

# REGENERATION AND LIVEABILITY PORTFOLIO

## DECISION SCHEDULE



**Friday, 24 October 2008**

**at 10.00 am**

**in Committee Room A**

The Mayor Stuart Drummond responsible for Regeneration and Liveability will consider the following items.

**1. KEY DECISIONS**

No items

**2. OTHER ITEMS REQUIRING DECISION**

2.1 Process to be Follow ed for the Procurement of Goods and Services Required for the Tall Ships Project - *Tall Ships Project Manager/Procurement Officer*

2.2 Operation Cleansw eep – *Head of Neighbourhood Management*

**3. REPORTS FROM OV ERVIEW OF SCRUTINY FORUMS**

No items

**Report to Regeneration & Liveability Portfolio**

**24 October 2008**



**Report of:** Tall Ships Project Manager/Procurement Officer

**Subject:** Process to be followed for the procurement of goods and services required for the Tall Ships Project

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**SUMMARY**

**1. PURPOSE OF REPORT**

1.1 To approve the principle and process to be adopted when procuring goods and services for the Tall Ships Project.

**2. SUMMARY OF CONTENTS**

2.1 The report outlines a proposed principle for the procurement of goods and services with particular reference to the sponsorship element for the Tall Ships Project.

**3. RELEVANCE TO PORTFOLIO HOLDER**

3.1 The Portfolio Holder has responsibility for The Tall Ships' Races 2010 project.

**4. TYPE OF DECISION**

4.1 Non key

**5. DECISION MAKING ROUTE**

5.1 Liveability and Regeneration Portfolio Holder.

**6. DECISION(S) REQUIRED**

6.1 To approve the principle and process to be adopted by Hartlepool Borough Council Officers, when procuring goods and services for the Tall Ships Project through the sponsorship arrangements.

**Report of:** Tall Ships Project Manager

**Subject:** Process to be followed for the procurement of goods and services required for the Tall Ships Project

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**1. PURPOSE OF REPORT**

To approve the principle and process to be adopted when procuring goods and services for the Tall Ships Project.

**2. BACKGROUND**

**2.1** The estimated gross costs of the Tall Ships Project are expected to be in excess of £3m, and the procurement of goods and services required will be carried out using Hartlepool Borough Council's procurement regulations.

**2.2** An external consultant has been contracted by Hartlepool Borough Council to develop the sponsorship strategy for the Tall Ships project and to generate over £340,000 in private sector sponsorship income together with in-kind contributions.

**3 ISSUES**

**3.1** The Council's procurement procedures in respect of all standard tender arrangements are to be followed as necessary, however we are faced with a number of situations which fall outside of normal practice in relation to the sponsorship package developments.

**3.2** Offers are now being made by companies who wish to provide goods and services which the project requires as an in-kind contribution or as part of a sponsorship package for example a company would like to provide the project with Captains' gifts to the value of £3,500 in exchange for marketing and PR opportunities. Another company have offered £10,000 for a site on the Tall Ships' Village to have a beer/entertainment tent.

**3.3** The proposed process for approving and accepting these proposals is that all offers under the £5,000 threshold are approved by the Tall Ships' Project Manager and all offers over £5,000 are brought to Portfolio Holder for approval.

#### **4 FINANCIAL IMPLICATIONS**

- 4.1** This process ensures clear accountability and openness in decision making in the management of Tall Ships' finances, and maximises opportunities for income generation and the closing of the current funding gap.

#### **5 RECOMMENDATIONS**

- 5.1** To approve the principle and process to be adopted when procuring goods and services for the Tall Ships Project through the sponsorship arrangements.

**REGENERATION & LIVEABILITY PORTFOLIO**  
Report to Portfolio Holder  
24 October 2008



**Report of:** Head of Neighbourhood Management

**Subject:** OPERATION CLEANSWEEP

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## SUMMARY

### 1. PURPOSE OF REPORT

To advise the Portfolio Holder upon the recent review of Operation Cleansweep, and seek endorsement of the changes introduced.

### 2. SUMMARY OF CONTENTS

The report provides an explanation of the recent review carried out of Operation Cleansweep and advises on the changes introduced. The main improvement focuses on community involvement and the use of analytical information.

### 3. RELEVANCE TO PORTFOLIO MEMBER

Operation Cleansweep is a Mayoral campaign.

### 4. TYPE OF DECISION

Non- key.

### 5. DECISION MAKING ROUTE

Portfolio Holder meeting on 24 October 2008.

### 6. DECISION(S) REQUIRED

The Portfolio holder notes the outcome of the recent review of Operation Cleansweep, and approves the changes to the programme as highlighted above.

**Report of:** Head of Neighbourhood Management

**Subject:** OPERATION CLEANSWEEP

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**1. PURPOSE OF REPORT**

- 1.1 To advise the Portfolio Holder upon the recent review of Operation Cleansweep, and seek endorsement of the changes introduced.

**2. BACKGROUND**

- 2.1 Operation Cleansweep was first introduced in 2003, it is a multi-agency campaign aimed at addressing issues within a neighbourhood to transform the local environment, create safer and stronger communities and provide reassurance to the people of Hartlepool.
- 2.2 The campaign focuses intensive resources on a specific area for a maximum of one week; this has been shown to made big difference both physically and in terms of community impact.
- 2.3 Burbank was the first residential area to benefit from the initiative coinciding with the launch of the Neighbourhood Renewal Neighbourhood Action Plan. Since then the campaign has visited every street in the town including commercial and industrial areas.
- 2.4 Last year, 2007/8, Operation Cleansweep programmes were themed in the three Neighbourhood Forum areas, covering those areas which continue to remain a priority to residents, i.e., community safety, the local environment, e.g., environmental services and highway maintenance.
- 2.5 Neighbourhood policing and the introduction of Joint Action Groups (JAG) have provided us with the opportunity to review Operation Cleansweep.
- 2.6 The authorities Neighbourhood Managers lead on Operation Cleansweep ensuring residents are fully engaged and involved and that other service providers are committed to providing resources to the operation.

### 3. REVIEW METHODOLOGY

- 3.1 A number of meetings were held with representatives from Hartlepool Neighbourhood Policing, the Fire Brigade, the authorities Neighbourhood Managers and the Anti Social Behaviour officer and the Community Empowerment Network.
- 3.2 Due to the short timescale of the review, it proved difficult to gain residents perspective via a survey, as such resident feedback was provided from the Neighbourhood Managers based on the various programmes held over the years. A viewpoint 1000 resident survey is scheduled to take place later this year.
- 3.3 The review concluded the programme had made a positive impact physically to neighbourhoods not just in improving the local environment and had proved to be a useful tool in informing residents of the services the authority provides. Nonetheless it was recognised that the impact of the Cleansweep initiative by its very nature could only tackle short term physical problems, and there continued to remain some long term fundamental neighbourhood issues. As such emphasis needed to be placed on community engagement to ensure we delivered on local needs both in the long and short term.
- 3.4 The review also identified that rather than continue to deliver Cleansweep programme to every street, future programmes should be determined based upon local intelligence and need.
- 3.4 An analysis of statistical information based upon local knowledge and intelligence will be presented by the community safety team to the Neighbourhood Managers, as chairs of the Joint Action Groups. This information will be used to determine the Cleansweep programme enabling the Neighbourhood Manager and JAG to determine the resources required,

### 3. THE NEW MODEL

- 3.1 There will be a minimum nine intelligence led Operation Cleansweep programme each year, rotated in turn throughout the three areas (North, Central, and South). There are three months when there will be no Operation Cleansweeps due to busy periods; these are June, October and December (**Appendix 1**).
- 3.2 Intelligence, from various sources, will be collated and used to select a small, manageable area based on need. This information is to be presented to the JAG for discussion and agreement.
- 3.3 Once the Cleansweep area has been identified a Cleansweep Audit with key officers/residents/Elected Members will be arranged, for the

week following the JAG, where issues concerning residents can be looked at prior to agreeing the work to be carried out.

- 3.4 A Cleansweep meeting will also be convened, for partner agencies, soon after the Cleansweep audit to agree on the works necessary to address the specific issues identified by the intelligence. This will utilise a Cleansweep checklist (which is effectively a library of possible actions) from which a customised action plan will be created. **(Appendix 2)**

#### **4. PUBLICITY**

- 4.1 Communication and raising awareness of the Cleansweep programme continues to be a priority part of this involves the promotion of each the Operation Cleansweep event via press releases and photo shoots etc., which will be arranged via the Press Office. Posters and leaflets will be distributed as part of raising awareness in the community. Neighbourhood Development Officers to provide at Resident Associations and groups linking up with Hartlepool Police press.
- 4.2 Two weeks after the JAG the Operation Cleansweep will be underway for a maximum of one week followed by a review of proposed actions. The time frame is such that the whole process of agreeing an area, undertaking the Cleansweep and reviewing the agreed actions will take one month with the results being fed back into the next appropriate JAG and Cleansweep meeting.
- 4.3 It is intended to identify initial objectives and monitor the outcomes as an exercise to evaluate the effectiveness of Operation Cleansweep. This evaluation, of a particular area, can be undertaken while the Cleansweep is rotated through the other areas.

#### **5. COMMUNITY ENGAGEMENT**

- 5.1 We have a sound framework to encourage and further develop Community Engagement, e.g., Neighbourhood Consultative forums, Police and Community Safety Liaison Forums and Neighbourhood Action Plans, which provide a formal mechanism building on our strong links with resident led groups and associates and in particular the Resident Representatives in each of the forum areas. Ward Members, Resident Representatives, local residents and key stakeholders will ensure that community engagement is embedded in the Operation Cleansweep process. Whilst Operation Cleansweep will assist in targeting immediate issues raised, the monitoring arrangements will also assist in identifying medium and longer actions required by service providers and the community.



## 5 RECOMMENDATIONS

- 6.1 The Portfolio holder notes the outcome of the recent review of Operation Cleansweep and approves the changes to the programme as highlighted above.

## 7 CONTACT OFFICER

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**Operation Cleansweep Checklist (Example)****Highways**

<b>Area of Work</b>	<b>Responsibility</b>	<b>Action</b>	<b>Comments</b>	<b>Date Action Complete</b>
Street Lighting	Bob Golightly	All lighting to be inspected and repairs carried out		
Painting of Street Furniture	Bob Golightly	Bob's team to carry out this work		
Road Signage	Neighbourhood Coordinator/Peter Frost	Car parking Officers to identify unnecessary signs and area team to remove		
Road Markings	Neighbourhood Coordinator	Refresh road markings where appropriate		
Potholes	Neighbourhood Coordinator/Highways Inspectors	Areas of repair to be identified (including preventative maintenance)		
Pedestrian Barriers	Neighbourhood Coordinator	Damaged barriers to be fixed or removed and clutter considered		
Street Nameplates	Neighbourhood Coordinator	Replacement/cleaning of Street Nameplates		
Damaged Grass Verges	Neighbourhood Coordinator/Environmental Supervisors	Topsoil and seed		
Utility Covers	Neighbourhood Coordinator/Highways Inspector	Identify and report missing or damaged utility covers.		
Gully Cleansing	Neighbourhood Coordinator	Neighbourhood Coordinator to liaise with Kevin Young		

**Environmental & Horticulture**

<b>Work</b>	<b>Responsibility</b>	<b>Action</b>	<b>Comments</b>	<b>Date Action Complete</b>
Graffiti Removal	Environmental Supervisors	Area team/probation teams to carry out this work		
Flower Beds	Environmental Supervisors	Area team to carry out maintenance work		
Litter & Dog Foul Bins	Environmental Supervisors	Locations for any new bins to be identified		
Trees & Bushes	Albert Cope/Mick Hoggart	Area team to carry out pruning where appropriate		
Paths & Footways	Environmental Supervisors	Area team/OFCA to edge round paths where possible		
Street Cleansing	Environmental Supervisors	Mechanical Sweepers to clean all streets in designated area at beginning and end of Cleansweep		
Litter Pick	Environmental Supervisors	Area teams to litter pick designated area. Countryside Wardens & Community Payback to help		
Strimming & Grass Cutting	Environmental Supervisor	Area teams to carry out work where required		
Arson Prevention	Environmental Supervisors	Removal of potential arson materials (link in with enforcement)		
Decluttering of Street furniture	Neighbourhood Coordinators	Rapid response to remove redundant poles and signs etc		

**Police & Community Safety**

<b>Work</b>	<b>Responsibility</b>	<b>Action</b>	<b>Comments</b>	<b>Date Action Complete</b>
Alleygate Notice boards	Neighbourhood Coordinator	Boards to be updated with useful contact numbers and police team info etc.		
New Ringmaster/ Shopwatch Referrals	Community Safety Team	Communication		
Crime prevention bags distributed	Community Safety Team	If required		
Smart Water	PCSOs/Safer Hartlepool	Letters to be sent out and application of Smartwater		
Home Safety Checks	Community Safety Team	By appointment		
Police Leaflets	PCSOs	Distribute to designated area		
High Visibility Patrols	Police/PCSOs	ASB 13 warnings where appropriate		
Target Hardening	Safer Hartlepool	visual Audit to identify areas for target hardening		

**Enforcement**

<b>Work</b>	<b>Responsibility</b>	<b>Action</b>	<b>Comments</b>	<b>Date Action Complete</b>
Traffic Congestion	Mick Dunn/Police	Car parking Officers/Police to increase patrols in area		
Maintaining Alleygates	Craig Thelwell	Rapid response gang		
Abandoned/Untaxed Vehicles	Craig Thelwell Neighbourhood Police	Enforcement Officers to patrol. ANPR Van		
Litter/Fly Tipping Enforcement	Craig Thelwell Neighbourhood Police	Enforcement Officers to patrol.		
Dog Fouling/Dog Control Order Enforcement	Craig Thelwell Neighbourhood Police	Dog Warden/enforcement officers to be in the area		
Dog Chipping	Craig Thelwell	Enforcement officers to undertake		
Enforcement Signage	Mick Dunn/Craig Thelwell	Replace damaged signs, review need for new signs		
Illegal Vehicle Crossings	Neighbourhood Coordinator / Highways Inspector	Letters to be sent to offending residents		

**Neighbourhood Development/Education**

<b>Work</b>	<b>Responsibility</b>	<b>Action</b>	<b>Comments</b>	<b>Date Action Complete</b>
Alleygates	Community Development PCSO's	Letter to be distributed across the area encouraging residents to close alleygates		
Recycling	Community Development PCSO's Fiona Srogi	Distribute recycling calendar/info		
Walking & Cycling Routes to Schools	Joanne Taylor Mick Dunn Mel Macsween	Visit the schools.		
Litter Assembly	Helen Beaman	Visit the school		
Reclaim Your Back Lane	Helen Beaman	Pride in Hartlepool can meet with local resident groups to promote the initiative		
Young people from the Re-engagement Project	Rebecca Buttery	Areas of work to be identified and a rota to be put together		

**Housing**

<b>Work</b>	<b>Responsibility</b>	<b>Action</b>	<b>Comments</b>	<b>Date Action Complete</b>
Void Properties	Ken Natt	Tenancy referencing to be offered to landlords		
Dangerous properties	Public Protection	Liaise/enforce with property owner		
Rented Properties	Housing Hartlepool	Make appropriate maintenance to Housing stock in designated area		

**APPENDIX 2**

