

# PLEASE NOTE VENUE

## CHILDREN'S SERVICES PORTFOLIO DECISION SCHEDULE



29 January 2008

at 10 am

in Belle Vue Community Sports and Youth Centre,  
Kendal Road, Hartlepool

Councillor Hill, Cabinet Member responsible for Children's Services will consider the following items.

1. **KEY DECISIONS**

None

2. **OTHER ITEMS REQUIRING DECISION**

- 2.1 To Approve and Make an Instrument of Government – *Director of Children's Services*
- 2.2 Statement of Purpose for the Adoption Service - *Director of Children's Services*
- 2.3 Engagement of a Client Design Adviser for the Building Schools for the Future (BSF) Programme – *Director of Children's Services*
- 2.4 Engagement of a Financial Adviser for the Building Schools for the Future (BSF) Programme – *Director of Children's Services*
- 2.5 Engagement of a Legal Adviser for the Building Schools for the Future (BSF) Programme – *Director of Children's Services*

3. **REPORTS FROM OVERVIEW OF SCRUTINY FORUMS**

None

4. **LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) ORDER 2006**

### EXEMPT ITEMS

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 the paragraphs

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referred to below of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006

**5. KEY DECISION**

None

**6. OTHER ITEMS REQUIRING DECISION**

6.1 Procurement of Electronic Learning Software to support the Protocol Integrated Children's System – *Director of Children's Services*

**7. ITEMS FOR DISCUSSION/INFORMATION**

7.1 Children's Homes: Regulation 33/34 Reports

## **CHILDREN'S SERVICES PORTFOLIO**

Report to Portfolio Holder  
29<sup>th</sup> January 2008



**Report of:** Director of Children's Services

**Subject:** TO APPROVE AND MAKE AN INSTRUMENT OF GOVERNMENT

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### **SUMMARY**

#### **1. PURPOSE OF THE REPORT**

To request the Portfolio Holder for Children's Services to approve and make an Instrument of Government for Access to Learning (A2L) in order to establish a new constitutional model for the Management Committee.

#### **2. SUMMARY OF CONTENTS**

The report sets out the background to making new Instruments of Government.

#### **3. RELEVANCE TO PORTFOLIO MEMBER**

The Portfolio holder is responsible for all education and child care matters.

#### **4. TYPE OF DECISION**

Non-key decision.

#### **5. DECISION MAKING ROUTE**

Children's Services Portfolio Holder's meeting 29<sup>th</sup> January 2008.

#### **6. DECISION(S) REQUIRED**

The Portfolio Holder is requested to approve and make an Instrument of Government.

**Report of:** Director of Children's Services

**Subject:** TO APPROVE AND MAKE AN INSTRUMENT OF GOVERNMENT

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## **1. PURPOSE OF REPORT**

To seek approval of an Instrument of Government as attached at **Appendix 1**.

## **2. BACKGROUND**

2.1 The DCSF published the following two documents on Management Committees of Pupil Referral Units on the 13<sup>th</sup> November 2007:

- (a) Guidance on Management Committees for Pupil Referral Units – Constitution and Roles and Responsibilities.
- (b) Guidance on the Procedures for the Operation of Management Committees for Pupil Referral Units.

2.2 The guidance documents are based on The Education (Pupil Referral Units) (Management Committees etc.) (England) Regulations 2007 (SI 2007/2978) which came into effect on the 13<sup>th</sup> November 2007.

2.3 The regulations require that by 31 January 2008 Local Authorities must secure a constitutional model for each Pupil Referral Unit (or group of PRUs) which will take effect from 1 February 2008, under an instrument of government. It is the Local Authority's responsibility to prepare an Instrument of Government for all PRUs.

2.4 By the 1 February 2008 all Pupil Referral Units must operate a management committee set out in an Instrument of government under the Regulations.

## **3. INSTRUMENT OF GOVERNMENT**

3.1. The regulations require that the Instrument of Government must give:

- the name, address and the Departmental number of the PRU
- the name of the management committee;
- the number of members in each category;
- the total number of members, including any sponsor members;
- the term of office of any category of member, if less than four years;
- where the PRU has sponsor members, the name of the nominating

- body; and
  - the date the instrument takes effect, which cannot be before 1 February 2008.
- 3.2 The proportion of places on the Management Committee which must be reserved for different categories of members as set out in the regulations and are as follows:
- Community members: the number of places must exceed all other members by one or more;
  - Parent members: at least one place but no more than one-fifth;
  - Staff members: at least one place, but no more than one-third, including the teacher-in-charge;
  - Local authority members: at least one place, but no more than one-third; and
  - In addition, the Management Committee may appoint one or two Sponsor members.
- 3.3 The Management Committee of Access to Learning at its meeting held on the 8<sup>th</sup> January 2008 approved the Instrument of Government, the structure, functions and operational procedures for the Management Committee. The Management Committee decided that the total membership would be 11 members in the following categories which accords with DCSF guidance:
- Community members: 6 places
  - Parent members: 1 place
  - Staff members: 2 places
  - Local authority members: 2 places
- 3.4 The Management Committee decided not to appoint Sponsor members.
- 3.5 In accordance with The Education (Pupil Referral Units) (Management Committees etc.) (England) Regulations 2007 the Local Authority is recommended to approve and make the Instrument of Government.

#### 4. RECOMMENDATION

That the Portfolio Holder approve and make the Instrument of Government as attached at **Appendix 1**.

#### 5. CONTACT OFFICER

Alan Macnab, Senior Administrative Officer.

## **APPENDIX 1**

### **INSTRUMENT OF GOVERNMENT FOR ACCESS TO LEARNING (A2L)**

1. The name of the Pupil Referral Unit is: Access to Learning (A2L)
2. The DCSF number is 1100
3. The address of the Access to Learning (A2L) is:  
  
Brierton Lane  
Hartlepool  
TS25 4AG
4. The name of the management committee is: 'The Management Committee of Access to Learning (A2L)'
5. The Management Committee shall consist of:
  - a. 1 parent member;
  - b. 2 local authority members;
  - c. 2 staff members;
  - d. 6 community members
6. Total number of members 11
7. The term of office of all members is four years.
8. This instrument of government comes into effect on 1st February 2008.
9. This instrument was made by order of Hartlepool Borough Council on 29<sup>th</sup> January 2008
10. A copy of the instrument will be supplied to every member of the Management Committee, the Service Manager and the Department for Children, Schools and Families.

## **CHILDREN'S SERVICES PORTFOLIO**

Report to Portfolio Holder  
29<sup>th</sup> January 2008



**Report of:** Director of Children's Services

**Subject:** STATEMENT OF PURPOSE FOR THE ADOPTION SERVICE

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### **SUMMARY**

#### **1. PURPOSE OF REPORT**

To seek approval for the Statement of Purpose for the Adoption Service.

#### **2. SUMMARY OF CONTENTS**

Attached to this report is the proposed Statement of Purpose required by the National Adoption standards for England 2001.

#### **3. RELEVANCE TO PORTFOLIO MEMBER**

The Regulations require that the Statement of Purpose is approved by the Portfolio Holder on behalf of the Council.

#### **4. TYPE OF DECISION**

Non-key.

#### **5. DECISION MAKING ROUTE**

Children's Services Portfolio Holder meeting 29<sup>th</sup> January 2008.

#### **6. DECISION(S) REQUIRED**

To agree the Statement of Purpose for the Adoption Service.

**Report of:** Director of Children's Services

**Subject:** STATEMENT OF PURPOSE FOR THE  
ADOPTION SERVICE

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**1. PURPOSE OF REPORT**

To seek approval for the Statement of Purpose for the Adoption Service.

**2. BACKGROUND**

The National Adoption Standards require each Local authority to have a Statement of Purpose for the Adoption Service. The Statement should set out the details of how the service will be operated by the Authority and will be examined as part on the regular inspections by Ofsted.

**3. FINANCIAL IMPLICATIONS**

There are no financial implications arising from the acceptance of the Statement.

**4. RECOMMENDATIONS**

The Portfolio member approves the Statement of Purpose for the Adoption Service as set out in the Appendix to this report.

**5. CONTACT OFFICER**

Jim Murdoch, Head of Business Unit, Young Person's Service.



## HARTLEPOOL BOROUGH COUNCIL ADOPTION SERVICE STATEMENT OF PURPOSE

January 2008

### 1. Introduction and Background

Hartlepool Borough Council approved an original Statement of Purpose for the Adoption Service on 29 September 2003. The Portfolio Holder for Social Care and Health (now Children's Service's) signed this document on behalf of the Council. This Statement of Purpose has been reviewed and revised in line with the gradual implementation of the Adoption and Children Act 2002 and was reviewed by the Portfolio Holder for Children's Services on 5 September 2005 and subsequently updated January 2008.

### 2. Value Statements

The value statements listed below underpin the provision of Adoption services in Hartlepool.

- Children are entitled to grow up as part of a loving family which can meet their needs during childhood and beyond.
- It is best for children where possible to be brought up by their own birth family.
- The child's welfare, safety and needs will be at the centre of the adoption process.
- The child's wishes and feelings will be actively sought and fully taken into account at all stages.
- Delays in adoption can have a severe impact on the health and development of children and should be avoided wherever possible.
- Children's ethnic origin, cultural background, religion and language will be fully recognised and positively promoted when decisions are made.
- The particular needs of disabled children will be fully recognised and taken into account when decisions are made.
- The role of adoptive parents in offering a permanent family to a child who cannot live with their birth family will be valued and respected.
- Adoption has lifelong implications for all involved and requires lifelong commitment from many different organisations, professions and individuals who have to work together to meet the need for services of those affected by adoption.
- Government will work in partnership with local government, other statutory agencies and voluntary adoption agencies to ensure that these standards are delivered.

### 3. Aims and objectives of the adoption service

Adoption means an Adoption Order under the 2002 Act and vests parental responsibility in the adopters. The Order extinguishes the rights and duties of

birth parents including any parental responsibility any person had before the Order.

Adoption affects the following groups of children;

- Babies whose parents cannot or do not wish to care for them.
- Children who are in the care of the Local Authority.
- Children cared for by relatives.
- Children in a step-parenting family.
- Children privately fostered.
- Children brought into the country from abroad.

Hartlepool Borough Council Adoption Service aims to provide a range of adoptive placements for those children requiring permanent substitute families.

The Adoption Service aims to ensure that prospective adopters are provided with the skills, knowledge and support to enable them to meet the assessed needs of children placed and to provide a safe and secure home environment.

The following guiding principles underpin the services provided by the Adoption Service:

- Adoption is a process with life long implications for adopted people, adoptive parents and birth parents.
- There is a commitment to providing adoption services to all sectors of Hartlepool's population and to seek to provide sensitive needs-led services to children, parents and adopters.
- There is a duty to establish and maintain services designed to meet the needs of adopted children, adopters and birth parents.
- There is recognition of the importance of incorporating research and user feedback into the formulation of policies, procedures and practice. Constructive feedback from service users is welcomed and should be directed to the Adoption Service Team Manager.
- The provision of after adoption services to adopted adults, birth relatives, adopted children and their families, intermediary services to birth relatives and support and advice to birth parents where the plan for adoption has been made and the parents are contesting the plan.

The Adoption Service will in its' delivery support Hartlepool Children's Services in meeting the five Every Child Matters Outcomes:

- Be Healthy
- Stay Safe
- Enjoy & achieve
- Make a positive contribution
- Achieve economic well being

### **Objectives**

- To plan and implement effective recruitment campaigns and strategies in order to attract the range of adopters identified for children and young people.

- To undertake effective assessments of prospective adopters within timescales specified in National Guidance.
- To establish and support an Adoption panel to consider assessments and make recommendations for approval to the agency decision maker.
- To provide pre-approval training for prospective adopters equipping them to meet the needs of children referred for adoption and developing their awareness of adoption issues.
- To protect children from abuse and neglect.
- To create stability for children and young people who require permanent substitute families.
- To maintain and promote contact with family members where appropriate.
- To create lifelong attachments with adoptive parents in order that children and young people continue to be supported into adulthood.
- To work in partnership with children and young people, prospective adopters, birth parents and social workers.
- To provide an environment where each child and young person is helped to make the best of his/her abilities emotionally, physically, educationally and socially.
- To provide or contract to provide after adoption services to provide support to people who have been adopted, their birth families and adoptive parents.

#### 4. **Services Provided by the Adoption Agency**

The Adoption Service provides the following services and facilities:

- Recruitment, assessment and preparation of prospective adopters.
- Family finding for children awaiting adoptive placements.
- Support to adoptive placements.
- Adoption panel training
- Section 98 Counselling.
- Consultation and advice to social workers considering adoption as an option for a child/children.
- Adoption support service, (pre and post adoption).
- Post-Box Service.

More detail on each of these areas of service provision can be found in the departmental Adoption Procedures.

Hartlepool Borough Council entered into a formal contract with “*After Adoption*” an agency specialising in post adoption support to provide services to the following groups:

1. Adopted adults
2. Birth Relatives
3. Adopted Children and their families
4. Social Workers and other professionals
5. Parents without children

## 5. Staffing Information

Name and Job Title	Date of Appointment	Qualifications	Experience
Richard Wrighton	May 2006	DipSW Dip PT PQ1 CCA NVQ4 in management	Qualified in 1995. Experienced in Children & families social work, residential social work, family placement and Leaving Care
Clare Frankland Social Worker	April 1989	CQSW PQCCA  DiPSW	Qualified in 1981 Generic social work before specialising in Family Placement since 1988. Vast experience of adoption work
Pauline Kewley Social Worker	April 1998	CQSW DipSw Dip PT Dip Therapeutic Counselling Dip Hypnotherapy	Worked in social work since 1975, qualifying in 1981. Worked generically then in a Children and Families Team before moving to Adoption and Fostering work in 1997
Glynis Howie Principal Practitioner	November 2002	CQSW 1984 PQ1 CCA	Children & Families Family Placement Training
Natalie Foster Team Clerk	November 2001	NVQ 2 RSA Dip. Business Administration	SSD Admin Children & Families

## 6. Adoption Agency-Organisation And Control Of Operations

The Placement Team Manager who is responsible to the Head of Business Unit for Young Person's Service manages the Adoption Service. The Agency Decision Maker is currently the Interim Assistant Director of Children's Services for Specialist and Safeguarding Services.

The Placement Team Manager supervises the two adoption social workers and allocates their workload. The Placement Team Manager is also the Agency Panel Advisor.

As with any Adoption Agency, the Adoption and Permanence Panel is critical to the monitoring and quality assurance of the work of the agency and enables the agency to meet its statutory obligations.

In the absence of the Team manager the Principal Practitioner takes management responsibility for the day to day running of the Adoption Service.

### **Statutory Requirements**

1. Specific requirements govern the composition and terms of reference of Adoption Panels. These are set out in the Adoption Agencies

Regulations 2002 and the Adoption Agencies and Children (Arrangements for Placement and Reviews) (Miscellaneous Amendments) Regulations 2002. Department of Health Circulars LAC (84) 3 and (97) 13 provide further guidance on panels.

2. Statutory guidance makes reference to the cases that must be considered at Adoption Panel and includes;
  - Approval of children for whom adoption has been identified as the permanence plan.
  - Approval of prospective adopters.
  - Adoption matches including support packages and contact arrangements.
  - Whether a Placement Order should be sought in respect of a particular child.

The Regulations seek to ensure that the Adoption Panel has a separate identity from the agency with an important independent element. The National Minimum Standards 2000, and the Adoption and Children Act 2002 further endorse this level of independence.

### Panel Composition

1. To operate as a legal panel, the Adoption Panel must be quorate. Quoracy is achieved when at least five panel members are present. This must include the Chairperson or Vice Chairperson and a Social Worker in the employment of the Adoption Agency.
2. Regulations state that Panels must be comprised of:
  - No more than ten people including at least one man and one woman.
  - A Chairperson having “such experience in adoption work as the agency considers appropriate.”
  - Two social workers in the employment of the adoption agency (this can include Social Work Managers).
  - A member of the Social Services Committee (or equivalent)
  - A Medical Advisor.
  - At least three other people-“independent persons”- not members or employees of the Adoption Agency and where practicable, including an adoptive parent and an adopted person.

In addition to the members of the Panel, the Adoption Panel should also include:

**Professional (Agency) Advisor:** This is the Placement Team Manager who attends the Panel in an advisory capacity. They advise the Chairperson and panel members on matters of agency policy, practice and procedure. The Advisor takes back any issues raised by Panel members to the Adoption Social Workers or the agency as a whole.

*The professional advisor is not a panel member and does not take part in reaching a recommendation.*

**Legal Advisor:** *This person advises the Panel on any relevant legal issues. The Legal Advisor is not a Panel Member and does not take part in reaching a recommendation.*

If they are unable to attend Panel in person legal advice is given in writing.

### **Membership of Hartlepool Adoption Panel**

- Chairperson – Independent Person
- Agency Social Work Representative – Team Manager, Family Support Services (Vice Chairperson)
- Agency Social Work Representative – Principal Practitioner, Family Support Service
- Elected Member Representative (2)
- Adopter-Independent/User Representative (2)
- Adopted Person-Independent/User Representative
- Medical Advisor – Independent Representative
- Education – Independent Representative.

### **Advisors to Panel**

- Professional Advisor
- Legal Advisor
- Medical Advisor

Formal voting is not a requirement of the Adoption Panel and the Chairperson must try to encourage a consensus view amongst Panel Members. The Panel Chairperson can ask for further information to be made available for Panel Members where a clear consensus is not possible. Any serious reservations expressed by Panel Members must be minuted for consideration by the Agency Decision Maker. The Agency Decision Maker in Hartlepool is the Interim Assistant Director of Children's Services for Specialist and Safeguarding Services.

New members of the Panel attend a Panel as an observer prior to attending as a full member. They are required to sign an agreement and participate in annual reviews of their membership.

The Adoption Panel meets monthly and is instrumental in monitoring and evaluating the provision of services to ensure that the quality and effectiveness of the adoption service are of an appropriate standard.

## **7. Complaints Procedure**

Complaints can be made about any aspect of service provided by the Children's Services Department. Complaints will be acknowledged within 3 working days. There are up to three stages to the complaints system but the

aim is to resolve complaints quickly and informally at Stage One wherever possible.

The complaints system can be used by; users of services, carers of those using services, potential service users, foster carers or adopters. The system can also be used to appeal about a decision made about a service provided by the department.

Complaints are dealt with in three stages:

- Stage one: The informal resolution stage. A complaint will be acknowledged within three working days and an officer will contact the complainant to discuss potential solutions. An Advocate can be provided to assist a child making a complaint. A letter explaining the outcome is sent to the complainant within twenty-eight working days.
- Stage Two: The Formal Investigation Stage. The complaint will be investigated further and the Designated Complaints Officer will contact the complainant to discuss in detail. An investigating Officer is then appointed. In the case of a complaint under the Children Act 2004, an independent person is also appointed.
- Stage Three: The Review Panel Stage. If a complaint remains dissatisfied with any part of the written response at Stage 2 it is possible for the complainant to go to a review panel.

As well as the corporate complaints system detailed above, prospective adopters who have not been approved by Panel have two main options

- Prospective adopters who have not been approved by Panel are entitled to make further representations to Hartlepool Borough Council, as the Adoption Agency

**OR**

- Prospective adopters have the right to refer their case to an Independent Review panel for a review of the agency's determination. The independent panel do not have the power to overturn the original decision but will make a recommendation to the agency on the suitability of the applicants to be adoptive parents.

These options cannot be run simultaneously; prospective adopters who have not been approved by panel must decide whether to make further representations to the agency or seek an independent review of the decision.

## **8. Reviewing Procedure**

The Placement Team Manager will review this Statement of Purpose no later than October 2008 and at least annually thereafter. The Statement, incorporating any amendments, must be considered by the Portfolio Holder for Children's Services at least annually.

### **Useful Contact Numbers and Addresses**

1. Placement Team  
Aneurin Bevan House  
35 Avenue Road  
Hartlepool  
TS25

Tel: 01429 523 878

2. After Adoption  
Aidan House  
Tyngate Business Centre  
Sunderland Road  
Gateshead  
NE3 3HU

Tel: 0191 478 8396

Action Line: 0800 056 8578

Website: [www.afteradoption.org.uk](http://www.afteradoption.org.uk)

E-mail – [helpline@talkadoption.org.uk](mailto:helpline@talkadoption.org.uk)

3. British Association for Adoption and Fostering (BAAF)  
Head Office  
Skyline House  
200 Union Street  
London  
SE 0LX

Tel: 0207 593 2000

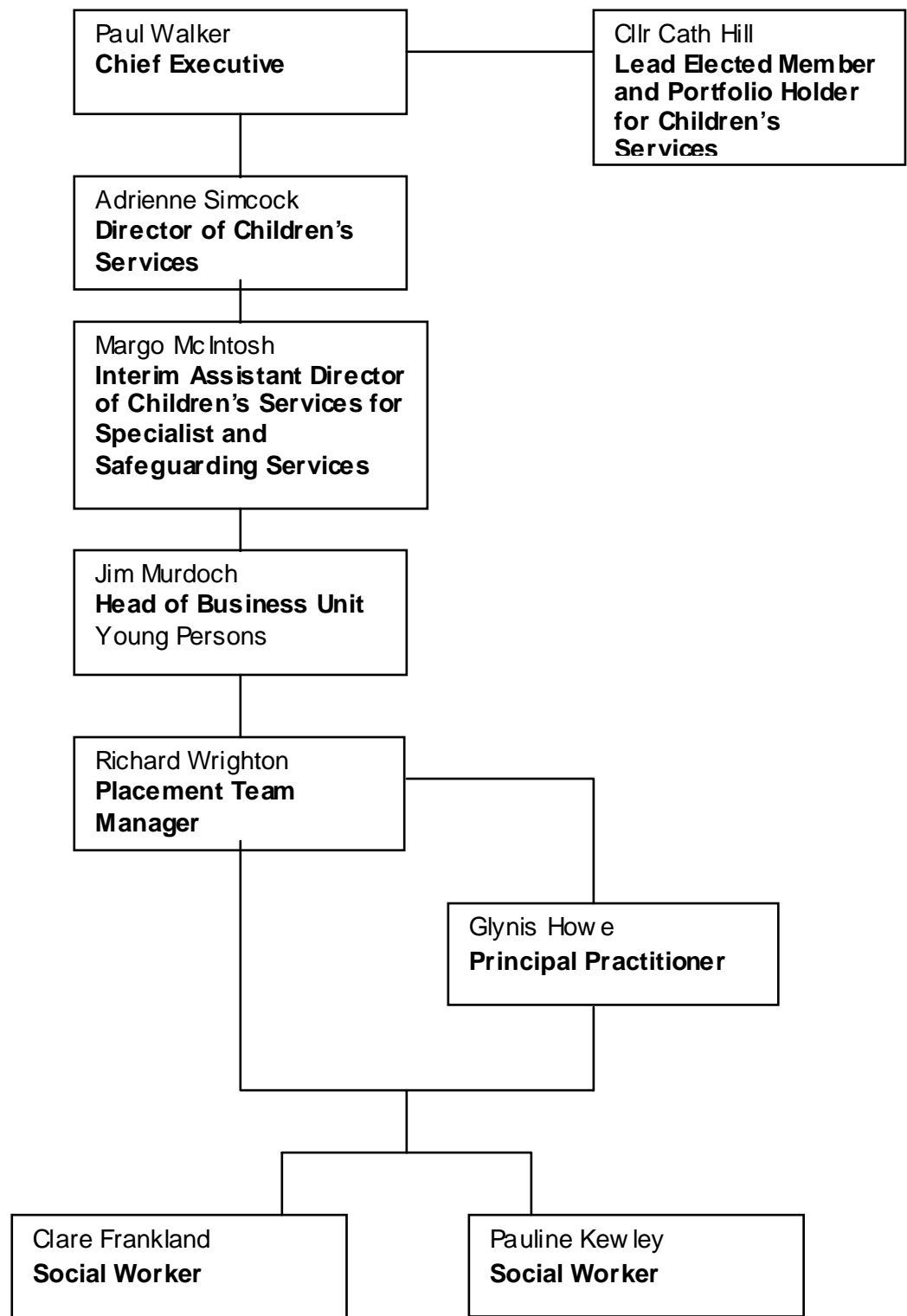
Website: [www.baaf.org.uk](http://www.baaf.org.uk)

E-mail: [mail@baaf.org.uk](mailto:mail@baaf.org.uk)

4. Rodger Morgan  
Children's Rights Director  
St. Nicholas Building  
St. Nicholas Street  
Newcastle Upon Tyne  
NE1 1NB

Tel: 0191 233 3556



**HARTLEPOOL BOROUGH COUNCIL – ADOPTION SERVICE**

## **CHILDREN'S SERVICES PORTFOLIO**

Report to Portfolio Holder  
29<sup>th</sup> January 2008



**Report of:** Director of Children's Services

**Subject:** ENGAGEMENT OF A CLIENT DESIGN  
ADVISER FOR THE BUILDING SCHOOLS  
FOR THE FUTURE (BSF) PROGRAMME

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### **SUMMARY**

#### **1. PURPOSE OF REPORT**

To seek approval to engage a Client Design Adviser for the Building School for the Future (BSF) Programme.

#### **2. SUMMARY OF CONTENTS**

This report outlines the need to appoint a Client Design Adviser to support the Authority and schools as part of the design and construction phase of the BSF programme. The report describes the tendering process to be followed and seeks the agreement of the Portfolio Holder to the formal engagement of a Client Design Adviser.

#### **3. RELEVANCE TO PORTFOLIO MEMBER**

It is appropriate for the Portfolio Holder to make this decision, in line with the Council's procurement procedures.

#### **4. TYPE OF DECISION**

Non-key.

#### **5. DECISION(S) REQUIRED**

To approve the engagement of a Client Design Adviser for the Building School for the Future (BSF) Programme.

**Report of:** Director of Children's Services

**Subject:** ENGAGEMENT OF A CLIENT DESIGN  
ADVISER FOR THE BUILDING SCHOOLS  
FOR THE FUTURE (BSF) PROGRAMME

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**1. PURPOSE OF REPORT**

To seek approval to engage a Client Design Adviser for the Building School for the Future (BSF) Programme.

**2. BACKGROUND**

Hartlepool Borough Council joined the national BSF programme as a "Wave 5" authority in autumn 2007. As part of this process, the use of Client Design Advisers is required by Partnerships for Schools (PfS) and the Department for Children, Schools and Families (DCSF) on all BSF projects in order to ensure high-quality outcomes from investment in schools' premises and facilities.

A Client Design Adviser (CDA) is a skilled, experienced architect who can advise the Authority on all aspects of design for each school and can help to achieve high-quality buildings and environments. The CDA will work alongside other external advisers, the Schools Transformation Team and the Authority's design champion.

The CDA will support the Authority and schools and provide access to high-level knowledge and experience throughout the BSF programme. The CDA position will be reviewed on a regular basis, and if appropriate it is anticipated that the CDA will be in post throughout the BSF process.

**3. THE APPOINTMENT PROCESS**

Following advice from Partnerships for Schools (PfS) the Children's Services Department plans to begin tendering processes in the new year.

If the Portfolio Holder approves the engagement of a Client Design Adviser, suitable architects on a list provided by the Royal Institute of British Architects (RIBA) will be invited to submit a tender to provide

specific BSF advice to the Council in order to ensure high-quality outcomes from investment in schools' premises and facilities.

#### **4. RISK IMPLICATIONS**

It is anticipated by government that all BSF authorities will access Client Design Advisers to provide the guidance and expertise necessary to further the Building Schools for the Future programme. If a Client Design Adviser is not engaged Hartlepool may not receive the required range of expertise and experience necessary to produce designs of sufficient quality and innovation.

#### **5. FINANCIAL CONSIDERATIONS**

The funding for the engagement of the above mentioned Adviser is available through the BSF budget reserve.

The process as described in Section 3 complies with the Council's procurement procedures.

#### **6. LEGAL CONSIDERATIONS**

The engagement of Client Design Adviser will be procured under formal contracts which will be drawn up with the support of the Chief Solicitor.

#### **7. RECOMMENDATIONS**

To approve the engagement of a Client Design Adviser for the Building School for the Future (BSF) Programme.

#### **8. REASONS FOR RECOMMENDATIONS**

To ensure that the Authority and schools receive the appropriate and necessary advice and guidance on design matters.

#### **9. CONTACT OFFICER**

Rachel Smith, Principal Project Officer (Strategy and Procurement), telephone 523761, email [rachel.smith@hartlepool.gov.uk](mailto:rachel.smith@hartlepool.gov.uk)

## **CHILDREN'S SERVICES PORTFOLIO**

Report to Portfolio Holder  
29<sup>th</sup> January 2008



**Report of:** Director of Children's Services

**Subject:** ENGAGEMENT OF A FINANCIAL ADVISER  
FOR THE BUILDING SCHOOLS FOR THE  
FUTURE (BSF) PROGRAMME

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### SUMMARY

#### **1. PURPOSE OF REPORT**

To seek approval to engage a Financial Adviser for the Building Schools for the Future (BSF) Programme.

#### **2. SUMMARY OF CONTENTS**

This report outlines the need to appoint a specialist Financial Adviser to support the Authority in its preparation and delivery of the BSF Programme in Hartlepool. The report describes the tendering process to be followed and seeks the agreement of the Portfolio Holder to the formal engagement of a Financial Adviser from nationally approved frameworks.

#### **3. RELEVANCE TO PORTFOLIO MEMBER**

It is appropriate for the Portfolio Holder to make this decision, in line with the Council's procurement procedures.

#### **4. TYPE OF DECISION**

Non-key.

#### **5. DECISION(S) REQUIRED**

To approve the engagement of a Financial Adviser for the BSF Programme.

**Report of:** Director of Children's Services

**Subject:** ENGAGEMENT OF A FINANCIAL ADVISER  
FOR THE BUILDING SCHOOLS FOR THE  
FUTURE (BSF) PROGRAMME

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**1. PURPOSE OF REPORT**

To seek approval to engage a Financial Adviser for the Building School for the Future (BSF) Programme.

**2. BACKGROUND**

Hartlepool Borough Council joined the national BSF programme as a "Wave 5" authority in autumn 2007. As part of this process the Council will require the support and advice of external Financial Advisers with experience of BSF projects. It is anticipated that the Financial Advisers will support the Schools Transformation Team in the following key areas;

- developing an affordable Estate Strategy
- preparing the Outline Business Case including preparation of shadow financial models
- preparing an initial view on Accounting Treatment for the project
- contributing to the process of developing an Output Specification
- preparing for the procurement process
- developing evaluation criteria for the financial component of bidders submissions
- reviewing bidders' financial models
- advising on financial negotiations
- assisting in the preparation of a Final Business Case (FBC).

Following discussions with colleagues in Corporate Services, it has been agreed that the level of financial advice and experience that is required for the successful implementation of BSF is not available within the Council.

It is envisaged that the Financial Advisers will be appointed to support the Schools Transformation Team throughout the BSF programme.

### **3. THE APPOINTMENT PROCESS**

Following advice from Partnerships for Schools (PfS) the Children's Services Department plans to begin tendering processes in the near future.

If the Portfolio Holder approves the engagement of a Financial Adviser, all the companies (7) listed on the Partnerships for Schools National Procurement Framework will be invited to submit a tender to provide specific BSF financial advice to the Council.

### **4. RISK IMPLICATIONS**

It is anticipated by government that all BSF authorities will access expert Financial Advisers to provide the guidance and expertise necessary to further the BSF programme. If Financial Advisers are not engaged to support the BSF programme, Hartlepool may not receive BSF investment.

### **5. FINANCIAL CONSIDERATIONS**

The funding for the engagement of the above mentioned Advisers is available through the BSF budget reserve, as identified in the BSF Budget Plan.

The process as described in Section 3 complies with the Council's procurement procedures.

### **6. LEGAL CONSIDERATIONS**

The engagement of a Financial Adviser will be procured under formal contracts which will be drawn up with the support of the Chief Solicitor.

### **7. RECOMMENDATIONS**

To approve the engagement of a Financial Adviser for the BSF Programme.

### **8. REASONS FOR RECOMMENDATIONS**

To ensure that the BSF programme in Hartlepool runs efficiently and effectively in order that BSF investment can make a transformational impact on secondary education.

**9. CONTACT OFFICER**

Rachel Smith, Principal Project Officer (Strategy and Procurement),  
telephone 523761, email [rachel.smith@hartlepool.gov.uk](mailto:rachel.smith@hartlepool.gov.uk)



## **CHILDREN'S SERVICES PORTFOLIO**

Report to Portfolio Holder  
29<sup>th</sup> January 2008



**Report of:** Director of Children's Services

**Subject:** ENGAGEMENT OF A LEGAL ADVISER FOR  
THE BUILDING SCHOOLS FOR THE FUTURE  
(BSF) PROGRAMME

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### SUMMARY

#### **1. PURPOSE OF REPORT**

To seek approval to engage a Legal Adviser for the Building Schools for the Future (BSF) Programme.

#### **2. SUMMARY OF CONTENTS**

This report outlines the need to appoint a specialist Legal Adviser to support the Authority in its preparation and delivery of the BSF Programme in Hartlepool. The report describes the appointment process and seeks the agreement of the Portfolio Holder to the formal engagement of a Legal Adviser.

#### **3. RELEVANCE TO PORTFOLIO MEMBER**

It is appropriate for the Portfolio Holder to make this decision, in line with the Council's procurement procedures.

#### **4. TYPE OF DECISION**

Non-key.

#### **5. DECISION(S) REQUIRED**

To approve the engagement of a Legal Adviser for the BSF Programme.

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**1. PURPOSE OF REPORT**

To seek approval to engage a Legal Adviser for the Building Schools for the Future (BSF) Programme.

**2. BACKGROUND**

Hartlepool Borough Council joined the national BSF programme as a "Wave 5" authority in autumn 2007. As part of this process the Council will require the support and advice of external Legal Advisers with experience of BSF projects. It is anticipated that the Legal Advisers will support the Schools Transformation Team in the following key areas;

- assisting in the development of the overall procurement strategy
- preparing all legal requirements to start the procurement
- maintaining contact with bidders through bidder clarification meetings at different stages of the procurement phase
- assisting in the refinement of standard Partnerships for Schools evaluation criteria for the legal component of the bid
- evaluating the legal component of Invitation To Negotiate submissions and preparing the legal component of the report on bids
- assisting in the preparation of a Final Business Case (FBC).

Following discussions with colleagues in Corporate Services, it has been agreed that the level of legal advice and experience that is required for the successful implementation of BSF is not available within the Council.

It is envisaged that the Legal Advisers will be appointed to support the Schools Transformation Team throughout the BSF programme.

### **3. THE APPOINTMENT PROCESS**

Following advice from Partnerships for Schools (PfS) the Children's Services Department plans to engage Legal Advisers as soon as possible.

The Council currently has an existing framework agreement with two legal companies listed on the Partnerships for Schools National Procurement Framework, namely Dickinson Dees and Ward Hadaway. Due to the fact the Council already has this agreement in place it is not necessary to issue a formal Invitation to Tender. Therefore, it is proposed that both companies will be invited to attend an interview with members of the Schools Transformation Team and a legal representative from the Council. If the Portfolio Holder approves the engagement of Legal Advisers as requested, the successful company will be appointed immediately.

### **4. RISK IMPLICATIONS**

It is anticipated by government that all BSF authorities will access expert Legal Advisers to provide the guidance and expertise necessary to further the Building Schools for the Future programme. If Legal Advisers are not engaged to support the BSF programme, Hartlepool may not receive BSF investment.

### **5. FINANCIAL CONSIDERATIONS**

The funding for the engagement of the above mentioned Advisers is available through the BSF budget reserve, as identified in the BSF Budget Plan.

The process as described in Section 3 complies with the Council's procurement procedures.

### **6. LEGAL CONSIDERATIONS**

The engagement of a Legal Adviser will be procured under formal contracts which will be drawn up with the support of the Chief Solicitor.

### **7. RECOMMENDATIONS**

To approve the engagement of a Legal Adviser for the BSF Programme.

**8. REASONS FOR RECOMMENDATIONS**

To ensure that the BSF programme in Hartlepool runs efficiently and effectively in order that BSF investment can make a transformational impact on secondary education.

**9. CONTACT OFFICER**

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