



PETERLEE TOWN COUNCIL

Date of Issue: 26th November 2019

A MEETING OF THE RESOURCES COMMITTEE WILL BE HELD ON MONDAY 2ND DECEMBER 2019 IN THE COUNCIL CHAMBER SHOTTON HALL, PETERLEE, SR8 2PH at 6.30pm

Mr I Morris M.C.I.H., P.S.L.C.C.

Town Clerk

A G E N D A

Members of the Committee and members of the public are reminded that the public part of the meeting may be recorded in both audio and video, and photographs may be taken.

1. Apologies for Absence

Members are cordially invited to inform the Deputy Town Clerk of their apologies as soon as practicable.

2. To receive declarations of interest

Members are reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Please seek advice from the Town Clerk or Deputy Town Clerk prior to the meeting if in doubt.

Members are reminded that they can check their published declaration of interests here: <https://bit.ly/2wVyeLA>

3. **Internal Audit Progress Report**

To welcome Steve Carter Audit Manager, DCC to present his report advising Members on work undertaken by Internal Audit between 1 April 2019 and 31 March 2020.
(report attached)

4. **Former Bowling Green Site, Lowhills Road**

To welcome representatives from The Sunshine Day Nursery, to present their proposal to the meeting

5. **To approve the minutes of the previous meeting**

Members are recommended to approve the minutes of the previous meeting of the Resources Committee on Monday 4th November 2019 as a true and correct record,

(Minutes of previous meeting, copy attached)

6. **Report of the Finance Sub Committee of the 18th November 2019**

Members are requested to note the payments approved at the meeting of this sub committee.

(Minutes of the Finance Sub Committee attached)

7. **Neighbourhood Engagement Project**

(i) **Applications**

A Christmas Gift, Edenhill People's Centre, requesting £300

To consider an award towards the group giving back to the community through donated gifts

(ii) **6 Month Grant Report received from East Durham Partnership**

Attached, for information providing feedback following a grant made by PTC

Powers used:- Under the power of GPC, The Localism Act 2011, s 1-6.

(iii) **Update following concessionary use - Function held on Friday 8th November 2019**

Deputy Town Clerk's verbal report

(iv) **Peterlee Youth Sessions - Progress Report**

(attached)

8. Armed Forces Covenant

Discussed at a recent meeting of the Larger and Smaller Local Council's Forum, in the hope parish & town councils would consider supporting and signing up to this initiative (attached)

RESOURCES COMMITTEE
02 December 2019
INTERNAL AUDIT PROGRESS REPORT



REPORT OF THE HEAD OF INTERNAL AUDIT

Purpose of the Report

1. The purpose of this report is to advise Members on work undertaken by Internal Audit between 01 April 2019 and 31 March 2020 with coverage provided in accordance with our agreed SLA. The report aims to:
 - Provide a high level of assurance, or otherwise, on internal controls operating across the Authority that have been subject to audit.
 - Advise the Committee of significant issues where controls need to improve to effectively manage risks.
 - Advise the Committee of any amendments to the approved Internal Audit plan.
 - Advise the Committee of changes to audit processes and terminology.
 - Track progress on the response to internal audit reports and the implementation of agreed internal audit recommendations.
 - Provide an update on our performance indicators comparing actual performance against planned.

2. The appendices attached to this report are summarised below. Those marked with an asterisk are considered as being not for publication (Exempt information under Part 3 of Schedule 12a to the Local Government Act 1972, paragraph 3).

| | |
|-------------|--|
| Appendix 1 | Risks and Implications |
| Appendix 2 | Progress against the Internal Audit Plan |
| Appendix 3 | Internal Audit Performance Indicators |
| Appendix 4* | Overdue Actions |

Progress against planned work

3. A summary of the agreed plan showing the status of each audit as at 30 September 2019 is attached at Appendix 2.

4. The Appendix shows that one of the five assurance reviews included within the 2019/20 plan is complete (final report). This relates to the Parks Follow Up review which was added to the 2019/20 plan following a Limited Assurance Opinion being provided in 2018/19 and where it was subsequently agreed with the Town Clerk that the review be undertaken in May 2019 and tracked as part of the 2019/20 plan.

5. It should be noted that further to the review, it was confirmed that significant improvements had been made by the manager to the procedures, controls and documentation maintained in support of the Parks Service to a point where it was possible to verify that all of the three High and one Medium priority recommendations made in the previous audit report had been implemented.

6. Assurance reviews incorporate a consideration of the Council's Risk and Governance arrangements within each activity inspected.
7. The assurance level, if applicable, for each piece of work where a final report has been issued is shown in Appendix 2.

Amendments to Annual Audit Plan

8. No amendments to the annual audit plan have been agreed this period.

Outstanding management response to draft reports

9. There are no management responses to outstanding Draft Reports overdue.

Response to Audit Recommendations

10. To provide independent assurance that adequate progress is made in the implementation of agreed recommendations at the appropriate service operational level, all high and medium recommendations contained within the action plans of individual audit reports are followed up by internal audit. In addition, listings of all recommendations outstanding at the end of each quarter are produced and issued to the Town Clerk to assist the Council in its own internal monitoring processes.
11. To allow the progress made at an operational level to be tracked and monitored, the numbers of all recommendations made arising from each audit complete, and evidenced as implemented, are shown in Appendix 2. It should be noted that Internal Audit will not follow up Best Practice matters raised.
12. A summary of outstanding audit recommendations i.e. those not implemented within original agreed or revised target dates, as evidenced through Internal Audit follow up, is given in the table below:

| Risk | Actions | Total | Implemented | | | Overdue | Target | Overdue |
|-----------------|----------------|--------------|--------------------|------------------|--------------|-----------------|----------------|----------------|
| Category | Raised | Due | (Due) | (Not due) | Total | Original | Revised | Revised |
| 2017/18 | | | | | | | | |
| High | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Medium | 20 | 20 | 18 | 0 | 18 | 2 | 0 | 0 |
| Total | 20 | 20 | 18 | 0 | 18 | 2 | 0 | 0 |
| 2018/19 | | | | | | | | |
| High | 3 | 3 | 3 | 0 | 3 | 0 | 0 | 0 |
| Medium | 26 | 26 | 23 | 0 | 23 | 3 | 0 | 0 |
| Total | 29 | 29 | 26 | 0 | 26 | 3 | 0 | 0 |
| 2019/20 | | | | | | | | |
| High | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Medium | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

13. There are five Medium priority recommendations overdue against original target implementation dates. Revised target dates have been agreed in all cases with no recommendations overdue. Details of the five overdue recommendations are shown in Appendix 4.

Unplanned work carried out this quarter

14. There has been no unplanned activity carried out during the period.

Reports issued with a Limited Assurance Opinion

15. There were no reports issued in the period that resulted in a Limited Assurance Opinion.

Performance Indicators

16. A summary of target performance indicators is given in Appendix 3.

Recommendation

17. Members are asked, when deliberating over the content of the report, to:
- consider the outturn position on progress made in delivering the internal audit plan for 2019/20 together with that made by managers in responding to the work of internal audit to gain assurance on the adequacy and effectiveness of the internal control environment.

Stephen Carter, Audit Manager, Tel: 03000 269665

Appendix 1: Risks and Implications

Finance -

The programme of work undertaken by Internal Audit supports the Council in maintaining safe and efficient arrangements for the proper administration of its financial affairs

Staffing –

None

Risk -

None

Equality and Diversity / Public Sector Equality Duty -

None

Accommodation -

None

Crime and Disorder -

None

Human Rights -

None

Consultation -

None

Procurement -

None

Disability Issues -

None

Legal Implications -

None

Other Risks

Control risks identified / considered in relation to reviews undertaken

Appendix 2: Summary of the status of work undertaken and recommendations made and implemented

| INTERNAL AUDIT SERVICES | | | | High | | Medium | | Best Practice |
|--|-----------------|---------------------|----------------|-------------|----------|---------------|----------|----------------------|
| Reviews | Schedule | Status | Opinion | M | I | M | I | M |
| Corporate Governance Risks | | | | | | | | |
| Corporate Governance Arrangements | Q1-4 | In Progress | | | | | | |
| Risk Management Arrangements | Q3 | Planned | | | | | | |
| Financial Management | | | | | | | | |
| Core Financial Systems | Q3 | Planned | | | | | | |
| General Data Protection Regulations (GDPR) | Q3 | Planned | | | | | | |
| Parks – Follow Up | Q1 | Final Report | N/A | 0 | 0 | 0 | 0 | 0 |
| Unplanned Activities | | | | | | | | |
| | | | | | | | | |
| Management | | | | | | | | |
| Audit Planning and Reporting | Q1-4 | In Progress | | | | | | |
| | Total | | | 0 | 0 | 0 | 0 | 0 |

Appendix 3 Performance Indicators for 2019/20

| Efficiency | | | |
|---|--|--|---|
| Objective: To provide maximum assurance to inform the annual audit opinion | | | |
| KPI | Measure of Assessment | Target & (Frequency of Measurement) | Actual |
| Planned audits completed | % of planned assurance work from original approved plan complete to draft report stage as at 31 March 2020 | 90% (Quarterly) | 20% (1 out of 5 reviews completed) |
| Timeliness of Draft Reports | % of draft reports issued within 30 calendar days of end of fieldwork/closure interview Average time taken is also reported for information | 90% (Quarterly) | 100% (1 report issued) 4 days |
| Timeliness of Final Reports | % of final reports issued within 14 calendar days of receipt of management response Average time taken is also to be reported for information | 95% (Quarterly) | 100% (1 report issued) 0 days |
| Terms of Reference | % of TOR's agreed with key contact in advance of fieldwork commencing | 95% (Quarterly) | 100% (1 TOR issued) |
| Quality | | | |
| Objective: To ensure that the service is effective and adding value | | | |
| KPI | Measure of Assessment | Target & (Frequency of Measurement) | |
| Recommendations agreed | % of Recommendations made compared with recommendations accepted | 95% (Quarterly) | N/A (No recommendations made) |
| Post Audit Customer Satisfaction Survey Feedback | % of customers scoring audit service good or above (3 out of 5) where 1 is poor and 5 is very good Average score is also reported for information | 100% (Quarterly) | 100% (1 out of 1 returned) Overall average score 5.00 |
| Customers providing feedback Response | % of Customer returning satisfaction returns | 70% (Quarterly) | 100% (1 return from 1 survey issued in 2019/20) |

Appendix 4 Outstanding Audit Recommendations Quarter Ended 30 September 2019

| | Audit | Year | Action Owner | Priority | Report Issued | Original Target | Revised Target | Recommendation | Progress Update |
|----|------------------------|---------|-------------------------|----------|---------------|-----------------|--|---|--|
| 01 | Core Financial Systems | 2017/18 | Town Clerk | Medium | 19/12/2017 | 31/03/2018 | 31/03/2020 30/06/2019 31/03/2019 31/12/2018 31/07/2018 | The approval of the fees and charges be included in the minutes of the relevant Council meeting so that the approval process can be evidenced. | Partially completed: Council has reviewed and amended cemetery fees and football hire fees in 2019/20; the Council's scrutiny committee is currently reviewing room hire fees for Shotton Hall and Pavilion and this will conclude this action. |
| 02 | Capital | 2017/18 | Town Clerk | Medium | 03/01/2018 | 30/06/2018 | 31/03/2020 30/06/2019 31/03/2019 31/12/2018 | A Service Asset Management Plan be developed and approved by Council. | Partially completed: Used NEPRO framework to commission full Planned & Preventative Maintenance (PPM) surveys for all council buildings (ex Shotton Hall, which had already had a survey completed); these were completed and the Council has formed a working party that has met on a weekly basis to review the findings of the surveys and consider options for a number of buildings. Output of this working party will be used to inform a new AMP document.. |
| 03 | Pavilion | 2018/19 | Pavilion Centre Manager | Medium | 20/05/2019 | 31/05/2019 | 31/03/2020 30/06/2019 | The Council should examine the feasibility of upgrading / replacing the tills at the reception and bars so void reports can be produced. | EPOS project is almost at conclusion, with presentations from prospective suppliers now complete, AF is currently writing specification for procurement of a new system. |
| 04 | Pavilion | 2018/19 | Facilities Manager | Medium | 20/05/2019 | 30/06/2019 | 31/12/2019 31/07/2019 | Market testing should be carried out by the Town Clerk to confirm that the Council is receiving value of money with regards to the Stocktakers. | Partially completed: DCC procurement not able to assist with existing contractor or framework as they are not aware of any existing contract at DCC. Town Clerk has produced specification and quotes have been submitted by three potential providers. Currently being evaluated with a view to new contract being in place by end of December 2019. |
| 05 | Pavilion | 2018/19 | Pavilion Centre Manager | Medium | 20/05/2019 | 31/05/2019 | 31/12/2019 30/06/2019 | Stock be disposed of and written off in accordance with the Council's write off procedures. The value of the write off amounts should be reported to Council. | A report will go to council or appropriate committee before christmas break. |

**THE MINUTES OF THE MEETING OF THE
RESOURCES COMMITTEE HELD IN THE COUNCIL CHAMBER,
SHOTTON HALL, PETERLEE
ON MONDAY 4TH NOVEMBER 2019 AT 6.30PM**

PRESENT:- COUN A WATSON (CHAIR)

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

Messrs:- R Moore, S Miles, G Carne & T Duffy

42. **Apologies for Absence**
Apologies had been submitted and accepted C Watkins, S McGlen & K Hawley. **RESOLVED the Council approve the reasons submitted at the meeting for absence received from the Councillors listed, and their apologies for absence be recorded.**
43. **To receive declarations of interest**
Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Councillors Miles and Carne declared an interest in the item relating to Acre Rigg Social Club.
44. **To approve the minutes of the previous meeting**
Members approved the content of the draft minutes as a true and correct record of the last meeting of this Committee held on 7th October 2019.
Matters Arising
Planning Applications, signs for the Peterlee Hand Car Wash Bede Way and free standing
Members were advised as requested by PTC the Planning Officer held a site visit and noted the extent of the signage as well as additional signs not included on the application form. Whilst the Planning Officers had not yet finalized their decision on this application, they advise they have continued concerns over the quality of adverts on the site. **RESOLVED the information given be noted.**
45. **The Report of the Finance Sub Committee of the 21st October 2019** a copy of which had been circulated to each Member, was agreed.
46. **The Notes from the Building Survey Meetings held 11th & 18th October 2019**, a copy of which had been previously circulated, were noted.
47. **Child Protection Safeguarding Children Policy**
A copy of the draft of this policy was circulated for consideration. approval and adoption by the Town Council. **RESOLVED the Child Protection Safeguarding Children Policy be approved and adopted for use by the Town Council.**

48. Experimental Order for Prohibition of Motor Vehicles – O’Neill Drive, Peterlee
Members considered the details of this experimental order for prohibition of motor vehicles and provide feedback/comments on the Order to DCC. Residents of O’Neill Drive were in attendance at the meeting for this item and they were given the opportunity to speak. Following discussion it was **RESOLVED:-**
- (i) **DCC be advised that PTC welcomed the introduction of this experimental Order, however they reserved the right to make further comment in the first six months of the Order as per the regulations;**
 - (ii) **The detail on how DCC plan to enforce this Order be requested, as the Council consider that without enforcement the Order is unlikely to effect the change that local residents deserve to see;**
 - (iii) **That DCC be informed that PTC continues to strongly oppose the introduction of charging in the NHS-operated car park as it is plain that this single act was a key contributor to the current parking problems being faced by residents; and,**
 - (iv) **An Officer from DCC be requested to meet with PTC to consider strategic parking issues in the Town Centre, and that a further report be brought to committee in due course.**

49. Major Sporting Event (Rugby World Cup – 2 November 2019)
Councillor A Watson expressed his disappointment that a temporary events notice had not been applied for the trading times to be extended for the bar at The Pavilion when this sporting event was to be shown. Ms V Nesbitt had attended the meeting to speak on this issue. She explained The Pavilion was the cricketers social club and they wanted to use the bar more. **RESOLVED for any future major sporting events, if held out of the licensing hours, PTC would make a TENS application well in advance of the event.**

50. Exclusion of the Press and Public
RESOLVED that in view of the confidential nature of the items to be discussed in the next item, the committee 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 Act 1972, due to various items relating to commercial leases between the Town Council and external organisations discussed in the report.

51. Are Rigg Car Park
The Town Clerk outlined the history of the car park and building. Following considerable discussion it was **RESOLVED the Town Clerk arrange to meet with representatives of the Club and advise there were no plans for any major car park repairs and should there be the Council would, at that time, re consider the Club’s request for their obligation to pay towards the costs of repairs to be reduced.**

PETERLEE TOWN COUNCIL

FINANCE SUB-COMMITTEE

HELD IN THE COUNCIL CHAMBER,

SHOTTON HALL, PETERLEE

ON MONDAY 18TH NOVEMBER 2019

Present:-

Councillors S Simpson, R Moore & A Watson

12. DIRECT DEBIT AND CARD PAYMENTS

RECOMMENDED the payments listed for October 2019, be accepted.

13. ACCOUNTS FOR PAYMENT

The accounts for payments for November 2019 amounting to £57,717.93, a copy of which had been circulated to each Member, were considered.

RECOMMENDED the payments as listed, be made.



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Sea View Industrial Estate
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Peterlee
Co. Durham
SR8 4TQ
(0191) 586 8493
eastdurhampartnership.co.uk
admin@eastdurhampartnership.co.uk

Peterlee Town Council-Neighbourhood Engagement Project

East Durham Partnership Haven Project-6 month review

(Funding received : £610 May 19)

The project was very successful and continues to grow. Since May 19 we have continued to run a weekly event within the Haven café and also a weekly event at Peterlee (Acre Rigg social club). In total over 100 lonely or isolated people attend one of the events each week (Photos attached).

We have used the grant to fund staff and equipment to provide entertainment and food for participants who attend the events. As a result of the grant provided by Peterlee Town Council (which contributed to the costs of the Haven project manager and a support worker) we were able to fund the establishment of the project until such time as we could make the events sustainable.

We have been successful in obtaining further donations and grants to enable us to continue with our work in Peterlee (Acre Rigg) and Horden. Because the local model has been so successful we have been able to facilitate the establishment of more events across East Durham (Ludworth, Hetton,) which have also become sustainable through donations and fundraising. We have achieved this by asking for a small individual donation on a weekly basis from participants, by obtaining free unused food from Greggs Bakers and by obtaining the support of volunteers who provide the entertainment. This enables us to raise approx. £90/week which is used to cover some of the costs We have also submitted applications to grant funders for longer term funding support.



The Haven lunchtime club

WE have received significant positive feedback from participants (including carers from a number of local residential Homes) participants and families who have asked us to try to maintain the activities at Acre Rigg and Horden.

- **“ . Care home staff who accompany their residents report *“clients are very engaged.....the sessions provided for them help them to gain friendships and become more socially active as well as have a positive influence over their general well-being”*.**
- **Mr. S** who suffers from symptoms of a stroke writes that he was *“lonely and depressed at being unable to get out for some company and could only communicate via Facebook until he started to attend the afternoon out project”*.
- **An elderly couple** who are *“too afraid to venture out at night”* now enjoy *“company and friendship in a secure location”* by participating in the local Afternoon Club.
- **Most recently one lady** at Acre Rigg commented *“please don’t stop providing the Afternoon club -this is my lifeline”*

Volunteers and staff providing entertainment



Over the previous six months the Haven Project has established the foundation for a model which provides activities and entertainment for residents who are lonely, isolated or affected by emotional or mental health issues such as Dementia and Alzheimers (and their cares and families). The Haven Afternoon club events are now operating successfully and delivering support across East Durham to hundreds of beneficiaries.

E.Foxton, on behalf of the Trustees of East Durham Partnership, November 2019

Peterlee Youth Sessions Report

The sessions are still very popular with the local young people and we can see anywhere from 20 to 40 young people attending each night. During the School holidays the number of young people attending does drop, especially over the summer and we think this is purely down to them not having a usual routine and being out with their friends all day rather than just meeting up on a night. We do normally see lower numbers on a Thursday also, however we do still get on average 25 young people attending.

The sessions are mainly young person led as we want them to be tailored to their interests and needs for them not being told what to do as they are in school. Some nights the sessions are very constructive with the conversations and topics they want to talk about, others they might just want a safe warm place to hang out with their friends, listen to some music and have some food. We will spend at least one hour per week where we will discuss current issues in the community. Examples of what we have covered are hate crimes, deliberate fire setting, hate crime, knife crime, drug & alcohol issues and we have regular chats about anti-social behaviour in general.

We work very closely with the local police who regularly attend the sessions. We have seen a huge change in the way the young people work with the PCSO's from the start of the sessions. You can see they now have respect for them and will have conversations and express any concerns that the young people may have.

We also have other activities planned for the future such as working with an artist called Jamie Holman where we are potentially looking to create a project with the young people looking at doing creative work on something close to them and supporting the local community with a project to support families who are less fortunate with gifts.

Archived: 26 November 2019 13:23:51

From: CDALC

Sent: Tue, 26 Nov 2019 09:42:52 +0000ARC

Subject: Armed Forces Covenant and Outreach Service

Importance: Normal

Attachments:

[AFOS Poster.docx](#) 

Dear Clerks, Chairs and Executive Committee Members.

Thank you to those who attended last Thursday's Larger and Smaller Council Forum meetings in Horden. At these meetings a presentation was given by Ian Hunter Smart (DCC Voluntary and Community Sector Officer). This concerned the Armed Forces Covenant which it is hoped parish and town councils can support and sign up to this worthy initiative. Stanley Town Council has already signed up and [your council can find out more about the Covenant by clicking on this link](#).

In addition to this the Armed Forces Outreach Service was discussed. This provides help and support to all Forces Personnel, reservists, veterans and their families. Please refer to the attached flyer to see what this programme of support can provide.

The two Outreach workers can be contacted either by:

Email: armedforcesoutreachworker@durham.gov.uk

Landline: 03000 268000

Or mobiles:

Steve Winter – 07384 247402

Spencer Wiggins – 07384 247317

Please make yourselves aware of this initiative and provide details (where required) to any ex forces personnel you talk to within your community.

Many thanks.

Steve

Stephen Ragg (Mon & Tue) /Audrey Christie (Wed, Thu & Fri (am))

County Durham Association of Local Councils

03000 269921

cdalc@durham.gov.uk

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