



15th May 2018

In accordance with Paragraphs 7(1) & 10(2)(b) of Schedule 12 of the Local Government Act 1972, I hereby summon you to attend the **ANNUAL MEETING OF PETERLEE TOWN COUNCIL** to be held in the **COUNCIL CHAMBER**, Shotton Hall, Peterlee on **MONDAY 21st MAY 2018** at **6.30pm**

The business to be transacted thereat is as set out hereunder

Ian Morris M.C.I.H., P.S.L.C.C
Town Clerk
(Proper Officer of the Council)

A G E N D A

1. **To Elect a Chairman for the Ensuing Year**
To receive and consider nominations for the position.
2. **To Sign & Complete the Declaration of Acceptance of Office**

For the new Chair to sign their acceptance to the role of Chairman of Peterlee Town Council

3. **Presentation to the Former Chair of Peterlee To Mark Her Year of Office**

4. **Register of Disclosable Pecuniary Interest & other Registerable Interests**

For Members to update/complete their forms (Previously circulated)
5. **To Elect a Deputy Chair for the Ensuing Year**

To receive nominations and agree
6. **To Appoint a Chair's Consort**
7. **To Appoint a Deputy Chair's Consort**
8. **To Announce a Spokesperson for the Majority Party**
9. **To Announce a Spokesperson for the Minority Party**
10. **Apologies for Absence**
11. **PATHH Holistic wellbeing pilot proposal**
To receive a report from the Town Clerk recommending funding for a proposed holistic wellbeing pilot project involving the Clinical Commissioning Group and a local well being provider
(Report of the Town Clerk attached)
12. **To Approve the Minutes of the Last Meeting**
Members are asked to agree the attached minutes as a true and correct record of the meeting.
(Minutes of the meeting held on 30th April 2018 attached)
13. **Review of Delegation Arrangements to Staff**
Members are asked to review the Scheme of Delegation, (copies available on the Council's web site, or from the Deputy Town Clerk by request).
14. **Review and Adoption of The Town Council's Standing Orders and Financial Regulations**

Members are asked to review the Council's Standing Orders and Financial Regulations, (copies available on the Council's web site, or from the Deputy Town Clerk by request).

15. **To Confirm the Dates of the Meetings for the Forthcoming Year**
(Attached)
16. **Review of the Terms of Reference for committees**
 - (i) Members are asked to review the terms of reference for the Town Council's committees, (copies available on the Council's web site, or from the Deputy Town Clerk by request)
 - (ii) Motion submitted by Councillor A Watson to amend the Scrutiny Committee name to "Scrutiny and Progress Committee" and to increase its membership to 14.
17. **To confirm the arrangements for insurance cover in respect of all insured risks**

Members will be asked to note the insurance arrangements with Zurich Municipal for the forthcoming year, (verbal report of the Town Clerk)
18. **Review of inventory of land and assets including buildings and office equipment**
(Report of the Town Clerk copy to follow)
19. **Review of the Council's complaints procedure**

Members are asked to review the Council's complaints procedure, (copies available on the Council's web site, or from the Deputy Town Clerk by request).
20. **Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000**

Members are asked to review the Council's procedures for handling FOI requests, (procedure available on the Council's web site, or from the Deputy Town Clerk by request).
21. **Committees & Sub-Committees**
 - a) **To appoint representatives to the following committees:-**

- Council – all 22 members
- Resources Committee – all 22 members
- Community & Environment Committee – all 22 members
- ◆ Human Resources Sub – 12 members
 - Appeals Sub Committee – 4 members
 - Town Clerk’s Appraisal Sub Committee – 4 members
- ◆ Health & Safety Sub Committee – 12 – can include non councillors
- ◆ Events sub committee - 12 – can include non councillors
- ◆ Sports & Wellbeing Sub Committee – 12 can include non councillors
- ◆ Facilities Sub Committee – 12 – can include non councilors
- ◆ Finance Sub Committee – 7 (volunteered to be included as signatories on the bank account)
- ◆ Scrutiny and Progress Committee – 14 , subject to approval of item 16(ii) above

- Ø Shotton Hall Working Party - 6 (Events)
- Ø The Pavilion Working Party – 5 (Events)
- Ø Parks & Play Areas Working Party
- Ø Woodhouse Park Working Party
- Ø Peterlee Show Working Party (Events)
- Ø Environment Working Party
- Ø Twinning Working Party - 6
- Ø Mayors Committee (Events)
- Ø Remembrance Day Parade and Armed Forces Day working party (Events)

b) To Appoint Chairman & Vice-Chairman of the Following Committees:-

- Council – all 22 members
- Resources Committee – all 22 members
- Community & Environment Committee – all 22 members
- ◆ Human Resources Sub – 12 members
- ◆ Health & Safety Sub Committee – 12 – can include non councillors
- ◆ Events sub committee all 22 members invited
- ◆ Sports & Wellbeing Sub Committee - 12
- ◆ Facilities Sub Committees – 12
- ◆ Scrutiny and Progress, (as above)
- Ø Shotton Hall Working Party - 6

- Ø The Pavilion Working Party - 5
- Ø Parks & Play Areas Working Party - all
- Ø Peterlee Show Working Party - all
- Ø Environment Working Party - all
- Ø Twinning Working Party - 6

22. Delegates to Other Bodies

To appoint representatives to serve on the following bodies:-

1. County Durham Association of Local Councils Larger Local Council Forum

(3 Reps - 3 elected Members or 2 and the Town Clerk)

2. Easington Area (Durham County Association of Parish & Town Councils)

(3 Reps)

3. Castle Eden Dene Joint Management Committee

(3 Reps)

4. Peterlee Town Band

(2 Reps)

5. Passmore Pavilion Local Steering Group

(1 Rep)

6. Shotton Airfield Consultative Committee

(1 rep)

7. Healthworks, Easington

(1 rep)

8. Peterlee Cricket Club

(1 Rep)

23. Possible delegation to meet Rt Hon Nick Hurd, Minister of State for Policing Consideration

24. Spokesperson for the North East Party Member's Report

25. Spokesperson of the Labour Minority Member's Report

Item 11: PATHH Holistic Wellbeing pilot proposal

Report to: Peterlee Town Council

Date: 21st May 2018

Subject: PATHH Holistic Wellbeing pilot proposal

Report of: Ian Morris, Town Clerk
Sharon Pounder, Sports Development Officer

Purpose: This report is intended to seek Member's approval of funding for a holistic health and wellbeing pilot project to involve up to 50 local residents, to an estimate value of £7,290.

Background: Members will be aware that the Town Clerk and Sports Development Officer have been working with a local holistic health provider, Senses Yoga and the Sedgefield & Dales Clinical Commissioning Group (the CCG) on a pilot project to evaluate the impact of holistic activities on health and wellbeing of participants.

The Positive Attitude to Holistic Health (PATHH) project recognises that Peterlee has a significant number of residents who are reliant on GP services for physical and mental health issues, and is intended to take 5 cohorts of 10 people referred by local GP surgeries through a 12 week programme of holistic health and wellbeing interventions aligned to the 'mental health pathways' habit-changing guidelines.

It is proposed that the participants' health and wellbeing issues and needs will be recorded at the start and end of the programme, with a comprehensive evaluation of the impact of the programme completed once all of the cohorts have completed their activities, and an evaluation report will be presented back to the CCG and the Town Council.

Content: A copy of the final proposal from the PATHHS provider, Senses Yoga, is attached as appendix 2 to this report. In summary, the 12 week programme comprises:

Weeks 1-6: Mindfulness (theory)

Weeks 7-12: Mindfulness Techniques (practical) including Yoga, relaxation and meditation, and Tai Chi Chi Kung

Data issues: As the project clearly includes the collection and processing of sensitive personal information (particularly information relating to individual's mental and physical health) it is important that the Town Council as the main funder of the project is satisfied that appropriate data protection principles are in place.

The Town Clerk has received assurances from the CCG that they are acting as the Data Controller (for the purpose of General Data Protection Regulations (GDPR)) for the project, and that Senses Yoga will act as a Data Processor (for the purpose of GDPR). As the data controller, the CCG assumes full responsibility for data security and GDPR compliance for the project. It is the CCGs responsibility to ensure that the data processor has adequate security measures and processes in place, and would ultimately be responsible for any data security breaches or GDPR compliance issues for the duration of this project.

The only data issues relevant to the Town Council involve the interface between the PATHHS project and the existing Council-ran PACES scheme. The Town Clerk and Sports Development Officer will ensure that this interface is compliant with GDPR regulations once any data comes under the remit of the Town Council.

Costs: The various elements of cost for the project are provided on page 7 of the proposal document provided in appendix 2. In summary:

- Direct cost of delivery and evaluation = £5,940
 - Concessionary room hire for the programme activities (based at the Pavilion) = £1,350 (estimate)
- Total cost of project = £7,290 (estimate, depending on actual room hire concession)

There is no budget provision for the pilot project in the 2018/19 revenue budgets, and it is recommended that as a non-recurrent pilot project the proposal be funded from reserves.

Procurement: Under the council's financial regulations, under normal circumstances the Council's Officers would be expected to seek a minimum of three written quotations from suppliers for a project of this financial value.

However, given the unusual nature of this pilot project and evaluation process, and the partnership approach between the CCG, Senses Yoga and the Town Council it is recommended that for this pilot project only the Council's financial regulations are waived and the project be sponsored by the council without exposure to competition. The Council is not in any way obliged to continue the project nor to commission future projects with the provider, and any future consideration of similar projects would need to follow standard procurement processes.

Recommendations:

Members are recommended to:

1. Note the contents of this report and specifically that for the PATHHS pilot project the Easington Sedgefield Clinical Commissioning Group are acting as Data Controller and Senses Yoga as data processor for the purposes of GDPR legislation;

- 2. agree to the sponsorship of the PATHHS Holistic Wellbeing pilot proposal with the Easington Sedgefield Clinical Commissioning Group and Senses Yoga to the estimated value of £7,290.**

APPENDIX 1: IMPLICATIONS

Finance – There is no budget for the proposed proposal in the 2018/19 budgets, and it is recommended that as a non-recurrent pilot project the proposal be funded from reserves;

Staffing – No direct implications, however the project has been developed in close consultation with the Council’s sports development team;

Risk – As a project dealing with sensitive personal information, data security and GDPR compliance is a key risk area. However the Town Council has mitigated this risk by obtaining assurances from the CCG that they accept responsibility as data controller for the project, with Senses Yoga acting as data processor on their behalf;

Equality and Diversity, Cohesion and Integration – No direct impact;

Crime and Disorder – No direct impact;

Consultation & Communication – the proposals have been drawn up in close consultation between Senses Yoga and the CCG, and between Senses Yoga and Officers from the Town Council;

Procurement – As detailed in the report, the sponsorship of this pilot project by the Town Council requires the council to waive standing orders which would ordinarily require the council to expose this project to competition and attain at least three written quotes. Given the unusual nature of the project it is recommended that financial regulations are waived in this instance, and that any future award of wider contracts for similar work be fully market-tested;

Legal – No direct impact. Data security/GDPR and procurement issues are dealt with above.

Appendix 2 – Project Proposal from senses yoga, with supporting paperwork

PATHH

Positive Attitude to Holistic Health



Building Resilience and Strength to thrive in today's World

Prepared by Barbara Chrisp

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Proposal to Peterlee Town Council

Pilot Holistic Health Improvement Programme for the Peterlee wards.

Rational

Peterlee wards have a significant proportion of the population reliant on GP services for ill-health and wellbeing;

- Depression,
- Anxiety,
- Sleep problems,
- High blood pressure,
- Musculo-skeletal issues etc.

These are mostly being treated traditionally by prescription drugs, addressing primarily the symptoms and not necessarily the causes.

Overall, deprivation, as measured by the ID2015 shows that County Durham remains in the top 30% most deprived authorities across England which means that large numbers of County Durham residents live in areas that have significant issues. East Durham APP is ranked third worst in the county with 69% of residents living in the top 30% most deprived areas in England.

Specifically health domain indicators show a high level health deprivation, but the rates of mood and anxiety disorders is particularly high. From this underlying data, it's estimated that over half of all LSOAs in the county are in the top 10% of areas with the highest rates of mood and anxiety disorders. Around nine in ten LSOAs in the county are in the top 30% areas nationally with the highest rates.

This presents the county with a significant problem with regards to health resources and a constant drain on the public purse. The Holistic Health Improvement Programme offers an alternative solution for Peterlee residents and aims to provide sustainable improvements to mental health and wellbeing at a lower cost.

Joseph Chandy, Director of the Clinical Commissioning Group (CCG) for Peterlee and representative for four Peterlee GP practices, supports a programme of holistic activities to improve the health and wellbeing of Peterlee residents, via closely monitored and evaluated programme aimed at empowering clients to take ownership of their health ailments, build resilience and offer a realistic alternative to prescription drugs and clinical treatments.

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The Approach

The Caradoc and Shinwell Health centres based in Peterlee will identify an initial cohort of 50 patients who are currently receiving treatment for one of more of the health ailments listed.

The programme would run for 12 weeks. Based on the group size of 10 and the duration of programme the cost per patient would be £118.

Each patient will complete a comprehensive health assessment on commencing the programme and again at the end of the project with ourselves and their GP.

An evaluation report drawing conclusions about programme effectiveness and recommendations about the sustainability of the Holistic Health Improvement Programme will support further conversations about the viability of commissioning the programme longer term. Clients will attend focus groups throughout the programme to inform the evaluation.

The pilot Holistic Health Improvement Programme will demonstrate the benefits of holistic activities and give Peterlee residents the skills, knowledge and behaviours to make personal changes and improve their long-term health.

Additional benefits:

- a. Positive marketing and case studies for Peterlee Town Council
- b. Increase revenue for PACES through class attendance
- c. Increase local engagement and use of The Pavilion and its Bistro

Program Content.

The program runs over 12 weeks and is aligned to the mental health pathways' habit changing guidelines. 50 participants will be split into 5 groups, who will meet at various days and times to accommodate their lifestyle and ensure attendance. It is expected that participants will attend 1 1/2 hours per week.

Weeks 1-6 - Mindfulness (theory)

To build the foundation for creating more positive behaviours and habits which lead to a more balanced and healthy lifestyle, clients take part in mindfulness sessions which will provide them with knowledge on how the mind works and how the body reacts to stress and the skills to be more present and mindful of their emotions. The key learning outcomes for weeks 1-6 are:

1. To develop the foundation for being present and aware
2. To develop life skills to support ongoing health improvement
3. To take part in a mixture of theory and practical activities which develops an understanding of why and how stress develops in the body
4. To understand the physical, mental and emotional effects stress has on day to day living; and to identify individual triggers
5. To explore coping mechanisms and techniques to reduce the effects of stress; and build resilience

Weeks 7-12 – Mindfulness Techniques (practical)

Participants will try a variety of holistic activities which re-enforce the principles learnt in weeks 1-6. Participants will be supported to reflect on their health issues and the activities give participants the opportunity to adopt a technique which they feel most comfortable with can continue to practice beyond the programme.

During these activities they will be supported and will have regular breakout sessions to ensure they are combating the areas they feel appropriate to themselves and their 'health outcomes'.

Weeks 7 and 8 - Introduction to Yoga

Participants will be introduced to the practice of yoga with particular focus on the traditional Indian health system which works on building physical strength and movement through the body to alleviate pain and discomfort while developing a sense of all round health and wellbeing. Yoga builds a sense of calm within the body and mind by using specific breathing and techniques. The adaptability of yoga makes it suitable for any age or ability

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Week 9 and 10 - Introduction to Relaxation and Meditation

Building on week 1-6, the participant will practice calming and focusing breathing techniques to help reduce the effects of stress, anxiety and sleep problems. Participants will continue to develop their breathing space' to build up focus and resilience to difficult situations in their lives

Week 11 and 12 - Introduction to Tai Chi Chi Kung

Participants will be introduced to the practice of Tai Chi Kung with a focus on Chinese self-healing techniques. Chi Kung supports the development of healthy cell growth within the body to improve energy and strength through focused breath and movement. The adaptability of Tai Chi Chi Kung makes it suitable for any age or ability.

Client evaluation forms

On week one of the pilot, clients will be required to complete the following forms;

1. Client information form
2. NHS HADS form (Hospital Anxiety and Depression Scale)
3. NHS PHQ9 form (Depression ancillary form)
4. Media Consent form

The participants will then be asked to complete one to three again on week 12 to evaluate changes in their overall health.

Recommendations

1. Participants given a free pass to take part in PACES classes for the last 6 weeks of the program following an induction with a Paces member of staff to promote a full paying membership package membership so they can continue to take part in chosen activities. This will encourage the 50 clients to engage and become part of the PACES community, develop friendships and new interests.
2. Work in partnership with the Bistro to create healthy options for meals and snacks, encouraging more people to eat at the Bistro and make healthier food choices which will support the programme learning outcomes.

Cost

- 5 groups of 10 clients with 1 1/2 hour sessions over a 12 week period (90 hours) = **£4500**
- 3 focus group sessions, evaluation and production of report = **£790**
- Design and production of promotional literature = **£500**
- 5 hours of liaising with GPs supporting client recruitment = **£150**

Total cost to Town Council to run = **£5940**

Cost per participant = **£118**

NB: if room hire is required for the whole project it would require a further £1350 (calculated at £15 hr)

Outline of responsibilities

Responsibilities of Senses Health and Wellbeing Services:

1. To deliver the program with the agreed content and within the agreed time lines
2. To meet with GPs to support recruitment of clients
3. To design and produce marketing material to promote the programme
4. To lease with clients who fail to attend
5. To produce a comprehensive evaluation of the program with client case studies and recommendations
6. To act as data processor for personal data on behalf of the NHS Durham Dales Easington & Sedgefield CCG

Responsibilities of Peterlee Town Council:

1. To provide suitable venue to host the activities for groups of 10 for both classroom and practical activities for the times and dates agreed. If a venue is not available, Senses HWS will source an alternative venue which will be chargeable at £15 per hour. (agreed in advance)
2. PACES to record client participation in additional classes during the 12week programme and provide data for each participant for the purpose of the final evaluation report.

Responsibilities of NHS Durham Dales Easington & Sedgefield CCG

1. To identify and recruit clients who are fully agreeable to the requirements of the program
2. To conduct an agreed health assessment recorded on the Patient Referral Form (PRF) prior to starting the program and provide participants information about the project.

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3. To provide mid-point health assessment at week 14
4. To share outcomes from the health assessment for the final evaluation
5. To act as Data Controller for the PATHH project

Service Level Agreement requirements

Senses HWS suggest Peterlee Town Council include the following points to the SLA prior to delivery:

- a. The contents of the Holistic Health and Wellbeing Programme remain the full Intellectual Property of Senses Health and Wellbeing Services and any repeat of the program will be run by Senses Health and Wellbeing Services
- b. Invoices will be produced at intervals of 4, 8 and 12 weeks and will be paid in accordance with Town Councils standard procurement processes.
- c. The evaluation report will be produced and presented to Peterlee Town Council within 4 weeks of the final session being completed, providing both PACES and the GP practices has submitted evaluation data on time as per the outlined responsibilities.

Time scale for the role-out of pilot

To maximise the participation within the pilot of a wide range of residents in Peterlee and surrounding areas, it is proposed that the five programs will have staggered start dates running over a 5 to 6 week period with various times and days including evenings and weekends. This will enable working people to also attend the program.

We anticipate the pilot will take in total approximately five months to complete.

Senses Health and Wellbeing Services

Broomholme

Stockton Road

Easington Village SR8 3AZ

Email any questions to Sensesyoga@outlook.com

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Or contact Sensesyoga on Facebook or messenger

Appendix 1

Program outline

- Week 1 What is Mindfulness? – The art of letting go
Breathing technique - Abdominal breathing
- Week 2 The Breath (Pranayama)
Breathing technique – Cyclic breathing
- Week 3 Changing negative to positive
Breathing technique – positive affirmation in conjunction with Cyclic breathing
- Week 4 Awareness and acceptance
Breathing technique – Chanel cleansing breath
- Week 5 The breathing space – coping mechanism
Breathing technique – visualisation meditation
- Week 6 “what we think, we become”
Personal affirmation boards presented
- Week 7 Introduction to Hatha Yoga using gentle warm up, simple asana work and simple meditation using cyclic breath. Relaxation.
- Week 8 Hatha Yoga – gentle warm up, exploring further asana movement and meditation using cyclic breath and positive affirmations. Relaxation.
- Week 9 The art of relaxation. Developing a better understanding of identifying stress in the body and simple techniques to relax the body and mind
- Week 10 The art of stillness. Using simple meditation techniques to aid the development of focus and stillness within the mind and heart.
- Week 11 Introduction to Tai Chi Chi Kung – experience the ancient art of increasing the development and storage of life energy within the body using focused breathing techniques.
- Week 12 Tai Chi Chi Kung - focus on development of healthy cell growth within the body.

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Positive Attitude To Holistic Health (PATHH)

Participant Waiver Form

I, _____ hereby agree to the following:

1. That I am participating in the Yoga classes or any other exercise programmes offered by Barbara Chrisp Senses Health and Wellbeing during which I will receive information and instruction about yoga, physical exercise or health. I recognise that exercise requires physical exertion, which may be strenuous and may cause physical injury, and I am fully aware of the risks and hazards involved.

2. I understand that it is my responsibility to consult a GP prior to and regarding my participation in the yoga classes, health programs or workshops offered by my instructor or substitute teacher. I represent and warrant that I am physically fit and I have no medical condition, which would prevent my full participation in these yoga classes, health programmes or workshops.

3. If I am pregnant I understand that I participate fully at my own risk and that of my unborn child/children.

4. In consideration of being permitted to participate in the yoga classes, health programmes or workshops, I agree to assume full responsibility for any risks, injuries or damages, known or unknown, which I might incur as a result of participating in the programmes offered by my instructor or substitute teacher.

5. In further consideration of being permitted to participate in the yoga classes, health programmes or workshops, I knowingly, voluntarily and expressly waive any claim I may have against my instructor or substitute teacher for injury or damages that I may sustain as a result of participating in these programmes.

6. I understand that from time to time during yoga classes, the instructor may physically adjust students' form and posture. If I do not want such physical adjustments, I will so inform the instructor at each class I attend. I also acknowledge that if I do wish to receive such adjustments, it is my responsibility to inform the instructor when an adjustment has gone as far as I desire at that time.

7. I _____ hereby take full and sole responsibility from any liability of loss or damage to personal property associated with yoga classes or any other events.

I have read the above release and waiver of liability and fully understand its contents. I voluntarily agree to the terms and conditions stated above under my own free will. By writing my name below, I hereby agree to the terms and conditions above.

Name _____ Date _____

Contact Details: Phone: _____ Email: _____

Positive Attitude To Holistic Health (PATHH)

Media Consent Form

Data controller = Senses Yoga

Please read this form carefully. It sets out the terms on which you agree to the **Project partners** taking photographs and/or making video or audio recordings of you, using those photographs or recordings and using any materials created by you during the **Project** and for use once the **Project** has completed. **Please complete, sign and return this form to a representative of Senses Health and Wellbeing.**

Name (the “ Individual ”)	
Age (if under 18)	Date of Birth (if under 18)
Tel.	Email
Event/Project/Activity “ Project ” shall mean the Positive Attitude To Holistic Health (PATHH) project delivered by Senses Health and Wellbeing in conjunction with partners NHS Durham Dales Easington & Sedgefield CCG and Peterlee Town Council. PATHH is a pilot project funded by Peterlee Town Council and supports the CCG to identify priority programmes which offer the best opportunities to improve healthcare. The PATHH project aims to test holistic alternatives to traditional health approaches, including medication, to improve the health and wellbeing of participants.	

I hereby:

- agree to the **Project** partners, photographing and/or recording me and give permission to the **Project** partners to use any material in the photographs and/or recordings where the copyright or any other rights are owned by me;
- grant to the **Project** partners a royalty-free, non-exclusive, worldwide right and licence to use any artwork, film, text or other materials created or developed by me in the course of the **Project** for non-commercial purposes to promote and report on the **Project** and agree that the **Project** can pass such materials to other organisations to use for non-commercial purposes to promote and report on the **Project**. The **Project** will make reasonable efforts to ensure you are credited as the author of such materials.
- confirm that Senses Yoga and the partners of the **Project** shall be entitled to use, free of charge, the photographs and/or recordings made of me (without having to identify me by name), in their original format or edited, adapted or altered, for the purposes of the **Project** Partners internal and external promotional and publicity materials and for any programmes, publications, websites, electronic publications and social media services worldwide produced by or on behalf of the **Project**; and
- agree that the **Project** partners shall be entitled to pass the photographs and/or recordings of me, and my name, to external press and media agencies, publishers and broadcasters, and to partners and other third parties with which the partner work, anywhere in the world, for the purposes set out in this Consent Form.

By signing this Consent Form, I agree to these terms set out above	
Signature	
Date	
IMPORTANT NOTICE: <i>TO BE COMPLETED WHERE THE INDIVIDUAL IS UNDER THE AGE OF 18</i>	
As the Subject's Parent / Guardian, I hereby agree to the terms set out in this Consent Form	
Name of Parent / Guardian	
Signature	
Tel.	Email

Your Rights: Under UK Data Protection Law you have the right to ask for a copy of the information we hold on you and the right to ask us to correct any inaccurate information. You can withdraw consent at any time

For more details please visit this website: <https://ico.org.uk/for-the-public/>

Contact:

Senses Health and Wellbeing
 Barbara Chrisp
 Broomholme, 9 Stockton Road
 Easington Village
 SR8 3AZ
 Tel: 0191 5279139

Positive Attitude To Holistic Health (PATHH)

Information for Participants

‘Project’ shall mean the Positive Attitude To Holistic Health (PATHH) project delivered by Senses Health and Wellbeing in conjunction with its partners NHS Durham Dales Easington & Sedgefield CCG and Peterlee Town Council. PATHH is a pilot project funded by Peterlee Town Council and supports the CCG to identify priority programmes which offer the best opportunities to improve healthcare. The PATHH project aims to test holistic alternatives to traditional health approaches, including medication, to improve the health and wellbeing of participants.

Project: Positive Attitude to Holistic Health (PATHH)

Dates of activity: Phase 1: *GP Patient Referral Form (PRF) be completed by the GP > insert dates<

Phase 2: 12 week programme of holistic health and wellbeing activities to be managed by Senses Yoga: Weekly between >insert dates<

Phase 3: Evaluation questionnaires and focus groups, managed by Senses Yoga: >insert dates<

Phase 4: GP health assessment, referral form to be completed by the GP > insert dates<

Phase 5: Launch of project evaluation >insert dates<

*Individuals will be referred to the project by their GP or can self refer but must arrange for the GP referral form to be completed prior to starting the project.

Activity Venue(s): >insert<

Outline of activities:

Weeks 1-6 - Mindfulness (theory)

To build the foundation for creating more positive behaviours and habits which lead to a more balanced and healthy lifestyle, clients take part in mindfulness sessions which will provide them with knowledge on how the mind works and how the body reacts to stress and the skills to be more present and mindful of their emotions. The key learning outcomes for weeks 1-6 are:

1. To develop the foundation of being present and aware
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5. To explore coping mechanisms and techniques to reduce the effects of stress; and build resilience

Weeks 7-13 – Mindfulness Techniques (practical)

Participants will try a variety of holistic activities which re-enforce the principles learnt in weeks 1-6. Participants will be supported to reflect on their

Positive Attitude To Holistic Health (PATHH)

Information for Participants

health issues and the activities give participants the opportunity to adopt a technique which they feel most comfortable with can continue to practice beyond the programme.. During these activities they will be supported and will have regular breakout sessions to ensure they are combating the areas they feel appropriate to themselves and their 'health outcomes'.

Weeks 7 and 8 - Introduction to Yoga

Participants will be introduced to the practice of yoga with particular focus on the traditional Indian health system which works on building physical strength and movement through the body to elevate pain and discomfort while developing a sense of all round health and wellbeing. Yoga builds a sense of calm within the body and mind by using specific breathing and techniques. The adaptability of yoga makes it suitable for any age or ability

Week 9 and 10 - Introduction to Relaxation and Meditation

Building on week 1-6, the participant will practice calming and focusing breathing techniques to help reduce the effects of stress, anxiety and sleep problems. Participants will continue to develop their 'breathing space' to build up focus and resilience to difficult situations in their lives

Week 11 and 12 - Introduction to Tai Chi Chi Kung

Participants will be introduced to the practice of Tai Chi Kung with particular focus on Chinese healing techniques. Chi Kung supports the development of healthy cell growth within the body to improve energy and strength through focused breath and movement. The adaptability of Tai Chi Chi Kung makes it suitable for any age or ability.

The information contained in the following forms will be kept confidential and shared with representatives of the partner organisations only on a 'need to know' basis. You can withdraw consent at any time. If you do not fully understand any of the information, require further information or wish to discuss any of your answers, please contact the team organising the project immediately at sensesyoga@outlook.com;

- Patient Referral Form (PRF)
- Senses Health and Wellbeing Data Consent Form
- Senses Health and Wellbeing Participant Waiver Form
- PACES Membership Form and attendance monitoring;

These forms are designed to ensure that you are fully aware of the arrangements for the programme. The information you provide will help us in ensure your safety and welfare at all times and help us understand the success of the project in improving health and wellbeing outcomes for the participants involved in the project.

Positive Attitude To Holistic Health (PATHH)

Information for Participants

DATA PROTECTION

Project partners are committed to ensuring that any information gathered in relation to this activity meets the specific responsibilities as set out in the UK Data Protection Act 1998.

Your Rights: Under UK Data Protection Law you have the right to ask for a copy of the information we hold on you and the right to ask us to correct any inaccurate information. For more details please visit this website: <https://ico.org.uk/for-the-public/>

How we will gather information about you:

1. Your GP will consult with you and attain agreement to take part in the program. They will be given a copy of the program outline.
2. Your GP will complete the Patient Referral Form (PRF) containing medical reading requested.
3. Your GP will give you the PRF and a letter to bring to your first class.
4. Your GP will email Senses H&W and give details of your name and preferred contact information.
5. Senses H&W will contact you to confirm start dates.

During the pilot

6. On the first session you will bring your PRF and will complete a health questionnaire and consent forms. This information will be held by Senses H&W's registered address, in a locked file.
7. Throughout the pilot you will be asked to take part in focus groups. You will not be asked to share any personal information and your feedback will be anonymous.
8. On week eleven of the pilot you are required to re-visit your GP to obtain up to date medical readings. You should bring the form with you to your next session. This information will be held by Senses H&W's registered address, in a locked file.
9. On the last session, you will be required to complete the health assessment form again to identify your progress. This information will be held by Senses H&W's registered address, in a locked file.

At the end of the pilot

At the end of the PATHH pilot (insert date) a final report will be shared with the funders, NHS CCG and Peterlee Town Council. None of your personal information will be shared in this report and your identity will remain anonymous. All information that has been gathered during the pilot will be destroyed as it will no longer be needed.

Marketing and Social Media

Positive Attitude To Holistic Health (PATHH)

Information for Participants

You will be asked to complete a media consent form on the first session. This information will be held by Senses H&W's encrypted computer. You will always be informed if images, videos and/or voice recordings are being used and you can withdraw consent at any time from your image, video or voice recording being used.

The purpose of voice recordings is to record the focus group discussions to ensure accuracy when writing the final report. Any voice recordings will be destroyed at the end of the PATHH pilot.

Images or videos maybe gathered during the PATHH sessions for use on Senses H&W social media sites. The media consent form will be held by Senses H&W's registered address, in a locked file.

Contact Details

NHS Durham Dales Easington & Sedgefield CCG (data controller)

[Contact details here](#)

Senses Health and Wellbeing (data handler)
Broomholme, 9 Stockton Road
Easington Village
SR83AZ
T: 0191 5279139

Peterlee Town Council (commissioner)
Ian Morris - Town Clerk
Shotton Hall
Peterlee
SR8 2NG
T: 0191 5862491

Participant Consent

I [<insert name>](#) consent to NHS Durham Dales Easington & Sedgefield CCG sharing my Patient Referral Form (PRF) containing my medical information with Senses health and Wellbeing for the purpose of the PATHH pilot project.

Signed: _____ Date: _____

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN COUNCIL

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 30TH APRIL 2018 at 6.30PM

PRESENT:- COUN M A CARTWRIGHT(CHAIR)

Mesdames:- A C Long, L Fenwick, K Hawley, K Liddell, K J Duffy & S Simpson

Messrs:- A T Wilkinson, A S H Meikle, S Kirkup, R Kyle, C Watkins, G L Carne, T Duffy, R Moore, S Miles & A Watson

155. Apologies for Absence

Apologies had been submitted by Councillor S McGlen, J Robinson, (work commitments) & S Franklin (work commitments). **RESOLVED the Council approve the reason submitted for absence received from the Councillors listed, and their apologies for absence be recorded.**

156. Public Participation Session

A public participation session was held to allow members of the public an opportunity to put questions to the Council. Two representatives of the Cricket Club along with two representatives from the Lowhills Road Leisure Garden site were in attendance at the meeting.

The Secretary of the Cricket Club addressed the Town Council on the fence for the cricket oval. She stressed the need for the fence with safety being one of the main issues along with motor bikes, verbal abuse of players, dog walkers going across the pitch etc. She asked when would the fence be up. Members assured her that the Town Council was committed to completing this project.

Two representatives from the Lowhills Road site addressed the Town Council asking for permission to go forward, as soon as possible, with the new constitution and the election of Chairman, Treasurer and Secretary for the management of the site.

157. To Receive Declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Councillor Meikle declared an interest

in Minute number 159, PATHH proposal and Councillor T Duffy and C Watkins in Minute number 166, Lowhills Road Leisure Gardens.

158. Stop Loan Sharks

The Chair welcomed Natalie Barker, North East Region, England Illegal Money Lending Team who gave an informative and interesting summary of their work in the area and their success in supporting local residents who had become victims of loan sharks. There was a question and answer session and Members were keen to take the posters and leaflets offered by Ms Barker and to take the message out into their respective wards to residents.

The Chair thanked Ms Barker for taking the time to come along to the Town Council and for her valuable work in the Town.

159. PATHH Holistic wellbeing pilot proposal

The Chair welcomed Barbara Chrisp to the meeting who then went on to give a summary of what her proposal was which was to work in partnership with the Town Council in delivering a 12 week pilot programme of holistic health which she felt was a fantastic opportunity to support Peterlee residents. There was a question and answer session after the proposal had been presented.

It was assured the report from the Town Clerk recommending funding for this proposed holistic wellbeing pilot project involving the Clinical Commissioning Group and a local well being provider would be considered at a future meeting.

160. The Minutes of the Council Meeting of the 26th March 2018 a copy of which had been circulated to each Member, were approved, subject to Minute number 150 being headed as "Policy on the use of Town Council facilities and resources by Town Councillors". It was also requested that the Community Related Asset Transfer be placed on the agenda for the Resources meeting in June 2018.

161. The Minutes of the Resources Committee of the 9th April 2018 a copy of which had been circulated to each Member, were approved.

162. The Minutes of the Community & Environment Committee of the 16th April 2018 a copy of which had been circulated to each Member, were approved.

The issue of drainage at the Eden Lane site was discussed and the need to have confirmation that any works that were carried out to the building were fully inspected, approved and were carried out in consultation and in compliance with Northumbrian Water to avoid future problems with drainage at Eden Lane. It was **RESOLVED** a written assurance be obtained Horden and Peterlee Rugby Club that

any works carried out to the building were fully compliant with Northumbrian Water's requirements for effective drainage at the Eden Lane site.

Councillor A Wilkinson was present at the meeting from 7.30pm.

163. The Minutes of the Facilities Sub Committee of the 23rd April 2018 were to be reported to the Resources Committee for approval.

164. 2018 & 2019 Payscales & Allowances – Update

Members were asked to approve and implement nationally negotiated rates of pay for staff and the Chief Officer of Peterlee Town Council for the Town Council. **RESOLVED approval be given to this pay award being implemented, subject to pages 4 & 5 of the circular, (not attached as they did not apply to the Town Council), being circulated to Members.**

165. Hilton Drive/Quinn Close – community gardening

It was reported Denehouse Ward Members had been contacted by a local ward resident about the possibility of putting a bit of colour into his neighbourhood with a planting scheme with the suggestion of bulb planting on verges and grassed areas on his estate. If the project was successful this could then be rolled out into other areas of the Town to other interested resident groups. The Town Clerk had contacted DCC and they were agreeable to the suggestion of bulb planting as long as it was snowdrops or crocus not daffodils. It was suggested that the Town Council could provide the bulbs and work with local resident(s) on a suitable planting scheme. It was felt this would be very popular. One local Member was concerned that planting schemes may stop children being able to play on open grassed areas, it was suggested planting would be on verges etc and so may not affect such open areas. At this point a Member asked if the Town Council would contact DCC to see how they organised their volunteer section/cohort and for the Town Council to consider a similar scheme for its various activities. **RESOLVED the planting scheme be considered for approval at the next meeting of the Community & Environment Committee. FURTHER RESOLVED details be obtained on a volunteer scheme that may be mirrored by the Town Council.**

166. Exclusion of the Press and Public

RESOLVED that in view of the confidential nature of the items to be discussed, the committee pass the formal resolution to exclude the press and public from the meeting, pursuant to the Public Bodies (Admissions to Meetings) Act 1961 & the Local Government (Access to Information) Act 1072, Part 1, paragraph 14.

167. Lowhills Leisure Gardens

This item had been requested by Councillor Rob Moore and he wished to discuss a number of issues relating to recent issues at the Lowhills Leisure Gardens Site. He was concerned that actions had taken place that he felt may have compromised a crime scene. He also provided details of activities that he felt should not be happening at the site. Reference was made to the rules of the site(s). **RESOLVED a copy of the current rules relating to having a leisure garden be circulated to each Member as soon as possible. FURTHER RESOVED this item be placed on the next agenda for the Community and Environment Committee for further consideration.**

168. Spokesperson of the NEP Members Report

Councillor A Watson referred to the recent notice given by the Bowling Club at Lowhills Road. He was sad the Club were to leave the site and he thanked them for their partnership over the years. He said this now left a valuable community asset available for use and he encouraged al Members to approach the various groups they knew to seek interest in using the building.

He reported on the recent cricket match where Peterlee had won, he said there was no finer place to enjoy spectating and The Pavilion was a great facility to do this.

He commented on the excellent service provided by the ‘Stop Loan Sharks’ organisation and encouraged everyone to get the message out to residents.

169. Spokesperson of the Labour Party’s Report

Councillor Kyle had no comments to offer to the meeting.