

Electoral Review

Council size submission



March 2018

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Introduction

The Council was informed by the Local Government Boundary Commission for England that an Electoral Review of Hartlepool Borough Council would be undertaken as part of their work programme in 2018/19. The review commenced on the 24 November 2017 with a presentation to elected members by the Commission. At their meeting on 14 December 2017 the Council agreed to convene an Electoral Review Member Working Group (which they resolved should also be politically balanced) comprising 11 Members including all Political Group Leaders. In addition an Officer Working Group has been established to support the preparation of the Council's submission.

The first stage of the electoral review concerns itself with submissions on 'Council Size'. Submissions are required to be submitted by the 24 April 2018.

This submission sets out the Council's position on what they believe should be the optimum Council size based on the system of governance that the Council operates, future trends and a Council that reflects effective, convenient and also responsive local government for its community. This submission has been prepared by the Officer Working Group endorsed by the Electoral Review Member Working Group with a resolution of Council at their meeting on 15 March, 2018, that for the reasons contained in this submission, the Council Size for Hartlepool Borough Council in the future, should be at least 36 members, from the current complement of 33. Council believes that this provides a mandate (the resolution had unanimous Council support) for a progressive Council to meet future challenges and demands.

The last electoral review within Hartlepool was only completed in January 2012 and saw the number of Councillors reduce from 47 (excluding the Elected Mayor, see further below) to 33. There was similarly a reduction in the number of wards from 17 to 11. This led to 'all-out' elections being held in May 2012. At this time the Council operated under executive arrangements (a Directly Elected Mayor and Cabinet system of governance).

Since the last electoral review the way in which the Council operates has changed significantly. A mayoral referendum was held in 2012 which led to the abolition of the Directly Elected Mayor and Cabinet system in May 2013 and the introduction of a new Committee based system. The Council now operates with the form of governance through a Leader and with 5 Policy making Committees reflecting the Council's structure. This approach was endorsed and supported by DCLG and reflected earlier guidance issued through DETR/LGA/I&DeA ('New Council Constitutions – Dec 2000). There is a moratorium now in place which entails that the Council cannot change their governance arrangements until November 2022 at the earliest, which reflects the earlier referendum being held in November, 2012. This provides the Council with a long period of stability.

In addition the political environment surrounding the Council has changed and the requirements on the Council to take part in cross-local authority boundary arrangements have increased with the introduction of the Office of the Police and Crime Commissioner and the Tees Valley Combined Authority as established under the Tees Valley Combined Authority Order 2016. This order included the five Tees Valley constituent local authorities together with representation through the Local Enterprise Partnership. The Combined Authority with functions and powers relating to economic development and regeneration has had a major impact on the roles and responsibilities and consequential workloads of elected members. More detail on the implications of these changes are set out in the sections below.

The Borough of Hartlepool

Hartlepool is situated on the north-east coast of England and is the smallest of the 5 boroughs which make up the Tees Valley and the second smallest unitary authority in the country. The Borough is approximately 36 square miles in size and comprises the town of Hartlepool the coastal areas of Seaton Carew and the Headland and the rural communities of Greatham, Hart, Elwick, Dalton Piercy, Newton Bewley and Wynyard.

The latest figures from the Office of National Statistics (Mid-Year Population Estimates 2016) set out that Hartlepool is home to 92,817 people who occupy 43,500 homes. Of our residents, 17,700 are 15 years old or younger (19.1%), 57,645 are between 16 and 64 years old (62.1%) and 17,472 are 65 years old or older (18.8%). The proportion of older residents is increasing and by 2032 it is projected that one in four of our population will be over 65 years old. The percentage of the population that is female is 51.2% with 48.8% male. The 2011 census identified that 2.3% of the Borough's population identified themselves as Black or Minority Ethnic (BME).

The Borough currently has 11 wards each represented by 3 elected members following the last electoral review. Elections are by thirds which means that there are local elections in 3 out of every 4 years. As at 1 March 2018 the Council is led by a Labour majority administration with 19 out of 33 Councillors representing Labour. The other political parties represented include Conservatives (3 Elected Members), Putting Hartlepool First (3 Elected Members), Hartlepool Independent Group (5 Elected Members) and UKIP (1 Elected Member) there are also 2 Independent Elected Members. There is one Member of Parliament whose constituency presently covers the same geographical area as the Borough of Hartlepool.

There are currently 5 Parish Councils within the Borough of Hartlepool – Dalton Piercy, Elwick, Greatham, Hart and Headland. In addition there are a large number of local Resident's Associations and Voluntary and Community Sector Groups across the Borough.

Hartlepool has areas of significant deprivation and is ranked the 18th most deprived out of the 326 districts in England for rank of average score in the Index of Multiple Deprivation 2015. This picture is most starkly demonstrated when you consider the proportion of Lower Super Output Areas (LSOAs) within the most deprived 10% nationally where Hartlepool is ranked 10th most deprived out of 326. Within Hartlepool 4 out of 11 wards are within the 5% most deprived nationally and this rises to 6 out of 11 wards within the 10% most deprived nationally. This picture is also reflected in national measures of poverty with Government figures estimating the level of child poverty in Hartlepool to be 32% (2015) and also that 21.24% of children are living in workless households (2014). In addition 55% of properties in Hartlepool are within Council Tax Band A and less than 14% are in Band D and above.

Health inequalities in Hartlepool pose a challenge for the Local Authority. Whilst nationally life expectancy figures for men and women are 79.5 and 83.1 respectively, life expectancy at birth for men in Hartlepool is 76.8 years, of which **only 57 years will be spent in good health** (compared to a national figure of 63.4 years). Similarly for women in Hartlepool, life expectancy at birth is 81.3 with **only 55.2 years in good health**, compared to 64.1 nationally¹.

Not only are there significant inequalities between Hartlepool and the rest of England, there are also huge differences between wards within Hartlepool, with life expectancy varying by as much as 10 years from the most to the least affluent areas of the Borough. Reducing these health inequalities, and improving the overall health and wellbeing of our residents, continues to be a priority.

The Council has a clearly established ambition for the future of the Borough which is set out in the Council Plan 2017-2020. This Plan sets out what the Council will do over the next few years to drive us towards our ambition that Hartlepool will be a vibrant, welcoming and inspiring place to live, work, invest and grow up in. The Council Plan identifies our 6 strategic priorities for the Borough as:

- Growing our Economy, Jobs and Skills
- Regenerating our town
- Developing and promoting Hartlepool as a great place to live
- Developing new services for people and communities
- Building better beginnings and better futures for our children and young people
- Providing effective leadership based upon innovation and efficiency

¹ Data from the Director of Public Health's Annual report (2016/17)

Governance and Committee Structures

Responsibility for functions

The Council has adopted a Constitution, which sets out how the Council operates, how decisions are made, the procedures that are followed to ensure that these decisions are efficient and transparent, and sets out the terms of reference for the Committee structure. The Constitution was developed in accordance with the Local Government Act 2000. In proceeding with the review of the Council's Constitution, the Council was guided by the earlier *DETR* document "New Council Constitutions – Modular Constitutions for English Local Authorities" and accompanying "Guidance to English Local Authorities" (2000) as well as the Local Authorities (Committee System) (England) Regulations, 2012. An officer working group supported a cross party governance working group in developing proposals for the new Constitution in line with the outcome of the Mayoral referendum. The new Constitution was agreed on 6 March, 2013 and changes to the Constitution will only be approved by the Council after consideration of any proposals through recommendations of the Constitution Committee.

The Council maintains a list in Part 3 of the Constitution setting out the responsibilities for the Council's functions and those functions (other than those matters expressly reserved to Council) to be exercised either through a Policy, Regulatory or other Committee or Sub-Committee (Appendix 1 refers). The structure of the Council operating a Committee system under the Localism Act 2011 is shown in Appendix 2.

It is notable that under the current governance arrangements all Councillors have collective responsibility and are the ultimate policy-makers and determine, as a Council, the budget and policy framework. Whereas, the previous executive arrangements limited the policy role to an elected mayor and cabinet, the council's present system of governance entails that all members can be involved in matters of policy and, therefore, the overall strategic direction of the council. Within the Mayoral Combined Authority participating members from this council have roles including those in relation to Transport, Education, Employment and Skills, and Culture and Tourism.

Most day to day decisions are made by Policy Committees, Sub-Committees or through delegation to Officers. The Council has 5 Policy Committees which deal with those functions, plans and strategies and service areas as set out within Article 7 and Part 3 (Functions and Responsibilities) of the Constitution. When major decisions (key decisions, Appendix 3 refers) are to be discussed or made, then these are published in the Council's Forward Plan insofar as they can be anticipated. Members chose to carry this function forward from the previous governance system recognising best practice in transparent and open decision making. Any decisions that are outside the budget and policy framework must be referred by a Policy Committee to Council for a decision. A Policy Committee also has the discretion to refer any matter to Council for

determination. In addition, not less than 17 Members of Council (at least one half of the composition of Council) may request the referral of a major decision to Council for debate and decision in accordance with the Rules of Procedure set out within Part 4 of the Constitution. Committees also carry out a number of regulatory functions, including dealing with planning applications, licensing and most other regulatory business. The Health and Wellbeing Board operates as a Council Committee.

There is also recognition within Part 2 of the Council's Constitution to Joint Committees/Joint Arrangements, namely the Cleveland Police and Crime Panel, Cleveland Emergency Planning Joint Committee and Archives Joint Committee. On the same theme, there is recognition of the Council's statutory obligation to combat crime and disorder and therefore there is now specific reference to the "Safer Hartlepool Partnership". The Corporate Parent Forum has linkage to the Children's Services Committee. There is also reference within the Constitution to those co-optees who are required, for example, when the Council is discharging certain education functions.

Public engagement includes the two area Community Forums, namely North and Coastal Community Forum and South and Central Community Forum. Finally, there are certain "advisory" bodies, most notably the Joint Consultative Committee.

Functions of the Council

The Council exercises the following functions:

- i) adopting any changes to the Constitution;
- ii) approving or adopting the policy framework and the budget following recommendations from a Policy Committee;
- iii) to represent the views of the local community on matters of significance including making decisions about any matter in the discharge of a function which is covered by the policy framework or the budget, where the decision maker is minded to make it in a manner which would be contrary to the policy framework or contrary to/or not wholly in accordance with the budget (this is subject to the Budget and Policy Framework Procedure Rules and the Access to Information Procedure Rules in Part 4 of the Constitution);
- iv) agreeing and/or amending the terms of reference for Committees, deciding on their composition and making appointments to them (unless specified otherwise in this Constitution);
- v) appointing representatives to outside bodies unless the appointment has been delegated by the Council;

- vi) adopting an allowances scheme under Article 2.05;
- vii) changing the name of the area, conferring the title of Honorary Alderman and Alderwoman or Freedom of the Borough;
- viii) confirming the appointment of the Head of Paid Service;
- ix) making, amending, revoking, re-enacting or adopting bylaws and promoting or opposing the making of local legislation or personal Bills;
- x) all other matters which by law must be reserved to Council.

Policy Committees

The Council appoints the Policy Committees. The Council has determined that Plans and Strategies for the alleviation of child poverty within the Borough should be reflected across all Policy Committees. Part 3 of the Constitution sets out the functions to be discharged by the Committees as outlined below:

Finance and Policy Committee	11 Members of the Authority (Chaired by the Leader of the largest majority group)
Functions: Responsibility for the financial and other resources of the Authority, for formulating, developing and implementing the Authority's plans and strategies under the budget and policy framework. Additional service area responsibility including asset management, strategic procurement, electoral services, revenues and benefits, social welfare and public health, under the Health and Social Care Act 2012, including the development of partnership working.	
Children's Services Committee	Chair to be Lead Member for Children's Services and 6 Members of the Authority and co-optees (together with education representatives when discharging education functions) Observer – Chair of Adult Services Committee.
Functions: Responsible for children's services, including child protection to	

<p>children and young people. Exercising the Council's functions as Local Education Authority. The oversight of the Children's Strategic Partnership Board for the purposes of the Children Act 2004.</p>	
<p>The Corporate Parent Forum is a Sub-Committee of the Children's Services Committee and is responsible for the development, implementation and review of the Council's Corporate Parent Strategies and Policies in order to ensure that the Council's duty as a 'Corporate Parent' is discharged properly, effectively and consistently. The Forum comprises 7 Members of the Authority (comprising the membership of Children's Services Committee), 4 non-voting co-optees, 2 Officers and the Chair of the Adult Services Committee is an observer on the Forum.</p>	
<p>Adult Services Committee</p>	<p>Chair to be Lead Member for Adult Services and 6 Members of the Authority</p>
<p>Functions: Responsible for adult social care and related services.</p>	
<p>Regeneration Services Committee</p>	<p>7 Members of the Authority</p>
<p>Functions: Responsible for public protection, housing policy including housing market renewal and strategy, economic development and regeneration, building control and planning (except for development control and management functions delegated to the Planning Committee) and sustainability, trading standards, culture and information services including libraries and community buildings and museums and art gallery, sport and recreation including leisure centre management, sport and physical activity and Carlton Outdoor Education Centre and Tees Archaeology.</p>	
<p>Neighbourhood Services Committee</p>	<p>7 Members of the Authority</p>
<p>Functions: Responsible for waste, coastal protection and flood defence, highways and traffic management (including integrated transport and partnership working) neighbourhood management and community safety.</p>	

Regulatory and other Committees

The Council appoints Committees to undertake a variety of regulatory and other functions that are the responsibility of the Council. These Committees are set out below:-

<p>Audit and Governance Committee</p>	<p>7 Members of the Authority (chair and vice chair positions to be held by Members who are not in the majority group and comprising Members not on Finance and Policy Committee), (Independent Person(s) and Parish Council representatives when dealing with standards functions) and one fully co-opted representative from a responsible local policing body during consideration of Crime and Disorder matters.</p>
<p>Functions:</p> <p>Financial governance and stewardship, risk management and audit, making appointments to the Independent Remuneration Panel, dealing with issues of conduct against Members and promoting and maintaining high ethical standards. The discharge of all statutory scrutiny functions relating to Health and Wellbeing under the Health and Social Care Act 2012 and Crime and Disorder for the purposes of the Police and Justice Act 2006. NB: A Personnel Sub-Committee (quorum 3 Members) will deal with workforce appeals and related matters.</p>	
<p>Personnel Sub-Committee</p>	<p>3 Members of the Authority from a rota from the membership of the Audit and Governance Committee. The Member of any Sub-Committee should not include both the Chair and Vice-Chair of the Audit and Governance Committee at the same time.</p>
<p>Functions:</p> <p>This Sub-Committee deals with appeals against dismissals and grievances in accordance with the Council's workforce policies and procedures.</p>	

Planning Committee	11 Members of the Authority
Functions: Exercise the Council's Development Control and Management functions including Conservation, Town and Village Greens, Commons Registration and Public Rights of Way.	
Licensing Committee	12 Members of the Authority
Functions: Discharges the Council's functions under the Licensing Act 2003 and the Gambling Act 2005. Additional responsibility in dealing with applications relating to private hire vehicles, hackney carriages and the determination of the appeals, consents, licences and premises as delegated to the Committee. NB: A Licensing Sub-Committee will deal with individual applications and 'day to day' decisions as determined by the Committee. The Sub-Committee will consist of 3 Members when dealing with Licensing Act matters and 4 Members in all other cases, selected from a fixed rota of the Committee (including the designation of the chair of the Sub-Committee), that has been pre-determined by the Committee at the beginning of each municipal year, and maintained by Democratic Services.	

The Council will appoint such other Committees/Sub-Committees as it considers appropriate to exercise any of its functions.

Community Forums

The Council established two Community Forums; 'North and Coastal' and 'South and Central'. These Forums (operating on neighbourhood management boundaries) bring an area dimension to the work of the Council. They allow local people to raise issues of concern, principally relating to neighbourhood management services, and act as a very important mechanism for community involvement and engagement for the Council. Both meetings take place in the Civic Centre on the same day on a quarterly basis. Each Councillor is a Member of the Community Forum for his/her ward as follows:-.

North and Coastal Community Forum

Comprising the following wards:

- ♦ De Bruce
- ♦ Headland and Harbour
- ♦ Seaton
- ♦ Hart
- ♦ Jesmond

South and Central Community Forum

Comprising the following wards:

- ♦ Burn Valley
- ♦ Foggy Furze
- ♦ Rural West
- ♦ Fens and Rossmere
- ♦ Manor House
- ♦ Victoria

Each Forum has an Elected Member Chair and Vice-Chair who represents the Forums on such other Forums and Groups as the Council may determine.

Committee Meetings and Member Attendances

A table attached as Appendix 4 identifies the number, frequency and expected attendances of Members on an annual programmed basis.

Advisory bodies

The Council appoints the advisory bodies set out in Part 7 of the Constitution (Appendix 5 refers). The Council or a Policy Committee may from time to time establish a Working Group or ad hoc panels, the membership being drawn from Members of the Council and/or non-voting co-optees. The proceedings and recommendations or advice from such group or panel is reported to the appropriate Policy Committee.

Scrutiny Arrangements

Scrutiny in Hartlepool focuses solely on fulfilling its statutory responsibilities in relation to health and crime and disorder, as defined within the Health and Social Care Act 2012 and Police and Crime Act 2006. These statutory roles are delegated to the Audit and Governance Committee, with responsibility to:-

- i) **Review and scrutinise matters relating to the planning, provision and operation of health services** (on a local and regional level). As local authorities have a responsibility to not only look at themselves, but also all health service providers, and any other factors that affect people's health, the Audit and Governance Committee undertakes detailed scrutiny reviews covering the following areas. The Committees recommendations presented to Full Council (and / or Policy Committees where appropriate), 'responsible persons' from relevant NHS or health service providers and other relevant agencies:
- Health issues identified by the local population;
 - Proposed substantial development or variation in the provision of health services in the local authority area²;
 - The impact of interventions on the health of local inhabitants;
 - Delivery against key national and local targets, particularly those which improve the public's health;
 - Development of integrated strategies for health improvement;
 - Accessibility of services that impact on the health of local people to all parts of the local community;
 - Referrals from Council / Policy / other Council Committees and Healthwatch; and
 - Recommending to Council that referrals be made to the Secretary of State where there are concerns over insufficient consultation on major changes to services.
- ii) **Act as the Council's Crime and Disorder Scrutiny Committee**, with the power to review or scrutinise:
- Decisions made or other action taken by the Community Safety Partnership;
 - The work of partners, insofar as their activities relate to the partnership itself;
 - Decisions made or other action taken, in connection with the discharge by responsible authorities³ of their crime and disorder functions. Key areas being:

² Except where a decision has been taken as a result of a risk to safety or welfare of patients or staff

³ Responsible authorities - the Council, the Police, the Fire Authority and the Health Bodies

- Policy development – including in-depth reviews;
 - Contribution to the development of strategies;
 - Holding to account at formal hearings; and
 - Performance management.
- Any local crime and disorder matter (as defined by Section 19 of the Police and Justice Act 2006 - Councillor Call for Action), making recommendations to Council, or appropriate Policy Committee.

The role of Scrutiny in Hartlepool is an integral part of the process for the provision of effective services in the town and key to this is the ability to work proactively through the setting of challenging and diverse Work Programmes and reactively in dealing with referrals and potential Councillor Calls for Action. Ensuring quality of scrutiny input in to the democratic process and delivery of services continues to be a priority with 15 formal meetings of the Audit and Governance Committee held in 2016/17.

Essential to every element of the process, from work programming to final reports, is the involvement of well informed, enthusiastic Councillors.

Membership

The membership of the Audit and Governance Committee consists of 7 Elected Members, with the ability to co-opt representatives from outside bodies to assist in the conduct of its crime and disorder statutory scrutiny function. The maximum number of Councillors in Hartlepool who are eligible to participate as Scrutiny members is limited to 22 by the prohibition of the 11 members of the Finance and Policy Committee from serving on Scrutiny. In addition to this, eligibility to take up the positions of Chair and Vice Chair is restricted by the Council's Constitution⁴, with only those who are not in the majority group (totalling 14) eligible.

Membership of the Audit and Governance Committee is politically balanced, as are the memberships of all the following joint arrangements.

⁴ Hartlepool Borough Council Constitution – Responsibility for Functions (Part 3)

Joint Arrangements

a) Health - Hartlepool has a responsibility to not only look at itself, but to also look at all health service providers and any other factors that affect people's health. The value of Scrutiny involvement is clearly demonstrated in ensuring that Hartlepool's voice is heard on a Tees Valley and Regional basis around key issues such as the location and provision of health service. In fulfilling this role, Members of the Audit and Governance Committee take an active role in a variety of joint scrutiny arrangements:-

i) Permanent Joint Committees:

- Tees Valley Joint Health Scrutiny Committee*; and
- North East Joint Health Scrutiny Committee*;

* 3 Members, chaired and supported on a rota basis.

ii) Long term joint committees, created to respond to substantial variations of services (3 members)⁵:

- Durham Darlington and Teesside, Hambleton, Richmondshire and Whitby (Sustainability and Transformation Partnership*) Joint Health Scrutiny Committee.

*Sustainability and Transformation Partnership now to be called the Accountable Care System (ACS).

Scrutiny members in 2016/17 attended 23 joint committee meetings, which included 'subject specific' joint committees, created to respond to substantial variations of services that impact on the level and quality of services for residents of Hartlepool (as required by statute⁵). The challenging nature of service change across the NHS is likely to result in the need for the creation of additional committees of this type, as the delivery of the aims of the Five Year Forward View (2014) continues.

b) Crime and Disorder (Police and Crime Panel) -The Police and Crime Panel is a Joint Committee for the Boroughs of Hartlepool, Stockton, Middlesbrough and Redcar and Cleveland to fulfil the functions within the Police Reform and Social Responsibility Act 2011, including scrutiny of the elected Police and Crime Commissioner for the Cleveland Police Force Area. This has further added to the workload of the 2 Hartlepool elected members appointed to the Panel.

⁵ Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 (superseding the 2002 Regulations under the Health and Social care Act 2001)

- c) Tees Valley Combined Authority Overview and Scrutiny - Under the requirements of the Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2016, a fundamental aspect of the operational of the Combined Authority is the establishment of an effective overview and scrutiny committee.

The role of the Tees Valley Combined Authority Overview and Scrutiny Committee is crucial in holding the Mayoral Combined Authority to account for its decisions and actions. Participation in the work of this Committee ensures that Hartlepool's voice is heard and since its inception in September 2016, a total of 12 meetings of the body have been held. This has further added to the workload of the 3 Hartlepool elected members appointed to the Committee.

Outside Bodies and Joint Arrangements

On an annual basis, Council appoints Members to serve on a range of Outside Bodies as set out in Part 7 of the Constitution (Appendix 5). The commitment of Members to the Tees Valley Joint Arrangements has increased significantly with the creation of the Tees Valley Combined Authority and the additional commitments associated thereto.

There are 56 Outside Organisations and Other Bodies to which the Council appoints. The number of required appointments total 108 with required appointments varying from 1 to 4 seats. A number of the Joint Committees and other appointments are required to be politically balanced.

The appointments include a number of scrutiny bodies to which Members participate as follows:-

- Tees Valley Joint Health Scrutiny Committee
- Regional Health Joint Scrutiny Committee
- Better Health Programme Joint Health Scrutiny Committee
- Tees Valley Combined Authority – Overview and Scrutiny Committee

On an annual basis, the Council appoints also a number of Member Champions as follows:-

- Armed Forces Champion (HBC representative on the Tees Valley Armed Forces Forum and Hartlepool Armed Forces Liaison Group)
- Heritage Champion (Member of Planning Committee)
- Mental Health Champion
- Older Persons Champion (Chair of Adult Services Committee)

Joint Committees and Partnership Board

The Council makes appointments to the Joint Committees and Partnership Boards to exercise the functions as set out in the table below.

Joint Archives Committee	1 Member from each of the Local Authorities.
Functions: A Joint Committee of the Boroughs of Hartlepool, Stockton, Middlesbrough and Redcar and Cleveland to manage documentary and other historic material through a Joint Archive Service, following the abolition of Cleveland County Council.	
Emergency Planning Joint Committee	1 Member from each of the Local Authorities (substitutes allowed)
Functions: The Emergency Planning Joint Committee is a Committee of the four constituent unitary Local Authorities. The Committee meets quarterly to monitor the delivery of the Cleveland Emergency Planning Unit against its financial management, performance in line with its annual plan, and to hear feedback upon incidents and lessons learned across the Cleveland area. The Committee is authorised to agree budgetary provision from the four Authorities to the Emergency Planning Unit.	
Police and Crime Panel	2 Members of the Authority (named substitutes allowed)
Functions: A Joint Committee for the Boroughs of Hartlepool, Stockton, Middlesbrough and Redcar and Cleveland to fulfil the functions within the Police Reform and Social Responsibility Act 2011, including scrutiny of the elected Police and Crime Commissioner for the Cleveland Police Force Area.	
North East Procurement Organisation	1 Member to be from within the membership of the Committee with responsibility for Procurement
Functions: A Joint Committee comprising of 11 Members from the 12 North East Local Authorities (1 from each) with the exception of Northumberland established as a means of joint contracting for pooling purchase power, knowledge and expertise. The function is to deliver value for money, efficiencies and savings within the public sector including the development of the local economy wherever possible.	

Partnership Boards

Children’s Strategic Partnership	1 Member – Chair of Children’s Services Committee
<p>Functions:</p> <p>The partnership brings together partners to inform the Health and Wellbeing Board on the making of arrangements to improve outcomes for local children, young people and their families. This includes supporting the development and refresh of the Joint Strategic Needs Assessment and Health and Wellbeing Strategy.</p> <p>The Partnership is responsible for delivering the Children and Young People’s Plan, leading on the Child Poverty Strategy, working in partnership with the Safeguarding Children Board to keep children safe from harm, acting to ensure that all services for children and young people comply with the values set out in the Commissioning Framework and direct joint commissioning arrangements within Hartlepool in line with statutory guidance, taking account of national and local priorities.</p>	
Health and Wellbeing Board	4 Members and those appointed Officers of the Authority and other voting members having regard to the requirements under the Health and Social Care Act 2012
<p>Functions:</p> <p>Advising the Council, Health Bodies and Clinical Commissioning Groups to improve the health and wellbeing of the people of Hartlepool through integrated health and social care services. Responsibility for preparing a Joint Health and Wellbeing Strategy and Joint Strategic Needs Assessment.</p>	
Safer Hartlepool Partnership	2 Members of the Authority (including the Leader of the Council who will Chair the Partnership)
<p>Functions:</p> <p>A partnership to create confident cohesive and healthy communities</p>	

<p>by working together to reduce crime, anti-social behaviour, re-offending and substance misuse in Hartlepool.</p> <p>The Partnership is responsible for delivering the Community Safety Plan (previously known as the Crime, Disorder and Substance Misuse Strategy), the Annual Youth Justice Plan, the Drug Treatment Plan (Adults and Children), the Alcohol Harm Reduction Strategy, the Domestic Violence Strategy, the Social Behaviour Plan, the Prevent Action Plan, the Community Cohesion Framework and for the delivery of the community safety outcomes within the Sustainable Community Strategy.</p>	
<p>Education Improvement Board</p>	<p>A Partnership between the Local Authority and Education Representatives comprising representation from schools, academies and higher education/further education college representatives together with representation from young people within the Borough, employer and regional representation as determined.</p>
<p>Functions:</p> <p>The Board will be responsible for the development of a “Charter” with key stakeholders outlining the commitment to every child and young person in the Borough based on inspiration, aspiration and ambition and as outlined in the Education Commission’s final report (September 2015) to provide a first class education for every Hartlepool learner. To create and shape an action plan based on the recommendations in the Education Commission’s report, to identify and commit the necessary resources required to carry out the relevant actions and activities as recommended and to monitor the progress of the action plan.</p>	

The Work of Councillors

Councillors Role and Functions

As outlined in paragraph 2.03 of the Council's Constitution, the roles and functions of Councillors is expressed as follows:

(a) Key Roles

All Councillors will:

Collectively be the ultimate policy-makers and determine the budget and policy framework;

Represent their communities and bring their views into the Council's decision-making process i.e. become the advocate of and for their communities;

Contribute to the good governance of the area and actively encourage community participation and people involvement in decision making;

Effectively represent the interests of their ward and of individual constituents;

Be available to represent the Council on other bodies; and

Maintain the highest standards of conduct and ethics.

(b) Rights and Duties

Councillors will have such rights of access to documents, information, land and buildings of the Council as are necessary for the proper discharge of their functions and in accordance with the law and provisions of the Constitution.

Councillors will not make public information that is confidential or exempt without the consent of the Council. They will not divulge information given in confidence to anyone other than a Councillor or Officer entitled to know it.

For these purposes, "confidential" and "exempt" information is defined in the Access to Information Procedure Rules in **Part 4 of the Constitution**.

Since the Further Electoral Review held in 2010/11, the Council, following a referendum in November 2011, moved from an Elected Mayor to a Committee system of governance. In doing so, the roles of the Council Leader and

Ceremonial Mayor have become more significant and their roles and functions are detailed in Article 5 of the Constitution and expressed as follows:

Role and Function of the Ceremonial Mayor

At its Annual Meeting the Council will appoint a Ceremonial Mayor and a Deputy Ceremonial Mayor. The Ceremonial Mayor will also act as the Chair of Council and the Deputy Ceremonial Mayor will act as the Vice Chair of Council. The Ceremonial Mayor and in his/her absence the Deputy Ceremonial Mayor will have the following roles, functions and responsibilities;

- i) be first citizen of the Borough;
- ii) uphold and promote the purposes of the Constitution;
- iii) preside over meetings of the Council so that its business can be carried out efficiently and with regard to the rights of Members and the interests of the community;
- iv) ensure that the Council meeting is a forum for the debate of matters of concern to the local community and a place at which Members can ask questions of the Chairs of Committees and Sub-Committees;
- v) promote public involvement in the Council's activities;
- vi) be the conscience of the Council; and
- vii) attend, with the Ceremonial Mayor's consort, the following civic and ceremonial functions (at which both the Ceremonial Mayor and the Ceremonial Mayor's consort will be entitled to wear the appropriate chains (or the Deputy Ceremonial Mayor and consort if substituting for the Ceremonial Mayor and consort):
 - Annual Civic Service
 - Annual Memorial Service - Bombardment
 - Annual Remembrance Day Service and Associated Events
 - Armed Forces Day
 - Charity Event(s) to be held at the discretion of the Ceremonial Mayor
 - Workers' Memorial Day
 - As the representative of the Council at:
 - Royal visits
 - Official openings
 - Other Councils' civic events
 - Presentation of community awards
 - School, church and other official visits
 - Greeting civic and other dignitaries
 - Any other events, as determined by the Council

Other more specific duties are outlined in the Council Procedures within Part 4 of the Constitution.

Role and Function of the Leader of the Council

The Council may appoint a Leader of the Council from amongst its voting Members. If the Council does not appoint a Leader, the Leader of the largest political group will become the Leader.

The Council may also appoint a Deputy Leader who will exercise the powers vested in the Leader if he or she is unavailable or otherwise unable to act. If the Council does not make an appointment of Deputy Leader, the largest political group will make the appointment.

The Leader will carry out the following roles:

- be the political Leader of the Council and act as the Council's principal public spokesperson;
- act for the benefit of all the Borough's citizens and other interested persons and stakeholders;
- give the overall policy direction to the Council and lead with the Chairs of the Council's Committees and Sub-Committees, the implementation of policies, budgets and strategies approved by the Council;
- represent the interests of the Council and its community at regional, national and international levels;
- be the Chair of the Council's Finance and Policy Committee and fulfil the role of the Leader of the Council.;
- provide policy direction and progress the Council's corporate objectives with Committee Chairs, the Chief Executive and Chief Officers, the Leaders of other political groups on the Council, partners and other stakeholders;
- maintain professional working relationships and mutual respect with Members and Officers;
- attend and participate in such civic and ceremonial functions and duties as determined by Council.

Elected Members

The reduction in the number of councillors from 48 to 33 and wards from 17 to 11 in the previous electoral review significantly impacted on the workload of elected members with the size of wards increasing in scale e.g. Rural West with its geographic span encompassing both urban and villages as well as serving all but one of the local Parish Councils.

Added to this, the governance change effective from May 2013 introduced the requirement for a quorum of three members (five for Planning) as opposed to the individual portfolio member of the mayoral mode. Attendance at meetings is recorded and for transparency are updated on individual member pages on the Council's website on a monthly basis. At the end of each municipal year, an overall list of attendances at meetings is published on the Council's

website. Attendances for 2016/17 can be found at https://www.hartlepool.gov.uk/downloads/download/470/councillors_attendances_-_2016-2017

On a daily and operational basis, all Members are entitled to raise matters of local concern, either as representatives of the Council or on behalf of individuals or groups of constituents. Specific departmental protocols for dealing with such approaches may be introduced by the relevant director or chief officer in order to facilitate an appropriate response to such enquiries.

Members will receive advice and assistance in their pursuit of local matters which is consistent with their responsibilities as elected members and local representatives. Individual members shall not seek to obtain a disproportionate amount of officer time in dealing with ward matters.

Consultation meetings with residents to discuss matters of local interest may be convened in a number of circumstances. When officers convene such meetings, they will ensure that all ward members and any other councillors who might reasonably have an interest in the subject (e.g. Policy Chair) will be invited to attend.

Essential to the development and delivery of focused/effective services in the town is the way in which the authority works with its partners, both locally and on a wider regional basis. Elected Members play a key part in this process, participating in the activities of decision making bodies covering such essential services as health provision.

Another key tool used by Councillors in communicating and identifying/reacting to the needs of their constituents is the use of Ward Surgeries. Within each Municipal Year the Council provides support for 12 Ward Surgeries within each individual Ward, although individual Councillors can make their own arrangements outside of this prescribed figure. Across Hartlepool, a total of 97 Ward Surgeries were held in 2016/17, with a comparable figure (105) projected for 2017/18. The number of Ward Surgeries held demonstrates the importance of face-to-face advice and contact with residents in dealing with ward related issues.

As the number of electors registered increases, so does the number of enquiries to individual members for support. The requirement for a further electoral review was based on electorate as at the publication of the new register on 1 December 2016. Electorate figures have already increased in the last twelve months as illustrated below:

Ward	2016	2017	Difference
Burn Valley	5970	6034	64
De Bruce	5683	5962	279
Fens and Rossmere	7001	6982	-19
Foggy Furze	6342	6507	165
Hart	6926	7131	205
Headland and Harbour	5485	5669	184
Jesmond	6373	6461	88
Manor House	7126	7191	65
Rural West	5823	5868	45
Seaton	6860	6995	135
Victoria	5559	5673	114
	69148	70473	1325

Any increase in numbers is reflected in the workload for elected members and as these are not projected to reduce, the trend will continue.

The Future

Housing Growth over the next 15 years

Hartlepool Council is currently preparing a new Local Plan. The Local Plan will cover the timescale April 2016-31. The Local Plan is at an advanced stage and is currently awaiting the Inspector's final report prior to Adoption of the Local Plan in late Spring 2018. Issues of soundness have been addressed by means of Main Modifications to the policies to amend wording which were agreed by the Inspector prior to the commencement of the Main Modifications consultation.

In terms of housing growth the locational strategy aims to prioritise, economically viable, brownfield land and other suitable and available sites inside the existing urban areas for new housing whilst allowing a controlled westward expansion of the town into greenfield land adjacent to the existing boundary of the built up area. In addition a limited number of sites in the villages of Hart and Elwick are suggested together with an element of growth at Wynyard Park, to the north of the employment allocation north of the A689 to help create a sustainable community where people can live and work.

The housing need in Hartlepool is primarily driven by:

1. An increasing population, with Office of National Statistics (ONS) 2012 based population projections indicating an increase of 5.5% from 92,600 in 2014 to 97,400 by 2037;
2. An increase in new household formation amongst the existing population;
3. An ageing population (as illustrated in Appendix 6);
4. The need to retain the young and working age people;
5. Economic growth and improvement and diversification of the local economy and;
6. The ongoing replacement of obsolete housing stock.

Through the development of a Strategic Housing Market Assessment (SHMA) the Council has determined the Objectively Assessed Need (OAN) and Housing Requirement for the Plan period. This is shown in the table below. The Housing trajectory, which illustrates the likely build out of planning permissions and Local Plan allocations to meet the OAN, is included as Appendix 7a. A map illustrating the locations of planning applications and Local Plan allocations is included as Appendix 7b to help illustrate geographically where the major areas of housing growth will be over the next 15 years.

Housing Target Breakdown	Annual Dwellings	Total Dwellings Over 15 Years
SHMA Housing Requirement	240	3600
Historical Backlog from 2006 Local Plan	47	705
OAN Total Requirement	287	4305
Replacement of Demolitions (assuming 50% on site windfall replacement)	65	975
20% Affordable Housing Delivery Buffer	57	860
Annual Housing Target	410	6150

Whilst there are existing planning permissions in the main urban area, these tend to be in the northern part of the urban area with some smaller sites to the south of the urban area. However, as illustrated on the map in Appendix 7b, the vast majority of housing growth over the coming years will be to the west of the urban area and at Wynyard to the west of the Borough. Within the existing Rural West Ward there is anticipated to be approximately 3,800 new dwellings over the plan period. Within the rural area of the Hart Ward there will be approximately 650 new dwellings over the plan period.

Conclusions and Recommendation

Hartlepool Borough Council is a progressive and responsive local authority. It has positively embraced change to its governance arrangements following on from the referendum held in November, 2012 with the collective responsibility of a committee based system and being proactive in its statutory scrutiny roles both within the local authority and through engagement with partners and other stakeholders at a local but also regional level. A moratorium on any change to its governance arrangements does introduce a period of stability, but it is also a feature of the present governance of the Council that its committees have become firmly established through a reinvigorated committee system that does look back towards the provisions of the Local Government Act, 1972, but also has an accent on the future in developing effective local government and being community focussed and, therefore, 'outward looking'. Not least this is illustrated in the ambitious priorities outlined within the Council Plan and the work and commitment with partners and stakeholders.

This review has reflected on the CIPFA 'Near Neighbour' comparisons and has also taken into account comparisons with immediate neighbours in the Tees Valley (Appendix 8). Those comparisons indicate the uniqueness of Hartlepool Borough Council, particularly when looking at its present Council Size and its electorate. It is, therefore, suggested that given the focus of the previous review in the substantial reduction in the composition of the Council there should not be a corresponding reaction to artificially bolster the number of councillors, an exercise which would not have universal support nor justification. The Council has carefully reflected on where it should be positioned in having the optimum number of councillors to meet future challenges and demands.

It has been guided by 'future trends', not least in the ONS projections of a population growth within the Borough of 5.5% over the period 2014-2037. Coupled with an annual housing target of 410 dwellings that could see the potential for 6,150 dwellings over the emerging Local Plan period; a Local Plan that should be adopted by Council in spring 2018. Such development sees a 'controlled westward expansion' and certainly reflects the case for at least one 'new' ward within the Borough.

This submission notes a number of challenges facing the Borough in seeking to address and combat deprivation levels, health inequalities and the overall alleviation of poverty within the Borough. It also present opportunities through the ambition manifest in the Council Plan and the work with partners. The creation of a Mayoral Combined Authority for the Tees Valley and regional initiatives such as 'Transport for the North' has added to the workloads of a Hartlepool Borough Councillor. This not only illustrates a commitment to public service but also devotion to the local community. In achieving effective and convenient but above all, accessible local government within the

Borough, it is the conviction of Hartlepool Borough Council Members that the optimum Council size should be at least 36 Members.

Recommendation

That the Council size for Hartlepool Borough Council, as part of this present review of the Council's electoral arrangements, should be a Borough Council comprising at least 36 Members.

Appendices

Part 3

Responsibility for Functions

RESPONSIBILITY FOR FUNCTIONS

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A. INTRODUCTION

1. This part of the Constitution sets out which bodies are responsible for particular Council functions.
2. These are described in more detail in the paragraphs below. Also included in this part of the Constitution are details of the membership of Committees and Forums, information about other bodies (including advisory bodies) and the list of proper officer functions. Advisory bodies have no decision-making power but will advise the Council or its Committees or Sub-Committees, about a particular function. The list of proper officer functions sets out the Officers responsible for certain functions under a particular piece of legislation.

Council Functions

3. These are functions which under law cannot be the responsibility of a Committee or Sub-Committee or through an Officer. For example adopting the annual budget, is a decision which can only be taken at a meeting of the Full Council. In other cases, the responsibility for undertaking a function may be delegated by the Full Council to a Committee or Sub-Committee or an Officer or through joint arrangements with other Authorities – where this is the case it is identified in a separate column in each function table.

Committee Functions

4. All other functions are delegated by Council to Committees and Sub-Committees and to Officers. Where a function is discharged through a Committee or Sub-Committee, decisions about these functions will be taken either by a Policy Committee (Article 7), or through Regulatory and other Committees (Article 8). The Council is also able to discharge functions through Joint Arrangements (Articles 9 and 11) with other Authorities and through Officers. Further information about the delegation scheme and its operation can be found in section B.

B. COUNCIL FUNCTIONS AND DELEGATION SCHEME

The delegation arrangements in this Constitution reflect the principles that all matters that have been previously delegated prior to the revision of this Constitution should remain so. Where, in any statement of the powers previously delegated, reference is made to the holder of a post or office which no longer exists, that reference shall be interpreted as being a reference to the holder of the current post or office of which the responsibilities or functions most closely relate to those of the former post-holder or office holder. In the event of any contradiction between the earlier delegations and those set out below, the latter shall prevail.

(*The Council has determined that Plans and Strategies for the alleviation of child poverty within the Borough should be reflected across all Policy Committees.)

Council	
Membership:	33 Councillors
Quorum:	9
FUNCTION	DELEGATION
1. Functions relating to the approval or adoption of a Plan or Strategy of a description specified in column (1) of the Schedule to the Local Authorities (Committee System)(England) Regulations 2012 (SI No.1020) ('the Regulations') and conferred by the enactments specified in relation to those functions in column (2).	
2. The approval or adoption of a Plan or Strategy for the control of the Local Authority's borrowing, investments or capital expenditure, or for determining the Authority's minimum revenue provision.	

Council (Continued)	
FUNCTION	DELEGATION
3. The approval for the purpose of submission to the Secretary of State or any Minister of the Crown for approval, of any Plan or Strategy referred to in 1 and 2 above (whether or not in the form of a draft) of which any part is required to be so submitted.	
4. Functions relating to town and country planning and development control.	Planning Committee and the Director of Regeneration and Neighbourhoods
5. Licensing and registration functions.	Planning Committee, Licensing Committee and the Director of Regeneration and Neighbourhoods/Director of Public Health
6. Functions relating to health and safety at work.	Finance and Policy Committee and the Chief Executive
7. Functions relating to elections <ul style="list-style-type: none"> a) Duty to appoint an electoral registration officer b) Functions in relation to parishes and parish councils, contained in Part II of the Local Government and Rating Act, 1997 (c29) and subordinate legislation under that part. c) Power to dissolve small parish councils d) Power to make orders for grouping parishes, dissolving groups and separating parishes from groups. e) Duty to appoint returning officer for local government elections f) Duty to divide constituency into polling districts g) Power to fill vacancies in parish councils in the event of insufficient nominations 	All other powers to the Finance and Policy Committee or the Chief Solicitor

Council (continued)	
FUNCTION	DELEGATION
8. Functions relating to name and status of areas and individuals.	
9. Power to make, amend, revoke or re-enact byelaws.	
10. Power to promote or oppose local or personal Bills.	
11. Functions relating to pensions.	Finance and Policy Committee, Personnel Sub-Committee (dealing with appeals) and the Chief Executive
12. Functions relating to public rights of way.	Planning Committee and the following Officers: <ul style="list-style-type: none"> - Director of Regeneration and Neighbourhoods - Chief Solicitor
13. Functions relating to Sea Fisheries.	Finance and Policy Committee
14. Power to make standing orders.	
15. To approve the appointment of the Head of Paid Service and power to appoint Directors and Chief Officers, and to engage such staff (as the Chief Executive as Head of Paid Service considers necessary to carry out the Council's functions) and to determine the terms and conditions of those employees (on which they hold office (including procedures for their dismissal).	Appointments Panel (appointment of Directors and Chief Officers) and Chief Executive (all other officer appointments) in accordance with the Officer Employment Procedure Rules.
16. Power to make standing orders as to contracts.	
17. Duty to make arrangements for proper administration of financial affairs.	

Council (continued)	
FUNCTION	DELEGATION
18. Power to appoint Officers for particular purposes (appointment of “Proper Officers”).	
19. Power to make limestone pavement order.	Planning Committee and the Director of Regeneration and Neighbourhoods
20. Duty to designate officer as the Head of the Authority’s Paid Service, and to provide staff.	
21. Duty to designate officer as the Monitoring Officer, and to provide staff.	
22. Duty to approve Authority’s statement of accounts, and Annual Governance Statement.	Audit and Governance Committee
23. Powers relating to the protection of important hedgerows.	Planning Committee and the Director of Regeneration and Neighbourhoods
24. Powers relating to the preservation of trees.	Planning Committee and the Director of Regeneration and Neighbourhoods
25. Powers to make payments or provide other benefits in cases of maladministration.	Chief Solicitor (acting in capacity of Monitoring Officer)
26. The determination of an appeal against any decision made by or on behalf of the Authority.	Audit and Governance Committee
27. The making of arrangements pursuant to subsection (1) of Section 6.1(1) of, and Schedule 18 to, the Schools Standards and Framework 1998 Act (appeals against exclusion of pupils).	Chief Executive

Council (continued)	
FUNCTION	DELEGATION
28. The making of arrangements pursuant to section 94(1) and (4) of, and Schedule 24 to, the 1998 Act (admission appeals).	Chief Executive
29. The making of arrangements pursuant to section 95(2) of, and Schedule 25 to, the 1998 Act (children to whom section 87 applies: appeals by governing bodies regarding the admission of permanently excluded pupils).	Chief Executive
30. The making of appointments under Part 2 of Schedule 6 of the Police Reform and Social Responsibility Act 2011.	
31. The discharge of any functions relating to the control of pollution or the management of air quality.	Director of Regeneration and Neighbourhoods
32. The service of an abatement notice in respect of a statutory nuisance.	Director of Regeneration and Neighbourhoods
33. The inspection of the Authority's area to detect any statutory nuisance.	Director of Regeneration and Neighbourhoods
34. The investigation of any complaint as to the existence of a statutory nuisance.	Director of Regeneration and Neighbourhoods

Council (continued)	
FUNCTION	DELEGATION
<p>35. The appointment of any individual:</p> <p>a) to any office other than an office in which he/she is employed by the Authority;</p> <p>b) to any body other than –</p> <p>i) the Authority</p> <p>ii) a joint Committee of two or more Authorities; or</p> <p>c) to any Committee or Sub-Committee of such a body, and the revocation of any such appointment.</p>	
<p>36. The making of agreements with other Local Authorities for the placing of staff at the disposal of those other Authorities.</p>	Finance and Policy Committee
<p>37. The function of making any scheme authorised or required by regulations under section 18 (schemes for basic, attendance and special responsibility allowances for Local Authority Members) of the Local Government and Housing Act 1989(4), or of amending, revoking or replacing any such scheme.</p>	

Council (continued)	
FUNCTION	DELEGATION
<p>38. The function of determining:</p> <p>(a) the amount of any allowance payable under –</p> <p>i) subsection (5) of section 3 (Ceremonial Mayor/ Chairman’s expenses) of the 1972 Act;</p> <p>ii) subsection (4) of section 5 (Deputy Ceremonial Mayor/Vice-Chairman’s expenses) of that Act;</p> <p>iii) subsection (4) of section 173 (financial loss allowance) of that Act</p> <p>iv) section 175 (allowances for attending conferences and meetings) of that Act;</p> <p>(b) the rates at which payments are to be made under section 174 (travelling and subsistence allowances) of that Act;</p> <p>(c) the amount of any allowance payable pursuant to a scheme under section 18 of the Local Government and Housing Act 1989, or the rates at which payments by way of any such allowance are to be made;</p>	
<p>39. To exercise powers under Part 2 of the Local Government and Public Involvement in Health Act 2007, as amended, regarding a change in the Council’s scheme for elections and for providing by order for consequential changes to the years in which ordinary elections of parish Councillors take place.</p>	

Council (continued)		
FUNCTION		DELEGATION
40. Functions relating to the conduct of Community Governance Review under Part 4 of the Local Government and Public Involvement in Health Act 2007 including the receipt and validation of a community governance petition, the terms of reference for any review and to formulate, publish and make decisions relating from a community governance review.		
41. The function of making a request to the Local Government Boundary Commission for England under Section 57 (requests for single member electoral areas) of the Local Democracy, Economic Development and Construction Act 2009 for single member electoral areas.		
42. Power to approve the Local Council Tax Support Scheme.		
43. The determination of Departmental staffing proposals where service areas are being amalgamated and/or a service area is created or modified due to additional grant funding.		Finance and Policy Committee
44. Functions relating to the preparation, approval and subsequent publication of a Pay Policy Statement under Section 38 of the Localism Act 2011.		
45. To approve the dismissal of an officer designated as the Head of the Authority's Paid Service, or as the Authority's Section 151 Officer, or as the Authority's Monitoring Officer, before notice of dismissal is given to that person.		
46 Functions reserved to Council by law		

Finance and Policy Committee	
Membership:	<p>11</p> <p>Councillors: C Akers-Belcher, (Chair) Leader of the Council); Cranney, (Vice Chair) Deputy Leader of the Council/Chair of Regeneration Services Committee); Thomas (Chair of Adult Services Committee); Clark (Chair of Children’s Services Committee); Hunter (Chair of Neighbourhood Services Committee).</p> <p>Plus Councillors:</p> <p>Fleming, James, Lindridge, Loynes, Moore and Smith.</p>
Quorum:	3
FUNCTION	DELEGATION
<ol style="list-style-type: none"> 1. Responsibility for the financial and other resources of the Authority, for formulating, developing and implementing the authority’s plans and strategies under the budget and policy framework. Additional service area responsibility including asset management, strategic procurement, electoral services, revenues and benefits, social welfare and public health, under the Health and Social Care Act 2012, including the development of partnership working. 2. The formulation, development and implementation of the policy framework (as detailed below) and budget and the implementation of these in respect of Council 	

Finance and Policy Committee (Continued)	
<p>functions and services not otherwise the responsibility of Council or any other Committee, in particular finance and support services.</p> <p>3. The exercise of public health functions of the Authority under Part 5 of the Health and Social Care Act 2012 including partnership arrangements made under Section 75 of the National Health Service Act 2006 and the overall development of partnership working.</p> <p>4. Responsibility for the functional areas, other Plans and Strategies and service areas as detailed below.</p> <p>5. The determination of Departmental staffing proposals where service areas are being amalgamated and/or a service area is created or modified due to additional grant funding.</p> <p>ELECTIONS</p> <p>6. Functions relating to elections:</p> <p>a) Power to assign Officers in relation to requisitions of the Electoral Registration Officer</p> <p>b) Duty to provide assistance at European Parliamentary Elections</p> <p>c) Power to divide electoral divisions into polling districts at Local Government elections</p> <p>d) Powers in respect of holding elections</p> <p>e) Power to pay expenses properly incurred by Electoral Registration Officers</p> <p>f) Duty to declare vacancy in office in certain cases</p>	<p>Chief Solicitor 6.(a)-(j)</p>

<p>Finance and Policy Committee (Continued)</p>	
<p>g) Duty to give public notice of a casual vacancy</p> <p>h) Power to make temporary appointments to Parish Councils</p> <p>i) Power to determine fees and conditions for supply of copies of, or extracts from, election documents.</p> <p>j) Power to submit proposals to the Secretary of State for an order under section 10 (pilot schemes for local elections in England and Wales) of the Representation of the People Act 2000.</p> <p>STAFFING</p> <p>7. Functions relating to Local Government pensions, etc, except those reserved to the Audit and Governance Committee</p> <p>8. Consideration of any staffing proposals requiring compulsory redundancy of one or more staff.</p> <p>9. Power to make agreements with other Local Authorities for the placing of staff at the disposal of those other Authorities.</p> <p>10. Functions relating to health and safety at work (as set out in Part C of Schedule 1 to the Regulations).</p>	
<p>FINANCE ADMINISTRATION</p> <p>11. Writing-off of debts above the limits allocated to Officers.</p>	<p>Director of Finance and Policy Power to write off debts within the approved limit of £1,000.</p>

<p>Finance and Policy Committee (Continued)</p>	
<p>GRANTS</p> <p>Allocation of Grants of over £500 from the following funds:-</p> <ul style="list-style-type: none"> • Community grants pool • Community safety capital grants • Grants for play schemes and play development • Directed lettings • Voluntary sector youth centre support • Youth advisory grants <p>The sponsorship of new grant-aided schemes related to community services functions.</p> <p>PROCUREMENT</p> <p>12. To receive and examine quarterly reports on the monitoring and outcome of contract letting procedures including outputs, values, value for money considerations and performance (incorporating if necessary provider comparative analysis) where lowest/highest price is not payable/receivable.</p> <p>13. To receive and examine reports on any exemptions granted to these Contract Procedure Rules.</p> <p>Policy Framework Community Engagement and Cohesion Strategy Council Plan Health and Social Care Plan Health and Wellbeing Strategy Medium Term Financial Strategy Sustainable Community Strategy Workforce Strategy</p>	<p>Chief Executive, Director of Children’s and Joint Commissioning Services and Director of Adult and Community Based Services, Director of Regeneration and Neighbourhoods and Director of Public Health/ Assistant Director of Joint Commissioning Services</p> <p>1. Variations to existing policies and procedures together with</p>

Finance and Policy Committee (Continued)	
	new policies/procedures which do not have significant service or corporate impact.
Service Area Child Poverty Financial Management (Corporate) Accountancy Financial Management Benefits (incl Fraud and control) and means tested services Revenues collection Payments / Payroll Insurances Social Fund Legal Land Charges Members Services Public Relations ICT Policy / Performance / Partnerships Complaints / Consultation Democratic Services Human Resources Business Team Organisational Development Customer Services / Hartlepool Connect Registrars Equality / Diversity Health, Safety and Wellbeing	2. Approval of Departmental service plans. 3. Strategic service level financial and performance monitoring. 4. Setting of fees and charges that have not been determined as part of the budget process, where the in-year additional income or expenditure does not have a gross full year effect greater than £100,000 ie where key decision test (i) does not apply. 5. Matters relating to bids for funding which do not have major financial or strategic significance, or which have either been approved in principle by the relevant Policy Committee or as part of the approved budget and policy framework. 6. Involvement in grant allocations and other allocations of funding within the terms of a scheme or method of allocation previously agreed by the Council. 7. Improvement plans and other key reports. 8. External Audit and other inspection reports on service and non-strategic corporate matters.

Finance and Policy Committee (Continued)	
<p>Strategic Procurement and Reprocurement Asset and Property Management Facilities Management (Cleaning, Catering and Security) School Catering Business Continuity Commissioning public health services Smoking / public health intervention in tobacco control , Obesity / nutrition / healthy weight/ physical activity, Alcohol, Drugs, Cancer, Cardiovascular disease, Breastfeeding, Oral health promotion, Respiratory disease Public mental health / suicide prevention Public health and community safety (domestic violence) NHS Health Check programme School nursing Children’s public health 0-5 years and 5-19 years Accidental injury prevention Public health intelligence and epidemiology Joint strategic needs assessments Health equity audits Health impact assessments GP primary prevention programme Health protection plan and related services including: Outbreaks and communicable disease, Sexual health, Immunisation, Screening, Seasonal Flu and Mortality Infection control</p>	<p>9. Allocations, scheme designs and specifications within agreed programmes of works.</p> <p>10. Policies, plans and strategies which are not part of the budget and policy framework or otherwise reserved to a Policy Committee.</p>

Adult Services Committee	
Membership:	7 Councillors: Thomas (Chair) Richardson (Vice Chair) Plus Councillors: Beck, Hamilton, Hind, Loynes and McLaughlin
Quorum:	3
FUNCTION	DELEGATION
<p>1. Responsible for Adult Social Care and related services</p> <p>2. Responsibility for the formulation, development and implementation of the Policy Framework, other Strategies and Plans and service areas as detailed below.</p> <p>Policy Framework Vision for Adult Social Care</p> <p>Service Areas Child Poverty * Older People's Commissioning Mental Health Commissioning Commissioning for Working Age Adults Social Care Transformation Adult Social Work Teams</p> <ul style="list-style-type: none"> • Older People • Learning Disabilities • Physical Disabilities • Sensory Loss <p>Safeguarding Vulnerable Adults Integrated Mental Health Services Occupational Therapy Early Intervention and Reablement Assistive Technology Direct Care and Support Services for Vulnerable Adults</p>	<p>Chief Executive, Director of Children's and Joint Commissioning Services and Director of Adult and Community Based Services, Director of Regeneration and Neighbourhoods and Director of Public Health/Assistant Director of Commissioning</p> <p>1. Variations to existing policies and procedures together with new policies/procedures which do not have significant service or corporate impact.</p> <p>2. Approval of Departmental service plans.</p> <p>3. Strategic service level financial and performance monitoring.</p> <p>4. Setting of fees and charges that have not been determined as part of the budget process, where the in-year additional</p>

Adult Services Committee (Continued)	
	income or expenditure does not have a gross full year effect greater than £100,000
Day Services Commissioned Services Team Performance Management and Management Information Housing Related Support	<p>ie where key decision test (i) does not apply.</p> <ol style="list-style-type: none"> 5. Matters relating to bids for funding which do not have major financial or strategic significance, or which have either been approved in principle by the relevant Policy Committee or as part of the approved budget and policy framework. 6. Involvement in grant allocations and other allocations of funding within the terms of a scheme or method of allocation previously agreed by the Council. 7. Improvement plans and other key reports. 8. External Audit and other inspection reports on service and non-strategic corporate matters. 9. Policies, plans and strategies which are not part of the budget and policy framework.

<p>Children’s Services Committee</p>	
<p>Membership:</p>	<p>7</p> <p>Councillors: Clark (Chair) Harrison (Vice Chair)</p> <p>Plus Councillors:</p> <p>James, Lauderdale, Moore, Morris and Sirs</p> <p>Observer – Chair of Adult Services Committee</p> <p>Education Representatives (when discharging education functions): Mark Tilling (Secondary), David Turner (Primary), Alan Chapman (Special) (term of office 4 years from commencement of Municipal year (term expires 2018)</p> <p>2 Church Representatives (voting on education matters only): Jo Heaton, C of E Diocese and Stephen Hammond, RC Diocese representatives (term of office 4 years from commencement of Municipal year (term expires 2018)</p> <p>3 Parent Governor Representatives (voting on education matters only): (term of office 4 years from commencement of Municipal Year 2014-2018) (1 from each of the following representing: Primary, Secondary and Special Schools within the Borough): 3 vacancies</p> <p>The Committee to co-opt such individuals onto the Committee who would benefit the workings of the Committee on particular education themes. Such ‘co-option’ would be for such period as the Committee determines and the appointments would be at the discretion of the Committee and such co-optees, in</p>

Children’s Services Committee (continued)	
	<p>the absence of a scheme, would not have voting rights. Such other co-optees as the Committee may appoint for such term of office as the Committee shall determine (none voting positions)</p> <p>6 Young Persons’ Representatives</p>
Quorum:	3
FUNCTION	DELEGATION
<ol style="list-style-type: none"> 1. Responsible for children’s services including child protection of children and young people. Exercising the Council’s functions as Local Education Authority. Oversight of the Children’s Strategic Partnership for the purposes of the Children Act 2004. 2. Responsibility for the formulation, development and implementation of the Policy Framework, other Strategies and Plans and service areas as detailed below. 3. Power to nominate persons for appointment as Local Authority school governors under the Schools Governance (Constitution and Federations) (Amendment) Regulations 2014. 	

<p>Children’s Services Committee (continued)</p>	
<p>Policy Framework Child and Family Poverty Strategy Children and Young People’s Plan Early Years and School Infrastructure Plan Education Improvement Strategy Youth Justice Strategic Plan</p> <p>Service Area Child Poverty Safeguarding, Assessment & Support Children looked after and leaving care Children with disabilities Fostering and adoption Safeguarding and Review / Independent Reviewing Officers Local Safeguarding Children Board Children’s Strategic Commissioning Integrated Youth Support Services Youth Offending Service Early Intervention and Prevention Services including children’s centres and extended services Monitoring of Schools Causing Concern School Improvement Support & Challenge Curriculum development and enrichment Performance management and self- evaluation Pupil Referral Unit ICT in schools Transformation of Learning School Capital Programmes Social and Educational Inclusion School Transformation Special Educational Needs Educational Psychology Early Years Foundation Stage School Capital (in partnership with R&N) School Admissions and School Place Planning</p>	<p>Chief Executive, Director of Children’s and Joint Commissioning Services, Director of Adults and Community Based Services, Director of Regeneration and Neighbourhoods and Director of Public Health/Assistant Director of Joint Commissioning Services</p> <ol style="list-style-type: none"> 1. Variations to existing policies and procedures together with new policies/procedures which do not have significant service or corporate impact. 2. Approval of Departmental service plans. 3. Strategic service level financial and performance monitoring. 4. Setting of fees and charges that have not been determined as part of the budget process, where the in-year additional income or expenditure does not have a gross full year. i.e. where key decision test (i) does not apply. 5. Matters relating to bids for funding which do not have major financial or strategic significance, or which have either been approved in principle by the relevant Policy Committee or as part of the approved budget and policy framework. 6. Involvement in grant allocations and other allocations of funding within the terms of a scheme or method of allocation previously agreed by the Council.

Children’s Services Committee (continued)	
	<ol style="list-style-type: none">7. Improvement plans and other key reports.8. External Audit and other inspection reports on service and non-strategic corporate matters.9. Policies, plans and strategies which are not part of the budget and policy framework or otherwise reserved to a Policy Committee.

Corporate Parent Forum	
Membership:	13 Elected Members of the Children’s Services Committee Observer - Chair of Adult Services Committee 2 Children and Young People who are, or have been, looked after; 2 Foster Carers; Assistant Director (Children’s and Families’ Services); Policy Link Officer
Quorum:	3 Councillors and 1 representative from the Children, Young People and Foster Carers
FUNCTIONS	DELEGATIONS
<ol style="list-style-type: none"> 1. This Sub-Committee of the Children’s Services Committee is responsible for the formulation, development, implementation and review of the Council’s Corporate Parent Strategies and policies in order to ensure that the Council’s duty as a ‘Corporate Parent’ is discharged properly, effectively and consistently. 2. To advise and make recommendations to the Council’s decision-making bodies and other partner agencies on any issues that affect children and young people who are Looked After by Hartlepool Borough Council. 3. To oversee the exercise of the Council’s responsibilities as Corporate Parent and ensure that the interests of Looked After Children are appropriately reflected in all Council policies and the work of the Children’s Strategic Partnership. 	

Regeneration Services Committee	
Membership:	7 Councillors: Cranney (Chair) S Akers-Belcher (Vice Chair) Plus Councillors: Cook, Lindridge, Loynes, Moore and Smith.
Quorum:	3
FUNCTION	DELEGATION
<p>1. Responsible for public protection, housing policy including housing market renewal and strategy, economic development and regeneration, building control and planning (except for development control and management functions delegated to the Planning Committee) and sustainability, trading standards, culture, leisure and tourism.</p> <p>2. Responsibility for the formulation, development and implementation of the Policy Framework, other Strategies and Plans and service areas as detailed below.</p> <p>Policy Framework Culture, Leisure and Heritage Strategy Economic Regeneration Strategy Housing Strategy The plans and strategies which together comprise the Local Plan</p> <p>Service Areas Child Poverty * Environmental Health and Protection Building Control Economic Regeneration</p>	<p>Chief Executive, Director of Children’s and Joint Commissioning Services , Director of Regeneration and Neighbourhoods and Director of Public Health/Assistant Director of Joint Commissioning Services</p> <p>1. Variations to existing policies and procedures together with new policies/procedures which do not have significant service or corporate impact.</p>

Regeneration Services Committee (Continued)	
<p>Housing Services Homelessness and Housing advice Public Protection Planning Services Housing Management</p> <p>Adult Education Community Centres Culture & Information Services;-</p> <ul style="list-style-type: none"> • Libraries & Community Hubs • Museums & Art Gallery • Theatre & Arts Development • Strategic Events & Independent Safety Advisory Group • Tourist Information & Box Office • Leisure Centre management • Sport & Physical Activity • Carlton Outdoor Education Centre • Outdoor Activities & Summerhill • Primary Swimming 	<ol style="list-style-type: none"> 2. Approval of Departmental service plans. 3. Strategic service level financial and performance monitoring. 4. Setting of fees and charges that have not been determined as part of the budget process, where the in-year additional income or expenditure does not have a gross full year effect greater than £100,000 i.e. where key decision test (i) does not apply. 5. Matters relating to bids for funding which do not have major financial or strategic significance, or which have either been approved in principle by the relevant Policy Committee or as part of the approved budget and policy framework. 6. Involvement in grant allocations and other allocations of funding within the terms of a scheme or method of allocation previously agreed by the Council. 7. Improvement plans and other key reports. 8. External Audit and other inspection reports on service and non-strategic corporate matters.

Regeneration Services Committee (Continued)	
<p>Tees Archaeology;-</p> <ul style="list-style-type: none"> • Historic Environment Record (HER) <p>Conservation areas/listed buildings - Conservation Grant Scheme</p>	<p>9. Allocations, scheme designs and specifications within agreed programmes of works.</p> <p>10. Policies, plans and strategies which are not part of the budget and policy framework or otherwise reserved to a Policy Committee</p> <p>Assistant Director (Regeneration and Economic Growth) in consultation with the Chair of Regeneration Services Committee to approve conservation grants on the Council's Conservation Grant Scheme</p>

Neighbourhood Services Committee	
Membership:	7 Councillors: Hunter (Chair) S Akers-Belcher (Vice Chair) Plus Councillors: Belcher, Hind, James, Loynes and Richardson
Quorum:	3
FUNCTION	DELEGATION
<ol style="list-style-type: none"> 1. Responsible for waste and environmental services, coastal protection and flood defence, transport and traffic infrastructure including highways and traffic management, building design and construction and community safety. 2. To recommend schemes for the general improvement of the area from a Ward Member budget specifically allocated for this purpose. 3. Responsibility for the formulation, development and implementation of the Policy Framework, other Strategies and Plans and service areas as detailed below. <p>Policy Framework Clean and Green Strategy Climate Change Strategy Local Transport Plan Community Safety Plan</p>	<p>Director of Regeneration and Neighbourhoods – Approval of Ward Member Budget submissions</p> <p>Chief Executive, Director of Regeneration and Neighbourhoods and Director of Public Health/Assistant Director of Joint Commissioning Services</p> <ol style="list-style-type: none"> 1. Variations to existing policies and procedures together with new policies/procedures which do not have significant service or corporate impact.

Neighbourhood Services Committee (Continued)	
<p>Service Areas Cemeteries and Crematorium Highways and Traffic Street Lighting Car Parking School Crossing Patrol Road Safety Engineering Design and Management Emergency Planning Unit Parks and Countryside Waste and Environment Community Safety Building Design and Construction</p>	<ol style="list-style-type: none"> 2. Approval of Departmental service plans. 3. Strategic service level financial and performance monitoring. 4. Setting of fees and charges that have not been determined as part of the budget process, where the in-year additional income or expenditure does not have a gross full year effect greater than £100,000 i.e. where key decision test (i) does not apply. 5. Matters relating to bids for funding which do not have major financial or strategic significance, or which have either been approved in principle by the relevant Policy Committee or as part of the approved budget and policy framework. 6. Involvement in grant allocations and other allocations of funding within the terms of a scheme or method of allocation previously agreed by the Council. 7. Improvement plans and other key reports. 8. External and other inspection reports on service and non-strategic corporate matters. 9. Allocations, scheme designs and specifications within agreed programmes of works.

Neighbourhood Services Committee (Continued)	
	10. Policies, plans and strategies which are not part of the budget and policy framework or otherwise reserved to a Policy Committee.

Audit and Governance Committee	
Membership:	<p>7 Members of the Authority (chair and vice-chair to be a Member not in the majority group and comprising Members not on Finance and Policy Committee).</p> <p>Councillors: Martin-Wells (Chair) Hall (Vice Chair)</p> <p>Plus Councillors:</p> <p>Belcher, Cook, Hamilton, Harrison and Tennant</p> <p>Plus (Independent Persons) and Parish Council representatives when dealing with standards' functions) and one fully co-opted representative from a responsible local policing body during consideration of Crime and Disorder Committee matters</p>
Quorum:	3
FUNCTION	DELEGATION
<p>AUDIT</p> <ol style="list-style-type: none"> Promote the independent internal audit function and raise awareness of internal control, reviewing controls and financial operations and developing an anti-fraud culture. Focussing and monitoring the Council's audit resources by reviewing the plans and reports of the external auditor and the internal audit team to ensure that audit work is co-ordinated. Liaising with a local audit panel over the recommendations for appointment of the External Auditor. 	

Audit and Governance Committee (Continued)	
<p>3. Monitoring audit performance by including reporting schedules and action on recommendations.</p> <p>4. Power to approve Authority's statement of accounts and Annual Governance Statement</p> <p>5. To scrutinise the Treasury Management Strategy and resulting Treasury Management solutions thereon and to make such recommendations to Council as the Committee shall deem appropriate.</p> <p>6. Consider the overall effectiveness of the Council's corporate governance arrangements, risk management and anti-fraud and anti-corruption arrangements and to seek assurance that action is taken on risk related issues identified by internal and external audit.</p> <p>7. Functions relating to the scrutiny of contracts.</p> <p>The monitoring of contracts (at the discretion of the Committee) subject to the formal quotation and tendering procedures under the Council's Contract Procedure Rules.</p> <p>8. Making appointments to the Independent Remuneration Panel as established under the provisions of the Local Government Act 2000.</p> <p>STANDARDS</p> <p>9. Promoting and maintaining high standards of conduct by Members and Co-opted members of the Authority.</p>	

Audit and Governance Committee (Continued)	
<p>10. Assisting Members and Co-opted members to observe the requirements of the Council's Code of Conduct.</p> <p>11. To advise and offer guidance to Members and Co-opted members on the adoption or revision of the Code of Conduct.</p> <p>12. To delegate to a Hearing Sub-Committee, the conduct of a hearing upon a complaint and to make recommendations and report findings, as appropriate.</p> <p>13. To grant dispensations to Members and Co-opted members (including Parish Council representatives) from requirements relating to interests as set out within the relevant Code of Conduct.</p> <p>14. Powers to make payments or provide other benefits in cases of maladministration etc.</p> <p>15. To assist in making recommendations through the better governance of the Council insofar as it relates to the maintenance and promotion of high ethical standards.</p>	<p>Chief Solicitor acting as the Council's Monitoring Officer</p> <p>Chief Solicitor acting as the Council's Monitoring Officer</p>
<p>STATUTORY SCRUTINY</p> <p>16. To exercise and undertake the statutory health scrutiny functions of the Authority under Part 5 of Chapter 2 of the Health and Social Care Act 2012 and regulations made there under and associated guidance.</p>	

Audit and Governance Committee (Continued)	
<p>17. To undertake the functions of the Authority's Crime and Disorder Committee for the purposes of the Police and Justice Act 2006.</p>	
<p>MISCELLANEOUS</p>	
<p>18. Power to determine complaints to Members in accordance with the Council's agreed corporate complaints procedures.</p>	
<p>19. Power to consider and determine:</p> <ul style="list-style-type: none"> • Appeals against dismissal • Disputes or appeals arising out of departmental staffing reviews and/or re-structures • Grievances at the final internal stage 	<p>Personnel Sub-Committee</p>
<p>20. Functions relating to local government pensions, etc. relating to the determination of individual cases.</p>	<p>Personnel Sub-Committee</p>

Personnel Sub-Committee	
Membership:	Three members selected from a rota of Audit and Governance Committee Members maintained by the Democratic Services Team Manager. The member of any Sub-Committee should not include both the Chair and Vice-Chair of the Audit and Governance Committee at the same time.
Quorum:	3
FUNCTION	DELEGATION
<p>1. Power to consider and determine:</p> <ul style="list-style-type: none"> • Appeals against dismissal • Disputes or appeals arising out of departmental staffing reviews and/or re-structures • Grievances at the final internal stage <p>2. Functions relating to local government pensions, etc. relating to the determination of individual cases.</p>	<p>Director of Finance and Policy Individual early retirement decisions within the scheme with the agreement of the Chief Executive Officer and/or in consultation with the appropriate Director.</p>

North and Coastal Community Forum	
Membership:	<p>Elected representatives of the following Wards: De Bruce, Hart, Headland and Harbour, Jesmond and Seaton</p> <p>Chair: Cllr Harrison Vice Chair: Cllr Beck</p> <p>Plus Councillors:</p> <p>Belcher, Black, Cook, Fleming, Hind, Moore, Riddle, Robinson, Springer, McLaughlin, Thomas, Tennant and Smith.</p>
Quorum:	3
FUNCTIONS	DELEGATIONS
<p>1. To be a focal point for local consultation on the provision of Council Services and neighbourhood issues.</p> <p>➤</p>	

South and Central Community Forum	
Membership:	<p>Elected representatives of the following Wards: Burn Valley, Fens and Rossmere, Foggy Furze, Manor House, Rural West and Victoria.</p> <p>Chair: Cllr Richardson Vice Chair: Cllr Lindridge</p> <p>Councillors: C Akers-Belcher, S Akers-Belcher, Barclay, Buchan, Clark, Cranney, Hall, Hamilton, Hunter, James, Lauderdale, Lindridge, Loynes, Martin-Wells, Morris and Sirs</p>
Quorum:	3
FUNCTIONS	DELEGATIONS
<p>1. To be a focal point for local consultation on the provision of Council Services and neighbourhood issues.</p> <p>➤</p>	

Licensing Committee	
Membership:	12 Councillors: Loynes (Chair) Morris (Vice Chair) Plus Councillors: Beck, Buchan, Cook, Fleming, Hall, Hamilton, Hunter, Lindridge, Robinson and Trueman.
Quorum:	3
FUNCTIONS	DELEGATIONS
<ol style="list-style-type: none"> 1. Discharges the Council's functions under the Licensing Act 2003 and the Gambling Act 2005. Additional responsibility in dealing with applications relating to private hire vehicles, hackney carriages and the determination of the appeals, consents, licences and premises as delegated to the Committee. NB: a Licensing Sub-Committee (quorum 3 Members) will deal with individual applications and 'day to day' decisions as determined by the Committee. 2. All licensing and registration functions except those relating to Commons Registration, Roads and Highways (delegated to Planning Committee by Council) 3. Licensing functions under the Licensing Act 2003 and the Gambling Act 2005 in considering the grant refusal, variation, issue of any counter notice and cancellation of licences, certificates, permits or registration (other than where such matters have been delayed) in respect of; 	<p>Director of Regeneration and Neighbourhoods & Director of Public Health/Assistant Director of Joint Commissioning Services</p> <p>Power to carry out all of the functions of the Committee with the exception of the power to refuse, revoke or suspend any licence or registration.</p> <p>Power to refuse, revoke or suspend any licence or registration in cases where eligibility criteria are not met or in cases where there is judged to be a clear risk to the well-being of the public which needs to be addressed as a matter of urgency.</p>

Licensing Committee (Continued)	
FUNCTIONS	DELEGATIONS
<ol style="list-style-type: none"> 1. Application for Premises Licence (Gambling Act). 2. Application for a Variation of Premises Licence (Gambling Act). 3. Application for a Transfer of a Premises Licence (Gambling Act). 4. Application for a Provisional Statement (Gambling Act). 5. Review of a Premises Licence (Gambling Act). 6. Application for a Club/Gaming Club Machine Permits (Gambling Act). 7. Cancellation of Club/Gaming Club Machine Permits (Gambling Act). 8. Applications for other permits under the Gambling Act. 9. Cancellation of Licensed Premises Gaming Machine Permits (Gambling Act). 10. Consideration of Temporary Use Notice (Gambling Act). 11. Decision to give a Counter Notice to a Temporary Use Notice (Gambling Act). 12. Amusements with Prizes (Gambling Act) 13. Lotteries (Gambling Act). 14. Prize Bingo (Gambling Act). 15. Application for a Premises Licence (Licensing Act). 16. Application for a Variation of a Premises Licence (Licensing Act). 17. Application to Transfer a Premises Licence (Licensing Act). 18. Application to Grant a Provisional Statement (Licensing Act). 	

Licensing Committee (Continued)	
FUNCTIONS	DELEGATIONS
<p>19. Application to Vary a Designated Supervisor (Licensing Act).</p> <p>20. Application to Grant a Club Premises Certificate (Licensing Act).</p> <p>21. To Grant a Variation of a Club Premises Certificate (Licensing Act).</p> <p>22. Making an order under Section 284 disapplying Section 279 (Exempt Gaming) or Section 282(i) (Gaming Machines Automatic Entitlement) to specific licensed premises.</p> <p>23. Approving the Statement of Principles to be applied regarding functions relating to Family Entertainment Centre Gaming Machine Permits and Prize Gaming Permits.</p>	

Licensing Sub-Committee	
Membership:	Three Members when dealing with Licensing Act matters and four Members in all other cases, selected from a fixed rota of the Committee (including the designation of the Chair of the Sub-Committee) that has been pre-determined by the Committee at the beginning of each municipal year, and maintained by the Democratic Services Team Manager.
Quorum:	3
FUNCTIONS	DELEGATIONS
Dealing with individual licensing and other applications and 'day to day' decisions as determined by the Committee.	

Planning Committee	
Membership:	11 Councillors: Cook (Chair) S Akers-Belcher (Vice Chair) Plus Councillors: Barclay, Belcher, Buchan, Fleming, James, Loynes, Martin-Wells, Morris and Sirs.
Quorum:	5
FUNCTIONS	DELEGATIONS
<ol style="list-style-type: none"> 1. Exercise the Council's development control and management functions including conservation, Town and Village Greens, Commons Registration and Public Rights of Way. 2. All functions relating to town and country planning and development control. 3. Powers relating to the protection of important hedgerows 4. Powers relating to the preservation of trees. 5. The obtaining of information under Section 330 of the Town and Country Planning Act 1990 as to interests in land. 6. The obtaining of particulars of persons interested in land under Section 16 of the Local Government (Miscellaneous Provisions) Act 1976. 	<p>Director of Regeneration and Neighbourhoods</p> <ol style="list-style-type: none"> 1. Power to carry out all of the functions of the Committee in paragraphs 1-5 adjacent, subject to the following exceptions: <ol style="list-style-type: none"> i) in the case of any relevant application which is submitted to the Council for determination, any matter which any Member requests should be referred to the Committee for decision, such request to be received within 21 days of publication of details of the application. ii) any matter which has a significant adverse impact outside of established policy guidelines. iii) the refusal of an application or refusal of an application relating to a prior notification in consultation with the Chair of the Committee (or in the event that the Chair is not available the Vice Chair of the Committee).

Planning Committee (continued)	
FUNCTIONS	DELEGATIONS
<p>7. Powers, related to Commons Registration</p> <p>8. Functions relating to public rights of way.</p> <p>9. The licensing and registration functions relating to the New Roads and Street Works Act 1991 and the Highways Act 1980.</p> <p>10. Functions relating to Town and Village Greens</p> <p>11. To comment upon relevant Development Plan Documents (DPD's) and Supplementary Planning Documents (SPD's).</p> <p>12. To consider reports on the proposed DPD's of neighbouring authorities where the Council is a consultee.</p> <p>13. To receive reports on the performance of the Development Control and Planning Policy section.</p> <p>14. To consider reports on proposed changes to national planning policy.</p>	<p>iv) the refusal of an application except with the agreement of the Chair of the Committee.</p> <p>v) except in cases of urgency</p> <p>a) power to require the discontinuance of a use of land</p> <p>b) power to serve a stop notice (including a temporary stop notice)</p> <p>c) power to issue an enforcement notice</p> <p>d) power to apply for an injunction restraining a breach of planning control</p> <p>e) power to serve a building preservation notice and related powers</p> <p>f) power to issue enforcement notice in relation to demolition of unlisted building in conservation area</p> <p>g) powers to acquire a listed building in need of repair and to serve a repairs notice</p> <p>h) power to apply for an injunction in relation to a listed building,</p> <p>exercise of such powers to be reported for information to the next available meeting of the Committee.</p> <p>2. Power to formulate decision notices following decisions made in principle by the Committee.</p>

Planning Committee (continued)	
FUNCTIONS	DELEGATIONS
	<ol style="list-style-type: none"> <li data-bbox="831 405 1399 618">3. Power to negotiate and set charges for diversion or related matters and to take action regarding blockages or Rights of Way issues other than those related to countryside management. <li data-bbox="831 663 1399 943">4. Power in cases of urgency to carry out all of the functions of the Planning Committee relating to public rights of way (other than those delegated to the Director of Regeneration and Neighbourhoods, following discussion of the issues with the Chair of the Committee. <li data-bbox="831 987 1399 1245">5. In relation to matters which are relevant to countryside management, power to negotiate and set charges for diversion or related matters and to take action regarding blockage on Rights of Way issues. <li data-bbox="831 1290 1399 1503">6. Power in cases of urgency to carry out all of the functions of the Planning Committee relating to public rights of way which are relevant to countryside management. <li data-bbox="831 1547 1399 1794">7. Power to carry out all of the functions of the Committee with the exception of any matter which falls significantly outside of established policy guidelines or which would otherwise be likely to be controversial.

Planning Committee (continued)	
FUNCTIONS	DELEGATIONS
	<p>8. Power to register without modification unopposed applications to register land as town or village green in respect of Town and Village Greens, following the statutory consultation period.</p>
	<p>Planning and Development Manager</p> <p>Power to require proper maintenance of land under Section 215 of the Town and Country Planning Act 1990</p>
	<p>Chief Solicitor</p> <p>1. Power to confirm without modification unopposed creation, diversion or extinguishment Orders in respect of Public Rights of Way, following the statutory advertising period.</p> <p>2. Power to confirm, without modification, unopposed footpath and footway conversion orders following the statutory advertising period.</p> <p>3. Power to confirm, without modification, all future unopposed Definitive Map Modification Orders following the statutory advertising period.</p>

<p>Safer Hartlepool Partnership</p>	
<p>Membership:</p>	<ul style="list-style-type: none"> • *Two Elected Members, including the Leader of the Council • *Chief Executive, Hartlepool Borough Council • *Director of Regeneration and Neighbourhoods, Hartlepool Borough Council • *Head of Community Safety and Engagement , Hartlepool Borough Council • *Neighbourhood Partnership and Policing Command, Cleveland Police • *Youth Offending Board - Chair of Management Board • *Representative of Hartlepool and Stockton on Tees Clinical Commissioning Group • *Head of Area, Cleveland National Probation Service • *Director of Operations, Durham Tees Valley Community Rehabilitation Company • *Cleveland Fire Authority - District Manager • Director of Public Health/Assistant Director of Joint Commissioning Services, Hartlepool Borough Council • Office of the Police and Crime Commissioner • VCS Representative – Chief Executive, Safe in Tees Valley • Thirteen Group – Director of Customer Support • Director of Children’s and Joint Commissioning Services, Hartlepool Borough Council • Magistrates Court – Chair of the Bench <p><i>* indicates Responsible Authority member</i></p>

Safer Hartlepool Partnership (Continued)	
Quorum:	3 Members, with at least 2 being Responsible Authority Members.
FUNCTIONS	DELEGATIONS
<ol style="list-style-type: none"> 1. A partnership to create confident cohesive and healthy communities by working together to reduce crime, anti-social behaviour, re-offending and substance misuse in Hartlepool. 2. The Partnership is responsible for the delivery of the community safety outcomes within the Sustainable Community Strategy. <p>PLANS AND STRATEGIES</p> <p>Anti-Social Behaviour Strategy Community Safety Plan (previously known as the Crime, Disorder and Substance Misuse Strategy) Youth Justice Strategic Plan Drug Treatment Plan Alcohol Harm Reduction Strategy Domestic Violence Strategy Social Behaviour Plan Prevent Action Plan Reducing Reoffending Strategy Community Cohesion Framework Troubled Families Programme</p>	

Health and Wellbeing Board	
Membership:	<p>Prescribed Members:</p> <p>Elected Members, Hartlepool Borough Council*, including the Leader of the Council and Chair of Children’s Services Committee(4); Representatives of Hartlepool and Stockton-on-Tees Clinical Commissioning Group (2)**; Director of Public Health/Assistant Director of Joint Commissioning Services, Hartlepool Borough Council (1); Director of Children’s and Joint Commissioning Services, Hartlepool Borough Council (1) Director of Adults and Community Based Services, Hartlepool Borough Council (1); Representatives of Healthwatch (2).</p> <p>Other Members:</p> <p>Chief Executive, Hartlepool Borough Council (1); Director of Regeneration and Neighbourhoods, Hartlepool Borough Council (1); Representative of the NHS England Representative of Hartlepool Voluntary & Community Sector (1); Representative of Tees Esk and Wear Valley NHS Trust (1); Representative of North Tees and Hartlepool NHS Trust (1); Representative of Cleveland Police (1); Representative of GP Federation (1); Representative of Head Teachers (1); Observer – Representative of Audit and Governance Committee; Hartlepool Borough Council (1)</p>

* The Chair will be the Leader of Hartlepool Borough Council or their substitute.

** The Vice-Chair will be a representative of the Clinical Commissioning Group

Health and Wellbeing Board (continued)	
Quorum:	5 prescribed Members with at least 1 representative from each of the 3 prescribed Member organisations
FUNCTIONS	DELEGATIONS
<p>Responsibility for the preparation and implementation of a Health and Wellbeing Strategy for the Borough.</p> <p>Responsibility for ensuring the development and use of a comprehensive evidence based Joint Strategic Needs Assessment (JSNA) for Hartlepool and that a pharmaceutical needs assessment is undertaken.</p> <p>Responsibility for ensuring consistency between the commissioning priorities of partners and the Health and Wellbeing Strategy and JSNA. Having strategic influence over commissioning and investment decisions across health, public health and social care services to ensure integration and joint commissioning particularly for those services being commissioned and provided to the most vulnerable people.</p>	

Appointments Panel	
Membership:	8 Leader of the Council, Councillor C Akers-Belcher (Chair) Ceremonial Mayor, Councillor Beck Plus Councillors: Cook, Cranney, James, Martin-Wells, Tennant and S Akers-Belcher.
Quorum:	3
FUNCTIONS	DELEGATIONS
1. To exercise those functions as set out within the Officer Employment Procedure Rules (Part 4 of the Constitution refers).	

Constitution Committee	
Membership:	9 Leader of the Council, Councillor C Akers-Belcher (Chair) Ceremonial Mayor, Councillor Beck Plus Councillors: S Akers-Belcher, Barclay, Cranney, Cook, Martin-Wells, Tennant and Trueman.
Quorum:	3
FUNCTIONS	DELEGATIONS
To review, monitor, and where necessary, recommend changes to the Constitution to full Council, as set out in Article 15, so that the aims and principles of the Council's Constitution are given full effect.	Chief Solicitor in the capacity of Monitoring Officer to present the Committee's recommendations for the consideration of Council.

Civic Honours Committee	
Membership:	5 Co-opted Member:
Quorum:	3
FUNCTIONS	DELEGATIONS
<ol style="list-style-type: none"> 1. Receive, consider and make recommendations to Council in respect of conferment of the Freedom of the Borough upon individuals or organisations. 2. Consider nominations for Honorary Alderman and Honorary Alderwoman and make recommendations to the Council thereon. 3. Make recommendations and issue guidance as the Committee may consider appropriate to Council on the conferment of Civic Honours. 	

8. Decision Making by Joint Bodies

The following joint bodies will exercise functions in accordance with the terms of the agreements currently in operation:

- The North East Procurement Organisation via the Collaborative Procurement Sub-Group
- Archives Joint Committee
- Cleveland Emergency Planning Committee

9. Decision Making by Officers – Statutory Framework and Basic Principles

- 9.1. Legislation and Statutory Guidance provides that Councils should continue to delegate operational management decisions to Officers, as well as decisions in respect of functions which require professional officer training and skills. Where decisions are currently delegated, those delegations should continue. The officer delegation arrangements in this Constitution reflects this Guidance) and all matters previously delegated to Officers prior to the revision of the Constitution remain so. Where, in any statement of the powers previously delegated, reference is made to the holder of a post or office which no longer exists, that reference shall be interpreted as being a reference to the holder of the current post or office of which the responsibilities or functions most closely relates to those of the former post-holder or office holder. In the event of any contradiction between the earlier delegations and those set out below, the latter shall prevail.

Functions other than those listed in paragraphs 2 to 7 above are delegated to the Officers listed in the appended table or their authorised representatives.

Officers will at all times operate in accordance with policies and procedures approved by Members and within the Council's budget and policy framework. They will also exercise the powers and observe the requirements contained in the Council's budget and policy framework procedure rules, financial procedure rules, contract procedure rules and officer employment procedure rules, together with any other relevant provisions of the Council's Constitution.

- 9.2 Responsibilities to be exercised by all Officers listed in Appendix 1 and their authorised representatives.

Working within the basic principles set out in the introductory section, the Council's Corporate Management Team and their authorised representatives may take decisions and initiate action falling within

their managerial or professional responsibilities in the following categories;

1. Any matters within the terms of existing personnel and staff policies, practices and procedures.
2. Negotiation and agreement with Trade Unions on Departmental matters.
3. The engagement of temporary staff or assistance where necessary.
4. Development of, and recruitment to, staffing structures within approved staffing budgets and in line with service priorities, with the agreement of the Chief Executive Officer and Director of Finance and Policy, where the circumstances are not of the categories reserved to Members.
5. Authorisation of paid secondary employment or any additional payments for posts other than those appointed to by Members, with the agreement of the relevant Director and the Director of Finance and Policy.
6. The initiation and conduct of any legal action or proceedings, in consultation with the Chief Solicitor where appropriate.
7. The exercise of the Council's powers or the discharge of its duties under any relevant legislative provisions.
8. The exercise of any powers, duties or responsibilities allocated under legislation or statutory guidance to the postholder.
9. Signing, negotiating, or otherwise acting as the Council's representative, as necessary to implement a decision, or in connection with the day to day management of Council business, subject to the financing and legal implications being approved by the Director of Finance and Policy and/or Chief Solicitor.
10. Approval or otherwise of any function or activities to be held in Council premises, or on Council land or which otherwise requires the Council's agreement, following consultation with relevant colleagues.
11. Discretion to waive charges in appropriate circumstances.
12. Submission of bids for funding where urgent action is required.
13. Allocation of grants or financial support/compensation within thresholds or on Terms approved by Members.

14. The necessary temporary closure of facilities or buildings, including bank holiday closures.
15. Any action required as a consequence of emergency incidents.
16. Any decision provided for within the terms of a policy, procedure or scheme previously approved by the Council or under delegated authority.
17. Any action necessary to implement a strategy, policy, plan or programme agreed or delegated by Members.

In exercising their delegated powers, Chief Officers will

- (i) act within the law, the Council's Constitution and follow the Council's policy framework including the approved budget.
- (ii) consult the relevant Committee Chair prior to taking action where:-
 - a) the taking of the action has policy or significant financial implications or
 - b) where the relevant Committee Chair has given a prior indication that he/she wishes to be consulted on the matter or type of matter.
- (iii) consult any other appropriate Chief Officer
- (iv) keep a formal record of the exercise of the delegated power and of the consultation undertaken.
- (v) make the record available on request to
 - a) The public, provided this does not involve the release of confidential or exempt information.
 - b) Any Member of the Council provided this does not involve the release of confidential or exempt information to which the Member is not entitled.

Each Chief Officer shall act as the designated Proper Officer for the following functions under the Local Government Act 1972, as amended:-

- i) to identify which background papers disclose facts on which a particular report or an important part of the report is based (Section 100D(5)(a) of the Act);

- ii) to prepare a list of background papers and to make arrangements for production of copies of background papers (Section 100D(1)(a) and (B);

(Such delegation related to the Chief Officer(s) in whose name(s) the report is prepared).

Chief Officers may authorise any other Officers of the Council to exercise powers delegated to them. Chief Officers must prepare in writing a scheme authorising any other Officers to exercise such powers. Chief Officers shall remain accountable for any action or decisions taken under that authority.

For the avoidance of doubt, any delegation made by Chief Officers and any authorisation to Officers shall continue in force and any action taken thereunder shall remain valid unless and until it is superseded by such further delegation or authorisation.

In the event of a Chief Officer post being vacant, or in the absence of a Chief Officer those delegated powers may be exercised by the relevant Heads of Service(s) within that Department so far as permitted by law.

Where this Constitution permits the exercise of delegated powers by Heads of Service such exercise is subject to the same restrictions and requirements as are applicable to Chief Officers.

10. Individual Director/Chief Officer Delegation

All Officers listed in Appendix 1 may exercise such delegations which apply to the functions and services for which they are responsible. A summary of how responsibility for functions and services is allocated within the Council's Officer management structure is given in Part 8 of the Constitution. Delegations should be exercised following consultation with other Directors/Chief Officers where they have a relevant interest.

The following section identifies additional delegated responsibilities which are exercisable by named Officers or their representatives. Some of the matters listed are covered by the general delegations above, but have been included separately where this provides additional clarity.

Chief Executive

1. Determination of attendance by Councillors at non-local events either not included in the approved list of conferences, seminars and meetings, or where the Member is not specified on the approved list, together with any reasonable associated costs.

2. Determination of attendance of Directors at events not on the approved list of conferences, seminars and meetings.
3. Determination of the filling or otherwise of vacant posts that occur within existing staffing establishments.
4. Determination of any requests in connection with the use of office accommodation within any Council establishments, together with matters relating to Bank Holiday and other closures of the Civic Centre and other administrative buildings.
5. Determination of all matters relevant to the discharge of the Council's civic and ceremonial functions, including the replacement of civic vehicles, and the provision of appropriate hospitality, which may be necessary to facilitate the efficient discharge of the Council's functions in this area, in line with the policies on civic and ceremonial issues approved by Councillors.
6. To exercise any function which is delegated to a designated Chief Officer.
7. Exercise the powers to make closure orders under Part 4 of the Anti-Social Behaviour, Crime and Policing Act 2014.
8. Exercise the powers to make a Community Protection Notice under Part 4 of the Anti-Social Behaviour, Crime and Policing Act 2014.
9. To act as the Council's representative on such Joint Committees and Partnership Boards and to exercise all decision making powers therein in consultation with the Leader of the Council, as required under the Council's governance arrangements.

Chief Solicitor

1. Power to seek Counsel's opinion on any matter affecting the Council's affairs and instruct Counsel as necessary in the Council's interests.
2. Power to institute, withdraw from, compromise or participate in any legal proceedings involving the Council.
3. Power to take any legal action necessary to give effect to a decision of the Council.
4. To receive and record declarations of hospitality received from Officers.

Director of Finance and Policy

1. To exercise all of the powers of the Chief Executive under the Constitution, in the absence of the Chief Executive.
2. Determination and, where necessary, adjudication, on all issues of interpretation/application relating to the national and local conditions of service both corporately and in individual cases.
3. Power to consult, negotiate and reach agreements with the Trade Unions on corporate staffing/employment matters within the overall policy and financial framework determined by Members, and in consultation with Directors/Chief Officers as appropriate.
4. The arrangement of insurance cover and settling of claims within the framework of the approved Insurance Strategy.
5. To administer the billing and collection of Council Tax and Non-Domestic Rates in accordance with the Local Government Finance Acts 1988 and 1992.
6. To determine applications for rate relief under sections 43, 45, 47 and 48 of the Local Government Finance Act 1988 in accordance with any general scheme approved by the Council.
7. To determine applications for hardship relief in respect of Non-Domestic Rates under Section 49 of the Local Government Act 1988 in accordance with any general scheme approved by the Council.
8. To determine applications in respect of empty allowances for part-occupation of non-domestic hereditaments under Section 44A of the Local Government Act 1988.
9. To make proposals for the alteration of the Local Valuation List and to lodge appeals against decisions of the Valuation Tribunal and Lands Tribunal.
10. To take Court proceedings for the recovery of, Council Tax, Non-Domestic Rates and Sundry Debts.
11. To write off irrecoverable Council Tax, Non-Domestic Rates and other irrecoverable debts which are uneconomic to collect.
12. To manage the borrowing, financing and investment requirements of the Council in accordance with approved council policy.

13. To make all necessary banking arrangements on behalf of the Council.
14. To administer and grant Housing and Council Tax Support (for pensioners and any other excepted categories) under the Social Security, Contributions and Benefits Act 1992 and the Social Security Administration Act 1992.
15. To administer and grant Council Tax support to working age adults under the approved Local Council Tax Support Scheme.
16. To determine sanctions in fraudulent benefit cases in accordance with the Social Security Administration Act 1992.

Director of Children’s and Joint Commissioning Services

1. Exercise responsibilities and duties in order to promote and safeguard the interests and well being of children, for whom the Local Authority has a social services function.
2. Agree child care packages, service responses and expenditure for care and accommodation of individuals for whom the Council has a social services function and to do so within the Council’s eligibility criteria and exceptionally outside of eligibility criteria where necessary on the grounds of urgency, vulnerability or legal directive.
3. Determine contracts and arrangements for social care services relating to children in accordance with the commissioning strategy and approved contract process and in relation to independent sector providers, with other Local Authorities and with health bodies.
4. Establish and operate registers of children in need, condition or service.
5. Exercise duties as Responsible Individual and matters relating to registration and operation of social care services in connection with children.
6. Determine and implement any response necessary to meet the needs of young people in the youth justice system as required by the courts or the national standards for the Youth Offending Service.
7. Exercise responsibilities and duties in order to protect and safeguard the interest and wellbeing of children for whom the Local Authority has a social services function.

8. Exercise responsibilities and duties conferred as or exercisable by the Local Authority in their capacity as Local Education Authority.
9. Determine:
 - Whether to make an assessment of a child's Special Educational Needs and Disability (SEND).
 - Whether to make a plan for SEND after such an assessment.
 - The manner in which the Authority proposes to provide for those needs.
 - Any payment or reimbursement of travelling costs incurred by a pupil with SEND or the parents of such a pupil in relation to the attendance of the child at school, visits of the parent to the school and weekend visits to the home by the pupil.
10. Exercise the powers of the Council as Local Education Authority under the Schools Standards and Framework Act 1998 and any steps required under direction issued by the Secretary of State for Education.
11. To make arrangements to promote co-operation between the Council and its partner Authorities and other persons or bodies to reduce and mitigate the effects of child poverty in the Council's area under Section 21 of the Child Poverty Act 2010.
12. Exercise responsibilities and duties in order to protect and safeguard the interest and well being of children for whom the Local Authority has a social services function.
13. Exercise responsibilities and duties conferred as or exercisable by the Local Authority in their capacity as Local Education Authority.
14. Approve grants and awards to pupils and students in further or higher education in accordance with nationally or locally agreed schemes or provisions, or as a special case outside such provisions, in either case in accordance with regulations and advice issued by the Secretary of State for Education.
15. To grant Discretionary Housing Payments to Housing Benefit recipients for Housing Costs in accordance with the Social Security Amendment (Discretionary Housing Payments) Regulations 2001 and the Discretionary Housing Payments (Grants) Order 2001.

16. To administer and grant Local Welfare Support grant payments.

Director of Adults and Community Based Services

1. Exercise responsibilities and duties in order to promote and safeguard the interests and well being of adults, for whom the Local Authority has a social services function.
2. Exercise the authority to handle financial affairs on behalf of vulnerable adults, including to accept and enact duties through the Court of Protection.
3. Exercise the authority to institute legal proceedings and action in relation to vulnerable adults and to accept on behalf of the Local Authority, Court and other legal orders, in relation to those vulnerable adults including the power to authorise the deprivation of liberty of persons under the Mental Capacity Act 2005.
4. Agree adult care packages, service responses and expenditure for care and accommodation of individuals for whom the Council has a social services function and to do so within the Council's eligibility criteria and exceptionally outside of eligibility criteria where necessary on the grounds of urgency, vulnerability or legal directive.
5. Determine contracts and arrangements for social care services relating to adults in accordance with the commissioning strategy and approved contract process and in relation to independent sector providers, with other Local Authorities and with health bodies.
6. Establish and operate registers of adults in need, condition or service.
7. Exercise duties as Responsible Individual and matters relating to registration and operation of social care services in connection with adults.

Director of Regeneration and Neighbourhoods

1. Determine and implement a Joint Waste Strategy developed by the constituent Authorities.
2. To manage, operate and develop regeneration policies and activities.
3. To receive, pass or reject all plans, certificates and notices pursuant to the Building Regulations 2010 and related legislation.
4. To exercise the Council's functions in respect of dangerous and dilapidated buildings and other structures including authorising service of Notice under the Public Health Acts 1936 and 1961 and the Building Act 1984.
5. To determine all forms of planning and other applications under Part III and Part VIII and Part VIII (Chapter II) of the Town and Country Planning Act 1990, the Planning (Listed Buildings and Conservation Areas) Act 1990, the Planning (Hazardous Substances) Act 1990, the Planning Act 2008 or under any related secondary legislation except those reserved to the Planning Committee.
6. To undertake the Council's powers and duties in relation to high hedge complaints under the Anti-Social Behaviour Act 2003.
7. To exercise the functions of the Council in relation to the management, inspection and control of asbestos, (Control of Asbestos at Work Regulations), and water systems in relation to Legionella (Approved Code of Practice for Minimisation of Legionella in Water Systems (L8)).
8. Exercise responsibilities in relation to applications for Child Safety Orders under Section 11 of the Crime and Disorder Act 1998.
9. Power to apply for an Injunction to Prevent Nuisance and Annoyance (IPNA) and Criminal Behaviour Orders (CBOs) under Parts 1 and 2 of the Anti-Social Behaviour, Crime and Policing Act 2014.
10. To respond to any Police consultation in respect of the making by the Police of a Dispersal Order under Part 3 of the Anti-Social Behaviour, Crime and Policing Act 2014.
11. Power to designate an area as a Public Space Protection Order and to undertake such consultation in respect thereof under

Part 4 of the Anti-Social Behaviour, Crime and Policing Act 2014.

12. Exercise responsibilities in consultation with the Chief Solicitor in relation to Drink Banning Orders under the Violent Crime Reduction Act 2006.
13. Power to approve land and property disposals, leases, lettings, licences, wayleases, easements, undertaking and concluding rent reviews, lease renewals and the release and amendments of restrictions, covenants and other land and property matters within prescribed thresholds as approved by Council.
14. Power to offer, open and accept tenders subject to compliance with the Council's Contract Procedure Rules, the best value tender received by the Council for a land and property advertised for sale or to let by way of lease or licence upon the open market and to report back to the appropriate Committee for information.
15. To exercise those functions and responsibilities in relation to the seizure of stray dogs under Part VIII of the Environmental Protection Act 1990 and such other ancillary and related powers under the Act.
16. To exercise the Council's functions under the Safety of Sports Grounds Act 1975 and the Fire Safety and Safety of Places of Sport Act 1987.
17. Where applicable the power to designate an area as a Public Space Protection Order and to undertake such consultation in respect thereof under Part 4 of the Anti-Social Behaviour, Crime and Policing Act 2014.
18. To exercise the Council's functions with regard to temporary markets under Section 37 of the Local Government (Miscellaneous Provisions) Act 1982.

Director of Public Health/Assistant Director of Joint Commissioning Services

1. To oversee public health and commissioning to deliver better health outcomes and to reduce health inequalities within the Borough.
2. To liaise with Local Authorities, communities and voluntary groups, public health services and clinical commissioning groups to deliver effective public health interventions.

3. To prepare an Annual Report on the health of the local population and for the Council to publish that report.
4. Responsibility relating to pharmaceutical needs assessment and consultation requirements thereon (including but not limited to the preparation, maintenance and publication of required pharmaceutical and other lists and arrangements for applications in respect thereof)

C. PROPER OFFICER FUNCTIONS

1. The Chief Executive is hereby appointed the Proper Officer in relation to any reference to any enactment other than the Local Government Act 1972, or in any instrument made before the 26th October, 1972, to the Clerk of a Council or the Town Clerk of a Borough, which by virtue of any provision in the said Act, is to be construed as a reference to the Proper Officer of the Council.
2. The Chief Executive is hereby designated as Head of the Paid Service.
3. The Chief Executive is hereby appointed the Proper Officer under Section 6(3) of the Sheriffs Act, 1887.
4. The Director of Finance and Policy is hereby appointed the Proper Officer in relation to any reference in any enactments or Instruments to a Borough Treasurer or Treasurer or Section 151 Officer which by any such provision is to be construed as a reference to the Proper Officer of the Council.
5. The Chief Solicitor is hereby appointed Monitoring Officer under the Local Government and Housing Act, 1989.
6. The Chief Solicitor is hereby appointed the Proper Officer for the purposes of the Commons Registration Act 1965.
7. The Chief Solicitor is hereby appointed the Returning Officer and the Electoral Registration Officer under S.35 and S.8 respectively of the Representation of the People Act 1983.
8. The Chief Solicitor is hereby appointed the Proper Officer for the taking of an election candidate's declaration of expenses pursuant to S.82 Representation of the People Act 1983.
9. The Assistant Director (Corporate Services) is hereby appointed Proper Officer under the Local Government and Housing Act 1989 as amended in respect of politically restricted posts.
10. The Chief Solicitor is hereby appointed Proper Officer under the Local Government (Miscellaneous Provisions) Act 1976 s. 41(2A) for the purposes of certification of records of decisions.
11. The Chief Executive is hereby appointed Proper Officer under the Local Elections (Declaration of Acceptance of Office) Order 2001 for the purposes of receipt of declaration of office of Members.

12. The Assistant Director (Finance and Customer Services) is hereby appointed Proper Officer for the purposes of Registration Services Act 1953 as amended.
13. The Director of Children’s and Joint Commissioning Services is hereby appointed Proper Officer under Section 532 of the Education Act 1996.
14. The Director of Regeneration and Neighbourhoods is hereby appointed the Proper Officer under Section 606 of the Housing Act 1985.
15. The Director of Adult and Community Based Services is hereby appointed Proper Officer under Section 6 of the Local Authority Social Services Act 1970 (as amended).
16. The Director of Public Health/Assistant Director of Joint Commissioning Services is hereby appointed Proper Officer in relation to any reference in any enactments or Instruments referred to in any resolution of the Council to a Borough Engineer, Borough Surveyor, Surveyor or Head of Engineering and Waste Management which by any provision in the Local Government Act, 1972, is to be construed as a reference to the Proper Officer of the Council.
17. The Director of Public Health/ Assistant Director of Joint Commissioning Services is hereby appointed the Proper Officer in relation to any reference in any enactments or Instruments to a Sanitary Inspector or Public Health Officer which by any such provision is to be construed as a reference to the Proper Officer of the Council
18. The person appointed by Public Health England as a Consultant in Communicable Disease/Consultant in Health Protection/Regional Epidemiologist/Unit Director is hereby appointed to act as Proper Officer for the Council for the purposes of functions under the Public Health (Control of Disease) Act 1984 (as amended) and in relation to any reference in any enactments or instruments made thereunder.
19. The Chief Solicitor is hereby appointed Proper Officer to receive notices under the Local government (Committees and Political Groups) Regulations 1990.
20. The Assistant Director (Finance and Customer Services) is hereby appointed Proper Officer to undertake the Council’s duties under the Civil Partnership Act 2004.
21. The Director of Children’s and Joint Commissioning Services as the Proper Officer under Section 18 of the Children Act 2004.

22. The Director of Children’s and Joint Commissioning Services and the Director of Adult and Community Based Services are hereby appointed as the Proper Officers for ensuring compliance with the Local Authority Social Services and National Health Services Complaints (England) Regulations 2009.
23. The Statutory Scrutiny Officer is hereby designated as Scrutiny Officer under Section 31 of the Local Democracy, Economic Development and Construction Act 2009.
24. The Director of Public Health/Assistant Director of Joint Commissioning Services is hereby appointed Proper Officer for the purposes of Section 30 of the Health and Social Care Act 2012.
25. In respect of the sections of the Local Government Act 1972 set out in the first column hereunder the Officer of the Council referred to in the second column shall be the Proper Officer with regard to the function referred to in the third column, that is to say:-

Section of Act	Proper Officer	Functions
13(3)	Chief Executive	Parish Trustee
83(1) to (4)	Chief Executive	Witness and receipt of declarations of acceptance of office.
84	Chief Executive	Receipt of declaration of resignation of office.
88(2)	Chief Executive	Convening of meeting of Council to fill casual vacancy in the Office of Chairman.
89(1)(b)	Chief Executive	Receipt of notice of casual vacancy from 2 Local Government electors
100B - 100F	Chief Solicitor	Functions with respect to exempt information
115(2)	Director of Finance & Policy	Receipt of money due from Officers
117	Chief Executive	Keeping record of particulars of any notice given by an officer as to a pecuniary interest in any contract or proposed contract.
146(1)(a) & (b)	Director of Finance & Policy	Declarations and certificates with regard to securities.

Section of Act	Proper Officer	Functions
191	Assistant Director (Environment and Neighbourhood Services)	Functions with respect to ordnance survey.
210(6) & (b)	Chief Executive	Charity functions of holders of offices with existing authorities transferred to holders of equivalent office with new authorities, or, if there is no such office, to Proper Officers
212(1) and (2)	Chief Solicitor	Proper Officer to act as local registrar for Land Charges Act 1972 and 1975
225(1)	Chief Solicitor	Deposit of Documents
229(5)	Chief Solicitor	Certification of photographic copies of documents
234(1) and (2)	Chief Executive	Authentication of documents
236(9)	Chief Solicitor	To send copies of bye-laws for Parish Records.
238	Chief Solicitor	Certification of bye-laws
248	Chief Solicitor	Keeping of roll of Freemen
Schedule 12 Para. 4(2)(b)	Chief Executive	Signature of summonses to Council meetings
Para. 4(3)	Chief Executive	Receipt of notices regarding address to which summons to meetings is to be sent
Para. 25(7)	Chief Solicitor	Certification of resolutions under para. 25 of Schedule 14
Schedule 16 Para. 28	Chief Solicitor	Receipt on deposit of lists of protected buildings (section 54(4) of the Town and Country Planning Act 1971)

For the purpose of exercising any of the functions for which the Officer of the Council named in the first column hereunder is appointed Proper Officer whenever that Officer is unable to perform such functions, the officer of the Council named in the second column hereunder shall be appointed Deputy to the Proper Officer in respect of these functions, that is to say:-

Proper Officer

Chief Executive

Chief Solicitor

Director of Finance & Policy

Assistant Director (Corporate Services)

Assistant Director (Finance and Customer Services)

Director of Regeneration and Neighbourhoods

Assistant Director
(Environment and Neighbourhood Services)Assistant Director (Economic Growth
and Regeneration)Director of Children's and Joint Commissioning
ServicesAssistant Director
(Children's and Families' Services)Director of Adults and Community Based
ServicesDirector of Public Health/ Assistant Director of
Joint Commissioning Services**Deputy Proper Officer**

Director of Finance and Policy

Chief Executive

Assistant Director (Finance and
Customer Services)

Director of Finance and Policy

Director of Finance and Policy

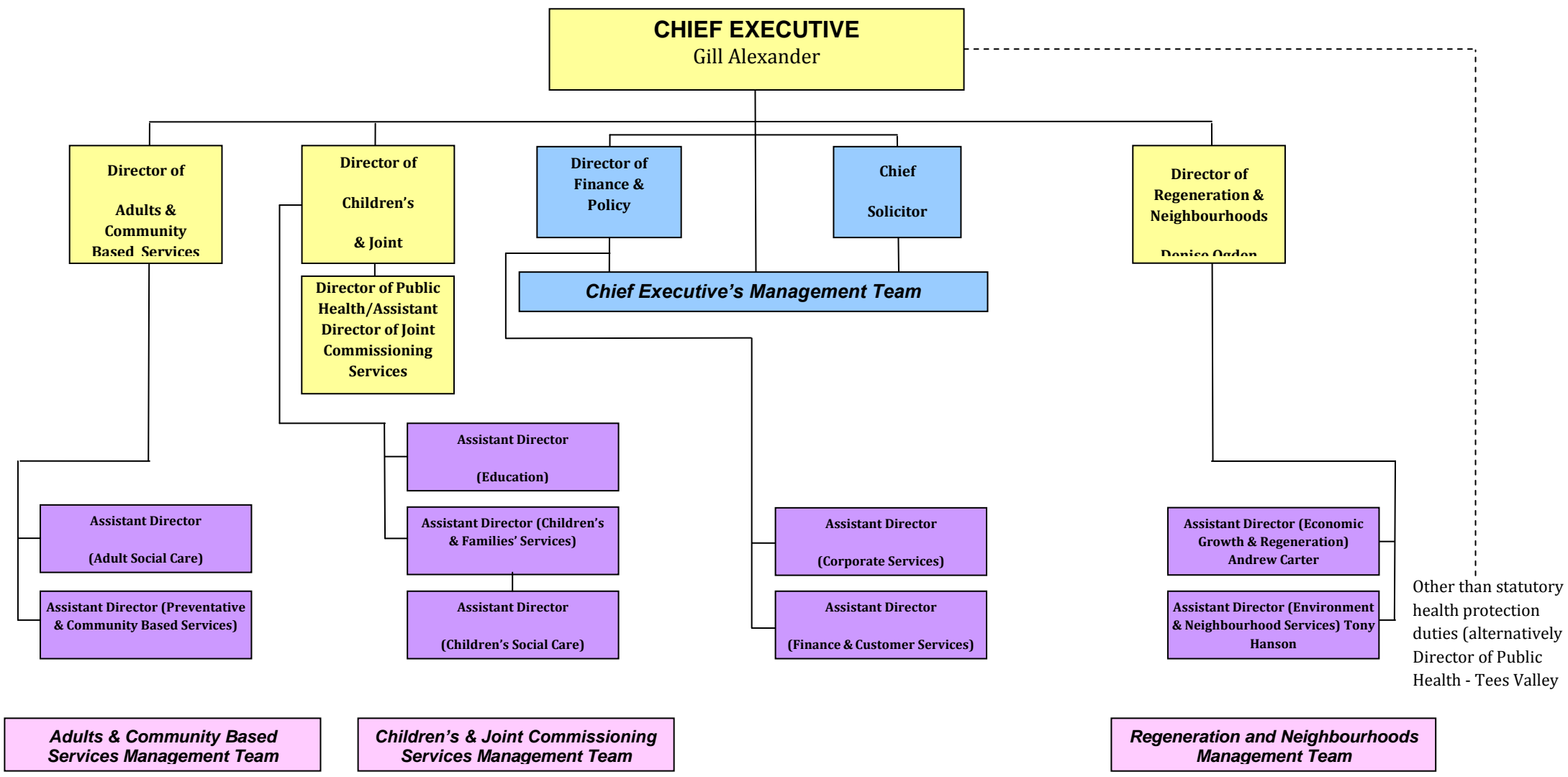
Assistant Director (Environment
and Neighbourhood Services) or
Assistant Director (Economic
Growth and Regeneration) (as
appropriate)Director of Regeneration and
NeighbourhoodsDirector of Regeneration and
NeighbourhoodsDirector of Public Health/
Assistant Director of Joint
Commissioning Services,
Assistant Director (Children's and
Families' Services)
Assistant Director (Education)Assistant Director (Children's
Social Care)Assistant Director (Adult Social
Care)
Assistant Director (Preventative
and Community Based Services)Chief Executive other than
statutory health protection duties –
Alternative Director of Public
Health (Tees Valley Authorities)

POWER TO ACT GENERALLY

1. The exercise of any functions of the Council in respect of any particular matter which has been delegated shall include the power to take any action incidental, conducive or ancillary thereto.
2. Any power delegated to a Chief Officer may be delegated by him/her to an Officer with his/her Department provided that the same is permitted by law.
3. Chief Officers shall see the power to act generally to undertake the enforcement of all legislation as detailed in Appendix 2, relating to the Council's powers, duties and functions, including the issuing of certificates, licences, notices, consents and orders including the authorisation of registration and the maintenance of such registers and lists relating thereto.

DELEGATION SCHEME – OFFICERS

APPENDIX 1



POWER TO ACT GENERALLY

Abandonment of Animals Act 1960
Access to Neighbouring Land Act 1992
Accommodation Agencies Act 1953
Acquisition of Land Act 1981
Administration of Justice Act 1970
Adoption Act 1976
Adoption and Children Act 2002
Agriculture Act 1970
Agriculture (Miscellaneous Provisions) Acts 1968, 1972, 1976
Agriculture Produce (Grading & Marking) Act 1931
Airports Act 1986
Animal Act 1971
Animal Boarding Establishments 1963
Animal Health Act 1981
Animal Health and Welfare Act 1984
Animal Welfare Act 2006
Animals Cruel Poisons Act 1962
Anti-Social Behaviour Act 2003
Anti-Social Behaviour Crime and Policing Act 2014
Apprenticeships, Skills, Children and Learning Act 2009
Asylum and Immigration Act 2004
Audit Commission Act 1998

Banking Act 1987
Breeding of Dogs Acts 1973, 1991
Bribery Act 2010
Building Act 1984

Building Regulations Act 1991

Business Names Act 1985

Bus Services Act 2017

Caravan Sites Act 1968

Caravan Sites and Control of Development Act 1960

Care Act 2014

Care Standards Act 2000

Charities Act 2006

Charities Act 2011

Child Support Act 1991

Child Support Pensions and Social Security Act 2000

Child Trust Funds Act 2004

Children Act 1989

Children Act 2004

Child Care Act 1980

Child Poverty Act 2010

Childcare Act 2006

Childcare Act 2016

Children and Adoption Act 2006

Children and Social Work Act 2017

Children and Families Act 2014

Children (Leaving Care) Act 2000

Children, Schools and Families Act 2010

Children and Young Persons Act 1933

Children and Young Persons Act 2008

Children and Young Persons (Protection from Tobacco) Act 1992

Charities Act 1992

Christmas Day (Trading) Act 2004

Chronically Sick and Disabled Persons Act 1970

Cinemas Act 1985

Cities and Local Government Devolution Action 2016

Civil Contingencies Act 2004

Civil Partnership Act 2004

Clean Air Act 1993

Clean Neighbourhoods and Environment Act 2005
Cleveland County Act 1986
Climate Change Act 2008
Climate Change and Sustainable Energy Act 2006
Coastal Protection Act 1949
Commonhold and Leasehold Reform Act 2002
Commons Act 2006
Commons Registration Act 1965
Companies Act 1985
Companies Act 1989
Companies Act 2006
Competition Act 1998
Concessionary Bus Travel Act 2007
Consumer Credit Act 1974
Consumer Protection Act 1987
Contract (Rights of Third Parties) Act 1999
Control of Dogs Order 1992
Control of Horses Act 2015
Control of Pollution Act 1974 and 1976
Copyright Design and Patents Act 1988
Coroners and Justice Act 2009
Corporate Manslaughter and Corporate Homicide Act 2007
Council Tax (New Valuation Lists for England) Act 2006
County of Cleveland Act 1987
Countryside and Rights of Way Act 2000
Courts Act 2003
Courts and Legal Services Act 1990
Crime and Courts Act 2013
Crime and Disorder Act 1998
Criminal Procedure and Investigations Act 1996
Criminal Damage Act 1971
Criminal Justice Act 1991
Criminal Justice Act 2003
Criminal Justice and Courts Act 2015
Criminal Justice and Immigration act 2008

Criminal Justice and Police Act 2001

Criminal Justice and Public Order Act 1994

Criminal Law Act 1977

Criminal Procedure and Investigations Act 1996

Customs and Excise Management Act 1979

Cycle Tracks Act 1984

Dangerous Dogs Acts 1989 and 1991

Dangerous Wild Animals Act 1976

Data Protection Act 1998

Defective Premises Act 1972

Defamation Act 1996

Defamation Act 2013

Deregulation Act 2015

Deregulation and Contracting Out Act 1994

Development of Tourism Act 1969

Digital Economy Act 2010

Digital Economy Act 2017

Disability Discrimination Acts 1995 and 2005

Disabled Persons' Parking Badges Act 2013

Disabled Persons (Services, Consultation and Representation) Act 1986

Disability Rights commission (DRC) Act 1999

Dogs Act 1871

Dogs Act 1906

Dogs (Fouling of Land) Act 1996

Dogs Protection of Livestock Act 1953

Domestic Violence, Crime and Victims Act 2004

Education Act 1962

Education Act 1973

Education Act 1996

Education Act 1997

Education Act 2002

Education Act 2011

Education and Adoption Act 2016

Education and Skills Act 2008
Education and Inspections Act 2006
Education Reform Act 1988
Elections Act 2001
Electoral Administration Act 2006
Electoral Registration and Administration Act 2013
Electronic Communications Act 2000
Employment Acts 1982 – 2002
Employment Act 2008
Employment Equality Act 1998
Employment Protection (Consolidation) Act 1978
Employment Relations Act 1999
Employment Rights Act 1996
Employment Rights (Dispute Resolution) Act 1998
Employment Tribunals Act 1996
Energy Act 1976
Energy Act 2008
Energy Act 2011
Energy Act 2013
Energy Act 2016
Energy Conservation Act 1981
Energy Conservation Act 1996
Enterprise and Regulatory Reform Act 2013
Enterprise Act 2016
Environment Act 1995
Environmental Protection Act 1990
Equal Pay Act 1970 (as amended)
Equality Acts 2004, 2006 and 2010
Estates agents Act 1979
European Communities Act 1972
Explosive (Age of Purchase) Act 1976
Explosives Act 1875

Factories Act 1961
Fair Trading Act 1973

Farm and Garden Chemicals Act 1985
Finance Act 2013
Finance Act 2014
Finance Act 2015
Finance Act 2016
Finance Act 2017
Fire Precautions Act 1971
Fire Safety and Safety of Place of Sport Act 1987
Flood and Water Management Act 2010
Food Act 1984
Food Safety Act 1990
Food and Environmental Protection Act 1985
Forgery and Counterfeiting Act 1981
Foreign Traffic (Foreign Vehicles) Act 1972
Fraud Act 2006
Freedom of Information Act 2000

Gambling Act 2005
Game Acts 1831 – 1860
Gender Recognition Act 2004
Growth and Infrastructure Act 2013
Guard Dogs Act 1975

Hallmarking Act 1973
Health Act 1999
Health Act 2006
Health and Safety at Work Act Etc 1974
Health and Safety (Offences) Act 2008
Health and Social Care Act 2001
Health and Social Care Act 2008
Health and Social Care Act 2012
Health and Social Care (Community Health and Standards) Act 2003
Health and Social Care (Safety and Quality) Act 2015
Hire Purchase Act 1973
Higher Education and Research Act 2017

Highways Act 1980
Highways (Obstruction by Body Corporate) Act 2004
Home Energy Conservation Act 1995
Homelessness Act 2002
Homelessness Reduction Act 2017
Housing Acts 1957 – 1985 as amended
Housing Act 1988
Housing Act 1996
Housing Act 2004
Housing and Planning Act 2016
Housing Associations Act 1985
Housing Grants, Construction and Regeneration Act 1996
Housing and Regeneration Act 2008
Housing and Planning Act 2016
Human Rights Act 1998
Human Fertilisation and Embryology Act 2008

Immigration and Asylum Act 1999
Immigration, Asylum and Nationality Act 2006
Immigration Act 2016
Incitement to Religious Hatred Act (1986 Public Order Act)
Income and Corporation Taxes Act 1988
Independent Living and Human Rights Act 1998
Insurance Brokers (Registration) Act 1977
Insurance Companies Act 1981
Intoxicating Substances (Supply) Act 1985
Investigatory Powers Act 2016

Jobseekers Act 1995
Jobseekers (Back to Work Schemes) Act 2013
Justices of the Peace act 1997

Land Charges Act 1972 and 1975
Land Drainage Act 1991
Land Registration Act 2002

Landlord and Tenant Act 1954
Landlord and Tenant Act 1985
Landlord and Tenant Act 1987
Landlord and Tenant Act 1988
Late Night Refreshment Houses act 1969
Late Payment of Commercial Debts (Interest) Act 1998
Law of Property Act 1925
Law of Property (Miscellaneous Provisions) act 1989
Leasehold Reform (Amendment) Act 2014
Litter Act 1983
Learning and Skills Act 2000
Licensing Act 1964
Licensing Act 2003
Licensing (Young Persons) Act 2000
Live Music Act 2011
Local Land Charges Act 1975
Localism Act 2011
Local Audit and Accountability Act 2014
Local Audit (Public Access to Documents) Act 2017
Local Authorities (Goods and Services) Act 1970
Local Authority Social Services Act 1970 (as amended)
Local Democracy, Economic Development and Construction Act, 2009
Local Government Act 1972
Local Government Act 1974
Local Government Act 1985
Local Government Act 1986
Local Government Act 1987
Local Government Act 1988
Local Government Act 1992
Local Government Act 1999
Local Government Act 2000
Local Government Act 2003
Local Government Finance Act 1982
Local Government Finance Act 1987
Local Government Finance Act 1988

Local Government Finance Act 1989
Local Government Finance Act 1992
Local Government Finance Act 2012
Local Government Finance Act 2013
Local Government and Housing Act 1989
Local Government, Planning and Land Act 1980
Local (Contracts) Act 1997
Local Government and Rating Act 1997
Local Government (Miscellaneous Provisions) Act 1976 and 1982
Local Government (Review of Decisions) Act 2015
Local Government and Public Involvement in Health Act 2007
Local Transport Act 2008
Lotteries and Amusements Act 1976
Lotteries Act 1993

Malicious Communications Act 1988
Marine and Coastal Access Act 2009
Medicines Act 1968
Mental Health Act 2007
Mental Health Act 1983
Mental Health (Discrimination) Act 2013
Mobile Homes Act 2013
Mobile Homes Acts 1975 and 1983
Mobile Homes Act 2013
Mock Auction Act 1961
Modern Slavery Act 2015
Motor Cycle Noise Act 1987
Motor Vehicles (Safety equipment for Children) Act 1991

National Assistance Act 1948
National Assistance Act 1951
National Citizen Service Act 2017
National Health Service and Community Care Act 1990
National Health Service Act 1999
National Health Service Act 2006

Nationality, Immigration and Asylum Act 2002
Neighbourhood Planning Act 2017
New Roads and Streetworks Act 1991
Noise and Statutory Nuisance Act 1993
Noise Act 1996
Nurses Agencies Act 1957

Occupiers Liability Act 1957
Offices, Shops and Railway Premises Act 1963

Parking Places (Variation of Charges) Act 2017
Party Wall Etc Act 1996
Pension Schemes Act 2015
Pension Scheme Act 2017
Pensions Act 2014
Performing Animals Acts 1925 and 1968
Personal Care at Home Act 2010
Pet Animals Act 1951
Petroleum (Regulations) Acts 1928 and 1936
Pilotage Act 1987
Planning and Compensation Act 1991
Planning Act 2008
Planning and Energy Act 2008
Planning (Listed Buildings and Conservation Areas) Act 1990
Planning and Compulsory Purchase Act 2004
Poisons Act 1972
Police Act 1996
Police Act 1997
Police and Criminal Evidence Act 1984
Police and Justice Act 2006
Police Reform Act 2002
Policing and Crime Act 2017
Police Reform and Social Responsibility Act 2011
Political Parties, Elections and Referendums Act 2000
Political Parties and Elections Act 2009

Powers of the Criminal Courts (Sentencing) Act 2000
Prevention of Damage by Pests Acts 1949
Prevention of Social Housing Fraud Act 2013
Prices Acts 1974 and 1975
Private Places of Entertainment (Licensing) Act 1967
Private Security Industry Act 2001
Property Misdescriptions Act 1991
Prosecution of Offences Act 1985
Protection of Animals Act 1911
Protection of Freedoms Act 2012
Protection from Eviction Act 1977
Protection from Harassment Act 1997
Public Health Acts 1907, 1936-1961
Public Health (Control of Disease) Act 1984
Public Libraries and Museums Act 1964
Public Service Pensions Act 2013
Public Services (Social Value) Act 2012

Race Relations Act 1976
Race Relations (Amendment) Act 2000
Racial and Religious Hatred Act 2006
Refuse Disposal (Amenity) Act 1978
Registered Homes Act 1984
Registration of Political Parties Act 1998
Registration Services Act 1953
Regulation of Investigatory Powers Act 2000
Regulatory Enforcement and Sanctions Act 2008
Rehabilitation of Offenders Act 1974
Representation of the People Act 1983
Representation of the People Act 1985
Representation of the People Act 2000
Rent Act 1977
Riding Establishment Acts 1964 and 1970
Rights of Way Act 1990
Road Safety Act 2006

Road Traffic Act 1974
Road Traffic Act 1991
Road Traffic Acts 1971 and 1988
Road Traffic (Consequential Provisions) Act 1988
Road Traffic (Foreign Vehicles) Act 1972
Road Traffic Offenders Act 1988
Road Traffic Regulation Act 1984

Safety of Sports Grounds Act 1975
School Inspection Act 1996
School Standards and Framework Act 1998
Scotch Whisky Act 1988
Scrap Metal Dealers Act 1964
Scrap Metal Dealers Act 2013
Sea Fisheries Regulation Act 1966
Sex Discrimination Acts 1975 and 1986
Sheriffs Act 1887
Slaughter Houses Act 1974
Slaughter of Poultry Act 1974
Small Business, Enterprise and Employment Act 2015
Social Action, Responsibility and Heroism Act 2015
Social Security Act 1986
Social Security Act 1998
Social Security Administration Act 1992 (as amended)
Social Security Contributions and Benefits Act 1992
Social Security Fraud Act 2001
Solicitors Act 1974
Special Educational Needs Act 2008
Special Educational Needs (Information) Act 2008
Special Educational Needs and Disability Act 2001
Sports Grounds Safety Authority Act 2011
Stamp Duty Land Tax Act 2015
Statistics and Registration Service Act 2007
Sunday Theatres Act 1972
Sunday Trading Act 1994

Sustainable Communities Act 2007

Taxes Management Act 1970

Teaching and Higher Education Act 1998

Technical and Further Education Act 2017

Telecommunications Act 1984

Theatres Act 1968

Theft Acts 1968 and 1978

Timeshare Act 1992

Town and Country Planning Act 1971

Town and Country Planning Act 1990

Town Police Clauses Act 1847

Trade Descriptions Act 1968

Trade Marks Act 1938

Trade Marks Act 1994

Trade Union Act 2016

Trading Representation (Disabled Persons) Acts 1958 and 1972

Traffic Management Act 2004

Transport Act 1982

Transport Act 1985

Transport Act 2000

Transport and Works Act 1992

Tribunals, Courts and Enforcement Act 2007

Trustee Act 2000

Trusts of Land and Appointment of Trustees Act 1996

Unsolicited Goods and Services Act 1971

Unsolicited Goods and Services (Amendment) Act 1975

Video Recordings Act 1984

Video Recordings Act 2010

Vehicle (Excise) Act 1971

Vehicles (Crime) Act 2001

Violent Crime Reduction Act 2006

Warm Homes and Energy Conservation Act 2000

Waste and Emissions Trading Act 2003

Water Act 1973

Water Act 1989

Water Industry Act 1991

Weights and Measures Act 1976

Weights and Measures Act 1985

Welfare Reform Act 2007

Welfare Reform Act 2012

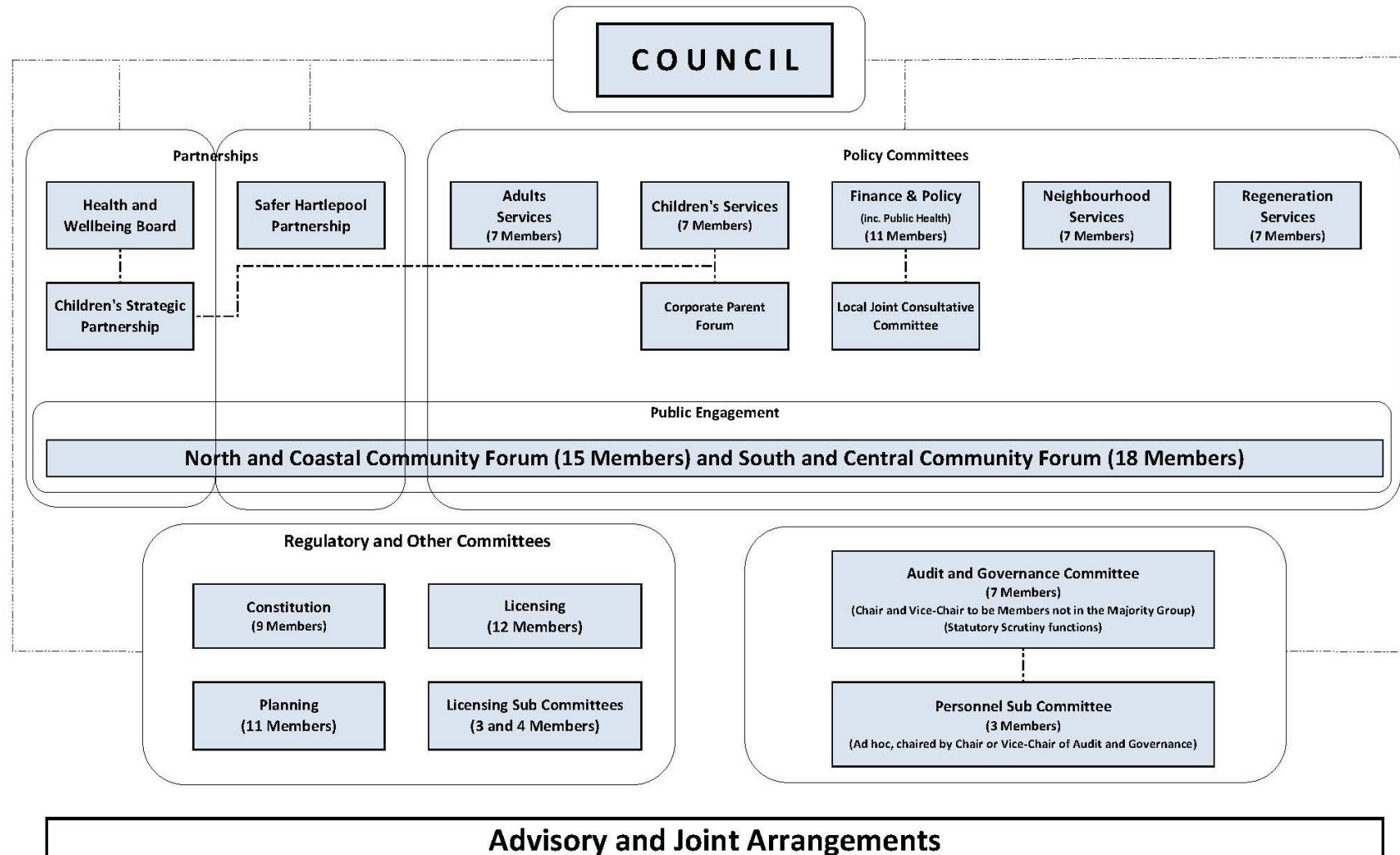
Welfare Reform and Work Act 2016

Wildlife and Countryside Act 1981

Young Persons (Employment) Acts 1938 – 1964

Zoo Licensing Act 1981

Any amending or replacement legislation, or Statutory Instruments, Regulations, Codes of Practice, Byelaws or Orders associated with or made under these enactments.



ARTICLE 13

DECISION MAKING

13.01 Responsibility for decision making

The Council will issue and keep up to date a record of what part of the Council or individual has responsibility for particular types of decisions or decisions relating to particular areas or functions. This record is set out in [Part 3](#) of this Constitution as shown in Schedule 2.

13.02 Principles of decision making

All decisions of the Council will be made in accordance with the following principles:

- i) proportionality (i.e. the action must be proportionate to the desired outcome);
- ii) in accordance with the Constitution;
- iii) due consultation and the taking of professional advice from Officers;
- iv) respect for human rights and equality;
- v) best value;
- vi) a presumption in favour of openness;
- vii) clarity of aims and desired outcomes;
- viii) due consideration of options available to the decision taker;
- ix) consideration of relevant matters only;
- x) subsidiarity (i.e. delegation of decisions to the most appropriate level);
- xi) efficiency (i.e. decisions must not be unnecessarily delayed); and
- xii) reasonableness.

13.03 Types of decision

(a) Council decisions

The main functions of the Full Council are set out in paragraph 4.01 of Article 4. Some of these are only exercisable by Council, others may be delegated to Committees or Officers. Details of the functions for which Council is responsible and their delegation can be found in Part 3 of the Constitution.

(b) Key decisions

A key decision is a decision which falls within one or more of the following categories:

- (i) any decision which is financially significant because it will result in income, expenditure or savings with a gross full year effect of £100,000 or greater;

or

- (ii) any decision which the originator of the report, in consultation with his or her Chief Officer, believes may have a significant impact on communities living or working in an area comprising two or more wards.

A decision is not defined as key in the following circumstances:

- (a) a bid of £100,000 or greater for funding made by the Council to third parties where a further report will be submitted for approval of the scheme, should the bid be successful;
- (b) expenditure which is inevitable (as defined by the Chief Executive) for the day to day provision of services (eg day to day supplies, payment of energy bills etc);
- (c) a transaction which is carried out as part of the efficient administration of the Council's finances within the Council's agreed policies, e.g. Treasury Management activities;
- (d) a decision to invite tenders or sign contracts shall not be treated as a key decision insofar as the purpose of the contract is to fulfil the policy intention of a key decision, implement an explicit policy within the approved budget or policy framework, implement a capital project named in the approved capital programme or provide for the continuation of an established policy or service;
- (e) a decision in which the essential characteristics of the proposal are included in the budget in sufficient detail to allow interested parties to understand it;

- (f) a decision which is a direct consequence of implementing a previous key decision, except where one of the tests above, has not previously been applied; and
- (g) an exempt decision regarding care packages, service responses and expenditure for care and accommodation which relate to individual service users.
- (h) Expenditure which is inevitable as a result of the Government providing a Section 31 grant ('New Burden' Funding) to help fund the impact of specific legislative commitments where there is no in year cost, or future commitment for the General Fund. Details of any Section 31 grants and the commitments which need to be funded will be reported to the Finance and Policy Committee and the relevant Policy Committee as soon as is reasonably practicable thereafter.

Further explanation:

- the Budget and the plans and strategies that make up the policy framework will be included in the Forward Plan;
- a report's author in consultation with her/his Chief Officer will determine whether a decision is key.

(c) Delegations

Key decisions can be made at Committees in accordance with the Scheme of Delegation to Committees or by Officers in accordance with the scheme of Delegation to Officers.

13.04 Decision making by the Full Council

Subject to Article 13.07, the Council meeting will follow the [Council Procedures Rules](#) set out in Part 4 of this Constitution when considering any matter.

13.05 Decision making in the duty of statutory scrutiny functions

A Committee undertaking Statutory Scrutiny functions will follow the [Statutory Scrutiny Procedure Rules](#) set out in Part 4 of this Constitution when considering any matter.

13.06 Decision making by other Committees and Sub-Committees established by the Council

Subject to Article 13.07, other Council Committees and Sub-Committees will follow those parts of the [Council Procedures Rules](#) set out in Part 4 of this Constitution as apply to them.

13.07 Decision making by Council bodies acting as tribunals

The Council, a Councillor or an Officer acting as a tribunal or in a quasi judicial manner or determining/considering (other than for the purposes of giving advice) the civil rights and obligations or the criminal responsibility of any person will follow a proper procedure which accords with the requirements of natural justice and the right to a fair trial contained in [Article 6 of the European Convention on Human Rights](#).

13.08 Decision making in partnership with other bodies

The Council, a Councillor or an Officer acting through any partnership arrangement will follow such proper procedures which have been agreed with that body for the purposes of those arrangements.

Appendix 4

Body (* actual to date) (** expected)	Number of Members	Frequency of Meetings	Projected No. Of Individual Attendances by Cllrs per annum
Council	33	9	297
Finance and Policy Committee	11	10	110
Adult Services Committee	7	10	70
Children's Services Committee	7	10	70
Neighbourhood Services Committee	7	10	70
Regeneration Services Committee	7	10	70
Audit and Governance Committee	7	10	70
Personnel Sub Committee*	3	6	18
Audit and Governance Sub Committee*	3	1	3
Planning Committee	11	12	132
Licensing Committee	12	4	48
Licensing Sub Committee*	3	6	18
Licensing Sub Committee (Private Hire & Hackney Carr)*	4	2	8
North and Coastal Community Forum	15	4	60
South and Central Community Forum	18	4	72
Safer Hartlepool Partnership	2	7	14
Health and Wellbeing Board	4	5	20
Appointments Panel*	8	6	48
Constitution Committee	9	4	36
Civic Honours Committee	6		
Corporate Parent Forum	7	3	21
Children's Strategic partnership	2	5	10
Local Joint Consultative Committee	7	6	42
Electoral Review Working Group**	11	3	33

Part 7

Appointments to outside organisations and other bodies

APPOINTMENTS TO OUTSIDE ORGANISATIONS AND OTHER BODIES

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Cleveland Police and Crime Panel	5
 Durham Heritage Coast Partnership Steering Group	 6
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Durham Tees Valley Airport Consultative Committee.....	10
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Education Commission Leadership Group	8
 Fairtrade Town Steering Group	 10
Fostering and Adoption Panel	10
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Local Joint Consultative Committee	9
Mental Health Champion	11
National Association of Councillors	12
National Museum of Royal Navy Hartlepool (NMRN Hartlepool)	8
North East Regional Employers Organisation	12
North East Migration Partnership Member Forum	7
North Eastern Inshore Fisheries and Conservation Authority	5
North Tees and Hartlepool NHS Foundation Trust	7
Northern Consortium of Housing Authorities	7
Northumbria Regional Flood and Coastal Committee	5
Older Persons Champion (Chair of Adult Services Committee)	11
Preston Simpson Scholarship in Music	10
River Tees Port Health Authority	10
Regional Health Joint Scrutiny Committee	5
Refugee Champion	11
Safer Hartlepool Partnership	7
Schools Admission Forum	9
Standing Advisory Council for Religious Education	7
SUEZ Recycling and Recovery UK Ltd	9
Tees, Esk and Wear Valleys NHS Trust	7
Tees Valley Combined Authority	7
Tees Valley Joint Health Scrutiny Committee	5
Tees Valley Leaders and Chief Executives' Meeting	7
Tees Valley Leaders and Elected Mayor's Group	7
Tees Valley Local Access Forum	9
Teesmouth Field Centre	10
Teesside Environmental Trust	12
Teesside Pension Fund	12
Victoria and Jubilee Homes	10

APPOINTMENTS TO OUTSIDE ORGANISATIONS AND OTHER BODIES

Introduction and explanation

The attached schedules show the categorisation of the currently recognised outside organisations and other bodies. There are five main categories as follows:

- (i) Joint Committees
- (ii) Leadership Bodies and Partnerships
- (iii) Advisory
- (iv) Council in the Community
- (v) Other Decision Making Bodies

It will be open to the Council to make Officer nominations where appropriate in respect of most bodies, the main exception being formal Joint Committees where Member attendance is a statutory requirement. In some cases it may be possible and appropriate to make nominations of persons from outside of Council.

These sub categories have been determined as follows:

(i) Joint Committees

Part IV of the Local Government Act 1972 and other specific legislation provides that the arrangements for the discharge of functions may be through a joint Committee of two or more Local Authorities.

(ii) Leadership Bodies and Partnerships

Involvement in such bodies and partnerships will cover the following roles:

- to represent the interests of Hartlepool
- to lead the community planning process
- to be the focus for forming partnerships with other public, private, voluntary and community sector organisations to address local needs.

(iii) Advisory

Bodies which relate to the Council's functions in an advisory or influencing capacity.

(iv) Council in the community

These are bodies which do not discharge functions of the Council and where the principal role of Members who are nominated will be to represent constituency interests, whether at the Ward or Borough level.

(v) Other decision making bodies

These are decision making bodies other than Joint Committees.

(i) JOINT COMMITTEES

<u>Organisation</u>	<u>2017/18 Nominations</u>
Archives Joint Committee	(1) Cllr Hall Designated Sub:
Cleveland Emergency Planning Joint Committee	(1) Cllr James Designated Sub:
Cleveland Police and Crime Panel (Statutory Guidance applies) (Politically balanced across Cleveland area)	(1) Cllr Lindridge (Lab) Designated Sub: (2) Cllr Trueman (Lab) Designated Sub:
North Eastern Inshore Fisheries and Conservation Authority	(1) Cllr Cranney, Chair of Regeneration Services Committee
Northumbria Regional Flood and Coastal Committee	(1) Cllr James
Tees Valley Joint Health Scrutiny Committee (Middlesbrough Chair 2016/17)	(1) Cllr Hall, Vice-Chair of Audit & Governance Cttee (2) Cllr Harrison (3) Cllr Hamilton
Regional Health Joint Scrutiny Committee (Hartlepool Chair 2016/17)	(1) Chair of Audit and Governance Committee
Better Health Programme Joint Health Scrutiny Committee	(1) Chair of Audit & Governance Cttee (2) Cllr Cook* (3) Cllr Hall* (*Member of Audit & Governance Cttee)

(ii) LEADERSHIP BODIES & PARTNERSHIPS

<u>Organisation</u>	<u>2017/18 Nominations</u>
<p>Association of North East Councils Sub-groups of ANEC as noted below:</p> <p>Leaders and Elected Mayor's Group</p> <p>Health and Wellbeing Board Chair's Network</p> <p>Collaborative Procurement Sub-Group (replaces NEPO appointment)</p> <p>North East Culture Partnership Board</p>	<p>No nominations required – appointments are no longer required for the full association</p> <p>(1) Leader: Cllr C Akers-Belcher</p> <p>(1) Cllr C Akers-Belcher (Chair of Health and Wellbeing Board)</p> <p>(1) Vacancy</p> <p>(1) Cllr Cranney (Chair of Regeneration Services Committee)</p>
Durham Heritage Coast Partnership Steering Group	(1) Cllr Cranney
Economic Regeneration and Tourism Forum	<p>(1) Director or Regeneration and Neighbourhoods</p> <p>(2) Cllr C Akers-Belcher (Chair of Finance and Policy Committee)</p> <p>(3) Cllr Cranney (Chair of Regeneration Services Committee)</p>
Hartlepool and District Sports Council	<p>(1) Cllr Smith</p> <p>(2) Cllr Moore</p> <p>(3) Cllr Tennant</p>
<p>Hartlepool Power Station</p> <p>(i) Community Liaison Committee</p> <p>(ii) Emergency Planning Committee</p>	<p>(1) Cllr Cranney (Chair of Regeneration Services Committee)</p> <p>(2) Cllr S Akers-Belcher (Member of Planning Cttee)</p> <p>(3) Asst Director, Economic Growth and Regeneration</p> <p>(1) Chief Emergency Planning Officer</p>
13 – Hartlepool Delivery Board	<p>(1) Leader - Cllr C Akers-Belcher</p> <p>(2) Cllr Cranney (Chair of Regeneration Services Committee) (Designated substitute – Cllr James)</p> <p>(3) Cllr Hunter (Chair of Neighbourhood Services Committee)</p> <p>(4) Chief Executive</p>

<u>Organisation</u>	<u>2017/18 Nominations</u>
Housing Partnership (suggested Member with Housing responsibility)	(1) Cllr Cranney (Chair of Regeneration Services Cttee)
Tees Valley Leaders and Elected Mayors' Group	(1) Leader – Cllr C Akers-Belcher (substitute Deputy Leader – Cllr Cranney) (2) Chief Executive
Tees Valley Leaders and Chief Executives' Meeting	(1) Leader – Cllr C Akers-Belcher (substitute Deputy Leader – Cllr Cranney) (2) Chief Executive
Local Government Association	(1) Cllr C Akers-Belcher (2) Cllr S Akers-Belcher
Local Government Association Coastal Special Interest Group	(1) Cllr James
North East Migration Partnership Member Forum	(1) Cllr Cranney (Chair of Regeneration Services Committee) Designated substitute – Cllr Hamilton
North Tees and Hartlepool NHS Foundation Trust	(1) Cllr Loynes
Northern Consortium of Housing Authorities	(1) Cllr Cranney (Chair of Regeneration Services Committee) (2) Cllr S Akers-Belcher (Vice-Chair of Regeneration Services Committee)
Safer Hartlepool Partnership	(1) Cllr C Akers-Belcher Leader (2) Cllr Thomas
Standing Advisory Council for Religious Education (Term of office 2016-2020)	(1) Cllr Clark (2) Cllr Harrison
Tees, Esk and Wear Valleys NHS Trust	Cllr Sirs (Member Champion for Mental Health)
Tees Valley Combined Authority Transport Committee Audit and Governance Committee (Politically balanced) LAB – 1	(1) Cllr C Akers-Belcher - Leader (Sub Deputy Leader – Cllr Cranney) (1) Cllr Cranney, Chair Regeneration Services Committee (Sub Leader – Cllr C Akers-Belcher) (1) Cllr Belcher (Lab) Designated substitute – Cllr Beck

<u>Organisation</u>	<u>2017/18 Nominations</u>
<p>Overview and Scrutiny Committee (Politically balanced)</p> <p>LAB – 2 UKIP – 1</p> <p>(Membership not to include the Audit and Governance Member)</p> <p>Independent Remuneration Panel</p> <p>Education, Employment and Skills Partnership</p> <p>Culture and Tourism Thematic Partnership</p> <p>The Land Commission</p>	<p>(1) Cllr Trueman (Lab) (2) Vacancy (Lab) (3) Cllr Moore (UKIP)</p> <p>(1) Clare Wilson (Independent Member)</p> <p>(1) Cllr Cranney (Lead Member for Education, Employment and Skills) Designated substitute – Cllr Clark</p> <p>(1) Cllr Cranney (Lead Member for Culture) Designated substitute – Cllr C Akers-Belcher</p> <p>(1) Cllr Cranney (Lead Member for Housing/Development) Designated substitute – Cllr S Akers-Belcher</p>
<p>National Museum of Royal Navy Hartlepool (NMRN Hartlepool)</p>	<p>(1) Cllr C Akers-Belcher Leader* (2) Chief Executive*</p> <p>*Board Members are both company directors and trustees</p>
<p>Education Commission Leadership Group</p>	<p>(1) Cllr Clark (Chair of Children’s Services Committee)</p>

(iii) ADVISORY

<u>Organisation</u>	<u>2017/18 Nominations</u>
Local Joint Consultative Committee (Politically balanced) LAB – 4.03 PHF – 0.42 CON – 0.64 UKIP – 1.27 IND – 0.64	(1) Cllr Cook (Lab) (2) Cllr James (Lab) (3) Cllr Richardson (Lab) (4) Cllr Hamilton (Lab) (5) Cllr Hind (UKIP) (6) Cllr Hall (IND) (7) Cllr Moore (UKIP)
Schools Admission Forum	(1) Cllr Clark (Chair of Children’s Services Committee) (2) Cllr Harrison* (3) Cllr Sirs* (*Member of Children’s Services Cttee)
SUEZ Recycling and Recovery UK Ltd (formerly SITA)	(1) Cllr James
Tees Valley Local Access Forum (new 3 year term of office – ends 2020)	(1) Cllr Cranney

(iv) COUNCIL IN THE COMMUNITY

<u>Organisation</u>	<u>2017/18 Nominations</u>
Age UK Teesside	(1) Cllr Thomas (Older Person's Champion)
Cleveland Fire Authority (Politically balanced – Lab 2, UKIP 1) LAB – 1.73 PHF – 0.18 CON – 0.27 IND – 0.27 UKIP – 0.55	(1) Cllr Cook (Lab) (2) Cllr James (Lab) (3) Cllr Martin-Wells (Con)
Durham Tees Valley Airport Board	(1) Cllr Clark
Durham Tees Valley Airport Consultative Committee	(1) Cllr Martin-Wells
Fairtrade Town Steering Group	(1) Cllr Thomas
Fostering and Adoption Panel (3 year term 2017-2020)	(1) Cllr Loynes
Hartlepool War Memorial and Crosby Homes (4 year term of office – until 2018)	(1) (Ex-officio Chairman of Council) (2) Cllr Belcher
Henry Smith Educational Charity (i) Nominated trustees – Term of office 1 year	(1) Cllr McLaughlin (2) Vacancy (3) Vacancy
Preston Simpson Scholarship in Music (Term of Office 2017–2021)	(1) Cllr C Akers-Belcher (2) Cllr Harrison (3) Mr Chris Simmons
River Tees Port Health Authority	(1) Cllr Harrison (2) Cllr Thomas
Teesmouth Field Centre	(1) Cllr Cranney (2) Appropriate Officer
Victoria and Jubilee Homes (Term of Office 2014-2018)	(1) Cllr Lauderdale (2) Cllr Beck (3) Cllr Barclay (4) Cllr Hall

<u>Member Champions</u>	
Armed Forces Champion	(1) Cllr Barclay
Heritage Champion (Member of Planning Committee)	(1) Cllr Cook
Mental Health Champion	(1) Cllr Sirs
Older Persons Champion (Chair of Adult Services Committee)	(1) Cllr Thomas
Refugee Champion	(1) Cllr Cranney

(v) OTHER DECISION MAKING BODIES

<u>Organisation</u>	<u>2017/18 Nominations</u>
National Association of Councillors: English Region General Management Committee	(1) Cllr C Akers-Belcher (Voting) (2) Cllr S Akers-Belcher (Voting) (3) Cllr Sirs Only 2 voting Members/to be specified. (1) Cllr C Akers-Belcher (Voting) (2) Cllr S Akers-Belcher (Voting) (3) Cllr Sirs Only 2 voting Members/to be specified
North East Regional Employers Organisation Executive	(1) Cllr James (2) Cllr Richardson (3) Cllr Thomas (1) Cllr James
Teesside Pension Fund Teesside Pension Board (3 year Term of office until 2018)	(1) Vacancy (1) No nomination required
Furness Seaman's Pension Fund**** (4 year Term of office until 2017)	(1) Mrs Mary Fleet (2) Mrs Sheila Griffin
Teesside Environmental Trust	(1) Cllr Thomas

****The persons nominated do not have to be Members of the Council

(vi) APPROVED CONFERENCES:

Local Government Association

Centre for Public Scrutiny

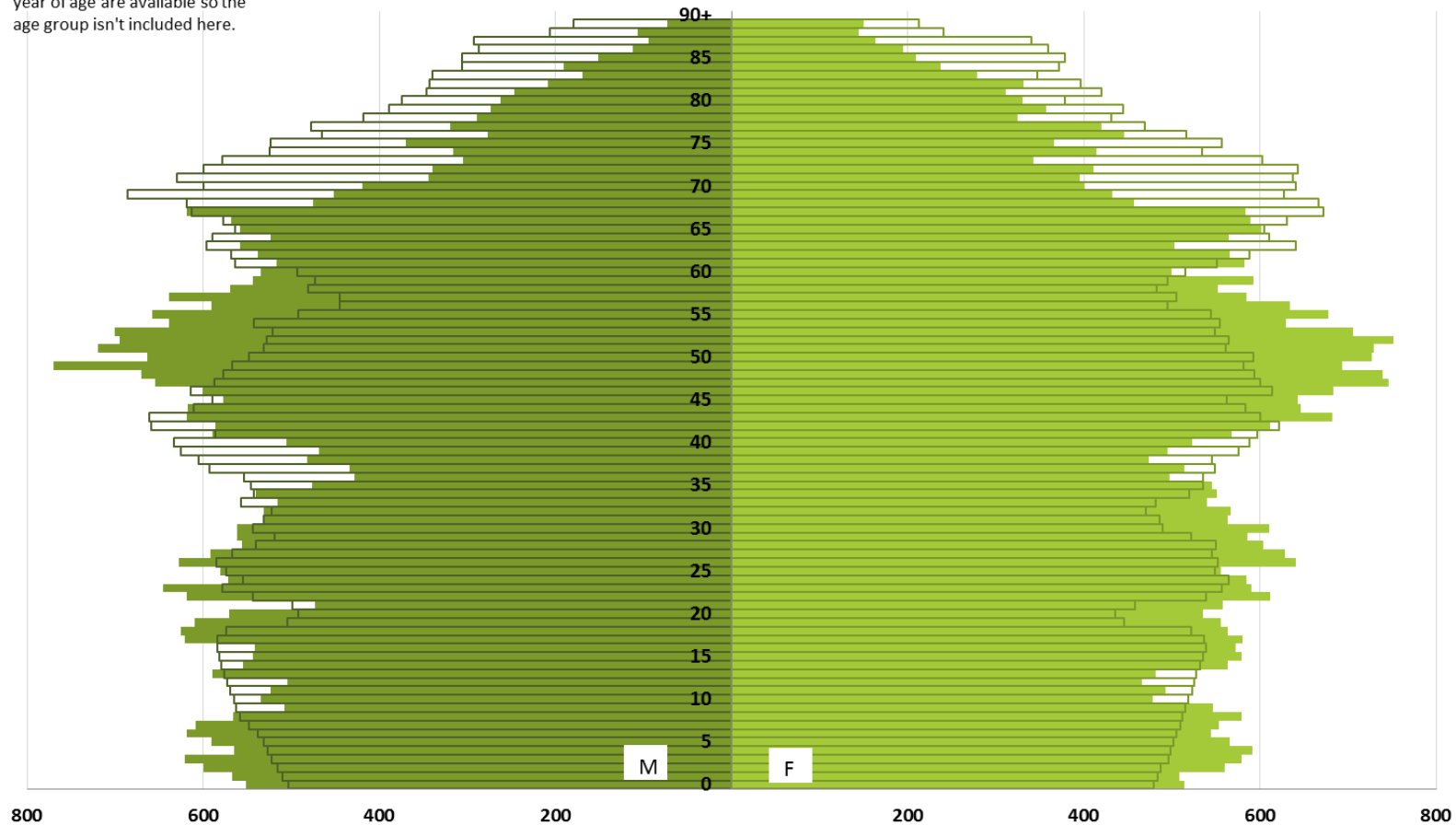
National Association of Councillors (3 delegates to attend)

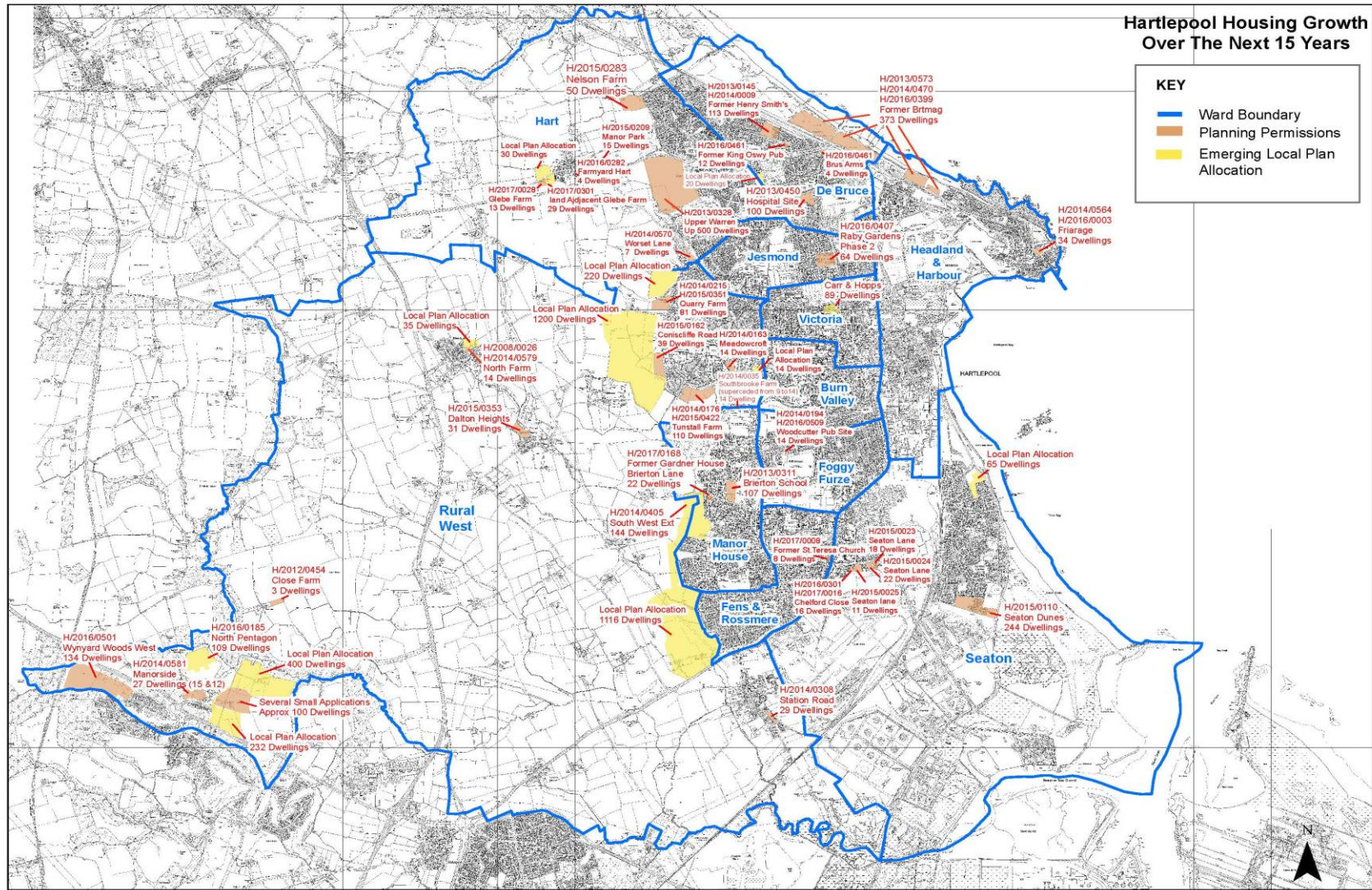
ONS 2014-SNPP

For 90+ no figures by single year of age are available so the age group isn't included here.

Population Pyramid for Hartlepool - 2014 vs 2034

■ 2014 Males ■ 2014 Females □ 2034 Males □ 2034 Females





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PREPARED BY JESSIE BIRD
DEPT OF STRATEGIC PLANNING & DEVELOPMENT
HARTLEPOOL BOROUGH COUNCIL

Comparison with CIPFA nearest neighbours

Appendix 8

Council	Population	Electorate	Number of members	Number of wards	System of Governance	Status	Elections	Ratio of members / electorate
Hartlepool	92,817	72,819	33	11	Committee system	Unitary	1/3s, 3 years in 4	2207
Redcar and Cleveland	135,404	108,086	59	22	Leader and Cabinet	Unitary	All out every 4 years	1832
North East Lincolnshire	159,144	124,933	42	15	Leader and Cabinet	Unitary	1/3s, 3 years in 4	2975
Sunderland	277,692	223,702	74	27	Leader and Cabinet	Metropolitan District Council	1/3s, 3 years in 4	3023
South Tyneside	149,418	119,907	54	18	Leader and Cabinet	Metropolitan Borough Council	All out, every 4 year	2221
Middlesbrough	140,396	108,218	46 (plus Elected mayor)	20	Elected Mayor and Cabinet	Unitary	All out, every 4 year	2353
Knowsley	147,915	115,206	45	15	Leader and Cabinet	Metropolitan Borough Council	1/3s, 3 years in 4	2560
Walsall	278,715	212,573	60	20	Leader and Cabinet	Metropolitan Borough Council	1/3s, 3 years in 4	3542

Council	Population	Electorate	Number of members	Number of wards	System of Governance	Status	Elections	Ratio of members / electorate
Wolverhampton	256,621	197,583	60	20	Leader and Cabinet	Unitary	1/3s	3293
Kingston upon Hull	260,240	204,153	59	23	Leader and Cabinet	Unitary	1/3s	3460
Stoke on Trent	253,226	196,537	44	37	Leader and Cabinet	Unitary	All out, every 4 year	4467
Gateshead	201,592	161,566	66	22	Leader and Cabinet	Metropolitan Borough Council	1/3s, 3 years in 4	2448
North Tyneside	203,307	162,698	60	20	Elected Mayor and Cabinet	Metropolitan Borough Council	1/3s, 3 years in 4	2712
St Helens	178,455	142,091	48	16	Leader and Cabinet	Metropolitan Borough Council	1/3s, 3 years in 4	2960
Halton	126,903	98,566	55	21	Leader and Cabinet	Unitary	1/3s, 3years in 4	1792
Blackpool	139,915	110,590	42	21	Leader and Cabinet	Unitary	All out every 4 years	2633

Tees Valley Comparison

Council	Population	Electorate	Number of members	Number of wards	System of Governance	Status	Elections	Ratio of members / electorate
Hartlepool	92,817	72,819	33	11	Committee system	Unitary	1/3s, 3 years in 4	2207
Redcar and Cleveland	135,404	108,086	59	22	Leader and Cabinet	Unitary	All out every 4 years	1832
Middlesbrough	140,396	108,218	46 (plus Elected mayor)	20	Elected Mayor and Cabinet	Unitary	1/3s, 3 years in 4	2353
Darlington	105,646	83,127	50	20	Leader and Cabinet	Unitary	All out every 4 years	1663
Stockton	195,681	152,700	56	26	Leader and Cabinet	Unitary	All out every 4 years	2727

Description	Lowest (Hartlepool unless stated)	Highest	Average
Population	92,817	278,715	187,610
Electorate	72,819	223,702	147,452
Number of Wards	11	37	21
Number of elected members	33	74	53
Electorate / member	1792 (Halton)	4467	2780

If you know someone who needs this information in a different format, for example large print, Braille or a different language, please call (01429) 266522.

For further information about this submission please contact the Council's Chief Solicitor

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Email electoral.review@hartlepool.gov.uk

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