

SCRUTINY CO-ORDINATING COMMITTEE AGENDA



Wednesday 8th October 2008

at 4.30 pm

in the Council Chamber
Civic Centre, Hartlepool

SCRUTINY CO-ORDINATING COMMITTEE:

Councillors Akers-Belcher, Atkinson, Brash, R W Cook, S Cook, James, Kaiser, London, A Marshall, McKenna, Preece, Richardson, Shaw, Simmons, Wright and Young

Resident Representatives: Christopher Akers-Belcher, Iris Ryder and Linda Shields

1. **APOLOGIES FOR ABSENCE**

2. **TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**

3. **MINUTES**

No items

4. **RESPONSES FROM THE COUNCIL, THE EXECUTIVE OR COMMITTEES OF THE COUNCIL TO REPORTS OF THE SCRUTINY COORDINATING COMMITTEE**

No Items

5. **CONSIDERATION OF REQUEST FOR SCRUTINY REVIEWS FROM COUNCIL, EXECUTIVE MEMBERS AND NON EXECUTIVE MEMBERS**

No Items

6. CONSIDERATION OF PROGRESS REPORTS / BUDGET AND POLICY FRAMEWORK DOCUMENTS

No Items

7. CONSIDERATION OF FINANCIAL MONITORING / CORPORATE REPORTS

No Items

8. ITEMS FOR DISCUSSION

8.1 Scrutiny Investigation into the Use of Agency Workers within the Council –

- (a) Covering Report – *Scrutiny Manager*;
- (b) Information from Service Departments – *Chief Financial Officer and Chief Personnel Services Officer*
- (c) Comparative costs of Agency Workers covering a selection of vacant / permanent positions within the Council – *Presentation by the Chief Personnel Officer*

8.2 Scrutiny Forums – Progress Reports:-

- (a) Adult and Community Services Scrutiny Forum – *Chair of the Adult and Community Services Scrutiny Forum*
- (b) Children's Services Scrutiny Forum – *Chair of the Children's Services Scrutiny Forum*;
- (c) Health Scrutiny Forum - *Chair of the Health Scrutiny Forum*;
- (d) Neighbourhood Services Scrutiny Forum – *Chair of Neighbourhood Services Scrutiny Forum*;
- (e) Regeneration and Planning Services Scrutiny Forum – *Chair of Regeneration and Planning Services Scrutiny Forum*; and
- (f) Scrutiny Co-ordinating Committee – *Chair of Scrutiny Co-ordinating Committee*

9. CALL-IN REQUESTS

10. ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT

FOR INFORMATION

Date of Next Meeting: Friday, 31st October 2008 at 2.00pm in the Council Chamber at the Civic Centre, Hartlepool.

SCRUTINY CO-ORDINATING COMMITTEE

8 October 2008



Report of: Scrutiny Manager

Subject: SCRUTINY INVESTIGATION INTO THE USE OF AGENCY WORKERS WITHIN THE COUNCIL – COVERING REPORT

1. PURPOSE OF THE REPORT

- 1.1 To inform Members that further information is being provided at today's meeting from service departments together with comparative costs of agency workers covering a selection of vacant / permanent positions, to assist the Committee in the formulation of their Draft Final Report into the Use of Agency Workers within the Council.

2. BACKGROUND INFORMATION

- 2.1 As agreed at the last meeting of the Scrutiny Co-ordinating Committee held on 19 September 2008, arrangements have been made for:-
- (a) Service departments to be in attendance at today's meeting to provide a breakdown of the costs incurred for using agency workers and how they are funded; duration of employment and justification of use for the 2007/08 financial year; and
 - (b) Comparative costs of agency workers covering a selection of vacant / permanent positions to enable Members to gain a better understanding of the financial implications involved.
- 2.2 Having considered the above-mentioned information along with the evidence gained during the last meeting of this Committee held on 19 September 2008, Members are requested to formulate their findings and subsequent recommendations to form the basis of their Draft Final Report, for consideration at their meeting on 28 November 2008.

3. RECOMMENDATION

- 3.1 That Members note the content of the covering report together with the information provided during this meeting and formulate their findings / recommendations to form the basis of their Draft Final Report, for consideration on 28 November 2008.

Contact Officer:- Charlotte Burnham – Scrutiny Manager
Chief Executive’s Department - Corporate Strategy
Hartlepool Borough Council
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Email: charlotte.burnham@hartlepool.gov.uk

BACKGROUND PAPERS

There were no background papers referred to in the preparation of this report.

SCRUTINY CO-ORDINATING COMMITTEE

8th October, 2008



Report of: Chief Financial Officer and Chief Personnel Services Officer

Subject: SCRUTINY INVESTIGATION INTO THE USE OF AGENCY WORKERS WITHIN THE COUNCIL – INFORMATION FROM SERVICE DEPARTMENTS

1. PURPOSE OF REPORT

1.1 The purpose of this report is to provide details of the 2007/08 agency expenditure and how this was funded across the authority and on a departmental basis.

2. BACKGROUND

2.1 The scoping report for this investigation was approved at your meeting on 8th August 2008. At your meeting on 19th September 2008 the Chief Personnel Services Officer provided a presentation on the use of agency workers covering:

- Definitions of agency and specialist workers;
- Reason for using agency and specialist workers, including options available for managers;
- An overview of expenditure for 2007/08 and how this was financed; and
- Options under consideration for managing agency usage in the future.

2.2 As indicated in the initial scoping report this report will provide a detailed analysis of agency expenditure for 2007/08 and how this was financed.

3. ANALYSIS OF AGENCY EXPENDITURE 2007/2008

3.1 The presentation to your last meeting advised Members that the fundamental reason for using agency staff is to protect service delivery from the impact of capacity constraints whilst avoiding long term commitments. Therefore, agency workers are used for a variety of reasons, as follows:

Unexpected

- Sickness absence, unforeseen problem, sudden increased volume of work.

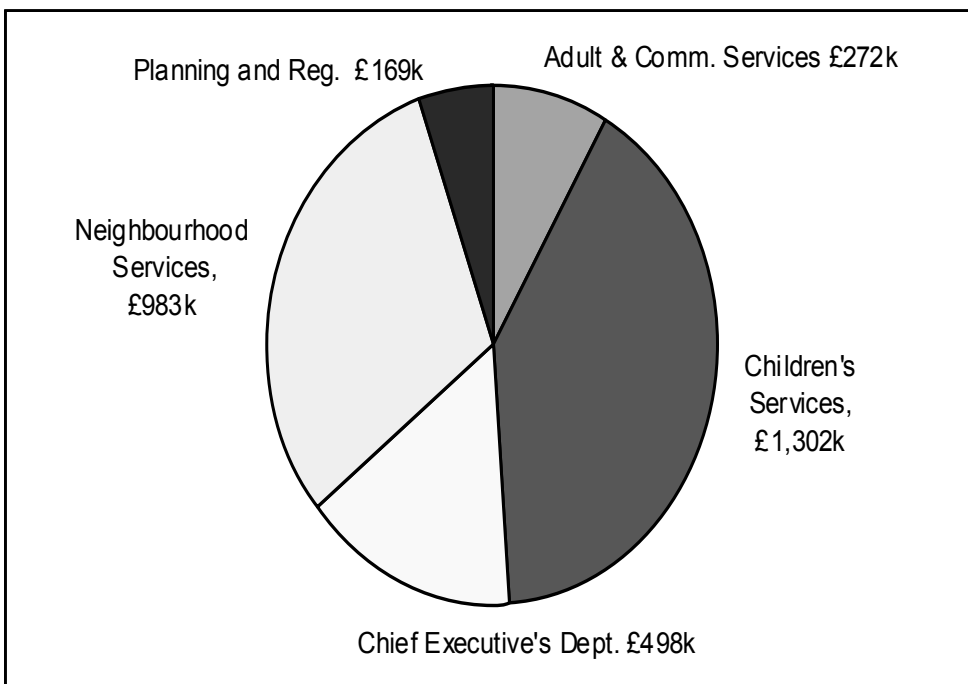
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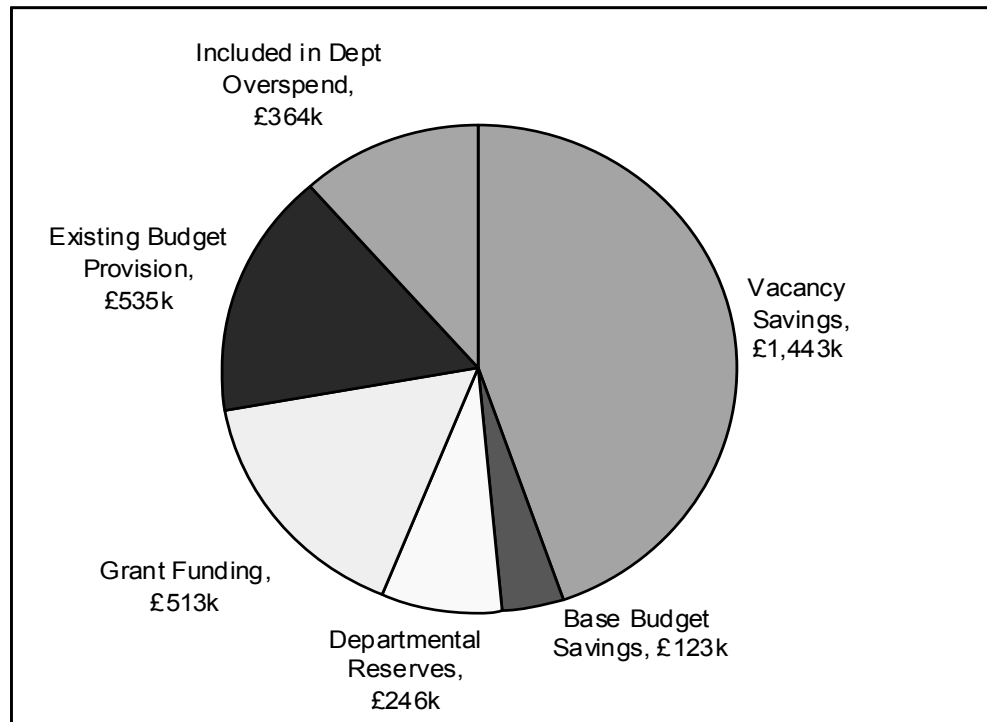
- Holidays, long-term sickness absence, specialist skills required planned increase in volume of work for a fixed period or recruitment difficulty.

3.2 It is important to note that the appointment of agency staff is subject to specific contractual arrangements, which define the nature of the services to be provided, the cost of the service and the duration of the contract.

3.3 Details of total 2007/08 agency expenditure and how this was funded is summarised in the following tables

Analysis of Total Agency Expenditure 2007/08 - £3.224m



Analysis of How Total Agency Expenditure 2007/8 was funded

3.4 The detailed Appendices to this report provide an analysis of this expenditure on a departmental basis and comments from Directors for the following categories of agency expenditure:

- Vacant Posts – Appendix A
- Peaks in workload – Appendix B; and
- Specialist Fees – Appendix C.

3.5 The Appendices also provide a detailed analysis of how this expenditure was funded as follows:

- Departmental Salary Savings

These savings arose from staffing vacancies during 2007/2008. It should be noted that these are savings over and above the turnover target established for 2007/2008 of £0.84m.

- Departmental Base Budget Other Savings

These savings arose during 2007/08 on non-pay budgets.

- Departmental Reserves

These are resources which departments have previously earmarked for one-off commitments.

- External Grant Funding

This is funding which the Council has secured for a specific initiative, which is time limited. Therefore, rather than employing additional staff directly, it is appropriate to use agency/specialist staff.

- Existing Budget Provision

In some areas specific budget provision is made for the cost of using agency staff as part of normal service management arrangements.

- Net Cost included in Departmental Overspend

In 2007/08 all departments, with the exception of the Chief Executive's department, had overspends at the year end. Part of these overspends related to Agency costs which could not be funded from specific funding sources as detailed above.

4. RECOMMENDATIONS

- 4.1 It is recommended that Members note the report and ask any questions which are felt to be appropriate.

Adult & Community Services Agency Staff covering existing posts 2007/08

Best Value Group/Cost Centre	2007/2008 Expenditure	07/08 Total Variance Adverse/ (Favourable)	Funding Analysis						No. of agency staff/ specialists engaged	Duration of engagement	Reason for Engagement / Comments
			Dept Base Budget Salary Savings	Dept Base Budget Other Savings	Dept Reserves	External Grant Funding	Existing Budget Provision	Net Cost included in Dept Overspend			
	£	£	£	£	£	£	£	£			
Adult Education											
Adult Education Sponsored	2,873		0	2,873	0	0	0	0	0	1 4 mths	Covering temporary secondment
Total Adult Education	2,873		0	2,873	0	0	0	0	0	1	
Assessment & Care Management											
Occupational Therapy Team Total	16,133		16,133	0	0	0	0	0	0	3 6 months	2 Maternity cover & 1 peak in clerical work
Intermediate Care Team Total	9,238		0	0	9,238	0	0	0	0	1 10 weeks	Cover for planned sick leave
Adults Management Total	10,618		10,618	0	0	0	0	0	0	4 8 weeks	Vacancy 29 wks paid
Total Assessment & Care Management	35,989	(83,100)	26,751	0	9,238	0	0	0	0	8	
Learning Disabilities											
Warren Road Day Services	1,877		1,877	0	0	0	0	0	0	1 19 weeks	Vacancy
Learning Disabilities-Swat Tm	45,421		42,541	0	0	0	0	2,880	0	3 19 weeks	Vacancies 55 wks paid
Total Learning Disabilities	47,298	512,500	44,418	0	0	0	0	2,880	0	4	
Physical Disabilities											
ESF- Targeting Communities	8,890		0	0	0	4,890	4,000	0	0	3 10 weeks	Cover for vacancies at grant closure 28 weeks paid.
Total Physical Disabilities	8,890	195,000	0	0	0	4,890	4,000	0	0	3	
Sensory Loss and Occupational Therapy											
Sensory Loss Team	34,566		0	0	0	0	0	34,566	0	3 12 weeks	1 Vacancy 2 covering Maternity 37 weeks paid.
Total Sensory Loss & Occ Therapy	34,566	58,600	0	0	0	0	0	34,566	0	3	
Support Services											
User Property & Finance Team	8,620		0	0	0	0	0	8,620	0	2 15 weeks	Vacancies 30 weeks paid.
Management Information Team	9,317		0	0	0	0	0	9,317	0	1 22 weeks	Vacancy
Commissioning Team	3,477		3,477	0	0	0	0	0	0	1 10 weeks	Vacancy
Admin Team	3,127		0	0	0	0	0	3,127	0	2 7 weeks	Vacancies 13 weeks paid
Finance Team	13,195		13,195	0	0	0	0	0	0	2 21 weeks	Vacancies 42 weeks paid
Total Support Services	37,736	208,700	16,672	0	0	0	0	21,064	0	8	
Total Adult & Community	167,352	891,700	87,841	2,873	9,238	4,890	4,000	58,510	0	27	

Chief Executive Agency Staff covering existing posts 2007/08

Best Value Group/Cost Centre	2007/2008 Expenditure £	07/08 Total Variance Adverse/ (Favourable) £	Funding Analysis						No. of agency staff/ specialists engaged	Duration of engagement	Reason for Engagement / Comments	
			Dept Base Budget Salary Savings £	Dept Base Budget - Other Savings £	Dept Reserves £	External Grant Funding £	Existing Budget Provision £	Net Cost included in Dept Overspend £				
Accountancy	27,864	0	27,864	0	0	0	0	0	0	2	32 weeks	Agency workers covered a long term sickness absence of a Group Accountant. Without this cover the Section would not have been able to deliver a service to the Adult & Community Services Department, including completion of grant claims. Over this period the Chief Accountant was seconded full time to Job Evaluation
Total Accountancy	27,864	0	27,864	0	0	0	0	0	0	2		
Benefits	115,747		115,747	0	0	0	0	0	0	2	52 weeks	Contractor benefit assessors - to ensure benefits customer service standards sustained during the absence of 5 members of staff on maternity leave and another 6 members of staff on long term sickness. Benefits Chartermark Standard and Benefits CPA rating maintained and benefits service delivered within budget
Total Benefits	115,747	(25,300)	115,747	0	0	0	0	0	0	2		
Contact Centre	6,055		6,055	0	0	0	0	0	0	2	17 weeks	Cover for vacant post while undertaking review of customer service and admin duties prior to staff reorganisation that was implemented Aug 07
Total Contact Centre	6,055	(4,200)	6,055	0	0	0	0	0	0	2		
Fraud Rev & Bens - Investigators	25,971		13,644	12,327	0	0	0	0	0	1	24 weeks	Contract Benefit Investigation officer - covering for an HBC investigator who was acting into a managerial position where that postholder was on long term sick for about 6 months.
Total Fraud	25,971	24,300	13,644	12,327	0	0	0	0	0	1		
HR & Health and Safety Personnel	123,820		94,467	0	29,353	0	0	0	0	1	22 weeks 1 30 weeks 1 5weeks	Temporary cover for CPSO who reduced to working 3 days per week. Also, agency staff employed temporarily to cover the vacant post of Health & Safety Advisor while a review of the service was undertaken and a permanent appointment was made.
Total HR & Health and Safety	123,820	(4,400)	94,467	0	29,353	0	0	0	0	3		

Chief Executive Agency Staff covering existing posts 2007/08

Best Value Group/Cost Centre	2007/2008 Expenditure £	07/08 Total Variance Adverse/ (Favourable) £	Funding Analysis						No. of agency staff/ specialists engaged	Duration of engagement	Reason for Engagement / Comments
			Dept Base Budget Salary Savings £	Dept Base Budget - Other Savings £	Dept Reserves £	External Grant Funding £	Existing Budget Provision £	Net Cost included in Dept Overspend £			
Payments Unit	1,802		1,802	0	0	0	0	0	4	4 weeks	Invoice Centralisation
Total Payments Unit	1,802	0	1,802	0	0	0	0	0	4		
Emergency Planning Emergency Planning-Grant Aided	8,496		0	0	0	0	0	8,496	3	27 weeks	Cover for maternity leave. 50% of costs were re-charged to Cleveland Police
Total Emergency Planning	8,496	0	0	0	0	0	0	8,496	3		
Total Chief Executives	309,755	(9,600)	259,579	12,327	29,353	0	0	8,496	17		

Neighbourhood Services Agency Staff covering existing posts 2007/08

Best Value Group/Cost Centre	2007/2008 Expenditure	07/08 Total Variance Adverse/ (Favourable)	Funding Analysis					Net Cost included in Dept Overspend	No. of agency staff/ specialists engaged	Duration of engagement	Reason for Engagement / Comments
			Dept Base Budget Salary Savings	Dept Base Budget - Other Savings	Dept Reserves	External Grant Funding	Existing Budget Provision				
			£	£	£	£	£				
Admin - Neigh Services											
Admin - Civic	15,121		14,000	0	0	0	0	1,121	1	12 months	Cover maternity leave and service re-organisation
Total Admin - Neigh Services	15,121	0	14,000	0	0	0	0	1,121	1		
DSO											
DSO-Admin	16,851		14,000	0	0	0	0	2,851	1	12 months	Provide cover to impliment Integra job costing system
Highways P & L	9,700		9,700	0	0	0	0	0			
Building Maintenance	8,088		8,088	0	0	0	0	0			
Grounds Maintenance P & L	79,600		79,600	0	0	0	0	0	6	12 months	need to constantly be in a "hire/fire" situation as workloads change through-out the year. It also reduces the administrative and financial burdon associated with recruitment of labour.
Vehicle Rep & Maint P & L	254		0	0	0	0	0	254			
Waste Management P & L	79,540		79,540	0	0	0	0	0	6	12 months	burdon associated with recruitment of labour.
Street Cleansing P & L	126,405		125,000	0	0	0	0	1,405	8	12 months	Building maintenance is an exceptional year due to the increased level of work undertaken for the civic centre refurbishment.
Grounds Maintenance Trading Overhead	7,954		7,954	0	0	0	0	0	1	6 months	
Waste Management Trading Overhead	607		607	0	0	0	0	0			
Street Cleansing Trading Overheads	978		978	0	0	0	0	0			
Building Cleaning	0		0	0	0	0	0	0			
Total DSO	329,977	101,900	325,467	0	0	0	0	4,510	22		
Environment											
ERDF Community Composting Sch	0		0	0	0	0	0	0			
Public Conveniences	37,400		35,000	0	0	0	0	2,400	2	8 months	Cover for clock Tower Toilets prior to closure for refurbishment. Covers 7 day week opening including extended hours.
Total Environment	37,400	50,000	35,000	0	0	0	0	2,400	2		
PP & H Mgt											
Pub Prot & Hsg Mgt	1,369		0	0	0	0	0	1,369	1	2 weeks	Short term cover for sickness
Total PP & H Mgt	1,369	0	0	0	0	0	0	1,369	1		
Property Services											
Legionella Compliance	26,801		13,000	0	0	0	0	13,801	1	24 weeks	Provision of specialist legionalla staff. Unable to attract permanent staff
Architects	108,215		80,000	0	0	0	0	28,215	2.5	1 year	Provision of specialist Architectural staff. Unable to attract permanent staff
Mechanical & Electrical	40,156		35,000	0	0	0	0	5,156	1	10 months	Provision of specialist Machanical staff. Unable to attract permanent staff
Estates Mgt	13,458		0	0	0	0	13,458		1	4 months	Cover for maternity leave, specialist estates manager.
Total Property Services	188,630	(6,600)	128,000	0	0	0	0	60,630	5.5		
Service Development											
Service Development	1,047		0	0	0	0	0	1,047	1	2 weeks	Short tem cover for sickness
Total Service Development	1,047	0	0	0	0	0	0	1,047	1		
Total Neighbourhood Services	573,544	145,300	502,467	0	0	0	0	71,077	32.5		

Childrens Services Agency Staff covering existing posts 2007/08

Best Value Group/Cost Centre	2007/2008 Expenditure £	07/08 Total Variance Adverse/ (Favourable) £	Funding Analysis						No. of agency staff/ specialists engaged	Duration of engagement	Reason for Engagement / Comments
			Dept Base Budget Salary Savings £	Dept Base Budget - Other Savings £	Dept Reserves £	External Grant Funding £	Existing Budget Provision £	Net Cost included in Dept Overspend £			
Children and Families											
Young Persons Team	40,619		36,630	0	0	0	0	0	3,989	1 1 year	Agency worker covering vacant Social Work hours (when permanent staff have reduced their hours) and long term sickness on this frontline statutory service
Placement Support Centre	213		213	0	0	0	0	0	0	1 1 week	Admin support for staff during the ICS (Integrated Childrens Service) transition period.
Exmoor Grove	38,888		0	0	0	0	38,888	0	0	various various	Historically agency costs covered sickness and holidays where staff were unable to cover this 24hr facility. However a reorganisation during the year and successful recruitment kept agency costs down. The main spend was on a Deputy Manager to cover a long term sickness absence.
Fostering & Adoption	0								0		
Family Support Team 1	61,975		61,975	0	0	0	0	0	0	1 12 months	2 Posts covered at different parts of the year whilst permanent employees were recruited for this frontline statutory service
Family Support Team 2	47,452		22,978	679	0	0	0	0	23,795	1 10 months	Agency worker covered a vacancy post whilst permanent employees were recruited for this frontline statutory service
Family Support Team 3	1,113		1,113	0	0	0	0	0	0	1 2 weeks	Agency worker covered a gap in service on this frontline service
Family Resource Team 2	0								0		
C & F Management	10,583		10,583	0	0	0	0	0	0	1 6 months	Admin support whilst permission was given for a post to be filled. Main duties were reception which freed other staff for essential work on the upgrading and maintenance of the Carefirst database prior to the transfer to Protocol. This system provides the integrated Children's Service database required by DCSF (Care Matters)
Local safeguarding Children's Board (LSCB)	13,081		13,081	0	0	0	0	0	0	1 9 months	Covering vacant clerk post for this Statutory joint funded body.
Safeguarding Children Team	62,639		0	0	0	0	62,639	0	0	5 various	Two posts vital for Child Protection (Manager and IRO) were covered by specialists while recruitment went ahead. Also admin vacancies were covered whilst a departmental reorganisation was in progress
Total Children's and Families	276,562	629,500	146,573	679	0	0	101,527	27,784		12	
Other School Related Expenditure											
Connexions	656						656	0	0	1 various	1 Temporary Admin worker
Total Other School related Expenditure	656	(249,900)	0	0	0	0	656	0		1	

Best Value Group/Cost Centre	2007/2008 Expenditure £	07/08 Total Variance Adverse/ (Favourable) £	Funding Analysis						No. of agency staff/ specialists engaged	Duration of engagement	Reason for Engagement / Comments	
			Dept Base Budget Salary Savings £	Dept Base Budget - Other Savings £	Dept Reserves £	External Grant Funding £	Existing Budget Provision £	Net Cost included in Dept Overspend £				
Special Needs Services												
Individual Pupil Support	528		0	0	0	0	0	0	528	various	various	One teacher working with a child at Manor College who has specialist needs. Agency supply teaching
Pupil Referral Unit	1,690		0	0	0	0	0	0	1,690	various	various	
Total Special Needs Services	2,218	(127,000)	0	0	0	0	0	0	2,218	0		
Strategic Management												
Senior Management-Inc Sec Supp	80,935		33,915	16,631	0	0	30,389	0	0	1		Agency worker employed to cover AD vacancy after departure of previous post holder
Financial Services-Children's	6,351		0	0	0	0	6,351	0	0	various	various	Various agency staff employed to cover staff vacancies. Unable to recruit to permanent posts whilst invoice centralisation taking place.
Student Support	65,156		0	0	36,500	0	28,656	0	0	1	1 year	Self employed consultant employed to manage student support / transport function prior to establishment of Integrated Transport Unit. Pupil Support Manager post was deleted prior to ITU and internal recruitment failed to produce any candidates
Total Strategic Management	152,442	(21,100)	33,915	16,631	36,500	0	65,396	0	0	2		
Total Children's Services	431,879	231,500	180,488	17,310	36,500	0	167,579	30,002	0	15		

Regen & Planning Agency Staff covering existing posts 0708

Best Value Group/Cost Centre	2007/2008 Expenditure £	07/08 Total Variance Adverse/ (Favourable) £	Funding Analysis				Existing Budget Provision	Net Cost included in Dept Overspend £	No. of agency staff/ specialists engaged	Duration of engagement	Reason for Engagement / Comments
			Dept Base Budget Salary Savings £	Dept Base Budget - Other Savings £	Dept Reserves £	External Grant Funding £					
Admin - Regen & Planning Environmental Development Administration	2,177			0	0	2,177	0	0	1	6 weeks	To maintain full coverage of BHH front reception desk for public during main summer holiday period. Met from within service budget. Re-prioritisation of staff duties partly addressed the gap but short term additional support was also required
Total Admin Regen & Planning	2,177	(10,600)	0	0	0	2,177	0	0	1		
Development Control	15,563		0	0	0	0	0	15,563	2	periodically throughout 2007/08	England & Lyle provided Planning officer support used to maintain sufficient coverage for the DC service during periods of staff turnover/officer sickness/maternity absence and to backfill for the large amounts of officer time spent on Ships Dismantling and Seaton Meadows Appeals. Difficulties in recruiting experienced Planning staff nationally especially on a temporary basis meant that agency staff were the only viable option. DC has statutory performance targets to meet and level of performance impacts on future years reward grant to the authority estimated to be around £150k in 08/09
Total Development Control	15,563	118,700	0	0	0	0	0	15,563	2		
Total Regen and Planning	17,740	108,100	0	0	0	2,177	0	15,563	3		

Adult & Community Agency Staff (Peak Workloads) 2007/08

Best Value Group/Cost Centre	2007/2008 Expenditure £	07/08 Total Variance Adverse/ (Favourable) £	Funding Analysis					No. of agency staff/ specialists engaged	Duration of engagement	Reason for Engagement / Comments	
			Dept Base Budget Salary Savings £	Dept Base Budget - Other Savings £	Dept Reserves £	External Grant Funding £	Existing Budget Provision £				Net Cost included in Dept Overspend £
Supporting People											
Supporting People Team	10,225		0	0	0	0	10,225	0	1	25 weeks	Increased capacity for Audit.
Total Supporting People	10,225	5,700	0	0	0	0	10,225	0	1		
Assessment & Care Management											
Duty Team Total	23,603		4,760	1,360	0	0	0	17,483	7	12 weeks	Scanning Clerks. 79 weeks paid.
Total Assessment & Care Management	23,603	(83,100)	4,760	1,360	0	0	0	17,483	7		
Total Adult & Community	33,829	(77,400)	4,760	1,360	0	0	10,225	17,483	8		

Chief Executives Agency Staff (Peak Workloads) 2007/08

Best Value Group/Cost Centre	2007/2008 Expenditure	07/08 Total Variance Adverse/ (Favourable)	Funding Analysis					Net Cost included in Dept Overspend	No. of agency staff/ specialists engaged	Duration of engagement	Reason for Engagement / Comments
			Dept Base Budget Salary Savings	Dept Base Budget - Other Savings	Dept Reserves	External Grant Funding	Existing Budget Provision				
	£	£	£	£	£	£	£				
Legal Services											
Chief Solicitors Dept - Mgt Costs	74,044		22,286	35,683	0	0	0	16,075	3	48 weeks 41 weeks 6 weeks	<p>The Legal Services Division has become dependent on the use of agency workers, mainly to maintain and ensure the operational effectiveness of the Division. Indeed, the Division has operated from a low resource base for some considerable time and this has necessitated a report covering a re-structuring of the Division, given the nature and impact of the work undertaken in this particular service area. That said, agency staff have been specifically used to cover for vacant posts. The post of Childcare Solicitor became vacant, following the retirement of the then post holder in December 2007. Since that time the Division, through external advertisement, have been unable to appoint to this post. A further advertisement will be published during the week commencing 15th September, 2008. The Locum Solicitor used in this position is very experienced, highly competent and appreciated by client officers and other stakeholders. Clearly, the Council have a statutory duty to safeguard and promote the welfare of children in its area and such a role assists and complements the discharge of that duty.</p> <p>The post of Team Leader (Environment & Development) has also been vacant since the departure of that post-holder in November 2007, to a neighbouring authority. Again, the Division has relied on the use of a Locum Solicitor in that role. For the avoidance of doubt, the Division has been able to engage this particular Locum from June 2008, without the payment of fees to an agency. Owing to the difficulty in recruiting to this role, requests have been made for this post to be re-evaluated, to make the post sufficiently attractive to direct interest and for an appointment into that role to be made. This post is able to undertake conveyancing and other commercially based work, which allows for re-charging of the work expended and therefore militating against the financial impact of reliance on Locum support. A further Locum Solicitor has been engaged, to cover the transitional arrangements following the retirement of the Chief Solicitor (31/03/08), the appointment of a successor and in turn the appointment to the role of Legal Services Manager/Solicitor, following that officers promotion into the Chief Solicitor's role.</p> <p>As the role of Legal Services Manager/Solicitor is now filled by the officer formerly covering the Solicitor (Constitutional & Administrative) post, an external advertisement (see above) now seeks to appoint into that "vacant post". Locum support is therefore being retained against this background, essentially "back-filling" posts, in order to transact the work which comes through the division. On a final note, the Division has used temporary support to fill the void created by the departure of the Practice Support Officer (again to a neighbouring authority), but an internal appointment has been made, which will supersede that temporary provision.</p>
Total Legal Services	74,044	2,200	22,286	35,683	0	0	0	16,075	3		

Chief Executives Agency Staff (Peak Workloads) 2007/08

Best Value Group/Cost Centre	2007/2008 Expenditure	07/08 Total Variance Adverse/ (Favourable)	Funding Analysis						No. of agency staff/ specialists engaged	Duration of engagement	Reason for Engagement / Comments
			Dept Base Budget Salary Savings	Dept Base Budget - Other Savings	Dept Reserves	External Grant Funding	Existing Budget Provision	Net Cost included in Dept Overspend			
	£	£	£	£	£	£	£	£			
Accountancy	1,498	0	1,498	0	0	0	0	0	1	1.5 weeks	Cover for increased workload during the absence of a Group Accountant
Total Accountancy	1,498	0	1,498	0	0	0	0	0	1		
Fraud Rev & Bens - Investigators	28,841		0	28,841	0	0	0	0	1	26 weeks	Contract Benefit Investigation Officer providing additional capacity to deal with the volume of potential fraud cases received for investigation. Caseload in 2007/8 included the investigation of potentially fraudulent data matches from the national Audit Commission National Fraud Initiative which occurs broadly every 2 years.
Total Fraud	28,841	24,300	0	28,841	0	0	0	0	1		
Single Programme Building Futures	18,410	0	0	0	0	0	0	18,410	1	35 weeks	Grant Funded - secondment from Sunderland Borough Council re: CEI project (Sum also includes £6,565 staff assistance Darlington/Redcar and Cleveland to review ILM trainees.
Total - Single Programme	18,410	0	0	0	0	0	0	18,410	1		
Total Chief Executives	122,793	26,500	23,784	64,524	0	0	0	34,485	6		

Childrens Services Agency Staff (Peak Workloads) 2007/2008

Best Value Group/Cost Centre	2007/2008 Expenditure £	07/08 Total Variance Adverse/ (Favourable) £
Raising Educational Achievement		
School Development & Curriculum Supp	750	
Total Raising Educational Achievement	750	(49,400)
Special Needs Services		
Individual Pupil Support	23,860	
Pupil Referral Unit	87,102	
BESD - Catcote	4,275	
Total Special Needs Services	115,237	(127,000)
Total Children's Services	115,987	(176,400)

Funding Analysis					
Dept Base Budget Salary Savings £	Dept Base Budget - Other Savings £	Dept Reserves £	External Grant Funding £	Existing Budget Provision	Net Cost included in Dept Overspend £
0	0	0	0	0	750
0	0	0	0	0	750
0	0	0	23,860	0	0
0	0	0	38,490	48,612	0
0	0	0	4,275	0	0
0	0	0	66,625	48,612	0
0	0	0	66,625	48,612	750

No. of agency staff/ specialists engaged	Duration of engagement	Reason for Engagement / Comments
0		
0		
various	various	Specialist expertise bought in to work with individual children based at the PRU and other short term needs of children in mainstream schools.
various	various	Specialist expertise bought in to work with individual children as and when admitted to the PRU - dependent on individual needs
various	various	Specialist expertise bought in to work with individual children to assist with the transfer of pupils from the PRU to Catcote School
0		
0		

Neighbourhood Services - Agency Staff (Peak Workloads) 2007/08

Best Value Group/Cost Centre	2007/2008 Expenditure	07/08 Total Variance Adverse/ (Favourable)	Funding Analysis						No. of agency staff/ specialists engaged	Duration of engagement	Reason for Engagement / Comments
			Dept Base Budget Salary Savings	Dept Base Budget - Other Savings	Dept Reserves	External Grant Funding	Existing Budget Provision	Net Cost included in Dept Overspend			
	£	£	£	£	£	£	£	£			
Property Services											
Legionella Compliance	33,963		25,000	0	0	0	0	8,963	1	8 months	Provision of specialist legionella staff. Unable to attract permanent staff
Architects	1,016		0	0	0	0	0	1,016	1	2 days	ad hoc schemes
Mechanical & Electrical	5,983		4,000	0	0	0	0	1,983	1	6 weeks	Provision of specialist Mechanical staff. Unable to attract permanent staff
Total Property Services	40,962	(6,600)	29,000	0	0	0	0	11,962	3		
NRF - Neigh Servs											
NRF Dyke House Environment Te	20,000		20,000	0	0	0	0	0			
Total NRF - Neigh Servs	20,000	0	20,000	0	0	0	0	0			
DSO											
Grounds Maintenance P & L	180,377		180,377	0	0	0	0	0	12	12 months	Need continued flexibility to change staffing levels to address changes in workload throughout the year.
Waste Management P & L	79,340		79,340	0	0	0	0	0	4	12 months	As above
Total DSO	259,717	101,900	259,717	0	0	0	0	0	16		
Total Neighbourhood Services	320,679	95,300	308,717	0	0	0	0	11,962	19		

Adult & Community Services Specialist Fees 2007/08

Best Value Group/Cost Centre	2007/2008 Expenditure £	07/08 Total Variance Adverse/ (Favourable) £	Funding Analysis						No. of agency staff/ specialists engaged	Duration of engagement	Reason for Engagement / Comments
			Dept Base Budget Salary £	Dept Base Budget - Other Savings £	Dept Reserves £	External Grant Funding £	Existing Budget Provision £	Net Cost included in Dept Overspend £			
Adult Education											
Adult Education Centres	17,117						17,117	0	7	TRIBAL carried out Financial Benchmarking. Mock Inspection and Optimisation of Data to support income generation Prepare staff for inspection and self-assessment report	
Adult Education Sponsored	2,200						2,200	0	1		
Total - Adult Education	19,317	0	0	0	0	0	19,317	0	8		
Assessment & Care Management											
Occupational Therapy Team	75		0	75	0	0	0	0	1	Policy Review Meeting. Integrated Commissioning Strategy to include Structure review.	
Adults Management	1,176		0	0	0	0	1,176	0	2		
Total - Assessment & Care Management	1,251	(83,100)	0	75	0	0	1,176	0	3		
LDDF											
Development Fund-Pooled Budget	13,516		0	0	0	13,516	0	0	2	9 months Learning Disabilities Day Opportunities Review	
Total - LDDF	13,516	0	0	0	0	13,516	0	0	2		
Learning Disabilities											
Learning Disabilities Managmnt	6,275		6,275	0	0	0	0	0	1	1 review Review of complaint.	
Total - Learning Disabilities	6,275	512,500	6,275	0	0	0	0	0	1		
Libraries											
Resources and Development	2,165		0	0	0	0	2,165	0	1	4 days Matrix consultancy	
Total - Libraries	2,165	(57,100)	0	0	0	0	2,165	0	1		
Older People Purchasing											
Elderly Contracts	10,000		0	0	0	0	10,000	0	1	1 report Hartlepool Voluntary and Community Strategy	
Agency - Elderly	2,998		0	0	0	0	0	2,998	1	1 review Review of Complaint.	
Better Gvrnmnt - Older People	460		0	0	0	0	460	0	1	0.5 day Older People LIT review.	
Total - Older People Purchasing	13,458	43,400	0	0	0	0	10,460	2,998	3		
Physical Disabilities											
Physical Disabilities Managmnt	247		247	0	0	0	0	0	1	1 review Review of Complaint.	
Total - Physical Disabilities	247	195,000	247	0	0	0	0	0	1		
Service Strategy and Regulation											
Senior Management	5,697		0	0	0	0	5,697	0	3	3 months 1.5 days 1 meeting A&CS Strategy and Organisational Development	
Total - Service Strategy & Regulation	5,697	9,700	0	0	0	0	5,697	0	3		
Sports & Physical Recreation											
Sports Development	1,350		0	0	0	1,350	0	0	1	3 days Community Activities Network Consultation.	
Sport and Recreation	2,880		0	0	0	0	2,880	0	2	2 days Quest Mystery Visit and Assessment at Mill House & Free Swim Evaluation	
Total - Sports & Physical Recreation	4,230	47,400	0	0	0	1,350	2,880	0	3		

Best Value Group/Cost Centre	2007/2008 Expenditure £	07/08 Total Variance Adverse/ (Favourable) £	Funding Analysis						No. of agency staff/ specialists engaged	Duration of engagement	Reason for Engagement / Comments
			Dept Base Budget Salary Savings £	Dept Base Budget - Other Savings £	Dept Reserves £	External Grant Funding £	Existing Budget Provision £	Net Cost included in Dept Overspend £			
Support Services											
Finance Team	620		620	0	0	0	0	0	1	1 day	Team Development
Support Services Divisional	3,996		0	0	0	0	3,996	0	1	6 days	Develop Model for outcome based contracting
Adults Social Care Workforce Grant	327		0	0	0	327	0	0	1	0.5 day	Technical support to management team
Total - Support Services	4,943	208,700	620	0	0	327	3,996	0	3		
Total Adult & Community	71,099	876,500	7,142	75	0	15,193	45,691	2,998	28		

Chief Executives Specialist Fees 2007/08

Best Value Group/Cost Centre	2007/2008 Expenditure £	07/08 Total Variance Adverse/ (Favourable) £	Funding Analysis						No. of agency staff/ specialists engaged	Duration of engagement	Reason for Engagement / Comments
			Dept Base Budget Salary Savings £	Dept Base Budget - Other Savings £	Dept Reserves £	External Grant Funding £	Existing Budget Provision £	Net Cost included in Dept Overspend £			
Accountancy	12,101	0	12,101	0	0	0	0	0	4	12 days	FMS consultancy - purchase of consultancy days for the implementation of the new FMS. This additional support was required for the introduction of the costing system and also for support for report writing.
Total Accountancy	12,101	0	12,101	0	0	0	0	0	4		
Benefits	1,555	0	1,555	0	0	0	0	0	2	2 days	Mediation Work and Charter Mark Assessment
Total Benefits	1,555	(25,300)	1,555	0	0	0	0	0	2		
Corp Strategy & Public Consultation											
MRU Usage -Corporate Strategy	8,000	0	0	0	8,000	0	0	0	1		Benchmarking Consultancy
Scrunity Function	0	0	0	0	0	0	0	0			
Public Consultation & Complaints	4,413	0	4,413	0	0	0	0	0	1		ADTS - processing of Viewpoint; PHL - processing of Sport & Leisure Survey
Total Corp Strategy & Public Consultation	12,413	(400)	4,413	0	8,000	0	0	0	2		
Finance Miscellaneous											
Registration Of Electors	83	0	0	83	0	0	0	0	1		Advanced Data Tabulation Systems - data processing questionnaires
Total Finance Miscellaneous	83	15,200	0	83	0	0	0	0	1		
Legal Services											
Chief Solicitors Dept - Mgt Costs	1,002	0	0	0	0	0	0	1,002	1	1 day	SGS Assessment to Lexcel UK's Law Society Standard Certification
Total Legal Services	1,002	2,200	0	0	0	0	0	1,002	1		
Payments Unit											
Accountancy - Payments	950	0	950	0	0	0	0	0	1	1 day	Webseries Fax Development Work - to achieve efficiencies from the reduction in cheques to BACS
Total Payments Unit	950	0	950	0	0	0	0	0	1		
Public Relations											
Hartbeat	150	0	0	0	0	0	0	150	1		Features for Hartbeat Magazine
Corporate Promotions	60	0	0	0	0	0	0	60	1	1 day	St John's Ambulance - attendance at Pools Promotion Party Parade 06/05/07
Total public relations	210	1,600	0	0	0	0	0	210	2		
Registration Services											
Registrars	0	0	0	0	0	0	0	0	0		
Total Registration Services	0	0	0	0	0	0	0	0	0		
Corporate											
Advertising Efficiency Savings	3,750	0	0	0	0	0	0	3,750	1		Focus group and meeting to develop recruitment brand
Members ICT	1,400	0	0	0	0	0	0	1,400	1	4 months	Sustainability of externally funded community initiatives in schools
Total Corporate	5,150	0	0	0	0	0	0	5,150	2		

Chief Executives Specialist Fees 2007/08

Best Value Group/Cost Centre	2007/2008 Expenditure £	07/08 Total Variance Adverse/ (Favourable) £	Funding Analysis						No. of agency staff/ specialists engaged	Duration of engagement	Reason for Engagement / Comments
			Dept Base Budget Salary Savings £	Dept Base Budget - Other Savings £	Dept Reserves £	External Grant Funding £	Existing Budget Provision £	Net Cost included in Dept Overspend £			
Single Programme											
Coastal Arc Co-ordinator	600	0	0	0	0	0	0	0	600	1	Grant Funded - Photographic Project
Tall Ships	1,000	0	0	0	0	0	0	0	1,000	1	2 days Grant Funded - Maritime Festival
Tall Ships	1,000	0	0	0	0	0	0	0	1,000	1	5 days Grant Funded - Hornpipe for Hartlepool
Total - Single Programme	2,600	0	0	0	0	0	0	0	2,600	3	
NDC											
Longhill	570	0	0	0	0	0	0	0	570		Website Update -Longhill and Sandgate Business Association - investinartlepool.com
NDC Management & Admin Budget	0	0	0	0	0	0	0	0	0		
Total - NDC	570	0	0	0	0	0	0	0	570	0	
Centralised Estimates											
Expenses	28,000	0	0	0	0	0	0	0	28,000	2	12 months Treasury and Investment Consultancy Services and Broker Fees
Total Centralised Estimates	28,000	0	0	0	0	0	0	0	28,000	2	
Total Chief Executives	64,633	(6,700)	19,019	83	8,000	0	0	0	37,532	20	

Childrens Services Specialist Fees 2007/08

Best Value Group/Cost Centre	2007/2008 Expenditure	07/08 Total Variance Adverse/ (Favourable)	Funding Analysis						No. of agency staff/ specialists engaged	Duration of engagement	Reason for Engagement / Comments
			Dept Base Budget Salary Savings	Dept Base Budget - Other Savings	Dept Reserves	External Grant Funding	Existing Budget Provision	Net Cost included in Dept Overspend			
			£	£	£	£	£	£			
Access											
Attendance Team	8,164		0	7,164	0	0	1,000	0	various	various	Placement of pupils with training providers to avoid exclusion
Schools Transformation Team (BSF)	112,710		0		112,710	0	0	0	various	various	Various consultants employed to carry out specialised work in respect of the BSF programme in line with DCSF requirements
Feasibility Studies	1,145		0	0	0	0	1,145	0	2	34 days	Landscape Architects employed to carry out works at 4 schools.
Admissions	1,269		1,269	0	0	0	0	0	2	9 days	Providing independent support for parents, affected by changes resulting from the BSF programme, during admissions appeals process
Total Access	123,288	-154,400	1,269	7,164	112,710	0	2,145	0	4		
Children and Families											
Fostering & Adoption	0							0			
In House Looked After Allowances	2,248		0	0	0	0	0	2,248	3	various	This is to provide additional specialist statutory services (eg counselling services) for Looked After Children as and when required.
Disability Team - Children & Families	0		0	0	0	0	0	0			
Leaving Care Team	2,000		0	0	0	0	2,000	0	1	12 months	This is an additional service paid to enhance the skills of the staff in this statutory service. It is to enable staff to liaise with employers and aid Care Leavers to find employment
Family Support Team 2	0		0	0	0	0	0	0			
CAMHS Grant	10,140		0	0	0	10,140	0	0	1	various	This is development work for a joint funded initiative to improve services to children who receive mental health services and increase their participation in the monitoring and development of those services.
Child Adoption Services	28,335		0	0	0	28,335	0	0	various	various	Post adoption services for children who still have emotional problems. It is a statutory service and is provided when needed.
C & F Management	13,436		0	0	0	0	11,591	1,845	various	various	This is to cover specialist impartial reports for care proceedings requested by the courts.
Drugs Project	18,540		0	0	0	0	18,540	0	1	12 months	Contribution to provide a designated worker in the Drug Action Team specifically for looked after or previously looked after young people.
Consultancy	20,268		0	0	0	0	20,268	0	2	3/4 months each	Work done by consultants to audit serious case reviews and undertake case file audit
Local safeguarding Children's Board (LSCB)	6,895		0	3,145	0	0	3,750	0	various	various	Work carried out for this joint funded area to review Child Death Processes. It is also multi agency training provided as part of the LSCB. Specialist knowledge and experience is required.
Safeguarding Children Team	20,536		0	0	0	0	0	20,536	various	various	Specialist knowledge and experience needed to cover the vacancy of the Head of the Safeguarding team plus child protection issues training
Total Children and Families	122,397	629,500	0	3,145	0	38,475	56,149	24,628	8		
Children's Fund Partnership											
Children's Fund Partnership	5,590		0	0	0	5,590	0	0			Consulting with young people on various issues including BSF.
Total Children Fund Partnership	5,590	100	0	0	0	5,590	0	0	0		

Childrens Services Specialist Fees 2007/08

Best Value Group/Cost Centre	2007/2008 Expenditure	07/08 Total Variance Adverse/ (Favourable)	Funding Analysis					No. of agency staff/ specialists engaged	Duration of engagement	Reason for Engagement / Comments		
			Dept Base Budget Salary Savings	Dept Base Budget - Other Savings	Dept Reserves	External Grant Funding	Existing Budget Provision				Net Cost included in Dept Overspend	
	£	£	£	£	£	£	£	£				
Children's Centre Central 1 Information, Sharing & Assessment Commissioning and Project Management	-0											
	1,238		0	0	0	0	1,238	0	various	various	Consultants were engaged to advise on training requirements for the childrens trust. Work with the consultancy firm is on-going.	
Children's Trust	33,700		0	0	0	33,700	0	0	3 companies	various	Consultants brought in to develop integrated commissioning framework and give specialist training in integrated work as required by the Children's Act 2005 (5 Outcomes).	
Total Information, Sharing & Assessment	34,938	-14,500	0	0	0	33,700	1,238	0	0			
NRF - Children Servs NRF - New Initiatives	9,640		0	0	0	0	9,640	0	various	various	Grant funding for specific initiatives that require specialist staff to lead the relevant projects	
Total NRF Children Servs	9,640	0	0	0	0	0	9,640	0	0			
Other School Related Expenditure Emergency School Support	10,370		0	0	0	0	10,370	0	various	various	Specialist knowledge required to be School Improvement Partners and work closely with schools	
Future Entrepreneurs - NEET Reduction	19,312		0	0	0	19,312	0	0	various	various	Specialists required to deliver this project totally funded by One North East grant	
Connexions	11,234		6,234	0	0	0	5,000	0	3	various	1 member of staff covering peak workload, employed from October 2007 to present time. £4,900 for a consultant to run an event on behalf of Connexions and further consultant to facilitate an APA assessment event on behalf of Connexions.	
Departmental Contingency Brinkburn Pool	0 4,757		0	0	0	0	0	4,757	0 0	1	1 year	Swimming maintenance engineer's salary for Engineer employed by High Tunstall school.
14-19 General	8,598		0	0	0	8,598	0	0	various	various	Grant funding from various external sources needing specialist support for the 14-19 agenda	
Total Other School Related Expenditure	54,271	-249,900	6,234	0	0	27,910	20,127	0	4			
Raising Educational Achievement Future Entrepreneurs	3,360		0	0	0	3,360	0	0	2	Project completed during 2007/08	Specialist knowledge required to deliver the programme as agreed with the funder - One North East	
LSC Hartlepool NEET Reduction	20,000		0	0	0	20,000	0	0	1	Project completed during 2007/08	Specialist knowledge required to deliver the programme as agreed with the funder - LSC	
TTA Workforce Development	9,821		0	0	0	0	9,821	0	Various	Various	Specialist knowledge required to deliver the programme as agreed with the funder - Training Dev Agency (TDA)	
14-16 Learning Skills Network "Wake up to Work" Project	0 6,030		0	0	0	0	0	0	0 Various	Project on-going	Specialist knowledge required to deliver the programme as agreed with the funder - LSC	
Capacity Building - Children's Grant	3,720		0	0	0	3,720	0	0	Various	Grant finished in 2007/08	Specialist knowledge required to be School Improvement Partners and work closely with schools	
Advisory Consultants Advisory Service	0 4,680		0	0	0	0	0	0	0 4,680	Various	On-going	Consultants with specialist knowledge and experience used to deliver specific school initiatives
School Development & Curriculum Supp	16,360		0	0	0	0	16,360	0	various	various	Consultants with specialist knowledge and experience used to deliver specific school initiatives	
Standards Funds	157,287		0	0	0	157,287	0	0	various	various	Consultants with specialist knowledge and experience used to deliver specific school initiatives - fully grant funded via Standards Funds	
Carlton Centre	800		0	0	0	0	678	122	3	various	Specialist companies used to assist with the delivery of outdoor activities at the Centre - authorised by the joint arrangement	

Childrens Services Specialist Fees 2007/08

Best Value Group/Cost Centre	2007/2008 Expenditure	07/08 Total Variance Adverse/ (Favourable)	Funding Analysis						No. of agency staff/ specialists engaged	Duration of engagement	Reason for Engagement / Comments
			Dept Base Budget Salary Savings	Dept Base Budget - Other Savings	Dept Reserves	External Grant Funding	Existing Budget Provision	Net Cost included in Dept Overspend			
	£	£	£	£	£	£	£	£			
Coaching For Teachers	1,215		0	0	0		1,215	0	various	various	Sports coaches employed to deliver variety of sporting activities in schools as and when needed
Healthy Schools	0		0	0	0			0			
Networked Learning Community	1,762		0	0	0	1,762	0	0	1	various	School led scheme funded by National College for School Leadership - schools' discretion
School Sport Co-ordinators	2,468		0	0	0	2,468	0	0	various	various	Sports coaches employed to deliver variety of sporting activities in schools as and when needed
LAA- SDG General	10,052		0	0	0	10,052	0	0	various	various	Consultants with specialist knowledge and experience used to deliver specific school initiatives - previously fully grant funded via Standards Funds, now through LAA
CSG Specific Support	1,900		0	0	0	1,900	0	0	1	5 days	Specialist knowledge needed to write the Inclusion Standard for Hartlepool schools
LAA - SDG SEN	49,584		0	0	0	49,584	0	0	2	40 days - various projects	SEN expert assisted in presentation of consultation for SEN/BSF issues. SEN expert (OFSTED certified inspector) giving support for school improvement re SEN issues and development of Hartlepool Inclusion Standard.
Total Raising Educational Achievement Reserve Movement - Children Servs	289,039	-49,400	0	0	0	256,162	28,074	4,803	10		
Use of Earmarked Reserves	0							0			
Total Reserve Movement - Children Servs	0	0	0	0	0	0	0	0	0		
Special Needs Services								0			
Independent School Fees	6,395		0	0	0	0	0	6,395	various	various	Service engages various supply staff who work with one particular child on the "sunrise programme" in their own home. Service also pays for one Speech and Language therapist session for four schools.
Individual Pupil Support	27,656		0	0	0	0	27,656	0	various	various	A number of specialist supply teachers and classroom assistants working with particular children in the PRU and mainstream schools (contracts all now ended). There is still on-going costs of a speech and lanaguage therapist for a specific children.
Children & Family Services	29,345		28,130	0	0	0	0	1,215	1	full year	Cost of the contract of a play therapist - funded via staffing vacancy.
SEN Consultation	3,176			0	0	0	3,176	0	1	4 months	Cost of a consultant assigned for approx. 4 months to improve service delivery of SEN.
Total Special Needs Services	66,572	-127,000	28,130	0	0	0	30,832	7,610	2		
Strategic Management											
Senior Management-Inc Sec Supp	10,727		0	5,500	0	0	5,227	0	various	2 days	1) CSMT / SMG Workshop using "Team Consultants"; 2) Audit Commission fee for auditing school data; 3) Fee for consultancy firm used in preparation of AD, Performance & Achievement interviews.
Financial Services-Children's	32,380		0	0	0	0	25,000	7,380	1	1 year	Employed to work on school funding formula - attempts to bring this in house unsuccessful so far. Extra work Feb / March required due to formula changes
Planning and Service Integratn	1,003		0	0	0	0	1,000	3	1	one month	Agency staff were engaged to cover vacancies pending invoice centralisation.
Resources & Support Services Team (RSST)	3,250		0	0	0	0	1,206	2,044	1	2 months	Employed on I.T. training / project management /data cleansing in respect of the transfer from Care First to Protocol
Total Strategic Management	47,361	-21,100	0	5,500	0	0	32,433	9,428	3		
Youth Service											
Brinkburn Youth Centre	0							0			
Special Youth Projects	1,103		0	0	0	0	0	1,103	1	1 month	This relates to external funding consultant engaged by the Finance Team
Total Youth Service	1,103	-36,500	0	0	0	0	0	1,103	1		
Total Children's Services	754,199	-23,200	35,633	15,809	112,710	361,838	180,638	47,572	32		

Best Value Group/Cost Centre	2007/2008 Expenditure	07/08 Total Variance Adverse/ (Favourable)	Funding Analysis						No. of agency staff/ specialists engaged	Duration of engagement	Reason for Engagement / Comments
			Dept Base Budget Salary Savings	Dept Base Budget - Other Savings	Dept Reserves	External Grant Funding	Existing Budget Provision	Net Cost included in Dept Overspend			
			£	£	£	£	£	£			
Admin - Neigh Services											
Admin - BHH	2,739		0	0	0	0	2,739	0	1	3 days	Management training
Total Admin Neigh Services	2,739	0	0	0	0	0	2,739	0			
Consumer Services											
Consumer Services	1,390		0	0	0	0	1,390	0	misc	misc	Consultation subscription fees for enforcement
Licensing Act 2003	2,543		0	0	0	0	2,543	0	1	1 week	Pet shop licences. Qualified veterinary experience required to fulfil licence requirements
Food/Health & Safety Audit	15,000		0	0	0	0	15,000	0			Inspections undertaken by consultant - unable to attract permanent staff.
Total Consumer Services	18,933	(98,200)	0	0	0	0	18,933	0	1		
DSO											
Department Management Salaries	25		25	0	0	0	0	0			
Vehicle Fleet - Procurement	9,800		9,800	0	0	0	0	0	1	2 months	Implementation of Integrated transport unit
Total DSO	9,825	101,900	9,825	0	0	0	0	0	1		
Engineering Consultancy											
Coast Protection	208		0	0	0	0	208	0			
Engineers	8,150		0	0	0	0	8,150	0	1	2 months	specialist highway design
Total Engineering Consultancy	8,358	9,700	0	0	0	0	8,358	0	1		
Environment											
Waste Management	10,242		0	0	0	0	10,242	0	1	1 year	Joint waste management strategy, entec. Across Tees valley - shared cost by all Councils.
Street Cleansing	510		0	0	0	0	510	0			
Grounds Maintenance	510		0	0	0	0	510	0			
Total Environment	11,262	50,000	0	0	0	0	11,262	0	1		
Environmental Standards											
Cems & Crams	24,735		0	0	0	0	24,735	0	2	misc	Medical inspection of cremators
Total Environmental Standards	24,735	(8,700)	0	0	0	0	24,735	0	2		
NRF - Neigh Servs											
NRF-Environmental Education	2,400		0	0	0	0	2,400	0	2	1 week	Shool environmental action initiative. Project evaluation.
Total NRF Neigh Servs	2,400	0	0	0	0	0	2,400	0	2		

Neighbourhood Services Specialist Fees 2007/08

Best Value Group/Cost Centre	2007/2008 Expenditure £	07/08 Total Variance Adverse/ (Favourable) £
Property Services		
Prop Serv - Ext Funding	1,587	
Architects	1,690	
Admin - Leadbitter	0	
Total Property Services	3,277	(6,600)
Tech Serv Mgt		
Technical Services Mgt	485	
Total Tech Serv Mgt	485	0
Traffic & Transportation		
Education Inspections Act	5,850	
Total Traffic & Transportation	5,850	22,200
Transport Services		
Transport Services	54	
Total Transport Services	54	(18,400)
Total Neighbourhood Services	87,918	51,900

Funding Analysis					
Funding Analysis					
Dept Base Budget Salary Savings £	Dept Base Budget - Other Savings £	Dept Reserves £	External Grant Funding £	Existing Budget Provision	Net Cost included in Dept Overspend £
0	0	0	0	1,587	0
0	0	0	0	1,690	0
0	0	0	0	0	0
0	0	0	0	3,277	0
0	0	0	0	485	0
0	0	0	0	485	0
0	0	0	0	5,850	0
0	0	0	0	5,850	0
0	0	0	0	54	0
0	0	0	0	54	0
9,825	0	0	0	78,093	0

No. of agency staff/ specialists engaged	Duration of engagement	Reason for Engagement / Comments
1	3 days	ad hoc schemes
1	3 days	ad hoc schemes
2		
0		
1	1 month	development of policy documents for sustainable travel plan
1		
0		
12		

Regen & Planning Specialist Fees 2007/08

Best Value Group/Cost Centre	2007/2008 Expenditure £	07/08 Total Variance Adverse/ (Favourable) £	Funding Analysis					Net Cost included in Dept Overspend £	No. of agency staff/ specialists engaged	Duration of engagement	Reason for Engagement / Comments
			Dept Base Budget Salary Savings £	Dept Base Budget - Other Savings £	Dept Reserves £	External Grant Funding £	Existing Budget Provision £				
Development Control											
Seaton Meadows Planning Appeal	14,987		0	0	0	0	0	14,987	1	4 week period around time of planning appeal	W A Fairhurst - Expert Planning advice necessary for the Council's case in relation to the Seaton Meadows landfill appeal
Total Development Control	14,987	118,700	0	0	0	0	0	14,987	1		
Drug Action Team											
DAT Pooled Budget	1,161		0	0	0	1,161	0	0	1	Minor piece of work unsure of exact timeframe	Support for the Drugs Service in relation to the development of the Hidden Harm Strategy. No HBC budget attached to this heading - all grant/PCT monies
Total Drug Action Team	1,161	0	0	0	0	1,161	0	0	1		
Economic Development											
Economic Development Administration	3,000		0	0	0	0	0	3,000	1	10 days	Independent study of Economic Indicators for Hartlepool necessary to support the Council's Single Programme plans
Economic Development Administration	4,500		0	0	0	0	0	4,500	1	15 days	Study into Youth Unemployment in Hartlepool to support Economic Development plans
Brougham Enterprise Centre	1,625		0	0	0	0	0	1,625	1	task spanned several months and costed as per quote for work	Procedural and Policy support to Support for Businesses Team at HEC in relation to grants
Grants	2,420		0	0	0	0	0	2,420	1	work carried out periodically throughout year	Business Grants monitoring and financial checks on recipients. (Left in - although specialist this cost could possibly be 'just' a ongoing provision of a service)
Esf Technical Assistance	4,995		0	0	0	4,995	0	0	1		Targeted Communities ESF package - independent evaluation of the programme
Total Economic Development	16,540	74,000	0	0	0	4,995	0	11,545	5		

Regen & Planning Specialist Fees 2007/08

Best Value Group/Cost Centre	2007/2008 Expenditure	07/08 Total Variance Adverse/ (Favourable)	Funding Analysis					No. of agency staff/ specialists engaged	Duration of engagement	Reason for Engagement / Comments
			Dept Base Budget Salary Savings	Dept Base Budget - Other Savings	Dept Reserves	External Grant Funding	Existing Budget Provision			
	£	£	£	£	£	£	£	£	£	
Hartlepool Partnership										
Community Strategy	16,790	0	0	0	16,790	0	0	0	6 44 days throughout 07/08	Specialist advice and input in relation to preparation of new Community Strategy across a range of subject matter. Funded through reserve held for this purpose.
Community Strategy	8,809	0	0	0	8,809	0	0	0	1 19 days	Specialist Sustainability Appraisal advice and support to Community Strategy - funded by reserve
Total Hartlepool Partnership	25,599	8,157	0	0	25,599	0	0	0	7	
Housing Services										
Housing Strategy	8,800	0	0	8,800	0	0	0	0	1	Support to develop Older Peoples Housing Care and Support Strategy.
Total Housing Services	8,800	(59,500)	0	8,800	0	0	0	0	1	
Landscape & Conservation										
Landscape&Conservation-Mangmnt	10,668		0	0	0	10,668	0	0	1 Throughout much of 07/08	Specialist support for the appraisal of the Headland Conservation Area - funded by Planning Delivery Grant
Total Landscape & conservation	10,668	4,700	0	0	0	10,668	0	0	1	
NE - Regen & Planning										
NRF Management & Consultancy	43,225		0	0	0	43,225	0	0	1 105 days	Formal evaluation of LAA Grant programme - NRF funded
NRF Management & Consultancy	4,584		0	0	0	4,584	0	0	1 5 days	Research support for Post Offices study - NRF funded
Total NE - Regen & Planning	47,809	0	0	0	0	47,809	0	0	2	
Planning Policy & Regeneration										
Local Development Framework	21,238		0	0	21,238	0	0	0	1 Throughout 2007/8	Provision of an Open Space audit to provide robust evidence for the Local Development Framework. Funded through reserves
Local Development Framework	4,252		0	0	4,252	0	0	0	1 Tendered job not number of days	Provision of a local needs housing assessment to provide robust evidence base for the Local Development Framework. Tendered work funded through reserves
Planning Policy & Regen Mngmnt	0		0	0	0	0	0	0		
Total Planning Policy & Regeneration	25,490	(77,800)	0	0	25,490	0	0	0	2	
Total Regen and Planning	151,054	68,257	0	8,800	51,089	64,633	0	26,532	20	

SCRUTINY CO-ORDINATING COMMITTEE

8 October 2008



Report of: Chair of the Adult and Community Services Scrutiny Forum

Subject: ADULT AND COMMUNITY SERVICES SCRUTINY FORUM – PROGRESS REPORT

1. PURPOSE OF REPORT

1.1 To inform the Scrutiny Co-ordinating Committee of the progress made to date by the Adult and Community Services Scrutiny Forum.

2. PROGRESS OF THE SCRUTINY FORUM

2.1 Since the last progress report from this Forum, which was presented to Scrutiny Co-ordinating Committee on 08 August 2008, the Adult and Community Services Scrutiny Forum has undertaken the following work:-

2.2 'Quality of Care Homes Provision in Hartlepool' - At the meeting of the Forum on 23 July 2008, Members considered a 'setting the scene' presentation from the Adult and Community Services Department which provided an overview of the local provision of care homes in Hartlepool; the roles and responsibilities of the Council in relation to care home provision and the statutory and regulatory framework covering standards of care.

2.3 At the meeting of the Forum on 27 August 2008, Members received verbal evidence from:

- (a) the Director of Adult and Community Services in relation to her roles and responsibilities and views on, the quality of care homes provision;
- (b) Bridgit Stockton, an Inspector from the Commission for Social Care Inspection (CSCI), who provided information to the Forum on the roles and responsibilities of CSCI along with the statutory and regulatory framework covering standards of care at national, regional and local levels; and

- (c) the Portfolio Holder for Adult and Public Health in relation to his responsibilities for, and views on, care homes provision.
- 2.4 At the next evidence gathering session of the Forum, Members will receive further evidence from:
- (a) Hartlepool Primary Care Trust;
 - (b) the Adult and Community Services Department;
 - (c) Members who attended the visits to a selection of care homes in Hartlepool; and
 - (d) Care Home Managers / residents and relatives, who have been invited to share and discuss their views on the quality of care homes provision.
- 2.5 The Forum are interested in visiting a good practice out of borough care home in order to compare areas of good practice. Therefore, arrangements are underway to finalise a visit to a care home in Harrogate, which has been identified as an excellent practice home.
- 2.6 The Forum at its meeting on the 05 November 2008 will complete its evidence gathering and it is intended that a Draft Final Report will be discussed at the meeting of the Forum on 21 January 2008.
- 2.7 Forward Plan – The Adult and Community Services Scrutiny Forum, at each of its meetings, continues to consider possible issues from the Council's Forward Plan for inclusion within its Work Programme. Since the Forum's last progress report, in August 2008, no items have been identified.

3. RECOMMENDATION

- 3.1 It is recommended that the Scrutiny Co-ordinating Committee notes the progress of the Adult and Community Services Scrutiny Forum.

**COUNCILLOR CHRIS SIMMONS
CHAIR OF ADULT AND COMMUNITY SERVICES SCRUTINY FORUM**

BACKGROUND PAPERS

No background papers were used in the preparation of this report.

SCRUTINY CO-ORDINATING COMMITTEE

8 October 2008



Report of: Chair of the Children's Services Scrutiny Forum

Subject: CHILDREN'S SERVICES SCRUTINY FORUM –
PROGRESS REPORT

1. PURPOSE OF REPORT

- 1.1 To inform the Scrutiny Co-ordinating Committee of the progress made to date by the Children's Services Scrutiny Forum.

2. PROGRESS OF THE SCRUTINY FORUM

- 2.1 Since the last progress report from this Forum, which was presented to Scrutiny Co-ordinating Committee on 08 August 2008, the Children's Services Scrutiny Forum has undertaken the following work:-
- 2.2 Hartlepool Borough Council's Foster Care Service: At the meeting of the Forum of 26 August 2008, Members received a detailed 'Setting the Scene' presentation by the Children's Services Department on the topic of 'Hartlepool Borough Council's Foster Care Service'. This detailed presentation and report, highlighted the national and legal context for foster care provision, along with how the arrangements work locally and some favourable comparisons of foster carer payments locally and nationally.
- 2.3 The Portfolio Holder for Children's Services was also present at the Forum's meeting of 26 August 2008 to provide Members with her evidence in relation to the Foster Care Service provided by the Authority.
- 2.4 The Forum met again on 8 September 2008 and received evidence from the National Fostering Agency relating to their involvement with the Authority as an Independent Foster Agency. This was supplemented with evidence from the Chair of the Foster Carers Association in Hartlepool who was warmly thanked for the fantastic efforts that Foster Carers put into the service in Hartlepool.

- 2.5 At the Forum's next meeting on 6 October 2008, Members are scheduled to receive evidence from young people in looked after care, as well as evidence on kinship carers, guardianship carers and the marketing strategy for the recruitment of new foster carers.
- 2.6 The Forum is on target to have its Draft Final Report on Foster Care available for discussion at its meeting of 11 November 2008.
- 2.7 Forward Plan: The Children's Services Scrutiny Forum, at each of its meetings, continues to consider possible issues from the Council's Forward Plan for inclusion within its Work Programme. Since the Forum's last progress report, in August 2008, no specific items have been identified.

3. RECOMMENDATION

- 3.1 It is recommended that the Scrutiny Coordinating Committee notes the progress of the Children's Services Scrutiny Forum.

**COUNCILLOR JANE SHAW
CHAIR OF CHILDREN'S SERVICES SCRUTINY FORUM**

BACKGROUND PAPERS

No background papers were used in the preparation of this report.

SCRUTINY CO-ORDINATING COMMITTEE

8 October 2008



Report of: Chair of the Health Scrutiny Forum

Subject: HEALTH SCRUTINY FORUM – PROGRESS REPORT

1. PURPOSE OF REPORT

1.1 To inform the Scrutiny Co-ordinating Committee of the progress made to date by the Health Scrutiny Forum.

2. PROGRESS OF THE SCRUTINY FORUM

2.1 Since the last progress report to this Committee on 8 August 2008, the Forum has been involved in the following issues:-

2.2 Initiation of the 'Reaching Families in Need' Investigation: Members will be aware that the Scrutiny Co-ordinating Committee, at its meeting on 4 July 2008, approved the issue of 'Reaching Families in Need' as the Health Scrutiny Forums main investigation for 2008/09.

2.3 Following completion of its work towards the formulation a response to the Momentum consultation, the Health Scrutiny Forum on the 9 September 'scoped' its investigation into this issue. During the course of this meeting the overall aim and terms of reference for the investigation were agreed and potential sources of evidence identified. As the first of a series of evidence gathering session, the Forum will at its meeting on the 14 October 2008 be receiving a 'setting the scene' presentation from the Director of Public Health and, subject to availability, will over the course of the coming weeks be seeking evidence from the Portfolio Holder for Adult and Public Health and the town's MP.

2.4 Momentum: Pathways to Healthcare: Fomal consultations on the Momentum: Pathways to Healthcare proposals closed on the 1 September 2008. Hartlepool's Health Scrutiny Forum approved its response to the consultation on the 11 August 2008, which went on to be combined with a similar report from Stockton Borough Council's to create a joint Section 244 Health Scrutiny Joint Committee response. This joint Section 244 response will be considered by the NHS Joint Committee on the 23 October 2008.

- 2.5 Overview of the Role and Responsibilities of Hartlepool Primary Care Trust (PCT) and North Tees and Hartlepool NHS Foundation Trust: The Health Scrutiny Forum on the 9 September 2008 received presentations from Hartlepool PCT and North Tees and Hartlepool NHS Foundation Trust outlining their key responsibilities, current and future service provision and the key issues / challenges facing them over the next 12 months.
- 2.6 The presentations proved useful as a means of promoting a greater understanding of local health service provision and the opportunity to interact with the Forum was welcomed by the PCT and Foundation Trust as a way of further strengthening working arrangements / communication links. A similar presentation was to be given by the Director of Public Health at the next Health Scrutiny Forum meeting, on the 14 October 2008, and it was hoped that the process could be repeated in coming years for the benefit of new members and residents.
- 2.7 North East Ambulance Service Proposals for Ambulance Contact Centres: Confirmation was received from the Tees Valley Health Scrutiny Joint Committee on 16 September 2008 that it had formally referred the decision to close the Ladgate Lane Contact Centre to the Secretary of State for Health. The Secretary of State has subsequently asked the IRP to conduct an initial assessment of the topic by the end of September, following which a decision will be made as to whether the matter is investigated further.
- 2.8 The Tees Valley Health Scrutiny Joint Committee had indicated that it would be keeping a close watch over this issue.
- 2.9 Integrated Care / Out of Hours Services Pilot: The Health Scrutiny Forum on 9 September 2008 received an update in relation to the introduction of urgent care services to cover the Out of Hours period in Hartlepool.
- 2.10 The Forum was advised that the pilot service had commenced on 1 September, as planned, in Hartlepool Hospital's Accident and Emergency Department. During the 12 month duration of the pilot public / staff feedback was to be continually sought and acted upon appropriately. In addition to this, a robust evaluation was to be undertaken at the end of the pilot the outcome of which was to be used to inform the decision as to whether the service model would continue.
- 2.11 The Forum was to receive updates on the progress of the pilot, the first of which was to be presented at the meeting on the 7 April 2008.
- 2.12 Closing the Loop Report – Withdrawal of Emergency Care Practitioner Services at Wynyard Road Primary Care Centre Referral: The Forum, on the 9 September 2008, received a detailed Action Plan in relation to the recommendations formulated in response to the above referral. The Forum noted the Action Plan and welcomed indications that a rolling programme of full engagement had been established with bi-monthly meetings between the

Chair, PCT and Foundation Trust. Work was also ongoing in relation to the creation of a formal set of consultation protocols.

- 2.13 Local Involvement Network (LINKs) – Update: The Health Scrutiny Forum on the 9 September 2008 received an update on the development of LINKs and in particular the procurement process. The Forum learned that Hartlepool Voluntary Development Agency (HVDA) had been appointed as the new LINKs host and agreed that further discussions should take place between the host and Chairs of the Health Scrutiny Forum, and Adult and Community Services Scrutiny Forum, regarding the process for LINKs involvement in their Forum's work. Arrangements for these discussions are in the process of being finalised.
- 2.14 Forward Plan: The Health Scrutiny Forum, at each of its meetings, continues to consider possible issues from the Council's Forward Plan for inclusion within its Work Programme. Since the Forum's last progress report, in August 2008, no specific items have been identified.

3. RECOMMENDATION

- 3.1 It is recommended that the Scrutiny Co-ordinating Committee notes the progress of the Health Scrutiny Forum.

**COUNCILLOR JONATHAN BRASH
CHAIR OF THE HEALTH SCRUTINY FORUM**

BACKGROUND PAPERS

No background papers were used in the preparation of this report.

SCRUTINY CO-ORDINATING COMMITTEE

8 October 2008



Report of: Chair of the Neighbourhood Services Scrutiny Forum

Subject: NEIGHBOURHOOD SERVICES SCRUTINY FORUM
– PROGRESS REPORT

1. PURPOSE OF REPORT

1.1 To inform the Scrutiny Co-ordinating Committee of the progress made to date by the Neighbourhood Services Scrutiny Forum.

2. PROGRESS OF THE SCRUTINY FORUM

2.1 Since the last progress report from this Forum, which was presented to Scrutiny Co-ordinating Committee on 08 August 2008, the Neighbourhood Services Scrutiny Forum has undertaken the following work:-

2.2 'Condition of the Highways in Hartlepool' - At the meeting of the Forum on 18 August 2008, Members considered a detailed 'setting the scene' presentation from the Neighbourhood Services Department on highways inspection and maintenance. The presentation provided an overview on the associated costs; the public liability and cost of funding insurance requirements; the current response times to respond to and rectify varying categories of road defects / maintenance; the current level of intervention standards and practices; and the arrangements available to the public for the reporting of maintenance / road defects. In addition, the Forum questioned the Portfolio Holder for Neighbourhood and Communities about his responsibilities for, and views on, this issue.

2.3 At the next evidence gathering session of the Forum, Members will receive further evidence / feedback from:

(a) the Director of Neighbourhood Services / officers from the Neighbourhood Services Department on operational issues relating to highways inspection and maintenance which will include the maintenance

backlog; the Planned Maintenance Programme; and current response times;

(b) the three Neighbourhood Consultative Forums which were attended by myself and the Scrutiny Support Officer on 13, 14 15 August 2008 to encourage participation in this investigation;

(c) Members who attended a site visit on 01 September 2008 to identified carriageways / footpaths across Hartlepool to observe road conditions locally; and

(d) the Focus Group held on 15 September 2008 where the views of members of the public were sought.

2.4 The Forum will be undertaking a benchmarking visit to Barnsley Metropolitan Borough Council, which is a Beacon Authority for highways to discuss areas of good practice. Work to finalise these arrangements is underway.

2.5 The Forum at its meeting on the 27 October 2008 will complete its evidence gathering and it is intended that a Draft Final Report will be discussed at the meeting of the Forum on 24 November 2008.

2.6 Forward Plan – The Neighbourhood Services Scrutiny Forum, at each of its meetings, continues to consider possible issues from the Council's Forward Plan for inclusion within its Work Programme. Since the Forum's last progress report, in August 2008, no items have been identified.

3. RECOMMENDATION

3.1 It is recommended that the Scrutiny Co-ordinating Committee notes the progress of the Neighbourhood Services Scrutiny Forum.

**COUNCILLOR STEPHEN AKERS - BELCHER
CHAIR OF NEIGHBOURHOOD SERVICES SCRUTINY FORUM**

BACKGROUND PAPERS

No background papers were used in the preparation of this report.

SCRUTINY CO-ORDINATING COMMITTEE

8 October 2008



Report of: Chair of the Regeneration and Planning Services
Scrutiny Forum

Subject: REGENERATION AND PLANNING SERVICES
SCRUTINY FORUM - PROGRESS REPORT

1. PURPOSE OF THE REPORT

1.1 To inform the Scrutiny Co-ordinating Committee of the progress made to date by the Regeneration and Planning Services Scrutiny Forum.

2. PROGRESS OF THE FORUM

2.1 Since the last progress report from this Forum, which was presented to Scrutiny Co-ordinating Committee on 8 August 2008, the Regeneration and Planning Services Scrutiny Forum has undertaken the following work:-

2.2 Hartlepool Borough Council's Community CCTV Provision: The Forum met on 21 August 2008 and received detailed evidence on the transmission arrangements as well as the location and purposes of the Community CCTV Cameras in Hartlepool. Alongside written evidence from Redcar and Cleveland Borough Council about a recent decision to bring their CCTV provision back 'in-house', Members who had been on the tour of the CCTV cameras in situ in Hartlepool; including a visit to the Community Monitoring Centre; and those observing good practice at Darlington Borough Council, fed their views into the Forum. Evidence was also received from a recent Viewpoint survey alongside the views of those members of the public in attendance at a Focus Group held on 30 July 2008. After all evidence had been presented to Members, the Forum agreed those recommendations to be included in the Draft Final Report.

2.3 On the 4 September 2008 Members of the Forum agreed the Draft Final Report and the recommendations and conclusions contained within it. The Final Report was received by the Scrutiny Co-ordinating Committee on 19 September 2008 and is due to be presented to Cabinet on 29 September 2008.

- 2.4 The Marketing of Hartlepool – Following confirmation of this Forum's Work Programme by Scrutiny Co-ordinating Committee on the 4 July 2008, the Regeneration and Planning Services Scrutiny Forum on the 4 September 2008 approved the Aim, Terms of Reference and Timetable for its investigation into 'The Marketing of Hartlepool'.
- 2.5 The Forum at its next meeting on the 3 October 2008 will begin the evidence gathering process. During this process, the Forum will receive evidence on the current marketing strategy for Hartlepool including the specific target audiences, as well as the impact that the Tall Ships Race in 2010 will have on the current and future marketing of Hartlepool. Evidence will also be gathered from interest groups such as local businesses, as well as good practice evidence gathered from other Local Authorities.
- 2.6 The timetable for the investigation was approved by the Forum at its meeting of the 4 September 2008 and it is intended that it will be undertaken over a eight month period, concluding at the meeting of the Forum on the 9 April 2009.
- 2.7 Forward Plan – The Regeneration and Planning Services Scrutiny Forum at each of its meetings, continues to consider possible issues from the Council's Forward Plan for inclusion within its Work Programme. Since the Forum's last progress report, in February 2008, no specific items have been identified.

3. RECOMMENDATION

It is recommended that the Scrutiny Co-ordinating Committee notes the progress of the Regeneration and Planning Services Scrutiny Forum.

**COUNCILLOR SHAUN COOK
CHAIR OF REGENERATION AND PLANNING SERVICES SCRUTINY FORUM**

BACKGROUND PAPERS

No background papers were used in the preparation of this report.

SCRUTINY CO-ORDINATING COMMITTEE

8 October 2008



Report of: Chair of the Scrutiny Co-ordinating Committee

Subject: SCRUTINY CO-ORDINATING COMMITTEE –
PROGRESS REPORT

1. PURPOSE OF REPORT

1.1 To inform the Members of the Scrutiny Co-ordinating Committee of the progress made to date of this Committee, since my last progress report to this Committee on 8 August 2008.

2. PROGRESS ON THE OVERVIEW AND SCRUTINY WORK PROGRAMME 2008/09

2.1 I am pleased inform Members that following consultation with the Scrutiny Chairs and the Scrutiny Support Team, substantial efforts are continued by the Overview and Scrutiny Committees to ensure the work programme for 2008/09 is delivered to the prescribed timescales.

2.2 Over the coming months this Committee along with the four standing Scrutiny Forums (with the exception to the Health Scrutiny Forum) will be heavily involved in the budget consultation process for 2009/10. As such arrangements have been made to accommodate this in all Work Programmes.

3. GENERAL OVERVIEW AND SCRUTINY ISSUES

3.1 Final Reports Recently Considered / Awaiting Consideration – At the time of writing this report I can confirm that the following Final Reports/Formal Responses are awaiting consideration by the Authority's Cabinet on 29 September 2008:-

(a) Scrutiny Co-ordinating Committee' Formal Response to the Departmental Structures and Efficiencies Referral; and

(b) Regeneration and Planning Services Scrutiny Forum's Final Report into the Council's Community Closed Circuit Television (CCTV) Provision Referral.

- 3.2 Informal Meetings of the Scrutiny Chairs – I am pleased to report that we held our second informal meeting of the 2008/09 Municipal Year with the Scrutiny Chairs on 10 September 2008. To ensure openness and transparency is maintained, I am pleased to inform Members that the following issues were discussed during the meeting:-
- (a) Progress to date on the delivery of the Overview and Scrutiny Work Programme for 2008/09;
 - (b) Undertook an Evaluation of the Council's Overview and Scrutiny Committees practices, the findings of which are to be reported later on within this report;
 - (c) Attendance at Future Meetings of the NEREO Joint Members/Officers Scrutiny Network by Scrutiny Chairs; and
 - (d) Draft Budget Consultation 2009/10 Timetable.
- 3.3 The next informal meeting of the Scrutiny Chairs is to be arranged for late November 2008 and I will advise this Committee of any matters of interest via my next progress report in January 2009.
- 3.4 Evaluation of the Council's Overview and Scrutiny Committees practices – I am also pleased to report that myself and Scrutiny Chairs have undertaken a self-evaluation exercise of our current practices and procedures, based on the Centre for Public Scrutiny's four principles of good practice as outlined below:-
- (a) Provides 'critical friend' challenge to the Executive;
 - (b) Reflects the voice and concerns of the public and its communities;
 - (c) Takes the lead and owns the scrutiny process; and
 - (d) Makes an impact on service delivery.
- 3.5 In summary, it was agreed that Overview and Scrutiny in Hartlepool:-
- (a) Effectively challenges the Executive through a variety of mechanisms and has good impartial relationships with the Executive and the Corporate Management Team;
 - (b) Involves the public in the scrutiny process through their attendance at meetings and the co-option of resident representatives and where appropriate holds its meetings out of the Civic Centre and in the local community;
 - (c) Operates with political impartiality, involves Members in determining individual Forums' work programmes and has excellent working relationships between Members and officers supporting the Overview and Scrutiny process;

- (d) Receives fit for purpose, accurate and timely information, continues influence corporate priorities and has robust mechanisms to monitor the delivery of scrutiny recommendations.
- 3.6 Furthermore, it was also suggested that as part of function's continuous development, consideration should be given to exploring:-
- (a) The ability to co-opt individuals onto a Scrutiny Forum for the duration of a scrutiny investigation;
 - (b) The attendance of the Council's Press Office at scrutiny meetings together with the issuing of press releases from all scrutiny meetings;
 - (c) The use of video conferencing facilities for seeking good practice / evidence from external organisations; and
 - (d) The opportunity of securing a Modern Apprentice placement to enable an understanding of the democratic processes in Hartlepool to be gained.
- 3.7 Joint Cabinet and Scrutiny Meeting – Please note that the next joint meeting scheduled for 2 October 2008 has been re-arranged to 15 October 2008, commencing at 4.30 pm to 5.30 pm in Committee Room B, of the Civic Centre.

4. RECOMMENDATION

- 4.1 It is recommended that the Scrutiny Co-ordinating Committee notes the content of this report.

**COUNCILLOR MARJORIE JAMES
CHAIR OF THE SCRUTINY CO-ORDINATING COMMITTEE**

BACKGROUND PAPERS

No background papers were used in the preparation of this report.

SCRUTINY CO-ORDINATING COMMITTEE

8 October 2008



Report of: Scrutiny Manager

Subject: REQUEST FOR FUNDING FROM THE DEDICATED OVERVIEW AND SCRUTINY BUDGET

1. PURPOSE OF REPORT

- 1.1 To inform Scrutiny Co-ordinating Committee of three requests for funding from the Dedicated Overview and Scrutiny Budget.

2. BACKGROUND INFORMATION

- 2.1 In line with good practice, the Scrutiny Forums outlined in the below table have arranged to undertake site visits to nearby Local Authorities to seek best practice as part of their evidence gathering processes for their current scrutiny investigations:-

Scrutiny Forum	Location of Site Visit / Title of Scrutiny Investigation	Transport Cost
Children's Services Scrutiny Forum	Site Visit to Darlington Borough Council as part of the Forum's investigation into Foster Care Provision in Hartlepool	£124.30
Adult and Community Services Scrutiny Forum	Site Visit to Ashfield Court Care Home, Harrogate, as part of the Forum's investigation into the Quality of Care Homes Provision in Hartlepool	£119.05
Neighbourhood Services Scrutiny Forum	Site Visit to Barnsley Metropolitan Borough Council as part of the Forum's investigation into the Conditions of the Highways in Hartlepool	£91.45

- 2.2 Consequently, approval is sought from the Scrutiny Co-ordinating Committee for the transport costs to be funded from the Dedicated Overview and Scrutiny Budget in line with the agreed procedure.

3. RECOMMENDATION

- 3.1 It is recommended that the Scrutiny Co-ordinating Committee agrees to the requests for funding totalling to **£334.80** from the Dedicated Overview and Scrutiny Budget.

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BACKGROUND PAPERS

No background papers were used in the preparation of this report.

SCRUTINY CO-ORDINATING COMMITTEE

8 October 2008



Report of: Scrutiny Manager

Subject: SCRUTINY TOPIC REFERRAL FROM THE EMERGENCY PLANNING JOINT COMMITTEE – 'PROPOSED TRANSFER OF CLEVELAND FIRE BRIGADE CONTROL ROOM TO A NEW REGIONAL FIRE CONTROL CENTRE LOCATED IN DURHAM'

1. PURPOSE OF REPORT

1.1 To inform Members of the Scrutiny Co-ordinating Committee of the recent scrutiny topic referral from the Emergency Planning Joint Committee to the Overview and Scrutiny Function.

2. BACKGROUND INFORMATION

2.1 As outlined within the Authority's Constitution, the Scrutiny Co-ordinating Committee has the discretion to consider the appropriateness of undertaking a scrutiny investigation following a referral from the Authority's regulatory panels and other committees.

2.2 The Constitution clearly states that should the Scrutiny Co-ordinating Committee decide not to examine a particular 'referral', the decision must be justified and reported to Council and the referring body.

2.3 At a meeting of the Emergency Planning Joint Committee held on 22 September 2008, Members representing Hartlepool, Middlesbrough, Stockton and Redcar and Cleveland Borough Councils considered a report of the Chief Emergency Planning Officer on the implications of the proposed transfer of the Cleveland Fire Brigade Control Room to a new Regional Fire Control Centre located at Belmont Business Park in Durham.

2.4 After an in-depth discussion about the lack of consultation in the process and possible risk to the resilience of the area if the local control room was regionalised, it was agreed that the regionalisation of the Cleveland Fire and

Rescue Control Centre be referred to the individual scrutiny forums of the relevant Local Authorities for further consideration, as per the Minute Extract attached as **Appendix A**.

- 2.5 However, before consideration is given to determining the appropriateness of undertaking an investigation into this issue, Members may wish to be mindful of the Cleveland Fire Authority's own scrutiny arrangements that are currently in existence and that any involvement of this Council's Overview and Scrutiny arrangements is not statutorily bound.

3. RECOMMENDATION

- 3.1 It is recommended that the Scrutiny Co-ordinating Committee either accepts the referral or considers the appropriateness of re-directing the referral to Cleveland Fire Authority's own scrutiny arrangements in light of its statutory duty.

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BACKGROUND PAPERS

No background papers were used in the preparation of this report.

APPENDIX A

EMERGENCY PLANNING JOINT COMMITTEE****MINUTE EXTRACT AND DECISION RECORD******22 September 2008**

The meeting commenced at 1.00 pm in the Town Hall, Middlesbrough

Present: Councillor Barry Coppinger (Middlesbrough BC) (In the Chair)
The Mayor Stuart Drummond (Hartlepool BC)
Councillor Terry Laing (Stockton on Tees BC)

Officers Denis Hampson, Chief Emergency Planning Officer
Sarah Bird, Democratic Services Officer

10. Apologies for Absence

Apologies were received from Councillor Dave McLuckie (Redcar and Cleveland BC)

17. Fire Brigade Control Room – Chief Emergency Planning Officer

The Chief EPO had prepared a report outlining the implications of the proposed transfer of the Cleveland Fire Brigade Control Room to a new Regional Fire Control Centre located at Belmont Business Park in Durham.

He stated that the proposed introduction of Regional Fire Control Centres was a national project sponsored by the Department of Communities and Local Government (DCLG) and that the National Framework document stated that 'Fire and Rescue Authorities must make preparations to move their control services to the Regional Control Centre network'. The Government considered that the Regional Control Centres would provide an enhanced call handling and mobilising control facility, utilising the national network of 9 resilience centres which would be fully networked and capable of backing each other up if required. The Government was to invest over £100 million in new Information Technology systems and would cover the costs incurred in the Fire Brigades moving from their existing control rooms. The neighbouring control would be the North West based in Manchester, which would provide an overflow should activity levels exceed capacity in the North East centre and would act at the fall back. March 2010 had been identified as the move from the Cleveland premises. The Regional Control would be owned and run by a Local Authority Controlled Company which would include 2 elected members. It was

established that this had been set up and the 2 Members involved were Brenda Forster from Redcar and Cleveland and Robbie Payne from Hartlepool.

The current and proposed staffing along with some current call handling statistics were outlined. It was noted that many larger premises in Cleveland had an automatic fire alarm which went directly to the Fire Control giving the exact location of a possible fire. The fire risks specific to Cleveland were also detailed including amongst others the high level of chemical industry and the nuclear power station.

The Chief EPO then referred to a request from the North East Ambulance Service for information on the views of the Cleveland Emergency Planning Joint Committee regarding the proposed move of the relocation of the Fire Brigade Control Room.

It was felt that the Committee should be consistent in its approach to the relocation of Ambulance and Fire Control Rooms. A suggestion was made that the Local Authority Scrutiny process should become involved. Members queried how advanced the Fire Control relocation process was. The Chief EPO stated that building work was complete and a Project Manager had been appointed. However, he was not aware of what internal work was completed or if the network equipment was installed. The Fire and Rescue National Framework document had referred to consultation with stakeholders having taken place in 2007. The Chief EPO suggested that this may have been directed to Chief Executives or the Fire Brigade Committee. He was not aware of any public consultation exercise and there had not been any consultation with the Emergency Planning Unit.

Members were concerned about the lack of consultation in the process which they felt should have raised similar issues as those faced by the ambulance service. Members were also concerned that there would be a possible risk to the resilience of the area if the local control room was regionalised.

Decision

Members agreed that the regionalisation of the Fire and Rescue Control should be referred to the individual scrutiny forums of the Local Authorities.