



Chief Executive's Department
Civic Centre
HARTLEPOOL

6th December, 2005

The Mayor (Stuart Drummond)

Councillors Allison, Barker, Belcher, Cambridge, Clouth, Cook, Coward, Cranney, Fenwick, Ferriday, Fleet, Flintoff, Fortune, Griffin, Hall, Hargreaves, Henery, Hill, Iseley, Jackson, James, Johnson, Kaiser, Kennedy, Lauderdale, Lilley, London, A Marshall, J Marshall, Dr. Morris, Payne, Preece, Rayner, Richardson, Rogan, Shaw, Sutheran, Tumilty, Turner, Wallace, D Waller, M Waller, R Waller, Wistow, Worthy, Wright, and Young

Madam or Sir,

You are hereby summoned to attend a meeting of the COUNCIL to be held on THURSDAY, 15th December, 2005 at 2:00 p.m. in the Civic Centre, Hartlepool to consider the subjects set out in the attached agenda.

By order
P Walker
Chief Executive

Enc

COUNCIL AGENDA



15th December, 2005

at 2:00 pm

in the Council Chamber

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 last meeting of Council held on 27th October 2005, as a correct record (copy attached).
6. Questions from Members of the Council on the minutes of the previous meetings of the Council.
7. To answer questions of members of the Council under rule 11.1;
 - (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 meetings of the Cleveland Police Authority held on 15th September and 4th October, 2005 and Cleveland Fire Authority held on 30th September, 2005 (copies attached).
8. To deal with any business required by statute to be done.

Report on Special Urgency Decisions (attached)

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.

None

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;

Time Limits for Questions - Council Procedure Rules – *Constitution Committee* (copy attached)

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

- i) Annual Library Plan 2005/06 – (to be presented by the Portfolio holder for Culture, Housing and Transportation) (copy attached)
- ii) Food Law Enforcement Service Plan - (to be presented by the Portfolio holder for Adult and Public Health Services) (copy attached)
- iii) Statement of Community Involvement (to be presented by the Portfolio Holder for Regeneration and Liveability) (copy attached)
- iv) Responses to the Proposed Modification to the Hartlepool Local Plan - (to be presented by the Portfolio holder for Regeneration and Liveability) (copy attached)

(b) Proposals for departures from the budget and policy framework

Anhydrite Mine – Ongoing Investigation (to be presented by the Mayor)(copy attached)

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 (copy attached).

Public questions for Council

Meeting: 15th December 2005

	From: Shirley Iddison, 2 Shields Terrace, Hartlepool
	To: The Mayor
	Question: <i>Will we get day to day information sent to our door!! regarding the value of our houses.!</i> <i>How many houses in the area are affected!!</i>
	From: Michael Harden, 17 Brunnel Close, Hartlepool
	To: The Mayor
	Question: <i>Who is liable for not informing us when we bought our house?</i>
	From: Claire Crichton, 14 Shields Terrace, Hartlepool
	To: The Mayor
	Question: <i>Is our house devalued as a result of the Anhydrite mine?</i>
	From: Lynne Wood, 50 West View Road, Hartlepool
	To: The Mayor
	Question: Will the digging for the new road for the 500 luxury homes affect the structure of the mines?
	From: June Winwood, 42 West View Road, Hartlepool
	To: The Mayor
	Question: <i>"Re Anhydrite mine" Where are the critical areas situated, if on private land what are the implications, if any to land owners?</i>

COUNCIL

MINUTES OF PROCEEDINGS

27th October, 2005

PRESENT:-

The Chairman (Councillor C Richardson) presiding:

The Mayor, Stuart Drummond

COUNCILLORS:

D Allison	C Barker	S J Belcher
J Cambridge	H Clouth	R W Cook
W J Coward	D R P Ferriday	M Fleet
S W Fortune	S Griffin	G G Hall
W H Iseley	P T Jackson	M A James
M Johnson	S Kaiser	J Kennedy
J Lauderdale	G M Lilley	F London
A Marshall	Dr G H Morris	R W Payne
A Preece	T Rogan	J E Shaw
V Tumilty	M W Turner	R Waller
G Wistow	E Wright	D R Young

Officers: Paul Walker, Chief Executive
Andrew Atkin, Assistant Chief Executive
Ian McMillan, Acting Director of Adult and Community Services
Ian Parker, Director of Neighbourhood Services
Joanne Machers, Chief Personnel Services Officer
Tony Brown, Chief Solicitor
Joan Wilkins, Principal Democratic Services Officer
Angela Hunter, Principal Democratic Services Officer
Alastair Rae, Public Relations Officer

74. APOLOGIES FOR ABSENT MEMBERS

Councillors K H Cranney, S Fenwick, R Flintoff, P Hargreaves, G Henery, C F Hill, P Rayner, L M Sutheran, S D Wallace, D Waller, M P Waller and G Worthy.

75. DECLARATIONS OF INTEREST FROM MEMBERS

Councillor D Allison declared a personal and prejudicial interest in minute no. 86 (B)(i) (Contribution to the NDC Area Remodelling Project) and withdrew from meeting during consideration of the item.

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

None

77. PUBLIC QUESTION

- (i) Question from Mr Stephen Allison, to Fire Authority Representative – Councillor R Payne:-

“Will the representative please re-assure the people of the Headland that their retained fire station is not under threat of downgrading or being considered for outright closure?”

In response, Councillor R Payne gave an assurance to the people of the Headland that their retained fire station was not under threat of downgrading or being considered for outright closure.

Stephen Allison then asked two supplementary questions:

- Could the Portfolio Holder reassure residents of that town wide fire cover is not under threat as a result of proposals for the provision of regional services.
- How much had the provision of regional services so far cost and how much of this had been wasted i.e. improvements already completed to facilities at Ladgate Lane.

In response, Councillor R Payne reiterated that there was no intention to close stations across the town or reduce cover and drew attention to up and coming the consultations on the future of the fire service. These consultations were to take place on the 9th/10th November and were to include representatives from the Town Council, Neighbourhood Forums and Residents Associations, to name just a few.

In looking at the cost of regionalisation the Portfolio Holder indicated that whilst the Fire Authority had spent £20,000 a year on the Service Regionalisation Management Board the issue of costs for the provision of shared control facilities at Ladgate Lane was a different matter. The provision of services at Ladgate Lane was not under Fire Authority control and as yet the possible costs of the provision of regional control facilities was not known.

Following consideration of the Portfolio Holders response Members drew attention to:

- A recent meeting between Headland Councillors and the Fire Authority at which assurances had been given that the station was not to close. It was noted that the Parish Council had been invited to attend this meeting and declined.
- The proposal in the Labour Party Manifesto of the provision of regional control rooms, which for this region would be in Belmont. It was, however, anticipated that costs for this would be picked up by Central Government and that the Portfolio Holder had already made representations to Government for the provision of compensation for Fire Authority's to cover expenditure incurred to date.

78. MINUTES OF PROCEEDINGS

The Minutes of Proceedings of the Council held on the 15th September 2005, having been laid before the Council.

RESOLVED – That the minutes be confirmed subject to the following amendments:

Minute no. 58(a) - That the recommendation read

“That Cabinet's views were agreed by the Council, namely:

Hartlepool PCT remains in its current form and develops

- Stringer links to the Local Strategic Partnership;
- Formal pooled commissioning budgets and governance arrangements between the PCT and the Council;
- Local Area Agreements;
- Democratic accountability;

and Council supports the PCT in requesting that this option be included as part of the Strategic Health Authority's consultation process.”

The minutes were thereupon signed by the Chairman.

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

None

80. QUESTIONS FROM MEMBERS OF THE COUNCIL

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

None

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

- i) Question from Councillor S Belcher to the Mayor, S Drummond.

“As an elected member for the Rift House Ward I have been working with residents in an attempt to alleviate the ongoing problem of the illegal use of motorbikes on the residential green areas of the ward. As you may be aware I have supported my constituents and demonstrated through the local media that this anti-social behaviour can not be tolerated.

As you, as Portfolio Holder, are directly responsible for this area, what action are you going to deliver in support of the residents on this now town wide issue?”

In response, the Mayor indicated that responsibility for off-road motorcycling was actually with the Police. However, the Council's Neighbourhood Action Team had been involved in joint operations, at the slag banks for instance, to remove organised groups of bikers who had been using it as a cycle track. In addition the team had also seized motorbikes without road tax that had been caught being ridden round estates during Operation Cubit.

Prevention of access by motorcycles on to public open space was notoriously difficult, particularly in the Rift House area; it would be impossible because of the areas of land concerned. As previously indicated the police were best equipped under the Road Traffic Act 1988, Section 34, to deal with this issue as this section stated that a person was guilty of an offence if he/she drives a motor vehicle on any common land.

The police had an off duty Motorcycle Enforcement Team and most recently they carried out an extensive operation, on Sunday 11 September, in Belle Vue Estate, Rift House Estate, Rift House Recreation Ground, Wordsworth Avenue, Thornton Street, Derwent Street and Summerhill, together with Seaton Carew beach at the south of the town. The primary objectives of the day were to identify motorcycles being used and, where appropriate, seize them with a view to disposal if the identified person was responsible for any offences and to deal appropriately with them. The Mayor informed Councillor S Belcher that the results of that operation were that 10 Section 59 notices were issued under the anti-social behaviour act, one motor cycle was seized, there was one arrest, two people were stopped and searched and eight information logs.

The Mayor was unable be more specific about where these actions took place. As Portfolio holder with responsibility for safety and as Mayor, he would continue to ensure that the Police and the Council's enforcement team work in co-operation to alleviate these problems wherever possible but, as said previously, in the final analysis it is a matter for the Police.

Councillor S Belcher then asked two supplementary questions:

- 1) Has the Mayor contacted the Police directly to get more bikes to target this major ongoing problem?

The Mayor indicated he had been in direct contact with senior police officers in relation to this and felt that efforts were being made to address the problem, with attention drawn to the work outlined in his previous answer. It was, however, emphasised that the Motorcycle Enforcement Team had very limited resources.

- 2) As Chair of the Safer Hartlepool Partnership could the Mayor give an assurance that this issue will be put on the agenda for the next partnership meeting and that consideration will be given to alternative ways of dealing with the illegal motorcycle problem that have been successfully used elsewhere. Possible alternatives include the use of publicity, etc.

In response to this, the Mayor agreed as Chair of the Safer Hartlepool Partnership to include the following issues on an agenda for a future Partnership meeting following completion of the ongoing Rift House scheme:

- The need for increased numbers of police motorcycles to help deal with the illegal use of motorcycles across the town.
- The need to look at additional ways of dealing with the illegal motorcycle problem i.e. publicity etc. and consider examples that have been successfully used elsewhere.

Members of the Council then made comment upon and discussed the issues raised. During those discussions Members highlighted problems experienced in specific wards and concerns regarding the length of time taken to deal with complaints. Support was expressed for Councillor S Belchers proposal and in particular the development of a strategy to deal with the issue the situation acknowledged with regards the limited number of police motorcycles available. It was, however, felt that with the problem increasing consideration needed to be give to the reallocation of available resources to provide increased numbers of off road motorcycles and that the Mayor, as Chair of the Safe Hartlepool Partnership, was in a prime position to take this forward. It was also suggested that additional information should be obtained regarding the level of resources allocated to the motor cycle off road section.

- ii) Question from Councillor Kaiser to Councillor R Waller, Adult and Public Health Services Portfolio Holder.

“Are you aware that the majority of yellow cab drivers in this town which that their cabs should be designated smoke free zones?”

In response, Councillor R Waller indicated that Councillor S Kaiser was aware that Members of the Licensing Committee discussed this matter on the 19th October 2005.

Whilst there were no statutory powers available at present either to the Council, or to taxi owners, to insist hackney carriages are ‘smoke free’, as Public Health Portfolio Holder he would welcome such powers and the Head of Public Protection and Housing had been instructed to make appropriate representations to the Government. In the meantime, he would welcome hackney carriage owners co-operation in requesting that both drivers and passengers refrain from smoking whilst in the vehicles. He was sure that the majority would support such a request.

Councillor Kaiser then asked two supplementary questions:

- 1) Was Councillor R Waller aware that even if drivers put notices in their cars prohibiting smoking they have no power to stop a passenger smoking.

Councillor R Waller indicated that he was aware that whilst a lot of yellow cabs and private hire vehicles displayed no smoking signs there was no legislation to support drivers insisting that passengers not smoke. Councillor R Waller, however, highlighted that the battle against smoking was being won in Hartlepool through co-operation and that the town was in the forefront of the process with the designation of no smoking buildings, including the HUFC ground.

- 2) The Licensing Committee discussed the issue of smoking in cabs in depth and had agreed that it was undesirable and something needed to be done to try and change the situation. How was Councillor R Waller, as Adult and Public Health Services Portfolio Holder, going to help deal with this.

Councillor R Waller indicated that he was prepared to do all possible to bring about the introduction of an appropriate Bill and suggested that it might be helpful to discuss the matter with Hartlepool’s MP. An assurance was also given that the Council would be making the appropriate representations when consulted regarding a white paper on the issue and Hartlepool residents congratulated on their positive attitude and co-operation towards the prohibition of smoking in public places.

- (c) Questions to the appropriate Members on police and fire authority issues, for which notice has been given.

The minutes of the meeting of the Cleveland Police Authority held on 28th July 2005 and the Cleveland Fire Authority held on the 15th July 2005 had been circulated.

- i) Question from Councillor G Lilley to the appropriate Member of the Police Authority – Councillor C Barker.

“What is the diagnosis of the state of health of neighbourhood watch in Hartlepool over the last 12 months and what is the prognosis for the next 12 months?”

In response, Councillor Barker indicated that she had spoken to Superintendent Steve Ashman with regard to the question raised by Cllr Lilley. He had assured her that the District remained committed to Neighbourhood Watch and that there had not been any reduction in the number of schemes in Hartlepool. The recently appointed Community Safety Inspector, Peter Knights, had been tasked with reviewing the schemes.

There was to be a public meeting on 9 November 2005 at 6pm, at Burbank Community House, Hartlepool, which was to address amongst other issues the way that the implementation of Neighbourhood policing would change the way in which the police communicate with the public. Clearly this was also to include the operation of the Neighbourhood Watch Scheme.

Councillor Barker trusted that this would answer Cllr G Lilley's question.

As part of his supplementary question Councillor G Lilley expressed surprise at how well it was felt Neighbourhood Watch Schemes were doing and requested that Councillor Barker, as the Councils representative on the Police Authority, push for a periodic review of Neighbourhood Watch Schemes in Hartlepool. Councillor C Barker indicated that she would take this request forward and highlighted that whilst problems had been experienced in the section responsible of the provision of the schemes due to long-term illness the situation was being dealt with and Peter Knights was now responsible.

81. TO DEAL WITH ANY BUSINESS REQUIRED BY STATUTE

None

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

Pursuant to para 4 of the Executive Procedure Rules, the Mayor informed Council of the alteration to the executive delegation scheme by the deletion of

the current entries relating to the Finance Portfolio Holder and the Performance Management Portfolio Holder (Constitution, Part 3 - Responsibility for Functions, pages 56 and 57 respectively), and their substitution by the following entries:-

Executive Portfolio

Finance and Management

Councillor Peter Jackson

Scope of Portfolio

Finance

- **Policy Framework**

- Annual Capital Budget
- Annual Revenue Budget

- **Other Plans & Strategies**

- Debt Recovery Strategy
- Insurance Strategy
- Treasury Management Strategy

- **Service Areas & Functions**

- Financial Services
- Legal Services
- Registration and Electoral Services

- **Policy Framework**

- Best Value Performance Plan

- **Other Plans & Strategies**

- Anti Fraud and Corruption Strategy
- Asset Management Plan
- Comprehensive Performance Assessment Improvement Action Plan
- Council Community Strategy
- HR Strategy
- IEG Statement
- Local Public Service Agreement
- Procurement Strategy
- Race and Diversity Scheme
- Racial Equality Scheme
- Risk Management Strategy
- Whistleblowing Policy
- Workforce Development Plan

- **Service Areas & Functions**

- Building Services
- Consultancy Services
- Corporate Strategy
- Customer Services (CRM, Contact Centre)
- Democratic Services
- E-Champion
- Equality and Diversity

- Estates
- Fleet (Vehicle Procurement and Maintenance)
- General Office Services
- Health & Safety
- Human Resources
- ICT
- Procurement Champion
- Property Management
- Public Relations
- Registrars
- Services for Members
- Staff and Member Training
- Strategic Asset Management
- Town Twinning

Policy Co-ordination
Councillor Stanley Fortune

To provide (without delegation of general or specific responsibilities) the Mayor with such advice on and assistance in the overall co-ordination development and discharge of executive functions as the Mayor shall require from time to time

83. TO DISPOSE OF BUSINESS REMAINING FROM THE LAST MEETING AND TO RECEIVE THE REPORTS OF ANY SCRUTINY FROUM OR OTHER COMMITTEE TO WHICH SUCH BUSINESS WAS REFERRED FOR CONSIDERATION.

(a) Report of the Constitution Committee – Motions on Notice – Council Procedure Rules.

Further to minute number 62 of the previous meeting, the Vice Chair of the Constitution Committee presented the Committees proposals for the following amendment of Council Procedure Rule 12.1.

12.1 Notice

"Except for motions which can be moved without notice under Rule 13, written notice of every motion, signed by at least 5 Members, must be delivered to the Chief Executive during normal office hours at least 5 7 clear working days before the date of the meeting. These will be entered in a book open to public inspection. "

The proposed change stood adjourned from the last meeting of Council and subject to approval at today's meeting was to come into effect from the next meeting of the Council.

RESOLVED – That the proposed change, to Council Procedure Rule 12.1, as outlined above, be approved and adopted.

84. TO RECEIVE REPORTS FROM THE COUNCIL'S COMMITTEES AND WORKING GROUPS AND ANY OVERVIEW AND SCRUTINY COMMITTEE

- (a) Report of the Constitution Committee – Use of Overview and Scrutiny Procedure Rule 18.

The Vice Chair of the Constitution Committee reported that the Constitution Working Group and the Constitution Committee, on the 27th September 2005 and 10th May 2005 respectively, considered the findings of the Scrutiny Co-ordinating Committee enquiry into the authority's application of the Overview and Scrutiny Procedure Rule 18. Specifically in relation to the Corporate Restructure report agreed by Cabinet on 6 June 2005.

During the course of the meeting on the 10th May 2005 consideration was also given to the Chief Solicitors comments on the findings of the enquiry and following consideration of the information provided the Constitution Committee requested that Council consider the amendment of Rule 18 as follows:

- The deletion of the reference to the 'Council's Chief Executive Officer (or in his/her absence the Monitoring Officer)'.
- The inclusion of reference to the 'Chair of the Scrutiny Co-ordinating Committee (or in his/her absence the Chairman of the Council or in his/her absence the Deputy Chairman of the Council)'.

RESOLVED – That the amendment of Rule 18 to read as follows be approved:-

18. Call-in and urgency

"The call-in procedures set out above shall not apply where the decision being taken by the Executive is urgent. A decision will be urgent if any delay likely to be caused by the call-in process would seriously prejudice the Council's or the public's interests. The record of the decision and notice by which it is made public shall state whether in the opinion of the decision making person or body, the decision is an urgent one and therefore not subject to call-in. The Chair of the Scrutiny Co-ordinating Committee (or in his/her absence the Chairman of the Council or in his/her absence the Deputy Chairman of the Council) must agree that the decision is urgent. The decision should be reported to the next ordinary meeting of Council, outlining who took the decision and the reasons for urgency. Other procedures relating to urgent decisions are set out in the Access to Information Procedure Rule".

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

None

86. 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

- (i) Additions To 2006/2007 Capital Programme and Prudential Borrowing Limits.

The Mayor submitted a report seeking Councils consideration of Cabinet's proposal for the revision of the 2006/2007 Capital Programme and Prudential Limits to reflect specific requirements in relation to the following schemes:

- Contribution to the NDC Area Remodelling Project;
- Contribution to the Joseph Rowntree Housing Trust Extra Care Housing Scheme;
- Coronation Drive Site Investigation;
- Headland Town Square Development.

Details of Cabinet's proposals for each scheme were outlined in the report and following consideration of the information provided support expressed for all four schemes and the revision of the Capital Programme and Prudential Limits as requested. Concern was, however, expressed regarding the request for a contribution of £105,000 from Prudential Borrowing to fund the shortfall in the Headland Town Square Development scheme, the repayment costs of which would be £10,000 p.a., with effect from 2007/2008. Members were particularly disturbed by this request in light of the motion on notice to be considered later in the meeting and, in addition to seeking clarification as to how long the £10,000 pa commitment would last, suggested that the issue of the overspend should be referred to scrutiny.

The Chair of the Scrutiny Co-ordinating Committee agreed that there was a need to look at how funding contributions from all sources were being used and the reasons for the escalating costs of the scheme. Attention was, however, drawn to the heavy scrutiny workload at the present time and Council advised that it was unlikely that the issue would be considered by scrutiny before the new-year. Members accepted this and reaffirmed their wish that the issue be referred to scrutiny.

RESOLVED:–

- i) That the Council's contribution to the NDC Area Remodelling Project be increased by £2.2m and the increase funded from Prudential Borrowing, pending repayment from the land sale in 2006/2007, with the resulting Prudential Borrowing costs to be a first call on additional investment income earned in the current year.

- ii) That a capital budget of £0.75m be established for the development of a day care facility at the Joseph Rowntree Middle Warren Development with funding of this expenditure from Prudential Borrowing and resulting Prudential Borrowing costs to be funded from the savings on the Extra Care Scheme at Middle Warren.
- iii) That a capital budget of £0.1m be established for the Coronation Drive Site Investigation with funding from an increase in capital over-programming, pending a review of the 2005/2006 Capital Programme.
- iv) That a contribution of £0.105m be made for the Headland Town Square Development and this expenditure funded from Prudential Borrowing, with the resulting Prudential Borrowing costs to be funded from the overall budget from 2007/2008.
- v) That the necessary amendments to the Approved Prudential Indicators be approved.
- vi) That the issue of the overspend on the Headland Town Square Development be referred to scrutiny to ascertain the reasons for it.

87. MOTIONS ON NOTICE

The following Motion had been received in accordance with the Council Procedure Rules: -

“It is proposed that this Council set the rise in Council Tax for the coming year at a maximum increase of 3.5%.”

Signed

Councillor S Kaiser (proposer)
Councillor D Young (seconder)
Councillor J Cambridge
Councillor G Lilley
Councillor M Turner
Councillor Dr G Morris

Motion moved and seconded

Following discussion, the motion was put to the vote. The vote was lost.

Councillor G Lilley requested that his vote in favour of the motion be recorded.
Councillor M James requested that her vote against the motion be recorded.

88. HARTLEPOOL FAMILY PLACEMENT PANELS

The Chief Executive reported that Councillor S Belchers term of office on the Family Placement Panels (Adoption and Permanence and Fostering) was to

expire on 31 October 2005 and sought Council's instructions on the appointment of a replacement member.

RESOLVED – That Councillor S Griffin be appointed to serve on the Family Placement Panels for a three-year term, ending on the 31st October 2008.

89. OUTSIDE BODY - HARTLEPOOL COLLEGE OF FURTHER EDUCATION

The Chief Executive reported that Councillor R Wallers term of office on the Hartlepool College of Further Education Board was to expire on the 29th November 2005. The appointment of a replacement member was now required and Council's consideration sought of a request from the College for the re-appointment of Councillor R Waller for a further four-year term.

RESOLVED – That Councillor Ray Waller be re-appointed to serve on the Hartlepool College of Further Education for a further four-year term, ending 29th November 2009.

90. JOINT AND SOCIAL SERVICES AND EDUCATION NATIONAL CONFERENCE

Councillor R Waller gave a detailed report on his attendance at the Joint Social Services and Education National Conference in Birmingham, held 18-21 October 2005.

RESOLVED – That Councillor Ray Wallers report on his attendance at the above conference be noted.

91. FINANCE AND PERFORMANCE MANAGEMENT PORTFOLIOS

Details of changes to the executive delegation scheme were outlined earlier on the meeting, minute number 82 refers.

C RICHARDSON

CHAIRMAN

Council – 15th December, 2005

CLEVELAND POLICE AUTHORITY EXECUTIVE

A meeting of Cleveland Police Authority Executive was held on Thursday 15 September 2005 in the Media Briefing Centre at Police Headquarters.

PRESENT: Councillors Benbow, Coombs, Coppinger, Lowes, McLuckie, Pearson and Wallace.

Magistrate Members
Mr Cox JP and Mr Fisher JP

Independent Members
Miss Andrews-Mawer, Mr Gardner, Mr Nath and Mr Race

OFFICIALS: Mr McCarthy, Mrs Allaway, Mrs Hodgkinson, Mr Wright, Mrs Leng and Mr Bage (CE)
Mr Price, Mr Hogg, Mr Briggs and Mrs Hall (CC)

75 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Barker, Mr Illingworth TD JP, Mr Majid and Councillor Womphrey.

76 **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

77 **QUESTION TIME**

No questions were received from the public.

78 **CHANGE TO AGENDA**

It was agreed to move Agenda Item No. 8 to Agenda Item No. 5.

79 **HOME OFFICE FEEDBACK POLICE
AUTHORITY/FORCE STRATEGIC PLAN
2005/2008**

The Strategy Manager presented the report to Members. The Home Office had made an

assessment of the Cleveland Police Authority and Police Service combined Strategic Plan 2005/2008 and Local Policing Plan 2005/2006. The plan had been assessed against the priorities set out in the National Policing Plan 2005-2008 detailed at Appendix 1 to the report.

A summary was attached at Appendix 2 to the report of all 43 plans to give a flavour of initiatives underway in other Forces.

ORDERED that:-

1. The assessment set against the Home Office template be approved.
2. Plan summaries for publication on the Police Reform Website be agreed.
3. Comments in relation to the under representation of progress made in Cleveland as detailed in Appendix 2 to the report be fed back to the Home Office.

**Joanne
Hodgkinson**

80

INCREASES IN RECORDED CRIME – APRIL TO JULY 2005

The Chief Constable presented the report which had been prepared in response to the continuing rise in the recording of violent crime offences in Cleveland.

It was reported that more previously unreported offences were now finding their way into official figures as confidence increases in areas around the handling of sexual assault, together with less public tolerance around violence in the home. It was also noted that police pro-activity in tackling violent crime within the 50 recording categories can inflate the violent crime base, for example, through positive intervention on public order and possession of offensive weapons which in effect create victimless crimes.

The latest British Crime Survey data indicated that in Cleveland the worry about violent crime had decreased by 11.8% which compared favourably with our most similar forces.

ORDERED that:-

1. The report be noted.
 2. The Chair write to the Home Office asking them to address the issues relating to Violent Crime.
- Chair**

81

BUDGET MONITORING REPORT FOR JULY 2005

The Assistant Chief Officer Finance and Commissioning presented the report to members which detailed the budget monitoring for the period April to July 2005.

The overall financial position was detailed in Appendix A to the report. The position to the end of July 2005 was a cumulative underspend of £1,728k with a forecasted year end underspend of £4,485k.

ORDERED that:-

1. The contents of the report be noted.
 2. A report be submitted to a future meeting detailing where the underspend could be used in targeting problem areas.
- Chief Constable**

82

POLICE STANDARDS UNIT FUNDING 2005/06

The Assistant Chief Constable informed members of Police Standards Unit funding available to the Authority in 2005/06.

ORDERED that:

1. The contents of the report be noted.
2. The capital schemes totaling £412k funded by the Police Standards Unit (PSU) in respect of the Volume Crime Model by the Chief Executive and Chief Constable under delegated authority to enable the tight implementation deadlines to be met be approved.

3. A capital scheme totalling £230k, £200k funded by the Police Standards Unit and £30k existing capital funding, in respect of Automatic Number Plate Recognition by the Chief Executive and Chief Constable under delegated authority to enable the PSU deadline to be met be approved.
4. It be noted that the funding received from the Police Standards Unit can only be expended on the activities specified.
5. It be noted that any revenue consequences of capital schemes would be contained within existing revenue budgets and financial plans.

83

STATEMENT OF ACCOUNTS 2004/05

The Chief Executive presented the audited Statement of Accounts 2004/05.

ORDERED that:-

1. The audited Statement of Accounts for 2004/05 be agreed.

84

COMMUNITY SAFETY PANEL – 16 AUGUST 2005

The Community Safety Chair presented the Executive Summary of the Community Safety Panel meeting which had taken place on the 16 August 2005.

ORDERED that the following minutes of the Community Safety Panel were submitted and approved.

COMMUNITY SAFETY PANEL

A meeting of the Community Safety Panel was held on Tuesday 16th August 2005 commencing at 3.00pm in the Members Conference Room, Police Headquarters.

PRESENT:

Miss Pam Andrews-Mawer, (Chair),
Cllr Dave McLuckie, Cllr Caroline Barker, Cllr Mike Womphrey, Mr
Ken Gardner, Mr Keith Fisher JP, Cllr Barry Coppinger

OFFICIALS: Mr Joe McCarthy, Mr John Bage, Mrs Joanne Hodgkinson (CE)
ACC Derek Bonnard, Ch Supt Dave Nixon, Supt Steve Sugden,
Ms Judith Nellist, Miss Rachel Flattley (CC)

85 **APOLOGIES FOR ABSENCE**

Cllr Ron Lowes and Cllr Joyce Benbow

86 **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

87 **ROLES AND REMIT OF THE COMMUNITY SAFETY PANEL**

The Chair of the Panel presented a report on the roles and remit of the Community Safety Panel. It was understood that the role of the Panel is not set and it may change over time but cogniscense must be given to particular topics such as drugs, persistent offenders etc.

AGREED that:-

1. The roles and remit be agreed subject to the addition of the following paragraph "this panel has the ability to commission or request reports or other pieces of work from the Force and its Executive Officers.

88 **CRIME AND DISORDER REDUCTION PARTNERSHIPS (CDRPS)**

The Chair of the Panel introduced this topic and informed Members that as this was the first meeting of the Community Safety Panel then verbal reports could be submitted

Langbaugh – Joanne Hodgkinson briefed the Panel on this CDRP.

Langbaugh CRDP has two main groups:

- i) Responsible Authority group, which has approximately 10 members.
- ii) The Full Partnership group, which has approximately 25 members.

Items that are frequently addressed include a regular report on feedback of the performance of the CDRP, a report from a joint commissioning group, a report from a drugs misuse group and regular reporting from the task groups. It should be noted at this stage that the Drug Action Team (DAT) and the CDRP have merged into one group. The Police Authority currently has the same influence as other Members of this group.

Cllr McLuckie informed the meeting that although all CDRPs worked differently, there are two common denominators applying to all. The first is the attendance of Police Officers and

the second is the attendance of Police Authority Members, and the single common denominator across all CDRPs is the Police Authority and the Police Service.

It was therefore suggested that CDRPs need to carefully look at how CDRPs work with the possibility of one common strategic document and this in the future could be the Annual Policing Plan. This could assist in joint bidding processes for funds that would benefit all of the Policing area in Cleveland. A combined financial bid is more likely to be successful and greater if CDRPs got together.

Hartlepool – Mr Ken Gardner briefed the Panel on this CDRP.

There are between 60 and 65 separate organisations that make up the full partnership and there are between 10 to 16 persons who make up the Executive group.

It was noted that the Police Authority have the same influence on the CDRP as others, but it should be noted that the Police do drive the main Agenda.

The Mayor of Hartlepool Chairs the meeting and the District Commander of Hartlepool acts as the Vice Chairman.

Chief Superintendent Nixon informed the Panel that he was developing a performance framework for holding task groups and the partnership to account.

Cllr McLuckie informed the Panel that one significant strategic development that needs to take place is to work more closely with local strategic partnerships (LSPs). He informed the Panel that the Police Authority are close to having a voice and Membership on the Redcar and Cleveland LSP.

Stockton – Joanne Hodgkinson briefed the Panel on this Policing district.

Mrs Hodgkinson informed the meeting that Stockton CDRP hold bi-monthly meetings of their partnership and there is no split into the Executive or the Full Partnership and this consists of approximately 15 members.

The AGM for this CDRP will occur in September 2005 at which it will elect its forthcoming Chairman and Vice Chairman.

There are a number of in depth discussion groups at Panel meetings with analysts from the Police Service in attendance to deal with core issues. Performance is rigorously monitored.

The Drugs Action Team recently merged with the partnership therefore a DAT integration group was established. Membership includes responsible authorities plus drugs partners e.g. National Treatment Agency. Meeting occur on a 6 monthly basis. The last meeting was on 26th April.

Middlesbrough – Cllr Barry Coppinger briefed the Panel on this CDRP.

Cllr Coppinger informed the meeting that Ms Jan Douglas is the Chair of this group, and that the CDRP and DAT have merged. The structure consists of an Executive and subsequent task groups. Quarterly performance Management groups take place to rigorously monitor the task groups performance.

Active Intelligence Mapping (AIM)

Weekly meetings occur to commit resources, and fit those resources into the specific crime areas at that time. As an example, they are currently working on the alcohol related problems and are using a multi-agency based intervention program and working with young people themselves on intervention initiatives.

89

DISCUSSION

The Chair of the Community Safety Panel introduced to Members a proposed CDRP feedback form. It was suggested that a form be completed each time a CDRP has been held. There will be four areas of information required:

- i) Matters for determination
- ii) Matters for information
- iii) Performance monitoring
- iiii) Financial/Funding updates

The Chair of the Panel asked if Police Authority Officers could attend future CDRP meetings as a support resource for Police Authority Members. Both representatives from Hartlepool and Redcar and Cleveland informed the meeting that Officers could attend their CDRPs.

AGREED that:-

1. The CDRP proforma be utilised as a feedback tool.

90

BCU PERFORMANCE GROUP FEEDBACK

The Chair of the Panel informed the Members that this Agenda item would be a verbal report from Lead Members.

Langbaugh BCU: Cllr Dave McLuckie briefed the Panel on this BCU.

The BCU Meetings give a close insight to the workings of the BCU, it permits exposure of Police Authority Members and gives understanding to how Policing is delivered on district.

It brings together Operational Officers and Police Authority Members, it permits the discussion of Policing strategies and operational tactics, it gives a greater understanding of how Policing is carried out on district, it looks very deeply into

performance, sickness strategies and allows discussions on particular topics such as NCRS.

Hartlepool BCU: Mr Ken Gardner informed the Panel on this BCU.

The Panel were informed that crime in Hartlepool had recently risen by +17%. That criminal damage and violence represented half of the total crime. The Panel were informed that burglary and robbery were falling and that the detection rate was rising.

Chief Inspector Steve Lawson had recently been posted to Hartlepool and he gave an update on a recent Operation Sabre activity.

Stockton BCU: Cllr Mike Womphrey briefed the Panel on the BCU

Cllr Womphrey informed the meeting that at BCU Meetings, numerous organisations from across the Policing district are brought together, a good example of this was at the last meeting, representatives from Neighbourhood Watch were in attendance to update on the ringmaster telephone system.

Performance monitoring is strongly scrutinised, as are other areas of Policing, which includes sickness monitoring.

One area of concern that was raised was that of the funding of Policing football matches.

ACC Bonnard informed the meeting that he was currently looking at the costing for football matches in both Middlesbrough and Hartlepool, he is also carrying out risk assessments, particularly at Middlesbrough and also looking at cost recovery for Policing football matches.

AGREED that:-

1. ACC Bonnard would report back on cost recovery in relation to football matches to a future meeting of this panel

Middlesbrough BCU:

Cllr Barry Coppinger informed the meeting that he was unable to attend the last meeting and was not in a position at this time to inform the Panel.

CHILDRENS BOARDS

Joanne Hodgkinson presented the report which detailed a new statutory duty to cooperate on improving children's wellbeing.

There will be a requirement for the Chief Executive and the Chief Constable to report on these matters quarterly.

The Chief Executive informed the meeting that this new initiative

commences in April 2006 and that he has recently written to all four Local Authorities on these matters.

AGREED that:-

1. Members consider the impact of the new duty to improve the wellbeing of children.
2. The Chief Executive and the Chief Constable consider how the four Children's Board in Cleveland might operate and how they could link into existing corporate governance arrangements.
3. The Chief Executive and the Chief Constable report progress to the Authority by way of quarterly progress reports formally submitted to the Community Safety Panel.

92

NEIGHBOURHOOD POLICING

ACC Bonnard presented his report and informed the meeting of a new Government initiative with a desire to build a new relationship between the Police and local communities. This initiative is to be rolled out across the UK by 2008. It would include increases in dedicated Police Officers, PCSOs and Neighbourhood Wardens.

The Government has outlined its commitment by 2008;

- Every area in England and Wales will benefit from dedicated, visible, accessible and responsive Neighbourhood Policing Teams led by Police Officers but involving Special Constables, Police Community Support Officers (PCSOs), Neighbourhood Wardens and others.
- Increase PCSO figures to 24,000 nationwide.
- The public will know who their Local Police Officers are and how to contact them.
- The public will have a real say in Local Policing issues and setting local priorities.
- The public will know how well their Police are doing locally in tackling crime and anti-social behaviour.

By the end of 2005, every Force will have a Pathfinder BCU for roll-out of the programme, with all areas benefiting by 2008. Hartlepool District had been selected as the Pathfinder BCU for Neighbourhood Policing.

Concern was expressed that in Cleveland it would require an additional 141 PCSOs and that a funding gap had been identified. It was agreed that different funding arrangements need to be identified and addressed, if we are to have a successful conclusion to this project.

The Chief Executive informed the meeting that the general finances currently do not appear to be able to support these

initiatives for the next three years, and further work is needed to address this.

AGREED that:-

1. The report be noted.

93 **MODERNISATION PANEL**

The Vice Chair of the Modernisation Panel presented the Executive Summary from the meeting held on the 17 August 2005.

ORDERED that the following minutes of the Modernisation Panel held on the 17 August 2005 were submitted and noted.

MODERNISATION PANEL

A meeting of the Modernisation Panel was held on Wednesday 17th August 2005 commencing at 10.00 am in the Members Conference Room, Police Headquarters.

PRESENT: Cllr Dave McLuckie, Cllr Barry Coppinger,

Mr Ted Cox JP, Mr Keith Fisher JP

Mr K Nath (Chair), Miss Pam Andrews-Mawer, Mr Peter Race

OFFICIALS: Mr Joe McCarthy, Mr John Bage, Mr Norman Wright, Dr Neville Cameron (CE)

Mr Sean Price, Chief Inspector Clive Pengilley (CC)

Mrs Lynda Turnbull Unison, PC Brian Docherty Federation

94 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr Alf Illingworth TD JP.

95 **DECLARATIONS OF INTEREST**

There were no declarations of interests.

96 **ROLES AND REMIT OF THE MODERNISATION PANEL**

The Chair presented the report on the proposed terms of reference for the Modernisation Panel. He informed the meeting this was the beginning of the new system agreed by the Police Authority and that the panel would grow, change and evolve over time.

ORDERED that:-

1. The terms of reference be adopted.
2. That an additional paragraph be included in the terms of reference to state "that the panel has the ability to commission or request reports or specific pieces of work from the force and any of the executive officers".
3. The Modernisation Panel was an open and public meeting, the aim of which was to be open, honest and transparent to the public.

97

HR PLAN 2005/2006

The Chief Constable presented a report detailing the progress made to date against the HR Plan 2005 – 6.

The Chief Constable informed the meeting that nine officers had been promoted from Inspector to Chief Inspector all of which were male as no female applications had been received.

There had also been seventeen promotions from Sergeant to Inspector, two of whom were female officers.

ORDERED that:-

1. The report be noted.

98

ATTENDANCE MANAGEMENT UPDATE

The Chief Constable presented the report which outlined to Members the aims of Cleveland Police in respect of Attendance Management and of their achievements to date.

Members were updated on the significant progress that had been made to date. Members were advised that the Home Office had recently set targets for sickness absence at 9.5 working days for Police Officers and Police Staff. However, Cleveland Police had set it's own internal target of 8 working days for Police Officers and Police Staff. The average working days lost for Police Officers in 2004/2005 was 6.71 and for Police Staff was 8.16.

This had achieved an efficiency saving of £600,000 and further effort would be put into reducing sickness levels.

ORDERED that:-

1. The report be noted.

99

BEST VALUE REVIEW OF ESTATES

The Service Improvement Manager presented the report updating Members on the Strategic Review of Estates. Member's views were sought on the possible disposal of the Ladgate Lane and Cannon Park sites and the potential to

relocate and develop a new Headquarters building and Road Policing facility.

ORDERED that:-

1. Members agreed to further pursue the feasibility of disposing of Ladgate Lane;
 - Members supported the representations that had been made to Middlesbrough Borough Council requesting that the site be allocated for residential development within the Local Development Framework and request that the predicted costs of land zoned for high quality residential development be monitored.
 - The undertaking of a feasibility study of a Headquarters facility be approved.
 - A development brief for a new Headquarters be prepared and submitted to the Authority.
 - This information be communicated to all staff.
2. A development brief for a new Road Policing facility be prepared and submitted to the Authority.
3. The undertaking of a detailed feasibility study into the location and the cost of a new facility be approved.
4. A detailed study and costing of refurbishing Cannon Park Road Policing facility be undertaken.
5. A report on options for the road policing unit and ancillary functions be presented to the Modernisation Panel in October 2005.
6. A Capital Programme to cover essential works to maintain Ladgate lane as a fit working environment over the next 4/5 years pending possible disposal be drawn up.

100

WORKSTREAM 3 - UPDATES

Chief Inspector Clive Pengilley presented Review Position Statement updates for the six current Workstream Three Reviews.

Noted that work on police staff management structures (workstream 3a) has taken precedence as it is overarching. The Chief Constable reported that he has changed the terms of reference following his assessment of the work to date. This is a requirement to produce a model of what the desired structure will be in 3 years time, which can be used as a benchmark. There is subsequently a new report milestone of 14th September. This change was supported by the Members. It was also noted that the implementation of this workstream will be managed by Mr Lumb's staff over the coming years.

ORDERED that:-

1. The Review Position Statement Updates be noted.
2. The Vice Chair be invited to all future Workstream meetings that the Chair is invited to.
3. Mr Ted Cox JP be the Police Authority “Champion” for the Central Business Unit.
4. Member “Champions” be informed of any future changes to the remit or timescale of the Workstreams.

ORDERED that pursuant to 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.

101

EARLY RETIREMENT/VOLUNTARY REDUNDANCIES (ER/VR)

Mr Norman Wright presented the report on the Revival Plan Voluntary Redundancy and Early Retirement proposals round 2, which highlighted those posts that could be deleted.

ORDERED that: -

1. To proceed with the first 5 posts to be deleted and for voluntary redundancy and early retirement for the staff to be effected, as appropriate.
2. Work on proposals to reconfigure the other posts be undertaken and progress reported to a future Modernisation Panel meeting.

102

CONSULTANCY APPOINTMENT

The Chief Executive presented the report regarding the appointment of Mr Alan Brown to work with the Police Authority on key issues of Community Safety, Best Value and Collaboration. It was felt that offering Mr Brown a consultancy role over the period of six months was of fundamental importance to the Authority in driving forward these three agendas.

ORDERED that:-

1. Mr Alan Brown be appointed on a part-time basis to work with the Police Authority over the next 6 months initially, on the issues of Community safety, Best Value and Collaboration.
2. An upper limit of remuneration of £15,000 be agreed. The Chief Executive must report back to this panel if the £15,000 limit was to be exceeded.

103

PERFORMANCE PANEL – 18 AUGUST 2005

The Performance Panel Chair presented the Executive Summary from the meeting held on 18 August 2005.

ORDERED that the following minutes were submitted and approved.

PERFORMANCE PANEL

A meeting of the Performance Panel was held on Thursday 18th August 2005 commencing at 10.00 am in the Members Conference Room, Police Headquarters.

PRESENT Mr Peter Race MBE (Chair), Cllr Dave McLuckie, Mr Keith Fisher JP, Cllr Ron Lowes, Mr Ted Cox JP, Cllr Hazel Pearson OBE, Mr Krishan Nath.

OFFICIALS Mr Joe McCarthy, Mrs Joanne Hodgkinson, Mr Norman Wright, Mr John Bage (CE)
ACC Derek Bonnard, Mrs Jane Naylor, Mrs Judith Nellist (CC)

104 **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

105 **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

106 **ROLES AND REMIT OF THE PERFORMANCE PANEL**

The Chair presented the report on the proposed terms of reference for the Performance Panel, which was followed by a presentation delivered by Norman Wright. The Chair informed the meeting that this was the beginning of a new system as agreed by the Police Authority, and that the Performance Panel would grow, change and evolve over time.

AGREED that:

1. The terms of the reference for the Performance Panel be adopted.
2. That an additional paragraph be included in the terms of reference to state that "the Panel has the ability to commission or request reports or specific pieces of work from the Force and any of the Executive Officers". Julie Leng
3. The Chair would discuss the terms of reference further with Members and Chairs before the next panel meeting in order to clarify the situation further. Peter Race

It was agreed by the Panel that Agenda Item 5 - Risk Management Strategy 2005/2008 would be heard first.

107

RISK MANAGEMENT STRATEGY 2005/2008

ACC Bonnard presented the draft Risk Management Strategy 2005/2008 for consultation, with the intention of approval being sought for the final version to go to the Police Authority meeting on 15th September 2005. ACC Bonnard informed the meeting of the purpose, aims and objectives of this strategy and that the intention was to effectively manage the potential opportunities and threats to the Authority and the Force. ACC Bonnard informed the meeting of the 18 sub-groups and it was proposed Members of the Authority would attend each of those sub-groups.

AGREED that:

1. The sub-groups be identified and prioritised in terms of high and low priority.
2. The proposal for Members to be directly involved in all sub-groups be withdrawn, in favour of a regime where-by Members would receive periodic reports on all sub-groups.
3. Sub-group reports would be provided every six months, although higher priority sub-groups would be reported more frequently as required.
4. ACC Bonnard would provide a list of priorities prior to the Police Authority meeting on 15th September 2005.

ACC Bonnard

108

PERFORMANCE REPORT

ACC Bonnard presented the report which provided an update on the first quarter performance (April to June 2005) of the Force as set out in the 2005/2008 Corporate Policing Strategy and 2005/2006 Local Policing Plan.

AGREED that:

1. The report be noted.
2. ACC Bonnard to look at how Violent Crime figures are reported to the press and public and to look at informing them of these nuances in a positive way.
3. Members would consider how they would like the report to be presented in future and the level of detail they would like to be included.
4. A report on domestic violence would be submitted to the next meeting of the Performance Panel.

ACC Bonnard

Performance
Panel Members

ACC Bonnard

109

REVIEW OF CRIME RECORDING DATA

ACC Bonnard presented a report on the National Crime

Council – 15th December, 2005

Recording Standard (NCRS). He informed Members of the updates to date and said that overall there had been significant improvements. Basic Command Units were now compliant with NCRS and were recorded as green or amber. This was a significant improvement as they were previously indicating red on most reporting data.

AGREED that:

1. The report be noted.
2. NCRS be placed on all future BCU Performance Group Agendas. Julie Leng
3. That the dates of all future BCU Performance Group meetings be circulated to Members. Julie Leng

110 **CLEVELAND POLICE AUTHORITY EXECUTIVE**

The minutes of the Cleveland Police Authority Executive Meeting held on the 28 July 2005 were approved and signed by the Chair as a true and accurate record.

111 **EXCLUSION OF THE PRESS AND PUBLIC**

ORDERED that pursuant to 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.

112 The Monitoring Officer presented the report which sought Members agreement to vary the contract of the Chief Executive from a fixed term to permanent.

ORDERED that:-

1. The current Chief Executive's contract be made permanent with immediate effect.

CLEVELAND POLICE AUTHORITY EXECUTIVE

A meeting of Cleveland Police Authority Executive was held on Tuesday 4 October 2005 in the Members Conference Room at Police Headquarters.

PRESENT: Councillors Barker, Coombs, Coppinger, Lowes, McLuckie and Womphrey.

Magistrate Members
Mr Cox JP, Mr Fisher JP and Mr Illingworth TD JP

Independent Members
Miss Andrews-Mawer, Mr Gardner, Mr Majid and Mr Race

OFFICIALS: Mr McCarthy, Mrs Allaway and Mrs Leng (CE)
Mr Price and Mr Briggs (CC)
Mr Alan Brown

113 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Benbow, Mr Nath, Councillor Pearson and Councillor Wallace.

114 DECLARATIONS OF INTERESTS

There were no declarations of interests.

115 FIT FOR THE FUTURE

The Chief Executive presented the report which asked Members to confirm the remit of the 'Fit for the Future' Working Group.

Following the announcement by the Home Secretary that a review of the future structure of Forces in England and Wales was to take place. The Authority were required to consider the areas and options available. The timescales for this review were constantly moving and this Authority needed to be in a position to move equally as quickly.

ORDERED that:-

1. The Membership of the 'Fit for the Future' Working Group be agreed as follows:-

Cllr Dave McLuckie
Cllr Chris Coombs
Miss Pam Andrews-Mawer
Cllr Barry Coppinger
Mr Ted Cox JP
Mr Ketih Fisher JP
Mr Peter Race MBE
2. The remit of the group be agreed and that delegated powers be given to the Police Authority Members of the group to make decisions between Police Authority Meetings up to the 28 January 2006.
3. A budget of £100k for the group to allocate in relation to work on this review be agreed.
4. Delegated powers to make urgent decisions to the Chief Executive, in consultation with the Chair and Chief Constable, between meetings of the Fit for the Future Working Group – upto 28 January 2006 be agreed.

116

PERFORMANCE IMPROVEMENT INITIATIVE

The Chief Constable presented the proposal for one off projects targeted at performance improvement, to divert some of the underspend reported in the Budget Monitoring Report submitted to the Police Authority on 15 September 2005 to the front line.

This report outlined to Members the range of initiatives identified by the Force to improve overall crime reduction and detection performance and their associated costs.

ORDERED that:-

1. The use of £1018k, contained within existing budgets be used to fund these one off front line projects to support the

operational activities outlined in the paper
be approved.

2. The virement of these funds to allow
spend against the budgets to be closely
monitored be approved.
3. The duration and anticipated outcomes
from these projects be noted.



CLEVELAND FIRE AUTHORITY

MINUTES OF ORDINARY MEETING HELD ON FRIDAY, 30 SEPTEMBER 2005

PRESENT: **HARTLEPOOL BOROUGH COUNCIL:**
Councillors Cambridge, Flintoff, Payne, Waller
MIDDLESBROUGH COUNCIL:-
Councillors Biswas, Clark, Jones, Mawston, Pearson, Porley
REDCAR AND CLEVELAND BOROUGH COUNCIL:-
Councillors Dunning, Forster, Jackson, Walker
STOCKTON ON TEES BOROUGH COUNCIL:-
Councillors Leonard, O'Donnell, Salt, Woodhead
PROPER OFFICERS:-
Treasurer, Members Liaison Officer (deputising for Clerk)
FIRE BRIGADE OFFICERS:-
Chief Fire Officer, Executive Director

APOLOGIES

FOR Councillors Blott, Cooney - Redcar & Cleveland
ABSENCE Councillors Smith, Roberts, Walmsley - Stockton

40. MINUTES

RESOLVED – that the minutes of the Meeting held on 15 July 2005 be confirmed.

41. MINUTES OF COMMITTEES

RESOLVED – that the minutes of the Executive Committee Meetings held on 11 July 2005, 5 August 2005 and 23 September 2005 be confirmed.

42. REPORTS OF THE CHIEF FIRE OFFICER

REGIONAL MANAGEMENT BOARD MEETING – 2 SEPTEMBER 2005

42.1 RMB AGREEMENT

The Chief Fire Officer outlined the changes to the revised RMB agreement, which included increasing the membership to 16 members, 4 representatives from each fire authority. He reported that the issue of substitutions was deferred at the RMB meeting and discussed at the Policy Committee Workshop on 9 September 2005 where Members proposed named substitutes for each RMB Member, which was then recommended to the RMB Clerk and Chair.

The Chief Fire Officer reported that further work was in progress regarding delegated powers and a business case would be presented to Members for their consideration.

A lengthy discussion ensued on the delegated powers and associated costs. The Chief Fire Officer confirmed that the £20,000 paid this year was for administrative costs.

RESOLVED –

- (i) that Members approved the revised Regional Management Board Agreement in principle as outlined at Appendix 1.

- (ii) that Members approved the recommendation of the Policy Committee and the actions of the Chief Fire Officer regarding the attendance of named substitutes for each Member.
- (iii) that Members agreed the Authority's four named substitutes were Councillors Jones, Leonard, Roberts and Cooney.
- (iv) that Members approved the aims and objectives of the Regional Management Board as outlined at Appendix B.
- (v) that Members agreed in principle the appointment of a programme manager.
- (vi) that Members agreed to adopt PRINCE2 methodology for project management for delivering the six key strategic issues.
- (vii) that members agreed the Chief Fire Officers formulate a project programme and planning framework for the approval of the RMB.
- (viii) that a further report in respect of the financial resource implications of appointing a Programme Manager and delivering the projects be received.

42.2 CAPACITY BUILDING PROGRAMME AND NE LOCAL GOVERNMENT IMPROVEMENT STRATEGY

The Chief Fire Officer informed Members of the Capacity Building Programme and the potential access to this funding through the North East Local Government Partnership. He advised members that it would be possible to use the Capacity Building fund to provide strategic training courses for Members.

RESOLVED – that Members approved the recommendations contained within the report.

42.3 FIRE CONTROL AND FIRELINK PROJECTS – UPDATE

The Chief Fire Officer updated Members on the FireControl and Firelink Projects. He confirmed that the Regional Control Centre would be built at Belmont Business Park on the outskirts of Durham city with Go-live for Fire Control now expected during 2008 with national project completion scheduled by 2009.

The Chief Fire Officer informed Members that it was proposed that the Regional Fire Control project board adopt responsibility for the firelink Project and that the regional Firelink Implementation Co-ordinator report via the Fire Control Regional Project Manager.

RESOLVED –

- (i) that Members considered the recommendations contained within the report.
- (ii) that further reports be received as appropriate.

42.3.1 GOVERNANCE OF REGIONAL FIRE CONTROL CENTRES

The Chief Fire Officer tabled additional information from Jim Fitzpatrick, MP regarding the governance of Regional Fire Control Centres. He informed Members that the Minister was asking all Regional Management Boards to revisit their previous decision on the governance of the Regional Fire Control Centres. The Minister stated that in the wake of recent events the practical, legal and resilient arguments points clearly to a uniform approach across the country and the ODPM's preference was for a local authority company model in every region to ensure a consistent approach.

The Chief Fire Officer informed Members that at the Special Cleveland Fire Authority meeting on 21 December 2004 and Cleveland Fire Authority Meeting on 28 January 2005 they had approved the "special purpose vehicle option" (local authority company). Members discussed the Minister's letter and re-affirmed their previous decision of a special purpose vehicle option.

RESOLVED – that Members re-affirmed their previous decision of a special purpose vehicle option (local authority company).

42.4 REGIONAL MANAGEMENT BOARD – REPORTS FOR INFORMATION

The Chief Fire officer outlined the following reports which were for Members information; Minutes of 8 July 2005, Members of the Board, Dates Times and Venues of Future Meetings, Briefing Seminar, NEFRA PFI Project – progress report, New Dimension Programme Update, Fire and health working together Fire 2005 Regional Conference.

RESOLVED – that the minutes and reports as outlined be noted.

43. REPORTS OF THE EXECUTIVE DIRECTOR

43.1 ST. GEORGES FLAG

The Executive Director informed Members that as previously agreed, the request to fly the St. George's Flag on 23rd April had been considered by Officers. Apart from the Budgetary considerations as an Authority who values diversity and is part of the UK Fire Service officers felt our identity should be with the Union Jack rather than a flag representing only one part of the country.

Councillor Waller proposed that 5 St. George Flags be purchased to be flown at Brigade headquarters and one in each of the Authority's districts. Councillor Mawston proposed that 17 St. George's flags be bought for all Brigade Stations. A vote was taken on Councillor Mawston's proposal which was defeated by 5 votes for and 11 against. A subsequent vote was then taken on Councillor Waller's proposal with 11 votes for and 5 against.

RESOLVED – that the Brigade purchase 5 St. George's Flags, one to be flown at Brigade Headquarters and one in each of the Authority's districts.

43.2 INFORMATION PACK NO. CFA 58 – SEPTEMBER 2005

43.2.1 Fire Brigades National Employers Circulars

43.2.2 Firefighters Joint Circulars

43.2.3 Waivering of Contract Procedure Rules

RESOLVED – that the report be noted.

44. JOINT REPORT OF THE CHAIRMAN OF THE PERFORMANCE SCRUTINY COMMITTEE AND THE EXECUTIVE DIRECTOR

PERFORMANCE SUMMARY REPORT FIRST QUARTER 2005/2006

The Executive Director provided Members with a summary of the Brigade's quarterly performance against Best Value and Home Office Indicators from April to June 2005. He advised Members that the Brigade are currently 2% above target in the majority of indicators with exception of the following three indicators, Deliberate F3 (mainly rubbish) Fires which had increased to 17.6% since last year, Total Deliberate Fires and Total Fire Calls. The Executive Director informed Members that the Performance Scrutiny Committee had requested a detailed report on Deliberate Fires.

RESOLVED –

- (i) that Members noted the progress made to date;
- (ii) that Members noted that the Performance Scrutiny Committee have requested a report be provided on the issues surrounding the increase in the number of Small Deliberate fires.

**45. REPORT OF THE CHAIRMAN SCRUTINY (SERVICE DELIVERY) COMMITTEE
SCRUTINY FORWARD WORK PROGRAMME**

Councillor Mawston informed Members of the proposed annual work programme of scrutiny reviews of service delivery as recommended by Scrutiny Members. He reported that the annual work programme outlined four areas which were detailed in priority order; Cleveland Fire Brigade Control Room, Emergency Planning, Asset Management and People Management/HR/Diversity.

The Executive Director sought Members views regarding the payment of expenses and/or attendance at Scrutiny interviews. A lengthy discussion ensued and it was agreed a policy be developed for clarification. Members agreed that the retained Firefighter's attending the next Scrutiny Committee meeting receive payment for their attendance.

RESOLVED –

- (i) that Members agreed the Scrutiny (Service Delivery) Committee annual work programme of scrutiny reviews;
- (ii) that Members agreed, in the interim, that expenses and payment be available for retained firefighters who attend Scrutiny interviews and any other interviewees would receive expenses if requested;
- (iii) that Members agreed a report be forwarded to the Policy Committee regarding the payment of expenses and/or attendance to interviewees of the Scrutiny Committee.

46. REPORTS OF THE CLERK TO THE AUTHORITY

46.1 MODERNISATION IN THE FIRE SERVICE

The Members Liaison Officer sought Members wishes regarding a Member attendance at the Modernisation in the Fire Service: Are we there yet Seminar on 17 November at Birmingham.

RESOLVED –that a Member attend the Modernisation in the Fire Service: Are we there yet Seminar on 17 November 2005 at Birmingham.

46.2 MEMBERS GOVERNANCE TRAINING SEMINAR – 18 NOVEMBER 2005

The Members Liaison Officer sought Members approval to hold a Governance Training Seminar on 18 November 2005.

RESOLVED – that Members agreed a half day training seminar on Governance issues be held at Fire Brigade HQ on 18 November 2005.

46.3 SCRUTINY TRAINING WORKSHOP – 2 DECEMBER 2005

The Members Liaison Officer sought Members approval to hold a Scrutiny Training Workshop on 2 December 2005.

RESOLVED – that Members approved a Scrutiny Workshop to be held at Fire Brigade HQ on 2 December 2005.

47. REPORTS OF THE TREASURER TO THE AUTHORITY

47.1 2004/05 PRUDENTIAL INDICATORS OUTTURN

The Treasurer informed Members of the actual outturn Prudential Indicators for 2004/2005 to enable them to approve the resulting amendments to the 2005/2006 indicators.

The 2004/05 estimated and actual Prudential Indicator's were detailed within Appendix 1. The Treasurer reported that the actual indicators for the estimate of Capital Expenditure, Capital Expenditure Financed from Borrowing and Capital Financing Requirements were all less than estimated owing to the level of capital expenditure rephased to 2005/06 being greater than anticipated. He informed Members that there would be no impact on the Authority's financial position in the medium term, as the repayment of this capital expenditure had simply been delayed one year. The Treasurer advised that a number of 2005/2006 Prudential Indicators needed increasing to reflect the value of expenditure rephased from 2004/2005.

RESOLVED –

- (i) **that Members note the report;**
- (ii) **that Members approve the revised Prudential Indicators as detailed in Appendix 1 to the report.**

47.2 FORMULA GRANT REVIEW – CONSULTATION

The Treasurer informed Members of the various options for change identified by the review of Formula Grant Distribution and suggested responses to the consultation proposals which ends on 10th October 2005.

The Treasurer outlined the implications of the various changes and whilst there are a number of proposals for change, the main concern is over the proposal to replace the current 'A' risk element which could result in a significant loss of resources and would necessitate a fundamental review of priorities and budgets. The suggested responses to the consultation paper is aimed at protecting the Authority's position, especially attempting to offset the illustrated redirection arising from the replacement of the 'A' risk by supporting some of the other changes which would be of benefit to the Authority.

RESOLVED –

- (i) **that Members note the report**
- (ii) **that the response to the Government's consultation paper be endorsed**

47.3 2004/2005 STATEMENT OF ACCOUNTS – COMPLETION OF AUDIT REVIEW

The Treasurer invited Members to approve the revised 2004/2005 Statement of Accounts to reflect the amendments agreed with the External Auditor. He informed Members that the Audit Commission have completed the detailed review of the 2004/2005 Statement of Accounts and the Auditor had indicated in their SAS 610 report that they expect to issue an unqualified opinion. The Treasurer reported that during the audit it

was agreed some technical changes were needed to the Statement of Accounts which were outlined within the report.

RESOLVED –

- (i) that the Auditors SAS 610 report be noted
- (ii) that the revised 2004/2005 Statement of Accounts be approved

48. ANY OTHER BUSINESS

**48.1 FIRE SAFETY DEVELOPMENT GROUP PARLIAMENTARY SEMINAR
14 NOVEMBER 2005**

The Members Liaison Officer sought Members wishes regarding attendance at a Fire Safety Development Group Parliamentary Seminar on 14th November 2005.

RESOLVED – that Members agreed that the Chairman (or substitute) attend the Fire Safety Development Group Parliamentary Seminar on 14 November 2005 in London.

48.2 RECENT FIRE IN HARTLEPOOL

Councillor Waller sought further information regarding a large fire in Hartlepool which was the third one at the same location in a very short period. Councillor Waller felt it important that discussions take place to determine the best way to deal with businesses with frequent fires on their premises.

Members requested this issue be put forward to the Performance Scrutiny Committee and that any relevant issues arising from that meeting be brought back to the Authority and requested that the Ward Councillors be kept informed.

RESOLVED –

- (i) that recent fires at the premises in Hartlepool be discussed at the next Performance Scrutiny Committee on the 2 December 2005 and any relevant findings brought back to the Authority.
- (ii) that the Ward Members be kept informed.

49. LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 –

RESOLVED - “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 3a and 11 of Schedule 12A to the Act relating to information furnished to the Authority by a Government department upon terms (however expressed) which forbid the disclosure of the information to the public and information relating to consultations or negotiations or contemplated consultations or negotiations in connection with a labour relations matter arising between the Authority, or a Minister of the Crown and employees of, or office holders under, the Authority.”

50. MINUTES

RESOLVED – that the Confidential Minutes of the Meeting held on 15 July 2005 be confirmed.

51. MINUTES

RESOLVED – that the Confidential Minutes of Committees:- Executive Committee – 11 July 2005 and 23 September 2005 be confirmed.

52. REPORTS OF THE CHIEF FIRE OFFICER

52.1 REGIONAL MANAGEMENT BOARD – 2 SEPTEMBER 2005

RESOLVED - that the minutes of 8 July 2005 Part II be noted.

COUNCILLOR ROBBIE PAYNE
CHAIRMAN

**REPORT ON SPECIAL URGENCY DECISIONS
IN RESPECT OF THE PERIOD FROM JUNE TO NOVEMBER, 2005**

Total Number of Special Urgency Decisions Taken during the Period June to November 2005 – One

Member from whom consent was obtained

Councillor James, Chair of Scrutiny co-ordinating Committee

Summary of Executive Decision Taken

Cabinet agreed that:-

- i) The acquisition of a corporate EDM and workflow system and the proposed source of funding, as outlined in the report, was approved.
- ii) The Chief Financial Officer and the Assistant Chief Executive were authorised to conclude the necessary funding and contractual arrangements.

Decision Taker

Cabinet – 6th September 2005

Reasons for Urgency

To maximise the time available to the software supplier to meet a Department for Health target of 1st October for the introduction of Electronic Social Care Records.

REPORT OF THE CONSTITUTION COMMITTEE

COUNCIL

15 November 2005

TIME LIMITS FOR QUESTIONS – COUNCIL PROCEDURE RULES

At a meeting of the Constitution Committee held on 17th November 2005 the Constitution Committee received a report from the Chief Solicitor relating to the disparities which exist within the Council Procedure Rules, regarding the time limits for posing questions to members and for members to respond to a question, depending upon the particular provision under which the question is put. The Constitution Working Group had previously expressed the opinion that the provisions should be altered in order to achieve consistency of approach and had suggested that in each relevant provision the time -

- for posing a question (first and supplementary) should be one minute,
- for responding to a first question should be 5 minutes and
- for responding to a supplementary question should be 2 minutes.

The Committee were supportive of the working group's suggestions in the interests of consistency and ease of application of the provisions.

The relevant provisions of the procedure rules are set out below (the text suggested by the Constitution Working Group to be amended is shown struck through, and the suggested substitution shown in square brackets in each case):

CPR

10 QUESTIONS FROM THE PUBLIC

10.7

- (iv) *A member of the public asking a question will have a maximum of one minute to put his/her question at the meeting and up to ~~two minutes~~ [one minute] for each supplementary question. A Member of the Executive answering a question will have a maximum of five minutes to put his or her answer to the question and up to ~~one minute~~ [two minutes] for each supplementary answer.*

11. QUESTIONS BY MEMBERS

11.1 Questions about recent decisions of the Executive

- (vi) *A Member asking a question will have a maximum of ~~two minutes~~ [one minute] to put his/her question at the meeting and up to ~~two minutes~~ one*

minute for each supplementary question. A Member of the Executive answering a question will have a maximum of five minutes to put his or her answer to the question and up to two minutes for each supplementary answer.

11.2 Questions on notice at full Council

(vi) A Member asking a question will have a maximum of one minute to put his/her question at the meeting and up to one minute for each supplementary question. The relevant Member answering a question will have a maximum of ~~three~~ [five] minutes to put his or her answer to the question and up to ~~one minute~~ [two minutes] for each supplementary answer.

The committee decided

That the proposed amendments to the Council Procedure Rules relating to the time allocated for posing and answering questions, as outlined above, be approved and be referred to the Council meeting to be held on 15th December 2005.

Members should note that, by the operation of Council Procedure Rule 24.2 any motion to accept the recommendation of the Constitution Committee must, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.



Report of: The Executive (to be presented by the portfolio holder for Culture, Housing and Transportation)

Subject: ANNUAL LIBRARY PLAN 2005/06

1. PURPOSE OF REPORT

- 1.1. To present the Annual Library Plan for 2005/6 for Council's approval.

2. BACKGROUND

- 2.1 The Annual Library Plan is part of the Budget and Policy Framework of the Council.

- 2.2 This year the Department of Culture, Media and Sport (DCMS) required a return against the revised (2005) Public Library Standards. Of the ten revised Standards Hartlepool has met or exceeded standards in all but one case. It is also planned that a further element to the service standards, Impact Measures, is also to be introduced. The Impact Measures are currently being developed and, as part of this pilot process, library services have been required to submit Impact Measure returns relating to the six months to end of September 2005 to MLA (Museums Libraries and Archives Council)

- 2.3 The plan consists of the return against the Public Library Standards, a chart of compliance with the Standards and an action plan for the period 2005 - 2008. The action plan is based on the three themes:-

- Books, reading and learning
- Access to digital skills and services including e-government
- Measures to tackle social exclusion, build communities and develop citizenship

These themes are taken from "Framework for the Future", a major document produced in 2003 by DCMS containing the government's vision for the development of public libraries over the next ten years.

- 2.4 The Annual Plan for 2005-6 is attached as a separate document.

3. DECISION MAKING ROUTE FOR THE ANNUAL LIBRARY PLAN

- 3.1 As part of the Budget and Policy Framework, the Annual Library Plan has been considered in draft by the Executive at the Cabinet Meeting on 22nd July 2005 and referred to the Culture and Learning Scrutiny Forum, who considered the plan on 20th September 2005 and made comments to the Executive. The Executive considered those comments on the 10^h October 2005 and now recommends the plan to Council on 15th December 2005.

4. THE ANNUAL LIBRARY PLAN

- 4.1 The plan shows the extensive work undertaken by the Library Service in support of all the Community Strategy objectives and especially those relating to Lifelong Learning and Skills, Culture and Leisure and Strengthening Communities. It illustrates the vision for the service and the priority placed on maintaining high standards and developing services.
- 4.2 The plan seeks to build on the current good standard of service while developing to meet the agendas of reading promotion, learning, both formal and informal, electronic information and ICT skills. All this is to be delivered within a context of partnership working that maximises use of library resources. Emphasis is given in service delivery to disadvantaged groups and individuals, giving them access to the wide range of literature and information available through a modern library.

5. RECOMMENDATIONS

- 5.1 The Council approves the Annual Library Plan 2005-6 as attached.

Hartlepool Borough Libraries

Annual Library Plan 2005-2006

Annual Library Plan 2005-6

Corporate Vision

Pg. 3

This shows how the library contributes to the corporate objectives of the Council and meets local needs.

Public Library Service Standards and Impact Measures Pg. 11

This illustrates the new Public Library Service Standards and Impact Measures, which are to be used to judge the quality of service delivery..

Resources

Pg. 16

This section gives an analysis of four key areas: - spaces, stock, staff and ICT and the adequacy of the resources to meet the priorities within each area.

Action plan 2005-8

Pg. 21

Three year action plan linking areas of work to the standards and impact measures.

Hartlepool Borough Libraries

1. Corporate Vision and Ambition for the public library service.

The Library Service in Hartlepool is a major community facility whose purpose is to enable and encourage individuals or groups of individuals to gain unbiased access to information, knowledge and works of creative imagination by the provision of books and computers, which will:

- Encourage their active participation in cultural, democratic and economic activities.
- Enable them to participate in educational development through formal and informal programmes.
- Assist them to make positive use of leisure time.
- Promote reading and literacy as basic skills necessary for active involvement in all areas of life.
- Encourage the use of information and an awareness of its value.

This vision for the service is supported through the Council's commitment to the extensive library network and the provision of the budget to maintain it.

As a leading partner in the Local Strategic Partnership, the Borough Council has adopted the aims of the Community Strategy, following extensive public consultation. The Council's own priorities and contributions have been defined.

The seven themes are: -

- Lifelong Learning and Skills
- Culture and Leisure
- Strengthening communities
- Jobs and the Economy
- Health and Care
- Environment and Housing
- Community Safety

The Library service contributes to each as explained below.

Lifelong Learning and Skills

Community Strategy Aim

- Help all individuals, groups and organisations realise their full potential, ensure the highest quality opportunities in education, lifelong learning and training, and raise standards of attainment.

Council's improvement priorities and contributions.

- Developing flexible and creative approaches to learning and curriculum.
- Investing in our people and growing our partnerships so that more learners are able to realise their potential.
- Improve the quality of life of all children and families, but particularly those at risk or in need by developing innovative services.
- Narrowing the attainment gap for disadvantaged groups and individuals.
- Improving learning environments and technology infrastructures to maximise educational opportunity.

Library roles and contributions.

- Learning and study support materials in printed and electronic format.
- Essential network of facilities to support post 16 learning.
- Bookstart schemes operated in partnership with Early Years Team and Health Visitors to deliver books to pre-school children in order to stimulate the ability to learn.
- Homework Help Clubs in every library during term time.
- Free open access ICT workstations.
- Private study facilities in the Reference Library.
- Access to Inter-library loans and British Library materials.
- Partnership agreement with HCFE for referral of users and joint working where appropriate.
- Member of INSPIRE project to give public access to academic libraries.
- Reader development activities including reading groups.
- Space for excluded and school phobic pupils to be tutored.
- First Choice collection targeted at adults seeking to raise reading abilities.
- Partnership with HCFE and Institute of Physics to promote science in libraries for Family Learning.
- Staff training programme to improve staff and service support to basic skills students.
- Joint support to school libraries through the School Resources Service run through Redcar and Cleveland Library Service.

Case Study

Informal learning is supported through the annual Summer Reading Scheme and related activities in all libraries. There are partnerships with New Deal for Communities, Hartlepool Youth Service and Connexions to provide out of school learning throughout the town.

Culture and Leisure

Community Strategy Aim

- Ensure a wide range of good quality, affordable and accessible leisure and cultural opportunities.

Council's improvement priorities and contributions.

- To increase participation in exercise particularly from disadvantaged groups.
- To develop major new leisure sports and leisure facilities
- To increase opportunities for participation in a wide range of cultural and leisure activities.
- To provide knowledge, information and contact points for the community through the network of libraries.

Library roles and contributions

- Ensures that everyone has access to the skills, knowledge and information needed to enable them to play a full part in society.
- Provision and promotion of literature and poetry.
- Provision of local and family history material to encourage research in these areas.
- Promotion of reading as a cultural pursuit, through the facilitation of reading groups and other promotional work.
- Access for all to library facilities through the Mobile Library, Bookbus and Home Library Service.
- Support for local writers and poets including the development of a writers' group.
- Contribution to regional literature festivals including Northern Children's Book Festival and Readers' Days.
- Partnership with and promotion of local and regional creative and artistic work within the community.
- Provision of free popular display area for exhibitions of local artists' work.
- The Portcities web-site with digitised images of local historical material is provided in partnership with the Museums Service and Teesside Archives. This web-site, maintained by library staff, is part of a web portal run by the National Maritime Museum.

Case Study

Funded through Northern Arts a Writers' Group meets monthly at Foggy Furze Library to discuss with published authors the writing process and to develop their own skills.

Strengthening communities

Community Strategy Aim

- Empower individuals, groups and communities, and increase the involvement of citizens in all decisions that affect their lives.

Council's improvement priorities and contributions

- Support and implement activities that will strengthen communities including those in neighbourhood consultative forum areas, disadvantaged neighbourhoods and thematic interests including business; improve consultation and reduce inequalities.

Library roles and contributions

- Free open access to knowledge and information is essential to the empowerment of individuals and communities and is a key element to underpinning democracy.
- Library service has nominated Social Inclusion Officer whose role is to work with those individuals and groups who are in danger of exclusion from services through a wide range of factors.
- Wide range of long opening hours including evenings, Saturdays and Sundays.
- Free public access to ICT at all sites with adaptations for those with physical and visual impairments.
- Staff help and expertise available to assist and advise.
- Consultation undertaken as part of planning process and more widely as appropriate.
- Community space for workshops and meetings for a wide variety of groups and associations.
- Stock and staff mentoring and advice supplied to the Annexe community library, which is maintained through the Wharton Terrace Trust.
- Links with Salaam Centre (Community Centre for Ethnic groups).
- Community Information database maintained and available through the Community Portal <http://www.hartlepoolnow.co.uk>
- Community Services contribution to the Community Portal co-ordinated through the library service
- Joint occupancy of community buildings at West View, Owton Manor and Headland.
- All libraries stock materials in different formats. There are extensive collections of large print books and spoken word material both on tape and CD, for those with visual impairments.

Case study

Library has been awarded the Charter Mark standard. This is the award for excellence in public service. It covers maintaining standards, public consultation, customer care and work within and for the community.

Jobs and the Economy

Community Strategy Aim.

- Develop a more enterprising, vigorous and diverse local economy that will attract investment, be globally competitive and create more employment opportunities for local people.

Council's improvement priorities and contributions.

- Support and implement activities that will develop the town, preserve existing jobs and create new jobs and businesses.

Library roles and contributions.

- Resources for job seekers, information both electronic and printed as well as ICT and print facilities and support for CV production.
- Careers information and resources including access to the IAG network.
- Business information including European to support SMEs and new businesses.
- Basic ICT skills training available, through partnership with Adult Education Department.
- Work experience and work placements for school children and supported work returners.

Case Study

Provision of specific collection for the Community and Youth work diploma in conjunction with University of Sunderland, NDC and Surestart. to support the delivery of this developmental course for the people of Hartlepool.

Health and Care

Community Strategy aim

- Ensure access to the highest quality health, social care and support services, and improve health, life expectancy and well being of the community.

Council's improvement priorities and contributions.

Delivering the "Vision for Care" with our partners through: (amongst others)

- Maintain health and well-being through greater emphasis on preventative care options.
- Support people at risk of losing their independence with appropriate, high quality services.

Library roles and contributions.

- Health information service, providing patient orientated information in response to personal requests.
- Bookbus services to residential and care homes, day centres, sheltered accommodation.

Case Study

Home Library Service takes books and information to people in their own homes when they are unable, through illness or infirmity, to visit the library. Regular visits from the Home Library staff and the pleasure of reading can counteract some of the problems of isolation. The planned expansion of this service reached 514 users in 2004-5.

Environment and Housing

Community Strategy aim

- Secure a more attractive and sustainable environment that is safe, clean and tidy; a good infrastructure; and access to good quality and affordable housing.

Council's improvement priorities and contributions (among others)

- Provide a safe, clean green environment through: -increasing recycling, - the extension and development of the Clean Sweep initiative, -increasing environment enforcement activity.

Library roles and contributions

- High quality information in relation to environmental risks, toxic substances and health risks.
- Library ethos of sharing access to books and information is "green".
- Library network accessible without transport. 92% of population live within a mile of a library.
- Library provides redress to technological "have-nots" through the provision of the Peoples' Network. (Over 31% of computer users had no other access to ICT facilities.)

Case Study

A new mobile library was provided in December 2004. This service goes out to people in their own areas, especially in the villages and the outlying estates, preventing unnecessary journeys to borrow books or gain information.

Community Safety

Community Strategy aim

- Make Hartlepool a safer place by reducing crime, disorder and fear of crime.

Council's improvement priorities and contributions (among others)

- To reduce crime, anti-social behaviour and drugs misuse in our communities, thereby restoring residents' confidence in their neighbourhood by: -
- Ensuring all Council Services recognise the contribution they can make to crime reduction.
- Co-ordinating a problem solving approach to tackling anti-social behaviour.

Library roles and contributions

- Resolution of cases of anti-social behaviour, from enforcement to promotion of tolerance within libraries.
- Monitored and recorded CCTV within Central Library to act as a deterrent to crime and to aid identification of suspects.
- Good links with Community Wardens and Community Support Officers allowing transfer of information when appropriate and mutual support.

Case Study

Provision of diversionary activities for young people in partnership with Hartlepool NDC, and other partners in the Central Library. In the summer holidays 2004, 1949 attendances were recorded from children in the scheme.

Priority.

Libraries have a high priority within the Council as shown by:-

- Inclusion of Annual Library plan in the Budget and Policy Framework means that it requires full consultation and Council approval.
- Financial commitment to the staffing and maintenance of the library network.
- Mainstreaming of successful grant funded schemes i.e. Homework Help club and Sunday opening.
- Extensive opening hours maintained with evenings, Saturdays and Sundays at the Central Library resulting in high visitor figures and satisfaction rates.
- Support for the People's Network installation and on-costs to deliver the e-government agenda.
- In the 2004 review of corporate medium term priorities, The Way Forward, specific mention of the vital role of the library service was made in delivering the new agendas.

Capacity to meet the vision.

- The library service is delivered through the network of seven libraries, throughout the town.
- The Mobile library, Bookbus and Home Library Service reach outlying areas and people unable to visit static libraries.
- The staff are trained to provide the quality of service required, both technically and through Customer Care.
- The public ICT service provided through the People's Network allows for free and equal access to information and computing facilities for all. Purchased access to services such as Oxford on-line extend the range of information freely available to the public.
- The appointment of an ICT officer for libraries with responsibility for both the library management system and the People's Network will allow for focussed development in these areas.
- Partnerships with Hartlepool College of FE, local universities and Adult Education extend and develop learning opportunities for the public.
- Partnerships with SureStart, the Book Trust, New Deal for Communities, Youth Services and the voluntary sector provide children and young people with learning experiences as well as structured social interaction.
- Literature is promoted through Reading Groups and the development of a Writers' Group.
- The Reference service aims for accuracy and quality in the provision of information and supports the local database of community organisations delivered through the Community Portal.
- The stock of the library is wide ranging both in content and format to accommodate all types of user needs.

The service is therefore well placed to respond to the vision and continue to offer services at a high level to the people of Hartlepool.

External Evaluations.

A number of surveys and consultations show that the service is well liked and valued by the people of Hartlepool. They use the service in many different ways and are able to appreciate the recent developments in ICT. They are satisfied with the current service and do not want the opening hours to be changed. They give positive support for the service overall and for its contribution to the development of the town.

Satisfaction with service

- High satisfaction rates in particular staff helpfulness 96.9%, staff knowledge and expertise 95.2%. (2003 PLUS)
- Overall satisfaction 95.2% remaining 4.8% adequate. Only 0.2% thought poor. (2003 PLUS)
- 77% of population satisfied with libraries in 2003, up from 76% in 2000.
- 70.9% of children think library staff are Good with 25.3% saying Ok. Only 3.7% said bad. (2005 Children's PLUS)

Library usage

Users

- Over 70% of users come to borrow or return books.
- Almost 25% come for information and 10% to study or read.
- 20% come to read newspapers or magazines and 13% to use the Internet.
- Over half the respondents had used the computers with the most popular usage being the Internet. (40%).
- For over 31% the library is their only access to computer facilities.
- Over 87% of children come to use the computers with 35% borrowing a book.

Population

- 58% of respondents had visited or used the library service in last 12 months.
- 95% of those who answered thought books were in a good condition, but 27% said not enough choice.
- Over 300 respondents had used the lifelong learning facilities in last 12 months, e.g. books or computers to help with own or child's study.
- In addition 17% had used family history research facilities and 23% had used local history material.

Value of the service

- Almost 75% of all respondents thought computers to be a "Vital Service". This includes many non-users.
- Peoples' Network well supported with comments such as "has opened a new world of information for many people and myself".
- Very positive support for the principles on which the library rests, i.e. sharing and conserving resources and providing free and open access to information and culture. Comments included "priceless benefit to the area" and increased use of the Internet and self study will "increase contact and knowledge of different cultural groups which will help break down prejudices and promote partnerships and co-operation between culturally different sections of the community".

The Library renewed its Charter Mark award for Excellence in Public Service in March 2005. The Community Services Department as a whole holds the Investors in People Award.

II. Public Library Service Standards and Impact Measures

II.i Public Library Service Standards

Following on from the success of the public library standards introduced in 2001, the standards have been reduced in number from 26 to 10. These have largely been achieved in Hartlepool as the targets have not been raised from their previous levels. PLSS 8 User satisfaction under 16s has not been met. The definition has recently been changed to include only those who stated the Library service was good over a range of matters. Many of our young people stated that they thought the service was OK which previously would have been included. The survey is due to be undertaken again in 2007-8 when the question will have been further clarified.

The full range of the Public Library Service Standards is given in the chart below.

Compliance with Public Library Service Standards

Standard no	Description	Target	2004/5	Standard met/not met
PLSS1	Proportion of households living within a specified distance of a static library.	88% within 1 mile	92%	Yes
PLSS2	Aggregate scheduled opening hours per 1,000 population for all libraries.	128 hours	212	Yes
PLSS3	Percentage of static libraries (as defined by CIPFA) providing access to electronic resources connected to the Internet.	100%	100%	Yes
PLSS4	Total number of electronic workstations with access to the internet and the libraries catalogue (available for public use through both static and mobile libraries, and other service outlets (as defined in PLSS1) available to users per 10,000 population.	6	8	Yes

Standard no	Description	Target	2004/5	Standard met/not met
PLSS5	Requests I. Percentage of request for books met within 7 days II. Percentage of books met within 15 days III. Percentage of requests for books met within 30 days	I. 50% II. 70% III. 85%	53% 78% 89%	Yes
PLSS6	Number of library visits per 1,000 population	6,300	7013	Yes
PLSS7	% of library users 16 and over who view their library service as: I. very good II. good III. adequate IV. poor V. very poor	94% rate library service as very good or good	95.2%	Yes
PLSS8	% of library users under 16 who view their library service as: I. good II. adequate III. bad	77% rate library service as good.	66%	Not met
PLSS9	Annual items added through purchase per 1,000 population	216	317	Yes
PLSS10	Time taken to replenish the lending stock on open access or available on loan.	6.7 years	6.4 years	Yes

These standards are the key elements of a new Best Value Performance Indicator (No. 220), which replaces all previous library indicators and is to be reported on for the year 2005-6.

II.ii Public library standards –Local targets identified in “Comprehensive, efficient and modern public libraries”.

Local targets for services to people with disabilities	Target 2004-5	Actual 2004-5	Target 2005-6
No of Home Library Users (Base number 195)	420	514	480
No of Home Library visits delivering information (Base number 0)	3750	7085	N/A
Number of new registrations as Visually Impaired	45		
Provide collection of Audio described videos	1	Achieved	
Provide stairlift at Foggy Furze Library	1	Achieved	
Compliant buildings for DDA	7	6	7

The Home Library service targets are part of the Local Public Service Agreement, which finished in March 2005.

The target for registration of members as visually impaired included those registering with the Home Library Services.

Local targets for services to Children	Target 2004-5	Actual 2004-5	Target 2005-6
Percentage of child population as active library users	30%	27%	30%
Number of new child registrations as library members	1550	1888	1550
Number of new Under 5's registrations	550	819	750
Provide a collection for storytimes	1	1	N/A
Bookstart packs distributed to all newborns	1000 Indicative figure	Achieved	1000
Number of Bookstart plus packs distributed in non-Surestart areas	500	528	1000
Number of Treasure Chest packs distributed. (New target)			500
Number of promotional events aimed at children	6	10	10
Number of Homework Clubs provided	7	7	7

Target for Children's usage was not achieved, but the number of new registrations was very encouraging reflecting the work of the Children's and Young Persons' Librarian now in post.

Local targets for services to socially excluded people	Target 2004-5	Actual 2004-5	Target 2005-6
Provide material for adults improving reading skills	4 collections	7 collections	
Number of training courses (sessions) provided to adults	36	112 Sessions	120 Sessions
Number of teenage parent reading groups facilitated	1	1	N/A
Replacement of Mobile Library	Due Oct 04	Delivered Dec	N/A
Number of staff trained in basic skills awareness and referral	8	Coarse cancelled	N/A
Number of readers' groups facilitated	8	8	8

Courses offered to adults largely at the Central Library are included under services for socially excluded people as it is in area of high deprivation. We make no distinction and do not record actual exclusion factors with these courses. The same comments apply to the reading groups. The number of training course is better expressed as number of sessions as some courses can be one session and some ten.

Local targets for services to ethnic minority communities	Target 2004-5	Actual 2004-5	Target 2005-6
Provide material for learning English as a second language			
Provide Community Centre with Ethnic Language Newspapers	Achieved	Achieved	
Consultation with Ethnic Minorities on Access and Social Inclusion policies	To be done Dec 04	Not achieved	To be dealt with corporately

Consultation with the small, diverse, ethnic minority communities in Hartlepool has proved problematical for a number of services. This is being looked under corporately.

II.iii Public Library Service Impact Measures

The Government have selected a range of impact measures to demonstrate the value and impact the public library service has on people and communities. They show the contribution and difference libraries make to five of the seven shared priorities agreed by the government and the Local Government Association. These are shown in the chart below together with the Impact Measures, which relate to them.

Shared priority	Activity and Impact Measures
Raising Standards across our schools	<p>Bookstart</p> <ul style="list-style-type: none"> ▪ Number of packs delivered to children as a % of the eligible population at all three stages. ▪ Number of new library members from 0.4 as a% of the total population 0.4 ▪ Cost of providing a Bookstart service per new member 0.4 years
Raising Standards across our schools	<p>Summer Reading Challenge</p> <ul style="list-style-type: none"> ▪ %of eligible population 4-12 years who start the summer reading challenge. ▪ % of boys participating in the scheme as a ratio of the percentage of boys in the population ▪ % of starters who complete the scheme ▪ Cost per head of starter ▪ % of starters who also join the library.
Safer and Stronger communities	<p>Access to ICT based services</p> <ul style="list-style-type: none"> ▪ Percentage take up of available ICT time in libraries
Promoting the economic vitality of localities	<p>Access to ICT based learning through learning sessions</p> <ul style="list-style-type: none"> ▪ Adult learning session attendee hours per 10,000 population
Improving the quality of life for children, young people, families at risk and older people	<p>At Home Library Service</p> <ul style="list-style-type: none"> ▪ Number of people receiving an “At Home” library service as a % of the total number of older people helped to live at home (BVPI54) ▪ % of users of the service classing the choice of materials received as very good or good.
Promoting healthier communities and narrowing health inequalities	<p>Provision and take up of health related stock - both children’s non fiction books and adult non fiction books.</p> <ul style="list-style-type: none"> ▪ Level of adult non fiction and children’s non fiction reference and lending stock of health related books as a% of the total reference and lending stock of adult non fiction and children’s non fiction book. Health books in languages other than English can also be included ▪ Number of issues per item of health related adult non fiction and children’s non fiction books

Section III Resources

III.i Spaces

Strengths

- 7 static libraries across the town.
- 3 recently refurbished and located within joint community facilities.
- Refurbishment programme for Central Library.
- Review of the usage of space within Central Library.
- Evening access to library for adult education purposes.
- Use of Café as second community room after hours.
- Revitalisation of Carnegie Building giving better management of closed stock.
- Own maintenance budget can be concentrated at particular area.
- Information from PLUS survey on what people are accessing gives reasons to plan for change of library layouts.
- Mobile library replaced in December 2004.
- Community library maintained by a trust supported through stock provision.

Constraints

- Age and condition of some the buildings
- Internal design of buildings.
- Limited space to exploit or adapt.
- Some structures not able to be adapted without major building work.
- Possible budget reductions.

Challenges

- Signage both outside and within libraries.
- Identify essential maintenance programme for each building in the medium term.
- Location and service review.
- Review of Café facilities and provision.
- External funding to develop buildings further.

Adequacy of Resources

Financial resources are currently adequate to achieve reasonable level of maintenance and modest amounts of refurbishment. However in order to adapt the Central Library to allow for self issue and better community space further resources may be needed.

Despite budget pressures the library service funding was maintained at the same level and the Sunday service mainstreamed with increasing spending as the grant from NDC decreases.

Timescale

Signage for the Central Library will be developed and installed within 2005-6. The Carnegie Building is due for completion late October 2005. The shelving at Seaton Library will be replaced in the adult section in 2005-6. The café facilities will be reviewed in 2006-7.

III.ii Stock

Strengths

- Existing stock wide ranging and well maintained.
- Regional working in collection development.
- Adequate budget position for stock fund.
- Talis Library Management System allows self reservation and renewal through the Internet and speeds up supply of reserved items.
- Talis automates circulation procedure to allow better use of stock across the borough.

Constraints

- Staff time to work with stock and interact with the public.
- Time taken to maintain stock i.e. check, withdraw or bind.
- Small stock team means that work is delegated to library assistants.
- Shelving needs to adapted for promotion – front on display.
- Accuracy of the catalogue.

Challenges

- Delivery of stock to diverse communities.
- Balancing the needs of the users in different services.
- Expense of Spoken Word material.
- Increase issues or stem decline.
- Logistics of stock circulation.

Adequacy of Resources

Financial resources for stock are adequate, although no inflation on the stock fund has been given for a number of years. However careful management and the negotiation of good discounts with suppliers have allowed volume of stock bought to remain high.

The people of Hartlepool are consistent in their request for more and newer book stock. This is reflected in the maintenance of the stock fund.

Timescale

By Dec. 2005 to have checked and removed old stock from all areas of Central library and improved accuracy of the catalogue.

III.iii Staffing

Strengths

- Management team small but largely stable for a number of years.
- Good range of experience and expertise.
- Rotation of non-professional staff ensures challenge and development.
- New management training available corporately.
- Career progression now clear and possible to a high level.
- Staff training plan develops staff to deliver new agendas.
- Regular team meetings both senior and service teams lead to growth in teamwork, focus and dynamism.
- Best practice disseminated and wasteful duplication eliminated.
- Use of electronic communications and shared files leads to efficient and timely information sharing.
- Good links with other providers who deliver services within the library to our specification.
- Community Services have the Investors in People Award so staff have planned training and appraisal processes.

Constraints

- Staff have taken on ICT support, promotion of literacy and reading, social inclusion and lifelong learning into their workload leaving delays in other areas.
- Without extra financial resources a re-definition of job roles and processes is necessary to achieve new targets.

Challenges

- Develop practices and manage change so that a quality service can be delivered within a sustainable budget.
- Work more closely across Cultural Services.
- Recruit and retain younger staff with broad experience to attract a younger clientele.
- Succession planning for a number of key roles in the management team.
- Mainstream and integrate the Sunday staffing to give continuity of service.
- Mainstream activities currently grant funded e.g. out of school schemes.
- Make the case for more staffing in an era of financial restraint to improve staffing levels to meet the new agenda for libraries.

Adequacy of Resources

The pressure on the current library staff to deliver the changed agenda could be relieved by extra staffing. As this is most unlikely to be provided the streamlining of processes and outsourcing of tasks becomes paramount. The budget for staff has always been supported by the Council who appreciate that services to the public need adequately trained and suitably qualified people.

Timescale

Developing new practices and managing change has begun but needs to be continuous through the next couple of years. Succession planning is required within 2005-6 due to the likely retirement of one or two members of the management team. Sunday services is being mainstreamed over the next three years.

III.iv ICT

Strengths

- The Peoples' Network provides free access to the Internet and Office applications at all service points.
- Usage of the Network varies from 40-70%, with the highest usage being in the Central Library.
- Between April 2003 and March 2004 over 88,000 sessions were logged.??
- The Pharos booking and print management system enables users to serve themselves by reserving a workstation or freeing up and paying for their own printing requirements.
- Training for members of the public in the use of ICT has been developed in partnership with the Adult Education Dept.
- The Talis Library Management System and Webopac give users the opportunity to access library information remotely. A user can renew books that they have on loan, or place reservations for books in stock outside normal library hours.
- The library maintains the directory of local organisations on the Community Portal liaising with community groups to provide accurate and timely data.
- On-line reference materials available within all libraries.

Constraints

- The technology is constantly developing and in need of upgrading.
- Staff need to be up-skilled to keep pace.
- Funding to keep pace limited.
- Limited space for additional public access PCs.

Challenges

- To keep pace with a fast developing technology; both in terms of provision of up to date software and hard ware and staff skills and development.
- To develop a strategy for ICT service delivery and staff training for on-going improvements.
- To deliver remote access to library resources such as reference materials through TalisPrism and the Community Portal.
- To gain funding to develop the Portcities web-site.

Adequacy of resources.

The Peoples' Network of 63 PCs provides sufficient free public ICT access to meet the Public Library Standards. A further five PCs offering access only to the library catalogue have been added.

Financial resources for the maintenance and necessary upgrade of the PN computers has been agreed centrally as part of the contract with our strategic supplier for ICT, SX3. Due to the method of installation, 41 PCs have been paid for only until Mar 2007. From that date the desktop service on these PCs will need to be funded.

We have funding to provide some software to keep the offer fresh for the public but extensive upgrades would not be possible.

Timescale

Develop a strategy identifying needs and funding opportunities to maintain and develop the PN by Mar 2005 with a view to implement by end 2006. ?? Training strategy to include ICT induction training is already in hand. Advanced training sessions for existing staff are being delivered through Hartlepool College of Further Education.

TalisPrism, a new version of the public access catalogue, which will allow searching of other databases from one screen is to be available to the public by June 2005. TalisAlto, a web interface to the library management system to provide more efficient service is to be rolled out to all branches by the same date.

Conclusion

The library service is currently achieving to a high standard. Its relationship to the corporate priorities is wide ranging and comprehensive, supporting all seven themes with its work. This demonstrates the value of the service, which is recognised by the people of Hartlepool.

The high performance against the Public Library Service Standards also shows both the quality of the service and its usage. The consultation evidence again shows good satisfaction rates with the service both from users and non-users.

The analysis of strengths, constraints and challenges shows a service that has already changed, but which has scope to develop further to meet the modern agendas.

The libraries' response to new methods of judging the quality of the service through the Impact Measures will show the value of the service across the wider community.

In order to maintain these standards and continue to respond well to local demands and corporate agendas, the service will require adequate funding and support. In particular pressures arising from the extension of public ICT and greater involvement with users and the community both on staff and resources need to be recognised and considered.

Action plan 2005-2008

The following action plan has been developed to show the linkages between the work delivered and the performance management requirements.

This plan is divided into the three themes, which relate to the Framework for the Future, published by DCMS in 2003. This document showed central government's vision for the future of public libraries. The themes are "Books, reading and learning", "Access to digital skills and services including e-government" and "Measures to tackle social exclusion, build community and develop citizenship". A service-wide theme is also included to cover cross-cutting actions.

The final column of the plan relates to the new Public Library Service Standards and the Shared Priorities, showing which work strands will support and deliver the standards and contribute to the priority areas.

The responsible staff have been represented by initials which relate to the management teams job titles. These are: -

BL	Borough Librarian
DSO	Direct Services Officer
RDO	Resources and Development Officer
ICTO	ICT Officer
SIO	Social Inclusion Officer
SLMTO	Senior Library Manager and Training Officer
RSO	Reference Services Officer
SRDO	Stock and Reading Development Officer
CYPL	Children's and Young Persons' Librarian
RO	Resources Officer
LMANS	Library Managers

ACTION PLAN FOR 2005-08

BOOKS READING AND LEARNING: TO INCREASE READER DEVELOPMENT OPPORTUNITIES AND PROMOTE LITERACY TO ALL AGES

KEY ACTION	COST	RESPONSIBLE OFFICERS	TARGET DATE	RATIONALE
Provide a dedicated member of senior staff team to lead on reader development and stock provision.	Costs within salaries budget	SRDO	June 2005	Impact Measure: Quality of Life
Draw up action plan for Reader and Literature development and promotion to deliver at least one event in 2005-6.	Staff time £2,000.00	DSO, RDO	March 2006	Impact Measure: Quality of Life
Facilitate existing reading groups and establish another by March 2006. Target is to establish one reading group a year until all branches are facilitating at least one group.	Costs for stock within bookfund - Staff time - £2,000.00.	DSO, RDO, LMANS	March 2006	Impact Measure: Quality of Life
Work with schools to facilitate Children's Reading Groups and set up a Teenage Reading Group in libraries by March 2006.	Staff time - £1,000.00 Stock from within bookfund.	CYPL	March 2006	Impact Measure: Raising standards across schools
Take part in Adult Reader's Day in South Shields with other local authorities in the region.	Staff time £500.00	DSO, RDO, LMANS	Sept 2005	Impact Measure: Quality of Life

ACTION PLAN FOR 2005-08

BOOKS READING AND LEARNING: TO INCREASE READER DEVELOPMENT OPPORTUNITIES AND PROMOTE LITERACY TO ALL AGES

KEY ACTION	COST	RESPONSIBLE OFFICERS	TARGET DATE	RATIONALE
Take part in the Reading and Writing (RaW) scheme offered by the BBC	Unknown	DSO, RDO, LMANS	Commences summer 2005 ongoing through to 2007	Impact Measure: Economic Vitality
In partnership with Hartlepool Surestart appoint a Bookstart Support Worker to facilitate Bookstart schemes throughout the town.	Costs from HSP	CYPL	Sept 2005	Impact measure: Raise Standards across schools
Co-ordinate and distribute the Bookstart and Bookstart Plus packs throughout the Borough to all new babies in partnership with Health Visitors. Approx. 1,000 children born each year. Annual task.	Staff time £1,500.00 plus costs from HSP	CYPL	On going	Impact measure: Raise Standards across schools
Work with SureStart Hartlepool and SureStart Readers in Residence to promote literacy and library membership throughout the town, with the target of 1,550 new child members each year. Ongoing throughout 2005-2008.	Staff time £1,500.00 plus costs from HSP	CYPL	On going	Impact measure: Raise Standards across schools
Distribute Treasure Chest scheme in the Early Years settings throughout the town. Target 100% coverage.	Staff time £1,500.00 plus costs from HSP	CYPL	Commences Autumn 2005	Impact measure: Raise Standards across schools

ACTION PLAN FOR 2005-08

BOOKS READING AND LEARNING: TO INCREASE READER DEVELOPMENT OPPORTUNITIES AND PROMOTE LITERACY TO ALL AGES

KEY ACTION	COST	RESPONSIBLE OFFICERS	TARGET DATE	RATIONALE
Work with other North East Library Authorities to deliver the Northern Children's Book Festival each November and look to hosting the Gala Day in November 2006 in partnership with Education Section.	Staff time £2,000.00	CYPL	November each year	Impact measure: Raise Standards across schools
Co-ordinate holiday activities across the service and hold at least 4 promotional events with the aim of increasing child active membership in 2004/5 to 30% of the population.	Staff time £1,500.00 plus various grants	CYPL	Mar 2006	Impact Measure: Safer & Stronger Communities PLSS8: Under 16 user satisfaction Local target
Take part in Frontline training scheme when it is available for use. All staff to undertake scheme over next three years.	Staff time unknown until course becomes available	SLMTO	Jan 2006 to commence	Impact Measure: Quality of Life PLSS7: User satisfaction
Take part in the summer reading scheme: The Reading Voyage 2005. To set baseline targets for future schemes	Staff time £2,000.00	CYPL	July/ Aug 2005	Impact Measure: Raise Standards across schools

ACTION PLAN FOR 2005-08

BOOKS READING AND LEARNING: TO SUPPORT AND DEVELOP LIFELONG LEARNING IN LIBRARIES

KEY ACTION	COST	RESPONSIBLE OFFICERS	TARGET DATE	RATIONALE
Continue to provide and support Homework Helpers in all libraries throughout 2005-8.	Staffing budget	CYPL	On going	Impact Measure: Raise Standards across Schools
Extend established partnership approach to the delivery of holiday activities in the Central Library with New Deal for Communities and other appropriate organisations to all branches. Target events in all branches in summer 2005.	External funding agreed.	DSO, CYPL, LMANS	July/ August 2005	Impact measure: Safer & Stronger Communities PLSS8: Under 16 User satisfaction
Provide at least four special activity weekends in the Central Library each year to include Family Learning Weekend.	Staff time £1,000.00	CYPL, RIO, LMANS	Mar 2006	Impact Measure: Raise Standards across Schools Impact Measure: Economic Vitality
Provide sessions in ICT across libraries using the People's Network and Adult Education tutors. Staff and Adult Education tutors to deliver. Target number of sessions 55.	Staff time £1,000.00 & costs from Adult Ed.	ICTO, RIO, SIO	Mar 2006	Impact Measure: Economic Vitality
Continue partnerships with regional universities to offer special collections to support locally delivered courses and remote access to ICT courses.	Staff time £500.00	BL	On going	Impact Measure: Economic Vitality
Work with regional libraries to implement the INSPIRE project allowing public access to academic libraries for study and research. Launch Autumn 2005	Staff time £500.00	BL	Autumn 2005	Impact Measure: Economic Vitality

ACTION PLAN FOR 2005-08

BOOKS READING AND LEARNING: TO SUPPORT AND DEVELOP LIFELONG LEARNING IN LIBRARIES

KEY ACTION	COST	RESPONSIBLE OFFICERS	TARGET DATE	RATIONALE
Encourage school visits to libraries to meet targets for each branch.	Staff time £2,500.00	CYPL , LMANS	Mar 2006	Impact Measure: raise Standards across Schools PLSS 6: Visitor numbers Local Targets
Facilitate a writers' group and assist them to produce a book and Launch event.	Grant funded and Staff time £1,000.00	DSO , LMAN	Aug 2005	Impact Measure: Quality of Life
Explore with writers' group routes for self-sustainability.	Staff time £500.00	DSO , LMAN	Sept 2005	Impact Measure: Quality of Life
Explore links with NHS libraries to extend range of stock available.	Staff time £1,000.00	BL	Summer 2005	Impact Measure: Promoting Healthier Communities and Narrowing Health Inequalities.
Continue to develop partnership with Hartlepool College of Further Education to work towards better integration of systems and services.	Staff time £1,000.00	BL , RIO	On-going	Impact Measure: Economic Vitality

ACTION PLAN FOR 2005-08

BOOKS READING AND LEARNING: TO IMPROVE CHOICE AND EXPLOITATION OF STOCK IN LIBRARIES

KEY ACTION	COST	RESPONSIBLE OFFICERS	TARGET DATE	RATIONALE
Continue the revision of the stock plan to take account of changed management structure and change in emphasis of stock purchase, circulation of stock and tighter buying policy. Plan to be complete by December 2005.	Staff time £1,000.00	SRDO	Dec 2005	PLSS 9: Items added to stock PLSS10: Stock replenishment rates
Evaluate and revise the fully automated stock rotation for adult loan stock using library van for logistical movement.	Staff time £1,000.00	SRDO	On-going	PLSS7: User satisfaction
Establish rolling programme of stock usage, evaluation and replenishment requirements using management information from Talis Library Management System, to rationalise stock holdings.	Staff time £1,000.00	SRDO, ICTO	Dec 2005	PLSS7: User satisfaction PLSS 9: Items added to stock PLSS10: Stock replenishment rates
Install improved signage within central library to promote access to stock.	Fixtures and fittings £1,000.00	DSO, RDO	June 2005	PLSS7: User satisfaction PLSS6: Visitor numbers
Reorganise space and stock in Central reference area to maximise efficient use of space and improve public access to bookstock and other materials.	Staff time £1,000.00	RIO	Dec 2005	Impact Measure: Economic Vitality PLSS7: User satisfaction

ACTION PLAN FOR 2005-08

BOOKS READING AND LEARNING: TO IMPROVE CHOICE AND EXPLOITATION OF STOCK IN LIBRARIES

KEY ACTION	COST	RESPONSIBLE OFFICERS	TARGET DATE	RATIONALE
Continue the cataloguing of the local collection in the reference library following the strategy.	Staff time £2,000.00	RIO	Mar 200r	Impact Measure: Safer & Stronger Communities.
Undertake the Stock Quality Health Check on a rolling basis to benchmark stock against national profile. Evaluate results and use to inform selection processes.	Staff time £500.00 with implications for stockfund	RDO	Annual task	PLSS 9: Items added to stock PLSS10: Stock replenishment rates
To work regionally to develop NEPO contract to take advantage of best terms, by streamlining servicing requirements and maximise spend available.	Staff time £1000.00 with implications for stockfund	BL, RDO	New contract due April 2006	PLSS 9: Items added to stock PLSS10: Stock replenishment rates Efficiency Savings
To monitor the delivery of the NEPO book supply contract throughout 2006-9 to ensure consistency to the terms.	Staff time £500.00 with implications for stockfund	RDO	On going	PLSS 9: Items added to stock PLSS10: Stock replenishment rates Efficiency Savings
Move Health Information Collection to Central Library to allow better public access and linkages to information leaflets.	Staff time £1,000.00	SIO	June 2005	Impact Measure: Promoting Healthier Communities and Narrowing Health Inequalities.

ACTION PLAN FOR 2005-08

BOOKS READING AND LEARNING: TO IMPROVE CHOICE AND EXPLOITATION OF STOCK IN LIBRARIES

KEY ACTION	COST	RESPONSIBLE OFFICERS	TARGET DATE	RATIONALE
Promote Business Information through regional scheme to Economic Forum	Staff time £500.00	RIO	Autumn 2005	Impact Measure: Economic Vitality

ACTION PLAN FOR 2005-08

ACCESS TO DIGITAL SKILLS AND SERVICES INCLUDING E-GOVERNMENT: DEVELOP AND PROMOTE THE PEOPLE'S NETWORK FOR DELIVERY OF PUBLIC ICT SERVICES

KEY ACTION	COST	RESPONSIBLE OFFICERS	TARGET DATE	RATIONALE
Reconfigure management team to appoint an ICT Officer to take charge of all library ICT developments.	Costs within staffing budget	BL	July 2005	Impact Measure: Safer & Stronger Communities
Raise the profile of the adaptive technology available in all branches to appropriate user groups and staff. Two demonstrations to be held.	Staff time £500.00	SIO, ICTO	Mar 2006	Impact Measure: Safer & Stronger Communities Impact Measure: Quality of Life
Raise the future revenue and capital needs for the maintenance of the public ICT equipment as a budget pressure for 2006-2007 and 2007-2008 during the budget processes.	Approx £20,000.00 needed 2006-7 and a further £5,000.00 2007-8	BL	Autumn 2005	Impact Measure: Safer & Stronger Communities
Continue programme of staff training in ICT following the need to deliver advice to the public using course developed with HCFE. 20 staff to be trained each year.	£800.00 course costs plus staff time £2,000.00	SLMTO	Mar 2006	Impact Measure: Safer & Stronger Communities
Work with Silver surfers during Adult Learners week to collect memories of their past and display the work on the Portcities website.	Staff time £500.00	LMANS	May 2005	Impact Measure: Safer & Stronger Communities

ACTION PLAN FOR 2005-08

ACCESS TO DIGITAL SKILLS AND SERVICES INCLUDING E-GOVERNMENT: DEVELOP AND PROMOTE THE PEOPLE'S NETWORK FOR DELIVERY OF PUBLIC ICT SERVICES

KEY ACTION	COST	RESPONSIBLE OFFICERS	TARGET DATE	RATIONALE
Work with Museums and voluntary sector to gather reminiscence of WW2 to publish on Portcities.	Staff time unknown and may be funded through project	LMAN	April 2006	Impact Measure: Safer & Stronger Communities
Consider joint subscription to Stories from the Web In partnership with neighbouring authorities.	Subscription C £2000.00.	CYPL	Summer 2005	Impact Measures: Raise Standards across Schools

ACTION PLAN FOR 2005-08

ACCESS TO DIGITAL SKILLS AND SERVICES INCLUDING E-GOVERNMENT: ENSURE LIBRARY'S PARTICIPATION IN THE DELEVERY OF E-GOVERNMENT

KEY ACTION	COST	RESPONSIBLE OFFICERS	TARGET DATE	RATIONALE
Maintain awareness of libraries and other community buildings in the delivery of the Contact Centre on the agenda.	Staff time £500.00	BL , DSO, RDO	On-going	Impact Measure: Safer & Stronger Communities
Raise the profile of the library as the delivery point of free public access to e-government agenda through meetings and promotional material.	Staff time £500.00	BL , ICTO	On-going	Impact Measure: Safer & Stronger Communities
Maintain and develop the database of community information, now on the Community Portal.	Part-time member of staff within staffing budget	ICTO	On going	Impact Measure: Safer & Stronger Communities
Upgrade EDI messages in the book supply routines to include invoice messages.	Staff time £500.00 Savings to be made in efficiency	RDO , RO	Dec 2005	Efficiency Saving
Work towards the integration of Talis with other ICT systems such as the financial system and CRM. (Replacement to CODA due April 2006).	Staff time £1000.00 with long term efficiency savings.	RDO , RO	2006-7	Efficiency Saving

ACTION PLAN FOR 2005-08

ACCESS TO DIGITAL SKILLS AND SERVICES INCLUDING E-GOVERNMENT: CONTINUE TO DEVELOP THE LIBRARY MANAGEMENT SYSTEM AND OTHER ICT TOOLS TO IMPROVE SERVICE DELIVERY

KEY ACTION	COST	RESPONSIBLE OFFICERS	TARGET DATE	RATIONALE
Install new OPAC, TalisPrism, to allow better access to library stock with 24 hour access.	Staff time £500.00	RDO	July 2005	PLSS4: Access to Internet and Catalogue
Install additional links to TalisPrism to allow searching of remote purchased databases from home access.	Staff time £500.00	ICTO	Dec 2005	PLSS4: Access to Internet and Catalogue
Install TalisAlto (new interface to Talis) and train all staff in its use. Rolling programme of installation through all branches.	Staff time £2,000.00	RDO, SLMTO	Autumn 2005	Efficiency saving
Talis Database to be converted to Marc21 (latest version of cataloguing standards) and 13 digit ISBN provision made available.	Staff time £2,000.00	ICTO	Dec 2005	Upgrade to new national standards for ICT.
Install new version of Pharos to improve public access to printing and booking system for People's Network.	Cost £1,000.00	ICTO	Sept 2005	PLSS4: Access to Internet and Catalogue

ACTION PLAN FOR 2005-08

MEASURES TO TACKLE SOCIAL EXCLUSION, BUILD COMMUNITY IDENTITY AND DEVELOP CITIZENSHIP: USE CONSULTATION TO ENCOURAGE PARTICIPATION IN SERVICE DEVELOPMENT AND MEET SERVICE STANDARDS

KEY ACTION	COST	RESPONSIBLE OFFICERS	TARGET DATE	RATIONALE
Consider the implications of the Children's PLUS results and develop action plan. Survey undertaken in March 2005	Staff time £500.00	CYPL	May 2005	PLSS8: Under 16 User Satisfaction Local target active child users
Determine costs and resources necessary to deliver Community PLUS in partnership with Corporate Strategy.	Unknown	BL, DSO	Survey to be done in autumn 2005	Recommended survey of non-users
Review the delivery of all vehicle services consulting with users and stakeholders as necessary and make recommendations for future.	Staff time £500.00 with long term future implications	DSO, SIO	Mar 2006	Impact Measure: Quality of Life PLSS6: Visitor numbers Efficiency
Undertake the PLUS survey in all branches following the three yearly cycle	£1,800.00 plus staff time £2,000.00	DSO, LMANS	Autumn 2006	PLSS7: User satisfaction
Undertake the Children's PLUS survey following the three yearly cycle	£1,800.00 plus staff time £2,000.00	CYPL, LMANS	2006-7	PLSS8: Under 16 user satisfaction
Undertake survey of Home library users to determine quality of the service delivered	Staff time £1500.00	SIO	2006-7	Impact Measure: Quality of Life

ACTION PLAN FOR 2005-08

MEASURES TO TACKLE SOCIAL EXCLUSION, BUILD COMMUNITY IDENTITY AND DEVELOP CITIZENSHIP: PROVIDE AND IMPROVE TARGETED SERVICES TO DISADVANTAGED GROUPS

KEY ACTION	COST	RESPONSIBLE OFFICERS	TARGET DATE	RATIONALE
Continue to deliver extended Home Library Service using LPSA reward grant 2005-8 and look for further funding beyond that period.	LPSA grant £107,000.00 due Dec 2005	SIO	2007-8	Impact Measure: Quality of Life
Continue to monitor and develop Home Library Service to meet new Impact Measure. Current target for users is 480 p.a.	Staff time £2,000.00	SIO	2005-6	Impact Measure: Quality of Life
Continue to promote the usage of the collection of audio described videos for use by those with visual impairment in partnership with other Tees Valley Authorities. To increase usage by other authorities.	Staff time £500.00	SIO	Mar 2006	Impact Measure: Quality of Life
Work with Looked After Children to develop artwork and poetry for event at the Sage using Grant from NEMLAC.	£1000.00 grant and Staff time £1000.00	CYPL	August 2005	Impact Measure: Quality of Life

ACTION PLAN FOR 2005-08

MEASURES TO TACKLE SOCIAL EXCLUSION, BUILD COMMUNITY IDENTITY AND DEVELOP CITIZENSHIP: SUPPORT COMMUNITIES AND DEVELOP CITIZENSHIP

KEY ACTION	COST	RESPONSIBLE OFFICERS	TARGET DATE	RATIONALE
Investigate membership procedures to enable greater ease of access for disadvantaged and excluded groups and make recommendations.	Staff time £1000.00	DSO	Mar 06	PLSS6: Visitor figures
In partnership with Youth Service deliver citizenship awareness course to young people in Central area.	Staff time £1,000.00	CYPL	Summer 05	Impact Measure: Safer & Stronger Communities
In partnership with Teesside Archives provide local history events within the library. Two events in each year.	Staff time £500.00	RIO	Mar 06	Impact Measure: Safer & Stronger Communities

ACTION PLAN FOR 2005-08

MEASURES TO TACKLE SOCIAL EXCLUSION, BUILD COMMUNITY IDENTITY AND DEVELOP CITIZENSHIP: MAINTAIN AND DEVELOP THE LIBRARY PREMISES TO REQUIRED HIGH STANDARDS

KEY ACTION	COST	RESPONSIBLE OFFICERS	TARGET DATE	RATIONALE
Work with corporate team to redevelop the Carnegie Building as the base for the Special Clients and Resources Departments	Major Capital scheme	RDO, SIO	Oct 05	Development necessary due to Council Restructure
Work with structured maintenance plan for all library buildings including repair and redecoration, provision of extra facilities such as seating and refreshments.	Costs within maintenance budget	RDO, LMANS	On going	PLSS6: Visitor numbers
Upgrade the Central Library shelving with the provision of end panels to allow better guiding and display	Fixtures and fittings £2,000.00	RDO, DSO	Summer 2005	PLSS6: Visitor numbers
Upgrade ventilation system at Central Library to provide a more comfortable environment in the summer.	Costs within maintenance budget	RDO	June 2005	PLSS6: Visitor numbers
Prepare costed plans for upgrading the facilities within the Central Library and look for funding opportunities	Staff time £1,000.00	RDO	Mar 2006	PLSS6: Visitor numbers
Ensure all libraries meet Gold Standard for No Smoking	Signage costs £300.00	RDO	Aug 2005	PLSS6: Visitor numbers Corporate initiative

ACTION PLAN FOR 2005-08

SERVICEWIDE ISSUES AND TASKS: PROVIDE MANAGEMENT AND STAFFING STRUCTURE APPROPRIATE TO THE SERVICE

KEY ACTION	COST	RESPONSIBLE OFFICERS	TARGET DATE	RATIONALE
Continue to review management structure as opportunity arises to develop the best practical model	Staff time £500.00	BL , RDO, DSO	On going	Efficiency Savings
Take part in the job evaluation process as required briefing staff and closely monitoring process to ensure accuracy of the data	Staff time £4,000.00	BL , all managers	April 2007	Overall Council Policy
Continue the mainstreaming of Sunday Service staff to integrate the posts with the rest of the staff to ensure better continuity of service.	Costs within staff budget	DSO	April 2007	PLSS2: Opening hours
Encourage staff professional development through suitable training as it arises. Two opportunities for each person per year.	Training budget £3,500.00	SLMTO	April 2006	To comply with IIP
Develop modular induction training package to cover all areas of work including ICT, Customer Care, anti-social behaviour and statutory requirements	Staff time £500.00	SLMTO	Sept 2005	PLSS7: User satisfaction rates
Arrange delivery of on-going training for frontline staff in Customer Care, Manual Handling and Reference work to agreed schedule	Training Budget £2,500.00	SLMTO	April 2006	PLSS7: User satisfaction rates

ACTION PLAN FOR 2005-08

SERVICEWIDE ISSUES AND TASKS: PROVIDE MANAGEMENT AND STAFFING STRUCTURE APPROPRIATE TO THE SERVICE

KEY ACTION	COST	RESPONSIBLE OFFICERS	TARGET DATE	RATIONALE
Continue programme for NVQ level 3 for library assistants in consortium with Northern Public Libraries Assessment Centre and HCFE. 3 to complete 2005-6, 3 to complete 2006-7 and 3 new candidates 2006-7.	£130.00 per candidate plus staff time as required.	SLMTO	On-going programme.	To comply with IIP
Provide suitable developmental training for Library Managers. Course available through Gateshead College.	£500.00 per candidate.	SLMTO	June 2007	To comply with IIP
Provide developmental in - house training for all 8 Homework Help staff.	Staff time £1,000.00	CYPL	On-going	To comply with IIP

ACTION PLAN FOR 2005-8

SERVICEWIDE ISSUES AND TASKS: IMPROVE THE LIBRARY'S STANDARD OF SERVICE EXCELLENCE

KEY ACTION	COST	RESPONSIBLE OFFICERS	TARGET DATE	RATIONALE
Continue quarterly monitoring system for library plans and target indicators throughout 2005-2008	Staff time £500.00	BL	On going	Good practice
Undertake developmental actions recommended by Chartermark assessor and prepare for Surveillance review	Staff time £1000.00	BL	Surveillance review March 2006	National Standard of Excellence in Public Service
Prepare base line return for Impact Measures and continue to collect and monitor appropriate statistics.	Staff time £2000.00	BL, DSO, RDO	Autumn 2005	National Requirement
Return new Public Library Service Standards with CIPFA actuals.	Staff time £1000.00	BL, DSO, RDO	Summer 2005	National Requirement
Reconsider Benchmarking Clubs as method of comparison with other authorities.	Staff time £500.00	BL, DSO, RDO	2006-7	National Comparators
Investigate Community Legal Service Quality Mark and make recommendations	Staff time £500.00	BL, RIO	2005-6	Award scheme for legal information
Investigate Matrix Award for Information Advice and Guidance and make recommendations	Staff time £500.00	BL, RIO	2006-7	Award scheme for Information on careers and courses

Report of: The Executive (to be presented by the Adult and Public Health Services Portfolio Holder)

Subject: FOOD LAW ENFORCEMENT SERVICE PLAN
2005/06

1. PURPOSE OF REPORT

- 1.1 To present the draft Food Law Enforcement Service Plan for 2005/06, which is a requirement under the Budget and Policy Framework, and seek Council's approval.

2. BACKGROUND

- 2.1 The Food Standards Agency has a key role in overseeing local authority enforcement activities. They have duties to set and monitor standards of local authorities as well as carry out audits of enforcement activities to ensure that authorities are providing an effective service to protect public health and safety.
- 2.2 On 4 October 2000, the Food Standards Agency issued the document "Framework Agreement on Local Authority Food Law Enforcement". The guidance provides information on how local authority enforcement service plans should be structured and what they should contain. Service plans developed under this guidance will provide the basis on which local authorities will be monitored and audited by the Food Standards Agency.
- 2.3 The service planning guidance ensures that key areas of enforcement are covered in local service plans, whilst allowing for the inclusion of locally defined objectives.
- 2.4 A Food Law Enforcement Service Plan for 2005/06 is attached as **Appendix 1** and takes into account the guidance requirements.
- 2.5 The Plan was considered by Cabinet on 9 December 2005 and the Neighbourhood Services Scrutiny Forum on 12 December 2005. This report will be updated to include any comments received.

3. THE FOOD LAW ENFORCEMENT SERVICE PLAN

- 3.1 The service plan for 2004/05 has been updated to reflect last years performance.

3.2 The Plan covers the following:

(i) **Service Aims and Objectives:**

That the Authority's food law service ensures public safety by ensuring food, drink and packaging meets adequate standards.

(ii) **Links with Community Strategy, Corporate Plan, Departmental and Divisional Plans:**

How the Plan contributes towards the Council's main priorities (Jobs and the Economy, Lifelong Learning and Skills, Health and Care, Community Safety, Environment and Housing, Culture and Leisure and Strengthening Communities.

(iii) **Legislative Powers and other actions available:**

Powers to achieve public safety include programmed inspections of premises, appropriate licensing/registration, food inspections, provision of advice, investigation of food complaints and food poisoning outbreaks, as well as the microbiological and chemical sampling of food.

(iv) **Resources, including financial, staffing and staff development.**

(v) **A review of performance for 2004/05.**

4. **ISSUES**

The main issues raised in the Plan are summarised below:

- 4.1 Staff absences as a result of a long-term part-time vacancy and two EHOs on maternity leave from November 2004, have resulted in a shortfall of both food hygiene and food standards (composition and labelling) premises inspections. The shortfall has been minimised by the engagement of consultants to undertake inspections and has resulted in 85% (99%) of food hygiene and 94% (90%) of food standards inspections being achieved (figures in brackets are for 2003/04).

The shortfall increases the possibility of an audit by the Food Standards Agency.

The recruitment and retention of EHOs is a national issue due to a shortage of qualified officers. Consideration is being given to ways of attracting and retaining EHOs employed by the authority. External consultants will continue to be utilised to minimise inspection shortfalls and existing staff are encouraged to utilise the overtime scheme.

- 4.2 No major food poisoning outbreaks were investigated in 2004/05. Six suspected outbreaks were subsequently confirmed as viral in origin. Approximately 200 notifications of suspected food poisonings were received in the year. A new multi-disciplinary working group has been set up to encourage better reporting of infectious diseases by GPs.
- 4.3 No prosecutions or formal cautions were undertaken in respect of food premises. Generally, standards in food premises were satisfactory. However, ten Improvement Notices were issued on businesses to ensure compliance with food safety issues.
- 4.4 A total of 605 premises inspections were undertaken in 2004/05, together with 185 microbiological samples and 84 compositional/labelling samples. 46 of the samples were regarded as unsatisfactory, mainly as a result of high bacteriological counts. Poor results from a survey of ice cream samples, in which two-thirds of samples were unsatisfactory, resulted in a major operation to raise awareness of the correct methods for cleaning and disinfecting ice cream machines.
- 4.5 We have developed and implemented an internal auditing system in conjunction with the other Tees Valley authorities.
- 4.6 Animal feeding stuffs, which are to be included in this Plan, remains a low priority as there are no manufacturers/producers of animal feedstuffs within the Borough. We will, however, undertake a small number of feeding stuff samples, targeting farms on which farmers mix/blend animal feed.
- 4.7 The Food Standards Agency are encouraging authorities to employ an alternative enforcement strategy for low risk food premises by the employment of self assessment questionnaires (as opposed to inspection). Given that low risk food premises often involve other legislation such as the Health and Safety at Work Act, it is intended to continue to inspect such premises.

5. RECOMMENDATION

- 5.1 It is recommended that the Council approves the draft Food Law Enforcement Plan 2005/06.

Report of: The Executive (to be presented by the Adult and Public Health Services Portfolio Holder)

Subject: FOOD LAW ENFORCEMENT SERVICE PLAN
2005/06

The draft Food Law Enforcement Service Plan has been considered and endorsed by both Cabinet and the Neighbourhood Services Scrutiny Forum without comment or amendment.



Hartlepool Borough Council

Food Law Enforcement Service Plan

2005/06

FOOD SERVICE PLAN 2005/06

This Service Plan accords with the requirements of the Framework Agreement on Local Authority Food Law Enforcement, and sets out the Council's aims in respect of its food law service and the means by which those aims are to be fulfilled. Whilst focussing primarily on the year 2005-06, where relevant, longer-term objectives are identified. Additionally, there is a review of performance for 2004-05 and this aims to inform decisions about how best to build on past successes and address performance gaps.

1. **Background Information**

Hartlepool is situated on the North East coast of England. The Borough consists of the town of Hartlepool and a number of small outlying villages. The total area of the Borough is 9,390 hectares.

Hartlepool is a unitary authority, providing a full range of services. It adjoins Easington District Council to the north, Sedgefield District Council to the west and Stockton on Tees Borough Council to the south. The residential population is 90,161 of which ethnic minorities comprise 1.2% (2001 census).

2. **Service Aims and Objectives**

Hartlepool Borough Council aims to ensure:

- That food and drink intended for human consumption which is produced, stored, distributed, handled or consumed in the borough is without risk to the health or safety of the consumer.
- Food and food packaging meets standards of quality, composition and labelling and reputable food businesses are not prejudiced by unfair competition.
- The effective delivery of its food law service so as to secure appropriate levels of public safety in relation to food hygiene, food standards and feeding stuffs enforcement.

In its delivery of the service the Council will have regard to directions from the Food Standards Agency (FSA), Approved Codes of Practice, the Enforcement Concordat, and guidance from Local Authorities Co-ordinators of Regulatory Services (LACORS).

Service delivery broadly comprises:

- Programmed inspection of premises for food hygiene and food standards
- Registration, licensing and approval of premises
- Microbiological and chemical analysis of food
- Food Inspection
- Provision of advice, educational materials and courses to food businesses
- Investigation of food and food-related complaints

- Investigation of cases of food and water borne infectious disease, and outbreak control
- Dealing with food safety incidents
- Promotional and advisory work

Effective performance of the food law service necessitates a range of joint-working arrangements with other local authorities and agencies such as the Health Protection Agency (HPA), Meat Hygiene Service (MHS), and the Food Standards Agency (FSA). The Council aims to ensure that effective joint-working arrangements are in place and that officers of the service contribute to the on-going development of those arrangements.

3. **Policy Content**

This service plan fits into the hierarchy of the Council's planning process as follows:

- Hartlepool's Community Strategy - the Local Strategic Partnership's (the Hartlepool Partnership) goal is "to regenerate Hartlepool by promoting economic, social and environmental wellbeing in a sustainable manner."
- Corporate (Best Value Performance) Plan
- Neighbourhood Services Departmental Plan
- Public Protection & Housing Divisional Plan
- Consumer Services Service Plan
- Food Law Enforcement Service Plan - sets out how the Council aims to deliver this statutory service and the Consumer Services section's contribution to corporate objectives

The Council's Community Strategy sets out its vision for 'a prosperous, caring, confident and outward looking community realising its potential in an attractive environment'. This Food Law Service Plan contributes towards the vision and the Council's seven main priorities in the following ways:

Jobs and the Economy

By providing advice and information to new and existing businesses to assist them in meeting their legal requirements with regard to food law requirements, and avoid potential costly action at a later stage.

Lifelong Learning and Skills

By providing and facilitating training for food handlers on food safety as part of lifelong learning, and promoting an improved awareness of food safety and food quality issues more generally within the community.

Health and Care

By ensuring that food businesses where people eat and drink, or from which they purchase their food and drink, are hygienic and that the food and drink sold is safe, of good quality and correctly described and labelled to inform choice.

Community Safety

By encouraging awareness amongst food businesses of the role they can play in reducing problems in their community by keeping premises in a clean and tidy condition.

Environment and Housing

By encouraging businesses to be aware of environmental issues which they can control, such as proper disposal of food waste.

Culture and Leisure

By exploring ways to promote high standards of food law compliance in hotels, other tourist accommodation, public houses and other catering and retail premises.

Strengthening Communities

By developing ways of communicating well with all customers, including proprietors of food businesses whose first language is not English, and ensuring that we deliver our service equitably to all.

This Food Law Enforcement Service Plan similarly contributes to the vision set out in the Neighbourhood Services Department Plan “to work hand in hand with communities and to provide and develop excellent services that will improve the quality of life for people living in Hartlepool neighbourhoods”. Within this, the Consumer Services Section has a commitment to ensure the safe production, manufacture, storage, handling and preparation of food and its proper composition and labelling.

The Council has in place a Food Law Enforcement Policy which has been revised and subsequently approved by the Adult & Public Health Services Portfolio Holder on 21 March 2005.

The Council is committed to the principles of equality and diversity. The Food Law Enforcement Service Plan consequently aims to ensure that the same high standards of service is offered to all, and that recognition is given to the varying needs and backgrounds of its customers.

4. **Legislative Powers and other actions available**

The Council has a wide range of duties and powers conferred on it in relation to food safety functions.

The Food Safety Act 1990 requires that the Council appoint inspectors, having suitable qualifications and competencies, for the purposes of enforcing the Act and its associated provisions.

The most effective means of checking compliance with statutory requirements is through the inspection of food businesses and premises. This is reflected in guidance issued by the Food Standards Agency that requires Councils to draw up and implement an annual programme of risk-based inspections.

The powers of authorised officers to conduct inspections are derived from Section 32 of the Food Safety Act 1990.

- Standards of hygiene in food premises are currently regulated through the Food Safety (General Food Hygiene) Regulations 1995 or relevant product specific regulations.
- Food standards, the quality composition, labelling, presentation and advertising of food, are regulated through a range of statutory provisions.

A range of legislation sets out requirements relating to the registration, licensing and approval of premises.

- The Food Premises (Registration) Regulations 1991 (as amended) set out the mandatory requirement for the registration of all food businesses (subject to certain exemptions).
- The Food Safety (General Food Hygiene) (Butchers' Shops) Amendment Regulations 2000, set out requirements relating to the licensing of retail butchery premises. At the time of preparation of this plan, consultation is taking place with regard to disposing of these regulations from January 2006, when new European legislation comes into effect.
- A series of regulations applying to specific products such as meat products, dairy products and fishery and shellfish products set out requirements relating to the approval of such premises.

EC Regulation 178/2002, which came into force on 21 February 2002, contained some key provisions relating to protection of human health and consumers' interests in relation to food which became applicable from 1 January 2005. New regulations, namely, General Food Regulations 2004, provide new enforcement powers in respect of the new obligations.

From 1 January 2006, new food hygiene regulations are to come into force as a result of changes to EU legislation. These regulations will replace the existing food hygiene regulations, and product specific regulations.

The sampling of food for the purposes of microbiological and chemical examination and analysis forms an integral part of the inspection process. It is a critical means of ensuring the microbiological and chemical safety of food, checking composition and labelling. The Food Safety (Sampling and Qualifications) Regulations 1990 set out requirements relating to sampling activities.

The inspection of food commodities again forms an integral part of the inspection process and is provided for by virtue of Sections 32 and 9 of the Food Safety Act 1990. The purpose of food inspection is to check that food complies with food safety requirements and is fit for human consumption. Section 9 also sets out provisions relating to the detention, seizure and condemnation of food.

It is recognised that whilst the inspection process is the primary means of securing compliance with food safety legislation, this can be enhanced by the provision of advice, educational materials and training courses.

The service is obliged to investigate complaints relating to the sale of food not complying with food safety requirements, or not of the nature, substance or quality demanded, or injurious to health, or unfit for human consumption, or labelled or presented so as to mislead consumers. Similarly, the service responds to complaints alleging breaches of hygiene requirements.

The investigation of cases of food poisoning and outbreak control is a shared responsibility between the food law service and the County Durham and Tees Valley Health Protection Unit of the Health Protection Agency. Responsibility for the enforcement of measures to control food-borne disease rests with the local authority, with the Health Protection Agency having a statutory duty to designate medical officers to assist the local authority in carrying out their duties in this respect.

A national food incident warning system is in operation throughout the United Kingdom, which acts as a rapid alert system in respect of food related hazards. The food law service is obliged to respond to the receipt of food alerts sent "For Action" from the Food Standards Agency and use its powers under the Food Safety Act 1990 as appropriate in the circumstances.

In addition to legislative requirements as above, local authority food law services are required to have regard to a new revised Food Safety Act Code of Practice (issued in October 2004) which gives detailed direction to authorities on enforcement of food legislation.

There is currently a requirement to report to the Food Standards Agency annually on performance in relation to food law enforcement activities. Annual performance statistics for all authorities are, in future, to be made publicly available by the Food Standards Agency and the best and worst performing councils are to be highlighted.

5. **Service Delivery Mechanisms**

Inspection Programme

Inspections carried out for food hygiene, food standards and for feeding-stuffs are carried out in accordance with the Council's policy and procedures on food premises inspections and relevant national guidance.

Information on premises liable to food law inspections is held on the ITECS computerised system. An inspection schedule is produced from this system at the commencement of each reporting year, in accordance with guidance issues by the Food Standards Agency.

The food hygiene and food standards inspection programmes are risk-based systems that accord with current guidance. The current premises profiles are shown in the tables below:

Food Hygiene:

Risk Category	Frequency of Inspection	No of Premises
A	6 months	12
B	12 months	131
C	18 months	431
D	24 months	148
E	36 months or other enforcement	115
Unclassified	Requiring inspection/risk rating	
Total		837

Food Standards:

Risk Category	Frequency of Inspection	No of Premises
A	12 months	0
B	24 months	291
C	36 months or other enforcement	298
Unclassified		101
Total		690

The inspection programme for 2005/06 comprises the following number of scheduled food hygiene and food standards inspections:

Food Hygiene:

Risk Category	Frequency of Inspection	No of Inspections
A	6 months	24
B	12 months	131
C	18 months	317
D	24 months	79
E	36 months of alternative enforcement strategy	44
Unclassified		72
Total		667

Additional to this inspection programme there are 3 manufacturing businesses that are subject to product-specific food hygiene regulations. These are not included in the inspection programme but instead are subject to a minimum inspection frequency in 12 months as set out in the following tables, in accordance with current guidance.

Product Specific Inspections:

	Primary Inspection	Secondary Inspections	No in Hartlepool
Meat Products	1	2	1
Minced Meat and Meat Preparation	1	2	0
Dairy Products	1	1	1
Fish Products	1	1	1
Egg Products	1	1	0
Shellfish Purification or despatch	1	1	0

Food Standards:

Risk Category	Frequency of Inspection	No of Inspections
A	12 months	0
B	24 months	151
C	36 months or alternative enforcement	109
Not classified		101
Total		361

An estimated 10% of programmed inspections are of premises where it is more appropriate to conduct inspections outside the standard working time hours. Arrangements are in place to inspect these premises out of hours by making use of the Council's flexible working arrangements, lieu time facilities and, if necessary, paid overtime provisions. In addition, these arrangements

will permit the occasional inspection of premises which open outside of, as well as during standard work time hours. Inspections of these premises at varying times of operation is required by the Food Safety Code of Practice.

As a follow-up to primary inspections, the service undertakes revisits in accordance with current policy. It is estimated that such revisits are required in 20% of instances (some premises requiring more than one revisit to check compliance). For the year 2005/06, the inspection programme would generate an estimated 133 revisits. A number of these premises revisits will be undertaken outside standard working hours and arrangements are in place as described above to facilitate this.

It is anticipated that consistent, high quality programmed inspections by the service will, over time, result in a general improvement in standards, reducing the frequency for recourse to formal action.

The performance against inspection targets for all food hygiene and food standards inspections is reported monthly as part of the Neighbourhood Services Department internal performance monitoring. In addition, performance against inspection targets is reported quarterly to the Adult & Public Health Services Portfolio Holder as part of the Neighbourhood Services Department plan update.

Port Health

Although Hartlepool is a Port Health Authority it is not a boarder inspection post.

Fish Quay

There is a Fish Quay within the Authority's area which has recently been upgraded providing a new market hall and associated fish processing units.

Alternative Enforcement Strategy for Low Risk Food Premises

From April 2005 an alternate enforcement strategy via "self assessment" may be employed for low risk food premises, i.e. those rated as food hygiene risk Categories E and food standards risk Category C, in accordance with guidance. Self-assessment usually consists of questionnaires for these businesses and a subsequent evaluation of the results of this self-assessment by officers. A percentage of those businesses returning questionnaires are visited to validate the information received, as well as businesses not responding. Inspection visits may also be made where a low risk business is the subject of complaint and where notification of change of business use or proprietorship is received. The Head of Public Protection & Housing believes that the best use of resources at this time is to continue to carry out inspections at these low risk premises. These inspections often cover other legislation such as Health & Safety at Work.

Registration, Licensing and Approval of Premises

The Food Premises (Registration) Regulations 1991 (as amended) require that the proprietor of any food business registers with the local food authority. This provision allows for the service to maintain an up-to-date premises database and facilitates the timely inspection of new premises and, when considered necessary, premises that have changed proprietor or type of food use.

The receipt of a food premises registration form initiates an inspection of all new food premises. In the case of an existing premises, where a change of proprietor is notified, other than at the time of a programmed inspection, an assessment is made of the need for inspection based on the date of the next programmed inspection, premises history, and whether any significant change in the type of business is being notified. It is anticipated that approximately 50 additional premises inspections will be generated for new food businesses during 2005-06.

Butchery premises are currently subject to the licensing and approval requirements of the Food Safety (General Food Hygiene) (Butchers Shops) Amendment Regulations 2000. The proprietor of a butchers shop is required to apply for the renewal of his licence annually. In response to a renewal application premises are visited to assess compliance with the requirements of the regulations and a license granted if all requirements are met. This visit may coincide with a programmed inspection, or may be additional to it. The licensing of butchers shops is undertaken in accordance with national guidance. There are currently 17 butchers shops licensed under these regulations.

A proposed legislative change to remove the requirement for licensing of butchers shops is currently under consultation as a result of the new EU based food hygiene regulations which come into force on 1 January 2006.

The Food Safety (Fishery Products and live Shellfish) (Hygiene) Regulations 1998 provide for the approval of premises engaged in the production and placing on the market of fishery products and live shellfish. The approval regime necessitates full compliance with the regulatory standards as they relate to vessels, markets and processing establishments. There is currently one premises approved under these provisions and a further premises in the process of being approved.

The Dairy Products (Hygiene) Regulations 1995 provide for the approval of premises used for the production and placing on the market of milk and milk-based products. The approval of such premises necessitates full compliance with the regulatory standards set down relating to dairy establishments and dairy holding. There is currently one premises in the Borough subject to approval under these provisions.

The Meat Products (Hygiene) Regulations 1994 as amended by The Meat Products (Hygiene) (Amendment) (England) Regulations 2000 provide for the approval of premises used for the production and placing on the market of meat products. The approval of such premises necessitates full compliance with the regulatory standards set down relating to meat products establishments. There is currently one premises approved in the Borough.

Microbiological and Chemical Analysis of Food

An annual food sampling programme is undertaken with samples being procured for the purposes of microbiological and chemical analyses. This programme is undertaken in accordance with the service's Food Law Sampling Policy.

All officers taking formal samples must follow the guidance contained in and be qualified in accordance with relevant legislative requirements and codes of practice. Follow-up action is carried out in accordance with the food law service's sampling policy.

Microbiological analysis of food and water samples is undertaken by the Newcastle Laboratory of the Health Protection Agency based at the General Hospital in Newcastle, and chemical analysis of samples by Tees Valley Measurement for informal samples and by the Council's appointed food examiner at the Public Analyst Durham County Council for formal samples.

From April 2005 sampling allocations from the Health Protection Agency, which is responsible for the appropriate laboratory facilities, is to be based on a credits system dependant on the type of sample being submitted and examination required.

The allocation for Hartlepool is 8,300 credits for the year 2005-06 which includes sampling of water supply in food premises and pool waters.

Points are allocated as follows:

Sample type	No of credits
Food	25
Water	15
Dairy	10
Environmental	10
Formal samples	50

A sampling programme is produced each year for the start of April. The sampling programme for 2005-06 includes national and regional surveys organised by LACORS and HPA/Local Authority liaison group.

Sampling programmes have been agreed with the Food Examiners and Tees Valley measurement (a joint funded laboratory based at Canon Park, Middlesbrough). These have regard to the nature of food businesses in

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Hartlepool and will focus on locally manufactured/processed foods and foods targeted as a result of previous sampling and complaints.

A proportion of the planned sampling programme is of imported foods in accordance with guidance from the Food Standards Agency.

Microbiological Food Sampling Plan 2005-06

April Shopping Basket Survey	May Shopping Basket Survey	June Shopping Basket Survey
July Shopping Basket Survey	August Shopping Basket Survey	September Shopping Basket Survey LACORS Cheese Survey LACORS Sandwich Survey
October Shopping Basket Survey LACORS Sandwich Survey	November Shopping Basket Survey LACORS Sandwich Survey	December Shopping Basket Survey LACORS Sandwich Survey
January Shopping Basket Survey LACORS Sandwich Survey Raw Shell Egg Survey	February Shopping Basket Survey Imported Food Various Manufacturers mainly selling by retail - incl. Butchers, Bakers etc.)	March Shopping Basket Survey Approved Premises

The products sampled as part of the shopping basket survey include:

- Salad
- Paté
- Cooked meat
- Home made puddings
- Sauces/Soups/Gravy
- Pease Pudding
- Black Pudding
- Cooked Pasta

Composition and Labelling Sampling plan 2005-06:

MONTH	TEST	SAMPLES
April	Gluten free	4
May	No samples	
June	Fat content of low-carb meals and locally produced foods	18
July	Pictorial representation for locally produced meals (Rye Valley and Bonne Bouche)	15

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Aug	Salt in breakfast cereal (particularly children's)	7
	Added sugar in soft drinks (concentrating on locally produced drinks)	5
Sept	Meat Products -QUID	15
Oct	Meat species in meals (local producers and restaurants, takeaways)	13
Nov	Watering of fruit juices	25
Dec	Alcohol By Volume in drinks (concentrating on locally produced drinks)	25
Jan	Reformed meat in sandwiches (produced locally)	37
Feb	Salt in canned fruit and vegetables	15
Mar	Sandwiches - QUID (produced locally)	15

Total samples 194

In addition, the Authority is a participant in a pilot for a National Food Standards sample database centred on the Public Analysts for Durham County.

It is planned that four informal animal feeding stuffs samples will be taken this year.

At present feeding stuffs sampling has been given a low priority due to the lack of local manufacturers and packers. Informal samples are, however, taken of packed goods.

An annual feeding stuffs sampling plan will be drawn up to carry out informal sampling at the most appropriate time of the year in respect of farms, pet shops and other retail establishments.

Private Water Supplies

There are two premises using private water supplies in their food production, one is a brewery and the other a soft drinks manufacturer. Regular sampling is carried out of these supplies in accordance with relevant legislative regulations.

Food inspection

The purpose of food inspection is to check that food complies with food safety requirements and is fit for human consumption, and is properly described and labelled. As such, the activity of inspecting food commodities, including imported food where relevant, forms an integral part of the food premises inspection programme. Food inspection activities are undertaken in accordance with national guidelines.

Provision of advice, educational materials and courses to food businesses

The Chartered Institute of Environmental Health (CIEH) certified Foundation level course and Intermediate level course in Food Hygiene are made available to food handlers. The courses provided by the service are subject to external audit by the Chartered Institute of Environmental Health.

Due to the size of the service, current resources do not permit the provision of advanced level food hygiene courses, nor specific hazard analysis training, but information is provided to businesses on the availability of these courses from other training providers in the North East area.

It is recognised that for most local food businesses contact with an officer of the service provides the best opportunity to obtain information and advice on legislative requirements and good practice. Officers are mindful of this and aim to ensure that when undertaking premises inspections sufficient opportunity exists for business proprietors to seek advice. In addition, advisory leaflets produced by the Food Standards Agency are made available to business proprietors.

Guidance is also prepared and distributed to food businesses relating to changes in legislative requirements. In 2005 written information will be sent to all premises subject to product-specific regulations to outline changes being introduced from January 2006 as a result of new food hygiene regulations. Similarly, information relating to changes for other food businesses resulting from these new regulations is to be provided.

The service also encourages new food business proprietors and existing businesses to seek guidance and advice on their business. It is estimated that 70 such visits will be carried out during the year.

Feeding stuffs advice is available via the Trading Standards area of the Council's web site.

A limited level of promotional work is also undertaken by the service on food safety, with minimal impact on programmed enforcement work.

An area of improvement for the coming year is that of better engagement with businesses.

Investigation of Food and Food-related Complaints

The service receives approximately 30 complaints each year concerning food products, all of which are subject to investigation. An initial response is made to these complaints within two working days. Whilst many complaints are investigated with minimal resource requirements, some more complex cases may be resource-intensive and potentially affect programmed inspection workloads.

All investigations are conducted having regard to the guidance on the 'Home Authority Principle'.

The procedures for receipt and investigation of food complaints are set out in detailed guidance and internal policy documents.

Investigation of cases of Food Poisoning and outbreak control

Incidents of food related infectious disease are investigated in liaison with the Durham and Tees Valley Health Protection Unit and in the case of outbreaks in accordance with the Health Protection Unit's Outbreak Control Policy.

Where it appears that an outbreak exists the Principal EHO (Commercial) or the EHO with specific responsibility for infectious disease investigation, will liaise with the local Consultant in Communicable Disease Control and, where necessary, the Director of Durham and Tees Valley Health Protection Unit, to determine the need to convene an Outbreak Control Team. Further liaison may be necessary with agencies such as the Food Standards Agency, the Health Protection Agency and Northumbrian Water.

Statistical returns are made weekly by the service to the Communicable Disease Surveillance Centre.

It is estimated that approximately 200 food poisoning notifications are received each year. Most cases are sporadic in nature and can be investigated as part of the normal day-to-day workload. It is recognised, however, that in the event of a major outbreak a significant burden is likely to be placed on the service and this would inevitably impact on the performance of the inspection programme.

Dealing with Food Safety Incidents

A national alert system exists for the rapid dissemination of information about food hazards and product recalls, this is known as the food alert warning system.

All food alerts received by the service are dealt with in accordance with national guidance and internal quality procedures.

Food alert warnings are received by the service from The Food Standards Agency via the electronic mail system, and EHCNet during working hours.

The Principal EHO (Commercial) or, if absent, the Consumer Services manager ensures that a timely and appropriate response is made to each food alert.

Out of hours contact is arranged through Richard Court, telephone number 01429 869424.

In the event of a serious local incident, or a wider food safety problem emanating from production in Hartlepool, the Food Standards Agency will be alerted in accordance with guidance.

Whilst it is difficult to predict with any certainty the number of food safety incidents that will arise during any 12 month period, it is estimated that the service is likely to be notified of between 60 to 80 food alerts during 2005/06, a small proportion of which will require action to be taken by the Authority. This level of work can ordinarily be accommodated within the day-to-day workload of the service, but more serious incidents may require additional resources and may have an effect on the programmed inspection workload and other service demands.

Investigation of complaints relating to Food Safety and Food Standards in Premises

The service investigates all complaints that it receives about food safety and food standards conditions and practices in food businesses. Initial response to any complaint is made within two working days.

In such cases the confidentiality of the complainant is paramount. All anonymous complaints are also currently investigated.

The purpose of investigation is to determine the validity of the complaint and, where appropriate, to seek to ensure that any deficiency is properly addressed. The general approach is to assist the food business proprietor in ensuring good standards of compliance, although enforcement action may be necessary where there is failing in the management of food safety, or regulatory non-compliance.

Based on the number of complaints in 2004/05 it is estimated that approximately 15 such complaints will be received in 2005/06.

Animal Feeding Stuffs

The Authority does not currently have any premises that require approval, however we have 16 registered premises.

Liaison arrangements

The service actively participates in local and regional activities and is represented on the following:

- Tees Valley Food Liaison group

- The local HPA/Local Authority Sampling group
- Cleveland Environmental Health group
- North East Trading Standards liaison group

Home Authority arrangements

The Authority has no formal arrangements with food businesses to act as Home Authority. Informal arrangements are in place with one manufacturer in the Borough. Consideration is to be given during the year as to the possibility of developing formal arrangements in future with this manufacturer.

The Authority is originating authority for two premises, a brewery and a soft drinks manufacturer. Regular visits are made to these premises to maintain dialogue with management and an up to date knowledge of operations.

General

The delivery point for the food law enforcement service is at:

Civic Centre
Victoria Road
Hartlepool
TS24 8AY

Members of the public and businesses may access the service at this point from 08.30 - 17.00 Monday to Thursday and 08.30 - 16.30 on Friday.

A 24-hour emergency call-out also operates to deal with Environmental Health emergencies which occur out of hours.

6. Resources

Staffing Allocation

The Director of Neighbourhood Services has overall responsibility for the delivery of the food law service. The Head of Public Protection and Housing has responsibility for ensuring the delivery of the Council's Environmental Health service, including delivery of the food law service, in accordance with the service plan. The Consumer Services Manager, with the requisite qualifications and experience, is designated as lead officer in relation to food safety and food standards functions and has responsibility for the day to day management of the service.

The resources determined necessary to deliver the service in 2005/06 are as follows:

1 x 0.25 FTE Consumer Services Manager (with responsibility also for Health & Safety, Licensing and Trading Standards)

APPENDIX 1

1 x 0.35 FTE Principal EHO Commercial (with responsibility also for Health & Safety and Animal Health)

3 x 0.75 FTE EHO (with requisite qualifications and experience)

1 x 0.43 FTE Part-time EHO

1 x FTE Technical Officer Food

The Consumer Services Manager has responsibility for planning service delivery and day to day management of the Food Law service, Health & Safety at Work, Licensing, Public Health, Water Quality, Trading Standards, Animal Health & Welfare and I.T. as well as general management responsibilities as a member of the Public Protection and Housing Management Team.

The Principal EHO Commercial has responsibility for the day to day supervision of the Food Law Service, Health & Safety at Work, Public Health, Water Quality and Animal Health & Welfare.

The EHO's have responsibility for the performance of the food premises inspection programme as well as the delivery of all other aspects of the food law service, particularly more complex investigations. In addition these officers undertake Health & Safety at Work enforcement.

The food technical officer is also responsible for inspections, as well as revisits, investigation of less complex complaints and investigation of incidents of food-borne disease.

Administrative support is provided by Support Services within Neighbourhood Services department.

All staff engaged in food safety law enforcement activity will be suitably trained and qualified and appropriately authorised in accordance with guidance and internal policy.

Staff undertaking educational and other support duties will be suitably qualified and experienced to carry out this work.

Financial Resources

The annual budget for the Consumer Services section in the year 2005/06 is:

	£000
Employees	601.4
Other	133.4
Support Recharges	117.8
Income	(148.5)
Net Budget	740.1

This budget is for all services provided by this section i.e. Health & Safety, Licensing, Trading Standards and resources are allocated in accordance with service demands.

Equipment and Facilities

A range of equipment and facilities are required for the effective operation of the food law service. The service has a documented procedure that ensures the proper maintenance and calibration of equipment and its removal from use if found to be defective.

The service has a computerised performance management system, ITECS. This is capable of maintaining up to date accurate data relating to the activities of the food law service. A documented database management procedure has been produced to ensure that the system is properly maintained, up to date and secure. The system is used for the generation of the inspection programmes, the recording and tracking of all food activities, the production of statutory returns and the effective management of performance.

Training Plans

The qualifications and training of staff engaged in food law enforcement are prescribed and this will be reflected in the Council's policy in respect of appointment and authorisation of officers.

It is a mandatory requirement for officers of the food law service to maintain their professional competency by undertaking a minimum of 10 hours core training each year through attendance at accredited short courses, seminars or conferences. This is also consistent with the requirements of the relevant professional bodies.

The Council is committed to the personal development of staff and has in place Personal Development Plans for all members of staff.

The staff Personal Development Plan scheme allows for the formal identification of the training needs of staff members in terms of personal development linked with the development needs of the service on an annual basis. The outcome of the process is the formulation of a Personal Development Plan that clearly prioritises training requirements of individual staff members. The Personal Development Plans are reviewed six monthly.

The details of individual Personal Development plans are not included in this document but in general terms the priorities for the service are concerned with ensuring up to date knowledge and awareness of legislation, building capacity within the team with particular regard to vertical directive premises, the provision of food hygiene training courses, developing the role of the Food Safety Officer, and training and development of new staff joining the team.

Detailed records are maintained by the service relating to all training received by officers.

7. Service Review and Quality Assessment

Quality Assessment

The Council is committed to quality service provision. To support this commitment the food law service seeks to ensure consistent, effective, efficient and ethical service delivery that constitutes value for money.

A range of performance monitoring information will be used to assess the extent to which the food service achieves this objective and will include on-going monitoring against pre-set targets, both internal and external audits and stakeholder feedback.

Specifically the Principal EHO (Commercial) will carry out accompanied visits with officers undertaking inspections, investigations and other duties for the purpose of monitoring consistency and quality of the inspection and other visits carried out as well as maintaining and giving feedback with regard to associated documentation and reports.

The Best Value Performance Indicator BV166, applicable to Environmental Health, is subject to scrutiny. The target for attainment by the service against BV166 standard, which includes the provision of written enforcement policies, planned enforcement activity and measurement of customer satisfaction levels, is 100%.

It is possible that the Food Standards Agency may at any time notify the Council of their intention to carry out an audit of the service.

Review

It is recognised that a key element of the service planning process is the rational review of past performance. In the formulation of this service plan a review has been conducted of performance against those targets established for the year 2004/05.

This service plan will be reviewed at the conclusion of the year 2005/06 and at any point during the year where significant legislative changes or other relevant factors occur during the year. It is the responsibility of the Consumer Services Manager to carry out that review with the Head of Public Protection & Housing.

The service plan review will identify any shortfalls in service delivery and will inform decisions about future staffing and resource allocation, service standards, targets and priorities.

Any relevant amendments to the Council's Best Value programme will be incorporated into the service plan together with any matters identified through quality assessment audits.

Following any review leading to proposed revision of the service plan Council approval will be sought.

Performance Review 2004-05

This section describes performance of the service in key areas during 2004/05.

The Consumer Services Section experienced significant staffing difficulties throughout 2004-05. There has been one long-standing part-time EHO vacancy and, from November 2004 two EHO's started their maternity leave, leaving only the Principal Officer, one EHO and the Technical Officer to provide the service. The loss of staff had significant effect on the performance of the service affecting the timetable for programmed inspections, the planned timescale for inspection and approval of premises subject to product specific legislation, the response and resolution of complaints, service improvements, the furthering of work for better engagement with business and promotional food safety activities.

The services of a Food Safety Consultant have been engaged throughout the year to assist in undertaking the shortfall of category B to E food hygiene and medium to low food standards inspections. However, the use of Consultants has generated follow-up work such as revisits, which are carried out by the permanent staff.

An inter-authority audit of the Food Law Service took place in February 2004, as part of a programme undertaken by the Tees Valley Food Liaison group. Following the audit an action plan has been developed to implement its recommendations.

Inspection Programme

The food premises inspection programme for 2004/05 did not reach the target of 100%. Due to staffing difficulties during the year only 85% of Food Hygiene and 94% of Food Standards inspections were achieved. The outstanding inspections will be added to the programme for 2005/06.

Registration, licensing and approval of premises

17 butchers shop licence applications were received from butchers in respect of butchery premises. All but one licence applications were granted on initial application. One application was refused, but granted on re-application.

APPENDIX 1

There was a review by the service of product specific premises approvals during 2004/05. Product specific premises were inspected and given comprehensive guidance with regard to requirements. Following this review there was a re-issue of documentation.

In addition one fisheries products premises is carrying out the necessary works to obtain an approval.

Food Sampling Programme

The food sampling programme for 2004/05 has been completed. The microbiological results are:

Microbiological Sampling (1/4/04 - 31/3/05)

	Total number	Number of Samples	
	of samples	Satisfactory	Unsatisfactory
<u>Bacteriological</u>			
Surveys	119	105	14
<u>Ice Cream Survey</u>	25	11	14
Complaints	2	1	1
<u>Environmental</u>			
Swabs	10	9	1
Ice Cream Swabs	19	9	10
Ice Cream Finger Rinses	9	7	2
Miscellaneous (Cleaning Cloths)	1	1	-

The composition and labelling results are:

Food Standards Sampling (01.04.04 – 31.03.05):

Nature of Sample	Reason for Sampling	Satisfactory	Unsatisfactory
Margarine/spreads	Sodium declaration	7	-
Cod products	Fish species	12	-
Turkey Sandwiches	Reformed meat	10	2
Orange juice	Vitamin C declaration	15	-
Fish Products	Fish content	4	1
Honey	Country and floral origin	18	-
Ready meals	Meat content/pictorial representation	7	-
Gluten-free products	Gluten-free declaration	11	1

Where unsatisfactory samples are identified, officers carry out follow-up work to identify the cause and take appropriate action.

During July, August and September 2004, a survey was carried out looking at the microbiological quality of ice cream. Almost two-thirds of ice cream samples gave unsatisfactory results. Investigations into the poor results revealed inadequate cleaning of the dispenser nozzles and a lack of awareness of the correct methods for cleaning and disinfecting the ice cream machines. In all cases, officers gave advice and took follow-up samples. To further raise awareness, correspondence was sent to all ice cream manufacturers/retailers advising them of the importance of hygienic practices and cleaning, and recommending that they follow the Code of Practice for the Hygienic Manufacturer of ice cream. This study also shows the importance of carrying out surveillance projects to assess the microbiological quality of ready to eat foods.

The programme of feeding stuffs sampling was not undertaken. Feeding stuffs has been given a low priority due to the lack of local manufacturers and packers.

Food Inspections

The service undertook no formal seizure of unfit food in the year.

Promotional Work

The service was only able to provide two foundation courses during the year. Resources did not allow for any further pro-active activities, although the team has continued to offer advice and information on request with 70 advisory visits to businesses being carried out during the year.

Complaints

During the year the service dealt with 16 complaints relating to the condition of food premises and food handling practice. In addition, 30 complaints of unfit or out of condition food, extraneous matter, mould and unsatisfactory labelling of food items were also received. These investigations have been undertaken all within our target of 2 working days, however, they have had some effect on performance of the inspection programme.

Food Poisoning

The service received 203 notifications of food poisoning during the year and investigated 6 outbreaks of infectious disease, most of which occurred in residential care homes and were found to be viral in nature.

In January 2004, a multi-disciplinary working group was set up consisting of representatives from the health Protection Agency and Hartlepool, Redcar & Cleveland, Middlesbrough and Stockton-on-Tees Borough Councils to improve surveillance and the reporting of infectious diseases within Teesside. One of the key tasks of this group was to encourage better reporting of infectious diseases by GPs and this could provide a possible explanation for the increased number of notified cases of food poisoning received.

Food Safety Incidents

The Service received 75 food alerts from the Food Standards Agency during the year. All requiring action were dealt with expeditiously and in all but one instance without significant impact on programmed workloads. The latter involved a large-scale national recall of a wide range of Sudan 1 contaminated products, and required intensive initial action to contact businesses and verify product removal. No food incidents were identified by the Authority that required notification to the Food Standards Agency.

Enforcement

During 200/05, no emergency prohibition notices were served on businesses where formal cessation of a good activity was necessary. Ten improvement notices were served on businesses to ensure compliance with food safety issues. No prosecutions or formal cautions were undertaken.

Improvement Proposals 2004/05

The following areas for improvement are identified in the 2004/05 Food Service Plan.

- 1 Internal auditing. The documented management system for the food service has been reviewed and additional auditing has been included in this process.

- 2 An inter-authority audit will be carried out. In February 2005 an audit of the entire food service was conducted. The recommendations of this audit are being implemented and include revising the format of the Food Enforcement Service Plan.

8. Key Areas for Improvement 2005/6

In addition to committing the service to specific operational activities such as performance of the inspection programme, the service planning process assists in highlighting areas where improvement is desirable. Detailed below are specifically identified key areas for improvement that are to be progressed during 2005/06.

Feeding stuffs

We will develop and implement a documented procedure and sampling programme for feeding stuffs.

Audit recommendations

We will work towards implementing the recommendations of the inter-authority audit and will incorporate good practice identified in other audits carried out within the Tees Valley Liaison Group.

Report of: The Executive (to be presented by the Regeneration and Liveability Portfolio Holder)

Subject: STATEMENT OF COMMUNITY INVOLVEMENT

1. PURPOSE OF REPORT

- 1.1 This report seeks the Council's approval to the Statement of Community Involvement (SCI) for submission to the Secretary of State.
- 1.2 Amendments to the draft SCI are to be considered by Cabinet at the meeting to be held on 9th December 2005 (attached is a copy of the report to Cabinet which includes as appendices a copy of the draft SCI and the suggested responses to consultation on the draft). The amended document as agreed by Cabinet for approval will be forwarded after the meeting.

2. BACKGROUND

- 2.1 The 2004 Planning and Compensation Act introduced a new planning system to ultimately replace Structure Plans and Local Plans. This is known as the Local Development Framework and there will be a presentation to members early in 2006 to provide further details of this new planning system.
- 2.2 One of the documents the Council is required to prepare as part of the Local Development Framework is the Statement of Community Involvement (SCI). The SCI sets out how the Council intends to involve the community and other interested parties in the new planning system and provides standards for involving the community in all the different stages of the planning policy process and in the determination of planning applications. The draft was prepared in consultation with interested parties and groups having experience of consulting with the community.
- 2.3 The main guiding principles of the SCI are based on relevant aspects of the protocol between the Hartlepool Partnership and the Hartlepool Community Network and are consistent with the consultation criteria in the Government's Code of Practice on Consultation. Certain requirements for consultation are set out in government regulations and the draft SCI incorporates and goes beyond these minimum requirements for community involvement.
- 2.4 The SCI is primarily a procedural document and sets out:
- **who** (in general terms) will be consulted;
 - **when** they will be consulted; and also
 - **how** they will be consulted.

- 2.5 The draft SCI has been widely publicised over a period of three months (end July to end October). Most of the formal responses received have been in support of the draft document. The attached report to Cabinet gives detailed consideration to the comments received and suggests amendments that could be made to the SCI in order to accommodate most of the representations. It then sets out the next stages in the preparation of the SCI leading to its adoption as a Council document as follows:

- Approval of the SCI by Council
- Submission of the SCI to the Secretary of State (January 2006)
- Formal participation of the submitted SCI - 6 weeks (January / February 2006)
- Pre-Examination meeting if required (May 2006)
- Independent Examination of the SCI (July 2006)
- Receipt of binding Inspector's Report (September 2006)
- Adoption of SCI (December 2006).

3. **RECOMMENDATION**

That the Council:

- a) approve the amendments to the Statement of Community Involvement for submission to the Secretary of State;
- b) authorise the Regeneration and Liveability Portfolio Holder to agree the detail of these amendments.

Proposed Report to Cabinet

Report of: The Director of Regeneration and Planning Services

Subject: STATEMENT OF COMMUNITY INVOLVEMENT

1. PURPOSE OF REPORT

- 1.1 To suggest changes to the Statement of Community Involvement (SCI) arising from the consultation of the draft document.

2. BACKGROUND

- 2.1 At the meeting held on 6th July, the Cabinet approved the draft Statement of Community Involvement (SCI) for public consultation. The SCI sets out how the Council intends to involve the community and other interested parties in the new planning system and provides standards for involving the community in all the different stages of the planning policy process and in the determination of planning applications. The draft was prepared in consultation with interested parties and groups having experience of consulting with the community.
- 2.2 The main guiding principles of the SCI are based on relevant aspects of the protocol between the Hartlepool Partnership and the Hartlepool Community Network and are consistent with the consultation criteria in the Government's Code of Practice on Consultation. Certain requirements for consultation are set out in government regulations and the draft SCI incorporates and goes beyond these minimum requirements for community involvement.
- 2.3 A copy of the draft SCI as publicised is attached at **Appendix 1**. It is primarily a procedural document and sets out:
- **who** (in general terms) will be consulted;
 - **when** they will be consulted; and also
 - **how** they will be consulted.
- 2.4 The draft SCI has been widely publicised over a period of three months (end July to end October). Most of the formal responses received have been in support of the draft document. A summary of all the comments received and suggested responses to these is set out in **Appendix 2**. This report gives detailed consideration to the comments received and suggests amendments that could be made to the SCI in order to accommodate most of the representations. It then sets out the next stages in the preparation of the SCI leading to its adoption as a Council document.

3. **PUBLIC CONSULTATION ON THE DRAFT SCI**

- 3.1 The public consultation on the draft Statement of Community Involvement was carried out over a period of three months. The document was available on the council's website and at public buildings across the town. As noted in the earlier report to Cabinet in July, a summary document was also made available. This (or the main document) was circulated to almost 500 statutory bodies, businesses, local groups and individuals. Further, presentations were given by planning officers to various community groups including the Hartlepool Access Group, Communities Working Together and The All Ability Forum to target 'hard to reach' groups. Presentations are also being made to the three Neighbourhood Consultative Forums in early December.
- 3.2 Responses to the consultation have been received from 29 bodies, groups and individuals. Most of these indicate support for the draft document. However, some respondents have suggested changes to part or parts of the document.
- 3.3 The changes suggested are:
- i. the need for a more 'town planning' focussed title for the document;
 - ii. more easily read structure and presentation;
 - iii. inclusion of a diagram to illustrate the SCI process and timetable;
 - iv. simplification of Diagram 1 (and by implication Diagram 2) relating to the process for the preparation of local development documents under the new planning system;
 - v. setting out in a matrix format the information in Table 1 identifying how the Council will seek the views of the community and others at different stages of local development document preparation;
 - vi. incorporating Appendix 1 (which summarises the new planning system) into the main body of the document at Section 2;
 - vii. additional bodies to be added to the lists of consultees in Appendices 4 and 5 of the draft SCI;
 - viii. amendments to the key contacts; and
 - ix. incorporating Appendix 6 (Useful Contacts) in Section 9 of the document (Endnote).
- 3.4 Details of these comments and suggested responses to them are set out in Appendix 2 and are considered in further detail in section 4 below.

4. **RESPONSE TO THE CONSULTATION**

- 4.1 **Title of document:** The title of the document is set by government legislation, but it is considered that it would be helpful to include a sub-title such as 'How Hartlepool Council will Involve You in the Town Planning Process'. This should give greater clarity to the purpose of the SCI.

- 4.2 **Presentation:** This is considered to be a valid comment. It is appreciated that to the lay person without any knowledge of the planning system, certain parts of the document are difficult to understand. However, the SCI must accord with government advice as to its contents in order to meet the tests of 'soundness' specified in national policy and this inevitably raises difficulties in drafting.
- 4.3 **Diagram of SCI process and timetable:** This is one of the comments made by the Government Office for the North East (GONE). GONE suggest that the inclusion of such a diagram in the Introduction would be helpful. It is accepted that perhaps the introduction to the **draft** SCI would have been improved with an explanation and diagram of the preparation process and timetable, but it is considered that it is unnecessary in the next 'submission' version of the SCI which, subject to any changes made by the Inspector (see paragraphs 6.1 and 6.2 below), will be the final document.
- 4.4 **Diagrams 1 and 2:** Diagrams 1 and 2 illustrate the process for preparing documents under the new planning system. GONE have suggested that these diagrams be simplified by reducing the text in the boxes. It is felt, however, that there should be no change to the details in the diagrams as this helps to explain the process to lay people. Notwithstanding this, it is nevertheless considered that it would be appropriate to have additional simplified versions of the diagrams associated with Table 1 of the SCI (see paragraph 4.5 below).
- 4.5 **Table 1:** GONE also suggests that the information presented in Table 1 be presented in the form of a matrix. Table 1 sets out how and when the Council will be consulting with the community during the preparation of planning documents under the new system. Due consideration has been given to this suggestion, but it is considered that this will involve the loss of some of the detail and that a matrix may not be so readily understood by lay people. In order to meet the concern of GONE relating to the need to refer back to Diagrams 1 and 2, it is proposed that simplified versions of these diagrams be included in association with Table 1.
- 4.6 **Appendix 1 on the new planning system:** Section 2 of the draft SCI sets out a brief introduction to the new planning process (Local Development Framework) and refers to further details being provided in Appendix 2 of the document. GONE, however, suggest that the appendix is incorporated into the main body of the SCI. This is not considered appropriate primarily because it is felt that extending section 2 to include fuller details of the new planning process will unduly obscure the main function of the SCI which is to set out who will be consulted in respect of planning policy and planning applications, and how and when they will be consulted.
- 4.7 **Additional consultees to be identified:** Individuals and various groups and bodies have made suggestions for additional consultees to be specifically identified in either Appendix 4 or Appendix 5. These appendices list consultees for local development documents and for planning

applications respectively. These lists of consultees are not exclusive and to a certain extent need to be generalised. It is not appropriate, for example to list every local group or other organisation as these will change over time and new groups will form. Nevertheless, it will be appropriate to include most of those suggested (eg. some additional heritage groups, Sport England, Post Office Property Holdings and Tees Valley Regeneration). In addition it is agreed to list the bodies identified as 'other consultees' in Annex E of Planning Policy Statement (PPS) 12 (Local Development Frameworks) as suggested by GONE.

- 4.8 **Key contacts:** The comments submitted by some members of the Hartlepool Access Group suggest amendments to the 'Useful Contacts' included in Appendix 6. These are that
- the Access Group should be identified as a contact for issues relating to disability and equal access for all, and that
 - the Community Network rather than the HVDA should be identified as the main voluntary sector contact.

It is suggested that the SCI is amended accordingly.

- 4.9 **Appendix 6:** GONE suggest that this Appendix which sets out 'Useful Contacts' would be more useful in the main document included as part of section 9 (Endnote – How to Get Help and Advice). In this instance, it is considered that as the content of the appendix is an extension of the information in section 9 and moreover is relevant to the main purpose of the SCI, it would be appropriate to concur with this suggestion.

- 4.10 As noted in paragraph 3.1 above, presentations are being made to the three Neighbourhood Consultative Forums in early December after the preparation of this report. Any comments arising from these presentations will be reported at your meeting.

5. **CONSEQUENT AMENDMENTS TO THE SCI**

- 5.1 In summary the following amendments to the SCI are suggested as a result of the consultation undertaken on the draft document:
- addition of a sub-title clarifying that the SCI relates to means of consulting the community in respect of planning matters;
 - addition of simplified versions of Tables 1 and 2 illustrating the process for the preparation of planning documents to be set beside Table 1 which states how and when the Council will be consulting the community in this respect;
 - inclusion of the Hartlepool Access Group as a key contact and replacement of the HVDA with the Community Network as the key contact for voluntary groups;
 - incorporation of the information in Appendix 6 (Useful Contacts) into section 9 of the main part of the SCI; and

- inclusion in Appendices 4 and 5 of additional bodies as consultees – also the addition in Appendix 4 of the list of ‘other consultees’ as set out in Annex E of PPS12.

6. **THE NEXT STAGES**

- 6.1 The following is a summary of the further stages in the preparation of the Statement of Community Involvement leading to its adoption as part of the Hartlepool Local Development Framework. The dates given relate to the timetable set out in the Local Development Scheme approved by Cabinet in February 2005 and submitted for approval to the Government Office for the North East in March 2005.
- Approval of the SCI by Council
 - Submission of the SCI to the Secretary of State (January 2006)
 - Formal participation of the submitted SCI - 6 weeks (January / February 2006)
 - Pre-Examination meeting if required (May 2006)
 - Independent Examination of the SCI (July 2006)
 - Receipt of binding Inspector’s Report (September 2006)
 - Adoption of SCI (December 2006).
- 6.2 The formal participation stage is the stage at which formal representations may be made to the content of the SCI. Any objector has the right to appear at the Independent Examination. The planning inspector will consider any representations, but will primarily judge the SCI against the national ‘tests of soundness’. These tests are set out in Appendix 2 of the SCI (Appendix 1 of this report). The inspector’s recommendations for any amendments to the SCI are binding upon the Council.
- 6.3 Unless there are major objections to the SCI, it is unlikely that an Examination will be held, and the inspector will in such an instance consider written representations only. This should speed the time taken for the adoption of the SCI.

7. **OFFICER ADVICE**

That Cabinet recommend Council to:

- c) agree the amendments to the Statement of Community Involvement for submission to the Secretary of State;
- d) authorise the Regeneration and Liveability Portfolio Holder to agree the detail of these amendments.

DRAFT STATEMENT OF COMMUNITY INVOLVEMENT (SCI)

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FOREWORD

The Government's Planning and Compulsory Purchase Act 2004 introduces a new type of planning system known as the Local Development Framework.

The Statement of Community Involvement (SCI) is part of the Local Development Framework and sets out how the Council intends to inform, consult and involve you in the preparation of the planning documents prepared under the new planning system and how you can comment on major planning applications. It is intended that everyone who wants to be, can be involved.

The SCI will help to ensure a transparent and open planning process, which has the support of the community and involves local people in planning the future of their communities.

I hope that you will be encouraged to take an interest and be involved.

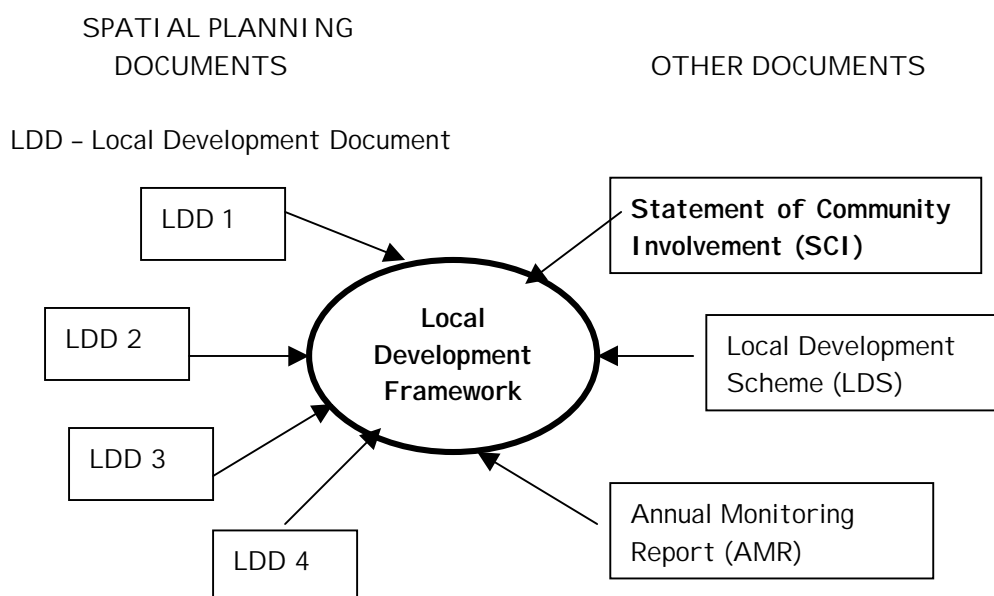
Stuart Drummond
Mayor of Hartlepool Borough Council
July 2005
Signature

1. INTRODUCTION

a) Overview

This draft Statement of Community Involvement sets out how Hartlepool Borough Council intends to involve the community, including voluntary and community groups, local residents, businesses, landowners, statutory agencies and others with an interest, in the new planning system.

The new planning system at the local level, as explained in more detail in Section 2 and Appendix 1, will be known as the Hartlepool Local Development Framework. Ultimately it will be made up of a collection of 'Local Development Documents' (LDDs) setting out the planning strategy and policies for the area together with other related documents including the Statement of Community Involvement.



The Statement of Community Involvement is thus an integral part of the new planning system. Its introduction reflects the intentions of Central Government to encourage greater public involvement in the planning process, at both an early stage and throughout. Certain requirements for consultation are set out in government regulations¹ and the SCI incorporates and goes beyond these minimum requirements for community involvement. The Borough Council considers that all those likely to be interested should have the opportunity to be involved in the preparation of new planning documents and in the consideration of planning applications. It is therefore preparing the SCI as its first priority under the new planning system.

This draft SCI firstly gives a brief introduction to the new planning system of Local Development Documents (Section 2). The linkage between the SCI and other consultation initiatives is explained in Section 3 and the Council's strategy on community involvement is set out in Section 4. Sections 5 and 6 explain

¹ The Town and Country Planning (Local Development) (England) Regulations 2004

when and how the Council will involve the community and others with an interest in both the plan making process and in the consideration of planning applications. Resourcing and managing the process of community involvement is considered in Section 7 and the monitoring and review of the process is highlighted in Section 8. Finally an end-note provides information on how to get help and advice on the planning system.

The acronyms and technical terms used in this document are explained in Appendix 7.

Your views and comments on this draft are welcomed, and Section 1(b) below, 'What Happens Next', explains how you can influence the final version of this Statement.

b) What Happens Next

This draft of the SCI is being widely circulated for comments.

You can comment on this draft document and suggest changes to be made to it. A form is available to assist you with any response. Your comments must be put in writing and sent by post, fax or e-mail, (the contact details are available on the form) by 30th September 2005.

Once the period for comments is closed the Council will consider all the responses received and, as a result, may make changes to this document. You may be consulted again if further information about your comments is needed, or if your views are required on other suggested changes.

There will also be a 6 week period when you can make formal representations on the revised document, followed by the opportunity for any objectors to make their views known at a public examination run by a government appointed Planning Inspector. This Inspector will also examine the document to check its soundness² and following his/her report, the Council will be able to adopt the Statement of Community Involvement.

c) Cautionary Note

Sometimes it is not possible to find solutions that satisfy everybody as planning seeks to achieve a balanced and sustainable approach to development. Further, issues such as available resources, statutory requirements and national and regional policy guidance also need to be considered. Getting involved does, therefore, not always guarantee that all of your views will prevail, but the Council will undertake to consider all the issues that you and others raise.

² Appendix 2 sets out what the Inspector will be looking for when considering whether the SCI and other development plan documents are sound.

2. THE LOCAL DEVELOPMENT FRAMEWORK (LDF)

a) Background and Contextual Information

Appendix 1 summarises the framework of the new planning system and explains why we plan, what a Development Plan is, what new documents within the Hartlepool Local Development Framework are designed to do, and outlines the role of sustainability appraisal in the process.

A booklet published by the Office of the Deputy Prime Minister is also available, explaining more about the planning system. Further details on this booklet, and how to get a copy are included in Appendix 1.

b) The Hartlepool Local Development Framework

New **Local Development Documents** within the **Hartlepool Local Development Framework** will progressively replace the **Hartlepool Local Plan**. These together will set out the vision, objectives, spatial strategy and policies for planning and development in Hartlepool extending over a period of up to 15 years or so. They will seek to ensure that the future development of the Borough is planned in a sustainable manner.

The **Local Development Documents (or LDDs for short)** which will be prepared in consultation with the community, comprise two types:

1. Development Plan Documents (DPDs)
2. Supplementary Planning Documents (SPDs)

Development Plan Documents will form part of the **statutory** Development Plan for Hartlepool³. The Development Plan sets out the spatial planning strategy and planning policies for the area. The DPDs that are prepared will ultimately replace the Hartlepool Local Plan and in a similar way to the local plan will be subject to independent public examination, by a government appointed inspector.

Supplementary Planning Documents (SPDs) are **non-statutory** documents expanding on or providing further detail to policies in a development plan document – they can take the form of design guides, development briefs, master plans or issue-based documents. Although SPDs will be subject to full public consultation, they will **not** be independently examined.

The processes for preparing these Local Development Documents highlighting the main opportunities for community involvement are set out in Diagrams 1 and 2 in section 5a below. The process for preparing SPDs is similar to, but more simple than, that for preparing DPDs.

The social, environmental and economic effects of the strategies and policies contained within Local Development Documents must be assessed **from the start of the process of their preparation**. This continuing assessment known as a **sustainability appraisal** will be used at each stage of the preparation of

³ The other part of the Development Plan is the Regional Spatial Strategy prepared by the North East Regional Assembly.

LDDs to guide the strategies and policies that are being developed and ensure that they meet the government's aims for sustainable development.

The adoption of the new **Hartlepool Local Plan in 2006** will reduce the need to prepare Local Development Documents in the short term as there will be up to date planning policies in place. The Council's programme for the preparation of new documents covering a period of three years or so is set out in the Local Development Scheme which is available at the Council's main offices and can be found on the Hartlepool Website (www.hartlepool.gov.uk/planningandbuildingcontrol/planningpolicy).

3. **HOW THE STATEMENT OF COMMUNITY INVOLVEMENT RELATES TO OTHER COMMUNITY INVOLVEMENT INITIATIVES**

a) **The Hartlepool Community Strategy:**

The Hartlepool Community Strategy describes a long-term vision for Hartlepool and sets a course towards addressing this and improving services. It provides the overall policy framework for the Borough and shows how the different plans fit together. It will therefore inform the general strategic direction of the various documents in the Local Development Framework (LDF). The Local Development Documents within the LDF will complement the Hartlepool Community Strategy, expressing those elements that relate to the development and use of land.

A key principle of the Community Strategy is involving the community at all stages of decisions and the carrying out of those decisions and ensuring as far as practicable that local needs are met at a local level. The significance of this principle is fully recognised within the SCI.

The preparation of the Community Strategy is overseen by the **Hartlepool Partnership**⁴. The partnership has adopted a protocol with the **Hartlepool Community Network**⁵. The protocol is built on Hartlepool's COMPACT agreed between Hartlepool Borough Council and the Community and Voluntary Sector. The protocol sets out a Code of Practice for communication and consultation, to ensure effective systems and mechanisms are in place for regular exchanges of information and ideas. It also aims to encourage the fullest participation, taking into account the needs of voluntary and community groups. The key principles and standards of this protocol have been developed to form the cornerstone of the SCI and are fully reflected in its guiding principles and service standards (see Section 4b and Appendix 3).

b) **Corporate Consultation Strategy**

The Council's Corporate Consultation Strategy outlines the purpose, needs and benefits of a consultation framework. This strategy is currently being reviewed and once adopted by the council will be available on the Council's Website.

The Council's Corporate Strategy Section, with the assistance of individual departments, maintains a database on all of the Council's consultation activities. This assists in the co-ordination of consultation activity, helps to avoid duplication, maximises the use of resources and allows the sharing of information and expertise gained from consultation exercises.

A Corporate Consultation Group, with representatives from all Council departments, contributes to the review and monitoring of the strategy and this group has helped to shape the SCI.

⁴ The Hartlepool Partnership is the 'Local Strategic Partnership' for the town and consists of a network of partnerships linked together and representing all of the key public sector organisations, private businesses, community, voluntary and residents' groups.

⁵ The Hartlepool Community Network is an organisation funded up by Central Government to seek to influence the decision making processes in Hartlepool and particularly to support voluntary/community sector and resident input into the Hartlepool Partnership and other partnerships.

4. STRATEGY ON COMMUNITY INVOLVEMENT IN THE PLANNING PROCESS

a) Aim and Vision

The Council has a good track record of consulting and involving people and like all local authorities, is facing a growing demand for increased consultation and engagement with local communities. Some of the main benefits of community involvement are outlined below:

- it strengthens the evidence base for plans, strategies and planning decisions – local communities can bring a different perspective to planning and should be valued for their expertise, opinions, insight and local knowledge;
- it creates community commitment to the future development of an area – local people can be encouraged to make a difference in their area, with long-term benefits;
- it promotes regeneration and investment – by publicising proposals and inviting the involvement of local communities, authorities can demonstrate their commitment to improving areas and facilitating joint working to achieve better quality outcomes; and
- it fosters ownership and strengthens delivery – many elements of the LDF will require joint working between local planning authorities and local communities. Involving communities at an early stage of document preparation will help to resolve issues, thereby avoiding the need for lengthy independent examinations.

In an environment in which continuous improvement is expected of local authorities, there is a clear need to ensure that service developments are driven by local choices and preferences and that improvements in performance are judged by local people.

Reflecting this, the key aim of the Strengthening Communities theme of the Community Strategy is to

“empower individuals, groups and communities and increase the involvement of citizens in all decisions that affect their lives”.

The Council has adopted this as a corporate aim.

This vision can only be promoted through the use of effective consultation within the local area and all its communities.

b) Guiding Principles

Based on the relevant elements of the protocol between the Hartlepool Partnership and the Hartlepool Community Network, the guiding principles for the SCI are identified below. These principles are also consistent with the consultation criteria in the Government’s Code of Practice on Consultation⁶.

⁶ Code of Practice on Consultation (Office of the Deputy Prime Minister – January 2004)

- i. there will be a variety of consultation mechanisms but all exercises will be inclusive with every effort made to encourage the participation of the widest relevant interests;
- ii. consideration will be given to the publication of a forward plan of consultation exercises to help people get involved;
- iii. each consultation exercise will make clear its purpose and scope and will provide background information and contact details for additional information;
- iv. information will include details of the time scale, any decisions already made, arrangements for expressing views and clarification on what influence those views will have and any other contributory factors to the final decision making;
- v. there will be use of a comprehensive range of verbal and written exercises to ensure that views can be collected from all sectors and communities as appropriate (different formats like languages, Braille, talking tapes, translators, large prints, readers for the visually impaired etc, will be made available, if requested);
- vi. once consultation is complete there will be clear and honest feedback setting out reasons for decisions made or the adoption of the specific approach. If there is a long term or ongoing process there will be regular updates;
- vii. to avoid duplication and consultation fatigue, and to ensure the best use of resources, existing networks and fora will be utilised to publicise and organise consultation;
- viii. there will be respect and confidentiality in relation to the privileged information that may be exchanged.

Appendix 3 sets out detailed service standards in relation to the preparation of documents within the LDF and to the consideration of planning applications. Council officers will examine how well these service standards are met by introducing and implementing appropriate monitoring systems.

c) Who Will be Consulted

Government Regulations⁷ identify bodies that will be consulted at specified stages in the preparation of Local Development Documents (see Appendix 4). These are included in the 'LDF consultees database' detailing these and other groups, organisations and businesses which the Council considers should normally be consulted. The database is updated as necessary and will be expanded to include any individuals or new groups who have expressed an interest.

In addition the Council is required by law⁸ to consult a number of other agencies about certain planning applications. For example, we will consult English Nature on a proposal which could affect a site of special scientific interest. The

⁷ The Town and Country Planning (Local Development) (England) Regulations 2004 – Regulations 17, 25 and 26.

⁸ The Town and Country Planning Act 1990 and related Regulations.

Council also seeks the views of a wide range of other agencies from time to time on certain types of applications. For example, we will consult Tees Archaeology if we feel a site is potentially of archaeological interest. Appendix 5 identifies statutory and other main consultees for planning applications.

Beyond these specified organisations the Council recognises that it should put in place consultation measures which are accessible to all who might have an interest in a plan or planning application, including those groups who might face particular barriers to participation, for example young people, people with disabilities, the elderly, people with learning or communication difficulties and black and ethnic minority groups.

The Council will aim to develop a flexible, sensitive, customised approach to facilitate involvement.

In addition the Council welcomes any invitations for Council officers to attend groups/meetings to give advice and answer questions to secure the involvement of under represented groups.

The Council is also keen to raise the general awareness of what planning does and will talk, on request, to schools and colleges, parish councils and other interested parties (see Appendix 6 for contact details).

5. HOW THE COUNCIL PLANS TO INVOLVE YOU IN DIFFERENT STAGES OF THE PLAN MAKING PROCESS

a) The Plan Making Process and Opportunities for Involvement

The Council wants to encourage as much involvement as possible throughout the plan making process. The methods used will vary according to the stage of preparation of each development document. Diagrams 1 and 2 below outline the processes for the preparation of Local Development Documents (Development Plan Documents and Supplementary Planning Documents – DPDs and SPDs). The boxes in the diagrams edged by a **solid line** highlight the **main stages** where there will be opportunities to get involved in the plan-making process.

Diagram 1: Process for the Preparation of Development Plan Documents

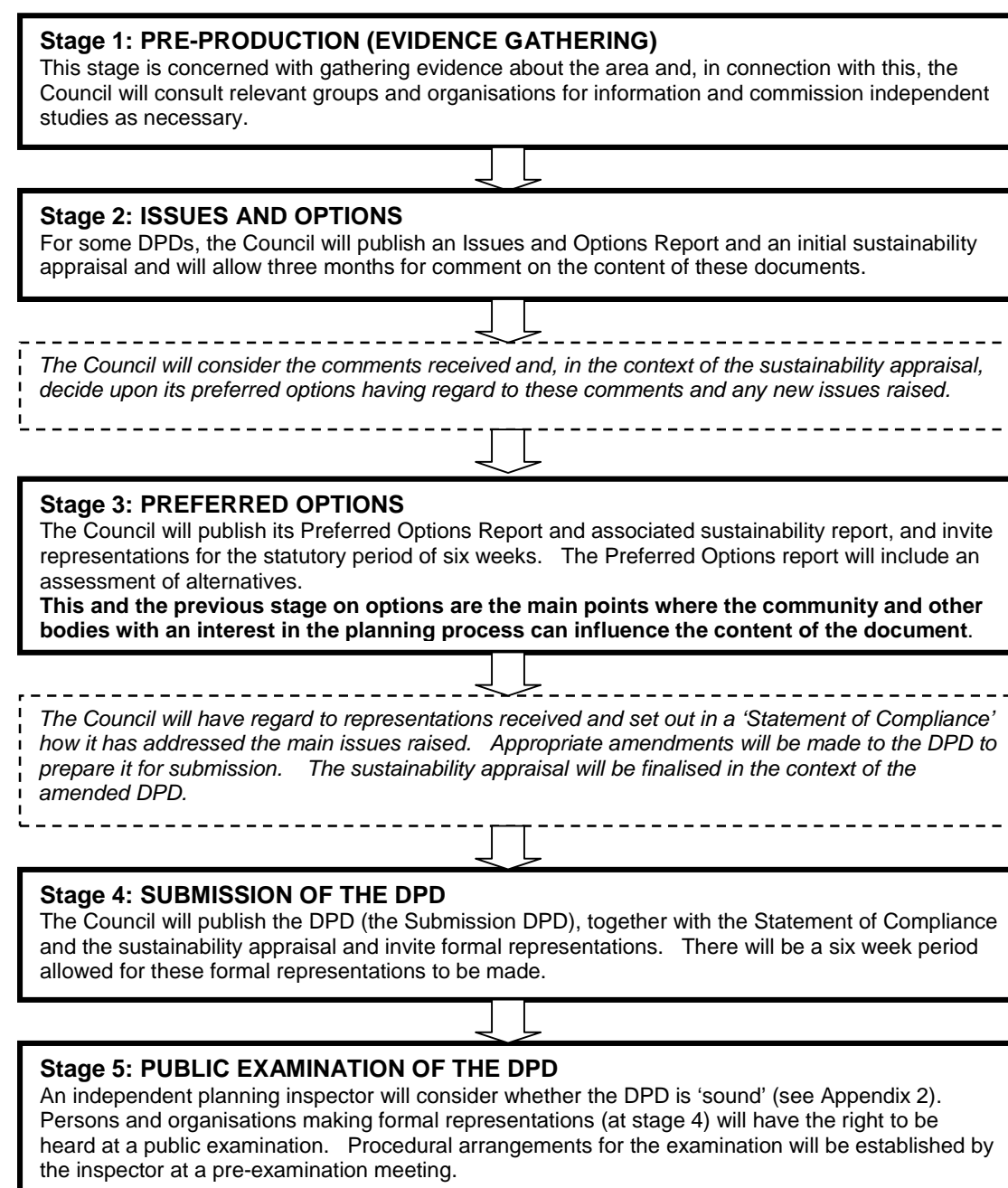
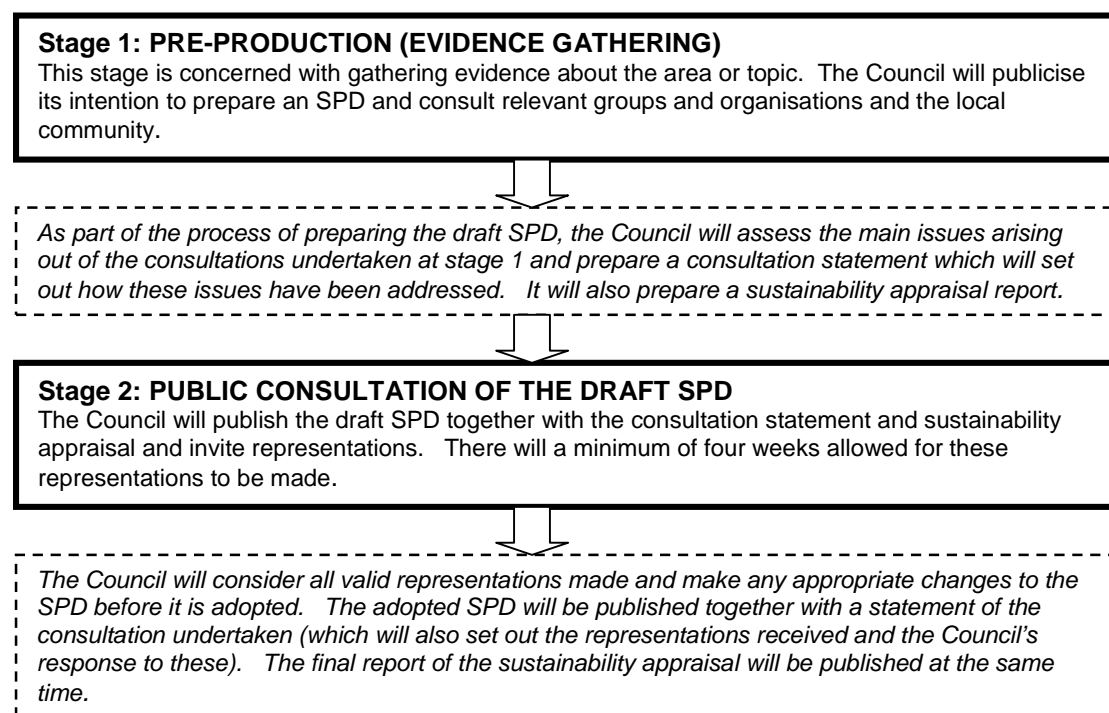


Diagram 2: Process for the Preparation of Supplementary Planning Documents



b) Methods for Involving the Community

Details of the ways in which the Council will involve the community and others with an interest in the plan making process are set out in Table 1 below. The table sets out (in bold type in the shaded boxes) what the Council will do to engage the community and others during the preparation of Local Development Documents. It identifies in the first column when the community will be involved in the plan preparation process making reference to the stages highlighted in diagrams 1 and 2 as necessary. It then sets out in the second column the ways in which the Council will seek that involvement. In consulting with the community the Council will take account of the nature of the interest of the individual or group being consulted and the extent of their knowledge of the process. In addition any documents at any of the stages will be available, on request from the Council, in different formats such as large print, Braille and different languages. Translators can also be made available on request.

Table 1: Engaging and Informing the Community during the preparation of Local Development Documents

Offer advice and assistance to, and develop the knowledge and skills of, people and groups with little previous experience of the planning system:	
At all stages of preparation as necessary	<ul style="list-style-type: none"> • provide officer advice and help; • arrange 'orientation' events for representatives of hard to reach groups, as required; • work with the Hartlepool Partnership and the Hartlepool Community Network to develop their roles as 'champions', encouraging participation in planning matters in their local communities and providing a community view on planning matters; and • promote the services offered by Planning Aid North amongst disadvantaged communities, the black and minority ethnic population, people with disabilities, young people and the elderly.

Seek views on the subject matter of the local development document:	
During the early stages of the preparation of Local Development Documents (stage 1 of Diagrams 1 and 2)	<ul style="list-style-type: none"> • by holding open participation events/exhibitions where planners will be available to discuss issues on an individual basis; • by holding events, such as focus groups, for invited community representatives, organisations and individuals; • where invited and where possible, by attending other organisation's meetings; • by arranging specific events for groups who need particular encouragement to get involved, as required; • by giving presentations at the Council's Neighbourhood Consultative Forums and Hartlepool Partnership, inviting discussion and comment; and • by contacting organisations with a specific interest in the subject matter of the document.
Make available background documents used as part of the preparation process for Local Development Documents:	
At Issues and Options, Preferred Options and Submission stages for DPDs (stages 2, 3 and 4 of Diagram 1) and at the Draft SPD stage (stage 2 of Diagram 2)	<ul style="list-style-type: none"> • by publishing all main documents on the Council's website in a downloadable form; • by distributing all relevant documents to statutory consultees as required by the regulations (see Appendix 4); • by making paper copies of the documents available either free or at a reasonable charge – where there is a charge additional copies of a document will be placed in the Central Library for lending purposes; • by placing paper copies of associated / background documents available to view in the Council's principal offices and the local libraries.
Publicise the availability of documents:	
When documents are published (stages 2, 3 and 4 of Diagram 1 and stage 2 of Diagram 2)	<ul style="list-style-type: none"> • by notices / press releases in the local paper, on the Council's website and where possible in the Council newsletter (Hartbeat); • by notices in libraries and the main Council offices; • by direct letter or e-mail to statutory consultees and to other relevant bodies, organisations and individuals included in the LDF consultees database; and • where a document identifies a proposal relating to a specific area of land, by posting notices in prominent locations within the area and / or by distributing leaflets / letters to those most likely to be affected.
Provide opportunities for informal representations during preparation of documents:	
At main stages during the preparation of Local Development Documents (stages 1 to 3 of Diagram 1 and stages 1 and 2 of Diagram 2)	<ul style="list-style-type: none"> • by holding open participation events/exhibitions where planners will be available to discuss issues on an individual basis; • by holding events, such as focus groups, for invited community representatives, organisations and individuals; • where invited and where possible, by attending other organisation's meetings; • by arranging specific events for groups who need particular encouragement to get involved, as required; and • by giving presentations at the Neighbourhood Consultative Forums, Hartlepool Partnership meetings and inviting comment.
Publicise opportunities for views to be expressed in the presence of elected members of the Council	
When issues are being considered at Council Forums etc. (eg between stages 2 & 3 and 3 & 4 of Diagram 1 and between stages 1 & 2 of Diagram 2)	<ul style="list-style-type: none"> • by press releases highlighting when different aspects related to the preparation of proposals in Local Development Documents are to be considered at meetings of the Council, Cabinet and Planning Committee, relevant Council Scrutiny Forums and Neighbourhood Consultative Forums; and • by issuing invitations to attend such meetings to members of the public or organisations whose views Council members particularly wish to hear, together with guidelines about the nature and scope of the speaking opportunity.

Provide opportunities for formal representations:	
When DPDs are submitted (stage 3 of Diagram 1) and when Draft SPDs are published (stage 2 of Diagram 2)	<ul style="list-style-type: none"> • by publishing at least one public notice in the local press (usually the Hartlepool Mail and the Northern Echo); • by sending to any statutory consultees a copy of the document and any associated documents, together with a notice saying where the document can be inspected; • by writing to relevant persons or organisations included on the LDF consultees database and to all those making comment at earlier stages of the document's preparation and attaching a notice indicating that a new document has been published, and where and when it can be inspected – some of these consultees will also be supplied with a copy of the document; • by distributing forms for formal responses with all documents dispatched and to all local libraries, main Council offices and other appropriate locations where the submitted DPD / draft SPD has been placed for inspection; • by placing a statement on the website indicating where the document(s), can be viewed, together with when, how and to whom any formal representations should be sent; • where a document identifies a proposal relating to a specific area of land, by posting notices in prominent locations within the area and / or by distributing leaflets / letters to those most likely to be affected; and • by making forms for formal comments available on the website, with the facility to complete and reply on-line.
Try to Build Consensus and Mediate between Parties with Opposing Views:	
As necessary	<ul style="list-style-type: none"> • hold meetings, as required, with selected individuals and groups to explore particular issues in more depth, and secure agreement on detailed policy wording; and • facilitate the exchange of agreed and disputed information.
Publicise the Council's decisions on representations received:	
After each stage where comment and other representations have been invited (eg after stages 2 & 3 of Diagram 1 and after stages 1 & 2 of Diagram 2)	<ul style="list-style-type: none"> • by publishing a report setting out relevant comments and representations received at each stage of the preparation process and the Council's response to these; • by notifying directly by e-mail or post individuals and organisations submitting comments or formal representations to the Council – in some instances the Council will also send a copy of the report or relevant extracts; • by sending copies of the report to relevant statutory consultees; • by publishing the report on the Council's website; • by making copies of the report available at the main Council offices, libraries and at any other locations where a related version of the local development document and associated documents (eg Sustainability Appraisal) were made available for viewing; • by making printed copies of the report available for a nominal charge; and • by advertising publication of the report in the local press and also in Hartbeat (the Council's magazine) if possible.
Publicise the arrangements and timing of events in relation to the independent examination of a Development Plan Document:	
When dates for the pre-examination meeting and public examination have been determined (stage 5 of Diagram 1)	<ul style="list-style-type: none"> • by notifying directly those who have outstanding objections to the development plan document; • by placing an item on the Council's website; • by publishing at least one public notice in the local press (usually the Hartlepool Mail and the Northern Echo); • by issuing press release(s) to the local media; • where possible, by placing an item in Hartbeat; and • by posting notices in the main Council offices and local libraries.

6. PLANNING APPLICATIONS

a) Background

When people want to carry out building works or change the use of buildings this involves “**development**”. Successive Governments have put procedures in place to ensure the effects of development are controlled. This takes the form of the need to obtain permission (from the local planning authority ie Hartlepool Borough Council), most commonly called planning permission. Many development proposals require planning permission. Others need different types of permission, eg listed building consent for works to buildings identified as being of architectural and/or historical interest. Some minor developments, however, require no permission at all.

Development control involves:

- the provision of informal advice on people’s development proposals;
- the consideration of formal applications for new development, where necessary;
- the monitoring of development as it proceeds; and
- enforcement action where breaches of control take place.

This section of the Statement deals with the first two of these and sets out how the Council will consult the community on new development proposals.

The Government has prescribed minimum standards for publicity on planning applications. This is a legal requirement. It also encourages Councils and developers to undertake pre-application discussions and community involvement on a voluntary basis, particularly on significant applications. This will not, however, be a legal requirement.

b) Pre-application Enquiries

The Council provides free advice to anyone who wishes to carry out a development proposal (the One Stop Shop (OSS) approach). The OSS aims to give a rapid and comprehensive assessment of the permissions, necessary (if any) to carry out the development, provides clear advice on the merits of the proposal and, where appropriate provides suggestions which would make the proposal more acceptable.

The majority of proposals are relatively minor and pre-discussion sometimes takes place between neighbours before a request for advice is sought. As indicated there is no legal requirement to do this although the Government wishes to encourage community involvement and discussion particularly on significant developments.

Accepting the voluntary nature of this approach the Council cannot be prescriptive but will seek to:

- i) encourage anyone wishing to carry out minor development proposals to discuss them with their immediate neighbours;

- ii) encourage anyone wishing to carry out major development⁹ to carry out consultation with the community reflecting the nature and scale of the proposed development including:
- notifying immediate local residents and businesses by letter of the proposed development;
 - placing an advert in the local newspaper (The Hartlepool Mail) detailing the proposed development;
 - contacting local community groups and interest groups who may have a specific interest in a particular proposal. The Council will provide relevant information. We will make clear to community groups that there is a weekly list of applications on the internet and if they check it and ask to be consulted we will respond accordingly. We will provide copies of the weekly list to any group that requests it. Whilst this system currently works well eg with Hartlepool Access Group, discussions will take place with Hartlepool Voluntary Development Agency (HVDA)¹⁰ to see how improvements could be introduced;
 - contacting relevant ward councillors and Parish Councils by letter detailing the proposed development;
 - providing information on the Internet (the Council's web site may be available, if necessary); and
 - organising a venue(s) to display and explain material detailing the developer's proposals.

All methods of public/community involvement should seek to give sufficient information for those considering it to fully understand what is proposed and give clear advice on how and when comments can be made (preferably not less than 10 days after the consultation event). In any subsequent planning application the developer should provide a statement of what has been done and how any comments have been addressed.

- iii) subject to any exceptions provided for in the Freedom of Information Act, ensure its computerised records of development proposals are available for inspection during normal office hours in the first instance and ultimately through the Internet at anytime.

c) Planning and Other Applications

As already indicated the Government specifies, for the Council, the minimum standards of publicity for planning applications. These take the form of:

- letters to neighbours (for schemes which could affect immediate neighbours);
- site notices (for schemes that will affect more than immediate neighbours); and/or
- press adverts (for schemes of much wider significance).

⁹ Major developments are housing developments of 10 or more dwellings or consideration of the principle of residential development on a site of at least 0.5ha, and other development with a floor area of 1000 sq m or a site area of 1ha or more or any development that requires the submission of an Environmental Assessment.

¹⁰ Hartlepool Voluntary Development Agency (HVDA) are an umbrella voluntary organisation.

Hartlepool Borough Council employs all these methods to varying degrees, quite often carrying out more than the minimum requirement. It will continue with this practice.

On major proposals Hartlepool Borough Council will also employ all or some of the methods of community involvement identified for pre-application proposals depending on the nature and scale of the proposal.

To ensure that information is widely available and public involvement is encouraged the Council will in addition:

- publish a list of applications received by the Council on a weekly basis which will be circulated to all Councillors, Parish Councils, local press, resident and interest groups (on request using the system described in 6(b)ii), and made available in main Council offices, libraries and the Council's Development Control web site (www.hartlepool.gov.uk/planningandbuildingcontrol/developmentcontrol) and from the Council's Building Control / Development Control sections;
- if possible publish details of applications of major town wide significance in the Council's magazine, HartBeat, which is circulated to all households in the Borough on a quarterly basis;
- make available copies of reports to the Council's Planning Committee in advance, on request, and on the Council's Development Control web site;
- encourage members of the public who wish to comment on applications at the Council's Planning Committee if they wish when the Committee is asked to consider particular applications. Planning Committee normally meets every 4 weeks at 10am in the Civic Suite in the Civic Centre, Victoria Road. The dates are available in advance on the Council's website.
- upgrade its computer software to ensure that applications and plans can be viewed and comments made on them via the internet; and
- arrange appointments for Planning Officers to visit neighbours or others, who are unable to get to the office, to explain plans (see Appendix 6 for contact details).

d) Appeals

Where a planning application has been refused, only applicants have a right of appeal. A person or organisation that has objected to a proposal has no right of appeal if an application is approved or refused - ie there is no third party right to appeal a decision.

Everyone the Council originally wrote to or who wrote to object or support the application will be notified in writing of the appeal and how to make their views known. If they had already written to the Council, their letter will also be copied and sent to the Planning Inspectorate.

7. RESOURCING AND MANAGING THE PROCESS OF COMMUNITY INVOLVEMENT

a) Resources

The Statement of Community Involvement has been drawn up having regard to resources (both staff and financial), Council processes and experience of the effectiveness of various methods of consultation carried out by the Council, both within and outside the planning system.

The Council's Planning Policy and Information Team will be responsible for managing the process of community involvement in the preparation of Local Development Documents. Where such involvement requires more intensive consultation, such as open participation events, staff in the Council's Regeneration Team will assist in activities. A number of staff in this team are also professionally qualified Town Planners. If external specialist agencies or consultants are used to carry out consultation activity on behalf of the Council at least one planning officer from the Council will be present.

The Council's Development Control Team is responsible for processing planning applications including the associated consultation processes.

Resources have been allocated in the 2005/06 Council budget to cover initial preparatory work on Local Development Documents including any associated community involvement, and provisional costs for future years have been factored into the Council's longer-term budget review. The Council's mainstream budget, supplemented by planning application fees, also provide resources for the various consultation processes associated with Development Control. In addition, specific funding received from the Government¹¹ has been and will continue to be used to ensure that the Council can effectively and efficiently deliver its planning service.

b) The Role of Councillors

Hartlepool Borough Council Councillors will not make decisions on Local Development Documents or on planning applications without considering and having regard to comments and representations received as part of the process of community consultation.

Ward and Parish Councillors can facilitate in expressing the views of residents in their areas. They can be contacted directly by phone, e-mail, by letter, or in person or at their ward surgery.¹² Although many Councillors generally pass on comments made in these ways to the planning officers, it is important to remember that comments have to be made in writing to the designated Planning Officer within specified timescales for them to be taken into account at any relevant Committee, meeting of the Council, Public Inquiry or Examination.

¹¹ Planning Delivery Grant is a performance related government grant allocated to assist local authorities improving performance in their planning functions

¹² Details of Ward and Parish Councillors can be obtained from the Council (Tel: 01429 266522)

8. MONITORING AND REVIEW OF COMMUNITY INVOLVEMENT

The ways of involving the community suggested in this SCI are based on the experience of the effectiveness of a wide variety of consultation methods used in relation to the planning process, regeneration and other aspects of the Council's functions. It proposes some new ways of involving the community that have not been used previously in the planning process, but have been successful in other areas of the Council's activities.

An annual review of consultation is undertaken by the Council's Corporate Strategy Section to ascertain how well all consultation is working in Hartlepool and whether or not the Corporate Consultation Strategy is achieving its goals.

More specifically, with regard to the SCI, the effectiveness of each community involvement initiative undertaken in relation to the planning process will be assessed and a statement on key findings published alongside the feedback on how comments have been considered. A representative sample of responses from consultation exercises will be analysed to identify any problems in engaging with traditionally under-represented groups. The LDF Annual Monitoring Report will highlight where the assessment findings indicate that a fundamental change in methods is required. In such circumstances, the SCI may need to be reviewed. A review of the SCI may also be needed to reflect emerging best practice and government requirements, or to respond to changing local expectations with respect to community involvement.

9. **ENDNOTE – HOW TO GET ADVICE AND HELP**

The planning system can look complicated and can put people off getting involved in plan making or commenting on planning applications.

Where can you turn to for help?

The first point of contact should be a member of the Council's planning staff who can answer queries and offer advice. Contact information for these officers and other useful contacts are identified in Appendix 6.

These contact details include:

- ♦ **Planning Aid North**– a charity offering free and unbiased advice to groups and individuals unable to afford a planning consultant;
- ♦ **Local Government Ombudsman** who will investigate if you feel that the Council has made a procedural or administrative mistake in its decision making process;
- ♦ **Hartlepool Voluntary Development Agency** – an umbrella voluntary organisation which can help groups of residents to come together to respond to planning issues;
- ♦ **Hartlepool Borough Council Complaints** – the Department of Regeneration and Planning operates a formal complaints procedure for the benefits of its customers the Council also has a Corporate Complaints Officer.
- ♦ **UNITE** – provides mediation services for neighbours in dispute.

APPENDIX 1

SUMMARY OF THE NEW PLANNING SYSTEM

a) Why Plan?

Planning provides the process for influencing the future of communities in both urban and rural areas. The framework of land use in Britain is largely provided by the Town and Country Planning system. This aims to secure the most efficient and effective use of land in the public interest. Although planning is a land use function it can help individuals, groups and businesses respond to social, economic and environmental challenges.

Planning has always encouraged community involvement and in the past it was one of the very few policy arenas where there was a statutory requirement to involve the public. Planning does not seek to prevent development and change, and does not represent the interest of just one group or individual, but seeks to achieve a balanced and sustainable approach to development.

An Office of the Deputy Prime Minister (ODPM) booklet '**Creating better places to live: A guide to the planning system in England**' provides an introduction to the planning system and is available, free of charge, from the Council or directly from the ODPM (contact details for the Council are set out in Appendix 6).

b) What is a Development Plan?

Decisions on whether to allow proposals to build on land or to change its use are made by local planning authorities. The Development Plan identifies the basis of criteria to determine planning applications to build on land or change its use. Development Plans set out each Local Planning Authority's policies and proposals for the development and use of land in their area. Decisions on planning applications are made in accordance with this Development Plan and any other material considerations in given circumstances.

The new planning system, to which this document relates, was introduced in 2004 under the Planning and Compulsory Purchase Act.

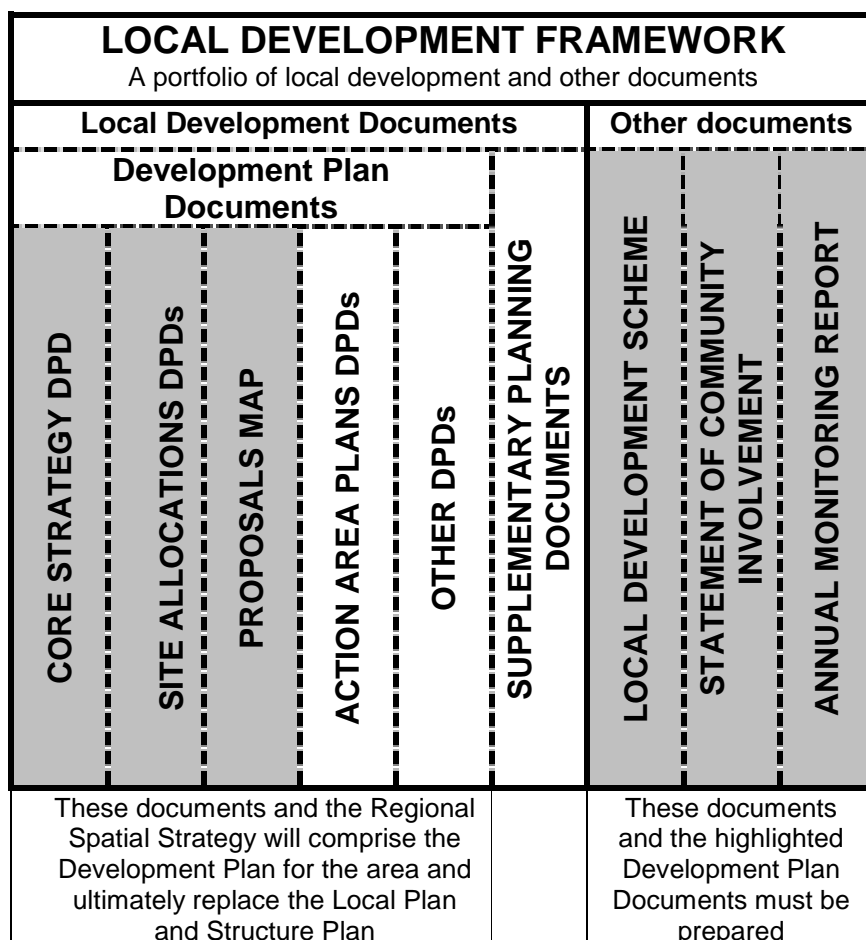
Under the old planning system, the Statutory Development Plan was made up of two plans – in Hartlepool these are the Tees Valley Structure Plan setting out the strategic policies for the area and the Hartlepool Local Plan identifying specific areas of land to be developed or protected and setting out detailed policies to guide and control development proposals. The policies in these plans will be saved until replaced by new policies included in Development Plan Documents prepared under the new planning system. In addition, the Regional Planning Guidance for the North East became part of the Development Plan when the new planning system came into force in July 2004.

Under the new planning system the development plan will comprise:

- ◆ the **Regional Spatial Strategy** setting out the broad spatial development strategy for the north east region, and
- ◆ a series of **Development Plan Documents** within the **Local Development Framework**.

c) Local Development Framework

The Local Development Framework (LDF) is the name given to a collection of documents related to the new plan-making system as illustrated in the diagram below:



There are basically two types of documents within the LDF – Local Development Documents setting out the spatial strategy and planning policies for the area and other documents relating to the plan making process.

Like the existing Local Plan the purpose of the Local Development Documents within the LDF is to establish a framework for the consideration of planning applications for the development or use of land. These will need to ensure the most efficient use of land by balancing competing demands, within the context of sustainable development. In summary the Local Development Documents are:

A. Development Plan Documents (DPDs) – which together with the Regional Spatial Strategy will comprise the statutory Development Plan and deliver the spatial planning strategy for the area. The Development Plan Documents will be subject to independent public examination. Eventually there will be a number of different types of Development Plan Documents as follows:

- **Core Strategy DPD** setting out the spatial vision, spatial objectives and core policies for the area;

- **Site Specific Allocations DPDs** identifying areas of land for development such as new housing or employment sites;
- **Action Area Plans** (where needed) relating to specific parts of the area where there will be comprehensive treatment or to protect sensitive areas;
- **Proposals Map** which will be updated as each new DPD is adopted;
- **DPDs** containing **waste and minerals** policies; and
- any other DPDs considered necessary.

The Core Strategy must generally conform with the Regional Spatial Strategy and all other DPDs must conform with the Core Strategy.

B. Supplementary Planning Documents (SPDs) – these are non-statutory documents expanding on or providing further detail to policies in a Development Plan Document – they can take the form of design guides, development briefs, master plans or issue-based documents. Although SPDs will be subject to full public consultation, they will not be independently examined.

The other documents included in the LDF are:

- i. The **Local Development Scheme (LDS)** – setting out the details of each of the Local Development Documents to be started over a period of three years or so and the timescales and arrangements for preparation. The current Hartlepool Local Development Scheme can be viewed on the Council's website at www.hartlepool.gov.uk/planningandbuildingcontrol/planningpolicy.
- ii. **Statement of Community Involvement (SCI)** – setting out the policy for involving the community and others with an interest in the development process both in the preparation and revision of Local Development Documents and with respect to planning applications.
- iii. **Annual Monitoring Report** – assessing the implementation of the local development scheme and the extent to which policies in Local Development Documents are being achieved.

In addition to the change in format, the emphasis of plan making is changing. Planning is now required to more consciously and deliberately take into account the economic, social and environmental implications when weighing up competing demands for land. The new emphasis, known as spatial planning, encourages community involvement in the early stages of plan making and provides a greater scope to promote and manage looked-for change.

d) Sustainability Appraisal

Local Development Documents should contribute to the achievement of sustainable development. Further, European Union (Strategic Environmental Assessment) Directive 2001/42/EC requires that a formal strategic environmental assessment is carried out for certain plans and programmes that are likely to have a significant effect on the environment including planning and land use documents.

Local Development Documents will therefore be subject to a sustainability appraisal (SA) which will incorporate the requirements of the Sustainable Environment Assessment (SEA). This will be a continual and integrated process starting when a new (or revised) local development document is to be prepared.

The SA/SEA process requires an examination of the baseline information of the Borough as it is now together with data on how it may change in the future.

Sustainability objectives and indicators will be developed and used to test policies and proposals contained in Local Development Documents. The policies can then be adjusted accordingly to ensure that they are as sustainable as possible.

Appraisal at each stage of a document's preparation will inform the direction adopted at the next stage and sustainability appraisal reports will be subject to consultation alongside the document as it is developed.

APPENDIX 2

TESTING SOUNDNESS

The independent examinations that will be carried out on the Statement of Community Involvement and Development Plan Documents will primarily test their 'soundness'. The following tests of soundness are extracted from Planning Policy Statement 12 which sets out the government's policy on Local Development Frameworks. Further guidance has been developed by the Planning Inspectorate.

a) Statement of Community Involvement

In assessing whether the statement of community involvement is sound, the inspector will determine whether the:

- i. local planning authority has complied with the minimum requirements for consultation as set out in the Regulations;
- ii. local planning authority's strategy for community involvement links with other community involvement initiatives e.g. the Community Strategy;
- iii. statement identifies in general terms which local community groups and other bodies will be consulted;
- iv. statement identifies how the community and other bodies can be involved in a timely and accessible manner;
- v. methods of consultation to be employed are suitable for the intended audience and for the different stages in the preparation of Local Development Documents;
- vi. resources are available to manage community involvement effectively;
- vii. statement shows how the results of community involvement will be fed into the preparation of Development Plan Documents and Supplementary Planning Documents;
- viii. authority has mechanisms for reviewing the statement of community involvement; and
- ix. statement clearly describes the planning authority's policy for consultation on planning applications.

b) Development Plan Documents

A Development Plan Document will be sound if it meets the following tests:

Procedural

- i. it has been prepared in accordance with the local development scheme;
- ii. it has been prepared in compliance with the statement of community involvement, or with the minimum requirements set out in the Regulations where no statement of community involvement exists;
- iii. the plan and its policies have been subjected to sustainability appraisal;

Conformity

- iv. it is a spatial plan which is consistent with national planning policy and in general conformity with the regional spatial strategy for the region or, in London, the spatial development strategy and it has properly had regard to any other relevant plans, policies and strategies relating to the area or to adjoining areas;
- v. it has had regard to the authority's community strategy;

Coherence, consistency and effectiveness

- vi. the strategies/policies/allocations in the plan are coherent and consistent within and between development plan documents prepared by the authority and by neighbouring authorities, where cross boundary issues are relevant;
- vii. the strategies/policies/allocations represent the most appropriate in all the circumstances, having considered the relevant alternatives, and they are founded on a robust and credible evidence base;
- viii. there are clear mechanisms for implementation and monitoring; and
- ix. the plan is reasonably flexible to enable it to deal with changing circumstances.

APPENDIX 3

SERVICE STANDARDS FOR THE LDF AND PLANNING APPLICATIONS

Hartlepool Borough Council is committed to making dealings with everyone who gets involved with the planning process fair, transparent, accessible and timely. Council officers will treat you fairly and considerately and the table below sets out the standards you can expect when dealing with the council on LDF matters and planning applications.

LDF STANDARDS	
If You...	Council officers will, where possible...
Write to us	Acknowledge it within 3 working days and reply in full within 15 working days of the date it was received.
Telephone us	Try to answer your query immediately over the phone, provided you call within normal office hours. If your query relates to a specific site, you may be asked to send a map by post or fax. This is to make sure that the advice given is actually for the site that interests you. In certain circumstances officers may request these verbal requests are put in writing for the avoidance of doubt / misunderstanding.
E-mail us	Provided you use the e-mail address - planningpolicy@hartlepool.gov.uk automatically acknowledge that your e-mail has been received, and provide a full reply by e-mail within 15 working days of the date the e-mail was received. (This service cannot be guaranteed if you use the e-mail address of a specific Planning Officer).
Fax us	See standards for writing. These only apply if you use the fax no 01429 523585. It often helps if you contact the Council first by phone or e-mail so a fax can be expected.
Meet us face to face	Try to answer your query immediately. If this is not possible, you will receive an explanation and you will be informed as to when you can expect a follow up response to your query. You will be asked how you wish further contact to be made. In certain circumstances officers may request these verbal requests are put in writing for the avoidance of doubt / misunderstanding.
LDF: SPECIFIC ACTIONS	
If You...	Council officers will, where possible...
Ask for planning and/or environmental information	If required, provide information on your rights under the Freedom of Information Act (January 2005) and what the Council is required to make available under the new Environmental Information Regulations (the Aarhus Convention).
Request a document	<ul style="list-style-type: none">• Tell you where you can already view the document.• Tell you whether there is a charge, and if so what it is.• Post it out to you within 24 hours (if it is free of charge) or on receipt of your payment (if there is a cost).

Have submitted comments on any planning document	Provide feedback either directly and / or in a published statement setting out the issues raised by respondents and the Council's response to each issue raised.
Submit formal representation	Acknowledge it within 3 working days and provide feedback either directly or through a summary report of all representations prepared for Councillors and subsequently published.
PLANNING APPLICATION STANDARDS	
If You...	Council officers will, where possible...
Write to us	Acknowledge receipt within 3 working days and reply in full within 15 working days, if you are asking advice on a development proposal.
Telephone us	Most enquiries about development proposals are complex and can have legal implications. You will therefore be asked to put your request in writing.
E-mail	Provide advice on development proposals within 15 working days.
Meet us face to face	Most enquiries about development proposals are complex and can have legal implications. You will therefore be asked to put your request in writing.
PLANNING APPLICATIONS SPECIFIC ACTIONS	
If You...	Council officers will, where possible...
Have submitted comments on a planning application	Acknowledge receipt within 3 working days. You will be given the opportunity to put your comments to the Council's Planning Committee if it is asked to consider the application (if more than one person wishes to speak you will be asked to consider appointing a spokesperson). We will advise you of the decision on an application within 2 working days of the decision being issued.
Have submitted an informal enquiry about a development proposal	Acknowledge receipt within 3 working days and provide a reply within 15 working days.

The following will be applied to all communications:

- Information will be of good quality and will be timely to allow individuals sufficient time and opportunity to gain access and understanding;
- In practical terms, meetings will be held at suitable times, in accessible places with associated support to maximise attendance and participation;
- When communicating in written form every effort will be made to ensure documents and literature are written in plain language that will be understood by the intended audience, are concise, are clearly laid out and are without jargon;
- Every effort will be made to see that documents are clear about their purpose, and are available in an accessible format having regard for specific needs (i.e. large print, Braille, translated in different languages);

- Consideration will be given to the widest use of formats including use of IT, the Internet, use of current networks and Forums, as well as use of focus groups, one to one activity, and community planning exercises.

APPENDIX 4

CONSULTATION BODIES FOR LOCAL DEVELOPMENT DOCUMENTS

The Government Regulations¹³ relating to the preparation of Local Development Documents require that certain minimum standards should be met for consulting on pre-submission DPDs (Regulations 25 and 26) and on draft SPDs (Regulation 17). These regulations make reference to:

- ♦ specific consultation bodies which must be consulted where the proposed subject matter of the LDD affects that body; and
- ♦ general consultation bodies which should be consulted if the local planning authority considers it appropriate.

The defined consultation bodies are listed below. The names and make up of individual bodies change from time to time and the bodies identified in italic type in brackets are those or examples of those currently relevant in the Hartlepool context.

a) Specific Consultation Bodies:

- the regional planning body (*currently the North East Regional Assembly*);
- a relevant authority any part of whose area is in or adjoins the area of the local planning authority (*this includes the parish councils within Hartlepool, Durham County Council, Easington and Sedgefield District Councils, Stockton on Tees, Middlesbrough and Redcar and Cleveland Borough Councils together with relevant town and parish councils within these adjoining Borough and District Councils*);
- The Countryside Agency;
- The Environment Agency;
- Highways Agency;
- The Historic Buildings and Monuments Commission for England;
- English Nature;
- The Strategic Rail Authority;
- a Regional Development Agency whose area is in or adjoins the area of the local planning authority (*currently One North East*);
- any person to whom the electronic communications code applies by virtue of a direction given under Section 106 (3)(a) of the Communications Act 2003 (*eg British Telecom*);
- any person who owns or controls electronic communications apparatus situated in any part of the area of the local planning authority (*eg. British Telecom, NTL Orange*); and
- any of the bodies from the following list who are exercising functions in any part of the area of the local planning authority:
 - Strategic Health Authority;
 - person to whom a licence has been granted under Section 7(2) of the Gas Act 1986 (*eg. British Gas*);
 - sewage undertaker (*eg. Northumbrian Water*); and
 - water undertaker (*eg. Hartlepool Water Company*).

¹³ The Town and Country Planning (Local Development)(England) Regulations 2004

b) General Consultation Bodies:

- voluntary bodies some or all of whose activities wholly or partially benefit any part of the authority's area (eg *Hartlepool Voluntary Development Agency, resident's associations and tenants groups etc*);
- bodies which represent the interests of different racial, ethnic or national groups in the authority's area (eg *Salaam Centre, Circle of Life*);
- bodies which represent the interests of different religious groups in the authority's area (eg *Churches Together*);
- bodies which represent the interests of disabled persons in the authority's area (eg *Hartlepool Access Group*.); and
- bodies which represent the interests of persons carrying on business in the authority's area (eg *Hartlepool Economic Forum, North East Chamber of Commerce, House Builders' Federation*).

c) Other Consultees:

A list of other possible agencies and organisations, which it is suggested that local planning authorities should consider the need to consult is also set out in the Government's Planning Policy Statement (PPS) 12 on Local Development Frameworks. The Council considers that many of these would be regarded as general consultation bodies representing one of the interests listed above. Others such as the environmental, conservation and wildlife groups would usually be consulted as a matter of course where the subject of the Local Development Document relates to such aspects. All the agencies and organisations suggested in PPS 12 (with the exception of Transport for London and the Commission for New Towns) are included in Hartlepool's LDF consultees database together with other organisations such as schools, estate agents, consultants, major landowners etc. and, of course, relevant government departments.

APPENDIX 5

CONSULTEES FOR PLANNING APPLICATIONS

a) STATUTORY CONSULTEES

Ancient Monuments Society
Headland Parish Council
Dalton Parish Council
Elwick Parish Council
Greatham Parish Council
Hart Parish Council
Newton Bewley Parish Council
Council for British Archaeology
Department for Environment Food and Rural Affairs (DEFRA)
English Heritage
English Nature
Environment Agency
Government Office for the North East
Health and Safety Executive
Highways Agency
Highways Division, Hartlepool (the Local Highway Authority)
One North East
Railtrack
Regional Assembly for the North East (RANE)
Sport England
The Georgian Group
The Society for the Protection of Ancient Buildings
The Theatres Trust
The Victorian Society

b) MAIN OTHER CONSULTEES

Hartlepool Borough Council departments (as relevant)
Civil Aviation Authority
Cleveland Community Forest
Cleveland Constabulary (Architectural Liaison Officer)
Cleveland Wildlife Trust
Commission for Architectural and the Built Environment
Crown Estates
Durham Tees Valley International Airport
Garden History Society
Ministry of Defence
Northumbrian Water
Sustrans
Tees and Hartlepool Port Authority
Tees Archaeology
Tees Valley Joint Strategy Unit (JSU)
Ramblers Association
West Central Hartlepool New Deal for Communities Partnership (NDC)
Wind Farm Enquires 02-49 Ofcom

APPENDIX 6

USEFUL CONTACTS

a) Council Contacts

Planning Officers are available to discuss the Local Development Framework, Statement of Community Involvement and planning applications at Bryan Hanson House, Hartlepool. This office is open as follows:

Monday – Thursday	8.30am – 5.00pm
Friday	8.30am – 4.30pm

The Statement of Community Involvement and other documents within Local Development Framework are being produced by the Urban Policy Section:

- Write to: Urban Policy Section
Hartlepool Borough Council
Bryan Hanson House
Hanson Square
Lynn Street
Hartlepool
TS24 7BT
- Telephone: 01429 523532
- Fax:: 01429 523285
- E-mail: planningpolicy@hartlepool.gov.uk
- View the web site at www.hartlepool.gov.uk/planningandbuildingcontrol/planningpolicy

Officers of the Urban Policy Section can be available outside normal office hours by prior arrangement

For information regarding planning applications please contact the Development Control Section as below:

- Write to: Development Control Section
Hartlepool Borough Council
Bryan Hanson House
Hanson Square
Lynn Street
Hartlepool
TS24 7BT
- Telephone:(01429) 284317 or 523298
- Fax: (01429) 523599
- E-mail: developmentcontrol@hartlepool.gov.uk
- Web
site:www.hartlepool.gov.uk/planningandbuildingcontrol/developmentcontrol

Any consultee or group of consultees who would like to make a complaint against the Council about the standards of service, actions or lack of action by the Council or their staff should:

- Write to: Head of Regeneration
Hartlepool Borough Council
Bryan Hanson House
Lynn Street
Hartlepool
TS24 7BT
- Telephone: (01429) 523597

b) Further Information

Further information and guidance on the planning system is available on the internet on the Planning Portal at www.planningportal.gov.uk

National planning policy (Planning Policy Statements) can be viewed on the website of the Office of the Deputy Prime Minister at www.odpm.gov.uk

The Royal Town Planning Institute also has planning news on its website at www.rtpi.org.uk.

c) Other Contacts

- ♦ **Professional Advice** – such as from a qualified planning consultant (see Yellow Pages or Leaflet in Reception at Bryan Hanson House)
- ♦ **Planning Aid** – a charity (supported by central government and administered by the Royal Town Planning Institute) offering free and unbiased advice to groups and individuals unable to afford a planning consultant.

- Write to: Planning Aid North
Joint Professional Centre for Planning & Landscape
3rd Floor, Claremont Tower
University of Newcastle upon Tyne
Claremont Road
Newcastle upon Tyne,
NE1 7RU

Helpline: (0870) 850 9803
Telephone: (0191) 222 5776
Website: www.planningaid.rtpi.org.uk

- ♦ **Hartlepool Voluntary Development Agency (HVDA)** an umbrella organisation who can help groups of residents to come together to respond to planning issues.
 Write to: HVDA
 Rockhaven
 36 Victoria Road
 Hartlepool
 Telephone: (01429) 262641

- ♦ **Your Local Elected Ward Councillor**
 Tel 01429 266522 for further details

- ♦ **Your Member of Parliament**
 To contact Iain Wright MP:
 Write to: 23 South Road
 HARTLEPOOL
 TS26 9HD

- ♦ If you feel that the local council has made a procedural or administrative mistake in its decision making process then you can contact the **Local Government Ombudsman** who will investigate:
 Write to: Local Government Ombudsman
 Patricia Thomas
 Beverley House
 17 Shipton Road
 York YO30 5FZ
 Telephone: 01904 380200
 Fax: 01904 380269
 Website: www.lgo.org.uk/contact.htm

- ♦ **UNITE** – provide mediation services for neighbour disputes.
 Write to: UNITE
 Southlands Centre
 Ormesby Road
 Middlesbrough
 TS3 0HB
 Telephone: (01642) 311633
 e-mail: enquiries@unite-mediation.org
 Website: www.unite-mediation.org

APPENDIX 7

DEFINITIONS OF ACRONYMS AND TECHNICAL TERMS USED IN THE SCI

AAP	Action Area Plan	A type of Development Plan Document relating to specific areas of major opportunity and change or conservation.
	Adopt	The final confirmation of a plan as a statutory document by the local planning authority.
	Allocation of Land	The identification of how land should be developed or built on in the future, e.g. new housing development.
AMR	Annual Monitoring Report	Report submitted to Government on the progress of preparing the Local Development Framework and the extent to which policies are being achieved.
	Appeals	The process whereby an applicant can challenge an adverse decision on an application by means of written representations, as in a formal hearing or formal inquiry proceedings
	Best Practice	Proven, practical and successful solutions to common problems
	Code of Practice	Guidance
	Circular	A government publication setting out policy approaches
CEN	Community Network	A network of community development workers operating throughout the town to support members of the public, resident associations and community / voluntary sector involvement with the Hartlepool Partnership. The network receives government funding through the Community Empowerment Fund. Hartlepool Voluntary Development Agency is the lead organisation for the CEN in Hartlepool.
	Community Strategy	Provides the planning framework for all services in Hartlepool, including the regeneration and neighbourhood renewal activity. Sets out a long term vision and details the principles and 7 priority aims necessary to achieve the vision and improve services.
	Compact	An agreement between local government (eg HBC) and the voluntary and community sector to improve relationships for advantage to all parties.
	Consultation	Seeking people's views to guide decision-making.
	Core Strategy	A Development Plan Document setting out the spatial vision and objective of the planning framework for the area, having regard in particular to the Community Strategy. All other development plan documents must conform with the core strategy.
	Corporate	With reference to the Local Authority, all departments and interests acting as a united group.
	Corporate Consultation Group	Brings together representatives from all council departments to contribute to the review of the Corporate Consultation Strategy (see below).
	Corporate Consultation Strategy	Outlines the purpose, needs and benefits of a consultation framework.
DPD	Development Plan Document	A local development document in the local development framework which forms part of the statutory development plan. The core strategy, documents dealing with the allocation of land,

		action area plans and the proposals map are all development plan documents.
	Development Plan	Documents setting out the policies and proposals for the development and use of land and buildings. Under the new planning system it comprises the Regional Spatial Strategy and Development Plan Documents, whilst under the transitional arrangements it comprises the Structure Plan and Local Plan.
	Empower	Development of confidence and skills of individuals or communities to enable them to take on decision making roles.
	Feedback	Reporting back information on something that has been done.
	Freedom of Information Act 2000	Details the general right of access to information held by public authorities
	Hartlepool Partnership	The Local Strategic Partnership (LSP). Set up in 1999 to bring together a range of organisations to give the town a strong united voice. Main aim is to improve social, economic and environmental well being by providing existing services more effectively, improving areas and setting a vision for the future guided by the Community Strategy.
	Independent Examination	The process by which an Independent Planning Inspector publicly examines the soundness of a DPD and any representations made against it before issuing a binding report.
	LDF Consultees Database	A list containing details of groups, organisations and individuals to be consulted on planning policy documents. To be included on the list contact the Urban Policy Section of the Council at Bryan Hanson House (tel 01429 523280 or e-mail planningpolicy@hartlepool.gov.uk)
	Local Authority	Organisation governing the area, e.g. the Borough Council, County Council, Town Council, Village Council.
	Local Planning Authority	The Local Authority that is empowered by law to exercise planning functions. Normally the borough council or district council.
LDF	Local Development Framework	The overarching term given to the collection of Local Development Documents which collectively will provide the local planning authority's policies for meeting the community's economic, environmental and social aims for the future of the area where this affects the development and use of land and buildings. The LDF also includes the Local Development Scheme and the Annual Monitoring Report.
LDS	Local Development Scheme	A public statement setting out the programme for the preparation of Local Development Documents. Initially it will also identify the programme for the completion of the local plan and also which policies of the local and structure plan are to be saved and/or replaced.
	Local Plan	A statutory development plan prepared under previous legislation, or being prepared under the transitional arrangements of the new Act. (A legal document containing all the policies and standards that will be used to determine decisions on planning applications received by the Development Control Section.)

LDD	Local Development Document	An individual document in the Local Development Framework. It includes Development Plan Documents, Supplementary Planning Documents and the Statement of Community Involvement.
	Material Considerations	A matter which should be taken into account in deciding on a planning application or on an appeal against a planning decision.
	National Planning Policy	Government policy contained within Planning Policy Guidance (PPG) and Planning Policy Statements (PPS).
	Neighbourhood Consultative Forum	A non-statutory forum for discussing neighbourhood issues and needs. Members may be publicly elected or nominated by organisations represented under the constitution.
	Neighbourhood Renewal	A national strategy setting out the Government's vision for narrowing the gap between deprived neighbourhoods and the rest of the country, to reduce disadvantage.
	Non Statutory	Not strictly required by written law.
ODPM	Office of the Deputy Prime Minister	Government department responsible for town and country planning, policy and administration (previously the Department for Transport, Local Government and the Regions, DTLR).
	Planning and Compulsory Purchase Act 2004	Government legislation introducing a new approach to development planning.
	Planning Application	An application for permission from the local planning authority to commence building work or change of use of buildings.
	Planning Committee	A panel of 16 members of the Council whose role is to consider difficult or complicated planning and other applications. Normally meets every four weeks.
PPG	Planning Policy Guidance	Government documents providing policy and guidance on a range of planning issues such as housing, transport, conservation etc. PPGs are currently being replaced by Planning Policy Statements.
PPS	Planning Policy Statements	Government documents replacing PPGs and designed to separate policy from wider guidance issues.
	Policies	Legal guidance document.
	Protocol	Official procedures.
	Proposals Map	Illustrating on an Ordnance Survey base the policies and proposals of development plan documents and any 'saved' policies of the local plan.
RPG	Regional Planning Guidance	Planning policy and guidance for the region issued by the Secretary of State. RPG became the Regional Spatial Strategy upon commencement of the Act.
RSS	Regional Spatial Strategy	Statutory regional planning policy forming part of the Development Plan and prepared by the regional planning body. The Local Development Framework must be in conformity with the RSS.
	Resident Association	A group of residents bound by a written constitution that represent resident views within a certain area.
	Saved Policies	Policies within the Local Plan and the Structure Plan that remain in force for a time period pending their replacement as necessary by development plan documents or the Regional Spatial Strategy.

	Scrutiny Forum	An advisory panel, which considers reports and carries out investigations into issues arising.
	Six Week Period	In the statutory time period individuals and groups can make objections or support a plan.
	Soundness	In the process of examining a planning document an inspector assesses whether the document is reasonable, shows good judgement and is justifiable (ie sound)
	Spatial Planning	Taking into account the economic, social and environmental implications when weighing up competing demands for land.
	Statutory	Required through written law, usually through an Act of Parliament.
	Sustainable	To maintain the vitality and strength of something over a period of time.
SA	Sustainability Appraisal	Identifies and evaluates social, environmental and economic effects of strategies and policies in a local development document from the outset of the preparation process. It incorporates the requirements of the Strategic Environmental Assessment (SEA) Directive.
SCI	Statement of Community Involvement	Sets out the standards to be achieved in involving the community and other stakeholders in the preparation, alteration and review of Local Development Documents and in significant development control decisions
SEA	Strategic Environmental Assessment	A generic term used internationally to describe environmental assessment as applied to policies, plans and programmes
SPD	Supplementary Planning Document	A local development document providing further detail of policies in development plan documents or of saved local plan policies. They do not have development status.
SPG	Supplementary Planning Guidance	Provide additional guidance expanding policies in a local plan. SPGs will remain relevant where they are linked to saved policies but will ultimately be replaced by supplementary planning documents.
	Structure Plan	A statutory development plan setting out strategic policies for environmental protection and development and providing the more detailed framework for local plans. Policies in the structure plan will be saved for a time period under the transitional arrangements of the Act.
	Third party right of appeal	An applicant for planning permission who is not happy with the council's decision can appeal to a third party, normally the planning inspectorate. An inspector will be appointed to review the council's decision.
	Transitional Arrangements	Government regulations describing the process of development plans begun before, and to be completed after, the Planning and Compulsory Purchase Act 2004
	Vision	A long term view, an image of how things might be in the future.
	Voluntary Sector	Non-statutory organisations controlled by people who are unpaid and usually elected.

13(a)(iii)
Appendix 2

Draft SCI - Response to Consultation

<i>SCI</i>	<i>Name</i>	<i>Organisation</i>	<i>Comments</i>	<i>Changes Sought</i>	<i>Draft HBC Response</i>
DSCI 001	Ian Radley	Highways Agency	No further comment to make, other than the Highway Authority's role within the LDF preparation process is adequately dealt with by Appendix 4		NOTED
DSCI 002	Mrs H. Maguire	Hartlepool H.O.H. club	Support (no additional comments made)		NOTED
DSCI 003	Tracey Jones	The Countryside Agency	Unable to offer comments due to limited resources		NOTED
DSCI 004	Alan Hunter	English Heritage		Include statutory and non-government heritage organisations in the planning process. (see letter)	AGREE to include additional heritage organisations who are statutory consultees to list at Appendix 5
DSCI 005	Marie Higgins	Sport England		Identify Sport England as a consultee in the preparation of local development documents in appendix 4.	AGREE to add Sport England as a consultee in appendix 4..
DSCI 006	Aiden A Mullan	North Tees & Hartlepool NHS	Support (no additional comments made)		NOTED
DSCI 007	Diane Bowyer	DPDS Consulting Group	Support (no additional comments made)		NOTED
DSCI 008	Helen Spoors	District of Easington	Support the intention to co-ordinate consultation activity through the Corporate consultation strategy. Consultation via email and letter is welcomed		NOTED
DSCI 009	Steve Willcock	George Wimpey North	Receipt acknowledged - please keep informed of progress of SCI		NOTED
DSCI 010	Chris Creighton (agent)	WM. Morrison Supermarkets PLC	Supports proposals set out in draft SCI for future consultation		NOTED
DSCI 011	Robert Cooper (Clerk)	Grindon Parish Council		Neighbouring Councils are specifically mentioned in relation to receiving information.	NOTED - Neighbouring Councils are statutory consultees and will be consulted as required by Government Regulations

<i>SCI</i>	<i>Name</i>	<i>Organisation</i>	<i>Comments</i>	<i>Changes Sought</i>	<i>Draft HBC Response</i>
DSCI 012	Robin Daniels	Tees Archaeology	Support (no additional comments made)		NOTED
DSCI 013	Sheila Bruce	Hartlepool Civic Society	Support (no additional comments made)		NOTED
DSCI 014	Dr David Leyshon	Ramblers Association	Support - pleased that Rambler's Association listed in Appendix 5		NOTED
DSCI 015	Julie Proffitt	Hartlepool Access Group		1. Title needs clear link with planning 2. Access Group should be listed as a contact for issues relating to disability and equal access for all. 3. Language needs to be in plain English. 4. Hartlepool Community Forum should be Voluntary Sector contact rather than HVDA	1. AGREE that would be helpful to include a planning related subtitle. 2. AGREE to add Access Group as a key contact. 3. NOTED - the Council appreciates that the document is difficult to understand and has endeavoured to put the document into plain English. However, the SCI must accord with government advice as to its contents in order to meet the tests of soundness and this inevitably raises difficulties in this respect. AGREE to recheck before the document is finalised. 4. AGREE to add reference to Community Network as voluntary sector contact.
DSCI 016	Fiona Campbell	Hartlepool Access Group		1. Title needs clear link with planning 2. Access Group should be listed as a contact for issues relating to disability and equal access for all. 3. Language needs to be in plain English. 4. Hartlepool Community Forum should be Voluntary Sector contact rather than HVDA	1. AGREE that would be helpful to include a planning related subtitle. 2. AGREE to add Access Group as a key contact. 3. NOTED - the Council appreciates that the document is difficult to understand and has endeavoured to put the document into plain English. However, the SCI must accord with government advice as to its contents in order to meet the tests of soundness and this inevitably raises difficulties in this respect. AGREE to recheck before the document is finalised. 4. AGREE to add reference to Community Network as voluntary sector contact.

<i>SCI</i>	<i>Name</i>	<i>Organisation</i>	<i>Comments</i>	<i>Changes Sought</i>	<i>Draft HBC Response</i>
DSCI 017	Christine Remmer	Hartlepool Access Group		1. Title needs clear link with planning 2. Access Group should be listed as a contact for issues relating to disability and equal access for all. 3. Language needs to be in plain English. 4. Hartlepool Community Forum should be Voluntary Sector contact rather than HVDA	1. AGREE that would be helpful to include a planning related subtitle. 2. AGREE to add Access Group as a key contact. 3. NOTED - the Council appreciates that the document is difficult to understand and has endeavoured to put the document into plain English. However, the SCI must accord with government advice as to its contents in order to meet the tests of soundness and this inevitably raises difficulties in this respect. AGREE to recheck before the document is finalised. 4. AGREE to add reference to Community Network as voluntary sector contact.
DSCI 018	Louise Linighan	Hartlepool Access Group		1. Title needs clear link with planning 2. Access Group should be listed as a contact for issues relating to disability and equal access for all. 3. Language needs to be in plain English. 4. Hartlepool Community Forum should be Voluntary Sector contact rather than HVDA	1. AGREE that would be helpful to include a planning related subtitle. 2. AGREE to add Access Group as a key contact. 3. NOTED - the Council appreciates that the document is difficult to understand and has endeavoured to put the document into plain English. However, the SCI must accord with government advice as to its contents in order to meet the tests of soundness and this inevitably raises difficulties in this respect. AGREE to recheck before the document is finalised. 4. AGREE to add reference to Community Network as voluntary sector contact.
DSCI 019	Kevin J. Gledden	Hartlepool Access Group	Support (no additional comments made)		NOTED
DSCI 020	Helen Wood	Tees Valley Regeneration		Add TVR to "main other Consultees" contained in Appendix 5 of document.	AGREE to add TVR to main other consultees contained in Appendix 5 of document.

<i>SCI</i>	<i>Name</i>	<i>Organisation</i>	<i>Comments</i>	<i>Changes Sought</i>	<i>Draft HBC Response</i>
DSCI 021	Sam Kipling	Environment Agency	No comments - document appears to be comprehensive, well-structured and accessible		
DSCI 022	Louise Nicholson	Yuill Homes Ltd	Keep informed of progress in this and other planning documents (no comments made on draft SCI)		NOTED - respondent will be kept advised of all consultations
DSCI 023	Jill Stephenson	Network Rail	No comment to make		NOTED
DSCI 024	Paul Nugent	Burbank United Residents	Would like to take part in the consultation process		NOTED - respondent will be kept advised of all consultations
DSCI 025	Jenny Loring	English Nature		Include points made in circular 08/2005 on Guidance on changes to the development control system regarding consultation with statutory consultees	NOT AGREED - Level of detail is not appropriate for the SCI. The Council operate a comprehensive one stop shop free advisory service where potential developers are given advice and encouraged where necessary to consult outside agencies including English Nature
DSCI 026	Charlton Gibbon	Middlesbrough Borough Council	No comments		NOTED
DSCI 027	Land & Development	National Grid	Emphasise the role of National Grid Plc. which is listed as an 'other consultee' in PPS 12 on Local Development Frameworks Offer help in the formulation of future policies relevant to National Grid.		NOTED - it is proposed to include the full list of consultees as set out in PPS12 (see HBC response to GONE's comment DSCI 030).
DSCI 028	Michael Jones (Agent)	Post Office Property Holdings		Include Post Office Property Holdings as a Statutory Consultee upon list of groups to notify on major planning applications.	AREE to add Post Office Property Holdings to Appendix 5 as a Statutory Consultee for major planning applications.
DSCI 029	Mary Edwards	Government Office for the North East		A brief explanation of the SCI Process and timetable, in a diagrammatic form, would be helpful in the introduction.	DISAGREE - Whilst it would have been helpful to include a diagram in the draft SCI, it is not considered necessary to include it in the final SCI as the process will be completed once the document is adopted.

<i>SCI</i>	<i>Name</i>	<i>Organisation</i>	<i>Comments</i>	<i>Changes Sought</i>	<i>Draft HBC Response</i>
DSCI 030	Mary Edwards	Government Office for the North East		Appendix 4 should list all the bodies under "other consultees" in paragraph E3 of Annex E in PPS12.	AGREE to specifically identify all bodies listed in PPS12 in Appendix 4 of
DSCI 031	Mary Edwards	Government Office for the North East		1. Diagram 1 in Section 5 of the SCI would benefit from reducing the text in the boxes to just include the main message. 2. The stage 1 box also refers to SPD.	1. DISAGREE - It is felt that the explanation in each box will help give understanding to the process. However, AGREE to also include simplified versions of both Diagram 1 and Diagram 2 within the SCI (see also HBC response to GONE's comment DSCI 034). 2. AGREE to correct Diagram 1.
DSCI 032	Mary Edwards	Government Office for the North East		Contact information in Appendix 6 "Useful contacts" would be more useful in the main document at	AGREE to incorporate contact information from Appendix 6 into section 9 of the SCI document.
DSCI 033	Mary Edwards	Government Office for the North East		Appendix 1 - "Summary of the New Planning System" contains information regarding the Hartlepool Local Development Framework which should be included in section 2 of the SCI	DISAGREE - The main purpose of the SCI is to set out how the council intends to involve the community and other interested parties in the new planning system and to provide standards for involving the community in all the different stages of the planning policy process and in the determination of planning applications. It is considered that extending section 2 of the SCI to include full details of the new planning process will unduly obscure the main messages of the document.
DSCI 034	Mary Edwards	Government Office for the North East		The information in Table 1 could be presented in a matrix format showing the production stages and how the council will engage at each stage. This will remove the need for the reader to constantly refer back to diagrams 1 and 2.	NOTED - It is considered that such a matrix will lose some of the detail relating to how the Council will engage and inform the community. However, it is considered that it would be helpful if simplified versions of Diagrams 1 and 2 as suggested in the HBC response to GONE's comment DSCI 031 were reproduced alongside Table 1 to remove the need for the reader to refer back.

SUPPLEMENTARY REPORT

Report of: The Executive (to be presented by the Regeneration And Liveability Portfolio Holder)

Subject: STATEMENT OF COMMUNITY INVOLVEMENT

1. PURPOSE OF REPORT

- 1.1 This report informs Council of the decision of Cabinet on the 9th December, 2005 in relation to the item on the Statement of Community Involvement (SCI).

2. INFORMATION

- 2.1 A number of amendments to the SCI were suggested as a result of the consultation undertaken on the draft document. Cabinet has considered these and has now agreed them. These amendments will be incorporated into the document set out in Appendix 1 of item 13 (a) iii.
- 2.2 The amendments agreed by Cabinet are as follows:-
- addition of a sub-title clarifying that the SCI relates to means of consulting the community in respect of planning matters;
 - addition of simplified versions of Tables 1 and 2 illustrating the process for the preparation of planning documents to be set beside Table 1 which states how and when the Council will be consulting the community in this respect;
 - inclusion of the Hartlepool Access Group as a key contact and replacement of the HVDA with the Community Network as the key contact for voluntary groups;
 - incorporation of the information in Appendix 6 (Useful Contacts) into section 9 of the main part of the SCI; and
 - inclusion in Appendices 4 and 5 of additional bodies as consultees – also the addition in Appendix 4 of the list of 'other consultees' as set out in Annex E of PPS12.
- 2.2 A copy of the amended SCI report is available in the Members' Room.

3. **RECOMMENDATIONS**

3.1 The recommendation is that the Council

- a) Approve the amendments to the Statement of Community Involvement for submission to the Secretary of State and
- b) Authorise the Regeneration and Liveability Portfolio Holder to agree the detail of these amendments.

Report of: The Executive (to be presented by the Regeneration & Liveability Portfolio holder)

Subject: Responses to the Proposed Modifications to the Hartlepool Local Plan

1. PURPOSE OF THE REPORT

- 1.1 The reports seeks Council's approval of Further Proposed Modifications to the Local Plan to be subject to public consultation.
- 1.2 The representations on the Proposed Modifications and the Council's Proposed Further Modifications are to be considered by Cabinet at its meeting to be held on 9 December 2005. The responses to the Proposed Modifications as agreed by Cabinet will be forwarded after the Cabinet Meeting. In the meantime the suggest responses are attached as **Appendix 1.**

2. BACKGROUND

- 2.1 The Proposed Modifications to the Local Plan as agreed by Council on 15 September 2005 were made available for public inspection from 30 September to 10 November 2005 to give an opportunity for representations in respect of the proposed modifications and to the intention not to modify the plan in accordance with certain of the recommendations in the Inspector's Report.
- 2.2 A total of 66 representations were received including 9 objections to the Proposed Modifications and 7 objection to the Council's decision not to modify the plan in accordance with certain of the recommendations in the Inspector's Report.
- 2.3 Following consideration of the objections it is suggested that a number of relatively minor modifications be made to the Local Plan to accord with recent national policy guidance thereby enhancing the effectiveness of the policies and also to clarify parts of the text.

3. SUBSTANTIVE ISSUES

- 3.1 The details of the representations received together with the Council's suggested response is attached as **Appendix 1.**

- 3.2 Support was received in relation to the Proposed Modifications to delete Briarfields as a low density housing site and to identify the former allotments as a protected green space. Although not directly related to a specific modification a number of supporters mention the need to reinstate the allotments.
- 3.3 Other representations of support have been received from English Heritage relating to conservation issues and the Regional Assembly relating to a wide range of issues including town centre, Victoria Harbour and retailing uses.

4. OBJECTIONS.

- 4.1 The main objections to the **Proposed Modifications** are as follows
- Government Office has objected to the Major Office Policy Com14 as it is considered it does not conform fully to the most recent national government guidance;
 - Government Office has also objected to Policy PU6 on renewable energy as not being sufficiently positive as advised by government guidance;
 - The British Wind Energy Association has also objected to Policy PU6 as being unnecessarily negative;
 - Vivienne Properties have objected to a statement in the text at paragraph 6.46a which sets out the conclusions of the 2005 Hartlepool Retail Study and which the objector considers give no scope for proving the test of need for new convenience retailing;
 - The Regional Assembly has objected to the modified text in the housing chapter which it considers is inaccurate in relation to the allowance in the Regional Spatial Strategy (RSS) for clearance of properties;
 - The Environment Agency has requested the removal of the word 'significantly' in Flood Risk policy Dco2;
 - The owners of Tunstall Farm have objected to the deletion of the low density housing policy including the allocation of Tunstall Farm.
- 4.2 The objections to the Council's decision **not to modify** the plan in accordance with the Inspector's recommendations are as follows:
- the decision not to delete Samsung North Burn Electronics Park and the associated second Wolviston A19 Road access (objections by the Hartlepool Civic Society and Transport 2000);
 - Tesco has objected to issues relating to the inclusion of Victoria Harbour in the sequential approach in Policy Com13A, the basis for developer contributions (planning agreements) and the continuing inclusion of the need for rationalising of retail facilities as a developer contribution under Policy GEP9 contrary to the Planning Inspector's recommendation. .

5. THE NEXT STEPS

- 5.1 Arising from the representations the Cabinet at its meeting will consider a number of further relatively minor modifications to the Plan to improve the quality of the policies and ensure that they conform as far as possible to government guidance.
- 5.2 These are
- to reword Policy Com14 on Major Office Development to cover other town centre uses and to refer more fully to the sequential approach and the justification of need. The supporting text will be slightly modified to reflect the change in policy.
 - to reword Policy PU6 on Renewable Energy to better reflect Government advice in PPS22.
 - to amend the wording of paragraph 7.41 to clarify the position with regard to the housing numbers and the clearance of properties included in the submitted RSS.
 - to remove the word 'significantly' from the policy on flood risk to ensure that even small scale developments take account of flood risk.
- 5.3 The Cabinet will also consider whether the objections relating to retail issues (raised by Vivienne Properties and Tesco), to Tunstall Farm and North Burn warrant further modifications to the Plan.
- 5.4 The Further Modifications should be made available for public inspection for a six week period for the receipt of representations. In the event of no duly made objections being received during the deposit period the Borough Council could then proceed to adopt the Local Plan possibly in February 2006.
- 5.5 In the meantime those policies in the Proposed Modifications which have not been subject to further modifications will now be considered to have full weight as material considerations in planning applications.

6. RECOMMENDATION

That the Council:

- a) agrees the responses to representations as referred to in this report
- b) approves the proposed Further Modifications
- c) authorises the Regeneration and Liveability Portfolio Holder to agree the final drafting of the Further Modifications.

APPENDIX 1

Proposed Report to Cabinet

Report of: The Director of Regeneration and Planning Services

Subject: RESPONSES TO THE PROPOSED
MODIFICATIONS TO THE HARTLEPOOL LOCAL
PLAN.

1. PURPOSE OF REPORT

- 1.1 To report the receipt of representations received following the publication of the Proposed Modifications to the Hartlepool Local Plan and to suggest further relatively minor modifications that should be publicised before the Local Plan is formally adopted.

2. BACKGROUND

- 2.1 The Proposed Modifications as agreed by Council on 15 September 2005 were made available for public inspection from 30 September to 10 November 2005 to give an opportunity for representations in respect of the proposed modifications and to the intention not to modify the plan in accordance with certain of the recommendations in the Inspector's Report.
- 2.2 A total of 66 representations were received from 31 individuals and bodies which comprised:
- 41 representations of support to the Proposed Modifications;
 - 9 objections to the Proposed Modifications;
 - 7 objections to the Council's decision not to modify the plan in accordance with certain of the recommendations in the Inspector's Report;
 - 9 general comments.

The representations are summarised in Appendix 1 attached.

3. REPRESENTATIONS OF SUPPORT

- 3.1 Much of the support was received in relation to the Proposed Modifications to delete Briarfields as a low density housing site and to identify the former allotments as a protected green space. Although not directly related to a specific modification a number of supporters mention the need to reinstate the allotments.

- 3.2 Other representations of support have been received from English Heritage relating to conservation issues and the Regional Assembly relating to a wide range of issues including town centre, Victoria Harbour and retailing uses.

4. OBJECTIONS.

- 4.1 The main objections to the **Proposed Modifications** are as follows
- Government Office has objected to the Major Office Policy Com14 as it is considered it does not conform fully to the most recent national government guidance;
 - Government Office has also objected to Policy PU6 on renewable energy as not being sufficiently positive as advised by government guidance;
 - The British Wind Energy Association has also objected to Policy PU6 as being unnecessarily negative;
 - Vivienne Properties have objected to a statement in the text at paragraph 6.46a which sets out the conclusions of the 2005 Hartlepool Retail Study and which the objector considers give no scope for proving the test of need for new convenience retailing;
 - The Regional Assembly has objected to the modified text in the housing chapter which it considers is inaccurate in relation to the allowance in the Regional Spatial Strategy (RSS) for clearance of properties;
 - The Environment Agency has requested the removal of the word 'significantly' in Flood Risk policy Dco2;
 - The owners of Tunstall Farm have objected to the deletion of the low density housing policy including the allocation of Tunstall Farm.
- 4.2 The objections to the Council's decision **not to modify** the plan in accordance with the Inspector's recommendations are as follows:
- the decision not to delete Samsung North Burn Electronics Park and the associated second Wolviston A19 Road access (objections by the Hartlepool Civic Society and Transport 2000);
 - Tesco has objected to issues relating to the inclusion of Victoria Harbour in the sequential approach in Policy Com13A, the basis for developer contributions (planning agreements) and the continuing inclusion of the need for rationalising of retail facilities as a developer contribution under Policy GEP9 contrary to the Planning Inspector's recommendation. .

5. THE NEXT STEPS

- 5.1 Arising from the representations officers consider that it is appropriate to agree a number of further relatively minor modifications to the Plan to improve the quality of the policies and ensure that they conform as far as possible to government guidance.

5.2 These are

- to reword Policy Com14 on Major Office Development to cover other town centre uses and to refer more fully to the sequential approach and the justification of need. The supporting text will be slightly modified to reflect the change in policy.
- to reword Policy PU6 on Renewable Energy to better reflect Government advice in PPS22.
- to amend the wording of paragraph 7.41 to clarify the position with regard to the housing numbers and the clearance of properties included in the submitted RSS.
- to remove the word 'significantly' from the policy on flood risk to ensure that even small scale developments take account of flood risk.

5.6 As indicated within the proposed responses within Appendix 1, it is not considered that the objections relating to retail issues (raised by Vivienne Properties and Tesco), Tunstall Farm and North Burn warrant further modifications to the Plan.

5.7 The Further Modifications should be made available for public inspection for a six week period for the receipt of representations. In the event of no duly made objections being received during the deposit period the Borough Council could then proceed to adopt the Local Plan possibly in February 2006.

5.8 In the meantime those policies in the Proposed Modifications which have not been subject to further modifications will now be considered to have full weight as material considerations in planning applications.

6. OFFICER ADVICE

That Cabinet recommends Council to

- d) agree the responses to representations as referred to in this report
- e) approve the proposed Further Modifications
- f) authorise the Regeneration and Liveability Portfolio Holder to agree the final drafting of the Further Modifications.

Representations on Proposed Modifications

<i>Ref</i>	<i>Name/Organisation</i>	<i>Subject</i>	<i>Objection</i>	<i>Representations</i>	<i>Changes Sought</i>	<i>Draft HBC Response</i>
8006.1	Durham Heritage Coast	General	No	No comments to make		NOTED
8008.1	North East Regional Assembly	General	No	The proposed modification includes updates to the text describing the emerging RSS. This recognises the publication of the submission draft RSS and its policy objectives. These proposed modifications are welcomed.		NOTED
8011.1	Sanderson Weatherall for Royal Mail Property Group plc:	General	No	No comments - wish to be consulted on future rounds of local plans and LDF documents.		NOTED
8014.1	Northumbrian Water	General	No	No issues in the proposed Modifications other than to reiterate our concerns over the drainage of the Victoria Harbour development.		NOTED
8016.1	Sport England	General	No	Do not wish to make any comments.		NOTED

APPENDIX 1

<i>Ref</i>	<i>Name/Organisation</i>	<i>Subject</i>	<i>Objection</i>	<i>Representations</i>	<i>Changes Sought</i>	<i>Draft HBC Response</i>
8017.2	Development Planning Partnership for Tesco	Developer Contributions	Yes	<p>Objects to Borough Council's decision not to propose a modification as recommended in the Inspector's report. Amendments to GEP9 have not met original objection O/0177.2 & CWRO/5028 and do not take into account the recommendations of the inspector that the plan be modified by including reference to the national framework contained in Circular 05/05 'planning obligations' within the reasoned justification to policy GEP9 and within Supplementary Note 9. The inspector agreed with Tesco stores that there should be an indication of the relevant national policy framework in the reasoned justification of the policy and for any Supplementary Guidance. However the Council provides no justification or reasoning why they have ignored the inspector's recommendation. Original objection that policy GEP9 which refers to developer contributions should specify that any such development contributions or legal agreements will be sought and comply with government guidance and advice. Among other criteria government guidance within circular 05/05 requires that planning obligations should be sought only where they meet the tests of necessity, relevance to planning, directly related to the proposed development, fairly & reasonably related in scale and kind to the proposed development and reasonable in all other respects. Imperative that in context of developer contributions reference made to Government policy to ensure all such agreements comply with its requirements and ensure that in the public interest, they are fair, open and reasonable.</p>	Reference to Circular 05/05 within the justification and within Supplementary Note 9.	<p>NO CHANGE: Proposed Modification PM03/05 inserted a new paragraph in the text at 3.24A relating to the need for developer contributions to be fair, open and reasonable. The text has a cross reference to Supplementary Note 9. Further PM03/05 inserts a new para. 1a in Supplementary Note 9 making specific reference to Circular ODPM 05/2005. However in general the text of the Local Plan does not specify such circulars. Government guidance seeks to ensure that the Local Plan does not simply repeat Government advice but rather to formulate policy accordingly.</p>

APPENDIX 1

<i>Ref</i>	<i>Name/Organisation</i>	<i>Subject</i>	<i>Objection</i>	<i>Representations</i>	<i>Changes Sought</i>	<i>Draft HBC Response</i>
8017.3	Development Planning Partnership for Tesco	Developer Contributions	Yes	Objects to Borough Council's decision not to propose a modification as recommended in the Inspector's report. Amendments to Para 3.26c and policy GEP9 have not met original objection (RO/5028.3 & O/0177.2) and do not take account of recommendations of the Inspector that the plan be modified by deleting reference to rationalisation of retail facilities in policy GEP9 and deleting the supporting text in Para 3.26c. The Inspector considered that there is no justification for developer contributions for rationalisation of retail facilities and that it is unreasonable to expect retail proposals that satisfy the tests of location and need set out in PPG6 to have to bring about the location of some existing retail facility. She concluded that Para 3.26c is therefore not consistent with PPG6. The Council also provide no justification or reasoning why they have ignored the inspector's recommendation. Original objection that Para 3.26c does not specify the reasoning and would allow where the need has not been fully justified in terms of need and sequential approach and therefore would not be in accordance with PPS6. Additionally by allowing such private negotiations on such an important matter would lead to a lack of transparency within the planning system	Deleting reference to the rationalisation of retail facilities in Policy GEP9 and deleting supporting text in paragraph 3.26c.	NO CHANGE: Whilst the Inspector recommended that the reference to rationalisation of retail facilities be deleted from policy GEP9 she did nevertheless recommend that the supporting text to Com13 (now Com13A) in para 5.46a include reference to the possible use of planning agreements to support retail relocation schemes. She therefore did not reject the principle of seeking to negotiate such planning agreements. The Borough Council is still of the view that the proper place for such a reference is in Policies GEP9 and Com13A and supporting text. It reaffirms that such arrangements may be necessary to justify a need by securing on a permanent basis the removal of shopping facilities from poorly located areas of the town
8015.1	English Heritage	Regional Economic Strategy	No	Support		NOTED

APPENDIX 1

<i>Ref</i>	<i>Name/Organisation</i>	<i>Subject</i>	<i>Objection</i>	<i>Representations</i>	<i>Changes Sought</i>	<i>Draft HBC Response</i>
8001.2	Hartlepool Civic Society	North Burn	Yes	Objects to the Council's position in not accepting the Inspector's recommendation to delete policy Ind2 (North Burn). Supports Inspector's recommendation as the need for allocation no longer exists. There is over allocation of industrial land in Hartlepool and particularly at Wynyard. Allocation of North Burn is contrary to policies on sustainability and sequential development. Site remote from rest of the Borough and not served by public transport or other support services. It acts as a competitor to existing brownfield sites. The RSS emphasises need for development to prove their credentials in respect of sustainability and sequential development. The neighbouring business park at Wynyard remains undeveloped after 15 years suggests no demand for this site in the foreseeable future.	The Council should accept the recommendation	NOT ACCEPTED: The Borough Council has considered again the Inspector's recommendation to delete the North Burn Electronics Park . It however reiterates its decision not to accept the Inspector's recommendation as to do otherwise would render the Local Plan out of conformity with the Regional Planning Guidance, the Structure Plan and the emerging RSS. The site is of strategic importance for the economic development of the region and will provide jobs for the Hartlepool area. It is considered that North Burn electronics components park will play a vital part in rejuvenating the area's economy and will impact positively on the region and sub-region in terms of creating much needed employment and helping to bridge the north/south divide – the key aim of the Northern Way document. The Council is mindful that the Government Office has not objected to the Council's position.
8008.2	North East Regional Assembly	Sequential Approach	No	Retail/town centre policies accord better with national policy. Accords with sequential approach & strategy to focus development on town centre & recognises integration of edge-of-centre consistent with RPG1 & RSS. Sequential approach to include Victoria Harbour welcomed.		NOTED

APPENDIX 1

<i>Ref</i>	<i>Name/Organisation</i>	<i>Subject</i>	<i>Objection</i>	<i>Representations</i>	<i>Changes Sought</i>	<i>Draft HBC Response</i>
8017.1	Development Planning Partnership for Tesco	Sequential Approach	Yes	Objects to Borough Council's decision not to propose a modification as recommended in the Inspector's report. Amendments to Com13 and Para 5.45 have not met original objection (O/0177.3 & CO/9001.3) & do not take account of the inspector's recommendation that Victoria Harbour needs to be subject to a sequential test and should be included in preference to out of centre sites. The inspector concluded that no clear justification had been presented for preferring certain out of centre locations to others within the urban area and that she remained particularly concerned about the proposed inclusion in the preference of the area at Victoria Harbour much of which is remote from both the town centre and any local centre. However the Council provide no justification or reasoning why they have ignored the inspector's recommendation. Original objection maintained that no indication of whether sequential approach has been taken in allocating Victoria Harbour. We consider that the inclusion of this area is not in accordance with PPS6 and the reference to this site should be removed.	Reference to Victoria Harbour as preferred location for retailing to other out of centre sites to be removed from paragraph 5.45 & Policy Com13 (now	NO CHANGE: Policy Com13A as proposed to be modified was redrafted to reflect the recent government guidance on the sequential approach advises that preference will be given to those of the out of centre sites which are close to the centre and have high likelihood of forming links with the centre. In this context it is considered that Victoria Harbour should be regarded as preferential to other out of centre sites. The redrafted policy states that proposals should demonstrate that a sequential approach has been followed. The Council is of the view that the policy and the text at 5.45 conforms to PPS6. The Council is mindful that Government Office has not objected to the policy or to the text at 5.45 and that the inclusion of Victoria Harbour in the sequential approach is welcomed by the North East Regional Assembly.
8007.1	Vivienne Properties	Retail Study	Yes	Retail study which states no further capacity for convenience floorspace implies no capacity allowed to 2011. This is inconsistent with PPS6 & Com13A & Com10 which require proposals to demonstrate need & retail assessment. All proposals for convenience would not be acceptable under the wording of paragraph 5.46	Delete Paragraph 5.46	NO CHANGE: The revised text to paragraph 5.46 in PM05/26 merely updates the 2005 Retail Study by highlighting one of its conclusions. This statement does not restrict any developer from seeking to justify retail need and capacity as required in the Policy Com13A.
8015.2	English Heritage	Church Street Conservation Area	Yes	Paragraph 5.21 should be amended	add to 5.21 "In addition, development shall be expected to preserve or enhance the character of the Conservation Area".	NO CHANGE: Policy HE1 seeks to protect and enhance Conservation Areas including the Church Street Area. Additional reference in paragraph 5.21 relating to the town centre is unnecessary
8015.3	English Heritage	Edge of Centre site - West Victoria Road	No	Supports para 5.19b as it relates to West Victoria Road		NOTED

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8032	Turley Associates for Aldi	Edge of centre site - East Stranton	No	The proposed new policy Com4a on edge of centre areas is supported especially in relation to East Stranton; the proposed policy allows for some flexibility and for A1 retail development to serve the local area.		NOTED
8012.1	English Partnerships	Trimcomalee Wharf	No	05/14 does not create difficulty in finding a developer for the Trincomalee Wharf site. 12/02 & PM 12/04 unsure how might affect Trincomalee Wharf site.		NOTED
8004.1	Government Office for the North East	Major Office Development	Yes	Major office development conflicts with PPS6. Too narrow focus. Does not address other town centre uses - arts, culture, tourism. Com14 include cross ref to tourism / hotels in Policy To9. Com14 fails to include need, scale of development & impact on existing centres.	Revision to Com14 be based on modified Com12.	AGREE to further modify Policy Com14 to specify a broader range of uses and to reflect more fully PPS6 and emphasis given to justification of need. The further modified wording will be agreed with Government Office.
8008.4	North East Regional Assembly	Victoria Harbour	No	Already commented on Victoria Harbour which was welcomed. Proposed modification to re-allocate for mixed use redevelopment rather than solely employment use as in the original Local Plan welcomed.		NOTED
8015.4	English Heritage	Tourism	No	Supports this paragraph		NOTED
8008.6	North East Regional Assembly	Housing Market Renewal	No	Text updated on subject of housing market restructuring to better reflect more recent work associated with RSS & with Tees Valley Living welcomed.		NOTED
8008.7	North East Regional Assembly	Housing Clearance	Yes	Text incorrect on replacement of cleared dwellings. Some demolished dwellings not replaced. RSS has district net addition & sub-regional demolition figures. RSS not include replacements in net addition provision; replacements against net additions.	Paragraph 7.19b should better recognise that RSS does account for replacement dwellings.	ACCEPT FURTHER MODIFICATION. Although the Council is of the view that the text at 7.19b is correct it appears that the wording has been misunderstood by the Regional Assembly. It is therefore proposed to revise the text to add in specific reference to Policy 30 of the RSS to emphasise that it does not refer to other housing policies in the RSS.

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8008.8	North East Regional Assembly	Windall Housing	No	The proposed consideration of windfall sites and the setting out of phasing periods identical to those in the emerging RSS is welcomed.		NOTED
8008.9	North East Regional Assembly	Brownfield Targets	No	The Assembly welcomes the inclusion of previously developed land targets consistent with RPG1 policy H4 and the emerging RSS.		NOTED
8008.1	North East Regional Assembly	Greenfield sites	No	The proposed deletion of some edge of settlement allocations is welcomed as this will enable more centrally located sites and HMR initiatives to be phased first as well as Victoria Harbour		NOTED
8010.1	John Herbert	Eaglesfield Road	No	(copy of letter circulated to members)		NO CHANGE Whilst the Council recognises the potential community benefit arising from the development of housing at Eaglesfield Road there is an adequate supply of general housing sites available within the Borough. The Council therefore does not feel able to include the greenfield site at Eaglesfield Road and reaffirms its decision to accept the Inspector's recommendation REC7/8
8001.1	Hartlepool Civic Society	Briarfields	No	The only solution to Briarfields is a mixed development. Also accompanying letter suggesting that a mixed use development would be a viable proposition to prevent deterioration of the house and lodge. Also suggested the restoration of the ambulance station premises.		NOTED
8008.5	North East Regional Assembly	Low Density Housing	No	Low density housing update is welcomed in principle and its interpretation that better housing that meets aspirations should be provided within Hartlepool's urban area is welcomed and consistent with RPG1 and the emerging RSS		NOTED
8015.5	English Heritage	Low Density Housing	Yes	Additional paragraph be appended to para 7.41 in respect of resisting the subdivision of older/larger villas and semi villas in Hartlepool suburbs to ensure that housing can be retained at the upper end of the market.	Additional paragraph be appended to para 7.41 in respect of resisting the subdivision of older/larger villas and semi villas	NO CHANGE: It is inappropriate to introduce a new issue at this time. However, it will be considered for inclusion in the new planning documents to be prepared for the Hartlepool Local Development Framework.

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80018.	Malcolm Wilson	Briarfields	No	The allotments should be returned to the gardeners forthwith and the land known as Briarfields Paddock should remain as open space		NOTED
8002.1	Neil Remington	Briarfields	No	Briarfields should be retained as a recreational area - re-instate the allotments and prevent even more traffic congestion.		NOTED
80027.	Derek Mitchell	Briarfields	No	To preserve the allotment site , to keep the Paddock area for recreational use.		NOTED
8003.1	JF Gent	Briarfields	No	Briarfields should be retained as a recreational area as per the Inspector's report.		NOTED
8019.1	Mrs JS Pounder	Briarfields	No	Strongly believe that Briarfields Paddock should remain open space within our town environment to enhance the enjoyment of open spaces. Accordingly the land should be returned to the allotment owners.		NOTED
8020.1	Joanne Wheatley	Briarfields	No	Believe Briarfields be kept as open land and the allotments reinstated		NOTED
8021.1	Mrs A E Wilson	Briarfields	No	Recommend that the paddock at Briarfields remains as grassland and the allotments are returned to the gardeners		NOTED
8022.1	Doreen James	Briarfields	No	The allotments should be returned to the gardeners forthwith and the Paddock should remain as open space for the enjoyment of town people in general		NOTED
8023.1	Mrs B Rennie	Briarfields	No	Briarfields Paddock should remain an open space and the allotments should be returned to the gardeners before the next growing season.		NOTED
8024.1	G H D McNaught	Briarfields	No	Feel strongly that Briarfields should not be used as building land but must remain green for recreation and private gardeners in the allotments as the preservation of a long valued local amenity		NOTED
8025.1	P T Pickens	Briarfields	No	Need to retain Briarfields as a recreation area & to re-instate allotments.		NOTED

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8026.1	Charles Anderson	Briarfields	No	Need to retain Briarfields as a recreation area & to re-instate allotments to its previous use as decreed by the Inspector in her report to Council		NOTED
8028.1	R Smithwhite	Briarfields	No	Need to keep Briarfields as an allotments and recreation area.		NOTED
8029.1	Brian Gale	Briarfields	No	Briarfields should be maintained as an open space with allotment use because development would make worse the flooding of Burn Road & Vicarage Gardens. In times of flood there is sewerage overflow into the water course. Concern about the loss of green corridor. Burn Road/Ward Jackson park etc. makes the traffic problem Wooler Road/ Elwick Road worse due to increased use. Loss of habitat wildlife		NOTED
8030.1	Anne Gale	Briarfields	No	Briarfields should be maintained as an open space with allotment use because development will exacerbate the flooding downstream (Burn Road & Vicarage Gardens). The Burn Valley carries sewerage at times of spate. Loss of green corridor. Worsening of the traffic problem Wooler Road/ Elwick Road, Detrimental to wildlife.		NOTED
8031.1	Mr & Mrs D W Ogle	Tunstall	Yes	We oppose PM07/22 to delete Tunstall Farm. The land will have no clear status and will be held in limbo pending any review of housing allocations in a future Local Development Framework Document which meet the housing needs identified by the RSS. Tunstall Farm was envisaged as the third site in a sequential approach after Tunstall Court and Briarfields.		NO CHANGE: The matters raised in the objection relate principally to issues which have already been raised at the Public Local Inquiry and fully considered by the Inspector in her report. No new issues have raised except that since the Inspector's report the Local Development Scheme has been agreed which timetables a Housing Allocations DPD in the
8031.2	Mr & Mrs D W Ogle	Burn Valley Green Wedge	No	We are pleased that the modification PM Map 03 does not place Tunstall Farm in the Green Wedge and its reversion to the 1994 limit.		NOTED

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8009.1	Peacock & Smith for Cecil M Yuill Ltd	Tunstall Farm	No	The modification not to include Tunstall Farm in the green wedge and thereby having the effect of leaving Tunstall Farm without a specific allocation on the Proposals Map is supported.		NOTED
				Does not wish to object to PM07/22		
8001.4	Hartlepool Civic Society	Burn Valley Green Wedge	Yes	Objects to the Council's position in not accepting the inspector's recommendation to extend the boundary of Summerhill Burn Valley Green Wedge (GN2) into land allocated for low density housing at Tunstall Farm. Supports the extension of the Green Wedge following removal of Tunstall Farm from the housing allocation. The site has always been an anomaly requiring a long road across the green wedge to service it and poor links to the existing housing which it abutted. The area is an integral part of the green wedge and it would make sense to recognise it as such. It will also keep it in line with the proposed modification to limit development.	The Council should accept the recommendation.	NO CHANGE: The Council has considered again whether Tunstall Farm site (now deleted) should be within the Open Countryside or within the Green Wedge. The function of the green wedges in Hartlepool is to provide corridors of accessible amenity open space linking to the open countryside. However Tunstall Farm is open countryside in agricultural use. The deletion of the housing site removes the related proposal to provide substantial tree planting on the balance of the farm holding. It is considered appropriate to include the land as open countryside.
8015.6	English Heritage	Victoria Harbour bridge	No	Supports modification in respect of the bridge from Victoria Harbour to the Headland.		NOTED
8015.7	English Heritage	Victoria Harbour bridge	No	Supports policy (pedestrian linkages)		NOTED

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8001.3	Hartlepool Civic Society	A19 Second Access Road	Yes	Objects to the Council's position in not accepting the inspector's recommendation to delete the A19 Samsung Second Access. Samsung no longer exists so need for the road is removed. There is over allocation of industrial land in Hartlepool and particularly at Wynyard. Allocation of North Burn is contrary to policies on sustainability and sequential development. Site remote from rest of the Borough and not served by public transport or other support services. It acts as a competitor to existing brownfield sites. The RSS emphasises need for development to prove their credentials in respect of sustainability and sequential development. The neighbouring business park at Wynyard remains undeveloped after 15 years suggests no demand for this site in the foreseeable future	The Council should accept the recommendation.	NO CHANGE: The Borough Council has considered again the Inspector's recommendation to delete the A19 Wolviston Second Samsung access. It however reiterates its decision not to accept the Inspector's recommendation as to do otherwise would leave the Plan in non- conformity with RPG, the Structure Plan and the emerging RSS. It is considered that North Burn electronics components park will play a vital part in rejuvenating the area's economy and will impact positively on the region and sub-region in terms of creating much needed employment and helping to bridge the north/south divide – the key aim of the Northern Way document. The access point is protected under policy T18b of the structure plan and is vital to enable this development to succeed. The Council is mindful that the Government Office has not objected to
8013.1	Transport 2000 (Tees Valley)	A19 Second Access	Yes	Disputes soundness of HBC argument. Road on greenfield land & away from bus routes. Queen's Meadow nearer town especially bus routes. Proposal to be with the agreement of Stockton Borough Council.	To accept the inspector's deletion of the Samsung Second A19 Access.	NO CHANGE: The Borough Council has considered again the Inspector's recommendation to delete the A19 Wolviston Second Samsung access. It however reiterates its decision not to accept the Inspector's recommendation as to do otherwise would leave the Plan in non- conformity with RPG, the Structure Plan and the emerging RSS. It is considered that North Burn electronics components park will play a vital part in rejuvenating the area's economy and will impact positively on the region and sub-region in terms of creating much needed employment and helping to bridge the north/south divide – the key aim of the Northern Way document. The access point is protected under policy T18b of the structure plan and is vital to enable this development to succeed. The Council is mindful that the Government Office has not objected to
8015.8	English Heritage	Travel Plans	No	Supports requirement for travel plans for major developments or other developments likely to lead to an increase in traffic in the Borough.		NOTED

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8015.9	English Heritage	Travel Plans	No	Supports Modification (Travel plans)		NOTED
8005.2	BWEA	Renewable Energy	No	BWEA supports the proposed modification as it updates the paragraph to reflect current national planning policy (PPS22)		NOTED
8008.1	North East Regional Assembly	Renewable Energy	No	The Assembly welcomes the proposed adoption of the Government's renewable energy targets as this is also consistent with the emerging RSS		NOTED
8008.1	North East Regional Assembly	Renewable Energy	No	The proposed addition of criteria to consider wider environmental benefits and Government renewable energy targets is welcomed.		NOTED
8004.2	Government Office for the North East	Renewable Energy	Yes	PU6 conflicts with PPS22 and fails to encourage renewable energy. 2nd sentence implies wider environmental benefits & achievements of national targets will have same weight as other considerations. Fails to recognise benefits of all renewable projects	The policy should be reworded to give more positive encouragement to renewable energy	AGREE to revise wording of Policy PU6 to reflect the positive encouragement of schemes for renewable energy as advised by PPS22 emphasising economic as well as environmental benefits.
8005.1	BWEA	Renewable Energy	Yes	'Impact' in 2nd sentence negative associations & inappropriate. Must be objective. Reference to wider environmental benefits more in line with national planning policy. To reflect key principles of PPS22 wider economic benefits should be recognised	Amend second sentence to read 'in determining applications for such projects full account of the potential effects upon....' Amend 5th bullet point to read 'The achievement of wider environmental and economic benefits'. To reflect the wording of key principle iv of PPS22.	AGREE to revise wording of the policy to emphasise economic benefits and to reorder the wording to emphasise the need to achieve national targets.
8008.1	North East Regional Assembly	Flood Risk	No	The proposed updates to the supporting text to better consider flood risk issues are welcomed		NOTED

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8033.1	The Environment Agency	Flood Risk	Yes	2nd para raising of floor levels as flood mitigation measure, would be useful to include mention of limitation of surface water drainage. 3rd para. word 'significantly' should be removed. Too vague & too open re need for compensation for loss of floodplain storage. Precaution against incremental loss of floodplain is necessary and therefore insignificant volumes of compensatory storage in flood	word 'significantly' should be removed.	AGREE FURTHER MODIFICATION. It is accepted that policy Dco2 would be improved by the deletion of the word 'significantly'. The change would give more certainty regarding the need for compensation for loss of floodplain
8008.1	North East Regional Assembly	Protected Species	No	There is a proposal to update a major section of text referring to protected species. This is welcomed from the perspective of RPG1 policy ENV5 and the emerging RSS which aim to protect and enhance biodiversity		NOTED
8015.1	English Heritage	Listed Buildings	No	Supports Modification (Control of Demolition of Listed Buildings)		NOTED
8015.1	English Heritage	Locally Important Buildings	No	Welcomes additional text (Buildings of Local Interest)		NOTED
8008.1	North East Regional Assembly	Locally Important Buildings	No	The proposed policy update to protect locally important buildings is welcomed.		NOTED
8015.1	English Heritage	Locally Important Buildings	No	Welcomes the inclusion of this policy. (Locally Important Buildings)		NOTED

SUPPLEMENTARY REPORT

Report of: The Executive (to be presented by the Regeneration and Liveability Portfolio Holder)

Subject: RESPONSES TO THE PROPOSED
MODIFICATIONS TO THE HARTLEPOOL LOCAL
PLAN

1. PURPOSE OF REPORT

- 1.1 This report informs Council of the decisions of the Cabinet on 9th December in relation to this matter (item 13(a) (iv) on the agenda).

2. INFORMATION

- 2.1 The Cabinet decided, to make recommendations to Council on the responses to the representations received and on the proposed Further Modifications, namely
- to reword Policy Com14 on Major Office Development to cover other town centre uses and to refer more fully to the sequential approach and the justification of need. The supporting text will be slightly modified to reflect the change in policy.
 - to reword Policy PU6 on Renewable Energy to better reflect Government advice in PPS22.
 - to amend the wording of paragraph 7.19b to clarify the position with regard to the housing numbers and the clearance of properties included in the submitted RSS.
 - to remove the word 'significantly' from the policy on flood risk to ensure that even small scale developments take account of flood risk.
- 2.2 In addition the Cabinet noted that a number of representations had been received in respect of the former Briarfields allotments site, which, following previous consideration of this matter, was shown in the current draft of the Local Plan as a key green space area. Members noted that the representations generally called for the retention of the area as a green space and the reinstatement of the allotments, but in discussion, members acknowledged the uncertainty of resource availability given the current position with respect to budgets, the need to ensure a continuing supply of land for low density housing and the economic regeneration benefits for Hartlepool. Members were also advised of the further steps and associated timescale implications related to the adoption of the Local Plan, and the

desirability of minimising further delays in the process, in the interest of establishing certainty in planning policy resulting from adoption of the Plan. In the light of these considerations, the Cabinet felt that an additional Modification to the Plan should be proposed now, to delete the allocation of the former Briarfields allotments site from policy GN3, Protection of Key Green Space Areas.

3. RECOMMENDATIONS

3.1 That the Council

- a) agrees the responses to representations as referred to in the report, with the exception of those relating to Briarfields
- b) approves the proposed Further Modifications referred to at para. 2.1 above, and to an additional Further Modification to delete the former Briarfields allotments site from policy GN3, Protection of Key Green Space Areas
- c) authorises the Regeneration and Liveability Portfolio Holder to agree the final drafting of the responses and Further Modifications

Report of: The Executive (to be presented by the Mayor)

Subject: ANHYDRITE MINE - ONGOING INVESTIGATION

1. PURPOSE OF REPORT

- 1.1 The Cabinet at its meeting held on 24 October 2005 decided to refer this issue to the full Council for their consideration.
- 1.2 To inform Council on the current position in respect of the anhydrite mine-workings investigation including reference to planning applications.
- 1.3 To inform Council of the Consultants recommendations for further investigation and monitoring work in order to formulate a clearer long-term understanding of the area.
- 1.4 To seek Council's view regarding the available options for progressing this work.

2. BACKGROUND

- 2.1 A short history of the mine and its operation is as follows:
 - (i) The mine was worked over a period of time between 1923 and 1930 when the mine was abandoned.
 - (ii) The mine was worked at four levels between 32m and 62m below ground with tunnel drives at right angles on a square grid pattern over the whole area to win the anhydrite rock. (As shown in the plan contained in appendix 1)
 - (iii) To maximise rock production these levels were possibly broken through in some areas leaving 'rooms' 29m high by 6m wide running the length of the drives. In all areas the roof slab and pillars support the 30m deep overburden soil. The roof slab is approximately 1.5m thick and the pillars originally about 10m square and 6m high.
 - (iv) Since it was decommissioned the mine will have been flooded with a combination of ground water and seawater which could cause erosion.
 - (v) In 1948 the Borough Council purchased the land bounding the majority of the 'footprint' of the workings below ground.

- (vi) Since 1948, the Council has attempted to obtain funding support from various central government funding regimes to carry out detailed investigation of the extent, location, condition, potential for collapse, and subsequent extent of damage and zone of influence of the workings.
 - (vii) Following a successful application to English Partnerships for funding under the Land Stabilisation Programme, Bullen Consultants were commissioned in 2000 (under competitive tender) to provide specialist geotechnical consultancy services to:
 - identify and review existing relevant data;
 - carry out a site investigation to enable a preliminary assessment to be made regarding the condition and rate of deterioration of the workings;
 - present conclusions and/or recommendations for further work.
- 2.2 Bullens produced a desk study report in September 2000 which provided the basis for planning the site investigation. They further produced a Geotechnical Interpretative Report in May 2001 based on the data obtained from the preliminary site investigation. This report concluded that from the preliminary investigation the mine did not appear to be in danger of immediate collapse and the mine plans appeared to be of reasonable accuracy. Additionally, it concluded that provided further investigation is carried out to confirm assumptions made, it may be possible to demonstrate that the mine is, and is likely to, remain stable.
- 2.3 In order to provide support for an application for funding for the above, Bullens wrote a Geotechnical Risk Assessment Report in February 2002 which provided details describing the information required to confirm the assumptions made and recommended further investigation to determine:-
- the geometry and composition of the crown pillars, roof and mine boundary in critical areas to complete the assessment of stability;
 - the level and chemical composition of the minewater;
 - the geotechnical properties of the overburden soil present above the mineworkings.
- 2.4 The report went on to develop risk zones showing the areas that could be affected in the unlikely event of a collapse of part of the mine workings.

2.5 The government body that is responsible for the Land Stabilisation Programme is English Partnerships. Bullens Geotechnical Risk Assessment was reported to English Partnerships together with an application to cover the cost of the further investigation and consultancy work. This application was made in 2004 and tailored toward the requirements of the funding regime following detailed protracted negotiations between English Partnerships, their consultant White Young Green, the Council and Bullens. English Partnerships advised in their formal response that whilst the submission met the technical criteria, all available funding had been allocated to other projects up to 2006 when the funding regime is due to end.

2.6 The timescale has been further elongated due to English Partnerships uncertainty surrounding the provision of central government funding for the regime post 2006. Even if the funding regime is continued at present levels there are 11 local authorities in this predicament and English Partnerships have advised that they will attempt to prioritise approvals as funds become available, but could provide no timescale for future funding availability.

2.7 The further investigations proposed by Bullens are:

- drilling, sampling and testing the roof slab and overburden soils;
- undertaking an accurate survey of the cavity with emphasis placed on the critical areas;
- undertaking micro seismic monitoring to listen to any activity occurring anywhere within the mine;
- sample, test and analyse the groundwater chemistry.

The consultants recommend that all of these elements are necessary to provide a comprehensive indication of the nature of any risk. Officers, however, are taking further advice particularly on the micro seismic monitoring element of this.

2.8 In addition to the above, the report found that the mineshaft was filled with unconsolidated material. The report therefore recommended that a concrete cap be provided to the mineshaft.

2.9 Following the proposed further site investigation an interpretative report would be prepared which would:

- assess the extent and condition of the mine;
- evaluate the risks from the mineworkings in the light of current and future land use;

- evaluate the need for further monitoring;
- provide costed options for any remediation should it be advised.

3. PLANNING ISSUES

- 3.1 Recently, two planning applications for extensions to properties in Vincent Street and Brunel Close have been received. Another application for the redevelopment of the Britmag works has also been received. All of these are outside the site of the mine itself but still possibly fall within a zone that the mine workings could influence.
- 3.2 As a consequence of these applications further advice has been sought from Bullens. They suggest that they cannot provide a definitive view at this stage.
- 3.3 Given this advice it is the planning officers' view that it would be premature to determine these applications until further investigations into long-term ground stability have been concluded. Officers will seek the applicants' agreement to defer the consideration of the applications.
- 3.4 This adds weight to the need to establish the nature and extent of any risks that may be associated with the former mine workings.

4. OPTIONS

- 4.1 Letters have been sent to both English Partnerships and DEFRA with copies sent to the Member of Parliament urging that the Land Stabilisation Programme is continued so that the Council can benefit from it. Replies have now been received and the responses were:

The ODPM stated that the Land Stabilisation Programme was currently under review and no information is currently available as to whether it will continue or if it does, in what format it will continue in.

English Partnerships reiterated the above, but they did however confirm that the proposal for the Anhydrite Mine project:

- 1) were generally in line with the requirements of the Land Stabilisation Programme although they did have some concerns over the scale of the proposed site investigation as proposed by Bullens;
- 2) all available funds are currently allocated on projects up to 2007/08;
- 3) retrospective grant aid is not allowed under the Land Stabilisation Programme;

- 4) not possible to predict whether grant aid may be available in the medium term, i.e. whether any necessary remediation work could be grant aided although any Council funded site investigation should not prejudice any submission for grant aid depending upon any conditions under which a new regime may operate.

4.2 The options available are:

- that the Council waits (as indicated in paragraph 2.6 above) to be prioritised, but there has been little encouragement from government sources that any funding is imminent or that this scheme would be given the highest priority, or
- that the Council progresses the investigation and mineshaft capping (as described in paragraph 2.7 and 2.8) independently of central government at an estimated cost of up to £780k including fees (a breakdown of potential costs is shown in Appendix 2). At the time of writing the report officers are still challenging some of these costs and a verbal update will be given at the meeting if it is available. Competitively tendering the site investigation work plus mineshaft capping and awarding the consultancy work through existing arrangements could achieve this further investigation. If approval was given to this option, contract documentation can be prepared and the site investigation tendered and awarded with a start on site early January 2006. Preliminary outputs of the investigation would therefore be expected in June 2006.

4.3 Progressing this option would mean the Council bearing the full cost of the work and as yet there is no budget allocation whatsoever for this expenditure. A decision to incur expenditure on further investigation at a cost such as that outlined in this report would be a departure from the Council's budget and as such would need to be referred to the Council for approval for inclusion in the capital programme.

4.4 Once the investigation has been undertaken it is thought that there would be little opportunity for claiming retrospective funding from English Partnerships should finance become available although officers are pursuing this with English Partnerships and DEFRA.

4.5 The Technical Services Division has a framework agreement with private sector consultants, White Young Green. They have taken all of the available information and peer reviewed the work undertaken by Bullens (now Faber Maunsell).

4.6 They have come up with an alternative set up proposals that they consider will provide the necessary information for them to make a decision upon the long term stability of the mine workings. Their proposals would cost £470k and details of these are set out in **Appendix 3**.

- 4.7 In addition, they have stated that in their opinion, they would not envisage an instability event occurring in the next 10 years if the mine and its environs are left unchanged. The purpose of the site investigation is to find out whether the environs will be unchanged or not.

5. FINANCIAL OPTIONS

- 5.1 The costs of undertaking further investigation works will be phased over this financial year and 2006/07, with the majority of costs falling in 2006/07. For practical reasons it is necessary to secure funding for the whole of these costs within the capital programme to enable a contract to be awarded. There are two options for funding these costs:

- Option 1 – Use Prudential Borrowing – this option would increase the Council's revenue costs by approximately £70,000 per year from 2007/08 for the Bullens proposal or £47,000 per annum for the White Young Green proposal;
- Option 2 – Use Reserves – as part of the Scrutiny Co-ordinating Committee's review of reserves it has been suggested that the Coast Defences Reserve of £1.598m may not be needed. A final decision on whether this reserve needs to be maintained was left until the outcome of the Coastal Strategy Study which will be completed shortly. If these resources are not needed for Coastal Defences the Scrutiny Co-ordinating Committee has suggested that they be transferred to the General Fund. These resources could then be used to either support the revenue budget, or to meet one off costs, such as the cost of investigating the Anhydrite Mine. The final Coastal Strategy Study has now been received from the technical consultants and is indicating that there is a need for both capital and revenue investment into the coastal defences. Once these have been assessed by officers a full report will be presented to the Portfolio Holder in January.

- 5.2 Whilst Option 2 will avoid an additional unbudgeted revenue pressure from 2007/08 it is not the optimum use of the Council's financial reserves in the current financial climate. In addition, using these resources will reduce the Council's case for seeking retrospective funding from the Government if additional funding becomes available. Therefore, it is proposed that the cost of these works be funded from Prudential Borrowing. In the event that the Council's overall financial position improves Prudential Borrowing could be repaid to reduce ongoing revenue costs.

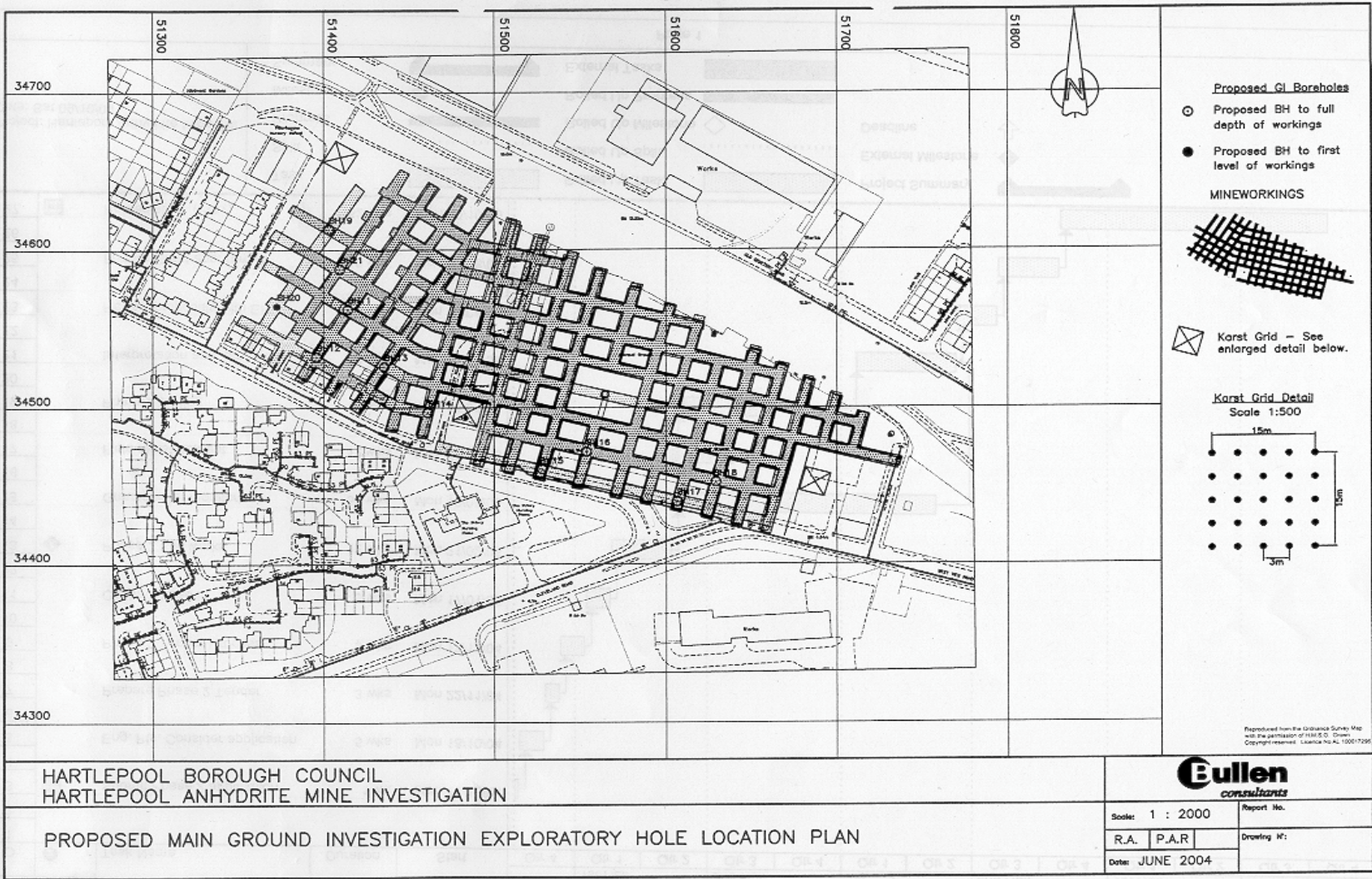
6. LAND OWNERSHIP ISSUES

- 6.1 The Chief Solicitor confirms that, as the owners of the land where the mine lies, the Council are responsible for any necessary maintenance or repair (excluding parts of the mine lying beneath a small number of properties which were acquired by private owners some years ago). Additionally, the Council's ownership is subject to the rights of support to adjacent land i.e. the Council are responsible to ensure that the support to adjacent land is not removed e.g. by the subsidence of the Council owned land. There is, therefore, a rightful expectation that the Council will seek to take such steps as are necessary to ensure the stability of the Council land to the extent that adjacent land could be affected by collapse of the Council land. It is also the case that the risk zones (see paragraph 2.4) include public roads and services.

7. RECOMMENDATIONS

- 7.1 That Council agree to the need to continue the investigation of the anhydrite mine by White Young Green and to approve inclusion of the relevant costs in the capital programme as a departure from the budget and policy framework.
- 7.2 That Bullens are advised that their proposals for the next phase of the site investigation are financially unacceptable.

APPENDIX 1 – MINEWORKINGS LAYOUT PLAN



**APPENDIX 2 - BREAKDOWN OF ESTIMATED BUDGET COSTS FOR BULLEN'S
(FM)
ANHYDRITE MINE PROPOSED SITE INVESTIGATION**

Capping Mineshaft	£15k
Drilling boreholes, sampling and testing	£300k
Sonar surveying of workings	£100k
Groundwater sampling, testing and chemical analysis	£40k
Micro seismic monitoring of the rock formation	£160k
External consultancy fees (contract procurement site supervision, results interpretation, and report preparation)	£76k
HBC fees (management of external consultancy contract procurement)	£25k
Contingencies	<u>£64k</u>
Total	<u>£780k</u>

NOTE: These estimates do not include any future monitoring or remediation costs as referred to in paragraph 2.9 which may prove to be required as a result of the above investigation.

APPENDIX 3 - BREAKDOWN OF ESTIMATED BUDGET COSTS FOR WHITE YOUNG GREENS PROPOSED SITE INVESTIGATION

Capping Mineshaft	£15k	
Site Investigation (drilling) including lab testing and factual report	£100k	
Sonar Surveys	£50k	
Numerical Analysis and Interpretative Report	£20k	
Surface Geophysics Trial	£15k	
Surface Geophysics (dependent upon successful trial) if unsuccessful, further drilling will be undertaken	<u>£160k</u>	
	£360k	
Consultants Fees	£40k	
HBC costs for management of external consultant and contact supervision	<u>£25k</u>	
	£425k	
Contingencies	<u>£45k</u>	
Total	<u>£470k</u>	plus
Revenue monitoring regime of £5k per annum.		

COUNCIL
15 December, 2005



Report of: Chief Executive

Subject: BUSINESS REPORT

1. OUTSIDE BODY APPOINTMENT - TEESSIDE VALUATION TRIBUNAL

Council on the 15th September 2005 deferred consideration of a request from the President of the Tribunal for the nomination of two non-elected individuals from the Hartlepool area. A copy of the minute is attached at Appendix A.

A further request has now been received from the Tribunal for the extension of the term of office for the following members from the 31st March 2006 to the 31st March 2009:-

Mr B Smith
Mr E Priest
Mr E Jeffries
Councillor J Coward
Councillor G Lilley
Ms A Lilley

Consideration is sought of

- 1) The above request for the extension the above members term of office on the Tribunal.
- 2) The request for the appointment of two non-elected individuals from the Hartlepool area to replace Councillors Cook and Morris, consideration of which was previously deferred at Council on the 15th September 2005.

2. PARKING PERMIT USER'S CONSULTATIVE GROUP (PPUCG)

As part of the Resources Scrutiny Forum's inquiry into Parking Permits it was recommended that the Council should create a Parking Permit User's Consultative Group (PPUCG). Cabinet approved the Forum's

recommendations on 22nd August 2005, which included the membership of the Group and the following terms of reference:

- 1) “To consider and offer views on parking permit related issues which will then be reported/considered within the services annual review”.
- 2) “To consider issues regarding the effectiveness of the parking permit service and report views ”
- 3) “To consider and refer discussion items in relation to resident/business parking, for consideration at consultative group meetings”.
- 4) “To inform the decision making process of the recommendations of the group”

It was also agreed that the PPUCG should meet for an initial period of two years, at which stage its membership and terms of reference would be reviewed. It was agreed that one Councillor (who represents a permit controlled zone in the central area) should be appointed to the group as Chair. Consequently, Members are asked to appoint a Councillor to the PPUCG.

3. COMPREHENSIVE PERFORMANCE ASSESSMENT

The public announcement of the results of the national CPA reassessment for 2005 will be made today (15th December 2005). Further information will be provided to Council on the results of this at the meeting.

The Council has also received notification of when the next, full, CPA assessment will take place. It is currently scheduled for sometime in the period November 2005 to March 2006. The assessment will combine a Corporate Inspection of the Council (likely to be over two weeks) and a Joint Area Review (JAR) of Children’s services. Under the current arrangements these are scheduled to take place at the same time

APPENDIX A**68. OUTSIDE BODY APPOINTMENT – TEESSIDE VALUATION TRIBUNAL**

Council had previously approved the appointments of Councillor's Cook and Morris to take up vacant positions on the Tribunal. Notification had since been received from the Tribunal that it could not accept the nominations for the following reasons:

- i) Although the Council has 8 places on the Tribunal the number of elected members is restricted to two, with the remaining places to be taken by non-elected individuals from the Hartlepool area. The Valuation Community Charge Regulations 1989--SI 1989/439 - REG 5 Regulations dictate that the appointment of elected Members is subject to a maximum of one third of the total membership.

Appointments are made jointly by the appointing Authority and the President of the Tribunal. The Council already has two appointed elected Members (Councillor's Lilley and Coward) and as such the President of the Tribunal is unable to accept the nomination of Cllr's Morris and Cook.

- ii) Regarding Councillor Morris' nomination the Tribunal also has a clear rule regarding its 72-year age limit and has indicated that it must adhere to it. The rule stems from The Valuation Community Charge Regulations 1989--SI 1989/439 - REG 6

Based on the reasons outlined above the President of the Tribunal was now seeking the nomination of two non-elected individuals from the Hartlepool area.

RESOLVED – That consideration of the report be deferred.