

SCRUTINY CO-ORDINATING COMMITTEE AGENDA



Friday 7th April 2006

at 2.00 p.m.

in Committee Room B

MEMBERS: SCRUTINY CO-ORDINATING COMMITTEE:

Councillors Cambridge, Clouth, Cook, Cranney, Flintoff, Hall, Hargreaves, James, Kaiser, Lilley, A Marshall, J Marshall, Preece, Richardson, Shaw and Wright.

Resident Representatives:

Evelyn Leck, Linda Shields and Joan Smith

1. **APOLOGIES FOR ABSENCE**

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

3. **MINUTES**

3.1 To confirm the minutes of the meeting held on 10th March 2006 (*attached*)

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. **FORWARD PLAN**

6.1 Cabinet's Forward Plan – *Scrutiny Manager*

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

No items

8. CONSIDERATION OF FINANCIAL MONITORING/CORPORATE REPORTS

No Items

9. ITEMS FOR DISCUSSION

9.1 Scrutiny Forums – Progress Reports:-

- (i) Scrutiny Co-ordinating Committee – *Chair of Scrutiny Co-ordinating Committee*
- (ii) Neighbourhood Services Scrutiny Forum – *Chair of Neighbourhood Services Scrutiny Forum*
- (iii) Regeneration and Planning Services Scrutiny Forum – *Chair of Regeneration and Planning Services Scrutiny Forum*
- (iv) Adult and Community Services and Health Scrutiny Forum – *Chair of Adult and Community Services and Health Scrutiny Forum*
- (v) Children's Services Scrutiny Forum – *Chair of Children's Services Scrutiny Forum*

9.2 Final Report – Scrutiny Investigation into Hartlepool's Local Bus Service Provision – *Chair of Neighbourhood Services Scrutiny Forum*

9.3 Second and Third Tier Officers Salary and Grading Review – Scrutiny Referral – Employers' Organisation Salary and Grading Structure Revised Recommendations: -

- (a) Covering Report – *Scrutiny Manager*
- (b) 2nd and 3rd Tier Chief Officer Salary Review – Advance Report for Cabinet – *Director of Neighbourhood Services*

10. CALL-IN REQUESTS

No Items

11. ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT

ITEMS FOR INFORMATION

- i) Date of Next Meeting Friday 28 April 2006, commencing at 2.00 pm in Committee Room B**

SCRUTINY CO-ORDINATING COMMITTEE

MINUTES

10th March 2006

Present:

Councillor: Marjorie James (In the Chair)

Councillors: John Cambridge, Rob Cook, Bob Flintoff, Gerard Hall, Pamela Hargreaves, Geoff Lilley, Ann Marshall, John Marshall, Arthur Preece, Carl Richardson, Jane Shaw and Edna Wright

Resident Representatives: -

Evelyn Leck, Linda Shields and Joan Smith

Officers:

Chris Little, Assistant Chief Financial Officer
Stuart Green, Assistant Director (Planning and Economic Development)
John Mennear, Assistant Director, Cultural Services
Peter Turner, Principal Strategy Development Officer
Danny Dunleavy, Youth Offending Service Manager
Richard Starrs, Technical Services Project Manager
Karen Oliver, Town Care Manager - Customer Services Central
John Ford, North Hartlepool Partnership Manager
Charlotte Burnham, Scrutiny Manager
Jonathan Wistow, Scrutiny Support Officer
Rebecca Redman, Temporary Research Assistant (Scrutiny)
Angela Hunter, Principal Democratic Services Officer

175. Apologies for Absence

Apology for absence was received from Councillor Harry Clouth.

176. Declarations of interest by Members

None.

177. Minutes of the meeting held on 24th February 2006

Confirmed.

178. Responses from the Council, the Executive or Committees of the Council to Reports of the Scrutiny Co-ordinating Committee

None.

179. Consideration of Requests for Scrutiny Reviews from Council, Executive Members and Non Executive Members

None.

180. Forward Plan

No items.

181. Draft Youth Justice Delivery Plan 2006/07
(Director of Regeneration and Planning Services)

The Youth Offending Service Manager sought Members views on the Draft Youth Justice Delivery Plan for 2006/07. The Plan highlighted the current performance of the Youth Offending Service and was attached by way of an appendix. The final version of this Plan together with Scrutiny Co-ordinating Committee's comments would be considered by Cabinet on 29th March before being submitted to Council on 13th April.

Members were advised that the draft Plan followed the guidance issued by the Youth Justice Board and that details of performance measures contained within the draft had been based upon nine-month figures only, as the timing for submission of the Plan had been brought forward to the end of April 2006 to link with the submission of the Annual Performance Assessment.

Decision

Members indicated their support for the Plan.

182. NRF, Capital and Accountable Body Programme Monitoring Report 2005/06 *(Chief Financial Officer)*

The Assistant Chief Financial Officer provided a detailed and comprehensive report of the progress against the Council's overall capital budget for 2005/2006 and progress against the Spending Programme where

the Council acted as the Accountable Body and NRF. A separate report had not been prepared as a detailed and comprehensive report had been submitted to Cabinet on 27th February 2006 and was attached by way of appendix. The Assistant Chief Financial Officer added that in relation to New Deal for Communities, the temporary bridging finance would now be funded from other grant funding and would not need to be provided by the Council.

A Member indicated that although the financial information provided was satisfactory for the purposes of the report, it would be useful to have an indication of what the projects involved and which ward they affected. The Assistant Chief Financial Officer suggested that future reports would be amended to accommodate a brief outline of each of the projects in line with the Committee's request.

Decision

Members received the report.

183. Quarter 3 – Corporate Plan Progress and Revenue Budget Monitoring Report 2005/06 *(Assistant Chief Executive and Chief Financial Officer)*

The Principal Strategy Development Officer reported on the Corporate Plan Progress and Revenue Budget Monitoring Report 2005/06 as follows:

- The progress made towards achieving the Corporate Plan Service Improvements (SIPs) in order to provide timely information and allow any necessary decisions to be taken;
- To provide details of progress against the Council's overall revenue budget for 2005/06.

A separate report had not been prepared as a detailed and comprehensive report was submitted to Cabinet on the 27th February 2006 this was attached by way of appendix. The Assistant Chief Financial Officer added that in paragraph 4.12 of the report, the "surplus for the year" was indicated at £2,070m, but was likely to be in the region of £2.9m. This was due to the LPSA award grant being paid.

Decision

Members received the report.

184. Draft Final Report – ‘HMS Trincomalee Trust’ Scrutiny Referral *(Chair of Scrutiny Co-ordinating Committee)*

The Scrutiny Manager presented the report outlining the findings of the Committee’s inquiry into the ‘HMS Trincomalee Trust’ scrutiny referral. As part of the report, details were provided of the background to the inquiry and the conclusions and recommendations made by the Committee.

Following consideration of the report Members queried if there was a discounted rate on the admission price for Hartlepool residents. The Assistant Director, Cultural Services indicated that there were special officers on the admission prices at several times across the year, for example, low season and Christmas. It was suggested that the Adult and Community Services Department consider whether a Hartlepool Resident ticket could be purchased at a lesser amount, which could potentially increase visitor numbers to the whole site. Members also suggested that the monitoring of where visitors were from would help to focus the marketing strategy in the correct areas.

The Trincomalee Trust had indicated previously that if the contributions from Hartlepool Borough Council were to cease, this would have an adverse effect on the operation of the attraction. It was suggested that the 70:30 (Council: Trincomalee Trust) split in the income of the single ticket could be changed to a 50:50 split. This would inevitably have a detrimental effect on the Department’s budget of £50k. This shortfall could be alleviated by the £50k grant previously given to the Trincomalee Trust.

The Assistant Director, Community Services provided some figures with regard to expected income for 2006/07 and indicated that visitor figures so far this year had increased by 2.5% despite having a poor start to the year with appalling weather and in comparison across the region was doing well.

Decision

It was agreed that the Chair of the Scrutiny Co-ordinating Committee be given delegated authority to make the necessary amendments to the content of the Final Report before its submission to Council on 13th April 2006 with further expansion being made on the draft recommendations contained within the report as outlined below:-

- (a) That the Authority assists the HMS Trincomalee Trust in the identifications of nominations for the two additional Trustees’ vacancies to the Board, which were reflective of the town’s make-up within a prescribed timescale;
- (b) That the relationship between the Trust and the Authority, branded as the Hartlepool’s Maritime Experience, be formally recognised by

a Service Level Agreement, that clarifies the relationship and sets out clearly the rights and responsibilities of both parties including the public accident liability;

- (c) That the Council discontinues the unrestricted grant funding with immediate effect, subject to:-
- (i) The current ration (70/30) of the admissions income at the Hartlepool Maritime Experience being revised to a 50/50 split (via the single ticketing arrangement) thus providing additional benefit to the Trust, as the Trust as a registered charity is able to further its income by Gift Aid via the Inland Revenue.
 - (ii) The revised admissions income split of the single ticketing arrangements being reviewed on an annual basis and additionally six months after the proposed sale of the Trincomalee Wharf;
 - (iii) If Council agrees to the 50/50 ratio on the admissions income at (i) the corresponding decrease in income generated by the Historic Quay is estimated to be £49,000+ and will require the re-direction of the proposed annual £50,000 grant allocation to the Trust to the Authority's relevant service area budget; and
 - (iv) Any surplus monies from the ring fenced grant allocation for 2006/07, once re-allocated to the Authority's service area budget for the 2006/07 financial year, be awarded to the Community Pool.
- (d) That a Working Group (consisting of Elected Members within its membership) be established to discuss in partnership with the Trust any future planned developments on the site including their potential impact and opportunities for maximising revenue generation; and
- (e) That work be undertaken by the Authority to explore the possibility of establishing a reduced ticket pricing arrangement for the Hartlepool Maritime Experience solely for the residents of Hartlepool.

185. Draft Final Report – ‘Overspend on the Headland Town Square Development – Scrutiny Referral *(Chair of Scrutiny Co-ordinating Committee)*

The Chair of the Scrutiny Co-ordinating Committee presented a report outlining the findings of the Committee's enquiry into the 'Overspend on the Headland Town Square Development'. As part of the report, details were provided of the background to the enquiry

and the conclusions reached by the Committee.

Following consideration of the report, Members concluded that there was no evidence of mis-management or a lack of control of the process, resulting in the overspend. However, there had been some lessons learned from the experience, in the main, the importance of contingency plans and the way they are compiled. Members were unanimous in this view and indicated accordingly.

The Chair of Scrutiny Co-ordinating Committee along with the Assistant Director of Planning and Economic Development, the Assistant Director, Community Services and the North Hartlepool Partnership Manager would agree the full recommendations, which would be submitted to this Committee, prior to being reported to Council.

Decision

It was agreed that the Chair of the Scrutiny Co-ordinating Committee, in consultation with key officers, be given delegated authority to make the necessary amendments to the content of the Draft Final Report before its submission to Council on 13th April 2006, to reflect the conclusions reached (as outlined above) during the discussion.

186. Final Report – ‘Children and Young People’s Plan’ *(Chair of Children’s Services Scrutiny Forum)*

The Chair of the Children’s Services Scrutiny Forum presented a report outlining the findings of the Forum’s enquiry into the Children and Young People’s Plan. As part of the report, details were provided of the background to the enquiry and the findings were detailed in section 8 of the report.

Decision

The content of the report, and the Forum’s findings and conclusions were endorsed and approved for submission to Cabinet on 29th March 2006.

187. Scrutiny Topic Referral – ‘Rossmere Pool’ Progress Report *(Scrutiny Support Officer/Research Assistant)*

The Scrutiny Manager outlined the progress report to date and the timeline of the Scrutiny Topic Referral ‘Rossmere Pool’. Following consideration of the report, a discussion followed in which the

following issues were raised.

Members were concerned about the wider issue of health and safety and the implications of the actions that needed to be taken to ensure the safety of this pool, not being highlighted sooner. Members would agree a response to this referral at the next meeting and consider the issues raised in more depth, possibly as part of next year's work programme.

Decision

- i) That Members defer the agreement of a response to this referral until the next meeting.
- ii) That an enquiry into the issues raised as part of this enquiry be considered for inclusion into the Work Programme for 2006/07.

188. Call-In Requests

No items.

189. Any Other Business

The Scrutiny Manager referred to 2nd and 3rd tier salary and regarding review to be considered at the next meeting. Members were asked if they required a representative from the Employer's Organisation to be present at this meeting. Members agreed that an Employer's Organisation representative would not be required at this meeting and that they would consider this review using in-house information.

MARJORIE JAMES

CHAIR

SCRUTINY CO-ORDINATING COMMITTEE

7 April 2006



Report of: Scrutiny Manager

Subject: CABINET'S FORWARD PLAN

1. PURPOSE OF REPORT

- 1.1 To provide the opportunity for the Scrutiny Co-ordinating Committee (SCC) to consider whether any item within the attached Cabinet's Forward Plan should be considered by this Committee or referred to a particular Scrutiny Forum.

2. BACKGROUND INFORMATION

- 2.1 As you are aware, the SCC has delegated powers to manage the work of Scrutiny, as it thinks fit, and if appropriate can exercise or delegate to individual Scrutiny Forums.
- 2.2. One of the main duties of the SCC is to hold the Cabinet to account by considering the forthcoming decisions of the Cabinet and to decide whether value can be added to the decision by the Scrutiny process in advance of the decision being made.
- 2.3 This would not negate Non-Executive Members ability to call-in a decision after it has been made.
- 2.4 As such, the most recent copy of the Cabinet's Forward Plan is attached as **Appendix 1** for the SCC's information.

3. RECOMMENDATION

- 3.1 It is recommended that the Scrutiny Coordinating Committee considers the content of the Cabinet's Forward Plan.

Contact Officer:- Charlotte Burnham – Scrutiny Manager
Chief Executive's Department - Corporate Strategy
Hartlepool Borough Council
Tel: 01429 523 087
Email: charlotte.burnham@hartlepool.gov.uk

BACKGROUND PAPERS

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



HARTLEPOOL
BOROUGH COUNCIL

FORWARD PLAN

APRIL 2006 – JULY 2006

CONTENTS

		<u>PAGE</u>
	SECTION 1 - INTRODUCTION	3
	SECTION 2 - SCHEDULE OF DECISIONS	
Part 1	CE Department	6
Part 2	ACS Department	7
Part 3	CS Department	9
Part 4	NS Department	10
Part 5	R&P Department	16
	APPENDICES	
1	Details of Decision Makers	22
2	Cabinet Timetable of Decision	23

1. **INTRODUCTION**

- 1.1 The law requires the executive of the local authority to publish in advance, a programme of its work in the coming four months including information about key decisions that it expects to make. It is updated monthly.
- 1.2 The executive means the Mayor and those Councillors the Mayor has appointed to the Cabinet.
- 1.3 Key decisions are those which significantly modify the agreed annual budget of the Council or its main framework of policies, those which initiate new spending proposals in excess of £100,000 and those which can be judged to have a significant impact on communities within the town. A full definition is contained in Article 13 of the Council's Constitution.
- 1.4 Key decisions may be made by the Mayor, the Cabinet as a whole, individual Cabinet members or nominated officers. The approach to decision making is set out in the scheme of delegation which is agreed by the Mayor and set out in full in Part 3 of the Council's Constitution.

2. **FORMAT OF THE FORWARD PLAN**

- 2.1 The plan is arranged in sections according to the Department of the Council which has the responsibility for advising the executive on the relevant topic:

Part 1	Chief Executive's Department	CE
Part 2	Adult & Community Services Department	ACS
Part 3	Children's Services Department	CS
Part 4	Neighbourhood Services Department	NS
Part 5	Regeneration and Planning Department	RP

- 2.2 Each section includes information on the development of the main policy framework and the budget of the Council where any of this work is expected to be undertaken during the period in question.
- 2.3 It sets out in as much detail as is known at the time of its preparation, the programme of key decisions. This includes information about the nature of the decision, who will make the decisions, who will be consulted and by what means and the way in which any interested party can make representations to the decision-maker.

3. **DECISIONS MADE IN PRIVATE**

- 3.1 Most key decisions will be made in public at a specified date and time.
- 3.2 A small number of key decisions, for reasons of commercial or personal confidentiality, will be made in private and the public will be excluded from any sessions while such decisions are made. Notice will still be given about the intention to make such decisions, but wherever possible the Forward Plan will show that the decision will be made in private session.
- 3.3 Some sessions will include decisions made in public and decisions made in private. In such cases the public decisions will be made at the beginning of the meeting to minimise inconvenience to members of the public and the press.

4. **URGENT DECISIONS**

- 4.1 Although every effort will be made to include all key decisions in the Forward Programme, it is inevitable for a range of reasons that some decisions will need to be taken at short notice so as to prevent their inclusion in the Forward Plan. In such cases a minimum of 5 days public notice will be given before the decision is taken.
- 4.2 In rare cases it may be necessary to take a key decision without being able to give 5 days notice. The Executive is only able to do this with the agreement of the Chair of the Scrutiny Co-ordinating Committee or the Chairman or Vice-Chairman of the local authority. (Scrutiny committees have the role of overseeing the work of the Executive.)

5. **PUBLICATION AND IMPLEMENTATION OF EXECUTIVE DECISIONS**

- 5.1 All decisions which have been notified in the Forward Plan and any other key decisions made by the Executive, will be recorded and published as soon as reasonably practicable after the decision is taken.
- 5.2 The Council's constitution provides that key decisions will not be implemented until a period of 3 days has elapsed after the decision has been published. This allows for the exceptional cases when a scrutiny committee may 'call in' a decision of the Executive to consider whether it should be reviewed before it is implemented. 'Call in' may arise exceptionally when a Scrutiny Committee believes that the Executive has failed to make a decision in accordance with the principles set out in the Council's constitution (Article 13); or that the decision falls outside the Council's Policy Framework; or is not wholly in accordance within the Council's budget.

6. **DETAILS OF DECISION MAKERS**

- 6.1 Names and titles of those people who make key decisions either individually or collectively will be set out in Appendix 1 once they are determined.

7. **TIMETABLE OF KEY DECISIONS**

- 7.1 The timetable as expected at the time of preparation of the forward plan is set out in Appendix 2. Confirmation of the timing in respect of individual decisions can be obtained from the relevant contact officer closer to the time of the relevant meeting. Agenda papers are available for inspection at the Civic Centre 5 days before the relevant meeting.

PART ONE – CHIEF EXECUTIVE’S DEPARTMENT

A. BUDGET AND POLICY FRAMEWORK

1. Budget

None

2. Corporate (Best Value Performance Plan) 2006/07

The production of the Corporate (Best Value Performance) Plan by 30 June each year is a national legal requirement.

The purpose of the Plan is to describe the Council’s priorities for improvement for 2006/7, including how weaknesses will be addressed, opportunities exploited and better outcomes delivered for local people. It will include targets for future performance.

Preparation of the Corporate Plan for 2006/7 commenced in January 2006. Final approval of the Plan will be by Council in June 2006. Dates for Cabinet and Council meetings in May and June are still to be decided. Cabinet and Scrutiny Co-ordinating Committee considered the plan on 10 February and 24 February respectively. Scrutiny Co-ordinating Committee will have a further opportunity to consider the plan on 19 May. Cabinet will consider the plan again in May.

B SCHEDULE OF KEY DECISIONS

None

PART TWO – ADULT AND COMMUNITY SERVICES
DEPARTMENT

A. BUDGET AND POLICY FRAMEWORK

None

B. SCHEDULE OF KEY DECISIONS

DECISION REFERENCE: SS31/06 Fees for Adult Education Courses

Nature of the decision

The level of fees for Adult Education Courses in 2006-2007

Who will make the decision?

The decision will be made by the Portfolio Holder for Adult Services and Public Health

Timing of the decision

To be determined, but expected to be in June 2006.

Who will be consulted and how?

The Learning and Skills Council, the Adult Providers Group through discussion at regular meetings.

Proposed means of consultation

Through discussion at regular meetings.

Information to be considered by the decision makers

A report will be presented indicating the current levels of fees, changes in Learning and Skills Council requirements and options for a new fee structure.

How to make representation

Representations should be made to Maggie Heaps, Adult Education Co-ordinator at Hartlepool Adult Education, Golden Flatts, Seaton Lane, Hartlepool TS25 1HN so that they are received no later than 30th April 2006. Telephone 01429 292340 e-mail maggie.heaps@hartlepool.gov.uk

Further information

Further information on this matter can be sought from Maggie Heaps at the above address

PART THREE – CHILDREN’S SERVICES DEPARTMENT

A. BUDGET AND POLICY FRAMEWORK

Children and Young People’s Plan

Following a launch event on 7th September 2005, work has begun on Hartlepool’s first Children and Young People’s Plan. Producing a draft Children and Young People’s Plan, for consideration by elected members, will involve co-operation between the Borough Council, in its capacity as Children’s Services Authority, and a number of strategic partners. These partners are identified by the Children Act 2004. Subsequent Regulations identify a number of bodies with whom the Authority must consult before the plan is agreed by Council.

A first draft of the Plan was produced in November 2005 and was subject to public consultation between mid-November and mid-December. This consultation involved meetings of reference groups, Neighbourhood Forum meetings, parent focus groups and a drop-in event. One particular feature was the involvement of young people.

A second draft of the Plan was produced in January 2006. Cabinet met on 24th January and approved the second draft for scrutiny and consultation. Children’s Services Scrutiny Forum considered the draft initially on 7th February and again on 7th March, following a second round of consultation.

A third draft was produced in March 2006 and will be considered by Cabinet before being submitted for full Council approval on 13th April 2006.

B. SCHEDULE OF KEY DECISIONS

None

PART FOUR - NEIGHBOURHOOD SERVICES DEPARTMENT

A. BUDGET AND POLICY FRAMEWORK

None

B. SCHEDULE OF KEY DECISIONS

DECISION REFERENCE: NS67/05 PUBLIC CONVENIENCE PROVISION

Nature of the decision

Consideration of public convenience provision throughout the Borough.

Who will make the decision?

The Cabinet will make the decision.

Timing of the decision

The decision is expected to be made in April 2006.

Who will be consulted and how?

Local Resident Groups, the Neighbourhood Consultative Forums and Headland Parish Council.

Information to be considered by the decision makers

Report prepared on current condition of public conveniences, with recommendations for some replacement.

How to make representation

Representations should be made to Dave Stubbs, Head of Environmental Management, Civic Centre, Hartlepool TS24 8AY. Tel: (01429) 523201. Email: dave.stubbs@hartlepool.gov.uk

Further information

Further information can be obtained from Dave Stubbs, as above.

DECISION REFERENCE: NS76/05 NEIGHBOURHOOD SERVICES DEPARTMENT TEES VALLEY AND SOUTH DURHAM NHS LIFT.

Nature of the decision

To consider the relevant land transactions on the Town Centre NHS LIFT site.

Who will make the decision?

The decision will be made by Cabinet.

Timing of the decision

The decision is expected to be made in April 2006.

Who will be consulted and how?

NHS LIFT Company and Hartlepool PCT.

Information to be considered by the decision makers

Background will be provided on the NHS LIFT development and land transactions in connection with the Town Centre.

How to make representation

Representations should be made to Graham Frankland, Head of Procurement & Property Services, Neighbourhood Services Department, Leadbitter Buildings, Stockton Street, Hartlepool. Tel 01429 523211. E Mail graham.frankland@hartlepool.gov.uk

Further information

Further information can be obtained from Graham Frankland, as above.

DECISION REFERENCE: NS80/05 INCREASED RECYCLING PROPOSALS

Nature of the Decision

To consider increased recycling proposals.

Who will make the decision?

The decision will be made by Cabinet.

Timing of the decision

The decision is expected to be made in April 2006.

Who will be consulted and how?

The following will be consulted via meetings and presentations:

- Neighbourhood Consultative Forums
- Scrutiny Forums
- Residents' Associations

Information to be considered by the decision makers

Evidence from pilot scheme and costings.

How to make representation

Representations should be made to Dave Stubbs, Head of Environmental Management, Neighbourhood Services Department, Civic Centre, Hartlepool TS24 8AY. Tel: (01429) 523201. Email: dave.stubbs@hartlepool.gov.uk

Further information

Further information can be obtained from Dave Stubbs, as above.

DECISION REFERENCE: NS85/05 BRIARFIELDS HOUSE, LODGE AND ASSOCIATED LAND

Nature of the decision

To consider the potential use, marketing and sale of Briarfields House, Lodge and associated land.

Who will make the decision?

The decision will be made by Cabinet.

Timing of the decision

The decision is expected to be made in May 2006.

Who will be consulted and how?

- Tenys Ambulance Services
- Briarfield Allotments representatives
- Central Neighbourhood Consultative Forum
- Corporate Asset Management Group
- Local Residents

Information to be considered by the decision makers

Outline of service needs and planning considerations, liabilities and potential future use and value of assets.

How to make representation

Representations should be made to Graham Frankland, Head of Procurement & Property Services, Neighbourhood Services Department, Leadbitter Buildings, Stockton Street, Hartlepool. Tel 01429 523211. E Mail graham.frankland@hartlepool.gov.uk

Further information

Further information can be obtained from Graham Frankland, as above.

**DECISION REFERENCE: NS86/06 CORPORATE ASSET
MANAGEMENT PLAN AND CAPITAL STRATEGY**

Nature of the decision

To consider the integrated 2006 document.

Who will make the decision?

The decision will be made by Cabinet.

Timing of the decision

The decision is expected to be made in June 2006.

Who will be consulted and how?

Corporate Asset Management Group.

Information to be considered by the decision makers

Background will be provided on the purpose of the Corporate Asset Management Plan and Capital Strategy, their role in managing the Council's Assets and their significance in the Comprehensive Performance Assessment. Progress since last year's documents were prepared will be highlighted and future developments will be presented.

How to make representation

Representations should be made to Graham Frankland, Head of Procurement & Property Services, Neighbourhood Services Department, Leadbitter Buildings, Stockton Street, Hartlepool. Tel 01429 523211. E Mail graham.frankland@hartlepool.gov.uk.

Further information

Further information can be obtained from Graham Frankland, as above.

PART FIVE - REGENERATION AND PLANNING SERVICES DEPARTMENT

A. BUDGET AND POLICY FRAMEWORK

1. THE PLANS AND STRATEGIES WHICH TOGETHER COMPRISE THE DEVELOPMENT PLAN

The Regional Spatial Strategy (RSS) for the North East is currently under preparation by the Regional Assembly for the North East. A Public Examination is being held between 7th March and 7th April, 2006. Any changes which the Secretary of State wishes to make will be published in spring/early summer 2006, with a further period of consultation on the changes in summer 2006. It is anticipated that the RSS will be formally adopted in the winter of 2006-7.

The Hartlepool Local Plan review is at an advanced stage.

The Council's proposed modifications of the Local Plan were subject to a six week public consultation period, ending on 10th November. The Cabinet on 9th December and Council on 15th December agreed proposed further modifications which require a further six week consultation period. This ran from 5th January to 16th February. No new substantive representations were received at that stage, and the Local Plan will be referred to Council on 13th April, 2006 for formal adoption.

With the enactment of the Planning and Compulsory Purchase Act, a new development plan system will come into force. There will still be two tiers of development plan, but in due course the Regional Spatial Strategy will replace the structure plan and development plan documents contained within a local development framework will replace the local plan. However, the new local plan currently being prepared will be saved for a period of at least three years after adoption.

The local development framework will comprise a 'portfolio' of local development documents which will provide the framework for delivering the spatial planning strategy for the borough. Local development documents will comprise:

- Development plan documents – must include:
 - A core strategy setting out the long term spatial vision for the area and the strategic policies and proposals to deliver the vision
 - Site specific allocations and policies
 - Generic development control policies relating to the vision and strategy set out in the core strategy
 - Proposals Map

- Supplementary planning documents
- Statement of Community Involvement.

A draft Statement of Community Involvement (SCI) was agreed by Cabinet in July 2005 and a period of public consultation held between July and October 2005. Consideration of comments received and suggested amendments to the draft were reported to Cabinet on 9th December and Council on 15th December with the final SCI document being submitted to the Secretary of State in January 2006. This has been followed by a further period of public participation ending on 17th March 2006. An independent planning inspector will consider any representations received in the context of his/her assessment of the soundness of the SCI. The inspector's recommendations are binding on the Council. The Council will then be asked to adopt the SCI currently programmed for December 2006, although this will be brought forward if there is no need for a public examination.

Other documents forming part of the Local Development Framework are the Local Development Scheme setting out the programme for the preparation of local development documents, and the Annual Monitoring Report assessing the implementation of the Local Development Scheme and the extent to which current planning policies are being implemented. The first Annual Monitoring Report, as submitted to Government Office for the North East in December 2005, was endorsed by Cabinet in January 2006.

The first Local Development Scheme was approved by Cabinet on 21st February 2005 and came into effect on 15th April 2005. The Scheme needs to be updated to take the following into account:

- the delay in the adoption of the Local Plan owing to the need to publish further proposed modifications;
- the need to amend the timetable for the preparation of the Planning Obligations supplementary planning document;
- the need to set out a timetable for the preparation for a joint waste and minerals local development framework (LDF).

Cabinet's agreement to the proposal for a joint waste and minerals LDF and to an amended Local Development Scheme will be sought in April for submission to the Government Office for the North East for approval.

THE ANNUAL YOUTH JUSTICE PLAN

The Annual Youth Justice Plan must be submitted to the Youth Justice Board by 30th April 2006. A draft plan will be prepared in early 2006 and reported to Cabinet on 27th February 2006. Consultation with statutory and other partner organisations, as well as referral to Scrutiny will be carried out during February and March 2006. Cabinet will consider the finalised Plan, which has incorporated consultation comments, on 29th March 2006. Final approval of the Plan will be sought from Council on 13th April, 2006.

B SCHEDULE OF KEY DECISIONS

DECISION REFERENCE: RP60/05 HEADLAND ENVIRONMENTAL IMPROVEMENTS TO KEY RESIDENTIAL AREAS (2006/07 PROJECTS)

Nature of the decision

To approve schemes forming part of the 2006/07 programme of works within the Headland Environmental Improvements to Key Residential Areas Programme. (HEIKRA).

Who will make the decision?

The decision will be made by the appropriate Portfolio Holder in response to a joint report from the Directors of Regeneration & Planning Services and Neighbourhood Services

(In parallel, the North Hartlepool Partnership will also make a decision on the design and funding of the scheme).

Timing of the decision

The decision is expected to be made in April 2006.

Who will be consulted and how?

The proposals will be subject to consultation with all the Headland residents including specifically the neighbouring ones, the Parish Council and other stakeholders.

Proposals will also go to the North Hartlepool Partnership's Advisory Group and its Design Sub-group.

Information to be considered by the decision makers

Feedback from all consultations including the views of The North Hartlepool Partnership, The Headland Parish Council and residents etc.

How to make representation

Representations should be made in writing to Stuart Green, Assistant Director (Planning and Economic Development), Regeneration and Planning Services

Scrutiny Co-ordinating Committee - 7th April 2006

6.1

Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Telephone 01429 284133, e-mail: stuart.green@hartlepool.gov.uk

Further information

Further information can be sought by contacting: Karen Oliver, Neighbourhood Services Department, Civic Centre, Hartlepool, TS24 8AY. Telephone 01429 523680. e-mail: karen.oliver@hartlepool.gov.uk

DECISION REFERENCE: RP89/05 DEVELOPMENT AT HARTLEPOOL COLLEGE OF FURTHER EDUCATION

Nature of the decision

Cabinet are requested to consider further details of the HCFE expansion plans, including the proposed land take, design issues, funding sources and project timetable.

Who will make the decision?

The decision will be made by Cabinet

Timing of the decision

Decision to be made in May 2006

Who will be consulted and how?

Officers are working closely with Hartlepool College of Further Education (HCFE) and other partner organisations including University of Teesside and the Learning and Skills Council.

Information to be considered by the decision makers

The report will expand on information presented in two previous reports to Cabinet on the 04/04/05 and 22/07/05, and also extracts from the Town Centre Strategy, in order to progress the development of the College scheme.

How to make representation

Representations can be made in writing to Peter Scott, Director of Regeneration and Planning Services, Regeneration and Planning Services Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Telephone 01429 523401, email peter.scott@hartlepool.gov.uk

Further information

Further information can be obtained from Peter Scott as above.

APPENDIX 1

DETAILS OF DECISION MAKERS

THE CABINET

Many decisions will be taken collectively by the Cabinet.

- The Mayor, Stuart Drummond
- Councillor Stanley Fortune
- Councillor Cath Hill
- Councillor Peter Jackson
- Councillor Robbie Payne
- Councillor Ray Waller

EXECUTIVE MEMBERS

Members of the Cabinet have individual decision making powers according to their identified responsibilities.

Regeneration & Liveability	-	The Mayor, Stuart Drummond
Policy Co-ordination	-	Councillor Stanley Fortune
Children's Services	-	Councillor Cath Hill
Finance & Performance Management	-	Councillor Peter Jackson
Culture, Housing & Transportation	-	Councillor Robbie Payne
Adult Services & Public Health	-	Councillor Ray Waller

APPENDIX 2**TIMETABLE OF KEY DECISIONS**

Decisions are shown on the timetable at the earliest date at which they may be expected to be made.

1. DECISIONS EXPECTED TO BE MADE IN APRIL 2006**1.1 DATE NOT YET DETERMINED**

NS67/05 (Pg11)	PUBLIC CONVENIENCE PROVISION	CABINET
NS76/05 (Pg12)	NEIGHBOURHOOD SERVICES DEPARTMENT TEES VALLEY AND SOUTH DURHAM NHS LIFT	CABINET
NS80/05 (Pg13)	INCREASED RECYCLING PROPOSALS	CABINET
RP60/05 (Pg19)	HEADLAND ENVIRONMENTAL IMPROVEMENTS TO KEY RESIDENTIAL AREAS (2006/7 PROJECTS)	PORTFOLIO HOLDER

2. DECISIONS EXPECTED TO BE MADE IN MAY 2006**2.1 DATE NOT YET DETERMINED**

NS85/06 (Pg 14)	BRIARFIELDS HOUSE, LODGE AND ASSOCIATED LAND	CABINET
RP89/05 (Pg 21)	DEVELOPMENT AT HARTLEPOOL COLLEGE OF FURTHER EDUCATION	CABINET

3. DECISIONS EXPECTED TO BE MADE IN JUNE 2006**3.1 DATE NOT YET DETERMINED**

SS31/06 (Pg 8)	FEES FOR ADULT EDUCATION COURSES	PORTFOLIO HOLDER
NS86/06 (Pg15)	CORPORATE ASSET MANAGEMENT PLAN AND CAPITAL STRATEGY	CABINET

4. DECISIONS EXPECTED TO BE MADE IN JULY 2006**4.1 NONE**

SCRUTINY CO-ORDINATING COMMITTEE

7 April 2006



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, since my last progress report to this Committee on 24 February 2006.

2. PROGRESS ON THE SCRUTINY WORK PROGRAMME 2005/06

- 2.1 Having spoken with Scrutiny Chairs in conjunction with the Scrutiny Support Team, it is evident that this Committee and the four standing Scrutiny Forums are continuing to make considerable progress in ensuring the delivery and completion of their individual Work Programmes, as the end of 2005/06 Municipal Year is nearing to a close.
- 2.2 As Members are aware an additional meeting of this Committee has been arranged for 28 April 2006 commencing at 2.00 pm to consider any outstanding Final Reports before the year end.
- 2.3 Final Reports Recently Considered / Awaiting Consideration – At the time of writing this report the following Final Reports were either awaiting consideration or had already been considered by the Authority's Cabinet or other Committees:
- (a) Scrutiny Co-ordinating Committee's Call In of Decision – Briarfields Allotments Site (Considered by Cabinet on 27 February 2006);
 - (b) Neighbourhood Services Scrutiny Forum's Final Report entitled 'Enquiry into 20mph Zones Outside of Schools within Hartlepool (Considered by Cabinet on 27 February 2006);
 - (c) Children's Services Scrutiny Forum's Final Report entitled 'Scrutiny of the Second Draft of the Children and Young People's Plan (Considered by Cabinet on 29 March 2006); and

- (d) Neighbourhood Services Scrutiny Forum's Final Report entitled 'Scrutiny Investigation into Hartlepool's Local Bus Service Provision (Following endorsement of this Committee at today's meeting, to be considered by Cabinet on 2 May 2006).

3. FORTHCOMING SCRUTINY WORK PROGRAMME FOR 2006/07

- 3.1 Following the Elections in May 2006, work will be undertaken by this Committee and the four standing Scrutiny Forums to determine their individual Work Programmes for the 2006/07 Municipal Year at their first formal meeting to be held during June 2006.
- 3.2 In advance of this process, the scrutiny topics/referrals that have already been agreed by this Committee to be undertaken or considered as possible items for inclusion in the forthcoming **Scrutiny Work Programme for 2006/07** are as outlined below:-
 - (a) Finance and Performance Management Referral of 28 November 2005 entitled 'HR Strategy' (Currently being undertaken by a small Working Group of this Committee to conclude by end of May 2006/early June 2006);
 - (b) Grant's Committee Referral of 10 January 2006 entitled 'Withdrawal of European Regional Development Funding to the Voluntary Sector within Hartlepool' (agreed by this Committee on 10 February 2006 to be incorporated into the Scrutiny Work Programme for 2006/07); and
 - (c) Mayor's Referral of 24 February 2005 entitled 'Closure of Rossmere Swimming Pool' (agreed by this Committee on 10 March 2006 to be incorporated into the Scrutiny Work Programme for 2006/07).

4. GENERAL OVERVIEW AND SCRUTINY ISSUES

- 4.1 During the last 10 months there has been fundamental changes made to the Overview and Scrutiny process here in Hartlepool, with the overall aim of providing us with an effective and robust scrutiny system ensuring improvements to our services to the people of Hartlepool. I'm sure further developments will be seen during the forthcoming year too!
- 4.2 It is with this in mind, that in my first year as Chair of this Committee, I intend to present the Overview and Scrutiny Function's first Annual Report to a future meeting of Council. The Annual Report which will reflect on the work of this Committee and four standing Forums together with the 2006/07 year ahead.
- 4.3 The Annual Report is currently being compiled, a first draft of which will be available to this Committee for consideration at our next meeting on 28 April 2006.

5. RECOMMENDATION

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

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

BACKGROUND PAPERS

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

SCRUTINY CO-ORDINATING COMMITTEE

7 April 2006



Report of: Chair of the Neighbourhood Services Scrutiny Forum

Subject: NEIGHBOURHOOD SERVICES SCRUTINY FORUM
– PROGRESS REPORT

1. PURPOSE OF THE REPORT

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

2. PROGRESS OF THE FORUM

- 2.1 Investigation into Hartlepool's Bus Service Provision - Since the Forum's last progress report was presented to this Committee on 24 February 2006, the Neighbourhood Services Scrutiny Forum has received evidence from Stagecoach and gathered the views of residents in relation to its investigation into Hartlepool's Bus Service Provision.
- 2.2 Members of the Neighbourhood Services Scrutiny Forum received further evidence from the Operations Manager and Commercial Manager of Stagecoach who provided evidence of a local perspective to the Forum in relation to the infrastructure, concessionary fares, absences of services and their role and responsibilities.
- 2.2 Members also held a Focus Group session, on 15 February 2006, with members of the public to gather their views on the current bus service provision.
- 2.3 The Forum concluded their investigation into Hartlepool's Bus Service Provision on 24 March 2006, the Final Report of which is to be considered by this Committee at a later point during this meeting, prior to being considered by the Authority's Cabinet on 2 May 2006.
- 2.4 Enquiry into 20 mph Speed Limit Zones Outside Schools within Hartlepool - At the meeting of the Authority's Cabinet on 27 February 2006 the recommendations that resulted from the Forum's Enquiry into 20 mph Speed Limit Zones Outside of Schools in Hartlepool were agreed and supported wholeheartedly by all Cabinet Members present.

- 2.5 Members will also receive feedback from the Cabinet Member Portfolio Holder for Culture, Housing and Transportation and the Authority's Traffic Team Leader, at their meeting to be held on 21 April 2006, to determine how the Forum's proposals have been implemented and what progress has been made to date.

3. RECOMMENDATION

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

**COUNCILLOR KEVIN CRANNEY
CHAIR OF THE NEIGHBOURHOOD SERVICES SCRUTINY FORUM**

BACKGROUND PAPERS

No background papers were used in the preparation of this report

SCRUTINY CO-ORDINATING COMMITTEE

7 April 2006



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 Members of 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 Forum's last progress report was presented to this Committee on 24 February 2006, the Regeneration and Planning Services Scrutiny Forum is continuing with its investigation into Partnerships.

3. SCRUTINY INVESTIGATION INTO 'PARTNERSHIPS'

3.1 A number of additional meetings of the Forum have been scheduled to ensure that the Forum concludes its investigation into Partnerships by April 2006.

3.2 In relation to the Local Strategic Partnership, at the Forums meeting held on 3 February 2006, Members received evidence from the Towns Member of Parliament, the Authority's Elected Mayor, the Head of Community Strategy and Representatives from the Community and Voluntary Sector.

3.3 In relation to the role of community and voluntary sector on partnerships and Representatives from the Community Network, at the Forums meeting held on 3 March 2006, Members received evidence from the Head of Community Strategy.

3.4 Members also received evidence in relation to the LSP Theme Partnerships.

3.5 Over the coming weeks the Forum will be holding a workshop session at which Members will hope to finalize their recommendations in relation to the Partnerships inquiry.

4. REFERRAL OF KEY DECISION ON NEIGHBOURHOOD ELEMENT FUNDING

4.1 At the meeting of Scrutiny Co-ordinating Committee on 24 February 2006 Members asked that the Regeneration and Planning Scrutiny Forum consider the 'governance issues' around the decision-making process for the Neighbourhood Element Fund item in the Cabinet's Forward Plan.

4.2 Members of the Forum formally received the referral at the Forums meeting on 3 March 2006. Following a lengthy discussion of this item, Members agreed that issues surrounding the referral required further discussion and therefore agreed to meet as a working group to consider the referral on 16 March 2006. Members in attendance at the Working Group devised four options for the scrutiny process in relation to this item:-

- (a) Incorporate it as part of the Partnership Inquiry;
- (b) Identify it as a potential work programme item for the next municipal year;
- (c) Set up a further working group (effectively a task group) to explore the issue, either in this or the next municipal year, and invite 'interested' Members to contribute to this; and
- (d) Do not look at it any further.

4.3 These options will now be considered by the Forum for approval at its next meeting on 6 April 2006.

5. RECOMMENDATION

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

**COUNCILLOR PAMELA HARGREAVES
CHAIR OF THE REGENERATION AND PLANNING SERVICES
SCRUTINY FORUM**

BACKGROUND PAPERS

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

SCRUTINY CO-ORDINATING COMMITTEE

7 April 2006



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

Subject: ADULT AND COMMUNITY SERVICES AND HEALTH SCRUTINY FORUM - PROGRESS REPORT

1. PURPOSE OF THE REPORT

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

2. PROGRESS OF THE FORUM

2.1 Since the Forum's last progress report was presented to this Committee on the 24 February 2006, the Adult and Community Services and Health Scrutiny Forum is continuing with its investigation into Access to GP Services.

3. SCRUTINY INVESTIGATION INTO ACCESS TO GP SERVICES

3.1 A number of additional meetings of the Forum are in the process of being arranged to ensure that the Forum concludes its investigation into Access to GP Services by April 2006. Evidence is due to be received from:-

(a) Hartlepool Patient and Public Involvement Forum;

(b) Hartlepool Access Group;

(c) Teesside Local Medical Committee;

(d) Hartlepool PCT, Professional Executive Committee Member; and

(e) Portfolio Holder for Adult and Community Services

3.2 However, the Forums evidence gathering session, scheduled for 28 March 2006 has been disrupted by the proposed strike in relation to Local Government Pensions. The Scrutiny Support Officer is at present reviewing

future options to ensure the Forum completes the enquiry before the end of the municipal year.

4. REQUEST TO CIRCULATE FINAL REPORT 'TO FOLLOW'

- 4.1 In line with the project plan for the Access to GP Services Investigation, the Forum is due to formally approve its final report at its meeting on 25 April 2006.
- 4.2 In order to ensure the report is subsequently endorsed by Scrutiny Co-ordinating Committee at its meeting on 28 April 2006, I would like to request that the Committee approves the request to circulate the Forum's final report as an item 'to follow.' This will ensure the Forum meets its work programme commitments for the year 2005/06.

5. REFERRAL OF ADULT LEARNING

- 5.1 On 7 February 2006 the Children's Services Scrutiny Forum received a report from the Adult and Public Health Services Portfolio Holder on the Adult Learning Inspection. The Portfolio Holder was responding to the recommendations of an inquiry that the (then) Culture and Learning Scrutiny Forum started and was concluded under the Children's Services Scrutiny Forum.
- 5.2 Following discussions of this item at the Children's Services Scrutiny Forum meeting on 7 February 2006 a number of suggestions were made for future scrutiny. However, given that the remits of the Scrutiny Forum's changed in July 2005 this issue now falls under the responsibilities of the Adult and Community Services and Health Scrutiny Forum. Consequently, the Forum agreed to refer two specific issues to the Forum for future consideration:-
- (a) That the specific issue of the Learning and Skills Council (LSC) funding allocation to Hartlepool Adult Learning Service. The funding allocation is lower than in previous years and it was suggested that Members may want to consider the likely impact of this on the service. It was recommended that this issue (if selected by Members for future Scrutiny) should be scrutinised prior to the close of the 2005/6 Municipal Year; and
 - (b) That the Forum considers the way in which funding is allocated to Adult Learning as an in-depth scrutiny topic for the 2006/7 Municipal Year. Key issues to consider could include: how the regional LSC allocates funding; the role of Hartlepool Partnership in funding allocation; the impact of frequently realigning services to meet changing funding streams; and what are the likely long-term implications of national policy developments to Adult Learning Services and 'Lifelong Learning' generally.

5.3 This referral was accepted by the Adult and Community Services and Health Scrutiny Forum at its meeting on 28 February 2006.

6. RECOMMENDATION

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

6.2 That Scrutiny Co-ordinating Committee approves the request to circulate the Forums 'Access to GP Services Final Report' to follow.

**COUNCILLOR HARRY CLOUTH
CHAIR OF THE ADULT AND COMMUNITY SERVICES
AND HEALTH SCRUTINY FORUM**

BACKGROUND PAPERS

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

SCRUTINY CO-ORDINATING COMMITTEE

7th April 2006



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

Subject: CHILDREN'S SERVICES SCRUTINY FORUM -
PROGRESS REPORT

1. PURPOSE OF THE REPORT

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

2. PROGRESS OF THE FORUM

2.1 Since the Forum's last progress report was presented to Co-ordinating Committee on 24 February 2006 the Children's Services Scrutiny Forum has met on 7 March 2006. At this meeting the Forum:-

- (a) Considered further evidence on the Scrutiny of the Second Draft of the Children's and Young People's Plan'. The additional evidence the Forum received was in relation to consultation with young people around the Children's and Young People's Plan.
- (b) Considered a Draft Final Report on the Scrutiny of the Second Draft of the Children's and Young People's Plan based on the comments of the Forum at its meeting on 7 February 2006. Members approved the contents of this report and made a number of additions to it based on the presentation they received at the meeting on 7 March 2006. This report was approved by Scrutiny Co-ordinating Committee on 10 March and is due to go to Cabinet on 29 March.
- (c) As part of the recommendations of the 'Involving Young People Inquiry' it was agreed that whilst the Forum was supportive of the principle of co-opting young people onto the Children's Services Scrutiny Forum it would like to be provided with further evidence in terms of the practicalities of

doing so. Consequently, the Forum received evidence about how the Corporate Parent Forum has co-opted young people onto its membership. It was agreed by the Forum that the Children's Fund Manager should be tasked with considering how co-opting young people onto the Scrutiny Forum would work in practice and that he should do so with Councillor Hargreaves. The Children's Fund Manager indicated that the Easter holidays would be a convenient time for liaison with the 'Hartlepool Young Voices' about this matter.

2.2 At the next meeting of the Forum to be held on 31 March 2006, Members will consider:-

(a) The Draft Childrens Centres and Extended Schools Strategy.

2.3 In addition Members of the Forum will undertake a Working Group visit to Jesmond Road School on 27 March 2006 to meet with young people and discuss with them how they feel about living in Hartlepool and how this can be improved. This meeting is following up a recommendation of the Involving Young People Inquiry of the Forum. It is intended that the meeting will help to enhance the understanding of Members of the Children's Services Scrutiny Forum of the priorities of young people so that the Forum can represent young people better and use this knowledge to enhance young people's participation in a variety of mechanisms in the future.

3. RECOMMENDATION

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

COUNCILLOR JANE SHAW

CHAIR OF THE CHILDREN'S SERVICES SCRUTINY FORUM

BACKGROUND PAPERS

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

SCRUTINY CO-ORDINATING COMMITTEE

7 April 2006



Report of: Neighbourhood Services Scrutiny Forum

Subject: FINAL REPORT – SCRUTINY INVESTIGATION
INTO HARTLEPOOL'S LOCAL BUS SERVICE
PROVISION

1. PURPOSE OF REPORT

1.1 To present the findings of the Neighbourhood Services Scrutiny Forum following its investigation into the local bus service provision in Hartlepool.

2. SETTING THE SCENE

- 2.1 Over the past 50 years, the need to travel has become greater and more complex as society became organised around the car and facilities became concentrated in larger units serving a larger population. The Government's Social Exclusion Unit (SEU) in 2003 highlighted the key issue as **accessibility**; can people get to key services at reasonable cost, in reasonable time and with reasonable ease?
- 2.2 According to the SEU rising car use has provided greater opportunities for travel, but over a third of households do not have access to a car. For some people there is no public transport, or it doesn't go to the right places or at the right times, or it does not go often enough or reliably enough, or vehicles are not accessible to disabled people. People's travel needs have become increasingly complex, and public transport has not adapted.
- 2.3 In the past Members have indicated that there is a poor perception of the current bus service provision within Hartlepool. Consequently this investigation was selected as a work programme item for the current 2005/2006 municipal year, with a ten month prescribed timescale for its completion.

3. OVERALL AIM OF THE SCRUTINY INVESTIGATION

3.1 The overall aim of the Scrutiny investigation was to examine the bus service provision currently operating within Hartlepool.

4. TERMS OF REFERENCE FOR THE SCRUTINY INVESTIGATION

4.1 The Terms of Reference for the Scrutiny investigation were as outlined below:-

- (a) To gain an understanding of government policy key areas relating to public transport (Local Transport Plan 2001-2006 and relating legislation –Transport Act 1985 and 2000);
- (b) To gain an understanding of the roles and responsibilities of the various stakeholders involved in bus service provision in Hartlepool (i.e. commercial operator(s) and the Council);
- (c) To examine the current infrastructure and quality of the bus network within Hartlepool (To include bus stop shelters, traffic management, bus priority measures, signage, interchange points and quality of vehicles);
- (d) To consider whether the current bus service routes within Hartlepool meet a variety of needs in relation to access to employment, education, health care, local shops and services and leisure facilities;
- (e) To consider the availability of information relating to the bus service provision in Hartlepool, in particular the coordination of timetable changes;
- (f) To examine the barriers of using the bus service provision within Hartlepool for people with disabilities in particular;
- (g) To consider the cost of bus travel and the availability of ticket types relating to the bus service provision in Hartlepool;
- (h) To examine the Local Authority's bus subsidies and concessionary fares contributions together with any other related expenditure with regard to the bus service provision within Hartlepool;
- (i) To compare what good practice exists in another Local Authority in relation to bus service provision; and
- (j) To seek the views of a sample of users and potential users of the current bus service provision within Hartlepool.

5. MEMBERSHIP OF THE NEIGHBOURHOOD SERVICES SCRUTINY FORUM

5.1 The membership of the Scrutiny Forum was as detailed overleaf:-

Councillors Cambridge, Cook, Cranney, Fenwick, Flintoff, Hall, Lauderdale, J Marshall, Richardson, Rogan and Tumilty.

Resident Representatives: Alan Lloyd, Linda Shields and Steve Gibbon.

6. METHODS OF INVESTIGATION

- 6.1 Members of the Neighbourhood Services Scrutiny Forum met formally from 19 September 2005 to 24 March 2006 to discuss and receive evidence relating to this investigation. A detailed record of the issues raised during these meetings is available from the Council's Democratic Services.
- 6.2 A brief summary of the methods of investigation are outlined below:-
- (a) Detailed Officer reports supplemented by verbal evidence;
 - (b) Evidence from the Authority's Elected Mayor and Cabinet Member Portfolio Holder for Culture, Housing and Transportation;
 - (c) Site visit to examine the good practice that exists within a neighbouring Local Authority in relation to their local bus service provision;
 - (d) Site visit facilitated by Stagecoach to experience a selection of bus routes within Hartlepool and to illustrate the current bus infrastructure;
 - (e) Evidence received from a representative from the Government Office North East, who also acts as the Secretary to the North East Regional Bus Forum;
 - (f) Evidence received from the town's Member of Parliament;
 - (g) Evidence received from the town's main commercial bus providers; and
 - (h) The views of local residents and bus users.

FINDINGS

7. GOVERNMENT POLICY RELATING TO BUS SERVICE PROVISION

- 7.1 It was evident to Members, upon receiving the evidence outlined below, that improving the quality and provision of public transport services has been a key governmental priority for many years. Members also learned how Central Government policy had shaped Hartlepool's local transport system.

Central Government Policy

- 7.2 **The Transport Act 1985** authorised the deregulation of bus services and resulted in a change from Quantity Licensing Contracts to Quality Licensing Contracts. The disposal of the National Bus Company and a Local Authority co-ordination role all resulted from this act. Under this legislation Local Authorities were required to publish concessionary fares schemes and operators were obliged to join, providing that they were reimbursed fairly for carrying passengers at concessionary rates.
- 7.3 **The Transport Act 2000** reinforced the approach to the provision of local bus services based upon partnership between local transport authorities and bus operators. It created various new powers to increase the influence that Local Authorities have over bus service provision with the introduction of Local Transport Plans. Members also learned that the Transport Act 2000 stated that all local authorities must prepare a Bus Strategy.
- 7.4 **New Deal for Transport: Better for Everyone (1998)** embodied new modern thinking on integrating transport with other aspects of Government policy.
- 7.5 **Transport 2010: The Ten Year Plan (2000)** highlighted the need for modern, affordable and reliable public transport to enhance quality of life and contribute to a strong economy and a better environment. The report also outlined Government targets to increase the number of passenger journeys on buses in England by 10% by 2010.
- 7.6 The underlying rationale for the target is to tackle social exclusion, to contribute to the Government's wider transport objectives of tackling local road traffic congestion and to reduce vehicle emissions that lead to climate change.
- 7.7 **The Future of Transport: A Network for 2030 (2004)** sets out long term aims/objectives that may be achieved with Government investment and leadership, following an examination of the factors that would potentially shape travel and transport networks over the next 30 years.
- 7.8 This report acknowledges that most Local Authorities are best served by continuing with current partnership arrangements. However, greater scope for Local Authorities to determine routes, fares, quality standards and frequency of services, in specified circumstances, was encouraged as part of an integrated transport plan.

Local Transport Policy in Hartlepool

- 7.9 Members were informed that Local Transport Plans were the central building blocks of the Government's integrated transport policy and that Local Authorities were required to produce these plans every five years. The quality of Local Transport Plans was assessed against criteria determined by the Department for Transport.

- 7.10 The first **Local Transport Plan (2001-2006)** was aimed at maintaining a viable bus network and improving the transport infrastructure for the area to enable the easier operation of bus services.
- 7.11 The Forum learned that during the first Local Transport Plan period, there had been a 3% decline per annum, on average, in bus passenger numbers in the Hartlepool area.
- 7.12 Members were informed that the Authority addressed this decline by commissioning the Tees Valley Quality Bus Network Review which identified the problems with the current bus service provision in Hartlepool. The second Local Transport Plan was developed with a consideration of the findings of this review.
- 7.13 The Authority's provisional second **Local Transport Plan (2006-2011)** was submitted to the Government in July 2005 and included draft strategies, transport schemes, implementation programmes and targets. Since that date, the provisional Local Transport Plan was developed further to account for the confirmed allocation of capital funding and to reflect the findings of consultation on the proposed transport improvements.
- 7.14 The Forum were informed that a wide range of transport schemes and initiatives were to be included and that the confirmed allocation of capital funding through the Local Transport Plan for the 2006-2011 period would be as outlined in the table below:-

	2006-2011
Integrated Transport	5,726,000
Structural Maintenance	4,750,000
Total	10,476,000

- 7.15 In addition to the Authority's Local Transport Plan for 2006-2011, Members were informed that a key component of the Plan was the Hartlepool Bus Strategy, the vision of which is as outlined below:-

'To develop and maintain an integrated local bus network, ensuring that all residents can access the key services and facilities that they need and benefit from a choice of convenient, safe and attractive bus services, infrastructure and facilities.'

- 7.16 Members learned that the Authority's Bus Strategy had been developed in partnership with local bus operators and other organisations through the existing voluntary Hartlepool Bus Quality Partnership and in consultation with members of the public.
- 7.17 The Forum was delighted to have been able to contribute to the development of the Authority's second Local Transport Plan and the Bus Strategy as part of this Scrutiny investigation.

- 7.18 Members were advised that the Authority's final Bus Strategy Framework, within the second Local Transport Plan, would be submitted to Government on 31 March 2006.

8. ROLES AND RESPONSIBILITIES OF STAKEHOLDERS INVOLVED IN BUS SERVICE PROVISION IN HARTLEPOOL

- 8.1 Based on the evidence presented to the Forum, Members established that there were four stakeholders involved in bus service provision in Hartlepool:-
- (a) Stagecoach who had operated the majority of the bus network in Hartlepool since 1994;
 - (b) Arriva/Go Ahead who operated services on a small number of routes throughout Hartlepool;
 - (c) Leven Valley who operated services on a small number of routes throughout Hartlepool; and
 - (d) The Local Authority who had a number of responsibilities to operators and members of the public in relation to the current bus service provision.
- 8.2 The Forum found that, as the main commercial provider of bus services in Hartlepool, Stagecoach had various roles and responsibilities. These are summarised below:-
- (a) To deliver services contracted by the Authority to the timetables and frequencies specified;
 - (b) to determine changes in demand by conducting service reviews;
 - (c) to deliver commercial services to the timetables and frequencies specified by the Company to the Traffic Commissioner and to conduct punctuality reviews every four weeks;
 - (d) to ensure that all vehicles conformed to the standards enforced by the Vehicle and Operator Services Agency;
 - (e) to ensure that all employees complied with Drivers Hours legislation and had undertaken Customer Care and Disability Awareness Training; and
 - (f) to legally provide eight weeks notice of the cancellation of, and changes to, any of their services (however, Stagecoach generally provide 12 weeks notice to the Authority).
- 8.3 Members of the Scrutiny Forum were afforded the opportunity to witness such checks and maintenance first hand on their site visit with Stagecoach held on the morning of 13 February 2006.



Members of the Scrutiny Forum at the Stagecoach Depot in Hartlepool witnessing maintenance first hand

- 8.4 The Forum invited Leven Valley and Arriva to submit evidence to this investigation. Both operators kindly declined this offer stating that they had only a relatively small involvement in bus service provision in Hartlepool.
- 8.5 Arriva, however, outlined that they provided services which linked Hartlepool to its wider hinterland and that a travel enquiry office was maintained in the town. Arriva was also a major contributor to the regional travel line information service and a major participant in the new regional Real Time Information system.
- 8.6 Members were also informed, by the Authority's Transportation Section, that the Council played a crucial role in Hartlepool's bus service provision and had the following responsibilities:-
- (a) ensuring bus services were punctual and reliable and that members of the public could access services with ease and comfort;
 - (b) providing and maintaining infrastructure such as bus shelters, bus stop flags, traffic calming measures and enforcing parking restrictions, all of which impact upon the punctuality and reliability of bus services;
 - (c) subsidising bus services that are defined as socially necessary but may not be commercially viable and funding concessionary fares schemes; and
 - (d) co-ordinating the provision of information relating to local bus services, despite no legal obligation to do so, in addition to commercial operators promoting their own services with maps and timetable leaflets.

9. CURRENT INFRASTRUCTURE AND QUALITY OF BUS NETWORK IN HARTLEPOOL

9.1 In relation to the current infrastructure and quality of the bus network in Hartlepool, Members sought evidence from a variety of witnesses. The comments from each are outlined below:-

Evidence from the Authority's Elected Mayor

9.2 As a current bus user himself, Members found that the Authority's Elected Mayor was happy with the current bus service provision. However, there was an acknowledgement that the decline in bus user patronage would be remedied and that the current provision would need to be improved. The development of an integrated transport system and working in partnership was stated as vital to this development.

Evidence from the Town's Member of Parliament

9.3 Members were informed by the Town's Member of Parliament that de-regulation was not in Hartlepool's interest and that bus user patronage would only increase if the main commercial operators invested in stock to increase the appeal of busses as a modern and comfortable mode of public transport.

9.4 It was suggested to Members that the Authority should utilise the arrangements and tools that the Government currently has in place to develop a sophisticated and modern bus service.

9.5 Members were also commended for playing an active role in the construction of the draft Bus Strategy and the second Local Transport Plan and encouraged to ensure that the Authority acknowledges the social, environmental and commercial factors that impact upon bus service provision.

Evidence from Stagecoach - Site Visit

9.6 Members attended a Site Visit on 13 February 2006, facilitated by Stagecoach, to experience a number of bus routes, in order to determine the quality of the current bus service provision in Hartlepool.

9.7 The main Stagecoach services were the 1/1A, 3/4, 6, 7/7 A, 12 and 36 and the main subsidised services were the 516/517 and 527 together with some early morning, Saturday and Sunday journeys and scholars services.

9.8 The Forum learned that 40% of Stagecoach buses in Hartlepool were low floor easy access vehicles, services 1/1A and 36, and every other No. 6, was run completely with easy access buses. The Forum was encouraged to note that the Disability Discrimination Act 2005 stated that by 2015 every bus had to be easy access.

- 9.9 Members were also pleased to hear that twenty Stagecoach buses were fitted with CCTV inside and outside the bus. The cost of implementing CCTV on buses was match funded by the Authority.



Example of CCTV cameras on Stagecoach buses

- 9.10 Other features on the newer Stagecoach buses included easy grip bright hand poles, wheelchair space and Braille on stop signs/handles for the visually impaired, examples of which are illustrated below:-



- 9.11 The Forum expressed their concerns about the provision of space for wheelchair users on Stagecoach buses. However, Members were informed that the space provided on each bus is done so in accordance with the specification laid down by the Disabled Persons Transport Advisory Committee (DPTAC).
- 9.12 In addition, Members learned that the space given to wheelchair users also conformed to Construction and Use regulations that control the manufacture and use of all road vehicles in this country.
- 9.13 In order to increase bus user patronage Stagecoach had also advertised reduced fares for the first month of bus travel to new bus users and were due to introduce a voucher scheme at the time of this investigation.
- 9.14 In relation to the provision and maintenance of bus shelters, it was highlighted to Members, on their site visit with Stagecoach, that Adshel were contracted by the Authority. Members were also informed by the

Authority's Transportation Section that Adshel would only provide shelters where there were advertising opportunities.



Example of an Adshel bus stop shelter

- 9.15 The Authority's Public Transport Co-ordinator outlined to Members that the contract with Adshel was due to expire shortly allowing the opportunity to re-negotiate a new contract.

Evidence from the Authority's Cabinet Member Portfolio Holder for Culture, Housing and Transportation

- 9.16 In relation to the reliability and punctuality of services, the Authority's Cabinet Member Portfolio Holder for Culture, Housing and Transportation informed Members that, in conjunction with the Traffic Commissioner, the Bus Partnership Forum had agreed a concerted push for more punctual bus services through a co-ordinated package of measures.
- 9.17 The Forum heard that the centrepiece of this package was local Bus Punctuality Improvement Partnerships. Operators would share their punctuality data with local authorities and together they would identify trouble spots on routes and then plan and implement remedial action.
- 9.18 Members were pleased to find that the Operators had a strong incentive to take part in the Forum because the Traffic Commissioner, in deciding penalties for poor performance, would give credit for action in hand through these Partnerships. Local Authorities also had a strong incentive to participate due to the targets set for bus punctuality in the second Local Transport Plan.
- 9.19 The Forum also found that the Network Management Duty Guidance issued by the Secretary of State for Transport, under Section 18 of the Traffic Management Act 2004, stated that (Para 63):-

'Where necessary, LTAs should work with the relevant parties, including Traffic Commissioners and bus operators, in formulating and implementing improvement plans for bus punctuality.'

(Department for Transport: Bus Partnership Forum, 2005).

- 9.20 It was highlighted to Members that Hartlepool's involvement in the Bus Quality Partnership, in operation since 2000, had allowed a constructive dialogue between the Authority and commercial operators in ensuring that services were punctual and reliable.

10. BUS ROUTES, BARRIERS AND ACCESSIBILITY ISSUES IN HARTLEPOOL

- 10.1 The Authority's Cabinet Member Portfolio Holder for Culture, Housing and Transportation further informed Members that the majority of Hartlepool residents did not feel that the current bus service routes met a variety of needs in relation to access to key services and facilities.
- 10.2 A Strategic Accessibility Assessment, carried out by the Authority, indicated that 99% of Hartlepool's resident's without access to a car could access Hartlepool Town Centre within 30 minutes by public transport.
- 10.3 However, Members were informed that the assessment did not account for barriers to accessing bus services, nor did it draw attention to the fact that certain areas and groups in society faced difficulties in reaching key services and facilities.
- 10.4 Members were pleased to find that the barriers to using buses for disabled people had been identified at all stages of a journey by the Authority. However, despite widespread improvements through the first Local Transport Plan, including the installation of dropped pedestrian crossings and low floor bus kerbs, Members were concerned to hear that the approach had only been applied to core routes given the volume of bus stops throughout the town.
- 10.5 The Forum also held a Focus Group Session with members of the public on 15 February 2006, which is referred to in greater detail in Section 15 of this report, to gather their views on the current bus service provision. The following issues were raised regarding barriers to using buses for disabled individuals:-
- (a) Height of bus stop flags displaying information on services on that route causing difficulties to disabled users to read it;
 - (b) Number of low level buses concentrated on commercially viable routes;
 - (c) Lack of provision at bus stops to aid easier access to timetable information and buses for blind individuals;
 - (d) Delivery vehicles and cars illegally parked in bus stop bays (those bays with dropped flag stones), causing difficulties on accessing the bus either before or after the designated bus stop bay; and
 - (e) Size and font of timetable information.

- 10.6 Members were pleased to find, however, that the second Local Transport Plan contained an Accessibility Strategy (devised in conjunction with the Hartlepool Bus Strategy) which aimed to deliver improvements on a 'whole route' basis, to remove barriers to physical accessibility and achieve cohesive and readily identifiable benefits.
- 10.7 It was evident that the Hartlepool All Ability Forum had also played an essential role in the development of the second Local Transport Plan by identifying existing transport problems faced by people with mobility impairments and suggesting solutions.
- 10.8 In addition to these developments, the Forum was pleased to find that Stagecoach, as the main commercial provider, had 21 low liner buses, with disabled access ramps and level floors to allow easier access for wheelchair users.

11. AVAILABILITY OF INFORMATION RELATING TO BUS SERVICE PROVISION

- 11.1 As outlined earlier within this report, whilst there was no legal requirement to do so, the Authority provided timetable information in the form of transport booklets and bus shelter timetable panels.
- 11.2 Members were informed that following the de-regulation of bus services in 1985, the Council had assumed responsibility for the provision of timetable information for all bus services at all bus stops.
- 11.3 The Authority does however, have a duty under the Transport Act 2000, to ensure this information is successfully co-ordinated.
- 11.4 Members learned that it is anticipated that Real Time Bus Information displays would be placed at selected bus stops across the Tees Valley in April 2006 and in Hartlepool by Summer 2006. An increase in the number of roadside timetable information displays on core bus routes was also planned as part of a bus quality corridor programme within the Authority's Bus Strategy.
- 11.5 The Tees Valley Quality Bus Network Review outlined the value of Real Time Bus Information but stated that it is not always necessary. The implications of this review for Hartlepool had yet to be assessed at the time of this investigation.
- 11.6 Members were encouraged to note that ultimately bus service users wanted services to be reliable and that the management of road space and traffic, engaging police and enforcing bus lanes and parking restrictions should enable more punctual services.

- 11.7 Members of the public in attendance at the Focus Group Event, held on 15 February 2006, also commented upon timetable information being difficult to read due to the font and size of the text and that the bus stop flags were too high to allow individuals to see the services that run on that route. It was acknowledged that this was a particular problem for disabled individuals.



Example of a poor timetable display which has also been subject to vandalism

- 11.8 In relation to the provision of timetable information by commercial operators, Members learned that Stagecoach produced a Bus Guide detailing all of their services and those of other companies in Hartlepool.
- 11.9 In addition Stagecoach periodically ran marketing campaigns, distributed pocket size leaflets, placed route branding on the sides of buses and held press launches with the Authority's Elected Mayor in attendance.

12. BUS SUBSIDIES AND CONCESSIONARY FARES

- 12.1 The Forum were informed that at the meeting of Cabinet on 27 February 2006, it was agreed that Hartlepool Borough Council would fund an enhanced Tees Valley wide concessionary fares scheme from 1 April 2006, in accordance with the statutory minimum requirements of the Transport Act 2000.
- 12.2 Members learned that all Hartlepool residents aged 60 and over and disabled people would therefore travel free on registered local bus services within Hartlepool, Stockton, Middlesbrough and Redcar and Cleveland and that 'blind' individuals were entitled to travel at full concession.
- 12.3 The Forum learned that under the 1985 Transport Act, the Council had to ensure that operators were no better or worse off than they would be if no concessionary fares scheme existed and that the current method for reimbursement to bus operators was based on monthly payments for 80% of concessionary journeys made, multiplied by half the average fare. The

average fare being based upon total income divided by the number of full paying passengers.

- 12.4 Members were informed that the Government had set aside £350 million to Local Authorities in 2006/2007 to finance the scheme, distributed through the Revenue Support Grant formulae with no ring fencing. The Authority's Transportation Section informed Members that the Authority spent an estimated £454,000 during the 2005/06 financial year on concessionary travel.
- 12.5 The Forum were encouraged to note that Government Office North East is in the early stages of a possible study into a concessionary fares scheme for the North East region and that further developments relating to this study would be made known to the Authority's Cabinet in due course.
- 12.6 Members also received evidence from Government Office North East in relation to subsidising bus services and found:-
- (a) that bus companies operated services which were commercially viable;
 - (b) that Council would tender for the provision of additional non viable but socially necessary services on the basis of an agreed contract with the operator;
 - (c) that bus companies were organised on a regional basis;
 - (d) that parent companies expected each region to produce a certain level of profit; and
 - (e) that assisting operators to increase patronage on main routes would help them to return the required profit and enable them to explore operating services on less profitable routes without subsidy.
- 12.7 Members were encouraged to note that the Authority could only negotiate with bus operators once bus subsidy contracts had been awarded through the tendering process. Until that time all operators were classed as equal and preference could not be shown for any particular operator. Contracts would therefore be awarded to the lowest tender, subject to meeting the contract specification.
- 12.8 In addition Members were informed that 95% of the services that the main commercial provider operated in Hartlepool were not subsidised by the Authority.
- 12.9 The Forum learned that in 2005, at the same time as commercial changes were introduced, some subsidised services that Stagecoach operated for Hartlepool Borough Council were withdrawn or reduced in frequency, due to the fact that the Urban Challenge Scheme funding had expired.

- 12.10 A matter of serious concern to Stagecoach was the formula used by Hartlepool Borough Council for calculating the annual increase in tender prices for subsidised services. Stagecoach felt that the formula used did not reflect the cost increases faced by bus operators on items such as wages, insurance and diesel fuel.
- 12.11 The General Manager of Stagecoach further commented that an inevitable consequence of such an unfair pricing formula was that when the re-tendering process would next take place, the prices quoted were likely to be higher than anticipated by the Borough Council if its budget was based on its outlay in the last year of current contracts.
- 12.12 During the earlier evidence gathering session with the Town's Member of Parliament, Members were encouraged to note the importance of developing a focused quality partnership with Hartlepool's main commercial operators which would be mutually beneficial and did not rely upon subsidy.

13. COST OF TRAVEL AND TICKET TYPES

- 13.1 Members learned that ticketing is a key component of integration between services and between public transport modes and that the Transport Act 2000 provides powers to Local Authorities to create ticketing schemes.
- 13.2 With this in mind Members sought to establish what ticket types were available and the current cost of bus travel.
- 13.3 Members were informed that the various ticket types and fares currently on offer by Stagecoach Hartlepool were as outlined below:-
- (a) Mega Rider (£7.00 for 7 days travel);
 - (b) Mega Rider Plus (£11.00 for 7 days travel throughout Stockton, Hartlepool and Middlesbrough);
 - (c) Day Tripper (£2.60 for a day's travel);
 - (d) Concessionary (half price travel for the elderly and disabled in Hartlepool and across the Tees Valley);
 - (e) Coolrider (£5.20 a week for children); and
 - (f) Children (aged between 5-16 years) were entitled to travel at half the adult fare.
- 13.4 Members were also informed that passengers were able to travel in Hartlepool with single tickets costing from 50p to just over £1.15 on Stagecoach buses and that the potential for Tees Valley wide ticketing schemes was being explored at the time of this investigation.

- 13.5 Further evidence provided by the Authority's Cabinet Member Portfolio Holder for Culture, Housing and Transportation stated that the cost of bus travel had increased over recent years in line with increased costs to the bus operators in relation to fuel and employee salaries. For example, the largest increase to a single fare on a Stagecoach service was 25p, £1.15 on a megarider ticket and £2 on a megarider plus ticket between 2001 and 2005.

14. BUS SERVICE PROVISION IN A NEIGHBOURING LOCAL AUTHORITY

- 14.1 Members of the Forum visited Darlington Borough Council on 16 January 2006, to establish what good practice existed within another neighbouring Local Authority and how Hartlepool's bus service provision could benefit from the adoption of any such practices.

- 14.2 During the delivery of the presentation from Darlington Borough Council's Transportation Section, reference was made to the four key themes that governed their approach to public transport provision which are outlined below:-

- (a) Consultation;
- (b) Research;
- (c) Communication and Partnership; and
- (d) Investment.

- 14.3 Based on the information shared with Members, it was found:-

- (a) That Darlington, as a town, had a multi-operator bus service provision;
- (b) That Darlington Borough Council operated a body entitled the 'Darlington Transport Forum' consisting of a membership of Elected Members, local bus operators and members of the public to discuss transportation issues on a quarterly basis;
- (c) That communication and partnership with stakeholders and members of the public was vital to developing and maintaining an excellent bus service provision;
- (d) That Darlington was selected as one of three sustainable travel demonstration town's to receive funding from the Department for Transport for a five year 'Town on the Move' Scheme which aimed to develop an integrated transport system;
- (e) That the Authority was exploring/promoting the following initiatives:-
 - (i) SMS timetable messaging;

- (ii) Email timetable alerts;
 - (iii) Multi journey tickets, all operator network tickets, taxi vouchers and more extensive off bus sales in order to improve boarding times;
 - (iv) Student travel passes;
 - (v) Real Time Bus Information;
 - (vi) CCTV at bus stops and on buses;
 - (vii) Travelline internet journey planner; and
 - (viii) NETIS telephone enquiry service.
- (f) That the Authority had also invested in socially necessary bus services, funded new interiors to buses, raised kerbs at bus stops for easier access and erected new bus stop flags.

15. COMMUNITY ENGAGEMENT- THE VIEWS OF MEMBERS OF THE PUBLIC

- 15.1 In addition to the consultation exercise with members of the public previously undertaken by the Authority's Transportation Section, Members of the Forum were keen to engage with the community regarding the Local Transport Plan and Bus Strategy as part of this investigation.
- 15.2 Therefore the Forum sought the views of a sample of users and potential users of the bus service provision in Hartlepool, in a Focus Group event held on 15 February 2006 in the Council Chamber (illustrated in the photograph below).
- 15.3 The event was publicised in the local press, on local radio and via the Council's website, together with the distribution of leaflets on Stagecoach buses.



Focus Group with members of the public held on 15 February 2006

- 15.4 Members of the public were given the opportunity to provide their views on the quality of the current bus network, infrastructure and accessibility. The issues raised at the event were as outlined below:-

- (a) Justification as to viable/non viable routes and customer demand impacting upon the services that the main commercial operator provided;
- (b) That bus services were perceived to be unreliable from time to time;
- (c) If the main commercial provider could divert more frequent services to non viable routes and if this would impact upon the efficiency of services?;
- (d) The frequency of the No. 6 service;
- (e) The need for further resources to be made available by the Authority to subsidise non viable bus routes;
- (f) The exact amount of funding available to the Authority for concessionary fares and the impact this figure would have upon the main commercial operators standard fares;
- (g) The need to address the poor provision/lack of bus shelters and bus stop flags on certain routes, in particular the lack of shelters in Seaton Carew;



Examples of the poor provision of bus stop shelters and bus stop flags within Hartlepool

- (h) The concerns about the poor co-ordination of timetable changes, timetable information being difficult to read or placed too high on bus stop flags and the lack of available resources for improvements;

- (i) The lack of reduced fare schemes for young people aged 16-18 years old to access employment and education outside of the Hartlepool area;
- (j) The possibility of utilising the Council's transport facilities;
- (k) The concern expressed at the absence of the following services:-
 - (i) No.5 Service (Headland to West View after 5pm and to Doctors Surgery);
 - (ii) Park Road;
 - (iii) Bishop Cuthbert Housing Estate (as roads had yet to be adopted);
 - (iv) Victoria Harbour (possible funding from developer for services);
 - (v) Shuttle service from the Headland and West View into the Town Centre;
 - (vi) School service from Grange Road to High Tunstall;
 - (vii) Service from Morrisons to the Headland;
 - (viii) No direct service from Hartlepool to North Tees Hospital;
 - (ix) Services to both sides of the Marina; and
 - (x) St Luke's Church.
- (l) The need for low liner buses on all routes to ensure easier access to buses for disabled passengers;
- (m) The need for the provision of an interchange and/or a Town Centre bus station;
- (n) The need to actively promote transport services such as Dial a Ride and the provision from the voluntary sector;
- (o) The need to develop and promote incentive schemes to increase bus user patronage;
- (p) The need to improve the quality and comfort of buses; and
- (q) To continue to actively promote services with the delivery of marketing and advertising campaigns by Stagecoach, Arriva and Leven Valley.

16. CONCLUSIONS

16.1 The Neighbourhood Services Scrutiny Forum concluded:-

- (a) That improving the quality and provision of bus services is a key governmental priority which had resulted in the requirement of all Local Authorities to produce a Local Transport Plan and Bus Strategy every five years;
- (b) That the Government had outlined a target increase of 10% in the number of passenger journeys on buses in England by 2010, however within Hartlepool there had been a 3% decline per annum in bus user patronage during 2001 and 2005;
- (c) That the Authority commissioned the Tees Valley Quality Bus Network Review to address this decline but had yet to assess how the findings of the review impacted upon Hartlepool's bus service provision;
- (d) That all stakeholders had clear roles and responsibilities in relation to the provision and maintenance of bus services in Hartlepool;
- (e) That partnership working between the Authority and commercial operators was vital to the development of an integrated transport system within Hartlepool;
- (f) That a number of the town's bus stop shelters were of a poor standard (as a result of vandalism) and that shelters of a higher quality were only provided via Adshel, a sub contractor of the Authority, on routes that were commercially viable in terms of advertising opportunities;
- (g) That the Hartlepool Bus Quality Partnership and Traffic Liaison Group were clear mechanisms by which the Authority and commercial operators were able to engage in constructive dialogue about changes and developments to Hartlepool's bus service provision. However, a mechanism by which to consult with Elected Members was not in place;
- (h) That the Authority's Strategic Accessibility Assessment found that 99% of Hartlepool residents could access the town centre within thirty minutes by public transport but did not account for barriers to accessing bus services;
- (i) That the current bus service provision did not meet a variety of needs in relation to access to employment, education, healthcare, local shops and services and leisure facilities;
- (j) That a reduced fare scheme was in place to allow 16-18 year olds to access education and employment within Hartlepool;
- (k) That there were various barriers to accessing bus services for disabled individuals such as the concentration of low liner buses on commercially

viable routes, limited provision on buses for wheelchair users, illegal parking causing an obstruction to raised kerb access and timetable displays that are not easily accessible;

- (l) That the Authority had assumed responsibility for the provision of timetable information despite no legal obligation to do so. However, the Authority was responsible for the coordination of timetable information;
- (m) That a lack of resources within the Authority had resulted in the poor co-ordination of timetable information;
- (n) That the town's main commercial operator also provided timetable information in the form of leaflets and booklets;
- (o) That an enhanced Tees Valley wide concessionary fares scheme would commence in April 2006, funded by the Authority;
- (p) That the Authority subsidised 5% of the services that the main commercial provider operated;
- (q) That the cost of bus travel had increased in line with increased costs to commercial operators;
- (r) That in addition to the concessionary fares scheme funded by the Authority, various reduced fare ticketing schemes and free travel vouchers were offered by the main commercial operator to generate an increase in bus user patronage;
- (s) That the Authority could only negotiate with bus operators regarding the subsidy of services once bus contracts had been awarded through the tendering process;
- (t) That a lack of bus priority lanes, traffic calming measures, and new developments in the town without a bus service provision, impacted upon the levels of traffic congestion and the efficiency of services. In addition to this it was found that traffic congestion had serious environmental consequences;
- (u) That Darlington Borough Council's local bus service provision was very different to that in Hartlepool as it had multiple commercial operators and was in receipt of a significant amount of funding from the Department for Transport as part of the 'Town on the Move' scheme;
- (v) That consultation with members of the public highlighted that the lack of a bus station significantly impacted upon the decision to travel by bus;
- (w) That it was evident that the Council's transport facilities, Dial a Ride and community transport provision were under utilised within Hartlepool;

- (x) That the cancellation of a number of services resulted from subsidy being withdrawn due to a lack of available funding within the Council's budget;
- (y) That the Authority's current five year contract with the main commercial operator to subsidise socially necessary services was due to expire in August 2007;
- (z) That Stagecoach, as the main commercial operator, welcomed a working partnership with the Authority in order to deliver services that meet the needs of local bus users;
- (aa) That new developments such as the Victoria Harbour Development and the Bishop Cuthbert housing estate could result in an extension of Hartlepool's bus network and that commercial operators should be involved earlier in the planning negotiations; and
- (bb) That Members of the Forum, having received the evidence outlined above, did not believe that the de regulation of bus services, under the Transport Act 1985, was in Hartlepool's interest and had failed to improve the bus service provision within the town.

17. RECOMMENDATIONS

17.1 The Neighbourhood Services Scrutiny Forum has taken evidence from a wide range of sources to assist in the formulation of a balanced range of recommendations. The Forum's key recommendations to the Cabinet are as outlined below:-

- (a) That work be undertaken by the Authority to improve the infrastructure of the bus network in Hartlepool, with particular reference to:-
 - (i) improving the provision of bus stop shelters to ensure better waiting facilities (with a consideration of lighting and CCTV in shelters should resources be available);
 - (ii) new and innovative means of providing up to date timetable information and ensuring that such information is co-ordinated in a timely manner (with a consideration of the provision of information for blind individuals);
 - (iii) future improvements to the highways within Hartlepool to improve bus punctuality, for example bus priority lanes, where appropriate; and
 - (iv) the compilation of a rolling programme for the implementation of measures to aid easier access to buses for disabled users.

- (b) That the Authority enforces parking restrictions at bus stops to allow easier access for bus operators and disabled users;
- (c) That the possibility of utilising the Council's current transport provision, Dial a Ride and the voluntary sector provision, be explored as an alternative to subsidising individual routes, where appropriate;
- (d) That the Authority, in partnership with bus operators, promote the Tees Valley Wide free concessionary fares scheme, and progress aspirations to extend the scheme to County Durham in the future;
- (e) That the town's commercial operators, in partnership with the Authority, be encouraged to invest in marketing and publicity campaigns to improve the image of bus travel in order to increase bus user patronage;
- (f) That a formalised mechanism be established to engage the Authority, commercial operators and developers in early discussions of future planned developments within Hartlepool, to establish how the bus network may be extended to areas of new development prior to approval of planning applications, such as the Victoria Harbour Development;
- (g) That a mechanism be established to enable the Authority and commercial operators to consult with Elected Members in advance of the withdrawal of and/or major changes to bus services within Hartlepool;
- (h) That the Authority, through negotiation, awards future subsidised bus contracts that are mutually beneficial to the Authority and bus operators (with particular reference to the major tendering round in 2007);
- (i) That a reduced fares scheme to enable access to education and employment across the Tees Valley area for 16-18 year olds be explored;
- (j) That the discontinuation of individual services, together with a lack of provision in particular areas of the town, (paragraph 15. 4 refers) be addressed by the Authority in negotiation with commercial operators in order to reinstate or introduce services, where funding allows;
- (k) That the Authority explores a mechanism by which to lobby Central Government in relation to regulating the local bus service provision (that was de-regulated under the Transport Act 1985);
- (l) That the findings of the Tees Valley Quality Bus Network Review and their implications for Hartlepool be assessed; and
- (m) That the Authority submits a progress report on the recommendations contained within this report, within six months, to the Neighbourhood Services Scrutiny Forum.

18. ACKNOWLEDGEMENTS

- 18.1 The Committee is grateful to all those who have presented evidence during the course of our investigation. We would like to place on record our appreciation, in particular of the willingness and co-operation we have received from the below named:-

Hartlepool Borough Council:

Stuart Drummond - Elected Mayor

Councillor Robbie Payne – Cabinet Member Portfolio Holder for Culture, Housing and Transportation

Ian Parker - Director of Neighbourhood Services

Nick Clennett – Former Head of Technical Services

Mike Blair - Acting Transport and Traffic Manager

Ian Jopling - Transportation Team Leader

John Lewer - Public Transport Co-ordinator

External Representatives:

Iain Wright, MP for Hartlepool

Penny Marshall – Secretary to North East Regional Bus Forum/Officer of Government Office North East

Doug Elphee – Commercial Manager, Stagecoach North East

Peter Clark, Former Operations Manager, Stagecoach in Hartlepool

Paul Livesey, Operations Manager, Stagecoach in Hartlepool

Tim l'Anson, Secretary of the Transport and General Workers Union / Bus Driver, Stagecoach in Hartlepool

Clive Hopkinson, Transport Manager and colleagues from Darlington Borough Council

Members of the Public (including Resident Representatives)

**COUNCILLOR KEVIN CRANNEY
CHAIR OF THE NEIGHBOURHOOD SERVICES SCRUTINY FORUM**

March 2006

Contact Officers: Charlotte Burnham - Scrutiny Manager
Rebecca Redman –Temp Research Assistant (Scrutiny)
Chief Executive’s Department – Corporate Strategy
Hartlepool Borough Council
Tel: 01429 523087
Email: charlotte.burnham@hartlepool.gov.uk
Email: rebecca.redman@hartlepool.gov.uk

BACKGROUND PAPERS

The following background papers were consulted or referred to in the preparation of this report:-

- (i) Making Connections: Final Report on Transport and Social Exclusion – Social Exclusion Unit 2003.
- (ii) Report of the Scrutiny Manager entitled ‘Scrutiny Investigation into Hartlepool’s Bus Service Provision – Scoping Report’ presented to the Neighbourhood Services Scrutiny Forum of 19 August 2005.
- (iii) Presentation of the Director of Neighbourhood Services entitled ‘The Role of the Local Authority in providing Bus Services’ delivered to the Neighbourhood Services Scrutiny Forum of 5 September 2005.
- (iv) Presentation by the Operations Manager for Stagecoach in Hartlepool entitled ‘The Provision of Bus Services in Hartlepool - A View from Stagecoach’ delivered to the Neighbourhood Services Scrutiny Forum of 5 September 2005.
- (v) Report of the Scrutiny Manager and Scrutiny Support Officer entitled ‘Scrutiny Investigation into Hartlepool’s Bus Service Provision – Evidence from the Authority’s Portfolio Holder for Culture, Housing and Transportation’ presented to the Neighbourhood Services Scrutiny Forum of 14 October 2005.
- (vi) Report of the Scrutiny Manager and Research Assistant entitled ‘Scrutiny Investigation into Hartlepool’s Bus Service Provision – Evidence from Government Office North East’ presented to the Neighbourhood Services Scrutiny Forum of 11 November 2005.
- (vii) Presentation from the representative from Government Office North East/Secretary of the Regional Bus Forum to the Neighbourhood Services Scrutiny Forum of 11 November 2005.
- (viii) Presentation from the Authority’s Acting Transport and Traffic Manager and Public Transport Co-ordinator entitled ‘A General Guide to Public Transport Co-ordination’ delivered to the Neighbourhood Services Scrutiny Forum of 11 November 2005.
- (ix) Report of the Scrutiny Manager and Research Assistant entitled ‘Scrutiny Investigation into Hartlepool’s Bus Service Provision – Evidence from the

town's Member of Parliament' presented to the Neighbourhood Services Scrutiny Forum of 9 December 2005.

- (x) Report of the Scrutiny Manager and Research Assistant entitled 'Scrutiny Investigation into Hartlepool's Bus Service Provision – Evidence from the Authority's Elected Mayor' presented to the Neighbourhood Services Scrutiny Forum of 9 December 2005.
- (xi) Report of the Scrutiny Manager and Research Assistant entitled 'Scrutiny Investigation into Hartlepool's Bus Service Provision –Feedback from the Site Visit to Darlington Borough Council held on 16 January 2006' presented to the Neighbourhood Services Scrutiny Forum of 17 January 2006.
- (xii) Report of the Transportation Team Leader entitled 'Scrutiny Investigation into Hartlepool's Bus Service Provision- Hartlepool's Second Local Transport Plan' presented to the Neighbourhood Services Scrutiny Forum of 17 February 2006.
- (xiii) Report of the Transportation Team Leader entitled 'Scrutiny Investigation into Hartlepool's Bus Service Provision- Draft Bus Strategy Framework' presented to the Neighbourhood Services Scrutiny Forum of 17 February 2006.
- (xiv) Report of the Scrutiny Manager and Research Assistant entitled 'Scrutiny Investigation into Hartlepool's Bus Service Provision –Feedback from the Site Visit with Stagecoach held on 13 February 2006' presented to the Neighbourhood Services Scrutiny Forum of 17 February 2006.
- (xv) Report of the Research Assistant entitled 'Scrutiny Investigation into Hartlepool's Bus Service Provision –Evidence from Stagecoach' presented to the Neighbourhood Services Scrutiny Forum of 28 February 2006.
- (xvi) Report of the Research Assistant entitled 'Scrutiny Investigation into Hartlepool's Bus Service Provision –Focus Group Session with members of the public Feedback' presented to the Neighbourhood Services Scrutiny Forum of 28 February 2006.

SCRUTINY CO-ORDINATING COMMITTEE

7 April 2006



Report of: Scrutiny Manager

Subject: Second and Third Tier Officers Salary and Grading Review Scrutiny Referral – Employers’ Organisation Salary and Grading Structure Revised Recommendations: Covering Report

1. PURPOSE OF THE REPORT

1.1 To provide Members of this Committee with an advanced copy of the report to be presented to the meeting of Cabinet on 12 April 2006 outlining the revised Employers’ Organisation Salary and Grading Structure recommendations. Additional information was to be provided verbally from the Lead Officer during this meeting, to enable the Committee to formulate its conclusions and subsequent recommendations for consideration by Cabinet on 12 April 2006.

2. BACKGROUND INFORMATION

2.1 Members will recall that at the meeting of this Committee held on 13 January 2006, consideration was given to the process of the Second and Third Tier Officers Salary and Grading Review currently being undertaken by the Employers’ Organisation.

2.2 At a further meeting of this Committee on 24 February 2006, consideration was also given to the Employers’ Organisation findings and recommendations. At this meeting Members were informed of the anomalies within the findings, hence it was agreed that the Employers’ Organisation were to re-visit such issues resulting in their revised report being considered by this Committee at its meeting on 7 April 2006.

2.3 As per the agreed Timetable and Terms of Reference for this Scrutiny Referral, consideration at this meeting is to be given to the revised Employers’ Organisation Salary and Grading Structure recommendations,

attached as **Appendix A**, an advance copy of Cabinet report together with various appendices.

- 2.4 Arrangements have also be made for the Director of Neighbourhood Services (Lead Officer for this Review), to outline the proposed recommendations of the Employers' Organisation and to clarify any issues that may arise from such discussion. Members will recall that at the meeting of this Committee held on 24 February 2006, it was agreed by all present that it was not necessary for the representative from the Employers' Organisation to be in attendance at this meeting.
- 2.5 Given the very nature of this Review, it has been necessary for specific appendices attached to this covering report to be classified as exempt information under Schedule 12A of the Local Government Act 1972, namely the information that relates to individual employees or information that can easily identify an individual employee by job title/position. As a result of this, such appendices have been distributed solely to Elected Members of this Committee.

3. RECOMMENDATIONS

3.1 That Members of the Scrutiny Co-ordinating Committee:-

- (a) consider the recommendations of the Employers' Organisation in relation to the proposed salary levels for second and third tier officers employed by the Authority (to be implemented from 1 April 2006);
- (b) formulates this Committee's verbal conclusions and subsequent recommendations at this meeting, as part the timetable of this Scrutiny Referral, to be incorporated into a Final Report for consideration by the Cabinet on 12 April 2006 (as per the extended prescribed timescale of the Scrutiny Referral); and
- (c) agrees to the Chair of Scrutiny Co-ordinating Committee having delegated authority to approve the finalised content of the Final Report of this Committee, due to the tight deadline for its submission to Cabinet on 12 April 2006.

Contact Officers:- Charlotte Burnham – Scrutiny Manager
Chief Executive's Department - Corporate Strategy
Hartlepool Borough Council
Tel: 01429 523 087 / 523 647
Email: charlotte.burnham@hartlepool.gov.uk

BACKGROUND PAPERS

The following background papers were used in the preparation of this report:-

- (i) Report of the Scrutiny Manager entitled 'Scrutiny Referral: Second and Third Tier Officers Salary and Grading Review – Scoping Report' presented to the Scrutiny Co-ordinating Committee on 20 December 2005.
- (ii) Report of the Scrutiny Manager entitled 'Second and Third Tier Officers Salary and Grading Review Scrutiny Referral – Employers' Organisation Salary and Grading Structure Recommendations: Covering Report' presented to the Scrutiny Co-ordinating Committee on 24 February 2006.
- (iii) Minutes of the Scrutiny Co-ordinating Committee held on 20 December 2005, 13 January 2006 and 24 February 2006.

CABINET REPORT

Advance Copy for Scrutiny Co-ordinating Committee



Report of: Director of Neighbourhood Services

Subject: 2ND AND 3RD TIER CHIEF OFFICER SALARY REVIEW

SUMMARY

1. PURPOSE OF REPORT

The purpose of this report is to recommend new salary levels for 2nd and 3rd tier chief officers working for the Council.

2. SUMMARY OF CONTENTS

The report contains the details of a review of 2nd and 3rd Tier Chief officers and recommends changes to the salary levels to take effect from 1st April 2006.

3. RELEVANCE TO CABINET

The Portfolio Holder for Performance Management and Finance has approved the process and timetable for the review but considered that the final decision regarding salary levels should be made by Cabinet.

4. TYPE OF DECISION

This is a non-key decision.

5. DECISION MAKING ROUTE

This is an Executive function and Cabinet will make the decision.

6. DECISION(S) REQUIRED

The Cabinet is recommended to approve:

1. That the new salaries as recommended by the Employers Organisation be approved to apply from 1st April 2006.
2. That any significant changes to the role of a 2nd or 3rd tier officers be referred to the Employers Organisation for evaluation using the same methodology as has been used for this review.
3. That, in accordance with the approved remuneration strategy, these salaries be reviewed in full in three years time. If an earlier review is thought to be advisable then approval of Cabinet should be sought.

Report of: Director of Neighbourhood Services

Subject: 2ND AND 3RD TIER CHIEF OFFICER SALARY REVIEW

1. PURPOSE OF REPORT

1.1 The purpose of this report is to recommend new salary levels for 2nd and 3rd tier Chief Officers working for the Council.

2. BACKGROUND

2.1 The Portfolio Holder for Performance Management considered a report on 11th November 2005 recommending that 2nd and 3rd tier Chief Officers salaries be reviewed. A copy of the report is attached as **Appendix 1** of this report.

2.2 The Portfolio Holder:

- (a) Noted the arrangements made to date and approved the timescale and process for the review.
- (b) Approved the third option, i.e. the salary levels, when agreed upon, should apply from 1st April 2006, as this would be the month following the anticipated completion of the review.
- (c) Requested that the Scrutiny Co-ordinating Committee be asked to examine the recommendations of the Employers Organisation.
- (d) That Scrutiny Co-ordinating Committee be asked to complete their examination by 10th February 2006.
- (e) That, on completion of the examination, the Scrutiny Co-ordinating Committee be requested to report their recommendations to Cabinet.

2.3 Since then, due to the timing of the various meetings, he has further agreed that the deadline for Scrutiny to complete their review should be extended to 24th February 2006.

2.4 As the Chief Personnel Officer is one of the posts whose salary was to be reviewed it was not appropriate for her to lead or participate in the review. The Director of Neighbourhood Services has therefore been the lead officer managing the process.

- 2.5 A copy of the management structure for each department is included in **Appendix 2**. This includes a summary statement of the scope of each post. Two posts within the structures (NS7 and RP4) have not been covered by this salary review as although technically at second tier level they are not on Chief Officer salary scales.
- 2.6 The posts reviewed are those approved in the new corporate structure on 7 March 2004. A schedule of those posts is included in **Appendix 4** of this report. Three of the posts (those at 3rd tier level within the Chief Executives Department – refs CEX6, 7 and 8) are not included in this schedule as the review of structure only contained details of the top two tiers of the Council.

Appendix 4 – Schedule of Posts Approved in New Corporate Structure – **This item contains exempt information under Schedule 12A Local Government Act 1972, namely information relating to a particular employee, former employee or applicant to become an employee of the Council (para 1)**

- 2.7 The post of Chief Procurement Officer (Ref 45 in Appendix 4) was approved within the structure but was subsequently combined with the Head of Property Services post in Neighbourhood Services (NS4) resulting in the saving of a post.
- 2.8 As the titles of some posts have changed I have added a new reference to each post within the table and structures shown in Appendices 2 and 4 and I have also added this new reference to the list of posts in the summary table of posts evaluated, which is contained in paragraph 3.3 of this report.

3. FINDINGS OF THE REVIEW

- 3.1 The Employers Organisation (EO) have completed their analysis by following the Hay methodology. The process involves:
1. Considering the job descriptions and person specifications for all of the posts.
 2. Considering an evaluation questionnaire completed by each of the Chief officers (or their appropriate director in the case of vacant posts). Each questionnaire is approved and signed off by the appropriate director.
 3. All of the information is then considered simultaneously by a panel who agree an evaluation score for each post.
 4. A salary range relating to the range of point scores is then recommended by benchmarking against other similar posts that the EO have evaluated recently. Specific attention is placed upon regional salary levels in this benchmarking exercise.

- 3.2 It must be emphasised that it is the content of the duties and responsibilities attached to each post that is evaluated, not the way the individual post holder discharges those duties.
- 3.3 The EO have submitted their report (see **Appendix 5i**) with recommendations, and have proposed the following (see **Appendix 5ii**).
- 3.4 The salary bandings recommended by the Employers Organisation are attached at **Appendix 5iii**).

Appendix 5i, 5ii and 5iii – Recommendations of the Employers Organisation – **This item contains exempt information under Schedule 12A Local Government Act 1972, information relating to consultations or negotiations, or contemplated consultations or negotiations in connection with a labour relations matter arising between the Council, or a Minister of the Crown and employees of, or office holders under, the Council (para 11)**

- 3.5 The cost of the Employers Organisation input to this review is approximately £23,000, including the attendance at the scrutiny meetings. They were engaged as there is no specific experience within the Council in undertaking reviews of Chief Officer salaries and no detailed benchmarking information. This was endorsed by the Portfolio Holder for Performance Management at his meeting on 11th November 2005.

4. IMPLICATIONS

4.1 Financial

The current salaries of all of these posts are currently covered within departmental salary budgets. If the recommendations are approved, the overall financial impact will be £81,000 initially and potentially £243,000 and comparing the salaries at the top of the current grade and the proposed grade. All salary budgets have to have scope to accommodate incremental uplifts to salaries and there is no separate financial provision for a salary increase. If approved, the new salaries will have to be accommodated within the existing salary budgets. The saving of not having appointed a separate Chief Procurement Officer will have produced a saving of around £87,500 at the top of Band B.

4.2 Risks

(i) Key Risks Associated with Implementing the Review

- **Pressure on departmental salary budgets:** The review will place and upward pressure on salary budgets in each department which will have to be met by efficiencies or other savings. The Directors are aware of this risk.
- **Public dissatisfaction:** It is likely that proposals to increase the salary levels of senior managers will attract some criticism from residents of the town particularly against the backdrop of an increase in Council Tax.

(ii) Risks Associated with not implementing the Review

- **Risk of losing Chief Officers currently in post:** Not implementing the review will increase the likelihood that Chief Officers currently in post will leave for jobs with other Councils who may offer higher salaries. This would reduce the capacity of the Council to deliver services and carry a cost of recruitment into vacant posts.
- **Risk of not recruiting to posts currently vacant:** There are a number of Assistant Director posts still out to advertisement and there is a risk that the Council will not be able to appoint to at least some of the posts. The cost of an interim manager through a consultancy to cover posts at this level is typically around £500 - £600 per day, the cost of advertising to recruit to a post is between £5,000 and £10,000 and a recruitment process using specialist recruitment consultants is typically of the order of £20,000.
- **Failure or reduction in service delivery:** If it is not possible to recruit to some of the vacant posts then service delivery will be affected. Back-filling arrangements, which can prove expensive, can reduce this impact but frequent changing of Chief Officers is likely to adversely affect service delivery, particularly over the medium to long term.

5. CONSULTATION

- 5.1 The Scrutiny Co-ordinating Committee have been asked to comment on the review and will present their findings to the Cabinet at its meeting. A summary of the process they have followed has been included in **Appendix 3** to the report.

- 5.2 The Chief Officers affected by the review have been given a draft of this report and Appendices 1-5 on 29th March 2006 and asked for any comments by 7th April 2006. I have attached the comments received in **Appendix 6** (to follow).

Appendix 6 – Comments of Chief Officers Affected by the Review – **This item contains exempt information under Schedule 12A Local Government Act 1972, namely information relating to a particular employee, former employee or applicant to become an employee of the Council (para 1)**

- 5.3 The Chief Executive and four Directors have considered the proposals and support the implementation of the review.

6. RECOMMENDATIONS

The Cabinet is recommended to approve:

1. That the new salaries, as recommended by the Employers Organisation, be approved to apply from 1st April 2006.
2. That any future significant changes to the role of a 2nd or 3rd tier Chief Officers be referred to the Employers Organisation for evaluation using the same methodology as has been used for this review.
3. That, in accordance with the approved remuneration strategy, these salaries be reviewed in full in three years time. If an earlier review is thought to be advisable then approval of Cabinet should be sought.

**PERFORMANCE MANAGEMENT AND FINANCE
PORTFOLIO**

Report To Portfolio Holder

11 November 2005



Report of: Director of Neighbourhood Services

Subject: 2ND AND 3RD TIER OFFICER SALARY AND
GRADING REVIEW

SUMMARY

1. PURPOSE OF REPORT

This report is to set out the process for reviewing the salaries of the 2nd and 3rd Tier Officers who are employed by the Council.

2. SUMMARY OF CONTENTS

The report sets out the suggested process and timescale for the review.

3. RELEVANCE TO PORTFOLIO MEMBER

The Portfolio Holder has responsibility for human resources issues.

4. TYPE OF DECISION

This is a non-key decision.

5. DECISION MAKING ROUTE

The Portfolio Holder will make the decision.

6. DECISION(S) REQUIRED

The Portfolio Holder is requested to approve the process and timescale for the review and to request the Scrutiny Co-ordinating Committee to contribute to the review.

Report of: Director of Neighbourhood Services

Subject: 2ND AND 3RD TIER OFFICER SALARY AND GRADING REVIEW

1. PURPOSE OF REPORT

1.1 This report is to set out the process for reviewing the salaries of the 2nd and 3rd Tier Officers who are employed by the Council.

2. BACKGROUND

2.1 The Council last reviewed the salary of the 2nd and 3rd Tier Chief Officers during late 1998/early 1999.

2.2 The Council's remuneration strategy states that 2nd and 3rd Tier salaries should be reviewed every three years.

2.3 Salaries have not been reviewed since 1999 due primarily to the changes that have taken place in the Council and its senior managementsince then.

2.4 Now that the Corporate Restructure has been agreed and is being implemented and the Council now has its Corporate Directors in place, it is necessary to undertake and complete the review of 2nd and 3rd Tier Chief Officer's salaries.

3. PROPOSED PROCESS AND ISSUES

3.1 As the Chief Personnel Services Officer is a 2nd Tier Chief Officer, it is not appropriate for her to advise the Council in respect of this process. The Director of Neighbourhood Services has been identified as the Corporate Director who will lead the process.

3.2 The Employers Organisation has been appointed to undertake the technical evaluation of the salaries and recommend an appropriate salary and grading structure. This was the process that was followed in 1999 and the Employers Organisation also advised the Council recently when salary levels for Directors were reviewed.

3.3 The Employers Organisation is expected to provide evaluation results and recommend a salary and grading structure by mid-January.

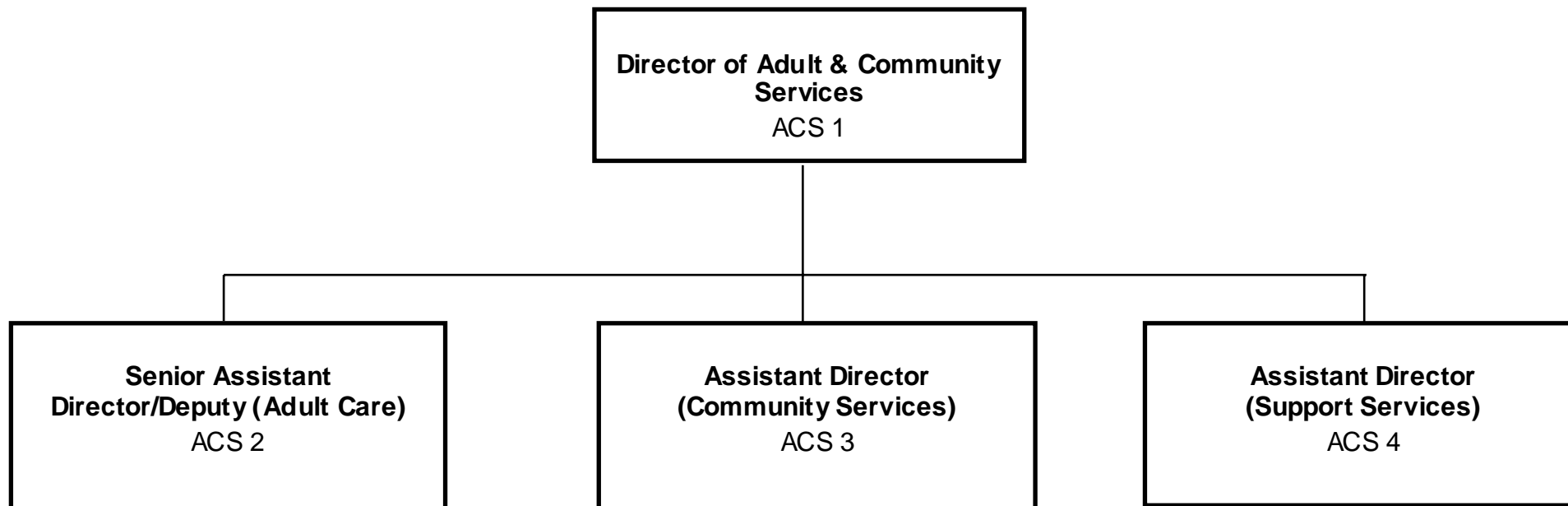
- 3.4 The Portfolio Holder needs to decide when the salary levels should apply from. The three main options are:
- 1 July 2005 (backdated) as this was the date the corporate restructure was implemented.
 - 1 December 2005 as this is the month following the commencement of the review.
 - 1 April 2006 as this is the month following the anticipated completion of the review.
- 3.5 The Portfolio Holder needs to consider the potential role for Scrutiny in this evaluation. By agreement of the Scrutiny Co-ordinating Committee it may be possible to request them to examine the recommendations of the Employers Organisation prior to you making a decision. In order to fit in with this timetable a strict completion date should be set for the scrutiny process and it is suggested that this is 10 February 2006.
- 3.6 The Portfolio Holder could then make a final decision at the meeting in March although it may be considered appropriate to refer the final recommendations and the findings of Scrutiny to Cabinet for a final decision.

4. RECOMMENDATIONS

The Portfolio Holder is recommended to:

- 4.1 Note the arrangements made to date for this review and approve the timescale and process for the review.
- 4.2 Decide on the date from which the new salary levels will apply.
- 4.3 Request the Scrutiny Co-ordinating Committee to examine the recommendations of the Employers Organisation prior to considering the recommendations.
- 4.4 That Scrutiny Co-ordinating Committee be asked to complete their examination by 10 February 2006.
- 4.5 Give consideration as to whether it is appropriate to make the decision himself or refer it to Cabinet.

Appendix 2



JOB TITLE: Assistant Director - Adult Care ACS 2

REPORTS TO: Director of Adult and Community Services

DATE: 9th November 2005

1 PURPOSE OF JOB

- To be responsible for the delivery of effective social care to people in Hartlepool, within legislative requirements and council policies and priorities; partnership working with the NHS and other agencies; lead on strategic planning for agreed user groups(s); work-force development; Department quality strategy; public information. To deputise for the Director.

JOB TITLE: Assistant Director (Community Services) ACS 3

REPORTS TO: Director of Adult & Community Services

DATE: 17/11/05

1 PURPOSE OF JOB

- To ensure management and delivery of effective Community Services to people in Hartlepool. Ensuring the delivery meets statutory obligations, legislative requirements and policy objectives, optimising service performance, use of available resources and commitment to continuously improve.
- The Assistant Director (Community Services) is responsible for – Culture, Heritage & Grants, Sports & Recreation, Parks & Countryside, Library Services, Tees Archaeology and Adult Education.

JOB TITLE: Assistant Director Support Services ACS 4

REPORTS TO: Director of Adult and Community Services

DATE: 18th November 2005

1 PURPOSE OF JOB

- To be responsible for support services; strategic resource management and planning; and commissioning and review capacity for the Department

Chief Executive
CEX 1

Chief Financial Officer
CEX 2

**Chief Personnel
Services Officer**
CEX 3

**Assistant Chief
Executive**
CEX 4

Chief Solicitor
CEX 5

**Assistant Chief
Financial Officer
(Financial Services)**
CEX 6

**Assistant Chief
Financial Officer
(Corporate Finance)**
CEX 7

**Legal Services
Manager**
CEX 8

JOB TITLE: Chief Financial Officer CEX 2

REPORTS TO: Chief Executive

DATE: 14 November 2005

1 PURPOSE OF JOB

- To participate in the corporate management and leadership of the council through the provision of financial advice and information to council, cabinet, members, Directors and senior officers.
- To ensure the financial management and standing of the council are to the highest standards and consistent with the statutory duties under Section 151 (et al) and the CIPFA code of practice for Chief Financial Officers

JOB TITLE: Chief Personnel Services Officer CEX 3

REPORTS TO: Chief Executive

DATE: 14 November 2005

1 PURPOSE OF JOB

- Participate in the corporate management of the authority by providing advice and information to Members and senior officers.
- Develop a HR framework that complements the authority's corporate plans and the change and improvement agenda in the public sector.
- Manage HR and central service and lead on corporate initiatives

JOB TITLE: Assistant Chief Executive CEX 4

REPORTS TO: Chief Executive

DATE: 17th November 2005

1 PURPOSE OF JOB

- To provide direct support to the Chief Executive in the strategic management and development of the authority through the identification, corporate and political negotiation and agreement, and implementation of programmes of improvement and change. To advise members, senior officers and the Chief Executive on corporate and strategic issues, to co-ordinate implementation of those strategies and the monitoring and review thereof, and to manage and develop a range of corporate services (strategic planning and performance, scrutiny, consultation and complaints, public relations, democratic services, e-government), external partnerships / contracts (ICT provider) and services to the public (registrars).

JOB TITLE: Chief Solicitor CEX 5

REPORTS TO: Chief Executive

DATE: November 2005

1 PURPOSE OF JOB

- To provide, through the Council's Legal Division, a full legal service to the Council, the executive, their committees, sub-committees and officers;
- To act as the Council's Monitoring Officer (s.5 Local Government & Housing Act 1989);
- To be responsible for the conduct of Parliamentary, European and Local elections, and referendums and to act as the Electoral Registration Officer.
- To contribute to the development of Council policy and strategy as a member of the Council's Corporate Management Team.

JOB TITLE: Assistant Chief Financial Officer (Financial Services) CEX 6

REPORTS TO: Chief Financial Officer

DATE: 14th November 2005

1 PURPOSE OF JOB

- Assist the Chief Financial Officer in corporate activities and developments and as Deputy Proper Officer, undertake those duties as set out in Section 151 of the Local Government Finance Act 1972 et al and set down in the Council's Standing Orders and Financial Procedure Rules.
- Lead and manage the Revenues, Benefits, Payments and Insurance services provided by the Finance Division, co-ordinating, and developing high quality customer centred services, innovatively in line with the Council's corporate Best Value Performance Plan, ICT Strategy and, E govt agenda.

JOB TITLE: Assistant Chief Financial Officer (Corporate Finance) CEX 7

REPORTS TO: Chief Financial Officer

DATE: 11th November 2005

1 PURPOSE OF JOB

- To develop and co-ordinate the establishment and implementation of appropriate policies and practices in relation to medium term financial planning, corporate governance and safeguarding public assets. Assist the Chief Financial Officer in the delivery of his responsibilities in relation to the provision of corporate financial services to the Council and its departments. Manage and develop the Accountancy and Internal Audit sections of the division.

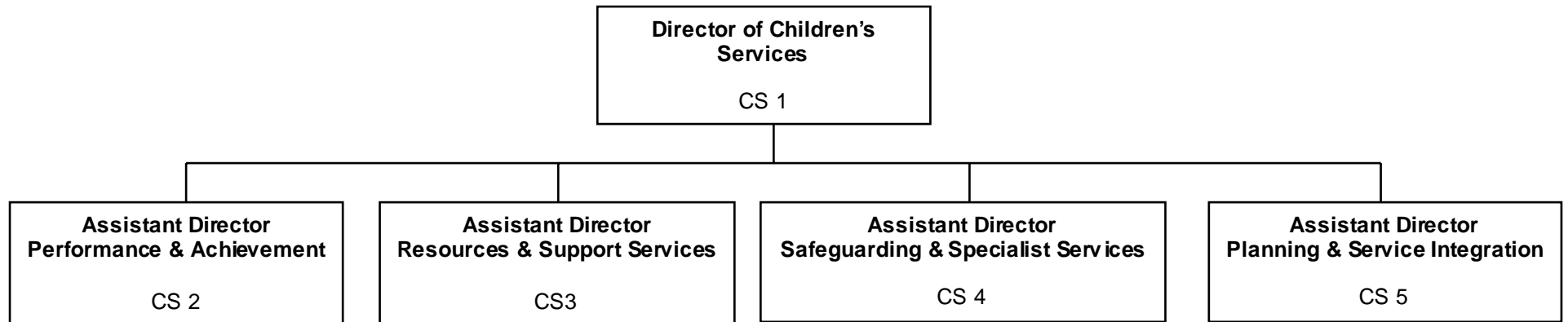
JOB TITLE: Legal Services Manager CEX8

REPORTS TO: Chief Solicitor

DATE: 18 November 2005

1 PURPOSE OF JOB

- To manage the Legal Services Division within the Chief Executive's Department of the Borough Council, including the coordination and control of day to day work and the supervision of staff in respect of discipline, recruitment and control.
- In conjunction with the Chief Solicitor, to manage the legal affairs of the Council, through advice to the Council (through its Executive, Regulatory/Advisory Committees, Sub-Committees, Working Groups, Representative Bodies etc) as to the legal implications of its policies and strategies. Responsible for undertaking legal work associated with the functionality of a Unitary Authority.



JOB TITLE: Assistant Director – Performance and Achievement CS 2

REPORTS TO: Director of Children’s Services

DATE: November 2005

1 PURPOSE OF JOB

- Implement the vision and core values of the Council and provide a clear sense of direction, optimism and purpose across the Performance and Achievement Division of Children’s Services.
- Work with colleagues across the Council and the town to develop a Community Strategy which improves the quality of life for Hartlepool people. Identify and lead those elements of the strategy which the Children’s Services Department of the Council have responsibility for. Identify and support other elements to which the Department will contribute and participate.
- Deliver on the five outcomes for children and young people and promote integrated and efficient models of service delivery.
- Ensure delivery of effective services (within allocated budgets and meeting statutory obligations and policy objectives) for:
 - School improvement
 - All pupils, but specifically those who are vulnerable
 - Lifelong learning
 - Performance and review (self-evaluation/APA/JAR)
 - Governor support
 - Partnerships and regeneration
 - Workforce development
 - Deputise for the Director

JOB TITLE: Assistant Director – Resources and Support Services CS 3

REPORTS TO: Director of Children’s Services

DATE: November 2005

1 PURPOSE OF JOB

- Support the Director and the Executive in implementing the vision and core values of the Council and provide a clear sense of direction, optimism and purpose across the Resources and Support Services Division;
- take responsibility across the Children’s Services Department for financial and resource management and general support services, including performance and management data;
- provide strategic leadership in relation to asset management, school place planning (including Building Schools for the Future), Health and Safety, risk management and ICT;
- ensure statutory duties within the remit of the post are met.

**JOB TITLE: Assistant Director – Safeguarding and Specialist Services
CS 4**

REPORTS TO: Director of Children’s Services

DATE: November 2005

1 PURPOSE OF JOB

- Support the Director and the Executive in implementing the vision and core values of the Council and provide a clear sense of direction, optimism and purpose across the Safeguarding and Specialist Services Division;
- develop procedures to safeguard children and protect their welfare;
- promote the health, care and education of Looked After Children and children in need;
- provide strategic leadership in relation to fostering, adoption and corporate parenting;
- develop new models of governance, commissioning and delivery of specialist services;
- ensure statutory duties within the remit of the post are met.

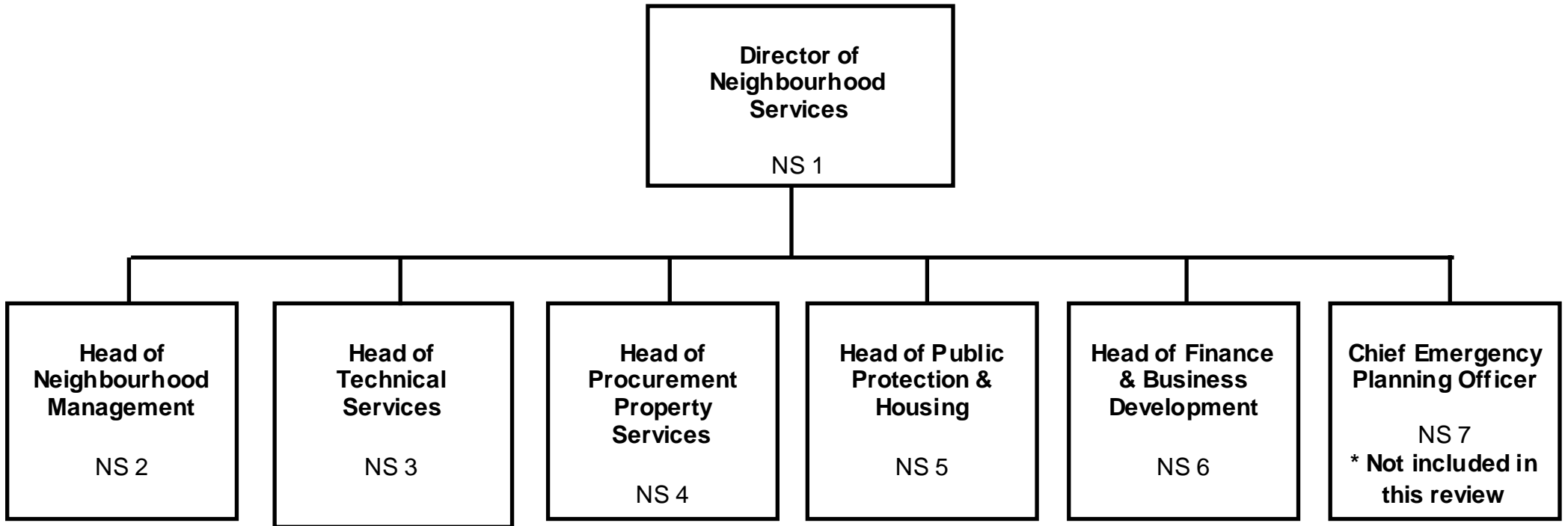
JOB TITLE: Assistant Director – Planning and Service Integration CS 5

REPORTS TO: Director of Children’s Services

DATE: November 2005

1 PURPOSE OF JOB

- Support the Director and the Executive in implementing the vision and core values of the Council and provide a clear sense of direction, optimism and purpose across the Planning and Service Integration Division;
- take the lead on developing the planning framework for Children’s Services and service integration including Children’s Centres and Extended Schools. The planning framework includes the town-wide Children and Young People’s Plan, the departmental strategic and operational plan and plans relating to the individual service areas within the remit of the post;
- provide leadership for the Children’s Fund, the Youth Service, the Sure Start Team, Childcare, Play, Access to Learning, the Acorn Team, the SEN team and the Education Psychology Team;
- ensure statutory duties within the remit of the post are met.



**Director of
Neighbourhood
Services**

NS 1

**Head of
Neighbourhood
Management**

NS 2

**Head of
Technical
Services**

NS 3

**Head of
Procurement
Property
Services**

NS 4

**Head of Public
Protection &
Housing**

NS 5

**Head of Finance
& Business
Development**

NS 6

**Chief Emergency
Planning Officer**

NS 7
* Not included in
this review

JOB TITLE: Head of Neighbourhood Management NS 2

REPORTS TO: Director of Neighbourhood Services

DATE: 23.11.2005

1 PURPOSE OF JOB

- To manage all Direct Service provision within the Neighbourhood Services department.
- To manage the Council's environmental enforcement and warden service provision.
- To develop and manage Neighbourhood Management throughout the borough.
- To control the Council's waste management function.
- In the absence of the Director of Neighbourhood Services to act for him across the department.
- To make a major contribution to the strategic planning process of the Council and Neighbourhood Services through membership of the Neighbourhood Services management team.

JOB TITLE: Head of Technical Services NS 3

REPORTS TO: Director of Neighbourhood Services

DATE: 6/12/2005

1 PURPOSE OF JOB

- Ensure the delivery of Technical Services within allocated budgets in the following areas. Ensure delivery meets any statutory obligations and policy objectives, optimising service performance, and the use of available resources (Technical Services has responsibility for highway management and maintenance, traffic and transportation, road safety, car parking, civil engineering services and management of the Councils vehicle fleet).
 - Contribute to the development of locally co-ordinated town care services
 - Provide engineering and other technical advice to the Council
 - Develop and implement strategies which will meet the highway, traffic and transport needs of the Borough, specifically:-
 - the Hartlepool Local Transport Plan.
 - a Transport Asset Management Plan
 - a highway asset management Plan
 - Act as lead officer for the Council on the Tees Valley Chief Engineers group and any other relevant networks.
 - Represent the Council in discussions, negotiations with Government Office North East and other regional agencies where necessary.

JOB TITLE: Head of Procurement and Property Services NS 4

REPORTS TO: Chief Executive and Director of Neighbourhood Services
(Double Role)

DATE: 17th November 2005

1 PURPOSE OF JOB

- To develop the role of Corporate Property Officer, and establish and manage a strategic framework and property management service for the Council's corporate land and property assets.
- To ensure that the Council's statutory obligations including Health and Safety requirements in relation to land and property are fully discharged.
- To develop and manage the Council's Corporate Procurement function establishing best practice procurement strategies, policies, procedures and standards to ensure that the Council delivers Best Value and achieves efficiency savings.
- To manage the Building Maintenance, Stores and Building Consultancy Direct Service provision within the Neighbourhood Services department.
- In the absence of the Director of Neighbourhood Services to act for him as required.
- To make a major contribution to the strategic planning processes of both the Council, Neighbourhood Services and the Chief Executives Department via membership of their respective management teams.

JOB TITLE: Head of Public Protection & Housing NS 5

REPORTS TO: Director of Neighbourhood Services

DATE: 15.11.2005

1 PURPOSE OF JOB

- To manage and develop the functions of the Public Protection & Housing Division thereby safeguarding the quality of life of Hartlepool people through effective application of legislation, persuasion and education.
- To ensure the housing needs of the town are met.

JOB TITLE: Head of Finance and Business Development NS 6

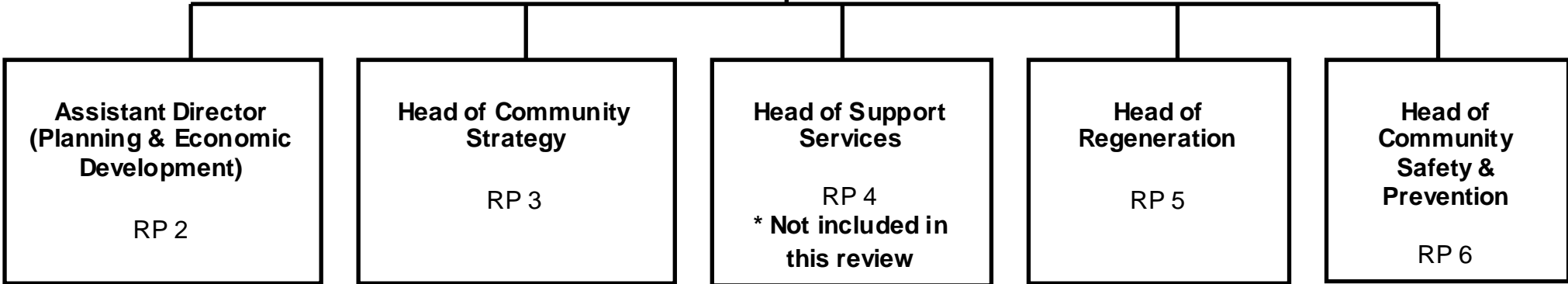
REPORTS TO: Director of Neighbourhood Services

DATE: 14/11/2005

1 PURPOSE OF YOUR JOB

- To co-ordinate and direct the efficient and effective provision of all financial, administrative and IT based services within the Neighbourhood Services Department. To monitor and advise on all financial and budget issues within the department. To advise on all new and potential legislative and operational changes that could impact on the financial position of the department.
- To lead on the development of business (trading) initiatives designed to increase the profitability of the trading accounts of the department. To actively seek new areas of trading activity and increase the customer base from its current level.
- To act, on behalf of the CFO, on all financial matters appertaining to the operation and financial viability of the departments trading activities.

**Director of
Regeneration &
Planning Services**
RP 1



**Assistant Director
(Planning & Economic
Development)**
RP 2

**Head of Community
Strategy**
RP 3

**Head of Support
Services**
RP 4
*** Not included in
this review**

**Head of
Regeneration**
RP 5

**Head of
Community
Safety &
Prevention**
RP 6

JOB TITLE: Assistant Director (Planning and Economic Development)
RP 2
REPORTS TO: Director of Regeneration and Planning Services
DATE: 15 November 2005

1 PURPOSE OF JOB

- To lead and manage the Planning and Economic Development Division of the Department.
- To assist and act as the primary deputy for the Director in the leadership and management of the Department.

JOB TITLE: Head of Community Strategy RP 3
REPORTS TO: Director of Regeneration and Planning Services and
Chair of Hartlepool Partnership Board
DATE: November 2005

1 PURPOSE OF JOB

- To lead the preparation and implementation of the Community Strategy, Neighbourhood Renewal Strategy and the Local Area Agreement.
- Direct the work of the Hartlepool Partnership and enable Hartlepool Borough Council to fulfil its role as Community Leader.

JOB TITLE: Head of Regeneration RP 5

REPORTS TO: Director of Regeneration & Planning Services

DATE: November 2005

1 PURPOSE OF JOB

To manage the following sections of the department :

- (a) the Planning Policy & Information Team, leading on local plan preparation including the preparation, development and monitoring of statutory and other planning policy documents within the new Local Development Framework. (Also the carrying out of Planning Searches).
- (b) the Housing Market Renewal Team, leading on the strategic development and implementation of housing market renewal and restructuring in the town and securing resources (Single Housing Investment Pot and Housing Market Renewal & private funding) in support of the programme.
- (c) the Regeneration Team, leading on the development of bids for resources under a wide range of external funding programmes (SRB, ERDF, NDC, Coastal Arc and Single Programme) and providing management support to a wide range of regeneration project and area-based initiatives. Also providing essential input into the Community Strategy and work of the LSP in key areas, particularly in relation to regeneration policy, neighbourhood renewal strategy and preparation of Neighbourhood Action Plans.

JOB TITLE: Head of Community Safety & Prevention RP 6

REPORTS TO: Director of Regeneration & Planning Services

DATE: Revised 25th November 2005

1 PURPOSE OF JOB

- To provide the Council's policy lead role for community safety (i.e. to reduce and prevent crime, disorder/anti-social behaviour, drug use, youth offending and fear of crime.)
- The Safer Hartlepool Partnership encompasses the statutory Crime and Disorder Reduction Partnership, Drugs Action Team and Youth Offending Steering Group. As lead officer for this Partnership, I am responsible for determining and delivering the strategic direction and development of all Partnership activities on behalf of the Responsible Authorities (Council, Police, Primary Care Trust, Fire Authority and Police Authority).

To implement legal requirements in Crime and Disorder Act 1998 (as amended), Anti-social Behaviour Act 2003 and other relevant legislation in relation to crime prevention, partnership working, anti-social behaviour and youth offending.

Appendix 3

REVISED TIMETABLE OF THE SCRUTINY REFERRAL

Detailed below is the agreed timetable for the 'referral' to be undertaken, in light of the completion date prescribed by the Cabinet Member Portfolio Holder for Finance and Performance Management:

20 December 2005 – 'Scoping of the Scrutiny Referral/Enquiry' - Formal Meeting of the Committee to agree the proposed Terms of Reference/timetable for the referral.

(9 January 2006 – Report of the Scrutiny Manager to the Finance and Management Portfolio to request extension to timescale for completion of referral from 10 February 2006 to 24 February 2006 in light of availability of information etc).

13 January 2006 – Representative from the Employers Organisation to provide evidence in relation to the review's process being undertaken.

24 February 2006 – Consideration of the Employers Organisation Report with particular focus on the recommended salary and grading structure.

13 March 2006 – Report of the Director of Neighbourhood Services to Finance & Performance Management Portfolio to request extension to timescale for completion to be referred to that of 12 April 2006, in light of the anomalies within the Employers Organisation Report (approved).

7 April 2006 - Revisions to the Employers' Organisation report to be considered by Scrutiny Co-ordinating Committee. SCC to formulate its formal response verbally during this meeting to form the content of the written response to be approved under delegated authority of the Chair of Scrutiny Co-ordinating Committee.

12 April 2006 – Consideration of Committee's final report into the Second and Third Tier Officer Salary and Grading Review by the Cabinet.