



## **Cabinet**

**Date**        **Wednesday 10 April 2013**  
**Time**        **9.30 am**  
**Venue**       **Committee Room 2, County Hall, Durham**

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

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

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

### **Cabinet Business**

**10.00 a.m. onwards**

#### **Part A**

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

1.    Declarations of interest
2.    Minutes of the meeting held on Wednesday 13 March 2013 (Pages 1 - 6)

#### **Key Decision:**

3.    School Admission Arrangements Academic Year 2014/2015 - Report of Corporate Director, Children and Adults Services [Key Decision: CAS/01/12] (Pages 7 - 48)

#### **Ordinary Decisions:**

4.    NHS reforms and the transfer of public health functions to Durham County Council - Report of Corporate Director, Children and Adults Services (Pages 49 - 58)
5.    Alcohol Harm Reduction Strategy 2012-15 - Report of Corporate Director, Children and Adults Services (Pages 59 - 112)

6. Annual Report of the Director of Public Health, County Durham and Director of Public Health, Darlington 2011/12 - Report of Corporate Director, Children and Adults Services (Pages 113 - 120)
7. Educational Attainment / Standard Report 2012 - Report of Corporate Director, Children and Adults Services (Pages 121 - 132)
8. School Funding Reforms 2013/14 & Schools Financial Performance Monitoring - Joint Report of Corporate Director, Resources and Corporate Director, Children and Adult Services (Pages 133 - 156)
9. Housing Benefits Service Update - Report of Corporate Director, Resources (Pages 157 - 162)
10. New Byelaws for Acupuncture, Tattooing, Semi-permanent Skin Colouring, Cosmetic Piercing and Electrolysis (To seek approval to create new byelaws) - Report of Corporate Director, Neighbourhood Services (Pages 163 - 174)
11. Annual Enforcement Programme Children and Young Persons (Protection from Tobacco) Act 1991 and Anti-Social Behaviour Act 2003 - Report of Corporate Director, Neighbourhood Services (Pages 175 - 186)
12. County Durham Partnership Update Report - Report of Assistant Chief Executive (Pages 187 - 218)
13. Such other business as, in the opinion of the Chairman of the meeting, is of sufficient urgency to warrant consideration.
14. 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)**

15. Freemans Reach, Durham - Joint Report of Corporate Director, Regeneration and Economic Development and Corporate Director, Resources (Pages 219 - 224)
16. 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  
2 April 2013

To: **The Members of the Cabinet**

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

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**Contact: Ros Layfield**

**Tel: 03000 269708**

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**DURHAM COUNTY COUNCIL**

At a Meeting of **Cabinet** held in Committee Room 2, County Hall, Durham on **Wednesday 13 March 2013 at 10.00 a.m.**

**Present:**

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

**Members of the Committee:**

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

**Apologies:**

An apology for absence was received from Councillor B Young

**Also Present:**

Councillors Arthur, A Bainbridge, B Bainbridge, Blakey, Graham, Gray, Moran, R Ord, C Potts, Stradling and Wilkes

**1 Declarations of interest**

There were no declarations of interest.

**2 Minutes**

The minutes of the meetings held on 16 January and 6 February 2013 were confirmed as a correct record and signed by the Chairman.

**3 Welfare Reform Update  
Key Decision CORP/A/03/1**

The Cabinet considered a joint report of the Assistant Chief Executive, Corporate Director Resources and Corporate Director Regeneration and Economic Development which provided an update on recent policy developments relating to the government's welfare reforms and what the council was doing to prepare for the implementation of those changes. The report further considered in more depth the recent guidance in relation to Discretionary Housing Payments (DHP) and sought approval to a proposed approach to DHP (for copy see file of Minutes).

An amendment to the recommendations in the report was reported, in that the six went from a) to f), rather than c) to h).

**Resolved:**

That the recommendations contained in the report, amended as outlined above, be approved.

**4 Warm Up North; Arrangements and Governance  
Key Decision R&ED/06/13**

The Cabinet considered a report of the Corporate Director Regeneration and Economic Development which provided an update on progress of the Government's Green Deal programme and the development of a regional initiative, 'Warm Up North', which would be available for all residents to reduce energy consumption and would also provide focused training and social benefits within County Durham (for copy see file of Minutes).

**Resolved:**

That the recommendations contained in the report be approved.

**5 Quarter 3 2012/13 Performance Management Report**

The Cabinet considered a report of the Assistant Chief Executive which provided an update on progress against the council's corporate basket of performance indicators and other significant performance issues for the third quarter of 2013/13(for copy see file of Minutes).

**Resolved:**

That the recommendations contained in the report be approved.

**6 Update on the Delivery of the Medium Term Financial Plan 2**

The Cabinet considered a report of the Assistant Chief Executive which provided an update on the progress made at the end of December 2012 on the delivery of the 2012/13 to 2015/16 Medium Term Financial plan (MTFP 2) (for copy see file of Minutes).

**Resolved:**

That the recommendations contained in the report be approved.

**7 Economy and Enterprise Overview and Scrutiny Committee - Review of Empty Homes**

The Cabinet considered a report of the Assistant Chief Executive which presented the Draft Economy and Enterprise Overview and Scrutiny review report, which focused upon bringing empty homes back into use (for copy see file of Minutes).

Councillor J Moran, Chairman of the Economy and Enterprise Overview and Scrutiny Committee presented the report to Cabinet, and provided detail on the scope of the review and its findings.

Cabinet members thanked the scrutiny group for the review work, and agreed they would provide a response to their findings in line with the recommendations in the report.

Councillor C Robson responded to the questions and comments made by Councillor M Wilkes, a participant of the review group, who was seeking clarification on the assistance that was being provided by the Authority for those who had empty properties.

**Resolved:**

That the recommendations contained in the report be approved.

**8 Joint Report of Children & Young People's & Adults Wellbeing & Health Joint Working Group, Support for Children and Young People with Mental Health Issues**

The Cabinet considered a joint report from the Council's Children and Young People's and Adults Wellbeing and Health Overview and Scrutiny committees that looked at support for children and young people with mental health issues (for copy see file of Minutes).

Councillor J Blakey, Chairman of the Children and Young People's Overview and Scrutiny Committee presented the report to Cabinet, and provided detail on the scope of the review and its findings.

Cabinet members thanked the scrutiny group for the review work, and agreed they would provide a response to their findings in line with the recommendations in the report.

**Resolved:**

That the recommendations contained in the report be approved.

**9 Forecast of Revenue and Capital Outturn 2012/13 for General Fund and Housing Revenue Account - Period to 31 December 2012**

The Cabinet considered a report of the Corporate Director Resources which provided a forecast of 2012/13 revenue and capital outturn for the period to 31 December 2012 for the Council's General Fund and Housing Revenue Account (for copy see file of Minutes).

**Resolved:**

That the recommendations contained in the report be approved.

**10 Annual Review of the Constitution**

The Cabinet considered a report of the Head of Legal and Democratic Services which presented proposals for the annual revision of the Council's Constitution (for copy see file of Minutes).

**Resolved:**

That the recommendations contained in the report be approved.

**11 Health and Wellbeing Board**

The Cabinet considered a report of the Head of Legal and Democratic Services which sought approval and adoption of the composition, functions, and rules of procedure of the County Durham Health and Wellbeing Board (for copy see file of Minutes).

**Resolved:**

That the recommendations contained in the report be approved.

**12 County Durham Youth Justice Plan 2012/14**

The Cabinet considered a report of the Corporate Director of Children and Adults Services which sought approval of the County Durham Youth Justice Plan 2012/14 (for copy see file of Minutes).

**Resolved:**

That the recommendations contained in the report be approved.



**13 North East Local Transport Body Assurance Framework**

The Cabinet considered a report of the Corporate Director Regeneration and Economic Development which provided details of a delegated decision, made under the urgency provisions to agree the Assurance Framework under which the North East Local Transport Body (NELTB) would operate in line with DfT requirements for the management of developed local major transport scheme funding (for copy see file of Minutes).

**Resolved:**

That the recommendations contained in the report be approved.

**14 Exclusion of the Public**

**Resolved:**

That under Section 100A(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.

**15 Strategic Partnering Agreement for Capital Works within the Council Owned Housing Stock  
Key Decision R&ED/05/13**

The Cabinet considered a joint report of the Corporate Director Regeneration and Economic Development and Corporate Director Resources which provided details of the procurement arrangements for future delivery of the Council's social housing capital programme (for copy see file of Minutes).

**Resolved:**

That the recommendations contained in the report be approved.

**16 Durham County Cricket Club - Financial Support**

The Cabinet considered a joint report of the Corporate Director Regeneration and Economic Development and Corporate Director, Resources relating to financial support for Durham County Cricket Club (for copy see file of Minutes).

The Corporate Director, Resources provided clarification to the questions raised by Councillor Arthur.

**Resolved:**

That the recommendations contained in the report be approved.

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**Cabinet**

**10 April 2013**



**School Admission Arrangements  
Academic Year 2014/2015**

**KEY DECISION: CAS/01/12**

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**Report of Corporate Management Team**

**Rachael Shimmin, Corporate Director, Children & Adults Services**

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

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**Purpose of the Report**

1. To ask Cabinet to consider the proposed admission arrangements for Community and Voluntary Controlled Schools for the 2014/15 academic year.

**Background**

2. It is a mandatory requirement of the national School Admissions Code that all schools must have admission arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications than places at the school (oversubscription). Admission arrangements are determined by admission authorities. 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 the relevant Trust for an Academy or Free School.
3. All admission authorities must agree admission arrangements annually. Where changes are proposed to admission arrangements the admission authority must first consult on those arrangements. If there are no changes proposed they only need to be consulted on at least every 7 years. Consultation must be for a minimum of 8 weeks and must take place between 1 November and March of the year before those arrangements are to apply. This consultation period allows parents, other schools, religious authorities and the local community to raise any concerns about proposed admission arrangements
4. Stakeholders are consulted on:
  - i) the number of pupils to be admitted in each year group (the Published Admission Number (PAN));
  - ii) the application and administrative procedures for admissions, including LA co-ordination with other admission authorities;
  - iii) the criteria to be used in the event of over-subscription;

## **Consultation for admissions for September 2014/15 academic year**

5. The only change proposed to the current admission arrangements for Community and Voluntary Controlled schools that required public consultation was a reduction in the Published Admission Number (PAN) for a small number of schools, to take account of recent capacity re-assessments: Seascope Primary, Beamish Primary, Cockton Hill Junior, Bearpark Primary, Cotsford Infant, Vane Road Primary and Startforth Morritt Memorial C.E. Primary.
6. The proposed reduction to the PAN in each case was accepted by Governing Bodies and no other comments were received from any other consultees.
7. The proposed PAN for each Community and Voluntary Controlled School is detailed in Appendix 2 to this report which Cabinet are asked to approve. The admission numbers for Voluntary Aided, Foundation schools and Academies, where notified, are included for information.
8. The admission arrangements in respect of Community and Voluntary Controlled schools, for which no changes were proposed, are included in Appendix 3.

## **Statutory Requirements and Future Implications**

9. It is a statutory requirement of all admission authorities that admission arrangements for 2014/2015 are determined by 15 April 2013 and these must be published on their website not later than 1 May 2013. The LA must receive a copy of the admission arrangements of other admission authorities, including Academies, before 1 May and provide details on its website of where these can be viewed. Information on how to refer objections to the Schools' Adjudicator (which must be made by 30 June 2013) will also be available on the website.
10. The LA must publish online, with hard copies available for those who do not have access to the internet, a composite prospectus for parents by 12 September 2013, which contains the admission arrangements for each of the state-funded schools in the LA area to which parents can apply.

## **Risk Assessment**

11. A risk assessment has been undertaken on the proposed admission arrangements for 2014/2015. There will be a breach of statutory duty imposed on the LA if admission arrangements are not determined by 15 April 2013 and published on the Council's website by 1 May 2013.

## **Recommendations**

12. Cabinet is asked to consider the responses to the consultation highlighted in paragraph 5 and agree the following recommendations in respect of Community and Voluntary Controlled schools, when determining the admission arrangements for 2014/15:

- That the PANs (including those that have had a reduction to the PAN), as recommended in Appendix 2, be approved
- That the current admission arrangements, at Appendix 3, be approved

### **Background Papers**

Returns from meetings of School Governing Bodies.

Returns from consultation exercise.

School Admissions Code/Regulations - DfE

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**Contact: Jane Jack, Admissions, Appeals and Transport**  
**Entitlement Manager Tel:03000 265 879**

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## **Appendix 1: Implications**

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### **Finance**

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

### **Staffing**

Implications are at school level.

### **Risk**

A risk assessment has been undertaken on the proposed admission arrangements for 2014/2015. There will be a breach of statutory duty imposed on the Authority if admission arrangements are not determined by 15 April 2013 and published by 1 May 2013. 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/Public Sector Equality Duty**

The School Admissions Code exists to ensure fairness and equity in school admission arrangements. An Impact Assessment of the admission arrangements on specific groups has been undertaken. There is no evidence of discrimination against any groups. A copy of the Impact Assessment is available via the County Council's website or hard copy can be obtained from the County Council's Admissions Team.

### **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 Issues**

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 2013 and published by 1 May 2013.

**PROPOSED PUBLISHED ADMISSION NUMBERS (PANS) 2014/15**

<b>Number</b>	<b>Community and Voluntary Controlled Infant, Junior and Primary School</b>	<b>Proposed Admission Number 2014/15</b>	<b>Recommendation to Cabinet</b>
2000	Ropery Walk Primary	38	Agree
2001	Middlestone Moor Primary	38	Agree
2002	Chilton Primary	54	Agree
2003	North Park Primary	30	Agree
2004	Seascape Primary	51	Agree
2005	Pelton Community Primary	55	Agree
2043	Westlea Primary	37	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	17	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	Consultation to create a primary school in Ouston from January 2014 began in February 2013. If approved, the appropriate PAN will be agreed with Governors	
2137	Ouston Infant		
2138	South Pelaw Infant	60	Agree
2146	Bournmoor Primary	20	Agree
2185	Cotherstone Primary	12	Agree
2205	Beamish Primary	12	Agree
2208	Collierley Primary	21	Agree
2210	Catchgate Primary	38	Agree
2212	Annfield Plain Junior	42	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	60	Agree
2257	Shotley Bridge Infant	55	Agree
2259	Leadgate Junior	30	Agree
2260	Leadgate Infant	30	Agree
2261	Burnhope Primary	16	Agree
2266	Castleside Primary	17 (school requested 20, but 17 is in line with the capacity of the school)	Agree 17



2269	The Grove Primary	25	Agree
2272	Delves Lane Junior	50	Agree
2275	Delves Lane Infant	50	Agree
2276	Moorside Primary	18	Agree
2277	Consett Junior	52	Agree
2278	Consett Infant	42	Agree
2301	Hamsterley Primary	6	Agree
2302	Hunwick Primary	25	Agree
2307	Tow Law Millennium Primary	20	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 (school requested 19, but 17 is in line with the capacity of the school)	Agree 17
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	15	Agree
2329	Wolsingham Primary	33	Agree
2330	Oakley Cross Primary	26	Agree
2351	Byers Green Primary	15	Agree
2357	Trimdon Grange Infant and Nursery	29	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	21	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
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	28	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	60	Agree
2434	Cockton Hill Infant	60	Agree
2438	Timothy Hackworth Primary	60	Agree
2440	Cockfield Primary	17	Agree
2442	Montalbo Primary	17	Agree
2453	New Brancepeth Primary	17	Agree
2455	Langley Moor Primary	32	Agree
2459	Browney Primary	17	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	17	Agree
2481	Nevilles Cross Primary	38	Agree
2482	Sherburn Hill Primary	12	Agree
2488	Newton Hall Infant	60	Agree
2494	Belmont Infants	44	Agree
2497	Esh Winning Primary	38	Agree
2498	Belmont Cheveley Park Primary	30	Agree
2499	Laurel Avenue Primary	16	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	40	Agree
2536	Shotton Primary	58	Agree
2540	Acre Rigg Infant	64	Agree
2563	Sedgefield Primary	34	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	50 (school requested 45, however 50 is in line with the capacity of the school)	Agree 50
2737	Blackhall Colliery Primary	43 (school requested 55, however 43 is in line with the capacity of the school)	Agree 43
2742	Vane Road Primary	57	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	30	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	St Stephen's CE Primary	30	Agree
3087	Stanhope Barrington CE Primary	21	Agree
3111	Startforth Morritt Memorial C.E. Primary	16	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	52	Agree
3167	Shincliffe C.E. (Controlled) Primary	30	Agree
3168	Durham St Margaret's CE Primary	60 (Reception intake only)	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
3518	Woodham Burn Community Primary	47	Agree
3519	Silver Tree Primary	30	Agree
3520	Seaview Primary	39	Agree
3522	Tanfield Lea Community Primary	45	Agree

3523	Woodhouse Community Primary	30	Agree
3524	Trinity Primary School	60	Agree
3525	Brandon Primary	60	Agree
3526	Greenland Community Primary	51	Agree
3527	Shotton Hall Primary	50	Agree

<b>Number</b>	<b>Community and Voluntary Controlled Secondary School</b>	<b>Proposed Admission Number 2014/15</b>	<b>Recommendation to Cabinet</b>
4019	Seaham School of Technology	240	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
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
4185	Belmont Community School	175	Agree
4191	Gilesgate Sports College & 6th Form Centre	Subject to separate consultation	
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 (school requested 180, but projected rolls show that this is too high. NB The school has applied to convert to an Academy from 1.3.13)	Agree 150
4218	Wellfield Community School – Specialist Maths + Computing College	180	Agree

4231	Sedgefield Community College	195 (School requested a lower PAN but 195 reflects the capacity of the school)	Agree.
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\* 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.

<b>Number</b>	<b>Aided / Foundation School / Academy</b>	<b>Admission Number 2014/15 Advised by Governing Body/Trust</b>
2008	Acre Rigg Academy	67
2009	Victoria Lane Academy, Coundon	30
2010	Stephenson Way Community Primary	55
2011	Tudhoe Colliery Primary	22
2023	New Seaham Primary	38
3165	St Oswald's CE, Durham	Subject to separate consultation
3300	St Cuthbert's RC Primary, New Seaham	30
3301	St Mary Magdalen RC Primary, Seaham	38
3303	Bowes Hutchinson CE Primary	10
3343	St Cuthbert's RC Primary, Chester-le-Street	30
3344	St Bede's RC Primary, Sacriston	14
3346	St Benet's RC Primary, Ouston	30
3381	St Joseph's RC Primary, Stanley	30
3382	St Patrick's RC Primary, Dipton	25
3384	St Mary's RC Primary, South Moor	21
3401	St Mary's RC Primary, Blackhill	30
3403	St Pius X RC Primary, Consett	15
3404	St Patrick's RC Primary, Consett	53
3406	Esh CE (Aided) Primary	13
3407	St Michael's RC Primary, Esh	25
3409	Our Lady + St Joseph's, Brooms, RC Primary	17
3411	Bishop Ian Ramsey Medomsley CE Primary	30
3413	All Saint's RCVA Primary, Lanchester	22
3421	St Cuthbert's RC Primary, Crook	30
3425	Our Lady&St.Thomas RC Primary, Willington	17
3441	St. Michael's C.E. (Aided) Primary (Bishop Middleham)	17
3442	St William's RC Primary, Trimdon	20
3444	St Charles' RC Primary, Tudhoe	30
3461	St Mary's RC Primary, Barnard Castle	15
3462	St Wilfrid's RC Primary	30

3465	St Chad's RC Primary	14
3469	St Joseph's RC Primary, Coundon	20
3470	St Mary's RC Primary, Newton Aycliffe	30
3471	St Joseph's RC Primary, Newton Aycliffe	25
3472	St Francis CE (Aided) Junior	41
3481	St Patrick's RC Primary, Langley Moor	15
3483	Our Lady Queen of Martyrs RC Primary, Newhouse	12
3485	St Hild's CE (Aided) Primary, Durham	30
3486	St Godric's RC Primary, Durham	30
3488	St Joseph's RC Primary, Ushaw Moor	16
3489	St Joseph's RC Primary, Gilesgate	22
3491	Blue Coat C.E. (Aided) Junior	60
3492	St Thomas More RC Primary, Belmont	17
3501	St Joseph's RC Primary, Murton	21
3502	St Godric's RC Primary, Thornley	15
3504	Our Lady of Lourdes RC Primary, Shotton	18
3505	St Mary's RC Primary, Wingate	12
3506	St Joseph's RC Primary, Blackhall	13
3507	Our Lady Star of Sea RC Primary, Horden	17
3510	Our Lady of the Rosary RC Primary, Peterlee	45
3511	Blessed John Duckett RC Primary	12
3513	St John's CE Primary, Shildon	30
3517	The Ribbon Academy, Murton	90
4000	North Durham Academy	300
4000	North Durham Academy – 6 <sup>th</sup> Form	Not set*
4001	Consett Academy	300
4001	Consett Academy – 6 <sup>th</sup> Form	Not set*
4047	Park View School	232
4047	Park View School 6th Form	Not set*
4052	Fyndoune Community College	90
4054	The Hermitage Academy	
4054	The Hermitage Academy 6th Form	
4128	Parkside Sports College	180
4171	Staindrop School	135
4174	Teesdale School and Sixth Form Centre	156
4174	Teesdale School and Sixth Form Centre (6th Form)	Not set*
4175	Woodham Academy	221
4176	Greenfield School	160
4178	King James 1 Academy	161
4178	King James 1 Academy 6th Form	50*
4180	Sunnydale Community College for Maths and Computing	130

4190	Framwellgate School Durham	
4190	Framwellgate School Durham 6th Form	
4192	Durham Community Business College and Studio School (year 7)	100
4192	Durham Community Business College, Studio School (year 12)	90
4215	The Academy at Shotton Hall	230
4280	Easington Academy	150
4681	St John's School and Sixth Form College, a Catholic Academy,	209
4681	St John's School and Sixth Form College, a Catholic Academy,	
4691	St Leonard's RC Comprehensive	225
4691	St Leonard's RC Comprehensive 6th Form	15*
4693	St Bede's Catholic Comprehensive, Peterlee	150
4693	St Bede's Catholic School and Comprehensive, Peterlee 6th Form	Not set*
4694	St Bede's Catholic School and Sixth Form College, Lanchester	210
4694	St Bede's Catholic School and 6th Form College, Lanchester (6 <sup>th</sup> form)	100*
4998	Whitworth Park School and 6 <sup>th</sup> Form College	270
4998	Whitworth Park School and 6 <sup>th</sup> Form College	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.

**CURRENT ADMISSION ARRANGEMENTS**



## 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 2013 and implement the scheme on 1 September 2013.

# CO-ORDINATED ADMISSION SCHEME - PRIMARY SCHOOLS

This scheme is made by Durham County Council under The School Admissions (Admission Arrangements and the Co-ordination of Admission Arrangements) (England) Regulations 2012 and applies to all maintained primary schools and Academies/Free 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 2014/15 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 school/s” means all Community, Voluntary Controlled or Voluntary Aided primary schools which are maintained by the LA and Academies/Free Schools.

“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 and the relevant Trust for Academies/Free Schools.

“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 2014.

The LA will include in its admission arrangements for the 2014/15 school year the provisions set out in the Schedule to this scheme.

The Governing Body of each Voluntary Aided School and the relevant Trust for an Academy/Free School will include in its admission arrangements for the 2014/15 school year the provisions set out in the Schedule to this scheme, so far as relevant to that school/Academy/Free School.

The scheme shall apply to every primary school/Academy/Free 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 primary, infant and, where appropriate junior school, Voluntary Aided primary school or Academy/Free School in County Durham or to a school or schools in another LA area for the academic year 2014/15.
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 and Academy/Free School within the LA area (including Voluntary Aided Schools).
  - b. to be admitted to a maintained primary school and Academy/Free 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 or an Academy/Free School, was able to offer a place. Annex 2 lists those Governing Bodies/Trusts who are the Admission Authority for schools/Academies/Free 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 or the relevant Trust for Academies/Free 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. The facility to apply on-line will also be made available via the LA's website.
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 2014.
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 14 March 2014, 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 2014 who applies for a place at a maintained school/Academy.
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, Academies/Free 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 7 February 2014, 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 7 March 2014, 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 14 March 2014, 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.

\* Unless a local agreement exists for the LA to undertake this function on behalf of an own admission authority.

16. No later than 14 March 2014 the LA will inform other LAs of places in County Durham schools/Academies/Free Schools to be offered to their residents and on 9 March 2014 the LA will inform its schools/Academies/Free Schools of the pupils to be offered places at their schools/Academies/Free Schools.
17. On 16 April 2014, 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. The letter will include contact details for the LA and those nominated Voluntary Aided schools or Academies where they could not be offered a place, so that they can if they wish lodge an appeal with the Governing Body or Academy/Free School Trust. 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 (16 April 2014) 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 7 May 2014 the LA will reallocate any places that may have become available since 16 April 2014, strictly in accordance with the relevant published oversubscription criteria and in the following order of priority:
  1. 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,
  2. 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 16 April 2014,
  3. those who have not been offered any school place because their applications were received late i.e. after 14 March 2014 (see paragraph 23),
  4. those who have been offered a school place but who now wish to apply for a place at an alternative school,
  5. those who have not yet been offered any school place because they did not submit an application.

## **Waiting Lists**

21. From 8 May 2014, 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/Academies/Free 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.

\* Unless a local agreement exists for the LA to undertake this function on behalf of an own admission authority.

## **PART 2 - LATE APPLICATIONS**

22. Applications received after the closing date of 15 January 2014 and prior to 14 March 2014 will be considered and, as far as possible, offered a school place on 16 April 2014. 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 14 March 2014, the date the allocation procedures begin (see paragraph 10).
23. For applications received between 15 March 2014 and 6 May 2014 the LA will, on the 7 May 2014, the re-allocation day, offer a place in accordance with parental preference, where possible, and if not possible, at the nearest school with places available.
24. For applications received between 16 April 2014 and 31 August 2014 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. 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 suitable school that has a place available.

## **PART 3 - IN-YEAR ADMISSIONS**

25. Applications received on or after 1 September 2014, 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. All maintained (Community and Voluntary Controlled and Aided) schools and Academies/Free 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.

\* Unless a local agreement exists for the LA to undertake this function on behalf of an own admission authority.

**Timetable for Admissions to Primary Schools/Academies/Free Schools –  
September 2014**

By 12 September 2013	Parents Guide to School Admissions and Common Application Form are made available to parents.
15 January 2014	Closing date for return of forms to the LA.
7 February 2014	LA sends copies of Application Forms to Voluntary Aided Schools, Academies/Free Schools * and neighbouring LAs.
7 March 2014	Voluntary Aided Schools, Academies/Free Schools * and the relevant Admission Authority for neighbouring LA schools provide the LA with ranked list of applicants.
	(Ongoing exchange of information between admission authorities)
14 March 2014	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.
29 March 2014	LA informs its schools/Academies/Free Schools of the pupils to be offered places at their schools.
16 April 2014	LA makes offers to parents.
30 April 2014	Deadline for parents to accept the offer of a school place.
7 May 2014	Any places that become available since 16 April are reallocated to parents.
8 May 2014	Waiting lists are established and begin to operate

\* Unless a local agreement exists for the LA to undertake this function on behalf of an own admission authority.



## ANNEX 2

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

<p>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 &amp; St Joseph's RCVA Primary, Brooms          Our Lady &amp; 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</p>	<p>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)          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</p>
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The Trusts of the Academies/Free Schools listed below are Admission Authorities to which this scheme applies:

<p>New Seaham          The Ribbon, Murton          Victoria Lane, Coundon</p>	<p>Acre Rigg, Peterlee          Tudhoe Colliery          Stephenson Way</p>
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# CO-ORDINATED ADMISSION SCHEME - SECONDARY SCHOOLS

This scheme is made by Durham County Council under The School Admissions (Admission Arrangements and the Co-ordination of Admission Arrangements) (England) Regulations 2012 and applies to all maintained secondary schools and Academies/Free 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 2014/15 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.

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

“Admission Authority” means the LA in respect of any of the schools which is a Community or Voluntary Controlled school, the Governing Body of the school in respect of a Voluntary Aided or Foundation School and the relevant Trust for Academies/Free Schools.

“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 2014.

The LA will include in its admission arrangements for the 2014/15 school year the provisions set out in the Schedule to this scheme.

The Governing Body of each Voluntary Aided or Foundation School and the relevant Trust for an Academy/Free School will include in its admission arrangements for the 2014/15 school year the provisions set out in the Schedule to this scheme, so far as relevant to that school/Academy/Free School.

The scheme shall apply to every secondary school/Academy/Free 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/Free School in County Durham or to a school or schools in another LA area for the academic year 2014/2015.
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/Free School within the LA area (including Voluntary Aided schools and Foundation schools);
  - (b) to be admitted to a maintained secondary school and Academy/Free School located in another LA's area (including Voluntary Aided schools and Foundation 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, Foundation School, or Academy/Free School, was able to offer a place. Annex 2 lists those Governing Bodies/Trusts who are the Admission Authority for schools/Academies/Free 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 and the relevant Trust for Academies/Free 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 Secondary schools in County Durham. The facility to apply on line will also be made available via the LA's website.
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 2013.
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 7 February 2014, 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 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 2014 who applies for a place at a maintained school/Academy/Free School.
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/Free Schools, 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 22 November 2013, 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 10 January 2014, 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 lists of the other schools nominated.

\* Unless a local agreement exists for the LA to undertake this function on behalf of an own admission authority.

15. By 7 February 2014, 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 7 February 2014 the LA will inform other LAs of places in County Durham schools/Academies/Free Schools to be offered to their residents and on 21 February 2014 the LA will inform its secondary/Academies schools/Free Schools of the pupils to be offered places at their schools/Academies/Free Schools.
17. On 1 March 2014, 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. The letter will include contact details for the LA and those nominated Voluntary Aided and Foundation Schools and Academies/Free Schools where they could not be offered a place, so that they can if they wish lodge an appeal with the Governing Body or Trust\*. 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 2014) 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 2014 the LA will reallocate any places that may have become available since 1 March 2014 strictly in accordance with the relevant published oversubscription criteria and in the following order of priority:
1. 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,
  2. 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 2014,
  3. those who have not been offered any school place because their applications were received late i.e. after 7 February 2014 (see paragraph 23),
  4. those who have been offered a school place but who now wish to apply for a place at an alternative school,
  5. those who have not yet been offered any school place because they did not submit an application.

## **Waiting Lists**

21. From 22 March 2014, 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 schools/Academies/Free 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 31 October 2013 and prior to 7 February 2014, will be considered and, as far as possible, will be offered a school place on 1 March 2014. 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 7 February 2014, the date the allocation procedures begin (see paragraph 10).
23. For applications received between 8 February 2014 and 21 March 2014 the LA will, on the 22 March 2014, the re-allocation day, offer a place in accordance with parental preference, where possible, and if not possible, at the nearest school with places available.
24. For applications received between 22 March 2014 (the re-allocation day) and 31 August 2014 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. 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 suitable school that has a place available.

### **PART 3 - IN-YEAR ADMISSIONS**

25. Applications received on or after 1 September 2014, 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/Free Schools, 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).

\* Unless a local agreement exists for the LA to undertake this function on behalf of an own admission authority.

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 Adults 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 so wish. The letter will include contact details for the LA and those Voluntary Aided or Foundation schools or Academies, 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/Free Schools (where appropriate) must be submitted to the relevant Governing Body/Trust\*.
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 Foundation schools and the relevant Trust for Academies/Free Schools \*) 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).

\* Unless a local agreement exists for the LA to undertake this function on behalf of an own admission authority.



**Timetable for Admissions to Secondary Schools/Academies/Free Schools  
September 2014**

By 12 September 2013	Parents Guide to School Admissions and Common Application Form are made available to parents
31 October 2013	Closing date for return of forms to the LA
22 November 2013	LA sends copies of Application Forms to Voluntary Aided, Foundation Schools, Academies/Free Schools* and neighbouring LAs.
10 January 2014	Voluntary Aided, Foundation Schools or Academies/Free Schools* and the relevant Admission Authority for neighbouring LA schools provide the LA with ranked list of applicants.
	(On-going exchange of information between admission authorities)
7 February 2014	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.
21 February 2014	LA informs schools of the pupils to be offered places at their schools.
1 March 2014	LA makes offer to parents.
15 March 2014	Deadline for parents to accept the offer of a school place.
22 March 2014	Any places that become available since 1 March are reallocated to parents
23 March 2014	Waiting lists are established and begin to operate

\* Unless a local agreement exists for the LA to undertake this function on behalf of an own admission authority.

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

St Bede's RCVA Comprehensive, Peterlee  
St Leonard's RC Comprehensive

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

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

The Trusts of the Academies/Free Schools listed below are the Admissions Authorities 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 Catholic School and Sixth Form College, a Catholic Academy  
Framwellgate School  
St Bede's Catholic School and Sixth Form Centre, Lanchester  
Woodham Community Technology College  
Easington Community Science College  
Parkside Sports College  
Durham Free 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 is given to parents, careful consideration of the issues is given and effective management of the process is undertaken.

The protocol requires that a LA/Head Teacher/Parent conference will be convened at the current school for such pupils by any party. This will 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 any underlying issues.

A leaflet for parents “Why Change Schools?” available from the Pupil Casework Team, Children and Adults 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 In year 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 such pupils if requested by any party. This will 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 the conference will 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.

**ADMISSION POLICIES / OVERSUBSCRIPTION CRITERIA FOR  
COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS**

## **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.

\*\*\* In assessing home to school distance the LA measures by the shortest walking route. Routes are measured from the centre point of the pupil's house, or in the case of a flat from the centre point of the building, to the nearest school entrance. A Geographic Information System (GIS) is used to identify and measure the shortest walking route. The GIS identifies routes on the Ordnance Survey Integrated Transport Network and Urban Paths Network, which are national recognised datasets. The routes include all man-made paths, i.e. those that are metalled or surfaced.



## OVERSUBSCRIPTION CRITERIA FOR COMMUNITY 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 school<sup>1</sup>
- (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.

*Footnote<sup>1</sup>: '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 provided with information for them to find out 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.

\*\*\* In assessing home to school distance the LA measures by the shortest walking route. Routes are measured from the centre point of the pupil's house, or in the case of a flat from the centre point of the building, to the nearest school entrance. A Geographic Information System (GIS) is used to identify and measure the shortest walking route. The GIS identifies routes on the Ordnance Survey Integrated Transport Network and Urban Paths Network, which are national recognised datasets. The routes include all man-made paths, i.e. those that are metalled or surfaced.

## SIXTH FORMS – COMMUNITY 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 of 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.

\*\*\*\* In assessing home to school distance the LA measures by the shortest walking route. Routes are measured from the centre point of the pupil's house, or in the case of a flat from the centre point of the building, to the nearest school entrance. A Geographic Information System (GIS) is used to identify and measure the shortest walking route. The GIS identifies routes on the Ordnance Survey Integrated Transport Network and Urban Paths Network, which are national recognised datasets. The routes include all man-made paths, i.e. those that are metalled or surfaced.

**Cabinet**

**10 April 2013**

**NHS reforms and the transfer of public health functions to Durham County Council**



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**Report of Corporate Management Team**

**Rachael Shimmin, Corporate Director of Children & Adults Services**

**Anna Lynch, Director of Public Health County Durham**

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

**Councillor Morris Nicholls, Cabinet Portfolio Holder for Adult Services**

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

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**Purpose of Report**

1. The purpose of this report is to provide an update on developments in relation to NHS reforms, including the transfer of public health functions to Durham County Council from NHS County Durham.

**Background**

2. Cabinet has been presented with quarterly update reports on NHS reforms and public health since June 2011. These reports provided details on significant policy developments in relation to the wider NHS reforms and the transfer of public health functions to local authorities.
3. On 1<sup>st</sup> April 2013, Strategic Health Authorities and Primary Care Trusts were abolished, Clinical Commissioning Groups took on responsibility for health care budgets for their local communities and Local Healthwatch was established to give local people a say in how health and social care services are provided.
4. In addition, Health and Wellbeing Boards became responsible for:
  - Supporting integrated working between health and social care commissioners and providers, and encouraging the use of, for example, pooled budgets, lead commissioning and integrated provision.
  - Involving local people in certain elements of their work, reflecting the government's plans for stronger democratic legitimacy and community involvement in health and social care.
  - Tackling health inequalities and leading on the development of a local Joint Strategic Needs Assessment and Joint Health and Wellbeing Strategy.

5. Also on 1<sup>st</sup> April 2013, Durham County Council assumed its new role across the three domains of public health (health improvement, health protection and health services) and, in addition to improving the health of local people, the council is now required to ensure that NHS commissioners are provided with public health advice.
6. During the transitional phase, the pace of change has been fast and there have been challenges to face, as the new NHS system is complex and will need time to embed. Throughout the transitional phase there has been regular reporting to Cabinet, and to both the Adults, Wellbeing and Health and Children and Young People's Overview and Scrutiny Committees in order to keep key stakeholders up to date and aware of these important issues. Moreover, partners have continually worked together to try to ensure a smooth transition but the process has been difficult. Delays were experienced with the public health finance allocations and regulations were also delayed in areas such as the Health and Wellbeing Board. These issues have been managed carefully by Durham County Council working with partners.
7. Government key milestones can be found in Appendix 2.

## **National Developments**

8. The National Quality Board (NQB) published a report in January 2013, setting out how quality will be maintained and improved in the new health system. The NQB brings together the national organisations across the health system responsible for quality, including the Care Quality Commission, Monitor, the NHS Trust Development Authority, the National Institute for Clinical Excellence, the General Medical Council, the Nursing and Midwifery Council, the NHS Commissioning Board, Public Health England and the Department of Health. The report focuses predominantly on how the new system should prevent, identify and respond to serious failures in quality and provides a collective statement from NQB members as to the nature and place of quality in the new health system.
9. The Francis Inquiry Report into the care provided by Mid Staffordshire NHS Foundation Trust was published on 6<sup>th</sup> February 2013. The Inquiry Chairman, Robert Francis QC, concluded that: "It is not the system itself which will ensure that the patient is put first day in and day out. It is the people working in the health service and those charged with developing healthcare policy who need to ensure that is the case. The extent of the failure of the system shown in this Inquiry's report suggests that a fundamental culture change is needed. That does not require a root and branch reorganisation, but it requires changes which can largely be implemented within the system that has now been created by the new reforms".
10. Robert Francis QC made 290 recommendations in his report and commented that 'the report identified numerous warning signs which cumulatively, or in some cases singly, could and should have alerted the system to the problems developing at the Trust'. The warning signs include:
  - Standards and methods of measuring compliance which did not focus on the effect of a service on patients
  - Too great a degree of tolerance of poor standards and of risk to patients

- Assumptions that monitoring, performance management or intervention was the responsibility of someone else.

Health Secretary Jeremy Hunt and NHS Chief Executive Sir David Nicholson have written to NHS leaders around the country and asked them to hold staff listening events following the publication of Robert Francis's report, to help the NHS discuss and learn from the report.

11. In January 2013, the Department of Health announced the public health ring-fenced grants for 2013-14 and 2014-15, with local authorities having £2.66 billion and £2.79 billion respectively to spend on public health services for their local populations. Average growth of 5.5% has been provided in 2013-14 and 5.0% in 2014-15, and a significant number of local authorities will see growth of 10% in each year, representing a major investment in health and the prevention of illness. The grant conditions and reporting arrangements which will apply to the grant from April 2013 have also been published.
12. Information on the public health allocation for County Durham is outlined in paragraph 32 of this report.

## Regional Developments

13. On 1<sup>st</sup> April 2013, Primary Care Trusts across the North East were phased out and twelve Clinical Commissioning Groups took over responsibility for planning and purchasing the majority of healthcare in the region.
14. The North of England Commissioning Support (NECS) unit assumed responsibility for many of the support services to enable Clinical Commissioning Groups to fulfil their new roles. Two new Area Teams took on their new support responsibilities: one for Cumbria, Northumberland and Tyne & Wear; and one for County Durham and Tees.
15. Dr. Roberta Marshall (previously the Health Protection Agency North East regional director) was appointed as the Public Health England (PHE) North East Centre Director. As one of the fifteen PHE centres nationally, PHE North East will not duplicate the work of local authorities but will:
  - Provide local presence and leadership
  - Develop and maintain key relationships with partners, including councils, local resilience fora and the NHS
  - Support and influence delivery of improved health outcomes
  - Provide support to maximise health improvement
  - Protect and improve health and wellbeing
  - Reduce inequalities
  - Work within the wider health and social care and public health system
  - Be an expert resource with specialist skills.
16. Two NHS Commissioning Board Area Teams have been established in the North East - one for Cumbria, Northumberland and Tyne & Wear; and one for Durham, Darlington and Tees. They have responsibility for:

- Clinical Commissioning Group development and assurance
- Emergency planning, resilience and response
- NHS quality and safety
- NHS system oversight
- Commissioning primary care (GPs, dentists, community pharmacists and opticians)
- Commissioning of specialised NHS services (these services treat either rare conditions or those that need a specialised team working together at a centre. The conditions treated range from long-term conditions, such as renal and specific mental health problems, to rarer conditions such as uncommon cancers, burn care and specialised services for children / cardiac surgery).
- Clinical networks

## **Developments in County Durham**

### **County Durham Health and Wellbeing Board**

17. The last meeting of the Shadow Health and Wellbeing Board took place on 6<sup>th</sup> March 2013. The statutory Health and Wellbeing Board will hold its inaugural meeting in June 2013.
18. The Health and Wellbeing Board's future work programme will consider the following over the coming months:
  - Agree the Joint Health and Wellbeing Strategy delivery plan
  - Consider the implications of the Winterbourne Review which looked at the care provided to people with learning disabilities at Winterbourne View Care Home
  - Consider the implications of the Francis Review (final report on the Mid Staffordshire NHS Foundation Trust Public Inquiry)
  - A memorandum of understanding in relation to future public engagement mechanisms between the local authority and Clinical Commissioning Groups in County Durham, with a forward plan of future engagement activities
  - A review of intermediate care services

### **Joint Strategic Needs Assessment and Joint Health and Wellbeing Strategy**

19. A revised Joint Strategic Needs Assessment 2013 will be developed by August 2013, in line with the review of the Joint Health and Wellbeing Strategy and the Children, Young People and Families Plan.
20. The Joint Health and Wellbeing Strategy will be implemented through its delivery plan from April 2013, to meet the strategic objectives in the strategy, which are:
  - Children and young people make healthy choices and have the best start in life
  - Reduce health inequalities and early deaths
  - Improve the quality of life, independence and care and support for people with long term conditions
  - Improve mental health and wellbeing of the population
    - Protect vulnerable people from harm
    - Support people to die in the place of their choice with the care and support that they need



21. The Adults, Wellbeing and Health and Children and Young Peoples Overview and Scrutiny Committees will continue to be consulted and engaged on the development of the revised Joint Strategic Needs Assessment and Joint Health and Wellbeing Strategy as appropriate.

### **Clinical Commissioning Groups**

22. In January 2013, Durham Dales Easington and Sedgefield (DDES) Clinical Commissioning Group was authorised by the NHS Commissioning Board to take on budgetary responsibility for its local population. North Durham Clinical Commissioning Group was granted authorisation in March 2013.
23. Both Clinical Commissioning Groups have developed their commissioning intentions for 2013/14 and these were presented to the Shadow Health and Wellbeing Board in March 2013. Joint priorities have been aligned to the Joint Health and Wellbeing Strategy.
24. Durham County Council is working collaboratively with both Clinical Commissioning Groups to develop a system-wide improvement to a number of services, including intermediate care services and continuing healthcare.

### **Local Healthwatch**

25. Local Healthwatch will give citizens and communities a stronger voice to influence and challenge how health and social care services are provided within their locality.
26. The contract for Local Healthwatch in County Durham was awarded to the Carers Federation and became effective on 1<sup>st</sup> April 2013. The Healthwatch Programme Manager is Jayne Bell and the Project Manager for County Durham is David Logan.
27. Local Healthwatch is a statutory member of the Health and Wellbeing Board from April 2013 and will attend all future meetings. The role of Local Healthwatch will be key in ensuring that the views of service users and patients are fed into the development of the revised Joint Strategic Needs Assessment and Joint Health and Wellbeing Strategy.
28. A transition plan was developed and implemented to ensure a smooth handover process from the Local Involvement Network to the Carers Federation.

### **NHS complaints advocacy**

29. From 1<sup>st</sup> April 2013, as part of the Health and Social Care Act 2012, the NHS Independent Complaints Advocacy Service was commissioned by local authorities for their local areas. The service supports people who wish to make a complaint about their NHS care or treatment.
30. The Carers Federation has been awarded the contract to provide the regional complaints advocacy service (with the exception of Northumberland) from April 2013. This organisation already provided this service in the North East prior to April 2013.

31. Gateshead Borough Council is taking the lead commissioner role for the North East councils for the NHS Independent Complaints Advocacy Service.

### **Public health funding**

32. On 10<sup>th</sup> January 2013, Durham County Council received its ring-fenced budget allocations for a two-year period from April 2013. The allocation is £44.5m for 2013/14 and £45.8m for 2014/15, which is seen as positive for County Durham. This reflects a 2.8% increase between the years; however this is below the average growth figure of 5.5%
33. Public health budget allocations for the other councils in the North East were also seen as positive for 2013/14 and 2014/15.
34. There continues to be concerns over future public health allocations and how the government will calculate the allocations from 2015/16. Work is ongoing through the Advisory Committee on Resource Allocations (ACRA) to develop the new formula for future allocations.

### **Public health contracts**

35. A workshop with public health service providers took place in January 2013 and presentations were delivered by the Director of Public Health County Durham, the Head of Commissioning for Children and Adults Services at Durham County Council and the Head of Strategic Commissioning and Health Partnerships at Darlington Borough Council.
36. Providers were given information on the new NHS landscape and new public health responsibilities for local authorities, an update on transition arrangements, and an opportunity for discussion and questions.
37. Interim contracts have been issued for 2013/14 and the terms and conditions broadly follow Department of Health guidance.

### **Transfer of public health functions and staff to Durham County Council**

38. The Director of Public Health delegations have been included in the annual review of the Durham County Council Constitution, which was presented to Cabinet on 13<sup>th</sup> March 2013 and Full Council on 20<sup>th</sup> March 2013.
39. A public health legacy document was produced by the Director of Public Health County Durham, to ensure the safe handover of the Primary Care Trust public health responsibilities to Durham County Council from 1<sup>st</sup> April 2013. The document included the five mandated functions (listed below) and outlined the responsibility for commissioning a range of services based on the needs of the population:
- Taking steps to protect the health of the population
  - Access to sexual health services
  - National child measurement programme
  - NHS health checks
  - Specialist public health support to NHS commissioners

40. In addition, the council is now responsible through the Director of Public Health for elements of health protection including healthcare acquired infections, communicable disease outbreaks, aspects of the response to major incidents where there is a risk to the health of the public and oversight of all immunisations and screening programmes.
41. A due diligence exercise will be completed by the end of April 2013 to provide assurance that the transition process has been successfully carried out by Durham County Council.
42. All public health staff are now located within County Hall. An induction programme ensured that public health colleagues had the necessary knowledge in relation to local government processes and arrangements, to enable a smooth transition to the Council.

### **Medical Examiner Role**

43. Following the passing of the Health and Social Care Act 2012, responsibility for the provision of Medical Examiners will transfer from Primary Care Trusts to local authorities from April 2014.
44. A Medical Examiner is a medically qualified officer whose duty is to investigate (as necessary) deaths and injuries which occur under unusual or suspicious circumstances. The role of the Medical Examiner is to determine cause of death and issue death certificates, working with the coroner's office.
45. The Head of Legal and Democratic Services will be forming a project team to advance this matter, on the understanding that further information will be made available after April 2013.

### **Conclusion**

46. It has been a challenging time for all organisations involved in the new NHS landscape. The speed of the NHS reforms has been fast and a great deal of work has been carried out in partnership to meet the provisions in the Health and Social Care Act 2012.
47. This has included the transfer of public health staff and functions from County Durham and Darlington Primary Care Trust to the two local authorities (Durham County Council and Darlington Borough Council), establishing a Health and Wellbeing Board for County Durham, producing a Joint Strategic Needs Assessment and a Joint Health and Wellbeing Strategy for County Durham, creating Clinical Commissioning Groups, establishing Local Healthwatch and contracting an NHS Independent Complaints Advocacy Service.

## **Recommendations**

48. Cabinet is recommended to:
- Accept the report and agree that further quarterly reports are submitted to Cabinet for the next twelve months in order to update Cabinet on any further or emerging issues linked to transition.

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**Contact: Peter Appleton, Head of Planning and Service Strategy**  
**Children and Adults Services**  
**Tel: 03000 267 381**

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## **Background Documents**

There are no background documents for this report.

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## Appendix 1 - Implications

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**Finance** – Durham County Council has received a ring-fenced budget for public health for 2013/14 and 2014/15. Beyond April 2015, the level of public health funding for County Durham may be reduced.

**Staffing** – Public health staff have now successfully transferred to Durham County Council from NHS County Durham.

**Risk** – The risks involved in the transfer of public health functions from NHS County Durham to Durham County Council were monitored throughout the transition phase and the necessary controls, evidence and quality assurance were in place to ensure a successful transfer.

**Equality and Diversity / Public Sector Equality Duty** – Under provisions in the Health and Social Care Act, the Secretary of State, the NHS Commissioning Board and Clinical Commissioning Groups will have a duty to reduce health inequalities.

Equality Impact Assessments are carried out as part of the development of the Joint Strategic Needs Assessment and Joint Health and Wellbeing Strategy.

**Accommodation** – Suitable accommodation has been provided for the public health staff who transferred to Durham County Council from NHS County Durham and Darlington.

**Crime and Disorder** – The Joint Strategic Needs Assessment considers the wider determinants of health and wellbeing within a local authority's area, including crime and disorder issues and signposts to the Safe Durham Partnership Strategic Assessment.

The Director of Public Health County Durham has a role to work with the Police and Crime Commissioner to promote safer communities.

**Human Rights** – There are no direct implications.

**Consultation** – The government has consulted with patients and professionals on the NHS reforms and key policy in relation to public health reform. Local consultation has taken place in the development of the Joint Health and Wellbeing Strategy.

**Procurement** – The commissioning of public health services from 1<sup>st</sup> April 2013 has been taken into account and will be reviewed again towards the end of the current financial year.

**Disability Discrimination Act** – There are no direct implications.

**Legal Implications** – Durham County Council's Constitution has been updated to take account of provisions in the Health and Social Care Act 2012.

## Appendix 2 - Key Milestones

<b>Date</b>	<b>Key Milestones</b>
<b>April 2013</b>	<p>Strategic Health Authorities and Primary Care Trusts are abolished</p> <p>NHS Commissioning Board (NHS CB) takes on its full functions</p> <p>NHS Trust Development Authority takes over Strategic Health Authority responsibilities for the foundation trust 'pipeline' and for the overall governance of NHS Trusts</p> <p>Public Health England established as an executive agency of the Department of Health</p> <p>New clinical commissioning system is set up across England and all 211 Clinical Commissioning Groups are ready to take up their statutory responsibilities on behalf of local communities</p> <p>Formal commissioning arrangements implemented between Public Health England, NHS CB, Clinical Commissioning Groups and local authorities</p> <p>Health and Wellbeing Boards assume statutory responsibilities</p> <p>Local authorities will have a duty to improve the health of their populations</p> <p>Local authorities will take formal responsibility for commissioning the NHS Independent Complaints Advocacy Service</p> <p>Local public health budgets allocated</p> <p>Monitor's licensing regime is fully operational</p> <p>Local authorities take responsibility for Directors of Public Health and their functions</p> <p>Launch of Local Healthwatch</p>
<b>April 2014</b>	<p>The majority of remaining NHS Trusts will be authorised as Foundation Trusts - if any trust is not ready, it will continue to work towards Foundation Trust status under new management arrangements</p> <p>Local Medical Examiner service transferred to local authorities</p>
<b>April 2016</b>	<p>Monitor's transitional powers of oversight over Foundation Trusts will be reviewed</p>

Cabinet

6 February 2013

Alcohol Harm Reduction Strategy 2012-15



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**Report of Corporate Management Team**

**Rachael Shimmin, Corporate Director of Children & Adults Services**

**Anna Lynch, Director of Public Health County Durham**

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

**Councillor Morris Nicholls, Cabinet Portfolio Holder for Adult Services**

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

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**Purpose of the Report**

1. This report provides an update on the County Durham Alcohol Harm Reduction Strategy 2012-15.

**Background**

2. The Government's Drug Strategy *Reducing Demand, Restricting Supply, building Recovery: Supporting people to live a drug free life* was published in 2010. One of the key themes was to increase the number of people recovering from dependence of all drugs including alcohol.
3. The *Government's Alcohol Strategy* which was published in March 2012, it aims to:
  - tackle the availability of cheap alcohol
  - work with the alcohol industry and regulators on advertising standards
  - give a range of tools and powers to enable local agencies to work more effectively with the licensed trade
  - secure the alcohol industry's support to change individual drinking behaviour by building on the Responsibility Deal
  - support individuals to make informed choices

The partnership approach to tackling alcohol related harm in County Durham was identified as a model of good practice following the publication of the Government's Alcohol Strategy and is available on the Alcohol Learning Centre website.

4. The Safe Durham Partnership launched its initial three-year Alcohol Harm Reduction Plan in July 2009 and established a multi-agency Strategic Alcohol Group to drive forward its implementation. The group is accountable to the Safe Durham Partnership, but also reports to the Health and Wellbeing Partnership. The Alcohol Harm Reduction Strategy was underpinned by an action plan which has been reviewed annually. Progress against actions is monitored at the three subgroups - Alcohol Prevention, Alcohol Control and Alcohol Treatment.
5. In 2010/11 the total annual investment secured across the partnership was £4.6million. The local work has been informed by a comprehensive health needs assessment which has been used to inform the Joint Strategic Needs Assessment.
6. Examples of Achievements from 2009-12 are presented in Section 8 of the draft strategy and include:

**Prevention** - chaired by Durham County Council

- investment into Balance - the regional alcohol office who lead on integrated marketing campaigns, work with the media to highlight the impact of alcohol, provide analysis of key issues such as the impact of alcohol on ambulance call-outs, coordinate and deliver learning across the North East.
- implementation of the national segmentation work to inform a local social marketing plan to work with priority groups e.g. wine lovers campaign, calories and alcohol, alcohol in the night-time economy, alcohol awareness amongst the public sector workforce
- training of over 3,900 frontline practitioners in alcohol awareness and Identification and Brief Advice including GPs, pharmacists, children's workers, fire service personnel, police officers and housing officers.
- Implementation of a social norms programmes in schools within high impact localities

**Treatment** – chaired by County Durham PCT

- an enhanced alcohol service was implemented in 2009/10 with GP practices across County Durham; 88% of GP practices participated and since its implementation 14,365 patients have been screened.
- alcohol screening within pharmacies has also been commissioned to target those accessing for a range of conditions as well as for those accessing for emergency contraception.
- the County Durham Community Alcohol Service (CAS) is delivered by a range of providers including the NHS, Social Care, Probation, voluntary sector, independent providers and a local co-operative. The service is made up of integrated teams and includes a dedicated hospital based team to reduce alcohol admissions. There is a dedicated service to support families. CAS was reviewed in 2011/12 to ensure it was working effectively, meeting the needs identified within the Alcohol Health Needs Assessment and able to respond to the national recovery agenda. Since the launch of the last strategy in 2009, 1478 adults have successfully completed treatment.



- the criminal justice team within the Community Alcohol Service lead on the link with the courts to deliver alcohol treatment requirement orders (ATRs) and provide alcohol programmes within HMP Durham prison. An alcohol arrest referral scheme is also being piloted.
- the Durham Recovery and Wellbeing Centre was launched in 2010/11 to provide support for those leaving alcohol services who are abstinent. The centre provides a community drop in facility, promotes mutual aid and provides opportunity for education and training. Peer mentors are key to the success of the centre.
- the Alcohol Education team in HMP Durham and HMP Low Newton offers alcohol specific information on risks to health, offending and family issues.
- the Young Peoples' Substance Misuse Service in County Durham is called the 4Real Service. Within the 4Real Service there are Alcohol Brief Intervention Workers which are used for early intervention with young people where they are at risk of harm due to alcohol. A review of the 4Real service has just been completed and a new model of operation is being implemented.

#### **Control** - chaired by Durham Constabulary

- Operation StaySafe has operated across the County by Neighbourhood Policing Teams together with Partners. These operations are used to target young people who may be vulnerable due to taking alcohol / drugs. A young person is taken to a place of safety and their parent/carer is contacted to collect them, they also receive brief intervention advice from 4Real- the Young Persons' Drug and Alcohol Service.
  - Community Alcohol Partnership (CAP) is currently being piloted in the Stanley area. It aims to tackle harm caused by alcohol through co-operation between alcohol retailers and local stakeholders, such as trading standards, police, local authority licensing teams, schools and health networks.
  - there is a new co-located licensing team (Trading Standards, Council and Police Licensing and Environmental Health) established to focus on reducing the harms caused by alcohol.
  - Best Bar None continues to develop across the main night-time economy areas of the County.
  - the implementation of the 'Cardiff model' to identify violence and alcohol related A&E attendances. The anonymous data is shared with police to inform licensing decisions for pubs and clubs.
7. The Alcohol Harm Reduction Strategy needed to be refreshed in light of the new Government Strategy, findings from the Alcohol Health Needs Assessment as well as progress from the previous three years.

8. A stakeholder event was held in May 2012 with professionals, council members and officers, service users and carers to refresh the local strategy. The day included a presentation on the alcohol profile in County Durham and a showcase of the achievements to date. Stakeholders provided feedback on the current objectives and identified areas for action for the forthcoming years. These are highlighted in section 10 of the draft strategy.
9. The aim of the Strategy is *to reduce the harm caused by alcohol to individuals, families and communities in County Durham while ensuring that people are able to enjoy alcohol responsibly.*
10. The refreshed Strategy has 8 strategic objectives under the three themes of the Strategy:

### **Prevention**

- To raise **public awareness** in County Durham of the harm caused by alcohol by promoting consistent messages about drinking.
- Provide specific targeted **training and education** to support individuals, professionals, communities and local businesses to address the harm caused by alcohol.
- Engage with **children and young people** to develop age and gender specific information, activities, services and education to prevent alcohol related harm.

### **Control**

- Increase the gathering, sharing and use of **intelligence** to reduce the number of alcohol related incidents impacting upon communities.
- Engage with licensees and target licensed premises where necessary to ensure that **licensed premises** are managed responsibly.
- Ensure a coordinated approach to policy development, planning and **adoption of legislation**.

### **Treatment**

- Commission and deliver effective **treatment and recovery services** in line with national guidance and undertake work to identify the needs of particular groups where the data is limited e.g. pregnant women.
  - Involve and **support young people, families and carers** (including young carers) living with alcohol related issues in order to break the cycle of alcohol misuse.
11. The Strategy is also underpinned by some key performance indicators (Appendix 2 of the draft Strategy) which are monitored by the Alcohol Harm Reduction Group on a quarterly basis and reported to the Safe Durham Partnership.

12. The draft strategy has been presented to the Alcohol Harm Reduction Group and Safe Durham Partnership. It has been circulated for comment amongst stakeholders.
13. The strategy was approved formally by the Safe Durham Partnership and was publicly launched in the week commencing 19<sup>th</sup> November 2012 to coincide with Alcohol Awareness Week.

### **Recommendations**

14. Cabinet is asked to:
  - Approve the County Durham Alcohol Harm Strategy 2012-15
  - Note the progress made since the launch of the County Durham Alcohol Harm Strategy 2009-12
  - Note the three themes and eight strategic objectives of the new strategy.

### **Background papers**

Draft Alcohol Harm Reduction Strategy 2012-15: October 2012

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**Contact: Claire Sullivan, Consultant in Public Health**  
**Tel: 0191 3717674**

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## **Appendix 1: Implications**

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### **Finance**

An Action Plan has been developed to support the delivery of the Alcohol Harm Reduction Strategy. Funding of a dedicated alcohol prevention budget will end in April 2013 as this was non-recurrent investment from the Health & Wellbeing Partnership. The commissioning of alcohol treatment services will become the responsibility of Durham County Council from April 2013 and recurring commitments will be funded from the Council public health allocation. A dedicated Alcohol Unit is now established led by Durham Constabulary to implement the Control elements of the action plan.

### **Staffing**

The Plan will be implemented using existing resources. Durham County Council will contribute to the delivery of the strategy in partnership with other responsible authorities. A dedicated alcohol coordinator is in post jointly funded between Durham County Council and County Durham PCT and a dedicated Alcohol lead within Durham Constabulary has also been identified.

### **Risk**

No adverse implications.

### **Equality and Diversity**

An impact assessment has been undertaken on the Alcohol Harm Reduction Strategy 2012-15.

### **Accommodation**

No adverse implications.

### **Crime and disorder**

The Alcohol Harm Reduction Strategy 2012-15 objectives outline the priorities for tackling alcohol related crime and disorder in County Durham.

### **Human rights**

No adverse implications.

### **Consultation**

Consultation with the community and stakeholders has been undertaken as part of the plan's refresh.

### **Procurement**

No adverse implications.

### **Disability Discrimination Act**

No direct adverse implications.

### **Legal Implications**

No adverse implications.

**Appendix 2: Draft Alcohol Harm Reduction Strategy 2012-15**

**See attached document**

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The Safe Durham Partnership

*Altogether safer*

**Alcohol Harm Reduction  
Strategy  
2012-2015  
Executive Summary**

Altogether  
**safer**

## **Vision**

Our overall vision for this strategy is:

To reduce the harm caused by alcohol to individuals, families and communities in County Durham while ensuring that people are able to enjoy alcohol responsibly.

## **Key Objectives**

In order to achieve the vision we have set eight key objectives under three themes.

### **Prevention**

1. To use targeted approaches to raise public awareness in County Durham of the harm caused by alcohol by promoting consistent messages about drinking.
2. Provide specific targeted training and education to support individuals, professionals, communities and local businesses to address the harm caused by alcohol.
3. Engage with children and young people to develop age and gender specific information, activities, services and education to prevent alcohol related harm.

### **Control**

4. Increase the gathering, sharing and use of intelligence to reduce the number of alcohol related incidents and alcohol related offending impacting upon communities.
5. Engage with licensees and target licensed premises where necessary to ensure that licensed premises are managed responsibly.
6. Ensure a coordinated approach to policy development, planning and adoption of legislation.

### **Treatment and Recovery**

7. Commission and deliver effective treatment and recovery services in line with national guidance and undertake work to identify the needs of particular groups where the data is limited e.g. pregnant women.
8. Involve and support young people, families and carers (including young carers) living with alcohol related issues in order to break the cycle of alcohol misuse.

## **Alcohol Profile in County Durham**

The Cost of Alcohol Harm in County Durham (Source: Balance)

Nationally alcohol misuse is estimated to cost society around £22.1 billion per year. The estimated cost in County Durham is £189.73million with a cost per



head of population at £371. This is broken down to NHS £48.94m, Crime £59.63m, workplace £63.61m and Social Services £17.55m.

### Prevalence of Alcohol Harm in County Durham

County Durham has high levels of hazardous, harmful and binge drinking. Hospital admission rates as a result of alcohol has been rising steadily, however the rate of the increase is starting to slow down. Hospital admission rates as a result of alcohol are significantly higher for both males and females compared to the rate for England but are not as high as the regional average. Alcohol misuse is greater among men than women. County Durham also has one of the highest rates of alcohol specific hospital admission for young people under the age of 18 years nationally; the rank for County Durham is 315/326 Local Authorities. The mortality rate, as a result of alcohol in County Durham is not significantly different to England or the North East.

Alcohol related crime has risen slightly from 8.5% in 2010/11 to 9.5% in 2011/12. Alcohol related anti-social behaviour (ASB) reported to Durham Constabulary accounted for approximately 16% of all recorded anti-social behaviour in the last 3 years. The number of ASB incidents is reducing but the percentage of alcohol related ASB is increasing. Recent perception data captured via the Police Confidence Survey shows that 15.4% of residents in County Durham perceive drunk rowdy behaviour as a problem.

Some of the social Impacts of alcohol include poor parenting, family breakdown, domestic abuse and worklessness. Alcohol also continues to have strong links with sexual violence, drink driving and road traffic accidents

### Particular priority groups include:

Older people, children and young people, some ethnic groups, veterans, lesbian, gay, bisexual and trans communities (LGBT), homeless, those with dual diagnosis together with substance misuse or mental health problems, pregnant women and offenders.

### **Examples of Achievements from 2009-12 include:**

- 3591 frontline staff trained in alcohol screening and delivery of brief advice.
- a social marketing plan was developed to target specific segments of society. For example a campaign was targeted at females aged 25-44 years concerned with weight and calories in relation to alcohol.
- the development of a Fire Death Protocol resulted in the Community Alcohol Service referring direct to the Fire & Rescue Service
- 88% of GP practices within County Durham participated in the Locally Enhanced Service. Since 2008/9 GP's have screened 26507 patients and delivered 2911 brief interventions.
- a referral pathway for any young people admitted to hospital or attending A&E due to alcohol has been developed with the County Durham and Darlington Foundation Trust.

- the Community Alcohol Service (CAS) has been reviewed to ensure it is working effectively, meeting the needs identified within the Alcohol Health Needs Assessment and able to respond to the national recovery agenda. Since the launch of the last strategy in 2009, 1478 adults have successfully completed treatment.
- Durham Recovery and Wellbeing Centre (DRAW) opened in September 2011. It promotes wellbeing and supports people to stay in recovery; the centre offers a community drop in facility that promotes mutual aid and further development of the new social networks.
- an Alcohol Treatment Scheme was implemented for those subject to Alcohol Treatment Requirement Orders. The aim is to divert people from custody to an alcohol structured programme delivered jointly by Durham Tees Valley Probation Trust and NECA. This scheme received national recognition from the Butler Trust.
- the Alcohol Education team in HMP Durham and HMP Low Newton offers alcohol specific information on risks to health, offending and family issues.
- a Community Alcohol Partnership (CAP) is currently being piloted in the Stanley area. It tackles harm caused by alcohol through joint working between alcohol retailers, local stakeholders, such as trading standards, police, local authority licensing teams, schools and health networks.
- alcohol arrest referral work has been running as a pilot in County Durham for those who have been arrested as a result of alcohol.
- there is a new co-located Alcohol Harm Reduction Unit (comprising of Trading Standards, Durham County Council, Police Licensing and Environmental Health). It will share intelligence to reduce the harms caused by alcohol.
- Best Bar None is a national award scheme aimed at reducing alcohol related crime and disorder in a town centre by building positive relationships across the licensed trade, police and local authorities.
- Drink Driving leaflets have been developed by the partnership and distributed throughout the Christmas period by Traffic Police to individuals found to be below the legal limit but still with alcohol in their system.
- Operation StaySafe has operated across the County by Neighbourhood Policing Teams together with Partners. These operations are used to target young people who may be vulnerable due to taking alcohol / drugs. A young person is taken to a place of safety and their parent/carer is contacted to collect them, they also receive brief intervention advice from 4Real- the Young Persons' Drug and Alcohol Service.
- in December 2011 a campaign was launched across the County to highlight the impact that one drunken punch can have on both the victim and offender. 'Punched Out Cold' was launched in Bishop Auckland in the lead up to Christmas and was expanded to cover the rest of County Durham in early 2012.

### **Future plans include:**

- utilise social marketing techniques to raise awareness about the harms of alcohol and instigate behaviour change amongst priority groups
- support the 3 Towns Area Action Partnership (rural communities) to implement the community action plan to address anti-social behaviour linked to underage drinking funded nationally by Baroness Newlove
- work with Durham's Local Safeguarding Children's Board to deliver work on the relationship between alcohol and sexual exploitation
- implement a social norms approach to change perceptions and behaviour related to alcohol and reduce demand for alcohol amongst children and young people
- work with schools and families to promote awareness of the risks associated with alcohol use by young people
- support Health Networks and the Voluntary and Community Sector to implement local alcohol related activities
- ensure that activities for young people are developed and/or sustained to divert young people from drinking alcohol
- develop plans to address the issue of proxy sales based on local research
- support workplaces to address alcohol use amongst their workforce
- improve the quality of data capture to understand the full impact of alcohol on anti-social behaviour, crime, offending and re-offending, including in accident and emergency settings
- use intelligence led approaches to inform effective multi-agency based problem solving around people, premises and places
- make effective and appropriate use of enforcement powers
- carry out a co-ordinated and targeted approach to the "policing" of the night time economy
- improve the flow of intelligence between treatment services and the Alcohol Harm Reduction Unit
- Commission an alcohol diversion scheme for binge drinkers who are arrested with an eligible alcohol related offence
- continue to develop Best Bar None
- support the Police to implement their action plan on alcohol to improve Durham Constabulary's response to alcohol related crimes and incidents including the development of alcohol champions across the Constabulary and acting as a national pilot for the development of alcohol tactical advisors
- further develop the understanding on the links between alcohol and child sexual exploitation
- ensure that we target premises where irresponsible drinks promotions are taking place
- develop a multi agency policy and operating procedures for dealing with under 18 events in licensed premises
- manage process required to implement new legislation including Early Morning Restriction Orders, the Late Night Levy and cumulative impact policies
- Work with the Police and Crime Commissioner to ensure that funding is allocated to reduce alcohol related crime and anti-social behaviour

- target service development towards priority groups to improve access to treatment including males within the 25-44 age group
- undertake further work to understand alcohol misuse in particular groups such as older people, gypsies and travellers, homeless, pregnant women, those with dual diagnosis, LGBT and veterans
- improve the quality of data recording in all settings including the recording of attendances for alcohol misuse in accident and emergency departments
- increase the number of adults and young people accessing and successfully completing treatment
- ensure a seamless transfer of the commissioning of alcohol services into Durham County Council and seize opportunities for alignment with drugs services
- listen to the views of users and carers to continually improve the quality of services
- support County Durham and Darlington Foundation Trust to implement the hospital based alcohol action plan
- evaluate projects including alcohol screening and delivery of brief advice in primary care and pharmacy settings and the Durham Recovery and Wellbeing Centre (DRAW)
- work with Clinical Commissioning Groups to raise the profile of alcohol and provide increased support for those individuals who are repeatedly admitted to hospital as a result of alcohol
- Further develop the work on recovery including recruiting, training and supporting peer mentors
- undertake work to understand the transition of young people to adult treatment services

## **Governance and Performance Management Framework**

The performance management framework aligns to the priorities identified by the Safe Durham Partnership. Each of the priorities is supported by a thematic group with responsibility for delivering improvements. The Alcohol Harm Reduction (AHR) group is a sub group of the Safe Durham Partnership. It also reports on a six monthly basis to the Children and Families Trust and progress of the strategy will also be reported to the Health and Wellbeing Board.

The Alcohol Harm Reduction Group considers a quarterly performance report which contains a range of indicators. The Alcohol Harm Reduction Group maintains an action plan appropriate to the issues raised from the performance report. Any key issues are escalated to the Safe Durham Partnership Board. Further information is provided within the alcohol harm reduction performance framework and actions plan which is available separately.

The Safe Durham Partnership

*Altogether safer*

# **Alcohol Harm Reduction Strategy 2012-2015**

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## Foreword

### Welcome to the County Durham Alcohol Harm Reduction Strategy



Nationally and locally we have witnessed the increasing harm caused by alcohol to individuals, families and communities. Whilst alcohol can be used for enjoyment and relaxation it is also associated with a wide range of problems including anti-social behaviour, family breakdown, violence, worklessness, ill health and early death.

We know that access to cheap alcohol is a major problem and we are delighted the Government has made the commitment to introduce a minimum unit price for alcohol. We know that the current economic climate may have an impact on families and individuals may turn to alcohol as a coping mechanism.

At the same time we have and will continue to have significant reductions in public sector spending in the County and therefore we need to work efficiently to ensure our local demand is met. Early investment in prevention services is critical to prevent costly, long term provision.

The County Durham Alcohol Harm Reduction Strategy brings together agencies from across the County to coordinate activities and avoid duplication. The strategy has been developed with a range of partners following an event held on May 25<sup>th</sup> 2012 and builds upon the excellent achievements of our previous strategy. We are delighted that County Durham has been recognised as a case study nationally for our strategic approach to tackling alcohol. We would like to thank all those that have been involved to date and encourage more of you to become involved in the work in implementing this strategy over the next three years.

It is our intention through the Safe Durham Partnership and the Health and Wellbeing Board to work together to make a real difference to the lives of people in County Durham. By working together we will maximise our opportunity to reduce alcohol related harm and improve the quality of life for people in County Durham. It is for this reason that we commend this strategy to all of our partners.

Handwritten signature of Rachael Shimmin in cursive.

**Rachael Shimmin**  
**Chair of the Safe Durham Partnership**

Handwritten signature of Lucy Hovvels in cursive.

**Councillor Lucy Hovvels**  
**Portfolio Holder for Safer and Healthier Communities, Durham County Council**



## 1. Objectives of the Strategy

### Vision

Our overall vision for this strategy is:

To reduce the harm caused by alcohol to individuals, families and communities in County Durham while ensuring that people are able to enjoy alcohol responsibly.

### Key Objectives

In order to achieve the vision we have set eight key objectives under three themes.

#### Prevention

1. To use targeted approaches to raise public awareness in County Durham of the harm caused by alcohol by promoting consistent messages about drinking.
2. Provide specific targeted training and education to support individuals, professionals, communities and local businesses to address the harm caused by alcohol.
3. Engage with children and young people to develop age and gender specific information, activities, services and education to prevent alcohol related harm.

#### Control

4. Increase the gathering, sharing and use of intelligence to reduce the number of alcohol related incidents and alcohol related offending impacting upon communities.
5. Engage with licensees and target licensed premises where necessary to ensure that licensed premises are managed responsibly.
6. Ensure a coordinated approach to policy development, planning and adoption of legislation.

#### Recovery Treatment

7. Commission and deliver effective treatment and recovery services in line with national guidance and undertake work to identify the needs of particular groups where the data is limited e.g. pregnant women.
8. Involve and support young people, families and carers (including young carers) living with alcohol related issues in order to break the cycle of alcohol misuse.

### Key Performance Indicators

To measure our overall performance towards meeting these objectives we have set 20 key performance indicators (Appendix 2). These include

- Increase the number of schools that undertake social norms work.

- Reduce the rate for alcohol related hospital admissions.
- Increase the number of people in treatment (adults and young people).
- Reduce the perception of people, including youths, drinking which causes nuisance / intimidation / racial abuse.
- Reduce the percentage of alcohol related violent crime.
- Reduce the percentage of alcohol related anti-social behaviour incidents.

## 2. Definitions

The Department of Health defines alcohol misuse into three categories:

**Hazardous drinking (also known as increasing risk)** - these people are drinking above recognised sensible levels but not yet experiencing harm. Increasing risk limits are defined by the Department of Health as drinking more than 3-4 units a day for men and more than 2-3 units a day for women on a regular basis.

**Harmful drinking (also known as higher risk drinking)** - this group are drinking above recommended levels for sensible drinking and experiencing physical and/or mental harm. Higher risk drinking is classified as the regular consumption of more than 8 units a day for a man (more than 50 units a week) or more than 6 units per day for a woman (more than 35 units a week). Individuals categorised as higher risk drinkers are not dependent on alcohol.

**Dependent drinkers** - this group are drinking above recommended levels, experiencing an increased drive to use alcohol and feel it is difficult to function without alcohol. Dependent drinking can be sub-divided into two categories; moderate dependence and severe dependence, traditionally known as chronic alcoholism.

In addition binge drinking is defined as drinking at least twice the daily recommended amount of alcohol in a single drinking session (8 or more units for men and 6 or more units for women). Binge drinking usually refers to people drinking a lot of alcohol in a short space of time or drinking to get drunk.

Lower risk drinking is defined as men drinking no more than 3-4 units a day and women drinking no more than 2-3 units a day on a regular basis.

## Units of Alcohol

One unit of alcohol equates to 10ml of pure alcohol. This means that alcoholic drinks contain different units due to their type, strength and size. Examples of unit contents are below.



Following the launch of the National Alcohol Strategy in March 2012 the Government has asked the Chief Medical Officer to oversee a review of alcohol guidelines for adults to include separate advice on the amount of alcohol to be drunk on one occasion and for people over 65 years.

### 3. Policy Drivers

#### 3.1 National

The **Government's Alcohol Strategy** was published in 2012 and aims to:

- tackle the availability of cheap alcohol by the introduction of minimum unit price, consulting on multi-buy promotions in the off-trade and targeting problems of irresponsible drinks promotions in pubs and clubs,
- work with the alcohol industry and regulators on advertising standards,
- give a range of tools and powers to enable local agencies to work more effectively with the licensed trade. This will include measures to close premises, restrict alcohol sales late at night, introduction of a late night levy to fund community policing, control the density of premises licensed to sell alcohol and trial sobriety schemes,
- secure the alcohol industry's support to change individual drinking behaviour by building on the Responsibility Deal, and
- support individuals to make informed choices about health and responsible drinking by reviewing alcohol guidelines for adults, including alcohol screening in NHS health checks, investing in social marketing and provide evidence for local investment in alcohol interventions and treatment services for offenders.

The **Government's Drug Strategy Reducing Demand, Restricting Supply, Building Recovery: Supporting people to live a drug free life** was published in 2010 and focused on the dependence of all drugs, including alcohol. It has five key themes:

- reducing demand,
- restricting supply,
- building recovery in communities,
- reducing illicit and other harmful drugs, and
- increasing the numbers of people recovering from dependence.

The **Police Reform and Social Responsibility Act 2011** will introduce:

- a Police and Crime Commissioner in each police force area,
- a Late Night Levy,
- Early Morning Restriction Orders,
- Public Health as a responsible authority in licensing decisions,
- the possibility of health becoming a fifth licensing objective to aid in the creation of Cumulative Impact Policies,
- a reduced evidential burden on Licensing Authorities from current arrangements where the authority needs to demonstrate that no fewer steps would suffice for the promotion of the licensing objectives to the licensing authority now being required to demonstrate that the actions are suitable for the particular condition, occasion or place, and
- tackling underage sales by increasing the fine for persistently selling to children and the length of closure.

**Working Together to Safeguard Children 2010** sets out how practitioners and frontline managers should work together to safeguard and promote the welfare of children and in particular is directed to:

- organisations that are responsible for commissioning or providing services to children and adults who are parents/carers, and
- organisations that have a particular responsibility for safeguarding and promoting the welfare of children.

The **Health and Social Care Act 2012** strengthens Health and Wellbeing Boards to provide local democratic legitimacy by bringing together locally elected and accountable councillors, directors of adult social services, children's services, public health, Clinical Commissioning Groups (CCGs). Patients' views will be obtained by the establishment of Health Watch.

The Act also gives responsibility for the commissioning of drug and alcohol services to local authorities from April 2013.

The green paper **Breaking the Cycle: Effective Punishment, Rehabilitation and Sentencing of Offenders** was published on 7 December 2010 and was followed by a 12 week consultation period that ended on 4 March 2011. The Government response to the paper sets out how the Government intend to take forward plans to reform the Criminal Justice System, to deliver more effective punishment of offenders, greater reparation to victims and break the cycle of crime. The main actions described in the response relevant to the alcohol harm reduction agenda are:

For offenders in custody:

- move to a system focused on recovery which does not maintain heroin users on prescription alternatives such as methadone, unless absolutely necessary,
- pilot drug recovery wings providing short-sentenced, drug-dependent prisoners with continuity of treatment between prison and the community, and
- increase security measures to reduce the supply of drugs and alcohol into prison and promote drug free environments.

For offenders on non-custodial sentences:

- explore options for intensive drug and alcohol treatment based accommodation,
- continue to work with the eight local areas already announced as pilots for a payment by results approach for drugs and alcohol recovery,
- work with the Department of Health and the Home Office to pilot and roll out liaison services for adults in police custody and at courts by 2014,
- for young people six pilots have been in operation for the last two years. Create a further 30 sites, with the long term aim being to roll this approach out nationally, and
- offenders with severe mental health problems require a different approach and further details will be published later this year.

The **Licensing Act 2003** created a single process for licensing premises which are used for sale or supply of alcohol, providing regulated entertainment or late night refreshment. At the same time the responsibility of licensing transferred to unitary and upper-tier authorities. All licensing authorities, in their decision making, must promote the four licensing objectives: prevention of crime and disorder, prevention of public nuisance, public safety and the protection of children from harm. Licensing authorities must issue a Licensing Policy Statement.

### 3.2 Regional

As a region, the North East continues to consume too much alcohol. As a result, we suffer some of the worst alcohol-related health harms in England. Despite small reductions in sales of alcohol in the last few years nationally, we drink twice as much as we did in the 1950s, with the average intake per person rising from 5 litres to almost 11 litres a year of pure alcohol a year and those that do drink, drink more.

Balance, the regional alcohol office for the North East, carried out a public opinion survey across the North East where almost half of men and a third of women admitted to drinking over the recommended limits.

The consequences of those levels of consumption are predictable. In the North East we have:

- the highest rate of alcohol related hospital admissions in England,
- the highest rate of deaths from alcoholic liver disease, with cases of alcohol related liver disease increasing at alarming rates amongst 30-34 year olds – over 400% in just eight years<sup>1</sup>, and
- the highest rate of under 18s in treatment for alcohol problems.

Nationally, whilst we have the lowest alcohol related crime rates in England, around 50% of all violent crime is estimated to be alcohol related<sup>2</sup>. 96% of people from the North East associate drink with anti-social behaviour.

The majority of people in the North East already support minimum unit price, with 57% of people in Durham supporting its introduction. Public support for restrictions on advertising is even higher. Three quarters of adults in Durham want to see greater protection for their children with the introduction of a ban on alcohol advertising on television before the 9pm watershed. Balance will work with its partners to build on that public support to ensure that the North East begins to turn back the tide of alcohol harm<sup>3</sup>.

At Balance, the priorities are to focus on those measures which independent international evidence informs will change the pro-alcohol environment and lead to reduced consumption. In the next three years Balance will:

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<sup>1</sup> Hospital Episodes Statistics Data, Balance

<sup>2</sup> British Crime Survey 2009/10

<sup>3</sup> Balance Public Perceptions Survey 2011

- focus on minimum unit price, working with partners across the North East and beyond to get rid of cheap alcohol which is damaging our children's future,
- work with local authorities and the police to control the increasing availability of alcohol in our communities, and
- galvanise the region to call for restrictions on alcohol advertising and marketing, particularly as it impacts on our children.

The North East Public Protection Partnership comprises senior management representation from regulatory or public protection services (namely the regulatory services of Environmental Health, Trading Standards and Licensing) from all twelve local authorities (LAs) in the North East region of England. The partnership acts as a regional forum offering the strategic lead that informs/influences greater collaboration between local authority public protection services throughout the North East of England. It will utilise regional co-ordination activities to help meet its vision, aims and objectives. Its aims are to ensure that the region's public protection services are delivered consistently, effectively and efficiently

### **3.3 Local**

The Alcohol Harm Reduction Strategy 2009-12 was the beginning of our attempts as a partnership to reduce the harm caused by alcohol in County Durham. Despite the significant progress made, alcohol and its impacts on children and young people, crime and disorder, health, economic prosperity and our environment still remain a challenge.

The Joint Strategic Needs Assessment (JSNA) 2012, the Safe Durham Partnership Plan 2011-14 and the draft Joint Health and Wellbeing Strategy (JHWS) have all identified alcohol as a priority. The Children and Young People's Plan identifies risk taking behaviour as a priority, of which alcohol is a significant factor.

This Strategy will support the vision and engage with the challenges outlined in the County Durham Plan and the Sustainable Communities Strategy. Plans to develop the retail and leisure sectors will be closely linked with appropriate licensing decisions and the safe coordination of night time economies. The shared vision to develop thriving communities coming together to meet economic and social needs will undoubtedly include enjoying alcohol responsibly. Work which is being developed through this alcohol strategy to reduce harm caused by alcohol to individuals, families and communities support the goals and will contribute to local provision.

The County Durham Joint Health and Wellbeing Strategy (JHWS) highlights the harmful effects of alcohol. There is a strong correlation with the alcohol strategy specifically in reducing the availability of alcohol to young people and reducing the number of people who misuse alcohol.



#### **4. Key Messages**

The County Durham Alcohol Harm Reduction Group has developed some key messages on alcohol. These are:

- people who choose to drink alcohol should not exceed the Government's recommended limits,
- you do not need to be dependent on alcohol to have a drink problem,
- an alcohol-free childhood is the healthiest and best option,
- alcohol is not an excuse for domestic abuse,
- drinking alcohol to excess is not an excuse for committing crime; most people when they drink act in a responsible manner,
- drinking alcohol is not an excuse for behaving anti-socially; most people when they drink do not behave in an anti-social manner,
- drinking alcohol can increase your risk of becoming a victim of crime or an offender of crime,
- there are no safe drinking limits if you are driving, and
- the safest option during pregnancy or when planning to become pregnant is to not drink alcohol at all.

## 5. Alcohol Profile in County Durham

### 5.1 Alcohol Consumption

In County Durham the estimated number of people over 15 years of age engaged in each of the categories of alcohol misuse are as follows:

- increasing risk drinking ranges between 69,660 - 95,825
- higher risk between 16,112 - 23,744,
- binge drinking between 62,880 -132,712 and
- dependant drinkers between 15,264 - 25,016.

This equates to between 38% and 65% of the over 15 population of County Durham drinking alcohol at levels that cause harm. Young adults are more likely to binge drink. The greatest number of increasing risk and higher risk drinkers can be found in the 25-44 year age group. Alcohol misuse is greater amongst men than women<sup>4</sup>.

Evidence from the Big Drink Debate found that the preferred drinking location for County Durham residents is at home.

A recent survey conducted by Balance, identified off-licensed premises within County Durham selling the cheapest alcoholic drinks in the region at 15 pence per unit of alcohol.

### 5.2 The Cost of Alcohol Harm in County Durham

Balance has calculated that nationally alcohol misuse is estimated to cost society around £22.1 billion each year. In the North East region the overall estimated cost is around £1.1 billion with a cost to the NHS of £264 million, cost caused by crime and licensing of £316 million, cost to the workplace/wider economy of £404 million and cost to social services £107 million.

The estimated cost in County Durham is £189.73 million with a cost per head of population at £371. The split by NHS, crime, workplace and social services is highlighted below<sup>5</sup>.

The estimated cost of alcohol related hospital admissions in County Durham for 20010/11 (inpatients and day visits) is just over **£30million**.

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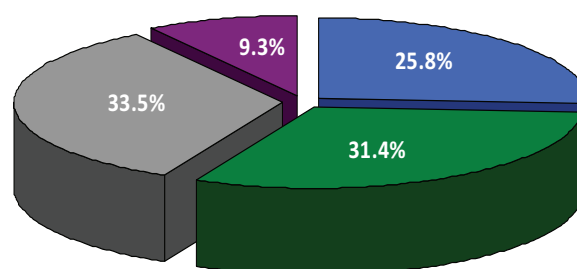
<sup>4</sup> Source: County Durham & Darlington Alcohol Health Needs Assessment, 2011

<sup>5</sup> Balance

## COUNTY DURHAM COST BREAKDOWN

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<b>NHS:</b>	<b>£48.94m</b>
<b>Crime and Licensing:</b>	<b>£59.63m</b>
<b>Workplace:</b>	<b>£63.61m</b>
<b>Social Services:</b>	<b>£17.55m</b>
<b>Total cost:</b>	<b>£189.73m</b>



### 5.3 Alcohol and the Local Economy

Alcohol plays a key role within the leisure and tourism industry. The national value of the alcoholic drinks market is more than £30 billion a year. In County Durham there are 1,690 licensed premises (both on and off trade) with 1.91% (3,228 people) of the population employed in bars<sup>6</sup>.

### 5.4 Harms to Health

Alcohol is one of the three biggest lifestyle risk factors for disease and death in the UK after smoking and obesity. Health harms to individuals from drinking can be acute (immediate) or chronic (long term). The main health consequences of alcohol misuse are liver disease, cancers (liver, oral, oesophageal, gastric, colon, breast), hypertension, stroke, acute intoxication and deaths from injuries. Additionally there are psychiatric consequences such as depression and self-harm as well as impact on the foetus.

### 5.5 Alcohol Related Ambulance Callouts

Data collected by the North East Ambulance Service (NEAS) provides the opportunity to identify recorded levels of alcohol-related ambulance call outs across the North East. Balance has worked with NEAS to extract 10,063 alcohol-related records during the period 1<sup>st</sup> April 2009 and 31<sup>st</sup> March 2010. County Durham had the third highest proportion (15.4%) of call outs during that period which were alcohol-related. The peak time for alcohol related call-outs is between midnight and 2am at weekends<sup>7</sup>.

### 5.6 Alcohol Related Hospital Admissions<sup>8</sup>

Alcohol related hospital admissions data published in the Local Alcohol Profiles for England (LAPE) are produced on an annual basis using Hospital Episode Statistics from the Department of Health. Locally, Balance has undertaken some work on the same dataset to break the admission figures down further by age, gender and reason for admission. As a result there may be small discrepancies between the data provided by Balance and that published in the LAPE.

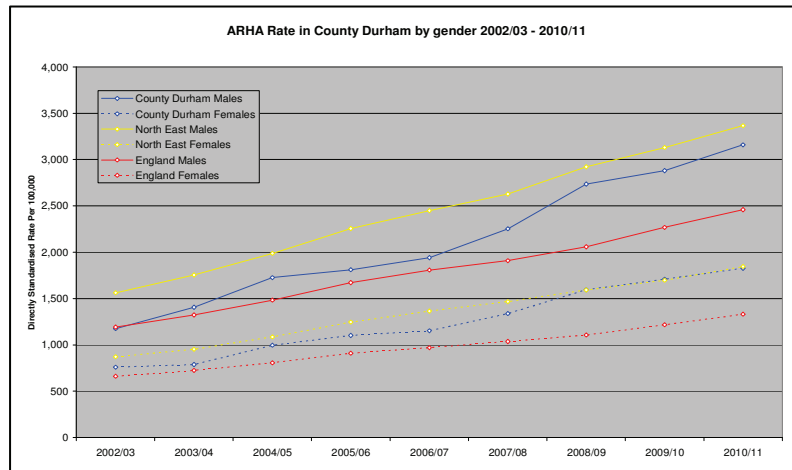
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<sup>6</sup> DCMS 2010

<sup>7</sup> North East Ambulance Service

<sup>8</sup> Balance NEPHO

The Alcohol Related Hospital Admission (ARHA) rate has been steadily rising over the last ten years. The rate of admissions is 157.9% higher in 2010/11 when compared to 2002/03. As of 2011/12 the County Durham overall ARHA rate stood at 2522 admissions per 100,000 population. This represents an increase of 1.5% on the 2010/11 figures and is less than the 4.1% increase experienced by the North East<sup>9</sup>.



Alcohol specific hospital admissions for those aged under 18 years of age ranks County Durham 13<sup>th</sup> worst out of 326 local authorities. The rate and the number have been reducing since 2005/6. Although it's not acceptable for any young person to be admitted to hospital the performance in 2010/11 equates to just under 10 young people per month being admitted to hospital as a result of alcohol. These figures do not include attendances at emergency departments.

## 5.7 Alcohol Deaths

Male and female alcohol specific mortality rates, those deaths that are wholly attributable to the excessive consumption of alcohol, in County Durham are not significantly different to England or the North East. In the period 2007-09 114 men and 75 women died from alcohol specific causes.

Male and female alcohol specific mortality rates have been rising slowly over time in County Durham. Male specific mortality rates rose by 3% between 2003-05 and 2007-09. This is in comparison to a rise of specific mortality rates of 16% in the North East and 8% in England. In the same period female specific mortality rates in County Durham rose by 12% compared to 18% in the North East and 12% in England.

## 5.8 Social Impacts of Alcohol

Relationship breakdown - the World Health Organisation has indicated that as many as one in three divorce petitions in the UK cite excessive drinking by a partner as a contributory factor.

Poor Parenting - From February 2009, data has been collected regarding common risk factors that are known to impact negatively upon parenting and

<sup>9</sup> North West Public Health Observatory

have therefore led to the children of the family becoming subjects of Initial Child Protection Conferences (ICPCs). During 2011/12 33% of ICPCs in County Durham identified parental alcohol misuse as a factor leading to the conference.

Sexual health and teenage pregnancies - the relationship between alcohol and sex is complex. Alcohol can be used to increase confidence, increase sexual arousal, reduce inhibition, impair sexual decision making and promote sexual behaviour. It can also be used as an excuse for socially unacceptable behaviour even if the behaviour is intentional in order to reduce the aspect of shame. The drink rather than the drinker may be blamed for the untoward behaviour. Alcohol is associated with an increased number of sexual partners, having unprotected sex leading to higher levels of sexually transmitted infections (STIs) and having more sex that is later regretted.

Worklessness – alcohol can impair the ability to work both in terms of sickness absence and unemployment.

In County Durham:

- in August 2010 330 people were incapacity claimants for alcoholism,
- in one year 11,691 sick days were lost due to alcohol at a cost of £10,289,329, and
- in one year 111,282 days were wasted due to alcohol at a cost of £10,251,659<sup>10</sup>.

## **5.9 High Impact Households**

An analysis of high impact households within Durham Constabulary and by academic research by Northumbria University has identified that problematic alcohol use is a strong theme within these households. This includes excessive alcohol use, alcohol use by under-18s and parents under the influence of alcohol whilst caring for children; which in turn is linked to anti-social behaviour.

## **5.10 Alcohol Related Crime**

Alcohol is strongly linked to crime and anti-social behaviour. There are issues around how alcohol related crimes are recorded and the figures are believed to be an under-representation of the problem.

Reported crime in County Durham continues to fall year on year, however the percentage of alcohol related crime has risen slightly from 2536 (8.5%) in 2010/11 to 2,600 (9.5%) in 2011/12.

Work commissioned by the Safe Durham Partnership has identified 12 high impact localities where the incidence of crime and anti-social behaviour was paralleled with levels of deprivation. Alcohol misuse was a feature in all of the 12 localities.

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<sup>10</sup> Balance

Recent perception data captured through the police confidence survey shows that 15.4% of residents within County Durham perceive drunken rowdy behaviour as a problem.

Over the past three years alcohol related anti-social behaviour reported to Durham Constabulary accounted for approximately 16% of all recorded anti-social behaviour. The number of anti-social behaviour incidents is reducing but the percentage of alcohol related anti-social behaviour is increasing. It is likely that as data quality on alcohol related improves these figures will continue to increase. The highest number of alcohol related anti-social behaviour incidents over the three year period were in Durham City and Peterlee.

### **5.11 Violent Crime**

Nationally alcohol is believed to contribute 45% of violent crime. Locally, the percentage of alcohol related violent crime reported in 2011/12 has risen by 4% from 2010/11.

Nationally alcohol is reported as a factor in approximately 37% of domestic violence cases. In 2011/12, 44% of domestic offences in County Durham were recorded as alcohol related, compared to 35% in the recording period 2010/11.

### **5.12 Alcohol Seizures**

In July 2011 the Safe Durham Partnership adopted an alcohol seizure policy. The policy aimed to provide a consistent approach to dealing with the confiscation of alcohol from under 18 year olds. It also aligns the Anti-Social Behaviour Escalation Procedure with the offence of someone under the age of 18 years being persistently in possession of alcohol. Between July 2011 – March 2012 there were 860 individuals recorded as having either alcohol taken from them or had been part of a group where alcohol was seized. The most common age bracket was between 13-15year olds.

Data captured when alcohol is seized shows that the majority of alcohol consumed by young people, under-18 years, is not purchased by themselves but by proxy, namely friends and family over the age of 18. From the incidents where alcohol is seized from young people, anti-social behaviour caused by young people drinking in public spaces is low – as they tend to be found in isolated spots away from residential areas, this does however raise safeguarding issues.

Between July 2011 and June 2012 the Police and Street Wardens referred 960 under-18s to 4Real, the young people's substance misuse service in County Durham.

### **5.13 Test Purchases**

Test purchase operations are used to tackle the sale of alcohol to people under 18 years of age; it is used by both Police and Local Authority Trading Standards and is intelligence led. Underage volunteers are used to test premises use of proof of age policies and robustness in implementing such

schemes as Challenge 25. If a sale is made the seller can be given an £80 penalty notice. If the seller is the Designated Premises Supervisor (DPS) they can be summoned to Magistrates' Court.

Results of test purchase operations are used when preparing evidence to the review a premises licence. Between April 2010- March 2012, 596 test purchases were carried out by the Police Licensing Team and 19% failed. Prosecution is usually seen as a final option. Education and training is carried out with staff of premises on underage sales in order to increase confidence of staff to challenge those underage attempting to buy alcohol.

#### **5.14 Drunk and Disorderly Offences**

A common offence for which individuals are arrested during the policing of the night time economy across County Durham is being drunk and disorderly.

When comparing data from the last three years the number of arrests for drunk and disorderly has been reducing from around 1500 during 2009/10 to around 1100 during 2011/12.

#### **5.15 Sexual Violence**

There continues to be a strong link between alcohol and certain forms of sexual assaults and exploitation. It is difficult to identify the proportion of sexual assaults where alcohol was a factor due to under reporting and due to limitations in data recording. Analysis of serious sexual offences reported to Durham Constabulary has identified the following themes:

- At social events - in cases reported within County Durham and Darlington, victims (who are mostly female and often under the age of 21) have met their offender when socialising at parties and public houses where alcohol is consumed,
- Alcohol and consent - a victim may at the time of the assault, been heavily intoxicated and unable to consent to sexual activity. It is acknowledged that alcohol and drugs can remove the capacity for a victim to consent. Work is ongoing within the sexual violence strategy to promote knowledge of consent; that being drunk is not a crime, but rape is,
- Sexual violence in relationships - in domestic violent and sexual violent relationships the victims and/or perpetrator often have complex needs including the misuse of alcohol and other substances, and
- Child sexual exploitation and alcohol - recent analysis about forms of child sexual exploitation in County Durham identified a strong link with alcohol and child sexual exploitation. The most common age of victims was between 14 – 17years old and it was common for alcohol to be involved including:-
  - the victim's capacity to consent due to excessive alcohol consumption
  - in some cases whereby alcohol or the purchase of alcohol was exchanged for sexual activity
  - exploitation has taken place at parties where alcohol is consumed.

## **5.16 Drink Driving**

Over the last three years the number of breath tests conducted across County Durham has increased.

It is promising to note however, that despite the increase in the number of roadside breath tests, there have been consecutive reductions in the percentage of positive breath tests during the last three years.

## **5.17 Road Traffic Collisions**

The total number road traffic collisions recorded across County Durham during 2011/12 was 2,768.

- 69 people received slight injuries as a result of alcohol related road accident collisions,
- 16 people were seriously injured, and
- 20% of the alcohol related road traffic collisions resulted in the arrest of the driver failing a roadside breath test.

## **5.18 Alcohol Related Youth Offending**

Most alcohol related offences in 2010/11 in County Durham were committed by adults (over 18 years) (74%). Young people (under 18 years) were, however, responsible for over a quarter (26%) of all alcohol related offences. In 2010/11 302 young people committed 655 alcohol related offences. Public order offences (150), violence against the person (141) and criminal damage (104) made up the majority of alcohol offences committed by young people. However, when we look at this as a percentage of all offences public order, vehicle theft and racially aggravated offences are more likely to occur when young people have had a drink with 58%, 44% and 40% of those offences being alcohol related. Theft and handling stolen goods was the top offence committed (523 offences), however only 13% of these were alcohol related.

Whilst 27% of all offences were alcohol related, there are, as expected, differences when this is broken down by age group. 39% of all offences committed by young people aged 16 or over were alcohol related, compared to 18% and 6% for 14-15 years and 10-13 years respectively.

The largest numbers of alcohol-related offences are committed by those people who are aged 16 years and above.



## **6. Priority Groups**

### **6.1 Older people over 65 years**

By 2029 it is projected that 28.9% of the population in County Durham will be over the (current) pensionable age.

The percentage of people who regularly drink above recommended levels decreases from the age of 45 years onwards however the chronic health damage from prolonged alcohol misuse is more likely to manifest as we get older.

In County Durham over the last nine years there has been a 290.2% increase in over 65s alcohol related hospital admissions. The rate increase for men over the age of 65 has been slightly higher at 301.2% whilst being slightly lower for women who are over 65 years of age at 273.5 (*Source Balance*).

In County Durham the percentage of people aged over 65 referred to the Community Alcohol Service (CAS) was 4% of the total.

Alcohol misuse among older people is associated with increased risk of poor nutrition, falls, hypothermia, anxiety and depression.

### **6.2 Children and Young People**

It is important to recognise that the majority of young people do not drink alcohol. However a social norms survey conducted in five schools in County Durham revealed that young people perceive that their peers are drinking more frequently than they actually are.

The Picture This event which took place in April 2011 identified that young people are concerned about drinking alcohol and this was often related to a perceived lack of leisure opportunities in County Durham.

The Smoking, Drinking, Drug Use Amongst Young People Survey 2011 published by the NHS Information Centre indicates the North East still remains the region with the highest proportion of young people who have ever drunk alcohol; the highest proportion of young people who drank alcohol in the last week; and the highest average weekly unit consumption amongst those who do drink.

Whilst the above indicators have shown reductions in recent years those who do drink are consuming nearly twice the number of units as young people did when the survey was first published back in 1990.

Research shows that young people who may be at greatest risk of alcohol dependency are those whose parents are alcohol dependent. During 2011/12 46% of new clients accessing the Community Alcohol Service had children under the age of 18 years either living with them or where they had regular contact. Other identified vulnerable groups include those involved in offending, looked-after children and those excluded from schools.

In 2010/11 6.7% of permanent school exclusions in County Durham were thought to be specifically due to alcohol.

Of those young people who access services through 4Real, the young persons substance misuse service, 133 (44%) of were presenting with a primary problem of alcohol. 86 (59%) of those presenting with a primary drug problem also reported a secondary problem with alcohol.

### **6.3 Ethnic groups**

County Durham has a Black and Minority Ethnic (BME) population of 2.32% (11,600 out of 500,700). People from Black or Minority Ethnic groups are more likely to live in the Durham/Chester-le-Street area (56.2%), with 12.4% living in east Durham, and 11.8% in the Durham Dales and Sedgefield.

The Joseph Rowntree Foundation reported in 2010 that higher levels of abstinence and lower levels of drinking alcohol were associated with people from minority ethnic groups. However Muslim men who choose to drink are more likely to drink heavily than other minority and ethnic groups as are those from mixed minority ethnic backgrounds.

### **6.4 Veterans**

The County Durham Joint Strategic Needs Assessment (JSNA) suggests that there may be a population of approximately one million or more ex-service personnel living in the North East. National research suggests that 13% of service personnel report alcohol misuse and this is highest in those undertaking a combat role. The JSNA suggests that most ex-service personnel in the North East are likely to be from the Infantry. The research noted that when taking into account the predominance of young men in the armed forces, the level of alcohol misuse remained higher than the general population.

### **6.5 Lesbian, Gay, Bisexual and Trans Communities**

Part of the Picture is a national research project investigating the impact of drug and alcohol misuse amongst lesbian, gay, bisexual and trans – Community (LGBT) adults. Their findings suggest that there are high levels of alcohol misuse by LGBT people and that levels of concern about these behaviours were low indicating that there may be an element of hidden harm amongst these groups. The research indicated 23% of LGBT people regularly binge drink; 10% of whom estimated they were binge drinking 4-5 times a week or daily/almost daily. The data suggested that up to 25% of LGBT people may have a dependency upon substances including alcohol.

### **6.6 Homeless**

During 2011/12 Housing Solutions in County Durham recorded that 114 people who presented as homeless or on the brink of homelessness also had issues with alcohol. A further 84 people who presented for advice and assistance around their housing need (not necessarily homeless) also had issues with alcohol. It is thought that this could be an under representation.

## 6.7 Dual Diagnosis

Alcohol misuse is said to occur with dual diagnosis when it occurs together with substance misuse or mental health problems. In County Durham, 15% of those in drug treatment also had problematic drinking patterns and 17% of those in alcohol treatment also used drugs.

The odds of having a psychiatric problem in an alcohol dependent person are twice that of a person who does not have any drinking problems.

## 6.8 Pregnant Women

There is no routinely reported data at a local level on the number of women drinking alcohol during their pregnancy nor the amount of alcohol consumed. National surveys suggest that numbers of women giving up alcohol during pregnancy has increased.

Foetal Alcohol Spectrum Disorder (FASD) is a series of birth defects caused entirely by a woman drinking alcohol in her pregnancy. It is the leading cause of non-genetic learning disability in the UK. The conservative estimates are that 1% of the whole population is affected by FASD. Some local authorities estimate that around 70% of the children needing adoptive families have drug/alcohol misuse in their background or have been exposed during pregnancy. It costs an estimated £2.9 million to raise a child with FASD across their lifespan. FASD is entirely preventable<sup>11</sup>.

## 6.9 Offenders and Reoffenders

The Ministry of Justice consultation, Breaking the Cycle 2011 identified that 44% of offenders assessed in 2008 had problems with alcohol misuse which may have required treatment.

Prisoners have extremely high rates of harmful and hazardous drinking. Nationally, it was reported that 63% of sentenced and 58% of remanded males; and 39% of sentenced and 36% of females are hazardous or harmful drinkers. Alcohol misuse is also associated with nearly a third of suicides that occur in prisons.

A local study of alcohol and offending indicated that 35% of young offenders in custody were identified as possibly dependent<sup>12</sup>.

Durham Tees Valley Probation Trust undertook a survey in August 2012. The results found that with the exception of the South Durham Integrated Offender Management team all other areas demonstrated that more than 50% of their caseload had alcohol problems, the highest of these being in the east where there were 339 cases. These figures are higher than those reported nationally.

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<sup>11</sup> Source Tees Valley FASD Network

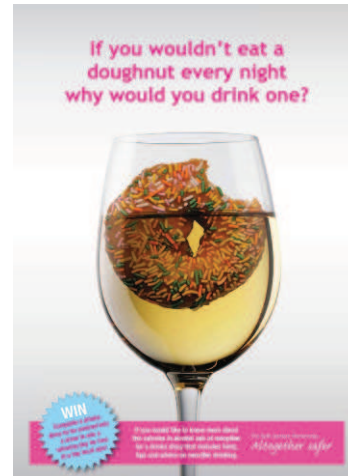
<sup>12</sup> Source Alcohol Health Needs Assessment 2011

## 7. Achievements 2009-12

### 7.1 Prevention

- Between April 2009-March 2012, 3591 frontline staff were trained in alcohol screening and delivery of brief advice.
- Investment into Balance - the regional alcohol office to support with marketing, data analysis, evaluations and coordination of work across the region.

- A social marketing plan was developed to target specific segments of society with tailored interventions. It has been a shift away from taking a blanket approach which may fail to reach large sections of society. One of the campaigns was targeted at females aged 25-44 years who are concerned with weight and calories in relation to alcohol.



- The national segmentation tool has enabled us to identify the areas that have high proportion of certain types of drinkers. An initiative was developed looking at those habitually drinking at home, normally wine. This aimed to address the development of a culture where alcohol is used for social reasons - relaxation, stress release and as an accompaniment to meals leading to significant levels of consumption over a period of time. This activity was carried out through a direct mail campaign which was targeted at this specific segment most notably within the Teesdale area.
- Alcohol Awareness Week is a national annual event led by Alcohol Concern. Over the last two years County Durham worked with Balance to increase the regional campaigns addressing the impact of parental attitudes on drinking and the impact on young people. In 2010/11 the Safe Durham Partnership launched a campaign called what's the message in your bottle. The campaign aimed to inform the workforce of the facts surrounding alcohol, and challenge their perspectives of the harm caused by alcohol.
- In November 2011 County Durham supported Balance's campaign See What Sam Sees which highlighted the dangerous impact that exposure to alcohol is having on children, especially through marketing and advertising.
- Social norms work has commenced in six secondary schools. This looks at perceptions and behaviour of alcohol consumption and links with other risk taking behaviours such as sex, relationships and smoking. The social norms approach gathers data from a target population before feeding back the truth about actual behaviour.

- The Fire Death Protocol has resulted in the Community Alcohol Service making referrals direct to County Durham and Darlington Fire & Rescue Service, for those identified at risk.
- The ID4U proof of age scheme has gone live and is currently being implemented across the County to further reduce under 18s access to alcohol. The scheme is proving to be very popular with young people and their parents.
- Durham University was commissioned to undertake ethnographic research with young people on their relationship with alcohol. Alcohol narratives was published in late 2011 and has been used to inform how services work with young people locally.



- A Don't Pass it On marketing campaign was undertaken aimed at 18-24 year olds who pass on alcohol to friends and relatives who are under 18 years of age. The campaign was highlighted by the former Department of Children, Schools and Families as innovative practice and through work with Crimestoppers has cascaded to other areas including into Scotland.

## 7.2 Treatment

- In 2011 an Alcohol Health Needs Assessment was undertaken to identify the health needs of people living in County Durham in relation to alcohol misuse.
- Alcohol treatment pathways have been developed across all four tiers within County Durham from early identification through to in-patient detoxification.
- 88% of GP practices within County Durham participated in the locally enhanced service. Since 2008/9 GP's have screened 26507 patients and delivered 2911 brief interventions.



- A pilot is underway to assess the feasibility and effectiveness of delivering alcohol screening for women and girls accessing pharmacies for emergency contraception. The pilot is being evaluated by Durham University

- The young people's substance misuse service is called 4REAL and is an integrated provision that delivers a multi-agency approach to the identification, assessment, referral and treatment of children and young people under 18 years who are at risk of substance misuse related harm. The service delivers to all young people resident in County Durham including those assessed as children in need, on the edge of care and looked after children. It provides a holistic recovery based approach to addressing drug and alcohol misuse with focus being on early intervention, treatment, aftercare and support. The wider family unit is offered dedicated support with information and advice on where to receive on-going help. During 2011/12 the service had 303 young people accessing for structure treatment specifically for a substance misuse.



- A referral pathway for any young person being admitted to hospital or attending A&E as a result of alcohol has been developed with the County Durham and Darlington Foundation Trust in response to the numbers of under 18 hospital admissions.



- The Community Alcohol Service (CAS) offers tier 2 and tier 3 services and has been reviewed to ensure it is working effectively meeting the needs identified within the alcohol health needs assessment and able to respond to the national recovery agenda. The service is an integrated model and includes organisations from statutory and third sector organisations. The service operates a hub and spoke delivery model. It places recovery at the heart of the care and support offered to clients and their families and offers a person-centred journey through treatment to recovery that meets the individuals' needs. Within CAS there is a dedicated hospital liaison team and a dedicated criminal justice team.
- Since the launch of the last strategy in 2009, 1478 adults have successfully completed treatment in the Community Alcohol Service.

- By the end of 2011-12 an estimated 10% of dependent drinkers in County Durham had accessed specialist treatment services for alcohol. This was compared to 6.2% in the North East and 6.8% nationally. In County Durham the actual number of clients accessing specialist treatment was 1887.
- Durham Recovery and Wellbeing Centre (DRAW) opened in September 2011. It promotes wellbeing and supports people to stay in recovery; the centre offers a community drop in facility that promotes mutual aid and further development of the new social networks people have accessed through their treatment journey. The main emphasis is to support people to move on in their lives, to help people maintain recovery offer assistance for people wishing to gain employment, volunteering, education and training and to make a positive contribution to their families and communities.
- An alcohol treatment scheme was implemented for those subject to Alcohol Treatment Requirement Orders required by a court. The aim is to divert people from custody to an alcohol structured programme delivered jointly by Durham Tees Valley Probation Trust and the North East Council on Addictions (NECA) This scheme received national recognition from the Butler Trust.
- The Alcohol Education Team based in HMP Durham and HMP Low Newton offers alcohol specific information regarding risks to health, offending and family breakdown. This intervention helps to reduce alcohol related harm and subsequent relapse. A six month pilot offering family advice (including to children) has been commissioned to offer support, and guidance on alcohol misuse to prevent relapse.
- A hospital based alcohol action plan has been developed, this includes the need to identify those patients who have repeat admissions into hospital as a result of alcohol.

### **7.3 Control**

- The 'Cardiff' model involves the collection and sharing of anonymised data between emergency departments (EDs) and community safety partnerships (CSPs). It is used to target policing and aims to reduce alcohol-related street violence, violent incidents in licensed premises and reduce overall violence related attendances at Emergency Departments. Since 1<sup>st</sup> April 2009 anonymised data showing time, date and location of alcohol related violence has been shared in Durham. Data has been used effectively by the licensing department as proof of a licensed premise failing to protect their customers and be socially responsible.
- A new alcohol seizures procedure was introduced in July 2011 to provide a cohesive approach across County Durham. The policy aligns both the ASB escalation procedure and the offence of someone under the age of 18 years being persistently in possession of alcohol.
- A Community Alcohol Partnership (CAP) is currently being piloted in the Stanley area. It aims to tackle harm caused by alcohol through co-

operation between alcohol retailers and local stakeholders, such as trading standards, police, local authority licensing teams, schools and health networks. An evaluation of the project is underway.

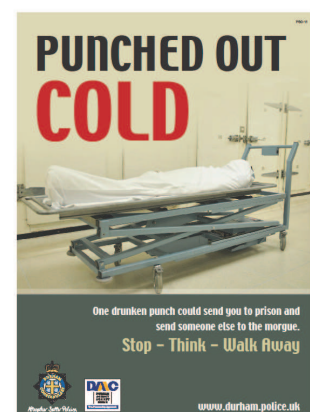
- Alcohol arrest referral work for those in custody has been running as a pilot in County Durham. To date 227 people have been screened and receiving brief interventions. Pathways are now developed with the Community Alcohol Service.
- The new co-located Alcohol Harm Reduction Unit (Trading Standards, Durham County Council Licensing Services (Licensing Administration and Licensing Enforcement) and Police Licensing and Environmental Health) will focus on reducing the harms caused by alcohol. It will use intelligence to identify problem premises and set up action plans.
- Best Bar None is a national award scheme aimed at promoting responsible management and operation of alcohol licensed premises. It aims to reduce alcohol related crime and disorder in a town centre by building positive relationships across the licensed trade, police and local authorities.
- Licensed premises are encouraged to use polycarbonate glasses, especially during peak times to prevent serious injury should a glass break or used as a weapon, The Best Bar None scheme has assisted with funding in order to purchase polycarbonate glasses.

- Drink driving leaflets have been developed by the partnership and distributed throughout the Christmas period by traffic police to individuals found to be below the legal limit but still with alcohol in their system.



- In January 2011 a scheme was introduced in custody suites across the County whereby anyone arrested for an alcohol related offence, such as drunk and disorderly or a minor public order offence were given the option of a conditional Penalty Notice for Disorder (PND) which attracted a £40 fine and then attended an alcohol awareness course. The scheme was evaluated and found not to be viable.

- Operation StaySafe is operated across the County by neighbourhood policing teams together with partners. These operations are used to target young people who may be vulnerable due to taking alcohol/drugs. A young person is taken to a place of safety and their parent/carer is contacted to collect them, they also receive brief intervention advice from 4Real.



- In December 2011 a campaign was launched across the County to highlight the impact that one



drunken punch can have on both the victim and offender. The impact that one punch can have can be devastating with a punch leading to the victim falling to the ground and hitting their head and receiving a fatal injury, it also impacts on the offender who can receive a lengthy prison sentence. 'Punched Out Cold' was launched in Bishop Auckland in the lead up to Christmas and was expanded to cover the rest of County Durham in early 2012.

## **8. Delivering the strategy**

The performance management framework aligns to the priorities identified by the Safe Durham Partnership. Each of the priorities is supported by a thematic group with responsibility for delivering improvements. The Alcohol Harm Reduction (AHR) group is a sub group of the Safe Durham Partnership. It also reports on a six monthly basis to the Children and Families Trust and progress of the strategy will also be reported to the Health and Wellbeing Board.

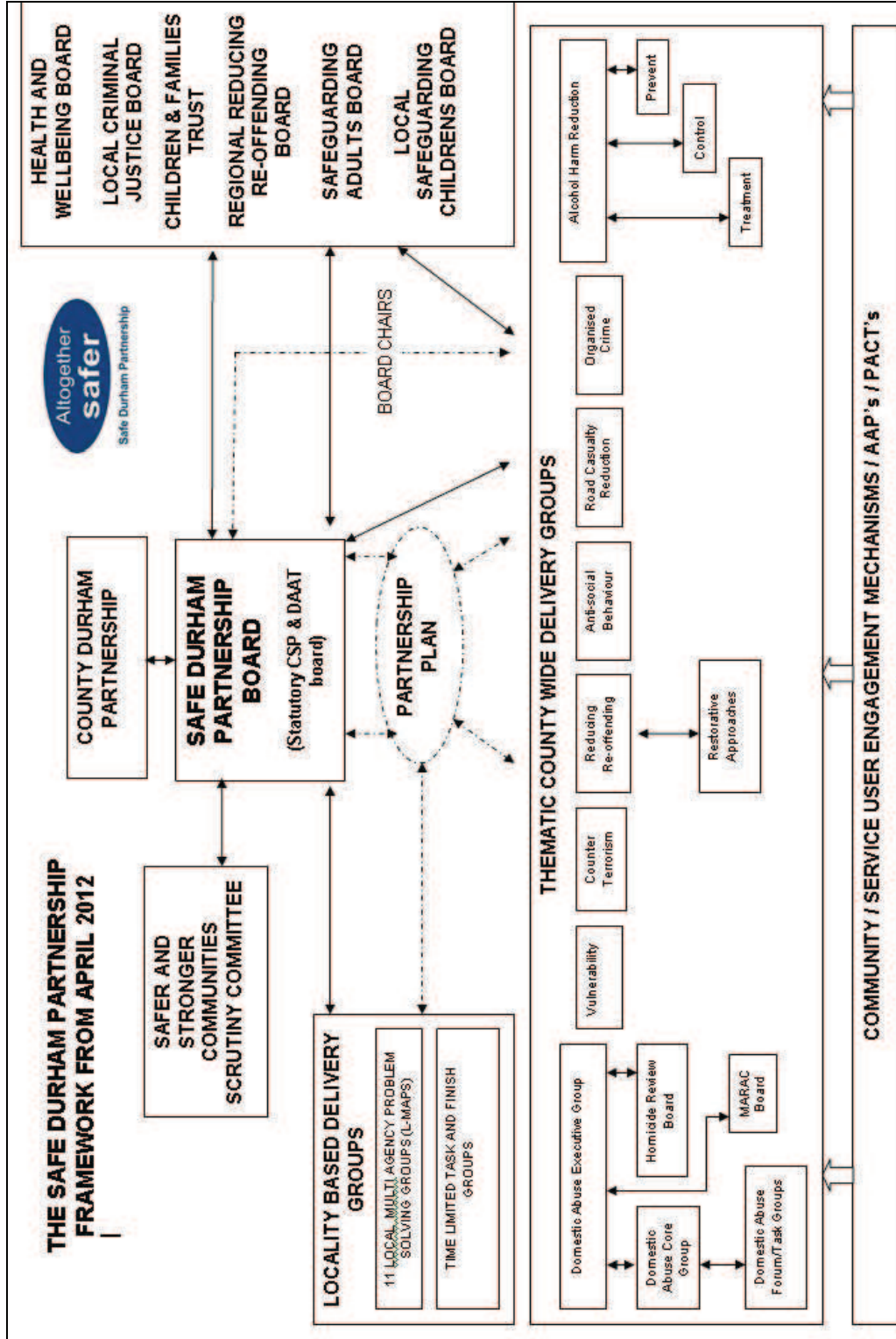
The Alcohol Harm Reduction Group considers a quarterly performance report which contains a range of indicators (Appendix 2). The Alcohol Harm Reduction Group maintains an action plan appropriate to the issues raised from the performance report. Any key issues are escalated to the Safe Durham Partnership Board. Further information is provided within the alcohol harm reduction performance framework and actions plan which is available separately.

### **Linked local strategies**

Strategies and plans are in place within County Durham which can be linked to the Alcohol Harm Reduction Strategy. These are:

- County Durham Joint Health and Wellbeing Strategy 2012-17
- County Durham Sustainable Community Strategy 2010-30
- County Durham and Darlington Sexual Violence Strategy 2011-14
- County Durham Domestic Abuse Strategy 2012-15
- Safe Durham Partnership Anti Social Behaviour Strategy 2011-14
- Safe Durham Partnership Reducing Re-offending Strategy 2011-14
- County Durham Children and Young Peoples Plan 2009-12
- County Durham Think Family Strategy 2012
- County Durham Hate Crime Action Plan 2010
- County Durham High Impact Household Guidance 2012
- County Durham & Darlington Sexual Health Strategy 2009-14
- County Durham & Darlington Teenage Pregnancy Strategy 2009 -12
- County Durham Local Safeguarding Children's Board annual business plan
- Licensing Act 2003 statement of licensing policy published by Durham County Council 2011-14

# Governance framework of the Safe Durham Partnership



## **9. Summary of Action Plan 2012 - 2015**

### **9.1 Prevention**

What we will do:

- utilise social marketing techniques to raise awareness about the harms of alcohol and instigate behaviour change amongst priority groups
- support the 3 Towns Area Action Partnership (rural communities) to implement the community action plan to address anti-social behaviour linked to underage drinking funded nationally by Baroness Newlove
- work with Durham's Local Safeguarding Children's Board to deliver work on the relationship between alcohol and sexual exploitation
- implement a social norms approach to change perceptions and behaviour related to alcohol and reduce demand for alcohol amongst children and young people
- work with schools and families to promote awareness of the risks associated with alcohol use by young people
- support Health Networks and the Voluntary and Community Sector to implement local alcohol related activities
- ensure that activities for young people are developed and/or sustained to divert young people from drinking alcohol
- develop plans to address the issue of proxy sales based on local research
- support workplaces to address alcohol use amongst their workforce

### **9.2 Control**

What we will do:

- improve the quality of data capture to understand the full impact of alcohol on anti-social behaviour, crime, offending and re-offending, including in accident and emergency settings
- use intelligence led approaches to inform effective multi-agency based problem solving around people, premises and places
- make effective and appropriate use of enforcement powers
- carry out a co-ordinated and targeted approach to the "policing" of the night time economy
- improve the flow of intelligence between treatment services and the Alcohol Harm Reduction Unit
- Commission an alcohol diversion scheme for binge drinkers who are arrested with an eligible alcohol related offence
- continue to develop Best Bar None
- support the Police to implement their action plan on alcohol to improve Durham Constabulary's response to alcohol related crimes and incidents including the development of alcohol champions across the Constabulary and acting as a national pilot for the development of alcohol tactical advisors
- further develop the understanding on the links between alcohol and child sexual exploitation

- ensure that we target premises where irresponsible drinks promotions are taking place
- develop a multi agency policy and operating procedures for dealing with under 18 events in licensed premises
- manage process required to implement new legislation including Early Morning Restriction Orders, the Late Night Levy and cumulative impact policies
- Work with the Police and Crime Commissioner to ensure that funding is allocated to reduce alcohol related crime and anti-social behaviour

### **9.3 Recovery Treatment**

What we will do:

- target service development towards priority groups to improve access to treatment including males within the 25-44 age group
- undertake further work to understand alcohol misuse in particular groups such as older people, gypsies and travellers, homeless, pregnant women, those with dual diagnosis, LGBT and veterans
- improve the quality of data recording in all settings including the recording of attendances for alcohol misuse in accident and emergency departments
- increase the number of adults and young people accessing and successfully completing treatment
- ensure a seamless transfer of the commissioning of alcohol services into Durham County Council and seize opportunities for alignment with drugs services
- listen to the views of users and carers to continually improve the quality of services
- support County Durham and Darlington Foundation Trust to implement the hospital based alcohol action plan
- evaluate projects including alcohol screening and delivery of brief advice in primary care and pharmacy settings and the Durham Recovery and Wellbeing Centre (DRAW)
- work with Clinical Commissioning Groups to raise the profile of alcohol and provide increased support for those individuals who are repeatedly admitted to hospital as a result of alcohol
- Further develop the work on recovery including recruiting, training and supporting peer mentors
- undertake work to understand the transition of young people to adult treatment services

## Appendices

### Appendix 1: Glossary of Terms

A&E or ED	Accident and Emergency Department or Emergency Department of a hospital
AHNA	Alcohol Health Needs Assessment is a document collating alcohol related health information which helps to support and inform strategy and policy development and the commissioning of services.
Alcohol dependency	Feeling unable to function without alcohol
Alcohol misuse	Drinking at increasing or higher risk levels which contribute to a wide range of health, crime and economic harms
Alcohol mortality	Cause of death wholly attributable to alcohol consumption
Anti-social behaviour	Behaviour which causes or is likely to cause harassment, alarm or distress to one or more people not of the same household.
Anti-Social Behaviour Escalation Procedure	This is a tiered approach to implementing interventions to deal with the perpetrators of 'confirmed incidents of ASB'
Alcohol attributable conditions	Health conditions where there is a proven causal link with the consumption of alcohol in some cases
Alcohol specific conditions	Health conditions that are 100% attributable to the consumption of alcohol
ABV	Alcohol By Volume. The percentage of alcohol in a drink
Balance	The alcohol office for the North East
Big Drink Debate	A high profile campaign - supported by television and poster advertising and public relations (PR) – to get people in the North East talking about alcohol and its place in the community. As part of the debate, North East residents were invited to have their say on a range of topics linked to alcohol by taking part in a short survey.
Binge drinking	Drinking at least twice the daily recommended amount of alcohol in a single drinking session (8 or more units for men and 6 or more units for women). Binge drinking usually refers to people drinking a lot of alcohol in a short space of time or drinking to get drunk.
CAF	Common Assessment Framework – a framework to make sure that different services work together to support children and young people
CAS	Community Alcohol Service
Clinical Commissioning Groups (CCGs)	Groups of GP practices, including other health professionals who will commission the great majority of NHS services for their patients
Cumulative Impact Policy	Cumulative Impact Policies were introduced as a tool for licensing authorities to limit the growth of licensed premises in a problem area. This is set out in the statutory guidance issued under section 182 of the Licensing Act 2003.
DCC	Durham County Council the local authority for the County Durham area
Designated Premises Supervisor	A designated premises supervisor (DPS) is the person who has day-to-day responsibility for the running of the business.
Domestic	Any incident of threatening behaviour, violence or abuse

abuse/violence	(psychological, physical, sexual, financial or emotional) between adults, aged 18 or over, who are or have been intimate partners or family members, regardless of gender and sexuality
Dual diagnosis	People who have mental illness as well as substance misuse problems
GP	General practitioner also known as family doctors who provide primary care
Health Network	The 5 areas into which County Durham is divided i.e. Derwentside, Durham & Chester-le-Street, Durham Dales, East Durham and Sedgfield
Higher risk drinking	Drinkers who have a high risk of alcohol related illness
High Impact Households	Those families that have a disproportionate impact on communities, children, families or partner agencies as either perpetrators or victims of crime/ anti-social behaviour. They tend to experience complex health, social economic and behavioural problems which pass from generation to generation despite extensive and prolonged interventions from a range of agencies. Typically a HIH will have either failed to engage with services or demonstrated low motivation to engage.
Hospital Episode Statistics	HES is a data warehouse containing details of all admissions to NHS hospitals in England
Illicit alcohol	Illicit alcohol is either smuggled, bootlegged or counterfeit alcohol. Smuggled alcohol is generally legitimately manufactured alcohol which has evaded payment of tax by being illegally transported, distributed and sold. Bootlegged: refers to alcohol which is purchased in a country with a low level of taxation and illegally brought into the UK, evading payment of tax. Counterfeit refers to illegally manufactured alcohol which is often made abroad, but sometimes in the UK. It is sold cheaply and tax free and vast profits are made throughout the supply chain.
Initial Child Protection Conference (ICPC)	An initial child protection conference must be convened when it is believed that a child may be suffering or likely to suffer significant harm. It brings together family members (and the child where appropriate), supporters/advocates and those professionals most involved with the child and family
Increasing risk drinking	Drinkers who are at an increased risk of alcohol related illness (would also include binge drinking)
Joint Health and Wellbeing Strategy (JHWS)	The Health and Social Care Act 2012 places a duty on local authorities and CCGs to develop a Joint Health & Wellbeing Strategy to meet the needs identified in the local Joint Strategic Needs Assessment (JSNA)
Joint Strategic Needs Assessment (JSNA)	Health and Social Care Act 2012 states the purpose of the JSNA is to improve the health and wellbeing of the local community and reduce inequalities for all ages
Local Alcohol Profiles for England (LAPE)	A report produced by the North West Public Health Observatory (NWPHO) on an annual basis which includes 25 alcohol-related indicators for every Local Authority in England. The indicators measure the impact of alcohol on local communities

LGBT	Lesbian, Gay, Bisexual, Trans
Licensing Authority	Licensing authorities can issue premises licences, club premises certificates, temporary event notices in their area, as well as personal licences for residents and renewals of personal licences for those who had previously applied for a personal licence while resident in the licensing authority's area.
Lower risk drinking	Men drinking no more than 3-4 units per day on a regular basis and women drinking no more than 2-3 units of a regular basis
Minimum Unit Price (MUP)	A definitive price, determined by the number of units in an alcoholic drink, under which alcohol could not be sold.
NHS	National Health Service
Penalty Notice for Disorder (PND)	A penalty notice/fine can be issued by the Police where they have reason to believe that a person has committed one of the offences in the schedule
Persistent Possession of Alcohol	Where a person who is under 18 years of age is caught in possession of alcohol on 3 or more occasions within a period of 12 consecutive months
PCT	Primary Care Trust
Police Alcohol Seizure	Confiscation of alcohol from someone under the age of 18 or over the age of 18 where there are concerns it will be passed on to under-18s
Premises license	Granted under the Licensing Act 2003 a premises license authorises a premises for the sale of alcohol by retail, this may be for consumption on the premises, off the premises or both
Regularly drinking	Drinking every day or most days of the week
Responsible Authority	Responsible authorities for the purpose of licensing are: police, fire and rescue, primary care trust (PCT) or local health board (LHB), the relevant licensing authority, local enforcement agency for the Health and Safety at Work etc Act 1974, environmental health authority, planning authority, body responsible for the protection of children from harm, local trading standards , any other licensing authority in whose area part of the premises is situated
Safe Durham Partnership	The Community Safety Partnership for County Durham
Sexual Exploitation	Exploitative situations, contexts and relationships where young people (or a third person or persons) receive "something" (e.g. food, accommodation, drugs, alcohol, cigarettes, affection , gifts , money) as a result of them performing, and/or another or others performing on them, sexual activities.
STIs	Sexually Transmitted Infections
Trans	Transgender. An umbrella term for people whose gender identity, expression or behaviour is different from those typically associated with their assigned sex at birth, including but not limited to transsexuals, cross-dressers, androgynous people, genderqueers, and gender non-conforming people
Unit of alcohol	Units are a simple way of expressing the quantity of pure alcohol in a drink. One unit equals 10ml or 8g of pure alcohol,



	which is around the amount of alcohol the average adult can process in an hour.
Veteran	A person who has served in the military services
Violent crime	Robbery, sexual offences, and a group of violence against the person offences ranging from assault without injury, through wounding, to homicide.
4Real	Children and Young People's Substance Misuse Service in County Durham

## Appendix 2: Performance Indicators

INDICATOR DESCRIPTION	LATEST PERFORMANCE AS AT 2011/12 Q4 (unless stated)	TARGET 2012/13
<b>Prevention</b> Number of secondary schools that have undertaken social norms work	tbc	23
<b>Prevention</b> Percentage of children becoming the subject of an <b>Initial</b> Child Protection Plan (ICPC) as a result of parental substance misuse; i) alcohol; ii) drugs	alcohol 33% substance 29%	Tracker
<b>Prevention</b> Percentage of children becoming the subject of a <b>Review</b> Child Protection Plan (RCPC) as a result of parental substance misuse; i) alcohol; ii) drugs	alcohol 28% substance 31%	Tracker
<b>Prevention</b> Number of Community Alcohol Service clients with children	553	Tracker
<b>Treatment</b> alcohol related hospital admissions per 100,000 population	2486 2010/11	Tracker
<b>Treatment</b> Number of people in Tier 3 treatment in CAS	1758	1895
<b>Treatment</b> Number of patients in Tier 3 treatment as an estimated dependent drinking population	9.3%	9 -10%
<b>Treatment</b> Percentage of exits from treatment with CAS that are planned discharges	64%	64%
<b>Treatment</b> Reduce re-presentations to the CAS	42%	less than 41%
<b>Treatment</b> Reduce Re-presentations to treatment services (young people)	tbc	17%

<b>Treatment</b> Number of young people in treatment	303	254
<b>Treatment</b> Compliance for completions of Treatment Outcome Profile (TOP) for young people at treatment start, review and exit	start - 100% review - 85% exit - 100%	start - 90% review - 90% exit – 90%
<b>Treatment</b> Percentage of all exits from young persons treatment which are care planned	77%	78%
<b>Treatment</b> Number of pharmacies signed up to offer screening for alcohol (general reasons - not contraceptive pill)	0	30
<b>Control</b> Perception of people, including youths, drinking which causes nuisance / intimidation / racial abuse (Police Confidence Survey)	40.6% (Q3)	Tracker
<b>Control</b> Perception of underage drinking and sale of alcohol to youths (Police Confidence Survey)	41.2% (Q3)	Tracker
<b>Control</b> Percentage of alcohol related Anti Social Behaviour incidents	16.4%	Tracker
<b>Control</b> Percentage of alcohol related police incidents	10.2%	Tracker
<b>Control</b> Percentage of alcohol related violent crime	33.0%	Tracker
<b>Control</b> Percentage of alcohol related domestic violence	43.3%	Tracker

### **Appendix 3: Membership of the Alcohol Harm Reduction Group and subgroups**

4Real

Balance

Community Alcohol Service

County Durham and Darlington Fire and Rescue Service

County Durham and Darlington Foundation Trust

Drug and Alcohol Commissioning Team

Durham and Tees Valley Probation Trust

Durham Constabulary

Durham County Council including representatives from:-

- Healthier Communities
- Licensing
- Marketing
- Safer Communities
- Trading Standards
- Best Bar None/Durham City Manager

Durham Youth Offending Service

Liberty From Addiction

LINKs

Durham Tees Valley Probation Trust

NHS County Durham

North East Ambulance Service

One Point Service

Primary Care

Tees, Esk and Wear Valleys Foundation Trust

**Cabinet**

**10 April 2013**

**Annual Report of the Director of Public Health, County Durham and Director of Public Health, Darlington 2011/12**



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**Report of Corporate Management Team**

**Rachael Shimmin, Corporate Director of Children & Adults Services**

**Anna Lynch, Director of Public Health County Durham**

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

**Councillor Morris Nicholls, Cabinet Portfolio Holder for Adult Services**

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

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**Purpose of Report**

1. This report presents the joint 2011/12 annual report of the Director of Public Health, County Durham and the Director of Public Health, Darlington. The report is available in the Members library.

**Background**

2. The annual report for 2011/12 is the final joint report of the Directors of Public Health for County Durham and Darlington.

The theme focuses on both looking backwards and forwards and wherever possible makes reference to the report of the County Medical Officer in 1973, the last time public health was a local authority responsibility. The key messages from each chapter are incorporated into the report.

The reader is directed to the two joint strategic needs assessments, both available on the PCTs' and the local authorities' website. Further information on all public health programmes can be found in the public health business plan.

Former reports included a chapter provided by the Health Protection Agency North East (HPA NE) on local health protection related issues. The HPA NE has changed its reporting method and for 2011/12 has published two north east-wide reports which are available on request. These are "Protecting the population of the north east from communicable diseases and other hazards, annual review 2011" and "Protecting the population of the north east from communicable diseases immunisation report 2011".

The reports and updates highlighted above are available to organisations to inform their commissioning plans, service developments and assessment of need when submitting funding requests.

The independent Director of Public Health annual report is a statutory requirement that will transfer to DCC on 1 April 2013, and the local authority will have a duty to publish the report under the Health and Social Care Act 2012.

As the report is deemed independent, the Director of Public Health has the autonomy to consider any aspect of the population's health that he/she feels warrants highlighting. Issues highlighted by the Director of Public Health should be identified for action in the Joint Health and Wellbeing Strategy published by the Health and Wellbeing Board. The key messages are reflected within the first County Durham Joint Health and Wellbeing Strategy.

## **Key Challenges identified in each chapter**

### **Chapter 1**

#### **The health of people in County Durham and Darlington**

The health of the people in County Durham and Darlington has improved significantly over recent years but remains worse than the England average. Health inequalities remain persistent and pervasive. Levels of deprivation are higher and life expectancy is lower than the England average.

### **Chapter 2**

#### **The impact our lifestyles have on health**

- Following the launch of the Government's alcohol strategy in 2012, Durham County Council and Darlington Borough Council will need to review and update their local strategies and action plans.
- Respond to national consultation documents and lobby for a 50p minimum unit price for alcohol and restriction on alcohol advertising to young people.
- Continue to implement the social norms work.
- Ensure integration with other strategies including sexual violence, teenage pregnancy, violent crime, anti-social behaviour, domestic abuse and reducing reoffending.
- Work with the local safeguarding children's boards to deliver work on the relationship between alcohol, drugs and sexual exploitation.
- Undertake further work to understand drug and alcohol misuse in groups such as gypsies and travellers, people who are homeless, pregnant women, veterans, those with dual diagnosis and lesbian, gay, bisexual and trans (LGBT).
- Ensure a seamless transfer of the commissioning of drug and alcohol services into the local authority.
- Evaluate alcohol screening and delivery of brief advice in primary care and pharmacies.

- Work with clinical commissioning groups to provide increased support for those individuals who are repeatedly admitted to hospital as a result of alcohol.
- Continue to develop the harm reduction services and improve links to mental health services.
- Ensure pathways into, through and out of prison have clear opportunities for those using drugs or alcohol to receive support to overcome their addiction, achieve sustained recovery and live crime free lives.
- Improve links with housing, education and employment to optimise opportunities which enhance and support individuals and communities.
- Continue to raise the profile of smoking and pregnancy across all agencies to ensure pregnant smokers seek access to support. Explore new approaches to engaging with women in order to understand why some pregnant smokers do not make contact with the service, and if they do why a high number do not stop smoking.
- Continue to work with partner agencies to reduce the risk to children of second-hand smoke.
- Continue to commission services that influence tobacco issues at a national, regional and local level.
- Maintain the two tobacco control alliances so they can co-ordinate work to reduce tobacco consumption locally and respond to national initiatives such as the consultation for standardised plain packaging.
- Develop the model already used in Darlington to engage more local communities in activities that will reduce the number of children and adults who smoke.
- Work with County Durham and Darlington NHS Foundation Trust to support people with a planned surgical operation to stop smoking before they are admitted to hospital.
- Deliver consistent healthy lifestyle messages through the change4life social marketing campaign.
- Through awareness raising and joined up service provision, work with partners to reduce the incidence of type 2 diabetes.
- Improve access to weight management services for those who are clinically obese.
- Enhance existing pathways into physical activity from primary care.
- Improve access to healthy food and nutritional advice to those people who are at particular risk from the harms associated with an unhealthy diet, such as people with diabetes, young children and women who are pregnant.
- Lobby for environmental improvements such as limiting the density of fast food outlets via the health and wellbeing boards.

### **Chapter 3**

#### **Improving our mental health and physical health**

- The mindfulness programme is a popular choice for clients and the future scale of the service will require review.
- There remains significant work to do to tackle inequalities for those with mental health problems. A partnership approach with service users and carers is essential to address this.

- Develop and improve social prescribing opportunities. Improve the range of social prescribing options available and develop local evidence and pathways to enable social prescribing to become part of the mainstream offer to our communities.
- Clinical commissioning groups will be supported to become involved in the work to prevent people taking their own lives.
- There is a worrying trend, with some evidence, that the CVD mortality rate in younger adults in England and Wales is levelling off. Levels of smoking in young people, particularly among young women; rising levels of obesity and the earlier development of type 2 diabetes are contributing to this. To maintain the reduction of CVD mortality rates and reduce the health inequalities caused by these conditions there needs to be a change of emphasis. Therapeutic interventions such as revascularisation and thrombolysis will make only a modest impact.
- The biggest impact will come from population-wide changes in lifestyle and diet. The impact of all the efforts on tobacco control has resulted in dramatic falls in smoking rates but this must be maintained, especially toward preventing young people taking up smoking. Fresh – the North East regional tobacco control office – has led the way in developing integrated policies across the region resulting in the biggest fall in smoking rates in England. The same effort must be given to encourage and support changes in people’s diet and to promote more exercise.
- Engage with clinical commissioning groups, health and wellbeing boards and local authorities on the cancer agenda, particularly on earlier diagnosis.
- Promote cancer screening uptake through social marketing activities and monitoring rates, aiming to improve uptake rates to be among the best in England.
- Push for accurate staging data from foundation trusts (hospitals).
- Reduce cancer services waiting times and ensure excellent performance.
- Undertake regular oral health needs assessment of children to determine their levels of dental disease. A survey<sup>22</sup> of 12 year old children’s oral health in 2008/09 showed that 27% of 12 year old children in County Durham and 33% in Darlington had active dental decay. It is disappointing that despite good uptake of care for children in this age group, particularly in Darlington where over 70% of children had seen a dentist in the last 12 months, levels of active disease remain high.
- Ensure all areas have adequate access to dental care. Utilisation of NHS dental services is only at or above the English average of 56% in 16 out of 135 wards in County Durham, and 4 out of 24 wards in Darlington. In County Durham in 2010/11, 48% of the population of County Durham attended an NHS dentist. In Darlington 50% of the population had attended a dentist in the North East<sup>23</sup>. There is still work to be done to secure access to dental care for all residents.
- The transfer of public health to the local authorities of County Durham and Darlington provides the opportunity to effectively reach children and families in the more socially excluded and hard to reach sections of our community who have the highest levels of dental disease. We know that in both County Durham and Darlington, as nationally, when the level of deprivation in a community increases, the use of dental services decreases.



## **Chapter 4**

### **The impact of social and economic factors on health**

- Health literacy should be included in any emerging Lifelong Learning strategy.
- The work on community learning and inclusion has shown that early work needs greater understanding and embedding in any life learning strategy or plan.
- The concept of scaling up innovative interventions that are shown to work is also critical.
- During an economic downturn, when employers' resources are stretched, engaging new workplaces in health programmes can prove a challenge. The support of strategic and business partnerships will be crucial in ensuring businesses achieve the benefits of investing in workplace health.
- The mental health first aid accredited trainers need to be maintained and supported to ensure mental health first aid is available in our communities.
- There is still stigma attached to mental health issues so campaigning and education within communities, schools, workplaces and within our own services must continue.
- As the new public health system develops in our local authorities, there will be more opportunities to engage with a wider workforce who have direct contact with local people and who can have a positive impact on individual health and wellbeing.
- Explore opportunities to link the health trainer programme to the work of the 14 area action partnerships and health networks in County Durham and the strategic partnership in Darlington.
- Link to local authority anti-poverty strategies to consolidate and provide a more focused approach to income, debt and welfare provision, regeneration and financial inclusion.
- Integrate the services that provide transport to hospitals in County Durham and Darlington.
- Evaluate the schemes trying to reduce excess winter deaths to see if they are targeting those who most need the service and to assess what impact the service has had on their health and wellbeing.
- Evaluate what effect the investment in building social capital has had on local communities.

## **Chapter 5**

### **Working with people in communities**

- Commission children's and young people's obesity reduction programmes based on evidence of effectiveness.
- Provide public health support to health visitor services post-2013 when they will be commissioned by the NHS Commissioning Board.
- Review the range of commissioned sexual health services, including teenage pregnancy.
- Ensure an effective handover of commissioning responsibility for antenatal screening programmes to the NHS Commissioning Board.
- Develop the public health role of school nurses.

- Health and wellbeing boards should be aware of the needs and co-ordinate service provision for military health.
- Increase awareness among primary care providers and GPs of the particular mental health needs of the ex-service personnel and particularly of the need for priority treatment for health care needs arising from their service.
- Primary care services and hospital trusts should take steps to improve awareness of veteran's mental health issues among health workers generally, including appropriate training and supervision.
- Some groups within the ex-service community may need special attention, including prisoners and early service leavers (those who leave the service after less than four years).

## **Recommendations**

Cabinet is requested to:

- receive the annual report of the Director of Public Health, County Durham and the Director of Public Health, Darlington
- note this is the final joint report of the Directors of Public Health for County Durham and Darlington
- note that additional reports published by HPA NE are available on request

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**Contact: Anna Lynch, Director of Public Health, County Durham**  
**Tel: 03000 268146**

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## **Appendix 1 - Implications**

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### **Finance**

No implications directly from the report but potential implications related to commissioning in response to identified health needs.

### **Staffing**

No implications from the report.

### **Risk**

Independent DPH annual report will be a statutory responsibility for all local authorities.

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

DPH annual report provides evidence that whole population health needs are assessed and considered.

### **Accommodation**

No implications.

### **Crime and Disorder**

No implications.

### **Human Rights**

No implications.

### **Consultation**

No need for consultation. DPH annual report is independent and based on health needs identified by the DPH.

### **Procurement**

No implications unless report outcomes lead to commissioning changes.

### **Disability Discrimination Act**

No implications.

### **Legal Implications**

No implications.

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Cabinet

10 April 2013



**Educational Attainment / Standard Report 2012**

**Report of Corporate Management Team**

**Rachael Shimmin, Corporate Director of Children and Adults Services  
Councillor Claire Vasey, Cabinet Portfolio Holder for Children & Young People's Services**

**Purpose of the Report**

1. This report sets out the results from Key Stage 2 tests and GCSE (and equivalent) examinations for 2012. 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 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**

	English		Maths		E&M
	Level 4+	Level 5+	Level 4+	Level 5+	Level 4+
<b>Durham</b>	<b>85</b>	<b>36</b>	<b>85</b>	<b>39</b>	<b>81</b>
<b>National</b>	<b>85</b>	<b>38</b>	<b>84</b>	<b>39</b>	<b>80</b>

Results for Durham are as follows:

4. Levels 4 and above: the three year trend continues to improve in all tested subjects. English has increased from 80.5% (2010) to 85.3% (2012); reading has increased from 83.5% (2010) to 87.0% (2012); writing has increased from 70.9% (2010) to 81.0% (2012); mathematics has increased from 82.7% (2010) to 85.4% (2012). Against national statistics, Durham continues to compare very well: over the last three years the Level 4+ English and mathematics has been ahead of national outcomes and this continues with Durham at 80.9% against national 80%.

5. In terms of level 5+, all standards in Durham improved in 2012 with English and mathematics combined improving by nearly 5% on 2011. Level 5+ English is marginally below the national figure but improved in 2012. Level 5 mathematics is in line with the national figure in 2012 having also improved significantly.
6. The proportion of pupils making at least expected progress has improved in English (90%) and in mathematics (89%) these figures are above the national averages for 2012 of 89% and 87% respectively.

#### **Key Stage 4 Background**

7. Assessment at Key Stage 4, which represents the end of compulsory schooling, is through externally set and marked GCSE and GCSE equivalent examinations across a wide range of subjects and courses. These are graded from A\*-G and the national benchmarks of achievement are set out in Table 2. Annual results from examinations at each of Key Stages 4 and 5 (sixth form) are analysed in order to identify trends across the Local Authority and to inform discussions with specific schools regarding challenge and support.

**Table 2**

	<b>Durham LA</b>	<b>National (England – all Schools)</b>
<b>5+A* - C GCSE's</b>	<b>90.4%</b>	<b>82.9%</b>
<b>% achieving A* - C inc English and mathematics</b>	<b>62.5%</b>	<b>59.4%</b>
<b>% 5 A* - G</b>	<b>96.4%</b>	<b>95.1%</b>
<b>Average Points Score per pupil</b>	<b>549.6</b>	<b>472.0</b>

8. In 2012 Durham was once again above the national average in all of the recognised national benchmarks. The 2012 results continue the trend of improvement in the key A\* - C measures and the 5 A\* - C including English and mathematics as set out in Tables 3 and 4.

**Table 3**

<b>% GCSE and equivalent 5 A*-C</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
<b>Durham</b>	<b>60.2</b>	<b>65.5</b>	<b>75.2</b>	<b>84.2</b>	<b>88.4</b>	<b>90.4</b>
<b>National</b>	<b>61.5</b>	<b>64.8</b>	<b>68</b>	<b>75.4</b>	<b>82.7</b>	<b>82.9</b>

**Table 4**

<b>% GCSE and equivalent 5 A* - C including English &amp; Mathematics</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
<b>Durham</b>	<b>42.2</b>	<b>44.5</b>	<b>48.8</b>	<b>55.8</b>	<b>59.9</b>	<b>62.5</b>
<b>National</b>	<b>46.3</b>	<b>47.6</b>	<b>49.8</b>	<b>53.4</b>	<b>58.3</b>	<b>59.4</b>

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 2007-2012 has been significantly greater than nationally. Durham overtook the national figure for the percentage of five or more good GCSE's including English and mathematics in 2009 and has maintained this position since, with the gap widening in 2012. Durham is now comfortably within the top third of Authorities nationally and well above the average of our statistical neighbours.

### **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.

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## **Appendix 1: Implications**

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**Finance - None**

**Staffing - None**

**Risk** – Potential reputational issues if results dip in the future

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

**Accommodation - None**

**Crime and Disorder - None**

**Human Rights - None**

**Consultation** – Any changes to school monitoring systems will be subject to consultation with schools.

**Procurement - None**

**Disability Issues - None**

**Legal Implications - None**



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**Appendix 2: Durham schools – KS2 Level 4+ and 2 levels of progress English and mathematics**


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School Name	Number of pupils	% Pupils Achieving L4+ in English & Maths	2 Levels of Progress in English		2 Levels of Progress in Maths	
			Number of Pupils Counted	% Achieving	Number of Pupils Counted	% Maths
Acre Rigg Junior	54	81.48	34	92.45	54	94.44
All Saints' Roman Catholic Voluntary Aided Primary	11	81.82	26	90.91	11	81.82
Annfield Plain Junior	25	84.00	30	83.33	24	91.67
Aycliffe Village Primary	17	100.00	53	100.00	17	94.12
Beamish Primary	3	66.67	11	100.00	3	100.00
Bearpark Primary	10	90.00	24	100.00	10	90.00
Belmont C.E. (Controlled) Junior	38	89.47	7	97.37	38	92.11
Belmont Cheveley Park Primary	22	68.18	25	90.91	22	86.36
Benfieldside Primary	28	82.14	16	89.66	28	100.00
Bishop Ian Ramsey Medomsley C.E. (Aided) Primary	13	92.31	17	100.00	13	100.00
Blackhall Colliery Primary	30	66.67	17	86.67	30	90.00
Blessed John Duckett Roman Catholic Voluntary Aided Primary	5	80.00	3	100.00	5	80.00
Bloemfontein Primary	17	70.59	10	100.00	17	88.24
Bournmoor Primary	10	80.00	22	100.00	10	100.00
Bowburn Junior	50	94.00	50	97.87	47	97.87
Bowes Hutchinson Endowed C.E. Primary	5	100.00	38	100.00	5	100.00
Brandon Community Primary School	34	79.41	29	100.00	33	87.88
Broom Cottages Primary and Nursery	44	81.82	23	97.73	44	86.36
Browney Primary	18	50.00	25	55.56	18	44.44
Bullion Lane Primary	26	84.62	10	88.46	26	96.15

Burnhope Primary	13	92.31	13	100.00	13	76.92
Burnopfield Primary	35	88.57	23	91.43	35	97.14
Burnside Primary	23	78.26	12	95.65	23	100.00
Butterknowle Primary	4	75.00	30	100.00	4	100.00
Byerley Park Primary	35	91.43	22	97.14	35	97.14
Byers Green Primary	11	100.00	37	90.91	11	100.00
Cassop Primary	11	90.91	21	90.91	11	90.91
Castleside Primary	9	100.00	5	100.00	9	100.00
Catchgate Primary	31	77.42	17	100.00	31	87.10
Cestria Primary	55	87.27	20	92.73	55	96.36
Chester-le-Street C.E. (Controlled) Junior	34	91.18	47	91.18	31	91.18
Chilton Primary	32	93.75	33	93.75	32	96.88
Cleves Cross Primary	30	80.00	32	96.55	30	90.00
Cockfield Primary	9	77.78	48	100.00	9	88.89
Cockton Hill Junior	54	70.37	15	79.63	54	74.07
Collierley Primary	9	100.00	10	100.00	9	100.00
Consett Junior	44	79.55	28	84.09	44	90.91
Copeland Road Primary	18	77.78	7	61.11	18	94.44
Cothelstone Primary	8	87.50	47	100.00	8	100.00
Cotsford Junior	31	80.65	32	93.33	30	93.33
Coxhoe Primary	29	100.00	5	100.00	29	100.00
Crook Primary	34	85.29	32	97.06	34	88.24
Deaf Hill Primary	12	83.33	20	91.67	12	91.67
Dean Bank Primary and Nursery	25	76.00	37	92.00	25	100.00
Delves Lane Junior	40	80.00	17	94.87	39	89.74
Dene House Primary	40	65.00	10	87.50	40	82.50
Durham Blue Coat C.E. (Aided) Junior	51	82.35	19	77.08	48	83.33
Durham Gilesgate Primary	14	100.00	33	100.00	13	100.00
Durham St. Margaret's C.E. (Controlled) Primary	56	94.64	9	96.36	55	92.73
Easington C.E. (Controlled) Primary	11	90.91	29	90.91	11	100.00
Easington Colliery Primary	50	62.00	21	83.67	49	89.80

East Stanley School	32	81.25	45	75.00	32	81.25
Ebchester Church of England Primary	13	92.31	44	100.00	13	100.00
Edmondsley Primary	20	100.00	18	100.00	20	100.00
Escomb Primary	31	87.10	26	100.00	31	96.77
Esh C.E. (Aided) Primary	8	100.00	13	100.00	8	75.00
Esh Winning Primary	26	69.23	22	92.00	25	88.00
Etherley Lane Primary	36	88.89	14	82.35	34	88.24
Evenwood C.E. (Controlled) Primary	6	83.33	35	100.00	6	100.00
Fence Houses Woodlea Primary	25	96.00	13	100.00	25	96.00
Ferryhill Station Primary	6	66.67	4	100.00	6	100.00
Finchale Primary	29	86.21	24	75.00	28	92.86
Fishburn Primary	24	79.17	35	100.00	23	91.30
Forest-of-Teesdale Primary	4	100.00	11	100.00	4	100.00
Framwellgate Moor Primary	15	100.00	17	85.71	14	100.00
Frosterley Community School	7	100.00	11	100.00	7	85.71
Gainford C.E. (Controlled) Primary	8	100.00	41	87.50	8	100.00
Green Lane C.E. (Controlled) Primary	33	75.76	21	87.88	33	69.70
Greenland Community Primary School	35	91.43	12	97.14	35	100.00
Hamsterley Primary	3	100.00	9	100.00	2	100.00
Hardwick Primary	22	86.36	37	95.45	22	90.91
Hartside Primary	18	88.89	6	77.78	18	94.44
Hesleden Primary	13	76.92	14	92.31	13	100.00
Howden-le-Wear Primary	12	100.00	31	100.00	12	100.00
Howlatch Lane Primary	50	86.00	10	94.00	50	94.00
Hunwick Primary	23	91.30	25	95.65	23	100.00
Hutton Henry C.E. (Controlled) Primary	4	100.00	13	75.00	4	100.00
Ingleton C.E. (Controlled) Primary	7	71.43	55	100.00	7	71.43
Kelloe Primary	16	43.75	30	87.50	16	87.50
King Street Primary	22	72.73	34	100.00	22	90.91
Kirk Merrington Primary	12	91.67	6	91.67	12	100.00
Lanchester Endowed Parochial (Controlled) Primary	32	93.75	32	100.00	32	100.00

Langley Moor Primary	26	88.46	29	100.00	26	92.31
Langley Park Primary	30	73.33	10	89.66	29	93.10
Laurel Avenue Community Primary School	3	66.67	9	100.00	3	100.00
Leadgate Junior	33	84.85	28	90.63	32	96.88
Ludworth Primary	7	100.00	28	85.71	7	100.00
Lumley Junior	34	85.29	14	94.12	34	97.06
Middlestone Moor Primary	26	69.23	21	88.46	26	92.31
Middleton-in-Teesdale Primary	15	93.33	54	100.00	15	100.00
Montalbo Primary	10	70.00	20	77.78	9	66.67
Moorside Primary	9	55.56	10	88.89	9	88.89
Murton Community Primary	60	71.19	16	95.00	60	91.67
Nettlesworth Primary School	9	88.89	9	100.00	9	100.00
Neville's Cross Primary	26	76.92	9	96.00	25	80.00
New Brancepeth Primary	12	100.00	44	100.00	12	100.00
New Seaham Primary	37	91.89	18	100.00	37	94.59
Newker Primary	58	87.93	18	89.66	58	93.10
North Park Primary	21	85.71	23	90.48	21	95.24
Oakley Cross Primary	16	93.75	21	93.75	16	81.25
Our Lady & St. Joseph's Roman Catholic Voluntary Aided Primary	18	72.22	35	94.12	17	82.35
Our Lady & St. Thomas Roman Catholic Voluntary Aided Primary	11	100.00	8	100.00	10	100.00
Our Lady of Lourdes Roman Catholic Voluntary Aided Primary	17	94.12	30	94.12	17	100.00
Our Lady of the Rosary Roman Catholic Voluntary Aided Primary	35	77.14	12	94.29	35	88.57
Our Lady Queen of Martyrs Roman Catholic Voluntary Aided Primary	12	100.00	26	91.67	12	100.00
Our Lady Star of the Sea Roman Catholic Voluntary Aided Primary	14	42.86	3	78.57	14	57.14
Ouston Junior	35	85.71	22	88.57	35	74.29
Oxclose Primary	30	80.00	30	100.00	30	93.33
Peases West Primary	10	80.00	26	100.00	10	100.00
Pelton Community Primary	33	72.73	9	90.91	33	78.79
Pittington Primary	21	90.48	29	100.00	21	90.48
Prince Bishops Community Primary School	20	90.00	34	100.00	20	100.00

Ramshaw Primary	7	100.00	12	100.00	7	100.00
Red Rose Primary	33	93.94	20	93.75	32	96.88
Rookhope Primary	3	100.00	25	100.00	3	33.33
Ropery Walk Primary	21	71.43	39	100.00	20	95.00
Rosa Street Primary	34	88.24	29	88.24	34	88.24
Roseberry Primary	14	85.71	40	100.00	14	92.86
Sacriston Junior	41	78.05	31	55.00	40	57.50
Sea View Primary	37	86.49	16	97.30	37	100.00
Seaham Trinity Primary	45	91.11	15	90.70	43	95.35
Seascape Primary School	37	56.76	35	94.59	37	89.19
Sedgefield Primary	22	95.45	17	95.00	20	100.00
Sherburn Hill Primary	6	83.33	13	100.00	6	100.00
Sherburn Village Primary	26	80.77	9	96.15	26	100.00
Shield Row Primary	27	74.07	60	96.15	26	96.15
Shincliffe C.E. (Controlled) Primary	29	93.10	3	92.86	28	96.43
Shotley Bridge Junior	23	82.61	55	91.30	23	86.96
Shotton Hall Primary School	56	67.86	14	89.09	55	81.82
Shotton Primary	47	82.98	21	89.36	47	97.87
Silver Tree Primary	27	70.37	40	92.31	26	84.62
South Hetton Primary	25	92.00	11	100.00	25	96.00
South Stanley Junior	37	54.05	16	62.16	37	67.57
St. Andrew's Primary	21	38.10	30	71.43	21	66.67
St. Anne's C.E. (Controlled) Primary	30	93.33	7	96.55	29	100.00
St. Bede's Roman Catholic Voluntary Aided Primary	10	90.00	34	77.78	9	88.89
St. Benet's Roman Catholic Voluntary Aided Primary	31	90.32	7	93.55	31	93.55
St. Chad's Roman Catholic Voluntary Aided Primary	15	80.00	7	86.67	15	93.33
St. Charles' Roman Catholic Voluntary Aided Primary	30	93.33	26	96.43	28	100.00
St. Cuthbert's Roman Catholic Voluntary Aided Primary, Chester le Street	36	91.67	26	91.67	36	94.44
St. Cuthbert's Roman Catholic Voluntary Aided Primary, Crook	23	78.26	49	100.00	23	87.00
St. Cuthbert's Roman Catholic Voluntary Aided Primary, New	22	72.73	58	95.24	21	80.95

Seaham						
St. Francis Church of England Aided Junior	20	95.00	21	90.00	20	100.00
St. Godric's Roman Catholic Voluntary Aided Primary, Durham	30	96.67	32	100.00	29	93.10
St. Godric's Roman Catholic Voluntary Aided Primary, Thornley	16	81.25	8	87.50	16	87.50
St. Helen Auckland Primary	11	72.73	20	90.00	10	100.00
St. Hild's College Church of England Aided Primary	20	80.00	13	100.00	18	94.44
St. John's Chapel Primary	6	100.00	20	100.00	6	100.00
St. John's Church of England Aided Primary	21	80.95	21	95.24	21	100.00
St. Joseph's Catholic Primary, Murton	14	85.71	17	85.71	14	85.71
St. Joseph's Roman Catholic Voluntary Aided Primary, Blackhall	11	90.91	31	100.00	10	100.00
St. Joseph's Roman Catholic Voluntary Aided Primary, Stanley	30	90.00	34	96.55	29	96.55
St. Joseph's Roman Catholic Voluntary Aided Primary, Newton Aycliffe	21	85.71	26	85.71	21	80.95
St. Joseph's Roman Catholic Voluntary Aided Primary, Ushaw Moor	11	81.82	31	90.91	11	81.82
St. Joseph's Roman Catholic Voluntary Aided Primary, Coundon	23	78.26	21	81.82	22	95.45
St. Joseph's Roman Catholic Voluntary Aided Primary, Gilesgate	10	70.00	34	80.00	10	80.00
St. Mary Magdalen Roman Catholic Voluntary Aided Primary	22	81.82	21	85.71	21	85.71
St. Mary's Roman Catholic Voluntary Aided Primary, Barnard Castle	10	100.00	29	90.00	10	90.00
St. Mary's Roman Catholic Voluntary Aided Primary, Blackhill	41	95.12	4	97.56	41	100.00
St. Mary's Roman Catholic Voluntary Aided Primary, Stanley	14	85.71	43	92.31	13	84.62
St. Mary's Roman Catholic Voluntary Aided Primary, Newton Aycliffe	30	76.67	8	100.00	30	90.00
St. Mary's Roman Catholic Voluntary Aided Primary, Wingate	8	25.00	43	62.50	8	62.50
St. Michael's Bishop Middleham C.E. (Aided) Primary	9	88.89	25	100.00	9	88.89
St. Michael's Roman Catholic Voluntary Aided Primary	24	100.00	34	100.00	23	100.00
St. Patrick's Roman Catholic Voluntary Aided Primary, Dipton	18	94.44	6	100.00	17	94.12
St. Patrick's Roman Catholic Voluntary Aided Primary, Langley Moor	7	85.71	15	85.71	7	100.00
St. Patrick's Roman Catholic Voluntary Aided Primary, Consett	49	67.35	13	87.50	48	85.42
St. Pius X Roman Catholic Voluntary Aided Primary	9	66.67	9	87.50	8	75.00
St. Stephen's C.E. Primary School and Nursery	24	87.50	28	91.67	24	95.83
St. Thomas More Roman Catholic Voluntary Aided Primary	17	76.47	11	88.24	17	58.82
St. Wilfrid's Roman Catholic Voluntary Aided Primary	29	86.21	55	82.14	28	89.29

St. William's Roman Catholic Voluntary Aided Primary	17	100.00	6	100.00	17	100.00
Staindrop C.E. (Controlled) Primary	27	92.59	28	100.00	26	96.15
Stanhope Barrington Church of England Primary	21	85.71	23	85.71	21	100.00
Stanley (Crook) Primary	15	93.33	23	100.00	15	100.00
Startforth Morritt Memorial C.E. (Controlled) Primary	14	85.71	53	84.62	13	84.62
Stephenson Way Community Primary School	41	65.85	36	90.24	41	87.80
Sugar Hill Primary	54	74.07	17	81.13	53	83.02
Sunnybrow Primary	7	85.71	4	100.00	7	100.00
Tanfield Lea Community Primary School	28	85.71	15	96.43	28	100.00
The Grove Primary	21	90.48	14	100.00	21	95.24
Thornhill Primary	30	96.67	29	96.67	30	100.00
Thornley Primary	15	93.33	17	78.57	14	92.86
Timothy Hackworth Primary	55	74.55	12	98.18	55	89.09
Toft Hill Primary	22	90.91	7	100.00	21	95.24
Tow Law Millennium Primary	17	70.59	55	88.24	17	76.47
Trimdon Junior	34	94.12	26	97.06	34	100.00
Tudhoe Colliery Primary	15	100.00	8	100.00	15	100.00
Victoria Lane Academy (Coundon)	26	69.23	41	84.62	26	88.46
Wearhead Primary	3	100.00	33	100.00	3	100.00
West Cornforth Primary	17	82.35	35	100.00	17	100.00
West Pelton Primary	6	66.67	2	100.00	6	66.67
West Rainton Primary	20	95.00	10	95.00	20	95.00
Westlea Primary	34	70.59	26	76.47	34	91.18
Wheatley Hill Community Primary	19	68.42	6	89.47	19	100.00
Willington Primary	27	59.26	37	92.31	27	81.48
Wingate Junior	45	88.89	8	86.67	45	93.33
Witton Gilbert Primary	24	79.17	18	100.00	24	91.67
Witton-le-Wear Primary	13	92.31	7	84.62	13	100.00
Wolsingham Primary	31	83.87	3	96.67	30	93.33
Woodham Burn Community Primary	43	67.44	24	76.74	43	79.07
Woodhouse Community Primary School	17	64.71	23	87.50	16	8750.00

Woodland Primary	7	85.71	13	85.71	7	85.71
Yohden Primary	32	84.38	48	87.10	31	93.55



**Cabinet**

**10 April 2013**

**School Funding Reforms 2013/14 & Schools  
Financial Performance Monitoring**



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**Report of Corporate Management Team**  
**Don McLure, Corporate Director Resources**  
**Rachael Shimmin, Corporate Director Children and Adults Services**  
**Councillor Alan Napier, Cabinet Portfolio Holder Resources**  
**Councillor Claire Vasey, Cabinet Portfolio Holder Children & Young  
People's Services**

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**Purpose of Report**

1. To provide an update on changes to the way in which schools are funded, and the impact on schools and Council services as a result of these changes.
2. To review the existing financial governance arrangements within schools regarding budgetary control performance.

**Executive Summary**

3. The arrangements for funding schools and academies through the Dedicated Schools Grant, and the amounts that can be retained centrally, change with effect from 1 April 2013.
4. The Dedicated Schools Grant for 2013-14 is £347.22m, which is allocated between three 'blocks':
  - Early Years
  - High Needs (for Special Educational Needs) and
  - Schools.The Schools Block also includes centrally retained expenditure.
5. The decision of the Schools Forum to discontinue central funding for Behaviour Support related services from within the Dedicated Schools Grant has required those staff affected to be served with s188 notices as their jobs were consequently at risk.
6. The formula used to distribute funding to primary and secondary schools is now much simpler, with a greater emphasis on distributing funding according to pupil numbers and needs and less emphasis on using costs as a basis.

7. These changes have resulted in significant changes in formula funding for individual schools, but this is mitigated by the application of transitional adjustments which limit the changes in funding from year-to-year.
8. There are also significant changes affecting High Needs SEN funding for primary and secondary schools. Arrangements have been made to minimise the effect on schools that stood to lose out on funding under these changes.
9. Funding for special and nursery schools is also affected by the reforms. For special schools the implication of the reforms was that funding would be less predictable in the future, which raised concerns about the viability of these schools. The Authority has responded to these concerns and proposed a funding method that will give these schools more certainty over their funding.
10. The reforms also include changes to the role of the Schools Forum, which give it a greater role in some decisions, and limit local authority membership. Governance arrangements for the Forum have been reviewed in light of these changes and this will be fed into the Council's Constitutional Working Group in due course.
11. There will be a national funding formula from 2015-16, which will bring further changes. It is uncertain how a transitional protection scheme will operate in the new national formula.
12. The Schools Forum has written to the Secretary of State to express its concern about some of the potential adverse impact of a national funding formula on schools in Durham. The response acknowledged some of these concerns.
13. Schools' delegated budgets are ring-fenced and cumulative under and over spends are carried forward as surpluses and deficits. Where schools are required to become sponsored academies, due to failing an Ofsted Inspection, the deficit becomes a cost to the local authority.
14. In the light of this situation, and identified gaps in the current financial governance framework with regards to reporting of schools financial performance via Cabinet, greater scrutiny will be placed on school budget plans and deficit recovery plans in the future. This will also affect decisions about applications to the school loans scheme.
15. Five schools had deficits at the start of 2012-13, totalling £107,000 and 128 schools needed to use some of their brought forward surplus to balance their 2012-13 budgets. Forecasts for 2012-13 suggest that 113 schools will overspend their budgets in 2012/13, and that 8 schools will carry forward a deficit, estimated to be £381,000 in total. 22 schools will carry forward surpluses of less than 2% of their 2013/14 budget share, and of these three are primary or secondary schools facing a reduction in funding next year.

16. Where there are significant immediate concerns regarding schools reports will be brought forward in the coming months to set out options and consequences on the Council in this regard.

## **Background**

17. In March 2012 the Department for Education (DfE) announced a major reform of the way in which schools are funded. This is the first stage of a process to move to a national funding formula for schools from April 2015.
18. The reforms affect all schools, including academies, and take effect from 1 April 2013.
19. There are 227 primary schools, 33 secondary schools, 10 special schools and 12 nursery schools in Durham. Of these schools there are fourteen secondary schools, six primary schools and one special school that are academies.

## **Schools Forum**

20. The Schools Forum is a statutory body which must be consulted about school funding and schools funding formula changes. The majority of members are head teachers and governors, nominated through their countywide organisations.
21. The reforms provide a greater role for the Schools Forum whilst also restricting local authority membership and participation. Forums can make binding decisions on de-delegation and on the creation and application of Growth Funds.
22. A review is underway with regards to refreshing and updating the governance arrangements of the Schools Forum and a report will be brought forward in this regard in due course.
23. Final decisions on formula factors are Council decisions, but it has been normal practice in Durham to seek approval of the Schools Forum in the first instance.

## **Dedicated Schools Grant (DSG)**

24. In 2013/14 the DSG will continue at broadly the same amount per pupil as in 2012/13, but will be notionally split into three blocks: Schools, High Needs (Special Educational Needs – SEN) and Early Years.
25. Local authorities have the freedom to move funding between blocks. The Schools Block includes all funding that is not High Needs or Early Years and authorities have less discretion as to how this is used than for the other blocks.

26. Funding for 2013-14 for each block is as follows:

	Initial Allocation	Transfer from HN re SEN Pupils	Transfer to HN re Resource Bases	Transfer to Growth Fund	Revised Allocation	Retained Centrally	Delegated to Primary & Secondary
	£m	£m	£m	£m	£m	£m	£m
Schools Block	282.18	2.94	(0.16)	(2.86)	282.10	(6.09)	276.01
High Needs Block	43.39	(2.94)	0.16		40.61		
Early Years Block	21.65				21.65		
Growth Fund				2.86	2.86		
<b>Total</b>	<b>347.22</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>347.22</b>		

27. There are a number of budgets which are centrally retained within the DSG which can continue subject to School Forum approval, but no new commitments or increases are allowed over and above the 2012/13 level of budget. The budgets affected are Admissions; Servicing of the Schools Forums; Capital Expenditure from Revenue; Contribution to combined budgets, terminations of employment costs and prudential borrowing.

### Primary and Secondary Schools

28. Much of the expenditure on these schools is delegated using a formula to allocate funding between schools. The 2012/13 formula in Durham has 20 formula factors and has been designed over a number of years to maintain stability in the system and allocate funding according to the relative (historic) need of each school.
29. As part of the reforms, local authorities have been required to develop new formulas which have fewer factors and use simpler methods of allocation. The new formulas must be mainly pupil led, with the bulk of funding allocated through an amount per pupil or according to levels of deprivation and attainment.
30. The DfE have emphasised that the reforms mean that funding should follow the pupil and have referred to a schools 'market'. The implication is that schools which cannot attract sufficient pupils to provide enough funding to run the school effectively will either have to merge with other schools or close.
31. In a densely populated urban area, the closure of a school may not have serious consequences, because there are likely to be several alternative schools in the area, but in a largely rural county with dispersed communities, many suffering from deprivation, the consequences of the closure of a small local school could have much more serious consequences.

32. The new formula for Durham is simpler and includes only nine factors. As a result, there are significant increases and decreases in the formula funding of individual schools.
33. The short-term effect is limited, because of transitional protection arrangements, required by the DfE. The amount of protection will decrease over time and does not protect schools from the effects of falling pupil rolls.
34. The DfE has confirmed that transitional protection will continue until 2014-15 on the current basis, but from 2015-16, when there will be a national funding formula, arrangements may be different.
35. The new formula was developed in consultation with the Schools Forum and with schools. The Forum requested that the formula should minimise turbulence in funding for individual schools. The formula is the best that could be achieved given the DfE's restrictions on the new formulae.
36. Key features of the new formula are:
- A lump sum of £182,000 per school, which is near the maximum allowed (£200,000). This is now the only formula factor which helps small schools;
  - Deprivation funding has been maintained at the same level as in the original 2012-13 formula funding, but it is now distributed differently. Notably, former grant funding, which was targeted at specific schools, is no longer targeted;
  - £2.86m of primary school formula funding has been top-sliced and placed in a Growth Fund to support primary schools in meeting the infant class size limit of 30 pupils. Previously this support was provided through a formula factor.
37. The formula factors are described in Appendix 2 and key results from the new formula are summarised below:

	<b>Primary</b>	<b>Secondary</b>
Formula funding	£148.84m	£127.17m
<b>Number of schools with a reduction in overall formula funding:</b>		
Maintained schools	43	12
Academies	1	2
Average reduction	3%	4%

38. Primary and secondary schools are also affected by changes in the funding for Special Educational Needs pupils, particularly those defined as 'High Needs', which the DfE defines as pupils requiring provision costing more than £10,000.
39. The reforms require schools to make a greater contribution to the cost of this provision from their delegated budgets, currently estimated at £6.27m. An additional £2.94m has been delegated to schools to recognise this, and further funding of £3.39m will be provided to schools that do not receive sufficient additional delegation to meet these costs. The additional delegation and further funding are provided from the High Needs Block.

## **Special Schools**

40. These schools no longer have a delegated budget. In 2013/14 these schools will receive an amount of £10,000 per planned place plus 'top-up' funding for individual pupils, based on the needs of these pupils.
41. This has raised concern amongst special schools, because of the uncertainty and volatility of funding that this implies. In response to this concern the Council is proposing to use flexibility in top-up rates to give greater certainty to schools.
42. Changes to arrangements for pupils placed out of county have led to a reduction in Durham's High Needs Block funding of £189,000.

## **Nursery Schools**

43. The majority of funding for nursery schools comes from the Early Years Single Funding Formula, but nursery schools receive formula funding. The reforms allow nursery schools to continue to be funded in this way, but restrict the formula factors that can be used to those used for primary and secondary schools.
44. A simplified formula has been developed for nursery schools in Durham. Turbulence in funding has been minimised as far as possible. This formula is currently being finalised.

## **National Funding formula – Potential Impacts**

45. The Council has sought to protect small schools; schools suffering from deprivation; and protect historic funding allocations as far as possible within the constraints of the new formula requirements. It is not known how far a national formula might take account of these concerns. There are two main areas where a national formula could recognise these issues:
  - The national formula is likely to involve a more equal distribution of DSG between local authorities, but this needs to take account of the needs of rural areas and areas with high levels of deprivation;
  - The formula could allow some flexibility over lump sums, allowing larger lump sums in rural areas where small schools do not necessarily reflect unpopularity, but instead reflect the small size of communities.
46. The reforms to the funding of special schools will make it harder for them to remain viable, because of difficulties in recruiting and retaining high quality trained staff to enable the schools to make places available when they are required; the alternative is to rely on independent special schools, which tend to be much more expensive than maintained special schools.
47. The Schools Forum expressed these concerns in a letter to the Secretary of State in December 2012. A response has been received from the Minister of State for Schools, indicating that the distribution funding is likely to take account

of issues such as rurality and deprivation. The Minister believes there is sufficient flexibility around special schools funding and there is a need for special schools to market themselves effectively in order to attract pupils.

### **Impact of Additional Delegation in 2013/14**

48. The reforms required additional delegation for some expenditure that was previously retained centrally. In Durham, this resulted in additional delegation in respect of:
- Contingencies for school improvements: £1.43m
  - Behaviour Support Services: £1.3m
  - Supply cover for trade union representatives: £0.1m
49. The reforms allowed for Schools Forums to agree to the 'de-delegation' of this expenditure, which means that although the funding is delegated through the formula, it is then taken back from schools to fund central provision of services.
50. The Schools Forum agreed to de-delegation in respect of £0.9m of contingencies (for school improvement) and £0.1m of Behaviour Support Services in relation to Looked After Children Educational Support in Secondary Schools.
51. Those services where funding is now delegated are: Anti Bullying Service, Behaviour Support workers, Looked After Children Educational Support (Primary schools) and Primary 'Getting Along' Social Skills. The continuation of these services is dependent on being able to sell them back to schools under individual Service Level Agreements.
52. Following the decision a full trading package was developed and incorporated into marketing material which was distributed through the Extranet and through a series of meetings with schools in November/December. Schools were asked to express interest in entering into an SLA by completing an on line questionnaire by Christmas. 195 schools responded to this questionnaire.
53. There has been a positive response from a number of schools interested in continuing to purchase a range of services including Behavioural Support and Looked After Children Educational Support so these services will continue to be delivered but on a smaller scale to schools which have chosen to purchase. There has been insufficient interest from schools in purchasing Anti-Bullying Service so this service will cease and staff employed in these areas left the authority on 31 March 2013. The new Service Level Agreements for services that are retained will be subject to review to ensure that these are sustainable and are self-financing.

### **Schools Budgetary Control Performance and Schools Balances**

54. Local authorities are required to have a scheme of delegation, in respect of the management of these budgets. Governing bodies have the discretion to allocate

their delegated budget as they see fit, but must adhere to the scheme, which is intended to ensure good financial management. Local authorities can take action if financial management is weak, including, in the most severe cases, taking control of the delegated budget away from the governing body.

55. Delegated budgets are ring-fenced, and they carry forward surpluses or deficits. Schools are not allowed to set a deficit budget without the prior approval of the Council (this is delegated to the Corporate Director, Resources) and where they have a deficit they are required to follow a 'Deficit Recovery Plan' to recover the deficit over an agreed and reasonable time period. In reality, there has never been a formal sign off of these arrangements, other than at a relatively low level by the individual schools finance team.
56. Progress against the plan is monitored by the governing body though there has previously been no corporate visibility on the number of schools in deficit or the value of those deficits as the 'Schools Balances' are always shown aggregate. A further weakness in is that forecast under / over spending by maintained schools, and the impact on the net schools balances held is not reported corporately.
57. Schools that are not performing well and which fail an Ofsted inspection are now forced to become a sponsored academy, and in such a situation the DfE have mandated that any deficit carried forward cannot be transferred to the sponsoring academy and must be met by the local authority.
58. This places increased financial risk on the local authority, particularly where schools are working towards an 'agreed' deficit recovery plan, which may span a number of years and necessitates a more rigorous monitoring regime going forward.
59. The current position in respect of schools balances and financial performance is as follows:

		Nursery	Primary	Secondary	Special	PRU	Total
1.	No of schools in surplus 01/04/12	12	217	18	9	-	256
2.	No of schools in deficit 01/04/12	-	4	1	-	-	5
3.	Total surpluses brought forward 01/04/12	£592,571	£13,033,234	£4,758,151	£1,328,760	-	£19,712,716
4.	Total deficits brought forward 01/04/12	-	(£40,195)	(£66,908)	-	-	(£107,103)
5.	<b>Net Schools Balances 01/04/12</b>	<b>£592,571</b>	<b>£12,993,039</b>	<b>£4,691,243</b>	<b>£1,328,760</b>	-	<b>£19,605,613</b>
6.	Schools using surplus to balance 2012-13 budget	4	106	12	6	-	128
7.	<b>Surplus used to balance 2012-13 budget</b>	<b>(£29,140)</b>	<b>(£2,411,348)</b>	<b>(£1,373,624)</b>	<b>(£257,486)</b>	-	<b>(£4,071,598)</b>
8.	Schools forecast to overspend budget in 2012-13	4	95	8	6	-	113



		Nursery	Primary	Secondary	Special	PRU	Total
9.	Forecast overspends	(£25,643)	(£1,561,459)	(£1,161,629)	(£232,367)	-	(£2,981,098)
10.	Schools forecast to underspend budget in 2012-13	8	126	10	3	-	147
11.	Forecast underspends	£113,712	£2,256,990	£425,244	£129,772	-	£2,925,718
12.	Schools forecast to carry forward a deficit 31/03/13	-	6	2	-	-	8
13.	Schools forecast to carry forward a surplus 31/03/13	12	215	16	9	-	252
14.	Forecast deficits 31/03/13	-	(£70,674)	(£310,773)	-	-	(£381,447)
15.	Forecast surpluses 31/03/13	£651,500	£11,347,896	£2,892,006	£968,680	-	£15,860,082
16.	<b>Forecast Net Schools Balances 31/03/13</b>	<b>£651,500</b>	<b>£11,277,221</b>	<b>£2,581,233</b>	<b>£968,680</b>	<b>-</b>	<b>£15,478,635</b>

60. Pupil Referral Units (PRUs), of which the County has one, have not previously had delegated budgets but will do so from 1 April 2013, in line with the requirements of the Schools Funding reforms. Currently the Council's PRU is centrally managed and effectively a retained specific budget with Children and Adult Services, funded by DSG. The first seven rows include Tudhoe Grange, which closed during 2012-13.

61. Appendix 4 provides a full breakdown of all schools balances, together with details of the increases / decreases in formula funding (excluding SEN, Early Years and Pupil Premium funding) for next year.

62. The majority of schools are forecast to be in surplus at 31 March 2013, but the funding reforms, together with changes in pupil roll numbers, poses a significant challenge for many schools. Of the 252 schools forecasting a surplus at the end of 2012/13, 22 (9%) are forecasting a retained balance of less than 2% of their 2012/13 delegated budget, and four of these face a reduction in funding next year greater than the retained balances held.

### Next Steps

63. Schools are currently considering their detail 2013-14 and potential 2014/15 budgets, in line with the October 2012 and forecast 2013 census / pupil roll data. Greater levels of scrutiny will need to be placed on those schools that request to set a deficit budget in 2013-14, or where their budget plan appears unsustainable. The latter will mostly affect schools that are planning to use surpluses brought forward to balance their 2013-14 budgets, but where they are likely to be unable to do this in 2014-15.

64. The Corporate Director, Resources will review all budgets where the use of balances is necessary to balance the budget and requests to set a deficit budget. Schools that are projecting a small balance at the end of 2014-15 relative to their budget share will be subject to additional scrutiny. Where the proposed budget is felt to be unsustainable the school / governors will be instructed to amend their

budget plans. A summary of the agreed position will be brought to CMT for information and included in the quarter 1 budgetary control report 2013/14.

65. For 2013-14, the Council will need to “re-balance” its relationship with schools over financial monitoring and schools will be required to provide termly updates on forecast outturn positions. Schools will be expected to report this to the relevant committee of the Governing Body and this information will be aggregated and built into the quarterly budgetary control reports to Corporate Management Team and Cabinet going forward. Schools failing to provide the necessary information or engage in the process will need to be dealt with in accordance with the requirements of the Schools Financing Scheme, hereto not called upon.
66. Reports will be presented to the Schools Forum; Head Teachers Briefing Sessions; and to individual Schools Governors meetings during the next two months to reinforce this – reminding schools of the powers the Council has to intervene in their budget planning where necessary and establishing clear criteria for a significantly more robust approach to budget and forecasting, including the in-year reporting of this to CMT and Cabinet in future. Schools will be encouraged to prepare 3-year budget forecasts, factoring in impacts of forecast school rolls on their resource availability.
67. Schools will be advised of the timetable for the receipt of budget projections. Those schools most at risk of ending the year with a deficit, or with the smallest balances relative to their budget share, will receive the most attention and will be required to submit additional and more frequent financial forecasts and updates.
68. The Council will also need to review its loans scheme. Schools can apply for loans from the Authority for building and ICT expenditure. The loans are provided from the balances held on behalf of schools. The obligation to make loan repayments would be an added burden to a school that had got into financial difficulties. Schools could be asked to provide financial forecasts for the term of the loan (usually 3-4 years), but because school budgets are sensitive to changes in pupil numbers the value of these would be limited in confirming that loan repayments could be afforded without a school going into deficit. Another uncertainty is the change to a national funding formula in 2015-16. The future of the loan scheme will be reviewed in the light of this.
69. Further discussions will be held with the leadership of any schools which are facing financial difficulties. A separate report on the outcome of these discussions will be brought forward in due course.

## **Recommendations**

70. Cabinet is recommended to :
  - a. Note the report and the consequential impacts of the School funding Reforms 2013/14, including the impact on the Behavioural Support Service following the delegation of this funding.

- b. Note the potential impact of the National Funding formula from 2015/16;
- c. Note the current position with regards to the schools balances / financial reporting arrangements and agree to strengthened financial governance arrangements over schools budgets and financial performance monitoring and reporting as outlined in the report.

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**Background Papers**

Schools Funding Reforms – DfE Consultation / Regulations

Reports to the Schools Forum:

16 May 2012, Item 3 a) - DfE Consultation – School Funding Reform, Item 3 b) - Response to Consultation

9 July 2012, Item 3 - DfE– School Funding Reform: Progress Update

17 September 2012, Item 3 – DfE School Funding Reform: Progress Update

15 October 2012, Item 3 - Centrally Provided Services, Item 4 - Centrally Provided Services: Request for De-Delegation, Item 5 - School Funding Reforms

8 November 2012, Item 4 - School Funding Reforms – County Durham Formula

11 December 2012, Item 3 - High Needs Funding, Item 4 - - Early Years Funding, Item 8 - Growth Funding, Item 9 - New Formula Pro Forma Response, Item 10 - School Funding Reforms - Draft Letter to DfE

17 January 2013, Item 2 c) - Matters arising - Letter to DfE, Item 3 - Growth Fund Allocations 2013-14, Item 4 - Primary and Secondary Formula Funding 2013-14

DCC Scheme for Financing of Schools – April 2012

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## **Appendix 1 – Implications**

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### **Finance**

Impact of the new Funding Formula on schools budgets, in the short term, is limited due to the transitional protection arrangements via the Minimum Funding Guarantee. Schools, that do not buy back services related to behaviour support in sufficient numbers will mean the services will need to be disbanded, which will result in a number of redundancies / redundancy costs being incurred by the Council.

### **Staffing**

Staff affected by the potential reduction in funding for behaviour support related services were issued with s188 redundancy notices following the decision of the School Forum, with employment ceasing at the end of March where insufficient funding was secured by way of buy back from schools under a Service Level Agreement.

### **Risk**

In addition to the impact of the new funding formula on schools budgets in 2013/14 and 2014/15 there is the future risk from the National Funding Formula from 2015/16. Maintained schools that fail Ofsted inspections are now required to become a sponsored academy, in such a situation the DfE have mandated that any deficit carried forward cannot be transferred to the sponsoring academy and must be met by the local authority. Schools with low balances and affected by reductions in funding due to the new formula or reduction in pupil numbers will face the challenge of setting a balanced budget for the forthcoming year. There is a need to improve forecasting arrangements and consideration of school viability in light of this.

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

N/A

### **Accommodation**

N/A

### **Crime and Disorder**

N/A

### **Human Rights**

Human rights will not be affected.

### **Consultation**

The s188 process has been followed for the services affected by the decision not to de-delegate funding, subject to the outcome of buy back from schools.

### **Procurement**

N/A

### **Disability Issues**

N/A

### **Legal Implications**

N/A

## Appendix 2 2013-14 Primary and Secondary Funding Formula

	<b>Total Amount Allocated £</b>	<b>Pupil Numbers</b>	<b>Rate/ Pupil £</b>	<b>Comments</b>
Age-Weighted Pupil Unit (Primary)	88,334,132	36,652	2,410.08	
Age-Weighted Pupil Unit (KS3)	50,588,177	14,518	3,484.51	
Age-Weighted Pupil Unit (KS4)	46,524,635	10,535	4,416.20	
Deprivation - Free School Meals Entitlement (Secondary)	11,368,823	4,596	2,473.40	
IDACI Band 1 (Primary)	1,526,567	4,367	349.61	Income Deprivation Affecting Children Index. Bands are set by the EFA; the higher the band the greater the probability that a pupils suffers income deprivation.
IDACI Band 2 (Primary)	2,131,319	4,552	468.17	
IDACI Band 3 (Primary)	4,088,211	6,315	647.39	
IDACI Band 4 (Primary)	3,743,737	3,984	939.75	
IDACI Band 5 (Primary)	775,895	631	1,229.54	
IDACI Band 6 (Primary)	1,244,593	636	1,956.80	
IDACI Band 1 (Secondary)	1,099,231	3,016	364.48	
IDACI Band 2 (Secondary)	1,362,292	3,017	451.49	
IDACI Band 3 (Secondary)	2,404,866	4,201	572.48	
IDACI Band 4 (Secondary)	1,927,095	2,628	733.18	
IDACI Band 5 (Secondary)	355,003	400	887.22	
IDACI Band 6 (Secondary)	478,972	359	1,335.88	
Low Attainment (Primary)	3,439,794	8,214	418.78	Pupils failing to achieve a score of 73 in the EYFSP
Low Attainment (Secondary)	1,485,280	2,397	619.66	Pupils achieving KS2 Level 3 or below in both English and Mathematics
Lump Sum - Primary	41,207,833	N/A	N/A	£182,000 per school
Lump Sum - Secondary	6,006,000	N/A	N/A	
Rates - Primary	2,293,310	N/A	N/A	
Rates - Secondary	1,880,071	N/A	N/A	
Split-site - Primary	0	N/A	N/A	
Split-site - Secondary	463,642	N/A	N/A	
PFI - Primary	49,363	N/A	N/A	
PFI - Secondary	1,168,945	N/A	N/A	
Rent	3,500	N/A	N/A	
Joint-use Leisure	60,000	N/A	N/A	
<b>Total</b>	<b>276,011,287</b>			

**SECTION 1 : INTRODUCTION THE FUNDING FRAMEWORK: MAIN FEATURES**

- 1.5 An authority may suspend a school's right to a delegated budget if the provisions of the school financing scheme (or rules applied by the scheme) have been substantially or persistently breached, or if the budget share has not been managed satisfactorily. A school's right to a delegated budget share may also be suspended for other reasons (s.17 of the Act).

**SECTION 2 : FINANCIAL REGULATIONS****2.1 Right of Attendance at Governing Body Meetings by the Corporate Director Resources**

The Corporate Director Resources is responsible by virtue of Section 151 of the Local Government Act 1972 for the administration of the authority's financial affairs. The Corporate Director Resources also has a duty to report certain matters to the authority by virtue of Section 114 of the Local Government Finance Act 1988. The Corporate Director Resources or a member of staff acting on his/her behalf shall have the right to attend meetings of governing bodies to give advice or report on financial matters affecting that responsibility. The Corporate Director Resources shall therefore be sent prior notice of all meetings of the governing body and of sub-committees at which financial matters are to be considered, together with full agendas and reports.

**2.2 Application of Financial Controls to Schools**

All schools are required to comply with the authority's requirements on financial controls and monitoring in the management of their delegated budget. Such requirements include seeking the approval of the Corporate Director Resources of all financial stationery in connection with accounting, costing or stores records and the payment or collection of money.

**2.3 Provision of Financial Information and Reports**

Schools are required to provide the authority with details of anticipated and actual expenditure and income, no more than once every three months (unless the authority has notified the school in writing that in its view the school's financial position requires more frequent submission) in a format determined by the authority which will take account of the DfE Consistent Financial Reporting framework.

## **2.9 Submission of Budget Plans**

Each school is required to prepare an annual budget plan each year having regard to the school's Development Plan and any views of the Director of Children and Young People's Services on needs and priorities. This should set out the planned budget for all items of expenditure and income and describe all assumptions underpinning the plan. This plan requires the agreement of the governing body and must be submitted to the authority, in a format prescribed by the authority no later than 30th June of each year. Plans should also be in a format taking account of Consistent Financial Reporting and will be checked to ensure they are viable and will be an important aspect of the authority's role in monitoring school expenditure. Each year, the authority will make available to schools key budget data to enable them to prepare budget plans.

Schools must take full account of estimated deficits and may take full account of estimated surpluses at the previous 31st March in their budget plan. Having approved the initial budget plan governing bodies or a committee of the governing body must approve any subsequent virement and receive regular reports and budget monitoring during the year. In addition, schools are required to notify the Corporate Director Resources of any such in-year revisions to their budget plans, on a termly basis, or more frequently if they prefer.

## **2.10 Submission of Financial Forecasts**

The authority may require schools to submit a financial forecast covering each year of a multi-year period for which schools have been notified of budget shares beyond the current year.

## **2.23 Notice of Concern**

The authority may issue a notice of concern to the governing body of any school it maintains where, in the opinion of the Corporate Director Resources and the Director of Children and Young People's Services, the school has failed to comply with any provisions of the scheme, or where actions need to be taken to safeguard the financial position of the authority or the school. Such a notice will set out the reasons and evidence for it being made and may place on the governing body restrictions, limitations or prohibitions in relation to the management of funds delegated to it.

These may include:

- insisting that relevant staff undertake appropriate training to address any identified weaknesses in the financial management of the school;
- insisting that an appropriately trained/qualified person chairs the finance committee of the governing body;

- placing more stringent restrictions or conditions on the day to day financial management of a school than the scheme requires for all schools – such as the provision of monthly accounts to the authority;
- insisting on regular financial monitoring meetings at the school attended by authority officers;
- requiring a governing body to buy into an authority’s financial management systems; and
- imposing restrictions or limitations on the manner in which a school manages extended school activity funded from within its delegated budget share – for example by requiring a school to submit income projections and/or financial monitoring reports on such activities.

The notice will clearly state what these requirements are and the way in which and the time by which such requirements must be complied with in order for the notice to be withdrawn. It will also state the actions that the authority may take where the governing body does not comply with the notice.

## **SECTION 5 : THE TREATMENT OF SURPLUS AND DEFICIT BALANCES ARISING IN RELATION TO BUDGET SHARES**

### **5.1 The right to Carry Forward Surplus Balances**

All savings of expenditure against budget share in any financial year will accrue to the school and will be carried forward to the following financial year.



	Surplus / Deficit Brought Forward	Budget Share	Plus surplus used to balance budget	Budget plus balance used	Forecast Outturn	Variance	Forecast Surplus/Defici t Carried Forward = Deficit	Balance as % of Budget Share =<2.5%	Change in Formula Funding
	£	£	£	£	£	£	£		£
Oxhill Nursery School	(97,052)	595,101	-	595,101	571,153	(23,948)	(121,000)	20.33%	N/A
Wingate Community Nursery School	(32,941)	394,698	-	394,698	399,639	4,941	(28,000)	7.09%	N/A
Aclet Close Nursery School	(25,010)	257,223	12,770	269,993	266,233	(3,760)	(16,000)	6.22%	N/A
Ox Close Nursery School	(56,908)	276,745	13,629	290,374	303,653	13,279	(30,000)	10.84%	N/A
Seaham Harbour Nursery School	(55,205)	318,227	-	318,227	295,432	(22,795)	(78,000)	24.51%	N/A
Etherley Lane Nursery School	(52,992)	280,414	1,080	281,494	261,406	(20,088)	(72,000)	25.68%	N/A
Langley Moor Nursery School	(40,421)	263,661	-	263,661	266,082	2,421	(38,000)	14.41%	N/A
Crook Nursery School	(43,593)	346,257	-	346,257	334,850	(11,407)	(55,000)	15.88%	N/A
Beechdale Nursery School	(55,877)	435,579	1,661	437,240	421,956	(15,284)	(69,500)	15.96%	N/A
Horden Nursery School	(34,001)	389,673	-	389,673	394,674	5,001	(29,000)	7.44%	N/A
Rosemary Lane Nursery School	(34,578)	439,745	-	439,745	424,323	(15,422)	(50,000)	11.37%	N/A
Tudhoe Moor Nursery School	(63,992)	343,312	-	343,312	342,304	(1,008)	(65,000)	18.93%	N/A
PRU	-	-	-	-	-	-	-	-	-
Seaham Ropery Walk Primary School	(85,962)	911,818	53,236	965,054	967,780	2,726	(30,000)	3.29%	22,504
Middlestone Moor Primary School	(99,141)	905,115	-	905,115	854,256	(50,859)	(150,000)	16.57%	32,392
Chilton Primary School	(116,170)	1,221,738	9,807	1,231,545	1,225,908	(5,637)	(112,000)	9.17%	24,745
North Park Primary School	(72,921)	842,224	33,866	876,090	880,145	4,055	(35,000)	4.16%	65,285
Seascape Primary School	(306,354)	1,422,731	196,113	1,618,844	1,529,085	(89,759)	(200,000)	14.06%	(68,324)
Pelton Community Primary School	(182,829)	1,268,016	-	1,268,016	1,320,845	52,829	(130,000)	10.25%	2,294
Seaham Westlea Primary School	(59,740)	1,111,056	31,032	1,142,088	1,120,796	(21,292)	(50,000)	4.50%	5,146
Edmondsley Primary School	(90,678)	678,415	3,985	682,400	669,093	(13,307)	(100,000)	14.74%	(1,057)
Lumley Junior School	(12,343)	530,597	8,711	539,308	557,940	18,632	15,000	-2.83%	10,974
Lumley Infant and Nursery School	(6,932)	680,517	-	680,517	686,718	6,201	(731)	0.11%	19,059
West Pelton Primary School	(21,148)	337,595	3,172	340,767	339,368	(1,399)	(19,375)	5.74%	4,405
Nettlesworth Primary School	(60,045)	415,327	-	415,327	410,372	(4,955)	(65,000)	15.65%	26,986
Sacriston Junior School	(61,028)	632,081	5,356	637,437	643,109	5,672	(50,000)	7.91%	2,690
Sacriston Nursery and Infant School	(31,270)	664,987	-	664,987	551,257	(113,730)	(145,000)	21.80%	61,808
Chester-le-Street Red Rose Primary School	(89,618)	885,030	-	885,030	878,551	(6,479)	(96,097)	10.86%	8,126
Fence Houses Woodlea Primary School	(76,808)	795,639	15,279	810,918	792,447	(18,471)	(80,000)	10.05%	23,063
Chester-le-Street Cestria Primary School	(188,498)	1,357,411	-	1,357,411	1,273,909	(83,502)	(272,000)	20.04%	35,160
Ouston Junior School	(28,853)	524,352	-	524,352	511,205	(13,147)	(42,000)	8.01%	28,640
Ouston Infant School	(9,010)	466,488	-	466,488	451,998	(14,490)	(23,500)	5.04%	14,149
South Pelaw Infant School	(82,743)	691,425	-	691,425	647,536	(43,889)	(126,632)	18.31%	15,248
Bourne Moor Primary School	1,301	423,869	-	423,869	420,803	(3,066)	(1,765)	0.42%	41,659
Sacriston Plawsworth Road Infant School	(45,373)	248,242	9,631	257,873	253,615	(4,258)	(40,000)	16.11%	(122,310)

	Surplus / Deficit Brought Forward £	Budget Share £	Plus surplus used to balance budget £	Budget plus balance used £	Forecast Outturn £	Variance £	Forecast Surplus/Defici t Carried Forward = Deficit £	Balance as % of Budget Share =<2.5%	Change in Formula Funding £
Cotherstone Primary School	(5,641)	281,885	-	281,885	278,526	(3,359)	(9,000)	3.19%	20,953
Beamish Primary School	(37,949)	411,922	-	411,922	382,871	(29,051)	(67,000)	16.27%	(6,182)
Collierley Primary School	(51,772)	588,721	-	588,721	600,493	11,772	(40,000)	6.79%	79,710
Catchgate Primary School	(206,487)	1,085,772	-	1,085,772	1,142,259	56,487	(150,000)	13.82%	34,865
Annfield Plain Junior School	(8,994)	468,113	-	468,113	473,107	4,994	(4,000)	0.85%	23,590
Annfield Plain Infant School	(89,180)	493,061	-	493,061	502,241	9,180	(80,000)	16.23%	22,795
East Stanley School	(89,063)	822,489	18,582	841,071	837,560	(3,511)	(73,992)	9.00%	11,479
South Stanley Infant School	(104,600)	688,586	-	688,586	743,186	54,600	(50,000)	7.26%	42,200
South Stanley Junior School	(90,902)	671,136	3,572	674,708	712,038	37,330	(50,000)	7.45%	41,671
Stanley Burnside Primary School	(182,042)	930,492	-	930,492	962,534	32,042	(150,000)	16.12%	9,763
Bloemfontein Primary School	(118,945)	579,463	34,815	614,278	648,408	34,130	(50,000)	8.63%	12,053
Burnopfield Primary School	(78,550)	1,100,421	7,160	1,107,581	1,133,875	26,294	(45,096)	4.10%	48,014
Shotley Bridge Junior School	(83,069)	516,805	16,529	533,334	554,874	21,540	(45,000)	8.71%	54,195
Shotley Bridge Infant School	(30,793)	548,697	-	548,697	546,490	(2,207)	(33,000)	6.01%	6,623
Leadgate Junior School	(74,707)	497,368	-	497,368	497,075	(293)	(75,000)	15.08%	(18,394)
Leadgate Infant School	(38,214)	505,742	8,724	514,466	525,956	11,490	(18,000)	3.56%	3,788
Burnhope Primary School	(95,148)	431,176	44,114	475,290	466,324	(8,966)	(60,000)	13.92%	(753)
Castleside Primary School	(16,805)	466,716	14,436	481,152	470,521	(10,631)	(13,000)	2.79%	49,851
Consett The Grove Primary School	(66,679)	752,380	-	752,380	756,559	4,179	(62,500)	8.31%	21,895
Delves Lane Junior School	(38,023)	584,412	-	584,412	582,435	(1,977)	(40,000)	6.84%	23,998
Delves Lane Infant School	(46,563)	593,780	9,454	603,234	580,343	(22,891)	(60,000)	10.10%	58,879
Consett Moorside Primary School	(16,683)	546,890	-	546,890	535,573	(11,317)	(28,000)	5.12%	7,435
Consett Junior School	(21,394)	651,124	-	651,124	657,518	6,394	(15,000)	2.30%	6,494
Consett Infant School and Nursery Unit	(47,500)	667,446	-	667,446	661,946	(5,500)	(53,000)	7.94%	5,816
Hamsterley Primary School	(21,203)	229,003	-	229,003	236,206	7,203	(14,000)	6.11%	12,530
Hunwick Primary School	(13,203)	625,386	12,995	638,381	643,589	5,208	5,000	-0.80%	17,819
Tow Law Millennium Primary School	(35,114)	498,082	-	498,082	518,196	20,114	(15,000)	3.01%	(12,141)
Crook Primary School	18,591	1,256,900	-	1,256,900	1,266,286	9,386	27,977	-2.23%	88,792
Crook Hartside Primary School	(2,856)	732,635	-	732,635	711,491	(21,144)	(24,000)	3.28%	47,553
Peases West Primary School	(3,085)	555,234	-	555,234	560,819	5,585	2,500	-0.45%	40,255
Stanley (Crook) Primary School	(73,244)	423,000	24,158	447,158	426,244	(20,914)	(70,000)	16.55%	42,758
Sunnybrow Primary School	(37,208)	375,503	11,572	387,075	355,711	(31,364)	(57,000)	15.18%	71,625
Howden-le-Wear Primary School	(38,126)	425,719	14,796	440,515	441,845	1,330	(22,000)	5.17%	14,003
Frosterley Community School	(22,994)	327,541	-	327,541	321,535	(6,006)	(29,000)	8.85%	10,883
Rookhope Primary School	2,739	235,259	-	235,259	226,520	(8,739)	(6,000)	2.55%	12,592

	Surplus / Deficit Brought Forward £	Budget Share £	Plus surplus used to balance budget £	Budget plus balance used £	Forecast Outturn £	Variance £	Forecast Surplus/Defici t Carried Forward = Deficit £	Balance as % of Budget Share =<2.5%	Change in Formula Funding £
St John's Chapel Primary School	(18,353)	276,151	-	276,151	278,504	2,353	(16,000)	5.79%	22,264
Wearhead Primary School	(14,974)	199,119	5,924	205,043	204,093	(950)	(10,000)	5.02%	18,910
Willington Primary School	(82,388)	865,051	-	865,051	862,439	(2,612)	(85,000)	9.83%	21,866
Witton-le-Wear Primary School	(4,021)	390,681	133	390,814	392,202	1,388	(2,500)	0.64%	4,574
Wolsingham Primary School	(20,928)	862,563	-	862,563	883,491	20,928	-	0.00%	33,500
Oakley Cross Primary School	(61,417)	663,036	8,416	671,452	703,453	32,001	(21,000)	3.17%	22,820
Byers Green Primary School	(28,827)	424,284	-	424,284	415,111	(9,173)	(38,000)	8.96%	12,228
Trimdon Grange Infant and Nursery School	(46,047)	557,476	-	557,476	557,321	(155)	(46,202)	8.29%	(1,514)
Kirk Merrington Primary School	(44,761)	380,079	9,916	389,995	391,840	1,845	(33,000)	8.68%	22,698
Cassop Primary School	(35,144)	530,177	10,952	541,129	518,343	(22,786)	(46,978)	8.86%	31,534
Ferryhill Station Primary School	(22,447)	438,853	-	438,853	440,300	1,447	(21,000)	4.79%	20,585
West Cornforth Primary School	(117,931)	790,030	65,145	855,175	885,961	30,786	(22,000)	2.78%	7,768
Coxhoe Primary School	(21,580)	803,111	10,324	813,435	821,691	8,256	(3,000)	0.37%	21,652
Kelloe Primary School	(107,875)	674,100	-	674,100	647,044	(27,056)	(134,931)	20.02%	14,789
Spennymoor Rosa Street Primary School	17,565	902,164	-	902,164	877,599	(24,565)	(7,000)	0.78%	5,239
Dean Bank Primary and Nursery School	(82,413)	820,069	40,000	860,069	847,482	(12,587)	(55,000)	6.71%	11,829
Bowburn Junior School	(21,563)	643,408	-	643,408	639,158	(4,250)	(25,813)	4.01%	(25,108)
Bowburn Infant and Nursery School	(57,009)	764,174	-	764,174	801,520	37,346	(19,663)	2.57%	31,539
Trimdon Village Community Infant School	(48,955)	503,788	-	503,788	537,743	33,955	(15,000)	2.98%	(5,968)
Spennymoor Ox Close Primary School	(46,670)	866,057	7,983	874,040	875,727	1,687	(37,000)	4.27%	40,421
Ferryhill Cleves Cross Primary School	(39,083)	781,128	-	781,128	760,211	(20,917)	(60,000)	7.68%	17,582
Trimdon Junior School	(68,681)	631,439	-	631,439	625,423	(6,016)	(74,697)	11.83%	26,997
Fishburn Primary School	(42,639)	799,640	-	799,640	840,000	40,360	(2,279)	0.29%	5,347
Broom Cottages Primary and Nursery School	(65,718)	1,250,771	31,173	1,281,944	1,256,489	(25,455)	(60,000)	4.80%	(29,439)
Bp Auckland Etherley Lane Primary School	(79,078)	945,966	-	945,966	940,044	(5,922)	(85,000)	8.99%	30,594
Ramshaw Primary School	(22,138)	357,667	-	357,667	339,805	(17,862)	(40,000)	11.18%	(8,496)
Forest-of-Teesdale Primary School	(50,063)	233,354	-	233,354	233,417	63	(50,000)	21.43%	20,159
Aycliffe Village Primary School	(5,224)	498,350	-	498,350	510,012	11,662	6,438	-1.29%	1,842
Butterknowle Primary School	(14,654)	295,568	-	295,568	292,222	(3,346)	(18,000)	6.09%	2,975
Escomb Primary School	(73,446)	726,376	-	726,376	715,822	(10,554)	(84,000)	11.56%	11,482
St Helens Auckland Primary School	(28,887)	760,885	25,212	786,097	761,772	(24,325)	(28,000)	3.68%	(2,735)
Thornhill Primary School	(36,560)	763,365	-	763,365	730,925	(32,440)	(69,000)	9.04%	1,343
Toft Hill Primary School	(49,589)	580,428	-	580,428	597,017	16,589	(33,000)	5.69%	50,336
Woodgate Primary School	(17,409)	308,216	-	308,216	317,625	9,409	(8,000)	2.60%	11,110
Middleton-in - Teesdale Primary School	(33,173)	576,074	-	576,074	585,247	9,173	(24,000)	4.17%	14,074

	Surplus / Deficit Brought Forward £	Budget Share £	Plus surplus used to balance budget £	Budget plus balance used £	Forecast Outturn £	Variance £	Forecast Surplus/Defici t Carried Forward = Deficit £	Balance as % of Budget Share =<2.5%	Change in Formula Funding £
Cockton Hill Junior School	(104,877)	862,809	-	862,809	833,686	(29,123)	(134,000)	15.53%	38,858
Cockton Hill Infant School	(141,724)	706,788	-	706,788	719,512	12,724	(129,000)	18.25%	9,270
Shildon Timothy Hackworth Primary School	(115,171)	1,510,894	23,185	1,534,079	1,601,065	66,986	(25,000)	1.65%	64,174
Cockfield Primary School	(68,079)	611,410	592	612,002	586,489	(25,513)	(93,000)	15.21%	37,286
Barnard Castle Montalbo Primary School	(71,274)	525,322	4,923	530,245	543,596	13,351	(53,000)	10.09%	10,352
New Brancepeth Primary School	(22,044)	611,224	16,326	627,550	584,020	(43,530)	(49,248)	8.06%	1,569
Langley Moor Primary School	(49,860)	743,506	-	743,506	730,387	(13,119)	(62,979)	8.47%	10,828
Brownley Primary School	(46,715)	426,463	31,881	458,344	434,318	(24,026)	(38,860)	9.11%	(18,067)
Witton Gilbert Primary School	(78,347)	655,405	5,999	661,404	653,752	(7,652)	(80,000)	12.21%	13,334
Pittington Primary School	(32,716)	719,622	-	719,622	728,926	9,304	(23,412)	3.25%	27,447
Ludworth Primary School	(13,037)	449,552	-	449,552	451,081	1,529	(11,508)	2.56%	(18,436)
Sherburn Village Primary School	(82,489)	640,029	15,183	655,212	643,965	(11,247)	(78,553)	12.27%	1,346
West Rainton Primary School	(11,304)	587,056	-	587,056	587,040	(16)	(11,320)	1.93%	(15,842)
Bearpark Primary School	(36,238)	469,758	-	469,758	464,311	(5,447)	(41,685)	8.87%	8,818
Neville's Cross Primary School	(65,101)	841,513	-	841,513	819,148	(22,365)	(87,466)	10.39%	19,041
Sherburn Hill Primary School	(76,224)	329,830	2,501	332,331	328,622	(3,709)	(77,432)	23.48%	41,886
Newton Hall Infants' School	(59,948)	607,531	-	607,531	584,950	(22,581)	(82,529)	13.58%	(2,435)
Belmont Infant School	(24,016)	483,132	2,911	486,043	495,924	9,881	(11,224)	2.32%	22,647
Esh Winning Primary School	(85,970)	905,192	-	905,192	877,162	(28,030)	(114,000)	12.59%	71,589
Belmont Cheveley Park Primary School	(14,410)	731,623	-	731,623	730,689	(934)	(15,344)	2.10%	(19,416)
Laurel Avenue Community Primary School	(65,981)	505,425	15,000	520,425	493,478	(26,947)	(77,928)	15.42%	58,110
Hesleden Primary School	(22,900)	566,090	15,000	581,090	569,032	(12,058)	(19,958)	3.53%	(3,123)
Deaf Hill Primary School	(18,299)	594,645	-	594,645	582,081	(12,564)	(30,863)	5.19%	110,467
Thornley Primary School	(71,920)	734,378	-	734,378	746,903	12,525	(59,395)	8.09%	29,782
Wheatley Hill Community Primary School	(124,002)	1,052,882	-	1,052,882	1,100,513	47,631	(76,371)	7.25%	(955)
Wingate Junior School	(64,520)	752,007	-	752,007	759,574	7,567	(56,953)	7.57%	2,768
Wingate Infant School	(30,948)	630,403	-	630,403	634,330	3,927	(27,021)	4.29%	(1,797)
Horden Cotstford Junior School	(124,470)	628,371	8,733	637,104	652,841	15,737	(100,000)	15.91%	10,921
Horden Cotstford Infant School	(70,147)	554,529	41,346	595,875	604,676	8,801	(20,000)	3.61%	32,927
Shotton Primary School	(181,144)	1,469,084	-	1,469,084	1,550,228	81,144	(100,000)	6.81%	73,968
Acre Rigg Infant School	(87,619)	997,521	43,055	1,040,576	1,045,140	4,564	(40,000)	4.01%	39,480
Sedgefield Primary School	(32,961)	688,061	14,065	702,126	703,165	1,039	(17,857)	2.60%	26,293
Sedgefield Hardwick Primary School	(39,477)	810,734	26,764	837,498	815,211	(22,287)	(35,000)	4.32%	(3,850)
Copeland Road Primary School	(36,636)	573,426	3,641	577,067	545,062	(32,005)	(65,000)	11.34%	71,907
St. Andrew's Primary School	(81,547)	643,799	-	643,799	681,346	37,547	(44,000)	6.83%	2,406

	Surplus / Deficit Brought Forward £	Budget Share £	Plus surplus used to balance budget £	Budget plus balance used £	Forecast Outturn £	Variance £	Forecast Surplus/Defici t Carried Forward = Deficit £	Balance as % of Budget Share =<2.5%	Change in Formula Funding £
Byerley Park Primary School	(70,472)	742,238	19,118	761,356	791,919	30,563	(20,791)	2.80%	17,046
Horndale Infant School	(44,362)	594,755	-	594,755	626,944	32,189	(12,173)	2.05%	(27,509)
Langley Park Primary School	(9,991)	816,059	10,231	826,290	823,050	(3,240)	(3,000)	0.37%	(30,477)
Shield Row Primary School	(10,008)	704,557	-	704,557	696,462	(8,095)	(18,103)	2.57%	11,671
South Hetton Primary School	(41,218)	959,379	-	959,379	960,597	1,218	(40,000)	4.17%	35,535
Yohden Primary School	(124,151)	843,926	78,005	921,931	918,077	(3,854)	(50,000)	5.92%	(19,226)
Howlatch Lane Primary School	(259,933)	1,740,684	65,392	1,806,076	1,850,617	44,541	(150,000)	8.62%	16,892
Dene House Primary School	(67,915)	1,300,062	4,679	1,304,741	1,307,977	3,236	(60,000)	4.62%	29,334
Blackhall Colliery Primary School	(268,353)	1,130,768	-	1,130,768	1,059,121	(71,647)	(340,000)	30.07%	8,498
Vane Road Primary School	(91,615)	1,211,449	-	1,211,449	1,221,064	9,615	(82,000)	6.77%	(33,555)
Sugar Hill Primary School	(145,411)	1,464,747	63,541	1,528,288	1,510,158	(18,130)	(100,000)	6.83%	69,802
Pelton Roseberry Primary School	(96,694)	732,659	19,794	752,453	706,353	(46,100)	(123,000)	16.79%	61,507
Bullion Lane Primary School	(57,750)	1,220,702	-	1,220,702	1,238,770	18,068	(39,682)	3.25%	51,200
Easington Colliery Primary School	(109,422)	1,857,836	206	1,858,042	1,867,258	9,216	(100,000)	5.38%	81,560
Durham Gilesgate Primary School	(93,304)	846,877	37,457	884,334	849,481	(34,853)	(90,700)	10.71%	67,471
Finchale Primary School	(74,352)	649,581	26,910	676,491	659,848	(16,643)	(64,085)	9.87%	(1,491)
Benfieldside Primary School	(102,484)	1,035,582	23,562	1,059,144	1,056,066	(3,078)	(82,000)	7.92%	(9,803)
Spennymoor King Street Primary School	(63,303)	734,783	-	734,783	715,086	(19,697)	(83,000)	11.30%	41,726
Framwellgate Moor Primary School	(91,170)	891,726	-	891,726	889,606	(2,120)	(93,290)	10.46%	65,607
Chester-le-Street Newker Primary School	(208,350)	1,781,666	-	1,781,666	1,650,016	(131,650)	(340,000)	19.08%	9,406
Chester-le-Street CE Controlled Junior School	(51,290)	632,558	21,113	653,671	624,836	(28,835)	(59,012)	9.33%	67,123
Ebchester CE Primary School	(25,338)	402,525	-	402,525	399,863	(2,662)	(28,000)	6.96%	13,058
St Stephen's Church of England Primary School, Willington	(15,720)	858,223	-	858,223	862,943	4,720	(11,000)	1.28%	69,346
Stanhope Barrington CE Primary School	(15,954)	519,988	4,995	524,983	521,942	(3,041)	(14,000)	2.69%	(13,166)
Startforth Morrill Mem. CE Controlled Primary School	(63,700)	408,177	50,013	458,190	433,877	(24,313)	(38,000)	9.31%	(30,040)
Green Lane CE Controlled Primary School	(49,436)	810,329	20,297	830,626	830,765	139	(29,000)	3.58%	(15,549)
St. Anne's CE Controlled Primary School, Bishop Auckland	(17,153)	734,135	-	734,135	695,288	(38,847)	(56,000)	7.63%	4,735
Evenwood CE Controlled Primary School	(51,966)	415,392	-	415,392	411,358	(4,034)	(56,000)	13.48%	19,926
Gainford CE Controlled Primary School	(45,015)	415,425	18,396	433,821	428,440	(5,381)	(32,000)	7.70%	17,348
Ingleton CE Controlled Primary School	(32,111)	363,356	3,057	366,413	361,467	(4,946)	(34,000)	9.36%	(3,307)
Staindrop CE Primary School	(33,155)	615,425	-	615,425	631,580	16,155	(17,000)	2.76%	16,476
Belmont CE Controlled Junior School	(67,045)	591,698	52,161	643,859	622,256	(21,603)	(36,487)	6.17%	29,037
St. Oswald's CE Aided Infant and Nursery School, Durham	(23,939)	496,255	-	496,255	472,213	(24,042)	(47,981)	9.67%	(1,720)

	Surplus / Deficit Brought Forward	Budget Share	Plus surplus used to balance budget	Budget plus balance used	Forecast Outturn	Variance	Forecast Surplus/Defici t Carried Forward = Deficit	Balance as % of Budget Share =<2.5%	Change in Formula Funding
	£	£	£	£	£	£	£		£
Shincliffe CE Controlled Primary School	(52,260)	724,622	-	724,622	728,566	3,944	(48,316)	6.67%	17,842
St. Margaret's CE Controlled Primary School, Durham	(122,839)	1,160,980	-	1,160,980	1,157,884	(3,096)	(125,935)	10.85%	(5,740)
Easington CE Controlled Primary School	(20,292)	475,264	6,174	481,438	485,556	4,118	(10,000)	2.10%	20,829
Hutton Henry CE Controlled Primary School	(27,135)	312,441	10,000	322,441	328,494	6,053	(11,082)	3.55%	34,352
Lanchester Endowed Parochial Controlled Primary School	(19,884)	1,144,963	-	1,144,963	1,158,847	13,884	(6,000)	0.52%	55,888
St. Cuthbert's RC VA Primary School, New Seaham	(35,015)	705,494	25,493	730,987	715,509	(15,478)	(25,000)	3.54%	27,418
St. Mary Magdalen RC VA Primary School	(34,342)	804,727	8,732	813,459	829,069	15,610	(10,000)	1.24%	77,856
Bowes Hutchinson Endowed CE Primary School	(16,161)	315,429	11,422	326,851	321,590	(5,261)	(10,000)	3.17%	15,272
St. Cuthbert's RC VA Primary School, Chester-le-Street	(49,120)	724,043	-	724,043	719,163	(4,880)	(54,000)	7.46%	(7,457)
St. Bede's RC VA Primary School, Sacriston	(6,282)	390,660	-	390,660	385,216	(5,444)	(11,726)	3.00%	6,739
St. Benet's RC VA Primary School, Ouston	(36,663)	843,243	13,053	856,296	804,906	(51,390)	(75,000)	8.89%	24,171
St. Joseph's RC VA Primary School, Stanley	(46,013)	727,272	-	727,272	718,556	(8,716)	(54,729)	7.53%	21,301
St. Patrick's RC VA Primary School, Dipton	(43,117)	651,287	23,256	674,543	669,404	(5,139)	(25,000)	3.84%	28,141
St. Mary's RC VA Primary School, South Moor	(50,220)	531,473	-	531,473	519,953	(11,520)	(61,740)	11.62%	2,515
St. Mary's RC VA Primary School, Blackhill	(103,936)	808,309	88,253	896,562	878,245	(18,317)	(34,000)	4.21%	(1,296)
St. Pius X RC VA Primary School, Consett	(61,441)	460,990	26,839	487,829	491,431	3,602	(31,000)	6.72%	16,901
St. Patrick's RC VA Primary School, Consett	(100,615)	1,381,563	54,141	1,435,704	1,400,178	(35,526)	(82,000)	5.94%	22,941
Esh CE Aided Primary School	(19,037)	413,192	10,856	424,048	427,229	3,181	(5,000)	1.21%	22,870
St. Michael's RC VA Primary School, Esh Laude	(37,140)	610,910	37,167	648,077	632,050	(16,027)	(16,000)	2.62%	(510)
Our Lady & St. Joseph's RC VA Primary School, Brooms	(48,478)	559,001	-	559,001	531,479	(27,522)	(76,000)	13.60%	(3,045)
Bishop Ian Ramsey CE Aided Primary School	(48,505)	659,385	13,313	672,698	687,890	15,192	(20,000)	3.03%	22,733
All Saints' Catholic VA Primary School, Lanchester	(47,319)	547,245	-	547,245	573,564	26,319	(21,000)	3.84%	27,997
St. Cuthbert's RC VA Primary School, Crook	(23,453)	830,128	17,652	847,780	853,581	5,801	-	0.00%	17,122
Our Lady and St. Thomas RC VA Primary School, Willington	(34,403)	505,143	-	505,143	500,546	(4,597)	(39,000)	7.72%	15,407
St Michael's C of E (Aided) Primary School, Bishop Middleham	(14,214)	430,758	10,005	440,763	438,374	(2,389)	(6,598)	1.53%	12,177
St. Williams RC VA Primary School, Trimdon	(39,765)	500,427	5,397	505,824	514,978	9,154	(25,214)	5.04%	(15,692)
St. Charles' RC VA Primary School, Tudhoe	(56,880)	768,919	24,693	793,612	784,799	(8,813)	(41,000)	5.33%	17,688
St. Mary's RC VA Primary School, Barnard Castle	(50,299)	433,271	1,750	435,021	428,570	(6,451)	(55,000)	12.69%	9,716
St. Wilfrid's RC VA Primary School, Bishop Auckland	(94,868)	945,168	10,071	955,239	977,036	21,797	(63,000)	6.67%	23,572
St. Chad's RC VA Primary School, Bishop Auckland	(42,100)	406,722	-	406,722	404,822	(1,900)	(44,000)	10.82%	3,998
St. Joseph's RC VA Primary School, Coundon	(37,136)	693,104	2,856	695,960	705,240	9,280	(25,000)	3.61%	(19,799)
St. Mary's RC VA Primary School, Newton Aycliffe	(44,306)	667,141	12,887	680,028	662,447	(17,581)	(49,000)	7.34%	19,261
St. Joseph's RC VA Primary School, Newton Aycliffe	(60,681)	708,986	-	708,986	673,667	(35,319)	(96,000)	13.54%	9,933

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	£	£	£	£	£	£	£		£
St. Francis CE Aided Junior School, Newton Aycliffe	(25,883)	513,139	3,253	516,392	516,022	(370)	(23,000)	4.48%	40,966
St. Patrick's RC VA Primary School, Langley Moor	(43,563)	380,420	32,772	413,192	411,250	(1,942)	(12,733)	3.35%	5,926
Our Lady Queen of Martyrs' RC VA Primary School, Newhouse	(34,190)	436,841	14,647	451,488	446,031	(5,457)	(25,000)	5.72%	13,468
St. Hild's College CE Aided Primary School, Durham	(75,428)	743,777	40,696	784,473	748,557	(35,916)	(70,648)	9.50%	18,201
St. Godric's RC VA Primary School, Durham	(34,549)	740,795	-	740,795	739,991	(804)	(35,353)	4.77%	43,227
St. Joseph's RC VA Primary School, Ushaw Moor	(50,604)	469,380	-	469,380	439,984	(29,396)	(80,000)	17.04%	38,187
St. Joseph's RC VA Primary School, Durham	(2,154)	541,035	-	541,035	542,753	1,718	(436)	0.08%	50,130
Blue Coat CE Aided Junior School	(54,496)	741,761	-	741,761	746,714	4,953	(49,543)	6.68%	46,876
St. Thomas More RC VA Primary School, Durham	(46,221)	446,712	-	446,712	439,454	(7,258)	(53,479)	11.97%	9,573
St. Joseph's RC VA Primary School, Murton	(53,901)	472,527	28,279	500,806	496,428	(4,378)	(30,000)	6.35%	13,995
St. Godric's RC VA Primary School, Thornley	(32,810)	493,356	-	493,356	499,166	5,810	(27,000)	5.47%	6,851
Our Lady of Lourdes RC VA Primary School, Shotton	(39,768)	528,682	22,000	550,682	548,450	(2,232)	(20,000)	3.78%	23,247
St. Mary's RC VA Primary School, Wingate	(13,365)	366,119	-	366,119	358,484	(7,635)	(21,000)	5.74%	2,974
St. Joseph's RC VA Primary School, Blackhall	(46,223)	379,728	3,253	382,981	439,710	56,729	13,759	-3.62%	22,559
Our Lady Star of the Sea RC VA Primary School	(59,728)	479,105	33,805	512,910	508,833	(4,077)	(30,000)	6.26%	8,652
Our Lady of the Rosary RC VA Primary School	(63,917)	1,140,482	22,469	1,162,951	1,174,399	11,448	(30,000)	2.63%	23,612
Blessed John Duckett RC VA Primary School, Tow Law	(30,183)	406,033	18,681	424,714	427,216	2,502	(9,000)	2.22%	21,583
St. John's CE Aided Primary School, Shildon	(66,328)	1,031,370	-	1,031,370	1,056,698	25,328	(41,000)	3.98%	47,738
Prince Bishops Primary School	(48,308)	883,696	23,183	906,879	883,004	(23,875)	(49,000)	5.54%	(8,770)
Woodham Burn Community Primary School	(28,163)	1,079,617	-	1,079,617	1,052,780	(26,837)	(55,000)	5.09%	(74,035)
Silver Tree Primary School	(27,865)	711,214	-	711,214	729,079	17,865	(10,000)	1.41%	17,014
Seaview Primary School, Deneside	(116,346)	1,253,200	13,632	1,266,832	1,269,546	2,714	(100,000)	7.98%	1,536
Tanfield Lea Community Primary School	(124,819)	865,213	-	865,213	913,032	47,819	(77,000)	8.90%	40,002
Woodhouse Community Primary School	(88,966)	1,125,511	-	1,125,511	1,106,477	(19,034)	(108,000)	9.60%	(10,899)
Seaham Trinity Primary School	(131,551)	1,496,447	56,923	1,553,370	1,537,998	(15,372)	(90,000)	6.01%	37,046
Brandon Primary School	(95,694)	1,327,055	-	1,327,055	1,352,347	25,292	(70,402)	5.31%	78,495
Greenland Community Primary School	(46,203)	919,516	34,316	953,832	955,719	1,887	(10,000)	1.09%	10,008
Shotton Hall Primary School	(130,053)	1,287,921	53,124	1,341,045	1,347,974	6,929	(70,000)	5.44%	52,567
Seaham School of Technology	(150,341)	4,571,281	60,152	4,631,433	4,621,622	(9,811)	(100,000)	2.19%	(18,700)
Roseberry Sports and Community College	(256,517)	2,876,670	303,640	3,180,310	2,973,187	(207,123)	(160,000)	5.56%	(284,419)
Tanfield School, Specialist College of Science & Engineering	(252,278)	3,284,738	-	3,284,738	3,437,016	152,278	(100,000)	3.04%	(55,355)
Wolsingham School & Community College	66,908	3,571,999	-	3,571,999	3,645,864	73,865	140,773	-3.94%	(90,864)
Tudhoe Grange School	(262,565)	1,131,059	51,751	1,182,810	1,182,810	-	(210,814)	18.64%	-

	Surplus / Deficit Brought Forward £	Budget Share £	Plus surplus used to balance budget £	Budget plus balance used £	Forecast Outturn £	Variance £	Forecast Surplus/Defici t Carried Forward = Deficit £	Balance as % of Budget Share =<2.5%	Change in Formula Funding £
Ferryhill Business and Enterprise College	(228,185)	3,329,910	94,038	3,423,948	3,358,095	(65,853)	(200,000)	6.01%	(29,071)
Whitworth Park School and Sixth Form College	(216,302)	5,341,165	-	5,341,165	5,341,165	-	(216,302)	4.05%	831,991
Bishop Barrington School	(281,419)	3,784,566	-	3,784,566	3,730,985	(53,581)	(335,000)	8.85%	68,339
Greenfield Community College, a Specialist Arts & Science School	(551,983)	3,631,878	155,518	3,787,396	3,933,861	146,465	(250,000)	6.88%	(96,496)
Sunnydale Community College for Maths and Computing	(208,569)	2,502,244	142,805	2,645,049	2,619,313	(25,736)	(91,500)	3.66%	31,576
Belmont Community School	(287,902)	3,295,664	80,000	3,375,664	3,564,790	189,126	(18,776)	0.57%	(29,234)
Durham Gilesgate Sports College & Sixth Form Centre	(190,164)	6,869,323	55,000	6,924,323	6,909,487	(14,836)	(150,000)	2.18%	(167,233)
Durham Johnston Comprehensive School	(304,625)	7,180,704	-	7,180,704	7,272,431	91,727	(212,898)	2.96%	60,526
Dene Community School of Technology	(343,679)	4,107,726	35,580	4,143,306	4,291,405	148,099	(160,000)	3.90%	(80,067)
Wellfield Community School - Specialist Maths & Computing College	(200,802)	4,006,163	140,000	4,146,163	4,376,965	230,802	170,000	-4.24%	(544,637)
Sedgefield Community College	(267,119)	4,582,542	-	4,582,542	4,579,661	(2,881)	(270,000)	5.89%	(55,330)
St. Leonard's Catholic School	(45,761)	6,104,799	-	6,104,799	6,095,756	(9,043)	(54,804)	0.90%	108,803
St. Bede's Catholic Comprehensive School, Peterlee	(393,706)	4,449,893	200,085	4,649,978	4,613,599	(36,379)	(230,000)	5.17%	(100,784)
The Durham Federation	(316,236)	4,853,846	55,055	4,908,901	5,038,169	129,268	(131,913)	2.72%	(22,075)
The Meadows School	(56,869)	1,216,792	18,189	1,234,981	1,208,661	(26,320)	(65,000)	5.34%	N/A
Elmore Hall School	(90,457)	1,843,889	-	1,843,889	1,854,766	10,877	(79,580)	4.32%	N/A
Hare Law School	(41,519)	1,156,776	-	1,156,776	1,168,295	11,519	(30,000)	2.59%	N/A
Walworth School	(199,607)	1,432,239	30,054	1,462,293	1,511,846	49,553	(120,000)	8.38%	N/A
Villa Real School	(147,043)	1,724,601	2,817	1,727,418	1,861,144	133,726	(10,500)	0.61%	N/A
Windlestone School	(291,763)	2,756,445	163,381	2,919,826	2,839,208	(80,618)	(209,000)	7.58%	N/A
Durham Trinity School and Sports College	(97,303)	2,544,871	-	2,544,871	2,570,574	25,703	(71,600)	2.81%	N/A
The Oaks School	(284,151)	2,951,089	36,985	2,988,074	2,965,240	(22,834)	(270,000)	9.15%	N/A
Evergreen School	(120,049)	1,878,439	6,060	1,884,499	1,885,488	989	(113,000)	6.02%	N/A
Nursery	(592,571)	4,340,635	29,140	4,369,775	4,281,706	(88,069)	(651,500)		-
Primary	(12,993,039)	155,693,578	2,411,348	158,104,926	157,409,395	(695,531)	(11,277,221)		4,098,690
Secondary	(4,691,243)	79,476,170	1,373,624	80,849,794	81,586,179	736,385	(2,581,233)		(473,030)
Special	(1,328,760)	17,505,141	257,486	17,762,627	17,865,221	102,594	(968,680)		-
PRU	-	-	-	-	-	-	-		-
	(19,605,613)	257,015,524	4,071,598	261,087,122	261,142,502	55,380	(15,478,635)		3,625,660



**Cabinet**

**10 April 2013**



**Housing Benefits Service Update**

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**Report of Corporate Management Team**

**Don McLure Corporate Director Resources**

**Alan Napier Cabinet Member Resources**

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**Purpose of Report**

- 1 To provide Cabinet with a progress report on the improvements made in the Housing Benefits Service during 2012/13.

**Background**

- 2 The bringing together of the seven former district services into one unitary Revenues and Benefits Service with a single Information Communication Technology (ICT) system in December 2011 resulted in significant delays in the payment of housing benefit to the County's benefit claimants and landlords with benefit claimants as tenants.
- 3 Whilst the merging of the seven ICT systems was one of the most complex benefit projects of its kind and went to plan in terms of implementation timescales and cost, the detrimental impact upon claims processing rates was significant and necessitated robust performance management and close monitoring of improvement action plans to reinstate satisfactory levels of service delivery to our customers.
- 4 Benefits processing times are included in the Council's corporate 'basket' of key indicators and claims processing performance has been reported in all corporate quarterly performance management reports throughout the system development and post implementation period. With the system implementation and its aftermath now firmly behind us, this report focuses on the status of benefits processing that has been achieved and sets out our plans for further system development and customer improvements over the coming months.

**Monitoring Claims Processing**

- 5 Throughout and following the system implementation period, detailed and timely performance monitoring has been in place to ensure that the interventions in the improvement action plans were taking place and delivering the desired results in relation to the service we provide to our customers.
- 6 In particular, two former National Indicators that measure the average number of days taken to process new claims and changes of circumstances continue to be tracked on a weekly, monthly and quarterly basis to monitor progress and inform corrective decision making when needed. These key indicators are

supplemented by a number of local performance measures and milestones to ensure that all decision-making was based on comprehensive management information.

### **Average Days to Process New Claims**

- 7 The most recent national performance for the average days taken to assess new benefit claims by all local authorities was 25 days during Q2 of 2012/13. Whilst during the same quarter, Durham's processing rate for new claims had improved to 41 days from 75 days in quarter 4 2011/12 after the new computer system had been implemented.
- 8 Quarters 2 and 3 are the optimum periods for claims processing due to being free from the system downtime necessitated every year by annual billing and year end processes in quarters 1 and 4.
- 9 The improvement in performance continued into quarter 3 of 2012/13. New claims coming into the council during quarter 3 were processed within 22 days on average. Whilst a national comparator for quarter 3 is not available at this point, experience shows that the national average figure does not change significantly from one quarter to the next, so we can reasonably assume that at 22 days, quarter 3 performance was in all likelihood at least as good, if not better, than the national average.
- 10 Processing during quarter 4 thus far appears to reflect the fluctuation expected at this time of year following the Christmas period and the system downtime required by annual billing and year end processes. The average days to process a new claim during the months of January and February 2013 was 24 days. This compares favourably with the Service's annual target of 28 days.

### **Average Days to Process Change of Circumstances Claims**

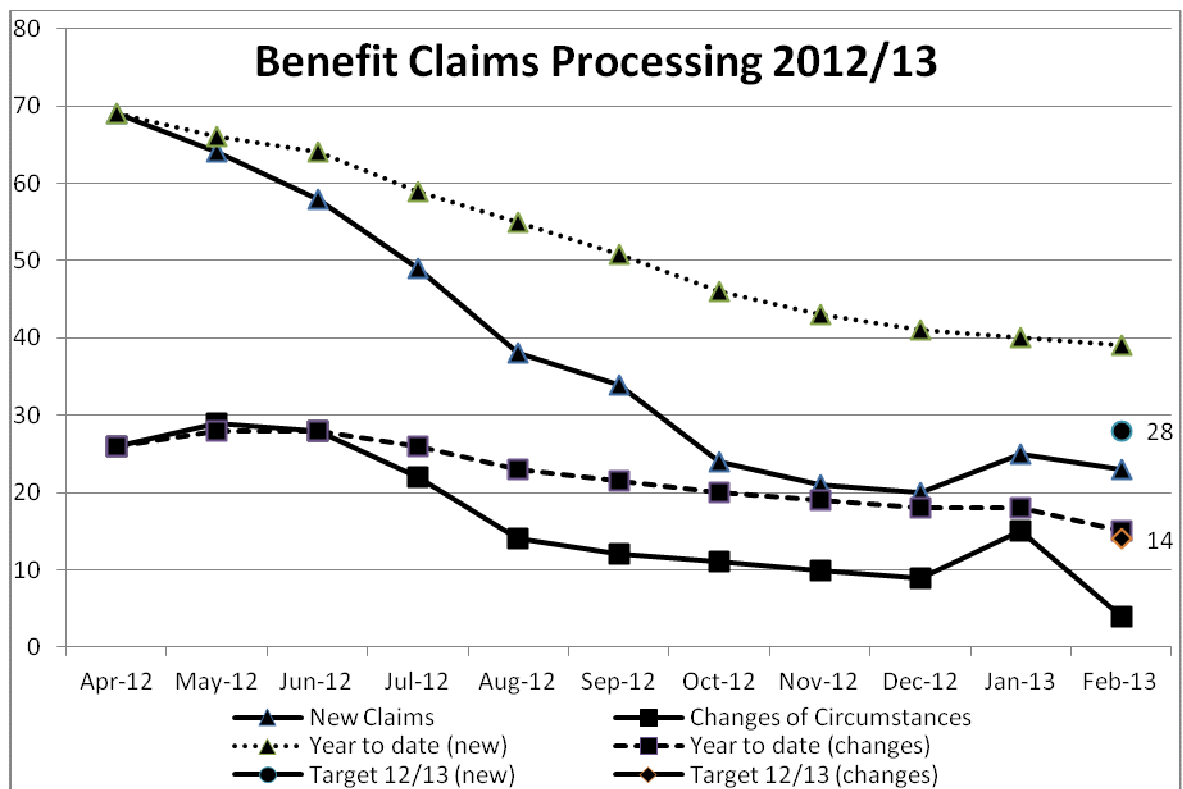
- 11 The national average for days to process a change of circumstances claim stood at 12 days during quarter 2 of 2012/13. During the same quarter, changes of circumstances in Durham were being processed on average, in 16 days. Again, performance in the first half of 2012/13 was impacted by the legacy of the on-going catch-up following the new ICT system go live in December 2011. The average time to process a change in circumstance was 28 days in quarter 4 of 2011/12 and quarter 1 of 2012/13.
- 12 Mirroring the progress achieved in quarter 3 for processing new claims, processing of changes in circumstance improved further and achieved an average of 10 days in the quarter and is likely to be better than the national average.
- 13 During the months of January and February 2013, a change of circumstances took 7 days to process on average compared to our annual target of 14 days.

### **Year to Date Processing**

- 14 Annual targets for 2012/13 were set to reflect the latest national averages for each of the two measures above at 28 days for new claims and 14 days for

changes of circumstances. These stretch targets were set in spring 2012 shortly after the final system implementation, when workload levels were at their highest and with processing rates well off national average level.

- 15 Whilst our 2012/13 year-to-date performance for new claims processing is below target, averaging at 39 days at 28 February 2013, significant inroads have been made and maintained throughout the second part of the year. Year to date performance has been impacted by the backlog issues that were addressed during the first 5 months of the year. From April 2012, the average days to process a change of circumstances was 15 days by 28 February against an annual target of 14 days. Year-to-date performance shows significant improvement against the overall performance in 2011/12, when the new ICT system was being implemented, of 70 days for new claims and 32 days for processing of changes in circumstances.
- 16 The chart below sets out month-by-month averages for each of the two key indicators alongside their respective year-to-date averages and 2012/13 targets. With planned downtime in March 2013 for the issuing of annual council tax bills and other year end processes, it is unlikely that the 2012/13 year-to-date target for new claims will be achieved when performance is averaged out over the year, but for changes of circumstances, the annual target of 14 days appears to be within reach. Processing rates have consistently improved throughout 2012/13.



- 17 The latest national comparators of 25 days for new claims and 12 days for changes of circumstances (Q2 2012/13) have been put forward as local targets for the Benefits Service for 2013/14.

## **Age of Outstanding Claims and Workload**

- 18 In addition to closely monitoring the average days to process indicators, the service also closely monitors workload levels and the age of unprocessed claims in the Benefits ICT system.
- 19 Back in April 2012, the oldest claims in the system awaiting to be processed was late November 2011. This compares to February 2013 when the oldest claims were late January 2013.
- 20 This improvement in the age of claims is also reflected in the total number of claims in the system, which reduced significantly from more than 20,000 in April 2012 to approximately 10,000 currently. Effectively, the current position shows that workloads are now at a 'business as usual' level.

## **Communications**

- 21 Throughout the ICT system installation and post implementation period, communication with our residents, claimants, landlords and other stakeholders was regular and is ongoing. A Landlords' forum was set up during the system implementation and continues to provide a very useful dialogue between the Benefits Service and landlords as key stakeholders.
- 22 Over the post implementation period, the number and type of complaints being received has changed, reflecting the improved status of benefits processing. From a worst point of 114 complaints for the month of February 2012, the number of complaints in the corresponding month of February 2013 was 26 complaints.
- 23 Since February 2012 there has been a shift in the nature and source of complaints; fewer are now being received from landlords and those from claimants have changed from being primarily related to payment delays to issues associated with the actual payment award or where there has been an overpayment.

## **Government's Welfare Reform Proposals**

- 24 The County's total benefit claimant caseload increased from 66,300 in April 2012 to 67,600 at 31 December 2012. Whilst it is not anticipated that the new Welfare Assistance Scheme will generate any additional resourcing issues for the Benefits Service, an increased workload is anticipated from Discretionary Housing Payments (DHP) applications.
- 25 Numbers and impacts of DHPs will be carefully monitored to ensure optimum levels of claims processing are delivered with the resource available, along with introduction and roll out of Universal Credit.
- 26 New burdens funding has been confirmed for 2013/14 and 2014/15 (£350,332 and £267,415 respectively) in recognition of the anticipated increased caseload from DHPs, however, this is in the context of a £245k further cut in benefits administration grant in 2013/14, on top of the £200k cut in 2012/13, which needs to be accommodated across 2014/15 and 15/16.

## **System Developments**

27 In addition to national welfare policy changes and associated technological developments over which we have no control, a number of local ICT developments are planned over the coming months to further improve our systems and service to customers. The following three initiatives are of particular note:

- Through the enhancement of the Benefits Electronic Claims System (BECS) on-line claims form, claimants will also be able to submit on-line applications for changes of circumstances. Customers and their advisors (such as landlords, Housing Providers) will be able to scan documents directly into our system at the point of application, thereby streamlining the process and reducing the need to send in / return evidentiary documents.
- Customers and their advisors will be able to gain web access to Council Tax / Housing Benefit accounts through the development of the 'Open Access' module in the system. This facility will improve accessibility to live account information for claimants.
- The development of E-notifications for benefits claimants will streamline processes and provide an additional channel for the flow of information to claimants through the use of email rather than post, saving costs of printing and postage.

## **Forthcoming Staffing Restructure**

28 Concurrent with planned ICT system and process developments, and a significant period of welfare reform, a restructure of the Revenues and Benefits Service is planned during 2013/14 to deliver £465k of savings identified in the Medium Term Financial Plan for 2014/15. This will be done with the aim of minimising the impact on customers.

## **Recommendations**

29 Cabinet is asked:

- To note the current performance for benefits processing for customers
- To note the system developments and restructure planned over the coming months

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<b>Contact:</b>	<b>Bev Stobbart</b>	<b>03000 268048</b>
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## **Appendix 1: Implications**

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### **Finance**

During 2012/13 the Benefits service's workload was managed through the use of planned overtime, agency workers and the outsourcing of work packages to external providers. Offset against cost savings elsewhere in the budget, the Revenues and Benefits 2012/13 budget is forecast to overspend by £247K; this will be met by use of the Resources' cash limit.

### **Staffing**

The Benefits Service was subject to an accommodation move to co-locate appropriate staff within the Spennymoor Office. A revised structure was recruited concurrently with the improvement action plan, and another restructure is planned to deliver MTFP savings. There is traditionally a higher turnover of benefits assessors and a number of recruitment exercises have been carried out to replace staff that have moved on. On average it takes around 6 months to fully train a benefits assessor to a level where they are competent to assess claims.

### **Risk**

Processing delays were removed from the risk register during a review in September 2012.

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

The benefits service provides a service to vulnerable client groups. These include some of the protected characteristics as defined by the Equality Act 2010 such as people with a disability and older persons.

### **Accommodation**

N/a.

### **Crime and Disorder**

None.

### **Human Rights**

None

### **Consultation**

The Benefits Service continues to work closely with all stakeholders.

### **Procurement**

None

### **Disability Issues**

See above.

### **Legal Implications**

None

**Cabinet****10 April 2013**

**New Byelaws for Acupuncture, Tattooing,  
Semi-permanent Skin Colouring,  
Cosmetic Piercing and Electrolysis (To  
seek approval to create new byelaws)**

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

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**Purpose of the Report**

- 1 The purpose of this report is to seek approval to create new byelaws in respect of acupuncture, tattooing, semi-permanent skin colouring, cosmetic piercing and electrolysis. It follows a report to Council on 20 February 2013 that adopted the legislation that enables the local authority to create the byelaws.

**Background**

- 2 The Local Government (Miscellaneous Provisions) Act 1982 introduced specific controls for certain skin piercing activities such as ear piercing, tattooing, acupuncture and electrolysis. The controls enable Local Authorities to require the registration of such activities to ensure that operators meet hygienic standards. The principal reason for the introduction of the controls was related to the risks of transmission of blood borne diseases such as Aids and Hepatitis.
- 3 Since the initial controls were introduced there have been a number of developments in skin piercing primarily associated with fashion trends. Consequently the current practices of what are known as cosmetic body piercing for studs, rings etc., and also semi-permanent skin colouring are in effect unregulated. Local Authorities have expressed concern for a number of years that these practices also pose potential health risks for the transmission of blood borne diseases.
- 4 In recognition of these concerns the Government introduced, through Section 120 and Schedule 6 of the Local Government Act 2003, powers to require the registration of businesses which provide cosmetic piercing and skin colouring services. The powers must first be adopted by a Local Authority and regulation will be subject to compliance with a set of model byelaws.

## **Current Position**

- 5 Following local government review, any byelaws that had been previously adopted by the 7 former district authorities were transferred to Durham County Council and remain in force in the geographical areas of the former districts.
- 6 These byelaws do not contain provision to deal with issues relating to cosmetic skin piercing, other than ear piercing, or semi-permanent skin colouring.
- 7 Sections 14 to 17 of the Local Government (Miscellaneous Provisions) Act 1982 (as amended) come into effect within the area of County Durham on 14 May 2013, following the Council resolution of 20 February 2013. The adoption of these provisions enables the County Council to create byelaws controlling the activities of Acupuncture, Tattooing, Cosmetic Pircing and Electrolysis.

## **Proposed Byelaws**

- 8 The 2003 Local Government Act amended the 1982 Act to give local authorities powers to regulate businesses providing cosmetic piercing (i.e. piercing and insertion of jewellery into any part of the body including the ears) and semi-permanent skin colouring (e.g. micro-pigmentation).
- 9 The Department of Health has recommended a set of model byelaws. It is intended that Durham County Council adopts the model byelaws in their entirety as shown in Appendix 2.
- 10 Adoption of the comprehensive model byelaws prepared by the Department of Health will repeal existing byelaws dealing with this subject within County Durham.

## **Procedure for Adopting the Byelaws**

- 11 Durham County Council has resolved to apply sections 14 to 17 as specified above, and it can now adopt the byelaws in appendix 2 providing that it complies with the provisions for adopting byelaws set out in Section 236 of the Local Government Act 1972.
- 12 If the byelaws are adopted by Durham County Council, an advertisement will be published in a local newspaper giving notice that the Council intends to apply for confirmation of the byelaws to the Department of Health. The advert must be published at least one month prior to confirmation being sought from the Secretary of State. A copy of the byelaws will be held on deposit at Durham County Council for inspection by the public for one month after the date of the newspaper publication. Any person will have the right to object to the byelaw before it is confirmed.
- 13 Following this period, application will be made to the Secretary of State for confirmation of the byelaws. The Government department with responsibility for confirming byelaws in this instance is the Department of Health.
- 14 The byelaws will usually come into force no earlier than one month after they have been confirmed, unless some other date is specified.



## **Recommendations and reasons**

16 To agree that:

- i) Members resolve that the model byelaws in Appendix 2 are adopted by Durham County Council; and
- ii) Arrangements are made to apply the Council seal.

## **Background papers**

Draft Byelaws (Appendix 2)

Local Government Act 2003: Regulation of Cosmetic Piercing and Skin-Colouring Businesses, Guidance on Section 120 and Schedule 6, Department of Health.

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**Contact: Joanne Waller Tel: 03000 260924**

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## **Appendix 1: Implications**

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### **Finance**

The legislation allows for reasonable fees to be charged for registration of persons carrying on businesses of cosmetic piercing which should cover the cost of introducing and enforcing the requirements of these byelaws. The fees for registration under existing byelaws are set and review annually.

### **Staffing**

Fees from registration will be reinvested in the service, and it is expected that the introduction and enforcement of the new byelaws can be met from existing resources.

### **Risk**

A risk assessment was carried out for the submission of the report of November 2010; no reportable risks were identified. There is no change to this risk assessment.

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

An assessment was carried out for the submission of the report of November 2010; Adoption of the byelaws will ensure all operators of skin piercing businesses are treated equally. There is no change to this assessment.

### **Accommodation**

None

### **Crime and Disorder**

None

### **Human Rights**

None

### **Consultation**

None

### **Procurement**

None

### **Disability Issues**

None

### **Legal Implications**

Legal Services have been consulted regarding this report. Sections 14, 15, 16 and 17 of the Local Government (Miscellaneous Provisions) Act 1982 enable Durham County Council to adopt the byelaws in appendix 2.



## **DURHAM COUNTY COUNCIL BYELAWS**

### **Acupuncture, tattooing, semi-permanent skin-colouring, cosmetic piercing and electrolysis**

Byelaws for the purposes of securing the cleanliness of premises registered under sections 14(2) or 15(2) or both of the Local Government (Miscellaneous Provisions) Act 1982 and fittings in such premises and of persons registered under sections 14(1) or 15(1) or both of the Act and persons assisting them and of securing the cleansing and, so far as appropriate, sterilization of instruments, materials and equipment used in connection with the practice of acupuncture or the business of tattooing, semi-permanent skin-colouring, cosmetic piercing or electrolysis, or any two or more of such practice and businesses made by Durham County Council in pursuance of sections 14(7) or 15(7) or both of the Act.

#### **Interpretation**

**1.—(1)** In these byelaws, unless the context otherwise requires—

“The Act” means the Local Government (Miscellaneous Provisions) Act 1982;

“client” means any person undergoing treatment;

“hygienic piercing instrument” means an instrument such that any part of the instrument that touches a client is made for use in respect of a single client, is sterile, disposable and is fitted with piercing jewellery supplied in packaging that indicates the part of the body for which it is intended, and that is designed to pierce either—

(a) the lobe or upper flat cartilage of the ear, or

(b) either side of the nose in the mid-crease area above the nostril;

“operator” means any person giving treatment, including a proprietor;

“premises” means any premises registered under sections 14(2) or 15(2) of the Act;

“proprietor” means any person registered under sections 14(1) or 15(1) of the Act;

“treatment” means any operation in effecting acupuncture, tattooing, semi-permanent skin-colouring, cosmetic piercing or electrolysis;

“the treatment area” means any part of premises where treatment is given to clients.

(2) The Interpretation Act 1978 shall apply for the interpretation of these byelaws as it applies for the interpretation of an Act of Parliament.

**2.—(1)** For the purpose of securing the cleanliness of premises and fittings in such premises a proprietor shall ensure that—

- (a) any internal wall, door, window, partition, floor, floor covering or ceiling is kept clean and in such good repair as to enable it to be cleaned effectively;
  - (b) any waste material, or other litter arising from treatment is handled and disposed of in accordance with relevant legislation and guidance as advised by the local authority;
  - (c) any needle used in treatment is single-use and disposable, as far as is practicable, or otherwise is sterilized for each treatment, is suitably stored after treatment and is disposed of in accordance with relevant legislation and guidance as advised by the local authority;
  - (d) any furniture or fitting in premises is kept clean and in such good repair as to enable it to be cleaned effectively;
  - (e) any table, couch or seat used by a client in the treatment area which may become contaminated with blood or other body fluids, and any surface on which a needle, instrument or equipment is placed immediately prior to treatment has a smooth impervious surface which is disinfected—
    - (i) immediately after use; and
    - (ii) at the end of each working day.
  - (f) any table, couch, or other item of furniture used in treatment is covered by a disposable paper sheet which is changed for each client;
  - (g) no eating, drinking, or smoking is permitted in the treatment area and a notice or notices reading “No Smoking”, and “No Eating or Drinking” is prominently displayed there.
- (2) (a) subject to sub-paragraph (b), where premises are registered under section 14(2) (acupuncture) or 15(2) (tattooing, semi-permanent skin-colouring, cosmetic piercing and electrolysis) of the 1982 Act, a proprietor shall ensure that treatment is given in a treatment area used solely for giving treatment;
- (b) Sub-paragraph (a) shall not apply if the only treatment to be given in such premises is ear-piercing or nose-piercing using a hygienic piercing instrument.
- (3) (a) Subject to sub-paragraph (b), where premises are registered under section 15(2) (tattooing, semi-permanent skin-colouring and cosmetic piercing) of the 1982 Act, a proprietor shall ensure that the floor of the treatment area is provided with a smooth impervious surface;
- (b) Sub-paragraph (a) shall not apply if the only treatment to be given in such premises is ear-piercing or nose-piercing using a hygienic piercing instrument.

**3.—(1)** For the purpose of securing the cleansing and so far as is appropriate, the sterilization of needles, instruments, jewellery, materials and equipment used in connection with treatment—

- (a) an operator shall ensure that—
  - (i) any gown, wrap or other protective clothing, paper or other covering, towel, cloth or other such article used in treatment—

- (aa) is clean and in good repair and, so far as is appropriate, is sterile;
  - (bb) has not previously been used in connection with another client unless it consists of a material which can be and has been adequately cleansed and, so far as is appropriate, sterilized.
  - (ii) any needle, metal instrument, or other instrument or equipment used in treatment or for handling such needle, instrument or equipment and any part of a hygienic piercing instrument that touches a client is sterile;
  - (iii) any jewellery used for cosmetic piercing by means of a hygienic piercing instrument is sterile;
  - (iv) any dye used for tattooing or semi-permanent skin-colouring is sterile and inert;
  - (v) any container used to hold dye for tattooing or semi-permanent skin-colouring is either disposed of at the end of each treatment or is cleaned and sterilized before re-use.
- (b) a proprietor shall provide—
- (i) adequate facilities and equipment for—
    - (aa) cleansing; and
    - (bb) sterilization, unless only pre-sterilized items are used.
  - (ii) sufficient and safe gas points and electrical socket outlets;
  - (iii) an adequate and constant supply of clean hot and cold water on the premises;
  - (iv) clean and suitable storage which enables contamination of the articles, needles, instruments and equipment mentioned in paragraphs 3(1)(a)(i), (ii), (iii), (iv) and (v) to be avoided as far as possible.

**4.—(1) For the purpose of securing the cleanliness of operators, a proprietor—**

- (a) shall ensure that an operator—
  - (i) keeps his hands and nails clean and his nails short;
  - (ii) keeps any open lesion on an exposed part of the body effectively covered by an impermeable dressing;
  - (iii) wears disposable examination gloves that have not previously been used with another client, unless giving acupuncture otherwise than in the circumstances described in paragraph 4(3);
  - (iv) wears a gown, wrap or protective clothing that is clean and washable, or alternatively a disposable covering that has not previously been used in connection with another client;
  - (v) does not smoke or consume food or drink in the treatment area; and
- (b) shall provide—
  - (i) suitable and sufficient washing facilities appropriately located for the sole use of operators, including an adequate and constant supply of clean hot and cold water, soap or detergent; and
  - (ii) suitable and sufficient sanitary accommodation for operators.

(2) Where an operator carries out treatment using only a hygienic piercing instrument and a proprietor provides either a hand hygienic gel or liquid

cleaner, the washing facilities that the proprietor provides need not be for the sole use of the operator.

(3) Where an operator gives acupuncture a proprietor shall ensure that the operator wears disposable examination gloves that have not previously been used with another client if—

- (a) the client is bleeding or has an open lesion on an exposed part of his body; or
- (b) the client is known to be infected with a blood-borne virus; or
- (c) the operator has an open lesion on his hand; or
- (d) the operator is handling items that may be contaminated with blood or other body fluids.

5. A person registered in accordance with sections 14 (acupuncture) or 15 (tattooing, semi-permanent skin-colouring, cosmetic piercing and electrolysis) of the Act who visits people at their request to give them treatment should observe the requirements relating to an operator in paragraphs 3(1)(a) and 4(1)(a).

6. The byelaws listed in Schedule 1 of these byelaws are revoked.

**EXECUTED** as a **DEED** (but not delivered until the date of it) by the affixing of **THE COMMON SEAL OF THE COUNTY COUNCIL OF DURHAM** By Order:

Authorised Sealing Officer (A permanent Officer of the County Council)

The foregoing byelaws are hereby confirmed by the Secretary of State for Health on..... and shall come into operation on

Member of the Senior Civil Service  
Department of Health

## **DURHAM COUNTY COUNCIL BYELAWS**

Acupuncture, tattooing, semi-permanent skin-colouring, cosmetic piercing and electrolysis

### **Schedule 1: Byelaws to be revoked**

1. The byelaws relating to tattooing which were made by Easington District Council on the eleventh day of July 1985 and confirmed by The Secretary of State for Social Services on 29 October 1985 are revoked.
2. The byelaws relating to ear piercing and electrolysis which were made by Easington District Council on the eleventh day of July 1985 and confirmed by The Secretary of State for Social Services on 29 October 1985 are revoked.
3. The byelaws relating to acupuncture which were made by Easington District Council on the eleventh day of July 1985 and confirmed by The Secretary of State for Social Services on 29 October 1985 are revoked.
4. The byelaws relating to acupuncture which were made by Wear Valley District Council on the twenty third day of February 1987 and confirmed by The Secretary of State for Social Services on 26<sup>th</sup> May 1987 are revoked.
5. The byelaws relating to tattooing which were made by Wear Valley District Council on the twenty third day of February 1987 and confirmed by The Secretary of State for Social Services on 26<sup>th</sup> May 1987 are revoked.
6. The byelaws relating to ear piercing and electrolysis which were made by Wear Valley District Council on the twenty third day of February 1987 and confirmed by The Secretary of State for Social Services on 26<sup>th</sup> May 1987 are revoked.
7. The byelaws relating to acupuncture which were made by Sedgefield Borough Council in June 1988 and confirmed by The Secretary of State for Health on 17<sup>th</sup> February 1989 are revoked.
8. The byelaws relating to ear piercing and electrolysis which were made by Sedgefield Borough Council in June 1988 and confirmed by The Secretary of State for Health on 17<sup>th</sup> February 1989 are revoked.
9. The byelaws relating to tattooing which were made by Sedgefield Borough Council in June 1988 and confirmed by The Secretary of State for Health on 17<sup>th</sup> February 1989 are revoked.
10. The byelaws relating to acupuncture which were made by Durham City Council on 13 March 1985 and confirmed by The Secretary of State for Social Services on 1<sup>st</sup> September 1985 are revoked.

11. The byelaws relating to tattooing which were made by Durham City Council on 13 March 1985 and confirmed by The Secretary of State for Social Services on 1<sup>st</sup> September 1985 are revoked.
12. The byelaws relating to ear piercing and electrolysis which were made by Durham City Council 13<sup>th</sup> March 1985 and confirmed by The Secretary of State for Social Services on 1<sup>st</sup> September 1985 are revoked.
13. The byelaws relating to ear piercing and electrolysis which were made by Derwentside District Council on 18<sup>th</sup> March 1986 and confirmed by The Secretary of State for Social Services on 1<sup>st</sup> July 1986 are revoked.
14. The byelaws relating to tattooing which were made by Derwentside District Council on 18<sup>th</sup> March 1986 and confirmed by The Secretary of State for Social Services on 1<sup>st</sup> July 1986 are revoked.
15. The byelaws relating to acupuncture which were made by Derwentside District Council on 18<sup>th</sup> March 1986 and confirmed by The Secretary of State for Social Services on 1<sup>st</sup> July 1986 are revoked.
16. Any other byelaws made pursuant to the Local Government (Miscellaneous Provisions) Act 1982 relating to acupuncture, tattooing, ear piercing and electrolysis and made by Chester le Street District Council, Derwentside District Council, Durham City Council, Easington District Council, Sedgefield Borough Council, Teesdale District Council, or Wear Valley District Council, and that were transferred to Durham County Council on 1<sup>st</sup> April 2009 are revoked.



## **NOTE – THE FOLLOWING DOES NOT FORM PART OF THE BYELAWS**

Proprietors shall take all reasonable steps to ensure compliance with these byelaws by persons working on premises. Section 16(9) of the Local Government (Miscellaneous Provisions) Act 1982 provides that a registered person shall cause to be prominently displayed on the premises a copy of these byelaws and a copy of any certificate of registration issued to him under Part VIII of the Act. A person who contravenes section 16(9) shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 2 on the standard scale (see section 16(10)).

Section 16 of the Local Government (Miscellaneous Provisions) Act 1982 also provides that any person who contravenes these byelaws shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 3 on the standard scale. If a person registered under Part VIII of the Act is found guilty of contravening these byelaws the Court may, instead of or in addition to imposing a fine, order the suspension or cancellation of the person's registration. A court which orders the suspension of or cancellation of a person's registration may also order the suspension or cancellation of the registration of the premises in which the offence was committed if such premises are occupied by the person found guilty of the offence. It shall be a defence for the person charged under the relevant sub-sections of section 16 to prove that he took all reasonable precautions and exercised all due diligence to avoid commission of the offence.

Nothing in these byelaws extends to the practice of acupuncture, or the business of tattooing, semi-permanent skin-colouring, cosmetic piercing or electrolysis by or under the supervision of a person who is registered as a medical practitioner, or to premises in which the practice of acupuncture, or business of tattooing, semi-permanent skin-colouring, cosmetic piercing or electrolysis is carried out by or under the supervision of such a person.

Nothing in these byelaws extends to the practice of acupuncture by or under the supervision of a person who is registered as a dentist, or to premises in which the practice of acupuncture is carried out by or under the supervision of such a person.

The legislative provisions relevant to acupuncture are those in section 14. The provisions relevant to treatment other than acupuncture are in section 15.

The key differences in the application of requirements in respect of the various treatments are as follows:

*The references in the introductory text to provisions of section 14 (acupuncture) of the Local Government (Miscellaneous Provisions) Act 1982 **only apply to acupuncture.***

*The references in the introductory text to provisions of section 15 (tattooing, semi-permanent skin-colouring, cosmetic piercing and electrolysis) of the Local Government (Miscellaneous Provisions) Act 1982 **do not apply to acupuncture.***

*The references in paragraph 1(1) in the definition of "premises" to provisions of section 14 (acupuncture) **only apply to acupuncture.***

*The references in paragraph 1(1) in the definition of “premises” to provisions of section 15 (tattooing, semi-permanent skin-colouring, cosmetic piercing and electrolysis) do not apply to acupuncture.*

*The requirement in paragraph 2(2) that treatment is given in a treatment area used solely for giving treatment **applies to acupuncture, tattooing, semi-permanent skin-colouring, cosmetic piercing and electrolysis but not to ear-piercing or nose-piercing using a hygienic piercing instrument.***

*The requirement in paragraph 2(3) that the floor of the treatment area be provided with a smooth impervious surface **applies to tattooing, semi-permanent skin-colouring and cosmetic piercing but not to acupuncture or electrolysis or ear-piercing or nose-piercing using a hygienic piercing instrument.***

*The requirements relating to dye or a container used to hold dye used for treatment in paragraphs 3(1) (a) (iv) and (v) **apply to tattooing and semi-permanent skin-colouring.***

*The requirement in paragraph 4(1)(a)(iii) that an operator wears disposable examination gloves that have not previously been used with another client **does not apply to acupuncture otherwise than in the circumstances described in paragraph 4(3).***

*The provisions of paragraph 4(2) in relation to washing facilities **apply to cosmetic piercing using only a hygienic piercing instrument.***

*The exception whereby the byelaws do not apply to treatment carried out by or under the supervision of a **dentist applies only to acupuncture (see section 14(8) of the Act).***

**Cabinet**

**10 April 2013**

**Annual Enforcement Programme  
Children and Young Persons (Protection  
from Tobacco) Act 1991 and Anti-Social  
Behaviour Act 2003**



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

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**Purpose of the Report**

- 1 This report reviews enforcement activities under the Children and Young Persons (Protection from Tobacco) Act 1991, the Anti-social Behaviour Act and the Licensing Act 2003 for the period April 2012 to March 2013 and seeks Member approval of the proposed enforcement programme for 2013/14.

**Background**

- 2 The County Council has a statutory duty to consider, at least once a year, the extent to which the Authority should carry out a programme of enforcement under the Children and Young Persons (Protection from Tobacco) Act 1991 and the Anti-social Behaviour Act 2003. These acts deal with the enforcement of underage sales of tobacco and aerosol paint containers respectively.
- 3 The County Council has statutory responsibility for enforcement of the following age restricted products:-
  - Tobacco (Children and Young Persons (Protection from Tobacco) Act 1991)
  - Spray paint containers (Anti-social Behaviour Act 2003)
  - Alcohol (Licensing Act 2003)
  - Videos and DVD's (Video Recordings Act 2010)
  - Cigarette lighter refills (Cigarette Lighter Refill (Safety) Regulations 1999 and Consumer Protection Act 1987)
  - Fireworks (The Pyrotechnic Articles (Safety) Regulations 2010 and Fireworks Act 2003)
4. The Authority has also adopted powers to enforce the age restricted sales of:-
  - Solvents and glue (Solvents Intoxicating Substances (Supply) Act 1985)

- Knives (The Criminal Justice Act 1988, as amended by the Offensive Weapons Act 1996)
  - Access to gaming establishments (Gambling Act 2005)
  - Access to sunbed premises (Sunbeds (Regulation) Act 2010)
5. The enforcement of age related products has seen a shift away from routine test purchasing towards a more risk based and intelligence led approach to enforcement. This approach is epitomised within the new Code of Practice for Age Restricted Products developed by the Better Regulation Delivery Office (BRDO) of the Department for Business Innovation and Skills, The code recommends that test purchasing should only be carried out when there is intelligence suggesting sales are taking place and gives a strong steer towards encouraging local authority regulators to engage more with business and take a more holistic approach to solving age related product issues.
  6. Whilst we are already largely complying with the provisions of the new code it is envisaged that we will need to be more explicit in justifying our actions in terms of outcomes and impacts. In this respect we shall be attending national workshops run by the BRDO to help develop a specialised toolkit to support the local regulation of age-restricted sales.
  7. In addition to the above, recent changes to the Regulation of Investigatory Powers Act have affected the way local authorities conduct their directed surveillance activities. Fortunately the changes do allow for test purchasing to continue and directed surveillance can still be authorised for offences that attract a maximum custodial sentence of six months or more (this includes Trade Mark Act offences) or criminal offences relating to the underage sale of alcohol or tobacco. Where the local authority is considering conducting a test purchase exercise, consisting of one or more test purchase attempts consideration should also be made to the statutory requirements for authorisation under the Regulation of Investigatory Powers Act 2000 (as amended) and authorisations for use of covert methods would require an application for directed surveillance to the magistrate's court.

### Key Considerations

8. Tobacco is the biggest preventable cause of death in England. It accounts for more than 80,000 premature deaths in England each year - claiming the lives of 11 people every day in the North East - more than alcohol, accidents, suicide, illegal drugs and diabetes combined. Whilst the North East has seen the biggest drop in smoking in England from 29% in 2005 to 21% of people in 2011, it remains one of the most significant causes of health inequalities and one of our most significant public health challenges. In particular illicit tobacco is a key priority for enforcement action as supplies continue to undermine the work of our stop smoking services and circumvents the legal controls on supply of tobacco to children.
9. Illicit tobacco is either **smuggled, bootlegged, illicit whites** or **counterfeit** tobacco.

- **Smuggled tobacco** is generally legitimately manufactured tobacco which has evaded payment of tax by being illegally transported, distributed and sold.



- **Bootlegged:** refers to tobacco which is purchased in a country with a low level of taxation and illegally brought into the UK, evading payment of tax.



- **Illicit Whites** are cigarettes manufactured for the sole purpose of being smuggled into and sold illegally in another market. They usually do not pay tax in the country where they are made.

- **Counterfeit** refers to illegally manufactured tobacco which is often made abroad, but sometimes in the UK. It is sold cheaply and tax free and vast profits are made throughout the supply chain and is often labelled, sold or passed off as being genuine tobacco products.



10. Alcohol and licensed premises also remain a high priority particularly in relation to reducing the availability of alcohol to children and 'proxy' provision. As a way of combating this, the Environment, Health and Consumer Protection (EHCP) Service has promoted a step change in joint working with the Durham Constabulary's Alcohol Harm Reduction Unit which is co-located alongside Trading Standards and Licensing Officers within Annand House, Meadowfield. This has greatly facilitated exchange of information and strengthened our multi-agency approach to problem solving and intelligence led enforcement. Within a relatively short period of time this new partnership approach has shown to be highly successful in tackling illicit supplies of alcohol and tobacco and has resulted in some early convictions, licensing reviews and other improved enforcement outcomes in relation to alcohol and licensed premises.

11. Our intelligence gathering and analysis continues to develop with support from partner agencies through well-established channels such as the Licensing Intelligence group and the Organised Crime Disruption and Intervention Panel, along with the less formal meetings with our police partners from the Alcohol Harm Reduction Unit. These regular liaison arrangements have also presented further opportunities to train and develop staff in sourcing, mapping and analysing intelligence data to enable use to target resources more effectively and deliver better outcomes.

12. Education and partnership working continues to play a key role in tackling under age sales. The success of our involvement with the Stanley CAP (Community Alcohol Partnership) has prompted us to engage with a similar initiative with the Wear Community Alcohol Partnership. Our 'Do You Pass?' age and has been nationally recognised and praised as best practice. Perhaps more importantly no retailers who have sent their staff on these courses have subsequently failed any test purchases



13. It is fundamental to the successful delivery of this year's plan that we take into account increasing demands on services and the limited resources available. In meeting these challenges, it is vital that we continue to enhance our partnership working particularly with Durham Constabulary and HM Revenue and Customs, in order to build capacity within the service and target available resources to deliver of those actions aimed at stemming the supply of illicit tobacco and alcohol.

#### Review of 12-13 activities

14. Since 1<sup>st</sup> April 2012 the following complaints and intelligence have been received by the Service:-

Product	Complaints to service	Intelligence from other sources <sup>1</sup>	Total
Alcohol	4	72	76
Illicit tobacco	5	50	55
Retail Tobacco	6	1	7
Fireworks	2	0	2
Gambling access	1	0	1
Butane	0	0	0
DVD's/Computer games	0	0	0
Knives	0	0	0
Petroleum	0	0	0
Solvents	0	0	0
Spray paints	0	0	0
Sunbed access	0	0	0
<b>Totals</b>	<b>18</b>	<b>123</b>	<b>141</b>

15. In considering our approach to intelligence led enforcement, the vast majority of work undertaken over the last twelve months has unsurprisingly centred on

<sup>1</sup> Other sources include crimestoppers, MEMEX intelligence system, and police and HMRC intelligence sources

alcohol and tobacco as these are the major areas of concern both in terms of underage sales and links with serious crime, anti-social behaviour and health. Most intelligence concerning alcohol has been gathered as a result of our partnership with the Durham Constabulary Alcohol Harm Reduction unit.

16. Unfortunately due to staff vacancies during the year we have been unable to complete the full planned enforcement programme work. However, a variety of actions have taken place this year in addition to the intelligence led test purchasing.
17. The following retail test purchases were undertaken last year:-

<b>Product</b>	<b>Total attempts</b>	<b>Number of Sales</b>	<b>Percentage</b>	<b>Action Taken</b>
<b>Alcohol</b>	73	7	9.6:%	6 fixed penalty notices 1 premise subject to licence review
<b>Tobacco</b>	6	0	0%	

18. With alcohol and tobacco being the subject of 93% of complaints and intelligence, test purchasing has focused on alcohol and retail tobacco premises. The percentage failure rate for alcohol test purchases has increased from 6.9% last year to 9.6% this year. This is not really surprising as last year's figure included routine test purchases as well. All alcohol test purchasing is now carried out jointly with the Durham Constabulary Alcohol Harm Reduction Unit. As two failures were from the same premise, that premise is now subject to a review with a view to staff receiving compulsory retailer training.
19. In addition to the above activity, the service has also worked in partnership with Durham Constabulary to conduct multi-agency inspections of 20 'problem' on-licences. Failed test purchases and other 'licensing' and related issues resulted in reviews of licence conditions and a number of successful, high profile revocations of alcohol licences.
20. During 2012-2013 the service worked alongside the Police and Neighbourhood Wardens and was involved in the Stay Safe initiative which tackles the problem of children's access to alcohol by participating with partners. The scheme targets young people under 18 who are found out drinking at night in parks and other hangouts. Alcohol is seized from these children who are then taken to a place of safety where they are spoken to about their behaviour, their parents contacted and if appropriate a referral made to 'For Real' children's services. As well as being a tool to tackle anti-social behaviour in neighbourhoods the operation is also used to identify youngsters who are potentially being neglected by their parents, are participating in risky behaviour or are vulnerable to sexual exploitation. As well as safeguarding children, valuable intelligence about where they source their alcohol is often gathered and can be fed back leading to enforcement action.

21. A major focus this year has been on the supply of illicit tobacco. Officers are currently carrying out several in depth investigations into suspected suppliers throughout County Durham. As is often the case, the initial target investigation can lead to further intelligence and information sources which are subsequently linked to other suppliers and organised crime groups results in investigations taking longer than anticipated to bring to a satisfactory conclusion.



22. In February 2013, a conviction was achieved against four persons in the Crook area who were convicted of varying offences concerned with the supply and possession of over 14,000 illicit cigarettes and 6kg of illicit rolling tobacco. The main supplier was given an eight week jail sentence suspended for 12 months while the others received unpaid work orders.

23. In the same month an operation to crackdown on illicit tobacco was carried out by our officers supported by Durham Constabulary and HM Revenue and



Customs (HMRC). A vehicle delivering to a licensed premise along with two houses and a domestic garage in east Durham were targeted as part of the operation. More than 30,000 cigarettes, 600 pouches of rolling tobacco and 300 bottles of wine were seized in total.

24. Whenever possible following major investigations into illicit supplies of tobacco and alcohol we can make applications to recover proceeds of crime to further deter future criminal activity. In this particular case, it has been confirmed that we will receive a share of proceeds of crime linked to the joint action taken with the police against the defendants back in 2011 and it is expected further funds will follow as a result of the guilty verdicts in February 2013.

25. Other enforcement work on tobacco includes contributing to Department of Health survey on compliance with the Tobacco Display and Pricing Regulations 2010 in relation to the removal of tobacco products from display in large premises. Pleasingly all those inspected in County Durham were found to comply. All tobacco premises will have to comply with this requirement by 6 April 2015.

26. As an alternative intervention to enforcement action, we have continued to educate the public and partners about the harms surrounding illicit tobacco and its links to organised crime, through the distribution of posters and talks to groups such as smoking cessation workers.



We have supported the FRESH “Get Some Answers” campaign which uses the Crimestoppers number and as a result, Durham receives the highest amount of illicit tobacco intelligence in the North East region. Use of local media and web based information sites are a vital part of our strategy to raise awareness and deter suppliers of illicit tobacco.

27. With few complaints and lack of intelligence concerning other age related products, there has been no formal enforcement action taken place in these areas. In the case of fireworks however the complaints received related to the storage or misuse of fireworks by private individuals and investigations faltered through lack of evidence. We did, however, continue to advise retailers of their obligations with regard to all age related products.
28. With respect to spray paint containers, we continue to monitor the levels of graffiti around the County. Without specific intelligence or complaints we are unable to pursue test purchases of nearby retailers. As a way of increasing the local intelligence we will seek to improve our links with officers within front line neighbourhood services in the year ahead, for example, street scene
29. Education has been fundamental to our work on age related products this year. In the last two years we have attracted 107 retail staff onto our ‘Do you Pass’ age related product retailer training courses, 104 of whom have successfully passed and been awarded a module certificate of the Trading Standards Fair Trading Award. The training has been well received and we have been invited to speak about our work at a national seminar of the Retail of Alcohol Standards Group (RASG). No premises which have had staff attend this course have subsequently failed a test purchase.
30. As indicated in last year’s plan we have placed a greater emphasis on education and training following first offences. Premise reviews are often seen as a more effective tool for compliance than prosecution and we now offer our ‘Do You Pass?’ retailer training as an alternative to fixed penalties for first time sellers of alcohol to under 18’s.

### **Forthcoming legislation**

31. On 19 December 2012, after much consultation with and lobbying from the industry and health communities, the European Commission published its much-awaited proposal for a new tobacco-products directive.
32. If adopted, the directive will take another large step towards reducing the attractiveness of tobacco consumption, potentially affecting millions of lives and reshaping the tobacco industry. The EU Commission proposes to ban slim cigarettes and menthol cigarettes (as well as other tobacco products with characterising flavours).

It also, while not embracing plain packaging has opted for highly standardised packaging – will result in packets very close to the plain pack pioneered by Australia.

Combined (graphic and pictorial) warnings would cover 75% of a package; the remaining surface would represent the last available channel for tobacco companies to display their brand and market their products, as tobacco advertising is banned.

33. Member states are free to introduce more stringent standards, however, and the UK government has already consulted on the introduction of standardised plain packaging. The County Council has participated in this consultation, pledging support for its introduction.
34. Whilst the proposal focuses predominantly on tobacco, it also extends the directive's scope to include other nicotine products such as electronic and herbal cigarettes. Their marketing material will have to carry health warnings. In addition, e-cigarettes will be subject to the same authorisation required for medicinal products. As yet there is no date set for the final implementation of the directive.

### **Proposed Enforcement Programme for 2013/2014**

35. The controls put in place by legislative age restrictions on diverse products and services are essential for the protection of young people, particularly the most vulnerable. Local regulation therefore needs to deliver the protection that individual young people need, and in doing so, to contribute to better outcomes for local communities, individuals and businesses. To achieve this, we will target those that represent the greatest risks to young people, taking effective action where businesses do not take a responsible approach to compliance.
36. A clear steer towards intelligence led enforcement has been given by the publication of the new Code of Practice for Age Restricted Products. As such we will continue to carry out test purchasing only in response to complaints or intelligence.
37. The integration of the Durham Constabulary's Alcohol Harm Reduction Unit along-side the EHCP service has been a significant and positive step. This multi-agency approach to problem solving has ensured some excellent enforcement outcomes. It is clear, particularly with regards to alcohol licensed premises that enforcement has been swifter and more efficient as a result. This has led to 'problem' premises and associated anti-social or criminal behaviours being nipped in the bud at the earliest opportunity. We will continue develop this work with the police and other partners and use all the enforcement powers available to us to combat the worst offenders.
38. We will continue to maximise opportunities to use education and alternative enforcement interventions rather than prosecution where appropriate. In this respect we will expand our successful 'Do You Pass?' retailer training, also offering it as an alternative to more formal action for certain offenders in relation to sales to our test purchasers. We will also continue to emphasise the high impact on the health of our communities caused by the supply of illicit tobacco through talks and publicity.

39. Having identified the supply of illicit tobacco as a major issue within County Durham, we will continue to carry out investigations to tackle the major players in this crime. The challenge this year will be to look at how we can tackle the many lower level suppliers that are being identified. Again partnership working and the adoption of alternative enforcement strategies will be key to the successful delivery of this programme. To enhance this work, the EHCP service will look to improve its data and intelligence sharing across other council services including street scene, community safety and public health.
40. With other areas of age related legislation such as knives, access to sunbeds and use of gaming machines we shall continue to advise businesses and ensure that they have procedures in place to ensure children are safeguarded. With regard to graffiti and the sale of spray paints to children we shall liaise with our partners and particularly colleagues in Street Scene to gather more intelligence on any particular retailers supplying spray paints to children. Where complaints or intelligence shows cause for concern, appropriate enforcement action will be taken.
41. We will continue to develop effective working partnerships with the Police, HMRC, FRESH, Balance and the Health Services to attempt to tackle both the criminal and wider health issues surrounding the illegal supply of age related products.
42. Where necessary we will continue to make use of 'exceptional circumstances' to justify situations where our test purchase volunteers will be allowed to give false information about their age where there is evidence that sellers are asking the age of the volunteer without asking for ID.
43. The service contributes significantly to the strategic development of alcohol and tobacco controls at national, regional and sub-regional levels. We will continue to respond on behalf of the County Council to all relevant government consultations on our areas of work and engage with Community Safety partnerships as well as contribute to initiatives such as the Community Alcohol Programme, Think Family projects and work of the Community Action Team (CAT).
44. We intend to use directed surveillance under the Regulation of Investigatory Powers Act 2000 with regard to investigation of illegal sales from private houses and other offences for which the law permits.
45. For more serious investigations involving lifestyle offences relating to the supply of illicit tobacco and alcohol, we will use Financial Investigators authorised under the Proceeds of Crime Act 2002 to seize and confiscate assets increasing the deterrent factor for this type of crime. It is proposed that in the future rather than sourcing these services from other local authorities, we will have secured an agreement to access the services of Durham Constabulary's financial investigation team as part of the development of closer partnership working. This will have benefits for both partner organisations as increasingly the subjects of this type of action are involved in serious and/or organised crime and this approach can significantly disrupt the activity of such criminals.

46. In summary, the proposed enforcement programme for the coming year will consist of the following activities:-
- (a) An intelligence led approach to under age sales enforcement and tobacco control based on the principles outlined in BRDO's Age Restricted Products Code of Practice.
  - (b) Investigation of all consumer and trader complaints.
  - (c) Visits to ensure continued compliance with new legislation relating to the display and pricing of tobacco products
  - (d) Further development of joint working with the Police Alcohol Harm Reduction Unit and other agencies to adopt a holistic approach to solving problems associated with the accessibility and misuse of age related products. To include education, surveillance and test purchasing as well as other alternative enforcement strategies as appropriate.
  - (e) Development of our 'Do You Pass' retailer training including its use as an alternative to fixed penalty notices and other formal action.
  - (f) Continuation of our work in partnership with the police, HMRC and other agencies to tackle the problem of proxy sales and sales from private premises to children, particularly in relation to alcohol and tobacco.
  - (g) Continuation with a policy of reviewing premises when appropriate.
  - (h) Continuation of our work strategically both corporately and with partner agencies to tackle health inequalities and antisocial behaviour associated with the misuse and illegal supply of age restricted products, in particular alcohol and tobacco.

### **Recommendations and Reasons**

47. Members are recommended to approve the proposed enforcement plan for 2013/ 2014 as outlined in this report , which will ensure that the council continues to address the problem of underage sales and access to age restricted products by children and young persons as well as tackle the wider health and criminal issues surrounding illicit supplies of these products.

### **Background Papers**

- Children and Young Persons (Protection from Tobacco) Act 1991; Anti-social Behaviour Act 2003; Licensing Act 2003; Video Recordings Act 2010; Cigarette Lighter Refill (Safety) Regulations 1999 and Consumer Protection Act 1987; Fireworks (The Pyrotechnic Articles (Safety) Regulations 2010 and Fireworks Act 2003); Solvents Intoxicating Substances (Supply) Act 1985, Gambling Act 2003, The Criminal Justice Act 1988, as amended by the Offensive Weapons Act 1996, Sunbeds (Regulations) Act 2010.
- The Local Better Regulation Office (LBRO ) Age Restricted Products and Services Code of Practice

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**Appendix 1: Implications**

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**Finance**

None

**Staffing**

The proposed enforcement program has been based around exiting levels of staffing resources

**Risk**

There are significant reputational risks to the authority in failure to tackle the availability of age restricted products to those underage. In not combating underage sales it could lead to a rise in accessibility of products that can contribute negatively to the users health and wellbeing as well as contributing to a potential rise in crime and disorder and anti-social behaviour in the County

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

The proposed enforcement programme, which is intelligence led, will have a potential positive impact on all young people and children by discouraging sales of age-restricted products. The results will be reviewed to inform future programmes should any impacts be identified.

**Accommodation**

None

**Crime and Disorder**

Will help to discourage sales of age-restricted products to young people in the community and consequently influence their behaviour. The outcome of the enforcement and educational aspects to the program will seek to reduce accessibility of age restricted products and punish those who do supply. Failure to tackle the supply of age restricted products can lead to an increase in anti-social behaviour, crime and the fear of crime.

**Human Rights**

None

**Consultation**

None

**Procurement**

None

**Disability Issues**

None

### **Legal Implications**

The council has a statutory duty to enforce the provisions of legislation controlling the supply of age restricted products. The County Council has also chosen to adopt other pieces of legislation that govern the supply and availability of other (i.e. knives) areas. These are long standing obligations and commitments. The Enforcement program has not been subject to legal advice as it is a service delivery plan and has no legal implications as to its implementation. Any subsequent actions or interventions that would stem from the delivery of the plan would involve legal services and they would be considered in the usual way.

**Cabinet**

10 April 2013

**County Durham Partnership Update Report****Report of Corporate Management Team****Lorraine O'Donnell, Assistant Chief Executive****Cllr. Simon Henig, Leader of the Council****Cllr. Brian Stephens, Cabinet Portfolio Holder for Neighbourhoods and Local Partnerships****Purpose of the Report**

1. To update Durham County Council's Cabinet on issues being addressed by the County Durham Partnership (CDP) including summaries from the Board, the five Thematic Partnerships and all Area Action Partnerships (AAPs). The report also includes updates on other key initiatives being carried out in partnership across the County.

**Summary**

2. The Partnership continues to make a positive contribution, through joint working with all partners, against a range of jointly developed and agreed priorities. Whilst work continues against the longer term priorities as set out in the Sustainable Community Strategy, the Partnership also focuses on emerging issues such as Welfare Reform and its implications for local communities. The County Council is leading on a significant programme of work in order to ensure, as reforms are made, we understand the impact and work with partners to try and have support in place for local people to access.
3. The County Durham Partnership continues to grow and develop its range of partnership working across all sectors. Following the CDP's commitment to the Armed Forces being ratified at the June 2012 Forum meeting with the signing of the Armed Forces Community Covenant, the first meeting of the County Durham Armed Forces Forum was held on 11 March. It was hosted by the 5<sup>th</sup> Battalion, The Royal Regiment of Fusiliers at the Gilesgate Armoury in Durham. The Forum seeks to ensure that service and ex-service personnel in County Durham suffer no disadvantage as a result of military service. It involves representatives of the armed forces and organisations for ex-service personnel, as well as partner organisations, elected members and officers of the County Council.
4. The AAPs are also continuously developing new and varied ways of linking to all parts of their communities. The Council's approach to Participatory Budgeting continues to evolve, as highlighted in the February Update Report presented to Cabinet. Three events have taken place during February and March that have resulted in over £650,000 being allocated to local communities across the Stanley, Three Towns and Derwent Valley AAP areas.

**Key CDP links****Voluntary and Community Sector**

5. As reported to Cabinet in February, the OVN Conference took place on Friday 22 March with the aim of stimulating debate and prompting ideas in order to respond to the changing political, social and economic landscape and to encourage communities to develop a more resilient approach to their sustainability. This links closely with discussions at the February

VCS Working Group about establishing a multi-disciplinary group to look at Welfare Reform in order for the VCS to be able to contribute to the wider work on this wide agenda.

### **Local Councils**

6. Great Aycliffe Town Council hosted the March meeting of the Local Councils Working Group and took this opportunity to showcase their work and how they support their local communities. Other Councils will be invited to host meetings of the Working Group which will enable members to visit different parts of the County and build an understanding of the work of the Local Councils tier.
7. Ron Hogg, Police and Crime Commissioner, also attended the Working Group and updated members on his first six months in office. He informed the group on the development of the Police and Crime Plan and the priorities developed following extensive community consultation as well as his own personal priorities. He also gave a few examples of how he has linked with town and parish councils so far and said he would like to continue this and develop those relationships.

### **Armed Forces**

8. The first meeting of the County Durham Armed Forces Forum was held on 11 March hosted by the 5<sup>th</sup> Battalion, The Royal Regiment of Fusiliers at the Gilesgate Armoury in Durham. The Forum is part of our commitment to the Armed Forces Community Covenant which seeks to ensure that service and ex-service personnel in County Durham suffer no disadvantage as a result of military service. It involves representatives of the armed forces and organisations for ex-service personnel, as well as partner organisations, elected members and officers of the County Council.
9. The Assistant Chief Executive outlined our commitment to the Covenant and Major John Inglis-Jones, Battalion Second-in-Command, gave a view from the Army perspective. The Forum then agreed proposals for the local administration of the Armed Forces Community Covenant Grant by the County Durham Community Foundation. This grant from the Ministry of Defence is open to any Voluntary and Community Sector group, or public bodies such as schools, to develop projects which strengthen the ties or mutual understanding between members of the Armed Forces Community and the wider community in which they live.
10. The Assistant Chief Executive also updated attendees on the Council's Medium Term Financial Plan and considered the effects of Welfare Reform particularly as it relates to service and ex-service personnel and their families as well as hearing about plans for Armed Forces Day on 29 June 2013 and for the commemoration of the centenary of the First World War.

### **Strategic Direction of AAPs**

11. AAPs contribute to the achievement of the objectives against the thematic priorities and following their November Forum meetings, have confirmed their priorities for 2013/14 which sees more than half of the Partnerships supporting the voluntary and community sector and 11 of the 14 have an employment or training related priority. Both of these points highlight the changing landscape in which all partners are working and how important the needs of local communities are. Also, more AAPs have chosen altogether safer as a priority for 2013/14 than in previous years.
12. The full list of AAP priorities for 2013-14 can be found at Appendix two with projects relating to these priorities already in development and will feature in future reports. The projects developed will see further funding allocated, and attracted from external sources, to support the CDP priorities which will add to the £7.2M of AAP funding allocated to date and the £11.8M match funding brought into the County by AAPs since 2009.



## Welfare Reform

13. Welfare Reform is one of the biggest changes to welfare to be introduced in 60 years. As Members will be aware, the Council, working with its partners, has developed an extensive programme looking at all aspects of the Welfare Reform Act. As well as implementing the processes necessary to ensure the changes introduced by the Act can take place, a key part of the programme is to understand the impact in communities and on residents. The Council will build on its partnership approach with the voluntary sector and other third parties in an attempt to ensure necessary support mechanisms are in place to help communities manage the change brought about by implementation of the Government's changes to the Welfare System. The focus will be on practical ideas and initiatives such as a directory of advice and support as well as working through the AAPs with local groups to understand where the impacts are being felt and the specific needs of each locality and community. An event for the County Durham Partnership is planned for June 2013 to bring local partners together to capture and understand the range of services, advice and resources, which currently exist. This aims to help ensure as many groups as possible are aware of the different advice and support mechanisms available and to discuss how these can work together.
14. One practical example of this is already in development in the East Durham area where a number of key partners have jointly recognised that the high levels of economic and social deprivation in their area of operation is soon to become exacerbated with the continued effects of economic downturn and austerity measures being added to by the impending Welfare Reform. Individuals and families in East Durham are expected to experience greater impacts than other areas and the level of impact will need a wide range of support.
15. East Durham already experiences high levels of dependency on intervention strategies ranging from Home Furniture packs to an emergency Food Parcel Service. The recently established Credit Union in the area has seen high demand for its services; but levels of reliance on legal and illegal money lending are high. It is proposed that **East Durham AAP** supports East Durham Trust in establishing an extensive programme of "Community Welfare Champions". These would be locally based volunteers who would be trained and supported in their efforts to provide an accessible, frontline advice and signposting service within the setting of a specific locality.
16. It is envisaged that sixteen localities (or estates) will be chosen from which at least one volunteer will be recruited; these volunteers are likely to be formally linked to a Community Group, (probably a Community Centre or Residents Association). The volunteers will be trained and given specific information on a range of potential signpost destinations and issues, including:
  - a. Welfare Reform/Benefit Changes
  - b. Credit Union
  - c. Illegal Money Lending Unit
  - d. Welfare Rights
  - e. CAB
  - f. Priority/Non Priority Debt
  - g. Emergency Interventions (e.g. Emergency Food Parcels)
17. Following training, the services and location of the Community Welfare Champions will be promoted within their locality. The Champions will also monitor information such as the advice given, referrals made and nature of difficulties faced etc. The Champions would also be encouraged to be visible in a number of community locations in order to maximise knowledge of the service and access to it.

18. The project will see the recruitment and training of 16 volunteers and the engagement of the 1000 beneficiaries before evaluation and development of a legacy strategy. It will be managed by East Durham Trust with support from other parties including East Durham Homes. A Steering Group will be established with bi-monthly meetings to monitor the project and provide strategic direction as well as the Champions being brought together regularly to share good practice and encourage reflective learning.

### Participatory Budgeting

19. **Stanley Area Action Partnership**, working in partnership with Stanley Town Council, gave residents of Stanley the chance to say how local budgets are spent for the third year running at a Public Vote Event held in February. Local organisations, schools, and community and voluntary groups were invited to apply for funding to deliver their local project, with the overall 'It's Up 2 U' 2013 funding pot for Stanley being £120,000, £60,000 of which was from Stanley Town Council.
20. 1,603 Stanley residents attended the Public Vote Event with 14 projects receiving between £2,000 and £12,000. The projects included support for youth clubs, sports clubs and associations as well as schools and allotment associations.
21. Also in February, people who live, work or volunteer in the **Three Towns Partnership** area were invited to cast their votes for projects they would like to see get a share of the £500,000 capital funding available with 1353 people turning out. The people of the Three Towns gave a clear mandate to allocate the money to one project to develop a new eco friendly leisure facility in Crook. The Community Partnership for the area together with Spectrum Community and Leisure now has 12 months to develop their proposal into a deliverable project.
22. The third of the series of 'It's Up 2 U' participatory budgeting events was hosted by the **Derwent Valley AAP** in March at Derwentside College, Consett. The event was well attended with 872 local residents coming along to view the 22 projects on display. 15 projects received their full funding request from the £40,000 available, with each of the remaining six projects receiving a small financial contribution. The event provided an opportunity to showcase the work of the AAP and the many active community groups in the area.
23. As in previous years, all three events attracted large numbers on the day, with many signing up to become Forum Members. Also, some attendees expressed their interest in becoming public representatives on AAP Boards as part of the current recruitment process. Through the successful planning and implementation of PB in Durham, the County is now recognised as a national leader and has attracted interest from as far afield as the United States and Denmark, with visits from these places planned for later in the year.

### Altogether wealthier

24. The first major step in approving the EU budget for the 2014-2020 funding programme was achieved at the meeting of the European Council held in Brussels in February this year, subject to ratification by the European Parliament. The Structural Funds budget, which covers regional economic development, sets the amount that the European Union will spend on addressing regional economic disparities after 2013. This gives some degree of certainty to Durham and Tees Valley whom together form a 'NUTS 2' area and will qualify for proportionally higher levels of funding as a Transition Region.
25. The UK Government has provisionally indicated that is likely to make financial allocations to Local Enterprise Partnerships (LEPs) in England rather than to 'NUTS 2' regions directly. This increases the significance of LEP led local EU investment strategies and the scope for alignment between ERDF, ESF and rural funding streams. As such the **County Durham Economic Partnership (CDEP)** and County Council have been contributing to the

development of the North East Independent Economic Review (NEIER) and LEP led investment planning processes and will continue to support both processes to ensure Durham's top investment priorities are given the best opportunity to access available funding sources.

26. The RGN Programme is one of five Defra funded national pilots designed to test new ways of stimulating economic growth in rural areas. A £3.2 million project is expected to create up to 300 new jobs and support hundreds of businesses in Northumberland, Durham and Gateshead. The North East Rural Growth Network partnership (NEFRAN) is managing the pilot. The programme has a number of elements including the development of small networked enterprise hubs. In Durham proposals for the provision of flexible work units at the Middleton in Teesdale Auction Mart are being developed. The final element of the scheme is a Small Business growth Fund with £1 million funding available to targeted businesses.
27. Works have started on a two year £2m investment programme to improve over 70 factory units built in the 1980s and 90s and now managed by Business Durham. Works will include replacement roofs, upgraded security doors and windows alongside other minor works. Works are currently underway at Sacriston Industrial Estate followed by Coulson Street, Stella Gill and Chilton Industrial estates. The works are being carried out by the County Council and will extend the life of the units by a further twenty five years. Construction works at Consett Business Park started on site on 7 January 2013 and will provide a further 2,000 sq m of space for over thirty small businesses in the Consett area. Due for completion in November 2013 the scheme is costing just over £3m and is funded by the Council and ERDF (European Regional Development Fund).
28. Other initiatives that CDEP are currently focussed on include:
  - a. Taste Durham, the county's food and drink quality mark, was celebrated on 28<sup>th</sup> January with celebrity chef Martin Blunos. 50 businesses in Durham have been assessed against the national criteria and have been awarded the Taste Durham quality mark.
  - b. The destination website for visitors in the County has reached over half a million consumers in nine months. The target of 500,000 unique visitors was achieved in December. The site has also been re-designed and re-launched with new functionality and facilities.
  - c. Welcome to Durham is a three day programme that combines qualifications in customer service with familiarisation visits to help consumer facing staff in tourism and hospitality become more knowledgeable about the county's product. The programme started in February.
29. The Business, Enterprise and Skills Strategy was adopted by the County Durham Economic Partnership Board in July 2012. The strategy focuses on generating new jobs in six key sectors by: increasing aspirations, promoting opportunities and utilising market intelligence.
30. AAPs continue to contribute towards the strategic priorities of the CDEP and many have again identified priorities related to this theme for the next 12 months, enabling them to continue and enhance existing initiatives.
31. Through the Employment and Jobs priority, Bishop Auckland and Shildon AAP (BASH) has so far committed £60,000 of its Area Budget towards Business Advisors and Employability projects. This Advisors project is a partnership project funded between Bishop Auckland and Shildon Area Action Partnership and the South Durham Enterprise Agency. It works closely with 2D, the local CVS, and Durham County Council through its Employability Project. Two Business Advisors were recruited to work with a number of local community

organisations, local employers and local agencies. Their aim is to provide flexible and targeted business advice to businesses and business start-ups in the Bishop Auckland and Shildon area. Both Advisors have a wealth of experience in business support including start up, business planning, financial forecasting, marketing and various business specialisms.

32. To date the project has surpassed all expectations and has achieved:
  - a. 215 individuals engaged
  - b. 38 businesses engaged
  - c. 49 business start ups
  - d. 39 job opportunities identified from local organisations
  
33. The Employability Project has also proved to be very successful. Again, this is a partnership project between BASH and Durham County Council, working with 2D and a number of local community organisations, local employers and local agencies to support residents into work, training, volunteering and apprenticeship opportunities. The Employability Mentors provide clients with information advice and guidance and employability support tailored to client needs identifying and removing barriers to work. The Mentoring Officers support clients providing a personalised and innovative service and engage with a number of support services to meet the needs of each client's action plan. An employability event will improve awareness of support available and job/career opportunities.
  
34. In the first few months 2D, through the provision of information and guidance, have engaged over 100 people and have made 97 referrals to the Employability Mentor, who has increased contact with targeted clients, supporting 29 people into employment and 21 businesses have expressed an interest in the Apprenticeship programme, with 10 people supported into apprenticeships.
  
35. The Great Aycliffe and Middridge AAP (GAMP) Board in 2011 agreed to fund the biggest project to date for an Employability Skills Fund project for local people to access with a total cost of £147,910 from a range of partnership sources. The aim of the project is to have two funds designated to supporting any unemployed person over the age of 16 in the Great Aycliffe and Middridge area. The two funds are; an 'Employability Skills Fund' aimed at responding to specific training needs and a 'Discretionary Fund' aimed at removing barriers that prevent clients from accessing training.
  
36. A total of 88 applications have been submitted since the project officially commenced and detailed below is a breakdown of the number of applications received:
  - a. 68 Employability Skills Applications (*training*)
  - b. 20 Discretionary Applications (*removal of barriers e.g. travel*)
  - c. 7 Clients have been successful in securing employment, which is a significant figure, and one has entered volunteering.
  
37. GAMP is also working with the Council's Employability Team to offer local firms the chance to offer apprenticeship opportunities in the Aycliffe area. The project will support businesses to create 20 engineering and manufacturing specific posts for young people living in the Great Aycliffe and Middridge area with the aim of tackling the high levels of youth unemployment in the area by encouraging and supporting businesses to create employment opportunities that would not otherwise have existed.
  
38. Firms including Tallents Engineering, Finley Structures, Aycliffe Fabrications and Stiller Transport are joining forces to launch an Apprenticeship Awareness Challenge, working with Aycliffe's two secondary schools. The project will involve six companies giving a brief demonstration to Year 9 students at both Woodham Academy and Greenfield Community College during a series of workshop carousels, dubbed "speed networking", to give young people a flavour of the work they do. The young people will then be split into groups during

site visits to six different companies, when they'll get to learn more about their chosen industry, from manufacturing to IT and HR.

39. The programme, funded through GAMP's Area Budget, and in partnership with the town's two secondary schools, is designed to get school-leavers interested in apprenticeships. The project is being led by Woodham Academy with input from EDT (Engineering Development trust), the largest provider of Science, Technology, Engineering and Mathematics enrichment activities for young people in the UK, and supported by both Woodham and Greenfield schools.
40. Young Enterprise is the United Kingdom's largest business and enterprise education charity. Every year they help 250,000 young people learn about business and the world of work in a classroom environment under the guidance of volunteers from 3,500 companies. Their mission statement is "to inspire and equip young people to learn and succeed through enterprise." Its guiding principle is to do this through 'learning by doing.' Their programmes cover a whole range of topics exploring the world of work, saving, earning, decision making, teamwork, presentations, skills needed for certain jobs, interview techniques, entrepreneurship and raising aspirations.
41. By including Livin in the discussions at the Task Group, **East Durham Rural Corridor AAP (EDRC)** has allocated £7,700 of Area Budget (2012/13) and £9,500 from Livin funds, along with £21,000 worth of volunteer time, £3,200 from School funds and £3,000 worth of Young Enterprise Local Funding; nine primary schools and one secondary school within the AAP area will be able to take part in this project. All schools within the AAP area were approached and all of those willing and able to take part have been included.
42. By providing quality materials and volunteers from the local community to deliver the programmes, the students will engage in fun interactive sessions that will help them achieve employability and key life skills that they will need in later life. The AAP Co-ordinator and Community Development Project Officer have volunteered to be trained and teach some of the sessions, as has a public representative Board Member. All Board Members will have the opportunity to go along and spectate at sessions. The sessions started early February and further updates will be provided as the project progresses.
43. The Sports Apprenticeship Scheme and Apprenticeship Bursaries are two schemes were funded in 2011/ 2012 to help young people take a step closer to the world of work. They also have the added benefits of providing new activities for children and young people free of charge in schools and community centres, through Saturday morning and after school clubs, and supporting businesses in the area.
44. The sport apprenticeship scheme is equipping young people with the necessary skills, qualifications and experience to seek jobs in the sport and leisure industry. The 16-week course, which was been extended to a year by attracting other funding, includes football coaching and leadership awards, employment awareness and key skills; trainees can extend it with customer care qualifications.
45. Of the 45 spaces available, four are available at the moment, and work is ongoing to secure places with the training provider leading on the project, with a view to taking the young people on permanently at the end of the placement; their role will be as mentors for long term unemployed seeking work. One day a week is spent on a course work file and four days on placement with youth clubs, sport venues and schools including Coxhoe Junior and Deaf Hill Primary Schools. To gain practical experience, participants are also running youth activities in villages across the AAP area. Three sport apprentices are also working at the former Durham County Council run Coxhoe Leisure Centre which has reopened as community venture Active Life @ Coxhoe.
46. The apprenticeship bursary scheme is supporting fourteen young people placed within eleven small and medium sized firms within the AAP's area. This scheme aims to match

businesses looking for a trainee with 18 to 24-year-olds wanting to work in a particular field and vice versa. This has resulted in a trainee accountant, mechanic, green keeper at a golf club, child care assistant at a nursery, animal care, florists, engineers, horticulture and agriculture and business administration.

47. The AAP gave £31,005 to the sport apprenticeship scheme, which brought in a further £84,615 of external funding, and £21,000 to the bursary scheme for which Durham County Council also secured an additional £18,900. The money is subsidising wages and covers tutoring, fees and materials. There has been a reduction in the number of young people not in education, employment and training within the AAP area since the projects were implemented. As well as linking with Altogether Wealthier this links with Altogether better for children and young people, as the Sports Apprenticeship scheme supported the other AAP priorities of activities for children and young people, and supporting the community and voluntary sector (by providing apprentices for Active Life@ Coxhoe, and holding sessions in local Community Centres)

### **Altogether better for children and young people**

48. The **Children and Families Trust (C&FT)** continues to show positive achievements against key priorities set out in the Children, Young People and Families Plan. Academic achievement, verified from initial releases before Christmas, shows that the percentage of pupils who achieved 5 or more A\*-C GCSEs increased for the tenth consecutive year and the percentage of pupils achieving 5 A\*-C grades at GCSE (including English and Maths) also increased and continues to be above the national average. It is also positive that the achievement gap between pupils eligible for free school meals and their peers at Key Stage 4 narrowed for the fourth consecutive year.
49. The latest rolling year teenage conception data, which have approximately an 18 month time lag, indicate a conception rate of 38.8 per 1,000 15-17 year old women, which is better than Statistical Neighbours (40.2) and the North East region (40.4).
50. A shared focus with the Safe Durham Partnership is the issue of young people reoffending. Figures for April to September show that 0.56 offences were committed per young offender which is a 35.2% reduction against the 0.87 offences per young offender during the corresponding period of the previous year. Provisional data to the end of December indicates that there were 191 First Time Entrants (FTEs) to the Youth Justice System, which is well within the locally agreed target of no more than 340 FTEs per year. This further evidences the positive effects this work is having with the young people of the county.
51. There continue to be areas identified for improvement by the C&FT which include obesity rates which continue to increase in both reception year and year six. This has led to 'Improving support to families with children who are obese or overweight' being identified as a strategic action within the County Durham Joint Health and Wellbeing Strategy 2013-2017.
52. A national issue that is locally relevant is the percentage of 16-18 year olds who were Not in Education, Employment or Training (NEET). In County Durham this has increased to 10.0% (up from 7.6% from the corresponding period of the previous year) as a result of the reduction in 'Not Knowns'. Ongoing work continues across the One Point Service to support these young people into learning or employment.
53. AAPs continue to support statutory services and schools in working with children and young people across the County. Enter CIC, with the **4Together AAP**, will be running a programme which uses performing arts techniques to build enthusiasm for reading, raise literacy levels and help to bring books to life. The programme will run after school and at weekends and will be comprised of taught sessions (linking into the LAMDA verse speaking programme) and performance based literacy weekend activities for the whole

family (featuring actors and actresses bringing stories to life). The books and themes selected will be relevant to each age range.

54. During the partnership work with Head Teachers from local schools (Ferryhill Station Primary School, Dean Bank Primary School and school governors) to ascertain the reading levels of the young people, it was discovered that many of the young people's reading ages were significantly below the national average. Schools explained that the pupils concerned had little support at home and many of their parents had poor literacy levels. As a result very little reading happened outside of the school environment with little opportunity for advancement beyond the school environment. These findings were discussed with local parents who informed workers that they would be eager to get involved with the programme.
55. It is important that these issues are addressed because, without functional reading skills, people are significantly disadvantaged in later life. It also directly impacts self esteem, academic ability which in turn has a direct impact on social inclusion, social status, and confidence. Many of the students engaged with are victims of bullying, with problems compounded by their low level of academic ability and achievement. Raising literacy levels is a necessity and will have a positive impact on other initiatives.
56. The overall aim of a recently agreed consultation project with children and young people is to support **GAMP** in its engagement process, including the needs of those too young to speak for themselves by linking with their parents. The primary focus of this work will be to obtain the views from a wide and diverse range of children and young people across the whole GAMP area. The project will be led by Extended Schools in conjunction with a number of GAMP's partners. Pre-school aged children will have their needs identified through partnership work with the One Point Principle Family Workers and Surestart family workers linking to parent groups. A minimum of six young people will be identified to lead on the project alongside the Extended Schools Co-ordinator. These young leaders will be working with staff from extended schools to visit and engage with an estimated 100% of schools in the GAMP area over the course of the year.

### **Altogether healthier**

57. The Health and Wellbeing Board will consider a number of key issues over the coming months including considering the implications of the Winterbourne review and agreeing an action plan for learning disabilities in County Durham as well as looking at the planned changes to urgent care and the role of pharmacies in improving health. It will also consider the Public Mental Health Strategy which includes suicide prevention. Further updates on these will feature in future reports.
58. Some AAPs are focussed on interventions for local people that intend to have a positive impact on the health and wellbeing of local communities. **Chester-le-Street & District AAP** has recently worked with County Durham and Darlington NHS Foundation Trust's Health Improvement Service and DCC colleagues to deliver a 'Change for Life Road show' in Chester-le-Street. The road show which took place on Saturday 23 February was one of only 12 nationally and the only one held in the North East Region. The aim of the Roadshow was to promote the Change 4 Life national campaign and offer people information around the core aims of the programme to "eat well, move more and live longer". The event also included involvement from Leisure services and also enabled people to engage in a Check 4 Life assessment to look at particular health issues and lifestyle choices such as smoking advice and alcohol awareness.
59. In total 350 people signed up on the day to join the Change 4 Life campaign and these numbers were on a par with cities like Leeds and Nottingham who had had similar Change 4 Life road shows during the previous week. It is hoped that this type of health focussed road show would be viewed as a 'springboard' for other health focussed events and initiatives to be planned in the future. The idea to get involved in this campaign was

championed through the AAP Health and Wellbeing Task Group and local community members supported to delivery of the event.

60. **East Durham Rural Corridor AAP's (EDRC)** Healthy Hubs project aims to build strong, resilient, sustainable communities through increasing confidence, motivation, knowledge and skills. Using asset based community development approaches (focusing on a communities strengths/ assets not deficits) engagement will take place with local people (including young people) to explore community needs and establish additional provision in communities and whilst increasing the skills of local residents. Preliminary work has already commenced in Bowburn Community Centre, including linkages with Wellness on Wheels (WOW) which is currently based at the Centre, and further updates will be provided as the project progresses.
61. A further example contributing to the altogether healthier theme is the innovative approach being taken by EDRC AAP to improve the emotional wellbeing of local people. Stray dogs that had faced the bleak prospect of being put down are helping people live happier, healthier lives under a pioneering initiative designed to boost well-being. They have been given a brighter future and new purpose by being used in the Social Prescribing Initiative with the NHS. Anyone at risk of developing mental health issues, such as depression and anxiety, is being encouraged to visit the centre based in Coxhoe to take a dog for a walk in the countryside therefore boosting their mental and physical health. The scheme is open to anyone referred by their GP who wants to increase activity levels in an enjoyable way. This is a prime example of how working in partnership, with support from the AAP, can lead to excellent opportunities for the well-being of local people.

### **Altogether safer**

62. The **Safe Durham Partnership (SDP)** considered the draft Restorative Approach Strategy in March and work is now underway to pilot 'Integrated Restorative Practice', building on existing practices in Durham City. The aim of the Restorative Approach is to improve victim confidence and satisfaction in the criminal justice system. Two neighbourhood restorative projects are currently being piloted in Bishop Auckland and Horden.
63. Work targeted on Prolific Female Offenders continues locally within County Durham. There is an opportunity to reshape a commissioned service to provide safe, secure accommodation for some of our most vulnerable female offenders. In response to the IOM Regional Summit, hosted by Durham in October of last year, and working within the force boundary, a Task and Finish Group representing the Darlington and Durham Reducing Re-offending Groups has met to provide initial proposals on a pilot aimed at diverting women offenders from the CJS.
64. The Safe Durham Partnership Neighbourhood Watch (NHW) Strategy: Safe and Active Communities is currently undergoing a refresh with the 'Bigger and Stronger' objective resulting in County Durham having 30% of all its homes in a NHW scheme, the highest percentage of any area in England and Wales. Some of the work linked to this includes 900 primary school children completing the ten week Junior NHW Course which trains them in keeping safe and reporting an incident to the police. Also, a New Safer Homes Scheme sees NHW volunteers provide crime and fire safety advice to vulnerable residents, provide basic security equipment and refer for more detailed work.
65. Representatives from the Safe Durham Partnership attended the Tilley Awards in London where they were nominated for a Certificate of Merit for the problem-solving of stray and illegally tethered horses in the Bishop Auckland area. The Tilley Awards are a Home Office initiative which recognises innovative crime-fighting projects. The project was in the top 12 entries submitted this year out of a total of 110. The awards paid tribute to the exceptionally high quality of the entries. Durham County Council and Durham Constabulary Durham submitted the Durham entry with the assistance of RSPCA, BHS, trading standards, the National Farmers Union and the County Durham and Darlington Fire and Rescue Service.



66. Local evidence of interventions which support the work of the SDP can be found across the County. **Chester-le-Street & District AAP**, working in partnership with the Council's Civic Pride Team and Cestria Community Housing, delivered Sacriston's 'Week of Action' which included:
- a. Education sessions in local schools led by Civic Pride and Cestria Housing.
  - b. Estate tours and a pizza night for young people – led by Cestria Housing. The tours identified 21 concerns which are currently being addressed. The Pizza Night was attended by some 20 young people and ten parents / carers.
  - c. A community skip day.
  - d. Community speed watch. Approximately 150 vehicles were recorded. two warning letters were sent.
  - e. Free dog-micro-chipping ten dogs were micro-chipped by Strayaid; one stray dog was collected from Sacriston.
  - f. Community planting and a community litter pick on sites identified by the community; this included the use of the Probation Service Unpaid Work Team
  - g. Installation of new dog waste bins
  - h. A Staysafe Operation during which a large amount of alcohol was confiscated and three young people taken to a place of safety for collection by their parents / carers.
67. Safer Neighbourhoods staff continue to work on the Deneside (Seaham) time limited project. This involves co-ordinating work with Police, Neighbourhood Wardens, **East Durham AAP** and Positive Futures to tackle issues that were highlighted within LMAPS such as Criminal Damage, Environmental Issues, Anti Social Behaviour, Domestic Abuse and Vehicle Nuisance. To date, the project has seen new CCTV equipment being purchased and fencing erected to stop the issue of parking problems and nuisance. A new boxing club and other sports have also been established, with excellent participation by young people in the area. Educational sessions have been carried out by Police and Wardens in local schools to highlight the environmental problems.

### **Altogether greener**

68. The **Environment Partnership** is beginning to consider the events and activities that will mark World Environment Day on 5 June 2013. This is an annual event that will raise the profile of the work of the Partnership as well as encouraging county wide participation in Environmental projects. The theme for 2013 is '**Think** before you **eat** and help **save** our environment!' It is centred on an anti-food waste and food loss campaign that encourages people to reduce their 'foodprint'. According to the UN Food and Agriculture Organization (FAO), every year 1.3 billion tonnes of food is wasted. This is equivalent to the same amount produced in the whole of sub-Saharan Africa. At the same time, one in every seven people in the world go to bed hungry and more than 20,000 children under the age of five die daily from hunger. This year's campaign encourages people to take action from their homes and then witness the power of collective decisions made to:
- a. reduce food waste,
  - b. save money,
  - c. minimise the environmental impact of food production and
  - d. force food production processes to become more efficient.
69. The partnership is working on a week of activities, a day for each of the five themes (Climate Change, Waste, Pride, Natural and Built Environments). The Environment Awards will also be launched around this time to maximise publicity and ensure engagement with media partners.
70. Other activity that the Partnership is leading on is a Responsible Dog Ownership campaign which has targeted the 15 areas across County Durham with the highest number of complaints in relation to dog fouling. Large signs were placed on street columns in these

areas to raise awareness and push home the enforcement message in relation to issuing Fixed Penalty Notices for dog fouling. A free dog chipping service is also being provided alongside the campaign.

71. Registration for the 'Big Spring Clean 2013' was opened on March 6, with the activities running from 18 March to 12 May 2013. Feedback from this campaign will feature in the June report to Cabinet.
72. Working closely to the objectives of the altogether greener theme of promoting pride in our communities and enhancing, conserving and maximising the value of Durham's natural environment the **Mid Durham AAP** and the Countryside team have produced a rail path master plan which focuses on increasing community ownership of the paths which flow through Mid Durham. Residents in Lanchester, Langley Park, Esh Winning and Waterhouses have outlined plans for their particular parts of the paths which include wild flower meadows, orchards, signage, educational links to local schools, seating and general path maintenance. Work with Ushaw Moor, Broompark, Brancepeth, Brandon and Meadowfield residents and started in early March.

### **Area Action Partnerships Update**

73. The AAPs continue to deliver against their 2012/13 priorities whilst also preparing to begin work on their recently agreed 2013/14 priorities. All of the work carried out through the work and support of AAPs at a local level links directly back to the strategic priorities and objectives of the County Durham Partnership.
74. **East Durham Rural Corridor AAP (EDRC)** has funded a Youth Workers in Training project that will train six local people to achieve a Level three qualification in Youth Work status which will enable them to deliver youth work across the whole area. As well as being employed as Workers in Training throughout the duration of the course, therefore adding value to existing provision, the workers are also equipped with the necessary skills, qualifications and experience needed to continue with a career in this field.
75. The second phase of the Cycle/ Walkway Project has commenced in the East of the County following on from the successful implementation of phase one which covers the NETPark to Fishburn route. Phase two will link Fishburn to Trimdon Village and is funded by the EDRC AAP as well as other partners. Part of this work involves looking at opportunities to link with the 'Bike It' initiative and the 'Living Street Officers' for a limited period to encourage behaviour change and promote new facilities in schools, such as the bicycle storage racks at Sedgfield Community College.
76. The main aim of **Spennymoor AAP's** Youth Council project is to provide a mechanism that allows children and young people to express their views and opinions to help make decisions and shape the services that directly affect them. It has two main components, the first being a Youth Forum. This takes place four times a year in school time and brings together four young people from each school in the AAP area. The young people bring topics for discussion, take part in interactive activities and take on a representative role. The representative role involves feeding back and gathering information to the rest of their school e.g. through school council meetings. In addition to this the youth forum will begin a virtual and postal network that all young people could sign up to get involved and have their say on local and community issues. The youth forum is open to all young people five years and over.
77. The second stage is the Youth Council itself which formalises the work of the youth forum. The council involves approximately 17 young people aged 11-19 from the Spennymoor AAP area. The project aims to mirror the setup of the Town Council and electing a Youth Mayor. The Youth Council has responsibility for allocating £15,000 to local initiatives and community youth groups and schools will be invited to apply for funding awards. The

Youth Council is very keen to progress and have set themselves a number of targets which are due to be completed by the end of the financial year.

78. The Out There project is one that the AAP are currently developing and will commence in the spring. It is based on outdoor activities to encourage and engage young people in new skills and will help those who take part to learn the fullest benefits of physical exercise and enjoy testing their stamina. The project will begin with a five week rock climbing course then Go Carting activity and conclude in a weekend residential excursion to an outdoor activity centre, where a further 11 outdoor activities will be explored. These could include bridge building, archery etc, with over 30 activities to choose from. The activities will all be tailored to each individual's abilities.
79. The project will give an opportunity to young people who may not ordinarily or otherwise be able to do so due to financial constraints. The rock climbing activity will come with a Level 1 NICAS certificate which is personal to the individual. A booklet will be kept to record achievements that can be continued after the project concludes.
80. As the majority of AAPs have altogether wealthier related priorities, activity continues across the County in a variety of ways. The **Mid Durham AAP** Employment and Job Prospects task group are focusing on four key areas for development during 2013. Two recently AAP supported projects will start to focus on two of these concerns; smaller businesses needing support and advice when expanding and those out of work receiving relevant workforce skills and work experience. The task group are currently working on the other two areas which are apprenticeships and local employment and training advice and support. The task group is focusing on the outcomes from the 2012 Overview and Scrutiny report produced on youth employment and is working towards supporting the altogether wealthier objectives of vibrant and successful towns, competitive and successful people, sustainable neighbourhoods and rural communities and a top location for business.
81. The **Derwent Valley AAP** will soon be working in partnership with Derwentside Homes and their Social Housing Enterprise Durham (SHED) project to offer a new and innovative scheme designed to maximise apprenticeship opportunities in the area. Funding from the AAP will contribute towards the creation of 12 apprenticeship opportunities offering pre-employment training, wage subsidies and incentives to businesses to create additional placements, particularly relating to the field of engineering.
82. The AAP is also encouraging communities to 'slam dunk their junk' as part of a programme of environmental activity days throughout 2013. The programme will offer educational assembly sessions to local schools to promote recycling and highlight the issues of dog fouling and litter. Community litter picks and grot spot clean ups will also be undertaken in each of the eight surrounding villages using community volunteers and members of the Community Payback scheme. Free dog micro chipping will also be provided to complement the promotion of the successful Green Dog Walkers Scheme.
83. The **Weardale AAP** has been working with the village hall and community building to support their future sustainability. Engaging with the isolated communities is one of complexities of working in Weardale but fortunately most settlements have access to a small community meeting area, a hall, community centre or multi-use building. The AAP has identified a need to support the groups with be-spoke tailored training with courses run, at a time convenient to the needs of the group. This has also offered the added value of strengthening the groups.
84. The physical buildings also need some attention from a lick of paint, replacement windows, and doors. The AAP Board agreed to a grants projects and received ten applications for funding, from which seven were funded in their entirety, these project ranged from internal/external decorating, acoustic panels to replacement windows.

85. In terms of the beneficiaries of the project for every one pound spent an additional one pound sixty of actual funding was raised. This is without the volunteer times spent obtaining quotes, discussing how the building could be utilized and become more sustainable with a grant. This has engendered a sense of achievement with this grant, with one group stating "we have enjoyed the process of applying for this grant it has helped us to focus and prioritises our needs".
86. Working with **Teesdale AAP (TAP)**, the Tourism sub-groups have come together to fully articulate the Durham Dales brand, collaborative working has achieved economies of scale, and met mutual aims. The Durham Pocket guide for 2013, detailing the places to visit, eat and shop in Durham will be distributed across the County, and at key gateways in the North East. With over 300,000 copies produced – this pocket guide is an essential publication to promote the County and its various visitor attributes.
87. Also working with Weardale AAP, TAP has been recently supported the local Farmwatch and Mountain Rescue Services with a grant for handheld radios and transmitter improvements. This will greatly improve communication and help with the better coordination of activities.
88. In continuing to identify tourism as a key priority, TAP will build on work done over the past two years which has seen Tourist Information provision supported as well as supporting activities celebrating Charles Dickens and his links to Teesdale. The Current Tourism Small Grants Scheme has helped a number of communities boost tourism in their area. Area Budget funding has recently been approved that has secured a major exhibition at the Bowes Museum that will celebrate the life of former Teesdale Resident, Jeremiah Dixon (of Mason/Dixon Line Fame)
89. TAP are once again supporting the Rural Employability Scheme. Last year the scheme worked with over a large number of clients and helped over 20 of them back into work whilst many others took up volunteering positions or training courses. This year the project will work more closely with tourism providers and look to support people into tourism related jobs.
90. Funding from TAP is also being utilised to help reinstate a substantial section of the Teesdale Railway Path that runs between Lartington and Middleton in Teesdale. The bad weather over the last few years has had a major effect on this very popular route. Local volunteers will work alongside the Council in doing this work.
91. The **Stanley AAP** funded a Meet the Funders Event on Tuesday 26<sup>th</sup> February 2013 at the Lamplight Arts Centre, Stanley to give local community organisations the opportunity to discuss their project ideas with potential funders.
92. Durham Rural Community Council organised the event, on behalf of Stanley AAP, ensuring local and countywide organisations and groups were aware of the event and registered attendees for the two sessions. The Funders included; Big Lottery, Cooperative Bank, County Durham Community Foundation, Durham County Council, Funding Information North East, Lloyds TSB, Sir James Knott Trust, Sported and The Rothley Trust.
93. The event was attended by 120 representatives from local voluntary and community associations and was a great success with a number of organisations applying for funding in the hope of making their project a reality.
94. **Durham AAP** was recently awarded Investors in Children (IiC) status for facilitating discussions between young people and service providers in the Sherburn Road area. One nine year old quoted by IiC thanked the AAP for listening and supporting their wishes for activities at the community centre for the next year. The AAP Chair was pleased pointing out some of the other recipients included organisations such as the famous Alder Hey Hospital.

95. The AAP's Small Grants Fund has now supported over 100 local groups providing a range of items from Durham City Ladies FC with kit to the provision of a notice board to the Framwellgate Moor Youth & Community Centre. This scheme has proven to be very popular with local community groups looking for the smaller grants and is likely to be continued into the next financial year.
96. A number of play areas are now progressing with applications from across the city and the Wharton Park HLF bid has seen the appointment of prestigious architects to steer the bid over the coming months. The associated Haggrid Project was officially launched in February and will take ten young people aged 14/15 from Framwellgate School and involve them in a youth development programme based around horticulture in the park. The project will take place over around eight months and will teach the young people about citizenship give them an NVQ level 1 qualification and give them hands on horticultural experience through the creation of a community garden in Wharton Park.

### **Area Action Partnerships: Revised Terms of Reference and Recruitment Process for Member of the Public Positions**

97. The establishment of AAPs in 2009 followed a period of extensive consultation that led to Cabinet agreeing their Terms of Reference and the recruitment process for the seven AAP board positions for Members of the Public at its meeting on 19 March 2009.
98. During the consultation period, the Council received clear guidance that the public felt it crucial that AAPs were seen to deliver on action, they should be non-political and there should be an opportunity for new members of the public to get involved. The need to avoid the prospect of the 'usual suspects' taking up the positions on Boards was made on a number of occasions.
99. These principles have underpinned the Terms of Reference for AAPs as well as the recruitment process for the Member of Public positions on AAP Boards. However, now that AAPs have been in operation for four years, it is appropriate both are reconsidered by Cabinet. This is timely not only because the Scrutiny review of AAPs proposed some enhancements to the Terms of Reference but also because Members of the Public positions on boards have a four year 'term of office'.
100. As has been reported previously to Cabinet, AAPs have been subject to a number of reviews and examinations. The conclusions of these exercises, while suggesting some enhancements, have found the partnerships are delivering on their **Terms of Reference** as they have engaged large numbers of the public while completing a significant amount of local projects.
101. The largest review of AAPs was carried out by Scrutiny in 2011, and has been reported to Cabinet. Many of the recommendations set out in the review have already been implemented. The key outstanding area for action relates to a number of suggested changes to the AAP Terms of Reference.
102. Work has been on-going to revise the AAP terms of reference following the Scrutiny Review and as part of this work, AAP Coordinators were provided with an opportunity to comment on the terms of reference so any specific issues could be captured and discussed.
103. Although not a recommendation from the Scrutiny Review, it was felt that an opportunity should be provided for representatives from across the AAPs to come together to review the revised AAP terms of reference as a 'critical friend'. A dedicated Terms of Reference Sounding Board was therefore created to facilitate this opportunity.

104. Further to the review of the AAP terms of reference and the consideration and subsequent inclusion (where appropriate) of Overview and Scrutiny, officer and Sounding Board feedback, a final draft has now been developed (see Appendix 3).
105. A brief overview of the main changes to the original terms of reference is detailed below:
- Clarification that the AAPs are non political in nature
  - Additional category of Forum membership included linked to volunteering
  - Clarification provided regarding minimum age for Board membership (16 years)
  - Clarification provided regarding minimum age for Forum membership (11 years)
  - Increased length of co-optee contribution to 12 months
  - Additional role and responsibility of Board Members linked to attendance at Task and Finish Group meetings included
  - Clarification provided regarding the role of Forum Members at Board meetings
  - Additional information included linked to declarations of interest and subsequent dispensation based on advice from DCC Legal Services Team
  - Re-wording of 'communities of interest' information based on feedback from DCC Equalities and Diversity Team
  - Clarification provided regarding future alterations to the terms of reference which should be in compliance with the DCC Code of Corporate Governance
  - Minor re-wording of terms of reference overall to ensure clarity and grammatical consistency
106. If all of the proposed changes are agreed, all nine recommendations from the Overview and Scrutiny Review of AAPs relating to the AAP terms of reference will have been addressed.
107. As set out in the attached Terms of Reference, the role of **AAP Member of the Public positions** are to be reviewed after four years. As a consequence, many of the positions are now up for renewal and publicity is now underway to encourage new members to come forward. Whilst current Board members have undeniably made a significant contribution to the success of AAPs and they are not excluded from applying for a position, they have been informed preference will be given to recruiting new Board members. However, current Board members will be encouraged to continue as members of the AAP Forum and to take part in AAP Task and Finish Groups.
108. The fact that for many the end of the four year term of office for Member of the Public positions on AAPs coincides with the local elections provides an opportunity to align the selection process for two thirds of the Board's membership. Reflecting the desire to wherever possible highlight non-political nature of AAPs, and given all 126 County Councillors will have an opportunity to take up a Board position during their four year term of office, it is proposed candidates in the County Council election will not be considered in this Member of Public recruitment process. However, given there have been many requests for more parish and town council places on AAP Boards, which we have been unable to accommodate, and given Member of the Public positions are the main means for many hundreds of town and parish councillors to get involved in AAPs, this restriction will not apply to candidates in town and parish council elections.
109. In line with the principles to actively encourage new members of the public to play a role in AAPs, and to also try to ensure there is balance of communities represented, it is proposed the recruitment process should follow the successful model used since 2009 of an application and interview. A request from one AAP to select the position by election has been received by the Council. However this is not considered appropriate for a number of reasons, primarily because an election is likely to discourage a large number of people to come forward for consideration. Furthermore, there is a well resourced and

comprehensive alternative for elected positions that will generate the members for AAPs, namely the imminent local council elections.

110. In terms of the interview process, these were originally planned to take place during the weeks of 15th and 22<sup>nd</sup> April 2013 to ensure the positions are recruited prior to AAP Annual General Meetings. The majority of the AGMs will take place in May/June 2013. Recruitment at this stage will allow time for the new members of the public to receive briefings and training on AAPs prior to the AGMs. With regard to the interview panel, it is proposed that the same broad format is used that proved successful in 2009, with the exception that Elected Members will not be involved because the interviews will take place during the period of the election. This will also help demonstrate that the process meets a key recommendation of the scrutiny review that AAPs need to demonstrate that they are non-political. As a consequence, the proposed panel would be made up of the local AAP co-ordinators, an AAP partner representative and a VCS representative outwith the area. While one AAP has suggested the latter position should be filled by a current member of public on the board, this is not being recommended as the preferred option will provide greater confidence to applicants that the process is independent.

### **Recommendations and reasons**

111. Cabinet is asked to note the content of the report and to agree the recruitment process for the Members of Public positions on AAP Boards as set in this report and the revisions to the AAP Terms of Reference as attached in Appendix 3.

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**Appendix 1: Implications**

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**Finance** - Area and Neighbourhood budgets are utilised and delivered through the 14 AAPs and ensure the Council (and AAPs) receive improved information on the outputs achieved through use of locality budgets.

**Staffing** - None

**Risk** - None

**Equality and Diversity / Public Sector Equality Duty** - The actions set out in this report aim to ensure equality and diversity issues are embedded within the working practice of AAPs.

**Accommodation** - None

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

**Human Rights** - None

**Consultation** - The County Durham Partnership framework is a key community engagement and consultation function of the Council and its partners. The recommendations in the report are based on extensive consultation with AAP partners and the establishment of a Sound Board to progress the recommendations and will continue this consultative approach.

**Procurement** - None

**Disability Issues** - None

**Legal Implications** - None



**Appendix two - AAP PRIORITIES 2013 - 14**

	<b>AAP Area</b>	<b>Priorities</b>
<b>NORTH</b>	Chester le Street	Development of Town and Village Centres Welfare Reform and Employability Improved Local Environment Supporting Community Groups and Community Buildings Opportunities for Children and Young People Health and Wellbeing (focusing on tackling Diabetes and Social Isolation)
	Derwent Valley	Employment and Regeneration  Health and Wellbeing  Local Environment  Activities for Children and Young People  Communication
	Mid Durham	Road Safety and Highways Activities for children and Young People Support for the VCS Support for Older People Employment and Job Prospects
	Stanley	Regeneration of Stanley and its Villages Opportunities and Activities for Young People Support for the Elderly, Carers and Disability Groups
<b>SOUTH</b>	3 Towns	Job Prospects and Employment Children and Young People Healthy Lifestyle and Wellbeing
	4 Together	Employment, Job Prospects, Education and Training Activities for Children and Young People Crime and Community Safety
	Bishop Auckland and Shildon	Employment and Jobs Children and Young People Crime and Community Safety
	Great Aycliffe and Middridge	Activities for Young People Employment, Enterprise, Education and Training Support to Community & Voluntary
	Teesdale	Tourism Supporting Voluntary, Community and Cultural Organisations Children and Young People
	Weardale	Tourism Employment and Job Creation Support for the Community and Voluntary Sector

		Broadband
<b>EAST</b>	Durham City	Supporting the Voluntary and Community Sectors City Centre issues Vulnerable People Activities for Young People
	East Durham	Maintaining the Social Fabric of Our Communities (Overarching priority) Children and Young People Education, Training and Job Creation Regeneration
	East Durham Rural Corridor	Activities for Children and Young People Community Aspirations Employment and Job Prospects
	Spennymoor	<b>Main priorities</b> Employment and Job Prospects Children and Teenage Provision  <b>Overarching</b> Crime and Community Safety Communication, I.T and Technology

# **Terms of Reference for Area Action Partnerships (AAPs)**

## Introduction

Area Action Partnerships (AAPs) have been established for 14 geographic areas within County Durham defined by the boundaries of town and parish councils and informed by extensive public consultation. They were a key facet of the original bid for unitary status and are the bridge between the unitary council and the diverse needs of the County's communities.

### 1. Purpose

The AAP is the mechanism through which the Council works with local communities and partner organisations to make sure those local services meet local needs and that the voice of the community is heard within the service development process. The AAP is non political and enables councillors, residents and partners to come together to influence priorities and take decisions in the light of local needs and circumstances. It focuses on local actions to help the Council and its partners to tackle inequalities and narrow the gap between different areas and it also delivers locally agreed improvements that are important to communities within its area.

### 2. Principles

Members of the AAP agree to work together to achieve the aims of the AAP on the basis of the following principles:

- Mutual trust and respect
- Openness and transparency
- Effective communication and accountability
- Removal of barriers to equality of access and opportunity
- Effective performance management
- The AAP is non political

### 3. Boundaries

An AAP cannot alter its own boundary but must request permission from Durham County Council to vary any boundary.

### 4. Function

#### i. Engagement

AAPs will provide a means:

- For the Council and partner organisations to engage in a meaningful, dialogue with people in their local communities.
- To build and shape local identity in order that communities can speak with a clear and strong voice.
- To promote community cohesion and support debate, ensuring that all voices are heard.
- To encourage local people to engage with the local democratic process and to be involved in shaping their communities.
- To recognise, celebrate and support the role and contribution of individuals in improving their communities.
- To streamline and focus cross-public sector consultation with local people.

## **ii. Empowerment**

AAPs will provide a means:

- To clearly communicate local issues and priorities to public sector partners, based on an analysis of local data and opinions, and to develop a shared vision for the AAP area.
- To involve local people in the way local services are planned and delivered and to assist partners to meet their duty to involve people in decisions, policies and services that may affect them or be of interest to them.
- To assist partners to effectively combine their efforts in a local area to improve local outcomes, narrow gaps between different areas of the County and improve quality of life.

## **iii. Local Action**

AAPs will provide a means:

- To resolve local issues through either:
  - Direct action through use of its own development funding or by means of engendering voluntary community action.
  - By dialogue with the County Council service departments and County Councillors with regard to influencing use of their delegated budgets.
  - Negotiation with the AAP's and Council's partners.
- To develop a focussed Annual Report for an area, targeting the key issues that the AAP has focussed on in that particular financial year.
- To develop an AAP Action Plan to progress the priorities of the AAP and its work locally.

## **iv. Performance**

AAPs will provide a means:

- To facilitate access to quality performance data to enable local people and service users to understand performance as it applies to their area.
- To support the impact of the County Durham Partnership and its thematic groups in achieving its priority outcomes.
- To comment on public sector performance in the AAP area.

## **5. Equalities and Inclusion**

- a. The AAP will actively value the benefits of diversity and ensure that it operates in ways that ensure and promote fair treatment and equality of opportunity.
- b. At least one Board member of the AAP will take on the role of championing Equality & Diversity issues.

## **6. Accountability**

The AAP will manage its affairs in ways that are clear and transparent and demonstrate proper accountability to the County Council, partner organisations, stakeholders and the wider community through clear reporting and effective communications of its performance, actions and decisions.

## **7. Performance Management and Review**

- a. The AAP will develop arrangements to manage its own performance in achieving its agreed priorities and actions, focussing on up to five key priorities in a financial year. These arrangements will be mindful of the priorities of the County Durham Partnership and the annual voting of Forum members especially as they relate to the AAP, whilst recognising the need to balance them with local issues as evidenced by robust local engagement mechanisms and local performance data.
- b. Performance and project management information should be reported by project sponsors and deliverers on a quarterly basis to enable AAP Boards to assess progress against targets for agreed projects.
- c. To reflect the partnership nature of AAPs, a joint review arrangement will be put in place between partner organisations represented on the AAP Boards and the County Council's Overview and Scrutiny Committee to monitor their effectiveness.

## **8. Membership and terms of office**

### **a. Forum**

The membership of the Forum will be open to all who live in, work in, volunteer in or represent any area within the AAP boundary.

Forum membership is open to anyone aged 11 years and over.

### **b. Board**

The membership of an AAP Board will be open to three categories

- i. Members of the public
- ii. Partner Organisations
- iii. Elected Members

The three categories will each represent one third of the Board's total voting membership of twenty-one (21). Board members must be a minimum of 16 years of age.

### **c. Elected Members**

- i. Of the seven places available for Elected Members, six will be made available to Unitary councillors and one to a representative from the Town/Parish Councils within the AAP area (where they exist, where they do not, Unitary Councillors will take up the seventh place).
- ii. If there are fewer than six Unitary Councillors willing to take up positions on a Board, the remaining places will be made available to Town/Parish Councils.
- iii. Where a Unitary Councillor's electoral division straddles more than one AAP boundary they can only sit on one AAP Board at any one time. They can be an alternate for another Unitary member to a Board in another AAP covered by their ward boundary and if called upon to attend as the alternate will have full voting rights.
- iv. If there are more than six Unitary Councillors within the AAP area, selection of the positions will be made to reflect the electoral balance of the AAP area. This does not apply to the Town and Parish Councils.

- v. v. Where there are more Unitary Councillors than places available on a Board, Unitary Councillor Board Members will agree an alternate deputy from those Councillors in an AAP area without a position on the Board.
- vi. vi. Town/Parish Council Board members will be selected by local town or parish council. They will also select an alternate Town/Parish Councillor.
- vii. vii. Where there are more Elected Members than positions on the AAP Board, they will serve no more than 24 months (two years) before requiring reappointment.

**d. Partner Organisations**

- i. These shall be represented by one senior officer from the following organisations: Durham County Council Head of Service; Durham Constabulary; the relevant Clinical Commissioning Group (or one of its constituent GP practices); Co Durham and Darlington Fire and Rescue; the Registered Social Landlord or managing agent covering the most rented properties within the AAP.
- ii. One further representative will be provided for by the lead Voluntary and Community Sector infrastructure organisation covering the AAP area.
- iii. A final person will represent the interests of the local business sector or recognised business network.
- iv. Partner organisations are expected to send an alternate if their main representative is unable to attend.
- v. Partner organisations are expected to promote the work of the AAP within their organisations where appropriate.
- vi. Partner organisations have a standing place at the AAP Board.

**e. Members of the Public**

- i. Members of the public must live in, work in, study in or volunteer in the AAP area. Work will include unpaid work. However, they cannot belong to more than one AAP Board even if where they live and work may qualify them for membership of two different forums. (See notes re: removal of this sentence)
- ii. Members of the public wishing to stand for the AAP Board must be a member of the AAP Forum.
- iii. Members of the public will be selected to serve for up to four years on the AAP Board from the date of their appointment.
- iv. A process agreed by Durham County Council will select this category of AAP member.
- v. Unitary councillors cannot take up the position of a public representative on the Board.

**f. Cessation of Membership of AAP Board**

- i. If anybody fails to attend for three consecutive Board meetings, even with apologies, then the Board may proceed upon the basis that the person has resigned and seek a replacement, unless that individual has received dispensation from the Board to be absent (e.g. for reasons of ill health or maternity).
- ii. Any request for dispensation should be submitted to the co-ordinator. This request would be discussed at the next available board meeting unless the request for dispensation is confidential in which case the final decision will rest with the AAP Chair and Co-ordinator.
- iii. Any resignation must be in writing to the Chair of the AAP and copied to the AAP Coordinator.

#### **g. Board Vacancies**

- i. Partner organisations Council, Police etc... must be informed as soon as possible to enable them to arrange alternative representation.
- ii. When a public representative resigns or is unable to continue duties the AAP Board will select from a list of reserves to provide a replacement. If a list of reserves is not available then the AAP Co-ordinator will carry out a public recruitment process.
- iii. This list of reserves will be drawn up from the most recent appointment process.

#### **h. Non-voting co-optees**

- i. Some AAPs may feel the need to engage some expertise outside of the Board membership so they will be allowed to co-opt up to three people to support the Board.
- ii. Co-optees can be co-opted for a period of up to 12 months.

### **9. Roles and Responsibilities**

#### **a. Chair and Vice Chairs**

- i. By the first meeting of the AAP Board after April 1<sup>st</sup> each of the Elected Member, Partner Organisation and Members of the Public sectors will have agreed a Vice Chair for each of their categories.
- ii. It is expected that the Vice Chair from each Category will hold the Chair for one year out of every three. In exceptional circumstances the Board may deem it appropriate to continue with their current Chair for a maximum of a two year period.
- iii. The Vice Chairs will stand down at the first Board meeting after April. Each category will then select a Vice Chair. Previous Vice Chairs will be eligible to stand. Any Vice Chair that needs replacing during the year must be replaced by the relevant category within the next two Board meetings following the vacancy occurring. If they fail to appoint the Chair will appoint and they will remain in place until the first meeting after April.
- iv. The Board can remove the Chair by exercising a vote of 'no confidence' that must be proposed and seconded before it is put to a vote. On a vote of 'no confidence' a Chair must resign and return to being a member of the Board. The Category of membership holding the Chair for that year will propose another Chair from their category.

#### **b. The duties of the Chair will include;**

- i. Chairing meetings of the AAP Board and Forum ensuring that the meeting is able to conduct its business in an orderly and timely fashion, but on the other hand the Chair must ensure that all those entitled to do so may express their views and that the decisions taken by the meeting adequately reflect the views of the meeting as a whole.
- ii. Chair's attendance at the Chairing Meetings training session will be required if no relevant training has been undertaken in the last three years.
- iii. Act as the focus for the AAP and represent the AAP at key events in accordance with the Code of Conduct;
- iv. Work closely with the AAP Coordinator to agree agendas and minutes for issue to the Board and Forum;
- v. Discuss reports and the direction of the AAP with the Co-ordinator and other relevant partners.



- vi. Consider any criticisms or concerns raised about the role or functioning of the AAP, bringing them forward for discussion at a meeting of the AAP if it is not possible to resolve them in any other way.
  - vii. If a vote is called for, then following the vote (in which the Chair can vote), the Chair will exercise a 'casting vote' in the event of a tie. If an emergency decision is called for that does not allow time for a meeting to be called, the Chair will take the decision after consultation with the two Vice Chairs. This decision will be communicated to the rest of the Board as soon as it is taken.
  - viii. Attend the County Durham Partnership Forum as set out in the County Durham Partnership's governance arrangements or arrange for an alternate to attend.
- c. Roles and Responsibilities for Board Members:
- i. Board members will be encouraged to participate in Task & Finish Group meetings and will be expected to abide by the Code of Conduct.

## 10. Meetings (see also Appendix 1)

- a. The **Forum** will meet up to twice per year and will be open to the public. One of these meetings must focus on a priority voting exercise the results of which will be used as a steer for the Board when agreeing the priorities, as well as providing an opportunity for the Council to consult on the development of their budgets. Fifteen working days (Mon –Fri) notice will be given to invitees.
- b. The **Board** will meet at least six times per annum and five working days notice should be given of the details and business of the meeting. The Board meeting will be open to the public.
  - i. The Annual General Meeting of the AAP Board will be the first meeting after every April 1<sup>st</sup>.
  - ii. The public may be excluded, in whole or in part, if it is likely that in their presence information may be disclosed that has been requested to remain confidential or should remain so if they fall within the list under Schedule 12A of the Local Government Act 1972.
  - iii. Forum members will be invited to attend as observers. The Forum members are not eligible to take part in any decision making associated with the Board, but can at the discretion of the Chair contribute to discussions where deemed appropriate.
  - iv. Quorum - No business can be formally agreed at a Board meeting of the AAP unless a quorum of at least three members from each membership category are present i.e. a minimum of nine Board members. If a quorum is not achieved at the meeting then AAP co-ordinators will seek consensus for any decisions taken in principle at the meeting from absent board members either by email or by calling a special meeting in order that the work of the board can progress.
  - v. If the Chair is not present then the meeting will appoint one of the Vice Chairs. If neither Chair nor the Vice Chairs are present at a meeting then those in attendance should agree a chair by nominating and seconding an individual who must agree (if more than one nominee then there should be a quick show of hands to appoint a chair for the meeting). If the meeting cannot agree to appoint a Chair then the meeting will be reconvened in seven days.
  - vi. The format for Board meetings should be as follows -Apologies, Minutes and Matters Arising followed by the relevant agenda to include Local

Neighbourhood Issues, Priority Updates and Partners will have an opportunity to raise issues relevant to their service area.

- c. Special meetings of an AAP Board can be called by a motion to the Chair signed by at least a minimum of 9 Board members (which must be made up by three from each category).

## **11. Decision making**

- a. It is expected that the decisions of the AAP will be reached by consensus.
- b. If there is not a clear consensus, then a vote may be called for by the Chair on a show of hands or a secret ballot. In this case a simple majority will prevail
- c. Minutes of the AAP Board will be made publicly available once they have been agreed as a true record
- d. AAP board members who believe they may have a prejudicial interest must declare it and its nature as soon as it becomes an issue. (Definition - if a member of the public (with knowledge of the relevant facts) might perceive that an AAP Board member's judgement on a matter for decision could be prejudiced i.e. the topic under consideration directly affects a board member (to their benefit or detriment)). The Coordinator will be the final arbiter in determining if such an interest exists and be guided by the maxim 'even if in doubt then they declare an act accordingly'. Once an interest is declared the board member must leave the room whilst the item is discussed and a decision reached before they return, except in (i).
  - (i). Whilst it is usual practice for a board member to leave the room after declaring such an interest, they may be allowed to answer questions from board members on the subject for which they have declared an interest if the Chair deems it necessary for them to clarify certain points to enable the Board to make an informed decision. Once any points are clarified the individual(s) will then be required to leave whilst the decision is taken.
  - (ii) In the event that a Board meeting is not quorate further to a Board member declaring an interest and leaving the room, the Chair may give a dispensation to the Board member to entitle them to participate (take part in discussions and any subsequent vote). Any dispensation granted at the meeting should be formally recorded in the meeting minutes.

## **12. Finance**

*[All finance will require a comprehensive set of criteria to be developed in consultation with the Council's Section 151 Officer]*

1. Each AAP will have an Area Budget to further the purpose of the Partnership and address the priorities set by the AAP Board. The amount allocated in the Area Budget will be set annually by the County Council and recommendations for spend will be made by the AAP Board to the Assistant Chief Executive.
2. In addition to the Area Budgets, the AAP Board may make recommendations to Unitary Councillors for use of Neighbourhood Budgets. Proposals for use of Neighbourhood Budgets will be made to AAP Boards at the next available Board meeting, or via email if the NB is for information only,

with the aim of ensuring impact is maximised against the priorities set by the AAP Board or by emerging community issues. Final recommendations for spend will be made by the Unitary Councillors to the Assistant Chief Executive unless the Councillor(s) has declared a personal or prejudicial interest in the application, in which case the AAP board will make the final recommendation.

- 3 The financial year of the Partnership shall commence on 1<sup>st</sup> April in each year and shall end on 31<sup>st</sup> March of the next calendar year.

### **13. Representation to External bodies**

- a. The AAP will determine who should represent them on external bodies
- b. Any appointee by the AAP to an external body who fails to attend two consecutive meetings of a particular body may be replaced by the AAP

### **14. Sub groups of the AAP**

- a. The AAP will have the power to set up task and finish groups to support its own work and to agree who should populate and Chair the task group.
- b. It may be required to set up other arrangements to link in with countywide strategic arrangements as required by the County Durham Partnership.
- c. Each task and finish group will have a Terms of Reference to ensure that their activity is conducted appropriately.

### **15. Engaging with neighbourhoods and communities of interest.**

- e. Effective engagement with neighbourhoods and communities of interest is a key role of AAPs. Each AAP will determine its own mechanism to engage with its neighbourhoods that best reflects local circumstances.
- f. In engaging with neighbourhoods the AAP will recognise the important role of town and parish councils and local community and voluntary groups.
- g. The AAP will ensure that it engages with and considers the needs and priorities of communities of interest such as, although not limited to, disabled people, black and minority ethnic communities including Gypsy and Traveller communities, young and older people, lesbian, gay and bisexual people, transgender people, faith groups and those representing other beliefs such as Humanists.

### **16. Complaints**

- a. If any individual AAP Board member or member of the AAP Forum wishes to submit a complaint they should do so in writing to the AAP Co-ordinator who will investigate the matter.
- b. If a complaint is made an acknowledgement will be made within five working days from receipt of complaint either:
  - i. Outlining the procedure to be followed
  - ii. Or an explanation as to why the complaint will not be dealt with by the AAP Board.
- c. If a complaint either
  - i. Concerns the Chair or the AAP Coordinator; or

- ii. You believe your complaint was not dealt with properly by the AAP;  
then the matter should be referred to:

Head of Partnerships & Community Engagement  
Assistant Chief Executive's Office  
Durham County Council  
County Hall  
Durham  
DH1 5UL

The complaints procedure of Durham County Council will then prevail and you will be notified accordingly of its procedure.

### **17. Staff**

- a. The AAP will be supported by staff employed by Durham County Council and all staff management issues will be dealt with by Durham County Council. This does not preclude other organisations locating staff within the AAP team but they will act under the direction of the AAP Coordinator.
- b. The AAP Coordinator will also represent the AAP at other meetings and is bound to ensure that where practicable they discuss such issues with the Board or the Chair but must give feedback at a Board meeting as to activities they have been involved with in the name of the AAP.

### **18. Review and alteration to the Partnership Agreement**

If an AAP identifies a need to alter the Terms of Reference they must submit such a request to the County Council's relevant Cabinet Portfolio Holder. If the request is deemed to be one that is minor and only affects an individual AAP then that request may be decided upon by the relevant Portfolio Holder. If the request is deemed to be major or could potentially affect other AAPs then it must be submitted to Cabinet for a decision by the relevant Portfolio Holder.

### **19. Dissolution**

The AAP can only be dissolved by Durham County Council.

## **Appendix 1**

### **Standing Orders for meetings of the AAP Board**

#### **Duration**

- Meetings of the AAP Board should aim to last no longer than two hours. An intervening break can be scheduled into this 2 hours at the request of board members.

#### **Agenda**

- The AAP Co-ordinator in collaboration with the Chair, finalise the agenda beyond the set items but all have the opportunity to request items to be put on the agenda before it is sent out.
- Wherever possible tabling of agendas on the day of the meeting should be avoided unless there are exceptional circumstances. Good practice will be to give members at least 5 days notice of business of the meeting.

#### **Protocol for All Meetings**

- Code of conduct will appear on the reverse on each board agenda to remind attendees of processes to be followed.
- All attending are expected to abide by reasonable standards of behaviour. No shouting, swearing, threatening, accusing or other abusive behaviour will be tolerated.
- Everyone's viewpoint is to be respected.
- If an attendee oversteps the mark the Chair is entitled to ask for an apology and if an apology is not forthcoming has the right to insist that the person shall leave the meeting.
- All board members have the right to speak during all sections of the board agendas by indicating to the Chair his or her intent (usually by raising a hand). In most cases discussion should flow naturally but the Chair must ensure that all are given the opportunity to contribute and not the vociferous minority.
- The Chair does have the right to refuse any further discussion when a topic is either exhausted or reached a stalemate or the Chair has decided to move progress.
- All forum member observers at board meetings, at a minimum, should be invited to comment under the neighbourhood issues section of the agenda. It is at the discretion of the chair if they are to be invited to participate in discussion in any other sections of the agenda.
- It is the Chair's prerogative to call for a vote on any particular issue and he/she may seek a mandate from the meeting as to whether it will be a show of hands or a secret ballot.
- Agreement is usually reached by consensus unless there appears to be no consensus then a vote will be taken. All are expected to abide by a decision outside of the meeting and must not use another forum to undermine a decision taken at the AAP.
- Conflicts of interest need recording and the process should be followed as outline in section 11d.

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