

SCRUTINY CO-ORDINATING COMMITTEE AGENDA



Friday 13 February 2009

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**

3.1 To confirm the minutes of the meeting held on 23 January 2009 (*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 Corporate Plan Update for 2009/10: Proposed Outcomes and Actions – *Assistant Chief Executive*

8. CONSIDERATION OF FINANCIAL MONITORING / CORPORATE REPORTS

No Items

9. ITEMS FOR DISCUSSION

- 9.1 Scrutiny Forums Progress Reports:-

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

- 9.2 Six Monthly Monitoring of Agreed Overview and Scrutiny Recommendations – *Scrutiny Manager*

- 9.3 Final Report – Quality of Care Homes Provision in Hartlepool – *Chair of Adult and Community Services Scrutiny Forum*

- 9.4 Request for Funding from the Dedicated Overview and Scrutiny Budget – *Scrutiny Manager*

10. CALL-IN REQUESTS

11. ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT FOR INFORMATION

Date of Next Meeting: Friday, 20 March 2009 at 2.00 pm in the Council Chamber at the Civic Centre, Hartlepool.

SCRUTINY CO-ORDINATING COMMITTEE

13 February 2009



Report of: Scrutiny Manager

Subject: THE EXECUTIVE'S FORWARD PLAN

1. PURPOSE OF REPORT

- 1.1 To provide the opportunity for the Scrutiny Co-ordinating Committee (SCC) to consider whether any item within the attached 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 Coordinating 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
Tel: 01429 523 087
Email: charlotte.burnham@hartlepool.gov.uk

BACKGROUND PAPERS

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



HARTLEPOOL
BOROUGH COUNCIL

FORWARD PLAN

FEBRUARY 2009 - MAY 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 with 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.

The timetable is:

9 February 2009	Report to Cabinet of proposed outcomes and actions for future years
13 February 2009	Scrutiny Coordinating Committee considers key outcomes and actions
2 March 2009	Neighborhood Services Scrutiny Forum considers relevant parts of draft Action Plan
3 March 2009	Children’s Services Scrutiny Forum considers relevant parts of draft Action Plan
4-5 March 2009	Adult and Community Services and Health Scrutiny Forum considers relevant parts of draft Action Plan
6 March 2009	Regeneration and Planning Services Scrutiny Forum considers relevant parts of draft Action Plan
20 March 2009	Scrutiny Coordinating Committee considers feedback from four Scrutiny Forums
18 May 2009	Report to Cabinet seeking agreement of Corporate Plan with 2008/9 performance outturns and future targets
5 June 2009	Scrutiny Coordinating Committee considers final draft of Corporate Plan with 2008/9 performance outturns and future targets
25 June 2009	Council considers Corporate Plan

B. SCHEDULE OF KEY DECISIONS

DECISION REFERENCE: CE31/09 BUSINESS TRANSFORMATION PROGRAMME

Nature of the decision

To consider the programme business case and implementation of the recommendations.

Who will make the decision?

The decisions would be made by Cabinet.

Timing of the decision

The decision is expected to be made on 26 January at Cabinet, then this item will be taken to Council.

Ward(s) affected

No wards are affected.

Who will be consulted and how?

The business cases and implementation plans will be discussed at Programme Board in January, and this includes representation from the trades unions; the Mayor; the portfolio holders for Performance, and Finance and Efficiency; the Chair of the Scrutiny Co-ordinating Committee; and a non-executive Councillor.

Potential changes arising from decisions on the programme which may subsequently affect the workforce will be subject to the usual consultation procedures.

Information to be considered by the decision makers

Cabinet received a report on 15th September summarising the aims and objectives of Business Transformation and the report of the Council's advisors. A programme was established, comprising a number of projects, led by officers seconded into a Business Transformation Team.

The report to Cabinet in January will set out the findings from the first phase of the team's work in the form of a business case and implementation plan. The report will include an overall transformation programme, the rationale for the programme and also incorporate the following; anticipated efficiency savings and costs of achieving these, key deliverables for each individual project area contributing to the programme, underlying assumptions and requirements to deliver the programme. The Programme is made up of the following business cases (which will form part of the programme report to Cabinet); Management Structures, Transactional Services, Non Transactional services, Asset Management,

Customer Services and Service Delivery Options. The report considers the potential for Corporate Restructure as part of an aligned programme of change.

The Business Cases and programme plan will identify areas for possible cashable efficiency savings and performance improvements for each of the project areas. This will include information on any potential impact of the programme on services and the public.

How to make representation

Representations should be made to Alan Dobby, Programme Manager, Room C, Civic Centre, Victoria Road, Hartlepool, TS24 8AY. Telephone 01429 284112 e-mail: alan.dobby@hartlepool.gov.uk

Further information

Further information can be obtained from Alan Dobby, as above.

PART TWO – ADULT AND COMMUNITY SERVICES DEPARTMENT

A. BUDGET AND POLICY FRAMEWORK

NONE

B. SCHEDULE OF KEY DECISIONS

DECISION REFERENCE: SS56/09 VOLUNTARY SECTOR STRATEGY

Nature of the decision

Voluntary and community organisations contribute to improved quality of life of residents of Hartlepool, particularly in areas such as health, social care, sport and leisure, culture and environment. One of the recommendations of the CPA report was that the Council should have a co-ordinated strategy for the voluntary sector. The strategy aims to outline how Hartlepool Borough Council and the PCT can realise the vision of a thriving voluntary and community sector which helps fulfil the ambitions of the Community Strategy. The 4 key aims of the strategy are:

- A shared vision and strategic direction for the sector
- A sector that is strong and prosperous
- A sector that contributes to the delivery of good public services
- A sector that strengthens communities and neighbourhood

The strategy also includes a set of outcomes to deliver the aims and objectives of the strategy.

It complements the Compact which sets out a series of codes which provides the ground rules for good practice. Members are asked to agree the Voluntary Sector Strategy that has been developed.

Who will make the decision?

Members of the Cabinet

Ward(s) affected

The wards affected are all wards

Timing of the decision

The decision will be made in February 2009

Who will be consulted and how?

Consultation took place with a range of officers from Hartlepool Borough Council and the PCT, the Mayor and Members, and a range of voluntary sector organisations in the town. There was also a workshop in May to look at the emerging issues and look at the outcomes and objectives of the strategy.

The process was overseen by a Steering Group comprising officers of Hartlepool Borough Council, PCT and Voluntary Sector.

Information to be considered by the decision makers

The resulting Voluntary Sector Strategy is based on an analysis of national guidance, good practice and views of the sector and officers.

How to make representation

Representations should be made to Margaret Hunt, Civic Centre, Victoria Road, Hartlepool, TS24 8AY. Telephone 01429 523928, e-mail: margaret.hunt@hartlepool.gov.uk

Further information

Further information can be sought by contacting Margaret Hunt, contact details above.

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 March 2009 to enable the Admission Arrangements to be laid before the Secretary of State by the statutory deadline of 15th April 2008.

Ward(s) affected

The wards affected are all wards.

Who will be consulted and how?

Consultation will take place during the period September 2008 – February 2009 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.

Further information

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

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 March 2009.

Ward(s) affected

The wards affected are all wards.

Who will be consulted and how?

Consultation meetings were 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 was 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.

Further information

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

DECISION REFERENCE: ED50/08 CHILDREN AND YOUNG PEOPLE'S PLAN 2009-2020

Nature of the decision

To approve the Children and Young People's Plan 2009 – 2020. The Children and Young People's Plan is the overarching strategic plan for the delivery of services for children and young people. The responsibility for preparing and publishing the plan is given to the Local Authority by the Children Act 2004.

Who will make the decision?

The decision will be made by Council.

Timing of the decision

The decision will be made at the Council meeting on 26th March 2009.

Ward(s) affected

The wards affected are all wards.

Who will be consulted and how?

Children and Young People; Parents and Carers; partner organisations including the Voluntary and Community Sector; Children's Scrutiny Reference Group; Schools; Hartlepool Partnership; staff. Through meetings, activities focus groups and questionnaires.

Information to be considered by the decision-makers

Final Draft of the Children and Young People's Plan 2009 – 2020.

How to make representations

Representations should be made to Ian Merritt, Head of Commissioning & Children's Trust, Children's Services Department, Hartlepool Borough Council, Civic Centre, Victoria Road, Hartlepool, TS24 8AY. Telephone: 01429 523774, e-mail ian.merritt@hartlepool.gov.uk.

Further information

Further information on this matter can be sought from Ian Merritt who can be contacted as above.

DECISION REFERENCE: ED51/08 CHILD POVERTY – LOCAL INNOVATION PILOT, BID FOR FUNDING

Nature of the decision

Hartlepool Borough Council, with the support of partners from local statutory and voluntary sector partners, has submitted a bid to the Department of Children Schools and Families (DCSF) for funding to establish a project to address child poverty issues. The pilot will develop a strategic approach to reduce child poverty through the implementation of an integrated action plan. It will map and evaluate provision, analyse and raise awareness of the causes of poverty, increase capacity within the third sector specifically targeting lone parents and long term unemployed residents. Parental employment opportunities will be increased through Intermediate Labour Market opportunities and it will help raise family income through the take up of benefits. At the heart will be a unique, motivational coaching programme for professionals, designed in partnership with leading universities, to tackle inter-generational worklessness within hard to reach families.

If the bid is successful then the Council could receive up to £1,099,950 over the next 2½ years and a decision will need to be made about how the funding will be allocated to progress the project.

Who will make the decision?

The decision will be made by Cabinet.

Timing of the decision

The outcome of the bid is expected from the DCSF in January 2009, following which a decision would be required in February or March 2009 to determine the allocation of the funding to progress the project.

Ward(s) affected

The wards affected are all wards.

Who will be consulted and how?

Consultation about the bid has taken place with the Learning and Skills Council, Hartlepool Financial Inclusion Partnership, Hartlepool Voluntary Development Agency, Tees Valley Job Centre Plus, the Chair of the Hartlepool Children's Trust, the Mayor, the Chief Executive and the Director of Children's Services.

Information to be considered by the decision-makers

The strategic approach to reducing child poverty that will be put into operation with the additional funding available should the bid be successful.

How to make representations

Representations should be made to Sue Johnson, Assistant Director of Children's Services, Children's Services Department, Civic Centre, Hartlepool, TS24 8AY. Telephone 01429 523738, e-mail sue.johnson@hartlepool.gov.uk.

Further information

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

DECISION REFERENCE: ED52/08 PRIMARY CAPITAL PROGRAMME: OUTCOMES OF STAGE 3 CONSULTATION

Nature of the decision

To decide next steps in the Primary Capital Programme process in the light of outcomes of the Stage 3 Consultation.

Who will make the decision?

The decision will be made by Cabinet.

Timing of the decision

The decision is due to be made in February 2009.

Ward(s) affected

The wards affected are all wards.

Who will be consulted and how?

Headteacher, chair of governing body, staff, governors, parents and public of six schools shortlisted for possible early investment through the government's Primary Capital Programme:

- Bamard Grove Primary School;
- Jesmond Road Primary School;
- Rossmere Primary School;
- St. Aidan's CE Memorial Primary School;
- St. Cuthbert's RC Primary School;
- West View Primary School.

Consultation will take place through visits to schools and meetings.

Information to be considered by the decision-makers

Report on Stage 3 Consultation outcomes with recommendations for further progress.

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.

Further information

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

DECISION REFERENCE: ED53/08 CAPITAL WORKS PROGRAMME FOR SCHOOLS 2009/10

Nature of the decision

To approve the Capital Works Programme for Schools 2009/10.

Who will make the decision?

Portfolio Holder for Children's Services.

Timing of the decision

The decision will be made in March 2009.

Ward(s) affected

The wards affected are all wards.

Who will be consulted and how?

Schools: individual meetings with schools, overview from Schools Forum, Capital Sub-Group.

Information to be considered by the decision-makers

Draft programme of works together with initial costings.

How to make representations

Representations should be made to Alan Kell, Asset Manager, Children's Services, Level 4, Civic Centre, Victoria Road, Hartlepool, TS24 8AY, Telephone 01429 523051 e-mail alan.kell@hartlepool.gov.uk.

Further information

Further information on this matter can be sought from Alan Kell.

PART FOUR - NEIGHBOURHOOD SERVICES DEPARTMENT

A. BUDGET AND POLICY FRAMEWORK

1. FOOD LAW ENFORCEMENT SERVICE PLAN

Work has commenced on the draft 2000/10 Plan, which will be considered by Cabinet in June 2009, prior to referring to the Scrutiny Co-ordinating Committee.

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 March 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 meetings in September and November and further examination 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.

Further information

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

DECISION REFERENCE: NS124/08 REVIEW OF CONCESSIONARY FARE PAYMENTS TO BUS OPERATORS FOR 2009-2010

Nature of the decision

To agree a revised payment structure for the provision of free concessionary travel for the over 60's and disabled for the 2009-2010 period with the bus operators.

Who will make the decision?

The decision will be made by Cabinet.

Ward(s) affected

All wards will be affected by the decision.

Timing of the decision

The decision will be made in February 2009.

Who will be consulted and how?

Consultation will take place with the bus operators and will be coordinated on a Tees Valley level in the first instance with a local agreement determined from this dialogue.

Information to be considered by the decision makers

The statutory minimum requirement for travel concessions was extended from 1 April 2008. The new statutory minimum is for all local residents aged 60 and over and disabled people to travel free of charge on registered off-peak local bus services throughout England (off-peak travel is from 9.30 am to 11.00 pm on weekdays and all day at weekends and bank holidays).

Authorities are able to operate an enhanced scheme based on a judgement of local needs and circumstances.

Such enhancements that could be considered by Cabinet include allowing travel at all times of the day (as at present), allowing a disabled pass holder's carer to travel free of charge and allowing free travel on trains/taxis etc.

The Government has recognised that the new concession will impose a greater funding burden on local authorities because they will be obliged to reimburse operators for more journeys and pay costs for issuing new passes.

Bus operators must be 'no better and no worse off' as a consequence of carrying eligible pass holders.

The Government has stated that the net additional costs of new burdens placed on local authorities will be fully funded.

The cost to the Council for the national bus concession from 1 April 2009 will be determined following negotiation with all bus operators operating services in Hartlepool.

How to make representation

Representations should be made to Mike Blair, Transportation and Traffic Manager, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Telephone: 01429 523252. Email: mike.blair@hartlepool.gov.uk.

Further information

Further information can be obtained from Mike Blair, Transportation and Traffic Manager, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Telephone: 01429 523252. Email: mike.blair@hartlepool.gov.uk.

DECISION REFERENCE: NS125/09 CAPITAL STRATEGY AND ASSET MANAGEMENT PLAN

Nature of the decision

To consider the 2009 – 2012 Capital Strategy and Asset Management Plan.

Who will make the decision?

The decision will be made by Cabinet.

Ward(s) affected

All wards will be affected by the decision.

Timing of the decision

The decision is expected to be made in March 2009.

Who will be consulted and how?

Corporate Asset Management Group.
Strategic Corporate Resource and Asset Programme Team.

Information to be considered by the decision makers

The Capital Strategy and Asset Management plan outlines how the Council uses its resources to maintain and develop its asset base to provide effective service delivery, meet community strategy objectives and achieve efficiencies.

The plan seeks to establish priorities for future capital investment and how they might be funded.

The plan is a key document in the Council's Corporate Assessment process.

Background will be provided on progress since last years documents were prepared, how the Council's assets are performed, how the Council's assets are performing and potential for future development and strategies.

The Plan will reflect the Council's Business Transformation Programme.

How to make representation

Representations should be made to Graham Frankland, Head of Procurement, Property and Public Protection, Neighbourhood Services Department, Civic Centre – Level 3, Victoria Road, Hartlepool. Tel: 01429 523211. E Mail: graham.frankland@hartlepool.gov.uk

Further information

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

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

A. BUDGET AND POLICY FRAMEWORK

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

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 2nd April 2008.

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

Having given consideration to all representations received, the Secretary of State has now (15th 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 13th 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 13th October and Council 30th 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 Secretary of State on 18th December 2008 agreed the schedule of policies to be saved beyond 13th 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 12th 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 21st May and 30th 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 Summer 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 31st August and 12th 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 early 2009.
- 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 February 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 March 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 Spring 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 27th 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 26th October 2006. A review will be undertaken during 2009.

The first Local Development Scheme (LDS) as approved by Cabinet came into effect on 15th 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 early 2009 for approval.

Three Annual Monitoring Reports have been produced to date for the periods 2004/5 to 2006/7. The fourth AMR covering 2007/08 was presented to Cabinet in December 2008 and subsequently submitted to Government Office for the North East.

Further Information:

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2. THE ANNUAL YOUTH JUSTICE PLAN

The Youth Offending Service is usually required to submit an annual Youth Justice Plan to the Youth Justice Board. Guidance on the requirements for the 2009/10 Plan is expected to be issued by the Youth Justice Board, after the completion of an independent review, which is due to be completed by the end of January 2009.

Informal indications from the Youth Justice Board suggest that a totally new Youth Justice Plan may not be required for 2009/10. Validation of the 2008/09 Plan and associated action plan was only completed in November 2008 and therefore an update of these documents may be all that is required.

However, once the Guidance has been issued, if submission of a new annual Youth Justice Plan is required for 2009/10, the following process will be undertaken to comply with the Council's Budget and Policy framework - an initial report on performance in 2008/09 and issues to consider for 2009/10 will be considered by Cabinet. Consultation with partners and stakeholders will be carried out, in addition to consideration by the Regeneration and Planning Services Scrutiny Forum. Cabinet will then consider a final draft of the Youth Justice Plan 2009/10, prior to approval being sought from the Council.

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 conducted its annual review of crime, disorder and substance misuse in December 2008 (known as the strategic assessment). This has provided 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 1st 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.

Ward(s) affected

The ward affected is St Hilda.

Timing of the decision

The decision is expected to be made in February 2009.

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 February 2009. 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 February and March 2009.

How to make representation

Subject to Cabinet approval, representations can be made on the draft document during the public consultation period within February and March 2009 (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

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.

Ward(s) affected

The wards affected are all wards.

Timing of the decision

The decision is expected to be made in March 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.

Further information

Further information can be obtained from Peter Scott as above.

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 30th 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.

The Annual LAA Refresh process allows the opportunity to revise designated targets and set targets for those indicators where it has not been possible to set targets and to consider any emerging priorities and potentially any new targets. By January 2009 the Indicators to be considered for refresh had been identified and work underway to determine the proposed changes to the targets relating to these indicators.

Who will make the decision?

The decision will be made by Council.

Ward(s) affected

The wards affected are all wards.

Timing of the decision

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

Who will be consulted and how?

- Scrutiny Co-ordinating were consulted on 28 November 2008 during the negotiation period;
- Cabinet were briefed on the 24 November 2008 and will receive further briefings in January and March 2009;
- Members Seminars will be held at 10.00am and 6.00pm on 3 February 2009;
- The Hartlepool Partnership will hold Theme Workshops on the 11-13 February to which elected members and resident representatives will be invited;
- The Hartlepool Partnership Board considered a draft refreshed LAA in December and will consider 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

Further Information

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

DECISION REFERENCE: RP143/08 – CENTRAL AREA ACQUISITIONS

Nature of the decision

To consider and agree the purchase price of key properties identified in the Hartlepool Central Area acquisitions strategy, which is one of the proposals contained within the Central Area Investment Framework.

Who will make the decision?

The decision will be made by the “Regeneration and Liveability Portfolio Holder” and the “Finance and Efficiency Portfolio Holder”, following negotiations by the Estates Manager.

Ward(s) affected

The Ward affected is Stranton.

Timing of the decision

The decision is expected to be made in February 2009.

Who will be consulted and how?

Consultation will include joint reporting to the Regeneration and Liveability Portfolio Holder and the Finance and Efficiency Portfolio Holder.

One North East will be consulted initially on the related Single Programme bid, although this may be extended to other funding agencies such as the Homes and Communities Agency, depending on the outcome of ongoing discussions.

Local ward members and residents through the Burbank Forum, are to be consulted in relation to the broader Central Area Investment Framework proposals.

Information to be considered by the decision makers

Cabinet noted the findings of the Central Area Investment Framework on the 15th December 2008 and were informed that decisions relating to the development and delivery of individual project initiatives included in the Central Area Investment Framework would be presented to relevant Portfolio Holders.

The Central Area Investment Framework was developed in order to respond to One North East’s increasing emphasis on prioritising resources towards strategic investment which increases private sector investment opportunities, job creation, and GVA (income generated by economic activity).

The Central Area Investment Framework provides the strategic justification for Investment in Central Hartlepool and lists specific proposals that will form the basis for funding bids.

Building on the redevelopment of Hartlepool College of Further Education, one of the key recommendations is to create an Innovation and Skills Quarter in the East Central Area with the aim of redefining the economic asset base.

As part of a comprehensive approach to delivering the ISQ an acquisitions strategy has been developed which identifies key properties that need addressing in order to support the recommendations of the strategy and ensure the regeneration proposals are developed in a co-ordinated way.

A number of properties have been identified as immediate priorities for acquisition and clearance due to their impact on the areas environmental underperformance and the opportunities that they present for future redevelopment. It is these properties that this report relates to.

The acquisitions will form the basis of funding bids to One North East for Single Programme.

How to make representation

Representations should be made to Geoff Thompson, Head of Regeneration, Regeneration and Planning Services, Bryan Hanson House, Hanson Square, Hartlepool TS24. Telephone 01429 523597 e-mail: geoff.thompson@hartlepool.gov.uk

Further information

Further information can be obtained by contacting Rob Smith, Senior Regeneration Officer, Regeneration and Planning Services, Bryan Hanson House, Hanson Square, Hartlepool TS24. Telephone 01429 523531, e-mail rob.smith@hartlepool.gov.uk

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 FEBRUARY 2009

26 JANUARY 2009

CE31/09 (pg 6) BUSINESS TRANSFORMATION PROGRAMME CABINET

1.1 DATE NOT YET DETERMINED

SS56/09 (pg 9) VOLUNTARY SECTOR STRATEGY CABINET
NS124/08 (pg 23) REVIEW OF CONCESSIONARY FARE PAYMENTS TO BUS OPERATORS FOR 2009-2010 CABINET
RP137/08 (pg 32) (VICTORIA HARBOUR SUPPLEMENTARY PLANNING DOCUMENT (SPD)) CABINET
RP142/08 (pg 35) LOCAL AREA AGREEMENT REFRESH COUNCIL
RP143/08 (pg 37) CENTRAL AREA ACQUISITIONS PORTFOLIO HOLDERS
ED51/08 (pg 16) CHILD POVERTY – LOCAL INNOVATION PILOT, BID FOR FUNDING CABINET
ED52/08 (pg 18) PRIMARY CAPITAL PROGRAMME: OUTCOME OF STAGE 3 CONSULTATION CABINET

2. DECISIONS EXPECTED TO BE MADE IN MARCH 2009

2.1 26 MARCH 2009

ED50/08 (pg 15) CHILDREN AND YOUNG PEOPLE'S PLAN 2009-2020 COUNCIL

2.2 DATE NOT YET DETERMINED

NS112/07 (pg 21) VICTORIA PARK CABINET
NS125/09 (pg 25) CAPITAL STRATEGY AND ASSET MANAGEMENT PLAN CABINET
RP139/08 (pg 34) TEES VALLEY METRO PROPOSALS CABINET
ED46/08 (pg 12) HARTLEPOOL ADMISSION ARRANGEMENTS FOR 2010/2011 PORTFOLIO HOLDER
ED49/08 (pg 13) RE-DESIGNATION OF SPRINGWELL SCHOOL PORTFOLIO HOLDER
ED53/08 (pg 19) CAPITAL WORKS PROGRAMME FOR SCHOOLS 2009/2010 PORTFOLIO HOLDER

3. DECISIONS EXPECTED TO BE MADE IN APRIL 2009

3.1 NONE

4. DECISIONS EXPECTED TO BE MADE IN MAY 2009

4.1 NONE

SCRUTINY COORDINATING COMMITTEE

13 February 2009



Report of: Assistant Chief Executive

Subject: CORPORATE PLAN UPDATE FOR 2009/10:
PROPOSED OUTCOMES AND ACTIONS

1. PURPOSE OF REPORT

- 1.1 To provide the opportunity for the Scrutiny Coordinating Committee to consider the proposed outcomes and actions for inclusion in the Corporate Plan 2009/10.

2. BACKGROUND INFORMATION

- 2.1 The Corporate Plan is for the 3 years 2008/09 to 2010/11. This coincides with the Local Area Agreement and the Government's Comprehensive Spending Review and allocation of funding to local government which is reflected in the Council's own Medium Term Financial Strategy.
- 2.2 The Corporate Plan is the Council's top-level corporate plan. It sets out the Council's top priorities and contributions for delivering the Community Strategy aims in 2008/9.
- 2.3 The Corporate Plan is an important document because it formally communicates the council's vision and priorities. The process for producing the plan has been designed to ensure the risk is minimised and that the Corporate Plan is fit for purpose.
- 2.4 The focus of the Corporate Plan for 2009/10 is on priority activities for improvement at a strategic level rather than day to day service delivery objectives. The operational service delivery objectives are picked up through Departmental service plans which are reported to individual portfolio holders.
- 2.5 As in previous years it is proposed that the Corporate Plan proposals should be considered by each of the Scrutiny Forums, in early March. A report will be prepared for this Committee, for the meeting on 20 March 2009, detailing the comments/observations of each of the Scrutiny Forums to inform a response to Cabinet.

3 THE CORPORATE PLAN

- 3.1 As in previous years the plan will be produced in two parts. Part 1 describes the Council's overall aim, contributions to the Community Strategy aims and organisational development priorities.
- 3.2 Part 2 will continue to contain the detailed supporting information relating to performance statistics. The Council now has greater flexibility about what statistics it chooses to publish following the replacement of the Best Value Performance Indicators with the National Indicator set. Part 2 for 2009/10 will include performance statistics relevant to the Corporate Plan drawn from National and local indicators. Where available, the information provided will include 2007/08 and 2008/09 outturns and targets for 2009/10, 2010/11 and 2011/12,
- 3.3 The performance information cannot be collected until after 31 March, and is therefore not available at present. As with previous years this will be presented to Cabinet and Scrutiny Coordinating Committee in May/June for consideration.
- 3.4 At this stage Scrutiny Coordinating Committee and the service Scrutiny Forums are only being asked to consider the proposed Corporate Plan outcomes and actions. In line with previous years, Scrutiny Coordinating Committee is only being asked to consider the proposed outcomes and actions that fall outside the remit of the service Scrutiny Forums, attached at **Appendix A**.
- 3.5 As in previous years the remaining proposed outcomes and actions will be considered by the relevant service Scrutiny Forums in early March, and their comments will be brought back to Scrutiny Coordinating Committee on 20 March 2009. At this meeting Coordinating Committee will be given the opportunity to comment on the full set of proposals, which has been attached at **Appendix B**, for information.
- 3.6 In addition, and once again in line with previous years, officers will be identifying those key performance indicators which underpin the Corporate Plan. This process will commence once the outcomes and actions have been agreed, and will be brought to a future Scrutiny Coordinating Committee meeting for discussion.
- 3.7 The proposed list of outcomes and actions for inclusion in the 2009/10 plan, at Appendix B, is not a final definitive list. Officers will continue to review the contents over the coming months and will amend, if deemed appropriate, and if changing priorities demand it. Any proposed changes to the list of outcomes and actions will be brought back to Scrutiny Coordinating Committee for consideration

4 RECOMMENDATIONS

4.1 It is recommended that the Scrutiny Coordinating Committee:-

- (a) considers the proposed outcomes and actions for inclusion in the 2008/09 Corporate Plan as attached at **Appendix A**.

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BACKGROUND PAPERS

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

Corporate Plan 2009/10 – Proposed Outcomes and Actions (For consideration by SCC)

Jobs and the Economy

Outcome: **Be globally competitive** (Outcome Lead: Mick Emerson)

Code	Action	Lead Department / Division
CORP JE03	Support the local economy through discretionary rate relief mechanisms; the promotion of the small business rate relief scheme; accelerating invoice payment procedures to businesses within the Borough	Finance Division (CED)

Strengthening Communities

Outcome: **Improving Financial Inclusion** (Outcome Lead: John Morton)

Code	Action	Lead Department / Division
CORP SC14	Developing money management training/awareness in partnership with the education sector	Finance Division (CED)
CORP SC15	Developing referral arrangements from PCT channels to improve the awareness of financial support packages for those in need	Finance Division (CED)
CORP SC16	Supporting the development of Hartlepool's Financial Inclusion Partnership	Finance Division (CED)

Outcome: **Freedom from discrimination and harassment** (Outcome Lead: Wally Stagg)

Code	Action	Lead Department / Division
CORP SC17	Enhance Equality and Diversity arrangements and mainstream into all Council service activities	Human Resources Division (CED)

Organisational Development

Outcome: Improve Performance Management and risk management arrangements (Outcome Lead: Andrew Atkin)		
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Code	Action	Lead Department / Division
CORP OD01	Continued development of service planning and performance management arrangements	Corporate Strategy Division (CED)
CORP OD02	Implement Risk Strategy to ensure robust risk management arrangements are in place	Corporate Strategy Division (CED)
CORP OD03	Develop and improve the effectiveness of the Overview and Scrutiny Function	Corporate Strategy Division (CED)
CORP OD04	Prepare for introduction of Comprehensive Area Assessment in 2009	Corporate Strategy Division (CED)

Outcome: Improve Governance Arrangements (Outcome Lead: Peter Devlin)		
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Code	Action	Lead Department / Division
CORP OD05	Development of Governance Arrangements	Legal Services Division (CED)
CORP OD06	Ensure arrangements are in place to deal with new and existing legislation	Legal Services Division (CED)

Outcome: Improve financial management and reporting (Outcome Lead: Mike Ward)		
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Code	Action	Lead Department / Division
CORP OD07	Formalising the budgetary roles and responsibilities of the departmental and central finance teams	Finance Division (CED)
CORP OD08	Improving accounting reporting mechanisms by developing linkages between performance and financial management	Finance Division (CED)
CORP OD09	Development of annual reports	Finance Division (CED)
CORP OD10	Improving awareness of the Council's financial position	Finance Division (CED)

Outcome: Improve access and understanding between the Council and the Public (Outcome Lead: Joanne Machers)		
Code	Action	Lead Department / Division
CORP OD11	Develop the Contact Centre to increase the range of services provided	Human Resources Division (CED)
CORP OD12	Implement the Communicating with your Council plans	Corporate Strategy Division (CED); Human Resources Division (CED)

Outcome: Improve Elected member and Workforce arrangements (Outcome Lead: Joanne Machers)		
Code	Action	Lead Department / Division
CORP OD13	Implement Elected Member Development Strategy	Human Resources Division (CED)
CORP OD14	Implement the People Strategy and Workforce Development Strategy	Human Resources Division (CED)

Outcome: Improve efficiency and effectiveness of the organisation (Outcome Lead: Mike Ward)		
Code	Action	Lead Department / Division
CORP OD15	Develop and implement Business Transformation Programme	Corporate Strategy Division (CED); Finance Division (CED)
CORP OD16	Development of transactional services (i.e. payroll services, income management services)	Finance Division (CED)
CORP OD17	Restructuring responsibilities for financial management and support	Finance Division (CED)
CORP OD18	Review 5 year procurement plan	Neighbourhood Services Department
CORP OD19	Review procurement strategy	Neighbourhood Services Department

Corporate Plan 2009/10 – Full list of proposed Outcomes and Actions

Jobs and the Economy

Outcome: Attract Investment (Outcome Lead: Israr Hussain)		
Code	Action	Lead Department / Division
CORP JE01	Continue to work with partners to provide key manufacturing and service sector infrastructure including appropriate sites and premises including the development of the Southern Business Zone	Regeneration and Planning Services Department
CORP JE02	Work with Tees Valley Regeneration and PD Ports for the redevelopment of Victoria Harbour within Hartlepool Quays	Regeneration and Planning Services Department
Outcome: Be globally competitive (Outcome Lead: Mick Emerson)		
Code	Action	Lead Department / Division
CORP JE03	Support the local economy through discretionary rate relief mechanisms; the promotion of the small business rate relief scheme; accelerating invoice payment procedures to businesses within the Borough	Finance Division (CED)
CORP JE04	Continued development of Hartlepool's Business Incubation System and business support programme including the development of the visitor economy network	Regeneration and Planning Services Department
CORP JE05	Develop and facilitate entrepreneurial activities including working with young people to foster the enterprise culture in the town	Regeneration and Planning Services Department
Outcome: Create more employment opportunities for local people (Outcome Lead: Patrick Wilson)		
Code	Action	Lead Department / Division
CORP JE06	Develop employment and training initiatives in partnership with key stakeholders for residents [including targeting individuals from the most deprived wards] which meet the demands of the local labour market and the business community	Regeneration and Planning Services Department

Outcome: Achieve economic wellbeing for all children and young people ensuring that they are prepared for working life (Outcome Lead: Tom Argument)		
Code	Action	Lead Department / Division
CORP JE07	Reduce the level of young people who are Not in Employment, Education or Training (NEET)	Children's Services Department
CORP JE08a	Reduce the proportion of children in poverty	Children's Services Department
CORP JE08b	Coordinate the implementation of the Council's Child Poverty Strategy and Action Plan in relation to economic participation	Regeneration and Planning Services Department
CORP JE09	Implement the Hartlepool 14-19 Strategy	Children's Services Department
CORP JE10	Implement the Machinery of Government Changes (MOG) in line with the Raising Expectations - Enabling the System to Deliver White Paper	Children's Services Department

Outcome: Promote Hartlepool's interests in economic regeneration policy making at the national, regional and sub-regional levels (Outcome Lead: Derek Gouldburn)		
Code	Action	Lead Department / Division
CORP JE11	Pursue due recognition of Hartlepool's economic role, needs and opportunities in national, regional and sub-regional policy	Regeneration and Planning Services Department
CORP JE12	Coordinate Key Regeneration Programmes ¹	Regeneration and Planning Services Department

Outcome: Support and promote appropriate physical and economic regeneration and pursue external funding opportunities (Outcome Lead: Andy Golightly)		
Code	Action	Lead Department / Division
CORP JE12	Coordinate Key Regeneration Programmes ¹	Regeneration and Planning Services Department

¹ The Action CORP JE12 Coordinate Key Regeneration Programmes has different activities relevant to both outcomes and these will be reported appropriately.

Lifelong Learning and Skills

Outcome: Enjoy and Achieve (Outcome Lead: Caroline O'Neill)		
Code	Action	Lead Department / Division
CORP LLS01	Foundation Stage Profile - Narrowing the Gap: Improve the average Early Years Foundation Stage profile score of the lowest achieving 20% of results to narrow the gap between that and the median	Children's Services Department
CORP LLS02	Continue to improve overall levels of achievement and narrow the gap: Between Key Stage 1 - 2 improve the proportion of pupils progressing by 2 National Curriculum levels in English	Children's Services Department
CORP LLS03	Continue to improve overall levels of achievement and narrow the gap: Between Key Stage 1 - 2 improve the proportion of pupils progressing by 2 National Curriculum levels in Maths	Children's Services Department
CORP LLS04	Continue to improve overall levels of achievement and narrow the gap: Between Key Stage 2 - 4 improve the proportion of pupils making at least 2 National Curriculum levels progress	Children's Services Department
CORP LLS05	Continue to improve overall levels of achievement and narrow the gap: At Key Stage 2 increase the proportion of pupils achieving Level 4+ in both English and Maths	Children's Services Department
CORP LLS06	Continue to improve overall levels of achievement and narrow the gap: At Key Stage 4 increase the proportion of pupils achieving 5 A*-C grades at GCSE or equivalent, including English and Maths	Children's Services Department
CORP LLS07	Continue to improve overall levels of achievement and narrow the gap: Narrow the achievement gap between pupils eligible for free school meals and their peers achieving the expected level at Key Stages 2 and 4	Children's Services Department
CORP LLS08	Provide enrichment opportunities: Increase the percentage of pupils participating in extra-curricular activities	Children's Services Department
CORP LLS09	Provide enrichment opportunities: Extend the opportunities for pupils to participate in an increasingly wide range of extra-curricular activities	Children's Services Department
CORP LLS10	Provide enrichment opportunities: Improve the availability of curriculum enrichment activities for all pupils including educational and residential visits, music, sport, creative and performing arts	Children's Services Department

Outcome: Provision of high quality learning and skills opportunities that drive economic competitiveness, widen participation and build social justice (Outcome Lead: Diane Martin)		
Code	Action	Lead Department / Division
CORP LLS11	Facilitate the physical enhancement and improvement of key education facilities – College of Further Education	Regeneration and Planning Services Department

Outcome: Transform teaching and learning opportunities, supported by £100m+ investment from Building Schools for the Future and the Primary Capital Programme (Outcome Lead: Paul Briggs)		
Code	Action	Lead Department / Division
CORP LLS12	Select Building Schools for the Future Information & Communications Technology (ICT) Managed Service provider through Official Journal of the European Union notice and competitive dialogue	Children's Services Department
CORP LLS13	Select Building Schools for the Future Design and Build provider from National Framework through invitation to express interest and mini competition	Children's Services Department
CORP LLS14	Initiate ICT Managed Service at St Hild's School	Children's Services Department
CORP LLS15	Initiate construction work at Dyke House School	Children's Services Department
CORP LLS16	Procure initial Primary Capital Programme Projects, with a capital value of £8.4m	Children's Services Department
CORP LLS17	Implement the Schools Transformation Programme	Neighbourhood Services Department

Health and Wellbeing

Outcome: Improved Health (Outcome Lead: Madeleine Johnson)		
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Code	Action	Lead Department / Division
CORP HW01	To improve the health and wellbeing of Hartlepool citizens by implementing the Public Health Strategy and Action Plan	Adult and Community Services Department
CORP HW02	To revise the Joint Strategic Needs Assessment (JSNA) and ensure that it influences all plans and programmes that address health inequalities	Adult and Community Services Department

Outcome: Be Healthy (Outcome Lead: Sally Robinson)		
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Code	Action	Lead Department / Division
CORP HW03	Work with partners to reduce health inequalities e.g. by promoting breastfeeding, reducing smoking in pregnancy, tackling obesity	Children's Services Department
CORP HW04	Work with partner agencies, young people, schools and families to reduce under 18 conception rate by 55% from 1998 baseline and improve sexual health	Children's Services Department
CORP HW05	Work with partner agencies, young people, schools and families to tackle substance misuse (including alcohol)	Children's Services Department
CORP HW06	Actively contribute to the health and future well being of the Children of Hartlepool	Neighbourhood Services Department

Outcome: Exercise of choice and control and retention of personal dignity (Outcome Lead: Jill Harrison)		
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Code	Action	Lead Department / Division
CORP HW07	To ensure all service developments have involvement from service users and their carers	Adult and Community Services Department
CORP HW08	To ensure that all service users and carers have the opportunity to plan, direct and commission their own support	Adult and Community Services Department
CORP HW09	To increase the number and range of supported accommodation options	Adult and Community Services Department
CORP HW10	Increase social inclusion for people with mental health issues	Adult and Community Services Department

Outcome: Improved Mental Health and Wellbeing (Outcome Lead: Carl Bashford)		
Code	Action	Lead Department / Division
CORP HW11	To support people with mental health issues into paid employment	Adult and Community Services Department
CORP HW12	To increase social inclusion for people with mental health issues	Adult and Community Services Department

Outcome: Easier Access to Services (Outcome Lead: Jill Harrison)		
Code	Action	Lead Department / Division
CORP HW13	To ensure that carers are supported effectively to support their family members for as long as they wish	Adult and Community Services Department
CORP HW14	To work with the community in Owton to implement the Connected Care Scheme	Adult and Community Services Department
CORP HW15	To ensure that services are culturally sensitive and are able to respond flexibly to the diverse needs of the community	Adult and Community Services Department
CORP HW16	To ensure easier access to both universal and targeted services that are tailored to individual needs	Adult and Community Services Department
CORP HW17	To develop appropriate partnerships with the voluntary sector by setting up the Steering Group and implement the Strategy	Adult and Community Services Department
CORP HW18	Improve access to psychological interventions	Adult and Community Services Department
CORP HW19	To ensure integrated services are delivered in conjunction with Health where appropriate	Adult and Community Services Department

Outcome: To safeguard and improve health and well-being for people working, living and visiting the borough (Outcome Lead: TO BE CONFIRMED – ACSD LEAD DEPARTMENT)		
Code	Action	Lead Department / Division
CORP HW20	Deliver advice and enforcement on legislation in relation to Public Protection issues	Neighbourhood Services Department

Community Safety

Outcome: Reduced Crime (Outcome Lead: Brian Neale)		
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Code	Action	Lead Department / Division
CORP CS01	Ensure compliance with section 17 of Crime and Disorder Act 1998, by supporting all Council Departments in developing their understanding and responsibilities to preventing and reducing crime and disorder when delivering services	Regeneration and Planning Services Department
CORP CS02	Contribute to developing partnership approaches to reduce the levels of violence and disorder specific to the town centre night-time economy and domestic related incidents, together with addressing alcohol related crime and disorder across Hartlepool	Regeneration and Planning Services Department

Outcome: Reduced harm caused by illegal drugs and alcohol (Outcome Lead: Chris Hart)		
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Code	Action	Lead Department / Division
CORP CS03	Ensure effective drug treatment services and interventions	Regeneration and Planning Services Department
CORP CS04	Strengthen alcohol treatment and support services	Regeneration and Planning Services Department

Outcome: Improved neighbourhood safety and increased public confidence, leading to reduced fear of crime and anti-social behaviour (Outcome Lead: Sally Forth)		
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Code	Action	Lead Department / Division
CORP CS05	Reduce anti social behaviour and criminal damage, including deliberate fire setting	Neighbourhood Services Department ; Regeneration and Planning Services Department
CORP CS06	Promote community cohesion and engagement within communities, including the co-ordination of the local Prevent strategy	Regeneration and Planning Services Department

Outcome: Reducing offending and re-offending (Outcome Lead: Chris Catchpole)		
Code	Action	Lead Department / Division
CORP DRAFT CS07	Improve the effectiveness of criminal justice interventions for adult offenders who are supervised by the Reduction of Re-offending team.	Regeneration and Planning Services Department
CORP DRAFT CS08	Promote integrated offender management	Regeneration and Planning Services Department
CORP DRAFT CS09	Support the implementation of the 'Team Around the School' model and extend the early identification and support for those children and young people who are at risk of offending	Regeneration and Planning Services Department

Outcome: Stay Safe (Outcome Lead: Sally Robinson)		
Code	Action	Lead Department / Division
CORP CS10	Effectively implement the recommendations from Care Matters to improve outcomes for looked after children	Children's Services Department
CORP CS11	Develop and implement an e-safety strategy	Children's Services Department
CORP CS12	Develop the work of the Local Safeguarding Children Board to achieve the wider safeguarding agenda, reflecting local priorities	Children's Services Department

Environment

Outcome: Deliver sustainable communities through high quality planning, new build and sensitive conservation and protect and enhance the local natural environment (Outcome Lead: Sarah Scarr)

Code	Action	Lead Department / Division
CORP EN01	Coordinate the preparation of the Local Development Framework embodying the core principle of sustainable development and climate change	Regeneration and Planning Services Department
CORP EN02	Review significant features of Hartlepool's natural environment	Regeneration and Planning Services Department
CORP EN03	Review Hartlepool's conservation areas and implement planning policy guidance relating to the historic environment.	Regeneration and Planning Services Department

Outcome: Improve the quality of the local environment by having cleaner, greener and safer public, private and community spaces (Outcome Lead: Albert Cope)

Code	Action	Lead Department / Division
CORP EN04	Improve and maintain the natural and built environment	Neighbourhood Services Department
CORP EN05	Protect the natural and built environment and enforce environmental legislation when appropriate	Neighbourhood Services Department

Outcome: Provide a sustainable, safe, efficient, effective and accessible transport system (Outcome Lead: Mike Blair)

Code	Action	Lead Department / Division
CORP EN06	Deliver the Local Transport Plan	Neighbourhood Services Department
CORP EN07	Establish an integrated transport structure	Neighbourhood Services Department

Outcome: Make better use of natural resources and reduce the generation of waste and maximise recycling (Outcome Lead: Colin Ogden)		
Code	Action	Lead Department / Division
CORP EN08	Implement the Joint Tees Valley Waste Management Strategy	Neighbourhood Services Department

Outcome: Prepare for the impacts of and secure local and global action to tackle climate change (Outcome Lead: Sylvia Tempest)		
Code	Action	Lead Department / Division
CORP EN09	Develop and deliver corporate environmental strategies	Neighbourhood Services Department
CORP EN10	Develop Energy Management "invest to save" programme for Council buildings	Neighbourhood Services Department

Outcome: Promote community involvement in positive action to reduce poverty through fair trade and promoting peace and security (Outcome Lead: Sylvia Tempest)		
Code	Action	Lead Department / Division
CORP EN11	Promote Hartlepool as a Fair Trade Town	Neighbourhood Services Department

Housing

Outcome: Balancing Housing supply and demand (Outcome Lead: Nigel Johnson)		
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Code	Action	Lead Department / Division
CORP HO01	Pursue a strategic housing market renewal programme in partnership with Tees Valley Living and key local partners	Regeneration and Planning Services Department
CORP HO02	Enable development of affordable housing	Regeneration and Planning Services Department

Outcome: Improving the quality of existing housing (Outcome Lead: John Smalley)		
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Code	Action	Lead Department / Division
CORP HO03	Encourage improvements to homes to meet and exceed 'decent homes standards'	Regeneration and Planning Services Department
CORP HO04	Improve the energy efficiency of houses	Regeneration and Planning Services Department

Outcome: Changing housing needs and Meeting the Housing Needs of Vulnerable People (Outcome Lead: Nigel Johnson)		
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Code	Action	Lead Department / Division
CORP HO05	Provide support services to increase the opportunity for residents to live independently in the community	Regeneration and Planning Services Department
CORP HO06	To ensure the delivery of high quality housing support services through efficient and effective contracts with providers	Regeneration and Planning Services Department

Outcome: Access to Housing (Outcome Lead: Lynda Igoe)		
Code	Action	Lead Department / Division
CORP HO07	Ensure there is access to a choice of good quality housing to buy or rent, to meet the aspirations of residents and encourage investment	Regeneration and Planning Services Department
CORP HO08	Open the Housing Options Centre	Regeneration and Planning Services Department

Culture and Leisure

Outcome: Enrich individual lives, strengthen communities and improve places where people live through enjoyment of leisure, culture and sport (Outcome Lead: John Mennear)

Code	Action	Lead Department / Division
CORP CL01	Develop and deliver strategies to improve cultural, leisure facilities and events	Adult and Community Services Department
CORP CL02	To ensure the public have access to a wide range of information about leisure, culture and sporting opportunities in a variety of accessible mediums	Adult and Community Services Department

Outcome: Cultural and leisure services, better meet the needs of the community, especially those from disadvantaged areas (Outcome Lead: John Mennear)

Code	Action	Lead Department / Division
CORP CL03	To increase opportunities for participation in a wide range of cultural and leisure activity focussing on areas of disadvantage	Adult and Community Services Department

Strengthening Communities

Outcome: Empower local people to have a greater voice and influence over local decision making and the delivery of services (Outcome Lead: Karen Oliver)		
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Code	Action	Lead Department / Division
CORP SC01	Ensure that sound mechanisms are in place which engenders a culture that provides the opportunities for meaningful public participation in Service Delivery	Neighbourhood Services Department
CORP SC02	Ensure a fit for purpose Local Strategic Partnership	Regeneration and Planning Services Department
CORP SC03	Coordinate the preparation, implementation, review and partnership monitoring of the Local Area Agreement	Regeneration and Planning Services Department

Outcome: Make a positive contribution (Outcome Lead: John Robinson)		
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Code	Action	Lead Department / Division
CORP SC04	Support parents and carers to fulfil their responsibilities to their children effectively	Children's Services Department
CORP SC05	Promote children and young people's participation in decision making	Children's Services Department
CORP SC06	Promote emotional wellbeing in children and young people	Children's Services Department
CORP SC07	Work with partner agencies to reduce youth offending	Children's Services Department
CORP SC08	Improve the level of young people's participation in positive activities	Children's Services Department
CORP SC09	Provide opportunities for young people to participate in influencing decision making processes	Neighbourhood Services Department

Outcome: Improving quality of life and ensuring service providers are more responsive to neighbourhood needs with particular focus on disadvantaged areas (Outcome Lead: Catherine Frank)		
Code	Action	Lead Department / Division
CORP SC10	Ensure Neighbourhood Managers have appropriate support in the implementation of Neighbourhood Action Plans	Neighbourhood Services Department
CORP SC11	Ensure the delivery of the Neighbourhood Renewal in the Borough	Regeneration and Planning Services Department
CORP SC12	Continue the programme of Neighbourhood Action Plans (NAP) preparation, implementation and review	Regeneration and Planning Services Department
CORP SC13	Support the development and implementation of regeneration programmes within disadvantaged areas.	Regeneration and Planning Services Department

Outcome: Improving Financial Inclusion (Outcome Lead: John Morton)		
Code	Action	Lead Department / Division
CORP SC14	Developing money management training/awareness in partnership with the education sector	Finance Division (CED)
CORP SC15	Developing referral arrangements from PCT channels to improve the awareness of financial support packages for those in need	Finance Division (CED)
CORP SC16	Supporting the development of Hartlepool's Financial Inclusion Partnership	Finance Division (CED)

Outcome: Freedom from discrimination and harassment (Outcome Lead: Wally Stagg)		
Code	Action	Lead Department / Division
CORP SC17	Enhance Equality and Diversity arrangements and mainstream into all Council service activities	Human Resources Division (CED)

Outcome: Ensure communities are well prepared to respond to emergency situations (Outcome Lead: Denis Hampson)		
Code	Action	Lead Department / Division
CORP SC18	Ensure that robust emergency planning arrangements are in place	Neighbourhood Services Department

Organisational Development

Outcome: Improve Performance Management and risk management arrangements (Outcome Lead: Andrew Atkin)		
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Code	Action	Lead Department / Division
CORP OD01	Continued development of service planning and performance management arrangements	Corporate Strategy Division (CED)
CORP OD02	Implement Risk Strategy to ensure robust risk management arrangements are in place	Corporate Strategy Division (CED)
CORP OD03	Develop and improve the effectiveness of the Overview and Scrutiny Function	Corporate Strategy Division (CED)
CORP OD04	Prepare for introduction of Comprehensive Area Assessment in 2009	Corporate Strategy Division (CED)

Outcome: Improve Governance Arrangements (Outcome Lead: Peter Devlin)		
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Code	Action	Lead Department / Division
CORP OD05	Development of Governance Arrangements	Legal Services Division (CED)
CORP OD06	Ensure arrangements are in place to deal with new and existing legislation	Legal Services Division (CED)

Outcome: Improve financial management and reporting (Outcome Lead: Mike Ward)		
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Code	Action	Lead Department / Division
CORP OD07	Formalising the budgetary roles and responsibilities of the departmental and central finance teams	Finance Division (CED)
CORP OD08	Improving accounting reporting mechanisms by developing linkages between performance and financial management	Finance Division (CED)
CORP OD09	Development of annual reports	Finance Division (CED)
CORP OD10	Improving awareness of the Council's financial position	Finance Division (CED)

Outcome: Improve access and understanding between the Council and the Public (Outcome Lead: Joanne Machers)		
Code	Action	Lead Department / Division
CORP OD11	Develop the Contact Centre to increase the range of services provided	Human Resources Division (CED)
CORP OD12	Implement the Communicating with your Council plans	Corporate Strategy Division (CED); Human Resources Division (CED)

Outcome: Improve Elected member and Workforce arrangements (Outcome Lead: Joanne Machers)		
Code	Action	Lead Department / Division
CORP OD13	Implement Elected Member Development Strategy	Human Resources Division (CED)
CORP OD14	Implement the People Strategy and Workforce Development Strategy	Human Resources Division (CED)

Outcome: Improve efficiency and effectiveness of the organisation (Outcome Lead: Mike Ward)		
Code	Action	Lead Department / Division
CORP OD15	Develop and implement Business Transformation Programme	Corporate Strategy Division (CED); Finance Division (CED)
CORP OD16	Development of transactional services (i.e. payroll services, income management services)	Finance Division (CED)
CORP OD17	Restructuring responsibilities for financial management and support	Finance Division (CED)
CORP OD18	Review 5 year procurement plan	Neighbourhood Services Department
CORP OD19	Review procurement strategy	Neighbourhood Services Department

SCRUTINY CO-ORDINATING COMMITTEE

13 February 2009



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

Subject: ADULT AND COMMUNITY SERVICES SCRUTINY FORUM – PROGRESS REPORT

1. PURPOSE OF REPORT

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

2. PROGRESS OF THE SCRUTINY FORUM

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

2.2 The Executive's Budget and Policy Framework Consultation Proposals for 2009/10: The Adult and Community Services Scrutiny Forum on the 12 November 2008 considered initial budget proposals for the Adult and Community Services Department and reported its views back to the Scrutiny Co-ordinating Committee on the 28 November 2008. These views were subsequently noted by Cabinet on the 15 December 2008.

2.3 On the 14 January 2009 the Adult and Community Services Scrutiny Forum considered the finalised budget proposals for the Adult and Community Services Department and reported its views back to the Scrutiny Co-ordinating Committee on the 23 January 2009.

2.4 'Quality of Care Homes Provision in Hartlepool': The Adult and Community Services Scrutiny Forum on the 21 January 2009 considered the draft Final Report into the 'Quality of Care Homes Provision in Hartlepool', which will be

considered by Scrutiny Co-ordinating Committee on 13 February 2009 and then considered by Cabinet in April 2009.

- 2.5 'Access to Recreation Facilities for Vulnerable / Older People': The Adult and Community Services Scrutiny Forum on the 21 January 2009 approved the Aim, Terms of Reference and Timetable for its second investigation into 'Access to Recreation Facilities for Vulnerable / Older People'.
- 2.6 The Forum at its next meeting on the 11 February 2009 will receive a 'setting the scene' presentation from the Adult and Community Services Department and evidence from the Portfolio Holder for Adult and Public Health and from the Portfolio Holder for Culture, Leisure and Tourism. Representatives from a number of groups / clubs have been invited to attend this meeting to share their experiences of using recreation facilities in Hartlepool. The Forum will also be visiting a range of recreation facilities in Hartlepool and seeking good practice evidence from another local authority. Work to finalise these arrangements is underway.
- 2.7 The timetable for the investigation has been approved and it is intended that it will be undertaken over a four month period, concluding at the meeting of the Forum on the 08 April 2009.
- 2.8 Forward Plan – The Adult and Community Services Scrutiny Forum, at each of its meetings, continues to consider possible issues from the Council's Forward Plan for inclusion within its Work Programme. Since the Forum's last progress report, in October 2008, no specific items have been identified.

3. RECOMMENDATION

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

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

BACKGROUND PAPERS

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

SCRUTINY CO-ORDINATING COMMITTEE

13 February 2009



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

Subject: CHILDREN'S SERVICES SCRUTINY FORUM –
PROGRESS REPORT

1. PURPOSE OF REPORT

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

2. PROGRESS OF THE SCRUTINY FORUM

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

2.2 Hartlepool Borough Council's Foster Care Service: Members of the Forum undertook a visit to Darlington Borough Council on 09 October 2008, to gather good practice in relation to the provision of a Local Authority operated Foster Care Service. Members were interested to learn about the importance of a stable team and the benefits of having set training dates for potential foster carers. The Team Manager – Fostering at Darlington Borough Council was warmly thanked for her hospitality and answering Member's questions.

2.3 The Forum met on the 23 October 2008 and received verbal evidence from Members who had undertaken the site visit to Darlington Borough Council (as detailed under 2.2). Members also had the opportunity to review a Viewpoint Survey that had been completed in April 2006 by local residents covering their experiences and knowledge of Foster Caring.

2.4 On the 11 November 2008 Members of the Forum agreed the Draft Final Report and the recommendations and conclusions contained within it. The Final Report was received by the Scrutiny Co-ordinating Committee on 28 November 2008 and presented to Cabinet on 12 January 2009.

- 2.5 Children's Services Department: Budget and Policy Framework 2009/10: The Children's Services Scrutiny Forum on the 11 November 2008 considered initial budget proposals for the Children's Services Department and reported its views back to the Scrutiny Co-ordinating Committee on the 28 November 2008. These views were subsequently noted by Cabinet on the 15 December 2008.
- 2.6 On the 13 January 2009 the Children's Services Scrutiny Forum considered the finalised budget proposals for the Children's Services Department and reported its views back to the Scrutiny Co-ordinating Committee on the 23 January 2009. These views are due to be presented to Cabinet on 9 February 2009.
- 2.7 Call-In of Decision: Service Specification for Children's Centres Outreach Package: On 28 November 2008 the Scrutiny Co-ordinating Committee agreed to refer the Call-In of the 'Service Specifications for Children's Centre – Outreach Package Decision' to the Children's Services Scrutiny Forum. As the original decision made by the Portfolio Holder for Children's Services was considered exempt in line with the Access to Information Act Rules, the Forum met in closed session on 5 and 22 December 2008, 9, 12 and 13 January 2009. The formal comments of the Children's Services Scrutiny Forum were subsequently presented to the Children's Services Portfolio Holder on 29 January 2009.
- 2.8 Children and Young People's Plan 2009-20: The Children's Services Scrutiny Forum met on 27 January 2009 to consider the Children and Young People's Plan 2009-20. The comments and views of the Forum are due to be presented to Cabinet along with the Plan on 9 March 2009, before its subsequent presentation to Full Council on 26 March 2009.
- 2.9 Appropriate Accommodation for Homeless Young People for Whatever Reason: At the meeting of the Forum of 27 January 2009, Members received a detailed 'Setting the Scene' joint presentation by the Regeneration and Planning Services and Children's Services Departments on the topic of 'Appropriate Accommodation for Homeless Young People for Whatever Reason'. This detailed presentation highlighted the national and legal context for accommodation provision for homeless young people, along with the homelessness strategy adopted by the Authority.
- 2.10 The Portfolio Holders for Regeneration and Liveability and Children's Services were also present at the Forum's meeting of 27 January 2009 to provide Members with their evidence in relation to the role and responsibility they have in tackling youth homelessness in Hartlepool.
- 2.11 The Young Representatives co-opted onto the Forum concluded the meeting of 27 January 2009, by presenting an extremely detailed and thoroughly research presentation on the evidence of youth homelessness in Hartlepool.

- 2.12 The Forum is on target to have its Draft Final Report on 'Appropriate Accommodation for Homeless Young People for Whatever Reason' available for discussion at its meeting of 21 April 2009.
- 2.13 Forward Plan: The Children's Services Scrutiny Forum, at each of its meetings, continues to consider possible issues from the Council's Forward Plan for inclusion within its Work Programme. Since the Forum's last progress report, in October 2008, no specific items have been identified.

3. RECOMMENDATION

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

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

BACKGROUND PAPERS

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

SCRUTINY CO-ORDINATING COMMITTEE

13 February 2009



Report of: Chair of the Health Scrutiny Forum

Subject: HEALTH SCRUTINY FORUM – PROGRESS REPORT

1. PURPOSE OF REPORT

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

2. PROGRESS OF THE SCRUTINY FORUM

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

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

2.3 The Health Scrutiny Forum, on the 9 September 2008, 'scoped' its investigation into this issue and undertook its first evidence gathering session on the 14 October 2008. Over a series of subsequent meetings, the Forum received evidence and views from a variety of sources, including:

- Hartlepool Primary Care Trust;
- North Tees and Hartlepool NHS Foundation Trust;
- Westminster Council;
- The Authority's Portfolio Holders for Children's Services and Adult and Community Services;
- Hartlepool's Anti-Social Behaviour Unit, Family Intervention Project (FIP), Youth Offending Team;
- Cleveland Police; and
- Housing Hartlepool.

2.4 The Forum's final evidence gathering session took place on the 10 February 2009 and a Final Report is now in the process of being prepared for consideration by this Committee on the 24 April 2009.

- 2.5 Momentum: Pathways to Healthcare: The Forum, at its meeting on the 9th December 2008, received formal confirmation of the decision of the NHS Joint Committee, following completion of the 13 week consultation period. Members were advised of the NHS Joint Committee's decision that:-
- (i) The Momentum service model will have health services in or as near to your home as possible, with only things which need to be done in hospital taking place there;
 - (ii) Integrated Health Centres will be located in central Stockton and Central Billingham. Urgent Care services will be provided in or near to Hartlepool Town Centre development and extended facilities in Yarm; and
 - (iii) The New hospital location will be Site A, Wynyard Business Park.
- 2.6 Confirmation of the process, and start date, for the next stages of the Momentum process is currently being awaited.
- 2.7 Community Pharmacy Minor Ailments Scheme - Consultation: The Health Scrutiny Forum on the 20 January 2009 considered a request from Hartlepool PCT, and North Tees and Hartlepool NHS Foundation Trust, for its views on the proposed decommissioning of the Community Pharmacy Minor Ailments Scheme. The grounds for which were that:-
- (i) There is evidence that it has not met its stated objectives;
 - (ii) The new Pharmacy Contract ensures delivery of the majority of the outcomes of the scheme;
 - (iii) Some interventions used as part of the Scheme are now deemed to be clinically unsafe; and
 - (iv) Non-cost effective options are being used.
- 2.8 Issues raised by the Health Scrutiny Forum, to be relayed back to the PCT and Foundation Trust by the 30 January deadline, included:-
- (i) That the statistical evaluation did not enable the Forum to differentiate between those who use the service along side GP services and those who use it as their only source of medical advice (those who come under the umbrella of being hard to reach). This made it more difficult to truly express a view on the need for the service; and
 - (ii) That there had been a lack of information to publicise the service, and in particular the Pharmacies participating in it, to the attention of residents.
- 2.9 A full breakdown of the Forum's comments will be available from the Chair during the course of the meeting.

- 2.10 Forward Plan: The Health Scrutiny Forum, at each of its meetings, continues to consider possible issues from the Council's Forward Plan for inclusion within its Work Programme. Since the Forum's last progress report, in October 2008, no specific items have been identified.

3. RECOMMENDATION

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

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

BACKGROUND PAPERS

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

SCRUTINY CO-ORDINATING COMMITTEE

13 February 2009



Report of: Chair of the Neighbourhood Services Scrutiny Forum

Subject: NEIGHBOURHOOD SERVICES SCRUTINY FORUM
– PROGRESS REPORT

1. PURPOSE OF REPORT

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

2. PROGRESS OF THE SCRUTINY FORUM

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

2.2 The Executive's Budget and Policy Framework Consultation Proposals for 2009/10: The Neighbourhood Services Scrutiny Forum on the 10 November 2008 considered initial budget proposals for the Neighbourhood Services Department and reported its views back to the Scrutiny Co-ordinating Committee on the 28 November 2008. These views were subsequently noted by Cabinet on the 15 December 2008.

2.3 On the 12 January 2009 the Neighbourhood Services Scrutiny Forum considered the finalised budget proposals for the Neighbourhood Services Department and reported its views back to the Scrutiny Co-ordinating Committee on the 23 January 2009.

2.4 'Condition of the Highways in Hartlepool': The Neighbourhood Services Scrutiny Forum on the 24 November 2008 considered the draft Final Report into the 'Condition of the Highways in Hartlepool', which was approved by the Scrutiny Co-ordinating Committee on 09 January 2009.

- 2.5 The Final Report will be presented to Cabinet on 23 February 2009 for consideration.
- 2.6 'Coastal Defences and Shoreline Management in Hartlepool' The Neighbourhood Services Scrutiny Forum on the 19 January 2009 approved the Aim, Terms of Reference and Timetable for its second investigation into 'Coastal Defences and Shoreline Management in Hartlepool'. At this meeting, the Forum also received a 'setting the scene' presentation from the Neighbourhood Services Department.
- 2.7 The Forum at its next meeting, on the 5 March 2009 will continue the evidence gathering process receiving evidence from a variety of sources, including the Environment Agency and Scott Wilson Consultancy Firm. The Forum will be visiting sites in Hartlepool to observe current coastal defences and seeking evidence from another Local Authority to identify areas of good practice. Work to finalise these arrangements is underway.
- 2.8 The timetable for the investigation has been approved and it is intended that it will be undertaken over a four month period, concluding at the meeting of the Forum on the 14 April 2009.
- 2.9 Forward Plan – The Neighbourhood Services Scrutiny Forum, at each of its meetings, continues to consider possible issues from the Council's Forward Plan for inclusion within its Work Programme. Since the Forum's last progress report, in October 2008, no specific items have been identified.

3. RECOMMENDATION

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

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

BACKGROUND PAPERS

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

SCRUTINY CO-ORDINATING COMMITTEE

13 February 2009



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

Subject: REGENERATION AND PLANNING SERVICES
SCRUTINY FORUM – PROGRESS REPORT

1. PURPOSE OF REPORT

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

2. PROGRESS OF THE SCRUTINY FORUM

- 2.1 Since the last progress report from this Forum, which was presented to Scrutiny Co-ordinating Committee on 08 October 2008, the Regeneration and Planning Services Scrutiny Forum has undertaken the following work:-
- 2.2 The Marketing of Hartlepool: At the meeting of the Forum of 31 October 2008 Members received detailed evidence in relation to the marketing and communication strategies associated with the Tall Ships' Races 2010. Members welcomed the opportunity to hear evidence and ask questions of a number of key officers involved in the promotion of the Tall Ships' Races 2010.
- 2.3 Members of the Forum are scheduled to visit South Tyneside Council on 05 March 2009 to gather good practice evidence from another Local Authority in relation to their own marketing techniques to attract business and tourist interest in the town.
- 2.4 The Forum is on target to have its Draft Final Report on 'The Marketing of Hartlepool' available for discussion at its meeting of 09 April 2009.
- 2.5 'Closing the Loop Report': Hartlepool Borough Council's Community CCTV Provision: Following Cabinet's consideration of the action plan, in conjunction with the Forum's Final Report into 'Hartlepool Borough Council's Community CCTV Provision', in the absence of the Regeneration and

Liveability Portfolio Holder, the Director of Regeneration and Planning and the Head of Community Safety and Prevention attended the meeting of the Regeneration and Planning Services Scrutiny Forum on the 13 November 2008 to convey Cabinet's response and confirm approval of all of the recommendations contained within the report. Details were also provided of progress to date on the implementation of each of the recommendations.

- 2.6 Regeneration and Planning Services Department: Budget and Policy Framework 2009/10: The Regeneration and Planning Services Scrutiny Forum on the 13 November 2008 considered initial budget proposals for the Regeneration and Planning Services Department and reported its views back to the Scrutiny Co-ordinating Committee on the 28 November 2008. These views were subsequently noted by Cabinet on the 15 December 2008.
- 2.7 On the 16 January 2009 the Regeneration and Planning Services Scrutiny Forum considered the finalised budget proposals for the Regeneration and Planning Services Department and reported its views back to the Scrutiny Co-ordinating Committee on the 23 January 2009. These views are due to be presented to Cabinet on 9 February 2009.
- 2.8 Forward Plan: The Regeneration and Planning Services Scrutiny Forum, at each of its meetings, continues to consider possible issues from the Council's Forward Plan for inclusion within its Work Programme. Since the Forum's last progress report, in October 2008, no specific items have been identified.

3. RECOMMENDATION

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

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

BACKGROUND PAPERS

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

SCRUTINY CO-ORDINATING COMMITTEE

13 February 2009



Report of: Chair of the Scrutiny Co-ordinating Committee

Subject: SCRUTINY CO-ORDINATING COMMITTEE –
PROGRESS REPORT

1. PURPOSE OF REPORT

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

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

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

2.2 Over the past 4 months this Committee along with the four standing Scrutiny Forums have been heavily involved in the budget consultation process and over the coming months ahead will be involved in the compilation of the Corporate Plan for 2009/10. Such arrangements have been finalised and accommodated in all Work Programmes.

3. GENERAL OVERVIEW AND SCRUTINY ISSUES

3.1 Final Reports Recently Considered / Awaiting Consideration – At the time of writing this report I can confirm that the following Reports / Formal Responses were either awaiting consideration / or had been considered by the Authority's Cabinet or other Committees:

(a) Scrutiny Co-ordinating Committee's Final Report into the Authority's Kerbside Recycling Scheme Referral considered and approved by the Neighbourhoods and Community Portfolio on 18 December 2008;

(b) Children's Services Scrutiny Forum's Final Report into Hartlepool Borough Council's Foster Care Services considered and approved by the Cabinet on 12 January 2009;

- (c) Children's Services Scrutiny Forum's Formal Comments on the Call-In of Decision: Service Specification for Children's Centres Outreach Package to be considered by the Children's Services Portfolio on 29 January 2009;
 - (d) Scrutiny Co-ordinating Committee' Formal Response to the Executive Budget and Policy Framework Proposals for 2009/10 to be considered by the Cabinet on 9 February 2009;
 - (e) Scrutiny Co-ordinating Committee's Final Report into the Use of Agency Workers within the Council to be considered by the Cabinet on 9 February 2009;
- 3.2 Informal Meetings of the Scrutiny Chairs – I am pleased to report that we held informal meetings with the Scrutiny Chairs on 8 December 2008 and 26 January 2009. To ensure openness and transparency is maintained, I am pleased to inform Members that the following issues were discussed during the meeting:-
- (a) Progress to date on the delivery of the Overview and Scrutiny Work Programme for 2008/09;
 - (b) Extending young people's involvement in our Overview and Scrutiny arrangements;
 - (c) Councillor Call for Action Update;
 - (d) Attendance at Future Meetings of the NEREO Joint Members/Officers Scrutiny Network by Scrutiny Chairs; and
 - (e) Dedicated Overview and Scrutiny Budget – Expenditure to date.
- 3.3 The next informal meeting of the Scrutiny Chairs is to be held on 11 March 2008 and I will advise this Committee of any matters of interest via my next progress report in March 2009.

4. RECOMMENDATION

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

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

BACKGROUND PAPERS

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

SCRUTINY CO-ORDINATING COMMITTEE

13 February 2009



Report of: Scrutiny Manager

Subject: SIX MONTHLY MONITORING OF AGREED OVERVIEW AND SCRUTINY RECOMMENDATIONS

1. PURPOSE OF REPORT

1.1 To provide Members with the six monthly progress made on the delivery of the agreed scrutiny recommendations of this Committee and the Scrutiny Forums since the 2005/06 Municipal Year.

2. BACKGROUND INFORMATION

2.1 In accordance with the agreed procedure, this report provides information of the progress made against investigations undertaken by the Scrutiny Co-ordinating Committee and the Scrutiny Forums since the 2005/06 Municipal Year.

2.2 In doing so, attached as **Appendix A** is a Summary Report that breaks down progress made by investigation and **Appendix B**, provides a detailed explanation of each recommendation that is either 'expected to achieve target' or 'not expected to achieve target' for all Scrutiny Forums.

2.3 In summary, Members may wish to note that since the 2005/06 Municipal Year:-

(a) 83.1% of all Scrutiny Forums' recommendations have been achieved;

(b) 11.4 % are expected to be achieved;

(c) 1.1% are not expected to be achieved;

(d) 3.7% have recently been approved by the Executive and are awaiting a progress update; and

(e) 0.8% have either been rejected by the Executive or are no longer deliverable to due circumstances beyond the Authority's control.

- 2.4 It should also be noted that the recommendations of the former Adult and Community Services and Health Scrutiny Forum have now been inherited by the newly created Health Scrutiny Forum and that the monitoring of agreed recommendations made by the Adult and Community Services Scrutiny Forum during this current municipal year will be available in the next six monthly progress report in July / August 2009.

3. RECOMMENDATIONS

- 3.1 It is recommended to Members of the Scrutiny Co-ordinating Committee:-

- (a) That progress against this Committee and the Scrutiny Forums' agreed recommendations, since the 2005/06 Municipal Year, be noted and explored further where appropriate; and
- (b) That this Committee and the five standing Scrutiny Forums continue to receive six monthly monitoring reports covering a three year period.

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.

Adult & Community Services & Health Scrutiny Forum
Pandemic Influenza - 'Contingency Planning'

G Target achieved 1

Access to GP Services

G Target achieved 48

Social Prescribing

N No longer deliverable 1

G Target achieved 12

Withdrawal of Emergency Care Practitioners Service at Wynyard Road

G Target achieved 2

A Expect to achieve target 1

Children's Services Scrutiny Forum**Involving Young People**

N No longer deliverable 1

G Target achieved 27

Raising Boys' Achievements - Bridging the Gender Gap

G Target achieved 20

A Expect to achieve target 1

The Provision of Sex and Relationship Education (SRE) in Hartlepool Schools

R Not expected to achieve target 1

G Target achieved 15

A Expect to achieve target 1

Sustainability of Externally Funded Community Initiatives in Schools

Scrutiny Enquiry Summary Report

Appendix A

G Target achieved 1

A Expect to achieve target 3

Access to Recreation Facilities for Children and Young People in Hartlepool

G Target achieved 2

A Expect to achieve target 5

Neighbourhood Services Scrutiny Forum

20mph Speed Limit Zones Outside of Schools

G Target achieved 15

Hartlepool's Local Bus Service Provision

G Target achieved 15

A Expect to achieve target 1

Public Convenience Provision in Hartlepool

R Not expected to achieve target 1

N No longer deliverable 1

G Target achieved 27

School Meals

G Target achieved 4

A Expect to achieve target 1

Transportation Links to Hospital Services & Neighbourhood Services Dept.

G Target achieved 9

A Expect to achieve target 1

Regeneration & Planning Services Scrutiny Forum

Performance and Operation of Private Rented Accommodation and Landlords

G Target achieved 18

Scrutiny Enquiry Summary Report

Appendix A

A Expect to achieve target	1
Partnerships	
G Target achieved	23
A Expect to achieve target	1
Railway Approaches	
G Target achieved	22
A Expect to achieve target	1
Youth Unemployment	
G Target achieved	7
Availability of Good Quality Affordable Rented Social Accommodation	
G Target achieved	6
A Expect to achieve target	5
Seaton Carew - Regeneration Needs and Opportunities	
R Not expected to achieve target	2
G Target achieved	8
A Expect to achieve target	3
Hartlepool Borough Council's CCTV Provision	
G Target achieved	4
A Expect to achieve target	18

Scrutiny Co-ordinating Committee

HMS Trincomalee Trust

G Target achieved 6

Overspend on the Headland Town Square Development

G Target achieved 4

Scrutiny Enquiry Summary Report

Appendix A

Closure of Hartlepool College of Further Education's On Site Nursery

G Target achieved 3

Closure of Rossmere Swimming Pool

G Target achieved 9

Withdrawal of European Structural Funding to the Voluntary Sector

G Target achieved 2

Review of the Authority's Postal Service

G Target achieved 4

Kerbside Recycling Scheme Referral

14

Scrutiny Recommendations (Not Completed) Monitoring Report

January 2009

Department: *

Scrutiny: *

Division: *

Scrutiny Enquiry: *

N	No longer deliverable	3	0.8%
	Adult & Community Services & Health Scrutiny Forum	1	
	Children's Services Scrutiny Forum	1	
	Neighbourhood Services Scrutiny Forum	1	
R	Not expected to achieve target	4	1.1%
	Children's Services Scrutiny Forum	1	
	Neighbourhood Services Scrutiny Forum	1	
	Regeneration & Planning Services Scrutiny Forum	2	
A	Expect to achieve target	43	11.4%
	Adult & Community Services & Health Scrutiny Forum	1	
	Children's Services Scrutiny Forum	10	
	Neighbourhood Services Scrutiny Forum	3	
	Regeneration & Planning Services Scrutiny Forum	29	
G	Target achieved	314	83.1%
	Adult & Community Services & Health Scrutiny Forum	63	
	Children's Services Scrutiny Forum	65	
	Neighbourhood Services Scrutiny Forum	70	
	Regeneration & Planning Services Scrutiny Forum	88	
	Scrutiny Co-ordinating Committee	28	
	Progress not updated	14	3.7%
	Scrutiny Co-ordinating Committee	14	

Total No. of Actions

378

Scrutiny Recommendations (Not Completed) Monitoring Report

January 2009

Progress Rec. No. Recommendation By When / Milestone Update on progress Lead Officer

SCRUTINY INVESTIGATION INTO:
ACS/06-7/3 SOCIAL PRESCRIBING

Recommendation:

ACS/06-7/3c As part of this process, detailed consideration should be given during the 2007/08 year to re-allocating funds to the MIND and other social prescribing services from existing activities that service users found less helpful and acceptable.

N ACS/06-7/3c This recommendation is specifically linked to NDC funding and we do not allocate these funds.

Unable to progress. HBC doesn't allocate NDC funding. However, the PCT has allocated significant funding to be administered by HVDA to support voluntary organisations (in the region of 250 -300k). These resources cover core costs as well as specific funding for projects such as social prescribing (as this is specifically linked in to the Public Health Strategy as a recommendation). MIND has received a significant amount of this funding and has also been allocated some voluntary sector core cost funding by the PCT.

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Scrutiny Recommendations (Not Completed) Monitoring Report

January 2009

Progress Rec. No. Recommendation By When / Milestone Update on progress Lead Officer

SCRUTINY INVESTIGATION INTO:

ACS/06-7/4 WITHDRAWAL OF EMERGENCY CARE PRACTITIONERS SERVICE AT WYNYARD ROAD

Recommendation:

ACS/06-7/4c That the creation of a formal set of protocols on consultation be debated between the PCT and the Forum to:-
(i) Promote the real improvements in health services in Hartlepool; and
(ii) Foster the improved links with Hartlepool PCT, that have developed in the intervening period between the closure of the ECP Service at Wynyard Road and the conclusion of this Forum's investigation.

A ACS/06-7/4c	Draft proposals have been shared. This is being progressed by the PCT and Scrutiny Chairs.	Draft proposals have been shared. This is being progressed by the PCT and Scrutiny Chair.	Ali Wilson
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Scrutiny Recommendations (Not Completed) Monitoring Report

January 2009

Progress	Rec. No.	Recommendation	By When / Milestone	Update on progress	Lead Officer
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**SCRUTINY INVESTIGATION INTO:
CS/05-6/1 INVOLVING YOUNG PEOPLE**

Recommendation:

CS/05-6/1n That the Council transfers its advertising in youth papers to HYPE magazine so that it is supportive of the principle of involving young people in decisions that affect their lives.

N	CS/05-6/1n	To explore relative costings and reach of HYPE magazine in relation to other publications, which young people are likely to read.	December 2006	Hype Magazine is no longer functioning at a level where this action would be appropriate.	John Robinson
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Scrutiny Recommendations (Not Completed) Monitoring Report

January 2009

Progress	Rec. No.	Recommendation	By When / Milestone	Update on progress	Lead Officer
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SCRUTINY INVESTIGATION INTO:

CS/06-7/2 RAISING BOYS' ACHIEVEMENTS - BRIDGING THE GENDER GAP

Recommendation:

CS/06-7/2e That a formal process be developed for the sharing of information and best practice to assist in the raising of boys' achievement levels across all schools in Hartlepool.

A	CS/06-7/2e(iii)	Train schools in the use of RAISE online for tracking and interpreting data.	March 2009	RAISE online is a national tool that is available for training but will be altered to respond to the 2 levels progress requirement from 2009. Original deadline March 2008.	Ruth Chalkley
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Scrutiny Recommendations (Not Completed) Monitoring Report

January 2009

Progress Rec. No. Recommendation By When / Milestone Update on progress Lead Officer

SCRUTINY INVESTIGATION INTO:

CS/06-7/3 THE PROVISION OF SEX AND RELATIONSHIP EDUCATION (SRE) IN HARTLEPOOL SCHOOLS

Recommendation:

CS/06-7/3f That additional ways of assessing the effectiveness of SRE provision, including the introduction of a parental questionnaire and feedback forms for students following individual lessons, be explored.

A	CS/06-7/3f	(i) Ensure that assessment is built into recommended programmes: Lucinda & Godfrey and APAUSE; (ii) Assessment is included in the Speakeasy programme; and (iii) Training for teachers in assessment in PSHE.	July 2009 Nov 08 - Assessment of PSHE education is a national priority at the moment and local CPD provision will reflect this.	Sandra Saint
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Recommendation:

CS/06-7/3h That consideration be given to the renaming of 'Sex and Relationship Education' (SRE) to place primary emphasis upon the relationship aspect of provision within Hartlepool schools.

R	CS/06-7/3h	Consult with teachers, governors, parents, school nurses and young people in respect of changing the name of SRE.	March 2008 Ongoing. Nov 08 - Now awaiting national directive in relation to this.	Sandra Saint
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Scrutiny Recommendations (Not Completed) Monitoring Report

January 2009

Progress	Rec. No.	Recommendation	By When / Milestone	Update on progress	Lead Officer
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SCRUTINY INVESTIGATION INTO:

CS/07-8/4 SUSTAINABILITY OF EXTERNALLY FUNDED COMMUNITY INITIATIVES IN SCHOOLS

Recommendation:

CS/07-8/4a That a joint Steering Group between the Children Services Department and the Adult and Community Services Department be established to further explore the proposed recommendations of the Independent Sports Consultant, commissioned specifically as part of this investigation.

A	CS/07-8/4a	<p>Rather than establish a new joint Steering Group, in light of the wide reaching nature of community facilities, and the current schools transformation programme, it is suggested that this is referred to the Schools Transformation Extended Project Team.</p> <p>This team meets regularly and has representatives from all departments and a separate "Extended Services Work stream", a sub group of the main project team, has recently been established. This should ensure that a Borough wide view is formed regarding all community facilities</p>	December 2008	The Extended Services Work stream has not met since October. A report will be presented to the 19th January 09 meeting which summarises the sustainability issues relating to all the community facility schemes currently operating from Hartlepool schools.	Stephen Haley
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Recommendation:

CS/07-8/4c That pending the outcome(s) of the joint Steering Group (recommendation (a) refers) immediate consideration be given to providing assistance to those schemes that are likely to encounter future sustainability issue.

A	CS/07-8/4c	<p>After business plans and financial forecasts have been prepared and agreed with schools it will be possible to identify sustainability issues and quantify the level of any subsidies that may be required from the LA in future years. Any bids will then be submitted as part of the Council's annual budget cycle.</p>	October 2008	A bid for additional funding of £150,000 has been submitted as part of the departments 2009/10 budget submission. This will need to be refined in light of the outcomes of the financial review as only 2 of the 9 schemes appear to require ongoing funding.	Stephen Haley
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Scrutiny Recommendations (Not Completed) Monitoring Report

January 2009

Progress	Rec. No.	Recommendation	By When / Milestone	Update on progress	Lead Officer
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SCRUTINY INVESTIGATION INTO:

CS/07-8/4 SUSTAINABILITY OF EXTERNALLY FUNDED COMMUNITY INITIATIVES IN SCHOOLS

Recommendation:

CS/07-8/4d That the findings of this investigation be brought to the attention of school governing bodies to raise awareness of the issue and the proposed way forward.

A	CS/07-8/4d	Agreed. This will also be reported to the Schools Forum and a training package will be developed by the Children's Services Finance Team covering the financial implications of Community Facilities.	April 2009	Following the School Forum's acceptance of the LA's guidance at the 8th October meeting individual letters have been sent to relevant Headteachers clarifying actions required. The local scheme for financing schools has been updated.	Stephen Haley
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Scrutiny Recommendations (Not Completed) Monitoring Report

January 2009

Progress	Rec. No.	Recommendation	By When / Milestone	Update on progress	Lead Officer
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SCRUTINY INVESTIGATION INTO:

CS/07-8/5 ACCESS TO RECREATION FACILITIES FOR CHILDREN AND YOUNG PEOPLE IN HARTLEPOOL

Recommendation:

CS/07-8/5a That a process be implemented to ensure that young people are fully supported to participate in the future development and provision of recreation activities in Hartlepool.

A	CS/07-8/5a	Children's services department will continue to support council departments to implement the seven vision statements for participation; In particular we will identify key staff involved in developing recreation facilities and provide targeted support to enhance current practice.	March 2009	Expected to achieve target.	John Robinson
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Recommendation:

CS/07-8/5b That as part of any planned future recreation activities consideration be given to the use of 'pods' and youth shelters, with the close involvement of young people, and other stakeholders, throughout the process from location / selection of structure to Planning application.

A	CS/07-8/5b(i)	We will hold a seminar for stakeholder that includes councillors, young people and other Community members to discuss the issues and implications of youth shelters.	January 2009	Expected to achieve target. We have been unable to set a date for a seminar due to a delay in the availability of a manufacturer to attend. We hope to provide this by February 2009	John Robinson
A	CS/07-8/5b(ii)	We will support the development of a corporate strategy for the use of youth shelters and other community based facilities for young people that link with other community focussed initiatives such as local area forums and neighbourhood action plans.	March 2009	We have been unable to set a date for a seminar due to a delay in the availability of a manufacturer to attend. We hope to provide this by February 2009	John Robinson

Scrutiny Recommendations (Not Completed) Monitoring Report

January 2009

Progress	Rec. No.	Recommendation	By When / Milestone	Update on progress	Lead Officer
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SCRUTINY INVESTIGATION INTO:

CS/07-8/5 ACCESS TO RECREATION FACILITIES FOR CHILDREN AND YOUNG PEOPLE IN HARTLEPOOL

Recommendation:

CS/07-8/5c That an action plan be produced that explores ways of addressing the barriers to accessing recreation activities for young people, as outlined in the report (Section 9 refers).

A	CS/07-8/5c	Children's Services currently have a strategic group undertaking work on the Public Service Agreement 14 and will include work on the barriers outlined in Section 9. The Hartlepool Community Activities Group is supporting the development of sports and recreation for children and young people. An action plan will be developed connecting the work of these two groups with the play strategy for Hartlepool.	January 2009	Delay in dev of comm act grp has prevented the completion of action plan. However, work has been ongoing eg Big Lottery Fund, My Place , Youth Cap Fund Plus, Youth Crime Action Plan, Play Strategy etc. All of which reflect the recommendation. Original Deadline November 2008.	Tracy Liveras
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Recommendation:

CS/07-8/5f That the Local Authority works in partnership with organised groups to ensure that they are fully aware of the funding / assistance available to them, and how it can be accessed, to improve their long term sustainability.

A	CS/07-8/5f	We will work with Hartlepool Voluntary Development Agency to ensure that a process is in place to ensure that all voluntary and community sector groups have access to support.	March 2009	Expected to achieve target.	John Robinson
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Scrutiny Recommendations (Not Completed) Monitoring Report

January 2009

Progress Rec. No. Recommendation By When / Milestone Update on progress Lead Officer

SCRUTINY INVESTIGATION INTO:

NS/05-6/2 HARTLEPOOL'S LOCAL BUS SERVICE PROVISION

Recommendation:

NS/05-6/2a(ii) That work be undertaken by the Authority to improve the infrastructure of the bus network in Hartlepool, with particular reference to new and innovative means of providing up to date timetable information and ensuring that such information is co-ordinated in a timely manner (with a consideration of the provision of information for blind individuals).

A	NS/05-6/2a(ii)	Continue to review issues relating to timetable information. Improve clarity and presentation of at stop timetable information. Provide Real Time information at selected stops and through the internet, WAP and SMS.	December 2011	New style of timetable displays introduced at bus stops to improve clarity and presentation. Real Time Passenger Information delayed as a result of problems with the Tees Valley system.	Geoff Knowlson
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Scrutiny Recommendations (Not Completed) Monitoring Report

January 2009

Progress	Rec. No.	Recommendation	By When / Milestone	Update on progress	Lead Officer
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SCRUTINY INVESTIGATION INTO:

NS/06-7/3 PUBLIC CONVENIENCE PROVISION IN HARTLEPOOL

Recommendation:

NS/06-7/3(1a)(vii) That in relation to each of the options and proposals put forward as part of the Cabinet Referral the Forum supports the proposals for the demolition and making good of the site at the Ward Jackson Park facilities. The toilets at the café to be made available to all public during the opening hours of the park.

N	NS/06-7/3(1a)(vii)	Demolition and making good of the site at the Ward Jackson Park facilities. The toilets at the café to be made available to all public during the opening hours of the park.	December 2007	With contractual/operational difficulties/ltd opening hours of the café, it was impractical to adopt proposals. It was more appropriate to refurbish existing facilities and provide disabled facilities. New facilities opened in the summer	Denise Ogden
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Recommendation:

NS/06-7/3(1b) That in relation to each of the options and proposals put forward as part of the Cabinet Referral the Forum disagrees with the proposed course of action for the former Seaton Baths site and recommends that the facility be improved in terms of its general condition and more specifically its disabled access externally and disabled facilities.

R	NS/06-7/3(1b)	Improve facilities at the former Seaton Baths site in terms of its general condition and more specifically its disabled access externally and disabled facilities.	December 2008	A planning application for a new facility near the car park adjacent to Newburn Bridge has been submitted. Once built batchs site will be demolished.	Denise Ogden
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Scrutiny Recommendations (Not Completed) Monitoring Report

January 2009

Progress Rec. No. Recommendation By When / Milestone Update on progress Lead Officer

SCRUTINY INVESTIGATION INTO:

NS/06-7/4 PERFORMANCE AND OPERATION OF PRIVATE RENTED ACCOMMODATION AND LANDLORDS

Recommendation:

NS/06-7/4c That the introduction of an incentive scheme to encourage landlords to become members of the accreditation scheme be further explored.

Progress	Rec. No.	Recommendation	By When / Milestone	Update on progress	Lead Officer
A	NS/06-7/4c	Information to be gathered from other scheme operators about incentives offered and how they complement their scheme. Prepare a report on potential schemes and likely costs. Consult existing scheme members to assess take up.	April 2008	Incentives have been identified as a result of consultation with other local authorities and landlords. Two favoured incentives are being appraised and costed. The Landlord Registration Officer is now in post enabling further development of the scheme but with priority on integrating with the Selective Licensing Scheme.	Joanne Burnley

Scrutiny Recommendations (Not Completed) Monitoring Report

January 2009

Progress	Rec. No.	Recommendation	By When / Milestone	Update on progress	Lead Officer
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**SCRUTINY INVESTIGATION INTO:
NS/07-8/5 SCHOOL MEALS**

Recommendation:

NS/07-8/5c That the Catering Manager is involved in the planning and design of any new dining facilities in schools resulting from the Building Schools for the Future programme.

A	NS/07-8/5c	Head of Neighbourhood Management is a member of the extended project team. Consultation mechanisms are in place to ensure the Catering Manager is fully included in the planning and design of any new facility.		Planning process will begin formally summer 2009	Paul Briggs
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Scrutiny Recommendations (Not Completed) Monitoring Report

January 2009

Progress Rec. No. Recommendation By When / Milestone Update on progress Lead Officer

SCRUTINY INVESTIGATION INTO:

NS/07-8/6 TRANSPORTATION LINKS TO HOSPITAL SERVICES & NEIGHBOURHOOD SERVICES DEPT.

Recommendation:

NS/07-8/6e That the Council explores opportunities of developing a social enterprise scheme with the third sector to improve access to healthcare services.

A	NS/07-8/6e	All opportunities will be explored via the newly Integrated Transport Unit (ITU).	December 2009	The Integrated Transport Unit has made approach to the DCSF in relation to a Yellow Bus proposal. Further information should be available late March 09	Alastair Smith
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Scrutiny Recommendations (Not Completed) Monitoring Report

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Progress	Rec. No.	Recommendation	By When / Milestone	Update on progress	Lead Officer
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**SCRUTINY INVESTIGATION INTO:
RP/05-6/1 PARTNERSHIPS**

Recommendation:

RP/05-6/1a(i) That the Council seeks to strengthen the feedback mechanisms (to the Local Authority) for its representatives on the Regional Assembly and that substitute arrangements for those representatives should be clarified.

A	RP/05-6/1a(i)	The Constitution Working Group should consider establishing feedback mechanisms from its representatives on Partnerships to Council.	December 2009	Outline arrangements to be subject to discussion - CWG, as to the role of partnerships / constitutional arrangements. This action however, needs to be revised in the light of Central Government proposals for more localised decision making. Original Deadline December 2006.	Peter Devlin
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SCRUTINY INVESTIGATION INTO:
RP/06-7/2 RAILWAY APPROACHES

Recommendation:

RP/06-7/2j That the Authority develops an 'allotments policy' and consults allotment users in the development and implementation of this policy.

A RP/06-7/2j	A review of existing policy documents and future strategy for the improvement of all allotments within town is to be undertaken. This will include consultation with tenants and the development of allotment associations where none exist with a view to increasing devolved management.	March 2009	Allotment Policy progressing. Awaiting approval of PPG17 Open Spaces Strat. Draft Strat circulated to interested parties (Jan 09) inc. Allotment Assocs. Delay due to vacant Parks & Countryside Mgr post, J Mennear to progress. Original Deadline July 2008.	John Mennear
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SCRUTINY INVESTIGATION INTO:

RP/07-8/4 AVAILABILITY OF GOOD QUALITY AFFORDABLE RENTED SOCIAL ACCOMMODATION

Recommendation:

RP/07-8/4b That as part of the review of the local planning policy, provision be made for the identification of suitable sites for the provision of affordable housing.

A	RP/07-8/4b(i)	Via the Local Development Framework (LDF) process develop the housing allocations Development Plan Document (DPD) which will allocate new market housing sites in the borough within which an element of affordable housing will be provided through the Affordable Housing Development Plan Document (see recommendation G). In accordance with LDF procedure this will follow on from the Core Strategy.	March 2010	Work progressing on evidence gathering for the Housing Allocations DPD including Strategic Housing Land Availability Assessment (SHLAA). Identification of specific sites for affordable housing forms part of this work.Changes in Planning Regs relating to plan process mean Submission date for DPD will be December 2010, although draft new housing allocations and percentage requirement for affordable housing will have been established in advance of this.	Richard Waldmeyer
A	RP/07-8/4b(ii)	The affordable housing Development Plan Document will seek to ensure appropriate provision of affordable housing on individual sites. See recommendation (G)	March 2010	The Affordable Housing DPD has been subject to public consultation. An Economic Viability Assessment is being prepared prior to the preferred options being selected to form the basis of the new policy to ensure appropriate provision of affordable housing on individual sites. The Economic Viability Assessment has been included at the request of Government Office NE as DPD's in other authorities have been found to be 'unsound' by the Planning Inspectorate.The timetable for completing the SPD has therefore been rescheduled with the Submission Document expected to be complete in October 2009.This is reflected in reports to Cabinet and Government Office.	Richard Waldmeyer

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SCRUTINY INVESTIGATION INTO:

RP/07-8/4 AVAILABILITY OF GOOD QUALITY AFFORDABLE RENTED SOCIAL ACCOMMODATION

Recommendation:

RP/07-8/4e That ways of working more closely in partnership with RSL's for the provision of affordable rented social accommodation in the town, and the development of opportunities contained within the Green Paper, be explored.

A	RP/07-8/4e(ii)	Report to members on the Housing Green Paper for example on the impact of Local Housing Companies.	March 2009 The implications of the housing green paper have been assessed following the Housing green paper and housing act and the very significant change in market conditions, a report is proposed for Q1 in the context of new, emerging initiatives. A number of sites have been examined in partnership with locally based registered social landlords. The scale of land available makes an Local Housing Company an unlikely vehicle.	Penny Garner-Carpenter
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SCRUTINY INVESTIGATION INTO:

RP/07-8/4 AVAILABILITY OF GOOD QUALITY AFFORDABLE RENTED SOCIAL ACCOMMODATION

Recommendation:

RP/07-8/4g That local planning policy be revised, through the Local Development Framework, to require the provision within all new housing developments of good quality affordable housing, including rented social housing and accommodation for elderly / disabled and young / single residents.

Progress	Rec. No.	Recommendation	By When / Milestone	Update on progress	Lead Officer
A	RP/07-8/4g	<p>This recommendation can be achieved through the production of an Affordable Housing Development Plan Document which will provide a coherent policy basis for negotiating affordable housing provision on new market housing developments. The Affordable Housing Development Plan Document has been brought forward to support the scrutiny process. It is currently at Issues & Options stage.</p> <p>The key stages of preparation will be prepared throughout 2008 with the final submission document prepared for consultation. It is one document within the Planning Local Development Framework (LDF).</p>	December 2008	Considerable work has been undertaken on the DPD. The consultation on the Preferred Options Document of the Affordable Housing DPD was completed on schedule in September 2008. The submission of the final document has been rescheduled to enable an economic viability assessment to be undertaken (DPD's undertaken by other local planning authorities have been found to be 'unsound' by the Planning Inspectorate and Government Office for the NE have recommended that economic viability assessments be carried out on this DPD) & to comply with new Planning Regulations. The Affordable Housing Submission Document is now expected to be complete in October 2009 which is the revised milestone.	Amy Waters

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SCRUTINY INVESTIGATION INTO:

RP/07-8/4 AVAILABILITY OF GOOD QUALITY AFFORDABLE RENTED SOCIAL ACCOMMODATION

Recommendation:

RP/07-8/4h That the Councils local planning policy be amended / updated to include provision for affordable accommodation, and in particular social rented accommodation.

A	RP/07-8/4h	This recommendation will be addressed through the response to recommendation (G), through the preparation of the Affordable Housing DPD.	February 2009	Considerable work has been undertaken on the DPD. The consultation on the Preferred Options Document of the Affordable Housing DPD was completed on schedule in September 2008. The submission of the final document has been rescheduled to enable an economic viability assessment to be undertaken (DPD's undertaken by other local planning authorities have been found to be 'unsound' by the Planning Inspectorate and Government Office for the NE have recommended that economic viability assessments be carried out on this DPD) & to comply with new Planning Regulations. The Affordable Housing Submission Document is now expected to be complete in October 2009 which is the revised milestone.	Amy Waters
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Scrutiny Recommendations (Not Completed) Monitoring Report

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SCRUTINY INVESTIGATION INTO:

RP/07-8/5 SEATON CAREW - REGENERATION NEEDS AND OPPORTUNITIES

Recommendation:

RP/07-8/5e That in recognition of the key role played by local businesses and groups, the benefits of re-establishing the former Seaton Carew Business Association together with a mechanism to encourage and support the involvement of the wider community (to include Seaton Carew's young people) be explored.

A	RP/07-8/5e(i)	Assess the demand for a Business Forum including taking soundings from the business community.	December 2008	The Economic Development Team has contacted all the business owners in Seaton Carew via questionnaire. A follow up meeting with the business owners is to be arranged before the end of March 2009 to feed back the results and identify further support required including the demand for a forum.	Andrew Golightly
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Recommendation:

RP/07-8/5f That the provision of integrated community facilities in Seaton Carew be supported, with the proviso that existing community facilities should not be removed until agreements are in place to deliver new / replacement facilities.

R	RP/07-8/5f	The future management of HBC owned assets and community facilities in Seaton will be subject to a detailed Cabinet report referred to in (b) and (i).	December 2008	The preparation of the report on Council owned assets and community facilities has been delayed slightly due to the need to assess issues around SeaChange and Growth Point bids. The planning briefs for these sites have been prepared and will be subject to public consultation in January 2009. The report to Cabinet will now be presented in March 2009.	Andrew Golightly
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SCRUTINY INVESTIGATION INTO:

RP/07-8/5 SEATON CAREW - REGENERATION NEEDS AND OPPORTUNITIES

Recommendation:

RP/07-8/5g That pending the outcome of Seaton Carew's Coastal Strategy Study, consideration be given to delaying the establishment of interim arrangements for the marketing and planning activity for land susceptible to flooding in and around Seaton Carew.

A	RP/07-8/5g(i)	Report to Cabinet from Director of Neighbourhood Services regarding the outcome of the Coastal Strategy Study. The results of the study will influence the timing of further marketing of main seafront development sites in Seaton.	January 2010	The consultants are progressing the Seaton Carew Coast Protection Strategy Study and this is currently on programme	Alan Coulson
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A	RP/07-8/5g(ii)	Other sites in Seaton brought forward for development will be subject to the standard flood risk analysis as part of the planning application process.	January 2010	The consultants are progressing the Seaton Carew Coast Protection Strategy Study and this is currently on programme	Alan Coulson
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Recommendation:

RP/07-8/5i That based on the strength of feeling expressed throughout the investigation, the Council should not dispose of land on either side of the road to the north of Seaton Carew (up to, and including, the Coronation Drive / Warrior Park site) for the purpose of further development.

R	RP/07-8/5i	Cabinet will reconsider this recommendation following the completion and consideration of the report into the potential marketing of development sites in Seaton Carew.	December 2008	The preparation of the report on Council owned assets and community facilities has been delayed slightly due to the need to assess issues around SeaChange and Growth Point bids. The planning briefs for these sites have been prepared and will be subject to public consultation in January 2009. The report to Cabinet will now be presented in March 2009.	Andrew Golightly
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SCRUTINY INVESTIGATION INTO:

RP/08-9/6 HARTLEPOOL BOROUGH COUNCIL'S CCTV PROVISION

Recommendation:

RP/08-9/6a(ii) That contributions to the operating costs of the Council's Community CCTV system be explored with: Court Costs - Where Community CCTV cameras have provided evidence that has resulted in a conviction.

A	RP/08-9/6a(ii)a	Seek advice on legal possibility of claim for CCTV costs from Chief Solicitor. Then if possible (i) brief court user group (ii) implement	April 2009	Expected to achieve target	Alison Mawson
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A	RP/08-9/6a(ii)b	Examine possibility of 'confiscation of assets' with Police	April 2009	Expected to achieve target	Alison Mawson
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Recommendation:

RP/08-9/6a(iii) That contributions to the operating costs of the Council's Community CCTV system be explored with: Cleveland Police - As the major users of the Community CCTV system in Hartlepool.

A	RP/08-9/6a(iii)a	Seek information from other areas where Police contribute to inform negotiations	April 2009	Expected to achieve target	Alison Mawson
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A	RP/08-9/6a(iii)b	Explore possible funding options with Police, including in-kind benefit	April 2009	Expected to achieve target	Alison Mawson
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SCRUTINY INVESTIGATION INTO:					
RP/08-9/6 HARTLEPOOL BOROUGH COUNCIL'S CCTV PROVISION					

Recommendation:

RP/08-9/6a(iv) That contributions to the operating costs of the Council's Community CCTV system be explored with: Local Businesses - Where cameras are in existence, a business case be presented highlighting the pre-emptive and reactive benefits of the CCTV cameras, value for money and the number of arrests achieved.

A	RP/08-9/6a(iv)a	Identify businesses in areas covered by cameras.	January 2009	Meeting proposed with Economic Development Team. Examining impact of Business Development Supplement.	Peter Gouldsbro
A	RP/08-9/6a(iv)b	Analyse crime and ASB in areas	January 2009	Meeting proposed with Economic Development Team. Examining impact of Business Development Supplement.	Peter Gouldsbro
A	RP/08-9/6a(iv)c	Research how other local authorities prepare case for financial contribution	January 2009	Expected to achieve target.	Peter Gouldsbro
A	RP/08-9/6a(iv)d	Analyse opportunities with HBC Economic Development team to introduce further Business Improvement Districts (BID)	January 2009	Meeting proposed with Economic Development Team. Examining impact of Business Development Supplement.	Peter Gouldsbro
A	RP/08-9/6a(iv)e	Progress Funding discussion with businesses	August 2009	Meeting proposed with Economic Development Team. Examining impact of Business Development Supplement.	Peter Gouldsbro

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SCRUTINY INVESTIGATION INTO: RP/08-9/6 HARTLEPOOL BOROUGH COUNCIL'S CCTV PROVISION					
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Recommendation:

RP/08-9/6b	That a detailed exercise be undertaken to calculate the costs of bringing the monitoring provision 'in-house' together with the feasibility of co-location with Cleveland Police.				
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A	RP/08-9/6b(i)	Develop options for establishing in-house provision	August 2009	Expected to achieve target	Alison Mawson
A	RP/08-9/6b(ii)	Explore feasibility of co-location with Cleveland Police	August 2009	Expected to achieve target	Alison Mawson

Recommendation:

RP/08-9/6c	That consideration be given to the future tendering for the monitoring of the Community CCTV camera system, to ensure that the Council continues to receive best value.				
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A	RP/08-9/6c(i)	Negotiate extension of existing SLA for initial period	August 2009	Expected to achieve target	Alison Mawson
A	RP/08-9/6c(ii)	Consider future tendering in conjunction with actions under recommendation (b)	August 2009	Expected to achieve target	Alison Mawson
A	RP/08-9/6c(iii)	Report to Members on the future of Community Monitoring Centre, including consideration of best value.	August 2009	Expected to achieve target	Alison Mawson

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**SCRUTINY INVESTIGATION INTO:
RP/08-9/6 HARTLEPOOL BOROUGH COUNCIL'S CCTV PROVISION**

Recommendation:

RP/08-9/6d That as major building developments take place in Hartlepool (e.g. Victoria Harbour), contractors be obligated to ensure that a network of ducting is laid, suitable to carry the Authority's fibre optic cables.

A	RP/08-9/6d	Establish how to identify opportunities for planning gain and negotiate Section 106 Agreements when opportunities arise.	December 2008	Report to go to Regeneration and Liveability Portfolio Holder.	Peter Gouldsbro
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Recommendation:

RP/08-9/6f That a trial of 'Talking Cameras' in Church Street / York Road be explored.

A	RP/08-9/6f	Establish sites for 'talking cameras'	April 2009	Specification currently being undertaken and planning implications under discussion.	Peter Gouldsbro
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Recommendation:

RP/08-9/6g That a planned series of public events highlighting the importance of the Community CCTV Cameras be arranged.

A	RP/08-9/6g(ii)	Establish plan to deliver minimum 2 presentations in each of North, Centre and South Neighbourhoods during 2008/09 and 2009/10	December 2009	2 presentations delivered to date. 3 more to be delivered to Police / Community Safety Forums during January 2009.	Peter Gouldsbro
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SCRUTINY INVESTIGATION INTO:

RP/08-9/6 HARTLEPOOL BOROUGH COUNCIL'S CCTV PROVISION

Recommendation:

RP/08-9/6h

That following Cabinet's consideration of this Final Report, the Draft CCTV Strategy be re-submitted to the Cabinet incorporating the agreed recommendations from this enquiry and their implementation costs by the end of 2008.

A	RP/08-9/6h(i)	Undertake Diversity Impact Assessment	May 2009	Expected to achieve target	Brian Neale
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SCRUTINY CO-ORDINATING COMMITTEE

13 February 2009



Report of: Adult and Community Services Scrutiny Forum

Subject: THE QUALITY OF CARE HOMES PROVISION IN HARTLEPOOL – FINAL REPORT

1. PURPOSE OF REPORT

1.1 To present the findings of the Adult and Community Services Scrutiny Forum following its investigation into the Quality of Care Homes Provision in Hartlepool.

2. SETTING THE SCENE

2.1 At the meeting of the Adult and Community Services Scrutiny Forum of 20 June 2008, Members determined their Work Programme for the 2008/09 Municipal Year. The topic of the 'Quality of Care Homes Provision in Hartlepool' was agreed to inform a major in-depth Scrutiny Inquiry for the Forum's 2008/09 work programme.

2.2 A care home is a place where people can live and be looked after by trained staff in homely surroundings. Moving into a care home is a major step and one that is often taken under difficult circumstances. The decision to consider moving into a care home is an important one for both the person concerned and their families. The government is currently committed to helping people stay in their own homes for as long as practically possible so that moving into a care home need only be considered as a last resort

2.3 Care homes are regulated by the Commission for Social Care Inspection (CSCI) who are responsible for the registration and inspection of the care home. The Secretary of State for Health published National Minimum Standards for Care under Section 23(1) of the Care Standards Act 2000. These standards are applicable to care homes, which provide accommodation, together with nursing or personal care. The standards set out the quality of care and facilities that are expected. The CSCI inspects all registered care homes to make sure they meet these National Minimum

Standards and will only register the home if they meet the required standards.

2.4 The standards are grouped under the following key topics:

- (a) Choice of Home;
- (b) Health and Personal Care;
- (c) Daily Life and Social Activities;
- (d) Complaints and Protection;
- (e) Environment;
- (f) Staffing; and
- (g) Management and Administration.

2.5 Local Authorities are responsible for the social care needs of older people and they have a legal responsibility to identify what types of social care their local residents need and to provide or commission that care.

2.6 Within Hartlepool there are 35 care homes, which are registered to provide the following types of care:

- (a) 22 care homes (of which 3 are dual or multi-registered) provide care to older people / people with elderly mental illness;
- (b) 10 care homes provide care to people with learning disabilities; and
- (c) 3 care homes provide mental health care.

3. OVERALL AIM OF THE SCRUTINY INVESTIGATION

3.1 To explore initiatives and practices that have a measurable impact on improving standards of care and the quality of life of residents in Care Homes within Hartlepool.

4. TERMS OF REFERENCE FOR THE SCRUTINY INVESTIGATION

4.1 The following Terms of Reference for the investigation were agreed by the Adult and Community Services Scrutiny Forum on 23 July 2008:-

- (a) To gain a clear understanding of the differentiation between the provision of care homes and care homes with nursing, both in a national and local context;

- (b) To gain an understanding of the roles and responsibilities of key agencies in care home provision, such as the Commission for Social Care Inspection, Hartlepool PCT; and Hartlepool Borough Council;
- (c) To examine the national approach to care homes in order to gain an understanding of the acceptable standard required;
- (d) To gain an understanding of the statutory and regulatory framework covering standards of care in order to examine how Hartlepool Council and other Local Authorities/organisations ensure acceptable standards in care are achieved;
- (e) To visit a selection of care homes within Hartlepool to gain an insight into the variety of provision provided;
- (f) To explore initiatives and practices which have a significant and measurable impact on standards of care and quality of life for residents; and
- (g) To seek a range of views from care home managers, service users and carers on standards of care.

5. MEMBERSHIP OF THE ADULT AND COMMUNITY SERVICES SCRUTINY FORUM

5.1 Membership of the Adult and Community Services Scrutiny Forum for the 2008/9 Municipal Year was as outlined below:-

Councillors Atkinson (Vice – Chair) , Brash, Fleet, A Marshall, McKenna, Plant, Preece, Simmons (Chair), and Worthy

Resident Representatives:

Evelyn Leck and Mary Power

6. METHODS OF INVESTIGATION

6.1 The Members of the Adult and Community Services Scrutiny Forum met formally from the 23 July 2008 to 21 January 2009 to discuss and receive evidence directly relating to their investigation into the Quality of Care Homes Provision in Hartlepool. A detailed record of these meetings is available from the Council's Democratic Services or via the Hartlepool Borough Council website.

6.2 A brief summary of the methods of investigation are outlined below:-

- (a) Detailed reports from Hartlepool Borough Council Officers which was enhanced with verbal evidence;

- (b) Evidence provided by the Portfolio Holder for Adult and Public Health;
- (c) Presentations and verbal evidence from Hartlepool Primary Care Trust;
- (d) Verbal evidence from Members of the former Patient and Public Involvement (PPI) Forum;
- (e) Site visits by Members to a selection of care homes in Hartlepool ;
- (f) Site visit by Members to an out of borough care home, Ashfield Court in Harrogate to compare areas of good practice;
- (g) Verbal evidence from the Commission for Social Care Inspection;
- (h) Verbal evidence from Care Home Managers / residents / relatives; and
- (i) An evidence gathering meeting held at a Care Home in Hartlepool.

FINDINGS

7. CARE HOME – DEFINITION

7.1 Members of the Forum were keen to gain an understanding of the definition of a care home along with the different types of care package available. The Care Standards Act 2000 contains the following definition of a care home:

“An establishment is a care home if it provides accommodation together with nursing or personal care for any of the following persons:

- (a) persons who are or have been ill;
- (b) persons who have or have had a mental disorder;
- (c) persons who are disabled or infirm; or
- (d) persons who are or have been dependent on alcohol or drugs.

7.2 Care homes provide help and assistance with:

- (a) Personal Hygiene, including help with washing, bathing, shaving, oral hygiene and nail care;
- (b) Continence management, including assistance with toileting, skin care, incontinence laundry and bed changing;
- (c) Food and Diet, including preparation of food and fulfilment of dietary requirements and assistance eating;

- (d) Counselling and support, including behaviour management, psychological support and reminding devices;
- (e) Simple treatments, including assistance with medication (including eye drops), applications of simple dressings, lotions and creams and oxygen therapy; and
- (f) Personal assistance, including help with dressing, surgical appliances, mechanical or manual aids, assistance getting up or going to bed.

7.3 A care home with nursing provides the same help and assistance with personal care as those without nursing care. However, a care home with nursing also has professional registered nurses and experienced care assistants in constant attendance to provide 24-hour nursing care services for more complex health needs.

8. ROLES AND RESPONSIBILITIES OF KEY STAKEHOLDERS IN PROVIDING CARE HOME PROVISION

8.1 Members of the Forum agreed that it would be beneficial to their investigation if a number of important stakeholders outlined their roles and responsibilities in relation to care home provision in Hartlepool. The evidence of key stakeholders is outlined below.

Evidence from the Portfolio Holder for Adult and Public Health

8.2 The Portfolio Holder outlined that Social Care is a high priority for both central and local government and there is a significant role for Elected Members.

8.3 Members were informed by the Portfolio Holder that the Adult and Social Care Green Paper is planned to reform Adult Social Care over the next ten to fifteen years. The Portfolio Holder highlighted that demographic changes will place new demands on society. For example, people are living longer which may lead to an increased demand for care home provision in future years. As the demographic changes have a greater impact, the amount of money the Council will spend on residential care will continue to increase. Although, new models of care provision are becoming increasingly popular, for example retirement villages which are aimed at promoting independence and choice through a combination of high quality accommodation, communal amenities and the availability of support and well being services, if required. The Portfolio Holder encouraged efforts to be made to promote independence and the links between community and leisure provision. The Forum agreed with the need to continue to explore opportunities for the elderly and vulnerable adults to live independently.

- 8.4 With regard to care home quality ratings, the Portfolio Holder informed the Forum that Hartlepool had much to be proud of, which was as a result of the dedication of staff.

Evidence from the Council's Adult and Community Services Department

- 8.5 The Director of Adult and Community Services outlined that the responsibilities of the Council are split into two areas, strategic and individual. The strategic side focuses on the planning and commissioning of care services whereas the individual aspect looks at local homes and individual care needs.
- 8.6 Strategically, through market management the Council ensures that sufficient information is known about local needs in order for the Council to commission the right kind of care and the right level of care home provision. As part of market management the Council ensures that a fair cost of care is paid. A fair cost of care is a model agreement outlining the costs for care covering factors such as staff wages and the cost of food. This enables high quality of care to be provided along with the attainment of appropriate staffing levels and acceptable standards of accommodation and facilities.
- 8.7 The Council have a responsibility to all residents who live in care homes and the Council's role is to enter into effective, well structured contracts with care providers to ensure that best value and good quality care is provided. This includes overarching contracts and service specifications that all homes sign up to along with individual contracts that are very specific to the individual needs of residents. The Council are legally obliged to contract with homes that meet their contractual requirements. Although, all homes have to meet the National Minimum Standards, the Council can impose additional standards / requirements.
- 8.8 The Forum was interested to hear how the Council monitors the quality of care provided. The Adult and Community Services Department informed Members that ongoing monitoring of quality and adherence to the terms and conditions of the contract is carried out by the Adult and Community Services Department's Commissioning Team. The Commissioning Team work in partnership with care providers to ensure that the continued improvements to services and the ongoing individual care management of the residents are being met. The Council have a dual responsibility to monitor both the contract and individual needs.
- 8.9 The Forum was informed that in terms of staffing levels and training, the National Training Strategy along with workforce planning ensures that care homes are supported to maintain safe, effective and competent staffing levels. This is achieved through supported and externally funded training.
- 8.10 The Council are also responsible for ensuring that procedures for the protection and safeguarding of vulnerable adults is well embedded and carried out when necessary. Members discussed issues surrounding the harm to elderly people in care homes and the Council indicated that there is

an established Multi-Agency Committee that oversees the running of the Safeguarding Framework. There are some issues/concerns/complaints that are raised with the Department relating to Care Homes that do not necessarily come into the Safeguarding Framework. These are taken seriously and may be investigated in a range of ways; by the Care Home Provider; by Adult and Community Services Department staff; or by an Independent Investigating Officer. This process would depend upon whether matters are being considered within the Providers' complaints procedure and/or, the department's statutory complaints procedure or the department's contract compliance arrangements. The outcome for all cases is the immediate protection and safeguarding of the individual's concerned and also for lessons to be learned to improve practice.

- 8.11 The Forum was informed that the Council had trained over 380 people in the 'No Secrets' guidance, designed to protect vulnerable people from abuse, which included a large number of people from the voluntary sector. From the 1 April 2007 – 31 March 2008 there were 113 safeguarding investigations; of which 48% were located in care homes.

Evidence from the Commission for Social Care Inspection (CSCI)

- 8.12 The Forum was very pleased to receive evidence from the national regulator of care homes, the Commission for Social Care Inspection (CSCI). The CSCI was set up by the Government but are an independent organisation that promote improvements in social care and eradicate bad practice. The CSCI register, regulate, inspect and review all social care services in the public, private and voluntary sectors in England.
- 8.13 Members were informed that the CSCI assess the whole process of providing care, all the way from the first assessment of an individual's needs through to the services received. The CSCI also looks at how the services are paid for, for example whether the individual is paying for their own care or whether supported publicly.
- 8.14 The CSCI has a responsibility to register all care homes. Therefore, before any care homes can start operating, the CSCI must be satisfied that the people who run it are suitable and the home will be run in line with regulations and standards set by the Government. Therefore, CSCI will undertake checks on the company / individual, for example, Criminal Record Bureau checks, site visits and requests for references.
- 8.15 The main duties of the CSCI are outlined as follows:
- (a) carry out local inspections of all social care organisations (public, private and voluntary) against National Minimum Standards and publish reports;
 - (b) register services that meet National Minimum Standards;

- (c) carry out inspections of local social service authorities;
 - (d) publish an annual report to parliament on national progress on social care and an analysis of where resources have been spent;
 - (e) validate all published performance assessment statistics on social care;
 - (f) publish star ratings for social services authorities; and
 - (g) publish quality ratings for each care home to compare the quality of different services.
- 8.16 The Forum did express some concern that the responsibility for regulating standards of care is solely a matter for the CSCI, however, the Forum were informed that standards for care and how well individual needs are being met is the Council's responsibility. The Council regularly liaise with the CSCI formally and informally to report any allegations of abuse or areas of concern.
- 8.17 From April 2009, the Care Quality Commission (CQC) will be the new independent regulator of health and social care services across England. The CQC established in October 2008 by the Health and Social Care Act 2008 brings together the work of the CSCI, the Healthcare Commission and the Mental Health Act Commission. This will for the first time create an independent regulator of health, mental health and adult social care in England.
- 8.18 The CQC's vision is to create high quality health and social care that supports people to live healthy and independent lives, empowers individuals, families and carers in making informed decisions about their own care and is responsive to individual needs.

Evidence from Hartlepool Primary Care Trust (PCT)

- 8.19 The PCT informed the Forum of its roles and responsibilities relating to care home provision in Hartlepool. The PCT's Continuing Care Manager informed Members that the primary role of the PCT is to ensure that appropriate nursing care is provided, as required, to all individuals with continuing health care needs. Continuing healthcare and NHS-funded nursing care is usually provided over an extended period of time to meet physical or mental health needs that have arisen as a result of disability, an accident or illness. The care can be provided in a variety of settings including a hospital, nursing home, hospice or the patient's own home.
- 8.20 The PCT is responsible for funding the total cost of a continuing health care placement which includes the accommodation, personal care and nursing care. In doing so, the PCT assess the appropriateness of the placement and where special needs are identified, they ensure that the care home has the right environment and skilled staff to provide for the individual. This provides

an oversight in relation to the quality of the package via regular review in line with the National Service Framework for Continuing Health Care. Where an individual is eligible for nursing care the PCT contributes the cost of that nursing care and the Local Authority pays for the residential care element.

- 8.21 The PCT work very closely with Adult Social Care to undertake assessments and reviews to ensure that the appropriate care package is being provided ensuring that all residents have access to primary medical care provided by General Practitioners. Within care homes the PCT ensures residents have access to other community services in the same way that people living in their own homes have, for example community nursing and therapy. Every effort is made to try and maintain people in their own homes for as long as possible.
- 8.22 The Forum was very pleased to hear that the PCT has good working relationships with all care homes and provides support and training to ensure continuous improvement.

9. STATUTORY AND REGULATORY FRAMEWORK COVERING STANDARDS OF CARE

- 9.1 The Forum was interested to explore the statutory and regulatory framework covering standards of care in order to gain an understanding of how Hartlepool Borough Council and other Local Authorities/organisations ensure acceptable standards are achieved. Members received evidence from a variety of witnesses as outlined below:

Evidence from the CSCI

- 9.2 The Forum was informed by the CSCI that there are certain Acts and Regulations which care homes have to follow by law. The Act which is specific to the regulation of care homes is the Care Standards Act 2000. This Act is supplemented with the Care Homes Regulations 2001 which provide more detail on issues such as registration, fees and basic requirements. To help the understanding of these regulations, there is a set of National Minimum Standards which set a minimum level / standard for each element of providing a care service.
- 9.3 The Standards focus on achievable outcomes for people who utilise the services and are grouped under key topics that highlight the most important aspects of individuals' lives when living in a care home.
- 9.4 The Standards are not enforceable by law but are important guidelines to help providers, inspectors and people who use the services to judge the standard of care provided. They are designed to make sure everyone understands what is expected and help to achieve consistency. The Standards are open to interpretation and not everyone will have the same understanding but the CSCI do provide guidance along with their interpretation of the Standards. The guidance helps the Inspectors at the CSCI judge if a service is meeting the minimum standard or exceeding it.

- 9.5 Members of the Forum were concerned that the National Minimum Standards could not be enforced and were informed by the CSCI that some of the main Standards do not have Regulations (as detailed in the Care Homes Regulations 2001) attached to them. Therefore, care homes were not legally obliged to adhere to these Standards.
- 9.6 After further consideration of the Standards, Members expressed further concerns that there were no Standards relating to suggested staffing levels based on the number of residents or the number of hours worked by the care staff. It was considered by the Forum that this may have a detrimental effect on the standards of care provision. The standards make reference to staff but only in relation to the fact that care homes must demonstrate that suitably qualified staff are on duty at appropriate times. Members also raised concerns over the number of hours worked by staff, for example, if twelve hour shifts are worked, then the quality of care towards the end of the shift may deteriorate due to these long hours.
- 9.7 An independent study carried out by the National Care Forum indicated that staff turnover in care homes nationally is high. The turnover for 2008 has increased to 42.3% from 34.5% in 2007 and to 61.5% from 53.9% that left in two years. Des Kelly, Executive Director of the National Care Forum commented on the study, highlighting that 'the most disturbing result is the loss of so many care workers in the first year or two of work.....we don't yet know enough about why they leave or where they go. As we enter a period of unprecedented change to deliver the policy of more personalised care and support services, a stable and well-trained workforce is crucial to success. Paying attention to staff retention, satisfaction and motivation is therefore absolutely essential.'
- 9.8 It was considered by the Forum that low rates of pay for care staff, heavy workloads and low staff levels contributed to the high turnover of staff and as it is a national problem, the Forum felt that it should be addressed by central government.

Inspections undertaken by the CSCI

- 9.9 The Forum were informed that the CSCI carry out three types of care home inspections, these are:
- (a) **Key Inspections:** These inspections take a thorough look at how well the care home is doing and are usually unannounced. The inspection takes into account detailed information sent to the CSCI by the care home owner or manager along with the views and experiences of people who are using the service and any further information received since the last inspection. The Inspector looks at how well the service is meeting the standards and a quality rating is then calculated. The quality ratings awarded range from a zero star which is classed as a

poor service through to a three star service which is classed as excellent.

- (b) **Random Inspections:** These inspections are short and targeted inspections which focus on specific issues that have arose or to check on improvements that should have been made. Random inspections are usually unannounced.
 - (c) **Thematic Inspections:** These inspections look at how well the care home is performing in a particular area and help to gain a national level trend picture. The findings are then reported to government detailing what is happening in England's care services.
- 9.10 If a service is rated as good or excellent, then the CSCI visit less frequently. However, for each year that the CSCI do not inspect a care home, an annual review of the service is carried out. If it is thought that the quality of the service may have changed, then a key or random inspection may be brought forward.
- 9.11 Before an inspection the CSCI ask those people who know the most about the service, for example, the residents, their relatives and friends and collect the information via questionnaire. Information is also sought from the care home manager / owner about the quality of their services along with the staff who work at the care home and health care professionals.
- 9.12 During an inspection the National Minimum Standards are considered, as these form the basis of what people should expect from care services. While visiting the care home the Inspector will talk to the residents, their relatives and friends to ascertain their views of the services. The Inspector will observe the staff and their interaction with the residents and look at how well people are cared for to make sure they are treated with dignity and respect. All paperwork is reviewed and staff recruitment and training is examined. Care staff are asked to complete surveys based on, for example, their training packages, inductions carried out and any concerns they may have. Previous concerns / complaints will be looked at along with the subsequent actions taken.
- 9.13 All the information collected is then collated by the Inspector and a report detailing the findings is produced. The care home then receives a copy of the report for comments and the report is published on the CSCI website.
- 9.14 The CSCI not only base their inspections on the National Minimum Standards but also a set of guidelines called the Key Lines of Regulatory Enquiry (KLORA) introduced in June 2006. The KLORA outline the areas which CSCI look for in a service in order to decide if they provide poor, adequate, good or excellent outcomes for the people who use the service. In order for care homes to continually improve their services, the KLORA pays particular attention to examples of excellent and good practice. The KLORA ensures that there is a consistent approach across the Inspectorate.
- 9.15 After an inspection, if the Inspector is of the opinion that people are at risk, for example, fire exits are blocked, then an immediate requirement notice is

placed on the home. The home has a maximum of 24 hours to rectify the problem and follow up checks by the Inspector will be made. The CSCI also make good practice recommendations to improve the quality of the services offered. These recommendations relate to the National Minimum Standards and are seen as good practice for the care home to consider carrying out.

- 9.16 The Forum was informed that the CSCI also looks at the statutory requirements and whether homes are meeting these requirements. If the statutory requirements are not being met, then the Inspector will set out actions in their report, which must be completed so that the home complies with the Care Standards Act 2000 and the Care Homes Regulations 2001. As CSCI and the Council work in close partnership, a referral to the Council could be made if it is thought that the home is not complying with their agreed contract.
- 9.17 It was evident from the Forum meetings that the CSCI, the Council and Care Home Managers work very closely alongside each other and have good working relations. Although, the Forum did indicate their concern regarding the possible development of a close relationship between a CSCI Inspector and a care home. Measures have been put in place to address this with case loads changing yearly.
- 9.18 The forum was extremely pleased to hear that the standard of care in Hartlepool is of good quality, as shown by the quality ratings below:
- (a) 1 care home is rated as excellent;
 - (b) 25 care homes are rated as good;
 - (c) 5 care homes are rated as adequate;
 - (d) 1 care home is rated as poor but changing to adequate;
 - (e) The remaining care homes are not rated as they are newly registered.

Evidence from the Council's Adult and Community Services Department

- 9.19 In terms of inspection and regulation Hartlepool Borough Council is responsible for the quality of the services outlined in each care home's individual service specification. It is therefore essential that appropriate monitoring arrangements are put in place by the Council and the care home to identify problems in complying with the terms and conditions as set out within the service specification or failure to achieve the required standards.
- 9.20 The Council, in terms of contract monitoring carries out formal monitoring, where the home is aware that contract monitoring is due to take place or a 'call-in', whereby the home is unaware. Monitoring will be carried out by evaluation of compliance with the general standards outlined in the service specification. This will be carried out by the Contracts Officer. The continuous review of the needs of an individual as detailed in their individual Care Plan is the responsibility of the care home staff including the resident's key worker in the home. The Local Authority Care Manager (Social Worker)

is responsible for ensuring the individual needs of the person as per the Care Plan are being met appropriately by the care home.

- 9.21 Officers from the Adult and Community Services Department informed the Forum that it is important that good working relationships are established between all parties involved in the monitoring process. This requires good communication, maintenance of effective records, production of regular reports and early notification of identified problems. Visits to the home and/or residents may be arranged in advance or unannounced as determined by the Council.
- 9.22 If the Council is of the opinion that the care home is not complying with the terms and conditions as set out within the service specification or fails to achieve the required standards then the Council can carry out an investigation and can place a moratorium on future referrals to the home with immediate effect. After investigation, if it is found that the care home is still not compliant, the Council could terminate the contract and relocate the residents.
- 9.23 An anonymised copy of an action plan review report that was drawn up by the Council following an investigation was circulated to the Forum. The investigation involved inspection of care plans, documentation, policies and procedures and staff were interviewed. On conclusion of the investigation a report was produced to summarise the issues in relation to systems, processes etc and in relation to individual residents. The report clearly outlines what actions the home needs to take to ensure improvement in practice and as a result an improvement in the safety and comfort of the residents in the home.
- 9.24 Following the specific investigation outlined to Members, it was proposed by the Council that the moratorium remain on the home and the Council undertake progress monitoring of the Action Plan until the Council and the CSCI were satisfied with the improvements made.
- 9.25 The Council ensures that acceptable standards of care are achieved by:
- (a) linking the statutory and regulatory framework with contract management;
 - (b) adhering to service specifications and regular monitoring;
 - (c) using moratoriums where concerns exist until improvements are seen;
 - (d) Jointly working with providers and the CSCI to agree action plans and how they will be monitored. The need for joint working with the CSCI is imperative; and
 - (e) Regular linking of information from care management reviews, visits, Adult Protection referrals and complaints to support the need for action.

- 9.26 Members were informed that the Council also grade care homes in addition to the quality ratings awarded by the CSCI. As part of a 'cost of care exercise' which the Council undertook in 2005 / 06, each care home was given a grading ranging from one to four, with one fully meeting the expected standards and four meeting less than 55% of the standards. The grades are based on the home's ability to meet the physical environmental standards contained within the National Minimum Standards, which are specific about sizes of bedrooms and communal areas, provision of en-suites and door widths. However, the grades only apply to older people homes as the other homes have no specific environmental standards just that they are appropriate to meet the needs of the individuals who live there.
- 9.27 It was questioned by the Forum whether the gradings were equitable as it was inevitable that an older property would be less likely to meet all the environmental standards compared to a new build, which would incorporate the standards into their designs. Although, this did not necessarily mean that the standards of care offered were lower. The Forum expressed their support for the Council gradings to be combined with the CSCI quality ratings in order to give an overall rating making the ratings easier to understand.
- 9.28 Members of the Forum expressed the need for these ratings to be publicised to encourage further improvements to standards of care. Although, all inspection ratings / reports are available on request or can be accessed on the internet, it was thought that the ratings should be publicised on the Council's website, and linked to the CSCI website along with publications in the Council's magazine, 'Hartbeat' and local newspapers / newsletters.

10. INITIATIVES AND PRACTICES

- 10.1 Members of the Forum were keen to learn about initiatives and practices which have a significant and measurable impact on standards of care and quality of life for residents. In order to understand the various initiatives and practices, Members drew on evidence from a number of sources that are detailed below.

Evidence from Hartlepool Borough Council

- 10.2 The Adult and Community Services Department informed the Forum that many initiatives and practices aimed at care homes are driven and prompted by national drivers, for example, the development of the CSCI and the National Minimum Standards. The Forum was very pleased to hear that local funding given to improve the quality of accommodation in care homes made a visible difference last year.
- 10.3 The Council have found that by working closely with care homes to support the training and development of staff has certainly paid dividends in how people are treated and supported.

- 10.4 The Forum were informed that some local initiatives had had a positive impact on residents' lives, e.g., the appropriate development of the fair cost for care exercise that has 4 levels for quality of accommodation with a final payment linked to quality of life initiatives such as activities.
- 10.5 Hartlepool Borough Council is very strict regarding the monitoring of contracts, immediately acting if required. This together with a proactive approach to working with providers is driving up the quality of care. This combined with a zero tolerance approach to allegations of abuse and the use of moratoriums has impacted. This can be seen by the lack of poorly rated homes in the CSCI ranking.
- 10.6 Many homes have developed a close relationship with relatives which has resulted in real commitment to work together to improve areas for residents. Homes having an open and transparent approach and who welcome and encourage visitors tend to improve the quality of life for residents.
- 10.7 Integrated teams that have emerged from the closer relationship that adult social care staff now have with the PCT have ensured greater flexibility of working, e.g., if a visiting district nurse has concerns about a social care issue it will be reported to a member of staff immediately.
- 10.8 The greater push to develop a much more personalised approach to care and how someone is cared for is very important. Therefore conducting a self assessment and developing a support plan with a family is very important. The support plan gives knowledge that is only known within the family, basic issues such as the individual's hobbies or activities they enjoy doing. This linked with a focused key worker system which many homes have in place is a very positive way of improving the quality of life for residents.
- 10.9 Residents benefit greatly where homes have a well-developed induction/supervision programme that covers health and safety and care issues as well as basic relationship work. The development of Local Involvement Networks (LINKs) will be instrumental in supporting the development of information regarding dignity in care and quality of life.

Evidence from the CSCI

- 10.10 The CSCI outlined to the Forum the initiatives and practices which they have found significantly improve the quality of life for residents, as detailed below:
- (a) The moderation of standards by using the KLORA which ensures consistency across the Inspectorate;
 - (b) The CSCI Inspectors change their case load each year so that long term relationships do not build up;
 - (c) CSCI work with 'experts by experience', these are people who have experience of using services, who join some inspectors to help them

gain a good picture of the service from the viewpoint of the people who use it; and

- (d) CSCI clearly publicise all their quality ratings.

Evidence from the PCT

10.11 The PCT provided the Forum with several local examples of initiatives that they deliver aimed at improving the quality of care, as summarised below:

- (a) District nurses are aligned to each care home to strengthen communication and ensure relationships are built and maintained between both residents and care providers;
- (b) The OPTIN team provides each care home with case managers who are trained nurses who work closely with General Practitioners to provide the right type of care / regime for the individual. This has a significant impact of improved management, keeping people well and out of hospital;
- (c) Low vision / adaption training improves the quality of aids and adaptations within the home;
- (d) The end of life care which is a recently introduced initiative offers support to people to keep them in their familiar home surroundings. This initiative is recognised as excellent practice and has received a national award; and
- (e) The Community Infection Prevention and Control Team develop skills of workers in care homes.

11. FINANCIAL ASSESSMENT

11.1 Members of the Forum were very keen to understand the financial implications / assessments for people moving / planning to move into a care home. Members received evidence from the Council's Principal Finance Manager, as outlined below.

11.2 Care home fees in Hartlepool range from £368 - £424 and individuals have a choice of which home they wish to reside in. Individuals are never directed to a particular home on the basis of associated cost. The Principal Finance Manager informed the Forum that whether the individual was self funded or supported publicly, the same level of service and monitoring of their individual needs is offered irrespective of payment methods.

11.3 Each individual is assessed on their own individual financial circumstances and no two people are the same. One of the important parts of the process

undertaken with individuals is the maximisation of the benefits they are entitled to. Many people are either not fully aware of what benefits they are entitled to or some are simply too proud to claim. The financial assessment process ensures that everyone is able to claim all the benefits that are due to them.

- 11.4 All financial assessments are undertaken in accordance with the appropriate 'Charging for Residential Accommodation Guidance' (CRAG), which is set by the government.
- 11.5 In relation to people who own property, there is a deferred payment scheme. The Council values their property and the payment is offset against the property value. Members commented on the use of property valuations and indicated that they understood that if the property had been transferred to members of the family for a certain period of time, it could not be taken into account. The Principal Finance Manager highlighted that there is no set time limit though each case is dealt with individually.
- 11.6 Members were concerned that the financial assessment did mean that those that could afford to 'top up' their payments could have access to the pick of the care homes, while others simply had to choose from those that they could afford. Choice could frequently be limited to the type of care a person required as different homes provide different services.
- 11.7 In relation to the personal expenses allowance, prescribed by Government, which currently stands at £21.15 per week, the Principal Finance Manager indicated that how this is dispersed to individual people depended very much on their own circumstances. This could be done via the care home manager or through an arrangement with the Council. If the resident retains their own bank account and management of their own money, the money would be paid into it.
- 11.8 In relation to the personal expenses allowance, Members expressed concerns that the allowance was not reflective of the differing needs and abilities of individuals. The Forum was of the opinion that the allowance should reflect the individual circumstances / physical condition of an individual and should be appropriate to an individual's interests and aspirations, and therefore would increase independence, dignity and quality of life for residents.

12. CARE HOME OCCUPANCY LEVELS IN HARTLEPOOL

- 12.1 The Forum was interested to explore the occupancy levels of care homes in Hartlepool to establish whether this was linked to the standard of care or the cost of the care.
- 12.2 The table below was presented to the Forum outlining the occupancy figures for care homes in Hartlepool.

Table 1 - Care Home Occupancy Information

Category	Registered Beds	Number Occupied	Percentage Occupied
Older People / EMI	896	613	68%
Learning Disability	59	59	100%
Mental Health	76	58	76%
Physical Disability	13	11	85%
Total	1044	741	71%

- 12.3 The Forum were surprised by the under occupancy of care homes and queried what measures the Council could take to address this. The Council informed the Forum that there had been a significant rise in the number of places in residential care over the last six years but the Council has a responsibility to encourage the market to develop and to manage over provision. However, a resident's legal right of choice as to which home they want to live in determines the occupancy figures. Although, high occupancy levels do result in a reduction of choice for individuals.
- 12.4 Members also felt that the high degree of under occupancy may have been created by an over supply of beds. The Adult and Community Services Department indicated that over recent years, the number of people in care homes has not fluctuated much and has remained at around the 600 mark but what has changed is the number and types of places available. The demographics of the town are changing with an aging population, but people are much fitter, healthier and more active than in the past so are tending not to need residential care until much later in their lives. Also, due to supported living / sheltered housing schemes people are encouraged to live independently and the thoughts of the Forum were that the market for care homes may need to re-adjust. However, the number of people in homes has not reduced just new homes have opened.
- 12.5 Care Home Managers present at the meeting when occupancy levels were discussed did not see under occupancy as a major issue, although felt that the new retirement village, 'Hartfields' may change the situation. Although Members did comment that it was not always the case that new homes were best. One of the homes visited by Members during this investigation was an older property and Members said that it felt very much like it was the resident's home and not simply the place they lived.

13. PATIENT AND PUBLIC INVOLVEMENT FORUM

- 13.1 The Forum expressed their concern at the devolvement of the Patient and Public Involvement Forum (PPI Forum), which has been devolved due to the development of LINKs. The PPI Forum created lay assessors that visited and inspected care homes reporting on any areas of concern. The Forum was informed that work is currently underway to establish LINKs which aim to give local citizens a stronger voice in how their health and social care services are delivered. It is anticipated that LINKs will incorporate the work of the former PPI Forum.
- 13.2 The former members of the PPI Forum attended the Forum meetings and emphasised the importance of lay assessors and the PPI Forum's valuable role and expertise was acknowledged by the Forum.

14. EVIDENCE FROM MEMBERS OF THE SCRUTINY FORUM – SITE VISITS

- 14.1 Members of the Forum thought it would be beneficial to the undertaking of their investigation if they visited a selection of care homes in Hartlepool along with a visit to an out of borough care home in order to gain an understanding of how care homes deliver acceptable standards of care.
- 14.2 For the site visits in Hartlepool, Members decided that they would visit a care home from each category of Council grading, all with different quality ratings from CSCI. Following each visit Members completed a set of questions to gain an overview of the standard of care provided and to ensure that the findings were consistent. Throughout the visits Members talked to residents, relatives and staff gaining a good insight into residents' lives. The collective feedback from Members can be summarised as follows:
- (a) The car parking facilities for visitors were adequate and the security measures in place were satisfactory, although Members felt as though all homes should ask visitors to sign in/out;
 - (b) Residents' privacy was respected and residents' appeared very content, well cared for and happy, although a concern was raised that occasionally some residents were left to lie in uncomfortable positions;
 - (c) Relatives were satisfied with the care that was provided;
 - (d) The homes had flexible meal time arrangements and residents had a choice of food with which they were pleased. Some Members raised concerns over the lack of variety of food provided;
 - (e) The homes were clean and tidy and the communal areas were comfortable with nice personal touches, although some were awaiting redecoration and refurbishment;

- (f) The staff were very welcoming, friendly and approachable and had good relationships with the residents;
- (g) Staff had received training and there appeared to be enough staff on duty to provide quality of care;
- (h) A range of activities were offered to residents including bingo, computer rooms and days out, with all residents being encouraged to take part in the activities; and
- (i) Members raised concerns over how residents would evacuate the building if doors are locked with mechanical key pads.

14.3 When discussing the site visit to an out of borough care home, Members of the Forum were informed by the CSCI Inspector that there was an excellent practice care home in Harrogate, Ashfield Court. Members thought that it would be beneficial to their investigation to visit Ashfield Court to compare areas of good practice. The site visit to Ashfield Court took place on 13 October 2008 and the feedback from Members can be summarised as follows:

- (a) An excellent home with very good facilities;
- (b) Welcoming and homely; and
- (c) On par with the homes in Hartlepool.

15. EVIDENCE FROM CARE HOME MANAGERS / RESIDENTS / RELATIVES

15.1 The Forum was very keen to engage with local care home managers and residents along with their relatives to hear their views on the quality of care home provision in Hartlepool.

15.2 As such, all care home managers, residents and relatives were invited to attend the Forum meetings to share their experiences and professional opinions along with any of their concerns. Their comments are summarised below:

- (a) Concerns were raised over the amount of personal expenses allowance payable to residents and how people with differing needs received the same allowance regardless of their circumstances;
- (b) Managers strive to increase standards of care;
- (c) Concerns that new developments may result in continued under occupancy; and
- (d) The PCT initiated a Hartlepool Care Managers' Forum but the Forum has ceased over time, although managers would welcome its reform.

- 15.3 The Forum was very pleased with the interest expressed by care home managers, residents and relatives in this investigation along with their participation at Forum meetings and wanted to furthermore encourage people to attend. Therefore, Members explored the possibility of holding one of their Forum meetings in a care home as it was a less formal setting and it was felt that participants would feel comfortable with the surroundings. The meeting of the 5th November 2008 was held at a local care home and was well attended by care home managers, residents, relatives and members of the public. Members expressed their thanks to the care home and found the meeting very informative and valuable to their investigation.

Forum meeting held at a local care home



16. CONCLUSIONS

16.1 The Adult and Community Services Scrutiny Forum concluded:-

- (a) That good working relationships exist between the Council, the CSCI, the PCT and Care Home Managers, who all aim to improve standards of care for residents;
- (b) That the overall standard of care in Hartlepool is very good and it is obvious that care home managers take pride in their homes and the standards they apply;
- (c) That there will always be a need for care homes but due to new models of care, such as retirement villages, people may choose this type of accommodation as opposed to a traditional care home;
- (d) That Members of the former PPI Forum were dedicated to improving standards of care and the quality of life for individuals and the Forum acknowledges their hard work and commitment and the contributions they made to the enquiry;

- (e) That it was apparent from the care homes visited by Members that they operate open and transparently and welcome and encourage visitors;
- (f) That the Forum welcome a personalised care approach which will continue to improve standards of care;
- (g) That the Council and the CSCI have good monitoring / inspection arrangements in place in order to identify areas for concern; and
- (h) That it was unacceptable that some of the National Minimum Standards were not enforceable by law.

17. RECOMMENDATIONS

17.1 The Adult and Community 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 outlined below:

- (a) That the Council, through its Adult and Community Services Department and relevant Portfolio Holder, works in partnership with LINKs to ensure that the statutory requirements in relation to care home inspection in Hartlepool are fully met;
- (b) That the Council re-establishes the Hartlepool Care Managers' Forum in consultation with Hartlepool PCT to ensure that regular dialogue is maintained between care home managers and key partners;
- (c) That the Council regularly publicises its gradings for individual Care Homes along with the Commission for Social Care Inspection quality ratings on the Council's website, in 'Hartbeat', in the local press and public libraries in order to raise public awareness of ratings and to encourage care homes to raise their standards;
- (d) That the Council aligns its care home gradings with the Commission for Social Care Inspection quality ratings to provide an overall grading;
- (e) That the Council considers including within their service specifications the minimum standards which are not legally enforceable through the Care Homes Regulations 2001;
- (f) That, where possible, the Council influence future residential care developments to locate dementia units on the ground floor of any new development in Hartlepool; and

- (g) That the Portfolio Holder for Adult and Public Health lobby the Government to review the personal expenses allowance so that it is reflective of a person's needs and abilities.

18. ACKNOWLEDGEMENTS

- 18.1 The Forum is grateful to all those who have presented evidence during the course of the Scrutiny Inquiry. We would like to place on record our appreciation for all those witnesses who attended the Forum. In particular the Forum would like to thank the following for their co-operation during the Scrutiny Investigation:-

Hartlepool Borough Council:

Councillor Ged Hall – Cabinet Member Portfolio Holder for Adult and Public Health.

Nic Bailey – Director of Adult and Community Services

Jill Harrison – Assistant Director (Adults Commissioning)

Alan Dobby – Assistant Director (Support Services)

Phil Homsby – Principal Commissioning Manager

Deborah Lovatt – Assistant Commissioning Manager

Jeanette Willis – Principal Finance Manager

Janet Dickinson – Team Manager

External Representatives:

Sue Holland - Continuing Care Manager, Hartlepool Primary Care Trust

Sue Judge, Locality Team Manager, Hartlepool Primary Care Trust

Bridgit Stockton - Inspector, The Commission for Social Care Inspection

Care Home Managers / residents / relatives

Care Providers

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

Contact Officer:- Laura Starrs – Scrutiny Support Officer
Chief Executive’s Department - Corporate Strategy
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BACKGROUND PAPERS

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

- (a) Report of the Scrutiny Support Officer entitled ‘Scrutiny Investigation into the Quality of Care Homes Provision in Hartlepool – Scoping Paper’ presented to the Adult and Community Services Scrutiny Forum of 23 July 2008.
- (b) Report of the Scrutiny Support Officer entitled ‘Quality of Care Home Provision in Hartlepool – Setting the Scene Presentation – Covering Report’ presented to the Adult and Community Services Scrutiny Forum of 23 July 2008.
- (c) Presentation of the Assistant Director of Adults Commissioning and the Principal Commissioning Manager entitled ‘Quality of Care Home Provision in Hartlepool – Setting the Scene’ delivered to the Adult and Community Services Scrutiny Forum of 23 July 2008.
- (d) Report of the Scrutiny Support Officer entitled ‘Scrutiny Investigation into the Quality of Care Homes Provision in Hartlepool – Evidence from the Director of Adult and Community Services – Covering Report’ presented to the Adult and Community Services Scrutiny Forum of 27 August 2008.
- (e) Report of the Scrutiny Support Officer entitled ‘Scrutiny Investigation into the Quality of Care Homes Provision in Hartlepool – Evidence from the Commission for Social Care Inspection – Covering Report’ presented to the Adult and Community Services Scrutiny Forum of 27 August 2008.
- (f) Report of the Scrutiny Support Officer entitled ‘Scrutiny Investigation into the Quality of Care Homes Provision in Hartlepool – Evidence from the Authority’s Portfolio Holder for Adult and Public Health – Covering Report’ presented to the Adult and Community Services Scrutiny Forum of 27 August 2008.
- (g) Report of the Scrutiny Support Officer entitled ‘Scrutiny Investigation into the Quality of Care Homes Provision in Hartlepool – Evidence from the Adult and Community Services Department – Covering Report’ presented to the Adult and Community Services Scrutiny Forum of 30 September 2008.

- (h) Report of the Scrutiny Support Officer entitled 'Scrutiny Investigation into the Quality of Care Homes Provision in Hartlepool – Evidence from Hartlepool PCT – Covering Report' presented to the Adult and Community Services Scrutiny Forum Services Scrutiny Forum of 30 September 2008.
- (i) Presentation of Hartlepool PCT entitled 'Care Home Provision in Hartlepool – PCT Contribution' delivered to the Adult and Community Services Scrutiny Forum Services Scrutiny Forum of 30 September 2008.
- (j) Report of the Scrutiny Support Officer entitled 'The Quality of Care Homes Provision in Hartlepool: Discussion with Care Home Managers / Residents / Relatives - Covering Report' presented to the Adult and Community Services Scrutiny Forum Services Scrutiny Forum of 30 September 2008.
- (k) Report of the Scrutiny Support Officer entitled 'The Quality of Care Homes Provision in Hartlepool: Feedback from Site Visits - Covering Report' presented to the Adult and Community Services Scrutiny Forum Services Scrutiny Forum of 30 September 2008.
- (l) Report of the Scrutiny Support Officer entitled 'Scrutiny Investigation into the Quality of Care Homes Provision in Hartlepool: Evidence from Key Stakeholders' presented to the Adult and Community Services Scrutiny Forum Services Scrutiny Forum of 05 November 2008.
- (m) Report of the Scrutiny Support Officer entitled 'Scrutiny Investigation into the Quality of Care Homes Provision in Hartlepool: Feedback from Site Visits to a Selection of Care Homes in Hartlepool and to Ashfield Court Care Home in Harrogate' presented to the Adult and Community Services Scrutiny Forum Services Scrutiny Forum of 05 November 2008.
- (n) Care Homes for Older People: National Minimum Standards.
- (o) The Care Homes Regulations 2001.
- (p) The Care Standards Act 2000.
- (q) The Commission for Social Care Inspection Reports and Guidance Documents.
- (r) The Care Quality Commission, Enforcement Policy Consultation, 2008.
- (s) The Nursing Times: Article: Concerns over High Staff Turnover in Care Homes: reported 22 August 2008.
- (t) Department of Health Publication: No Secrets: Guidance on Developing and Implementing Multi-Agency Policies and Procedures to Protect Vulnerable Adults from Abuse.

- (u) Department of Health Publication: Adult and Social Care Green Paper: Independence, Well-Being and Choice: Our Vision for the Future of Social Care for Adults in England.
- (v) Minutes of the Adult and Community Services Scrutiny Forum of 23 July 2008, 27 August 2008, 30 September 2008 and 05 November 2008.

SCRUTINY CO-ORDINATING COMMITTEE

13 February 2009



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
Regeneration and Planning Services Scrutiny Forum	Best Practice Evidence from another Local Authority as part of the Forum's investigation into 'The Marketing of Hartlepool'; travel to South Tyneside Council.	£ 110.00
Adult and Community Services Scrutiny Forum	A site visit to a new development offering recreational facilities in Durham in order to compare areas of good practice as part of the Forum's investigation into 'Access to Recreation Facilities for Vulnerable / Older People'; including travelling expenses.	£120.00

Scrutiny Forum	Title of Scrutiny Investigation / Purpose of Incurred Costs	Cost
Neighbourhood Services Scrutiny Forum	A site visit to a variety of coastal defences / sites along Hartlepool's coastline as part of the Forum's investigation into 'Coastal Defences and Shoreline Management in Hartlepool'; including travelling expenses.	£ 90.00

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 **£320.00** from the Dedicated Overview and Scrutiny Budget.

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BACKGROUND PAPERS

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