

**PLEASE NOTE TIME AND VENUE**

**ADULT AND PUBLIC HEALTH  
SERVICES PORTFOLIO  
DECISION SCHEDULE**



**Monday 11<sup>th</sup> February 2008**

**at 10.00am or immediately following Cabinet  
being held at 9.00am whichever is the later**

**in the Red Room, Avondale Centre,  
Dyke House, Hartlepool  
(Raby Road entrance)**

Councillor G Hall, Cabinet Member responsible for Adult and Public Health Services will consider the following items.

1. **KEY DECISIONS**  
No items
2. **OTHER ITEMS REQUIRING DECISION**
  - 2.1 Revision of 2008/2009 Fees and Charges – *Head of Public Protection*
3. **ITEMS FOR INFORMATION / DISCUSSION**
  - 3.1 Fair Access to Care Services (FACS) – Monitoring Report – *Director of Adult and Community Services*
  - 3.2 Adult and Community Services Departmental Plan 2007/2008 – 3<sup>rd</sup> Quarter Monitoring Report – *Director of Adult and Community Services*
  - 3.3 Neighbourhood Services Departmental Plan 2007/08 – 3<sup>rd</sup> Quarter Monitoring Report – *Director of Neighbourhood Services*
4. **REPORTS FROM OVERVIEW OF SCRUTINY FORUMS**  
No items

**ADULT AND PUBLIC HEALTH SERVICES  
REPORT TO PORTFOLIO HOLDER  
11<sup>th</sup> February 2008**



**Report of:** Head of Public Protection

**Subject:** REVISION OF 2008/2009 FEES AND CHARGES

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**SUMMARY**

**1. PURPOSE OF REPORT**

To consider the annual review of fees and charges in respect of services, licences and registrations undertaken by the Public Protection.

**2. SUMMARY OF CONTENTS**

The report sets out the services, licences and registrations undertaken under various enactments, together with current and recommended fees for 2008/2009.

**3. RELEVANCE TO PORTFOLIO MEMBER**

Portfolio Holder has responsibility for Environmental Health, Trading Standards, Open Market and Bereavement Services, to which these charges apply.

**4. TYPE OF DECISION**

Non key.

**5. DECISION MAKING ROUTE**

Portfolio Holder decision.

**6. DECISION(S) REQUIRED**

To agree the fees and charges for 2008/2009.

**Report of:** Head of Public Protection

**Subject:** REVISION OF 2008/2009 FEES AND CHARGES

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## **1. PURPOSE OF REPORT**

- 1.1 To consider the annual review of fees and charges in respect of services, licences and registrations undertaken by the Public Protection.

## **2. BACKGROUND**

- 2.1 Charges for the various services offered by the Public Protection Division have been subjected to the annual review.

## **3. PROPOSALS**

- 3.1 The suggested charges for 2008/2009 are set out as **Appendix 1**, with the current year's figures in brackets.
- 3.2 Suggested increases in charges are based on:
- (i) an average rise of 3%; or
  - (ii) a more accurate reflection of staff resources being utilised; or
  - (iii) bringing charges into line with other authorities.
- 3.3 Charges have generally been rounded off to the nearest pound where appropriate and are exclusive of VAT.
- 3.4 Proposed charges for the Cemeteries and Crematorium Services are set out separately as **Appendix 2** to this report.
- 3.5 Charges for burial and cremation services have been increased by approximately 6.5% overall. These increases are necessary to fund additional drainage works.

## **4. RECOMMENDATIONS**

- 4.1 It is recommended that the suggested charges be agreed as from 1 April 2008 where applicable.

## 2.1 APPENDIX 1

### LICENCES, REGISTRATIONS AND SERVICES

1.	<b><u>PET ANIMALS ACT 1951</u></b>	£114 (£110) plus any veterinary surgeon's fee where such an inspection is considered necessary.
	<b><u>ANIMAL BOARDING ESTABLISHMENTS ACT 1963</u></b>	£114 (£110) plus any veterinary surgeon's fee where such an inspection is considered necessary.
	<b><u>THE BREEDING OF DOGS ACT 1973</u></b>	£114 (£110) plus any veterinary surgeon's fee where such an inspection is considered necessary for 0-5 breeding bitches, £165 (£160) for 6-10 breeding bitches, Pro-rata for over 10 breeding bitches.
	<b><u>SLAUGHTER ACT 1974</u></b>	£50 (£50) Licence to slaughter animals.
	<b><u>RIDING ESTABLISHMENTS ACT 1964 AND 1970</u></b>	£114 (£110) plus any veterinary surgeon's fee where such inspection is considered necessary.
	<b><u>DANGEROUS WILD ANIMALS ACT 1976</u></b>	£114 (£110) plus any veterinary surgeon's fee where such inspection is considered necessary.
	<b><u>VARIATION OF LICENCE</u></b>	£52 (£50) plus any veterinary surgeon's fees where such inspection is considered necessary.

2.	<b><u>COPY OF ANY LICENCE</u></b>	£30 unless cost of copy is a statutory fee.
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3.	<b><u>FOOD SAFETY ACT 1990</u></b>	
	'Export' Certificates	£62 + VAT (£60)
	Food Condemnations	
	- Certificate and removal	£62 + VAT (£60) for up to 1 hr - additional time at £37/hr (£35). Plus the costs incurred by the Department for removal.
	- Certificate only	£55 + VAT (£55)

Level 2 Award in Food Safety

£40 + VAT (£36)

**FOOD SAFETY ACT 1990 (continued)**

Level 3 Award in supervising food safety in catering £190 (new)

Tees Valley Food Hygiene Award Re-Rating visit £150

4. **LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT, 1982**

Acupuncture, tattooing, ear piercing, electrolysis

- premises	£111 (£108)
- person	£58 (£56)

5. **SEX ESTABLISHMENT**

New licence £1100 (£1065)

Renewal £330 (£320)

6. **PEST CONTROL****Domestic Premises**

Rats, mice, fleas (human), bed bugs and cockroaches No charge

Other pests (including wasps, fleas (animal related), moles, woodlice, silverfish, earwigs, etc) £29 (£28) per hour + materials + VAT

**Business Premises**

All pest control, regardless of species £45 (£40) per hour + materials + VAT

7. **STATEMENT OF FACT**

£100 for up to 2hrs officers time

Cost /hr thereafter

£37 (£35)

8. **LOCAL GOVERNMENT (MISC. PROV.) ACT 1976****Hackney Carriages and Private Hire Licences:**

Hackney Carriage Vehicle	£270 (£260)
Hackney Carriage Driver	£60 (£55)
Private Hire Vehicle	£270 (£260)
Private Hire Driver	£60 (£55)
Dual Driver	£85 (£80)
Private Hire Operator*	£250 (£190)
Transfer of Vehicle ownership	£20 (£15)
Replacement Vehicle	£60 (£55)
Renewal of Backing Plates	£25 (£24)
Knowledge Test re-test (and non appearance)	£20 (new )

\* Increased work generated by licensed operators requires an increase in fee above 3%

9. **THURSDAY OPEN MARKET**

Charge for standard stall. (Plus proportional increases dependent on additional space used by traders).	£24 (23)
Charge during January and February for stall-holders with full attendance.	£18 (£17)
Additional charge for casual traders for the 4 weeks running up to Christmas.	£5 (new )
If holiday is taken or any other absence without notification a service charge will be levied.	£6 (£5)
If payment is not received at the Civic Centre by 12 noon on market day, an admin charge will be made.	£6 (£5)

10. **WEDNESDAY ANTIQUES MARKET**

Charge for standard stall. (Plus £20 (£19)  
proportional increases dependent on  
additional space used by traders).

Charge during January and February for £15 (£14)  
stall-holders with full attendance.

Additional charge for casual traders for £4 (new )  
the 4 weeks running up to Christmas.

**WEDNESDAY ANTIQUES MARKET (continued)**

If holiday is taken or any other absence £5 (£4)  
without notification a service charge will  
be levied.

If payment is not received at the Civic £5 (£4)  
Centre by 11.30 am on market day, an  
administration charge will be made.

11. **STREET TRADING**

All fees include a £50.00 non-refundable application charge, which will be retained by Hartlepool Borough Council, should an application be refused or withdrawn.

<b><u>Street Trading Consents</u></b>	<b>0500 hrs – 2100 hrs (1800 hrs)</b>		<b>2100 hrs – 0500 hrs</b>	
Annual	£1060	(£1030)	£2120	(£2060)
½ Yearly	£636	(£618)	£1272	(£1236)
Monthly	£160	(£155)	£320	(£310)
Weekly	£108	(£105)	£216	(£210)
Daily	£54	(£52)	£108	(£103)
Annual fee for fixed hot food	£1060	(£1030)	£2120	(£2060)

**Street Trading Licence**

Weekly	£108	
Daily	£54	(£52)

Where attending Wednesday, Thursday open market, Farmers Market or Maritime Festival, the above fee will not be charged as it is covered in the existing charges.

## 12. LICENSING ACT FEES AND CHARGES (Statutory Fees)

<u>Band</u>	<u>Rateable Value</u>	<u>Conversion Fee</u>	<u>Conversion plus Variation</u>	<u>Variation Fee and New Applications</u>	<u>Annual Fee</u>
A	No rateable value to £4300	£100	£120	£100	£70
B	£4301-£33000	£190	£250	£190	£180
C	£33001-£87000	£315	£395	£315	£295
D	£87001-£125000	£450	£550	£450	£320

## LICENSING ACT FEES AND CHARGES (Statutory Fees) (continued)

D*	See Note 1 below	£900	£1000	£900	£640
E	£125001 and above	£635	£755	£635	£350
E*	See Note 2 below	£1905	£2025	£1905	£1050

**Note 1:** For premises that have a band D rateable value (as detailed above) and which are used exclusively or primarily for the supply of alcohol for consumption on the premises, the licence fee is doubled.

**Note 2:** For premises that have a band E rateable value (as detailed above) and which are used exclusively or primarily for the supply of alcohol for consumption on the premises, the licence fee is multiplied by a factor of three.

**Note 3:** For large events, where the expected attendance will be greater than 5,000, an additional fee may be payable. Please contact the Council's Licensing Team for more details.

## 13. POISONS ACT, 1972

Initial Registration	£56 (£54)
Re-registration	£33 (£32)
Change of details to register	£25 (£24)

## 14. MANUFACTURE & STORAGE OF EXPLOSIVES REGULATIONS 2005

(Fee set under the Health & Safety Fees Regulations 2007)

Initial Registration of premises	£86 (£72)
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Renew al of Registration	£43 (£36)
Initial Licence to store	£144 (£120)
Renew al of Licence	£79 (£77)
Variation, transfer or replacement	£32 (new )

15. **FIREWORKS ACT 2003**

Licence to Supply	£500 (Statutory Fee)
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16. **PETROLEUM CONSOLIDATION ACT 1928**

Fees set under Health and Safety (Fees) Regs. 2007.

Licence to keep petroleum spirit of a quantity not exceeding 2,500 litres	£39 (£38)
Licence to keep petroleum spirit of a quantity 2,500 litres, not exceeding 50,000 litres	£54 (£53)
Licence to keep petroleum spirit of a quantity exceeding 50,000 litres	£111 (£108)
Transfer of licence	£8 (£8)

17. **MOTOR SALVAGE OPERATORS LICENCE**

£70 (Statutory Maximum Fee)

18. **LOTTERIES AND AMUSEMENTS (Statutory Fee)**

Registration Fee	£40
Annual Renew al	£20

19. **SAFETY OF SPORTS GROUNDS**

Issue	£150 (£125)
Amendment	£50 (new )
Rise above 3% is due to increased workload	

20. **SHIP INSPECTION CHARGES**

(Ships Sanitation Certificates Statutory Fees)

Gross Tonnage

up to – 3,000	£100
3,001 – 10,000	£150
10,001 – 20,000	£200
20,001– 30,000	£230
Over – 30,000	£300

21. **GAMBLING ACT 2005**

New applications and provisional statements £1,250

Class of Premise	New application (premises hold a Provisional Statement)	Annual Fee	Variation	Transfer	Licence Reinstatement
		£	£	£	£
Bingo	1200	600	1250	1200	1200
Adult Gaming Centre	1200	600	1000	1200	1200
Betting (Tracks)	950	500	1250	950	950
Family Entertainment Centre	950	500	1000	950	950
Betting (Other)	1200	500	1250	1200	1200



**HARTLEPOOL  
BOROUGH COUNCIL**

# **DEPARTMENT OF NEIGHBOURHOOD SERVICES**

## **CEMETERIES AND CREMATORIUM**

### **TABLE OF CHARGES**

IN RESPECT OF:

HARTLEPOOL CREMATORIUM  
STRANTON GRANGE CEMETERY  
WEST VIEW ROAD CEMETERY  
NORTH CEMETERY  
OLD CEMETERY  
(SPION KOP)

**WITH EFFECT FROM 1 APRIL 2008**

## CEMETERIES

### PURCHASED GRAVE SPACES

1. For the purchase of the exclusive right of burial by a resident in the Borough of Hartlepool:

	<b>Division A</b>	<b>Division B/C</b>
a) In an earthen grave	£489.00	£319.00
b) In a brick grave or vault	£824.00	£618.00

#### PLEASE NOTE THAT:

- i] These charges are exclusive of the burial fee payable for each interment (see 2 below).
- ii] Double charges will be payable for the exclusive right of burial by a person not resident in the Borough of Hartlepool except in the case when the deceased was a resident at the time of death.
- iii] Exclusive right of burial in a brick grave or division "A" type grave must be purchased prior to the interment.
- iv] Fees for the preparation of a deed of grant and for the entry of the particulars in the "Register of Purchased Graves" are included in the exclusive right of burial charges.
- v] Fees for the erection of memorials and for the right of placing a second or subsequent inscription on a memorial are included in the above charges.

### 2. INTERMENT FEES

- a) For the burial of the body of a stillborn child in the stillborn communal areas (exclusive right of burial cannot be purchased in this area).

£30.00

- b) For the burial of a stillborn child:

Division A	£143.00
Division B/C	£ 94.00

- c) For the burial of a child whose age at the time of death did not exceed 12 years:

Division A	£143.00
Division B/C	£ 94.00

- d) For the burial of the body of a person whose age at the time of death exceeded 12 years:

Division A	£300.00
Division B/C	£288.00

- e) Service in Cemetery or Crematorium Chapel before proceeding to graveside, or for a memorial service.

£62.00

PLEASE NOTE THAT:

- i] The charges set out in 2 (a), (b), (c) and (d) above relate to the burial of a resident of Hartlepool. The charges in respect of non-residents should be double those stated above.
- ii] The term "Resident" for the purpose of Clause 2 hereof means a person who at the time of his or her death resided within the Borough of Hartlepool or who has been so resident at any time during the twelve months preceding his or her death and includes a person who normally resided in Hartlepool but who, at the time of death, was not in Hartlepool. In the case of a stillborn, the child will be deemed a resident if the parents reside within the said Borough.
- iii] In the event of a body of a child being interred in the same casket as the body of its parent, no fee shall be payable to the Authority in respect of such child.
- iv] Burial fees include the use of grass matting and when necessary the turfing or seeding of the grave during the appropriate season, allowing a reasonable time to elapse so that the ground may be in a suitable condition.
- v] All lawn plot graves are maintained solely by the burial authority. Planting is not allowed. Kerbs, enclosures or flat stones are not allowed on lawn plots.
- vi] At least two complete days notice (not including Saturdays, Sundays or Public Holidays) of any proposed interment must be given at the Cemeteries and Crematorium office in writing, on the form prescribed by the Council.
- vii] Interment times are as follows:
- |                    |  |
|--------------------|--|
| Monday to Thursday | 9.30 am to 3.30 pm (summer)<br>9.30 am to 2.30 pm (winter) |
| Friday             | 9.30 am to 2.30 pm (summer)<br>9.30 am to 2.00 pm (winter) |

### 3. **REGISTRATION AND SEARCH FEES**

- a) For the execution of the transfer of the grant to the exclusive right of burial in a grave space and for the entry of the particulars in the "Register of Purchased Graves".

£22.00

- b) For a search in the "Register of Burials" kept by the Cemeteries Registrar:

£14.00

- c) For a search in the "Register of Purchased Graves" kept by the Chief Executive:

£14.00

### 4. **MEMORIALS, INSCRIPTIONS ETC**

PLEASE NOTE THAT:

- i] All memorials and inscriptions remain the responsibility of their respective owners and are subject to the approval of the Cemeteries and Crematorium Registrar.
- ii] All applications to erect memorials must be completed on the prescribed form and signed by the grave owner and the person who is to carry out the work and delivered to the Cemeteries and Crematorium Office at least 24 hours prior to fixing.
- iii] Maximum size memorial allowed, 4 feet in height and 36 inches x 20 inches at base.
- iv] Wooden or metallic memorials including crosses are not allowed in the cemeteries.
- v] Memorials are not allowed to be erected on any unpurchased ground.

### 5. **PLANTING AND TENDING GRAVES (NOT APPLICABLE TO LAWN PLOTS)**

- |    |   |        |
|----|---|--------|
| a) | Turfing of grave space and maintenance one year:    | £55.00 |
| b) | Each subsequent turfing and maintenance per year:   | £55.00 |
| c) | Maintenance only:                                   | £36.00 |
| d) | Planting twice yearly with flowers and maintenance: | £56.00 |

## **CREMATORIUM**

### **1. CREMATORIUM FEES**

- |    |   |         |
|----|---|---------|
| a) | Cremation of foetal remains or a stillborn child: | £13.00  |
| b) | Cremation of a child under twelve years of age:   | £20.00  |
| c) | Cremation of a person aged twelve years or over:  | £452.00 |

PLEASE NOTE THAT:

- 1) The cremation fees include the following:
  - ◆ The medical referee's fees
  - ◆ A copy of the Registrar's or Coroner's Disposal Certificate
  - ◆ The use of the Chapel
  - ◆ The use of the organ (organist's charges are extra)
  - ◆ The temporary storage of cremated remains for one month after the cremation service
  - ◆ A suitable container for the removal of the cremated remains from the crematorium
- 2) Cremation times:

Monday to Thursday	9.40 am to 4.00 pm (Last Service - Committal Only)
Friday	9.40 am to 3.00 pm (Last Service - Committal Only)

### **2. ADDITIONAL CHARGES**

- a) Extended service time (additional 20 minutes)  
**(This should be ordered at the time of booking, subject to availability)**  
  
£62.00
- b) Additional copy of Registrar's or Coroner's Disposal Certificate  
  
£9.00
- c) Certificate of Cremation (certified extract from any entry in the Cremation Register).  
  
£9.00

3. **INTERMENT OF CREMATED REMAINS**

- |    |                     |         |
|----|---------------------|---------|
| a) | In an earthen grave | £112.00 |
|----|---------------------|---------|

4. **INTERMENT OF CREMATED REMAINS (SPECIAL PLOTS)**

- |    |  |         |
|----|--|---------|
| a) | In the cremated remains special plot   | £112.00 |
| b) | Purchase price of site including deeds | £114.00 |

PLEASE NOTE THAT:

- 1) Exclusive right of burial in a special plot must be purchased prior to the first interment (see 3b above).
- 2) Double fees apply to non-residents regarding the purchase of sites and for the burial of cremated remains as with full burials.
- 3) Charges for permission to lay stone and for the right of placing a second or subsequent inscription on a stone are included in the above purchase price of site.

4.1 **INTERMENT OF CREMATED REMAINS (TRIBUTE AREA)**

- |    |  |         |
|----|--|---------|
| a) | In the cremated remains tribute area   | £112.00 |
| b) | Purchase price of site including deeds | £199.00 |

PLEASE NOTE THAT:

- 1) Exclusive right of burial in tribute area must be purchased prior to the first interment (see 3b above).
- 2) Double fees apply to non-residents regarding the purchase of sites and for the burial of cremated remains as with full burials.
- 3) Charges for permission to erect memorial and for the right of placing a second or subsequent inscription on a stone are included in the above purchase price of site.
- 4) Overall height of any memorial on Tribute Area should not exceed 2 feet, 3 inches, width should not exceed 2 feet. Depth, which is from back of base to front of base should exceed 12 inches. Kerbs and endosures are not allowed in this area, nor is the planting of trees, shrubs or bedding plants.



5. **INSCRIPTIONS IN BOOK OF REMEMBRANCE**

a)	2 line entry (single)	£54.00
b)	5 line entry (double)	£97.00
c)	8 line entry (treble)	£140.00
d)	Badge/floral emblem (including 5 lines)	£191.00
e)	Full coat of arms (including 8 lines)	£234.00

6. **MEMORIAL CARDS**

a)	2 line entry	£27.00
b)	5 line entry	£46.00
c)	8 line entry	£58.00
d)	Badge/floral emblem (including 5 lines)	£155.00

7. **MISCELLANEOUS CHARGES**

a)	Urns to contain remains:	
	i] Polished wood	£45.00
	ii] Plastic container	£10.00
b)	Packing and despatch of remains	£55.00

8. **STREWING OF CREMATED REMAINS**

a)	At reserved time with mourners/minister, or from another cremation authority	£24.00
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9. **VASE BLOCK TABLET MEMORIALS IN GARDEN OF REMEMBRANCE**

a)	Complete memorial	£320.00
b)	Reunited/replacement tablet for above	£114.00
c)	Replacement flower container	£4.00

**ALL CHARGES ARE INCLUSIVE OF VAT**

## **ADULT AND PUBLIC HEALTH SERVICES PORTFOLIO**

Report To Portfolio Holder  
11<sup>th</sup> February 2008



**Report of:** Director of Adult and Community Services

**Subject:** FAIR ACCESS TO CARE SERVICES (FACS) –  
MONITORING REPORT

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### **SUMMARY**

#### **1.0 PURPOSE OF REPORT**

To report upon the impact of the raising of the threshold for care services with effect from 1<sup>st</sup> July 2007.

#### **2.0 SUMMARY OF CONTENTS**

Access to statutory care services is given to an individual following an assessment of need. The assessment identifies their level of need in terms of a FACS banding, and the authority decides which of the four national bands it will provide services to. In February 2007, following extensive consultation, Cabinet decided to raise the threshold from 'moderate' to 'substantial' needs, and this was implemented from July. The impact of the change was to be monitored and reported back to Members after 6 months.

This report picks up the effects on users and potential users of services, on services themselves, and in financial terms. It concludes that the impact of the change has been managed, and any additional risks have been minimised. The effects will continue to be monitored. In budget terms no additional savings can be anticipated at this time.

#### **3.0 RELEVANCE TO PORTFOLIO MEMBER**

Access to services is an important issue in terms of the wellbeing of adults with care needs, and in budgetary terms, so it is important to examine whether the recent changes have had the expected impact.

**4.0 TYPE OF DECISION**

Non-key

**5.0 DECISION MAKING ROUTE**

A similar report has already been to Scrutiny in January (results to be reported verbally).

**6.0 DECISION(S) REQUIRED**

That the effects of the change, as revealed through the monitoring process and reported at the meeting, be noted.

**Report of:** Director of Adult and Community Services

**Subject:** FAIR ACCESS TO CARE SERVICES (FACS) –  
MONITORING REPORT

---

**1. PURPOSE OF REPORT**

- 1.1 To report upon the impact of the raising of the threshold for care services with effect from 1<sup>st</sup> July 2007.

**2. BACKGROUND**

- 2.1 Access to statutory care services is given to an individual following an assessment of need. The assessment identifies their level of need in terms of a FACS banding, and the authority decides which of the four national bands it will provide services to. In February 2007, following extensive consultation, Cabinet decided to raise the threshold to 'substantial' needs, and this was implemented from July 2007. The impact of the change was to be monitored and reported back to Members after 6 months.
- 2.2 Those going through the assessment process since July have been closely monitored and the impact of the change in threshold tracked.

**3. IMPACT ON INDIVIDUALS**

- 3.1 Existing service users are regularly re-assessed against the FACS criteria. Since July those with moderate needs may no longer qualify for statutory care services such as home care and day care. However, if removing them may pose a risk to their independence and thereby increase their needs, services may be continued.
- 3.2 Experience so far is that many are re-assessed as 'substantial' as a result of their needs having changed and those remaining on the moderate band are retaining their services, as to remove them may create significant difficulties for the person resulting in them struggling to cope independently. Only a handful have had services retracted as a result of the change in FACS threshold.

- 3.3 New assessments revealing moderate needs no longer lead to the provision of statutory care services. Historically 50 or 60 additional people a year would have been assessed as 'moderate' and received services such as day care or home care. This excludes people receiving one-off equipment or adaptations only. The first 6 months of this year were in line with this trend. Since the change no new moderate assessments have led to provision of statutory services and the number of completely new individuals receiving home care hours and/or day care places has been reduced.
- 3.4 Those individuals assessed as having moderate needs and not offered statutory services have instead been advised of other sources of assistance available in the community. Many have been supported to access voluntary groups or luncheon clubs to ensure they receive low level support. To date no individuals are known to have suffered any harm as a result of the change. Two individuals have appealed against the decision to refuse services. These cases were reassessed but in both cases the original assessment findings were upheld.

#### **4. IMPACT ON SERVICES**

- 4.1 The gradual reduction in numbers supported to receive home care and attend day opportunities and the rapid increase in people choosing to receive Direct Payments and arrange their own care provision, some of whom will elect to purchase different types of support, could possibly affect the viability of services over a period of time. However the rising demographic demand for services may counteract much of this trend.
- 4.2 The effect on home care providers of fewer new cases has not so far produced any significant difficulties as many of the current service users will have deteriorating needs and may require more intensive services as time goes on. However, longer-term plans are being discussed with the contracted providers.
- 4.3 There has been a noticeable reduction in day care demand in two areas, one being for disability day serves the other being for older peoples day services specifically at St Cuthbert's Day Care. However, the provider of St Cuthbert's had already indicated that they do not wish to continue providing this service in the long term. Alternative arrangements are being planned with the provider for all of the people who currently attend this service.
- 4.4 Part of the planned changes was to improve access to those low level preventative services in the community open to all, regardless of assessed levels of need. Some of these are provided under contract to the Council, or supported by Council grants, but many are independently funded. After some study it became evident that these independent sector services are extensive in Hartlepool, but could be better co-ordinated and easier to find. In order to ensure preventative

services are coordinated and developed a low level preventative strategy has been worked on which will be presented to Cabinet in March this year. This strategy aims to coordinate such services, to consider the setting up of a Information Now hub and proposes the development of a trusted trades register which could support many vulnerable people who require small jobs undertaken in the home. These strategy findings have come about as a result of the initial FACS consultation findings and work over the last 6 months with people from across Hartlepool.

- 4.5 The proposed development of a Hartlepool Centre for Independent Living at Havelock (subject to Big Lottery Fund support) would also help improve signposting and access to information.
- 4.6 The raised threshold will be a factor in our performance indicators for people supported at home, and it already seems likely that we will fall slightly short of our original target for 2008/9.

## **5. FINANCIAL IMPLICATIONS**

- 5.1 The change in eligibility threshold is applied as individuals are assessed for the first time, or as and when they are re-assessed. For those who would otherwise have received home care the saving is immediate, but a reduction in those attending day care would only lead to savings through changes in contract payments or closure.
- 5.2 The financial impact is therefore expected to grow incrementally over a number of years. However as part of the 2007/8 budget round a saving of £135,000 was assumed, and this helped to fund developments to meet higher level needs.
- 5.3 Based on an estimate of the reduction in new demand for home care a saving of the order of perhaps £50,000 each year might therefore be expected, but less than £10,000 would have been saved in this part year. No savings in day care have yet been realised as these are linked to block contracts which require re-commissioning over time. These savings do need to be considered against the cost of meeting needs as a result of increasing demographic trends, and against the changes in need of those currently using services who become frailer as time goes on.

## **6. CONCLUSIONS**

- 6.1 The impact of the change has been managed, and any additional risks have been minimised. The effects will continue to be monitored.
- 6.2 In budget terms no additional savings can be anticipated at this time.

**7. RECOMMENDATION**

- 7.1 That the effects of the change, as revealed through the monitoring process and reported at the meeting be noted.

CONTACT OFFICER: Alan Dobby, Assistant Director (Support Services)

## **ADULT AND PUBLIC HEALTH SERVICES PORTFOLIO**

Report To Portfolio Holder  
11th February 2008



**Report of:** Director of Adult and Community Services

**Subject:** ADULT AND COMMUNITY SERVICES  
DEPARTMENTAL PLAN 2007/2008 – 3RD  
QUARTER MONITORING REPORT

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### SUMMARY

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

To inform the Portfolio Holder of the progress made against the Adult and Community Services Departmental Plan 2007/08 in the first three quarters of the year.

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

The progress against the actions contained in the Adult and Community Services Departmental Plan 2007/08, and the third quarter outturns of key performance indicators.

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

The Portfolio Member has responsibility for performance management issues in relation to Adult Services.

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

Non-key.

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

Adult and Public Health Services Portfolio Holder - 11th February 2008

#### **6. DECISION REQUIRED**

Achievement on actions and indicators be noted.



**Report of:** Director of Adult and Community Services

**Subject:** ADULT AND COMMUNITY SERVICES  
DEPARTMENTAL PLAN 2007/08 – 3RD  
QUARTER MONITORING REPORT

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## **1. PURPOSE OF REPORT**

- 1.1 To inform the Portfolio Holder of the progress made against the key actions identified in the Adult and Community Services Departmental Plan 2007/08 and the progress of key performance indicators for the period up to 31st December 2007.

## **2. BACKGROUND**

- 2.1 The Adult and Community Services Department includes Community Services, reporting to Culture, Leisure and Tourism Portfolio Holder, and Adult Services, Adult Education and Supporting People reporting to the Adult and Public Health Portfolio Holder.
- 2.2 The Adult and Community Services Departmental Plan 2007/08 sets out the key tasks and issues with an Action Plan to show what is to be achieved by the department in the coming year. The plan also describes how the department contributes to the Organisational Development Improvement Priorities as laid out in the Corporate Plan. It provides a framework for managing the competing priorities, communicating the purpose and challenges facing the department, and monitoring progress against overall Council aims.
- 2.3 The Council has introduced an electronic Performance Management Database for collecting and analysing corporate performance. The database collects performance information detailed in the Corporate Plan and the five Departmental Plans. The aim is that the database will eventually collect performance information for all levels of the Council, including individual service/operational plans in each department.

## **3. QUARTER THREE PERFORMANCE**

- 3.1 This section looks in detail at how the Department has performed in relation to the key actions and performance indicators that were included in the Adult and Community Services Departmental Plan for this Portfolio.

- 3.2 On a quarterly basis officers from across the department are asked, via the Performance Management database, to provide an update on progress against every action contained in the Departmental Plan and, where appropriate, every Performance Indicator.
- 3.3 Officers are asked to provide a short commentary explaining progress made to date, and asked to traffic light each action based on whether or not the action will be, or has been, completed by the target date set out in the Departmental Plan. The traffic light system is: -

Red	- Action/PI not expected to meet target
Amber	- Action/PI expected to be meet target
Green	- Action/PI target achieved

- 3.4 Within the Adult Services there were a total of 86 actions and 65 Performance Indicators identified in the Departmental Plan. Table 1, below, summarises the progress made, to the 31st December 2007, towards achieving these actions and PIs.

Table1 – Adults Services progress summary

	Adults Services	
	Actions	PIs
Green	15	9
Amber	61	36
Red	1	8
Annual	4	12
Completed	5	0
<b>Total</b>	<b>86</b>	<b>65</b>

- 3.5 A total of 20 actions (23%) have been completed or achieved, and a further 61 (71%) are on target to be completed by the target date. However, one action has been highlighted as not being on target. More information on this action can be found in the relevant sections below.
- 3.6 It can also be seen that 45 (69%) of the Performance Indicators have been highlighted as being achieved or expected to hit the target. It can be seen that 8 indicators have been highlighted as not being expected to hit the year-end target, and an explanation for this is given in the relevant sections below. There are 12 indicators that are only collected on an annual basis and therefore no updates are available for those indicators.

Table2: Adults Services Actions not completed on target / not on target

Ref	Action	Milestone	Comment
AC36.1	Keep financial outturn within budget	Mar 08	Significant overspend projected. Demand pressures on social care services are the principal cause – these are being addressed for 2008/9

Table3: Adults Services PI's not on target

Ref	PI	Milestone	Comment
ACS PI5	Commission 10 extra care places	Mar 08	Negotiating with RSL, but places will only become available from summer 2008.
HC22a, HC22d	Number of vulnerable adults helped to live at home (older people and physical disability)	Mar 08	The raising of the FACS eligibility threshold means that these targets are unlikely to be achieved this year
LAA HC1	Life Expectancy (Females)	Mar 08	Mortality rates are not improving quickly enough to meet the targets, and given the improvements in life expectancy generally the local and national inequality gaps are not yet closing.  This must be seen as a long term project
LAA HC 2	Gap in Life Expectancy (Females) Hartlepool / England	Mar 08	
LAA HC5	Life Expectancy in NRA (Females)	Mar 08	
LAA HC6	Life Expectancy Gap in NRA (Females)	Mar 08	
LAA HC10	Mortality Rate from cancer in under 75's	Mar 08	

3.7 Within the second quarter Adult Services completed a number of actions, including: -

- A newly appointed officer is now working on Carers and Telecare projects
- The Supporting People Strategy has been updated, and additional services are being provided using short term funding
- Users and carers are more involved in social care developments and service evaluation
- More socially isolated people have employment, due to Disabilities and Mental health working with the Job centre

**4. RECOMMENDATIONS**

- i) It is recommended that achievement of key actions and first quarter outturns of performance indicators are noted.

CONTACT OFFICER: Alan Dobby, Assistant Director (Support Services)

## **ADULT & PUBLIC HEALTH SERVICES PORTFOLIO**

Report to Portfolio Holder  
11<sup>th</sup> February 2008



**Report of:** Director of Neighbourhood Services

**Subject:** NEIGHBOURHOOD SERVICES  
DEPARTMENTAL PLAN 2007/08 – 3RD  
QUARTER MONITORING REPORT

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### **SUMMARY**

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

To inform the Portfolio Holder of the progress made against the Neighbourhood Services Departmental Plan 2007/08 to the end of the 3<sup>rd</sup> quarter of the year.

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

The progress against the actions contained in the Neighbourhood Services Departmental Plan 2007/08 and the third quarter outturns of key performance indicators.

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

The Portfolio Member has responsibility for adult and public health issues.

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

Non-key.

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

Portfolio Holder meeting 11<sup>th</sup> February 2008.

#### **6. DECISION REQUIRED**

Achievement on actions and indicators be noted.

**Report of:** Director of Neighbourhood Services

**Subject:** NEIGHBOURHOOD SERVICES  
DEPARTMENTAL PLAN 2007/08 – 3RD  
QUARTER MONITORING REPORT

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## **1.0 PURPOSE OF REPORT**

- 1.1 To inform the Portfolio Holder of the progress made against the key actions identified in the Neighbourhood Services Departmental Plan 2007/08 and the progress of key performance indicators for the period up to 31 December 2007.

## **2.0 BACKGROUND**

- 2.1 The Adult and Public Health Services Portfolio Holder agreed the Neighbourhood Services Departmental Plan in June 2007.
- 2.2 The Portfolio Holder for Adult & Public Health Services has responsibility for part of the Neighbourhood Services Departmental Plan.
- 2.3 The Neighbourhood Services Departmental Plan 2007/08 sets out the departments priorities along with an Action Plan to show how the department will achieve these over the coming year.
- 2.4 A number of performance indicators are also included within this plan showing how the department is performing in relation to both national and local performance indicators.
- 2.5 Each section within the department produces a Service Plan, detailing the key tasks and issues facing them in the coming year. Each plan contains actions, detailing how each individual section contributes to the key tasks and priorities contained within the Neighbourhood Services Departmental plan and ultimately those of the Corporate plan.

## **3.0 THIRD QUARTER PERFORMANCE**

- 3.1 This section looks in detail at how the Neighbourhood Services Department has performed in relation to the key actions and performance indicators that were included in the Neighbourhood Services Departmental Plan 2007/08 and which the Portfolio Holder for Adult and Public Health Services has responsibility for.

- 3.2 On a quarterly basis officers provide an update on progress against every action contained in the performance plans and, where appropriate, every performance indicator.
- 3.3 Officers also provide a short commentary explaining progress made to date, and “traffic light” each action based on whether or not the action will be, or has been, completed by the target date set out in the plans.

The traffic light system is: -

<b>Red</b>	- Action/PI not expected to meet target
<b>Amber</b>	- Action/PI expected to be meet target
<b>Green</b>	- Action/PI target achieved

- 3.4 Within the Neighbourhood Services Departmental Plan there are a total of 62 Actions and 72 Performance Indicators identified. The Portfolio Holder for Adult & Public Health Services has responsibility for 5 of these actions and 12 of these performance indicators. Table 1, below, summarises the progress made, to the 31 December 2007, towards achieving these actions and performance indicators.

Table1 – Neighbourhood Services progress summary

	<b>Adult &amp; Public Health Services Portfolio</b>	
	<b>Actions</b>	<b>PIs</b>
<b>Green</b>	0	0
<b>Amber</b>	4	10
<b>Red</b>	1	2
<b>Annual</b>	0	0
<b>Total</b>	5	12

- 3.5 The actions identified within the Neighbourhood Services Departmental plan for which the Portfolio holder has responsibility are progressing satisfactorily, however one of the identified actions is not expected to achieve target, this being – to create a ‘healthy food standard’ for food premises within the Borough. Although this has not be completed as anticipated by December 2007, it is still being progressed with local development plan funding application submitted for approval.

3.6 Of the 12 Performance Indicators, 10 of these have been highlighted as expected to achieve target.

3.6.1 The remaining two performance indicators are being reported as not expected to achieve target and are detailed in the table below.

Ref	Indicator	Target	Outturn	Comment
EM211	Percentage take-up of school meals – secondary schools	65%	57%	Numbers are below target due in part to the implementation of the healthy eating regulations. A number of children are buying the banned foods outside of school as we no longer serve confectionary, crisps, fizzy drinks etc.
PH08	Percentage of Health & Safety premises due to be inspected that were inspected.	100%	67%	Whilst on target at this time, due to the loss of 2 qualified officers in January we are unlikely to meet this target. Expect to achieve 78%

#### 4.0 Recommendations

4.1 It is recommended that achievement of key actions and third quarter outturns of performance indicators are noted.