

CORPORATE RESOURCES OVERVIEW AND SCRUTINY COMMITTEE AGENDA

Monday, 4 September 2017 at 10.00 am in the Bridges Room - Civic Centre

From the Chief Executive, Sheena Ramsey

Item	Business
1	Apologies
2	Minutes (Pages 3 - 10) The Committee is asked to approve as a correct record the minutes of the meeting held on
3	Resilience and Emergency Planning Framework - Progress Update (Pages 11 - 32) Report of Strategic Director, Communities and Environment
4	Case Study - Procurement of Goods and Services from Local Suppliers (Pages 33 - 34) Report of Strategic Director, Corporate Services and Governance
5	Work Programme (Pages 35 - 38) Joint Report of the Chief Executive and Strategic Director, Corporate Services and Governance

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GATESHEAD METROPOLITAN BOROUGH COUNCIL

CORPORATE RESOURCES OVERVIEW AND SCRUTINY COMMITTEE MEETING

Monday, 26 June 2017

PRESENT: Councillor John Eagle (Chair)

Councillor(s): S Ronchetti, J Wallace, D Bradford, L Caffrey, T Graham, J Green, S Green, M Hall, M Henry, B Oliphant, M Ord, N Weatherley and J Kiely

APOLOGIES: Councillor(s): P Foy and M Charlton

CR1 CONSTITUTION

RESOLVED - Committee agreed the constitution of the Committee and the appointment of the Chair and Vice Chairs (as approved by the Council) for the current municipal year.

CR2 MINUTES

RESOLVED - That the minutes of the meeting held on 12 May 2017 be approved as a correct record.

CR3 ROLE AND REMIT

A report was received outlining the remit and terms of reference of the Committee.

RESOLVED - (i) That reference to Gateshead Voluntary Organisations Council be removed from the Terms of Reference of the Committee.

(ii) That the remit and terms of reference be noted.

CR4 THE IMPACT OF THE GATESHEAD FUND 2016-17: A CASE STUDY

The Committee received a report and presentation on the impact of the Gateshead Fund during 2016/17.

The Gateshead Fund was agreed by Cabinet in 2011 and was created to fund the voluntary and community sector to build capacity within communities. The key components of the Gateshead Fund comprises of the Local Community Fund (LCF) and the Gateshead Capacity Building Fund (CBF). The criteria for 2016/17 remained

the same as previous years, however additional objectives were included which were; developing and mobilising volunteers, supporting building relationships with communities and supporting residents to build their communities and improve what is already there. The overall fund budget for 2016/17 was £490,267.

The Community Foundation for Tyne and Wear and Northumberland is working to develop the CBF on behalf of the Council and Nils Stronach, Senior Programme Advisor for Community Foundation, gave a presentation on the work of the Foundation during 2016/17. It was noted that the partnership between the council and the Foundation was established in August 2016 and undertakes research into developing the Fund and also undertakes the administration of the CBF.

The CBF provides grants up to £10,000 to voluntary, community and social enterprise sector organisations to build capacity and strengthen local communities. The Individual Sporting Grants can provide up to £400, in addition the Talented Athlete Scheme can grant up to £1,000 to reward and recognise sporting talent of Gateshead residents. The Gateshead Volunteers' Month can provide grants of up to £300 to support volunteering development during the month of June.

It was reported that in 2016/17 there were 61 awards, with fund distribution of £180,938 benefiting all wards in Gateshead. This equates to approximately £1.77 per capita per ward.

A number of case studies were shared with Committee of organisations which received Capacity Building funding in 2016/17. Victims First Northumbria is an independent victim referral service which was awarded £10,000 to support women in Gateshead who have been victims of rape, sexual assaults and other sex offences. Felling Male Voice Choir was awarded £4,500 to support a programme of visits which will be used to generate interest in joining the choir, it was noted the progress has been steady but work is ongoing to look at different ways of delivery. Ryton Triathlon Club was awarded £8,000 to support the creation and delivery of a new Junior Club to facilitate the transition from the children's section to the adult section. The Young Women's Outreach Project was awarded £4,786 to engage two workers who will run a weekly session for the LGBT Plus Group, it was noted that this work was previously delivered through the Sexual Health Team before funding was cut, it has been used to reduce stigma and so far there has been high engagement.

In terms of plans for 2017-2018 there has been a number of changes to how the Gateshead Fund will be delivered. A new assessment and reporting framework will be established to help rate the impacts of the grant. There will be increased leverage for additional funding and impact reports to donors which will provide a general overview of the area. For 2017/18 there will be three rounds, the first of which opened on 5 June and will close on 30 June.

A presentation was also given on the Local Community Fund (LCF) which is another component of the Gateshead Fund. The LCF has a budget allocation of £66,000, which equals £3,000 per ward. The LCF is used to help Councillors to support local issues and promote community engagement, development and cohesion. The LCF can support a wide variety of local priorities, groups and organisations, it can help the delivery of Vision 2030 and the Council Plan and also can lever in external

opportunities.

In 2016/17 £55,500 of the allocated budget was spent, this was spent on 88 projects in Gateshead. The key characteristics of how the LCF was used were; health and wellbeing, community facilities and activities, environmental improvements and arts, heritage and culture. A number of case studies were provided; Blaydon District Scouts received £750 (£250 from each of the wards of Chopwell and Rowlands Gill, Blaydon and Winlaton and High Spen), this allowed Cub Scouts from across the west of Gateshead to attend the Blaydon District's 'Cubs 100'. This was an event to celebrate 100 years of Cub Scouts and was an all night birthday party held at the Winlaton Centre. The LCF contribution acted as a subsidy for the event costs and enabled cubs to attend for a very small price. In the Felling ward Friends of Felling Park and Town Centre received £200 to cover the cost of litter pickers, bags and gloves. The group has since recruited more volunteers and has made a vast improvement to the park. The LCF grant also inspired the group to do more work and apply for further funding. £760 of LCF enabled Birtley Community Partnership to deliver an arts project, supported with match funding from the Arts Council, which allowed Birtley Villas residents to meet weekly and record their personal memories through visual art. The project allowed residents to socialise with their neighbours while learning something new and also enhanced their wellbeing. LCF also provided £760 to support 'Lighting up Whickham' group, this was used to prepare the site and supply and maintain for one year the lighting of the Christmas tree at Church Green. It was reported that Bensham and Saltwell Alive was awarded £1950 from the LCF, this was used to support asylum seekers with various household goods, the fund is also open to other members of the community who need extra support due to unforeseen circumstances. Ryton Cricket Club received £500 towards Ryton Fair Day, this allowed the community to generate excellent income from the fair day which was distributed to local organisations.

It was queried whether wards can carry forward any underspend to the following year. It was acknowledged that traditionally wards do carry forward any underspend at the end of the year although they are encouraged to spend it. However if Councillors are aware of bigger projects discussions can be held around use of the wider Gateshead Fund.

Concerns were raised that some organisations had faced problems in receiving grants in time for volunteers month due to administration delays by the Community Foundation. It was acknowledged that there had been issues in terms of notification of the final round of grants, with four organisations being affected by not having enough time to deliver events. Committee was reassured that the Community Foundation had learnt from this and plans are in place to run the application process earlier next year.

It was questioned whether there are any mechanisms to inform the public of successful outcomes which have been as a result of the Gateshead Fund. It was confirmed that previously this was done through an Annual Summary and newsletters, however due to reduced capacity within the team this no longer happens. It was agreed that this would be discussed further with the Council's communications team to look at the possibility of including positive case studies on line. It was also suggested that this could be promoted through a rolling blog for all

organisations to see, which would show the support Gateshead is giving. It was agreed that officers would look into this possibility and in the meantime feedback summaries would be provided to all wards.

- RESOLVED -
- (i) That the comments and suggestions of the Committee be noted.
 - (ii) That the Committee was satisfied with the overall impact of the Gateshead Fund.

CR5 REVIEW OF ABSENCE IN THE COUNCIL - MONITORING REPORT

Committee received an update report on progress following its review of absence in the Council. The report covers the period 1 June 2016 until 31 May 2017.

During the period stress, depression and mental health was the biggest cause of sickness absence, at 24% for the whole Council. Post-op recovery was second highest at 18% and also musculo skeletal was at 12%.

The total days lost has reduced to 43672, with the average sickness per FTE due to stress at 2.53 days, which has reduced since the same period last year. Sickness absence due to stress, depression and mental ill health was broken down into service groups, the biggest of which was Care Wellbeing and Learning. Although this has reduced across the Council sickness absence in this group has increased. Data was provided in relation to the numbers of employees on short term and long term sick, it was noted that the vast majority of were long term sickness.

It was reported that management training has been rolled out, which is one of five mandatory modules to enable managers to deal with workforce issues more effectively. A stress course has also been piloted in partnership with Talking Therapies for people suffering from work related stress. A full review of the course will take place after the pilot. In addition, eight workplace contacts have been recruited who can provide support and guidance to employees experiencing issues with mental health.

It was noted that two Workforce Development Advisers from the Council attended Connect 5 training, which was based on a cognitive behavioural therapy approach to enable them to work with adults to help improve their mental wellbeing.

The Health and Safety E-learning portal is continuing to be monitored, with 200 employees completing modules on stress management.

Committee was advised that sickness absence management training will continue to be rolled out for all managers, which is expected to take six months to complete. A review of the Council's health surveillance programme will be undertaken and employees will continue to be trained in mental health first aid.

It was queried whether there was a comparison of the council's sickness absence to the national picture. It was acknowledged that this has previously been looked at but

that not all sickness recording is like for like. It was suggested that this could be looked at in terms of a regional aspect in the future.

It was questioned whether HR support is still in place to help those managers dealing with more complex cases. It was confirmed that HR support is not being withdrawn, however capacity within that service has reduced by 50%. Therefore managers are being given the tools to manage sickness absence but HR will still be available.

It was questioned as to how short term sickness absence is being dealt with. It was noted that this is covered in Council procedure, for example return to work interviews and any relevant action thereafter.

Committee queried what level of absence was related to performance management. It was confirmed that this level of detail was not readily available, although it was noted that one of the modules in training is around capability.

The point was made that there are more inherently pressured jobs within Care Wellbeing and Learning which is reflected in the sickness levels. It was acknowledged that HR advises on frameworks in place to support staff to intervene and due to the group going through significant change this has had a detrimental impact on staff. Concerns were raised that more proactive work needs to be undertaken with staff from this service. It was agreed that these concerns would be looked at further. It was also acknowledged that a recent survey was carried out which identified issues around job roles which are being addressed through action plans. However, improvement figures were not known at present but could be looked at for future reports.

A request was made for a breakdown of age groups in relation to sickness for stress and depression. It was agreed that this could be looked at and also in relation to whether the stress is work related.

It was requested that the Council's procedure for dealing with sickness absence and managers guidance be brought to Committee when the next update report is presented.

It was suggested that more weight should be placed on sickness absence in terms of the redundancy policy, however Committee was advised that this has to be balanced with a number of other factors. The point was made that since the redundancy criteria has evolved staff are coming into work who should be absent, which can make the situation worse.

Committee was advised that a Senior Occupational Health Adviser is now in post who is looking into responses to work related stress. It was noted that a risk assessment toolkit is now available on the intranet and managers are being encouraged to make occupational health referrals earlier. The toolkit is aimed at individuals, in particular the risks of certain jobs and mitigating stress.

It was questioned how outside factors that impact on work are taken into account. It was acknowledged that the occupational health team is clear on staff taking

personal responsibility, for example physio exercises, to show measured improvements. Reports of progress are communicated with managers to deal with should improvements not be made.

The point was made that the national picture shows that one in three people have mental health issues, therefore this is reflective of the picture within the Council. It was also recognised that it is hard to pick out what situations are work related. Committee was satisfied with the introduction of stress risk assessments and early intervention work being implemented.

- RESOLVED -
- (i) That Committee was satisfied that the actions are in place to reduce sickness absence levels of employees.
 - (ii) That the comments of the Committee, in terms of the scope of the data that is included in the reporting of sickness absence management, be noted.

CR6 THE COUNCIL PLAN - YEAR END ASSESSMENT OF PERFORMANCE AND DELIVERY 2016/2017

Committee received a presentation on year end performance for 2016/17 and an update on the performance and delivery of the Council Plan 2015-2020.

Over the last year work has been ongoing to deliver the Workforce Plan, this includes implementation of the new HR and Payroll system; iTrent. Over 100 officers have been trained on the system which provides direct access to sickness management data for managers. In the future the system will also include Appraisal and Developments.

In terms of employee engagement there was approximately 2,000 responses to the Employee Survey, however this is only 40% of the workforce. From the responses positive messages were received including; 88% felt that their managers were approachable, 80% understood the need for change. Internal communications still remained an issue and as a result a Council-wide Employee Forum has been set up, chaired by Roy Sheehan.

The Appraisal and Development (A&D) framework has further been developed based on employee feedback. 45% of staff were not receiving A&D's and therefore the process has been simplified to make it more flexible. The new system will now rate performance.

Committee previously agreed to support young people leaving care to access Council apprenticeships. There has been one so far and work is ongoing to ensure care leavers are apprenticeship ready, a working group has been set up with Council officers and staff from Connexions.

Council Tax collection has improved to 95.8%, however this remains below the target of 96.6%. Business Rates collection has fractionally decreased from last year to 97.3%, however this remains above the target of 97%.

In terms of benefit claims there continues to be steady progress, with a fall in the number of days taken to process new claims to 7.75 days. It was acknowledged that the roll out of Universal Credit has changed caseload and will likely impact on performance in the future. The rate of undisputed invoices paid on time fell from 87.16% last year to 71.44% in 2016/17. This could have a financial impact on the Council therefore work is ongoing to improve the rate.

It was reported that the new Council intranet was launched on 26 April 2017. This was developed following the views of staff being sought through surveys, workshops, forums and testing. Effectiveness is currently being measured and improvements will continue to be made as the system is live. A one system for all has been introduced for fly-tipping, forms can be completed online which is the same form that customer services would complete when a resident telephones to report fly-tipping. Feedback is provided to the complainant at all stages of the process and it is reported when the issue has been completed. This provides a fully rounded digital process. Performance dashboards help inform how services can be delivered in the future.

It was questioned whether the system has the capability for residents to send photos of fly-tipping through the system. It was confirmed that there is this facility and GPS detects the location. It is hoped that this can be used for other issues such as pot holes in the future. It was acknowledged that the key is this is a transparent process and residents feel more informed. It was also noted that there is still options for customers to report through customer services if they do not have digital access so no resident will be excluded.

- RESOLVED -
- (i) That Committee was satisfied with the activities undertaken to achieve the desired outcomes in the Council Plan 2015-2020.
 - (ii) That the report be referred to Cabinet on 18 July 2017 and the views of the Committee be used to inform the Council's approach.

Chair.....

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TITLE OF REPORT: Strategic Resilience and Emergency Planning Framework

REPORT OF: Paul Dowling, Strategic Director – Communities and Environment

SUMMARY

To provide the Committee with an update over the last six months in relation to the Strategic Resilience and Emergency Planning Framework

Background

1. As a reminder for members, the Strategic Resilience and Emergency Planning Framework was produced to continue the work undertaken from the previous Resilience Strategy and to provide the future focus and direction based on four themed areas.
2. The key focus for Resilience and Emergency Planning over the last six months has been to review priorities and actions within the Strategic Resilience and Emergency Planning Framework; continue to review planning, response and recovery arrangements whilst intensively training and exercising; continue to work in collaboration with our local and regional partners and communities to respond to incidents and issues.

Recent Events

3. Over the past six months there have been a number of incidents that have changed the national landscape of the Resilience and Emergency Planning portfolio. Acts of mindless terrorism in both London and Manchester have dominated a very changeable and dynamic landscape that is now very much in the spotlight and recognised as a key national priority.
4. Following the tragic Grenfell Tower fire incident in June 2017, there will be much to review and reflect on especially when the Public Enquiry is concluded. The priority has been to support the work checking similar buildings across the country to review fire safety arrangements; however the emergency response provided by the local authority involved is being closely scrutinised.
5. Gateshead Council is continuing to review its planning, response and recovery arrangements to determine what the response could look like if a similar incident were to occur within Gateshead. This will be presented to members at a future date.

Review of Strategic Resilience and Emergency Planning Framework

6. As a result of this changing landscape and various ongoing changes at a national, regional and local level, it is an appropriate time to review the Strategic Resilience and Emergency Planning Framework
7. Cabinet originally approved the Resilience Strategy in 2010, with reviews undertaken in June 2013 and March 2015. Progress has been monitored on a six monthly basis by the Corporate Resources Overview and Scrutiny Committee throughout this period
8. The purpose of the Strategic Resilience and Emergency Planning Framework is to determine the future focus for Gateshead Council working in collaboration with partners and the community. This will ensure that we continue to have robust arrangements in place to mitigate, prepare for, respond to and recover from emergencies and major incident situations.
9. The current framework has been updated and includes further information on the Statutory Legislative Requirements and the National Context; the Northumbria Local Resilience Forum; Gateshead Council Emergency Response Arrangements; Training and Exercising; Council Liability; Emergency Response to incidents and pre-planned operations; Local Governance Arrangements; a Strategic Vision for Resilience and Emergency Planning; Service Key Objectives; the Priorities and Quality Assurance.
10. Following the review, the following emerging issues have increased the demand on the Resilience and Emergency Planning function:
 - Greater coordination of emergency responses to incidents and issues
 - Coordination of pre-planned operations led by the emergency services on a broad range of subjects
 - Coordination of responses to modern slavery, trafficking and exploitation issues
 - Increased scrutiny of event plans to ensure compliance with both resilience and Crowded Places Guidance
 - Increased tension and apprehension around the terrorism agenda and recent national events
 - Ongoing work to understand the implications of an increase in the terrorism threat level
11. It is proposed, following any comments received from Overview and Scrutiny Committee members that this will be presented to a future Cabinet meeting.
12. A copy of the refreshed framework is attached as appendix 1.

Incident Management and Response

13. The Emergency Response Team has been heavily involved in planning and responding to a number of incidents and pre-planned operations once again over the last six months. This has included:
 - **Power Outage [31 July 2017]** – the Resilience Team were informed by The Gateshead Housing Company that a power cut had affected 4 multi-storey

blocks within the central area of Gateshead for a period of time. Direct liaison was implemented with Northern Power Grid and standby welfare arrangements were considered but not utilised.

- **Operation Kestrel [24 July 2017]** – a pre-planned Northumbria Police operation to target foreign criminals operating within the Gateshead area, that also focussed on potential victims of modern slavery, trafficking and exploitation. The Major Incident Room was opened on standby to support the operation and single points of contact with council services were established to provide any necessary assistance.
- **Barry Street, Gateshead Incident [15 July 2017]** – Care Call received a call from the Police on the afternoon of Saturday 15 July 2017 and contacted the Emergency Response Team. A resident had flagged down a police car reporting that a suspected hand grenade had been found within the street and an immediate evacuation was undertaken. The Council placed a number of resources on standby including a reception centre for residents to attend at Gateshead Leisure Centre. When on site the bomb disposal unit deemed that the grenade was not dangerous and resources were stood down.
- **Grassbanks, Leam Lane Incident [13 July 2017]** - the Resilience Team received a call from The Gateshead Housing Company about potential explosive devices that were found within the rear of a garden shed and that the police had instigated a cordon within the immediate area. The Council placed a number of resources on standby including transport and a reception centre for residents to attend in the event of evacuation. When on site the bomb disposal unit quickly resolved the issue and our resources were stood down.
- **Avenue Road, Bensham Incident [4 July 2017]** – the Emergency Response Team received a call on the evening of Tuesday 4 July 2017 regarding an ongoing domestic incident involving a residential property. A cordon of the immediate area was activated and Gateshead Leisure Centre was put on standby in the event of an evacuation. The situation was quickly resolved and resources were stood down.
- **Tower Block, Bensham Court [2 July 2017]** – the Emergency Response Team received a call from Care Call on Sunday 2 July 2017 regarding a communications issue with the Care Call BT connection with Bensham Court. It was established that the line had been damaged resulting in all community alarms and contact with Care Call for vulnerable tenants not being operational. Various mitigation approaches were implemented including a review of the fire safety mechanisms with the issue resolved some time later.
- **Operation Bridler [19 June 2017]** – this was a pre-planned National Crime Agency led operation with Northumbria Police involving potential victims and offenders of modern slavery, trafficking and exploitation. The operation took place across Gateshead, Newcastle and the Manchester areas and to facilitate this, the Resilience Teams in both Gateshead and Newcastle worked together with services and partner agencies to develop the appropriate support and response arrangements.

The operation was delivered within a Command and Control structure with Tony Alder – Service Director undertaking the strategic lead role for Gateshead Council as standby Incident Controller. The Gateshead Council Major Incident Room was opened from 7.30am and staffed throughout the day, until 3.30pm, when the incident room was stood down. The room had representatives from key council services and the British Red Cross on standby to be activated to assist when required, however on this occasion they were not utilised. Our Environmental Health Team visited the Gateshead properties and a Site Liaison Officer, from our Emergency Response Team was located at a Victim Reception Centre. David Patterson, the Emergency Planning Manager operated within the National Crime Agency Silver Command Tactical Co-ordination Group.

- **Jeremy Corbyn Visit [5 June 2017]** – this was a pre-planned visit by the Labour Party Leader that was held in Performance Square on the Gateshead Quays. Although short notice was given the planning and preparations worked very well. For the first time, Northumbria Police ran their Tactical Command for the event from the Major Incident Room in the Civic Centre and worked directly with Council Officers. This worked very well and is to be used as an exemplar for other areas. There were two potential incidents during the visit that were quickly resolved by Police.

Update on Progress

14. Updates from the Themed Areas from the last six months include:

Building resilient and stronger communities - working with businesses, the voluntary sector, partner agencies, communities and individuals to ensure they are better prepared for and able to recover from emergencies, and;

Assessing Risk – identifying new hazards and threats that may affect Gateshead implementing measures that may prevent an emergency or incident occurring:

- In June 2017, the Government published the new Crowded Places Guidance. This guidance is primarily aimed at those with a responsibility for security at crowded places and those who own or run businesses, organisations, amenities or utilities. It covers the key areas of protective security including physical, personnel, personal and cyber, and provides guidance on how different sectors can act to help make their business, institutions or organisations safer. Its purpose is to support those who are charged with security at crowded places to mitigate the threat and help make the UK less vulnerable to an attack. This is particularly relevant due to recent events and the short term increase in the threat level which rose to Critical.
- A great amount of work is being currently completed by the Resilience Team with event organisers and in particular with the management of stadiums and leisure centres, including the issuing of Counter Terrorism Run, Hide and Tell guidance.
- The Resilience Team are currently finalising work on refreshing and reviewing its counter terrorism plan. This includes the development of an overview council policy document that will provide advice and guidance on roles and responsibilities on being resilient before, during and after a terrorist attack which

may affect the whole organisation. A counter terrorism template has been developed to plan and provide advice on what to do in the event of one of the threats occurring. Work is also ongoing as to what the implications would look like in the event of an escalation of the national threat level to a 'critical' level, and how the council may need to change the way it operates during that time.

- The Resilience Team has been developing a new Pandemic Influenza Plan in consultation with the membership of the Council's Corporate Risk and Resilience Group, following regional Exercise Swan in October 2016. The recommendations of this exercise, together with the development of new national and regional guidance has helped to inform the content of this local plan, the first draft of which was tested at the internal table top Exercise Outbreak in April 2017. The final draft of the plan, together with newly reviewed internal business continuity arrangements, will be finalised by the end of October in preparation for the beginning of the national winter planning season, which officially begins on the 1st November.

Enhancing our partnership arrangements to respond and recover – the effective response and co-ordination of arrangements in the event of an emergency or incident occurring and achieving a rapid return to normality:

- In April 2017, the North East Counter Terrorism Unit provided Councillors with an overview of Protect and Prepare, part of the Government's Contest Strategy. The aim of the session was to understand the threat from terrorism; guide individuals on what to do if they find themselves involved in a terrorist incident or event; and provide the ability to recognise and report suspicious activity. The session was very well attended and positive feedback was received from Councillors. The Resilience Team is receiving training to be able to deliver this subject in future.
- A Gateshead Modern Slavery, Trafficking and Exploitation Concept of Operations has been developed. This document provides an overview as to how a response to issues in Gateshead would look like. The document supports a Multi-Agency response to an issue but focuses very much on what roles the Council may undertake within that response. The Gateshead Safeguarding Adults Board has endorsed this document.
- In May 2017, the Resilience Team undertook '*Strategic Incident Controller Exercising*' with Leadership Team with a mixture of both Strategic and Service Directors from the Council. '*Exercise Impact*' was a table-top exercise designed to test officers in a simulated scenario identifying and documenting any actions and decisions. Feedback from the exercises has been very positive and some further table-top exercising will take place during August 2017.
- The Council, working with Northumbria Police and its multi-agency partner organisations, has been involved in a multi-agency training exercise to test the emergency response to a major incident. An exercise was held in the early hours of Wednesday 17 May 2017 at intu Metrocentre in Gateshead which was designed to test the skills and processes of police, emergency services, intu Security Staff, and the local authority. The exercise was focused on a terror attack taking place at the shopping centre and is one of a number of similar exercises to have taken place across the country. This is one of a number of

routine exercises organised to test the response of the local authority, emergency services and other partner agencies, to test contingency plans and the co-ordination of the response to a major incident on a regular basis. The Council's Resilience Team is a member of the Metrocentre Steering Group, which, in partnership with Metrocentre Management Team and the emergency services, produces, reviews and validates the centre's Incident Management and Evacuation Plan.

As part of the scenario, the Council tested the activation of the Emergency Response Arrangements, opening the Major Incident Room and testing the various protocols and procedures with the Emergency Response Team. The team performed very well under extreme pressure to provide a supporting role to the overall emergency response to the incident. A huge amount of work and preparation was put into this exercise that was led and coordinated on behalf of the Council by Michael Reynard within the Resilience and Emergency Planning Team.

- Exercise Black Kite took place in June 2017 to test and facilitate a coordinated and effective response to a terrorist related incident resulting in building collapse with extended search and rescue. Led by Tyne and Wear Fire and Rescue Service the exercise included testing national mutual aid, fully tested the use of Resilience Direct (the secure web-based platform for the resilience community to share information amongst all emergency responders and agencies) in response mode and explored the use of a Multi-Agency Information Cell (MAIC) with the overall aim of achieving better partnership arrangements.
- Gateshead Council is taking part in a multi-agency safety and security exercise - Border Reiver - which runs in October. The exercise is being hosted by Police Scotland and has been developed jointly by the Home Office, Scottish Government, Northumbria Police and Police Scotland with partners from local government. It will involve a large scale test of UK and Scottish contingency plans and co-ordination.

Strengthening Communication and Community Engagement – communication is essential before, during and after an emergency or incident. A resilient community is well informed and aware of the assistance and advice available to them so they can help themselves. Updates include:

- The Environment Agency has relaunched their Community Engagement Officer Project, and Gateshead has a new officer to work with. The officer's work is focused towards increasing resilience from all sources of flooding in areas at risk across the North East and the officers will work with communities, businesses, schools and youth groups to look at:
 - A greater awareness and acknowledgement of local flood risk
 - An improved understanding of the actions a person or community can take to reduce the impact of a flood
 - Increased property/business sign up to the EA's Flood Warning System
 - Increased number of active Community Flood Plans
 - Increased number of Community Volunteers / Flood Wardens in at risk communities

- Increased creation and exercising of Business Flood Plans from businesses at risk
- Increased number of educational Flood Awareness sessions being held in schools and Youth Groups
- The Resilience Team has continued to work with volunteers in Blackhall Mill to develop a community emergency plan. This area was selected as the 'pilot' community for this type of specific community emergency planning due to the high number of Volunteer Community Resilience Wardens in the village and also due to the issues that the community has faced over the years. The initial draft plan was presented at a community meeting in February 2017, where attendees were consulted on the content of the plan to see if it worked for them. Several suggestions were made, including widening the area covered by the plan to include Lintzford and Rowlands Gill. All suggested changes have now been incorporated and the plan has been recirculated in July 2017 for comment. Once agreed, the plan will be made available to community members and the template will be adapted for all other areas of Gateshead to make all communities more aware of how they can prepare themselves and their properties for emergencies and also who to contact during a range of circumstances.

Recommendations

15. Overview and Scrutiny Committee is requested to:
- Consider and comment on the progress report
 - Provide any comments on the revised Strategic Resilience and Emergency Planning Framework, before it is presented to cabinet
 - Indicate whether it is satisfied with the progress achieved within the last six months
 - Agree to receive a further report in April 2018.

Contact: Anthony Alder

Ext: 3880

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Strategic Resilience and Emergency Planning Framework

REVIEWED JULY 2017

1. Introduction

The purpose of the Strategic Resilience and Emergency Planning Framework is to determine the future focus for Gateshead Council working in collaboration with partners and the community. This will ensure that we continue to have robust arrangements in place to mitigate, prepare for, respond to and recover from emergencies.

Cabinet originally approved the Resilience Strategy in 2010, with reviews undertaken in June 2013 and March 2015. Progress has been monitored on a six monthly basis by the Corporate Resources Overview and Scrutiny Committee throughout this period.

The framework contains background information; statutory legislative requirements and the national context; the Northumbria Local Resilience Forum; Gateshead Council Emergency Response Arrangements; Training and Exercising; Council Liability; Emergency Response to incidents and pre-planned operations; Local Governance Arrangements; Emerging Issues; Strategic Vision for Resilience and Emergency Planning; Future Focus; Service Key Objectives; Priorities and; Quality Assurance.

For further information on the contents – please contact: David Patterson, Resilience and Emergency Planning Manager on 0191 433 2807.

2. Background

Resilience is the ability to anticipate risk, limit impact, respond and recover quickly and effectively from emergencies and disruptive events that affect organisations, businesses, individuals, families, neighbourhoods and communities.

Emergency planning should aim where possible to prevent emergencies occurring, but when they do occur, good planning should reduce, control or mitigate the effects of the emergency. It is a systematic and ongoing process which should evolve as lessons are learnt and circumstances change.

Resilience is the joint responsibility of all officers within Gateshead Council. The emphasis of this framework is to continue the sustained development of a network of competent officers who will respond to emergencies and carry on embedding resilience into all aspects of service delivery.

3. Statutory Legislative Requirements and National Context

All local authorities are classed as 'Category 1' Responders in the event of an emergency/major incident under the **Civil Contingencies Act (2004)**. The Act requires all Category 1 Responders to undertake these wide ranging statutory duties to help to protect the population within their boundaries. The duties include:

- assess the risk of emergencies occurring and use this to inform contingency planning
- put in place emergency plans
- put in place business continuity management arrangements – this is undertaken by the Council's Internal Audit and Risk Team in Corporate Resources
- put in place arrangements to make information available to the public about civil protection matters and maintain arrangements to warn, inform and advise the public in the event of an emergency
- share information with other local responders to enhance co-ordination
- co-operate with other local responders to enhance co-ordination and efficiency
- provide advice and assistance to businesses and voluntary organisations about business continuity management (local authorities only)

Within Gateshead we continue to meet the requirements of the Civil Contingencies Act 2004 (CCA) but also a host of other government policy, legislation and associated guidance.

This includes:

- **Emergency Preparedness** – this is statutory guidance accompanying the Civil Contingencies Act 2004
- **Emergency Response and Recovery Guidance** – this is non-statutory guidance which describes the multi-agency framework for responding to and recovering from civil

emergencies but also aims to establish good practice based on lessons identified from responding to and recovering from emergencies

- **National Recovery Guidance** – this primarily aimed at local responders and developed in line with the Civil Contingencies Act (CCA) on recovering from an emergency in the UK
- **National Resilience Capabilities Programme (NRCP)** [February 2013] – the NRCP aims to increase the capability of the United Kingdom to respond to and recover from civil emergencies. It does this by building capability to deal with the consequences that are common to most types of emergency, regardless of whether those emergencies are caused by accidents, natural hazards or man-made threats.
- **National Risk Register and National Risk Assessment** [March 2016] - this is the government's assessment of the likelihood and potential impact of a range of different civil emergency risks (including naturally and accidentally occurring hazards and malicious threats) that may directly affect the UK. It also provides information on how the UK and emergency services prepare for these emergencies and understands what capability is needed.
- **CONTEST** [July 2011] – the United Kingdom's Strategy for Countering Terrorism. There are four main work streams with Resilience and Emergency Planning leading on Protect - to strengthen our protection against a terrorist attack; and Prepare - to mitigate the impact of a terrorist attack.
- **JESIP (Joint Emergency Services Interoperability Programme)** [July 2016] – has been established to address the recommendations and findings from a number of major incident reports. JESIP complements Emergency Response and Recovery by focussing on the interoperability of the emergency services and other responder agencies in the response to an incident and incorporates the Joint Decision Model [JDM] which is common to all those involved in emergency response.
- **Strategic National Framework on Community Resilience** [October 2016] - this framework explores the role and resilience of individuals and communities before, during and after an emergency.
- **Human Aspects Guidance** [October 2016] - This guidance provides information and advice and support for stakeholders involved in planning and co-ordinating frontline

activities to address Humanitarian Assistance in response and recovery following an emergency.

This national context will continue to form our themes, priorities and objectives at a local level.

4. Northumbria Local Resilience Forum

Local Resilience Forums [LRF] are bodies which were developed under the Civil Contingencies Act 2004, to co-ordinate the actions and arrangements between Responding Bodies in the area to provide the most effective and efficient response to Civil Emergencies when they occur. The LRF is not a responder during an emergency, but has the responsibility to plan for emergencies to ensure preparedness from responders when an incident occurs. The Northumbria LRF consists of organisations and agencies involved with emergency response to enable the co-ordination of the most effective and efficient response in our communities across the Northumberland and Tyne and Wear area including Gateshead Council.

As of July 2017, Gateshead Council currently chairs and leads the Northumbria LRF Training and Exercising and Communities Groups, whilst also being Vice Chair of the LRF Tactical Business Management Group.

5. Gateshead Council Emergency Response Arrangements

The Emergency Response Process is Gateshead Council's arrangements for responding to emergency situations or a major incident. The process was endorsed by Cabinet in April 2014 and is activated in support of the Emergency Services and/or when the required response is beyond normal operational capacity. This enables the Council to adapt its response to a wide range of possible scenarios. Gateshead Council manages emergencies and incidents on a three tier approach:

- Strategic [Gold] – Chief Executive and Strategy Group supported by the Incident Control Team

- Tactical [Silver] – Incident Controllers lead the Tactical response linking in with Chief Executive and Strategy Group supported by HQ Co-Ordinators, HQ Support Officers and geographical based Site Incident Officers
- Operational [Bronze] – the Virtual Support Team (Council Services)

Gateshead Council has an Emergency Response Team [ERT] consisting of council officers from a range of different services who perform specialist roles during an emergency situation or major incident. The team consists of volunteers (at July 2017 circa 50+) prepared to respond when the need arises with the support of other Council services/officers feeding into this process when required. Care Call are the first point of contact – 24 hours a day, 7 days a week and collate and assess the key information received before contacting a member of the team who will make the decision to escalate arrangements if not already requested by the Emergency Services. Supporting the process are a suite of actions cards, protocols and flowcharts, key contacts, a SharePoint site and the Major Incident Room located within the Civic Centre.

The Incident Control Team [ICT] is responsible for the implementation of the Emergency Response Arrangements. The Incident Controller [IC] (Service Director and above) will lead the Council's tactical response during an emergency or major incident working with the ERT and is responsible for the overall decision making during the emergency or incident which may be in support of the emergency services. This ensures there is a clear link with Strategy Group, elected Members when issues require escalation for a strategic direction which may impact on the Council's reputation or affect the ability to continue to provide critical services. Partner organisations will also be contacted and informed. All decisions made maybe subject to scrutiny by a public enquiry post incident.

Gateshead Council use Resilience Direct which is a Cabinet Office secure web-based platform for the resilience community to share information amongst all emergency responders and agencies for planning, response and recovery. A mapping facility allows responders to produce and share real time maps showing cordon areas, locations of reception centres and addresses affected. The system provides a secure information-sharing platform.

6. Training and Exercising

Gateshead Council's Emergency Response Arrangements are regularly tested via real incidents and a series of exercises. Each incident or exercise is followed by a debrief process to identify areas of good practice and any lessons learned. This robust process, combined with adherence to national guidance and learning identified from others, results in a constant review process and subsequent strengthening of our response plans. The programme of extensive training, mentoring and exercising takes place to ensure the experience, knowledge and expertise of current team members is shared with all volunteers to ensure that processes, protocols and procedures are operational.

7. Council Liability

As with all organisations the Council faces exposure to a number of external and internal events that could impact on the availability of the resources needed to perform its critical functions. In addition, there could be events that affect the wider community which the Council has a duty to support.

The failure to provide a response during a Major incident or business interruption affecting availability of the Council's resources and impacting on ability to deliver critical services or an impact on a community is recognised as a key risk to the Council, and included on the Strategic Risk Register.

Any emergency or major incident, whether an accident, natural hazard or act of terrorism; could potentially affect the safety, health, welfare, security and prosperity of the people of Gateshead.

8. Emergency Response to incidents and operations

Over the last twelve months the Emergency Response Team has responded to a number of incidents and issues. As at July 2017, we have worked with our partners and communities in relation to:

- Power Outage [31 July 2017] – a power cut that affected 4 multi-storey blocks within the central area of Gateshead for a sustained period of time
- Operation Kestrel [24 July 2017] – a pre-planned Northumbria Police operation to target foreign nationals criminals operating within the Gateshead area which looked at potential victims of modern slavery, trafficking and exploitation
- Barry Street Incident [15 July 2017] – a suspect package was found within the street and an evacuation of the immediate area was undertaken.
- Grassbanks Incident [13 July 2017] - a suspect package was found within the rear of a garden shed and a cordon of the immediate area
- Avenue Road, Bensham Incident [4 July 2017] – a domestic incident involving a residential property and a cordon of the immediate area
- Bensham Court Tower Block [2 July 2017] – a communications issue that affected all community alarms and contact with Care Call for vulnerable tenants which was not operational for a period of time
- Operation Bridler [19 June 2017] - a pre-planned National Crime Agency led operation involving victims and offenders of modern slavery, trafficking and exploitation
- Jeremy Corbyn visit [5 June 2017] – a pre-planned visit by the Labour Party Leader in Performance Square on the Gateshead Quays
- Severe Weather Issues [21st to 22nd November 2016]
- Operation Border [18 October 2016] - a pre-planned police led operation involving victims and offenders of modern slavery, trafficking and exploitation
- Operation Jessop [4th October 2016] - a pre-planned police led operation involving chemical substances found in a property
- A Sink Hole on the A1 [26th to 29th June 2016]

9. Local Governance Arrangements

Within Gateshead we have well established and robust arrangements in place along with strong relationships with multi-agency partner organisations which have enabled us to respond effectively to emergencies. This includes:

The Gateshead Multi-Agency Resilience and Emergency Planning Group is a statutory partnership and include representatives from Gateshead Council, Northumbria Police, North East Ambulance Service, Tyne and Wear Fire and Rescue Service, the Environment Agency and Health partners. This group ensures that all organisations are brought together to discuss emergency preparedness, response and resilience issues, and that Gateshead is adequately prepared to respond to disruptive challenges.

The Resilience and Emergency Planning agenda sits within the Leader's Portfolio of the Council and the Corporate Resources Overview and Scrutiny Committee. Six month updates are presented to the Overview and Scrutiny Committee on progress and issues, with ad hoc reports presented to the Leader's Portfolio and other relevant portfolios as and when required.

10. Emerging Issues

The following emerging issues have increased the demand on the Resilience and Emergency Planning function:

- Increased coordination of emergency responses to incidents and issues
- Co-ordination of pre-planned operations led by the emergency services on broad range of subjects
- Coordination of responses to modern slavery, trafficking and exploitation issues
- Increased scrutiny of event plans to ensure compliance with both resilience and crowded places guidance
- Increased tension and apprehension around the terrorism agenda and events
- Ongoing work to understand the implications of an increase in the terrorism threat level

11. Vision for Strategic Resilience and Emergency Planning

The strategic vision for Resilience and Emergency Planning is 'to ensure that Gateshead is a safe and resilient place to live, work and visit'.

12. Future Focus

Within Gateshead we need to continue the work undertaken to be ready and able to deal with potential emergencies and disruptive events. This ranges from natural disasters like flooding or heavy snow to deliberate acts such as terrorism attacks, major fires or issues with modern slavery. Crises can happen suddenly or develop gradually.

The future focus for Resilience and Emergency Planning will be to continue to work in collaboration with partners and our communities to ensure that we have the robust arrangements in place to anticipate, assess, prevent, prepare, respond and recover from emergencies ensuring a resilient Gateshead.

This approach establishes the vision, which will help us to continue to develop and deliver these arrangements within our own organisation; with partner organisations; businesses; and within our communities. It has been developed to ensure that Gateshead is continuing to work within a structure that is compliant with our statutory requirements of the Civil Contingencies Act 2004, and it's associated legislation and guidance.

The focus has been on a transformational approach of mainstreaming resilience and emergency planning into the core business of Gateshead Council to ensure a more efficient and effective way of working. This has resulted in the constant review of our plans, preparations with continued training, exercising and awareness-raising not only with our own employees and chief officers within Gateshead Council, but our multi-agency partner organisations.

13. Service Key Objectives

As part of Gateshead Council's Business Planning process, overarching service key objectives have been developed to ensure there is compliance with the Civil Contingencies Act (2004) and help achieve the strategic vision:

Table 1 - Resilience and Emergency Planning Service Key Objectives

Service Key Objectives				
Objective	Measure	Target	Responsibility	Activity
Reviewing and developing strategies/plans and to co-ordinate policy in relation to Resilience, Emergency Planning and Response	<p>Effective and efficient Emergency Response Plans developed based on a risk analysis approach on emergencies and situations that could happen within Gateshead</p> <p>Assurance that there are robust arrangements to mitigate, to prepare, respond to and recover from emergencies.</p>	Ongoing	<p>Resilience and Emergency Planning Manager</p> <p>Resilience and Emergency Planning Officer</p>	<p>Implement identified gaps from the National Risk Planning Assumptions and Community Risk Register to ensure strategies, plans and policy is developed</p>
Working with a range of partner agencies to promote the Resilience, Emergency Planning and Response working with public, private, Multi-Agency and voluntary sector organisations.	<p>By continuing to work in collaboration with our partners and communities to continue to ensure that we have robust arrangements in place to mitigate, prepare for, respond to and recover from emergencies.</p>	Ongoing	<p>Service Director – Commissioning and Business Development</p> <p>Resilience and Emergency Planning Manager</p> <p>Resilience and Emergency Planning Officer</p>	<p>Continue to co-ordinate in the Multi-Agency Resilience and Emergency Planning Group</p> <p>Engagement and lead of Themed Areas within the Northumbria Local Resilience Forum [LRF]</p> <p>Vice Chair Role in the Tactical Business</p>

Service Key Objectives				
Objective	Measure	Target	Responsibility	Activity
				Management Group – LRF
Advise elected members, senior officers and partner organisations on emergency preparedness legislative changes to ensure that they are aware of policy implications	Elected members, senior officers and partner organisations are fully briefed and aware of the current emergency preparedness position	Ongoing	Resilience and Emergency Planning Manager	Attend Strategy Group, Leadership Team, Portfolio Meetings, Corporate Resources OSC and the Multi-Agency Resilience and Emergency Planning Group to present updates
Promote community resilience via the establishment of networks and engagement programmes	Resilient communities who are able to assist themselves in an emergency or major incident	Ongoing	Resilience and Emergency Planning Manager Resilience and Emergency Planning Officer	Assess risks within areas and develop Community Resilience Plans working directly with affected communities
Contribution to the creation, planning, delivery and evaluation of bespoke emergency planning training and exercising packages to multi-disciplinary staff	Competent and trained employees within all directorates and services Competent and trained Emergency Response Team volunteers	Ongoing	Resilience and Emergency Planning Manager Resilience and Emergency Planning Officer	Undertake a training needs analysis then implement a number of be-spoke training sessions to raise awareness and up-skill employees

Service Key Objectives				
Objective	Measure	Target	Responsibility	Activity
Promote Business Continuity guidance to local business and the voluntary sector	Businesses are able to recognise risks within their organisations develop plans and mitigate any risks or threats during an emergency or major disruption to their organisation	Ongoing	Resilience and Emergency Planning Officer	Attendance at the Business Breakfast Forums and engagement with local Business Forums
Incorporate examples of good practice and lessons learned from local, regional and national emergency planning/response incidents, training events and exercises	Implement any examples of good practice and lessons learned into current Emergency Response plans, protocols and arrangements	Ongoing	Resilience and Emergency Planning Manager Resilience and Emergency Planning Officer	Undertake debrief sessions following local, regional and national emergency planning/response incidents, training events and exercises
Provision of practice guidance, supervision and mentoring to staff involved in the emergency planning/response approach	Competent and trained volunteers Feedback from Emergency Response Team	Ongoing	Resilience and Emergency Planning Manager Resilience and Emergency Planning Officer	Ensure volunteers involved in the ERT are continuously supported and mentored in exercise and incidents, and receive the necessary training

14. Priorities

To continue to achieve the service key objectives at a local level the following themes and priorities have been reviewed and specific future actions updated:

Building resilient and stronger communities – engaging with businesses, the voluntary sector, partner agencies, communities and individuals to ensure they are better prepared for and able to recover from emergencies. Future actions include:

- Work with partner agencies and local communities to promote community resilience including the pilot of Community Resilience Plans
- Further develop our arrangements for sharing and mapping information about vulnerable people, the use of the Cabinet Office Resilience Direct system, the prioritisation of assistance and identification of support that needs to be provided during and after an incident
- Develop an approach to explore and utilise spontaneous volunteering in an emergency or incident situation
- Continued recruitment and engagement of Community Resilience Wardens across the borough
- Work in partnership with event organisers to promote a consistent approach to ensure compliance with both resilience and the Government's Crowded Places Guidance

Assessing Risk – identifying new hazards and threats that may affect Gateshead implementing measures that may prevent an emergency or incident occurring. Future actions include:

- Continue to identify risks and hazards throughout Gateshead and ensure that any new risks and hazards are mapped, mitigated and communicated
- Review and adapt the criteria used to assess critical services within internal business continuity planning in conjunction with the Audit and Risk Team in Corporate Resources

- Undertake work to understand the implications of an increase in the counter terrorism threat level
- Continue to protect the health of the public in relation to preventing threats arising and the assurance of appropriate responses when things go wrong

Enhancing our partnership arrangements to respond and recover – the effective response and co-ordination of arrangements in the event of an emergency or incident occurring and achieving a rapid return to normality. Future actions include:

- Continue to collaborate with council services and multi-agency partner agencies to ensure that any emerging themes and issues can be planned for and responded to
- Develop and undertake an awareness raising programmes in relation to the response provided to modern slavery, trafficking and exploitation issues, and counter terrorism issues
- Review our humanitarian assistance arrangements and continue to develop relationships with voluntary organisations and community facilities, utilising the Government’s Human Aspects Guidance
- Continue to develop the use of the Cabinet Office Resilience Direct System as a multi-agency response tool
- Further develop a coordinated approach to the recovery process following an emergency or incident

15. Quality Assurance

The strategic framework and priorities will be reviewed on an annual basis with a regular six month progress update to the Corporate Resources Overview and Scrutiny Committee.

Portfolio Holders with ad hoc reports presented to the Leader’s Portfolio and other relevant portfolios as and when required. The performance of the framework will be monitored by the Gateshead Multi-Agency Resilience and Emergency Planning Group, in conjunction with the key priorities and objectives of the LRF Business Plan 2017-2020.

A future peer challenge is to be explored to be able to benchmark with other similar responders.

TITLE OF REPORT: Case Study on Procurement of Goods and Services from Local Suppliers

REPORT OF: Mike Barker, Strategic Director, Corporate Services and Governance

Summary

To provide the Committee with a baseline of the Council's external spend that is spent with local organisations and consider further action to improve the position.

Background

1. The Council has recently approved a new Corporate Commissioning and Procurement Strategy within which a number of commitments were made to:
 - a. Work closely with our partners to make the "Gateshead Pound" go further;
 - b. Work with others to achieve maximum benefit for residents and local businesses;
 - c. Develop Gateshead as a sustainable, thriving borough.
2. The strategy also states "*the more money that is spent locally, the greater the positive impact this will have on our local economy and therefore we will prioritise the use of local organisations for low value purchases. We will also provide support where possible to enable local organisations to compete.*"
3. The attached presentation sets out the definitions currently used by the Council, activities to date that have helped local organisations to compete for Council business and an analysis of the Council's spend.

Issues the OSC might want to consider

4. The Overview and Scrutiny Committee might want to consider the current baseline of the value spent locally, how much resource should be allocated to increasing local spend, comparisons with other organisations and the current definition of local spend.

Recommendations

5. The Overview and Scrutiny Committee is requested to:
 - Consider and comment on the information provided within the presentation
 - Agree to the proposed further actions:
 - i. Officers to continue to analyse spend to classify all procurement activity;
 - ii. Further discussions to take place within Group Management Teams to identify barriers to spending locally;
 - iii. Roll out of a Community Wealth Building Model;
 - iv. Formulate and implement an action plan with targets to increase local spend
 - v. Develop closer working between Economic Development and Procurement Teams
 - Consider whether it would like to receive progress reports on local spend.

Contact: Andrea Tickner	ext 5995
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TITLE OF REPORT: Annual Work Programme

REPORT OF: Sheena Ramsey, Chief Executive
Mike Barker, Strategic Director, Corporate Services and
Governance

Summary

The report sets out the provisional work programme for Corporate Resources Overview and Scrutiny Committee for the municipal year 2017/18.

1. The Committee's provisional work programme was endorsed at the meeting held on 3 April 2017 and Councillors have agreed that further reports will be brought to future meetings to highlight current issues / identify any changes/additions to this programme.
2. Appendix 1 sets out the work programme as it currently stands. Any changes proposed to the programme will be set out in bold and italics for ease of identification.

Recommendations

3. The Committee is asked to
 - a) Note the provisional programme;
 - b) Note that further reports on the work programme will be brought to the Committee to identify any additional policy issues, which the Committee may be asked to consider.

Contact: Angela Frisby

Extension: 2138

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DRAFT Corporate Resources OSC 2017/2018	
26 June 17	<ul style="list-style-type: none"> • Constitution/role/remit • The Council Plan – Year End Assessment and Performance Delivery 2016-17 • Sickness Absence / Health of the Workforce Update • Gateshead Fund Update
4 September 17	<ul style="list-style-type: none"> • Resilience and Emergency Planning Framework - Progress Update • Case Study – Procurement of Goods and Services from Local Suppliers • OSC Work Programme
16 October 17	<ul style="list-style-type: none"> • Equalities Impact Assessments and the Council Plan – Progress Update • Implementation of Gateshead Volunteers Plan – Annual Report • Support to Voluntary and Community Sector – Progress Update • Implementation of Workforce Strategy – Progress Update • OSC Work Programme
27 November 17	<ul style="list-style-type: none"> • The Council Plan – Six Monthly Assessment of Performance and Delivery 2017-18 • Corporate Asset Management – Delivery and Performance Report • Corporate Complaints Procedure - Annual Report 2016-17 • Annual Health and Safety Performance Report • Sickness Absence / Health of the Workforce • OSC Work Programme
22 January 18	<ul style="list-style-type: none"> • Gateshead Communities Together Annual Update • Support to Voluntary and Community Sector – Progress Update • OSC Work Programme
26 February 18 (5.30pm meeting)	<ul style="list-style-type: none"> • Information Governance Report • Case Study – Welfare Reform • OSC Work Programme
16 April 18	<ul style="list-style-type: none"> • Resilience and Emergency Planning Framework - Progress Update • Freedom of Information - Annual Report 2017 • OSC Work Programme Review

Issues to Slot in

- **PSP Performance Monitoring – February 2018 (tbc)**

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