

ADULT AND PUBLIC HEALTH SERVICES PORTFOLIO DECISION SCHEDULE



Monday 16th June 2008

at 9.00 am

**in Committee Room B,
Civic Centre, Hartlepool**

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

1. KEY DECISIONS

- 1.1 Adult Education Fees – Academic Year 2008-2009 – *Director of Adult and Community Services*

2. OTHER ITEMS REQUIRING DECISION

- 2.1 Bid to Department of Health for Funding for the Development of an Extra Care Housing Scheme – *Director of Adult and Community Services*

3. ITEMS FOR INFORMATION / DISCUSSION

- 3.1 Tees Valley Food Hygiene Award Scheme – *Head of Procurement, Property and Public Protection*
- 3.2 Annual Diversity Report 2007/2008 – *Director of Adult and Community Services*

4. REPORTS FROM OVERVIEW OF SCRUTINY FORUMS

No items.

**ADULT AND PUBLIC HEALTH SERVICES
PORTFOLIO**
Report To Portfolio Holder
16th June 2008



Report of: Director of Adult and Community Services

Subject: ADULT EDUCATION FEES - ACADEMIC YEAR 2008-2009

SUMMARY

1 PURPOSE OF REPORT

- 1.1 To consider the level of adult education fees for the academic year 1st August 2008 to 31st July 2009.

2 SUMMARY OF CONTENTS

- 2.1 The report sets out the current fee levels for Adult Education courses funded through the Learning and Skills Council and other sources, identifies any factors affecting adult education course fees in Hartlepool for 2008/2009 and looks at options for fee levels.
- 2.2 Recommendations are made regarding the level of adult education fees for the academic year August 2008 to July 2009.

3 RELEVANCE TO PORTFOLIO MEMBER

- 3.1 The report relates directly to adult services as the purpose of the report is to set the fees for adult education courses.

4 TYPE OF DECISION

- 4.1 This decision is a key decision - Key test (ii)

5 DECISION MAKING ROUTE

- 5.1 The decision will be made by the Portfolio Holder.

6 DECISION(S) REQUIRED

- 6.1 A decision is required about the level of adult education fees from 1st August 2008 to 31st July 2009

Report of: Director of Adult and Community Services

Subject: ADULT EDUCATION FEES: ACADEMIC YEAR 2008/2009

1 PURPOSE OF REPORT

- 1.1 To consider the level of Adult Education fees for the academic year 1st August 2008 to 31st July 2009.

2 BACKGROUND

- 2.1 Since April 2001, the majority of the funding for Hartlepool Adult Education Service has been provided from the Learning and Skills Council (LSC) rather than directly by the local education authority. This report relates to three main LSC funding streams Further Education (FE), Adult Safeguarded Learning (ASL) and First Steps (FS). However it should be noted that some Adult Education courses operate under funding received from other funding streams and these courses may be subject to different fee levels prescribed by the funding requirements
- 2.2 In the level of funding which the LSC provides for Further Education (FE) learning, assumptions are made about the level of income which providers will receive from fees. With effect from 1st August 2008, the LSC has made changes to the way it funds FE courses. Courses are funded at differing levels. However it continues to make the following assumption in the grants which it makes to local authorities for the provision of LSC funded vocational-type courses (FE):
- at least 42.5% of the funding associated with the course is recovered in income from fees from students.
- 2.3 At present no specific income assumptions are made in relation to the ASL or First Steps budgets, although it is assumed that those learners who are able to pay are charged at least the same proportion as the FE stream.
- 2.4 The ASL funding stream is further divided into 4 income budgets, namely Personal and Community Development Learning, (PCDL) Family Learning (FL), Family Literacy, Language and Numeracy (FLLN) and Neighborhood Learning in Deprived Communities (NLDC)

3 CURRENT ADULT EDUCATION FEES

- 3.1 The current fee schedule for Adult Education courses (2007/2008) is attached as at **Appendix 1**. The level of fees at present are different according to the LSC funding stream

3.2 At present adult education courses fall into three main categories:

- Vocational courses (leading to a formal or work-related qualification);
- First steps courses which introduce adults to learning and help them to progress further
- Non-vocational courses (such as Family Learning, Foreign Languages, Arts and Crafts, and other courses which are studied for leisure.)

3.3 At present the funding for these different types of courses is set at different levels.

3.4 At present no fees are charged for Family Learning, Family Literacy Language and Numeracy and NLDC. These are seen as developmental courses to reach non-traditional learners or those in deprived areas.

3.5 At present courses which lead to a vocational qualification or are the first steps towards a qualification attract a lesser fee than those which are studied purely for leisure (PCDL)

3.6 No fees are charged for those studying Literacy and Numeracy. This is in line with government guidelines.

3.7 The fee structure has also provided for remission of fees for students who were in receipt of means tested benefits. This is again in line with government guidelines.

3.8 Because of the desire to encourage participation in adult learning, a combination of low fees and extensive remission of fees has meant that overall income for adult education courses has been relatively low, e.g. in the academic year 2007/2008, income from student fees is expected to be approximately 7% of the expenditure/budget. This has been supplemented by the provision of bespoke and private courses for organisations such as employers which are charged at the full cost rate.

4 OPTIONS AVAILABLE

4.1 Vocational courses and First Steps courses

4.1.1 The first option would be to maintain the current fee rate for these types of courses. This would mean that the gap between fee income and course costs would widen as costs have risen by inflation. However the service will work to increase the income shortfall from full cost courses. By maintaining the low fee levels this will allow learners the best possible chance to re enter learning and to gain a suitable qualification. This is in line with government priorities and is *the preferred option*

4.1.2 The second option would be to make increases only in line with inflation for these types of course (i.e., to increase fees from £90 per year to £92.70 per year for a 30 week course). It is believed that this level of fees could generate an

increased income but the amounts are small and could cause excess administration time to collect the fees.

4.1.3 The third option would be to continue to raise the level of fees with effect from August 2008 to move towards the higher level of fees which is assumed in the LSC guidelines. These levels are not yet clear but this would mean a significant increase in fees which will disadvantage many learners. This option could result in a loss of students to adult education courses, which in turn would mean that targets might not be achieved.

4.1.4 The fourth option would be to increase fees by £5 to £95 per year for a 60 hour course. It is believed that this level of fee increase would generate additional income to cover increased costs and would move towards the required LSC fee increase levels in a gradual way. However it may result in a loss of students onto the courses.

4.2 **Personal and Community Development Learning**

4.2.1 The first option would be to maintain the current fee rate for all courses. This would mean, however, that the gap between fee income and course costs would widen as costs have risen by inflation. Also it would not assist in moving towards fee income targets required by the LSC.

4.2.2 The second option would be to make increases only in line with inflation for these types of course (i.e., to increase fees from £100 per year to £103 per year for a 30 week course). It is believed that this level of fees could generate an increased income but would not cover increased costs or satisfy LSC fee expectations.

4.2.3 The third option would be to increase the differential fee structure for PCDL classes. Courses categorized as PCDL courses would be subject to a larger increase of £10 per year i.e. £110 per year for a 30 week course. It is believed that this level of fee increase would generate sufficient income to cover increased costs and would move towards the required LSC fee increase levels. *This is the preferred option.*

4.3 **Courses which attract no fee at present**

4.3.1 The first option would be to introduce a fee structure to these classes which is consistent with the other types of courses. This would have a significant impact on those disadvantaged learners who are hard to reach.

4.3.2 The second option is to continue to give full fee remission for those classes which fall into developmental areas, i.e., Literacy and Numeracy, Family Learning, Family Literacy, Language and Numeracy and Neighborhood Learning in Deprived Communities. This would continue to support widening participation in line with government priorities. *This is the preferred option.*

4.4 **Administration charge**

4.4.1 This is the only fee charged to students eligible for fee remission. It is referred to as the 'remitted fee'

- 4.4.2 At present the administration charge for students eligible for fee remission is set as £10 per vocational course and £15 per PCDL course.
- 4.4.3 The first option would be to keep this at the same level for the next academic year. *This is the preferred option*
- 4.4.4 The second option would be to raise the administration charge by the inflation rate to £10.30 or £15.45. This would raise a very small amount of additional income, but this would be offset by the additional administrative costs of the charge..
- 4.4.5 The payment of the existing administration charge does not seem to have presented barriers to access. Any individual cases of hardship would be considered confidentially.

5 FINANCIAL IMPLICATIONS

- 5.1 If adult education fees are set in accordance with LSC guidance, then there are no financial implications for the Council's budget as the level of fee increases will be sufficient to enable the Adult Education Service to operate LSC funded courses within the budget allocated by the LSC.
- 5.2 If no increase in fees is agreed or insufficient increase, then there could be financial implications for the Council as any overspend on the LSC budget would have to be met by the LEA and no budgetary provision is available to meet this demand.
- 5.3 Any significant increase in fees is likely to result in a loss of student numbers. However if the fee income levels do not match LSC expectations then this may in future result in reduced funding as targets would not be achieved.

6 CONCLUSIONS

- 6.1 The setting of adult education fees is a difficult task, involving a balance between the need to generate sufficient income to meet costs, while encouraging adult learners to participate. Any significant increase in fees is likely to be unpopular and could lead to some fall-off in student numbers.
- 6.2 It is recommended, therefore that the level of Adult Education fees for the academic year 2008-2009 should be as presented in **Appendix 1**.

7 RECOMMENDATIONS

- 7.1 That the Portfolio Holder approve the following recommendations:
- i. Vocational and First Steps Learning courses £90 for a 60 hour course and £30 for a 20 hour course;
 - ii. PCDL courses £110 for a 60 hour course and £37 for a 20 hour course;

- iii. No course fees should be charged to students entitled under the LSC guidance on remitted fees (except for a one-off administration charge);
- iv. The fee remission policy should continue to apply as at present to those categories of courses which are considered as developmental. These categories are noted in **Appendix 1**. In particular it would include groups of students who are recruited to widen participation or in response to specific government initiatives e.g. students with a disability, Asylum seekers and Refugees, Family learning or community regeneration activities.
- v. The administration charge should remain at current levels i.e. £10 for vocational and First Steps courses and £ 15 for PCDL courses.
- vi. Courses which are not supported through LSC funding or other income streams will be delivered at the Full Cost rate

1.1 Appendix 1

ADULT EDUCATION: FEE STRUCTURE 2007/2008 and Proposed 2008-2009

Any person over 16 years of age may attend classes. School pupils over the age of 16 must have written permission of their Head teacher.

COURSE FEES

		2007-2008		2008-2009		*
		Full	Remitted *	Full	Remitted *	
Vocational and Non-Voc First Steps .	30 weeks	£90.00	£10.00	£90	£10	
PCDL	30 weeks	£100	£15	£110	£15	
* Administration charge						

Remitted fees will be charged to students in the following categories at the time they enroll, **provided that they show documentary evidence at the time of enrolling or at the first class:-**

(a) **Adult or Spouse/Partner receiving:-**

- (i) Council Tax Benefit*
- (ii) Housing Benefit
- (iii) Income Support
- (iv) Working Families Tax Credit
- (v) Disability Working Tax Credit
- (vi) Pension Credit

*(Excluding any discount – e.g. 25% Single Person Discount).

(b) **Adult registered unemployed:-** receiving Job Seekers Allowance

(c) **Adult** in receipt of grant who enrolls for an unrelated part-time course of study whilst in full-time attendance at a school or further education establishment.

(d) **Adult** with no regular earned income whose spouse/partner would qualify for reduction of fees under any of the conditions lettered (b) to (c) above.

No course fees will be charged for Hartlepool Borough resident students who:-

- (a) enrolls for basic skills courses i.e. literacy and numeracy;
- (b) enrolls for certain designated courses as part of Widening participation and regeneration
- (c) is part of a target client group on designated courses.
- (d) is an adult/spouse on one of the above benefits and wishes to study ESOL.

ADULT AND PUBLIC HEALTH SERVICES PORTFOLIO

Report to Portfolio Holder
16th June 2008



Report of: Director of Adult and Community Services

Subject: BID TO DEPARTMENT OF HEALTH FOR FUNDING
FOR THE DEVELOPMENT OF AN EXTRA CARE
HOUSING SCHEME

SUMMARY

1. PURPOSE OF REPORT

The purpose of this report is to provide an overview and briefing of the bid to the Department of Health for funding of a new - build extra care housing scheme, put forward by the Director of Adult and Community Services Department, on behalf of a partnership of HBC, "Housing Hartlepool" and Hartlepool Primary Care Trust.

2. SUMMARY OF CONTENTS

Description of the bid process, the partnership supporting it and the local arrangements that have been put in place and the next steps

3. RELEVANCE TO CABINET

This bid supports the next phase of the development of extra care housing in Hartlepool which will have major impact on the health and well – being of older people in Hartlepool

4. TYPE OF DECISION

Non - key

5. DECISION MAKING ROUTE

Portfolio for information and briefing, if the bid is successful then the plans and costings will be approved by cabinet.

6. DECISION(S) REQUIRED

That the bid proposal is supported, and when the outcome of the bidding process is known, to receive further reports on progress.

Report of: Director of Adult and Community Services

Subject: BID TO DEPARTMENT OF HEALTH FOR FUNDING
THE DEVELOPMENT OF AN EXTRA CARE
HOUSING SCHEME

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to provide a briefing and overview of the bid to the Department of Health for funding of a new - build extra care housing scheme, this bid has been put forward by the Director of Adult and Community Services Department, on behalf of a partnership of HBC, "Housing Hartlepool" and Hartlepool Primary Care Trust.
- 1.2 The propose development would be built on the site of Housing Hartlepool's disused Orwell Walk sheltered housing scheme, the adjoining ex care home, Swinburne House and adjacent land which is Council-owned.

2. BACKGROUND

- 2.1 The Government is asking for bids from Local Authorities and their partners to develop the next round of extra care housing. The National total of funds of £80m will be allocated during 2008 to 2010. The bids have to be led by Local Authorities with Adult Social Care responsibilities and had to be submitted to the DoH by 12th May 2008.
- 2.2 Each bid must meet or demonstrate several key criteria: -
 - only 1 bid per authority;
 - provide robust research evidence of how it will **improve health and social care outcomes** for target groups – predominantly older people in this instance;
 - ensure **effective personalisation of services around the individual**;
 - only capital bids for new build or remodelling are permitted
 - provide **evidence** of where other sources of supporting capital and revenue have been committed
 - partnerships **must include relevant PCTs and Health care trusts** who must provide a signed statement to confirm their commitment to support the scheme

- schemes **must meet local criteria as stated in local strategies** [e.g. Hartlepool 's Older People's Housing Care and Support Strategy]
- must have outline agreement between partners of rent levels, nomination and care agreements
- the building design must meet national housing criteria for extra care;
- must be able to start on site no later than 30th Sept 2009

2.3 The bid must be a balanced one, based on 4 main assessment criteria

- Health impact and demonstrable promotion of individual dignity and wellbeing
- Partnerships
- Value for money
- Strategic fit

3. PARTNERS

3.1 The current partners working on the bid for the development of Extra Care at Orwell Walk are:

- Hartlepool Borough Council
Adult and Community Services Department
 - Adult Social Care
 - Supporting peopleRegeneration and planning
- Housing Hartlepool - as Registered Social Landlord
- Hartlepool Primary Care Trust
- Hartlepool 50+ Forum
- Frank Haslam Milan – developer

3.2 Discussions between Housing Hartlepool and HBC indicate that a care provider will be sought as an additional partner if the bid is successful.

4. LOCAL POSITION

4.1 The aim of "Extra Care Housing" is to maintain a person's independence for as long as possible and to aspire to the idea of "homes for life." To achieve this we need to support peoples independence and enable them to keep

control of their life. This is done by offering high quality, person centred, social and health support in their own homes, avoiding unnecessary and unwanted admissions to residential care. The aim is that, as well as acting as a support hub for people within the scheme it will act as a focus for the local community to build on and enhance what resources and options are already there for local people. Many extra care schemes have cafés, restaurants, hairdressing facilities and rooms that can be used by the local community, and become part of a two way community partnership, this is the aim at Orwell Walk. In Hartlepool, we now have experience of creating Extra Care from Hartfields Retirement Village that Joseph Rowntree is developing in partnership with the Council and Primary Care Trust. This means that many of the agreements needed, such as the care contract, nomination agreement and mix of dependency level are already available as templates.

- 4.2 The proposed models for levels of residents dependency and need for social care support is based on approximately 1/3rd independent, 1/3rd needing some support [similar to current sheltered housing and some home care support] and 1/3rd needing support equivalent to that given in residential care. This is felt to be the optimum model.

5. THE LOCATION

- 5.1 Orwell Walk is a “brown field site, comprising a decommissioned sheltered housing complex, owned by Housing Hartlepool, an ex care home, used as offices but soon to be vacant and an open space both owned by HBC. These properties comprise the capital contributions to the scheme by the partners
- 5.2 The scheme would host up to 60 units in the main building but it is hoped that the support service from the scheme would also out-reach into the immediate locality and offer support to residents of neighbouring bungalows, flats and houses if needed. This will expand the number of people supported to remain in their own homes for longer.
- 5.3 It is hoped that the scheme will be able to accommodate people with a range of physical and mental support needs including some people with mild dementia.

6. BRIEFINGS

- 6.1 Representatives of the partnership met with 2 local residents associations on May 7th 2008 so that the local community are fully aware of what is happening and are able to positively influence the development. We want to demonstrate that there is a commitment to work with local people to produce a community asset that adds to the area.. By having an ongoing connection with residents in the locality it may also be able to address some issues that already exist in the area, such as lack of communal facilities, access to health support and problems with parked cars.

- 6.2 Informal briefings have been held for the Mayor, Portfolio Holder, and the ward councillors. The two residents associations in Rift House Ward have also been consulted.
- 6.3 Letters of support have been obtained from Hartlepool Housing, Hartlepool PCT, Tees Esk and Wear Valley NHS trust, the Hartlepool 50+ Forum, Connected Care, the Director of Regeneration and Planning and “Supporting People.”

7. **TIMESCALE**

- 7.1 The completed bid form and supporting documentation was sent to the Dept. of Health on 12th May 2008. Results of the bidding round will be known in late summer, 2008. Should the bid be successful, funding will be allocated in 4 parts. Evidence must be provided at each stage, as stated below: -

- Signed partnership agreement 2008 14 November
- Confirmation of planning permission received 15th March 2009
- Building working on site 30th Sept 2009
- Nomination agreement in place, draft contracts for social care and Supporting People grant in place

8. **DECISION(S) REQUIRED**

- 8.1 That the proposal is noted and supported , when the outcome of the bidding process is know, to receive further reports on progress

ADULT AND PUBLIC HEALTH SERVICES PORTFOLIO

Report to Portfolio Holder
16 June 2008



Report of: Head of Procurement, Property & Public Protection

Subject: Tees Valley Food Hygiene Award Scheme

SUMMARY

1. PURPOSE OF REPORT

To update the Portfolio Holder in relation to the Authority's Food Hygiene Award Scheme.

2. SUMMARY OF CONTENTS

The report outlines the Authority's progress with regards to the implementation of the Tees Valley Food Hygiene Award Scheme.

3. RELEVANCE TO PORTFOLIO MEMBER

The Portfolio Holder for Adult and Public Health has responsibility for Environmental Health.

4. TYPE OF DECISION

Non key: For information

5. DECISION MAKING ROUTE

Adult and Public Health Services Portfolio Holder.

6. DECISIONS(S) REQUIRED

The Portfolio Holder is requested to note the report.

Report of: Head of Procurement, Property & Public Protection

Subject: Tees Valley Food Hygiene Award Scheme

1. PURPOSE OF REPORT

- 1.1 To inform and update the Portfolio Holder on the progress made following the Authority's implementation of the Tees Valley Food Hygiene Award Scheme.

2. BACKGROUND

- 2.1 At the Adult & Public Health Services Portfolio meeting on 12 February 2007, approval was given to publicise food hygiene information in relation to Hartlepool food outlets in the form of a Food Hygiene Award Scheme.
- 2.2 On 1 April 2007 the Authority launched the Tees Valley Food Hygiene Award Scheme. The scheme utilises a star rating for display on the business premises. The star rating is calculated from the risk rating information obtained by Environmental Health / Technical Officers as part of their programmed 'primary' inspections. The risk rating information is governed by national guidance. The lower the food hygiene risk, the higher the star rating. The frequency with which a primary inspection is undertaken ranges from six months to three years.
- 2.3 At the start of the scheme all registered food businesses were given provisional star ratings based upon the risk rating awarded at the time of their last primary inspection.
- 2.4 As from 1 January 2005, a member of the public, or press, has been entitled under the Freedom of Information Act to request copies of correspondence sent to food businesses by the Council's enforcement officers. As the scores are published through the Council's website with a link to a national website "scoresonthedoors.org.uk" and premises are provided with a certificate to display this puts the information into the public domain in a more meaningful format.

3. REVIEW OF THE TEES VALLEY FOOD HYGIENE AWARD SCHEME

- 3.1 The scheme has been operational within Hartlepool, Middlesbrough and Stockton for one year and was launched in Darlington on 1 July 2007 and in Redcar & Cleveland Borough Council on 1 April 2008.

- 3.2 In September 2007 a formal review of the scheme was undertaken by the Tees Valley Food Liaison Group. The consensus of opinion was that the scheme should continue in its current format, however, it was agreed that minor amendments were required to the policy, in particular to clarify the criteria for the exemption of premises which fall outside the inspection programme. A copy of the amended policy is attached as **Appendix 1**.
- 3.3 To date there has been a high level of interest in relation to the award scheme, both from members of the public, local media and businesses, with the website having received more than 110,000 hits in the first year.
- 3.4 It is particularly pleasing that food business operators (many of whom received a low rating) have contacted the department for advice on how to improve their premises and food safety practices with the aim of improving their star rating.
- 3.5 At the start of the scheme 53.4% of premises received a rating of three stars or above; this figure has now risen to 78.2%. A comparison between the current star rating profile for Hartlepool food businesses and that at 1 April 2007 is shown in **Appendix 2**. Of particular interest is the fact that the number of five star premises has risen from 24 to 85 whilst the number awarded 0 stars has fallen from 32 to 3.
- 3.6 As the inspection programme operates on a three year cycle it is expected that a gradual improvement in the profile of star ratings will occur. The current profile however is particularly encouraging and would suggest that the scheme is already having the desired effect of raising hygiene standards.

4. ISSUES

- 4.1 The Food Standards Agency considered the introduction of a national scheme at its Board meeting in March. They have decided to consult on a three star scheme and a pass or fail scheme. They are currently under pressure from Local Authorities Coordinators of Regulatory Services (LACORS), CIEH, the London borough councils and others to include a five star scheme in the consultation.

5 CONCLUSION

- 5.1 To date the scheme has been successful both in terms of providing information to the public enabling them to make an informed decision as to where to purchase food and driving up hygiene standards in Hartlepool's food businesses.

6 RECOMMENDATIONS

- 6.1 That the Portfolio Holder notes the report.

APPENDIX 1**AMENDED TEES VALLEY FOOD HYGIENE AWARD SCHEME POLICY****Introduction**

The five unitary authorities which make up the Tees Valley Food Safety Liaison Group (that is Darlington BC, Hartlepool BC, Middlesbrough BC, Stockton BC and Redcar & Cleveland BC) have agreed to deliver the same food hygiene award scheme. Every food business that is eligible to join the scheme will be issued, free of charge, with a certificate showing the number of stars awarded for the standard of food hygiene. The inspections of the food businesses and the decision on the stars awarded will be made by Food Safety Enforcement Officers who are employed, and authorised in writing, by their Council.

The intended benefits of introducing the scheme are:

- Providing public access to information held by each authority about the hygiene standards of food businesses
- Encouraging businesses to achieve high standards of compliance
- Promoting transparency and consistency in inspection style.

Details of the scheme are given below.

Inspection and Rating of Food Businesses

The Food Safety Enforcement Officers within the Tees Valley undertake risk ratings of all food businesses following a primary inspection in accordance with '[Food Law Code of Practice, March 2006](#)' published by the [Food Standards Agency](#).

Of particular importance is:

*The inspection rating(s) of a food business are assessed or reassessed at the conclusion of **every primary inspection** in accordance with Annex 5 of the [Food Law Code of Practice, March 2006](#) (or any amendment thereto that may be notified to Food Authorities by the Agency). Inspection ratings are **not re-assessed at secondary inspections**.*

The overall rating score is calculated taking account of:


- type of food and method of handling
- method of processing
- consumers at risk
- level of current compliance with food hygiene and safety procedures
- level of current compliance with structure of premises
- confidence in management and control systems
- risk of contamination of food.

The overall score is then used to determine the frequency of inspection for the business in line with the 'Food Law Code of Practice, March 2006'.

The Tees Valley Food Hygiene Award Scheme uses three of the factors, which are directly controllable by the food business, from the risk rating score, to determine the number of stars to be awarded. These are:

1. Food Hygiene and Safety
2. Structure and Cleaning
3. Management and Control

The range of scores available for each of these factors is shown in the table below:

Risk rating categories	Excellent  Poor					
	0	5	10	15	20	25
Food Hygiene and Safety	0	5	10	15	20	25
Structure and Cleaning	0	5	10	15	20	25
Management and Control	0	5	10	20		30

The total score from the three categories in the above table is then given the star rating as follows:-

Score	Level of Compliance	Star Award
0 - 5	Excellent	*****
10 - 15	Very Good	****
20 - 25	Good	***
30 - 35	Fair	**
40 - 45	Poor	*
46+	Major Improvements required	None

The overall risk rating score and the star award given will be completed at the end of every primary inspection and the proprietor will be informed of the scores.

Primary Inspections

A primary inspection requires the food safety enforcement officer to:

- Consider the scope of the business and the relevant food law that applies to the operations taking place;
- Thoroughly and systematically gather and record information from the observation of practices, procedures and processes, including procedures based on HACCP principles, and discussion with food handlers, contractors, food business operators and managers;
- Determine whether it is necessary to collect samples of raw materials, ingredients, additives, intermediates, finished products, or materials and articles in contact with food for analysis and/or examination;
- Identify any actual or potential breaches of food law and, if appropriate, gather and preserve evidence;
- Determine relevant enforcement action and communicate to business.

Secondary Inspection

A secondary inspection is any other visit to a food business, that is not a primary inspection, made by a food safety enforcement officer, for any purpose connected with the enforcement of food law, including:

- Additional inspections of establishments that are subject to approval under Regulation 853/2004 (see Paragraph 4.3.4 and Annex 5 of the code of practice);
- Sampling visits;
- Visits to check on the progress of measures required after a previous inspection;
- Visits to investigate food and food establishment complaints;
- Visits to discuss aspects of food safety management procedures based on HACCP principles;
- Visits involving the explanation of food safety issues to food handlers.

Star Awards

Provisional Star Award

At the time of the launch of the scheme all food businesses will be issued with a provisional certificate and the number of stars awarded will be based on the results of the last recorded primary inspection.

Subsequent Star Awards

Food business will be re-rated following each Primary inspection and under normal circumstances premises will not be re-rated at any other time.

An exception may be made when a business makes a written request to its local authority for a re-rating inspection, provided 6 months has elapsed since the primary inspection. A fee is payable in advance for this special visit. This re-rating inspection will be carried out unannounced (with the date and time chosen by the food enforcement officer) and revised star rating score will apply regardless of whether it goes up, down or remains the same.

A food safety enforcement officer may recalculate the risk rating score when there is an incident or event that relates to management or control of the business. Examples would be when the Food Authority:

- receives a new registration application or a request to change the registration details
- receives a consumer complaint
- becomes aware of any material change in the ownership, management, layout or nature of operation of a food business
- receives a referral under the Home Authority Principle
- receives a request or other information from the Food Standards Agency
- investigating a possible outbreak of food borne infection
- becomes aware that the business may be closed at the time of the due inspection date because of seasonal closure.

The revised risk rating score will be used to calculate a new star rating score. If there is a material change of information to that provided on the existing certificate a new certificate will then be issued.

Appeals Procedure

Any complaint made by a business or a member of the public relating to any award issued shall be a matter for the Local Authority in whose area the business premises is located and will be dealt with through that Council's complaints procedure. The results of any such complaint investigation shall be referred to the Tees Valley Food Safety Liaison Group for information.

Right to Reply Feature

Food businesses will be given the opportunity to update information on the web site. This will only be uploaded to the web site following the agreement of the Environmental Health Department. Food businesses can use this to indicate the improvements they have made following the last star award rating.

Availability of Information

The star rating awards for each premises will be made available to the public via the internet and each business will be given a certificate bearing the business name, star rating and date of issue for them to display at their premises. (There is no legal requirement to display the certificate.

Individual Authorities within the scheme may choose to link the inspector's report to the star rating award on the relevant internet website; however, this will be a local decision.

Food Businesses Applicable

The Star Award rating will only be given to food businesses that are inspected by the Authority in line with the Council's Food Law Enforcement Service Plan. Certain premises may not be inspected due to the **low risk level** associated with that premises. These may be subject to alternative enforcement and will therefore not receive a star rating.

Exemption from the scheme is not a reflection of the controls operating within the business, only the low level of risk. Such premises will be issued with a certificate which identifies them as being exempt and this information will also be available on the website.

Note

The certificate issued to each premises will remain the property of the local authority. Any food business that makes false claims about its star rating will be referred to the Trading Standards Section and may face legal proceedings under The Trade Descriptions Act 1968.

Historical Information

Only the latest star rating award will be accessible from the web site. Any previous ratings or information relating to a particular premises may be available on written request to the relevant Environmental Health Department.

Important Note

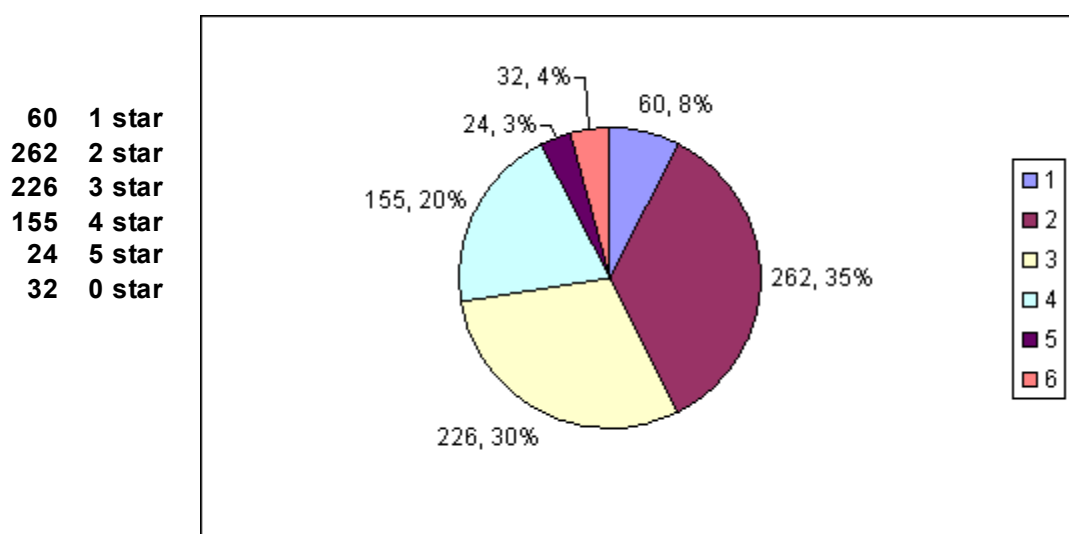
The Food Standards Agency is undertaking a pilot project for this type of scheme to apply on a national basis. This may alter how businesses will be rated in the future. **It is important to note that both the risk rating score and star rating given to the premises is subject to change in the future. A Star rating given could go down or up if a national scheme is different to the above scoring system.** Each Local Authority will endeavour to keep businesses and users informed of this.

Revised Sept 2007

APPENDIX 2**COMPARISON OF HARTLEPOOL FOOD BUSINESS STAR RATINGS PROFILE
AT START OF SCHEME AND NOW**

Star Rating	Profile – April 2007	Profile – October 2007	Profile – April 2008
5 Stars	3.2% (24/759)	7.4% (58/786)	11.1% (85/762)
4 Stars	20.4% (155/759)	24.6% (193/786)	28.5% (217/762)
3 Stars	29.8% (226/759)	35.7% (281/786)	38.6% (294/762)
2 Stars	34.5% (262/759)	25.3% (199/786)	18.0% (137/762)
1 Star	7.9% (60/759)	5.5% (43/786)	3.4% (26/762)
0 Stars	4.2% (32/759)	1.5% (12/786)	0.4% (3/762)

2007 Scores on the Doors percentage breakdown



Note: 0 star premises are number 6 on the legend

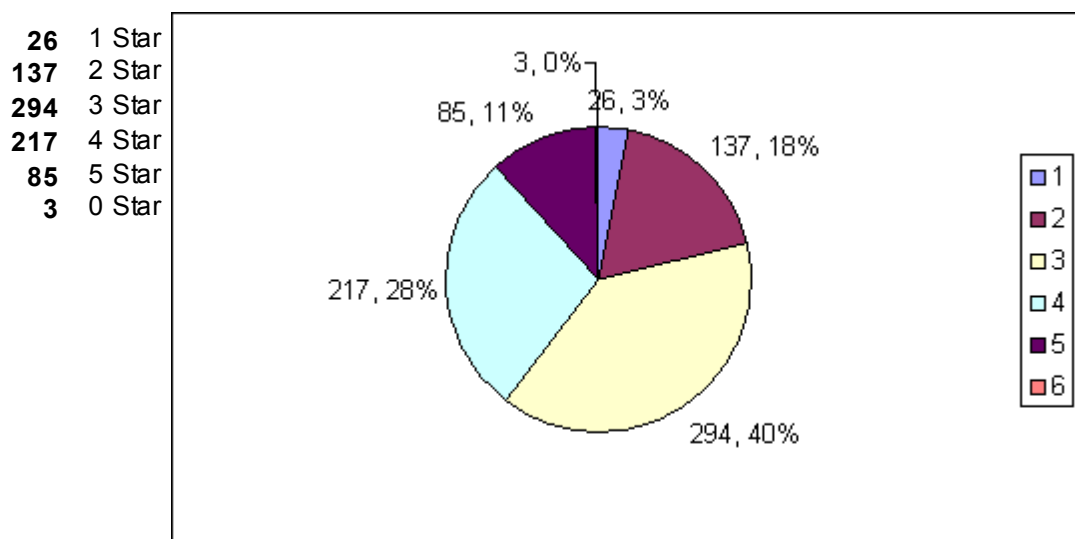
March 2007 breakdown

60	1 star	8%
262	2 star	35%
226	3 star	29%
155	4 star	20%
24	5 star	3%
32	0 star	5%
759	Premises in total	

April 2008 breakdown

26	1 Star	3%
137	2 Star	18%
294	3 Star	39%
217	4 Star	29%
85	5 Star	11%
3	0 Star	0%
762	Premises in total	

2008 Scores on the Doors percentage breakdown



Note: 0 star premises are number 6 on the legend

ADULT AND PUBLIC HEALTH SERVICES PORTFOLIO

Report To Portfolio Holder
16 June 2008



Report of: Director of Adult and Community Services

Subject: ANNUAL DIVERSITY REPORT 2007/2008

SUMMARY

1. PURPOSE OF REPORT

To provide Portfolio Holder with an update on diversity actions completed in 2007/2008, and to provide an overview of key diversity issues for 2008/2009.

2. SUMMARY OF CONTENTS

The report includes an analysis of key achievements and the approach to Diversity in 2007/2008, which is more mainstreamed by being linked to the Business Planning Process. The report also highlights some of the key activities to be undertaken next year.

3. RELEVANCE TO PORTFOLIO MEMBER

Diversity is a major stream of activity.

4. TYPE OF DECISION

Non-key

5. DECISION MAKING ROUTE

Adult and Public Health Services Portfolio – 16th June 2008

6. DECISION(S) REQUIRED

Portfolio Holder is requested to note the contents of this report.

Report of: Director of Adult and Community Services

Subject: Annual Diversity Report 2007-2008

1. PURPOSE OF REPORT

- 1.1 To provide Portfolio Holder with an update on diversity actions completed in 2007/2008, and to provide an overview of key diversity issues for 2008/2009.

2. BACKGROUND

- 2.1 Diversity issues are of paramount importance to the provision of services, which are fully inclusive, and are provided equally to all sections of the community.
- 2.2 The Council aims to develop an inclusive society and is committed to ensuring all council services are accessible and their provision is free from prejudice and unlawful discrimination and sensitive to the need of all local communities.
- 2.3 Adult and Community Services is contributing to the self-assessment process following the declaration by the Council of achieving the Level 3 Equality Standard for Local Government. The department continues to fully participate in the corporate Diversity Steering Group, and has a well established Diversity Working Group to ensure Diversity issues are fully addressed in the department, Diversity issues are reported on a quarterly basis to DMT.
- 2.4. The department is contributing to the development of the Equality and Diversity Scheme 2008-2011.
- 2.5 Training has been undertaken for staff and managers to ensure diversity issues are understood and addressed. Consultation on a range of issues including Mental Health services, the relocation of services for people with learning disabilities and the implementation of the Older People's Strategy action plan occurred in 2007/2009.

3. KEY ACTIONS AND ACHIEVEMENTS 2007/2008

- 3.1 **Appendix A** provides a summary of the key achievements, and actions completed in 2007/2008, this is extracted from the Corporate Annual Diversity Report. Diversity Impact Assessments were completed for key policy changes, and new developments, including the

establishment of the interim arrangements for the Local Involvement Network and the re-provisioning of the Blakelock Day Services.

4. ISSUES AND ACTIONS 2008/2009

- 4.1 In order to ensure diversity issues are fully mainstreamed Diversity issues have been included within the service planning process for 2008/2009.
- 4.2 Each Service Plan includes diversity objectives, the proposed Diversity Impact Assessments, highlights proposed consultations and includes an Impact Needs Requirement Assessment process which enables departments to assess their services and functions every three years and update this assessment on an annual basis. These assessments form the basis of diversity objectives and target setting as required for the Equality and Diversity Scheme.
- 4.3 The actions identified are then included in the service plans. A summary is included at **Appendix B**.
- 4.4 Diversity actions will therefore be monitored as part of the corporate service-planning database.

5. RECOMMENDATIONS

- 5.1 Portfolio Holder is requested to note the contents of this report.

3.2 Appendix A

Key Diversity achievements of the department are:

Adult Social Care - In December 2007 the department launched 'In Control – Total Transformation Pilot'. The pilot provides policies and tools for self-directed support. The service promotes and supports independence and access to services dependant upon individual need. Such individualised services promotes equality and recognises diversity by increasing awareness and access to culturally and/or gender sensitive and diverse services and information.

There has been a significant increase in the number and range of people receiving Direct Payments to enable them to arrange their own support and care. This trend is continuing across all groups.

Diversity Objectives 2007/2008	Progress Made
<p>Community Services Division</p> <p>Libraries:</p> <ul style="list-style-type: none"> • To work with Adult Services to source funding to deliver reading group for people who receive vehicle delivered library services • To hold the 'Made in Britain' promotion of African, Caribbean and Asian literature in the library • To hold a reading group for people with Mental Health issues and to work providing reading and literature services at Sandwell Court • To develop reading and literacy services to people suffering from Alzheimer's disease • To work with NDC in developing the Connecting Cultures project <p>Sport and Recreation:</p> <ul style="list-style-type: none"> • To consult with users whose first language is not English to improve and expand range and availability of services • To gain English Federation of Disability (EFDS) via its 'Count Me In' initiative. • To develop a football tournament as part of the Special Olympics programme 	<p>Some work has been done in this area but as yet no funding has been secured.</p> <p>This was held successfully as a promotional display which was circulated around all library service points.</p> <p>A variety of reading based services have been established on a regular footing and have received recognition from such external observers including a mention on Radio 4.</p> <p>This has been established.</p> <p>The first phase of the project was run successfully with good attendance and contributions from the Polish, Philipino, Pakistani and Bangladeshi communities.</p> <p>Staff have liaised with Talking with Communities in Autumn 2007. In particular, links have been made with the Chinese community. GP referral Coordinators have liaised with the Salaam Centre and are now providing women only sessions as a pilot on the Hartlepool Exercise for Life Scheme.</p> <p>Accreditation has been achieved.</p> <p>A Football Festival was held as part of the Special Olympics program in July 2007. The event spanned two days and involved 25 teams.</p>

<ul style="list-style-type: none"> • To revise all promotional material to ensure that it is available in a range of accessible formats • To work with Adult Care to provide a better range of services and activities for older people 	<p>The Pool Programme for Mill House Leisure Centre has been revised and is available in large print and other languages on request. The main activity programme for Mill House and The Headland Sports hall are available in large print and other languages on request.</p> <p>Grants have been approved for Shopmobility (access, advice and information for disabled adults and their families and carers) Epilepsy Outlook (support for adults with the condition, their families and carers), Hartlepool Deaf Centre (support for young people and adults, their families and carers). The Communities Activities Network has been linking with the 50+ forum to aid the development of activities for older people. The Walks programme has been successful in receiving funding to develop walks of higher difficulty targeting the over 45s. Staff from Sport and Recreation have met with social care staff regarding the promotion of their services to service users with mental health problems. Sessions in sheltered accommodation have been offered and a number of chair mobility sessions are currently available in a number of locations. The Sportability Club (adults with disabilities) have been supported by Sports Development in terms of providing staff, transport and venues at reduced rates.</p>
<p>Parks and Countryside</p> <ul style="list-style-type: none"> • Consolidate the Summerhill Tea Shop café and meeting catering project in conjunction with the Havelock Centre 	<p>The Summerhill Café continues to be run in conjunction with the Havelock Centre. The shop provides catering at the Summerhill visitor centre at weekends and on holidays. The Tea Shop also provides catering for meetings at Summerhill.</p>

<ul style="list-style-type: none"> • Host part of the 2007 Kannada Balaga event at Summerhill 	<p>A successful Kannada Balaga event was held in May 2007 with approximately 400 people attending</p>
<ul style="list-style-type: none"> • Stage archery activities at Summerhill as part of the EFDS key sports initiative 	<p>An event was held in September 2007 in partnership with the English Federation of Disability Sport (EFDS)</p>
<ul style="list-style-type: none"> • Continue to develop Countryside Volunteer Service linking with HVDA and Mental Health Service Providers 	<p>Countryside Volunteers have developed closer links with the Havelock Centre with two new volunteers currently in the vetting system. Work with the Brougham Centre has begun making bird and bat boxes.</p>
<ul style="list-style-type: none"> • Conduct a Visitor Survey of all Local Nature Reserves 	<p>An initial visitor survey questionnaire has been completed.</p>
<ul style="list-style-type: none"> • Ensure that countryside events are accessible to all including wheelchair users and listed in the Wild About Hartlepool Leaflet. This would include promotion of the Forest Mobility Scheme in Summerhill 	<p>Continue to aim to make events accessible to all and have continued to promote forest mobility via Hartlepool Voluntary Development Agency (HVDA).</p>
<ul style="list-style-type: none"> • To support the development of the Allotment Project at Waverley Allotments involving Service Users and Volunteers for the Integrated Mental Health Service 	<p>Work on the allotment project continues. There are currently a range of people involved in this developing project including older people, people with disabilities people and people recovering from substance misuse.</p>
<ul style="list-style-type: none"> • To achieve the Green Flag Award for Summerhill 	<p>Not achieved for 2007 but following improvements to parks, have entered the scheme for 2008.</p>
<p>Adult Education</p>	
<ul style="list-style-type: none"> • Ensure access to a range of accredited learning to allow adults to achieve a national qualification 	<p>Ongoing</p>
<ul style="list-style-type: none"> • Ensure access to a range of learning activities to encourage participation 	<p>Ongoing</p>

<ul style="list-style-type: none"> • Ensure access to a range of support activities to remove barriers to learning • Provide access to outreach information, advice and guidance. 	<p>Ongoing</p> <p>Ongoing</p>
<p>Support Services</p> <p>Supporting People</p> <ul style="list-style-type: none"> • Collate information regarding housing related support needs of diverse communities in Hartlepool • Assess services for compliance with the Disability Discrimination Act • Seek to have representative on Partnership Board representing disability and/or BME groups • Ensure 20% of Supporting People services are at a Level B (denoting good practice) in the Quality Assessment Framework (QAF) for Diversity • Carry out and assessment of accessibility on all Supporting People services 	<p>Have started gathering this information as part of the Housing Needs Assessment and review of Supporting People strategy.</p> <p>Services provide details of accessibility</p> <p>The Diversity Officer attends the Partnership Board together with a service user with physical disabilities.</p> <p>The review programme for Supporting People is set out over a three year period up to 2010. The total figure will not be known until all reviews are completed. The target for achieving Level B will be increased to 30% for achievement by 2010.</p> <p>All providers have been requested to provide information on what arrangements are in place to cater for different needs. This information has been incorporated in to the revised service directory which is now available.</p>

<p>Adult Services Division</p> <p><u>Disabilities</u></p> <ul style="list-style-type: none"> • Update ESAT documentation and collate supporting evidence for level 3 • Ensure DIA & INRA training is refreshed to team managers • Identify key people responsible for updating policy and reviewing DIA's <p><u>Older People</u></p> <ul style="list-style-type: none"> • Update of Older People's Strategy Action plan – May 2007 then quarterly, reporting to Older People' Local Implementation Team and to 50+ Forum 	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Strategy reviewed and reported to the Local Implementation Team and 50+ Forum.</p>
---	--

Key Diversity Objectives and Targets set for 2008/2009

Adult Service Division:

- Revise Telecare strategy to increase capacity to 200 units and include Extra Care
- Revise Carers Strategy to ensure carer involvement and increased participation

Disabilities and Mental Health:

- Promote social inclusion by ensuring that service response is in line with person-centred plans
- Explore staff understanding of the links between spirituality and mental health
- Tackle social exclusion by ensuring robust information systems/data collection systems are in place to track the numbers of people helped to gain/retain work and access vocational opportunities and mainstream services

Older People:

- Review of Older People's Strategy Action Plan – ongoing process, reporting to the Older People's Local Implementation Team and 50+ Forum
- Continue to increase awareness of the Older People's Strategy

Support Services

Supporting People:

- Ensure 30% of Supporting People services are at a Level B (denoting good practice) in the Quality Assessment Framework (QAF) for Diversity by 2010
- Assess the cultural sensitivity of Supporting People services in Hartlepool
- Continue to carry out assessments of accessibility on all Supporting People services

Community Services

Parks and Countryside:

- To achieve the Green Flag Award for Summerhill
- To achieve the Green Flag award for Ward Jackson Park
- Conduct Visitor Surveys of all Local Nature Reserves
- To undertake a countryside access questionnaire for young people in Hartlepool to determine existing use of the countryside and help to develop future services.
- Work with the organisations dealing with vulnerable groups to provide 30 activities at Summerhill, including Archery, Walking, Orienteering, Climbing and High Ropes

Sport and Recreation

- Develop opportunities for BME women to access the Hartlepool Exercise for Life Scheme (HELP)
- Produce easy guides and programmes of activity for display at key sites for users accessing Mental Health services
- Source further funding to continue the Drug Intervention Programme and Disability Community Sports Coach posts for a further year.
- Deliver the 'Women's Begin to ...' Programme working in specific areas of the town
- Work with Hart Gables to deliver the Gay Olympics

Adult Education

- Ensure access to a range of accredited learning to allow adults to achieve a national qualification
- Ensure access to a range of learning activities to encourage participation
- Ensure access to a range of support activities to remove barriers to learning
- Provide access to outreach information, advice and guidance

Libraries

- Attend LGBT meeting to discuss library services
- Increase participation of boys in Summer Reading Challenge
- Review access and support to the profoundly deaf

The Department has undertaken eleven impact assessments on the following services:

Mental Health
Disability
Older People
Adult Education
Sport and Recreation
Libraries
Museums and Heritage
Strategic Arts and Events
Parks and Countryside
Support Services
Supporting People