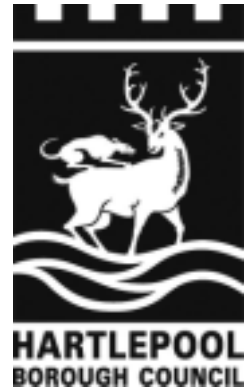


COMMUNITY SAFETY AND HOUSING PORTFOLIO DECISION SCHEDULE



Friday, 17 July 2009

at 10.00 am

in Committee Room B, Civic Centre, Hartlepool

The Mayor, Stuart Drummond responsible for Community Safety and Housing will consider the following items.

1. KEY DECISIONS

None

2. OTHER ITEMS REQUIRING DECISION

- 2.1 The Building (Local Authority Charges) Regulations 1998 - *The Assistant Director (Planning and Economic Development)*
- 2.2 Safer Hartlepool Partnership Community Cohesion Fund Proposals - *Head Of Community Safety & Prevention*
- 2.3 Church Street And Seaton Carew Conservation Area Appraisal Reports – *Director of Regeneration and Planning Services*
- 2.4 Development And Evaluation Of The Good Tenant Scheme – *Head of Community Safety and Prevention*

3. ITEMS FOR INFORMATION

- 3.1 Inspection Of Youth Offending Services In 2009 – *Head of Community Safety and Prevention*
- 3.2 Regeneration And Planning Services Departmental Plan 2008/09 – Quarter 4 Monitoring Report – *Director of Regeneration and Planning Services*

4. REPORTS FROM OVERVIEW OF SCRUTINY FORUMS

None

**COMMUNITY SAFETY AND HOUSING PORTFOLIO
REPORT TO PORTFOLIO HOLDER
17 July 2009**



Report of: The Assistant Director (Planning and Economic Development)

Subject: The Building (Local Authority Charges) Regulations 1998

SUMMARY

1. PURPOSE OF REPORT

- 1.1 To update the Portfolio Holder of the position in respect of Building Control charge levels and to seek agreement for the proposed new charges with effect from 1 July 2009.

2. SUMMARY OF CONTENTS

- 2.1 The Local Government Association has produced a model scheme of charges and in the past has produced annual advice of guidance levels for charges.
- 2.2 The Local Government Association has not produced guidance on levels of charges this year. Inevitably as individual authorities have changing circumstances and needs it becomes increasingly difficult to maintain national uniformity, which was one of the main reasons for producing the guidance. The charges Regulations require authorities to set charges at such a level to cover their relevant costs. As this authority's current charge levels are in accordance with the last guidance issued, together with the fact that the authority has achieved compliance in respect of the requirement for recovery of costs, it is proposed that only certain charges be increased by an average of 4.1% to reflect budget requirements to maintain service delivery.

3. RELEVANCE TO PORTFOLIO MEMBER

- 3.1 The Portfolio Holder has authority in relation to the Building Control Charges Scheme.

4. TYPE OF DECISION

4.1 Non-Key.

5. DECISION MAKING ROUTE

5.1 Portfolio Holder meeting.

6. DECISION(S) REQUIRED

6.1 Officer advice is that the Portfolio Holder formally adopts the proposed levels of charges incorporating an average of 4.1%.

Report of: The Assistant Director (Planning and Economic Development)

Subject: THE BUILDING (LOCAL AUTHORITY CHARGES) REGULATIONS 1998

1. PURPOSE OF REPORT

- 1.1 To update the Portfolio Holder of the position in respect of Building Control Charge levels and to seek agreement for the proposed new charges with effect from 1 July 2009
- .

2. BACKGROUND

- 2.1 On 1 April 1999 the Government devolved the setting of Building Control charges to individual Local Authorities by way of the introduction of The Building (Local Authority Charges) Regulations 1998. These regulations were drafted in the form of “principles” with sufficient detail and precision to provide that all Building Control Authorities have a consistent scheme throughout England and Wales.
- 2.2 The main direction from Government is that income derived from such charges should at least equal the cost of the fee earning element of the Building Control Service (plan checking and site inspection) over any three year period. It should be noted, however, that many other Building Control Services, such as works for people with disabilities, safety at sports grounds and pre application enquiries and advice do not attract a charge. The Council is required to set its own charges to recover the cost of the Charge Earning Building Control Services. The aim is therefore to break even.
- 2.3 The Council has consistently adopted the Local Government Association Model Scheme as the basis of the Hartlepool Borough Council Scheme of Charges, as a result of the requirements of The Building (Local Authority Charges) Regulations 1998.

3. SCHEME OF CHARGES

- 3.1 To maintain a degree of consistency nationally, the Local Government Association produced a model scheme, which ensures that charges are made on a common basis but which also allows some flexibility for local adjustment as dictated by the requirement of the charges regulations in relation to the recovery of costs.
- 3.2 The Council's present Building Control Charging scheme, was approved by the Portfolio Holder at the meeting on the 27th June 2008. The scheme is based on the recommendations of the Local Government Association.
- 3.3 Whilst the Local Government Association model scheme remains in place the LGA has not published levels of recommended charges for authorities, preferring to leave that judgement to individual authorities in order that their own circumstances can be taken into account.

4 PROPOSED CHARGES

- 4.1 In the absence of detailed guidance from the Local Government Association the charges have been reviewed in the light of our own service delivery and the charges of nearby authorities. It is proposed that the Council does not increase its charges to Table A (new dwellings) and Table C (Other Building works), but does increase charges to table B (Extensions to dwellings) by an average of 4.1%.
This level of changes to the charges brings the Council charges more in line with the surrounding Tees Valley boroughs.
- 4.2 It also proposed that the current £30 charge is maintained for the search and reproduction for copies of building regulation decision and completion certificates. This is to cover the costs of obtaining and printing copies

5. FINANCIAL IMPLICATIONS

- 5.1 As the Building Control Service is subject to increasing competition from the private sector and especially in the current economic climate this makes expenditure on staff and income difficult to predict. However, levels of income against expenditure are monitored continuously and it is anticipated, given present workload levels, and pressures on salaries that income from the proposed charge levels will not be less than the level of expenditure on the charge account

6. CONCLUSION

- 6.1 Given that there has been no specific guidance from the Local Government Association on levels of charges and that Hartlepool Borough Council's Building Control Scheme is currently covering its relevant costs and needs to remain competitive in the current market it is proposed that charge levels to Table A and Table C are not increased and Table B are increased by an average of 4.1% to cover anticipated costs for the coming year.

7. OFFICER ADVICE

- 7.1 Officer advice is that the Portfolio Holder formally adopts the proposed levels of charges incorporating the 4.1% average increases as indicated.

Building Control
Regeneration and Planning section
Bryan Hanson House
Hanson Square
Hartlepool
TS24 7BT



HARTLEPOOL BOROUGH COUNCIL

BUILDING CONTROL

CHARGES SCHEME 2009 – 2010

Effective from 1 July 2009



SCHEME FOR THE RECOVERY OF CHARGES

Introduction

It has been the intention of successive governments to ensure that the cost of the Building Regulations service is recoverable from the charges made. Charges are made under the provisions of The Building (Local Authority Charges) Regulations 1998 (SI 1998/3129) which came into force on 1st April 1999.

This scheme should be read in accordance with the Regulations particularly in relation to matters of detail, including those of interpretation. Copies of the Regulations are available from HMSO.

This scheme may be amended, revoked, or replaced by the Authority at any time. You are therefore advised to satisfy yourself that this document is current.

Purpose of the Building Regulations

Building Regulation standards have evolved to secure the health and safety of those persons in and around buildings, to assist with energy conservation and to provide access and facilities for disabled persons.

Level of Charges

We believe that the charges referred to in this scheme represent genuine value for money. Local authorities are required to recover their costs incurred over a three-year accounting period. If you wish to discuss in detail our level of service or charges, please contact us for further information.

Principles of this Scheme

Charges have been set for the functions prescribed in Regulation 4 of the Building (Local Authority Charges) Regulations 1998, namely:

- **A Plan charge**, payable when plans of the building work are deposited with the Authority.
- **An Inspection charge** payable on demand after the Authority carry out the first inspection in respect of which the charge is payable.
- **A Building Notice charge**, payable when the Building Notice is given to the Local Authority.

- **A Reversion charge**, payable for building work in relation to a building:-
 1. Which has been substantially completed before plans are first deposited with the Authority in accordance with Regulation 20 of the Approved Inspectors Regulations, or
 2. In respect of which plans for further building work have been deposited with the Authority in accordance with Regulation 20 of the Approved Inspectors Regulations,
on the first occasion on which those plans have been deposited.
- **A Regularisation charge** which is payable at the time of the application to the Authority in accordance with Regulation 21 of the Building Regulations.

You are advised that:

- The sum of the Plan charge and the Inspection charge will be equal to the Building Notice charge.
- The Reversion charge shall be equal to the Building Notice charge.
- The Regularisation charge shall be 20% greater than the Building Notice charge.
- Any charge, except the Regularisation charge, which is payable to the Authority shall be subject to value added tax at the standard rate.
- Where the charge is based on an estimated cost of work and the estimated cost is below £5,000 a separate inspection charge is not payable.
- Where the charge is for the erection of a detached building which consists of a garage or carport or both having a floor area not exceeding 40m² in total and intended to be used in common with an existing building, and which is not an exempt building the inspection charge is payable as a single stage payment at the time of plan deposit. Details of buildings which are exempt are contained within Schedule 2 of the Building Regulations.
- Where an extension to a dwelling, the total floor area of which exceeds 60m², including means of access and work in connection with that extension, the charge is based on the estimated cost of the work in accordance with Table C subject to the sum of the plan charge and the inspection charge or the Building Notice charge being not less than the charge payable for category 5 in Table B (£513.21).
- Where an extension or alteration to a dwelling consists of the provision of one or more rooms in a roof space, the charge is based on the estimated cost of the work in accordance with Table C subject to the sum of the plan charge and the inspection

charge or the building notice charge being not less than the charge payable for category 4 in Table B (£369.21).

Building works solely for Disabled Persons.

Charges are not payable in respect of work which is carried out for the benefit of a disabled person in accordance with Regulation 9 of the Building (Local Authority Charges) Regulations 1998 which states that:

- (1) "A local authority is not authorized to fix by means of a scheme and recover a charge-
 - (a) where they are satisfied that the whole of the building work in question consists of an alteration: and
 - (b) where the building work is
 - (i) solely for the purpose of providing means of access to enable disabled persons to get into or out of an existing building and to or from any part of it or of providing facilities designed to secure the greater health, safety, welfare or convenience of such persons; and
 - (ii) is to be carried out in relation to :-
 - (a) an existing building to which members of the public are admitted (whether on payment or otherwise); or
 - (b) an existing dwelling which is, or is to be, occupied by a disabled person".
- (2) "A local authority is not authorized to fix by means of a scheme and recover a charge which consists solely of a charge in respect of building work for the provision or extension of a room in a dwelling where they are satisfied that the sole use of the room is or will be-
 - (a) for the carrying out of medical treatment of a disabled person which cannot reasonably be carried out in any other room in the dwelling; or
 - (b) for the storage of medical equipment for the use of a disabled person; or
 - (c) to provide necessary accommodation or a necessary facility by adapting or replacing accommodation or a facility which already existed within the building which was incapable of being used or used without assistance, by the disabled person.
- (3) In this regulation, "disabled person" means a person who is within any of the

descriptions of persons to whom section 29(l) of the National Assistance Act 1948 applied, as that section was extended by virtue of section 8(2) of the Mental Health Act 1959, but not taking into account amendments made to section 29(1) by paragraph 11 of Schedule 13 to the Children Act 1989”.

Principles of the scheme in respect of the erection of small domestic buildings, certain garages, carports and extensions.

- (1) Where building work comprises-
- (a) erection of one or more small domestic buildings: or
 - (b) erection of a detached or attached building which consists of a garage or carport (or both) with a total floor area not exceeding 40m² and which is intended for use with an existing dwelling: or
 - (c) extension of any dwelling by a floor area not exceeding 60m², including extension by the erection or extension of an attached or detached garage or carport which is intended for use with the dwelling,

The charges for that building work are set by reference to the floor area of the building or extension as the case may be, and in the case of the work mentioned in sub-paragraph (c) above, the charges so determined shall cover any associated work relating to means of access.

- (2) Where any building work of a kind mentioned in paragraph (1)(c) comprises or includes the erection of more than one extension to a building used or intended to be used for the purposes of a single dwelling, the total floor areas of all such extensions shall be aggregated to determine the relevant charge payable.
- (3) Where the aggregation of the floor area of all extensions referred to in paragraph (1)(c) does not exceed 60m², the relevant charge is based on the total floor area of the extensions.
- (4) Where the total or the aggregation of the floor area of one or more extensions referred to in paragraph (1)(c) exceeds 60m², the relevant charge is based on the estimated cost of the building work as prescribed in Regulation 6 of the Building (Local Authority Charges) Regulations 1998 and shall be calculated in accordance with Table C.
- (5) Where work consists of the alterations of a dwelling to form a room or room(s) in a roof space the charge payable shall be calculated in accordance with Table C.

Details of charges are given in Table A in respect of the erection of small domestic

buildings.

Details of charges are given in Table B in respect of extensions of any dwelling by a floor area not exceeding 60m² and of the erection of a detached or attached building which consists of a garage or car port or both with a total floor area not exceeding 60m² and intended for use with an existing dwelling.

- (6) When it is intended to carry out additional building work on a dwelling at the same time that any of the work to which type of work categories 3,4, and 5 in Table B relates then the charge for this additional work shall be calculated by reference to Table C

All Other Building Work

All charges other than those referred to above are determined by reference to the estimated cost of the building work. These charges relate to any existing or proposed use of a building or whether the building work is in respect of the construction of a new building or an alteration or extension to an existing building. These charges are detailed in Table C. This Table provides for charges for major/complex projects to be indicated on a scheme-specific basis.

Estimates

In order to determine the correct charge a written estimate of the cost of the building work should be received by the authority when the plans, or the building notice is deposited. A written estimate is required when building work reverts to a local authority in accordance with Regulation 11(2) of the Building (Local Authority Charges) Regulations 1998. The "Estimate" is required to be such reasonable amount as would be charged by a person in business to carry out such building work (excluding the amount of any value added tax chargeable).

If the estimated cost of work has been established by an authority other than the authority in which the development is to be built or by a business development director working on behalf of local authority building control then this estimated cost shall be considered as being reasonable.

Reductions

- 1 Except as detailed in paragraph (2) below, where one application or building notice is in respect of two or more buildings or building works all of which are substantially the same as each other a % reduction in the charge will be made for all work detailed in Table C.

- 2 Where one application or building notice is in respect of two or more buildings and relates to building works that consists of the provision or replacement of extension of windows, roof lights, roof windows and external doors and the building work is substantially the same a 25% reduction in the building notice charge will be made.
- 3 Where in accordance with Regulation 8b of the Building (Local Authority Charges) Regulations 1998 an application or building notice is in respect of building work which is substantially the same as building work in respect of which plans have previously been approved or building works previously inspected by the same local authority, and where the local authority are satisfied that the owner of the plans who deposits them or who gives a building notice in respect of them, is the same person who originally deposited the plans or gave a building notice in respect of them, a % reduction in the charge will be made.
- 4 In relation to work to which Table B applies the reduction shall be calculated as a percentage of the average plan charge of each individual extension and in relation to Table C the reduction shall be calculated as a percentage of the plan charge of those buildings or building works which are substantially the same as each other.

Payment by Installment

The Authority accepts payment by installment in respect of all building work detailed in the Tables at the discretion of the Building Control Manager. The authority on request will specify the amounts payable and dates on which installments are to be paid.

Other Matters

- where a plan charge has been paid and not refunded, the authority will in any case they consider reasonable decide not to make a further plan charge in respect of plans subsequently deposited for substantially the same building work;
- where for any reason notice of passing or rejection of plans is not given within the period required by Section 16 of the Act the plan charge paid shall be refunded;
- any plan charge, inspection charge, reversion charge, or building notice charge is to be payable by the person who carries out the building work, or on whose behalf the building work is carried out, and any regularisation charge is to be payable by the owner of the building.
- Delegated powers on occasions to Head of Planning and Economic Development to fix fees at a level outside the margins.

Non Payment of a Charge

Your attention is drawn to Regulation 10(2) of the Building (Local Authority Charges)

Regulations 1998 which explains that plans are not treated as being deposited for the purposes of Section 16 of the 1984 Act or Building Notices given unless the Council have received the correct charge.

Transitional Provisions

Where before 1st July 2007 plans have been deposited or a Building Notice has been given in respect of any building work and, on or after that date, plans are deposited or such a notice is given in respect of substantially the same building work, any charges which would be payable under a scheme in relation to the building work which is substantially the same shall, if the Council consider it reasonable, not be payable.

The Building (Prescribed Fees) Regulations 1994 shall continue to apply in relation to building work for which plans were first deposited or a Building or Initial Notice was given before 1st April 1999.

Charges for building work for which plans were first deposited or a Building Notice given before the coming into effect of this scheme will continue to be payable in accordance with the scheme that applied at the time the plans were deposited or the Building Notice was given.

Charges for copies of certificates

All certificates for approval or completion are given free as part of the building control service however copies of these documents will be charged for. The charge per certificate is £30

Further Advice

Further advice may be obtained from

Building Control Manager
Department of Regeneration & Planning
Bryan Hanson House
Hanson Square
Hartlepool
TS24 7BT

Tel: (01429) 523290
Fax: (01429) 523599
Email: garry.hutchison@hartlepool.gov.uk

Hartlepool Borough Council



(TABLE A) CHARGES FOR ONE OR MORE SMALL DOMESTIC BUILDINGS AND CONNECTED WORK

[Charges for Table A include works of drainage in connection with the erection of a building or buildings, even where those works are commenced in advance of the plans for the building(s) being deposited]

Plan Charge

1. Where a plan charge is payable in respect of the erection of one or more small domestic buildings shown on the deposited plan the plan charge payable for that building or those buildings or for those works is the total of the amounts shown in, or calculated by reference to columns (2) and (3) of the Table as relevant for the number of dwellings in that building or those buildings.

Inspection Charge

2. The inspection charge payable in respect of the erection of one or more small domestic buildings or connected works is the total of the amounts shown in, or calculated by reference to, columns (4) and (5) of Table A.

Building Notice Charge

3. The building notice charge payable in respect of the erection of one or more small domestic buildings is the total of the plan charge and the inspection charge which would be payable in accordance with the Table if plans for the carrying out of that work had been deposited in accordance with the Building Regulations.

Reversion Charge

4. The reversion charge payable in respect of the erection of one or more small domestic buildings is the amount of building notice charge which would be payable under these Regulations if a building notice in relation to the carrying out of that work had been given in accordance with the Building Regulations at the time the reversion charge is payable.

Regularisation Charge

5. The regularisation charge payable in respect of the erection of one or more small domestic buildings is an amount equal to 120 percent of the total of the building notice charge which would be payable in accordance with the Table if a building notice for the carrying out of that work had been given at the time of the application for regularisation in accordance with the Principal Regulations.

Interpretation of Table A

6. For the purposes of the Table, the reference in the heading to column (1) is a reference to the number of dwelling(s) / type(s) in the building or buildings referred

to.

TABLE A

Charges for Small Domestic Buildings

Dwellings up to 300sq metres

Number of dwellings or types	PLAN CHARGE		INSPECTION CHARGE	
	Basic Charge	Additional charge for each dwelling above the minimum in the band in column (1)	Basic Charge	Additional charge for each dwelling above the minimum in the band in column (1)
	£	£	£	£
(1)	(2)	(3)	(4)	(5)
1	167.63	-	419.62	-
2	227.12	-	580.77	-
3	302.82	-	738.66	-
4	373.12	-	853.30	-
5	448.82	-	944.15	-
6	529.94	-	1062.03	-
7	551.57	-	1134.49	-
8	573.20	-	1322.67	-
9	594.83	-	1510.86	-
10	600.23	-	1716.34	-
11	605.64	-	1880.73	-
12	611.05	-	2042.95	-
13	616.46	-	2207.34	-
14	621.86	-	2342.53	-
15	627.27	-	2504.75	-
16	632.68	-	2668.06	-
17	638.09	-	2830.29	-
18	643.49	-	2993.59	-
19	648.90	-	3119.05	-
20	654.31	-	3279.11	-
21	670.53	-	3353.73	-
22	681.35	-	3467.29	-
23	692.16	-	3577.60	-
24	702.98	-	3687.92	-
25	713.79	-	3810.12	-
26	724.61	-	3920.44	-
27	735.42	-	4030.75	-
28	746.42	-	4141.06	-
29	757.05	-	4251.38	-
30	767.87	-	4328.16	-
31 and over	778.68	5.40	4387.95	81.11

Hartlepool Borough Council



(TABLE B)

CHARGES FOR CERTAIN SMALL BUILDINGS, EXTENSIONS AND ALTERATIONS

Calculation of Charges

1. For work specified in column (1) of Table B:

- a) the plan charge payable is the amount, if any, shown in column (2) of the Table in relation to that work;
- b) the inspection charge payable is the amount, if any, shown in column (3) of the Table in relation to that work;
- c) the building notice charge payable is the amount shown in column (4) of the Table in relation to that work;
- d) the reversion charge payable is the amount shown in column (4) of the Table in relation to that work;
- e) the regularisation charge payable is the amount shown in column (5) of the Table in relation to that work.

Interpretation of Table B

2.

- a) Where the work in question comprises or includes the erection of more than one extension to a building used or intended to be used for the purposes of a single private dwelling the total floor areas of all such extensions shall be aggregated in determining the charge payable in accordance with Table B below. Where the aggregated floor area is above 60m² the charge payable is calculated in accordance with Table C.
- b) In the Table below a reference to an extension is a reference to an extension which has no more than three storeys, each basement level counting as one storey.
- c) Charges for applications 'relating to - applicable cavity wall insulation, applicable unvented hot water systems, any extension or alteration of a dwelling consisting of the provision of one or more rooms in a roof space including means of access - Refer to Table C.
- d) If it is intended to carry out additional building work on a dwelling at the same time any of the work to which type of work categories 3,4 and 5 in table B relates that the charge for this additional work shall be calculated by reference to Table C.

TABLE B

Charges for certain buildings and alterations and extensions

All charges are in £ pound sterling	Full Plan Applications		Building Notice Applications	Regularisation Applications
	Amount of Plan Charge	Amount of Inspection Charge	Amount of Building Notice or Reversion Charge	Amount of Regularisation Charge
(1)	(2)	(3)	(4)	(5)
1. Erection or extension of a detached or attached building which consists of a garage or carport or both having a floor area non exceed 40m ² in total and intended to be used in common with an existing building, and which is not an exempt building	130.21	-	130.21	156.25
2. Erection or extension of a detached or attached building which consists of a garage or carport or both having a floor area exceeding 40m ² but does not exceed 60m ² in total and intended to be used in common with an existing building, and which is not an exempt building.	130.21	139.79	270.00	324.00
3. Any extension of a dwelling the total floor area of which does not exceed 10m ² including means of access and work in connection with that extension	130.21	139.79	270.00	324.00
4. any extension of a dwelling the total floor area of which exceeds 10m ² but does not exceed 40m ² including means of access and work in connection with that extension	130.21	269.79	400.00	480.00
5. Any extension of a dwelling the total floor area of which exceeds 40m ² but does not exceed 60m ² including means	130.21	394.79	525.00	630.00

of access and work in connection with that extension				
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Hartlepool Borough Council



(TABLE C). WORK OTHER THAN WORK TO WHICH TABLES A AND B APPLY

Building Notice Charge and Reversion Charge

1. The amount of the building notice charge or reversion charge for any work shall be that shown in Table C in relation to the estimated cost of that work.

Plan Charge

2. (a) The amount of the plan charge for any work the estimated cost of which is £5,000 or less shall be the amount of the building notice charge which would by virtue of paragraph 1 be payable in respect of that work.
- (b) The amount of the plan charge for any work the estimated cost of which is more than £5,000 shall be 25 percent of the building notice charge which would by virtue of paragraph 1 be payable in respect of that work.

Inspection Charge

3. (a) No inspection charge is payable in respect of any work the estimated cost of which is £5,000 or less, notwithstanding that an inspection is carried out.
- (b) The amount of the inspection charge for any work the estimated cost of which is more than £5,000 shall be 75 percent of the building notice charge which would by virtue of paragraph 1 be payable in respect of that work.

Regularisation Charge

4. The amount of the regularisation charge for any work shall be 120 percent of the building notice charge which would by virtue of paragraph 1 be payable in respect of that work.

Major Projects

5. For major/complex projects, the charge will be assessed having regard to the scale and nature of the project. The level and basis of the proposed charge will be indicated prior to the plan submission.

TABLE C

Calculation of Charges for All Other Building Work

Where the estimated cost is £1,000 or less the sum of	£53.62
Where the estimated cost exceeds £1,000, but does not exceed £2,000 the sum of	£107.23
Where the estimated cost exceeds £2,000, but does not exceed £5,000 the sum of	£174.47
Where the estimated cost exceeds £5,000, but does not exceed £20,000 (a) the sum of together with (b) for every £1,000 (or part thereof) by which the cost exceeds £5,000 the sum of	£179.21 £9.00
Where the estimated cost exceeds £20,000, but does not exceed £100,000 (a) the sum of together with (b) for every £1,000 (or part thereof) by which the cost exceeds £20,000 the sum of	£305.21 £8.00
Where the estimated cost exceeds £100,000, but does not exceed £1,000,000 (a) the sum of together with (b) for every £1,000 (or part thereof) by which the cost exceeds £100,000 the sum of	£945.21 £3.50
Where the estimated costs exceeds £1,000,000, but does not exceed £10,000,000 (a) the sum of together with (b) for every £1,000 (or part thereof) by which the cost exceeds £1,000,000 the sum of	£4,095.21 £2.75
Where the estimated cost exceeds £10,000,000 (a) the sum of together with (b) for every £1,000 (or part thereof) by which the cost exceeds £10,000,000 the sum of	£28,845.21 £2.00

COMMUNITY SAFETY & HOUSING PORTFOLIO

Report To Portfolio Holder

17 July 2009



Report of: Head of Community Safety & Prevention

Subject: SAFER HARTLEPOOL PARTNERSHIP
COMMUNITY COHESION FUND PROPOSALS

SUMMARY

1.0 PURPOSE OF REPORT

To consider the recommendations of the Safer Hartlepool Partnership (SHP) Community Cohesion Grants Panel in respect of applications for community cohesion funding.

2.0 SUMMARY OF CONTENTS

Proposed awards for community cohesion grants are as follows:

<u>Project</u>	<u>Recommended</u>
Hartlepool Asian Association	£5,500
Grange Road Resource Centre	£840
Hart Gables	<u>£3,000</u>
.	<u>£9,340</u>

3.0 RELEVANCE TO PORTFOLIO MEMBER

Portfolio holder has responsibility for community safety, which includes community cohesion grants.

4.0 TYPE OF DECISION

Non key.

5.0 DECISION MAKING ROUTE

Community Safety & Housing Portfolio on 17th July 2009.

6.0 DECISION(S) REQUIRED

The Portfolio Holder is recommended to agree the recommendations of the SHP Community Cohesion Grants Panel in respect of three applications for funding to support community cohesion related projects totalling: £9,340.

Report of: Head of Community Safety & Prevention

Subject: SAFER HARTLEPOOL PARTNERSHIP
COMMUNITY COHESION FUND PROPOSALS

1. PURPOSE OF REPORT

To consider the recommendations of the Safer Hartlepool Partnership (SHP) Community Cohesion Grants Panel in respect of applications for community cohesion funding.

2. BACKGROUND

- 2.1 Community cohesion, as defined by the Department for Communities and Local Government is: "What must happen in all communities to enable different groups of people to get on well together. A key contributor to community cohesion is integration, which is what must happen to enable new residents and existing residents to adjust to one another."
- 2.2 One of the annual priorities for the Safer Hartlepool Partnership under its strategic assessment process is that of public reassurance and community engagement. The lead for delivery of activity under this priority rests with the SHP Reassurance & Community Engagement themed group. This group has the remit to oversee initiatives, which fulfils the criteria for community cohesion funding, a key element of which is positive engagement and integration within communities across Hartlepool. A Community Cohesion grants panel has been formed, which comprises of members from that themed group, with fund administration undertaken by Hartlepool Voluntary Development Agency.
- 2.3 A copy of the application form, which contains examples of cohesion and criteria by which applications will be considered is attached at **Appendix 1**. The maximum grant in one year has been agreed to be £5,000.
- 2.4 The SHP allocated £15,000 from 2008/09 and £15,000 from 2009/10 to be spent on projects which contributed to community cohesion.
- 2.5 The Safer Hartlepool Partnership Community Cohesion Grants Panel met on 17th June 2009 and recommended the applications outlined at paragraph three for approval.

3. PROPOSALS

3.1 Hartlepool Asian Association

The group runs the Salaam Resource Centre for Hartlepool's BME community, providing information, advice and guidance on issues ranging from accommodation and community safety, through to welfare benefits and immigration. They also provide IT training, food hygiene and first aid.

This group has applied to a variety of funders for running costs, as salaries to cover three to five years. The application is in respect of bridge funding to cover costs for a one month period, whilst they await decisions. Breakdown of costs is:

Salaries	£3,892.58
Running costs (heat, light, rent, etc.)	£1,607.42
Total cost of project	£81,306
Amount requested	£5,500

Recommendation is to approve an award of £5,000 (maximum award per group, as per criteria).

3.2 Grange Road Resource Centre

The Centre is open 5/6 days per week, offering a wide range of leisure, recreational and educational activities, which include painting, cake icing, dressmaking, exercise, ICT, foreign languages, sign language and ESOL. A number of groups also utilise the centre as a meeting place.

This group is requesting funding for six cookery workshops, covering global food types. A previous course was well received with the applicant group contributing to costs.

The total project cost is £1,057. Funding request for tutor and food ingredients is £840.

The recommendation is to approve the application for £840.

3.3 Hart Gables

Hart Gables is a user led, registered charity, which is governed by a democratically elected management committee, consisting of people who are homosexual, lesbian, bisexual and heterosexual. Its aim is to promote equality, diversity, advance education and eliminate discrimination across the lesbian, gay and bisexual communities. It

also seeks to raise awareness, provide information, advice and support. Funding is sought for training courses and an advertising campaign to raise awareness of homophobia. It is envisaged the project will not only increase awareness of homophobia within the mainstream community, but also break down barriers between communities. The project seeks to provide support to individuals who have experienced homophobic abuse.

Total project cost is £19,975.00. The funding request is for £3,000, which relates to publicity, workshops/training and rent/general running costs.

The recommendation is to approve the application for £3,000.

4. FINANCIAL IMPLICATIONS

- 4.1 The Community Cohesion grant budget totals £30,000 in 2009/10. Approval of the three applications outlined above would leave £20,660 to allocate.

5. RECOMMENDATIONS

- 5.1 The Portfolio Holder is recommended to agree the SHP Community Cohesion Grants Panel recommendations in respect of three applications for funding to support community cohesion related projects totalling £9,340.

Contact Officer: Brian Neale
Crime & Disorder co-ordinator
Tel: 01429 405584.
E.mail : brian.neale@hartlepool.gov.uk

BACKGROUND PAPERS

Individual grant applications.

Name of Group:.....

Name of Activity/Project:.....

**Please be specific and confine your answers to the spaces
provided.**

Do not use continuation sheets

1 Describe the activity that you wish to do

2 What evidence do you have that people in your community want/need this activity?

3 When do you expect the activity paid for by the Fund to

BEGIN ?

END ?

4 How will the activity contribute to community cohesion principles? (see attached sheet)

Describe how the activity addresses the difficulties faced by your target group.

5 What benefits do you expect to achieve and how will you measure how successful you have been?

6 Please estimate how many people will benefit from the activity/project	
--	--

7 How much will the activity cost in total?	£
---	---

£

8 How much Community Cohesion Funding do you need for this activity?	£
---	----------

£

9 How do you intend to finance the costs not covered by Community Cohesion funding?

10 Please give a breakdown of how much will be spent on different aspects of the activity/project and indicate (by ticking) in the first column which items are to be specifically funded by the grant:		£
TOTAL COSTS		£

£

TOTAL COSTS	£
--------------------	----------

£

About you and your group

Main Contact		Second Contact	
--------------	--	----------------	--

Address		Address	
Postcode		Postcode	

Tel no. (day)		Tel no. (day)	
Tel no. (evening)		Tel no. (evening)	
e-mail		e-mail	

What are the best times to telephone the main contact ?	
---	--

<p>If you have any communication needs, what are they? <i>(please tick as appropriate)</i></p>	
Textphone <input type="checkbox"/>	Sign Language <input type="checkbox"/> Other language <input type="checkbox"/> please say which:
<p>Other (please specify)</p>	

<p>In which geographical area(s) (e.g. district, borough, ward, or estate) does your group work?</p>	
---	--

Considering the activity you wish to undertake, which sections of the community is specifically targeted (ie young people, elderly, BME etc):

If your group is not based in Hartlepool then you must obtain a letter of endorsement from a relevant Hartlepool based group in support of the application.

Please describe what your group does:

PLEASE ENCLOSE A COPY OF YOUR CONSTITUTION OR SET OF RULES

How many people are involved in running your group?			
Number of Committee Members		Number of paid Staff working 30 hours or more	
Number of Volunteers		Number of paid Staff working under 30 hours	

When was your group formed?	
------------------------------------	--

Please enclose a set of your most recent accounts. If you are a new group please provide projected income and expenditure for the next 12 months.
--

Name of group's bank account to which cheque will be made payable (If you do not have a bank account please contact HVDA on 01429 262641)	
--	--

HVDA will need to share information regarding your application with third parties (Grants Panel members), please state if you agree to this:	YES / NO <i>(delete as appropriate)</i>
---	--

Declaration: to be signed by two authorised signatories from the group, as detailed in the Contact Section of this form.

We, the undersigned representatives of the group making this application, confirm that the information provided is accurate to the best of our knowledge. Should the application be successful we agree to ensure that proper records are maintained of the funded activities and to provide monitoring and financial information as and when required.

Signature	Name in Block Capitals	Position in Group	Date
1			
2			

Check list:

Have you included the following documents with this application (✓)

Your group's rules or constitution	
Your annual accounts or statement of income and expenditure for the last 12 months	

**Please return the complete application to the Grants Administrator,
Hartlepool Voluntary Development Agency,
Rockhaven, 36 Victoria Road, Hartlepool TS26 8DD**

Tel. 01429 262641

Fax. 01429 265056

PLEASE NOTE: Information in this form will be used for monitoring purposes and will be recorded in a database. However, individual details will not be made public without permission.

NAME OF GROUP.....

TO ASSIST THE COMMUNITY COHESION FUND GRANTS PANEL MAKE THEIR DECISION THEY NEED TO KNOW THE TYPES OF PEOPLE WHO WILL BENEFIT FROM YOUR PROJECT

Please indicate the **expected/estimated number of people in each category who are likely to benefit** from your project. It is likely that the people that your project will benefit can be classed under a number of categories but please limit the categories you select to a **maximum of five**.

Categories of beneficiary	Number
Local Residents	
Children (up to 13 years)	
Young People aged 13 - 25	
People aged 26 - 49	
People over 50 years	
People who are from black and ethnic minorities	
People with disabilities	
Unemployed people	
Lone Parents	
Ex-offenders	
Drug users	
Refugees/Asylum seekers	
Homeless people/rough sleepers	
People with basic skills needs	
Travellers	
Bisexual, Gay, Lesbian & Transgendered	
Other (please describe)	

IF YOUR APPLICATION IS SUCCESSFUL YOU WILL NEED TO KEEP:

- Records of the number of people who benefit under the categories that you have indicated above
- Copies of relevant receipts/invoices for items or services purchased with the award

THIS INFORMATION WILL BE REQUIRED TO COMPLETE A MONITORING FORM APPROXIMATELY 1 MONTH AFTER YOUR PROJECT ENDS.

DOCUMENTS STORED AT HVDA RELATING TO GRANT APPLICATIONS ARE INSPECTED BY AUDITORS ON BEHALF OF HARTLEPOOL BOROUGH COUNCIL TO ENSURE THAT THE DECISIONS MADE BY THE GRANTS PANEL HAVE BEEN BASED UPON THE APPROPRIATE CRITERIA AND THAT THE FUNDED ACTIVITY HAD TAKEN PLACE AND WAS PAID FOR BY THE AWARD.

THE COMMUNITY COHESION FUND

PROMOTING GREATER COHESION WITHIN COMMUNITIES HAS FORMED AN IMPORTANT STRAND OF GOVERNMENT POLICY SINCE 2001. IN 2007 THE MAJOR RESPONSIBILITY FOR COMMUNITY COHESION MOVED TO THE DEPARTMENT FOR COMMUNITIES AND LOCAL GOVERNMENT WHO DEFINED COMMUNITY COHESION AS "... WHAT MUST HAPPEN IN ALL COMMUNITIES TO ENABLE DIFFERENT GROUPS OF PEOPLE TO GET ON WELL TOGETHER. A KEY CONTRIBUTOR TO COMMUNITY COHESION IS INTEGRATION WHICH IS WHAT MUST HAPPEN TO ENABLE NEW RESIDENTS AND EXISTING RESIDENTS TO ADJUST TO ONE ANOTHER."

COMMUNITY COHESION PRINCIPLES

- Provide support to build capacity, confidence and trust within communities, which leads to greater resilience and sense of belonging to their neighbourhood.
- Encourage greater cross cultural, cross community (communities of interest and geographical) activities to encourage meaningful interactions between people from different backgrounds.
- Strengthen communities using community safety themes of crime prevention and addressing anti social behaviour.
- Ensure that people from different backgrounds can have similar life opportunities.
- Building the capacity of local people to participate in the improvement of their own areas
- Enabling different communities to come together to improve greater understanding and cohesion between groups in Hartlepool.
- Generate and create opportunities to work constructively with a broad range of agencies enabling people from different backgrounds to come together and experience new opportunities collectively.
- Shared future vision and a safe sense of belonging to the whole community.

WHAT IS COMMUNITY COHESION?

Community cohesion can seem intangible, making it hard to explain or justify what works to build cohesion and so get support for it. A community in which nearly everyone is similar is not automatically cohesive.

Cohesion is not about trying to make everyone the same; it is about giving people the skills to respect difference, to cope with change and welcome new residents.

Differences between people go much wider than race or faith – age, income, class or even lifestyle may be the cause of divides in some areas.

Cohesion is about trying to influence attitudes and behaviours.

Cohesion is about people pulling together – people helping each other.

Even the level of deprivation, which is the strongest influence on cohesion, can only explain a few percentage points of difference.

Improving cohesion is about addressing multiple issues at the same time.

Research suggests that there are relationships between cohesion and a number of areas, including:

- Community empowerment including people helping each other out, coming together to solve problems and trusting one another
- Volunteering
- Equalities and perceptions of fair treatment
- Preventing crime and anti social behaviour
- Sense of belonging and having friends from different backgrounds, which will bring other benefits.

There is a risk that cohesion can become over focussed on ethnic minorities – when it is about everyone in society.

FACTORS WHICH CAN AFFECT COMMUNITY COHESION

- Low level of pride in local area or some groups not feeling they belong.
- Low level of trust of others, or of or by some particular groups.
- Fear of crime, feeling unsafe after dark or fear of racist crime.
- Low levels of people having friends in another ethnic group.

EXAMPLES OF COMMUNITY COHESION

Delivery of English for Speakers of Other Languages (ESOL)

Connecting Cultures sessions involving minority and minority ethnic groups sharing food and talking about their history and culture with each other

Events organised with the aim of bringing the community together to recognise similarities rather than differences (evidenced outcomes necessary)

Mini clean sweeps organised in areas

A service giving young people from a range of different backgrounds and communities the opportunities to interact in a structured and creative environment

Reducing the negative perceptions of young people and increase intergenerational understanding of all young people. By engaging different generations together, stereotypes can be challenged, and the fear of crime reduced and cohesion strengthened. Encourage more intergenerational activities, bringing different generations together in structured environments to learn new skills, enjoy fun events, and participate in sport, art and culture and to share life experiences and learn from each other

Positively working to bring young people from a range of backgrounds together to engage in positive structured activities, and in so doing, create better understanding of each other.

In many areas a key issue is territorialism among young people. You may wish to engage with them or youth workers to identify where they feel unsafe or where they feel the borders or flashpoints are.

Helping young people develop the skills necessary to participate positively in the local community.

Encourage intergenerational understanding (ie war veterans talking with pupils about their wartime experience, or a local history project promoting intergenerational insight)

One off events ie cross cultural/intergenerational cooking project

Continue to develop initiatives and work in partnership to counter anti social behaviour (including homophobic abuse/racism/ageism etc) and counter the fear of crime.

Promote the positive initiatives involving diverse communities

Bringing together owner occupiers and tenants on estates

Hold specific events that will bring different communities together either geographical communities or communities of interest/culture, enable different groups of people to come together to share a common experience. Ensure that these events have a clear purpose and outcome.

Develop a project to counter negative stereotyping and common perceptions to promote the achievements of all groups working towards community cohesion.

Stereotypes and common perceptions instead of myths and myth busting

Bringing different communities together in constructive positive activities or alternatively offering pro social activities to those who have become disengaged from the community, helping to build strong and positive relationships between people from different backgrounds.

Enable different groups of people to come together to share their different perspectives, and work together to reach a common and better vision for them all giving groups a strong sense of shared belonging and focus on commonalities rather than difference.

Challenge stereotypes and encourage genuine cross cultural and cross faith relationships to be developed.

Ability to bring people together in a supportive environment offering a range of activities to improve and enhance their life opportunities.

Enabling members of the local community to interact in a structured environment creating a sense of shared local values and community across cultures and generations.

Community structures can be key to bringing people together and also in calming tensions. Questions which can be asked are:

- What youth provision is there?
- What are the range of organisations involved in community cohesion and the operational links between them?
- What voluntary and community groups are active in what area? What services to they provide?
- Are faith groups undertaking service or support provision? Where are they and what do they do? Are there interfaith groups?

The Community Cohesion Fund Grants Panel has a responsibility to ensure a balance of small to large grants. Grants of up to £5,000 can be awarded for single projects or activities. The maximum award per group in any one year is £5,000.

THE CRITERIA BY WHICH APPLICATIONS WILL BE CONSIDERED

- Specific items and a breakdown of the costs must be provided in the application. If the amount required is less than the cost of the entire project the specific items that require funding must be indicated
- Does it respond to local needs and priorities?
- Does it have the support of the relevant community?
- Will it increase community involvement or empowerment?
- Does it add to existing levels of community activity?
- Does it provide value for money in increasing skills and knowledge and encouraging community participation?
- Does it contribute to a distribution of funding which reflects the needs of a diverse community?
- Does the group have a commitment to equal opportunities in its working practices?

ITEMS INELIGIBLE FOR COMMUNITY COHESION FUNDING

- Activities undertaken outside of England
- Any costs that do not represent an additional cost exclusively incurred as a result of work carried out for the purposes of the Community Cohesion programme
- Overheads allocated or apportioned at rates materially in excess of those used for similar work carried out by the organisation
- Costs paid or liabilities incurred before signature of any funding agreement letter
- The cost of work or activities that any other person has a statutory duty to undertake
- Political or exclusively religious activities
- Payments made for contracts worth £5,000 or more, not let by competitive tender
- The construction or acquisition of buildings/the acquisition of freehold or leasehold rights over land
- Unpaid liabilities/provisions/contingent liabilities/contingencies
- Payments in advance of need/interest charges
- Service charges arising on finance leases, hire purchase and credit arrangements
- Costs resulting from the deferral of payments to creditors
- Depreciation and amortisation of fixed assets, or any part of the cost of fixed assets, paid for by this grant
- Payments for unfair dismissal/redundancy payments and compensation for loss of office
- Payments into private pension schemes/payments for unfunded pensions
- Bad debts arising from loans to trustees, proprietors, partners, employees, directors, shareholders or guarantors of the programme manager, or a person connected with any of these
- Gifts, prizes and alcohol
- Entertaining/Travel and subsistence that would give rise to a taxable benefit were the cost to be incurred by, but not borne by, an individual.
- VAT that is reclaimable by the funded organisation or becomes redaimable during the period that the organisation benefits from grant funding/other tax (except PAYE)
- Statutory fines and penalties/criminal fines and damages

COMMUNITY SAFETY AND HOUSING PORTFOLIO

REPORT TO PORTFOLIO HOLDER

17 July 2009



Report of: Director of Regeneration and Planning Services

Subject: CHURCH STREET AND SEATON CAREW
CONSERVATION AREA APPRAISAL REPORTS

SUMMARY

1.0 PURPOSE OF REPORT

- 1.1 To seek Portfolio Holder approval of two conservation area appraisal reports for Church Street and Seaton Carew Conservation Areas.

2.0 SUMMARY OF CONTENTS

- 2.1 The report outlines the background to the appraisals. It summarises the public consultation that was carried out and the responses to this. These responses were incorporated into the documents prepared by officers who carried out physical surveys alongside looking at existing documents. In addition the conclusions drawn in the appraisal are outlined along with action plans addressing the main issues that have arisen.

3.0 RELEVANCE TO PORTFOLIO MEMBER

- 3.1 Conservation policy falls within the Portfolio.

4.0 TYPE OF DECISION

- 4.1 Non - key

5.0 DECISION MAKING ROUTE

- 5.1 Portfolio holder only

6.0 DECISION(S) REQUIRED

- 6.1 That the Portfolio Holder notes the appraisals and agrees to the action plans.

Report of: Director of Regeneration and Planning Services

Subject: CHURCH STREET AND SEATON CAREW
CONSERVATION AREA APPRAISAL REPORTS

1. PURPOSE OF REPORT

- 1.1 To seek Portfolio Holder approval of two conservation appraisal reports for Church Street and Seaton Carew Conservation Areas.

2 BACKGROUND

- 2.1 Appraisals are a means of assessing the key factors contributing to the appearance and character of existing and potential conservation areas, local authorities are encouraged to undertake periodically conservation area appraisals. There is no formal requirement for the form and content of appraisals, or the methodology to be used.
- 2.2 Both appraisal reports follow a similar format based on the framework given by English Heritage in its advisory document "Guidance on conservation area appraisals". Both documents describe each conservation area giving their location, setting, main architectural qualities and a history of each area. An assessment is included of the current condition of each conservation area both in terms of their strengths and weaknesses and how the latter might be improved. The full reports including plans are attached to the report with the summary and conclusions given below.

3 PUBLIC CONSULTATION

- 3.1 The documents were prepared by Officers who carried out research looking at existing documents alongside physical surveys of the conservation areas. The documents that were produced outlined the current position of the conservation areas however the conclusions and action plans were compiled on completion of the public consultation.
- 3.2 Both conservation area appraisal reports have been subject to public consultation. The consultation took the form of inclusion on the Council's website, a press release, with copies of the reports available in Seaton Carew library and Hartlepool Art Gallery in Christ Church and letters sent to Ward Members including a copy of the report inviting comments. One consultation reply was received (from a Seaton Carew Ward Member). The reply was that the difference between the area

north of Station Lane and that to the south of the Lane should be maintained with the area to the north maintained as residential in character for quiet enjoyment such as walking while the area to the south should be the commercial area and the area in which any development should occur but conforming to the requirements of conservation area policy. The sea front should be kept clear of any development and clutter. The comments made on the Longscar Hall were that it was an “outstanding problem” an example of “bad development” and an “eyesore”. Any environmental improvement to The Green should be with community involvement particularly if the War Memorial was included.

- 3.3 The response to the consultation has been noted and the comments reflected in the final document for Seaton Carew Conservation Area.

4 SUMMARY OF THE APPRAISAL FINDINGS

- 4.1 **Church Street Conservation Area Appraisal** – The assessment has shown that the Conservation Area retains many of the distinctive attributes of the Victorian new town of West Hartlepool and that substantial public sector investment of the 1990's effectively extended the life of many properties by introducing new uses in a transformed setting. The report however has also addressed the following issues in the future management of the Church Street Conservation Area:

- Concentration of empty properties.
- Low levels of building maintenance.
- Installation of shop front roller shutters.
- Maintenance of the street environment.

- 4.2 **Concentration of empty properties** – High concentrations of empty properties can have a detrimental effect upon the economic confidence of an area leading to lack of investment and low maintenance producing a spiral of economic decline. To avoid Church Street area returning to its previous position in the early 1990's intervention and investment is needed amongst other measures (see later) to arrest this potential decline. To tackle the identified vacant properties public sector funding is required to provide some level of support to encourage new potential owners to acquire buildings and provide a new use (with job creation as an additional outcome). Such funding would need to be combined with an approach to owners and estate agents of those empty buildings with a highly targeted approach to ensure that intervention is timely.

- 4.3 **Building Maintenance** – Partly related to the issue of empty properties is building maintenance and in particular the lack of regular decoration. Should funding become available to tackle empty buildings part of this could also be directed towards the decoration of buildings. Normally decoration would not attract grant aid but in this case some assistance

is considered to be beneficial. As indicated above the funding would have to be highly targeted to ensure that those in the worst decorative condition are addressed. The means to achieve this would be an approach to owners.

- 4.4 **Shop front shutters and advertising** – The integration of roller shutters into the overall shop front design or investigation of an alternative means of protecting shop front glass from damage, can enhance the character of individual buildings and the wider appearance of Church Street. The type, design and detail of advertisements to buildings and shop fronts can equally have a positive impact on the appearance of Church Street. Some advice on the issues raised above already exists in the form of a “Shop Front Design Guide “ leaflet produced by the Council in conjunction with the New Deal for the Communities Partnership, which addresses some of the issues of roller shutters, a palette of paint colours for shop fronts and signage. Alongside this, advice is provided in the Local Plan in the form of a Supplementary Guidance Note covering shop front design and advertisements. A leaflet could be produced for owners in Church Street to emphasise some of the issues like shop front signs and advertisements. A good recent example of what is appropriate and what can be achieved is at the former Central Buildings on Church Street where a hand painted shop sign and appropriate choice of colours for the redecorated shop front has added to the quality of the surrounding area.
- 4.5 **Maintenance of Street Environment** – If building owners or new owners are to be encouraged to invest in empty buildings, decorate their buildings and be more careful in their proposals for advertisement and painting of shop fronts then the maintenance of the street furniture needs to be addressed. Subject to appropriate budgets being available a regular schedule of maintenance would address this issue.
- 4.6 **Next steps for Church Street Conservation Area Appraisal** – a plan has been produced outlining the issues in the conservation area and the way in which these can be addressed through existing working practices. A copy of this plan can be found in **Appendix 1**.
- 4.7 **Seaton Carew Conservation Area Appraisal** – The heritage of buildings and the general environment in any seaside resort form an important part of an area therefore steps to achieve the appropriate management of Seaton Carew Conservation Area will be a foundation for a successful resort. The conservation area appraisal report has addressed the following issues in the future management of Seaton Carew Conservation Area:
- Building appearance, arising from inappropriate alterations and maintenance.
 - The design of adverts to properties.
 - The design and appearance of the street environment, including the possibility of further areas of enhancement.

- 4.8 **Building Appearance** - The report indicates the quality of the Conservation Area is reduced by inappropriate alterations to buildings, poor design and maintenance in the context of a conservation area. The report noted the example of properties on The Front where all the traditional appearance has been lost by inappropriate alterations. The predominance of long continuous horizontal amusement arcade frontages have removed the variety and interest that a number of differing traditionally detailed frontages would provide. Part of the solution to achieve an improvement would be to provide building design advice to owners particularly concerning shop front design. A leaflet "Shop front Design Guide" already exists along with a Supplementary Guidance Note in the Local Plan providing guidance on shopfronts and advertisements. These could be adapted and expanded in a leaflet to be applicable to Seaton Carew. The Appraisal has also noted the detrimental effect of the Longscar Hall on the positive character and appearance of the Conservation Area. Although outside the Conservation Area it abuts the boundary and because of its physical size and largely unused condition has a negative effect.
- 4.9 **Design of advertising** – The type of design and detail of advertisements to buildings and shop fronts can have a positive impact on the appearance of Seaton Carew as a Conservation Area. The leaflet on "Shop Front Design" mentioned above could be adapted to address good design of advertisements on buildings and shop fronts in the context of a conservation area. The integration of roller shutters into the overall shop front design can enhance the character of individual buildings and the wider appearance of Seaton Carew and the leaflet could address this issue as well.
- 4.10 **Design and Appearance of the Street Environment** – The Appraisal report has noted the condition of some of the street environment, particularly the area around the Longscar Hall, the car park to the rear of 70 to 79 The Front and to the rear of the bus station. This area has been subject to a number of environmental improvement schemes which due to the periodic availability of funding has been piecemeal and not to a single overall standard. The materials used have also not been of sufficient quality to be long lasting. An approach working to a single overall design with a limited range of high quality materials (which could be implemented over an extended period, if sufficient funding was not readily available) would provide a consistent overall outcome. The Appraisal report also notes that beside the sea front other areas seem appropriate for environmental improvements consisting of The Green (including a railing scheme suggested by residents) and the churchyard to Holy Trinity Church.
- 4.11 **Next steps for Seaton Carew Conservation Area Appraisal** - The future management of Seaton Carew Conservation Area needs to be considered in the context of the Sea Change initiative which is a possible source of public investment in the environment, buildings and

heritage of seaside resorts. A number of seaside resorts in the north east region have already been successful in obtaining funding from the Sea Change initiative. An application to Sea Change has been submitted for Seaton Carew. The application focuses on the area around the Bus Station. Alongside this application a wider feasibility study is being carried out to the seafront area in conjunction with the Coast Strategy which is considering sea defences in the area.

- 4.12 As with the Church Street Appraisal a plan has been produced outlining the issues in the conservation area and the way in which these can be addressed through existing working practices. A copy of this plan can be found in **Appendix 2**.

5 RECOMMENDATION

- 5.1 That the Portfolio Holder notes the appraisals and agrees to the action plans.

Appendix 1

ACTION PLAN ADDRESSING ISSUES WHICH HAVE ARISEN FROM THE
CHURCH STREET CONSERVATION AREA APPRAISAL

Issue	Potential Action
Unsympathetic alterations and loss of traditional architectural details to buildings	<ul style="list-style-type: none"> • Where consent is required, resist unsympathetic alterations and loss of traditional architectural details through positive use of existing development control powers. • Encourage appropriate reinstatement of traditional architectural details in future development negotiations. • Take enforcement action against unauthorised removal of traditional architectural details where a breach of planning control has occurred.
Poor quality shop fronts and signage	<ul style="list-style-type: none"> • Take enforcement action against unauthorised change of use or removal of a shopfront where there is a negative impact on the character or appearance of the conservation area. • Encourage appropriate reinstatement or sympathetic shopfront and signage design (following guidance in Local Plan Supplementary Guidance Note 5) • Provide a leaflet offering guidance to building owners of alterations to shop fronts similar to that provided by the New Deal for Communities Partnership.
Poor maintenance of buildings	<ul style="list-style-type: none"> • Seek improvements to poorly maintained buildings or land by negotiation through the development control process. • Consider a strategy for using Section 215 Notices*¹ to improve quality of built environment. • Serve Section 54 Urgent Works Notices*² on listed buildings at risk, and consider use on unlisted buildings at risk, with agreement from appropriate authorities.
Maintenance of street surfaces and street furniture.	<ul style="list-style-type: none"> • Ensure the retention/reinstatement of traditional paving and hard landscaping. • Encourage like-for-like replacement, provided material is 'fit for purpose', where damage to street surface occurs. • Where wholesale replacement is required co-ordinate with appropriate sections to ensure consistency and quality of alternative material. • Ensure good maintenance of street furniture, and, where replacement is required that they are of an appropriate design.

The above table provides a list of issues relating specifically to the conclusions drawn in the Church Street Conservation Area Appraisal. The implementation of the potential actions may depend on the existing and future financial and staff resources that Hartlepool Borough Council departments work within.

*¹ A Section 215 Notice is a notice that is served on the owner or occupier when the poor condition and the appearance of the property or land are detrimental to the surrounding

area or neighbourhood. The notice requires proper maintenance of the property of land in question, and it specifies what steps are required to remedy the problem within a specific time period.

*2 An Urgent Works Notice is served under section 54 of the Planning (Listed Buildings and Conservation Areas) Act 1990 as amended, and can be served on a vacant (or vacant parts of a) listed building where works are urgently necessary for the preservation of a listed building. In exceptional circumstances there are special powers available to the Secretary of State to authorise the use of these powers to an unlisted building in a conservation area where the preservation of the building is important for maintaining the character or appearance of the area. The works that can be implemented include making the building weather tight, safe from structural collapse and preventing unauthorised entry, vandalism or theft.

Appendix 2

ACTION PLAN ADDRESSING ISSUES WHICH HAVE ARISEN FROM THE SEATON CAREW CONSERVATION AREA APPRAISAL

Issue	Potential Action
Unsympathetic alterations and loss of traditional architectural details to buildings	<ul style="list-style-type: none"> • Where consent is required, resist unsympathetic alterations and loss of traditional architectural details through positive use of existing development control powers. • Encourage appropriate reinstatement of traditional architectural details in future development negotiations. • Take enforcement action against unauthorised removal of traditional architectural details where a breach of planning control has occurred.
Poor quality shop fronts and signage	<ul style="list-style-type: none"> • Take enforcement action against unauthorised change of use or removal of a shopfront where there is a negative impact on the character or appearance of the conservation area. • Encourage appropriate reinstatement or sympathetic shopfront and signage design (following guidance in Local Plan Supplementary Guidance Note 5) • Provide a leaflet offering guidance to building owners of alterations to shop fronts similar to that provided by the New Deal for Communities Partnership.
Poor maintenance of buildings	<ul style="list-style-type: none"> • Seek improvements to poorly maintained buildings or land by negotiation through the development control process. • Consider a strategy for using Section 215 Notices*¹ to improve quality of built environment. • Serve Section 54 Urgent Works Notices*² on listed buildings at risk, and consider use on unlisted buildings at risk, with agreement from appropriate authorities.
Maintenance of street surfaces and street furniture.	<ul style="list-style-type: none"> • Ensure the retention/reinstatement of traditional paving and hard landscaping. • Encourage like-for-like replacement, provided material is 'fit for purpose', where damage to street surface occurs. • Where wholesale replacement is required co-ordinate with appropriate sections to ensure consistency and quality of alternative material. • Ensure good maintenance of street furniture, and, where replacement is required that they are of an appropriate design.

The above table provides a list of issues relating specifically to the conclusions drawn in the Seaton Carew Conservation Area Appraisal. The implementation of the potential actions may depend on the existing and future financial and staff resources that Hartlepool Borough Council departments work within.

*¹ A Section 215 Notice is a notice that is served on the owner or occupier when the poor condition and the appearance of the property or land are detrimental to the surrounding

area or neighbourhood. The notice requires proper maintenance of the property of land in question, and it specifies what steps are required to remedy the problem within a specific time period.

*2 An Urgent Works Notice is served under section 54 of the Planning (Listed Buildings and Conservation Areas) Act 1990 as amended, and can be served on a vacant (or vacant parts of a) listed building where works are urgently necessary for the preservation of a listed building. In exceptional circumstances there are special powers available to the Secretary of State to authorise the use of these powers to an unlisted building in a conservation area where the preservation of the building is important for maintaining the character or appearance of the area. The works that can be implemented include making the building weather tight, safe from structural collapse and preventing unauthorised entry, vandalism or theft.

COMMUNITY SAFETY AND HOUSING PORTFOLIO

Report To Portfolio Holder
17 July 2009



Report of: Head of Community Safety and Prevention

Subject: DEVELOPMENT AND EVALUATION OF THE
GOOD TENANT SCHEME

SUMMARY

1.0 PURPOSE OF REPORT

To update the Portfolio Holder on the progress of the Tenant Referencing (Good Tenant) Scheme and propose how the scheme is to be evaluated.

2.0 SUMMARY OF CONTENTS

The report gives an overview of the first twelve months' operation of the scheme and outlines a proposed evaluation process.

3.0 RELEVANCE TO PORTFOLIO MEMBER

The Good Tenant Scheme is a Community Safety and Housing Issue

4.0 TYPE OF DECISION

Non Key

5.0 DECISION MAKING ROUTE

Portfolio Holder on 17th July 2009.

6.0 DECISION(S) REQUIRED

To note the progress of the scheme and approve the proposed evaluation programme.

Report of: Head of Community Safety and Prevention

Subject DEVELOPMENT AND EVALUATION OF THE
GOOD TENANT SCHEME

1. PURPOSE OF REPORT

- 1.1 To update the Portfolio Holder on the progress of the Tenant Referencing (Good Tenant) Scheme and propose how the scheme is to be evaluated.

2. BACKGROUND

- 2.1 Following the approval of the scheme by Cabinet on 8th March 2008, the Tenant Referencing (Good Tenant) Scheme was launched in May 2008. The scheme is a long term project that aims to reduce anti-social behaviour and neighbourhood nuisance from tenants in the Private Rented Sector. To be granted full (green card) membership an applicant needs to be able to demonstrate a two year history of trouble free tenancies. Those applicants who are unable to meet this requirement, whether because they have a shorter tenancy history or because their history indicates minor tenancy issues, are granted provisional membership (yellow card). There is a two stage process of an initial review and subsequent appeal should applicants feel aggrieved by the outcome of their application.
- 2.2 The Good Tenant Scheme (GTS) is one element of a coordinated approach to reducing anti-social behaviour and is linked to the introduction of Selective Licensing of Private Landlords; the provision of support to tenants through the Supported Housing Panel and the management of cases of Anti-social Behaviour in the Anti-social Behaviour Unit. Whilst use of the scheme is not compulsory in Selective Licensing Areas, it is strongly recommended, and where it can be demonstrated that the referencing carried out by individual landlords is not satisfactory, they may be required to use the scheme.
- 2.3 The GTS has a Steering group comprising officers from Private Sector Housing; the Housing Advice Team, Cleveland Police and Community Safety which meets to oversee the Scheme.

3 CURRENT SITUATION

- 3.1 When a report was last presented to Cabinet in November 2008, the scheme was averaging 11.5 applications per week compared to the 15 per week forecast at the scheme's inception. The rate has increased and now stands at 14 per week. With the launch of the Selective Licensing Scheme on 1st May 2009, which is actively encouraging the use of the scheme, the rate of application is anticipated to rise further.

3.2 Outcome of Applications

Below is a table indicating the outcome of applications.

Total Applications	723
Closed -no response	204
Provisional Membership	301
Full Membership	54
Membership Declined	65
Undergoing Processing	99

3.3 Reviews and Appeals

No applicant has formally requested a review and none have gone to appeal.

3.4 Developments Underway

The “front end” of the process, which comprises receipt and scanning of the application form; taking a digital photograph of the applicant, and identification checks, is suitable for incorporation into Hartlepool Connect, and this is being explored. Other options to increase the efficiency of the scheme, which are being explored, are to enable on-line applications, and to enable administrative staff to process straightforward reviews to free up the Referencing Officer's time to deal with the first time references and more involved reviews.

4. EVALUATION

- 4.1 The Good Tenant Scheme is part of a raft of measures designed to reduce anti-social behaviour. Movement from provisional to full

membership will be a prime indicator that the scheme is having an impact, as would the acceptance of previously rejected applicants.

- 4.2 The evaluation will seek to establish what evidence there is to date that it is achieving its main aim, and whether there are any negative implications, such as an increase in homelessness or delays in achieving lets.
- 4.3 We will also use the evaluation to review how the scheme operates and seek to answer the following questions:
 - Is it simple and efficient?
 - Is it fair and accessible?
 - Does it deliver Value for Money ?
 - How has it impacted on Support Providers ?

4.4 Methodology

The evaluation will be carried out using a range of methods as follows:

- 4.4.1 A questionnaire will be sent to a 40% sample of service users (both landlords and tenants) and other partners, such as those delivering support services, asking about their experience of using the scheme. Whilst the sample will be randomly selected, the sample will include representatives of each category of membership, including those who did not complete the application process. In the event that less than 25% of questionnaires are returned (meaning overall 10% representation) for any category, telephone interviews will be held. If necessary home visits will be carried out to ensure that views of all categories of service user are gained.
- 4.4.2 Themes arising from this process will be explored in focus groups of these service users.
- 4.4.3 Visits will be carried out to Residents' Association Meetings to seek their views.
- 4.4.4 Comparator Schemes, such as the Shield Scheme in Middlesbrough and the Palacis Scheme in Stockton will be contacted to benchmark costs and impact against.
- 4.4.5 Analysis will be undertaken to compare current rates of anti-social behaviour in the private rented sector in general and the Selective Licensing area in particular, with rates the year prior to the introduction of the service. A comparator area with high levels of anti-social behaviour but outside the Selective Licensing areas will also be used to seek to establish the impact of the scheme separately from that of Selective Licensing.

4.5 Timescale

Below is the anticipated timescale for the critical path of the evaluation process so that a report may be produced by November 2009. Desk Top Analysis and visits to Residents Associations and applicants who did not complete will be carried out alongside this process.

Design of questionnaires	Mid July
Distribution of questionnaires	Late July
Follow up/ telephone Interviews	Mid August
Analysis of questionnaires	Late August
Focus groups held	Mid September
Write up/ analysis of focus group	Late September

5. **FINANCIAL IMPLICATIONS**

- 5.1 The evaluation will be carried out internally. Costs will be incurred through the creation of questionnaires; cost of room hire and refreshments for focus groups. Total cost is anticipated to be less than £1,000 which can be met from existing resources.

6. **RECOMMENDATIONS**

- 6.1 The portfolio holder is asked to note the progress of the scheme and approve the proposed evaluation programme.

Contact Officer: Sally Forth, Anti-social Behaviour Co-ordinator
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BACKGROUND PAPERS

Cabinet Report 8th December 2008 “Operation of the Good Tenant Scheme”

Joint Regeneration and Liveability & Neighbourhoods and Communities Portfolio Report 19th January 2009

Report of Tenant Referencing Officer to the Project Steering Group 24th June 2009

COMMUNITY SAFETY AND HOUSING PORTFOLIO

Report To Portfolio Holder
17 July 2009



Report of: Head of Community Safety & Prevention

Subject: INSPECTION OF YOUTH OFFENDING
SERVICES IN 2009

SUMMARY

1.0 PURPOSE OF REPORT

The report is to advise the Portfolio Holder of the Inspection of Youth Offending Programme 2009-12 and to request additional support in the preparation for Inspection.

2.0 SUMMARY OF CONTENTS

The Report gives details of the Inspection of the Youth Offending Programme, the implementation of parts of the Criminal Justice and Immigration Act 2008 and the Scaled Approach, and requests approval for use of a consultant in preparation for the Inspection.

3.0 RELEVANCE TO PORTFOLIO MEMBER

Inspection of the Youth Offending Service is a Community Safety Issue.

4.0 TYPE OF DECISION

Non Key.

5.0 DECISION MAKING ROUTE

Portfolio Holder on 17th July 2009.

6.0 DECISION(S) REQUIRED

6.1 The Portfolio Holder is recommended to note the Inspection of Youth Offending Service in October 2009.

- 6.2 The Portfolio Holder is recommended to approve the engagement of a consultant to assist in the preparation for the Youth Offending Core Case Inspection.
- 6.3 The Portfolio Holder is asked to agree to waive the Council's Formal Quotation Procedure.

Report of: Head of Community Safety & Prevention

Subject: INSPECTION OF YOUTH OFFENDING
SERVICE IN 2009

1.0 PURPOSE OF REPORT

- 1.1 The report is to advise the Portfolio Holder of the Inspection of Youth Offending Programme 2009-12 and to request additional support in the preparation for Inspection.

2.0 BACKGROUND

- 2.1 In October 2006 the Hartlepool Youth Offending Service (YOS) was inspected by Her Majesty's Inspector of Probation assisted by the Commission for Social Care Inspectorate, Healthcare Commission, HMI of Constabulary, HMI of Prisons and the Office for Standards of Education. The Inspection covered five areas of work with each section being scored in a range from 4 – Excellent; 3 – Good; 2 - Adequate; and 1 - Inadequate.

The Hartlepool scores were:

Management	2
Work in the Courts	3
Work with Children and Young People in the Community	3
Work with Children and Young People subject to Detention and Training Orders	3
Victims and Restorative Justice	3

- 2.2 In April 2009, the Inspection of the Youth Offending Programme replaced the previous inspection arrangements and comprises a Core Case Inspection (CCI) assessing the quality of work with children and young people who offend, with particular focus on Risk of Harm to others and safeguarding of children; and a thematic programme which will cover other important aspects of youth offending work such as gangs, prevention, alcohol and court work. Both will be led by HMI of Probation. The Inspection of Youth Offending Programme will work over a three year cycle rather than the previous five year cycle.
- 2.3 The Inspection findings from the Core Case Inspection (CCI) will feed into the annual Comprehensive Area Assessment (CAA).

- 2.4 The Core Case Inspections are to be undertaken on a regional basis, with the North East being inspected in September and October 2009. On the 25th May 2009 we were informed that the Hartlepool Inspection will take place during the week commencing 12th October 2009. Further details will be given by H.M.I Probation after the 3rd August 2009. It is anticipated that a self assessment based on the Core Case Inspection criteria (attached as **Appendix 1**) will need to be completed and submitted by early September 2009.

3.0 INFORMATION

- 3.1 In addition to the preparations for Inspection, significant changes nationally in legislation (The Criminal Justice and Immigration Act 2008) and practice (The Scaled Approach) in youth criminal justice are taking place, with an implementation date of 30th November 2009.
- 3.2 Within the Criminal Justice and Immigration Act 2008, the Youth Rehabilitation Order (YRO) replaces nine of the current orders, introducing the YRO with a menu of eighteen requirements to be attached.
- 3.3 The Scaled Approach supports the new sentencing framework with levels of intervention based on the likelihood of re-offending and serious harm, and tailored to the risk posed by the young person, which entails a cultural change in the working practices within the YOS.
- 3.4 Given the relatively small size of Hartlepool YOS, the Youth Offending Service Management Board has proposed that additional support should be obtained by way of a consultant, to assist in the preparation for the Inspection.
- 3.5 Currently, South Tees YOS has engaged a consultant to assist in the delivery of the Intensive Supervision and Surveillance Programme in Hartlepool, and work is due to be completed in July. This consultant has previously undertaken successful work for inspections in Tameside and Lincolnshire. Given that this consultant has knowledge and experience of Hartlepool YOS and inspection work, it is proposed that we engage this consultant for a period of approximately six weeks to assist in the preparation for the YOS Core Case Inspection.

4.0 FINANCIAL CONSIDERATIONS

- 4.1 The cost of the consultant would be in excess of £5,000, but less than £10,000, and the sum would be met from within the existing Youth Offending budgets.

- 4.2 The Council's Contract Procedure Rules (Formal Quotation Procedure) states that for services contracts from £5000 - £25,000, three written quotations shall, wherever possible, be obtained
- 4.3 The preparation for the Core Case Inspection is a specialist area of work which would be carried out within a defined period and for this reason permission is sought to waive the Formal Quotation Procedure

5.0 RECOMMENDATIONS

- 5.1 The Portfolio Holder is recommended to note the Inspection of Youth Offending Service in October 2009.
- 5.2 The Portfolio Holder is recommended to approve the engagement of a consultant to assist in the preparation for the Youth Offending Core Case Inspection.
- 5..3 The Portfolio Holder is asked to agree to waive the Council's Formal Quotation Procedure.

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BACKGROUND PAPERS

YOS Inspection results 2006.

YOUTH OFFENDING

CORE CASE INSPECTION CRITERIA

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ASSESSMENT AND SENTENCE PLANNING

1.1 General Criterion: Risk of Harm to others (RoH) Assessment and planning

The assessment of RoH is comprehensive, accurate and timely, takes victims' issues into account and uses Asset and other relevant assessment tools. Plans are in place to manage RoH.

1.1a A timely Asset Risk of Serious Harm (RoSH) screening is completed accurately at the start of the order and, where indicated, a full Asset RoSH analysis is completed to a sufficient standard. It specifies the nature and level of risk to victims, including the public and staff and covers diversity issues.

1.1b All RoSH assessments draw adequately on Multi-Agency Public Protection Arrangements (MAPPA), other agencies' and previous assessments, and cover victim issues sufficiently, where applicable.

1.1c In appropriate cases a comprehensive and current risk management plan is completed; it covers victim and diversity issues sufficiently, where applicable.

1.1d The Asset RoSH classification, the MAPPA category and level where applicable and details of the risk management plan are clear and accurate and have been communicated to all relevant staff.

1.1e Management oversight of Risk of Harm assessment is effectively undertaken.

1.2 General Criterion: Likelihood of Reoffending – Assessment and planning

The assessment of the likelihood of reoffending is comprehensive, accurate and timely and uses Asset and other relevant assessment tools. Plans are in place to reduce likelihood of reoffending.

1.2a There is active engagement with the child or young person, parents/ carers and significant others to carry out an assessment of the likelihood of reoffending.

1.2b A timely assessment of criminogenic factors relevant to the individual child or young person is carried out, to a sufficient standard, using Asset. Positive influences such as supportive and pro-social factors are also identified as are any relevant diversity issues.

1.2c Assessments draw on those previously carried out, including those of other agencies, for example the police, prisons, antisocial behaviour teams, children's social care services, education, health and others.

1.2d Intervention plans, based on Asset, address criminogenic factors, integrate risk management plans and take account of safeguarding needs.

1.2e Intervention plans give a clear shape to the order, focus on achievable change, reflect the sentencing purposes, set relevant goals for each child or young person and meet the requirements of national standards.

1.2f Intervention plans are sequenced according to RoH and offending-related need, taking reasonable account of the child or young person's individual

circumstances and abilities, diversity considerations and issues relating to victims.

1.2g Asset and the intervention plan are reviewed regularly at appropriate intervals.

1.2h The child or young person, parent/ carer, significant others and relevant external agencies are actively and meaningfully involved in the planning process.

1.3 General Criterion: Safeguarding – Assessment and planning

The assessment of safeguarding needs is comprehensive, accurate and timely and uses Asset and other relevant assessment tools. Plans are in place to manage safeguarding and reduce vulnerability.

1.3a There was active engagement with the child or young person, parents/ carers and significant others to assess safeguarding needs.

1.3b Assessments of safeguarding needs draw on those of other agencies including those previously carried out by the police, prisons, children's social care services, education, health and others.

1.3c An active and timely assessment of the child or young person's individual safeguarding needs is carried out, taking into account any disadvantaging/ discriminatory factors including diversity issues.

1.3d Safeguarding is fully and accurately reviewed at appropriate intervals in all cases.

1.3e A timely vulnerability management plan is completed to a sufficient standard where relevant, contributes to and informs interventions, and other plans.

1.3f A contribution is made, through the Common Assessment Framework (if appropriate, where developed and implemented) to other assessments and plans designed to safeguard the child or young person.

DELIVERY AND REVIEW OF INTERVENTIONS

2.1 General Criterion: Protecting the Public by Minimising Risk of Harm to others

All reasonable actions have been taken to protect the public by keeping to a minimum the child or young person's RoH to others.

2.1a RoH to others is actively managed throughout the course of the sentence as a high priority. It is thoroughly reviewed within the required timescales and always following a significant change that might give rise to concern. Changes in RoH/ acute factors are anticipated wherever feasible, identified swiftly and acted upon appropriately to protect the public.

2.1b MAPPA are utilised effectively for appropriate cases.

2.1c Case managers and all other relevant staff contribute effectively to MAPPA processes including following through actions from MAPPA meetings and contributing to other multi-agency meetings as appropriate.

2.1d Purposeful home visits are carried out in accordance with the assessed level of RoH and any safeguarding issues, throughout the course of the sentence.

2.1e High priority is given to issues of victim safety particularly for those deemed vulnerable.

2.1f Appropriate resources are allocated according to the assessed RoH throughout the sentence.

2.2 General Criterion: Reducing the Likelihood of Reoffending

The case manager coordinates and facilitates the structured delivery of all elements of the intervention plan.

2.2a Identified, good quality interventions, including those of external agencies, are delivered to reduce the likelihood of reoffending and reviewed appropriately. They are properly sequenced and take into account individual needs, including diversity considerations

2.2b Appropriate resources are allocated according to the likelihood of reoffending throughout the order.

2.2c All requirements of the order are fully implemented and are in line with effective practice. *(To go live when YRO implemented)*

2.2d Staff actively motivate children and young people throughout the course of their order and reinforce positive behaviour.

2.3 General Criterion: Safeguarding the Child or Young Person

All reasonable actions have been taken to safeguard and reduce the vulnerability of the child or young person.

2.3a All necessary immediate action is taken to safeguard and protect the child or young person and any other affected child or young person.

2.3b All necessary referrals are made to other relevant agencies, who then work together to promote the safeguarding and wellbeing of the child or young person.

2.3c Specific interventions are identified and delivered to promote safeguarding, including those identified in the vulnerability management plan, and are reviewed in line with national standards or following a significant change.

2.3d. Operational management in relation to safeguarding and vulnerability needs is effectively undertaken within a clear policy and practice framework.

2.3e Staff promote the wellbeing of children and young people and support them throughout the course of their sentence.

ACHIEVEMENT OF OUTCOMES

3.1 General Criterion: Achievement of Outcomes.

Outcomes are achieved and sustained in relation to RoH, Likelihood of Reoffending and Safeguarding.

3.1a Positive outcomes are achieved in respect of:

- RoH – the public has been better protected, with any RoH successfully managed or (reduced) because all reasonable steps have been taken to keep to a minimum the individual's RoH to others.
- Likelihood of Reoffending – there has been compliance with requirements, a reduction in criminogenic needs and reduced reoffending.
- Safeguarding – there has been a reduction in vulnerability and safeguarding needs, and children and young people feel safer.

3.1b Sustainable outcomes are capable of being achieved through the consistent delivery of well-sequenced, child-centred interventions utilising partnership resources which facilitate a successful reintegration into the community.

COMMUNITY SAFETY AND HOUSING PORTFOLIO

Report To Portfolio Holder
17 July 2009



Report of: Director of Regeneration and Planning Services

Subject: REGENERATION AND PLANNING SERVICES
DEPARTMENTAL PLAN 2008/09 – QUARTER 4
MONITORING REPORT

SUMMARY

1.0 PURPOSE OF REPORT

To inform Portfolio Holder of the progress made against Regeneration and Planning Services Departmental Plan 2008/09 in the fourth quarter of the year.

2.0 SUMMARY OF CONTENTS

The report describes the progress against actions contained in the Departmental Plan and the fourth quarter outturn of key performance indicators.

3.0 RELEVANCE TO PORTFOLIO MEMBER

The Portfolio Holder has responsibility for performance management issues in relation to the Community Safety, Housing and some other functions within the Regeneration and Planning Services Departmental Plan.

4.0 TYPE OF DECISION

Non key.

5.0 DECISION MAKING ROUTE

Portfolio Holder.

6.0 DECISION(S) REQUIRED

Progress against actions and indicators is noted.

Report of: Director of Regeneration and Planning Services

Subject: REGENERATION AND PLANNING SERVICES
DEPARTMENTAL PLAN 2008/09 – QUARTER 4
MONITORING REPORT

1. PURPOSE OF REPORT

- 1.1 To inform the Portfolio Holder of the progress made against the key actions identified in the Regeneration and Planning Departmental Plan 2008/09 and the progress of relevant performance indicators for the period up to 31 March 2009.

2. BACKGROUND

- 2.1 The Portfolio Holder has responsibility for performance management issues in relation to Community Safety, Housing and some other functions described within the Regeneration and Planning Departmental Plan.
- 2.2 The Regeneration and Planning Departmental Plan 2008/09 set out the key tasks and issues along with an Action Plan to show what was to be achieved by the department in the year.
- 2.3 The Council's Covalent performance management database is used for collecting and analysing performance in relation to both the Corporate Plan and the five Departmental Plans.
- 2.4 Where appropriate more detailed service plans are also produced detailing how each individual section contributes to the key tasks and priorities contained within the Regeneration and Planning Departmental Plan and ultimately those of the Corporate Plan. These plans are managed within the department.

3. FOURTH QUARTER PERFORMANCE

- 3.1 This section looks in detail at how Regeneration and Planning Services has performed in relation to the key actions and performance indicators assigned to this portfolio and which were included within the Departmental Plan for 2008/09.

- 3.2 On a quarterly basis, officers from across the department are asked, via the Covalent Performance Management database, to provide an update on progress against every action contained in the performance plan and where appropriate, every performance indicator.
- 3.3 Officers are asked to provide a short commentary explaining progress made and asked to 'traffic light' each section based on whether or not the action will be, or has been, completed by the target date set out in the plans. The traffic light system is:-

RED	Action / PI not expected to meet target
AMBER	Action / PI expected to meet target
GREEN	Action / PI target achieved

- 3.4 Within the Regeneration and Planning Services Departmental Plan, there are a total of 115 actions and 26 performance indicators assigned to this portfolio.
- 3.5 Table 1 below summarises the progress made as at 31 March 2009 towards achieving these actions and performance indicators:-

Table 1 – Regeneration and Planning progress summary

	Departmental Plan	
	Actions	PIs
Green	111 (96.6%)	20 (77.0%)
Amber (Re-programmed beyond 31/3/09)	2 (1.7%)	0 (0.0%)
Red	2 (1.7%)	3 (11.5%)
Not Reported	0 (0.0%)	3 (11.5%)
Total	115	26

- 3.6 It can be seen from Table 1 that there were two actions that did not meet their original target date set in the departmental plan. One was in relation to the implementation of Choice Based lettings which was reported to the Neighbourhoods and Communities portfolio holder as part of the Quarter 3 report. The second involved a slight delay in finalising the programme of WNF verification visits by 31 March 2009 due to staff capacity. This work has however now been completed.
- 3.7 Table 1 also shows that three performance indicators were rated as 'red' at the end of the year. All have previously been reported to the Regeneration and Liveability Portfolio Holder in earlier quarterly reports. Three further indicators were not activated by Government in 2008/9 and are therefore not able to be reported.

3.8 Portfolio Holder's attention is drawn to the achievements of the department up to 31 March 2009 which include:

- The activities and initiatives of the Safer Hartlepool Partnership's Acquisitive Crime Theme Group have contributed towards a significant reduction in the acquisitive crime rate.
- All nationally set timescales for the processing of Planning Application were achieved.
- Intervention by the Housing Advice service successfully resolved 345 cases during 2008/9 where households considered themselves to be homeless. This far exceeded the target set for this area of work.
- 147 Disabled Facilities Grants were completed in year (against a target of 140) and the number of days waiting time for completion was less than expected.

4. RECOMMENDATION

4.1 That the progress against key actions and fourth quarter outturn of performance indicators is noted.