

CORPORATE RESOURCES OVERVIEW AND SCRUTINY COMMITTEE AGENDA

Monday, 27 November 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 16 October 2017.

PART A - AD HOC POLICY ISSUE

3 DCLG Consultation on Disqualification Criteria for Mayors and Councillors
(Pages 11 - 34)

Report of the Strategic Director, Corporate Services and Governance

PART B

4 The Council Plan - Six Monthly Assessment of Performance and Delivery 2017/18 (Pages 35 - 54)

Report of the Strategic Director Corporate Resources and Strategic Director, Corporate Services and Governance

5 Corporate Asset Management - Delivery and Performance Report (Pages 55 - 84)

Report of the Strategic Director, Corporate Services and Governance

6 Annual Health and Safety Performance Report (Pages 85 - 94)

Report of the Strategic Director, Corporate Services and Governance

7 Work Programme Report (Pages 95 - 98)

Report of the Chief Executive and the Strategic Director, Corporate Services and Governance

Contact: Sonia Stewart, Tel: 433 3045, email: soniatewart@gateshead.gov.uk

Date: Friday, 17 November 2017

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GATESHEAD METROPOLITAN BOROUGH COUNCIL

CORPORATE RESOURCES OVERVIEW AND SCRUTINY COMMITTEE MEETING

Monday, 16 October 2017

PRESENT: Councillor John Eagle (Chair)

Councillor(s): J Wallace, L Caffrey, M Charlton, T Graham, S Green, B Oliphant, M Ord, N Weatherley, S Ronchetti and J Kielty

APOLOGIES: Councillor(s): R Beadle, J Green, M Hall and M Henry

CR11 MINUTES

RESOLVED

- (i) That the minutes of the meeting held on 4 September 2017 be approved as a correct record.

CR12 IMPLEMENTATION OF GATESHEAD VOLUNTEERS PLAN - ANNUAL REPORT

The Committee received an update on the Volunteer Plan report. The Volunteer Plan was derived from one of the Council's Vision 2030's six big ideas – 'Gateshead Volunteers'. This will be the final update of the plan before it is refreshed for 2018.

Gateshead Volunteers seeks to achieve the following outcomes which were summarised:

- The voluntary and community sector thrives within Gateshead
- Vibrant, sustainable communities through a culture of supporting community and voluntary sector organisations in the delivery of local services
- Volunteering recognised as important in career development
- Volunteering frameworks that help volunteers develop their skills
- Gateshead known as a national leader in promoting and supporting volunteering
- Social responsibility is achieved through local businesses participating in supporting volunteers

It was explained that since the volunteer plan was launched in 2013 the number of registered volunteers has increased from 50 to 1,687. Additionally, there has been an estimated 82% increase in volunteering within Gateshead from 4,426 to 8,065. The current estimate of the number of volunteers across Council services and within the voluntary and community sector is:

- Community Links - 60
- Countryside & Environment - 500

- School Governors - 1,200
- General School Volunteers - 900
- Community Centres - 800
- Youth Offending Team - 25
- Youth Council - 30
- Children Centres - 50
- VCS Organisations and others - 1,000
- Sports - 400
- Heritage, Events & General Culture - 500
- Libraries - 800
- Employee Volunteers - 50
- Private Sector Employee Volunteers - 250
- Jewish Community - 1,500
- Total – 8,065

It was noted that there has been an increase in external organisations participating in voluntary opportunities; this has an economic investment of £123,863 being calculated for Gateshead in 2016/2017. Organisations including Virgin Media, Costa Coffee, Gateshead College and the National Citizenship Service have participated. It was also explained that the targets set for informal and formal volunteering have been achieved.

An overview of the Council's engagement with TUC and Volunteering England was provided. A joint charter entitled 'Strengthening Relations' makes it clear that volunteering is distinct from paid work. The Council's Volunteers Plan principles endorse and support this.

The Committee were advised that during Gateshead Volunteers Month (June 2017) 106,189 hours of volunteering were recorded. This equates to £1,380,457 economic value and is a 5% increase on the previous year.

It was noted from the report that in May 2014 the Gateshead Council Employees Volunteering Policy was refreshed enabling employees to request up to 15 hours paid time to volunteer in Gateshead over a 12 month period. This needs to be matched by at least 15 hours pro rata of employees own time. Currently there are 60 employees registered as volunteers although it was also noted this figure is likely to be higher due to underreporting.

A summary of Environmental 'Friends of' Groups was given. Throughout Gateshead there are a number of different Friends of Groups that support the community and enable them to form informal 'Friends of' groups to support with the maintenance and upkeep of Gateshead's open spaces and parks. It was advised that lessons have been learned around the necessity for public liability insurance for these groups and a procedure has been established to enable 'Friends of' groups to receive tailored support around tasks within designated open spaces.

The Committee were updated on the joint work between Neighbourhood Management & Volunteering and students from Northumbria University. Four students from the University formed a consultancy as part of a project for their

Master's Degrees. The consultancy was tasked with identifying improvements needed to the volunteer recruitment process. The main findings from the report concluded that the current volunteer recruitment process has some issues including:

- Being outdated (being first implemented in 2013)
- Is unable to deal with the fast flowing increase of volunteers
- Will be unsustainable in the current format
- Putting administration pressures on the one officer supporting the process

The main improvement identified was for the current process to move to an online platform; this will be developed in partnership with Open Lab at Newcastle University.

Future actions identified in the delivery of the Volunteers Plan are:

- Create a new Volunteers Plan
- Create a new management system to record volunteers, employee volunteers and volunteer hours contributed by voluntary groups as well as Council services, are collated in one location in partnership with Newcastle University
- Continue promotion of the Employee Volunteering Scheme
- Identify opportunities for group volunteering projects for teams
- Explore arrangements for joint working with other agencies and external organisations
- Consider how volunteers can add further value to current services provided by Gateshead Council
- Continue to develop and promote the corporate volunteer opportunities
- Continue to provide lead support for volunteering with the Voluntary & Community sector as well as for council service projects and roles
- Develop closer working relationships with Trade Unions regarding the creation of further volunteering opportunities

It was asked if the new online system would allow local organisations to register and source volunteers for their projects; the committee were advised this would be possible as well as matching individuals to organisations with volunteering opportunities. It was also noted that the new website would sit separate to Gateshead Council's website however a link would be provided via the main site.

A question was raised about the potential cost of developing and running the new website. It was explained that there would be no cost to the Council for developing the website due to the partnership with Newcastle University and that the cost for the maintenance of the website would be low. More detailed information regarding cost will be provided to the Committee when it is established.

A comment was made that many residents who volunteer within Gateshead are individuals or groups who chose to volunteer off their own backs. It was noted that registering as a volunteer via Gateshead Council was not a prerequisite however in doing so individuals and groups can be appropriately vetted and supported in the voluntary activities they chose to undertake. The Committee were advised that there are focus groups planned as to how best to develop this scheme with the University.

A concern around the safeguarding of individuals and organisations was raised. It was noted that appropriate safeguards should be put in place for the new system to protect those who are registered by ensuring that opportunities listed and the individuals registered are genuine and safe.

RESOLVED

- (i) That the comments on the progress of the implementation of the Volunteers Plan are noted.
- (ii) That the future actions identified in the delivery of the Volunteers Plan are considered.

CR13 SUPPORT OF VOLUNTARY AND COMMUNITY SECTOR - PROGRESS UPDATE

The Committee received an update report and presentation on the ongoing partnership working between Gateshead Council and the Newcastle Voluntary Service (NCSV).

In April 2016 Council agreed to enter into an agreement with NCSV for the provision of support, development, networking and representation to the voluntary and community sector in Gateshead. The agreement with NCSV was extended from March 2017 to September 2017.

Cabinet will be asked on 17th October 2017 to agree to a further extension to the agreement until 31st March 2018 to allow a joint procurement exercise to take place with Newcastle City Council.

Since April 2017, 102 groups have been engaged with 35 groups being provided with funding advice.

CVS are offering support via several projects and schemes including:

- SkillsBridge
- HAREF (Health and Race Equality Forum)
- Attended Gateshead Diversity Forum
- Building a Stronger Britain Together
- Well Newcastle Gateshead (BSC)
- Engagement with senior leaders around health, crime/safety and arts

The NCSV expressed that they would like to continue work with Gateshead. It was noted that the support that NCSV have provided to organisations has been valuable and feedback was positive. It was noted that the grant application process can be complex for organisations and often requires someone with specialist knowledge

and experience, this support has been provided by NCVS. Additional thanks were given to NCVS for the support provided at the Birtley Hub and the Elgin Centre in Deckham.

RESOLVED

- (i) That the Committee note the information provided.
- (ii) The Committee commented positively on the report with reference to the performance and activities delivered by Newcastle CVS.

CR14 IMPLEMENTATION OF WORKFORCE STRATEGY - PROGRESS UPDATE

An update on the implementation of the Workforce Plan was provided to the Committee.

The plan was devised and implemented in 2015 with the aim of ensuring the workforce are able to support the delivery of the sustained transformation to achieve the services residents want and need. It was highlighted that it is important for staff and management to be equipped with the right skills to do their jobs both now and in the future.

An issue that was highlighted from recent employee surveys suggests that management across the Council is unfair and inconsistent. To remedy this mandatory training has been implemented for managers to attend in recruitment and selection, dealing with capability and competency issues, undertaking an investigation and sickness absence. To date around $\frac{1}{3}$ of managers have attended.

The committee were advised that the employee survey in 2016 highlighted that only 47% of employees across the Council had an A&D in the 6 months prior to the survey and that underperformance going unaddressed was affecting morale. To improve this, the A&D and the competency framework have been revised and simplified.

The new A&D process was rolled out in April 2017 with an initial deadline for completion by the end of June 2017. It has become clear this deadline was a struggle for managers to achieve so this was extended to the end of August 2017. Recent figures show around 53% of A&Ds have been completed – feedback for this shortfall suggests that many of the outstanding A&Ds belong to staff who are on long term sick, are new staff or are staff in the process of leaving the Council's employment. It was noted that a new task and finish group would be established to look at the ongoing implementation of the new A&D process. The Committee were advised that the new performance rating tool on the new A&D process is likely to be implemented from January 2019.

An update on the Talent Management element of the Workforce Plan was provided. A priority of the plan is that all employees have the opportunity to learn and develop. It was noted that managers should be having conversations with staff to discuss the learning and development opportunities available to them. Service Directors from each group have been appointed Talent Management champions and will be

responsible for ensuring that talent management is embedded within their service.

A summary of the apprenticeships system which took effect from April 2017 was provided. The apprenticeship system includes the introduction of the apprenticeship levy, the introduction of the public sector apprenticeship target and the new apprenticeships standards. The committee were advised that work has been undertaken to scope out the current and future demand for apprenticeships within the Council and that to meet the target the Council is required to start 2.3% of the workforce on an apprenticeship annually.

A review of the Council's employee recognition policy was provided. From the report it was noted that the Council wants to ensure there is a culture of recognition where employees are praised for the good things they are doing. Employee recognition can be provided both formally and informally and employees are to be consulted on what and how recognition tools should be used.

The issue of Low Pay was highlighted from the report. Further changes will be implemented following the outcome of the 2018-2019 pay negotiations.

A question was asked about the use of the A&D process with regards to manual workers such as refuse collectors and how targets can be set for these roles. It was advised that work with service directors in these areas has taken place to simplify the A&D process so that it can be applied to manual roles.

A comment about the importance of employee recognition was made; a question around how Members can provide feedback on behalf of constituents was asked. This feedback can be provided directly to service directors or via the Council's Have Your Say compliments and complaints process.

A concern around the feedback from the employee survey highlighting inconstant management was noted. It was highlighted again that this feedback is being logged and that the mandatory training for managers is being rolled out. It was also noted that service specific bespoke training is also being made available for managers.

A question about offering financial incentives for staff was asked. In answering, it was noted that nothing is being ruled out at present and that the Council are looking at a range of benefits to offer.

It was asked what the performance ratings within the A&D are, these were confirmed as: Exceeded, Achieved, Partially Achieved and Not Achieved. It was noted that no employee should be attending their A&D and be surprised with their rating – it is expected that most employees will be given an 'Achieved' rating.

It was asked about the age range of apprentices the Council hopes to attract. This information was not available however the Committee were advised that the Council is not focussed on any specific age and hopes to attract apprentices of all ages, particularly through the use of the apprenticeship levy.

RESOLVED

- (i) That the comments of the Committee on the Workforce Plan and its effectiveness be noted.
- (ii) That the Committee consider further updates on the progress on an annual basis.

CR15 WORK PROGRAMME

The Committee received the 2017/18 work programme for information.

RESOLVED

- (i) That Committee noted the provisional programme.
- (ii) That Committee noted 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.

Chair.....

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CORPORATE RESOURCES
OVERVIEW AND SCRUTINY
COMMITTEE
27 November 2017

TITLE OF REPORT: Response to DCLG consultation about disqualification criteria for elected members

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

Summary

The purpose of this report is to invite comments from OSC about the six questions posed in the consultation, about what the disqualification criteria for Councillors and Mayors should be. In particular, should it extend further than statute currently permits to include new criteria?

Background

Councillors and Mayors take strategic decisions that affect all of our lives. They decide how best to use taxpayers money and manage local authority resources, including property, land and assets. They also have a leading role to play in building and preserving a society where the rights and freedoms of individuals are respected. They should be community champions . It is therefore vital that they have the trust and respect of the electorate.

Councillors have to abide by a Code of Conduct containing the Nolan principles. which are the basis of the ethical standards expected of public office holders.

Currently under Section 80 of the Local Government Act 1972, paragraph 9 of schedule 5B to the Local Democracy, Economic Development and Construction Act 2009 and Section 21 of the Greater London Authority Act 1999, Councillors and Mayors can be disqualified if :-

- They are employed by the authority
- They are subject to bankruptcy restrictions or interim bankruptcy restrictions, or a debt relief order or interim debt relief restrictions order under the Insolvency Act 1986.
- Within five years before the day of election or since election have been convicted in the UK , Channel islands or Isle of Man any offence and have had passed on them a sentence of imprisonment (whether or not suspended) for a period of not less than three months.

- They are disqualified under Part III of the Representation of the People Act 1983 (this relates to offences of electoral fraud i.e a candidate bribing someone to vote for them)
- They are employed under the direction of various local authority committees, boards or the Greater London Authority
- They are a teacher in a school maintained by the local authority

Proposals

The Government is seeking views about extending the reasons for disqualification to cover two main areas – sexual offences and anti social behaviour.

Sexual Offences

In relation to sexual offences the proposal is that people who are subject to sex offender notification requirements, (i.e are required to be on the sex offenders register), should be disqualified for so long as they remain on the register.

The table below, taken from the Sexual Offences Act 2003 specifies how long someone remains on the register for:-

Where the (adult) offender is:	The notification period is:
Sentenced to imprisonment for life or to a term of 30 months or more	An indefinite period
Detained in a hospital subject to a restriction order	An indefinite period
Sentenced to imprisonment for more than 6 months but less than 30 months	10 years
Sentenced to imprisonment for 6 months or less	7 years
Detained in a hospital without being subject to a restriction order	7 years
Cautioned	2 years
Conditional Discharge	The period of the discharge
Any other description (i.e fine or community sentence)	5 years

By contrast the Government is also proposing that individuals who are subject to a Sexual Risk Order **should not** be disqualified from standing.

Sexual Harm Prevention Orders and Sexual Risk Orders (SRO), were introduced by the Anti-Social Behaviour, Crime and Policing Act 2014 (amending this provision in the Sexual Offences Act 2003) and came into force in March 2015. They replaced the previous Sexual Offences Prevention Orders. The SRO is a civil order which can be sought by the police against an

individual who has not been convicted or cautioned for a sexual offence but who is nevertheless thought by the police to pose a risk of harm. The Home office Guidance suggests a risk assessment should include “*behaviour that is not wrong by itself but may become so because of the intentions*”.

In order to impose such an Order, the Court needs to be satisfied that the Order is necessary for protecting the public from sexual harm, thus lowering the old test of “*serious sexual harm*”. The Police set out the conditions required and, if granted, these Orders can prohibit the subject from doing anything described in the order, from foreign travel and internet use, to, alerting a prospective partner of an individual’s sexual past and interests. Prohibitions contained in a Sexual Risk Order cannot last for less than 2 years and can be indefinite until a further Order is made. Failure to comply with an Order is a criminal offence, punished with a fine or imprisonment of up to 5 years.

By way of example, a man was acquitted of a charge of Rape but was then made subject to a Sexual Risk Order on application by the Police which required him to tell them of his movements and of any relationship he proposed to enter into.

Anti-social Behaviour

The Government is also seeking views about whether people who are or have been subject to a range of antisocial behavior enforcement methods should be disqualified from standing as an elected member.

Under the Antisocial Behaviour Crime and Policing Act 2014 the following enforcement methods can be employed to tackle ASB by individuals:-

Community Protection Notice	Can be given to anyone over 16 or to businesses or organisations once a warning letter has been given to stop behaviour that is unreasonable and of a continuing nature and have a detrimental effect on the quality of life on those in the locality
Civil Injunction	Can be given to anyone over the age of 10 if the court is satisfied that the person has engaged or threatened to engage in ASB and the court considers it just and convenient to do so
Criminal Behaviour Order	Can be given on conviction to tackle persistent ASB
Dispersal Power	Flexible power which police can use in a range of situations to provide immediate short term respite to a

	local community
Community Protection Notice	Designed to deal with particular problems which negatively affect a community's quality of life. Can be issued to anyone over 16 or to organisations or businesses. Have to serve a warning letter first then a notice. breach can be dealt with by a fixed penalty notice or prosecution.
Public Spaces Protection Order	Designed to deal with anti-social behaviour in a public place – breach dealt with by an Fixed Penalty Notice or can be prosecuted
Closure Power	A fast flexible way to provide immediate relief to victims of anti – social behaviour , can be used to quickly close the whole of a premises

The questions the Consultation seeks answers to are listed in Appendix 1

Please find below the website address to access the consultation document:-

<https://www.gov.uk/government/consultations/disqualification-criteria-for-councillors-and-mayors>

Recommendations

1. The views of the OSC are sought on what the appropriate response to the consultation questions in Appendix 1 should be

Contact: Tanya Rossington, ext 2192

Appendix 1

1. Do you agree that an individual who is subject to the notification requirements set out in the Sexual Offenders Act 2003 should be prohibited from standing for election or holding office?
2. Do you agree that an individual who is subject to a Sexual Risk order should not be prohibited from standing for election?
3. Do you agree that an individual who has been issued with a Civil injunction or a criminal behaviour order should be prohibited from standing for election or holding office as a member of a local authority, Mayor of a combined authority or member of the London assembly or London Mayor?
4. Do you agree that being subject to a civil injunction or criminal behaviour order should be the only antisocial behaviour reasons why an individual should be prohibited from standing for election?
5. Do you consider that the proposal set out in this consultation paper will have an effect on local authorities discharging their public sector Equality Act duty?
6. Do you have any further views about the proposals set out in this consultation paper?

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Department for
Communities and
Local Government

Disqualification criteria for Councillors and Mayors

Consultation on updating disqualification criteria for local authority members



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Department for Communities and Local Government
Fry Building
2 Marsham Street
London
SW1P 4TF
Telephone: 030 3444 0000

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Scope of the consultation

A consultation paper issued by the Department for Communities and Local Government on behalf of the Secretary of State

Topic of this consultation:	This consultation paper sets out the government's proposals for updating the criteria disqualifying individuals from standing for, or holding office as, a local authority member, directly-elected mayor or member of the London Assembly.
Scope of this consultation:	<p>The Department for Communities and Local Government is consulting on proposals to update the criteria disqualifying individuals from standing for, or holding office as, a local authority member, directly-elected mayor or member of the London Assembly, if they are subject to:</p> <ul style="list-style-type: none">• the notification requirements set out in the Sexual Offences Act 2003 (commonly referred to as 'being on the sex offenders register');• a civil injunction granted under section 1 of the Anti-social Behaviour, Crime and Policing Act 2014; or• a Criminal Behaviour Order made under section 22 of the Anti-social Behaviour, Crime and Policing Act 2014. <p>Any changes to the disqualification criteria would require changes to primary legislation, in particular the Local Government Act 1972, the Local Democracy, Economic Development and Construction Act 2009, and the Greater London Authority Act 1999.</p> <p>The proposed changes would not act retrospectively.</p>
Geographical scope:	The proposals in this consultation paper apply to certain authorities in England, including local authorities, combined authorities and the Greater London Authority. They do <u>not</u> apply to authorities in Wales, Scotland or Northern Ireland.
Impact Assessment:	No impact assessment has been produced for this consultation.

Basic Information

To:	This consultation is open to everyone. We particularly seek the views of individual members of the public, prospective and current councillors and those bodies that represent the interests of local authorities and councillors at all levels.
Body responsible for the consultation:	The Local Government Stewardship Division in the Department for Communities and Local Government is responsible for conducting the consultation.
Duration:	The consultation will begin on Monday 18 September 2017. The consultation will run for 12 weeks and will close on Friday 8 December 2017. All responses should be received by no later than 5pm on Friday 8 December 2017.
Enquiries:	<p>If you have any enquiries, please contact:</p> <p>Stuart Young email: stuart.young@communities.gsi.gov.uk</p> <p>DCLG Tel: 0303 44 40000</p> <p>How to respond:</p> <p>Please respond by email to: Section80consultation@communities.gsi.gov.uk</p> <p>Alternatively, please send postal responses to:</p> <p>Stuart Young Department for Communities and Local Government 2nd Floor, NE, Fry Building 2 Marsham Street London SW1P 4DF</p> <p>Responses should be received by 5pm on Friday 8 December 2017.</p>
How to respond:	You can respond by email or by post. When responding, please make it clear which questions you are responding to. When you reply it would be very useful if you could confirm whether you are replying as an individual or submitting an

official response on behalf of an organisation, and include:

- your name
- your position (if applicable)
- the name and address of your organisation (if applicable)
- an address, and
- an email address (if you have one)

Introduction

1. Local authority members (i.e. councillors), mayors of combined authorities, members of the Greater London Assembly and the London Mayor take strategic decisions that affect all our lives. They decide how best to use taxpayers' money and manage local authority resources, including property, land and assets. They also have a leading role to play in building and preserving a society where the rights and freedoms of individuals are respected. They should be community champions. It is vital, therefore, that they have the trust of the electorate.
2. The Government considers that there should be consequences where councillors, mayors and London Assembly members fall short of the behaviour expected of anyone in a free, inclusive and tolerant society that respects individuals and society generally, and where this has led to enforcement action against an individual.
3. Existing legislation prevents individuals standing, or holding office, as a local authority member, London Assembly member or directly-elected mayor if they have, within five years of the day of the election, or since their election, been convicted in the UK, Channel Islands or Isle of Man of any offence and have received a sentence of imprisonment, suspended or not, for a period of not less than three months without the option of a fine.
4. The Government considers that the law should be updated to reflect new options which exist to protect the public and address unlawful and unacceptable behaviour.
5. This consultation proposes updating the disqualification criteria in section 80 of the Local Government Act 1972, paragraph 9 of schedule 5B to the Local Democracy, Economic Development and Construction Act 2009, and section 21 of the Greater London Authority Act 1999 to prohibit those subject to the notification requirements (commonly referred to as 'being on the sex offenders register') and those subject to certain anti-social behaviour sanctions from being local authority members, London Assembly members or directly-elected mayors.
6. This consultation does not propose changing the disqualification criteria for Police and Crime Commissioners (PCCs). For the purposes of this consultation, 'local authority member' also extends to directly-elected mayors and co-opted members of authorities, and 'local authority' means:
 - a county council
 - a district council
 - a London Borough council
 - a parish council

The disqualification criteria in section 80 of the Local Government Act 1972, paragraph 9 of schedule 5B to the Local Democracy, Economic Development and Construction Act 2009, and section 21 of the Greater London Authority Act 1999 do not cover the Council of the Isles of Scilly or the Common Council of the City of

London. Therefore, the proposals in this consultation do not extend to these councils.

The Current Disqualification Criteria

7. Under section 80 of the Local Government Act 1972, a person is disqualified from standing as a candidate or being a member of a local authority, if they:
 - are employed by the local authority;
 - are employed by a company which is under the control of the local authority;
 - are subject to bankruptcy orders;
 - have, within 5 years before being elected, or at any time since being elected, been convicted in the UK, Channel Islands or Isle of Man of any offence and have received a sentence of imprisonment (suspended or not) for a period of not less than three months without the option of a fine;
 - are disqualified under Part III of the Representation of the People Act 1983;
 - are employed under the direction of various local authority committees, boards or the Greater London Authority; or
 - are a teacher in a school maintained by the local authority.
8. Paragraph 9 of schedule 5B to the Local Democracy, Economic Development and Construction Act 2009 sets out the criteria on disqualification from standing as, or being, a directly-elected mayor of a combined authority. A person is disqualified from being elected or holding office as the mayor of a combined authority if they:
 - hold any paid office or employment (other than the office of mayor or deputy mayor), including any appointments or elections made by or on behalf of the combined authority or any of the constituent councils of the combined authority;
 - are subject to bankruptcy orders;
 - have, within 5 years before being elected, or at any time since being elected, been convicted in the UK, Channel Islands or Isle of Man of any offence and have received a sentence of imprisonment (suspended or not) for a period of not less than three months without the option of a fine; or
 - is disqualified for being elected or for being a member of a constituent council under Part 3 of the Representation of the People Act 1983.
9. Section 21 of the Greater London Authority Act 1999 disqualifies someone from being the Mayor or an Assembly member if they:
 - are a member of staff of the Authority;
 - hold an office that disqualifies the holder from being Mayor or an Assembly member;
 - are subject to bankruptcy orders are bankrupt or have made a composition agreement with creditors;
 - have, within 5 years before being elected, or at any time since being elected, been convicted in the UK, Channel Islands or Isle of Man of any offence and have received a sentence of imprisonment (suspended or not) for a period of not less than three months without the option of a fine;
 - are disqualified under section 85A or Part III of the Representation of the People Act 1983 from being the Mayor or an Assembly member; or

- are a paid officer of a London borough council who is employed under the direction of:
 - a council committee or sub-committee whose membership includes the Mayor or someone appointed on the nomination of the Authority;
 - a joint committee whose membership includes a member appointed on the nomination of the council and a member appointed on the nomination of the Authority;
 - the council executive, or one of its committees, whose membership includes the Mayor or someone appointed on the nomination of the Authority;
 - a member of the council's executive who is the Mayor or someone appointed on the nomination of the Authority.

Sexual Offences

10. The Government considers that anyone who is subject to sex offender notification requirements, commonly referred to as 'being on the sex offenders register', should be barred from standing for election, or holding office, as a local authority member, directly-elected mayor or member of the London Assembly. The period of time for which they would be barred would end once they were no longer subject to these notification requirements.
11. An individual can become subject to notification requirements by committing certain criminal acts or being issued with certain types of civil order:
- Being subject to sex offender notification requirements is an automatic consequence of being cautioned or convicted of a sexual offence listed in Schedule 3 of the Sexual Offences Act 2003 (see: <http://www.legislation.gov.uk/ukpga/2003/42/schedule/3>).
 - Sexual Harm Prevention Orders are civil orders intended to protect the public from offenders convicted of a sexual or violent offence who pose a risk of sexual harm to the public by placing restrictions on their behaviour. Offenders who are subject to Sexual Harm Prevention Orders become subject to notification requirements.
 - Notification Orders are civil orders intended to protect the public in the UK from the risks posed by sex offenders who have been convicted, cautioned, warned or reprimanded for sexual offences committed overseas. Such offenders may be British or foreign nationals convicted, cautioned etc. abroad of a relevant offence. Offenders who are subject to Notification Orders become subject to notification requirements.
12. The duration of the notification requirement period (i.e. how long a person is on the sex offenders register) is set out in the Sexual Offences Act 2003 and in the table below. The courts have no discretion over this.

Where the (adult) offender is:	The notification period is:
Sentenced to imprisonment for life or to a term of 30 months or more	An indefinite period
Detained in a hospital subject to a restriction order	An indefinite period
Sentenced to imprisonment for more than 6 months but less than 30 months imprisonment	10 years
Sentenced to imprisonment for 6 months or less	7 years
Detained in a hospital without being subject to a restriction order	7 years
Cautioned	2 years

Conditional discharge	The period of the conditional discharge
Any other description (i.e. community sentence, fine)	5 years

These periods are halved for offenders who are under 18 on the date of the caution, conviction or finding, as defined within the 2003 Act.

13. Offenders who are subject to the notification requirements must notify the police of (amongst other things) their: name, date of birth, national insurance number, home address, passport number, bank account and credit card details. They must do this annually, any time the details change or when they travel abroad. They must also notify the police when they stay or reside with a child for more than 12 hours.
14. Further information on the Sexual Offences Act 2003 can be found at:
<https://www.gov.uk/government/publications/guidance-on-part-2-of-the-sexual-offences-act-2003>.
15. The Government does not propose including another type of civil order, the Sexual Risk Order, as this person would not have been convicted or cautioned of a sexual offence under the Sexual Offences Act 2003 and are not subject to notification requirements for registered sex offenders. A Sexual Risk Order does require the individual to notify to the police their name and their home address. A Sexual Risk Order can be sought by the police against an individual who has not been convicted, cautioned etc. of an offence under Schedule 3 or Schedule 5 of the 2003 Act but who is nevertheless thought to pose a risk of harm to the public in the UK and/or children or vulnerable adults abroad.

Q1. Do you agree that an individual who is subject to the notification requirements set out in the Sexual Offences Act 2003 (i.e. who is on the sex offenders register) should be prohibited from standing for election, or holding office, as a member of a local authority, mayor of a combined authority, member of the London Assembly or London Mayor?

Q2. Do you agree that an individual who is subject to a Sexual Risk Order should not be prohibited from standing for election, or holding office, as a member of a local authority, mayor of a combined authority, member of the London Assembly or London Mayor?

Anti-Social Behaviour

16. Anti-social behaviour blights people's lives and can leave victims feeling powerless. These are a range of powers to the courts, police and local authorities to tackle the problems in the table below.
17. The Government considers that an individual who is subject to an anti-social behaviour sanction that has been issued by the court, i.e. a Civil Injunction or a Criminal Behaviour Order, should be barred from standing for election, or holding office, as a local authority member, directly-elected mayor or member of the London Assembly. The period of time for which they would be barred would end once they were no longer subject to the injunction or Order.

Anti-Social Behaviour (ASB) Powers

Type	Power	Description
Issued by the court to deal with individuals	Civil Injunction	A civil order with a civil burden of proof. The injunction can include both prohibitions and positive requirements to tackle the underlying causes of the behaviour. Applications can be made by police, councils, social landlords, Transport for London, Environment Agency, Natural Resources Wales and NHS Protect.
	Criminal Behaviour Order	A court order available on conviction. The order can be issued by any criminal court against a person who has been convicted of an offence. It is aimed at tackling the most persistently anti-social individuals who are also engaged in criminal activity. The order can include both prohibitions and positive requirements. Applications are made by the prosecution, in most cases by the Crown Prosecution Service, either at its own initiative or following a request from the police or council.
Used by the police to move problem groups or individuals on	Dispersal Power	A flexible power which the police can use in a range of situations to disperse anti-social individuals and provide immediate short-term respite to a local community. It allows the police to deal instantly with someone's behaviour and prevent it escalating. The use of the power must be authorised by an officer of at least inspector rank, to be used in a specific locality for up to 48 hours or on a case by case basis. This is to ensure that the power is used fairly and proportionately and only in circumstances in which it is necessary.

Issued by councils, the police and social landlords to deal with problem places	Community Protection Notice	A notice designed to deal with particular problems which negatively affect the community's quality of life. The Notice can be issued to anyone aged 16 or over, businesses or organisations. This is a two-stage power and a written warning has to be issued first. Failure to stop the behaviour or take action to rectify the problem would lead to the notice being issued. The power can be used by councils, police and social landlords (if designated by the council).
	Public Spaces Protection Order	Designed to deal with anti-social behaviour in a public place and apply restrictions to how that public space can be used to stop or prevent anti-social behaviour. The order is issued by the council. Before the order can be made, the council must consult with the police and whatever community representatives they think appropriate, including regular users of the public space. Before the order is made the council must also publish the draft order.
	Closure Power	A fast and flexible two-stage power. Can be used to quickly close premises which are being used, or likely to be used, to commit nuisance or disorder, including residential, business and licensed premises. The police and councils are able to issue Closure Notices for up to 48 hours and the courts are able to issue Closure Orders for up to six months if satisfied that the legal tests have been met. Following the issue of a Closure Notice, an application must be made to the magistrates' court for a closure order.

Q3. Do you agree that an individual who has been issued with a Civil Injunction (made under section 1 of the Anti-social Behaviour, Crime and Policing Act 2014) or a Criminal Behaviour Order (made under section 22 of the Anti-social Behaviour, Crime and Policing Act 2014) should be prohibited from standing for election, or holding office, as a member of a local authority, mayor of a combined authority, member of the London Assembly or London Mayor?

Q4. Do you agree that being subject to a Civil Injunction or a Criminal Behaviour Order should be the only anti-social behaviour-related reasons why an individual should be prohibited from standing for election, or holding office, as a member of a local authority, mayor of a combined authority, member of the London Assembly or London Mayor?

Retrospection

18. Legislation does not generally apply retrospectively, the principle being that the law should operate in a clear and certain manner and the public is entitled to know the state of the law at a particular time.
19. The proposals in this consultation would not apply retrospectively, i.e. any incumbent local authority member, directly-elected mayor or member of the London Assembly, who is on the sex offenders register or subject to a Civil Injunction or Criminal Behaviour Order at the time the changes come into force would not be affected.
20. Such individuals would of course be prevented from standing for re-election after the changes came into force.

Questions

Q1. Do you agree that an individual who is subject to the notification requirements set out in the Sexual Offences Act 2003 (i.e. is on the sex offenders register) should be prohibited from standing for election, or holding office, as a member of a local authority, mayor of a combined authority, member of the London Assembly or London Mayor?

Q2. Do you agree that an individual who is subject to a Sexual Risk Order should not be prohibited from standing for election, or holding office, as a member of a local authority, mayor of a combined authority, member of the London Assembly or the London Mayor?

Q3. Do you agree that an individual who has been issued with a Civil Injunction (made under section 1 of the Anti-social Behaviour, Crime and Policing Act 2014) or a Criminal Behaviour Order (made under section 22 of the Anti-social Behaviour, Crime and Policing Act 2014) should be prohibited from standing for election, or holding office, as a member of a local authority, mayor of a combined authority, member of the London Assembly or London Mayor?

Q4. Do you agree that being subject to a Civil Injunction or a Criminal Behaviour Order should be the only anti-social behaviour-related reasons why an individual should be prohibited from standing for election, or holding office, as a member of a local authority, mayor of a combined authority, member of the London Assembly or London Mayor?

Q5. Do you consider that the proposals set out in this consultation paper will have an effect on local authorities discharging their Public Sector Equality Duties under the Equality Act 2010?

Q6. Do you have any further views about the proposals set out in this consultation paper?

About this consultation

This consultation document and consultation process have been planned to adhere to the Consultation Principles issued by the Cabinet Office.

Representative groups are asked to give a summary of the people and organisations they represent, and where relevant who else they have consulted in reaching their conclusions when they respond.

Information provided in response to this consultation, including personal information, may be published or disclosed in accordance with the access to information regimes (these are primarily the Freedom of Information Act 2000 (FOIA), the Data Protection Act 1998 (DPA) and the Environmental Information Regulations 2004).

If you want the information that you provide to be treated as confidential, please be aware that, under the FOIA, there is a statutory Code of Practice with which public authorities must comply and which deals, amongst other things, with obligations of confidence. In view of this it would be helpful if you could explain to us why you regard the information you have provided as confidential. If we receive a request for disclosure of the information we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances. An automatic confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding on the Department.

The Department for Communities and Local Government will process your personal data in accordance with DPA and in the majority of circumstances this will mean that your personal data will not be disclosed to third parties.

Individual responses will not be acknowledged unless specifically requested.

Your opinions are valuable to us. Thank you for taking the time to read this document and respond.

Are you satisfied that this consultation has followed the Consultation Principles? If not or you have any other observations about how we can improve the process please contact us via the [complaints procedure](#).

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TITLE OF REPORT: The Council Plan – Six month assessment of performance and delivery 2017/2018

REPORT OF: Sheena Ramsey, Chief Executive
Darren Collins, Strategic Director, Corporate Resources
Mike Barker, Strategic Director, Corporate Services & Governance

SUMMARY

This report provides the six month assessment of performance and delivery for the period April to September 2017 in relation to the Council Plan 2015-2020.

Background

1. The report forms part of the Council's performance management framework and gives an overview of progress for the priorities appropriate to the remit of Corporate Resources Overview and Scrutiny Committee (OSC).
2. The Council Plan 2015-2020 was approved by Cabinet on the 14 July 2015, to enable the Council, along with partners, to be better placed to achieve positive outcomes for the people of Gateshead and deliver the ambition of Vision 2030.
3. Gateshead's Sustainable Community Strategy Vision 2030 was also refreshed and approved by Cabinet on 3 November 2015.

2020 Target Setting

4. As part of the Council's performance management framework, five year targets were replaced with a single 2020 target with strategic indicators identified as either target or tracker indicators. These targets were approved by Cabinet on 12 July 2016.

Delivery and Performance

5. This report sets out the achievements, key actions for the next six months as well as areas that require improvement in relation to corporate performance.
6. Where performance is available at the six month stage for relevant strategic indicators relating to this OSC, this has also been provided.

Recommendation

7. It is recommended that the Corporate Resources Overview and Scrutiny Committee:
 - (i) consider whether the activities undertaken during April 2016 to September 2016 are achieving the desired outcomes in the Council Plan 2015-2020;
 - (ii) provide their views on whether the Council should cease monitoring the impact of the five budget proposals listed in paragraph 33 of the report;
 - (iii) agree that the report be referred to Cabinet on 24 January 2017, with the recommendations from this Committee for their consideration.

Contact: Marisa Jobling

Ext: 2099

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Corporate Resources Overview & Scrutiny Committee

Delivery & Performance – Six Month update 2017/18

27 November 2017

Overview and Scrutiny Committee:

Corporate Resources

Chair:

Councillor John Eagle

Vice Chairs:

Councillor Stephen Ronchetti

Councillor Jonathan Wallace

OSC Role and Remit

- The management of the Council's financial, human and physical resources
 - Support for the democratic process;
 - The involvement of local people and communities of Gateshead in the work of the Council
 - Capacity building in communities, volunteering and resilience
 - Matters relating to the Council's relationship with Gateshead Voluntary Organisations Council including the Gateshead Offer;
 - Social inclusion, equalities and diversity; and
 - The Council's arrangements for securing efficiency and money; and the development and operation of the Council's procurement strategy.
-

SUMMARY

This report provides a summary of Council performance for the first six month period (April – September) of the 2017/18 financial year against the role and remit of this Committee, in line with the Council Plan 2015-2020.

Six of the ten indicators can be measured at the six month stage and most are showing improvement at this point.

Our Achievements

- In preparation for the change in statutory deadline, the [Statement of Accounts](#) was finalised by 31 July 2017 which is two months earlier than we have historically completed this.
- The Council has implemented new arrangements to promote and advance a strengthened strategic approach to trading and commercialisation across the Council.
- Throughout June 2017, 106,189 hours were recorded on the volunteer totaliser which equates to £1,380,457 economic value.

Areas of focus over the next 6 months

- Preparing to deliver a balanced budget with the challenge of an estimated funding gap of £41.9 million over the next two years.
- To deliver a new version of www.gateshead.gov.uk by April 2018 as well as a new improved way to report fly tipping online and an appointment booking system for the Registrars Service.
- Developing a new approach to employee recognition both formally and informally.
- Lead on a joint procurement exercise with Newcastle City Council to secure an infrastructure support service for the VCS across both authorities.

Areas for improvement

- The speed of processing housing benefit claims has been largely impacted by the preparations for the rollout of Universal Credit full service in Gateshead.
- Analyse the employee health needs assessment to understand and provide support to employees to improve the rate of sickness absence.

Corporate Resources Strategic Indicators

PERFORMANCE AT A GLANCE

Strategic Indicator		Year End		Six Month		Trend	Target
		2015/16	2016/17	2016/17	2017/18		
Maximising Growth:							
CP1	% of Council Tax collected that was due to be paid	Higher is better	95.6%	95.8%	53.8%	54%	 96.6%
CP2	% of Business Rates collected	Higher is better	97.6%	97.3%	55%	56.5%	 97%
CP3	% of undisputed invoices paid on time	Higher is better	87.16%	71.44%	73.5%	77.2%	 95%
Reducing Costs:							
CP4	Speed of housing benefits claims (processing) - average time to process new claims and changes in circumstances	Lower is better	7.95 days	7.75 days	10.2 days	11.19	 7.5 days
CP5	Staff sickness (excluding school staff) per FTE	Lower is better	9.19 days	9.9 days	4.48 days	4.86	 8.0 days
CP6	% increase in digital based transaction/contact from established baseline	Higher is better	N/A	Baseline Year	Baseline Year	Annual Indicator	TBC
CP7	Percentage increase in online transactions	Higher is better	N/A	Baseline Year	Baseline Year	Annual Indicator	TBC
Increasing collective responsibility:							
CP8	Employee engagement: e.g. good place to work	Higher is better	68% 2015 Survey	64% 2016 Survey	64%	Survey not undertaken this year	70%
CP9	Improve Superfast Broadband connectivity-Increase coverage in Gateshead to 98.9% by June 2019	Higher is better	91.2%	94.3%	93.02%	95.26%	 98.9%
Equality Objective: To increase levels of ambition and aspiration of vulnerable groups across Gateshead							
CP10	Ensure young people leaving care are supported to have an opportunity in the Council for an apprenticeship	Higher is better	New	1	New	Annual Indicator	TBC

SIX MONTHLY PERFORMANCE 2017/18

1. At the six month stage, six of the ten indicators can be measured. Four are showing improvement at this point whilst two are worse than the same point last year.

The management of the Council's financial, human and physical resources

Council Tax Collection (CP1)

2. Council tax collection of 54.0% is 0.2% above our 2016-17 first half year performance of 53.8%. This improvement in performance is largely attributable to improvements in billing and collection procedures.

Business Rates (CP2)

3. Business rates collection of 56.5% is 1.0% above our 2016-17 first half year performance of 55% following a review of working procedures for billing and collection.

Undisputed invoices paid on time (CP3)

4. At six month stage, 77.2% of undisputed invoices had been paid within 30 days compared to 73.5% an improvement on the figure at the six month stage in 2016/17.
5. The Council has introduced purchasing cards which is expected to contribute to a further improvement in payment times.

Speed of processing housing benefit claims (CP4)

6. Six month performance is 11.9 days, which is worse than this stage last year (2016/17) which stood at 10.2 days. This is largely due to the impact of preparations for the rollout of Universal Credit full service in Gateshead. It has also been affected by the introduction of a new fraud and error scheme from April, together with the changing benefit caseload and regular reform of welfare eligibility measures.

Sickness Absence (CP5)

7. The rate of sickness absence at the six month stage is 4.86 (per FTE) which is slightly higher than the same point last year which was 4.48 (per FTE).
8. Mandatory sickness absence management training sessions for all managers have been implemented within the Council. This session gives managers guidance on how to apply the Sickness Absence Policy and Procedure, makes managers' aware of their role in managing attendance as well as giving them the confidence to manage both short term and long term absence.
9. In October, employees were invited to take part in a Health Needs Assessment which asks about their health and wellbeing. The findings from this will provide a good understanding of what is needed to support employees.

Employee Engagement (CP8)

10. The next employee survey which informs the performance for this indicator is not due until Summer 2018 and therefore will not be reported this year.
11. To evaluate the new Achievement and Development (A&D) process, a short survey was carried out with 64% saying that the process had improved and 58% welcomed the inclusion of the performance measure.

12. The Council want employees to feel recognised for the work they do. Work is beginning on developing a new approach to 'employee recognition' so that the good work and performance of employees right across the Council can be celebrated.

13. Sometimes recognition can be a simple thank you from a manager or a colleague, but there are also other more formal ways of recognising the contribution that employees make to Gateshead (e.g. long service awards).

Support for the democratic process

General Election

14. The 2017 General Election was held on Thursday 8th June 2017 and resulted in a hung Parliament, with no party winning an overall majority.

15. Gateshead is divided into three constituencies - Gateshead, Blaydon and Jarrow. Each is represented by one MP. The following table shows the turnout for the general elections in both 2015 and 2017.

Constituency	Turnout	
	2015	2017
Gateshead	59%	70.3%
Blaydon	66%	64.7%
Jarrow	60.4%	66.5%

The involvement of local people and communities of Gateshead in the work of the Council

Digital platform

16. There is a continuing increase in demand for digital services. In the previous 12 months there has been a 14% increase in the number of pages viewed on the Council website totalling 5,757,9788 views. This growth in usage is almost entirely driven by the increase in smartphone users as in the previous 12 months there has been a 32% rise in people accessing the website from their phones. The majority (52%) of visits to www.gateshead.gov.uk now come from a mobile phone.

17. As a result, a major focus of the implementation of the digital platform is to ensure all of our new digital services will easily be accessed on mobile phones. This project is well underway with a new intranet and websites for Invest Gateshead and the forthcoming Regent Funeral Services launched in the last 6 months.

18. The focus is now on delivering a new version of www.gateshead.gov.uk by April 2018. Key new services to be built using the platform will be a new improved way to report fly tipping online and an appointment booking system for the Registrars Service. Gateshead residents are being consulted on the redevelopment of the website which is helping to determine priority areas for improvement.

Making Spaces for Growing Places

19. From 30 October 2017, the Council embarks on a six-week consultation on Making Spaces for Growing Places our Local Plan Document for Gateshead. This plan will allocate sites for land uses, including further housing sites, employment land and sites for retail, waste and minerals. People can get involved:

- [Online](#)
 - At one of the public meetings; or
 - Social media – questions will be answered live on Twitter from 4:00pm – 5:30pm on 15 November 2017.
20. The representations received during the consultation, in conjunction with the other relevant evidence base will inform the content of the Submission Draft MSGP, which will undergo further consultation in Spring 2018 before being submitted to the Secretary of State for independent examination in Autumn 2018 following amendments. It is hoped that the plan will be examined and found sound in 2019 and will be subsequently adopted.

Capacity building in communities, volunteering and resilience

Volunteer Month

21. This was our fifth year celebrating the fantastic contribution made by all the volunteers of Gateshead. Each of the four weeks had a different focus around volunteering:

Week 1 – Older people: This included the relaunch of the 2nd instalment from Move to Improve with all Sheltered Accommodation Schemes within Gateshead.

Week 2 – Young People: This involved supporting young people with quality volunteer placements to increase the participation of young people. Enhancing the projects currently in development with NCS (National Citizens Service) and in general Youth Social Action movement.

Week 3 – The Great British Get Together & Corporate/Group Volunteering: ‘Great Get Together’ events were held (inspired by the late Jo Cox MP) which brought communities together to have fun, get to know each other, share food and celebrate community cohesion and community spirit. This was supported by the ‘Big Lunch’, an annual event, which aims to get as many people as possible across the whole of the UK to have lunch with their neighbours in a simple act of community, friendship and fun.

A number of organisations and service areas within the Council undertook a “one off” group volunteer event. This will also include supporting organisations to be able to deliver group tasks.

Week 4 – Environment Volunteering

This will include litter picking etc. that will add to the delivery of the Great British Spring Clean which was held throughout March.

22. To mark the end of the Volunteers Month a celebration event was held similar to previous years.
23. Throughout June 2017, 106,189 hours were recorded on the volunteer totaliser which equates to £1,380,457 economic value. This is a 5% rise from last year (101,170).

Gateshead Fund

24. The budget for the Gateshead Fund in 2017/18 is £458,984.

25. Round 1 has been completed which received 33 applications requesting a total amount of funding of £276,761. This includes 2 applications which were deferred from Round 3, 2016/17 pending further information. Of the 33 applications, 16 funding applications were approved, totalling £144,982.

26. The closing date for round 2 was Friday 13th October 2017 and those applications are currently being assessed.

Resilience and Emergency Planning

27. Corporate Resources Overview and Scrutiny Committee receive six monthly updates. The latest update on [4th September 2017](#) detailed the revisions made to the Strategic Resilience and Emergency Planning Framework. These revisions are as a result of the recent acts of terrorism in London and Manchester plus the tragic Grenfell Tower fire incident.

28. The Emergency Response Team has also been heavily involved in planning and responding to a number of incidents and pre-planned operations including a power cut which affected 4 multi-storey blocks, Operation Kestrel, potential explosive devices and Operation Border Reiver. These have all tested our contingency plans and co-ordination.

29. Work has been underway with volunteers in Blackhall Mill to develop a community emergency plan which will also cover Lintzford and Rowlands Gill. 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.

Matters relating to the Council's relationship with Gateshead Voluntary Organisations Council including the Gateshead Offer

Voluntary and Community Sector

30. The Council entered into an agreement with Newcastle Council for Voluntary Service (NCSV) to provide support, development, networking and representation to the Voluntary and Community Sector (VCS) in Gateshead from 1st April 2017.

31. Discussions with colleagues at Newcastle City Council have been taking place to explore the merits of a jointly procured VCS infrastructure service, or services which would be available to community groups and organisations across the two local authority areas. The key drivers for considering this partnership approach were:

- the shared ambitions and objectives that the two Councils have for a strong, vibrant and sustainable VCS that continues to contribute to the health and wellbeing of local residents and communities
- a recognition that many organisations provide services and activities in both Newcastle and Gateshead
- builds on the existing cross-Tyne working relationship, and
- provides the potential for a more efficient use of financial resources

32. Gateshead Council will lead on a joint procurement exercise with Newcastle City Council as partners to secure an infrastructure support service for the VCS across both authorities, with the ambition of implementing the new arrangement from 1st April 2018, subject to further Cabinet approval and budget considerations.

Social inclusion, equalities and diversity

Monitoring the impact of budget proposals

33. Equality Impact Assessments are completed for each budget proposal presented for consideration by Cabinet. Following implementation of agreed proposals, those that are identified as potentially having a significant impact on a particular protected characteristic (as determined by the Equality Act 2010) are closely monitored by the Council and the mitigating actions taken to reduce or remove any adverse impact of budget decisions..
34. Currently, the Council continues to monitor 16 proposals and *appendix 1* summarises an assessment of the impact that occurred following implementation, along with any activity taken to mitigate this. Following this assessment it is proposed to cease monitoring the following 5 proposals:

Budget Proposal	Budget round
<i>Propose to cease monitoring the following 5 proposals:</i>	
1 <i>Community Centre Review</i> - continue to implement the Community Centre Review and continue to hand responsibility for operating and manage community centres to community organisations The final phase of the Community Centre review was implemented as part of the 2017/18 Budget. There has been no negative impact identified, with all centres having increased their programmes of activity and engagement.	2014/15
2 <i>Library Network</i> - In February 2016, Cabinet agreed the removal of the remaining 50% mainline buildings budgets for the volunteer operated libraries. No impact has been recorded on the initial phase. Any further review phases of volunteer libraries implemented will be monitored for impact and reported accordingly.	2014/15
3 <i>Highways R&M</i> - The recommended reduction in highways repairs activity and methodology There is no evidence linking claims to a particular protected characteristic	2014/15
4 <i>Drug & Alcohol Treatment</i> - A number of budget proposals were agreed in the 2016/17 Budget relating to drug and alcohol treatment services. These were to discontinue an alcohol specialist nurse post at Queen Elizabeth Hospital; to reduce and cap the budget for provision and inpatient detoxification services; built-in savings to the <i>Change, Grow, Live</i> crime reduction initiative and to withdraw funding for the carer support to substance misusers. The Council through its public health function continues to monitor the contracts that are in place to support these services. The need for specialist carer support for parents and carers of substance misusers will form an element of a newly procured service from July 2018.	2016/17
5 <i>Review of support for people to live independently</i> - The proposal was to close Tynedale Promoting Independence Centre at Ryton and externalise respite provision at Southernwood in Allerdene to independent sector residential care homes in close proximity to those two centres.	2016/17

Budget Proposal	Budget round
The increase in the capacity of PRIME (Home Care Enablement Service) has enabled individuals who may have previously been supported within the PICs to be supported instead within their own homes. People have continued to access respite provision, with that service being provided within independent sector care homes. There has been no significant negative impact identified from the closure of Tynedale PIC.	

Superfast Broadband connectivity (CP9)

35. The six-month figure year-end figure of 95.26% shows a further increase since year end (94.3%) and on target to increase coverage in Gateshead to 98.9% by June 2019.

The Council's arrangements for securing efficiency and money and the development and operation of the Council's procurement strategy

Trading and commercialisation

36. The Council has implemented new arrangements to promote and advance a strengthened strategic approach to trading and commercialisation across the Council which were agreed by Council on 20 July 2017. Key areas of work include:

- developing a commercialisation strategy for the Council and supporting the implementation and delivery of projects;
- embedding a commercial culture across the Council to empower staff to effectively identify and progress income generation proposals supporting the Council's long term financial sustainability;
- achieving increased income across Council services over 5 years, to 2022; and
- the development of a strategic approach to traded Services to Schools across the Council, and to Social Care trading activity, including provider services.

37. The Medium Term Financial Strategy recognises that trading and commercialisation will play an increasingly important role within the Council and that this will be achieved in a way consistent with Council values and priorities. The proposed changes represent a positive step forward to make this happen.

Statement of Accounts

38. This year, the [Statement of Accounts](#) was finalised two months earlier than historically, as a "dry run" in preparation for the statutory deadline for the completion of the Statement from 30 September to 31 July from 2017/18.

39. On Monday 31 July, Mazars issued an unqualified opinion on the Council's 2016/17 Statement of Accounts. The key messages from Mazars Independent Auditor's Report are:

- [the accounts] give a true and fair view of the financial position of Gateshead Council as at 31 March 2017 and of its expenditure and income for the year;
- have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice; and
- the Council has put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year.

40. The early closure is a significant achievement that should not be underestimated. This will stand the Council in good stead for the first year of official statutory early closure in

2017/18. All Groups and Services have contributed to this success by adhering to the deadlines in the Final Accounts timetable.

41. A review of the 2016/17 process will be the starting point for the 2017/18 work and the approach will include opportunities for feedback and contributions from all employees, external partners and Mazars to enable further improvements to be delivered on the existing framework.

Budget

42. The Council has made savings over the last seven years of £143 million. Inevitably this has led the Council to look at how it provides services, what those services look like, as well as explore different ways of working to make sure the most vulnerable people in our borough are supported.

43. As demand for our services increases and government funding decreases, the Council faces the challenge of an estimated funding gap of £41.9 million over the next two years.

44. During the budget process, the approach will focus on four key things that will help to manage this funding gap, as well as bring in money and investment to the Council and borough. These are to:

- encourage prosperity by investing to boost new jobs and skills
- introduce new ways of generating income
- reduce costs by delivering services more efficiently, and using technology to help do this
- manage the demand for our services by changing the way we work.

Equality Impact Assessments – Monitoring the Impact of Budget Proposals

1. This document summaries the work undertaken to monitor the impact of spending proposals over the period 2014/15 to 2017/18 budgets, that were identified as potentially having a significant impact in terms of protected characteristics as determined by the Equality Act 2010.

2014/15 agreed proposals

Community Centre Review Phase 4

2. The proposal was to continue to implement the Community Centre Review and continue to hand responsibility for operating and manage community centres to community organisations. This proposal is now complete with Phase 4 in March 2017. The Neighbourhood Management & Volunteering Team continue to provide advice and support to management committees as required and the Gateshead Fund is available to groups who wish to apply for support and development costs. Only three community centres no longer operate as a result of the review.
 - Trinity Community Centre closed after the management committee decided they no longer wished to manage the building (Gateway Studio now operate the building).
 - Highfield Community Centre closed as a result of the poor condition of the building (a temporary demountable structure).
 - Whitehouse Lane Changing Pavilion was closed and demolished following extensive fire damage as a result of arson
3. The options for these centres were agreed at the outset of the review. The remaining community centres have in all cases increased their programmes of activity as a result of greater independence. This has enabled the centres to generate sufficient income to cover the running costs and ensure the activities offered meet the needs of local residents. The recommendation is therefore, to cease monitoring this proposal.

Sport and Physical Activity

4. As part of the Leisure Service review in February 2017, Cabinet approved a new service structure which would combine the resources from within the Sport, Physical Activity & Health Development Team, and Leisure facilities. The services rebranded into one service as GO Gateshead Sport & Leisure and is currently finalising the implementation of a Service Structure Review, which complimented an earlier service rebrand (Go Gateshead). This rebrand is designed to align the service to become more commercially focused and invest in income generating roles. The review provides specific resource to ensure that an ‘Operations’ and ‘Business & Community Development’ functions are adequately resourced.
5. The service is currently working towards a self-sufficient model of operation with the intention to receive no Council subsidy by 2020. Following the implementation of the review, the service is now able to provide more commercially focused activity to generate income whilst continuing to grow activity aimed to deliver against Council Plan, and wider social objectives. The recommendation is for continued monitoring due to potential impact in the future.

Library Network

6. In February 2016, Cabinet agreed the removal of the remaining 50% mainline buildings budgets for the volunteer operated libraries. Volunteer libraries have been supported

through payments from the Capacity Building Fund and it has been assessed that all volunteer operated libraries have finances to operate until approximately March 2018.

7. Lobley Hill Volunteer Library Association (VLA) took the decision to cease operation from April 2016, due to the low level of business as did Sunderland Road Library at the end of March 2017. The volunteers had reported a very low level of use and associated drop off in volunteer availability. With this decision taken, all 60 identified active and regular library customers using Sunderland Road were informed of the decision and no complaints were subsequently received. These factors were combined with a request received by the Council to surrender the lease on the premises. The Council, in discussion with the VLA, chose to take up the opportunity to surrender the lease and the building closed at the end of March.
8. Low Fell, Ryton and Winlaton libraries continue to operate and have approximately 1,150 active library customers between them. These volunteer library operations have continued to become more established and offer a range of different activities. Low Fell in particular has been successful in submitting funding applications to support adult learning and activities for children. All three have continued to be supported by the Council's Capacity Building Fund / Gateshead Fund. Discussions have commenced with the Volunteer Library Association regarding the extension of the leases beyond March 2018. It is anticipated that that leases will be extended and service provision continue. The duration of new leases is yet to be confirmed.
9. The implementation of the latest library service review, following the presentation of a report to Cabinet in February 2017, has seen the introduction of additional volunteer libraries at Felling, Rowlands Gill and Whickham from July 2017. These new volunteer libraries have been established using the same model of operation and support as the original volunteer libraries in 2013. With the implementation of these new volunteer library operations there are now seven active volunteer libraries in Gateshead. No impact has been recorded on the initial phase. It is considered that this proposal should now cease to be monitored. Any further review phases of volunteer libraries implemented will be monitored for impact and reported to committee.

Highways R&M

10. The recommended reduction in highways repairs activity and methodology has been reviewed annually since the publication of the Highways Maintenance and Efficiency Programme report in April 2012. Areas are prioritised in terms of high footfall or high traffic such as classified roads, school routes, shopping areas and bus routes. Recognising the potential impact on insurance claims, £250,000 was made available in late 2016 in order to clear the backlog. However this is a one-off payment and, on the basis of current budgets, the backlog is likely to re-occur over time. Data now recorded by insurance and risk team allows the identification of the location of hotspots for action. There is no evidence relating claims to a particular protected characteristic and it is therefore recommended to cease to monitor this proposal.

Post-16 Home to School Transport

11. Following a consultation exercise between October and December 2013, the Council agreed at its budget meeting on 27 February 2014, to introduce a charge for post-16 home to college transport for learners with SEN from September 2016. However, the decision has since been reviewed and a financial contribution to Post-16 transport in the academic year 2016-17 was not introduced. The Council reviewed its decision during 2017 and agreed to implement a charge from September 2017. Consultation took place in relation to the changes online, with correspondence made with everyone in receipt of

Home to school and college transport. Additionally, two separate parents' consultation events and attended the Disabled Children and Young People's Forum. The policies are in line with DfE guidance 2014.

12. To mitigate any potential impact, an Independent Travel Training (ITT) has been recruited. During 2017, 24 young people have been successfully travel trained by the Travel Trainer and by the procurement of Children North East's 'Bus Buddy Scheme'. Some of those successes have also participated in a DVD highlighting their powerful stories of ITT leading to employment and independent living.
13. In academic year 2017/18, 14 families are eligible for the charge. The charge may have impacted upon the number of applications received and number of post-16 learners transported, which has reduced from 90 last year to 69 for the academic year 2017/8. A further 27 young people are in receipt of a Personal Transport Budget for academic year 2017/18, and a leaflet has been produced entitled '*Travel Care Options*' for Gateshead residents to explore a range of support with transport costs, free bus and metro passes. The recommendation is to monitor this proposal now charging for post-16 Home to College transport has commenced.

2016/17 agreed proposals

Early Help Service

14. The review and implementation of Early Help Services has been delayed and the implementation date is now set to commence during September 2017. It is therefore recommended that this proposal will be monitored once it is fully implemented.

Reduction in funding for NHS Checks (40-75 year olds)

15. The NHS Health Checks Programme is a mandatory Public Health function and local authorities have a duty to ensure a NHS Health Check is offered to all of their eligible residents aged between 40 and 75. NHS Health Checks are currently delivered by 27 GP practices in Gateshead and 15 pharmacies. The national target is for 20% of the eligible population to be invited, and of those invited 50% uptake. In 2016/17 in Gateshead 14,110 (18%) eligible people were invited for a NHS Health Check and 7,326 (52%) people received a NHS Health Check, whilst in Quarter 1 of 2017/18, 3,481 people were offered one and 1,898 (54%) people received a check.
16. For the 2017/18 contract specification, the following information was added for local authorities to tailor the delivery of the programme in a number of ways to achieve the objective of reduced health inequalities. Although local authorities have a duty to offer the NHS Health Check to all eligible people, Public Health England is supportive of approaches prioritising invitations to those with the greatest health risk. For example, by prioritising invitations to people with an estimated ten-year cardio-vascular disease (CVD) risk score greater than 10% or those living in their most deprived areas. The next step, and a current gap, is to develop a specific mechanism or pathway to target NHS Health Check invitations by deprivation/those at greatest risk of CVD/health inequalities. This includes a mechanism to monitor performance based on this targeting. This work is currently being scoped therefore it is recommend that this proposal continue to be monitored.

Labriut Centre

17. The funding for Labriut ended in March 2017. The Jewish Community Council of Gateshead (JCCG) was awarded £20k of non-recurrent funding in 2016/17 to help plan a more sustainable model by securing alternative funding. The funding was used to continue to support the process of revenue creation, towards the reduced part time

salaries of Labriut staff, and towards Labriut's current and ongoing overheads generally. Specifically, this included:

- Exploring new revenue and commissioning opportunities through multiple funding applications to national, regional and Jewish charities, including a Big Lottery Reaching Communities application for multiyear capital and revenue funding
- Continuing with reduced hours for existing part time staff
- Continuing some provision e.g. pilates and baby weighing
- Working with Gateshead College to generate income
- Working with Newcastle Gateshead CCG Vanguard project

18. The JCCG were successful in securing only small amounts of revenue income from alternative funding sources. Services are now no longer provided in the premises formerly used by Labriut. Former workers support a very limited range of activities in the community. They no longer engage with the School Nursing Teams and Bewick Road GP Practice (the practice used by many of those in the Jewish community) around child and adolescent immunisation programmes
19. If there are any issues with vaccination uptake rates, NHS England communicate with the local authority regarding their work to recover and improve uptake of immunisations. There are currently no known issues regarding uptake of vaccination programmes offered by Bewick Road GP practice, the practice used by many within the community. However, it is advised that continued monitoring of the impact of this budget decision, and the effectiveness of mitigation measures in place, continue.

Drug & Alcohol Treatment

20. A number of budget proposals were agreed in the 2016/17 Budget relating to drug and alcohol treatment services. These were to discontinue an alcohol specialist nurse post at Queen Elizabeth Hospital; to reduce and cap the budget for provision and inpatient detoxification services; built-in savings to the *Change, Grow, Live* crime reduction initiative and to withdraw funding for the carer support to substance misusers. Mitigation includes:
 - Public Health has been working in partnership with the QE Gastroenterology Department and the Hepatology Nurse to support the QE in the development of an exit strategy. There is a continued commitment from Public Health to the Alcohol Brief Intervention & Screening work. The QE is also involved in Hepatitis C pilot (led by the Freeman Hospital), and the development of a local Liver Strategy. All of this should help mitigate the impact of this reduced funding, however, until such time as it is demonstrable that there has been no disproportionate impact, it is recommended that monitoring of this proposal should continue. The developed exit strategy is now completed with the Foundation Trust (QE) maintaining the funding allocated to enable, whenever possible, the screening for alcohol of all new admissions. Gateshead Evolve have re-established their outreach into the hospital (previously ceased due to sickness) to facilitate referrals into the recovery and treatment service. This work is now reviewed via contract monitoring meetings.
 - Data monitoring in recent years has shown a reduction in the numbers of service users being referred for inpatient detoxification for both drugs and alcohol. Gateshead Evolve coordinates the preparation, detox and aftercare for an increasing number of community based detoxifications. Gateshead Evolve's performance and quality of service continues to be reviewed at the quarterly contract monitoring meetings and through the Public Health Outcomes

Framework for treatment completions, treatment representations, and alcohol hospital admissions.

- Although we are aware that 74% of carers who access support from Gateshead Carers are women, the withdrawal of Carers Support Service in March 2018, could impact on this protected characteristic. However, the work undertaken as part of the carers review for specialist carer support for parents and carers of substance misusers will form an element of a newly procured service from July 2018, which should mitigate any impact.
- Gateshead Evolve (Change, Grow, Live - formerly CRI, Crime Reduction Initiative) contract is in place. The newly procured service was commissioned with agreed savings and it continues to perform well, with numbers stable and gradually increasing over recent years.

21. It is recommended that this proposal cease to be monitored by Corporate Resources OSC.

Review of support for people to live independently

22. The Council operated four Promoting Independence Centres (PICs); Eastwood at Felling, Southernwood at Allerdene, Tynedale at Ryton and Shadon House, a specialist dementia facility at Birtley. These PICs provide short stay interventions of up to 6 weeks within a residential environment to optimise the functional ability of a service user, maximising the prospect that they can then be safely discharged to continue living independently within their own homes. The proposal closed Tynedale PIC at Ryton and externalised respite provision at Southernwood in Allerdene to independent sector residential care homes in close proximity to those two centres. Discharges from acute hospital wards have continued to be made into the remaining 3 PICs with 415 admissions into the PICs between January and August 2017. The increase in the capacity of PRIME (Home Care Enablement Service) has enabled individuals who may have previously been supported within PICs to be supported instead within their own homes. Both services have sought to prevent unnecessary admissions to hospital. Older people have been able to continue using respite provision, with that service being provided within independent sector care homes. There has been no significant negative impact from the closure of Tynedale PIC and it is recommended that this proposal ceases to be monitored.

Independent Supported Living Schemes

23. The framework for the provision of support at home and in the community for adults with learning disabilities has been in place since 1st April 2017 with a new contract, specification and pricing schedule. The costs have taken into account the National Living Wage. Currently the framework has attracted 22 providers. As the framework is a dynamic purchasing system providers can come onto the framework at any time. The commissioning team within Care, Wellbeing and Learning is working with the market to attract new providers to the framework. It is suggested a positive impact for all the protected characteristics, however it is recommended that monitoring should continue while the new contracts are established in 2018.

Adult Social Care Demand Management model

24. One of the pivotal Council proposals is the move to a demand management model for Adult Social Care (ASC), for example a reduction in residential care admissions, or the proposal for domiciliary care packages by enhanced early intervention is also linked to the revised demand management model for ASC. There is a phased implementation of the demand management model and the service, with this model interdependent on the

implementation of all other ASC spending decisions. It is, therefore, proposed that monitoring of this model should continue while the model is implemented fully.

Recommissioning Learning Disability Care Packages

25. Adult Social Care will address impact on protected characteristics through re-assessment and continue to ensure that services that are delivered as part of a care package are sensitive to any issues related and represent the preferences of customers. When commissioning services providers have to meet contractual and procurement requirements relating to protected characteristics and reflected in their Care and Support Plans. The service is yet to fully complete re-assessments of all current service users therefore it is recommended that continued monitoring is required.

2017/18 agreed proposals (some of these budget proposals were agreed for a two year period to include 2018/19)

Review of commissioned arrangements/supporting people voluntary organisations

26. *Impact on people aged 55 and over who live in extra care schemes and sheltered accommodation within the borough* - since July 2016 a co-production approach has been adopted in respect of the strategic review of supported housing to ensure a broad and holistic engagement with experts by experience, providers and other stakeholders. Most engagement activity is now complete with key themes identified and four service models developed which incorporate elements of the ideas and learning taken from the co-production approach and cost assessments for each model completed. A bespoke consultation with relevant organisations was completed in August 2017. All existing annual contracts will be extended until 31st March 2018, pending the re-commissioning of services, however one provider was de-commissioned following a decision to terminate their contract. Following discussions with Corporate Procurement, Legal Services and the Looked after Children's Service, it has been agreed the review will enter into its final engagement phase and include a four week consultation survey aimed at service users living in, or who previously lived in, supported housing. The consultation will enable further testing of new service models and allow interested parties who may or may not have been involved in the co-production approach, to share their views. It is therefore recommend that continued monitoring is required, once the new service commences in July 2018.

27. *A range of Support Services that provide support for vulnerable adults aged 18+ to maintain a tenancy and live independently. The main impact of reducing funding to these services would be for the age group 25 to 55 – a procurement process will establish a framework of providers to allow the Council to take forward the future developments of Extra Care in Gateshead from 2018 to 2023. This framework will enable existing provision to transfer onto the new terms and conditions, if they are successfully placed on the framework, with a competitive process to award a contract for the two Council schemes (Angel and Callendar Court). It will also enable housing developers to work with providers on the framework to look at the design, construction and delivery of extra care schemes that meet the needs of the local population in partnership with the Council. It is recommended that continued monitoring is required, once the new service commences.*

LiveWell Programme

28. The proposal option approved was to decommission the Live Well Gateshead Service and retain £500k to assist in some short-term mitigation for the loss of the service, through the implementation of an approach called Making Every Contact Count (MECC). This was an evidence based approach to behaviour change using day-to-day interactions that people and organisations have with others in the local community, to

support them in making positive changes to their physical and mental health and wellbeing.

29. The LiveWell Gateshead model was developed to target the neighbourhoods in Gateshead experiencing the greatest health inequality, with a total of 1025 single holistic assessments undertaken with clients between 1st October 2014 and 31st March 2016. It is probable that there may be an increase in preventable ill-health alongside increasing inequality and poor health outcomes. There has been an impact in the last 4 months on referral organisations, such as GPs, who relied heavily on this service in terms of prevention of ill-health. As an initial step, resources and information were provided on lifestyle areas to aid professionals to provide this lifestyle information to clients. Key organisations which referred to LiveWell will now be able to access MECC training, resources and support for their organisation over the next year. However, it is too early to report the impact from a service ending 4 months ago. It is recommended that this proposal should continue to be monitored.

Cross-cutting Proposal

Voluntary and Community Sector

30. The monitoring of impact on the community and voluntary sector in relation to equalities has continued throughout 2017/18.

- Neighbourhood Management and Volunteering Team – worked directly with over 140 organisations, providing advice and support with action planning, funding, development, risk assessment, health checks and governance. In addition to capacity building, the Team has worked in communities providing asset based community development, e.g. Felling Town Centre, Move to Improve.
- A weekly-bulletin providing details about new funding opportunities, events and training is circulated to voluntary and community organisations (VCS) on the funding database held in Neighbourhood Management & Volunteering as well as Council officers within Culture, Communities, Leisure and Volunteering.
- Targeted information is also sent to relevant service areas and VCS organisations when potential, appropriate, funding opportunities arise.
- Between August 2016 and the end of March 2017, information about funding totalling £106.4 million has been circulated across Gateshead. Feedback indicated that over £190,000 funding had been secured by VCS organisations as a result of receiving the weekly bulletin.
- Between the same period the Neighbourhood Management and Volunteering Team has supported VCS organisations to secure funding totalling over £41,595
- Gateshead Fund (Capacity Building Fund) - during 2016/17 118 groups and organisations were supported through the Capacity Building Fund with funding totalling £385,361.
- VCS Strategic Investment Fund
- To meet future economic and social challenges in Gateshead the voluntary sector needs support to change and develop. Within the Medium Term Financial Strategy Cabinet has agreed the establishment of a, one off, £500,000 Gateshead VCS Strategic Investment Fund. The Fund will be aligned to the existing Gateshead Fund but will particularly focus on providing support to Gateshead VCS organisations to take a 'Step Change' and think differently about how they operate, generate income and deliver services. The Investment Fund will be developed in partnership with the Community Foundation and will run from late 2017/18 until 2019/20.
- A proportion of the Investment Fund will be ring fenced to develop and run a Gateshead VCS Enhanced Leadership programme. This will provide a valuable complementary resource to both the main Investment Fund and the Gateshead

Fund, specifically designed to establish of pool of upskilled staff, and trustees / board members.

- Local Community Fund - since the Fund was first introduced, over 800 voluntary and community groups and projects have now been funded and supported. A total of 88 groups and projects totalling over £55,500 were supported through the specific 2016/17 budget allocation.

31. The commitment to an active, diverse voluntary and community sector is viewed as integral to the future of the Borough and it is recommended that the importance of this impact should continue to be monitored.

TITLE OF REPORT: **Corporate Asset Management – Annual Delivery and Performance Report**

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

SUMMARY

This report provides an update on the progress made against the Council's Corporate Asset Strategy and Management Plan and the year on year performance of the property portfolio.

The Committee is requested to consider whether sufficient progress has been made in relation to property performance.

Background

1. In June 2009, as part of the review of how the Council manages its property portfolio, it was recognised that councillor engagement was essential in both the monitoring and scrutiny of the way in which the Council uses its property portfolio to deliver its services and priorities.
2. It was agreed this would be in respect of two specific elements:
 - approval of a Corporate Asset Strategy and Management Plan (CASMP); and
 - monitoring the performance of the property portfolio.

The CASMP sets the strategic direction for the use of the Council's land and buildings in support of its policy priorities. It provides the focus for the efficient use of property assets to support service delivery and the strategic management of, and investment in, the Council's property portfolio.

The Council's vision therefore is for an effective and appropriate land and property asset portfolio supporting Vision 2030 and the Council Plan. At a time of continuing budgetary constraint, and increasing pressures on resources due to rising demand, it is essential that the Council can demonstrate that it has a property portfolio that is: fit for purpose; appropriate for service delivery; sustainable and performing well; and supports the overall aims and ambitions of the Council.

3. The performance of the assets is assessed against the provisions of the Council Plan, the CASMP and the Medium Term Financial Strategy.

4. The CASMP, together with the Medium Term Financial Strategy and the Workforce Strategy, is one of the three main corporate strategies that support the Council Plan.
5. The establishment of the role of Corporate Property Officer (a role held by the Strategic Director, Corporate Services and Governance since 2010), along with the subsequent creation of the Corporate Asset Strategy Team, continues to work well; and the ability to take a more strategic approach to the way the portfolio is managed overall has enabled the Council to deliver budgetary savings through the reduction of its operational portfolio by way of rationalisation and consolidation.

Performance Update

6. Appendix 1 of this report sets out an update of asset management performance and property performance. The Annex 1 to Appendix 1 details the definition for the accessibility indicators. The report includes trends in how the Council property is performing over the periods:
 - 2013/2014
 - 2014/2015
 - 2015/2016
 - 2016/2017
7. As advised in previous reports, the National Property Performance Indicators (NaPPMI) are no longer collated by the Chartered Institute of Public Finance and Accountancy (CIPFA) and as such the Council is now having to use its own data to consider its own year on year performance in areas such as energy consumption, water use and CO₂ emissions.

Recommendations

9. The Overview and Scrutiny Committee is requested to:
 - (i) Note the progress achieved over the period
 - (ii) Comment on the level of progress to date.



**Property Performance Report
2016 -2017**

Introduction

Property Performance

Executive Summary

Context

Part 1: Key Achievements

- 1.1.** Property Projects Completed between April 2016 to March 2017
- 1.2** Community Right to Bid
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Part 2: An Efficient Property Portfolio

- 2.1** Objectives
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- 3.1.** Non-Operational Property Portfolio
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Annex 1: Accessibility Indicators' definitions

Introduction

Gateshead's sustainable community strategy, Vision 2030, aims to improve the wellbeing and equality of opportunity for the people of Gateshead, enabling them to realise their full potential and enjoy the best quality of life.

In July 2015, the Council adopted a new Council Plan. The Council Plan 2015 -2020 is effectively the Council's delivery plan for the Community Strategy, Vision 2030 and sets out the direction of the Council for the period to 2020 in order to achieve the longer term goals (the "Big Ideas") described in Vision 2030.

The Council Plan is supported by a number of corporate and service strategies developed to ensure resources are aligned to meet the Council's priorities. These include:

- The Medium Term Financial Strategy 2017/18 – 2021/22
- Gateshead Economic Growth Acceleration Plan 2014 – 2018
- Core Strategy and Urban Core Plan for Gateshead and Newcastle upon Tyne 2010 - 2030
- Housing Strategy 2013 – 2018
- Housing Revenue Account Business Plan 2013 - 2043
- Culture Strategy 2014 – 2017
- Workforce Strategy 2015 – 2020
- Corporate Asset Strategy and Management Plan 2015 - 2020

It is imperative that, with the current budgetary constraints on local government, the Council is confident all the resources at its disposal are deployed as efficiently and effectively as possible.

The Corporate Asset Strategy and Management Plan provides the framework within which the Council can ensure that its property assets are fully utilised in terms of:

- Operating as efficiently as possible in terms of outgoings
- Generation of sustainable income
- Support of service delivery

This report provides an overview of how the Council's portfolio is performing against these three criteria.

Property Performance

Benchmarking is a way of demonstrating how the portfolio is performing in relation to other, preferably similarly constituted, authorities; it provides a snapshot of performance and compares information in order to identify areas of improvement and best practice.

Benchmarking has in the past been undertaken on a national basis using key, nationally recognised indicators. However, over the last few years, due to budgetary pressures, the opportunity to benchmark with other directly comparable authorities has ceased.

As a result of the lack of national data the Council will continue to rely on its own data and consider its year-on-year performance in areas such as energy consumption, water use and CO₂ emissions.

The Council was part of the North East Property Group which comprised all local authorities within the Combine Authority Region together with other key public sector organisations, including the NHS Foundation Trust, the Police and Fire and Rescue Services. This group has now been superseded by the North of Tyne One Public Estate initiative. The Partnership initially comprised Newcastle Council, Gateshead Council, North Tyneside Council and Northumberland Council together with other public sector organisations but now also includes South Tyneside and Durham local authorities. The Partnership has been established to determine if there are opportunities for shared services and/or shared use of properties and the subsequent release of properties and land for residential and economic development. The implementation of such opportunities could enable a reduction in the number of operational buildings, which in turn reduces running costs and releases sites/buildings for economic and housing development. The Partnership may in the future provide an opportunity for benchmark against an agreed set of indicators

Although there was some improvement nationally during 2016 -2017 in the overall economic position, local government, particularly in the North East, has not benefited from this and has therefore been particularly badly affected by funding from central government continuing to reduce year on year. As such, councils continue to function in an environment of decreasing budgets and increasing pressure on resources, particularly in the areas of children and adult services. Local authorities therefore have to deliver more with less.

In this context it is important that asset management makes a significant contribution to future strategies. Along with all of the other corporate resources, good management of property assets is even more important in this critical period for public services.

Executive Summary

The Council continues to take a proactive approach to the management of its property portfolio:

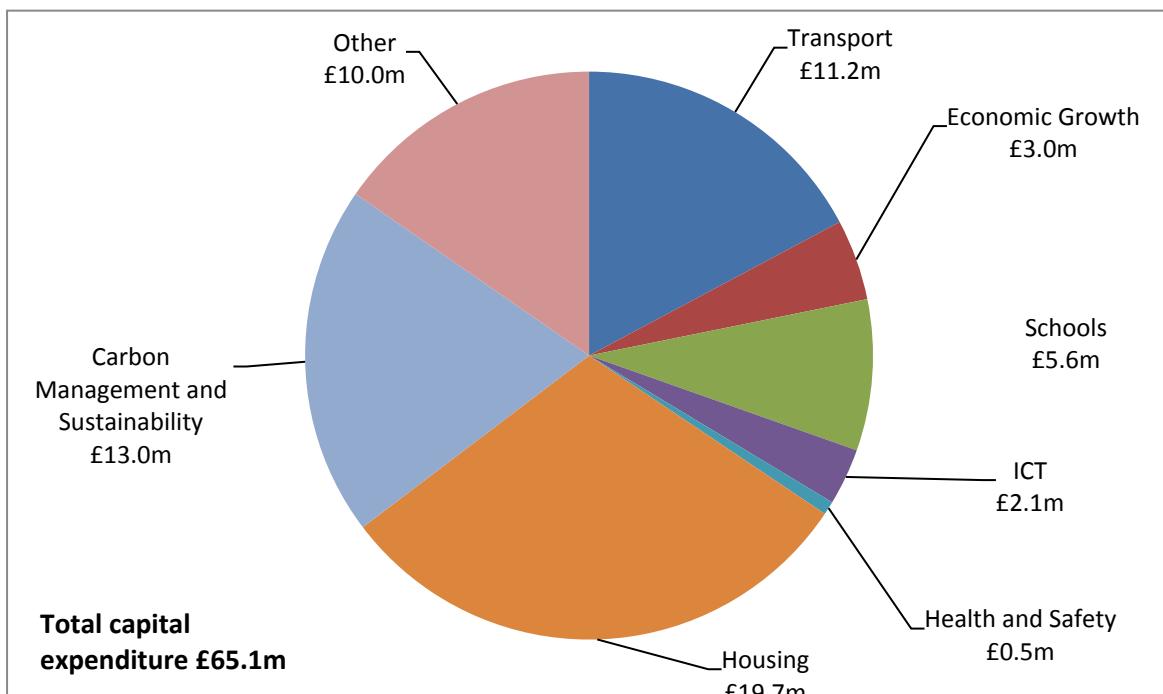
- investing in its fabric to ensure its properties are fit for purpose;
- identifying and implementing energy efficiency initiatives;
- ensuring that it is used efficiently and effectively; and
- driving value out of its tenanted non-residential portfolio.

The benefits of which can be seen as follows:

- investing in its fabric to ensure its properties are fit for purpose:
 - the majority of its operational portfolio falling within condition category A and B (definitions in paragraph 2.2.1); and
 - 60% of the Council's operational portfolio is considered to be performing well and operating efficiently and supports the delivery of the service and is considered suitable for use now and in the future, whilst 31% of buildings are considered to be performing well but with minor issues. These figures reflect a change since the last suitability survey was undertaken in 2013 when 80% of the portfolio was considered to be performing well and operating efficiently and supporting the delivery of services. Even though there has been a reduction in the overall satisfaction in the suitability of the property to support service delivery the buildings generally support the delivery of services and would be considered suitable. There is room for improvement in certain areas and the issues highlighted will be reviewed and action taken where it is considered appropriate.
- identifying and implementing energy efficiency initiatives:
 - year on year improvement in terms of electricity usage;
 - in 2016/17 gas usage reduced as compared to the previous year; and
 - a further reduction in carbon emissions.
- ensuring that it is used efficiently and effectively:
 - co-location of services within buildings;
 - reduction in the overall portfolio and therefore building related costs; and
 - 80% of council buildings now meet the Disability Equality strand of the Equality Act standards (local Indicator 7a) up from 76% in 2015-/2016.
- driving value out of the tenanted non-residential portfolio:
 - reduction in the number of void properties;
 - sustained rental income; and
 - reduction in the number of properties on the surplus property register, thus reducing holding costs

Context

1. Gateshead Council takes a strategic approach to investment in its land, buildings and infrastructure to ensure that it secures the best value from the resources available. The total value of its property assets at March 2017 was approximately £429m (excluding housing stock). The 2016/17 Capital Programme invested a total of £65.1m in capital schemes, £51m being invested directly in the Council's assets of which £18m related to property assets, primarily funded by prudential borrowing.
2. The chart below illustrates how the total Capital Programme was spent across the Council's Services:



3. The Council's vision is for an effective, appropriate land and property asset portfolio supporting Vision 2030 and the Council Plan. It is for property that is appropriate for service delivery, fit for purpose, sustainable, provided through a regular systematic challenge of the assets, and delivered through high-quality, flexible asset management.
4. Our Six Key Property Objectives that support this were set out in the CASMP 2012 – 2015 and were reconfirmed in the CASMP 2015 - 2020. They are:
 - **A strategic approach to management of our assets and involving our partners;**
 - **Justification of holding assets based on business need;**
 - **Continuous improvement of the sustainability of our assets;**
 - **Using our property assets to encourage community development;**
 - **Using our property assets for economic development and regeneration purposes; and**
 - **To provide properties that are fit for purpose.**

5. Whilst this provides the framework for assessing our assets, it is also important to understand property performance and develop improvement strategies. The efficiency of the property portfolio is reported in Part 2 of this report. Unfortunately, as previously indicated, the Council has been unable to include returns against national performance indicators and comparison with other local authorities. As such the focus of the report must be on the Council's own year on year performance.

Gp2

6. The Council has continued to make progress in developing the corporate property data base: Gp2. The data base, holds information on the Council's property portfolios, and is bringing together the existing, disparate asset management data sources into a single co-ordinated system, which is also capable of synchronising with other corporate data systems.
7. The Council's operational buildings, surplus properties and development sites are aligned with the compulsory key attributes specified within the government's transparency agenda regulations. In addition, property data has been added to ePims, the government's property data base, enabling the local authorities involved in the North of Tyne One Public Estate access to property information, to help identify potential opportunities for shared services/shared use of buildings. As the ePims system develops additional data will need to be uploaded to the system.
8. Gp2 now supports Property Services it being the main source of data relating to the non-operational property management records, and there is now a rolling programme in place whereby records relating to low value assets such as allotments are uploaded on to the system. The Business Centre team has also been approached to add their property management records.
9. The surplus declaration procedure is monitored using the List facility on Gp2 and all energy meter numbers have been added, which has helped streamline systems for surplus buildings and disposals assisting to identify savings. The List facility on Gp2 is also used by Economic and Housing Growth to help monitor performance in relation to housing growth, and co-ordinate a release programme for the Council's land.
10. The upload of the schools asbestos data is now 87% complete, and the information is being actively used, with over 70% of the uploaded properties having been re-inspected and updated. A system improvement to Gp2 now enables survey data to be uploaded directly to Gp2 on site, using an App, which will make the process of data input more efficient.
11. Up to date condition surveys are now available for 65% of the operational portfolio and reports created by Gp2 help with budget setting and the work programme for Strategic Maintenance. Using the App to upload condition survey data on site is also to be explored.

12. The Planned Programme Module is being used by Facilities Management to monitor the compliance testing of their portfolio. The module has also been set up to run the inspection programmes for Display Energy Certificates (DEC), Condition Surveys, Asbestos Risk Assessments and Water Hygiene Risk Assessments. As a result of adding the Buildings Insurance revaluation programme to Gp2 this year, Corporate Finance has been able to identify a saving of £290,000.
13. The alignment of the finance asset register and records on Gp2, which addresses the issue of multiple names/ entries for the same property, is being tested while the rolling programme for Asset Revaluation is being set up on the system.
14. The Help Desk and Orders module is in regular use by Facilities Management to monitor the reactive maintenance of their portfolio and by Street Scene for one off jobs. The Helpdesk module is also used by Schools for reporting repairs and there is a link to Gp2 on the Schools Portal, so that Schools can directly access information relating to their net capacity data, condition survey data and some statutory compliance reports.
15. Following the transfer of Construction Services to The Gateshead Housing Company Facilities Management took over responsibility for cyclical maintenance and the suitability of using the Planned Programme and Orders modules to run the Cyclical Maintenance programme for all buildings is to be explored.

PART 1: Key Achievements.

1.1 Property Projects Completed between April 2016 and March 2017

- 1.1.1. With completion of the works to the Civic Centre, as part of the Workspace Strategy in 2015/2016, attention is now focussed as to how the public spaces and reception areas might be improved to provide enhanced facilities for both visitors and staff in terms of reception and meeting facilities are currently being considered. Options will be developed for consultation.
- 1.1.2. As a result of changes in service delivery, improved communications technology, and reduction in the workforce, the utilisation of desk space is continually under review.
- 1.1.3. This ongoing review on the utilisation of the Civic Centre accommodation has highlighted the opportunity for the Council to develop the Civic Centre as public sector hub whereby vacant office accommodation can be offered to other public sector/partner organisations. This proposal will enable the Council to secure an income, reduce its running costs for the building and providing the opportunity for enhanced service delivery through cross organisation working.
- 1.1.4. The Council has been supported with the civic centre project through the One Public Estate which has provided revenue funding which has enabled the Council to secure additional resource to bring pace to the project.
- 1.1.5. During 2016/2017 the school estate across Gateshead saw further capital investment with a range of works implemented across a number of school sites.
- 1.1.6. The Council continued its commitment to upgrading its public buildings and external environment to comply with the Equality Act 2010 (formerly the Disability Discrimination Act 1995) spending over £200,000 on its operational property portfolio to improve access. A strict priority scoring exercise is used to ensure targeted spending is established. This will enable the agreed budget reductions to be implemented, but still enable high priority works to be undertaken across the borough.
- 1.1.7. The Council will continue to promote energy saving measures across its portfolio when an opportunity arises both through its own resources and SALIX and SEELS finance.
- 1.1.8. Gateshead Energy Centre is now complete, and despite some initial hold ups with the District Heating Network, the Energy Centre now supplies electricity to four major sites, with another two Council sites coming on board in summer 2017, and the first heat customer to be supplied in time for winter 2017.

1.1.9. The Council commenced construction of a £2.5m installation of 3MW battery storage unit at the Park Road Depot, which has the capability of supplementing the National Grid and topping up requirements of sites already serviced by the Gateshead Energy Company, Private Wire Network.

1.1.10 Detailed design has also commenced in connection with the HEIGHTS tower block programme, which will see a number of District Heating Schemes installed at tower blocks around the borough. Regent Court, Barford and Stretford Courts, Ripley and Willoughby Courts and Bedale and Acomb Courts are all being worked up at present and the physical works starting summer 2017. The project has secured £4.5m of European Regional Development Funding to support delivery.

1.1.11 All of the above mentioned schemes contribute towards improving the opportunity to access good quality and efficient service provision, a key element of Vision 2030 and the Council Plan.

1.2 Assets of Community Value

1.2.1 The Localism Act 2011 provides that the community have the opportunity to have listed and to bid for properties of 'community value'. A report was approved by Cabinet on the 18th December 2012 which set out a protocol for dealing with applications received from groups and associations arising from the legislation.

1.2.2 There were no new applications received, in 2016/ 2017 the list of Assets of Community Value therefore remains at five which are:

- Trinity Church, Gateshead
- The former Lambton Arms, Eighton Banks
- Swinburne Street Offices, Gateshead
- The Black Bull, Blaydon
- The Sun Inn, Swalwell

1.3 Community Asset Transfer

1.3.1 The Council has adopted a very pro-active approach to working with local communities and associations supporting the idea of community asset transfer. In September 2012 Cabinet approved a revised Community Asset Transfer Policy which addressed a number of issues that had been highlighted through the implementation of the earlier policy which had been agreed in 2009.

1.3.2 To date, 20 former community centres have been transferred to Charitable Incorporated Organisations or Sports Clubs of which a further two (The Winlaton Centre and Emma Memorial Hall) were completed in 2016/17. There is now only one community centre remaining to be transferred (Barley Mow) and discussions are progressing with the community group the outcome of which will be reported in a future report.

PART 2: An Efficient Property Portfolio

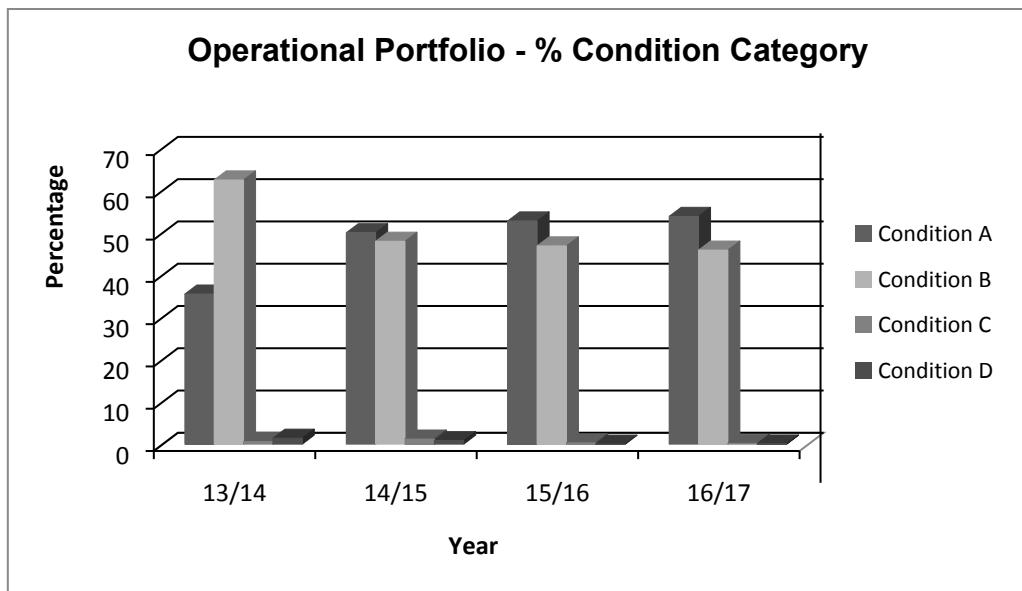
2.1 Objectives

2.1.1 The Council is committed to developing a more effective and efficient property portfolio that is 'fit for purpose'. This will not only reduce the cost of running the property portfolio, but will help to contribute to the delivery of Vision 2030. In particular it is:

- Creating and sustaining quality places to work, by addressing issues around condition and maintenance of buildings, by disposing of buildings that are no longer suitable for use and investing in sustainable, well designed, multi-use buildings.
- Promoting wellbeing, health and independence, by making physical improvements to buildings, providing facilities that are easier to access and offering alternative ways of accessing services.
- Managing the environment by implementing measures to improve the energy efficiency of our existing property and, where possible ensuring new buildings use technologies that reduce environmental impact.

2.2. Condition and Required Maintenance

2.2.1 Percentage of Gross Internal Floor-Space in Condition Categories A – D (excluding housing):



Definition of condition categories:

- A: Good – Performing as intended and operating efficiently.
- B: Satisfactory – Performing as intended but showing minor deterioration.
- C: Poor – Showing major defects and/or not operating as intended.

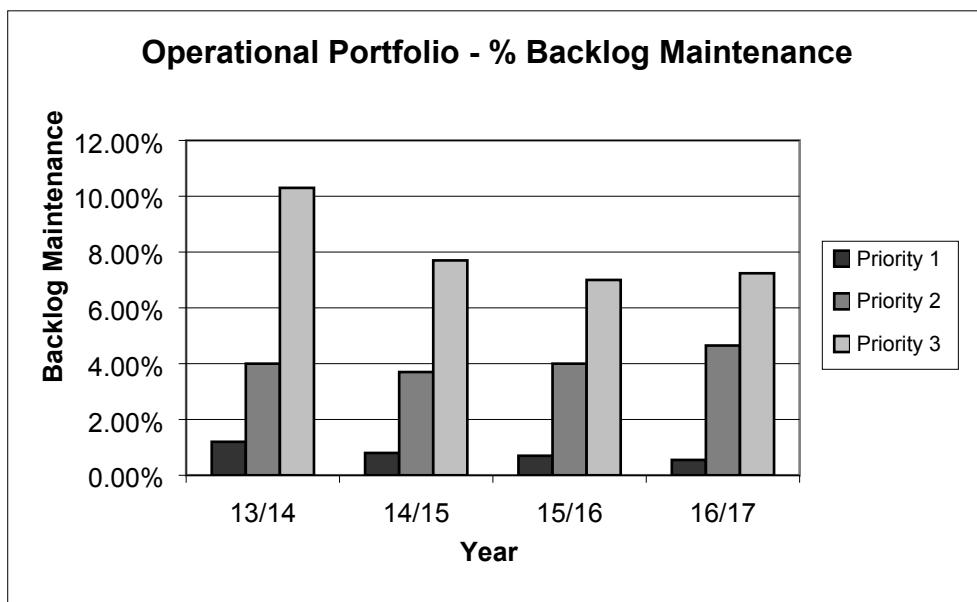
D: Bad – Life expired and/or serious risk of imminent failure.

Performance

Despite the pressure on budgets, the Council has continued to allocate funds, albeit on a reduced basis, to maintain its operational portfolio to ensure it continues to be fit for purpose. This is reflected in the above figures. There are currently three buildings in category D: Ryton Cemetery Chapel, Garden House Cemetery Chapel and Derwent Park Wooden Pavilion none of which are currently being used for service delivery. The future options for the buildings are now being considered the outcome of which will be reported in the 2018 report.

There will continue to be fluctuations in the percentage of buildings in categories A and B with the ongoing updating of the building condition surveys, and whilst the Council continues to move from a number of disparate property information systems across the Council into the corporate data base system Gp2.

2.2.2. Percentage of Backlog- Maintenance in Priority Levels 1 – 3 (excluding housing)



Definition of priority levels:

- 1. Urgent** - works that will prevent immediate closure of premises and/or address an immediate high risk to the health and safety of the occupants and/or remedy a serious breach of legislation.
- 2. Essential** - work required within two years that will prevent serious deterioration of the fabric or services and/or address a medium risk to the health and safety of the occupants and/or remedy a minor breach of legislation.
- 3. Desirable** - work required within 3 to 5 years that will prevent deterioration of the fabric or services and /or address a low risk to the health and safety of the occupants and/or a minor breach of legislation.

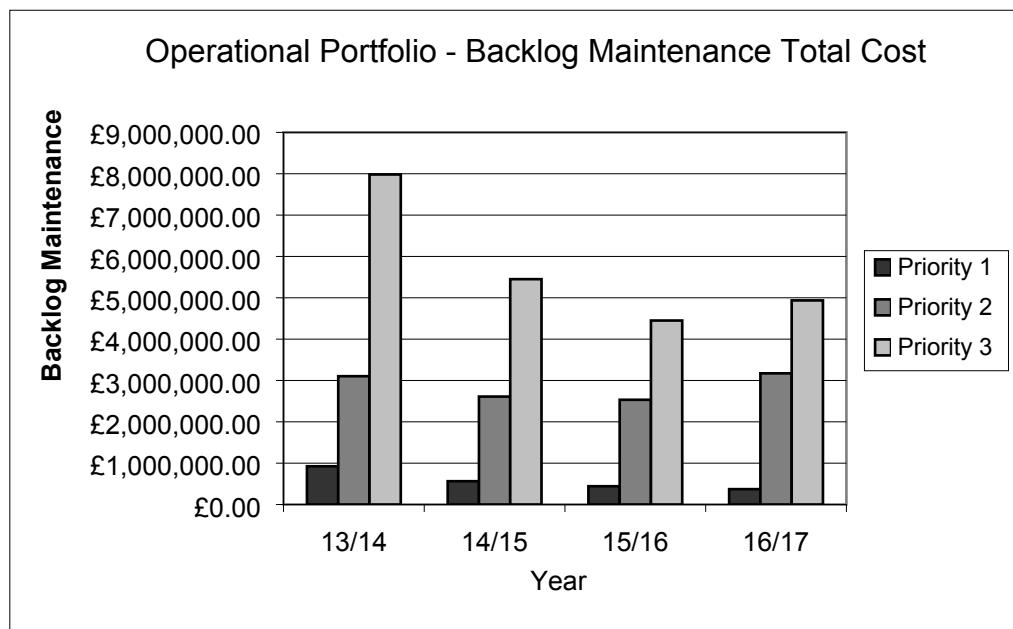
Performance

During 2016/17 the Council continued to target Priority 1 work as a result there are now fewer buildings requiring urgent works. The Council will continue to target such works in the coming year.

The percentage reduction for Priority 1 work is also assisted by the disposal of poorer quality buildings.

The back log maintenance required to the remainder of the operational portfolio does not need to be undertaken within the periods specified in the Priorities 1 – 3.

2.2.3 Total Cost of Required Maintenance



Performance

There has been an increase in the cost of works in priorities 1-3 during 2016/2017, rising from £7,425,103 in 2015/16 to £8,481,214 in 2016/17.

This increase is due in part to some works originally in Priority 4 moving to Priority 3 and further condition surveys having been completed which provides more accurate data. The Council will continue the process of targeting spend and rationalising the operational portfolio.

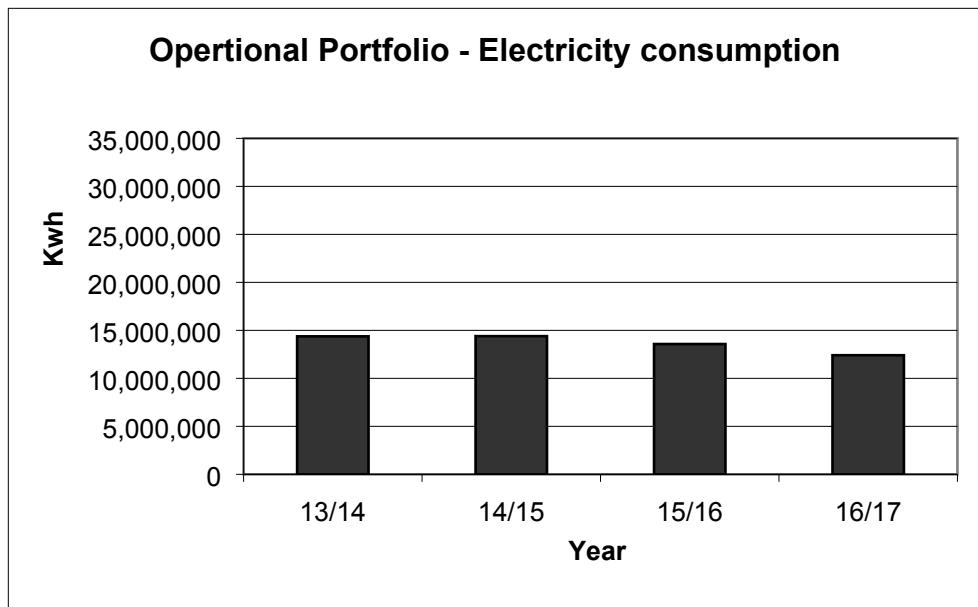
Overall performance

Gateshead Council continues to allocate funding for strategic maintenance which differs from many other local authorities who, because of budgetary pressures, are now only undertaking statutory repairs. Gateshead is, therefore, performing well, having regard to the circumstances, when compared to other local authorities. In adopting such an approach the Council is ensuring that its properties continue to be fit for purpose. In addition, by undertaking repairs and maintenance works in a timely manner costs can be minimised.

2.3. Environmental Property Issues

- 2.3.1 The figures used to produce the annual comparison are taken straight from the Council's Energy Management data base. They are imported into the data base straight from supplier EDI (electronic billing) files. The bills are almost completely supported by smart meter readings to ensure accuracy, with only a handful of hard to reach or out of signal supplies supported by manual readings.

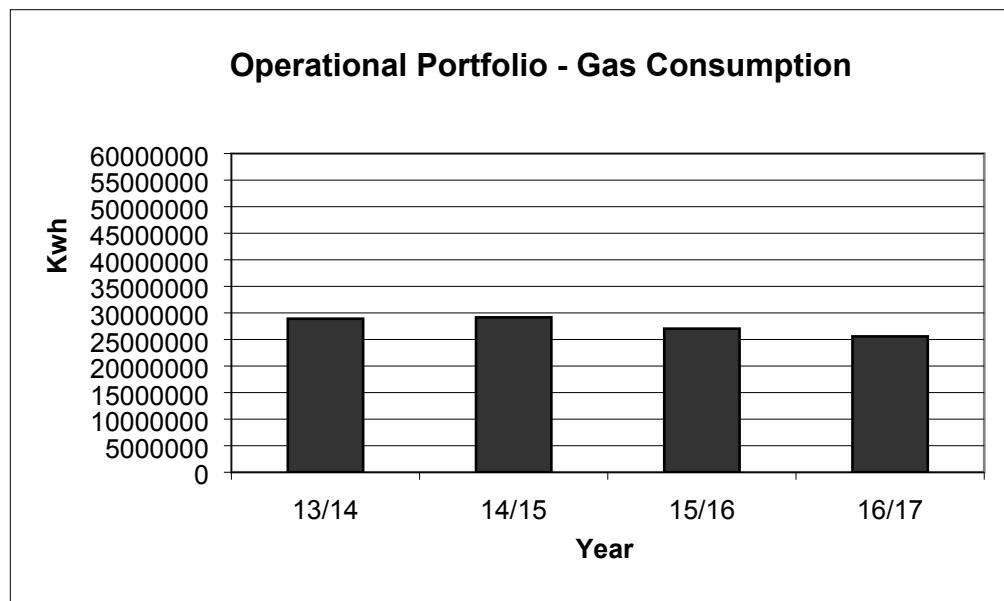
Electricity Consumption



- 2.3.2 Electricity consumption continues to fall and is down another 8.6% on 2015/16 figures and now by almost 23% since 2010/11. Consumption reductions in 2016/17 are due in the main to the first full year of the Solar Panel installation programme across the borough. This programme has generated almost 1m kWh of electricity in its first full year. The Civic Centre is now also supplied by the private wire network of Gateshead Energy Company, so whilst this will not affect consumption there will be a further cost saving.

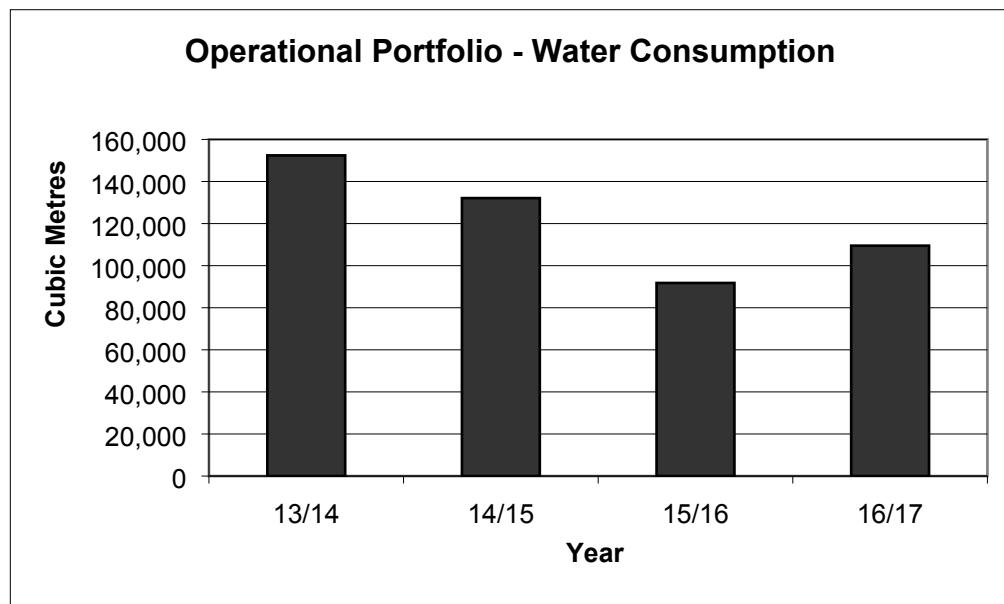
Ongoing investment in other energy saving measures to lighting, pumps and motors, is also reflected in this figure.

Gas Consumption



2.3.3 2016/17 saw gas consumption drop to 24.5% below the 2010/11 level. Another mild winter aided this drop in consumption but another cold spring slightly suppressed the annual reduction which was still over 5%. The continuing improvements are aided by more new boiler and pump installations. The district energy scheme heat network has been delayed so the expected reduction has not yet been achieved but dates are now confirmed for the connection of the first customers.

Water Consumption



2.3.4 Water consumption in 2016/17 has increased by around 19%, this follows a reduction of around 30% from last year, emphasising the inaccuracy in water billing, which remains inconsistent, with a large number of estimated bills distorting the figures and making accurate reporting difficult. It is however anticipated that water deregulation due 1st April 2017 should see water automatic meter readings introduced across the board.

Carbon Emissions

2.3.5 In 2009 the Council committed to reducing its carbon emissions by 35%, with a revised deadline of 2016.

2.3.6 As at March 2017 that target has been achieved. The total actual and weather corrected carbon emissions for property and street lighting have decreased by 35.3% since 2007. This represents a further reduction of 4.9% on the previous year and is largely attributable to a full years operation of the Solar PV programme, and the near completion of the 5 year programme to retrofit all street lighting with efficient lanterns (either LED, or high efficiency dimmable lanterns). Street light energy consumption alone has reduced by over 50% since 2010/11 and further savings are still expected.

Tonnes of carbon dioxide emissions per year, from Council buildings and streetlights.

Carbon emissions Tonnes/yr.	2007/8	2015/16	2016/17	%change since 07/08 the baseline date
Actual	21,692	15,226	14285	-35%
Weather corrected	22,184	15,302	15431	-31%

2.3.7 The Energy Service Team provides a full utilities management service, which includes carbon management and reporting and energy conservation work.

2.3.8 Using SALIX funding the Council has, during 2016/17, completed an additional £223,057 of energy efficiency projects in relation to the Council's property portfolio.

2.3.9 Key projects delivered in 2016/17 include:

- Completion of the replacement LED lighting throughout at Gateshead Leisure Centre
- First phase replacement LED lighting installed in the Central Library
- Replacement of Civic Centre directors' car park lighting with LED equivalent
- Installation of variable speed heating pumps & BMS optimisation at the Civic Centre, Priory Court, Warwick Court and Gateshead Leisure Centre

2.3.10 In addition, the Council accessed CIF funding, for Joseph Swan Academy, to complete energy works carried out under a SEELS loan in 2015/16 and to deal with immediate need asbestos issues. The bulk of the £490,000 funding allowed us to procure and manage asbestos cleaning & clearance works in most areas of the older school buildings.

2.3.11 The completion of the Council's Solar Panel Programme boasting over 2MW of solar PV systems on 34 Council buildings, schools and academies, has achieved a generation of almost 1m kWhs. This alone equates to a reduction of almost 450 tonnes of Carbon emissions, and has helped to reduce the operational consumption of Council buildings by 7.8% (not including savings to schools and academies).

2.3.12 A full report on carbon reduction targets will be provided to the Communities and Place OSC as part of its 2017/18 programme.

2.4. Suitability

2.4.1 Suitability surveys are undertaken on a three yearly cycle. A new survey has recently been completed and the results are set out in the table below, providing a comparison to the results of the 2013 survey.

2.4.2 The users of the buildings completed an electronic survey, and their responses used to assess the property's suitability. The new survey included some additional questions, regarding external and internal signage, and the occupants' opinion in relation to the property's condition and its suitability for service delivery.

Survey Year	Response level	No. of Buildings	Category A*	Category B*	Category C*	Category D*
2013	71%	134	83.08%	13.24%	3.68%	0%
2017	88%	127	59.8%	31.5%	6.3%	2.4%

2.4.3 There were an additional 35 returns in 2017 whilst no returns were submitted for 40 properties which had been reported on in the 2013 survey, of these; 28 have either been the subject of community asset transfers e.g. community centres, no longer used for direct service delivery and closed e.g. Tynedale PIC or where the service is being delivered by the voluntary sector e.g. volunteer run libraries.

A: Good – performing well and operating efficiently. The building supports the delivery of the service and is considered suitable for use now and in the future.

B: Satisfactory - performing well but with minor issues. The building generally supports the delivery of the service and would be considered suitable. There is room for improvement in certain areas but the property is fundamentally suitable.

C: Poor – showing major problems and/ or not operating optimally. The building impedes the delivery of services and would not be considered suitable.

D: Bad – does not support the delivery of services at all. The building seriously impedes the delivery of services and would definitely not be considered suitable.

- 2.4.4 Eight properties which were thought as Good in 2013 are now considered to be Poor (moving from category A to C). Of these one is now closed, 3 will either be the subject of a Community Asset Transfer or closed and one is subject to review as it is no longer large enough to deliver the service. Members of the Corporate Asset Strategy Team will work with Services to determine why it is considered that the three remaining properties are now considered Poor in terms of service delivery and what action is required. The outcome of the discussions will be reported in the 2018 report.
- 2.4.5 There are 3 properties which fall into category D, which are the same 3 properties which fall under category D on the condition category namely: Ryton Cemetery Chapel, Garden House Cemetery Chapel and the wooden pavilion in Derwent Park all of which are not used to support service delivery. The future options for these buildings are being considered and the outcome will be reported in the 2018 report.
- 2.4.6 A more detailed analysis of the responses received is currently being carried out and the results will be shared with the relevant services and reported in the 2018, together proposed action for those properties falling

2.5. Accessibility

- 2.5.1 The Council is committed to making its services accessible for all residents and visitors. As such it is taking the necessary steps to identify and remove barriers that may prevent people from using our services. It will ensure that where practicable and reasonable its operational buildings are accessible and compliant with equality legislation. Access has traditionally been associated with removing physical barriers to buildings and premises. This was reflected in the BVPI 156 requirement to report on the accessibility of areas open to the public that meet Part M of the Building Regulation standards. BVPI 156 is no longer collated as a national performance indicator but the Council has retained it as a local indicator (Local Indicator 7) which continues to improve year on year.
- 2.5.2 A reduced Equality Act Upgrade programme of works was delivered during 2016/17. This was due to ongoing service reviews, budget reductions and the significant investment and improvements made to date. A scheme to provide automatic opening doors at Gateshead Central Library was carried out; however, a proposal to upgrade changing facilities and provide a warm water swimming environment at Heworth Leisure Centre was not progressed due to the ongoing Leisure review. A concept proposal for inclusive play facilities in Saltwell Park was developed to promote discussion on further funding to develop these proposals.
- 2.5.3 80% of the Council's buildings now meet the Disability Equality strand of the Equality Act standards (Local Indicator 7a) which compared with 76% being compliant as at 2015/16.

Challenge and Future Focus

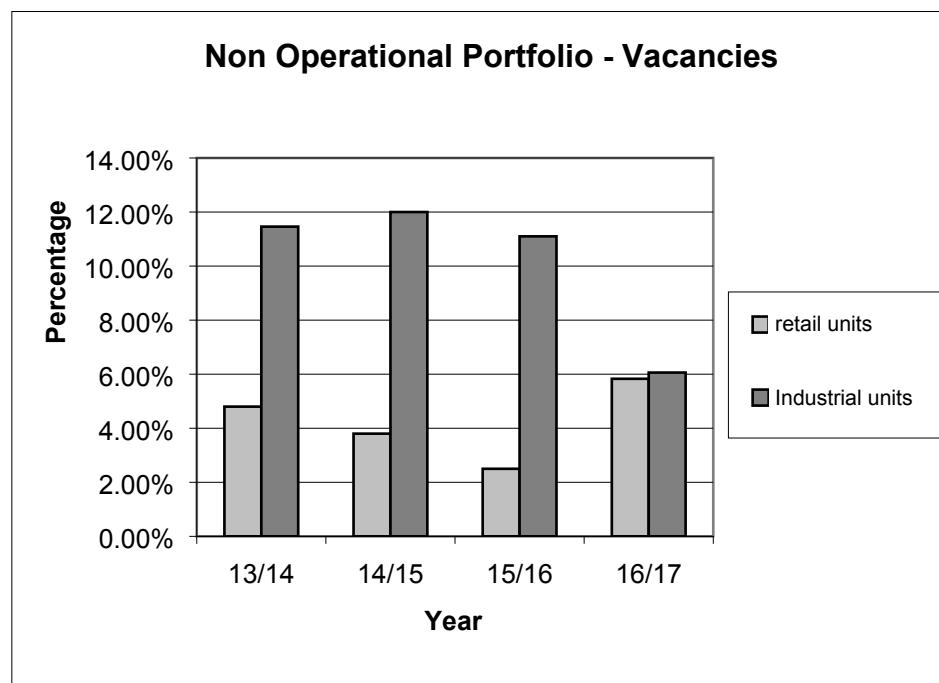
- 2.5.4 As a result of budgetary pressures the capital funding to progress the Equality Act Upgrade programme was reduced in 2016/17 from £250,000 to £200,000. The budget will reduce to zero in 2017/18. Despite this reduction and removal of funding, the Council is still in a better position than many other local authorities due to the large amount of accessibility upgrade works provided to date.
- 2.5.5 The Council completed its programme of priority schemes during 2016/2017. In light of the removal of the designated Equality Act Upgrade funding, future focus will be to ensure that any new projects will continue to consider the Council's Equality Act obligations and a best practice approach to inclusive design and accessibility provision will need to be adopted.

PART 3: Generation of Income and Capital

3.1. Non-operational Property Portfolio

- 3.1.1 The Non-operational Property Portfolio includes 198 industrial units and 137 shops supplemented with allotments, grazing sites, garages and ground leases. The rent roll over the last 3 years was as follows:
- £3,574,034 in 2014/15
 - £3,174,408 in 2015/16
 - £3,844,385 in 2016/17
- 3.1.2 The increase in the rental income in 2016/17 as against 2015/16 is as a result of the acquisition of Phase II St Mary's Green Whickham in October 2016 and on-going rent reviews across the portfolio. The cost of managing the portfolio at £1,661,746 (which covered maintenance and void costs such as rates and service charges) was similar to 2015/2016 and as such the net income from the non-operational portfolio of £2,182,638 was higher than in 2015/2016 (£1,727,738). This revenue income contributed to the Council's General Fund. A further sum of £426,481 was spent on the maintenance and security of the surplus properties.
- 3.1.3 Between 2015/16 and 2016/17 the level of voids for industrial units has fallen from 17 to 12 (which represents 6.06% of the portfolio) whilst the level of retail units standing empty has increased from 2 to 8 (of which 3 are being held for conversion) (which represents 5.83% of the portfolio). This increase in the retail voids is still a nominal figure when considering the size of the retail portfolio overall.

3.1.4 The trend over the four year period is shown on the table below:



3.1.7 There are no national indicators to benchmark across as this information does not necessarily demonstrate performance. It is more an indication of the market conditions and what action the Council is taking to try and mitigate the situation.

3.1.8 Following a strategic review of the Council's non-operational portfolio, a suite of local property performance indicators has been agreed. The highlights for performance in 2016/17 are:

- Nett income from the TNRP was £463,341 ahead of budget, of which £67,250 was from the acquisition of St Mary's Green Phase II. Whickham. The remainder was generated from 17 new lettings, 20 lease renewals and 26 rent reviews over the year.
- As at 31st March 2017 there were 6 property assets on the surplus register which is the lowest figure for over 5 years

3.1.9 To maintain and improve the income stream from the non-operational portfolio the Council agreed in 2014, on the basis of a Strategic Investment Plan prepared by Property Services, to invest in the portfolio through the Capital Programme. A sum of £1,000,000 was identified which was to be used to support a three year rolling programme of investment, with each application for funding from the allocation supported by a business case. During 2016/17 money from this fund was allocated to undertake refurbishment at Gateshead Interchange, works at Stonehills Pelaw and Baltic Road Industrial Estate to secure new lettings

3.1.10 During the course of 2016/17 discussions continued with Public Sector Plc (PSP) the outcome of which was the establishment of a Limited Liability Partnership between the Council and PSP: Gateshead LLP. The Partnership and Operational Boards have been established and are meeting on a regular basis to identify projects that can be taken forward by the Partnership. One potential project is to review the TNRP to see what opportunities there may be to drive additional value from it.

3.1.11 By way of background PSP was developed in 1997, to develop relationships between the public and private sector founded on cultural exchange, trust and equality of relationship, rather than the traditional (sometimes adversarial) relationships based strictly on contract. PSP affords the additional opportunity for public sector staff from council workforces to supply resources to unlock this value.

3.1.12 The Company is a funding joint venture underwritten and supported by Cabot Square Capital. However, it is not a Local Asset Backed Vehicle and therefore not an outsourcing model where services are simply bought from and provided by the private sector. PSP prefer to label the approach as “insourcing” in that it works with a local authority, bringing finance, skills and resources, but also utilising, and enhancing if necessary, in-house resources in order to facilitate a project.

3.2. Surplus Land & Property Assets

3.2.1 The Council continues to strive to secure the disposal of surplus assets as quickly and efficiently as possible, as this helps to avoid vandalism or antisocial behaviour associated with vacant property, both of which can pose a risk and cause problems for local residents. It also reduces the holding costs and the amount of maintenance required to the property portfolio. Often early demolition is the most appropriate course of action.

3.2.2 As at March 2017 there were 6 properties, valued at £1,177,000 on the Council's surplus property register. Although the economic outlook over the year, and subsequently property values, continued to improve, the ability for the Council to take advantage of this improvement was limited with fewer opportunities to identify properties which were surplus to the Council's requirements as a result of the rationalisation programme undertaken in previous years. The outcome of this can be seen in the capital receipts achieved during 2016/17 as compared to 2015/16. Details of the capital receipts received over the last three years are as follows:

- 2014/15 - £3,108,131
- 2015/16 - £1,363,436
- 2016/17 - £1,020,452

The capital receipts are used to support the Council's Capital Programme.

- 3.2.3 However, off-setting this reduced opportunity to generate capital receipts from surplus buildings, there have been opportunities in relation to the Council's land holdings.
- 3.2.4 The Council sells land through a variety of channels e.g. open market, through the Council's Joint Venture Vehicle. The options are considered at the Land Development Group which is a cross service group, with membership comprising officers from, amongst others, Housing and Economic Growth, Property Services, Transport and Public Protection.
- 3.2.5 A number of development sites have been included in the Council's Joint Venture Vehicle (JV), whilst other sites will be brought to market as part of a planned approach to maximise receipts and generate economic and housing growth.
- 3.2.6 The Council's partner in the JV is Evolution Gateshead (a consortium of Galliford Try and Home Group) who was selected after a full OJEU Procurement process with financial close in April 2012. The JV is now known as The Gateshead Regeneration Partnership.
- 3.2.7 The Partnership is looking to regenerate 19 sites across the Borough, totalling 70 hectares. Redevelopment began with a bundle of three sites at Saltwell, Deckham and Birtley Northside.
- 3.2.8 The first three sites were transferred in January 2014 and this first bundle currently has planning approval for 309 homes (including 60 affordable homes). Progress is as follows:
- 16 affordable homes have been built and occupied in Deckham
 - Birtley Phase 1 comprising 47 units is complete with all units now sold
 - The planning application for Birtley Phase 2 which comprises 147 units has been approved and construction commenced in January 2017
 - The first phase in Saltwell comprises 99 new homes which will all be built out by February 2018. Of those that have already been completed the 28 affordable homes are all occupied and 32 homes available by way of open market sale are either purchased or reserved.
 - The second bundle is made up of Kelvin Grove, the second phase in Saltwell; Whitehills Drive in Windynook; and the former Rowlands Gill Primary School.
 - The planning application for Kelvin Grove comprising 52 new homes was submitted in February 2017.
 - A planning application for Whitehills Drive, Windy Nook comprising 39 new homes was also submitted February 2017.
 - The Planning application for Rowlands Gill Primary School site was being prepared during the early part of 2017 with submission planned for the latter part of the year.

3.2.9 The Partnership is currently considering which of the remaining sites will make up the third bundle and once all three planning applications in the second bundle are approved, design and feasibility work will start on those.

3.2.10 The Council has retained the option to sell additional surplus sites into the partnership and a protocol for identifying sites for consideration was established in April 2010.

Significant Land Disposals in 2016/17

- Swalwell Depot (£550,000)
- Land at Crawcrook North (£320,000)

Surplus Asset Declarations

The following are a few of the properties declared surplus to the Council's needs during 2016/17:

- 107/109 Coatsworth Road
- Dunston Activity Centre
- Former depot and land at Chase Park

Surplus Asset Demolitions

The following are a few of the properties demolished during 2016/17:

- Former Wrekenton Library
- 81-85 Aycliffe Avenue

Estate Regeneration Demolitions

- Clasper Village Phase 4
- Bensham Saltwell Phase 3A
- Bleach Green Phases 3 and 4
- Chandless Estate Sub-station

PART 4: Supporting Service Delivery

4.1. Office Accommodation

4.1.1 The Civic Centre is now the main office location for Council employees. There are still, however, a small number of out based offices, primarily the Dryden Centre and the offices associated with the main depots at Park Road and Shearlegs Road.

4.1.2 The Corporate Asset Strategy Team continues to review the use of the Council's office accommodation as it is recognised that as a result of

changes in service delivery, improved communications technology, and reduction in the workforce, office requirements will change.

- 4.1.3 Arising from this ongoing review it has been agreed that the civic centre be developed for the purposes of a public sector hub. Work has been undertaken to enable the relocation of staff to create a vacant area which can be offered to potential occupiers from across the public and voluntary sector. To date the Council has been successful in securing the occupation of Citizens Advice Bureau's new Trading Standards Advice Service. Discussions are ongoing with a number of organisation the outcome of which will be reported in the 2018 report.
- 4.1.3 As the size of the operational portfolio has been reduced over the last few years the opportunities to secure further rationalisation will reduce. However, officers in the Corporate Asset Strategy Team will continue to work with Services during the year to identify service specific buildings that are no longer needed as a result of consolidation and changes in working practices and service delivery.

4.2 Service Strategies

- 4.2.1 Service Directors have produced a business plan for the delivery of their Service which should include a section on accommodation need both now and anticipated as budget proposals are implemented and alternative delivery models progressed. By working with Service Directors in connection with their accommodation needs the Corporate Asset Strategy Team can ensure that best use is made of assets to enable running costs to be mitigated whilst ensuring that services are delivered effectively for clients and residents. During 2016/17 the following outcomes were achieved:
- Two further community asset transfers have been completed to community associations.
 - Use of the Council's land to secure additional private and social housing, either through the JV or open market sale;
 - Working with Keelman Homes and registered social providers to secure further social housing across the borough;
 - A further review of the Library Service was undertaken with Cabinet approving the proposals at its meeting in February. Officers in Library Services and Corporate Asset Strategy will implement the proposals during the remainder of 2017.
- 4.2.2 With regard to the school estate, local authorities continue to have ownership and asset management of school buildings. Local authorities will also continue to manage capital allocations for maintained schools. As schools convert to academies, responsibility for managing their individual condition budgets move from local authorities to academy trusts.

- 4.2.3 For 2016/17, Gateshead received £1.5m of School Condition Allocation. This amount is indicative of the next two years allocations which will be updated annually to reflect schools converting to academy status. The School Condition Allocations take into account the information collected by the Government through the Property Data Survey programme about the condition of schools and includes a core condition funding component based on pupil numbers.
- 4.2.4 The funding was allocated to improve and maintain the condition of the school estate maintained by Gateshead, including rewires, boiler replacements, window replacements, roofing schemes etc.
- 4.2.5 Local authorities have responsibility for ensuring that every child has a school place including the duty to ensure that there are sufficient school, special school and alternative provision places to meet demand. The government will continue to provide substantial funding to deliver sufficient places.
- 4.2.6 Under the first phase of the Government's Priority Schools Building Programme, Gateshead Council was successful in bidding for five schools to be included in the programme with Thorp Academy completed in December 2016
- 4.2.7 In the second phase of the Priority School Building Programme Gateshead was successful in a bid to replace three demountable classrooms at Winlaton West Lane Primary with a new build extension. The Education Funding Agency has made contact with the school as part of an initial scoping study. The scoping study will assess the detailed work required together with any specific site issues, and will review the best method and timescale for delivery.
- 4.2.8 As part of the successful Targeted Basic Need bid , Ravensworth Terrace Primary School is being re-provided as a 2FE (227 additional places) new build school on a Council owned site in Birtley. These works are expected to be complete and available for use in September 2017.
- 4.2.9 Across the borough, the Council has considered the potential pupil impact associated with planned housing growth and proposed site allocation in the Core Strategy and Urban Core Plan for Newcastle and Gateshead. The Local Plan provides a strategy for delivering 11,000 new homes in Gateshead. Financial contributions from developers will cover the cost of additional school places where proposed development is likely to result in the generation of additional pupil numbers in excess of that which local schools can accommodate.

4.3 Area Reviews

- 4.3.1 Opportunities to work with other public sector organisations such as the Northumbria Police, NHS Property Services, the Clinical Commissioning Group (CCG) and individual doctors' practices are considered on an

area/locality basis the outcome of which will be a more efficient use of the estate. The Council is currently working with two doctors' practices in the borough together with the Community Health Partnership and the Gateshead Health Trust to deliver two community health hubs which will incorporate a range of health and other public sector services.

PART 5: Future Actions

To ensure that the assets are used to support the Council Plan, officers will, throughout the coming year:

- Play an active role within the OPE Partnership to bring forward opportunities for shared services and property utilisation which supports the Council in rationalisation of its portfolio to support service delivery, generate revenue savings and potential capital receipts.
- Progress development of the Civic Centre as a public sector hub
- Progress the development of the corporate web-based asset management database (Gp2) which will ensure delivery of accurate up to date benchmarking data;
- Monitor the new suite of indicators for the performance of the non-operational portfolio;
- The Corporate Asset Strategy Team will continue to co-ordinate the Strategic Maintenance budget to ensure that spend is focussed on properties to be retained by the Council as set out in the Corporate Asset Strategy and Management Plan 2015-2020;
- Work with Services to enable the continued delivery of services within the areas and neighbourhoods within a reduced level of funding and a smaller portfolio through alternative models of service delivery and the more efficient use of the retained property;
- Identify future funding and implement schemes in relation to the energy saving measures and opportunities for income generation from PV;
- Identify development opportunities for both housing and commercial schemes to assist in driving forward the Council's housing and economic growth agenda.
- Work with PSP to develop a range of projects for consideration by the Council.

Annex 1

Accessibility Indicators definitions:

National & Local Indicators

Local Indicator 007 has been reported since June 2009; soon after its introduction to replace National Indicator BV156 (Many Councils consider that the latter is not a robust indicator of performance)

Gateshead Council has developed a suite of Indicators around LI 007 which will enable performance monitoring across a number of asset types. This data has been passed to the Octopus Group and CIPFA for their consideration as a Benchmarking standard

The suite is as follows

Local Indicator 7 - Accessibility to Buildings and Open Spaces:

7a - The percentage of the authority's buildings open to the public in which all areas (open to the public) are suitable for and accessible for disabled people.

For this indicator the standard for accessible and suitable will be as defined in Approved Document M of the Building Regulations 2004.

7b - The percentage of the authority's schools which are suitable for and accessible for disabled people.

For this indicator the standard for accessible and suitable will be the "one star" standard as defined in the Accessibility Strategy (Education and Schools) 2006 - 2010

7c - The percentage of the authority's residential buildings with communal areas in which all public access areas are suitable for and accessible for disabled people

For this indicator the standard for accessible and suitable will be as defined in Approved Document M of the Building Regulations 2004.

7d - The percentage of the authority's open spaces that have had a disability access audit carried out.

For this indicator the standard for accessible and suitable will be as defined in British Telecom (BT) Countryside for All Standards and Guidelines (1997)



TITLE OF REPORT: Annual Health and Safety Performance Report

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

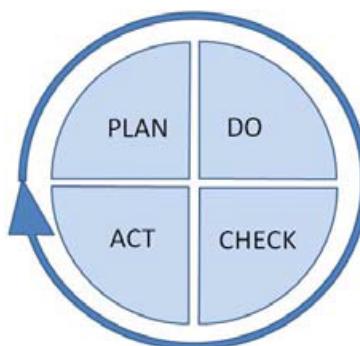
SUMMARY

This report provides the year end assessment of performance on occupational health and safety matters for 2016/17 within Gateshead Council.

Introduction

1. Gateshead Council is committed to providing its employees with safe conditions of work as far as is reasonably practicable and has structured arrangements in place to ensure the safety and wellbeing of staff and others who may be affected by our activities. Our aim is to minimise the adverse impacts to individuals and the business from ill health and injury.
2. This annual report provides an overview of key performance statistics, including the number of lost working and reportable accidents, along with commentary on key aspects of health and safety during the year 1 April 2016 to 31 March 2017 and outlines plans for 2017 - 2018.
3. As noted in the body of this report, considerable work was also undertaken in areas such as Asbestos Management, Contractor Management, Educational Visits, Fire Safety and Legionella Management.
4. Gateshead Council continues to use the principals of the HSE guidance HSG 65, Managing for health and safety. The key principals are Plan, Do, Check, Act. These principals underpin the council's safety management system and operational arrangements as detailed in the Corporate Health and Safety Policy and arrangements.

Gateshead Council's Approach to Managing Health & Safety Risks



Making it happen

5. The fundamentals of safety management remain at the core of what we do:

- We have strong visible leadership and collaboration and partnerships, including worker engagement.

6. This is achieved by ensuring that;

- Professional health and safety arrangements are adequately resourced to meet the needs of the Council.
- Senior Management Group and Group Management Teams routinely accept and act on health and safety advice; risk assessments are carried out for all relevant areas under their control.
- Actions arising out of health and safety inspections and audits are acted on in a timely manner.
- Line managers fulfil their roles in implementing health and safety.
- Trade union health and safety representatives are involved in decisions that affect employees' health and safety.

7. Management teams considers health and safety as an agenda item:

- Both Senior Management Group and Senior Management Team decisions are made in the context of the Council's health and safety policy and recognise the importance of 'designing-in' health and safety when implementing change.

8. General Health & Safety Advice – The Health & Safety Officers from 1 April 2016 to 31 March 2017 carried out 55 advisory visits, 21 incident investigations and 159 inspections and audits. This is comparable with previous years.

9. Fire Safety Advice – There is a legal requirement to carry out Fire Risk Assessments of all premises owned by the Council or premises where the Council has employees working in them. Out of a total of 209 premises 171 fire risk assessments have been completed. During the reporting period the Health & Safety Officers completed 68 (31 previous year) fire risk assessments and reviews on top of the fire safety advice given. The remaining premises are the very small, low risk premises which will be completed this year.

10. Occupational Health - A summary of the work carried out is set out in the tables 1 and 2 below.

Table 1 - Occupational Health Appointments

Type	Year			Comments
	2014 - 2015	2015 - 2016	2016 - 2017	
Health Surveillance	362	351	503	
Driver Medical	95	48	106	
Vision Screening	84	66	67	
Medical Referral – OHA	508	280	157	
Medical Referral – OHP	376	433	407	
Pre-employment questionnaires	1165*	1105*	1088*	Employees – desk top exercise

Pre-employment questionnaires	218*	156*	298*	Volunteers – desk top exercise
Physiotherapy	789	618	585	
Counselling Sessions	897	851	1040	
Total	4494 (3111*)	3908 (2647*)	4251 (2865*)	

Table 2 - Occupational Non-attendance

Type	Year			Comments
	2014 - 2015	2015 - 2016	2016 - 2017	
Health Surveillance	44	17	47	
Driver Medical	3	1	7	
Vision Screening	14	9	3	
Medical Referral – OHA	53	41	7	
Medical Referral – OHP	22	23	41	
Physiotherapy	64	46	43	
Counselling	23	24	33	
Total	223 (7.2% excl*)	161 (6.0% excl*)	181 (6.3% excl*)	

Further information on the role of Occupational Health is given in the 6 monthly OSC Sickness Absence / Health of the Workforce' report.



11. **Health & Safety Training** – This is delivered by internal and external trainers. Individual Service areas are responsible for specialised safety training and will hold records of training that they have arranged. Figures below show the number of employees that have received Health & Safety training in 16/17.

Competence – Training

- 168 employees attended 15 corporate H & S training courses (see Table 7).
- Care Wellbeing & Learning provided a range of training for 686 employees delivered by Workforce Development.
- Communities & Environment
 - Construction Services provided over training opportunities to staff and operatives in many specific areas. These included but not limited to Plant Operation, Manual Handling, First Aid and Specialist Technical areas. Staff and operatives transferring from Mears to Constructions Services attended a 4 day intensive induction covering areas such as Site Safety,

- Manual Handling, Asbestos Awareness, Working at Height as well as corporate elements including Corporate Induction and Customer Care.
- Facilities Management provided training for 321 employees in 12 specific areas including food safety, risk assessment and dynamic risk assessment, manual handling, COSHH, asbestos awareness and working at height.
- Street Scene continually assessed frontline staff and provided 894 training sessions which included: asbestos awareness; construction plant; CSCS cards and tests; driver CPC; C & G signing/lighting/guarding; general health and safety and several miscellaneous courses.

1164 Health and Safety e-learning modules were accessed. This was an increase from 412 units in the previous year.

12. **Corporate Procedures and Codes of Practice** – form part of the overall health and safety policy, providing safe systems of work for employees to follow and to adapt them to their service areas as appropriate. Documents were revised for Group / Service Policies, Asbestos, Physiotherapy, Workplace Inspections, Corporate Health & Safety Committee Constitution and Scaffold & Edge Protection.

Checks are made to ensure things are happening through:

13. **Reporting to the Corporate Health & Safety Committee** - Quarterly reporting by the Occupational Health & Safety Manager to the committee consisting of senior management and union representatives. Updates are given on New Legislation and Guidance, Corporate Health & Safety Action Plan, Health & Safety Training Strategy and the Better Health at Work Award, with the opportunity also being available for those attending to discuss other health and safety issues that may be relevant.
14. **Senior Management Group Health & Safety Update Reports** - Quarterly reporting by the Occupational Health & Safety Manager to the Senior Management Group, advising on the status at the time of the Health & Safety management system and of hazards that have been identified, recommending to Senior Management Group any reasonable actions to be taken.
15. **Monitoring of hazards** – The Health & Safety Team utilises a system for the recording of hazards identified by employees. Checks are carried out to ensure appropriate action has been taken by the relevant manager to address concerns.
16. **Incident Investigations** – Where appropriate, incidents are investigated with findings and recommendations communicated to responsible managers for them to take action to prevent reoccurrence.
17. **Annual Reporting on Corporate Health & Safety** – Annual reports are produced for Senior Management Group and Overview and Scrutiny Committee to inform senior managers and councillors of the work undertaken in the last 12 month period and including details on health and safety performance and incident statistics.
18. **Internal Assurance**

Asbestos Management

The Asbestos Management Team (AMT) sit within Council Housing, Design & Technical Services, Communities & Environment working closely with the Health & Safety Team have achieved the following in the reporting period:

- Continue to carry out the asbestos re-inspections, update and deliver registers.
- Provided technical advice to schools which have bought into the gateway scheme.
- Reviewed and updated the corporate asbestos management plan
- Continued to assist with the input of all asbestos data in to the GP2 system.

Contractor Management

During the 6 week and half term holidays (2016), the Health & Safety Officers visited all schools and other sites where they were notified that contractors would be working. This enabled activities to be monitored and risk assessments, method statements and training records to be checked. When the necessary standards were not being achieved the work was stopped until corrective action was taken.

Educational Visits

The Health and Safety Officers provide advice and support to teachers, youth workers and other Council employees who take young people on educational and out-of-centre visits. Under the banner of the Educational Visits Advisory Team, they are also responsible for the implementation of, and monitoring compliance with, the policy and procedures which ensure the Council meets its statutory responsibilities for the safety of such activities. The team maintains the EVOLVE on-line visit planning, recording and approval system for Gateshead.

EVOLVE also provides the Council with a clear picture of the great range of Learning outside the Classroom opportunities being provided for Gateshead children. In the academic year 2016/17 we recorded 6080 visits. Of these, 505 involved residential stays, adventurous activities or travel overseas to countries including Austria, Belgium, Berlin, France, Iceland, Italy, Malta, Netherlands, Poland, Switzerland, Costa Rica, Japan, New York, Shanghai and Uganda.

Legionella Management

The Water Hygiene Team sit within Council Housing, Design & Technical Services Communities & Environment working closely with the Health & Safety Team have achieved the following in the reporting period:

- In all buildings visited or audited no significant issues were found. Ensured that all Council buildings continue to have their risk assessment documentation updated.
- 577 samples were taken in 2016 with 2 positive legionella results returned. At the same time samples were taken for pseudomonas with 5 positive samples returned. Remedial action was taken and the properties resampled. All buildings came back with negative results demonstrating that our control methods are robust and where positive results have been identified they have been dealt with quickly.
- Retained Legionella Control Association Accreditation to prove good practice and to allow them to do work in the private sector.

- Continued to carry out risk assessments on water systems in domestic property's owned by Gateshead Council as part of a ten year scheme. 3996 properties have been assessed so far.



19. **Performance Indicators** - The tables set out below details the performance indicator data for 2016 - 2017 and how this compares to previous years. These are common indicators for occupational health and safety, and help to track performance and compare against other organisations.

Table 3 - Incidents / Industrial Diseases (ID)

Type	Year			Comments
	2014 - 2015	2015 - 2016	2016 - 2017	
RIDDOR	32	25	8	Injuries resulting in over 7 days absence reported to HSE
Specified Injuries	4	2	3	Significant injuries such as fractures, amputation, loss of sight, crush injury, significant burn injury and degree of scalping
ID	0	0	6	Industrial diseases reported to the HSE
> 3 day	2	3	12	Injuries > 3 days but < 7 days noted for information

Table 4 - Incidence Rates

Type	Year			Comments
	2014 - 2015	2015 - 2016	2016 - 2017	
RIDDOR	5.8	4.88	1.44	Incidence Rate for over 7 day injuries (number of over 7 day injuries per 1000 employees).
Specified Injuries	0.72	0.39	0.54	Incidence Rate for specified injuries (number of injuries per 1000 employees).

The statistics (include LA schools) identify the following compared to the previous year:

- Total number of incidents up from 420 to 534
- Specified injuries up from 2 to 3
- Non employees sent direct to hospital remains same at 1
- Decrease in near miss reporting from 151 to 109 which includes 11 reports of verbal threatening behaviour.

The main cause of over 7 day incidents is handling, lifting and carrying. The specified injuries were as a result of handling, lifting and carrying; slip, trip and fall; and contact with a fixed or stationary object. These occurred in various locations at different times of the year so could not be linked to any trends. Detailed quarterly reports are given to groups on the recorded incidents to enable them to take relevant action to help reverse any trends, identify training needs etc.

Table 5 - HSE Enforcement Action

Type	Year			Comments
	2014 - 2015	2015 - 2016	2016 - 2017	
Prosecution	1	0	0*	Council representative interviewed by HSE, awaiting outcome
Prohibition Notice	1	0	0	
Improvement Notice	1	0	0	
FFI	1*	0	1**	*(£458.80) **(£1,277.10)

Table 6 - Sickness Absence (Stress / Work Incidents)

Type	Year			Comments
	2014 - 2015	2015 - 2016	2016 - 2017	
Sickness Absence	54,818	60,166	55,561	Total sickness absence days
Stress	21.7%	23.8%	26.33%	Percentage of total days lost due to stress, depression and mental health including work related stress
Work incident	3.4%	2.81%	0.67%	Percentage of total days lost due to work related injury and ill health

Table 7 – Training

Type	Year			Comments
	2014 - 2015	2015 - 2016	2016 - 2017	
Corporate	282 (19 courses 93% average attendance rate)	131 (10 courses 84% average attendance rate)	168 (15 courses 79% average attendance)	Number attending corporate health and safety training courses (Accident investigation, Asbestos Management, DSE, Fire Warden, H & S for Managers, Risk assessment and Stress Management).
e-learning	3202	412	1164	

We act on the findings through:

20. **Auditing and performance review** is the final step in the health and safety management control cycle. They constitute the ‘feedback loop’ which enables the council to reinforce, maintain and develop its ability to reduce risks to the fullest extent and to ensure the continued effectiveness of the health and safety management system.

No audits were carried out during the reporting period as resources were required in the management of fire safety. An audit programme will be prepared for 2017 – 2018.

21. **Review of policies and procedures** – Considerable ongoing review of the Health & Safety policy, corporate procedures and guidance takes place. New documents are developed or others amended. See number 12 for details.

22. **Lessons arising from, an asbestos release at Cleveland Hall Boy's Club in July 2016** – Following the disturbance of asbestos containing materials, during a window replacement an investigation was carried out. As a result of the investigation a number of issues were identified which, needed to be addressed. These included the following:

- Ensuring any staff responsible for arranging construction works are trained and competent and can comply with duties as specified in the Construction (Design and Management) Regulations 2015 and Corporate procedures.
- Ensuring that site specific asbestos management arrangements are implemented in accordance with council policy.
- Any service, when acting as designer must ensure that the client is fully aware of their responsibilities.
- The current level of training received by staff should be reviewed to determine if they possess the appropriate level of competence to ensure they are aware of their duties in accordance with the Construction (Design and Management) Regulations 2015 (CDM 2015). This would not necessarily need to cover all the technical aspects of the process, but it should be sufficient for employees to recognise or query potentially hazardous situations.

The need for the improvements has been acknowledged by the Senior Management Team and there have been concerted efforts by key personnel in attempts to see these through to completion.

23. All services have completed the annual health and safety performance report or given assurances that it will be completed imminently.

Health & Safety Executive

24. To the best knowledge of the Health & Safety Team there were no prosecutions or enforcement notices issued by the Health & Safety Executive. However, a fee for intervention was issued in respect of contraventions of health and safety law. These included:

- Lack of a consistent management approach to the implementation of the Hand Arm Vibration Policy.
- Employees were unclear how to calculate cumulative tool use.
- Inconsistent assurance monitoring being carried out.
- Lack of clarity how any of the data collected was being used for assurance monitoring to ensure employees exposure as low as reasonably practicable or to inform review of the management system:
- Lack of time/points matrix for use on site.

A working group was set up and suitable steps have been taken to address all concerns.

25. The Health and Safety Executive have also confirmed that they will be not be prosecuting the Council in relation to Cleveland Boy's Club but have issued a fee for intervention, costing the Council £3250.80

Tyne & Wear Fire & Rescue Service

26. To the best knowledge of the Health & Safety Team, there were no prosecutions or enforcement notices (which are legally binding) issued by the Fire Service in respect of any fire management failures within the Council during 2016/17. The

fact that there are no enforcement notices relative to the building stock is impressive.

Plans for 2017 - 2018

27. In light of the Grenfell Tower incident work with The Gateshead Housing Company will be given priority. All of the high rise premises have current Fire Risk Assessments. However, these are due to be reviewed in 2018 but due to the current climate will be revisited as soon as possible.
28. The Health & Safety team will work with the Group Management Teams to support them to ensure that progress is made on a continual basis against the 2017 / 2018 Corporate Health & Safety action plan and any other service specific Health & Safety action plans.
29. To comply with the Corporate Health & Safety Policy and associated procedures for corporate performance review an annual report will be sent to Corporate Resources Overview and Scrutiny Committee to specifically highlight the performance indicators.
30. Group Management Teams and Head Teachers will be informed of any significant changes to the Council's corporate health and safety policies and procedures or when action is necessary as a result of any health and safety failing via a health and safety briefing note.
31. Senior Management Group will be advised on a quarterly basis on the progress being made against the Corporate Health & Safety action plan.

Summary

32. As mentioned at the start of this report, the Council's approach to health & safety management continues to follow the guidance document HSG65 – 'Managing for Health and Safety'. Commitment from senior management is strong and substantial progress has been made in delivering improvements.
33. Throughout the last year there has been increased focus on asbestos and fire safety management and contractor health and safety performance.
34. The Health and Safety Executive (HSE) in this reporting period have not visited any of the Council's construction sites.

What will we do next?

35. The Health & Safety team will work with the Group Management Teams to ensure that progress is made on a continual basis.
36. Group Management Teams and Head Teachers will be informed of any significant changes to the council's corporate health and safety policies and procedures or when action is necessary as a result of any health and safety failing via a health and safety briefing note.
37. Senior Management Group will be advised on a quarterly basis on the progress being made and any issues to address.

Recommendation

38. The views of the Overview and Scrutiny Committee are sought as follows:

- Is the Committee satisfied that the actions taken are appropriate and effective to maintain or improve the health and safety management system?

Contact: Susan Smith

Ext. 2272



**CORPORATE RESOURCES
OVERVIEW AND SCRUTINY COMMITTEE
27 November 2017**

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 - No longer a standalone item, including in the Six Monthly Performance Report (November 2017) • 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	<p>PART A (ad hoc policy issues)</p> <ul style="list-style-type: none"> • *DCLG Consultation on disqualification criteria for Mayors and Councillors *(<i>new issue received</i>) <p>PART B</p> <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 • Annual Health and Safety Performance Report • OSC Work Programme
22 January 18	<ul style="list-style-type: none"> • Corporate Complaints Procedure - Annual Report 2016-17 • Gateshead Communities Together Annual Update • Presentation / Consultation on the development of web based volunteers system *(<i>new item</i>) • Sickness Absence / Health of the Workforce – *(<i>moved from Nov 17</i>) • OSC Work Programme
26 February 18 (5.30pm meeting)	<ul style="list-style-type: none"> • Information Governance Report • Case Study – Welfare Reform • Refresh of the Volunteer Plan 2018 * (<i>new item</i>) • 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 • Support to Voluntary and Community Sector – Progress Update *(<i>moved from January 18</i>) • OSC Work Programme Review

Issues to Slot in

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