



Chief Executive's Department
Civic Centre
HARTLEPOOL

16th July, 2007

The Mayor (Stuart Drummond)

Councillors Akers-Belcher, Allison, Atkinson, Barker, Brash, Clouth, R W Cook, S Cook, Coward, Cranney, Ferwick, Fleet, Fleming, Flintoff, Gibbon, Griffin, Hall, Hargreaves, Henery, Hill, Jackson, James, Johnson, Kaiser, Laffey, Lauderdale, A E Lilley, G Lilley, London, A Marshall, J Marshall, Dr. Morris, Payne, Plant, Preece, Richardson, Rogan, Shaw, Simmons, Sutheran, Tumilty, Turner, Wallace, Wistow, Worthy, Wright, and Young.

Madam or Sir,

You are hereby summoned to attend a meeting of COUNCIL to be held on THURSDAY, 26th July, 2007 at 7.00 p.m. in the Main Hall, Hartlepool College of Further Education, Stockton Street, Hartlepool to consider the subjects set out in the attached agenda.

Members are requested to note the change in venue of the meeting.

By order
P Walker
Chief Executive

Enc

PLEASE NOTE VENUE

COUNCIL AGENDA



Thursday 26th July 2007

at 7.00 pm

**in the Main Hall,
Hartlepool College of Further Education,
Stockton Street, Hartlepool (main College entrance)**

1. To receive apologies from absent members.
2. To receive any declarations of interest from members.
3. To deal with any business required by statute to be done before any other business.
4. To receive questions from and provide answers to the public in relation to matters of which notice has been given under Rule 10.
5. To approve the minutes of the meeting of the Council held on 21st June 2007 (copy attached) as a correct record.
6. Questions from Members of the Council on the minutes of the last meeting of the Council.
7. To answer questions of members of the Council under Council Procedure Rule 11;
 - (a) Questions to members of the Executive about recent decisions of the Executive (without notice)
 - (b) Questions to members of the Executive and Chairs of Committees and Forums, for which notice has been given.
 - (c) Questions to the appropriate members on Police and Fire Authority issues, for which notice has been given. Minutes of the meeting of the Cleveland Police Authority held on 26th April 2007 and the meeting of the Cleveland Fire Authority held on 30th March 2007 are attached.

PLEASE NOTE VENUE

8. To deal with any business required by statute to be done.
 - (a) Monitoring Officer Report – *Monitoring Officer*
9. To receive any announcements from the Chair, the Mayor, members of the Cabinet or the head of the paid service.
10. To dispose of business (if any) remaining from the last meeting and to receive the report of any scrutiny forum or other committee to which such business was referred for consideration.
 - (a) Amendments to Constitution – *Report of Constitution Committee*

At the meeting of Council on 21 June 2007, the above report (copy attached), having been moved and seconded, was adjourned to the next ordinary meeting of the Council, as required by Council Procedure Rule 24.2. The report may now be dealt with.
11. To receive reports from the Council's committees and working groups other than any overview and scrutiny committee and to receive questions and answers on any of those reports;
 - (a) Revised Model Code of Conduct – *Standards Committee*
12. To consider any other business specified in the summons to the meeting, including consideration of reports of the overview and scrutiny committees for debate and to receive questions and answers on any of those items;
13. To consider reports from the Executive:-
 - (a) Proposals in relation to the Council's budget and policy framework

None
 - (b) Proposals for departures from the budget and policy framework

None
14. To consider any motions in the order in which notice has been received.
15. To receive the Chief Executive's report and to pass such resolutions thereon as may be deemed necessary (*to follow*).

COUNCIL

MINUTES OF PROCEEDINGS

21 June 2007

The meeting commenced at 2.00 p.m. in Hartlepool College of Further Education,
Stockton Street, Hartlepool

PRESENT:-

The Chairman (Councillor C Richardson) presiding

The Mayor, Stuart Drummond

COUNCILLORS:

Akers-Belcher	Allison	Atkinson
Barker	Brash	R W Cook
Coward	Cranney	Fenwick
Fleet	Flintoff	Griffin
Hall	Hargreaves	Henery
Hill	James	Johnson
Laffey	Lauderdale	A E Lilley
G Lilley	London	A Marshall
J Marshall	Morris	Payne
Preece	Richardson	Rogan
Simmons	Sutherland	Tumilty
Wistow	Worthy	Wright
Young		

OFFICERS:

Adrienne Simcock, Director of Children's Services
Nicola Bailey, Director of Adult and Community Services
Dave Stubbs, Director of Neighbourhood Services
Andrew Atkin, Assistant Chief Executive
Tony Brown, Chief Solicitor
Michael Ward, Chief Financial Officer
Charlotte Burnham, Scrutiny Manager
Julian Heward, Assistant Public Relations Officer
Angela Hunter, Principal Democratic Services Officer
David Cosgrove, Principal Democratic Services Officer

12. APOLOGIES FOR ABSENT MEMBERS

Councillors Clouth, S Cook, Fleming, Gibbon, Jackson, Kaiser, Plant, Shaw and Wallace.

13. DECLARATIONS OF INTEREST FROM MEMBERS

None.

14. BUSINESS REQUIRED BY STATUTE TO BE DONE BEFORE ANY OTHER BUSINESS

None

15. PUBLIC QUESTIONS

None.

16. MINUTES OF PROCEEDINGS

The Minutes of Proceedings of the Council held on the 19 April 2007 and 24 May 2007 having been laid before the Council.

RESOLVED - That the minutes be confirmed subject to Councillor Simmons being included in the list of attendees at the meeting on 24 May.

The minutes were thereupon signed by the Chairman.

17. QUESTIONS FROM MEMBERS OF THE COUNCIL ON THE MINUTES OF THE PREVIOUS MEETING OF THE COUNCIL

None.

18. QUESTIONS FROM MEMBERS OF THE COUNCIL

- (a) Questions to Members of the Executive about recent decisions of the Executive

Councillor Brash to The Mayor

In relation to CRB checks, were resident representatives expected to have them undertaken and could The Mayor confirm if it was a requirement or an expectation for Members to have a CRB check carried out?

The Mayor confirmed that whilst the Council could not enforce CRB checks upon its Members, it was an expectation that all Members would have a CRB check carried out. Resident representatives were also to be included within this expectation.

(b) Questions to Members of the Executive and Chairs of Committees and Forums, for which Notice has been given

(1) Councillor J Marshall to Councillor Hall, Adult and Public Health Services Portfolio Holder.

Health Deficits – It has been reported that over two thirds of Councils have been adversely affected by the financial deficits of these local Primary Care Trusts, ie cost shunting. 40% of Councils are reporting that causes that appear to be NHS responsibility are being referred to Local Authorities.

A further 24% of Authorities say PCTs are failing to fully fund agreed or jointly funded services.

Can the Portfolio Holder please explain to us our position in regard to costs incurred by HBC by the above in the last 3 financial years and what our position will be in the future?

Can he also explain where and when any extra costs have been reported to this Council in the past 3 financial years, and how the costs have been met, ie from what budget?

Councillor Hall, Adult and Public Health Services Portfolio Holder responded that the Local Authority and Hartlepool PCT have an excellent working relationship with joint teams in operation looking at individual cases. A unified approach had been established with joint panel meetings being held to discuss the way forward. Future planning included the transfer of budgets from the PCT to the Local Authority and detailed figures could be provided if this was requested. There were no concerns in relation to the funding arrangements for the joint Council/PCT Services.

(2) Councillor A E Lilley to The Mayor

What value does The Mayor place on Elected Members holding Ward Surgeries?

The Mayor indicated that he fully respected the right of Elected Members to hold Ward Surgeries.

In a supplementary question, Councillor A E Lilley asked The Mayor if he agreed with guidance provided by the Department of the Environment that Members should spend more time in the local community at residents' meetings and ward surgeries ensuring that Members were directly responsible to the people who voted for them.

The Mayor responded that the issue of Ward Surgeries was included within the Constitution Working Group work programme for 2007/08 when the arrangements for ward surgeries would be debated in detail.

In a further supplementary question, Councillor A E Lilley asked The Mayor how he would use his Executive powers to enable her to hold ward surgeries?

The Mayor referred to a detailed joint response prepared by both the Chief Executive and himself in response to a recent email from Councillor A E Lilley in relation to holding ward surgeries.

During the discussion that followed Members highlighted concerns that some Wards had better facilities for holding ward surgeries than others. Members welcomed the fact that the Constitution Working Group would be examining this issue in the coming municipal year.

(3) Councillor G Lilley to The Mayor

Has The Mayor any concerns regarding the political balance of representation from this Council on the Police Authority in light of the recent decision by the Police Authority that all appointments will be for a four-year period?

The Mayor indicated that having examined the recent decision of the Police Authority and the reasons for it, he had no concerns with the political balance of representation from this Council on the Police Authority. The Mayor added that the recent decision for all appointments to be made on a four-year period would ensure stability and consistency in the leadership of the Authority.

In a supplementary question, Councillor G Lilley asked The Mayor if, in his opinion, the public would be happy with Members appointing themselves for a four-year period, therefore guaranteeing themselves 4 years of allowances.

The Mayor responded that he had only just become aware of this and would need further information in order to respond fully. However, the changes would not remove the need to reconsider the political balance across the Cleveland area following elections of this Council.

In the subsequent debate, Members sought clarification on the appointment process for the Cleveland Police Authority. The Chief Solicitor indicated he would forward this information to all Members.

(c) Questions to the appropriate Members on Police and Fire Authority issues, for which notice has been given.

None.

19. BUSINESS REQUIRED BY STATUTE

None.

20. TO RECEIVE ANY ANNOUNCEMENTS FROM THE CHAIR, THE MAYOR, MEMBERS OF THE CABINET OR THE HEAD OF PAID SERVICE.

None.

21. TO DISPOSE OF BUSINESS (IF ANY) REMAINING FROM THE LAST MEETING AND TO RECEIVE THE REPORT OF ANY SCRUTINY FORUM OR OTHER COMMITTEE TO WHICH SUCH BUSINESS WAS REFERRED FOR CONSIDERATION.

None.

22. TO RECEIVE REPORTS FROM THE COUNCIL'S COMMITTEES AND WORKING GROUPS

(1) Amendments to the Constitution – Time and Place of Council Meetings – Report of Constitution Committee

The report invited Council to approve amendments to the Councils Procedure Rule 5.2 – Time and Place of Council Meetings. The Constitution Committee proposed that all Council meetings should commence at 7.00pm in the evening.

RESOLVED – That the matter stand adjourned to the next meeting of Council for full debate in accordance with Council Procedure Rule 24.2.

(2) Amendments to the Constitution – Appointment of Substitutes – Report of Constitution Committee

The report invited Council to approve amendments to Council Procedure Rule 4.2 in relation to the notice required for the appointment of substitutes at meetings.

RESOLVED – That the matter stand adjourned to the next meeting of Council for full debate in accordance with Council Procedure Rule 24.2.

23. TO CONSIDER ANY OTHER BUSINESS SPECIFIED IN THE SUMMONS OF THE MEETING

(a) Overview and Scrutiny Annual Report 2006/07

Councillor James, Chair of the Scrutiny Co-ordinating Committee along with Councillor Gerald Wistow, the 2006/07 Chair of Adult and Community Services and Health Scrutiny Forum and Councillor Gerard Hall the 2006/07 Chair of Neighbourhood Services Scrutiny Forum presented the Authority's Overview and Scrutiny Annual Report 2006/07, a copy of which had been circulated with the Council agenda. The report outlined how the Overview and Scrutiny Function had developed and highlighted the key areas of work undertaken by each of the Scrutiny Forums over the previous year.

As outlined in the Authority's Constitution, it was a requirement of the Overview and Scrutiny Function to produce an Annual Report detailing the work of the Scrutiny Co-ordinating Committee and the four standing Scrutiny Forums that had been undertaken during the last twelve months, together with suggested developments etc for the forthcoming year.

It was noted that the Annual Report would be despatched to key stakeholders and placed in key venues of public interest for information purposes.

Councillor James commended the report to Council.

RESOLVED – That the report be received.

(b) Criminal Record Bureau Checks for Elected Members

The Portfolio Holder for Performance, Councillor Pamela Hargreaves, presented the report which invited the Council to endorse the arrangements for undertaking Criminal Record Bureau (CRB) checks on all Elected Members. Elected Members had been asked to undertake CRB checks to provide reassurance and security to the vulnerable members of Hartlepool's communities. Members were informed that to date, there had been a positive response with 77% of Members having gone through or were going through the process. The exercise was still on-going as some Members had not yet made arrangements for a check to be completed for various reasons.

A discussion followed in which several Members indicated that they had had to have several CRB checks undertaken for several different areas of responsibility. Members were informed that the Bureau were currently undertaking an investigation into removing the requirement for multiple checks to be carried out for any one individual. Members were very supportive of the need to have CRB checks carried out.

The recommendations set out in the report as amended to include Resident Representatives were moved and seconded.

It was moved and seconded that a recorded vote be taken:

The taking of a recorded vote was agreed.

Motion put –

That Council –

- (a) confirms its expectation that all elected Members including elected Resident Representatives undertake CRB checks in accordance with the arrangements described and that the contents of para 5 of the report be considered as a supplement to the Code of Conduct for Councillors, and
- (b) agreed a formal variation of the Code of Conduct to include a requirement that the arrangements be incorporated within the Code and that the matter be referred to the Constitution Committee for formulation of the necessary changes.

Those in favour of the motion:

The Mayor, Stuart Drummond, Councillors Akers-Belcher, Atkinson, Barker, Brash, R W Cook, Coward, Cranney, Fleet, Griffin, Hall, Hargreaves, Henery, Hill, James, Johnson, Laffey, Lauderdale, A E Lilley, G Lilley, London, A Marshall, J Marshall, Dr Morris, Payne, Preece, Richardson, Rogan, Simmons, Sutheran, Tumilty, Wistow, Worthy, Wright and Young.

Those against the motion – Councillor Allison.

Those who abstained – none.

Motion Carried.

24. REPORT FROM THE EXECUTIVE

(a) Proposals in relation to the Council's budget and policy framework

(i) 2007/08 Prudential Borrowing Limits and Capital Programme

The Finance Portfolio Holder, Councillor Robbie Payne, reported on the proposed variations of two Prudential Borrowing Limits. Details of the 2007/08 Prudential Borrowing Limits were approved by the Council on 15 February 2007. At that time, it was anticipated interest rates would be broadly stable during 2007/08, with an expectation that rates would increase slightly towards the end of the year. Since the initial Prudential Borrowing Limits were approved, the Bank of England base rates had increased with an expectation that there would be a further increase in the coming months.

It was noted that this provided an opportunity to generate a one-off discount, although Members were advised that it would be prudent to delay any action until the position on interest rates was more certain. However, in order to enable such actions to be taken two Prudential Indicators needed to be revised and they were detailed within the report.

RESOLVED – That the Prudential Borrowing Limits for 2007/08 be revised as follows:

Upper limits on fixed and variable interest rate exposure	2007/08 Revised £'000	2008/2009 Revised £'000	2009/10 Revised £'000
Fixed Rates (Original Estimate)	100% (100%)	100% (100%)	100% (100%)
Variable Rates (Original Estimate)	50% (35%)	50% (20%)	20% (20%)

Maturity Structure of Borrowing	Revised/(Original) Limits			
	Upper Limit		Lower Limit	
under 12 months	50%	(35%)	0%	(0%)
12 months and within 24 months	50%	(35%)	0%	(0%)
24 months and within 5 years	35%	(35%)	0%	(0%)
5 years and within 10 years	35%	(35%)	0%	(0%)
10 years and above	100%	(100%)	65%	(65%)

(ii) Draft Corporate Plan 2007/08

Councillor Pamela Hargreaves, Performance Portfolio Holder, presented the Draft Corporate Plan 2007/08 for Council's approval.

Members noted that each Council had a statutory duty to publish a Corporate Plan by 30 June 2001. The Corporate Plan was part of the Council's Budget and Policy Framework and therefore required the involvement of scrutiny and approval for Full Council. The Draft Plan had been considered by Cabinet and the Scrutiny Co-ordinating Committee. In addition to this, it had also been considered by all of the Service Scrutiny Forums.

Hartlepool's approach to the Corporate Plan was set out in the report.

During the debate that followed, Members highlighted their concerns in relation to the increasing gap between Hartlepool and the national level of life expectancy rates. Members requested that greater emphasis be given to addressing these issues.

RESOLVED – That the Corporate Plan 2007/08 be approved.

(b) Proposal for Departure from the Budget and Policy Framework

None.

25. MOTIONS ON NOTICE

Consideration was given to the following Notice of Motion moved by Councillor Jonathan Brash:-

'That this Council deplores the recent decision by the House of Commons on Friday 18th May 2007 to pass "A bill to amend the Freedom of Information Act 2000 to exempt from its provisions the House of Commons and House of Lords and correspondence between Members of Parliament and public authorities", which unnecessarily restricts public access to information that has previously been open.'

Motion put and agreed.

26. MEMBERS' SEMINARS – SINGLE STATUS

The Chief Executive reported that as Members were aware, the plans for drafting and agreeing a Single Status Agreement for Hartlepool Borough Council were well advanced. At its meeting on 29 May 2007, Cabinet considered a report setting out the projected timeline of the main phases of reaching an agreement on the new pay and grading structure. It is essential that Members of the Council had a full understanding of the work being undertaken and processes required to reach the Single Status Agreement. Therefore two Members Seminars were arranged for Monday 2 July at 3.00pm and Wednesday 4 July at 5.30pm both at the Belle Vue Community, Sports and Youth Centre. All Members were encouraged to attend one of these two important seminars.

27. VENUES FOR COUNCIL MEETINGS

The Chief Executive confirmed that the refurbishment works on the Council Chamber had commenced and it would therefore be necessary to hold the meetings of Council in other venues whilst the works were completed.

It was proposed that the following meetings of Council be held at alternative venues as listed below :

Thursday 26 July 2007 – Hartlepool College of Further Education

Thursday 13 September 2007 – The Town Hall Theatre

Thursday 25 October 2007 – Hartlepool College of Further Education

Members were asked to note that should the works in the Council Chamber be completed in time for the October meeting, it will be moved from the College back to the Civic Centre.

28. APPOINTMENTS PANEL

Members were advised that the Assistant Director (Commissioning), Adult and Community Services and Health Department was leaving the Authority in order to take up the position of Director of Adults Services at Newcastle City Council.

The Vacancy Monitoring Panel considered the post of Assistant Director (Commissioning), at its meeting on 20 June 2007, when approval was given to the post being filled. Council was, therefore, requested to approve membership of the Appointments Panel. In line with the Officer Employment Procedure Rules the Panel would consist of eight members, as follows:-

The Mayor
The Chairman of the Council
3 Labour Group nominations
1 Administrative Group nominations
1 Liberal Democrat Group nomination
1 Conservative Group nomination

Also, as identified in the Officer Employment Procedure Rules, Council was also requested to reflect the gender balance of the Council when nominating to the Panel. It was suggested, therefore, that Council nominate three female Councillors to the Panel. Council was requested to approve the establishment of the Appointments Panel and nominate members accordingly.

Members wished to thank Ewen Weir for his contribution whilst employed by the Authority as Assistant Director (Commissioning) and passed on their best wishes for the future.

RESOLVED –

That Councillors Hall, Sutheran, Brash, J Marshall, Flintoff and Laffey be appointed to the Panel.

C RICHARDSON

CHAIRMAN

Member questions for Council

Meeting: Council – 26th July, 2007

1.	From: Councillor James
	To: Children's Services Portfolio Holder
	Question: "Would the Portfolio Holder for Children's Services please enlighten members with regard to the significant cuts to the schools' transport team for special children from the beginning of the Autumn term, 2007?"

CLEVELAND POLICE AUTHORITY EXECUTIVE

A meeting of Cleveland Police Authority Executive was held on Thursday 26 April 2007 in the Mandela Room at Middlesbrough Town Hall.

PRESENT: Councillors Benbow, Lowes, McLuckie, Thompson and Wallace

Magistrate Members
Mr Fisher JP and Mr McGrory JP

Independent Members
Miss Andrews-Mawer, Mr Coombs, Mr Hanif, and Mr Race

OFFICIALS: Mr McCarthy, Mrs Llewellyn and Mrs Leng (CE)
Mr Price, Mr Hogg, Mr Bonnard and Mrs Hall (CC)

251 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Barker, Councillor Coppinger, Mr Cox and Councillor Womphrey.

252 **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

253 **QUESTION TIME**

No questions were received from the public.

254 **OPERATION SABRE**

The Chief Constable provided Members with a verbal update on the Sabre operation that had taken place on Wednesday 25 April 2007. The operation was targeted to remove drug suppliers both within the Cleveland area and nationally and had involved over 400 officers from Cleveland. The operation had proved highly successful.

255 **FORCE PERFORMANCE 2006/07**

The Chief Constable updated Members of the Police Authority on force performance and notable achievements for the financial year ending March 2007.

The Force continues to make excellent progress in performance, with 12 of the 13 crime categories showing a reduction in

recorded crime, and 11 out of the 13 showing an improvement in sanction detections rates.

ORDERED that:-

1. the content of the report be noted.

256

POLICE USE OF RESOURCES (PURE) AUDIT COMMISSION NATIONAL SUMMARY REPORT

The Assistant Chief Officer Finance and Commissioning presented Cleveland's outcomes compared with the national results of the first use of Resources evaluation of 43 Police Forces in England and Wales published by the Audit Commission in March 2007.

ORDERED that:-

1. the publication by the Audit Commission of the summary results of PURE 2005/2006 be noted.
2. the relevant position of Cleveland in relation to the national summary and that work had been undertaken to make improvements to arrangements where appropriate be noted.
3. under the Value for Money theme Cleveland is cited as a case study in relation to using collaboration and external funding sources, as a mechanism to manage and improve value for money, whilst directing resources to address both national and local priorities be noted.

257

ESTTES STEERING GROUP

The Assistant Chief Officer Finance and Commissioning sought delegated plenary powers and budget for the Estates Steering Group.

ORDERED that:-

2. the delegation of plenary powers for 12 months to the Estates Steering Group to undertake an

evaluation of options for appropriate headquarters facilities for the future and to deliver these facilities in line with Police Authority objectives and the Chief Constable's Operational Vision of "Putting People First". These plenary powers were to include the appointment of advisors, as appropriate be agreed.

3. a budget of £100k for the Estates Steering Group for the financial year 2007-2008 be agreed. This funding would come from within existing resources jointly identified by the force and the Police Authority.
4. the Estates Steering Group would keep members fully briefed on developments, including the appointment of advisors, preferred options, budget spend and progress with delivery. All key decisions would continue to be reported to the full Police Authority membership.

258

BUDGET MONITORING REPORT TO 28TH FEBRUARY 2007

The Assistant Chief Officer Finance and Commissioning reported the progress against delivery of the revenue budget 2006/07.

Budgets are been actively managed to ensure that a break even position was achieved and that operational objectives were delivered.

ORDERED that:-

1. the contents of the report be noted.

259

CAPITAL MONITORING REPORT TO 28TH FEBRUARY 2007

The Assistant Chief Officer Finance and Commissioning reported the progress against delivery of the capital programme for 2006/07.

This report set out the progress against delivery of the capital programme for 2006/07 and recommendations to make optimum use of the capital resource available to the Authority to refresh and develop the asset base for policing in the 21st century in line with the vision of Putting People First.

ORDERED that:-

1. the contents of the report be noted.
2. the transfer of £20k from 23007/08 to 2006/07 in respect of the Sexual Assault and Referral Centre / Vulnerable Persons Unit be approved.
3. the deletion of the PFI Open All Hours Scheme be approved.

260

**PROCUREMENT REPORT FOR THE PROVISION OF
MEDIA COMMUNICATIONS AND PUBLIC AFFAIRS
SERVICES TO THE POLICE AUTHORITY**

The Chief Executive provided members with a summation of the procurement exercise carried out to award a contract for the provision of Media Communications and Public Affairs Service to the Police Authority.

ORDERED that:-

1. the procurement method used be noted and the recommendation put forward by the Evaluation Team be approved.
2. the details submitted by tenderer 1 as the best value solution be accepted.
3. the awarding of the contract to tenderer 1 be approved.

261

REFURBISHMENT OF HARTLEPOOL CUSTODY OFFICE

The Assistant Chief Officer Finance and Commissioning advised members that the potential costs and timescales associated with the refurbishment of custody facilities and front desk of Hartlepool Police Office and replacement of plant and services to the main building cannot be fully determined at this immediate time.

This report sought members approval to start the tendering process in order to obtain up to date costs for refurbishment

and replacement works.

ORDERED that:-

1. tendering commence for the refurbishment of the existing custody facility and front desk, and the replacement of plant and service in the main building be approved.
2. members noted that full costs cannot be ascertained until the tender exercise was complete and a full evaluations had been undertaken to:
 - Identify costs associated with the relocation of people and operational issues, and costs around the custody facility relocation during the refurbishment.
 - Identify some off site accommodation both at Hartlepool and Stockton including a temporary reception area and associated costs.
 - Identify approximate costs for all IT/Communication work during the transitional phases.
 - Identify any other potential costs e.g. asbestos surveys, service and diversion costs.
3. a further summary report would be provided as soon as costs were identified be noted.

262

APPOINTMENT OF INDEPENDENT MEMBER OF STANDARDS COMMITTEE

The Chief Executive presented the report to members requesting they endorse the decision of the Appointments Panel and the extension of Mrs O'Hanlon's contract for a further four years.

ORDERED that:-

1. the appointment of Miss Jennifer Creek as an Independent Member of the Standards Committee be approved.
2. the extension of Mrs Ann O'Hanlon for an additional four years be approved.

263

COMMUNITY SAFETY PANEL – 28 FEBRUARY 2007

The Community Safety Panel Chair informed members that due

to insufficient panel members in attendance at the Community Safety Panel on the 28 February 2007 the meeting was not quorate. All the decisions agreed at that meeting were submitted for formal ratification.

ORDERED that:-

1. all the decision agreed by the Community Safety Panel held on 28 February 2007 be formally ratified.

264

MINUTES OF THE APPEALS PANEL HELD ON 7 FEBRUARY 2007

ORDERED that the following minutes of the Appeals Panel held on 7 February 2007 were submitted and approved.

APPEALS PANEL

A meeting of the Appeals Panel was held on Wednesday 7 February 2007 in the Members Conference Room at Police Headquarters.

PRESENT: Miss P Andrews-Mawer
Mr E M Cox JP (Chair)
Mr P Race, MBE

OFFICIALS: Mrs C Hunter – Personnel Adviser for Police Authority (CE)

Mr D Bradley

Mr D MacRae (Unison)

Appeallants

265

APOLOGIES FOR ABSENCE

No apologies were received

266

DECLARATION OF INTERESTS

There were no declarations of interests.

267

EXCLUSION OF PRESS AND PUBLIC

ORDERED that the press and public be excluded from the meeting pursuant to Section 100A(4) of the Local Government Act 1972, excluding the press and public from the Meeting under Paragraph 1 of Part 1 of Schedule 12A to the Act.

268

RE-GRADE APPEAL

The Members of the panel heard and considered an appeal application against the decision of the re-grading panel.

Three of the appellants appeared personally before the panel and were represented by Mr D MacRae, UNISON.

Cleveland Police's Management case was represented by Mr D Bradley.

The panel had regard to the appeals procedure.

ORDERED as follows:

That the decision of the Force re-grade panel be upheld.

269

MINUTES OF THE COUNCILLOR AND INDEPENDENT MEMBERS HELD ON 9 FEBRUARY 2007

ORDERED that the following minutes of the Councillor and Independent Members held on the 9 February 2007 were submitted and approved.

CLEVELAND POLICE AUTHORITY COUNCILLOR AND INDEPENDENT MEMBERS

A meeting of Cleveland Police Authority Councillor and Independent Members was held on Friday 9 February 2007 in the Members Conference Room at Police Headquarters.

PRESENT: Councillor B Coppinger, Councillor C Coombs, Councillor R Lowes, Councillor P Thompson and Councillor S Wallace.

Independents

Miss P Andrews-Mawer, Mr K Gardner MBE, Mr A Hanif and Mr P Race MBE

Mr J McCarthy, Mrs C Llewellyn and Mrs J A Leng (CE)

OFFICIALS

270

APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillor C Barker, Councillor J Benbow, Mr K Nath and Councillor M Womphrey

271

EXCLUSION OF PRESS

ORDERED that pursuant to Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting under Paragraph 1 of Part 1 of Schedule 12A to the Act.

272

APPOINTMENT OF A LAY JUSTICE MEMBER

The Chief Executive presented the report and invited Members to appoint a Lay Justice Member to the Police Authority.

ORDERED that:-

1. Mr Mike McGrory JP be appointed as a Lay Justice Member on the Police Authority.
2. Mr McGrory commence his appointment on Monday 12 February 2007 and serve initially to 31 March 2008.

273 **LAY JUSTICE MEMBER SELECTION PANEL HELD ON THE 9
NOVEMBER 2006**

The following minutes of the Lay Justice Member Selection Panel held on the 9 November 2006 were submitted and noted.

LAY JUSTICE MEMBER SELECTION PANEL

A meeting of the Lay Justice Selection Panel was held on 9 November 2006.

PRESENT: Cllr Chris Coombs
 Mr Joe Rayner
 Mr John Robinson

OFFICIALS Mrs K J Allaway (Head of Corporate Support)

274 **LAY JUSTICE CANDIDATES INTERVIEWS**

Five applicants were interviewed by the Selection Panel for consideration to be appointed as a Lay Justice Member to serve on the Police Authority.

The Panel agreed that four of the candidates were suitable and should be interviewed by the Police Authority Appointments Panel.

ORDERED that:-

The four candidates selected by the Selection Panel be invited to attend a second interview by the Appointments Panel.

275 **APPOINTMENTS PANEL**

The following minutes of Cleveland Police Authority Appointments Panel held on 17 January 2007 were submitted and noted.

APPOINTMENTS PANEL

A meeting of the Appointments Panel was held on 17 January 2007.

PRESENT: Councillor Chris Coombs (Chair), Miss Pam Andrews-Mawer, Mr Ken Gardner
 MBE, Councillor Ron Lowes.

OFFICIALS: Mrs Julie Leng

276 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Barry Coppinger, Mr Peter Race, Cllr Dave McLuckie and Cllr Steve Wallace.

277 **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

278 **INTERVIEW OF APPLICANTS**

The panel invited four candidates to be interviewed for the position of Lay Justice Member on Cleveland Police Authority.

279 **SELECTION OF CANDIDATE**

The panel considered all four applicants who were interviewed against the role profile and responsibilities and selected one candidate to be recommended to the Councillor and Independent members of the Authority for the position of Lay Justice member.

ORDERED that Mr McGrory be recommended for the position of Lay Justice member to the Councillor and Independent members of the Authority.

280 **MINUTES OF THE POLICE AUTHORITY EXECUTIVE HELD ON 23 FEBRUARY 2007**

ORDERED that the minutes of the Police Authority Executive held on the 23 February 2007 were approved and signed by the Chair as a true and accurate record.

281 **MINUTES OF THE SPECIAL POLICE AUTHORITY EXECUTIVE HELD ON 27 FEBRUARY 2007**

ORDERED that the minutes of the Special Police Authority Executive held on 27 February 2007 were approved and signed by the Chair as a true and accurate record.

282 **MINUTES OF THE COMMUNITY SAFETY PANEL HELD ON 28 FEBRUARY 2007**

ORDERED that the following minutes of the Community Safety Panel held on 28 February 2007 were submitted and approved.

COMMUNITY SAFETY PANEL

A meeting of the Community Safety Panel was held on Wednesday 28 February 2007 in the Mandela Room at Middlesbrough Town Hall.

PRESENT: Miss Pam Andrews-Mawer (Chair), , Cllr Ron Lowes, , Mr Keith Fisher JP, Mr Mike McGrory JP

OFFICIALS: Mr John Bage, Mrs Joanne Hodgkinson, Mrs Jayne Harpe, Mrs Kath Allaway (CE), ACC Adam Briggs, Supt Steve Ashman, Miss Kate Rowntree (CC)

283 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Dave McLuckie, (ex officio), Cllr Chris Coombs (ex officio). Cllr Joyce Benbow, Mr Ken Gardner MBE, Cllr Mike Womphrey, Cllr Caroline Barker

284 **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

285 **THE CHAIR INFORMED THE MEETING THAT DUE TO INSUFFICIENT
PANEL MEMBERS IN ATTENDANCE THIS MEETING WAS NOT
QUORATE.**

286 **MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 29 November 2006 were agreed as a true and accurate record.

287 **MATTERS ARISING FROM THE PREVIOUS MEETING**

There were no matters arising from the minutes of the last meeting held 29 November 2006

288 **OUTSTANDING RECOMMENDATIONS**

The Outstanding Recommendations were noted and the Chair informed the meeting that the items remaining would be dealt with over the long term.

289 **NEIGHBOURHOOD POLICING PATHFINDER – HARTLEPOOL
DISTRICT**

Supt Ashman outlined to Members the result of the evaluation of Neighbourhood Policing (NHP) within Hartlepool District.

It was reported that the introduction of Neighbourhood Policing in Hartlepool on the 3 April 2006 had been a resounding success. Recorded crime in Hartlepool had fallen by 11% since the pathfinder began. Visibility had increased markedly with feedback from the Tier 3 consultative meeting showing a level of satisfaction in visible patrol 3 times that of the other districts average.

The results of an independent MORI survey were provided these were compared against a similar survey that had taken place in 2002 and highlighted the improvements made in public opinion since the introduction of the Neighbourhood Policing.

The progress of Neighbourhood Policing and its implementation would continue to be managed by the Neighbourhood Policing Project Board.

The Chair thanked Supt Ashman for his presentation.

AGREED that the report be noted.

290 **VOLUNTEERS IN THE POLICE SERVICE**

The Police Authority Advisor informed Members that the police service had been considering the use of volunteers to enhance the links with the community, particularly linked to the progress with Neighbourhood Policing.

Cleveland Police Authority commissioned a report on the use of volunteers and this has subsequently been reported through a strategic group led by ACC Bonnard. The Police Authority Advisor updated Members on progress for the introduction of volunteers across the whole Force area.

AGREED that:-

1. Cleveland Police introduce volunteers throughout all the districts and that a project management approach be taken to implement the recommendations. Any steering group would include a Member of the Police Authority and a member of UNISON.
2. the role of Volunteer Manager be incorporated into the current Specials Co-ordinator role.
3. the force identify Volunteer co-ordinators at a district level to work with the Force Volunteer Manager. Consideration should be given to incorporating this role into that of the Neighbourhood Watch Co-ordinators.
4. Cleveland Police undertake a proactive marketing campaign to attract appropriately skilled volunteers. This would include targeting local communities in order that volunteers reflect as closely as possible the demographic profile of their communities. This would provide opportunities for members of all communities, including those that were currently under-represented to be involved in and influence policing services in their area.
5. volunteers be integrated into the police family and that training be relevant to their roles. The induction process must be robust and incorporated into that for other staff within the organization. A volunteer handbook be developed to incorporate all issues relating to volunteers.
6. Cleveland Police maintain an on-going dialogue with police staff associations with regard to the development of volunteer roles. Such roles should contribute directly to core policing and should not be roles currently undertaken.
7. Cleveland Police invest in Ringmaster to improve the efficiency of communications with the community pending the outcome of the long term project to improve communications between Cleveland Police, the community and partners.

291

DRUG ACTIVITY UPDATE

ACC Briggs provided Members with an update on progress on force activity on drug enforcement.

It was reported that the Force had undertaken a number of activities to tackle drug misuse in the Cleveland Police area and that Cleveland Police remains committed to addressing this issues.

The scheme identified areas where there was high levels of crime linked to substance misuse, and these were given "Intensive Status". Within the Cleveland Force area there are three intensive areas, namely Hartlepool, Middlesbrough and Stockton.

AGREED that the report be noted.

292

DOMESTIC VIOLENCE UPDATE

ACC Briggs updated Members on Force performance and activities to combat Domestic Violence (DV) over the Christmas period. Annually domestic violence incidents double over this period, placing additional demands on the police service, increasing the levels of DV related crime and increasing the number of victims resulting from these incidents.

The Force continues to make significant progress towards achieving this policing priority. This focus would continue across the Force area to support vulnerable victims of domestic violence and target offenders. BCU performance is subject to continuous review via the MPR process and the Domestic Violence Gold Group.

AGREED that the performance on the Force's arrangements introduced over the Christmas period be noted.

293

CRIME AND REDUCTION PARTNERSHIPS (CDRP) UPDATES

There were no meetings to report on

294

MINUTES OF THE MODERNISATION PANEL HELD ON 15 MARCH 2007

ORDERED that the minutes of the Modernisation Panel were submitted and noted.

MODERNISATION PANEL

A meeting of the Modernisation Panel was held on Thursday 15 March 2007 commencing at 10.00 am in the members Conference Room at Police Headquarters.

PRESENT:

Mr Keith Fisher JP (Chair), Cllr Dave McLuckie (Vice Chair), Miss Pam Andrews-Mawer, Cllr Chris Coombs, Cllr Barry Coppinger, Mr Ted Cox JP, Mr Aslam Hanif, Mr Peter Race MBE, Mr Mike McGrory JP.

OFFICIALS:

Mrs Caroline Llewellyn, Mr Norman Wright, Mrs Julie Leng and Mrs Clare Hunter (CE)
Acc Derek Bonnard, ACO Ann Hall, Mrs Andrea Crinnion, Mr Andrew Larkin and Mrs Julie Snell (CC)
Mrs Lynda Turnbull, Unison and Mr Brian Docherty, Federation

295

ADDITIONAL AGENDA ITEM

The Chair notified Members that he had agreed to hear an urgent additional agenda item 13 – Cleveland Police Authority Disability Scheme 2006-2009.

296

APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr Joe McCarthy, CC Sean Price and DCC Ron Hogg.

297

DECLARATIONS OF INTEREST

There were no declarations of interests.

298 **MINUTES OF THE PREVIOUS MEETING HELD ON 14 DECEMBER 2006**

The minutes of the previous meeting were agreed as a true and accurate record.

299 **OUTSTANDING RECOMMENDATIONS**

ORDERED that the Outstanding Recommendations be noted.

300 **UPDATE ON WORKSTREAM 2 PROJECTS - ESTATES**

The Strategy and Performance Manager informed the Panel of the current status of the projects to relocate the Police Headquarters, the Road Policing Unit and other functions.

ORDERED that:-

1. the updates for Ladgate Lane, Cannon Park and other crime and operations functions be noted.
2. with regard to the future Police Headquarters issues, a Police Headquarters steering group be established, with appropriate member and professional representation, from the authority and police service, to look at all options and agreed and oversee an appropriate way forward be agreed.

301 **LOCAL GOVERNMENT PENSION SCHEME – PROPOSALS FOR A NEW-LOOK SCHEME FROM APRIL 2008**

The Strategy and Performance Manager informed Members of the current status of the proposals to change the Local Government Pension Scheme (LGPS) following the recent consultation exercise carried out by the Department for the Communities and Local Government (DCLG). The new Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007 would replace the existing Local Government Pension Scheme Regulations 1997 (as amended). In January 2007, following the initial round of consultation details of the proposed changes were sent out to interested parties for further statutory consultation, which closed on 28 February 2007.

ORDERED that:-

1. the latest proposals for a new-look LGPS, as detailed in Appendix A be noted.
2. the proposal for a final salary scheme based on 60ths, with no automatic lump sum be noted. In the previous consultation (September 2006), Members chose the 80ths option with automatic lump sum. The overall benefits are better with the 60ths option. It was estimated that in the new-look scheme members could receive the same lump sum as in the current scheme, plus a pension that was 8.3% higher for future service.
3. the LGPS member contributions would rise by an average of 0.5% and the provisional costings indicated that there would be no increase in employer contributions.
4. the removal of the Rule of 85 was confirmed, but with full protection for eligible current members to retire at age 60 on

- unreduced benefits before 31 march 2016, with limited protection extended until March 2020.
5. the early retirement factors had been reviewed to the benefit of members retiring before the normal retirement age.
 6. the 3-tier ill health scheme was confirmed, but that the trade unions were seeking a guarantee that enhancements would be no worse for those defined as being unable to find gainful employment.
 7. the death in service lump sum increase from 2 to 3 times annual salary was confirmed.
 8. the introduction of partners' pensions was confirmed.
 9. the proposed new-look scheme ensured that the rights accrued by existing scheme members up to April 2008 were fully protected by law. Service up to the end of March 2008 would be banked and these accrued rights would be calculated against final salary at the date of leaving or retiring.
 10. the new scheme would be finalised by April 2007 and it would be introduced to all members from April 2008.
 11. if Members had any thoughts on the latest proposals, these were to be made known and Cleveland Police Authority would respond to the LPGS website within the DCLG.
 12. a further report would be presented to Members should there be any significant changes made to the current proposals.

302

PRICEWATERHOUSECOOPERS (PWC) STRATEGIC PROCUREMENT UPDATE

The Assistant Chief Officer Finance and Commissioning presented this follow up report to the Modernisation Panel in March 2006 and was intended to provide an update on the progress made regarding the PWC force wide procurement recommendations.

This follow up report covered all of the procurement opportunities recommended by PWC and the Commissioning team.

ORDERED that:-

1. the progress to date be noted.
2. the contractual and efficiency savings achieved to date be noted.

303

UPDATE ON BUSINESS CONTINUITY PLANNING (BCP)/DISASTER RECOVERY (DR), INSURANCE AND OTHER RISKS PROJECT

The Head of People & Organisational Development informed the Panel of the current status of the progress to develop appropriate Business Continuity Planning (BCP)/Disaster Recovery (DR), Insurance and other Risk processes within Force.

It was currently anticipated that the project as initially defined would be delivered within the 2 year fixed term agreed. However, this would be further clarified as work continues and the Modernisation Panel would be provided with quarterly updates to review this progress.

ORDERED that:-

1. the report be noted.

304

REVIEW OF SHIFT PATTERNS

The Assistant Chief Constable presented the report on progress towards the implementation of a new shift pattern for response policing force wide. This new shift pattern would become the Force Standard Duty Rota (FSDR), replacing the existing 'four-on, four-off' arrangement operating in H, S and L Districts and the six-team pattern in M District.

The 'six-on, four-off' pattern favoured by staff from amongst the options presented was to be implemented as FSDR in April 2007. It enhances the force's ability to match resource to demand and to plan for operational need but has due regard for officers' health and welfare needs.

ORDERED that:-

1. members noted and supported progress towards implementation of the new shift pattern.

305

FORCE INDEPENDENT ADVISORY GROUP & SUPPORT NETWORKS CO-ORDINATOR AND OTHER FUNDING

The Head of People and Organisational Development sought approval to recruit and Independent Advisory Group (IAG) and Support Networks Co-ordinator and to approve additional funding to support IAG meetings and new initiatives.

The cost of an IAG Co-ordinator (approximately Scale 5, subject to grading panel) would be £27,913, with on-costs, per annum. A role description and person specification, which would support this grade, were attached to the report at Appendix 1.

The additional funding required would be £10,000 per year. A total cost of £37,913 per annum.

The cost of both of the above were contained within the mid term financial Plan.

ORDERED that:-

1. the recruitment of an IAG Co-ordinator (to be located within the Diversity Unit) and additional funding to improve the support of IAG meetings and new initiatives. Both were contained within the medium term financial plan.

306

WEB SERVICES INTEGRATION ARCHITECTURE PROJECT

The Head of ICT sought approval to recruit up to an additional 4 analyst/programmer posts to support the development of the Force's analytical infrastructure.

All hardware and software for this project was already in place. £256k had

been earmarked from reserves to fund the posts. The work is expected to take place over a period of two years and a phased plan would be produced in due course.

ORDERED that:-

1. the recruitment of up to 4 posts for a period of two years, which were contained and funded within the Long Term Financial Plan be approved.

307

**MINUTES OF THE BEST VALUE REVIEW STEERING GROUP
MEETINGS HELD ON THE 17 JANUARY 2007 AND 28 FEBRUARY
2007**

This item was withdrawn.

308

**CLEVELAND POLICE AUTHORITY DISABILITY EQUALITY SCHEME
2006-2009**

The Strategy and Performance Manager presented the Cleveland Police Authority Disability Equality Scheme to members for approval.

ORDERED that:-

1. the Force Disability Equality Scheme 2006-2009 (50 pages), which was published on the Force website and intranet site be noted.
2. the Cleveland Police Authority Disability Equality Scheme 2006-2009 attached at Appendix A be approved. This would enable Cleveland Police Authority to comply with legal requirements and it was a first step towards creating a single Equality Scheme covering all aspects of equality, including race, religion, gender, sexual orientation and age considerations.

309

EXCLUSION OF THE PRESS AND PUBLIC

ORDERED that the press and public be excluded from the meeting pursuant to Section 100A(4) of the Local Government Act 1972, excluding the press and public from the Meeting under Paragraph 1 of Part 1 of Schedule 12A to the Act.

310

UPDATE ON WORKSTREAM 3A

The Head of People and Organisational Development informed the Panel of the current status of the consultation process for Workstream 3a, Police Staff Structures.

ORDERED that:-

1. the content of the report be noted.

311

**MINUTES OF THE FINANCE PANEL HELD ON 22 MARCH
2007**

ORDERED that the following minutes of the Finance Panel held

on the 22 March 2007 were submitted and approved.

FINANCE PANEL

ACTION

A meeting of the Finance Panel was held on Thursday 22 March 2007 commencing at 10.00 am in the Mandela Room at Middlesbrough Town Hall.

PRESENT: Councillor Chris Coombs (ex-officio), Mr Ted Cox JP, Mr Aslam Hanif (Chair), Councillor Mike Womphrey Mr Mike McGrory JP and Mr Keith Fisher JP

OFFICIALS: Mrs Jayne Harpe and Mr Alf Illingworth – Police Authority
Mrs Ann Hall and Miss Kate Rowntree (CC)

312 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Dave McLuckie (ex officio), Councillor Steve Wallace (Chair) and Mr Joseph McCarthy (CE)

DECLARATIONS OF INTERESTS

313 There were no declarations of interests.

MINUTES OF THE PREVIOUS MEETING HELD ON 16 NOVEMBER 2006

AGREED that the minutes of the previous meeting be approved as a true and accurate record. There were no matters arising from the minutes.

314 **BUDGET MONITORING REPORT TO 31 JANUARY 2007**

The Assistant Chief Officer Finance and Commissioning presented the report. Members approved the revenue budget for 2006/07 in the sum of £114,975k at their meeting on 23 February 2006. This report sets out the progress against delivery of that budget and was part of the process introduced by the Authority to maintain prudent financial management. Budget Monitoring reports have been consistent and settled since June 2006.

AGREED that:-

1. the contents of the report be noted.

315 **CAPITAL MONITORING REPORT TO 31 JANUARY 2007**

The Assistant Chief Officer Finance and Commissioning presented the report. Members approved the capital programme for 2006/07 and the capital plan for 2007/09 at their meeting on 23 February 2006. This report sets out the progress against delivery of the programme and was part of the process introduced by the Authority to maintain prudent financial management.

Following a risk assessment of existing security measures at Boulby Mast Site, it was proposed to upgrade the perimeter fencing and doors to the buildings.

Enquiries to be made as to whether the force still received rental from the

Mrs Hall

telephone company.

AGREED that:-

1. the report be noted and Members recommend that the proposals below be considered and approved by the Police Authority Executive:
2. Additional Grant funding of £273k be carried forward to 2007/08.
3. Approve a transfer of funding of £140k from PFI revenue budgets to capital in respect of additional furniture and equipment for the new Action Stations Building.

316

TREASURY MANAGEMENT TO 31 JANUARY 2007

The Assistant Chief Officer Finance and Commissioning presented the report. Local Authorities' (including Police Authorities) treasury management activities are prescribed by the Local Government Act 2003. Essentially a Police Authority may borrow or invest for any purpose relevant to its functions, under any enactment, or 'for the purpose of the prudent management of its financial affairs'.

Members agreed an investment strategy for 2006/07 at their meeting of 23 February 2006. This report updated Members of the Finance Panel on the status of the Authority's investments and borrowing. This was part of the process introduced by the Authority to maintain prudent financial management.

Mr Aslam Hanif complimented Mrs Hall and her staff in the Finance Department for their hard work.

AGREED that:-

1. the report be noted.

317

MINUTES OF THE PERFORMANCE AND AUDIT PANEL HELD ON 23 MARCH 2007

PERFORMANCE AND AUDIT PANEL

A meeting of the Performance and Audit Panel was held on Thursday 23 March 2007 commencing at 1.00 pm in the Stainsby Room, Middlesbrough Town Hall

PRESENT	Mr Peter Race MBE (Chair), Cllr Ron Lowes (Vice Chair), Mr Keith Fisher JP, Councillor Paul Thompson, Councillor Chris Coombs (ex officio), Mr Aslam Hanif.
OFFICIALS	Mr John Bage, Mr Norman Wright (CE) ACO Ann Hall, Miss Kate Rowntree (CC),
AUDITORS	Mr Ian Wallace (Bentley Jennison). Mrs Mandy Stevenson (Audit Commission)

318

APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Dave McLuckie (ex officio), Mr Joe McCarthy and ACC Adam Briggs

319 **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

Action

320 **MINUTES OF THE PREVIOUS MEETING HELD 8 FEBRUARY 2007**

The minutes were agreed as a true and accurate record.

321 **MATTERS ARISING**

There were no matters arising

322 **OUTSTANDING RECOMMENDATIONS**

It was reported that the outstanding recommendations regarding Sickness Absence Reports, Performance Report, and Statement of Internal Control were all on target, and they were addressed by reports in this meeting. The Internal Audit reports were discharged.

AGREED that:-

1. the Outstanding Recommendations be noted.

323 **AUDIT COMMISSION – AUDIT PLAN 2007/2008**

The District Auditor presented this report. The plan set out the work the audit team proposed to undertake in relation to the 2007/08 accounts. The plan was based on the Audit Commission's risk-based approach to audit planning which assesses:

current national risks relevant to the local circumstances;
the local risks and improvement priorities.

As the Audit Commission had not completed the audit for 2006/07, the audit planning process for 2007/08, including the risk assessment, would continue as the year progresses, and the information and fees in this plan would be kept under review and updated as necessary.

AGREED that:-

1. the report be noted

324 **INTERNAL AUDIT – AUDIT PLAN 2007/2008**

Internal Audit informed Members that following the issue of the initial Strategic Audit Plan (SAP), the Internal Audit had updated the audit needs assessment (ANA).

An updated Annual Plan for 2007/08 was included at Appendix A and the skills and resources to deliver that plan were set out at Appendix B. An updated Strategic Plan was set out at Appendix C.

AGREED that:-

1. the report be noted.

325

INTERNAL AUDIT – REVIEW OF INTERNAL AUDIT SERVICE FOR 2006/2007

Internal Audit advised that in December 2006 CIPFA published its revised Code of Practice for Internal Audit in Local Government in the United Kingdom 2006 (the Code). This report set out how Bentley Jennison's risk based internal audit methodology meets the requirements of the Code.

AGREED that:-

1. An amended Terms of reference for the Performance and Audit Panel be submitted to the next meeting to include that a private meeting with Internal Audit and the Police Authority can be held after the Performance & Audit Panel meeting if required
2. the report be noted.

John Bage

326

INTERNAL AUDIT - PROGRESS REPORT – OVERVIEW OF 2006/2007

Internal Audit notified Members that following approval of the the operational plan for 2006/07 by the Audit and Performance Panel on the 4 May 2006 this report summarised the outcome of work completed to date against that plan and incorporated cumulative data in support of internal audit performance.

Progress against the Operational Plan was detailed in Appendix B to the report.

AGREED that:-

1. the report be noted.

327

INTERNAL AUDIT CONTRACTING

Internal Audit presented the audit of Contracting undertaken as part of the approved internal audit periodic plan for 2006/07.

Within the last ten months the Authority/ Force had developed the use of external legal advisers to review contracts and to develop standard terms and conditions. This process addressed the legal risks associated with contracts and assists the Authority in managing these risks.

Evaluation of the system had shown that the overall controls in place surrounding the contracting process are sound and operating as expected.

AGREED that:-

1. the report be noted.

328

INTERNAL AUDIT BEST VALUE 2006-07

Internal Audit presented the audit of Best Value which was under taken as part of the approved internal audit periodic plan for 2006/07.

Evaluation of the system had shown that the overall controls in place surrounding the best value framework were sound.

AGREED that:-

1. the report be noted.

329

INTERNAL AUDIT BUDGETARY CONTROL 2006-07

The Internal Audit presented the audit of Budgetary Control that had been undertaken as part of the approved internal audit periodic plan for 2006/07.

Both the Authority and the Force continue to rigorously set, monitor and report on budgets. A new authority panel structure was established last year, which includes a Finance Panel who hold responsibility to monitor and approve the mid term financial plan and from the start of this financial year receive the Authority budget monitoring reports for review and comment.

The evaluation of the system had shown that the overall controls in place surrounding the Budgetary Control process were sound.

AGREED that:-

1. the report be noted.

330

INTERNAL AUDIT RISK MANAGEMENT 2006-7

Internal Audit presented the audit of Corporate Planning / Risk Management - Review of embedding was under taken as part of the approved internal audit periodic plan for 2006/07.

Evaluation of the system had shown that the overall controls in place surrounding the corporate planning and risk management process were sound.

AGREED that:-

1. an additional column be added to all future reports to indicate the percentage of work carried out to date.
2. the report be noted.

331

INTERNAL AUDIT INCOME AND DEBTORS 2006-07

Internal Audit presented the audit of Income and Debtors which was

undertaken as part of the approved internal audit periodic plan for 2006/07.

Members were informed that overall, there were appropriate controls in place to ensure that income due was identified, collected and correctly accounted for.

AGREED that:-

1. the report be noted.

332

INTERNAL AUDIT INSURANCE 2005-06

Internal Audit presented the audit of Insurance which was under taken as part of the approved internal audit periodic plan for 2006/07.

Members were informed that overall, there were appropriate controls in operation that were working effectively to ensure that the insurance arrangements in place were in line with the organisation's insurance strategy.

AGREED that:-

1. the report be noted.

333

INTERNAL AUDIT PAYROLL 2006-7

Internal Audit presented the audit of Payroll which was undertaken as part of the approved internal audit periodic plan for 2006/07.

Internal Audit informed Members that taking account of the issues mentioned in their opinion the control framework for the area under review, as currently laid down and operated, provides substantial assurance that risks material to the achievement of the organisation's objectives for this area are adequately managed and controlled.

AGREED that:-

1. the report be noted.

334

INTERNAL AUDIT TREASURY 2006-07

Internal Audit presented the audit of Treasury Management which was undertaken as part of the approved internal audit periodic plan for 2006/07.

Internal Audit informed Members that a review of the systems in place had confirmed that appropriate procedures were in place.

The Chair asked that a show of thanks be minuted to Paul Kirkham, Ann Hall and Ian Wallace for their time and effort in the work carried out to provide the reports to the Panel.

AGREED that:-

1. the report be noted.

335

POLICE AUTHORITY HEALTH AND SAFETY POLICY STATEMENT

The Head of Strategy and Performance informed the panel that the Police Authority was required to produce a Health and Safety Policy Statement in order to clearly define its health and safety role and responsibilities, particularly in relation to those held by the office of Chief Constable, which is the "Corporate Sole" for the purposes of health and safety (reference Serious and Organised Crime and Policing Act 2005).

The Police Authority has a key role to play in health and safety matters. The Police Authority is, as employer, legally responsible for the health and safety of police staff and also for health and safety issues in police buildings.

AGREED that:-

1. the Police Authority Health and Safety Policy Statement be agreed.
2. the Authority be represented on the force Health and Safety Group, for the authority to oversee force health and safety compliance and for the force to report to the Performance and Audit Panel quarterly on health and safety issues.

336

POLICE AUTHORITY – RISK MANAGEMENT

The Head of Strategy & Performance informed Members that the Police Authority were required to develop the risk profile of the CPA to assure the Authority that its own risks were being effectively managed.

AGREED that:-

1. the Police Authority Risk Register items as detailed in Appendix A to the report be agreed.
2. the Police Authority Risk Register be subject to quarterly review, reporting to the Performance and Audit Panel on progress and proposed changes.

337

MINUTES OF THE APPEALS PANEL HELD ON 27 MARCH 2007

ORDERED that the following minutes of the Appeals Panel held on 27 March 2007 were submitted and approved.

APPEALS PANEL

A meeting of the Appeals Panel was held on Wednesday 27 March 2007 in the Members Conference Room at Police Headquarters.

PRESENT:

Miss P Andrews-Mawer
Mr E M Cox JP (Chair)
Mr P Race, MBE

OFFICIALS: Mrs C Hunter – Personnel Adviser for Police Authority (CE)

Mr D Bradley

Mr D MacRae (Unison)

Appellant

338 **APOLOGIES FOR ABSENCE**

No apologies were received

339 **DECLARATION OF INTERESTS**

There were no declarations of interests.

340 **EXCLUSION OF PRESS AND PUBLIC**

ORDERED that the press and public be excluded from the meeting pursuant to Section 100A(4) of the Local Government Act 1972, excluding the press and public from the Meeting under Paragraph 1 of Part 1 of Schedule 12A to the Act.

341 **RE-GRADE APPEAL**

The Members of the panel heard and considered an appeal application against the decision of the re-grading panel.

The appellant appeared personally before the panel and was represented by Mr D MacRae, UNISON.

Cleveland Police's Management case was represented by Mr D Bradley.

The panel had regard to the appeals procedure.

ORDERED as follows:

That the decision of the Force re-grade panel be upheld.

342 **MINUTES OF THE APPOINTMENTS PANEL HELD ON 29 MARCH 2007**

ORDERED that the following minutes of the Appointments Panel held on 29 March 2007 were submitted and approved.

APPOINTMENTS PANEL

A meeting of the Appointments Panel was held on 29 March 2007.

PRESENT: Councillor Chris Coombs (Chair), Miss Pam Andrews-Mawer, Mr Ted Cox JP, Mr Ken Gardner MBE, Councillor Ron Lowes and Mr Peter Race MBE

OFFICIALS: Mrs Julie Leng

343 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Steve Wallace.

344 **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

345 **INTERVIEW OF APPLICANTS**

The panel invited all five applicants to be interviewed for the position of Independent Member on the Standards Committee for Cleveland Police Authority.

346 **SELECTION OF CANDIDATE**

The panel considered all five applicants who were interviewed against the role profile and responsibilities and selected one candidate to be recommended to the Police Authority for the position of Independent member on the Standards Committee.

ORDERED that Miss Jennifer Creek be recommended for the position of Independent member on the Standards Committee to the Police Authority.

347 MINUTES OF THE COUNCILLOR AND LAY JUSTICE MEMBERS HELD ON 30 MARCH 2007

ORDERED that the following minutes of the Councillor and Lay Justice Members held on 30 March 2007 were submitted and approved.

CLEVELAND POLICE AUTHORITY COUNCILLOR AND LAY JUSTICE MEMBERS

A meeting of Cleveland Police Authority Councillor and Lay Justice Members was held on Friday 30 March 2007 in the Members Conference Room at Police Headquarters.

PRESENT: Councillor J Benbow, Councillor B Coppinger, Councillor R Lowes, Councillor D McLuckie and Councillor S Wallace.

Lay Justices
Mr E Cox JP and Mr K Fisher JP

OFFICIALS Mrs J A Leng (CE)

348 **APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of Councillor C Barker, Mr M McGrory JP, Councillor P Thompson and Cllr M Womphrey.

349 **EXCLUSION OF PRESS**

ORDERED that pursuant to Section 100A(4) of the Local Government Act

1972 the press and public be excluded from the meeting under Paragraph 1 of Part 1 of Schedule 12A to the Act.

350 **APPOINTMENT OF TWO INDEPENDENT MEMBERS**

Members were invited to make two appointments to the Independent Membership of the Police Authority.

ORDERED that:-

1. Miss Pam Andrews-Mawer and Mr Chris Coombs be appointed as Independent Members on the Police Authority.
2. Miss Pam Andrews-Mawer and Mr Chris Coombs commence their appointments on Saturday 31 March 2007 for a period of four years.

351 **INDEPENDENT MEMBER SELECTION PANEL HELD ON THE 29 JANUARY 2007**

The following minutes of the Independent Member Selection Panel held on the 29 January 2007 were submitted and noted.

352 **INDEPENDENT MEMBER SELECTION PANEL**

A meeting of the Independent Member Selection Panel was held on 29 January 2007.

PRESENT: Councillor Dave McLuckie
 Mr Joe Rayner and Mr John Robinson

OFFICIALS: Mr Joe McCarthy
 Mrs Julie Leng

353 **Interview of applicants**

The panel invited seven candidates to attend for interview.

354 **Selection of candidates for Home Office Long List**

The panel considered all seven applicants who had been interviewed against the role profile and responsibilities and submitted all seven names to the Home Office in order of preference.

ORDERED that all seven names be submitted to the Home Office in order of preference.

355 **OUTSTANDING RECOMMENDATIONS**

ORDERED that the Outstanding Recommendations were submitted and noted.

356 **EXCLUSION OF THE PRESS AND PUBLIC**

ORDERED that pursuant to Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting under Paragraph 1 and 4 of Part 1 of Schedule 12A to the Act.

357 PROPOSAL FOR THE OUTSOURCING OF CUSTODY AND MEDICAL SERVICES

The Chief Executive presented the report to members.

ORDERED that the recommendations be approved.

358 PROPERTY DISPOSALS UPDATE

The Chief Executive presented the report to members.

ORDERED that the recommendations be approved.



CLEVELAND FIRE AUTHORITY

MINUTES OF ORDINARY MEETING HELD ON

FRIDAY, 30 MARCH 2007

PRESENT:	CHAIRMAN Councillor B Forster – Redcar & Cleveland Borough Council HARTLEPOOL BOROUGH COUNCIL: Councillor Allison MIDDLESBROUGH COUNCIL:- Councillors Biswas, Jones, Porley REDCAR AND CLEVELAND BOROUGH COUNCIL:- Councillors Briggs, Cooney, Smith STOCKTON ON TEES BOROUGH COUNCIL:- Councillors Brown, Kirton, O'Donnell, Roberts, Salt, Woodhead AUTHORITY OFFICER:- Clerk, Treasurer FIRE BRIGADE OFFICERS:- Chief Fire Officer, Executive Director
APOLOGIES FOR ABSENCE	Councillor R Payne – Hartlepool Borough Council Councillor G Henery – Hartlepool Borough Council Councillor R Waller – Hartlepool Borough Council Councillor T Mawston – Middlesbrough Council Councillor H Pearson – Middlesbrough Council Councillor G Dunning – Redcar & Cleveland Borough Council Councillor K Walker – Redcar and Cleveland Borough Council

It was with deep regret the Executive Director informed Members of the death of Firefighter Dougie Wright from Thornaby Fire Station on Thursday 29th March 2007. Dougie had been receiving treatment for cancer and had, in fact, returned to work following an operation earlier this year. Sadly, however, his illness returned and he died on Thursday morning. Dougie was 48 years old and had worked for the Brigade for thirty years, he leaves a wife Amanda and sons, Thomas and Adam. Mrs Wright has requested a formal Fire Service Funeral and this will be held at Stockton Parish Church, High Street, Stockton at 1.30pm on Wednesday 4 April at which Members were welcome to attend.

Members observed a minutes silence in memory of Firefighter Dougie Wright.

154 MINUTES

RESOLVED – that the minutes of the Cleveland Fire Authority Meeting held on 26 January 2007, 9 February 2007 and 16 March 2007 be confirmed

155 MINUTES OF COMMITTEES

RESOLVED – that the minutes of Executive Committee 23 March 2007, Policy Committee 2 March 2007 and Standards Committee 6 March 2007 be confirmed

156 REPORT OF THE CHIEF FIRE OFFICER

REGIONAL MANAGEMENT BOARD MEETING – 27 JANUARY 2007

156.1 FiReControl/FIRELINK Project Update

The Chief Fire Officer advised Members of the FiReControl/Firelink Project Update and informed Members of the RMB recommendations. He reported that the DCLG intend to provide grants for funding the set up costs of the regional local authority controlled company and any relevant ongoing costs of the company which occur before the end of cutover. The department expects funding to cover the net additional cost of advice to support decision making, RCC staff salaries prior to the RCC becoming operational, all accommodation costs for the RCC building and any other necessary activities dictated by the national project plan. DCLG will fund each RCC company, via a nominated authority.

The Chief Fire Officer reported that the nominated Authorities are expected to administer the specific FRA grants from the DCLG i.e. £49,000 in financial year 2006/07 and £884,562 in financial year 2007/08 in respect of the aforementioned regional project team and RCC company costs and these amounts are currently credited to Cleveland Fire Authority. If Cleveland Fire Authority Members approve the RMB recommendation in respect of the nominated/host authority, some of these FRA grants may need redirecting to DDFRA. The Chief Fire Officer reported that Members would recall that at the RMB meeting held on 26 January 2007 it was agreed that Durham and Darlington would act as the “host” authority for the purpose of the lease agreement, subject to clarification and confirmation being received in respect of legal and financial matters (RMB minute no. 27 i-v refers).

RESOLVED –

- (i) that Members considered and noted the recommendations for a) b) c) and f) of the RMB Report**
- (ii) that Members agreed to transferring the role of “Host Authority” to Durham & Darlington FRA**
- (iii) that Members receive further reports, as appropriate, prior to signing the RCC lease agreement**

156.2 RMB Fire and Rescue (FRS) National Framework – Discussion Forum

The Chief Fire Officer informed Members of the RMB Fire and Rescue (FRS) National Framework – Discussion Forum Report and sought Members views on what the next National Framework Document should look like in relation to the future role, functions, constitution, work programme and financing of Regional Management Boards in order that these can be submitted to DCLG for consideration.

RESOLVED –

- (i) that Members provide comments in relation to the review of the National Framework, with specific reference to the work of the RMB**
- (ii) that Members agree to submit those comments to the DCLG National Framework Discussion Forum for consideration**

156.3 RMB Work Programme

The Chief Fire Officer informed Members of the RMB Work Programme and updated Members on the progress of the work being undertaken under the auspices of the Regional Management Board (RMB) in relation to the strategic workstreams of Resilience, Human Resources and procurement.

RESOLVED – that Members note the content of the report.

156.4 RMB Reports for Information

The Chief Director informed Members of the RMB reports and minutes for noting

RESOLVED – that Members note the Minutes and reports for information

157. REPORTS OF THE EXECUTIVE DIRECTOR

157.1 Review of Charges 2007/08

The Executive Director informed Members of the Review of Charges 2007/2008 report and drew Members attention to the proposed Scale of Charges to operate from 1 April 2007. He reported that Section 19 of the Fire and Rescue Services Act 2004 places constraints on Fire Authorities preventing them from levying charges for special services above the amount of full cost recovery as this would constitute unauthorised taxation and although the Fire Authority cannot charge in excess of the full cost, it may, at its discretion, charge less or nothing at all. Members discussed the various funding and new income opportunities available to the Authority.

RESOLVED – that Members approve the proposals as set out in Appendices 1 and 3, to take effect from 1 April 2007

157.2 Strategic Plan 2005/06 to 2008/09 - Our Journey to Excellence

The Executive Director informed Members that on 20 October 2006 the authority reviewed its annual priorities to set the focus for the next stage of the implementation of the Strategic Plan. The Strategic Plan was reviewed to incorporate the new priority areas for 2007/08 and the detail of the improvement action plans which progress the Authority toward achievement of its vision and aspirations for staff and local communities. He reported that in line with the Authority's approach to integrate key corporate plans, the Improvement Action Plan has been incorporated into the Strategic Plan 2005/6 - 2008/9. The Authority has also reviewed its Best Value Review Programme following its CPA and this was also included in the Improvement Action Plan.

RESOLVED –

- (i) that Members approve the Authority's Strategic Plan 2005/6 – 2008/9.**
- (ii) that Members approve the Authority's Improvement Action Plans flowing out from the Plan for the next financial year, 2007/8, and the Best Value and Service Review Programme.**

157.3 Best Value Performance Plan Summary Document

The Executive Director appraised Members of the Best Value Performance Plan. The Summary Report had been formulated in line with Audit practice and guidelines and represents information already approved by the Authority within its Fire Service Community Plan 2007/08 at the Authority's meeting of 16 March 2007.

RESOLVED – that Members note the Best Value Performance Plan Summary Document.

157.4 Executive Directors Information Pack No. 67

- 157.4.1 Fire and Rescue Service Circulars
- 157.4.2 National Joint Circulars
- 157.4.3 Community Awards
- 157.4.4 Fire Incident – Alderwood Sheltered Housing
- 157.4.5 Occupational Health Contract
- 157.4.6 Freedom of Information Annual Report

RESOLVED - that members note the report

158 REPORT OF THE PERFORMANCE SCRUTINY CHAIR

Performance Summary Report – April – December 2006

Councillor Porley appraised Members of the provisional third quarter Performance Summary Report April – December 2006. He reported that the Authority is mainly on target with the strategy. Members discussed the introduction of an Arson predicted Computer System, which is 60 – 70% accurate and that the Police record arson in a different way to the Fire Authority as they do not treat deliberate fire setting as Arson.

RESOLVED – that Members note the progress to date

159 REPORT OF THE DELEGATED POWERS WORKING PARTY

Cleveland Fire Authority Delegation Scheme

The Clerk to the Authority sought Members views on the CFA Governance Arrangements – Delegation Scheme, which had been considered by the Delegated Powers Working Party. He reported that two further reports were required regarding the involvement of Members regarding Appointment, Promotion and changes to Conditions of Service for Brigade staff and Officers and until these items were satisfactorily completed, existing delegation will continue for these functions.

The Clerk reported that approval for overseas travel for Brigade Managers was previously the Clerk in consultation with 3 Members and the Working Party had now changed this to all overseas travel by the Clerk in consultation with the Executive Committee Members

RESOLVED – that the CFA Governance Arrangements Delegation Scheme be approved with the amendment of the Delegated of Overseas Travel to the Clerk in consultation with the Executive Committee.

160 TO RECEIVE THE REPORTS OF THE CLERK TO THE AUTHORITY

160.1 Member Development Charter

The Clerk informed Members that following the presentation of Eleanor Haywood from the North East Employers Organisation at the Authority Meeting on 26 January 2007, the Member Development Group had considered the implications of signing up to the Member Development Charter and had recommended its approval. Members agreed that Cleveland Fire Authority sign up to the Member Development Charter.

RESOLVED – that Members agreed to sign up to the Member Development Charter.

160.2 Cleveland Fire Authority Meetings 2007/08

The Clerk sought Members approval of the schedule of Cleveland Fire Authority Meetings for 2007/08 and reported that the Member Development Group had recommended that the Authority meetings remain on a Friday at the same time and venue and that a summer recess should not be included. They did however recommend that it would be appropriate to occasionally change the venue of some smaller committees if there was no cost to the Authority.

RESOLVED –

- (i) that Members approved the Cleveland Fire Authority Meetings for 2007/08**
- (ii) that Members agree to the occasional change in venue for some committees, if there is no cost to the Authority**

160.3 Remit of Committees/Development Group

The Clerk sought Member views on the remit for the Member Development Charter and appraised Members of the recent revisions to the Executive Committee and the Appeal Committee.

RESOLVED –

- (i) that Members approved the Member Development Group Remit as outlined in Appendix 1 of the report.**
- (ii) that Members note the recent revisions to the Executive and Appeals Committee as outlined in Appendix 2 of the report**

160.4 CFA Safer Partnership Representative Update

The Clerk informed Members of the Fire Authority representation on the local Safety Partnership Forums and Boards and updated Members on the work being undertaken within the four local Councils Safer Partnerships. Each representative had found the quarterly briefings extremely informative, and similar key issues were found throughout the 4 districts with Arson featuring near the top of each district. Other areas highlighted for further progression include youth engagement; reducing arson and antisocial behaviour. Members also expressed great concern regarding attacks on Firefighters

RESOLVED – that members note the report

160.5 Clerk to Authority's Information Pack

The Clerk to the Authority informed Members of the information pack which detailed Member attendance at Conferences and their subsequent feedback.

RESOLVED – that Members note the information pack

161 REPORT OF THE TREASURER

Treasury Management Strategy 2007/2008

The Treasurer advised Members on the Treasury Management activity and the overview of the Budget which was approved by the Authority on 9 February 2007. The report details the operational aspects of the Treasury Management function and is based upon my views on interest rates, supplemented with leading market forecasts provided by the Authority's Treasury Advisor. He informed members that the strategy covers the Review of 2006/2007; Treasury Management Activity; Prudential Indicators, including Treasury limits

in force which will limit the Treasury risk and activities of the Authority; Prospects for Interest Rates; Borrowing Strategy and Investment Strategy.

161. Treasury Management Strategy 2007/2008

The Treasurer reported that in accordance with this strategy a proactive approach has been taken to managing the Authority's debt. £2,620,300 of Public Works Loans Board (PWLB) loans with an average interest rate of 4.99% have been repaid and this has generated a discount of £17,600. A £2,000,000 LOBO has been obtained at a rate of 3.95% with a fixed period of 3 years with annual calls every 3 years. Those actions have reduced the average rate for Public Works Loans Board (PWLB) to a favourable 4.05% compared with the national average of 6.21%. The average rate for all external borrowing is 3.99% compared to the previous level of 4.67% resulting in the next 3 years annual saving of £20,800. The Treasurer also informed Members that they should be aware that there is a risk that the LOBO could be recalled after the three years, if there is a significant rise in interest rates. If this occurred, borrowing would need to be replaced either from new borrowings or reducing investments. Based on his view of interest rates it is very unlikely that the LOBO will be recalled.

The Treasurer informed Members that the Authority needs to approve a number of Prudential Indicators for the next three years to comply with the relevant Statutory Code of Practice. These indicators were set by the Authority on 9th February, 2007, as part of the overall 2007/2008 Budget Strategy and Authority Tax level. He reported that the detailed Prudential Indicators are included at Appendix A and the key indicators are summarised within paragraph 5 of the report. The Authorised Limit is set on a rolling basis to finance the underlying capital financing requirement for the next three years and to provide sufficient headroom to manage day to day cashflows. The Strategy also detailed the prospect for Interest Rates and the Borrowing and Investment Strategy.

RESOLVED – that Members approve the Borrowing and Investment strategies outlined within the report.

162. LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Members are requested to pass the following resolution:-

“That under Section 100(A) (4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1 and 3a of Schedule 12A to the Act namely information regarding an individual; and information furnished to the Authority by a Government department upon terms (however expressed) which forbid the disclosure of the information to the public”.

163. CONFIDENTIAL MINUTES

RESOLVED – that Members approve the confidential minutes of proceedings of the Cleveland Fire Authority on 26 January 2007 and 16 March 2007

164. CONFIDENTIAL MINUTES OF COMMITTEES

RESOLVED – that Members approve the confidential minutes of the Executive committee 23 March 2007.

**165. TO RECEIVE THE REPORT OF THE CHIEF FIRE OFFICER
REGIONAL MANAGEMENT BOARD MEETING – 26 JANUARY 2007
RMB Confidential Reports for Information**

RESOLVED – that Members note the confidential minutes and reports

166. ANY OTHER BUSINESS

The Chairman informed Members that the Vice Chair Councillor John Jones would not be standing for re-election this year and that this would be his last Cleveland Fire Authority. The Chairman gave her personal thanks and informed Councillor Jones that his presence, wisdom and sense of humour would be greatly missed by Members and Officers and on behalf of the Authority made a presentation to Councillor Jones and wished him a happy healthy retirement. The Chairman also informed Members that Councillor Ray Waller was also not standing for re-election and wished to place on record the Authority's thanks for his outstanding service and commitment and as the first Cleveland Fire Authority Chairman and one of the longest standing members of the Authority he would be greatly missed.

**COUNCILLOR MRS BRENDA FORSTER JP
CHAIRMAN**

COUNCIL
26th JULY 2007



Report of: Monitoring Officer

Subject: MONITORING OFFICER REPORT

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is the discharge of the duty of the Monitoring Officer under s.5 Local Government & Housing Act 1989 ("the 1989 Act") in respect of the commission by the Council of an offence under the Health and Safety at Work Act 1974 ("the 1974 Act")
- 1.2 Under s. 5 of the Act, if the Monitoring Officer becomes aware of (amongst other things) a breach by the Council of any rule of law the Monitoring Officer is under a duty to prepare a report which is to be circulated to all members of the Council. The report is required to be considered by the Council within 21 days of issue of the report.

2. BACKGROUND

- 2.1 As Members will be aware from the media, the Council have been prosecuted and convicted of an offence under s. 3 Health and Safety at Work Act 1974 which requires any employer to take all reasonable steps to ensure the safety of persons not in their employ. The prosecution arose from an accident which occurred on 19th January 2005 in the context of the Council's Dial a Ride service run by an external contractor. As a result of the accident, in which a local resident, Mr. Hunt, and his motorised scooter fell from the tail lift of a dial a ride vehicle, Mr. Hunt received fatal injuries. The default on the part of the Council, and to which the Council pleaded 'guilty' following the advice of a health and safety at work consultant, was a failure to ensure a safe system of work was in place, failure to pass relevant guidance to the contractor and failure to maintain equipment provided for the service for which the Council were responsible under the contract. The contractor and a sub-contractor were also prosecuted for similar offences.
- 2.2 At the conclusion of the prosecution at the Hartlepool Magistrates Court on 26th June 2007, the Council were fined £10,000 and ordered to pay £4600 towards the HSE costs of the prosecution. The contractor and sub-contractor, who likewise pleaded guilty to the charges against them, were

respectively fined £5000 with £300 with costs against the contractor of £3000. The penalties are considered to reflect the respective financial positions of the defendants. In the Council's case, full credit was given for the Council's early acknowledgement of guilt, the co-operation of the Council in the HSE investigation and the steps taken by the Council to address the failings highlighted by the investigation.

2.3 For members information, the steps taken have included –

Review of -

- Transport Services H & S procedures followed by creation of action plan
- Dial a Ride risk assessment,
- Risk assessment of all mobility aids for existing customers of Dial a Ride and community transport,
- Wheelchair risk assessment and
- Vehicle inspection schedule;

Introduction of vetting of all contractors for health and safety prior to delivering any work for the council;

Introduction of 6 monthly Health and safety audit by the health safety and wellbeing team;

Further/new training -

- Dial a Ride drivers trained in the safe transportation of mobility scooters,
- Passenger lift training to drivers by lift manufacturer,
- All workshop fitters trained in the maintenance of passenger lifts in use and
- Two HBC staff trained in the delivery of MiDA S training;

Workshop procedures implemented;

Wheelchair passenger guidance reviewed;

Safety equipment audit of all Transport services vehicles including Dial a Ride;

Lifts replaced to provide a standard throughout the CT fleet.

2.4 Additionally, and most significantly, the Dial-a-Ride service has been brought in-house with effect from 1st April 2007.

2.5 Following the proceedings, the Council's Public Relations Officer issued a statement that "Hartlepool Council would like to take this opportunity to again express its condolences to Mr. Hunt's family".

3. RECOMMENDATIONS

Council are recommended to note this report



Report of: Constitution Committee

Subject: AMENDMENTS TO CONSTITUTION

1. TIME AND PLACE OF MEETINGS

The Constitution Committee at its meeting held on 1 June 2007 considered the issue of the timing of Council meetings. At present Council Procedure Rule 5.2 states: -

“The Ordinary meetings of the Council shall unless otherwise directed or determined by the Council be held at the Civic Centre, Hartlepool commencing alternately at 2.00 pm in the afternoon and 7.00 pm in the evening.”

Constitution Committee proposed that all Council meetings should commence at 7.00pm in the evening. Members of the Committee considered that there were a number of issues that affected the success of Council meetings in the afternoon;

- meetings at 2.00pm caused problems for members of the public wishing to attend Council
- meetings at 2.00pm also caused problems for elected members who needed to take time off work to attend.
- there was limited car parking available in and around the Civic Centre during the day.

The Constitution Committee, therefore, proposed that Council Procedure Rule 5.2 be amended to the following: -

“The Ordinary meetings of the Council shall, unless otherwise directed or determined by the Council, be held at the Civic Centre, Hartlepool commencing at 7.00 pm in the evening.”

In accordance with Council Procedure Rule 24.2, the amendment to the Council Procedure Rules, once moved and seconded at the meeting, will stand adjourned without discussion until the next ordinary meeting of Council on 26 July 2007

2. APPOINTMENT OF SUBSTITUTES

Constitution Committee also considered in March of this year, a proposal to amend the rules in relation to the Appointment of Substitutes. Council Procedure Rule 4 deals with the appointment of substitutes and rule 4.2, specifically states: -

“A substitute may be designated for each Member appointed to a committee or sub-committee

- i) by the Council, if so requested by the Member, or
- ii) by the Member, by written notification to the Chief Executive (which designation as a substitute shall take effect 24 hours after delivery of the notice to the Chief Executive or at such later time as shall be specified by the Member)

and, in respect of a Member appointed to more than one committee or sub-committee, a different substitute may be designated for each appointment.

A Member may, by written notification to the Chief Executive, terminate the appointment of a substitute with immediate effect.”

Constitution Committee consider the timescale for notification of the appointment of a substitute, being 24 hours before a meeting, was too restrictive. Members considered that the notice period should be removed but that the onus should still be on the Member appointing the substitute to contact the Chief Executive (or Democratic Services Team) before the meeting stating who their appointed substitute is.

Should Council support the proposal, it is suggested that Members should be advised to allow thirty minutes as a reasonable time period before the commencement of a meeting to advise of the appointment of a substitute.

The Constitution Committee, therefore, proposed that Council Procedure Rule 4.2 (ii) be amended to read as follows: -

- ii) by the Member, by notification to the Chief Executive (which designation as a substitute shall take effect immediately after notification to the Chief Executive for the specific meeting or until such later time as shall be specified by the Member).

In accordance with Council Procedure Rule 24.2, the amendment to the Council Procedure Rules, once moved and seconded at the meeting, will stand adjourned without discussion until the next ordinary meeting of Council on 26 July 2007.

COUNCIL
26th JULY 2007



Report of: Standards Committee

Subject: REVISED MODEL CODE OF CONDUCT

1. PURPOSE OF REPORT

To invite the Council to adopt a revised model code of conduct.

2. BACKGROUND

2.1 The current Code of Conduct for Councillors was adopted by the Council in 2002 and follows the statutory model then in force. The Local Authorities (Model Code of Conduct) Order 2007 provides a revised model code of conduct, the mandatory provisions of which local authorities are required to adopt by 1st October 2007, failing which the code of conduct will be deemed to apply to councillors in any event.

2.2 The revised model code is attached at Appendix 1.

2.3 The main changes brought about by the revised model include –

- Reflecting the judgment in the High Court in the Livingston Case, the code applies only to conduct in the performance of a members functions as a member, and not to events in a members private life. But note that proposed legislative changes would re-apply the code to events in a member's private life;
- There are new offences of 'bullying' and of intimidation and victimisation in respect of standards proceedings. But the offence of failing to report a breach of another member is deleted;
- There is a new public interest defence for breach of confidentiality which would be available if certain criteria are met;
- A member with a prejudicial interest will be able to make representations to a meeting where a member of the public would have the same facility; such a member would also be able to participate fully where his/her interest is shared with the majority of residents in the relevant ward.

2.4 At their meeting on 21st June 2007, the Standards Committee in discussing the revised model, considered

- the inclusion of the 10 general principles of conduct in public life, and

- the inclusion of a Part 4 to the code being a requirement that members undertake a CRB check in accordance with arrangements approved by Council.

2.5 The Standards Committee resolved that

- (a) The committee recommend Council to adopt the revised model code of conduct with the addition of a preamble incorporating the 10 General Principles of Public Life and with an additional Part 4 as set out above.
- (b) The Chief Solicitor be authorised to advertise the new Code of Conduct and take all other necessary action incidental to its adoption.

2.6 A new Code of Conduct for Hartlepool Borough Council, including the material approved by the Standards Committee is attached at Appendix 1.

3. RECOMMENDED

- (a) Council to adopt the revised model code of conduct with the addition of a preamble incorporating the 10 General Principles of Public Life and with an additional Part 4 as set out above.
- (b) The Chief Solicitor be authorised to advertise the new Code of Conduct and take all other necessary action incidental to its adoption.

HARTLEPOOL BOROUGH COUNCIL

CODE OF CONDUCT

Adopted

26th July 2007

PREAMBLE

Hartlepool Borough Council recognise and subscribe to the ten general principles governing the conduct of members of local authorities as set out in the Relevant Authorities (General Principles) Order 2001. These principles define the standards that members of Hartlepool Borough Council should uphold, and serve as a reminder of the purpose of the Code of Conduct. Members recognise that a failure to act in accordance with these general principles may amount to a breach of the Code of Conduct

The Ten General Principles of Public Life

Selflessness – members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

Honesty and integrity – members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly, and should on all occasions avoid the appearance of such behaviour.

Objectivity – members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

Accountability – members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

Openness – members should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.

Personal judgement – members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

Respect for others – members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers and its other employees.

Duty to uphold the law – members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

Stewardship – members should do whatever they are able to do to ensure that their authorities use their resources prudently, and in accordance with the law.

Leadership – members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

HARTLEPOOL BOROUGH COUNCIL

CODE OF CONDUCT

Part 1

General provisions

Introduction and interpretation

1. —(1) This Code applies to you as a member of an authority.

(2) You should read this Code together with the general principles prescribed by the Secretary of State.

(3) It is your responsibility to comply with the provisions of this Code.

(4) In this Code—

"meeting" means any meeting of—

(a) the authority;

(b) the executive of the authority;

(c) any of the authority's or its executive's committees, sub-committees, joint committees, joint sub-committees, or area committees;

"member" includes a co-opted member and an appointed member.

(5) In relation to a parish council, references to an authority's monitoring officer and an authority's standards committee shall be read, respectively, as references to the monitoring officer and the standards committee of the district council or unitary county council which has functions in relation to the parish council for which it is responsible under section 55(12) of the Local Government Act 2000.

Scope

2. —(1) Subject to sub-paragraphs (2) to (5), you must comply with this Code whenever you—

(a) conduct the business of your authority (which, in this Code, includes the business of the office to which you are elected or appointed); or

(b) act, claim to act or give the impression you are acting as a representative of your authority,

and references to your official capacity are construed accordingly.

(2) Subject to sub-paragraphs (3) and (4), this Code does not have effect in relation to your conduct other than where it is in your official capacity.

11 (a) Appendix 1

(3) In addition to having effect in relation to conduct in your official capacity, paragraphs 3(2)(c), 5 and 6(a) also have effect, at any other time, where that conduct constitutes a criminal offence for which you have been convicted.

(4) Conduct to which this Code applies (whether that is conduct in your official capacity or conduct mentioned in sub-paragraph (3)) includes a criminal offence for which you are convicted (including an offence you committed before the date you took office, but for which you are convicted after that date).

(5) Where you act as a representative of your authority—

(a) on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or

(b) on any other body, you must, when acting for that other body, comply with your authority's code of conduct, except insofar as it conflicts with any other lawful obligations to which that other body may be subject.

General obligations

3. —(1) You must treat others with respect.

(2) You must not—

(a) do anything which may cause your authority to breach any of the equality enactments (as defined in section 33 of the Equality Act 2006);

(b) bully any person;

(c) intimidate or attempt to intimidate any person who is or is likely to be—

(i) a complainant,

(ii) a witness, or

(iii) involved in the administration of any investigation or proceedings,

in relation to an allegation that a member (including yourself) has failed to comply with his or her authority's code of conduct; or

(d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your authority.

(3) In relation to police authorities and the Metropolitan Police Authority, for the purposes of sub-paragraph (2)(d) those who work for, or on behalf of, an authority are deemed to include a police officer.

4. You must not—

(a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where—

11 (a) Appendix 1

- (i) you have the consent of a person authorised to give it;
- (ii) you are required by law to do so;
- (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
- (iv) the disclosure is—
 - (aa) reasonable and in the public interest; and
 - (bb) made in good faith and in compliance with the reasonable requirements of the authority; or
- (b) prevent another person from gaining access to information to which that person is entitled by law.

5. You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute.

6. You—

- (a) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage; and
- (b) must, when using or authorising the use by others of the resources of your authority—
 - (i) act in accordance with your authority's reasonable requirements;
 - (ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and
 - (c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

7. —(1) When reaching decisions on any matter you must have regard to any relevant advice provided to you by—

- (a) your authority's chief finance officer; or
- (b) your authority's monitoring officer,

where that officer is acting pursuant to his or her statutory duties.

(2) You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority.

Part 2

Interests

Personal interests

8. —(1) You have a personal interest in any business of your authority where either—

(a) it relates to or is likely to affect—

(i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;

(ii) any body—

(aa) exercising functions of a public nature;

(bb) directed to charitable purposes; or

(cc) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union),

of which you are a member or in a position of general control or management;

(iii) any employment or business carried on by you;

(iv) any person or body who employs or has appointed you;

(v) any person or body, other than a relevant authority, who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties;

(vi) any person or body who has a place of business or land in your authority's area, and in whom you have a beneficial interest in a class of securities of that person or body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital (whichever is the lower);

(vii) any contract for goods, services or works made between your authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi);

(viii) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £25;

(ix) any land in your authority's area in which you have a beneficial interest;

(x) any land where the landlord is your authority and you are, or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi) is, the tenant;

(xi) any land in the authority's area for which you have a licence (alone or jointly with others) to occupy for 28 days or longer; or

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(b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of—

(i) (in the case of authorities with electoral divisions or wards) other council tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision;

(ii) (in the case of the Greater London Authority) other council tax payers, ratepayers or inhabitants of the Assembly constituency affected by the decision; or

(iii) (in all other cases) other council tax payers, ratepayers or inhabitants of your authority's area.

(2) In sub-paragraph (1)(b), a relevant person is—

(a) a member of your family or any person with whom you have a close association; or

(b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;

(c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or

(d) any body of a type described in sub-paragraph (1)(a)(i) or (ii).

Disclosure of personal interests

9. —(1) Subject to sub-paragraphs (2) to (7), where you have a personal interest in any business of your authority and you attend a meeting of your authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

(2) Where you have a personal interest in any business of your authority which relates to or is likely to affect a person described in paragraph 8(1)(a)(i) or 8(1)(a)(ii)(aa), you need only disclose to the meeting the existence and nature of that interest when you address the meeting on that business.

(3) Where you have a personal interest in any business of the authority of the type mentioned in paragraph 8(1)(a)(viii), you need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.

(4) Sub-paragraph (1) only applies where you are aware or ought reasonably to be aware of the existence of the personal interest.

(5) Where you have a personal interest but, by virtue of paragraph 14, sensitive information relating to it is not registered in your authority's register of members' interests, you must indicate to the meeting that you have a personal interest, but need not disclose the sensitive information to the meeting.

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(6) Subject to paragraph 12(1)(b), where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.

(7) In this paragraph, "executive decision" is to be construed in accordance with any regulations made by the Secretary of State under section 22 of the Local Government Act 2000.

Prejudicial interest generally

10. —(1) Subject to sub-paragraph (2), where you have a personal interest in any business of your authority you also have a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.

(2) You do not have a prejudicial interest in any business of the authority where that business—

(a) does not affect your financial position or the financial position of a person or body described in paragraph 8;

(b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 8; or

(c) relates to the functions of your authority in respect of—

(i) housing, where you are a tenant of your authority provided that those functions do not relate particularly to your tenancy or lease;

(ii) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;

(iii) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;

(iv) an allowance, payment or indemnity given to members;

(v) any ceremonial honour given to members; and

(vi) setting council tax or a precept under the Local Government Finance Act 1992.

Prejudicial interests arising in relation to overview and scrutiny committees

11. You also have a prejudicial interest in any business before an overview and scrutiny committee of your authority (or of a sub-committee of such a committee) where—

(a) that business relates to a decision made (whether implemented or not) or action taken by your authority's executive or another of your authority's committees, sub-committees, joint committees or joint sub-committees; and

(b) at the time the decision was made or action was taken, you were a member of the executive, committee, sub-committee, joint committee or joint sub-committee mentioned in paragraph (a) and you were present when that decision was made or action was taken.

Effect of prejudicial interests on participation

12. —(1) Subject to sub-paragraph (2), where you have a prejudicial interest in any business of your authority—

(a) you must withdraw from the room or chamber where a meeting considering the business is being held—

(i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence;

(ii) in any other case, whenever it becomes apparent that the business is being considered at that meeting;

unless you have obtained a dispensation from your authority's standards committee;

(b) you must not exercise executive functions in relation to that business; and

(c) you must not seek improperly to influence a decision about that business.

(2) Where you have a prejudicial interest in any business of your authority, you may attend a meeting (including a meeting of the overview and scrutiny committee of your authority or of a sub-committee of such a committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

Part 3

Registration of Members' Interests

Registration of members' interests

13. —(1) Subject to paragraph 14, you must, within 28 days of—

(a) this Code being adopted by or applied to your authority; or

(b) your election or appointment to office (where that is later),

register in your authority's register of members' interests (maintained under section 81(1) of the Local Government Act 2000) details of your personal interests where they fall within a category mentioned in paragraph 8(1)(a), by providing written notification to your authority's monitoring officer.

(2) Subject to paragraph 14, you must, within 28 days of becoming aware of any new

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personal interest or change to any personal interest registered under paragraph (1), register details of that new personal interest or change by providing written notification to your authority's monitoring officer.

Sensitive information

14. —(1) Where you consider that the information relating to any of your personal interests is sensitive information, and your authority's monitoring officer agrees, you need not include that information when registering that interest, or, as the case may be, a change to that interest under paragraph 13.

(2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph (1) is no longer sensitive information, notify your authority's monitoring officer asking that the information be included in your authority's register of members' interests.

(3) In this Code, "sensitive information" means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subjected to violence or intimidation.

Part 4

Criminal Records Bureau

Criminal Records Bureau check

15 -- You must undertake a Criminal Records Bureau check when called upon to do so in accordance with your authority's arrangements for CRB checks for councillors and co-opted members

COUNCIL

26 July 2007



Report of: Chief Executive

Subject: BUSINESS REPORT

1. Progress of Single Status Agreement

Negotiations are now at an advanced stage with local Trade Unions regarding a Single Status Agreement for Hartlepool Borough Council. The Agreement will establish a new pay & grading structure and terms & conditions of employment for 3000 of the Council's employees.

Scrutiny Co-ordinating Committee established a Single Status Working Group last year consisting of the Chair, two Labour members, one member each from the Liberal Democrat and Administrative Groups and the Performance Management Portfolio Holder to monitor and contribute to the development of the Agreement. The Working Group now meets with Cabinet members on a regular basis and receives details of progress and ensures better use of resources, removes potential misunderstandings and strengthens the ultimate decision-making process.

It is important that all Members have sufficient information and understanding about the Agreement and related issues before being asked to make any decisions as there are significant financial implications arising from implementing a Single Status Agreement as well as potential industrial relations issues.

Recommendation

- i) That each Group/Political Party nominate their Group Leader and one other Member to join the Single Status Working Group.
- ii) That the Chairman and Vice-Chairman of the Council join the Single Status Working Group.