



## **Environment and Sustainable Communities Overview and Scrutiny Committee**

**Date**        **Friday 6 October 2017**  
**Time**        **9.30 am**  
**Venue**       **Committee Room 2, County Hall, Durham**

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### **Business**

#### **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. Apologies
2. Substitute Members
3. Minutes of the Meeting held on 14 July 2017 (Pages 3 - 12)
4. Declarations of Interest, if any
5. Any items from Co-opted Members or interested parties
6. Media Relations
7. Winter Maintenance (Pages 13 - 16)
  - a) Joint Report of the Director of Transformation and Partnerships and the Corporate Director of Regeneration and Local Services
  - b) Presentation by Brian Buckley, Strategic Highways Manager and Brian Kitching, Highways Asset Manager
8. Quarter One Performance Management Report - Report of Director of Transformation and Partnerships (Pages 17 - 28)
9. Quarter 4 Budget Outturn 2016/2017 - Joint Report of the Corporate Director of Resources and the Corporate Director of Regeneration and Local Services (Pages 29 - 34)
10. Quarter 1 2017/2018 Revenue and Capital Forecast - Joint Report of the Corporate Director Resources and The Corporate Director of Regeneration and Local Services (Pages 35 - 38)
11. Scoping Report: Review of Allotments Management Policy - Report of the Director of Transformation and Partnerships (Pages 39 - 50)
12. Durham Strategic Flood Prevention Group Minutes held 13 June 2017 (Pages 51 - 56)

13. Minutes of the Northumbria Regional Flood and Coastal Committee  
Minutes held 21 April 2017 (Pages 57 - 66)
14. Such other business as, in the opinion of the Chairman of the meeting,  
is of sufficient urgency to warrant consideration

**Helen Lynch**  
Head of Legal and Democratic Services

County Hall  
Durham  
28 September 2017

To: **The Members of the Environment and Sustainable Communities  
Overview and Scrutiny Committee**

Councillor E Adam (Chair)  
Councillor O Milburn (Vice-Chair)

Councillors B Avery, D Bell, L Brown, J Carr, J Clare, J Clark,  
R Crute, A Gardner, P Howell, P Jopling, C Kay, R Manchester,  
C Martin, A Patterson, A Simpson, P Sexton, L Taylor, M Wilson and  
S Zair

**Co-opted Members:**

Mr T Bolton and Mr D Kinch

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**Contact: Paula Nicholson**

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**DURHAM COUNTY COUNCIL**

At a Meeting of **Environment and Sustainable Communities Overview and Scrutiny Committee** held in Committee Room 2, County Hall, Durham on **Friday 14 July 2017 at 9.30 am**

**Present:**

**Councillor E Adam (Chair)**

**Members of the Committee:**

Councillors B Avery, L Brown, J Carr, J Clare, P Jopling, R Manchester, C Martin, O Milburn, A Patterson, P Sexton, L Taylor and M Wilson

**Co-opted Members:**

Mr T Bolton and Mr D Kinch

**1 Apologies**

Apologies for absence were received from Councillors D Bell, J Clark, R Crute, A Gardner, P Howell, A Simpson and S Zair.

**2 Substitute Members**

No notification of Substitute Members had been received.

**3 Minutes**

The Minutes of the meeting held on 13 April 2017 were agreed as a correct record and were signed by the Chairman.

Councillor Carr referred to Item 6 of the minutes and the emissions from schools increasing from 53% in 2008/9 to 61% in 2015/16 as a percentage of the total emissions from all council buildings and sought clarification as to whether this was due to fewer council buildings or increased usage by schools.

Councillor Clare indicated that he had asked this question at the meeting and was advised that it was a combination of both. The Overview and Scrutiny Officer suggested that a response would be provided to Councillor Carr by the appropriate officer.

**4 Declarations of Interest**

There were no Declarations of Interest.

## **5 Any items from Co-opted Members or Interested Parties**

The Chairman advised Members that Mr Kinch a co-opted member of the committee in May had raised a question about collective energy purchasing and switching schemes. A detail response had been provided by the Housing Regeneration Team and Mr Kinch had indicated that he was happy with the response and had suggested that it was circulated to the members of the committee as it contained information which members may find useful.

It was agreed by the committee that the response would be circulated to members following the meeting.

## **6 Media Relations - Update of Media Items**

The Overview and Scrutiny Officer referred Members to recent press articles relating to the remit of Environment and Sustainable Communities Overview and Scrutiny Committee.

The articles were:

- £628m and rising needed to fix region's roads – Five road authorities in the North East and North Yorkshire had a combined backlog of road repairs valued at more than £628m with Durham County Council saying that its accumulation of highways issues needing to be dealt with and had reached more than £191m. The Committee would receive an overview on highway maintenance at its meeting on the 23 January 2018.
- National Lottery revives Durham's woodlands – Durham's woodlands had received a welcome cash boost from the Heritage Lottery Fund for the 'Durham Woodland Revival' project. The project would run from the start of 2019 to the end of 2023 resulting in £1m of investment in woodland and the forestry sector. This media item links to agenda item 7.
- 'Operation Spruce Up' comes to Wingate – A deep clean of the village is to be undertaken involving Durham County Council staff and partners. The scheme would involve: the sweeping and cleaning of footpaths; painting and cleaning of street furniture such as bollards, railings and benches; replacement of bins and removal of weeds. The Committee would receive an overview on Operation Spruce Up at its meeting on 13 November 2017.
- England's local roads to get boost from Government cash pot – English councils are to be given access to a multimillion pound fund originally intended to be spent on motorways and major roads, with some funding diverted to be spent on roads run by local authorities.

The following questions were raised in relation to the press articles:-

Mr Bolton asked if the monies released for roads were for specific categories. The Overview and Scrutiny Officer responded that the monies were for roads in general.

Mr Kinch referred to 'Operation Spruce Up' and how Evenwood had returned to the condition it was prior to the work undertaken by the 'Operation Spruce Up' visit and asked if the operation was worth undertaking. The Overview and Scrutiny Officer advised that as part of the committee's future work programme an overview and evaluation of the 'Operation Spruce Up' would be considered by committee at the November meeting.

Councillor Taylor indicated that Wingate had undergone the spruce up which had been a success and a good job had been done by the team.

Councillor Jopling commented on the costs associated with 'Operation Spruce Up' and asked as to whether regular maintenance would be more cost effective.

The Overview and Scrutiny Officer advised that the Committee would receive an update on the 'Operation Spruce Up' programme in November which would include detail of the evaluation of the project.

**Resolved:** That the presentation be noted.

## **7 Scrutiny Review of the Management of the woodland estate owned by Durham County Council - Update on recommendations**

The Committee considered the Joint Report of the Director of Transformation and Partnerships and the Corporate Director of Regeneration and Local Services that provided Members with details of the progress made in relation to the recommendations contained within the Environment and Sustainable Communities Overview and Scrutiny Committee's Review Group report on the management of the woodland estate owned by Durham County Council (for copy of report, see file of minutes).

The Landscape Delivery Officer provided Members with an update on the progress made in relation to the recommendations contained in the review report together with details of the 'Durham Woodland Revival' project resulting in an investment of £1m in woodlands and the forestry sector in County Durham.

Mr Kinch referred to the employment of a forestry officer and asked if the 'Durham Woodland Revival' project included apprenticeship opportunities. The Landscape Delivery Officer responded that 6 months traineeships were included within the project and that three trainees would be employed with either Durham County Council or partners.

Councillor Jopling referred to £1m not being a substantial amount of money over a 4 year period and asked how successful the programme would be when funding was limited. She also asked if there was any commercial element to the project as the woodland was on Durham County Council land.

The Landscape Delivery Officer responded that the management plans were funded elsewhere so were not part of the £1m and there was only a small amount of capital works. The focus of the project was on providing advice and signposting the sector to various support available. There would be a commercial element to the project as the woodland would need to be thinned which would require a licence to allow felling to be undertaken and for the timber to be sold.

Mr Bolton referred to recommendation 6, that the contact details of the Countryside Service are displayed on community woodland sites and suggested that contact details be made available to Town and Parish Councils of the appropriate key contacts in relation to fly-tipping in woodland areas, the illegal cutting down of timber and volunteering. The Landscape Delivery Officer responded that they would engage with parish councils.

Councillors Brown and Carr asked if this information could also be shared with the Area Action Partnerships.

**Resolved:** That the contents of the report be noted and that the relevant key contact details be circulated to both Town and parish Councils and the Area Action Partnerships.

## **8 Air Quality Management in County Durham**

The Committee considered the report of the Corporate Director of Adult and Health Services that provided Members with details of progress on all air quality management work in County Durham (for copy of report, see file of minutes).

Members received a presentation from the Pollution Control Manager and the Senior Air Quality Officer that provided Members with an update on the various air quality projects that had been on going across the County during the last 12 months (for copy of presentation, see file of minutes).

Mr Bolton indicated that the continuous monitoring results for Hawthorne Terrace in Durham City were interesting and that the levels were higher when there were queues of traffic and was this queuing traffic the fundamental issue.

Officers responded that the queuing of traffic was a major factor but other factors were gradient, houses near to the road and that if houses were set further back from the road then levels would not be so much of an issue.

Mr Kinch commented that the A1 had been closed in Teesdale and traffic including large lorries had been diverted through Barnard Castle and smaller surrounding villages for over a year and wondered whether any monitoring of emission levels had been undertaken during that period. The Pollution Control Manager responded that monitoring had taken place in Barnard Castle some years ago but not recently. The Highways Agency is one of the partners who are invited to attend the Air Quality Technical Working Group however they do not attend on a regular basis and have not attended for some time.

The Chairman asked if large lorries diverted through Barnard Castle and small villages for a year would have an impact on the air quality. Officers advised that it would depend on how long the diversion was in place but extensive monitoring had been carried out at Barnard Castle some time ago and no problems had been identified.

Mr Kinch continued that if more maintenance work is planned on the A1 then Durham County Council needs to be informed so that arrangements can be made to monitor the emission levels in those areas where traffic is being diverted to. The Pollution Control Manager confirmed that she would take these concerns back to the Highways Agency.

Councillor Brown referred to the air quality samples currently being taken at Nevilles Cross which were not showing high emission levels but one of the monitors is set in George Street away from the road. However children walk to school on the pavement next to the traffic where emission levels will be higher. Another monitor had been placed in a cul-de-sac and the third monitor had been vandalised. In addition would the SCOOT system include the traffic lights at Nevilles Cross. Officers responded that tubes had been placed in

the Nevilles Cross area. The readings from the samples taken from the house exceeded the stated air quality levels 3 years ago but readings from the last 2 years were acceptable levels. The levels taken next to the road were high but did not breach legislation. The officer responded that she would check whether the SCOOT system would include the traffic lights at Nevilles Cross and respond to the member.

The Chairman indicated that the committee was concerned about people's health in County Durham and that was why regular progress updates on air quality management is included in the work programme and that the committee would continue to monitor progress in reducing emission levels particularly as people are being encouraged to take up cycling for health reasons.

Councillor Martin referred to the air quality levels at Chester-le-Street Menceforth Cottages and asked what the reason for the high levels of emissions was and was the centre of Chester-le-Street being monitored as he would have expected levels to be higher in the centre as traffic is often stationary and queuing.

Officers responded that a consultant had to try and find out the reasons for the high levels but he was also unsure of the reasons. The officers continued that the cottages are on a bus route, they are in a valley with a viaduct above. Members were advised that the centre of Chester-le-Street was also being monitored.

Members discussed the impact of standing traffic on air quality in particular in the Chester-le-Street area and around Menceforth cottages. The Pollution Control Manager commented that it is difficult to come up with an action plan if not sure what is causing the high levels of emissions.

Councillor Sexton commented that it is a major traffic route with a high volume of vehicles using that route to get to the motorway across the town centre.

Councillor Jopling indicated that she was surprised that emission levels had not been reduced due to the introduction of electric and hybrid cars. The Officer responded that 2016 was a high pollution year as weather can effect readings and that monitoring needed to continue for a longer period of time to see if there was a reduction in levels.

Councillor Patterson asked what consultation was being carried out in relation to Menceforth Cottages with local residents and that the committee be informed of progress made in relation to air quality in Durham City and the consultation to be undertaken in relation to Menceforth Cottages.

Members were advised that in relation to the management of air quality in Durham City an extensive consultation exercise was carried out in 2015 in relation to the action plan. Concerning Menceforth Cottages a further six months of monitoring would be undertaken and then a consultation exercise would be undertaken depending upon whether an action plan is to be produced or revocation.

The Chairman asked for details of the go smart to work initiatives in particular the feedback and type of responses received. Members were advised that this information would be provided by the Transport Team and that the information would be obtained for the Chair.

Councillor Martin referred to the improvement in bus engines and asked if this was something that had been done by the bus companies. Members were advised that it was led by the bus companies.

Councillor Clare referred to the current process of air quality management in County Durham and that the Pollution Control Manager and her team were responsible for the implementation of air quality monitoring, measuring air quality, determining if an action plan was necessary and producing the plan however the delivery of the plan was in the hands of Various Durham County Council Service Groupings and partners. Cllr Clare continued by asking how much power did the authority have to ensure that the action plan is delivered.

Officers responded that these issues were recognised nationally by the government. They did have an implementation plan and a corporate steering group where issues could be raised with the relevant Durham County Council officers and partners.

Councillor Clare responded that it was all based on the strengths of partnership working and the committee needed to know how successful this was. In addition, it was suggested that relevant Durham County Council colleagues and partners responsible for the delivery of the actions in the implementation plan be invited to attend the committee when it is receiving a report detailing further progress.

The Pollution Control Officer advised that they would feed the comments made by members back to the Air Quality Corporate Steering Group.

The Overview and Scrutiny Officer suggested that a copy of the air quality implementation plan together with detail of the progress made against the identified actions is circulated to members of the committee.

**Resolved:** (i) That the contents of the report be noted.

(ii) That the Committee receive a further report detailing progress on the development of air quality management within County Durham.

(iii) That a copy of the air quality implementation plan together with detail of the progress made to date against the identified actions is circulated to members of the committee and that relevant Durham County Council officers and partners are invited to the future meeting of the committee when detail of progress will be provided.

## **9 Waste Programme**

The Committee considered the Joint Report of the Director of Transformation and Partnerships and Corporate Director of Regeneration and Local Services that provided Members with details of progress made in relation to the Waste Programme and to outline some of the future work in waste management across the county (for copy of report, see file of minutes).

The Refuse and Recycling Manager and Waste Contract Team Manager gave a presentation that reviewed progress to date with waste programme; outline current work underway and highlight longer term waste management issues (for copy of presentation,

see file of minutes). Mr Patrickson had asked the Officers attending to pass on his thanks to the committee as he had moved to another position in the authority.

The Chairman asked the officers to convey the committee's thanks to Mr Patrickson for his support to the committee. The Chair then thanked the officers for an excellent presentation.

Councillor Jopling asked what the procedure was for dealing with contaminated bins.

Officers responded that they would initially place a sticker on the contaminated bin asking for the contamination to be removed; once the contamination was removed they would empty the bin. There was a three stage approach, involving three letters being sent to the resident. However if the contamination continued then they would finally remove the bin, but they tried to educate to stop contamination in the first instance.

Mr Bolton referred to recycling playing a part in the reduction of landfill however the authority used to receive income for plastics going to recycling but the amount paid has dropped significantly resulting in the authority having to pay for them to be recycled. What were the costs and does it currently generate an income.

Officers responded that the recycling of plastics was now exported to other countries and that the market fluctuated. They did receive an income but now it currently costs the council to recycle plastics however the current contract allowed the cost per tonnage to go up and down to reflect the market conditions.

Councillor Clare commended the team for their excellent work and then referred to the confusion about what to do with specific types of waste such as a fridge and suggested that a guide needed to be produced for residents identifying how specific waste should be dealt with including detail of key contacts. Councillor Clare continued by asking if the company O'Brien Waste Recycling Solutions being taken over would impact on the council's contract. He concluded by highlighting the value for members of attending the SUEZ visit which is included in the future work programme.

Officers advised that there would be no impact on Durham County Council's contract with O'Brien's and that the management team at O'Brien's Waste Recycling Solutions would remain in place.

The Chairman commented that both the presentation and report highlighted that a number of the waste programme contracts were to be reviewed and suggested that a further progress report and/or presentation be provided to the committee particularly in relation to contract reviews and re-procurement.

Officers responded that some of the current contracts would terminate in 2018 and that work on reviewing the contracts would start in February/March 2018 and that a progress report could certainly be provided to the committee later in 2018.

The Chairman continued by highlighting that fly-tipping was an issue which featured in the quarterly performance reports and asked if further information on fly-tipping could be provided to the committee. Members were advised that the Neighbourhood Protection Manager was looking into this and a report would be brought to the November meeting of the committee as part of an overview on Environmental Campaigns.

The Chairman suggested a special meeting be arranged to focus on fly-tipping and that this meeting is added to the work programme for 2017/18.

**Resolved:** (i) That the contents of the report be noted.

(ii) That the Environment and Sustainable Communities Overview and Scrutiny Committee at a future meeting receive a report detailing progress of the waste programme including detail of the review of waste contracts and re-procurement.

(iii) That a Special meeting of Environment and Sustainable Communities Overview and Scrutiny Committee be included in the 2017/18 work programme focusing on fly-tipping and Household Waste Recycling Centres.

## **10 Performance Management Quarter 4 2016/17**

The Committee considered the report of the Corporate Management Team which presented progress against the Councils corporate basket of performance indicators for the Altogether Greener theme and report other significant performance issues for the fourth quarter of the 2016/17 financial year (for copy of report, see file of minutes).

The Corporate Scrutiny and Performance Manager gave a presentation focusing on:

- Achievements
- Partnership Update
- Performance Summary
- Refuse and Recycling
- Improved Environmental Cleanliness
- Improved Environmental Cleanliness Enforcement
- Fly-tipping
- Fly-tipping Actions and Outcomes
- Condition of the Local Authority Road Network
- Reduction in Carbon Emissions
- Renewable Energy Generation

Mr Kinch sought clarification as to whether the Council had won a blue flag award for beaches. The Corporate Scrutiny and Performance Manager responded that the Council had not received this award but he would look into this matter to see if the Council met the relevant criteria.

Councillor Martin referred to achievements one of which was the completion of works at Villa Real bridge and commented that the work had taken longer than expected due to the discovery of utilities and asked if any work had been done to look at the current condition of bridges in the county to ensure that any delays due to utilities would not happen again.

The Corporate Scrutiny and Performance Manager responded that the relevant Service Grouping was conducting a stock condition survey of all bridges in the county and that he would provide the Committee with further information as to where Durham County Council

is with the survey and if it includes detail of whether the bridges are being used to carry utilities so that arrangements can be made for rerouting if necessary.

Councillor Jopling referred to the increased charges for garden waste and asked if it was cost neutral.

Councillor Clare responded that the Council had a contract with farms in the county who take the garden waste for a fee and then compost the waste for use later on their fields.

Mr Kinch indicated that in Teesdale they had a different system as a private company collects the bags of garden waste which are then sold on for compost.

The Corporate Scrutiny and Performance Manager confirmed that he would check as to whether the charge for garden waste covered the costs of collection.

**Resolved:** That the report be noted.

## **11 Refresh of the Work Programme**

The Committee considered a report of the Director of Transformation and Partnerships which provided members with an updated work programme for the Environment and Sustainable Communities Overview and Scrutiny Committee for 2017-208 (for copy of report, see file of minutes).

Members were advised that the circulated proposed work programme for 2017/18 had been developed following the conversation with members at the April meeting. At that meeting members had identified a number of topics from the 2016/17 work programme where they wished to receive further progress reports including: regional funding; winter maintenance; fuel poverty; environmental campaigns, Community Action Team and the Carbon Management Plan.

In addition new areas had been identified for inclusion including an overview of the Culture and Sports Service, Bereavement Service, highways maintenance and the Business Energy Efficiency Project. A number of special meetings have been arranged looking at fuel poverty and engagement with the Flood Risk Management Authorities for County Durham.

A number of visits are also included in the proposed work programme and the topic for focused scrutiny review was identified as Durham County Council's future allotment policy providing members of the committee with an opportunity to be involved in the development of Durham County Council's future policy.

**Resolved:** (i) That the new work programme for 2017-18 be agreed.

(ii) That an additional Special meeting of the Environment and Sustainable Communities Overview and Scrutiny Committee focusing on fly-tipping and Household Waste Recycling Centres be included in the work programme for 2017/18.

(iii) That the Environment and Sustainable Communities Overview and Scrutiny Committee focus on Durham County Council future allotments policy as the topic for the focused scrutiny review for 2017/18.

**12 Minutes from the County Durham Environment Partnership Board on 9 March 2017**

The Minutes of the meeting of the County Durham Environment Partnership Board held 9 March 2017 were received by the Committee for information.

**Environment and Sustainable  
Communities Overview and  
Scrutiny Committee**



**6 October 2017**

**Winter Maintenance Policy**

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**Joint Report of Lorraine O'Donnell, Director Transformation and Partnerships and Ian Thompson, Corporate Director of Regeneration and Local Services**

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**Purpose of the Report**

- 1 To provide Members of the Environment and Sustainable Communities Overview and Scrutiny Committee with supporting information in advance of an update presentation on the Winter Maintenance Policy.

**Background**

- 2 The Environment and Sustainable Communities Overview and Scrutiny Committee considered and agreed its work programme at its meeting on 14 July 2017. Included within its work programme was a progress report on the Council's Winter Maintenance Policy.
- 3 In 2009/10 the Environment and Sustainable Communities Overview and Scrutiny Committee carried out an in depth review of the Council's Winter Maintenance Policy and have continued to receive information setting out how the Council has managed its winter maintenance programme looking back at the previous year and looking forward to the winter ahead.
- 4 Arrangements have been made for Brian Buckley, Strategic Highways Manager and Brian Kitching, Highway Asset Manager to attend the meeting on the 6 October 2017 to provide an update for members on the resources used during winter 2016/17 and those available and in place prior to the start of the winter period 2017/18. The presentation will focus on the following:
  - Update on winter 2016/17
  - Winter Maintenance Policy – background.
  - Treatment routes - Detail – Carriageways Priority 1, Carriageways Priority 2, Snow Routes, footways and cycle ways
  - Salt and grit bins – how provided.
  - Key facts and figures for 2017/18 including total budget, total salt stocks, number and type of winter equipment available for use (gritters, trailers and snow blowers etc.), salt bins – number of, average salt cost etc.
  - How DCC works In Partnership, detail of key partners for 2017/18.
  - Key contacts for members/public in relation to winter maintenance.

## Objectives of winter maintenance

- 5 The Winter Maintenance Policy is essential to keep the highway network open for the safe and convenient movement of people and goods. The objectives of winter maintenance are as follows:
- Customer - Meeting user needs and expectations through an efficient, effective and proportionate service.
  - Safety - Complying with statutory obligations, meeting user's needs for safety.
  - Serviceability – Ensuring availability, maintaining reliability.
  - Sustainability – Minimising whole life costs, maximising value to the community and minimising environmental impact.

## Winter Maintenance Policy

- 6 Durham County Council's Winter Maintenance Policy covers the following:
- **Treatment routes** – it is not practical to treat all parts of the adopted highway. Therefore, in accordance with the Code the Council has criteria for prioritising certain carriageways, footways and cycle ways within the County.
  - **Provision of salt and grit bins** – The Council undertakes precautionary salting on only a proportion of the adopted highway network and many minor roads are not treated. In these areas the Council will provide salt and grit bins for the public to use themselves based on objective criteria.
  - **Provision of salt and grit heaps** - Salt and grit heaps are provided in rural locations on steep banks and bends for the public to use themselves on a case by case basis.
  - **Deployment and response times** – Criteria and response times for precautionary salting, post treatment and clearance of ice and snow (priority 1 routes and minimum winter network), post treatment and clearance of ice and snow (priority 2 routes) and snow routes.
  - **Resilience** – Following recent severe winters the Council has improved resilience by increasing salt stocks at the start of the winter maintenance season.
  - **Customer Services** – Detail of contact numbers and reporting process.

## Next Steps

- 7 It is intended that the Environment and Sustainable Communities Overview and Scrutiny Committee will receive an update informing members of the delivery of winter maintenance during 2016/17 together with detail of winter maintenance plans for 2017/18 at the October 2017 meeting.

## Recommendations

- 8 The Environment and Sustainable Communities Overview and Scrutiny Committee is asked to note and comment upon the information provided in the report and presentation.

**Background Papers**

Review of the Winter Maintenance Service/Strategy – Scrutiny Review Report-  
September, 2009.

Review of the Winter Maintenance Service /Strategy – Scrutiny Review Report -  
May, 2010.

Winter Maintenance Policy 2017.

Environment and Sustainable Communities Overview and Scrutiny Report – Winter  
Maintenance Policy – 10 November 2014

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## **Appendix 1: Implications**

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**Finance – NA**

**Staffing – NA**

**Risk – NA**

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

**Accommodation – NA**

**Crime and Disorder – NA**

**Human Rights – NA**

**Consultation – NA**

**Procurement – NA**

**Disability Issues – NA**

**Legal Implications – NA**

**Environment & Sustainable Communities  
Overview & Scrutiny Committee**

**6 October 2017**



**Quarter One 2017/18  
Performance Management Report**

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**Report of Corporate Management Team  
Lorraine O'Donnell, Director of Transformation and Partnerships  
Councillor Simon Henig, Leader of the Council**

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**Purpose of the Report**

- 1 To present progress against the council's corporate performance framework for the Altogether Greener priority theme for the first quarter of the 2017/18 financial year.

**Background**

- 2 The council's partnership led Sustainable Community Strategy, setting out the vision for the county, and supporting council plan and service plans are due for review this year. There is a strong commitment to progressing the council's transformation programme, driven by a focus on delivering the best possible outcomes within available resources, and Cabinet agreed that an outcome based approach to planning is adopted. 2017/18 is a transition year as we review our vision, planning framework and associated performance management arrangements to ensure that they operate efficiently and are fit for purpose in the current climate.

**Performance Reporting Arrangements for 2017/18**

**Key Performance Questions**

- 3 A review of our performance reporting arrangements has led to the development of a series of key performance questions (K PQs). These questions are aligned to the 'Altogether' framework of six priority themes, and are designed to facilitate greater scrutiny of performance.

<b>Key Performance Questions</b>
<b><i>Altogether Wealthier</i></b>
1. Do residents have good job prospects?
2. Do residents have access to decent and affordable housing?
3. Is County Durham a good place to do business?
4. Is it easy to travel around the county?
5. How well does tourism and cultural events contribute to our local economy?

<b>Key Performance Questions</b>	
<b><i>Altogether Better for Children and Young People</i></b>	
6.	Are children, young people and families in receipt of universal services appropriately supported?
7.	Are children, young people and families in receipt of early help appropriately supported?
8.	Are children and young people in receipt of social services appropriately supported and safeguarded?
9.	Are we being a good corporate parent for looked after children?
<b><i>Altogether Healthier</i></b>	
10.	Are our services improving the health of our residents and reducing health inequalities?
11.	Are people in need of adult social care supported to live safe, healthy and independent lives?
<b><i>Altogether Safer</i></b>	
12.	How effective are we at tackling crime and offending?
13.	How effective are we at tackling antisocial behaviour?
14.	How well do we reduce the misuse of drugs and alcohol?
15.	How well do we tackle abuse of vulnerable people including domestic abuse, child sexual exploitation and radicalisation?
16.	How do we keep our environment safe including roads and waterways?
<b><i>Altogether Greener</i></b>	
17.	How clean and tidy is my local environment?
18.	Are we reducing carbon emissions and adapting to climate change?
19.	How effective and sustainable is our collection and disposal of waste?
<b><i>Altogether Better Council</i></b>	
20.	How well do we look after our people?
21.	Are our resources being managed for the best possible outcomes for residents and customers?
22.	How good are our services to customers and the public?
23.	How effectively do we work with our partners and communities?

- 4 A more focused set of performance indicators has been developed to provide evidence to help answer these questions for those with corporate governance responsibilities. Development of performance reporting will continue throughout the year in particular to enhance reporting of qualitative aspects of performance as highlighted in the 2016 Ofsted inspection.
- 5 There are other areas of performance that are measured in more detailed monitoring across service groupings and if performance issues arise, these will be escalated for consideration by including them in the corporate report on an exception basis.
- 6 The performance indicators are still reported against two indicator types which comprise of:

- (a) Key target indicators – targets are set for indicators where improvements can be measured regularly and where improvement can be actively influenced by the council and its partners; and
  - (b) Key tracker indicators – performance is tracked but no targets are set for indicators which are long-term and/or which the council and its partners only partially influence.
- 7 This report sets out our key performance messages from data released this quarter and a visual summary for the Altogether Greener priority theme that presents key data messages from the new performance framework showing the latest position in trends and how we compare with others.
- 8 A comprehensive table of all performance data is presented in Appendix 3.
- 9 An explanation of symbols used and the groups we use to compare ourselves is in Appendix 2.
- 10 To support the complete indicator set, a guide is available which provides full details of indicator definitions and data sources for the 2017/18 corporate indicator set. This is available to view either internally from the intranet (at Councillors useful links) or can be requested from the Corporate Planning and Performance Team at [performance@durham.gov.uk](mailto:performance@durham.gov.uk).

### **Key Performance Messages from Data Released this Quarter**

- 11 We continue to maintain a clean and tidy environment with good levels of street and environmental cleanliness across the county. Fly-tipping incidents have seen a 3% reduction this quarter compared to last quarter (see appendix 4, chart 1). Our Big Spring Clean campaign has engaged more volunteers in community litter picks compared to last year with more rubbish collected. More parks and cemeteries have been awarded Green Flag status by Keep Britain Tidy. Enforcement action has seen more fixed penalty notices issued for enviro-crime this quarter targeting hotspot areas through the multi-agency partnership.
- 12 Our collection and disposal of waste shows we continue to divert more than 95% of our waste from landfill and although our reuse, recycling and composting rate has improved we remain below the national average. There has been a slight decrease (-0.3%) in the number of properties joining the garden waste collection scheme compared to the same period last year although more kilograms of garden waste have been collected per household. A government funded Waste Collection Methodology Project is about to commence, the outcome of which will be known in December.
- 13 Data reported to Economy and Enterprise Overview and Scrutiny, which may be of interest to this committee is the condition of our roads. The council, like most highways authorities, has a significant maintenance backlog. It has steadily increased its contribution to programmed capital maintenance from £0.7 million in 2010/11 to £9.1 million in 2017/18, in addition to £13 million

provided by the Department for Transport. The council has also maintained maximum funding, under the Department for Transport's Incentive Fund, only one of two authorities to do so. In recent years, the council has prioritised budgets to maintain principal roads with the highest usage. This is reflected in the improved condition of A, B and C roads. The National Highways Survey 2016 shows satisfaction with the maintenance and the condition of our highways has improved and is better than national averages.

## **Risk Management**

- 14 Effective risk management is a vital component of the council's agenda. The council's risk management process sits alongside our change programme and is incorporated into all significant change and improvement projects.
- 15 There are no key risks in delivering the objectives of this theme.

## **Key Data Messages by Altogether Theme**

- 16 The next section provides a one-page summary of key data messages for the Altogether Greener priority theme. The format<sup>1</sup> of the Altogether theme provides a snap shot overview aimed to ensure that key performance messages are easy to identify. The Altogether theme is supplemented by information and data relating to the complete indicator set, provided at Appendix 3.

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<sup>1</sup> Images designed by Freepik from Flaticon; Bury Council

# Altogether Greener

## Clean and attractive environment

### Environmental cleanliness

County Durham are maintaining good levels of environmental cleanliness (2016/17 annual figures)



**Big Spring Clean:** Between Feb-Apr 2017 there were 191 litter picks involving 2,589 volunteers giving more than 3,381 hours of their time to collect almost 2,865 bags of rubbish, more than last year: +49 litter picks, +847 volunteers, +881 hours, +1,165 bags of rubbish collected.



**Green Flag Awards:** 12 (2 more than 2016) parks and cemeteries have been given accreditation by Keep Britain Tidy in recognition of excellent standards of maintenance, management and good practice.

**Green Heritage Site Award:** Blackhill and Consett Park achieved an award to green spaces and for managing and promoting the elements of their heritage that make them unique.

## Fly-tipping

Jul 2016 - Jun 2017

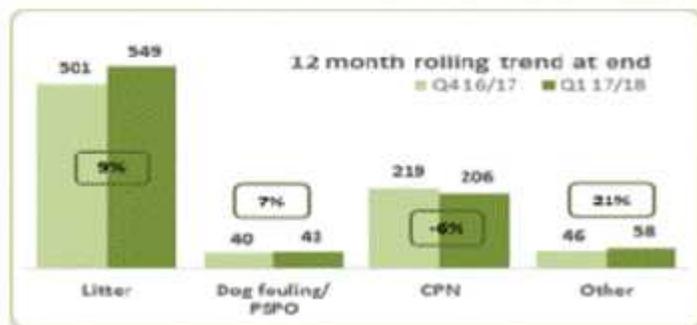
- 3%** reduction in fly-tipping incidents recorded compared to last quarter
- 7,524** incidents recorded compared with 7,768 last quarter
- 64%** was household waste
- 15%** increase in white goods compared to same period last year

Actions to date: 2017/18

Cameras deployed to 19 locations	12 incidents caught on CCTV
16 stop and search operations	5 duty of care warning letters 3 fixed penalty notices issued
455 further investigations	3 prosecutions £4,046 awarded in fines, compensation, costs and surcharges

## Enforcement action

Fixed Penalty Notices issued for enviro-crime	12 months rolling total at		
	Mar-17	Jun-17	Change
	806	856	50 6.2%



## Collection and disposal of waste

### Refuse and recycling

May 2016 - Apr 2017

- 95.9%** municipal waste diverted from landfill, in line with target (95%)
- 39.9%** household waste re-used, recycled or composted, better than last quarter but below national average (43%)
- 68,716** properties have joined the 2017 recycle garden waste scheme at Jun 2017, 230 less than at Jun 2016
- 102 kgs** garden waste collected per household at Jun 2017, compared to 97kgs collected at Jun 2016

## **Recommendations and reasons**

- 17 That the Environment and Sustainable Communities Overview and Scrutiny Committee receive the report and consider any performance issues arising there with.

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**Contact: Jenny Haworth Tel: 03000 268071**

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Appendix 1: Implications

Appendix 2: Report Key

Appendix 3: Summary of key performance indicators

Appendix 4: Volume measures

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## **Appendix 1: Implications**

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

**Staffing** - Performance against a number of relevant corporate health Performance Indicators (PIs) has been included to monitor staffing issues.

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

**Equality and Diversity / Public Sector Equality Duty** - Corporate health PIs are monitored as part of the performance monitoring process.

**Accommodation** - Not applicable

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

**Human Rights** - Not applicable

**Consultation** - Not applicable

**Procurement** - Not applicable

**Disability Issues** - Employees with a disability are monitored as part of the performance monitoring process.

**Legal Implications** - Not applicable

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## Appendix 2: Report key

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### Performance Indicators:

#### Direction of travel/benchmarking

Same or better than comparable period/comparator group

**GREEN**

Worse than comparable period / comparator group (within 2% tolerance)

**AMBER**

Worse than comparable period / comparator group (greater than 2%)

**RED**

#### Performance against target

Meeting/Exceeding target

Getting there - performance approaching target (within 2%)

Performance >2% behind target

- ✓ Performance is good or better than comparable period/benchmark
- ✗ Performance is poor or worse than comparable period/benchmark
- Performance has remained static or is in line with comparable period/benchmark

### National Benchmarking

We compare our performance to all English authorities. The number of authorities varies according to the performance indicator and functions of councils, for example educational attainment is compared to county and unitary councils however waste disposal is compared to district and unitary councils.

### North East Benchmarking

The North East figure is the average performance from the authorities within the North East region, i.e. County Durham, Darlington, Gateshead, Hartlepool, Middlesbrough, Newcastle upon Tyne, North Tyneside, Northumberland, Redcar and Cleveland, Stockton-On-Tees, South Tyneside, Sunderland, The number of authorities also varies according to the performance indicator and functions of councils.

### Nearest Neighbour Benchmarking:

The nearest neighbour model was developed by the Chartered Institute of Public Finance and Accountancy (CIPFA), one of the professional accountancy bodies in the UK. CIPFA has produced a list of 15 local authorities which Durham is statistically close to when you look at a number of characteristics. The 15 authorities that are in the nearest statistical neighbours group for Durham using the CIPFA model are: Barnsley, Wakefield, Doncaster, Rotherham, Wigan, Kirklees, St Helens, Calderdale, Dudley, Northumberland, Tameside, Sheffield, Gateshead, Stockton-On-Tees and Stoke-on-Trent.

We also use other neighbour groups to compare our performance. More detail of these can be requested from the Corporate Planning and Performance Team at [performance@durham.gov.uk](mailto:performance@durham.gov.uk).

## Appendix 3: Summary of Key Performance Indicators

**Table 1: Key Target and Tracker Indicators**

Ref	PI ref	Description	Latest data	Period covered	Period target	Data 12 months earlier	Performance compared to 12 months earlier	Performance compared to National figure	Performance compared to *North East or **Nearest statistical neighbour figure	Period covered	
<b>Altogether Greener</b>											
<b>1. How clean and tidy is my local environment?</b>											
98	NS14 a	Percentage of relevant land and highways assessed (LEQSPRO survey) as having deposits of litter that fall below an acceptable level	5.80	2016/17	7.00	5.89	GREEN	10	GREEN	No Data	2014/15
99	NS14 b	Percentage of relevant land and highways assessed (LEQSPRO survey) as having deposits of detritus that fall below an acceptable level	9.79	2016/17	10.00	8.18	RED	27	GREEN	No Data	2014/15
100	NS14 c	Percentage of relevant land and highways assessed as having deposits of dog fouling that fall below an acceptable level	0.96	2016/17	Tracker	1.26	GREEN	7	GREEN	No Data	2014/15
<b>2. Are we reducing carbon emissions and adapting to climate change?</b>											
101	RED PI46	Percentage reduction in CO <sub>2</sub> emissions in County Durham (by 40% by 2020 and 55% by March 2031)	48	As at Dec 2014	Tracker	42.00	GREEN	No Data	No Data		

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Ref	PI ref	Description	Latest data	Period covered	Period target	Data 12 months earlier	Performance compared to 12 months earlier	Performance compared to National figure		Performance compared to *North East or **Nearest statistical neighbour figure		Period covered
102	RED PI48	Percentage change in CO <sub>2</sub> emissions from local authority operations	-6	2015/16	Tracker	-10.40	RED	No Data		No Data		

### 3. How effective and sustainable is our collection and disposal of waste?

103	NS10	Percentage of municipal waste diverted from landfill	95.9	May 2016 - Apr 2017		95.7	GREEN	No Data		No Data		
104	NS19	Percentage of household waste that is re-used, recycled or composted	39.9	May 2016 - Apr 2017	Tracker	38.9	GREEN	43.0	RED	35.3*	GREEN	2015/16
105	NS15	Number of fly-tipping incidents	7,524	Jul 2016 - Jun 2017	Tracker	7,782	GREEN	No Data		No Data		

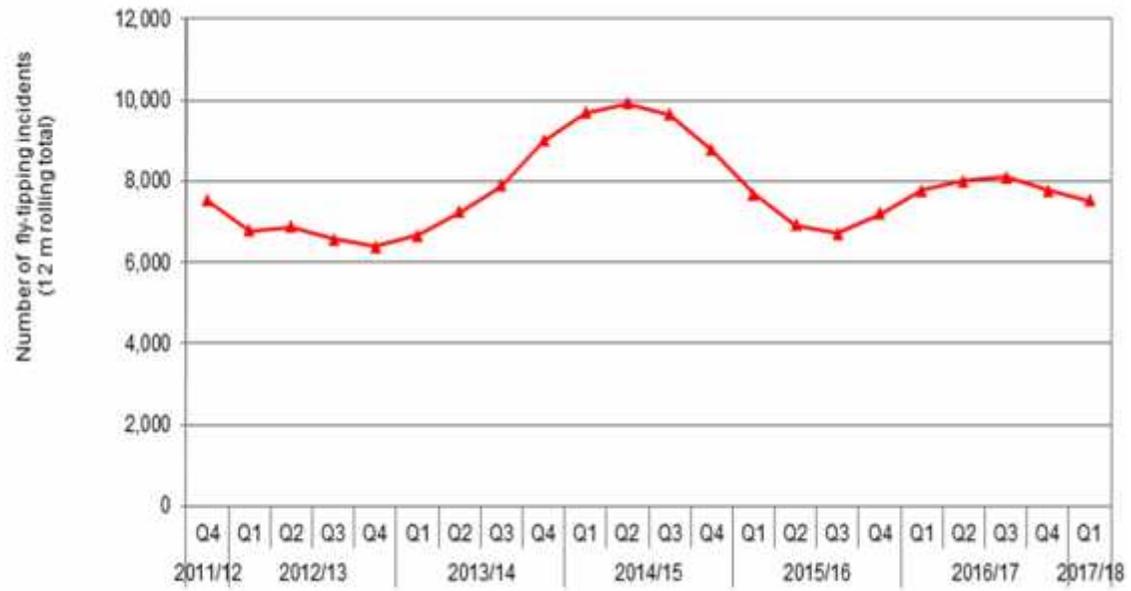
Table 2: Other additional relevant indicators

Ref	PI ref	Description	Latest data	Period covered	Period target	Data 12 months earlier	Performance compared to 12 months earlier	Performance compared to National figure		Performance compared to *North East or **Nearest statistical neighbour figure		Period covered
Altogether Wealthier												
4. Is it easy to travel around the county?												
15	NS0 6a	Percentage of A roads where maintenance is recommended (scanner survey)	3	2016/17	Tracker	4	GREEN	3	GREEN	3*	GREEN	2015/16

Ref	PI ref	Description	Latest data	Period covered	Period target	Data 12 months earlier	Performance compared to 12 months earlier	Performance compared to National figure		Performance compared to *North East or **Nearest statistical neighbour figure		Period covered
16	NS0 6bc	Percentage of B and C roads where maintenance is recommended (scanner survey)	3	2016/17	Tracker	4	GREEN	6	GREEN	6*	GREEN	2015/16
17	NS0 6d	Percentage of unclassified roads where maintenance is recommended (scanner survey)	20 [1]	2015/16	Tracker	19	RED	17	RED	14*	RED	2015/16

[1] Waiting for clarification from Defra as to the accuracy of latest data

Chart 1. Fly-tipping incidents



6 October 2017



**FORMER NEIGHBOURHOOD SERVICES  
QUARTER 4  
REVENUE & CAPITAL OUTTURN 2016 / 2017**

**Joint Report of Corporate Director, Resources and Corporate Director,  
Regeneration & Local Services**

**Purpose of the report**

1. In September 2016 the former Neighbourhood, and Regeneration and Economic Development (RED) service areas combined to form Regeneration and Local Services. The former Neighbourhoods service areas report to this committee while the former RED service areas report to the Economy & Enterprise Scrutiny Committee.
2. To provide details of the outturn budget position for the former Neighbourhoods service grouping highlighting major variances in comparison with the budget.

**Executive Summary**

3. The final 2016/17 Revenue Outturn for former Neighbourhood Services was under budget against the cash limit by £1.116million. This takes into account adjustments for sums outside the cash limit such as redundancy costs that are met from the strategic reserves, and use of / contributions to earmarked reserves.
4. The final 2016/17 Capital Outturn for former Neighbourhood Services was under budget by £3.487m

**Revenue 2016/17**

5. The summary of the revenue outturn position, is shown in the following table analysed by Head of Service:

Head of Service	Revised Base Budget 2016/17 £'000	QTR 4 Report			Cash limit Variance Over/ (Under) £'000
		Final Outturn 2016/17 £'000	Variance Over/ (Under) £'000	Reserves / outside cash limit £'000	
Central Costs	1,408	1,421	13	35	48
Direct Services	36,039	34,245	(1,794)	1,733	(61)
Proj & Business Serv	16,904	16,374	(530)	(500)	(1,030)
Culture & Sport	21,142	21,288	146	(278)	(132)
Technical Services	28,577	13,258	(15,319)	15,378	59
<b>Total</b>	<b>104,070</b>	<b>86,586</b>	<b>(17,484)</b>	<b>16,368</b>	<b>(1,116)</b>

- 6 The final revenue outturn for 2016/17 was under budget against the cash limit by £1.116million, after taking account of the forecast use of reserves, and items outside the cash limit.
- 7 The cash limit outturn position compares to the previously forecast Quarter 3 position of a cash limit underspend of £0.888million.
- 8 The following section outlines the main reasons for the variance against budget;
- Direct Services was £61,000 underspent, which was the net effect of increased income relating to Trade and Bulky Waste (£0.340 million) offset by short term planned overspends due to the re-organisation of refuse collection rounds and new trade waste bin purchases (£0.190 million), along with unachieved 2016/17 MTFP savings relating to Fleet (£89,000), which were delayed until 2017/18.
  - Technical Services was £59,000 overspent. This is the net position and takes into account an overspend of £0.630 million within Highway Services, due to additional policy led expenditure on highways maintenance, mainly in relation to Category 1 and 2 defects and footway maintenance. The overspend was however offset by additional surpluses generated within Design Services (£0.227 million) and savings on employees and premises costs in Strategic Highways (£0.351 million).
  - Culture & Sport was £0.132 million underspent, relating mainly to modest savings in leisure and library facilities across a range of budget heads.
  - Projects & Business Services was £1.030 million underspent. This is the net position and takes into account savings achieved within Strategic Waste of £0.160 million, within Business Support of £0.222 million, Customer Services of £0.296 million and Policy & Performance of £0.056 million, which are all mainly due to the early achievement of MTFP savings. Within Strategic Waste there were also underspends on Garden Waste of £0.310 million.
- 9 Further to the quarter 3 forecast outturn report, the following items were excluded from the outturn in arriving at the cash limit:
- £1.984 million – relating to a net contribution to earmarked reserves and cash limit reserves to support specific projects in 2017/18. This includes;
    - £0.452 million contribution to earmarked reserves to support one off expenditure in Highways;
    - £0.505 million contribution to earmarked reserves in respect of Culture and Sport;
    - £0.454 million drawdown from earmarked reserves in respect of Buildings and Grounds Maintenance, and Street Cleaning
    - £70,000 contribution to earmarked reserves for Customer Services
    - £1.411 million net contribution to reserves in relation to ER/VR costs, equal pay and insurance costs

- The movement on Reserves includes a contribution of £0.521 million to the Winter Maintenance Reserve that was established at the end of 2013/14. This contribution represents the additional underspend experienced in the service since the Quarter 3 forecast was prepared, reflecting the relatively mild conditions that were experienced during the last winter. The Winter Maintenance Reserve now stands at £3.925 million and is available to be drawn down when severe winter or weather events occur and the annual budget is insufficient to meet the unavoidable costs in this area in that year.
- £14.383 million relates to a range of adjustments associated with items such as capital charges, centralised repairs and maintenance and central administration recharges.

10 Taking the outturn position into account, the Cash Limit Reserve to be carried forward for former Neighbourhood Services is £1.494 million.

### Capital 2016/2017

11 The following table sets out details of final spend for 2016/17 analysed by individual Heads of Service areas within the former Neighbourhoods capital programme against the revised budget.

Head of Service	Revised Budget £'000	Outturn £'000s	Variance £'000s
Direct Services	2,902	1,654	(1,248)
P & B Services	7,446	6,737	(709)
Culture and Sport	3,641	2,846	(795)
Technical Services	28,240	27,505	(735)
<b>Total</b>	<b>42,229</b>	<b>38,742</b>	<b>(3,487)</b>

12 The 2016/17 capital spend for former Neighbourhood Services was £38.742 million against a revised budget of £38.742 million, which is a £3.487 million underspend for the year. The main reasons accounting for the outturn position are as follows:

13 The underspend of £3.487million for former Neighbourhood Services is mainly due to:

(a) **Direct Services** – underspend £1.248 million.

A number of schemes within this service area were underspent. These include £52,205 for the upgrade to the Locomotion Café and kitchen due to ongoing discussions regarding the design of the front of house seating. Also, the play area budget was underspent by £0.522 million due to a delay in final invoices being received from contractors. The refurbishment of Mountsett Crematorium was underspent by £0.201 million, because the external contractor did not claim the bond for the project. Other underspends include the Environmental Improvement project £0.157million and the Bereavement Improvement project £0.155 million.

- (b) **Project and Business** – underspend £0.710 million.

Primarily due to the underspend of £0.358 million for the CRM system as the go live date was initially delayed by the implementation partner. The underspend of £0.248 million on a number of Waste Management schemes was due to awaiting agreement on the contract price for the Stainton Grove project as well as issues relating to the design work for the Thornley Waste Transfer Station project.

- (c) **Culture and Sport** – underspend £0.795 million.

The underspend within this service area is mainly due the delay in obtaining DfE approval for the upgrading of the changing facilities at Roseberry and Blackfyne (£0.441 million) and the fact that additional works were requested during the year for the Newton Aycliffe CAP project £0.317 million.

- (d) **Technical Services** – underspend £0.735 million.

The outturn is due to a combination of under and over spending on the major areas within the service. Accelerated work led to overspending in the following areas: Street Lighting Reduction Energy Programme (£0.671 million), Footways (£0.133 million), Street Lighting (£0.124 million) and Drainage (£0.141 million). The Traffic and Community Engagement schemes were underspent by £0.158 million and the Highways Maintenance programme by £1.204 million.

## Recommendations

14 It is recommended that:

- Overview and Scrutiny note the final outturn position on Revenue and Capital for 2016/17.

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<b>Contact:</b>	<b>Ian Thompson</b>	<b>Tel:</b>	<b>03000 268081</b>
	<b>Phil Curran</b>	<b>Tel:</b>	<b>03000 261967</b>

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## **APPENDIX 1 - Implications**

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### **Finance**

To set out details of the final outturn for 2016/17, highlighting areas of over / underspend against the revenue and capital budgets for Neighbourhood Services, at each Head of Service level and for the whole of Neighbourhood Services.

### **Staffing**

There are no implications associated with this report.

### **Risk**

There are no implications associated with this report.

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

There are no implications associated with this report.

### **Accommodation**

There are no implications associated with this report.

### **Crime and Disorder**

There are no implications associated with this report.

### **Human Rights**

There are no implications associated with this report.

### **Consultation**

There are no implications associated with this report.

### **Procurement**

There are no implications associated with this report.

### **Disability Issues**

There are no implications associated with this report.

### **Legal Implications**

There are no implications associated with this report.

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6 October 2017



**FORMER NEIGHBOURHOOD SERVICES  
QUARTER 1  
REVENUE & CAPITAL OUTTURN 2017 / 2018**

**Joint Report of Corporate Director, Resources and Corporate Director,  
Regeneration & Local Services**

**Purpose of the report**

1. In September 2016 the former Neighbourhoods, and Regeneration and Economic Development (RED) service areas combined to form Regeneration and Local Services. The former Neighbourhoods service areas report to this committee while the former RED service areas report to the Economy & Enterprise Scrutiny Committee.
2. To provide details of the outturn budget position for the former Neighbourhoods service grouping highlighting major variances in comparison with the budget.

**Executive Summary**

3. The Q1 forecast for the 2017/18 Revenue Outturn for former Neighbourhood Services was under budget against the cash limit by £1.163 million. This takes into account adjustments for sums outside the cash limit such as redundancy costs which are met from the strategic reserves, and use of / contributions to earmarked reserves.
4. The Q1 forecast for the 2017/18 Capital Outturn is currently estimated to be in line with the budget.

**Revenue 2017/2018**

5. The summary of the revenue outturn position, is shown in the following table analysed by Head of Service:

Head of Service	Revised Base Budget 2017/18  £'000	QTR 1 Report			Cash limit Variance Over/ (Under)  £'000
		Quarter 1 Forecast (Apr-Jun)  £'000	Variance Over/ (Under)  £'000	Reserves / outside cash limit  £'000	
Central Costs	1,671	1,458	(213)	0	(213)
Direct Services	52,678	52,439	(239)	(266)	(505)
Business Support	2	(91)	(92)	0	(92)
Culture & Sport	19,677	19,995	318	(776)	(458)
Technical Services	27,207	27,568	362	(257)	105
<b>Total</b>	<b>101,235</b>	<b>101,369</b>	<b>135</b>	<b>(1,299)</b>	<b>(1,163)</b>

- 6 The forecast revenue outturn for 2017/18 is under budget against the cash limit by £1.163 million, after taking account of the forecast use of reserves, and items outside the cash limit.
- 7 The forecast underspend is a managed position, reflecting the proactive management of activity by Heads of Service across former Neighbourhoods to remain within the cash limit. The main reasons accounting for the outturn position are shown below:
- Direct Services is forecast to be £505,000 underspent, which is mainly due to increased income relating to Trade and Bulky Waste (£0.389 million), and savings in Waste Strategy (£0.094 million). Both these areas have been earmarked as 18/19 MTFP savings.
  - Culture & Sport is forecast to underspend by £0.458 million, due to savings on third party leisure contracts (£98,000), savings in Leisure Centres (58,000), Libraries (£116,000), Gala Theatre (£45,000), and Service Development (£120,000).
  - Technical Services is predicted to be £105,000 overspent. This is the net position and takes into account an overspend of £1.207 million within Highway Services, due to additional policy led expenditure on highways maintenance, mainly in relation to Category 1 and 2 defects and footway maintenance. This overspend is however offset by additional surpluses generated within Design Services (£0.266 million), additional surpluses within Trading activities (£0.683 million) and savings on employees in Strategic Highways (£0.206 million).
  - Business Support is forecast to be £92,000 underspent due to savings on vacant posts and reductions in hours.

## Capital 2017 / 2018

- 8 The following table sets out details of forecast spend for 2017/18 analysed by individual Heads of Service areas within the Neighbourhoods capital programme against the revised budget.

Head of Service	Revised Budget £'000	Outturn £'000s	Variance £'000s
Direct Services	9,410	9,410	0
Culture and Sport	3,393	3,393	0
Technical Services	32,588	32,588	0
<b>Total</b>	<b>45,391</b>	<b>45,391</b>	<b>0</b>

- 9 As at 31 March 2017, the former NS Capital Programme for 2017/18 was £45.389m. The capital budget has subsequently been adjusted at MOWG meetings during the year as a result of additional funding sources being identified, and this has now resulted in a revised 2017/18 Capital Programme of £45.391m. It is currently anticipated that the full budget of £45.391m will be spent in 2017/18.

## Recommendations

10 It is recommended that:

- Overview and Scrutiny note the Quarter 1 forecast outturn position on Revenue and Capital for 2017/18.

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**Contact: Phil Curran      Tel: 03000 261967**

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## **APPENDIX 1 - Implications**

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### **Finance**

To set out details of the Q1 forecast outturn, highlighting areas of over / underspend against the revenue and capital budgets for former Neighbourhood Services, at each Head of Service level and for the whole of former Neighbourhood Services.

### **Staffing**

There are no implications associated with this report.

### **Risk**

There are no implications associated with this report.

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

There are no implications associated with this report.

### **Accommodation**

There are no implications associated with this report.

### **Crime and Disorder**

There are no implications associated with this report.

### **Human Rights**

There are no implications associated with this report.

### **Consultation**

There are no implications associated with this report.

### **Procurement**

There are no implications associated with this report.

### **Disability Issues**

There are no implications associated with this report.

### **Legal Implications**

There are no implications associated with this report.

**Environment and Sustainable  
Communities Overview and Scrutiny  
Committee**

**6 October 2017**



**Scoping report for the light touch review  
of DCC's Allotment Services**

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**Joint report of Lorraine O'Donnell, Director of Transformation and  
Partnerships and Ian Thompson, Corporate Director of  
Regeneration and Local Services**

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**Purpose of the Report**

- 1 The purpose of the report is to provide members of the Environment and Sustainable Communities Overview and Scrutiny Committee with background information together with the terms of reference and project plan for a 'light touch' scrutiny review of Durham County Council's (DCC's) future management of allotment services.

**Background**

- 2 The Cabinet Portfolio Holder, Neighbourhoods and Local Partnerships suggested that as part of the refresh of the work programme for 2017/18 members of the Environment and Sustainable Communities Overview and Scrutiny Committee may want to be involved in reviewing DCC's future management of allotment services.
- 3 The Environment and Sustainable Communities Overview and Scrutiny Committee on the 14 July 2017 agreed to undertake a 'light touch' review. The review will provide an opportunity for members of the committee to comment and input into DCC's future allotment policy including options for the further devolved management of allotment sites.

**Allotments**

- 4 An allotment is historically defined as a plot of land, rented by individuals so that they can grow fruit and vegetables for themselves and their families to eat with no set standard size.
- 5 The Allotment Act 1922 defines the term 'allotment garden' as 'an area which is wholly or mainly cultivated by the occupier for the production of vegetable or fruit crops for consumption by the plot holder or their family including the keeping of small livestock as agreed by the allotment authority'. This description remains important because it defines the permitted use of an allotment plot.

- 6 Generally it is recognised that allotment gardening is a pursuit that provides wide ranging benefits to local communities and can make a positive change to the quality of people's lives. In addition to the advantages of producing good quality, low cost food, gardeners gain the benefit of healthy exercise that is active, socially inclusive and reflects the ideals of sustainability and wellbeing.

### **Local context**

- 7 Historically, the provision of allotments within County Durham has been provided by a mixture of former County Council, and a number of District, Town and Parish Councils. The Local Government Act 1972 and The Local Government (Parish & Parish Councils) Regulations 1999 transfers the historic duty that all councils have to provide allotments to town and parish councils with these bodies becoming the designated 'allotment authority'.
- 8 In locations across County Durham where Town and Parish Councils exist, a number have taken on this responsibility. However, historically a number have been reluctant to take on this responsibility. In addition, in some areas allotments have been transferred to allotment associations who take on the responsibility for managing the allotment site by an elected committee.
- 9 Durham County Council at Local Government Review was responsible for managing 175 allotment sites containing 3630 individual allotment plots spread across the county.
- 10 Following the transfer of allotments from the former District Councils, DCC in 2012 introduced a countywide allotments lettings policy for DCC managed allotments which covered the following main points:
- (a) Residency of allotment plots – priority is given to residents of County Durham to become an allotment tenant. If a tenant moves out of the county boundary, they will be required to vacate the plot.
  - (b) Co-workers/Plot Partners – in order to resolve disputes when a Tenant dies, or becomes infirm and can no longer cultivate their plot, priority will be given to those that have registered as a co-worker with the Council.
  - (c) Levels of rent – It was proposed rents for allotments should be determined by the average size of the plots on a site, rents therefore ranged from £42 to £52 with a sliding scale of charges introduced relating to the size of a tenants plot.
  - (d) Use of land – confirms that the allotment can only be used for the cultivation of crops and associated recreational activities and cannot be used as a base to run any business activity.
  - (e) Cultivation – tenants must keep their plots cultivated to a

minimum of 75% of size of the plot and it must always be kept in a clean and tidy condition.

- (f) Erection of structures – the policy specifies the rules relating to the erection of sheds, greenhouses and other structures.
  - (g) Keeping of animals – the policy specifies that horses, ponies and donkeys can only be kept on allotments where permission has previously been granted and that animals must be kept in line with the Animal Welfare Act 2006 and the Horse Passport Regulations 2009.
- 11 The intention of DCC when formulating the new countywide allotment lettings policy was to encourage the further devolved management of allotment sites to Town and Parish Councils and self-managed allotment associations wherever possible in the county, so that few, if any, allotments were left to be directly managed by DCC.

### **Current position**

- 12 Currently DCC is responsible for 157 allotment sites. The Allotment Team Currently directly manages 102 of the sites whilst the remaining 55 sites are managed by an association with support from the Allotments Team.
- 13 The introduction of the countywide lettings policy was intended to be the basis of tenancy agreements going forward however following feedback from tenants and associations, DCC decided to review both the lettings policy and the draft countywide tenancy agreement.
- 15 There has been a focus on developing a community led approach with the increase in the number of associations that have been formed and the support for those existing allotment associations to help how they are run.
- 16 The improved site standards have been focused on those sites that are operated as allotment sites and included several elements including:
- (a) Enforcement of the rules has focused on key simple elements such as the non-payment of rents, where cultivation is less than 50% or antisocial behaviour/nuisance is proven.
  - (b) There has also been a focus on improving allotment sites with an additional £100,000 being invested over the past 2 years on infrastructure elements (roads/fences).
  - (c) Staff elsewhere in the team have been trained to undertake basic maintenance tasks.
- 17 Allotments have also been promoted utilising a mix of social media and local noticeboards/newsagents in local communities to increase the utilisation of vacant plots.

- 18 DCC has continued to consider options for greater devolution of allotment sites to provide greater local control including the option of the council retaining ownership of the transferred asset. In order to progress with devolved management to a local level, the Allotments Team has carried out a further comprehensive audit of all allotment sites to assess their condition and use which is an essential pre-requisite prior to any transfer.
- 19 The audit of allotment sites has shown that across DCC's allotment portfolio there are a number of plots that are not being used as genuine allotments for the production of food with plots being used for garaging, off-street parking, stable yards, animal compounds, work yards, storage sites and private gardens. The audit shows that on some allotment sites these plots make up the majority of the entire site whilst other sites consist mainly of plots being used as genuine allotments.
- 20 The non-allotment plots create a number of challenges including:
- (a) The land used for the purposes identified above should not legally be provided VAT free.
  - (b) The use of plots for such purposes cannot be effectively managed under an allotment tenancy agreement.
  - (c) The use of plots for such purposes creates the potential for future costs to the Council in terms of the need to demolish buildings and dig up hard standings that fall into disrepair or are no longer wanted.
- 21 The Allotments Team has undertaken a review of all its sites and has classified them into three categories:
- (a) Category 1 – Sites where the majority of plots are currently used as genuine allotments already (77%).
  - (b) Category 2 – Sites where the majority of plots are not currently used as genuine allotments but where non-allotment plots could be converted back to allotments with relative ease (5%).
  - (c) Category 3 – Sites where the majority of plots are not currently used as genuine allotments and where the ability to convert them back to allotments is extremely limited (18%).
- 22 Subsequently, a working group was established consisting of staff from the Allotment Service, representatives from the National Allotment Service (NAS), representatives from Allotment Associations and tenants with the remit of the group to:
- (a) Update the current countywide allotment lettings policy and tenancy agreement with a view to increasing devolved management of allotment sites in the county to Town and Parish Councils and

allotment associations;

- (b) Develop options for the future management of non-allotment plots currently in the allotment portfolio; and
- (c) Develop consultation arrangements for DCC's future allotment policy.

23 The working group has now produced a future DCC allotment policy which includes a revised countywide allotment lettings policy, a draft tenancy agreement and future management options including further devolved management to Town and Parish Councils and allotment associations, various management options for non-allotment sites within DCC's allotment portfolio and the continued management of the current allotment portfolio by DCC with detail of possible implications.

## **Terms of Reference**

### **Background**

24 In 2012, Durham County Council following a period of consultation with stakeholders and residents introduced a countywide allotment lettings policy. The introduction of the lettings policy resulted in some unforeseen problems and the Allotment Team undertaking limited enforcement. The countywide lettings policy has now been reviewed and a revised lettings policy developed for consultation.

25 In addition to reviewing the lettings policy DCC is considering options for the further devolved management of allotment sites to Town and Parish Councils and self-managed allotment associations and the future management arrangements of non-allotment plots currently within DCC's allotment portfolio.

26 It was suggested by the Cabinet Portfolio Holder, Neighbourhoods and Local Partnerships that the Environment and Sustainable Communities Overview and Scrutiny Committee examines and comments on DCC's future allotment policy. It was agreed by the committee at its meeting on the 14 July 2017 to establish a working group to undertake a review.

### **Scope**

27 The focus of the review is to understand DCC's current allotment policy, to examine the future allotment policy and to consider and comment on the proposed consultation arrangements.

### **Objectives**

28 The objectives of the review are to:

- (a) Examine and understand DCC's current allotment service and policy including implementation challenges experienced with the current countywide lettings policy.
- (b) Examine and comment on DCC's future allotment policy including:
  - The revised countywide lettings policy and countywide tenancy agreement and consider the possible implications of introduction.
  - The proposed options for further devolved management of DCC's allotment estate to Town and Parish Councils where applicable or self-managed allotment associations including consideration of any advantages and challenges.
  - The options for DCC's future management of non-allotment plots currently included in the allotment portfolio.
- (c) Ensure engagement with existing allotment tenants in the review process by using social media to capture views/comments on DCC's future allotment policy.
- (d) Consider and compare DCC's future allotment policy with allotment policies implemented by other local authorities.
- (e) Comment on the proposed consultation arrangements for DCC's future allotment policy.

### **Expected outcomes**

29 It is expected that the following outcomes will be achieved:

- (a) Awareness of DCC's current allotment service and policy including challenges experienced with the introduction of the countywide lettings policy.
- (b) Opportunity for members to further develop and inform DCC's future allotment policy.
- (c) Opportunity for County Durham allotment tenants to influence DCC's future allotment policy.
- (d) Awareness of allotment policies implemented by other local authorities and the possible implications of introducing DCC's future allotment policy.
- (e) Opportunity to influence the proposed consultation arrangements for DCC's future allotment policy
- (f) DCC's future allotment policy and proposed consultation arrangements will have been further developed and informed

by Overview and Scrutiny members.

### **Engagement**

- 30 At the start of the review process, social media will be used to ask allotment tenants for their views on DCC's future allotment policy with the resulting comments summarised and considered by the review group during the review process. The review group will also receive evidence from the Allotment Policy Working Group responsible for developing DCC's future allotment policy and DCC's allotment team. In addition, visits will be undertaken to view DCC allotment sites providing an opportunity for members to see examples of proper and improper use of sites and to engage with existing allotment tenants.

### **Approach**

- 31 The review will receive evidence by reports, presentations from DCC officers and partners and from discussion with relevant stakeholders. The review group will also visit a number of allotment sites in the county to see 'first hand' how DCC allotment sites are currently managed and used by allotment tenants.

### **Membership**

- 32 The membership of the review group will consist of members of the Environment and Sustainable Communities Overview and Scrutiny Committee and will be no more than 10 including the Chair and Vice-chair of the Environment and Sustainable Communities Overview and Scrutiny Committee. The Chair and Vice-chair of the Corporate Overview and Scrutiny Management Board will be ex-officio members of the group.

### **Reporting**

- 33 On completion of the evidence gathering and formulation of the recommendations a report will be drafted for submission to Cabinet.

### **Timescales**

- 34 The review will commence in October 2017 with a final report scheduled for consideration by Cabinet in conjunction with DCC's future allotment policy.

### **Recommendation**

- 36 Members of the Environment and Sustainable Communities Overview and Scrutiny Committee are recommended to:
- (a) Agree the terms of reference as set out in paragraphs 24-34.
  - (b) Agree the project plan attached as appendix 2.

**Background papers**

Cabinet Report – 13 April 2011 – Introduction of a Countywide Allotment Lettings policy.

Durham County Council Allotment Gardens Lettings Policy 2012

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<b>Contact:</b>	<b>Tom Gorman</b>	<b>Tel:</b>	<b>03000 268027</b>
<b>Author:</b>	<b>Diane Close</b>	<b>Tel:</b>	<b>03000 268141</b>
<b>Author:</b>	<b>Ian Hout</b>	<b>Tel:</b>	<b>03000 265571</b>

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## **Appendix 1: Implications**

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**Finance – NA**

**Staffing – NA**

**Risk – NA**

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

**Accommodation – NA**

**Crime and Disorder – NA**

**Human Rights – NA**

**Consultation – NA**

**Procurement – NA**

**Disability Issues – NA**

**Legal Implications – NA**

**Future DCC Allotment Policy – Scrutiny Review – PROJECT PLAN**

**Appendix 2**

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WHEN Times/Dates/ Locations	DESIGNATED LEAD Member/ Officer	WHO Key Witness	Engagement External witnesses/ Stakeholders/ Members of the Public	WHAT Evidence/Information	HOW Meeting/Visit/ Corresponden ce/ Briefing Paper/ Research	OUTCOMES	WHY
11 October 2017  9.15am	Cllr Adam/Cllr Milburn/ Diane Close/Ann Whitton	Ian Hoult/ Mark Farren)  (ReaL)		Members will visit several DCC allotment sites in the county including non-allotment sites currently included in DCC’s allotment portfolio.	Visit	Members will visit several allotment sites to see examples of proper and improper use of allotment sites and consider various allotment management issues currently experienced.	Members will have seen ‘first hand’ how allotment sites are currently used by allotment holders and various management issues currently experienced on some DCC allotment sites.
27 November 2017  9.30am  Committee Room 1 (A)	Cllr Adam/Cllr Milburn/Diane Close/Ann Whitton	Ian Hoult/Mark Farren  (ReaL)		Detail of DCC’s current allotment service and allotment policy together with examples of allotment policies implemented by other local authorities.	Meeting (presentation)	<i>Members will receive information on DCC’s current allotment service including cost of the service and income generated. The group will also consider DCC’s current allotment policy and receive detail of the various implementation challenges experienced together with examples of allotment policies implemented by other local authorities.</i>	Members will be aware of the current cost of the allotment service, income generated from allotment sites, DCC’s current allotment policy together with examples of allotment policies introduced by other local authorities, prior to consideration of DCC’s future allotment policy.
7 December 2017  10.00am  Farnham Room – 1 <sup>st</sup> Floor (Room 52-54)	Cllr Adam/Cllr Milburn/Diane Close/Ann Whitton	Ian Hoult/Mark Farren  (ReaL) Allotment Policy Working Group (including representatives from the National Allotment Service, Allotment Assoc’s , DCC officers and allotment tenants)	Representatives from the National Allotment Service, Allotment Assoc’s   Allotment tenants	Detail of DCC’s future allotment service and policy including the future role of the allotment service, the proposed countywide allotment lettings policy and countywide tenancy agreement.	Meeting (Presentation and discussion)	<i>Members will receive detail of DCC’s future allotment policy including the proposed countywide allotment lettings policy and tenancy agreement developed by the Allotment Policy Working Group.</i>	Members will have considered and provided comments on DCC’s future allotment policy developed by the Allotment Policy Working Group.

WHEN Times/Dates/ Locations	DESIGNATED LEAD Member/ Officer	WHO Key Witness	Engagement External witnesses/ Stakeholders/ Members of the Public	WHAT Evidence/Information	HOW Meeting/Visit/ Corresponden ce/ Briefing Paper/ Research	OUTCOMES	WHY
				Detail of comments from allotment tenants captured by social media.	Social media	<i>Members will consider a summary of comments received from allotment tenants.</i>	Members will be aware of the comments/issues raised via social media in relation to DCC's current allotment policy.  The comments provided by members and allotment tenants (via social media) at the meeting will be used to further develop DCCs future allotment policy for consideration by Cabinet and for consultation with relevant stakeholders and bodies.
5 January 2018	Cllr Adam/Cllr Milburn//Diane Close/ Ann Whitton	Ian Hoult/Mark Farren  (ReaL)		Members will visit further DCC allotment sites in the county including non-allotment sites currently included in DCC's allotment portfolio.	Visit	<i>Members will visit several allotment sites to see examples of proper and improper use of allotment sites and consider various allotment management issues currently experienced on allotment sites.</i>	Members will have seen 'first hand' how allotment sites are currently used by allotment holders and the various management issues currently experienced on allotment sites.
1 February 2018  9.30am  Committee Room 2	Cllr Adam/Cllr Milburn//Diane Close/ Ann Whitton	Ian Hoult/Mark Farren  (ReaL)  Allotment Policy Working Group (including representatives from the National Allotment Service, Allotment	Representatives from the National Allotment Service, Allotment Assoc's, DCC officers and allotment tenants	Detail of options for the further devolved management of DCC's allotment estate, the management of non-allotment plots currently included in the allotment portfolio and the proposed consultation arrangements for DCC's future allotment policy.	Meeting (Presentation and discussion)	<i>Members will receive detail of options available for the further devolved management of DCC's allotment estates and the proposed arrangements for the future management of non-allotment plots currently in DCC's allotment portfolio. The review group will also receive detail of the proposed consultation arrangements for DCC's future allotment policy.</i>	Members will have considered options for the further devolved management of DCC's allotment estate, the management of non-allotment plots in DCC's allotment portfolio and the proposed consultation arrangements for DCC's future allotment policy.

WHEN Times/Dates/ Locations	DESIGNATED LEAD Member/ Officer	WHO Key Witness	Engagement External witnesses/ Stakeholders/ Members of the Public	WHAT Evidence/Information	HOW Meeting/Visit/ Corresponden ce/ Briefing Paper/ Research	OUTCOMES	WHY
		Assoc's, DCC officers and allotment tenants)  Allotment tenants		Detail of comments from allotment tenants captured by social media.	Social media	<i>Members will consider a summary of comments made in relation to the management of allotment sites received from allotment tenants.</i>	Members will be aware of the comments/issues raised via social media in relation to DCC's management of allotment sites.  The comments made by members and allotment tenants will be used to inform DCC's future management of allotment sites and the consultation arrangements for DCC's future allotment policy.
	Cllr Adam/Cllr Milburn//Diane Close	Diane Close/Ann Whitton/Tom Gorman		Key findings and recommendations	Meeting (presentation)	<i>Formulation of key findings and recommendations of the review group.</i>	Members of the review group will have formulated the key findings and recommendation for consideration of Cabinet.

**Durham Strategic Flood Prevention Group**  
**Minutes from the Meeting held on**  
**Tuesday, 13 June 2017, 3.00 p.m. to 5.00 p.m.**  
**Conference Room 4B,**  
**Durham County Council, County Hall, Durham, DH1 5UQ**

Present:

Claire Barry (CB) [Minutes], PA to the Head of Technical Services, Durham County Council  
 Anna Caygill (AC), Community Engagement Officer, Environment Agency  
 David Charlton (DC), Assistant Sustainable Sewerage Manager, Northumbrian Water Limited  
 Laura Dobson (LD), Civil Contingencies Officer, Durham County Council  
 Jim Heslop (JH), Team Leader, Partnerships and Strategic Overview, Environment Agency  
 Stephen Hudson (SH), Senior Project Officer, Wear Rivers Trust  
 Simon Longstaff (SL), Drainage and Coastal Defence Manager, Durham County Council  
 John Reed (JR) [Chair], Head of Technical Services, Durham County Council  
 Zoe Thirlaway (ZT), Senior Spatial Policy Officer, Durham County Council

Apologies:

Brian Buckley (BB), Strategic Highways Manager, Durham County Council  
 Michael Pearson (MP), Resilience Manager, County Durham and Darlington Fire & Rescue Service  
 Cllr Tracie Smith (TS), Durham County Council/NRFCC Member

	<b>Subject</b>	<b>Assigned Officer</b>	<b>By When</b>
<b>1.</b>	<b>Minutes from the Previous Meeting – 7 March 2017</b>  No issues were raised.	-	-
<b>2.</b>	<b>Matters Arising</b>  <b>NW Schemes</b> SL advised that these schemes have been revisited and that there are no issues at the present time.  <b>DEFRA Efficiencies Update</b> SL met with Lauren Jennings from NW to discuss the project for Lanchester; this is progressing well.	-  -	-  -
<b>3.</b>	<b>Capital Programme – Dashboard Report</b>  An additional column that details the RAG (red/amber/green) status is to be included on future Dashboard Reports; SL is to action.  <b>EA Schemes</b> <ul style="list-style-type: none"> <li>▪ Staindrop: It was advised that this is not a viable scheme due to the level of flood risk being minimal and is to be removed from the programme.</li> </ul>	<b>SL</b>         -	<b>Ongoing Basis</b>         -

	<ul style="list-style-type: none"> <li>Tindale Beck: It was advised that this is not a viable scheme due to the level of flood risk being minimal and is to be removed from the programme; JH is to provide an update to the group confirming the reason the scheme is being removed.</li> <li>Chester le Street: The option of a partial de-culvert at Cong Burn is being reviewed. DCC are prepared to contribute funding however funding would also be required from Grant Aid, Local Levy and ERDF; JH is to liaise with the Programme Manager to determine what the maximum funding could be. A business case is to be produced that highlights the risks and includes a proposition to maximise funding from third-party sources for a contribution to be secured from DCC; JH is to provide to JR to present to key decision makers at DCC. SL is to provide the strategic outline business case to JR. JH advised that the feedback from Esh is to be reviewed; SL is to action.</li> <li>Weardale NFM: An allocation of just under £2.1 million has been received and it is hoped that contributions of £5 million can be secured. A detailed appraisal is to commence in September 2017 for a period of nine months before the project is delivered until March 2021. The core partners are Natural England, AONB, Newcastle University and the EA. Officers from DCC's Drainage &amp; Coastal Protection team are to support the Project Board to address flood management and how maintenance of assets will be approached in the future. No formal application has been produced to date.</li> </ul> <p><b>NW Schemes</b></p> <ul style="list-style-type: none"> <li>Community Action Partnerships: SL is liaising with Lauren Jennings from NW to identify viable schemes.</li> <li>Bowes Avenue, Seaham: This is not cost beneficial. Properties are at risk from sewer flooding. NW's mitigation team are looking to install property level protection.</li> <li>Coronation Street/Stephens Road, Murton: The proposal to install a SuDs is to be revisited.</li> <li>Outcomes: DC is to liaise with CB for a colleague from NW to attend a future meeting to carry out a presentation on information received, outcomes from meetings and lessons learnt.</li> </ul>	<p>JH</p> <p>JH</p> <p>JH</p> <p>SL SL</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>DC</p>	<p>14.09.17</p> <p>31.07.17</p> <p>31.07.17</p> <p>31.07.17 31.07.17</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>01.09.17</p>
4.	<p><b>DEFRA Efficiencies Update</b></p> <p>JH advised that EA are keen to receive efficiencies.</p>	-	-
5.	<p><b>Update on Durham Medium Term Plan (MTP)</b></p> <p>SL discussed the MTP; a copy is attached.</p>	-	-
6.	<p><b>Update on Flood Investigations</b></p> <p>DCC have received 34 requests for investigations from 1 April 2017 to 31 May 2017; 24 have been completed and work is currently being undertaken on 10.</p>	-	-

	<p>A breakdown of the investigations detailed by the geographical areas is provided below:</p> <ul style="list-style-type: none"> <li>▪ Chester le Street: 2</li> <li>▪ Derwentside: 12</li> <li>▪ Durham: 6</li> <li>▪ Easington: 4</li> <li>▪ Sedgefield: 2</li> <li>▪ Teesdale: 5</li> <li>▪ Wear Valley: 3</li> </ul> <p>A breakdown of the investigations detailed by the source of the flooding is provided below:</p> <ul style="list-style-type: none"> <li>▪ Sewer: 0</li> <li>▪ Highway: 20</li> <li>▪ Overland: 1</li> <li>▪ River/water: 0</li> <li>▪ Other/uncategorised: 13</li> </ul>	-	-
7.	<p><b>Update from the Northern Regional Flood and Coastal Committee (NRFCC)</b></p> <p>A discussion took place at the last meeting to determine if substitutes would be permitted to attend due to low number of Councillors in attendance; the group agreed that attendance would ideally be by Councillors however Officers could attend when required.</p> <p>Task and Finish Groups were discussed; arrangements were agreed to apply RAG that is to be assessed on a monthly basis.</p> <p>DC advised that NW are to arrange attendance at future P&amp;I Subgroups.</p> <p>NW have appointed a coordinator to undertake joint working with the EA in relation to Local Levy; this post is jointly funded by the EA.</p>	-	-
8.	<p><b>Northumbrian Integrated Drainage Partnership (NIDP)</b></p> <p>SL advised that Kieran Bostock will be taking over the role of Chair at the next meeting.</p> <p>Three schemes are currently being addressed; these are Bowburn, Crook and Hardwick.</p> <p>DC is to represent NW at a meeting of Water UK on 14 June 2017 to discuss knowledge sharing and the excellent partnership working that is taking place in the County Durham area.</p> <p>JH advised that Risk Management Authorities are working together to develop jointly funded schemes for the future.</p>	-	-



	<p><b>Community Engagement Officer, EA</b>          JH introduced AC who is developing a programme that will affect DCC priorities.</p>	-	-
11.	<p><b>Date, Time and Venue of Next Meeting</b></p> <p style="text-align: center;"><b>9.00 a.m. Thursday 14 September 2017</b>  <b>Conference Room 4C,</b>  <b>Durham County Council, County Hall, Durham, DH1 5UQ</b></p>	-	-

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**Minutes of a meeting of the Northumbria Regional Flood and Coastal Committee held at Tyneside House, Skinnerburn Road, Newcastle upon Tyne on Friday, 21 April 2017 at 11.15 am**

<b><u>Present:</u></b>	Mr H Clear-Hill	Acting NRFCC Chair
	Councillor M Brain	Gateshead Council
	Councillor B Carson	Darlington BC
	Mr J Cokill	Independent Member
	Mr J Copeland	Independent Member
	Mr N Hill	Sub - Redcar and Cleveland Council
	Dr J Hogger	Independent Member
	Councillor M James	Hartlepool BC
	Councillor M Mordey	Sunderland City Council
	Mr J Riby	Independent Member
	Mr J Robinson	Sub - Newcastle City Council
	Councillor C Rooney	Middlesbrough Council
	Councillor Mike Smith	Stockton Council
	Councillor Moira Smith	South Tyneside Council
	Councillor I Swithenbank	Northumberland County Council
<b><u>Officers:</u></b>	Mr O Harmar	Area Director
	Ms L Huntington	Area Flood and Coastal Risk Manager
	Mr T Drought	PSO Team Leader
	Mr S Wilson	FCRM Programme Manager
	Mr J Heslop	PSO Team Leader
	Mr B Marley	NRFCC Secretary
<b><u>In Attendance:</u></b>	Mr D Charlton	Northumbrian Water
	Mr S Rowe	Chairman, North East Coastal Group

There were 18 observers in attendance

Prior to the meeting the Committee Members attended a workshop on governance and programme performance.

**16/17 APOLOGIES FOR ABSENCE**

The Committee received apologies from Mr S Dickie and Councillors J Harrison and H McLuckie. Also from Board Member Professor Lynne Frostick and Karen Purvis (Natural England).

The Committee confirmed the substitute members as noted in the list.

**17/17 PECUNIARY INTERESTS**

None declared.

**18/17 MINUTES**

The Committee approved the minutes of the meeting held on 29 January 2017 subject to changing the references to the "Borderlands Project" in Minute 07/17 to "Upper Weardale Natural Flood Management Demonstrator".

## **19/17 MATTERS ARISING [NRFCC160]**

There were no new matters arising and all ongoing actions were complete.

## **20/17 AREA FLOOD AND COASTAL RISK MANAGEMENT REPORT [NRFCC/161]**

### **a) Financial Report**

Simon Wilson gave a summary of the Flood and Coastal Risk Management (FCRM) capital programme for the fourth quarter of the financial year 2016/17. Subject to final closure of accounts for 2016/17, he anticipated the FCRM GiA final out-turn position to be £13.7m against an affordable budget of £14.9m. This represented a large increase in expenditure over the previous quarter where £6.8m of Grant-in-Aid had been spent or 63% of the final out-turn.

The acting Chair thanked all concerned for this significant achievement.

For the Local Levy, the final out-turn was expected to be £2.1m out of an allocation of £2.9m. Taking into account the carry-over from the previous year, approximately £1.9m would be carried over to 2017/18.

Simon also updated the Committee on Outcome Measure delivery and the Capital Efficiencies Target. There were a number of pending efficiency claims so the final position for 2016/17 would not be available until the July meeting.

The Committee discussed the practicalities of risk management authorities making grant claims 3 months in advance and it was noted that this was only possible in the same financial year and could not straddle two years. The Committee agreed that having the flexibility to cut across two financial years might be worthwhile and something that should be pursued nationally. Ultimately though any change in approach would require the Government's approval via the Grant Memorandum for Local Authority projects.

The Committee also discussed the possibility of having more financial flexibility consistent with a 24 month expenditure window rather than a rigid 12 month window. This would again be subject to Central Government approval.

### **b) Remainder of Area Update**

Leila Huntington highlighted key issues from the report referring to the latest position on the appointment of the new Community Engagement Officers and the success of the Lustrum Beck Scheme at the Environment Agency's Flood and Coastal Excellence Awards after being awarded Partnership Project of the Year.

## **Resolved**

It was resolved to note the Area Update.

### **21/17 PROGRAMME PERFORMANCE REPORTING**

Jim Heslop reflected on the discussions at the Task and Finish Group meeting set up at the January NRFCC. This had resulted in further discussions at the Programming and Investment (P&I) Sub-Group in March and at the workshop session prior to the meeting. The Task and Finish Group looked at a wide range of issues to improve performance. These are reflected in the process changes discussed later in the Minute but, in addition, the Group suggested that a number of actions could be taken by the Risk Management Authorities namely:

- Confirming deliverability of remaining schemes in the 6-year programme through the programme refresh process.
- Looking at project development post 2021.
- Exploring opportunities for closer working on integrated schemes.
- A presumption for most new projects to be delivered over a 2 year minimum period.
- Broadening the capability audit being carried out by the North East Coastal Group.
- Reinforcing Environment Agency Partnership and Strategic Overview support for all Risk Management Authorities.

The Group looked at the difficulties currently experienced resulting from the monitoring of schemes on a quarterly basis, via the P&I Sub-Group and the Committee, using the Red/Amber/Green process. As well as favouring monthly progress monitoring via that process, the Group identified a need for greater agility in the governance surrounding changes to expenditure profiles for NRFCC approved schemes that are on the consented programme and over-programme.

Currently, changes to the expenditure profiles are considered by the Sub-Group and approved by the Committee. This hugely reduces opportunities to adjust budgets and support delivery of consented schemes in the over-programme. The Group recommended that adjustments to budgets are made to reflect changes in forecasts from project teams on a monthly basis. Amendments to expenditure profiles should then be reported to the next meetings of P&I Sub Group and the NRFCC. This would ensure that resources are available for prompt re-allocation to over-programme schemes. Committee Members asked if elected members could be informed of any changes to expenditure, resulting from amendments associated with monthly progress monitoring, as part of the process.

It should be noted that any new Local Levy requests would be unchanged by this proposal and would be subject to the same level of scrutiny by the P&I Sub-Group and the Committee.

## **Resolved**

It was resolved to:

- i) Thank the Task and Finish Group Members for their work.
- ii) Apply the revised monitoring process in full, based on a monthly instead of a quarterly cycle.
- iii) Support the measures to improve performance highlighted in the bullet-point list above (21/17).
- iv) Support the assessment of over-programming allocations to make sure that the relevant Risk Management Authority has sufficient capacity to deliver the additional works in the required timescale.
- v) Approve changes in the way that expenditure forecasts are managed in-year, enabling monthly adjustments to be made to budgets to allow prompt re-allocation to over-programme schemes.
- vi) Report any changes to the scheme profile to the subsequent P&I Sub-Group and NRFCC meetings.
- vii) Inform relevant Elected Members on the NRFCC of any changes as part of the notification process.
- viii) Note that any new Local Levy requests will still be the subject to the same level of scrutiny by the P&I Sub-Group and the Committee.

**22/17 PROGRAMMING AND INVESTMENT SUB-GROUP CHAIR'S REPORT**  
[NRFCC/162]

The acting Chair submitted a report of the Programming and Investment Sub-Group following its meeting on 21 March 2017.

Further to item 4.3.2 and the discussion at the workshop prior to the meeting, the Committee secretary tabled proposed revisions to the Sub-Group's Terms of Reference. After making some adjustment to the wording, the Committee approved the changes (see Appendix to these Minutes).

The Committee considered the recommendations in the paper.

**Resolved**

It was resolved to:

- i) Approve the changes to the Programming and Investment Sub-Group's Terms of Reference (see Appendix).
- ii) Approve all the recommendations set out in section 4 of the report.

### **23/17 FCRM GRANT-IN-AID AND LOCAL LEVY OVER-PROGRAMME**

[NRFCC/163]

Simon Wilson presented a report on the proposed approach to allocating FCRM Grant-in-Aid and Local Levy over-programming for 2017/18.

For FCRM, the allocations were over-programmed by 30% in 2016/17 and it was proposed that this should be the same for 2017/18, subject to deliverability confidence issues as outlined in paragraph 2.4. For the Local Levy, Members were asked to set the over-programming amount.

Councillor James asked if the Local Levy over-programme could be broken down to partnership areas so that they could be clear on what is potentially available and act accordingly. It was identified that over-programming is not identified proportionally to the strategic flood risk partnership areas, however these areas could be made aware of all schemes operating within their areas.

#### **Resolved**

It was resolved to:

- i) Support the approach to over-programming the 2017/18 FCRM programme by 30%, subject to noting issues surrounding confidence in delivery.
- ii) Set the Local Levy over-programming level at 20% of the programme based on the indicative amounts identified in the paper.
- iii) Notify the strategic flood risk partnerships of the FCRM GiA and Local Levy allocations within their areas. .

### **24/17 REFRESHING THE CAPITAL AND REVENUE PROGRAMMES/FCRM CAPITAL AND REVENUE ALLOCATION PROCESS** [NRFCC/164]

The Committee noted a national paper.

### **25/17 ANNUAL REPORT AND BUSINESS PLAN** [NRFCC/165]

The acting Chair submitted a report seeking comments on the Committee's Annual Report 2016/17 and Business Plan 2017/18. The deadline for comments was 26 May 2017 enabling the two documents to be published sometime in June 2017.

Referring to the Business Plan, Councillor Rooney suggested that the Committee should explore opportunities for closer working with MPs, Regional Bodies and elected Mayors. This should include opportunities for promoting the work of the NRFCC through training and information on the role of the Committee. He also suggested highlighting the social impacts of flooding and mentioned the need for more active engagement on any potential changes to environmental legislation as part of the process of the UK leaving the European Union.

## **Resolved**

It was resolved to note the drafts and the deadline date for comments.

### **26/17 FLOOD AND COAST 2017**

John Riby, who had attended the conference along with Hugh Clear-Hill and Councillor Ged Bell, presented a note on key outcomes and learning points.

He highlighted the issues surrounding Natural Flood Management (NFM) and the growing number of examples of flood risk management solutions. While not always a viable flood risk management option, the Government was keen for Risk Management Authorities to explore NFM solutions wherever possible.

There had been significant discussion and feeling about the need to adjust the language relating to flood and coastal return periods to a terminology that was easier to understand. Most delegates favoured a % chance of an event occurring in a year.

The acting Chair echoed John's comments about the success of the Conference and thanked him for his report.

### **27/17 ACTING CHAIR OF COMMITTEE**

Oliver Harmar thanked Hugh Clear-Hill for taking on the role of acting Chair for the last six months, the statutory limit for an acting Chair term. Because of the timing of the recruitment exercise, the new Chair could not start until 1 July at the earliest. This would mean there could be a 2 month gap between the end of Hugh's term of office on 30 April and the starting date. Hugh had offered to continue in an acting capacity without remuneration, but this would require the support of the Committee.

The Committee agreed unanimously that Hugh Clear-Hill should continue to serve in an unofficial capacity as acting NRFCC Chair until a new appointment is made.

### **28/17 ANY OTHER BUSINESS**

#### **a) National Farmers' Union Flooding Manifesto**

James Copeland tabled copies of the NFU Flooding Manifesto for Members' information.

#### **b) Newcastle Declaration on Blue and Green Infrastructure**

John Robinson, Newcastle City Council, tabled a note on the launch of the Blue and Green Infrastructure initiative for managing flood risk.

## **29/17 FUTURE MEETINGS**

The July meeting would be held on Friday, 21 July 2017 at 10.00 am at Morpeth Town Hall followed by the official opening and naming ceremony for the Cotting Burn Scheme.

The acting Chair asked for suggestions to the Secretary on possible venues in the south of the Area for the NRFCC meeting on 27 October 2017.

## Appendix

### NORTHUMBRIA REGIONAL FLOOD AND COASTAL COMMITTEE Programming and Investment Sub-Group

#### TERMS OF REFERENCE

#### 1. PURPOSE

- 1.1 The Sub-Group provides a forum for members and officers to discuss in detail issues relating to the management of the Committee's investment in, and obtaining of funding for, FCRM activities in its area.
- 1.2 The Sub-Group's aim is to provide assurance to the Committee on relevant matters and make recommendations to the Committee for approval in fulfilment of its and the Agency's statutory requirements.
- 1.3 The Flood and Water Management Act 2010 (section 23) requires the EA to:
  - consult with each RFCC about the way it proposes to carry out its flood and coastal erosion risk management functions in the Committee's region (s23(1)(a)).
  - take into account representations made by the Committee about the exercise of its flood and coastal erosion risk management functions in the Committee's region (s23(1)(b)).
  - obtain the RFCC's consent before the EA can implement its regional programme for the Committee's region (s23(2)).
  - obtain the consent of the RFCC before the Agency can issue a levy under Section 17 of the Act (s23(3)).
  - obtain the consent of the Committee to the spending of revenue under Section 118 of the Water Resources Act in the region where the revenue is raised (s23(4)).

#### 2. SCOPE

- 2.1 The Sub-Group will consider all investment and funding matters relevant to the delivery of FCRM programme's outcomes which have been endorsed by the Committee and which are funded by Flood and Coastal Risk Management Grant-in-Aid or Local Levy. This will necessitate an understanding of issues at the programme level as well as specific schemes which are Committee priorities or material to the overall performance. The Sub-Group will report to the RFCC on all aspects of its work.

#### 3. SUB-GROUP ROLE

- 3.1 In fulfilment of its purpose above, the Sub-Group will perform four key roles:

##### **(1) Oversight of In-Year Investment Programmes**

- 3.2 The Programming Team will prepare financial monitoring reports for the Sub-Group's review on a quarterly basis. These will describe the performance of the overall programme and key projects to enable members to understand whether this is in line with plans and forecasts and whether relevant outcomes are being delivered to time, cost and quality. Reporting will encompass the performance of all risk management authorities (RMAs, i.e. the EA and LAs,) spending Flood and

Coastal Risk Management Grant-in-Aid (FCRMGiA) monies or Local Levy funding. This basis will enable the Sub-Group to comment on potential mitigation measures.

## **(2) Scrutiny of Draft Programmes and Allocations**

- 3.3 The sub-regional FCRM partnerships (or individual RMAs) forward investment plan proposals to the Programming Team in line with the national allocation timetable. The Programming Team will collate these on behalf of the Committee and submit a draft forward programme to the Sub-Group for review, together with a detailed narrative explaining its implications in terms of funding, properties protected and prioritisation.
- 3.4 The Sub-Group will seek to ensure that the programme being constructed is robust and balanced in terms of meeting the short, medium and long-term priorities of the area relative to the availability of funding. The aim will be for the Sub-Group to recommend a draft programme to the Committee for its endorsement and submission to the National Allocation and Programme Management Team.
- 3.5 The Sub-Group review indicative FCRMGiA allocations received from the National Allocation and Programme Management Team for all RMAs and ensure that these reflect the RFCC's priorities. The Sub-Group will make recommendations for their endorsement or otherwise.

## **(3) Application of Local Levy**

- 3.6 The Sub-Group will receive proposals from the Area on how the local levy resource can be deployed to promote a levy programme which is sustainable, meets the Committee's objectives for the levy, and also supports schemes which are not fully-funded by FCRMGiA under partnership funding.

## **(4) Recommending Local Levy Rates**

- 3.7 The Sub-Group will discuss proposals on the size and shape of the local levy required to support FCRMGiA investments and other local levy objectives in order to propose a rate for approval by the full Committee.

## **4. FREQUENCY OF MEETINGS**

- 4.1 Meetings will take place as a minimum on a quarterly basis in advance of the main Committee meeting. Additional meetings may be scheduled at the request of the Chair.
- 4.2 The meetings should be scheduled with sufficient time to enable the Sub-Group to provide adequate scrutiny of performance or proposals for new investment and to draft reports providing assurance or recommendations to the Committee.

## **5. MEMBERSHIP**

- 5.1 The membership should be determined by the Committee. As a minimum, the composition should include the following representation:
  - The Chair of the RFCC (Chair of Sub-Group);
  - An LLFA committee member representing each of the four sub-regional FCRM partnerships and an extra member each for the Tyne and Wear and Tees Valley partnerships.
  - Two EA-appointed members as agreed.
  - A representative of Northumbrian Water Group

- 5.2 Substitutes may be nominated by the partnership groups to attend meetings to attend in place of the nominated representative.
- 5.3 Substitutes should be an elected Member. When an officer represents an elected Member, the Member may give the officer delegated authority to act on their behalf.
- 5.4 No meeting of the sub-group shall take place unless at least two of the Strategic Partnerships are represented at the meeting by elected Members.
- 5.5 Notification of substitute member attendance should ideally be submitted to the NRFCC Secretary not later than 24 hours before a meeting of the sub-group.
- 5.6 Appropriate Area officers will also be in attendance.