

PETERLEE TOWN COUNCIL

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Your Ref:

Our Ref:

Date:

4 January 2017

A MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE WILL BE HELD ON MONDAY 9TH JANUARY 2017 IN THE COUNCIL CHAMBER SHOTTON HALL, PETERLEE at 6.30pm

THIS WILL BE FOLLOWED BY MEETINGS OF THE PLANNING COMMITTEE & ESTABLISHMENT COMMITTEE

Mr I Morris M.C.I.H
Town Clerk

AGENDA

MEMBERS ARE REMINDED OF THE NEED TO DISCLOSE ANY INTEREST, PREJUDICIAL OR PERSONAL, IN ACCORDANCE WITH THE CODE OF CONDUCT.

The Chairman shall now advise both Members of the committee and members of the public that part of the meeting may be recorded by both audio and video, and it may be that photographs are taken.

FINANCE & GENERAL PURPOSES **COMMITTEE**

1. **APOLOGIES FOR ABSENCE**
Members are cordially invited to inform the Deputy Town Clerk of their apologies as soon as practicable
2. **CDALC/NALC MEMBERSHIP**
To welcome the Chair, Councillor David Bell and Mr Steve Ragg, Executive Officer
3. **TO APPROVE THE MINUTES OF THE LAST MEETING**
4. **REPORT OF THE SCRUTINTY MEETING of the 2nd December 2016**
(Circulated)
5. **2017/18 BUDGET – KEY PRINCIPLES**

Presentation by the Town Clerk.

Members are asked to note the content of the report and provide feedback on the options hi lighted. (Copy to follow)
6. **KLASSIK IM PARK**
To consider the invitation to attend this event on Saturday 12th August 2017, Nordenham (Circulated)
7. **THE REPORT OF THE FINANCE SUB COMMITTEE MEETING OF THE 15TH DECEMBER 2016**
(Circulated)
For approval of the payments authorised and made.

8. CHEQUE AUTHORISATION PROCESS

Motion submitted by Councillor Thompson

“Council to revise Financial Regulations to remove the requirement for 2 members’ signatures on cheques or other orders for payment in line with the *‘Legislative Reform (Payments by Parish Councils, Community Councils and Charter Trustees) Order 2014,’* and to end the Finance Sub Committee”.

(Members are referred to sections 6 & 7 of the Council’s Financial Regulations, copies of which are available on the Council’s website or in hard copy from the Deputy Town Clerk by request).

9. PUBLICATIONS, MINUTES, BULLETINS ETC

(a) Durham Association News, December 2016

(b) Public Service Ombudsman & Draft Bill

(c) No extension of referendum principles

(d) The Casey review

(e) National Developments & Bulletins

(f) NALC – Grants & Funding Bulletin

(g) DIS Issue 897 & 898 – copies available

Members are requested to note the information listed and given above
(Circulated)

10. REQUESTS FOR A GRANT/CONCESSIONARY USE

(a) Lowhills Bowling Club (Circulated)

(b) Letters of thanks & appreciation, Acre Rigg Academy & All Stars

(c) Joan Bailey MBE – Request for concessionary use of the Banqueting Suites, 9th January 2017

11. RESIDENT EQUITY OF ACCESS TO PUBLIC PURSE FOR LEGAL FEES

Verbal report on access to s137 funding by Councillor Thompson

12. POLICIES

(i) Officers Code of Conduct

(ii) Mental Wellbeing in the Workplace

A verbal update on progress

13. LOCAL COUNCIL ADVISORY SERVICE SEMINARS 2017 – SHOTTON HALL WEDNESDAY 1ST FEBRUARY 2017
(Circulated)
14. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC IN VIEW OF THE CONFIDENTIAL NATURE OF THE FOLLOWING ITEMS TO BE DISCUSSED, THE COMMITTEE IS ASKED TO PASS THE FORMAL RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC FROM THE MEETING, PURSUANT TO THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT, 1960 & THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985.
15. STAFF CHARITABLE DONATIONS VIA PAYROLL
Verbal report by Councillor Thompson
16. PETERLEE SHOW 2017 – SATURDAY NIGHT BANDS
To request Member's approval to book bands for the event
(Copy to follow)

PLANNING COMMITTEE

17. TO APPROVE THE MINUTES OF THE LAST MEETING
18. PLANNING APPLICATIONS
For consideration and comment

19. DELEGATED PLANNING DECISIONS
1 Church Close, sub division of existing property to create separate dwelling

20. COUNTY DURHAM PLAN (Circulated)

ESTABLISHMENT COMMITTEE

21. TO APPROVE THE MINUTES OF THE LAST MEETING

22. OVERTIME & ADDITIONAL COSTS REPORT (Circulated)
Members are requested to note the information given

23. ABSENCE REPORT (Circulated)

MINUTES OF THE SCRUTINY COMMITTEE OF THE 2ND DECEMBER
2016

PETERLEE TOWN COUNCIL

MINUTES OF THE SCRUTINY COMMITTEE

HELD ON FRIDAY 2ND DECEMBER 2016,

IN THE COUNCIL CHAMBER, PETERLEE AT 10.00AM

PRESENT:-

Mesdames:- M A Cartwright & S McDonnell

Messrs:- L Cook & A Watson

38. APOLOGIES FOR ABSENCE

Apologies for absence were submitted by Councillor Jeffrey.

39. THE MINUTES OF THE LAST MEETING of the 4th November 2016, a copy of which had been previously circulated, were accepted.

Matters Arising

Minute Number 36 - Bar Reverting to community use

There was discussion and consideration of the current room hire charges. Members felt concessions to Peterlee Community Groups and groups that supported health benefits/activities was acceptable however private individuals should be charged at a reasonable market rate. It was suggested the criteria for a concessionary rate to be granted needed to be clear and perhaps a "self declaration" could be completed by groups applying for funding. It was suggested Officers should begin to speak to current users on the effects of a price increase. The Town Clerk reported he was to arrange a "drop in" session on funding for the community groups to support them in accessing sources of funding. It was agreed that the pricing of all of the rooms for hire at The Pavilion needed to be reviewed and it was suggested this should be done ready for introduction on 1st April 2017.

RECOMMENDED there be a review of the pricing structure of the Pavilion and a further report be submitted with the suggested rates to be applied.

40. POLICIES – PROGRESS REPORT

Members were circulated with an updated schedule on the progress with policies and a copy of the Code of Conduct for Officers and the Mental Wellbeing in the Workplace, Policy Procedure toolkit had been circulated for comment and feedback. It was suggested that for future updates when the draft policy was presented the list of main amendments to the main DCC document be given.

RECOMMENDED the two policies be presented to the Establishment Committee for approval and adoption.

41. BUDGET 2017/18

The Town Clerk outlined for the Group a summary of the expected areas where expenditure would increase along with expected reductions in income such as the grant from Durham County Council. He then asked them to consider the various income streams. SMT had also discussed the potential for legacy projects to be funded from reserves which included the Dene Parks area, Shotton Hall and the Play Strategy. The Clerk advised there would be a series of budget meetings and asked for initial feedback from the Group.

The Group commented that the Council faced a challenging time ahead and that there needed to be improved financial information to assist and support decision making.

RECOMMENDED the information given be noted.

42. DATE & TIME OF NEXT MEETING

It was agreed the next meeting be held on **Friday 13th January 2017 at 10.00am in the Council Chamber, Shotton Hall.**



The organizers of the annual open air event "Klassik im Park" and members of Nordenham's twin city friendship associations are planning a special music event:

"The Magic Night of for Nations"

**Saturday, 12. August 2017, 18.00 h
Gut Schützfeld, Nordenham**

Musicians from Peterlee, Swinoujście, Saint-Étienne-du-Rouvray and Nordenham are invited to participate and to contribute to a happy night of music and dance.

- Participants organize their journey to Nordenham.
- Accommodation is provided in host families of our three friendship associations.
- Travel expenses will be subsidized.
- Musicians are asked to perform at no charge. However, depending on the support of our sponsors, there is a chance that fees can be paid.
- If desired, there could also be a "morning pint" the following day from 11.00 to 13.00 h.

We very much hope you will support this special event with musicians from your city.

[Hier eingeben]



Mr Carsten Seyfarth, the mayor of Nordenham, is delighted at the prospect of welcoming friends from our three twin cities and has assumed patronage of this international music event.

We would appreciate your feedback by the end of January 2017. Further details can be discussed later.

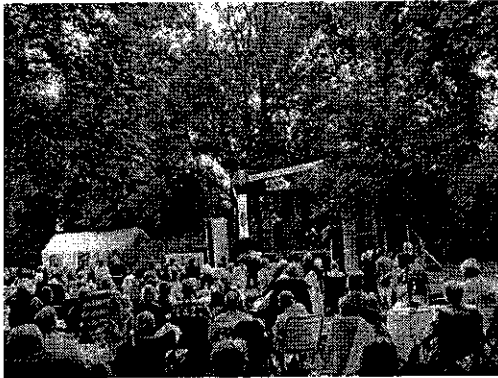
Contact persons:

For the organization team "Klassik im Park":

Stefan Tönjes, E-Mail.: toenjes.stefan@t-online.de, Tel.: 04731 – 21738

For the friendship associations:

Uschi Wilkens, E-Mail.: uschi.wilkens@nordenham.de, Tel.: 04731 – 84 325



[Hier eingeben]



MINUTES OF THE FINANCE SUB COMMITTEE OF THE 15TH DECEMBER 2016

PETERLEE TOWN COUNCIL

FINANCE SUB-COMMITTEE

HELD IN THE COUNCIL CHAMBER,

SHOTTON HALL, PETERLEE

ON THURSDAY 15TH DECEMBER 2016

PRESENT:- Councillors

C Robbins & G Cowie

15. PAYMENTS MADE BY DIRECT DEBIT & USING THE DEBIT CARD

RECOMMENDED the list of payments made in November 2016 by direct debit or using the debit card, be accepted.

16. ACCOUNTS FOR PAYMENT

The accounts for payment for December 2016 amounting to £29,310.78 including all payments made for that month, a copy of which had been circulated to each Member, were considered.

RECOMMENDED the payments as listed, be made.

Durham Association News

December 2016
Newsletter 59

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Merry Christmas and a
Happy New Year to you all



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Association of Local Councils

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cdalc@durham.gov.uk

Future CTP Training Opportunities

The County Training Partnership (CTP) is providing the following courses in the new Year.

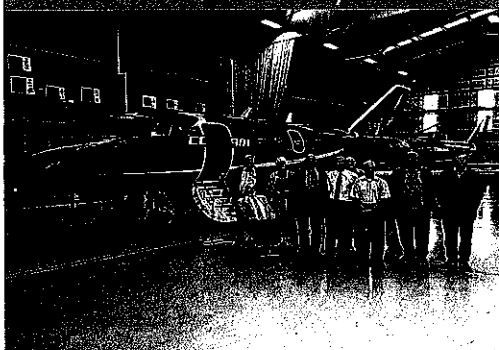


- Purdah : Everything you need to know—dispelling the myths of Purdah with Roger Taylor from Hedley's Solicitor. To be delivered free of charge at the Larger and Smaller Council Forum meetings being held on 16 February 2017 in Shildon Civic Centre, Civic Centre Square, Shildon County Durham DL4 1AH
- Clerks: getting ready for elections and afterwards. March 1st 2017 : 6pm Committee Room 2, County Hall, Durham, DH1 5UE. Primarily for Clerks but councillors are welcome to attend. Everything you need to know about elections, induction of new councillors etc.
- New Councillor Training. Following the elections, in June 2017 we are preparing holding a full days training course for new and experienced councillors probably in Shotton Hall Peterlee to cover Roles and Responsibilities, Powers and Duties, Management and Meetings and the Council and the Community.
- New Chairmanship Training. Once again following the elections in May next year we will be holding a separate full days training to take experienced and aspiring chairmen through all aspects of being chairman of a parish council.

The elections and councillor/chairmanship training will cost £24 per person for councils with a budget of less than £5,000, £27 per person for councils with a budget of less than £100,000 and more than £5,000 and £30 per person for councils with a budget exceeding £100,000.

To assist with the new councillor training copies of the Good Councillors Guide are to be ordered in readiness for next years elections. Please let me know how many copies of these you require.

Cobham visit by Executive Committee members



Before holding the September Executive Committee Meeting, Committee members visited Cobham on the Durham Tees Valley Airport site.

This was arranged by our representative on the Durham Tees Valley Airport Consultative Committee.

From their airport site Cobham work closely with the Ministry of Defence and the secret activities undertaken by their pilots and staff help to keep the country safe.

Governance and Accountability for Local Councils & Annual Returns

All councils need to provide an Annual Return for 2016/17 and have it externally audited by BDO. This will be the last year that BDO will provide this audit.

In order to complete Annual Returns councils have to provide certification that they have met a number of criteria and provide financial information etc for the External Auditor. The following criteria have to be certified:-

- **Assertion 1: Financial management and preparation of accounting statements**
We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
- **Assertion 2: Internal Control**
We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
- **Assertion 3: Compliance with laws, regulations and proper practices**
We took all reasonable steps to assure ourselves that there are no matters of actual or potential noncompliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.
- **Assertion 4: Exercise of public rights**
We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
- **Assertion 5: Risk Management**
We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
- **Assertion 6: Internal Audit**
We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
- **Assertion 7: Reports from Auditors**
We took appropriate action on all matters raised in reports from internal and external audit.
- **Assertion 8: Significant events**
We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.
- **Assertion 9: Trust Funds (local councils only)**
Trust funds (including charitable). In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, Independent examination or audit.

Full details of how these criteria can be met are contained in the JPAG Governance & Accountability for Local Councils which can be accessed on the NALC website under publications. All sections of these documents including Section 5 should be read. Section 5 is particularly important as it gives you full details of how to complete a successful Annual Return. It would be useful if a copy of Governance & Accountability could be given to your RFO and internal auditor.

Governance and
Accountability
for Local
Councils

A Freedom Guide (17) 149
March 2011

Please make sure your council complies with the above criteria to avoid having a Qualified Audit being issued.

From 1 April 2017 changes have already been implemented for councils with an annual turnover of less than £25,000 and these councils should be aware of the Transparency Code requirements from previous correspondence. It is your councils responsibility to meet Transparency Code requirements, if you do not adhere to these requirements your council may be subject to challenge.

All other councils will be unaffected and will be required to complete their Annual Return as usual but it will be audited by another company who will be appointed by the Smaller Authorities Audit Appointment Ltd. The three successful companies to provide audits from the 2017/18 accounts have been announced although we do not yet know which company will be assigned to our area.

Local councils encouraged to help during winter months.

Local (parish and town) councils are being asked by the Government to play a role in alleviating the adverse effects of winter emergency situations.

NALC is supporting this call for local councils to be at the heart of the Get Ready for Winter campaign, which aims to help raise awareness of the dangers posed by winter weather and provide tips and advice on how to minimise its impact. The campaign is run and implemented by the Met Office working with a number of Government Departments with support from charities and other community based organisation. There is a checklist for local councils—[please click here to access.](#)

Andrew Percy MP, minister for Local Growth and Northern Powerhouse, said: "Town and parish councils are an important and highly visible part of the fabric of so many of our communities and I have been reflecting on my personal experience as a parish councillor and a local volunteer working to make sure my own community is resilient to severe winter weather.

Cllr Ken Browse, chair of NALC responded: " It is important that all local councils get involved with this campaign as so many of you are already doing so. Local councils have a very important role in helping prepare and embed community resilience, and we are committed to working with all our partners to ensure that best use is made of the resources available. Our shared knowledge and experience can help us become better prepared for the future, both in terms of responding to flooding events, but also in maximising the impact of flood defence funding and working with different partners across boundaries."

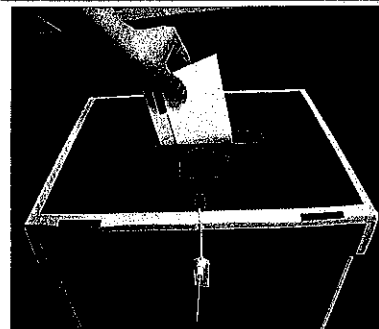
Are you ready for the Elections in May 2017

Quite often at elections, some councillors do not stand for election again meaning your council could be short of councillors and possibly not quorate. If you know this is a possibility now is the time to start advertising and approaching electors to see if other electors can be encouraged to stand for election. This is entirely at your councils discretion.

May 4 2017 sees elections being held for all parish council seats. If you are wishing to stand for election again you will need to complete and return your nomination form to the Electoral Services Officers in County Hall.

The responsibility for the submission of nomination forms is the candidates and they should ensure that they are delivered or posted in time to reach the Returning Officer by the deadline date of 4pm on Tuesday 4 April 2017.

Full details of the election process are now advertised on the Electoral Commissions website. If you want to see the full election timetable then please visit the [Electoral Commissions website](#). The election process will start on the 23 March 2017 in County Durham.



National Civic Day

17 June 2017 is being designated as the National Civic Day, and is getting increasing support. The link is to more information. If your Council is thinking of holding an event, please let me know so I can circulate details. <http://www.civicvoice.org.uk/campaigns/civic-day/>

CiLCA Successes

The County Durham and Cleveland County Training Partnership is pleased to report that Sheila Horner and Michael Armstrong from Bishop Auckland Town Council have recently been awarded their Certificate in Local Council Administration.



For further details of how to register and obtain the CiLCA qualification please contact Steve Ragg on 03000 269921 or cdalc@durham.gov.uk.

CiLCA is a foundation qualification for local council officers and others working with local councils, including councillors.

It's a Certificate in Local Council Administration awarded at Level 3 of the National Qualifications Framework (NQF) where it is worth 20 credits. The qualification is owned and managed by the Improvement and Development Board (IDB) working on behalf of local councils in England and the National Training Advisory Group (NTAG) representing local councils in Wales.

CiLCA is administered by the Society of Local Council Clerks (SLCC).

Get ready to call your Annual Parish Meetings

Please remember that, by law, a parish meeting should be held between 1 March and 1 June each year. Section 9(1) of the 1972 Local Government Act provides:-"For every parish there shall be a parish meeting for the purpose of discussing parish affairs (note this does not mean national affairs) and exercising any functions conferred on such meetings by any enactment ..."

Section 13 (1) of the 1972 Act provides:- "The parish meeting of a parish shall consist of the local government electors for the parish."

A parish meeting is not a local authority within the definition of section 270(1) of the 1972 Act, however it is a public body exercising public functions and as such any decision, action or failure to act in relation to the exercise of its public function is capable of being judicially reviewed.

Paragraph 14, schedule 12 of the 1972 Act requires there to be at least one assembly of a parish meeting in each year. In accordance with paragraph 15, schedule 12 of the 1972 Act a parish meeting may be convened by

- (i) the Chairman of the parish council or
- (ii) any two parish councillors or
- (iii) or where there is no parish council, the chairman of the parish meeting or any person representing the parish on the district council or
- (iv) any six local electors for the parish

Public notice of a Parish Meeting must be given 7 clear days before the meeting (please note this is different to your normal parish council meetings, which is three clear days' notice).

NALC recommends that where there is a parish council that the Chairman of the parish council calls this meeting. This is largely because where there is a separate parish council, its members can play a key role in convening, attending and setting the agenda for an assembly of a parish meeting. A parish council therefore may be able to prevent a parish meeting debating matters which are not parish affairs.

Further full details will be forwarded to councils in January or February 2017.

Commonwealth Day 2017

Monday 13th March 2017 will mark the Fly the Flag for Commonwealth day. NALC is urging all local councils to get involved in these important celebrations.

On the 14th March this year over 900 Commonwealth Flags were raised together at 10am by local authorities (including over 200 parish and town councils) and a small number of others, throughout the United Kingdom, Channel Islands, Isle of Man, UK Overseas Territories. This was the largest, single, raising of the Commonwealth flag in the history of the Commonwealth.

Neighbourhood Plans and the County Durham Plan

Neighbourhood Plans

The DCLG have issued a formal Parliamentary Written Statement setting out the weight to be attached to Neighbourhood Plans and the usual need to demonstrate housing supply. The Statement does appear to emphasise the importance of the Neighbourhood Plan.

<http://www.parliament.uk/business/publications/written-questions-answers-statements/written-statement/Commons/2016-12-12/HCWS346>

County Durham Plan

Concerns arising from the impending Housing White Paper (to be released in January 2017) will change the way in which the numbers of houses needed in an area. The paper will make further recommendations on the methodology for the Strategic Housing Market Assessment (SHMA) which provides market evidence of the needs and type of housing required in a particular market area. Other changes promoted include significant changes to the Community Infrastructure Levy, and evidence bases including the Sustainability Appraisal which, at present, is seen as a key strand in the plan process.

As a result DCC has taken the decision to pause the development of the County Durham Plan until they are able to digest the contents of the White Paper. An update on the changes and timescales will be provided as soon as possible.

Kay Tweddle

From: Stephen Ragg <Stephen.Ragg@durham.gov.uk>
Sent: 12 December 2016 08:55
Subject: Bulletin on national developments and meetings - 9 December 2016
Attachments: Publicserviceombudsman.pdf

Importance: High

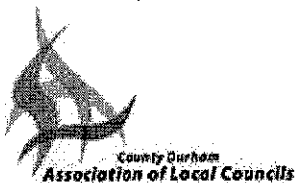
Dear All

Please find below details of the latest NALC Chief Executives Bulletin.

Please note the following.

- We may find out more about any potential capping and referendum principals for parish councils later this week.
- Changes to the Local Government Ombudsman service may mean that all, not just larger councils parish and town councils could be subject to the newly created Public Services Ombudsman. At the moment parish and town councils are not covered by the Local Government Ombudsman's procedures so the public cannot use this avenue to complain about parish councils. This could mean that parish council decisions and actions etc will be open to more scrutiny by parishioners etc. and possible reporting the newly created PSO. Please take a look at the Briefing that NALC has produced and respond to the survey they are undertaking. Your council should have access to the NALC members site and should be aware of the password and username to access this from previous e mails. For ease of use I've attached the briefing above.
- Councils interested in producing a Neighbourhood Plan should read the information below. You will notice that one of our local MP's has tabled an amendment asking for statements of community involvement to include measures to enable parish councils to be set up in a streamlined and speedy manner. I believe the this MP has been influential in asking for a new parish council to be established in the City of Durham. I also believe that a valid petition has been produced and submitted to Durham County Council to undertake a Community Governance Review.
- Details of two Local Democracy All Party Parliamentary Group Meetings are shown below. NALC provides the secretariat and administration for the Local democracy All Party Parliamentary Group meetings.

Steve Ragg



Telephone: 03000 269921
www.cdalc.info

I now normally work Monday to Thursday.

Steve

Dear colleagues,

This bulletin provides a brief update on a number of this week's meetings and national developments:

Council tax referendum principles

- It was possible the provisional local government finance settlement might have been announced by the Department for Communities and Local Government (DCLG) this week but this wasn't the case; we now expect this to take place next Thursday and I will provide a further update then.

Draft Public Service Ombudsman Bill

- On Tuesday the Cabinet Office (CO) published a draft Public Services Ombudsman Bill which will abolish the Parliamentary and Health Service Ombudsman and the Local Government Ombudsman (LGO) and create a new Public Services Ombudsman; the new body will bring existing functions together with the aim of improving access to the Ombudsman's services by allowing for all complaints to be made with or without the help of a representative and in a variety of formats to meet the digital age, provide simpler access to individuals who believe that they have suffered injustice or hardship and share the learning from failures to improve services for everyone. While the current LGO does not cover parish and town councils, it has long been our policy that its remit should be extended to cover our sector and the Bill proposes to do just this! We are in touch with both the CO and DCLG about the proposals especially the timescale as there are no details on this. We have published a briefing on the draft Bill in the members area of the [website](#) and we would welcome your early feedback – please email faithful.conteh@nalc.gov.uk with your comments.

Neighbourhood Planning

- The Neighbourhood Planning Bill moves to Report Stage and Final Reading in the House of Commons next Tuesday and I wanted to let you know about two positive amendments that take forward some of our concerns and ideas;
- an amendment by Nick Herbert MP would require planning authorities to consult neighbourhood planning bodies on decisions to grant planning permission and where a planning authority wants to approve a major development against the wishes of the neighbourhood planning body, the planning authority will be required to consult the Secretary of State before granting planning permission;
- the shadow housing minister Roberta Blackman Woods MP has tabled an amendment requiring statements of community involvement to include measures to enable parish councils to be set up in a streamlined and speedy manner.
- In January the Bill will enter the House of Lords and we have already started briefing and engaging with a number of Peers to continue to press a range of policies that strengthen neighbourhood planning, financial benefits from development, the role of communities in the planning process and extend local democracy in unparished areas.

Affiliation Fee Working Group

- The Affiliation Fee Working Group has been looking at the structure of the NALC affiliation fee and the way fees are collected and is keen to consider the views of all county associations so that a recommendation can be made to the NALC annual general meeting in 2017; I would be grateful if you could reply to the [online survey](#) by end of December 2016.

Christmas Closure

- Please note the NALC Office will be closed from Monday 26 December 2016 and will re-open on Tuesday 3 January 2017.

Staffing changes

- We are pleased to welcome Michelle Mullen our new finance administrator who has replaced Betty Forson; Michelle will be dealing with all of our sales and purchase ledger, working on Wednesday and Thursdays, her contact details are accounts@nalc.gov.uk or direct line 020 7290 0301.

Local democracy APPG

- I wanted to let you know about two sessions of the Local democracy All Party Parliamentary Group in the New Year and invite you attend: a joint session with the Civic Societies APPG on housing and neighbourhood planning on 25 January with speakers including housing and planning minister Gavin Barwell MP; and a dedicated event with the secretary of state for DCLG Sajid Javid MP on 31 January!

Larger councils' conference presentations

- And finally I wanted to let you know the presentations and edited transcripts from last week's Changing Places conference are now available on the NALC website.

Have a good weekend!

Jonathan

Help protect our environment by only printing this email if absolutely necessary. The information it contains and any files transmitted with it are confidential and are only intended for the person or organisation to whom it is addressed. It may be unlawful for you to use, share or copy the information, if you are not authorised to do so. If you receive this email by mistake, please inform the person who sent it at the above address and then delete the email from your system. Durham County Council takes reasonable precautions to ensure that its emails are virus free. However, we do not accept responsibility for any losses incurred as a result of viruses we might transmit and recommend that you should use your own virus checking procedures.

Draft Public Service Ombudsman Bill

Summary

The Cabinet Office has published draft legislation setting out the Government's plans for a new Public Service Ombudsman (PSO) which will abolish the Parliamentary and Health Service Ombudsman (PHSO) and the Local Government Ombudsman (LGO). The aims of the new body are to improve access to the Ombudsman's services by: allowing for all complaints to be made with or without the help of a representative and in a variety of formats to meet the digital age; providing simpler access to individuals who believe that they have suffered injustice or hardship; and sharing the learning from failures to improve services for everyone. The Draft Bill proposes to bring parish and councils into scope of the new Ombudsman.

The link to the draft Bill can be found at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/574487/draft_public_service_ombudsman_bill_web_version.pdf.

Context

The Department for Communities and Local Government (DCLG) published a consultation in March 2015 titled 'Extending the remit of the Local Government Ombudsman to larger parish and town councils', proposing to extend the redress available to the public by extending the jurisdiction of the LGO to larger parish and town councils responsible for substantial sums of public money and whose decisions affect a large number of people. The definitions consulted upon were councils whose population base was 35,000 or more, over £1m precept income, or a combination of population over 25,000 and £1m precept.

We consulted members on whether the jurisdiction of the Local Government Ombudsman should be extended to larger parish and town councils and how larger parish and town councils should be defined for this purpose.

In our response we argued that;

- for the first two years of this extension, the remit of the LGO should be extended to cover larger councils with an electorate size of 6,000 or more on an annual budgeted income or spend of £250K per annum (the NALC definition of a larger council);
- after two years there should be a policy review and if it is found that the extension of the LGO remit to this size of parish council has worked well, the LGO remit should be further extended to cover all sizes of parish council;

Our full response can be found here:

<http://www.nalc.gov.uk/library/members-library/consultations/transparancy/1626-pc02-15-local-government-ombudsman-july-2015/file>

In December 2015 the Cabinet Office compiled responses and gave their response to the consultation titled 'A Public Service Ombudsman: Government Response to Consultation' where there was a call for the Ombudsmen to have greater accountability and for there to be some form of scrutiny of the Ombudsman's decisions on individual cases. A single Ombudsman was favored as a simpler approach. The draft Public Service Ombudsman Bill takes this approach forward.

Provisional position of NALC

It has been a longstanding policy of NALC's that the remit of the LGO should be extended to cover all parish and town councils. However in our response to the DCLG consultation we proposed the use of our definition of a larger council and that following a policy review the LGO should cover all parishes.

Based on this we are not against this draft Bill although we will be examining it in further detail. However we are concerned that the PSO will have the capacity to cover all 10,000 parishes and we will be raising this with government.

Your views

Although the timescale for parliamentary passage is unclear – an issue we are picking up with Cabinet Office and DCLG – we would welcome your comments on the Bill as soon as possible, please e-mail your comments to faithful.conteh@nalc.gov.uk by 17.00 on 24 January 2017.

| | |
|--------------------------|---------------------|
| Recommended Circulation: | County Associations |
| | All Member Councils |

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Page 2 of 2

Kay Tweddle

From: Stephen Ragg <Stephen.Ragg@durham.gov.uk>
Sent: 15 December 2016 13:01
Subject: No extension of referendum principles

Dear All

Council tax referendum principles have **not** been extended to parish and town councils in 2017/18. The secretary of state for communities and local government has just announced the provisional local government finance settlement for 2017/18 in the House of Commons, an extract from his speech is below:

"[Town and parish council] play an important role in our civic life.

We have decided that we will defer our proposals this year, while keeping the level of precepts set by town and parish councils under close review.

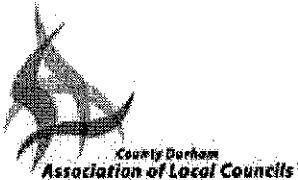
I expect all town and parish councils to clearly demonstrate restraint when setting increases that are not a direct result of taking on additional responsibilities.

I am also actively considering with the sector ways to make excessive increases more transparent to local taxpayers."

A further update including more details will be sent out later but I wanted to let you know about the announcement right away.

There are therefore no restrictions in the increases you need for 2017/18 budgets/precepts.

Steve Ragg



Telephone: 03000 269921
www.cdalc.info

I now normally work Monday to Thursday.

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Kay Tweddle

From: Stephen Ragg <Stephen.Ragg@durham.gov.uk>
Sent: 06 December 2016 08:42
Subject: The Casey Review

Dear All

In light of our recent discussions at Executive Committee and our Larger and Smaller Council Forums concerning the Standards Board and lack of teeth for it to implement effective sanctions against councillors, [Dame Louise Casey has produced a report](#) which is quite interesting as it reaches the same sort of conclusion. It also makes reference to councils and councillors turning as she puts it willing to "turn a blind eye" to behaviour that exacerbates inequality.

The review identifies that there were "very few" circumstances in which a councillor can be removed from their role. Whilst political parties can apply pressure on councillors to step down, they do not have the power to force a resignation from the council. There is an example cited of a parish councillor who did not resign from office after being found guilty of possessing indecent images of children and sentenced to a 28-day curfew between 8am and 4pm, completion of a treatment programme for sexual offenders, signing of the sex offenders register, and Probation Service supervision for the next two years. Despite repeated requests from his fellow councillors he did not have to resign as he had not been given a three month custodial sentence – one of four criteria which would disqualify a councillor from holding public office.

Chapter 11 of the report gives an insight into local democracy, referring to some cases being perceived as "trivial" or "ridiculous cases of officialdom being overly political correct", which could lead to "harmful neglect" or the "legitimation of very serious issues".

The review concludes that current processes for formal intervention were not sophisticated enough to deal with these problems, with "little recourse" to address damaging or divisive behaviour by councillors. It says there is currently no external monitoring of compliance with local authorities' self-produced codes of conduct and no checks on the status of the required 'independent person' involved in creating the code and settling disputes.

The report identifies that processes for registering complaints were "far from robust", and even if the Local Government Ombudsman makes a recommendation following their investigation of a complaint, then the council is under no obligation on the council to accept the findings.

The review also identifies interventions in councils by central government are rare and only happen in extreme circumstances e.g. Tower Hamlets LBC and Doncaster and Rotherham MBCs.

Dame Louise concludes: "We expect the highest standards in all civic leaders in selflessness and integrity, so too we should expect all in public office to uphold the fundamental British values of democracy, the rule of law, individual liberty and mutual respect for and tolerance of those with different faiths and beliefs and for those without faith.

"The government should work with the Committee for Standards in Public life to ensure these values are enshrined in the principles of public life, including a new oath for holders of public office."

This may lead to Government concern and the possibility of amendments being made to the current Code of Conduct, Declaration of Acceptance of Office and Standards Board changes. We will need to wait and see if anything arises from this report.

Chapters 1 – 10 deal with integration poverty, social exclusion, social justice and social mobility - issues taken seriously across political divides.

Please pass this report to your councillors for information.

Steve Ragg



Telephone: 03000 269921

www.cdalc.info

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Kay Tweddle

From: Stephen Ragg <Stephen.Ragg@durham.gov.uk>
Sent: 07 December 2016 10:18
Subject: Bulletin on national developments and meetings - December 2016
Attachments: Nominations ReceivedV2.pdf

Importance: High

Dear All

Please find below details of the latest NALC Chief Executives Bulletin – keeping you in touch with national developments. Please distribute this to your councillors so they are aware of NALC activity on a national basis.

Many thanks

Steve Ragg



Telephone: 03000 269921
www.cdalc.info

I now normally work Monday to Thursday.

Dear colleagues,

This bulletin provides a brief update on a number of this week's meetings and national developments:

Council tax referendum principles

- Last week our chairman Cllr Ken Browse wrote to local government minister Marcus Jones MP in advance of the provisional local government finance settlement being published – which we now expect to be next week – with a further plea not to extend council tax referendum principles to parish and town councils; some extracts are below:

“Our Executive Committee met this week and took stock of where we are on your consultation on the local government finance settlement. We agreed an unprecedented step of me writing to ask you to revisit your stance as this could seriously damage our shared aim of encouraging people to get involved in improving their local communities.”

Last month I wrote to you setting out in detail our response to the local government finance settlement consultation including our deep opposition to your proposals. I am now following this up with a personal plea not to take this course of action. In short your proposals will seriously damage the ability of communities to respond to current and future needs and priorities such as neighbourhood planning, protecting and enhancing local assets and services, as well as fundamentally undermining local democracy and the vital community leadership role played by parish and town councils.

Councillors from across the country on our Executive Committee reported to me the consultation was already having the effect of stopping parishes doing things like increasing winter maintenance, grass cutting, getting involved in neighbourhood planning and taking on new services. Alarming many councils are simply not setting precepts which would give them the resources do these kind of things; this is because of the proposals.

I have to say I have been very struck by the concerns which have been expressed to me directly by councillors from all over the country – ordinary people giving up time freely to serve their community – to what simply amounts to crude capping of parish precepts and a real sense of mistrust of them by central government. Many people who are proud to serve their area as a councillor and who work hard to improve quality of life for residents have told me they will be standing down if these plans go ahead.

I find this is all most worrying indeed and I have to admit that your proposals and indicative lack of trust in our most local level of democracy are making it increasingly difficult for us to persuade councillors to embrace many government initiatives.”

- Delegates at our conference for larger councils on Wednesday unanimously supported a motion opposing the government’s plans, calling for more action by NALC, county associations and councils if they are included in the provisional local government finance settlement. I will keep you updated next week!

Audit firms announced

- I was delighted this week to be able to announce the three audit firms which would be providing external audit to parish and town councils from April 2017. Over the last few years NALC has been working with government on the future of local audit introduced by the Local Audit and Accountability Act and closure of the Audit Commission. Central to this has been establishing a sector-led body – Smaller Authorities Audit Appointments Limited – to procure auditors for our councils and I’m delighted with the progress we have made, especially as we have saved our councils money and only a handful of councils have not signed up to the new arrangements.

Larger councils’ conference

- Nearly 150 people gathered at the Royal National Hotel on Wednesday for our larger councils conference ‘Changing Places’; speakers included Professor Janes Wills, Queen Mary University London, Teresa Pearce MP, shadow secretary of state for communities and local government, Lord Porter of Spalding, chairman of the Local Government Association, with other sessions on council tax referendums, equality and diversity, devolution, review of the Super Councils Network and hustings for elections to the Larger Councils Committee – congratulations to Leah Colney, town clerk, Alton Town Council and Cllr Andrew Lawson from Workington Town Council on being elected! Speaker presentations will be available on the website shortly and you can read more about the event in our media release and the Twitter hashtag #NALCevents.

Royal Garden Parties

- We have received confirmation from the Palace of our allocation of 220 places for next year's Royal Garden Parties divided equally across 16 May, 23 May and 1 June. County associations will be informed of their allocation shortly.

Leadership and committee elections

- Today was the deadline for nominations from representatives from county associations for election to leadership positions and our various committees; please find attached the full list of nominations by councillors, elections will take place at the annual meeting of National Council on 13 December – good luck everyone!

Winter edition of LCR

- LCR Winter 2016 should be landing on your doormats from early next week, some highlights including quotes from articles include:
 - Interview with Cllr Neil Clarke MBE, chair of the District Councils Network - *"I don't think any part of local government should be subjected to the referendum principles"*;
 - Power to the people article from Professor Jane Wills, Queen Mary University London - *"There is scope for local councils to seize the opportunities for reshaping our political infrastructure and culture"*;
 - Cllr Lillian Burns from National Council and Policy Committee argues the government could be putting a stop to devolution and localism – *"Meanwhile the devolution momentum is seriously stalling.... Against this background of massive change and uncertainty, feuding and financial instability, local councils are being looked to to 'pick up the slack"*;
 - A look back at September's Annual Conference and Star Councils Presentations - *"We have a real opportunity over this parliament to build on this and establish local councils as 'local powerhouses', complementing the more strategic work of the proposed"*;
 - And an update on our campaign to halt the government's referendum principles plans for local councils - *"This is a centralist sledgehammer to crack a nut for the only part of local government that still has genuine control over local taxation and will surely be a nail in the coffin of localism"*.
- If you don't already subscribe to LCR, can I encourage you to do so and get much more than the above which I hope has served as a small taste of what's inside our flagship national magazine.

Technical problems with NALC email

- And finally I am pleased to report that the move to our new service provider was completed this week and changes implemented to reduce spam and resolve the issues some were experiencing in receiving mail from us. Should you experience any further problems, please contact our administration manager Lisa Stockdale at lisa.stockdale@nalc.gov.uk

Jonathan

| | | | | | | | | | |
|----------|--------------|--|---|---|---|---|---|---|---|
| Roger | Loader | | | | | | 1 | | |
| Kevin | Wilson MBE | Larger Councils Committee 2011 To 2016; Policy Committee 2014 to 2016; Sustainable Communities Act Working Group 2016; National Council 2015 to 2016 | | | | 1 | | 1 | 1 |
| Hazel | Williams MBE | Vice-Chair Of Council 2005 – 2012; Executive Committee 2000 – 2016; Larger Local Council Committee 2002 - 2008 Chair For 4 Years; Chair Of Smaller Councils Committee 2014 – 2016; During My Time As Vice-Chairman I Also Served As An Ex-Officio Member On Finance And Policy Committees; Member Of Improvement And Development Board 2014 - 2016 | | | | 1 | | | |
| Lillian | Burns | Committee - Since 2015. (+ Several Task & Finish Groups). | | | | | | 1 | |
| Jim | Wingham | 3 years on Policy Committee | | | | | | 1 | |
| Graham | Ford | National For Seven Years After A Number As A Deputy (So Sporadic Attendance). Finance For Five Years - Two And A Half As Vice-Chairman, Half A Year Serving Out Predecessor's Term As Chairman And Now Just Completing Second In My Own Right. Smaller Councils For Four Years (A Founding Member) And In 2015/16 Was Care-Taker Chair For Two Cycles When I Advocated Successfully The Use Of The "Spare" Directly-Elected Members To Service The Support Groups Examining And Developing Specific Policy Areas. | | | | | 1 | | |
| Rick | Petecki | None | | | | | | | |
| Sheila | Jackson | Finance From December 2015 To Date | | | | | 1 | | |
| Ken | Browse | Policy Committee 2009 / 2010; Executive 2010 / 2011; Vice-Chairman 2011 / 2012; Chairman 2012 / 2016 | | | 1 | | | | |
| Lindsey | Dedden | Policy Committee 2013; Executive Committee 2014; Policy Committee 2015; Executive Committee 2016 | | | | 1 | | 1 | |
| William | Jeffrey | | | | | | | | |
| Keith | Stevens | FINANCE COMMITTEE past 5 years; SCRUTINY PANEL past 4 years | | | | | | 1 | |
| Gordon | Thurston | Executive currently | | | | 1 | 1 | 1 | |
| Peter | Davey | Nalc Council - November 2015; Nalc Finance Committee - December 2015; Task And Finish Group - 109 Initiative - February 2016 | | | 1 | | | 1 | |
| Deryck | Nash | Appointed Gloucestershire representative to NALC Dec 2008; Vice-chairman 2012-2015; Executive committee 2010-date; Finance committee 2008-2015; Larger councils committee, directly elected 2005-2010; Larger councils committee, council elected 2010-date | 1 | 1 | | | | | 1 |
| Colin | Mercer | Finance 2009 – 2012; Smaller Councils 2011-2013, served as Committee Chairman for first 3 years; Executive 2011-2016 | | | | 1 | 1 | | |
| Richard | Gething | Policy Committee; I previously served on Policy Cttee from 2006-2013 and was Chairman from 2010 until 2013; I have been, and still am, NALC's representative on the Rights of Way Review Cttee and Defra's ROW SWG. | | | | 1 | | 1 | |
| Rob | McCarthy | I was a directly elected member of the NALC Smaller Councils' Committee for 2013. | | | | | | 1 | |
| John | Ward | | | | | | | | |
| Richard | Parry | Finance, Larger Councils, Executive And Also As A Vice Chairman | | | | 1 | 1 | | |
| Colin | Peacock | Council, Policy: Both For 2016 | | | | | | | 1 |
| John | Springthorpe | Finance Committee 2013 - 2016 | | | | | | 1 | |
| Tony | Howard | | | | | | | | |
| Ken | Cleary MBE | | | | | | | | |
| Peter | Wilkinson | National Council 2012 | | | | | | | 1 |
| Shirley | Fawcett | | | | | | | | |
| Mike | Scott | New member of Council | | | | 1 | 1 | | |
| David | Francis | Smaller Councils Since August 2016; Executive Committee For Several Years To 2010 | | | | | | | 1 |
| Bernie | Briggs | | | | | | | | |
| Malcolm | Leeding MBE | Policy Committee 4/5 years; Smaller Councils; since it's inception; NALC/SLCC former joint committee 2/3 years | | | | | | | 1 |
| David | Beechey | | | | | | | | |
| Loretta | Whetlor | | | | | | | | |
| Derek | Liddell | Policy Committee From 2010 To 2015 (Chair 2013 - 2015); Sustainable Communities Advisory Board From 2010 To 2015 (Chair 2013 - 2015) | | | 1 | | | | 1 |
| Patricia | Ansell | Executive 2015/2016; Lagers' 2015/2016; Finance Committee; 2014/2015; Policy Committee 2013/2104 | | | | 1 | | 1 | 1 |
| Philip | Hayes | | | | | | | | |
| Richard | Olliver | | | | | | | | |

Kay Tweddle

From: Jayne Andrew <jayne.andrew@uk.zurich.com> on behalf of GBZ_ZM Icashelpline <GBZ_ZM.Icashelpline@email.zurich.com>
Sent: 03 January 2017 12:57
Subject: Local Council Advisory Service Seminar & 2016 Bulletin ***REMINDER***
Attachments: LCAS 2017 Agenda and Invitation.pdf; LCAS Bulletin Nov 2016.pdf

Dear LCAS Member

We have pleasure in enclosing our latest LCAS Bulletin and details of our forthcoming LCAS seminars.

Accident & Claims Review, Managing Events Safely and Manual Handling are three of the subjects we will be covering in the Local Council Advisory Service seminar.

Please share this invitation with your colleagues/councillors and also your neighbouring Local Councils who could benefit from the safety and risk management information and discussions.

If you would like to attend, please complete the attached booking form and click the submit button at the bottom of the page. Please ensure you clearly mark which session you wish to attend and kindly provide full details as required to enable us to manage your booking more efficiently.

As your council is a member of the Local Council Advisory Service, your first place is free. Further guests and non-member Council delegates can attend at a rate of £30 + VAT per person. Invoices will be issued after you have attended your chosen seminar. Once we have received your booking form we will reply back to confirm your attendance.

I hope you find the latest Bulletin an interesting and informative read, however should you have any queries please do not hesitate to contact me via email or telephone me on the numbers shown below.

With kind regards,

| | | |
|----------------------------|-------------|----------------------------|
| Jayne Andrew | | |
| Support Services Assistant | ☎ Direct: | +44 (0)121 697 9300 |
| Risk Engineering UK | ☎ Fax: | +44 (0)121 697 9132 |
| 126 Hagley Road | ☎ Internal: | 7751 5300 |
| Edgbaston | ✉ e-mail | Jayne.Andrew@uk.Zurich.Com |
| Birmingham B16 9PF | | |

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Local Council Advisory Service Annual Seminars 2017

Zurich Risk Engineering would like to invite you all to attend one of our seminars, which we are going to hold in January and February 2017. The seminars will provide us with an ideal opportunity to share our plans for LCAS's exciting future and to gain your thoughts and opinions on the way forward.

The seminars are open to **all** Local Councils irrespective of whether they are members of LCAS or insured by Zurich. See the agenda below for more details on the issues which will be covered.

Current LCAS members will have one guaranteed place available at no charge. The fee for non-members is £30 plus vat. Both members and non-members can bring further guests for an additional fee of £30 plus vat. For new members, the attendance fee will be deducted from the cost of membership if the LCAS scheme is joined during 2017.

Agenda

Registration and tea and coffee will be available from 9.30am. The seminar will begin at 10am and finish with a buffet lunch at 1.30pm.

During the seminar we will be discussing the following areas:

Accident & Claims Review - This is a regular, popular feature of the seminars when we review the claims that have been made against Town and Parish Councils. We will use these claims to discuss the information needed to help you and the insurers make the decision on whether the claim can be defended or settled.

Managing Events Safely – Town and Parish councils get involved with organising a variety of events, from summer fairs to firework displays to car boot sales. In this session we will show you how to effectively manage these events so that the likelihood of something going wrong is minimised, how to manage all the people and organisations that will be involved, outline the main health and safety concerns and provide a suggested procedure for ensuring that you gain the maximum benefits from your events, whether that be supporting your communities, generating income or attracting visitors to your areas.

Manual Handling – Town and Parish Council employees carry out a huge amount of manual handling activities from office staff to grounds maintenance. 2016 has brought us new guidance on how to manage the risks associated with manual handling. During this session we will look at a case study to further understand how to mitigate the risks to your employees carrying out these types of activities.

Health and Safety Quiz – To round off the seminar we will finish with a fun and interactive quiz that will test your knowledge of health and safety.

Kay Tweddle

From: Stephen Ragg <Stephen.Ragg@durham.gov.uk>
Sent: 05 December 2016 16:11
Subject: County Durham Plan

Dear member parish councils & meetings and Executive Committee Members.

As you will be aware following the recent Planning Issues and Options Paper consultation we are expecting the production of a revised County Durham Plan. Please find below a self-explanatory message from Stuart Timmiss (DCC Head of Planning and Assets) concerning White Paper changes which are going to affect the production of the revised County Durham Plan. Could clerks please distribute this message to your councillors so they are aware of these Government driven changes which are resulting in a change in timetable for the production of the County Durham Plan.

Dear Colleagues

I am writing to update you all on the County Durham Plan and the concerns arising from the impending Housing White Paper. As I understand, last Monday, the Secretary of State, Sajid Javid identified the White Paper will be released in January. Following detailed discussions with DCLG and other local authorities we are clear that the impact of this White Paper on the development of the Durham Local Plan is likely to be significant.

The expectation is that the new White Paper will change the way in which the numbers of houses needed in an area, the Objectively Assessed Need or OAN, is calculated. The paper will make further recommendations on the methodology for the Strategic Housing Market Assessment (SHMA). The SHMA ultimately provides market evidence of the needs and type of housing required in a particular market area providing the evidence needed for allocations and in establishing the requirement for affordable homes.

Other changes which have been promoted as being part of the white paper include significant changes to the Community Infrastructure Levy, the mechanism established to assist in the delivery of infrastructure and currently key in establishing if or not a strategic allocation is deliverable. We are also expecting changes to other evidence bases including the Sustainability Appraisal which, at present, is seen as a key strand in the plan process.

Whilst the Government did identify that a Housing White Paper would be prepared, the significance of this for planning has only been articulated. To carry on and consult on a plan which would already be out of date in terms of its methodology would be a waste of time and resources and potentially leaving the council being required to revisit parts of the process.

As a result we have taken the decision to pause the plan until we have had a chance to digest the contents of the White Paper. We are confident that this is a prudent decision as it is believed that, while some elements will be consultative, others will move forward in May 2017 as part of changes to the National Planning Policy Framework. I will ensure you are provided with an update on the changes and timescales as soon as possible.

Getting the plan back on track quickly is good for the economy, ensuring that we maintain the strong momentum, and to ensure we get housing in the most sustainable locations meeting the needs of our county's residents. We have seen, over the last 5 years, a momentum created and a very strong pipeline of opportunities about to start on site, and therefore I am optimistic that this delay will not prove to be significant. Whilst this is not something we have done lightly and is

incredibly frustrating for everyone involved, the decision to pause the process now is the only one we could make given the fundamental changes that may be included in the White Paper.

If you would like more information on any of the issues identified, Stuart Timmiss would be more than happy to discuss these matters in more detail. Stuart can be contacted on 03000 267334.

I have discussed this with Stuart and have asked him to update a further meeting of our Neighbourhood Plan Working Group in January/February 2017. Stuart has agreed to this request and I'll try to organise an appropriate date for this meeting.

Steve Ragg



Telephone: 03000 269921
www.cdalc.info

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