

Date: Thursday 16 November 2023 at 4.30 pm

Venue: Jim Cooke Conference Suite, Stockton Central Library, The Square,
Stockton-on-Tees, TS18 1TU

Cllr Robert Cook (Leader)

Cllr Nigel Cooke
Cllr Clare Gamble
Cllr Steve Nelson

Cllr Lisa Evans
Cllr Mrs Ann McCoy
Cllr Norma Stephenson OBE

AGENDA

- 1 Evacuation Procedure** (Pages 7 - 8)
- 2 Apologies for Absence**
- 3 Declarations of Interest**
- 4 Minutes**
To approve the minutes of the last meeting held on 12 October 2023. (Pages 9 - 18)
- 5 Review of Polling Districts and Polling Places 2023** (Pages 19 - 54)
- 6 Minutes of Various Bodies** (Pages 55 - 74)
- 7 Major Incident Plan 2023-2026**
For Information (Pages 75 - 116)
- 8 Director of Public Health Annual Report**
For Information (Pages 117 - 140)
- 9 Winter Planning Update**
For Information (Pages 141 - 152)

Members of the Public - Rights to Attend Meeting

With the exception of any item identified above as containing exempt or confidential information under the Local Government Act 1972 Section 100A(4), members of the public are entitled to attend this meeting and/or have access to the agenda papers.

Persons wishing to obtain any further information on this meeting, including the opportunities available for any member of the public to speak at the meeting; or for details of access to the meeting for disabled people, please

Contact: Democratic Services Officer, Peter Bell on email peter.bell@stockton.gov.uk

KEY - Declarable interests are:-

- Disclosable Pecuniary Interests (DPI's)
- Other Registerable Interests (ORI's)
- Non Registerable Interests (NRI's)

Members – Declaration of Interest Guidance



Table 1 - Disclosable Pecuniary Interests

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.
Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2 – Other Registerable Interest

You must register as an Other Registrable Interest:

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

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Jim Cooke Conference Suite, Stockton Central Library **Evacuation Procedure & Housekeeping**

If the fire or bomb alarm should sound please exit by the nearest emergency exit. The Fire alarm is a continuous ring and the Bomb alarm is the same as the fire alarm however it is an intermittent ring.

If the Fire Alarm rings exit through the nearest available emergency exit and form up in Municipal Buildings Car Park.

The assembly point for everyone if the Bomb alarm is sounded is the car park at the rear of Splash on Church Road.

The emergency exits are located via the doors between the 2 projector screens. The key coded emergency exit door will automatically disengage when the alarm sounds.

The Toilets are located on the Ground floor corridor of Municipal Buildings next to the emergency exit. Both the ladies and gents toilets are located on the right hand side.

Microphones

During the meeting, members of the Committee, and officers in attendance, will have access to a microphone. Please use the microphones, when directed to speak by the Chair, to ensure you are heard by the Committee.

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CABINET

A meeting of Cabinet was held on Thursday 12 October 2023.

Present: Cllr Robert Cook (Leader), Cllr Nigel Cooke (Cabinet Member), Cllr Lisa Evans (Cabinet Member), Cllr Clare Gamble (Cabinet Member), Cllr Mrs Ann McCoy (Cabinet Member), Cllr Steve Nelson (Cabinet Member) and Cllr Norma Stephenson OBE (Cabinet Member).

Officers: Mike Greene (CE), Garry Cummings (DCE&F, T&P), Ged Morton, Geraldine Brown, Peter Bell (CS), Elaine Redding, Eddie Huntington (ChS), Reuben Kench (CS,E&C), Carolyn Nice, Jane Edmonds (A,H&W) and Marc Cole (R&IG).

Also in attendance: Cllr Pauline Beall, Cllr Marc Besford and Cllr Carol Clark

Apologies: , .

CAB/33/23 Evacuation Procedure

The Chair welcomed everyone to the meeting and the evacuation procedure was noted.

CAB/34/23 Declarations of Interest

There were no declarations of interest.

CAB/35/23 Minutes

Consideration was given to the minutes of the meeting held on 18 September 2023.

RESOLVED that the minutes of the meeting held on 18 September 2023 be agreed and signed as a correct record.

CAB/36/23 Council Plan Update

Consideration was given to a report that provided an update on the priorities included in the Council Plan 2023/26.

The report focused on the implementation of the Council Plan 2023/26. The report was therefore the mid-year update on progress during 2023/24.

An update on each of the Council Plan priorities was set out as an attachment to the report. The report indicated significant progress in all areas of the year's priorities.

Cabinet considered a Powering Our Future report on 13 July 2023. This included approving a recommendation to 'Agree a new approach to strategic planning being introduced during 2023 leading to a new Council Plan being approved in June 2024'.

In order to fully complete the work involved including a resident's survey, face to face engagement with communities, gathering and analysis of insight and intelligence to develop a new Vision for the Borough and engagement with key partners it was recommended that the new Council Plan is approved in October / November 2024.

RESOLVED that:-

1. The report be noted.
2. A new Council Plan be approved in October / November 2024.

CAB/37/23 Minutes of Various Bodies

In accordance with the Council's Constitution or previous practice the minutes of the meeting of the bodies indicated below were submitted to for consideration:-

SSP – 19 July 2023
TSAB – 14 June 2023

RESOLVED that the minutes be received.

CAB/38/23 Care and Health Innovation Zone

Consideration was given to a report that set out a draft Vision to develop a Care and Health Innovation Zone at Teesdale and the adjacent Marshalling Yards. This exciting, once in a generation opportunity could deliver a nationally significant cluster that realises benefits for the whole of the Tees Valley.

The draft Vision had four main aims:

- To breathe considerable new life into Teesdale Business Park and ensure all 50 hectares are fully utilised. We will create the buzz and dynamic environment that Teesdale has always promised but has, as yet, not fully delivered.
- To bring forward the holistic regeneration of the 60 hectares Tees Marshalling Yards site for both employment and housing and other ancillary uses.
- To grow all aspects of the health, public-health and social care sector, and their supply chains, in Teesdale and the Marshalling Yards and make us a recognised UK cluster
- To integrate the new Care and Health Innovation Zone with Stockton-on-Tees Town Centre and enhance connectivity through transport and active travel links.

Achievement of the draft Vision had the potential to deliver 9,000 direct jobs at the site, generating annual Gross Value Added (GVA) worth £470 million to the Tees Valley economy. At the same time, it would reduce health inequalities, improve connectivity, drive innovation and deliver skills that the sector needs to succeed.

The Vision had been developed in partnership, and core partners had identified the following workstreams to drive forward the shared ambitions:

- Masterplanning and Infrastructure
- Health and Social Care Integrated Clinical Facilities and Capital Delivery
- Innovation and R&D
- Commercial / Business Growth

- Education and Skills.

In July 2023, Cabinet agreed to develop a Masterplan and business case for regeneration at Teesdale and the Marshalling Yards, based around potential for a Care and Health Zone.

Following Cabinet agreement, the Council had worked closely with a number of core partners to shape and test thinking, and to develop a draft Vision for the Zone.

Discussions with partners identified a significant scale of potential, based around three mutually reinforcing and major opportunities:

- Teesdale Business Park – at 50 hectares was one of the UK’s biggest brownfield regeneration schemes of the late 1980s / early 1990s. It is now underutilised and in need of fresh momentum.
- Tees Marshalling Yards - At 60 hectares, one of the largest remaining brownfield regeneration sites in the UK, adjoining Teesdale Business Park and at the heart of the Tees Valley.
- Care and Health Sector – a significant employer and a cornerstone of UK innovation and R&D. A growth sector with substantial needs for modernisation/reorientation of its estate.

Successful delivery of the Vision had significant potential for Stockton-on-Tees and Tees Valley, including:

- Grow economic prosperity – it is estimated 9,000 jobs will be located directly on-site . This level of job creation could generate annual Gross Value Added (GVA) worth £470 million to the Tees Valley economy, with more through multiplier effects.
- Drive down health inequalities – by using the site for leading edge health provision, promoting new models of health and social care integration and establishing Stockton-on-Tees at the forefront of advances in service delivery.
- Deliver homes that people need – with the potential to accommodate a further 3,600 houses and a range of new residential care facilities.
- Establish greater visibility for the Tees Valley as a national player in the health and social care sector, by developing a focal point that will attract national interest and nationally significant occupiers.
- Address skills shortages - which are currently impacting service delivery and mean we are hampered in our efforts to address health inequalities.
- Support our fiscal base – through the capture of significant Business Rates and Council Tax, which can allow us to finance a range of essential services for our residents, at a time of unprecedented strain on public sector finances.
- Promote Pride in Place – enhancing the attractiveness of Stockton-on-Tees as a place to live, work and grow a business.
- Successfully develop brownfield land in sustainable locations – with potential to deliver 110 hectares of brownfield development, in a central location that has the potential to be extremely well served by the public transport network.

The Council had worked with key partners to develop the draft Vision for the site, and to understand anticipated impact. A strong partnership approach would also be needed to as we move to delivery.

A Partnership Board had been established to:

- Drive delivery.
- Attract investment.
- Develop innovative approaches to meet infrastructure requirements.
- Provide strategic direction for workstream activity (further detail below).

Alongside the Council, the Board comprised representation from:

- Teesside University.
- Tees Esk and Wear Valley NHS Trust.
- North Tees NHS Trust.
- Education Training Collective (Stockton Riverside College).
- Tees Valley Combined Authority.

A portion of the Marshalling Yards sits in Middlesborough Local Authority area, and it was therefore proposed that a discussion takes place with Middlesborough Council to develop and implement the Vision as part of a Tees Valley-wide opportunity.

Five complementary workstreams had been identified to drive forward the Vision and turn our ambitions into reality. These were:

Masterplanning and Infrastructure

This workstream would:

- Develop a Masterplan for Teesdale and Marshalling Yards (covering ambitions for: care & health provision, education and skills, business premises and support for innovation, residential provision).
- Build investor confidence and attract investment to deliver the Masterplan.
- Improve public transport and active travel links.

Health and Social Care Integrated Clinical Facilities and Capital Delivery

This workstream would:

- Confirm service delivery needs across organisations and capital requirements to enable this.
- Confirm timescales for future capital and service needs as part of a regional approach
- Make the case to Government for a state-of-the clinical facilities on the site.

Innovation and R&D

This workstream would:

- Identify opportunities for Innovation / R&D aligned as part of a Stockton-based approach to building a Care and Health Cluster.
- Identify opportunities for business incubation and accelerator hubs.

Commercial / Business Growth

This workstream would:

- Identify opportunities for sector growth and supply chain development.
- Confirm business requirements for commercial premises.
- Identify opportunities for multi-occupier buildings.

Education and Skills

This workstream would confirm education and skills needs to deliver the Care and Health Innovation Zone and explore funding solutions.

This would include working with Teesside University and Stockton Riverside College to explore growth of healthcare education provision.

RESOLVED that:-

1. The draft Vision and approach to develop the Care and Health Innovation Zone (paragraph 8 of the report) be agreed.
2. The partnership arrangements as set out at paragraphs 10-12 of the report be agreed.
3. The workstream areas and packages of work set out at paragraphs 14-19 of the report be agreed.
4. Discussions begin with Middlesbrough Council to develop and implement the Vision as part of a Tees Valley-wide opportunity.

CAB/39/23 Selective Licensing of Private Rented Accommodation

Consideration was given to a report on Selective Licensing of Private Rented Accommodation.

As members may recall a report was presented to Cabinet in November 2022 which detailed the outcome of a Selective Licensing option appraisal. Subsequently approval was granted to explore Selective Licensing in 3 areas of the borough (Central Stockton, North Thornaby and Newtown).

Following a detailed assessment of each of these areas, approval was sought to commence consultation on the proposed implementation of Selective Licensing in the three designated areas of Central Stockton, North Thornaby and Newtown. Central Stockton and North Thornaby were proposed on the basis that they were areas that were or were likely to become areas of low housing demand, had high concentrations of private rented properties (well above the national average) and were experiencing high levels of deprivation. Newtown was proposed as an area experiencing significant and persistent problems caused by high levels of crime and anti-social behaviour, with high concentrations of private rented properties (well above the national average) and was experiencing high levels of deprivation. The Council would charge a fee to cover the cost of operating a Selective Licensing scheme, this would be a ring-fenced account solely in connection with the scheme. As the Council was seeking to support responsible landlords, a £50.00 discount per property would be offered for landlords who were members of the Council's Voluntary Accreditation Scheme or PLuSS (Private Landlords Supporting Stockton) or were members of a nationally recognised landlords' association.

RESOLVED that:-

1. The evidence base to support the introduction of Selective Licensing of private rented accommodation in three designated areas (Central Stockton, North Thornaby and Newtown), as detailed in the attached Selective Licensing Scheme Proposal and Appendix 1 of the report Evidence Base be noted.
2. Approval 'in principle' be granted to pursue a Selective Licensing scheme in Central Stockton, North Thornaby and Newtown as detailed within the attached Selective Licensing Scheme Proposal.

3. Subject to the above, Officers be instructed to commence a detailed programme of public consultation to ensure that the Council takes “reasonable steps to consult with persons who are likely to be affected by the designation”, as required Section 80(9) Part 3 of the Housing Act 2004 and in accordance with relevant Government guidance.

4. A further report be presented back to Cabinet following the conclusion of the above public consultation exercise. This report will inform Cabinet of the outcomes of the consultation and allow Cabinet to determine whether to make a Selective Licensing designation (covering Central Stockton, North Thornaby and Newtown) or not.

CAB/40/23 School Performance 2022-23

Consideration was given to a report on School Performance 2022-2023.

The report presented a summary of provisional headline performance data for the academic year 2022-2023 in all Key Stages for all providers across the Borough.

Primary schools continued to perform well. 93% of schools were good or better (including previous judgements of schools not inspected since academy conversion). This was in line with the average for the region and above average for England. This reflected the sustained impact of the work of the Education Improvement Service in monitoring, challenging, intervening and supporting the sector.

Although outcomes had not yet returned to pre-pandemic levels, outcomes for Stockton-on-Tees pupils in the primary sector were above provisional national average for 2023 on every measure.

Secondary outcomes were returning to the 2019 figures and were above 2023 national averages in all areas. This was also the first time no allowances were made in the results since 2019. These results had been self-reported by the schools and academies themselves.

Post-16 outcomes continued to perform well and pass rates were up again. The area where they were not above national averages was in the top scores (A* and A) which reflected the regional picture.

Many schools in the Borough had seen much higher than usual numbers of pupils joining the school during the 2022-23 academic year, often from other countries. For example, there had been 197 transfer requests for new arrivals from Nigeria alone. In some schools, new arrivals have had a significant impact on performance outcomes as pupils have not learned the English curriculum.

RESOLVED that:-

1. The standards and achievements across the Borough be noted.
2. The strong overall performance of Stockton-on-Tees schools at both primary and secondary phases be noted.

CAB/41/23 Customer Service Excellence Compliance Assessment

Consideration was given to a report on Customer Service Excellence (CSE)

CSE was a national quality mark that acknowledged organisations that demonstrated a customer-focused commitment to all that they did. The rigorous assessment process included a review of relevant documents, followed by an on-site inspection to observe practical evidence.

There were 5 criteria that must be satisfied with a number of elements within each. “Compliance plus” was awarded to those elements where exceptional strength was demonstrated.

Assessment followed a 3-year cycle, with a full assessment in year 1 followed by 2 annual reviews to ensure standards were maintained. Stockton Council had been accredited with Customer Service Excellence since 2010 and had demonstrated continuous improvement through every assessment cycle.

The 3-year cycle started with a full assessment in July 2022. As a result of the assessment the Council achieved full compliance across all 57 aspects of assessment with “compliance plus” awarded for 14 elements.

The 12-month review took place in July 2023. The Council retained full certification, achieving full compliance across all 57 aspects of assessment with “compliance plus” awarded for 16 elements, 2 of which were in addition to the 14 achieved at the full assessment in 2022.

The second 12-month review would take place in July 2024.

RESOLVED that the report be noted.

CAB/42/23 Private Hire & Hackney Carriage Licensing Policy Interim Review

Consideration was given to a report Private Hire & Hackney Carriage Licensing Policy Interim Review.

For Cabinet to consider the views and comments received from the General Licensing Committee, transport trade and other interested parties following consultation on the Private Hire and Hackney Carriage Licensing Policy and to make recommendations to Council.

The current private hire & hackney carriage licensing policy was approved in 2022 following a full public consultation.

In November 2022 following requests from the trade the transport policy was reviewed. The changes were approved and the requirements on new hackney carriage vehicle specification was relaxed. Since this policy change the hackney carriage vehicle fleet had increased by 35 vehicles, hackney carriage wheelchair accessible vehicles (WAVs) have increased by 2.

The licensed trade made a request for the policy to be reviewed again and for this policy change to be reversed. A 21-day public consultation was undertaken giving stakeholders opportunity to comment.

The public consultation survey was available online and links were directly sent to all licensees, members and interested parties.

There were 105 responses to the consultation. In summary the proposed policy wording was supported. Details of the responses was included with the report.

The proposed policy wording is below and would mean any applications for new hackney carriage vehicles would need to be wheelchair accessible, existing hackney carriage vehicles would still be able to be replaced like for like.

Current Wording

Wheelchair Accessible Vehicles (WAV)

WAV's that are currently licensed may be replaced with a like for like vehicle e.g. another WAV that complies with current policy.

Departure from policy in exceptional circumstances e.g. medical grounds will be considered on a case by case basis.

The hackney carriage and private hire trade will continue to be encouraged to licence a proportion of their fleet as Wheelchair Accessible Vehicles.

Proposed Wording

All new applications for hackney carriage vehicle licences are required to be wheelchair accessible vehicles.

Hackney carriage vehicles which are currently licensed may be replaced with a like for like vehicle e.g.

- WAVs may be replaced with another WAV which complies with current Policy.
- Saloons (5 seats) may be replaced with another Saloon which complies with current Policy
- MPVs (more than 5 seats) may be replaced with another MPV which complies with current Policy

The private hire trade will continue to be encouraged to licence a proportion of their fleet as Wheelchair Accessible Vehicles.

The Licensing Service continue to explore ways to increase the WAV fleet, this is a national issue, these vehicles cost more to purchase, run and maintain and drivers cannot charge more for WAV journeys under disability legislation.

A full review of the policy was expected later 2023 or early 2024, after the publication of the Department for Transport's Best Practice Guidance document, which was consulted on in 2022 and was expected in Spring 2023.

This matter was considered by the General Licensing Committee on 8 August 2023 the committee recommended the proposed changes be considered by Cabinet and Council.

Following Cabinet, Council will consider the matter on 22 November 2023. Following approval any changes agreed would come in to effect on 1 December 2023.

If revised, the trade would be informed of the new policy via email and via private hire operators and the SHCDA. Changes would also be publicised on the trade Facebook page and via the Council website. In addition the policy changes would be added to future trade meeting agendas.

RESOLVED that:-

1. The content of the report be noted.

RECOMMENDED to Council that:-

2. The proposed change to the Private Hire and Hackney Carriage Licensing Policy be approved with an implementation date of 1 December 2023.

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Agenda Item 5

AGENDA ITEM

REPORT TO CABINET

16 November 2023

**REPORT OF CORPORATE
MANAGEMENT TEAM**

COUNCIL DECISION

Leader of the Council – Councillor Bob Cook

REVIEW OF POLLING DISTRICTS AND POLLING PLACES 2023

SUMMARY

This report sets out proposed changes for polling districts and places taking into account the submission of the Acting Returning Officer and feedback received from the consultation. The consultation ended on 29 October 2023

REASON FOR THE RECOMMENDATIONS/DECISION

To meet a statutory requirement requiring Councils to carry out a Polling District and Places Review every five years; to take account of feedback from electoral events, electorate projections and consultation feedback.

RECOMMENDATION

Cabinet is asked to consider and recommend to Council changes to Polling Districts and Polling Places at the meeting to be held on 23 November 2023, as outlined in the attached Acting Returning Officers recommendations, incorporating the responses to the comments laid out in the table below.

DETAIL

1. Each Local Authority is required to carry out reviews of Polling Districts and Polling Places in its area.
2. The Electoral Registration and Administration Act 2013 changed the timing of these reviews and reviews must be held within a 16-month period starting on 1 October every fifth year after 1 October 2013. Ward boundaries are unaffected by the review.
3. The Council's last statutory review was carried out in 2018 and an interim review was held in 2022 when a number of changes were made as a result of the Local Government Boundary Commission for England Ward Boundary Review. The changes approved by Council on 23 November 2022 were implemented and in place for the May 2023 local elections held in the Borough.
4. A Council's area is divided into polling districts with one or more districts making up a ward, with a polling place being the area or building within a polling district in which a polling station is situated. The Council must identify

the polling districts and polling places within the Borough. The (Acting) Returning Officer is responsible for identifying the polling stations within the polling place.

5. Electoral Commission Guidance states: *Where the polling district/place review is to be carried out before the new electoral boundaries are fully in force, it will need to be based on the current electoral boundaries but should also take any new boundaries that are not yet in force into account. To avoid having to review the polling districts and polling places again once the new boundaries are fully in force, any parts of existing electoral areas that will be split when the new boundaries come into effect could be made into separate polling districts as part of the review.*

Also, until the new boundaries are fully in force, the register will need to be constructed in a way that is capable of reflecting the current and the new boundaries. Again, this can be achieved by making any parts of existing electoral areas that will be split when the new boundaries come into effect into separate polling districts.

For the same reasons where, as a result of a review of one set of electoral boundaries, the boundaries for different elections are no longer co-terminus, those areas that are no longer co-terminus could also be made into separate polling districts.

In short, polling districts changes have been considered to include existing and future Parliamentary boundaries. This will be achieved by merging into appropriate adjoining polling districts as identified in the 2022 review and keeping some small polling districts that due to the geography of the Parliamentary Boundary are unsuitable to combine with neighbouring polling districts.

6. The review has considered:
 - a. The boundaries of polling districts – for example, are they well defined? Do they follow natural boundaries? Are there suitable transport links? Are there any obstacles to crossing polling district boundaries?
 - b. Polling Places – the location, size and accessibility of the polling place and its availability now and in the future
 - c. Polling Stations – the suitability and accessibility of the room or area for use as a polling station (unlike polling districts and polling places which are fixed by the Local Authority, polling stations are chosen by the relevant Returning Officer for the election).
7. During the 2023 Elections, the opportunity was taken to complete the Electoral Commission's evaluation templates in order to assess the suitability/ accessibility of the polling place/ station. Presiding Officers were also asked to record any complaints/comments received.
8. The Boundary Commission has undertaken electorate projections as part of the Parliamentary Boundary Review 2023 and the Local Government Ward Boundary Review 2022. The recommendations take into consideration these predictions as well as the increase in postal voters that we have seen since 2021.
9. The Returning Officer's submission summarises the existing arrangements, key issues identified from the 2023 Elections, any notable projected changes in electorate and makes proposals for changes to polling districts/ places.

10. Mobile polling stations continue to be used where no alternative venues can be found. Mobiles stations are expensive and unpopular with voters and suggestions for alternative venues are always welcomed. The use of some schools as polling stations continues to be a problem when the safeguarding of children cannot in the view of the schools be assured, and in these circumstances alternative venues have been identified. The proposals consider Electoral Commission Guidance that the number of electors allocated to a particular polling station should not exceed 2,250 and also the introduction of Voter Identification which is more resource intensive on polling day.
11. Any further feedback and comments from the 2024 Elections in relation to the suitability of existing polling stations will be considered in the planning for future electoral events and statutory reviews.
12. The consultation was published on 1 October 2023 with a closing date for comments of midnight on 29 October 2023. The Acting Returning Officers submission summarised the existing arrangements and their proposals to reduce the number of polling districts by 8, by merging a number of polling places that use the same polling place and keeping 5 smaller polling districts due to the changes in Parliamentary Boundaries.

CONSULTATION

1. The Statutory Notice publicising the review was displayed / sent to:
 - Libraries
 - Website
 - Parish Councils
 - Community Centres
2. In addition, the consultation document and Acting Returning Officer's submission was sent to:
 - Website
 - Libraries
 - All Councillors
 - MPs
 - Parish Councils
 - Disability Groups/ BME/faith community via Catalyst
3. The table below contains a summary of the comments received and comments/revised proposals in response to the consultation feedback.

Ward/Polling District	From	Comment	Acting Returning Officer Response
Grangefield	Councillor Carol Clark	I am concerned about the areas using St. Pauls Church as their polling station. For the May elections asked that we use St Johns Church for the areas of Westfield Crescent etc and Lilac Road etc. They were stuck on to Grangefield ward to make up the numbers and unless the residents have a car, they will be unable to get to St Pauls Church	Agree - Revert back to St John's Church, Durham Road for GF3 and GF4 and merge GF3 and GF4 on 1.12.2023

Ward/Polling District	From	Comment	Acting Returning Officer Response
Roseworth	Cllrs Jim Beall and Cllr Barbara Inman	<p>Polling district RW3 – Current polling place St Chads - expressed that the previous polling station at Kiora Hall, Ragpath Lane, is available again, and the councillors would like to see if it is possible for us to use that instead to St Chads, as it is more central to the polling district.</p> <p>Polling district RW2 – Current polling place Elim Pentecostal Church there has been a change of name to New Hope Centre</p> <p>Polling District RW1 – proposed polling place to be Ragworth Centre merging current smaller polling districts RW1 and NT3/RW5 - Request to keep the mobile polling station on Rochester Road, rather than use the Ragworth Centre, on the basis of ease accessibility from the larger proportion of the polling district, with low car ownership. Whilst there is a crossing to get across the main road, many of the electors on the north side of the A1207 (Darlington Road area) walk to the polling station.</p> <p>Splitting RW1 with the westerly side using the Hope Centre (Elim Centre) and the easterly side using the reinstated Rochester Road mobile. The streets that would be affected by this move are. Spruce Road Sycamore Grove Elder Grove Birch Grove This would be a total of 146 electors moving to RW2.</p>	<p>Initial contact has been attempted regarding the feasibility of hiring Kiora Hall.</p> <p>Booking form received for 2024 elections still listing polling place as Elim Pentecostal Church – Polling place will be listed as Hope Centre (previously Elim Church)</p> <p>Agree – Mobile station to be continued to be used instead of changing to Ragworth Centre.</p> <p>Agree - Incorporate changes identified placing electors in Spruce Road, Sycamore Grove, Elder grove, Birch Grove into RW2</p>
Whole Area	Acting Returning Officer – Darlington Borough Council	No Comments	Acknowledged

REVISED PROPOSALS

4. The proposals of the Acting Returning Officer, which were included in the consultation, are attached at **Appendix 1**.

COMMUNITY IMPACT ASSESSMENT

5. Accessibility of polling places is a key consideration of the polling district and places review.

CORPORATE PARENTING IMPLICATIONS

6. No direct implications.

FINANCIAL AND LEGAL IMPLICATIONS

7. The review is required within 16 months from the 1 October 2023 as per the timings outlined in The Electoral Registration and Administration Act 2013. As a Parliamentary Election is due to be held no later than January 2025, it is beneficial to carry out the review at the earliest opportunity, in preparation of a General Election on the new Parliamentary Constituency Boundaries

RISK ASSESSMENT

8. This report is categorised as low to medium risk. Existing management systems and daily routine activities are sufficient to control and reduce risk.
9. The proposals take in account Parliamentary Constituency Boundary Review final proposals, 2022 Polling District and Polling Place review recommendations, consultation feedback and Electoral Commission Guidance that the number of electors allocated to a particular polling station should not exceed 2,250 not including postal voters.

WARDS AFFECTED AND CONSULTATION WITH WARD/COUNCILLORS

10. All Councillors have been consulted.

Name of Contact Officer: Jonathan Nertney
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Name of Contact Officer: Fiona Srogi
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Background Papers: None
Ward(s) and Ward Councillors: Not Ward Specific
Property Implications: None

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Statutory Polling District and Places Review 2023

Background

Within each Local Authority area, legislation requires Councils to carry out reviews of Polling Districts and Polling Places in that area.

Stockton on Tees Borough Council is conducting a review of polling districts and polling places in accordance with the Electoral Registration and Administration Act 2013. The (Acting) Returning Officer for Stockton on Tees will comment on the current arrangements and those comments will be made available on the Council's website and at the Municipal Buildings, Church Road, Stockton.

A Council's area is divided into polling districts with one or more districts making up a ward, with a polling place being the area or building within a polling district in which a polling station is situated. Consequently, it is inevitable that polling stations are also considered as part of these reviews.

In line with the guidance issued by the Electoral Commission the review has considered:

- The boundaries of polling districts – for example, are they well defined? Do they follow natural boundaries? Are there suitable transport links? Are there any obstacles to crossing polling district boundaries?
- Polling Places – the location, size and accessibility of the polling place and its availability now and in the future
- Polling Stations – the suitability and accessibility of the room or area for use as a polling station

The following tables summarises the proposed arrangements. Polling districts will need to be drawn to reflect the needs of both Parliamentary and Ward Boundary arrangements. This will be achieved by merging the temporary polling districts identified for the period 1 December 2022 to 1 December 2023 into appropriate adjoining polling districts on publication of the Revised Register on 1 December 2023. As well as maintaining a number of small polling districts, due to the new Parliamentary Boundary arrangements using the Ward structure from 2020 electoral register rather than the Warding arrangements introduced in May 2023.

Mobile polling stations continue to be used where no alternative venues can be found. Any suggestions for alternative venues to avoid the need to use mobile stations would be welcomed.

The proposals take into account Electoral Commission Guidance that the number of electors allocated to a particular polling station should not exceed 2,250.

It is usual for the Polling Place to be within the Polling District however the (Acting) Returning Officer reserves the right to designate a Polling place within an adjoining Polling District should circumstances dictate.

Maps illustrating the changes to polling districts can be found on the Council's website at <https://www.stockton.gov.uk/boundary-reviews>

Following the Parliamentary Boundary Review Stockton-on-Tees Borough Councils 27 Wards encompass 3 different Parliamentary Constituencies, these are Stockton North Constituency, Stockton West Constituency, and Middlesbrough and Thornaby East Constituency, and under the statutory review of polling places the Acting Returning Officer has proposed that 11 Wards require changes to the polling district make up as shown below.

Ward	Summary of Acting Returning Officers Proposed Changes
Billingham Central	Merge of smaller polling districts which use the same polling place T-BW2/BC5 and BC2
Billingham East	No Change
Billingham North	No Change
Billingham South	Merge of smaller polling districts which use same polling place BE2/BS5 and BS6
Billingham West & Wolviston	No Change
Bishopgarth & Elmtree	Changes to polling place for BET2
Eaglescliffe East	No Change
Eaglescliffe West	No Change
Fairfield	No Change
Grangefield	Merge of smaller polling districts which use the same polling place NT1/GF3, NT2 /GF4, and NT4/GF1
Hardwick & Salters Lane	No Change
Hartburn	Merge of smaller polling districts that use the same polling place. T-GF3/HB3 and T-GF4/HB4
Ingleby Barwick North	No Change
Ingleby Barwick South	Merge of smaller polling districts that use the same polling place. IBW3/IBS5 and IBW4/IBS6
Mandale and Victoria	Merge of smaller polling districts that use the same polling place. MV4 & MV5
Newtown	No Change
Northern Parishes	No Change
Norton Central	No Change
Norton North	No Change
Norton South	Merge of smaller polling districts that use the same polling place. NS3 & NS4
Ropner	No Change
Roseworth	Merge of smaller polling districts with changes to polling place for some electors. RW1 and NT3/RW5
Southern Villages	No Change
Stockton Town Centre	Merge of smaller polling districts that use the same polling place. STC2 and NS1/STC6
Stainsby Hill	Merge of smaller polling districts that use the same polling place. SH3 and MV4/SH4.
Village	No Change
Yarm	No Change

No Change	
Acting Returning Officers Proposed Changes	

District Ward:		Billingham Central			
Total Electorate:		5403			
Current Constituency:		Stockton North			
Future Constituency		Stockton North			
Current Polling District	Proposed Polling District following this Polling District and Place Review	Recommended Polling Place	Polling Station electorate as at August 2023	Returning Officer's Further Proposals from the Ward Boundary Changes to take effect 1.12.2023	Returning Officers Proposals following UK Parliamentary Boundary Changes to take effect 1.12.23
BC1	BC1	Billingham Baptist Church, Cheviot Crescent	1068	No change	No change
BC2	BC2	The Medway Centre, Sidlaw Road	891	Merge with T-BW2/BC5	Temporary polling district merged with T-BW2/BC5 to create BC2 as previously identified giving a total of 1093 polling station electors
BC3	BC3	St. Aidan's Church, Tintern Avenue	1094	No change	No change
BC4	BC4	Billingham Library & Customer Services Centre	700	No change	No change
T-BW2/BC5	BC2	The Medway Centre, Sidlaw Road	202	Merge with BC2	Temporary polling district merged to create BC2 as previously identified giving a total of 1093 polling station electors

District Ward:		Billingham East			
Total Electorate:		5095			
Current Constituency:		Stockton North			
Future Constituency		Stockton North			
Current Polling District	Proposed Polling District following this Polling District and Place Review	Recommended Polling Place	Polling Station electorate as at August 2023	Returning Officer's Further Proposals from the Ward Boundary Changes to take effect 1.12.2023	Returning Officers Proposals following UK Parliamentary Boundary Changes to take effect 1.12.23
BE1	BE1	New Life Family Centre, Low Grange Avenue	1562	No change	No change
BE3/BE2	BE2	Low Grange Community Hall, Low Grange Avenue	1142	No change	No change
BN3/BE3	BE3	Mobile Polling Station located at Marsh House Avenue (/Merlin Pub)	981	No change	No change

District Ward:		Billingham North			
Total Electorate:		5235			
Current Constituency:		Stockton North			
Future Constituency		Stockton North			
Current Polling District	Proposed Polling District following this Polling District and Place Review	Recommended Polling Place	Polling Station electorate as at August 2023	Returning Officer's Further Proposals from the Ward Boundary Changes to take effect 1.12.2023	Returning Officers Proposals following UK Parliamentary Boundary Changes to take effect 1.12.23
BN1	BN1	High Grange Community Centre, Casson Way	1524	No change	No change
BN2	BN2	North Billingham Methodist Church, Marsh House Avenue	859	No change	No change – Continue to operate as a double station
BN4/BN3	BN3	North Billingham Methodist Church, Marsh House Avenue	1075	No change	No change – Continue to operate as a double station

District Ward:		Billingham South			
Total Electorate:		5665			
Current Constituency:		Stockton North			
Future Constituency:		Stockton North			
Current Polling District	Proposed Polling District following this Polling District and Place Review	Recommended Polling Place	Polling Station electorate as at August 2023	Returning Officer's Further Proposals from the Ward Boundary Changes to take effect 1.12.2023	Returning Officers Proposals following UK Parliamentary Boundary Changes to take effect 1.12.23
BS1	BS1	St. John's RC Church, Central Avenue	836	No change	No change
BS2	BS2	High Clarence Primary school, TS2 1SU	353	No change	No change
BS3	BS3	St. Cuthberts Church Hall, Church Road, Billingham Green, TS23 1BW	1007	No change	No change
BS4	BS4	East Avenue Community Centre East Avenue TS23 1BY	1037	No change	No change
BE2/BS5	BS5	McLean Scout Centre, Greenwood Road	780	No change	Merge with BE4/BS6 to create BS5 with a total polling station electorate of 830
BE4/BS6	BS5	McLean Scout Centre, Greenwood Road	50	No change	Merge with BE2/BS5 to create BS5 with a total polling station electorate of 830

District Ward:		Billingham West & Wolviston			
Total Electorate:		4773			
Current Constituency:		Stockton North			
Future Constituency:		Stockton North			
Current Polling District	Proposed Polling District following this Polling District and Place Review	Recommended Polling Place	Polling Station electorate as at August 2023	Returning Officer's Further Proposals from the Ward Boundary Changes to take effect 1.12.2023	Returning Officers Proposals following UK Parliamentary Boundary Changes to take effect 1.12.23
BW1	BW1	Monkseaton Community Hall, Matlock Gardens	1142	No change	No change
BW2	BW2	Wolviston Court Community Centre, Clifton Avenue	1407	No change	No change
NP3/BW3	BW3	Wolviston Village Community Centre, West Hartlepool Road	457	No change	No change

District Ward:		Bishopsgarth & Elm Tree			
Total Electorate:		4879			
Current Constituency:		Stockton South			
Future Constituency:		Stockton West			
Current Polling District	Proposed Polling District following this Polling District and Place Review	Recommended Polling Place	Polling Station electorate as at August 2023	Returning Officer's Further Proposals from the Ward Boundary Changes to take effect 1.12.2023	Returning Officers Proposals following UK Parliamentary Boundary Changes to take effect 1.12.23
BET1	BET1	Rosedale Centre, 122 Marske Lane, Bishopsgarth	1001	No change	No change
BET2	BET2	Rosedale Centre 122 Marske Lane Bishopgarth	506	No change	Operate as a combined station with BET1 due to the previous station at Medina House not being available anymore and the siting of a Mobile station is difficult to accommodate and cannot be justified where there is a fixed polling station available.
BET3	BET3	Elm Tree Community Centre,	1467	No change	No change

District Ward:		Eaglescliffe East				
Total Electorate:		4735				
Current Constituency:		Stockton South				
Future Constituency:		Stockton West and Stockton North				
Current Polling District	Proposed Polling District following this Polling District and Place Review	Recommended Polling Place	Polling Station electorate as at August 2023	Returning Officer's Further Proposals from the Ward Boundary Changes to take effect 1.12.2023	Returning Officers Proposals following UK Parliamentary Boundary Changes to take effect 1.12.23	Future Parliamentary Constituency
EG1/EE1	EE1	Parkmore Hotel, Yarm Road	1257	No change	No change	Stockton West
EG4/EE4	EE2	All Saints Centre, Dunnottar Ave	886	No change	No change, unable to merge with the other polling districts, using the same polling place due to EE2 being in the Parish of Preston-on-Tees, however, will operate as a combined station with EE4	Stockton West
EG7/EE3	EE3	Egglecliffe Parish Hall,	583	No change	No change	Stockton West
EG8/EE4	EE4	All Saints Centre, Dunnottar Ave	2	Merge with EE5 and EE6	No change, unable to merge with the other polling districts, using the same polling place due to EE2 being in the Parish of Preston-on-Tees, however, will operate as a combined station with EE2	Stockton West
PO1/EE5	EE5	Mobile polling station Located within EE5	0	Merge with EE4 and EE6	No change, unable to merge with EE4 as previously identified due to different Parliamentary Constituencies (Stockton North). Will be merged with EE6	Stockton North
PO2/EE6	EE5	Mobile polling station Located within EE5	259	Merge with EE4 and EE5	No change, unable to merge with EE4 as previously identified due to different Parliamentary Constituencies (Stockton North). Will be merged with EE5	Stockton North

District Ward:		Eaglescliffe West			
Total Electorate:		5009			
Current Constituency:		Stockton South			
Future Constituency:		Stockton West			
Current Polling District	Proposed Polling District following this Polling District and Place Review	Recommended Polling Place	Polling Station electorate as at August 2023	Returning Officer's Further Proposals from the Ward Boundary Changes to take effect 1.12.2023	Returning Officers Proposals following UK Parliamentary Boundary Changes to take effect 1.12.23
EG2/EW1	EW1	Egglecliffe Community Centre	1117	No change	No change, unable to merge with the smaller polling districts, using the same polling place due to polling district being part of Egglecliffe Parish arrangements, however, will operate as a combined station
EG3/EW2	EW2	Egglecliffe Community Centre	1286	No change	No change, unable to merge with the smaller polling districts, using the same polling place due to polling district being part of Egglecliffe Parish arrangements, however, will operate as a double station
EG5/EW3	EW3	Egglecliffe Community Centre	58	No change	No change, unable to merge with the smaller polling districts, using the same polling place due to polling district being part of Aislaby & Newsham Parish arrangements, however, will operate as a combined station
EG6/EW4	EW4	Egglecliffe Community Centre	40	No change	No change, unable to merge with the smaller polling districts, using the same polling place due to polling district being part of Aislaby & Newsham Parish arrangements, however, will operate as a combined station
WP4/EW5	EW5	Wilson Centre, Long Newton	428	No change	No change, unable to merge with the smaller polling districts, using the same polling place due to polling district being part of Long Newton Parish arrangements, however, will operate as a combined station
WP5/EW6	EW6	Wilson Centre, Long Newton	116	No change	No change, unable to merge with the smaller polling districts, using the same polling place due to polling district being part of Elton Parish arrangements, however, will operate as a combined station

District Ward:		Fairfield			
Total Electorate:		7061			
Current Constituency:		Stockton South			
Future Constituency:		Stockton West			
Current Polling District	Proposed Polling District following this Polling District and Place Review	Recommended Polling Place	Polling Station electorate as at August 2023	Returning Officer's Further Proposals from the Ward Boundary Changes to take effect 1.12.2023	Returning Officers Proposals following UK Parliamentary Boundary Changes to take effect 1.12.23
FF1	FF1	Fairfield Centre (Old Boys Club), 45 Limbrick Avenue	1595	No change	No change
FF2	FF2	Rimswell Public House	1091	No change	No change
GF1/FF3	FF3	Stockton Town Football Club, Bishopton Road West	808	No change	No change
GF3/FF4	FF4	Grangefield Youth and Community Centre	719	No change	No change

District Ward:		Grangefield				
Total Electorate:		2514				
Current Constituency:		Stockton South				
Future Constituency		Stockton West / Stockton North				
Current Polling District	Proposed Polling District following this Polling District and Place Review	Recommended Polling Place	Polling Station electorate as at August 2023	Returning Officer's Further Proposals from the Ward Boundary Changes to take effect 1.12.2023	Returning Officers Proposals following UK Parliamentary Boundary Changes to take effect 1.12.23	Future Parliamentary Constituency
GF2	GF2	Grange Estate Institute, Main Door 9-11 Gray's Road	719	No change	Stockton West Parliamentary Constituency – No change to Polling Place	Stockton West
NT1/GF3	GF1	St Paul's Church Hall, Bishopton Road	128	Merge with GF1 and GF4	Merge to take place as Parliamentary Constituency is Stockton North. Create GF1 which will have 1023 polling station electors	Stockton North
NT2/GF4	GF1	St Paul's Church Hall, Bishopton Road	132	Merge with GF1 and GF3	Merge to take place as Parliamentary Constituency is Stockton North. Create GF1 which will have 1023 polling station electors	Stockton North
NT4/GF1	GF1	St Paul's Church Hal, Bishopton Road	763	Merge with GF3 and GF4	Merge to take place as Parliamentary Constituency is Stockton North. Create GF1 which will have 1023 polling station electors	Stockton North

District Ward:		Hardwick and Salters Lane			
Total Electorate:		5392			
Current Constituency:		Stockton North			
Future Constituency		Stockton North			
Current Polling District	Proposed Polling District following this Polling District and Place Review	Recommended Polling Place	Polling Station electorate as at August 2023	Returning Officer's Further Proposals from the Ward Boundary Changes to take effect 1.12.2023	Returning Officers Proposals following UK Parliamentary Boundary Changes to take effect 1.12.23
HD1	HD1	Hardwick Community Centre, Whessoe Road	1641	No change	No change
HD2	HD2	Salters Lane Community Centre, Hunwick Walk	555	No change	No change
HD3	HD3	Hardwick Baptist Church, Piper Knowle Road	1828	No change	No change

District Ward:		Hartburn				
Total Electorate:		6953				
Current Constituency:		Stockton South				
Future Constituency		Stockton West / Stockton North				
Current Polling District	Proposed Polling District following this Polling District and Place Review	Recommended Polling Place	Polling Station electorate as at August 2023	Returning Officer's Further Proposals from the Ward Boundary Changes to take effect 1.12.2023	Returning Officers Proposals following UK Parliamentary Boundary Changes to take effect 1.12.23	Future Parliamentary Constituency
HB1	HB1	Elmwood Community Centre, Conference Room	1451	No change	No change	Stockton West
HB2	HB2	Holy Trinity Church	1347	No change	No change	Stockton West
T-GF3/HB3	HB3	Green Lane Methodist Church, Green Lane, Stockton-on-Tees, TS18 5HP	346	Merge with T-GF4/HB4 and T-PO3/HB5	Merge T-GF4/HB4 and T- GF3/HB3 as previous recommendation to create HB3 with a polling station electorate of 928	Stockton West
T-GF4/HB4	HB3	Green Lane Methodist Church, Green Lane, Stockton-on-Tees, TS18 5HP	582	Merge with T-GF3/HB3 and T-PO3HB5	Merge T-GF4/HB4 and T- GF3/HB3 as previous recommendation to create HB3 with a polling station electorate of 928	Stockton West
T-PO3/HB5	HB4	Mobile Station located at land at Hartburn Avenue	244	Merge with T-GF3/HB3 and T-GF4/HB4	No change, unable to merge with T-GF4/HB4 and T- GF3/HB3 as previously identified due to different Parliamentary Constituency (Stockton North).	Stockton North

District Ward:		Ingleby Barwick North			
Total Electorate:		8506			
Current Constituency:		Stockton South			
Future Constituency:		Stockton West			
Current Polling District	Proposed Polling District following this Polling District and Place Review	Recommended Polling Place	Polling Station electorate as at August 2023	Returning Officer's Further Proposals from the Ward Boundary Changes to take effect 1.12.2023	Returning Officers Proposals following UK Parliamentary Boundary Changes to take effect 1.12.23
IBE1/IBN1	IBN1	Whinstone Primary School, Lowfields Avenue	1729	No change	No change – Continue to operate as a double station
IBE2/IBN2	IBN2	Whinstone Primary School, Lowfields Avenue	1114	No change	No change – Continue to operate as a double station
IBW4/IBN3	IBN3	The Rings Community Centre	1500	No change	No change
IBW5/IBN4	IBN4	Mobile Station located at land around Condercum Green	1296	No change	No change

District Ward:		Ingleby Barwick South			
Total Electorate:		8326			
Current Constituency:		Stockton South			
Future Constituency:		Stockton West			
Current Polling District	Proposed Polling District following this Polling District and Place Review	Recommended Polling Place	Polling Station electorate as at August 2023	Returning Officer's Further Proposals from the Ward Boundary Changes to take effect 1.12.2023	Returning Officers Proposals following UK Parliamentary Boundary Changes to take effect 1.12.23
IBE3/IBS1	IBS1	Community Centre, Haresfield Way	611	No change	No change
IBE4/IBS2	IBS2	Community Centre, Haresfield Way	1081	No change	No change
IBW1/IBS3	IBS3	Mobile station located at land around Roundhill Ave	1133	No change	No change
IBW2/IBS4	IBS4	Mobile Station located at land around Penyghent Way	1029	No change	No change
IBW3/IBS5	IBS5	St Francis of Assisi Ingleby Barwick Way	926	Merge with IBW4/IBS6	Merge with IBW4/IBS6 as identified in 2022 to be implemented to create IBS5 with a polling station electorate of 1431
IBW4/IBS6	IBS5	St Francis of Assisi Ingleby Barwick Way	505	Merge with IBW3/IBS5	Merge with IBS5 as identified in 2022 to be implemented to create IBS5 with a polling station electorate of 1431.

District Ward:		Mandale and Victoria			
Electorate:		5716			
Current Constituency:		Stockton South			
Future Constituency:		Middlesbrough and Thornaby East			
Current Polling District	Proposed Polling District following this Polling District and Place Review	Recommended Polling Place	Polling Station electorate as at August 2023	Returning Officer's Further Proposals from the Ward Boundary Changes to take effect 1.12.2023	Returning Officers Proposals following UK Parliamentary Boundary Changes to take effect 1.12.23
MV1	MV1	Rochester Court Sheltered Housing, Stanford Close	410	No change	No change
MV2	MV2	Victoria Park Community Hall, Peel Street	1335	No change	No change
MV3	MV3	St. Patricks RC Church Hall, Cranworth Street	1061	No change	No change
MV4	MV4	Mandale Mill Primary School	706	No change	Merge with MV5 to give a total polling station electorate of 1461
MV5	MV4	Mandale Mill Primary School	755	No change	Merge with MV4 to give a total polling station electorate of 1461

District Ward:		Newtown			
Total Electorate:		2477			
Current Constituency:		Stockton North			
Future Constituency:		Stockton North			
Current Polling District	Proposed Polling District following this Polling District and Place Review	Recommended Polling Place	Polling Station electorate as at August 2023	Returning Officer's Further Proposals from the Ward Boundary Changes to take effect 1.12.2023	Returning Officers Proposals following UK Parliamentary Boundary Changes to take effect 1.12.23
NT1	NT1	Primrose Hill Community Centre	1061	No change	No change
NT2	NT2	Newtown Resource Centre, Durham Road	854	No change	No change

District Ward:		Northern Parishes			
Total Electorate:		5197			
Current Constituency:		Stockton North			
Future Constituency:		Stockton North			
Current Polling District	Proposed Polling District following this Polling District and Place Review	Recommended Polling Place	Polling Station electorate as at August 2023	Returning Officer's Further Proposals from the Ward Boundary Changes to take effect 1.12.2023	Returning Officers Proposals following UK Parliamentary Boundary Changes to take effect 1.12.23
NP1	NP1	Wynyard Golf Club, Wellington Drive	1598	No change	No change
NP2	NP2	Wynyard Golf Club, Wellington Drive	43	No change	No change
WP1/NP3	NP3	Carlton Methodist Chapel, Letch Lane	454	No change	No change, unable to merge with the smaller polling districts, using the same polling place due to polling district being part of Carlton Parish arrangements, however, will operate as a combined station
NP4	NP4	Grindon Parish Hall, Durham Road, Thorpe Thewles	342	No change	No change
WP2/NP5	NP5	Stillington Youth and Community Centre	755	No change	No change
WP3/NP6	NP6	Carlton Methodist Chapel, Letch Lane	149	No change	No change, unable to merge with the smaller polling districts, using the same polling place due to polling district being part of Redmarshall Parish arrangements, however, will operate as a combined station

District Ward:		Norton Central			
Total Electorate:		4756			
Current Constituency:		Stockton North			
Future Constituency:		Stockton North			
Current Polling District	Proposed Polling District following this Polling District and Place Review	Recommended Polling Place	Polling Station electorate as at August 2023	Returning Officer's Further Proposals from the Ward Boundary Changes to take effect 1.12.2023	Returning Officers Proposals following UK Parliamentary Boundary Changes to take effect 1.12.23
NN1/NC1	NC1	St Mary's Parish Hall, The Green	877	No change	No change
NN2/NC2	NC2	Norton Methodist Church, Norton Road	708	No change	No change
NN3/NC3	NC3	North Grange Community Centre	718	No change	No change
NN4/NC4	NC4	Norton Christian Spiritualist Church, Darlington Lane	1016	No change	No change

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District Ward:		Norton North			
Total Electorate:		5081			
Current Constituency:		Stockton North			
Future Constituency:		Stockton North			
Current Polling District	Proposed Polling District following this Polling District and Place Review	Recommended Polling Place	Polling Station electorate as at August 2023	Returning Officer's Further Proposals from the Ward Boundary Changes to take effect 1.12.2023	Returning Officers Proposals following UK Parliamentary Boundary Changes to take effect 1.12.23
NW1/NN1	NN1	Norton Sports Centre	1072	No change	No change
NW2/NN2	NN2	Glebe Community Centre	1015	No change	No change
NW3/NN3	NN3	Mobile Station located at land around, Rook Lane/ Shearwater Lane	880	No change	No change

District Ward:		Norton South			
Total Electorate:		4623			
Current Constituency:		Stockton North			
Future Constituency:		Stockton North			
Current Polling District	Proposed Polling District following this Polling District and Place Review	Recommended Polling Place	Polling Station electorate as at August 2023	Returning Officer's Further Proposals from the Ward Boundary Changes to take effect 1.12.2023	Returning Officers Proposals following UK Parliamentary Boundary Changes to take effect 1.12.23
NS1	NS1	Malleable Club, Concert Room, Norton Road	637	No change	No change
NS2	NS2	St. Michael and all Angels Church, Imperial Avenue	1047	No change	No change
NS3	NS3	Albany Community Resource Centre, Surrey Road	1069	No change	Merge with NS4 to give total polling station electorate of 1728
NS4	NS3	Albany Community Resource Centre Surrey Road	659	No change	Merge with NS3 to give total polling station electorate of 1728

District Ward:		Ropner			
Total Electorate:		5174			
Current Constituency:		Stockton South			
Future Constituency:		Stockton North			
Current Polling District	Proposed Polling District following this Polling District and Place Review	Recommended Polling Place	Polling Station electorate as at August 2023	Returning Officer's Further Proposals from the Ward Boundary Changes to take effect 1.12.2023	Returning Officers Proposals following UK Parliamentary Boundary Changes to take effect 1.12.23
PO1/RP1	RP1	Yarm Road Methodist Church, Yarm Road	1635	No change	No change
PO2/RP2	RP2	Mobile Polling Station located at land around the Eaglescliffe Hotel	1016	No change	No change
PO3/RP3	RP3	Oxbridge Christian Fellowship, The Apostolic Church, Oxbridge Lane	1054	No change	No change

District Ward:		Roseworth			
Total Electorate:		5738			
Current Constituency:		Stockton North			
Future Constituency:		Stockton North			
Current Polling District	Proposed Polling District following this Polling District and Place Review	Recommended Polling Place	Polling Station electorate as at August 2023	Returning Officer's Further Proposals from the Ward Boundary Changes to take effect 1.12.2023	Returning Officers Proposals following UK Parliamentary Boundary Changes to take effect 1.12.23
RW1	RW1	Ragworth Neighbourhood Centre, St John's Way	803	No change	Merge with NT3/RW5 to give 1208 polling station electorate and to remove use of mobile polling station.
RW2	RW2	Elim Pentecostal Church, 3 Ragpath Lane, Roseworth	1184	No change	No change
RW3	RW3	St Chads Church	1637	No change	No change, unable to merge due to RW4 being part of Grindon & Thorpe Thewles Parish, Whitehouse Planation Ward. Will continue to operate a double station with RW4
NP4/RW4	RW4	St Chads Church	196	No change	No change, unable to merge due to RW4 being part of Grindon & Thorpe Thewles Parish, Whitehouse Planation Ward. Will continue to operate a double station with RW3
NT3/RW5	RW1	Ragworth Neighbourhood Centre, St John's Way	405	No change	Merge with RW1 to give 1208 polling station electorate and to remove use of mobile polling station.

District Ward:		Southern Villages			
Total Electorate:		1881			
Current Constituency:		Stockton South			
Future Constituency:		Stockton West			
Current Polling District	Proposed Polling District following this Polling District and Place Review	Recommended Polling Place	Polling Station electorate as at August 2023	Returning Officer's Further Proposals from the Ward Boundary Changes to take effect 1.12.2023	Returning Officers Proposals following UK Parliamentary Boundary Changes to take effect 1.12.23
IBE5/SV1	SV1	Maltby Village Hall, High Lane	331	No change	No change
IBE6/SV2	SV2	Hilton Village Hall, Seamer Road	201	No change	No change
YM6/SV3	SV3	Kirklevington & Castlelevington Memorial Hall, Pump Lane	638	No change	No change, unable to merge with the smaller polling districts, using the same polling place due to polling district being part of warded Parish arrangements for Kirklevington and Castlelevington, however will operate as a combined station
YM7/SV4	SV4	Kirklevington & Castlelevington Memorial Hall, Pump Lane	17	No change	No change, unable to merge with the smaller polling districts, using the same polling place due to polling district being part of warded Parish arrangements for Kirklevington and Castlelevington, however will operate as a combined station

District Ward:		Stainsby Hill				
Total Electorate:		5588				
Current Constituency:		Stockton South				
Future Constituency:		Middlesbrough and Thornaby East / Stockton West				
Current Polling District	Proposed Polling District following this Polling District and Place Review	Recommended Polling Place	Polling Station electorate as at August 2023	Returning Officer's Further Proposals from the Ward Boundary Changes to take effect 1.12.2023	Returning Officers Proposals following UK Parliamentary Boundary Changes to take effect 1.12.23	Future Parliamentary Constituency
SH1	SH1	Eltham Crescent Community Centre, Eltham Crescent	777	No change	No change	Middlesbrough and Thornaby East
SH2	SH2	South Thornaby Community Centre, Off Haviland Road	1196	Merge with VL3/SH5	No change	Middlesbrough and Thornaby East
SH3	SH3	Thornaby Central Library	1215	Merge with MV4/SH4	Merge with MV4/SH4 as previously identified in the 2022 polling place review, to give a total polling station electorate of 1638	Middlesbrough and Thornaby East
MV4/SH4	SH3	Thornaby Central Library	423	Merge with SH3	Merge with SH3 as previously identified in the 2022 polling place review, to give a total polling station electorate of 1638	Middlesbrough and Thornaby East
VL3/SH5	SH4	Mobile polling Station located at land within SH4	234	Merge with SH2	No change, unable to merge due to Parliamentary Boundary arrangements placing SH4 in Stockton West	Stockton West

District Ward:		Stockton Town Centre			
Total Electorate:		4996			
Current Constituency:		Stockton North			
Future Constituency:		Stockton North			
Current Polling District	Proposed Polling District following this Polling District and Place Review	Recommended Polling Place	Polling Station electorate as at August 2023	Returning Officer's Further Proposals from the Ward Boundary Changes to take effect 1.12.2023	Returning Officers Proposals following UK Parliamentary Boundary Changes to take effect 1.12.23
STC1	STC1	Register Office, Nightingale House	523	No change	No change
STC2	STC2	Frank E Wiseman Communal Hall, 28 Stewart Road	585	Merge with NS1/STC6	Merge with NS1/STC6 as per 2022 recommendation to give a total polling station electorate of 641
NS1/STC 6	STC2	Frank E Wiseman Communal Hall, 28 Stewart Road	56	Merge with STC2	Merge with STC2 as per 2022 recommendation to give a total polling station electorate of 641
STC3	STC3	The Willows Centre – Main Hall Tilery Primary School, Northport Road	937	No change	No change
STC4	STC4	Stockton United Reform Church	995	No change	No change
STC5	STC5	Stockton Unitarian Church, Wellington Street	512	No change	No change

District Ward:	Village					
Electorate:	5453					
Current Constituency:	Stockton South					
Future Constituency:	Stockton West/ Middlesbrough and Thornaby East					
Current Polling District	Proposed Polling District following this Polling District and Place Review	Recommended Polling Place	Polling Station electorate as at August 2023	Returning Officer's Further Proposals from the Ward Boundary Changes to take effect 1.12.2023	Returning Officers Proposals following UK Parliamentary Boundary Changes to take effect 1.12.23	Future Parliamentary Constituency
VL1	VL1	Stafford Place Cricket Club, Bassleton Lane	737	Merge with VL5	No change, unable to merge due to Parliamentary Boundary arrangements placing VL5 in Middlesbrough and Thornaby East	Stockton West
VL2	VL2	Meadowfield House 103 Thorntree Road	1131	Merge with VL6	No change, unable to merge due to Parliamentary Boundary arrangements placing VL6 in Middlesbrough and Thornaby East	Stockton West
VL3	VL3	Christ the King RC Church, Trenchard Avenue	580	No change	No change	Stockton West
VL4	VL4	The Griffin, Bader Avenue	691	No change	No change	Stockton West
MV4/VL5	VL5		0	Merge with VL1	Unable to merge due to Parliamentary Boundary arrangements placing VL5 in Middlesbrough and Thornaby East. Polling place not required as there are currently no electors in the polling district	Middlesbrough and Thornaby East
MV5/VL6	VL6	Robert Atkinson Centre	663	Merge with VL2	Unable to merge due to Parliamentary Boundary arrangements placing VL6 in Middlesbrough and Thornaby East, alternative Polling place identified	Middlesbrough and Thornaby East

District Ward:		Yarm			
Electorate:		7960			
Current Constituency:		Stockton South			
Future Constituency:		Stockton West			
Current Polling District	Proposed Polling District following this Polling District and Place Review	Recommended Polling Place	Polling Station electorate as at August 2023	Returning Officer's Further Proposals from the Ward Boundary Changes to take effect 1.12.2023	Returning Officers Proposals following UK Parliamentary Boundary Changes to take effect 1.12.23
YM1	YM1	Mobile Polling Station located at land around Mount Leven Road	902	No change	No change
YM2	YM2	Challoner House, Challoner Road	1320	No change	No change
YM3	YM3	Yarm Primary School, Fiction Library, Spitalfields	785	No change	No change
YM4	YM4	Yarm Wellness Centre, High Church Wynd	403	No change	No change
YM5	YM5	Layfield Primary School, The Hall, Everingham Drive	646	No change	No change unable to merge with the smaller polling districts, using the same polling place due to polling district being part of the Yarm Parish arrangements, however, will operate as a combined station
YM6	YM6	Layfield Primary School, The Hall, Everingham Drive	698	No change	No change unable to merge with the smaller polling districts, using the same polling place due to Polling district being part of the Kirklevington and Castlelevington Parish arrangements, however, will operate as a combined station

AGENDA ITEM

REPORT TO CABINET

16 NOVEMBER 2023

REPORT OF CORPORATE MANAGEMENT TEAM

CABINET DECISION

Leader of the Council – Councillor Bob Cook

MINUTES OF VARIOUS BODIES

SUMMARY

The attached minutes are for consideration by Cabinet.

REASONS FOR RECOMMENDATIONS/DECISIONS

To enable Cabinet to view the minutes of various bodies.

RECOMMENDATIONS

That the minutes of the meetings detailed in the appendices be received.

DETAIL

1. In accordance with the Council's Constitution or previous practice the minutes of the meeting of the bodies indicated below are submitted to members for consideration:-

TVCA Cabinet – 22 September 2023

TSAB – 14 June 2023

COMMUNITY IMPACT IMPLICATIONS

2. This report is not the subject of any Community Impact Implications.

CORPORATE PARENTING IMPLICATIONS

3. This report is not the subject of any Corporate Parenting Implications.

FINANCIAL IMPLICATIONS

4. Where applicable, as specified in the minutes.

LEGAL IMPLICATIONS

5. Where applicable, as specified in the minutes.

RISK ASSESSMENT

6. This report is categorised as low to medium risk.

WARDS AFFECTED AND CONSULTATION WITH WARD/COUNCILLORS

7. Not applicable.

Name of Contact Officer: Jonathan Nertney

Post Title: Head of Democratic Services

Email Address: jonathan.nertney@stockton.gov.uk



Minutes

TEES VALLEY COMBINED AUTHORITY CABINET

Friday 22nd September 2023 at 10am

Teesside Airport Business Suite, Teesside International Airport, Darlington

These Minutes are in draft form until approved at the next Cabinet meeting and are therefore subject to amendments.

<u>ATTENDEES</u>	
<u>Members</u>	
Mayor Ben Houchen (Chair)	Tees Valley Mayor
Councillor Stephen Harker	Leader, Darlington Borough Council
Councillor Mike Young	Leader, Hartlepool Borough Council
Chris Cooke	Mayor of Middlesbrough
Councillor Alec Brown	Leader, Redcar and Cleveland Borough Council
Councillor Robert Cook	Leader, Stockton-on-Tees Borough Council
Siobhan McArdle	Chair, Business Board
<u>Officers and Others in Attendance</u>	
Julie Gilhespie	Group Chief Executive, Tees Valley Combined Authority
Emma Simson	Acting Group Chief Legal Officer and Monitoring Officer, Tees Valley Combined Authority
Gary Macdonald	Group Director of Finance & Resources, Tees Valley Combined Authority
Tom Bryant	Assistant Director Transport & Infrastructure, Tees Valley Combined Authority
Helen Kemp	Head of Business & Skills, Tees Valley Combined Authority
Mike Greene	Managing Director, Stockton-on-Tees Borough Council
John Sampson	Managing Director, Redcar & Cleveland Borough Council
Denise McGuckin	Managing Director, Hartlepool Borough Council

Ian Williams	Chief Executive, Darlington Borough Council
Tony Campbell	Chair of the Independent Remuneration Panel
Sally Henry	Governance Officer, TVCA
<u>Apologies</u>	None

TVCA 11/23	<p>APOLOGIES FOR ABSENCE</p> <p>There were no apologies for absence.</p>
TVCA 12/23	<p>DECLARATIONS OF INTEREST</p> <p>Mayor Houchen declared a conflict in relation to Item 5, Appendix 1 and recommendation ii, being the Independent Remuneration Panel's recommendation to Cabinet on the Tees Valley Mayoral Allowance.</p>
TVCA 13/23	<p>MAYOR'S UPDATE REPORT</p> <p>The Chair introduced a report providing a general update on the key activities of the Mayor and Combined Authority since the last Cabinet meeting.</p> <p>In addition to the contents of the report, Cabinet was also advised that Take That will appear at the Riverside Stadium next year and tickets go on sale next week</p> <p>The Mayor invited Cabinet to ask questions or comment on the report.</p> <p>Mayor Cooke enquired about the expected dates of completion of the works on both Middlesbrough Railway Station and Darlington Railway Station. He was advised that works are on track to be completed on schedule.</p> <p>Cllr Brown enquired whether there was funding available to assist with the necessary repairs of the bridge at Southbank station. He was advised that officers from Redcar & Cleveland and TVCA have a meeting with Network Rail in a few weeks to discuss the bridge at Southbank and that he will be informed of the outcome of the meeting.</p>

	<p>Cllr Young advised Cabinet that Hartlepool Station is close to completion, looks fantastic and has been a success with passengers.</p> <p>He also advised that the Tall Ships event had been a huge success and thanked the Combined Authority for its help and support.</p> <p>Councillor Harker enquired as to what the long-term projections are for the balance between passenger and freight income at Teesside International Airport. He was advised by the Chair that, long term, freight income will far exceed passenger income. The Chair also confirmed that he was confident that the airport financial situation is ahead of the target set in the 10-year Business Plan.</p> <p>It was also confirmed that growth is as a result of income from cargo and property estate, including ad-hoc income from Nissan who have used the cargo facility to bring in car parts, and also from automotive companies based in the Midlands.</p> <p>RESOLVED that Cabinet noted the update.</p>
<p>TVCA 04/23</p>	<p>GOVERNANCE & APPOINTMENTS</p> <p>Mayor Houchen declared a conflict in relation to Appendix 1 and recommendation ii, being the Independent Remuneration Panel's recommendation to Cabinet on the Tees Valley Mayoral Allowance.</p> <p>Cabinet was invited to:-</p> <ul style="list-style-type: none"> • Ratify the appointments as detailed in the Report; • Confirm the Portfolio responsibilities of Cabinet members as detailed in the Report; • Note the progress of the Business Board; • Approve the proposed amendments to the TVCA Constitution and; • Approve the Annual Governance Statement. <p>Cabinet was invited to ask questions or comment on these items. Mayor Cooke commented on the layout of the report and the way in which the recommendations were recorded, which the Acting Monitoring agreed to consider for future reporting to Cabinet.</p> <p>Mayor Houchen then left the meeting while Cabinet discussed Appendix 1 to the report, being the Independent Remuneration Panel's recommendation to Cabinet on the Tees Valley Mayor's allowance.</p> <p>As Deputy Mayor, Councillor Harker took on the role of Chair for this section of the meeting.</p>

	<p>Tony Campbell, the Chair of the Independent Remuneration Panel, introduced the report. Councillor Cook commented that, while he had been part of the Cabinet which had requested the Mayoral Allowance be looked at again, he had not voted for it. He also commented that the report was not factually correct as it refers to the Stockton Leader’s salary not having increased since at least 2019. The Stockton Leader’s salary has not increased since 2013.</p> <p>In response to the report suggesting the need to ‘incentivise’ candidates for the role of Mayor, it was commented that Mayoral candidates should be incentivised enough coming into the role to make a difference to the area they represent, not because of the salary.</p> <p>Following a detailed discussion, Cllr Brown proposed that Cabinet reject the recommendation within the report. Cllr Young seconded the proposal. Cabinet then unanimously agreed to reject the recommendation of the Independent Remuneration Panel.</p> <p>On returning to the meeting and being informed of the decision, Mayor Houchen commented that it was a vote for common sense.</p> <p>RESOLVED that Cabinet:-</p> <ul style="list-style-type: none"> i. agreed the appointments set out in Paragraphs 1 to 5 of the Report; ii. considered and rejected the recommendations of the Independent Remuneration Panel with regards to the Mayoral Allowance as set out in Appendix 1; and iii. agrees the proposed amendments to the TVCA Constitution – a copy of which is attached as Appendix 2 with tracked changes shown.
<p>TVCA 15/23</p>	<p>QUARTER 1 BUDGET REPORT AND MEDIUM TERM FINANCIAL PLAN UPDATE</p> <p>Cabinet was provided a report which provided an update on the financial position of the Combined Authority for the period ending 30 June 2023 and presented a revised Medium-Term Financial Plan (MTFP).</p> <p>Cabinet members were invited to ask questions or comment on the report.</p> <p>Cllr Cook enquired whether the increase in borrowing is affordable with the increase in interest rates and revenue payments. He was advised that TVCA have made assumptions within the financial plan and sometimes we borrow below that number and sometimes TVCA borrows over it, so it averages out across the plan. It is kept under close observation by</p>

specialist advisers and if it is felt changes are required, proposals will be brought forward to Cabinet. This will be looked at again as part of the budget setting process which will be brought to Cabinet in December and January.

Cabinet enquired whether risk assessments have taken place on reducing the amount of reserves from £4m to £2m and if reducing the reserves leaves the investment plan vulnerable. They were advised that, in terms of expenditure, all projects are risk assessed. When grants are issued, they are fixed cash sums so the people we are providing the funding to are responsible for any costs over and above the grants issued. TVCA receives regular returns and updates to ensure they can still deliver the projects and the outputs we require.

In terms of funding, TVCA often receives funding in advance - at the beginning of the year or at the start of programmes. Therefore, TVCA's earmarked reserves are for money it has received for projects that it knows about, and TVCA expects to be consumed at the end of the programme.

The general reserves are a modest amount linked to core operating costs and is smaller proportionately to all the capital projects we have.

Members were informed that TVCA monitors interest rates closely to see if the Investment Plan needs to be adjusted accordingly. A medium to long term view is taken on this.

The Chair commented that the teams delivering projects should be very proud that projects are being delivered which had funding allocated pre-covid and before the global and national economy changed so significantly.

Mayor Cooke asked why there was no table showing the general reserves. It was explained that TVCA does not operate like a Local Authority. It do not have the revenue cost pressures that Local Authorities have. TVCA invests in capital projects, and its revenue costs are mainly our core operating costs.

The Chair highlighted that Stockton Council still have £6m unspent for Billingham which was given out last July. With current inflation rates, the buying power of the £6m is not what it was over a year ago. Councillor Cook commented that the money will be going towards a Sports Hub in Billingham.

Cllr Harker asked about concessionary fares allocations and was advised that TVCA has made an assessment for the year, based on the same level until TVCA hears differently from Government.

	<p>Tom Bryant advised that, to date, deals have been done will all operators except Arriva. The DfT is adjusting its calculator for the new financial year so TVCA has based the budget on our current position. Tom Bryant further advised that we should manage expectations around what operators think they are entitled to.</p> <p>Cllr Harker commented that there is nothing in the report relating to individual projects, their milestones and expected expenditure. Ian Williams advised that Darlington receive quarterly project variance reports on all major projects and any significant variances are reported to Cabinet.</p> <p>The Group Chief Executive advised Cabinet that quarterly Investment Plan delivery reports could be brought to Cabinet meetings in future.</p> <p>RESOLVED that Cabinet:-</p> <ul style="list-style-type: none"> i. Approve the quarter 1 outturn position for 2023/24; and ii. Approve the revised Medium-Term Financial Plan.
<p>TVCA 16/23</p>	<p>TEES VALLEY UK SHARED PROSPERITY FUND – PROGRAMME UPDATE</p> <p>Cabinet was presented a report which provided an update on the Tees Valley UK Shared Prosperity Fund (UKSPF) programme 2022-2025 including delivery activity to date under each of the Investment Priorities and set out a proposed Forward Plan for the remaining duration of the 2022-25 programme.</p> <p>Cabinet members were invited to ask questions or comment on the report.</p> <p>Councillor Cook requested clarity that, if Business Cases are not submitted by 31st December, funding will be not withdrawn. He pointed out that Stockton Council would meet that deadline.</p> <p>Cabinet was advised that there is a deadline to spend the funding to reduce the threat of clawback from Government. Ian Willaims suggested that if any LAs were concerned that they would not meet the deadlines, they should flag it either through Tees Valley Management Group or Chief Executives.</p> <p>Mayor Cooke asked if available grants could be clearly marked capital or revenue as there has been some confusion in Middlesbrough in the past.</p> <p>RESOLVED that Cabinet:-</p> <ul style="list-style-type: none"> i. Noted the content of report.

	<ul style="list-style-type: none"> ii. Agreed the UKSPF Forward Plan 2022-25 update (September 2023-March 2025) – ensuring all remaining UKSPF funding is brought to market leaving sufficient timescales for project delivery. iii. Agreed the date of 31 December 2023 as the deadline for Local Authorities to submit Community Safety proposals – mitigating the risk that would result in having uncommitted Tees Valley UKSPF programme funding.
<p>TVCA 17/23</p>	<p>TEES VALLEY BUSINESS BOARD UPDATE</p> <p><i>At this point in the meeting, a resolution was proposed to exclude the press and public under paragraph 3 of schedule 12a of the Local Government Act 1972, in order that Cabinet could consider matters of a confidential nature. The resolution was proposed by Cllr Young and seconded by Cllr Cook.</i></p> <p>Cabinet was advised that the recruitment process for the membership of the Tees Valley Business Board has concluded and a list of the proposed members was detailed within appendix 1 of the report.</p> <p>Membership is aligned, where possible, to the economic priorities of the Combined Authority to ensure that business leaders can fully integrate with Combined Authority structures to influence and effect change. The Board will deliver for Business, Work and Visit.</p> <p>The Chair of the Business Board advised Cabinet members that 90 expressions of interest were received including recommendations from the Local Authorities. She then drew up a short list and spent the summer interviewing, along with Matthew Ord who is the only remaining member of the LEP Board.</p> <p>The proposed list of Business Board members was then circulated to Cabinet members in advance of the Cabinet meeting and no objections were received.</p> <p>Cabinet enquired what the expectations of Board members is and they were advised that there will be quarterly meetings. Also, business engagement in the form of attendance at business forums and events.</p> <p>The Group Chief Executive explained that the reason the appendix to this report is confidential is that it contains the names of individuals. Once the appointment letters have been issued and the appointments accepted, the names will made public.</p> <p>Mayor Houchen expressed his thanks to The Business Board Chair for her work on this.</p>

	<p>RESOLVED that Cabinet confirmed the appointment of the proposed Business Board members.</p>
	<p>DATE OF NEXT MEETING</p> <p>Friday 15th December 2023 at 10am</p>



Teeswide Safeguarding Adults Board

Meeting Date: **13th September 2023**

Time: **9.30am – 12pm**

Venue: **Microsoft Teams**

Minutes

Attendees

Name	Role	Representing
Janet Alderton	Assistant Director of Nursing & Patient Safety	North Tees and Hartlepool NHS Foundation Trust
Richard Baker	Assistant Chief Constable	Cleveland Police
Jane Bell	Administration Officer	TSAB Business Unit
Darren Best	Independent Chair	Teeswide Safeguarding Adults Board
Gordon Bentley	Designated Nurse Safeguarding Adults	North East and North Cumbria Integrated Care Board
Sarah Bowman-Abouna	Director of Public Health	Stockton-on-Tees Borough Council
Tracey Brittain (Part)		Office of the Police and Crime Commissioner
Lindsay Britton-Robertson	Assistant Director of Safeguarding	South Tees Hospitals NHS Foundation Trust
Cllr Bob Buchan	Lead Member	Hartlepool Borough Council
Jon Carling****	Chief Executive	Catalyst Stockton
Jeremy Collins (Part)	Temporary Detective Chief Inspector	Cleveland police
Mayor Chris Cooke	Lead Member	Middlesbrough Borough Council
Angela Connor	Assistant Director Adult Social Care/PSW	Stockton-on-Tees Borough Council
Elsbeth Devanney	Group Director of Nursing & Quality	Tees, Esk and Wear Valleys NHS Foundation Trust
Deborah Fenny(Part)	Detective Chief Inspector	Cleveland Police
Elaine Godwin	Admin Officer	TSAB Business Unit
Jill Harrison	Director of Adult and Community Based Services	Hartlepool Borough Council
Gina Hurwood	SAR Co-Ordinator	TSAB Business Unit
Paula Lane		HMP Holme House Prison
Alyson Longstaff	Advanced Customer Support Senior Leader	Durham Tees Valley Department for Work and Pensions
Amy Mahoney	Business Manager	TSAB Business Unit
Cllr Ann McCoy	Lead Member	Stockton-on-Tees Borough Council
Samantha Midgely	Project Officer	TSAB Business Unit
Jen Moore	Designated Nurse Safeguarding Adults	North East and North Cumbria Integrated Care Board
Ruth Musicka (Part)	Head of Access and Safeguarding	Middlesbrough Borough Council
Julian Penton****	Development Officer	Hartlepower
John Rafferty	Compliance Business Partner - Safeguarding	Thirteen Group
Patrick Rice	Corporate Director of Adults and Communities	Redcar & Cleveland Borough Council
Page 65 Ella Sillay	Director of Adult Social Care	Middlesbrough Borough Council

Linda Sergeant	Project Coordinator	Healthwatch South Tees
Angela Storm	Data Analysis and Performance Monitoring Officer	TSAB Business Unit
Craig Strike	Prevention Team	Cleveland Fire Brigade
Chloe Swash	Admin Officer	TSAB Business Unit
Helen Wilson		Cleveland Police

Apologies		
Name	Role	Representing
Sarah Aspinall	Inspector	CQC (Middlesbrough, Stockton-on-Tees and Redcar & Cleveland)
Mark Davis***	Chief Executive	Middlesbrough Voluntary Development Agency
Paula Dewell	Detective Superintendent – Head of Safeguarding	Cleveland Police
Natasha Douglas	Healthwatch Manager	Healthwatch Stockton
Kate Duncan	Head of Safer Prisons & Equality	HMP Holme House Prison
Jean Golightly	Director of Nursing & Quality	North East and North Cumbria Integrated Care Board
Neil Harrison	Head of Safeguarding & Specialist Services	Hartlepool Borough Council
Rachelle Kipling	Temporary Assistant Chief Executive	Office of Police & Crime Commissioner
Dr Hilary Lloyd	Chief Nurse	South Tees Hospitals NHS Foundation Trust
John Lovatt	Assistant Director	Hartlepool Borough Council
Carolyn Nice	Director of Adults and Health	Stockton-on-Tees Borough Council
Kay Nicolson	CEO	A Way Out
Cara Nimmo	Assistant Director for Adult Care Operations	Redcar & Cleveland Borough Council
Ann Powell	Head of Stockton & Hartlepool PDU	National Probation Service
Darren Redgwell	Head of Middlesbrough, Redcar & Cleveland PDU	National Probation Service
Stephen Thomas	Development Officer	Healthwatch Hartlepool
Robin Turnbull	Area Manager	Cleveland Fire Brigade

Absent		
Name	Role	Representing
Cllr Lisa Belshaw	Lead Member	Redcar and Cleveland Borough Council
Mike Fleet	Principal Lecturer (Programmes) Department of Nursing & Midwifery	Teesside University
Michelle Monty	Inspector	CQC Hartlepool
Peter Neal	CEO	Redcar and Cleveland Voluntary Development Agency
Helen Richmond	Safer Custody and Equalities Hub Manager	HMP Holme House Prison
Leanne Stockton	Business Manager	Hartlepool & Stockton Safeguarding Children Partnership
Katie Tucker	Inspector	CQC Hartlepool
Gary Watson	Business Manager	South Tees Safeguarding Children Partnership

*Attends for specific agenda items only, ** Attends 2 times per year; ***Attends on behalf of MVDA, RCVA & Healthwatch South Tees, **** Attendance will be shared between Catalyst and Hartlepower

Copies: Chris Brown; Rebecca Duce; Caroline Gallilee; Emily Gibson; Suzanne Glass; Lorna Harrison; Nigel Hart; Kay McGowan; Suzanne Metcalfe; Judith Oliver; Laura Poppleton; Angela Pringle, Mike Sharman; Karen Sproston; Rachael Surtees; Lyndsay Waddington

Agenda Item 1	Introductions and Apologies	Presenter: Chair	
<p>Independent Chair, Darren Best (DB), welcomed members to the September meeting. The welcome was extended to new members; Assistant Chief Constable Richard Baker (RB), Mayor Chris Cooke as lead member for Middlesbrough Borough Council (MBC) and the Business Unit's Project Officer, Samantha Midgley.</p> <p>Helen Wilson attended on behalf of Paula Dewell, Gordon Bentley and Jen Moore on behalf of Jean Golightly, Paula Lane on behalf of Kate Duncan, Craig Strike on behalf of Robin Turnbull and Tracey Brittain on behalf of Rachelle Kipling.</p> <p>Apologies received will be recorded on the minutes.</p> <p>DB advised that he will be commencing the role of Chair for Cumbria, Northumberland, Tyne and Wear NHS Foundation Trust (CNTW) on 1st October. Any comments in relation to this should be forwarded to Amy Mahoney (AM).</p>			
Action Points		Action Owner	Deadline
1. Any comments in relation to chairing arrangements to be forwarded to Amy Mahoney		All	Ongoing

Agenda Item 2	Teeswide Adults and Children's Joint Working Protocol	Presenter: Amy Mahoney	
<p>A Teeswide Adults and Children's Joint Working Protocol has been developed in conjunction with the two Children's Partnerships with the aim of supporting more effective joint working. A copy of the draft Protocol was shared with the agenda. The Chairs, Scrutineers and Business Managers do meet routinely, but it was noted that there was nothing in place to formally define the relationships between the Adults and Childrens Boards.</p> <p>The Protocol sets out the purpose and the individual partnership functions and responsibilities, including hearing the voice of the individual and a commitment to promoting this. Areas of joint interest and cross cutting themes have been identified as areas for possible joint working including exploitation, domestic abuse, transitions, and substance misuse. Principles of joint working including Think Family and information sharing in relation to risk, have been identified. Arrangements to support the coordination between the Partnerships and the Board include input into reports and business plans and the sharing of learning from reviews which links to the Joint Review Protocol that has been created across Tees to support this process. Reference is included to the Independent Chairs and Business Managers meetings, a joint working programme, communication and engagement, commissioning of joint training and cross Board/Partnership representation by members who sit across both.</p> <p>The Protocol has been developed initially by TSAB and the Childrens Partnerships but the longer-term plan is to widen this to include other partnerships across Tees, such as the Community Safety Partnerships. The document has been approved by Hartlepool & Stockton Safeguarding Children Partnership (HSSCP) and is waiting for approval from the South Tees Partnership later in September. AM requested that any comments or feedback are provide to the Business Unit by Friday 22nd September. The final version will be added to a future Board agenda for information and wider sharing.</p> <p>Sarah Bowman-Abouna suggested that it may be beneficial to include some reference to how the aims will be achieved, such as the use of collective intelligence, where appropriate, rather than separate pieces of analysis being conducted. DB agreed the Protocol should make reference to this and that the workplan, which will sit underneath the Protocol, should outline how this will be achieved.</p> <p>The Protocol was approved by members.</p>			
Action Points		Action Owner	Deadline
1. Feedback to be provided to the Business Unit		All	22/09/2023

Agenda Item 3	TSAB End of Year Performance Report 2022/23	Presenter: Angela Storm	
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A copy of the TSAB End of Year Report for 2022-23 was shared with the agenda. Angela Storm summarised the key points from the report.

The data has been linked to the Board's four Strategic Aims:

Joint Working – Multi-Agency Audits have taken place on a variety of themes and have seen a consistent attendance from partner agencies. During this year it was agreed to begin reporting the number of referrals to Team Around the Individual (TATI). The high number reflects the growing complexity of cases and the level of work involved.

People – Figures are included for the various forms of training that took place and for the number of Safeguarding Adult Review (SAR) notifications that were considered, which has increased slightly from the previous year.

Communication – Social Media presence and website views demonstrate the reach of the Board's communication in relation to prevention, support and engagement.

Services – Six Statutory Partners took part in the Quality Assurance Framework (QAF) process, with all achieving an overall rating of green. This section also includes figures for the number of Care Providers subject to the Responding to and Addressing Serious Concerns Protocol.

All four of the Board's Performance Indicators were achieved by the end of the year.

There has been an increase in the number of Concerns received, which is reflective of the National Data figure. Increases have been recorded in relation to both Neglect & Acts of Omission and Physical Abuse with Care Homes reporting the largest volume of concerns to the Local Authorities followed by NHS Secondary Care, Social Care, Care at Home, Cleveland Police and NHS Primary care. This broad spread of reporting could be attributed to training and improved awareness.

The number of Section 42 Enquiries commenced increased, again this was in line with the National Data figure. There was an increase in the number of S42 Enquiries involving females, with 51% relating to the over-65 category. In line with the figures in the National Data, the main types of abuse were Neglect & Acts of Omission, Physical, Self-Neglect and Financial and Material. An increase was recorded against Physical Abuse, which may have been impacted by the sub-categories of Incidents Between Residents and Medication Errors and Omissions which are included within this figure. The main locations of risk continue to be Own Home and Care Homes. Within Own Home, Financial, Self-Neglect and Domestic Abuse were the three main categories of abuse. The figures for these were more evenly spread than the previous year where Domestic Abuse was the main type of abuse. There was an increase in referrals from Care Homes with Neglect & Acts of Omission and Physical being the main categories of abuse. Figures for concluded Section 42 Enquiries were similar to the previous year with the Source of Risk being known to the individual in more than half of cases. Safeguarding Action was taken in the majority of cases with risk being removed or reduced in over 90% of cases. The majority of individuals were asked about desired outcomes with most being either fully or partially met.

Multi-Agency data from North-Tees & Hartlepool Hospitals NHS Foundation Trust and South-Tees Hospitals NHS Foundation Trust both recorded increases in the number of Concerns referred to the Local Authorities. In both Trusts the main type of abuse was Neglect and Acts of Omission, particularly in Concerns raised against the Trusts. The main themes included Medication, Discharge, and Pressure Ulcer Care. Tees, Esk & Wear Valleys (TEWV) NHS Foundation Trust also recorded an increase in Concerns referred to the Local Authority. The figures for 2022-23 show varied types of abuse including Psychological Abuse, Neglect & Acts of Omission, and Domestic Abuse. Previously this had been predominantly Physical Abuse, demonstrating the Trust's work to identify different issues. Cleveland Police recorded an increase in overall recorded crime force wide. In relation to Domestic Abuse, the repeat victim figure remained similar to the previous year. Cleveland Fire Brigade continues to identify risks during Safer Home visits and report concerns, with the main categories of abuse reported being Neglect and Psychological. The number of Concerns referred by Thirteen Housing increased from the previous year. More than half of these are related to female adults across various categories of abuse.

Members commented that the report is useful to demonstrate the amount of work that is being done and to identify emerging themes. It is reassuring that the figures reflect the National Data. AS confirmed that members are welcome to share the report within their organisations.

Erik Scollay (ES), Chair of the Performance, Audit and Quality Sub-Group, thanked AS and the Performance Leads for the work that goes into producing the report and acknowledged how far the Board has come in relation to Performance, and the level of assurance that it is able to provide across all four Local Authorities.

DB noted a number of points in relation to the report:

- The report demonstrates the ability of TSAB to understand its business, which is not something that it replicated everywhere across the country. This is especially impressive due to the unique makeup of TSAB in covering four Local Authority areas.
- Consideration should be given to the existing Performance Indicators which have now been in place for a number of years, and whether they will be right for 2024-25
- The volume of Concerns has increased significantly when compared to the 2019-20 figures.
- The impact of COVID on Residential Care Homes did not have an impact on the number of Concerns at the time. Conclusions can now start to be drawn from the data as to the impact. The challenge is not just to note this in the data, but to understand what it means.
- The QAF process provides the cornerstone for assurance. DB thanked the Business Unit and all the organisations that take part in the process. The process provides organisations with feedback on how to improve, whilst also helping them to prepare for CQC inspection.
- The data highlights increasing volumes and complexities which poses a challenge for leaders and organisations. We need to continue to strive to avoid duplication of work and seek greater efficiency in what we do.
- Reports sometimes raise queries in the media around rising figures. Some of this could be attributed to training and improved awareness, but the ability to provide a more comprehensive response to this should be something to strive towards.

Agenda Item 4	Annual Report 2022-23 – First Draft	Presenter: Amy Mahoney
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The Annual Report is a statutory requirement of the Care Act. The current report covers the period from 1st April 2022 to 31st March 2023, and the draft version was shared with the agenda for comment and feedback. The layout and formatting have remained similar to previous years, as they have received positive feedback, and any feedback from previous reports has been taken into consideration. This year's report includes a glossary of terms to assist readers.

- The opening pages provide an introduction to the role, function and structure of the Board.
- Page 4 outlines key achievements across the year such as awareness campaigns and events.
- The data section highlights the key themes from the End of Year Report.
- The Communication and Engagement and Training pages reflect the high level of work that has taken place in these areas including awareness raising campaigns and social media campaigns. Details of the Champions initiative have been included. There was a focus on recruitment during the year which resulted in a significant increase across a variety of sectors. A summary of the training commissioned by the Board is provided and includes some feedback from learners.
- The report includes a section for each of the priorities that were identified within the Board's Strategic Plan and sets out 'what we said we would do' and 'what we did'. This section aims to reflect the volume of work completed by the Board and its partners.
- A dedicated section has been included for SARs. The Care Act requires that Boards provide details of concluded SARs during the period and provide information on what has been done to implement the findings from the reviews. TSAB recorded its highest number of concluded SARs during this period. The section also includes details of the North East SAR Champions network, to which TSAB have made a significant contribution.
- Partner activity is included as a theme throughout the report with a focus on positive news stories and how they have implemented the Board's Strategic Plan over the year. Based on the results from the Annual Consultation Survey the Board's priorities for 2023-24 are set out.
- The appendix at the end of the report provides details of Deprivation of Liberty Safeguards (DoLS) Applications from the four Local Authority areas plus a Glossary of Terms.

DB thanked the Business Unit and everyone that has contributed to the report. The report provides a

good reflection of the work that TSAB has done over the year; noting that the learning in relation to the Molly SAR which has been shared at national level demonstrates the Board's ambition to improve things wider than just a local level.

Members are requested to provide any feedback on the report to the Business Unit by Friday 22nd September. Final amendments will be made and the final version will be shared for approval at the October Board meeting in preparation for publication in November.

The Business Unit will prepare a press release that can be used if any media interested is generated once the Report is published. DB added that he will be happy to support with this if required.

Action Points	Action Owner	Deadline
1. Feedback on the Annual Report to be provided to the Business Unit	All	22/09/2023
2. Press release to be drafted	Business Unit	31/10/2023

Agenda Item 5	Team Around The Individual (TATI) Review	Presenter: Ruth Musicka & Deborah Fenny
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Deborah Fenny and Ruth Musicka provided an update on the work that has taken place to review the TATI process. The review was carried out as a recommendation from the Molly SAR. It was identified that the four Local Authority areas were carrying out the process in four different ways. The aim of the work was to try and standardise this across the four areas and also to emphasise the need to have the right people in attendance.

The meeting agenda contained a link to the final document for the High Risk Adults Panel (HRAP). The work will be led by senior leaders within organisations to ensure that individuals are supported through the process, and also to ensure that as much as possible has been done through Safeguarding prior to this stage. Links will also be established with MAPPA, MATAAC and MARAC to ensure that work is not being duplicated. Learning and themes identified by HRAP will be recorded by the Chairs and will be reported back to Board on a regular basis so that any learning can be shared.

DB thanked members of the group for their work and added that this will be a positive legacy from the Molly SAR. DB stressed the importance of commitment for the new process to work effectively and requested that all members ensure that they have read the documents and are fully committed to the process prior to agreement.

No concerns were raised so the document was agreed as approved.

Agenda Item 6	Sub-Group and Task & Finish Group Update	Presenter: Sub-Group Chairs
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Communication & Engagement – Amy Mahoney on behalf of Neil Harrison

The Communication and Engagement Sub-group last met on 3rd July. A number of task and finish group meetings have also taken place for the Spotlight on Modern Slavery and Exploitation Campaign which will take place week commencing 2nd October. As part of the week's activities a key event hosted in conjunction with the Anti-Slavery Network and Childrens Partnerships will take place on 2nd October with over 400 delegates already signed up to attend. The conference will include speakers from Barnardo's, Causeway, Police, Adult Safeguarding, The Anti-Slavery Network, Salvation Army and the North East Regional Organised Crime Unit. With the support of Barnardo's a guest speaker with lived experience will also present during the conference.

A task and finish group has also met to commence plans for National Safeguarding Adults Week which is taking place 20-24 November 2023. The theme is 'Safeguarding Yourself and Others' with a focus on 'wellbeing'. Activities will include a Bus Stop campaign for two weeks in November to raise awareness of reporting abuse.

The Sub-group are attempting to take a focus on promoting good practice and positive news stories and the August Newsletter included a 'good news' story from Hartlepool Borough Council who had

collaborated with Hartlepool Deaf Centre and Trading Standards to deliver Safeguarding Awareness and Scams and Financial Abuse sessions to members of the Deaf Centre.

DB thanked the group for its work and welcomed the approach of sharing positive news stories and areas of good practice.

Operational Leads – Amy Mahoney

The Sub-Group have met on two occasions since the last Board meeting, on 6th July and more recently on 7th September.

Multi Agency Audits have taken place on the topics of Modern Slavery and Incidents Between Residents. A copy of the Modern Slavery Combined Report was shared with the agenda and Stockton Borough Council (SBC), who led on the Incidents Between Residents audit, will present their report to the October Board meeting.

Members discussed limb contractures in care homes. Two case studies were presented by a physiotherapist and conversations took place around the circumstances when a safeguarding concern would be appropriate. A further meeting will take place outside of the Sub-group to have a wider discussion, and it was agreed that this would also be considered as part of the Board's Decision Support Guidance review.

The operational workplan is reviewed at each meeting. In response to the action to review and develop new guidance and policies a Policies, Procedures and Practice working group will be established given the high volume of documents to review over the year, and a number of recommendations from recently concluded SARs requiring the development of new guidance.

Modern Slavery Multi-Agency Collated Report - The Modern Slavery audits took place on 7th & 8th June 2023, with all four Local Authorities providing one case for audit. Three of the four cases progressed to a S42 Enquiry. Modern Slavery was chosen as the theme for the audit as this ranked as one of the least understood forms of abuse amongst professionals and the public in the Board's Annual Consultation Survey. The audits highlighted the complex nature of cases involving Modern Slavery and the strong Multi-Disciplinary Team approach. Professionals from a range of services worked together collaboratively within a short time frame to offer support to the adult. Actions were set during the meeting following discussions with the adult and their views and wishes were considered to inform the action plan and next steps. The adult was fully involved in the process and attempts to engage the adult were utilised through creative engagement methods. Professionals went over and above their duties, arranging emergency accommodation whilst on annual leave, and supporting with language translation.

Wider issues were also considered in some of the cases such as the risk to others and associates, and access to services such as dentists and education. Professional Curiosity was evidenced in one of the cases as professionals tracked the registration plate of the car that had brought the victim to the Police station. Professionals also attempted to find out additional information in relation to the 'auntie' the victim was referring to. There was also evidence of cultural understanding reflected within this case.

The audits have provided evidence to demonstrate the complexity of cases being managed within the Local Authorities and the commitment of partner agencies to work together to support adults with multiple and complex issues. In most cases, the adult was fully involved throughout the safeguarding process and their views and wishes central to the outcome, reflecting the principles of Making Safeguarding Personal.

DB added that it was good to see partners looking at a type of abuse that is less well understood, and that it is positive to see the audit work linking to the work of the Communication and Engagement Sub Group via the Modern Slavery and Exploitation Campaign.

Performance, Audit and Quality – Erik Scollay

The Sub-group met on 12th September. The focus for the meeting was the individual End of Year Reports from the four Local Authorities and the combined End of Year Report for Board. The Sub-group

considered the National Data, and how this compares to local data and discussed the development of the PowerBi system for managing data.

PowerBi will pull data from existing reporting systems and allow the data to be analysed in ‘real time’ via a reporting dashboard. The aim is to have the system ready for use with the Quarter 2 data.

Safeguarding Adults Review – Jill Harrison

This section has been removed due to its confidential nature

SAR Report 2022-23 - Space is limited within the Board’s Annual Report and is unable to truly reflect the amount of work that comes from the SAR Sub-Group. This report has been pulled together to demonstrate, evidence and provide additional assurance on how learning from reviews has been shared, considered, and embedded into practice. This will now become an annual piece of work which will help feed into the Board’s overarching annual report. Key points from the report include an increasing number of cases, with last year seeing the highest number of SARs progressed within a reporting year, since TSAB was formed. Themes have been monitored with one surprising theme emerging relating to individuals who have diabetes. This information will be shared through the acute trusts and primary care so that they are aware of the factors and how this can impact on a case. The majority of cases now involve younger adults with a range of needs including mental health, domestic abuse, substance misuse and trauma rather than just one issue.

Sarah Bowman-Abouna requested that the information is also shared with Public Health. They are working to increase access to health checks and to support individuals to attend.

DB noted the importance of reviewing the SAR information on an annual basis and sharing the findings with partners. The report provides an opportunity for organisations to reflect on the amount of work that goes into SARs and the input required from the organisations involved. DB requested that Diabetes is raised at the next regional group meeting to establish if this is reflected across the region and may be something to raise at national level. AM will request that this is added to the agenda for the next regional meeting.

Whorton Hall – Following the high profile case in Durham, SABs have received a letter from Inclusion North highlighting concerns around access to good quality advocacy. It has been agreed that there will be a regional response and the regional Independent Chairs group will meet at the end of September to discuss this. The Whorton Hall Report is on the agenda for the SAR Sub-Group to consider how learning can be taken forward. An event is being planned for the new year by Durham SAB to look at and share the lessons learned from the report.

Adult Sexual Exploitation Guidance – Jez Collins

A task & finish group have been brought together to develop guidance in relation to Adult Sexual Exploitation (ASE). The group have developed a Practitioners Tool Kit, guidance and a risk assessment screening tool to help assess if an individual is subject to ASE. The group also looked at an agreed definition and have created a flowchart to help staff assess what action to take, where to refer and who to approach. The initial draft is now complete and is out for consultation. The aim is to have the final draft ready to share at the October Board meeting for feedback and approval.

DB added that an action from the Molly SAR was for a national definition to be agreed. In the absence of this a local definition will be useful so that people know what they are working to, but this would need to be flexible in the event that a national definition is agreed.

Action Points	Action Owner	Deadline
1. SAR Report to be shared with Public Health	GH	11/10/2023
2. Diabetes to be added to the agenda for the next regional meeting	AM	11/10/2023

Agenda Item 7	Update on Domestic Abuse	Presenter: Tracey Brittain
Tracey Brittain (TB) attended the meeting on behalf of Rachele Kipling to provide an update on Domestic Abuse and The Safe Lives Project. The Safe Lives Project was commissioned to review		

Domestic Abuse across Tees. The final report from the work was met with disagreement around content and the Domestic Abuse Act also superseded a number of the recommendations within the report. As a result of this a challenge was made as to how the work and lack of strategic approach would then be taken forward. In response to this Cleveland Police and the Office of the Police & Crime Commissioner (OPCC) held a strategic event in June to look at the profile of Domestic Abuse across Tees and the strategic join up. It was agreed that the Police & Crime Commissioner would write to lead officers to request attendance at a meeting to discuss the way forward to addressing the shared concerns.

DB stressed the importance of understanding what is done at local authority level and what can be done Teeswide and of gaining assurance in relation to Domestic Abuse. Richard Baker added that there is some good work ongoing across all four Local Authority areas, and that any work to provide consistency across the Tees area would help to improve the service to individuals from organisations such as Cleveland Police who operate across all four areas. TB will chase progress on this with the OPCC.

Action Points	Action Owner	Deadline
1. Check on progress of letter to lead officers	TB	11/10/2023

Agenda Item 8	Adult Exploitation Overview	Presenter: Cara Nimmo
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Concerns have been voiced in previous TSAB meetings in relation to Adult Exploitation, and the need to reach a position where an approach can be clearly articulated. Cara Nimmo is leading a piece of work to provide a more coherent approach on what is being done across Tess in relation to Adult exploitation.

Patrick Rice provided an update on the work on behalf of Cara Nimmo. A task and finish group with representation from all the Statutory Partners has been established. The group are due to meet on the 26th September to agree the Terms of Reference which can then be brought to the October Board meeting for approval. The group hope to plan an event in October which will include wider partners and representatives from the third sector. Work is also underway to look at work done by other SABs in relation to Adult Exploitation and also with the two Safeguarding Childrens Partnerships on Tees.

DB requested that the Terms of Reference are brought to the October Board meeting for approval prior to work commencing.

Action Points	Action Owner	Deadline
1. Adult Exploitation Terms of Reference to be brought to October meeting for approval	CN	1/10/2023

Agenda Item 9	Any Other Business	Presenter: All
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The minutes from the Housing Round Table meeting were included on the agenda for information. There is no intention to bring the group together for further meetings as the work is now for the Local Authorities to consider how they can work more closely with providers. DB thanked those that had attended the meeting.

Next Meeting Date: **Wednesday 11th October 2023**
 Time: **9.30am – 12pm**
 Venue: **Microsoft Teams**

Minutes approved by Independent Chair:



Date: 26/09/2023

Appendix 1 - Attendance Matrix								
The table below reflects named members of the TSAB, although deputies have been shaded.								
Company	16/02/2023	07/03/2023	19/04/2023	14/06/2023	13/09/2023	11/10/2023	13/12/2023	5
Catalyst Stockton / Hartlepower	2	1	1	1	2	0	0	100%
ICB	2	2	3	1	2	0	0	100%
Cleveland Fire Brigade	1	0	1	1	1	0	0	80%
Cleveland Police	1	1	2	1	2	0	0	100%
CQC Board Member (Mlbro, Redcar, Stockton) (committed to attend 2 meetings per year)	0	0	0	0	0	0	0	0%
CQC Board Member (Hartlepool)	0	0	0	0	0	0	0	0%
Durham Tees Valley CRC	0	0	0	0	0	0	0	0%
DWP	0	1	1	0	1	0	0	60%
Hartlepool and Stockton Safeguarding Children Partnership	0	0	0	0	0	0	0	0%
Hartlepool Borough Council	2	2	3	2	1	0	0	100%
HBC Lead Member	0	1	1	1	1	0	0	80%
Healthwatch Hartlepool	0	0	1	1	0	0	0	40%
Healthwatch South Tees	1	0	0	1	1	0	0	60%
Healthwatch Stockton	1	1	1	0	0	0	0	60%
HMP Holme House Prison	1	0	1	1	1	0	0	80%
Middlesbrough Borough Council	1	1	2	1	2	0	0	100%
MBC Lead Member	1	1	1	0	1	0	0	80%
Middlesbrough VDA / Redcar & Cleveland VDA	2	0	0	0	0	0	0	20%
National Probation Service Cleveland	1	0	0	0	0	0	0	20%
North East Ambulance Service (attend for specific agenda items only)	0	0	0	0	0	0	0	0%
North Tees & Hartlepool NHS Foundation Trust	1	1	1	1	1	0	0	100%
Public Health	0	1	0	1	1	0	0	60%
Office of Police & Crime Commissioner (committed to 2 meetings per year)	1	1	0	1	1	0	0	80%
Redcar & Cleveland Borough Council	1	1	1	2	1	0	0	100%
RCBC Lead Member	0	1	1	1	0	0	0	60%
Stockton on Tees Borough Council	1	1	2	1	1	0	0	100%
SBC Lead Member	0	1	1	0	1	0	0	60%
South Tees Hospitals NHS Foundation Trust	1	1	1	1	1	0	0	100%
South Tees Safeguarding Children Partnership	0	0	1	0	0	0	0	20%
Teesside University	0	0	0	0	0	0	0	0%
Tees Esk & Wear Valleys NHS Foundation Trust	1	1	1	1	1	0	0	100%
Thirteen Housing	1	1	0	1	1	0	0	80%
TSAB Independent Chair	1	1	1	1	1	0	0	100%
TSAB Business Unit	5	6	7	6	7	0	0	100%

AGENDA ITEM

REPORT TO CABINET

16TH NOVEMBER 2023

REPORT OF CORPORATE MANAGEMENT TEAM

CABINET INFORMATION ITEM

**Access, Communities and Community Safety – Lead Cabinet Member –
Councillor Norma Stephenson**

MAJOR INCIDENT PLAN UPDATE

Summary

By law the Council has a responsibility to prepare and maintain a major incident plan outlining our role during the life saving and recovery phases of an incident. The Council are supported in doing this by the joint authority's arrangement which is known as the Emergency Planning Unit, who provide specialist advice and support in the preparation and maintenance of the plan.

Under the Civil Contingencies Act, we are duty bound to frequently review the major incident plan to ensure it is fit for purpose and adequacy considers the known risks and appropriate responses available within Stockton on Tees.

Recommendations

Cabinet is asked to agree the contents of the Major Incident Plan.

Background

1. In October 2021 the Major Incident Plan for Stockton on Tees underwent a major overhaul in terms of content and the way which information was made available in the event of a serious incident occurring. These changes also reflected lessons learnt in the way we manage major incidents in light of the Covid-19 pandemic.
2. Slight amendments were made to the plan at the end of 2022, to reflect changes to the senior management structure and to implement a more formalised rota for both borough co-ordinating officers and strategic officers to ensure robust coverage in the event of an out of hours incident.
3. We are now due a formal refresh of the Major Incident Plan for Stockton on Tees, which will ensure we have a robust and legally compliant response strategy in place from 2023 to 2026.
4. Changes to this latest plan have been relatively light touch however the full plan has been reviewed and approved for legal compliance by the Emergency Planning Unit. Changes include updates to joint working protocols (JESIP), clear role definition in terms of responsibility for both tactical and strategic

level officers, the inclusion of a protocol in terms of virtual co-ordination and a general refresh on both role cards and also meeting templates.

5. The latest plan also looks to include, where relevant, aspects of the UK Governments Approach to Resilience, a new plan which looks to strengthen the countries response to civil contingencies risks up to 2030 in light of domestic and international risks.

Financial Implications

6. There are no new direct financial implication as an immediate result of updating the major incident plan.

Legal Implications

7. As a category one responder under the Civil Contingencies Act, the Council has a legal duty to respond and have appropriate published plans in place.

Risk Assessment

8. The approval of the amendments to the major incident plan and subsequent action plan are categorised as medium risk. Existing management systems and daily routine activities are sufficient to control and reduce risk.
9. Appropriate consideration and assessment has also been given to the current UK Government National Risk Register (appendix 1).

Consultation Including Ward/Councillors

10. Consultation has taken place with Cleveland Emergency Planning Unit and strategic category 1 partners as defined by the Civil Contingencies Act. All relevant feedback has been incorporated into the draft Major Incident Plan 2023-2026.

Name of Contact Officer: Marc Stephenson (AD CS&RS)
Telephone No: 01642 526203
Email Address: Marc.Stephenson@stockton.gov.uk

Background Papers: N/A

Ward(s) and Ward Councillors: N/A

Property Implications: N/A



Major Incident Plan

2023-2026

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Document Control

BCM	Business Continuity Management
BCO	Borough Coordination Officer
BRC	British Red Cross
CBRNe	Chemical Biological Radiological and Nuclear “explosive”
CCA	Civil Contingencies Act
CCS	Civil Contingencies Secretariat
CEPU	Cleveland Emergency Planning Unit
CFB	Cleveland Fire Brigade
CLRF	Cleveland Local Resilience Forum
CMT	Corporate Management Team
COBR	Cabinet Office Briefing Room
COMAH	Control of Major Accident Hazard Regulations
DEFRA	Department for the Environment and Rural Affairs
DHSC	Department of Health and Social Care
DHLUC	Department of Levelling Up Housing and Communities
EA	Environment Agency
EPO	Emergency Planning Officer
Gold	Strategic level of management
HA	Human Aspects
UKHSA	Health Security Agency
LA	Local Authority
MBC	Media Briefing Centre, Police HQ
MCA	Maritime Coastguard Agency
NEAS	North East Ambulance Service
NHS	National Health Service
RCG	Recovery Coordination Group
RED	Resilience and Emergency Division (DHLUC)
REPIR	Radiation Emergency Preparedness and Public Information Regulation
SBC	Stockton Borough Council
SCC	Strategic Coordination Centre
SCG	Strategic Coordinating Group
Silver	Tactical Level of Management
STAC	Scientific Technical Advice Cell
TCC	Tactical Coordination Centre
TCG	Tactical Coordinating Group

Lexicon of UK civil protection terminology can be accessed from:

<https://www.gov.uk/government/publications/emergency-responder-interoperability-lexicon>

Document Distribution

Full Versions of this plan have been issued to the following:
Corporate Directors (CMT)
Borough Coordination Officers
Borough Emergency Centre
Cleveland Emergency Planning Unit
Elected Member Portfolio Lead
Available on Resilience Direct

Revision History

2016	Full re write
2018	Adapted to fit Cleveland Local Authorities generic template
2021	Full re write to incorporate lessons from COVID Pandemic
2023	Re write reflecting new management structure of SBC

The plan will be formally reviewed on a three-yearly basis, or as incidents, exercises or notified changes demand. It is the duty of all plan holders to notify the Emergency Planning Officer of any changes or amendments required. Notification should be by email to: peter.snowdon@hartlepool.gov.uk.

Please note the most up to date plan will be available on resilience direct and SBC Teams major incident folder and only valid on the date of printing

Past Declared Major Incidents

24 th October 2012	Flooding - Lustrum Beck
5 th December 2013	Tidal Surge - Port Clarence
14 th May 2014	Seal Sands - Chemical fire
5 th March 2015	Eaglescliffe - Chemical fire
20 th March 2020	Covid-19 Pandemic

Stockton Borough Council is committed to fulfilling its responsibilities under exercising and testing, with the aim to cover all elements of the plan on a three-year cycle. Further information regarding training can be obtained from the Emergency Planning Unit: EPUTraining@hartlepool.gov.uk.

Introduction

This plan outlines the emergency management arrangements for Stockton on Tees in response to a potential, or actual, major incident which occurs in or affects the residents of Stockton.

The Civil Contingencies Act places a duty on Local Authorities as Category 1 responders to prepare for and respond to major incidents in Stockton on Tees. The Act divides local responders into two categories depending on the extent of their involvement in emergencies.

As a category 1 responder, Stockton Borough Council is at the core of emergency response and as such has a number of key duties that should be considered during any major incident:

- Assess the risk of emergencies occurring and use this to inform contingency planning
- Put emergency plans in place
- Put business continuity management arrangements in place
- Put arrangements in place to make information available to the public about civil protection matters and maintain arrangements to warn, inform and advise the public in the event of an emergency
- Share information with other local responders to enhance co-ordination
- Co-operate with other local responders to enhance co-ordination and efficiency
- Provide advice and assistance to businesses and voluntary organisations about business continuity management (local authorities only)

Category 2 organisations are "co-operating bodies" who, while less likely to be involved in the heart of planning work, but will be heavily involved in incidents that affect their sector. This includes the, HSE utility companies, critical infrastructure and others.

The Local Authority have emergency planning duties under other legislation including;

- [The Pipelines Safety Regulation \(1996\)](#)
- [The Radiation \(Emergency Preparedness and Public Information\) Regulations \(2019\) \(REPPiR\)](#)
- [Control of Major Accident Hazard \(COMAH\) Regulations \(2015\)](#)

Further information on these duties can be obtained from the Emergency Planning Team:

emergency.planning@hartlepool.gov.uk

Overview of Risk

There are numerous other detailed, specific plans; that exist based on governmental review of risk and the Cleveland Risk Register. These can be found.

<https://collaborate.resilience.gov.uk/RDService/home/165205/06.-Plans> please note if viewing this document in word the hyper link does function and the link will need copying and pasting into your browser.

Plan Objectives

This major incident plan is designed to be an overarching document to aid responsible officers in the initial management of emergencies and major incidents within, or affecting the unitary authority of Stockton on Tees. The plan is scalable, enabling sections of the plan to be initiated without the entirety of the plan being initiated.

Having a major incident plan in place also satisfies a range of legal duties on the authority. The main objectives of this major incident plan are to:

- Prioritise the preservation of life and minimising harm
- Mitigate the effects on the Environment
- Protecting assets
- Maintaining normal services at an appropriate level
- Maintaining public trust
- Facilitate the recovery of the community, local economy and environment.
- Provide warning and informing the public before, during and after an incident
- Promote emergency preparedness by all participants in the Major Incident Plan through the planning and exercise process.

A widely used acronym to aid prioritisation of resources is the PEAR principle, **P**eople, **E**nvironment, **A**ssets, **R**eputation

Definitions

Emergency

“An event or situation that threatens serious damage to human welfare, the environment and/or the security of a place in the United Kingdom” (Civil Contingencies Act (2004)).

Major Incident

“An event or situation, with a range of serious consequences, which requires special arrangements to be implemented by one or more emergency responder agencies” (Cabinet Office (2016)).

Further information on emergency and major incident response can be available from the HM Government: [Emergency response and recovery - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/topics/emergency-response-and-recovery)

When a Major Incident is declared

In most instances, a major incident would be declared by one of the three main emergency services. The power to declare a major incident however is reserved for any agency. All information relating to the initial declaration of an emergency that can lead to a major incident is gathered and shared using the METHANE mnemonic. This method is used by all agencies in the response to an emergency and should also be used by the Local Authority.

M	MAJOR INCIDENT	Has a major incident or standby been declared? (Yes / No - if no, then complete ETHANE message)	<i>Include the date and time of any declaration.</i>
E	EXACT LOCATION	What is the exact location or geographical area of the incident?	<i>Be as precise as possible, using a system that will be understood by all responders.</i>
T	TYPE OF INCIDENT	What kind of incident is it?	<i>For example, flooding, fire, utility failure or disease outbreak.</i>
H	HAZARDS	What hazards or potential hazards can be identified?	<i>Consider the likelihood of a hazard and the potential severity of any impact.</i>
A	ACCESS	What are the best routes for access and egress?	<i>Include information on inaccessible routes and rendezvous points (RVPs). Remember that services need to be able to leave the scene as well as access it.</i>
N	NUMBER OF CASUALTIES	How many casualties are there, and what condition are they in?	<i>Use an agreed classification system such as 'P1', 'P2', 'P3' and 'dead'.</i>
E	EMERGENCY SERVICES	Which, and how many, emergency responder assets and personnel are required or are already on-scene?	<i>Consider whether the assets of wider emergency responders, such as local authorities or the voluntary sector, may be required.</i>

Types of Major Incidents

Whilst there are many types of Major Incident most will fall into one of the two following categories.

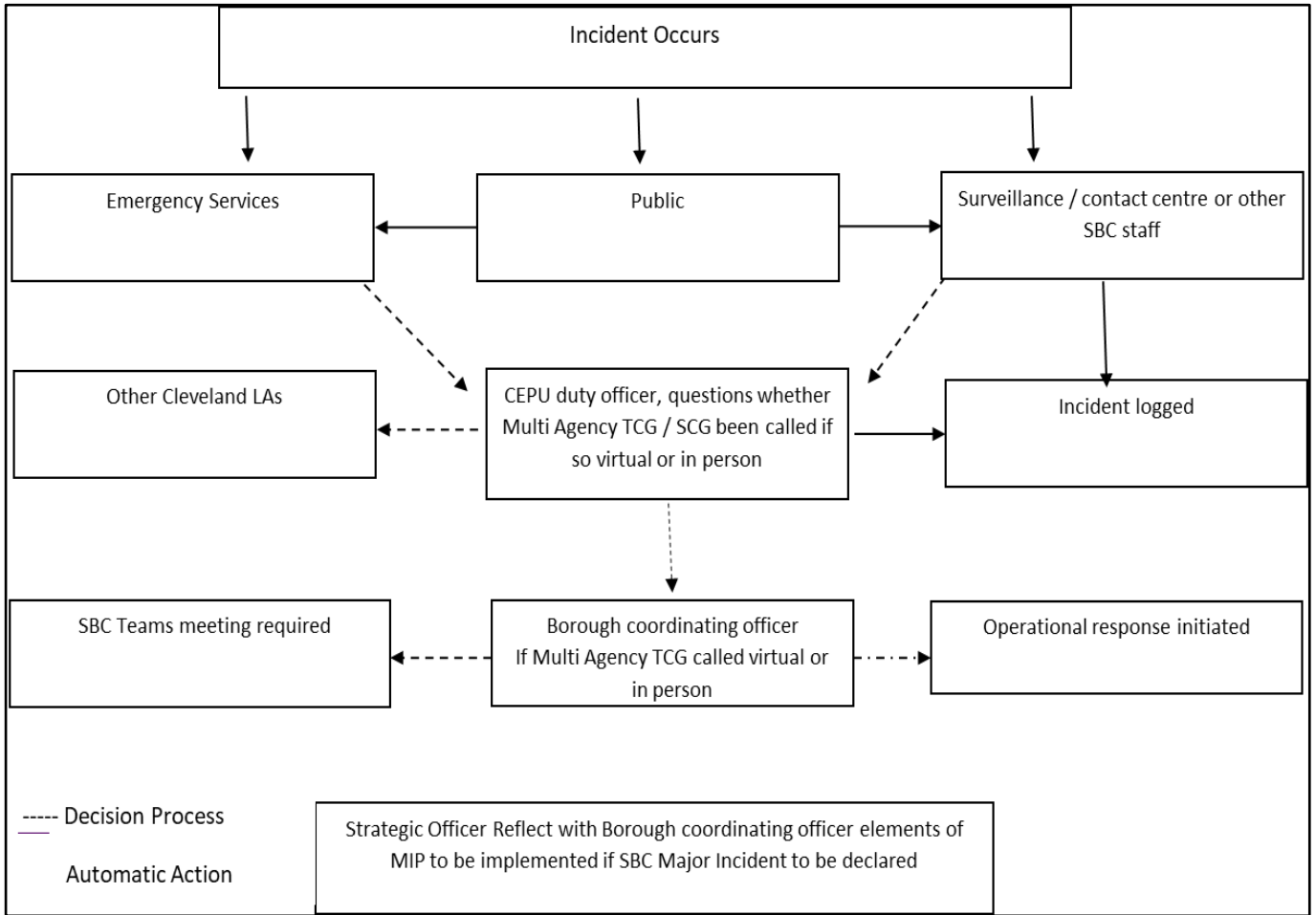
Slow Burn Incidents

A slow burn incident is one that slowly gathers pace over a protracted period. An example of a slow burn incident is the response to Covid-19. In these types of events, the declaration of the major incident may not be time critical. If the incident involves multi-agency partners, it is likely that a full CLRF strategic coordinating group will be held in order to share information and consider strategies for communication to the tactical and operational levels.

Rapid Onset Incidents

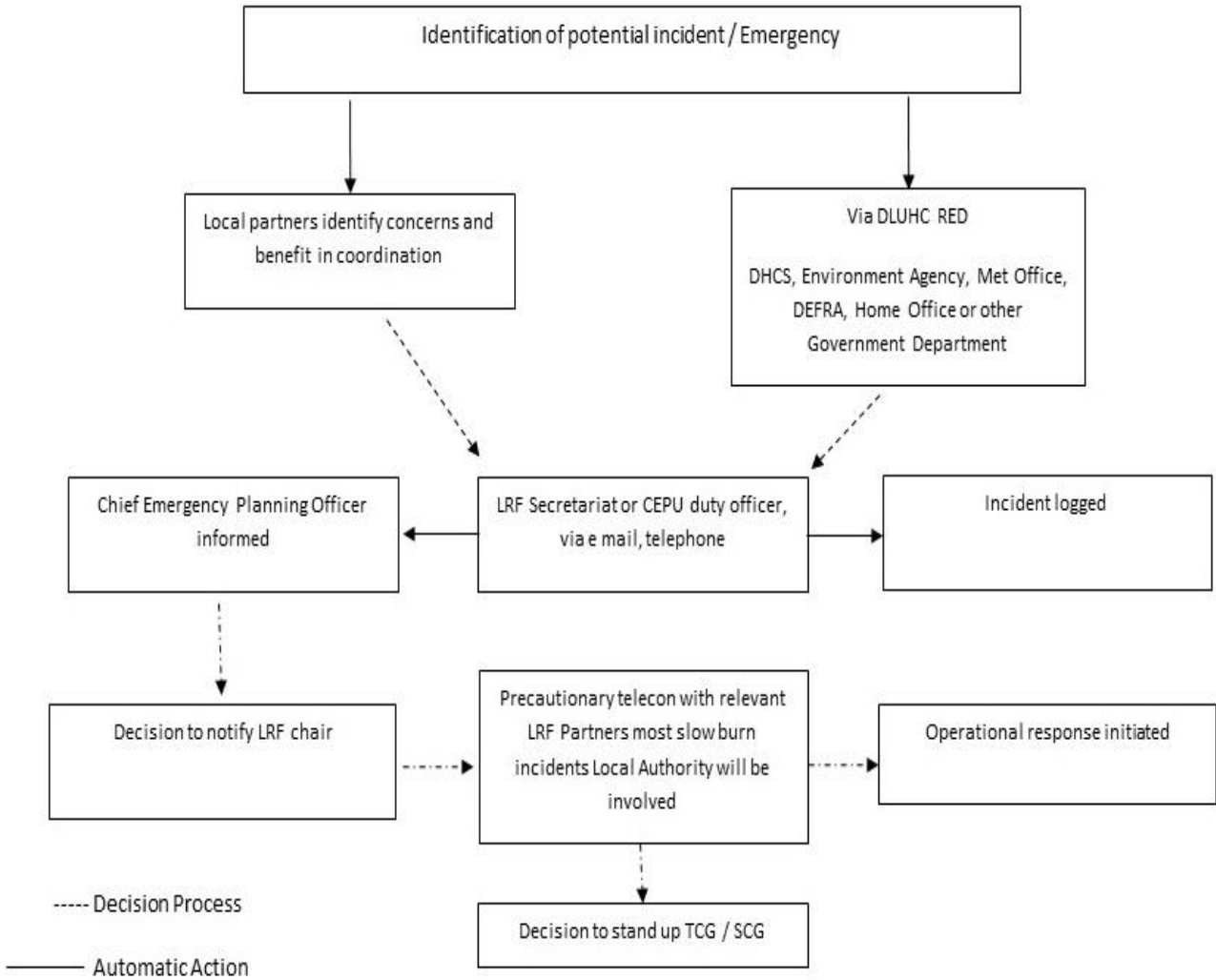
Rapid onset incident are emergencies that may occur suddenly, examples of these are major fires, serious road traffic collisions. In these types of events one of the Emergency Services will usually be the agency to declare a Major Incident informing partners via the Cleveland Emergency Planning Unit Duty officer. Who in turn will notify the BCO the decision will then be taken whether the situation merits informing the Strategic Officer (Gold) whom in turn makes the major decisions within the council linking closely with the corporate management team.

Standard Notification Process (Rapid Onset Incident)



Standard Notification Process Slow Burn Incident

Notification in office hours, could be for a number of potential incidents that are not imminent e.g. severe weather, escalation in threat level, some Cyber Incidents, east coast flood, pandemic disease, animal disease potential large scale repatriation of UK nationals etc. The Emergency Planning Officer will inform the SBC emergency planning lead who will decide the most appropriate officer to lead from a council perspective.



Major Incident Response

Multi Agency Planning

The Cleveland Local Resilience Forum (LRF) is a multi-agency partnership which is made up of representatives from local services, including the emergency services, local authorities, the NHS, the Environment Agency and others category 1 and 2 responders. The LRF's aim is to collectively plan and prepare for localised incidents and catastrophic emergencies. When an incident occurs relevant members of the CLRF will be requested to participate in the multi-agency response at both strategic and tactical levels.

Multi Agency Response

In a multi-agency Incident UK doctrine defines three levels of incident management which should be formed as soon as possible. These are; strategic (gold), tactical (silver) and operational (bronze).

In a multi-agency response, these will be called the Strategic Coordinating Group (SCG), and Tactical Coordinating Group (TCG). These groups will usually be located at Cleveland Police Headquarters in Hemlington or held virtually via Microsoft Teams. Any operational coordination will take place at the scene of the incident. Stockton Borough Council will be required on request to supply officers that are suitably trained, and experienced to participate in these multi-agency coordination groups.

Cleveland Emergency Planning Unit Officers will be on hand to provide advice and guidance to the Stockton Borough Council Officer at TCG and/or SCG, however final decision making and deployment of Stockton Borough Council personnel and assets will be a decision for Stockton Borough Council. Therefore SBC representatives must have suitable authority to make decisions on behalf of the authority.

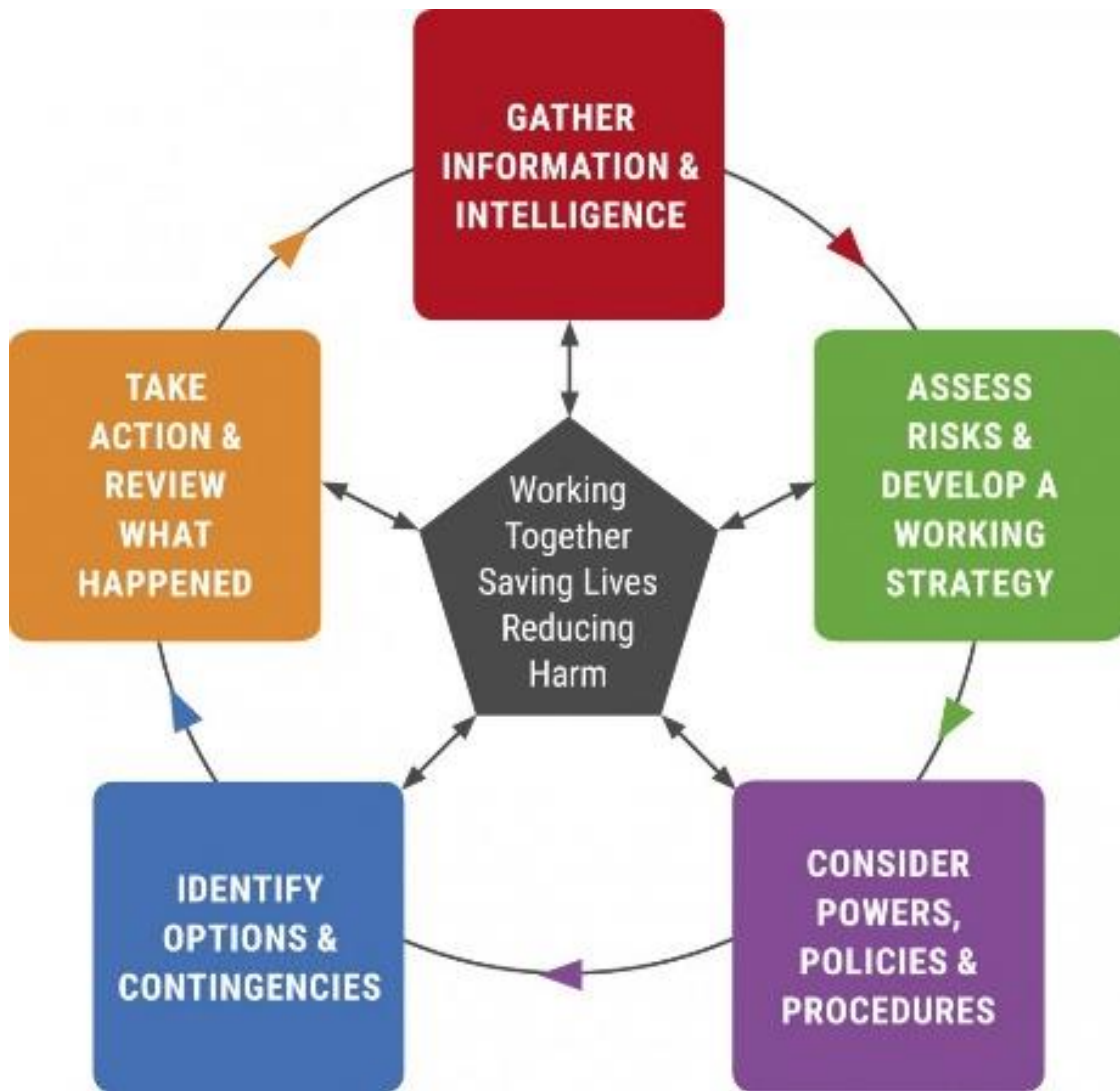
Cleveland Police will usually coordinate the initial multi-agency response and keep an overall log of key events and decisions. A separate log of key decisions and any deviation from policy must also be kept by all Stockton Borough Council Officers involved in this incident. The Cleveland Multi Agency Incident Procedures (MAIP) gives guidance on response to multi agency incidents.

JESIP

JESIP models and principles have become the standard for multi-agency working during major incidents in the in the UK. The JESIP [Joint Doctrine: the interoperability framework](#) sets out a standard approach to multi-agency working, along with training and awareness products for responding agencies to train their staff.

Whilst the initial focus was on improving the response to major incidents, JESIP is scalable, so much so the [five joint working principles](#) and [models](#) can be applied to any type of multi-agency incident. The approach is known as the 5 JESIP principals, these are:

- Co locate (may be virtual at Tactical or Strategic level)
- Communication (Common Terminology)
- Coordination
- Joint understanding of risk
- Shared situational awareness



Further reading and learning on JESIP can be found here: <https://www.jesip.org.uk/home>

Stockton Borough Council

Local Authorities usually have three key roles during and following a Major Incident, which they can be called on to support in and/or carry out. These roles are:

- A supporting role in the multi-agency response phase;
- Maintaining essential services at an appropriate level;
- Leading on Recovery

Stockton Borough Council Response

The Stockton Borough Council response will largely mirror the same structures as multi agency coordination. This is important as it allows for more efficient cross working with partners in the event that additional support is required. In Stockton the Corporate Management Team (CMT) will be responsible for providing strategic direction (gold), Senior Managers who are trained, empowered, and have the relevant experience will form the tactical level (silver) and operational staff (bronze) will be deployed by them as required.

The Corporate Management Team (gold) will:

- Keep a strategic overview of the incident
- Define strategic objectives
- Ensure Business Continuity across the Council
- Ensure Elected Members are briefed
- Identify strategic goals for recovery as the incident progresses

Tactical (silver) will:

- Define tactical objectives which will be used to achieve strategic goals
- Identify relevant resources required to achieve defined goals
- Inform strategic teams of any obstacles in achieving strategic objectives
- Direct operational (bronze) teams

Operational Teams (bronze) will:

- Ensure task directed by Silver team are carried out
- Work cooperatively with other agencies on scene
- Ensure all work is carried out safely
- Ensure work is carried out to reflect positively on Stockton Borough Council
- Inform Stockton Borough Council Silver team of any issues in achieving tasks

It is the duty of all to ensure the welfare and safety of all staff involved in the response. Safeguarding, working time directives and all aspects of Stockton Borough Council's Safe Working Policy must be followed regardless of the incident.

In the event of an exceptional circumstance, the Chief Executive can delegate the responsibilities of a strategic (gold) officer onto a trained and competent tactical (silver) officer where required.

Stockton Borough Council Coordination

In the event of a major incident, Stockton Borough Council will be required to manage their own assets and resources whether it be part of the multi-agency response or as a single agency responding to an incident or event.

It is vital that any officer involved in a multi-agency tactical (silver) or Strategic Coordinating Group (gold) keeps the internal supporting structures within SBC informed, including communications and Elected Members.

The traditional manner of coordinating the Council response would have been via a physical "Borough Emergency Centre", however the Covid-19 pandemic has proven that other options are available to coordinate the Council response, such as online meeting or a hybrid approach of the two. It is recognised that these differing options each have benefits dependent on the type of emergency and time of day and a decision must be taken by the Tactical Officer on how best to co-ordinate the initial response. No matter which option is chosen, accurate recording (logging) should take place from the beginning with all actions and decisions recorded on a regular basis.

Accommodation

If physical in-person coordination (Borough Emergency Centre) is required any suitable sized conference room can act as a coordinating (Emergency) centre. The centre should be of sufficient size for those called to attend with access to suitable IT systems. The default location for Stockton Borough Council is:

- **Jim Cooke Conference Room 1, Ground Floor, Municipal Buildings, Stockton on Tees**

The secondary Borough Emergency Centre for use if the default location is unavailable is:

- **Management Conference Room, Cowpen Depot, Cowpen Lane, Billingham**

These locations have been chosen due to their suitable size with available break out rooms and suitable IT. Both locations also have an "emergency cupboard" containing plans, blank log books, maps and other resources. If required, additional copies of specific plans can be obtained from Cleveland Emergency Planning Unit.

The use of either room, or indeed a suitable alternative, is the decision of the Tactical Officer. Depending on the incident eg in power loss the surveillance centre may be used due to it having an independent power source.

Virtual Coordination

If virtual coordination is deemed the best option for coordination, Microsoft Teams is the default system for Stockton Borough Council. Stockton specific documentation is kept on the Microsoft teams channel SMT- Major Incident-F-SBC. Relevant multi agency plans including maps and important multi agency plans are stored virtually on Resilience Direct. All strategic, tactical officers can host Microsoft Teams meetings.

Likewise all relevant staff have access to Resilience Direct, which can be found here: <https://www.resilience.gov.uk/>.

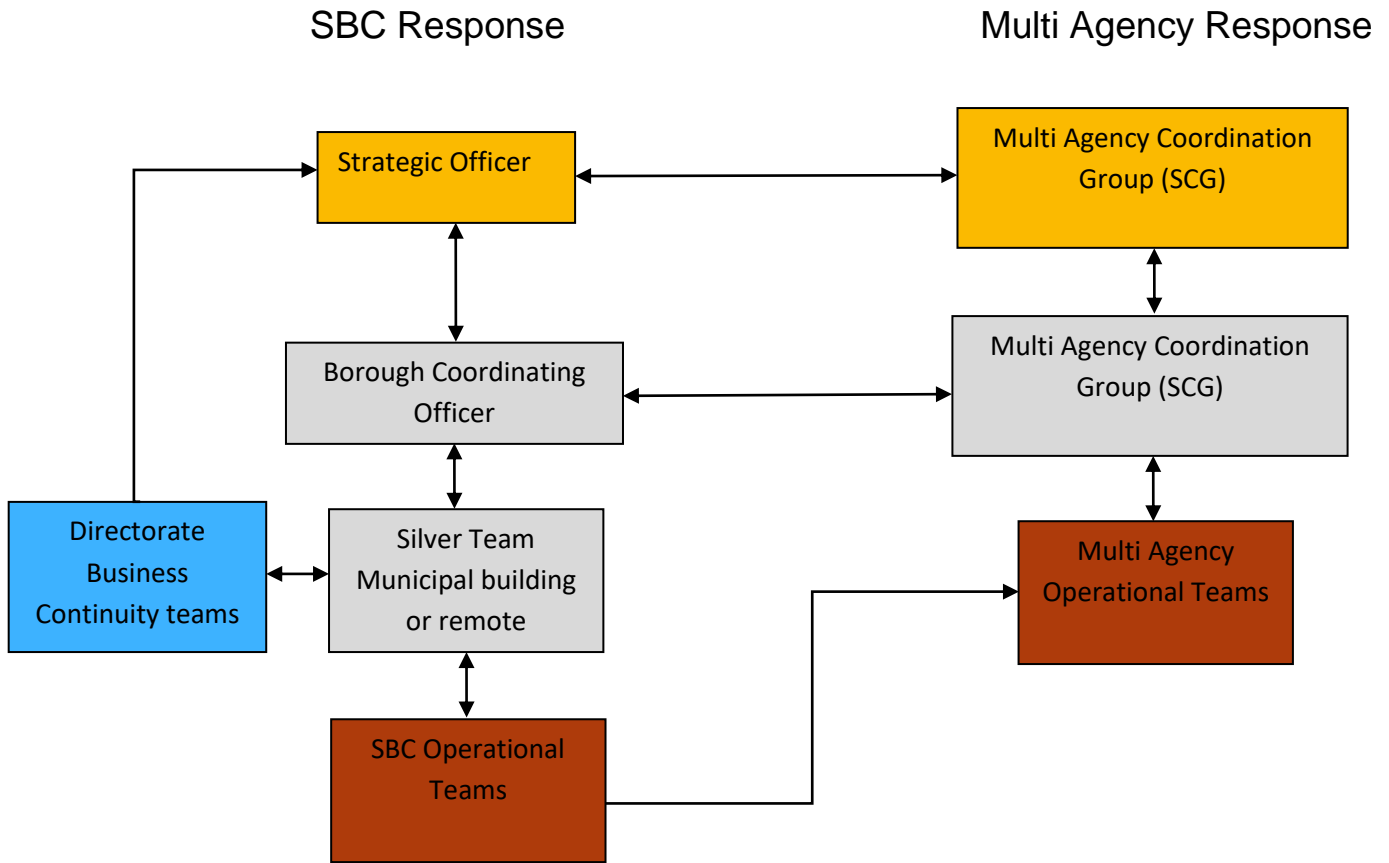
Meetings whether physical or virtual should be structured a suggested agenda for meetings is in appendix 2.

Stand Down

The decision to stand down the response will be taken by the most senior person either silver group or CMT dependant on the incident.

At this time no matter what coordination methods have been used a hot de brief should take place. Dependent on scale of incident and perceived learning a full de brief should take place within 28 days.

Coordination structures diagram



Record Keeping and Audit

It is vital that accurate record keeping takes place during any incident whether this has been formally declared a major incident or not. This is to enhance both individual and corporate reflection and learning alongside accountability and individual protection. In addition to this, any formal inquiries will review in detail any actions carried out and the rationale behind these actions. Accurate and detailed record keeping allows for accurate accountability post incident and long in to the future. All records should be kept safe and in line with the councils document retention policy.

Personal Logs

All personnel who make decisions or authorise actions should keep a log of every decision, action and consideration which is made during an incident. Ideally the log entries should be made at the time of the incident however it is recognised that this may not be practical in a fast-moving environment. If this is the case the decision log should be completed as soon as reasonably possible after the decision has been made to ensure accuracy. Wherever possible individuals in both a strategic and tactical role should have a trained and competent loggist allocated to them, recording decisions on their behalf. All officers at both strategic and tactical level have both chronological logbooks and decision logs supplied both in the physical format and electronically.

Collective Logs

All information received during an incident, as well as a record of those attending an emergency centre (physical or virtual) should be kept in a chronological log. This may be digital or handwritten and can be called on to inform any future inquiry into how a major incident has been handled.

No matter what method is used to coordinate the response by Stockton Borough Council, it is vital that an accurate record is kept of any actions decided by the key personal dealing with the incident, this is true whether at strategic or tactical level.

Any decisions should be recorded using decision logs, actions should be tracked using an action tracking system and all meetings should be recorded for future reference.

Training

Cleveland Emergency Planning Unit keep a record of training that is bespoke to an emergency. Providers for this training include the Emergency Planning College, The College of Policing and other third party providers. An annual training needs analysis will be carried out by Stockton Borough Council Emergency lead and the Stockton Emergency Planner.

Directorate Roles in a Major Incident

Dependant on the nature, scale, and impact of a major incident, it's conceivable that a range of directorates within the council will be called on at the same time to respond and help in both the response and recovery phases. Some directorates will have a more direct role than others however all should be clear on their potential roles and responsibilities.

Corporate Services

Clear and effective communication during a major incident is vital, for a range of reasons and pre-determined objectives. In Stockton communications comes within this directorate.

Continual monitoring of the media (including social media) promotes effective countering of any misinformation in the public domain. If a media report is perceived as damaging to the reputation of the authority then it will require an appropriate response, in line with the Council's Communications Strategy.

Information should also be passed to the media to promote effective warning and informing of the public. If relevant, those within rest centres should also be kept fully apprised of the developing situation. Due to their roles Elected Members, the Leader and Managing Director should be included in any media engagement in line with agreed communication arrangements.

Stockton Borough Council communications team will also be expected to liaise directly with other multi-agency communication teams to ensure a single communication plan for any given incident is agreed and supported.

Community Services, Environment and Culture

A quick and efficient response to a major incident in support of the set aims and objectives is vital to controlling the impact of these events on our communities.

The Local Authority will be required to arrange the provision of resources and practical support to those responding to the emergency, which includes technical and safety advice, expertise in engineering, construction and building repairs, and maintenance of highways, drainage and other structures. Many of these technical experts sit in this directorship, as do most of the Borough coordinating officers.

Adult and Health

During most major incidents, the protection of both the wider community and those vulnerable residents within is key. Community safety and legislative services sits in this directorship with an assistant director taking direct responsibility for Emergency Planning.

The Local Authority will provide temporary shelter and accommodation to those people who have been evacuated from their homes or made homeless as a direct consequence of the incident. Details of designated rest centres are given in the CEPU Emergency Accommodation and Shelter Plan.

In an emergency, the safety of the vulnerable is an important consideration for the local authority. Both Adult Social Care and Children's Services have great expertise in this, as well as having links with relevant partners such as the NHS. In a multi-agency incident information sharing will be carried out in line with Cleveland Local Resilience Forum information sharing agreement.

Stockton Public Health team are also part of this directorate and may also be involved dependent on the nature of the incident, giving advice in conjunction with national bodies and undertaking an important role in an advisory sense around key health issues that must be considered during the response and recovery.

Other Directorates

The other two directorships within SBC are Children's Services and Finance, Development and Regeneration these directorships will still play a major part in any emergency dependant on the emergency it may be in a support role or the services may be directly contributing.

Other Partners

In addition to category one and two responders that have statutory duties in respect emergency response, there are many agencies and partners who may be involved in a major incident in the Stockton area and can provide vital support and capacity. There include but are not limited to:

Catalyst

Although a registered charity in its own right, Catalyst is the umbrella organisation for a number of Stockton based charities within the third sector. In an emergency Catalyst has previously been used to coordinate the response from the voluntary sector in the Stockton area and acted as a single point of contact to those organisations involved in a community response to an emergency or disaster.

Catalyst is a member of the Cleveland LRF Voluntary Emergency Liaison Organisations Group.

Cleveland Voluntary Emergency Liaison Group (VELG)

This group encompasses a wide range of voluntary organisations that are mainly national or regional based. Members of this group can be activated by the Cleveland Emergency Planning Unit to assist in a range of major incidents to supplement core resources and provide specialist skills.

Thirteen Group

Thirteen Group is the largest registered provider of social housing in Stockton on Tees. The company owns and operates a variety of housing including sheltered accommodation and multiple occupancy flats. Thirteen group has a significant amount of resources on hand that could help support during a major incident, especially in areas and communities that are often hard to reach via conventional means.

Tees Active

Tees Active is a charitable leisure management organisation established as a non-profit distributing company and a key partner of Stockton Borough Council.

Tees Active's main role in an incident is to support the council with the provision of;

- Facilities including leisure centres for use as temporary accommodation.
- Staff with knowledge of the sites including management front of house staff and maintenance staff.

The majority of the pre-identified locations that could be used as a borough rest centre are operated by Tees Active and consideration should be given to ensuring they are kept updated during a major incident should the use of a rest centre seem likely.

Local Authority Plans Summary

Emergency Accommodation

The Housing Act 1996 imposes a statutory duty upon Local Authorities to give a priority need for accommodation to “a person who is homeless or threatened with homelessness as a result of an emergency such as flood, fire or other disaster”.

In accordance with this duty, Stockton Borough Council has designated “rest centres” to provide temporary accommodation until a more suitable long term arrangement can be sourced. Dependant on the incident, it may be more practical to use hotels or similar depending on the scale of the evacuation. The “Cleveland Emergency Accommodation Plan” provides more information however as a quick guide the table below outlines locations and capacities of pre-determined centres.

Rest Centre	Capacity		Normal Use	Notes
	Short Term (less than 8 hours)	Sleeping		
Thornaby Pavilion Town Centre Thornaby TS17 9EW	2000	400	Leisure Centre	Large building with good facilities
Billingham Forum The Causeway Billingham TS23 2LJ	1200	95	Leisure Centre	Close to Billingham PIZ if chemical incident
Splash Church Road Stockton-On-Tees TS18 1TY	200	95	Leisure Centre	Suitable survivor reception centre for town centre incidents
Stockton SRC Billingham Marsh House Ave Billingham TS23 3HB	300	115	FE College	

Excess Deaths / Mortuary Provision

In a multi-fatality incident there may be the requirement for the Local Authority to provide additional mortuary space. In the Cleveland area the mortuary provision is through the available NHS mortuaries with a potential resilience mortuary at Hartlepool. In the event the death toll exceeds this capacity, the Local Authority does have a contact with a private company (Kenyon) that can provide support in a mass fatality incident.

Mutual Aid

The Councils that make up the Cleveland area have supported each other in emergency situations, to this end they participate in joint training. An example of this was in the tidal surge of 2013 when Hartlepool staff assisted SBC staff in a rest centre that was set up at Billingham Forum.

If military aid is required, a request can be made to the Ministry of Defence via a Military Aid to Civil Authorities (MACA) request. Military aid to the civil authorities (MACA) is the collective term used by the Ministry of Defence of the Government of the United Kingdom to refer to the operational deployment of the armed forces of the United Kingdom in support of the civilian authorities, other government departments and the community as a whole. In the event that this is being considered, further guidance can be provided by Cleveland Emergency Planning Unit who will advise on how this should be requested.

Communications

The Civil Contingencies Act (2004) places a legal duty on Local Authorities, in their capacity as Category 1 responders, to ensure the public are warned and provided with information and advice before any incident occurs, as necessary at the time of an emergency and also following an incident.

Cleveland LRF has an Emergency Communications strategy that should be followed in a major incident. Usually, Cleveland Police will coordinate this however all relevant agencies should be involved. It is vital that social media is monitored and elected members kept up to date.

Role Cards

This section contains role Cards for the roles and responsibilities of key staff during a Major Incident.

The role cards are intended to support the officer undertaking the role, they are not set out in a chronological order and can be referred to throughout the incident.

Referring to the role specific card at the outset of the incident will provide the officer with an overview of their key considerations and priorities.

If an action on the role card is deemed unnecessary in the circumstances a N/A should be entered in the time box and the reason why this action was not necessary recorded in the decision log.

Strategic Officer (CMT Member)		
Action	The Managing Director or their nominated deputy will be in overall command of the Local Authority response to a major incident.	Time
1.	Assess the information received and determine the strategy and level of response required in conjunction with the Borough Co-ordination Officer	
2.	Start and maintain a Policy and Decision Log, to record decisions made and rationale behind those decisions	
3.	Contact a trained loggist (available in the Emergency Contact List) to support if required	
4.	Receive regular situation reports in order to keep the situation and response under constant review	
5.	If established, attend the Strategic Coordination Group, most likely set up at the Cleveland Police HQ	
6.	Ensure that the recovery is considered early in the incident, where appropriate delegate staff to undertake initial recovery scoping work	
7.	If appropriate, delegate control and coordination of the incident to the respective Director or Assistant Director(s)	
8.	Receive briefings from the Communications Team regarding information and advice issued to staff, the general public and elected members	
9.	If required and appropriate approve requests for assistance from or to Neighbouring Local Authorities, Emergency Services, Armed Forces or Voluntary Organisations	
10.	Maintain financial control of the Council's operations	
11.	When appropriate prepare detailed reports for submission as necessary to the Borough Council Members and other appropriate Bodies. Upon termination of the incident, call for final reports	
12.	Ensure all actions and messages associated with the incident are logged. Ensure maintenance and storage of essential records relevant to the incident	
13.	Be aware of any proposals for Disaster Appeal Funds, ensure local authority legal and financial officers are made aware of any such funds.	
14.	Chair the initial Recovery Coordination Group (RCG) if required, or delegate to most appropriate officer	
15.	Provide a handover to the most appropriate Director to chair future RCGs	

Emergency Planning Officer (EPO)

Action	During the response to a Major Incident the Duty EPO may be required to carry out some or all of the following actions:	Time
1.	Ensure that the Tactical Officer is aware and briefed of the current situation and the likely impact on the Local Authority(s)	
2.	Act on behalf of the Tactical Officer/Strategic Officer as a liaison and coordinating officer during the initial stages of an emergency (particularly if it occurs outside usual office hours) and until otherwise directed	
3.	Endeavour to alert the designated Stockton Emergency Planning Officer, and chief Emergency Planning Officer of the situation,	
4.	Establish initial contact and liaison between the Council and the Emergency Services, Borough Councils, the Armed Forces, Voluntary Organisations, Government and other Agencies.	
5.	Facilitate arrangements to allow effective communications between the Local Authority, partner agencies and other services	
6.	Ensure requests for additional resources required by partner agencies are forwarded to the Borough Emergency Centre (BEC)	
7.	Advise on the activation and management of support centres e.g. Voluntary Organisation support at a rest centre	
8.	Provide access to shared CEPU resources including camp beds, sleeping bags & bedding, etc	
9.	Establish and maintain contact with neighbouring Councils and Emergency Planning Officers as required	
10.	Attend the scene or TCG/SCG if requested and considered safe to do so	
11.	Advise on the measures as set out in the specific plans e.g. COMAH Offsite Plans, Pipeline Plans, Multi Agency Flood Plan etc.	
12.		
13.		
14.		
15.		

Borough Coordinating Officer (Tactical Officer)

Action	The Tactical Officer will act on behalf of the Managing Director /Strategic Officer to take overall control of the Local Authority response to an emergency. They will act as a decision maker and coordinating officer during the emergency, until otherwise directed. Initially this will be the on call BCO however this may transfer to the SBC Emergency Planning lead dependant on incident.	Time
1.	Receive notification from the CEPU of the incident and request a briefing on the current situation	
2.	Start and maintain a Policy and Decision Log, to record decisions made and rationale behind those decisions	
3.	Confirm required response from the Council	
4.	Have Council teams/resources already deployed?	
5.	Consider if there is a potential for escalation	
6.	Has a multi-agency Tactical Coordinating Group (TCG) been called?	
7.	Consider whether the Managing Director or members of the CMT, if so notify	
8.	Is there a need to contact other managers	
9.	If Teams meeting required decide composition and arrange meeting	
10.	If physical borough emergency centre to be opened arrange opening and staffing	
11.	Promote effective communications and interaction between all participants	
12.	Minimise the disruption to the critical work of a response to a Major Incident by establishing a coordinated media bureau or assisting any other lead agency in so doing	
13.	Have regard to the Council's critical services, and raise awareness to Director's in relation to their Business Continuity Plans if required.	
14.	The Local Authority will take the lead in recovery, so early planning in preparation for establishing a Recovery Coordinating Group (RCG).	

Emergency Centre Manager

Action	The Tactical (Silver Officer) may carry out this role or appoint another Suitably trained officer. This role will normally be carried out a senior manager dependant on the incident this could come from any directorate	Time
1.	Call out of operational staff (e.g. loggists) to staff the BEC	
2.	Opening and establishing the BEC or organising teams meeting	
3.	Start and maintain a Policy and Decision Log, to record decisions made and rationale behind those decisions	
4.	Briefing staff on arrival or at start of meeting	
5.	Ensuring that staff understand their roles	
6.	Ensure staff have access to relevant plans	
7.	Check on staff welfare hours of work	
8.	Ensuring that log books / decision logs are collected and filed when completed ensure actions are recorded	
9.	Ensure the response of all the Council Directorates and acts as the focal point for the Council's response	
10.	Ensure that the Tactical (Silver officer) is kept informed of developments	
11.	Liaising with the CMT and other Officers on any requirements	
12.	Ensure that contact is maintained at all times with the Emergency Services, individual directorates and external agencies involved with the response	

Communications Manager

Action	The Communications Manager will be a senior manager from the communications team they are responsible for ensuring that the Local Authority supports a coordinated communications approach across responding agencies including the emergency services:	Time
1.	Ensure that communications are established and maintained between all centres of activity	
2.	Start and maintain a Policy and Decision Log to record decisions made and rationale behind those decisions	
3.	Coordination and administration of media services in partnership with other responders	
4.	Information collection, collation, interpretation and dissemination of information	
5.	Ensure social media sites are monitored both during and after the incident	
6.	Provision of press and media liaison, in close co-operation with the Police Press Officer, if required	
7.	Provide an information service to deal with enquiries from the CMT and Elected Members	
8.	Establishment of a Press and Media Briefing Centre, if required	
9.	Provision of public information and advice working closely with Police	
10.	In liaison with Legal Democratic Services, arrange/assist with visits by VIPs	
11.	Provision of regular detailed briefs on the current situation from all concerned with the incident	
12.	Liaison with the Public Relations Officers of other agencies, the emergency services and the Managing Director prior to the release of any press statement	
13.	Close liaison with representatives of the press and media	
14.	Identify other means of disseminating information to the public during an incident, such as telephone hotlines and helplines.	

The Welfare Manager (Adult Social Care)

Action	The Welfare Manager will be a senior manager from adult or children's social care they are responsible for coordinating the Councils welfare arrangements for all those involved in an incident both directly and indirectly.	Time
1.	Start and maintain a Policy and Decision Log to record decisions made and rationale behind those decisions	
2.	Caring for evacuees and the tactical management of Rest Centre's as per the Rest Centre Plan, including those made homeless by the incident.	
3.	Ensure the Emergency Planning Officer is contacted if Voluntary Organisation support is required	
4.	Ensure practical assistance to those in need including clothing, grants, comfort, counselling and psychological support is sourced	
5.	Arrange for the establishment and management of a Humanitarian Assistance Centre (in conjunction with the EPO), to provide a one-stop-shop for information and advice to those affected, if required.	
6.	If the Police have set up a Survivor Reception Centre and/or a Family & Friends Reception Centre, source support from LA staff if required.	
7.	In the event that several emergency centres (rest centre, SuR centre etc) have been opened, the number of trained staff on the emergency contact list will be exhausted. Further support will be required from the wider Council and mutual aid from neighbouring authority. Any request for assistance should be passed to the BCO to inform the Strategic Officer	
8.	Ensure support and advice to be offered to an individual or community suffering from bereavement	
9.	Ensure provision of welfare arrangements for staff ensuring they take sufficient rest breaks and work no longer than the maximum period allowed. Organise second shifts when required.	
10.	In line with protocols ensure necessary information is shared regarding vulnerable people and relevant Agencies contacted.	
11.	Liaise with NHS, and Social Care providers	
12.	Liaise with Children's services	

Emergency Works and Support Manager

Action	The Emergency Works and Support Manager will be a manager Community Services Environment and Culture	Time
1.	Ensure that the BEC is adequately staffed and operational	
2.	Start and maintain a Policy and Decision Log (using the LRF template), to record decisions made and rationale behind those decisions	
3.	Provide essential services such as immediate repairs and maintenance	
4.	To assist in the establishment of diversionary routes and provision of barriers and signs	
5.	Provision of staff, plant, equipment, and expertise in engineering, construction, highways and buildings	
6.	To coordinate the response to environmental pollution with other organisations such as the Environment Agency	
7.	Coordinate cleansing and sanitation operations	
8.	Provide technical and safety advice in conjunction with the Health and Safety department where required	
9.	Assist in the establishment of a Humanitarian Assistance Centre/Rest Centre and/or Temporary Mortuary by providing any adaptation works as necessary	
10.	The design and construction of emergency building or engineering works	
11.	The provision of supplies, materials, food and fuel in response to identified requirements	
12.	Arranging the provision of transport of all kinds	
13.	Procuring operational accommodation including heating, portable toilet facilities, lighting, ventilation and cleaning services	
14.	Allocating personnel required in excess of participants own resources, including contractors and voluntary organisations	

Public Health		
Action	The Director of Public Health (DPH) will ascertain and advise on the potential risks to health and wellbeing of residents. In order to ensure business continuity, the DPH will facilitate for the local authority to be able to utilise the North East DPH on-call arrangements for specialist support and advice during absences. They will work in close conjunction with the Health and Security Agency	Time
1.	The Welfare Manager will work in conjunction with the Director of Public Health to ensure that appropriate arrangements are put in place to minimise/mitigate any adverse impacts on health and wellbeing for residents.	
2.	If activated, the DPH will in addition, liaise with the Health Security Agency regarding the establishment of an Outbreak Control Team.	
3.	Membership or Chair of the Scientific and Technical Advice Cell (STAC) if established at the Police Community Safety Hub to provide coordinated scientific and technical advice to the SCG commander. In this capacity the DPH will also be an informed link to other national or regional health bodies and specialist professionals.	
4.	Commit resources to the management of the incident as appropriate. E.g. Intelligence analysts, health promotion etc	
5.	Lead on the provision of joined up support e.g. counselling and health/public health messages with the other health care partners.	
6.	Lead on an approach to assessment, evaluation and learning lessons.	

Loggist

Action	Suitably trained loggists may be drawn from any of the directorates across Stockton Borough Council. Loggists will ensure the staff responding to an incident, have the information they require and information coming into the BEC is recorded and actioned. A loggist may be required to update the central electronic log or record the action of responding officers.	Time
1.	Record Actions	
2.	Key decisions are recorded	
3.	Major events are recorded	
4.	Record the decisions taken at meetings between the BCO and Functional Managers	
5.	Record why a certain course of actions was or was not taken	
6.	The time at which decisions were taken	
7.	Record requests for assistance	
8.	Record delivery of resources	
9.	Record casualties	
10.	Critical information such as casualty numbers, rest centres opened, roads closed etc to also be recorded on white board.	
11.	If logging for an officer ensure counter signature	

Elected Member

Action	The following are intended as a guide to what Elected Members can do to assist the response on hearing of an incident that affects their ward, they hold the portfolio for emergency planning or are a lead for the council.	Time
1.	Receive a briefing from the Communications Team	
2.	Pass on information regarding the incident to the Borough Emergency Centre team	
3.	Check designated e-mail accounts for updates	
4.	Positively represent the Local Authority's response	
5.	Provide reassurance to constituents regarding the response	
6.	Feedback constituents issues to the relevant persons within the Council	
7.	If approached by the Media contact the Communications Team, ensure that you are up to date on the situation and response before making comment to media.	

Recovery Lead

Action	It is likely that Stockton Borough Council would be the lead organisation for the recovery from a Major Incident in Stockton. To support this function, a member of the CMT should be appointed lead as soon as possible to promote decisions benefiting the overall response and long term recovery to the Incident.	Time
1.	Refer to the Cleveland LRF Recovery Plan	
2.	Provide the basis for a Community Impact/Needs Analysis and begin to scope the strategy for the recovery phase, including Expectations vs Likely Reality	
3.	Identify suitable chairs for groups that will require LA lead	
4.	Identify suitable attendees for groups that require LA support	
5.	Promote shared objectives between the response and recovery phases	
6.	Ensure CMT are briefed on the likely recovery considerations	
7.	Support the handover process	
8.	Liaise with Central Government departments as required	

Appendices

1 Suggested Agendas

First Meeting

AGENDA EMRT FIRST MEETING	Date	Incident
	Time	
	Chair	
	Key aims of the first Emergency Centre (virtual or physical) meeting are: To outline the coordination role of the Borough Emergency Centre (BEC) To identify key considerations, activities and actions for the Council in response to the incident	
<p>1. Introductions (name/title/service/agency)</p> <p>2. Current situation briefing</p> <ul style="list-style-type: none"> M – Major Incident Declared? E – Exact Location T – Type of Incident H – Hazards Present A – Access/Egress N – Number of casualties E – Emergency Responders <p>3. Establish procedure</p> <ul style="list-style-type: none"> Confirm ground rules Confirm role of members Check membership – assess need for additional representation Issue/decision/action logging system Communications systems Personal logging Handover and personnel change-over procedure <p>4. Outline role of the Council in response to the incident</p> <ul style="list-style-type: none"> Support the overall emergency response Maintain essential services Lead on the recovery phase <p>5. Agree actions, task list and time frame</p> <p>6. Update timings</p> <ul style="list-style-type: none"> Agree the frequency of updates and met 	<p>All</p> <p>Chair</p> <p>All</p> <p>All</p> <p>Chair</p> <p>Chair</p>	

Subsequent Meetings

2 nd and subsequent meetings)	Date	Incident
	Time	
	Chair	
1. Introduction of new members		Chair
2. Situation update from TCG / SCG		All
3. Situational Update from Operational		All
4. Review actions and task list from previous meeting		All
5. Prioritise outstanding actions		All
6. New Actions and prioritise		All
7. Review any other outstanding issues from members		All
8. Confirm media message(s)		All
9. Summarise decisions		All
10. Agree update to elected members		All
11. Identification of future staffing requirements		All
12. Hand-over arrangements (If required)		All
13. Dependent on type timeframe of incident discuss exit strategy		All
14. Next meeting (If required)		Chair

2 Contact Numbers

A list of contact numbers is available on resilience Direct

<https://collaborate.resilience.gov.uk/RDService/home/116802/Contact-List>

Please note if reading this plan in Microsoft word cut and paste the link into your browser rather than using hyperlink.

This list will be reviewed as a minimum on a six monthly basis and includes emergency contact numbers of key staff. This list will be also sent out to all staff who will be part of the Strategic or Tactical response it is their responsibility to print it and keep it with their emergency pack.

In addition to this the Cleveland Emergency Planning duty officer has a comprehensive phone book of number that may be needed in a Major Incident.

3 Training

Stockton Council is committed to providing relevant training to all those who will be asked to respond to a Major Incident or Emergency. The training will be provided by a mix of LRF members and external providers. In the past Stockton Borough Council has used the College of Policing, the Emergency Planning College and other bespoke providers as well as Cleveland Emergency Planning Unit.

Cleveland Emergency Planning Unit holds training records of Stockton staff who have attended training and or exercises that are relevant to an emergency or Major Incident. These records can be accessed on request by contacting EPUTraining@hartlepool.gov.uk

Training of officers will be reviewed on an annual basis by the Stockton Resilience Manager and the Senior Emergency Planning Officer, with recommendations for the upcoming year taken to the quarterly Emergency Planning meeting for sign off.

[END]

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AGENDA ITEM

REPORT TO CABINET

16TH NOVEMBER 2023

REPORT OF CORPORATE MANAGEMENT TEAM

CABINET/COUNCIL INFORMATION ITEM

Health, Leisure and Culture - Lead Cabinet Member – Councillor Steve Nelson

DIRECTOR OF PUBLIC HEALTH ANNUAL REPORT

Summary

The Director of Public Health Annual Report 2022 is brought to Cabinet for consideration.

Recommended that the report be noted.

Detail

1. Under the Health and Social Care Act (2012), the Director of Public Health has a duty to prepare an independent annual report. As across local authorities nationally, there was a hiatus in producing these reports due to the impact of the Covid-19 pandemic and subsequently due to the recovery work to stand back up core public health duties and services and catch up key work which has now been achieved.
2. The Director of Public Health Annual Report 2022 aims to capture an overview of key activity from a public health perspective, over the course of the unique and challenges events of the Covid-19 pandemic. It also seeks to summarise the learning from this period from a public health perspective and describe some of the activity since, in response to this learning.
3. Recovery across the health and wellbeing system and society continues and learning will continue to be embedded in the approach of public health going forward, working with partners.

Consultation and Engagement

- 5 The report describes some of the key work undertaken with partners and communities during the course of the pandemic and the actions since. Working

alongside communities and Elected Members was an essential part of the local public health response.

Next Steps

7. Cabinet is asked to receive the report. Embedding learning and monitoring of public health activity will continue to be overseen and reported through the Lead Member, Corporate Management Team and Health and Wellbeing Board as part of core business.

Name of Contact Officer: Sarah Bowman-Abouna

Post Title: Director of Public Health

Telephone No. 01642 527054

Email Address: sarah.bowman-abouna@stockton.gov.uk



Director of Public Health Report Stockton-on-Tees 2022

Front cover pictures:

- Covid-19 Marshals and NHS Hartlepool & Stockton Health GP Federation vaccination teams work together to deliver vaccines in Stockton town centre at the Melissa bus (Stockton-on-Tees Borough Council)
- Supporting our care home residents (Stockton-on-Tees Borough Council / local care sector)
- Vaccinations in Stockton town centre at the Melissa bus (Stockton-on-Tees Borough Council)
- Moses project distributing food boxes
(<https://www.healthwatchstocktonontees.co.uk/news/2021-07-29/case-study-stockton-charity-worker-receives-royal-accolade>)
- Covid-19 Community Champions winning the Catalyst 2021 achievement award for Innovation as a Result of Covid-19
(<https://www.healthwatchstocktonontees.co.uk/news/2021-11-15/community-covid-team-crowned-champions-stockton-awards>)

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Foreword

I am pleased to introduce this report, which looks back on our response to Covid-19 in 2020-22 and serves as a record of our local activity in response to the significant challenges posed by the pandemic. So many local people were affected, and many continue to be. The partnership working that has become almost synonymous with the borough ensured our fast and effective response to the many challenges covid brought us. We all had to work differently in the Council and in our own lives as members of the community and this report indicates how we are using these new approaches support our local community to recover and to inform our work in the future. I would like to thank everyone in the borough who helped each other in such a time of adversity and showed great strength. I know this is echoed by Cllr Jim Beall who was the Elected Member responsible for public health during the height of the pandemic and sat with me on the Local Outbreak Engagement Group that sought to ensure clear communications and engagement work with the community during that time. We are committed to supporting our local people and our staff as we use what we have learned to benefit health and wellbeing across Stockton-on-Tees.



Cllr Steve Nelson
Cabinet Member for Health, Leisure and Culture

Introduction

This report looks back on our response to the Covid-19 pandemic and reflects on how we have built on the lessons we learnt during a very difficult time, together with the strong partnerships that are so important to us in our borough. It is so evident to me that many of us are still living through the impacts of the Covid-19 pandemic on ourselves and our loved ones. Particularly at a time when so many are also affected by the cost of living, it feels even more important to use what we have learned to work with and support communities and our partners to improve health and wellbeing. The strength and resilience of individuals and communities in the borough has been so striking and I would like to say a huge thank you to all those who have supported each other and helped with the local pandemic response including my brilliant public health team, Council colleagues and partners and the great leadership and support of local Elected Members.

Throughout the height of the pandemic, the power of our local people and communities was demonstrated by collective efforts to prevent the spread of the virus, mitigate its impact, and support those affected by the pandemic. We are proud to have developed the Covid-19 Community Champions programme who we have worked closely with to better understand our communities' views and experience of the pandemic, develop shared understanding, and inform our collective response to the pandemic and the support in communities. Public Health has further developed this collaboration over time, working with the voluntary and community sector and Community Champions (now 'community wellbeing champions') to focus on other areas of wellbeing important to local people.

A key strength in our response to Covid-19 was the local partnerships that worked across services and organisations services to provide effective support. Directorates across Stockton-on-Tees Borough Council joined together with the NHS, the voluntary and community sector and wider communities to effectively protect the health and wellbeing of our local people, strengthening the foundation for future collaboration. For example, food parcels were delivered from a marquee behind Splash within a few days of the start of lockdown and welfare calls were made to more than 10,000 people who were shielding from Covid-19 during the early stages of the pandemic. This support was delivered over the course of a few weeks and supported residents with access to food parcels, medication deliveries, dog walkers etc. Such efforts were only possible through a joined-up approach to working with local people and was supported and overseen by our local Health and Wellbeing Board, locally elected Members and senior leaders.

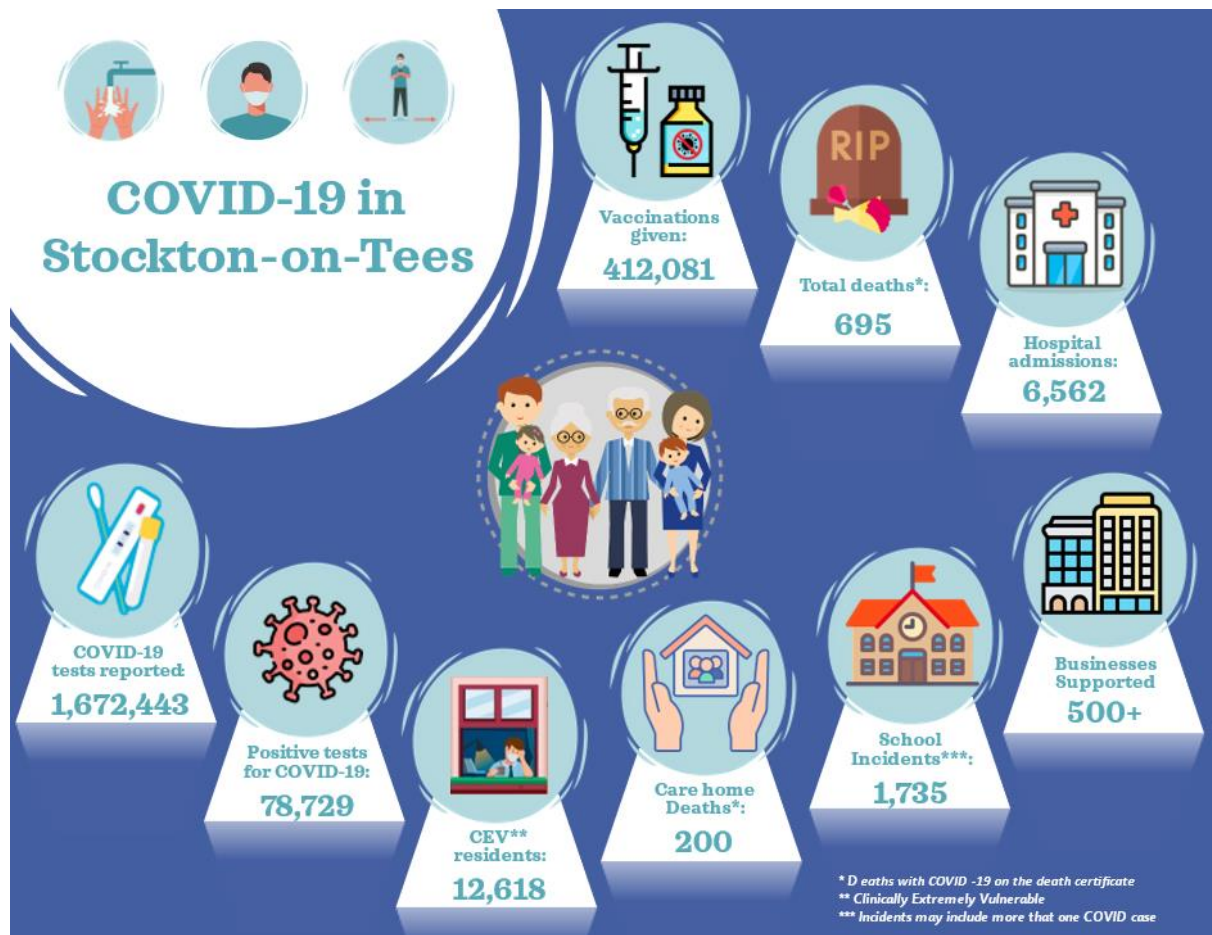
This report seeks to consolidate the work over the past three years or so, helping us to understand how we can work together in different ways to improve and protect health and wellbeing and to prepare for future challenges.



Sarah Bowman-Abouna
Director of Public Health

1. Covid-19 in Stockton-on-Tees

The Covid-19 virus was first identified in December 2019 in Wuhan, China. The World Health Organisation declared Coronavirus disease (Covid-19) a pandemic on 11th March 2020, signalling the far-reaching impact of the new virus's spread across the world. To help prevent this spread, national measures were implemented including good hand hygiene, face masks, social distancing and avoiding large gatherings. Nationally, various forms of lockdown were implemented which restricted the opening of public venues and workplaces and infrastructure such as schools. The rapid roll-out of the Covid-19 vaccination programme was a huge achievement and significantly reduced the risk of infection, severe illness, hospitalisation and death. As in other areas across the country and worldwide, the local impact of Covid-19 was enormous for communities, services and wider society. Partners and communities across the borough came together in the face of this challenge.



2. Supporting Our Residents

Throughout the height of the pandemic, we worked with partners and communities to protect the health and wellbeing of all our residents across the life-course, with a particular focus on tailored response and support with and for our most vulnerable residents. Throughout we were fortunate to collaborate very closely with our regional health protection colleagues at the UK Health Security Agency and the Office for Health Improvement and Disparities (previously PHE) as well as fellow public health teams across the North East and support from regional representatives of national teams such as the Department of Health and Social Care. This helped us develop our approach to the pandemic and share learning with other areas as well as benefiting from the peer support these wider networks offered.

Children and Young People

As the Northern Health Science Alliance report [Child of the North: Building a fairer future after Covid-19](#) highlights, children in the North of England¹ were disproportionately affected by the consequences of the pandemic compared to the rest of the country. Disruption to education, social networks, access to services, and employment opportunities have all contributed to poorer mental wellbeing and increased poverty in our local children and young people (CYP).

Covid-19 significantly affected childhood education and care in several ways; the first lockdown in March 2020 caused an abrupt shift to online education, posing new challenges for families and CYP finding themselves schooling and socialising with their peers digitally. The increasing reliance on digital technologies for access to learning had the potential to worsen existing inequalities with reports that children in the North missed more learning opportunities than their peers in the rest of the country². This has left a long-lasting effect on the future economic prospects for children living in the North, estimated at £24.6bn in terms of lifetime loss of wages due to the impact on their education.

To effectively support families and CYP across the Borough, a collaborative approach was adopted across the Council and wider partners. Public health worked with colleagues from children's services, customer services, schools, health and safety, the outbreak management team and regional health protection teams to translate guidance into practice and support schools in contact tracing across both pupil and staff groups. Timeliness was important and the team was often able to provide advice and support in response to queries received at the end of the school day, enabling the school to act on the advice ready for the next day. We supported schools to share good practice to develop onsite testing facilities as well as supporting the rollout of the Covid-19 vaccinations.

As well as working together to mitigate the spread of Covid-19 and implement government guidance, schools were initially supported by the School and Governor Support Service. This service helped source Personal Protective Equipment (PPE) for schools and facilitate Free School Meal (FSM) vouchers during the summer holidays for all eligible children and other vulnerable families identified by schools. Vouchers were provided to children attending schools out of borough as far as Brotton, Sunderland, Newton Aycliffe, and North Yorkshire.

As the pandemic progressed, the FSM voucher scheme grew in size and the service ordered in bulk and disseminated vouchers to schools and early years providers. This evolved further into the 'Winter Grant' which provided funding to support these vulnerable families with fuel costs. Such support was made possible through close partnership working across the Council to support residents and families. Overall, the Education Improvement Service supported the delivery of thousands of pounds worth of vouchers, alongside Finance and Treasury Management colleagues, who ensured there were audit trails in place for the spend. We were also fortunate to have the support of local businesses throughout the pandemic – for example ASDA provided the vouchers and were very supportive to the team.

Our local children's homes also received public health support to help prevent and manage Covid-19 outbreaks through information and advice, infection prevention control training, access to PPE and testing.

¹ This includes the North East, North West and Yorkshire and Humber

² Pickett K., Taylor-Robinson D., et al (2021) The Child of the North: Building a fairer future after Covid-19, the Northern Health Science Alliance and N8 Research Partnership.

Cllr Jim Beall, former Cabinet Member for Health, Leisure / Culture and former Health and Wellbeing Board Chair:

“ Our Public Health service came of age during the Covid-19 pandemic showing leadership at strategic, tactical and operational levels. Colleagues across the Local Authority and its local partners valued their expert advice and practical support to the local management of the required response to the crisis, including contact tracing and the subsequent vaccination programme. Multi Academy Trusts, in particular, held Stockton-on-Tees up to be an exemplar of such support. The value of a vibrant and responsive Public Health Team in the agenda of tackling local health and wellbeing issues has been demonstrated and going forward, has been recognised by others for its importance.”

Next steps

Building on our learning we will:

- Ensure emotional wellbeing support is a key part of our health and wellbeing offer, working closely with children’s services colleagues and support ongoing recovery efforts with education settings and families.
- Our Holiday Enrichment Fund programme continues in the holidays to support children with access to healthy food and enriching activities.
- Work increasingly closely with children, young people and their caregivers as we design our health and wellbeing offer for the future.

Working Age Adults

The pandemic presented businesses and workplaces with new challenges and caused significant disruption across many different sectors. Businesses were required to adapt quickly to new ways of working to minimise the risk of transmission and protect both their staff and members of the public. Working closely with workplaces across the borough provided different routes for us to reach into the community to provide support, as well as supporting the workplaces themselves.

Employee at ConocoPhillips

“Difficult times for all, I do think Industry felt a little bit out on a limb, trying to comply with ever changing rules whilst maintaining safe operations. I know at times we really struggled. I would say collectively, we got through it...we worked closely with you guys”

At the start of the pandemic, directorates across the Council collaborated to support local businesses and workplaces to reduce the impact of Covid-19 through providing advice and guidance and facilitating shared learning to prevent outbreaks. A true cross-Council approach enabled this, with Public Health working with colleagues across Environmental Health, Health and Safety, Licensing, Town Centre Management, Inclusive Growth, Communications and local businesses to provide a range of support including:

- A set of action cards for each business sector with tailored advice on preventative measures to reduce the spread of Covid-19 (such as, social distancing, use of protective screens and mask wearing) during different phases in the pandemic.
- Direct support to manage cases and outbreaks of Covid-19 within workplaces, including support with risk assessments and infection prevention to reduce the spread of Covid-19.

- A webinar to share learning and guidance and a question and answer session for local businesses on managing the response and understanding their duties and common pitfalls.
- The Covid-19 Compliance team carried out on-site visits to support with outbreak management.
- The Council's Inclusive Growth team proactively engaged with businesses to ensure they had access to a range of economic support, information, advice and guidance, including the provision of business grants and financial support during lockdowns.

Risk assessments were developed to help businesses and workplaces minimise the spread of Covid-19 among their staff and clients – this provided a picture to enable us to determine actions together with those workplaces, to help control the impact on clients, staff wellbeing and business continuity.

A dedicated Covid-19 inbox offered an open line of communication to support businesses and workplaces alongside a bespoke webpage with a range of resources and information on all the available support. The inbox was monitored by team members through extended working hours and weekends to ensure workplaces could access timely advice.

Next steps

Building on our learning we will:

- Continue to support local workplaces and businesses to protect the health of their staff and clients.
- Build further on this to provide wider health and wellbeing support to help address staff sickness absence and wider population wellbeing as many staff are also residents of the borough.

Older Adults

Older people are more at risk of serious impacts from Covid-19 and this was particularly the case before the rollout of the Covid vaccination. The pandemic presented a huge challenge to the NHS and social care and the Council closely with our local NHS colleagues and particularly local social care providers to support and protect those most at risk of serious illness, mindful of the very difficult circumstances for many families of older loved ones, particularly older people in social care settings.

Throughout we collectively prioritised preventing and minimising the spread of Covid-19 in places caring for older adults, by closely monitoring identified cases and putting preventative actions in place. Social care settings were offered dedicated infection prevention control (IPC) advice and training and help to access personal protective equipment, testing and later vaccinations. Where possible, staff were skilled up and redeployed in social care settings to provide additional capacity to relieve the sustained staffing pressures caused by Covid-19.

The local care home protection group kept the social care sector informed with weekly newsletters and regular care home forums to disseminate information, listen to questions and concerns, update on national guidance and share good practice, for example to support safe visiting of residents by their family and friends. Adult social care and the NHS ensured dedicated arrangements to accommodate hospital discharges of Covid-19 positive patients in designated care homes.

Public Health supported all care settings to establish regular Covid-19 testing for residents and staff, reporting cases as well as contact tracing, further testing in response to outbreaks

and resolving issues with ordering tests. Crucially, the Council worked together with local NHS trust colleagues to enable early access to Covid-19 vaccinations for social care staff – a local vaccine booking system was opened to front-line social care workers who were also priority at our local walk-in vaccination clinics.



Local Band Wildcats of Kilkenny entertain White House Care home residents from their visiting pod.

Ben Brown – Deputy Manager of the White House care home:

“ During the pandemic delivering the most basic care needs was an uphill struggle with a myriad of challenges and constraints that were in place, and all of that was before navigating the minefield that was the guidance. Thankfully for local providers the Social Care Operational Group were on hand to ensure we were kept up to date and could understand and implement the frequent and sometimes drastic changes to the guidance.

I cannot stress enough how much of a lifeline this was for us, we had regular guidance updates, newsletters and provider forums to ensure that we were supported throughout. I know that I speak for every provider when I say we are extremely grateful for this.”

Next steps

Building on our learning we will:

- Maintain our relationship with the local care sector to continue to support them in protecting the health of their residents and staff (e.g. infection control and vaccination uptake).
- Develop this further to support care homes on wider health and wellbeing for residents for example oral health.

Supporting Vulnerable Residents

People in the community with particular health conditions are also at greater risk of the impacts of Covid-19, for example organ transplant recipients and those with certain cancers. In March 2020, the UK Government announced additional precautions for these individuals who were

'clinically extremely vulnerable' (CEV), initially including advising them not to leave their homes for 12 weeks and not go out for shopping, travel, or leisure. This marked the start of what came to be known as 'shielding' in England.

For many individuals, shielding isolated them from their communities and meant they were reliant on others for essentials such as food shopping and collecting medicines. The Council formed a 'shielding team' working with the voluntary, community and social enterprise (VCSE) sector to support local people who were shielding.

Reflection from a member of the SBC Shielding Team:

"As the Shielding Team was comprised of different colleagues across the Council, we were fortunate to have a range of diverse skills and experience which was a real strength.

We were able to effectively utilise each other's knowledge in certain areas and networks to ensure the right support was provided to our residents"

Across the borough, the shielding team contacted each of the 12,500 people who were either categorised as CEV or who were shielding and required additional support. As well as ensuring access to essential items through shopping, this team also helped link or refer individuals to wider care services such as the Stockton-on-Tees Adult Carers' Support Service and the Dementia Hub. They were also able to check for additional needs and refer to services such as the listening service with Stockton MIND, help with utility bills and referral to emergency and crisis support if needed.

Through this work, the shielding team saw an increasing influx of patients requiring support who did not meet the CEV criteria; many were individuals with more complex social care or mental health needs. The team responded by linking people with wider support networks and services, including social care and mental health support. Sometimes the person on the other end of the phone just needed a listening ear and the team were able to offer this and take a holistic view.

Next steps

Building on our learning we will:

- Build learning on supporting people with additional vulnerabilities, into emergency planning approaches for the future.
- Continue to monitor evidence on the impact of Covid-19 on people with clinical vulnerabilities to support recovery and ongoing support together with partners.

Addressing Health Inequality

Some people in our communities already experiencing poor health were more likely to be disproportionately affected by Covid-19 restrictions, for example in being able to access services and support. Local commissioned services were very responsive to this, adapting and innovating their ways of working to improve access whilst being mindful of protecting the wider health of those individuals and their staff.

A good example is our local frontline services for substance misuse (Change Grow Live Recovery Stockton – 'CGL') and homelessness – these services collaborated to support some of our most vulnerable residents to sustain their recovery and return to services as soon as restrictions allowed.

People in recovery from opiate dependence (e.g. heroin) are prescribed opiate replacement therapy (e.g. methadone). Due to the nature of methadone and the needs of the patient, methadone is typically dispensed by a pharmacy daily with pharmacists supervising its consumption on-site. During lockdown CGL revisited risk assessments for individuals and put alternative treatment and support plans in place, working closely with national specialists. This meant clinical care and support could be continued for individuals, enabling a take-home supply of treatment where appropriate whilst carefully managing risk. Individuals were also contacted frequently either by phone or in-person through a 'doorstep visit'.

Any setting where people were gathered particularly for sustained periods, presents a greater risk of outbreaks of the virus – including hostels providing supported, temporary accommodation. Hostel residents live with poorer health than the general population so the potential consequences of an outbreak were high. We developed local standard operating procedures to help prevent and manage outbreaks (eventually superseded by national processes). This included working alongside hostel staff to train them in infection control and the use of PPE; helping them to access PPE and to revise business continuity plans; and advising on cleaning equipment for residents. Guidance on social distancing and lockdown restrictions was also shared and we provided recommendations on implementing these. Lateral flow tests were made available on-site and collective efforts meant we were able to organise vaccination pop-up clinics which increased vaccination uptake in hostel residents. Across the pandemic there was one small hostel outbreak and we have built strong relationships with our hostel settings as result of the joint working, which will stand us in good stead for the future.

Similarly, we worked collectively with houses of multiple occupation and temporary accommodation, for example with a temporary accommodation facility for asylum seekers where we provided testing, vaccinations and helped with infection prevention and control. Cross-Council working together with a local charity enabled this and meant information could be provided in multiple languages. As restrictions were reduced, public health linked further with well-connected grassroots community organisations and groups regarding testing and vaccinations, including Purple Rose and Stockton's African Caribbean Association.

Susan Mansaray, Purple Rose:

"It was a great partnership indeed between Stockton Council and Purple Rose. The pandemic was a very difficult time for everyone, more difficult for refugees and asylum seekers with language barrier. We faced reluctance getting the vaccine and getting tested due to cultural myths and religious beliefs; however we were able to get through to our communities because of the trust we've established. We understand our community. Alone we can do little, by working together we support our communities better and achieve more."

The populations in our local prisons (HMP Holme House and HMP Kirklevington Grange) were also vulnerable to outbreaks due to the nature of the prison setting and the poor health of many of the prison population. Many prison staff are also residents of the borough and some of the HMP Kirklevington Grange population undertake work placements in the community as part of their work towards release. To provide advice, support and action in this circumstance, regional and local authority public health colleagues worked in partnership to provide outbreak control support on-site and within the community. We supported campaigns to promote vaccination for inmates and staff, including organising a vaccination van to attend the prison for staff to be vaccinated during the course of their working day.

Next steps

Building on our learning we will:

- Continue to build on the relationships we have built with key settings, groups and organisations, particularly those supporting those in the community in or at high risk of poor health.
- Work with these settings to keep prevention and protecting health high on the agenda, through advice on simple, practical actions.
- Build further on this work to tailor our approach on wider health and wellbeing issues according to the context of different communities.

Vaccinations

The roll-out of the vaccination programme from late 2020 was a milestone in the response to Covid-19 and signalled the opportunity to step up protection across our population, including those communities most at risk. As was the case across the country, in Stockton-on-Tees we soon discovered that access to the vaccination varied greatly across the community, including those who did not have access to the internet or had reduced access to transport. Though differences in uptake of the vaccination was a common theme nationally, our work to address this had to be local and specific to our populations – crucially being a joint effort across public health, the community, VCSE and NHS partners.

Through bringing together our collective intelligence and data, we could see that residents in more deprived areas, younger age groups, those from BAME groups and the homeless population experienced barriers to accessing the vaccine than more affluent, older and white British groups. These barriers ranged from issues such as transport and whether clinics were through appointment, to other issues individuals might be managing in their lives or views and perceptions around vaccinations in general. We worked collectively to address these inequalities by tailoring our approach to local vaccination services and communications.



Hartlepool & Stockton Health (GP Federation) staff in the Melissa bus and the Northumberland vaccination bus delivered vaccinations in the heart of local communities, supported by our Covid Marshals.

We worked closely with our local services the Tees Valley Vaccination Board, our VCSE partners and local community champions to plan more tailored vaccination clinics for and with communities who found it difficult to access the vaccine. Arranging outreach clinics in well-known venues worked well, together with the support of 'trusted faces' and networks (such as advocates / community leaders / VCSE organisations or local services). On several occasions, the vaccination team provided on-site clinics in hostels with breakfast or food vouchers provided by the homelessness team – which also provided opportunities for additional support and services such as blood-borne virus testing via our local substance misuse service.

To improve access to the vaccine for people living, working in or visiting Stockton town centre (one of our areas of lowest vaccine uptake), we arranged weekly walk-in vaccination clinics in Wellington Square shopping centre (in 2022) which were promoted across the Council, NHS and community champions. The Council's Covid support team and regional and local vaccination teams worked jointly to deliver the clinics, which proved popular and were well-used by those communities who we had identified as previously experiencing barriers to getting the vaccine. Over the year the local vaccination team delivered 10,795 vaccinations in over 100 clinics.



Our walk-in vaccination centre at Wellington Square was in the middle of areas with the lowest vaccination uptake

The popular walk-in vaccination clinic in Wellington Square shopping centre (Stockton town centre) was run by Hartlepool & Stockton Health (GP Federation) and Council staff and helped local people access the vaccination easily.

Fiona Adamson Hartlepool and Stockton Health CEO

'The challenges of the pandemic focused our minds on working together to take healthcare out into our communities in new ways. We were able to offer vaccination in community locations, including the Mosque, town centre, and hostels. This helped protect 14,225 people who may never have accessed traditional services, and using behavioural data to offer regular walk-in clinics in Wellington Square for groups who generally don't or can't make appointments. We have taken this learning and partnership into new services such as our Community Outreach Nurse, Menopause cafes and 'Know your Numbers' campaign. We look forward to continuing to work together'

Next steps

Building on our learning we will:

- Build further on the strong partnerships we have with NHS / vaccination programme colleagues to promote equity of uptake of the Covid and flu vaccinations in future.
- Adapt and apply the approach we used to address Covid vaccine inequalities, to other vaccination programmes.

Community Champions and Communications

The local Covid-19 Community Champions Programme was key in our response to the pandemic and really highlighted the power of community effort. We worked closely with the VCSE sector and commissioned Pioneering Care Partnership to coordinate the programme which was established in November 2020. Through the Champions Programme a network built up of over 70 champions from across the borough, The close relationship with and work of the champions enabled an ongoing conversation and joint working between public health and local communities. At a time when information and guidance was changing rapidly and repeatedly, many people were overwhelmed or confused about the Covid guidance, laws and interventions. Working together with the champions helped us to understand this better together with the different challenges, strengths, perceptions, fears, knowledge and connections in our local communities. This meant we could develop solutions together that made messages, support and services more relevant to our populations. We were also able to address some of the misinformation that proved such a challenge to helping the population to protect themselves and others. Working with public health, the champions were able to provide up-to-date, factual information in a way that made sense to communities. Some champions took on a champion role at work as well as in their neighbourhood.



Andrea Love (Covid Community Champions) delivers disposable face masks to Brian Jones of The Moses Project (Photo: Healthwatch Stockton-on-Tees).

As well as shaping collective local planning, services and interventions, work with the champions shaped the design of communications and messaging with the oversight of the Local Outbreak Engagement Group. We supported these communications with ongoing messages on wider public health issues that had the potential to worsen during the pandemic such as on mental health, domestic abuse, screening and immunisations, alcohol, Winter health and flu vaccinations.

Examples include:

- videos in multiple languages at a variety of recognisable landmarks across the borough to promote community testing
- myth-busting on vaccinations
- providing free face masks and hand sanitiser at food banks
- information about safe disposal of masks
- changes to location of testing sites
- free community transport to a vaccination site
- pop-up vaccination sites

The champions had broad-reaching impact because of their understanding of and trust within specific communities - they also extended their networks through the course of the pandemic. The champions were winners of the 'Innovation as a Result of Covid-19' award at the Catalyst Conference and Achievement Awards in 2021.

Establishing and working alongside the community champions has formed the foundation of a stronger and more meaningful partnership with communities and we are keen to build on this further. The programme has evolved into the 'Community Wellbeing Champions' – the champions are currently shaping a programme of activity working with Public Health and based on their wider health and wellbeing priorities such as mental wellbeing.

Local Covid Community Champions said...



Next steps

Building on our learning we will:

- Build further on the community champions network together with the champions, focusing on health and wellbeing issues that matter to them.
- Work increasingly collaboratively with communities based on what we learn from and with them, to shape our approach to improving and protecting health and wellbeing and addressing inequalities e.g. through the design and commissioning of models of support.
- Use intelligence from close working with diverse local communities to tailor communications messages and approaches.
- Explore how we collectively understand and maximise the resources and strengths held within communities.

Compliance and Community Safety

Teams from across the Council came together to provide wider support to businesses and local communities in response to national guidance. This included enforcement advice from environmental health colleagues, helping local businesses to implement the guidance. Our Covid-19 Marshals supported businesses and residents across the borough, providing a visible presence, offering advice and support and helping implement social distancing. They also had an invaluable role in supporting the logistics of running local vaccination clinics across the borough which helped residents access the Covid vaccine in venues that were more accessible to them. Community safety colleagues also offered support to help ensure the protection of our staff and local people.

Next steps

Building on our learning we will:

- Maximise the relationships various Council teams have with the community and local businesses, to develop opportunities to improve health and wellbeing.

3. Living with Covid-19

Addressing the Long-Term Impacts of Covid-19

The introduction of the vaccination programme significantly reduced the threat of infection from Covid-19. However, the longer-term impacts of the pandemic still persist today. The Health Foundation³ highlights that across England, deterioration in mental health has not been reversed to pre-pandemic levels, there is a persistent education gap due to lost learning and long-term health conditions are still keeping people out of work.

For many areas across the globe and the country, the Covid-19 pandemic shone a light on the stark inequalities within our wider society⁴. Generally, more socioeconomically deprived

³ The Health Foundation. [The continuing impact of Covid-19 on health and inequalities](#). August 2022

⁴ Local Government Association. A perfect storm - health inequalities and the impact of Covid-19. [Online] April 01, 2021. <https://www.local.gov.uk/perfect-storm-health-inequalities-and-impact-Covid-19>.

communities and lower income countries were worse affected. In Stockton-on-Tees, the inequalities faced by our residents were already evident, with one of the largest gaps in life expectancy in the country. At the Council, we are working with partners and communities to address these stark inequalities. The relationships we have made with local residents and community groups during the pandemic and the strengths and networks already in local communities, will be the foundation for a community-led approach over the coming years.

Public health is working across the Council and wider partners to help address the ongoing impacts of Covid-19. For example:

- Ongoing work to improve health and wellbeing, particularly where the pandemic has exacerbated risks to poor health e.g. alcohol misuse, physical activity, healthy weight, mental wellbeing.
- Supporting the NHS through use of intelligence and connections into the local community as it implements its plan for service recovery following the pandemic.
- Working with Council colleagues on developing Warm Spaces (now Community Spaces) - free public places where people can go for shelter, to save money on their household bills, avoid social isolation and receive vital support and advice. Public health is also working to promote financial inclusion for groups who need support, linking with help offered through Stockton Infinity Partnership and Tees Credit Union.
- Addressing loneliness and isolation through social prescribing and funding a mobile library to increase participation and access to library services.
- Developing our children and young people's health and wellbeing offer in the context of the impact of the pandemic including on mental wellbeing, socialisation and education.

Next steps

Building on our learning we will:

- Continue our focus on addressing health inequalities through working together with our communities to tailor support according to need.
- Work with partners to support the development of community spaces and use these as an opportunity to improve access to wider health and wellbeing support.
- Continue to build our work with social prescribers and VCSE to connect communities to support, including for loneliness and social isolation.

Long Covid-19 (also known as post Covid-19 syndrome)

Fortunately, most people recover from Covid-19. It has also become clear that some people experience ongoing symptoms which have a significant impact on their daily lives. These ongoing symptoms are commonly known as 'Long Covid' or 'Post-Covid-19 Syndrome' which includes both ongoing symptomatic Covid-19 (from 4 to 12 weeks) and post-Covid syndrome (12 weeks or more) (NICE, 2021). A wide range of symptoms have been reported with the most common being fatigue, shortness of breath, and cognitive dysfunction (brain fog).

The Office of National Statistics report around 1.9 million people living in private households in the UK (2.9% of the population) were experiencing self-reported Long Covid as of March 2023 (ONS, 2023). To understand more about the local picture, we have worked with local partners such as colleagues from the North Tees and Hartlepool NHS Foundation Trust specialist Long Covid clinic to share learning on who may be impacted, emerging trends and understand what support is needed.

As there was a lack of support available for those with less severe ongoing symptoms, we have worked with our partners at Tees Active to develop a pilot project supporting local residents with mild and less severe symptoms of Long Covid. These are individuals who would specifically benefit from increasing their physical activity levels, identified by a health professional. Following this pilot Tees Active have adapted their already well-established Active Health programme which offers physical activity support through referral for those with long term health conditions, to enable access for those suffering from Long Covid.

Next steps

Building on our learning we will:

- Monitor the support of the Tees Active programmes in supporting people with Long Covid.
- Continue to learn from the emerging evidence base on Long Covid, to understand how we can support people together with partners.
- Continue activities to enable and support people across the borough to have the best possible mental and physical health and wellbeing, to help them to be resilient to other threats to the population's health.

4. Looking Ahead

The Covid-19 pandemic has left a significant legacy for us all. We have learned a lot through navigating this very challenging time together across our partners and with local people. Some of our work is summarised here and importantly, how we are using what we have learned to shape our work and how we doing things in future. There will be some key areas of focus that cut across all that we do, which are summarised here to close this report. They have emerged over the course of the last three years and will inform our approach to improving health and wellbeing and addressing inequality.

- 1) **Align our priorities through our [Joint Health and Wellbeing Strategy](#)** for the borough (overseen by the local Health and Wellbeing Board). The Covid-19 pandemic shone a spotlight on the difference in experiences and outcomes across our local population and truly joined up action will be the only effective way to address inequalities. We will need a 'sliding scale' approach to tailoring support according to different communities to mitigate the widening inequality we are seeing emerging from the pandemic, added to by the impact of the cost of living. This approach will help protect the most at-risk of poor health and build and improve resilience in communities.
- 2) **Prioritise listening to and work alongside communities** in a meaningful way to understand and develop solutions and initiatives together. Many people within our communities have the knowledge and skills to support each other and improve their health and wellbeing with the right support and in an environment that enables them to do so. One size does not fit all - the strengths and needs in communities vary and so must our approach.
- 3) We must continue to work with our partners, communities and services to **support children, young people and families** to get the best start in life and seek to make up for the impact the pandemic has had.
- 4) Continue to **focus on preventing ill-health and building protective factors**. It will take time to fully understand the long-term consequences of the pandemic, however evidence already shows the negative impact on people's physical and mental health. A renewed focus on mental health and wellbeing is particularly important, including where we know

the pandemic has affected people's behaviours around alcohol consumption, smoking and physical activity.

- 5) Bring together our collective intelligence and use **timely, evidence-based, intelligence-lead approaches** to shape our collective planning and action that is locally relevant.
- 6) We will continue to **strengthen these relationships between organisations and communities** to guide how we work coming through the height of the pandemic. Local government, public sector partners, charities, grassroots organisations, the VCSE and community groups came together and worked in new ways, with common purpose. Building on this will improve our resilience for future challenges.

5. Progress in 2022/23

We are progressing work on the key areas and learning drawn out in this report. Some examples are described here and we will be developing these further in the coming year and beyond.

Supporting system recovery work and standing up local services

We are:

- working with North Tees and Hartlepool NHS Foundation Trust (NTHFT) to understand why people do not attend for outpatient appointments and how we can support them to do so
- working across partners to understand and address inequality in uptake of bowel cancer screening
- supporting the 'Waiting Well' initiative with NTHFT and regional partners e.g. access to stop smoking support for those waiting for surgery to help improve patient outcomes
- working closely with GP practices to reinstate local NHS health checks delivered through GP practices. These checks are commissioned by Public Health and are offered to all 40-74 year olds to help detect risk factors for stroke, kidney disease, heart disease, diabetes and dementia – people can then be offered support and advice to reduce their risk and stay healthier for longer
- supporting our commissioned services e.g. substance misuse, sexual health, to reinstate face to face support where this is appropriate whilst maintaining the benefits of remote support where this is beneficial and well-received by our communities

Refreshing strategic direction and nurturing partnerships

We are:

- currently clarifying our priorities for the coming year, in-line with work with partners to refresh the Health and Wellbeing Strategy, the development of the Council's new corporate plan and learning from elsewhere including Michael Marmot's work on inequalities
- helping lead and facilitate the Council's work with communities and partners, to develop a new way of working alongside communities – aiming to empower communities and more effectively tailor support. For example we are embedding this approach in our public health work on a new model for children and young people's health and wellbeing; and working with our community wellbeing champions network to further broaden their representation of communities across the borough

- refreshing our approach to capturing outcomes and the impact we are making in the eyes of communities, in-line with the refresh of the Health and Wellbeing Strategy and the Council's approach to working with communities
- progressing our work on domestic abuse, having worked across partners to develop the new Domestic Abuse Strategy 2022-28 based on review of our position and new requirements such as the Domestic Abuse Act 2021. This includes developing a new action plan focusing on key areas of development / change such as accommodation and support to children and families
- working alongside Council colleagues to develop our local places and resources so that people have the best opportunity to be healthy – for example informing development of the new waterfront site in Stockton town centre; learning from the Healthy Streets pilot and looking at how this learning can be applied more broadly; and informing the thinking and planning for the Care and Health Zone
- working closely with ICB Directors of Place and partners to understand how we can add value to our local work through collective approaches across the Tees Valley where this makes sense e.g. on links between health and work

Designing models of support and commissioning services

We are:

- working with our local domestic abuse service having undertaken a full commissioning process on this in 2022
- developing a new model of support for children and young people's health and wellbeing which focuses on early prevention, tailoring support according to need and being more rooted in the community – this includes health visiting, public health school nursing and healthy weight and we are working closely with families and partners in its development
- developing our approach to healthy weight for all ages, having completed a comprehensive needs assessment working together with partners
- embedding a new approach to sexual health prevention following significant review work, to ensure the best outcomes for our local population
- continuing to monitor infectious disease e.g. Covid and flu and work with partners to develop tailored support as needed e.g. key public health messages on keeping well; and bespoke vaccination clinics to improve access for parts of our communities
- developing the infrastructure for joined up analysis of health and wellbeing intelligence, to help our joint planning with NHS and other colleagues on issues such as systematically identifying adults at risk of poor health and wellbeing and developing a more coordinated offer of support to prevent their health from deteriorating and maximise their wellbeing

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AGENDA ITEM

REPORT TO CABINET

16TH NOVEMBER 2023

REPORT OF CORPORATE MANAGEMENT TEAM

CABINET INFORMATION ITEM

Health, Leisure and Culture - Lead Cabinet Member – Councillor Steve Nelson

WINTER PLANNING UPDATE

Summary

This briefing provides an update to Cabinet on Winter planning work across the Council, working with partners. This includes measures in place across Adult Social Care (ASC) to respond to Winter pressures and the associated increase in service demands.

Recommended that the report be noted.

Detail

Winter Planning

1. Winter 2022/3 presented significant challenges to communities and the health and wellbeing system with cost-of-living pressures, ongoing Covid circulation, flu and other respiratory infections.
2. The exact picture for this Winter is not yet known but planning has been underway for some weeks to monitor and mitigate the impacts as well as prevent escalation where possible. The Tees Valley Local A&E Delivery Board (LAEDB) has oversight of NHS planning and coordination with partners, feeding into regional (Northeast and North Cumbria) arrangements and has Local Authority representation. A winter planning event took place on 12th October 2023 across the ICB NENC footprint, to consider pressures from last Winter and collectively plan for this Winter based on the learning. Ongoing risk of respiratory infections including emerging variants, vaccination and impact of strikes were key considerations. Infection prevention and control continues to be crucial in preventing and mitigating communicable disease.
3. Adult Social Care Winter planning took place in April/May 2023 utilising key learning from previous years. High impact schemes agreed and implemented include: increased social care workforce; increased capacity for community equipment delivery; same day care

provision for hospital discharge and community settings; and a clear network of escalation and communication across multiple organisations.

4. Cleveland Local Resilience Forum (LRF) also held a Winter planning meeting on 18th October 2023 to consider how the LRF supports wider system resilience. The LRF is instigating Project Viper – a system for identifying and ensuring better access to information about those at risk, who will need immediate assistance in the event of a major incident (including adverse weather events or flooding) e.g. those on oxygen at home, those with significant mobility needs. Stockton-on-Tees will be participating in this initiative to improve planning and response to vulnerable individuals during adverse winter weather or flooding.
5. The borough's Major Incident Plan has been updated ahead of the Winter period to ensure that an appropriate response can be put in place in the event of a major incident due to adverse weather. This has also allowed for the introduction of a new notification and communications program known as RAYVN, which will allow better shared awareness amongst Council Officers and Members in the event of an incident within their wards.
6. In order to keep the borough moving throughout the Winter period, our comprehensive Winter maintenance plan is in place. This includes the response to cold weather and the deployment of gritters to ensure our priority highways are kept accessible and as safe as possible. Alongside this we have dedicated resource available at all hours as part of our snow and flood planning with specialised equipment which can be deployed when required.
7. Through our links to the national weather warning systems and communications resources through the Department of Health and Social Care, our usual arrangements are in place via website and social media to communicate key messages to our communities when we are warned of adverse weather events. For example advice on keeping warm and checking on vulnerable neighbours in the event of sudden cold snaps.
8. In addition to the LRF and local NHS-lead Winter planning infrastructure, there is a local multi-agency Health Protection Collaborative which reports to the Health and Wellbeing Board. The Collaborative maintains oversight of key health protection issues on behalf of the Board, facilitates joint working and brings updates to the Board for assurance. The Collaborative is chaired by the Director of Public Health and covers key issues such as infectious disease control, screening and immunisations and public health key messaging on protecting the local population's health and wellbeing in adverse weather events. It also provides local public health support and advice into the major incident planning process.

Infectious Disease Surveillance

9. The main national monitoring system for Covid population prevalence through the ONS was stopped earlier this year. Recognising the ongoing need of broader surveillance than hospital data, a smaller version of the survey has been reinstated from October 2023 to ensure ongoing population surveillance.
10. According to the latest England data for COVID-19 infections, the percentage of people with COVID-19 increased hospital admissions increased by 29% (for the week commencing 25th September 2023) compared to the previous week and were highest in the 85yrs+ age group; however they remained significantly below those seen in Spring 2023 and Christmas 2022. COVID-19 ICU admissions and deaths were also increasing.

Emerging data indicates Covid levels are starting to decrease and we continue to monitor this with partners.

11. A new COVID strain (BA.2.86) was detected mid-August. It has been identified in several countries within a short time, suggesting rapid transmission. It has been classified as a variant of concern (VOC) due to its large number of mutations, with consequent potential to escape existing immunity.
12. UKHSA confirmed that BA.2.86 is causing an early increase of cases, hospital admissions and deaths across England. Data is still evolving but there is no evidence to suggest that BA.2.86 is more likely to make people seriously ill than other circulating variants, while vaccination is likely to provide continued protection – hence the national booster vaccination programme was brought forward this September.
13. As expected for Autumn, Influenza infections remain low, although there has been a higher rate of rhinovirus infections (common cold) in recent weeks. Higher influenza rates are most common between December and February.

Covid / flu and vaccinations

14. The Tees Valley Vaccination Board continues to have oversight of the flu and Covid vaccination programmes and reports into the regional ICB (Integrated Care Board) immunisation board. Locally, public health continues to monitor population vaccination coverage and works with the ICB to identify and plan targeted vaccination clinics for areas with lower vaccination coverage and higher risk groups.
15. To protect vulnerable groups at greater risk, the national decision was taken to start vaccination for flu and COVID on 11th September 2023, starting with care homes and over 75 year olds. **APPENDIX 2** sets out eligible groups. Vaccines are being evolved constantly in response to the virus.
16. From 18th September 2023, the NHS started to invite people for their Covid vaccination in priority order of risk and those eligible will be able to book an appointment through the National Booking Service website or by calling 119. The borough is well covered for Covid vaccinations across the Primary Care Networks (PCNs – groups of GP practices) and the local GP Federation (Hartlepool and Stockton Health).
17. Community pharmacies also offer flu and Covid vaccinations to those who are eligible. Flu vaccinations can also be purchased from community pharmacies by population groups who are not eligible for a free flu jab through the NHS. Covid vaccinations are not available for purchase. (Please find a list of community pharmacies who have signed up to offer COVID-19 and Flu vaccines in **APPENDIX 3**). Covid and flu vaccinations can be administered together, where this is available.
18. Roll-out of the Covid booster has happened at pace; by 8th October 2023, 14,600 out of 85,000 eligible residents had had a Covid booster. The average uptake was 17.3% with substantial variation across the borough. As in previous Covid vaccination campaigns uptake is lowest in the most deprived areas. Public health is working with GP Federation colleagues to deliver some bespoke clinics in areas of lowest uptake.
19. **APPENDIX 4** sets out eligible groups for the flu vaccine. Flu vaccinations for 2-3-year-olds, school-age children (reception to year 11) and children in clinical risk groups

started in September, delivered by the school immunisation service and aiming to finish by 15th December 2023.

20. National communications messaging to promote flu and Covid vaccinations has been disseminated widely, supported by local joint working between SBC and the NHS. SBC is also supporting messaging on Covid and flu vaccines through our website, social media and community wellbeing champions network. Funding has also been provided by the ICB to support addressing vaccine inequalities and local insights work has been commissioned to look at this.
21. Occupational health flu and Covid vaccination programmes have started in NHS trusts and primary care. Free flu vaccinations for SBC employees are again provided this year by the Council's Occupational Health team with the aim to vaccinate 800 staff starting in October 2023. To reflect the changes in eligibility in the national flu programme, all SBC staff are eligible, but vaccination of frontline health and social care workers are prioritised.

Health Protection work with key settings

22. People most at risk in Winter and more vulnerable from cold weather include:
 - people aged 65 and older
 - babies and children under the age of 5
 - people on a low income (so cannot afford heating)
 - people who have a long-term health condition
 - people with a disability
 - pregnant women
 - people who have a mental health condition
23. Work is continuing with the care sector through provider forums and monthly newsletters, as established in the height of the pandemic. This provides the opportunity to disseminate key messages and resources, 'temperature check' with providers on impact of Winter illness and provide support as required.
24. The Social Care Protection Group continues to oversee key updates and resources for the coming Winter months, including public health key messages on infectious illnesses, the Covid / flu vaccination programmes, and the increased risks to health for older populations from cold weather plus interventions to mitigate these risks. Any urgent updates are also shared e.g. regarding the immunisation programmes. There are also plans to work further with care home managers on perceptions and uptake of key vaccinations among staff and residents including flu, Covid and pneumococcal infections.

Local health protection response

25. There is no indication of a shift in national policy in managing Covid. Therefore, general health protection principles and measures will apply into the Autumn and Winter. Should there be a new variant that warrants considering a step-up of response, SBC public health would liaise closely with the UK Health Security Agency (UKHSA) on this and any further action needed. In the meantime we continue to monitor the position, liaise with UKHSA and offer support and advice particularly to our care sector as required.

26. Dissemination of consistent and clear messages on keeping well in Winter remains important and includes:
- Good hand and respiratory hygiene
 - Avoid passing on infections – Stay at home if you are unwell
 - Flu and Covid vaccinations – Get vaccinated
 - Keeping warm and getting help with heating
 - Getting advice if unwell (pharmacy, 111, GP)
 - Looking out for others

Adult social care support

27. Adult Social Care (ASC) service activity is processed through the First Contact team, sitting alongside the integrated single point of access (iSPA) team and wider community health teams, following a recent move to Billingham Health Centre. They provide a community hub of surveillance, decision making and coordination across care and health activity.
28. Regular meetings within ASC operational teams, brokerage and senior management are in place to identify and mitigate any areas of growing pressure within services. The frequency of this surveillance is adapted to reflect pressures within the system.
29. Business Unit Plans and Business Continuity Plan are in place across all of ASC to ensure continued service delivery throughout any increased activity / demand and adverse weather conditions. Operational teams have robust triage and review processes in place to ensure any persons in crisis are easily visible and get the services they require. Risk management policies are also in place and implemented for any referrals that cannot be allocated to a worker due to capacity.
30. Registered care homes and care at home providers continue to attend the care provider forums for key messages and support throughout the year. Resource was provided to the care market via the Market Sustainability and Improvement Fund to support workforce retention across the care sector.
31. ASC in partnership with North Tees and Hartlepool NHS Foundation Trust have implemented new pathways to provide additional capacity for key priorities for Winter planning as outlined by North East North Cumbria Urgent and Emergency Care Board, including falls, reducing ambulance handovers and community services response into homes before ambulance arrival.
32. Virtual Frailty Wards (Hospital at Home) are live in Stockton-on-Tees. The current system has been in development over the last year and has capacity to support more people in their own home, negating the need to be taken to hospital, when safe.

Supporting our communities

33. SBC public health arranged a Winter health conference on 19th September at the Employment and Training Hub, aiming to empower the VCSE sector and community groups with information, networks and resources to support the community this Winter. The event provided a platform for sharing information, experiences, good practice and building relationships, with presentations from a wide range of speakers with over 50 attendees from a wide range of communities and organisations.

34. As Members will be aware, in addition to the activities detailed above the Council (working with its partners across the VCSE sector) has a range of ongoing activities which will support the borough's residents, specifically those who are experiencing hardship due to the current cost of living challenge. These include:

Information and advice delivered through a range of initiatives including:

- A cost of Living Booklet ('Here to Help') which provides an extensive range of information on both Council and partner services (https://www.stockton.gov.uk/media/3738/Cost-of-Living-Support/pdf/Cost_of_Living_booklet_2023-24_final_accessible.pdf?m=638327918630970000)
- A central 'Here to Help' one-stop shop of information on the Council's website
- Regular features in Stockton News promoting cost of living support services (see **APPENDIX 5**)
- 'Here to Help drop-in' events (to be run Sept. 2023 to March 2024, see **APPENDIX 6**)

Food support:

- The Introduction of 'The Bread and Butter Thing' - 5 mobile food hubs across the borough, each providing affordable food for people on low incomes, while also reducing waste and providing support to our communities. 3 Hubs are currently in operation, with the remainder to be opened late 2023 / early 2024.



Stockton.pdf

Community Spaces (previously known as Warm Spaces)

- A network of more than 60 Warm Spaces venues was established in October 2022 with outreach support from key organisations and activities to combat social isolation and positively impact outcomes for individuals and families. A number of these venues remained over the Summer and continue to operate.
- An [interactive directory and map](#) of venues across the borough is on the Council's website.
- The ongoing development phase of [Community Spaces - Stockton-on-Tees Borough Council](#) is aiming to deliver a year-round offer as venues are more than warm spaces (venues which provide communities with wider support, whilst also addressing social isolation). Further funds (£60k) have also been secured from Public Health to continue to support these organisations become sustainable in the long-term.
- The Warm Homes Healthy People programme in Stockton funded through public health offers support with boiler repairs, emergency heating, energy saving as well as debt and benefits advice. <https://www.stockton.gov.uk/Warm-Homes-Healthy-People>

Consultation and Engagement

35. The work to address inequality in vaccine uptake is done through working with our community wellbeing champions; behavioural insights work is being carried out working with our young people, their families / carers and professionals who work with them e.g. schools. The report also outlines our ongoing work with the VCSE and partners on staying safe and well in Winter and accessing cost of living support.

Next Steps

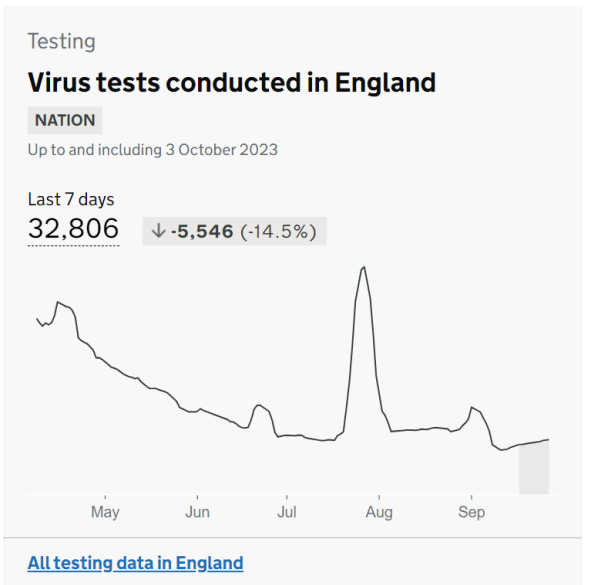
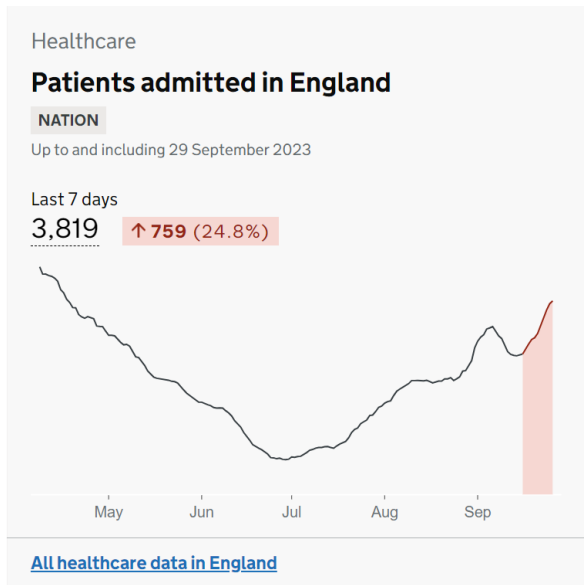
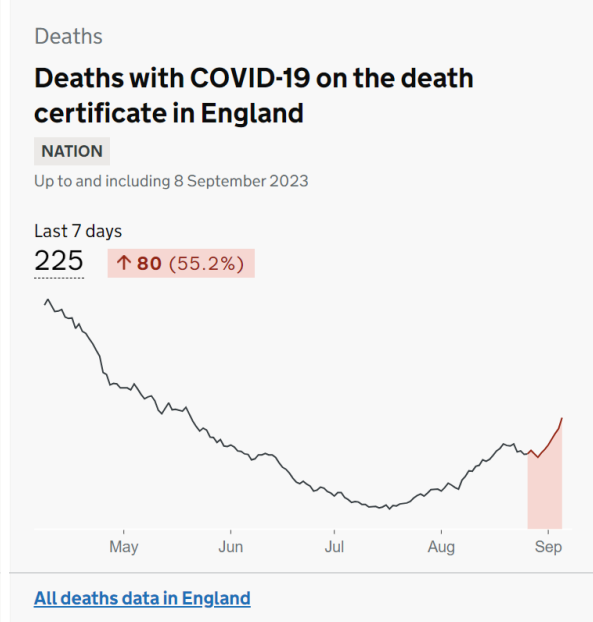
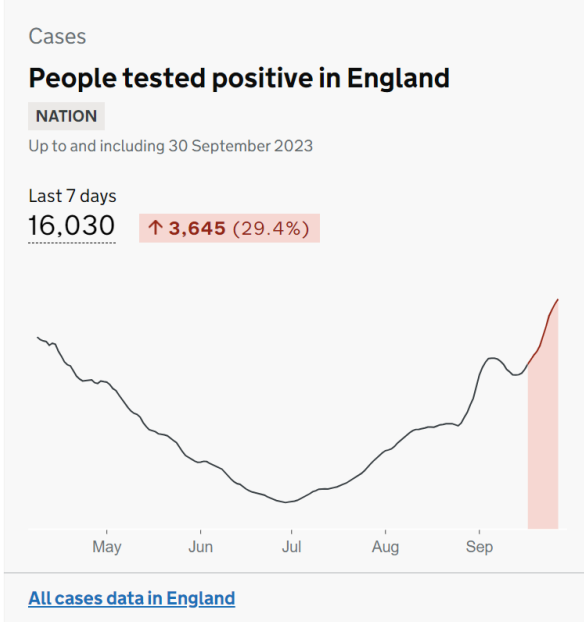
36. Beyond continuing the work described in this briefing, key updates or proposed changes in approach (e.g. in response to a new threat to population health) will be brought to the Corporate Management Team on through to Cabinet as needed.

Name of Contact Officer: Carolyn Nice
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APPENDICES

APPENDIX 1

Covid update (11 October 2023)



APPENDIX 2

Covid vaccination eligible groups

- Residents in a care home for older adults
- All adults aged 65 years and over
- Persons aged 6 months to 64 years in a clinical risk group
- Frontline health and social care workers
- Persons aged 12 to 64 years who are household contacts of people with immunosuppression
- Persons aged 16 to 64 years who are carers and staff working in care homes for older adults

APPENDIX 3

Community pharmacies offering flu and covid vaccinations

Ward	Participating Pharmacy
Billingham	The Pharmacy, Abbey Health Centre Harry Hill, Kenilworth Road
Yarm	Cohens Chemist Whitworth Chemist
Ingleby Barwick	Coulby Newham Pharmacy at Ingleby Barwick Community Hall
Eaglescliffe	Eaglescliffe Pharmacy Pharmacy Express
Mandale and Victoria	Pharmacy Express
Roseworth, Hardwick and Salters Lane	Pharmacy World
Stockton Town Centre, Newtown, Grangefield	Knights Pharmacy 365 Well Pharmacy Synergise Pharmacy
Fairfield, Hartburn, Bishopsgarth and Elm Tree	Fairfield Pharmacy

APPENDIX 4

Flu vaccination eligible groups

- those aged 65 years and over
- those aged 6 months to under 65 years in clinical risk groups
- pregnant women
- all children aged 2 or 3 years on 31 August 2023
- primary school aged children (from Reception to Year 6)
- those in long-stay residential care homes
- carers in receipt of carer's allowance, or those who are the main carer of an elderly or disabled person
- close contacts of immunocompromised individuals

- frontline workers in a social care setting without an employer-led occupational health scheme

All frontline health care workers, including both clinical and non-clinical staff who have contact with patients, should be offered a flu vaccine as part of the organisations' policy for the prevention of the transmission of flu to help protect both staff and those that they care for.

APPENDIX 5: Stockton News (example of a recent article)

Cost of Living Support

With the price of energy, food and other bills rising, many people are finding it hard to keep up with the cost of living.

Here we've listed just some of the support available for you to help with your household finances. For more information about support and advice available, visit www.stockton.gov.uk/cost-of-living-hub

Check your benefit entitlement

The government's Help for Households website gives information on a range of financial support, from Universal Credit to Carer's Allowance. Its online calculator gives you a breakdown of benefits you are entitled to based on your personal circumstances, like tax support, and information on how to apply. Benefits advice is also available from the Council and Stockton and District Advice and Information Service (SDAIS).

To check your entitlement, visit helpforhouseholds.campaign.gov.uk/income-support

Energy efficiency schemes

There are schemes available for eligible residents to improve the energy efficiency of their homes which may also help to reduce energy bills.

The government's Boiler Upgrade Scheme (BUS) is providing households with up to £6,000 towards the cost and installation of a low carbon heating system such as heat pumps.

To find out if you are eligible and to find an authorised BUS installer visit the gov.uk website, email BUS.enquiry@ofgem.gov.uk or call 0330 053 2006.

The Home Upgrade Grant provides eligible households with fully funded energy saving measures such as double glazing, loft insulation, cavity wall insulation, draft proofing and low carbon heat systems.

To register your interest for this scheme visit www.teesvalley-ca.gov.uk/net-zero/home-upgrade-grant-hug

Tees Credit Union

Tees Credit Union is a community-based financial co-operative. It provides convenient and easy access to basic financial services such as loans, savings accounts, debt solutions and much more.

As bills get higher, the Tees Credit Union is here to help you to make the most out of your finances. The best way to find out how they can help is to call in to their shop on Stockton high street or visit their website at www.teescreditunion.co.uk



Warm Spaces

Warm Spaces are free, non-judgemental public places where people can go to get warm, save money on their heating costs, avoid social isolation, and receive vital support and advice while staying as well as possible.

The Council's A Fairer Stockton-on-Tees team is working with partner organisations to build a directory of Warm Spaces. Over 40 places have already signed up to welcome people into a warm space.

Visit www.stockton.gov.uk/warm-spaces where you can find a list of all the venues, the opening times and what facilities are on offer.

Warm Homes Healthy People

Warm Homes Healthy People offers emergency heating, boiler services, debt advice and energy efficiency measures. You may be eligible if you are:

- Over 65
- In receipt of disability benefits
- Have a long-term illness made worse by the cold
- Living with a child under 5 who has a long-term illness made worse by the cold
- Living with dementia

To qualify for free boiler servicing or repair you must be the homeowner and be claiming a qualifying benefit as well as one of the other categories above.

For further information please call the Warm Homes Healthy People team on 01642 528215 or visit www.stockton.gov.uk/warm-homes-healthy-people to apply online.



Our People


APPENDIX 6: Here to Help events

- Are being held across the 7 Community Partnership areas between Sept. 23 – March 24, bringing together internal/external colleagues to support our residents on a range of issues.
- A recent event was covered by BBC Tees (can be heard at 2:17 <https://www.bbc.co.uk/sounds/play/p0gb6cf8>)

Got a lot on your mind? We're here to help – drop in with any of life's worries for advice and support tailored to you.




Here to Help drop-in

Coming together to create A Fairer Stockton-on-Tees for all



The Cost of Living
Mental Health
New Job
Money
Universal Credit
Caring duties
Health
Self-care
Loneliness

Tuesday 10 October, 12pm to 3pm
ARC - Stockton Arts Centre
Dovecot Street, Stockton, TS18 1LL
Join us on World Mental Health Day for support and free wellbeing activities.



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