of energy has been generated through the waste recovery process.
- b. The level of household waste that is reused, recycled or composted continues to improve with 45% this quarter compared to 39.3% for the same period last year. Performance is above the 42% target and the 2010/11 national (40.08%) and nearest neighbour (37.85%) benchmarks. In conjunction with Waste Aware North East an 8 month campaign has commenced to increase the recycling of aerosols and glass jars. This campaign is as a result of five authorities (Durham, Gateshead, Sunderland, South Tyneside and Northumberland) securing regional funding from the Department for Environment, Food and Rural Affairs (DEFRA). Other actions taking place include:- furniture groups diverting 104 tonnes of waste from landfill, recycling of street sweepings, the continuation of home composting promotions, 'one more thing' scheme, school battery recycling and road shows. There is an action in the Council Plan to complete an options appraisal for the rationalisation of Household Waste Recycling Centres (HWRCs). Consultation on the future provision ended on 20 January 2012. This consultation has sought views on proposals to close 6 HWRCs and utilise mobile HWRC provision in some rural parts of County Durham. An update in relation to this consultation will be provided at quarter 4.
- c. A further key Council Plan action which impacts on waste collection is to implement alternate weekly collection services for residual household waste. Changes to the household recycling and rubbish collections have been approved and are now in the process of being implemented. The new bins are being delivered to depots ready for delivery to residents. Communication of the changes to local residents began on 16 January 2012 via the website, Durham County News and an introductory leaflet which will be delivered to each household outlining the changes and explaining what will happen when.
- d. The number of fixed penalty notices (FPNs) issued has increased to 1023 at quarter 3 compared to 537 at the same period last year (based on a rolling total). The Green Dog Walker's scheme was launched in the east of the county and co-ordinated enforcement action in line with the campaign resulted in 33 fixed penalty notices being issued in the target area.

- e. The number of registered and approved Feed In Tariff (FIT) sustainable energy installations continues to increase. The numbers of installations between April and December 2011 are 1 Combined Heat and Power, 1 Hydro, 852 Solar PV, 25 Wind. This equates to 879 installations in total equating to over 2.9MW of additional capacity.

71. The following key areas for improvement have been highlighted:

- a. The fly-tipping grade, which compares the year on year change in total incidents and enforcement actions (grade 1-4, 1 being most effective), remains at level 2 which is effective. This is lower than the grade 1 target but higher than the same period last year (grade 3). The number of enforcement actions carried out in quarter 3 was slightly less than that in quarter 2. There has been an increase in stop and search operations and a more programmed approach to these operations is being developed in conjunction with the police.
- b. The number of volunteering episodes in Countryside Ranger Services tends to vary throughout the year. Data for quarter 3 illustrates that there have been 2,990 episodes, which falls short of the target (3,300) and performance for 2010/11 (3,250). During quarter 3 volunteers assisted at a number of events held at Hardwick Park which helped to increase the visitor numbers. Unfortunately, the number of larger events has been reduced due to financial viability. It is intended to replace these larger events with a number of smaller family-type events, organised by the Countryside Rangers and it is hoped that having more regular events will enhance the park's reputation and popularity.
- c. The Council Plan action to develop biodiversity and landscape policies for the County Durham Plan and develop criteria based policies through subsequent development planning documents by December 2011 has been delayed. The December 2011 date was set against the original timetable for the County Durham Plan which has been amended by a year to accommodate changes to Government requirements and legislation. The revised date is December 2012.
- d. A further Council Plan action to develop an Open Space Strategy to incorporate countryside play events, playing pitches, parks, and allotments has also been delayed from December 2011 to December 2012. The development of an Open Space Strategy has been reallocated to the Policy and Planning Team as this is a cross-departmental strategy which will impact on the authority as a whole. A Neighbourhood Service-wide working group will be established shortly to progress this strategy.

72. As reported in quarter 2, latest annual data for the tracker indicator concerning carbon emissions is showing positive improvement with reduced emissions. This trend continues with the numbers of photovoltaic units which have received planning permission over the quarter, many of which are to be installed on council and community buildings. 400 photovoltaic installations were recorded in quarter 3, resulting in the renewable energy generated by solar power increasing from 1.335 megawatts to 2.68 megawatts.

73. The key risk to successfully delivering the objectives of this theme is *'Failure to identify and effectively regulate Contaminated Land.'* Management consider it possible that this risk will occur, which will impact both public health and environmental sustainability across the county. To mitigate this risk, a Contaminated Land Strategy has been approved, which outlines the approach. To date, using specialist software, potential sites have been identified and risk assessed for further investigation. The top 10 highest risk sites have been prioritised for a detailed inspection in the coming months, and there is a bid for a permanent £100k revenue budget from 2012/13 in the Medium Term Financial Plan (MTFP) that will be considered by Cabinet on 8 February 2012 to mitigate this risk.

74. The only other significant risk is *'Failure to effectively develop the proposed Waste Management Solution'*, which will impact both the financial cost and the performance targets of managing waste. A project is in place to manage the development and implementation of the Waste Management Solution, and key operational risks to the implementation are managed within the project.

Altogether Better Council: Overview

Performance indicators				
	Red	Amber	Green	N/A
Direction of travel	5 (23%)	0 (0%)	3 (14%)	14 (63%)
Performance against target	8 (36%)	0 (0%)	9 (41%)	5 (23%)

Actions				
	Red	Green	White	Deleted actions
Performance against target	2 (11%)	9 (47%)	8 (42%)	0 (0%)

Council Performance

75. Key achievements this quarter include:

- a. The percentage of invoices that were paid by the authority within 30 days has improved this quarter. Performance shows 88% of invoices were paid within 30 days, an increase from 83% reported at the same period last year. The 88% target has also been achieved for the period. Improvement has been achieved by a number of actions including: - bringing Oracle database management in-house; tackling officer non-compliance with purchasing procedures; improved staff training and support; process rationalisation. Further actions to improve performance have been put in place or are planned. These include improving processes and producing reports to detail non-compliance with the procurement procedures, so that end users make better use of the Oracle system. A new single non-operated plant hire contract will also reduce the number of invoices received but the impact of this will not be evident until April 2012.
- b. Performance shows that 81.77% of national non-domestic rates (NNDR) have been collected at quarter 3 which is better than the 80.25% target. The 80.67% collection rate for council tax is also above the 80.4% target. Targets for both indicators were re-profiled due to process interruptions resulting from introduction of new systems. A recovery plan is now in operation with a view to increasing recovery against non payers. This should improve collection rates in the final quarter of 2011/12.
- c. The number of staff sickness days lost has again decreased this period from 9.07 days reported at quarter 2 to 8.72 days at quarter 3. This figure is below the revised 2011/12 target of 9 days and performance 12 months earlier (9.42 days). Performance also compares favourably against the 2010/11 regional average (8.8 days) (reported through Freedom of Information request). Internal audit have recently undertaken a review of sickness absence looking at policy, procedure and systems. A scrutiny member reference group has met to link into the internal audit review. It will hold its final meeting in February when the final internal audit report will be considered.
- d. The percentage of priority 1 (ICT) service desk incidents resolved on time is now at 61.5%, exceeding the 60% target and improved from quarter 2 (43%). This is due to an improved process to handle responses as well as increased communications to raise the profile of the indicator. More focus has been placed on responding to priority 1 calls and subsequently closing them.

76. The key performance improvement issues for this theme are:

- a. The time taken to process all housing benefit and council tax benefit new claims stands at a year to date (April to December 2011) average of 66 days and 37 days for change of circumstances; this is again below target for the period. The latest national and regional benchmarks for new claims are 22 days and 26 days respectively with national and

regional figures for changes in circumstances being 10 days and 11 days. However, performance is no longer considered to be deteriorating. A flat position was achieved in December, despite being a partial month with reduced working days. The Benefits Service continues to monitor and project performance reporting against a recovery plan. The new Civica system went live on 5 December 2011. Foundations are in place for improvements to be realised over the coming months with no further downtime, an improved complement of staff, overtime being worked and contracts for external support in place.

- b. The time taken to process benefit claims has contributed towards the underperformance of all providers on the current tenant arrears as a percentage of rent not collected. As an overall target for this indicator is considered inappropriate, providers are being monitored by trend and next year separate indicators and targets will be agreed for each provider.
- c. The percentage of planned internal audit assurance reviews delivered is 47% which is lower than the 63% target. Additional resources have been secured from January 2012, funded from savings from temporary vacancies, to address the slippage.
- d. Performance in terms of the percentage of telephone calls answered within 1 minute shows that 73% of calls have been answered within timescale during quarter 3, which is below the 80% target and that achieved in quarter 2. The decrease is due to the transfer of the Revenues and Benefits Service at Seaham onto the main system, without additional resources. Work is continuing to make the phone system more resilient and progress is continuing towards harmonisation with additional offices being transferred onto the same system. North, South and Seaham contact centres now have the ability to deal with each other's calls at peak periods and work on the remaining contact centres is planned for January 2012. Customers from the Seaham area are now benefitting from improved performance with shorter waiting times and fewer abandoned calls.
- e. The average wait time at Customer Access Points continues to increase from 6 minutes in quarter 1 to 7 minutes 59 seconds in quarter 3. Resources have been moved away from face to face contact to meet customer demand from telephones. Performance is still well within the 15 minute target and will be managed by supervisors on a daily basis and reviewed as part of the monthly performance package. Resources will be reallocated as and when required.
- f. The percentage of Freedom of Information (FOI) requests responded to within statutory deadlines has declined this period (77%) compared with the previous quarter (84%). This figure is also worse than 12 months earlier (82%) and below the statutory target (85%). This decline in performance can be attributed to reduced staffing levels within the Information Management Team during this period. The recruitment process to fill the vacant posts has now been completed and internal appointments made. An action plan to improve performance has been developed.
- g. As of September 2011, the number of buildings with an access audit was 241 and those with an accessibility plan was 19. The Council Plan action to produce a corporate accessibility strategy has been delayed from December 2011 to March 2012 to allow more time for service input into the final strategy.
- h. A Council Plan action to undertake a baseline assessment of comparative cost and performance of all council services by March 2012 has been delayed until May 2012. There have been delays in the availability of LG Inform with a complete prototype only being made available in January 2012 and this has hampered this work.

- i. An action within the Resources Service Plan to implement a business continuity environment by December 2011 has not been fully achieved. However, a second environment data centre has been set up at County Hall as an interim measure, although this is not a permanent solution. Work is ongoing to develop a way forward and the potential capital implications.

77. Tracker indicators for this priority theme (see Appendix 3, table 2) show:

- a. The number employed by the council in quarter 3 has reduced compared to quarter 2 in terms of headcount (3.31%) and FTE (3.73%). The number has also reduced for headcount (10.92%) and FTE (11.36%) when compared to 12 months earlier.
- b. The proportion of staff under 25 has again shown a slight reduction and the proportion of staff over 50 has increased. New legislation means that employees who reach 65 on or after 1 October 2011 can no longer lawfully be retired using the default retirement age.
- c. The number of employees attending reorganisation and career support sessions linked to restructuring has also decreased. The number of Section 188 letters sent out in quarter 3 has reduced meaning the numbers 'at risk' has also reduced, resulting in less demand for these sessions.
- d. A new development for this quarter relates to the 2012 Local Government Chronicle Awards. The council has been shortlisted in seven categories including the overall award for Council of the Year. Other categories include: Low Carbon Council; Health and Social Care; Children's Services; Efficiency; Public Sector Partnership and Management Team of the Year. The winners of the awards will be announced on Wednesday 14 March 2012.

78. The key risks to successfully delivering the objectives of this theme are:-

- a. *'Slippage in delivery of the MTFP will require further savings, which may result in further service reductions/ job losses.'* Management consider it possible that this risk could occur, which will result in a funding shortfall, damaged reputation and reduced levels of service delivery. To mitigate the risk, the implementation of the delivery plan is closely monitored by Cabinet. It should be recognised that this will be a significant risk for at least the next 4 years;
- b. *'The council may be liable to legal challenge if a single status agreement is not implemented in full.'* Management consider it probable that this risk could occur, which would have a major impact financially and on industrial relations. The council will bring this risk to an acceptable level by implementing the pay and conditions project by July 2012;
- c. *'Insufficient number of adequately skilled staff to maintain the expected level of services.'* Management consider that, in the short-term due to the restructuring that is underway, it is probable that this risk may occur, with a consequential impact on service delivery and staff morale. In the longer term, this will be addressed by implementing policies to ensure succession planning. By April 2012, plans will be in place outlining these policies;
- d. *'Potential restitution of land charge search fees back to 2005'*. Management now consider it highly probable that the risk will occur as a firm of solicitors has taken action against all councils across England and Wales to recover the alleged land charge fees overpayment. The mitigation of this risk is dependent upon the outcome of the

negotiations and litigation currently being defended by lawyers instructed in group litigation;

- e. *“Potential claw-back from MMI (former insurers) under the Scheme of Arrangement (SOA)”* Management now consider it probable that this risk will occur following the publication of the MMI statement of accounts, although the final outcome is dependent on the Supreme Court ruling due in early 2012. The cost of any clawback will be met from the insurance reserve;
- f. The likelihood of the risk *“Industrial action arising from the period of significant change will adversely impact service delivery”* has increased to highly probable in light of recent events. The council has arrangements in place to ensure continuity of essential services during industrial action;
- g. *“If the fundamental recommendations in the Annual Governance Report (AGR) are not addressed this will result in continued problematic closure of accounts”*. This risk will be addressed in line with the target dates of the agreed action plan;
- h. *“Delays in processing both new, and changes to, benefit claims.”* The new single ICT system was fully implemented, on time and on budget in early December and the operational focus has now switched to concentrate on recovery in order to bring the service back to steady state as soon as possible. Given the current performance management consider that this remains a high risk, with the potential for loss of subsidy as the backlog is cleared and claims settled / backdated. To manage the risk, a robust plan is in place, which is closely monitored, and regular reports and updates are provided to members via Overview and Scrutiny. A communication plan is in place to keep customers, landlords and members informed of performance and actions being taken to address the backlog. To further mitigate the risk, modelling work is being undertaken to manage the backlog and help support decisions on the interventions, such as buying in additional processing from external suppliers, partnering arrangements with local landlords, and overtime working.

Conclusions

79. The major impact on the council continues to be performance of the UK economy with it affecting a number of tracker and target indicators.
80. Some Council Plan actions need to be amended or deleted to reflect current circumstances.
81. This quarterly report has highlighted a number of performance issues which require further investigation or intervention.

Recommendations

82. Cabinet is recommended to:-

- a. Note the performance of the council at quarter 3 and the actions to remedy under performance.
- b. Agree all changes to the Council Plan outlined below:

Altogether Wealthier

- Implement walking and cycling provision based on the 2010 audit of facilities - December 2011 - Revised date April 2012
- Undertake a review of markets managed by or on behalf of the council - October 2011 - Revised date September 2012
- Business park at Hawthorn in Murton for B1, B2, B8 uses. Marketing site in collaboration with the Homes and Communities Agency – October 2011 - Revised date 2013

Altogether Greener

- Develop biodiversity and landscape policies for the County Durham Plan and develop criteria based policies through subsequent development planning documents - December 2011 – Revised date December 2012
- Develop an Open Space Strategy to incorporate countryside play events, playing pitches, parks, allotments - December 2011- Revised date December 2012

Altogether Better Council

- Produce a corporate accessibility strategy - December 2011 – Revised date March 2012
- Undertake a baseline assessment of comparative cost and performance of all council services – March 2012 - Revised date May 2012

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Appendix 1: Implications

Finance

Latest performance information is being used to inform corporate, service and financial planning.

Staffing

Performance against a number of relevant corporate health PIs has been included to monitor staffing levels and absence rates.

Risk

Reporting of significant risks and their interaction with performance is integrated into the quarterly monitoring report.

Equality and Diversity

Corporate health PIs and key actions relating to equality and diversity issues are monitored as part of the performance monitoring process.

Accommodation

Not applicable

Crime and Disorder

A number of PIs and key actions relating to crime and disorder are continually monitored in partnership with Durham Constabulary.

Human Rights

Not applicable

Consultation

Not applicable

Procurement

Not applicable

Disability

Corporate health PIs and key actions relating to accessibility issues and employees with a disability are monitored as part of the performance monitoring process.

Legal Implications

Not applicable

Appendix 2: Key to symbols used within the report

Where icons appear in this report, they have been applied to the most recently available information.

Direction of travel

Latest reported data has improved from comparable period

GREEN

Latest reported data remains the same as comparable period

AMBER

Latest reported data has deteriorated from comparable period

RED

Performance against target

Performance better than target

Getting there - performance approaching target (within 2%)

Performance >2% behind target

Actions

WHITE

Complete. (Action achieved by deadline/achieved ahead of deadline)

GREEN

Action on track to be achieved by the deadline

RED

Action not achieved by the deadline/unlikely to be achieved by the deadline

Benchmarking

GREEN

Performance better than other authorities based on latest benchmarking information available

AMBER

Performance in line with other authorities based on latest benchmarking information available

RED

Performance worse than other authorities based on latest benchmarking information available

Appendix 3: Summary of key performance indicators

Table 1: Key Target Indicators

Ref	Description	Latest data	Period covered	Period target	Current performance to target	Data 12 months earlier	Performance compared to 12 months earlier	National figure	*North East figure **Nearest statistical neighbour figure	Period covered
Altogether Wealthier										
1	Processing of Major planning applications (former NI 157a)	59.40%	Q3 2011/12	79.90%	RED	82.40%	RED	62.00%	69%*	Q2 11/12
2	Number of private rented sector properties improved as a direct consequence of local authority intervention	858	Apr - Dec 2011	366	GREEN	N/A	N/A			
3	Number of empty properties brought back into use as a result of local authority intervention	27	Apr - Dec 2011	60	RED	N/A	N/A			
4	Percentage of non-decent council homes (former NI 158)	31%	Q3 2011/12	Not set for 2011/12	N/A	39%	GREEN	11.10%	8.35%**	2010/11
5	Bus services running on time (former NI178/LTP2/T14)	88.1%	Q3 2011/12	95.0%	RED	96.4%	RED	80.20%	78.02%*	2009/10
6	Occupancy rates of council owned factories and business support centres (former REDPI16)	75%	Apr - Dec 2011	78%	RED	N/A	N/A			
7	Percentage of enrolments on Adult Learning courses leading to qualifications	92.3%	2010/11 Ac year	90%	GREEN	90.1%	GREEN			

Ref	Description	Latest data	Period covered	Period target	Current performance to target	Data 12 months earlier	Performance compared to 12 months earlier	National figure	*North East figure **Nearest statistical neighbour figure	Period covered
8	Percentage of users who felt the cultural events were "good" or "very good" (former AWHAS9)	90%	Jul-11	90%	GREEN	97.6%	RED			
9	Local authority tenant satisfaction with landlord services (Dale Valley Homes only)	88.3%	2010/11	Not set for 2011/12	N/A	Not comparable	N/A			
10	Percentage increase in people engaged in cultural events (former AWHAS10)	56138 (7% increase)	Jul-11	54560 (5% increase)	GREEN	51961 (12% increase)	GREEN			
Altogether Better for Children and Young People										
11	Achievement of 5 or more A*-C grades at GCSE or equivalent including English and Maths (former NI 75)	59.60%	2010/11 Ac. Year	56.90%	GREEN	55.30%	GREEN	58.30%	56.3%**	2010/11 ac year
								GREEN	GREEN	
12	Percentage of pupils on Level 3 programs in maintained secondary schools achieving 2 ALevels at Grade A*-E	97.60%	2010/11 Ac. Year	96.90%	GREEN	96.90%	GREEN	92.70%	90.7%**	2010/11 ac year
								GREEN	GREEN	
13	Percentage point gap between pupils eligible for free schools meals (FSM) achieving at least Level 4 in English and Maths at Key Stage (KS) 2 and pupils ineligible for FSM achieving the same outcome (former NI 102i)	20.9	2010/11 Ac. Year	21.0	GREEN	23.2	GREEN	23.4	24.4**	2010/11 ac year
								GREEN	GREEN	

Page Ref	Description	Latest data	Period covered	Period target	Current performance to target	Data 12 months earlier	Performance compared to 12 months earlier	National figure	*North East figure **Nearest statistical neighbour figure	Period covered
14	Percentage point gap between pupils eligible for free schools meals (FSM) achieving 5 A*-C grades at GCSE (or equivalent), including English and Maths and pupils ineligible for FSM achieving the same outcome (former NI 102ii)	32.8	2010/11 Ac. Year	32	RED	33.2	GREEN	28	31**	2009/10 ac year
15	First time entrants to the Youth Justice System aged 10-17 (per 100,000 population) (former NI 111) Also included in Altogether Safer	463	Apr-Dec 2011	553	GREEN	558	GREEN	1061	1212**	2009/10
								Not comparable	Not comparable	
16	Compliance for completions of Treatment Outcome Profile (TOP) for young people at treatment (i) start	93.00%	Q3 2011/12	90.00%	GREEN	96%	RED			
17	Compliance for completions of Treatment Outcome Profile (TOP) for young people at treatment (ii) review	91.00%	Q3 2011/12	90.00%	GREEN	82%	GREEN			
18	Compliance for completions of Treatment Outcome Profile (TOP) for young people at treatment (iii) exit	96.00%	Q3 2011/12	90.00%	GREEN	100%	RED			

Ref	Description	Latest data	Period covered	Period target	Current performance to target	Data 12 months earlier	Performance compared to 12 months earlier	National figure	*North East figure **Nearest statistical neighbour figure	Period covered
19	Number of schools and other settings with Durham Anti-Bullying Service / Childline / NSPCC Accreditation Status (formerly CYPP SS2.1)	97	Q3 2011/12	94	GREEN	78	GREEN			
20	Percentage of Children in Need (CIN) referrals occurring within 12 months of previous referral	23.40%	Q3 2011/12	25%	GREEN	26.00%	GREEN			
21	Children becoming the subject of a Child Protection Plan for a second or subsequent time (former NI 65)	12.10%	Q3 2011/12	12%	AMBER	11.80%	RED	13.40%	14.4%**	2009/10
22	Number of agencies and organisations achieving Investing in Children Membership (former CYPP MPC2)	313	Dec-11	321	RED	283	GREEN			
23	Percentage of young people participating in youth work	11.50%	Q3 2011/12	10%	GREEN	12.50%	RED			
24	Looked after children cases which were reviewed within required timescales (former NI 66)	97.30%	Q3 2011/12	97%	GREEN	95.20%	GREEN	90.50%	94.1%**	2009/10
Page 5	Percentage of child protection cases which were reviewed within	98.30%	Q3 2011/12	100%	AMBER	99.00%	RED	96.80%	98.7%**	2009/10
								GREEN	AMBER	

Page Ref	Description	Latest data	Period covered	Period target	Current performance to target	Data 12 months earlier	Performance compared to 12 months earlier	National figure	*North East figure **Nearest statistical neighbour figure	Period covered
	required timescales (former NI 67)									
26	Children and young people's satisfaction with the help and support they receive at school (provisional – wording to be confirmed as survey is under development)	Expected Q4, electronic survey carried out (Q3) did not produce enough responses. A further paper-based survey is to be carried out including distribution in One Point HUBs.			N/A	N/A	N/A			
27	Number of young people receiving structured Tier 3 treatment for Drugs and Alcohol with 4Real	215	Apr-Sep 2011	130	GREEN	N/A	N/A			
28	Number of short breaks as per Aiming Higher for Disabled Children full service offer in relation to: b) number of hours (formerly CYPP SS1B)	149,033	Apr-Dec 2011	82,500	GREEN	90,820	GREEN			
Altogether Healthier										
29	Percentage of the total eligible population screened for bowel cancer	59.9%	Apr-Sep 2011	60%	AMBER	63.4%	RED			
30	Percentage of the total eligible population screened for cervical cancer	80.9%	Apr-Sep 2011	80%	GREEN	81.1%	RED			
31	Number of people from the cardiovascular disease (CVD) risk group, their families and others commencing Changing	6,710	Apr-Sep 2011	3665	GREEN	Data not available	N/A			

Ref	Description	Latest data	Period covered	Period target	Current performance to target	Data 12 months earlier	Performance compared to 12 months earlier	National figure	*North East figure **Nearest statistical neighbour figure	Period covered
	the Physical Landscape (CPAL) programme									
32	Number of people in treatment with the Community Alcohol Service (CAS) Also included in Altogether Safer	1,237	Apr-Sep 2011	1084 [1]	GREEN	1123	GREEN			
33	Number of new presentations to the Community Alcohol Service (CAS) Also included in Altogether Safer	572	Apr-Sep 2011	385	GREEN	625	RED			
34	Percentage of the adult population participating in at least 30 minutes sport and active recreation of at least moderate intensity on at least 3 days a week (former NI 8)	23.3%	Apr 09 - Apr 11	22.2%	GREEN	22.6%	GREEN	22.30%	21.5%*	2011
35	Percentage of the adult population participating in at least 30 minutes sport and active recreation of at least moderate intensity on at least 5 days a week in the last 28 days	12.8%	Oct 10 - Oct 11	14.9	RED	12.90%	RED			
36	Percentage of the adult population participating in zero sport and active recreation in the last 28	52.0%	Oct 10 - Oct 11	50.10%	RED	52.1	GREEN			

Page Ref	Description	Latest data	Period covered	Period target	Current performance to target	Data 12 months earlier	Performance compared to 12 months earlier	National figure	*North East figure **Nearest statistical neighbour figure	Period covered
	days									
37	Percentage of the adult population involved in at least one hour of volunteer work per week to support sporting activity	4.9%	Oct 09 - Oct 10	Not set for 2010/11	N/A	4.5%	GREEN	4.50%	4.9%*	Oct 09 - Oct 10
								GREEN	GREEN	
38	Percentage of older people who were still at home 91 days after discharge from hospital into reablement / rehabilitation services (former NI 125)	84.0%	Jan - Sep 2011	85%	AMBER	83.8%	GREEN	83.1%	80.**	2010/11
								GREEN	GREEN	
39	Adults in contact with secondary mental health services in paid employment (former NI 150)	10.7%	Q3 2011/12	10.3%	GREEN	9.9%	GREEN	9.00%		2010/11
								GREEN		
40	Number of health benefits claimants referred to the SALUS Worklessness Programme	424	Apr-Dec 2011	600	RED	Data not available	N/A			
41	Clients engaged in SALUS Worklessness Programme entering into training, Education, employment or volunteering	Data being validated by PCT			N/A	Data not available	N/A			
42	Number of carers (all service user types)	31.7%	Jan - Dec	27%	GREEN	26.6%	GREEN	26.50%	27.2%**	2009/10

Ref	Description	Latest data	Period covered	Period target	Current performance to target	Data 12 months earlier	Performance compared to 12 months earlier	National figure	*North East figure **Nearest statistical neighbour figure	Period covered
	receiving a specific carers service as a percentage of service users receiving community based services (former NI 135)		2011					GREEN	GREEN	
43	Four week smoking quitters (former NI 123)	2,574	Apr-Sep 2011	2,407	GREEN	2,177	GREEN			
44	Percentage of all exits from alcohol treatment that are planned discharges Also included in Altogether Safer	56%	Apr-Sep 2011	65%	RED	51%	GREEN	58% AMBER		Q1 11/12
45	Service users receiving an ongoing service (continuously) for at least 1 year who have had a review (or re-assessment)	94.6%	Jan - Dec 2011	90%	GREEN	92.0%	GREEN			
46	Adults aged 18+ per 100,000 population admitted on a permanent basis in the year to residential or nursing care	219.9	Apr-Dec 2011	202.9	RED	191.8	RED	155 RED		2010/11
47	Percentage of service users in receipt of day services assessed against new charges	95.1%	Apr-Dec 2011	95%	GREEN	Data not available	N/A			
48	Percentage of mothers breastfeeding	58.0%	Q3 2011/12	65%	RED	Data not available	N/A	74% RED		Q1 11/12
49	Percentage of service users reporting that the	96.0%	Apr-Sep 2011	90%	GREEN	92.5%	GREEN	95.30%	N/A	2009/10

Page Ref	Description	Latest data	Period covered	Period target	Current performance to target	Data 12 months earlier	Performance compared to 12 months earlier	National figure	*North East figure **Nearest statistical neighbour figure	Period covered
	help and support they receive has made their life "much" or "a little" better.				GREEN			GREEN		
50	Overall satisfaction rating of social care users	92.0%	Apr-Sep 2011	90%	GREEN	92.0%	AMBER	90%	91%**	2010/11
								GREEN	GREEN	
51	Overall satisfaction rating for intermediate care services	96.0%	Apr-Dec 2011	95%	GREEN	98.7%	RED			
52	Proportion of social care users who found it 'very' or 'fairly' easy to find information and advice about services	80.5%	Apr-Dec 2011	86%	RED	85.3%	RED	60.9%	N/A	2010/11
								GREEN		
53	Number of health checks delivered to target population (aged 40-74)	Data being validated by PCT [3]			N/A	16,056	N/A			
54	Social care service users offered self-directed support (direct payments and individual budgets) (former NI 130)	48.6%	Jan - Dec 2011	48.4%	GREEN	30.0%	GREEN	30.10%		2010/11
								Not comparable		
55	Delayed transfers of care from hospital and those which are attributable to adult social care (former NI 131)	2.93 per 100,000	Apr - Nov 2011	3.5 per 100,000	GREEN	3.70 per 100,000	GREEN	10.3		Apr - Nov 2011
								GREEN		
Altogether Safer										
56	Repeat incidents of domestic violence (former NI 32)	13.0%	Apr-Dec 2011	25%	GREEN	10.9%	RED	22.0%	N/A	Jul 10 - Jun 11
								GREEN		

Ref	Description	Latest data	Period covered	Period target	Current performance to target	Data 12 months earlier	Performance compared to 12 months earlier	National figure	*North East figure **Nearest statistical neighbour figure	Period covered
57	Percentage change in detected crimes for offenders in the Integrated Offender Management (IOM) cohort over the last 12 months (replaces NI 30)	68% reduction	Jan - Dec 2011	10% reduction	GREEN	N/A (68% reduction)	GREEN			
58	First Time Entrants into the Youth Justice System (per 100,000 population) (former NI 111) Also included in Altogether Better for CYP	463	Apr-Dec 2011	553	GREEN	558	GREEN	1061	1212**	2009/10
								Not comparable	Not comparable	
59	Number of people in treatment with the Community Alcohol Service (CAS) Also included in Altogether Healthier	1,237	Apr-Sep 2011	1084 [1]	GREEN	1,123	GREEN			
60	Number of new presentations to the Community Alcohol Service (CAS) Also included in Altogether Healthier	572	Apr-Sep 2011	385	GREEN	625	RED			
61	Number of people killed or seriously injured in road traffic collisions	134	Apr-Dec 2011	153	GREEN	Not available	N/A	164	85*	2009
								Not comparable	Not comparable	
62	Number of children killed or seriously injured in road traffic collisions	20	Apr-Dec 2011	15	RED	Not available	N/A	16	12*	2009
								Not comparable	Not comparable	

Page Ref	Description	Latest data	Period covered	Period target	Current performance to target	Data 12 months earlier	Performance compared to 12 months earlier	National figure	*North East figure **Nearest statistical neighbour figure	Period covered
63	Percentage of all exits from alcohol treatment that are planned discharges Also included in Altogether Healthier	56%	Apr-Sep 2011	65%	RED	51%	GREEN	58%	N/A	Q1 11/12
								AMBER		
64	Percentage of people who have successfully completed drug treatment	41.0%	Apr-Sep 2011	34%	GREEN	25%	GREEN	47%	N/A	Jul 10 - Jun 11
								RED		
65	Perception that the police and local council are dealing with concerns of ASB and crime	56%	Oct 10 - Sep 11	58% [2]	RED	54.7%	GREEN		54.1%**	Oct 10 - Sep 11
									GREEN	
66	Number of people participating in road safety training sessions	6,318	May-Dec 2011	6,948	RED	New indicator	N/A			
67	Percentage of safeguarding strategy meetings completed within 5 days of referral	92.5%	Q3 2011/12	90%	GREEN	92.6%	RED			
68	Percentage of investigations completed within 28 days following strategy meeting	84.0%	Q3 2011/12	75%	GREEN	76.9%	GREEN			
Altogether Greener										
69	% reduction in CO2 emissions across the County Council fleet (year on year reduction)	11.08%	2010/11	5%	GREEN	New indicator	N/A			
70	CO2 reduction from local authority operations (former NI 185)	2.50%	2010/11	5%	RED	Data not available	N/A			

Ref	Description	Latest data	Period covered	Period target	Current performance to target	Data 12 months earlier	Performance compared to 12 months earlier	National figure	*North East figure **Nearest statistical neighbour figure	Period covered
71	Number of registered and approved Feed In Tariff (FIT) installations	879	Q3 2011/12	400	GREEN	New Indicator	N/A			
72	% of relevant land and highways assessed as having deposits of litter that fall below an acceptable level (former NI 195a)	3	Aug – Nov 2011	7	GREEN	2	RED	5.98	N/A	2009
								GREEN		
73	% of relevant land and highways assessed as having deposits of detritus that fall below an acceptable level (former NI 195b)	4	Aug – Nov 2011	10	GREEN	7	GREEN	11	N/A	2009
								GREEN		
74	Fly-tipping Grade (former NI 196)	2	Q3 2011/12	1	RED	3	GREEN	2 AMBER	N/A	2009
75	Improved local biodiversity. % of local sites where positive conservation management has been or is being implemented (former NI 197)	14.60%	2010/11	12.30%	RED	9.30%	GREEN	34.32%	N/A	2009
								RED		
76	Number of volunteering episodes actively engaged in Countryside Ranger Services (former NPI 41)	2,990	Q3 2011/12	3,300	RED	3,250	RED			
77	% reduction in Heritage Buildings at Risk (year on year)	Available in Quarter 4			N/A	New Indicator	N/A			

Page Ref	Description	Latest data	Period covered	Period target	Current performance to target	Data 12 months earlier	Performance compared to 12 months earlier	National figure	*North East figure **Nearest statistical neighbour figure	Period covered
78	% of conservation areas with character appraisals in place	26%	April - Sept 11	55% (Annual target)	N/A	New Indicator	N/A			
79	Number of additional participating heritage assets that are open for Heritage Open Days	13	2010/11	20	RED	New indicator	N/A			
80	% of municipal waste landfilled (former NI 193)	32.60%	Jan - Dec 11	56.75%	GREEN	53.00%	GREEN	41.54%	37.12%**	2010/11
81	% of household waste that is reused, recycled or composted (former NI 192)	45.0%	Jan - Dec 11	42%	GREEN	39.30%	GREEN	40.08%	37.85%**	2010/11
82	Number of Businesses with a Tidy Business Award	132	Q3 2011/12	90	GREEN	65	GREEN			
83	Number of Fixed Penalty Notices (FPNs) issued for enviro-crime (former NPI 43)	1023	Jan 10 - Dec 2011	550	GREEN	537	GREEN			
Altogether Better Council										
84	% gross internal floor space failing to meet a good or satisfactory condition	5%	2010/11	3%	RED	New indicator	N/A			
85	% of planned internal audit assurance reviews delivered	47%	Apr-Jul	63%	RED	new Indicator	N/A			
86	Staff sickness rate	8.72	Q3 2011/12	9.00	GREEN	9.42	GREEN	10.3	8.66*	2010
87	% staff performance appraisals completed	44.28%	Jan - Dec	60%	RED	Data not available	N/A			

Ref	Description	Latest data	Period covered	Period target	Current performance to target	Data 12 months earlier	Performance compared to 12 months earlier	National figure	*North East figure **Nearest statistical neighbour figure	Period covered
			2011							
88	No. of RIDORR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) incidents reported to the Health and Safety Executive	100	Apr - Dec 2011	123	GREEN	121	GREEN			
89	% of planned equality impact assessments delivered to time	57%	Q3 2011/12	80%	RED	73%	RED			
90	No. of buildings with an access audit	241	Sep-11	400 (annual target)	Not comparable	new Indicator	N/A			
91	No. of buildings with an accessibility plan	19	Sep-11	28 (annual target)	Not comparable	new Indicator	N/A			
92	% of FOI requests responded to within statutory deadlines	77%	Q3 2011/12	85%	RED	82%	RED			
93	Percentage of telephone calls answered within 1 minute	73%	Q3 2011/12	80%	RED	74%	RED			
94	Percentage of abandoned calls	9%	Q3 2011/12	12%	GREEN	Data not available	N/A			
95	Average waiting time at a customer access point (minutes)	07:59	Q3 2011/12	15:00	GREEN	Data not available	N/A			
96	Capital receipts from the sale of surplus assets (£)	£2,585,844	Q3 2011/12	£14.4m (annual target)	Not comparable	new Indicator	N/A			

Page Ref	Description	Latest data	Period covered	Period target	Current performance to target	Data 12 months earlier	Performance compared to 12 months earlier	National figure	*North East figure **Nearest statistical neighbour figure	Period covered
97	Current tenant arrears as % of rent not collected	2.33	2010/11	Not set for 2010/11	N/A	Data not available	N/A			
98	Savings delivered against the MTFP (£m)	Available in Quarter 4			N/A	N/A	N/A			
99	% Council tax collected	80.67%	Apr - Dec 2011	80.4	GREEN	86.36%	Not comparable	97.49%	96.49%**	2010/11
							Not comparable	Not comparable		
100	% National non-domestic rates collected	81.77%	Apr - Dec 2011	80.25	GREEN	87.88%	Not comparable	98.04%	97.28%**	2010/11
							Not comparable	Not comparable		
101	% accounts paid within 30 days (debtors)	66.30%	Q3 2011/12	65%	GREEN	new Indicator	N/A			
102	% invoices paid within 30 days	88%	Q3 2011/12	88%	GREEN	82%	GREEN			
103	Time taken to process all new claims (HB/CTB)	66	Apr - Dec 2011	30	RED	35.08	RED	22	25**	Q2 11/12
								RED	RED	
104	Time taken to process all new change events (HB/CTB)	37	Apr - Dec 2011	14	RED	18.56	RED	10	12**	Q2 11/13
								RED	RED	
105	% priority 1 service desk incidents resolved on time	61.50%	Q3 2011/12	60%	GREEN	new Indicator	N/A			

[1] Target revised since quarter 2 report

[2] Target corrected since quarter 2 report and is that agreed by the Safe Durham Partnership

[3] Anomalies have been identified with the data. The PCT are currently working to refine and reconcile data with practices back to the beginning of the scheme. It is anticipated that full 2011-12 data should be available by quarter 4.

Table 2: Key Tracker Indicators

Ref	Description	Latest data	Period covered	Previous period data	Performance compared to previous period	Data 12 months earlier	Performance compared to 12 months earlier	National figure	*North East figure **Nearest statistical neighbour figure	Period covered
Altogether Wealthier										
106	New homes completed in Durham City	61	Apr - Dec 2011	49 [4]	Not comparable	151	RED			
107	Number of top retailer representation in Durham City	15	Apr - Dec 2011	15	AMBER	13	GREEN			
108	Traffic flows in Durham City (New indicator using licence plate recognition. Under development. Expected during 2011)	Data not available until 2012/13		N/A	N/A	New indicator	N/A			
109	Access to services & facilities- % households accessible to Durham City within 1 hour journey by public transport before 8.30am (former REDPI12)	75.82%	Apr - Sep 2011	75.82%	AMBER	74.9	GREEN			
110	Total number of visitors to main attractions	646,094	Q2 2011/12	625,904 (revised) [4]	Not comparable	Not available	N/A			
111	All homes completed in and near all major settlements as a proportion of total completions (completed as per NI 154 guidance)	51.23%	Apr - Dec 2011	62.37% [4]	RED	New indicator	N/A			
112	% properties in band D and above for Council Tax	14.67%	Apr - Dec 2011	14.64%	AMBER	Not available	N/A			
113	18 - 24 year olds claiming JSA	5265	Q3 2011/12	5280	AMBER	4390	RED			

Page Ref	Description	Latest data	Period covered	Previous period data	Performance compared to previous period	Data 12 months earlier	Performance compared to 12 months earlier	National figure	*North East figure **Nearest statistical neighbour figure	Period covered
114	JSA claimants claiming for one year or more	1645	Q3 2011/12	1220	RED	1474	RED			
115	Employment rate of the working age population (former NI 151)	67.20%	Jul 2010 - Jun 2011	65.90%	AMBER	66.40%	AMBER	71.80%	65.3%*	July 10-June 11
116	Number of apprenticeships – started	1875	2010/11 Ac Year	1366	GREEN	Not available	N/A			
117	Child Poverty (former NI116) Also included in Altogether Better for Children & Young People	23.86%	May-11	23.84%	RED	24.72%	GREEN	20.43%	25.46%*	May-11
118	Affordable homes provided as a proportion of the total net homes completed (former NI154 & NI155)	53.30%	Q3 2011/12	42.10% [4]	Not comparable	10.90%	GREEN	33.20%	N/A	2008/9
119	Accessibility of Newton Aycliffe within one hour using public transport and arriving by 8.30am (former LTP3/4c)	31.53%	Apr - Sep 2011	30.3%	GREEN	New indicator	N/A			
120	New enterprise start ups (businesses assisted)	103	Apr - Sep 2011	67 [4]	Not comparable	571	RED			
121	Business registration rate (former NI 171)	35.0	Dec-08	36	RED	N/A	RED	52.60%	28.1%*	2010
122	Number of tourism businesses actively engaged with Visit County Durham	59	Q3 2011/12	122	Not comparable	Not available	N/A	Not comparable	Not comparable	
123	Number of passenger journeys on Park and Ride (former LTP3/L17b)	350,241	Apr - Dec 2011	287,883 [4]	Not comparable	Not available	N/A			

Ref	Description	Latest data	Period covered	Previous period data	Performance compared to previous period	Data 12 months earlier	Performance compared to 12 months earlier	National figure	*North East figure **Nearest statistical neighbour figure	Period covered
124	Total planning applications received	826	Q3 2011/12	734	GREEN	784	GREEN	360 Not comparable	413** Not comparable	Q4 2010/11
125	No. of people rehoused through Durham Key Options system	932	Q3 2011/12	939	AMBER	Not available	N/A			
126	No. of preventions as a proportion of the total no. of homelessness presentations (former HH LP15a)	227 (19.7%)	Q3 2011/12	232 (18.8%)	AMBER	214 (17.7%)	GREEN			
127	No. of statutory applications as a proportion of the total no. of homelessness presentations (former HH LP15b)	241 (20.9%)	Q3 2011/12	282 (22.8%)	GREEN	250	GREEN			
128	No. of acceptances (of a statutory duty) as a proportion of the total no. of homelessness presentations (former HH LP15c)	95 (8.3%)	Q3 2011/12	114 (9.2%)	GREEN	Not available	N/A			
129	Total no. of homelessness presentations (former HH LP15d)	1149	Q3 2011/12	1236	Not comparable	1206	Not comparable			
130	Business enquiries	915	Apr - Dec 2011	850 [4]	Not comparable	New indicator	N/A			
Altogether Better for Children and Young People										
131	Child Poverty (former NI116) Also included in Altogether Wealthier	23.86%	May-11	23.84%	RED	24.72%	GREEN	20.43% RED	25.46%* GREEN	May-11
132	Percentage of children in	9.50%	2010/11	9.20%	RED	9.20%	RED	9.40%	9.8%**	2010/11

Page Ref	Description	Latest data	Period covered	Previous period data	Performance compared to previous period	Data 12 months earlier	Performance compared to 12 months earlier	National figure	*North East figure **Nearest statistical neighbour figure	Period covered
	Reception with height and weight recorded who are obese (former NI 55i)		Ac. Year					RED	GREEN	Ac. Year
133	Percentage of children in year 6 with height and weight recorded who are obese (former NI 56i)	21.60%	2010/11 Ac. Year	20.60%	RED	20.60%	RED	19.00%	20%**	2010/11 Ac. Year
134	Under 18 conception rate – percentage change from 1998 baseline of 54.4 conceptions per 1,000 15-17 year old women (former NI 112)	-24.30%	Jul-Sep 2010	-15.90%	GREEN	-22.60%	GREEN	N/A	-18.6%**	2009
135	Rate of proven re-offending by young offenders aged 10-17 (former NI 19)	0.87	Apr-Sep 2011	N/A change in definition	N/A	N/A	N/A	N/A	1.06**	2008/9
136	16 to 18 year olds who are not in education, employment or training (NEET) (official Nov-Jan measure, former NI 117) Also included in Altogether healthier	8.50%	2010/11	9.90%	GREEN	9.90%	GREEN	N/A	7.4%**	2010
137	16 to 18 year olds who are not in education, employment or training (NEET) (quarterly comparison) Also included in Altogether healthier	7.60%	Q3 2011/12	13.20%	Not comparable	N/A change in definition	N/A			
Altogether Healthier										
138	All cause mortality rate at ages under 65 (per 100,000 pop)	245.93	2007-9	Data not available	N/A	Data not available	N/A			
139	All cause mortality rate at ages under 75 (per 100,000 pop)	325.58		Data not available	N/A	Data not available	N/A	278.18	341.65*	2009
								RED	GREEN	

Ref	Description	Latest data	Period covered	Previous period data	Performance compared to previous period	Data 12 months earlier	Performance compared to 12 months earlier	National figure	*North East figure **Nearest statistical neighbour figure	Period covered
140	Mortality rate from all circulatory diseases at ages under 75 (per 100,000 pop, former NI121)	76	2009	86.4	GREEN	86.4	GREEN	67.31	82.63*	2009
								RED	GREEN	
141	Mortality from all cancers at ages under 75 (per 100,000 pop, former NI 122)	123.6	2009	126.4	GREEN	126.4	GREEN	109.69	134.6*	2009
								RED	GREEN	
142	Smoking attributable to mortality per 100,000	290.2	2007-9	Data not available	N/A	Data not available	N/A			
143	Male life expectancy at birth (years)	76.9	2007-9	Data not available	N/A	Data not available	N/A			
144	Female life expectancy at birth (years)	80.7	2007-9	Data not available	N/A	Data not available	N/A			
145	16 to 18 year olds who are not in education, employment or training (NEET) (official Nov-Jan measure, former NI 117) Also included in Altogether better for CYP	8.50%	2010/11	9.90%	GREEN	9.90%	GREEN	N/A	7.4%**	2010
									RED	
146	16 to 18 year olds who are not in education, employment or training (NEET) (quarterly comparison) Also included in Altogether better for CYP	7.60%	Q3 2011/12	13.20%	Not comparable	N/A change in definition	N/A			
147	Rate of alcohol related hospital admissions per 100,000 (former NI 39) Also included in Altogether Safer	2489 per 100,000	2010/11	2286 per 100,000	RED	2286 per 100,000	RED	1492.3	N/A	2008/9
								RED		
148	% of the adult population that are satisfied or very satisfied with sports provision in their local area	68.3%	Oct 09 - Oct 10	67.8%	GREEN	67.8%	GREEN	69%	70.8%*	Oct 09 - Oct 10
								AMBER	RED	

Page Ref	Description	Latest data	Period covered	Previous period data	Performance compared to previous period	Data 12 months earlier	Performance compared to 12 months earlier	National figure	*North East figure **Nearest statistical neighbour figure	Period covered
Altogether Safer										
149	Overall Crime Rate	20,420	Apr - Dec 2011	13683 [4]	Not comparable	21,189	GREEN			
150	Number of reported crimes categorised as stealing	10,167	Apr - Dec 2011	6777 [4]	Not comparable	9,740	RED			
151	Number of police reported incidents of anti-social behaviour	27,288	Apr - Dec 2011	19222 [4]	Not comparable	35,876	GREEN			
152	Perceptions of anti-social behaviour	32.90%	Apr - Sep 2011	30.90%	RED	N/A[5]	Not comparable			
153	Rate of alcohol related hospital admissions per 100,000 (former NI 39) Also included in Altogether Healthier	2489 per 100,000	2010/11	2286 per 100,000	RED	2286 per 100,000	RED	1492.3	N/A	2008/9
								RED		
154	Building resilience to violent extremism (former NI 35)	Level 3	2010/11	Level 2	GREEN	Level 2	GREEN	2.34	2.68*	2009/10
								GREEN	GREEN	
155	Food establishments in the area which are broadly compliant with food hygiene law (former NI 184)	85%	Q3 2011/12	New Indicator	N/A	83.60%	GREEN			
Altogether Greener										
156	% reduction in CO2 emissions per capita in the local authority area (former NI 186) (year on year reduction)	16.00%	2009/10	5.60%	GREEN	5.60%	GREEN	6.40%	18%*	2009
								GREEN	RED	
157	Renewable energy generation – MwE installed	173.29 MwE	Q3 2011/12	170.13 MwE	GREEN	New indicator	N/A			

Ref	Description	Latest data	Period covered	Previous period data	Performance compared to previous period	Data 12 months earlier	Performance compared to 12 months earlier	National figure	*North East figure **Nearest statistical neighbour figure	Period covered
158	% of hectares of the County that are woodland	6%	Q1 2011/12	New indicator	N/A	New indicator	N/A			
Altogether Better Council										
159	(i) Staff - total headcount	19,253	Q3 2011/12	19,913	N/A	21,612	N/A			
160	(ii) Staff - total FTE	15,559	Q3 2011/12	16,162	N/A	17,553	N/A			
161	Workforce equality profile (a) Top 5% of employees who are female	47.71%	Q3 2011/12	48.79%	RED	51.39%	RED	40%		2009
162	% of all employees (b) from BME communities	0.88%	Q3 2011/12	0.88%	GREEN	0.95%	RED			
163	(c) with disabilities	2.98%	Q3 2011/12	2.98%	GREEN	2.45%	GREEN	14.60%		2008
164	(d) < 25 years old	4.91%	Q3 2011/12	5.18%	N/A	5.40%	N/A	5.80%		2008
165	(e) > 50 years old	37.09%	Q3 2011/12	36.41%	N/A	31.5	N/A	34.10%		2008
166	Number of employees attending reorganisation support briefing sessions	6	Q3 2011/12	12	N/A	new indicator	N/A			
167	Numbers of managers attending reorganisation support briefing sessions	0	Q3 2011/12	11	N/A	new indicator	N/A			
168	Number of employees attending career transition sessions	190	Q3 2011/12	202	N/A	new indicator	N/A			

Page Ref	Description	Latest data	Period covered	Previous period data	Performance compared to previous period	Data 12 months earlier	Performance compared to 12 months earlier	National figure	*North East figure **Nearest statistical neighbour figure	Period covered
169	Number of employees expressing an interest in flexible working options	5	Q3 2011/12	18	N/A	new indicator	N/A			
170	Number of flexible working options agreed	1	Q3 2011/12	4	N/A	new indicator	N/A			
171	% of positive media coverage	62.00%	Q3 2011/12	59.97%	GREEN	59.81%	GREEN			
172	% of neutral media coverage	31.00%	Q3 2011/12	31.19%	N/A	33.59%	N/A			
173	No. of data breaches reported to the Information Commissioner's Office	2	Q2 11/12	0	RED	new indicator	N/A			
174	No. of Complaints received and recorded on CRM	735	Q3 2011/12	635	RED	N/A	N/A			
175	No. of Compliments received and recorded on CRM	206	Q3 2011/12	192	GREEN	N/A	N/A			
176	No. of FOI requests responded to within statutory deadlines	162	Q3 2011/12	173	RED	187	RED			
177	No. of new claims processed (HB/CTB)	6,296	Q3 2011/12	4,899	Not comparable	N/A	N/A			
178	No. of change events processed (HB/CTB)	30,088	Q3 2011/12	24,600 (revised)	Not comparable	N/A	N/A			

[4] This data is cumulative and the figure is based on 12 months data for the year end so comparisons are not applicable

[5] The Police Confidence Survey has been re-designed in 2011/12. Previous results for perceptions of anti-social behaviour (ASB) are no longer comparable

Cabinet

7 March 2012

Bus Service Retendering



Report of Corporate Management Team

Ian Thompson, Corporate Director Regeneration and Economic Development

Councillor Neil Foster, Cabinet Portfolio Holder for Regeneration and Economic Development

Purpose of the Report

- 1 To outline the planned programme for retendering of bus services during the coming year and highlight the key issues and risks.

Background

- 2 The County Council has a duty under the Transport Act 1985 to “*secure the provision of such public passenger transport services as the council consider it appropriate to secure to meet any public transport requirements within the county which would not in their view be met apart from any action taken by them for that purpose*”.
- 3 To fulfil this duty, the County Council spends £3.3m per annum securing bus services that would otherwise not operate, as they do not carry enough passengers for the fares revenue to cover the cost of operation. This was reduced from £4.5m in 2011 as part of the MTFP budget reduction measures. No further reductions in Council funding are included in the 2012/13 budget.
- 4 The provision of secured services includes a mix of wholly subsidised daytime bus services, contracts which extend the operational hours, days or route of otherwise commercial bus services and de minimis arrangements, for say, single early morning journeys on commercial routes. Secured services account for around 20% of the bus network; the other 80% are run as commercial operations without any financial support from the County Council.
- 5 Local bus service contracts are awarded following a competitive tender process under EU procurement rules. The specification sets out quality standards that must be met by all tenderers. The contracts are generally awarded to the lowest priced tenderer.

- 6 The current bus service contracts are let for a four year period. This gives some stability in the network and greater certainty for operators, so as to encourage investment in their fleets etc. Contract prices are adjusted annually to reflect changes in bus industry costs over the preceding year. This is common practice amongst local authority bus service tenders as it de-risks the contractors from issues such as fuel cost increases, which leads to lower tender prices.

Tender Proposals

- 7 Around eighty percent of our bus contracts (those covering the East and South/West of the County) are due to be renewed in the coming year. These have a current net cost of around £2.5m/annum (£3.2m gross).
- 8 We are also retendering Home to School transport contracts across the same area, at the same time. This maximises the opportunity to make more efficient use of resources by allowing operators to link vehicle and driver schedules between public bus services and scholar services.
- 9 The timescale for the contract tendering and award process is as follows.

9 February	Tenders documents to legal for checking
24 February	Out to tender
5 April	Tender return date
9 weeks for tender analysis / reporting / decisions (prices can be held for up to 120 days)	
8 June	Award contracts
6 weeks for operators to arrange	
6 July	Registration with Traffic Commissioners
2 September	New contracts start

- 10 As part of the process we are contacting all 80 of the bus operators registered with the County Council to ensure they are aware of the tenders and have the opportunity to bid for contracts.

Key Issues

- 11 It is likely that inflationary pressures in the transport industry will lead to higher tender prices than those currently in operation. This is due to ongoing increases in fuel and insurance costs, but has also been compounded by the Government's announcement that Bus Service Operators Grant (BSOG - formerly known as fuel duty rebate) will be reduced by 20% in April 2012. We estimate that this reduction in BSOG

will cut between £0.75m and £1.0m from the annual income of bus operators in County Durham.

- 12 It is anticipated that the above financial pressures will increase the overall cost of our public transport contracts by around 5%. This represents approximately £170k worth of bus services; equivalent to around five full weekday bus services or the cost of 3 hours evening operation across 20 bus routes.
- 13 The home to school transport contracts are less likely to see increased costs as they are not eligible for BSOG and there is also greater competition in this market from within the coaching and taxi sectors. It is not anticipated that home to school tender prices will exceed their current values.
- 14 We are not anticipating that the operators will make any further significant changes to their commercial services over the next year. However, should there be a further contraction of the commercial bus network, this would create additional pressure, as there would be an expectation that the County Council would react to maintain service provision.

Concessionary Fares

- 15 We are currently in discussions with the bus operators regarding concessionary fares reimbursement for 2012/13. The two main operators have once again expressed a willingness to enter into a fixed payment arrangement, which gives greater budget certainty to both sides. Negotiations are ongoing.

Conclusions

- 17 A further report will be presented to members in early May detailing the results of the tender exercise.

Recommendations

- 18 Cabinet are recommended to note the timetable for retendering local bus services, and agree to receive a further report on the outcome of the tendering process.

Contact: Adrian White Tel: 0191 383 3435

Appendix 1: Implications

Finance

The current budget of £3.3m to support bus services is fully committed and the retendering exercise is likely to increase costs by around £170k.

Staffing

None

Risk

There is a strong likelihood that tender prices will exceed the available budget.

Equality and Diversity

Equalities issues are built into the tender specification for public transport and home to school transport contracts.

Accommodation

None

Crime and Disorder

None

Human Rights

None

Consultation

None

Procurement

EU procurement in line with the Council's corporate procurement procedures

Disability Discrimination Act

None

Legal Implications

Legal services involved in procurement exercise

Cabinet

7th March 2012

Joint Strategic Needs Assessment 2011



Report of Corporate Management Team

Rachael Shimmin, Corporate Director of Adults, Wellbeing and Health

David Williams, Corporate Director of Children and Young People's Services

Anna Lynch, Director of Public Health County Durham

Cllr Lucy Hovvells, Cabinet Portfolio Holder for Safer and Healthier Communities

Cllr Morris Nicholls, Cabinet Portfolio Holder for Adult Services

Cllr Claire Vasey, Cabinet Portfolio Holder for Children & Young People's Services

Purpose of Report

1. The purpose of this report is to provide Cabinet with:
 - The key messages from the County Durham Joint Strategic Needs Assessment (JSNA) 2011
 - An update on how the Joint Strategic Needs Assessment is used in health and social care plans and strategies, including the development of the County Durham Joint Health and Wellbeing Strategy (JHWS).

Background

2. The Local Government and Public Involvement in Health Act 2007 places a statutory duty on Primary Care Trusts (PCTs) and local authorities to produce a Joint Strategic Needs Assessment (JSNA) on the health and wellbeing needs of the local community.
3. The Health and Social Care Bill 2011 places clear duties on local authorities and Clinical Commissioning Groups (CCGs) to prepare a JSNA and Joint Health & Wellbeing Strategy (which will influence commissioning strategies for health and social care) to be discharged through the Health and Wellbeing Board (HWB).

4. The JSNA was first published in County Durham in 2008 by Durham County Council and NHS County Durham with a subsequent update produced in 2009. The 2010 document was a full review of data and analysis and was structured around the 5 altogether themes in the Sustainable Community Strategy (SCS): Altogether Better for Children and Young People, Altogether Healthier, Altogether Safer, Altogether Wealthier and Altogether Greener.
5. The JSNA 2011 has again incorporated the 'Altogether Themes' and refreshed the data, analysing a number of key indicators from which "key messages" have been produced. A new internet webpage has been developed on Durham County Council's website, which includes an interactive tool, known as Instant Atlas, which allows the user to choose indicators from the JSNA and look at trend data.
6. A 'deep dive' into two areas of health inequality has also been carried out which focuses upon:
 - (i) mental health - including prevalence rates around dementia, severe mental illness and suicide as well as the mental health of children and young people
 - (ii) health, social care and deprivation – which looks at indicators including demand for social care and health outcome indicators and examines the relationship with relative deprivation.
7. Reference has been made to a number of sub-county geographies to provide a more detailed account and highlight areas of greater need within the County. These sub-geographies are:
 - Health Networks
 - Middle Super Output Areas (MSOAs) – where health network and ward data is not available
 - Local Multi-Agency Partnerships (LMAPs)
8. The JSNA 2011 is primarily a web based document, with links provided to instant atlas. Hard copies of the JSNA 2011, the Mental Health 'Deep Dive' and the Health, Social Care and Deprivation 'Deep Dive' sections have been made available in the Members' library.

Purpose of the Joint Strategic Needs Assessment

9. The JSNA is used to inform key strategies and plans, for example the Sustainable Community Strategy (SCS), Children, Young People and Families Plan, Clinical Commissioning Plans and Durham County Council's Council Plan. The JSNA will also inform the Joint Health & Wellbeing Strategy (JHWS).
10. The Joint Health and Wellbeing Strategy will use the key messages identified in the JSNA in order to identify priorities for commissioners in relation to health and wellbeing. The Joint Health and Wellbeing Strategy will be the 'master plan' for health and wellbeing and will be produced and signed off by the Shadow Health and Wellbeing Board in September 2012.
11. Draft guidance has been produced by the Department of Health for the JSNA and Joint Health and Wellbeing Strategy (JHWS) ahead of the final publication after the Health and Social Care Bill has gained Royal Assent.

12. In the reformed system, far greater emphasis is placed on the process and outputs of JSNAs and Joint Health and Wellbeing Strategies, than has been attributed to the development of the JSNA to date. There is a clear expectation about its influence on commissioning plans. The Health and Social Care Bill has amended the 2007 Act to introduce a new legal obligation to Clinical Commissioning Groups, the NHS Commissioning Board and local authorities to have regard to the relevant JSNA and JHWS in exercising their functions. The Clinical Commissioning Groups must take the JSNA and Joint Health and Wellbeing Strategy properly into account when preparing or revising its commissioning plans.
13. As part of their annual report the Clinical Commissioning Groups have a legal obligation to review the extent of their contribution to the delivery of the JSNA and Joint Health and Wellbeing Strategy and this will be assessed by the NHS Commissioning Board.

Key Messages from the JSNA 2011

14. The analysis of the JSNA 2011 has identified key messages as outlined below in the following sections:

Life in Durham

15. This section provides the historical context of County Durham with a comprehensive overview of the demographic profile of the County. The section explains the economic, cultural and environmental contrasts that exist and provides an insight into changes in the current and projected age structures, including how issues such as deprivation affect the population.
 - County Durham's population is expected to rise 3% by 2031 increasing from 495,764 in (2009) to 511,045. (Based on 2009 DCC population projections).
 - Life expectancy for males has increased from 76.7 (at birth, 2006-8) to 76.9 (at birth, 2007-9), and from 80.5 for females to 80.7 over the same period respectively. England average life expectancy at birth for males is 78.3 and 82.3 for females (based on 2007-9 figures).
 - In common with other areas in the UK, the County's population is ageing. The average age of the population was 40.9 years in 2009 but by 2026 it will have risen to 44.2 years.
 - By 2026 the number of retired people aged 65+ will have increased by 45.6% and by 2031 by 61.6%; representing an absolute increase of some 40,900 and 55,300 persons respectively (based on the 2009 population projections).
 - By 2026 the number of older people aged 85+ will have increased by 108.5%, and by 2031 by 157.3%; representing an absolute increase of some 11,300 and 16,400 persons respectively (based on the 2009 population projections).

Altogether Better for Children & Young People

16. Across County Durham there are some very specific needs for services to support children and young people to achieve positive outcomes. This section outlines the health and social care needs and educational attainment for children and young people aged up to 18 years of age to achieve those outcomes.
- In County Durham there are 21.6% of children in Year 6 classified as obese, which is around twice that of children in Reception (9.5%) and is above the national average (20%).
 - Latest full year data (2009) shows teenage conception rates in County Durham are 44.0 per 1,000 population of 15-17 year olds which is higher than the national average (38.2 per 1,000 population). The latest quarterly data - from July to September 2010 - shows 41.2 conceptions per 1,000 population of 15-17 year olds with County Durham's rolling quarterly average being higher than the national average of 36.3 per 1,000 population. Long term studies show that children born to teenagers are more likely to experience a range of negative outcomes in later life.
 - Since 2007/08, there has been a significant increase in children's safeguarding activity in County Durham. As a result the number of Looked After Children has increased from 407 in 2007 to 534 in 2011.
 - 'Abuse / neglect' is the most significant recorded category of need recorded on core assessments for children and young people across the County and accounted for 74.0% (584) of recorded categories of need in 2010/11 – an increase of 25.6% from 2007/08.
 - High proportions of children subject to a child protection plan / looked after are as a result of parental alcohol / substance misuse, mental health and domestic violence.
 - Alcohol-related admission rates for under 18s in County Durham are higher than the regional rate, with County Durham ranked 12th worst out of 326 local authorities against this indicator (Local Alcohol Profiles for England).
 - There has been consistent improvement in raising the educational attainment of all children and young people. The focus of 'narrowing the gap' between vulnerable groups remains a priority.
 - Latest child poverty data (May 2011) shows the proportion of children in poverty in County Durham as 23.9%. This figure has risen slightly from 23.6% (February 2011), which was the lowest level since November 2008 (22.4%). The latest data remains higher than the England average (20.4%) but lower than the North East average (25.5%). Latest data for County Durham also remains relatively high compared to the pre-recession low point in November 2007 (21.5%).

Altogether Healthier

17. This section outlines public health, health improvement, health protection and looks at indicators based around adult social care needs.

'Health' key messages

- Early death rates from “heart disease, stroke” are significantly worse than the England average - 81.9 people under the age of 75 for every 100,000 of the population compared to the England average of 70.5 people under the age of 75 for every 100,000 of the population.
- Smoking is the biggest single contributor to the shorter life expectancy experienced locally and contributes substantially to the cancer burden, with cardiovascular disease (CVD) and cancer, accounting for 66% of early or premature deaths in County Durham between 2007 and 2009. Smoking is a major health inequality issue within County Durham.
- Obesity is a key public health issue, posing a major health challenge and risk to future health and wellbeing and life expectancy in County Durham. Levels of obesity in County Durham are worse than the England average and disproportionately affect the least well off. (Obesity prevalence in County Durham is 28.6% compared to the England average of 24.2%).
- The 2011 Health Profile for County Durham shows that rates of hospital stays for alcohol related harm have risen over time from 1,789.2 per 100,000 population in the 2009 Health Profile to 2,286 in the 2011 Health Profile and remains significantly higher than the England average.

'Adult Social Care' key messages

- As people are supported in their own homes for longer, the average age of admission for older people into residential care is increasing from 84.93 years in 2007/08 to 85.50 years in 2010/11.
- The average length of stay for older people in residential care decreased from 637 days in 2007/08 to 547 in 2010/11 (14.1%), with the number of bed days commissioned decreasing from 40,407 to 39,121 (3.2%).
- The number of supported (residential) bed days commissioned in the independent sector for dementia care for older people aged 65 years and over, when comparing figures for 2007/08 and 2010/11 increased by 7.9% from 230,691 to 248,950.
- Between April and September 2010 there were 3,755 people in receipt of a personal budget/direct payment; by the end of March 2011 this figure had increased to 8,673. There will be a need to continually promote the availability of direct payments to new and existing service users.
- The number of carers receiving a service (including information and advice) increased by 51% from 2007/08 (3,337) to (5,040) in 2010/11.

- Between 2007/8 and 2010/11 the top 5 “critical needs” for older people, service users with a learning disability and service users with a physical disability/sensory support need were:
 - Personal Care
 - Health
 - Falls
 - Carer Issues
 - Personal Safety

Altogether Safer

18. This section focuses on the wider determinants of health linked to criminal behaviour and activity which impacts upon the health and wellbeing of people, as well as the social care needs of the most vulnerable adults in the County.
- Local figures identify that 9% of all crime committed in 2010/11 was alcohol-related, and in the last 3 years the rate has risen slightly from 7.5% in 2008/09.
 - Feelings of safety are very high, with 97% of respondents to the County Durham Residents’ Survey 2010 stating they feel very/fairly safe in their local area during the day and 81% feel safe in the evening/night. Just 10% of residents feel unsafe in their local area at night.
 - The number of adult safeguarding referrals continues to rise year on year. When comparing figures for 2007/08 to 2010/11, the percentage of referrals increased by 133.9% from 534 to 1,249.
 - Financial or material abuse increased by 38.1% from 105 in 2009/10 to 145 in 2010/11.

Altogether Wealthier

19. This section focuses on the wider determinants of health linked to prosperity including housing and employment needs of both people and businesses in the County.
- In September 2011 the number of people aged 18-24 who were claiming job seekers allowance was 5,280 persons. This was the highest the total has been for County Durham during the last 15 years; and represents 36.6% of the overall JSA count compared to 30% for Great Britain.
 - As at September 2011 the number of JSA claimants in the County was 14,499 which was 4.1% of the resident working age population, compared to a national rate of 3.8%.

Altogether Greener

20. This section of the JSNA describes the relationships between our health and our environment, and these vary through tangible local issues such as litter and graffiti in public spaces to the local implications of climate change. These issues have fundamental implications both to our immediate mental health and our long term physical survival.

- In April 2011 80% of dwelling houses are in private ownership. 34% of these fail to meet the Decent Homes standard with 14% failing through in-adequate thermal comfort (BRE Private Sector Stock Condition Model 2009). By comparison 39.5% of Council owned housing stock fails to meet decent homes standards. (April 2011 Business Plan Statistical Appendix)

Mental Health 'Deep Dive' Key Messages

21. This section looks in more detail at mental health needs of the population.
- Nationally life expectancy is on average 10 years lower for people with mental health problems due to poor physical health.
 - Suicide rates in County Durham (2007-09 pooled) were significantly higher for men (17.2 / 100,000) than women (3.4 / 100,000) in County Durham (in line with the national experience). Male suicide rates in County Durham were significantly higher than England. Female rates in County Durham were similar to England but the difference was not statistically significant.
 - The number of adult referrals for an Adult Mental Health Professional (AMHP) assessment in County Durham increased by 35.1% between 2007/08 and 2010/11.
 - Nationally, the number of mental health disorders in the 16-44 age group among members of the ex-service community was three times that of the UK population of the same age.

Health, Social Care & Deprivation 'Deep Dive' - Key Messages

22. This section looks at indicators including demand for social care and health outcome indicators and examines the relationship with relative deprivation
- Almost half of County Durham's population live in relatively deprived areas. In terms of deprivation, County Durham is a diverse area. East Durham and Sedgefield have over half of their population living in a deprived area but all Health Networks have some intensely deprived communities.
 - Children and young people referred for social care are more likely to come from deprived areas, 30% of referrals come from the top twenty most deprived wards with the highest rates of child poverty, these same twenty wards make up just 18% of the 0-18 population.
 - Adults aged 18-64 referred for a social care assessment are more likely to live in relatively deprived areas.
 - There is inequality in the prevalence of childhood obesity (in year 6). The distribution of year 6 obesity prevalence within County Durham by Health Network is not significantly different. However, the distribution within County Durham by MSOA is unequal and higher in the more deprived areas.

- There is significant inequality in premature all cause mortality. The distribution of premature death across County Durham is unequal and is greater in the more deprived wards.

Improvements since the last JSNA

23. There have been a number of improvements in County Durham since the last JSNA was produced in 2010, including:
- Premature cardiovascular disease (CVD) mortality rates (persons) fell by 56% in County Durham between 1995-1997 and 2007-2009. The forecast decrease for 2009-11 is greater than in England as a whole.
 - The number of older people receiving direct payments to purchase their own care and support services has seen an increase from 134 in 2007/8 to 403 in 2010/11 (200.7%).
 - Life expectancy for males has increased from 76.7 (at birth, 2006-8) to 76.9 (at birth, 2007-9), and from 80.5 for females to 80.7 over the same period respectively. England average life expectancy at birth for males is 78.3 and 82.3 for females (based on 2007-9 figures).
 - The under 75 mortality rate from cancers has reduced from 126.38 per 100,000 population in 2008 to 123.62 per 100,000 population in 2009, achieving the target of 125.9.
 - The number of carers receiving a service (including information and advice) increased from 3,337 in 2007/8 to 5,040 (51%) in 2010/11.
 - There were 9.8% of adults assessed or reviewed by secondary mental health services in 2010/11 who were in employment; increasing from 6.8% in 2009/10.
 - The percentage of adults assessed or reviewed by secondary mental health services in settled accommodation has increased; from 73% in 2009/10 to 78% in 2010/11.
 - Of the total adult social care service users who were assessed in 2010/11, 93% were satisfied with the help and support they received; an increase from 89% in 2009/10.
 - There were 80% of service users with a learning disability who said that the help and support they receive made their quality of life much or a little better; which has increased from 79% in 2009-10.

Next Steps for the JSNA 2011

24. A report will be taken on 29th March 2012 to the County Durham Partnership on key messages for the JSNA 2011.
25. A presentation will be taken to both the Adults, Wellbeing & Health Overview & Scrutiny and the Children & Young People Overview & Scrutiny Committees on key messages from the JSNA 2011.

26. The JSNA 2011 will be refreshed in August 2012 to inform the Joint Health & Wellbeing Strategy to be produced in September 2012.

Recommendations

27. Cabinet are recommended to receive this report, and
- (i) accept the key messages contained in the report as important evidence against which the Joint Health and Wellbeing Strategy will be developed.
 - (ii) agree the Joint Health Wellbeing Strategy will be submitted to Cabinet in November 2012 to seek endorsement.

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Background Documents

Health & Social Care Bill 2011

Joint Strategic Needs Assessment and Joint Health & Wellbeing Strategies Explained

JSNAs and Joint Health and Wellbeing Strategies – draft guidance

Appendix 1 - Implications

Finance – The demographic profile of the County in terms of both an ageing and projected increase in population will present future budget pressures to the County Council and NHS partners for the commissioning of health and social care services. The uncertainty regarding future public health funding presents risks to the affordability and sustainability of preventative services.

Staffing – No direct implications

Risk – No direct implications

Equality and Diversity / Public Sector Equality Duty – Equality Impact Assessment completed 31st January 2012.

Accommodation – No direct implications

Crime and Disorder – The Joint Strategic Needs Assessment considers the wider determinants of health and well-being within a Local Authority's area, including crime and disorder.

Human Rights – No direct implications

Consultation – Two week feedback opportunity has been given to wider stakeholders on the Durham County Council website during January 2012.

Procurement – The Health and Social Care Bill outlines that commissioners should take regard the Joint Strategic Needs Assessment and Joint Health and Wellbeing strategy when exercising their functions in relation to commissioning services.

Disability Discrimination Act – Considered throughout the development of the Joint Strategic Needs Assessment.

Legal Implications – The Health and Social Care Bill 2011 places clear duties on local authorities and Clinical Commissioning Groups (CCGs) to prepare a JSNA and Joint Health & Wellbeing Strategy (which will influence commissioning strategies for health and social care) to be discharged through the Health and Wellbeing Board (HWB).

Cabinet

7 March 2012



**Transfer of Public Health Functions to
the Local Authority**

Report of Corporate Management Team

Rachael Shimmin, Corporate Director of Adults, Wellbeing and Health

**David Williams, Corporate Director of Children and Young People's
Services**

Anna Lynch, Director of Public Health, NHS County Durham

**Cllr Lucy Hovvels, Cabinet Portfolio Holder for Safer and Healthier
Communities**

Cllr Morris Nicholls, Cabinet Portfolio Holder for Adult Services

**Cllr Claire Vasey, Cabinet Portfolio Holder for Children & Young
People's Services**

Purpose of Report

1. The purpose of this report is to:
 - Seek agreement on the public health transition arrangements which are included in the NHS County Durham and Darlington Public Health Transition Plan 2012-2013.
 - Seek agreement on the date of transfer of public health functions to Durham County Council.

Background

2. On 30th November 2010 the Department of Health published 'Healthy Lives, Healthy People: Our Strategy for Public Health in England'. This White Paper set out the Government's long-term vision for the future of public health in England.
3. 'Healthy Lives, Healthy People: Update and Way Forward' was released on 14th July 2011 by the Department of Health. This document set out the progress which has been made in developing the Government's vision for public health.

4. 'Healthy Lives, Health People: Update and Way Forward' states that subject to Parliament, upper tier and unitary local authorities will take on their new public health responsibilities in April 2013, at which point they will also take responsibility for Directors of Public Health and their functions.
5. It also advises that upper tier Local Authorities will have a role across the three domains of public health, health improvement, health protection and health services. In addition to improving the health of the people in its area Local Authorities will also have new functions through regulations for taking steps to protect the health of the population in its area, and to ensure NHS Commissioning receive the public health advice they need.
6. The Health and Social Care Bill was introduced to Parliament on 19th January 2011. The Bill is currently at Report Stage in the House of Lords.
7. A report was provided to Cabinet on 25th January 2012 which provided an update on recent developments related to the transition of public health functions to Local Authorities from April 2013.

National Policy Developments

8. The Department of Health has published a range of factsheets covering public health in local government and Public Health England's operating model.
9. The Local Government Association has also published transition guidance on public health workforce matters. The guidance builds on the published Public Health HR Concordat (published by the Department of Health in November 2011), which set out guiding principles and human resources standards for the transfer of PCT public health commissioning activity and functions to local authorities. This Guidance is intended primarily for the use of HR specialists in councils who will manage the "receiving" of public health staff.
10. To help the process of local decision-making around the public health transition, the Department of Health and the Local Government Association have also produced a planning support guide for local authorities and primary care trusts. The aim of this guide is to support PCTs and Local Authorities as they develop transition plans for the transformation of the local public health system, including how the transfer of accountability from the NHS to local government will be enacted during the transition year.
11. The Public Health Transition planning support for primary care trusts and local authorities states that the role of local authorities as "receiving" organisations of public health will be to:

- Be fully involved by the PCT cluster in the development of the local public health transition plan.
 - Take the lead at the earliest opportunity in the development of local public health transition plan
 - Agree delegated responsibility for delivery of public health services negotiated locally
 - Be signatory, through the Chief Executive to the plans as evidence of their agreement to the plan.
12. The Department of Health (DoH) has issued guidance on the single planning process for 2012/13, which has been developed across the DoH and with Strategic Health Authority (SHA) clusters. The guidance supports the delivery of the NHS Operating Framework 2012/13 and provides more details on accountability set out in the Framework. The key milestones include:
- SHA clusters will need to work with shadow Public Health England to:
 - Agree arrangements for the transfer of public health functions, staff and contracts/legal agreements currently held in SHAs that are expected to transfer to Public Health England – date for local determination.
 - PCT clusters to work with local authorities to:
 - Agree a local transition plan for public health by March 2012.
 - Agree the approach to the development and delivery of the local public health vision by June 2012.
 - Test arrangements for the delivery of specific public health services, in particular screening and immunisation by October 2012.
 - Agree arrangements for local authorities to take on public health functions – date for local determination
- A full list of the key milestones provided in the guidance document is provided in Appendix 2.

13. The Department of Health (DoH) published the baseline spending estimates for the new NHS and Public Health Commissioning Architecture on 8th February. This document provides the estimates of 2010-11 spend on services and 2012/13 projections that will be allocated to future “commissioning routes” including Local Authorities, NHS Commissioning Board, Public Health England and the Department of Health. In respect of all commissioning routes the DoH have estimated baseline expenditure for 2010/11 at £5.0 billion uplifted to £5.2 billion for 2012/13.

14. The Department of Health have calculated relevant public health baseline spend for 2010/11 projected to 2012/13 for each Local Authority. In respect of County Durham these amounts are £40.755 million and £42.905 million respectively. Within the baseline spending estimates document the DoH state that they “would not expect the LA public health ring fenced grant to fall in real terms” from the value stated above for 2012/13.

15. The Department of Health have requested feedback on their estimates. Any changes to the data should be agreed by the PCT Cluster Chief Executive and Director of Finance working with relevant local authorities. In September 2011 the Chief Executive of the County Council raised several questions with the Chief Executive of County Durham and Darlington NHS regarding the baseline estimates for public health expenditure. Officers from the council will continue to work closely with their counterparts in NHS County Durham to understand and where appropriate challenge the baseline estimates and projections for 2012/13.
16. An independent expert committee, the Advisory Committee on Resource Allocation, is to recommend a formula for setting the long-term aim for the level of grants to Local Authorities for their new public health responsibilities. The Advisory Committee's interim recommendations will be published in due course. Actual public health allocations to Local Authorities for 2013-14 will be finalised towards the end of 2012. The delay in the publication of final allocations and the uncertainty regarding a future formula for resource allocation presents significant risks to the sustainability and potential affordability of public health services.

Regional Developments

17. Letters received from the Cluster Director of Public Health – North of England & Regional Director of Public Health North East dated 22nd December 2011 & subsequently 21st February 2012 set out an “expectations on content and timetable” of Public Health Transition Plans from PCT clusters to local authorities as follows:
 - **By 20th January 2012** NHS North of England receive draft plans (as part of the Cluster plan) for comment and to brief the Department of Health and national boards on progress locally. In accordance with this timescale a draft Public Health Transition Plan for County Durham and Darlington was sent to NHS North of England by 20th January 2012 and was approved by the North of England Cluster Regional Director of Public Health.
 - **By 26th March 2012** all PCT clusters should have an integrated plan which includes public health transition. This plan should be agreed with local authorities. Plans will be submitted to the Department of Health on 5th April 2012.
 - **By the end of October 2012** it is expected that the substantial majority of PCTs with local authority agreement to have transferred public health duties to local authorities with robust governance in place for the remainder of 2012/13.
 - **By the end of December 2012** all remaining duties are to be transferred.

- **By the end of March 2013** all PCTs must have completed the formal handover of public health responsibilities to local authorities.

Developments in County Durham

18. The process to transfer public health functions and reviewing the commissioned public health services is complex. This work is currently being led by NHS County Durham and Darlington.
19. The County Durham & Darlington Public Health Transition Steering Group has been established to lead the transfer of public health staff and public health functions to the two local authorities (Durham County Council and Darlington Borough Council) and also to Public Health England. The Steering Group includes senior managers from both Durham County Council and Darlington Borough Council and NHS County Durham & Darlington and is led by the Directors of Public Health, County Durham and Darlington. The Steering Group is supported by nine workstreams; all with representatives from Durham County Council, Darlington Borough Council, NHS County Durham & Darlington and others with the specialist skills and knowledge required to progress the transfer. These nine workstreams focus on:
 - **Workstream 1 - Human Resources**
 - **Workstream 2 - Public Health contracts**
 - **Workstream 3 - Communication, Support and Development**
 - **Workstream 4 - Information Governance and Information Management and Technology**
 - **Workstream 5 - Estates and Asset Management**
 - **Workstream 6 - Public Health Workforce**
 - **Workstream 7 – Finance and Budget**
 - **Workstream 8 – Interface with Clinical Commissioning Groups (CCG) and Commissioning Support Unit (CSU)**
 - **Workstream 9 – Emergency Preparedness, Resilience and Response (EPRR) and Health Protection**
20. The County Durham and Darlington draft Public Health Transition Plan 2012-13, jointly developed by Durham County Council, Darlington Borough Council and NHS County Durham & Darlington identifies tasks which need to be undertaken and lead officers responsible for ensuring delivery and implementation by agreed timescales. Currently there are a number of actions within the Transition Plan which are yet to start. A project management approach has been adopted and each of the above workstreams will report progress against milestones to the NHS County Durham & Darlington Transition Steering Group. This is essential to ensure transition issues are progressed to enable DCC and DBC to deliver the new public health responsibilities from 1st April 2013.

21. Monthly reporting arrangements through a project manager's report have been set up with Durham County Council's NHS Transition Project Board (previously known as the DCC NHS White Paper Board) who manage the transitional arrangements on behalf of the County Council – the DCC Project Board is chaired by Rachael Shimmin, Corporate Director of Adults, Wellbeing & Health. These governance and accountability arrangements are detailed in the NHS County Durham & Darlington Transition Steering Group's terms of reference.
22. Outline plans for the transfer of public health functions have been shared with the Shadow Health and Wellbeing Board on 15th December 2011.

Risks

23. There are significant risks in transferring public health functions to local authorities, including:
 - Undertaking radical reorganisation at a time of unprecedented financial pressure.
 - The transitional period will take place at a time of significant reductions in management capacity in PCTs. Engaging in transition planning and continuity of joint planning and commissioning support arrangements may therefore be difficult.
 - Financial allocations for public health for 2013-14 have still not been confirmed, the delay and uncertainty with this issue will be incorporated within the DCC Corporate risk register.
 - The transition of contracts for public health services may not be affordable or appropriate.
 - Difficulties in the retention of suitably qualified staff in the public health workforce during and after the transfer process which may impact upon the delivery of statutory functions.
 - Information governance arrangements to enable transfer of Public Health functions including continued access to NHS data during and after transfer could impact on business continuity
 - Detailed governance arrangements are yet to be finalised.
 - Emergency Preparedness & Resilience - further guidance is awaited but there is current lack of clarity around emergency preparedness, the required health response and the role of the local authority in this respect.
24. NHS County Durham, Durham County Council and Darlington Borough Council are working towards an agreement in relation to disaggregating funding and transfer of the workforce including key dates for respective organisations.
25. Transition management arrangements will change and it is envisaged that there will be separate Boards set up for Darlington Borough Council and Durham County Council as "receivers" of public health functions. Indeed a "receiver board" for Durham

County Council has been established chaired by the Corporate Director of Adults Wellbeing and Health.

26. Nevertheless, the risks identified above are significant and will require careful and diligent resolution in order to achieve an effective transfer. Whilst “Shadow Allocations” published in early 2012 may provide an indication of the funding to be transferred, final allocations for 2013/14 will not be published until December 2012. This degree of uncertainty is not helpful in terms of enabling the County Council to balance potential contractual commitments against available resources and essentially precludes an early transfer of contractual responsibility from NHS County Durham to the County Council. Therefore an early transfer of functions as set out in the letters from NHS North of England dated 22nd December 2011 and 21st February 2012 is not considered prudent or feasible.

Next Steps

27. The next steps for continuing the work on the transitional arrangements to public health are:
 - DCC NHS Transition Project Board continues to meet on a monthly basis in relation to the wider NHS Reforms including public health.
 - Ongoing discussions will take place on a tripartite basis between NHS County Durham, Durham County Council and Darlington Borough Council.
 - The County Durham Shadow Health and Wellbeing Board will receive the proposed model for public health commissioning in DCC in April 2012.
 - The agreed Public Health Transition Plan for County Durham will be submitted to the Department of Health on 5th April 2012.
 - A ‘receiver’ board established by Durham County Council will manage the transition of public health functions and workforce to DCC.
 - Relevant Portfolio Holders will be kept up to date on transitional arrangements.

Recommendations and reasons

28. Cabinet are recommended to receive this report and:
- Accept the transition planning project management arrangements set out in this report and embodied in the Public Health Transition Plan to be submitted to the Department of Health on 5th April 2012.
 - Agree that the transfer of public health functions from NHS County Durham (the PCT) to the Durham County Council will **not** take place until the 1st April 2013 due to the significant risks that an earlier transfer presents.
 - Agree that the approval of the final version of the Public Health Transition Plan is delegated to the Chief Executive of Durham County Council and the Corporate Director of Adults, Wellbeing & Health in consultation with the Portfolio Holder for Healthier Communities.
 - Agree to receive regular public health transition reports.

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Background Papers

- Healthy Lives, Healthy People – Strategy for Public Health in England
- Health and Social Care Bill
- Department of Health Single Planning Guidance
- Public Health Transition Planning Guide for Primary Care Trusts and Local Authorities
- Department of Health Baseline spending estimates for the new NHS and Public Health Commissioning Architecture

Appendix 1 - Implications

Finance – Local Authorities will receive a ring-fenced budget for Public Health. Grants will be made available for the first time in 2013/14.

Staffing – The transfer of Health improvement functions to Local Authorities will have implications for existing NHS staff and the transfer to the local authority, Public Health England and the NHS Commissioning Board.

Risk – There are significant risks in the transfer of public health functions to local authorities as set out in paragraph 23 of this report.

Equality and Diversity / Public Sector Equality Duty – Transfer arrangements will require an Equality Impact Assessment.

Accommodation – Public Health staff to be transferred to the local authority will require accommodation.

Crime and Disorder – Contractual arrangements may impact upon services.

Human Rights – No direct implications

Consultation – The Government continue to consult on key policy in relation to Public Health reform.

Procurement – The commissioning of Public Health Services will have implications for procurement.

Disability Discrimination Act – No direct implications

Legal Implications – The Health and Social Care Bill is continuing to progress through Parliament and is currently at Report Stage at the House of Lords. The information contained within this report is subject to receiving Royal Assent.

The Council's Constitution will be amended to ensure it remains up to date and relevant in relation to Durham County Council's future responsibilities in relation to Public Health from 1 April 2013.

Appendix 2 Key Milestones

PUBLIC HEALTH	
Q4 11/12	<p>PCT CLUSTERS WILL NEED TO (working with Local Authorities)</p> <ul style="list-style-type: none"> • Agree local transition plan for public health as part of the overall integrated plan, taking account of the checklist in Annex 6, by March 2012 • Develop a communication and engagement plan, first draft produced by March 2012
Q1 12/13	<p>PCT CLUSTERS WILL NEED TO (working with Local Authorities)</p> <ul style="list-style-type: none"> • Agree approach to the development and delivery of the local public health vision by June 2012
Q2 12/13	<p>PCT CLUSTERS WILL NEED TO (working with Local Authorities)</p> <ul style="list-style-type: none"> • Agree arrangements on public health information requirements and information governance by September 2012
Q3 12/13	<p>PCT CLUSTERS WILL NEED TO (working with Local Authorities)</p> <ul style="list-style-type: none"> • Test arrangements for the delivery of specific PH services, in particular screening and immunisation by October 2012 • Test arrangements for the role of PH in Emergency Planning, in particular the role of the DPH and LA based PH by October 2012 • Ensure early draft of legacy and handover documents produced by October 2012
Q4 12/13	<p>PCT CLUSTERS WILL NEED TO (working with Local Authorities)</p> <ul style="list-style-type: none"> • Ensure final legacy and handover documents produced by <u>January 2013</u>
In 12/13	<p>SHA CLUSTERS WILL NEED TO (working with shadow PHE)</p> <ul style="list-style-type: none"> • Agree arrangements for the transfer of public health functions, staff and contracts/legal agreements currently held in SHAs that are expected to transfer to Public Health England – date for local determination
	<p>PCT CLUSTERS WILL NEED TO (working with Local Authorities)</p> <ul style="list-style-type: none"> • Agree arrangements for LAs to take on public health functions – date for local determination

Source: Department of Health guidance for single planning process for 2012/13