

FINANCE AND EFFICIENCY PORTFOLIO

DECISION SCHEDULE



Tuesday, 9 December 2008

at 10.00 am

in Committee Room B,
Civic Centre, Hartlepool

Councillor Payne, Cabinet Member responsible for Finance and Efficiency will consider the following items.

1. KEY DECISIONS

None

2. OTHER ITEMS REQUIRING DECISION

- 2.1 Financial Inclusion Developments - *Chief Financial Officer*
- 2.2 Council Tax Base 2009/10 – *Chief Financial Officer*
- 2.3 Proposed Inscription Changes To The Victory Square War Memorial - *Head of Procurement, Property and Public Protection*
- 2.4 Repairs To St Hilda's Church Clock - *Head of Procurement, Property and Public Protection*
- 2.5 Tall Ships – Procurement Of Medical Services - *Head of Procurement, Property and Public Protection*
- 2.6 Land At Maxwell Road, Hartlepool - *Head of Procurement, Property and Public Protection*

3. ITEMS FOR INFORMATION

- 3.1 Chief Executive's Departmental Plan 2008/09 – 2nd Quarter Monitoring Report - *Chief Financial Officer, Chief Solicitor and Director of Neighbourhood Services*

4. REPORTS FROM OVERVIEW OF SCRUTINY FORUMS

None

5. LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) ORDER 2006

EXEMPT ITEMS

Under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in the paragraphs referred to below of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006

6. KEY DECISION

None

7. OTHER ITEMS REQUIRING DECISION

- 7.1 Land Corner of Green Street and Burn Road (Para 3) - *Head of Procurement, Property and Public Protection*
- 7.2 Proposed Grazing Licence Brenda Road (Para 3) - *Head of Procurement, Property and Public Protection and Head of Community Safety and Prevention*

FINANCE & EFFICIENCY PORTFOLIO

Report to Cllr. R. Payne

9 December 2008



Report of: Chief Financial Officer

Subject: Financial Inclusion Developments

SUMMARY

1.0 PURPOSE OF REPORT

1.1 This report seeks to advise the Portfolio Holder of the policies and practices operating within Revenues & Benefits designed to provide sustained levels of support to the residents of Hartlepool during the current economic down turn.

2.0 SUMMARY OF CONTENTS

2.1 The report describes the established strategies within Revenues & Benefits that have developed over recent years in an effort to maximise financial resources of families to improve lifestyle opportunities and make the service more accessible to those that need it most.

2.2 The report goes on to set out further developments to respond to the impact of the 'credit crunch' and further enhance the service.

3.0 RELEVANCE TO PORTFOLIO MEMBER

3.1 The Council's arrangements for minimising financial hardship through appropriate and targeted support initiatives are of relevance to the Finance and Efficiency Portfolio Holder.

4.0 TYPE OF DECISION

4.1 The decision is considered to be a non-key decision.

5.0 DECISION MAKING ROUTE

5.1 The Finance & Efficiency Portfolio Holder only.

6.0 DECISION(S) REQUIRED

- 6.1 That the Portfolio Holder approves the measures set out to enhance the service to those at risk.

Report of: Chief Financial Officer

Subject: Financial Inclusion Developments

1. PURPOSE OF REPORT

1.1 This report seeks to advise the Portfolio Holder of the policies and practices operating within the Revenues & Benefits Team designed to provide sustained levels of support to the residents of Hartlepool during the current economic down turn.

2. BACKGROUND

2.1 Delivering a 'valued' Revenues & Benefits Service in a Borough with high levels of deprivation is a real challenge. Whilst high levels of performance and low costs of administration are a priority, they mean little to the people of Hartlepool who are experiencing financial hardship.

2.2 The Council has long recognised this and understood that for the Revenues & Benefits Service to be valued by the people of Hartlepool, it must not only be efficient and effective, it must also be responsive to the needs of individuals. This means that as a front-line service, we must understand and appreciate the problems and issues being faced by the people of Hartlepool today, and respond accordingly by providing packages of help and support.

2.3 To some extent this has been achieved in recent years by working more closely with local partners and support groups who have helped shaped the way Revenues & Benefits is currently delivered.

2.4 However, workload evidence from the last six months indicates that the effects of the current economic downturn are beginning to have a significant impact on the people of Hartlepool. Benefit applications have increased by 45% on the same period last year and repossessions in the Borough have almost doubled. Businesses are struggling to survive the combined impact of the empty property rate and the economic down turn. As a result, collection levels for both council tax and business rates are suffering. It is pleasing to note the changes in the chancellor's pre-budget report and the inclusion of some level of relief for empty commercial properties for 2009/10.

2.5 The effects of the economic down turn mean that Revenues & Benefits must again review and further tailor the delivery of its'

services to meet these new challenges. The established packages of support need to be supplemented and enhanced with new initiatives that will provide targeted and sustained help to those most affected.

3. ESTABLISHED POLICIES AND PRACTICES

3.1 The Revenues & Benefits Anti-Poverty Policy was developed in 2004, in conjunction with our partners Housing Hartlepool, West View Advice Agency and the Citizen's Advice Bureau (CAB). It cemented a closer, more transparent working relationship with our partners, in that it detailed the Council's approach to debt recovery and benefits administration. The Policy was the fore runner of our financial inclusion practices and the catalyst for the development of many of the initiatives detailed within this report. It is a 'living' document, being continually updated to reflect the adoption of new practices and procedures.

3.2 The Policy provides an 'umbrella' under which genuine hardship cases are dealt with by formally prioritising debts and thereby providing a framework within which officers can deal effectively and independently with hardship cases.

3.3 The following are initiatives that were established on the back of the Anti-Poverty Policy, were introduced primarily to break down barriers and make the Revenues & Benefits Service more accessible to those who most need support.

3.4 Mobile benefits service

3.4.1 Now in its third year, the mobile benefits service allows visiting officers to collect and verify evidence, and process benefit applications in claimants' homes or other community venues. Provided all the supporting evidence is available at the time of the visit, the officer can provide the claimant with an indicative benefit amount at the end of the process.

3.4.2 The introduction of this initiative has not only improved performance through the reduction of processing times, it has helped to engender a greater understanding of our claimants' needs. By encouraging face to face contact with claimants, our visiting officers feel more accountable for processing a claim. They no longer see an application form - they now see a vulnerable individual or family and recognise the difference a quick and accurately processed benefit claim will make to their lives. As a natural progression from the assessment process, our benefits officers will now go that 'extra mile,' investigating other sources of help and support that may benefit the claimant.

3.4.3 The introduction of wireless technology to support the mobile benefit service also enabled the introduction of weekly outreach surgeries at

local housing offices, allowing claimants to make a benefit claim or resolve any council tax enquiries on 'neutral' ground.

3.5 Recovery & Money Advice Liaison Officer

3.5.1 Our dedicated Recovery & Money Advice Liaison Officer was appointed to primarily act as a point of contact for the CAB and West View Resource Centre in providing up to date information on individual cases caught up in the benefit assessment process or the recovery and enforcement cycle.

3.5.2 The officer also receives referrals of individuals experiencing hardship and initially will attempt to maximise their income by ensuring that they are claiming their full benefit entitlement. Any debts owed by the individual to the Council and/or Housing Hartlepool are then amalgamated so that an acceptable arrangement for payment can be agreed between the parties. Those arrangements are monitored individually by the Recovery & Money Advice Liaison Officer, with any necessary follow up work being undertaken accordingly.

3.6 Benefits Liaison Officer

3.6.1 The Benefits Liaison Officer role was introduced in 2004, with a general remit of building links with local landlords to improve housing standards in the Borough. This remit naturally progressed into the establishment of the quarterly Landlord Forums, which proved to be a useful way of disseminating housing benefit information to private landlords.

3.6.2 The officer's role has now developed to working closely with the private landlords to obtain and sustain problematic tenancies, particularly where there are disaffection issues.

3.6.3 The role has become so valued by landlords that they also refer tenants about to be evicted to the officer, to ensure that the tenant's benefit entitlement has been maximised. Many pre eviction cases have been resolved at this stage by either correcting the benefit assessment or helping the tenant make a claim for a discretionary housing payment. If unsuccessful at this stage, the officer will also attempt to renegotiate the rent levels on behalf of the tenant.

3.7 Community Engagement Officer

3.7.1 During 2005/06, Revenues & Benefits contributed to the Council's second Local Public Service Agreement (LPSA II) via a programme of work that focused on raising awareness and encouraging take-up of council tax reductions amongst 'vulnerable' groups.

3.7.2 The LPSA II pump priming funding covered the appointment of a dedicated Community Engagement Officer whose remit was to forge

links with community groups supporting vulnerable residents and increase the take-up of disabled band, carers and severe mental impairment reductions.

- 3.7.3 Through numerous promotional events and initiatives, the officer has been successful in dramatically increasing take-up of the vulnerable reductions and has thereby secured a significant proportion of the overall reward grant. It had been hoped that this funding could be used to continue this role but given the overall position of the Council's budget, this may not be possible. However, there still exists a need to provide this service and it is suggested that the Department's managed underspend be set aside to fund the role in future years.

3.8 Hartlepool Financial Inclusion Partnership

- 3.8.1 Joint working with stakeholders and partner organisations is now a fundamental feature of our service and has been reinforced by membership of Hartlepool's Financial Inclusion Partnership. The Partnership's aim is to increase financial literacy, facilitate effective arrangements for providing advice and guidance to those in need, and to develop effective banking arrangements through the Credit Union.
- 3.8.2 Membership of the Partnership has provided an opportunity to cement relationships with partners and key stakeholders and become involved in community initiatives.
- 3.8.3 The Partnership has also provided a platform for hosting joint exhibitions in local community venues, which have proved to be an effective method of breaking down barriers and making the service more accessible to members of the public.

3.9 Internal Bailiff

- 3.9.1 The Internal Bailiff Unit was established in 2006 in response to concerns from debtors and stakeholder groups about the manner in which private bailiff companies were enforcing council tax and business rates debts on the Council's behalf, and the disproportionate level of fees and costs that were being added to accounts.
- 3.9.2 The Unit complimented the Revenues & Benefits Service anti-poverty approach to collecting debt in that the internal bailiff would take a holistic view of the individual's financial circumstances, identifying genuine hardship cases, and providing assistance by referring cases through to the appropriate support channels.

4. FUTURE INITIATIVES

4.1 The following initiatives are to be introduced in the short to medium term in an attempt to minimize the effects of the current economic down turn on the residents of Hartlepool.

4.2 Promotion of Credit Union bank accounts

4.2.1 The initiative has largely been driven by the introduction of Local Housing Allowance (LHA) and the need to engender financial education / budget management skills within the Borough. The Credit Union will launch a new type of bank account in the New Year that will support debit card and ATM facilities as well as direct debit payments, all of which are central to encouraging budget management.

4.2.2 In an attempt to raise awareness of the new accounts the Council will be supporting the Credit Union by undertaking an extensive promotional campaign during the launch period. Central to the campaign will be a one-off £20 payment to all LHA customers setting up one of the new accounts. Again, it is hoped to fund this from the Department's managed underspend.

4.2.3 After the launch of the new accounts the Council will work closely with the Credit Union to encourage LHA claimants to receive their payments by Bacs transfer.

4.2.4 In addition, the appeal of the new type of bank account to a wider audience within the Borough will provide the Council with an excellent opportunity to undertake a benefit take-up campaign, targeted at the Credit Union's new customers who are likely to be on a low income.

4.3 Extension of the Community Engagement role

4.3.1 Whilst the LPSA II programme of work ceases in March 2009 along with funding for the Community Engagement role, officers are currently investigating ways of continuing to fund the role through the working neighbourhood fund, supplemented where necessary from a managed revenue underspend.

4.3.2 In addition to continuing to support benefit and council tax reduction take-up initiatives, the remit of the role will be extended to include the coordination of the Hartlepool Financial Inclusion Partnership and their associated initiatives.

4.4 Money management education for secondary schools

4.4.1 In conjunction with Housing Hartlepool, the Council is in the early stages of developing a financial awareness scheme amongst secondary school students. This initiative will also include the development of a more specialised programme of money management education for the pupils at Catcote School.

- 4.4.2 The scheme will be supplemented by targeted money management information aimed at young people, available on the Council's website.

4.5 'Hotspots' referral scheme

- 4.5.1 Together with other front-line services and agencies in Hartlepool, Revenues & Benefits is supporting the National Energy Action (NEA) and Energy Savings Trust Advice Hoptspots scheme. The scheme which is currently being piloted in Hartlepool is a referral framework for front-line agencies working to improve home comfort and safety, maximise benefit take up, reduce health inequalities, and combat fuel poverty.

- 4.5.2 In their front-line service role, the participants of the scheme are being asked to identify problems in the home when undertaking visits to customers / claimants i.e. lack central heating; only one room heated; condensation; damp; and cold. The individual or family will then be referred to the Energy Savings Trust who will co-ordinate the help they need. In turn, individuals that appear to be on a low income who may potentially be eligible for benefit or council tax reductions will be referred to Revenues & Benefits.

4.6 Support for Lone Parents

- 4.6.1 Maximising income for lone parent families is a high priority for the Council and the changes to the rules regarding child maintenance provides an excellent opportunity to increase benefit take-up amongst this vulnerable group.

- 4.6.2 Before the changes were introduced, lone parents were often excluded from benefit because of the amount of child maintenance they received. However, from October this year, child maintenance is fully disregarded from the benefit assessment process.

- 4.6.3 To increase awareness of the change the Council will initially be including a flyer with the Housing Hartlepool rent statements, to be issued in January. The changes will also feature in presentations that are being planned for community and support groups.

4.7 Increasing affordable housing

- 4.7.1 Together with the Private Sector Housing Team, Revenues & Benefits are currently working on a scheme to identify empty properties in the area currently owned by out of town landlords. In turn, Housing Hartlepool is proposing that they take over the management of these properties, thereby increasing the amount of affordable housing and addressing regeneration issues.

4.8 Hartfields Development

- 4.8.1 Since the opening of the first phase of the development in September, Revenues & Benefits Officers have maintained a presence at the housing complex, designed for people who need some level of support to live independently. Each Wednesday, representatives from Revenues & Benefits conduct a surgery at Hartfields to give guidance to residents on benefits, council tax and other related issues.

5. RECOMMENDATIONS

- 5.1 That the Portfolio Holder approves the measures and initiatives outlined in the report to provide sustained levels of support to lone parents, pensioners, families and vulnerable individuals within the Borough.
- 5.2 That the Portfolio Holder approves the setting up of a managed revenue underspend, reserved to ensure the continued funding of the initiatives.

FINANCE and EFFICIENCY PORTFOLIO

Report to Cllr. R. Payne

9 December 2008



Report of: Chief Financial Officer

Subject: Council Tax Base 2009/10

SUMMARY

1.0 PURPOSE OF REPORT

The report seeks approval to the calculated Council Tax Base for 2009/10 which will be used for council tax billing purposes.

2.0 SUMMARY OF CONTENTS

The report provides details of the Council's responsibilities for determining the council tax base, explains the tax base calculation and shows details of the calculation for 2009/10.

3.0 RELEVANCE TO PORTFOLIO MEMBER

Following an amendment to the Local Government Finance Act 1992, a Full Council meeting is no longer required to adopt the council tax base, the matter can be dealt with by the relevant cabinet member.

4.0 TYPE OF DECISION

Non-key decision.

5.0 DECISION MAKING ROUTE

To portfolio holder.

6.0 DECISION(S) REQUIRED

Approval of the Council Tax Base for 2009/10.

Report of: Chief Financial Officer

Subject: COUNCIL TAX BASE 2009/10

1. PURPOSE OF REPORT

The report seeks approval to the calculated Council Tax Base for 2009/10 which will be used for council tax billing purposes.

2. BACKGROUND

- 2.1** The Council is required by law to calculate its Council Tax Base for the forthcoming year, and inform the major precepting authorities (Cleveland Police Authority and Cleveland Fire Authority) and local precepting authorities (Parish Councils), before 31st January, 2009. The Council Tax Base is expressed as the number of band D equivalent properties.
- 2.2** The amount of Council Tax levied on each band D property located in the Borough of Hartlepool is determined by dividing the total amount of the precepts made by both this Council, the Police Authority and the Fire Authority on the Collection Fund in 2009/10, by the Council Tax Base. The amount of Council Tax payable for other bands is determined by applying a fixed proportion of the band D amount. A separate report on the calculation of the amount of Council Tax payable for each band will be submitted to Council at a later date.

3. CALCULATION OF TAX BASE

- 3.1** To calculate the Council Tax Base it is necessary to:-
- (a)** Calculate "the relevant amount" for the year for each valuation band in the valuation list. For each band this represents the full year equivalent of each chargeable dwelling in that band, taking into account entitlement to disability reductions and discounts.
 - (b)** The relevant amount for each band are expressed in terms of band D equivalents.
 - (c)** The relevant amounts for each band are then added together and the total is multiplied by the Council's estimated collection rate for the year.

3.2 The following formula is used when determining the relevant amount for each valuation band:-

$$((S \times 0.75) + (D \times 0.5) + (E \times 0.9) + N) \times F/G \quad \text{where}$$

S is the estimated number of chargeable dwellings in that band with a single occupancy discount,

D is the estimated number of chargeable dwellings in that band with a 50% discount,

E is the estimated number of chargeable dwellings in that band with a 10% discount,

N is the estimated number of chargeable dwellings in that band with no discounts,

F is the ratio applicable to that band in relation to Band D,

G is the ratio applicable to band D (9).

A statement showing the calculation of the Council Tax Base for the Borough of Hartlepool is shown at **Appendix 1**.

3.3 The Council has made significant and sustained progress in improving its in-year collection in the last 5 years. This had enabled the Council to reduce its non-collection rate by 0.5%. But, given the increasing severity of the economic climate and the impact on households, I do not think it prudent to continue with this level for the coming year. In the circumstances the assumed non-collection rate should prudently be set at 1.5%. In practice, this is unlikely to have any negative financial impact on the Council as there has been a small but significant increase in the tax base to broadly cover this increase in the non-collection rate.

3.4 **Appendices 2 to 9** are attached to show the statement of calculation of the Council Tax Bases for the various Parishes who levy precepts on the collection fund. The calculations follow the same principles as those adopted in the calculation of the Council Tax Base for the whole Borough. As it is necessary to request details of precepts from the Parishes, tax base calculation information has been transmitted, on a provisional basis, to the various Chairpersons in advance of your meeting.

4. RECOMMENDATIONS

- a) Approval of a Council Tax Base for 2009/10 of **27621.8**
- b) Approve a Council Tax Base for those Parishes capable of levying a precept upon the Council's General Fund:

Brierton	12.1	Greatham	668.1
Claxton	15.5	Hart	296.5
Dalton Piercy	103.2	Newton Bewley	32.9
Elwick	402.3		
Headland	1006.9		

HARTLEPOOL BOROUGH COUNCIL
CALCULATION OF TAX BASE 2009/10

Appendix 1

line	VALUATION BAND	@	A	B	C	D	E	F	G	H	TOTAL	
1	No. of properties in band		24,395	6,208	5,595	2,870	1,402	564	402	46	41482	
2	Exempt dwellings		835	141	126	48	18	11	9	0	1188	
3	Demolished dwellings		0	0	0	0	0	0	0	0	0	
4	CHARGEABLE DWELLINGS		23560	6067	5469	2822	1384	553	393	46	40294	
5	Disabled reductions		102	67	48	40	20	4	13	15	309	
6	Effectively chargeable	102	67	48	40	20	4	13	15	0	309	
7	ADJ CHARGEABLE DWELLINGS	102	23525	6048	5461	2802	1368	562	395	31	40294	
8	25% discounts	30	11669	2036	1357	541	204	69	47	2	15955	
9	50% discounts	9	666	109	54	43	12	20	19	0	932	
10	10% Discount (Second Homes)	0	183	48	33	15	4	3	4	2	292	
11	No discounts	63	11007	3855	4017	2203	1148	470	325	27	23115	
12	TOTAL EQUIVALENT DWELLINGS	90	20256.45	5479.7	5091.45	2643.75	1310.6	534.45	373.35	30.3	35810.05	
13	Ratio to Band D	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9		
14	BAND D EQUIVALENTS	50.00	13504.30	4261.99	4525.73	2643.75	1601.84	771.98	622.25	60.60	28042.45	
					Estimated collection rate (%)							98.5
					Council Tax Base							27621.8

BRIERTON
CALCULATION OF TAX BASE 2009/10

Appendix 2

line	VALUATION BAND	@	A	B	C	D	E	F	G	H	TOTAL
1	No. of properties in band		0	4	5	2	3	0	0	0	14
2	Exempt dwellings		0	0	0	0	0	0	0	0	0
3	Demolished dwellings		0	0	0	0	0	0	0	0	0
4	CHARGEABLE DWELLINGS		0	4	5	2	3	0	0	0	14
5	Disabled reductions		0	0	0	0	0	0	0	0	0
6	Effectively chargeable	0	0	0	0	0	0	0	0	0	0
7	ADJ CHARGEABLE DWELLINGS	0	0	4	5	2	3	0	0	0	14
8	25% discounts	0	0	1	2	1	0	0	0	0	4
9	50% discounts	0	0	0	0	0	0	0	0	0	0
10	10% discounts (second homes)	0	0	0	0	0	0	0	0	0	0
11	No discounts	0	0	3	3	1	3	0	0	0	10
12	TOTAL EQUIVALENT DWELLINGS	0.00	0.00	3.75	4.50	1.75	3.00	0.00	0.00	0.00	13
13	Ratio to Band D	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
14	BAND D EQUIVALENTS	0.00	0.00	2.92	4.00	1.75	3.67	0.00	0.00	0.00	12.33

Estimated collection rate (%)

98.5

Council Tax Base

12.1

CLAXTON
CALCULATION OF TAX BASE 2009/10

Appendix 3

line	VALUATION BAND	@	A	B	C	D	E	F	G	H	TOTAL
1	No. of properties in band	0	4	0	1	4	2	2	1	1	15
2	Exempt dwellings	0	0	0	0	0	0	0	0	0	0
3	Demolished dwellings	0	0	0	0	0	0	0	0	0	0
4	CHARGEABLE DWELLINGS	0	4	0	1	4	2	2	1	1	15
5	Disabled reductions	0	0	0	0	0	0	0	0	0	0
6	Effectively chargeable	0	0	0	0	0	0	0	0	0	0
7	ADJ CHARGEABLE DWELLINGS	0	4	0	1	4	2	2	1	1	15
8	25% discounts	0	0	0	1	1	0	0	0	0	2
9	50% discounts	0	1	0	0	0	0	0	0	0	1
10	10% discounts (second homes)	0	0	0	0	0	0	0	0	0	0
11	No discounts	0	3	0	0	3	2	2	1	1	12
12	TOTAL EQUIVALENT DWELLINGS	0	3.5	0	0.75	3.75	2	2	1	1	14
13	Ratio to Band D	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
14	BAND D EQUIVALENTS	0.00	2.33	0.00	0.67	3.75	2.44	2.89	1.67	2.00	15.75

Estimated collection rate (%)

98.5

Council Tax Base

15.5

DALTON PIERCY
CALCULATION OF TAX BASE 2009/10

Appendix 4

line	VALUATION BAND	@	A	B	C	D	E	F	G	H	TOTAL
1	No. of properties in band		6	10	16	12	35	12	10	0	101
2	Exempt dwellings		0	0	1	0	1	0	0	0	2
3	Demolished dwellings		0	0	0	0	0	0	0	0	0
4	CHARGEABLE DWELLINGS		6	10	15	12	34	12	10	0	99
5	Disabled reductions		0	0	0	0	0	0	0	0	0
6	Effectively chargeable	0	0	0	0	0	0	0	0	0	0
7	ADJ CHARGEABLE DWELLINGS	0	6	10	15	12	34	12	10	0	99
8	25% discounts	0	4	3	7	4	8	0	2	0	28
9	50% discounts	0	0	2	0	0	0	0	0	0	2
10	10% discounts (second homes)	0	0	0	0	0	0	0	0	0	0
11	No discounts	0	2	5	8	8	26	12	8	0	69
12	TOTAL EQUIVALENT DWELLINGS	0.00	5.00	8.25	13.25	11.00	32.00	12.00	9.50	0.00	91.00
13	Ratio to Band D	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
14	BAND D EQUIVALENTS	0.00	3.33	6.42	11.78	11.00	39.11	17.33	15.83	0.00	104.81

Estimated collection rate (%)

98.5

Council Tax Base

103.2

ELWICK
CALCULATION OF TAX BASE 2009/10

Appendix 5

line	VALUATION BAND	@	A	B	C	D	E	F	G	H	TOTAL
1	No. of properties in band		29	33	66	83	42	34	63	28	378
2	Exempt dwellings		1	3	0	2	1	2	1	0	10
3	Demolished dwellings		0	0	0	0	0	0	0	0	0
4	CHARGEABLE DWELLINGS		28	30	66	81	41	32	62	28	368
5	Disabled reductions	0	0	0	0	0	0	0	0	1	1
6	Effectively chargeable	0	0	0	0	0	0	0	1	0	1
7	ADJ CHARGEABLE DWELLINGS	0	28	30	66	81	41	32	63	27	368
8	25% discounts	0	16	7	20	17	14	6	7	1	88
9	50% discounts	0	6	1	1	3	0	0	1	0	12
10	10% discounts	0	3	0	0	1	0	0	1	2	7
11	No discounts	0	3	22	45	60	27	26	54	24	261
12	TOTAL EQUIVALENT DWELLINGS	0.00	20.70	27.75	60.50	75.15	37.50	30.50	60.65	26.55	339.30
13	Ratio to Band D	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
14	BAND D EQUIVALENTS	0.00	13.80	21.58	53.78	75.15	45.83	44.06	101.08	53.10	408.38

Estimated collection rate (%)

98.5

Council Tax Base

402.3

GREATHAM
CALCULATION OF TAX BASE 2009/10

Appendix 6

line	VALUATION BAND	@	A	B	C	D	E	F	G	H	TOTAL
1	No. of properties in band		178	427	184	77	34	9	6	1	916
2	Exempt dwellings		3	6	4	1	1	0	1	0	16
3	Demolished dwellings		0	0	0	0	0	0	0	0	0
4	CHARGEABLE DWELLINGS		175	421	180	76	33	9	5	1	900
5	Disabled reductions		3	7	0	1	1	0	0	1	13
6	Effectively chargeable	3	7	0	1	1	0	0	1	0	13
7	ADJ CHARGEABLE DWELLINGS	3	179	414	181	76	32	9	6	0	900
8	25% discounts	0	98	145	33	20	4	2	1	0	303
9	50% discounts	0	3	4	1	1	0	0	1	0	10
10	10% discounts	0	1	1	0	0	0	0	0	0	2
11	No discounts	3	77	264	147	55	28	7	4	0	585
12	TOTAL EQUIVALENT DWELLINGS	3	152.90	375.65	172.25	70.50	31.00	8.50	5.25	0.00	819.05
13	Ratio to Band D	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
14	BAND D EQUIVALENTS	1.67	101.93	292.17	153.11	70.50	37.89	12.28	8.75	0.00	678.30

Estimated collection rate (%)

98.5

Council Tax Base

668.1

HART
CALCULATION OF TAX BASE 2009/10

Appendix 7

line	VALUATION BAND	@	A	B	C	D	E	F	G	H	TOTAL
1	No. of properties in band		15	82	90	41	37	34	24	0	323
2	Exempt dwellings		0	2	3	0	0	0	1	0	6
3	Demolished dwellings		0	0	0	0	0	0	0	0	0
4	CHARGEABLE DWELLINGS		15	80	87	41	37	34	23	0	317
5	Disabled reductions		0	0	1	0	0	0	0	0	1
6	Effectively chargeable	0	0	1	0	0	0	0	0	0	1
7	ADJ CHARGEABLE DWELLINGS	0	15	81	86	41	37	34	23	0	317
8	25% discounts	0	8	27	27	7	5	2	4	0	80
9	50% discounts	0	0	2	4	1	1	0	0	0	8
10	10% discounts (second homes)	0	1	0	0	1	0	0	0	0	2
11	No discounts	0	6	52	55	32	31	32	19	0	227
12	TOTAL EQUIVALENT DWELLINGS	0.00	12.90	73.25	77.25	38.65	35.25	33.50	22.00	0.00	292.80
13	Ratio to Band D	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
14	BAND D EQUIVALENTS	0.00	8.60	56.97	68.67	38.65	43.08	48.39	36.67	0.00	301.03

Estimated collection rate (%)

98.5

Council Tax Base

296.5

NEWTON BEWLEY
CALCULATION OF TAX BASE 2009/10

Appendix 8

line	VALUATION BAND	@	A	B	C	D	E	F	G	H	TOTAL
1	No. of properties in band		2	1	9	6	9	5	0	1	33
2	Exempt dwellings		0	0	0	0	1	0	0	0	1
3	Demolished dwellings		0	0	0	0	0	0	0	0	0
4	CHARGEABLE DWELLINGS		2	1	9	6	8	5	0	1	32
5	Disabled reductions	0	0	0	1	0	0	0	0	0	1
6	Effectively chargeable	0	0	1	0	0	0	0	0	0	1
7	ADJ CHARGEABLE DWELLINGS	0	2	2	8	6	8	5	0	1	32
8	25% discount	0	0	0	3	0	2	0	0	0	5
9	50% discount	0	1	0	0	0	0	0	0	0	1
10	10% discount (second homes)	0	0	0	0	0	0	0	0	0	0
11	No discounts	0	1	2	5	6	6	5	0	1	26
12	TOTAL EQUIVALENT DWELLINGS	0.00	1.50	2.00	7.25	6.00	7.50	5.00	0.00	1.00	30.25
13	Ratio to Band D	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
14	BAND D EQUIVALENTS	0.00	1.00	1.56	6.44	6.00	9.17	7.22	0.00	2.00	33.39

Estimated collection rate (%)

98.5

Council Tax Base

32.9

HEADLAND
CALCULATION OF TAX BASE 2009/10

Appendix 9

line	VALUATION BAND	@	A	B	C	D	E	F	G	H	TOTAL
1	No. of properties in band		1304	288	76	22	7	3	1	0	1701
2	Exempt dwellings		30	3	1	4	1	0	0	0	39
3	Demolished dwellings		0	0	0	0	0	0	0	0	0
4	CHARGEABLE DWELLINGS		1274	285	75	18	6	3	1	0	1662
5	Disabled reductions		4	3	0	0	0	0	0	0	7
6	Effectively chargeable	4	3	0	0	0	0	0	0	0	7
7	ADJ CHARGEABLE DWELLINGS	4	1273	282	75	18	6	3	1	0	1662
8	25% discounts	1	651	87	18	2	1	0	0	0	760
9	50% discounts	0	24	7	0	5	0	2	0	0	38
10	10% discounts (second homes)	0	11	1	2	0	0	0	0	0	14
11	No discounts	3	587	187	55	11	5	1	1	0	850
12	TOTAL EQUIVALENT DWELLINGS	3.75	1097.15	256.65	70.30	15.00	5.75	2.00	1.00	0.00	1451.60
13	Ratio to Band D	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
14	BAND D EQUIVALENTS	2.08	731.43	199.62	62.49	15.00	7.03	2.89	1.67	0.00	1022.21

Estimated collection rate (%)

98.5

Council Tax Base

1006.9

FINANCE AND EFFICIENCY PORTFOLIO

Report to Portfolio Holder

9 December 2008



Report of: Head of Procurement, Property and Public Protection

Subject: PROPOSED INSCRIPTION CHANGES TO THE VICTORY SQUARE WAR MEMORIAL

SUMMARY

1. PURPOSE OF REPORT

To request the Portfolio Holder's approval to change one name and add another to the Victory Square War Memorial.

2. SUMMARY OF CONTENTS

Outline the reasoning behind the request.

3. RELEVANCE TO PORTFOLIO MEMBER

Falls within the asset management remit of the Portfolio Holder.

4. TYPE OF DECISION

Non Key Decision.

5. DECISION MAKING ROUTE

Finance and Efficiency Portfolio Holder 9th December 2008.

6. DECISION(S) REQUIRED

That the Portfolio holder approves the request to make the changes.

Report of: Head of Procurement, Property and Public Protection

Subject: PROPOSED INSCRIPTION CHANGES TO THE VICTORY SQUARE WAR MEMORIAL

1. PURPOSE OF REPORT

1.1 To request the Portfolio Holder's approval to change one name and add another to the Victory Square War Memorial.

2. BACKGROUND

2.1 Restoration work was recently completed to the War Memorial situated within Victory Square in time for remembrance Sunday.

2.2 The works involved the repair and re-alignment of the base slabs and steps and specialist cleaning of the granite obelisk and the four raised stone memorials or cippi. The bronze commemorative plaques were restored and protected using a specialist wax treatment to achieve the correct patina.

2.3 The works were funded by Hartlepool Borough Council and the Wolfson Trust / English Heritage.

2.4 An Accredited Conservation Architect was appointed to oversee the works in accordance with the requirements of the Wolfson Trust and English Heritage.

2.5 The scheme was procured via the strategic construction partnership using the in-house partner and specialist conservator.

2.6 During the procurement and construction phases of the work we were contacted by two parties one requesting a name change the other the addition of a name.

2.7 The first party a Mr D. J. Daniel has requested the change of his relative's inscription. The inscription reads Daniels Gilbert 'Gypsy'. Mr Daniel has two issues with this in that the surname should be Daniel and objects to the nickname 'Gypsy'. Mr Gilbert Daniel is also commemorated at the Holy Trinity Church Seaton Carew. In this instance he is commemorated correctly.

- 2.8 Flying officer Gilbert Daniel serial number 151788 was attached to 10th squadron R.A.F and died during a raid on Laval on 10th June 1944. He was 22 years old.
- 2.9 The second request came from a Mr J. D. Whitfield in respect of his uncle Private Arthur Carrigan Hogson whose name does not appear on the memorial.
- 2.10 Private A. C. Hodgson serial no. 963839 died on 21st. September 1944 when the ship on which he was travelling in the Far East was torpedoed by a Japanese submarine. He was 27 years old .
- 2.11 Local Authorities have a power to incur reasonable expenditure in the “maintenance, repair and protection” of a memorial but not conversely to provide or erect a war memorial. Section 133(2) of the Local Government Act, 1948 (which largely replaced the earlier provisions contained in The War Memorials (Local Authorities Powers) Act, 1923) covers explicitly those matters upon which expenditure can be incurred, including the “alteration” of any memorial but also “the correction of any error or omission in the inscription on any such memorial”.
- 2.12 We had planned to seek permission to carry out these alterations while the main contract was still on site but the research to corroborate the information supplied has taken some time to complete.

3. PROPOSALS

- 3.1 To arrange for the original contractor to return to site and carry out the alterations to the War Memorial on a change order to the original contract.
- 3.2 The name alteration is a simple operation and involves carefully grinding out the changes, cleaning the bronze and applying the protective wax to match the existing patina.
- 3.3 The additional name is a little more problematic. Each of the existing bronze commemorative plaques is cast in one piece with names in alphabetical order. There is however one blank panel. We propose to have the name cast individually and mechanically fixed to the panel. This gives us the option to add further names if required in the future. These will however be added in date order and not alphabetically.

4. FINANCIAL IMPLICATIONS.

- 4.1 These additional works can be carried out within the revised budget agreed at Cabinet on Tuesday 27th May 2008.

5. RECOMMENDATIONS

- 5.1 That the Portfolio Holder approves the request to make the changes.

6. CONTACT OFFICER

- 6.1 Colin Bolton
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FINANCE AND EFFICIENCY PORTFOLIO

Report to Portfolio Holder

9 December 2008



Report of: Head of Procurement Public Protection and Property Services

Subject: REPAIRS TO ST HILDA'S CHURCH CLOCK

SUMMARY

1. PURPOSE OF REPORT

To inform the Portfolio Holder of a range of essential repairs to the Grade 1 listed St Hilda's Church Clock and seek approval to fund the repairs from the Planned Maintenance Programme.

2. SUMMARY OF CONTENTS

Gives details with regards to: -

- Background of responsibility for repairs
- Proposed scope of works
- Proposed funding arrangements

3. RELEVANCE TO PORTFOLIO MEMBER

Portfolio holder has responsibility for the Council's land and property assets.

4. TYPE OF DECISION

Non key.

5. DECISION MAKING ROUTE

Finance and Efficiency Portfolio Holder only.

6. DECISION(S) REQUIRED

That the Portfolio Holder notes the report and approves that works be undertaken and funded from the Planned Maintenance Programme.

Report of: Head of Procurement Public Protection and Property Services

Subject: REPAIRS TO ST HILDA'S CHURCH CLOCK

1. PURPOSE OF REPORT

- 1.1 To inform the Portfolio Holder of a range of essential repairs to the Grade 1 listed St Hilda's Church Clock and seek approval to fund the repairs from the Planned Maintenance Programme.

2. BACKGROUND

- 2.1 Hartlepool Borough Council is responsible for the maintenance of St Hilda's Church clock including dials and associated movements.
- 2.2 Relevant Legislation in relation to this responsibility includes:
- Local Government Act 1972 (section 215) – where a churchyard has been closed by 'Order in Council' maintenance responsibility can be transferred from the Parochial Church Council (PCC) to the Local Authority, subject to the service of appropriate notices.
- 2.3 St Hilda's Church is a site where responsibility for maintenance of structures, including the clock and grounds, have been transferred to the (Council Resources Board on 15th August 2000).
- 2.4 During annual routine maintenance, significant corrosion and metalwork loss to the 2 clock dials affecting the stonework and fixing positions have been noted. In addition repairs are required to the Chimes striking hammer.
- 2.5 St Hilda's Church is a building of significant local and national interest. It is both Grade 1 listed and sits within a conservation area.

3. PROPOSALS

- 3.1 Repairs to the striking hammer and clock system: -
- To dismantle and wire brush the hammer, to repair as necessary, reassemble, re-paint and lubricate as necessary
 - To refit this component and set up the clock system.

3.2 Repairs to the 2 clock dials including: -

- Remove the dial fixings.
- To shot blast the dials and hands back and front, back to a clean, adherent metal surface
- To manufacture and fit new cast iron components and stainless steel dial fixings
- To prime and finish metal surfaces and gild the dials and hands

3.3 Renewal of localised stonework positions including: -

- Stones damaged by the clock fixings are to be extracted and replaced like for like with new natural magnesian sandstone.

4. RISK IMPLICATIONS

4.1 Works identified are essential to ensure the continued safety of both Church staff and visitors.

4.2 Proposed remedial works are necessary to ensure the continued operational nature of a facility of both significant local and national interest.

5. FINANCIAL CONSIDERATIONS

5.1 Proposed works are anticipated to cost in the region of £25,000 and can be funded from the uncommitted part of 2008/2009 Corporate Revenue Planned Maintenance Budget.

6. RECOMMENDATIONS

6.1 That the Portfolio Holder notes the report and approves that works be undertaken and funded from the Planned Maintenance Programme.

7. CONTACT OFFICER

7.1 Albert Williams
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FINANCE AND EFFICIENCY PORTFOLIO
Report to Portfolio Holder
9 December 2008



Report of: Head of Procurement, Property and Public Protection

Subject: TALL SHIPS – PROCUREMENT OF MEDICAL SERVICES

SUMMARY

1. PURPOSE OF REPORT

To seek Portfolio Holder's approval to an exception from the Council's Contract Procedure Rules in respect of medical services for the Tall Ships Event.

2. SUMMARY OF CONTENTS

The report highlights the various medical services required, their scale in relation to the event and a recommendation of how they could be provided.

3. RELEVANCE TO PORTFOLIO MEMBER

Portfolio Holder is procurement champion.

4. TYPE OF DECISION

Non Key.

5. DECISION MAKING ROUTE

Portfolio Holder only.

6. DECISION(S) REQUIRED

That the Portfolio Holder approves the exception to the Council's Contract Procedure Rules in procuring medical services for the Tall Ships Event.

Report of: Head of Procurement, Property and Public Protection

Subject: TALL SHIPS – PROCUREMENT OF MEDICAL SERVICES

1. PURPOSE OF REPORT

1.1 To seek Portfolio Holder's approval to an exception from the Council's Contract Procedure Rules in respect of medical services for the Tall Ships Event.

2. BACKGROUND

2.1 The scale of Tall Ships event is unlike anything that Hartlepool has planned for before and therefore we need to be able to depend on the quality of the expertise and knowledge of those we work with, drawing on our existing partnership working.

2.2 There is a need to prepare for both major and minor emergencies or incidents occurring at the Tall ships event.

3. CONSIDERATIONS

3.1 The tripartite working arrangement that the Council currently has in place with the North East Ambulance Service (NEAS), British Red Cross and St John's Ambulance can bring to the event expertise and knowledge, gained through working and exercising together over several years.

3.2 The medical services tripartite working system is tried and tested as a coordinated service, particularly in the North East e.g. Great North Run, but also elsewhere, e.g. Liverpool Tall Ships.

3.3 The medical services tripartite arrangement ensures that there is effective pre-planning (at no extra cost), Command and Control familiarisation and compatibility of equipment, thus providing resilient telecommunications.

3.4 British Red Cross and St John's Ambulance are able to provide between 80 and 100 trained first aiders per day from the Teesside and North East area, with others in reserve. This is an extremely large commitment by a first aid and medical services provider. The resources are of course, in the main, people from the locality.

- 3.5 The Tall Ships Safety Advisory Group is wanting the best emergency services and medical cover for Hartlepool and the event, to ensure that health and safety legislation is not compromised and due cognizance is taken of the implications of the Corporate Manslaughter legislation. The group has already been working with the Partnership in planning the event.

4. FINANCIAL CONSIDERATIONS

- 4.1 The present tripartite arrangements have quoted a cost of £61,000 for undertaking required services throughout the event, and this provides good value for money when compared to private sector providers.
- 4.2 The costs associated with the “Health Village” are reduced as they are working with and through Hartlepool PCT and Hartlepool Hospital.
- 4.3 The University Hospital of Hartlepool have agreed as part of the currently agreed medical provision package to increase resources to deal with minor injuries during event and this would need to be renegotiated at potential additional cost if external service providers were used.
- 4.4 If emergency services and/or medical service provision were to be provided on the Tall Ships event site by external providers, the safety of the event would still necessitate the need NEAS, Cleveland Fire Brigade, First Aid Provision (Red Cross, etc) on the extremity of the site, thus potentially increasing costs considerably

5. RISK ASSESSMENT

- 5.1 The Council must not be put in a position of having to respond to a judicial process and the present tripartite medical arrangements and the planning already undertaken with these organisations is aimed at considerably reducing that risk.
- 5.2 The Tall Ships Safety Advisory Group are recommending the use of the tripartite arrangements to minimise risk.

6. CONCLUSIONS

- 6.1 The value of the medical services to be provided would normally require a competitive tender under the Council’s Contract Procedure Rules.
- 6.2 In this instance the Council’s Contract Procedure Rules, it is suggested, cannot compromise safety or increase the risk potential, especially at such a prestigious event which is aimed at enhancing the reputation of Hartlepool, both the council and the town

- 6.3 The costs of the services to be provided by the tripartite arrangements have been tested and prove value for money.

7. ROCOMMENDATIONS

- 7.1 That the Portfolio Holder approves the exception to the Council's Contract Procurement Rules in procuring medical service for the Tall Ships Event.

8. CONTACT OFFICER

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FINANCE AND EFFICIENCY PORTFOLIO

Report to Portfolio Holder

9 December 2008



Report of: Head of Procurement, Property and Public Protection

Subject: LAND AT MAXWELL ROAD, HARTLEPOOL

SUMMARY

1. PURPOSE OF REPORT

To outline a request received for a small area of land to be encompassed into a site for social housing.

2. SUMMARY OF CONTENTS

The open part of the report details the nature of the land in question and the approach that has been made to the Council. The exempt appendix to the report outlines the terms subject to which the transfer is proposed.

3. RELEVANCE TO PORTFOLIO MEMBER

Portfolio Holder has responsibility for the Council's land and property matters.

4. TYPE OF DECISION

Non key

5. DECISION MAKING ROUTE

Portfolio Holder only

6. DECISION(S) REQUIRED

Authority to proceed with the transfer of land subject to the terms proposed.

Report of: Head of Procurement, Property and Public Protection

Subject: LAND AT MAXWELL ROAD, HARTLEPOOL

1. PURPOSE OF REPORT

To outline a request received for a small area of land to be encompassed into a site for social housing.

2. BACKGROUND

2.1 Portfolio Holder may recall that last year Housing Hartlepool purchased the Council's former rent office at Owton Manor. Since this time they have put together plans and have applied for Housing Corporation funding for the development of a new housing scheme on this and adjoining land. This has required extensive land assembly which is now complete. The proposal is that the development would provide seven 2 bed bungalows and twelve 3 bed houses for rental only. The Council would have full nomination rights over all of these properties.

2.2 Since the development proposals were submitted it has emerged that a very small strip of land was not transferred to Housing Hartlepool upon stock transfer. This land is currently adopted footpath but once the scheme is implemented it is not likely that this footpath will be required. Housing Hartlepool have therefore requested that the Council transfers the land to them. The highway would be "stopped up" on the grounds that it is unnecessary.

2.3 The land in question is shown hatched in the plan attached at **Appendix 1**.

3. FINANCIAL CONSIDERATIONS

3.1 The financial implications of this transaction are contained within the attached confidential **Appendix 2**.

This 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, (para 3) information relating to the financial or business affairs of any particular person (including the authority holding that information).

4. RECOMMENDATIONS

- 4.1 That Portfolio Holder grants the Head of Procurement, Property and Public Protection the authority to complete the transfer of land subject to the terms proposed.

5. REASONS FOR RECOMMENDATIONS

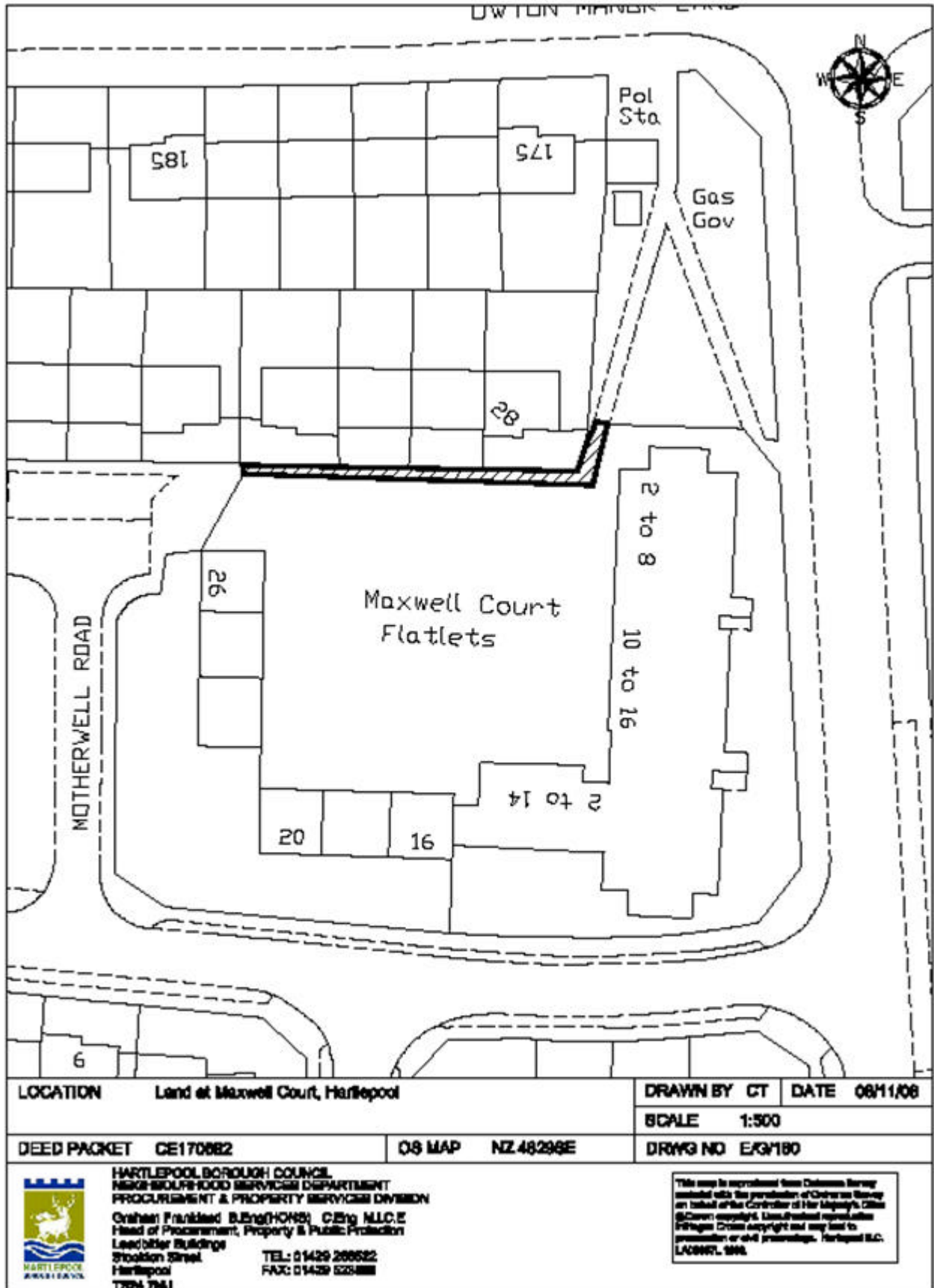
- 5.1 The transfer will enable the development of social housing, including much needed bungalows, over which the Council will have full nomination rights.

6. CONTACT OFFICER

- 6.1 Emma Dixon, Estates Manager
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FINANCE AND EFFICIENCY PORTFOLIO

Report to Portfolio Holder

9 December 2008



Report of: Chief Financial Officer, Chief Solicitor and
Director of Neighbourhood Services

Subject: CHIEF EXECUTIVE'S DEPARTMENTAL PLAN
2008/09 – 2ND QUARTER MONITORING
REPORT

SUMMARY

1. PURPOSE OF REPORT

To inform the Portfolio Holder of the progress made against the Chief Executive's Departmental Plan 2008/09 in the first six months of the year.

2. SUMMARY OF CONTENTS

The progress against the actions contained in the Chief Executive's Departmental Plan 2008/09.

3. RELEVANCE TO PORTFOLIO MEMBER

The Portfolio Member has responsibility for performance management issues in relation to finance, legal services and procurement

4. TYPE OF DECISION

Non-key.

5. DECISION MAKING ROUTE

Portfolio Holder meeting 9 December 2008.

6. DECISION REQUIRED

Achievement on actions be noted and new target dates agreed.

Report of: Chief Financial Officer, Chief Solicitor and
Director of Neighbourhood Services

Subject: CHIEF EXECUTIVE'S DEPARTMENTAL PLAN
2008/09 – 2ND QUARTER MONITORING
REPORT

PURPOSE OF REPORT

1. To inform the Portfolio Holder of the progress made against the key actions identified in the Chief Executive's Departmental Plan 2008/09 for the period up to 30 September 2008.

BACKGROUND

2. The Finance and Efficiency Portfolio Holder agreed the Chief Executive's Departmental Plan in May 2008.
3. The Chief Executives Department is split into five divisions, with Finance, Legal Services and Procurement Divisions reporting to the Finance and Efficiency Portfolio Holder. Issues relating to Corporate Strategy and Human Resources are reported separately to the Performance Portfolio Holder.
4. The Chief Executive's Departmental Plan 2008/09 sets out the key tasks and issues within an Action Plan to show what is to be achieved by the department in the coming year. The plan also describes how the department contributes to the Organisational Development actions as laid out in the 2008/09 Corporate Plan. It provides a framework for managing the competing priorities, communicating the purpose and challenges facing the department and monitoring progress against overall Council aims.
5. The Council recently procured a new piece of software, called Covalent, which is used to collect and analyse corporate performance. During the year Covalent will be used to collect performance information detailed in the Corporate Plan, the five Departmental Plans as well as Service and Operational Plans. The new system will also be used to monitor Risk Management across the council within the Performance Management Framework.
6. Each Division has also produced a Divisional Service Plan, detailing the key tasks and issues facing each division in the coming year. Each plan contains an action plan, detailing how each individual division intends to contribute to the Organisational Development actions

contained in the Corporate Plan, as well as the key tasks and priorities contained in the Chief Executives Departmental Plan. Divisional Chief Officers will have the lead responsibility for managing performance of issues and tasks identified in their divisional plans. Where appropriate, issues can be escalated for consideration by CEMT.

FIRST QUARTER PERFORMANCE

7. This section looks in detail at how the Finance, Legal and Procurement Divisions have performed in relation to the key actions that were included in the Chief Executives Departmental Plan 2008/09. On a quarterly basis officers from across the department are asked, via Covalent, to provide an update on progress against every action contained in the Departmental Plan and, where appropriate, every Performance Indicator.
8. Officers are asked to provide a short commentary explaining progress made to date, and asked identify the expected outcome of each action set out in the Departmental Plan. The following traffic lights are used within the Covalent system:



Achieved Target



Expected to achieve target



Target not achieved







Not expected to achieve target

OVERVIEW OF PERFORMANCE

9. Within the Finance, Legal and Procurement Divisions there were a total of 68 actions identified in the 2008/09 Departmental Plan. Table 1, below, summarises the progress made, to the 30 September 2008, towards achieving these actions.

Table 1 – Finance, Legal and Procurement progress summary

		Finance	Legal	Procurement	Total
	Achieved Target	26	6	0	32
	Expected to achieve target	20	4	4	28
	Target not achieved	8	0	0	8
	Not expected to achieve target	0	0	0	0
	Total	54	10	4	68

10. A total of 32 actions (47%) have been reported as having achieved their targets and a further 27 (40%) have been noted as expected to achieve their target.
11. However, a total of 8 (13%) actions have been highlighted as not achieving their target and one action (1%) is not expected to be achieved by its due date. More information on these actions can be found in the relevant sections below.

Finance Division

12. The Plan contained 54 actions that were the responsibility of the Finance Division. By the end of the first six months of the year 26 actions had been completed (48%), and a further 20 (37%) were assessed as being on target to be completed by the target date. However, 8 actions did not achieve their target (15%). Table 3 below details these actions, together with a comment explaining why the deadline has not been met and any appropriate remedial action along with any request by the division to amend the target date.

Table3: Finance Divisions Actions where target was not achieved

Ref	Action	Date to be Completed	Comment
Outcome: Co-ordinate the Tender / Award of the Council's corporate Cash in Transit contract (CSO 20)			
CED A301	Invite expressions of interest and issue tender documents	30/06/2008	OJEC notice to be advertised w/c 13/10/08. Deadline for tenders 12/12/08.
Outcome: Develop Mobile / Home working (CSO 14)			
CED A271	Develop / adopt Finance Division Homeworking policy framework	31/05/2008	Policy now updated to include additional H&S requirements. HR to roll document out corporately
Outcome: Develop arrangements for the Centralisation of Financial Administration, Debtors, Payments / Receipts and other Financial Admint (CSO 11)			
CED A255	Quantify numbers of staff / proportion of time, staff input cost associated with core themes	30/06/2008	Work on this objective has been deferred for a number of reasons. Firstly resources were prioritised for completion of the Job Evaluation payment arrangements and the upgrade and introduction of Integra E-Series. Both of these projects are scheduled for completion at the end of September. Secondly the outcomes of the business transformation review were awaited to see what proposals this offered for consolidation of services. It is expect the work to be rescheduled once the proposals from the business transformation review are issued.
CED A256	Review arrangements within departments and establish scope for standardisation and consolidation on best practice	30/09/2008	As above
Outcome: Maintain Benefits Service CPA Score 2008 and prepare for future inspection regime (CSO 17)			
CED A286	Benchmarking Benefits Service against new Audit Commission Inspection KLOE framework	30/06/2008	Initial data gathering is progressing well and expected to be completed by Quarter 3 following a peer review by a neighbouring local authority
Outcome: Review of Cashiering Services arrangements (CSO21)			
CED A306	Costing analysis of service delivery options	30/06/2008	Currently undertaking a scoping exercise to identify the various corporate income streams. Results of exercise will be basis for corporate income management solution. Exercise to be completed by 29/10/08
CED A307	Evaluation of corporate operational impacts of options	30/06/2008	Initial scoping exercise of current arrangements to be completed by 29/10/08. To engage with Dept Reps during November and present benefits of a corporate solution and identify specific departmental requirements

Outcome: Review of Interdepartmental Insurance Charging Arrangements			
CED A295	Analysis of claims history/risk	31/08/2008	This work has been deferred. This is for a number of reason which include this area being called up for review by Scrutiny Group, the expectation that this will be an area reviewed within the Business Transformation project, and the availability of resources to review this in detail within the original timescales.

13. Within 2008/09 the Finance Division completed a number of actions, including: -

- Training programme for the new Audit Management Software is on going with initial courses being delivered successfully
- The implementation of Employment Support Allowances has been successfully completed including staff training, development of communication strategy with landlords with continued communications through regular landlord forums.
- The Business Continuity Plan has been published along with implementation of a testing programme for Category 1 and 2 services.
- Finance have developed a JE implementation plan/timetable covering new payments and back pay. They have also identified JE delivery resources and evaluated any risks.
- The implementation of the new corporate superannuation contributions arrangements has been completed on target
- Actions relating to the implementation of a new integrated Payroll/HR system have also been completed on target.

14. The Finance Division currently monitors 8 Performance Indicators all of which are expected to achieve their target.

Legal Division

15. The Plan contained 10 actions that were the responsibility of the Legal Division. As at 30 September a total of 6 actions (60%) had been completed, and a further 4 (40%) were on target to be completed by the target date stated in the plan. No actions have failed or are expected to fail to meet their target.

16. Within the first quarter of 2008/09 the Legal Division completed a number of actions, including: -

- The legal department provide timely and accurate and responsive advice and assistance to the Council and its stakeholders
- Whistleblowing Policy has been revised and endorsed through the Standards Committee.
- A Guidance note has been issued to Members over registration and declaration of interests.

17. The Legal Division does not currently monitor any performance indicators within the Chief Executive's Departmental Plan.

Procurement Division

18. The Plan contained 4 actions that are the responsibility of this division with all four currently expecting to achieve various targets throughout the coming year.

19. The Procurement Service Division does not currently monitor any performance indicators within the Chief Executive's Departmental Plan

Request for changes to Target dates

20. The following actions have been identified by departments as actions which need to have their target dates changed for various reasons and Portfolio Holder is asked to approve these date changes

Code	Action	Initial Due Date	Proposed due date	Comment
CED A095	Improve medium term financial planning and strategy	30/09/2008	27/02/2009	The report from District Audit was not received until Oct 2008 therefore not all issues could be addressed prior to receipt of final report.
CED A286	Benchmark Benefits Service against new Audit Commission Inspection KLOE Framework	30/06/2008	31/12/2008	Work is currently being undertaken at HBC then needs to be benchmarked with other authority's details which will not be available until December 2008
CED A290	Undertake quarterly review of Finance Division risk register	30/06/2008	31/03/2009	This action should have an end of year due date as the review takes place every quarter throughout the year.

Recommendations

21. It is recommended that achievements of key actions are noted and date changes approved.