

# SCRUTINY CO-ORDINATING COMMITTEE AGENDA



Friday 28 November 2008

at 2.00 pm

in the Council Chamber  
Civic Centre, Hartlepool

SCRUTINY CO-ORDINATING COMMITTEE:

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

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

1. **APOLOGIES FOR ABSENCE**
2. **TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**
3. **MINUTES**

To confirm the minutes of the meetings held on 31 October 2008 and 7 November 2008 (*to follow*)

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 The Executive's Forward Plan – *Scrutiny Manager*

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

- 7.1 Local Area Agreement Annual Review and Refresh – *Principal Policy Officer, Community Strategy*

**Budget and Policy Framework Initial Consultation Proposals 2009/10:-**

- 7.2 Chief Executive's Department: Budget and Policy Framework Initial Consultation Proposals 2009/10 – *Scrutiny Manager*
- 7.3 Feedback from the Authority's Overview and Scrutiny Committees: Initial Budget and Policy Framework Consultation Proposals 2009/10 – *Chairs of the Overview and Scrutiny Committees*

**8. CONSIDERATION OF FINANCIAL MONITORING / CORPORATE REPORTS**

- 8.1 Quarter 2 – Capital and Accountable Body Programme Monitoring Report 2008/09 – *Chief Financial Officer*
- 8.2 Quarter 2 – Corporate Plan and Revenue Financial Management Report 2008/09 – *Chief Financial Officer / Assistant Chief Executive*

**9. ITEMS FOR DISCUSSION**

- 9.1 Final Report – Hartlepool Borough Council's Foster Care Service – *Chair of the Children's Services Scrutiny Forum*
- 9.2 Draft Final Report – Scrutiny Investigation into the Use of Agency Workers within the Council – *Chair of the Scrutiny Co-ordinating Committee*
- 9.3 Draft Final Report – Recycling Referral – *Chair of the Scrutiny Co-ordinating Committee (to follow)*

**10. CALL-IN REQUESTS**

**11. ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT**

**FOR INFORMATION**

**Date of Next Meeting: Friday, 9 January 2009 at 2.00 pm in the Council Chamber at the Civic Centre, Hartlepool.**

# **SCRUTINY CO-ORDINATING COMMITTEE**

## **MINUTES**

31 October 2008

The meeting commenced at 2.00 p.m. at the Civic Centre, Hartlepool

### **Present:**

Councillor: Marjorie James (In the Chair)

Councillors Rueben Atkinson, Jonathan Brash, Shaun Cook, Ann Marshall, Arthur Preece, Carl Richardson, Jane Shaw and David Young.

Resident Representatives: Iris Ryder and Linda Shields.

Officers: Mike Ward, Chief Financial Officer  
Chris Little, Assistant Chief Financial Officer  
Charlotte Burnham, Scrutiny Manager  
David Cosgrove, Democratic Services Team

### **89. Apologies for Absence**

Councillors Akers-Belcher, RW Cook, Kaiser, London, Simmons and Wright and Resident Representative C Akers-Belcher.

### **90. Declarations of interest by Members**

None.

### **91. Minutes of the meetings held on 8 October 2008**

Deferred to the next meeting.

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

No items.

### **93. Consideration of request for scrutiny reviews from Council, Executive Members and Non Executive Members**

No items.

#### **94. Forward Plan**

No items.

#### **95. Scrutiny Involvement in the Budget Setting Process for 2009/10 – Proposed Timetable** *(Scrutiny Manager)*

The Scrutiny Manager reported on the proposed timetable for the Scrutiny Coordinating Committee and the four standing Scrutiny Forums' involvement (with the exception to the Health Scrutiny Forum) in the budget setting process for 2009/10. Additional meetings of the Scrutiny Co-ordinating Committee and the four standing Scrutiny Forums' had been scheduled where necessary. Full details of the proposed dates were set out in the appendix to the report.

Recommended

That the proposed timetable for the Scrutiny Co-ordinating Committee and the four standing Scrutiny Forums' involvement in the budget setting process for 2009/10 be approved.

#### **96. Budget and Policy Framework 2009/10 to 2011/12 – Initial Consultation Proposals** *(Chief Financial Officer)*

The Chief Financial Officer gave a presentation to the committee setting out:

- The overall budget position and the 2008/09 outturn
- The economic outlook and the potential for a recession
- The potential effects of the economic outlook on Hartlepool
- Interest rates
- The Capital Programme for 2009/10 to 2011/12
- The Revenue Budget for 2009/10 to 2011/12
- The key budget planning assumptions and expenditure increases
- Strategy for managing the 2009/10 to 2011/12 budget position
- The conclusions and consultation points.

A copy of the Corporate Management Team report "Budget and Policy Framework 2009/2010 to 2011/12 – Initial Consultation Proposals" was submitted for the Committee's information.

Members discussed/raised the following issues during their debate: -

- Uncommitted General Fund balances versus cutting frontline services.
- The potential for major developments to continue despite the economic downturn
- The need for investment in the Mill House Leisure Centre.

- The costs of the Tall Ships event in 2010 and the need for the Council to underwrite any deficit.
- The potential fall in council tax receipts during the regeneration of the town centre areas.
- The significant fall in income through right to buy with Housing Hartlepool.
- The effects of the recent major banking failures. The Chief Financial Officer stressed that the Council had no money invested with Icelandic banks.
- Increases in and the use of car parking income.
- Building Schools for the Future should not involve the provision of swimming pools.
- Council Tax collection rates and the sanctions used against non-payers

After a detailed discussion, Members raised no specific issues that should be referred to the individual forums for further comment.

Recommended

That the relevant sections of the budget be referred to the four standing forums for further consideration and comment to be fed back to this Committee on 28 November to allow a response to be made to Cabinet on 8 December 2008.

## **97. Consideration of financial monitoring/corporate reports**

No items

## **98. Impending Councillor Call for Action Mechanism - Update** *(Scrutiny Manager)*

The Scrutiny Manager reported that 'The Councillor Call for Action' when introduced will enable all Councillors in England, should an issue not have been resolved through existing channels in the first instance, to refer matters to Overview and Scrutiny Committees for consideration. The report set out how, this was to be introduced in Hartlepool to fit in with our existing policies and procedures. At present the Council's Constitution enables a variety of bodies namely the Council, Cabinet, individual Cabinet Members, Neighbourhood Forums, regulatory panels and other committees to make either mandatory and / or non-mandatory referrals to Overview and Scrutiny. Such practice also provides the opportunity for individual Members and the general public to make referrals to Overview and Scrutiny through the non-mandatory selection criteria route, although to date this has not been extensively used.

The existing selection criteria for determining the appropriateness of undertaking a scrutiny investigation triggered either by the non-mandatory / soon to be Councillor Call for Action route has been amended with the insertion of point (a) and the strengthening of point (e) as set out below:

- (a) Clear evidence that reasonable attempts have been made to resolve the issue with relevant partners / council departments?
- (b) Affects a group of people living within the Hartlepool area;
- (c) Relates to a service, event or issue in which the Council has direct responsibility for, significant influence over or has the capacity to act as public champion;
- (d) Not be an issue which overview and scrutiny has considered during the last 12 months;
- (e) Not relate to an on-going service complaint; and
- (f) Not relate to matters dealt with by another Council committee, unless the issue deals with procedure and policy related issues.

The Scrutiny Manager stressed that the introduction of the Councillor Call for Action measure requires the Councillor to use every available tool to resolve the issue in the first instance without involving the Scrutiny Co-ordinating Committee, therefore any additional burden should be minimal as the mechanism is designed as a last resort after all other avenues have been exhausted. Whilst the introduction of the Councillor Call for Action measure in many local authorities will be significant, within Hartlepool its impact is more likely to be minimal as a result of existing practices.

A Councillor raised an issue in relation to Council questions and the rejection of a question he had wished to have answered in relation to the operation of the Fire Authority. The question had been rejected by the Chief Solicitor as it did not comply with the constitution. The Chair indicated her support for the issue of questions in relation to the Fire Authority being considered by The Constitution Working Group and Committee to bring them more in line with those for the Police Authority.

#### Recommended

1. That the Committee endorses the revised non-mandatory referral criteria to accommodate the introduction of the Councillor Call for Action measure;
2. That the necessary constitutional changes be sought through the Constitution Working Group, Constitution Committee and Council thereafter;
3. That the Scrutiny Manager be requested to produce an Overview and Scrutiny Introductory Guide to Referrals / Councillor Call for Action for despatch to Elected Members in due course.

The meeting concluded at 3.45 p.m.

MARJORIE JAMES

CHAIR

# SCRUTINY CO-ORDINATING COMMITTEE

## MINUTES

7 November 2008

The meeting commenced at 2.00 p.m. at the Civic Centre, Hartlepool

### **Present:**

Councillor: Marjorie James (In the Chair)

Scrutiny Coordinating Committee;

Councillors Reuben Atkinson, Jonathan Brash, Rob Cook, Francis London, Ann Marshall, Arthur Preece, Carl Richardson, Jane Shaw, Chris Simmons, Edna Wright and David Young.

Resident Representatives: Iris Ryder and Linda Shields.

Neighbourhood Services Scrutiny Forum Members;

Councillors Caroline Barker, John Coward and Kevin Cranney.

Resident Representatives: John Cambridge and Brenda Loynes.

Officers: Dave Stubbs, Director of Neighbourhood Services  
Denise Ogden, Head of Neighbourhood Management  
Colin Ogden, Waste Management Manager  
Helen Beaman, Environment Coordinator  
Fiona Sroggi, Recycling Officer  
Joan Wilkins, Scrutiny Support Officer  
James Walsh, Scrutiny Support Officer  
David Cosgrove, Democratic Services Team

Also Present: Children from St Hild's Secondary School and Throston Primary School.

## **71. Apologies for Absence**

Scrutiny Coordinating Committee: Councillors Akers-Belcher, Shaun Cook and Chris McKenna and Resident Representative Christopher Akers-Belcher.

Neighbourhood Services Scrutiny Forum: Councillors Stephen Akers-Belcher and Gladys Worthy and Resident Representative Gladys Worthy.

## **72. Declarations of interest by Members**

None.

**73. Minutes of the meetings held on 26 September 2008**

Confirmed.

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

No items.

**75. Consideration of request for scrutiny reviews from Council, Executive Members and Non Executive Members**

No items.

**76. Forward Plan**

No items.

**77. Consideration of progress reports/budget and policy framework documents**

No items.

**78. Consideration of financial monitoring/corporate reports**

No items.

**79. Scrutiny Investigation into Kerbside Recycling Scheme Referral – 11 Million Takeover Day – Young People’s involvement in Consideration of the Kerbside Recycling Referral** *(Scrutiny Support Officer)*

Immediately prior to the commencement of the business of the meeting there was a presentation by Helen Beaman and Fiona Srogi to the group of school children/young people present at the meeting on recycling. The session involved feedback from the children on the issues surrounding recycling they saw as important, such as the collection of recyclables from peoples homes and the encouragement of all to increase the levels of recycling carried out, including extending the range of household waste items that could be recycled and the reduction of waste that ends up in landfill sites.



After the session involving the school children, the Chair thanked them for their involvement in the meeting and asked the committee to note the comments they had made as part of the investigation.

Recommended

That the school children involved in the recycling investigation be thanked for their frank and considered input and all those involved in the organisation of the '11 Million Takeover Day' events be congratulated on the success of those events.

**80. Scrutiny Investigation into Kerbside Recycling Scheme Referral – Evidence from the Portfolio Holder for Neighbourhoods and Communities** *(Scrutiny Support Officer)*

Councillor Peter Jackson, Neighbourhoods and Communities Portfolio Holder, was present at the meeting. It was agreed that Councillor Jackson would contribute to the Committee's debate as the meeting progressed.

Recommended

That Councillor Jackson be thanked for his attendance at the meeting.

**81. Scrutiny Investigation into Kerbside Recycling Scheme Referral – Feedback from the Visit to the SITA Waste Recycling Site and Questionnaire Results** *(Scrutiny Support Officer)*

In accordance with the approved timetable and agreed sources of evidence, a site visit to the SITA Waste Recycling Site located in Billingham was undertaken on 24 October 2008, to observe the operation of the site operates and the effectiveness of its activities. The Chair commented that those Members that went to the site were surprised at how clean and speedy the processing of recyclables was at the SITA operation. Councillor Peter Jackson, Neighbourhoods and Communities Portfolio Holder, echoed the Chair's comments and also indicated that the company had made significant investment in the area.

The Forum had also requested that a short questionnaire be devised and circulated, through the Hartlepool Voluntary Development Agency (HVDA), to residents in each of Hartlepool's neighbouring local authorities (Stockton, Redcar and Cleveland, Middlesbrough and Darlington). The aim of this being to, look at possible best practice, explore the services provided and gain a first hand understanding of residents views in terms of their effectiveness. The Scrutiny Support Officer reported that around 450 questionnaires had been circulated though the return numbers were relatively small. The results, therefore, had to be treated with a certain level of caution. Full details of all the results were circulated to those present at

the meeting.

Recommended

That the report and the results of the questionnaire be noted.

**82. Scrutiny Investigation into Kerbside Recycling Scheme Referral – Feedback on the items raised at the previous Scrutiny Coordinating Committee investigating Recycling** (*Scrutiny Support Officer*)

At the Scrutiny Co-ordinating Committee of 26 September 2008, the Director of Neighbourhood Services presented a “setting the scene” report advising on the Tees Valley Waste Management Strategy, current service standards and service performance. Responses to the queries raised at the meeting were set out in the report for Members consideration and information.

The Director of Neighbourhood Services wished to thank his officers involved in the ‘11 Million Takeover Day’, particularly the officers leading the debate with the school children at the beginning of the meeting. Neither officer was a trained education officer or teacher but both had taken on the role of involving children and young people in recycling through visits to schools and partaking in events similar to the one witnessed by Members today. Both officers had shown excellent adaptation to this role and had were a credit to the department and the council.

Members questioned if the authority received any payment through the partnership with SITA. The Director highlighted that the arrangement with SITA was a formal contract but the council did work more in partnership with SITA. The Head of Neighbourhood Management indicated that there were also some arrangements with voluntary sector groups.

In relation to the proposal to move to a four day collection week, Members commented that many residents had no problems with the current arrangements. What was a cause for concern when some streets seemed to miss a collection for no apparent reason. The Head of Neighbourhood Management commented that before the setting up of the Contact Centre, all such complaints would come through directly to her officers. It was felt that communication with the public on these issues isn’t as good as it was and steps were being taken to address this. Negotiations had been ongoing with the workforce to introduce ICT into vehicle cabs. Once this equipment was in place and all staff trained, it would be easier to report missed collections much more quickly. Two-way communication would also allow a swifter response to such issues on the day.

Issues in relation to the collection of trade waste were raised as was concerns about the amount of waste being left in back streets that was causing vermin issues. Officers did indicated that very few complaints were received and were they were action was taken immediately.

Recommended

That the Director's and Head of Neighbourhood Management's comments be noted.

**83. Scrutiny Investigation into Kerbside Recycling Scheme Referral – Improved Re-Use of Materials Brought to the Household Waste Recycling Centre and Improved Recycling Operations** *(Scrutiny Support Officer)*

The Director of Neighbourhood Services reported that the Authority currently provided a free Bulky Household Waste Collection Service for items that could not be placed in the green residual waste bin, and that residents would take with you upon moving house. The Bulky Household Waste Collection Service was well used and neighbouring Authorities charge for special bulky collections. Officers also outlined the use and sale of LATS (Land Fill allowance trading Scheme) and the arrangements that existed for multi-occupancy residences.

Members commented that the authority appeared to do little 'trumpet blowing' by communicating with the public the great strides that had been made in terms of recycling in the town and the services provided. The Portfolio Holder commented that the government had recently revised its targets for recycling and set local authorities setting more challenging targets. Mainland Europe did recycle more than the UK; that cultural difference had to be tackled and addressed.

Recommended

That the report be noted.

**84. Scrutiny Investigation into Kerbside Recycling Scheme Referral – Bring Centre Provision (Recycling)** *(Scrutiny Support Officer)*

The Head of Neighbourhood Management reported that the recycling of household waste services provided by local authorities developed during the 1990s, with the introduction of bottle banks in supermarket car parks and public houses. These bring centres were provided free and were serviced by the main players in the market place (to local authorities) with the proviso they kept the recyclable materials. They have increased in both size and number and residents can now recycle cans, paper, plastic bottles, textiles, Tetrapaks and shoes at these centres. The introduction of alternate weekly collections in Hartlepool has provided residents with the ability to recycle seven materials in their homes for presentation at the kerbside; consequently Bring Centre usage has reduced significantly.

It was proposed and set out in the report that the number of bring centres be

reduced significantly due to the fall in the values of recyclables over recent months. Details of the proposals, the locations of bring centres to be retained and the financial implications were set out in the report. Members acknowledged the situation but did indicate their wish for the retention of bring centres as they provided a significant benefit to those residents who could not visit the Burn Road site and had additional recyclables between their collection dates. There was also debate on the locations listed in the report. The Director commented that some venues, such as clubs and pubs hosted commercial bring centres.

Recommended

That the report be noted.

### **85. Scrutiny Investigation into Kerbside Recycling Scheme Referral – Participation in the Kerbside Recycling Scheme** *(Head of Neighbourhood Management)*

The Head of Neighbourhood Management reported that following the introduction of alternate weekly collections, commencing July 2005, concluding October 2007, a participation survey was carried out in May 2008, to ascertain participation levels to identify areas of low participation and to recommend ways this can be addressed. In April - May 2008, an annual participation survey was undertaken by the waste management service to assess the level of participation throughout the borough. This information provided a baseline to determine where the Authority should target resources to encourage residents to recycle their waste. Poor recycling performance could be due to a variety of reasons, e.g., residents are unaware of what to recycle and how, they may be struggling with the separation of the materials or are not participating by choice.

The participation survey followed guidance set out by the Waste Resources Action Programme (WRAP). Temporary staff were employed to walk ahead of the collection crews recording which properties recycle and what materials they recycle, the information is collated over a six week period. Full details of the results of the survey were set out in the report.

This analysis of the participation survey demonstrates the vast majority of Hartlepool residents have embraced and continue to support the change to waste collections and this should be recognised, but we should also continue to encourage those who would appear at first sight not to be participating in full. As such the following action plan is proposed.

- a. An overarching campaign be introduced thanking the residents of Hartlepool who are recycling, whilst encouraging those who are participating in recycling some materials but not all, to do a little bit more. It is acknowledged an education message should be included.
- b. To conduct a targeted communications campaign targeting areas with participation rates lower than 80% for dry recyclables or 60% for green waste. The campaign will highlight what materials can be recycled.

Explain why some materials cannot be recycled, e.g., yoghurt pots and tetrapaks. Give information on why we should recycle and remind residents of all the waste management services available to them and how to recycle at home.

- c. If encouragement and education fails to improve participation, enforcement action will be considered.

Recommended

That the Scrutiny Coordinating Committee indicates its support for the undertaking of a 'participation survey' every two years and notes the results of the most recent survey.

## **86. Scrutiny Investigation into Kerbside Recycling Scheme Referral – Consideration of Draft Recommendations** *(Scrutiny Support Officer)*

Following the Committee's debate on the various reports and issues considered during the meeting, the Chair asked the meeting to move on to the development of draft recommendations to be included in the draft report. In concluding the recommendations set out below, the Committee made the following comments –

- The involvement of local voluntary groups in the collection of bulky waste was to be welcomed and enhanced where possible. This should either be through an expansion of the current arrangements or through an appropriate social enterprise.
- The issues of waste storage and collection at multi-occupancy residences needs to be reviewed. Larger containers appeared to be a viable solution for many locations, though this should be trailed in a small number of locations.
- The reduction of bring centres needed to be undertaken in a transitional manner with sites accepting more recyclables. Those without transport should not be disadvantaged.
- The blue bags should be replaced with a more robust alternative.
- The value of the young people involved in the process should not be lost and they should continue to be involved in the development of the council's service.
- The council should give consideration to a wider involvement of young people in consultation, scrutiny and decision making.
- The Mayor should be requested to appoint an Environmental Champion for the Council.
- Work needs to be undertaken to increase the levels of recycling with small businesses in the town.
- Further consideration was needed on the extension of those items of household waste that could be recycled.

The Chair thanked the Scrutiny Coordinating Committee and the Neighbourhood Services Scrutiny Forum and all the officers involved in a

very productive scrutiny investigation.

#### Recommended

1. That the creation of a reuse facility for the items collected by the Bulky Household Waste Collection Service and the Household Waste Recycling Centre, in Burn Road be supported.
2. That the development of an environmental sustainability facility encompassing the provision of the sale of green items such as compost bins and electrical items be supported.
3. That the creation of a 'welcome pack' outlining the provisions at each facility highlighting how and why the systems should be used.
4. That the department should work with the Authority's Private Sector Housing Team to identify the most appropriate method of collection for bedsits and ensure landlords are aware of their responsibilities with respect to providing containers for tenants.
5. That the use of different sizes of containers for single occupancy bedsits / flats be examined through a small number of trial sites. It was acknowledged that this would have financial implications and whilst may address storage capacity within the premise, does not completely resolve the external collection storage issues.
6. That the reconfiguration of in-house services be supported through the introduction of a four day working week to remove late collections after bank holidays and evaluate annualised hours and 74 hour fortnightly working,
7. That consideration be given to bringing in house the collection of the dry recyclable blue box/bag contract and salvage of Household Waste Recycling Centre.
8. That the reconfiguration of existing contracts in line with service standards be supported.
9. That a partnership approach for the Household Waste Recycling Centre and bring centre service provision be investigated.
10. That consideration of the expansion of the Voluntary sector involvement in the re-use of bulky waste items be explored.
11. That the externalisation of the Household Waste Recycling Centre and bring centre servicing not be considered.
12. That the reduction of the bring centre provision be acknowledged as necessary but that the reduction be implemented on a phased basis and that the remaining sites should facilitate a wider range of recyclables.
13. That further investigation be given to the current blue bags being replaced with a more robust alternative.
14. That the value of the young people involved in the process should not be lost and they should continue to be involved in the development of the council's service.
15. The council should give consideration to a wider involvement of young people in consultation, scrutiny and decision making.
16. The Mayor should be requested to appoint an Environmental Champion for the Council.
17. That the department undertake further work to increase the levels of recycling with small businesses in the town.

18. Further consideration was needed on the extension of those items of household waste that could be recycled.

## **87. Call-In Requests**

No items.

The meeting concluded at 4.45 p.m.

MARJORIE JAMES

CHAIR

## SCRUTINY CO-ORDINATING COMMITTEE

28 November 2008



**Report of:** Scrutiny Manager

**Subject:** THE EXECUTIVE'S FORWARD PLAN

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### 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 Executive'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 Executive to account by considering the forthcoming decisions of the Executive 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 Executive's Forward Plan is attached as **Appendix 1** for the SCC's information.

### 3. RECOMMENDATION

- 3.1 It is recommended that the Scrutiny Co-ordinating Committee considers the content of the Executive's Forward Plan.



**Contact Officer:-** Charlotte Burnham – Scrutiny Manager  
Chief Executive’s Department - Corporate Strategy  
Hartlepool Borough Council  
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## **BACKGROUND PAPERS**

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



**HARTLEPOOL**  
**BOROUGH COUNCIL**

**FORWARD PLAN**

**DECEMBER 2008 - MARCH 2009**

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## 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

3.3 to make such decisions, but wherever possible the Forward Plan will show that the decision will be made in private session.

3.4 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**

#### **CORPORATE PLAN 2009/10 - 2011/12**

The Council’s Corporate Plan is part of the Budget and Policy Framework of the Council.

The purpose of the Plan is to describe the Council’s priorities for improvement, 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 will commence in December 2008. Scrutiny committees and Cabinet will consider the plan at meetings between January and May 2009. Final approval of the Plan will be by Council. Further details will be provided in the timetable within the timescales identified.

## **B. SCHEDULE OF KEY DECISIONS**

### **DECISION REFERENCE: CE28/08 – NEW HR/PAYROLL SYSTEM**

#### **Nature of the decision**

To consider and approve the funding for the implementation of new HR/Payroll system.

#### **Who will make the decision?**

The decision was delegated by Cabinet to be made jointly by the Finance and Efficiency and Performance Management portfolio holders, if any additional funding outside the budget and policy framework is required this will be reported to Council for approval.

#### **Timing of the decision**

The decision is expected to be made early in December after the opening of the various tenders and the costs are known.

#### **Who will be consulted and how?**

Finance and Efficiency and Performance Management portfolio holders

#### **Information to be considered by the decision makers**

Portfolio holders will be provided with a report setting out the provisional results of the tendering exercise, the detailed costings and the funding options available.

#### **How to make representation**

Representations should be made to Paul Walker, Chief Executive, Level 3, Civic Centre, Victoria Road, Hartlepool, TS24 8AY. Telephone 01429 523001 e-mail: paul.walker@hartlepool.gov.uk

#### **Further information**

Further information can be obtained from Paul Walker, as above.

**PART TWO – ADULT AND COMMUNITY SERVICES DEPARTMENT**

**A. BUDGET AND POLICY FRAMEWORK**

**NONE**

**B. SCHEDULE OF KEY DECISIONS**

**NONE**



**PART THREE – CHILDREN’S SERVICES DEPARTMENT**

**A. BUDGET AND POLICY FRAMEWORK**

**NONE**

## **B. SCHEDULE OF KEY DECISIONS**

### **DECISION REFERENCE: ED46/08 HARTLEPOOL ADMISSION ARRANGEMENTS FOR 2010/2011**

#### **Nature of the decision**

To agree the Admissions Arrangements for 2010/2011.

#### **Who will make the decision?**

The decision will be made by the Portfolio Holder for Children's Services.

#### **Timing of the decision**

The decision will be required in February or March 2009 to enable the Admission Arrangements to be laid before the Secretary of State by the statutory deadline of 15<sup>th</sup> April 2008.

#### **Ward(s) affected**

The wards affected are all wards in the town.

#### **Who will be consulted and how?**

Consultation will take place during the period September 2008 – December 2008 with:

- Hartlepool's Admissions Forum;
- Governing Bodies of all schools in Hartlepool;
- Other Admission Authorities including neighbouring authorities.

#### **Information to be considered by the decision-makers**

Statutory Requirement to consult on and publish Admissions Arrangements.

#### **How to make representations**

Representations should be made to Anne Smith, Head of Information Planning and Support Services, Children's Services Department, Level 3, Civic Centre, Hartlepool, TS24 8AY. Tel (01429) 523724, e-mail [anne.smith@hartlepool.gov.uk](mailto:anne.smith@hartlepool.gov.uk).

#### **Further information**

Further information on this matter can be sought from Anne Smith as above or the Admissions Team on (01429) 523768.

## **DECISION REFERENCE: ED48/08 Submission of Outline Business Case as part of the Building Schools for the Future Programme**

### **Nature of the decision**

To consider the Outline Business Case document as part of the Building Schools for the Future Programme.

### **Who will make the decision?**

The decision will be made by Cabinet.

### **Timing of the decision**

The decision is due to be made in December 2008.

### **Ward(s) affected**

The wards affected are all wards.

### **Who will be consulted and how?**

In order to ensure that the Outline Business Case fully represents the aspirations of the Council, schools and the wider community, a wide range of consultations have taken place as part of the development process.

### **Information to be considered by the decision-makers**

Cabinet will want to consider any financial implications detailed within the Outline Business Case and any recommendations put forward by the Schools Transformation Board.

### **How to make representations**

Representations should be made to Paul Briggs, Assistant Director of Children's Services, Level 4, Civic Centre, Hartlepool, TS24 8AY, 01429 523733, e-mail [paul.briggs@hartlepool.gov.uk](mailto:paul.briggs@hartlepool.gov.uk)

### **Further information**

Further information on this matter can be sought from Paul Briggs who can be contacted as above.

## **DECISION REFERENCE: ED49/08 Re-designation of Springwell School**

### **Nature of the decision**

To consider the outcomes of statutory consultation on the re-designation of Springwell School to admit pupils with Behavioural, Emotional and Social Difficulties (BESD) and decide whether to publish a statutory notice to re-designate the school.

### **Who will make the decision?**

The decision will be made by the Portfolio Holder for Children's Services.

### **Timing of the decision**

The decision is due to be made in February or March 2009.

### **Ward(s) affected**

The wards affected are all wards.

### **Who will be consulted and how?**

Consultation meetings will be held in January 2009 with:

- the governing body of Springwell School;
- the parents of pupils at Springwell School;
- teaching and support staff at Springwell School;
- parents of pupils with statements of special educational needs for BESD;
- headteachers and chairs of governing bodies of other Hartlepool schools.

In addition, written information will be sent to and comments invited from:

- Health Services;
- Diocesan Directors;
- Tees Valley Directors of Children's Services.

### **Information to be considered by the decision-makers**

Outcomes of the statutory consultation.

### **How to make representations**

Representations should be made to Sue Johnson, Assistant Director of Children's Services, Level 4, Civic Centre, Hartlepool, TS24 8AY, 01429 523738, e-mail [sue.johnson@hartlepool.gov.uk](mailto:sue.johnson@hartlepool.gov.uk).

### **Further information**

Further information on this matter can be sought from Sue Johnson who can be contacted as above.

## **PART FOUR - NEIGHBOURHOOD SERVICES DEPARTMENT**

### **A. BUDGET AND POLICY FRAMEWORK**

**NONE**

## **B. SCHEDULE OF KEY DECISIONS**

### **DECISION REFERENCE: NS112/07 VICTORIA PARK**

#### **Nature of the decision**

To consider proposals for land transactions with Hartlepool United Football Club in connection with Victoria Park.

#### **Who will make the decision?**

The decision will be made by Executive Committee of Cabinet.

#### **Wards affected**

The wards affected are Central Forum, specifically Stranton Ward in particular, but there is town wide interest in the Football Club.

#### **Timing of the decision**

The decision is expected to be made in January 2009.

#### **Who will be consulted and how?**

Hartlepool United Football Club  
Local Residents  
Ward Members  
All Council Members

#### **Information to be considered by the decision makers**

The Football Club have approached the Council to purchase the freehold of Victoria Park and an area of open space to the north.

The Club have undertaken significant developments at the ground and wish to secure the freehold to assist in their future investment programme. They also intend to develop their Football in the Community Scheme on land to the north of the ground.

The Executive Committee of Cabinet will need to consider the club's proposals in line with the local environment/community and the Council's vision for the area including the Mill House Leisure Centre and associated facilities. Car parking facilities and overall town centre requirements will also be a consideration.

The development of the Mill House site depends very much on the future of the swimming baths and links with potential H2O centre on Victoria Harbour. Cabinet considered this at a meeting in September and further explanation into the potential of the Mill House site was requested, including how the Football Club could be involved. Discussions with the Club are progressing and relevant consultations with local residents, Ward members and all Council Members (probably via an open meeting / presentation with the Club) to be planned.

The potential purchase will also need to be considered against the Council's capital strategy and asset management plan and the financial position.

### **How to make representation**

Representations should be made to Graham Frankland, Head of Procurement, Property and Public Protection, Neighbourhood Services Department, Civic Centre, Victoria Road, Hartlepool. Telephone: 01429 523211. E Mail: [graham.frankland@hartlepool.gov.uk](mailto:graham.frankland@hartlepool.gov.uk).

### **Further information**

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

## **DECISION REFERENCE: NS121/08. Abandoned and Nuisance Vehicles**

### **Nature of the decision**

To give approval to invite tenders for the removal, storage and disposal of Abandoned and Nuisance Vehicles.

### **Who will make the decision?**

The decision will be made by the Executive Committee of the Neighbourhoods & Communities Portfolio Holder.

### **Wards affected**

The wards affected are all wards.

### **Timing of the decision**

The decision is expected to be made in December 2008.

### **Who will be consulted and how?**

The Neighbourhoods & Communities Portfolio Holder.

### **Information to be considered by the decision makers**

The Council's Neighbourhood Action Team currently removes vehicles from the streets of Hartlepool under devolved powers from the D.V.L.A. (Driver & Vehicle Licensing Agency) and the Clean Neighbourhoods and Environment Act 2005. The Council also has a vehicle amnesty scheme, which enables members of the public to dispose of unwanted, unsightly and dangerous vehicles free of charge.

Vehicles impounded are taken to a secure compound to await collection by their owners once appropriate release fees have been paid. Vehicles that are surrendered by their owners or those unclaimed are disposed of safely by the contractor under the End of Life Vehicle directive.

In recent years the Neighbourhood Action Team has removed circa 2000 abandoned and nuisance vehicles from the streets of Hartlepool. This has resulted in a significant reduction in vehicle arson and vehicle related crime.

The initiative has contributed significantly towards providing a safer, cleaner place for people to work and live and remains fundamental to many corporate objectives and community theme aims.

The specialist nature of this service would make it impractical and expensive for the Council to provide in-house.



## **How to make representation**

Representations should be made to Denise Ogden, Head of Neighbourhood Management, Neighbourhood Services Department, Civic Centre, Victoria Road, Hartlepool. Telephone: 01429 523211. E Mail [denise.ogden@hartlepool.gov.uk](mailto:denise.ogden@hartlepool.gov.uk)

## **Further information**

Further information can be obtained from Craig Thelwell, Neighbourhood Action Manager, Neighbourhood Services Department, 1 Church Street, Hartlepool, TS25 7DS. Telephone: 01429 523370. E Mail: [craig.thelwell@hartlepool.gov.uk](mailto:craig.thelwell@hartlepool.gov.uk).

## **DECISION REFERENCE: NS123/08. Dog Kennelling Contract**

### **Nature of the decision**

To give approval to invite tenders for the kennelling of stray dogs.

### **Who will make the decision?**

The decision will be made by the Executive Committee of the Neighbourhoods & Communities Portfolio Holder.

### **Wards affected**

Not known at this time.

### **Timing of the decision**

The decision is expected to be made in December 2008.

### **Who will be consulted and how?**

The Executive Committee of the Neighbourhoods & Communities Portfolio Holder.

### **Information to be considered by the decision makers**

The Council has a statutory duty to provide a dog warden service, essentially for the purpose of dealing with stray dogs seized from within the borough. Fundamental to the dog warden service is a kennelling facility where dogs can be kept for a statutory period of up to seven days after which any animals not re-united with their owners are found new homes. Only in exceptional circumstances are dogs destroyed, typically because of ill-health or severe injuries caused by road traffic accidents.

The Council is responsible for the security and welfare of all stray dogs seized and the kennelling facilities must therefore be safe, healthy and secure.

The kennelling facility must be accessible and suitable for members of the public to collect their dogs.

In light of the Council now having responsibility for stray dogs 'out of hours', the kennelling facility will need to be accessible 24 hours a day, seven days a week.

The Council presently seizes around 400 stray dogs per year.

The specialist nature of this service would make it impractical and expensive for the Council to provide in-house.

## **How to make representation**

Representations should be made to Denise Ogden, Head of Neighbourhood Management, Neighbourhood Services Department, Civic Centre, Victoria Road, Hartlepool. Tel 01429 523211. E Mail [denise.ogden@hartlepod.gov.uk](mailto:denise.ogden@hartlepod.gov.uk)

## **Further information**

Further information can be obtained from Craig Thelwell, Neighbourhood Action Manager, Neighbourhood Services Department, 1 Church Street, Hartlepool, TS25 7DS. Telephone: 01429 523370. E Mail [craig.thelwell@hartlepool.gov.uk](mailto:craig.thelwell@hartlepool.gov.uk)

## **PART FIVE - REGENERATION AND PLANNING SERVICES** **DEPARTMENT**

### **A. BUDGET AND POLICY FRAMEWORK**

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

With the enactment of the Planning and Compulsory Purchase Act, a new development plan system has come into force. There are still two tiers of development plan, but the Regional Spatial Strategy replaces the structure plan and development plan documents contained within a Local Development Framework will replace the local plan.

The Tees Valley Structure Plan was 'saved' for a period of three years to September 2007 and the Secretary of State has agreed to save a number of its key policies after September 2007 pending the adoption of the Regional Spatial Strategy. These were as agreed by Cabinet and Council in April 2007.

The Regional Spatial Strategy (RSS) for the North East sets out a long-term strategy for the spatial development of the North East Region of England. Local Transport Plans (LTPs) should also reflect the Regional Transport Strategy (RTS), which is integrated within the RSS to ensure the integration of land use and transport planning.

A draft of the RSS was produced by the North East Assembly in 2004. A Public Examination was held between 7th March and 7th April 2006, to test the soundness of the draft RSS. The Panel appointed by the Secretary of State to conduct the Examination in Public (EiP) submitted its report in July 2006. This was published for information only. Details of which were reported to Cabinet and the Hartlepool Partnership in October 2006.

The Secretary of State considered the Panel recommendations and the representations made on the draft revision RSS, and proposed changes to the RSS before finally publishing it for public consultation.

A report summarising the proposed changes was considered by Cabinet and the Hartlepool Partnership in July 2007, and formal responses made subsequently to Government office, in conjunction with the Tees Valley Joint Strategy Unit.

The comments received by the Government during that consultation were taken into account in preparing "Further Proposed Changes" to the draft RSS, which were released in February 2008 for a second period of consultation with a deadline for responses of 2<sup>nd</sup> April 2008.

A report outlining the further proposed changes and the appropriate Hartlepool response was considered by the Hartlepool Partnership on 14<sup>th</sup> March 2008 and by Cabinet at its meeting on 31<sup>st</sup> March 2008.

Having given consideration to all representations received, the Secretary of State has now (15<sup>th</sup> July 2008) published the adopted RSS which is entitled “The North East of England Plan – Regional Spatial Strategy to 2021. This now replaces all of the policies in the Tees Valley Structure Plan (2004). Copies of the RSS are available to view or download from the websites of Government Office for the North East <http://www.go-ne.gov.uk> and the North East Assembly <http://www.northeastassembly.gov.uk>.

When local planning authorities prepare the other components of the Development Plan, Local Development Frameworks (LDFs), these should be in general conformity with the RSS. In Hartlepool’s case the Hartlepool Local Plan review was being completed at the time of the introduction of the new LDF process, the new plan being adopted by Council on 13<sup>th</sup> April 2006. The Hartlepool Local Plan review has now been completed. However, the new local plan can be saved for a period of at least three years after adoption. Discussions have taken place with Government Office regarding policies to be saved and (reports were made to Cabinet 13<sup>th</sup> October and Council 30<sup>th</sup> October 2008). The Council has approved the schedule of Local Plan Policies which the Secretary of State is requested to “save” beyond April 2009.

The Hartlepool Local Development Framework will ultimately 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:

- a) Development plan documents – (DPDs) – these are part of the development plan and must include
  - o A core strategy setting out the long term spatial vision for the area and the strategic policies and proposals to deliver the vision
  - o DPDs on Site specific allocations and policies
  - o Generic development control policies relating to the vision and strategy set out in the core strategy, and
  - o Proposals Map
- b) Supplementary planning documents

In addition, the Local Development Framework will include Minerals and Waste Development Plan Documents. Cabinet on 12<sup>th</sup> April 2006 endorsed the principle of the Tees Valley Joint Strategy Committee taking responsibility for the initial preparation of Joint Minerals and Waste Development Plan Documents on behalf of the Borough Council and the other four Tees Valley authorities. In April 2007 Cabinet was asked to endorse ‘The Key Issues and Alternative Options Report’ and accompanying Sustainability Appraisal Scoping Report for public consultation between 21<sup>st</sup> May and 30<sup>th</sup> June. Work has now been completed on developing preferred options and these were put to Cabinet in January 2008 for public consultation between February and April 2008. Cabinet will be asked to agree the formal publication document in January 2009.

Work has started on three supplementary planning documents (SPD’s) as follows:

- i) Transport Assessments and Travel Plans SPD – This policy will set out guidance and standards on the use of Travel Plans and Transport assessment planning agreements, including the circumstances when an agreement will be sought and its basis. Cabinet approved the draft for consultation purposes in August 2007. The consultation period was for 6 weeks between 31<sup>st</sup> August and 12<sup>th</sup> October. A report was presented to Cabinet in January 2008 on the outcome of this consultation and amendments suggested as appropriate. Discussions have been held with Natural England regarding a Habitats Regulations Assessment. Approval of Cabinet and Council to the adoption of the SPD will be sought in late 2008.
- ii) Planning Obligations SPD – This document will set out guidance and standards on the use of commuted sums negotiated from developers through planning agreements. A draft of this SPD will be presented to Cabinet for approval for public consultation purposes in January 2009.
- iii) Victoria Harbour SPD – Setting out the planning framework for the continued development of plans and the eventual assessment of planning applications for this major mixed use regeneration scheme within Hartlepool and one of Tees Valley Regeneration's (TVR) 5 key strategic sites in the Tees Valley. It will give guidance on phasing, layout, design requirements and identify issues on affordable housing. A Draft of this SPD will be presented to Cabinet for approval in January 2009.

Initial preparatory work has also started on the Core Strategy DPD, and various studies including the Local Housing Assessment and the Open Space and Sports Facilities Audit which will provide the evidence base for developing the issues and options for the Core Strategy are currently being undertaken. Regular reports will be made to Cabinet on progress on the Core Strategy. An Issues and Options Discussions paper was published for public consultation purposes at the end of October 2007. Preferred Options may be presented to Cabinet in early 2009 for approval for formal consultation.

In addition, work has started on the preparation of a DPD on Affordable Housing. Cabinet approved an Issues & Options Paper for public consultation purposes in March 2008. The issues and options paper was subject to consultation till June 2008. Following this consultation, the Preferred Options report was presented to Cabinet in September 2008 and the document has been subject to public consultation ending on 27<sup>th</sup> October 2008.

An Economic Viability Assessment will be required for the DPD as an additional piece of evidence base. A further consultation stage will be carried out incorporating the findings of this and the TVSHMA (Tees Valley Strategic Housing Market Assessment). A report will be made to Cabinet and to full Council in March 2009. Following a further stage in consultation the DPD will be published in July 2009.

The other documents within the local development framework which must be prepared but which do not form part of the development plan are:

- a) Statement of Community Involvement (SCI) setting out how and when the Council will consult on planning policies and planning applications;
- b) Local Development Scheme (LDS) setting out a rolling programme for the preparation of local development documents, and
- c) Annual Monitoring Report (AMR) assessing the implementation of the Local Development Scheme and the extent to which current planning policies are being implemented.

The Statement of Community Involvement was adopted by the Council on 26<sup>th</sup> October 2006.

The first Local Development Scheme (LDS) as approved by Cabinet came into effect on 15<sup>th</sup> April 2005. The Scheme has been updated annually and the most recent scheme came into effect in June 2008 and included proposed timetables for the preparation of the Affordable Housing DPD and the SPD for Victoria Harbour.

The Local Development Scheme will continue to be updated annually as necessary to take into account completion of documents, the need to revise timetables and the need to include new documents. An update was agreed by Cabinet in February 2008 but, upon the advice of Government Office, this now needs further revision to take account of new Town and County Planning Regulations which came into effect in September 2008. The requirement to revise the Local Development Scheme was reported to Cabinet in July 2008 details of which will be brought back to Cabinet in late 2008 for approval.

Three Annual Monitoring Reports have been produced to date for the periods 2004/5 to 2006/7. The next AMR covering 2007/08 will be presented to Cabinet during December 2008.

**Further Information:**

Richard Waldmeyer  
Team Leader Policy Planning & Information  
Regeneration and Planning Services Department  
Bryan Hanson House  
Hanson Square  
Hartlepool  
TS24 7BT

Tel. 01429 523280  
e-mail [Richard.waldmeyer@hartlepool.gov.uk](mailto:Richard.waldmeyer@hartlepool.gov.uk)

## **2. THE ANNUAL YOUTH JUSTICE PLAN**

The Youth Offending Service is required to submit an annual Youth Justice Plan to the Youth Justice Board. Guidance on the requirements for the 2009/10 Plan are expected to be issued by the Youth Justice Board towards the end of 2008.

An initial report on performance in 2008/09 and issues to consider for 2009/10 based on a self-assessment will be considered by Cabinet in January 2009. Consultation with partners and stakeholders will be carried out, in addition to consideration by the Regeneration and Planning Services Scrutiny Forum during February 2009. Cabinet will then consider a final draft of the Youth Justice Plan 2009/10 in late February or early March 2009, prior to approval being sought from the Council in March 2009. Formal submission of the Plan to the Youth Justice Board is required by 31<sup>st</sup> March 2009.

## **3. CRIME, DISORDER AND DRUGS STRATEGY 2008-2014**

The Crime and Disorder Act 1998 defines the Council as one of 5 'Responsible Authorities' in relation to partnership working to tackle crime, disorder and substance misuse matters in the District. The Council must therefore participate in the activity of the Safer Hartlepool Partnership.

The Safer Hartlepool Partnership will conduct its annual review of crime, disorder and substance misuse in December 2009 (known as the strategic assessment). This will provide the evidence to develop the Partnership's Plan for 2009/10, which comprises the 3 year strategy for crime, disorder and substance misuse 2008-11 and annual action plans for 2009/10. The Partnership Plan will be published by 1<sup>st</sup> April, 2009.

The Partnership's priorities will continue to be reviewed each Autumn, when the Partnership conducts its annual strategic assessment.

In Autumn 2010, the strategic assessment will lead to the development of a Partnership strategy for 2011-2014.



## **B. SCHEDULE OF KEY DECISIONS**

### **DECISION REFERENCE: RP137/08 (VICTORIA HARBOUR SUPPLEMENTARY PLANNING DOCUMENT (SPD))**

#### **Nature of the decision**

Cabinet will be asked to endorse the draft Victoria Harbour SPD for public consultation.

#### **Who will make the decision?**

The decision will be made by Cabinet.

#### **Wards affected**

The ward affected is St Hilda.

#### **Timing of the decision**

The decision is expected to be made in December 2008.

#### **Who will be consulted and how?**

The draft document submitted to Cabinet will take account of earlier consultation with key stakeholders, notably PD Ports and Tees Valley Regeneration. Subject to Cabinet agreement, the document will be published for public consultation in October 2008. The document will be available online on the Council's website and on the planning policy consultation website. Copies of the document will also be available within Bryan Hanson House, the Civic Centre and within the Central Library and all of the branch libraries within Hartlepool. Council Officers will also give presentations on the draft SPD within the Neighbourhood Forum meetings and any other meetings deemed appropriate.

#### **Information to be considered by the decision makers**

Cabinet is asked to consider the draft Victoria Harbour SPD. This document will form part of the planning framework for the authority and will guide development within Victoria Harbour. It will help to provide guidance on what can be developed within Victoria Harbour and the timescales for development of individual areas within the site. This document will be broadly in line with the approved masterplan (included within the Outline planning permission which was approved by Planning Committee in February 2006 subject to the completion of a Section 106 agreement) however will not be as prescriptive – this SPD must guide any development that comes forward on this site, whether that be in the form of the approved masterplan or any alternative proposals. The SPD will also include guidance on the design principles that developments on Victoria Harbour should conform with. Cabinet will be asked to approve the document for a 6 week public consultation period scheduled to take place during October and November 2008.

## **How to make representation**

Subject to Cabinet approval, representations can be made on the draft document during the public consultation period within October and November 2008 (exact dates not yet known). Representations can either be made online on the planning policy consultation website or in writing to:

Planning Policy Team  
Bryan Hanson House  
Hanson Square  
Hartlepool  
TS24 7BT

## **Further information**

Further information can be obtained from Matthew King, Principal Planning Officer, Regeneration and Planning Services Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Tel: 01429 284084. E-mail: [matthew.king@hartlepool.gov.uk](mailto:matthew.king@hartlepool.gov.uk)

## **DECISION REFERENCE: RP139/08 TEES VALLEY METRO PROPOSALS**

### **Nature of the decision**

To consider and endorse the Tees Valley Metro proposals, the costs and benefits of this and the contribution the Council may be prepared to make to the initial phase given the levels of benefits demonstrated and associated risks.

### **Who will make the decision?**

The decision will be made by Cabinet.

### **Wards affected**

The wards affected are all wards.

### **Timing of the decision**

The decision is expected to be made in January 2009.

### **Who will be consulted and how?**

Hartlepool Partnership.

### **Information to be considered by the decision makers**

Consideration will be given to the outcome of the work so far commissioned by Tees Valley Regeneration on the feasibility of the Tees Valley Metro proposals, the nature of the proposals so far identified, the phasing of the scheme, the costs of the scheme in whole or part, the process of seeking funding approval, the economic, social and environmental benefits of the proposals; and the financial contributions or underwriting of risks requested.

### **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. Tel. 01429 523401, e-mail. [peter.scott@hartlepool.gov.uk](mailto:peter.scott@hartlepool.gov.uk).

### **Further information**

Further information can be obtained from Peter Scott as above.

## **SCHEDULE OF KEY DECISIONS**

### **DECISION REFERENCE: RP 142/08– LOCAL AREA AGREEMENT REFRESH**

#### **Nature of the decision**

To adopt Hartlepool's refreshed Local Area Agreement for submission to Government Office for the North East for approval by the Secretary of State.

#### **Background**

On 30<sup>th</sup> June 2008 Hartlepool's Local Area Agreement was signed between Government, Hartlepool Borough Council and the Hartlepool Partnership. The three year agreement (2008-2011) aims to improve public services and the quality of life for Hartlepool residents. The Local Area Agreement sets out 35 designated Improvement Targets, 16 statutory DCSF (Department for Children Schools and Families) education & early years targets and local targets. Local Area Agreements are subject to an annual refresh process where delayed indicators and revised indicators & targets are negotiated.

#### **Who will make the decision?**

The decision will be made by Council.

#### **Wards affected**

All wards are affected.

#### **Timing of the decision**

The decision will be made in advance of the Government's submission date of 26<sup>th</sup> March 2009. It is anticipated that this decision will be made in February 2009.

#### **Who will be consulted and how?**

- Members Seminars will be held;
- Cabinet and Scrutiny Co-ordinating Committee will be briefed and consulted during the negotiation period;
- The Hartlepool Partnership will hold Theme Workshops in February to which elected members and resident representatives will be invited;
- The Hartlepool Partnership Board will consider a draft refreshed LAA in January and the final refreshed LAA in March 2009.

## **Information to be considered by the decision makers**

- Hartlepool's LAA 2008-2011, June 2008
- LAA Annual Review 2008/09, HM Government, September 2008
- LAA Operational Guidance, HM Government, November 2007

## **How to make representation**

Representation should be made to Joanne Smithson, Head of Community Strategy, Regeneration and Planning Services, Bryan Hanson House, Hanson Square, Hartlepool TS24 7BT. Telephone: (01429) 284147 email: [Joanne.smithson@hartlepool.gov.uk](mailto:Joanne.smithson@hartlepool.gov.uk)

## **Further Information**

Further information can be obtained from Joanne Smithson, as above.

## **APPENDIX 1**

### **DETAILS OF DECISION MAKERS**

#### **THE CABINET**

Many decisions will be taken collectively by the Cabinet.

- The Mayor, Stuart Drummond
- Councillor Pamela Hargreaves
- Councillor Ged Hall
- Councillor Cath Hill
- Councillor Victor Tumilty
- Councillor Robbie Payne
- Councillor Peter Jackson

#### **EXECUTIVE MEMBERS**

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

Regeneration and Liveability Portfolio	-	The Mayor, Stuart Drummond
Performance Portfolio	-	Councillor Pamela Hargreaves, Deputy Mayor
Adult and Public Health Services Portfolio	-	Councillor Ged Hall
Children's Services Portfolio	-	Councillor Cath Hill
Culture, Leisure and Tourism Portfolio	-	Councillor Victor Tumilty
Finance and Efficiency Portfolio	-	Councillor Robbie Payne
Neighbourhoods and Communities Portfolio	-	Councillor Peter Jackson

## **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 DECEMBER 2008**

##### **2.1 DATE NOT YET DETERMINED**

CE28/08 (pg 6)	NEW HR/PAYROLL SYSTEM	PORTFOLIO HOLDER
ED48/08 (pg 10)	SUBMISSION OF OUTLINE BUSINESS CASE AS PART OF THE BUILDING SCHOOLS FOR THE FUTURE PROGRAMME	CABINET
NS121/08 (pg 15)	ABANDONED AND NUISANCE VEHICLES	PORTFOLIO HOLDER
NS123/08 (pg 17)	DOG KENNELING CONTRACT	PORTFOLIO HOLDER
RP137/08 (pg 24)	VICTORIA HARBOUR SUPPLEMENTARY PLANNING DOCUMENT (SPD)	CABINET

#### **2. DECISIONS EXPECTED TO BE MADE IN JANUARY 2009**

##### **3.1 DATE NOT YET DETERMINED**

NS112/07 (pg 13)	VICTORIA PARK	CABINET
RP139/08 (pg 26)	TEES VALLEY METRO PROPOSALS	CABINET

#### **3. DECISIONS EXPECTED TO BE MADE IN FEBRUARY 2009**

##### **4.1 DATE NOT YET DETERMINED**

ED46/08 (pg 9)	HARTLEPOOL ADMISSION ARRANGEMENTS FOR 2010/2011	PORTFOLIO HOLDER
ED49/08 (pg 11)	RE-DESIGNATION OF SPRINGWELL SCHOOL	PORTFOLIO HOLDER
RP142/08 (pg 27)	LOCAL AREA AGREEMENT REFRESH	COUNCIL

#### **4. DECISIONS EXPECTED TO BE MADE IN MARCH 2009**

##### **4.1 DATE NOT YET DETERMINED**

# SCRUTINY CO-ORDINATING COMMITTEE

28 November 2008



**Report of:** Principal Policy Officer, Community Strategy

**Subject:** LOCAL AREA AGREEMENT – ANNUAL REVIEW  
AND REFRESH 2008/09

## 1.0 PURPOSE OF REPORT

1.1 To update on the progress made and timetable for the LAA 2008/09 review and refresh.

## 2.0 BACKGROUND

2.1 A LAA is a three year agreement based on local Community Strategies that sets out the priorities agreed between Central Government (represented by the regional Government Office) and a local area (represented by the local authority and other key partners through Local Strategic Partnerships). Hartlepool's LAA is structured around the themes of the Community Strategy and sets out agreed priorities that the Local Strategic Partnership will progress.

2.2 Hartlepool's new LAA was agreed by Council at its meeting in May and subsequently signed-off by Government in June 2008.

## 3.0 REVIEW PROCESS

3.1 It is the Government's intention that each new LAA will be subject to an annual review as has previously been the case under the old LAA regime. The main purpose of the review is to identify the contribution the LAA is making in the delivery of better outcomes and this year will focus mainly on local capacity and delivery arrangements to ensure future delivery. Government Guidance issued in September indicates the main elements to consider include:

- arrangements with partners and their commitments
- performance management systems
- joint commissioning and citizen engagement

3.2 The review procedure will be a process rather than a one-off event. Initially Government Office North East (GONE) will be in contact with the Partnership Support Team to agree the scope of the review followed by a series of



discussions with local partners as appropriate. Discussions will take place between November and January 2009, before GONE submits the review conclusions to Central Government.

#### 4.0 REFRESH PROCESS

4.1 The annual review process also allows the opportunity to revise designated targets and set targets for those indicators where it has not been possible to set targets and also to consider any emerging priorities and potentially any new targets.

4.2 The table below identifies the indicators that GONE wish to look at as part of this process.

National Indicator	Brief Indicator Definition	GONE Rationale for Review
NI 5	Overall/General satisfaction with local area	Baseline and Y2 and 3 targets to be developed when Places Survey data available (Jan 2009)
NI 6	Participation in regular volunteering	Y2 target to be agreed once Places survey baseline available (Jan 09)
NI 9	Use of public libraries	Proxy indicators on MORI household survey – need to set baseline & review targets when Active People Survey available (Oct 2008)
NI 10	Visits to museums & Galleries	Proxy indicators on MORI household survey – need to set baseline & review targets when Active People Survey available (Oct 2008)
NI 11	Engagement in the Arts	Target set is a % improvement on baseline still to be confirmed via active people survey (Oct 2008)
NI 17	Perceptions of Anti Social Behaviour	Complies with TNB. Y1 and 2 targets taken from existing LAA so agreed. Y3 target to be reviewed (Places Survey Jan 2009)
NI 38	Drug related (class A) offending rate	Indicator deferred until 2009 by department. Target to be agreed in 2009 but locality wishes to keep indicator as a place holder
NI 110	Young Peoples participation in positive activities	No targets set as yet. A C4 indicator deferred until 2009 by department. Tellus3 Survey
N 116	Proportion of Children in Poverty	DWP have advised that Jobcentre Plus cannot be lead partner.
NI 152	Working age people on out of work benefits	DWP have advised that Jobcentre Plus cannot be lead partner.
NI 153	Working age population claiming out of work benefits in the worst performing neighbourhoods	DWP have advised that Jobcentre Plus cannot be lead partner.
NI 155	Number of Affordable Homes delivered	Complies with TNB. Locality and GO have agreed this target which is consistent with Regional Spatial Strategy. – This position may have changed since June. – Reality check needed in view of the current economic climate & position on house building.
NI 171	New business registration rate	A C4 indicator deferred until 2009 by department. Target to be agreed in 2009 but locality wishes to keep indicator as a place holder

## 5.0 RESPONSES FROM THEME PARTNERSHIPS

5.1 Theme Partnership have been tasked with identifying indicators to reconsider as part of the refresh by the end of October.

5.2 The Economic Forum have observed that due to the current economic climate, it is clear that there will be significant challenges ahead in relation to the LAA Jobs and the Economy national and local improvement targets. Therefore, it is suggested that the following LAA targets should be re-considered:

Indicator	Rationale for Review
NI 151 Overall Employment Rate	Through the economic slow down, it is anticipated that there will be a reduction in the number of major regeneration projects and inward investment which will see less job opportunities being created for local residents,
NI 166 Average Earnings of employees in the area	Due to the uncertain economic outlook, this may impact on the targets being achieved.
NI 152 Working age people on out of work benefits	Will need reviewing due to the anticipated increase in the number of adults becoming unemployed.
NI 153 Working age population claiming out of work benefits in the worst performing neighbourhoods;	
Youth Unemployment rate, youth unemployment rate (narrowing the gap) and the unemployment rate	Again, this is due to the anticipated increase in the number of adults becoming unemployed.

5.3 Colleagues at the Learning and Skills Council have identified the following indicators:

Indicator	Rationale for Review
NI 161 Learners achieving a Level 1 qualification in literacy	When setting the original targets for the LAA, The Learning and Skills Council regional data team produced historical data for indicators 161 and 162 to help in the LAA target setting process, in advance of robust data being published by the LSC nationally. We had hoped that by now that we would have a national data set but this is still work in progress. While we wait for this we have refreshed the regional data set for these indicators using an improved methodology for counting Skills for Life and it therefore make sense to review the current targets.
NI 162 Learners achieving a Entry Level 3 qualification in numeracy	
NI 164 Working age population qualified to at least level 3	As a % of the working population in Hartlepool the LAA shows a Baseline in 2006 of 42.6%. 08/09 target = (1.6% increase) 44.2% 09/10 target = (1.8% increase) 46.8%

	<p>10/11 target = (2% increase) 48.8%</p> <p>The most recent estimate from the Annual Population Survey 2008, is indicating that 41.9% of the Hartlepool working population is qualified to a level 3. This is 2.3% behind the target for 2008/09 and the trend is falling from the baseline in 2006.</p> <p>When the initial target was submitted we were required by GONE to increase this and ended up with the revised increases of 1.6%, 1.8% and 2% for the 3 years in question.</p> <p>We acknowledge that even our initial submission for targets would not have been hit due to the fall in achievement levels.</p> <p>We cannot account for why the % of the working age population with a level 3 qualification has fallen - other than to refer to the ONS Annual Population Survey methodology used to estimate the 'local' achievements, which we know is indicative.</p> <p>A 1% increase in the working age population with a level 3 would equate to 510 additional qualifications a volume which we consider to be unrealistic based on current performance levels.</p>
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5.4 The Safer Hartlepool Partnership agree to negotiate NI 38 - Drug related (class A) offending rate (when details are available) and NI 17 - Perceptions of Anti Social Behaviour, if appropriate, after Place survey results known as per the rationale given by GONE.

5.4 It is proposed to review the targets associated with the Stay Safe Outcome

<b>Indicator</b>	<b>Rationale for Review</b>
Children who became the subject of a CP Plan, or were registered per 10,000 population under 18	Retain this indicator, but a review of the targets set is required.
NI 65 The percentage of children who become the subject of a CP plan or were registered during the year, and were the subject of a CP plan, or were registered at 31 March who had been previously registered	This is a helpful operation indicator; however it is not particularly meaningful from an LAA perspective. It is proposed to remove this local indicator. This measure will still be monitored and reported through the statutory mechanisms in place via Children's Services.
NI 62 Percentage of Children Looked After at 31 March with three or more placements during the year	This is an important indicator however the targets originally set for this local indicator are overly ambitious and it is almost certain that they will not be achieved. It is proposed to revise the targets to represent a more achievable but still challenging level.

The Percentage of S47 enquiries which led to initial case conference and were held within 15 working days	This is a helpful operation indicator; however it is not particularly meaningful from an LAA perspective. It is proposed to remove this local indicator. This measure will still be monitored and reported through the statutory mechanisms in place via Children's Services. It is proposed that a different indicator 'Looked after Children per 10,000 of the population aged under 18 is considered as a replacement.
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5.6 In view of the recent amendments to the Housing Strategy it is proposed to add a 4<sup>th</sup> housing Outcome to the LAA and amend the wording of one existing (Changes to the outcomes are shown in bold below):

- Balancing Housing Supply and Demand
- **Changing housing needs and** meeting the housing needs of vulnerable people
- Improving the quality of existing housing
- **Access to housing**

## 6.0 TIMETABLE

6.1 The time table below details the key stages of the review and the refresh process.

<b>Task</b>	<b>By When</b>
<b>Review</b>	
Agree arrangements for annual review	October 08
Review discussions	October-January 09
GONE review conclusions sent to Government	January 09
<b>Refresh</b>	
Theme partnerships, lead officers and outcome owners to identify any proposed changes	October 08
Draft refresh submission to Scrutiny, Partnership and Cabinet	Scrutiny Co-ordinating Committee 28 Nov Hartlepool Partnership 23 Jan 09 Cabinet 26 Jan 09
Members Seminars	February 09
Theme Workshops	February 08
Refresh Submitted to GONE	2 March 09
Final versions agreed by Partnership and Council	Hartlepool Partnership 13 March 09 Council TBC (before 26 March)
Submission of adopted LAA to Secretary of State	27 March – 1 April 09
Secretary of State Approval	Early April 09

## 7.0 RECOMMENDATIONS

7.1 To note the arrangements for the annual review and refresh process and the progress made

### FURTHER BACKGROUND PAPERS

Hartlepool's new Local Area Agreement 2008-11 and the LAA Delivery and Improvement Plan 2008/09 are available at [www.hartlepoolpartnership.co.uk](http://www.hartlepoolpartnership.co.uk)

#### Contact Officer

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## SCRUTINY CO-ORDINATING COMMITTEE

28 November 2008



**Report of:** Scrutiny Manager

**Subject:** CHIEF EXECUTIVE'S DEPARTMENT: BUDGET AND POLICY FRAMEWORK INITIAL CONSULTATION PROPOSALS 2009/10

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### 1. PURPOSE OF REPORT

- 1.1 To provide the opportunity for the Scrutiny Co-ordinating Committee to consider the Chief Executive's departmental pressure, priorities and proposed efficiencies as part of the Budget and Policy Framework initial consultation proposals for 2009/10.

### 2. BACKGROUND INFORMATION

- 2.1 Members will recall that at a meeting of the Scrutiny Co-ordinating Committee (SCC) held on 31 October 2008, consideration was given to the Executive's Initial Budget and Policy Framework consultation proposals for 2009/10 to 2011/12.
- 2.2 At that meeting it was agreed that the initial consultation proposals would be considered on a departmental basis by the appropriate Scrutiny Forum. Any comments / observations would then be fed back to this meeting of the SCC to enable a formal response to be presented to the Cabinet on 15 December 2008.
- 2.3 As such attached as **Appendices A to D** are the Chief Executive's departmental pressures, priorities and proposed efficiencies as part of the Budget and Policy Framework initial consultation proposals for 2009/10 as follows:-

**Appendix A** – Summary of Budget Pressures, Priorities and Efficiencies 2009/10.

**Appendix B** – Detailed Schedule of Budget Pressures 2009/2010;

**Appendix C** – Detailed Schedule of Budget Priorities 2009/2010; and

**Appendix D – Detailed Schedule of Proposed Budget Efficiencies 2009/10.**

- 2.4 To assist Members of this Committee in the consideration of the Chief Executive's departmental initial proposals, arrangements have been made for the relevant Chief Officer(s) to be in attendance and an invitation to this meeting has also been extended to the relevant Portfolio Holders (attendance subject to availability).

**3. RECOMMENDATIONS**

- 3.1 It is recommended that the Scrutiny Co-ordinating Committee:-
- (a) considers the Chief Executive's departmental pressures, priorities and proposed efficiencies as part of the Budget and Policy Framework initial consultation proposals for 2009/10; and
  - (b) formulates any comments and observations to be included within the Committee's formal response (in conjunction with agenda item 7.3) to be presented to the Cabinet on 15 December 2008.

**Contact Officer:-** Charlotte Burnham – Scrutiny Manager  
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**BACKGROUND PAPERS**

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

**CHIEF EXECUTIVE'S DEPARTMENT - BUDGET SHEETS  
SUMMARY OF KEY INFORMATION**



**Chief Executive's Department - Pressures**

Perf	Portfolio	Dept/ Div	Budget heading/Co st Centre	Corp Strategy theme	Description	Type of budget proposal	Budget Value			Cost of efficiency saving £000	Risk impact	Risk probability .	Risk score	Risk status	Rate the Diversity impact	Diversity strand(s)	Treat as contingency item	Staffing Impact	Other Comments
							09/10 £000	10/11 £000	11/12 £000										
Perf	CED HR			9. OrgD	<p>Safer workforce - HR Operational support increased to ensure compliance by Depts in respect of safer workforce practices. Major areas include recruitment, structure/checking of personal files etc. Additional and on-going training of managers in departments required. Risk to the Authority in respect of non compliance in respect of procedures will be increased. Potential effect of Councils rating. Independent Safeguarding Authority - increased work in relation to registration/clearance of employees. Failure to support could result in the employment of individuals who pose a risk to children / vulnerable adults. Independent Safeguarding Authority - increased work in relation to registration/clearance of employees. Failure to support could result in the employment of individuals who pose a risk to children / vulnerable adults.</p>	Pressure	53	0	0		3. High	3. Likely	9	Red	Neutral	All	No	0	
Perf	CED HR			9. OrgD	<p>Tees Valley and Durham Communications service - (BSL interpretation). Previously funded from Human Resources managed revenue underspend. The Council has extended the contract for another three years. This service provision is essential so as not to discriminate the deaf people from using our services. The benefits are that we will be complying with the Equality legislation and promoting equal opportunities to all our customers. Diversity consultations with ethnic minorities, Lesbian, Gay, Bi-sexual and Trans-gender (LGBT) community, people with disabilities and to start a religious forum. Previously funded by Corporate Strategy as new initiative. Equality Act 2006 looks for compliance in providing services to all the diversity strands. The benefits are immense as this would lead to providing services to all sections</p>	Pressure	13	0	0	0	3. High	3. Likely	9	Red	Positive	Disability	No	0	<p>This payment is to cover the admin costs as the usage is re-charged to the relevant departments. Corporate strategy funded these as they were initiatives. Now with their budget pressures, they cannot continue to fund these existing consultations.</p>





**Chief Executive's Department - Summary of Priorities**

Budget heading/ Cost Centre	Description	Budget Value			Other Comments
		09/10 £000	10/11 £000	11/12 £000	
N/A	JobsGoPublic skills portal. Funded regionally in 2006/07, funded corporately by "one off" funds in 2007/08. Contract requires renewal or confirmation of continuation in Oct / Nov 2008. A significant amount of data held on this system regarding workforce skills and capabilities which is likely to be lost if contract is not renewed. This is the only system within the council currently that hold any detailed data on employee skills and capabilities. Detailed information on workforce skills and capabilities forms part of workforce analysis and longer term workforce planning. benefits include extending the use of the portal to include on-line appraisal and 360 degree appraisal, job role analysis to inform succession planning, identification of skills shortage areas and identification of talent to support talent management initiatives.	20	0	0	Funding from 2009/210 onwards only needed if the new HR/Payroll system does not have the skills and appraisal capability of the Skills Portal.Funding from 2009/210 onwards only needed if the new HR/Payroll system does not have the skills and appraisal capability of the Skills Portal. One off funding of 10k is needed for 2008/9 as 9k LSC funding available
	Regional Recruitment Portal/Talent pool. Funded regionally for 1st year. Thereafter funding required on an annual basis. The benefits of attracting a wider range of potential applicants to the authority is substantially increased by being part of the portal. Failure to continue with the portal will mean that the development of an in-house system would be required which would mean additional cost and additional officer time.	5	0	0	
	Assistant Diversity Officer (part time 20hrs per week at Band 7) This is capacity issue that was recognised during the Stakeholder challenge process to assist with Principal Diversity Officer. Funded until March 2009 from the contingency fund . If the funding is not approved, the stakeholder challenge cannot be continued and it will have a negative impact on the credibility of the Council as trust is being built with our diverse stakeholders.	13	0	0	This is a temporary post now until March 09 funded by the contingency funds. This needs to become a permanent post for future years to continue with this work.
	Stakeholder critical Challenge process. Funded until March 2009 from Contingency fund, previously funded from Improvement partnership grant. This is a process where the diverse stakeholders of Hartlepool challenge the services and inform the impact assessments of the individual services. This is now linked into directly with the service planning/performance management process. This is in compliance with providing the services by catering to the needs of the diverse people. Benefit of this process has been immense. Stakeholders have finally begun to trust the Council and feel empowered. If this discontinues, the Council's reputation is at stake.	10	0	0	Funding at the moment is provided by the contingency fund. This needs to continue as the stakeholders have themselves have said that there is value in this process.
	Celebrating Success Event 2009 - an event to recognise employee achievements funded from "one off" monies in 2007/ and 2008/9. Contributes to the strategic objective of engaging and rewarding staff. External sponsorship is sought but this cannot be guaranteed and can fluctuate from year to year. This links to the ambition to be an employer of choice and failure to provide the event would result in loss of employee motivation and morale. Plans to incorporate Long Service Awards and NVQ/Skills for Life Awards as part of a Celebration Day	10	0	0	Any sponsorship gained would be offset against any provision made.
Contact Centre	Additional CRM system and middleware software maintenance. Risk of not supporting constrains effectiveness/efficiency opportunities of the Contact Centre.	0	0	0	

Budget heading/ Cost Centre	Description	Budget Value			Other Comments
		09/10 £000	10/11 £000	11/12 £000	
	Data-matching software annual licence fee for Hopewiser. Software may be required again next year if Northgate do not deliver LLPG Satellite Hub by end of August 2008 to allow time match to departmental datasets	6	0	0	
Legal	<p>A restructure of the Legal Services Division to compensate for the dissipation of staff and to meet increasing workloads as reported to the Council's Cabinet on 18th August, 2008. The Cabinet agreed to the recommendation to restructure in principle through the addition of the post of a Solicitor (commercial/procurement), Legal Assistant (Childcare) and a Trainee Solicitor. Solicitor and Legal Assistant posts included as pressures. This was to meet additional functionality, increasing caseloads and to meet and comply with statutory requirements/obligations against a service with a low resource base. Pressures upon the service includes; increasing childcare caseloads and the adoption of the Public Law Outline governing the conduct of childcare proceedings, work involved with regeneration/partnering initiatives, school transformation/BSF, Freedom of Information and Data Protection compliance, Crime and Disorder Act provisions, equal pay/JE implementation, the locally based assessment and determination process, major corporate projects eg., Tall Ships, Victoria Harbour etc., developments, as well as maintenance of the Division's Lexcel accreditation.</p> <p>Should a restructure not be implemented then recourse and reliance will need to be placed on the "call off" of legal work through the Council's External Legal Partnership or through other outsourcing mechanisms with attendant financial and other implications</p>	23	2	2	
Contact Centre	Office furniture / equipment / supplies. Historical resource transfers means budget is unsustainable with emerging operating cost pressures. Risk of budget overspends.	0	6	0	
Contact Centre	Additional Team Leader capacity to ensure the sustained delivery of customer service standards, linked to the Hartlepool Connect Service Integration and Improvement Strategy. The corporate principles of resource transfer for those services moving into the Contact Centre do not require transferring departments to fund Contact Centre management capacity. Risks include service standards not being delivered and damage to Council reputation.	57	0	0	
	Diversity Mapping (Mosaic Origins) - this will assist in mapping exercise and will assist in implementing the New Equality Framework. One of the main themes in this framework is Knowing your community- equality mapping to measure the outcomes of our service provision. The benefits will be immense as communication and service provision can be tailored to relevant sections of the town and in the long run will be cost effective to measure performance and conduct relevant consultations.	5	0	0	There is a possibility of sharing costs in partnership with Housing Hartlepool.
	I&DeA electronic self assessment tool. The benefit is that it assists the Council to self assess diversity achievements and to set the right objectives and targets for achievements. It is good for compiling evidence either for external validation purpose or for CPA in respect to Equality and Diversity	1	0	0	May be able to use Covalent for this
	Civic Regalia/antique furniture repairs - bid for resources as requested by Civic Regalia Working Group.	3	0	0	
	<b>Total Chief Executives</b>	<b>153</b>	<b>8</b>	<b>2</b>	

**CHIEF EXECUTIVES DEPARTMENT - SUMMARY OF PROPOSED EFFICIENCIES**

Budget heading/Cost Centre	Description	Budget Value			Other Comments
		09/10 £000	10/11 £000	11/12 £000	
	A reduction in a variety of operating expenses within Corporate Strategy division including, as a result of reviews of paper circulation, reductions in printing costs	9.1	0	0	
	Reviews of consultation activity and changes in practise have resulted in a reduced need for fieldwork activities to undertake scheduled consultation	7.0			The reduction in fieldwork activities will have no direct impact on staffing as these workers are employed only for specific consultation exercises on short term contracts
	Minor reductions in operating expenses	2.5			
	Reduction in printing costs for Corporate Plan as take up of hard copies has reduced significantly in recent years	1.0			
Accountancy	Following the implementation of new Financial Management System and review of working practices a vacant Accounting Technician post can be deleted. Whilst, this proposal will not impact on current operational requirements, it reduces capacity to support non core activities, such as new corporate initiatives, support for departmental finance teams when they have vacancies, or support of new grant regimes.	22.0			Staffing reduction already achieved as post vacant.
Internal Audit	Internal Audit are implementing new audit management software (Teammate) and associated changes to operational practices during 2008/09. These changes will enable a reduction in staffing of 0.3 fte.	7.0			Staffing reduction agreed with specific employee who wishes to reduce working hours.
Recovery and Inspection	Increased net income from extension of Internal Bailiff pilot within HBC to cover 3 officers, with bailiff charges accruing to the Council.	41.0			
	Following the implementation of new HR/Payroll System and review of working practices two currently filled HR Administrator posts can be deleted within 3 months of Phase 1A being tested and implemented. Whilst, this proposal will not impact on current operational requirements, it reduces capacity to support non core activities, such as new corporate initiatives or demands from schools under SLA arrangements.	56	0	0	
	Reduced printing and postage costs arising HR/Payroll system	1	0	0	
	A review of operating practices has resulted in the identification of reduced printing and circulation costs and a reduction of 0.5 admin staff	13.4			
		160	0	0	

Chief Executive's Department - Pressures

Perf	Portfolio	Dept/Div	Budget heading/Cost Centre	Corp Strategy theme	Description	Type of budget proposal	Budget Value			Cost of efficiency saving £000	Risk impact	Risk probability -	Risk score	Risk status	Rate the Diversity impact	Diversity strand(s)	Treat as contingency item	Staffing Impact	Other Comments
							09/10 £000	10/11 £000	11/12 £000										
Perf	CED HR			9. OrgD	<p>Safer workforce - HR Operational support increased to ensure compliance by Depts in respect of safer workforce practices. Major areas include recruitment structure/checking of personal files etc. Additional and on-going training of managers in departments required. Risk to the Authority in respect of non compliance in respect of procedures will be increased. Potential effect of Councils rating. Independent Safeguarding Authority - increased work in relation to registration/clearance of employees. Failure to support could result in the employment of individuals who pose a risk to children / vulnerable adults. Independent Safeguarding Authority - increased work in relation to registration/clearance of employees. Failure to support could result in the employment of individuals who pose a risk to children / vulnerable adults.</p>	Pressure	53	0	0		3. High	3. Likely	9	Red	Neutral	All	No	0	
Perf	CED HR			9. OrgD	<p>Tees Valley and Durham Communications service - (BSL interpretation). Previously funded from Human Resources managed revenue underspend. The Council has extended the contract for another three years. This service provision is essential so as not to discriminate the deaf people from using our services. The benefits are that we will be complying with the Equality legislation and promoting equal opportunities to all our customers. Diversity consultations with ethnic minorities, Lesbian, Gay, Bi-sexual and Trans-gender (LGBT) community, people with disabilities and to start a religious forum. Previously funded by Corporate Strategy as new initiative. Equality Act 2006 looks for compliance in providing services to all the diversity strands. The benefits are immense as this would lead to providing services to all sections within our communities free from discrimina</p>	Pressure	13	0	0	0	3. High	3. Likely	9	Red	Positive	Disability	No	0	<p>This payment is to cover the admin costs as the usage is re-charged to the relevant departments. Corporate strategy funded these as they were initiatives. Now with their budget pressures, they cannot continue to fund these existing consultations.</p>
Perf	CED All			9. OrgD	<p>The Government have been developing, for some considerable period of time, a mechanism to allow the secure sharing of data between public sector organisations. Whilst this development has been ongoing for a period of time the Government, through a variety of government departments are now mandating the use of this mechanism, called Government Connects, for the sharing of key elements of information. The first, though not likely to be last, government department to mandate it's use for information is Department for Work and Pensions (DWP). Government Connects, from April of next year, will be the only place that the authority can access DWP data which is essential for the ongoing operation of the Benefits function in the authority. Although this is the only government department to do this to date there are likely to be other departments taking such a stance in the near future. Not enabling the connection to Government Connects will mean that there are mandatory parts of the benefits service which the authority will be unable to provide with a subsequent impact on a high performing and important service. Government connects is currently partially funded from central resources but this funding will cease in 2011 hence the increased revenue costs of.</p>	Pressure	9	0	24		3. High	4. Almost certain	12	Red	Negative	All	No	0	<p>There are two elements to the pressure. A capital cost to enable connect £ 43 K and an ongoing revenue impact of £ 9K</p>





## Chief Executive's Department - Priorities

Perf Portfolio	Dept/ Div	Budget heading/ Cost Centre	Corp Strategy theme	Description	Type of budget proposal	Budget Value			Cost of efficiency saving £000	Risk impact	Risk probability .	Risk score	Risk status	Rate the Diversity impact	Diversity strand(s)	Treat as contingency item	Staffing Impact	Other Comments
						09/10 £000	10/11 £000	11/12 £000										
Perf	CED HR	N/A	9. OrgD	JobsGoPublic skills portal. Funded regionally in 2006/07, funded corporately by "one off" funds in 2007/08. Contract requires renewal or confirmation of continuation in Oct / Nov 2008. A significant amount of data held on this system regarding workforce skills and capabilities which is likely to be lost if contract is not renewed. This is the only system within the council currently that hold any detailed data on employee skills and capabilities. Detailed information on workforce skills and capabilities forms part of workforce analysis and longer term workforce planning. benefits include extending the use of the portal to include on-line appraisal and 360 degree appraisal, job role analysis to inform succession planning, identification of skills shortage areas and identification of talent to support talent management initiatives.	Priority	20	0	0	0	3. High	3. Likely	9	Red	Neutral	All	yes	0	Funding from 2009/210 onwards only needed if the new HR/Payroll system does not have the skills and appraisal capability of the Skills Portal.Funding from 2009/210 onwards only needed if the new HR/Payroll system does not have the skills and appraisal capability of the Skills Portal. One off funding of 10k is needed for 2008/9 as 9k LSC funding available
Perf	CED HR		9. OrgD	Regional Recruitment Portal/Talent pool. Funded regionally for 1st year. Thereafter funding required on an annual basis. The benefits of attracting a wider range of potential applicants to the authority is substantially increased by being part of the portal. Failure to continue with the portal will mean that the development of an in-house system would be required which would mean additional cost and additional officer time.	Priority	5	0	0		3. High	3. Likely	9	Red	Neutral	All			
Perf	CED HR		9. OrgD	Assistant Diversity Officer (part time 20hrs per week at Band 7) This is capacity issue that was recognised during the Stakeholder challenge process to assist with Principal Diversity Officer. Funded until March 2009 from the contingency fund . If the funding is not approved, the stakeholder challenge cannot be continued and it will have a negative impact on the credibility of the Council as trust is being built with our diverse stakeholders.	Priority	13	0	0	0	2. Medium	4. Almost certain	8	Red	Positive	All	No		This is a temporary post now until March 09 funded by the contingency funds. This needs to become a permanent post for future years to continue with this work.
Perf	CED HR		9. OrgD	Stakeholder critical Challenge process. Funded until March 2009 from Contingency fund, previously funded from Improvement partnership grant. This is a process where the diverse stakeholders of Hartlepool challenge the services and inform the impact assessments of the individual services. This is now linked into directly with the service planning/performance management process. This is in compliance with providing the services by catering to the needs of the diverse people. Benefit of this process has been immense. Stakeholders have finally begun to trust the Council and feel empowered. If this discontinues, the Council's reputation is at stake.	Priority	10	0	0	0	2. Medium	4. Almost certain	8	Red	Positive	All	No		Funding at the moment is provided by the contingency fund. This needs to continue as the stakeholders have themselves have said that there is value in this process.

Perf	CED HR		9. OIBD	Celebrating Success Event 2009 - an event to recognise employee achievements funded from "one off" monies in 2007/ and 2008/9. Contributes to the strategic objective of engaging and rewarding staff. External sponsorship is sought but this cannot be guaranteed and can fluctuate from year to year. This links to the ambition to be an employer of choice and failure to provide the event would result in loss of employee motivation and morale. Plans to incorporate Long Service Awards and NVQ/Skills for Life Awards as part of a Celebration Day	Priority	10	0	0	0	2. Possible	3. Likely	6	Amber	Neutral	All	No	0	Any sponsorship gained would be offset against any provision made.
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Perf Portfolio	Perf Dept/ Div	Budget heading/ Cost Centre	Corp Strategy theme	Description	Type of budget proposal	Budget Value			Cost of efficiency saving £000	Risk impact	Risk probability .	Risk score	Risk status	Rate the Diversity impact	Diversity strand(s)	Treat as contingency item	Staffing impact	Other Comments	
						09/10 £000	10/11 £000	11/12 £000											
Perf CED HR	Perf CED HR	Contact Centre	9. OrgD	Additional CRM system and middleware software maintenance. Risk of not supporting constrains effectiveness/efficiency opportunities of the Contact Centre.	Priority	0	0	0		2. Medium	2. Possible	4	Amber	Neutral	All	No	0		
Perf CED HR	Perf CED HR		9. OrgD	Data-matching software annual licence fee for Hopewiser. Software may be required again next year if Northgate to not deliver LLPG Satellite Hub by end of August 2008 to allow time to match to departmental datasets	Priority	6	0	0		2. Medium	2. Possible	4	Amber	Neutral	All	No	0		
Perf CEX L	Perf CEX L	Legal	9. OrgD	A restructure of the Legal Services Division to compensate for the dissipation of staff and to meet increasing workloads as reported to the Council's Cabinet on 18th August, 2008. The Cabinet agreed to the recommendation to restructure in principle through the addition of the post of a Solicitor (commercial/procurement), Legal Assistant (Childcare) and a Trainee Solicitor. Solicitor and Legal Assistant posts included as pressures. This was to meet additional functionality, increasing caseloads and to meet and comply with statutory requirements/obligations against a service with a low resource base. Pressures upon the service includes; increasing childcare caseloads and the adoption of the Public Law Outline governing the conduct of childcare proceedings, work involved with regeneration/partnering initiatives, school transformation/BSF, Freedom of Information and Data Protection compliance, Crime and Disorder Act provisions, equal pay/JE implementation, the locally based assessment and determination process, major corporate projects eg., Tall Ships, Victoria Harbour etc., developments, as well as maintenance of the Division's Lexcel accreditation. Should a restructure not be implemented then recourse and reliance will need to be placed on the "call off" of legal work through the Council's External Legal Partnership or through other outsourcing mechanisms with attendant financial and other implications	Priority	23	2	2		2. Medium	2. Possible	4	Amber						
Perf CED HR	Perf CED HR	Contact Centre	9. OrgD	Office furniture / equipment / supplies. Historical resource transfers means budget is unsustainable with emerging operating cost pressures. Risk of budget overspends.	Priority	0	6	0		1. Low	3. Likely	3	Green	Neutral	All	No	0		
Perf CED HR	Perf CED HR	Contact Centre	9. OrgD	Additional Team Leader capacity to ensure the sustained delivery of customer service standards, linked to the Hartlepool Connect Service Integration and Improvement Strategy. The corporate principles of resource transfer for those services moving into the Contact Centre do not require transferring departments to fund Contact Centre management capacity. Risks include service standards not being delivered and damage to Council reputation.	Priority	57	0	0		2. Medium	1. Unlikely	2	Green	Neutral	All	No	2		





## CHIEF EXECUTIVES DEPARTMENT - PROPOSED EFFICIENCIES

Perf	Portfolio	Budget heading/ Cost Centre	Corp Strategy theme	Description	Type of budget proposal	Efficiency Classification	Budget Value			Cost of efficiency saving £000	Risk impact	Risk probability .	Risk score	Risk status	Rate the Diversity impact	Diversity strand(s)	Treat as contingency item	Staffing Impact	Other Comments
							09/10 £000	10/11 £000	11/12 £000										
Perf	CED CS		9. OrgD	A reduction in a variety of operating expenses within Corporate Strategy division including, as a result of reviews of paper circulation, reductions in printing costs	Efficiency		9.1	0	0	0	1. Low	1. Unlikely	1	Green	Neutral	All	No	0	
Perf	CED CS		9. OrgD	Reviews of consultation activity and changes in practise have resulted in a reduced need for fieldwork activities to undertake scheduled consultation	Efficiency		7.0				1. Low	1. Unlikely	1	Green	Neutral	All	No	0	The reduction in fieldwork activities will have no direct impact on staffing as these workers are employed only for specific consultation exercises on short term contracts
Perf	CED CS		9. OrgD	Minor reductions in operating expenses	Efficiency		2.5				1. Low	1. Unlikely	1	Green	Neutral	All	No	0	
Perf	CED CS		9. OrgD	Reduction in printing costs for Corporate Plan as take up of hard copies has reduced significantly in recent years	Efficiency		1.0				1. Low	1. Unlikely	1	Green	Neutral	All	No	0	
Fin	CED F	Accountancy	9. OrgD	Following the implementation of new Financial Management System and review of working practices a vacant Accounting Technician post can be deleted. Whilst, this proposal will not impact on current operational requirements, it reduces capacity to support non core activities, such as new corporate initiatives, support for departmental finance teams when they have vacancies, or support of new grant regimes.	Efficiency		22.0				1. Low	2. Possible	2	Green	Neutral	All	No	-1.0	Staffing reduction already achieved as post vacant.



## **SCRUTINY CO-ORDINATING COMMITTEE**

**28 November 2008**



**Report of:** Chairs of the Overview and Scrutiny Committees

**Subject:** FEEDBACK FROM THE OVERVIEW AND SCRUTINY COMMITTEES: BUDGET AND POLICY FRAMEWORK INITIAL CONSULTATION PROPOSALS 2009/10

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

1.1 To feedback the collective responses of the four standing Scrutiny Forums (with the exception to the Health Scrutiny Forum), following their recent consideration of the Executive's Budget and Policy Framework Initial Proposals for 2009/10.

### **2. BACKGROUND INFORMATION**

2.1 At a meeting of the Scrutiny Co-ordinating Committee held on 31 October 2008, consideration was given to the Executive's Initial Budget and Policy Framework Consultation Proposals for 2009/10.

2.2 At this meeting it was agreed that the initial consultation proposals were to be considered on a departmental basis by the appropriate Scrutiny Forum. With any comments/observations being fed back to this meeting of the Scrutiny Co-ordinating Committee to assist in the formulation of this Committee's formal response, to be presented to the Cabinet on 15 December 2008.

2.3 As such, the remainder of this report outlines the collective feedback of the four Scrutiny Forums, with the exception to the Scrutiny Co-ordinating Committee's which will be reported verbally at this meeting, to enable the formal response to be compiled

### **3. FEEDBACK FROM THE OVERVIEW AND SCRUTINY COMMITTEES TO THE EXECUTIVE'S INITIAL BUDGET AND POLICY FRAMEWORK PROPOSALS FOR 2009/10**

3.1 Members of the four standing Scrutiny Forums considered in detail the budgetary pressures, grant terminations, efficiencies and priorities as part of the Executive's Budget and Policy Framework initial proposals for 2009/10.



- 3.2 As such outlined below are the individual responses of the four standing Scrutiny Forums:-
- 3.3 Adult and Community Services Scrutiny Forum – Members supported the Adult and Community Services departmental Budget for 2009/10. The Forum did, however, raise concerns in relation to:-
- (a) The very large increase in the BT computer line charges to Branch Libraries; and
  - (b) The number of staff reductions which the Forum felt, wherever possible, should be achieved through natural wastage or redeployment rather than redundancy.
- 3.3 Children's Services Scrutiny Forum - Members supported the Children's Services departmental Budget for 2009/10. The Forum did, however, like it to be noted that:-
- (a) Members were concerned about the deletion of the School Development and Curriculum fund and requested detailed confirmation from the Director of Children's Services how the Department proposes that "one off" initiatives might be financed from other sources;
  - (b) Members wished it be noted that they had reservations about the removal of the subsidy for pupil support from low income families wishing to attend Lanehead and Carlton Outdoor Centres; and
  - (c) Although Members accepted that 3% efficiency savings were required they hoped that those efficiencies relating to impact on staffing numbers were reflective of natural wastage rather than actual redundancies.
- 3.5 Neighbourhood Services Scrutiny Forum – Members supported the Neighbourhood Services departmental budget for 2009/10. The Forum did, however, like it to be noted that:-
- (a) In relation to the budget priority for highways investment, the Forum felt that it should be more reflective of the recommendations arising from their recent investigation into the Condition of the Highways in Hartlepool, specifically focusing on a move from reactive maintenance to planned maintenance.
- 3.6 Regeneration and Planning Services Scrutiny Forum - Members supported all the terminating grants for the Regeneration and Planning Services departmental Budget for 2009/10.
- 3.7 Relating to the priorities the Forum raised concerns over the lack of means testing for the Conservation Area Grants, SNCI's and the UPVC Windows Grant, and felt that of these priorities they would prefer to see support for:-
- (a) UPVC Windows Grant, subject to a caveat of means testing applicants;

- (b) Youth Justice Preventative Measures, subject to more detail of the programme planned and if the identified cost was realistic; and
- (c) CCTV, dependent on the cost of implementation of the recommendations by the Forum.

3.8 Relating to the proposed efficiencies, the Forum supported all efficiencies identified apart from the following that they would like to see support continue for:-

- (a) Business Grants, with reference to the current poor economic climate; and
- (b) Marketing Budget, due to the Forum's current investigation it was felt inappropriate at the moment to recommend a cut in this budget area.

#### 4. RECOMMENDATION

4.1 It is recommended that Members consider the feedback from the Authority's Overview and Scrutiny Committees' in conjunction with the verbal feedback of the Scrutiny Co-ordinating Committee to be provided at this meeting, to assist in the formulation of this Committee's formal response, to be presented to the Cabinet on 15 December 2008.

November 2008

**Contact:-** 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

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

- (i) Report of the Chief Financial Officer entitled 'Budget and Policy Framework 2009/2010 to 2011/12 – Initial Consultation Proposals' presented to the Scrutiny Co-ordinating Committee held on 31 October 2008.
- (ii) Minutes of the Scrutiny Co-ordinating Committee held on 31 October 2008.
- (iii) Minutes of the Children's Services Scrutiny Forum held on 11 November 2008.

- (iv) Minutes of the Neighbourhood Services Scrutiny Forum held on 10 November 2008;
- (v) Minutes of the Adult and Community Services and Health Scrutiny Forum held on 12 November 2008.
- (vi) Minutes of the Regeneration and Planning Services Scrutiny Forum held on 13 November 2008.

# SCRUTINY CO-ORDINATING COMMITTEE

28 November 2008



**Report of:** Chief Financial Officer

**Subject:** QUARTER 2 – CAPITAL AND ACCOUNTABLE BODY PROGRAMME MONITORING REPORT 2008/2009

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## 1. PURPOSE OF REPORT

- 1.1 To provide details to Members of the Scrutiny Co-ordinating Committee of the progress against the Council's overall Capital budget for 2008/2009 and the spending programmes where the Council acts as the Accountable Body for the period to 30 September 2008.

## 2. BACKGROUND INFORMATION

- 2.1 In line with previous monitoring reports, the attached report (**Appendix 1**) provides detailed monitoring information for each Portfolio up to 30 September 2008.
- 2.2 It should also be noted that the Cabinet also considered this report at its meeting on 24 November 2008, therefore any key issues arising from the meeting will be verbally provided during this meeting.

## 3. RECOMMENDATION

- 3.1 That Members consider the report and seek clarification on issues where felt appropriate

# CABINET REPORT

24<sup>th</sup> November, 2008



**Report of:** Chief Financial Officer

**Subject:** QUARTER 2 – CAPITAL AND ACCOUNTABLE  
BODY PROGRAMME MONITORING REPORT  
2008/2009

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## SUMMARY

### 1. PURPOSE OF REPORT

To provide details of progress against the Council's overall Capital budget for 2008/2009 and the spending programmes where the Council acts as the Accountable Body for the period to 30<sup>th</sup> September, 2008.

The report considers the following areas: -

- Capital Monitoring
- Accountable Body Programme Monitoring

### 2. SUMMARY OF CONTENTS

The report provides detailed monitoring information for each Portfolio up to 30<sup>th</sup> September, 2008.

### 3. RELEVANCE TO CABINET

Cabinet has overall responsibility for the monitoring of the Council's budgets.

### 4. TYPE OF DECISION

Variation to approved Budget and Policy Framework.

### 5. DECISION MAKING ROUTE

Cabinet 24<sup>th</sup> November, 2008.  
Council on 11<sup>th</sup> December, 2008.

### 6. DECISION(S) REQUIRED

It is recommended that:

- i) Cabinet notes the contents of the report; and
- ii) Cabinet seeks Council's approval to provide for £1.5m temporary Prudential Borrowing to cover the costs of house purchases in advance of receiving grant funding.

**Report of:** Chief Financial Officer

**Subject:** QUARTER 2 – CAPITAL AND ACCOUNTABLE  
BODY PROGRAMME MONITORING REPORT  
2008/2009

## 1. PURPOSE OF REPORT

1.1 To inform Cabinet of progress against the Council's own 2008/2009 Capital budget and the spending programmes where the Council acts as the Accountable Body for the period to 30<sup>th</sup> September, 2008.

1.2 This report considers the following areas: -

- Capital Monitoring;
- Accountable Body Programme Monitoring.

## 2. BACKGROUND

2.1 In line with previous monitoring reports, this document is an integrated comprehensive document that is page numbered, thus allowing Members easier navigation around the report. (See contents table below). The report firstly provides a summary, followed by a section for each Portfolio where more detailed information is provided.

Section	Heading	Page
3	Capital Monitoring	2
4	Accountable Body Programme	2-3
5	Adult and Public Health Service Portfolio	3-4
6	Children's Services Portfolio	4-5
7	Culture, Leisure and Tourism Portfolio	5-6
8	Neighbourhood and Communities Portfolio	6-7
9	Regeneration and Liveability Portfolio	7
10	Finance and Efficiency Portfolio	8-11
11	Recommendations	11
Appendix A	Capital Monitoring – Summary	12
Appendix B	Accountable Body Monitoring - Summary	13
Appendices C-H	Detailed Spend by Portfolio	14-20
Appendix I	Accountable Body Revenue Monitoring	21

2.2 This report will be submitted to Scrutiny Co-ordinating Committee for review at the earliest opportunity.

### 3. CAPITAL MONITORING 2008/2009

- 3.1 Expenditure for all Portfolios is summarised at **Appendix A**.
- 3.2 Actual expenditure to 30<sup>th</sup> September, 2008, totals £9,580,600, compared to the approved budget of £32,854,700, leaving £20,612,100 remaining expenditure expected to be spent in 2008/2009 with £2,633,500 being rephased into 2009/2010. There is a small underspend that will be reallocated via SCRAPT.
- 3.3 The main schemes where expenditure is rephased to 2009/2010 are:

Portfolio	£'000
<b>Children's Services, (see section 6.1.4)</b>	
Youth Capital Fund Plus	452
<b>Culture, Leisure &amp; Tourism (see section 7.1.3)</b>	
Skateboard Park	70
Grayfields Sports Junior Pitches	50
Burn Valley Park Beck	34
Countryside Replacement Vehicle	15
Greatham Play Area equipment	9
Jutland Road Play Area upgrade	25
Nicholson Field Allotments	20
<b>Neighbourhood &amp; Communities (see section 8.1.4)</b>	
Hartlepool Transport Interchange	1,401
Anhydrite Mine	185
Highways Improvements Tesco Section	133
Strategy Study, Seaton Carew	200

- 3.4 One item to bring to Members attention relates to the Central Hartlepool Housing Regeneration Scheme. The scheme is currently showing as spending according to budget. However, Officers have been made aware of the possibility of additional funding becoming available which the Council would be in a stronger position to secure if it was able to accelerate expenditure on house purchases. It is recommended that Council are asked to approve additional temporary prudential borrowing of £1.5m to fund this additional expenditure as a contingency in the event that additional grant funding is not obtained. This prudential borrowing will not result in an unbudgeted pressure as it is expected that the resulting capital financing costs would be met by the capital grant.

### 4. ACCOUNTABLE BODY PROGRAMME

- 4.1 The Council acts as Accountable Body for the Hartlepool New Deal for Communities (NDC). As part of its role as Accountable Body the Council needs to be satisfied that expenditure is properly incurred



and is progressing as planned. In addition, the Council has been allocated monies from the Tees Valley Single Programme Partnership (SP). Although, we are not the Accountable Body for the Partnership, the Council still has responsibilities for ensuring that expenditure is properly incurred and progressing as planned. This objective is achieved through a variety of means, including your consideration of monitoring reports for these areas as follows: -

### i) **New Deal for Communities (NDC)**

The management of NDC resources is subject to specific Government regulations where the Partnership is able to renegotiate the annual allocation during mid year review with Government Office for the North East. This provides the Partnership with a degree of flexibility in managing the overall programme. NDC has had confirmation from DCLG and GONE of the capital and revenue split of grant approved for the remaining three years of the programme.

The programme is currently forecasting to fully spend the current years NDC allocation of £4,033,000. There is also another £1,418,300 of expenditure forecast which is funded through other grants, giving a total budget of £5,451,300 for the current financial year.

The latest allocated budget in relation to this target is £5,203,200 and **Appendix B**, Table 1, provides details of the total actual expenditure, as at 30<sup>th</sup> September, 2008, in relation to this target.

In order to ensure that the Partnership achieves as close to its target allocation as possible the NDC Steering Group will approve additional allocations during the year and each project will be closely monitored up to the financial year-end.

There are no major items to bring to Portfolio Holder's attention and expenditure is expected to be on target at year-end

### ii) **Single Programme (SP)**

The Council received revenue monies which are allocated by Tees Valley Single Programme Partnership. The Partnership Board approves the annual delivery plan. There are a few residual Single Programme Capital schemes and these are fully funded from other sources. Details of progress against budgets are summarised at Appendix B, Table 2. Schemes are detailed within Appendices H, Table 3 and I, Table 2.

There are no items to bring to Members attention and expenditure will be on target at the year-end.

### 5. ADULT AND PUBLIC HEALTH SERVICE PORTFOLIO

#### 5.1 Capital Monitoring for Period Ending 30<sup>th</sup> September, 2008

5.1.1 Details of anticipated and actual capital expenditure as at 30<sup>th</sup> September, 2008, is summarised in **Appendix C** and shows:

- Column A - Scheme Title
- Column B - Budget for Year
- Column C - Actual expenditure to 30<sup>th</sup> September, 2008
- Column D - Expected remaining expenditure to be incurred in the period October to March, 2009
- Column E - Expenditure Rephased into 2009/2010
- Column F - 2008/2009 Total Expenditure
- Column G - Variance from Budget
- Column H - Type of financing

5.1.2 Detailed analysis of these schemes are on deposit in the Member's Library.

5.1.3 Capital expenditure to date amounts to £79,700, compared to the approved budget of £1,551,400, with £1,471,700 of expenditure remaining.

5.1.4 In terms of the budget actual expenditure to date is minimal. However, it is anticipated that expenditure will be on target at the end of the financial year.

5.1.5 There are no major items to bring to the Portfolio Holder's attention.

### 6. CHILDREN'S SERVICES PORTFOLIO

#### 6.1 Capital Monitoring for Period Ending 30<sup>th</sup> September, 2008

6.1.1 Details of anticipated and actual capital expenditure as at 30<sup>th</sup> September, 2008, is summarised in **Appendix D** and shows:

- Column A - Scheme Title
- Column B - Budget for Year
- Column C - Actual expenditure to 30<sup>th</sup> September, 2008
- Column D - Expected remaining expenditure to be incurred in the period October to March, 2009
- Column E - Expenditure Rephased into 2009/2010
- Column F - 2008/2009 Total Expenditure
- Column G - Variance from Budget
- Column H - Type of financing

- 6.1.2 Detailed analysis of these schemes are on deposit in the Member's Library.
- 6.1.3 **Appendix D** provides a summary of the Children's Service's Capital Programme, which includes schemes funded from specific capital allocations and schemes from the revenue budget which are managed as capital projects owing to the nature of the expenditure and the accounting regulations.
- 6.1.4 Actual expenditure to date amounts to £2,745,000, compared to the approved budget of £8,724,600, with £5,527,600 of expenditure remaining. As reported to Children's Services' Portfolio Holder on 14 October 2008 it is recognised that the Youth Capital Fund Plus will not be spent in 2008/2009, so £452,000 has been rephased into 2009/2010. All other projects will be in line with budget at outturn.
- 6.1.5 There are a number of schemes on the appendix from previous years where the final account balance is still outstanding. Officers are currently working to try and finalise any outstanding payments in this financial year.
- 6.1.6 The items to bring to the Portfolio Holder's attention are: -

The latest school's Capital Works Programme was approved by the Children's Services Portfolio Holder on 12<sup>th</sup> August, 2008. The current over-provision is £48,900. However it is anticipated that contingencies built into existing schemes, revised costing changes and/or additional contributions from schools should result in this over-provision being eliminated. Should this not be achieved any over-provision will have first call on the 2009/2010 capital allocation.

The cost of replacing Bamard Grove School's KS1 Roof has now been confirmed. The previously approved outline cost was £92,000, the revised cost is £63,000. The balance has been utilised to fund increases in costs elsewhere within the Children's Services Capital Programme.

## 7. CULTURE, LEISURE AND TOURISM PORTFOLIO

### 7.1 Capital Monitoring for Period Ending 30<sup>th</sup> September, 2008

- 7.1.1 Details of anticipated and actual capital expenditure as at 30<sup>th</sup> September, 2008, is summarised in **Appendix E** and shows:

- Column A - Scheme Title
- Column B - Budget for Year
- Column C - Actual expenditure to 30<sup>th</sup> September, 2008
- Column D - Expected remaining expenditure to be incurred in the period October to March, 2009
- Column E - Expenditure Rephased into 2009/2010

Column F - 2008/2009 Total Expenditure  
 Column G - Variance from Budget  
 Column H - Type of financing

7.1.2 Detailed analysis of these schemes are on deposit in the Member's Library.

7.1.3 Actual expenditure to date amounts to £344,000, compared to the approved budget of £1,140,200, with £796,200 of expenditure remaining. Owing to time delays in projects and the need to identify further funds it is recognised that some budgets will not be spent in 2008/2009, so £222,200 of the remaining expenditure has been rephased into 2009/2010. Details are shown below: -

Burn Valley Park Beck	£34,000
Countryside – purchase of replacement vehicle	£15,000
Grayfields Sports – creation of junior sports pitches	£50,000
Greatham Play Area equipment	£ 8,600
Jutland Road Play Area upgrade	£25,000
Nicholson Field Allotments	£19,600
Skateboard Park	<u>£70,000</u>
	<b><u>£222,200</u></b>

7.1.4 The £2,000,000 budget for the proposed H<sub>2</sub>O Centre has been excluded from this report. Delays in agreement and commitment to the overall Victoria Harbour plans mean the proposal will not proceed until at least 2010.

The Hartlepool Museum project is currently overspent by £5,400. Further funding is being sought and the project will come in on budget at year end.

All other projects will be in line with budget at outturn.

7.1.5 There are no other items to bring to Portfolio Holder's attention.

## 8. NEIGHBOURHOOD AND COMMUNITIES PORTFOLIO

### 8.1 Capital Monitoring for Period Ending 30<sup>th</sup> September, 2008

8.1.1 Details of anticipated and actual capital expenditure as at 30<sup>th</sup> September, 2008, is summarised in **Appendix F** and shows:

Column A - Scheme Title  
 Column B - Budget for Year  
 Column C - Actual expenditure to 30<sup>th</sup> September, 2008  
 Column D - Expected remaining expenditure to be incurred in the period October to March, 2009  
 Column E - Expenditure Rephased into 2009/2010  
 Column F - 2008/2009 Total Expenditure

Column G - Variance from Budget  
Column H - Type of financing

8.1.2 Detailed analysis of these schemes are on deposit in the Member's Library.

8.1.3 Actual expenditure to date amounts to £4,617,200, compared to the approved budget of £15,091,600 with £8,515,100 of expenditure remaining. Owing to time delays schemes totalling £1,959,300 will be rephased to 2009/2010. It is expected that expenditure will be in line with budget at outturn.

8.1.4 The main items to bring to the Portfolio Holder's attention are: -

Of the £1,959,300 expenditure to be rephased £1,401,100 relates to the Hartlepool Transport Interchange as the legal agreements with Network Rail will not be completed until the end of this financial year.

£185,000 has been rephased into 2008/2010 on the Anhydrite Mine for future monitoring of further deterioration in the mine.

The Highways Improvement Scheme at Tesco results in £133,200 being rephased into 2009/2010 as investigations are being carried out at Oxford Street junction before going ahead with upgrading the pedestrian crossing.

The rephasing into 2009/2010 of £200,000 on Strategy Study Seaton Carew reflects the intended profile of expenditure over a two year period.

£40,000 has been rephased to 2009/2010 on Coast Protection as the contract is not expected to be signed until early 2009 for works to the North Pier.

## 9. REGENERATION AND LIVEABILITY PORTFOLIO

### 9.1 Capital Monitoring for Period Ending 30<sup>th</sup> September, 2008

9.1.1 Details of anticipated and actual capital expenditure as at 30<sup>th</sup> September, 2008, is summarised in **Appendix G** and shows:

Column A - Scheme Title  
Column B - Budget for Year  
Column C - Actual expenditure to 30<sup>th</sup> September, 2008  
Column D - Expected remaining expenditure to be incurred in the period October to March, 2009  
Column E - Expenditure Rephased into 2009/2010  
Column F - 2008/2009 Total Expenditure  
Column G - Variance from Budget  
Column H - Type of financing

- 9.1.2 Detailed analysis of these schemes are on deposit in the Member's Library.
- 9.1.3 Actual expenditure to date amounts to £200,400, compared to the approved budget of £626,700 with £426,300 of expenditure remaining. It is expected that expenditure will be in line with budget at outturn.
- 9.1.4 There are no major items to bring to Portfolio Holder's attention.

### **10. FINANCE AND EFFICIENCY PORTFOLIO**

#### **10.1 Accountable Body Revenue Monitoring for Period Ending 30<sup>th</sup> September, 2008**

- 10.1.1 The Council acts as Accountable Body for New Deal for Communities and Single Programme Partnerships. Details of progress against the approved revenue budgets are summarised at **Appendix I**.

#### **10.1.2 Appendix I, Table 1 – New Deal for Communities (NDC)**

The management of NDC resources is subject to specific Government regulations where the Partnership is able to renegotiate the annual allocation during mid year review with Government Office for the North East. This provides the Partnership with a degree of flexibility in managing the overall programme.

The Partnership has been allocated £1,837,700 to spend in 2008/2009 on revenue projects. There is another £940,000 of expenditure forecast which is funded through other grants, giving a total budget of £2,777,000 for the current financial year. Appendix I provides details of the actual expenditure as at 30<sup>th</sup> September, 2008, in relation to this target.

Actual expenditure to date amounts to £878,600, compared to anticipated expenditure of £844,900, resulting in a current adverse variance of £33,700. However, full year expenditure is expected to be on budget.

Government Office North East (GONE) and Department of Communities and Local Government (DCLG) have confirmed that NDC grant clawback in 07/08 can be deployed flexibly (spent on Revenue or Capital) to help progress the delivery plan in accordance with the current programme.

NDC is currently undergoing an Independent review of New Deal for Communities programme delivery and spend, along with the other 39 NDCs in the country.

The purpose of this review is to carry out an independent and consistent financial assessment of each NDC identifying the classification of future years budgets, any risks associated with the spending plans and any flexibility within the spending profiles. This review will form part of the mid year review.

### 10.1.3 **Appendix I, Table 2 – Single Programme**

These monies are allocated to the Council by Tees Valley Single Programme Partnership. The Council has been allocated £478,700 to spend in 2008/2009 on revenue projects. Actual expenditure to date amounts to £135,900, compared to anticipated expenditure of £239,400, resulting in a current favourable variance of £103,500. It is not expected that there will be a variance at outturn.

10.1.4 There are no major items to bring to Portfolio Holder's attention and expenditure is expected to be on target at year-end.

### 10.2 **Capital Monitoring for Period Ending 30<sup>th</sup> September, 2008**

10.2.1 Details of anticipated and actual capital expenditure as at 30<sup>th</sup> September, 2008, is summarised in **Appendix H** and shows:

Column A - Scheme Title  
Column B - Budget for Year  
Column C - Actual expenditure to 30<sup>th</sup> September, 2008  
Column D - Expected remaining expenditure to be incurred in the period October to March, 2009  
Column E - Expenditure Rephased into 2009/2010  
Column F - 2008/2009 Total Expenditure  
Column G - Variance from Budget  
Column H - Type of financing

10.2.2 Detailed analysis of these schemes are on deposit in the Member's Library.

### 10.2.3 **Appendix H, Table 1 – Resources**

Actual capital expenditure to date amounts to £1,594,300, compared to the approved budget of £5,720,200. There is £4,092,000 of expenditure remaining. A total of £58,600 of the savings have been used to cover other schemes overspends, while £33,900 will be reallocated by SCRAPT.

10.2.4 The main items to bring to the Portfolio Holder's attention are:

#### Seaton Carew Bus Station Refurbishment

Unforeseen additional structural works (stonework repairs, hard works to steps and additional work to asphalt roof) have exceeded

the original budget by £35,600. However, the overspend will be funded by savings from other projects.

### Refurbishment of War Memorials

As previously reported this scheme is expected to cost an additional £23,000. This is because of increased works cost of the Winged Victory Scheme and additional fees and security costs because of increasing damage being caused to the War Memorials by vandalism. The extra expenditure will be funded from savings elsewhere.  
SCRAPT Programme 2007/2008

Savings have been identified from the slippage of the 2007/2008 SCRAPT Programme. As previously reported these savings have been used to fund the increased cost of refurbishing the War Memorials fund and to the Programme of Works in the toilet facilities at the Civic Centre.

#### 10.2.5 **Appendix H, Table 2 – New Deal for Communities**

The management of NDC resources is subject to specific Government regulations were the Partnership is able to renegotiate the annual allocation during mid year review with Government Office for the North East. This provides the Partnership with a degree of flexibility in managing the overall programme.

The Partnership has been allocated £2,089,000 to spend in 2008/2009 on capital projects. There is another £478,300 of capital expenditure forecast which is funded through other grants, giving a total budget of £2,567,300 for the current financial year.

The latest allocated budgets in relation to this target is £2,426,200 and Appendix F provides details of the actual expenditure as at 30<sup>th</sup> September, 2008, in relation to this target.

Actual expenditure to date amounts to £846,700, compared to the approved budget of £2,426,200, with £1,579,500 of expenditure remaining.

10.2.6 There are no major items to bring to Portfolio Holder's attention and expenditure is expected to be on target at year-end.

#### 10.2.7 **Appendix H, Table 3 – Single Programme**

These projects are residual Single Programme Partnership schemes which are now fully funded from other sources. The budget for the year is £463,200. Actual expenditure to date amounts to £422,800 with £40,400 of expenditure remaining.



10.2.8 There are no major items to bring to Portfolio Holder's attention and expenditure is expected to be on target at year-end.

### 11. RECOMMENDATIONS

11.1 It is recommended that Cabinet:

- i) Notes the contents of the report; and
- ii) Approve the proposal to seek Council's approval to increase the Prudential Borrowing budget by £1.5m to cover the costs of house purchases in advance of receiving grant funding.

## 8.1 APPENDIX A

### CAPITAL MONITORING REPORT TO 30th September 2008

Line No	Portfolio	2008/09 Budget	2008/09 Actual to 30/09/2008	2008/09 Expenditure Remaining	2008/09 Expenditure Rephased into 2009/10	2008/09 Total Expenditure	2008/09 Variance from budget
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F	Col. G (F=D+E)	Col. H
		£'000	£'000	£'000	£'000	£'000	£'000
1	Adult & Public Health Services	1,551.4	79.7	1,471.7	0.0	1,551.4	0.0
2	Children's Services	8,724.6	2,745.0	5,527.6	452.0	8,724.6	0.0
3	Culture, Leisure & Tourism	1,140.2	344.0	579.4	222.2	1,145.6	5.4
4	Neighbourhoods & Communities	15,091.6	4,617.2	8,515.1	1,959.3	15,091.6	0.0
5	Regeneration & Liveability	626.7	200.4	426.3	0.0	626.7	0.0
6	Finance & Efficiency	5,720.2	1,594.3	4,092.0	0.0	5,686.3	(33.9)
7	Total Capital Expenditure	32,854.7	9,580.6	20,612.1	2,633.5	32,826.2	(28.5)

## 8.1 APPENDIX B

### ACCOUNTABLE BODY PROGRAMMES TO 30TH SEPTEMBER 2008

Line No	Actual Position 30/09/08			Description of Best Value Unit	Projected Outturn Position		
	Expected Expenditure/ (Income)	Actual Expenditure/ (Income)	Variance Adverse/ (Favourable)		2008/09 Latest Budget	2008/09 Projected Outturn	Projected Variance: Adverse/ (Favourable)
Col. A	Col. B	Col. C	Col. D (D=C-B)	Col. E	Col. F	Col. G	Col. H (H=G-F)
	£'000	£'000	£'000		£'000	£'000	£'000
				<b><u>TABLE 1 - New Deal for Communities</u></b>			
1	844.9	878.6	33.7	Revenue Projects	2,777.0	2,777.0	0.0
2	846.7	846.7	0.0	Capital Projects	2,426.2	2,426.2	0.0
3	1,691.6	1,725.3	33.7	Total NDC	5,203.2	5,203.2	0.0
				<b><u>TABLE 2 - Single Programme</u></b>			
4	239.4	135.9	(103.5)	Revenue Projects	478.7	478.7	0.0
5	463.2	422.8	(40.4)	Capital Projects	463.2	463.2	0.0
6	702.6	558.7	(143.9)	Total SP	941.9	941.9	0.0

CAPITAL MONITORING REPORT PERIOD ENDING 30th September 2008

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR						
		B	C	D	E	F	G	H
		2008/2009 Budget £'000	2008/2009 Actual as at 30/09/08 £'000	2008/2009 Expenditure Remaining £'000	Expenditure Rephased into 2009/10 £'000	C+D+E 2008/2009 Total Expenditure £'000	F-B 2008/2009 Variance from budget £'000	Type of financing
7229	Cemetery Flooding Works	175.0	0.0	175.0	0.0	175.0	0.0	UDPB
7441	Adult Education - Neighbourhood Learning in Deprived Communities Fund	69.3	32.9	36.4	0.0	69.3	0.0	GRANT
7983	Blakelock Day Centre demolition	170.0	0.0	170.0	0.0	170.0	0.0	CAPREC
7234	Chronically Sick & Disabled Adaptations Equipment Purchases for Clients	113.0	0.0	113.0	0.0	113.0	0.0	GRANT
New	DDA (SCRAFT)	50.0	0.0	50.0	0.0	50.0	0.0	UCPB
7480	Improving Information Management (IIM) - Electronic Social Care Record	5.5	0.8	4.7	0.0	5.5	0.0	GRANT
7481	Improving Information Management (IIM) - IT Infrastructure	46.7	42.7	4.0	0.0	46.7	0.0	GRANT
7479	Improving Information Management (IIM) - Single Assessment Project (SAP)	1.0	0.0	1.0	0.0	1.0	0.0	GRANT
7351	Improving Information Management (IIM) - Systems	4.7	0.0	4.7	0.0	4.7	0.0	GRANT
7616	Learning Disability - Extra Care Housing	308.4	0.0	308.4	0.0	308.4	0.0	GRANT
7578	Lynn Street ATC Demolition	11.3	0.0	11.3	0.0	11.3	0.0	RCCO
7389	Mental Health Projects	354.4	0.1	354.3	0.0	354.4	0.0	SCE(R)
7723	Resettlement Capital Works - Capital Grant	150.0	0.0	150.0	0.0	150.0	0.0	GRANT
7869	Masefield Road, former Rift House Nursery - Purchase & Develop Building	92.1	3.2	88.9	0.0	92.1	0.0	MIX
		1,551.4	79.7	1,471.7	0.0	1,551.4	0.0	

Key

RCCO Revenue Contribution towards Capital  
 MIX Combination of Funding Types  
 UCPB Unsupported Corporate Prudential Borrowing  
 SCE ® Supported Capital Expenditure (Revenue)

GRANT Grant Funded  
 CAP REC Capital Receipt  
 UDPB Unsupported Departmental Prudential Borrowing  
 SPB Supported Prudential Borrowing



CAPITAL MONITORING REPORT PERIOD ENDING 30th September 2008

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR							H Type of financing
		B	C	D	E	F	G		
		2008/2009 Budget £'000	2008/2009 Actual as at 30/09/08 £'000	2008/2009 Expenditure Remaining £'000	Expenditure Rephased into 2009/10 £'000	C+D+E 2008/2009 Total Expenditure £'000	F-B 2008/2009 Variance from budget £'000		
7930	Barnard Grove - Replace Windows	40.6	12.7	27.9	0.0	40.6	0.0	MIX	
7931	Barnard Grove - Replace Roof KS1	63.0	1.2	61.8	0.0	63.0	0.0	MIX	
7758	Barnard Grove - New Pipework and Fan Convectors	1.6	1.6	0.0	0.0	1.6	0.0	SCE( R)	
7851	Barnard Grove - Refurbish Toilets	31.5	31.5	0.0	0.0	31.5	0.0	MIX	
7932	Barnard Grove - New Flooring in Caretakers Bungalow	10.0	0.1	9.9	0.0	10.0	0.0	MIX	
7275	Brierton - Relocation to Single Site	6.7	0.0	6.7	0.0	6.7	0.0	MIX	
7276	Brierton - Install/Move Boundary Fence	14.3	0.0	14.3	0.0	14.3	0.0	MIX	
7277	Brierton - Convert top site to Access 2 Learning School	6.6	0.0	6.6	0.0	6.6	0.0	MIX	
7451	Brierton - Build Sports Hall & Sports Facilities	20.4	0.0	20.4	0.0	20.4	0.0	MIX	
7420	Brierton - Purchase ICT & Internal Alterations	0.6	0.0	0.6	0.0	0.6	0.0	MIX	
7767	Brierton - Upgrade Fire Alarm System	2.1	0.7	1.4	0.0	2.1	0.0	RCCO	
7909	Brierton - Replace Roof Dance Studio, Corridors, Changing	108.6	68.6	40.0	0.0	108.6	0.0	MIX	
7932	Brougham - Replacement Windows	20.8	16.7	4.1	0.0	20.8	0.0	MIX	
7769	Brougham - Resurface Play Area	0.9	0.0	0.9	0.0	0.9	0.0	RCCO	
7768	Brougham - Replace Windows at Front & Part Rear	1.4	0.0	1.4	0.0	1.4	0.0	GRANT	
7747	Catcote - Caretakers Bungalow Roof Replacement	25.9	21.6	4.3	0.0	25.9	0.0	GRANT	
7929	Catcote - Window Replacement	75.7	53.9	21.8	0.0	75.7	0.0	MIX	
7915	Catcote - Replace Roof over Kitchen	28.5	20.5	8.0	0.0	28.5	0.0	MIX	
7491	Clavering - Replace Roof Phase 4 (06/07)	9.0	0.0	9.0	0.0	9.0	0.0	SCE( R)	
7664	Clavering - Create New Foundation Stage Unit	42.8	20.3	22.5	0.0	42.8	0.0	GRANT	
7934	Clavering - Replace Hall Roof	22.1	18.2	3.9	0.0	22.1	0.0	MIX	
7849	Dyke House - Replace Boilers (07/08)	12.6	3.0	9.6	0.0	12.6	0.0	RCCO	
7575	Dyke House - ICT Equipment Purchase	82.7	10.2	72.5	0.0	82.7	0.0	RCCO	
7586	Dyke House City Learning Centre - ICT/Equipment Purchase	177.0	0.0	177.0	0.0	177.0	0.0	GRANT	
7288	English Martyrs - Build new outdoor Sports Pitch	8.2	0.0	8.2	0.0	8.2	0.0	MIX	
7663	Eldon Grove - Erect Perimeter Fence	10.4	0.0	10.4	0.0	10.4	0.0	MIX	
7628	Eldon Grove - Major Internal Works	0.2	0.2	0.0	0.0	0.2	0.0	RCCO	
7760	Fens - Replace Fan Convectors & Radiators (Ph 1)	3.6	0.8	2.8	0.0	3.6	0.0	GRANT	
7740	Fens - New Office Extension	20.0	0.0	20.0	0.0	20.0	0.0	RCCO	
7916	Fens - Renew Heating Distribution System	59.2	45.0	14.2	0.0	59.2	0.0	MIX	
7935	Fens - Replace Windows	77.7	57.7	20.0	0.0	77.7	0.0	MIX	
7981	Fens - Extension to School to Build Children's Centre	5.0	0.0	5.0	0.0	5.0	0.0	GRANT	
7729	Golden Flatts - Window Replacement (07/08)	3.3	0.0	3.3	0.0	3.3	0.0	MIX	
7527	Golden Flatts - Improve Kitchen Ventilation	12.7	0.0	12.7	0.0	12.7	0.0	GRANT	
7923	Golden Flatts - Window Replacement Kitchen / Dining	41.4	32.9	8.5	0.0	41.4	0.0	MIX	
7295	Grange - Replace Classrooms (03/04)	26.3	0.0	26.3	0.0	26.3	0.0	GRANT	
7815	Grange - Internal Works to Kitchen	17.8	0.0	17.8	0.0	17.8	0.0	RCCO	
7924	Grange - Window Replacement Office	49.1	37.8	11.3	0.0	49.1	0.0	MIX	
7851	Greatham - Refurbish Toilets	58.8	58.8	0.0	0.0	58.8	0.0	MIX	
7937	Greatham - Window Replacement Hall & Conservatory	66.4	50.4	16.0	0.0	66.4	0.0	MIX	
7920	High Tunstall - Replace Roof Admin Block	77.1	0.3	76.8	0.0	77.1	0.0	MIX	
7500	High Tunstall - Refurbish Classrooms / Equipment Purchase	3.1	0.0	3.1	0.0	3.1	0.0	GRANT	
	Jesmond Rd - Relocate Nursery to form Foundation Unit, installation of ramps & internal works	5.8	0.0	5.8	0.0	5.8	0.0	MIX	
7949	Jesmond Road - Renew Heating System in Reception	13.5	9.7	3.8	0.0	13.5	0.0	MIX	
7925	Jesmond Road - Install Kitchen Equipment / Develop Kitchen	156.0	61.7	94.3	0.0	156.0	0.0	MIX	
7773	Kingsley - Caretakers Bungalow Heating	0.7	0.0	0.7	0.0	0.7	0.0	GRANT	
7469	Kingsley - Extension to School for Children's Centre	129.7	129.7	0.0	0.0	129.7	0.0	GRANT	
7772	Kingsley - Window Replacement	10.0	0.0	10.0	0.0	10.0	0.0	GRANT	
7939	Kingsley - Hall Roof Replacement	42.0	32.0	10.0	0.0	42.0	0.0	MIX	
7938	Kingsley - Window Replacement North Elevation	88.3	0.3	88.0	0.0	88.3	0.0	MIX	
7976	Kingsley - Convert Storage Areas into classrooms (inc poss extrn)	50.9	37.5	13.4	0.0	50.9	0.0	MIX	
7057	Lynnfield - Build Community Facility	17.8	15.2	2.6	0.0	17.8	0.0	GRANT	
7762	Lynnfield - Boiler Plant Replacement	9.6	0.6	9.0	0.0	9.6	0.0	GRANT	
7926	Lynnfield - Upgrade Toilets inc DDA	33.1	0.0	33.1	0.0	33.1	0.0	MIX	
7312	Manor - Build New Science Lab	6.6	0.0	6.6	0.0	6.6	0.0	MIX	
7565	Manor - Upgrade Fire Alarm System & Electrical Works	0.1	0.1	0.0	0.0	0.1	0.0	GRANT	
7568	Manor - Develop New SEN/Resource Centre	2.3	2.3	0.0	0.0	2.3	0.0	MIX	
7314	Manor - Build E-Learning Centre	21.5	7.5	14.0	0.0	21.5	0.0	MIX	
7824	Manor - Improve Stage Access	2.0	0.0	2.0	0.0	2.0	0.0	MIX	
7912	Manor - Replace External Doors - Improve Security	40.3	27.5	12.8	0.0	40.3	0.0	MIX	
7910	Manor - External Decoration / Window Replacement	20.8	0.0	20.8	0.0	20.8	0.0	MIX	
7940	Owton Manor - Replace Windows & External Doors	100.0	80.3	19.7	0.0	100.0	0.0	MIX	
7819	Rift House - ICT Development	14.2	12.6	1.6	0.0	14.2	0.0	GRANT	
	Rift House - Relocation of Nursery & Refurbish Existing Nursery to create a Children's Centre	28.9	18.3	10.6	0.0	28.9	0.0	GRANT	
7775	Rift House - Window Replacement (07/08)	3.2	0.0	3.2	0.0	3.2	0.0	GRANT	
7850	Rift House - Disabled Toilet/Entrance Works	30.7	18.5	12.2	0.0	30.7	0.0	SCE ( R)	
7927	Rift House - Upgrade Toilets	66.6	58.2	8.4	0.0	66.6	0.0	MIX	
7928	Rift House - Resurface Car Park / Pedestrian Access	35.0	10.6	24.4	0.0	35.0	0.0	MIX	
7563	Rossmere - Kitchen Boiler Replacement	5.9	0.0	5.9	0.0	5.9	0.0	GRANT	
7941	Rossmere - Window Replacement Dining Hall	91.0	1.1	89.9	0.0	91.0	0.0	MIX	
7917	Springwell - Install Mobile Classroom	150.6	121.7	28.9	0.0	150.6	0.0	MIX	
7323	Stranton - Build New Community Facility	21.9	21.9	0.0	0.0	21.9	0.0	MIX	
7763	Stranton - Replace Windows (07/08)	3.9	0.0	3.9	0.0	3.9	0.0	GRANT	
7597	Stranton - Develop Outside Play Area	0.5	0.0	0.5	0.0	0.5	0.0	GRANT	
7888	Stranton - Purchase & Install CCTV	2.3	0.0	2.3	0.0	2.3	0.0	RCCO	
7944	Stranton - Window Replacement	37.9	28.1	9.8	0.0	37.9	0.0	MIX	
7978	Stranton - Extension to Children's Centre	296.4	0.7	295.7	0.0	296.4	0.0	MIX	

CAPITAL MONITORING REPORT PERIOD ENDING 30th September 2008

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR						
		B	C	D	E	F	G	H
		2008/2009 Budget £'000	2008/2009 Actual as at 30/09/08 £'000	2008/2009 Expenditure Remaining £'000	Expenditure Rephased into 2009/10 £'000	C+D+E 2008/2009 Total Expenditure £'000	F-B 2008/2009 Variance from budget £'000	Type of financing
7567	St Cuthberts - Boiler Replacement	1.5	1.5	0.0	0.0	1.5	0.0	MIX
7327	St Helens - Kitchen Refurbishment	0.1	0.0	0.1	0.0	0.1	0.0	GRANT
7943	St Helens - Replace Roof KS2 Area	71.1	0.2	70.9	0.0	71.1	0.0	MIX
7597	St John Vianney - Starfish Daycare Outside Play Area	31.6	0.0	31.6	0.0	31.6	0.0	GRANT
7330	St Teresa's - Extension to build Childrens Centre	2.1	0.0	2.1	0.0	2.1	0.0	GRANT
7997	St Hilds - Build Classroom of the Future	30.0	1.1	28.9	0.0	30.0	0.0	MIX
7946	Throston - Install Lift	53.8	10.6	43.2	0.0	53.8	0.0	MIX
7945	Throston - Rewire School Electrics	71.8	57.8	14.0	0.0	71.8	0.0	MIX
7981	Throston - Extension to Build Children's Centre	324.8	0.4	324.4	0.0	324.8	0.0	GRANT
7873	Ward Jackson - Extend Car Park	1.3	0.0	1.3	0.0	1.3	0.0	RCCO
7918	Ward Jackson - Window Replacement	42.9	0.8	42.1	0.0	42.9	0.0	MIX
-	Ward Jackson - Increase size of office (internal works)	50.0	0.0	50.0	0.0	50.0	0.0	MIX
7776	West Park - Pipework (Phase 1)	9.0	0.0	9.0	0.0	9.0	0.0	GRANT
7828	West Park - Refurbish KS2 Toilets	49.2	0.0	49.2	0.0	49.2	0.0	MIX
7919	West Park - KS1 and Staff Toilet Upgrade	48.2	0.0	48.2	0.0	48.2	0.0	MIX
7848	West Park - Security Works ie. Fencing	45.0	40.2	4.8	0.0	45.0	0.0	RCCO
7598	West View - Improve / Refurbish Nursery & Reception	18.8	6.9	11.9	0.0	18.8	0.0	GRANT
7340	West View - Develop Football Facilities	5.5	0.0	5.5	0.0	5.5	0.0	GRANT
7730	West View - Remodel KS2 Offices	0.6	0.6	0.0	0.0	0.6	0.0	GRANT
7948	West View - Replace Windows	51.0	0.9	50.1	0.0	51.0	0.0	MIX
7342	Carlton Outdoor Centre Redevelopment Phase 1 - New Accommodation Block; Create Meeting Room & Storage; Develop Challenge Course and other on-site adventure opportunities	1.1	1.1	0.0	0.0	1.1	0.0	MIX
7863	Carlton Outdoor Centre - Redevelopment of Site (Proposed Phase 2 although works/funding to be determined)	90.0	0.0	90.0	0.0	90.0	0.0	MIX
7641	Carlton Outdoor Centre - Purchase & Install Challenge Course and Climbing Wall	5.1	0.0	5.1	0.0	5.1	0.0	MIX
7820	Improve Ventilation in Classrooms - Various Schools	0.3	0.0	0.3	0.0	0.3	0.0	RCCO
7521	Children's Centres - Miscellaneous Capital Expenditure	0.6	0.0	0.6	0.0	0.6	0.0	GRANT
7429	Children's Centres - IT and Tel	3.3	0.0	3.3	0.0	3.3	0.0	GRANT
-	Early Years (General Sure Start Grant) Capital - to be allocated	23.9	0.0	23.9	0.0	23.9	0.0	GRANT
7979	Children's Centres - Maintenance	20.1	2.1	18.0	0.0	20.1	0.0	GRANT
7428	Workforce Remodelling - Misc School Projects to better utilise space	42.6	0.0	42.6	0.0	42.6	0.0	GRANT
7384	Devolved Capital - Various Misc Individual School Projects	1153.0	306.8	846.2	0.0	1,153.0	0.0	GRANT
7463	Youth Capital Fund - Spend to be determined by Young People	79.3	13.7	65.6	0.0	79.3	0.0	GRANT
7437	Playing for Success - Develop New Classroom at H'pool Utd	0.5	0.0	0.5	0.0	0.5	0.0	MIX
7421	School Travel Plans - Develop Cycle Storage at Schools	81.4	11.1	70.3	0.0	81.4	0.0	GRANT
7858	Computers for Pupils	530.4	272.1	258.3	0.0	530.4	0.0	GRANT
7779	Improve Ventilation in ICT Suites (O Manor, Rossmere, W View)	5.7	0.0	5.7	0.0	5.7	0.0	RCCO
7447	Purchase of Interactive Whiteboards (Various Schools)	2.1	0.0	2.1	0.0	2.1	0.0	GRANT
7344	Brinkburn Pool - Reinstatement of Pool after Fire	0.6	0.0	0.6	0.0	0.6	0.0	MIX
7814	ICT / Mobile Technology for Children's Social Workers	27.9	1.5	26.4	0.0	27.9	0.0	GRANT
7652	Sure Start Central - Refurbish daycare suite at Chatham House	6.3	6.3	0.0	0.0	6.3	0.0	GRANT
7426	Purchase & Install new Integrated Children's Computerised System for Children & Families	190.0	0.0	190.0	0.0	190.0	0.0	GRANT
7901	Purchase & Install CELTICS Project - Case Management System for Children's & Families Team	350.2	99.4	250.8	0.0	350.2	0.0	GRANT
7388	Sure Start Central - Improvement Works at Lowthian Road	2.7	0.0	2.7	0.0	2.7	0.0	MIX
7210	Capital Grant Contribution for Rift House N'hood Nursery	4.3	0.0	4.3	0.0	4.3	0.0	MIX
7668	Children's Centres - General Equipment	1.5	1.5	0.0	0.0	1.5	0.0	GRANT
7506	Sure Start Central - Chatham Road Capital Works	5.9	0.0	5.9	0.0	5.9	0.0	MIX
8007	Sure Start Central - Chatham Road, Garage Conversion & Equip	33.8	0.0	33.8	0.0	33.8	0.0	GRANT
-	Harnessing Technology Grant - ICT for Schools	350.5	0.0	350.5	0.0	350.5	0.0	GRANT
7898	BSF - Purchase additional accommodation for Brierton pupils	595.0	476.1	118.9	0.0	595.0	0.0	MIX
7975	BSF - Demolition of Brierton Upper School Buildings (PRU)	410.0	0.9	409.1	0.0	410.0	0.0	SCE®
7953	Supply and Install Mobile Classrooms	284.0	170.6	113.4	0.0	284.0	0.0	MIX
7977	Information System for Parents & Providers Project	18.6	0.0	18.6	0.0	18.6	0.0	GRANT
7597	Sure Start South - Bushbaby Daycare - Outside Play Area	26.2	0.0	26.2	0.0	26.2	0.0	GRANT
8001	Capital Grants to External Nurseries	131.7	0.0	131.7	0.0	131.7	0.0	GRANT
-	Youth Capital Fund Plus - (Major Capital Scheme to be determined by young people)	452.0	0.0	0.0	452.0	452.0	0.0	GRANT
		8,724.6	2,745.0	5,527.6	452.0	8,724.6	0.0	

Key

RCCO	Revenue Contribution towards Capital	GRANT	Grant Funded
MIX	Combination of Funding Types	CAP REC	Capital Receipt
UCPB	Unsupported Corporate Prudential Borrowing	UDPB	Unsupported Departmental Prudential Borrowing
SCE®	Supported Capital Expenditure (Revenue)	SPB	Supported Prudential Borrowing

CAPITAL MONITORING REPORT PERIOD ENDING 30th September 2008

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR						
		B	C	D	E	F	G	H
		2008/2009 Budget £'000	2008/2009 Actual as at 30/09/08 £'000	2008/2009 Expenditure Remaining £'000	Expenditure Rephased into 2009/10 £'000	C+D+E 2008/2009 Total Expenditure £'000	F-B 2008/2009 Variance from budget £'000	Type of financing
7712	Bridge Community Centre - Demolition	127.0	71.2	55.8	0.0	127.0	0.0	UCPB
7713	Burbank Community Centre - Refurbishment	7.5	0.0	7.5	0.0	7.5	0.0	UCPB
7881	Burn Valley Garden Sewers/Drainage Works	15.0	4.0	11.0	0.0	15.0	0.0	GRANT
7651	Burn Valley Park Beck - Reduce Flood Risk/Landscaping	68.9	0.0	34.9	34.0	68.9	0.0	MIX
7003	Carnegie Building Refurbishment	16.5	0.0	16.5	0.0	16.5	0.0	MIX
7377	Central Library - Lighting Improvements	38.0	25.4	12.6	0.0	38.0	0.0	RCCO
7877	Central Library - Disabled Toilet	4.7	4.7	0.0	0.0	4.7	0.0	RCCO
7986	Central Library - Installation of Self-Issue System	85.0	0.0	85.0	0.0	85.0	0.0	MIX
7893	Clavering Play Area - Tarmac Surface	30.0	9.0	21.0	0.0	30.0	0.0	RCCO
7375	Countryside - Purchase Replacement Vehicle	15.0	0.0	0.0	15.0	15.0	0.0	MIX
7864	Foreshore - Replacement Lifeguard Vehicle	9.0	0.0	9.0	0.0	9.0	0.0	RCCO
7992	Grayfields Sports - Construct Four Junior Sports Pitches	50.0	0.0	0.0	50.0	50.0	0.0	MIX
7213	Grayfields Sports Pavilion - Changing Rooms	47.0	16.0	31.0	0.0	47.0	0.0	MIX
7382	Greatham Play Area Equipment	8.6	0.0	0.0	8.6	8.6	0.0	MIX
7865	Hartlepool Museum - Internal Works for new display areas	175.6	181.0	0.0	0.0	181.0	5.4	MIX
7001	Headland Community Resource Centre extension	18.4	0.0	18.4	0.0	18.4	0.0	MIX
7002	Headland Sports Hall - Sports Improvement	19.7	0.0	19.7	0.0	19.7	0.0	MIX
7995	Installation of Induction Loops for Hard of Hearing at 23 Council buildings	15.0	0.0	15.0	0.0	15.0	0.0	UCPB
7831	Jutland Road Community Centre - Internal Alterations	2.6	1.2	1.4	0.0	2.6	0.0	MIX
7414	Jutland Road Play Area Upgrade	55.0	0.0	30.0	25.0	55.0	0.0	MIX
7996	Maritime Entranceway	5.0	0.0	5.0	0.0	5.0	0.0	UCPB
7994	Mill House Leisure Centre Doors - Disabled Access	5.0	0.0	5.0	0.0	5.0	0.0	UCPB
7887	Nicholson Fields Allotments - Security Improvements	19.6	0.0	0.0	19.6	19.6	0.0	RCCO
7845	Rossmere - Pitch Improvements	5.0	0.0	5.0	0.0	5.0	0.0	GRANT
7991	St Patricks Multi Use Games Area - Design works	2.4	0.0	2.4	0.0	2.4	0.0	RCCO
7771	Seaton Allotments, Station Lane - Drainage Works	2.1	0.0	2.1	0.0	2.1	0.0	MIX
7215	Seaton Carew Cricket Club Grant - Ground Imps	9.7	0.0	9.7	0.0	9.7	0.0	CAPR
7203	Sir William Gray House - Disability Improvements	2.6	0.0	2.6	0.0	2.6	0.0	MIX
New	Skateboard Park Development	70.0	0.0	0.0	70.0	70.0	0.0	RCCO
7844	Town Moor - Develop Multi Use Games Area	26.0	0.0	26.0	0.0	26.0	0.0	MIX
7590	Ward Jackson Park Car Park - Improvement Works	76.4	1.0	75.4	0.0	76.4	0.0	MIX
7990	Ward Jackson Park - Bandstand Shutters	3.9	0.0	3.9	0.0	3.9	0.0	MIX
7354	Ward Jackson Park - Fountain	4.0	0.0	4.0	0.0	4.0	0.0	MIX
7993	Tall Ships Event - Hart Road Pedestrian Crossing	100.0	30.5	69.5	0.0	100.0	0.0	MIX
		1,140.2	344.0	579.4	222.2	1,145.6	5.4	

Key  
RCCO Revenue Contribution towards Capital  
MIX Combination of Funding Types  
UCPB Unsupported Corporate Prudential Borrowing  
SCE® Supported Capital Expenditure (Revenue)  
GRANT Grant Funded  
CAP REC Capital Receipt  
UDPB Unsupported Departmental Prudential Borrowing  
SPB Supported Prudential Borrowing



CAPITAL MONITORING REPORT PERIOD ENDING 30th September 2008

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR						
		B	C	D	E	F	G	H
		2008/2009 Budget £'000	2008/2009 Actual as at 30/09/08 £'000	2008/2009 Expenditure Remaining £'000	Expenditure Rephased into 2009/10 £'000	C+D+E 2008/2009 Total Expenditure £'000	F-B 2008/2009 Variance from budget £'000	Type of financing
7272	Wheellie Bin Purchase	51.5	51.5	0.0	0.0	51.5	0.0	UDPB
7465	Recycling Scheme	71.8	15.1	56.7	0.0	71.8	0.0	UDPB
7821	Waste Performance Efficiency Grant	160.6	0.0	160.6	0.0	160.6	0.0	GRANT
7404	HRA Residual Expenditure	9.1	0.0	9.1	0.0	9.1	0.0	CAP REC
7218	Disabled Facility Grants	561.3	221.6	339.7	0.0	561.3	0.0	GRANT
7230	Central Hartlepool Housing Regeneration Scheme	4,261.6	1,357.6	2,904.0	0.0	4,261.6	0.0	GRANT
7219	Home Plus Grants (provided by Endeavour HA)	90.0	21.3	68.7	0.0	90.0	0.0	GRANT
7231	Housing Thermal Efficiency	120.4	0.0	120.4	0.0	120.4	0.0	GRANT
7220	Private Sector Housing Grants	359.3	101.6	257.7	0.0	359.3	0.0	GRANT
7720	Public Conveniences	948.1	151.8	796.3	0.0	948.1	0.0	UDPB
7025	Headland Paddling Pool	12.5	9.9	2.6	0.0	12.5	0.0	MIX
7206	CSS Social Lighting Programme	4.4	0.0	4.4	0.0	4.4	0.0	UCPB
7207	LTP-Community Safety-Car Park Security/CCTV	69.6	0.0	69.6	0.0	69.6	0.0	SPB
7235	Low Floor Infrastructure	30.0	6.3	23.7	0.0	30.0	0.0	SPB
7236	Bus Shelter Improvements	69.4	33.9	35.5	0.0	69.4	0.0	SPB
7237	Cycle Routes General	5.0	4.3	0.7	0.0	5.0	0.0	MIX
7240	Hartlepool Transport Interchange	2,033.4	132.3	500.0	1,401.1	2,033.4	0.0	SPB
7241	Dropped Crossings	30.0	23.5	6.5	0.0	30.0	0.0	SPB
7242	Other Street Lighting	82.4	0.4	82.0	0.0	82.4	0.0	MIX
7244	Travel Plans	10.0	0.0	10.0	0.0	10.0	0.0	SPB
7245	LTP-Cycle Parking	10.0	1.8	8.2	0.0	10.0	0.0	GRANT
7247	Bus Quality Corridor	15.0	0.0	15.0	0.0	15.0	0.0	SPB
7250	Sustainable Travel Awareness	10.0	3.3	6.7	0.0	10.0	0.0	GRANT
7251	Public Transport CCTV	10.0	0.0	10.0	0.0	10.0	0.0	GRANT
7252	Safer Streets Initiative	20.0	2.8	17.2	0.0	20.0	0.0	GRANT
7265	Coastal Protection Strategic Study	2.0	0.0	2.0	0.0	2.0	0.0	GRANT
7424	Pride in Hartlepool	32.1	4.9	27.2	0.0	32.1	0.0	UCPB
7455	Hart Lane Road Safety Improvements	95.7	95.7	0.0	0.0	95.7	0.0	MIX
7487	Local Transportation Plan-Monitoring	5.0	1.4	3.6	0.0	5.0	0.0	SPB
7499	Lithgo Close - Contaminated Land	1,787.3	991.5	795.8	0.0	1,787.3	0.0	MIX
7508	Anhydrite Mine	235.0	4.3	45.7	185.0	235.0	0.0	MIX
7540	LTP - Tees Valley Major Scheme Bid	2.7	2.7	0.0	0.0	2.7	0.0	SPB
7541	Safer Routes to School	76.1	3.4	72.7	0.0	76.1	0.0	GRANT
7542	LTP - Parking Lay-By	25.0	0.0	25.0	0.0	25.0	0.0	SPB
7544	LTP - Shop Mobility	40.0	0.0	40.0	0.0	40.0	0.0	SPB
7545	LTP - Motorcycle Training	21.0	21.0	0.0	0.0	21.0	0.0	GRANT
7546	LTP - Road Safety Education & Training	19.0	0.0	19.0	0.0	19.0	0.0	GRANT
7549	LTP - Other Bridge Schemes	70.0	32.6	37.4	0.0	70.0	0.0	SPB
7580	Highways Remedial Works - Hartlepool Marina	4.5	0.9	3.6	0.0	4.5	0.0	TDC
7581	Tees Valley Boundary Signs	5.4	0.0	5.4	0.0	5.4	0.0	GRANT
7624	LTP - Headland Traffic Management	27.9	0.0	27.9	0.0	27.9	0.0	SPB
7644	LTP - School Travel Plans	15.0	2.1	12.9	0.0	15.0	0.0	SPB
7645	LTP - General	144.1	1.6	142.5	0.0	144.1	0.0	SPB
7706	Waterproofing Phase 2 - Multi Storey Car Park	659.5	642.1	17.4	0.0	659.5	0.0	UCPB
7707	Highways Maintenance - Other Schemes (non LTP)	40.0	0.0	40.0	0.0	40.0	0.0	UCPB
7714	Owton Manor Lane Shops	9.0	9.0	0.0	0.0	9.0	0.0	SPB
7734	LTP - Hart Lane/Wiltshire Way Junction Improvement 07-08	79.0	6.6	72.4	0.0	79.0	0.0	SPB
7736	LTP - York Road (Park Road to Lister Street)	788.8	0.8	788.0	0.0	788.8	0.0	SPB
7805	LTP - Footpath - West View Road	8.4	8.4	0.0	0.0	8.4	0.0	SPB
7810	Clavering Area Traffic Management	1.7	1.7	0.0	0.0	1.7	0.0	SPB
7835	LTP - Clavering Area Traffic Management	21.2	21.2	0.0	0.0	21.2	0.0	MIX
7838	LTP - Tees Road Footways (west side)	88.5	63.8	24.7	0.0	88.5	0.0	GRANT
7846	Raby Road Puffin Crossing	17.4	17.4	0.0	0.0	17.4	0.0	UCPB
7847	Coast Protection - Headland Fencing and Promenade	27.6	0.0	27.6	0.0	27.6	0.0	CAP REC
7852	Highway Improvements - TESCO Section 106 Expenditure	333.2	166.4	33.6	133.2	333.2	0.0	GRANT
7856	Stranton Traffic Management	40.0	0.0	40.0	0.0	40.0	0.0	SPB
7891	Strategy Study - Seaton Carew	715.8	3.9	511.9	200.0	715.8	0.0	GRANT
7899	Coast Protection	100.0	0.0	60.0	40.0	100.0	0.0	UCPB
7906	Bryan Hanson House On Street Parking	89.8	55.9	33.9	0.0	89.8	0.0	UDPB
7956	LTP-Cycle Route Signage	5.0	0.0	5.0	0.0	5.0	0.0	SPB
7957	LTP-Seaton Carew Railway Station Improvements	50.0	0.0	50.0	0.0	50.0	0.0	SPB
7960	LTP-Highway Signage Improvements	6.4	0.0	6.4	0.0	6.4	0.0	SPB
7961	LTP-School 20mph Zones	0.3	0.3	0.0	0.0	0.3	0.0	SPB
7962	LTP-HM-Wooler Road Carriageway Reconstruction	156.0	156.0	0.0	0.0	156.0	0.0	SPB
7963	LTP-HM-Holdforth Road Carriageway Reconstruction	127.5	127.5	0.0	0.0	127.5	0.0	SPB
7972	Other Traffic Management Schemes	38.3	31.7	6.6	0.0	38.3	0.0	SPB
7973	Other Safety Schemes	25.0	2.4	22.6	0.0	25.0	0.0	GRANT
7984	King Oswy Drive Cycleway Impovements	10.0	1.0	9.0	0.0	10.0	0.0	SPB
		15,091.6	4,617.2	8,515.1	1,959.3	15,091.6	0.0	

Key

RCCO	Revenue Contribution towards Capital	GRANT	Grant Funded
MIX	Combination of Funding Types	CAP REC	Capital Receipt
UCPB	Unsupported Corporate Prudential Borrowing	UDPB	Unsupported Departmental Prudential Borrowing
SCE ®	Supported Capital Expenditure (Revenue)	SPB	Supported Prudential Borrowing

CAPITAL MONITORING REPORT PERIOD ENDING 30th September 2008

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR						
		B	C	D	E	F	G	H
		2008/2009 Budget £'000	2008/2009 Actual at 30/09/08 £'000	2008/2009 Expenditure Remaining £'000	Expenditure Rephased into 2009/10 £'000	C+D+E 2008/2009 Total Expenditure £'000	F-B 2008/2009 Variance from budget £'000	Type of financing
7012	Headland Regeneration Programme	4.2	3.9	0.3	0.0	4.2	0.0	CAP REC
7013	Headland Town Square	36.7	36.7	0.0	0.0	36.7	0.0	MIX
7015	Targeted Private Housing Improvements	39.2	0.0	39.2	0.0	39.2	0.0	CAP REC
7021	Heugh Battery Phase 2b	156.6	145.8	10.8	0.0	156.6	0.0	GRANT
7368	Building Safer Communities	5.8	2.3	3.5	0.0	5.8	0.0	GRANT
7417	Friarage Field Building Demolition	6.6	0.0	6.6	0.0	6.6	0.0	CAP REC
7431	Community Safety Strategy	153.7	0.0	153.7	0.0	153.7	0.0	UCPB
7866	Friarage Manor House	19.2	1.0	18.2	0.0	19.2	0.0	CAP REC
7878	Community Safety CCTV Upgrade	14.7	10.7	4.0	0.0	14.7	0.0	UCPB
7895	Econ. Devt - Indl & Comm-Grants to Businesses	100.0	0.0	100.0	0.0	100.0	0.0	UCPB
7896	BEC Toilet & Shower Facilities	40.0	0.0	40.0	0.0	40.0	0.0	UCPB
7897	Regeneration Match Funding	50.0	0.0	50.0	0.0	50.0	0.0	UCPB
		626.7	200.4	426.3	0.0	626.7	0.0	

Key

RCCO	Revenue Contribution towards Capital	GRANT	Grant Funded
MIX	Combination of Funding Types	CAP REC	Capital Receipt
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ACCOUNTABLE BODY REVENUE MONITORING REPORT PERIOD ENDING 30th SEPTEMBER 2008

TABLE 1 - NEW DEAL FOR COMMUNITIES

Line No	Actual Position 30/09/08			Scheme Title	Projected Outturn Position		
	Expected Expenditure/ (Income)	Actual Expenditure/ (Income)	Variance Adverse/ (Favourable)		2008/09 Latest Budget	2008/09 Projected Outturn	Projected Variance: Adverse/ (Favourable)
Col. A	Col. B	Col. C	Col. D (D=C-B)	Col. E	Col. F	Col. G	Col. H (H=G-F)
	£'000	£'000	£'000		£'000	£'000	£'000
1	22.8	19.8	(3.0)	Longhill - Site Manager	48.2	48.2	0.0
2	56.8	56.8	0.0	Longhill - ILM Scheme	38.7	38.7	0.0
3	(83.3)	(83.7)	(0.4)	Longhill CCTV	25.1	25.1	0.0
4	44.9	44.9	0.0	Enterprise Development Package - Enterprise Support Scheme	93.4	93.4	0.0
5	0.3	0.9	0.6	Commercial Areas - Building Modernisation	0.3	0.3	0.0
6	21.8	21.6	(0.2)	Commercial Areas - Bus Support Manager	46.3	46.3	0.0
7	58.1	58.1	0.0	Opening Doors - Phase 2	106.2	106.2	0.0
8	0.0	0.0	0.0	Sure Start Extension	53.5	53.5	0.0
9	31.8	25.8	(6.0)	Low Level Support - Phase II	56.8	56.8	0.0
10	0.0	0.0	0.0	Drug Outreach	16.1	16.1	0.0
11	8.0	8.1	0.1	Childrens Emotional Wellbeing	49.1	49.1	0.0
12	0.0	0.0	0.0	Football Development Officer	39.6	39.6	0.0
13	76.3	77.9	1.6	Peoples Access to Health	141.1	141.1	0.0
14	3.0	2.4	(0.6)	Young Persons Emotional Wellbeing	9.2	9.2	0.0
15	59.5	82.9	23.4	Community Wardens	59.5	59.5	0.0
16	0.0	0.0	0.0	Target Hardening - Phase 3	3.3	3.3	0.0
17	3.5	2.5	(1.0)	Community Safety Grants Pool	6.5	6.5	0.0
18	0.0	0.0	0.0	Selective Licensing	37.6	37.6	0.0
19	7.4	7.3	(0.1)	Victim Support	15.1	15.1	0.0
20	1.0	0.0	(1.0)	Voluntary Sector Pool	4.5	4.5	0.0
21	6.5	5.3	(1.2)	Crime Premises	29.5	29.5	0.0
22	0.0	0.0	0.0	Police Community Support Officers	12.5	12.5	0.0
23	1.3	0.0	(1.3)	Dordrecht	1.3	1.3	0.0
24	0.0	0.0	0.0	CCTV Implementation - Phase 3	47.4	47.4	0.0
25	0.0	0.0	0.0	Offending / Mentoring Scheme	5.2	5.2	0.0
26	10.5	14.5	4.0	Anti-Social Behaviour	17.3	17.3	0.0
27	0.0	0.0	0.0	Anti-Social Behaviour - Phase 2	37.7	37.7	0.0
28	0.0	0.0	0.0	Community Learning Centre - Stranton	39.4	39.4	0.0
29	0.0	0.0	0.0	Community Learning Centre - Lynnfield	69.4	69.4	0.0
30	2.9	2.2	(0.7)	Bursary Fund	2.9	2.9	0.0
31	5.1	5.1	0.0	Family Support	10.2	10.2	0.0
32	0.0	0.0	0.0	Educational Achievement Project	50.0	50.0	0.0
33	0.0	0.0	0.0	Key Stage 2 & 3 Transition	63.5	63.5	0.0
34	0.5	0.4	(0.1)	Raising Aspirations	73.0	73.0	0.0
35	0.0	0.0	0.0	Sustaining Attainment	44.3	44.3	0.0
36	0.0	0.0	0.0	Sustaining Consultancy Fund	40.0	40.0	0.0
37	10.0	10.0	0.0	Community Chest	19.9	19.9	0.0
38	3.1	4.6	1.5	Belle Vue Extension	9.2	9.2	0.0
39	6.1	5.1	(1.0)	Osbourne Road Hall	8.9	8.9	0.0
40	25.3	28.6	3.3	Ethnic Minorities	38.3	38.3	0.0
41	17.6	17.6	0.0	Money Advice and Debt Counselling Service	35.1	35.1	0.0
42	14.2	14.2	0.0	Peoples Centre	28.5	28.5	0.0
43	0.0	0.0	0.0	Lynnfield Play area	12.8	12.8	0.0
44	0.0	0.0	0.0	Childrens Participation Worker	1.9	1.9	0.0
45	35.0	35.2	0.2	Hartlepool Youth Project	90.0	90.0	0.0
46	31.1	31.2	0.1	Capacity Building Development Managers	61.0	61.0	0.0
47	7.5	7.5	0.0	Grange Road Methodist Church	15.0	15.0	0.0
48	3.7	2.9	(0.8)	Community Transport	9.1	9.1	0.0
49	8.0	8.0	0.0	Oxygen Centre - Cap Building	8.0	8.0	0.0
50	0.8	0.7	(0.1)	Resident Steering Group ICT For RSG Members - Cap Building	2.5	2.5	0.0
51	0.0	0.0	0.0	RSG Resident Training - Capacity Building Project	2.0	2.0	0.0
52	0.0	0.0	0.0	Community Learning Centres - Capacity Building Project	10.2	10.2	0.0
53	0.0	0.0	0.0	Home Improvement Project	24.0	24.0	0.0
54	0.0	0.0	0.0	Community Housing Development Plan - Running Costs	65.0	65.0	0.0
55	28.9	29.6	0.7	Evaluation Project	102.6	102.6	0.0
56	47.4	60.7	13.3	Communications Project Phase II	60.9	60.9	0.0
57	92.4	90.5	(1.9)	Neighbourhood Management	337.2	337.2	0.0
58	0.0	0.2	0.2	Housing Regeneration	0.0	0.0	0.0
59	175.1	179.2	4.1	Management and Administration	441.2	441.2	0.0
60	844.9	878.6	33.7		2,777.0	2,777.0	0.0

TABLE 2 - SINGLE PROGRAMME

Line No	Actual Position 30/09/08			Scheme Title	Projected Outturn Position		
	Expected Expenditure/ (Income)	Actual Expenditure/ (Income)	Variance Adverse/ (Favourable)		2008/09 Latest Budget	2008/09 Projected Outturn	Projected Variance: Adverse/ (Favourable)
Col. A	Col. B	Col. C	Col. D (D=C-B)	Col. E	Col. F	Col. G	Col. H (H=G-F)
	£'000	£'000	£'000		£'000	£'000	£'000
61	15.0	15.0	0.0	Management and Administration	30.0	30.0	0.0
62	197.5	99.2	(98.3)	Building Futures	395.0	395.0	0.0
63	26.9	21.7	(5.2)	Tall Ships Cultural Support	53.7	53.7	0.0
64	239.4	135.9	(103.5)		478.7	478.7	0.0

CAPITAL MONITORING REPORT PERIOD ENDING 30th September 2008

TABLE 1 - RESOURCES

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR						
		B	C	D	E	F	G	H
		2008/2009 Budget £'000	2008/2009 Actual as at 30/09/08 £'000	2008/2009 Expenditure Remaining £'000	Expenditure Rephased into 2009/10 £'000	C+D+E 2008/2009 Total Expenditure £'000	F-B 2008/2009 Variance from budget £'000	Type of financing
7466	Vehicle Purchases	1,069.6	299.8	769.8	0.0	1,069.6	0.0	UDPB
7263	York Flatlets Demolition	7.7	0.0	7.7	0.0	7.7	0.0	CAP REC
7264	Mobile Benefits	129.3	0.0	129.3	0.0	129.3	0.0	CAP REC
7418	St Benedicts Barlows Building Demolition	34.7	0.0	34.7	0.0	34.7	0.0	CAP REC
7446	EDRMS and Workflow	19.6	19.6	0.0	0.0	19.6	0.0	RCCO
7467	Refurbishment of War Memorials	61.8	82.7	2.1	0.0	84.8	23.0	UCPB
7468	IT Strategy	500.0	0.0	500.0	0.0	500.0	0.0	UDPB
7471	EDRMS Phase 2	32.5	32.5	0.0	0.0	32.5	0.0	RCCO
7623	Corporate IT Projects	88.5	6.3	82.2	0.0	88.5	0.0	CAP REC
7631	Members ICT/Remote Access	50.2	17.9	32.3	0.0	50.2	0.0	CAP REC
7634	Town Centre LIFT Scheme	90.0	0.0	90.0	0.0	90.0	0.0	CAP REC
7836	Project Resolution	130.5	130.5	0.0	0.0	130.5	0.0	RCCO
7867	City Challenge Burbank/Murray Street	130.4	0.0	130.4	0.0	130.4	0.0	GRANT
7200	Civic Centre Capital Project	2,614.3	750.3	1,864.0	0.0	2,614.3	0.0	UCPB
7257	Disabled Adaptations	90.9	6.0	84.9	0.0	90.9	0.0	MIX
7705	Seaton Bus Station Refurbishment	184.1	164.6	55.1	0.0	219.7	35.6	MIX
7716	Demolition of HQ Toilets	51.0	0.0	51.0	0.0	51.0	0.0	UCPB
7718	Demolition of Eldon Grove Leisure Centre	65.9	35.5	30.4	0.0	65.9	0.0	UCPB
7781	Replace Boilers - Municipal Buildings	144.9	0.0	144.9	0.0	144.9	0.0	UCPB
7782	Stranton Crematorium - Roof	28.8	0.0	0.0	0.0	0.0	(28.8)	UCPB
7783	Borough Buildings Renew Roof Valley	21.0	0.0	0.0	0.0	0.0	(21.0)	UCPB
7784	Borough Buildings Replace 5 Water Heaters	7.5	0.0	5.8	0.0	5.8	(1.7)	UCPB
7785	Brinkburn Centre - Renew Sports Hall Change Rms Roof	33.7	0.0	2.1	0.0	2.1	(31.6)	UCPB
7786	Brinkburn Centre - Renew Filter to Swimming Pool	19.3	9.2	0.7	0.0	9.9	(9.4)	UCPB
7982	Demolition of Osbourne Road Property	45.0	39.4	5.6	0.0	45.0	0.0	CAP REC
7988	Lynn St Depot Garage -Install Overhead Heaters	60.0	0.0	60.0	0.0	60.0	0.0	UCPB
7989	Municipal Buildings Access System	9.0	0.0	9.0	0.0	9.0	0.0	UCPB
		5,720.2	1,594.3	4,092.0	0.0	5,686.3	(33.9)	

TABLE 2 - NEW DEAL FOR COMMUNITIES

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR						
		B	C	D	E	F	G	H
		2008/2009 Budget £'000	2008/2009 Actual as at 30/09/08 £'000	2008/2009 Expenditure Remaining £'000	Expenditure Rephased into 2009/10 £'000	C+D+E 2008/2009 Total Expenditure £'000	F-B 2008/2009 Variance from budget £'000	Type of financing
7069	Longhill Junction Improvements	0.8	0.0	0.8	0.0	0.8	0.0	MIX
7059/7060	Longhill Business Security and Environmental Imps	100.3	6.6	93.7	0.0	100.3	0.0	MIX
7061	Business Security Fund	20.8	7.4	13.4	0.0	20.8	0.0	NDC
7062	CIA Building Modernisation Grant	223.9	0.0	223.9	0.0	223.9	0.0	NDC
7063	CIA Environmental Improvements	878.4	749.0	129.4	0.0	878.4	0.0	MIX
7054	Crime Premises	14.9	0.7	14.2	0.0	14.9	0.0	NDC
7056	Target Hardening Phase 3	71.5	0.0	71.5	0.0	71.5	0.0	NDC
7050	Osbourne Road Hall	1.3	0.0	1.3	0.0	1.3	0.0	NDC
7051	Voluntary Sector Premises Pool	1.5	0.9	0.6	0.0	1.5	0.0	NDC
7052	Peoples Centre	62.7	62.7	0.0	0.0	62.7	0.0	NDC
7086	Lynnfield Play Area	24.4	19.4	5.0	0.0	24.4	0.0	NDC
7079	Housing Improvement Project	250.0	0.0	250.0	0.0	250.0	0.0	MIX
8005	Accelerated Housing Purchase	494.5	0.0	494.5	0.0	494.5	0.0	NDC
8004	Strategic Land Purchase for Regeneration	250.0	0.0	250.0	0.0	250.0	0.0	NDC
7087	Longhill CCTV	31.2	0.0	31.2	0.0	31.2	0.0	MIX
		2,426.2	846.7	1,579.5	0.0	2,426.2	0.0	

TABLE 3 - SINGLE PROGRAMME

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR						
		B	C	D	E	F	G	H
		2008/2009 Budget £'000	2008/2009 Actual as at 30/09/08 £'000	2008/2009 Expenditure Remaining £'000	Expenditure Rephased into 2009/10 £'000	C+D+E 2008/2009 Total Expenditure £'000	F-B 2008/2009 Variance from budget £'000	Type of financing
7103	Central Area Attractors - Wingfield Castle	413.2	373.4	39.8	0.0	413.2	0.0	MIX
7871	Central Area Development Frame - Feasibility Study Town Centre	25.0	24.6	0.4	0.0	25.0	0.0	RCCO
7872	Southern Business Zone - Feasibility Study Brenda Road Area	25.0	24.8	0.2	0.0	25.0	0.0	MIX
		463.2	422.8	40.4	0.0	463.2	0.0	

Key

RCCO	Revenue Contribution towards Capital	GRANT	Grant Funded
MIX	Combination of Funding Types	CAP REC	Capital Receipt
UCPB	Unsupported Corporate Prudential Borrowing	UDPB	Unsupported Departmental Prudential Borrowing
SCE ©	Supported Capital Expenditure (Revenue)	SPB	Supported Prudential Borrowing

# SCRUTINY CO-ORDINATING COMMITTEE

28 November 2008



**Report of:** Assistant Chief Executive and Chief Financial Officer

**Subject:** QUARTER 2 – CORPORATE PLAN PROGRESS &  
REVENUE FINANCIAL MANAGEMENT REPORT  
2008/2009

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## 1. PURPOSE OF REPORT

- 1.1 To inform Members of the Scrutiny Co-ordinating Committee of the progress made towards achieving the Corporate Plan outcomes through identified actions and of the progress against the Council's own 2008/09 Revenue Budget, for the period to 30 September 2008.

## 2. BACKGROUND INFORMATION

- 2.1 In line with previous monitoring reports, the attached report (**Appendix 1**) provides an overall picture of performance and progress against the approved 2008/2009 revenue budget, followed by a section for each Portfolio where more detailed information is provided.
- 2.2 It should also be noted that the Cabinet also considered this report at its meeting on 24 November 2008, therefore any key issues arising from the meeting will be verbally provided during this meeting.

## 3. RECOMMENDATION

- 3.1 That Members consider the report and seek clarification on issues where felt appropriate

# CABINET REPORT

24<sup>th</sup> November, 2008



**Report of:** Corporate Management Team

**Subject:** QUARTER 2 – CORPORATE PLAN AND REVENUE  
FINANCIAL MANAGEMENT REPORT 2008/2009

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## SUMMARY

### 1. PURPOSE OF REPORT

1.1 To inform Cabinet of: -

- The progress made towards achieving the Corporate Plan Actions 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 2008/2009.

### 2. SUMMARY OF CONTENTS

2.1 The report describes progress towards achieving the actions within the Corporate Plan using the traffic light system of Green, Amber and Red. The report provides an overview of Council performance, with separate sections providing more detailed information for each Portfolio Holder to consider.

2.2 The Revenue Financial Management report covers the following areas:

- Progress against departmental and corporate budgets and High Risk Budget Areas;
- Progress against Efficiency Savings Targets Identified in the 2008/2009 Budget Strategy;
- Performance against Budget Pressures to be treated as Contingency Items;
- Key Balance Sheet information.

2.3 Forecast outturns have now been prepared for all areas on the basis of the first six months activity. In overall terms it is anticipated that there will be an overspend on departmental budgets of £2.6m at the year end, which is higher than the initial forecast of £2.0m.

2.4 The position on corporate budgets and one-off factors is in line with the initial forecasts reported in October. The underspend on corporate budgets

## 8.2 APPENDIX 1

is therefore available to support one off expenditure commitments in relation to the loss of income, then for additional costs in relation to BSF and Tall Ships. The increase in the stock of resources of £2.3m is available to support the budget in the three years 2009/2010 to 2011/2012.

### 3. RELEVANCE TO CABINET

Cabinet has overall responsibility for the monitoring of the Council's Corporate Plan and the Revenue budget.

### 4. TYPE OF DECISION

Non key.

### 5. DECISION MAKING ROUTE

Cabinet, 24<sup>th</sup> November, 2008.

### 6. DECISION(S) REQUIRED

Cabinet is asked to: -

- Note the current position with regard to performance and revenue monitoring;
- Agree to the proposed revised due dates for those actions in tables NC2, Pe2 and RL2.

**Report of:** Corporate Management Team

**Subject:** QUARTER 2 – CORPORATE PLAN AND  
REVENUE FINANCIAL MANAGEMENT  
REPORT 2008/2009

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## 1. PURPOSE OF REPORT

- 1.1 To inform Cabinet of the progress made towards achieving the Corporate Plan outcomes through identified actions and of progress against the Council's own 2008/2009 Revenue Budget, for the period to 30<sup>th</sup> September, 2008.

## 2. BACKGROUND

- 2.1 In line with previous monitoring reports, this report is an integrated comprehensive document that is page numbered, thus allowing Members easier navigation around the report. (See contents table below). The report provides an overall picture of performance and progress against the approved 2008/2009 revenue budget, followed by a section for each Portfolio where more detailed information is provided.

Section	Heading	Page
3	Overall Performance and Progress on Actions and Key Performance Indicators	2-3
4	Revenue Financial Management 2008/2009 – Summary	3-9
5	<b>Detailed Performance and Revenue Financial Management Sections</b>	9
6	Adult and Public Health Portfolio	10-12
7	Children's Services Portfolio	12-16
8	Culture, Leisure and Tourism Portfolio	16-17
9	Finance and Efficiency Portfolio	17-18
10	Neighbourhood and Communities Portfolio	18-21
11	Performance Management Portfolio	21-23
12	Regeneration and Liveability Portfolio	23-25
13	Area Based Grant	25
14	Conclusions	25
15	Recommendations	25
Appendix A	Summary Revenue Financial Management Report to 30 <sup>th</sup> September, 2008 by Department	28
Appendix B	High Risk Budget Areas by Department	29
Appendix C	Progress Against Planned 2008/2009	30-37



Section	Heading	Page
	Efficiencies	
Appendix D	Performance Against Schedule of Budget Pressures to be Treated as Contingency Items	38
Appendices E – K	Revenue Financial Management Report to 30 <sup>th</sup> September, 2008, by Portfolio	39-45
Appendix L	Area Based Grant Financial Management Statement	46-47

2.3 This report will be submitted to Scrutiny Co-ordinating Committee in due course.

### 3. OVERALL PERFORMANCE AND PROGRESS ON ACTIONS AND KEY PERFORMANCE INDICATORS

3.1 The Council identified 121 actions with specific completion dates and 118 key performance indicators (KPIs) as measures of success in the 2008/2009 Corporate Plan. Overall performance is good, and in line with expectations as the start of the municipal year with 96% of actions and 94% of the KPIs (when annually reported PIs, or PIs with no targets have been removed) judged to be either on or above targets. Tables 1 and 2 below summarise officers' views on progress as at 30<sup>th</sup> September 2008, for each Portfolio Holder's responsibilities: -

- A RED traffic light signifies the Action/KPI is not expected to meet target.
- An AMBER traffic light signifies the Action/KPI is expected to meet target.
- A GREEN traffic light signifies the target for the Action/KPI has been achieved.

**Table 1 – Progress on Actions within the Corporate Plan**

Portfolio	Actions by Traffic Light					
	Green		Amber		Red	
	No.	%	No.	%	No.	%
Adult Services and Public Health	1	4%	22	96%	0	0%
Children's Services	2	8%	24	92%	0	0%
Culture, Leisure and Tourism	0	0%	4	100%	0	0%
Finance and Efficiency	0	0%	10	100%	0	0%
Neighbourhood and Communities	0	0%	12	86%	2	14%
Performance	0	0%	10	83%	2	17%
Regeneration and Liveability	2	6%	30	91%	1	3%
<b>Total</b>	<b>5</b>	<b>4%</b>	<b>112</b>	<b>92%</b>	<b>5</b>	<b>4%</b>

NB: One action (CS A11) impacts on two portfolio areas (Neighbourhood & Communities and Regeneration & Liveability)

**Table 2 – Progress on Key Performance Indicators**

Portfolio	KPIs by Traffic Light					
	Green		Amber		Red	
	No.	%	No.	%	No.	%
Adult Services and Public Health	0	0%	6	86%	0	0%
Children's Services	0	0%	3	100%	0	0%
Culture, Leisure and Tourism	0	0%	3	100%	0	0%
Finance and Efficiency	2	67%	1	33%	0	0%
Neighbourhood and Communities	0	0%	7	100%	0	0%
Performance	0	0%	0	0%	0	0%
Regeneration and Liveability	0	0%	11	85%	2	15%
<b>Total</b>	<b>2</b>	<b>6%</b>	<b>31</b>	<b>89%</b>	<b>2</b>	<b>6%</b>

\*figure may not always add to 100% due to rounding

### 3.3 Key areas of progress included: -

- Annual Crucial Crew Event has taken place;
- There has been a substantial reduction in the number of young people who are Not in Education, Employment or Training (NEET);
- Both Summerhill and Ward Jackson Park have been awarded Green Flag Status;
- The number of people claiming the reductions that they are entitled to from their Council Tax has increased;
- New Pride in Hartlepool Officer started in July and has already delivered several events including Summerhill Countryside Festival, Creatures of the Night Walk and Macrophotography Workshop;
- The implementation of the Council's web based performance management system was successfully launched and implementation continues.
- Violent crime has reduced significantly in the last twelve months.

## 4. REVENUE FINANCIAL MANAGEMENT 2008/2009 - SUMMARY

### 4.1 This section provides details covering the following areas: -

- Progress against departmental and corporate budgets and High Risk Budget Areas;
- Overview of anticipated 2008/2009 revenue outturn;
- Progress against Efficiency Savings Targets Identified in the 2008/2009 Budget Strategy;
- Performance against Budget Pressures to be treated as Contingency Items;
- Key Balance Sheet information.

### 4.2 **Progress against Departmental and Corporate Budgets and High Risk Budget Areas**

4.3 For 2008/2009, as well as monitoring department and corporate budgets at a global level, high risk budget areas are also identified and explicitly monitored. These arrangements ensure any problem areas are identified at an earlier stage to enable appropriate corrective action to be taken. The areas identified as high risk budgets are attached at **Appendix B**, which indicates that there are adverse variances on a number of budgets. As indicated below detailed comments on these variances are provided later in the report.

4.4 Detailed revenue financial management reports are attached at **Appendix E to K**. These reports are prepared on a Portfolio basis to enable each Portfolio Holder to readily review their area of responsibility. However, the Council's budget is managed on a departmental basis and the overall position is summarised at **Appendix A**, Table 1. **Appendix L** shows the financial position of activities funded by Area Based Grant

### 4.5 **Summary of Financial Position 2008/2009**

4.6 An initial view of the progress against the current year's budget for the first half year and forecast outturns was reported to Cabinet on 13<sup>th</sup> October, 2008.

4.7 This report indicated that a number of adverse trends had begun to emerge covering the following areas:

- Increased expenditure on demand lead services for Looked after Children.
- Demand lead pressure on Learning Disabilities and services for Older People.
- Inflationary pressures – fuel costs;
- Reduction in income – owing to the impact of the credit crunch on a range of income streams, including planning/development control fees, land charges, car parks and Shopping Centre income;
- Delays in the achievement of efficiencies.

4.8 At that stage it was anticipated that there would be an overspend on departmental budgets in the order of £2 million at the year end.

4.9 The financial position on departmental budgets has now been reviewed in detail by individual Directors and is summarised at **Appendix A**. This review has concentrated on non pay budgets. A separate review of pay budgets has been undertaken to assess the impact of implementing Job Evaluation on the overall financial

position. The results of this review are summarised in the following table, which highlighted the following key issues:

- Departmental non pay expenditure is generally forecast to exceed the approved budget. For Adult and Community Services and Children's Services this is mainly owing to increased demand lead pressures. For Neighbourhood Services the main variance is owing to significantly higher diesel and petrol prices in the first six months of 2008/2009. Detailed comments on these variances are provided later in the report.
- Pay expenditure is generally forecast to underspend owing to a higher level of vacancies than expected and longer lead times to fill vacant positions.

#### Forecast Departmental Outturn 2008/2009

Department	Forecast Overspends/(Underspends)		
	Non Pay Budget (details Appendix A) £'000	Pay Budget £'000	Net Position £'000
Adult & Community Services	2,015	(600)	1,415
Chief Executive	465	(465)	0
Children's Service	1,098	(357)	741
Neighbourhood Services	598	(157)	441
Regeneration & Planning	230	(230)	0
<b>Total</b>	<b>4,406</b>	<b>(1,809)</b>	<b>2,597</b>

4.10 The above table indicates that total departmental expenditure is anticipated to exceed the approved budget by £2.6m at the year-end. This compares to a forecast of £2m reported on 13<sup>th</sup> October, 2008. At your meeting on 13<sup>th</sup> October, 2008, Members considered the options for funding this overspend and as part of the initial budget consultation proposals have asked consultees to comment on the proposal to carry forward departmental overspends as managed overspends against departments three year budget. Directors are also assessing the practicalities of implementing this option. These details, together with the consultation responses will be reported to Cabinet in December to enable Members to finalise a strategy for financing 2008/2009 departmental overspends.

4.11 On the upside and paradoxically the credit crunch is having a positive impact on investment income, which for the first six months of the year is better than anticipated. This is a complex area and the net increase is driven by favourable cash balances in the early part of the year, abnormally high short term interest rates driven by the credit crunch, offset by a restriction in counter parties to protect the Council's investments. The downside to this security is a lower interest rate on the investment. However, as reported in the Treasury Management Strategy the primary principle governing the Council's investment criteria is the security of its investment and then the return on the investment. In the current climate a more risk averse approach is appropriate. At this stage it is expected that investment income will exceed the budget by around £2m. This is net of a temporary shortfall on corporate efficiencies which are being achieved later than anticipated. However, the final figure could be lower if interest rates fall more quickly than anticipated as a result of a further deterioration in the economic position.

### 4.12 **Proposed Outturn Strategy**

4.13 At your meeting on 13<sup>th</sup> October, 2008, Members determined to put forward the proposals detailed below for consultation. Final proposals will be determined at your meeting in December.

4.14 Members determined that the additional income on the Council's investments is earmarked firstly to offset losses of income, then for additional costs in relation to BSF and Tall Ships. This proposal will substantially fund these additional one-off costs. Any shortfall will need to be funded over the next two years. In the first instance it is suggested that should additional funding for these costs be required this should be a first call on the second LPSA 2 Revenue Reward Grant instalment which will be received in 2010/2011. In the event that these resources are not needed for these areas a strategy for using these monies can be determined as part of the 2010/2011 budget process.

4.15 It was also determined that the increase in the stock of resources of £2.3m is allocated to support the budget in the three years 2009/2010 to 2011/2012.

### 4.16 **Progress against Departmental Efficiency Savings Targets Identified in the 2008/2009 Budget Strategy**

4.17 The table below shows the summary of savings included in the 2008/2009 Budget Strategy. Delays in the achievement of some efficiencies is contributing to the adverse trends beginning to emerge in some areas. A comprehensive schedule of progress in achieving these savings is attached at Appendix C and further

details regarding the overall monitoring position for each Portfolio are set out in sections 6 - 12 of this report.

	Target	Savings Expected to be achieved from Efficiency £'000
Adult & Community Services	836	484
Chief Executives	145	145
Children's Services	490	490
Neighbourhood Services	451	419
Regeneration & Planning	129	129
<b>Total</b>	<b>2,051</b>	<b>1,667</b>

#### 4.18 **Performance against Budget Pressures to be treated as Contingency Items**

4.19 Members will recall that as part of the review of budget pressures for 2008/2009, it was determined that a number of pressures are not certain to arise, or the value of the pressure is not certain. These items were therefore classified as "contingency" items and a budget provision was made to underwrite these risks.

4.20 Appendix D provides a schedule of the pressures that are to be treated as contingency items and at this stage this indicates that they are all expected to require funding in the current year.

#### 4.21 **Key Balance Sheet Information**

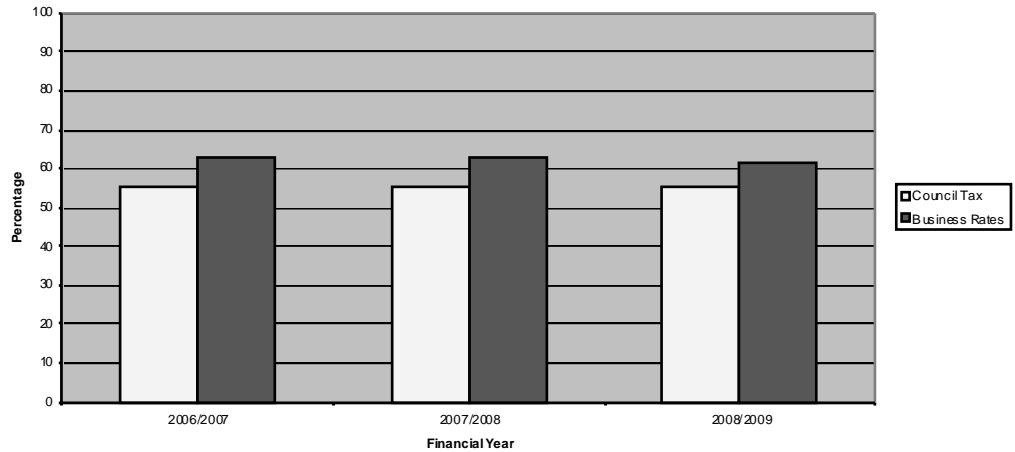
A Balance Sheet provides details of an organisation's assets and liabilities at a fixed point in time, for example, the end of the financial year or other fixed accounting periods. Traditionally local authorities have only produced a Balance Sheet on an annual basis and have managed key Balance Sheet issues through other more appropriate methods. However, under CPA arrangements there is a greater emphasis on demonstrating effective management of the balance sheet. The Audit Commission's preferred option is the production of interim balance sheets throughout the year. In my opinion the option is neither practical nor beneficial as a Local Authority Balance Sheet includes a large number of notional valuations for the Authority's fixed assets and pension liabilities. It is therefore more appropriate to monitor the key cash balance sheet items and these are summarised below:-

- Debtors

The Council's key debtors arise from the non payment of Council Tax, Business Rates and Sundry Debtors. These areas are therefore subject to detailed monitoring throughout

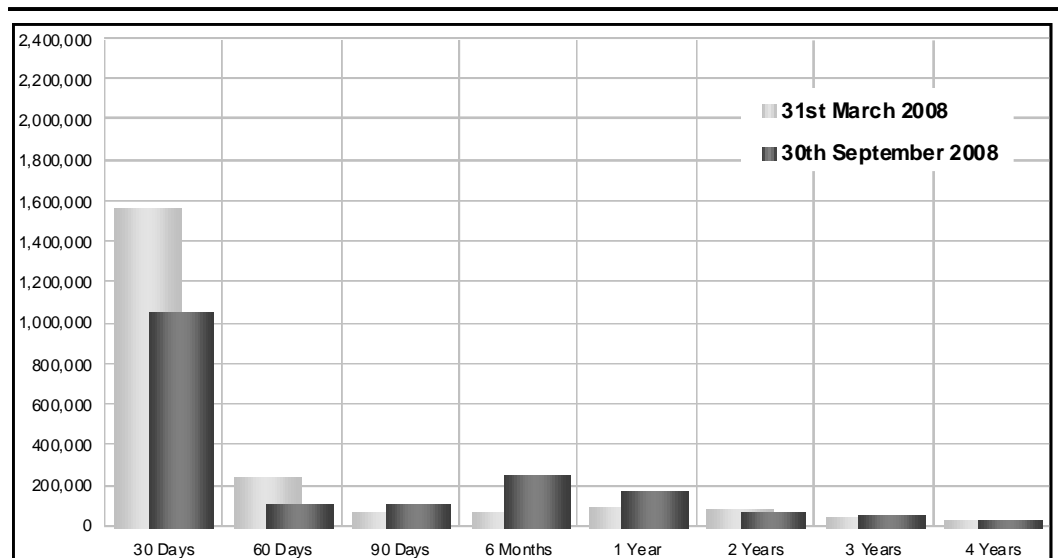
the year. The position on Council Tax and Business rates are summarised below:-

Percentage of Debt Collected at 30th September



The Council Tax collection rate is up slightly by 0.20% and the NNDR collection rate is down by 0.87% when compared to the same period last financial year. In year collection rates are affected by the timing of week/month ends. Whilst the Council Tax collection rate is slightly up there has been a recent increase in the number of failed direct debit payments, which is indicative of issues in the wider economy.

The position in relation to Sundry Debtors is summarised below:



At the start of the current financial year the Council has outstanding sundry debts of £2.172m. During the period 1<sup>st</sup> April, 2008 to 30<sup>th</sup> September, 2008, the Council issued

5,648 invoices with a value of £7.264m. As at the 30<sup>th</sup> September, 2008, the Council had collected £7.530m, leaving £1.906m outstanding, which consist of: -

- Current Debt - £1.906m

With regard to current outstanding debt, this totals £1.906m at 30<sup>th</sup> September, 2008, inclusive of approximately £1.060m of debt less than thirty days old.

- Previous Years Debt - £0.360m

These debts relate to the more difficult cases where court action or other recovery procedures are being implemented. At the 30<sup>th</sup> September, 2008, debts older than one year totalled £0.360m.

- Borrowing Requirements

The Council's borrowing requirement is the most significant Balance Sheet item. Decisions in relation to the Council's borrowing requirements are taken in accordance with the approved Treasury Management Strategy. At 31<sup>st</sup> March, 2008, the Council's external debt was held as long term loans. Since then the Council has taken out a £2.5m PWLB one year loan at 3.21%.

The credit crunch has created opportunities for securing further long term borrowing at historically low levels. Additional long term loans will be secured when rates reach a level judged to be their optimum.

## 5. DETAILED PORTFOLIO REPORTS

5.1 Detailed monitoring reports for individual portfolios are set out in appendices E - K as follows:

- Appendix E - Adult and Public Health
- Appendix F - Children's Services
- Appendix G - Culture, Leisure & Tourism
- Appendix H - Finance & Efficiency
- Appendix I - Neighbourhood & Communities
- Appendix J - Performance Management
- Appendix K - Regeneration & Liveability

5.2 Detailed comments on each portfolio are set out in the following sections. It should be noted these variances relate to non pay budgets and the overall position on a departmental basis is shown at paragraph 4.9.



### 6. ADULT AND PUBLIC HEALTH PORTFOLIO

#### 6.1 Performance Update for the Period Ending 30<sup>th</sup> September, 2008

6.1.1 Within the Adult and Public Health Portfolio there are a total of 23 actions that were identified in the 2008/2009 Corporate Plan. All actions have been assessed as being on target for completion, or already completed, by the agreed date.

There are 6 Performance Indicators that are within the Corporate Plan for the Adult and Public Health Portfolio that are not reported only on an annual basis. All of these have been assessed as being expected to achieve target.

6.1.2 Key areas of progress made to date in the Adult and Public Health Portfolio include: -

- Annual Crucial Crew Event has taken place;
- Joint Strategic Needs Assessment has been completed.

#### 6.2 Revenue Financial Management Position Statement for Period Ending 30<sup>th</sup> September, 2008

6.2.1 Details of Adult & Public Health Services actual expenditure and expected expenditure as at 30<sup>th</sup> September, 2008, are shown at **Appendix F**.

6.2.2 There is a current adverse variance of £1,792,500 for non pay budgets.

6.2.3 The projected outturn is £27,243,800, compared to the latest budget of £25,249,300, resulting in a forecast adverse variance of £1,994,500 for non pay budgets.

6.2.4 The anticipated expenditure includes the 2008/2009 approved budget along with the planned use of Departmental Reserves created in previous years. A breakdown of these reserves is provided at **Appendix F**, Note 1.

6.2.5 The main items to bring to Portfolio Holder's attention are: -

**Line 4: Learning Disabilities**  
**Current Variance: £589,800 Adverse**  
**Forecast Variance: £1,014,000 Adverse**

Increased demand for the service is reflected in the current adverse variances on residential placements (£215,000, of which £108,000 relates to six months worth of residential care costs for one individual as reported last quarter) and additional care

placements (£189,000). This trend is expected to continue although work is underway to minimise this if possible. These costs are partly offset by increased Section 28a income (£80,000).

Owing to increases in demand for care and increases in care needs for some already receiving support, we currently have care costs in excess of budget for community based social care support of £211,000 in this area. This includes some one-off expenditure for equipment, etc., which is not expected to continue, as individuals choose to access their social care in more flexible ways. This variance is partly offset by a reduction in costs against traditional domiciliary care services of £67,000.

Day service transport costs continue to be an issue until the Integrated Transport Unit is in place. Current outturn projections include a £86,000 overspend for this area.

### **Line 5: Mental Health**

**Current Variance: £115,100 Adverse**

**Forecast Variance: £200,000 Adverse**

The current adverse variance relates to increased demand for this service. Residential placement costs are currently overspent by £44,000 and community social care support demand has meant that care costs are currently greater than budget by £87,000. This variance is expected to continue until the year-end and the outturn projection reflects this.

### **Line 7: Physical Disabilities**

**Current Variance: £262,500 Adverse**

**Forecast Variance: £497,000 Adverse**

The majority of this current adverse variance relates to increased demand for community based social care. There is currently expenditure in excess of budget of £210,600. This includes some one-off expenditure for equipment, etc., which is not expected to continue, as individuals choose to access their social care in more flexible ways.

### **Line 12: Consumer Services**

**Current Variance: £72,700 Favourable**

**Forecast Variance: £100 Favourable**

This variance is owing mainly to Licence income being above expectation and is anticipated to level out by the end of the financial year.

**Line 13: Environmental Standards**  
**Current Variance: £56,200 Adverse**  
**Forecast Variance: £15,100 Adverse**

Reduced level of income in Burials and Cremations reflects seasonal trends and this is expected to level out over the winter period. Market income is not expected to recover and the shortfall will need to be met from other departmental budgets. These are currently being identified.

### **7. CHILDREN'S SERVICES PORTFOLIO**

#### **7.1 Performance Update for the Period Ending 30<sup>th</sup> September, 2008**

7.1.1 Within the Children's Services Portfolio there are a total of 26 actions that were identified in the 2008/2009 Corporate Plan. All of these actions have been assessed as being on target for completion by the agreed date or as target achieved.

7.1.2 There were a total of 3 key performance indicators (KPIs) included in the corporate plan as measures of success that are not reported only on an annual basis. All have been assessed as being on target.

7.1.3 Key areas of progress made to date in the Children's Services Portfolio include: -

- There has been a substantial reduction in the number of young people who are Not in Education, Employment or Training (NEET);
- Summer School was successfully implemented with 40 days of activities delivered;
- A substantial reduction in the under 18 conception rate has been achieved. The latest figures available are for 2006 and this showed a reduction in the conception rate for the under 18s from 77.5 to 64.5.

#### **7.2 Revenue Financial Management Position Statement for Period Ending 30<sup>th</sup> September, 2008**

##### **7.2.1 Background**

7.2.2 Members will be aware that 2006/2007 saw a significant change in the funding of the Education Service with the introduction of a specific ring-fenced grant (called the Dedicated Schools Grant – DSG) replacing the Revenue Support Grant in funding the 'schools' budget. The 'schools' budget includes not only all of the funding devolved to individual schools but other centrally retained school related expenditure such as the Pupil Referral Unit,

Independent and Extra District School fees and Education Out of School.

- 7.2.3 The DSG finances £58.5m of the total 2008/2009 Children's Services base budget of £80.3m. As the DSG is ring-fenced, the Authority has the option to fund from its own resources any overspend, or alternatively this overspend could be carried forward as the first call on the 2009/2010 schools budget. Any underspend on the schools budget, however, must be retained and carried forward into 2009/2010 for use on the schools budget only.
- 7.2.4 This significantly reduces the flexibility within the Children's Services Department to offset any variances across the entire Children's Services budget.
- 7.2.5 **Current Year Budget Monitoring Position**
- 7.2.6 There is a current adverse variance of £105,700 for non pay budgets. (See Appendix F).
- 7.2.7 The projected outturn is £23,784,100, compared to the latest budget of £22,685,300, resulting in a forecast adverse variance of £1,098,800 for non pay budgets.
- 7.2.8 Owing to the complexities of the Dedicated Schools Grant this variance needs to be considered as follows:

**Table 1 – Forecast Outturn split between DSG and LA Funding**

<b>Funding</b>	<b>2008/2009 Budget</b>	<b>2008/2009 Project Outturn</b>	<b>2008/2009 Projected Variance: Adverse/ (Favourable)</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Schools – DSG	54,451.6	54,451.6	0.0
Centrally Retained – DSG	4,073.4	4,031.3	(42.1)
	58,525.0	58,482.9	(42.1)
LA	21,746.9	22,887.8	1,140.9
<b>Total</b>	<b>80,271.9</b>	<b>81,370.7</b>	<b>1,098.8</b>

- 7.2.9 The projected outturn (including schools) is £81,370,700, compared to the latest budget of £80,271,900, resulting in a forecast adverse variance of £1,098,800.

7.2.10 The main items to bring to Portfolio Holder's attention are: -

**Line 1: Access to Education**  
**Current Variance: £21,300 Favourable**  
**Forecast Variance: £17,600 Favourable**

A saving of £108,000, resulting from the retendering of Home to School Transport costs, has been transferred towards the corporate efficiency savings target arising from the creation of the Integrated Transport Unit (ITU).

**Line 3: Children, Young People and Family Support**  
**Current Variance: £271,500 Adverse**  
**Forecast Variance: £978,400 Adverse**

As reported throughout 2007/2008 and at Quarter 1 this year, the department has experienced significant cost pressures relating to a net increase in the number of Looked After Children which resulted in high cost care packages and placements. This ongoing pressure was reported as part of the department's 2008/2009 budget setting proposals and additional funding was allocated, both for placement costs and for additional social care staff, needed to build up in-house fostering capacity.

Unfortunately, spending commitments have continued throughout 2008/2009. There are currently 161 children in care and there has been a net increase of 8 long term agency foster placements since the start of year plus 4 short term placements. One child has had to be moved from an agency foster placement to a residential setting at an increased annual cost of £175,800 and there has been a further net increase of 2 children in residential care since the start of the year.

Recruitment of the additional social care staff will be completed shortly and this will enable the department to recruit and support additional in-house foster carers. Together with savings envisaged from improved commissioning this should, in accordance with the placement strategy, reduce spending on agency and residential placements.

Based on the projected cost of current placements the Looked After Children budget will exceed the existing budget by £730,900 at the year-end.

The costs of care proceeding have also increased significantly as a direct consequence of the Public Law Outline introduced in April, 2008, to replace an earlier protocol for managing public law Children Act cases. This was designed to improve the overall system and provide better outcomes for children while ensuring court resources are used in a timely and effective way. The

reform significantly changed the way in which local authorities make applications to the Court for orders where children are suffering or are at risk of suffering significant harm. The process increases local authority spending owing to the need to incur costs on specialist assessments prior to hearings but the additional costs to the Children's Services department could not be predicted at the time the budget was set. So far this year additional costs have totalled £66,000 and it is likely that this will rise to at least £100,000 by the year-end.

A further overspend of £147,500 on agency salary costs is projected. This relates to costs incurred covering vacancies on essential front line and senior management posts which, as reported elsewhere in this report, are fully offset by corresponding vacancy savings.

**Line 7: Play and Care of Children**  
**Current Variance: £48,600 Adverse**  
**Forecast Variance: £52,000 Adverse**

This mainly relates to OSCARs, the all year round child care service offering after school and holiday provision from three locations across the Borough. Costs in the current year have been higher than normal owing to maternity cover and at the same time income from fees and charges has been lower than expected. An action plan to review the sustainability of the service is being finalised and the Portfolio Holder has agreed an increase in charges.

**Line 8: Raising Educational Achievement**  
**Current Variance: £75,200 Favourable**  
**Forecast Variance: £21,900 Favourable**

In the first half of the year expenditure on advisory consultants to provide assistance to schools in difficulties has been relatively low and has been partly offset by the use of Standards Fund grants carried forward from 2007/2008. Following discussions at the Behaviour and Attendance Partnership funding is also being allocated to schools in the latter half of the year to support teenage pregnancy prevention.

**Line 9: Special Education Needs**  
**Current Variance: £69,800 Favourable**  
**Forecast Variance: £40,000 Favourable**

This arises mainly from savings on the Pupil Referral Unit and Home to Hospital teaching. A net saving of £40,000 is projected at the year-end but, as these items are funded from the Dedicated Schools Grant, savings cannot be used offset other departmental overspends.

**Line 10: Strategic Management**  
**Current Variance: £8,100 Favourable**  
**Forecast Variance: £178,800 Adverse**

The main reason for this adverse forecast variance is the need to incur agency costs to cover key senior posts in Senior Management and Finance teams. As reported elsewhere on this agenda, all these costs are fully offset by corresponding vacancy savings.

### 7.2.11 Reserves

The Department's 2008/2009 budget included £100,000 to engage temporary staff in a statutory exercise to back scan children's social care records. Unfortunately, technical difficulties have been experienced and a corporate solution to the Council's scanning systems is being developed. It has not been necessary to engage the temporary staff required and an underspend of £80,000 is projected this year, which it is proposed to transfer to a reserve to fund these costs in 2009/2010.

## 8. CULTURE, LEISURE AND TOURISM PORTFOLIO

### 8.1 Performance Update for the Period Ending 30<sup>th</sup> September, 2008

8.1.1 Within the Culture, Leisure and Tourism Portfolio there are a total of 4 actions that were identified in the 2008/2009 Corporate Plan. All of these actions have been assessed as being on target for completion by the agreed date.

8.1.2 A total of 3 key performance indicators (KPIs) were included in the corporate plan as measures of success that are not reported on an annual basis. All of the indicators have been assessed as being on target to achieve their target by the end of the year.

8.1.3 Key areas of progress made to date in the Culture, Leisure and Transportation Portfolio include: -

- Both Summerhill and Ward Jackson Park have been awarded Green Flag Status;
- Seaton Carew beach has been awarded Blue Flag status.

### 8.2 Revenue Financial Management Position Statement for Period Ending 30<sup>th</sup> September, 2008

8.2.1 Details of Culture, Leisure and Transportation's actual expenditure and expected expenditure as at 30<sup>th</sup> September, 2008, are shown at **Appendix G**.

- 8.2.2 There is in a current adverse variance of £104,200 for non pay budgets.
- 8.2.3 The projected outturn is £6,740,000, compared to the latest budget of £6,704,400, resulting in a forecast adverse variance of £35,600 for non pay budgets.
- 8.2.4 The anticipated expenditure includes the 2008/2009 approved budget along with the planned sue of Departmental Reserves created in previous years. A breakdown of these reserves is provided at **Appendix G**, Note 1.
- 8.2.5 The main item to bring to Portfolio Holder's attention is: -

**Line 12: Strategic Arts**  
**Current Variance: £81,200 Adverse**  
**Forecast Variance: £42,000 Adverse**

This adverse variance is mainly owing to the Maritime Festival as previously reported.

Income is less than budget for the Borough Hall owing to the building being occupied by employees during the refurbishment of the Civic Centre. However, these works are now complete and the adverse variance will reduce by the end of the financial year.

## 9. FINANCE AND EFFICIENCY PORTFOLIO

### 9.1 Performance Update for the Period Ending 30<sup>th</sup> September, 2008

- 9.1.1 Within the Finance and Efficiency Portfolio there are a total of 10 actions that were identified in the 2008/2009 Corporate Plan. All of these actions have been assessed as having been completed or on target to be completed by the agreed date.
- 9.1.2 There are 3 indicators within the Corporate Plan for the Finance Portfolio, which are not reported on an annual basis, all of which have been assessed as being expected to hit their year end target or as target achieved.
- 9.1.3 Key areas of progress made to date in the Finance Portfolios include: -
- The number of people claiming the reductions that they are entitled to from their Council Tax has increased.



### 9.2 Revenue Financial Management Position Statement for Period Ending 30<sup>th</sup> September, 2008

- 9.2.1 There is a current adverse variance of £567,300 on non pay budgets. (See Appendix H).
- 9.2.2 The projected outturn is £1,200,300, compared to the latest budget of £872,200, resulting in a forecast adverse variance of £328,100 on non pay budgets.
- 9.2.3 The anticipated expenditure includes the 2008/2009 approved budget along with the planned use of Departmental Reserves created in previous years. A breakdown of these Reserves is provided at **Appendix H**, Note 1.
- 9.2.4 The main item to bring to Portfolio Holder's attention is: -

#### **Line 7: Legal Services**

**Current Variance: £141,300 Adverse**

**Forecast Variance: £118,000 Adverse**

The adverse variance is a result of staff vacancies and pending staff restructure, which has resulted in the use of Agency staff and caused increased staffing costs to the Section. It also results from a loss of income to the Section from Regeneration Partnership work previously required for Compulsory Purchase Orders.

Several areas within the Chief Executives Department will be showing favourable variances at the year-end. These favourable variances will offset the adverse variance projected by the Legal Section and enable the following reserves to be established.

#### **Line 16 – Reserve – HR/Payroll System**

#### **Line 17 – Reserve – Social Inclusion/Credit Union**

It is proposed to establish these reserves from savings in Finance Departmental budgets. The HR/Payroll systems reserve will be used to fund one-off costs associated with the implement of a new HR/Payroll system which will enable ongoing efficiencies to be achieved in 2009/2010 and future years. The Social Inclusion/Credit Union reserves will be used to promote financial awareness and Social Inclusion, which will include working with Secondary schools in the town.

## 10. NEIGHBOURHOOD AND COMMUNITIES PORTFOLIO

### 10.1 Performance Update for the Period Ending 30<sup>th</sup> September, 2008

10.1.1 Within the Neighbourhood and Communities Portfolio there are a total of 14 actions that were identified in the 2008/2009 Corporate Plan. 12 of these (86%) have been identified as being on target to be completed by the agreed date. However, there are 2 actions (14%) that have been identified as not expected to be achieved by the target date. Table NC1 below details these actions.

**Table NC1 – Actions assessed as being “Not Expected to Achieve Target”**

<b>Outcome:</b> Provide a sustainable, safe, efficient, effective and accessible transport system			
<b>Code</b>	<b>Action</b>	<b>Due Date</b>	<b>Note</b>
En A07	Develop and implement an Integrated Transport Strategy	31/10/08	Reports are to be submitted to CMT and Portfolio Holder updating on the ITU in early November, with implementation expected to be completed by the end of November
<b>Outcome:</b> To empower local people to have a greater voice and influence over local decision making and the delivery of services			
<b>Code</b>	<b>Action</b>	<b>Due Date</b>	<b>Note</b>
SC A04	To establish Neighbourhood Management as a guiding influence in Service Delivery across the Council	30/09/08	Neighbourhood Consultative forum review completed, evaluation report to be presented to NCF chairs in November

10.1.2 It is proposed that the due dates for both of the above actions are revised, to take into account the delays that have been encountered. More information is provided in table NC2, below: -

**Table NC2 – Proposed revisions to Action due dates**

<b>Code</b>	<b>Action</b>	<b>Due Date</b>	<b>Proposed New Date</b>	<b>Reasons for Date Change</b>
En A07	Develop and implement an Integrated Transport Strategy	31/10/08	30/11/08	Initial work carried out in preparation for an ITU however, the final implementation cannot go ahead until approval from CMT and Portfolio holder in November.
SC A04	To establish Neighbourhood Management as a guiding influence in Service Delivery across the Council	30/09/08	31/03/09	Neighbourhood Consultative review consultation has taken longer than anticipated. The strategy is currently being drafted and will involve consultation with stakeholders

10.1.3 There are a total of 7 key performance indicators (KPIs) that have been identified as measures of success that are not reported only

on an annual basis. All of these indicators have been assessed as being expected to achieve their target by year end.

10.1.4 Key areas of progress made to date in the Neighbourhood and Communities Portfolio include: -

- New Pride in Hartlepool Officer started in July and has already delivered several events including Summerhill Countryside Festival, Creatures of the Night Walk and Macrophotography Workshop;
- The Council is working with Partners to implement the 'Older Persons Housing Strategy'.

10.2 **Revenue Financial Management Position Statement for Period Ending 30<sup>th</sup> September, 2008**

10.2.1 There is a current adverse variance of £369,700 on non pay budgets. (See Appendix I).

10.2.2 The projected outturn is £14,784,500, compared to the latest budget of £14,393,800, resulting in a forecast adverse variance of £390,700 on non pay budgets.

10.2.3 The anticipated expenditure includes the 2008/2009 approved budget along with the planned use of reserves created in previous years detailed in Note 1 of the **Appendix I**.

10.2.4 The main items to bring to Portfolio Holder's attention are: -

**Line 1: Highway Services**

**Current Variance: £51,200 Adverse**

**Forecast Variance: £115,000 Adverse**

The main reason for the adverse variance is expenditure on Highways maintenance. This is currently being reassessed and Officers are seeking ways to ensure expenditure is in line with budget by the year-end.

**Line 5: Highways Management Account**

**Current Variance: £54,900 Adverse**

**Forecast Variance: Nil**

Technical Officer fee income is currently lower than expected, however, it is likely that this variance will be reduced as new schemes are progressed.

### **Line 7: Car Parking**

**Current Variance: £184,000 Adverse**

**Forecast Variance: £183,800 Adverse**

Car parking income is currently £78,000 below target levels. The effect of the recent price increase is expected to resolve this issue. However, it is too early to determine if there will be customer resistance to the increases. In addition, there is £108,000 of car parking fine income subject to appeals. If the Council wins these appeals, this element of the variance will not occur.

For information, the Council is currently experiencing lost income because of the use of counterfeit £1 coins which are currently costing approximately £30 per day.

### **Line 8: Traffic and Transportation**

**Current Variance: £47,600 Adverse**

**Forecast Variance: £49,000 Adverse**

This variance is owing to the cost of the subsidised bus service on routes 1, 6, 7 and 7A. Approval is to be sought from Council to fund this cost from General Fund balances.

### **Line 13: Housing**

**Current Variance: £4,200 Adverse**

**Forecast Variance: £8,000 Adverse**

The variance is owing to the use of agency staff in the Housing Advice Team. This is offset by salary savings covered elsewhere in the report. However, expenditure will increase significantly in the second half of the year in relation to the introduction of Selective Licensing, Choice Based Lettings and an Options Centre. A number of policy and operational decisions are still required in these areas which may delay or alter the anticipated spending patterns.

## **11. PERFORMANCE MANAGEMENT PORTFOLIO**

### **11.1 Performance Update for the Period Ending 30<sup>th</sup> September, 2008**

- 11.1.1 Within the Performance Portfolio there are a total of 12 actions that were identified in the 2008/2009 Corporate Plan, 10 of which (83%) have been assessed as being expected to be completed by the agreed date. However, there are 2 actions (17%) that have been identified as not expected to be achieved by the target date. Table Pe1 below details these actions

**Table Pe1 – Actions assessed as being “Not Expected to Achieve Target”**

<b>Outcome: Improve Elected member and Workforce arrangements</b>			
<b>Code</b>	<b>Action</b>	<b>Due Date</b>	<b>Note</b>
OD A12	Implement Pay and Grading and Single Status arrangements	31/03/09	Whilst some of the earlier sub actions will/have not meet their due dates, the whole project is now progressing well and some of the slippage (due to the enormity of the task in implementing the new pay rates and back pay) at the start of the year should be able to be addressed by the end of the year. However, the long term absence of an Advisor and the secondment of a key member of the Pay and Rewards team to the Business Transformation programme will hinder progress on some aspects
<b>Outcome: Improve efficiency and effectiveness of the organisation</b>			
<b>Code</b>	<b>Action</b>	<b>Due Date</b>	<b>Note</b>
OD A13	Develop and implement Business Transformation Programme	31/08/08	The business cases have been received but it has been agreed by Cabinet that they will be reviewed and a consolidated programme established in January.

11.1.2 It is proposed that the due dates for one of the above actions is revised to take into account the delays that have been encountered. More information is provided in table Pe2, below: -

**Table Pe2 – Proposed revisions to Action due date**

<b>Code</b>	<b>Action</b>	<b>Due Date</b>	<b>Proposed New Date</b>	<b>Reasons for Date Change</b>
OD A13	Develop and implement Business Transformation Programme	31/08/08	31/1/09	The business cases are being reviewed and a consolidated programme will be established

11.1.3 There are no indicators within the Corporate Plan for the Performance Portfolio which are not reported on an annual basis.

11.1.4 Key areas of progress made to date in the Performance Portfolio include: -

- The implementation of the Council’s web based performance management system was successfully launched and implementation continues;
- Use of Resources and Direction of Travel submissions have been made to the Audit Commission for CPA 2008.

### 11.2 Revenue Financial Management Position Statement for Period Ending 30<sup>th</sup> September, 2008

- 11.2.1 There is a current adverse variance of £210,100 for non pay budgets. (See Appendix J).
- 11.2.2 The projected outturn is £5,311,200, compared to the latest budget of £4,973,300, resulting in a forecast adverse variance of £337,900 for non pay budgets.
- 11.2.3 The anticipated expenditure includes the 2008/2009 approved budget along with the planned use of Departmental Reserves created in previous years, as detailed in Note 1 of the Appendix.
- 11.2.4 The main items to bring to Portfolio Holder's attention are: -

#### **Line 2: Neighbourhood Services Internal Works**

**Current Variance: £126,400 Adverse**

**Forecast Variance: £200,000 Adverse**

The adverse variance is owing to increases in fuel costs.

#### **Line 11: Other Office Services**

**Current Variance: £59,900 Adverse**

**Forecast Variance: £111,000 Adverse**

The current and forecast variance arises from the income budget for Land Charges being unachievable. This is owing to the market conditions and the economic conditions arising from the 'credit crunch'.

## 12. REGENERATION AND LIVEABILITY PORTFOLIO

### 12.1 Performance Update for the Period Ending 30<sup>th</sup> September, 2008

- 12.1.1 Within the Regeneration, Liveability and Housing Portfolio there are a total of 33 actions that were identified in the 2008/2009 Corporate Plan. 32 of these (97%) have either been completed or have been assessed as being on target for completion by the agreed date. The remaining action (3%) has been identified as not expected to be achieved by the target date. This action can be seen in table RL1 below.

**Table RL1 – Actions assessed as being “Not Expected to Achieve Target”**

<b>Outcome:</b> Make better use of natural resources and reduce the generation of waste and maximise recycling			
<b>Code</b>	<b>Action</b>	<b>Due Date</b>	<b>Note</b>
EN A08	Participate in the preparation of the sub regional Minerals and Waste Development plan documents	31/01/09	This consultation for the publication stage is now timetable to begin in April 2009 due to a 3 month delay agreed by the Tees Valley Authorities in response to changes to Planning regulations which now includes additional publication stage of the development documents. In addition the time will allow the group and consultants ENTEC to strengthen the document following advice from Government Office and the problems encountered with Minerals and Waste DPDs at Northumberland and North Yorkshire

12.1.2 It is proposed that the due date for the above action is revised, to take into account the delays that have been encountered. More information is provided in table RL2, below: -

**Table RL2 – Proposed revisions to Action due date**

<b>Code</b>	<b>Action</b>	<b>Due Date</b>	<b>Proposed New Date</b>	<b>Reasons for Date Change</b>
EN A08	Participate in the preparation of the sub regional Minerals and Waste Development plan documents	31/01/09	30/04/09	Additional stage needed (publication stage) and delays due to advice from Government Office. (See notes in table RL1 for more information if required).

12.1.3 There are 13 key performance indicators (KPIs) included in the Corporate Plan as measures of success that are not reported on an annual basis, of which 11 (85%) have been assessed as either having achieved target or being on target to do so. The remaining 2 indicators (15%) have been assessed as not being expected to achieve target, and more detail is provided in table RL3, below: -

**Table RL 3 – Performance Indicators assessed as being not expected to achieve target**

<b>PI</b>	<b>Indicator</b>	<b>Target 08/09</b>	<b>2<sup>nd</sup> Qtr Outturn</b>	<b>Comment</b>
RPD P056	Number of carers completing education or training and achieving NVQ level 2 or equivalent or higher	120	17	A review meeting was held with Hartlepool Carers on 9 October 08 and it was confirmed that they would not be able to achieve the Local Public Service Agreement Targets by the end of March 2009.
RPD P057	Number of carers remaining in employment for a minimum of 16 hours per week and for at least 32 weeks in the year	149	19	

12.1.4 Key areas of progress made to date in the Regeneration and Liveability Portfolio includes: -

- Phase 1 of the Rivergreen development has now been completed;

- Neighbourhood Renewal Strategy adopted within the new Community Strategy, agreed in July, 2008;
- Violent crime has reduced significantly in the last twelve months.

### 12.2 Revenue Financial Management Position Statement for Period Ending 30<sup>th</sup> September, 2008

- 12.2.1 In overall terms actual expenditure amounts to £2,315,400 compared to expected expenditure of £2,228,500, resulting in a current adverse variance of £86,900. (See Appendix K).
- 12.2.2 The projected outturn is £4,864,700, compared to the latest budget of £4,642,700, resulting in a forecast adverse variance of £222,000.
- 12.2.3 The anticipated expenditure includes the 2008/2009 approved budget along with the planned use of Departmental Reserves created in previous years as described in Note 1 of the **Appendix K**.
- 12.2.4 The main items to bring to Portfolio Holder's attention are: -

**Line 2: Building Control**  
**Current Variance: £14,100 Adverse**  
**Forecast Variance: £20,000 Adverse**

The increasingly competitive private sector market and the general economic downturn have contributed to lower than budgeted fee income levels on this service at the half year stage. It is difficult to forecast the final outturn position on this service with any accuracy but current trends suggest an adverse position of around £20,000 on fees may exist at year-end.

**Line 5: Community Safety**  
**Current Variance: £83,900 Adverse**  
**Forecast Variance: £148,000 Adverse**

The variance is owing to the use of specialised seconded staff. These costs are offset by salary savings covered elsewhere in this report.

**Line 6: Development Control**  
**Current Variance: £800**  
**Forecast Variance: Nil**

It is not expected that there will be a variance on this budget. However, the position needs careful management over the remainder of the year owing to the impact on the economic downturn and the impact of new Development Control



regulations. It should be noted that various assumptions regarding the timing of major fee earning planning applications have been made. Any delays in these schemes coming forward may lead to an adverse position arising on this heading at outturn.

**Line 8: Drug Action Team**  
**Current Variance £15,000 Adverse**  
**Forecast Variance: £30,000 Adverse**

The variance is owing to the use of specialist seconded staff. These costs are offset by salary savings covered elsewhere in this report.

### 13. AREA BASED GRANTS

- 13.1 In overall terms actual expenditure amounts to £5,469,800, compared to anticipated expenditure of £5,622,200, resulting in a current favourable variance of £152,400. (See Appendix L).
- 13.2 The projected outturn is £10,532,000, compared to the latest budget of £10,622,000, resulting in a forecast underspend of £90,000.
- 13.3 This forecast underspend relates to staff vacancies within the Connexions Service and the related Positive Activities for Young People project.

### 14. CONCLUSIONS

- 14.1 The report details progress towards achieving the Corporate Plan outcomes and progress against the Council's own 2008/2009 Revenue Budget for the period to 30<sup>th</sup> September 2008.
- 14.2 Performance towards delivering the actions included in the Corporate Plan are progressing well, with 96% of all actions either having been completed or being on target to be completed by the agreed date. Over 94% of all KPIs, that can be assessed, have also been assessed as either having achieved target, or being expected to achieve target by year end.
- 14.3 The initial financial forecasts for 2008/09 were considered at your meeting on 13<sup>th</sup> October, 2008 and Cabinet determined to put forward the proposals detailed below for consultation. Final proposals will be determined at your meeting in December.
- 14.4 With regard to departmental outturns Cabinet considered the options for funding this overspend and as part of the initial budget consultation proposals have asked consultees to comment on the proposal to carry forward departmental overspends as managed overspends against departments three year budgets. Directors

are also assessing the practicalities of implementing this option. These details, together with the consultation responses will be reported to Cabinet in December to enable Members to finalise a strategy for financing 2008/2009 departmental overspends.

14.5 Members proposed that the additional income on the Council's investments is earmarked firstly to offset the loss of income, then for additional costs in relation to BSF and Tall Ships. This proposal will substantially fund these additional one-off costs. Any shortfall will need to be funded over the next two years.

14.4 It was also proposed that the increase in the stock of resources of £2.3m is allocated to support the budget in the three years 2009/2010 to 2011/2012.

### 15. RECOMMENDATIONS

15.1 Cabinet is asked to: -

- Note the current position with regard to performance and revenue monitoring;
- Agree to the proposed revised due dates for those actions in tables NC2, Pe2 and RL2.

TABLE 2 - GENERAL FUND - REVENUE FINANCIAL MANAGEMENT REPORT TO 30TH SEPTEMBER 2008

Line No	Actual Position 30/09/08			Description of Expenditure	Projected Outturn Position		
	Expected Expenditure/ (Income)	Actual Expenditure/ (Income)	Variance Adverse/ (Favourable)		2008/09 Latest Budget	2008/09 Projected Outturn	Projected Variance: Adverse/ (Favourable)
Col. A	Col. B	Col. C	Col. D (D=C-B)	Col. E	Col. F	Col. G	Col. H (H=G-F)
	£'000	£'000	£'000		£'000	£'000	£'000
				<b><u>TABLE 1 - Departmental Expenditure</u></b>			
1	15,594.3	17,507.5	1,913.2	Adult and Community Services	30,516.7	32,531.8	2,015.1
2	4,979.0	5,629.9	650.9	Chief Executives	5,304.2	5,769.4	465.2
3	9,119.8	9,225.5	105.7	Children's Services (Excluding Schools)	22,685.3	23,784.1	1,098.8
4	7,475.2	7,950.7	475.5	Neighbourhood Services	15,451.5	16,050.0	598.5
5	2,595.9	2,687.0	91.1	Regeneration & Planning	5,618.8	5,848.8	230.0
6	39,764.2	43,000.6	3,236.4	Total Departmental Expenditure	79,576.5	83,984.1	4,407.6
				Total Departmental Pay Budget Saving (Details para 4.9 table)	0.0	(1,809.0)	(1,808.0)
				<b>Total Departmental Adverse Variance</b>			2,599.6
				<b><u>TABLE 2 - Corporate Costs</u></b>			
				<b><u>EXTERNAL REQUIREMENTS</u></b>			
7	0.0	0.1	0.1	Discretionary NNDR Relief	33.0	33.0	0.0
8	22.9	39.9	17.0	Flood Defence Levy	45.8	53.2	7.4
9	93.3	91.3	(2.0)	Magistrates, Probation and Coroners Court	182.0	182.0	0.0
10	20.0	21.1	1.1	North Eastern Sea Fisheries Levy	20.0	21.1	1.1
				<b><u>CORPORATE COMMITMENTS</u></b>			
11	168.5	168.5	0.0	Audit Fees	337.0	337.0	0.0
12	0.0	(1,000.0)	(1,000.0)	Centralised Estimates	5,629.9	3,423.9	(2,206.0)
13	0.0	(2.2)	(2.2)	Designated Authority Costs	87.0	87.0	0.0
14	(152.6)	(157.4)	(4.8)	Emergency Planning	91.0	91.0	0.0
15	1,280.5	1,280.5	0.0	I.T.	2,561.0	2,561.0	0.0
16	0.0	0.0	0.0	Insurances	369.0	369.0	0.0
17	37.5	34.4	(3.1)	Mayoral Allowance	75.0	75.0	0.0
18	173.0	180.4	7.4	Members Allowances	346.0	346.0	0.0
19	95.8	110.0	14.2	Pensions	398.0	411.3	13.3
				<b><u>NEW PRESSURES</u></b>			
20	0.0	0.0	0.0	2006/07 Final Council Commitments	31.0	31.0	0.0
21	8.5	8.5	0.0	2007/08 Provision for Grants/Pressures/Priorities	76.0	76.0	0.0
22	0.0	0.0	0.0	2007/08 and 2008/09 Corporate efficiencies	(1,070.0)	(670.0)	400.0
23	0.0	0.0	0.0	Area Based Grant	(55.4)	(55.4)	0.0
24	(407.6)	(407.6)	0.0	LPSA 2 Grant	(407.6)	(407.6)	0.0
25	0.0	0.0	0.0	Contingency	22.0	22.0	0.0
26	0.0	0.0	0.0	Employers Pension Contributions	(300.0)	(300.0)	0.0
27	0.0	0.0	0.0	Housing Stock Transfer Costs/Loss external income	569.0	569.0	0.0
28	0.0	0.0	0.0	Job Evaluation	3,470.0	3,470.0	0.0
29	7.5	4.3	(3.2)	Members ICT	15.0	15.0	0.0
30	141.7	141.7	0.0	Business Transformation Programme	0.0	0.0	0.0
31	0.0	3.4	3.4	Teesside Airport Study	0.0	3.5	3.5
32	0.0	0.0	0.0	LABGI income (release of reserve)	(370.0)	(370.0)	0.0
33	0.0	0.0	0.0	New Burdens funded from Formula Grant	11.0	11.0	0.0
34	0.0	0.0	0.0	Planning Delivery Grant terminated	114.0	12.0	(102.0)
35	0.0	0.0	0.0	Provision for Cabinet projects	51.0	51.0	0.0
36	0.0	0.0	0.0	Red. in non pay inflation from 3% to 2.5% not applied	(174.0)	(174.0)	0.0
37	0.0	0.0	0.0	Reduction in Employers Pension Contribution	(400.0)	(400.0)	0.0
38	0.0	0.0	0.0	Strategic Contingency	1,146.0	1,046.0	(100.0)
39	1,489.0	516.9	(972.1)	COUNCIL BUDGET REQUIREMENT	12,902.7	10,920.0	(1,982.7)
40	21.2	21.2	0.0	PARISHES PRECEPTS	21.2	21.2	0.0
41	0.0	0.0	0.0	CONTRIBUTION FROM RESERVES	(3,249.0)	(3,249.0)	0.0
42	0.0	0.0	0.0	CONT. TO / (FROM) STOCK TRANSFER RESERVE	0.0	0.0	0.0
43	41,274.4	43,538.7	2,264.3	Total General Fund Expenditure	89,251.4	91,676.3	616.9

Best Value Unit / Best Value Sub Unit	2008/2009 Budget £'000	Variance to 30 September 2008 (Favourable) / Adverse £'000	Forecast Outturn Variance (Favourable) / Adverse £'000
<b>Adult &amp; Community Services</b>			
Strategic Arts, Museums & Heritage, Sports & Recreation - Income	1,459.8	(119.9)	(180.0)
Building Maintenance	292.1	15.4	14.0
Learning Disabilities Purchasing	3,110.0	252.1	673.0
Occupational Therapy Equipment	315.0	(21.1)	0.0
Older People Purchasing	7,414.6	149.3	70.0
Social Care - Direct Payments	1,213.0	580.9	1,003.7
<b>Total</b>	<b>13,804.5</b>	<b>856.7</b>	<b>1,580.7</b>
<b>Regeneration &amp; Planning</b>			
Economic Development - Rent Income	187.0	(20.2)	0.0
Planning & Building Control - Fee Income	620.0	(37.7)	20.0
<b>Total</b>	<b>620.0</b>	<b>(37.7)</b>	<b>20.0</b>
<b>Neighbourhood Services</b>			
Car Parking	(826.4)	184.0	183.8
Environment, Environmental Action & Town Care Management	7,343.4	21.0	35.0
Property Services	465.9	13.4	0.8
<b>Total</b>	<b>6,982.9</b>	<b>218.4</b>	<b>219.6</b>
<b>Corporate Budgets</b>			
Centralised Estimates	5,629.9	(1,000.0)	(2,206.0)
IT Partnership Contract	2,561.0	0.0	0.0
<b>Total</b>	<b>58,112.9</b>	<b>(1,000.0)</b>	<b>(2,206.0)</b>
<b>Children's Services</b>			
Building Schools for the Future	674.0	100.7	264.1
Children Looked After Placements	4,393.0	413.3	745.2
Home to School Transport Costs	1,430.0	19.1	(108.1)
Independent School Fees (SEN)	643.0	16.7	0.0
Individual Pupils Budget for SEN	1,383.0	0.0	0.0
Individual School Budget	54,451.6	0.0	0.0
Integrated Children's System	129.0	0.2	0.0
<b>Total</b>	<b>63,103.6</b>	<b>550.0</b>	<b>901.2</b>

## ADULT &amp; COMMUNITY SERVICES DEPARTMENT PLANNED EFFICIENCIES

Budget Heading	Description of Efficiency/Saving	Risk - Red, Amber, Green	Risk Assessment of implementing efficiency/saving	Impact of efficiency/saving service performance)	Value of efficiency/saving £'000's	Projected Outturn £000	Comments
Support Services	Re-examination of staffing and processes following joint commissioning, and introduction of CONTROCC computer system. Also review management of Supporting People programme, absorbing some of the work into other sections	R	Review is at an early stage	This is a growing area of work, and reduced staffing could affect capacity to support developments	40	0	Expected to slip into 08-09
Domestic support Swinburne House	Proposed closure of Swinburne will reduce requirement for domestic support staff	A	1 x vacancy to be 'given up' and 1 x domestic post to be deleted. This will leave 1 x 20hr domestic post to remain for re-provisioning Swinburne elsewhere.	This will not directly affect the service provision	33	0	Expected to slip into 08-09
Assessment & Care Mgt	Review management arrangements for social work teams	R	Diminishes management capacity and potentially increases span of control for remaining managers above an acceptable level.	May result in delays in allocation and completion of statutory assessments	45	45	
Libraries	Staffing efficiencies in library service delivery	A	These will be achieved through a revised and improved way of allocating staff – i.e. adjustment of rotas to allow 3x scale 2 fte posts to be saved whilst delivering services as are currently provided. These staff rotas are across the whole service but will be significantly achieved through the Central Library.	reduction in CPA 'cost per visit' provided visit levels maintained. Necessary to ensure service standard and user satisfaction measures are maintained.	41	41	
Libraries	Reduction in relief driver requirement for library mobile bus service	A	The new structure was introduced April 2007. First quarter indicates that a lower demand for driver cover is needed. This is a little early and demand needs monitoring full 12 months including winter	reduction in CPA 'cost per visit' provided visit levels maintained. Necessary to ensure service standard and user satisfaction measures are maintained.	4	4	
Libraries	Strategic reduction in target areas of printed materials fund where consortium/supplier purchasing agreements facilitate efficiencies	A	failure to provide continually improving stock and maintenance of PI statistics.	Hope to be minimized but stock provision of the highest quality is principal aim of the service.	14	14	
Libraries	Improved efficiency in online resource provision	A	Risk of not meeting public demand by changing suppliers	Aim to maintain similar service provision through improved supplier contracts.	4	4	
Warren Road & Havelock	Review and integrate the management and staff structure across the two day services, this will reduce ancillary and management costs. The impact on direct service provision will be minimal as this is based on meeting assessed needs through individual support plans.	A	Business continuity & training required for staff to work across Learning & Physical disabilities	Performance measures, impact on PSSEX1 cost of day care.	103	26	On target for implementation by Jan 09. £29k given for ITU worker.
Home Care Service	Transfer 100 hrs from in-house provision to independent provider and review management arrangements.	A	Reconfiguration of home care and amalgamation with Intensive Social Support Team under service heading of 'Direct Care and Support Service' will help provide sustainability going forward and alleviate stress challenges. Potential for complaints if service users prefer local authority service provision. However statutory responsibilities will be still be achieved.	Long term cases in home care (dementia) will be transferred to alternative independent provision. Leaving in house home care services to focus upon rapid response operations. In comparison with all other Providers in Hartlepool, the Local Authority Home Care Service is best placed to do this.	53	53	

Budget Heading	Description of Efficiency/Saving	Risk - Red, Amber, Green	Risk Assessment of implementing efficiency/saving	Impact of efficiency/saving service performance)	Value of efficiency/saving £'000's	Projected Outturn £000	Comments
Older People Purchasing	Change commissioning and contractual arrangements for 'step up / step down' beds, moving away from spot contract towards block purchase. Anticipated demand base on analysis over three year period indicates 15 vulnerable people can be supported more efficiently using this approach	A	This proposal increases capacity and provides the LA with more value for money through securing a lower rate per bed.	Service performance would be enhanced. However this work does require support from the Commissioning Team to tender for the revised contractual arrangement.	39	39	
Intensive Social Support Team	Reorganisation of intensive social support team to cover SP contract only.	A	Supporting People element of this service will continue to function but transitional care / intermediate care support will be limited.	The impact could be minimized by amalgamating the ISSTeam with the Home Care Service, one service to be created 'Direct Care and Support Service under more stream-lined managerial arrangement.	58	58	
Support Services	Efficiency improvements in Finance Section as indicated by CSED	A	Review is still in early stages	Loss of staffing could affect service to users and income levels	19	19	
Support Services	Cut in audio-visual and technical support to department	A	This will impact on Children's Service (40% funding for post) and corporate projects which are supported by this post.	Lost opportunity for improved presentation of information for public and staff	15	15	
Libraries	Reduction of agency advertising for vacant posts	G	Increased internal recruitment/advertising.	Where deemed necessary for maintenance of service standards posts will still be advertised externally.	2	2	
Libraries	Reduction in energy costs	G	Limited-according to predictions of energy consumption based on new lighting system efficiency savings should be achieved.	Improved lighting, saving of money and improved carbon footprint.	2	2	Efficiency achieved but energy price increases negating saving.
Parks & Countryside	Weekend Litter Picking additional staffing plus bank holiday and event cover in parks.	G	Not undertaking this work will result in increased user dissatisfaction and greater amounts of litter in parks. The work will be undertaken by a new staff team based within parks and countryside to react to sites including playgrounds and provide a 7 day service across all parks and play grounds undertaking inspections and maintenance.	The ad hoc approach to cover in parks on weekends will be formalised with a dedicated team of staff covering weekends and providing cover where necessary for events.	4	4	
Parks & Countryside	Lifebelt checks to be undertaken by Playground Inspector will allow additional income to be brought in by the Beach safety Officer in delivering First Aid Courses.	G	Lifebelt Checks are essential in maintaining safe areas around water. Most landowners now pay the Department to undertake the checks. The work will be undertaken by a new staff team based within parks and countryside to react to sites including playgrounds and provide a 7 day service across all parks and play grounds undertaking inspections and maintenance.	The incorporation of lifebelt checks into the work programme of the new staff team identified as a budget pressure will greatly increase the capacity of the Beach Safety Officer to deliver first aid courses to increase income into the department. The pressure is a combination of additional income from first aid courses and the lifebelt management.	5	5	
Parks & Countryside	Annual Cost to Department to maintain and clean the paddling pools. The maintenance to be undertake by play ground inspection team and the cleaning to be undertaken by the beach lifeguards. To implement this the Block Sands Paddling Pool would need to come in line with the start of the Lifeguard Season.	G	The cleaning and maintenance of paddling pools are essential to the service. The maintenance work will be undertaken by a new staff team based within parks and countryside to react to sites including playgrounds and provide a 7 day service across all parks and play grounds undertaking inspections and maintenance. For cleaning tasks it is proposed that the beach lifeguards undertake this duty but this would rely on the Block Sands facility opening at the same time as the Beach Lifeguards Service (May not Easter).	The work is currently undertaken by Neighbourhood services agency staff at a cost of £11k to the department. This money would be used to fund the playground inspection pressure and also increase the duties and resources into this post.	11	11	
Grounds Maintenance Contract	Contribution from Parks and Countryside to Neighbourhood Services for Playground Inspections. This is not easily identified through the contracts but believed to be in the region of £30K	G	The contribution to NHS is supplemented by insurance funding to operate a playground inspection and maintenance operation. Under new proposals the playground inspection would transfer to Parks and Countryside but would increase to a 7 days service to incorporate other tasks such as lifebelt checks.	The playgrounds would be inspected 7 days per week which will increase user satisfaction and reduce impact of anti social behaviour.	30	30	

Budget Heading	Description of Efficiency/Saving	Risk - Red, Amber, Green	Risk Assessment of implementing efficiency/saving	Impact of efficiency/saving service performance)	Value of efficiency/saving £'000's	Projected Outturn £000	Comments
Parks & Countryside	To replace the Weekend Leisure Assistant Post at Summerhill with the extended playground and site inspection service.	G	The loss of a staff post at Summerhill would result in increased man hours to keep the site cleaned and maintained. Weekend site cleansing and maintenance would be undertaken by the Playground Inspection post on weekends therefore reducing the need for the Weekend leisure assistant	The playground inspection service will be increased to 7 days per week and will incorporate Summerhill site cleaning and maintenance into the weekend work programme.	10	10	
The Firs	De-commissioning the Firs as an office base	G	No Risk to Service, but un-occupied property may be vulnerable to vandalism	Service will be re-provisioned from alternative site, no impact identified.	19	19	The Firs de-comissioned.
17057 Warren Road	Reduction in the number of ancillary hours at warren road	G	Minimum risk as change is around processes for delivery of meals	Limited impact on service	8	8	
17057 Warren Road	Reduction in vacant staffing hours at Warren Road, 42 hours vacant due to setting up of independent theatre and drama groups	G	Reduction in the number of direct support staff, reflected by the number of people leaving the service to take up direct payments	Corporate management database, impact on the number of people attending FE, leisure, sport, as a reduction in the number of people attending day services. Increase in the number of people accessing a direct payment	23	23	
17100 Havelock N/HOOD SERVICES IMPACT	Reduction in the use of ancillary staff in the cleaning of the building by using more flexible rotas	G	Flexibility in Rota creating efficiencies	No impact on P1's	2	2	Rota changed and efficiency met.
17058 LD Agency	Bringing people back home / campus reprovision - review of complex out of area packages of care in partnership with PCT.	R	Returning of high cost packages to Hartlepool for people who have been living out of area in specialist provision	24 people over 5 years - Teesside initiative including PCT's	220	18	Relates to one Out of Borough Placement to be moved back to Hartlepool. Not yet achieved owing to Legal issues. On target for March 09.
Stair lift Contract	Change contractual arrangement for stair lifts away from comprehensive cover to costed model	G	Limited	More appropriate contractual arrangement to be established	20	20	Target expected to be achieved however full year's usage required to confirm.
Assessment & Care Management	Replace Social Worker top of Level E plus two, with Social Care Officer through management of vacancies	G	This will be a short term saving to the Local Authority, going forward there will be additional training implications	Social worker due to retire	12	12	
<b>TOTAL OF 3% EFFICIENCIES</b>					<b>836</b>	<b>484</b>	

## CHIEF EXECUTIVES DEPARTMENT PLANNED EFFICIENCIES

Budget Heading	Description of Efficiency/Saving	Risk - Red, Amber, Green	Risk Assessment of implementing efficiency/saving	Impact of efficiency/saving service performance)	Value of efficiency/saving £'000's	Projected Outturn £000	Comments
Accountancy 21412	A recent mini reorganisation produces an ongoing salary saving, from the deletion of 0.5 FTE Accountancy Technician post.	A	Reduction in capacity available to support none core activities, such as financial support for additional corporate initiatives (e.g. Job Evaluation) , or support of departmental finance teams when they have vacancies, or support of new grant regimes.	None - provided there are no new demands for higher service levels and existing staff are retained.	11	11	
Internal Audit 21414	A review of the Internal Audit sections senior management structure resulted in the amalgamation of the roles of Chief Internal Auditor and Group Auditor into a single post - Head of Audit and Governance. Only Part of this saving was taken in the 2007/08, pending a review of the new arrangements.	A	New arrangements are working satisfactorily. It is therefore not inappropriate to take the remaining saving in 2008/09. However, the continued success of current arrangements is dependant upon the retention of existing employees and/or the recruitment of appropriate replacements (which cannot be guaranteed).	None - provided remaining staff are retained, particularly Head of Audit and Governance.	28	28	
Revenues Recovery 21453	Income Generation from extending the Internal Bailiff function pilot to 2 officers. A greater proportion of bailiff activity will in future be undertaken by in house bailiffs, with the associated bailiff charges accruing to the Council instead of external bailiff companies.	A	Internal Bailiff pilot exercise to be extended from Sept 07. Performance monitoring of activity levels and values of fees levied in 2007/8 from early stages of pilot indicate relatively low risk of failure but dependency is on available recovery caseloads.	None. Internal Bailiffs will be "certificated" , work within defined codes of conduct / protocols and will be subject to robust performance management controls including using comparative performance data from external bailiffs. These arrangements will ensure effectiveness / accountability.	30	30	
HR	Income generation from extending charging arrangements for information in respect of mortgage applications and CRB. Restructure of section will result in deletion of 2 FTE during 2008/9.	A	Risk that charging employees to supply employment details will be controversial. Reduced employee /health & safety monitoring capacity will place greater reliance on managers, employees and trade unions to operate safely. Implementing Single Status will initially create additional workload therefore reducing HR posts will impact on ability to support managers and employees.	Greater reliance on managers to implement HR policies without personal support. Significant risk of subsequent litigation/claims, absenteeism, poor performance, etc	76	76	
<b>TOTAL OF 3% EFFICIENCIES</b>					<b>145</b>	<b>145</b>	



## CHILDREN'S SERVICES DEPARTMENT PLANNED EFFICIENCIES/SAVINGS

Budget Heading	Description of Efficiency/Saving	Risk - Red, Amber, Green	Risk Assessment of implementing efficiency/saving	Impact of efficiency/saving service performance)	Value of efficiency/saving £'000's	Projected Outturn £000	Comments
Home to School Transport	Full year savings arising from 1st September 2007 renewal of home to school and school to swimming pools transport contracts including agreed rationalisation of escort service LESS £100,000 allocated against the corporate efficiency target.	G	The exact transport requirements of children varies from year to year depending on pupil numbers. In addition the requirements of special needs pupils can vary at any time. Projected savings are based on the costs of current needs and provide limited scope to absorb increases above inflation.	This will have a positive effect on VFM indicators	61	61	
Advisory Service	Part saving on Senior Adviser salary following recruitment to a lower graded redesigned post. Savings assume regrade from Soubury sp 27 to Soubury sp 13.	G	Re-allocation of responsibilities to Assistant Director and other Senior Advisers required.		20	20	
Premature Retirement Costs	Reduced base budget to meet level of current spending on former employees and their dependants deleting scope to fund new costs.	A	The department has a PRC budget which funds the ongoing added years element of early retirement costs. Reducing the base budget will delete any contingency for new cases. Over time the departments commitments will reduce as former teachers/staff and their dependants die.	The departments policy since 2002 has been that schools must meet the costs of any premature retirements from their delegated budgets. Schools can however, in exceptional financial circumstances, approach the department to request financial assistance.	60	60	
Carlton Outdoor Centre - Usage	Increased income assumption from Hartlepool schools and other customers following reopening of the centre.	A	The budgeted level of income from Hartlepool schools attending the Centre was set pessimistically due to concerns that customers may not return following closure during refurbishment. Increased income of approximately £15,000 will be received if schools take up their full allocation of days and the centre's external income target for summer and weekend customers is achieved.	If this increased income is sustainable the Council's net cost of running the centre would reduce by 25%.	15	15	
Carlton Outdoor Centre - Charges	13% Increased charges to Hartlepool schools for attendance at the centre (up to the levels charged by Redcar and Cleveland) will reduce the net costs of Hartlepool's subsidy.	A	Increased charges to schools could lead to reduced demand which would adversely affect overall income levels - see above	Although joint user authorities pay proportionate contributions towards Carlton centre costs each Council sets its own charges for schools in their areas. Hartlepool charges are currently substantially below Middlesbrough and Redcar.	5	5	
Youth Service	Review of Service Level Agreements to provide savings on overheads with minimal impact of front line delivery.	A	It is envisaged that savings can be achieved on repairs and maintenance and that better value for money can be achieved from more robust monitoring of some SLA's	There is a risk of a reduction in service delivery depending on how services are reconfigured.	10	10	
Departmental Contingency	Delete contingency fund held by Director	A	During setting of the 2007/08 base budget, within the departments overall cash limit, all uncommitted budgets were deleted to create one strategic contingency against unexpected departmental costs. This budget is held by the Director and is allocated out to meet identified pressures as part of the departments monthly monitoring procedures.	If deleted the department will be unable to absorb any unexpected cost pressures	64	64	

Budget Heading	Description of Efficiency/Saving	Risk - Red, Amber, Green	Risk Assessment of implementing efficiency/saving	Impact of efficiency/saving service performance)	Value of efficiency/saving £'000's	Projected Outturn £000	Comments
Departmental Administration	Reduction in admin support	A	Reduced admin support will have an impact on the operations of various departmental teams and some areas of work will have to be absorbed. It may be possible to automate some functions via use of ICT.		110	110	Proposed Restructurings of Admin Support on hold owing to Job Evaluation but savings are being achieved through non-filling vacant posts.
Children and Families Admin	Reduction of admin support in Social Care	A	A reduction in staffing levels has already been committed relating to the new ICS system	The new ICS system will streamline the administration of care records and as this is embedded admin support will be reviewed.	40	40	Proposed Restructurings of Admin Support on hold owing to Job Evaluation but savings are being achieved through non-filling vacant posts.
Department wide Salaries	Increase to salary abatement target from 2.4% to 3.0%	A	Over recent years the department has achieved its salary abatement target (currently £160,000 equating to approximately 2.4%) through natural vacancy savings. All vacant posts are reviewed by CSMT prior to submission to the MOV panel and "forced delays" in the recruitment process may need to be made to maximise vacancy savings.	The projected saving assumes a 25% increase in vacancy / turnover savings, requiring savings of 3.0%. CSMT would try to focus this on (non grant funded) support services rather than frontline services wherever possible.	40	40	
Childcare - Summer Play scheme	Deletion of the summer play scheme.	A	The existing provision for play schemes is not necessarily targeting those most in need. Managers will be assessing the need within the Children's Centres localities and will commission new summer activities from the voluntary and community sector funded from Sure Start grant.	Overall provision may be slightly reduced but should be better matched to local need.	65	65	
<b>TOTAL OF 3% EFFICIENCIES</b>					<b>490</b>	<b>490</b>	

**NEIGHBOURHOOD SERVICES DEPARTMENT PLANNED EFFICIENCIES**

Budget Heading	Description of Efficiency/Saving	Risk - Red, Amber, Green	Risk Assessment of implementing efficiency/saving	Impact of efficiency/saving service performance)	Value of efficiency/saving £'000's	Projected Outturn £000	Comments
<b>3% EFFICIENCIES</b>							
1010/36740	Restructure of Senior Management of Public Protection	G	Alternative but inadequate management arrangements of Public Protection functions could result in inefficiencies and not meeting performance standards in several statutory functions	Minimal impact provided adequate arrangements are in place, otherwise not meeting PI's could result in external auditing of the service by e.g.. FSA	35	35	
	Do not increase costs through inflation where possible	A	small risk	Some revenue budgets pressured	169	169	
	School crossing patrol - remove from controlled crossings	A	Some public reaction	N/A	32	0	The anticipated changes to the provision of school crossing patrol did not materialise when the regulations reached their final stage. This has realised itself in the inability to achieve the required efficiencies in this area. Alternative areas are being investigated to bridge this gap in efficiencies.
	Xmas lights - full sponsorship	A	Sponsorship may not be achieved	Possible reduction in standard	18	18	
	Restructure B.H.H admin team	G	Increased workload on other staff	Reduced admin performance	18	18	
	Not replacing Technical Officer when he retires in April 2008	G	Increased workload on other staff	Reduced Technical performance	28	28	
	Reorganise drug related litter service	A	Possible injury to people who find litter	Drug litter will not be collected after 8pm	10	10	
	Reduce Pest Control	G	Minimal	Promised increased service not provided. 20k additional funding agreed by Council last year to improve service - insufficient to employ additional pest control operative.	20	20	
	Redesign staffing in transport section	A	Minimal	Management capacity reduced. Increased workload on remaining staff	55	55	
	Don't replace one member of admin team in civic centre	A	Workload too high - deadlines missed	Increased workload for remaining staff	17	17	
	Redesign of building management and maintenance services (including energy)	A	Building management services (including energy) efficiencies may not be achieved	Workload on remaining staff members / change of services to customers	37	37	
	Restructuring of licensing service in Public Protection	A	Taxi inspections not carried out on time	Performance indicators will suffer and criticism from licence holders	12	12	
<b>TOTAL EFFICIENCIES</b>					<b>451</b>	<b>419</b>	

## REGENERATION &amp; PLANNING DEPARTMENT PLANNED EFFICIENCIES

Budget Heading	Description of Efficiency/Saving	Risk - Red, Amber, Green	Risk Assessment of implementing efficiency/saving	Impact of efficiency/saving service performance)	Value of efficiency/saving £'000's	Projected Outturn £000	Comments
Youth Offending Service	Reduce the budget for the payments of carers and fostering allowances	G	It is anticipated that this budget can be reduced with minimal risk and impact by not recruiting to one of the vacant Carer's positions.	It is not anticipated that service performance will be adversely affected by this reduction.	14	14	
Economic Development	HBC Contribution to Joint Strategy Unit	G	It is expected that the JSU will again reduce their budget to reflect national cashable efficiency target. The precise saving to Hartlepool will depend on the final inflation indicator and population statistics applied by the JSU but a budget reduction in the region of £5,000 should be possible.	This reduction will have no direct impact on the Economic Development service. The department currently passports some £230k to the JSU but has no control over this budget. In view of the total reductions required and the growing pressures on HBC budgets, Members may wish to seek a revised JSU budget formula for future years in conjunction with the other Tees Valley authorities.	5	5	
Staff Turnover	Increase in Vacancy Abatement target by 0.5%	A	The Vacancy Abatement target for 2007/8 has been achieved albeit largely through three long term vacancies. It is expected these vacancies will shortly be filled. Achievement of the 2008/9 target will depend on HBC funded staff leaving a relatively stable department in recent years and therefore some risk does exist in increasing this target.	An impact on service performance may occur if, to meet this target, posts had to be held vacant for longer than appropriate.	20	20	
Community Safety	Reduce Staffing Budgets / Efficiency Review	A	Community Safety is one of the areas undergoing a departmental review in the current year as part of the overall Efficiency Strategy. No final conclusions have yet been reached in the review but it is felt that some efficiencies may be achievable.	It is anticipated that the impact on the part of the service where efficiencies are likely to be generated can be managed without a major affect on performance. However potential pressures in other areas of Community Safety most notably those previously funded via NRF mean that the overall risk to the service has been judged as 'Amber' at this stage.	20	20	The intended departmental review and subsequent restructuring did not deliver the originl anticipated efficiency. Further work is required to identify how an alternative efficiency amount could be generated. However at this stage it is still assumed this can be achieved.
Housing Division	Reduce Staffing Budgets / Efficiency Review	A	The Housing Service is another area undergoing a departmental efficiency review in the current year. Scope for modifications to the staffing structure may also exist. No actions have been agreed at this stage but it is anticipated that some efficiencies would be achievable in 2008/09.	The main impact of this reduction would be that no budget flexibility would exist to address in-year changes or the unexpected small scale pressures which regularly arise in this increasingly high profile service. The Amber risk shown might however need to be upgraded to 'Red' should adequate funding not be agreed for Housing related pressures including the introduction of Choice Based Lettings and Selective Licensing, details of which are set out elsewhere in the budget process.	30	30	
General	Inflation freeze imposed on various budget headings	A	It is proposed to freeze inflation increases for a number of non contractual departmental budget headings.	The impact on service performance would be spread across a number of headings and is expected therefore to be manageable.	30	30	
Planning Policy and Regeneration	Reduce the Major Regeneration Projects Budget	A	It is proposed to reduce this budget by £10,000 in order to meet the 3% target.	Though this is a high priority project for HBC it is anticipated that a reduction at this modest level could be managed.	10	10	
<b>TOTAL OF 3% EFFICIENCIES</b>					<b>129</b>	<b>129</b>	

<b>TOTAL OF 3% EFFICIENCIES FOR ALL DEPARTMENTS</b>	<b>2051</b>	<b>1667</b>
<b>CORPORATE 3% EFFICIENCIES TARGET</b>	<b>254</b>	<b>254</b>
<b>TOTAL 2008/09 3% EFFICIENCIES TARGET</b>	<b>2305</b>	<b>1921</b>

**SCHEDULE OF 2008/09 BUDGET PRESSURES TO BE  
TREATED AS CONTINGENCY ITEMS**

**8.2 APPENDIX D**

Budget Heading/Description	Risk - Red, Amber, Green	Gross Value of Budget Pressure in 2008/09	Value of Budget Pressure included in 2008/09 Contingency	Forecast Outturn for 2008/09	Variance	Comments
		£'000	£'000	£'000	£'000	
<b>Adult &amp; Community Services</b>						
Hartfields Extra Care Village	R	60	51	51	0	Hartfields not expected to open until later in the year however one off set up costs of £30k have already been incurred. Full contingency expected to be utilised.
Self Directed Support - Adult Social Care	R	100	60	60	0	Difficult to quantify at this stage but will be requiring some funds.
Housing Hartlepool - Extra Care Developments @ Bamburgh Court/Bramley Court	A	50	30	30	0	Expected to be required.
Adult Education Service - Staffing		20	12	20	8	Expected to be required although not until December 08 to tie in with savings. Potential costs in excess of £20k.
<b>Total for Adult &amp; Community Services</b>		<b>230</b>	<b>153</b>	<b>161</b>	<b>8</b>	

<b>Childrens Services</b>						
Children and Families - placements	R	250	250	981	731	Sustained increase in LAC numbers requiring external placements.
Performance and Achievement - School Improvement Partners	A	20	17	17	0	
<b>Total for Childrens Services</b>		<b>270</b>	<b>267</b>	<b>998</b>	<b>731</b>	

<b>Neighbourhood Services</b>						
Car Parking	R	131	105	105	0	
Waste Management	R	50	43	43	0	
Corporate Property	R	100	85	85	0	
Environment - Removal of Toxic Waste	R	15	13	13	0	
School Catering	A	35	21	21	0	
<b>Total for Neighbourhood Services</b>		<b>331</b>	<b>267</b>	<b>267</b>	<b>0</b>	

<b>Regeneration and Planning</b>						
Conservation Area Appraisal	R	20	12	12	0	
<b>Total for Regeneration and Planning</b>		<b>20</b>	<b>12</b>	<b>12</b>	<b>0</b>	

<b>Overall Total</b>		<b>851</b>	<b>699</b>	<b>1438</b>	<b>739</b>	
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**REVENUE FINANCIAL MANAGEMENT REPORT PERIOD ENDING 30TH SEPTEMBER 2008**

Line No	Actual Position 30/09/08			Description of Best Value Unit	Projected Outturn Position		
	Expected Expenditure (Income)	Actual Expenditure (Income)	Variance Adverse/ (Favourable)		2008/09 Latest Budget	2008/09 Projected Outturn	Projected Variance Adverse/ (Favourable)
Col. A	Col. B	Col. C	Col. D (D=C-B)	Col. E	Col. F	Col. G	Col. H (H=G-F)
	£'000	£'000	£'000		£'000	£'000	£'000
1	6.0	6.0	0.0	Adult Education	12.0	12.0	0.0
2	1,572.6	1,550.4	(22.2)	Assessment and Care Management	3,426.2	3,426.2	0.0
3	650.3	667.4	17.1	Home Care	1,353.2	1,353.2	0.0
4	2,681.0	3,270.8	589.8	Learning Disability	4,880.3	5,894.3	1,014.0
5	597.8	712.9	115.1	Mental Health	1,309.6	1,509.6	200.0
6	3,712.4	4,403.5	691.1	Older People - Purchasing	8,477.2	8,725.2	248.0
7	813.4	1,075.9	262.5	Physical Disability	1,640.2	2,137.2	497.0
8	137.0	155.0	18.0	Sensory Loss and Occupational Therapy	275.0	275.0	0.0
9	(6.8)	(7.9)	(1.1)	Service Strategy & Regulation	257.3	265.3	8.0
10	1,171.2	1,313.5	142.3	Support Services	2,070.6	2,083.1	12.5
11	17.8	14.2	(3.6)	Supporting People	110.7	110.7	0.0
12	423.5	350.8	(72.7)	Consumer Services	875.3	875.2	(0.1)
13	265.4	321.6	56.2	Environmental Standards	561.7	576.8	15.1
14	12,041.6	13,834.1	1,792.5	TOTAL	25,249.3	27,243.8	1,994.5

**Note 1 - Use of Reserves**

The above figures include the 2008/2009 approved budget along with the planned use of Departmental Reserves created in previous years. The table below provides a breakdown of these reserves.

Best Value Group	Description of Reserve	Projected Outturn Position		
		2008/09 Latest Budget	2008/09 Projected Outturn	Projected Variance Adverse/ (Favourable)
		Col. A	Col. B	Col. C (C=B-A)
		£'000	£'000	£'000
Environmental Standards	Pride in Hartlepool	35.2	35.2	0.0
Support Services	CONTROCC Implementation	74.0	74.0	0.0
Support Services	LPSA Carefirst Upgrade	56.0	56.0	0.0
		165.2	165.2	0.0

## REVENUE FINANCIAL MANAGEMENT REPORT PERIOD ENDING 30TH SEPTEMBER 2008

Line No	Actual Position 30/09/08			Description of Best Value Unit	Projected Outturn Position		
	Expected Expenditure/ (Income)	Actual Expenditure/ (Income)	Variance Adverse/ (Favourable)		2008/09 Latest Budget	2008/09 Projected Outturn	Projected Variance: Adverse/ (Favourable)
Col. A	Col. B	Col. C	Col. D (D=C-B)	Col. E	Col. F	Col. G	Col. H (H=G-F)
	£'000	£'000	£'000		£'000	£'000	£'000
1	1,208.0	1,186.7	(21.3)	Access to Education	2,454.9	2,437.3	(17.6)
2	21.9	21.9	0.0	Central Support Services	964.3	964.3	0.0
3	4,586.2	4,857.7	271.5	Children, Young People and Families Support	9,580.8	10,559.2	978.4
4	(354.0)	(351.0)	3.0	Early Years	363.0	363.0	0.0
5	69.9	65.4	(4.5)	Information, Sharing & Assessment	132.2	110.5	(21.7)
6	34.9	36.1	1.2	Other School Related Expenditure	1,782.1	1,780.9	(1.2)
7	35.4	84.0	48.6	Play & Care of Children	70.8	122.8	52.0
8	572.9	497.7	(75.2)	Raising Educational Achievement	1,786.5	1,764.6	(21.9)
9	1,015.3	945.5	(69.8)	Special Educational Needs	2,907.7	2,867.7	(40.0)
10	1,095.2	1,087.1	(8.1)	Strategic Management	1,189.4	1,368.2	178.8
11	174.3	157.8	(16.5)	Youth Justice	348.6	348.6	0.0
12	659.8	636.6	(23.2)	Youth Service	1,105.0	1,097.0	(8.0)
13	9,119.8	9,225.5	105.7	TOTAL	22,685.3	23,784.1	1,098.8

**Note 1 - Use of Reserves**

The above figures include the 2008/2009 approved budget along with the planned use of Departmental Reserves created in previous years. The table below provides a breakdown of these reserves.

Best Value Group	Description of Reserve	Projected Outturn Position		
		2008/09 Latest Budget	2008/09 Projected Outturn	Projected Variance: Adverse/ (Favourable)
		Col. A	Col. B	Col. C
		£'000	£'000	(C=B-A) £'000
Access to Education	Building Schools for the Future	654.4	654.4	0.0
Children, Young People and Families	Teenage Pregnancy Prevention	18.9	18.9	0.0
Early Years	Early Years	47.2	47.2	0.0
Other School Related Expenditure	14-19 Agenda	54.4	54.4	0.0
Other School Related Expenditure	Connexions	20.0	0.0	(20.0)
Other School Related Expenditure	Dedicated Schools Grant - Brierton	22.0	22.0	0.0
Raising Educational Achievement	Playing for Success	33.1	33.1	0.0
Raising Educational Achievement	Building Schools for the Future - E-Learning	20.0	20.0	0.0
		870.0	850.0	(20.0)

REVENUE FINANCIAL MANAGEMENT REPORT PERIOD ENDING 30TH SEPTEMBER 2008

Line No	Actual Position 30/09/08			Description of Best Value Unit	Projected Outturn Position		
	Expected Expenditure (Income)	Actual Expenditure (Income)	Variance Adverse/ (Favourable)		2008/09 Latest Budget	2008/09 Projected Outturn	Projected Variance Adverse/ (Favourable)
Col. A	Col. B	Col. C	Col. D (D=C-B)	Col. E	Col. F	Col. G	Col. H (H=G-F)
	£'000	£'000	£'000		£'000	£'000	£'000
1	(2.8)	(2.7)	0.1	Allotments	58.7	58.7	0.0
2	20.9	20.0	(0.9)	Archaeology Service	30.4	30.4	0.0
3	710.3	708.9	(1.4)	Museums & Heritage	824.6	791.2	(33.4)
4	427.9	415.0	(12.9)	Community Support	755.0	750.0	(5.0)
5	221.5	231.1	9.6	Countryside	391.5	391.5	0.0
6	116.1	108.7	(7.4)	Foreshore	152.7	152.7	0.0
7	884.0	876.6	(7.4)	Libraries	1,830.2	1,848.2	18.0
8	216.3	233.5	17.2	Maintenance	292.2	306.2	14.0
9	96.4	73.1	(23.3)	Parks	576.2	576.2	0.0
10	678.3	658.3	(20.0)	Recharge Accounts	(5.2)	(5.2)	0.0
11	532.0	595.8	63.8	Sports & Physical Recreation	1,450.0	1,450.0	0.0
12	257.3	338.5	81.2	Strategic Arts	348.1	390.1	42.0
13	83.4	89.0	5.6	Tall Ships Event 2010	0.0	0.0	0.0
14	4,241.6	4,345.8	104.2	TOTAL	6,704.4	6,740.0	35.6

**Note 1 - Use of Reserves**

The above figures include the 2008/2009 approved budget along with the planned use of Departmental Reserves created in previous years. The table below provides a breakdown of these reserves.

Best Value Group	Description of Reserve	Projected Outturn Position		
		2008/09 Latest Budget	2008/09 Projected Outturn	Projected Variance Adverse/ (Favourable)
		Col. A	Col. B	Col. C (C=B-A)
		£'000	£'000	£'000
Sports and Physical Recreation	Community & Higher Sports Awards	7.8	7.8	0.0
Community Support	Community Pool Grants	124.1	124.1	0.0
Countryside	Countryside	14.0	14.0	0.0
Libraries	Libraries - RFID Self-Issue	46.0	46.0	0.0
Strategic Arts	Maritime Festival	31.2	31.2	0.0
Sports and Physical Recreation	Football Development	1.0	1.0	0.0
Sports and Physical Recreation	Sports Awards	3.0	3.0	0.0
Parks	Tree Management	5.9	5.9	0.0
Tall Ships Event 2010	Tall Ships Event - Office	139.7	139.7	0.0
Tall Ships Event 2010	Tall Ships Event - Marketing and Publicity	42.6	42.6	0.0
Tall Ships Event 2010	Tall Ships Event - Sponsorship / Corporate	82.0	82.0	0.0
Sports and Physical Recreation	LPSA - Sports	33.2	33.2	0.0
Sports and Physical Recreation	Action for Jobs	2.0	2.0	0.0
		532.5	532.5	0.0



## REVENUE FINANCIAL MANAGEMENT REPORT PERIOD ENDING 30TH SEPTEMBER 2008

Line No	Actual Position 30/09/08			Description of Best Value Unit	Projected Outturn Position		
	Expected Expenditure/ (Income)	Actual Expenditure/ (Income)	Variance Adverse/ (Favourable)		2008/09 Latest Budget	2008/09 Projected Outturn	Projected Variance: Adverse/ (Favourable)
Col. A	Col. B	Col. C	Col. D (D=C-B)	Col. E	Col. F	Col. G	Col. H (H=G-F)
	£'000	£'000	£'000		£'000	£'000	£'000
1	747.0	753.1	6.1	Accountancy & Payments	1,118.4	1,068.4	(50.0)
2	45.5	39.8	(5.7)	Benefits	67.7	(2.3)	(70.0)
3	168.7	152.2	(16.5)	Internal Audit	280.8	260.8	(20.0)
4	635.1	685.9	50.8	Revenues	1,175.8	1,155.8	(20.0)
5	148.0	141.7	(6.3)	Fraud	184.1	179.1	(5.0)
6	304.5	323.8	19.3	R & B Central	(59.9)	(64.9)	(5.0)
7	275.0	416.3	141.3	Legal Services	524.1	642.1	118.0
8	(435.5)	(455.4)	(19.9)	Shopping Centre	(870.9)	(890.8)	(19.9)
9	54.9	52.4	(2.5)	Financial Management	104.8	104.8	0.0
10	25.5	26.1	0.6	Registration of Electors	89.2	89.2	0.0
11	85.7	85.7	0.0	Municipal and Parliamentary Elections	90.2	90.2	0.0
12	222.0	222.0	0.0	Central Administration	(1,996.4)	(1,996.4)	0.0
13	22.2	22.2	0.0	Single Status	0.0	0.0	0.0
14	0.0	0.0	0.0	Council Tax and Housing Benefit Payments	164.3	164.3	0.0
15	149.7	149.8	0.1	Finance Miscellaneous	0.0	0.0	0.0
16	0.0	100.0	100.0	Reserve - Social Inclusion / Credit Union	0.0	100.0	100.0
17	2,448.3	2,715.6	267.3	TOTAL	872.2	900.3	28.1

**Note 1 - Use of Reserves**

The above figures include the 2008/2009 approved budget along with the planned use of Departmental Reserves created in previous years. The table below provides a breakdown of these reserves.

Best Value Group	Description of Reserve	Projected Outturn Position		
		2008/09 Latest Budget	2008/09 Projected Outturn	Projected Variance: Adverse/ (Favourable)
		Col. A	Col. B	Col. C (C=B-A)
		£'000	£'000	£'000
Accountancy & Payments	Agency staff	70.0	70.0	0.0
Internal Audit	Audit software and IT equipment	93.4	93.4	0.0
Legal Services	Honoraria and agency staff	8.7	8.7	0.0
Revenues	Hartlepool Financial Inclusion Partnership	30.0	30.0	0.0
Revenues	Business Improvement District Initiative	35.0	35.0	0.0
R & B Central	R & B Wireless Benefits	47.2	47.2	0.0
R & B Central	R & B Home Working	50.0	50.0	0.0
R & B Central	R & B Agency Staff	50.0	50.0	0.0
R & B Central	R & B IT Developments	15.6	15.6	0.0
R & B Central	R & B General	37.0	37.0	0.0
R & B Central	R & B Grant Flow Pilot	30.0	30.0	0.0
R & B Central	R & B Two Scanners	37.0	37.0	0.0
R & B Central	R & B Internal Bailiff Development	30.0	30.0	0.0
R & B Central	R & B Intercept Software	5.6	5.6	0.0
R & B Central	R & B Financial Inclusion Programme	50.0	50.0	0.0
				0.0
				0.0
		589.5	589.5	0.0

REVENUE FINANCIAL MANAGEMENT REPORT PERIOD ENDING 30TH SEPTEMBER 2008

Line No	Actual Position 30/09/08			Description of Best Value Unit	Projected Outturn Position		
	Expected Expenditure (Income)	Actual Expenditure (Income)	Variance Adverse/ (Favourable)		2008/09 Latest Budget	2008/09 Projected Outturn	Projected Variance Adverse/ (Favourable)
Col. A	Col. B	Col. C	Col. D (D=C-B)	Col. E	Col. F	Col. G	Col. H (H=G-F)
	£'000	£'000	£'000		£'000	£'000	£'000
1	1,425.5	1,476.7	51.2	Highways Services	2,992.8	3,107.8	115.0
2	68.0	76.1	8.1	Transport Services	253.6	253.5	(0.1)
3	598.6	594.4	(4.2)	Engineering Consultancy	1,003.3	1,003.3	0.0
4	298.7	301.6	2.9	Transportation Management Acct	529.4	529.4	0.0
5	181.0	235.9	54.9	Highways Management Account	314.0	314.0	0.0
6	13.2	13.2	0.0	Traffic Management	13.2	13.2	0.0
7	(413.2)	(229.2)	184.0	Car Parking	(826.4)	(642.6)	183.8
8	1,708.1	1,755.7	47.6	Traffic & Transportation	1,849.9	1,898.9	49.0
9	4,649.0	4,677.9	28.9	Environment	6,916.4	6,951.4	35.0
10	125.9	119.4	(6.5)	Environmental Action	251.8	251.8	0.0
11	87.6	86.2	(1.4)	Town Care Management	175.2	175.2	0.0
12	202.2	202.2	0.0	Minor Works	0.0	0.0	0.0
13	367.4	371.6	4.2	Housing Services	920.6	928.6	8.0
14	9,312.0	9,681.7	369.7	TOTAL	14,393.8	14,784.5	390.7

**Note 1 - Use of Reserves**

The above figures include the 2008/2009 approved budget along with the planned use of Departmental Reserves created in previous years. The table below provides a breakdown of these reserves.

Best Value Group	Description of Reserve	Projected Outturn Position		
		2008/09 Latest Budget	2008/09 Projected Outturn	Projected Variance Adverse/ (Favourable)
		Col. A	Col. B	Col. C (C=B-A)
		£'000	£'000	£'000
Housing Services	LPSA Reward Grant Reserve	69.3	69.3	0.0
		69.3	69.3	0.0

REVENUE FINANCIAL MANAGEMENT REPORT PERIOD ENDING 30TH SEPTEMBER 2008

Line No	Actual Position 30/09/08			Description of Best Value Unit	Projected Outturn Position		
	Expected Expenditure/ (Income)	Actual Expenditure/ (Income)	Variance Adverse/ (Favourable)		2008/09 Latest Budget	2008/09 Projected Outturn	Projected Variance: Adverse/ (Favourable)
Col. A	Col. B	Col. C	Col. D (D=C-B)	Col. E	Col. F	Col. G	Col. H (H=G-F)
	£'000	£'000	£'000		£'000	£'000	£'000
1	3.8	17.3	13.5	Property Services & Procurement	465.9	466.7	0.8
2	(2,521.7)	(2,395.3)	126.4	Neighbourhood Services Internal Works	(344.7)	(144.7)	200.0
3	342.7	333.4	(9.3)	Client Services	397.7	397.7	0.0
4	16.9	12.8	(4.1)	Technical Services and Public Protection Admin	22.4	22.4	0.0
5	63.8	65.0	1.2	Public Relations	139.3	139.3	0.0
6	126.3	130.1	3.8	Democratic Services	261.5	251.5	(10.0)
7	370.6	369.1	(1.5)	Corporate Strategy & Public Consultation	695.5	685.5	(10.0)
8	281.5	282.8	1.3	Corporate Management and Running Expenses	472.8	462.8	(10.0)
9	52.1	40.6	(11.5)	Registration Services	101.3	101.3	0.0
10	92.8	76.9	(15.9)	Support to Members	185.8	185.8	0.0
11	(55.7)	4.2	59.9	Other Office Services	(111.3)	(0.3)	111.0
12	57.9	62.4	4.5	Printing	82.4	82.4	0.0
13	375.4	383.0	7.6	Human Resources	783.8	783.8	0.0
14	175.3	186.2	10.9	Training & Equality	314.7	314.7	0.0
15	249.6	233.2	(16.4)	Contact Centre	494.9	494.9	0.0
16	640.4	679.4	39.0	Administration Buildings Running Expenses	898.1	953.1	55.0
17	74.3	74.3	0.0	Central Council Expenses	86.0	86.0	0.0
18	26.4	27.1	0.7	Performance Management Miscellaneous	27.2	28.3	1.1
19	372.4	582.5	210.1	TOTAL	4,973.3	5,311.2	337.9

**Note 1 - Use of Reserves**

The above figures include the 2008/2009 approved budget along with the planned use of Departmental Reserves created in previous years. The table below provides a breakdown of these reserves.

Best Value Group	Description of Reserve	Projected Outturn Position		
		2008/09 Latest Budget	2008/09 Projected Outturn	Projected Variance: Adverse/ (Favourable)
		Col. A	Col. B	Col. C
		£'000	£'000	£'000
Contact Centre	Contact Centre Staffing	4.9	4.9	0.0
Corporate Strategy & Public Consultation	Performance Management Development	8.9	8.9	0.0
Corporate Strategy & Public Consultation	Corporate Consultation	10.0	10.0	0.0
Corporate Strategy & Public Consultation	CCS Divisional Restructure	35.0	35.0	0.0
Corporate Strategy & Public Consultation	Divisional costs relating to Civic Centre refurb	20.0	20.0	0.0
Corporate Strategy & Public Consultation	ICT Implementation	55.6	55.6	0.0
Corporate Strategy & Public Consultation	Enhancing Council Profile	15.0	15.0	0.0
Corporate Strategy & Public Consultation	ICT Project 2011	75.0	75.0	0.0
Registration Services	Building maintenance	29.8	29.8	0.0
Printing	Print Unit Reserve	3.0	3.0	0.0
Human Resources	Corporate Workforce Development	29.8	29.8	0.0
Human Resources	Support to Members	25.5	25.5	0.0
Human Resources	Election Services	7.8	7.8	0.0
Human Resources	HR Service Improvement	12.5	12.5	0.0
Human Resources	Resource Investment IT	2.0	2.0	0.0
Training & Equality	National Graduate Development Reserve	1.1	1.1	0.0
Neighbourhood Services Internal Works	Remedial Repairs Reserve	41.0	41.0	0.0

		376.9	376.9	0.0
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REVENUE FINANCIAL MANAGEMENT REPORT PERIOD ENDING 30TH SEPTEMBER 2008

Line No	Actual Position 30/09/08			Description of Best Value Unit	Projected Outturn Position		
	Expected Expenditure (Income)	Actual Expenditure (Income)	Variance Adverse, (Favourable)		2008/09 Latest Budget	2008/09 Projected Outturn	Projected Variance Adverse, (Favourable)
Col. A	Col. B	Col. C	Col. D (D=C-B)	Col. E	Col. F	Col. G	Col. H (H=G-F)
	£'000	£'000	£'000		£'000	£'000	£'000
1	289.0	289.7	0.7	Administration	(25.0)	(25.0)	0.0
2	38.4	52.5	14.1	Building Control	145.0	165.0	20.0
3	67.2	67.2	0.0	CADCAM	51.4	51.4	0.0
4	535.8	619.7	83.9	Community Safety	1,055.5	1,203.5	148.0
5	138.1	126.5	(11.6)	Community Strategy	308.7	308.7	0.0
6	29.2	37.0	7.8	Development Control	182.4	196.4	14.0
7	52.2	61.5	9.3	Divisional Management	0.0	0.0	0.0
8	(42.3)	(27.3)	15.0	Drug Action Team	0.0	30.0	30.0
9	198.1	194.4	(3.7)	Economic Development	1,468.7	1,468.7	0.0
10	138.7	154.4	15.7	Landscape & Conservation	361.6	361.6	0.0
11	505.6	497.8	(7.8)	Planning Policy & Regeneration	899.8	909.8	10.0
12	(45.9)	(70.8)	(24.9)	Regeneration Staff Savings	(91.2)	(91.2)	0.0
13	324.4	312.8	(11.6)	Youth Offending Service	341.3	341.3	0.0
14	2,228.5	2,315.4	86.9	TOTAL	4,698.2	4,920.2	222.0

**Note 1 - Use of Reserves**

The above figures include the 2008/2009 approved budget along with the planned use of Departmental Reserves created in previous years. The table below provides a breakdown of these reserves.

Best Value Group	Description of Reserve	Projected Outturn Position		
		2008/09 Latest Budget	2008/09 Projected Outturn	Projected Variance Adverse, (Favourable)
		Col. A	Col. B	Col. C (C=B-A)
		£'000	£'000	£'000
Admin - Regeneration & Planning	Youth Offending Reserve	10.0	10.0	0.0
Admin - Regeneration & Planning	Regeneration Reserve - Specific	36.0	36.0	0.0
CADCAM	Economic Development Reserve	20.0	20.0	0.0
Community Safety	Anti Social Behaviour Unit	8.4	8.4	0.0
Community Safety (ASB)	Regeneration Reserve - Specific	19.9	19.9	0.0
Community Strategy	Regeneration Reserve - Specific	5.0	5.0	0.0
Development Control	Regeneration Reserve - Specific	26.5	26.5	0.0
Landscape & Conservation	Regeneration Reserve - Specific	8.3	8.3	0.0
Planning Policy & Regeneration	Local Plan Reserve	6.7	6.7	0.0
Planning Policy & Regeneration	Regeneration Reserve - Specific	20.0	20.0	0.0
Youth Offending Service	Youth Offending Reserve	105.0	105.0	0.0
		265.8	265.8	0.0

REVENUE FINANCIAL MANAGEMENT REPORT PERIOD ENDING 30th SEPTEMBER 2008

Line No	Actual Position 30/09/08			Description of Best Value Unit	Projected Outturn Position		
	Expected Expenditure/ (Income)	Actual Expenditure/ (Income)	Variance Adverse/ (Favourable)		2008/09 Latest Budget	2008/09 Projected Outturn	Projected Variance: Adverse/ (Favourable)
Col. A	Col. B	Col. C	Col. D (D=C-B)	Col. E	Col. F	Col. G	Col. H (H=G-F)
	£'000	£'000	£'000		£'000	£'000	£'000
<b>Adult &amp; Community Services</b>							
1	38.0	44.3	6.3	WNF - Mental Health Development Project	50.6	50.6	0.0
2	10.1	0.0	(10.1)	WNF - Mobile Maintenance Worker	20.6	20.6	0.0
3	0.0	0.0	0.0	WNF - MIND Manager & NDC Support Network	38.0	38.0	0.0
4	0.0	0.0	0.0	WNF - TNEY/MIND Common Mental Health	24.0	24.0	0.0
5	40.0	40.0	0.0	WNF - PCT Occupational Care for Kids	40.0	40.0	0.0
6	31.9	29.6	(2.3)	WNF - Belle Vue Sports Project	42.6	42.6	0.0
7	40.0	40.0	0.0	WNF - Integrated Health & Social Care Team	40.0	40.0	0.0
8	13.5	11.3	(2.2)	WNF - Cardiac Rehabilitation through Exercise	27.0	27.0	0.0
9	15.2	19.1	3.9	WNF - Connected Care / Health Trainers	30.5	30.5	0.0
10	0.0	5.3	5.3	WNF - Reducing Childhood Obesity	94.6	94.6	0.0
11	0.0	0.0	0.0	WNF - Skills to Work	49.8	49.8	0.0
12	129.1	95.4	(33.7)	Adult Social Care Workforce	281.0	281.0	0.0
13	128.1	107.5	(20.6)	Adult Carers - split 80% Adult and 20% Children's	384.0	384.0	0.0
14	52.5	59.2	6.7	Learning and Disability Development Fund	105.0	105.0	0.0
15	52.3	37.3	(15.0)	Local Involvement Networks	99.0	99.0	0.0
16	29.5	3.6	(25.9)	Mental Capacity Act and Independent Mental Capital Advocate Service	52.0	52.0	0.0
17	168.0	185.4	17.4	Mental Health	336.0	336.0	0.0
18	157.0	157.0	0.0	Preserved Rights	314.0	314.0	0.0
19	110.7	153.7	43.0	Supporting People Administration	145.0	145.0	0.0
<b>Childrens Services</b>							
20	3.3	3.3	0.0	WNF - Hartlepool On-Track Project	50.0	50.0	0.0
21	2.5	2.5	0.0	WNF - Project Co-ordination	5.0	5.0	0.0
22	25.0	27.8	2.8	WNF - Education Business Links	50.0	50.0	0.0
23	10.8	10.8	0.0	WNF - Boys Underachieving	40.0	40.0	0.0
24	200.0	200.0	0.0	WNF - Primary/Secondary Schools Direct Funding	400.0	400.0	0.0
25	0.0	0.0	0.0	Children 14-19 Flexible Funding Pot	31.0	31.0	0.0
26	8.3	7.3	(1.0)	Care Matters White Paper	69.0	69.0	0.0
27	79.7	79.7	0.0	Children's Carers	96.0	96.0	0.0
28	128.5	103.3	(25.2)	Child and Adolescent Mental Health Services	214.0	214.0	0.0
29	8.5	3.2	(5.3)	Child Death Review Processes	17.0	17.0	0.0
30	21.0	17.7	(3.3)	Children's Social Care Workforce (formerly HRDS and NTS)	42.0	42.0	0.0
31	266.7	266.0	(0.7)	Children's Fund	395.0	395.0	0.0
32	5.6	5.6	0.0	Choice Advisers	25.0	25.0	0.0
33	580.8	513.9	(66.9)	Connexions	1,114.0	1,064.0	(50.0)
34	0.0	0.0	0.0	Education Health Partnerships	43.0	43.0	0.0
35	1.2	1.2	0.0	Extended Rights to Free Transport	18.0	18.0	0.0
36	255.3	255.3	0.0	Extended Schools Start Up Costs	265.0	265.0	0.0
37	124.7	129.8	5.1	Positive Activities for Young People	332.0	292.0	(40.0)
38	32.4	32.4	0.0	Secondary National Strategy - Behaviour and Attendance	68.0	68.0	0.0
39	43.1	43.1	0.0	Secondary National Strategy - Central Co-ordination	108.0	108.0	0.0
40	34.8	34.8	0.0	Primary National Strategy - Central Co-ordination	75.0	75.0	0.0
41	135.7	135.7	0.0	School Development Grant (Local Authority Element)	287.0	287.0	0.0
42	42.0	42.0	0.0	School Improvement Partners	42.0	42.0	0.0
43	0.0	0.0	0.0	School Intervention Grant	26.0	26.0	0.0
44	0.0	0.0	0.0	Sustainable Travel General Duty	7.0	7.0	0.0
45	32.5	18.8	(13.7)	Teenage Pregnancy	144.0	144.0	0.0
<b>Neighbourhood Services</b>							
46	76.8	76.2	(0.6)	WNF - Community Safety Wardens	153.5	153.5	0.0
47	50.0	41.4	(8.6)	WNF - Environment Team	100.0	100.0	0.0
48	12.6	6.4	(6.2)	WNF - Environmental Education	25.2	25.2	0.0
49	1.6	0.0	(1.6)	WNF - NAP Meetings	3.2	3.2	0.0
50	72.5	72.5	0.0	Road Safety Grant	188.0	188.0	0.0
51	0.0	0.0	0.0	Rural Bus Subsidy	29.0	29.0	0.0
52	33.2	33.2	0.0	School Travel Advisers	35.0	35.0	0.0
<b>Regeneration and Planning</b>							
53	28.5	28.5	0.0	WNF - Anti Social Behaviour Officer	69.5	69.5	0.0
54	7.8	7.8	0.0	WNF - Partnership Working with Communities	200.0	200.0	0.0
55	29.6	29.6	0.0	WNF - Prolific Offender	125.0	125.0	0.0
56	10.5	10.5	0.0	WNF - Project Assistant	24.2	24.2	0.0

57	65.1	65.1	0.0	WNF - COOL Project	65.1	65.1	0.0
58	96.4	96.4	0.0	WNF - Families Changing Communities	189.7	189.7	0.0
59	4.3	4.3	0.0	WNF - Landlord Accreditation Scheme	10.0	10.0	0.0
60	33.0	33.0	0.0	WNF - Young Firefighters	33.0	33.0	0.0
61	78.9	78.9	0.0	WNF - Management & Consultancy	142.1	142.1	0.0

62	21.6	21.6	0.0	WNF - Neighbourhood Renewal Officer	44.0	44.0	0.0
63	4.3	4.3	0.0	WNF - NAP Development	54.3	54.3	0.0
64	136.6	136.6	0.0	WNF - Community Empowerment Network	136.6	136.6	0.0
65	4.0	4.0	0.0	WNF - Administration of Lifelong Learning Partnership	6.3	6.3	0.0
66	81.4	81.4	0.0	WNF - Level 3 Progression	81.4	81.4	0.0
67	25.8	25.8	0.0	WNF - Active Skills - West View Project	25.8	25.8	0.0
68	3.1	3.1	0.0	WNF - Hartlepool Deaf Centre	3.1	3.1	0.0
69	36.1	36.1	0.0	WNF - Career Coaching HVDA	36.1	36.1	0.0
70	0.0	0.0	0.0	WNF - Dyke House/Stranton/Grange NAP	48.1	48.1	0.0
71	0.9	0.9	0.0	WNF - Central NAP(North Hartlepool)	10.5	10.5	0.0
72	4.8	4.8	0.0	WNF - W View/K Oswy NAP(North Hartlepool)	38.5	38.5	0.0
73	22.1	22.1	0.0	WNF - Jobsmart	35.1	35.1	0.0
74	48.4	48.4	0.0	WNF - Targetted Training	106.6	106.6	0.0
75	32.0	32.0	0.0	WNF - Womens Opportunities	72.0	72.0	0.0
76	40.3	40.3	0.0	WNF - JobsBuild	29.2	29.2	0.0
77	100.0	100.0	0.0	WNF - Intermediate Labour Market	204.3	204.3	0.0
78	0.0	0.0	0.0	WNF - Marketing Assistant	7.2	7.2	0.0
79	0.8	0.8	0.0	WNF - Employment Co-ordinator	2.6	2.6	0.0
80	5.6	5.6	0.0	WNF - Improving the Employment Offer	16.5	16.5	0.0
81	120.0	120.0	0.0	WNF - North Central Hartlepool-DeliveryTeam Staff Cost	120.0	120.0	0.0
82	20.3	20.3	0.0	WNF - Assisting Local People into Work	248.1	248.1	0.0
83	119.8	119.8	0.0	WNF - Incubator System	223.8	223.8	0.0
84	81.0	81.0	0.0	WNF - Volunteering into Employment	81.0	81.0	0.0
85	0.0	0.0	0.0	WNF - Skills & Knowledge	5.0	5.0	0.0
86	162.3	162.3	0.0	WNF - Community Employment Outreach	154.3	154.3	0.0
87	166.2	166.2	0.0	WNF - STEP(Homelessness Project)	91.3	91.3	0.0
88	49.5	49.5	0.0	WNF - Positive Choice for Carers	45.3	45.3	0.0
89	39.9	39.9	0.0	WNF - Owton Manor West NWRA	39.9	39.9	0.0
90	36.0	36.0	0.0	WNF - West View Project	36.0	36.0	0.0
91	90.0	90.0	0.0	WNF - Community Chest	90.0	90.0	0.0
92	46.0	46.0	0.0	WNF - WNF Local Employment Assistance - OFCA	46.0	46.0	0.0
93	38.5	38.5	0.0	WNF - WNF Youth into Employment Wharton Trust	38.5	38.5	0.0
94	15.9	15.9	0.0	WNF - WNF Introduction to Construction	15.9	15.9	0.0
95	39.4	39.4	0.0	WNF - WNF Adventure Traineeship	39.4	39.4	0.0
96	49.9	49.9	0.0	WNF - WNF Employment Support MIND	49.9	49.9	0.0
97	0.3	0.3	0.0	WNF - Burbank Neighbourhood Action Plan	17.8	17.8	0.0
98	1.5	1.5	0.0	WNF - Rift House / Burn Valley Neighbourhood Action Plan	31.1	31.1	0.0
99	0.9	0.9	0.0	WNF - Owton Neighbourhood Action Plan	38.4	38.4	0.0
100	0.1	0.1	0.0	WNF - Rossmere Neighbourhood Action Plan	18.1	18.1	0.0
101	0.0	0.0	0.0	WNF - Headland Neighbourhood Action Plan	11.5	11.5	0.0
102	0.0	0.0	0.0	WNF - Throston Neighbourhood Action Plan	19.1	19.1	0.0
103	3.2	3.2	0.0	Cohesion	26.0	26.0	0.0
104	230.7	230.7	0.0	Stronger Safer Communities Fund (Neighbourhood Element)	466.2	466.2	0.0
105	83.9	83.9	0.0	Stronger Safer Communities Fund	182.0	182.0	0.0
106	5,622.2	5,469.8	(152.4)	TOTAL	10,622.0	10,532.0	(90.0)



## SCRUTINY CO-ORDINATING COMMITTEE

28 November 2008



**Report of:** Children's Services Scrutiny Forum

**Subject:** FINAL REPORT – HARTLEPOOL BOROUGH COUNCIL'S FOSTER CARE SERVICE

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### 1. PURPOSE OF REPORT

1.1 To present the findings of the Children's Services Scrutiny Forum following its investigation into Hartlepool Borough Council's Foster Care Service.

### 2. SETTING THE SCENE

2.1 At the meeting of the Children's Services Scrutiny Forum of 16 June 2008, Members determined their Work Programme for the 2008/09 Municipal Year. The topic of 'Hartlepool Borough Council's Foster Care Service' was agreed to inform a major in-depth Scrutiny Inquiry for the Forum's 2008/09 work programme.

2.2 Whilst recognising the importance of the Foster Care Service delivered by Hartlepool Borough Council, Members agreed that the investigation should also focus on the areas of Kinship Care Arrangements and Special Guardianship Orders.

2.3 Fostering is defined as "looking after a child or young person in your home and caring for them while their own parents are unable to do so"<sup>1</sup>. Whilst in foster care, children are referred to as 'looked after', that is they are accommodated at their own request (aged 16 and over) or at the request of the parent / person with parental responsibility under Section 20 of the Children Act 1989, or are the subject of a Care Order or Interim Care Order. Typically looked after children are between the ages of birth and eighteen, although some arrangements will extend beyond eighteen.

2.4 A Foster Care Service is defined as an organisation which "recruits, trains, assess and approves foster carers to care for children and young people who require a foster care placement"<sup>1</sup>. The Local Authority is responsible for the placement of looked after children into foster care placements provided

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<sup>1</sup> The Fostering Network – 'Thinking of Fostering?', 2007

by an appropriate foster care service. Foster care services are provided by a Local Authority or an Independent Foster Agency and must adhere to the Fostering Services Regulations 2002 and the National Minimum Standards for Fostering Services issued under the provisions of the Care Standards Act 2000.

- 2.5 The Office for Standards in Education, Children's Services and Skills (Ofsted) ensure foster care services comply with the regulations and minimum standards. Ofsted inspected Hartlepool Borough Council's Foster Care Service on 10 August 2007 and reported that "the overall quality rating is good"<sup>1</sup>, where 'good' is defined as meaning that "the provision is strong"<sup>2</sup>.

### **3. OVERALL AIM OF THE SCRUTINY INVESTIGATION**

- 3.1 The overall aim of the Scrutiny investigation was to review Hartlepool Borough Council's recruitment and retention activity in relation to Foster Carers, including the provision of guidance and support to foster, kinship and special guardianship carers.

### **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 the role and responsibility of Hartlepool Borough Council's Fostering Service;
  - (b) To assess the marketing campaign targeted at potential foster carers who are 'new' to the Authority;
  - (c) To compare the recruitment and retention rates in Hartlepool Borough Council's Fostering Service both locally and nationally, drawing on models of best practice;
  - (d) To examine the Fostering Service's placement strategy with specific reference to the following areas:-
    - (i) The use and role of Independent Foster Agencies;
    - (ii) The level of support and advice provided to foster carers; and
    - (iii) Comparison of remuneration levels for foster carers locally and nationally,

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<sup>1</sup> Ofsted – 'Inspection Report: Hartlepool Borough Council Fostering', 10 August 2007, p.4

<sup>2</sup> Ofsted – 'Inspection Report: Hartlepool Borough Council Fostering', 10 August 2007, p.3

- (e) To investigate the provision of support to kinship carers and compare its equability to Hartlepool Borough Council's foster carers; and
- (f) To review the Authority's implementation of special guardianship arrangements.

## **5. MEMBERSHIP OF THE CHILDREN'S SERVICES SCRUTINY FORUM**

5.1 The membership of the Children's Services Scrutiny Forum was as detailed below:-

Councillors Aiken, Fleet, Griffin, Kaiser, London (Vice Chair), McKenna, Preece, Shaw (Chair) and Simmons

Co-opted Members: David Relton

Resident Representatives: Christopher Akers-Belcher, Joan Steel and Sally Vokes

Young People's Representatives: Arran Frame, Dean Jeffries, Chris Lund, Gillian Pounder

## **6. METHODS OF INVESTIGATION**

6.1 Members of the Children's Services Scrutiny Forum met formally from 21 July 2008 to 11 November 2008 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:-

- (i) Detailed presentations and reports from Hartlepool Borough Council Officers which was enhanced with verbal evidence;
- (ii) Evidence from the Cabinet Member Portfolio Holder for Children's Services;
- (iii) Site visit by Members to Darlington Borough Council held on 9 October 2008, to examine the good practice that exists within a neighbouring Local Authority in relation to foster care;
- (iv) Verbal evidence from representatives from the National Fostering Agency;
- (v) Verbal evidence from a representative from the Foster Carers Association;
- (vi) Evidence from Hartlepool Young Voices;

- (vi) Written evidence from looked after children from Hartlepool Borough Council's Foster Care Service; and
- (vii) Written evidence from staff employed by Hartlepool Borough Council's Foster Care Service.

## **FINDINGS**

### **7 ROLE AND RESPONSIBILITY OF HARTLEPOOL BOROUGH COUNCIL'S FOSTER CARE SERVICE**

7.1 Members of the Children's Services Scrutiny Forum were interested to understand the context by which Hartlepool Borough Council's Foster Care Service operated. In order to understand the role and responsibility that the Foster Care Service had towards the looked after children of Hartlepool, Members considered a number of sources of information that are detailed below:-

#### **Evidence from the Children's Services Department**

7.2 At the meeting of the Forum on 26 August 2008 the Head of Business Unit (Young Persons) presented a report which encapsulated the role and responsibility of Hartlepool Borough Council's Fostering Service.

7.3 Members were interested to learn that there were two distinct services provided by Hartlepool Borough Council's Fostering Service. The first service for registered foster carers and potential foster carers aimed to:-

- (a) carry out initial visits to people expressing an interest in becoming foster carers;
- (b) organise preparation training for applicants;
- (c) undertake competency based assessments of applicants;
- (d) put in place support systems for approved foster carers;
- (e) ensure that post-approval training for foster carers took place; and
- (f) consult with carers over development of service.

The second service for social work staff needing a placement for a child aimed to ensure that:-

- (a) the child has a duty social worker available during office hours Monday to Friday;

- (b) that there is a provision of a range of foster care placements for children looked after by Hartlepool Borough Council;
  - (c) there is liaison with other agencies to identify suitable placements where none are available within Hartlepool Borough Council's Foster Care Service; and
  - (d) there is a provision of carers for use by the Emergency Duty Team for placements at evenings, weekends and bank holidays.
- 7.4 Members were informed that from 1 August 2008 there were 162 children who were classed as looked after by Hartlepool Borough Council. Of these 162 looked after children:-
- (a) 133 (82%) were placed in foster care placements; and
  - (b) 87 (54%) were placed in foster care placements provided by Hartlepool Borough Council's Foster Care Service.
- 7.5 It was stated to Members that currently Hartlepool Borough Council's Foster Care Service had 79 approved and active Foster Carers.

#### **Evidence from the Portfolio Holder for Children's Services**

- 7.6 During the 26 August 2008 meeting, Members heard evidence from the Portfolio Holder for Children's Services that despite Hartlepool Borough Council's Foster Care Service receiving a 'glowing' report by Ofsted in 2007, it was acknowledged that the service was undergoing a period of change and review. The Assistant Director (Safeguarding and Specialist Services) was a recent appointment and was currently undertaking a review of Hartlepool Borough Council's Foster Care Service. The Foster Care Service was currently working with an Acting Manager and two vacancies were being filled by agency workers.

### **8 MARKETING HARTLEPOOL BOROUGH COUNCIL'S FOSTER CARE SERVICE**

- 8.1 Members of the Forum were keen to learn how Hartlepool Borough Council's Foster Care Service was marketed, to encourage new foster carers to apply. In order to understand the various marketing methods used, Members drew on evidence from a number of sources that are detailed below:-

#### **Evidence from the Portfolio Holder for Children's Services**

- 8.2 The Portfolio Holder for Children's Services emphasised the need for promotion of the Council's Foster Care Provision and recommended that some thought should be given to the advertising and promotion of the benefits from current foster carers to friends and family. The Portfolio Holder also reminded members that previously, Hartlepool United Football Club had taken part in a promotional

event for Fostering Fortnight with the release of balloons at the cenotaph on Victoria Road. The football club had also carried advertising banners at the ground and in the matchday programme.

### **Evidence from Children's Services Department**

- 8.3 At the meeting of the Forum on 6 October 2008 the Assistant Director (Safeguarding and Specialist Services) informed Members that marketing for new or returning foster carers, was continuing through the normal routes of the local newspapers and the Council's Hartbeat magazine. It was also highlighted to Members that the 'drip drip' method of marketing seemed to be as effective as the large events and at a fraction of the cost. By way of illustration, Members were informed of the large promotion in 2005 involving Hartlepool United Football Club that had seen almost twice as many people expressing an interest in foster care, yet the actual approved foster carers was less than had been achieved during 2004.

### **Evidence from Viewpoint Survey**

- 8.4 Members had also taken into consideration feedback from Hartlepool Borough Council's Viewpoint Survey that was carried out in April 2006. Respondents to the Viewpoint Survey had indicated that less than a quarter of them had seen or heard advertising, information or articles relating to foster care via any of the marketing mediums. Although Viewpoint respondents felt that articles in local magazines, newspapers, leaflets through the door and posters around Hartlepool were the most likely method of ensuring that people became aware of the need for and information on foster carers.

## **9 YOUNG REPRESENTATIVES FINDINGS INTO THE MARKETING OF FOSTER CARE SERVICES**

- 9.1 The Children's Services Scrutiny Forum tasked the co-opted Young Representatives to undertake a detailed investigation into the marketing of foster caring, which were presented to Members on 6 October 2008. The Young Representatives separated their findings into a number of different areas that are detailed as follows:-

### **Current Foster Carers**

- 9.2 Foster Carers currently working for Hartlepool Borough Council's Foster Care Service were questioned about what marketing methods had encouraged them to become foster carers. The information collated by the young people was that the majority of foster carers had become interested through contact with friends, word of mouth and hearsay, with very few saying that they had been influenced by marketing initiatives or sources of information on the internet or in the local newspapers. That was not to say that these areas could not become effective marketing channels.
- 9.3 The Foster Carers interviewed by the Young Representatives were also asked about appropriate methods of marketing of Hartlepool Borough Council's Foster Care Service. Foster Carers reported that they felt that it was appropriate for

promotion to be provided through mediums such as local newspapers, local radio (including the recently launched Radio Hartlepool), posters and billboards throughout the Town. There was also the suggestion of an Open Day, so that prospective foster carers could learn about what foster caring entails from current foster carers, an event that Hartlepool Borough Council's Foster Carers were happy to be involved with.

### Website Promotion

- 9.4 The Young Representatives reported to the Forum that Hartlepool Borough Council's Foster Care Service was difficult to locate and the content off putting as it was brief and wasn't particularly 'eye-catching'. Although there was a corporate style that needed to be adhered to, Members agreed that accessibility of information should be a major focus for a service that was continually looking at recruitment of new foster carers.
- 9.5 In examining websites provided by Independent Foster Agencies, the Young Representatives highlighted that these websites were excellent by comparison to Hartlepool Borough Council's website. The Independent Foster Agency websites were a lot more user friendly, with information being easier to find and the addition of answers to questions that might be posed by young people entering foster care.

### Newspaper Advertisement

- 9.6 Recently the Council's Hartbeat magazine had carried an advert looking at recruitment of more foster carers for Hartlepool Borough Council's Foster Care Service (attached as **Appendix A**). The Young Representatives felt that the advert gave a very depressing message about the young people who were likely to be in need of Foster Care. It was possible such a message might portray the idea that looked after children all had emotional problems, which was not always the case. There was also a lack of clarity over the message, with the Young Representatives reporting that something along the lines of 'do you want to foster?' might be more direct, clear and promote a greater response than the advertisement from Hartbeat.
- 9.7 With evidence received from the Forum in relation to the lack of foster carers for younger children (see section 11.5) the wisdom of using a teenager in the Hartbeat advert was discussed. The Assistant Director (Safeguarding and Specialist Services) agreed that target campaigning was something that was currently being examined as part of the review of the Foster Care Service delivered by Hartlepool Borough Council.

## 10 RECRUITMENT AND RETENTION OF FOSTER CARERS

- 10.1 The Assistant Director was welcomed to the 6 October 2008 meeting of the Forum to present evidence relating to the recruitment and retention of Hartlepool Borough Council's Foster Carers. Members were presented with **Table 1** (overleaf), which detailed expression of interest to become a foster carer, along with the number of approved carers and the total number of foster carers on Hartlepool Borough Council's Foster Care Service's books:-

**Table1: Hartlepool Borough Council's Foster Care Service's Recruitment and Retention Rates**

<b>Month and Year</b>	<b>Expressions of Interest</b>	<b>New Approved Foster Carers</b>	<b>Total of Foster Carers</b>
March 2003	67	10	45
March 2004	72	18	55
March 2005	165	10	64
March 2006	99	9	77
March 2007	133	15	77
March 2008	108	12	80
Sept 2008	57	10	79

- 10.2 Members were pleased to hear that there were another eight potential foster carers to be approved, but with the retirement of three current foster carers, the total number of foster carers by the end of March 2009 was likely to be around the eight four mark.
- 10.3 The Forum recognised that the increased interest in becoming a foster carer by the end of March 2005 had been due to a large publicity event that Members had already heard evidence on from the Portfolio Holder for Children's Services. Members also noted that such an event had not been reflected in an increase in newly approved foster carers, although the Assistant Director (Safeguarding and Specialist Services) agreed that it was not possible to report whether foster carers recruited in subsequent years had been influenced by the event.
- 10.4 The Forum was informed that every year there was a loss of foster carers due to retirement or changes in personal circumstances. Members were, however, delighted to hear that since 2004 no foster carers from Hartlepool Borough Council's Foster Care Service had left to join an Independent Foster Agency, which was something that other Local Authority's had seen happen to their foster carers. Members noted that the introduction of new pay rates in 2004 was probably the reason that no foster carers in Hartlepool Borough Council's Foster Care Service had moved from the Authority to an Independent Foster Agency.

## **11 HARTLEPOOL BOROUGH COUNCIL'S PLACEMENT STRATEGY**

- 11.1 In examining the Placement Strategy utilised by Hartlepool Borough Council's Foster Care Service, Members sought evidence in a number of areas that are detailed as follows:-

### **Independent Foster Agencies**

- 11.2 The Head of Business Unit (Young Persons) informed the Forum on the 26 August 2008 that Hartlepool Borough Council were currently placing 32 young people with independent foster care agencies. To Members concerns this was revealed to be costing Hartlepool Borough Council in the region of £1.3 million per year. In the majority of cases the need for the utilisation of



independent foster care placements was due to a lack of capacity within the Council's own Foster Care Service.

- 11.3 In order to assist the reduction of costs for using independent foster care placements, the Council had embarked on a tendering process for a preferred partner to provide these surplus placements. Subsequently the Forum welcomed representatives from the National Foster Agency to the meeting of the Forum on the 8 September 2008. Members of the Children's Services Forum were informed that the National Fostering Agency had recently been chosen as the preferred independent foster agency to be utilised by Hartlepool Borough Council.
- 11.4 Members were pleased to hear of the willingness of the National Foster Agency to work in partnership with Hartlepool Borough Council and by the emphasis from the National Foster Agency that it was not in the market to 'poach' foster carers from the Council and would encourage the direction of potential new foster carers towards the Local Authority where that was felt more appropriate.
- 11.5 Representatives from the National Foster Agency did highlight to Members that there was some surprise that Hartlepool Borough Council's Foster Care Service was struggling to recruit foster carers to take on younger children, as this went against the national trend, where the older teens were more difficult to find appropriate foster carers for.

### **Support for Foster Carers**

- 11.6 The Children's Services Forum met on 8 September 2008 and some concerns were raised by Members in relation to the ability of the National Foster Agency to have a support work to foster carer ratio of 1:10, as opposed to Hartlepool Borough Council's Foster Care Service ratio of 1:26. The Assistant Director (Safeguarding and Specialist Services) reassured Members that after all posts had been recruited to that this number would fall to 1:20 and be in line with other Local Authorities in the area that were averaging between one support worker to eighteen or twenty foster carers, although it was highlighted to Members that the national guidance was one worker to fourteen or fifteen foster carers.
- 11.7 Evidence gathered from the Chair of the Foster Carers Association informed Members that the concern from foster carers was not surrounding the level of support, but the delay and lack of training. Some foster carers had waited more than eighteen months to be trained, with many foster carers being lost to independent foster agencies who could deliver a training programme within a six month window. The Assistant Director (Safeguarding and Specialist Services) admitted that such delays were unacceptable, but once the Service review had been completed and all vacant posts filled then support worker would be in a better position to ensure that training was completed without unnecessary delays.

- 11.8 Evidence from looked after children who were cared for by Hartlepool Borough Council's Foster Care Service drew concern from Members about the level of support provided to foster children. The Assistant Director (Safeguarding and Specialist Services) reassured Members that the ratio of Social Workers to Looked after Children in Hartlepool was 1:20 / 25 with the optimum figure being around the 1:18 mark.

### **Remuneration Levels**

- 11.9 On 26 August 2008 Members received a detailed breakdown of the remuneration levels across the Local Authorities. Hartlepool Borough Council's Foster Care Service allowances were inline with the current Fostering Network's recommended weekly allowances and this was matched by other Local Authorities in the North East region such as Darlington, Gateshead, Northumberland and Stockton-on-Tees.
- 11.10 It was under the fee payment scheme that Hartlepool differed from other Local Authorities and **Table 2** (overleaf) demonstrates the different fee payments provided by Local Authorities during 2007/08.
- 11.11 The fee payment scheme operated by Hartlepool Borough Council's Foster Care Service was a major factor in the retention of a number of foster carers, due to the remuneration package which put the Local Authority on a more even playing field with the independent foster care agencies.

**Table2: Foster Care Fee Payment Schemes 2007/08**

<b>Local Authority</b>	<b>Scheme</b>	<b>Fee</b>
Darlington	Payment dependent on experience and qualifications.	£30-70 (not per child)
Durham	Payment for Skills Band C Band D Band E	£73.29 £226.24 £378.56
Gateshead	Contract Carers (max fees for 2 children)	£207.22
Hartlepool	Band One Band Two Band Three Band Four Band Five	£0 £76 £151 £226 £378
Middlesbrough	Band A Band B Band C	£0 £50 £150
Newcastle	Standard Expenses Payment ACORN (10+)	£56.21 £287.83
Northumberland	Full time carers fee payment 2 <sup>nd</sup> bed fee New Start	£173.88 £61.74 £25,000 per year
North Tyneside	Mainstream Carers Fee Specialist Weekly Fee	£90 £125
Redcar and Cleveland	Band A Band B Band C Specialist Teenage Scheme	£0 £50 £100 £500 £300
South Tyneside	Band A Band B Band C Pathway	£20 £40 £60 £287.54
Stockton-on-Tees	Level 2 Level 3	£125 £350
Sunderland	Level 2 (age related enhancement) Level 3 (plus age related enhancement)	£9.98-28.25 £187.02

## 12 KINSHIP CARE ARRANGEMENTS

12.1 The Assistant Director (Safeguarding and Specialist Services) was present at the meeting of the Forum on 6 October 2008 to present evidence in relation to Kinship Care Arrangements that existed for children looked after by Hartlepool Borough Council. Members were informed of the definitions that could result in a placement being referred to as a Kinship Care Arrangement:-

- (a) Where the child cannot live with their parents and is living away from the parental home with a relative or friend;
  - (b) Where the placement has in some way been assisted / initiated and / or is support by children's social care; and
  - (c) Where the child would otherwise be with foster carers, in residential care, independent living or adopted.
- 12.2 Members were interested to learn that in Hartlepool there were nine foster carers who had been approved as Kinship Carers, although it was more usual for Kinship Carers to move to Special Guardianship Orders. The Assistant Director (Safeguarding Services) reported to Members that such arrangements had seen a decline in Kinship Carer placements from a high of 22% of looked after children in 2002/03 to the current level of 8% in 2007/08.
- 12.3 The Forum was delighted to hear that as Kinship Carers were approved Foster Carers, this meant that they were remunerated via the fostering allowance.

### 13 SPECIAL GUARDIANSHIP ORDERS

- 13.1 During the meeting of the 6 October 2008, Members of the Children's Services Forum heard evidence in relation to the Special Guardianship Orders that had been granted by Hartlepool Borough Council. Members were informed by the Assistant Director (Safeguarding and Specialist Services) that Special Guardianship Orders were authorised where there was no chance of the looked after child returning to their birth parents during their childhood, but where it was in the best interests of the child for them to become the legal responsibility of the carer looking after them.
- 13.2 Members of the Children's Services Forum received evidence as highlighted in **Table3** (below) relating to the number of Special Guardianship Order s authorised by Hartlepool Borough Council over previous years:-

**Table3: Special Guardianship Orders Approved by Hartlepool Borough Council**

Period	Number Special Guardianship Orders Approved
September 2006 – March 2007	3
April 2007 – March 2008	14
April 2008 – September 2008	4

- 13.3 Members received clarification that with carers becoming legally responsible for the looked after child, the Local Authority could withdraw the need to continue with fostering allowances. Members were reassured that it was the responsibility of the Council's Adoption Panel to formally ratify Special Guardianship Orders and they had the power to look at any financial support for a Special Guardianship Order where that was felt appropriate. However,

one of the aims of a Special Guardianship Order was to reduce the number of children looked after by the Local Authority and subsequently reduce the overall costs and financial liabilities placed upon Hartlepool Borough Council.

- 13.4 The Forum noted that the result of Special Guardianship Orders had sometimes resulted in Foster Carers resigning from the position of an approved Foster Carer within Hartlepool Borough Council's Foster Care Service.

#### **14 EVIDENCE FROM A NEIGHBOURING LOCAL AUTHORITY**

- 14.1 In order to further enhance their investigation into Hartlepool Borough Council's Foster Care Service, Members sought evidence from another local authority that was considered to be demonstrating good practice. Evidence gathered by Members from this source is detailed as follows:-

##### **Visit to Darlington Borough Council**

- 14.2 On 9 October 2008, Members of the Children's Services Scrutiny Forum visited Darlington Borough Council's Foster Care Service to gather evidence on how they delivered an effective Local Authority foster care service. The evidence gathered by Members who undertook the visit is detailed as follows:-
- (a) Darlington Borough Council currently has 137 looked after children, 71 of whom are looked after by 56 of the Borough Council's Foster Carers;
  - (b) That Darlington Borough Council's Foster Care team is a very stable with very few changes in staff. Currently Darlington Borough Council's Foster Care Team comprises one manager, one administrator, one support officer and four social workers;
  - (c) Although the Council remunerates their Foster Carers at the same level as Hartlepool (in line with the Fostering Network minimum rate) the fee payment scheme is at a much lower level;
  - (d) There are specific problems recruiting Foster Carers for the older teenager, which is in line with national trend but different to those experienced in Hartlepool;
  - (e) Possibly due to the lower fee payment scheme in Darlington, the Authority has recently lost a Foster Carer to an Independent Foster Agency;
  - (f) Training is an issue for Foster Carers in Darlington as the Council tries to fit sessions around working families. Remuneration of Foster Carers in Darlington has engendered a theory that the Council cannot be prescriptive about when training sessions are run, unlike the

independent foster agencies where foster caring, in financial terms, can be seen as a career;

- (g) The ratio of Foster Carers to Support Workers is 15:1, although currently due to long-term sickness that ratio is 18:1;
- (h) Darlington Borough Council hold three training sessions a year meaning that potentially new Foster Carers only have a potential maximum of four months between expressing an interest in training and starting their foster care training; and
- (i) During 2007 Darlington Borough Council had 66 people registering an interest in becoming a foster carer; this resulted in a conversion rate of 9 fully trained foster carers. During the same period Darlington Borough Council lost 8 foster carers, due to a variety of reasons.

## 15 CONCLUSIONS

### 15.1 The Children's Services Scrutiny Forum concluded:-

- (a) That Hartlepool Borough Council's Foster Care Service is providing an excellent service during a period of time where there are many changes to staffing both within and around the Service;
- (b) That Hartlepool Borough Council's Foster Carers are providing a commendable support mechanism for the looked after children in Hartlepool;
- (c) That staffing levels within Hartlepool Borough Council's Foster Care Service is not yet at full capacity, but would eventually be resolved once recruitment issues had been addressed;
- (d) That support worker to foster carer ratio was particularly high due to the issues raised in conclusion (c);
- (e) That there were sufficient social workers to support young people in care of the Local Authority and that despite press coverage to the contrary no children were at risk;
- (f) That the reliance on independent foster care placements was sometimes a necessity when emergency situations arose and where there were not suitable placements available from Hartlepool Borough Council's Foster Care Service;
- (g) That the marketing strategy for the recruitment of new foster carers lacks permanence and focus;
- (h) That Hartlepool Borough Council's Foster Care Service did not have a prominent focus within the Council's website;

- (i) That remuneration levels for foster carers in Hartlepool was extremely effective in helping the retention of foster carers and halted the movement of carers to independent foster agencies; and
- (j) That potential new foster carers were facing unnecessary delays in becoming trained, with frustration leading to some foster carers moving into the independent sector.

## 16 RECOMMENDATIONS

16.1 The Children's 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 the current review of Hartlepool Borough Council's Foster Care Service be completed as a matter of urgency in order to stabilise recruitment and retention difficulties;
- (b) That innovative approaches in the future marketing of the foster care service be further explored in the following areas:-
  - (i) Lack of family group provision;
  - (ii) Identification of suitable location(s) in the Town for a permanent advertisement for the recruitment of foster carers; and
  - (iii) Through untapped mediums, such as Radio Hartlepool and leaflets in doctors surgeries, libraries and shopping centres.
- (c) That the delivery of future training programmes for new Foster Carers:-
  - (i) Be delivered in-house at set times of the year;
  - (ii) Ensures opportunities for extending such training to external foster carers be explored; and
  - (iii) Where in-house delivery capacity issues occur, that support is sought from other Local Authorities or independent foster care agencies.
- (d) That the Foster Care Service Section on the Council's website be redesigned to make it a more accessible and comprehensive source of information; and
- (e) That where a child is placed within his / her family, support services be made immediately accessible, including the provision of financial support, prior to the formalisation of a Kinship Care Arrangement.

## **ACKNOWLEDGEMENTS**

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:

Councillor Cath Hill – Portfolio Holder for Children’s Services;

Sally Robinson – Assistant Director of Children’s Services (Safeguarding and Specialist Services);

Sue Johnson – Assistant Director of Children’s Services (Planning and Service Integration);

Ian Merritt – Head of Commissioning and Children’s Partnership;

John Robinson – Children’s Fund Manager;

Jim Murdoch – Head of Business Unit (Young Persons);

Pam Swainson – Participation Officer

### External Representatives:

Paul Stormont – Team Manager (North Region), National Fostering Agency;

Gill Hall – National Fostering Agency;

Joanne Vayro, Chair of the Foster Carers Association;

Hilary Tillotson – Team Manager (Fostering), Darlington Borough Council;

Lindsey Holmes – Barnardos B76 / Hartlepool Young Voices;

Hannah Shaw – Barnardos B76 / Hartlepool Young Voices;

David Whittingham – Barnardos B76 / Hartlepool Young Voices;

Kelly Goulding – Participation Adviser, Barnardos;

Leigh Bradley – Participation Adviser, Barnardos;

Beth Hawkridge – DCSM (Participation), Barnardos;

Nikki Pearson – Barnardos B76 / Hartlepool Young Voices;



Jill Bousfield – Bamardos B76 / Hartlepool Young Voices;

Jackie McGarry – Connexions / Hartlepool Young Voices;

Rebecca Wise – West View Project

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

**November 2008**

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**BACKGROUND PAPERS**

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

- (a) The Fostering Network (2007) *Thinking of Fostering?*, Available from: [http://www.fostering.net/start\\_fostering/faqs/what.php](http://www.fostering.net/start_fostering/faqs/what.php) (Accessed 16 October 2008)
- (b) Graham, S., Bostock, J. (August 2007) *Hartlepool Borough Council Fostering*, [online], Ofsted, Available from: <http://tiny.cc/IHmKY> (Accessed 21 July 2008)
- (c) Report of the Scrutiny Support Officer entitled 'Scrutiny Investigation into Hartlepool Borough Council's Foster Care Service – Scoping Report' presented to the Children's Services Scrutiny Forum of 21 July 2008.
- (d) Report of the Assistant Director (Safeguarding and Specialist Services) entitled 'Hartlepool Borough Council's Foster Care Provision – Setting the Scene Report' presented to the Children's Services Scrutiny Forum of 26 August 2008.
- (e) Report of the Scrutiny Support Officer entitled 'Hartlepool Borough Council's Foster Care Provision – Evidence from the Authority's Portfolio Holder for Children's Services – Covering Report' presented to the Children's Services Scrutiny Forum of 26 August 2008.
- (f) Report of the Scrutiny Support Officer entitled 'Scrutiny Investigation into Hartlepool Borough Council's Foster Care Service – Evidence from an Independent Foster Agency – Covering Report' presented to the Children's Services Scrutiny Forum of 8 September 2008.

- (g) Report of the Scrutiny Support Office entitled 'Scrutiny Investigation into Hartlepool Borough Council's Foster Care Service – Evidence from Foster Carers – Covering Report' presented to the Children's Services Scrutiny Forum of 8 September 2008.
- (h) Report of the Assistant Director (Safeguarding and Specialist Services) entitled 'Hartlepool Borough Council's Foster Care Provision – Kinship Care Report' presented to the Children's Services Scrutiny Forum of 6 October 2008.
- (i) Report of the Head of Business Unit (Young Persons) entitled 'Hartlepool Borough Council's Foster Care Provision – Impact of Special Guardianship Orders' presented to the Children's Services Scrutiny Forum of 6 October 2008.
- (j) Report of the Head of Business Unit (Young Persons) entitled 'Hartlepool Borough Council's Foster Care Provision – Recruitment and Retention of Foster Carers' presented to the Children's Services Scrutiny Forum of 6 October 2008.
- (k) Report of the Scrutiny Support Officer entitled 'Hartlepool Borough Council's Foster Care Provision – Evidence from Young People in Foster Care – Covering Report' presented to the Children's Services Scrutiny Forum of 6 October 2008.
- (l) Written Evidence from Young People in care of Hartlepool Borough Council's Foster Care Service entitled 'Children's Services Scrutiny Forum Investigation into Hartlepool Borough Council's Foster Care Service' presented to the Children's Services Scrutiny Forum of 6 October 2008.
- (m) Presentation by Hartlepool Young Voices entitled 'Investigation – How Fostering is Advertised' presented to the Children's Services Scrutiny Forum of 6 October 2008.
- (n) Report of the Scrutiny Support Officer entitled 'Scrutiny Investigation into Hartlepool Borough Council's Foster Care Service – Evidence from Viewpoint Survey' presented to the Children's Services Scrutiny Forum of 23 October 2008.
- (o) Viewpoint Survey – April 2006.
- (p) Report of the Scrutiny Support Officer entitled 'Scrutiny Investigation into Hartlepool Borough Council's Foster Care Service – Feedback from Site Visit – Covering Report' presented to the Children's Services Scrutiny Forum of 23 October 2008.
- (q) Report of the Scrutiny Support Officer entitled 'Hartlepool Borough Council's Foster Care Provision – Evidence from Hartlepool Borough Council's Foster Care Staff' presented to the Children's Services Scrutiny Forum of 23 October 2008.

- (r) Report of the Scrutiny Support Office entitled 'Scrutiny Investigation into Hartlepool Borough Council's Foster Care Service – Draft Final Report Recommendations' presented to the Children's Services Scrutiny Forum of 23 October 2008.
- (s) Hartbeat Magazine, September 2008.
- (t) Minutes of the Children's Services Scrutiny Forum of 21 July 2008, 26 August 2008, 8 September 2008, 6 October 2008 and 23 October 2008.

Appendix A

Hartlepool Borough Council Foster Care Service advert from Hartbeat Magazine, September 2008.



Can you  
remember what  
it was like being  
a teenager?

Imagine how much harder that would have been without someone who cared about you

We are looking for foster carers for all ages.

Generous fostering allowances and fees are payable, training and support from the Fostering Team will be provided, but, more importantly, you could make a very real difference to the lives of local children and young people.

Please contact the placement Team on  
**01429 284444**



## SCRUTINY CO-ORDINATING COMMITTEE

28 November 2008



**Report of:** Scrutiny Co-ordinating Committee

**Subject:** DRAFT FINAL REPORT – SCRUTINY INVESTIGATION INTO THE USE OF AGENCY WORKERS WITHIN THE COUNCIL

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### 1. PURPOSE OF REPORT

1.1 To present the draft findings of the Scrutiny Co-ordinating Committee following its investigation into the use of agency workers within the Council.

### 2. SETTING THE SCENE

2.1 Many organisations use agency workers to supplement their normal workforce during times of peak demand or exceptional absence. Over the recent years, Members have been of the opinion that the use of agency workers within the Authority is increasing. Consequently, it was agreed that the issue merited inclusion in the Committee's Work Programme for the 2006/07 Municipal Year.

2.2 Regrettably, the investigation into the 'Use of Agency Workers within the Council' has been postponed for the last two years due to a congested work programme. However, during the determination of the Committee's Work Programme for 2008/09, it was unanimously agreed that this issue be investigated as a matter of utmost priority.

2.3 Subsequently, at a meeting of Scrutiny Co-ordinating Committee held on 8 August 2008, the proposed Terms of Reference and Timetable for the undertaking of the scrutiny investigation were agreed, as outlined in paragraphs 3 and 4 of this report.

### 3. OVERALL AIM OF THE SCRUTINY INVESTIGATION

3.1 To gain an understanding of the use of agency workers within the Council and to make suggestions for improvements, where possible.

#### **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 the purpose of using agency workers;
- (b) To consider the extent and cost of using agency workers across the Authority, how these costs have been funded together with the reasons for using agency workers;
- (c) To explore the Authority's overall corporate approach to the long-term use of agency workers; and
- (d) To identify suggestions for improvements, if possible, for the use of agency workers within the Council.

#### **5. MEMBERSHIP OF THE SCRUTINY CO-ORDINATING COMMITTEE**

5.1 The membership of the Committee was as detailed below:-

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

Resident Representatives: C Akers-Belcher, I Ryder and L Shields.

#### **6. METHODS OF INVESTIGATION**

6.1 Members of the Committee met formally between 8 August 2008 and 28 November 2008 to discuss and receive evidence relating to this scrutiny investigation and a detailed record of the issues raised during these meetings are available from the Council's Democratic Services.

6.2 A brief summary of the methods of investigation are outlined below:-

- (a) Written evidence from the Authority's Deputy Mayor with Portfolio for Performance;
- (b) Verbal evidence (supported by presentations and background papers) from the Authority's Chief / Assistant Chief Financial Officer and Chief Personnel Officer;
- (c) Verbal evidence from the Authority's Head of Procurement, Property and Public Protection;
- (d) Verbal evidence from a representative of the Local Trade Union;
- (e) Verbal evidence from representatives of the Authority's Service Departments; and

- (f) Briefing reports of the Scrutiny Manager that provided the relevant background information and key documentation.

## 7. FINDINGS

### 7.1 OVERVIEW OF THE AUTHORITY'S USE OF AGENCY WORKERS

7.2 Members were informed that the Authority's fundamental reason for using agency workers was to protect the delivery of services from the impact of capacity constraints whilst avoiding long term financial commitments.

7.3 The Committee was also keen to obtain a clear picture of the circumstances in which agency workers were used across the Authority. Based on the evidence presented to the Committee, it was found that the circumstances surrounding their use were as summarised below:-

- (a) 'Unexpected Use' – Sickness absence, unforeseen problem(s) and sudden increase in the volume of work; and
- (b) 'Expected Use' – Annual leave, long-term sickness absence, requirement of specialist skills, increase in the volume of work for a fixed period and recruitment and retention difficulties.

7.4 Members recognised the need of reactive and short-term use of agency workers, however, were surprised to find that there was no council-wide view or a centrally co-ordinated approach to their use. The Committee further learnt that the decisions to employ agency workers were devolved to managers in the departments concerned and that the corporate HR Division did not hold data on the Authority's usage as it was seen as a procurement function.

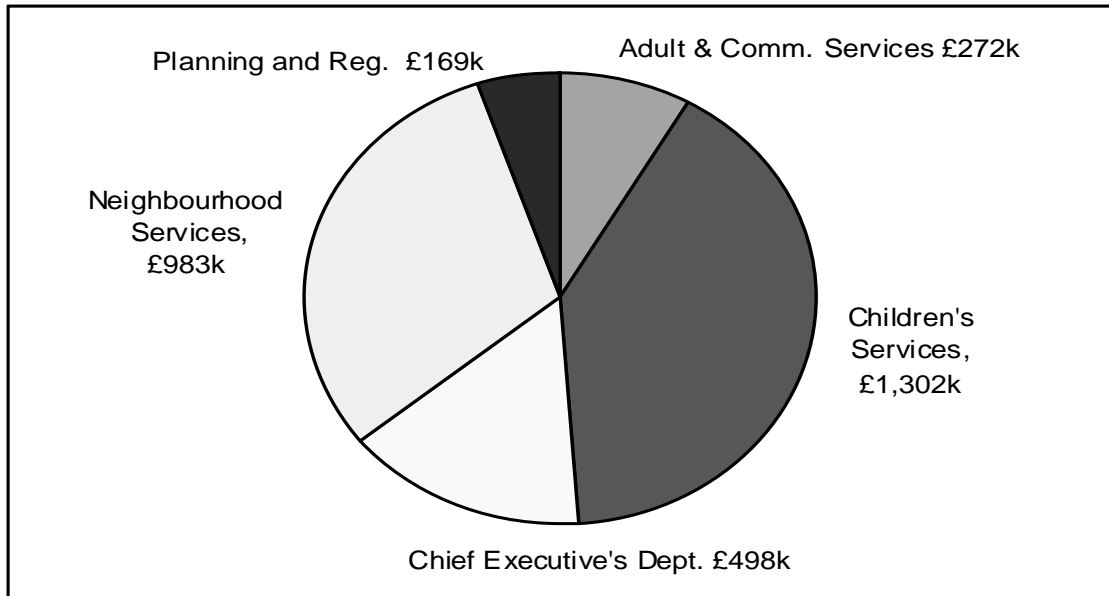
7.5 The area of work which the Authority reported to be most prevalent was that of administrative / clerical work, along with social care staff and other former manual areas such as grass cutting due to the seasonal nature of their work.

### 7.6 THE EXTENT AND COST OF USING AGENCY WORKERS ACROSS THE AUTHORITY DURING THE 2007/08 FINANCIAL YEAR

7.7 The Committee considered in detail the extent and cost of using agency workers across the Authority during the 2007/08 financial year.

7.8 Members were informed that the total expenditure for the use of agency workers and specialists throughout 2007/08 was approximately £3.224 million. In light of this evidence, the Committee were clearly concerned about the significant level of expenditure incurred by the Authority during 2007/08 and were therefore keen to gain an understanding of this expenditure on a departmental basis as illustrated in **Chart 1** overleaf.

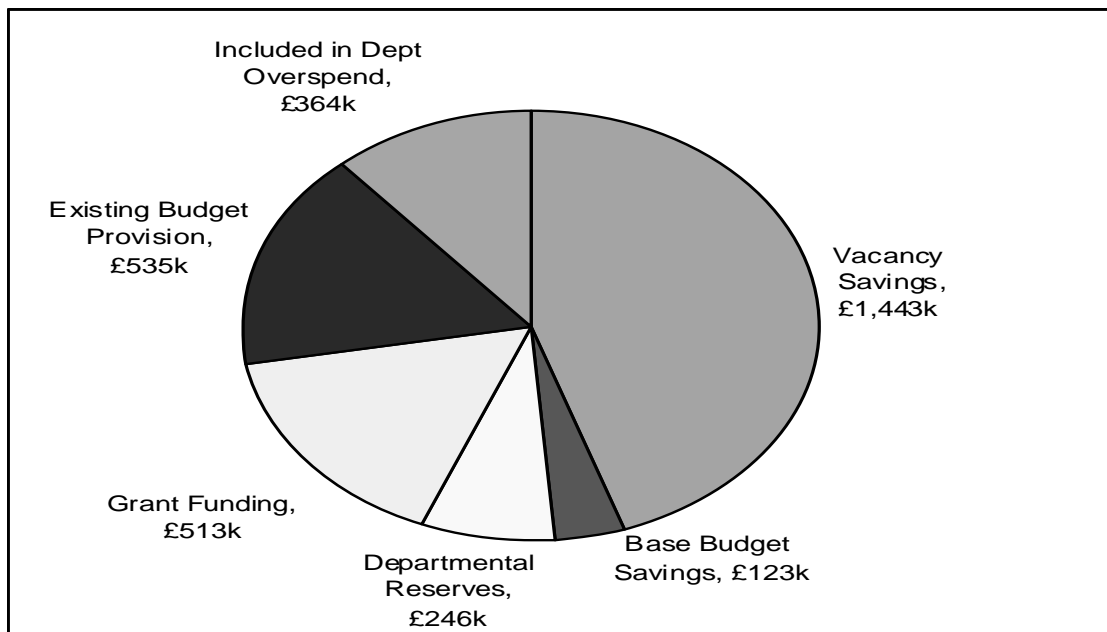
Chart 1 - Analysis of Total Agency Expenditure 2007/08 - £3.224m



7.9 Such evidence presented to the Committee, clearly showed that during 2007/08 all of the Authority's Departments used agency workers / specialist skills in the delivery of their services, although the Children's Services and Neighbourhood Services Departments were more extensive in their usage.

7.10 A breakdown of how the total agency expenditure for 2007/08 was funded was also considered by the Committee, as illustrated in **Chart 2** below.

Chart 2 - Analysis of How Total Agency Expenditure for 2007/8 was Funded



7.11 Whilst it was evident that a significant proportion of the actual expenditure was funded through savings arising from vacant posts, Members were concerned to find that during 2007/08, £364,000 of the net costs formed part



of departments overspends, with the exception of the Chief Executive's Department.

- 7.12 In addition to the above, Members were also keen to examine the relative costs of employing agency workers compared to direct employees. Surprisingly, the Committee found that agency workers in the administrative / manual areas were broadly comparable with those of directly employed staff although rates for professional / specialist areas tended to be higher on average.
- 7.13 Whilst agency workers were mainly used by Departments to fill short-term gaps, Members found that the approach varied to occupational area. The Committee also learnt that the duration of engagement also varied from half a day to in excess of twelve months and due to exceptional circumstances one individual had been with the Authority for just over seven years. It was also found that turnover could be quite high when using agency workers, as they always had the ability to move on.

#### **7.14 IDENTIFICATION OF POTENTIAL EFFICIENCIES / SERVICE IMPROVEMENTS**

- 7.15 The Committee were encouraged to note that the analysis of data considered earlier by Members had already prompted key senior officers to consider the Authority's overall corporate approach to use of agency workers.
- 7.16 Furthermore, the 2007/08 data now provided a clearer understanding of the spending patterns, to assist in the future reduction of costs, as prior to the 2007/08 financial year, service departments did not record their expenditure on the use of agency workers.
- 7.17 Members were also provided with assurances that there were various options currently under consideration for managing the future usage of agency workers across the Authority as summarised below:-
- (a) The implementation of the new HR/payroll system with effect from July 2009 would provide the necessary 'checks and balances' on minimising spend, demand and duration of engagement so that agency staff were not used for any vacancy without looking for other ways to solve the problem;
  - (b) The exploration of the function being controlled centrally within the Authority;
  - (c) The exploration of an Authority-wide internal agency to cover seasonal and short-term periods; and
  - (d) The renewal of the agency contract with the North East Procurement Organisation.
- 7.18 In addition to the above, the Committee was pleased to find that the Authority's Adult and Community Services Department had created trainee social work posts in response to recruitment and retention difficulties and also

increased the use of their temporary register to fill short-term gaps. Both practices were clearly demonstrating a significant reduction in their current use of agency workers and Members were of the view that such examples of good practice should be shared across the Authority.

## 8. CONCLUSIONS

8.1 The Scrutiny Co-ordinating Committee concluded:-

- (a) That whilst the use of agency workers / specialists within the Authority appeared to be fairly extensive with expenditure totalling to approximately £3.2 million during 2007/08, agency workers / specialists actually made up only a small proportion of the Authority's workforce;
- (b) That during 2007/08 all of the Authority's Departments used agency workers / specialists in the delivery of their services, some more extensive than others hence efforts should be made to reduce any future usage of agency workers / specialists;
- (c) That it was recognised that there are various circumstances during which it is necessary for the Authority to use agency workers / specialists, although any future length of engagement should be restricted to short periods of time;
- (d) That there was clearly a need for the Authority to introduce centralised control measures for the future engagement of agency workers / specialists including the process of appointment and selection, authorisation, budget control and the value for money obtained; and
- (e) That the Authority had employed a number of initiatives with measurable success to minimise their use of agency workers / specialists, although more innovative practices could be explored to further reduce the future dependency of agency workers / specialists across the Authority.

## 9. RECOMMENDATIONS

9.1 The Scrutiny Co-ordinating Committee has taken evidence from a wide range of sources to assist in the formulation of a balanced range of recommendations. The Committee's key recommendations to the Cabinet are as outlined below:-

- (a) That a review be undertaken to reduce the current level of expenditure on the use of agency workers / specialists across the Authority;
- (b) That the current arrangements for the recruitment of agency workers / specialists across the Authority be centralised and appropriate control measures introduced;
- (c) That the duration of engagement for all agency workers / specialists be restricted to short-term use and not exceed twelve months;

- (d) That the Authority be encouraged to share innovative approaches to minimise the future demand of agency workers / specialists where appropriate;
- (e) That a feasibility study be undertaken to determine the appropriateness of establishing either a council-run agency or a joint procurement arrangement with neighbouring local authorities across the Tees Valley; and
- (f) That twelve months after the implementation of the new HR/payroll system and the introduction of centralised control measures for the recruitment of agency workers / specialists across the Authority, a detailed monitoring report on the level of expenditure and usage be submitted to this Committee and the appropriate Portfolio Holder thereafter.

## 10. ACKNOWLEDGEMENTS

10.1 The Committee is grateful to all those who have presented evidence during the course of this Scrutiny 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:-

Deputy Mayor with Portfolio for Performance;

Adult and Community Services Department: Principal Finance Manager;

Chief Executive's Department: Chief Financial Officer, Chief Personnel Officer and the Assistant Chief Financial Officer;

Children's Services Department: Director of Children's Services;

Neighbourhood Services Department: Head of Procurement, Property and Public Protection and the Head of Finance and Business Development;

Regeneration and Planning Services Department: Director of Regeneration and Planning Services and the Head of Support Services.

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

November 2008

**Contact:-** 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**

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

- (i) Report of the Scrutiny Manager entitled 'Scrutiny Investigation into the Use of Agency Workers within the Council – Draft Scoping Report' presented to the Scrutiny Co-ordinating Committee held on 8 August 2008;
- (ii) Presentation of the Authority's Chief Personnel Officer entitled 'Setting the Scene' delivered to the Scrutiny Co-ordinating Committee held on 19 September 2008;
- (iii) Joint Report of the Chief Financial Officer and Chief Personnel Officer entitled 'Information from Service Departments' presented to the Scrutiny Co-ordinating Committee held on 8 October 2008; and
- (iv) Minutes of the meetings of the Scrutiny Co-ordinating Committee held on 8 August 2008, 19 September 2008, 8 October 2008 and 28 November 2008.

# SCRUTINY CO-ORDINATING COMMITTEE

28 November 2008



**Report of:** Scrutiny Co-ordinating Committee

**Subject:** DRAFT FINAL REPORT – KERBSIDE RECYCLING SCHEME REFERRAL

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## 1. PURPOSE OF REPORT

- 1.1 To present the Scrutiny Co-ordinating Committee's findings following completion of its investigation into the current operation of the Council's kerbside recycling scheme.

## 2. SETTING THE SCENE

- 2.1 The Authority's Neighbourhoods and Communities Portfolio Holder, at his meeting on the 30 June 2008, considered Elected Members concerns regarding the performance of the kerbside recycling contractor. In recognition of these concerns, the Portfolio Holder agreed to refer the current operation of the Council's Kerbside Recycling scheme to the Overview and Scrutiny Function for further examination. The prescribed timescale for completion of the referral being December 2008.
- 2.2 In considering the referral's route through Overview and Scrutiny, the Scrutiny Co-ordinating Committee agreed at its meeting on 4 July 2008 to undertake the referral itself, due to the congested work programme of the Neighbourhood Services Scrutiny Committee. It was, however, agreed that all members of the Neighbourhood Services Scrutiny Committee would be invited to participate in the Committee's consideration of the referral.

## 3. OVERALL AIM OF THE SCRUTINY INVESTIGATION

- 3.1 To gain an understanding of the current operation of the Council's Kerbside Recycling Scheme, and other recycling service provision, and to make suggestions for improvement where possible.

#### **4. TERMS OF REFERENCE FOR THE SCRUTINY INVESTIGATION**

4.1 The 'Terms of Reference' for the Scrutiny investigation were agreed by the Scrutiny Co-ordinating Committee on the 26 September 2008, as outlined below:-

- (i) To gain an understanding of the current operation of the Council's Kerbside Recycling Scheme with reference to the current internal / external provision and containers used for kerbside collections;
- (ii) To explore the Council's approach to on-street recycling such as litter and the provision of bring centres located throughout the town following the introduction of town wide kerbside recycling together with the recycling of waste from council buildings;
- (iii) To explore the options available to the Council to work with the voluntary sector to improve the reuse of items collected from the bulky household waste collection service and the household waste recycling centre; and
- (iv) To identify possible improvements to the current operation of the Council's Kerbside Recycling Scheme, in particular for those residents living in sheltered accommodation, bed sits and flats.

#### **5. MEMBERSHIP OF THE SCRUTINY CO-ORDINATING COMMITTEE**

5.1 The membership of the Scrutiny Co-ordinating Committee was as detailed below:-

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

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

5.2 The membership of the Neighbourhood Services Scrutiny Committee was as detailed below, all of which were invited to participate in consideration of the referral:-

Councillors Akers-Belcher, Barker, R W Cook, Coward, Cranney, Fleming, McKenna, Worthy and Wright

Resident Representatives: John Cambridge, Mary Green and Brenda Loynes

#### **6. METHODS OF INVESTIGATION**

6.1 Members of the Scrutiny Co-ordinating Committee, and representatives from the Neighbourhood Services Scrutiny Committee, met formally on the 26

September 2008 and 7 November 2008 to discuss, and receive evidence relating to the investigation. A detailed report 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) Portfolio Holder for Neighbourhoods and Communities;
- (b) Director of Neighbourhood Services / Head of Neighbourhood Management;
- (c) Ward Councillors;
- (d) Residents of Hartlepool Residents of Hartlepool; and
- (e) Resident Representatives.

## FINDINGS

### 7. KEY DRIVERS, STRATEGIES AND TARGETS INFLUENCING THE PROVISION OF WASTE DISPOSAL SERVICES

7.1 As a starting point for the investigation, Members found it useful to gain an understanding of the key drivers, strategies and targets influencing the provision of waste disposal and recycling services nationally, regionally and locally. The Committee discovered that in addition to drivers around climate change, sustainability and public demand, others also related to the Waste Hierarchy and requirements of the Landfill Directive, National Waste Strategy and Tees Valley Joint Waste Management Strategy (2008 – 2009). Looking in more detail at specific drivers, Members supported the priorities contained within the Waste Hierarchy, particularly the need to reduce waste at source, and the aims of the Tees Valley Joint Waste Management Strategy (i.e. zero landfill, minimised impact on climate change and the provision of an accountable / deliverable structure). Members also commended officers on the continued reduction of landfill waste levels in Hartlepool and, as part of the Landfill Directive, the subsequent surplus of landfill allowance certificates which were made available for sale to other local authorities at £150 per ton.

7.2 With an understanding of the key waste disposal drivers, the Committee welcomed indications that Hartlepool was performing well against the targets contained within the National Waste Strategy, with 39.29% of waste recycled and composted in 2008/9 (April to July) against the target for 2010 of 40%. Whilst Members were encouraged that this figure was one of the highest across the country it was noted that targets for 2010 and 2015 were already very challenging and it was anticipated that they would be further reviewed by government in light of progress in 2010. The implications of this could be even more challenging targets, requiring the local authority to continue its development / improvement of waste disposal and recycling services.

## 8. HOW WASTE DISPOSAL SERVICES ARE PROVIDED IN HARTLEPOOL

8.1 In order to enable the Committee to make an informed decision later in the process, regarding possible improvements to the provision of Kerbside Recycling Scheme and other recycling services, it was important for Members to be familiar with how waste disposal services are currently provided in Hartlepool. Evidence provided by the Director of Neighbourhood Services went on to illustrate to the Committee the variety of waste disposal services / schemes available in Hartlepool.:-

(i) The Waste Disposal Contract (1996 – 2020). External contract with SITA UK producing energy from waste and landfill;

(ii) Household Waste Collections;

- Kerbside recycling - Blue Bag / Box. External contract via Wards (2007 – 2009); and
- Brown bin / green bin and poly bag. In house service.

(iii) Household Waste Recycling Centre. Local contractor (salvage contract 2004 – 2008 with Foreman's;

(iv) 26 Recycling Bring Centres (to be put out to tender in the Tees Valley - 2009);

(v) Free Bulky Household Waste Removal (In house service);

(vi) Commercial Waste Collections (In house service);

(vii) On street Recycling (Navigation Point and Marina litter bins – Council funded);

(viii) Council Administrative Buildings (paper, cardboard, plastic bottles and cans). External contract; and

(ix) Voluntary Sector Arrangements – Recycling of mattresses and abandoned vehicles. Local contractor (OFCA).

8.2 Taking into consideration the information provided, Members expressed satisfaction with the level and type of waste disposal services available and used the information provided to identification of possible improvements to waste disposal service later in the report.

## 9. KERBSIDE AND ON-STREET RECYCLING SCHEMES IN HARTLEPOOL

9.1 Focusing its investigation on the agreed terms of reference, the Committee received evidence on the various forms of recycling services provided in



Hartlepool (as outlined in Section 8.1 above) Members also gained an understanding of how they are provided, whether that be in-house, through external contractors or the voluntary sector. In addition to this information, and in accordance with the terms of reference for the investigation, the Committee also took a closer look at the operation of the kerbside and on-street recycling service.

### The Kerbside Recycling Scheme

9.2 Members were reminded that alternate weekly collections commenced in July 2005 and in formulating a view on the success of the scheme the Committee noted with interest the results of a participation survey carried out in May 2008. In providing a baseline to determine where resources should be targeted to encourage residents to recycle their waste, the Committee was pleased to find that the vast majority of Hartlepool residents have embraced and continue to support the change to waste collections. It was, however, recognised that there was a need to encourage those who would first sight appear not to be participating in full and the Committee supported the suggestions for the introduction of the following:-

- (i) The introduction of an overarching campaign thanking residents of Hartlepool who are recycling, whilst encouraging those who are participating in recycling some materials but not all, to do a little bit more;
- (ii) Conduct a targeted communications campaign targeting areas with participation rates lower than 80% for dry recyclables or 60% for green waste; and
- (iii) Where encouragement and education fails to improve participation use enforcement action were applicable.

9.3 Members were pleased to find that the financial implications of the above actions had already been identified in the 2008/09/10 revenue budgets. The Committee also acknowledged the value of the participation count survey itself, in the future development of the recycling service, and supported the completion of a repeat survey every two years.

9.4 The Committee recognised that the kerbside recycling scheme was one of those delivered by an external contractor, with a third party disposal agreement. Throughout the investigation it was very clear that the Committee supported the service in Hartlepool, however, Members were made aware of issues raised by residents in relation to the conduct of contractor's staff and suitability of some of the receptacles used.

9.5 The Committee welcomed indications from the Director of Neighbourhood Services whilst there had in the past been some problems / issues with the contractor, and the conduct of their staff, these had been resolved. In relation to issues around the appropriateness of receptacles, the Committee went on to discuss the matter further later in the report.

### On-Street Recycling Services

- 9.6 The Committee, during the course of its investigation, queried the impact on Bring Centres of the town wide introduction of kerbside recycling. Members learned that there were currently 26 Bring Centres across Hartlepool, and received confirmation that the introduction of alternate weekly collections, and the ability for residents to recycle seven types of materials from their homes, had resulted in a significant reduction in their use and numbers. Despite this reduction in numbers, from 35 to 26, Members were surprised that Bring Centres in Hartlepool still numbered as many as in all the other Tees Valley authorities put together.
- 9.7 In addition to the drop in usage, concern was expressed by the Committee regarding the problems associated with the location of these centres and resident complaints about anti-social behaviour, untidiness and the servicing frequency of sites (i.e. emptying of glass and can containers). It was noted that these concerns had been brought to the fore most recently through the Neighbourhood Consultative Committee's, leading to a request for the removal of smaller centres, leaving only those that service all materials. This issue was discussed in detail by the Committee, as detailed later in the report.

## **10. SITE VISIT TO THE SITA UK EDUCATION CENTRE**

- 10.1 Considering, in more detail, the split of services provided 'in house' and by external contractors, Members were particularly interested in the operation of the Waste Disposal Contract with SITA. In order to gain a fuller understanding of the services provided, a site visit was undertaken to the SITA educational centre. During the course of the visit, Members were encouraged to find that site recycled 70% of waste from its Household Recycling Centre, generated 20 mega watts of electricity per hour (sufficient to power a town the size of Hartlepool) and put only 4% of its total intake into landfill.
- 10.2 Members were also pleased to learn of plans for the further development of the site, including the new North East Energy Recovery Centre and the provision of a waste transfer station (allowing the bailing and storage of waste), which would enable the site to run at full capacity. Members welcomed the knock on implications of this in enabling Hartlepool Borough Council to achieve zero landfill and the subsequent positive impact this would have on Hartlepool's performance figures.
- 10.2 The Committee was impressed to discover that the contract between Hartlepool and SITA is in fact one of the best in the country, with a very competitive price achieved by SITA for the sale of the electricity generated from the waste. Members were pleased to learn that the competitive price obtained for this electricity was passed back through the contract and, as part of negotiations now ongoing for the possible renewal of the contract in 2020, suggested that possible ways of retaining the electricity generated in the Tees Valley should be explored. A possible course of action being a 'purchase power agreement' to power the Tees Valley.

## **11. CUSTOMER SATISFACTION LEVELS AND PERFORMANCE COMPARISONS**

- 11.1 With the level of services provided in Hartlepool comparing favourably with those in other local authorities, Members directed their attention to the issue of customer satisfaction. Comparing levels across the Tees Valley, Members discovered from the most recent full statistical analysis, undertaken in 2006, that 89% of Hartlepool residents were satisfied with the civic amenity sites provided, the highest percentage across the Tees Valley. A further 73% of residents were satisfied with recycling services and 82% satisfied with the overall waste collection service.
- 11.2 In looking for more recent evidence of customer views, a Viewpoint survey in 2007 had shown that customer satisfaction regarding waste collection and recycling services in Hartlepool had increased since 2006 (from 72% to 82% and 73% to 75% respectively). Similar results were, however, not available for the other Tees Valley authorities and, in order to gain a more up to date comparison of views on the effectiveness of recycling services, the Committee circulated 450 copies of a short questionnaire to a variety of groups across the Tees Valley (and Darlington).
- 11.3 Whilst the Committee accepted that caution needed to be exercised given the small sample size, and level of response to the questionnaire (16), it was encouraged to see that the importance of recycling continued to be recognised across all areas. It was also shown that in Hartlepool, the majority of residents felt that the kerbside recycling collection was good, with residents from other areas suggesting that their services could be improved to look more like those in Hartlepool, specifically in terms of the types of recycling waste collected.
- 11.4 The Committee welcomed information provided and in terms of best practice noted that Hartlepool itself was referred to as an example of this by other local authorities. Members congratulated officers on Hartlepool being placed in the top six of 350 local authorities as a best practice authority by APSW in the recent award. A view was, however, expressed that the authority was not doing enough 'trumpet blowing' by communicating with the public the great strides that had been made in terms of recycling in the town and the services provided. The Committee felt that this should be addressed.

## **12. EVIDENCE FROM YOUNG PEOPLE AS PART OF THE 11 MILLION TAKE OVER DAY**

- 12.1 Throughout the investigation it was clear to the Committee that education was to be paramount in terms of achieving continued improvement in the provision of recycling services. Members were impressed to find that an education programme was already in place to encourage schools to invite the Waste Management Section to come along and provide information to children on waste minimisation, as part of the national curriculum. Other activities included the Environmental Roundabout and Hartlepool Heroes.

- 12.2 To give Members a true flavour of the way in which education was approached, the opportunity was taken to take part in the 11 Million Takeover Day, which aimed to get children and young people involved in shaping local decisions. At the meeting on the 7 November 2008, Members were able to observe 20 year 6 pupils from across the town receiving a recycling 'session' and hear their views.



- 12.3 The Committee was also fascinated to learn from the children their views on just how important it was to collect recyclables from people's homes, and the need to encourage all people to increase the levels of recycling carried out. As part of this, the young people suggested that the range of plastics which can be recycled should be increased include yogurt pots. Members supported this view and it was suggested that this should be looked into further as part of a wider service review.
- 12.4 The Committee took the opportunity to commend officers on the conduct of the 'session' and expressed their support for the continued development of educational services as a way of reaching the next generation and influencing parents. As a means of doing this, the Committee was of the view that in addition to creation of a Council Environmental Champion (as discussed in Section 12.2 of the report) the creation of environmental champions in schools, to promote awareness and environmental activities, should be explored. Members also suggested that the creation of an awards system for these champions could be beneficial along with the possibility that their activities could be tied into the curriculum with some benefit to them academically.

### **13. EVIDENCE FROM THE AUTHORITY'S PORTFOLIO HOLDER FOR NEIGHBOURHOODS AND COMMUNITIES**

- 13.1 The Committee welcomed the views of the Portfolio Holder for Neighbourhoods and Communities at its meeting on the 7<sup>th</sup> November 2008. During the course of discussions, the Portfolio Holder reinforced the view that positive work was being undertaken by the authority in the provision and development of recycling services. Concerns were also shared regarding the continued pressure being placed upon local authorities by the continual review of performance targets (as previously discussed in Section 7.3 of the report.
- 13.2 During the course of discussions with the Portfolio Holder, attention was drawn to the importance of recycling as part of his Portfolio's remit. The Committee was encouraged by the Portfolio Holder's obvious commitment to the continued development of recycling services and discussed in detail the value of the establishment of a champion for environmental issues, along the same lines as the Older People's Champion, and a number of others. The Committee suggested that the Portfolio Holder would be logical person to take up this position and welcomed indications that he would be willing to do so should such a position be created.
- 13.3 In light of the positive reaction received from the Portfolio Holder, the Committee suggested that the creation of an Environmental Champion should be explored further.

### **14. POSSIBLE IMPROVEMENTS TO THE PROVISION OF WASTE DISPOSAL SERVICES IN HARTLEPOOL**

- 14.1 During the course of the investigation, the Committee discussed in detail possible options for the improvement of waste disposal services in Hartlepool, with particular attention to the following areas:-
- (i) Household Waste Collections (including kerbside recycling);
  - (ii) Use of External Contractors;
  - (iii) Household Waste Recycling Centre;
  - (iv) Bulky Household Waste Collection;
  - (v) Multi Occupancy Properties;
  - (vi) Bring Centre's;
  - (vii) Business Recycling;
  - (viii) Customer Enquiries / Complaints;
  - (ix) Education and Enforcement.

#### Household Waste Collections (including kerbside recycling)

- 14.2 As indicated earlier in the report, Members discussed the way in which household waste is collected and noted that whilst some concerns were reiterated regarding the move to fortnightly collections the majority of Members felt that the Waste Management Team should be congratulated on the success of the two-weekly collection service and the improved recycling rates

achieved across the town. This view was reinforced by confirmation that, the authority had this year been a finalist in the APSE recycling awards.

- 14.3 In exploring possible service improvements, Members considered a possible move to a four day collection week, reducing the need to have vehicles out of service for maintenance during collection days. Although the benefits of the proposal were recognised Members felt strongly that such a decision was operational and should be taken by the Director of Neighbourhood Services as part of a wider feasibility study regarding the reconfiguration of in-house services. The Committee supported the completion of such a feasibility study.

#### Kerbside and On-Street Recycling

- 14.4 Looking at kerbside and on-street recycling, Members were particularly interested in the possible benefits of either bringing services back in house or combining provision with a provider such as SITA. Members were advised that SITA do in other areas process and collect kerbside waste (Huddersfield – process only and Calderdale – collect and process). However, evidence provided during the course of the site visit (Section 10 of the report refers) had highlighted the risks associated with changing markets for the disposal of the differing types of kerbside waste. Although, Members noted with concern that this could make it difficult for the local authority to take it was suggested that the internal collection of kerbside waste could be worth looking into as a way forward

- 14.5 An area also identified for possible improvement was:-

- (i) The type of receptacles used for kerbside collections. During the course of the investigation Members expressed particular concern regarding the lack of a lid for the blue boxes and the inappropriateness of the blue bags. In recognition of Members concerns at the meeting on the 7 November a wide selection bins, boxes and bags was made available for Members to consider. Taking into consideration the options available, Members selected a Hessian bag as a more robust replacement, along with the provision the removable soft lids for the blue box;
- (ii) The need to extend the range of recyclable plastics to include yogurt pots, ect, that can currently no be recycled do to the contamination of the plastic with its contents. Members were keen that this be explored and noted that the use of lids as mentioned above had been piloted in certain areas of the town and should be rolled out.

#### Use of External Contractors

- 14.6 As indicated in Section 9.2 of the report, the Committee. In relation to the disposal of waste through external contracts, Members emphasised the importance of making sure that waste was not disposed of abroad by contractors and requested that the inclusion of an appropriate clause in contracts should be explored. Advice subsequently received, however,

clarified that this would not be feasible although assurances were given that the Council strongly advocates the disposal of its waste in this country only.

#### Household Waste Recycling Centre

- 14.7 During the course of discussions, the Committee's attention was drawn to the effectiveness of the Household Waste Recycling Centre and the possibility that the facility could be improved to offer even more. Members were interested to find that options around the development of the site included the development of an environmental sustainability facility encompassing the provision of the sale of green items such as compost bins and electrical items. Also, the
- 14.8 The Committee recognised the further development of the site in the way outlined above as an integral part of improving waste disposal / recycling services for the residents of Hartlepool. As such, Members agreed that the development of an environmental sustainability facility at the Household Recycling Centre, encompassing the provision of the sale of green items such as compost bins and electrical items should be supported, along with the identification of the necessary resources to achieve it. (Perhaps through LAT's funding). It was suggested that this be looked into further as part of the overall feasibility study,

#### The Bulky Household Collection Service

- 14.9 Members supported strongly the Authority's free Bulky Household Waste Collection Service, for items that cannot be placed in the green residual waste bin. The Committee noted with interest that neighbouring Authorities charge for similar services and it was no surprise to find that usage of this service in Hartlepool is high.
- 14.10 Evidence provided showed that in support of the basic bulky waste collection service, OFCA had a partnership arrangement with the local authority to provide free assistance in removing items for homes where they cannot be left outside. The Committee welcomed this arrangement and with the assistance of evidence from the Director of Neighbourhood Services discussed possible options for its expansion.
- 14.11 Members discussed in detail the possible options available and went on the support the highlighted a way forward the need to prepare an outline business case examining service delivery options for the collection of the authority's Bulky Household Waste Collection Service, which would include the service being carried out by the voluntary sector. As part of this the creation of a reuse facility for the items collected by the Bulky Household Waste Collection Service and the Household Waste Recycling Centre, in Burn Road should be explored, with the full support of the Committee

### Multi Occupancy Properties

- 14.12 Members noted that the local authority works closely with registered social landlords and other housing organisations to assist in the implementation of the alternate weekly collection scheme in multiple occupancy residences. Housing Hartlepool, Guinness Trust, Anchor Housing and Endeavour Homes regularly contact the waste management section regarding the design of premises to accommodate the collection of household waste recycling.
- 14.13 The Committee noted that considerable effort had been made to ensure that services are accessible to all residents, with all multiple occupancy sites provided with communal facilities for glass and can recycling, with either communal or individual containers for the collection of plastic bottles / cardboard and paper. However, in exploring a way forward for the further development of this element of waste disposal service provision, the Committee acknowledged that residents who live in multiple occupancy residences, sheltered accommodation, and / or bedsits and flats have difficulty in recycling due to the high level of abuse the bin stores suffer or the physical constraints placed upon bin storage.
- 14.14 Members were of the view that the issues of waste storage and collection at multi-occupancy residences need to be reviewed and in light of this the Committee expressed its support for the following suggestions that:-
- (i) Welcome packs be created for residents outlining the provisions at each facility highlighting how and why the systems should be used;
  - (ii) Work be undertaken with the Authority's Private Sector Housing Team to identify the most appropriate method of collection for bedsits and ensure landlords are aware of their responsibilities with respect to providing containers for tenants; and
  - (iii) Smaller containers be introduced for single occupancy bedsits / flats. This will have financial implications and whilst may address storage capacity within the premise, does not completely resolve the external collection storage issues.
- 14.15 In addition to these suggestions, the Committee also highlighted the need for recognition of recycling needs as part of planning applications.

### Bring Centre's

- 14.16 Taking into consideration the issues raised in Sections 9.6 and 9.7 of the report, Members discussed in detail the following suggestions for the way forward in terms of Bring Centre provision:-
- (i) Retention of the existing number of sites (leading to additional costs); and
  - (ii) Removal of low yield and problem sites (saving approximately £1,200 per year).



- 14.17 Members explored with particular interest the proposals for the retention of only 8 sites, the basis for their selection being that they offer 5 categories of waste collection. The sites in question being HBC Household Waste Recycling Centre - Burn Road, Asda - Marina Way, Tesco - Burn Road, Fens Shops, - Catcote Road, Gillen Arms Public House - Clavering Road, Seaton Park Car Park - Station Lane, Seaton Carew, Morrisons - Lancaster Road and King Oswy Drive Shops - King Oswy Drive.
- 14.18 Considering the information provided Members of the Committee were of the view that they are 'minded' to support the reduction in the overall number of bring centres. The proviso for this was, however, that the sites are multi use and strategically placed. It was suggested by the Committee that one such strategic site could be schools and the feasibility of this needed to be explored further. It was also suggested that some form of consultation be undertaken with residents in areas where bring centres were sited to ascertain the viability of the centres.

#### Business Recycling Services

- 14.19 Members identified the area of business recycling as a key issue and highlighted that with only 16% of waste currently coming from domestic sources businesses needed to be encouraged to recycle more. Evidence provided supported this view, in that the National Waste Strategy recognised business recycling as an area for improvement, with a suggestion that local authorities should encourage businesses. However, members were surprised to learn that at present time, whilst there was a statutory requirement for the local authority to provide a commercial waste collection service, there was no obligation to provide a business recycling service.
- 14.20 In response to these comments officers highlighted that the disposal of commercial / industrial waste falls within the remit of the Environment Agency with current practice being to refer businesses interested in recycling directly to local recycling companies. The Committee found that there was little or no encouragement / support from Central Government for local authorities to actively promote business waste recycling. There were also no financial incentives for local authorities, and no effect on performance figures, to encourage the development of a service that would have financial implications for the authority in terms of vehicles and contractual arrangements with end users.

#### Customer Enquiries / Complaints

- 14.21 During the course of the investigation, Members raised an issue in relation to the communication of problems to residents when street collections are missed for no apparent reason. It was brought to the Committee's attention that up until recently issues / complaints went directly to the relevant officer in the department, however, this was no longer the case with Contact Centre staff now being the first point of contact. Members identified from their own experiences, and those of their constituents, that communication with the public on these issues isn't as good as it was and steps were being taken to

address this. Negotiations had been ongoing with the workforce to introduce ICT into vehicle cabs. Once this equipment was in place and all staff trained, it would be easier to report missed collections much more quickly. Two-way communication would also allow a swifter response to such issues on the day.

### Enforcement

14.22 The Committee pleased to learn that the implementation of enforcement action has been very successful over the last year, with the issue of Section 46 notices, advising residents of their responsibilities, and fixed penalty notices in cases where there was persistent abuse of side and bins left out permanently.

14.23 Members were left in no doubt that the utilisation of enforcement powers was an integral part of the overall package of measure to manage and raise awareness of recycling. With this in mind, Members expressed their support for the rolling out of enforcement activities and across the town.

## 15 CONCLUSIONS

15.1 The Scrutiny Co-ordinating Committee concluded:-

- (a) That officers are congratulated on their work in helping the authority to achieve well against the targets contained within the National Waste Strategy;
- (b) That waste disposal and recycling services in Hartlepool perform favourably against their Tees Valley Neighbours, however, raising targets means that continued development of the service is essential;
- (c) That the effectiveness of waste disposal services in Hartlepool is reflected by the reducing levels of landfill waste and positive performance against targets contained within the National Waste Strategy;
- (d) That in recognition of the importance of the waste disposal and recycling issue work needs to be undertaken to raise the profile of the subject through activities such as the appointment of Environmental Champions (in schools and the Council itself) and increased publicity in relation to Council achievements and activities;
- (e) That the success of waste disposal services in the future will be dependent upon the successful implementation of a wide variety of activities and the development of the existing service. This would include the development of services at the Household Waste Recycling Centre and the Bulky Household Waste Collection service and the expansion of relationships with voluntary sector partners;
- (f) The Committee supported the exploration of the activities outlined in paragraph in 16.1(b) as part of work to further improve waste disposal and recycling services in Hartlepool;

- (g) That the Committee was minded to support the proposed reduction in the overall number of Bring Centres in Hartlepool, subject to the remaining sites being multi use and strategically located, with those chosen to remain selected following consultations with residents from areas where they are located, to ascertain the viability of the centres; and

## 16 RECOMMENDATIONS

16.1 The Scrutiny Co-ordinating Committee has taken evidence from a wide range of sources to assist in the formulation of a balanced range of recommendations. The Committee's key recommendations to the Portfolio Holder for Neighbourhoods and Communities are as outlined below:-

- (a) That as part of work to further improve waste disposal and recycling services in Hartlepool, the implementation of the following activities be explored:-

### Bulky Household Waste

- (i) The creation of a reuse facility for the items collected by the Bulky Household Waste Collection Service and the Household Waste Recycling Centre, in Burn Road;
- (ii) The development of an environmental sustainability facility encompassing the provision of the sale of green items such as compost bins and electrical items be supported, along with the identification of the necessary resources to achieve it;
- (iii) Preparation of an outline business case examining service delivery options for the collection of the Authority's Bulky Household Waste Collection Services;
- (iv) Exploration of the possible ways to work with the voluntary and community sector for the disposal of bulky waste;

### Multi Occupancy Properties

- (v) The creation of welcome packs for residents outlining the provisions at each facility highlighting how and why the systems should be used;
- (vi) Close working with the Authority's Private Sector Housing Team to identify the most appropriate method of collection for bedsits and ensure landlords are aware of their responsibilities with respect to providing containers for tenants;
- (vii) The implementation of a pilot scheme to ascertain if the provision of smaller containers for single occupancy bedsits / flats is feasible; and

- (viii) Offer the same facilities to all flats, complexes and apartments and keep the methods in place in respect of multiple occupancy buildings and sheltered accommodation.
- (b) That as part of the process for the reconfiguration of in-house services, a feasibility study be undertaken incorporating the following areas of provision:
  - (i) The reconfiguration of contracts in line with the service standard;
  - (ii) Partnership – Household waste recycling centre and Bring Centre provision;
  - (iii) Voluntary sector – re use of bulky waste items;
  - (iv) Externalise services – Household waste recycling centre and bring centre servicing; and
  - (v) Cessation or reduction of Services – Bring Centre provision.
- (c) That the success of Hartlepool's Waste Disposal Provision, in particular recycling be more actively publicised;
- (d) That in response to the successful outcome of the Participation Survey undertaken earlier this year, that the exercise be repeated at two yearly intervals;
- (e) That appropriate methods of waste storage and collection at multi-occupancy residences be reviewed in consultation with the Authority's Private Sector Housing Team; and
- (f) That ways of increasing the levels of recycling with small businesses across the town be explored further.

## 17 ACKNOWLEDGEMENTS

17.1 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

Councillor Peter Jackson, Portfolio Holder for Neighbourhoods and Communities;  
Dave Stubbs, Director of Neighbourhood Services;  
Denise Ogden, Head of Neighbourhood Management;  
Colin Ogden, Waste Management Manager  
Fiona Srogi, Recycling Officer; and  
Helen Beaman, Environment Co-ordinator.

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

**November 2008**

**Contact Officer:** Joan Wilkins, Scrutiny Support Officer  
Chief Executive's Department – Corporate Strategy  
Hartlepool Borough Council  
Tel:- 01429 284142  
Email:- joan.wilkins@hartlepool.gov.uk

**BACKGROUND PAPERS**

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

- (i) Scoping Report – Investigation into Kerbside Recycling Scheme Referral (Scrutiny Co-ordinating Committee – 26 September 2008).
- (ii) Presentation by the Director of Neighbourhood Services - Investigation into Kerbside Recycling Scheme Referral (Scrutiny Co-ordinating Committee – 26 September 2008).
- (iii) 11 Million Takeover Day - Young People's Involvement in Consideration of the Kerbside Recycling Scheme Referral (Scrutiny Co-ordinating Committee – 7 November 2008).

## SCRUTINY CO-ORDINATING COMMITTEE

24 November 2008



**Report of:** Scrutiny Manager

**Subject:** Call-In of Decision: Service Specifications for Children's Centre - Outreach Package

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### 1. PURPOSE OF THE REPORT

- 1.1 To provide Members of the Scrutiny Co-ordinating Committee with the relevant information relating to the Call-In of the Service Specifications for Children's Services – Outreach Package Decision taken by the Children's Services Portfolio Holder on 13 November 2008, as per the Authority's Call-In procedure.

### 2. BACKGROUND INFORMATION

- 2.1 At the decision making meeting of the Children's Services Portfolio Holder held on 13 November 2008, a report was considered on work that has been undertaken in developing a children's centres outreach support service specification. Such report is attached as **Confidential Appendix A** as the report contains exempt information under schedule 12A of the Local Government Act 1972, (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely, information relating to the financial or business affairs of any particular person (including the authority holding that information).
- 2.2 Following the decision of the Children's Services Portfolio Holder to authorise the tender process for an outreach package for Children's Centres, a Call-In Notice was issued by Members of the Scrutiny Co-ordinating Committee, a copy of which is provided at **Appendix B**.

### 3. CALL-IN PROCESS

- 3.1 The Scrutiny Co-ordinating Committee has the power under Section 21 of the Local Government Act 2000 and Rule 14 of the Scrutiny Procedure Rules to call-in decisions made by the Executive but not yet implemented.
- 3.2 Following the decision being made by the Children's Services Portfolio Holder on 13 November 2008, a call-in notification was submitted to the

Proper Officer on 24 November 2008 – the third clear working day following the publication of the decision record. It met the constitutional requirements for such a notice, including being signed by three Members of the Scrutiny Co-ordinating Committee.

- 3.3 The Decision Record of the Children's Services Portfolio Holder is also attached as **Confidential Appendix C** given the item contains exempt information under schedule 12A of the Local Government Act 1972, (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely, information relating to the financial or business affairs of any particular person (including the authority holding that information)).
- 3.4 The Call-In notification outlined the reasons why the Members were of the opinion that the decision had been taken in contravention of the principles of decision making as outlined in Article 13.02 of the Constitution. The reasons identified in the Call-In Notice were:
- (a) It is felt that other options have not been explored before making the decision to tender for such services;
  - (b) Consultation was not undertaken correctly – current service providers just told this was going to happen this way. Service users were not consulted;
  - (c) The cost of going out to tender appears not to have been taken into account when making this decision – this is not best value;
  - (d) This was not in the Forward Plan until November 2008; and
  - (e) Failure to engage with Members on this matter.

#### 4. NEXT STEPS

- 4.1 In the first instance the Committee must decide whether it agrees with the Members submitting the Call-In Notice, that the decision should be Called-In for the reasons set out in the Notice. These reasons should then form the basis for the Committee's consideration of the decision.
- 4.2 Following your consideration of the Call-in, if the Committee remains concerned about the decision, comments should be agreed for consideration by the Children's Services Portfolio Holder. Following the receipt of these comments the Children's Services Portfolio would be required to reconsider the decision in light of them and either reaffirm or amend the decision. A response from the Children's Services Portfolio Holder must be referred to the Committee, setting out the reasons for reaffirming or modifying the decision, in relation to the issues raised by the Committee.

**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**

The following background paper was used in the preparation of this report:-

- (i) Hartlepool Borough Council's Constitution



# Hartlepool Borough Council



## Overview and Scrutiny – Call-in Notice – Scrutiny Chairs

### 1. Which decision would you like to call-in?

(Please include details of the decision, when it was taken and by whom)

Children's Services Portfolio Holder - 13 November 2008  
Service Specification for Children's Centre  
- Out Reach Package (Tender Exercise)

### 2. What are the reasons for calling-in this decision?

Call-in must only be used in exceptional circumstances and the justification for the call must be either:

- that the decision or proposed decision is outside the Budget and Policy Framework
- that the decision was not taken in accordance with the principles of decision making set out in Article 13 of the Constitution.

Principles of decision making appears not to have been followed:-

1) It is felt that other options have not been explored before making the decision to tender for such services.

2) Consultation was not undertaken correctly - current service providers just told this was going to go.

Councillor	Position and Party Group	Signature
1. J. Shaw	Chair of Children's Services Scrutiny Forum Labour	J. Shaw
2. C. McKeena	MEMBER CHILDREN'S SERVICES SCRUTINY FORUM CONSERVATIVE	C. McKeena
3. S. J. Akers-Belcher	CHIEF NEIGHBOURHOOD SERVICES SCRUTINY FORUM. LABOUR	S. J. AKERS-BELCHER

NB. Each of the Scrutiny Chairs may initiate call-ins providing they have the support of at least two members of the Scrutiny Co-ordinating Committee. The three signatories must represent at least two of the Council's political groups.

Councillor: JANE ELIZABETH SHAW

Signed: J. Shaw

Date: 24 NOV 2008

#### For office use only

Date received:

Initials:

SCC Agenda:

happen this way. Services users were not consulted.

;) The cost of going out to tender appears not to have been taken into account when making this decision - this is not best value.

;) This was not in the forward plan until Nov 08

;) Failure to engage with members on this matter.

## SCRUTINY CO-ORDINATING COMMITTEE

28 November 2008



**Report of:** Scrutiny Manager

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

### 1. PURPOSE OF REPORT

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

### 2. BACKGROUND INFORMATION

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

Scrutiny Forum	Title of Scrutiny Investigation / Purpose of Incurred Costs	Cost
Children's Services Scrutiny Forum	LGiU Conference directly related to Forum's investigation into 'Appropriate Accommodation for Homeless Young People'; travel and conference costs for Chair of Children's Services Scrutiny Forum	£350
Health Scrutiny Forum	Best Practice Evidence on 'Reaching Families in Need' from Westminster Council; travel costs for presenter.	£600

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

### 3. RECOMMENDATION

- 3.1 It is recommended that the Scrutiny Co-ordinating Committee agrees to the requests for funding totalling to **£950** from the Dedicated Overview and Scrutiny Budget.

**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.