



Chief Executive's Department
Civic Centre
HARTLEPOOL

3rd December, 2007

The Mayor (Stuart Drummond)

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

Madam or Sir,

You are hereby summoned to attend a meeting of the COUNCIL to be held on THURSDAY, 13th December, 2007 at 7.00p.m. in the Civic Centre, Hartlepool to consider the subjects set out in the attached agenda.

The Chairman of the Council has agreed that a Presentation be made to Council by Councillor Payne, Fire Authority representative, on 'Balancing Risk against Resources'.

Yours faithfully

P Walker
Chief Executive

Enc

PLEASE NOTE VENUE

COUNCIL AGENDA



13th December 2007

at 7.00pm

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 the Council held on 25th October 2007, as a correct record (copy attached).
6. Questions from Members of the Council on the minutes of the last meeting of the Council.
7. To answer questions of members of the Council under Council Procedure Rule 11;
 - (a) Questions to members of the Executive about recent decisions of the Executive (without notice)
 - (b) Questions to members of the Executive and Chairs of Committees and Forums, for which notice has been given.
 - (c) Questions to the appropriate members on Police and Fire Authority issues, for which notice has been given. Minutes of the meeting of the Cleveland Fire Authority held on 28 September 2007 are attached.
8. To deal with any business required by statute to be done.

PLEASE NOTE VENUE

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.
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;
 - (i) Report of General Purposes Committee (To Follow)
 - (ii) Report of Constitution Committee (To Follow)
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;
 - (i) A Presentation by Councillor Payne, Fire Authority representative, on 'Balancing Risk against Resources'.
13. To consider reports from the Executive:-
 - (a) Proposals in relation to the Council's budget and policy framework
 - (i) Annual Library Plan 2007/08
 - (b) Proposals for departures from the budget and policy framework

None
14. To consider any motions in the order in which notice has been received.
 - (i) "This Council ask that the Mayor, his Cabinet and Hartlepool Partnership to urgently look at the threat to our post offices throughout the Town. Furthermore, that they undertake this exercise with a clear view that these services should be retained for the benefit of our residents."

Signed:

J Marshall

S Gibbon

G Lilley

A Lilley

T Fleming

MW Turner

PLEASE NOTE VENUE

- (ii) "This Council ask the Mayor and his Cabinet, the Hartlepool Partnership and the Towns MP Iain Wright to hold an urgent and far reaching enquiry into the plight of the Towns fishermen, and the E.U.s Common Fisheries Policy on there Livelihoods."

Signed:

J Marshall
MW Turner
G Lilley
S Gibbon
MA Plant

- (iii) "This Council objects in the strongest possible terms to the proposals by the North East Ambulance Trust to relocate its Teesside based control centre to South Tyneside.

This Council believes that this would be severely detrimental to a service which relies on local knowledge and that the change would potentially put patients lives at risk.

Moreover the Trust has failed in its duty to conduct real and meaningful consultation and has ignored the serious concerns expressed by ourselves and others.

This Council is, therefore, opposed to the proposed relocation and demands that the Trust urgently reconsiders so as to ensure an ambulance control facility is retained in the Tees Valley area".

Signed:

J Brash
M Johnson
C Richardson
S Cook
C Simmons

- (iv) "The Council urges the Executive in any disposal of land at Seaton Carew to obtain the best financial advantage and to allocate resources to the continual regeneration of the resort"

Signed:

G Lilley
A Lilley
S Gibbon
J Marshall
MW Turner

15. To receive the Chief Executive's report and to pass such resolutions thereon as may be deemed necessary.

COUNCIL

MINUTES OF PROCEEDINGS

25 October 2007

The meeting commenced at 7.00 pm in the Hartlepool College of Further Education, Stockton Street, Hartlepool

PRESENT:-

The Chairman (Councillor C Richardson) presiding:

The Mayor, Stuart Drummond

COUNCILLORS:

Akers-Belcher	Allison	Atkinson
Barker	Brash	Clouth
S Cook	Coward	Cranney
Fenwick	Fleet	Fleming
Flintoff	Gibbon	Griffin
Hall	Hill	Jackson
James	Johnson	Laffey
Lauderdale	A Lilley	G Lilley
London	A Marshall	J Marshall
Dr. Morris	Payne	Preece
Rogan	Shaw	Simmons
Sutheran	Tumilty	Turner
Wistow	Young	

OFFICERS:

Paul Walker, Chief Executive
Tony Brown, Chief Solicitor
Andrew Atkin, Assistant Chief Executive
Adrienne Simcock, Director of Children's Services,
Nicola Bailey, Director of Adult and Community Services
Dave Stubbs, Director of Neighbourhood Services
Mike Ward, Chief Financial Officer
Stuart Green, Assistant Director of Regeneration and Planning Services
Steve Hilton, Public Relations Officer
Denise Wimpenny, Principal Democratic Services Officer
Jo Wilson, Democratic Services Officer

63. APOLOGIES FOR ABSENT MEMBERS

Councillors R W Cook, Hargreaves, Henery, Kaiser, Plant, Wallace, Worthy and Wright

64. DECLARATIONS OF INTEREST FROM MEMBERS

None

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

None

65. PUBLIC QUESTION

None

66. MINUTES OF PROCEEDINGS

The Minutes of Proceedings of the Council held on the 13 September 2007, having been laid before the Council.

Minute No 59 to be amended with the following addition:-

(v) What views had been expressed by the auditors or any regulatory body in relation to the Treasury Management process and what advice had been received.

RESOLVED

- (i) That the minutes be confirmed subject to the above amendment to (v) above.
- (ii) That a response be submitted to the next meeting of the Council.

The minutes were thereupon signed by the Chairman.

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

Minute No 48 – “Minutes of Proceedings of the Council held on 26 July 2007 – It was questioned as to what actions had been taken by the Executive to address concerns raised in relation to life expectancy rates for the Borough. The Mayor stated that this would be discussed with the Executive. Disappointment was

expressed that this issue had been raised a number of months ago and the relevant Portfolio Holder had agreed to action this. However, no action had been taken by the Executive to address this. In response, the Adult and Public Health Portfolio Holder reported that he would take on board those concerns and acknowledged that the issue of life expectancy rates in the town was a major priority for the Executive. It was anticipated that this would be completed within the next 12 months.

68. QUESTIONS FROM MEMBERS OF THE COUNCIL

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

Minute 55 – Adult and Public Health Services Portfolio – 16 October 2007 - The Chair of the Scrutiny Co-ordinating Committee asked why funding originally allocated in the budget for another purpose had been utilised to purchase a contract monitoring system.

In response, the Adult and Public Health Portfolio Holder advised that the monies had been originally allocated for bad debts which were subsequently not required and were therefore allocated elsewhere. The Portfolio Holder agreed to attend a scrutiny meeting to provide a detailed explanation on the background to the decision.

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

(i) Councillor Allison to the Mayor

“Mr Mayor I would like to ask for further details following my question at last full Council when you revealed that the budget for the Tall Ships race had almost tripled from the £800,000 figure initially mentioned. However, you did not give a breakdown (as requested in my question) of the major cost areas that made up the expected spending. I would therefore like to again ask for a list of the cost centres identified for the Tall Ships Event and the estimated total amounts for each cost centre from the start of the project until the last bill is paid after the event.”

(ii) Councillor Allison to the Mayor

“Your response to my question at last full council also left me with the impression that you expected the Council's income over expenditure for the Tall Ships Event to run a surplus and the funds generated might be used to support Council services in the years after the race. Figures of upwards of £50,000,000 have been mentioned as the potential income for the town. Could you share with this council the main sources you have identified for this income and the approximate amounts that each source will contribute to the £50,000,000 figure being quoted.”

In response, the Mayor stated that the budget had not tripled. The budget had always been identified as between £1.8m and the figure of £2.285m as provided at the last meeting of Council. The current gross cost estimate is £2,285,000 and the current cost breakdown estimates are:

Event Technical/Infrastructure	£510k
Traffic Management/berthing	£450k
Organisers and crew hospitality/liaison	£375k
Health and Safety, security/medical etc	£290k
Project team personnel costs	£290k
Event professional fees/entertainment etc	£200k
Marketing and Evaluation	£170k

Figures of £50m worth of economic benefit to the Tees Valley's economy had been used based on the evaluation that was undertaken following the Newcastle Gateshead Tall Ships Race in 2005.

In a supplementary question Councillor Allison stated that since approval of the £800,000 in February there had been no reference to finance until this month. There appears to be a massive amount of funding allocated to this event. The Mayor indicated that £2.3m was the estimated amount and so far £800,000 had been set aside in the budget. The balance would be sought from a combination of grant funding, sponsorship and other fund-raising.

In a second supplementary question, Councillor Allison referred to the recent appointment of a Tall Ships Officer and the decision by Cabinet in April to set up a Tall Ships Project Board to include Elected Members. Councillor Allison asked when it was proposed to implement the Tall Ships proposed management structure. The Mayor advised that the Project Management Board had not yet been established and the Mayor agreed to provide details of dates and the structure in due course.

In a subsequent debate that followed the importance of ensuring the event succeeded in raising Hartlepool's profile and attracting investment was highlighted.

(iii) Councillor G Lilley to the Mayor, Stuart Drummond

"In response to the national review of Post Office services currently underway and due to reach Hartlepool by 2008 I understand Hartlepool Council in conjunction with the Hartlepool Partnership has commissioned a firm of independent consultants (ERS Ltd) to undertake a study of Post Office services in the Borough. Bearing in mind the wide range of services local Sub Post Offices offer within the community, especially our three (rural) villages of Hart, Elwick and Greatham. What is HBC doing to ensure opportunities are in place for members of the public (and groups with an interest) in those communities, to have their views and opinions both heard and included within the whole review process."

The Mayor advised that the Government had recognised that fewer people were using Post Office branches, partly because traditional services, including

benefit payments and other services were now available through other means, such as online or directly through banks. It had concluded that the shape and size of the overall network of Post Office branches needed to change.

Post Office Ltd had put in place a “Network Change Programme” which would involve the compulsory compensated closure of up to 2500 branches, with around 500 of these being replaced with more efficient ways of serving the local community. The consultation exercise was the responsibility of Post Office, Ltd, not the Council. To make sure that the views of local people were heard, Post Office Ltd would hold local public consultation processes which would be conducted as follows:-

The United Kingdom had been divided into approximately 50 areas. For each area an area plan would be prepared detailing what changes Post Office Ltd were proposing for that area. Each Area Plan would undergo 6 weeks of local public consultation before a final decision was made by Post Office Ltd.

Consultation on Post Office services in Hartlepool was scheduled to start on 12 February 2008 and would be considered as part of the Area Plan for “Cleveland with South Durham and Richmond”

Given the tight timescale for responding to the Area Plan proposal, it was felt important for a small amount of research to be carried out locally to provide solid evidence to support any submission the Hartlepool Partnership/HBC made to the consultation. The research would review:

- How Hartlepool’s Post Offices measured against the Government’s national accessibility criteria
- What services were delivered within our post offices to the local community and what were the alternatives (if any)
- Changes in services it had provided over the last 5 years
- Future sustainability

The results of the research would be reported to the Hartlepool Partnership and used to feed back into the Post Office consultation exercise. The information gained from the study would also be made available on the Partnership’s website for Councillors, partners and residents to refer to in their responses as required. The Borough Council and the Hartlepool Partnership had an important role to play in making local residents aware of the consultation opportunity and in helping them respond. It was anticipated that press releases would be issued to advertise the dates of the consultation along with more detailed advice on how to take part.

In a supplementary question, Councillor G Lilley highlighted the value of retaining local post offices, particularly to the community, and asked whether the Mayor would ensure that information was made widely available to the public relating to the process through Neighbourhood Consultative Forums and a variety of other publicity sources to encourage public involvement. In

response, the Mayor indicated that Post Office Ltd would undertake the consultation, however, he was open to suggestions.

In a subsequent debate, Members acknowledged the importance of local post offices to the community and the need for effective engagement with the community. There was also a role for the Council to encourage the public to take part in the consultation process. It was suggested that the Council's concerns be conveyed by the Mayor to the town's MP and during the review process, the Council's support to retain the local post offices, be publicised.

(iv) Councillor Allison to the Children's Services Portfolio Holder

"During a Democracy Week Event at the Grand Hotel last Thursday I, and several other Councillors and our elected Mayor, heard direct from a number of the town's young people about the issues that affected them. Almost without exception every group highlighted bullying and intimidation as a major concern. Does the Children's Services Portfolio Holder have any information that she could share with this Council about bullying in Hartlepool and any statistics regarding how Hartlepool compares with other similar local authorities."

In response, the Children's Services Portfolio Holder advised that in November 2006, as part of national Anti-Bullying week, a large-scale survey entitled "Life in Hartlepool" was undertaken with children and young people around bullying issues. On the basis of the results a town wide strategy and pledge was devised to raise the profile of anti-bullying issues to promote and encourage a zero tolerance ethos in respect of bullying behaviour.

The results of the survey had been evaluated, identifying trends across the town. Key statistics were as follows:

- 41% of young people said they had been bullied
- 78% had witnessed bullying (bystander)
- 19% said they had bullied (perpetrator)

There was no statistical data available from other authorities so direct comparisons could not be made. However, most surveys indicated that 79% of respondents had been bullied, Hartlepool therefore compared very favourably.

Other key statistics were:

- Half the children and young people who had been bullied had been victims of name-calling, this was the most common form of bullying.
- Bullying took place mainly during the school day, but was also a concern after school and at weekends.
- Most of the victims of bullying told someone about it, however 18% did not tell anyone.
- 24% said that simply telling someone had helped, however 8% did not know what had happened as a result of telling.
- 73% felt that adults did already respond appropriately to incidents of bullying.

- 72% felt that young people themselves should play a key role in preventing bullying.

Every school in Hartlepool had implemented the Department of Children Schools and Families (DCSF) Charter for Action and in addition a further 18 schools had adopted the pledge.

Next steps:

- Increase the number of schools and agencies who have adopted the Pledge
- Maintain a high profile for anti-bullying activities and participate in the National Anti-bullying week that begins on 19 November
- Increase the number of children and young people who respond to the Life in Hartlepool Survey that will take place over a four week period from 19th November.
- Implement the new DCSF guidance entitled “Safe to Learn” in schools

In a supplementary question Councillor Allison asked “if the results of a future survey could be reported to Council. In response, the Portfolio Holder advised that future results would not be reported to Council.”

(v) Councillor Johnson to the Adult and Public Health Portfolio Holder

“The hydrotherapy pool at Hartlepool’s hospital has recently been closed without prior consultation with service users. Were HBC consulted prior to this decision and are there any planned discussions between HBC and Health Service providers in Hartlepool to ensure a long term commitment to continued provision of this service, which is vitally important to those who use the service within their treatment.”

In response, the Adult and Public Health Portfolio Holder stated that the Council had not been consulted, however, it was understood that there was a fault with the pool and the Trust were in the process of obtaining costs for repair. As far as the Council was aware, there were no proposals in place to close the pool. However, the following statement had today been received from North Tees and Hartlepool NHS Trust:-

“The current pool has deteriorated over recent months and is now not at the standard we want for our patients. Additionally, we have been struggling to maintain the hydro-therapy pool area with regard to safety and infection control due to the general deterioration and age of the facility. We decided to close the pool after we experienced a significant leakage problem and numerous attempts have been made to repair it without success: water is leaking from the pool and seeping below the foundations. A permanent repair could well involve the complete replacement of the pool and we are therefore looking at both short and long term alternatives with regard to hiring the use of a pool. There is a pool facility at High Tunstall School in Hartlepool and we are looking to hire the use of it on a block/sessional basis which would be adequate to meet the needs of the service. This is still ongoing. When the current pool is in full use, we are providing three sessions (half days) per week and therefore justification to

invest significant capital money on a facility with relatively low demand is difficult. We are busy pulling together a business case for the alternative option and we are confident that access to hydrotherapy services will be resumed shortly. Patient safety is paramount to the Trust and it was because of a threat to this that we decided to close the pool. As always we look to the most effective use of resources to achieve that aim.”

In a supplementary question Councillor Johnson stated that there were benefits of the hydrotherapy pool and requested that discussions continued to retain this facility.

The Adult and Public Health Portfolio Holder thanked Councillor Johnson for raising this issue and supported the view that the Council should be dealing with Health Authority and Health Trust issues. The benefits of the hydrotherapy pool were recognised and the Portfolio Holder reminded Members of the powers of the Adult and Community Services and Health Scrutiny Forum and the option of call-in.

In the debate that followed Members expressed concern relating to the Health Trust's lack of responsibility for upkeep, the requirement by law to consult users relating to significant changes and the lack of communication with the Council. It was considered that the Trust had not met its statutory responsibilities and pointed out a need for Non-Executive Members to have a clear understanding of the legal responsibilities/powers as a Council and Health Service to ensure arrangements were in place to ensure statutory responsibilities were met. Reference was made to a protocol drawn up the previous year to try to obtain agreement in relation to consultation arrangements.

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

There were no questions relating to Police and Fire Authority issues.

Minutes of the meetings of the Cleveland Police Authority held on 26 July 2007 and Fire Authority held on 27 July 2007 were circulated.

69. BUSINESS REQUIRED BY STATUTE

- (i) Report on Special Urgency Decisions

Council was informed that there were no special urgency decisions taken in the period January to September 2007.

70. ANNOUNCEMENTS

The Mayor announced that there would be a series of debates in relation to the State of the Borough Debate and Council agreed that a procedure be drawn up by the Chief Solicitor in consultation with the Chairman.

71. 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.

(i) Alteration to Council Procedure Rules Relating to Members' Questions - Report of Constitution Committee

The following proposals submitted to Council by the Constitution Committee, had been laid before the Council at its meeting on 13 September 2007 and in accordance with Council Procedure Rule 24.2 had stood adjourned for full debate at this meeting.

The report invited Council to approve amendments to the Council's Procedure Rules 11.2 (vi)(b) and 14.3. The Constitution Committee proposed that:-

the words "1 hour" should be substituted by the words "1 hr 30 mins" in Rule 11.2 (vi)(b)

the words "5 minutes" should be substituted by the words "4 minutes" in Rule 14.3

RESOLVED that the proposals of the Constitution Committee be approved and adopted.

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

(i) Licensing Policy – Licensing Act 2003

The report invited Council to adopt a revised Licensing Policy, attached at Appendix 1 which detailed how the Council proposed to discharge its licensing functions under the Licensing Act 2003. The proposed licensing policy was published for consultation during August and September 2007 and was considered by the Licensing Committee on 19 September 2007. The Licensing Committee considered whether the licensing policy should continue to include a 'special policy' that placed unique controls over an area where it was believed there was an impact on the licensing objectives caused by a concentration of licensed premises in that area. The current special policy area covered Victoria Road, York Road and surrounding residential streets. The Committee considered evidence submitted by Cleveland Police in support of retaining the special policy and a representation from a local solicitor who suggested it should be removed. The Licensing Committee was satisfied that the current special policy should be retained in order to continue the promotion of the Act's licensing objectives.

RESOLVED – that the Licensing Policy, as detailed in Appendix 1, be adopted with effect from 1 January 2008.

(ii) General Purpose Committee – 28 September 2007

A Member referred to a meeting of the General Purposes Committee held on 28 September 07 when an issue was referred to Council and queried why this item was not listed on the Council agenda. The Chair agreed to investigate this.

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

None

74. REPORTS FROM THE EXECUTIVE

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

(i) Food Law Enforcement Service Plan 2007/08

The Adult and Public Health Service Portfolio Holder presented the draft Food Law Enforcement Service Plan for 2006/07, which was a requirement under the Budget and Policy Framework, and sought Council's approval to the Plan.

RESOLVED – That the Food Law Enforcement Service Plan 2006/07 be adopted as part of the Council's budget and policy Framework.

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

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

The Finance and Efficiency Portfolio Holder presented a report which sought Council's consideration of Cabinet's proposed variations to the 2007/08 Prudential Borrowing Limits and Capital Programme to reflect specific requirements in relation to the following schemes:-

- Coast Protection – Headland Fencing and Promenade
- Civic Centre Refurbishment

Details of each scheme were outlined in the report and were explained by the Portfolio Holder in detail.

Some Members expressed concerns regarding the lack of involvement of full Council in determining the Council's priorities and initial budgetary decisions. Following further discussion the Portfolio Holder agreed to attend a future scrutiny meeting to provide a detailed explanation on the background to the decision.

RESOLVED - That approval be given to the following proposals to amend the approved Capital Programme and associated Prudential Borrowing Limits:-

- (i) to fund Coast Protection, Headland Fencing and Promenade Works of £120,000 and to fund this amount from anticipated capital receipts;
- (ii) to approve an increase in the Civic Centre refurbishment capital budget of £0.9 million and to note that the resulting repayment costs of £72,000 can be funded from interest rate savings.

75. MOTIONS ON NOTICE

Consideration was given the following Notice of Motions:-

- (a) “ This Council debates whether or not the position of Elected Mayor is the most suitable method of Government for Hartlepool Borough Council.

Signed

Councillor George Morris
Councillor John Marshall
Councillor Edna Wright
Councillor Stephen Allison
Councillor John Lauderdale”

Whilst some Members supported the motion to debate whether the position of Elected Mayor was the most suitable method of Government, others felt it was a decision for the community and not Elected Members.

Motion put and agreed.

In accordance with Council Procedure Rule 17.5 Councillor Allison requested that his abstention be recorded.

- (b) “Hartlepool Borough Council would like to recognise and draw attention to the outstanding work carried out by the former District Commander of Hartlepool Police Steve Ashman and the enhancement to public safety in Hartlepool his work has delivered.

His direct approach and willingness to engage and inform the public has without doubt contributed to the enormous success of the introduction of Neighbourhood Policing, that has improved the lives of so many in the town, and Hartlepool Borough Council pays tribute to Steve Ashman's role in this success.

The Council further calls on Mr Ashman's successor, Superintendent Andy Summerbell, to take special account of this immense contribution and ask that he build upon this work so as to ensure that the huge improvements in policing that have led to record reductions in crime here in Hartlepool are continued.

Signed:

Councillor Mick Johnson
Councillor Robbie Payne
Councillor Gerald Wistow
Councillor Jane Shaw
Councillor Jonathan Brash”

Members acknowledged the achievements of the former District Commander and the enhancement to public safety. However, it was pointed out that anti-social behaviour and the fear of crime still remained a problem.

Motion put and agreed.

- (c) "As much of the growing legislative burden placed on Hartlepool Council originates from the European Union Government then Hartlepool Council call upon Gordon Brown as the British Prime Minister to let the British people decide via a referendum on whether our country should remain within the European Union. Hartlepool Council also calls upon Ian Wright as the Member of Parliament for Hartlepool to do all in his power to promote the holding of such a referendum

Signed:

Councillor Stephen Allison
Councillor George Morris
Councillor Geoff Lilley
Councillor Alison Lilley
Councillor John Marshall”

Motion put and lost.

76. RIVER TEES PORT HEALTH AUTHORITY (RTPHA)

The Chief Executive reported that during consideration of appointments to outside bodies at the Annual Council meeting held in May no appointments were made to the above organisation as further information was awaited.

Following clarification that the Council was entitled to nominate two members and given that the RTPHA was a Board, it was not subject to proportionality regulations. Council were therefore requested to nominate two representatives.

RESOLVED – that Councillors Mick Johnson and Ann Marshall be appointed to the RTPHA.

77. APPOINTMENT TO COMMITTEES AND FORUMS

The Chief Executive reported that he had been informed that the Conservative Group wished to nominate:-

- (a) Councillor Young to the membership of the Regeneration and Planning Scrutiny Forum to replace Councillor Laffey
- (b) Councillor Dr Morris to the membership of the Constitution Working Group and Constitution Committee to replace Councillor Young

RESOLVED

- (i) That the change in membership of the Regeneration and Planning Scrutiny Forum, be approved.
- (ii) That the change in membership of the Constitution Working Group and Constitution Committee, be approved.

78. NHS NEXT STAGE REVIEW

The Chief Executive referred to the Mayor's request that the letter from the Chairman of the North East Strategic Health Authority together with a copy of the interim report summary outlining the arrangements for the next stage of the NHS review, be noted.

At the meeting it was suggested that the Council should seek to be actively engaged in the groups in shaping the future of health care provision. In addition, it was considered that the meeting of the Association of North East Councils would enable Members to participate and express the Council's views.

RESOLVED that:-

- (i) the Council be actively engaged in the groups in shaping the future of health care provision.
- (ii) the Council's views be expressed at a meeting of the Association of North East Councils.
- (iii) the Chairman and the Chief Executive of the North East Strategic Health Authority be invited to an Extraordinary meeting of Council to discuss the arrangements for the next stage review

At the conclusion of the meeting a Member referred in terms of regret to the recent death of Michael Maidens. Members observed a minutes silence as a mark of respect. It was suggested that a letter of condolence be forwarded to Michael's parents.

C RICHARDSON

CHAIRMAN



CLEVELAND FIRE AUTHORITY

MINUTES OF ORDINARY MEETING HELD ON FRIDAY, 28 SEPTEMBER 2007

PRESENT:	CHAIRMAN: Councillor Mrs Brenda Forster – Redcar & Cleveland
	HARTLEPOOL BOROUGH COUNCIL: Councillors Henery, Payne
	MIDDLESBROUGH COUNCIL: Councillors Jones, Pearson, Porley, Williams
	REDCAR AND CLEVELAND BOROUGH COUNCIL: Councillors Cooney, Dunning, Ovens
	STOCKTON ON TEES BOROUGH COUNCIL: Councillors Kirton, O'Donnell, Roberts, Salt, Stoker, Woodhead
	AUTHORITY OFFICERS: Deputy Clerk, Treasurer, Legal Adviser
	FIRE BRIGADE OFFICERS: Chief Fire Officer
	AUDIT COMMISSION: Caroline Tyrell
APOLOGIES FOR ABSENCE	Councillors Cook, Marshall (Hartlepool) Councillors Briggs (Redcar & Cleveland) Councillor Dixon (Stockton), Councillors Clark, Ismail (Middlesbrough)

- 60. DECLARATIONS OF MEMBERS INTEREST**
It was noted no declarations of interest were submitted to the meeting.
- 61. MINUTES**
RESOLVED - that the Minutes of the Ordinary Meeting held 27 July 2007 be confirmed.
- 62. TO CONFIRM THE MINUTES OF COMMITTEES**
RESOLVED - that the Minutes of the Executive Committee held on 31 August 2007, and the minutes of the Tender Committee held on 24 August 2007 be confirmed.
- 63. TO RECEIVE REPORTS OF THE CHIEF FIRE OFFICER**
REGIONAL MANAGEMENT BOARD MEETING 14 SEPTEMBER 2007
- 63.1 RMB – Fire Control Project Update**
The Chief Fire Officer provided an update on progress with regard to the Regional Fire Control Centre Project. It was reported that correspondence between the four separate Authorities regarding the Transitional Arrangements had now been dealt with, and approval for the revised Project Structure and Governance Arrangements contained in the RMB report to its meeting held on the 14 September 2007 was sought.

63.1 RMB – Fire Control Project Update continued ...

The Chief Fire Officer also advised Members that the Regional Project Board was to be refocused to form a Regional Joint Project Board considering FiReControl, Firelink and any associated issues that may impact on the implementation of FiReControl. The Regional Joint Project Board would maintain the responsibilities set out in the Project Initiation document and be responsible for assuring that the Regional Project remains on track to deliver the required project outcomes. The Chief Fire Officer added support structures and resources will be collectively pooled to enable issues to be dealt with on a collective basis. The Chief Fire Officer also referred to the proposed event to mark the opening of the RCC buildings, the expected date of which is anticipated to be late November/early December.

RESOLVED –

- i) That the report be noted**
- ii) That the revised project structures and governance arrangements detailed within the RMB report be approved**
- iii) That the continued pooling of FiReControl project grant funding on a regional basis be approved**
- iv) That the exploration of the possibility of an opening event of the NE RCC building in conjunction with a lease signing event by the RCC Company be approved**

63.2 RMB Expenditure & Income for 2006/2007

The Chair commended the Treasurer for the hard and valued work he had undertaken on behalf of both the CFA and the RMB, a statement which was endorsed by the Chief Fire Officer.

The Treasurer informed Members that a closing net balance of £121,000 as at 31 March 2007 had been carried over into 2007/2008, the closing balance for the previous year being £87,000. In accordance with previous RMB directions, this money was available to fund or 'pump-prime' future regional work or possibly offset any shortfall which might arise in implementing the RCC. Councillor Pearson reminded Members that when the RMB was started it was agreed to provide only enough money to run the Board, it was not the intention to build up finances. The Treasurer reported he had not objected to the increased balance, adding there had initially been plans to make two regional appointments to take forward some of the work but these appointments had not yet been made but the finance was available to fund these positions next year.

Councillor Williams queried if, given the financial status, was there a case for a reduction in our contribution in the next year's budget. The Treasurer advised he would take this into account when making his recommendations to the RMB for next year's budget.

RESOLVED – That the Regional Management Board accounts for the year ended 31 March 2007 be approved.

63.3 RMB Reports for information:

The Chief Fire Officer updated Members on the three primary RMB Workstreams: Resilience, Human Resources and Procurement, adding that Cleveland Fire Brigade, led by the Executive Director, would be taking forward all HR issues associated with the move to the Regional Control Centre

63.4 RMB Reports for information continued ...

The Chief Fire Officer reported he had asked for clarification regarding the other 3 Authorities position on the principle of delegated powers. He advised, in the not too distant future, the Authority would be asked to give a mandate on those areas worthy of instruction for delegation. Members reported that this must be to the benefit of the people of Cleveland and agreed a report be brought to a future meeting.

Referring to the services provided by the Brigade, Councillor Pearson made the observation that she had recently attended the Middlesbrough Members Awareness Seminar and had spoken to staff and had ascertained that most other Authorities are not using Bedding Packs. The Chief Fire Officer reported that there were a lot of very vulnerable people in the Cleveland area which the Authority support and this is one illustration of how much is done over and above what the central expectation is of protecting communities.

RESOLVED: That the following minutes and reports be noted

- i) **Update on RMB Workstreams**
- ii) **Minutes of the RMB meeting held on the 15 June 2007**

64. REPORT OF THE EXECUTIVE DIRECTOR
64.1 INFORMATION PACK September 2007

- 64.1.1** Fire and Rescue Service Circulars
- 64.1.2** Long Service & Good Conduct Medals

RESOLVED: That the report be noted

65. REPORT OF THE PERFORMANCE SCRUTINY CHAIR
65.1 Progress Against Revenue and Capital Budgets 2007/08 – Appendix A

In the Performance Scrutiny chairs absence the Treasurer reported that the Progress against Revenue & Capital Budget for 2007/2008 for the first four months had showed an adverse variance of £41,000. Appendix 1 to this report summarised the variances between the expected and actual expenditure and income. The Treasurer reported that at this stage there were no significant variances although a number of minor variances were outlined. The projected outturn was also expected to be within budget therefore there should be no impact on the level of reserves.

The Treasurer reported that Appendix 2 detailed a monitoring statement on the Capital Budget 2007/2008 including physical and financial information. Details of the Prudential borrowing indicators for 2007/2008 were approved as part of the Budget and Council Tax report submitted on the 9 February 2007 and these indicators, together with the approved Treasury Management Strategy detailed how the Authority would manage its capital investment, finance this expenditure and manage the Authority's loans portfolio. Details of the progress against key indicators were as set out in Appendix 4 to this report.

65.2 First Quarter Performance Summary Report 2007/08 – Appendix B

The Treasurer reported that the First Quarter Performance Summary Report 2007/2008 was the Brigade's performance against Best Value and Home Office Indicators and Corporate Objectives and priorities from April to June 2007. He reported that there were no other issues that the Performance Scrutiny Committee wished to bring forward to the Authority.

The Treasurer reported that savings needed to be identified and strategies put in place to identify savings within the 2008/09 budget. The Chairman requested that the Deputy Clerk identify potential efficiency savings from within the Members budgets.

RESOLVED:

- i) **That the report be noted**
- ii) **That the Deputy Clerk identify any potential savings from within the Members Budgets.**

66. REPORT OF THE SCRUTINY SERVICE DELIVERY CHAIR

The Chair of the Service Delivery Scrutiny Committee sought members approval of the Forward Work Programme (FWP) for 2007/2008. The Chair added the FWP would remain flexible to enable referrals to be made from the Authority, its committees or individual Members. The FWP included the continued monitoring of the Safety Improvement Plan, Co-responder, Asset Management, Business Risk Management and Fire Brigade Control.

RESOLVED - That the Scrutiny Service Delivery Committee Forward Work Programme for 2007/2008 be approved.

67. REPORT OF THE CLERK TO THE AUTHORITY

67.1 CFA Annual Report 2006/2007

The Deputy Clerk sought Members approval of the CFA Annual Report for 2006/07.

RESOLVED - that Members approved the CFA Annual Report 2006/2007

67.2 LGA Combined Fire Authorities Conference 30 October 2007

The Deputy Clerk sought Members wishes in respect of Member attendance at the LGA Combined Fire Authorities Conference to be held in Southampton on the 30 October 2007. After discussion Members agreed that the Chairman (or substitute) attend this event.

RESOLVED – that the Chairman or substitute attend the LGA Combined Fire Authorities Conference in Southampton on the 30 October 2007.

67.3 LGA Annual Fire Conference 2008 – 11/12 March 2008

The Deputy Clerk sought Members wishes in respect of Member attendance at the LGA Annual Fire Conference 2008 – Building Resilience: responding to environmental change, which is to be held in Coventry on the 11-12 March 2008. After discussion it was agreed that the Chairman, Vice Chairman and one Member from a non majority party (or substitutes) attend the Conference.

RESOLVED - that the Chairman, Vice Chairman and one Member from a non majority party or substitutes attend the LGA Annual Fire Conference in Coventry on the 11 and 12 March 2008.

67.4 Clerk's Information Pack

The Deputy Clerk updated Members on the feedback received from the Fire Service College visit and the NE Regional Overview and Scrutiny Annual Conference. She also informed Members of the current items discussed by the Member Development Group. In response to Councillor Pearsons request she confirmed that Councillor Porley and Councillor Kirton would be attending the IDeA Leadership Academy Programme 2007/08.

RESOLVED - that the report be noted

68. REPORT OF THE TREASURER

68.1 Final 2006/2007 Statement of Accounts & Audit Commission Annual Governance Report

The Treasurer reported the draft 2006/2007 Statement of Accounts was approved by the Executive Committee at its meeting held on the 29 June 2007, at which time Members were informed that a further report would be compiled when the Audit Commission had completed their review. The Audit Commission had completed their review and their recommendations are contained in Appendix A to this report. There are no issues within the Annual Governance Report which affect the level of the Authority's reserves.

During the Audit, amendments were made to improve the presentation of the statements and improve compliance with the Statement of Recommended Practice (SORP). These changes improved the presentation of information in the accounts but did not affect the Authority's overall cash position. Referring to the Annual Governance Report, the Treasurer outlined the principle purposes of the report, which was attached at Appendix A.

Caroline Tyrell presented the Audit Commissions Annual Governance Report as outlined in Appendix A to this report. She reported very few amendments had been made to the accounts this year, adding that the good working papers had made the audit very straight forward. Areas which had been amended were mainly due to changes in accounting requirements. She drew attention to the Action Plan (Appendix 1 page 11 of the Audit Commission report) around the control arrangements for the recording of fixed assets which needed improvement to ensure the asset register is properly maintained.

Councillor Dunning referred to the transfer of ownership of the Marine Fire Station to the Authority and queried the length of time this was taking. The Legal Adviser confirmed work was ongoing on this matter.

RESOLVED:

- (i) that Members noted the report**
- (ii) that the final 2006/2007 Statement of Accounts be approved**
- (iii) that the Chief Fire Office and Treasurer implement any actions recommended in the Annual Governance Report**

68.2 Treasury Management Annual Review 2006/2007

The Treasurer informed Members of the Treasury Management position and the actual outturn Prudential indicators for 2006/07. He informed Members that as part of the annual budget process the Authority had approved an outline of the overall Treasury Management Strategy and associated Prudential Indicators. The current report provided: a review of the actual treasury activity and summarised capital expenditure and financing; treasury position as at 31 March 2007; Prudential Indicators and Compliance issues; Economic Background for 2006/07; and Regulatory framework, risk and performance.

Referring to Capital Expenditure and Financing, the Treasurer stated the Authority's approved capital programme was funded from a combination of capital receipts, revenue contributions and approved Prudential Borrowing. Actual capital expenditure formed one of the required Prudential Indicators, and the total amount of capital expenditure for the year was £507,000, of which £480,000 was financed from Prudential Borrowing.

Turning to the Treasury Position as at 31 March 2007, the Treasurer advised the Authority has taken a proactive approach to managing cash investments and debt. As a result of changes in interest rates during 2006/2007, the Authority had been able to benefit from ongoing savings as a result of replacing some PWLB loans with a lower rate market loan, known as LOBOs (Lenders Option, Buyer Option). The table under point 5.2 of this report showed the treasury position as at the 31 March 2006 and 2007 for comparison purposes. The Treasurer drew attention to the key performance indicator shown in this table which is the very low average rate of long term debt of 3.99% which, when compared to the national average rate of PWLB borrowing of 5.97% indicated how low this rate is. The level of investments had reduced in the year partly as a result of reducing levels of borrowing and partly from the impact of the timing of grant payments.

Referring to Prudential Indicators and Compliance Issues, the Treasurer stated details of each Prudential Indicator was shown in Appendix 1 which indicated that treasury management activities were within the approved limits. The Treasurer then gave details of the key Prudential Indicators. Net borrowing and the CFR: Net borrowing should not have exceeded the CFR and the Authority had complied with this Prudential Indicator. The Authorised Limit: The Authority does not have the power to borrow above this level, and Appendix A indicated the Authority has maintained gross borrowing within its authorised limit. The Treasurer reported the 2006/2007 financial year had featured a rising trend in short term interest rates, and the first hike in the Bank of England Rate from 4.5% to 4.75% had been announced in August 2006. Two quarter point increases in the Bank Rate had been announced, one in November 2006 which raised the rate to 5%, and another in January 2007 which raised the rate to 5.25%. Long term interest rates charted an erratic course but the overall trend was towards higher levels.

The Treasurer reported the Authority's treasury management activities were regulated by a variety of professional codes, statutes and guidance with which the Authority has complied. The Authority is aware of the risks of passive management of the Treasury portfolio and, with the support of the Authority's advisers, had proactively managed its treasury position.

In conclusion the Treasurer advised the report provided the Authority with an overview of the Treasury Management activities for 2006/2007 and demonstrated that all activities have been undertaken in accordance with relevant legislation, regulations and the Authority's approved Treasury Management Strategy, therefore there were no specific issues to draw to Members attention.

RESOLVED: that the report be noted

69. ANY OTHER BUSINESS

69.1 Consultation on Formula Grant Distribution 2008/2009 and 2010/2011

The Treasurer informed Members of the details from Communities and Local Government (CLG's) consultation paper on Formula Grant Distribution which may impact on the Authority, and also contained suggested responses for Members consideration. The Formula Grant Distribution methodology is the basis used by the Government to allocate funding to individual authorities as part of the annual grant settlement. CLG had issued a

consultation paper setting out the distribution formula and which required a response by the 10 October 2007. Whilst some of the options were accompanied by exemplifications of the proposed changes, they illustrated the effects of the changes if they had applied in 2007/2008. The detailed effects in 2008/2009 and beyond would be different because the overall level of grant is likely to change as a result of the Comprehensive Spending Review (CSR7) and were therefore only indicative. Turning to page 2 of this report, the Treasurer drew Members attention to the table under point 4 which, using the exemplifications provided, showed the impact of each change.

The Treasurer then expanded on the significant impact of some of the proposed changes. Fire and Rescue Relative Needs Formula: the relative weightings of these factors are determined by regression against past expenditure data and the proposal was to update the expenditure data. This would result in a major loss of resources for the Authority. The impact in national terms would be the movement of significant resources away from deprived regions to more rural Fire Authorities (as summarised on page 3 of this report). The Treasurer stated this proposal should be opposed because the idea that past expenditure is a good indicator of need is fundamentally flawed, and drew Members attention to his suggested response. Referring to Relative Needs and Resources, the Treasurer stated the total grant was made up of four elements: Relative Need; Relative Resources; Central Allocation; Floor damping. The % of each element was originally designed to ensure some consistency between the current and previous grant models. The splits are therefore judgemental and the options range from an increase of just over £1m before damping to a loss of around £0.2m. The Treasurer stated this option should not be supported at this time and drew attention to a suggested response.

In conclusion the Treasurer stated that Members would note that the impact of some of the proposals was significant. He suggested possible further actions which may be considered. The Chief Fire Officer and the Treasurer join forces with the Metropolitan Fire Authorities in a joint response, and on behalf of the Authority the Treasurer to make MPs aware of the situation and its impact.

Detailed discussion on the way forward took place. It was agreed the suggested responses contained in this report be taken forward by the Chief Fire Officer and the Treasurer. In addition the Treasurer agreed to raise this matter at the Fire Forum and that a cross party approach be made to bring more political weight to bear on this matter. It was also agreed that the Chairman of the CFA would write to MPs making them aware of the situation and the effect the potential loss of funding would have on the deprived areas covered by Cleveland Fire Authority, bearing in mind that the Authority had very recently lost £1.4m in funding.

RESOLVED:

- i) That the report be noted**
- ii) That Members agreed the responses proposed in this report**
- iii) That Members agreed to submitting a co-ordinated response with the Metropolitan Fire Authorities who are similarly affected**
- iv) That Members agreed MP's be made aware of the proposals and the concerns felt by the Authority**
- v) That the Treasurer would bring this matter to the attention of the Fire Forum**
- vi) That a cross party approach be made to Government**
- vii) That the Chairman write to MPs making them aware of the situation and the impact it will have in their area**

70. LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1972

Members were requested to pass the following resolution:

“That under Section 100(A) (4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1 and 3 of Schedule 12A to the Act namely information regarding an individual; information relating to the financial or business affairs of any particular person (including the authority holding the information).”

71. CONFIDENTIAL MINUTES

71.1

RESOLVED – that the Confidential Minutes of the Ordinary Meeting held 27 July 2007 be confirmed.

71.2

RESOLVED – that the Confidential Minutes of the Executive Committee held 31 August 2007 and Tender Committee held 24 August 2007 be confirmed.

**COUNCILLOR MRS BRENDA FORSTER JP
CHAIRMAN**

COUNCIL
13th December 2007



Report of: General Purposes Committee

Subject: A. Review of Polling Districts and Polling Places
B. Decision Making Process

A. Review of Polling Districts and Polling Places

A1. PURPOSE OF REPORT

To invite the Council to approve the proposals for review of the Polling Districts and Polling Places set out in the attached proposals

A2. BACKGROUND

In discharge of the requirement for review of polling districts and polling places imposed on all authorities by the Electoral Administration Act 2006 (EAA 2006) by the end of 2007, the General Purposes Committee have produced proposals for review of the polling districts and polling places in the Hartlepool Constituency.

Proposals produced by the General Purposes (Polling District Review) Sub-committee have been the subject of a public consultation exercise from 9th September to 9th November 2007. The proposals have also been examined by the Scrutiny Coordinating Committee. The proposals have been reviewed in the light of the responses received in the consultation exercise.

A3. PROPOSALS

Appendix 1 sets out the proposals as approved by the Committee at their meeting on 5th December 2007. Members wishing to view larger scale plans showing street names should contact the Electoral Registration Officer.

The Committee were concerned to ensure that the changes to be made were adequately brought to the attention of electors by appropriate publicity and clear endorsement on polling cards when circulated for the next election. The Chief Solicitor confirmed that that these steps could be taken; apart from publication of statutory notice, arrangements would be made for press

release in Hartlepool Mail in the new year and an article in Hartbeat (March 2008 edition).

A4. RECOMMENDATIONS

That Council approve the polling districts and polling places as set out in Appendix 1 and authorise the Electoral Registration Officer to take all necessary steps to implement the changes proposed, including publication of the outcome of the review as required by the Electoral Administration Act and as requested by the General Purposes Committee.

A5. BACKGROUND PAPERS

Consultation Paper and appendices

A6. CONTACT OFFICER

Tony Brown, Chief Solicitor and Electoral Registration Officer

B. Decision Making Process

B1. PURPOSE OF REPORT

The report is a referral from the General Purposes Committee

B2. BACKGROUND

At the meeting of the General Purposes Committee, held on 28th September, 2007, in response to officers comments made at the meeting, the Committee unanimously resolved that it was not prepared to 'rubber stamp' decisions and recommendations in order to meet deadlines which, because of the lateness of submission, deny members the opportunity to raise for response prior to decision questions on matters of concern to them. Members were expected to challenge and question the actions of officers and recommended that all bodies of the Council express the same view and that this be reported to the next meeting of Council.

B3. PROPOSALS

Appended to the report is a copy of the minutes and decision record of the General Purposes Committee held on 28th September 2007 (Appendix 2).

B4. RECOMMENDATIONS

That Council note the concerns of the General Purposes Committee in relation to rubber stamping of decisions in order to meet deadlines and that Council's views be sought.

PROPOSALS APPROVED BY GENERAL PURPOSES (POLLING DISTRICT REVIEW) SUB-COMMITTEE

POLLING DISTRICT	ELECTORATE (APPROX)	PROPOSED POLLING PLACE(S)
BRUS WARD – No change to Polling Districts		
AA	2027	Area bounded by King Oswy Drive, Fulthorpe Ave, Nicholson Way and Joyce Road*
AB	2327	West View Community Centre, Miers Avenue
AC	383	St. Thomas More's Parish Centre, Easington Road
NOTE: District AA – No suitable polling place identified as available in proposed area. Arrangements to be put in place for the use of a portable unit.		
BURN VALLEY WARD – Minor changes to Polling Districts BA and BB		
BA	1148	Eldon Grove*
BB	1744	St. Matthew's Community Centre*
BC	1355	ORB Centre, Shrewsbury Street*
NOTE: District BA – Eldon Grove identified as Polling Place.		
DYKE HOUSE WARD – Polling Districts increased from 3-4		
CA	1013	Lime Crescent Flatlets
CB	832	Jesmond Road Primary School
CC	1179	Brougham Annexe, Wharton Terrace
CD	781	Parton Street*
NOTE: District CD – No suitable polling place identified as available in proposed area. Arrangements to be put in place for the use of a portable unit.		

* New polling place

PROPOSALS APPROVED BY GENERAL PURPOSES (POLLING DISTRICT REVIEW) SUB-COMMITTEE

POLLING DISTRICT	ELECTORATE (APPROX)	PROPOSED POLLING PLACE(S)
ELWICK WARD – No change to Polling Districts		
DA – Hart Parish	484	Village Hall, Front Street, Hart
DB – Hart Parish	110	Polling District DB
DC – Elwick Parish	529	WI Hall, The Green, Elwick
DD – Elwick Parish	167	Polling District DD
DE/DF – Dalton Piercy and Brierton Parishes	213	Village Hall, Dalton Piercy
DG/DH – Claxton and Newton Bewley Parishes	90	Polling District DH
<p>NOTE: District DB – No suitable polling place identified as available in proposed area. Arrangements to be put in place for the use of a portable unit.</p> <p>District DD – No suitable polling place identified as available in proposed area. Arrangements to be put in place for the use of a portable unit.</p> <p>District DH – No suitable polling place identified as available in proposed area. Arrangements to be put in place for the use of a portable unit.</p>		
FENS WARD – Polling Districts reduced from 3 to 2		
EA	1437	The Vineyard, Mowbray Road*
EB	2638	Fens Primary School
<p>NOTE: Polling Place in Fens School will be a 'super' polling station.</p>		

* New polling place

PROPOSALS APPROVED BY GENERAL PURPOSES (POLLING DISTRICT REVIEW) SUB-COMMITTEE

POLLING DISTRICT	ELECTORATE (APPROX)	PROPOSED POLLING PLACE(S)
FOGGY FURZE – No change to Polling Districts		
FA	1218	Foggy Furze Branch Library
FB	1355	St Cuthbert's Church Hall, Stratford Road
FC	1418	Belle Vue Community Centre*
NOTE: None		
GRANGE WARD – No change to Polling Districts		
GA	1544	Supporters Club Car Park – Portable Unit
GB	1279	Lynnfield Community & Learning Centre
GC	1117	Polling District GC
NOTE: District GC – No suitable polling place identified within district. Propose use of Walmsley Hall, although outside of Ward has been used as polling station for this area for many years.		

* New polling place

PROPOSALS APPROVED BY GENERAL PURPOSES (POLLING DISTRICT REVIEW) SUB-COMMITTEE

POLLING DISTRICT	ELECTORATE (APPROX)	PROPOSED POLLING PLACE(S)
GREATHAM WARD – No change to Polling Districts		
HA	886	Polling District HA
HB	795	Greatham Community Centre, Front Street, Greatham
NOTE: District HA– No suitable polling place identified as available in proposed area. Arrangements to be put in place for the use of a portable unit.		
HART WARD – Minor changes to Polling Districts IB and IC		
IA	994	Barnard Grove Primary School
IB	1594	St Marks Community Centre
IC	1457	Bamburgh Court
ID	539	Polling District ID
NOTE: District ID– No suitable polling place identified as available in proposed area at present time. Arrangements to be put in place for the use of a portable unit until such time as an alternative community venue available.		

PROPOSALS APPROVED BY GENERAL PURPOSES (POLLING DISTRICT REVIEW) SUB-COMMITTEE

POLLING DISTRICT	ELECTORATE (APPROX)	PROPOSED POLLING PLACE(S)
OWTON WARD – Minor changes to Polling Districts JB & JC		
JA	1540	Owton Manor Primary School*
JB	824	Owton Manor Community Centre
JC	1798	Grange Primary School
NOTE: District JA – Owton Manor Primary School identified as Polling Place.		
PARK WARD – Minor changes to Polling Districts KA and KB		
KA	2006	High Tunstall School
KB	1695	Bowls Pavilion, Ward Jackson Park
KC	957	Hartlepool Cricket Club
NOTE: None		

* New polling place

PROPOSALS APPROVED BY GENERAL PURPOSES (POLLING DISTRICT REVIEW) SUB-COMMITTEE

POLLING DISTRICT	ELECTORATE (APPROX)	PROPOSED POLLING PLACE(S)
RIFT HOUSE WARD – Polling Districts increased from 3-4		
LA	823	Rift House Primary School*
LB	993	Browning Avenue Baptist Church*
LC	1213	Kingsley Primary School
LD	1600	Swinburne House, Swinburne Road*
NOTE: District LA – Rift House Primary School identified as Polling Place.		
ROSSMERE WARD – No changes to Polling Districts		
MA	636	Tanfield Road Nursery
MB	1483	Rossmere Centre, Rossmere Way
MC	1341	Rossmere/Ardrossan Community Building
MD	1199	Jutland Road Community Centre
NOTE: None		
SAINT HILDA WARD – Minor changes to Polling Districts NB & NC		
NA	1514	Phoenix Centre*
NB	1510	St Helens Primary School
NC	1301	Constables Lounge, Borough Hall
NOTE: None		

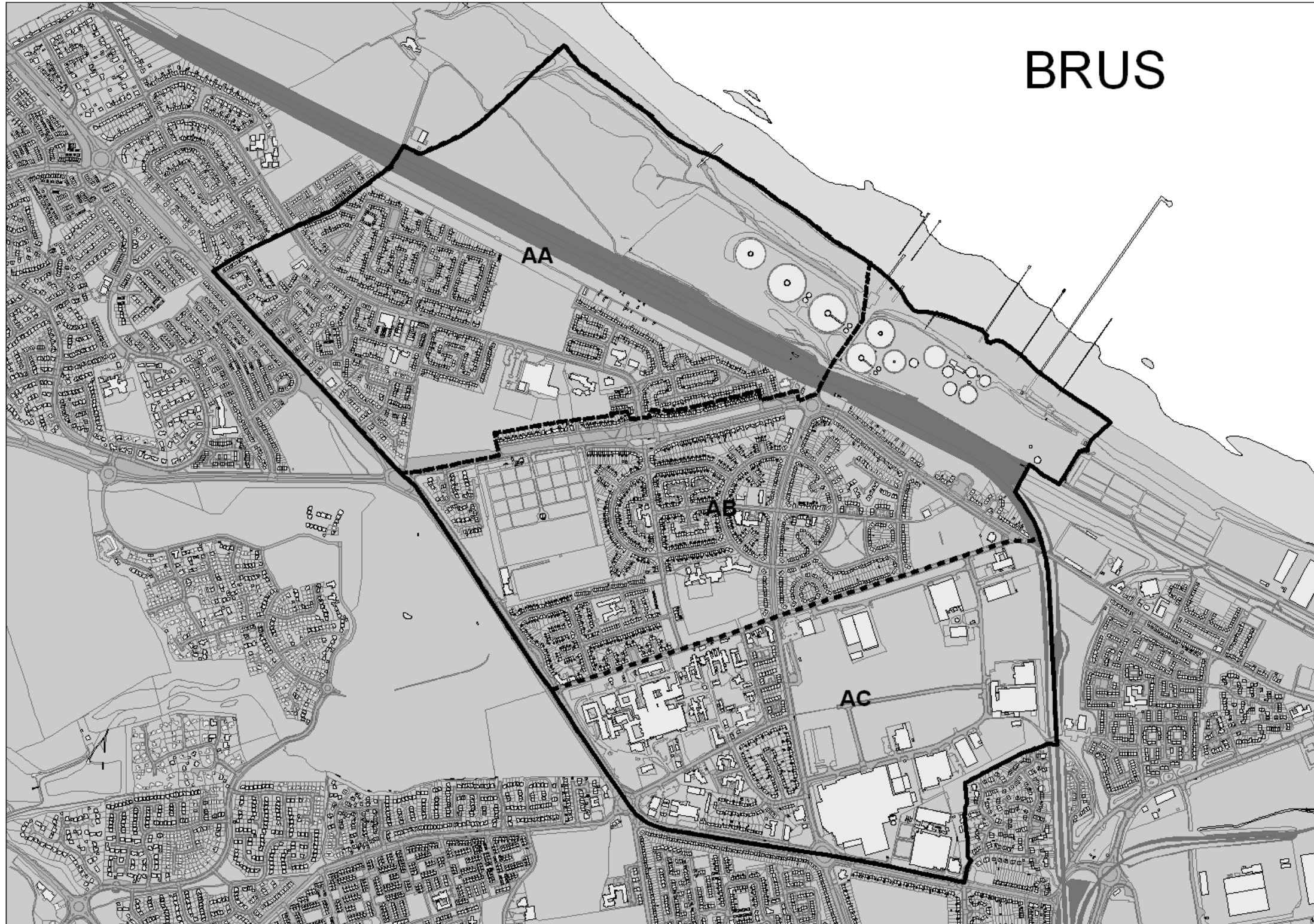
* New polling place

PROPOSALS APPROVED BY GENERAL PURPOSES (POLLING DISTRICT REVIEW) SUB-COMMITTEE

SEATON WARD – Minor changes to Polling Districts OB & OC		
OA	1900	The Schooner, Warrior Drive
OB	1713	Seaton Carew Branch Library
OC	1676	Seaton Carew Youth Centre
NOTE: None		
STRANTON WARD – No changes to Polling Districts		
PA	1065	Mill House Leisure Centre
PB	841	Polling District PB
PC	1124	Central Library, York Road
PD	848	Burbank Community Centre
NOTE: District PB – Old West Quay confirmed availability.		
THROSTON WARD – No changes to Polling Districts		
QA	1732	Polling District QA
QB	1813	Throston Grange Community Centre
QC	1189	Jesmond Road Primary School
NOTE: District QA – No suitable polling place identified as available in proposed area. Arrangements to be put in place for the use of a portable unit.		

* New polling place

BRUS

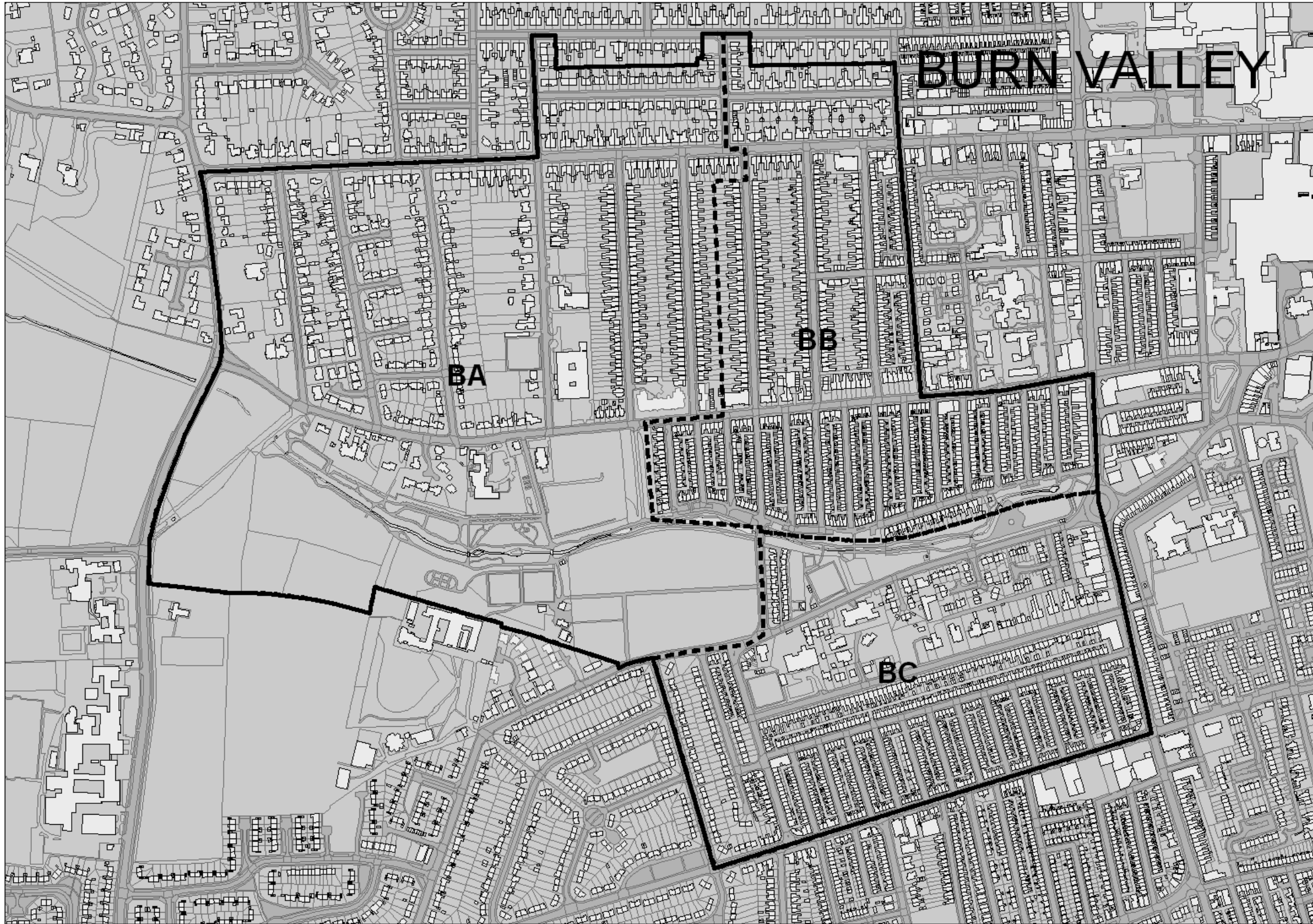


BURN VALLEY

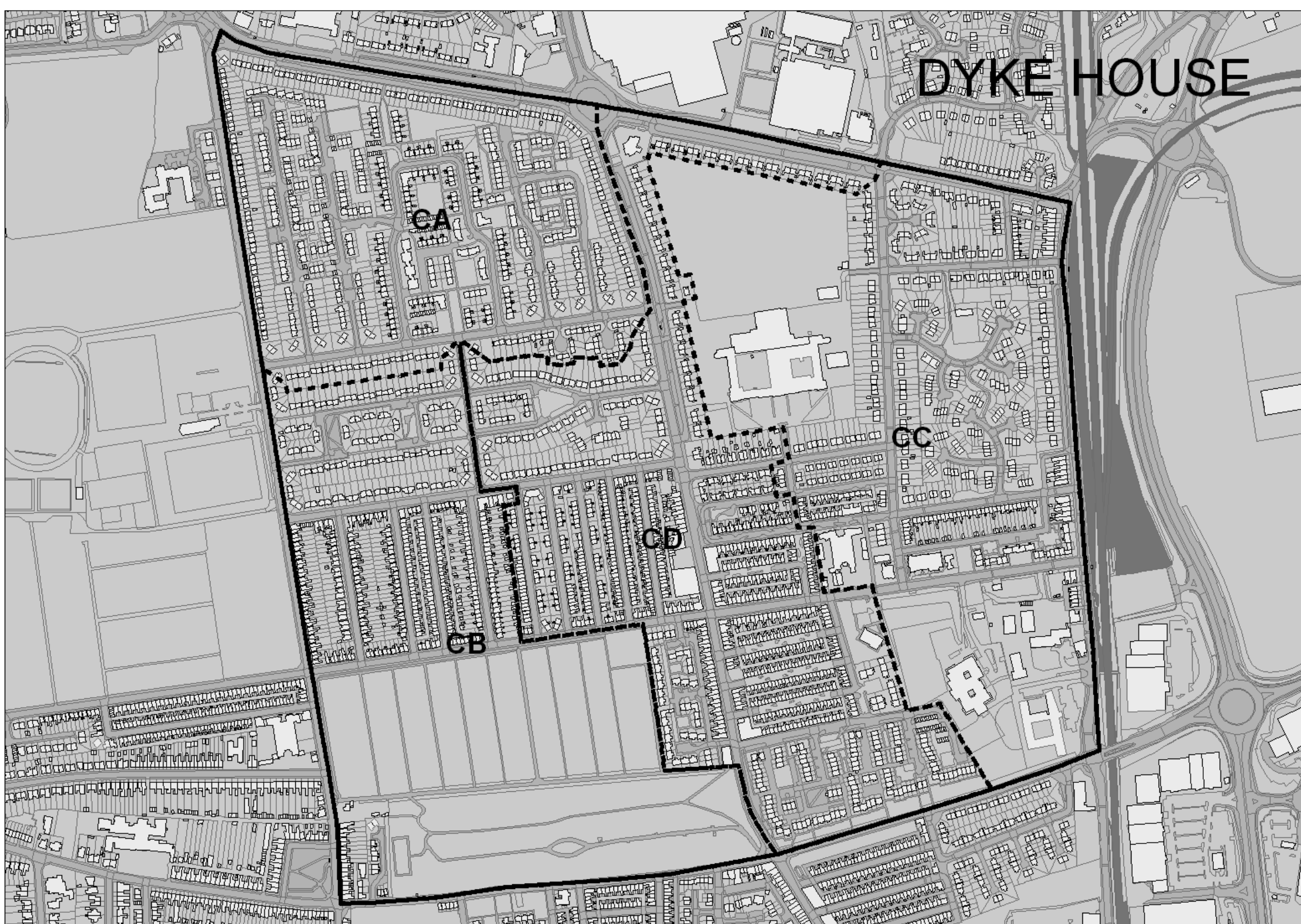
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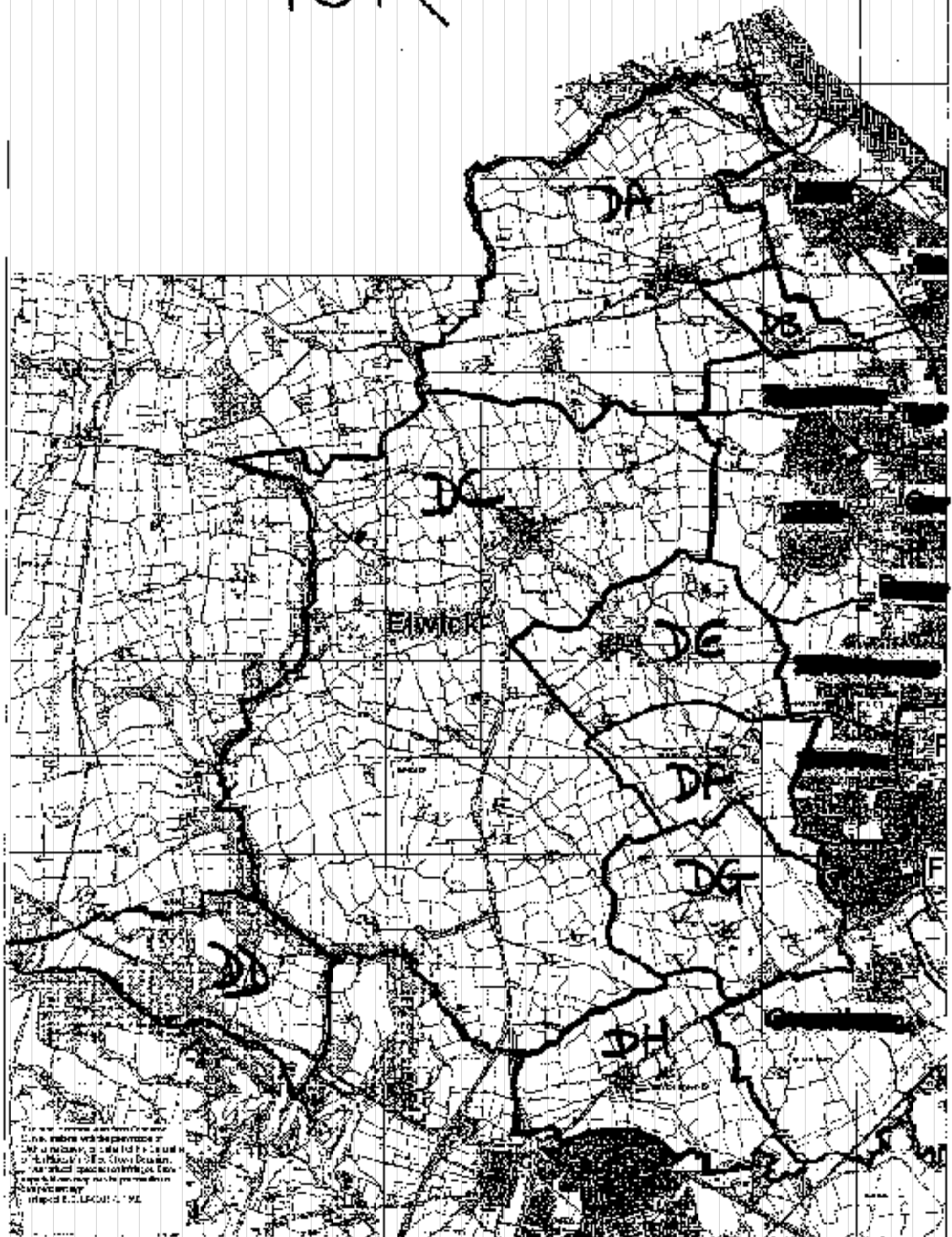
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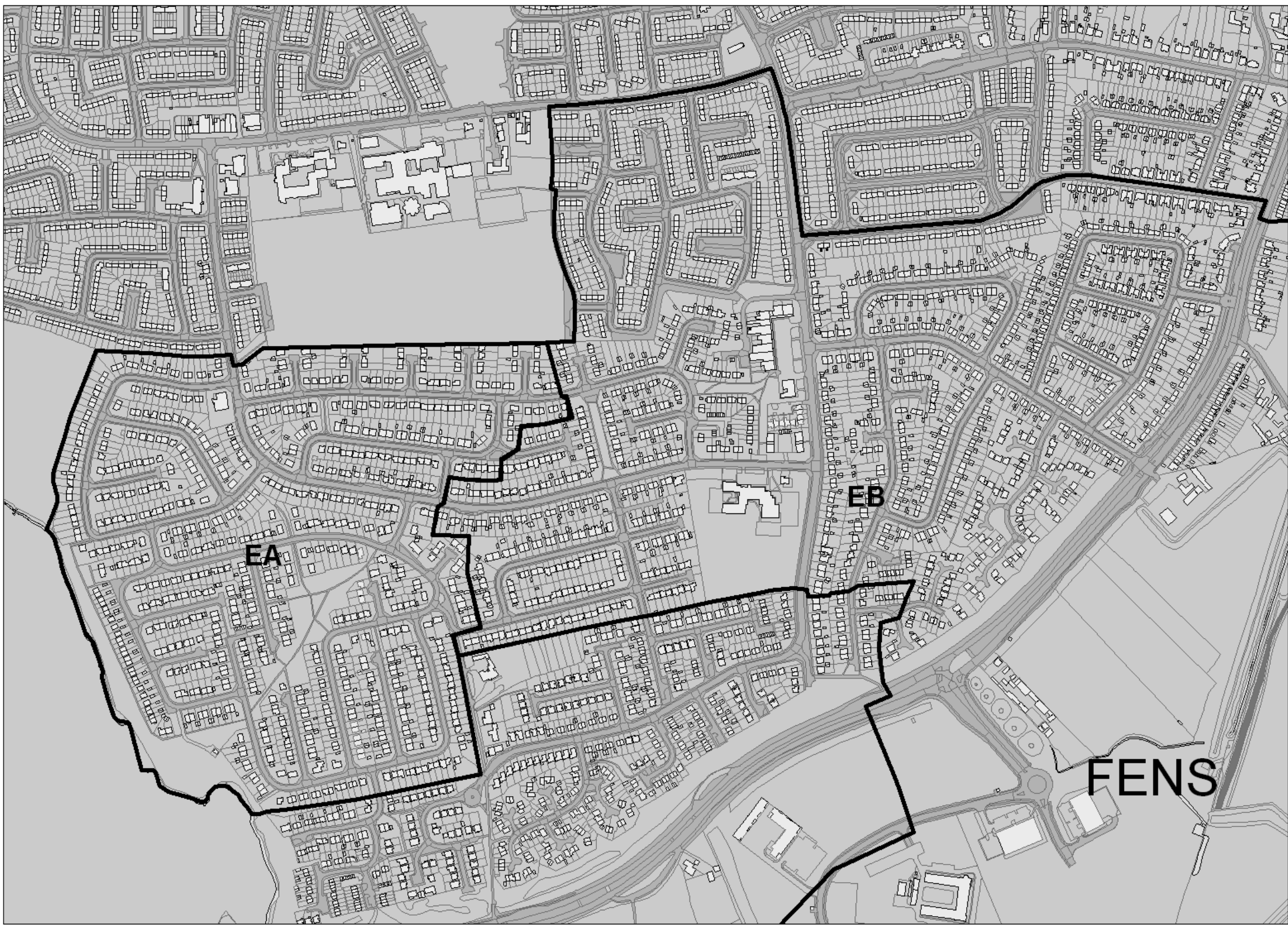


DYKE HOUSE



ELWICK





EA

EB

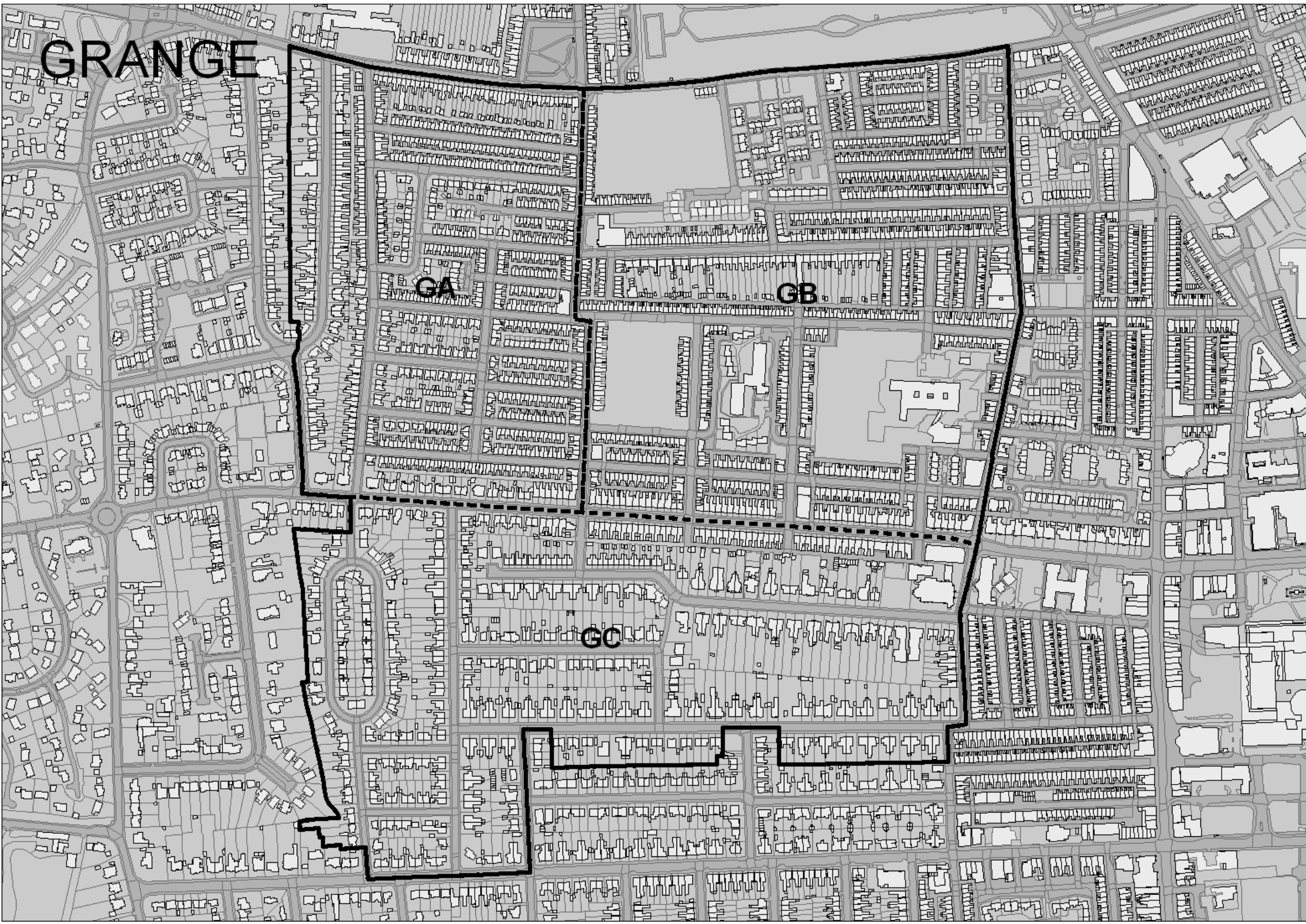
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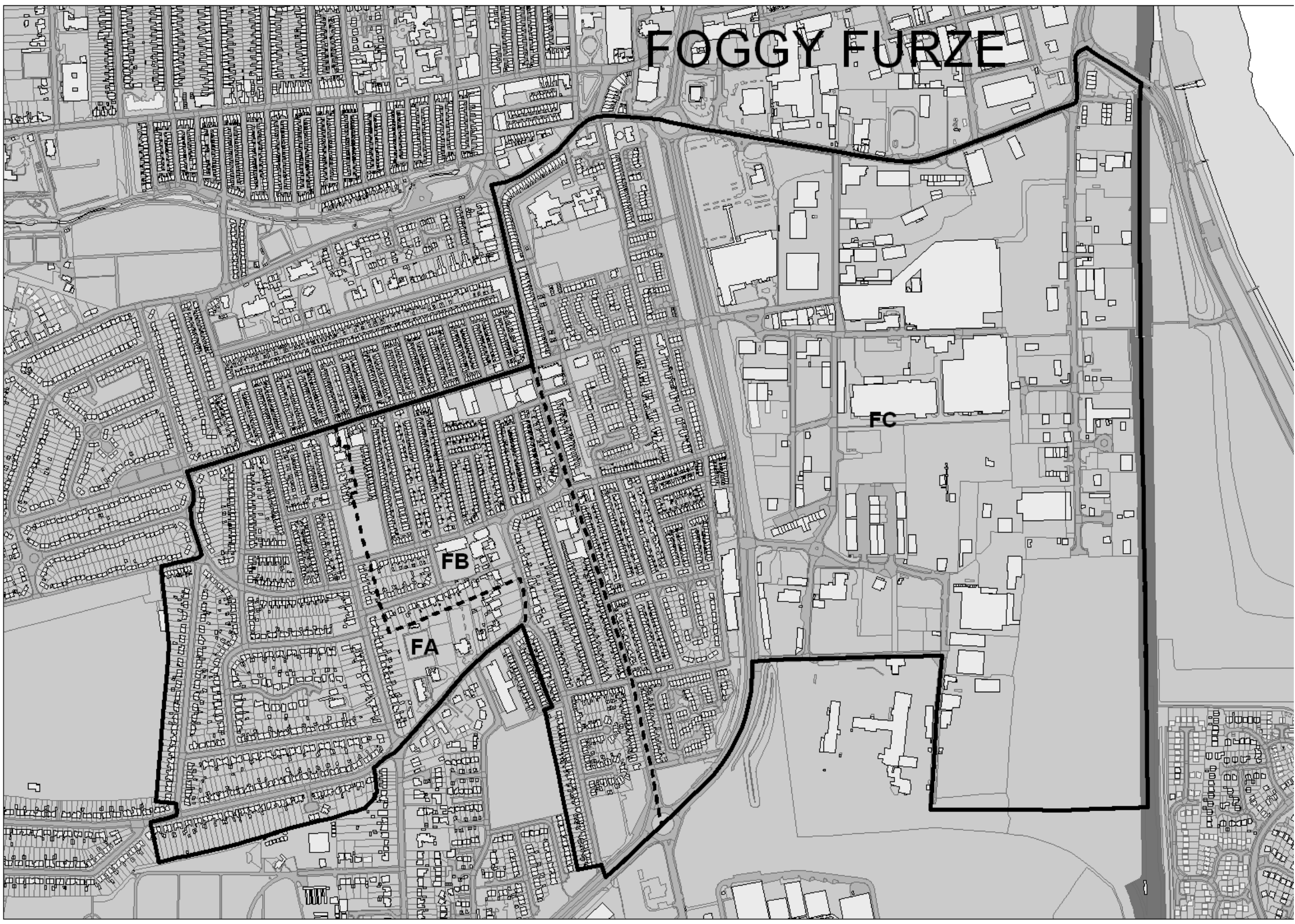


FOGGY FURZE

FC

FB

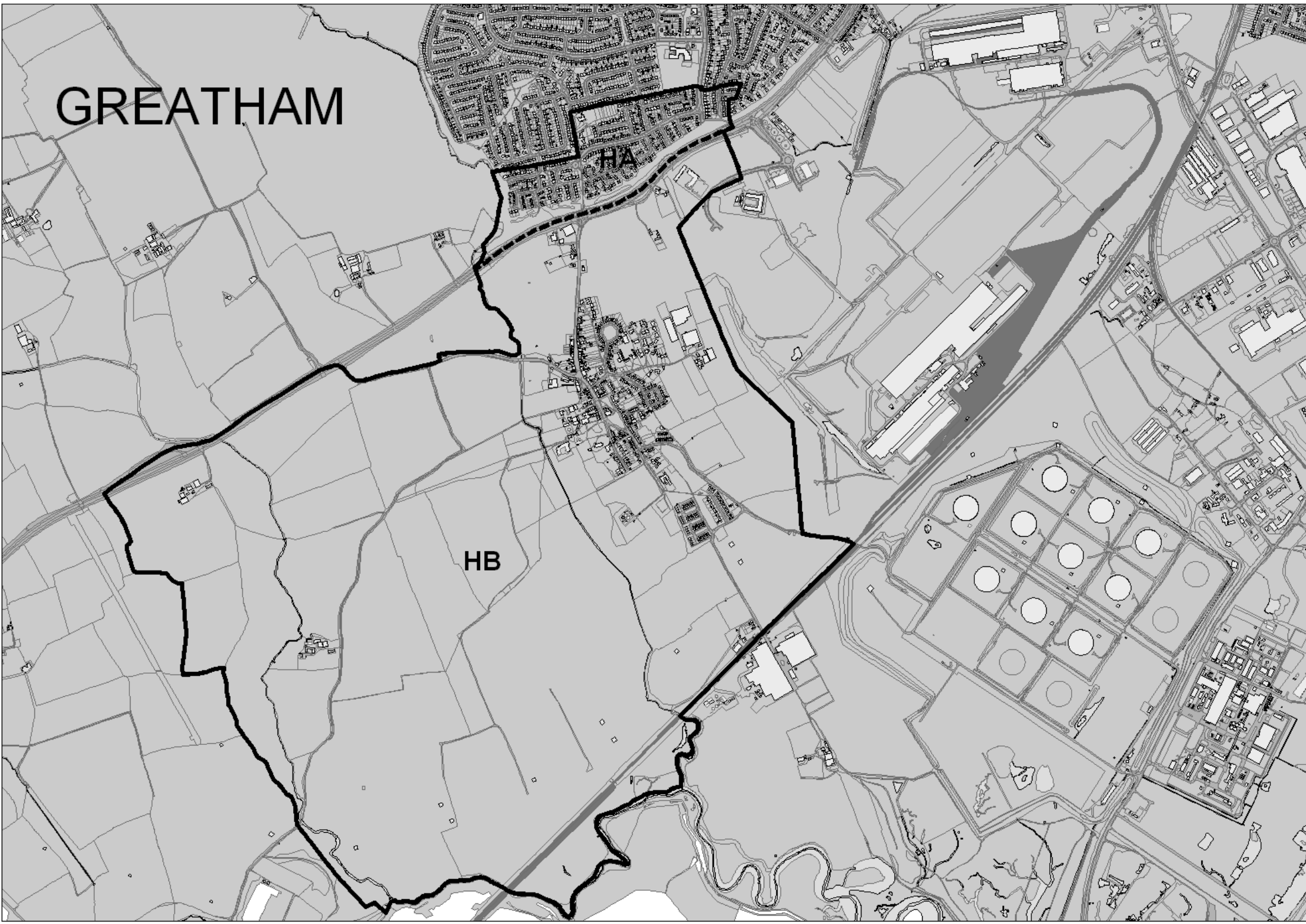
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GREATHAM

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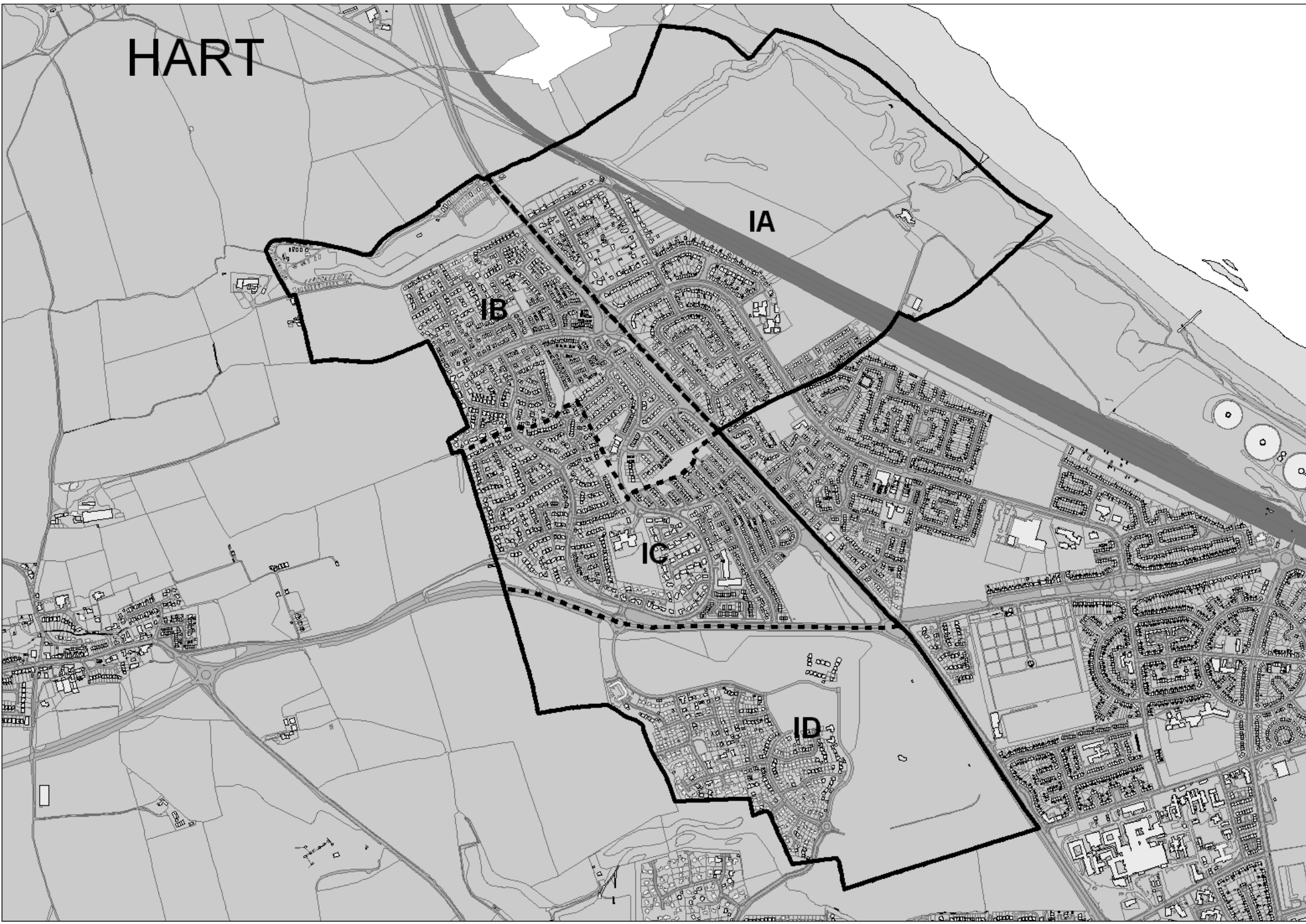
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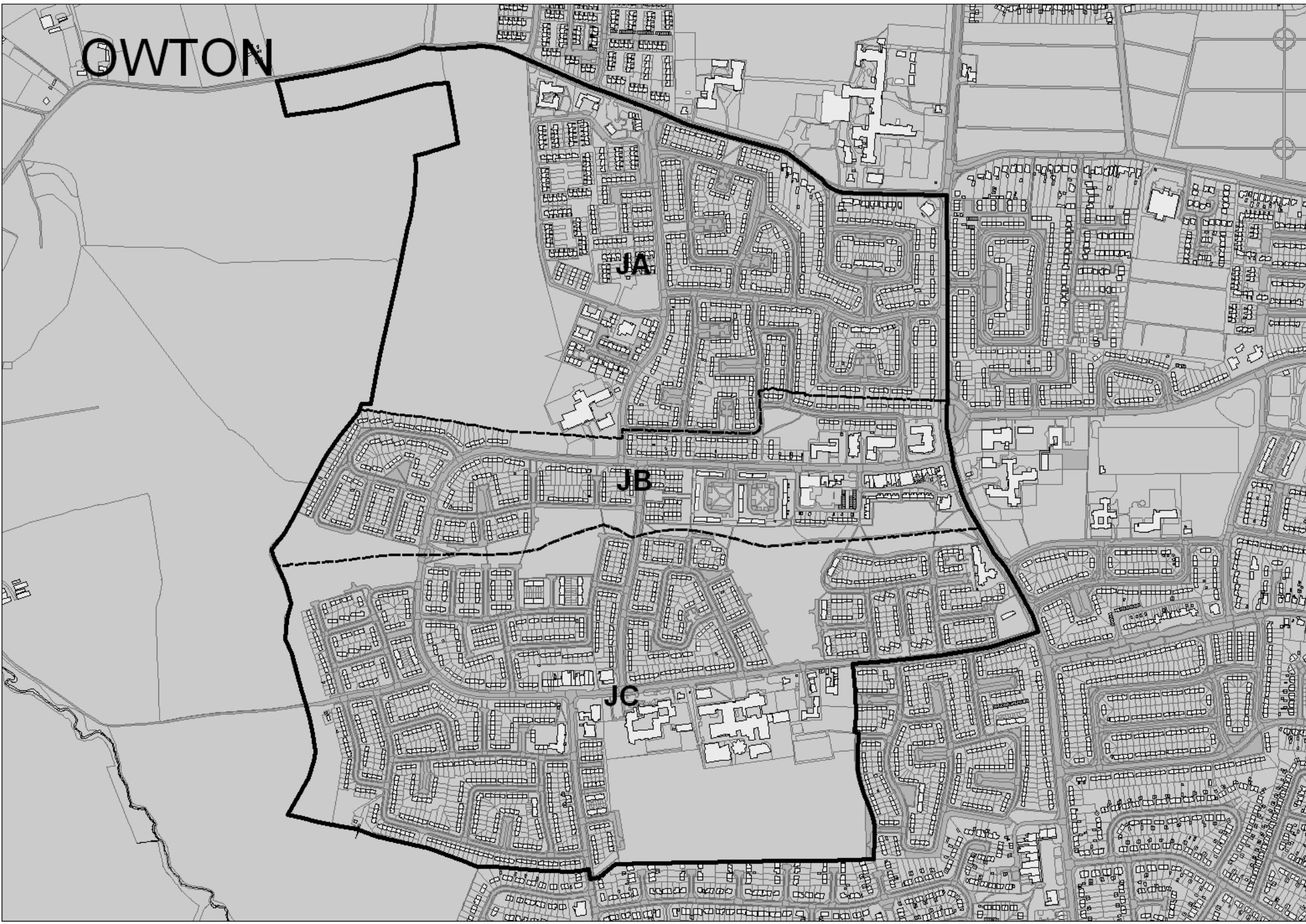


OWTON

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JB

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PARK

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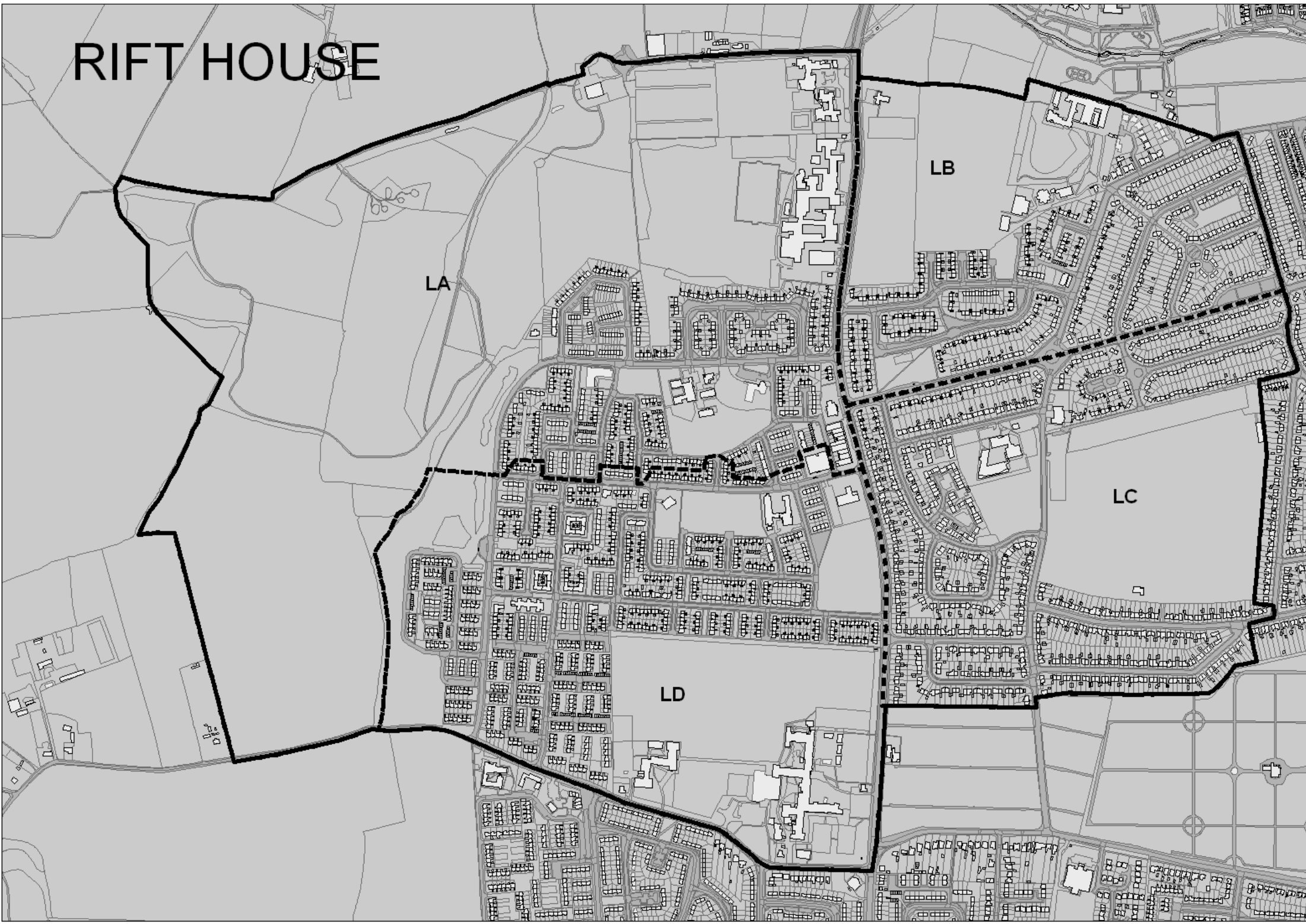
RIFT HOUSE

LA

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ROSSMERE

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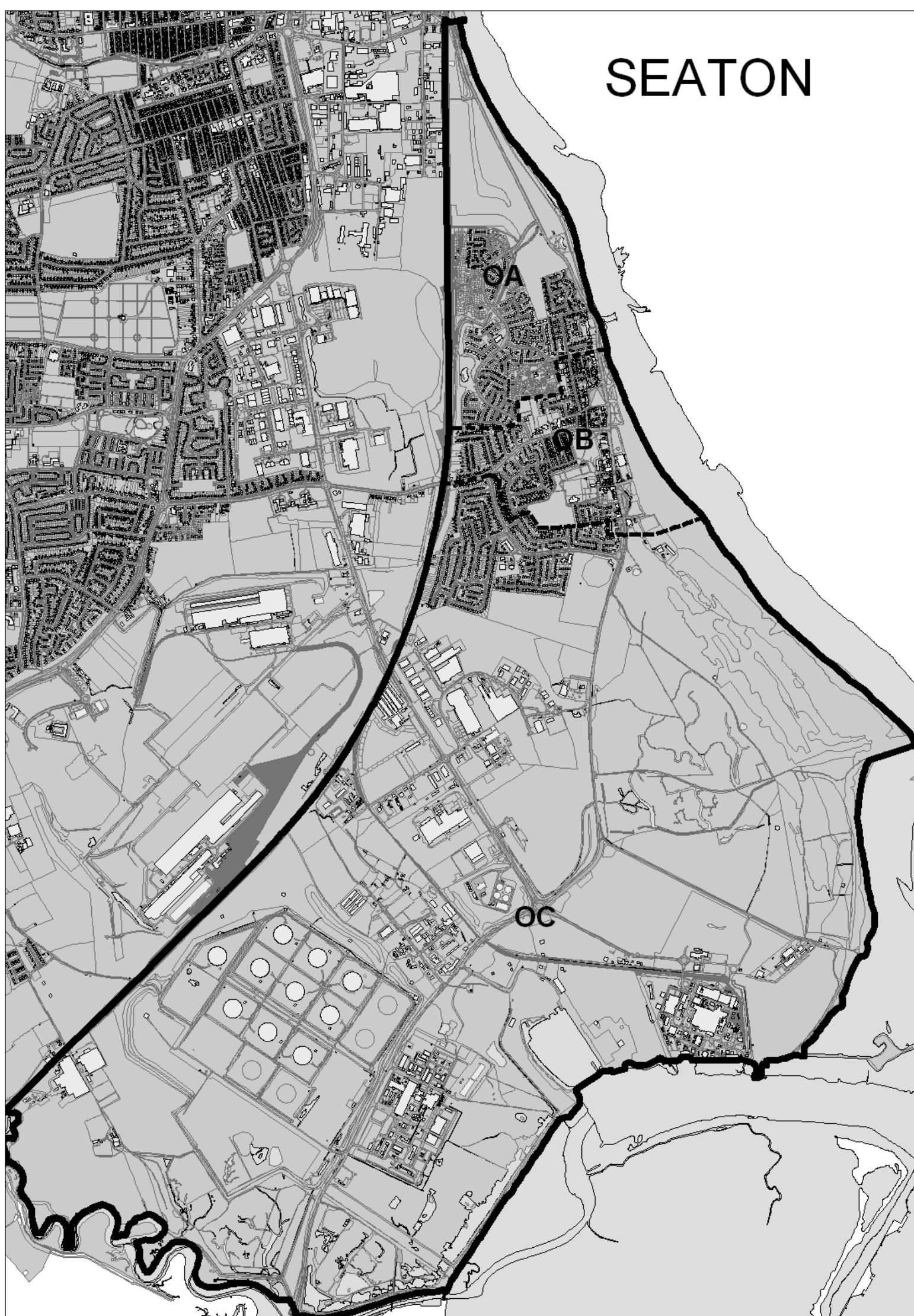
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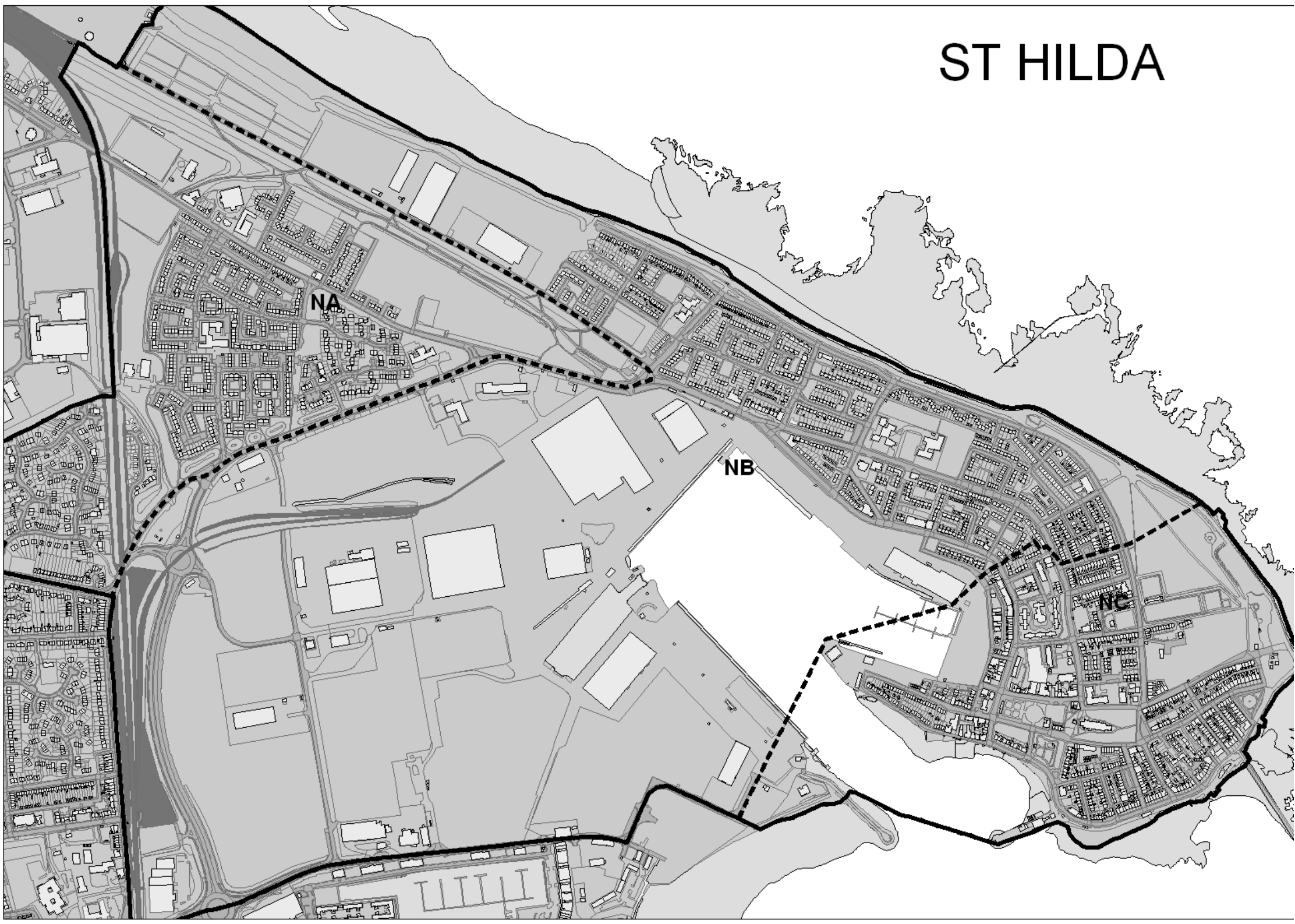
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SEATON



ST HILDA



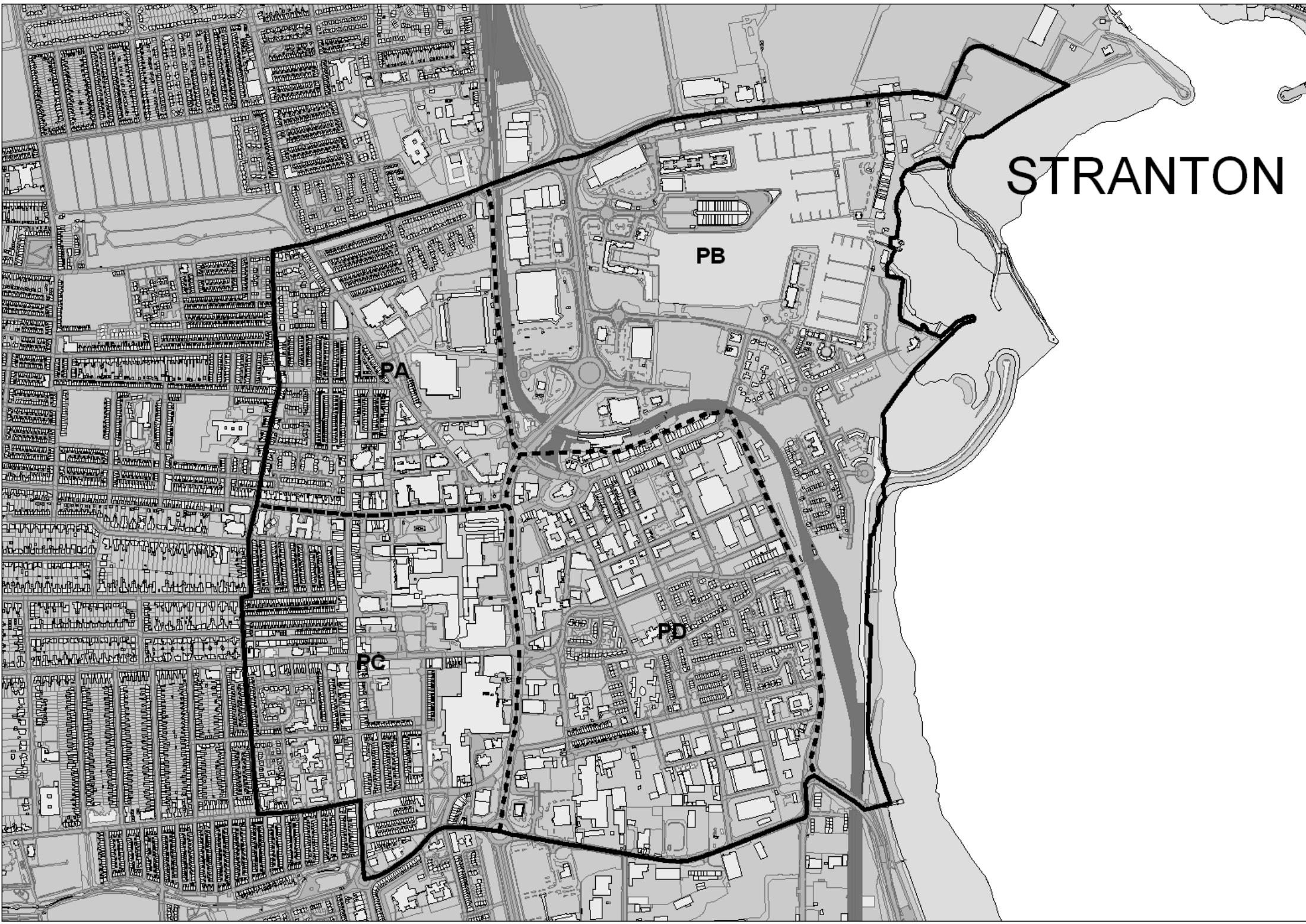
STRANTON

PB

PA

PD

PC



THROSTON

QA

QB

QC



GENERAL PURPOSES COMMITTEE

MINUTES AND DECISION RECORD

28 September 2007

The meeting commenced at 10.00 a.m. at Belle Vue Community, Sports and Youth Centre, Hartlepool

Present:

Councillors: George Morris (in the Chair)
Stephen Akers-Belcher, Sheila Griffin, Gordon Henery, Jane Shaw, Stephen Wallace and Gerald Wistow

Officers: Mike Ward, Chief Financial Officer
Chris Little, Assistant Chief Financial Officer
Angela Hunter, Principal Democratic Services Officer

Also present:
Caroline Tyrrell, District Auditor

16. Apologies for Absence

Apologies were submitted on behalf of Councillors Tim Fleming and John Marshall.

17. Declarations of interest by Members

None.

18. Confirmation of the minutes of the meeting held on 17 August 2007

Confirmed.

19. Final 2006/2007 Statement of Accounts and Audit Commission Annual Governance Report *(Chief Financial Officer)*

The Chief Financial Officer presented a report which enabled Members to approve the final 2006/2007 Statement of Accounts and note the Audit Commission's Annual Governance Report. The District Auditor was in attendance to highlight the key issues identified in the Annual Governance

Report and to answer any questions in relation to this report. The draft final accounts had been approved by this committee on 29 June 2007.

The Audit Commission had completed the review of the draft Statement of Accounts 2006/2007 and related matters and Members were advised that although no significant issues had been identified there had been some changes agreed with the District Auditor and these were incorporated within the final Statement of Accounts 2006/07 attached at Appendix B. Details of the amendments were included in the Annual Governance Report at paragraphs 16-20 and a summary of these changes was provided within the report.

A discussion ensued in which the following issues were raised:

- (i) Members referred to the minutes of the previous meeting of this Committee and advice provided by the Chief Solicitor and sought clarification on what this Committee were able to question in relation to the Statement of Accounts. The Chief Financial Officer informed Members that advice previously given by the Chief Solicitor indicated that this Committee could ask questions which were relevant to the discharge of its function in relation to the accuracy of the accounts. The Committee had been advised previously that the management of the accounts and any policy decisions were within the role of the Executive and the Scrutiny Function. It was noted that in view of previous discussions at this Committee, the suggestion that the responsibility for approving the accounts in the future be transferred to the Audit Committee was currently being pursued.
- (ii) Paragraph 34 of the Annual Governance Report indicated that the Committee were required to reach a conclusion on whether it was satisfied that the Council had proper arrangements in place to secure value for money. Clarification was sought on how the Committee could carry out this requirement without questioning the accounts. The Chief Financial Officer commented that the Committee's role was more of an administrative nature to 'rubber stamp' recommendations and that the function to challenge the accounts rested with Scrutiny. The Chief Solicitor had previously advised that the Committee's role was to consider to the best of their knowledge and ability whether the accounts were accurate and reflected the position of the Council.
- (iii) It was suggested that this discussion be held at an additional meeting at which the Chief Solicitor could be present to provide further clarification on this issue. The Chief Financial Officer advised Members that the deadline for the approval of the final Statement of Accounts for 2006/07 was 30 September 2007 which left insufficient time to reschedule this meeting. Members were asked to note that one of the implications of missing this deadline would be the withdrawal of the Council's Excellent Status as rated under the CPA. Members had concerns about

the tight timescale and whether their concerns could be answered in this meeting.

- (iv) Members were reminded that the draft Statement of Accounts had been approved by this Committee on 29 June 2007 and that this meeting was to consider the amendments made in light of the Audit Commission's review. Members were concerned that the draft statement of accounts had been approved on the understanding that the Committee were unable to question certain areas. The District Auditor advised Members that if they had any questions about the Annual Governance Report she would answer them at this meeting.
- (v) Members sought clarification on Appendix 6 of the Annual Governance Report and the 'adequate' conclusions for Value for Money. The District Auditor informed Members that during the Audit it had been proven that there were arrangements in place for all the Value for Money criteria which resulted in the 'adequate' conclusion and added that a more detailed examination would be undertaken as part of the Use of Resources Assessment.
- (vi) The recent CPA inspection had been critical of the absence of medium term financial and service development planning. Members questioned whether departments had integrated financial and service development strategies in place as referred to in criteria 8. The Chief Financial Officer informed Members that detailed budget plans across two and three years were based on the executive portfolio areas. The District Auditor added that the review of the annual statement of accounts did not look at that level of detail but that this would be picked up within the Use of Resources Review.

COUNCILLOR GEORGE MORRIS HAD TO LEAVE THE MEETING AT THIS POINT AND IT WAS AGREED COUNCILLOR STEPHEN WALLACE TAKE THE CHAIR FOR THE REMAINDER OF THE MEETING.

COUNCILLOR STEPHEN WALLACE IN THE CHAIR

- (vii) Clarification was sought on whether there was any evidence of continuous improvement in relation to proper arrangements being in place to secure the value for money conclusions. The District Auditor confirmed that the Value for Money assessment did not examine continuous improvement although improvement in performance indicator targets were looked at separately.
- (viii) It was questioned whether this audit looked at the financial support for service development plans across their 3-5 year term. The District Auditor responded that this area would be included within this year's audit if it impacted on 2006/07 but that this audit concentrated on the whole authority and not the departmental detail.
- (ix) Members suggested weaknesses in medium term planning

meant there was no adequate framework for deciding spending priorities in accordance with strategic objectives. The cuts in home help provision and approval of tall ships expenditure were referred to as an example of where Members felt such explicit priority setting had not taken place. The District Auditor responded that all financial procedures covered by the Constitution were examined, however this did not include the allocation of reserves.

- (x) The recent CPA inspection was referred to and the District Auditor was asked what arrangements the Authority would be expected to have in place to secure continuous improvement in the allocation of resources and how this fits in with the medium to long term strategy of the Authority. The District Auditor informed Members that the criteria within the Use of Resources assessment could be examined in relation to how it was applied to the decisions made, but there would be a cost associated with undertaking this.
- (xi) It was proposed that an investigation be undertaken to examine the issues of good governance and management of the Council's accounts.
- (xii) In relation to value for money and the use of agency staff, a Member stated that he had been unable to establish the level of cost to the Council with regard to the use of agency staff on a departmental level. The District Auditor informed Members that although the operation of the payroll system was examined, this was not looked at in this level of detail. Members were advised that this was a policy issue and could be raised at a meeting of Council.
- (xiii) In view of the detailed discussion undertaken, it was suggested that the following be included within the recommendations: Members requested that their concerns that they felt constrained in relation to what questions could be asked on the Statement of Accounts and that further clarification be provided in relation to this issue by the Chief Solicitor at the next meeting of this Committee.

In view of the lengthy discussions undertaken at this meeting it was proposed that a vote be taken on the recommendations including the addition of point (xiii) as detailed above.

In light of the discussions undertaken, Members requested that it be noted that this Committee was not prepared to 'rubber stamp' decisions and recommendations and that Members were expected to challenge and question the actions of officers and that all bodies of the Council express the same view.

Decision

- (i) Members noted the report despite their concerns that they felt constrained in relation to what questions could be asked on the Statement of Accounts and that further clarification be provided in relation to this issue by the Chief Solicitor at the next meeting of this Committee.
- (ii) That the final 2006/07 Statement of Accounts as detailed at Appendix B be approved.

Councillor Stephen Akers-Belcher requested that his vote against recommendations (i) and (ii) be noted.

20. Any Other Business

In response to officers comments noted above, the Committee unanimously resolved that it was not prepared to 'rubber stamp' decisions and recommendations. Members were expected to challenge and question the actions of officers and recommended that all bodies of the Council express the same view and that this be reported to the next meeting of Council.

GEORGE MORRIS/STEPHEN WALLACE

CHAIRMAN

Report of: Constitution Committee

Subject: REVIEW OF OUTSIDE BODIES

1. PURPOSE OF REPORT

The purpose of the report is to invite the Council to approve a review of representation on outside bodies and the process by which nominations are made.

2. BACKGROUND

At the meeting of the Constitution Committee held on 30 November 2007, Members considered a report relating to a review of outside bodies. Members reiterated their concerns expressed at a meeting of the Constitution Working Group held on 22 November 2007 about the added value that some of the outside body appointments bring to the Council and the number of Members appointed to each organisation. Members were also concerned that there did not appear to be a training or induction programme in place for Members attending these organisations. In addition, there was no consistent arrangement for formal Member feed back from the different organisations to other Members, especially where the organisation was in receipt of local authority funding and it was agreed that this issue be incorporated into the surveys to be forwarded to the organisations and Members.

Despite the above concerns, it was acknowledged that there were a number outside organisations where Members felt that their attendance did add value to the organisation and the Council as a whole.

Hartlepool Borough Council currently makes more than 280 nominations to more than 100 organisations. These organisations vary greatly from statutory bodies (eg Cleveland Police Authority) to national lobbying organisations (eg the Library Association) to local charities (eg North Tees Women's Aid). The roles of Members on these bodies and the demands on their time vary greatly. Some organisations may only meet once or twice a year while others may meet every few weeks. Some of these nominations will also require detailed briefings prior to the meetings.

Nominations are made in different ways. Generally the full slate of nominations is approved/noted at Annual Council in May each year. Some nominations are linked to particular positions (eg Executive Member/Neighbourhood Consultative Forum Chair), some require nominations on the basis of political group (eg Cleveland Fire Authority) and some may reflect the particular interest/expertise of a Councillor.

Members of the Executive have a particularly important role in representing the Council on outside bodies. Around 25 per cent of places are filled by the Cabinet Members. Within the Executive representation varies greatly, with some portfolios having more nominations attached to them than others.

Nominations that are not attached to a particular position are generally allocated to political groups who will then nominate individuals to those positions.

In addition to feedback received from Members, it is noted that nominations have not undergone a detailed review since 2001. A review of representation on outside bodies, and the process by which Members are nominated to them, is timely.

3. PROPOSALS

REVIEWING THE GENERAL APPROACH TO NOMINATIONS

Classification of outside bodies

The process by which the Council agrees to participate in outside bodies is very much ad hoc. The Council has no criteria for assessing whether or not to participate in an organisation or who should be nominated, beyond the convention that a number of nominations are allocated to specific posts.

Criteria could be used to assess Council participation and nominations to outside bodies. These include:

- the value of participation to the Council
- the value of Council participation to the community
- ensuring that the Council is effectively represented on outside bodies
- ensuring that the Council fulfils its statutory responsibilities
- not overburdening some positions with nominations;
- and ensuring that Councillors serve on bodies whose work interests them.

Information about outside bodies and participation in their work

In order to undertake such a review exercise thoroughly the appropriate information about each organisation needs to be available. The Democratic Services Team is proposing to undertake a survey of all outside bodies collecting basic information about each organisation in order to up-date the Council's records. The survey will ask about each organisation's aims and objectives and about the value of Council participation to them. The information from the questionnaires will be compiled and will prove useful in helping inform a review.

The Standards Committee agreed, prior to the review carried out in 2001, to an exercise asking all Councillors to put forward organisations for inclusion in the outside bodies list. That exercise could be repeated into the wider review

outlined above. In addition, it would also be helpful to canvass the views of Members on the organisations in which they currently participate and this could easily be incorporated. It is proposed, therefore, that all Members be surveyed at the same time as the views of outside bodies are sought.

4. RECOMMENDATIONS

The Council endorse the review of nominations to outside bodies as set out in Section 3 of this report.

5. REASONS FOR RECOMMENDATIONS

These proposals would constitute a very thorough review of nominations to outside bodies and should leave the Council well placed to continue representing the interests of local people effectively in a wide variety of organisations.

6. BACKGROUND PAPERS

Cabinet – 29 January 2001

Cabinet– 11 May 2001

Council - 24 May 2007

Constitution Working Group – 22 November 2007

Constitution Committee – 30 November 2007

COUNCIL
13 December 2007



Report of: Culture, Leisure and Tourism Portfolio Holder

Subject: ANNUAL LIBRARY PLAN 2007/08

1. PURPOSE OF REPORT

- 1.1. To present the Annual Library Plan for 2007/8 for Council's approval.

2. BACKGROUND

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

The Plan describes the priorities and actions of the library service during 2007/8 and how they contribute to delivery of the Departmental and Corporate plans. Consultation with stakeholders, library users and the public including a presentation at each of the Council's Neighbourhood Forums took place during August.

- 2.2 The Annual Plan for 2007/8 is attached as **Appendix 1**.

3. DECISION MAKING ROUTE FOR THE ANNUAL LIBRARY PLAN

- 3.1 Cabinet 14rd May 2007, Neighbourhood Forums August 2007, Scrutiny Forum 4th September 2007, Cabinet 29th October 2007 and Council on 13th December 2007.

4. THE ANNUAL LIBRARY PLAN

- 4.1 DCMS highlights 3 principle service areas for public libraries,

- The promotion of reading and informal learning,
- Access to digital skills and services including E-Government
- Measures to tackle social exclusion, build community identity and develop citizenship.

Library services in these areas contribute to delivering Corporate Plan Objectives: LAA29 - 'Enrich individual lives, strengthen communities and improve places where people live through enjoyment of leisure, culture and sport' and LAA30 'Cultural and Leisure Services, including libraries, better meet the needs of the community, especially disadvantaged areas', also Corporate Plan Objective 'Increase provision of high quality learning and

skills opportunities that drive economic competitiveness, include participation, and build social justice participation of adults in learning' and Corporate Plan Objective: LAA12. Mental Wellbeing: 'To promote a positive approach to the mental wellbeing of Hartlepool residents.'

The plan highlights actions to be undertaken this year, which include the introduction of the restructured vehicle services, improvement of family history services, increased use of libraries as venues for literary and author hosted events and close working with Children's Services to support children's literacy and family learning.

During 2007/8 the library service will review current services and develop a longer-term forward plan.

The establishment of a Libraries Friends Group was endorsed during the consultation at Neighbourhood Forums and is now meeting regularly.

5. RECOMMENDATIONS

- 5.1 The Council approves the Annual Library Plan 2007-8 as attached.



HARTLEPOOL
BOROUGH COUNCIL

Library Service

Service Plan 2007/08

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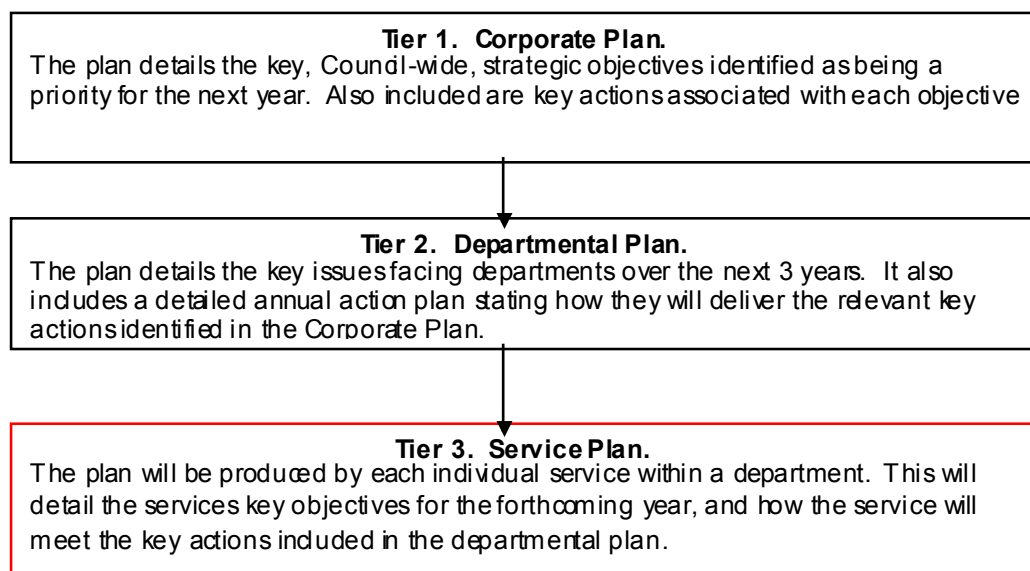
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Introduction

This document is the Library Service Plan for 2007/08 and forms part of the Council's overall Service Planning arrangements. The plan details the key priorities and issues facing the Library Service over the next year, and includes a detailed action plan showing how these priorities will be delivered.

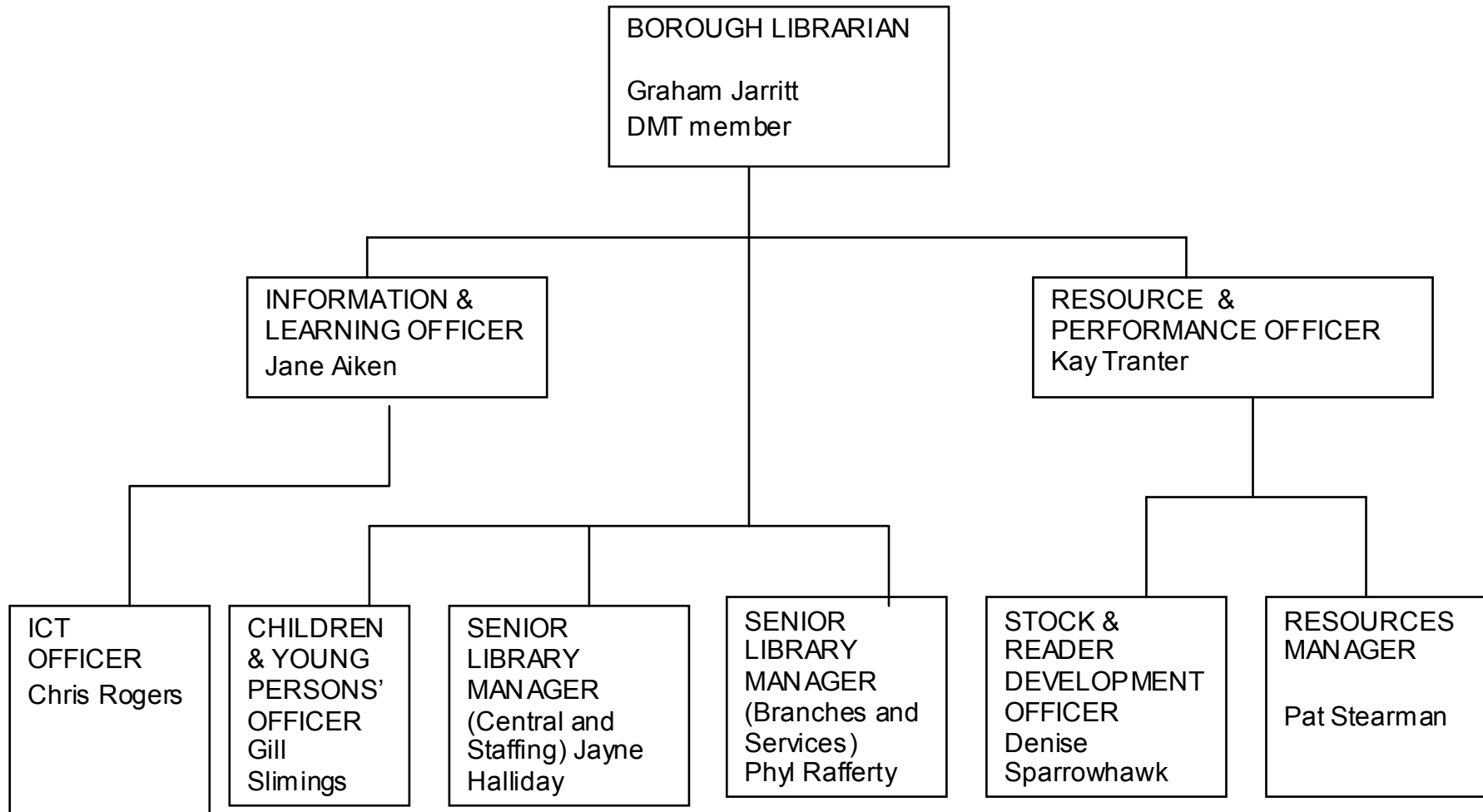
The plan details how the Library Service will meet the Council's key priorities as stated in the Corporate Plan and the Adult & Community Services Department's key priorities as stated in the Adult & Community Services Departmental Plan 2007/08-2009/10.

This plan should be looked at in conjunction with both the Council's Corporate Plan, and the Adult & Community Services Departmental Plan, that together form part of the Council's overall Service Planning Arrangements. Figure 1, below, demonstrates how the plans are linked: -

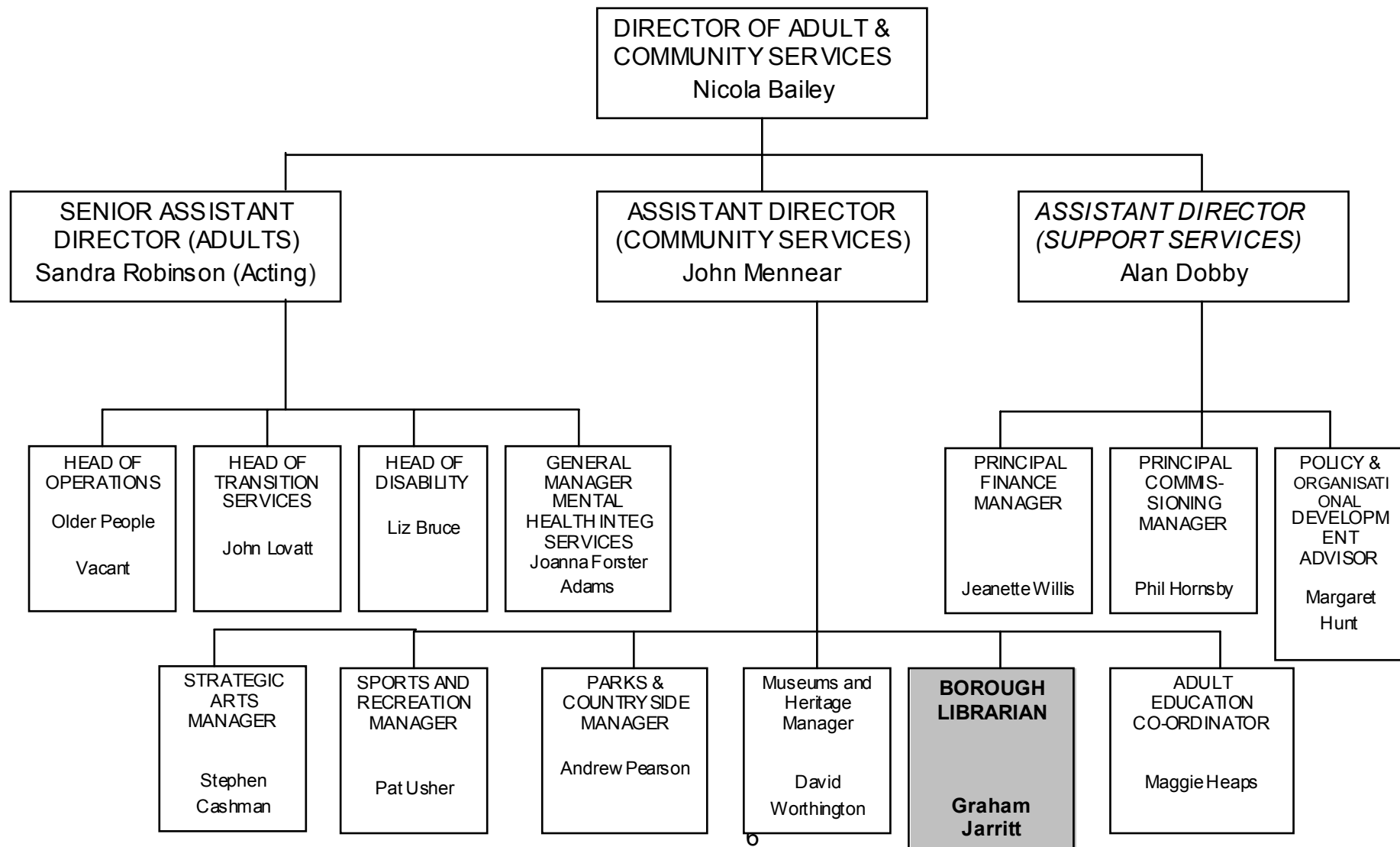


This approach ensures that any objective that appears in the Corporate Plan can be traced through the Departmental plan to specific actions in the service plan, and vice versa. It allows the employees delivering services to explicitly see how their actions contribute to the Council's overall objectives.

Library Service Senior Management Structure



Where Libraries fit within Adult and Community Services Departmental Management



Performance Management

- **Monitoring and Reporting**

The action plan detailing how the department will meet its main objectives for the forthcoming year will be monitored constantly, and reported regularly to Departmental Management Team on a quarterly basis.

Throughout the year, in certain circumstances, it may become necessary to either remove or amend an objective or specific action from the action plan. This could be for a number of reasons, such as changing priorities or a delay in implementing a particular scheme through unforeseen circumstances. Any amendments to the plan will only be made with full agreement of DMT.

- **Reviewing the Plan**

As previously explained the action plan will be constantly monitored and reviewed, with any proposed changes being presented to DMT for agreement.

The plan will also be used as a management tool to monitor library senior managers' performance through the monthly update meeting.

- **Communication**

The Library will communicate performance internally through the staff newsletter, through the library section heads meetings, through the library managers' service team meetings and through individual and collective staff-update meetings.

Externally, the library will communicate and consult on its plan, aims and objectives directly with the public, through the Neighbourhood Forums, with users at all service points and with stakeholders through electronic or postal communication.

The Library Service

The Library in Hartlepool provides services from the Central Library and six branches. It also operates a mobile library bus and a van delivered home library service. It supports and provides stock for Brougham Annexe Library, which is run by the voluntary Wharton Trust.

Although traditionally seen as somewhere that lends books and provides a place to study, the public library provides a far broader range of services. Framework for the Future, the ten year forward plan for libraries sets the priorities for library provision as:

- The promotion of reading and informal learning.
- Access to digital skills and services including E-Government
- Measures to tackle social exclusion, build community identity and develop citizenship.

The library promotes and supports reading and literacy for all ages. For adults there are reading groups, literary events and creative writing projects as well as a large range of books and materials in other formats. Children and young people are supported through a large selection of reading materials, homework clubs and a robust programme of events throughout the school holidays. The Summer Reading Challenge annually encourages reading throughout the summer school break. Bookstart, run by a partnership of the Library, Children's Services and Health Visitors, provides special packs of books and other materials to encourage development of reading and learning throughout the early years.

The library supports learners. It provides study places, books and materials, public free access to ICT and a number of online databases. It also works with Adult Education in the hosting of training courses and works closely with Hartlepool College of Further Education. The library is the principal provider of free, open public access to computers and the internet in Hartlepool.

The library seeks to provide services to hard to reach groups. In Partnership with the Tees, Wear and Esk Valleys Mental health Trust and MIND it provides mental wellbeing book collections for information and self help and runs a reading group for people with mental health issues. The Library supports basic skills learning and works with the Youth Service to provide services to young people at risk. The library is open to all and is highly regarded by many people in the town who value its services and role as a community resource.

The Library in Hartlepool scores well in satisfaction ratings and national standards measurement. At the same time, within a broader national debate it is necessary to consider the appropriate direction of travel to ensure a sustainable and high quality library service in the town. In 2007/8 the library will produce a strategic document to consider the longer-term development of the town's library services

Priorities

Library Service Priorities for this 2007/8 are

- Ensure Library Services are easily accessible to vulnerable groups and contribute to the preventative mental wellbeing agenda.
- Develop milestones and strategies to deliver improvements of facilities and services areas.
- To contribute to the review of all Community Services literature
- Contribute to the establishment of key centralised information points across the town and publicise these.
- Implement the delivered library services review and action plan.
- Provide Library services targeted towards hard to reach groups and individuals
- Reduce sickness levels within the library service
- Implement policies and actions that contribute to the Council's Diversity Action Plan
- To increase community engagement in planning and delivering library services.
- Improve the library service's capacity to provide strategic management and its ability develop strategic forward planning
- To develop a strategic forward plan for library services in Hartlepool

The actions the library service will take to work towards delivering these priorities are detailed in the Action Plan section of the Service Plan

Library Service Action Plan 2007/08

The Library Service Action Plan identifies actions that are linked to the Corporate Plan through the Adult and Community Services Departmental Plan. The action plan expands on both of these and gives more detail as to how this will be achieved.

Objectives that are linked to the Corporate Plan, through the Adult & Community Services Departmental Plan

SERVICE/TEAM (IF APPLICABLE)				
Corporate Plan Objective: LAA12. Mental Wellbeing: To promote a positive approach to the mental wellbeing of Hartlepool residents (Ref: CO)				
Departmental Plan Objective: To increase social inclusion of people with mental health issues (Ref:) HC 13.1				
Service Plan Objective: Ensure Community Services are easily accessible to vulnerable groups and contribute to the mental wellbeing agenda				
Ref:	Action	Date to be Completed	Responsible Officer	Associated PIs
	Establish Alzheimers Bookchat group	Sept 07	Phyl Rafferty	BV 220
	Explore establishment a Reading group in Sandwell Park mental health unit	Dec 07	Phyl Rafferty	BV 220
Corporate Plan Objective: LAA29 Enrich individual lives, strengthen communities and improve places where people live through enjoyment of leisure, culture and sport				
Departmental Plan Objective: Develop and improve cultural and leisure facilities and events (Ref:) CL2.1				
Service Plan Objective: Develop milestones and strategies to deliver improvements of facilities and services areas.				
	Achieve Matrix Standard for information and Guidance provision for Central Reference Library	Mar 08	Jane Aiken	BV 220

	To gain Investing in Children status for one library service point.	Mar 08	Gill Slimings	
	Establish a library strategic planning group	May 07	Graham Jarritt	
	Develop a library community engagement strategy	Sept 07	Graham Jarritt	
	Develop a library forward strategy for Hartlepool taking into account local need and national strategies and policies	Oct 07	Graham Jarritt	
	Implement staff training plan & ensure that staff receive appropriate training for their role.	April 07	Jayne Halliday	
	Regularly monitor performance against PLSS targets and CIPFA indicators and propose remedial actions if required	Mar 08	Kay Tranter	BV220 LPI ACS 6
	Explore potential funding sources and potential partners for a project to organise and preserve the special collections. Produce a timeframe and plan	Mar 2008	Jane Aiken	
	Maritime Archive – work with the NEEMARA project team to catalogue their collection on Talis.. Train a member of staff to input records . Create a Maritime Archive web link from the portal to the catalogue	Sept 07	Jane Aiken	
	Promote Ancestry.com and Britannica on-line. Total of 14 workshops to be held through year across all static service points	Mar 08	Jane Aiken	BV 220
	Organise an event to promote learning/local history in partnership with Middleton Grange & Hartlepool Hospice	May 2007	Jane Aiken	
	To deliver a minimum of 4 literary events	March 08	Denise Sparrowhawk	BV 220

	To review library support services and library stock procurement within Hartlepool Libraries with reference to national/MLA ' <i>Better Stock, Better Libraries</i> ' proposals	Dec 07	Kay Tranter	
	To take part in a regional pilot within national/MLA ' <i>Better Stock, Better Libraries</i> ' proposals	Mar 08 (within regional timeframe)	Kay Tranter Graham Jarritt	
	Analysise current stock issues and identify performance of different formats. Draw up revised stock purchasing plan and plan to improve performance of underachieving stock	Dec 07	Kay Tranter Denise Sparrowhawk Chris Rogers	BV 220
	Conduct Children's PLUS survey	Sept 07	Gill Slimings	BV 220
	Monitor customer care and service standards in all service points, and take any remedial or training actions as may be indicated	Sept 07	Jayne Halliday Phyl Rafferty	BV 220 BV118 BV119C
Departmental Plan Objective: Ensure the public have access to a wide range of information about leisure, culture and sporting opportunities in a variety of accessible mediums. (Ref:)				
Service Plan Objective: Revision of all Cultural Services service literature to be undertaken to confirm information availability and identify gaps.				
Ref:	Action	Date to be Completed	Responsible Officer	Associated PIs
	Take part in Cultural services literature and publicity review	Mar 2008	Graham Jarritt	
	Three 'How to guides' & three 'Facilities and services guides to be published (in hard copy and on the portal)	Mar 2008	Jane Aiken	

	Revise Bookstart and children's library service literature to market new initiatives and expanding services.	Mar 2008	Gill Slimings	BV 220
	Produce quarterly events programme posters for each library.	April 07	Chris Rogers	
	To participate in the Departmental Portal Development Group to ensure continual development and updating of the Portal	Mar 2008	Chris Rogers	
Service Plan Objective: Establish key centralised information points across the town and publicise these				
Ref:	Action	Milestone	Responsible Officer	Associated P's
	Working with other Section Heads, establish key centralised points, a method of information gathering and coordinating the distribution of materials to these	May 2007	ADCS/Graham Jarritt	
	Agree method of publicising key information sites	May 2007	ADCS/Graham Jarritt	
Corporate Plan Objective: – LAA30 Cultural and Leisure Services, including libraries, better meet the needs of the community, especially disadvantaged areas				
Departmental Plan Objective: To increase opportunities for participation in a wide range of cultural and leisure activity focussing on areas of disadvantage (Ref:).				
Service Plan Objective: Conduct review of concessionary charging policy across Community Services with a view to establishing one consistent approach. CL6.1				
	Contribute to the review of the Community Services concessionary charging policy	April 2007	Graham Jarritt	

	Ensure any management information systems are reprogrammed to meet any new service requirements	Mar 2008	Chris Rogers	
Service Plan Objective: Implement the delivered library services improvement plan CL 6.1				
	Monitor implementation of new routes and timetables and service user reactions	May 07	Phyl Rafferty	BV 220 LPI CS 12a
	Respond to any user concerns and make adjustments to service delivery as appropriate and possible	July 07	Phyl Rafferty	BV 220 LPI CS 12a
	Carry out 6 month user survey to measure effectiveness of implementation	Oct 07	Phyl Rafferty	BV 220 LPI CS 12a
Service Plan Objective: Provide library services targeted towards hard to reach groups and individuals				
	Deliver 3 family learning weekends in library service points	Mar 08	Gill Slimings	BV 220
	Expand read and rhyme sessions and toys and tales to include village stops on mobile library route.	Mar 08	Gill Slimings	BV 220
	Develop and deliver family learning package 'Leaming is Fun Together (LIFT)' to disadvantaged families in partnership with Early Years consultants.	Mar 08	Gill Slimings	BV 220
	To establish further reading/book groups for specific users VIP Sheltered Accomodation	Oct 07 Nov 07	Phyl Rafferty	BV 220
	Work with Adult Services to explore opportunities for partnership working, including hosting DIRS group	July 07	Graham Jarritt	

	Work with Commissioning Team to draw up Service Level Agreement between Libraries, Adult Services and DIRS	Nov 07	Graham Jarritt, Phil Hornsby	
	Establish children's reading group in Central library	Mar 08	Gill Slimings	BV 220
	Work with NDC to develop Connecting Communities programme	Oct 07	Phyl Rafferty	
Corporate Plan Objective: Increase provision of high quality learning and skills opportunities that drive economic competitiveness, include participation, and build social justice participation of adults in learning				
Departmental Plan Objective:				
(Ref:) To increase universal access to high quality learning and skills opportunities.				
Service Plan Objective:				
LL 9.2 Increase percentage of adults holding nationally recognised qualifications				
Ref:	Action	Date to be Completed	Responsible Officer	Associated PIs
	Work with Adult Ed. and organise learning events in Adult Learners' Week and in Family Learning Week	May 07 Oct 07	Jane Aiken	
	Liaise with Adult Ed./HCFE tutors for start of 2007/8 academic year and use reading lists to inform stock selection.	Oct 07	Jane Aiken	
	Work with HCFE and Adult Education Dept to run The Quick Reads 6 Book Challenge with Skills for Life Students. Launch in Adult learners week in May 07.	Mar 08	Denise Sparrowhawk	

Corporate Plan Objective: Links to the Corporate Plan – Implement the People Strategy and the Workforce Development Strategy				
Departmental Plan Objective: Effectively use resources and invest in the future				
Service Plan Objective: Lower Departmental Sickness Levels				
Ref:	Action	Date to be Completed	Responsible Officer	Associated Pls
	Ensure sickness procedures are carried out and that all new managers receive appropriate training	April 07	Jayne Halliday	

Corporate Plan Objective: Links to Corporate Plan – Enhance Equality and Diversity arrangements and mainstream into all Council activities				
Departmental Plan Objective: Improve Service delivery and customer care (Ref:)				
Service Plan Objective: Complete INRA's for all services and DIA's as agreed				
Ref:	Action	Date to be Completed	Responsible Officer	Associated Pls
	Complete INRA's and DIA's for library service	May 2007	Graham Jarritt	
	Work with NDC to develop Connecting Cultures project	May 2007	Graham Jarritt	

	Work with Disability Information Resource Service and Adult Services to establish DIRS in Central Library	May 2007	Jane Halliday	
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Performance Indicators

The action plan detailed a number of Performance Indicators that will be used to measure the successful implementation of the actions. Those indicators are included in more detail in the table below.

Ref	Definition	Responsible Officer	Outturn 2006/07	Target 2007/08
BVPI 220	Public Library Services Standards checklist		4	4
LPI ACS 6	Number of physical visits per 1000 population to public libraries		7139	6800
LPI CS 12a	Number of housebound people receiving a home visit from the home library service once every three weeks, for as long as they require the service		508	505
BVPI 118a	Percentage of library users who found the book they wanted		82.4%	3 yearly survey – next 2009
BVPI 118b	Percentage of library users (<i>who reserved the book they wanted and were satisfied with the outcome</i>) – who found the information they were looking for		80.1%	3 yearly survey – next 2009
BVPI 118c	Percentage of library users who were satisfied with overall service		95.4%	3 yearly survey – next 2009
BVPI 119c	Percentage of residents by targeted group satisfied with the local authority's cultural and recreational activities: Libraries		80%	78%

COUNCIL
13 December 2007



Report of: Chief Executive

Subject: BUSINESS REPORT

1. HIGH TUNSTALL COLLEGE OF SCIENCE - FOUNDATION STATUS

On 1st November 2007, the Director of Children's Services received a letter from the Chair of Governors of High Tunstall College of Science indicating that the Governors have decided to investigate the possibility of seeking Foundation Status for the College. As part of this process they indicated that they would be seeking consultation with a wide variety of stakeholders during a four week period of consultation ending on 3rd December 2007.

The Children's Services Portfolio Holder will prepare an appropriate response to the Governing Body's consultation process as was the case when Manor College of Technology went through a similar process in 2006. All members of the Council were informed by letter from the Director of Children's Services dated 19th November of the consultation should they wish to respond.

2. NORTH TEES AND HARTLEPOOL NHS TRUST - APPOINTMENT OF GOVERNOR

Correspondence has been received from the Secretary of North Tees and Hartlepool NHS Trust advising of their application to become a Foundation Trust. The Constitution of the Trust, when it becomes a Foundation Trust, provides for the appointment of a Governor by Hartlepool Borough Council.

The appointment is an Executive appointment and the Mayor has therefore appointed the Adult and Public Health Services Portfolio Holder as this Council's representative on the Trust's Council of Governors.

Council is asked to note the appointment of the Portfolio Holder.

3. TREASURY MANAGEMENT PROCESS

At your last meeting you resolved the following:

Minute No 59 to be amended with the following addition:-

- (v) What views had been expressed by the auditors or any regulatory body in relation to the Treasury Management process and what advice had been received.

I can report to Council that no specific views have been expressed by the District Auditor who is the relevant regulatory body in relation to the treasury management process and no advice has been received up to the 2005/6 audit year. I would comment that the treasury management process is subject to regular internal audit investigations and regular reports to the Portfolio Holder and Council. The District Auditor has access to all of these and has not brought any issues on this subject to the Council's attention. Also, the Chief Financial Officer, in the normal course of business briefs the District Auditor on the Council's treasury management activities and strategies.

The audit memorandum for the current year audit year 2006/7 is awaited and any issues arising from that will be brought to members' attention through the relevant committees should that be necessary.

4. DEBATE ON EXECUTIVE ARRANGEMENTS

At the meeting of the Council held on 24th October 2007, it was resolved that "This Council debates whether or not the position of Elected Mayor is the most suitable method of Government for Hartlepool Borough Council."

On 30th October 2007, the Local Government and Public Involvement in Health Act 2007 received the Royal Assent. Part 3 of the Act makes amendments to the options and procedures relating to executive arrangements. The available options open to the authority are limited to a Mayor and Cabinet, or a Leader and Cabinet, form of executive. Under the Local Government Act 2000, a decision to change from the current mayoral arrangement to Leader and Cabinet form of executive would necessitate the holding of a referendum amongst the town's electorate. However by s.69 of the 2007 Act, the period which must now elapse between referendums relating to executive arrangements is increased from 5 to 10 years. In consequence the earliest date at which any proposed change could be subject to a referendum is now October 2011.

Council are asked to determine whether, in the light of the changes in legislation, the debate directed on 24th October 2007 should take place at this time."

COUNCIL
13 December 2007



Report of: Chief Executive

Subject: BUSINESS REPORT (2)

5. SCHOOL TRANSFORMATION PROJECT BOARD

On 26 November 2007 Cabinet considered a report by the Director of Children's Services recommending that the Building Schools for the Future (BSF) Project Board be reviewed and renamed as the Schools Transformation Project Board. The terms of reference were to be changed to include responsibility for the Primary Capital Programme as well as for Building Schools for the Future. Cabinet also considered the membership of the Board and resolved that the elected member group on the Board be changed to include the Children's Services Portfolio Holder, Finance and Efficiency Portfolio Holder, The Mayor, Deputy Mayor, Chair of Scrutiny Co-ordinating Committee, Chair of Children's Services Scrutiny Forum, Chair of Neighbourhood Services Scrutiny Forum and one Member appointed by Council.

Recommendation

Council is asked to appoint one elected member to the Schools Transformation Project Board

6. APPOINTMENT TO COMMITTEES AND FORUMS

I have been informed that the Labour Group wish to make the following change to their appointments to the Adult and Community Services and Health Scrutiny Forum:

Councillor Chris Simmons to replace Councillor Kevin Cranney.

Recommendation

That the Change of Membership of the Adult and Community Services and Health Scrutiny Forum be noted.