

City of Durham Parish Council

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Dear Councillor,

In accordance with the Local Government Act 1972, I hereby give you notice that the annual meeting of the **FULL COUNCIL** will be held in the **LANTERN ROOM, DURHAM TOWN HALL, MARKET PLACE, DURHAM, DH1 3NJ** on **THURSDAY 27th OCTOBER 2022 at 7:00pm** to transact the following business:

- 1. TO RECEIVE AND APPROVE (OR NOT) APOLOGIES FOR ABSENCE FROM TODAY'S MEETING**
- 2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS**
- 3. APPROVAL OF THE DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 29TH SEPTEMBER 2022**
- 4. PUBLIC PARTICIPATION**
- 5. COMMITTEE UPDATES**
 - **Planning and Licensing Committee minutes from meetings held on 16th and 30th September 2022**
Copies of all approved minutes from these meetings can be found here: <http://cityofdurham-pc.gov.uk/agendas-minutes/planning-committee/>
 - Verbal update on the inquiry into the Sniperley Park developments
 - **Environment Committee minutes from meetings held on 13th September 2022**
Copies of all approved minutes from these meetings can be found here: <http://cityofdurham-pc.gov.uk/agendas-minutes/environment-committee/>
 - Proposal to purchase an electric vehicle charging point for the parish area
- 6. CHAIR'S UPDATE**

The Chair will provide a verbal update on matters arising since the Full Parish Council meeting on 29th September 2022.
- 7. DCC CONSULTATION ON DRAFT STRATEGY TO TACKLE ANTI-SOCIAL BEHAVIOUR**

- 8. TO CONSIDER THE ADOPTION OF A DIGNITY AT WORK POLICY**
- 9. MOTION BY CLLR V ASHFIELD ON THE RECENT NALC AWARDS**
- 10. REPORT ON CHRISTMAS EVENTS PLANNING 2022**
- 11. REPORT FOLLOWING THE COUNCILLORS' AWAY DAY ON 20TH OCTOBER 2022**
- 12. ADOPTING THE HONORARY FREEDOM OF THE PARISH SCHEME**
- 13. REPORT FROM PARISH COUNCIL REPRESENTATIVES ON LOCAL ORGANISATIONS**
 - Report by Cllr C Lattin on Durham University's Community Engagement Task Force's Lived-Environment sub-group.
 - Report on the last meeting of the Parish Council's Community Residents' Association Forum meeting.

Due to the confidential nature of the following items, in accordance with Section 100(A)(4) of the Local Government Act 1972, the press and the public will be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the LGA 1972 Act and section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. At this point in time the press and the public will be asked to leave the room.

- 14. CELEBRATING THE 80TH ANNIVERSARY OF THE CITY OF DURHAM TRUST**

And pursuant to the provisions of the above-named Act, **I Hereby Summon You** to attend the said meeting.

Adam Shanley
Clerk City of Durham Parish Council

City of Durham Parish Council

Minutes of the meeting of the City of Durham Parish Council held on Thursday 29th September 2022 at 19:00 in the Ritson Hall, Alington House, 4 North Bailey, Durham. DH1 3ET.

Present: Councillors A Doig (in the Chair), E Ashby, N Brown, D Freeman, R Friederichsen, G Holland, G Nair, S Walker and H Weston.

Also present: Parish Clerk Adam Shanley and Mr John Ashby, Mr Roger Cornwell, Mr Jonathan Lovell, Mrs Linda Lovell and Mr Richard Hornby (members of the public).

1. A ONE-MINUTE SILENCE IN MEMORY OF OUR LATE MONARCH HER MAJESTY QUEEN ELIZABETH II

The Parish Council observed a one-minute silence in memory of Her Majesty Queen Elizabeth II.

2. TO RECEIVE AND APPROVE (OR NOT) APOLOGIES FOR ABSENCE FROM TODAY'S MEETING

Apologies were received from Councillors V Ashfield, L Brown, R Hanson, G Nair, R Ormerod and E Scott.

3. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS

None received.

4. APPROVAL OF THE DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 28TH JULY 2022

The minutes of the meeting were unanimously **agreed** as a true and accurate record of proceedings. (9 votes in favour).

In agreeing the minutes, Cllr E Ashby asked whether consideration might be given to adding "*where the Chair does not accept the nomination, the reason will be recorded*" to the sentence under item 8 relating to the substitution rule which reads: "*where members are unable to attend a meeting of a committee, they may nominate to the Chair of the Committee a substitute Member for that specific meeting and it for the Chair of that Committee to decide whether or not to accept the nomination.*"

The Chair advised that this could be reviewed when the Standing Orders are reviewed in May 2023.

5. PUBLIC PARTICIPATION

Mr Roger Cornwell advised that he was aware that a number of Parish Councillors were not attending Committee meetings, specifically highlighting he was aware of one case where a Parish Councillor had only attended one meeting of the Parish

Council since the beginning of the year. Mr Roger Cornwell asked if Members were aware of this and if this could be resolved.

The Chair advised that he was aware of this particular issue and advised that he would be speaking with colleagues about this.

The Clerk highlighted that, under Section 85 of the Local Government Act 1972, a Member who fails - throughout a period of six consecutive months from the date of their last attendance - to attend any Council meetings, shall, unless the failure was due to some reason approved by the Parish Council before the expiry of that period, cease to be a member of the Parish Council.

6. COMMITTEE UPDATES

• Planning and Licensing Committee

Cllr G Holland presented the minutes from planning committee meetings held on 22nd July, 5th August, 19th August and 2nd September 2022. There being no queries from Members, Cllr G Holland moved on to Committee reports.

- Report on the planning inquiry into the Sniperley Park developments

Cllr G Holland reminded Members that the issue of the two major developments at Sniperley Park has been discussed at previous Council meetings.

Cllr G Holland highlighted the significance of both developments and their impact on the City of Durham parish area. Cllr G Holland advised that he had represented the Parish Council at recent planning committee meetings where the County Planning Committee had agreed a position of "minded to refuse" on both developments. A position the City of Durham Parish Council supports.

Cllr G Holland advised that a public inquiry into the appeals on both developments is now set to take place in January 2023 and the Parish Council had confirmed its desire to be represented at this inquiry and to put the Parish Council's case to the inquiry.

Cllr G Holland advised that the Inspector will hold a Case Management Conference (CMC) with the main parties on Teams (Inspectorate hosted) at 10.00am on Thursday 6 October 2022. In accordance with Rule 14(1)(a), the Parish Council must submit 1 copy of our proofs of evidence (and summary where appropriate) to the Inspector and a copy to each of the statutory parties by Tuesday 20 December 2022.

Cllr G Holland advised that, at a recent roundtable meeting of partners from the City of Durham Parish Council, the City of Durham Trust, the Campaign for the Protection of Rural England and the Western Relief Road Action Group, it was agreed that all parties should work collaboratively on this inquiry, albeit with separate Statements of Case submitted.

At the meeting, Cllr G Holland advised that it had been provisionally agreed that the parties should focus on the points as follows during the inquiry:

No	Reason	Lead Party
1	The site has failed to propose a comprehensive masterplan	All
2	The proposals lead to overdevelopment of the Sniperley Park allocation	County Council
3	The development does not deliver adequate sustainable transport	City of Durham Trust
4	Failure to demonstrate the provision of a suitably sized health centre	City of Durham PC
5	Failure to demonstrate the provision of a suitably sized primary school	Amanda Saunders
6	Failure to demonstrate a fully functional surface water drainage scheme	County Council
7	The creation of the linear park across the Sniperley Park allocation does not integrate all parts of the site	County Council
8	Insufficient information has been provided to ensure the full delivery of both on-site and off-site habitat creation	CPRE
9	Failure to demonstrate fully the ability to feasibly and viably provide a district heating	City of Durham PC
10	Connections to the Sniperley Park and Ride site do not provide attractive and safe links	City of Durham Trust (Matthew)
11	Failure to demonstrate fully the ability of the proposals to provide sufficient quantum and quality of playing pitch space	County Council
12	Failure to deliver all required open space typologies on-site	CPRE (Richard)
13	Insufficient information has been provided to ensure mitigation of impacts from dust and vibration	County Council
14*	External Highway network	WRRAG

*additional point from WRRAG.

Cllr G Holland advised that the County Council will undoubtedly major on all of these points. Where the County Council is listed above, this simply refers to issues the representatives of the roundtable meeting decided they would not focus on.

Cllr G Holland advised that the County Council has submitted its Statement of Case and a Statement of Common Ground already and these have been circulated to all Members.

In order to support the Parish Council in its work on these inquiries, Cllr G Holland advised that the Planning and Licensing Committee has been engaging with the Parish Council's Planning Consultant Jo-Anne Garrick.

Cllr G Holland advised that Jo-Anne has offered to support the production of the Council's Statement of Case and proofs of evidence at a cost of £70/ hour. The cost for producing the Statement of Case is estimated at between £280 - £350.

Cllr G Holland also advised that the Planning and Licensing Committee had recommended that he (Cllr G Holland) – as Chair of the Planning and Licensing Committee - be nominated as the Parish Council's lead spokesperson at this inquiry.

Members unanimously **agreed** to note the above report and the Parish Council's Rule 6(6) status at this inquiry (9 votes in favour).

Members unanimously **agreed** that the Planning and Licensing Committee has delegated authority on matters pertaining to this inquiry (9 votes in favour).

Members unanimously **approved** the expenditure for the planning consultant's time in respect of this inquiry and the production of important documents (9 votes in favour).

Members unanimously **agreed** that Councillor Grenville Holland and Councillor Susan Walker should represent the Parish Council at this inquiry on all matters listed in the report above (9 votes in favour).

- **Verbal update on the former coach park at the Sands**

The Clerk advised that he and representatives of the Freeman had recently met with the Leader of the County Council and Susan Robinson (DCC Corporate Land and Property) in order to discuss the future of the former coach park at the Sands.

The Clerk advised that the former coach park at the Sands would be retained in DCC ownership and not form part of the sale to the University for its new Business School site. The Clerk advised that the Council would be allowing a right of access to the University for the land insofar as the sprinkler tank (located on the former coach park) is concerned.

The Clerk advised that the County Council contends that this allows for an additional safeguard against future development on the land. A matter which the Parish Council and the Freeman dispute though Susan Robinson advised that development on the land would be difficult in the first instance given the number of utilities underneath the land servicing the building. Susan had also advised that any scheme to develop the land would also need to go through the usual statutory planning process.

The Clerk also advised that the land on which the Business School sits will be sold with a covenant attached that it may only be used for educational purposes into the future.

The Clerk advised that the former coach park is expected to become a car parking site. The Clerk advised that he had asked if this would become a public

pay and display car park and the County Council had confirmed that they are yet to go into that level of detail.

The Clerk advised that he would keep Members updated on this matter. The Chair thanked the Clerk for his update.

- **Environment Committee**

Cllr C Lattin presented the minutes from the Environment Committee meeting held on 12th July 2022. There were no queries from Members on these minutes.

- **Business Committee**

Cllr E Ashby presented the minutes from the Business Committee meeting held on 5th July. There being no queries from Members, Cllr E Ashby asked the Clerk to cover the Committee report on the Agenda.

- **Proposal to support a family-fun day event in October**

The Clerk reminded Members that the Council has agreed a budget of £22,000 towards the hosting of events in the City. Hosting events in the City is rightly identified as one of the key aspects of the Parish Council's work – through its Business Committee – to increase footfall into the City centre.

The Clerk advised that the Autumn half-term holidays will run between Friday 21st and Monday 31st October and that this has generally been a relatively quiet period for events in the City. In light of this, the Clerk advised that the Parish Council's Business Committee has been working with partners to host a series of events over the week commencing 24th October.

The Clerk advised that Durham Markets Company is set to host a Youth/ Entrepreneurs Market on Monday 24th and Friday 28th October. Durham University is also set to host its community fun day on Saturday 29th October. This leaves a gap mid-week during the half-term and the Business Committee has worked with the Prince Bishops management on hosting a two-day family fun event marketed at a younger audience. The Clerk advised that, following consultation with their marketing team, Prince Bishops has proposed that the Paw Patrol characters come to Durham as part of this two-day event.

The Clerk advised that, in addition to the characters themselves, Prince Bishops is also looking to put on fun activities in an around this event for added entertainment.

The Clerk advised that there would be four characters in total from this television series and the cost for all of them is £800/ day. Prince Bishops has asked if the Parish Council might be willing to fund the characters for the two days with funding for all other aspects of the event coming from Prince Bishops directly.

The Clerk advised that it is hoped that this event will help to attract a significant footfall into the City and thereby an increased spend in Durham shops/ retail/ hospitality venues.

Cllr R Friederichsen welcomed the proposal of putting on more events in the City however expressed a desire that funding be allocated towards events which are more education-orientated.

Members agreed to the expenditure of £1,600 towards the Paw Patrol event, as set out in the report provided. (8 votes in favour, 1 abstention).

7. CHAIR'S UPDATE

The Chair provided a verbal update on matters arising since the Full Parish Council meeting on 28th July 2022.

The Chair warmly welcomed the news today that Durham City won Gold at Durham in Bloom this year. Durham City won "Best in Class" in the small City category and highlighted that there were a number of partnership organisations such as Durham BID, Wharton Park, St. Cuthbert's Hospice and many more who all won Gold in their separate categories. The Chair advised that the Parish Council's Environment Committee works hard with DCC each year on this brilliant scheme and it is wonderful to see the success Andrew Jackson started continue in this way.

The Chair highlighted that September had been a difficult month for the nation following the passing of our late Monarch Queen Elizabeth II. The Chair thanked everyone involved in the arrangements to mark this sad and historic event in Durham. The Chair expressed that he felt that the funeral for Her Majesty was beautifully done and the proclamation by the High Sherriff in the Market Place was exceptionally well attended and executed. The Chair joined Members in offering the Council's thoughts and prayers to the Royal family at this time.

The Chair reminded Members that the Clerk has today circulated details of an Away Day on 20th October. The Chair advised that he was delighted that Crook Hall has agreed to host us for this Day starting at 2pm. The Chair advised that he would like this to be an open and informal discussion about what we'd like the Parish Council achieve over the coming financial year and to discuss budgets etc for 2023/24.

The Chair expressed that he would particularly like to see extra provision for real time late night enforcement in the City included in the budget for 2023/24. The Chair highlighted that this has been discussed at a number of previous meetings of CRAF and the Parish Council with an Operation OAK style arrangement being the most ideal option for the City. The Chair advised that he and the Clerk will be meeting our neighbourhood Inspector Dave Clarke and PCC Joy Allen in October to explore the art of the possible for such provision in the City.

The Chair asked Members to all tune in to ITV tomorrow at 6pm where they would see the Parish Council and Durham Police's joint initiative for breathalysers at licensed premises being launched. The Chair advised that it is great to see this initiative being rolled out and welcomed by a number of late night venues in the City. Despite social media criticism of the scheme, this is intended to keep revellers safe as they enjoy our night time economy and the scheme has been trialled and tested across the country and has shown to reduce violent crime. In addition to the work the Parish Council has already put in to establish a Safety of

Women at Night hub, nobody can be in any doubt as to our commitment as a Council to curb some of the worst excesses of our night time economy.

The Chair advised that he was aware that many Members were surprised and disappointed to see an article in the Palatinate this month and an unfortunate quotation relating to a supposed reduction in private-rented student accommodation in the City. Members have expressed their concerns about the interpretation of this statement by developers in the application of Policy 16.2. Policy 16.2 requires developers to demonstrate that the University has a need for PBSA accommodation. At this week's meeting of DURF, the Chair advised that he had raised this very issue and the University has now committed to respond to PBSA applications on a case by case basis.

The Chair advised that he attended the DURF meeting this week and the provisional figures Jonny Moore gave for 22/23 were:

Total Full Time 22,240

Undergraduate - 100 over target
Postgraduate - 200 under target
Roughly 80% UG/ 20% PG overall.
This will be confirmed by the end of the term.

The Chair highlighted that Jonny had advised that next year the University plans a reduction of 400 undergraduates, the following year a further reduction of 800 undergraduates making the undergraduate numbers drop from 17,800 to 16,300.

The Chair reminded Members that the Parish Council is hosting a City-wide litter picking event on 15th October and the Clerk has circulated details of this, with Members agreeing to work with the allocated residents' groups to do this litter picking in their area.

The Chair warmly welcomed the news that Redhills has joined a bid for UNESCO World Heritage Site status. If successful, Redhills would be among only the 900 global sites of UNESCO world heritage status. They include the Pyramids and the Taj Mahal. It could of course also mean that Durham City becomes one of the few places to have two World Heritage sites in one single parish. The Chair joined Members in wishing the team involved in this every success and advised that he looked forward to seeing this bid progress.

8. MOTION BY COUNCILLOR S. WALKER ON THE DEATH OF HER MAJESTY THE QUEEN

Members unanimously agreed the following motion proposed by Cllr S Walker and seconded by Cllr C Lattin:

"This Council expresses its deepest regret and grief at the death of Her Majesty the Queen; conveys its sincere condolences to His Majesty The King and other members of the Royal Family in their bereavement; affirms the great affection and esteem in which Her Majesty was held, and expresses gratitude of her life of exceptional public service".

(9 votes in favour)

9. REPORT ON PLANNING FOR THE REMEMBRANCE SUNDAY EVENT 2022

The Clerk reminded Members that the Parish Council has agreed to take on civic responsibility for the Remembrance Sunday event in Durham City. In January 2022, Members approved a total budget of £22,000 towards events in the City, with the Remembrance parade being a key aspect of the Council's calendar of events for financial year 2022-23.

The Clerk advised that planning was well underway for the event this year and he was engaging with partners on the organisation.

Members thanks the Clerk for his work on this event and unanimously **agreed** to delegate all organisational and budgetary responsibility for this event to the Clerk. (9 votes in favour).

10. COMPLETION OF THE PARISH COUNCIL EXTERNAL AUDIT FOR 2020/21

The Clerk reminded Members that each year the Parish Council undergoes two sets of audits - one internal audit and one external audit. These audits are a legal requirement which assess the Parish Council's policies, standing orders, financial regulations, VAT returns, cashbook, bank statements, minutes, website and more to ensure good governance and compliance.

Earlier this year, the Internal Auditor carried out a review of the Parish Council's workings and provided a positive report, as provided to Members.

Mazars LLP have now completed their external audit for the year ended 31 March 2022 and have certified the Annual Governance and Accountability Return. The Clerk advised that no issues have been identified in the external audit review. As such, the Accounts and Audit (England) Regulations 2015 set out what the Parish Council must do at the conclusion of this audit.

Members thanked the Clerk for his work on this audit and unanimously **agreed** to note the conclusion of the external audit for 2021/22 and to instruct the Clerk to take all appropriate action, as set out in the report provide. (9 votes in favour).

11. EFFORTS TO ESTABLISH 'WARM BANKS' TO SUPPORT VULNERABLE RESIDENTS

The Clerk highlighted that average UK energy bills are set to be 97 per cent higher from October than they were before April, after unprecedented hikes in the price cap, despite Government support as included in the report to Council.

The Clerk advised that, even with the announced Energy Price Guarantee from central Government, nearly 7 million households in the UK are expected to

enter fuel poverty this winter. Around 10,000 people die each year as a result of living in a cold home, according to the charity National Energy Action.

The Clerk advised that the Gilesgate representative on the Parish Council's Community Residents' Association Forum has been lobbying Durham University on making spaces within their estate available to local residents.

The Clerk advised that he also understood that support for residents was discussed at the next AAP Board meeting earlier today (29th September). Cllr E Ashby confirmed this to be the case and highlighted that she felt that the focus of support should be on providing support to vulnerable residents directly in the home.

Members highlighted that any such initiative cannot be delivered by the Parish Council alone and therefore agreed that a partnership approach is essential on this issue.

Members unanimously **agreed** to establish a Working Group to work with partners to see what support can be provided. The Working Group membership was **agreed** as Cllrs E Ashby, C Lattin, L Brown and S Walker. (9 votes in favour).

12. ADOPTION OF A TRAINING AND DEVELOPMENT POLICY

Members unanimously **agreed** to adopt the following training and development policy (9 votes in favour):

1. Introduction

1.1 This document forms the Council's Training and Development Policy. It sets out:

- The Council's commitment to training
- The identification of training needs
- Corporate training
- Financial assistance
- Study leave
- Short courses/workshops
- Links with other policies
- Reporting on progress

1.2 The objectives of this strategy are to:

- Encourage Members and staff to undertake appropriate training
- Allocate training in a fair manner
- Ensure that all training is evaluated to assess its value

2. Commitment to Training

2.1 The City of Durham Parish Council is committed to the ongoing training and development of all Members and employees to enable them to make the most

effective contribution to the Council's aims and objectives in providing the highest quality representation and services for the people of the City.

2.2 According to the Chartered Institute of Personnel and Development (2007), training can be defined as: "A planned process to develop the abilities of the individual and to satisfy current and future needs of the organisation".

2.3 The City of Durham Parish Council recognises that its most important resources are its Members and Officers and is committed to encouraging both Members and Officers to enhance their knowledge and qualifications through further training. Some training is necessary to ensure compliance with all legal and statutory requirements.

2.4 The Council expects its staff to undertake a programme of continuing professional development (CPD).

2.5 Providing training yields a number of benefits:

- Improves the quality of the service and facilities that the City of Durham Parish Council provides;
- Enables the organisation to achieve its corporate aims and objectives;
- Improves the skill base of the employees, producing confident, high qualified staff working as part of an effective and efficient team with Members; and,
- Demonstrates that the employees are valued.

2.6 Training and development will be achieved by including a realistic financial allocation for training and development in the annual budget, as well as taking advantage of any relevant partnership or in-house provision available.

2.7 The process of development is as follows:

- Training needs should be identified by considering the overall objectives of the organisation as well as individual requirements;
- Planning and organising training to meet those specific needs;
- Designing and delivering the training; and,
- Evaluating the effectiveness of training.

3. The identification of training needs

3.1 Employees of the Parish Council will be asked to identify their development needs with advice from their line manager (in the case of the Parish Clerk, this will be the Chair of the Parish Council) during their annual appraisal or regular meetings with their line manager. There are a number of additional ways that the training needs of both Members and employees may be recognised:

- Questionnaires
- During interview
- Following confirmation of appointment
- Formal and informal discussion

3.2 Other circumstances may present the need for training:

- Legislative requirements i.e. First Aid, Fire Safety, Manual Handling
- Changes in legislation
- Changes in systems
- New or revised qualifications become available
- Accidents
- Professional error
- Introduction of new equipment
- New working methods and practices
- Complaints to the Council
- A request from a member of staff
- Devolved services/delivery of new services

3.3 Employees who wish to be nominated for a training course should discuss this in the first instance during their appraisal; where it will be determined by the Clerk and the Chair of the Council whether the training is relevant to the Council's needs and/or service delivery.

4. Corporate Training

4.1 Corporate training is necessary to ensure that employees are aware of their legal responsibilities or corporate standards e.g. Health and Safety, Risk Management and Equal Opportunities. Employees will be required to attend training courses, workshops or seminars where suitable training is identified.

5. Financial Assistance

5.1 It is important to note that all sponsored training must be appropriate to the needs of the Council, be relevant to the individual's role and is subject to the availability of financial resources. Each request will be considered on an individual basis and the benefits to the individual and the organisation will be identified. In order to best ensure cost effectiveness, Members and employees will be required to attend the nearest college/venue offering the required course, unless an alternative is authorised by the Personnel Committee in the interest of operational effectiveness or best value.

5.2 Other considerations include the following:

- Implication of employee released for training course(s) on the operational capability of the Council
- The most economic and effective means of training
- Provision and availability of training budget

5.3 For approved courses Members and employees can expect the following to be sponsored:

- The course fees
- Examination fees
- Associated membership fees
- One payment to re-take a failed examination

5.4 Failure to sit an examination may result in the Council withdrawing future course funding and/or requesting the refunding of financial assistance. Each case will be considered on an individual basis.

6. Study Leave

6.1 Employees who are given approval to undertake external qualifications are granted the following:

- Study time to attend day-release courses
- Time to sit examinations
- Study time of one day per examination (to be discussed and agreed by line manager in advance)
- Provision of study time must be agreed with the line manager prior to the course being undertaken

7. Short Courses/Workshops/Residential Weekends

7.1 Where attendance is required at a short course, paid study leave will be granted. The employee should speak with their line manager prior to booking the course to confirm.

8. Post Training

8.1 Records of all training undertaken by Members and employees will be kept in the personnel files and also collated on to a spreadsheet.

8.2 In certain circumstances an employee may be required to provide a briefing note or discuss the training at a team meeting.

9. Linking with Other Council Policies

9.1 How will this link to the Council's other policies?

- Equality of opportunity in all aspects of Member and Officer development;
- A 'Statement of Intent' on training for both Members and staff is a requirement for the accreditation and re-accreditation of the Local Council Award Scheme;
- Health and Safety Policy – ongoing training and development is key to ensuring a positive approach to Health and Safety is embedded throughout the Council;
- Undertaking training is a clear indication of Continuing Professional Development.

10. Reporting on Progress

10.1 The Parish Clerk will report annually to the Personnel Committee, detailing attendance at training over the year.

11. Conclusion

11.1 The adoption of a training policy should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuing professional development and enhancing the skills of both Elected Members and employees.

End of policy

13. ADOPTION OF A SCHEME OF DELEGATION

Members unanimously **agreed** to adopt the following scheme of delegation (9 votes in favour):

The power to delegate functions is set out in the Local Government Act 1972 s 101. The intention of the delegation scheme is to allow the Council to act with all reasonable speed. Decisions should be taken at the most suitable level. Therefore, the Clerk is given powers over the day-to-day administration of the Council or committees to decide matters within the Terms of Reference and matters of major policy should be recommended to the Full Council.

Whilst delegation is necessary it is the Council's policy that members and the press and public should have the fullest information. Therefore, the Clerk reports all major decisions taken under delegated powers at the next Council or Committee meeting.

Responsibilities Delegated To The Parish Clerk

1. Proper Officer

The Parish Clerk is designated and authorised to act as Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer.

2. Responsible Finance Officer

The Parish Clerk is designated and authorised to act as the Responsible Finance Officer for the purposes of s151 of the Local Government Act 1972 and any statute requiring the designation of a responsible Financial Officer.

3. General Matters

The Parish Clerk is authorised to:

- a) sign and serve on Councillors by delivery or post at their residences a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and sub-committee at least 3 working days before the meeting;
- b) give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them);
- c) sign on behalf of the Council any document necessary to give effect to any decision of the Council;
- d) institute and appear in any legal proceedings authorised by the Council;
- e) decide arrangements for the closure of the Council offices, subject to consultation with the Chair of the Council.
- f) negotiate and enter into contractual arrangements in relation to events held and programmes of entertainment, subject to Full Council agreement.

- g) manage all Council services, and make operational decisions regarding these services;
- h) act as the Council's designated officer for the purposes of the Freedom of Information Act 2000 and conduct internal reviews of Freedom of Information requests responded to.

4. Financial Matters

The Parish Clerk is authorised to:

- a) incur expenditure up to a maximum of £1,000 on any item for which provision is made in the appropriate revenue budget provided that any action taken complies with any legislative provisions and the requirements of the Council's Financial Regulations and Standing Orders in relation to Contracts.
- b) compile, approve or vary lists of approved contractors subject to the requirements of the Council's Financial Regulations.

5. Staffing Matters

The Parish Clerk is given delegated powers to manage the Council staff in accordance with the Council's policies, procedures, and budget, as set out within their employment contract. Including:

- a) control of staff performance and discipline, in line with the Council's policy and procedures, including the power of suspension and dismissal;
- b) payment of expenses and allowances in accordance with the Council's scheme;
- c) approval of increments, in line with negotiated payments/contracts;
- d) supervision and line management all other employees of the Council;
- e) scheduling of staff training; and
- f) arrangement and authorization of annual leave entitlement and other absence as appropriate.

6. Property Matters

The Parish Clerk is authorised to:

- a) manage all land and property of the Council
- b) agree the terms of any hire, lease, license or conveyance of all Council owned properties and land;
- c) agree the granting or refusal of the Council's consent under the terms of all leases;
- d) agree all variations of all restrictive covenants; agree the granting of easements, wayleaves and licenses over Council land; and,
- e) Initiate all legal action or proceedings against unauthorised encampments on Council land.

7. Urgency

- a) The Parish Clerk is authorised to act on behalf of the Council in cases of urgency or emergency.

- b) The Lead Member(s) for the relevant service area(s) should be consulted wherever possible, before such action is taken. The Chairman/Mayor will then liaise with the Spokesperson and Chairpersons of any relevant committee.
- c) Any such action is to be reported to the next meeting of the Council or relevant committee or subcommittee for information.

End of scheme

14. LOCAL COUNCIL AWARD SCHEME

The Clerk reminded Members that he had completed his CiLCA (Certificate in Local Council Administration) portfolio and it is expected that this will be fully assessed by mid-October.

The Clerk highlighted that the CiLCA is an important qualification which tests all aspects of the Clerk’s role – including: roles and responsibilities, the law, procedures, finance, planning and community engagement. CiLCA forms part of the criteria for the council to exercise the General Power of Competence but also opens the opportunity for the Council to gain quality local Council status through the Local Council Award Scheme.

The Clerk advised that he would like the Parish Council to submit a bid for such an award ahead of the 5th year anniversary of the Parish Council’s formation.

The Clerk highlighted that the timetable for this bid was as follows:

Task	Deadline
Deadline for LCAS applications	6 January 2023 (4pm)
Deadline for NALC to provide triage feedback to councils	27 January 2023
Deadline for councils to respond to triage feedback	10 February 2023
Deadline for applications to be sent to panel	24 February 2023
Deadline for panel results	11 April 2023

Members unanimously **agreed** that work should commence on submitting a Local Council Award scheme application, following successful assessment of the Clerk’s CiLCA portfolio (9 votes in favour).

There being no further business, the Chair thanked Members for their attendance and participation and closed the meeting.

Signed,

**Chair of the City of Durham Parish Council
(27th October 2022)**

ITEM 5: PROPOSAL TO PURCHASE AN ELECTRIC VEHICLE CHARGING POINT FOR THE PARISH AREA

In 2019 Durham County Council declared a Climate Emergency and pledged to:

- Reduce carbon emissions from Durham County Council's operations by 80% from 2008/09 levels by 2030 and make significant progress towards making Durham County Council and County Durham as a whole carbon neutral.
- Investigate what further actions are necessary to make County Durham Carbon Neutral by 2050 and pledge to achieve this
- Link to the Council's adopted Climate Emergency Response Plan: <https://democracy.durham.gov.uk/documents/s119824/7%20Climate%20Change%20Action%20Plan%202020.pdf>
- Tackle carbon emissions from all sectors, with 30% of carbon emissions being transport related.

Similarly, the City of Durham Parish Council has identified promoting clean air and active travel as part of its strategic aims for 2022/23 and into the future.

- In 2019, DCC was successful in acquiring funding from Innovate UK towards the installation of 100 EVCPs across County Durham and employed an EV project officer in order to manage the project.
- 100 EVCPs was a relatively small amount for the size of Durham and therefore it was quickly identified that more funding was needed and there was a need for wider public consultation in order to work out the best locations to install these EVCPs.
- In 2020, Durham County Council established an EV Community User Group to hear residents' views on locations for these points.
- December 2021, DCC completed the WEVA (Weardale electric vehicle accelerator) project and installed 9 EVCPs (17 sockets) in Stanhope to encourage the uptake of EVs in a rural village and this was supported by a car club.
- In January 2022, DCC completed the SOSCI (Scaling on street charging infrastructure) project and installed 77 (154 charging sockets across County Durham) and established a car club in Shotley Bridge.
- In March 2022, DCC completed the REV UP project (Regional electric vehicle) unified plan – using lessons learnt, produced best practice guide on installing EVs for local authorities as well as looking into accessible EVCPs.
- In June 2022, DCC won the Best EV project at the MJ Awards for SOSCI and in August 2022 were successful in their bid under the LEVI (local electric vehicle infrastructure) project for a further 100 EVCPs.

The Environment Committee has recently met with the EV projects officer as it has been identified that there is an additional need to install more EVCPs in Durham City where there is currently low provision.

Under the current funding model, 25% community funding towards the costs of the charging unit (£3,000) can attract the remaining funding through either the SOSCI, OZEV and/or LEVI fund. DCC will also cover the costs for installation and maintenance will be funded through the money raised through charging.

In 2030, the sale of all new petrol and diesel cars will be banned and there is therefore a need to be forward thinking about provision in areas such as Durham City as we are moving towards Electric Vehicles. 20% of new cars being purchased are electric.

The EV team has research which shows that installing charge points also brings people to the area, and visitors to the centre.

The current cost for charging a vehicle is 35-37p per kwh to charge – paid for by the driver in the app.

The Parish Council’s Environment Committee recently considered this proposal and agreed to support the funding of a new EVCP in the parish at a cost of £3,000 with the remaining funding coming from one of the schemes identified above. If approved, this funding would need to be drawn from Council contingencies.

One stipulation for the installation of an EVCP is that this must be located on DCC owned land. The Environment Committee agreed to propose the A691 layby outside St. Cuthbert's Church as a potential site and Tracy (EV project officer) is presently investigating this as an option but initial investigations suggest that this would be possible as a site.

A fast charge option or a rapid charge option are both possible at the same cost to the Parish Council, however a rapid charge point would take some months longer to be delivered and installed.

County Councillors Elizabeth Scott and Liz Brown have also agreed to fund an EVCP in the car park to the new Lowes Barn Community Centre.

DECISIONS REQUIRED	<ol style="list-style-type: none">1) For Members to agree to fund the costs of either a fast charge option or rapid charge point as set out in the above report.2) If 1) is approved but in the event that the proposed location is not possible, to delegate to the Environment Committee the responsibility of selecting a suitable alternative site for the charge point.
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ITEM 7: DCC CONSULTATION ON DRAFT STRATEGY TO TACKLE ANTI-SOCIAL BEHAVIOUR

The Safe Durham Partnership (SDP) has worked hard to prevent and tackle ASB, since its formation in 2009, and is continually reviewing the way in which it achieves this goal. The SDP has been working with partners to develop a draft strategy which outlines a proposed approach to tackling ASB over the next three years. As part of this work, DCC has looked at the County's ASB statistics and considered feedback from other relevant surveys and engagement activities to identify what is important. These include the recent Area Action Partnership priority setting exercise, the consultations for our Inclusive Economic Strategy and Children, Young People and Families' Strategy and the Student Voice survey and Rural Crime Survey.

Further details can be found here:

<https://www.durham.gov.uk/article/28103/Consultation-on-draft-strategy-to-tackle-anti-social-behaviour>

The draft strategy has been shared with Members for their consideration and the matter was also discussed at the recent CRAF meeting in October (see Agenda item 13 for more details).

It is proposed that the City of Durham Parish Council responds to this consultation. Thereafter, the feedback from the consultation will be considered and the strategy will be updated before it is agreed and adopted by the Safe Durham Partnership in the new year. An action plan will then be developed based round each of the eight principles.

A proposed response to this consultation is set out below:

Thank you for the opportunity to respond to the draft anti-social behaviour strategy (2022-25) which has been developed by the Safe Durham Partnership.

The Anti-social Behaviour, Crime and Policing Act 2014 brought enhanced powers to the local authority, police and partners. Since then, different agencies across County Durham have independently developed their own approaches to responding to and preventing anti-social behaviour. Having a clear and consistent approach across partners will hopefully result in clear accountability for the various agencies and effect joint working, as well as an opportunity to review the full circumstances surrounding the causes of anti-social behaviour, which can often be complex in nature.

Firstly, it is right that this strategy recognises that the impact of anti-social behaviour can be devastating to residents, businesses and visitors. For victims and the wider community, it can become a destructive, cumulative issue leading to a poor quality of life for those concerned.

The need for a City of Durham specific approach

The Parish Council supports the S.M.A.R.T approach to anti-social behaviour which this strategy advocates. However, the Parish Council would observe that this strategy provides an overarching strategic approach and eight guiding principles

relevant to the entire County on how the various agencies will respond to anti-social behaviour.

With an ever-expanding night-time economy without additional policing to respond to issues this causes and a rapid growth in University student numbers, the issues facing the City of Durham parish area do not necessarily reflect the same issues taking place across other parts of the County. Therefore, in order to ensure the effective delivery of this strategy and public confidence in our ability to address issues, it is imperative that more localised action plans which take account of and respond to the specific issues within a particular locality are also developed by the different partners.

The issues of antisocial behaviour (ASB) and noise, and associated transient noise, are probably the lead issues identified by residents of Durham City through social media, mainstream media, reports to the Parish Council and its Community and Residents Forum, and discussions in the Durham University and Residents Forum (DURF) and the University's Community Engagement Task Force (CETF).

It must be stressed that the issue is existential for the residents of the city with an increasing number reporting – on both social and mainstream media - disturbed sleep, street noise, and on occasion regular or repetitive house and party noise, primarily during University term-time. It is recognised that the issues are present in other university towns and cities. It is also accepted that the issues do not encompass the entire student body, and nor do they affect all areas of the City in the same way. At present the issues appear to derive primarily from returning undergraduates in the private rented sector, and particularly identifiable in areas where the balance of occupancy is tilted towards student occupancy.

The policy pursued by the University of expansion in student numbers without commensurate and simultaneous increase in College accommodation to absorb increasing numbers of returning students and the continuing expansion of houses of multiple occupancy (HMO) in the private rented sector for the student market (taken from a limited stock) has resulted in the City of Durham Parish population being now about 18,000 students and 10,000 year-round residents. It has meant that there are few, if any, areas of residential housing within the Parish Council area that do not have a growing number of HMOs or experienced transient noise. The policy means that the current issues around ASBs and noise are not likely to go away, and nor are they likely to remain confined to particular areas of the City.

In addition to which, the Viaduct and North Road areas in Durham City continue to present significant policing challenges, with 1,221 recorded crimes and incidents on North Road in the last 12 months alone.

Working in partnership to address anti-social behaviour

The Parish Council very much welcomes the multi-agency approach to addressing anti-social behaviour which this strategy advocates. In addition to those partners listed in the Safe Durham Partnership, the Parish Council would stress that the local Parish and Town Council sector, the University (in the case of the City), the third sector and local community residents' associations must also be recognised

as important stakeholders in the delivery of this strategy. As the organisations closest to their communities, these partners can very often reflect the views of local residents' most accurately.

The Parish Council is pleased to be an active member of the City Safety Group which you chair and we have worked proactively with partners on a range of schemes to address anti-social behaviour and safeguarding issues; most notably through the establishment of Safety of Women at Night hub at St. Nicholas Church.

Putting the victim at the heart of the response to anti-social behaviour

A key focus of this strategy is to provide effective support to ASB victims. The strategy seeks to ensure that partners better understand the impact ASB has on the lives of residents and ensure safeguarding processes are in place to protect those most vulnerable from further harm. The Parish Council entirely supports this approach.

Accessibility to support and effective responses and feedback by relevant agencies are key pillars to this approach. The 2021/22 increase in precept for the police was in part proposed for a better 999 and 101 service, maintenance of PCSO numbers and visible neighbourhood policing in communities. While these priorities have yet to be translated into practice, the current responses to the concerns do not appear to have resolved the concerns nor reassured residents that their circumstances will improve any time soon. Unless the question of improved and tailored procedures, as well as coordinated responses and shared ownership, are addressed in the round, then it is not expected that the causes of the concerns will diminish.

Clearly more work is needed on this front. For too long, residents of our own parish have felt that their concerns go unresolved and a victim-centric approach has not been delivered.

The Parish Council would stress the need for an enhanced DCC neighbourhood warden service post-10pm in the City as a means of addressing residents' concerns.

The Parish Council would be grateful to receive any further information on which organisation(s) will co-ordinate the Victims Advocacy Service for instance – specified within this strategy – and what specific powers they will have to speak up on behalf of victims.

Definition of anti-social behaviour

For the reasons set out in this response, the Parish Council very much welcomes that environmental and noise disturbance are identified as anti-social behaviour for the purposes of this strategy. Both are enormous and complex issues in our parish.

The Parish Council completely rejects the statement in this strategy that a *"one off incident where evidence cannot be obtained due to the behaviour not being repeated"* is not considered anti-social behaviour.

Anti-social behaviour is defined as *"behaviour by a person which causes, or is likely to cause, harassment, alarm or distress to persons not of the same household as the person"* (Antisocial Behaviour Act 2003 and Police Reform and Social Responsibility Act 2011). Whether an incident is supported by evidence (an onus clearly placed on the victim to provide) and/or repetitive is irrelevant and this should be removed from this strategy.

The role of private-sector landlords

For the City of Durham parish, the increase of HMO accommodation in the private rented sector has been noticeable, including new areas such as Mount Oswald and areas previously seen as established residential areas such as Sheraton Park. There is also an increase in major extensions of existing HMOs into larger properties, particularly in areas such as Whinney Hill.

The University is committed to expansion of undergraduate numbers that reflects its financial model; nothing in its 10-year strategy suggests any consideration would be given to options other than growth – in the physical estate, in student numbers, and so on.

One concrete response by the University is an intention to expand the number of colleges. This may be unlikely to absorb increased numbers since only pricing would make such an option attractive to returning students. Another response is the identification of new PBSAs on the University estate, but this too depends on the private sector be able to set viable prices. It is known that home undergraduate returning students will still prefer the private rented sector to staying in college and that, even if a proportion opted to continue in college, there will be a year-on-year increase in demand. This in turn is fuelling the developer pressures for properties to convert. In addition to the numbers of C3-to-C4 applications, developers and landlords are now converting family homes into 2 bed flats using Class C3 to avoid failing to secure planning consent for conversion to a C4 (MHMO) status; other developers simply pay the council tax and avoid having to apply for C4 permission. This year has seen both an expansion into the traditional residential areas as well as conversion of existing HMO properties to extend the size under permitted development, with a number of notable examples receiving social media attention.

This expansion in HMOs across the City of Durham Parish area is undoubtedly fuelling the existential issues of anti-social behaviour across the City.

For many years, a missing component in addressing these issues has been the role and involvement of landlords. The Parish Council therefore welcomes the fact that private rented sector landlords are identified as a key stakeholder in anti-

social behaviour as part of this strategy. The strategy sets out the responsibilities of landlords and this is also welcomed.

That being so, this strategy appears to be focused solely on those landlords who fall under the selective licensing scheme only as opposed to landlords more generally. Whilst the strategy is correct in highlighting that selective licensing began on 1st April 2022 and covers 42% of the private rented sector in County Durham, no part of the City of Durham parish area is covered by this licensing scheme.

When looking at the issue of selective licensing, the County Council's consultative report of 2020 recognised that most of the County's HMOs are in Durham City. It read:

"County Durham is home to Durham University which is regularly ranked in the top ten in the University Guide League nationally, and in the top 100 internationally, and as such attracts many students from around the country and the world. In recent years the University has also expanded its capacity increasing the number of registered students to 18,700 in total from 14,300 in 2003/04. This has led to an increased demand for off-site accommodation mainly found in the form of local residential properties that have been registered as HMOs. More recently there has also been an increase in building single large-scale developments of privately owned and run accommodation blocks within the Durham City area."

The report goes on to note that (at that time) there were 790 registered HMOs within County Durham with 766 or 97% located in and around Durham city centre.

In spite of this, Durham City does not meet the criteria for selective licensing. That being so, mandatory licensing (i.e. those with five or more separate tenants) covers approximately 25% of the HMOs within the City of Durham parish area. Condition 16 of this scheme is clear that:

"The Licence holder shall take all reasonable and practical steps to prevent, or where appropriate reduce, anti-social behaviour by persons occupying or visiting the dwelling. If requested, written notification of any such steps shall be given to Durham County Council within 10 working days from the date of the request".

The Parish Council has long concluded that, alongside the County-wide selective licensing scheme, there needs to be an equivalent compulsory, self-financing additional licensing scheme for Durham City to address the facts that virtually all of the County's HMOs are in Durham City, that the associated anti-social behaviour problems are extensively documented and that the voluntary scheme currently in place is demonstrably not adequate.

Furthermore, there is no information within this strategy as to how often and by what means the Safe Durham Partnership and/or ASB Strategic Group will engage with landlords in addressing issues of anti-social behaviour and this should be specified.

Promoting the community trigger

The Community Trigger is the name generally applied to the Response to Complaints section of the 2014 Act and enables victims to require agencies to carry out a review of their response to the anti-social behaviour they reported where they feel they did not get a satisfactory response.

Relevant bodies must carry out an ASB case review if:

- that person, or any other person, makes an application for such a review (activates the Community Trigger); and
- the relevant bodies decide that the threshold for a review is met.

Each Local Authority area sets its own threshold and this should be specified within this strategy.

The Parish Council entirely supports the proposed promotion of the community trigger and hopes that relevant agencies will not view this as an additional complaints process but rather an opportunity to learn from different cases and how to respond accordingly.

At present, the community trigger, its process, threshold, etc. are not proactively promoted enough by the relevant agencies – particularly in non-online formats – and the Parish Council therefore supports the proposed promotion work the strategy advocates and the fact that statistics around community trigger will be actively published, which they are not at present.

End of response

The closing date for comments is 11.59pm on Sunday 13 November 2022.

DECISION REQUIRED	For Members to agree the Parish Council's response to the consultation of the draft ASB strategy.
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ITEM 8: TO CONSIDER THE ADOPTION OF A DIGNITY AT WORK POLICY

City of Durham Parish Council Dignity at Work Policy

1. Purpose and scope

1.1 Statement

In support of our value to respect others, the City of Durham Parish Council will not tolerate bullying or harassment by, or of, any of its employees, officials, Members, contractors, visitors to the council or members of the public from the community which we serve.

The City of Durham Parish Council is committed to the elimination of any form of intimidation in the workplace. This policy reflects the spirit in which the council intends to undertake all of its business and outlines the specific procedures available to employees and members in order to protect them from bullying and harassment. It should be read in conjunction with the adopted Members' Code of Conduct.

The council will issue this policy to all employees as part of their induction and to all Members. The council may also wish to share this policy with contractors, visitors and members of the public.

1.2 Definitions

Bullying

"Bullying may be characterised as a pattern of offensive, intimidating, malicious, insulting or humiliating behaviour; an abuse of this use of power or authority which tends to undermine an individual or a group of individuals, gradually eroding their confidence and capability, which may cause them to suffer stress."

Harassment

Harrassment is "unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. This usually covers, but is not limited to, harassment on the grounds of sex, marital status, sexual orientation, race, colour, nationality, ethnic origin, religion, belief, disability or age".

These definitions are derived from the ACAS guidance on the topic.

Bullying and harassment are behaviours which are unwanted by the recipient. They are generally evidenced by a pattern of conduct, rather than being related to one-off incidents. Bullying and harassment in the workplace can lead to poor morale, low productivity and poor performance, sickness absence, mental health issues, lack of respect for others, turnover, damage to the council's reputation and ultimately, legal proceedings against the council and payment of legal fees and potentially unlimited compensation.

1.3 Examples of unacceptable behaviour are as follows (this list is not exhaustive):

spreading malicious rumours, insulting someone, ridiculing or demeaning someone, exclusion or victimisation, unfair treatment, overbearing supervision or other misuse of position or power, unwelcome sexual advances, making threats about job security, making threats of physical violence against a person or their family, deliberately undermining a competent worker by overloading work and/or constant criticism, blaming a person for others' mistakes, preventing an individual's promotion or training opportunities.

Bullying and harassment may occur face-to-face, in meetings, through written communication, including electronic communication such as e-mail or on social media or by telephone. It may occur on or off work premises, during work hours or non-work time.

1.4 Penalties

Bullying and harassment by any employed persons can be considered examples of serious misconduct which will be dealt with through the council's disciplinary procedures at gross misconduct level and may result in summary dismissal from the council.

If elected members are bullying or harassing employees, contractors, fellow councillors, or others then a referral through the standards process in place at the time reported as a contravention of the Member's Code of Conduct could be an appropriate measure. If an employee is experiencing bullying or harassment from a third party the council will act reasonably in upholding its duty of care towards its own employees. In extreme cases, harassment can constitute a criminal offence and the council should take appropriate legal advice, sometimes available from the council's insurer, if such a matter arises.

1.5 The Legal position

Councils have a duty of care towards all their workers and liability under common law arising out of the Employment Rights Act 1996 and the Health and Safety at Work Act 1974. If an employer fails to act reasonably with regard to this duty of care by allowing bullying or harassment to continue unchallenged an employee may decide to resign and claim 'constructive dismissal' at an Employment Tribunal.

Under the Equality Act 2010 bullying or harassment related to one of the protected characteristics covered by the act (age, gender, marital status, sexual orientation, race, religion, belief, colour, disability) can be considered unlawful discrimination which could lead to an Employment Tribunal claim for discrimination against the corporate employer, the council and the perpetrator(s) as individual named respondents.

The legal definition of "Third Party Harassment" has been introduced which makes the employer vicariously liable for harassment from other parties such as parishioners, contractors etc and it must take reasonable steps to manage such situations which could include seeking legal redress on behalf of an employee or member of the council.

In addition, the Criminal Justice and Public Order Act 1994 and Protection from Harassment Act 1997 created a criminal offence of harassment with a fine and/or prison sentence as a penalty and a right to damages for the victim. A harasser may be personally liable to pay damages if a victim complains to an Employment Tribunal on the grounds of discrimination. The 1997 Act was originally designed to assist in stalking situations but case law has demonstrated that it can be relevant to employment disputes. For instance: employers can be vicariously liable for harassment received in the workplace, where the conduct is viewed as 'serious', or oppressive incidents which are separated by long time periods and that damages for personal injury and distress can be awarded under the act.

2. Process for dealing with complaints of bullying and harassment

2.1 Informal approach

Anyone (employee, contractor, member or visitor) who feels he or she is being bullied or harassed should try to resolve the problem informally, in the first instance. It may be sufficient to explain to the person(s) involved in the unwanted behaviour, or an intermediary, that their conduct is unacceptable, offensive or causing discomfort. Anyone concerned about being bullied or harassed is encouraged to maintain a journal or other record of the incidents.

2.2 Formal approach

2.2.1 Employees

Where the employee feels unable to resolve the matter informally any complaint about harassment or bullying can be raised confidentially and informally, initially with the chairman of the staffing committee or another member of the staffing committee if more appropriate. It may be appropriate for the complaint to be put in writing after the initial discussion, as this will enable the formal grievance procedure to be invoked. The employee will be expected to provide evidence of the conduct about which he or she is complaining.

2.2.2 Others

Any other party to the council, other than an employee, who feels he or she is being bullied or harassed should raise their complaint with the council, where possible, if an informal notification to a member has been unsuccessful at eliminating the problem. The complaint should then be investigated and a meeting held to discuss the facts and recommend the way forward. A member of the public who feels he or she has been bullied or harassed by any members or officers of a council should use the council's official complaints procedure. It is important that the member(s) being complained about do not prevent the council operating impartially in its investigation and decision-making in this regard.

2.3 Grievance – employees only

A meeting to discuss the complaint with the aggrieved party will normally be arranged within five working days of a written complaint being received and will be held under the provisions of the council's grievance procedure. This meeting will be to discuss the issues raised and a way forward for the member(s) of staff

involved. Employees have a right to be accompanied by a work colleague or a trade union representative at this meeting.

A full investigation of the complaint will be held by an appropriate person as appointed by the staffing committee of the council which is handling the process.

It may be appropriate for an external investigator to be involved in order to maintain objectivity and impartiality.

An action plan should be made available to the aggrieved employee to demonstrate how the problem is to be resolved.

It may be decided that mediation or some other intervention is required and the council should contact NALC, an employer's body or ACAS to this effect.

The employee will have a right of appeal. At all times, the confidentiality of the grievance will be of paramount importance in order to maintain trust in the process hence details of the full grievance will not be shared with the full council without prior approval by the aggrieved. The council will commit not to victimise the complainant for raising the complaint once the appropriate dispute resolution process has been concluded.

2.4 Disciplinary action

Following a grievance hearing or investigation into allegations of bullying or harassment against an employee, a full report will be made to all parties and this may result in disciplinary action being taken against the perpetrator of the alleged action/behaviour.

For an employee found to have been bullying/harassing others this will follow the council's disciplinary procedure under the ACAS Code of Practice on Dispute Resolution and would normally be treated as gross misconduct.

For members reasonably believed to have been bullying or harassing another person(s) whilst undertaking council activities, a referral to the County Council's standards process should be made. Neither the Parish Council as a corporate body nor any of its employees/members may seek to replace the standards process in any way.

There may also be a referral to the police under the Protection from Harassment Act 1997, or a claim to an Employment Tribunal for Third Party harassment (for harassment relating to one of the protected characteristics under the Equality Act) in the most extreme cases. This list is not exhaustive.

False or malicious allegations of harassment or bullying which damage the reputation of a fellow employee/member will not be tolerated and will be dealt with as serious misconduct under disciplinary procedures (for employees) and/or a referral to the standards process (for members).

All parties to the council have a responsibility to ensure that their conduct towards others does not harass or bully or in any way demean the dignity of others. If unacceptable behaviour is observed then each individual can challenge the perpetrator and ask them to stop.

Bullying is more likely to be complained about when individual members criticise staff, often without objective evidence, without the mandate from the corporate body of the council and in environments which are open to the public or other employees or by way of blogs, Facebook comments, or in the pub or local playground. The council undertakes to share its policy with all members and workers and request that each party signs to demonstrate acceptance of its terms. All new members and employees will be provided with a copy of this policy.

Date adopted: October 2022

Date to be reviewed: May 2023

DECISION REQUIRED	For Members to agree to the adoption of a Dignity at Work Policy as set out in the above report.
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ITEM 9: MOTION BY COUNCILLOR V ASHFIELD ON THE RECENT NALC AWARDS

Councillor V Ashfield wishes to propose the following motion to the Parish Council on the recent outcome of the National Association of Local Council's Award:

The motion

This Council would like to offer its congratulations to our Parish Clerk for his recent success in the NALC Council awards. Adam's fantastic contribution to the work of our Council has received national recognition. May we take this opportunity again to thank him for all he does for the City of Durham Parish Council.

DECISION REQUIRED	For Members to agree to the above motion.
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ITEM 10: REPORT ON CHRISTMAS EVENTS PLANNING 2022

Members will be aware that the Parish Council has agreed a total budget of £22,000 towards events for this financial year. As part of this, Christmas has been identified as a key season for events in the City and the Parish Council has previously supported Christmas events as a way of promoting footfall to the City during the festive season.

Planning for Christmas events started earlier this month and representatives of the Parish Council have met with key stakeholder representatives of the business community in Durham to arrange events in the lead up to Christmas. These meetings have included Prince Bishops Place, Durham Markets Company, Milburngate and Durham BID.

The main calendar for Christmas-themed events in the City, in addition to activities from other stakeholders and individual businesses, is as follows:

- **14th – 23rd November** install for Christmas tree and new Christmas lights will be happening. Christmas light switch on will be taking place on **27th November**. Durham BID has arranged for Joe McElderry to be the local celebrity to switch the lights on this year and Sue Sweeney will be the presenter for the event. A number of music acts will be playing at this event too.
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- The Christmas Festival will be taking place on **2nd, 3rd and 4th December** as usual. Durham Markets Company is looking for financial assistance towards the costs of putting this event on again this year owing to increased costs. The County Council has already supported this and Colin is looking for an additional £3,000 sponsorship for the event. Colin has also offered the Parish Council a table in the marquee this year in order to facilitate a charity Christmas wrapping service again this year. The Parish Council will need to arrange this provision with local charities.
- The Lantern Parade will be taking place on **3rd December** starting in the Market Place and leading up to the Cathedral for a service. This event is well-supported and usually attracts approximately 1,000 attendees.
- The Parish Council will be judging Christmas business frontages again this year – most likely on either **7th or 8th December**, with prizes awarded at the Parish Council's civic Christmas party in the Town Hall.
- Durham BID will be running its support for Independents campaign **throughout December** and Paul and Emma will be sending through further details of this.
- The Christmas markets will be running on **11th and 18th December** and there will also be a Christmas themed farmers market on the **3rd Thursday in December**. Colin is going to inquire about putting on some steel drum music for the 11th and 18th with possible Parish Council support and it is hoped that the Parish Council might be able to cover the costs of the music.

Durham Markets Company has arranged for the steel drum band to be in place for the market on 11th December (£550), local singer Paul Skerritt and band on 18th December (£200) and the Drums and Bugles on 15th December (free of charge).

- Durham BID is organising a series of street entertainment throughout the festive period – including the Gruffalo on **19th November**, Sleeping Beauty (linking in with the Gala theme this year) on **10th December** and possibly the Grinch on **17th December**, the latter with possible Parish Council support. The Grinch event on 17th December will include:
 - 2 X Build Staff
 - 1 X Grinch
 - Set dress
 - 300 Selection boxes to give away
 - 2 X Promo/crowd control & entertainment Elves /site Manager

The total cost for this is £3,860 and it is hoped that the Parish Council will provide £1,000 funding towards this.

- Milburngate is currently awaiting external power on site and hopes to have a number of premises opening this side of Christmas.
- Prince Bishops will again be doing a Santa’s Grotto this year **throughout December** and will also be supplementing this with a virtual Santa sleigh ride. It is hoped that the Parish Council will be able to support this this year at a cost of £1,000.
- Durham BID has offered to arrange for advertising for all these events and to link in with partners on promotion. It may be that the Parish Council can also fund some additional advertising in local schools and in the local press, etc.

The Parish Council will also be hosting its annual Christmas Civic event in the Town Hall this year on **12th December 2022**; this is a very good event which gives the Parish Council the opportunity to thank all those volunteers and organisations who have worked with us over the last year.

<p>DECISIONS REQUIRED</p>	<p>1) For Members to agree to working in partnership with key stakeholders on the hosting of Christmas events.</p> <p>2) For Members to agree to provide funding for the Christmas events, as set out in the above report as follows:</p> <ul style="list-style-type: none"> • Sponsorship for the Christmas Festival - £3,000 • Provision of music for the Christmas markets - £750 • Supporting Durham BID’s Grinch event - £1,000 • Supporting Prince Bishops virtual Santa sleigh ride - £1,000
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	<ul style="list-style-type: none">• Costs for advertising these events - £300 (Total - £6,050) <p>3) For Members to delegate organisational responsibility for these events to the Parish Clerk and the Parish Council's Business Committee.</p>
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ITEM 11: REPORT FOLLOWING THE COUNCILLORS' AWAY DAY ON 20TH OCTOBER 2022

A very big thank you to all those Members who took an active part in the Councillors' away day event on 20th October 2022.

The intention of this event was to provide an open and informal discussion amongst Members on the operation of the Parish Council and the priorities for the Council into the future.

During the discussions, Members identified the following key priorities for the parish:

- Members identified additional late-night policing for safeguarding in the parish as a top priority for local residents.
- Members expressed the desire to continue the Safety of Women at Night hub in the City centre.
- Members expressed the desire to do more in terms of tackling climate change, with key areas such as promoting active and sustainable transport and travel, the climate as a key consideration in the production of the Conservation Area Management Plan, working with landlords on making HMO properties more energy efficient, holding DCC accountable on the delivery of its Climate Emergency Plan and adding to and maintaining woodlands identified as part of this work.
- Members expressed the desire to continue and expand the Parish Council's offer of free planning and licensing training for local residents.
- Members identified car parking as a major problem in certain residential streets of the City – Members expressed the hope of potentially funding an enhanced service to identify fake permits and tackle parking permit abuse.
- Members expressed the desire to advertise the work of the Parish Council more, examples of how to do this being the use of local media such as a page and/or column in the Durham Advertiser and Palatinate, improving the Council's website and providing simpler newsletters to residents.
- Members expressed the desire to have a Parish Council funded full-time Neighbourhood Warden and to lobby the County Council on post-10pm provision of this service.
- Members expressed the desire to launch a campaign to attract more funding from the late-night licensed economy and private sector landlords towards Council activities.
- Members agreed that the Parish Council should try and meet in different locations as a Full Council each month e.g. in local schools (particularly

primary schools) in order to promote the work of the Council and to be present in all parts of the parish.

Members discussed the precept for financial year 2023/24. The formal budget setting process begins on the Council in November and – whilst entirely recognising the impact of increased costs of living on residents at present - Members generally agreed that the precept would need to change in the forthcoming financial year in order to deliver on some of the identified priorities.

The Chair highlighted that the matter had been discussed at a recent CRAF meeting and there was a general agreement and understanding that the precept would need to change this coming financial year.

Members felt that any change should firstly be consulted on with the public. Given that the formal budget setting process begins in November, it is proposed that the Parish Council launches this consultation – in both online and hard copy format – as soon as possible.

DECISION REQUIRED	For Members to agree to launch a public consultation as set out in the above report to gain resident feedback on the precept level for the parish.
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ITEM 12: ADOPTING THE HONORARY FREEDOM OF THE PARISH SCHEME

1. Introduction

This document sets out the criteria, procedure and arrangements relating to the selection and appointment process for Honorary Freemen, Honorary Freewomen and the Granting of Freedom of the Parish to individuals.

2. Granting the Freedom of the Parish

Granting the Freedom of the Parish is the highest honour that a Parish Council can bestow. Although it carries no powers, rights or privileges, those who receive the honour are able to use the title of Freeman or Freewomen.

As this is the highest honour that the Parish Council can grant it should be used sparingly and should not be given too often in order to preserve its status and value. The award of the Freedom of the Parish is separate to the Parish Council's Good Citizen of the Year Award.

3. Criteria

There is no statutory guidance that sets out any criteria for the appointment of Freemen and Freewomen. As the Freedom of the Parish is awarded in recognition of exceptional service to the Parish, it would be inappropriate to set out strict judging criteria. Instead, guidance on the attributes that successful candidates would be expected to have demonstrated is outlined within this policy.

4. Cost

Section 249 (9) of Local Government Act 1972 allows Councils to spend "such reasonable sum as it thinks fit" on presenting an address to a Honorary Freeman or Honorary Freewoman. A commemorative 'scroll' or certificate will be provided. Currently there is no budget provision for this but under the S137 of the Local Government Act 1972 the costs of the scroll and frame can be allocated.

5. Legislation

5.1. Section 249 (5) of Local Government Act 1972, as amended by Section 29 of the Local Democracy, Economic Development & Construction Act 2009, allows the Council of a relevant authority (including a Parish Council) to admit to be honorary freemen or honorary freewomen of the place or area for which it is the authority:

- a. Persons of distinction, and
- b. Persons who have, in the opinion of the authority, rendered eminent service to that place or area.

5.2. A resolution must be passed:

- a) At a meeting of the Parish Council that has been convened especially for the purpose and where notice of the object of the meeting to pass a motion relating to the granting of the award has been given; and
- b) By not less than two-thirds of the members of the Council who vote on it.

6. Procedure for Granting of Freedom of Hurst Green

6.1a. Any Parish Councillor may nominate to the Council individuals, who in their opinion, have rendered eminent services to the Parish and who should be considered to be granted the Freedom of the Parish.

6.1b. A member of the public may petition any Parish Councillor to nominate an individual to the Council individuals for consideration.

6.2. Individuals who have profited from their service would not normally be eligible, however this is subject to the discretion of the Council.

6.3. The nomination for the Honorary title will be considered at the next Ordinary Meeting of the Council. The agenda item will be discussed in private, and the public and press will be excluded. The name(s) of the individual(s) must not appear in the agenda or minutes of the meeting. The following procedure shall be adopted:

- a) The Chair shall open the agenda item and remind the Members of this Policy Document giving guidance on those criteria for suitable nominations.
- b) The Chair shall invite the Member(s) ('the sponsor) to present the application for nomination. The Member(s) of the Council making a nomination for the Honorary title should be able to demonstrate to the Council that the criteria listed in section 7 below have been met.
- c) The Chair shall invite all Members to discuss and debate the merits of the nomination.
- d) The Chair shall then invite the Council to pass a resolution in support of convening a meeting especially for the purpose of passing a motion relating to the granting of the award.

6.4. The Chair (or another nominated Councillor) shall prior to the issuing of the meeting calling notice for the purpose of passing a motion relating to the granting of the award, informally enquire with the proposed individual as to:

- a) whether or not they are prepared to accept such an award.
- b) whether they are aware of any reason that their acceptance of the award may, or could be considered by a reasonable third-party, to bring the parish or the Parish Council into disrepute.

6.5. The Parish Council will convene a meeting of the Council especially for the purpose, and where notice of the object of the meeting to pass a motion relating to the granting of the award to a specific individual(s) has been given. The following procedure shall be adopted:

1. The Chair shall open the meeting and remind the Members of this Policy Document which gives guidance on the criteria for suitable nominations.
2. The Chair shall invite the Member (‘the sponsor’) to present the application for nomination. The Member(s) of the Council making a nomination for the Honorary title should be able to demonstrate to the Council that the criteria listed in section 7 below have been met.
3. The Chair shall invite any members of the public who wish to speak in relation to the nomination to speak, subject to the following criteria:
 - a) Council Standing Orders shall be followed
 - b) each member of the public may speak for a maximum of 3 minutes, and whom may speak only once during the meeting
 - c) members of Council may ask questions (with the agreement of the Chair), to the member of the public who is speaking, however, questions to the member of the public who is speaking, from other members of the public are not permitted.
4. The public and any press shall then be excluded from the meeting.
5. The Chair shall invite all Councillors present to discuss and debate the merits of the nomination.
6. The public and any press shall then be invited to return for the remainder of the meeting.
7. The Chair shall then invite the Council to pass a resolution granting the award, which should recite the particular grounds and details of the public services rendered by the potential recipient.
8. If the Council passes the resolution by no less than a 2/3rds majority then the resolution shall be recorded in the Council Minutes in the usual way.

6.6. If the motion is passed, the Chair, in consultation with the Parish Clerk, shall then make arrangements for the formal presentation of the ‘Freedom’ which will be marked by the giving of a framed certificate, in line with the following:

1. Albeit that the bestowing of the Freedom of the Parish actually occurs at the point the Parish Council resolves to grant the Freedom; the presentation ceremony marks the occasion in a public and dignified way.
2. It is expected that the occasion for the presentation ceremony shall be sufficiently prominent and visible to members of the public, for example at the annual Parish assembly, village fete or another public event.
3. The presentation would usually be made by the Parish Council Chairman with other Councillors present.
4. Following the presentation, an opportunity should be provided for the recipient to reply.

5. After the formal proceedings come to an end it will be usual to adjourn for a reception. This gives an opportunity for the public and invited guests to offer their congratulations to the newly appointed Honorary Freeman/Honorary Freewoman.
6. Photographs should be taken to record both events and placed on the Parish Council website and within the Council's archive.

6.7. The roll of Honorary Freemen / Freewomen shall be maintained by the Parish Clerk.

DECISIONS REQUIRED	<ol style="list-style-type: none"> 1) For Members to decide whether they wish to adopt the Honorary Freedom of the Parish scheme. 2) If 1) is approved, for Members to agree the process by which the Honorary Freedom of the Parish is decided.
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ITEM 13: Report by Cllr C Lattin on Durham University's Community Engagement Task Force's Lived-Environment sub-group.

Meeting held on Thursday, October 12th 2022

In attendance: David Loudon (in the chair) Hannah Shepherd, Chris Hindmarsh (University project manager), Yvonne Flynn (University Sustainability Manager), Matthew Deakin (Senior Manager student accommodation), Laura Curran (Student rep), Alice Wilkes (Durham Markets), Matthew Wright, Walia Kani (DURF), John Lowe (City of Durham Trust), Charley Murdoch (Minutes)

Estates Update

- Burdon House is being refurbished to provide accommodation for professional services. The aim is for it to open early 2024
- Ongoing refurbishment of Chemistry and Bio sciences. The refurbishment of Maths is also ongoing and will offer space to the Department of Education of Hild Bede while that site is re-developed.
- There will be another new college on the Hild Bede site, in addition to Hild Bede itself. The planning application has just gone in.
- Business School, The Sands. The intention is that contractors will be able to start in early 2023 with a handover in 2024. The university will engage with relevant organisations over routes and traffic management for contractors to the site and there will be opportunity for residents to meet with contractors. This is because there have already been expressions of concern from residents.
- The University Estates Masterplan is being refreshed.
- There will be an unveiling ceremony for the blue plaque at HildBede.
- They hope to provide cycle routes down Quarryheads Lane and elsewhere. They are waiting for DCC to firm up their proposals for the crossroads at Whitechurch. David expressed disappointment that DCC and the Police never attend this meeting.
- Kingsgate Bridge has been cleared of leaves.

Biodiversity Strategy

- This is the first time the university has developed something like this and it is still currently embargoed. They are very proud of it. There will be a launch January 2023 and a special presentation to the Lived Environment group.

Erroneous suggestion of shortage of student accommodation in the City

- In response to a question from Walia Kani, Matthew Wright confirmed that he had written to DCC planning department, explaining and clarifying that it was only this year that there was a shortage of student accommodation because of the relocation of HildBede students. This will be explained to potential developers.

Spigot Mortar Gun Emplacement at Maiden Castle

- Since I brought this historic artefact to the notice of Quentin Sloper at Maiden Castle, everyone at the university with an interest has been to find it! They have decided, and already started, to clear the ground around it and a tree has been removed. The intention is to research its background, hopefully find some old photographs of it in use, and install a storyboard.

Weir At Prebends Bridge

- There has been a lack of clarity about who owns this weir. It is confirmed that it is the responsibility of the Cathedral. Discussions are taking place about potential bids to conduct a feasibility study for its restoration and for fish passes as part of the Riverbanks improvement.

Warm Spaces

- This was a most positive discussion. University senior managers said they were very supportive of opening up their premises to local residents who were suffering from fuel poverty and the impact of the cost-of-living crisis. David Loudon said he had discussed it with the Vice Chancellor who is keen to contribute as best the university can. He will commission a list of all university sites already open to the public and send them to the Warm Places working group. The University is also keen to support its own students of course, and they have a Cost-of-Living Group. They are providing breakfast clubs in the student union and the library. Laura Curran on behalf of the students said that they would welcome residents into the union building. They agreed also to consider what could be provided in PBSAs under their management.

ITEM 13 (CONTINUED): REPORT ON THE LAST MEETING OF THE PARISH COUNCIL'S COMMUNITY RESIDENTS' ASSOCIATION FORUM MEETING.

Minutes of the Community Residents' Association Forum meeting held on Thursday 18th October 2022

Present: Adam Shanley and Alan Doig (City of Durham Parish Council) Richard Hornby and Carole Lattin (Gilesgate Residents Association), Alan Hayton and Des Ward (Whinney Hill Community Group) Roz Layton (Elvet Residents Association), Sarah Wilkinson (Crossgate Community Partnership), David Rosser (Sheraton Park Residents Association), Mike Costello (Distressed Residents in the Viaduct Area), Janet George (St. Nicholas Community Forum), Walia Kani (Durham University Residents Forum) and Dave Clarke (Durham Police).

Alan Doig in the **Chair**

1. Welcome and apologies

Apologies were received from Simon Priestley (Crossgate Community Partnership) and Kirk Lester (St. Nicholas Community Forum). The Secretary advised that Sarah Wilkinson and Janet George had been nominated by both respectively to represent each Residents' Association at this meeting.

2. To receive and approve as a correct record the minutes of the Forum meeting held on 28th July 2022

The minutes of the meeting held on 28th July 2022 were unanimously **agreed** as a true and accurate record of proceedings, subject to the reference to "City" being amended to "parish" under item 5 of the minutes.

In approving the minutes, the Secretary noted that whilst DCC had acted swiftly to address a number of the issues raised regarding the doitonline service, the request to add "bins left out" as a reporting option had not yet been achieved. The Secretary advised that he is continuing to pursue this matter with DCC.

Carole Lattin also highlighted under item 7 of the minutes that a number of meetings were taking place regarding the issue of Warm Spaces. Carole advised that David Loudon, at the last Lived Environment sub-group, had confirmed that the University is keen to help use its estate as part of efforts around Warm Spaces, which is very positive news.

Richard Hornby also added that Gilesgate Residents Association is doing a lot of work to publicise where there is Warm Spaces provision in the Gilesgate area.

The Secretary advised that the City of Durham Parish Council is focusing on support at home for the most vulnerable residents.

Under item 7, Mike Costello also proposed that CRAF writes formally to DCC to express its unhappiness at the lack of protection for the land which was the former coach park at the Sands since its de-registration. The Convener advised that he would raise this during one of the regular meetings the Parish Council and the Freeman are having with DCC on this subject.

3. Update on progressing the Operation OAK initiative for Durham City

The Convener reminded Members of the ongoing efforts to provide real time late-night policing of the parish.

The Convener highlighted that the Secretary is due to have a meeting with the Police and Crime Commissioner Joy Allen about this alongside Dave Clarke, Durham City Neighbourhood Inspector.

Dave Clarke advised that he had looked closely into Operation OAK in Newcastle (Jesmond) and confirmed that this is an addition safety operation led by Northumbria Police and which is jointly funded by both Newcastle and Northumbria Universities.

Dave advised that to initiate a similar model in Durham would require approximately £150,000 and it would need to be covered through overtime from existing officers with the Police as opposed to newly recruited officers.

Dave also highlighted that the University's Community Response Team (a private security firm) is responding to issues within the parish within 30 minutes; something his officers would not be able to do as he presently only has 3 officers covering the City.

Alan Hayton advised that he would like to see a return to the previous system under PCSOs Kay and Rebecca, which did work and which had public confidence.

Walia Kani also highlighted that a number of residents were advising her that they are not receiving feedback from the Nuisance Action Team once a complaint is made. Dave advised that the Police have a similar issue in terms of feedback.

Richard Hornby advised that he felt that the University has a duty of care to its students to provide additional policing from a safety perspective.

The Secretary asked if additional provision from a safety perspective could be delivered if the Parish Council were to put in additional funding. Dave advised that

he believed this would be possible and highlighted that Safer Streets 4a) funding may be applicable to this scheme.

The Convener asked the meeting for their views if the Parish Council increased the precept in order to deliver this additional provision. The increase to the Band D charge being around £12. Forum Members advised that they would need to take this back to their membership to discuss further.

It was highlighted that the City of Durham parish precept is very low and has not been increased since the inception of the Parish Council.

The Convener also highlighted that he felt that the funds raised through the Charter Trust could be re-allocated towards such a project.

The Forum **agreed** that the Secretary should meet with Joy Allen and Dave Clarke next week to explore options for additional safety across the parish through making the Safety Hub in the City centre a more mobile operation and for police to be on active patrol throughout the parish area.

4. Durham County Council consultation on draft ASB Strategy

The Forum considered the draft ASB Strategy by Durham County Council.

The Forum felt that this Strategy was very light on specific details relating to how certain services – such as better call handling, victims support, etc would be delivered.

The Forum also felt that more proactive work was needed around promoting and publishing stats relating to the community trigger referenced within the Strategy.

Alan Hayton highlighted that a lot of the actions referenced in the Strategy required the work and support of the Police in order to deliver.

Alan Hayton also advised that late-night noise disturbance should be seen as a key aspect of ASB for the City.

The Forum agreed that the Strategy was not specific to the City which has its own unique issues of ASB because of the demographic of the population, size of late night economy, etc. The only reference to the City in the Strategy at all being the PSPO on alcohol seizures.

The Forum agreed that PSPOs were an important tool to tackle ASB but highlighted that PSPOs which had previously been consulted on – e.g. aggressive begging – had not been introduced by DCC in spite of the support for this from the Police.

The Forum also highlighted that private landlord – whether licensed or not – formed an important part of addressing ASB in the parish area.

Mike Costello asked that, in the absence of selective licensing, the Parish Council should pursue DCC getting approval for “additional licensing” of HMOs; a matter he has been pursuing since 2010 when the proposal was first introduced.

The Convener advised that the Parish Council would be drafting a formal response to the ASB Strategy consultation this week, ready for approval by the Parish Council at its meeting next week.

Mike Costello asked for sight of this draft response before it was sent to the Parish Council. The Convener advised that this would depend on the Secretary’s time to do this.

5. Report by the Forum Convener on operation of CRAF into the future

The Convener thanked Alan Hayton for raising important matters as to the operation of CRAF going forwards and advised that he would be bringing a formal written paper on this matter to the next meeting of CRAF for Forum Members’ consideration.

6. Dates of future meetings in January 2023 and April 2023

The Convener advised that the Secretary would be in touch in due course with a confirmed date in January 2023 for the next CRAF meeting.

There being no further business, the Convener thanked all members for their attendance and contribution and closed the meeting.

Signed,

**Forum Convener
(January 2023)**