

CABINET AGENDA



Monday, 7 September 2009

at 9.00 am

**in Committee Room B,
Civic Centre, Hartlepool**

MEMBERS: CABINET:

The Mayor, Stuart Drummond

Councillors Hall, Hargreaves, Hill, Jackson, Payne, and Tumilty

1. APOLOGIES FOR ABSENCE

2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS

3. MINUTES

To receive the Record of Decision in respect of the meeting held on 24 August 2009

4. BUDGET AND POLICY FRAMEWORK

4.1 Draft Review of the Statement of Community Involvement – *Director of Regeneration and Neighbourhoods*

5. KEY DECISIONS

5.1 Valuing People Now – Transfer of Learning Disability Social Care Funding and Commissioning from the NHS to Local Government – *Director of Child and Adult Services*

6. OTHER ITEMS REQUIRING DECISION

No items

7. ITEMS FOR DISCUSSION / INFORMATION

- 7.1 Teenage Pregnancy Presentation – *Director of Health Improvement*
- 7.2 Quarter 1 Capital and Accountable Body Programme Monitoring Report 2009/2010 – *Chief Financial Officer*
- 7.3 Capital and Accountable Body Programme Outturn Report 2008/2009 – *Chief Financial Officer*
- 7.4 Year End – Corporate Plan and 2008/2009 Revenue Outturn Report – *Corporate Management Team*
- 7.5 Treasury Management Outturn 2008/2009 – *Chief Financial Officer*

8. REPORTS FROM OVERVIEW OF SCRUTINY FORUMS

- 8.1 Call-In of Cabinet Decision: Business Transformation (Programme Board and Asset Management Arrangements) – *Scrutiny Co-ordinating Committee*

CABINET REPORT

7 September 2009



Report of: Director of Regeneration and Neighbourhoods

Subject: DRAFT REVIEW OF THE STATEMENT OF COMMUNITY INVOLVEMENT

SUMMARY

1. PURPOSE OF REPORT

- To advise Cabinet that a Review of the Statement of Community Involvement (SCI) has been prepared and made available for public consultation
- To seek approval for a formal six week publication period and if no fundamental changes are requested then the SCI can be adopted.

2. SUMMARY OF CONTENTS

The report sets out at **Appendix 1** a revised Statement of Community Involvement which was deemed necessary to review and update following new government guidance Planning Policy Statement 12 (Creating Strong and Prosperous Communities Through Local Spatial Planning).

The SCI is one of the documents to be produced under the current planning system, established by the Planning and Compulsory Purchase Act 2004. It sets out how the Council intends to involve the community and other interested stakeholders in the current planning system and provides standards for involving the community in all the different stages of the planning policy process and in the determination of planning applications.

The process involved in the development of and consultation on the SCI are highlighted and approval is sought for the adoption of the final version of the document.

16 Responses in total were received from, the public, other agencies and Council departments. The main changes to the SCI stemming from consultation relate to:

- Advice from Sport England to alter Appendix Four in relation to the three tiers of consultation

- Greater emphasis throughout the document on the importance of public involvement in planning for the future of the borough
- Update to the list of consultees
- Alterations to chapter 6 in relation to planning applications
- Chapter 10 alterations to contact information

3. RELEVANCE TO CABINET

The Statement of Community Involvement, whilst not part of the Development Plan, is a Development Plan Document under the new planning system and thus forms part of the Budget and Policy Framework.

4. TYPE OF DECISION

Non Key.

5. DECISION MAKING ROUTE

Cabinet 7th September 2009
Full Council in October 2009

6. DECISION(S) REQUIRED

That Cabinet approve the revised Statement of Community Involvement for formal public consultation and in the event that no fundamental changes are recommended, and that subject to endorsement by full Council, the SCI be formally adopted.

Report of: Director of Regeneration and Neighbourhoods

Subject: DRAFT REVIEW OF THE STATEMENT OF COMMUNITY INVOLVEMENT

1. PURPOSE OF REPORT

- To advise Cabinet that a Review of the Statement of Community Involvement (SCI) has been prepared and made available for public consultation
- To seek approval for a formal six week publication period and if no fundamental changes are requested then the SCI can be adopted.

2. BACKGROUND

- 2.1 The Planning and Compulsory Purchase Act 2004 introduced a new planning system which entails at the local level, a portfolio of planning documents to replace the Local Plan and at the strategic level, the Regional Spatial Strategy which has now replaced the Tees Valley Structure Plan.
- 2.2 One of the local level documents which the Council is required to prepare is the Statement of Community Involvement (SCI). The SCI sets out standards to be achieved in involving the community and other stakeholders in the preparation, alteration and review of local development documents and in significant development control decisions. The first SCI was approved by the Government Office for the North East in October 2006.

3. THE DRAFT REVIEW OF THE STATEMENT OF COMMUNITY INVOLVEMENT

- 3.1 Planning Policy Statement (PPS) 12, which sets out the overall framework for spatial planning policy, was amended in September 2008. Some of the changes need to be reflected in the review of the SCI.
- 3.2 The key changes which affect the SCI are:
- Option to merge the previous Issues and Options stage and the Preferred Options stage into one Preparation stage
 - Formal consultation stage of the 'Submission Document' prior to submission
 - Information emphasising the importance of Public Involvement in Planning Obligations
 - Changes to the Tests of Soundness

4.0 THE CONSULTATION PROCESS

- 4.1 The public consultation period on the draft Review of the SCI represented the main opportunity for the community to influence the content of the SCI. The consultation period ran for 8 weeks from 1st April 2009 until 1st June 2009.
- 4.2 227 consultation letters were sent out to a variety of agencies including, statutory undertakers, developers, neighbouring local authorities, Cleveland Constabulary, English Heritage, Natural England, community groups and local interest groups.
- 4.3 A press release was posted in the Hartlepool Mail on 1st April 2009
- 4.4 A display was put up in Hartlepool Central Library and staffed nine times throughout the consultation period.
- 4.5 Information leaflets, copies of the draft SCI, questionnaires and question boxes were placed in all branch libraries through the duration of the consultation period.
- 4.6 A report along with leaflets and questionnaires was given to Talking to Communities' Forum.
- 4.7 Presentations were given at each of the Neighbourhood Consultative Forums, leaflets, copies of the SCI draft and questionnaires made available and an officer was on hand to answer any questions.
- 4.8 A report was presented to the Hartlepool Partnership for information and comments.
- 4.9 An invitation for officers to speak to a variety of groups and meetings across the Borough was made.
- 4.10 The SCI and accompanying information were available to view at Bryan Hanson House, The Civic Centre and the Council's website.

5. CONSULTATION FEEDBACK

- 5.1 16 Responses in total were received from the public, other agencies and Council departments. All comments were considered and the draft SCI has been amended where appropriate.
- 5.2 The main changes to the SCI stemming from the consultation relate to:
 - i) Advice from Sport England to alter Appendix Four in relation to the three tiers of consultation.

Appendix Four has now been divided in to three sections (a, b and c) and they are:

- Specific consultation bodies
 - General consultation bodies and
 - Other consultation bodes.
- ii) Greater emphasis throughout the document on the importance of public Involvement in planning for the future of the borough,
- iii) Alterations to the list of consultees,
- iv) Alterations to chapter six in relation to planning applications, whereby discussions with the Development Control manager led to greater clarity of the explanations within the planning applications section especially in relation to planning obligations,
- v) Alterations to contact information (Chapter 10), listing the use of the contact centre so that the first instance calls are directed to them and not the Development Control team.

6.0 THE NEXT STAGES

- 6.1 The SCI along with the adoption statement and consultation statement will be published for a six week period to allow for formal representations to be made. If there are no fundamental recommendations to the SCI then the SCI can be adopted following full endorsement by full Council in October.

7. OFFICER ADVICE

- 7.1 That Cabinet approve the revised Statement of Community Involvement for formal public consultation and in the event that no fundamental changes are recommended, and subject to endorsement by full Council, the SCI be formally adopted.

4.1 Appendix 1

Taking Part in Planning in Hartlepool

Statement of Community Involvement (SCI) August 2009



Text extracts can be made available in Braille, talking tapes and large print, on request. If you would like information in another language or format, please ask us.

إذا أردت المعلومات بلغة أخرى أو بطريقة أخرى، نرجو أن تطلب ذلك منا.
(Arabic)

যদি আপনি এই ডকুমেন্ট অন্য ভাষায় বা ফরমেটে চান, তাহলে দয়া করে আমাদেরকে বলুন।
(Bengali)

ئەگەر زانیاریت بە زمانیکی که یا بە فۆرمیکی که دەوی تکایە داوامان لی بکه
(Kurdish)

اگر آپ کو معلومات کسی دیگر زبان یا دیگر شکل میں درکار ہوں تو برائے مہربانی ہم سے پوچھئے۔
(Urdu)

यदि आपको सूचना किसी अन्य भाषा या अन्य रूप में चाहिये तो कृपया हमसे कहे
(Hindi)

Jeżeli chcieliby Państwo uzyskać informacje w innym języku lub w innym formacie, prosimy dać nam znać.
(Polish)

如欲索取以另一語文印製或另一格式製作的資料，請與我們聯絡。
(Cantonese)

Draft Statement of Community Involvement Contents

Foreword

Introduction

- a) Overview
- b) Cautionary note
- c) Cautionary note

The Local Development Framework

- a) Background and Contextual Information
- b) The Hartlepool Local Development Framework

How the Statement of Community Involvement relates to other Community Involvement Initiatives

- a) Hartlepool Community Strategy
- b) Corporate Consultation Strategy

Strategy on Community Involvement in the Planning Process

- a) Aim and Vision
- b) Guiding Principles
- c) Who will be consulted

How the Council plan to involve you in the different stages of the planning process

- a) The Plan Making Process and opportunities for involvement
- b) Methods for Involving the Community

Planning Applications

- a) Background
- b) Pre-application enquiries
- c) Planning and other applications
- d) Appeals

Resource and Managing the Process of Community Involvement

- a) Staff Resources
- b) The Role of Councillors

Monitoring and Review of Community Involvement

How to get Advice and Help

Appendices

Appendix 1 Summary of the New Planning System

- a) Why Plan?
- b) What is a Development Plan?
- c) Local Development Framework
- d) Sustainability Appraisal

Appendix 2 Testing Soundness

Appendix 3 Service Standards for the LDF and Planning Applications

Appendix 4 Consultation Bodies for Local Development Documents

- a) Specific Consultation Bodies
- b) General Consultation Bodies
- c) Other Consultees

Appendix 5 Consultees for Planning Applications

- a) Statutory Consultees
- b) Main Other Consultees

Appendix 6 Definitions of Acronyms and Technical Terms Used In the SCI



Foreword

Forw ard by the Mayor 2009



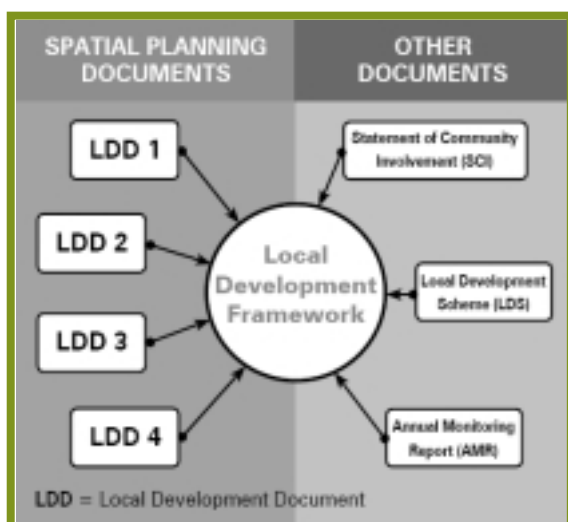
Stuart Drummond
Mayor of Hartlepool Borough Council
September 2009

1 Introduction

a) What is the SCI

The Statement of Community Involvement sets out how Hartlepool Borough Council intends to involve the community, including voluntary and community groups, local residents, businesses, landowners, statutory agencies and others with an interest, in the planning system.

The planning framework at the local level, as explained in more detail in Section 2 and Appendix 1, is known as the **Hartlepool Local Development Framework**. Ultimately it is made up of a collection of 'Local Development Documents' (LDDs) setting out the planning strategy and policies for Hartlepool together with other related documents including this Statement of Community Involvement.



(Diagram 1)

The Statement of Community Involvement is thus an integral part of the planning Framework. Its introduction reflects the intentions of Central Government to encourage greater public involvement in the planning process, at both an early stage and throughout. Certain requirements for consultation are set out in government regulations¹ and the SCI

incorporates and goes beyond these minimum requirements for community involvement. Hartlepool Council considers that all those likely to be interested should have the opportunity to be involved in the preparation of new planning documents and in the consideration of planning applications. It therefore prepared the October 2006 SCI as its first priority under the current planning system.

b) SCI review

Hartlepool adopted its first Statement of Community Involvement in October 2006. The SCI was produced with the assistance of the Hartlepool community and other key stakeholders in the Borough. The document has been useful for the public and developers as it explains when and how the public can get involved in the development process and it guides developers in relation to our expectations of their commitment to public involvement.

Planning Policy Statement 12 - which is central government guidance that Hartlepool Borough Council had to follow was updated and published in June 2008. The Government guidance made reference to the SCI and what should be incorporated into an SCI to help engage the public, developers and any other interested party in the development of their local area.

The existing SCI adopted in October 2006 requires reviewing and updating so that it takes into account the new guidelines from central government.

The key principles of the SCI remain the same but the major areas of change in light of the updated PPS12 have been in:

- The Document preparation process (explained in section 5)
- The planning application stage now incorporates information on public involvement in planning obligations(section 6e), and

¹ The Town and Country Planning (Local Development) (England) Regulations 2004

- The tests of soundness have changed from nine tests to three (appendix 2).

Other aspects of the SCI have altered too since its adoption in 2006, so it is necessary to review all the sections to ensure the information is not only in line with government guidance and Council protocol but is up to date and remains a useful and effective tool to residents and developers.

One major change within the Council has been the endorsement of the Hartlepool Compact. The Hartlepool Compact was in the development stage when the 2006 SCI was adopted but now the compact has been agreed. The Hartlepool Compact is an agreement between the Council, The Hartlepool Partnership, local service providers and commissioners of services and the Voluntary and Community Sector. The purpose of the Compact is to set out codes of practice and terms of engagement that will improve relationships and benefit the communities within Hartlepool.

Further information in relation to the Compact can be viewed in section 3c

The revised SCI firstly gives a brief introduction to the planning Framework of Local Development Documents (Section 2). The linkage between the SCI and other consultation initiatives is explained in Section 3 and the Council's strategy on community involvement is set out in Section 4. Sections 5 and 6 explain when and how the Council will involve the community and others with an interest in both the plan making process and in the consideration of planning applications. Resourcing and managing the process of community involvement is considered in Section 7 and the monitoring and review of the process is highlighted in Section 8. Finally an end-note provides information on how to get help and advice on the planning system.

A jargon buster explaining the acronyms and technical terms used in this document is included at Appendix 6.

c) Cautionary Note

Sometimes it is not possible to find solutions that satisfy everybody as planning seeks to achieve a balanced and sustainable approach to development. Further, issues such as available resources, statutory requirements and national and regional policy guidance also need to be considered. Getting involved does, therefore, not always guarantee that all of your views will prevail, but the Council will aim to consider all the issues that you and others raise.

2 The Local Development Framework (LDF)

a) Background and Contextual Information

Appendix 1 summarises the framework of the planning system and explains why we plan, what a Development Plan is, what new documents within the Hartlepool Local Development Framework are designed to do, and outlines the role of sustainability appraisal in the process.

A booklet is available from the Department of Communities and Local Government, explaining more about the planning system (<http://www.communities.gov.uk/publications/planningandbuilding/creatingbetterplaces>).

b) The Hartlepool Local Development Framework

New **Local Development Documents** within the **Hartlepool Local Development Framework** will over time replace the **Hartlepool Local Plan**. These together will set out the vision, objectives, spatial strategy and policies for planning and development in Hartlepool extending over a period of up to 15 years or so. They will seek to ensure that the future development of the Borough is planned in a sustainable manner.

The **Local Development Documents** (or **LDDs** for short) which are being prepared in consultation with the community, comprise three types:

1. Development Plan Documents (DPDs)
2. Supplementary Planning Documents (SPDs)

Development Plan Documents form part of the **statutory** Development Plan for Hartlepool². The Development Plan sets

² The other part of the Development Plan is the Regional Spatial Strategy prepared by the North East Regional Assembly.

out the spatial planning strategy and planning policies for the area. The DPDs that are prepared will ultimately replace the Hartlepool Local Plan and, in a similar way to the local plan, will be subject to independent public examination by a government appointed inspector.

Development plan documents include: -

- **Core Strategy**, which will set out the key elements of the planning framework for the area,
- **Site Allocations** where land is allocated for specific uses,
- **Area Action Plans** for areas where significant change or conservation is needed, and
- **Proposals Map** showing areas affected by development plan policies

Supplementary Planning Documents (SPDs) are **non-statutory** documents expanding on or providing further detail to policies in a development plan document. They can take the form of design guides, development briefs, master plans or issue-based documents. Although SPDs will be subject to full public consultation, they will **not** be independently examined.

The processes for preparing these **Local Development Documents** highlighting the main opportunities for community involvement are set out in Diagrams 1 and 2 in section 5a. The process for preparing SPDs is similar to, but more simple than, that for preparing DPDs.

The social, environmental and economic effects of the strategies and policies contained within **Local Development Documents** must be assessed **from the start of the process of their preparation**. This continuing assessment known as a Sustainability Appraisal will be used at each stage of the preparation of LDDs to guide the strategies and policies that are being developed and ensure that they meet the government's aims for sustainable development.

The adoption of the **Hartlepool Local Plan in 2006** reduced the need to prepare

Local Development Documents in the short term as there are up to date planning policies in place. All the policies within the local plan were saved until April 2009 and a number of policies within the Local Plan have been saved for a further three year period up until April 2012. Some policies were no longer required as they are covered within national or regional guidance. A list of the saved policies can be found on the council website, (<http://www.hartlepool.gov.uk/downloads>).

Council officers are currently collecting detailed information on a number of key subject matters for the Core Strategy that, along with various other DPD's, will ultimately replace the Hartlepool Local Plan. The Council will be consulting the public widely to assist in the preparation of the Core Strategy and ultimately aim for adoption of the Core Strategy in 2011.

Development Plan Documents and Supplementary Planning Documents on a wide range of issues and areas within Hartlepool are currently being put together by the Planning Policy team. Further information on the Council's programme for the preparation of new documents can be viewed in the Local Development Scheme (2009), which is available at the Council's main offices and can be found on the Hartlepool Website (www.hartlepool.gov.uk).

(Further information on the Core Strategy and local development scheme can be found in Appendix 1)



3. How the Statement of Community Involvement Relates to Other Policies and Plans

a) Hartlepool's Community Strategy

Hartlepool's Community Strategy. "Hartlepool's Ambition" 2008 provides a policy framework for Hartlepool for the next 15 years. It sets out a long-term vision that:

Hartlepool will be an ambitious, healthy, respectful, inclusive, thriving, and outward-looking community, in an attractive and safe environment, where everyone is able to realise their potential.

This Vision is further articulated through a set of Aims, Outcomes, and associated Objectives grouped into eight themes:

1. Jobs and the Economy
2. Lifelong Learning & Skills
3. Health and Wellbeing
4. Community Safety
5. Environment
6. Housing
7. Culture & Leisure
8. Strengthening Communities

Delivering *Hartlepool's Ambition* relies not only on effective partnerships able to deliver excellent services but also on the decisions we take to shape our local environment. Decisions on the location and quality of social, economic and environmental change affects everything from the location of major new transport or energy facilities and employment development, through to the development of new shops, schools, houses or parks needed by local communities.

Spatial planning operates at a range of different scales of activity, from the North East Regional Spatial Strategy (RSS) to the more localised design and organisation of our town, villages and neighbourhoods set out in Hartlepool's Local Development Framework (LDF).

The Community Strategy and the LDF are strongly linked. The Community Strategy establishes Hartlepool's priorities and the LDF provides a spatial expression of these, setting out in more detail those elements that relate to the development and use of land.

The Community Strategy is prepared and overseen by the Hartlepool Partnership.³ The Partnership works through a Board and a series of Theme Partnerships. A key principle that the Partnership works to is involving all parts of the community at all stages in the development, delivery and monitoring the Strategy. The significance of this principle is fully recognised within the SCI.

The Partnership has adopted a Protocol with the Hartlepool Community Network⁴ that provides a framework to strengthen the working relationship between the two partners. Section three of the Protocol provides information on consultation activity and describes how this should be carried out.

The protocol is built on Hartlepool's COMPACT agreed between Hartlepool Borough Council and the Community and Voluntary Sector. The protocol sets out a Code of Practice for communication and consultation, to ensure effective systems and mechanisms are in place for regular exchanges of information and ideas. It also aims to encourage the fullest participation, taking into account the needs of voluntary and community groups. The key principles and standards of this protocol have been developed to form the

³ The Hartlepool Partnership is the 'Local Strategic Partnership' for the town and consists of a network of partnerships linked together and representing all of the key public sector organisations, private businesses, community, voluntary and residents' groups.

⁴ The Hartlepool Community Network is an organisation funded up by Central Government to seek to influence the decision making processes in Hartlepool and particularly to support voluntary/community sector and resident input into the Hartlepool Partnership and other partnerships

cornerstone of the SCI and are fully reflected in its guiding principles and service standards (see Section 4b and Appendix 3).

b) Corporate Consultation Strategy

The Council's Corporate Consultation Strategy which was adopted in 2005, outlines the purpose, needs and benefits of a consultation framework. It is available on the Council's Website (www.hartlepool.gov.uk).

The Council's Corporate Strategy Section, with the assistance of individual departments coordinates a database on all of the Council's consultation activities. This assists in the co-ordination of consultation activity, helps to avoid duplication, maximises the use of resources and allows the sharing of information and expertise gained from consultation exercises.

A Corporate Consultation Group, with representatives from all Council departments, contributes to the review and monitoring of the strategy and this group has helped to shape the SCI.

The Council's online consultation system, Your Town Your Say

(<http://consultation.hartlepool.gov.uk>) and

in particular its Planning Policy section (www.hartlepool.gov.uk/planningpolicy)

provides an additional way of consulting on planning issues both large and small.

from others when working in partnership. This mutual agreement between partners will improve their relationships and benefit the communities within Hartlepool.

In addition to the Hartlepool Compact, there is a Hartlepool Compact Action Plan, this sets out agreed actions for partners outlined in the Compact to work towards, this action plan will be reviewed and updated regularly.

The Hartlepool Compact is available on the Council's and Hartlepool Partnership's websites.

(www.hartlepool.gov.uk and www.hartlepoolpartnership.co.uk)

c) Hartlepool Compact

The Hartlepool Compact was endorsed in October 2008 by Hartlepool Borough Council and the Hartlepool Partnership. The Compact is an agreement between Hartlepool Borough Council, local service providers and commissioners of services and the Voluntary and Community Sector.

The purpose of the Compact is to set out codes of practice and terms of engagement that organisations will agree to work to and more importantly have signed up to. This will ensure that all partners are aware of and can be responsible for the level of engagement expected from them and what they expect

4. Strategy on Community Involvement in the Planning Process

a) Aim and Vision of the SCI

The Council has a good track record of consulting and involving people and, like all local authorities, is facing a growing demand for increased consultation and engagement with local communities.

Some of the main benefits of community involvement are outlined below :

- it strengthens the evidence base for plans, strategies and planning decisions – local communities can bring a different perspective to planning and should be valued for their expertise, opinions, insight and local knowledge;
- it creates community commitment to the future development of an area – local people can be encouraged to make a difference in their area, with long-term benefits;
- it promotes regeneration and investment – by publicising proposals and inviting the involvement of local communities, authorities can demonstrate their commitment to improving areas and facilitating joint working to achieve better quality outcomes; and
- it fosters ownership and strengthens delivery - many elements of the Local Development Framework will require joint working between local planning authorities and local communities. Involving communities at an early stage of document preparation will help to resolve issues, thereby avoiding the need for lengthy independent examinations.

In an environment in which continuous improvement is expected of local authorities, there is a clear need to ensure that service developments are driven by

local choices and preferences and that improvements in performance are judged by local people.

Reflecting this, the key aim of the Strengthening Communities theme of the Community Strategy is to:

“empower individuals, groups and communities and increase the involvement of citizens in all decisions that affect their lives”.

b) Guiding Principles

Based on the relevant elements of the Hartlepool Compact the guiding principles for the SCI are identified below. These principles are also consistent with the consultation criteria in the Government's Code of Practice on Consultation⁵.

- i. there will be a variety of consultation mechanisms but all exercises will be inclusive with every effort made to encourage the participation of the widest relevant interests;
- ii. consideration will be given to the publication of a forward plan of consultation exercises to help people get involved;
- iii. each consultation exercise will make clear its purpose and scope and will provide background information and contact details for additional information;
- iv. information will include details of the time scale, any decisions already made, arrangements for expressing views and clarification on what influence those views will have and any other contributory factors to the final decision making;
- v. there will be use of a comprehensive range of oral and written exercises to ensure that views can be collected from all sectors and communities as appropriate (different formats like languages, Braille, talking tapes, translators, large prints, readers for the visually impaired etc, will be made available, if requested);
- vi. once consultation is complete there will be clear and honest feedback setting out reasons for decisions made or the

⁵ code of practice on consultation (DCLG)

adoption of the specific approach. If there is a long term or ongoing process there will be regular updates;

vii. to avoid duplication and consultation fatigue, and to ensure the best use of resources, existing networks and for a will be utilised to publicise and organise consultation;

viii. there will be respect and confidentiality in relation to the privileged information that may be exchanged.

Appendix 3 sets out detailed service standards in relation to the preparation of documents within the Local Development Framework and to the consideration of planning applications. Council officers will examine how well these service standards are met by introducing and implementing appropriate monitoring systems.

c) Who will be consulted

Government Regulations⁶ identify bodies that will be consulted at specified stages in the preparation of **Local Development Documents** (see Appendix 4). These are included in the 'LDF consultees database' detailing these and other groups, organisations and businesses which the Council considers should normally be consulted. The database is updated as necessary and will be expanded to include any individuals or new groups who have expressed an interest.

In addition the Council is required by law⁷ to consult a number of other agencies about certain planning applications. For example, we will consult English Nature on a proposal which could affect a Site of Special Scientific Interest (SSSI). The Council also seeks the views of a wide range of other agencies from time to time on certain types of applications. For example, we will consult Tees Archaeology if we feel a site is potentially of archaeological interest. Appendix 5 identifies statutory and other main consultees for planning applications.

Beyond these specified organisations the Council in accordance with the equality and diversity scheme (2008-2011) recognises that it should put in place consultation measures which are accessible to all who might have an interest in a plan or planning application, including those groups who might face particular barriers to participation, for example young people, people with disabilities, the elderly, people with learning or communication difficulties and black and ethnic minority groups.

The Council will aim to develop a flexible, sensitive, customised approach to facilitate involvement.

In addition the Council welcomes any invitations for Council officers to attend groups/meetings to give advice and answer questions to secure the involvement of under represented groups.

The Council is also keen to raise the general awareness of what planning does and will talk, on request, to schools and colleges, parish councils and other interested parties (see Section 9 How to get Help and Advice).



⁶ The Town and Country Planning (Local Development) (England) Regulations 2004 – Regulations 17, 25 and 26, The Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008.

⁷ The Town and Country Planning Act 1990 and related Regulations.

5 How the Council plans to involve YOU in different stages of the plan making process

a) The Plan Making Process and Opportunities for Involvement

The Council wants to encourage as much involvement as possible throughout the plan making process. The methods used will vary according to the type of and stage of preparation of each development document. Diagrams 1 and 2 below outline the processes for the preparation of Local Development Documents (Development Plan Documents and Supplementary Planning Documents – DPDs and SPDs, the process outlined corresponds with the guidance set out in Central Government Guidance⁸).

Diagram 2: Process for the Preparation of Development Plan Documents

Stage 1: Preparation (evidence gathering)

This stage is concerned with gathering evidence about the area or topic. The preparation stages are the time where the community and other bodies with an interest in the planning process can influence the content of the document and their input is crucial.

The Council will publicise its intention to prepare a DPD and consult relevant groups and organisations and the local community.

The evidence collecting stage can vary depending on the document subject. For some DPDs it may be necessary to carry out an Issues and Options public consultations stage and a Preferred

Options consultation stage; however for others it may only be necessary to carry out one consultation stage during the preparation process. All consultation events will run for at least 8 weeks where practicable and in some cases maybe longer depending on the DPD subject.

The Council will have regard to representations received and set out in a 'Statement of Compliance' how it has addressed the main issues raised. Appropriate amendments will be made to the DPD to prepare it for publication. The sustainability appraisal will be finalised in the context of the amended DPD.

Stage 2: Publication

The Council will publish the DPD (the Submission DPD), together with the Statement of Compliance and the Sustainability Appraisal and invite formal representations. There will be a minimum six week period allowed for these formal representations to be made.

Stage 3 Submission for Independent Examination

The Council will consider the representations received at Stage 2. In response, it may make 'focused' changes to the DPD.

If the Council wishes to make a focused change it will:

- prepare a report setting out the proposed change to the submission DPD
- conduct a sustainability appraisal of the implications
- consult the community and stakeholders on the changes for a minimum period of 6 weeks. At the close of this consultation the Council will submit to the Secretary of State the following:
the proposed submission DPD,
the first representations,
the report on the changes and the responses to the changes to the DPD.

⁸ PPS12 - Creating Strong and Prosperous Communities. The Town and Country Planning (Local Development) (England) Regulations 2004 and The Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008.

Stage 4 Independent Examination

An independent planning inspector will consider whether the DPD is 'sound' (see Appendix 2). Persons and organisations making formal representations (at stage 2) will have the right to be heard at a public examination. Procedural arrangements for the examination will be established by the inspector at a pre-examination meeting.

Stage 5: Planning Inspectors

Binding Report

Following the end of the examination, the Inspector will submit his/her report to the Council. This report will recommend either that the DPD is 'unsound', 'sound' or can be made sound if specific changes are made to it. The report's recommendations will be binding on the Council.

Stage 6: Full Adoption by the Council

Provided that the DPD receives a 'sound' rating from Inspector's Report, the Council will then adopt the DPD as part of its statutory Local Development Framework.



Diagram 3: Process for the Preparation of Supplementary Planning Documents

Stage 1: Scoping Stage

Pre-production scoping to establish the need for the SPD and secure its inclusion in the Local Development Scheme. The Council will welcome input of relevant stakeholders and others at this stage and may seek input in the form of meetings, and written representations, dependent on the issues concerned. Involvement at this stage is expected to be targeted at particular groups or individuals.

Stage 2: Preparation (evidence gathering)

This stage is concerned with gathering evidence about the area or topic. The Council will publicise its intention to prepare an SPD and consult relevant groups and organisations and the local community for a period of no less than eight weeks and no more than six weeks. The community and stakeholders will be encouraged to participate at this stage to ensure their early involvement in the preparation of the document.

The level and type of involvement will depend on the type and scope of the SPD. This stage is therefore likely to need a range of involvement, consultation and information approaches to attract the appropriate level of input.

As part of the process of preparing the draft SPD, the Council will assess the main issues arising out of the consultations undertaken at stage 1 and prepare a consultation statement which will set out how these issues have been addressed.

The Council will also prepare a strategic environmental Assessment (SEA) unless the statutory consultees all agree that it can be screened out, a Sustainability Appraisal (SA) if necessary and a scoping report to ascertain whether or not an appropriate assessment is required (further information on appropriate assessments can be found in appendix 1 section e Habitats Regulations).

Stage 3: Public consultation of the draft SPD

The Council will publish the draft SPD together with the consultation statement and sustainability appraisal and invite representations. There will be a minimum of four weeks allowed for these representations to be made.

Stage 4: Adoption of the SPD

The Council will consider all valid representations made and make any appropriate changes to the SPD before it is adopted. The adopted SPD will be published together with a statement of the consultation undertaken (which will also set out the representations received and the Council's response to these). The publication period will last for no less than four weeks and no more than six weeks.

The final report of the sustainability appraisal will be published at the same time.

b) Methods for Involving the Community

Details of the ways in which the Council will involve the community and others with an interest in the plan making process are set out in Table 1 below. The table sets out (at the beginning of each box) what the Council will do to engage the community and others during the preparation of Local Development Documents. It identifies in the first column when the community will be involved in the plan preparation process making reference to the stages highlighted in Diagrams 1 and 2 as necessary. It then sets out in the second column the ways in which the Council will seek that involvement. In consulting with the community, the Council will take account of the nature of the interest of the individual or group being consulted and the extent of their knowledge of the process. In addition any documents at any of the stages will be available, on request from the Council, in different formats such as large print, Braille and different languages. Translators can also be made available on request.



Diagram 4: Methods of engaging and Informing the Community during the preparation of Local Development Documents

Offer advice and assistance to, and develop the knowledge and skills of, people and groups with little previous experience of the planning system:	
At all stages of preparation as necessary	<ul style="list-style-type: none"> • provide officer advice and help; • arrange 'orientation' events for representatives of hard to reach groups, as required; • work with the Hartlepool Partnership and the Hartlepool Community Network to develop their roles as 'champions', encouraging participation in planning matters in their local communities and providing a community view on planning matters; and • promote the services offered by Planning Aid North amongst disadvantaged communities, the black and minority ethnic population, people with disabilities, young people and the elderly.

Seek views on the subject matter of the local development document:	
During the early stages of the preparation of Local Development Documents	<ul style="list-style-type: none"> • by holding open participation events/ exhibitions where planners will be available to discuss issues on an individual basis; • by holding events, such as focus groups, for invited community representatives, organisations and individuals; • where invited and where possible, by attending other organisation's meetings; • by arranging specific events for groups who need particular encouragement to get involved, as required; • by giving presentations at the Council's Neighbourhood Consultative Forums and Hartlepool Partnership, inviting discussion and comment; and • by contacting organisations with a specific interest in the subject matter of the document.

Make available background documents used as part of the preparation process for Local Development Documents:	
At issues and options, alternative sites, preferred options and submission stages for DPDs	<p>Council's website in a downloadable form;</p> <ul style="list-style-type: none"> • by distributing all relevant documents to statutory consultees as required by the regulations (see Appendix 4); • by making paper copies of the documents available either free or at a reasonable charge – where there is a charge additional copies of a document will be placed in the Central Library for lending purposes; • by placing paper copies of associated / background documents available to view in the Council's principal offices and the local libraries.

Publicise the availability of documents:	
When documents are published	<ul style="list-style-type: none"> • by notices / press releases in the local paper, on the Council's website and where possible in the Council newsletter (Hartbeat); • by notices in libraries and the main Council offices; • by direct letter or e-mail to statutory consultees and to other relevant bodies, organisations and individuals included in the LDF consultees database; and • where a document identifies a proposal relating to a specific area of land, by posting notices in prominent locations within the area and / or by distributing leaflets / letters to those most likely to be affected.

Provide opportunities for informal representations during preparation of documents:	
At main stages during the preparation of Local Development Documents.	<ul style="list-style-type: none"> • by holding open participation events/ exhibitions where planners will be available to discuss issues on an individual basis; • by holding events, such as focus groups, for invited community representatives, organisations and individuals; • where invited and where possible, by attending other organisation's meetings; by arranging specific events for groups who need particular encouragement to get involved, as required; and • by giving presentations at the Neighbourhood Consultative Forums, Hartlepool Partnership meetings and inviting comment.

Publicise opportunities for views to be expressed in the presence of elected members of the Council:	
When issues are being considered at Council Forums etc.	<ul style="list-style-type: none"> • by publishing all main documents on the • by press releases highlighting when different aspects related to the preparation of proposals in Local Development Documents are to be considered at meetings of the Council, Cabinet and Planning Committee, relevant Council Scrutiny Forums and Neighbourhood Consultative Forums; and • by issuing invitations to attend such meetings to members of the public or organisations whose views Council members particularly wish to hear, together with guidelines about the nature and scope of the speaking opportunity.

Provide opportunities for formal representations:	
When DPDs are submitted.	<ul style="list-style-type: none"> by publishing at least one public notice in the local press (usually the Hartlepool Mail and the Northern Echo); by sending to any statutory consultees a copy of the document and any associated documents, together with a notice saying where the document can be inspected; • by writing to relevant persons or organisations included on the LDF consultees database and to all those making comment at earlier stages of the document's preparation and attaching a notice indicating that a new document has been published, and where and when it can be inspected – some of these consultees will also be supplied with a copy of the document; • by distributing forms for formal responses with all documents dispatched and to all local libraries, main Council offices and other appropriate locations where the submitted DPD / draft SPD has been placed for inspection; • by placing a statement on the website indicating where the document(s), can be viewed, together with when, how and to whom any formal representations should be sent; • where a document identifies a proposal relating to a specific area of land, by posting notices in prominent locations within the area and / or by distributing leaflets / letters to those most likely to be affected; and • by making forms for formal comments available on the website, with the facility to complete and reply on-line.

Try to Build Consensus and Mediate between Parties with Opposing Views:	
As necessary.	<ul style="list-style-type: none"> • hold meetings, as required, with selected individuals and groups to explore particular issues in more depth, and secure agreement on detailed policy wording; and • facilitate the exchange of agreed and disputed information.

Publicise the Council's decisions on representations received:	
After each stage where comment and other representations have been invited.	<ul style="list-style-type: none"> • by publishing a report setting out relevant comments and representations received at each stage of the preparation process and the Council's response to these; • by notifying directly by e-mail or post individuals and organisations submitting comments or formal representations to the Council – in some instances the Council will also send a copy of the report or relevant extracts; • by sending copies of the report to relevant statutory consultees; • by publishing the report on the Council's website; • by making copies of the report available at the main Council offices, libraries and at any other locations where a related version of the local development document and associated documents (eg Sustainability Appraisal) were made available for viewing; • by making printed copies of the report available for a nominal charge; and • by advertising publication of the report in the local press and also in Hartbeat (the Council's magazine) if possible.

Publicise the arrangements and timing of events in relation to the independent examination of a Development Plan Document:	
When dates for the pre-examination meeting and public examination have been determined.	<ul style="list-style-type: none"> • by notifying directly those who have outstanding objections to the development plan document; • by placing an item on the Council's website; • by publishing at least one public notice in the local press (usually the Hartlepool Mail and the Northern Echo); • by issuing press release(s) to the local media; • where possible, by placing an item in Hartbeat; and • by posting notices in the main Council offices and local libraries.



6 Planning Applications

a) Background

When people want to carry out building works or change the use of buildings or land this involves “development”. Successive Governments have put procedures in place to ensure the effects of development are controlled. This takes the form of the need to obtain permission (from the local planning authority i.e. Hartlepool Borough Council), most commonly called planning permission. Many development proposals require planning permission. Others need different types of permission, e.g. listed building consent for works to buildings identified as being of architectural and/or historical interest. Some minor developments, however, require no permission at all.

Development Control involves:

- the provision of informal advice on people’s development proposals;
- the consideration of formal applications for new development, where necessary;
- the monitoring of development as it proceeds; and
- enforcement action where breaches of control take place.

This section of the Statement deals with the first two of these and sets out how the Council will consult the community on new development proposals.

The Government has prescribed minimum standards for publicity on planning applications. This is a legal requirement. It also encourages Councils and developers to undertake pre-application discussions and community involvement on a voluntary basis, particularly on significant applications. This is not, however a legal requirement.

b) Pre-application Enquiries

The Council provides free advice to anyone who wishes to carry out a development proposal (the One Stop Shop (OSS) approach). The OSS aims to give a rapid and comprehensive

assessment of the permissions, necessary (if any) to carry out the development, provides clear advice on the merits of the proposal and, where appropriate provides suggestions which would make the proposal more acceptable.

The majority of proposals are relatively minor and pre-discussion sometimes takes place between neighbours before a request for advice is sought. As indicated there is no legal requirement to do this although the Government and Hartlepool Borough Council wish to encourage community involvement and discussion particularly on significant developments.

Accepting the voluntary nature of this approach the Council cannot be prescriptive but will seek to:

- i) encourage anyone wishing to carry out minor development proposals to discuss them with their immediate neighbours;
- ii) strongly encourage anyone wishing to carry out major development⁹ to carry out consultation with the community reflecting the nature and scale of the proposed development including:
 - notifying immediate local residents and businesses by letter of the proposed development;
 - placing an advert in the local newspaper (The Hartlepool Mail) detailing the proposed development;
 - contacting local community groups and interest groups who may have a specific interest in a particular proposal. The Council will provide relevant information.

⁹ Major developments are housing developments of 10 or more dwellings or consideration of the principle of residential development on a site of at least 0.5ha, and other development with a floor area of 1000 sq m or a site area of 1ha or more or any development that requires the submission of an Environmental Assessment.

(We will make clear to community groups that there is a weekly list of applications on the internet and if they check it and ask to be consulted we will respond accordingly. We will provide copies of the weekly list to any group that requests it. Whilst this system currently works well e.g. with Hartlepool Access Group, discussions will take place with Hartlepool Voluntary Development Agency (HVDA)¹⁰ to see how improvements could be introduced;)

- contacting relevant ward councillors and Parish Councils by letter detailing the proposed development;
- providing information on the Internet (the Council's Web site may be available, if necessary); and
- organising a venue(s) to display and explain material detailing the developer's proposals.

Developers should also consult organisations such as Natural England, English Heritage, The Highways Agency and the Environment Agency at an early stage to discuss their proposals.

All methods of public/community involvement should seek to give sufficient information for those considering it to fully understand what is proposed and give clear advice on how and when comments can be made (preferably not less than 10 days after the consultation event). In any subsequent planning application the developer should provide a statement of what has been done and how any comments have been addressed.

¹⁰ Hartlepool Voluntary Development Agency (HVDA) are an umbrella voluntary organisation.



c) Planning and Other Applications

As already indicated, the Government specifies for the Council, the minimum standards of publicity for planning applications. These take the form of:

- letters to neighbours (for schemes which could affect immediate neighbours);
- site notices (for schemes that will affect more than immediate neighbours); and/or
- press adverts (for schemes of much wider significance)

1) A minimum of 21 days are normally allowed for representation on planning applications although bodies such as English Heritage will be allowed a longer period of time to comment on a application where this is prescribed by legislation.

2) The results of any such consultation will be reported and taken into account in decisions made by, and on behalf of, the Council.

Hartlepool Borough Council employs all these methods to varying degrees, quite often carrying out more than the minimum requirement. It will continue with this practice.

However the Council's Development Control Service is fully available on the Internet through its Public Access Portal. This is available by logging on the Portal at

<http://eforms.hartlepool.gov.uk:777/portal>.

The site is updated on a daily basis. People can view applications, plans, supporting statements and replies from neighbours and consultees. Anyone can easily track the progress of an application and/or comment on it via the website.

To ensure that information is widely available and public involvement is encouraged the Council will:

- produce a list of applications received by the Council on a weekly basis which will be circulated to all Councillors, Parish Councils, local press, resident and interest groups (on request using the system described in 6(b) ii), and made available in main Council offices, libraries and the Council's Development Control web site:
(<http://eforms.hartlepool.gov.uk:777/portal/servlets/WeeklyListServlet>)
- if possible publish details of applications of major town wide significance in the Council's magazine, Hartbeat, which is circulated to all households in the Borough on a quarterly basis;
- make available copies of reports to the Council's Planning Committee in advance, on request, and on the Council's Development Control web site;
(http://www.hartlepool.gov.uk/site/scripts/meetings_committees.php?headerID=18)

- encourage members of the public to comment on applications at the Council's Planning Committee if they wish when the Committee is asked to consider particular applications. Planning Committee normally meets every 4 weeks at 10am in the Civic Suite in the Civic Centre, Victoria Road. The dates are available in advance on the Council's website.
- arrange appointments for Planning Officers to visit neighbours or others, who are unable to get to the office, to explain plans (see Section 9 - How to get Advice and Help for contact details).

d) Appeals

Where a planning application has been refused; only applicants have a right of appeal. A person or organisation that has objected to a proposal has no right of appeal if an application is approved or refused.

Everyone who wrote to object or support the application will be notified in writing of the appeal and how to make their views known. If they had already written to the Council, their letter will also be copied and sent to the Planning Inspectorate.

e) Community Involvement in Planning Obligations

What are planning obligations

Planning obligations are a legally binding agreements entered into between a developer and the Council normally under section 106 of the Town and Country Planning Act thus they have commonly been referred to section 106 agreements.

One of the uses of obligations is to secure planning gains which have been offered by developers or required by local authorities, which are beneficial and reasonably relevant to the development concerned. However, they are far more widely used to ensure that a variety of critically essential matters are secured, particularly off-site infrastructure, which are fundamental to any grant of permission, which cannot be achieved by a conventional planning condition.

Every planning obligation must, accord with the government's guidance and meet the following tests:

- It must be relevant to planning;
- It must be necessary to make the proposed development acceptable in planning terms;
- It must be directly related to the proposed development;
- It must be fairly and reasonably related in scale and kind to the proposed development;
- It must be reasonable in all other respects.

For example developers of residential developments, where no on site play facilities are proposed, may be asked to contribute to play facilities in the vicinity of a development. The developer contributions would be legally secured through a planning obligation.

Pre-Application

The Government and the Council wish to encourage community involvement and discussions about new development proposals. The Council will seek to encourage developers to engage in consultation with the local community prior to the formal submission of any planning application. This is not a statutory requirement but is encouraged to ensure that local people benefit from development within their area.

The developer will be encouraged to involve the local community, through

discussion, to assess the impact of a development on the locality and bearing in mind the key tests outlined above to come to a view on what planning obligations if any should apply. At the same time the community should be encouraged to assess the priority that should be placed on the planning obligations they have identified. These views should be set out by the developer in written comments and incorporated into the Community Involvement Statement submitted as part of the planning application.

Application Stage

In addition to planning obligations identified in any Community Involvement Statement submitted in support of an application the Local Planning Authority will advertise any planning applications in accordance with established procedures inviting comments from the local community. This presents a further opportunity for the community to identify any planning obligations they considered appropriate.

In determining an application officers will assess which planning obligations are appropriate taking into account the community's views, national, regional and local policy (SPD planning Obligations). Officers will accordingly negotiate with developers to ensure that planning obligations are legally secured, through the completion of an appropriate legal agreement, prior to the grant of any planning permission.

After Permission is Granted

Once the legal Agreement is entered into the Planning Authority will record the details on the Planning Applications Register and ensure this is open to public inspection.

Legal Agreements, financial contributions received and progress on the spending of contributions will be monitored annually as part of the Annual Monitoring Report so that details of implementation are made readily available to members of the public, the developer and Committee.

7 Resourcing and Managing The Process of Community Involvement

a) Resources

The Statement of Community Involvement has been drawn up having regard to resources (both staff and financial), Council processes and experience of the effectiveness of various methods of consultation carried out by the Council, both within and outside the planning system.

The Council's Planning Policy and Information Team will be responsible for managing the process of community involvement in the preparation of **Local Development Documents**. Where such involvement requires more intensive consultation, such as open participation events, staff in the Council's Regeneration Team will assist in activities. A number of staff in this team are also professionally qualified Town Planners. If external specialist agencies or consultants are used to carry out consultation activity on behalf of the Council at least one planning officer from the Council will be present.

The Council's Development Control Team is responsible for processing planning applications including the associated consultation processes.

Resources have been allocated in the Council budget to cover initial preparatory work on **Local Development Documents** including any associated community involvement, and provisional costs for future years have been factored into the Council's longer-term budget review. The Council's mainstream budget, supplemented by planning application fees, also provide resources for the various consultation processes associated with Development Control. In addition, specific funding received from the Government¹¹ has been and will continue

¹¹ Housing and Planning Delivery Grant is a performance related government grant allocated to assist local authorities improving

to be used to ensure that the Council can effectively and efficiently deliver its planning service.

b) The Role of Councillors

Hartlepool Borough Council Councillors will not make decisions on **Local Development Documents** or on planning applications without considering and having regard to comments and representations received as part of the process of community consultation.

Ward and Parish Councillors can help residents in their areas to express views. They can be contacted directly by phone, e-mail, by letter, or in person or at their ward surgery¹². Although many Councillors generally pass on comments made in these ways to the planning officers, it is important to remember that comments have to be made in writing to the designated Planning Officer within specified timescales for them to be taken into account at any relevant Committee, meeting of the Council, Public Inquiry or Examination.



performance in their planning functions including delivery of housing

¹² Details of Ward and Parish Councillors can be obtained from the Council (Tel: 01429 266522 or www.hartlepool.gov.uk)

8 Monitoring and Review of Community Involvement

The ways of involving the community suggested in this SCI are based on the experience of the effectiveness of a wide variety of consultation methods used in relation to the planning process, regeneration and other aspects of the Council's functions. It proposes some new ways of involving the community that have not been used previously in the planning process, but have been successful in other areas of the Council's activities.

An annual review of consultation is undertaken by the Council's Corporate Strategy Section to ascertain how well all consultation is working in Hartlepool and whether or not the Corporate Consultation Strategy is achieving its goals.

More specifically, with regard to the SCI, the effectiveness of each community involvement initiative undertaken in relation to the planning process will be assessed and a statement on key findings published alongside the feedback on how comments have been considered. A representative sample of responses from consultation exercises will be analysed to identify any problems in engaging with traditionally under-represented groups. The LDF Annual Monitoring Report will highlight where the assessment findings indicate that a fundamental change in methods is required. In such circumstances, the SCI may need to be reviewed. A review of the SCI may also be needed to reflect emerging best practice and government requirements, or to respond to changing local expectations with respect to community involvement.



9 How to Get Advice and Help

The planning system can look complicated and can put people off getting involved in plan making or commenting on planning applications.

Where can you turn to for help?

The first point of contact should be a member of the Council's planning staff who can answer queries and offer advice.

Useful Contacts:

a) Council Contacts

Planning Officers are available to discuss the Local Development Framework, Statement of Community Involvement and planning applications at Bryan Hanson House, Hartlepool.

This office is open as follows:
Monday – Thursday 8.30am – 5.00pm
Friday 8.30am – 4.30pm

The Statement of Community Involvement and other documents within Local Development Framework are being produced by the Urban Policy Section:

Write to: Urban Policy Section
Hartlepool Borough Council
Bryan Hanson House
Hanson Square
Lynn Street
Hartlepool
TS24 7BT

Telephone: 01429 523532

Fax: 01429 523285

E-mail: planningpolicy@hartlepool.gov.uk

Web site: www.hartlepool.gov.uk

Officers of the Urban Policy Section can be available outside normal office hours by prior arrangement

For information regarding planning applications please contact the Development Control Section as below:

For telephone enquiries please contact the Council's Contact Centre in the first instance:

Contact Centre telephone: 01429 284317

For information relating to current planning applications please contact the relevant case officer (if you have previously been advised who he/she is), the Contact Centre or you can track the application via our web site.

Web site: www.hartlepool.gov.uk

Alternatively you can contact the Development Control team

Write to: Development Control Section
Hartlepool Borough Council
Bryan Hanson House
Hanson Square
Lynn Street
Hartlepool
TS24 7BT

E-mail:
developmentcontrol@hartlepool.gov.uk

b) Further Information

Information and guidance on the planning system is available on the Internet on the Planning Portal at:
www.planningportal.gov.uk

National Planning Policy

(Planning Policy Statements) can be viewed on the website of the Department of Communities and Local Government:
www.communities.gov.uk

The Royal Town Planning Institute

Has planning news on its website at:
www.rtpi.org.uk

Professional Advice

Such as from a qualified planning consultant (see Yellow Pages or Leaflet in Reception at Bryan Hanson House)

Planning Aid

A charity (supported by central government and administered by the Royal Town Planning Institute) offering free and unbiased advice to groups and individuals unable to afford a planning consultant.

Write to: Planning Aid North

Joint Professional Centre for
Planning & Landscape
3rd Floor, Claremont Tower
University of Newcastle upon
Tyne
Claremont Road
Newcastle upon Tyne,
NE1 7RU

Helpline: 0870 850 9803

Telephone: 0191 222 5669

Website: www.planningaid.rtpi.org.uk

c) Other Useful Contacts

Hartlepool Community Network - The Hartlepool Community Network is the means by which the community is brought together to influence the work of the Hartlepool Partnership and shape the delivery of the Community Strategy. The Network brings together voluntary/community and residents together in a way that adds value to the Hartlepool Partnership. The aim is to bring the voluntary/community and resident's views into the development of the decision making process and to encourage wider resident participation in neighbourhood renewal.

Write to: Hartlepool Community Network (HCN)

c/o Rockhaven,
36 Victoria Road,
Hartlepool,
TS26 8DD

Telephone: 01429 262641

E-mail: communitynetwork@hvda.co.uk

Hartlepool Voluntary Development Agency - (HVDA)

An umbrella organisation who can help groups of residents to come together to respond to planning issues.

Write to: HVDA

Rockhaven
36 Victoria Road
Hartlepool
TS26 8DD

Telephone: 01429 262641

Fax: 01429 265056

UNITE

Provide mediation services for neighbour disputes.

Write to: UNITE

Southlands Centre
Ormesby Road
Middlesbrough
TS3 0HB

Telephone: 01642 327583

e-mail: enquiries@unite-mediation.org

Website: www.unite-mediation.org

Hartlepool Access Group –

Write to: Shopmobility Centre

Unit 120
Middleton Grange Shopping
Centre
Hartlepool
TS24 7RJ

Telephone: 01429 861777

e-mail: management_hag@hotmail.com

Your Local Elected Ward Councillor

Telephone: 01429 266522 (for further details)

Web:

site www.hartlepool.gov.uk/site/scripts/council_democracy_index.php

Your local Member of Parliament

Write to: Hartlepool Constituency Office

23 South Road
Hartlepool,
TS26 9HD

Telephone: 01429 224403

d) Complaints

Any consultee or group of consultees who would like to make a complaint against the Council about the standards of service, actions or lack of action by the Council or their staff should:

Write to: Assistant director of
Planning and Economic
Development
Hartlepool Borough Council
Bryan Hanson House
Lynn Street
Hartlepool
TS24 7BT

Telephone: 01429 523597

If you feel that the local council has made a procedural or administrative mistake in its decision making process then you can contact the Local Government Ombudsman who will investigate:

Write to: Local Government Ombudsman
Beverley House
17 Shipton Road
York YO30 5FZ

Telephone: 01904 380200

Fax: 01904 380269

Website: www.lgo.org.uk/contact.htm

APPENDIX 1

Summary of The current Planning System

a) Why Plan?

Spatial Planning provides the process for influencing the future of communities in both urban and rural areas. The framework of land use in Britain is largely provided by the Town and Country Planning system. This aims to secure the most efficient and effective use of land in the public interest. Although planning is a land use function it can help individuals, groups and businesses respond to social, economic and environmental challenges.

Planning has always encouraged community involvement and in the past it was one of the very few policy arenas where there was a statutory requirement to involve the public. The 2004 planning act has put even greater emphasis on public involvement and Hartlepool Borough Council supports this approach.

Spatial Planning does not seek to prevent development and change, and does not represent the interest of just one group or individual, but seeks to achieve the integration of various interests as a means of securing sustainable development. Spatial planning plays a central role in the overall task of place shaping and in the delivery of land, uses and associated activities and underpins the wider corporate strategy of the council and Local Strategic Partnership. Spatial planning brings together a very wide range of different services and through public participation ensures that strategies are based on the community's views.

A Government Publication '**Creating better places to live: A guide to the planning system in England**' provides an introduction to the planning system and is available, free of charge, from the Council or directly from the Department of Communities and Local Government, (www.communities.gov.uk).

b) What is a Development Plan?

Decisions on whether to allow proposals to build on land or to change its use are made by local planning authorities. The Development Plan identifies the basis of criteria to determine planning applications to build on land or change its use. Development Plans set out each Local Planning Authority's policies and proposals for the development and use of land in their area. Decisions on planning applications are made in accordance with this Development Plan and any other material considerations in given circumstances.

The planning system, to which this document relates, was introduced in 2004 under the Planning and Compulsory Purchase Act.

Under the old planning system, the Statutory Development Plan was made up of two plans – in Hartlepool these were the Tees Valley Structure Plan setting out the strategic policies for the area and the Hartlepool Local Plan identifying specific areas of land to be developed or protected and setting out detailed policies to guide and control development proposals.

Some policies in the Hartlepool Local Plan have been 'saved' until replaced by new policies included in **Development Plan Documents** prepared under the current planning system. The policies are saved until April 2012 and can be viewed on the Council website, (<http://www.hartlepool.gov.uk/downloads>).

The Tees Valley Structure Plan has been replaced by the North East of England Regional Spatial Strategy (RSS) that was adopted in July 2008 and is now part of the Development Plan for Hartlepool.

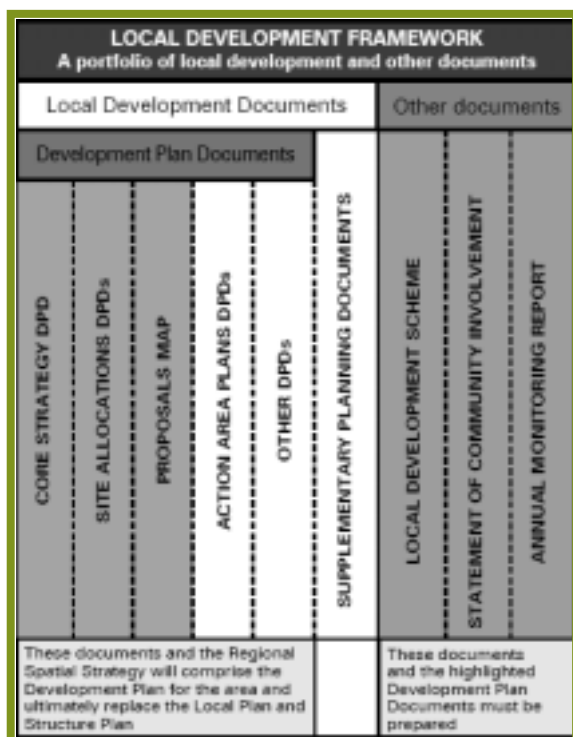
Under the current planning system the development plan will comprise:

- **The Regional Spatial Strategy** setting out the broad spatial development strategy for the north east region, and

- A series of **Development Plan Documents** within the **Local Development Framework**.

c) Local Development Framework

The **Local Development Framework** (LDF) is the name given to a collection of documents related to the plan-making system as illustrated in the diagram below :



There are basically two types of documents within the LDF:

Local Development Documents setting out the spatial strategy and planning policies for the area and

Other documents relating to the plan making process.

Like the existing Local Plan the purpose of Local Development Documents within the LDF is to establish a framework for the consideration of planning applications for the development or use of land. These will need to ensure the most efficient use of land by balancing competing demands, within the context of sustainable development.

In summary Local Development Documents can be split into two groups:

Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs)

i. Development Plan Documents (DPDs)

A. Development Plan Document which together with the Regional Spatial Strategy will make up the statutory Development Plan for and deliver the spatial planning strategy for Hartlepool. Development Plan Documents will be subject to independent public examination. Eventually there will be a number of different types of Development Plan Documents as follows:

- **Core Strategy** DPD - setting out the spatial vision, spatial objectives and core policies for Hartlepool;
- **Proposals Map** - illustrating each of the detailed policies and proposals, defining sites for particular developments or land use. The proposals map will be updated as each new DPD is adopted;
- **Site Specific Allocations** DPDs - identifying areas of land for development such as new housing or employment sites;
- **Action Area Plans** - (where needed) relating to specific parts of Hartlepool where there will be comprehensive treatment or to protect sensitive areas;
- **DPDs - containing waste and minerals** policies; and

any other DPDs considered necessary.

The Core Strategy must generally conform with the North East Regional Spatial Strategy and all other Development Plan Documents must conform with the Core Strategy.

ii. Supplementary Planning Documents (SPDs) – these are non-statutory documents expanding on or providing further detail to policies in a **Development Plan Document** – they can take the form of design guides, development briefs, master plans or issue-based documents. Although SPDs will be subject to full public consultation, they will not be independently examined.

2. Other documents included in the LDF

i. The Local Development Scheme (LDS) – setting out the details of each of the Local Development Documents to be started over a period of three years or so and the timescales and arrangements for preparation. The current Hartlepool Local Development Scheme can be viewed on the Council's website at: www.hartlepool.gov.uk.

ii. Statement of Community Involvement (SCI) – setting out the policy for involving the community and others with an interest in the development process both in the preparation and revision of Local Development Documents and with respect to planning applications.

iii. Annual Monitoring Report – assessing the implementation of the Local Development Scheme and the extent to which policies in Local Development Documents are being achieved. In addition to the change in format, the emphasis of plan making has changed. Planning is now required to more consciously and deliberately take into account the economic, social and environmental implications when weighing up competing demands for land. The new emphasis, known as spatial planning, encourages community involvement in the early stages of plan making and provides a greater scope to promote and manage looked-for change.

d) Sustainability Appraisal

Local Development Documents should contribute to the achievement of

sustainable development. Further, European Union (Strategic Environmental Assessment) Directive 2001/42/EC requires that a formal strategic environmental assessment is carried out for certain plans and programmes that are likely to have a significant effect on the environment including planning and land use documents.

Local Development Documents will therefore be subject to a sustainability appraisal (SA) which will incorporate the requirements of the Sustainable Environment Assessment (SEA). This will be a continual and integrated process starting when a new (or revised) local development document is to be prepared.

The SA/SEA process requires an examination of the baseline information of the Borough as it is now together with data on how it may change in the future. Sustainability objectives and indicators will be developed and used to test policies and proposals contained in **Local Development Documents**. The policies can then be adjusted accordingly to ensure that they are as sustainable as possible.

Appraisal at each stage of a document's preparation will inform the direction adopted at the next stage and sustainability appraisal reports will be subject to consultation alongside the document as it is developed.

e) Habitats Regulations explained

Local planning authorities have a duty, in the exercise of LDF document production and planning applications, to have regard to the 92/43/EEC Habitats Directive on the conservation of natural habitats and of wild fauna and flora.

The Regulations provide for the designation and protection of 'European sites', the protection of 'European protected species', and the adaptation of planning and other

controls for the protection of European Sites.

All local development documents other than the SCI should be subject to a Habitats Regulations Assessment under the Habitats Regulations where the plan is likely to have a significant effect on a European site.



Appendix 2

Testing Soundness

The independent examinations that will be carried out on **Development Plan Documents** will primarily test their 'soundness'. The following tests of soundness are extracted from Planning Policy Statement 12 which sets out the government's policy on Local Development Frameworks. Further guidance has been developed by the Planning Inspectorate.

In assessing whether the Development Plan Documents are sound, the inspector will determine whether the document is:

- (i) Justified
- (ii) Effective, and
- (iii) Consistent with national policy

(i) Justified

For a DPD to be 'justified' it needs to be:

Founded on a robust and credible evidence base involving:

- evidence of participation of the local community and others having a stake in the area
- research/fact finding – the choices made in the plan are backed up by facts

(ii) Effective

All DPDs should be effective which means they are

- Deliverable
- Flexible and
- Can be monitored

Deliverability

The SCI should show how the vision, objectives and strategy for involving the public will be delivered and by whom, and when. This includes making it clear what resources which are needed to support the strategy will be provided and ensuring that what is in the plan is consistent with other relevant plans and strategies within Hartlepool Borough Council. This

evidence must be strong enough to stand up to independent scrutiny.

Flexibility

The SCI is unlikely to be effective if it cannot deal with changing national regional or local circumstances. In the arena of the public involvement, resource allocation and evidence gathering many issues may change over this time and Hartlepool Borough Council has to be prepared for this should those changes occur.

Monitoring

The SCI must have clear arrangements for monitoring and reporting results to the public and civic leaders. Without these it would be possible for the strategy to start to fail but the authority and indeed the public would be none the wiser. Monitoring is essential for an effective strategy and will provide the basis on which the contingency plans within the strategy would be triggered.

(iii) Consistent with National Policy

All DPDs should be consistent with national policy. Where national policy has not been followed, Hartlepool Borough Council must provide clear and convincing reasoning to justify their approach.

A Development Plan Document will be sound if it meets the above tests and the further three tests below:

- it has been prepared in accordance with the Local Development Scheme;
- it has been prepared in compliance with the Statement of Community Involvement,
- the plan and its policies have been subjected to Sustainability Appraisal;

Appendix 3

Service Standards for The Local Development Framework & Planning Applications

Hartlepool Borough Council is committed to making dealings with everyone who gets involved with the planning process fair, transparent, accessible and timely. Council officers will treat you fairly and considerately and the table below sets out the standards you can expect when dealing with the Council on matters to do with the Local Development Framework and planning applications.

1. Spatial Planning Standards

If You Council officers will, where possible...

Write to us

Acknowledge it within 3 working days and reply in full within 15 working days of the date it was received.

Telephone us

Try to answer your query immediately over the phone, provided you call within normal office hours. If your query relates to a specific site, you may be asked to send a map by post or fax. This is to make sure that the advice given is actually for the site that interests you. In certain circumstances officers may request these verbal requests are put in writing for the avoidance of doubt/misunderstanding.

E-mail us

Provided you use the e-mail address - planningpolicy@hartlepool.gov.uk automatically acknowledge that your e-mail has been received. There will be no automatic acknowledgement of e-mails sent directly to an officer, however they will aim to send a full

reply by e-mail within 15 working days of the date the e-mail was received.

Fax us (only apply if you use the fax no 01429 523285).

Acknowledge it within 3 working days and reply in full within 15 working days of the date it was received.

It often helps if you contact the Council first by phone or e-mail so a fax can be expected.

Meet us face to face

Try to answer your query immediately. If this is not possible, you will receive an explanation and you will be informed as to when you can expect a follow up response to your query.

You will be asked how you wish further contact to be made. In certain circumstances officers may request these verbal requests are put in writing for the avoidance of doubt / misunderstanding.

2. Spatial Planning Specific Actions **If You... Council officers will, where possible...**

Ask for planning and/or environmental information

If required, provide information on your rights under the Freedom of Information Act (January 2005) and what the Council is required to make available under the new Environmental Information Regulations (the Aarhus Convention).

Request a document

- Tell you where you can already view the document.
- Tell you whether there is a charge, and if so what it is.
- Post it out to you within 24 hours (if it is free of charge) or on receipt of your payment (if there is a cost).

Have submitted comments on any planning document

Provide feedback either directly and / or in a published statement setting out the issues raised by respondents and the Council's response to each issue raised.

Submit formal representation

Acknowledge it within 3 working days and provide feedback either directly or through a summary report of all representations prepared for Councillors and subsequently published.

3. Planning Application standards If You... Council officers will, where possible...

Write to us

Acknowledge receipt within 3 working days and provide a reply within 15 working days, if you are asking advice on a development proposal.

Telephone us

Most enquiries about development proposals are complex and can have legal implications. You will therefore be asked to put your request in writing.

E-mail

Provide advice on development proposals within 15 working days.

Meet us face to face

Most enquiries about development proposals are complex and can have legal implications. You will therefore be asked to put your request in writing.

4. Planning application specific actions

If You... Council officers will, where possible...

Have submitted comments on a planning application

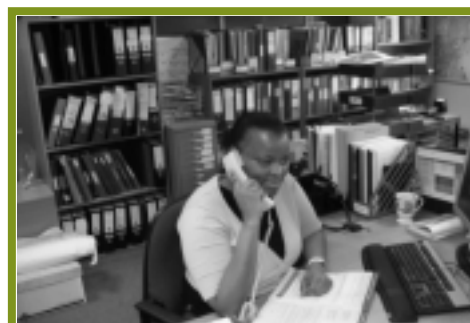
Acknowledge receipt within 3 working days. You will be given the opportunity to put your comments to the Council's Planning Committee if it is asked to consider the application, (if more than one person wishes to speak you will be asked to consider appointing a spokesperson). We will advise you of the decision on an application within 2 working days of the decision being issued.

Have submitted an informal enquiry about a development proposal

Acknowledge receipt within 3 working days and provide a reply within 15 working days.

The following will be applied to all communications:

- Information will be of good quality and will be timely to allow individuals sufficient time and opportunity to gain access and understanding;
- In practical terms, meetings will be held at suitable times, in accessible places with associated support to maximise attendance and participation;
- When communicating in written form every effort will be made to ensure documents and literature are written in plain language that will be understood by the intended audience, are concise, are clearly laid out and are without jargon; Acknowledge receipt within 3 working days.
- Every effort will be made to see that documents are clear about their purpose, and are available in an accessible format having regard for specific needs (i.e. large print, Braille, translated in different languages);
- Consideration will be given to the widest use of formats including use of IT, the Internet, use of current networks and Forums, as well as use of focus groups, one to one activity, and community planning exercises.



APPENDIX 4

Consultation Bodies for Local Development Documents

The Government Regulations¹³ relating to the preparation of Local Development Documents require that certain minimum standards should be met for consulting on pre-submission DPDs (Regulations 25 and 26) and on draft SPDs (Regulation 17).

These regulations make reference to: Specific consultation bodies which must be consulted where the proposed subject matter of the LDD affects that body, general consultation bodies which should be consulted if the local planning authority considers it appropriate and other consultation bodies

The defined consultation bodies are listed below.

a) Specific Consultation Bodies:

- the regional planning body (currently the North East Assembly);
- a relevant authority any part of whose area is in or adjoins the area of the local planning authority (*this includes the parish councils within Hartlepool, Durham County Council, Easington and Sedgefield District Councils, Stockton on Tees, Middlesbrough and Redcar and Cleveland Borough Councils together with relevant town and parish councils within these adjoining Borough and District Councils*);
- The Environment Agency;
- Highways Agency;
- The Historic Buildings and Monuments Commission for England; (English heritage)
- Natural England;
- Network rail
- a Regional Development Agency whose area is in or adjoins the

- area of the local planning authority (*currently One North East*);
- any person to whom the electronic communications code applies by virtue of a direction given under Section 106 (3)(a) of the Communications Act 2003 (*eg British Telecom*);
- any person who owns or controls electronic communications apparatus situated in any part of the area of the local planning authority (*eg. British Telecom, NTL Orange*); and
- any of the bodies from the following list who are exercising functions in any part of the area of the local planning authority:
 - Strategic Health Authority;
 - person to whom a licence has been granted under Section 7(2) of the Gas Act 1986 (*eg. British Gas*);
 - sewage undertaker (*eg. Northumbrian Water*); and
 - water undertaker (*eg. Hartlepool Water Company*).

b) General consultation bodies

- voluntary bodies some or all of whose activities wholly or partially benefit any part of the authority's area (*eg. Hartlepool Voluntary Development Agency, resident's associations and tenants groups etc*);
- bodies which represent the interests of different racial, ethnic or national groups in the authority's area (*eg. Salaam Centre, Circle of Life*);
- bodies which represent the interests of different religious groups in the authority's area (*eg. Churches Together*);
- bodies which represent the interests of disabled persons in the authority's area (*eg. Hartlepool Access Group.*); and
- bodies which represent the interests of persons carrying on business in the authority's area (*eg. Hartlepool Economic Forum,*

¹³ the Town & Country Planning (Local Development) (England) (Amended) Regulations 2008

North East Chamber of Commerce, House Builders' Federation).

c) other consultation bodies

The key principle is that the Council should carry out public participation that is appropriate for the Development Plan Document being produced.

Depending on the plan being produced, it may be appropriate to consult with other agencies and organisations in addition to those identified as specific or general consultation bodies.

Some other consultation bodies may include:

- Age Concern;
- Auto Cycle Union;
- British Chemical Distributors and Trade Association;
- British Driving Society;
- British Geological Society;
- British Horse Society;
- British trust for conservation volunteers;
- Byways and Bridleways Trust;
- Campaign to Protect Rural England;
- Centre for Ecology and Hydrology;
- Chambers of Commerce, Local CBI and local branches of Institute of Directors;
- Church Commissioners;
- Civic Societies;
- Community Groups;
- Council for the Protection of Rural England;
- Country land and business Association;
- Commission for Racial Equality;
- Disability Rights Commission;
- Disabled Persons Transport Advisory Committee
- England's Community Forests;
- Equal Opportunities Commission;
- Fire and Rescue Services;
- Freight Transport Association;
- Friends of the Earth
- Gypsy Council;
- Hartlepool Access Group;
- Help the Aged;
- Housing Corporation;
- Housing Hartlepool;
- Learning and Skills Council;
- Local buildings preservation trust
- Local Transport Authorities, Local Transport Operators; and
- Local Race Equality Councils;
- Natural England
- National Farmers Union
- National Playing Fields Association;
- North Eastern Electricity Board;
- Open Space Society;
- Passenger Transport Authorities;
- Passenger Transport Executives;
- Post Operators;
- Regional Development Agencies;
- Regional Housing Boards;
- Road Haulage Association;
- Royal Commission on Ancient and Historical Monuments;
- Royal Society for the Protection of Birds (RSPB);
- Society for the Protection of Ancient Buildings
- Tees Valley Local Access Forum
- Tees Valley Wildlife Trust;
- The Crown Estate;
- The House Builders Federation;
- The Marine Conservation Society
- The Ramblers Association;
- Transco;
- Traveller Law Reform Coalition;
- Twentieth Century Society;
- Water Companies
- Women's National Commission
- Woodland Trust

APPENDIX 5

Consultees for Planning

Applications

STATUTORY CONSULTTEES

- Ancient Monuments Society;
- Headland Parish Council;
- Dalton Piercy Parish Council;
- Elwick Parish Council;
- Cleveland Emergency Planning Unit;
- Twentieth Century Society;
- Greatham Parish Council;
- Hart Parish Council;
- Newton Bewley Parish Meeting;
- Council for British Archaeology;
- Department for Environment Food and Rural Affairs (DEFRA);
- The Historic Buildings and Monuments Commission for England; (English Heritage)
- Natural England;
- Environment Agency;
- Government Office for the North East;
- Health and Safety Executive;
- Highways Agency;
- Highways Division, Hartlepool (the Local Highway Authority);
- One North East;
- Post Office Property Holdings;
- Network Rail;
- National Grid;
- Association of North East Councils (ANEC)
- Sport England;
- The Georgian Group;
- The Society for the Protection of Ancient Buildings;
- The Theatres Trust;
- The Victorian Society;
- Woodland Trust

b) MAIN OTHER CONSULTTEES

- Hartlepool Borough Council departments (as relevant)
- Ancient Monuments Society
- Commission for Architecture and the Built Environment (CABE);
- Cleveland Constabulary (Architectural Liaison Officer);
- Crown Estates;
- Durham Tees Valley International Airport
- Garden History Society;
- Northumbrian Water;
- Ministry of Defence;
- Ramblers Association
- Sustrans;
- PDTeessport
- Tees Archaeology;
- Tees Valley Joint Strategy Unit (JSU);
- Tees Valley Regeneration (TVR);
- The Twentieth Century Society
- West Central Hartlepool New Deal for Communities Partnership (NDC);
- Wind Farm Enquires 02-49 Ofcom; and



APPENDIX 6

Jargon Buster (Acronyms and Technical Terms Used in The SCI)

AAP	Action Area Plan	A type of Development Plan Document relating to specific areas of major opportunity and change or conservation.
	Adopt	The final confirmation of a plan as a statutory document by the local planning authority.
	Allocation of Land	The identification of how land should be developed or built on in the future, e.g. new housing development.
AMR	Annual Monitoring Report	Report submitted to Government on the progress of preparing the Local Development Framework and the extent to which policies are being achieved
	Appeals	The process whereby an applicant can challenge an adverse decision on an application by means of written representations, as in a formal hearing or formal inquiry proceedings.
	Best Practice	Proven, practical and successful solutions to common problems.
	Code of Practice	Guidance
	Circular	A government publication setting out policy approaches.
CEN	Community Network	The Hartlepool Community Network is the means by which the community is brought together to influence the work of the Hartlepool Partnership and shape the delivery of the Community Strategy. The Network brings together voluntary/community and residents together in a way that adds value to the Hartlepool Partnership. The aim is to bring the voluntary/community and resident's views into the development of the decision making process and to encourage wider resident participation in neighbourhood renewal.
	Community Strategy	Provides the planning framework for all services in Hartlepool, including the regeneration and neighbourhood renewal activity. Sets out a long term vision and details the principles and 7 priority

		aims necessary to achieve the vision and improve services.
	Compact	An agreement between local government (eg HBC) and the voluntary and community sector to improve relationships for advantage to all parties.
	Consultation	Seeking people's views to guide decision-making.
	Core Strategy	A Development Plan Document setting out the spatial vision and objective of the planning framework for the area, having regard in particular to the Community Strategy. All other development plan documents must conform with the core strategy.
	Corporate	With reference to the Local Authority, all departments and interests acting as a united group.
	Corporate Consultation Group	Brings together representatives from all council departments to contribute to the review of the Corporate Consultation Strategy (see below).
	Corporate Consultation Strategy	Corporate Consultation Strategy Outlines the purpose, needs and benefits of a consultation framework.
CLG	Department of Communities and Local Government	Government department responsible for town and country planning, policy and administration (previously the Department for Transport, Local Government and the Regions, DTLR).
DPD	Development Plan Document	A local development document in the local development framework which forms part of the statutory development plan. The core strategy, documents dealing with the allocation of land, action area plans and the proposals map are all development plan documents.
	Development Plan	Documents setting out the policies and proposals for the development and use of land and buildings. Under the new planning system it comprises the Regional Spatial Strategy and Development Plan Documents, whilst under the transitional arrangements it

		comprises the Structure Plan and Local Plan.
	Empower	Development of confidence and skills of individuals or communities to enable them to take on decision making roles.
	Feedback	Reporting back information on something that has been done.
	Freedom of Information Act 2000	Details the general right of access to information held by public authorities
	Hartlepool Partnership	The Local Strategic Partnership (LSP). Set up in 1999 to bring together a range of organisations to give the town a strong united voice. Main aim is to improve social, economic and environmental well being by providing existing services more effectively, improving areas and setting a vision for the future guided by the Community Strategy.
	Independent Examination	The process by which an Independent Planning Inspector publicly examines the soundness of a DPD and any representations made against it before issuing a binding report.
	Consultees Database	A list containing details of groups, organisations and individuals to be consulted on planning policy documents. To be included on the list contact the Urban Policy Section of the Council at Bryan Hanson House (tel 01429 523280 or e-mail planningpolicy@hartlepool.gov.uk)
	Local Authority	Organisation governing the area, e.g. the Borough Council, County Council, Town Council, Village Council.
	Local Planning Authority	The Local Authority that is empowered by law to exercise planning functions. Normally the borough council or district council.
LDF	Local Development Framework	The overarching term given to the collection of Local Development Documents which collectively will provide the local planning authority's policies for meeting the community's economic, environmental and social aims for the future of the area where this

		affects the development and use of land and buildings. The LDF also includes the Local Development Scheme and the Annual Monitoring Report.
LDS	Local Development Scheme	A public statement setting out the programme for the preparation of Local Development Documents. Initially it will also identify the programme for the completion of the local plan and also which policies of the local and structure plan are to be saved and/or replaced.
	Local Plan	A statutory development plan prepared under previous legislation, or being prepared under the transitional arrangements of the new Act. (A legal document containing all the policies and standards that will be used to determine decisions on planning applications received by the Development Control Section).
LDD	Local Development Document	An individual document in the Local Development Framework. It includes Development Plan Documents, Supplementary Planning Documents and the Statement of Community Involvement.
	Material Considerations	A matter which should be taken into account in deciding on a planning application or on an appeal against a planning decision.
	National Planning Policy	Government policy contained within Planning Policy Guidance (PPG) and Planning Policy Statements (PPS).
	Neighbourhood Consultative Forum	A non-statutory forum for discussing neighbourhood issues and needs. Members may be publicly elected or nominated by organisations represented under the constitution.
	Neighbourhood Renewal	A national strategy setting out the Government's vision for narrowing the gap between deprived neighbourhoods and the rest of the country, to reduce disadvantage.
	Non Statutory	Not strictly required by written law.

	Planning and Compulsory Purchase Act 2004	Government legislation introducing a new approach to development planning.
	Planning Application	An application for permission from the local planning authority to commence building work or change of use of buildings.
	Planning Committee	A panel of 16 members of the Council whose role is to consider difficult or complicated planning and other applications. Normally meets every four weeks.
	Planning Obligations	legally binding agreement entered into between a developer and the Council
PPG	Planning Policy Guidance	Government documents providing policy and guidance on a range of planning issues such as housing, transport, conservation etc. PPGs are currently being replaced by Planning Policy Statements.
PPS	Planning Policy Statements	Planning Policy Statements Government documents replacing PPGs and designed to separate policy from wider guidance issues.
	Policies	Legal guidance document.
	Protocol	Official procedures.
	Proposals Map	Illustrating on an Ordnance Survey base the policies and proposals of development plan documents and any 'saved' policies of the local plan.
RPG	Regional Planning Guidance	Planning policy and guidance for the region issued by the Secretary of State. RPG became the Regional Spatial Strategy upon commencement of the Act.
RSS	Regional Spatial Strategy	Statutory regional planning policy forming part of the Development Plan and prepared by the regional planning body. The Local Development Framework must be in conformity with the RSS.
	Resident Association	A group of residents bound by a written constitution that represent resident views within a certain area.
	Saved Policies	Policies within the Local Plan and the Structure Plan that remain in force for a time period pending their replacement as necessary by development plan documents or

		the Regional Spatial Strategy.
	Scrutiny Forum	An advisory panel, which considers reports and carries out investigations into issues arising.
	Section 106 Agreement	Legally binding agreement entered into between a developer and the Council
	Six Week Period	The statutory time period individuals and groups can make objects or support a plan.
	Soundness	In the process of examining a planning document an inspector assesses whether the document is Justified, Effective (deliverable, flexible and possible to monitor) and Consistent with national policy.
	Spatial Planning	Taking into account the economic, social and environmental implications when weighing up competing demands for land.
	Statutory	Required through written law, usually through an Act of Parliament.
	Sustainable	To maintain the vitality and strength of something over a period of time.
SA	Sustainability Appraisal	Identifies and evaluates social, environmental and economic effects of strategies and policies in a local development document from the outset of the preparation process. It incorporates the requirements of the Strategic Environmental Assessment (SEA) Directive.
	Sustainable Community Strategy	
SCI	Statement of Community Involvement	Sets out the standards to be achieved in involving the community and other stakeholders in the preparation, alteration and review of Local Development Documents and in significant development control decisions.
SEA	Strategic Environmental Assessment	A generic term used internationally to describe environmental assessment as applied to policies, plans and programmes
SPD	Supplementary Planning Document	A local development document providing further detail of policies in development plan documents or

		of saved local plan policies. They do not have development status.
SPG	Supplementary Planning Guidance	Provide additional guidance expanding policies in a local plan. SPGs will remain relevant where they are linked to saved policies but will ultimately be replaced by supplementary planning documents.
	Structure Plan	A statutory development plan setting out strategic policies for environmental protection and development and providing the more detailed framework for local plans. Policies in the structure plan will be saved for a time period under the transitional arrangements of the Act.
	Third party right of appeal	A third party, a neighbour or other objector has no right to appeal.
	Transitional Arrangements	Government regulations describing the process of development plans begun before, and to be completed after, the Planning and Compulsory Purchase Act 2004.
	Vision	A long term view, an image of how things might be in the future..
	Voluntary Sector	Non-statutory organisations controlled by people who are unpaid and usually elected

CABINET REPORT

7 September 2009



Report of: Director of Child and Adult Services

Subject: VALUING PEOPLE NOW: TRANSFER OF
LEARNING DISABILITY SOCIAL CARE
FUNDING AND COMMISSIONING FROM THE
NHS TO LOCAL GOVERNMENT

SUMMARY

1.0 PURPOSE OF REPORT

To inform Cabinet of progress with the Department of Health (Gateway Reference:9906) Valuing People Now: Transfer of Responsibility for the Commissioning of Social Care for Adults with a learning Disability from the NHS to Local Government and Transfer of the Appropriate Funding.

2.0 SUMMARY OF CONTENTS

To provide information to Cabinet members on the agreed transfer as of 31 March 2009

To provide an update on the 30 June transfer position and outstanding issues for further negotiation.

3.0 RELEVANCE TO CABINET

The report identifies the amount of funding transferred from Hartlepool Primary Care Trust to Hartlepool Borough Council, Adult & Community Services including the interim arrangements for periods 2009-2011 and sets out the intentions from April 2011.

4.0 TYPE OF DECISION

Key Test 1

5.0 DECISION MAKING ROUTE

Cabinet - 7 September 2009

6.0 DECISION(S) REQUIRED

Cabinet are requested to

Note the report and recommendations from the Department of Health

Agree the amount transferred and the interim arrangements.

Report of: Director of Child and Adult Services

Subject: VALUING PEOPLE NOW: TRANSFER OF
LEARNING DISABILITY SOCIAL CARE
FUNDING AND COMMISSIONING FROM THE
NHS TO LOCAL GOVERNMENT

1.0 PURPOSE OF REPORT

- 1.1 To inform Cabinet of progress with the Department of Health (Gateway Reference:9906) Valuing People Now: Transfer of Responsibility for the Commissioning of Social Care for Adults with a Learning Disability from the NHS to Local Government and Transfer of the Appropriate Funding.

2.0 INTRODUCTION

- 2.1 The Valuing People Now: From Progress to Transformation (2007) consultation document proposed the transfer of learning disability social care commissioning and funding from Primary Care Trusts (PCTs) to local government from April 2009.
- 2.2 The consultation identified that funding would need to be agreed by local authorities and PCTs based on existing spend in 2007/08. The proposal is part of the wider transformation of adult social care set out in Putting People First and will bring clear benefits to people with a learning disability.
- 2.3 Local Authorities already have a lead role in delivering goals set out in Valuing People Now. It was intended that this role be strengthened when commissioning and funding were fully aligned resulting in better services for people with a learning disability that are tailored around their individual needs.
- 2.4 The change will enable PCTs to focus on their primary responsibility for meeting the health needs of individuals with learning disabilities. Responsibility for healthcare, including specialist learning disability healthcare services and forensics will remain with PCTs.
- 2.5 The transfer relates to commissioning and funding but not provision of services themselves.

3.0 BENEFITS

- 3.1 The intended health and social care benefits of the transfer within the policy context are set out in the Our Health Our Care Our Say (2006).

4.0 SCOPE OF THE TRANSFER

- 4.1 Funding and responsibility for all healthcare elements will remain with the NHS.
- 4.2 The NHS will retain commissioning and funding responsibility for the following:
- Specialist learning disability health services
 - Forensic services
 - Continuing health care
 - Mainstream health care

5.0 FINANCIAL ISSUES

- 5.1 The transfer is based on actual spend in 2007/08 and is amended to include Campus re-provision which will be transferred to local authorities at the point that Campuses close and campus residents move to social care accommodation.
- 5.2 There are currently 6 people who are supported within Campus accommodation in Hartlepool.
- 5.3 The Local Authority as of 31 March 2009, agreed with Hartlepool Primary Care Trust to accept a transfer of £1,482,840.
- 5.4 Areas still requiring agreement include any transfer of capital funding associated with former long stay hospital funding and agreement on annual inflationary uplift for 2009/10 & 2010/11.
- 5.5 From April 2011 the intention is that allocations of these social care resources will be made directly from the Department of Health to local authorities.

6.0 RECOMMENDATIONS

Cabinet are requested to:

- Note the contents of the reports
- Support the implementation and recommendations

CABINET REPORT

7 September 2009



Report of: Director of Health Improvement

Subject: TEENAGE PREGNANCY PRESENTATION

SUMMARY

1. PURPOSE OF REPORT

The purpose of the presentation is to raise awareness of:

- The challenges in achieving the local teenage pregnancy target
- The briefing on teenage pregnancy for lead members of Children's services

2. SUMMARY OF CONTENTS

The presentation highlights the importance of the teenage pregnancy strategy, the goals of the strategy, what is the local context and how we are performing towards achieving the 2010 target. A summary of the teenage pregnancy briefing for lead members is attached as **Appendix A**

3. RELEVANCE TO CABINET

Reducing teenage pregnancy is a key issue on a local and national level. It is also a local priority in the local area agreement, therefore Cabinet need to have an understanding of the performance of the teenage pregnancy strategy toward the 2010 target.

4. TYPE OF DECISION

None

5. DECISION MAKING ROUTE

Cabinet

6. DECISION(S) REQUIRED

No decision required. Presentation is for Cabinet to note and discuss a way forward.

Lead Members for Children's Services briefing on teenage pregnancy

The aim of this LGA/DCSF/DH briefing is to help Lead Members for Children's Services (LMCSs) fulfil their political leadership responsibilities in relation to teenage pregnancy. There are challenging central Government targets in this area but the fact that more than a hundred councils have chosen to focus on teenage pregnancy for their Local Area Agreement (LAA) shows what a priority it is for local areas. Reducing the under-18 conception rate and increasing the proportion of teenage parents in education, training and employment will help to improve the lives of children and young people, as well as support the drive to increase local economic prosperity. Drawing on evidence of what works and successful local practice, this briefing offers LMCSs some simple and straightforward strategies for ensuring their areas make really good progress.

A key role for LMCSs

Lead members have an important political, strategic and community leadership role for their council and can use this effectively to support the drive to reduce teenage pregnancies and improve outcomes for young parents in their localities.

How can LMCSs do this?

GET INVOLVED - ensure you and other members have a good understanding of what is happening to reduce teenage pregnancy rates and support young parents in your local area.

Checklist for LMCSs

- ✓ do you have good links with the Local Teenage Pregnancy Partnership Board (TPPB), through the Director of Children's Services (DCS) or Chair of the Partnership Board?
- ✓ are you well briefed on local teenage pregnancy rates (including individual ward rates) and how you compare to similar councils?
- ✓ are you and other elected members sufficiently briefed to understand why reducing teenage pregnancy needs to be linked with work to raise aspirations and improve life chances?

HELP PARTNERS WORK TOGETHER - get senior level ownership and clear accountability from partners for the targets and outcomes you are working towards.

- ✓ are there champions for teenage pregnancy at a high level within the council, Primary Care Trust (PCT) and/or Local Strategic Partnership (LSP)?
- ✓ does the TPPB have senior representation from *all* partner agencies and is it linked to other key partnerships (LSP, Children and Young People Strategic Partnerships etc)?
- ✓ is the statutory Joint Strategic Needs Assessment (JSNA) being used to prioritise teenage pregnancy and link it to other LAA youth priority targets - health, education attainment, positive activities, emotional and behavioural health of children in care, reducing those not in education, employment or training (NEET)?

MAKE SURE SERVICES ARE EFFECTIVE - ensure progress on preventing teenage pregnancy is performance managed and that resources are used effectively.

- ✓ are you using the overview and scrutiny process to bring in other partners and find out what they are doing to in relation to teenage pregnancy?
- ✓ has the council underpinned teenage pregnancy prevention work with joint commissioning and partnership funding, and are additional monies (eg new contraceptive funding for PCTs¹ which is recurring in 2009/10 & 2010/11) being used effectively?

- ✓ has the local teenage pregnancy strategy been reviewed against the Teenage Pregnancy Unit *Self-Assessment Toolkit*² and have actions been taken to address any weaknesses?

CHAMPION PREVENTION - ensure the *prevention* of teenage pregnancy underpins the local strategy and is a core element in programmes for young people.

- ✓ is there senior strategic leadership of Personal Social and Health Education (PSHE) and Sex and Relationships Education (SRE) to ensure higher priority in all schools and colleges, with clear links to governors' statutory duty on safeguarding and wellbeing, School Improvement Partnerships and the Healthy Schools Programme?
- ✓ is teenage pregnancy prevention mainstreamed through Integrated Youth Support Services (IYSS) and Targeted Youth Support (TYS)?
- ✓ is young people's contraception, chlamydia screening and sexual health prioritised in PCT commissioning?
- ✓ is SRE workforce training is being delivered to all those who work with young people?
- ✓ is SRE work with parents and carers included in the parenting strategy and the Corporate Parenting role?

LISTEN & SPEAK UP - engage with your local communities, ensuring the local strategy and commissioning of services is informed by the views of young people, parents, carers and community representatives.

- ✓ are there adequate mechanisms in place to get the views of young women and men about teenage pregnancy and general health and wellbeing?
- ✓ are you seeking the opinion of all members of your local communities (especially parents), not just the vocal minority who make themselves heard?
- ✓ have you agreed how you can provide public support to the DCS and others leading the strategy locally and help challenge the sensationalist approach taken by some local press?

What else LMCSs need to know

Why does teenage pregnancy matter?

Teenage pregnancy is strongly linked with poor outcomes. Teenage mothers, young fathers and their children are less likely to be in good health or to complete their education and more likely to live in poor housing and spend long periods on benefits and out of work³. Teenage pregnancy matters as it:

- impacts on the *poorest communities* and *most vulnerable* young people
- widens health inequalities
- limits educational opportunities and attainment for young parents and their children
- contributes to worklessness and poverty
- carries avoidable costs to the NHS and public services

The stark facts

- the majority of teenage conceptions are unplanned and about half lead to abortion
- half of all under 18 conceptions occur in the 20 per cent most deprived wards
- 20 per cent of teenage births to under 18s are second pregnancies
- Over a third of teenage mothers have no qualifications and 70 per cent are not in education, training or employment
- babies of teenage mothers have a 60 per cent higher risk of dying in the first year of life and have an increased risk of living in poverty and achieving less at school

Source: Teenage Pregnancy: Accelerating the Strategy to 2010, DfES, 2006

Who is at risk of becoming a teenage parent⁴?

- young people in or leaving care
- daughters of teenage mothers
- young people excluded or truanting from school, or under-performing at school
- young people involved in crime
- members of some ethnic minority groups.

³ Teenage Pregnancy: Accelerating the Strategy to 2010, DfES, 2006

⁴ Teenage Pregnancy: Accelerating the Strategy to 2010, DfES, 2006

What needs to be in place to improve local performance and reduce teenage pregnancy⁵?

High rates of teenage pregnancy are not inevitable. In some local areas rates have fallen by almost 40 per cent, whereas in others they are static, or increasing. Areas, including those with high levels of deprivation, which have been *most successful* in reducing rates have had the following in place:

- senior champions, strong leadership and clear accountability for delivery of the teenage pregnancy target
- joined up working between all statutory and voluntary sector services
- good use of local population data to help with assessing need and targeting
- accessible, young people friendly sexual health services with access to the full range of contraceptive methods
- good quality PSHE/SRE in all schools and colleges
- early intervention and preventative work with at risk groups of young people
- multi-agency workforce training on sex and relationship issues
- active integrated youth support services in the statutory and voluntary sector
- support for parents and carers on talking about relationships and sex to their children
- aspiration building programmes for those most at risk.

What works in supporting young parents⁶?

- identifying vulnerable teenage mothers early and providing tailored maternity care
- dedicated, co-ordinated support from a lead professional through Targeted Youth Support, Children's Centres or Voluntary Sector, drawing in specialist expertise from multi-agency team on health, contraception, returning to education and childcare.

How can work on teenage pregnancy support other LAA priorities and targets?

- *education* : action to raise aspirations of at-risk teenagers will reduce teenage pregnancy as well as narrow the gap on educational attainment; and action to keep young parents in education will help meet education and NEET targets
- *worklessness* : ensuring young parents have access to employment schemes will help achieve the NEET and worklessness indicators

- *health* : measures to help young parents access early ante-natal and post-natal care will support indicators on for example, infant mortality, breastfeeding and early ante-natal booking as well as improve outcomes for children of teenage mothers.

And finally.....

TEENAGE PREGNANCY RATES ARE AT THEIR LOWEST LEVEL FOR OVER 20 YEARS. Effective local delivery of the Teenage Pregnancy Strategy in many parts of the country has reversed the previous upward trend and reduced the national under-18 conception rate by 12.9 per cent. If *all* local areas were performing as well as the top 25 per cent, the reduction would be more than double of that achieved so far.

- **we know what works and that change *is* possible.** Many of the most challenged local areas have had success in driving down rates by putting effective programmes (like those described above) in place. Senior leadership, good local delivery and access to services are key
- **local strategies need to take account of how wider factors** such as poverty, poor educational achievement and low aspirations drive conception rates in local areas
- **there is strong evidence** that good sex and relationships education delays early sex, and when linked to easy access to contraceptive and sexual health advice cuts teenage pregnancy rates⁷, contrary to what you may hear from some parts of the media
- **there is agreement among professionals, young people and parents of all different faiths and cultures** that good quality sex and relationships education should be provided in schools⁸ and that confidential contraception and support services should be available for young people⁹
- **there is a need for all local agencies, community organisations and the media** to work together to give *consistent* messages to young people that challenge the acceptance of early sex, low aspirations and teenage parenthood.

Useful links and where to find out more

www.everychildmatters.gov.uk/teenage_pregnancy
www.dh.gov.uk/sexualhealth
www.lga.gov.uk

5 *Teenage Pregnancy Next Steps: Guidance for Local Authorities and Primary Care Trusts on Effective Delivery of Local Strategies*, DfES, 2006

6 *Teenage Parents Next Steps: Guidance for Local Authorities and Primary Care Trusts*, DfES/DH, 2007

7 *Emerging Answers 2007: Research Findings on Programs to Reduce Teen Pregnancy and Sexually Transmitted Diseases*, Professor Douglas Kirby, 2007

8 *Sex and Relationships Education: A review of SRE in Schools*, DCSF, 2008

9 *Teenage Pregnancy Strategy*, BMRB Tracking Survey 12, 2004

CABINET REPORT

7th September, 2009



Report of: Chief Financial Officer

Subject: QUARTER 1 – CAPITAL AND ACCOUNTABLE
BODY PROGRAMME MONITORING REPORT
2009/2010

SUMMARY

1. PURPOSE OF REPORT

- 1.1 To provide details of progress against the Council's overall Capital budget for 2009/2010 and the spending programmes where the Council acts as the Accountable Body for the period to 30th June, 2009.
- 1.2 The report considers the following areas: -
- Capital Monitoring
 - Accountable Body Programme Monitoring

2. SUMMARY OF CONTENTS

- 2.1 The report provides detailed monitoring information for each Portfolio up to 30th June, 2009.

3. RELEVANCE TO CABINET

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

4. TYPE OF DECISION

- 4.1 None.

5. DECISION MAKING ROUTE

- 5.1 Cabinet 7th September, 2009.

6. DECISION(S) REQUIRED

- 6.1 Cabinet is asked to note the report.

Report of: Chief Financial Officer

Subject: QUARTER 1 – CAPITAL AND ACCOUNTABLE
BODY PROGRAMME MONITORING REPORT
2009/2010

1. PURPOSE OF REPORT

- 1.1 To inform Cabinet of progress against the Council's own 2009/2010 Capital budget and the spending programmes where the Council acts as the Accountable Body for the period to 30th June, 2009.
- 1.2 This report considers the following areas: -
- Capital Monitoring;
 - Accountable Body Programme Monitoring.

2. BACKGROUND

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

Section	Heading	Page
3.	Capital Monitoring 2008/2009	2
4.	Accountable Body Programme	2-3
5.	Adult & Public Health Services Portfolio	3
6.	Children's Services Portfolio	3-4
7.	Community Safety & Housing Portfolio	4-5
8.	Culture, Leisure & Tourism Portfolio	5
9.	Regeneration & Economic Development Portfolio	5
10.	Transport and Neighbourhood Portfolio	5-6
11.	Finance & Performance Management Portfolio	6
12.	Recommendations	6
Appendix A	Capital Monitoring Summary	7
Appendix B	Accountable Body Monitoring Summary	8
Appendices C-J	Detailed Spend by Portfolio	9-16
Appendix I	Accountable Body Revenue Monitoring	17

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

3. CAPITAL MONITORING 2009/2010

- 3.1 Expenditure for all Portfolios is summarised at **Appendix A**. Actual expenditure to 30th June, 2009, totals £5,697,000, compared to the approved budget of £39,436,000, leaving £32,701,000 remaining expenditure expected to be spent in 2009/2010 with £985,000 being rephased into 2010/2011.

- 3.2 **Appendix A** is supported by individual detailed statements by Portfolio, as set out below.

Appendix C - Adult & Public Health Services
 Appendix D - Children's Service
 Appendix E - Community Safety & Housing
 Appendix F - Culture, Leisure & Tourism
 Appendix G - Regeneration & Economic Development
 Appendix H - Transport and Neighbourhood
 Appendix J - Finance & Performance Management

- 3.3 The format of the appendices show details of anticipated and actual capital expenditure as at 30th June, 2009 and shows:

Column A - Scheme Title
 Column B - Budget for Year
 Column C - Actual expenditure to 30th June, 2009
 Column D - Expected remaining expenditure to be incurred in the period July to March, 2010
 Column E - Expenditure Rephased into 2010/2011
 Column F - 2009/2010 Total Expenditure
 Column G - Variance from Budget
 Column H - Type of financing

- 3.4 Detailed analysis of all schemes on each appendix are on deposit in the Members' Library.

4. ACCOUNTABLE BODY PROGRAMME

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

New Deal for Communities (NDC)

The programme is currently forecasting to fully spend the current years NDC allocation of £2,700,000. There is also another £961,000

of expenditure forecast which is funded through other grants, giving a total budget of £3,661,000 for the current financial year.

Appendix B shows the latest budget allocations against this target and expenditure as at 30th June, 2009.

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

5. ADULT AND PUBLIC HEALTH SERVICE PORTFOLIO

5.1 Capital Monitoring for Period Ending 30th June, 2009

- 5.1.1 **Appendix C** provides a summary of the Adult and Public Health Services Capital Programme.

- 5.1.2 Actual expenditure to date amounts to £223,000, compared to the approved budget of £2,407,000 with £2,184,000 remaining. While the actual expenditure to date is low it is not unusual for this time of year and it is anticipated that expenditure will be in line with budget at outturn.

- 5.1.3 There are no items to bring to the Portfolio Holders attention.

6. CHILDREN'S SERVICES PORTFOLIO

6.1 Capital Monitoring for Period Ending 30th June, 2009

- 6.1.1 **Appendix D** provides a summary of the Children's Service's Capital Programme, which includes schemes funded from specific capital allocations and schemes from the revenue budget which are managed as capital projects owing to the nature of the expenditure and the accounting regulations.

- 6.1.2 Actual expenditure to date amounts to £835,000, compared to the approved budget of £12,619,000, with £11,731,000 of expenditure remaining. This is not unusual for this time of year and it is expected that expenditure will be in line with budget at outturn.

- 6.1.3 There are a number of schemes on the Appendix carried forward from previous years. The final accounts for some of these schemes have now been received resulting in a net under spend of £53,230. However there are still schemes from previous years where the final account balance is outstanding. Officers are currently working to try and finalise any outstanding payments in this financial year.

- 6.1.4 There were some funding sources not fully allocated at the beginning of the financial year – Early Years, Modernisations, Access and Basic Needs. A separate report was taken in August, 2009, to the

Children's Services Portfolio Holder identifying the planned nature of expenditure. This will be reflected in the next monitoring report.

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

Three schemes carried forward from 2008/2009 have overspent totalling £9,055:

- Eldon Grove – Major Internal Works
- Chatham Road – Garage Conversion
- Bush Babies – Outside Play Area

This overspend can be met by underspends from the following schemes, totalling £62,285:

- Barnard Grove – Window Replacement
- Barnard Grove – Roof Replacement
- Brierton – Dance Studio Roof Replacement
- Brierton – Upgrade of Fire Alarm
- Grange – Office Window Replacement
- Jesmond Road – Renewal of Heating System in Reception
- Jesmond Road – Installation of Kitchen Equipment
- Kingsley – Hall Roof Replacement
- Kingsley – Window Replacement (07/08)
- Lynnfield – Upgrade of Toilets
- Owton Manor – Replacement of Windows and External Doors
- Rift House Neighbourhood Nursery
- Rift House – Resurface of Car Park
- Rossmere – Window Replacement in Dining Hall
- Stranton – Window Replacement
- Throston – Rewire of School Electrics
- West View – Window Replacement
- Children's Centre – Miscellaneous Capital Expenditure
- Chatham Road – Capital Works

The net under spend is £53,230, this will be moved to the unallocated budget to support future capital expenditure plans.

7. COMMUNITY SAFETY AND HOUSING PORTFOLIO

7.1 Capital Monitoring for Period Ending 30th June, 2009

7.1.1 **Appendix E** provides a summary of the Community Safety and Housing's Capital Programme.

7.1.2 Actual expenditure to date amounts to £1,288,000, compared to the approved budget of £7,264,000, with £5,976,000 remaining. While the actual expenditure is low it is not unusual for this time of year and it is anticipated that expenditure will be in line with budget at outturn.

7.1.3 There are no items to bring to the Portfolio Holders outturn.

8. CULTURE, LEISURE AND TOURISM PORTFOLIO

8.1 Capital Monitoring for Period Ending 30th June, 2009

8.1.1 **Appendix F** provides a summary of the Culture, Leisure and Tourism's Capital Programme.

8.1.2 Actual expenditure to date amounts to £93,000, compared to the approved budget of £1,999,000, with £1,906,000 remaining. While the actual expenditure is low it is not unusual for this time of year and it is anticipated that expenditure will be in line with budget at outturn.

8.1.3 There are no items to bring to the Portfolio Holders outturn.

9. REGENERATION AND ECONOMIC DEVELOPMENT PORTFOLIO

9.1 Capital Monitoring for Period Ending 30th June, 2009

9.1.1 **Appendix G** provides a summary of the Regeneration and Economic Development's Capital Programme.

9.1.2 Actual expenditure to date amounts to £110,000, compared to the approved budget of £649,000, with £539,000 remaining. While the actual expenditure is low it is not unusual for this time of year and it is anticipated that expenditure will be in line with budget at outturn.

9.1.3 There are no items to bring to the Portfolio Holders outturn.

10. TRANSPORT AND NEIGHBOURHOOD PORTFOLIO

10.1 Capital Monitoring for Period Ending 30th June, 2009

10.1.1 **Appendix H** provides a summary of the Transport and Neighbourhood's Capital Programme.

10.1.2 Actual expenditure to date amounts to £1,944,000, compared to the approved budget of £7,366,000, with £4,437,000 remaining and £985,000 of expenditure rephased into 2010/2011.

10.1.3 There are a number of schemes where expenditure has been rephased into 2010/2011: -

- The Hartlepool Transport Interchange contractor is on site but work needs to be phased with Network Rail and it is not expected to be completed until 2010/2011.
- In the case of the Anhydrite Mine the next monitoring is not due until 2015 and therefore budget is to be carried forward.

Additional monies are to come from English Partnership. The Contract has not yet been awarded.

- Highways Improvements are being carried out at the Burn Valley Roundabout. The anticipated completion date is August, 2010. Therefore some budget has been rephased into 2010/2011.
- The Strategy Study at Seaton Carew has just commenced and is expected to be completed in July, 2010.
- The Strategy Study at Town Wall has also just commenced is expected to be completed in December, July, 2010.

11. FINANCE AND PERFORMANCE MANAGEMENT PORTFOLIO

11.1 Accountable Body Revenue Monitoring for Period Ending 30th June, 2009

- 11.1.1 The Council acts as Accountable Body for New Deal for Communities. Details of progress against the approved revenue budgets are summarised at **Appendix I**.
- 11.1.2 Actual expenditure to 30th June, 2009 amounts to £371,000, resulting in a current favourable variance of £6,000. However, full year expenditure is expected to be on budget.

11.2 Capital Monitoring for Period Ending 30th June, 2009

- 11.2.1 **Appendix J, Table 1 Resources** – Actual expenditure to date amounts to £1,204,000, compared to the approved budget of £7,132,000, leaving £5,298,000 expenditure remaining. This is not unusual for this time of year.
- 11.2.2 **Appendix J, Table 2 New Deal for Communities** – Actual expenditure to date is £51,000 against an approved budget of £1,419,000, leaving £1,360,000 of expenditure remaining. This is not unusual for this time of year.
- 11.2.3 There are no items to bring to Portfolio Holders attention and expenditure is expected to be on target at year-end.

12. RECOMMENDATIONS

- 12.1 It is recommended that Cabinet notes the contents of the report.

7.2 Appendix A

CAPITAL MONITORING REPORT TO 30th JUNE 2009

Line No	Portfolio	2009/10 Budget	2009/10 Actual to 30/06/2009	2009/10 Expenditure Remaining	2009/10 Expenditure Rephase to 2010/2011	2009/10 Expenditure	2009/10 Variance from budget
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F	Col. G (F=D+E+F)	Col. H
£		£'000	£'000	£'000	£'000	£'000	£'000
1	Adult & Public Health Services	2,407	223	2,184	0	2,407	0
2	Children's Services	12,619	835	11,731	0	12,566	(53)
3	Community Safety & Housing	7,264	1,288	5,976	0	7,264	0
4	Culture, Leisure & Tourism	1,999	93	1,906	0	1,999	0
5	Finance & Performance Management	7,132	1,204	5,928	0	7,132	0
6	Regeneration & Economic Development	649	110	539	0	649	0
7	Transport & Neighbourhood	7,366	1,944	4,437	985	7,366	0
8	Total Capital Expenditure	39,436	5,697	32,701	985	39,383	(53)

7.2 Appendix B

ACCOUNTABLE BODY PROGRAMMES - REPORT TO 30TH JUNE 2009

Line No	2009/10 Latest Budget	Accountable Body Programme	Actual Position 30/06/09		
			2009/10 Expected Expenditure/(Income)	2009/10 Actual Expenditure/(Income)	Variance: Adverse/ (Favourable)
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F = (F=E-D)
	£'000		£'000	£'000	£'000
		TABLE 1 - New Deal for Communities			
1	2,242	Revenue Projects	377	371	(6)
2	1,419	Capital Projects	355	51	(304)
3	3,661	Total NDC	732	422	(310)

CAPITAL MONITORING REPORT PERIOD ENDING 30th June 2009

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR						
		B	C	D	E	F	G	H
		2009/2010 Budget £'000	2009/2010 Actual as at 30/06/09 £'000	2009/2010 Expenditure Remaining £'000	Expenditure Rephased into 2010/11 £'000	C+D+E 2009/2010 Total Expenditure £'000	F-B 2009/2010 Variance from budget £'000	Type of financing
7441	Adult Education - Neighbourhood Learning in Deprived Communities Fund	4	1	3	0	4	0	GRANT
7531	Adult Education - Office Accommodation	14	0	14	0	14	0	GRANT
7622	Adult Education- Capital Equipment Replacement	37	0	37	0	37	0	GRANT
7983	Blakelock Day Centre Demolition	115	3	112	0	115	0	MIX
7229	Cemetery Flooding Works	13	0	13	0	13	0	UDPB
7234	Chronically Sick & Disabled Adaptations	87	25	62	0	87	0	GRANT
7481	Improving Information Management (IIM) - IT Infrastructure	34	2	32	0	34	0	GRANT
7351	Improving Information Management (IIM) - Systems	4	4	0	0	4	0	GRANT
7616	Learning Disability - Extra Care Housing	7	7	0	0	7	0	GRANT
7578	Lynn Street ATC Demolition	11	0	11	0	11	0	RCCO
7389	Mental Health Projects	403	0	403	0	403	0	SCE(R)
7028	Orwell Walk - Supported Accommodation for Older People	1,497	0	1,497	0	1,497	0	GRANT
7723	Resettlement Capital Works - Capital Grant	150	150	0	0	150	0	GRANT
7869	Rift House Nursery (NDNA Accommodation) - Purchase & Develop Building	31	31	0	0	31	0	MIX
		2,407	223	2,184	0	2,407	0	

Key

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

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

PORTFOLIO : CHILDREN'S SERVICES
7.2 Appendix D
CAPITAL MONITORING REPORT PERIOD ENDING 30th June 2009

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR							H Type of financing
		B	C	D	E	F	G		
		2009/2010 Budget £'000	2009/2010 Actual as at 30/06/09 £'000	2009/2010 Expenditure Remaining £'000	Expenditure Rephased into 2010/11 £'000	C+D+E 2009/2010 Total Expenditure £'000	F-B 2009/2010 Variance from budget £'000		
7930	Barnard Grove - Replace Windows	5	0	0	0	0	(5)	MIX	
7931	Barnard Grove - Replace Roof, KS1	8	0	0	0	0	(8)	MIX	
7275	Brierton - Relocation to Single Site	7	0	7	0	7	0	MIX	
7276	Brierton - Install/Move Boundary Fence	5	0	5	0	5	0	MIX	
7277	Brierton - Convert top site to Access 2 Learning School	6	0	6	0	6	0	MIX	
7420	Brierton - Purchase ICT & Internal Alterations	1	0	1	0	1	0	MIX	
7109	Brierton - Alterations re Dyke House Decant	440	7	433	0	440	0	MIX	
7909	Brierton - Replace Roof on Dance Studio, Corridor & Changing Room	4	0	0	0	0	(4)	MIX	
7933	Brougham - Replacement Windows	2	0	2	0	2	0	MIX	
8053	Brougham - Replace Boiler, Windows and Roof	130	0	130	0	130	0	GRANT	
7929	Catcote - Window Replacement	9	0	9	0	9	0	MIX	
8064	Catcote - Replace Boiler and Roof	45	0	45	0	45	0	MIX	
8055	Clavering - Window Replacement	35	0	35	0	35	0	GRANT	
7575	Dyke House - ICT Equipment Purchase	73	0	73	0	73	0	RCCO	
7586	City Learning Centre Equipment Purchase	150	0	150	0	150	0	GRANT	
7628	Eldon Grove - Major Internal Works	0	0	2	0	2	2	RCCO	
8056	Eldon Grove - Additional Teaching Areas	135	0	135	0	135	0	GRANT	
7288	English Martyrs - New Sports Pitch	8	0	8	0	8	0	MIX	
7740	Fens - New Office Extension	20	0	20	0	20	0	RCCO	
7935	Fens - Replace Windows	4	0	4	0	4	0	MIX	
8057	Fens - Heating and Roof Replacement	70	0	70	0	70	0	GRANT	
7923	Golden Flatts - Window Replacement Kitchen / Dining	3	0	3	0	3	0	MIX	
8058	Golden Flatts - Kitchen and Heating Replacement	95	0	95	0	95	0	MIX	
7295	Grange - Replace Classrooms (03/04)	26	0	26	0	26	0	GRANT	
7924	Grange - Office Window Replacement	2	0	0	0	0	(2)	MIX	
8051	Greatham - Roof Work Over Nursery and Hall	24	0	24	0	24	0	GRANT	
8059	Hart - Create Multi-Purpose Studio	120	0	120	0	120	0	GRANT	
8068	Hart - Replace Fire Alarm System	20	0	20	0	20	0	GRANT	
7500	High Tunstall - Refurbish Classrooms / Equipment Purchase	3	0	3	0	3	0	GRANT	
7533	Jesmond Rd - Relocate Nursery to create Foundation Unit, includes installation of ramps & internal works	6	0	6	0	6	0	MIX	
7949	Jesmond Road - Renew Heating System in Reception	1	0	0	0	0	(1)	MIX	
7925	Jesmond Road - Install Kitchen Equipment / Develop Kitchen	5	0	0	0	0	(5)	MIX	
7088	Jesmond Road - New Build Primary Capital Plus	3,600	261	3,339	0	3,600	0	MIX	
7939	Kingsley - Hall Roof Replacement	1	0	0	0	0	(1)	MIX	
7938	Kingsley - Window Replacement North Elevation	1	0	1	0	1	0	MIX	
7976	Kingsley - Convert Storage Areas into Classrooms (inc poss extension)	7	0	7	0	7	0	MIX	
8050	Kingsley - Toilet and Window Replacement	105	0	105	0	105	0	GRANT	
7057	Lynnfield - Build Community Facility	3	0	3	0	3	0	GRANT	
7762	Lynnfield - Boiler Plant Replacement	6	0	6	0	6	0	GRANT	
7926	Lynnfield - Upgrade Toilets inc DDA	3	0	0	0	0	(3)	MIX	
8025	Lynnfield - Install Partitions	24	0	24	0	24	0	GRANT	
7312	Manor - Build New Science Lab	7	0	7	0	7	0	MIX	
7314	Manor - Build E-Learning Centre	13	0	13	0	13	0	MIX	
7912	Manor - Replace External Doors - Improve Security	2	0	2	0	2	0	MIX	
7940	Owton Manor - Replace Windows & External Doors	4	0	0	0	0	(4)	MIX	
7654	Rift House - Relocation of Nursery & Refurbish Existing Nursery to create a Children's Centre	6	0	6	0	6	0	GRANT	
7210	Capital Grant Contribution towards building Rift House Neighbourhood Nursery	4	0	0	0	0	(4)	GRANT	
7928	Rift House - Resurface Car Park / Pedestrian Access	4	2	0	0	2	(2)	MIX	
8060	Rift House, Annexe 2 - Installation of Heating System	30	0	30	0	30	0	GRANT	
7941	Rossmere - Window Replacement Dining Hall	5	0	0	0	0	(5)	MIX	
7088	Rossmere - Primary Capital Plus Refit	1,400	58	1,342	0	1,400	0	MIX	
7917	Springwell - Install Mobile Classroom	6	1	5	0	6	0	MIX	
8069	Springwell - Replace Pool and Roof	80	0	80	0	80	0	MIX	
7763	Stranton - Replace Windows (07/08)	4	0	4	0	4	0	GRANT	
7888	Stranton - Purchase & Install CCTV	2	0	2	0	2	0	RCCO	
7944	Stranton - Window Replacement	4	0	0	0	0	(4)	MIX	
8055	Stranton - Window Replacement (0910)	52	0	52	0	52	0	GRANT	
7978	Stranton - Extension to Centre	211	124	87	0	211	0	MIX	
8051	St Helens - Replace Roof	120	0	120	0	120	0	GRANT	
7597	St John Vianney Starfish Daycare Outside Play Area	31	27	4	0	31	0	MIX	
7997	St Hilds - Build Classroom of the Future	330	5	325	0	330	0	MIX	
7945	Throston - Rewire School Electrics	3	0	0	0	0	(3)	MIX	
8052	Throston - Rewire School 0910 Phase	137	0	137	0	137	0	MIX	
7981	Throston - Extension to school to build Children's Centre	236	8	228	0	236	0	GRANT	

7918	Ward Jackson - Window Replacement	3	0	3	0	3	0	MIX
8061	Ward Jackson - Replacement of Roof and Windows	89	0	89	0	89	0	MIX
8067	Ward Jackson - Creation of Quiet Room	13	0	13	0	13	0	MIX
8062	West Park - Replace Windows and Heating	77	0	77	0	77	0	MIX
7598	West View - Improve / Refurbish Nursery & Reception	11	0	11	0	11	0	GRANT
7340	West View - Develop Football Facilities	5	0	5	0	5	0	GRANT
7948	West View - Replace Windows	3	0	0	0	0	(3)	MIX
8063	West View - Replace Windows & Ground Resurfacing	58	0	58	0	58	0	GRANT

PORTFOLIO : CHILDREN'S SERVICES

Appendix D (cont)

CAPITAL MONITORING REPORT PERIOD ENDING 30th June 2009

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR						
		B	C	D	E	F	G	H
		2009/2010 Budget £'000	2009/2010 Actual as at 30/06/09 £'000	2009/2010 Expenditure Remaining £'000	Expenditure Rephased into 2010/11 £'000	C+D+E 2009/2010 Total Expenditure £'000	F-B 2009/2010 Variance from budget £'000	Type of financing
7863	Carlton Outdoor Centre - Redevelopment Phase 2	90	0	90	0	90	0	MIX
7641	Carlton Outdoor Centre - Purchase & Install Challenge Course and Climbing Wall	5	0	5	0	5	0	MIX
7032	Carlton Outdoor Centre - Purchase of Minibus	22	0	22	0	22	0	MIX
tba	Early Years - General Sure Start Grant	115	0	115	0	115	0	GRANT
7979	Children's Centres - Maintenance	40	0	40	0	40	0	GRANT
7428	Schools Workforce Remodelling - Miscellaneous Projects to better utilise space	31	0	31	0	31	0	GRANT
7384	Schools Devolved Capital - Various Miscellaneous Individual Projects	1,141	0	1,141	0	1,141	0	GRANT
7463	Youth Capital Fund - Spend to be determined by Young People	65	23	42	0	65	0	GRANT
7437	Playing for Success - Develop New Classroom at H'pool Utd	1	0	1	0	1	0	MIX
7421	School Travel Plans - Develop Cycle Storage at Schools	109	0	109	0	109	0	GRANT
7858	Computers for Pupils	251	85	166	0	251	0	GRANT
7779	Improve Ventilation in ICT Suites (Owton Manor, Rossmere, West View)	5	0	5	0	5	0	RCCO
9004	Funding (Modernisation, Access, RCCO) Currently Unallocated	476	0	476	0	476	0	MIX
7447	Purchase of Interactive Whiteboards (Various Schools)	2	0	2	0	2	0	GRANT
7344	Brinkburn Pool - Reinstatement of Pool after Fire	1	0	1	0	1	0	MIX
8070	Brinkburn Pool - Access, Facilities & Hoist	90	0	90	0	90	0	RCCO
7108	EDC - Alterations for A2L Relocation	250	3	247	0	250	0	MIX
7814	ICT / Mobile Technology for Children's Social Workers	9	6	3	0	9	0	GRANT
7426	Purchase & Install new Integrated Children's Computerised System for Children & Families	175	0	175	0	175	0	GRANT
7901	CELTICS Project - Contact Point Enablement System (CELTICS)	32	0	32	0	32	0	GRANT
7388	Sure Start Central - Improvement Works at Lowthian Road	2	0	2	0	2	0	MIX
8007	Sure Start Central - Garage Conversion / Equipment	26	33	0	0	33	7	MIX
7597	Bush Babies - Outside Play Area	23	23	0	0	23	0	MIX
7027	Harnessing Technology Grant	679	56	623	0	679	0	GRANT
7953	Supply and Install Mobile Classrooms	10	0	10	0	10	0	MIX
8065	Emergency Response - Contingency	100	0	100	0	100	0	MIX
8066	Replacement of Gas Interlocks	30	0	30	0	30	0	SCE (R)
7977	Information System for Parents & Providers Project	2	0	2	0	2	0	GRANT
7521	Children's Centres - Miscellaneous Capital Expenditure	1	0	0	0	0	(1)	GRANT
7506	Sure Start Central - Chatham Road Capital Works	6	0	0	0	0	(6)	MIX
8001	Capital Grants to External Nurseries (Early Years)	84	0	84	0	84	0	GRANT
8023	Sure Start Central - Café Extension to Community Facilities	62	0	62	0	62	0	GRANT
8023	Sure Start North - Café Extension to Community Facilities	86	1	85	0	86	0	GRANT
tba	Youth Capital Fund Plus	434	112	322	0	434	0	GRANT
n/a	Aggregate Value of Schemes less than 1k (e.g. retention)	2	0	1	0	1	(1)	MIX
		12.619	835	11.731	0	12.566	(53)	

Key

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

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

CAPITAL MONITORING REPORT PERIOD ENDING 30TH JUNE 2009

Project Code	A	EXPENDITURE IN CURRENT YEAR						
		B	C	D	E	F	G	H
	Scheme Title	2009/2010 Budget £'000	2009/2010 Actual as at 30/06/09 £'000	2009/2010 Expenditure Remaining £'000	Expenditure Rephased into 2010/11 £'000	C+D+E 2009/2010 Total Expenditure £'000	F-B 2008/2009 Variance from budget £'000	Type of financing
7083	Hartlepool Business Security Fund	20	2	18	0	20	0	UCPB
7431	Community Safety Strategy	216	0	216	0	216	0	MIX
7611	Drug Interventions Programme	3	0	3	0	3	0	GRANT
7107	"Growth Point" Government Grant Funded Housing Initiatives	443	20	423	0	443	0	GRANT
7118	8 Richardson Street / 34 Rodney Street	78	0	78	0	78	0	GRANT
7218	Mandatory Disabled Facilities Grant	554	164	390	0	554	0	GRANT
7219	Home Plus Grants (provided by Endeavour HA)	105	17	88	0	105	0	GRANT
7220	Private Sector Housing Grants	358	111	247	0	358	0	GRANT
7230	Housing Market Renewal (house purchases)	5,379	894	4,485	0	5,379	0	GRANT
7231	Housing Thermal Efficiency	99	80	19	0	99	0	GRANT
7404	HRA Residuals Expenditure	9	0	9	0	9	0	RCCO
		7,264	1,288	5,976	0	7,264	0	

Key

RCCO

Revenue Contribution towards Capital

MIX

Combination of Funding Types

UCPB

Unsupported Corporate Prudential Borrowing

SCE ®

Supported Capital Expenditure (Revenue)

GRANT

Grant Funded

CAP REC

Capital Receipt

UDPB

Unsupported Departmental Prudential Borrowing

SPB

Supported Prudential Borrowing

CAPITAL MONITORING REPORT PERIOD ENDING 30th June 2009

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR						
		B 2009/2010 Budget £'000	C 2009/2010 Actual as at 30/06/09 £'000	D 2009/2010 Expenditure Remaining £'000	E Expenditure Rephased into 2010/11 £'000	F C+D+E 2009/2010 Total Expenditure £'000	G F-B 2009/2010 Variance from budget £'000	H Type of financing
7040	Burn Valley Allotments Security Gate	1	0	1	0	1	0	MIX
7651	Burn Valley Park Beck - Reduce Flood Risk/Landscaping	114	0	114	0	114	0	MIX
7377	Central Library - Lighting Improvements	4	0	4	0	4	0	RCCO
7046	Central Library - Transformation Programme Phase 2	86	0	86	0	86	0	UCPB
8074	Central Library Community Room Lighting	7	6	1	0	7	0	UCPB
8073	Central library, 1st Floor Lights and Fire Alarm Adaptation	30	0	30	0	30	0	UCPB
7893	Clavering Play Area - Tarmac Surface	21	0	21	0	21	0	RCCO
7375	Countryside - Purchase Replacement Vehicle	14	0	14	0	14	0	MIX
7864	Foreshore - Replacement Playground & Lifeguard Vehicles	23	0	23	0	23	0	RCCO
7992	Grayfields Sports Junior Pitches	147	0	147	0	147	0	MIX
7213	Grayfields Sports Pavilion / Football Strategy	8	8	0	0	8	0	MIX
7382	Greatham Play Area Equipment	9	0	9	0	9	0	MIX
8020	Hartlepool Maritime Experience - Lifts	28	27	1	0	28	0	UCPB
7995	Induction Loops for hard of Hearing	15	0	15	0	15	0	UCPB
7831	Jutland Road Community Centre - Internal Alterations	1	0	1	0	1	0	MIX
7414	Jutland Road Play Area - Upgrade of Facilities	65	0	65	0	65	0	MIX
7996	Maritime Entranceway - Disabled Access	1	1	0	0	1	0	UCPB
8021	Museum of Hartlepool - Signage	2	2	0	0	2	0	UCPB
8008	Mill House Leisure Centre - Free Swim Initiative, Phase I	7	2	5	0	7	0	MIX
7047	Mill House Leisure Centre - Free Swim Initiative, Phase II	694	0	694	0	694	0	GRANT
8019	Mill House Leisure Centre Internal Doors - Disabled Access	9	8	1	0	9	0	UCPB
7865	Museum of Hartlepool - new display areas	1	0	1	0	1	0	MIX
7887	Nicholson Fields Allotments - Security Improvements	22	0	22	0	22	0	RCCO
7845	Rossmere - Pitch Improvements	5	0	5	0	5	0	GRANT
tba	Rossmere Multi Use Games Area & Skate Park	466	0	466	0	466	0	MIX
tba	Skateboard Park - to be allocated	70	0	70	0	70	0	RCCO
7991	St Patricks Multi Use Games Area	1	0	1	0	1	0	RCCO
7844	Town Moor - Develop Multi Use Games Area	63	0	63	0	63	0	MIX
7990	Ward Jackson Park Bandstand Shutters	4	0	4	0	4	0	MIX
7590	Ward Jackson Park Car Park - Improvement Works	68	26	42	0	68	0	MIX
7081	Waverly Terrace Community Allotment Fencing	13	13	0	0	13	0	MIX
		1,999	93	1,906	0	1,999	0	

Key

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

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

CAPITAL MONITORING REPORT PERIOD ENDING 30th June 2009

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR						
		B	C	D	E	F	G	H
		2009/2010 Budget £'000	2009/2010 Actual as at 30/06/09 £'000	2009/2010 Expenditure Remaining £'000	Expenditure Rephased into 2010/11 £'000	C+D+E 2009/2010 Total Expenditure £'000	F-B 2009/2010 Variance from budget £'000	Type of financing
7015	Targeted Private Housing Improvements	24	0	24	0	24	0	CAP REC
7045	THI Key Buildings Headland	60	25	35	0	60	0	GRANT
7417	Friarage Field Building Demolition	5	0	5	0	5	0	CAP REC
7866	Friarage Manor House	18	0	18	0	18	0	CAP REC
7895	Economic Development - Industrial & Commercial - Grants to Businesses	275	79	196	0	275	0	UCPB
7896	Brougham Enterprise Centre Toilet & Shower Facilities	40	0	40	0	40	0	UCPB
7897	Regeneration Match Funding	227	6	221	0	227	0	UCPB
		649	110	539	0	649	0	

Key

RCCO

MIX

UCPB

SCE ®

Revenue Contribution towards Capital

Combination of Funding Types

Unsupported Corporate Prudential Borrowing

Supported Capital Expenditure (Revenue)

GRANT

CAP REC

UDPB

SPB

Grant Funded

Capital Receipt

Unsupported Departmental Prudential Borrowing

Supported Prudential Borrowing

CAPITAL OUTTURN REPORT FOR YEAR ENDING 31ST MARCH 2009

Project Code	Scheme Title	EXPENDITURE IN CURRENT YEAR						Type of financing
		B	C	D	E	F		
		2008/2009 Budget £'000	2008/2009 Actual as at 31/03/09 £'000	2008/2009 Expenditure Rephased to 2009/10 £'000	2008/2009 Total Expenditure £'000	2008/2009 Variance from budget £'000		
7025	Headland Paddling Pool	25	25	0	25	0	MIX	
7029	A689 Local Safety Scheme	56	39	17	56	0	MIX	
7030	Catcote Road - Local Safety Scheme	117	117	0	117	0	MIX	
7034	LTP Forfar Road Resurface	9	9	0	9	0	SPE	
7035	LTP Lamberd Road Resurface	10	10	0	10	0	SPE	
7044	Zebra Crossings	17	14	3	17	0	MIX	
7084	Camera Partnership	20	19	1	20	0	RCCO	
7092	Resurface Loyalty Road	7	7	0	7	0	GRANT	
7093	Resurface South Road	11	11	0	11	0	SPE	
7094	Resurface Thornton Street	10	10	0	10	0	SPE	
7095	Resurface Caimston North	9	9	0	9	0	GRANT	
7096	Resurface Verner Road	9	9	0	9	0	GRANT	
7097	Resurface Miers Avenue / Winterbottom Avenue	11	11	0	11	0	SPE	
7098	Footway - Eddleston Walk	7	7	0	7	0	UCPB	
7206	CSS Social Lighting Programme	24	17	7	24	0	MIX	
7207	LTP-Community Safety-Car Park Security/CCTV	70	22	48	70	0	SPE	
7235	Low Floor Infrastructure	30	24	6	30	0	SPE	
7236	Bus Shelter Improvements	69	36	33	69	0	SPE	
7237	Cycle Routes General	100	101	0	101	1	MIX	
7240	Hartlepool Transport Interchange	1,962	416	1,546	1,962	0	SPE	
7241	Dropped Crossings	20	29	0	29	9	SPE	
7242	Other Street Lighting	82	82	0	82	0	MIX	
7244	Travel Plans - promotional materials	10	1	9	10	0	SPE	
7247	Bus Quality Corridor - Bus-stop Flagpoles	15	14	1	15	0	SPE	
7250	Sustainable Travel Awareness	11	7	4	11	0	GRANT	
7251	Public Transport CCTV	10	0	10	10	0	SPE	
7252	Safer Streets Initiative	3	3	0	3	0	GRANT	
7265	Coastal Protection Strategic Study	2	2	0	2	0	GRANT	
7424	Pride in Hartlepool	28	28	0	28	0	MIX	
7452	Local Safety Scheme	9	9	0	9	0	GRANT	
7455	Hart Lane Road Safety Improvements	95	95	0	95	0	MIX	
7487	Local Transportation Plan-Monitoring	5	5	0	5	0	SPE	
7499	Lithgo Close - Contaminated Land	2,108	1,724	384	2,108	0	MIX	
7508	Anhydrite Mine	176	51	125	176	0	MIX	
7540	LTP - Tees Valley Major Scheme Bid	3	3	0	3	0	SPE	
7541	Safer Routes to School	5	4	1	5	0	GRANT	
7542	LTP - Parking Lay-By	5	4	1	5	0	SPE	
7544	LTP - Shop Mobility	40	0	40	40	0	SPE	
7545	LTP - Motorcycle Training	21	21	0	21	0	GRANT	
7546	LTP - Road Safety Education & Training	17	12	5	17	0	GRANT	
7549	LTP - Other Bridge Schemes	78	79	0	79	1	MIX	
7580	Highways Remedial Works - Hartlepool Marina	5	1	4	5	0	TDC	
7581	Tees Valley Boundary Signs	5	0	5	5	0	GRANT	
7605	Focus Section 278	6	0	6	6	0	GRANT	
7624	LTP - Headland Traffic Management	9	9	0	9	0	SPE	
7639	Footpath Works to Marina	9	9	0	9	0	SPE	
7644	LTP - School Travel Plans	15	6	9	15	0	GRANT	
7645	LTP - General	4	2	2	4	0	SPE	
7706	Waterproofing Phase 2 - Multi Storey Car Park	948	658	290	948	0	UCPB	
7714	Owton Manor Lane Shops	9	5	4	9	0	SPE	
7734	LTP - Hart Lane/Wiltshire Way Junction Improvement	79	60	4	64	(15)	SPE	
7736	LTP - York Road (Park Road to Lister Street)	583	583	0	583	0	SPE	
7805	LTP - Footpath - West View Road	8	8	0	8	0	SPE	
7835	LTP - Clavering Area 1 Traffic Management	92	12	80	92	0	CAP REC	
7838	LTP - Tees Road Footways (west side)	64	64	0	64	0	GRANT	
7846	Raby Road Puffin Crossing	17	17	0	17	0	MIX	
7847	Coast Protection - Headland Fencing and Promenade	28	15	13	28	0	CAP REC	
7852	Highway Improvements - TESCO Section 106 Expend	333	114	219	333	0	GRANT	
7856	Stranton Traffic Management	50	50	0	50	0	SPE	
7891	Strategy Study - Seaton Carew	500	268	232	500	0	GRANT	
7892	Strategy Study - Town Wall	107	56	51	107	0	GRANT	
7899	Coast Protection 809 UPB	100	68	32	100	0	UCPB	
7906	Bryan Hanson House On Street Parking	90	67	23	90	0	UDPB	
7956	LTP-Cycle Route Signage	5	2	3	5	0	SPE	
7957	LTP-Seaton Carew Railway Station Improvements	50	13	37	50	0	SPE	

7962	LTP-HM-Wooler Road Carriageway Reconstruction	156	127	0	127	(29)	SPE
7963	LTP-HM-Holdforth Road Carriageway Reconstruction	128	153	0	153	25	SPE
7964	LTP-HM-Hart Lane Carriageway Reconstruction	50	28	22	50	0	MIX
7965	LTP-HM-Calcote Turning Circle Reconstruction	12	5	7	12	0	MIX
7966	LTP-HM-Queen Street Carriageway Reconstruction	18	0	14	14	(4)	SPE
7968	HM-Fletcher Walk Footway Reconstruction	33	29	4	33	0	UCPB

PORTFOLIO : TRANSPORT & NEIGHBOURHOODS

Appendix H (cont)

CAPITAL OUTTURN REPORT FOR YEAR ENDING 31ST MARCH 2009

Project Code	Scheme Title	EXPENDITURE IN CURRENT YEAR					
		B	C	D	E	F	G
		2008/2009 Budget £'000	2008/2009 Actual as at 31/03/09 £'000	2008/2009 Expenditure Rephased to 2009/10 £'000	2008/2009 Total Expenditure £'000	2008/2009 Variance from budget £'000	Type of financing
7970	LTP-HM-Oxford Street Footway Reconstruction	11	18	0	18	7	SPE
7972	Miscellaneous Traffic Management Schemes	51	35	16	51	0	MIX
7973	Miscellaneous Safety Schemes	25	26	0	26	1	MIX
7984	King Oswy Drive Cycleway Improvements	10	1	9	10	0	SPE
8006	Access Road to Briarfields	135	116	19	135	0	CAP REC
8015	Tesco-New Entrance/Junction/Lights Section 278	246	246	0	246	0	GRANT
8026	Transport Asset Management	15	0	15	15	0	GRANT
7894	Security Fencing - Recycling Centre	45	45	0	45	0	UCPB
7272	Wheelie Bin Purchase	52	52	0	52	0	UDPB
7465	Recycling Scheme (containers etc)	72	20	52	72	0	UDPB
7821	Waste Performance Efficiency Grant (containers etc)	161	88	73	161	0	GRANT
7720	Public Conveniences	604	237	367	604	0	UDPB
7999	Marina Way Landscaping	88	7	81	88	0	RCCO
		10,344	6,406	3,934	10,340	(4)	

Key

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

ACCOUNTABLE BODY REVENUE MONITORING REPORT PERIOD ENDING 30th JUNE 2009

TABLE 1 - NEW DEAL FOR COMMUNITIES

Line No	2009/10 Budget	Description of Best Value Unit	Actual Position 30/06/09		
			Forecast Expenditure / (Income)	Actual Expenditure/ (Income)	Variance Adverse/ (Favourable)
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F (F=E-D)
			£'000	£'000	£'000
1	55	Longhill - Site Manger	10	10	0
2	7	Longhill - ILM Scheme	3	3	0
3	50	Business Support Manager	12	10	(2)
4	0	Building Modernisation Grant	0	0	0
5	14	Enterprise Support Scheme	14	14	0
6	20	Back to Work Grant	0	0	0
7	84	Opening Doors - Phase III	21	21	0
8	25	Low Level support	6	5	(1)
9	19	Football Development Officer	0	0	0
10	14	Children's Emotional Wellbeing	0	0	0
11	10	Young Persons Emotional Wellbeing	5	5	0
12	140	People's Access to Health	0	0	0
13	12	Victim Support	0	0	0
14	68	Crime Premises	4	4	0
15	41	Anti Social Behaviour	7	7	0
16	13	Police Community Support Officers	0	0	0
17	52	Selective Licensing in the Private Rented Sector	0	0	0
18	25	Educational Achievement Project Phase II	0	0	0
19	5	Community Learning Centre - Stranton	0	0	0
20	60	Community Learning Centre - Lynnfield	0	0	0
21	48	Key Stage 2&3 Transition	0	0	0
22	90	Raising Aspirations	0	0	0
23	24	Sustaining Attainment	0	0	0
24	1	Osbourne Road Hall	0	0	0
25	23	People's Centre	0	0	0
26	8	Ethnic Minorities Project	0	0	0
27	87	Capacity Building Project	17	17	0
28	4	Community Transport	1	1	0
29	1	Lynnfield Play Area	0	0	0
30	13	Sustaining Consultancy Fund	0	0	0
31	10	Family Support	0	0	0
32	71	Youth Project	35	35	0
33	145	Children's Learning and Activities project	9	9	0
34	5	Home Improvement Project	1	0	(1)
35	140	Community Housing Plan Delivery Costs 2008-11	33	33	0
36	94	Evaluation Project	11	10	(1)
37	53	Communities Project	3	3	0
38	264	Neighbourhood Management Phase II	92	92	0
39	44	Hartlepool NDC Trust	0	0	0
40	403	Management & Administration	93	92	(1)
41	2,242		377	371	(6)

CAPITAL MONITORING REPORT PERIOD ENDING 30th June 2009

TABLE 1 - RESOURCES

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR						
		B	C	D	E	F	G	H
		2009/2010 Budget £'000	2009/2010 Actual as at 30/06/09 £'000	2009/2010 Expenditure Remaining £'000	Expenditure Rephased into 2010/11 £'000	C+D+E 2009/2010 Total Expenditure £'000	F-B 2009/2010 Variance from budget £'000	Type of financing
7466	Vehicle Purchases	1,486	14	1,472	0	1,486	0	UDPB
7091	City Challenge Clawback	229	0	229	0	229	0	GRANT
7867	City Challenge Burbank/Murray Street	86	0	86	0	86	0	GRANT
7263	York Flatlets Demolition	8	0	8	0	8	0	CAP REC
7264	Mobile Benefits	24	0	24	0	24	0	CAP REC
7418	St Benedicts Barlow's Building Demolition	35	0	35	0	35	0	CAP REC
7468	IT Strategy	500	0	500	0	500	0	UDPB
7623	Corporate IT Projects	72	11	61	0	72	0	CAP REC
7634	Town Centre LIFT Scheme	90	0	90	0	90	0	CAP REC
7446	EDRMS and Workflow	10	10	0	0	10	0	RCCO
7471	EDRMS - Phase 2	37	37	0	0	37	0	RCCO
7631	Members ICT/Remote Access	15	13	2	0	15	0	CAP REC
7467	Refurbishment of War Memorials	8	0	8	0	8	0	UCPB
7026	Fire Alarm Sir William Gray House	25	0	25	0	25	0	UCPB
7031	Replace Sprinkler System Civic Centre	81	67	14	0	81	0	UCPB
7036	09/10 SCRAPT not yet allocated to individual schemes	536	0	536	0	536	0	UCPB
7037	Civic Centre Toilets	137	0	137	0	137	0	UCPB
7041	CPM Unallocated	33	0	33	0	33	0	RCCO
7048	Unallocated Health & Safety Issues	1,200	0	1,200	0	1,200	0	UCPB
7113	Bryan Hanson House Carpet Renewal	43	37	6	0	43	0	UCPB
7115	Civic Centre Ramp	29	0	29	0	29	0	UCPB
7116	Disabled Toilets Civic Centre	78	0	78	0	78	0	UCPB
7117	Civic Centre Access Control System	72	0	72	0	72	0	UCPB
7200	Civic Centre Refurbishment	1,786	962	824	0	1,786	0	UCPB
7257	Disabled Adaptations	96	0	96	0	96	0	UCPB
7781	Renew Boiler and Heating System - Municipal Buildings	145	0	145	0	145	0	UCPB
7987	Renew Pool Filters Mill House Leisure Centre	8	0	8	0	8	0	UCPB
7988	Lynn St Garage - Install Overhead Heaters	53	53	0	0	53	0	UCPB
7989	Access System - Municipal Buildings	9	0	9	0	9	0	UCPB
TBA	Seaton Clock	3	0	3	0	3	0	RCCO
8053	St Hilda's Church Work to North and West Dials	25	0	25	0	25	0	RCCO
7782	Stranton Crematorium Roof Repair Phase 3	35	0	35	0	35	0	RCCO
7112	CPM - Redheugh Gardens Renew Footpath	75	0	75	0	75	0	RCCO
7114	CPM - Rossmere Youth Club Roof Replacement	63	0	63	0	63	0	RCCO
		7,132	1,204	5,928	0	7,132	0	

TABLE 2 - NEW DEAL FOR COMMUNITIES

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR						
		B	C	D	E	F	G	H
		2009/2010 Budget £'000	2009/2010 Actual as at 30/06/08 £'000	2009/2010 Expenditure Remaining £'000	Expenditure Rephased into 2010/11 £'000	C+D+E 2009/2010 Total Expenditure £'000	F-B 2009/2010 Variance from budget £'000	Type of financing
7059/7060/7971	Longhill Business Security and Environmental Improvements	2	2	0	0	2	0	MIX
7062	Building Modernisation Grants	63	13	50	0	63	0	NDC
7061	Business Security Fund	4	2	2	0	4	0	NDC
7063	CIA Environmental Improvements	28	0	28	0	28	0	NDC
7038	Opening Doors Phase III	275	0	275	0	275	0	NDC
7050	Osbourne Road Hall	3	1	2	0	3	0	NDC
7051	Voluntary Sector Premises Pool	25	0	25	0	25	0	NDC
8003	Sustaining Centres	45	0	45	0	45	0	NDC
7086	Lynnfield Play Area	40	0	40	0	40	0	NDC
7069	Longhill Junction Improvements	0	0	0	0	0	0	NDC
8004	Strategic Land Purchase	122	6	116	0	122	0	NDC
8048	NDC Trust Phase II - Property Purchase	155	0	155	0	155	0	MIX
7065/7070/8014	Neighbourhood management	60	16	44	0	60	0	NDC
7079	Home Improvement Project	597	11	586	0	597	0	MIX
		1,419.0	51.0	1,368.0	0.0	1,419.0	0.0	

Key

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

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

CABINET REPORT

7th September, 2009



Report of: Chief Financial Officer

Subject: CAPITAL AND ACCOUNTABLE BODY
PROGRAMME OUTTURN REPORT 2008/2009

SUMMARY

1. PURPOSE OF REPORT

To provide details of the Council's overall Capital outturn for 2008/2009 and the Spending Programmes where the Council acts as the Accountable Body.

The report considers the following areas: -

- Capital Monitoring
- Accountable Body Programme Monitoring

2. SUMMARY OF CONTENTS

The report provides detailed outturn reports for Capital for each Portfolio along with an outturn for the spending programmes where the Council acts as the Accountable Body. The report follows the format adopted for previous reports, which allows each Portfolio Holder to readily review the outturn for their area of responsibility.

3. RELEVANCE TO CABINET

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

4. TYPE OF DECISION

None.

5. DECISION MAKING ROUTE

Cabinet, 7th September, 2009.

6. DECISION(S) REQUIRED

Cabinet is asked to note the report.

Report of: Chief Financial Officer

Subject: CAPITAL AND ACCOUNTABLE BODY
PROGRAMME OUTTURN REPORT 2008/2009

1. PURPOSE OF REPORT

- 1.1 To inform Cabinet of the Council's own 2008/2009 Capital outturn and an outturn for the spending programmes where the Council acts as the Accountable Body.
- 1.2 This report considers the following areas: -
- Capital Monitoring;
 - Accountable Body Programme Monitoring;

2. BACKGROUND

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

Section	Heading	Page
3.	Capital Outturn	2-3
4.	Accountable Body Programme	3-4
5.	Adult and Public Health Service Portfolio	4
6.	Children's Services Portfolio	
7.	Community Safety & Housing Portfolio	4-5
8.	Culture, Leisure and Tourism Portfolio	5
9.	Regeneration & Economic Development Portfolio	5-6
10.	Transport & Neighbourhood Portfolio	6
11.	Finance & Performance Management Portfolio	6-7
12.	Recommendations	7
Appendix A	Capital Outturn Summary	8
Appendix B	Accountable Body Outturn Summary	9
Appendices C-J	Capital & NRF Monitoring Report to 31 st March, 2008, by Portfolio	10-21

- 2.2 This report will be submitted to Scrutiny Co-ordinating Committee on 18th September, 2009. This will ensure that Scrutiny Co-ordinating Committee is able to review the report at the earliest opportunity.

3. CAPITAL OUTTURN 2008/2009

- 3.1 Details of the Capital outturns are summarised at **Appendix A**. In overall terms total expenditure amounted to £24,488,000, compared to the annual budget of £42,287,000, with £17,795,000 rephased to 2009/2010, resulting in a favourable variance of £4,000.

- 3.2.1 Both expenditure and resources have been rephased into 2009/2010.

- 3.2.1 The main items to bring to Members attention are: -

<u>Portfolio</u>	<u>£'000</u>
-------------------------	---------------------

Community Safety & Housing

- | | |
|--------------------------|-------|
| - Housing Market Renewal | 2,900 |
|--------------------------|-------|

This relates to £1.4m English Partnerships funding which was received close to the year end and was not planned to be spent in 2008/2009. The balance of £1.5m relates to an approval to incur Prudential Borrowing in advance of future funding. This was not needed during the financial year.

Culture, Leisure & Tourism

- | | |
|---|-------|
| - H ₂ O Leisure / Water Centre | 1,999 |
|---|-------|

As previously reported to Members earlier in the year the budget for the proposed H₂O Centre has been rephased due to delays in agreement and commitment to the overall Victoria Harbour plans.

Transport & Neighbourhood Services

- | | |
|-------------------------|-------|
| - Transport Interchange | 1,546 |
|-------------------------|-------|

This project is now underway, but with the majority of expenditure being rephased into 2009/2010. A contractor has now been appointed.

Finance & Performance Management

- | | |
|---------------|-----|
| - IT Strategy | 500 |
|---------------|-----|

As part of the 2006/2007 Budget Strategy Members approved the creation of a budget to be used to fund IT investments that produce savings which would then achieve a saving towards the overall

efficiency target. The investment had to be repaid within a seven year period. This fund has not yet been utilised.

- Civic Centre Capital Project 1,786

The early phases of this project have taken longer than expected, resulting in the rescheduling of expenditure into 2009/2010.

3.2 **Appendix A** is supported by individual detailed capital appendices as set out below:

Appendix C - Adult and Public Health Services
 Appendix D - Children's Services
 Appendix E - Community Safety & Housing
 Appendix F - Culture, Leisure and Tourism
 Appendix G - Regeneration & Economic Development
 Appendix H - Transport & Neighbourhood
 Appendix I - Finance and Performance Management

3.3 Each individual Appendix shows:

Expenditure in Current Year

Column A - Scheme Title
 Column B - Budget for Year
 Column C - Actual Expenditure to 31st March, 2009
 Column D - This represents the value of expenditure re-phased to 2009/2010
 Column E - 2008/2009 Expenditure: This is the sum of Columns C and D
 Column F - 2008/2009 Variance from Budget: Column E less Column B, favourable variances are indicated in brackets.
 Column G - Type of Financing

3.4 Detailed analysis of all schemes on each appendix are on deposit in the Members' Library.

4. ACCOUNTABLE BODY PROGRAMME

4.1 New Deal for Communities (NDC)

The Council acts as Accountable Body for the Hartlepool New Deal for Communities (NDC). The total budget spent by NDC including grants and contributions from the Council's own resources was £4,580,000.

Details of NDC expenditure are summarised at **Appendix B, Table 1**. Detailed reports showing individual schemes are included in **Appendix I, Table 1** and **Appendix J, Table 2**.

4.2 Single Programme (SP)

These monies are allocated to the Council by the Tees Valley Single Programme Partnership supplemented by contributions from the Council's own resources. In total the Council budgeted to spend £479,000 in 2008/2009 on revenue. Total spend was £437,000 resulting in a favourable variance of £42,000. This favourable variance was on the Building Futures Project. This project funds trainee placements within the private sector. Owing to the economic climate, in the last 9 months of the project a number of trainees lost their placement within the Construction sector resulting in the favourable variance.

The Council budgeted to spend £405,000 in 2008/2009 on capital. Actual expenditure was £405,000, resulting in a nil variance.

Details of Single Programme expenditure are summarised at **Appendix B, Table 2**. Detailed reports showing individual schemes are included within **Appendix J, Table 3**.

5. ADULT AND PUBLIC HEALTH SERVICE PORTFOLIO

5.1 Capital Outturn 2008/2009

5.1.1 Details of the Adult & Public Health Portfolio Service 2008/2009 Capital Outturn is summarised at **Appendix C**.

5.1.2 Total expenditure for 2008/2009 amounted to £2,445,000, compared to the approved budget of £3,187,000 with £742,000 rephased to 2009/2010, resulting in a nil variance.

5.1.3 There are no major items to bring to Portfolio Holders attention.

6. CHILDREN'S SERVICES PORTFOLIO

6.1 Capital Outturn 2008/2009

6.1.1 Details of the Children's Services Portfolio 2008/2009 Capital Outturn is summarised at **Appendix D**.

6.1.2 Total expenditure for 2008/2009 amounted to £5,943,000, compared to the approved budget of £8,627,000 with £2,684,000 rephased to 2009/2010, resulting in a nil variance.

6.1.3 The budget for 2008/2009 increased during the year from that approved in the 2008/2009 Budget Book (£5,929,000) as a result of 2007/2008 slippage, grant funding announced during 2008/2009 (e.g. Standards Fund) and Children's Services/schools contributions to capital from revenue.

6.1.4 The balance rephased into 2009/2010 either related to retentions/final accounts still to be agreed, school determined expenditure with grant funding flexibility (e.g. Devolved Capital, Workforce Reform etc), and £41,768 of unallocated funding which is being slipped to contribute towards the 2009/2010 Capital Programme.

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

A number of schemes have overspent, however these can be funded by underspends on other schemes. Overspent schemes are:-

- Catcote – Replacement of Roof Over Kitchen
- Clavering – Replacement of Hall Roof
- Greatham – Window Replacement: Hall and Conservatory
- Throston – Installation of Lift
- Ward Jackson – Extension of Car Park
- West Park – Refurbishment of KS2 Toilets
- West Park – KS1 and Staff Toilet Upgrade

Underspent Schemes are:

- Fens – Replacement of Windows
- Jesmond Road – Installation of Kitchen Equipment
- Kingsley – Window Replacement North Elevation
- Kingsley – Convert Storage Areas into Classrooms
- Lynnfield – Boiler Plant Replacement
- Throston – Rewire of School Electrics

7. COMMUNITY SAFETY AND HOUSING PORTFOLIO

7.1 Capital Outturn 2008/2009

7.1.1 Details of the Community Safety and Housing Portfolio 2008/2009 Capital Outturn is summarised at **Appendix E**.

7.1.2 Total expenditure for 2008/2009 amounted to £2,377,000, compared to the approved budget of £2,946,000 with £569,000 rephased to 2009/2010, resulting in a nil variance.

8. CULTURE, LEISURE AND TOURISM PORTFOLIO

8.1 Capital Outturn 2008/2009

8.1.1 Details of the Culture, Leisure and Tourism Portfolio 2008/2009 Capital Outturn is summarised at **Appendix F**.

8.1.2 Total expenditure for 2008/2009 amounted to £745,000, compared to the approved budget of £3,386,000 with £2,641,000 rephased to 2009/2010, resulting in a nil variance.

- 8.1.3 There are no major items to bring to Portfolio Holders attention.

9. REGENERATION & ECONOMIC DEVELOPMENT PORTFOLIO

9.1 Capital Outturn 2008/2009

- 9.1.1 Details of the Regeneration and Liveability Portfolio 2008/2009 Capital Outturn is summarised at **Appendix G**.
- 9.1.2 Total expenditure for 2008/2009 amounted to £44,000, compared to the approved budget of £258,000 with £214,000 rephased to 2009/2010.
- 9.1.3 There are no major items to bring to Portfolio Holders attention.

10. TRANSPORT & NEIGHBOURHOOD PORTFOLIO

10.1 Capital Outturn 2008/2009

- 10.1.1 Details of the Neighbourhood & Communities Portfolio 2008/2009 Capital Outturn is summarised at **Appendix H**.
- 10.1.2 Total expenditure for 2008/2009 amounted to £6,406,000, compared to the approved budget of £10,344,000 with £3,934,000 rephased to 2009/2010, resulting in a favourable variance of £4,000, which has been transferred to a corporate account to be reallocated.
- 10.1.3 The balance rephased into 2009/2010 mainly related to the Local Plan Transport Plan, the Contaminated Land around Lithgo Close and Public Conveniences.
- 10.1.4 There are no major items to bring to Portfolio Holders attention.

11. FINANCE AND PERFORMANCE MANAGEMENT PORTFOLIO

11.1 Accountable Body Revenue Outturn for 2008/2009

- 11.1.1 The Council acts as Accountable Body for New Deal for Communities and Single Programme Partnerships revenue outturns are summarised in the following tables at **Appendix I**.

11.1.2 Table 1 – New Deal for Communities (NDC)

The Council acts as Accountable Body for the Hartlepool New Deal for Communities (NDC). Details of outturn against the approved revenue budgets are summarised at Table 1. Actual expenditure amounted to £2,804,000, compared to anticipated expenditure of £2,804,000 resulting in a nil variance.

- 11.1.3 There are no items to bring to Members attention.

11.1.4 Table 2 – Single Programme

These monies are allocated to the Council by Tees Valley Single Programme Partnership. The Council was allocated £479,000 to spend in 2008/2009 on revenue projects. Actual expenditure amounted to £437,000, resulting in a favourable variance of £42,000.

The favourable variance was on the Building Futures Project as owing to the economic climate fewer placements were made in the last nine months of the financial year.

11.2 Capital Outturn 2008/2009

11.2.1 Details of the Finance Portfolio Service 2008/2009 Capital Outturn is summarised at **Appendix J**.

11.2.2 Table 1 – Resources

Actual expenditure amounted to £2,075,000 compared to the approved budget of £6,186,000, with £4,111,000 rephased to 2009/2010 resulting in a nil variance.

11.2.3 Table 2 – New Deal for Communities

Actual expenditure amounted to £1,776,000, compared to the approved budget of £1,776,000.

11.2.4 Table 3 – Single Programme

These monies are allocated to the Council by the Tees Valley Single Programme Partnership supplemented by contributions from the Council's own resources. The Council budgeted £405,000 to spend in 2008/2009 on capital projects. Actual expenditure amounted to £405,000

11.2.5 There are no major items to bring to Members attention.

12. RECOMMENDATIONS

12.1 It is recommended that Members note the report.

CAPITAL OUTURN REPORT FOR YEAR ENDING 31st MARCH 2009

Line No	Portfolio	2008/09 Budget	2008/09 Actual	2008/09 Expenditure Rephased to 2009/2010	2008/09 Total Expenditure	2008/09 Variance from budget
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F (F=D+E)	Col. G (G=F-C)
£000's	£000's	£000's	£000's	£000's	£000's	£000's
1	Adult & Public Health Services	3,187	2,445	742	3,187	0
2	Children's Services	8,627	5,943	2,684	8,627	0
3	Community Safety & Housing	10,299	6,830	3,469	10,299	0
4	Culture, Leisure and Tourism	3,386	745	2,641	3,386	0
5	Finance & Performance Management	6,186	2,075	4,111	6,186	0
6	Regeneration & Economic Development	258	44	214	258	0
7	Transport & Neighbourhoods	10,344	6,406	3,934	10,340	(4)
8	Total Capital Expenditure	42,287	24,488	17,795	42,283	(4)

7.3 Appendix B

ACCOUNTABLE BODY PROGRAMMES - FINANCIAL POSITION FOR YEAR ENDING 31st MARCH 2009

Line No	Accountable Body Programme	2008/09 Approved Budget	2008/09 Actual Expenditure/(Income)	2008/09 Variance: Adverse/ (Favourable)
Col. A	Col. B	Col. C	Col. D	Col. E = (F=D-C)
		£'000	£'000	£'000
	<u>TABLE 1 - New Deal for Communities</u>			
1	Revenue Projects	2,804	2,804	0
2	Capital Projects	1,776	1,776	0
3	Total	4,580	4,580	0
	<u>TABLE 2 Single Programme</u>			
4	Revenue Projects	479	437	(42)
5	Capital Projects	405	405	0
6	Total	884	842	(42)

CAPITAL OUTTURN REPORT 2008/2009

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR					
		B	C	D	E	F	G
		2008/2009 Budget £'000	2008/2009 Actual as at 31/03/09 £'000	2008/2009 Expenditure Rephased to 2009/10 £'000	C+D 2008/2009 Total Expenditure £'000	E-B 2008/2009 Variance from budget £'000	Type of financing
7229	Cemetery Flooding Works	175	162	13	175	0	UDPB
7531	Adult Education - Office Accommodation	14	0	14	14	0	GRANT
7622	Adult Education - Capital Equipment Replacement	37	0	37	37	0	GRANT
7985	Adult Education - Motivating E-Learning	30	30	0	30	0	GRANT
7441	Adult Education - Neighbourhood Learning in Deprived Communities Fund	69	66	3	69	0	GRANT
7983	Blakelock Day Centre Demolition	170	55	115	170	0	CAPREC
7234	Chronically Sick & Disabled Adaptations	113	72	41	113	0	MIX
7480	Improving Information Management (IIM) - Electronic Social Care Record	6	6	0	6	0	GRANT
7481	Improving Information Management (IIM) - IT Infrastructure	48	48	0	48	0	GRANT
7351	Improving Information Management (IIM) - Systems	4	0	4	4	0	GRANT
7616	Learning Disability - Extra Care Housing	308	301	7	308	0	GRANT
7578	Lynn Street ATC Demolition	11	0	11	11	0	RCCO
7389	Mental Health Projects	331	15	316	331	0	SCE(R)
8024	Waverley Terrace - Mental Health Training Allotment and Greenhouses: -	23	23	0	23	0	SCE(R)
7028	Orwell Walk - Older People Supported Accommodation	1,497	1,497	0	1,497	0	GRANT
7723	Resettlement Capital Works	150	0	150	150	0	GRANT
7869	Rift House Nursery, Masfield Road (NDNA Accommodation)	201	170	31	201	0	MIX
		3,187	2,445	742	3,187	0	

Key

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

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

CAPITAL OUTTURN REPORT FOR YEAR ENDING 31ST MARCH 2009

Project Code	Scheme Title	EXPENDITURE IN CURRENT YEAR						Type of financing
		B	C	D	E	F		
		2008/2009 Budget £'000	2008/2009 Actual as at 31/03/09 £'000	2008/2009 Expenditure Rephased to 2009/10 £'000	2008/2009 Total Expenditure £'000	2008/2009 Variance from budget £'000		
7930	Barnard Grove - Replace Windows	41	36		5	41	0 MIX	
7931	Barnard Grove - Replace Roof KS1	63	55		8	63	0 MIX	
7758	Barnard Grove - New Pipework and Fan Convectors	2	2		0	2	0 SCE(R)	
7851	Barnard Grove - Refurbish Toilets	38	38		0	38	0 MIX	
7275	Brierton - Relocation to Single Site	7	0		7	7	0 MIX	
7276	Brierton - Install/Move Boundary Fence	14	9		5	14	0 MIX	
7277	Brierton - Convert top site to Access 2 Learning School	6	0		6	6	0 MIX	
7420	Brierton - Purchase ICT & Internal Alterations	1	0		1	1	0 MIX	
7767	Brierton - Upgrade Fire Alarm System	2	2		0	2	0 RCCO	
7909	Brierton - Replace Roof on Dance Studio, Corridor & Changing Room	109	105		4	109	0 MIX	
7933	Brougham - Replacement Windows	21	19		2	21	0 MIX	
7929	Catcote - Window Replacement	76	67		9	76	0 MIX	
7747	Catcote - Caretakers Bungalow Roof Replacement	24	24		0	24	0 GRANT	
7915	Catcote - Replace Roof over Kitchen	28	28		0	28	0 MIX	
7491	Clavering - Replace Roof Phase 4 (06/07)	8	7		1	8	0 SCE(R)	
7664	Clavering - Create New Foundation Stage Unit	33	33		0	33	0 GRANT	
7934	Clavering - Replace Hall Roof	22	24		0	24	2 MIX	
7849	Dyke House - Replace Boilers (07/08)	14	14		0	14	0 RCCO	
7575	Dyke House - ICT Equipment Purchase	83	10		73	83	0 RCCO	
7586	City Learning Centre ICT Purchase	150	0		150	150	0 GRANT	
7288	English Martyrs - Outdoor Sports Facility	8	0		8	8	0 MIX	
7663	Eldon Grove - Erect Perimeter Fence	10	10		0	10	0 MIX	
7760	Fens - Replace Fan Convectors & Radiators (Ph 1)	1	1		0	1	0 GRANT	
7740	Fens - New Office Extension	20	0		20	20	0 RCCO	
7916	Fens - Renew Heating Distribution System	58	58		0	58	0 MIX	
7935	Fens - Replace Windows	78	66		4	70	(8) MIX	
7981	Fens - Extension for Community Room	145	145		0	145	0 GRANT	
7729	Golden Flatts - Window Replacement (07/08)	2	2		0	2	0 MIX	
7527	Golden Flatts - Improve Kitchen Ventilation	13	13		0	13	0 GRANT	
7923	Golden Flatts - Window Replacement Kitchen/Dining	41	38		3	41	0 MIX	
7295	Grange - Replace Classrooms (03/04)	26	0		26	26	0 GRANT	
7924	Grange - Office Window Replacement	47	45		2	47	0 MIX	
7851	Refurbish Toilets - Greatham	59	59		0	59	0 MIX	
7937	Greatham - Window Replacement Hall & Conservatory	67	75		0	75	8 MIX	
7920	High Tunstall - Replace Roof Admin Block	70	70		0	70	0 MIX	
7500	High Tunstall - Refurbish Classrooms / Equipment Purchase	3	0		3	3	0 GRANT	
7533	Jesmond Rd - Relocate Nursery to create a Foundation Unit, installation of ramps & internal works	6	0		6	6	0 MIX	
7949	Jesmond Rd - Renew Heating System in Reception	14	12		2	14	0 MIX	
7925	Jesmond Rd - Install Kitchen Equipment / Develop Kitchen	156	144		6	150	(6) MIX	
7088	Jesmond Rd - New Build Primary Capital Plus	31	31		0	31	0	
7773	Kingsley - Caretakers Bungalow Heating	1	1		0	1	0 GRANT	
7469	Kingsley - Extension to School for Children's Centre	133	133		0	133	0 GRANT	
7772	Kingsley - Window Replacement	4	4		0	4	0 GRANT	
7939	Kingsley - Hall Roof Replacement	42	41		1	42	0 MIX	
7938	Kingsley - Window Replacement North Elevation	88	79		2	81	(7) MIX	
7976	Kingsley - Convert Storage Areas into Classrooms	51	43		7	50	(1) MIX	
7057	Lynnfield - Build Community Facility	18	15		3	18	0 GRANT	
7762	Lynnfield - Boiler Plant Replacement	10	1		6	7	(3) GRANT	
7926	Lynnfield - Upgrade Toilets inc DDA	33	30		3	33	0 MIX	
8025	Lynnfield - Install Partitions	50	26		24	50	0 GRANT	
7312	Manor - Build New Science Lab	7	0		7	7	0 MIX	
7565	Manor - Upgrade Fire Alarm System	1	1		0	1	0 GRANT	
7314	Manor - Build E-Learning Centre	21	8		13	21	0 MIX	
7568	Manor - Develop new SEN/Resource Centre	2	2		0	2	0 MIX	
7824	Manor - Improve Stage Access	2	2		0	2	0 MIX	
7912	Manor - Replace External Doors - Improve Security	40	38		2	40	0 MIX	
7910	Manor - External Decoration / Window Replacement	18	18		0	18	0 MIX	
7666	Owton Manor - Modifications to SPACE Centre	3	3		0	3	0 GRANT	
7940	Owton Manor - Replace Windows & External Doors	100	96		4	100	0 MIX	
7819	Rift House - ICT Development	24	24		0	24	0 GRANT	
7654	Rift House - Relocation of Nursery & Refurbish Existing Nursery to create a Children's Centre	29	22		7	29	0 GRANT	
7775	Rift House - Window Replacement (07/08)	3	3		0	3	0 GRANT	
7850	Rift House - Disabled Toilet/Entrance Works	21	21		0	21	0 SCE (R)	
7927	Rift House - Upgrade Toilets	67	67		0	67	0 MIX	
7928	Rift House - Resurface Car Park / Pedestrian Access	35	31		4	35	0 MIX	
7941	Rossmere - Window Replacement Dining Hall	91	86		5	91	0 MIX	
7659	Sacred Heart - Renewal of Electrical Services Phs1	53	53		0	53	0 GRANT	
7917	Springwell - Install Mobile Classroom	150	144		6	150	0 MIX	
7323	Stranton - Build New Community Facility	22	22		0	22	0 MIX	
7763	Stranton - Replace Windows (07/08)	4	0		4	4	0 GRANT	

7656	Stranton - Children's Centre modifications to kitchen & offices	2	2	0	2	0	GRANT
7888	Stranton - Purchase & Install CCTV	2	0	2	2	0	RCCO
7944	Stranton - Window Replacement	38	34	4	38	0	MIX
7978	Stranton - Extension to Centre	291	51	240	291	0	MIX
7567	St Cuthberts - Boiler Replacement	1	1	0	1	0	MIX
7943	St Helens - Replace Roof KS2 Area	69	69	0	69	0	MIX
8011	St Joseph - CCTV	6	6	0	6	0	MIX
7597	St John Vianney - Starfish Daycare Outside Play Area	32	1	31	32	0	GRANT
7997	St Hilda's - Build Classroom of the Future	50	40	10	50	0	MIX

CAPITAL OUTTURN REPORT FOR YEAR ENDING 31ST MARCH 2009

		EXPENDITURE IN CURRENT YEAR					
	A	B	C	D	E	F	G
Project Code	Scheme Title	2008/2009 Budget	2008/2009 Actual	2008/2009 Expenditure	C+D 2008/2009 Total Expenditure	E-B 2008/2009 Variance from budget	Type of financing
		£'000	as at 31/03/09 £'000	Rephased to 2009/10 £'000	£'000	£'000	
7946	Throston - Install Lift	54	56	0	56	2	MIX
7945	Throston - Rewire School Electrics	72	68	3	71	(1)	MIX
7981	Throston - Extension to school to build Childrens Centre	296	106	190	296	0	MIX
7873	Ward Jackson - Extend Car Park	1	2	0	2	1	RCCO
7918	Ward Jackson - Window Replacement	43	40	3	43	0	MIX
7828	West Park - Refurbish KS2 Toilets	50	56	0	56	6	MIX
7919	West Park - KS1 and Staff Toilet Upgrades	48	55	0	55	7	GRANT
7848	West Park - Security Works inc. CCTV, Fencing etc	44	44	0	44	0	RCCO
7598	West View - Improve / Refurbish Nursery & Reception	19	7	12	19	0	GRANT
7340	West View - Develop Football Facilities (03/04)	5	0	5	5	0	GRANT
7597	Bush Babies - Outside Play Area	26	3	23	26	0	GRANT
7948	West View - Replace Windows	51	48	3	51	0	MIX
7342	Carlton Camp Redevelopment Phase 1	1	1	0	1	0	MIX
7863	Carlton Centre - Redevelopment Phase 2	90	0	90	90	0	MIX
7641	Carlton Centre - Challenge Course and Climbing Wall	5	0	5	5	0	MIX
7032	Carlton Centre - Purchase of Mini Bus	22	0	22	22	0	MIX
7979	Childrens Centres - Maintenance	20	16	4	20	0	GRANT
7668	Playmates - Install Canopies	2	2	0	2	0	GRANT
7428	Workforce Remodelling - Misc School Projects to better utilise space	30	0	30	30	0	GRANT
7384	Devolved Capital - Various Misc Individual School Projects	1,179	1,023	156	1,179	0	GRANT
7463	Youth Capital Fund - Spend determined by Young People	73	73	0	73	0	GRANT
7421	School Travel Plans - Develop Cycle Storage at Schools	138	29	109	138	0	GRANT
7858	Computers for Pupils	687	435	252	687	0	GRANT
7779	Improve Ventilation in ICT Suites (O Manor, Rossmere, W View)	6	1	5	6	0	RCCO
9004	Funding (Modernisation, Access, RCCO) Currently Unallocated	42	0	42	42	0	MIX
7447	Purchase of Interactive Whiteboards (Various Schools)	2	0	2	2	0	GRANT
7344	Brinkburn Pool - Reinstatement of Pool after Fire	1	0	1	1	0	MIX
7814	ICT / Mobile Technology for Children's Social Workers	28	19	9	28	0	GRANT
7818	Sure Start Centre - Miers Avenue Toilets	1	1	0	1	0	GRANT
7426	Purchase & Install new Integrated Children's Computerised System for Children & Families	202	27	175	202	0	GRANT
7652	Sure Start Central - Refurbish Daycare at Chatham House	6	6	0	6	0	GRANT
7901	Celtics Project - Contact Point Enablement Systems	350	318	32	350	0	GRANT
7388	Sure Start Central - Improvement Works at Lowthian Road	3	1	2	3	0	MIX
7210	Capital Grant Contribution towards building Rift House Neighbourhood Nursery	4	0	4	4	0	MIX
7027	Harnessing Technology Grant	350	61	289	350	0	GRANT
7898	BSF - Purchase Additional Accommodation for Brierton Pupils	485	485	0	485	0	MIX
7953	Supply & Install Mobile Classrooms	287	277	10	287	0	MIX
7977	Information System for Parents & Providers Project	19	17	2	19	0	GRANT
8001	Capital Grant to External Nurseries (Early Years)	179	179	0	179	0	GRANT
8023	Sure Start Central - Café Extension to Community Facilities	1	1	0	1	0	GRANT
7089	Youth Capital Fund Plus	452	18	434	452	0	GRANT
7506	Sure Start Central (SSC) - Chatham Road	6	0	6	6	0	MIX
8007	SSC - Chatham Road Garage Conversion / Equipment	34	8	26	34	0	GRANT
n/a	Aggregate Value of Schemes less than 1k (e.g. retention)	2	0	2	2	0	MIX
		8,627	5,943	2,684	8,627	0	

Key

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

CAPITAL OUTTURN REPORT FOR YEAR ENDING 31ST MARCH 2009

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR					
		B	C	D	E	F	G
		2008/2009 Budget £'000	2008/2009 Actual as at 31/03/09 £'000	2008/2009 Expenditure Rephased to 2009/10 £'000	C+D 2008/2009 Total Expenditure £'000	E-B 2008/2009 Variance from budget £'000	Type of financing
7368	Building Safer Communities	52	52	0	52	0	GRANT
7878	Community Safety CCTV Upgrade	50	50	0	50	0	MIX
7431	Community Safety Strategy	86	0	86	86	0	UCPB
7218	Disabled Facility Grants	569	569	0	569	0	GRANT
7611	Drug Interventions Programme	114	114	0	114	0	MIX
7013	Headland Town Square	37	37	0	37	0	MIX
7021	Heugh Battery Phase 2b	156	156	0	156	0	GRANT
7524	HLF-Private Housing	2	2	0	2	0	GRANT
7525	HLF-Railing Restoration	12	12	0	12	0	CAP REC
7219	Home Plus Grants (provided by Endeavour HA)	87	72	15	87	0	GRANT
7231	Housing Thermal Efficiency	99	80	19	99	0	GRANT
7404	HRA Residual Expenditure	9	0	9	9	0	CAP REC
7220	Private Sector Housing Grants	359	350	9	359	0	GRANT
8012	Temporary NDC Funded House Purchases	883	883	0	883	0	GRANT
7230	Housing Market Renewal (house purchases)	7,353	4,453	2,900	7,353	0	GRANT
		9,868	6,830	3,038	9,868	0	

Key

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

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

CAPITAL OUTTURN REPORT FOR YEAR ENDING 31ST MARCH 2009

		EXPENDITURE IN CURRENT YEAR					
	A	B	C	D	E	F	G
Project Code	Scheme Title	2008/2009 Budget £'000	2008/2009 Actual as at 31/03/09 £'000	2008/2009 Expenditure Rephased to 2009/10 £'000	C+D 2008/2009 Total Expenditure £'000	E-B 2008/2009 Variance from budget £'000	Type of financing
7993	Tall Ships - Pedestrian Crossing Hart Road	104	104	0	104	0	MIX
7712	Bridge Community Centre - Demolition	77	77	0	77	0	UCPB
7881	Burn Valley Garden Sewers	4	4	0	4	0	RCCO
7651	Burn Valley Park Beck Environmental Improvements	115	2	113	115	0	MIX
7040	Burn Valley Allotments Security Gate	2	1	1	2	0	MIX
7003	Carnegie Building Refurbishment	3	3	0	3	0	MIX
8022	Central Library Lift - Disabled Access	10	10	0	10	0	UCPB
7986	Central Library RFID Self Issue	130	130	0	130	0	MIX
7377	Central Library - Various Improvement Works	32	29	3	32	0	RCCO
7877	Central Library - Disabled Toilet	4	4	0	4	0	RCCO
7893	Clavering Play Area Upgrade	30	9	21	30	0	MIX
7375	Countryside Development Works	15	0	15	15	0	MIX
7864	Foreshore - Replacement Lifeguard Vehicle	23	0	23	23	0	RCCO
7992	Grayfields Sports Junior Pitches	81	0	81	81	0	MIX
8011	Grayfields CCTV	7	7	0	7	0	MIX
7213	Grayfields Sports Pavillion / Football Strategy	16	16	0	16	0	MIX
7382	Greatham Play Area Equipment	9	0	9	9	0	MIX
7380	H20 Leisure/Water Centre	1,999	0	1,999	1,999	0	UCPB
8020	Hartlepool Maritime Experience Lifts - Disabled Access	28	0	28	28	0	MIX
7001	Headland Community Resource Centre	18	18	0	18	0	MIX
7002	Headland Sports Hall - Sports Improvement	20	20	0	20	0	MIX
7995	Induction Loops for Hard of Hearing	15	0	15	15	0	UCPB
7831	Jutland Road Community Centre - Internal Alterations	3	1	2	3	0	MIX
7414	Jutland Road Play Area Upgrade	65	0	65	65	0	MIX
7996	Maritime Entranceway - Disabled Access	5	4	1	5	0	UCPB
7047	Mill House Leisure Centre - Free Swim Initiative	9	9	0	9	0	GRANT
7106	Mill House Leisure Centre Feasibility	7	7	0	7	0	RCCO
8019	Mill House Leisure Centre Internal Doors - Disabled Access	11	2	9	11	0	UCPB
7994	Mill House Entrance Doors - Disabled Access	5	4	1	5	0	UCPB
8008	Mill House Leisure Centre- Free Swim Initiative	28	22	6	28	0	GRANT
7865	Museum of Harlepool - Redisplay	187	186	1	187	0	MIX
8021	Museum of Hartlepool Signage	2	0	2	2	0	UCPB
7887	Nicholson Fields Allotments	22	0	22	22	0	RCCO
7845	Rossmere - Pitch Improvements	5	0	5	5	0	RCCO
7215	Seaton Carew Cricket Club Ground Improvements	10	10	0	10	0	CAPR
7203	Sir William Gray House - Disability Improvements	3	3	0	3	0	MIX
n/a	Skateboard Park	70	0	70	70	0	RCCO
7991	St Patrick's Shops Multi Use Games Area (MUGA)	2	1	1	2	0	RCCO
7039	Station Lane Allotments Security Gate	3	3	0	3	0	MIX
8009	Throston Allotments Fencing	26	24	2	26	0	MIX
7844	Town Moor - Develop Multi Use Games Area	63	0	63	63	0	MIX
8010	Ward Jackson Park CCTV & Lights	22	22	0	22	0	MIX
7590	Ward Jackson Car Park - Tunstall Court	76	8	68	76	0	MIX
7354	Ward Jackson Park Fountain	5	5	0	5	0	MIX
7990	Ward Jackson Park Bandstand Shutters	4	0	4	4	0	MIX
7081	Waverley Terrace Community Allotment Fencing	10	0	10	10	0	MIX
7211	West View Community Centre	1	0	1	1	0	MIX
		3,386	745	2,641	3,386	0	

Key

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

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

CAPITAL OUTTURN REPORT FOR YEAR ENDING 31ST MARCH 2009

		EXPENDITURE IN CURRENT YEAR					
	A	B	C	D	E	F	G
Project Code	Scheme Title	2008/2009 Budget £'000	2008/2009 Actual as at 31/03/09 £'000	2008/2009 Expenditure Rephased to 2009/10 £'000	C+D 2008/2009 Total Expenditure £'000	E-B 2008/2009 Variance from budget £'000	Type of financing
7012	Headland Regeneration Programme	5	5	0	5	0	CAP REC
7015	Targeted Private Housing Improvements	39	15	24	39	0	CAP REC
7417	Friarage Field Building Demolition	5	0	5	5	0	CAP REC
7510	Interreg Seaport Theme 1	23	23	0	23	0	UCPB
7866	Friarage Manor House	19	1	18	19	0	CAP REC
7895	Economic Devt - Indl & Comm - Grants to Businesses	100	0	100	100	0	UCPB
7896	Brougham Enterprise Centre Toilet & Shower Facilities	40	0	40	40	0	UCPB
7897	Regeneration Match Funding	27	0	27	27	0	UCPB
		258	44	214	258	0	

Key

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

CAPITAL OUTTURN REPORT FOR YEAR ENDING 31ST MARCH 2009

		EXPENDITURE IN CURRENT YEAR					
	A	B	C	D	E	F	G
Project Code	Scheme Title	2008/2009 Budget	2008/2009 Actual as at 31/03/09	2008/2009 Expenditure Rephased to 2009/10	2008/2009 Total Expenditure	2008/2009 Variance from budget	Type of financing
		£'000	£'000	£'000	£'000	£'000	
7025	Headland Paddling Pool	25	25	0	25	0	MIX
7029	A689 Local Safety Scheme	56	39	17	56	0	MIX
7030	Catcote Road - Local Safety Scheme	117	117	0	117	0	MIX
7034	LTP Forfar Road Resurface	9	9	0	9	0	SPE
7035	LTP Lamberd Road Resurface	10	10	0	10	0	SPE
7044	Zebra Crossings	17	14	3	17	0	MIX
7084	Camera Partnership	20	19	1	20	0	RCCO
7092	Resurface Loyalty Road	7	7	0	7	0	GRANT
7093	Resurface South Road	11	11	0	11	0	SPE
7094	Resurface Thornton Street	10	10	0	10	0	SPE
7095	Resurface Cairnston North	9	9	0	9	0	GRANT
7096	Resurface Verner Road	9	9	0	9	0	GRANT
7097	Resurface Miers Avenue / Winterbottom Avenue	11	11	0	11	0	SPE
7098	Footway - Eddleston Walk	7	7	0	7	0	UCPB
7206	CSS Social Lighting Programme	24	17	7	24	0	MIX
7207	LTP-Community Safety-Car Park Security/CCTV	70	22	48	70	0	SPE
7235	Low Floor Infrastructure	30	24	6	30	0	SPE
7236	Bus Shelter Improvements	69	36	33	69	0	SPE
7237	Cycle Routes General	100	101	0	101	1	MIX
7240	Hartlepool Transport Interchange	1,962	416	1,546	1,962	0	SPE
7241	Dropped Crossings	20	29	0	29	9	SPE
7242	Other Street Lighting	82	82	0	82	0	MIX
7244	Travel Plans - promotional materials	10	1	9	10	0	SPE
7247	Bus Quality Corridor - Bus-stop Flagpoles	15	14	1	15	0	SPE
7250	Sustainable Travel Awareness	11	7	4	11	0	GRANT
7251	Public Transport CCTV	10	0	10	10	0	SPE
7252	Safer Streets Initiative	3	3	0	3	0	GRANT
7265	Coastal Protection Strategic Study	2	2	0	2	0	GRANT
7424	Pride in Hartlepool	28	28	0	28	0	MIX
7452	Local Safety Scheme	9	9	0	9	0	GRANT
7455	Hart Lane Road Safety Improvements	95	95	0	95	0	MIX
7487	Local Transportation Plan-Monitoring	5	5	0	5	0	SPE
7499	Lithgo Close - Contaminated Land	2,108	1,724	384	2,108	0	MIX
7508	Anhydrite Mine	176	51	125	176	0	MIX
7540	LTP - Tees Valley Major Scheme Bid	3	3	0	3	0	SPE
7541	Safer Routes to School	5	4	1	5	0	GRANT
7542	LTP - Parking Lay-By	5	4	1	5	0	SPE
7544	LTP - Shop Mobility	40	0	40	40	0	SPE
7545	LTP - Motorcycle Training	21	21	0	21	0	GRANT
7546	LTP - Road Safety Education & Training	17	12	5	17	0	GRANT
7549	LTP - Other Bridge Schemes	78	79	0	79	1	MIX
7580	Highways Remedial Works - Hartlepool Marina	5	1	4	5	0	TDC
7581	Tees Valley Boundary Signs	5	0	5	5	0	GRANT
7605	Focus Section 278	6	0	6	6	0	GRANT
7624	LTP - Headland Traffic Management	9	9	0	9	0	SPE
7639	Footpath Works to Marina	9	9	0	9	0	SPE
7644	LTP - School Travel Plans	15	6	9	15	0	GRANT
7645	LTP - General	4	2	2	4	0	SPE
7706	Waterproofing Phase 2 - Multi Storey Car Park	948	658	290	948	0	UCPB
7714	Owton Manor Lane Shops	9	5	4	9	0	SPE
7734	LTP - Hart Lane/Wiltshire Way Junction Improvement	79	60	4	64	(15)	SPE
7736	LTP - York Road (Park Road to Lister Street)	583	583	0	583	0	SPE
7805	LTP - Footpath - West View Road	8	8	0	8	0	SPE
7835	LTP - Clavering Area Traffic Management	92	12	80	92	0	CAP REC
7838	LTP - Tees Road Footways (west side)	64	64	0	64	0	GRANT
7846	Raby Road Puffin Crossing	17	17	0	17	0	MIX
7847	Coast Protection - Headland Fencing and Promenade	28	15	13	28	0	CAP REC
7852	Highway Improvements - TESCO Section 106 Expend	333	114	219	333	0	GRANT
7856	Stranton Traffic Management	50	50	0	50	0	SPE
7891	Strategy Study - Seaton Carew	500	268	232	500	0	GRANT
7892	Strategy Study - Town Wall	107	56	51	107	0	GRANT
7899	Coast Protection 809 UPB	100	68	32	100	0	UCPB
7906	Bryan Hanson House On Street Parking	90	67	23	90	0	UDPB
7956	LTP-Cycle Route Signage	5	2	3	5	0	SPE
7957	LTP-Seaton Carew Railway Station Improvements	50	13	37	50	0	SPE

7962	LTP-HM-Wooler Road Carriageway Reconstruction	156	127	0	127	(29)	SPE
7963	LTP-HM-Holdforth Road Carriageway Reconstruction	128	153	0	153	25	SPE
7964	LTP-HM-Hart Lane Carriageway Reconstruction	50	28	22	50	0	MIX
7965	LTP-HM-Calcote Turning Circle Reconstruction	12	5	7	12	0	MIX
7966	LTP-HM-Queen Street Carriageway Reconstruction	18	0	14	14	(4)	SPE
7968	HM-Fletcher Walk Footway Reconstruction	33	29	4	33	0	UCPB

PORTFOLIO : TRANSPORT & NEIGHBOURHOODS

Appendix H (cont)

CAPITAL OUTTURN REPORT FOR YEAR ENDING 31ST MARCH 2009

Project Code	Scheme Title	EXPENDITURE IN CURRENT YEAR					
		B	C	D	E	F	G
		2008/2009 Budget	2008/2009 Actual as at 31/03/09	2008/2009 Expenditure Rephased to 2009/10	2008/2009 Total Expenditure	2008/2009 Variance from budget	Type of financing
		£'000	£'000	£'000	£'000	£'000	
7970	LTP-HM-Oxford Street Footway Reconstruction	11	18	0	18	7	SPE
7972	Miscellaneous Traffic Management Schemes	51	35	16	51	0	MIX
7973	Miscellaneous Safety Schemes	25	26	0	26	1	MIX
7984	King Oswy Drive Cycleway Improvements	10	1	9	10	0	SPE
8006	Access Road to Briarfields	135	116	19	135	0	CAP REC
8015	Tesco-New Entrance/Junction/Lights Section 278	246	246	0	246	0	GRANT
8026	Transport Asset Management	15	0	15	15	0	GRANT
7894	Security Fencing - Recycling Centre	45	45	0	45	0	UCPB
7272	Wheelie Bin Purchase	52	52	0	52	0	UDPB
7465	Recycling Scheme (containers etc)	72	20	52	72	0	UDPB
7821	Waste Performance Efficiency Grant (containers etc)	161	88	73	161	0	GRANT
7720	Public Conveniences	604	237	367	604	0	UDPB
7999	Marina Way Landscaping	88	7	81	88	0	RCCO
		10,344	6,406	3,934	10,340	(4)	

Key

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

7.3 Appendix I

FINANCE & PERFORMANCE MANAGEMENT

ACCOUNTABLE BODY REVENUE MONITORING REPORT PERIOD ENDING 31st March 2009

TABLE 1 - NEW DEAL FOR COMMUNITIES

Line No Col. A	Description of Best Value Unit Col. B	Outturn Position		
		2008/2009 Approved Budget	2008/2009 Actual Expenditure / Income	2008/2009 Variance; Adverse/ (Favourable)
		Col. C	Col. D	Col. E
		£'000	£'000	(E=D-C) £'000
1	Longhill - Site Manager	36.0	36.0	0.0
2	Longhill CCTV	68.0	68.0	0.0
3	Longhill Environmental Task Force	65.0	65.0	0.0
4	Enterprise Development Package - Enterprise Support Scheme	93.0	93.0	0.0
5	Commercial Areas - Bus Support Manager	38.0	38.0	0.0
6	Opening Doors - Phase 2	82.0	82.0	0.0
7	Opening Doors - Phase 3	21.0	21.0	0.0
8	Sure Start Early Years	13.0	13.0	0.0
9	Low Level Support - Phase II	66.0	66.0	0.0
10	Drug Outreach	16.0	16.0	0.0
11	Childrens Emotional Wellbeing	49.0	49.0	0.0
12	Football Development Officer	40.0	40.0	0.0
13	Peoples Access to Health	146.0	146.0	0.0
14	Young Persons Emotional Wellbeing	9.0	9.0	0.0
15	Community Wardens	60.0	60.0	0.0
16	Target Hardening - Phase 3	3.0	3.0	0.0
17	Community Safety Grants Pool	7.0	7.0	0.0
18	Selective Licensing	46.0	46.0	0.0
19	Victim Support	22.0	22.0	0.0
20	Voluntary Sector Pool	5.0	5.0	0.0
21	Crime Premises	30.0	30.0	0.0
22	Police Community Support Officers	13.0	13.0	0.0
23	Dordrecht	1.0	1.0	0.0
24	CCTV Implementation - Phase 2	47.0	47.0	0.0
25	Anti-Social Behaviour - Phase 2	32.0	32.0	0.0
26	Community Learning Centre - Stranton	39.0	39.0	0.0
27	Community Learning Centre - Lynnfield	69.0	69.0	0.0
28	Bursary Fund	3.0	3.0	0.0
29	Family Support	10.0	10.0	0.0
30	Educational Achievement Project	50.0	50.0	0.0
31	Key Stage 2 & 3 Transition	63.0	63.0	0.0
32	Raising Aspirations	117.0	117.0	0.0
33	Sustaining Attainment	44.0	44.0	0.0
34	Sustaining Consultancy Fund	40.0	40.0	0.0
35	Community Chest	20.0	20.0	0.0
36	Belle Vue Extension	9.0	9.0	0.0
37	Osbourne Road Hall	9.0	9.0	0.0
38	Ethnic Minorities	38.0	38.0	0.0
39	Money Advice and Debt Counselling Service	35.0	35.0	0.0
40	Peoples Centre	28.0	28.0	0.0
41	Lynnfield Play area	1.0	1.0	0.0
42	Hartlepool Youth Project	100.0	100.0	0.0
43	Grange Road Methodist Church	15.0	15.0	0.0
44	Community Transport	5.0	5.0	0.0
45	Oxygen Centre - Cap Building	8.0	8.0	0.0

46	Community Learning Centres	10.0	10.0	0.0
47	Community Development Work	72.0	72.0	0.0
48	Childrens Learning & Action Project	0.0	0.0	0.0

FINANCE & PERFORMANCE MANAGEMENT**ACCOUNTABLE BODY REVENUE MONITORING REPORT PERIOD ENDING 31st March 2009****TABLE 1 - NEW DEAL FOR COMMUNITIES**

Line No	Description of Best Value Unit	Outturn Position		
		2008/2009 Approved Budget	2008/2009 Actual Expenditure / Income	2008/2009 Variance; Adverse/ (Favourable)
Col. A	Col. B	Col. C	Col. D	Col. E (E=D-C)
		£'000	£'000	£'000
49	Resident Steering Group ICT For RSG Members - Cap Building	3.0	3.0	0.0
50	RSG Resident Training - Capacity Building Project	2.0	2.0	0.0
51	Evaluation Project	99.0	99.0	0.0
52	NDC Trust	1.0	1.0	0.0
53	Communications Project Phase II	82.0	82.0	0.0
54	Neighbourhood Management	337.0	337.0	0.0
55	Housing Regeneration	65.0	65.0	0.0
56	Management and Administration	422.0	422.0	0.0
57	Totals	2,804.0	2,804.0	0.0

TABLE 2 - SINGLE PROGRAMME

Line No	Description of Best Value Unit	Outturn Position		
		2008/2009 Approved Budget	2008/2009 Actual Expenditure / Income	2008/2009 Variance; Adverse/ (Favourable)
Col. A	Col. B	Col. C	Col. D	Col. E (E=D-C)
		£'000	£'000	£'000
61	Management and Administration	30.0	30.0	0.0
62	Building Futures	395.0	353.0	(42.0)
63	Tall Ships Races - Cultural Surround	54.0	54.0	0.0
64	Totals	479.0	437.0	(42.0)

CAPITAL OUTTURN REPORT FOR YEAR ENDING 31ST MARCH 2009

TABLE 1 - RESOURCES

Project Code	Scheme Title	EXPENDITURE IN CURRENT YEAR					
		B	C	D	E	F	G
		2008/2009 Budget £'000	2008/2009 Actual as at 31/03/09 £'000	2008/2009 Expenditure Rephased to 2009/10 £'000	C+D 2008/2009 Total Expenditure £'000	E-B 2008/2009 Variance from budget £'000	Type of financing
7784	Borough Buildings - Replace Water Heaters	6	6	0	6	0	UCPB
7786	Brinkburn Centre - Renew Filter to Swimming Pool	9	9	0	9	0	UCPB
7785	Brinkburn Centre - Renew Sports Hall Change Rooms	3	3	0	3	0	UCPB
7998	Brinkburn Youth Centre - Roof & Lighting Works	5	5	0	5	0	RCCO
7867	City Challenge - Burbank/Murray St	130	45	85	130	0	GRANT
7091	City Challenge Clawback	229	0	229	229	0	GRANT
7031	Civic Centre - Replace Sprinkler System	83	1	82	83	0	UCPB
7117	Civic Centre Access System	72	0	72	72	0	UCPB
7116	Civic Centre Disabled Toilets	78	0	78	78	0	UCPB
7115	Civic Centre Ramp	29	0	29	29	0	UCPB
7200	Civic Centre Refurbishment	2,489	703	1,786	2,489	0	UCPB
7037	Civic Centre Toilets	137	0	137	137	0	UCPB
7257	Corporate Planned Maintenance DDA Works	66	20	46	66	0	UCPB
7041	Corporate Planned Maintenance Unallocated	33	0	33	33	0	UCPB
7446	EDRMS and Workflow Development	36	36	0	36	0	UCPB
7718	Eldon Grove Leisure Centre Demolition	40	40	0	40	0	UCPB
7471	ERDMS Phase 3	69	69	0	69	0	UCPB
7445	Financial Management System (FMS)	2	2	0	2	0	UCPB
7836	IT Project Resolution	92	92	0	92	0	UCPB
7623	IT Projects	89	17	72	89	0	UCPB
7468	IT Strategy	500	0	500	500	0	UDPB
7988	Lynn St Depot Garage - Install Overhead Heaters	60	9	51	60	0	UCPB
7631	Members ICT/Flexible & Remote Access	50	35	15	50	0	UCPB
7987	Mill House Leisure Centre - Renew Pool Filters	35	27	8	35	0	RCCO
7264	Mobile Benefits	21	0	21	21	0	CAP REC
7989	Municipal Buildings - Access System	9	0	9	9	0	UCPB
7781	Municipal Buildings Renew Boiler & Heating System	145	0	145	145	0	UCPB
8013	Municipal Buildings Replace Fire Alarm System	29	29	0	29	0	UCPB
7982	Osbourne Road Property Demolition	41	40	1	41	0	CAP REC
7036	SCRAPT Unallocated	36	0	36	36	0	UCPB
7705	Seaton Bus Station Refurbishment	219	219	0	219	0	UCPB
tba	Seaton Clock	3	0	3	3	0	UCPB
7026	Sir William Gray House - Fire Alarm	25	0	25	25	0	UCPB
7418	St Benedicts Barlows Building Demolition	35	0	35	35	0	CAP REC
8049	St Hilds Church North & West Clock Dial	21	0	21	21	0	UCPB
7782	Stranton Crematorium Roof Repair	7	7	0	7	0	UCPB
7634	Town Centre LIFT Scheme	90	0	90	90	0	UCPB
7466	Vehicle Purchases	1,070	584	486	1,070	0	UCPB
7467	War Memorials Refurbishment	85	77	8	85	0	UCPB
7263	York Flatlets Demolition	8	0	8	8	0	CAP REC
		6,186.0	2,075.0	4,111.0	6,186.0	0.0	

Key

RCCO Revenue Contribution towards Capital

MIX Combination of Funding Types

UCPB Unsupported Corporate Prudential Borrowing

SCE ® Supported Capital Expenditure (Revenue)

GRANT Grant Funded

CAP REC Capital Receipt

UDPB Unsupported Prudential Borrowing

SPB Supported Prudential Borrowing

PORTFOLIO : FINANCE & PERFORMANCE MANAGEMENT

CAPITAL OUTTURN REPORT FOR YEAR ENDING 31ST MARCH 2009

TABLE 2 - New Deal for Communities

Project Code	Scheme Title	EXPENDITURE IN CURRENT YEAR					
		B	C	D	E	F	G
		2008/2009 Budget £'000	2008/2009 Actual as at 31/03/09 £'000	2008/2009 Expenditure Rephased to 2009/10 £'000	C+D 2008/2009 Total Expenditure £'000	E-B 2008/2009 Variance from budget £'000	Type of financing
7071	Area Remodelling Project	275	275	0	275	0	MIX
7061	Business Security Fund	17	17	0	17	0	NDC
7062	CIA Building Modernisation Grant	147	147	0	147	0	NDC
7063	CIA Environmental Improvements	5	5	0	5	0	NDC
7054	Crime Premises	1	1	0	1	0	NDC
7074	Duke Street / Mulgrave Road	5	5	0	5	0	NDC
7079	Home Improvement Programme	273	273	0	273	0	NDC
7059/7060	Longhill Business Security and Environmental Improvements	83	83	0	83	0	MIX
7087	Longhill CCTV	31	31	0	31	0	MIX
7058/7069	Longhill Junction Improvements	1	1	0	1	0	NDC
7086	Lynnfield Play Area	36	36	0	36	0	NDC
7065/7070	Neighbourhood management	35	35	0	35	0	NDC
8014	Neighbourhood Management Ph 2	18	18	0	18	0	NDC
7038	Opening Doors Phase 3	29	29	0	29	0	NDC
7052	Peoples Centre	63	63	0	63	0	NDC
7971	Raby Road Improvements	250	250	0	250	0	NDC
7073	Stranton Improvements	133	133	0	133	0	NDC
8004	Strategic Land Purchase	128	128	0	128	0	NDC
8003	Sustaining Centres	135	135	0	135	0	NDC
7056	Target Hardening Phase 3	71	71	0	71	0	NDC
7051	Voluntary Sector Premises Pool	22	22	0	22	0	NDC
7085	York Road Environmental Improvements	18	18	0	18	0	NDC
		1,776.0	1,776.0	0.0	1,776.0	0	

TABLE 3 - Single Programme

Project Code	Scheme Title	EXPENDITURE IN CURRENT YEAR					
		B	C	D	E	F	G
		2008/2009 Budget £'000	2008/2009 Actual as at 31/03/09 £'000	2008/2009 Expenditure Rephased to 2009/10 £'000	C+D 2008/2009 Total Expenditure £'000	E-B 2008/2009 Variance from budget £'000	Type of financing
7103	Central Area Attractors - Wingfield Castle	400	400	0	400	0	MIX
7871	Central Area Development Frame	5	5	0	5	0	SP
		405.0	405.0	0.0	405.0	0.0	

Key

RCCO Revenue Contribution towards Capital

MIX Combination of Funding Types

UCPB Unsupported Corporate Prudential Borrowing

SCE ® Supported Capital Expenditure (Revenue)

GRANT Grant Funded

CAP REC Capital Receipt

UDPB Unsupported Prudential Borrowing

SPB Supported Prudential Borrowing

CABINET REPORT

7th September 2009



Report of: Corporate Management Team

Subject: YEAR END – CORPORATE PLAN AND 2008/2009
REVENUE OUTTURN REPORT

SUMMARY

1. PURPOSE OF REPORT

1.1 To inform Cabinet of: -

- the progress made towards achieving the Corporate Plan
- the Council's overall Revenue Outturn for 2008/2009.

2. SUMMARY OF CONTENTS

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

2.2 The Detailed Revenue Outturn report covers the following areas:-

- Overview of 2008/2009 Revenue Outturn
- Outturn against Departmental, Corporate, and High Risk Budget Areas;
- Detailed Outturns by Portfolio;
- Outturn Position on Efficiency Saving Targets Identified in the 2008/2009 Budget Strategy;
- Revenue Contributions towards Capital Expenditure
- School Balances as at 31st March, 2009
- Key Balance Sheet information.

3. RELEVANCE TO CABINET

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

4. TYPE OF DECISION

4.1 Non-Key

5. DECISION MAKING ROUTE

5.1 Cabinet, 7th September 2009.

6. DECISION(S) REQUIRED

6.1 Cabinet is asked to note the report

Report of: Corporate Management Team

Subject: YEAR END – CORPORATE PLAN AND
2008/2009 REVENUE OUTTURN REPORT

1. PURPOSE OF REPORT

- 1.1 To inform Cabinet of the progress made towards achieving the Corporate Plan outcomes through planned actions, and to provide details of the Council's 2008/2009 Revenue Outturns.

2. BACKGROUND

- 2.1 Cabinet has previously received, at its meeting on 18th May 2009, a report detailing progress made against the 2008/09 Corporate Plan actions.
- 2.2 The initial 2008/2009 Outturn Strategy was approved by Council on 12th February, 2009 and the final strategy was approved by Cabinet on 18th May, 2009. These reports provided a strategic overview of the forecast outturn position. At the time of preparing the reports, work on a number of complex funding issues had not been completed and a range of figures were provided.
- 2.5 Previous monitoring reports integrated both performance information and budget monitoring information. Information relating to Performance Indicators is now available and, as such, an integrated report has been produced providing a comprehensive analysis on Actions, Performance Indicators (PIs) along with details of the Council's final Revenue Outturn position for 2008/09, which is within the forecast range.
- 2.5 The document is page numbered, allowing Members easier navigation around the report and covers the following headings:-

Section	Heading	Page
3.	Overall Performance and Progress on Actions and key Performance Indicators	2
4.	Revenue Outturn 2008/2009	4
	Detailed Performance Monitoring Sections	
5.	Adult and Public Health Portfolio	10
6.	Children's Services Portfolio	12
7.	Culture, Leisure and Tourism Portfolio	14
8.	Finance and Efficiency Portfolio	15
9.	Neighbourhoods and Communities Portfolio	17

Section	Heading	Page
10.	Performance Management Portfolio	18
11.	Regeneration and Liveability Portfolio	20
12.	Conclusions	22
13.	Recommendations	22
Appendix A	Summary Revenue Outturn Report to 31 st March, 2009, by Department	23
Appendix B - H	Revenue Outturn Report to 31 st March, 2009, by Portfolio	24 - 43
Appendix I	Area Based Revenue Grants - Revenue Outturn Report 2008/2009	44 - 45
Appendix J	Outturn against High Risk Budget Areas by Department	46
Appendix K	Outturn Position on Efficiency Savings/Increased Income Targets identified in the 2008/2009 Budget Strategy	47 - 54
Appendix L	Revenue Contributions towards Capital Expenditure	55 - 56
Appendix M	School Balances as at 31 st March, 2009	57

- 2.2 This report will be submitted to Scrutiny Co-ordinating Committee on 18 September 2009. This will ensure that Scrutiny Co-ordinating Committee is able to review the report at the earliest opportunity.

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

- 3.1 The Council identified 121 actions with specific completion dates and 116 key performance indicators (KPIs) as measures of success in the 2008/2009 Corporate Plan. Overall performance is good, and in line with expectations at the start of the municipal year with 91% of actions having been completed. However only 66% of the KPIs, that had targets set, achieved those targets. Tables 1 and 2 below summarise officers' views on progress as at 31st March 2009, for each Portfolio Holder's responsibilities: -

- A RED traffic light signifies the Action has not been completed or the KPI failed to achieve target by more than 5%.
- An AMBER traffic light signifies the Action is expected to meet target or the KPI was within 5% of target
- A GREEN traffic light signifies the target for the Action/KPI has been achieved.

Table 1 – Progress on Actions within the Corporate Plan

Portfolio	Actions by Traffic Light					
	Green		Amber		Red	
	No.	%	No.	%	No.	%
Adult Services and Public Health	20	87%	2	9%	1	4%
Children's Services	22	85%	3	12%	1	4%
Culture, Leisure and Tourism	4	100%	0	0%	0	0%
Finance and Efficiency	5	50%	1	10%	4	40%
Neighbourhood and Communities	13	93%	0	0%	1	7%
Performance	8	67%	1	8%	3	25%
Regeneration and Liveability	30	94%	1	3%	1	3%
Total	102	84%	8	7%	11	9%

Table 2 – Progress on Key Performance Indicators

Portfolio	KPIs by Traffic Light					
	Green		Amber		Red	
	No.	%	No.	%	No.	%
Adult Services and Public Health	5	45%	1	9%	5	45%
Children's Services	11	42%	2	8%	13	50%
Culture, Leisure and Tourism	4	100%	0	0%	0	0%
Finance and Efficiency	3	10%	0	0%	0	0%
Neighbourhood and Communities	10	71%	1	7%	3	21%
Performance	3	100%	0	0%	0	0%
Regeneration and Liveability	21	84%	0	0%	4	16%
Total	57	66%	4	5%	25	29%

*figures may not always add to 100% due to rounding

** table only includes indicators that had targets set for 2008/09

3.3 Key areas of progress included: -

- The proportion of people commissioning their own services has increased over the year and this is expected to continue as more people take personal budgets and direct payments and the range of services available to people develops further
- Support and challenge to schools to improve performance to national averages and above saw 67% of pupils achieving 5 A*-C GCSE results, putting Hartlepool above the national average for the first time in its history and KS2 results in 2008 were the best ever results for the town placing Hartlepool 14th in the country in English, 7th in science and 6th in maths (Note: information relates to 2007/08 Academic Year).
- The Library service has implemented self service (RFID) radio frequency identification which has transformed the receipt and issue of library books to a self serve operation. This capital investment has enabled the Central Library to provide

additional services and this principle will be rolled out to the branch library network in the future

- A Code for Governance Arrangements has been agreed and reported to appropriate member groups
- Hartlepool and other Tees Valley authorities agreed an enhanced concessionary fares scheme for 2009/2010 allowing free travel in the Tees Valley for over 60s and the disabled at all times rather than just off peak times
- £1.2m additional funding secured for asset management priorities
- First time entrants to the Youth Justice system have been reduced and a team to work with schools is being established.

4. REVENUE FINANCIAL MANAGEMENT 2008/2009 - SUMMARY

4.1 This section provides details covering the following areas: -

- Overview of 2008/2009 Revenue Outturn.
- Outturn against high risk budget areas.
- Outturn position on efficiency savings/increased income targets identified in the 2008/2009 Budget Strategy.
- Revenue Contributions towards Capital Expenditure
- School Balances 2008/2009.
- Key Balance Sheet information.

4.2 Overview of 2008/2009 Revenue Outturn

The outturn strategy approved by Council covered the following key issues: -

- i) the allocation of uncommitted one-off resources to support specific one-off expenditure commitments (£0.147m), the allocation of resources to support future years budgets (£2.904m) and the creation of an Income Equalisation Risk Reserve if uncommitted resources became available;
- ii) the allocation of additional resources for Building Schools for the Future costs (£1.5m) and Tall Ships (£0.5m). The resources allocated for Tall Ships provide a risk contingency to protect the Council's financial position if income is less than anticipated owing to adverse weather when the Tall Ships visit. In the event that this risk contingency is not needed this money can be returned to the General Fund in 2010/2011. These contributions are funded from higher investment income;
- iii) a strategy for funding forecast departmental overspends of £2.6m. This strategy involved capitalising various one-off projects which it was planned to fund from in-year revenue

contributions to capital outlay and the Capital Funding Reserve. This proposal releases revenue resources to offset departmental overspends. On the downside the expenditure capitalised needs to be funded from Prudential Borrowing. The resulting annual repayment costs will be a first call on the £1.5m headroom included in the 2010/2011 budget forecast. This strategy was adopted to protect the Council's medium term financial position and to assist manage the budget position over more than one financial year.

- 4.3 The final outturns have confirmed that resources have been set aside for items (i) and (ii) detailed in the previous paragraphs. These amounts were funded from the Local Authority Business Growth Incentive (LABGI) grant and the under-spend on the Centralised Estimates budget, which reflected higher investment income.
- 4.4 In relation to item (iii), the departmental outturns, the actual total overspend was £1.65m, compared to the quarter 3 forecast of £2.6m. The reduction in the overall overspend reflects actions by departments to reduce expenditure in the latter part of the year and overspends on demand services not being quite as high as previously forecast.
- 4.5 Whilst the actual departmental overspend is not as high as previously forecast this amount still needed to be funded by releasing Revenue Contributions to Capital Outlay (RCCO's) and the Capital Funding Reserve. Therefore, Cabinet approved the proposal to capitalise expenditure of £2.6m and to fund this expenditure from Prudential Borrowing. As a result of the reduction in the departmental overspends there is an uncommitted balance on RCCO's and the Capital Funding Reserve of £0.95m. This uncommitted balance has been carried forward at the end of 2008/2009 as part of General Fund Balances.
- 4.6 There has also been an underspend on the Area Based Grant of £0.221m. This amount has also been transferred to the General Fund and carried forward at the end of 2008/2009.
- 4.7 After reflecting the items in paragraphs 4.3 to 4.6 there has been a net contribution to Unearmarked General Fund Balances of £1.113m. Cabinet will develop a strategy for using these resources and refer these proposals to Council during 2009.
- 4.8 A summary of the overall outturn position for the General Fund is detailed at **Appendix A**, which shows that £1.113m has been transferred to Unearmarked General Fund Balances. Proposals for using this amount to fund one off Business Transformation

costs were referred to Council in July. Council has referred this proposal to Scrutiny Co-ordinating Committee.

- 4.9 Appendix A is supported by individual detailed outturn statements for each portfolio; as set below:

- Appendix B - Adult and Public Health
- Appendix C - Children's Services
- Appendix D - Community Safety & Housing
- Appendix E - Culture Leisure & Tourism
- Appendix F - Finance & Performance Management
- Appendix G - Regeneration & Economic Development
- Appendix H - Transport & Neighbourhood

- 4.10 These detailed reports include reasons for the main variances, and outline those areas where budget variances are continuing beyond 2008/2009 which have been addressed in the 2009/10 Budget.

- 4.11 In accordance with the Council's Financial Procedure Rules, transfers to Strategic Risk Reserves have been agreed with the Chief Financial Officer. Details of the contributions to reserves in 2008/09 are also set out in Appendix B to H of this report.

- 4.12 A breakdown of the underspend on the Area Based Grant of £0.189m, is attached at **Appendix I**.

4.13 **Outturn against High Risk Budget Areas**

During 2008/2009, as well as monitoring budgets by individual departments and corporate budgets at a global level, high risk budget areas were identified and explicitly monitored. The outturn for each high risk budget area is attached at **Appendix J**, which indicates that there are significant variances on a number of the departmental budgets. These variances have, in part, contributed to the overspend on Departmental budgets.

4.14 **Outturn Position on Efficiency Savings/Increased Income Targets Identified in the 2008/2009 Budget Strategy**

A number of savings/increased income targets were included in the 2008/2009 Budget Strategy. A comprehensive schedule providing details of the outturn position against each target is attached at **Appendix K**. These variances have, in part, contributed to the overspend on Departmental budgets.

4.15 **Revenue Contributions towards Capital Expenditure**

In accordance with Financial Procedure Rules, departmental outturns reflect a number of contributions towards capital expenditure schemes as detailed in **Appendix L**. These transfers have been agreed by the Chief Financial Officer and are detailed for Members information.

4.16 **School Balances as at 31st March, 2009**

Details of School Balances are shown in **Appendix M**. This shows that School Balances have reduced by almost 6% during 2008/2009 from £4.123m to £3.882m. In line with best practice the Children's Services Department has requested information from schools regarding their planned use of balances this year as discussed and agreed by the Schools Forum. This data is currently being collated and analysed to determine how much is earmarked and how much is unallocated.

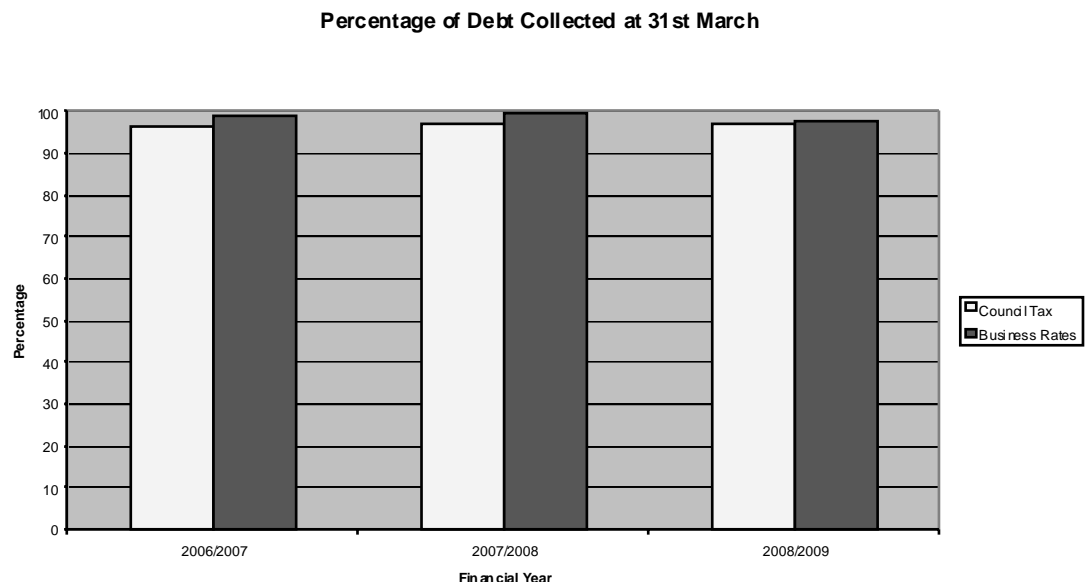
- 4.17 The Schools Forum has identified the categories of expenditure that are prescribed as earmarked resources – setting the 2009/10 budget, ICT developments, premises improvements, contributions to capital projects, workforce remodelling, long term sickness cover, pupil number changes and other specifically defined purposes. Balances that have not been earmarked for specific use will then be compared with the DCSF guidelines that any unallocated reserve balance in excess of 8% and 5% for primary and secondary schools respectively, is excessive and should be 'clawed back' and redistributed across all schools. A Report providing this breakdown and analysis of School Balances will be taken to Schools Forum on 7th October 2009.

4.18 **Key Balance Sheet Information**

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

- Debtors

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

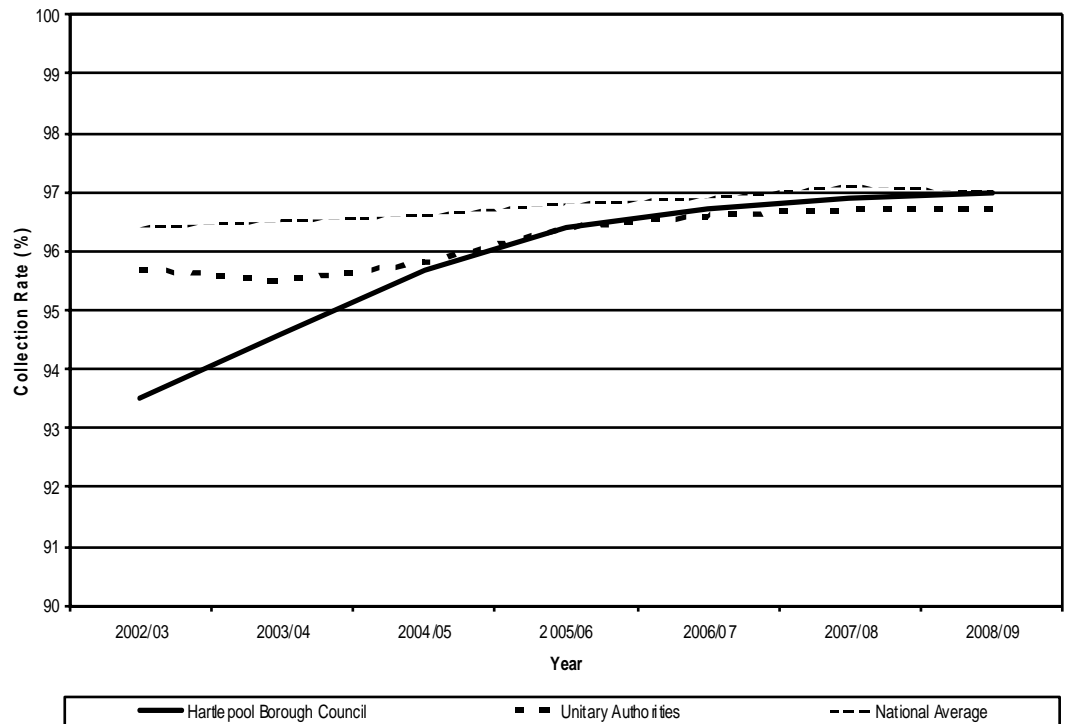


The Council Tax collection rate is up by 0.1% (to 97%) and the NNDR collection rate is down slightly by 1.6% (to 97.9%) when compared to the previous financial year.

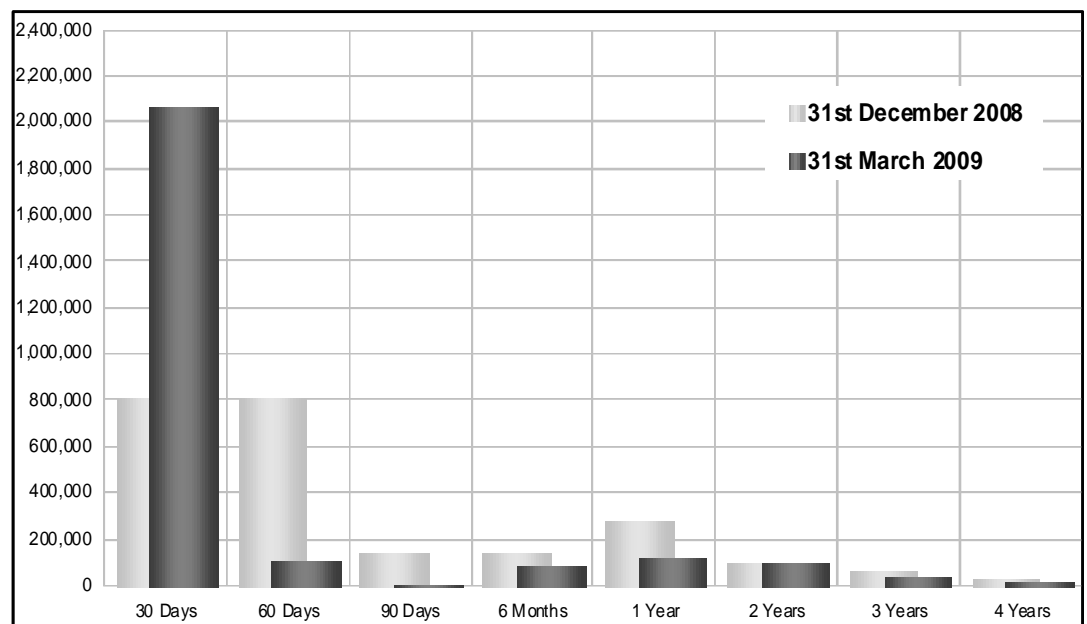
This is the sixth successive year Council Tax collection rates have improved. For Members information the following graph details Council Tax collection rates for the period 2002/03 to 2008/09 for Hartlepool, Unitary Authority Average and National Average (source of figures is the Department for Communities and Local Government – Collection Rates for Council Tax statistics). The graph shows that over this period Hartlepool has significantly increased its collection rate. Key highlights include the following issues:

- In 2002/03 Hartlepool's collection rate was below the national and unitary authorities' average.
- Since 2006/07 Hartlepool's collection rate has exceed the Unitary Authorities average;
- In 2008/09 Hartlepool's collection rate was the same as the national average and exceed the Unitary Authorities average.

Council Tax Collection Rate Comparison 2002/03 - 2008/09



The position in relation to Sundry Debtors is summarised below:



At the start of the current financial year the Council had outstanding sundry debts of £2.218m. During the period 1st April, 2008 to 31st March, 2009, the Council issued 10,500

invoices with a value of £16.752m. Together these two amounts total £18.970m. As at 31st March, 2009, the Council had collected £16.395m.

- Current Year Debt

With regard to current outstanding debt, this totals £2.277m at 31st March, 2009, inclusive of approximately £2.068m of debt outstanding for less than thirty days.

- Previous Years Debt

These debts relate to the more difficult cases where court action or other recovery procedures are being implemented. At 31st March, 2009, debts older than one year totalled £0.297m compared to £0.479m at 31st December, 2008.

- Borrowing Requirements

The Council's arrangement for borrowing accord with the Council's Treasury Management Strategy, which was drawn up to comply with the Code of Practice for Treasury Management in Local Authorities published by the Chartered Institute of Public Finance and Accountancy.

In accordance with this strategy the Council has taken a proactive approach to managing cash investments and debt. During 2008/2009 the Council repaid long term debt of £20m. The necessary liquidity was provided through a combination of reducing investments as they matured and temporary borrowing, pending the maturity of other investments. This strategy reduced external cash investments during a period of market uncertainty. The Council had no investments with Icelandic banks as these organisations were not on the Council's approved investments list. The Council will maintain this position until the current market uncertainty is resolved or long term interest rates are forecast to increase at which stage the Council will reassess its long term borrowing requirement.

5. ADULT AND PUBLIC HEALTH PORTFOLIO

5.1 Performance Update for the Period Ending 31st March 2009







- 5.1.1 Within the Adult and Public Health Service Portfolio there are a total of 23 actions identified in the 2008/2009 Corporate Plan, 20 of these actions (87%) have been achieved with a further 2 (9%) having a longer term target date but are expected to achieve their targets. Only one action (4%) has not been fully completed by the target date, and this is included in table APH1 below.

Table APH1 – Actions assessed as not fully achieving target

Action	Target Date	Comment
Outcome: To empower local people to have a greater voice and influence over local decision making and the delivery of services		
SC A06 - To develop co-ordinated strategy for appropriate partnerships with the voluntary sector	31/03/2009	Most actions have been completed or substantially progressed. Work has focused on the Compact. This was completed and endorsed by the Council and the Hartlepool Partnership, along with other signatories from the community voluntary sector and other public agencies. The Voluntary Sector Strategy is now completed and a Steering Group set up to manage the implementation of this and the Compact. Work has progressed to support a user led organisation to develop a centre for Independent Living through DCSF. A bid has been submitted to the Cross Government Co Location Fund which would build on existing work, with the outcome (if the bid is successful) of having a range of health, social care and community services as part of the Healthy Living Centre Model.


- 5.1.2 There were 18 Performance Indicators included in the Corporate Plan for the Adult and Public Health Portfolio, although targets could only be set for 11 indicators. 5 of these (45%) achieved target, but the other 6 (55%) did not. Of these 1 only narrowly missed its target (by less than 5), and this, along with the remaining Indicators that did not achieve target are listed in Table APH2 below: -

Table APH2 – Performance Indicators that did not achieve target

Code	Indicator	Outturn	Target	Status
NI 142	Percentage of vulnerable people who are supported to maintain independent living	98.51%	99.15%	
NI 123	Stopping smoking	1562	1769	
NI 120b	All-age all cause mortality rate – Males	867	801	
NI 162	Number of entry level qualifications in numeracy achieved	115	122	
NI 55(iv)	Obesity in primary school age children in Reception: Line 4	13.0%	9.0%	
NI 56(ix)	Obesity in primary school age children in Year 6: Line 9	25.6%	24.0%	

Key

 - Indicator narrowly missed target (by less than 5%)

 - Indicator missed target by more than 5%

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

- To increase the number of socially excluded adults in paid employment has increased by 5% in line with target set under the local area agreement.
- Connected Care now is fully implemented in Owton. An evaluation is ongoing and work continues to establish a Social Enterprise, which is expected to be in place by end of May 2009.
- The proportion of people commissioning their own services has increased over the year and this is expected to continue as more people take personal budgets and direct payments and the range of services available to people develops further.
- Provide support services to increase the opportunity for residents to live independently in the community. Hartfields final phase is currently being allocated and apartments will be ready for occupation during May. LD shared ownership complete and now allocating with occupation expected by June.
- The Out-of-hours Noise Patrol is in place for June – August 2009.
- Community Nutritionist is now in post and contributing to the Public Health Agenda. MEND (Mind, Exercise, Nutrition, Do-it) programme has also commenced.
- 87% of schools achieved national Healthy Schools status
- External funding was secured to extend weight management initiatives.
- Although the target for NI 123 Stopping Smoking was missed it should be noted that Hartlepool was the second best performing authority across the country for this PI.

6. CHILDREN'S SERVICES PORTFOLIO

6.1 Performance Update for the Period Ending 31st March 2009

- 6.1.1 Within the Children's Services Portfolio there are a total of 26 actions that were identified in the 2008/09 Corporate Plan. 22 (84%) of these actions have been completed with a further 3 (12%) being on target to be achieved by the target date which is after 31st March 2009. There is 1 action (4%) that has not been fully completed by the target date and this is included in table CS1 below.
















Table CS1 – Actions assessed as not fully achieving target

Action	Target Date	Comment
Outcome: Be Healthy		
HC A07 - Work with Health and partners in other	31/03/2009	Action has focused on developing activities and services within



Action	Target Date	Comment
agencies to improve the health of infants e.g. increase prevalence of breastfeeding, reducing smoking during pregnancy		Children's Centres. All of the planned actions except one have been complete. Progress has included regular meetings with partners established, work on breastfeeding strategy and information sharing protocols. The remaining action is the commissioning of a new outreach support package; the new process for undertaking this has been scrutinised in detail and the package will be in place by July 2009.

- 6.1.2 There were 34 Performance Indicators included in the Corporate Plan for the Children's Services Portfolio, although targets could only be set for 26 indicators. 11 of these (42%) achieved target, but the other 15 (58%) did not. Of these 2 only narrowly missed their target (by less than 5), and these, along with the remaining indicators that did not achieve target are listed in Table CS2 below: -

Table CS2 – Performance Indicators that did not achieve target

Code	Indicator	Outturn	Target	Status
CSD P012	Number of schools achieving the new Healthy Schools Status (Performance with reward) (LAA HC21)	34	35	
CSD P036	The percentage of S47 enquiries which led to initial case conference and were held within 15 working days	95.4%	96%	
NI 83	Achievement at Level 5 or above in Science at Key Stage 3 (BVPI 181c)	67.8%	77.0%	
NI 112	Under 18 conception rate - % change since 1998 (BVPI 197)	-11.7%	-25%	
NI 72	Achievement of at least 78 points across the Early Years Foundation Stage with at least 6 in each of the scales in Personal Social and Emotional Development and Communication, Language and Literacy	40.4%	45.7%	
NI 93	Progression by 2 levels in English between Key Stage 1 and Key Stage 2	84.6%	95.0%	
NI 94	Progression by 2 levels in Maths between Key Stage 1 and Key Stage 2	83.0%	93.4%	
NI 95	Progression by 2 levels in English between Key Stage 2 and Key Stage 3	17.4%	28.0%	
NI 96	Progression by 2 levels in Maths between Key Stage 2 and Key Stage 3	57.0%	61.0%	
NI 97	Progression by 2 levels in English between Key Stage 3 and Key Stage 4	48.6%	62.5%	
NI 98	Progression by 2 levels in Maths between Key Stage 3 and Key Stage 4	13.8%	24.7%	
NI 101	Looked after children achieving 5 A*-C GCSEs (or equivalent) at Key Stage 4 (including English and mathematics)	9.0%	14.0%	
NI 74	Achievement at level 5 or above in both English and Maths at Key Stage 3	66.3%	75.0%	
NI 75	Achievement of 5 or more A*-C grades at GCSE or equivalent including English and Maths	39.2%	44.0%	
NI 92	Narrowing the gap between the lowest achieving 20% in the Early Years Foundation Stage Profile and the rest	44.0%	39.3%	

Key

-  - Indicator narrowly missed target (by less than 5%)
-  - Indicator missed target by more than 5%

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

- New programmes have been developed which have supported students with SLDD at Catcote School and funding has been accessed for new projects in horticulture from the LSC to help raise the aspirations of young people from vulnerable backgrounds.
- Looking at the latest available figures from 2006 there has been a reduction in the conception rate for under 18's from 77.5 to 64.5. This is a substantial reduction and it is hoped that it will be repeated in subsequent years.
- Work has continued throughout the year to engage partners to extend and improve the quality of services to all pupils with varying degrees of success. In the case of the majority of pupils this has enabled them to enjoy their education, improve their well-being and enrich their lives.
- To help increase the number and range of foster and adoptive placements to help meet local needs preparation training and new carers has been approved. This remains a continuous activity and future work will focus on targeted recruitment to meet local need and gaps in provision
- The Primary Strategy for Change was fully approved and Outline Business Case for the Building Schools for the Future was approved without condition.
- PCP funding secured and approval to accelerate against prioritised projects approved by Cabinet.
- Support and challenge to schools to improve performance to national averages and above saw 67% of pupils achieving 5 A*-C GCSE results, putting Hartlepool above the national average for the first time in its history and KS2 results in 2008 were the best ever results for the town placing Hartlepool 14th in the country in English, 7th in science and 6th in maths. (Note: Information relates to 2007/08 Academic Year).
- Work to increase the number and range of foster and adoptive placements to help meet local needs has continued and new carers have been approved. This remains a continuous activity and future work will focus on targeted recruitment to meet local need and address gaps in provision.

7. CULTURE, LEISURE AND TOURISM PORTFOLIO

7.1 Performance Update for the Period Ending 31st March 2009

- 7.1.1 Within the Culture, Leisure and Tourism Portfolio there are a total of 4 actions that were identified in the 2008/2009 Corporate Plan. All have been completed.
- 7.1.2 A total of 7 key performance indicators (KPIs), were included in the corporate plan for the Culture, Leisure and Tourism portfolio, although targets could only be set for 4 indicators. All of the indicators have been assessed as being on target to achieve their target by the end of the year.
- 7.1.3 Key areas of progress made to date in the Culture, Leisure and Transportation Portfolio include: -
- HBC has been awarded play builder a £1.1million fund that will allow Hartlepool to have 22 play areas by 2011.
 - The CAN (Community Action Network) for sport is achieving excellent results in improving opportunities for physical and health initiatives. The Cultural services have been praised as models of good practice via the Regional Commentaries report.
 - Museums service has completed the Historic Quay capital improvements and is achieving increased visitor numbers
 - The Library service has implemented self service (RFID) radio frequency identification which has transformed the receipt and issue of library books to a self serve operation. This capital investment has enabled the Central Library to provide additional services and this principle will be rolled out to the branch library network in the future
 - Eldon Grove tennis “centre of excellence” progressed with land transferred to local tennis club under lease.

8. FINANCE AND EFFICIENCY PORTFOLIO

8.1 Performance Update for the Period Ending 31st March 2009

- 8.1.1 Within the Finance and Efficiency Portfolios there are a total of 10 actions identified in the 2008/2009 Corporate Plan, and 5 actions (50%) have been completed and one has a longer term target date but is on target to be achieved. Within the Corporate Plan 4 actions (40%) were not achieved and details can be seen in Table FE1 below

Table FE 1 – Actions assessed as being below target

Action	Target Date	Comment
Outcome: Improve efficiency and effectiveness of the organisation		
OD A14 - Develop and Implement Efficiency Strategy	31/03/2009	Significant progress has been made on a number of workstreams and most of the planned actions have been completed or substantially completed by 31st March. The Council has achieved its efficiency

Action	Target Date	Comment
		target for 2008/9 of £2.5m.
OD A15 - Develop and implement the Procurement Strategy	31/03/2009	Overall progress is satisfactory and all planned actions have been completed or substantially progressed. An updated and integrated Commissioning and procurement strategy was approved at Finance & Efficiency Portfolio on the 26th March 2009. The Procurement "Centre of Excellence" Business Case being developed as part of Business Transformation and a Strategic Procurement Manager post advertised. There has been some delay with some projects, due to resource issues.
OD A17 - Develop Financial Strategy and Management	31/12/2008	Planned actions have been completed or substantially progressed. Progress has been made on improving the Medium Term Financial Strategy; targets to stretch performance effectiveness of debt recovery and improve monitoring income collection and recovery of arrears. New electronic budgetary control reports have been developed, tested and are now being rolled out to all departments. Arrangements have also been strengthened in relation to predictive financial management by the Finance Officer Group and CMT.
Outcome: Improve management and governance		
OD A06 - Development of emergency planning and business continuity arrangements	31/03/2009	Planned actions have been completed or substantially progressed. Business continuity arrangements have continued to develop in 2008/9. Key developments include electronic production of the business Continuity Plan in May 2008. During the summer and autumn a detailed testing programme was undertaken across all departments covering differing sections of the plan. The outcome of this testing programme is being used to prioritise further improvements. The only planned action not fully completed was joint testing of Business Continuity and Emergency Plans. This will be undertaken later in 2009.

8.1.2 There are 3 performance indicators within the Corporate Plan for the Finance and Efficiency Portfolio, all of which have achieved their year end target.

8.1.3 Key areas of progress made to date in the Finance Portfolios include: -

- A Code for Governance Arrangements has been agreed and reported to appropriate member groups.

9. NEIGHBOURHOOD AND COMMUNITIES PORTFOLIO

9.1 Performance Update for the Period Ending 31st March 2009





- 9.1.1 Within the Neighbourhood and Communities Portfolio there are a total of 14 actions that were identified in the 2008/09 Corporate Plan, with 13 (93%) achieving their target by the due date. The remaining 1 action (7%) did not fully achieve target and details can be seen in Table NC1 below.

Table NC1 – Actions assessed as not fully achieving target



Action	Target Date	Comment
Outcome: Provide a sustainable, safe, efficient, effective and accessible transport system		
En A06 - Deliver the Hartlepool Local Transport Plan (LTP)	31/03/2009	Annual progress report submitted, with positive feedback received from Government Office North East. The implementation of projects has been delayed pending an announcement of a successful bid for funding from the Department for Transport; which has been put back until May 09. The transport interchange start date is now expected to be May 2009, with legal issues resolved and contractor methods statements being scrutinised

- 9.1.2 There were 17 key performance indicators (KPIs) included in the Corporate Plan for the Neighbourhood and Communities portfolio, and targets were set for 14 indicators. 10 of these indicators (71%) achieved their year end target, and 1 (7%) of the remaining 4 (29%) narrowly missed its target (by less than 5%). This indicator, along with all of the indicators that did not achieve their target is included in table NC2 below: -

Table NC2 – Performance Indicators that did not achieve target

Code	Indicator	Outturn	Target	Status
NI 177	Local bus and light rail passenger journeys originating in the authority area (BVPI 102)	5698909	5869350	
NI 169	Non-principal classified roads where maintenance should be considered (BVPI 224a)	11%	10%	
NI 188	Planning to Adapt to Climate Change	0	1	
NI 47	People killed or seriously injured in road traffic accidents	8.1%	9.2%	

Key

-  - Indicator narrowly missed target (by less than 5%)
 - Indicator missed target by more than 5%

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

- The Communications Strategy to ensure that communities are well prepared to respond to emergency situations have been taken forward through Media Forum and implemented. This links into work being undertaken with the pandemic flu plan and the work on new Z card.
- The Council supported of WWF international 'Earth Hour' – including the lights being switched off on the Trincomalee during Earth Hour and publicity in Hartlepool.
- There has also been a launch of 'Spring Clean Hartlepool' to engage community to take part in community clean ups.
- Work continues on the campaign to promote Fairtrade products. The Fairtrade Town Steering Group led on the Fairtrade Fortnight which was held between 23rd February and 8th March. Various other activities were also undertaken including a Ceilidh. The targets for both retail and catering premises have also been achieved.
- Exemplar status achieved for integrating Neighbourhood Policing with Neighbourhood Management, one of 12 sites nationwide.
- Implementation of Integrated Transport Unit to achieve improvements in community transport provision and required savings.
- Initiatives have been progressed to improve the built environment by bringing derelict buildings and unused land back into use.
- Hartlepool and other Tees Valley authorities agreed an enhanced concessionary fares scheme for 2009/2010 allowing free travel in the Tees Valley for over 60s and the disabled at all times rather than just off peak times
- Completion of contaminated land remediation works to 96 properties at Seaton Carew.

10. PERFORMANCE MANAGEMENT PORTFOLIO

10.1 Performance Update for the Period Ending 31st March 2009

10.1.1 Within the Performance Portfolio there are a total of 12 actions that were identified in the 2008/2009 Corporate Plan. Overall performance is good, with 67% (8) of the actions having been assessed as completed and one further action being on target with a longer term completion date. A total of 3 actions (25%) have not been fully completed by the target date and these are detailed in Table PM1, below:

Table PM1 – actions assessed as not fully achieving target

Actions	Target Date	Comment
---------	-------------	---------

Outcome: Improve Elected member and Workforce arrangements		
OD A11 - Implement the People Strategy and Workforce Development Strategy	31/03/2009	Substantial progress has been made across all six strategic aims of the People Strategy and the four elements of the Workforce Development Strategy. Where individual actions have not been completed fully it was the result of having to reprioritise resources to meet new pressures or where plans were revised in light of new information and/or linkages to other plans. The areas affected include corporate training for managers, employee communications and employee monitoring information.
Outcome: Improve access and understanding between the Council and the Public		
OD A09 - Implement the Communicating with your council plans	31/03/2009	Progress continues to be made on these plans. Overall progress is satisfactory. All planned actions have been completed or substantially progressed. Including undertaking a wide range of consultations, having processes in place and dealing with complaints and progressing improvements to customer services through the business transformation programme,
Outcome: Improve efficiency and effectiveness of the organisation		
OD A16 - Delivery of the ICT Strategy to support corporate objectives	31/03/2009	Overall progress is satisfactory. All planned actions have been completed or substantially progressed. The Unique person identifier project has been put on hold because no business case was established. The enhanced website has been delayed to July to take advantage of the latest version with additional functionality.

10.1.2 There were 3 Key Performance Indicators (KPIs) included in the Corporate Plan for the Performance Portfolio, all of which achieved their year end target.

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

- Work is continuing to develop the Contact Centres range of services that it provides. Project will be reviewed to take account of customer service business transformation strand.
- The Business Transformation programme is now being implemented in line with the agreement at Cabinet on 26th January
- Achievement of Level 3 of the Equality Standard
- Negotiation of extension to ICT contract to provide service improvements and substantial savings.

- Commissioning and Procurement strategy integrated and approved by Portfolio Holder
- £1.2m additional funding secured for asset management priorities
- Community Asset transfer of Hartlepool People Centre successfully achieved.
- 10 day invoice payment for local companies implemented to assist in the economic recession.
- Supplier engagement in sponsorship and provision of services to Dockfest 2009 and Tall Ships 2010

11. REGENERATION AND LIVEABILITY PORTFOLIO

11.1 Performance Update for the Period Ending 31st March 2009

- 11.1.1 Within the Regeneration and Liveability Portfolio there are a total of 32 actions that were identified in the 2008/2009 Corporate Plan. Within this Portfolio 30 of the actions (94%) have achieved their target with a single action with a longer due date still expected to achieve its target. Of the 32 action 1 did not fully achieve their target (3%), and details of these actions are included in table RL1, below.





Table RL1 – Actions assessed as not fully achieving target

Action	Target Date	Comment
Outcome: Deliver sustainable communities through high quality planning, new build and sensitive conservation and protect and enhance the local natural environment		
En A03 - Coordinate the preparation of the new Local Development Framework embodying the core principle of sustainable development and climate change	31/03/2009	Good progress has been made. The evidence base is being prepared including Employment Land Review & Housing Supply Information. A Retail Study is currently being undertaken by Consultants. A Strategic Flood Risk Assessment Review is to be undertaken. Remaining elements of the project will continue to be progressed in 2009/10. This is partly caused by the 'red' on REG A08-1 where 'Submission for approval of the core strategy' has been delayed. This was based on Government Office Advice to delay preparation of Core Strategy to ensure sound evidence base studies in place to prevent plan being found unsound. REG A08-2 is delayed because of further evidence gathering and a re-focus of workloads within the LDF documents on Planning Obligations DPD and for REG A0836 there was a delay on the retail study update.

- 11.1.2 There were 34 key performance indicators (KPIs) included in the Corporate Plan for the Regeneration and Liveability Portfolio, although targets could only be set for 25 indicators. 21 of these

indicators (84%) achieved their year end target, although the remaining 4 (16%) did not. These indicators are included in table RL2, below: -

Table RL2 – Performance Indicators that did not achieve target

Code	Indicator	Outturn	Target	Status
NI 30	Reoffending rate of prolific and other priority offenders	25.3%	17%	
RPD P002	New homes built on previously developed land (BVPI 106)	36.0%	52.0%	
RPD P045	Employment Rate (16-24)	45%	53.8%	
RPD P076	The gap between Hartlepool unemployment rate and the Great Britain rate	2.6	1.9	

Key

 - Indicator missed target by more than 5%

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

- Single Programme bids have been submitted in relation to central Area and Southern Business Zone priorities. Growth Point funding has been secured and identified projects are being pursued. Sea Change Round 2 bid was unsuccessful but a bid is being prepared under Round 3. Seaton Carew Scrutiny actions are being pursued including Sea Change bid.
- A review of the Hartlepool Partnership's Performance Management Arrangements has concluded to ensure that the Local Strategic Partnership is fit for purpose.
- First time entrants to the Youth Justice system have been reduced and a team to work with schools is being established.
- Hartlepool has been successfully recognised within the Regional Spatial Strategy (RSS). Attention will now need to focus on ensuring future recognition within the proposed Integrated Regional Strategy which when produced will in effect combine economic considerations arising from the Regional Economic Strategy with the previous RSS.
- Procedures are now in place to ensure links between the SHP, Neighbourhood policing and NAP resident forms are embedded

12. CONCLUSIONS

- 12.1 The report details progress towards achieving the Corporate Plan outcomes through planned actions, and provides details of the final Revenue Outturn position for 2008/2009.
- 12.2 Performance towards delivering the actions included in the Corporate Plan are progressing well, with 91% of all actions either having been completed or being on target to be completed by the agreed date. Over 66% of all KPIs, that can be assessed, have also been assessed as having achieved their year end target.
- 12.3 Departmental overspends were not as high as previously forecast at quarter three resulting in a net contribution to Unearmarked General Fund Balances of £1.113m. Cabinet will develop a strategy for using these resources and refer these proposals to Council during 2009.

13. RECOMMENDATIONS

- 13.1 Cabinet is asked to note the report.

Line No	Description of Expenditure	Outturn Position		
		2008/09 Approved Budget £'000	2008/09 Actual Expenditure / Income £'000	2008/09 Variance: Adverse/ (Favourable) £'000
	TABLE 1 - Departmental Expenditure			
1	Adult & Community Services - excluding ABG Variance	35,295.1	36,361.0	1,065.9
2	Childrens Services (excl Schools) - excluding ABG Variance	23,086.1	23,398.6	312.5
3	Neighbourhood Services - excluding ABG Variance	17,332.6	17,379.0	46.4
4	Regeneration & Planning - excluding ABG Variance	6,303.9	6,392.2	88.3
5	Resources - excluding ABG Variance	1,993.0	2,130.3	137.3
6	Total Departmental Expenditure	84,016.7	85,661.1	1,650.4
	TABLE 2 - Corporate Costs			
	EXTERNAL REQUIREMENTS			
7	Centralised Estimates (Inc Capital Strategy Prudential Costs)	5,629.9	2,917.4	(2,712.5)
8	Magistrates, Probation and Coroner's Court	182.2	164.0	(18.2)
9	North Eastern Sea Fisheries Precept	20.0	21.1	1.1
10	Flood Defence Levy	45.8	53.2	7.4
11	Discretionary Rates Relief	33.0	54.7	21.7
	CORPORATE COMMITMENTS			
12	IT	0.0	174.2	174.2
13	Audit Fees	337.0	337.2	0.2
14	Redn in Pay Inflation	(174.0)	0.0	174.0
15	Insurances	167.7	0.0	(167.7)
16	Risk Management	0.0	0.0	0.0
17	Designated Authority Costs	87.0	28.0	(59.0)
18	Pensions	398.0	404.8	6.8
19	Redundancies	0.0	496.4	496.4
20	Release reserve for above	0.0	(330.5)	(330.5)
21	Efficiency Termination Costs funded from borrowing	0.0	(166.3)	(166.3)
22	Members' Allowances	348.8	376.2	27.4
23	Mayoral Allowance	75.3	70.9	(4.4)
24	Emergency Planning	100.9	92.8	(8.1)
	NEW PRESSURES			
25	Employers Pensions Contributions	0.0	96.6	96.6
26	Housing Stock Transfer Costs / Loss External Income	0.0	0.0	0.0
27	Contingency	22.0	2.1	(19.9)
28	Planning Grant Termination	98.4	0.0	(98.4)
29	Strategic Contingency	637.9	0.0	(637.9)
30	2007/08 Final Council Commitments	31.0	0.0	(31.0)
31	2008/09 Provision for Grants/Pressures/Priorities	76.0	8.6	(67.4)
32	2008/09 Provision for Grants/Pressures/Priorities - Members ICT	15.0	18.5	3.5
33	Provision for Cabinet Projects	51.0	0.0	(51.0)
34	Procurement and Contact Centre Savings	(410.0)	(42.3)	367.7
35	2008/09 Efficiency Savings	(560.0)	0.0	560.0
36	Job Evaluation/Single Status Provision	393.2	393.2	0.0
37	Teesside Airport Study	0.0	9.6	9.6
38	Receipts for Government Pool	0.0	0.0	0.0
39	NNDR Holding Account	31.5	31.5	0.0
40	LABGI	(370.0)	0.0	370.0
41	LABGI Release of Reserve	0.0	(370.0)	(370.0)
42	RTB Share Income	0.0	(87.0)	(87.0)
43	RTB - Contribution to Budget Support	0.0	87.0	87.0
44	Release of Bad Debts Provision	0.0	0.0	0.0
45	Reserve Contribution - Collection Fund Deficit	0.0	0.0	0.0
46	Reserve Contribution - Equal Pay Back Pay	0.0	0.0	0.0
47	DOH 50% contrib	0.0	45.0	45.0
48	LATS Cost	0.0	0.0	0.0
49	Managed Print Services	0.0	269.8	269.8
50	Business Transformation Programme	0.0	263.1	263.1
51	Business Transformation Programme release reserve		(263.1)	(263.1)
52	New Burdens Frdd Fr Formula Gr	11.0	0.0	(11.0)
53	HRA Residual	0.0	0.0	0.0
54	General Non Staff	0.0	7.2	7.2
55	Parish Precepts	21.2	21.2	0.0
56	Secure Remand - Corporate	0.0	15.2	15.2
57	Ch Exec group	0.0	5.4	5.4
58	Corporate Budgets	7,299.8	5,205.7	(2,094.1)
59	Area Based Grant Underspend	10,651.0	10,462.0	(189.0)
60	Contribution to/from Balances	(3,249.0)	(3,249.0)	0.0
61	Creation of Reserve : Building Schools for the Future as per MTF 22.12.08	0.0	1,500.0	1,500.0
62	Creation of Reserve : Tal Ships as per MTF 22.12.08	0.0	500.0	500.0
63	Creation of Reserve : Income Equalisation Reserve	0.0	120.0	120.0
64	LABGI Income	0.0	(2,904.0)	(2,904.0)
65	LABGI Contribution to Budget Support Fund	0.0	2,904.0	2,904.0
66	LPSA 2 Reward Grant	0.0	(450.9)	(450.9)
67	LPSA 2 Reward Grant Contribution to Budget Support Fund	0.0	450.9	450.9
68	Capitalisation of revenue expenditure as per approved Outturn Strategy	0.0	(2,600.0)	(2,600.0)
69	Total Corporate Costs	98,712.5	97,599.8	(1,112.7)
70	Contribution from / (to) Non-Earmarked General Fund Balance			1,112.7

ADULT & PUBLIC HEALTH

7.4 Appendix B

REVENUE OUTTURN REPORT FOR FINANCIAL YEAR 2008/2009

Approved 2008/2009 Budget £'000	Description of Best Value Unit	Forecast Over/ (Under) spend reported at the end of Quarter 3 £'000	Actual - Over/ (Under) spend £'000	Increase/ (Decrease) in total Departmental Overspend £'000	Explanation of Forecast Variance reported at Quarter 3 (Comments only made on main variances)	Explanation of Change in Forecast Outturn (Comments only made on main variances)
12	Adult Education	0	(12)	(12)		
111	Supporting People	40	49	9	The current adverse variance is the result of a delay in restructuring this area and this is reflected in the anticipated outturn.	The adverse variance is the result of a delay in restructuring this area to achieve efficiencies planned from the start of the year. This restructure has now occurred and the full year efficiency will be achieved from 1 April 2009.
3,501	Assessment & Care Management	(123)	(172)	(49)		The favourable variance is owing to vacancies occurring during a major restructure, the final three months of 2008/09 saw an increase in this owing to the higher value of these vacancies following the finalisation of the impact of job evaluation. Additional Supporting People funding has also been negotiated for this area.
0	LDDF	0	0	0		
1,404	Home Care	(160)	(51)	109		This is complex area owing to the linkages between working patterns, the significant number of vacancies within this team and the impact of Job Evaluation on the cost of this service. The reduction in the underspend reflects these complexities.
5,028	Learning Disabilities	812	652	(160)	<p>Increased demand for the service is reflected in the current adverse variances on residential placements (£229,000, of which £173,000 relates to nine months worth of residential care costs for one individual as reported last quarter) and additional care placements (£274,000). Owing to increase in demand for care and increases in care needs for some already receiving support we currently have care costs in excess of budget for community based social care support of £343,000 in this area. This includes some one-off expenditure for equipment, etc, which is not expected to continue, as individuals choose to access their social care in more flexible ways. This variance is partly offset by a reduction in costs against traditional domiciliary care services of £106,000.</p> <p>Day service transport costs continue to be an issue until the Integrated Transport Unit is in place.</p> <p>The overall projected outturn has reduced since the last report owing to some one-off income received from the PCT, there has also been unfortunately, a number of service users how have passed away which will have an impact on the financial position this year.</p>	<p>Increased demand for the service is reflected in the adverse variances on residential placements (£420,000, of which £224,000 relates to residential care costs for one individual as reported previously) and additional care placements (£353,000). Owing to an increase in demand for care and increases in care needs for some already receiving support we currently have care costs in excess of budget for community based social care support of £252,000 in this area. This figure reflects the net variance as the trend continues to decrease those costs of traditionally provided domiciliary care services. This variance includes some one-off expenditure for equipment, etc, which is not expected to continue, as individuals choose to access their social care in more flexible ways.</p> <p>The outturn variance has reduced since the last report owing to some further one-off income received from the PCT, and unfortunately, a number of service users passing away.</p> <p>Day service transport costs continue to be an issue until the Integrated Transport Unit is in place however the actual costs charged in 2008-09 were slightly less than anticipated further reducing the outturn variance.</p>
1,322	Mental Health	160	152	(8)	The current adverse variance relates to increased demand for this service. Residential placement costs are currently overspent by £94,000 and community social care support demand has meant that care costs are currently greater than budget by £127,000. A favourable variance on income linked to additional expenditure and staffing underspends account for the overall projected outturn.	This adverse variance relates to increased demand for this service as previously reported. Residential placement costs overspent by £140,000 and community social care support demand has meant that care costs are currently greater than budget by £184,000. A favourable variance on income linked to additional expenditure and staffing underspends account for the overall projected outturn.

ADULT & PUBLIC HEALTH

7.4 Appendix B

REVENUE OUTTURN REPORT FOR FINANCIAL YEAR 2008/2009

Approved 2008/2009 Budget	Description of Best Value Unit	Forecast Over/ (Under) spend reported at the end of Quarter 3	Actual - Over/ (Under) spend	Increase/ (Decrease) in total Departmental Overspend	Explanation of Forecast Variance reported at Quarter 3 (Comments only made on main variances)	Explanation of Change in Forecast Outturn (Comments only made on main variances)
£'000		£'000	£'000	£'000		
8,477	Older People Purchasing	368	221	(147)		The decrease in the adverse variance in this area is mainly owing to one-off income streams of £90,000 from the PCT for various projects agreed towards the end of the financial year. In addition to this there was a retrospective Continuing Health Care receipt from the PCT and a settled Deferred Charge during this period totalling £75,000.
1,636	Physical Disabilities	497	413	(84)	The majority of this current adverse variance relates to increased demand for community based social care. There is currently expenditure in excess of budget in this area of £280,600. This includes some one-off expenditure for equipment, etc., which is not expected to continue, as individuals choose to access their social care in more flexible ways. Day service transport costs continue to be an issue until the Integrated Transport Unit is in place. Current outturn projections include a £50,000 overspend for this area.	The majority of this current adverse variance relates to increased demand for community based social care. There is currently expenditure in excess of budget in this area of £396,000. This includes some one-off expenditure for equipment, etc., which is not expected to continue, as individuals choose to access their social care in more flexible ways. Day service transport costs continue to be an issue until the Integrated Transport Unit is in place however the actual costs charged in 2008-09 were slightly less than anticipated reducing the outturn variance.
279	Sensory Loss and Occupational	30	53	23		This adverse variance relates to increased staff costs to cover the Service. The impact of the delay in agreeing the Job Evaluation amendments has also adversely affected the outturn variance.
261	Service Strategy and Regulation	9	(3)	(12)		

ADULT & PUBLIC HEALTH

7.4 Appendix B

REVENUE OUTTURN REPORT FOR FINANCIAL YEAR 2008/2009

Approved 2008/2009 Budget £'000	Description of Best Value Unit	Forecast Over/ (Under) spend reported at the end of Quarter 3 £'000	Actual - Over/ (Under) spend £'000	Increase/ (Decrease) in total Departmental Overspend £'000	Explanation of Forecast Variance reported at Quarter 3 (Comments only made on main variances)	Explanation of Change in Forecast Outturn (Comments only made on main variances)
4,026	Support Services	(106)	(47)	59		Income was less than forecast for this area and this has been offset by favourable variances on other budgets.
26,057	TOTAL	1,527	1,255	(272)		

Note 1 - Contributions from Reserves

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

Description of Reserve	2008/09 Budget Col. A £'000	2008/09 Outturn Col. B £'000	2008/09 Variance: Adverse/ (Favourable) Col. C (C=B-A) £'000	Comments
CONTROCC Implementation	74	74	0	
LPSA Improving Pre-admission	44	44	0	
LPSA Carefirst Upgrade	56	56	0	
TOTAL	174	174	0	

Note 2 - Contribution to Reserves

The above figures include the following Contributions to Reserves:-

Description of Reserve	2008/09 Contribution £'000	Comments
Agency - Elderly	20	This reserve was created from the balance of grant funding and is committed to be spent in 2009-10
Occupational Therapy Team	27	This reserve was created from the balance of grant funding and is committed to be spent in 2009-10
Communities for Health	120	This reserve was created from the balance of grant funding and is committed to be spent in 2009-10
Agency - Mental Health	10	This reserve was created from the balance of grant funding and is committed to be spent in 2009-10
Telecare Project - Older People	61	This reserve was created from the balance of grant funding and is committed to be spent in 2009-10
Stroke Services	65	This reserve was created from the balance of grant funding and is committed to be spent in 2009-10
IDeA Training Project	0	This reserve was created from the balance of grant funding and is committed to be spent in 2009-10
Supporting People Payments	1,103	To be used to mitigate repayment of grant and ease budget pressure over transition period as new grant regime come into effect in addition to costs arising from Audit Commission inspection.
TOTAL	1,406	

CHILDREN'S SERVICES

Z4 Appendix C

REVENUE OUTTURN REPORT FOR FINANCIAL YEAR 2008/2009

Approved 2008/2009 Budget	Description of Best Value Unit	Forecast Over/ (Under) Spend reported at the end of Quarter 3	Actual - Over/ (Under) Spend	Increase/ (Decrease) in total Departmental Overspend	Explanation of Forecast Variance reported at Quarter 3 (Comments only made on main variances)	Explanation of Change in Forecast Outturn (Comments only made on main variances)
£7000		£7000	£7000	£7000		
2,317	Access to Education	(49)	(51)	(2)	Charges to the department's Asset Management Team from Neighbourhood Services and external consultants to support the LA's transport and education services have increased. This reflects the increased emphasis on the Building Schools for the Future and Primary Capital programmes. Income from primary schools for attendance at the Carlton Outdoor Centre has increased reflecting the high take up of places offered to Hartlepool schools under the joint authority arrangement. Vacancies in the Exclusions Team from November onwards have resulted in staff salary savings. The Home to School Transport Service is also underspending this year but year end savings will be required to help meet the Integrated Transport Unit's corporate efficiency target.	Charges to the department's Asset Management Team from Neighbourhood Services and external consultants to support the LA's transport and education services have increased. This reflects the increased emphasis on the Building Schools for the Future and Primary Capital programmes. Income from primary schools for attendance at the Carlton Outdoor Centre increased, reflecting the high take up of places offered to Hartlepool schools under the joint authority arrangement. Exclusions income from schools was credited during the last term once the pupil transfers were known and was higher than expected. The Home to School Transport Service also underspent this year, of which £100k was released as corporate efficiency savings. However, further savings were made of £16k in the last quarter against contracts
1,605	Central Support Services	0	(0)	(0)		
0	Children's Fund	0	0	0		
9,552	Children, Young People and Families Support (continued on next page)	685	631	(54)	As reported throughout 2007/2008 and in the first two quarters of 2008/2009, the Department has experienced significant pressures relating to a net increase in the number and cost of Looked After Children. Based on the projected cost of current £254,900 in the year end, this will increase to £274,900 in the year end. This is in line with previous estimates and costs are expected to continue at this level throughout next year, as reflected in the Department's 2009/2010 budget submission	As reported throughout 2007/2008 and in the first three quarters of 2008/2009, the Department experienced significant pressures relating to a net increase in the number and cost of Looked After Children. The current budget increase in the existing £272.5k at the year end, has increased to £274.9k. This has been due to an increase in the number of placements. Significant savings of £59k were also achieved due to the rolling out of the Children & Families Staff Development Programme. Within the Safeguarding Unit, there has been a saving of £5,000 on the use of external consultants following a review of use of external agencies. Within the Child Adoption Service, because only one placement was made compared to three budgeted, there is a consequent saving of £21k in supplies and services linked to those placements.

CHILDREN'S SERVICES

7.4. Appendix C

REVENUE OUTTURN REPORT FOR FINANCIAL YEAR 2008/2009					
Approved Budget 2008/2009	Description of Best Value Unit	Forecast Over/ (Under) spend reported at the end of Quarter 3	Actual - Over/ (Under) spend	Increase/ (Decrease) in total Departmental Overspend	Explanation of Forecast Variance reported at Quarter 3 (Comments only made on main variances)
£7000	Children, Young People and Families Support (continued)	£7000	£7000	£7000	<p>The costs of care proceedings have also increased significantly as a direct consequence of the Public Law Outline introduced in April, 2008, to replace an earlier protocol for managing public law Children Act cases. This was designed to improve the overall system and provide better support for children and families. The reform significantly changed the way in which local authorities make applications to the Court for orders where children are suffering or are at risk of suffering significant harm. The process increases Local Authority spending owing to the need to incur costs on specialist assessments prior to hearings but the additional costs to the Children's Services Department could not be predicted at the time the budget was set. So far this year additional costs have totalled £70,300 and it is likely that this will rise to at least £100,000 by the year end.</p>
					<p>The costs of care proceedings did increase significantly as a direct consequence of the Public Law Outline introduced in April, 2008, to replace an earlier protocol for managing public law Children Act cases. This was designed to improve the overall system and provide better support for children and families. The reform significantly changed the way in which local authorities make applications to the Court for orders where children are suffering or are at risk of suffering significant harm. The process increases Local Authority spending owing to the need to incur costs on specialist assessments prior to hearings but the additional costs to the Children's Services Department could not be predicted at the time the budget was set. At Q3 additional costs totalled £70,300 and increased to £167,000 by year end, due to an increase in the number of court applications.</p>
					<p>During the year attempts were made to curtail spending on other areas within the Children and Families Division including the use of external grants to offset overspendings on care packages. Staff vacancy savings and underspends on running costs were also achieved. In total net savings of £170,000 were achieved which reduced the overall divisional overspend to £885,000.</p>
363 Early Years		(30)	(63)	(23)	<p>Expenditure on private sector nursery provision continues to be less than expected due to low take up of the Nursery Education Grant for 4 year olds.</p>
					<p>Expenditure on private sector nursery provision was less than expected due to low take up of the Nursery Education Grant for 4 year olds (£35.2K). There was also an underspend due to a previous year grant adjustment on General Surestart grant (£17.3K).</p>
117 Information, Sharing & Assessment		(76)	12	90	<p>The Department undertook a minor restructuring earlier in the year to increase staffing resources attached to the development of the Children's Trust. Delays in filling posts have resulted in high vacancy savings. The costs of printing the new Children's and Young People's Plan was lower than expected. Delays on implementation of the Integrated Working project also resulted in savings.</p>
					<p>The Department undertook a minor restructuring earlier in the year to increase staffing resources attached to the development of the Children's Trust. Delays in filling posts resulted in high vacancy savings. The costs of printing the new Children's and Young People's Plan was lower than expected. Additional contributions were made to the departmental abatement target after Q3 had been reported of £35K.</p>
1,785 Other School Related Expenditure		(2)	(246)	(243)	<p>The Transitional Support Fund (£200k) was not utilised in 2008/9, as the Department had not received the £150K from the Salary Protection Fund was also underspent by £10K due to delays in staff transferring to other schools. These underspends are to be carried forward for application in 2009/10 and subsequent years. Premature retirement costs were higher than anticipated due to provision being made for some one off payments. External consultants budgets of £17K and £3K were not utilised in the swimming service and ICT support respectively.</p>

CHILDREN'S SERVICES

REVENUE OUTTURN REPORT FOR FINANCIAL YEAR 2008/2009

23,096 TOTAL

474

312

(162)

Z4 Appendix C

CHILDREN'S SERVICES

REVENUE OUTTURN REPORT FOR FINANCIAL YEAR 2008/2009

Note 1 - Contributions from Reserves

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

7.4 Appendix C

Description of Reserve	2008/09	2008/09	2008/09	Comments
	Budget Col A	Outturn Col B	Variance (Forecast) Col C (C-B-A)	
	£'000	£'000	£'000	
Building Schools for the Future	1,177	1,189	12	
Children Outdoor Centre	0	8	8	
A&L Reserve - Temp Accom	81	81	0	
Play & Care	0	5	5	
Behaviour & Attendance	0	3	3	
Broadband	110	86	(24)	The balance on this Reserve has been slipped into 2009/10 to be used alongside the Standards Fund grant to enhance the ICT capacity in schools.
				This Reserve will now be used in 2009/10 to enhance the TP programme.
Teenage Pregnancy Prevention	19	0	(19)	
Early Years	47	47	0	
14-19 Agenda	54	54	0	
Connexions	20	14	(6)	
Outreach Schools Grant -	220	220	0	
Support	5	0	(5)	
Parenting Support	20	14	(6)	
Planning for Success	0	14	(14)	
Youth	9	0	(9)	
TOTAL	1,762	1,721	(41)	

CHILDREN'S SERVICES

REVENUE OUTTURN REPORT FOR FINANCIAL YEAR 2008/2009
Now 2 - Contribution to Reserves

The above figures include the following Contributions to Reserves:-

Description of Reserve	2008/09 Contribution	Comments
Dedicated Schools Grant	£7000 647	Spending of the DSG is ringfenced and the department's 2008/2009 underspend of £647,000 has therefore been carried forward in accordance with legislation. This includes £200,000 relating to the Transitional Support Fund which is operated by the Local Authority to provide assistance to schools in financial difficulties which meet criteria set out in the local scheme for funding difficulties. The £1100,000 underspend is carried forward to fund the remaining £100,000 of the Transitional Support Fund. The balance of the underspend is £337,000, is subject to Schools Forum consultation.
Carlton Outdoor Centre	4	This Reserve was created to fund the cost of Job Evaluation in 2009/10
ContactPoint	2	This is the eligible 5% carry forward of the grant which will be used in 2009/10 to contribute towards the 2009/10 ContactPoint costs.
Local Safeguarding Children's Board	63	The Local Safeguarding Children's Board is a multi-disciplinary body with contributions from other organisations. Any underspend is therefore ringfenced and carried forward into the following financial year.
Back Scanning Costs	80	The Department's 2008/2009 budget included £100,000 to engage temporary staff in a statutory exercise to back scan children's social care records. Unfortunately, technical difficulties were experienced and a corporate solution to the Council's scanning systems is being developed. It was not necessary to engage the temporary staff required and an underspend of £80,000 was identified. This amount has been transferred to a reserve to fund these costs in 2009/2010.
Locked After Children	1	This Reserve will be added to the existing LAC Reserve which has been created as the balance of the Connexions Reserve (£75,700) is not required for Connexions so it has been reclassified as a Locked After Children Reserve to meet potential demand pressures resulting from high and volatile costs of specific Locked After Children.
Early Years Support Network	9	This Reserve was created from the balance of funding provided to support the Early Years Support Network from the 2006/07 financial year. £200,000 is to continue delivering a support package for Early Years Professionals via development and training.
Competitions Manager	3	This Reserve was created to carry forward a surplus of income received from schools outside of the authority. The expenditure is applied on an academic year basis and will therefore be applied in 2009/10.
Youth Service	15	This Reserve has been created to carry forward the surplus of £5,000 generated from the Youth Service. The Youth Service has received a contribution of £6,000 received from Secondary Schools to fund the Brentwood English Mairies Exclusion project and the eligible 5% grant carry forward of £4,000 of the Youth Opportunities Grant.
	177	

COMMUNITY SAFETY & HOUSING

7.4 Appendix D

REVENUE OUTTURN REPORT FOR FINANCIAL YEAR 2008/2009

Approved 2008/2009 Budget	Description of Best Value Unit	Forecast Over/ (Under) spend reported at the end of Quarter 3	Actual - Over/ (Under) spend	Increase/ (Decrease) in total Departmental Overspend	Explanation of Forecast Variance reported at Quarter 3 (Comments only made on main variances)	Explanation of Change in Forecast Outturn (Comments only made on main variances)
£'000		£'000	£'000	£'000		
884	Consumer Services	(86)	(123)	(37)	£53,000 relates to savings on vacant posts. Market forces making it extremely difficult to recruit staff into these posts. Any favourable variance in this area will be used to provide the service by alternative methods. Licence income is currently above expectation and accounts for £114,000 of the variance. Income is anticipated to level out by the end of the financial year. The level of income received in advance is currently being evaluated and appropriate adjustments will be made at the year end.	The increase in licence fee income continued in the final quarter at a level greater than anticipated.
343	Environmental Action	0	(59)	(59)		£55,000 grant funding for new security cameras not spent. This was used to fund other areas of overspending in the department.
138	Building Control	50	58	8	The increasingly competitive private sector market and the economic downturn have contributed to lower than budgeted fee income levels on this service at the third quarter stage. Current trends suggest an adverse position of around £50,000 is likely to exist at year end.	The increasingly competitive private sector market and the economic downturn have contributed to lower than budgeted fee income levels on this service. The £57,500 adverse variance was broadly in line with the Quarter 3 forecast.
74	CADCAM	0	27	27		
928	Community Safety	0	(11)	(11)		
298	Community Strategy	0	(8)	(8)		
187	Development Control	0	154	154		Planning fee income which had remained reasonably stable up to Q3 despite the economic downturn, dropped significantly in the final quarter of the year. The majority of the adverse variance however (£113k) was a result of costs incurred in respect of the Ships Dismantling Planning case. The timing and amount of these costs were uncertain. These costs are not covered by the existing corporate provision and are therefore included in the departmental outturn for the year. These additional costs have been reflected in the overall outturn strategy which in aggregate shows a lower total overspend.
2	Drug Action Team	0	0	0		

COMMUNITY SAFETY & HOUSING

7.4 Appendix D

REVENUE OUTTURN REPORT FOR FINANCIAL YEAR 2008/2009

Approved 2008/2009 Budget	Description of Best Value Unit	Forecast Over/ (Under) spend reported at the end of Quarter 3	Actual - Over/ (Under) spend	Increase/ (Decrease) in total Departmental Overspend	Explanation of Forecast Variance reported at Quarter 3 (Comments only made on main variances)	Explanation of Change in Forecast Outturn (Comments only made on main variances)
£'000		£'000	£'000	£'000		
930	Housing Services	(50)	(101)	(51)	It was reported at Quarter 2 that policy decisions in this service area may alter the anticipated spending pattern during the remainder of the year. The recent decision regarding the location of the new Housing Option Centre has significantly reduced the budget resource required to make the new office 'fit for purpose'. It is anticipated that a one off saving in 2008/2009 of £50,000 will occur.	As identified in Q3, some £50,000 of the overall favourable variance is attributable to the reduced requirement for resources to make the new Housing Option Centre building 'fit for purpose'. The additional variance was derived from several sources, most notably the one off savings in vacant posts that occurred largely as a result of the temporary freeze on recruitment during the early part of 2009.
359	Landscape & Conservation	0	20	20		
292	Youth Offending Service	0	(7)	(7)		
4,435 TOTAL		(86)	(50)	36		

Note 1 - Use of Reserves

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

Description of Reserve	2008/09 Budget	2008/09 Outturn	2008/09 Variance: Adverse/ (Favourable) Col. C (C=B-A) £'000	Comments
	Col. A £'000	Col. B £'000		
Pride in Hartlepool	35	35	0	Offsets by Contribution to this Reserve as detailed below. £3,000 from Regeneration Reserve Specific To fund Housing Condition Survey.
General Fund Balances - memorial testing	44	44	0	
Anti Social Behaviour Team	8	34	26	
Local Plan	7	10	3	
LPSA	0	69	69	
Regeneration Reserve Specific	93	90	(3)	£3,000 to fund Local Plan Variance as a result of expenditure slipping to 2010/11.
Youth Offending	45	10	(35)	
TOTAL	232	292	60	

Note 2 - Contribution to Reserves

The above figures include the following Contributions to Reserves:-

Description of Reserve	2008/09 Contribution	Comments
	£'000	
Anti Social Behaviour Team	26	Transfer to reserve to pay rent over a 3 year period. To be used to support Selective Licensing,CBL,strategic studies etc
Housing Market Renewal	193	

COMMUNITY SAFETY & HOUSING

7.4 Appendix D

REVENUE OUTTURN REPORT FOR FINANCIAL YEAR 2008/2009

Approved 2008/2009 Budget	Description of Best Value Unit	Forecast Over/ (Under) spend reported at the end of Quarter 3	Actual - Over/ (Under) spend	Increase/ (Decrease) in total Departmental Overspend	Explanation of Forecast Variance reported at Quarter 3 (Comments only made on main variances)	Explanation of Change in Forecast Outturn (Comments only made on main variances)
£'000		£'000	£'000	£'000		
	Regeneration Reserve Specific		35 254		Ringfenced grant to cover expenditure committed in 2009/10 re Family Intervention Project	

REVENUE OUTTURN REPORT FOR FINANCIAL YEAR 2008/2009

Approved 2008/2009 Budget	Description of Best Value Unit	Forecast Over/ (Under) spend reported at the end of Quarter 3	Actual - Over/ (Under) spend	Increase/ (Decrease) in total Departmental Overspend	Explanation of Forecast Variance reported at Quarter 3 (Comments only made on main variances)	Explanation of Change in Forecast Outturn (Comments only made on main variances)
£'000		£'000	£'000	£'000		
60	Allotments	0	1	1		
38	Archaeology	0	1	1		
798	Community Support	(5)	(17)	(12)		
1,001	Museums & Heritage	(21)	(27)	(6)		
399	Strategic Arts	48	21	(27)	This variance is mainly owing to an adverse variance against the Maritime Festival as previously reported and adverse variances on staff costs and income to the Borough Hall to support the office accommodation refurbishment strategy. The majority of these costs have now been realised and the outturn projection reflects this.	This variance is mainly owing to an adverse variance against the Maritime Festival as previously reported and adverse variances on staff costs and income to the Borough Hall to support the office accommodation refurbishment strategy. The variance has reduced slightly following the Job Evaluation weekly adjustments agreed late in the year.
418	Countryside	(5)	(22)	(17)		This favourable variance is the result of staff vacancies and have been used to fund overspends on the Parks BVG.
168	Foreshore	0	(20)	(20)		This favourable variance is the result of managed staff savings around the Beach Safety service and have been used to fund overspends on the Parks BVG.
(13)	Recharge Accounts	(40)	(40)	0		
1,947	Libraries	(66)	(60)	6		
327	Maintenance	14	15	1		
625	Parks	0	20	20		This outturn variance is owing to necessary footpath works required within the Borough and is funded from managed underspends within the Countryside and Foreshore BVG's.
1,703	Sports & Physical Recreation	0	(62)	(62)		The favourable variance in this area is a result of grant maximisation within the BVG. The funding was maximised to fund additional staff costs which were previously expected to offset the favourable variance in this area. The
7,471	TOTAL	(75)	(190)	(115)		

CULTURE, LEISURE & TOURISM

7.4 Appendix E

REVENUE OUTTURN REPORT FOR FINANCIAL YEAR 2008/2009

Note 1 - Contributions from Reserves

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

Description of Reserve	2008/09 Budget Col. A £'000	2008/09 Outturn Col. B £'000	2008/09 Variance: Adverse/ (Favourable) Col. C (C=B-A) £'000	Comments
Sports Awards	13	13	0	
Community Pool Grants	124	74	(50)	The balance of this reserve will be utilised in 2009-10 to fund community grants.
Countryside	14	14	0	
Libraries - RFID Self-Issue	46	46	0	
LPSA - Social Inclusion - Home Library Survey	0	18	18	
Maritime Festival	31	31	0	
Football Development	7	7	0	
Tree Management	6	0	(6)	This reserve will be now be utilised in 2009-2010
Tall Ships Event	264	269	5	
LPSA - Social Inclusion - Participation in Sports	33	21	(12)	The balance of this reserve will be utilised in 2009-10
Swim Strategy - Mill House	0	7	7	
TOTAL	538	501	(38)	

Note 2 - Contribution to Reserves

The above figures include the following Contributions to Reserves:-

Description of Reserve	2008/09 Contribution £'000	Comments
Renaissance Access Project	9	This reserve was created from the balance of grant funding and is committed to be spent in 2009-10
Tall Ships Event	68	This reserve has been set aside to support the Tall Ships visit in 2010
Public Health Physical Activity	38	This reserve was created from the balance of grant funding and is committed to be spent in 2009-2010
Tree Management	1	This reserve will be fully utilised in 2009-2010
Sports & Physical Recreation	60	The reserve will be used to fund activities and awards in 2009- 2010
TOTAL	176	

REVENUE OUTTURN REPORT FOR FINANCIAL YEAR 2008/2009

Approved 2008/2009 Budget	Description of Best Value Unit	Forecast Over/ (Under) spend reported at the end of Quarter 3	Actual - Over/ (Under) spend	Increase/ (Decrease) in total Departmental Overspend	Explanation of Forecast Variance reported at Quarter 3 (Comments only made on main variances)	Explanation of Change in Forecast Outturn (Comments only made on main variances)
£'000		£'000	£'000	£'000		
398	Client Services	0	(4)	(4)		
1,083	Neighbourhood Services Central Admin	0	3	3		
547	Neighbourhood Services Internal Works	200	103	(97)	The forecast variance results from increased fuel costs.	High levels of fuel costs did not continue combined with a better than anticipated level of surplus from the trading activities as a whole.
(135)	Property Services	3	18	15		
1,703	Finance Division	(207)	(210)	(3)	The Finance Division is projecting a favourable variance at outturn as a result of one-off staff vacancies. This favourable variance will offset the adverse variances projected by the Legal Section and contribute to the adverse variance projected on Administrative Buildings which is reported to Performance Management Portfolio.	
39	Legal Service	77	102	25	The adverse variance is a result of staff vacancies and pending staff restructure which as resulted in the use of Agency staff and caused increased staffing costs to the Section. Several areas within the Chief Executive's Department will be showing favourable variances at the year end. These favourable variances will offset this adverse variance.	The adverse position worsened due to the continuing need for agency staff usage which will be addressed by a staff restructure in 2009/10. The overspend will be offset by underspends elsewhere in Chief Executives.

FINANCE & PERFORMANCE MANAGEMENT

7.4 Appendix F

REVENUE OUTTURN REPORT FOR FINANCIAL YEAR 2008/2009

Approved 2008/2009 Budget	Description of Best Value Unit	Forecast Over/ (Under) spend reported at the end of Quarter 3	Actual - Over/ (Under) spend	Increase/ (Decrease) in total Departmental Overspend	Explanation of Forecast Variance reported at Quarter 3 (Comments only made on main variances)	Explanation of Change in Forecast Outturn (Comments only made on main variances)
£'000		£'000	£'000	£'000		
0	Reserve - Shopping Centre	200	150	(50)		The amount earmarked for this reserve was reduced due to the lower
101	Registration of Electors	0	(5)	(5)		
102	Municipal and Parliamentary	5	4	(1)		
2,760	Central Administration	0	198	198		
164	Council Tax and Housing Benefits Payments	(250)	(496)	(246)	The favourable variance arises from Benefit Subsidy regulations which have applied for 2008/2009 having a beneficial impact for Hartlepool.	The favourable variance facilitates the creation of the reserves for HR/payroll system, social inclusion and credit union as detailed below.
0	HR/Payroll System	114	114	0		
0	Reserve - New HR/Payroll	186	186	0	This reserve has been established from savings in Finance Departmental	
0	Reserve - Social Inclusion	100	100	0	This reserve has been established from savings in Finance Departmental	
0	Reserve - Credit Union	50	50	0	This reserve has been established from savings in Finance Departmental	
12	Public Relations	0	8	8		
(3)	Democratic Services	(10)	(25)	(15)		
254	Corporate Strategy & Public	(10)	(42)	(32)		Staffing budgets and the Corporate IT budget have underspent
0	Corporate Management and	(10)	(2)	8		
107	Registration Services	0	(14)	(14)		

FINANCE & PERFORMANCE MANAGEMENT

7.4 Appendix F

REVENUE OUTTURN REPORT FOR FINANCIAL YEAR 2008/2009

185	Support to Members	0	(40)	(40)	Member's expenses budgets and the staffing budget have underspen!
-----	--------------------	---	------	------	---

FINANCE & PERFORMANCE MANAGEMENT

7.4 Appendix F

REVENUE OUTTURN REPORT FOR FINANCIAL YEAR 2008/2009

Approved 2008/2009 Budget	Description of Best Value Unit	Forecast Over/ (Under) spend reported at the end of Quarter 3	Actual - Over/ (Under) spend	Increase/ (Decrease) in total Departmental Overspend	Explanation of Forecast Variance reported at Quarter 3 (Comments only made on main variances)	Explanation of Change in Forecast Outturn (Comments only made on main variances)
£'000		£'000	£'000	£'000		
(129)	Other Office Services	125	133	8	The current and forecast variance arises from the income budget for Land Charges being unachievable. This is owing to the market conditions and the economic conditions arising from the 'credit crunch'.	The unfavourable economic conditions have persisted into Quarter 4 and the income shortfall has risen slightly
16	Printing	0	11	11		
0	Human Resources	0	149	149		The overspend on HR is caused by overspending on staffing budgets.
1	Training & Equality	0	(18)	(18)		This underspend is offset by overspending elsewhere in HR
(1)	Contact Centre	0	(42)	(42)		The underspend on staffing and software costs is off-setting the
45	Administration Buildings	55	(29)	(84)	The adverse variance is owing to an increase in responsive and cyclical	The final underspend reflected the allocation of additional funding for the
0	Central Council Expenses	0	(5)	(5)		
66	Performance Management	0	12	12		
7,315	TOTAL	628	409	(219)		

FINANCE & PERFORMANCE MANAGEMENT

7.4 Appendix F

REVENUE OUTTURN REPORT FOR FINANCIAL YEAR 2008/2009

Note 1 - Use of Reserves

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

Description of Reserve	2008/09 Budget Col. A £'000	2008/09 Outturn Col. B £'000	2008/09 Variance: Adverse/ (Favourable) Col. C (C=B-A) £'000	Comments
General Fund Balances - Property Database	22	22	0	Expenditure has been deferred into 2009/10 Building Work on the Registry Office will continue in 2009/10
Contact Centre - Staffing	5			
Corporate Strategy	220	62	158	
Registration Services	30	1	29	
Print Unit Reserve	3	3	0	
Human Resources	75	13	62	Reserve used to support the overall position of the department
Training & Equality - National Graduate Development Reserve	1	1	0	
Legal Services	9	9	0	
Internal Audit	79	50	29	
Accountancy	70	26	44	
Finance IT Investment		162	(162)	Reserve used to support the overall position of the department
Revenues & Benefits	353	200	153	Reserve used to support the overall position of the department
Financial Inclusion	30		30	Expenditure has been deferred into 2009/10
Business Improvement District Initiative	35		35	Expenditure has been deferred into 2009/11
TOTAL	932	549	378	

FINANCE & PERFORMANCE MANAGEMENT

7.4 Appendix F

REVENUE OUTTURN REPORT FOR FINANCIAL YEAR 2008/2009

Note 2 - Contribution to Reserves

The above figures include the following Contributions to Reserves:-

Description of Reserve	2008/09 Contribution	Comments
	£'000	
Contact Centre	64.0	Created from underspending in the Contact Centre fund software development
Corporate Strategy	30	Created from underspending in the Corporate Strategy to fund ICT developments
HR/Payroll System	186	£ 300k has been allocated to fund the HR/Payroll system of which £ 114 k was spent in 2008/09 and £ 186 k moved into 2009/10
Social Inclusion	100	To fund participation in the Hartlepool Financial Inclusion Partnership
Credit Union	50	To provide funding for the Hartlepool Credit Union
Shopping Centre Equalisation Reserve	150	Created to provide for reduced rental income from the Middleton Grange Shopping Centre as a result of the economic downturn
Working from Home	7	Created to smooth the costs of home-working keyfobs over the years
	207	

REGENERATION & ECONOMIC DEVELOPMENT

7.4 Appendix G

REVENUE OUTTURN REPORT FOR FINANCIAL YEAR 2008/2009

Approved 2008/2009 Budget	Description of Best Value Unit	Forecast Over/ (Under) spend reported at the end of Quarter 3	Actual - Over/ (Under) spend	Increase/ (Decrease) in total Departmental Overspend	Explanation of Forecast Variance reported at Quarter 3 (Comments only made on main variances)	Explanation of Change in Forecast Outturn (Comments only made on main variances)
£'000		£'000	£'000	£'000		
1,371	Economic Development	0	(21)	(21)		
1,725	Planning Policy & Regeneration	0	(22)	(22)		
3,096	TOTAL	0	(43)	(43)		

Note 1 - Use of Reserves

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

Description of Reserve	2008/09 Budget Col. A £'000	2008/09 Outturn Col. B £'000	2008/09 Variance: Adverse/ (Favourable) Col. C (C=B-A) £'000	Comments
Capital Funding Reserve	0	47	47	Corporate - Which Portfolio? £20,000 budget not required.£75,000 is rebadging to other reserves
Economic Development	20	75	55	
TOTAL	20	122	102	

Note 2 - Contribution to Reserves

The above figures include the following Contributions to Reserves:-

Description of Reserve	2008/09 Contribution £'000	Comments
Regeneration MRU	78	£12K rebadged from Econ Devt Reserve.£66K re late start Victoria Bldgs £33K rebadged from Econ Devt Res
Regeneration Reserve Specific	33	
	111	

REVENUE OUTTURN REPORT FOR FINANCIAL YEAR 2008/2009

Approved Budget 2008/2009	Description of Best Value Unit	Forecast Over/ (Under) spend reported at the end of Quarter 3	Actual - Over/ (Under) spend	Increase/ (Decrease) in total Departmental Overspend	Explanation of Forecast Variance reported at Quarter 3 (Comments only made on main variances)	Explanation of Change in Forecast Outturn (Comments only made on main variances)
£7000		£7000	£7000	£7000		
1,029 Engineering Consultancy		0	(95)	(95)		£24,000 under spend on LAA grant funding. Higher than anticipated levels of income achieved in final quarter. There were also unexpected savings on salaries due to retirements and disciplinary action.
7,372 Environment		0	(233)	(233)		Unanticipated reduction in the level of waste disposal costs together with a managed reduction in spend designed to locate overspends in other areas of the department. Areas of savings were one offs which could not be continued without being detrimental to the service.
324 Highways Management		0	46	46		Unavoidable overspend on salary costs due to overtime and travel costs in the final quarter to cover critical posts affected by sickness absence
2,984 Highways Services		113	570	457	This is mainly owing to Highways Maintenance, which is currently proposing to be overspent by £110,000. This is currently being reassessed and should be brought back in line by the year end.	£277,000 of the overspend relates to a temporary increase in street lighting energy costs. This has previously anticipated that the departmental underspend in other areas. The remaining balance was an overspend on scheduled and unscheduled highways maintenance which could not be avoided as had been provisionally hoped.
179 Town Care Management		0	1	1		
13 Traffic Management		0	1	1		
1,849 Traffic & Transportation		0	(233)	(233)		Unanticipated under spend on concessionary fares due to higher than expected settlement from DfT
265 Transport Services		12	(6)	(18)		
429 Transportation Management		0	4	4		
(637) Car Parking		159	187	28	Car parking income is currently £92,000 below target levels. The effect of the recent price increase is expected to resolve this issue, however, it is too early to determine if there will be customer resistance to the increase. Should previous years trends continue this will balance at the year end. Similarly, with car parking fine income we have £100,000 of overspend which is expected to be resolved by the year end. Again should this be determined in our favour this account will break even. For information we are currently suffering because of the use of counterfeit £1 coins which are currently costing approximately £30 per day (£27,000 YTD).	Quarter 4 performance worse than anticipated resulting in lower levels of income for car parking and parking fine income than envisaged.

REVENUE OUTTURN REPORT FOR FINANCIAL YEAR 2008/2009

Approved 2008/2009 Budget	Description of Best Value Unit	Forecast Over/ (Under) Spend reported at the end of Quarter 3	Actual - Over/ (Under) Spend	Increase/ (Decrease) in total Departmental Overspend	Explanation of Forecast Variance reported at Quarter 3 (Comments only made on main variances)	Explanation of Change in Forecast Outturn (Comments only made on main variances)
£7000		£7000	£7000	£7000		
	525 Environmental Standards	85	(639)	(1778)	Reduced level of income in Burials and Cremations reflects seasonal trends and this is expected to level out over the winter period. Market income is not expected to recover and the shortfall will need to be met from other departmental budgets. These are currently being identified	Much higher than normal levels of income from cremations during final quarter of year combined with the inability to complete work to be funded from the Pride in Hartlepool grant fund (£78k). It had been hoped that this funding would be carried forward to 2009/10.
	75 Minor Works	0	0	0		
14,213	TOTAL	369	169	(256)		

How 1 - Use of Reserves

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

Description of Reserve	2008/09 Budget	2008/09 Outturn	2008/09 Variance: Adverse/ (Favourable) £000 (C- B)	Comments
	Cd. A £7000	Cd. B £7000	Cd. C (C-B-A) £7000	
General Fund Balances - Supported Base Services	93	93	0	
General Fund Balances - Emergency Coast repairs	94	94	0	
Capital Funding	122	122	0	
Remedial repairs	41	41	0	
Risk management insurance	7	7	0	
TOTAL	357	357	0	

How 2 - Contribution to Reserves

The above figures include the following Contributions to Reserves:-

Description of Reserve	2008/09 Contribution	Comments
	£7000	
Highways Grants	102	
Remedial repairs	155	Ringfenced grant funding for expenditure committed in 2009/10 To finance remedial repair works in 2009/2010.
	257	

REVENUE FINANCIAL OUTTURN REPORT 2008/2009

Line No	Latest Budget	Outturn	Variance Adverse/ (Favourable)	Description of Project/Grant	Amount Rephased to 2009-2010	Variance Remaining
Col. A	Col. B	Col. C	Col. D (D=C-B)	Col. E	Col. F	Col. G (G=D-F)
	£'000	£'000	£'000		£'000	£'000
				Adult & Community Services		
1	40	39	(1)	WNF - PCT Occupational Care for Kids	1	0
2	43	43	0	WNF - Belle Vue Sports Project	0	0
3	89	89	0	WNF - Mental Health Development Project	0	0
4	21	21	0	WNF - Mobile Maintenance Worker	0	0
5	40	40	0	WNF - Integrated Health & Social Care Team	0	0
6	27	26	(1)	WNF - Cardiac Rehabilitation through Exercise	0	(1)
7	31	30	(1)	WNF - Connected Care / Health Trainers	0	(1)
8	50	50	0	WNF - Skills to Work	0	0
9	281	271	(10)	Adult Social Care Workforce	0	(10)
10	384	299	(85)	Adult Carers	70	(15)
11	105	47	(58)	Learning and Disability Development Fund	58	0
12	99	93	(6)	Local Involvement Networks	0	(6)
13	52	(1)	(53)	Mental Capacity Act and Ind Mental Capital Advocate Service	53	0
14	336	332	(4)	Mental Health	0	(4)
15	314	314	0	Preserved Rights	0	0
16	146	145	(1)	Supporting People Administration	0	(1)
				Children's Services		
17	50	50	0	WNF - Hartlepool On-Track Project	0	0
18	5	5	0	WNF - Project Co-ordination	0	0
19	50	50	0	WNF - Education Business Links	0	0
20	40	40	0	WNF - Boys Underachieving	0	0
21	6	2	(4)	WNF - NAP North Flexible Scheme	4	0
22	95	5	(90)	WNF - Reducing Childhood Obesity	90	0
23	400	400	0	WNF - Primary/Secondary Schools Direct Funding	0	0
24	31	31	0	Children 14-19 Flexible Funding Pot	0	0
25	69	69	0	Care Matters White Paper	0	0
26	96	96	0	Children's Carers	0	0
27	214	214	0	Child and Adolescent Mental Health Services	0	0
28	17	17	0	Child Death Review Processes	0	0
29	42	42	0	Children's Social Care Workforce (formerly HRDS and NTS)	0	0
30	395	400	5	Children's Fund	0	5
31	1	1	0	Children's Trust	0	0
32	25	25	0	Choice Advisers	0	0
33	1,114	1,042	(72)	Connexions	0	(72)
34	52	52	0	Education Health Partnerships	0	0
35	18	18	0	Extended Rights to Free Transport	0	0
36	265	265	0	Extended Schools Start Up Costs	0	0
37	332	302	(30)	Positive Activities for Young People	0	(30)
38	5	5	0	Preventing Violent Extremism	0	0
39	68	68	0	Secondary National Strategy - Behaviour and Attendance	0	0
40	108	108	0	Secondary National Strategy - Central Co-ordination	0	0
41	75	75	0	Primary National Strategy - Central Co-ordination	0	0
42	287	284	(3)	School Development Grant (Local Authority Element)	0	(3)
43	42	42	0	School Improvement Partners	0	0
44	26	26	0	School Intervention Grant	0	0
45	7	7	0	Sustainable Travel General Duty	0	0
46	144	138	(6)	Teenage Pregnancy	0	(6)
				Neighbourhood Services		
47	154	153	(1)	WNF - Community Safety Wardens	1	0
48	100	94	(6)	WNF - Environment Team	6	0
49	23	20	(3)	WNF - Environmental Education	3	0
50	1	1	0	WNF - North NAP Meetings Costs	0	0
51	1	1	0	WNF - South NAP Meetings Costs	0	0
52	188	177	(11)	Road Safety Grant	11	0
53	29	29	0	Rural Bus Subsidy	0	0
54	35	32	(3)	School Travel Advisers	3	0

REVENUE FINANCIAL OUTTURN REPORT 2008/2009

Line No	Latest Budget	Outturn	Variance Adverse/ (Favourable)	Description of Project/Grant	Amount Rephased to 2009-2010	Variance Remaining
Col. A	Col. B	Col. C	Col. D (D=C-B)	Col. E	Col. F	Col. G (G=D-F)
	£'000	£'000	£'000		£'000	£'000
				Regeneration and Planning		
55	70	70	0	WNF - Anti Social Behaviour Officer	0	0
56	200	183	(17)	WNF - Partnership Working with Communities	17	0
57	125	122	(3)	WNF - Prolific Offender	3	0
58	24	23	(1)	WNF - Project Assistant	1	0
59	65	65	0	WNF - COOL Project	0	0
60	190	190	0	WNF - Families Changing Communities	0	0
61	10	10	0	WNF - Landlord Accreditation Scheme	0	0
62	33	33	0	WNF - Young Firefighters	0	0
63	142	80	(62)	WNF - Management & Consultancy	15	(47)
64	44	42	(2)	WNF - Neighbourhood Renewal Officer	2	0
65	54	54	0	WNF - NAP Development	0	0
66	137	137	0	WNF - Community Empowerment Network	0	0
67	4	4	0	WNF - Administration of Lifelong Learning Partnership	0	0
68	81	81	0	WNF - Level 3 Progression	0	0
69	26	26	0	WNF - Active Skills - West View Project	0	0
70	3	3	0	WNF - Hartlepool Deaf Centre	0	0
71	36	36	0	WNF - Career Coaching HVDA	0	0
72	28	23	(5)	WNF - Dyke House/Stranton/Grange NAP	5	0
73	5	5	0	WNF - Central NAP(North Hartlepool)	0	0
74	37	37	0	WNF - W View/K Oswy NAP(North Hartlepool)	0	0
75	35	35	0	WNF - Jobsmart	0	0
76	107	104	(3)	WNF - Targeted Training	3	0
77	72	72	0	WNF - Women's Opportunities	0	0
78	29	29	0	WNF - JobsBuild	0	0
79	204	203	(1)	WNF - Intermediate Labour Market	1	0
80	7	7	0	WNF - Marketing Assistant	0	0
81	3	2	(1)	WNF - Employment Co-ordinator	1	0
82	17	17	0	WNF - Improving the Employment Offer	0	0
83	120	120	0	WNF - North Central Hartlepool-Delivery Team Staff Cost	0	0
84	248	248	0	WNF - Assisting Local People into Work	0	0
85	224	224	0	WNF - Incubator System	0	0
86	81	81	0	WNF - Volunteering into Employment	0	0
87	5	5	0	WNF - Skills & Knowledge	0	0
88	154	154	0	WNF - Community Employment Outreach	0	0
89	91	91	0	WNF - STEP(Homelessness Project)	0	0
90	45	45	0	WNF - Positive Choice for Carers	0	0
91	40	40	0	WNF - Owton Manor West NWRA	0	0
92	36	36	0	WNF - West View Project	0	0
93	90	90	0	WNF - Community Chest	0	0
94	46	46	0	WNF - WNF Local Employment Assistance - OFCA	0	0
95	39	39	0	WNF - WNF Youth into Employment Wharton Trust	0	0
96	16	16	0	WNF - WNF Introduction to Construction	0	0
97	39	39	0	WNF - WNF Adventure Traineeship	0	0
98	50	50	0	WNF - WNF Employment Support MIND	0	0
99	75	55	(20)	WNF - Family Case Load Workers	20	0
100	16	14	(2)	WNF - Burbank Neighbourhood Action Plan	2	0
101	21	21	0	WNF - Rift House / Burn Valley Neighbourhood Action Plan	0	0
102	27	27	0	WNF - Owton Neighbourhood Action Plan	0	0
103	7	7	0	WNF - Rossmere Neighbourhood Action Plan	0	0
104	1	1	0	WNF - Headland Neighbourhood Action Plan	0	0
105	19	12	(7)	WNF - Throston Neighbourhood Action Plan	7	0
106	1	1	0	WNF - North Neighbourhood Action Plan Meeting Costs	0	0
107	26	25	(1)	Cohesion	1	0
108	457	414	(43)	Stronger Safer Communities Fund (Neighbourhood Element)	43	0
109	126	126	0	Stronger Safer Communities Fund	0	0
110	56	56	0	Drugs Action Team	0	0
111	41	41	0	Young Peoples Substance Misuse	0	0

AREA BASED GRANT

7.4 Appendix I

REVENUE FINANCIAL OUTTURN REPORT 2008/2009

112	10,651	10,041	(610)	TOTAL	421	(189)
-----	--------	--------	-------	-------	-----	-------

Best Value Unit / Best Value Sub Unit	2008/2009 Budget £'000	Outturn Variance (Favourable) / Adverse £'000
Adult & Community Services		
Strategic Arts, Museums & Heritage, Sports & Recreation - Income	1,460	(401)
Building Maintenance	327	15
Learning Disabilities Purchasing	3,110	192
Occupational Therapy Equipment	327	15
Older People Purchasing	7,415	(68)
Social Care - Direct Payments	1,213	1,195
Total	13,852	948
Regeneration & Planning		
Economic Development - Rent Income	(187)	30
Planning & Building Control - Fee Income	(620)	21
Total	(620)	21
Neighbourhood Services		
Car Parking	(826)	187
Environment, Environmental Action & Town Care Management	7,343	(311)
Property Services	466	15
Total	6,983	(109)
Corporate Budgets		
Centralised Estimates	5,630	
IT Partnership Contract	2,561	
Total	58,113	0.0
Children's Services		
Building Schools for the Future	1,177	12
Children Looked After Placements	4,393	702
Home to School Transport Costs	1,369	(17)
Independent School Fees (SEN)	643	(110)
Individual Pupils Budget for SEN	1,383	25
Individual School Budget	54,452	0
Integrated Children's System	129	15
Total	63,546	627

ADULT & COMMUNITY SERVICES DEPARTMENT PLANNED EFFICIENCIES

Budget Heading	Description of Efficiency/Saving	Risk - Red, Amber, Green	Risk Assessment of implementing efficiency/saving	Impact of efficiency/saving service performance)	Value of efficiency/saving £'000's	Outturn £000	Comments
Support Services	Re-examination of staffing and processes following joint commissioning, and introduction of CONTROCC computer system. Also review management of Supporting People programme, absorbing some of the work into other sections	R	Review is at an early stage	This is a growing area of work, and reduced staffing could affect capacity to support developments	40	0	Slipped into 2009-10
Domestic support Swinburne House	Proposed closure of Swinburne will reduce requirement for domestic support staff	A	1 x vacancy to be 'given up' and 1 x domestic post to be deleted. This will leave 1 x 20hr domestic post to remain for re-provisioning Swinburne elsewhere.	This will not directly affect the service provision	33	0	Slipped into 2009-10
Assessment & Care Mgt	Review management arrangements for social work teams	R	Diminishes management capacity and potentially increases span of control for remaining managers above an acceptable level.	May result in delays in allocation and completion of statutory assessments	45	45	
Libraries	Staffing efficiencies in library service delivery	A	These will be achieved through a revised and improved way of allocating staff – i.e. adjustment of rotas to allow 3x scale 2 fte posts to be saved whilst delivering services as are currently provided. These staff rotas are across the whole service but will be significantly achieved through the Central Library.	reduction in CPA 'cost per visit' provided visit levels maintained. Necessary to ensure service standard and user satisfaction measures are maintained.	41	41	
Libraries	Reduction in relief driver requirement for library mobile bus service	A	The new structure was introduced April 2007. First quarter indicates that a lower demand for driver cover is needed. This is a little early and demand needs monitoring full 12 months including winter	reduction in CPA 'cost per visit' provided visit levels maintained. Necessary to ensure service standard and user satisfaction measures are maintained.	4	4	
Libraries	Strategic reduction in target areas of printed materials fund where consortium/supplier purchasing agreements facilitate efficiencies	A	failure to provide continually improving stock and maintenance of PI statistics.	Hope to be minimized but stock provision of the highest quality is principal aim of the service.	14	14	
Libraries	Improved efficiency in online resource provision	A	Risk of not meeting public demand by changing suppliers	Aim to maintain similar service provision through improved supplier contracts.	4	4	
Warren Road & Havelock	Review and integrate the management and staff structure across the two day services, this will reduce ancillary and management costs. The impact on direct service provision will be minimal as this is based on meeting assessed needs through individual support plans.	A	Business continuity & training required for staff to work across Learning & Physical disabilities	Performance measures, impact on PSSEX1 cost of day care.	103	26	On target for implementation by Jan 09. £29k given for ITU worker.
Home Care Service	Transfer 100 hrs from in-house provision to independent provider and review management arrangements.	A	Reconfiguration of home care and amalgamation with Intensive Social Support Team under service heading of 'Direct Care and Support Service' will help provide sustainability going forward and alleviate stress challenges. Potential for complaints if service users prefer local authority service provision. However statutory responsibilities will be still be achieved.	Long term cases in home care (dementia) will be transferred to alternative independent provision. Leaving in house home care services to focus upon rapid response operations. In comparison with all other Providers in Hartlepool, the Local Authority Home Care Service is best placed to do this.	53	53	

ADULT & COMMUNITY SERVICES DEPARTMENT PLANNED EFFICIENCIES

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

ADULT & COMMUNITY SERVICES DEPARTMENT PLANNED EFFICIENCIES

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

CHIEF EXECUTIVES DEPARTMENT PLANNED EFFICIENCIES

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

CHILDREN'S SERVICES DEPARTMENT PLANNED EFFICIENCIES/SAVINGS

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

CHILDREN'S SERVICES DEPARTMENT PLANNED EFFICIENCIES/SAVINGS

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

NEIGHBOURHOOD SERVICES DEPARTMENT PLANNED EFFICIENCIES

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

REGENERATION & PLANNING DEPARTMENT PLANNED EFFICIENCIES

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

TOTAL OF 3% EFFICIENCIES FOR ALL DEPARTMENTS	2051	1699
CORPORATE 3% EFFICIENCIES TARGET	254	254
TOTAL 2008/09 3% EFFICIENCIES TARGET	2305	1953

Department	Scheme	Amount (£)
Adult & Community Services	SWGH Disability Improvement	628
	Museum of Harlepool - Redispla	11,524
	Hartlepool Maritime Experience Lift	610
	Headland Community Resource Centre	11,569
	Ward Jackson Park CCTV & Light	3,000
	WJP Fountair	978
	Grayfields CCTV	2,160
	Foreshore - Replacement Lifeguard Vehicle	14,000
	Burn Valley Park Beck	20,000
	Town Moor - Develop Multi Use Games Area	17,060
	Burn Valley Allotment Security Gate	680
	Station Lane Allotments Security gate	960
	Station Lane Allotments Security gate	85
	Central Library RFID Self Issu	885
	Central Library RFID Self Issu	68,783
	Central Library RFID Self Issu	15,000
	Headland Community Resource Centre	9,817
	Mill House Leisure Centre Feasibility	7,293
	Town Moor - Develop Multi Use Games Area	16,000
	Chronically Sick & Disabled Adaptations	66,974
	Central Library Disabled Toilet	4,901
	Masefield Road (NDNA Accommodation)	100,000
Total		372,906
Children's Services	Carlton Outdoor Centre	7,631
	DSG Contribution to Schools Capital Programme	527,271
	DSG Reserve - Temporary Accommodation for Transfer of	198,000

Department	Scheme	Amount (£)
	A2L Reserve - Temporary Accommodation for Transfer of	81,000
	Standards Fund Grant - Computers for Pupils	122,109
Total		936,011

Department	Scheme	Amount (£)
Neighbourhood Services	Community Safety CCTV Upgrad	6,200
	Camera Partnership	20,000
	CSS Social Lighting Programme	20,000
	LTP Other Bridge Schemes	8,700
	Community Safety Pooled Budget	10,222
	WNF Hartlepool Sch Prolific Offender	4,000
Total		69,122

SCHOOL BALANCES SUMMARY 2005/06 - 2008/09

SCHOOL	Recent Trends			Balance as at 31.03.09 £
	Balance as at 31.03.06 £	Balance as at 31.03.07 £	Balance as at 31.03.08 £	
PRIMARY				
Barnard Grove	34,143	29,050	57,866	96,305
Brougham	84,602	102,227	176,568	79,014
Clavering	10,934	(30,747)	(7,425)	(28,950)
Eldon Grove	93,615	46,741	89,369	141,114
Elwick	90,367	73,563	132,662	80,666
Fens	352,608	232,234	195,819	207,899
Golden Flatts	69,917	21,216	32,486	28,925
Grange	171,544	135,725	158,728	99,724
Greatham	111,461	46,318	59,925	53,379
Hart	32,537	41,093	42,139	24,375
Holy Trinity	72,053	60,976	89,754	38,924
Jesmond Road	53,374	3,762	38,399	82,861
Kingsley	117,460	133,004	99,723	235,800
Lynnfield	21,503	46,071	27,239	46,639
Owton Manor	66,673	65,968	69,170	20,220
Rift House	90,517	74,282	27,126	45,546
Rossmere	27,156	22,836	7,960	42,171
Sacred Heart	150,463	113,593	126,538	112,511
St Aidans	49,185	78,565	58,014	35,888
St Begas	386	(23,577)	(38,631)	(81,639)
St Cuthberts	57,875	91,267	32,959	42,221
St Helens	98,268	101,244	52,923	70,803
St John Vianney	74,423	130,075	95,642	52,415
St Josephs	151,907	130,009	135,424	98,831
St Teresa's	95,311	52,319	70,971	110,400
Stranton	61,379	51,972	83,919	1,255
Throston	74,777	124,283	103,729	151,496
Ward Jackson	96,734	142,507	137,523	99,404
West Park	101,609	99,852	104,013	75,213
West View	30,830	63,652	100,750	136,964
Total Primary	2,543,613	2,260,080	2,361,282	2,200,374
SECONDARY				
Brierton	188,498	218,118	652,674	132,266
Dyke House	240,384	115,581	356,533	807,691
English Martyrs	161,437	140,449	244,564	126,886
High Tunstall	393,860	424,542	296,482	182,612
Manor College	4,391	(283,221)	(215,833)	94,684
St Hilds	93,483	79,346	304,846	271,336
Total Secondary	1,082,053	694,815	1,639,266	1,615,475
SPECIAL				
Catcote	20,648	12,985	2,158	27,434
Springwell	174,700	168,902	104,304	24,330
Total Special	195,348	181,887	106,462	51,764
NURSERY				
Seaton Nursery	22,008	17,555	15,992	14,157
Total Nursery	22,008	17,555	15,992	14,157
TOTAL BALANCES	3,843,022	3,154,337	4,123,002	3,881,770

CABINET REPORT

9th September, 2009



Report of: Chief Financial Officer

Subject: TREASURY MANAGEMENT OUTTURN 2008/2009

SUMMARY

1. PURPOSE OF REPORT

- 1.1 This report provides a review of the Treasury Management activity for 2008/2009 and the outturn Prudential Indicators for this period

2. SUMMARY OF CONTENTS

- 2.1 The report covers the following:

- the economic background for the year;
- the Council's capital expenditure and financing in 2008/2009
- the Council's overall treasury position, including borrowing and investment activity;
- The regulatory framework, risk and performance considerations, including compliance with key prudential indicators.

3. RELEVANCE TO CABINET

- 3.1 Treasury management is becoming increasingly high profile as a result of the credit crunch and the investment of public monies with Icelandic banks. This report is been taken to Cabinet for information and will also be taken to Council in due course.

4. TYPE OF DECISION

- 4.1 None.

5. DECISION MAKING ROUTE

- 5.1 Council

6. DECISION(S) REQUIRED

- 6.1 Note the report.

Report of: Chief Financial Officer

Subject: TREASURY MANAGEMENT OUTTURN
2008/2009

1. PURPOSE OF REPORT

- 1.1 This report provides a review of the Treasury Management activity for 2008/2009 and the outturn Prudential Indicators for this period.

2. BACKGROUND

- 2.1 As part of the annual Budget and Policy Framework process the Council approved the overall Treasury Management Strategy and associated Prudential Indicators on the 12th February, 2008.

- 2.2 The submission of this report to Council is a requirement of the CIPFA Code of Practice on Treasury Management, CLG Investment Guidance and the CIPFA Prudential Code for Capital Finance in Local Authorities. This report is been submitted to Cabinet for information and will also be submitted to full Council in accordance with the Treasury Management Code of Practice.

- 2.3 This has been an exceptional year for Treasury Management. The downturn in the economy, coupled with increased counterparty credit risk has presented the Council with challenges not normally encountered. The main implications have been: -

- significantly deteriorating investment returns for new investments;
- increased counterparty risk, resulting in a reduction in the counterparties the Council uses and subsequent change in strategy to run a net book by repaying debt where possible and reducing investments.

- 2.4 The fallout from the credit crunch and significant events such as public funds invested with Icelandic banks has increased the profile of Treasury Management and lead to reviews and reports by the Audit Commission, CIPFA and the Parliamentary Select Committee. The Council is currently reviewing its arrangements in the light of these documents and will be producing a report making recommendations in the near future. The focus of this report is events relating to the financial year 2008/2009 and summarises:

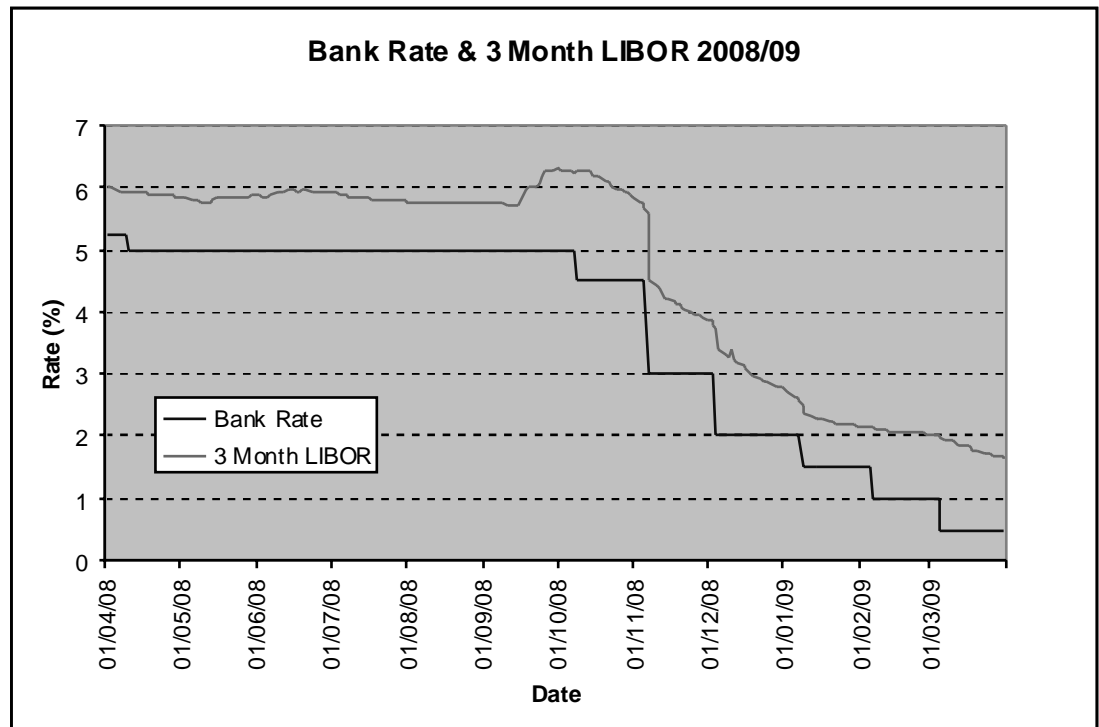
- the economic background for the year;

- the Council's capital expenditure and financing in 2008/2009
- the Council's overall treasury position, including borrowing and investment activity;
- The regulatory framework, risk and performance considerations, including compliance with key prudential indicators.

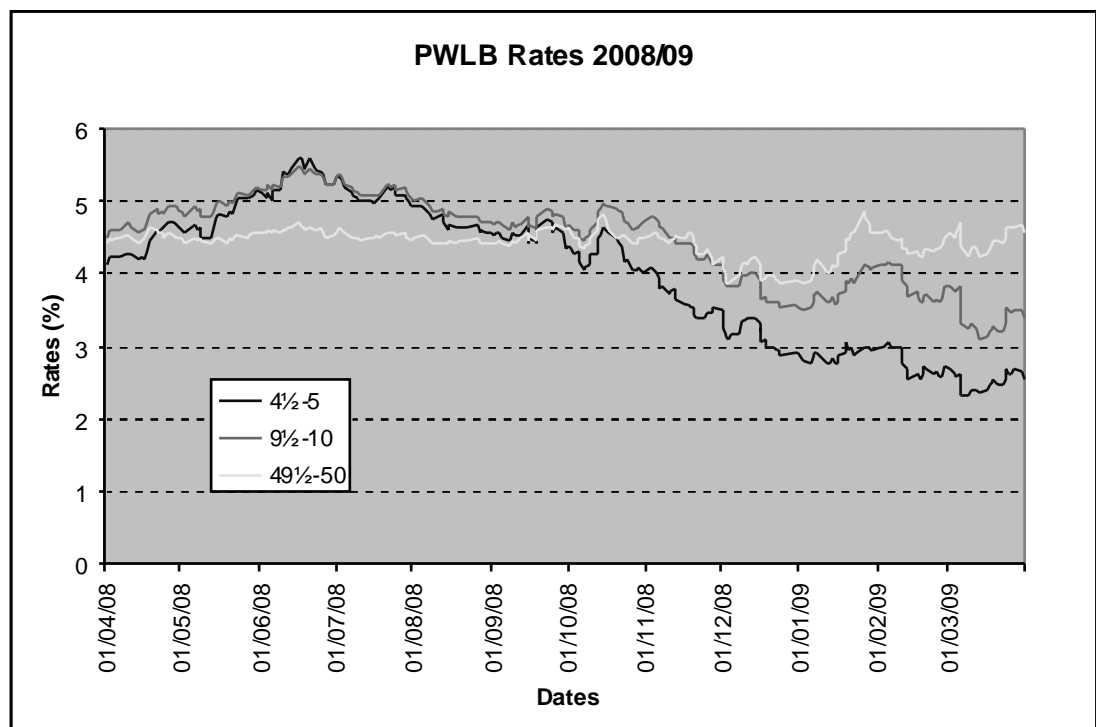
3. ECONOMIC BACKGROUND FOR 2008/2009

- 3.1 The 2008/2009 financial year was one of the most testing and difficult economic and investment environments since the 1930s. It featured a number of very significant changes in the performance of the UK as well as global economy and beneath all of this has been the undercurrent of uncertainty in the financial markets. This was not an easy backdrop in which to manage an investment portfolio.
- 3.2 The year opened on an uncertain note. The ongoing effects of the "credit crunch" which had started in 2007, prompted a bout of monetary policy easing in early April when the Bank of England cut its Bank Rate by 0.25% to 5%. But inflation was rising sharply, courtesy of the strength of global commodity and food prices and the very steep rise in oil prices. The CPI inflation measure breached the 3% upper limit of the Governments' target range in April. The Bank was concerned that these external cost pressures could eventually transform into a domestic wage/price spiral and kick start a bout of damaging inflation.
- 3.3 Rates were left on hold through the summer months and there seemed to be some signs of a gradual return to slightly more normal conditions in the money markets. But this was not to last. Mid-September saw a "sea change" in financial markets and economic policies. The collapse of US investment bank, Lehman Brothers, dealt a devastating blow to the markets. Liquidity dried up almost completely making it extremely difficult for banks to function normally. These developments culminated in the failure of the entire Icelandic banking system in early October.
- 3.4 The failure of the Icelandic banking system had a major impact on local authority investments. A number of local authorities had deposits with Icelandic institutions and these investments are still at risk. At this point in time recovery rates have not been fully disclosed by the respective institutions, although early indicators suggest a good, albeit not 100% recovery. As detailed earlier in the report, the Council had no deposits with Icelandic institutions.
- 3.5 The crisis in the financial markets deepened and threatened a complete 'melt-down' of the world financial system. This, together with evidence that economies had entered recession prompted a number of significant policy changes. In the UK these featured the following:

- a major rescue package totalling as much as £400bn to recapitalise the banking system
 - a series of interest rate cuts from a rate of 5.25% in April 2008 to 0.5% in March 2009.
 - a fiscal expansion package, including a 2.5% cut in VAT.
- 3.6 With official interest rates in the US already at close to zero by March, 2008, the Bank of England was at the forefront of policy easing. Thereafter, the Bank resorted to the quantitative easing of monetary policy via a mechanism of buying securities from investment institutions in exchange for cash. This commenced in early March and subsequently expanded to ultimately amount to £175bn.
- 3.7 Aside from Bank of England assistance, the Government launched the second phase of its support operations for the banking industry during the second half of January. This failed to allay fears that even more aid might have to be extended to the banking industry before the crisis is over. During the course of the quarter, two major banks, RBS and Lloyds Group, needed substantial cash injections; action that led the public sector to assume near-full ownership. In addition to this, the Dunfermline Building Society was rescued from bankruptcy.
- 3.8 The problems of the financial markets since late 2007 had clearly spread to other parts of the economy. Economic data confirmed that the UK was in deep recession and the latest Bank of England Inflation Reports registered a marked change in official forecasts for 2009 and 2010. Economic activity was expected to decline sharply (GDP was forecast to contract by more than 4% in 2009) and inflation was projected to fall into negative territory.
- 3.9 The generally uncertain backdrop to the UK and the financial markets prevented a marked easing in overall money market liquidity. While the situation did show some signs of improving as the financial year drew to a close, the margin between official interest rates and those quoted in the inter-bank market for periods longer than 1-month remained very wide as shown below.



3.10 The graph below shows changes to Long term borrowing rates for loans with different maturity periods. There has been less of a reduction in rates for longer dated loans.



4. THE COUNCIL'S CAPITAL EXPENDITURE AND FINANCING 2008/2009

- 4.1 The Council's approved capital programme is funded from a combination of capital receipts, capital grants, revenue contributions and Prudential Borrowing.
- 4.2 Part of the Council's treasury activities is to address this Prudential borrowing need, either through borrowing from external bodies, or utilising temporary cash resources within the Council. The wider treasury activities also include managing the Council's day to day cash flows, its previous borrowing activities and the investment of surplus funds. These activities are structured to manage risk foremost, and then optimise performance.
- 4.3 Actual capital expenditure forms one of the required prudential indicators. As shown at **Appendix A**, the total amount of capital expenditure for the year was £25.6m, of which £7.1m was funded by Prudential Borrowing.
- 4.4 The Council's underlying need to borrow is called the Capital Financing Requirement (CFR). This figure is the accumulated value of capital expenditure which has been financed from Prudential Borrowing. Each year the Council is required to apply revenue resources to reduce this outstanding balance.
- 4.5 Whilst the Council's limit of its underlying need to borrow is the CFR, the Council can manage the actual borrowing position by either:
- borrowing to the level of the CFR; or
 - choosing to use temporary internal cash flow funds instead of borrowing; or
 - borrowing for future increases in the CFR (borrowing in advance of need).
- 4.6 The Council's CFR for the year was £82.6m as shown at Appendix A. This is lower than the approved estimate owing to the rephasing of capital expenditure until 2009/2010. The Council's total borrowing as at 31st March, 2009 was £74.9m. This is currently less than the CFR as a result of being able to use its balances to internalise the funding of capital expenditure.

5. TREASURY POSITION AT 31ST MARCH, 2009

- 5.1 The table below shows the treasury position as at the 31st March, 2009, compared with the previous year:

5.2

Treasury position	31st March 2008		31st March 2009	
	Principal	Average Rate	Principal	Average Rate
Fixed Interest Rate Debt				
- PWLB	£21.8m	4.46%	£4.3m	4.77%
- Market Loans	£45m	4.00%	£45m	4.00%
Total Long Term Debt	£66.8m	4.15%	£49.3m	4.07%
Variable Interest Rate Debt				
- Temporary loans	£Nil	N/A	£25.6m	0.86%
Total Debt	£66.8m	4.15%	£74.9m	2.97%
Total Investments	£46.4m	5.31%	£39.5m	4.85%
Net borrowing position	£20.4m		£35.4m	

As shown in the table, the Council has reduced its level of long term borrowing by repaying £17.5m PWLB debt. This was achieved without incurring premiums because of the opportunities arising from falling interest rates. This has enabled the Council to reduce its investments and therefore reduce its exposure to counterparty risk. In addition, the previous opportunities for 'arbitrage' were no longer available, so it was also cost efficient to repay this debt because the cost of this debt was significantly higher than the rates of interest receivable on the cash invested.

- 5.3 In practice it has taken until June, 2009 for the Council to fully realise the netting down of investments. In the short term it was necessary to take out short term loans to fund the PWLB repayments, but the Council was able to take advantage of the unprecedented low cost of short term borrowing. As shown by the above table, the average interest rates for temporary loans were significantly less than the PWLB loans previously held.
- 5.4 A key performance indicator shown in the above table is the very low average rate of external debt of 2.97% for debt held as at 31st March, 2009. The latest available data from CIPFA shows that the Council ranked 5th lowest out of 29 unitary Councils in terms of lowest average rate for external borrowing.
- 5.5 The Council's investment policy is governed by Department of Communities and Local Government (DCLG) guidance, which has been implemented in the annual investment strategy approved by Council on 12th February, 2008. The investment activity during the year conformed to the approved strategy and the Council had no liquidity difficulties.

- 5.6 The Chief Financial Officer has also temporarily suspended the use of building societies in response to market intelligence suggesting increased risks associated with this sector. As a result of this action the Chief Financial Officer has used his delegated powers to increase investment limits with the lowest risk of counterparties on the Councils list. In particular, the large clearing banks, covered by the Governments guarantee, including those which are part nationalised. The use of building societies will be kept under review.

6. **REGULATORY FRAMEWORK, RISK AND PERFORMANCE**

- 6.1 The Council's treasury management activities are regulated by a variety of professional codes and statutes and guidance:

- The Local Government Act 2003 (the Act), which provides the powers to borrow and invest as well as providing controls and limits on this activity;
- The Act permits the Secretary of State to set limits either on the Council or nationally on all local authorities restricting the amount of borrowing which may be undertaken (although no restrictions were made in 2006/2007);
- Statutory Instrument (SI) 3146 2003, as amended, develops the controls and powers within the Act;
- The SI requires the Council to undertake any borrowing activity with regard to the CIPFA Prudential Code for Capital Finance in Local Authorities;
- The SI also requires the Council to operate the overall treasury function with regard to the CIPFA Code of Practice for Treasury Management in the Public Services;
- Under the Act the ODPM (now DCLG) has issued Investment Guidance to structure and regulate the Council's investment activities;
- Under section 238(2) of the Local Government and Public Involvement in Health Act 2007 the Secretary of State has taken powers to issue guidance on accounting practices. Guidance on Minimum Revenue Provision was issued under this section on 8th November, 2007.

- 6.2 The Council has complied with all of the above relevant statutory and regulatory requirements which limit the levels of risk associated with its Treasury Management activities. In particular its adoption and implementation of both the Prudential Code and the Code of Practice for Treasury Management means both that its capital expenditure is prudent, affordable and sustainable and its treasury practices demonstrate a low risk approach.

- 6.3 The Council is aware of the risks of passive management of the Treasury Portfolio and with the support of Butlers, the Council's advisers, has proactively managed its treasury position.

6.4 **Prudential Indicators and Compliance Issues**

6.5 Details of each Prudential Indicator are shown at Appendix A. Some of the prudential indicators provide either an overview or specific limits on treasury activity. The key Prudential Indicators to report at outturn are described below.

6.6 The **Authorised Limit** is the “Affordable Borrowing Limit” required by Section 3 of the Local Government Act 2003. The Council does not have the power to borrow above this level. Appendix A demonstrates that during 2009/2010 the Council has maintained gross borrowing within its Authorised Limit.

6.7 **Net Borrowing and the CFR** - In order to ensure that borrowing levels are prudent, over the medium term the Council’s external borrowing, net of investments, must only be for a capital purpose. Net borrowing should not have exceeded the CFR for 2008/2009 plus the expected changes to the CFR over 2009/2010 and 2010/2011. The Council has complied with this Prudential Indicator.

7. **CONCLUSION**

7.1 The report provides members with an overview of the Treasury Management activities for 2008/2009, as required by legislation. The report demonstrates that these activities have been undertaken in accordance with relevant legislation, regulations and the Council’s approved Treasury Management Strategy. Therefore, there are no specific issues to bring to Members attention.

8. **RECOMMENDATION**

8.1 It is recommended that Members note the report.

APPENDIX A**Prudential Indicators 2007/2008 to 2010/2011****1. Ratio of Financing Costs to Net Revenue Stream**

This indicator shows the proportion of the total annual revenue budget that is funded by the local tax payer and Central Government, which is spent on servicing debt. The outturn is lower than the estimate, mainly as a result of savings from long term borrowing repayment and the very low rates of interest on short term loans. In addition investment income was higher than budget as a result of deals made late 2007/2008 before the economic downturn resulted in a massive reduction in interest rates.

2008/09 Estimate £'000		2008/09 Outturn £'000
6.65%		3.00%

2. Capital Expenditure

This indicator shows the total of capital expenditure for the year.

2008/09 Estimate £'000		2008/09 Outturn £'000
13,751	Capital Expenditure	25,605

The actual is higher than the estimate as a result of additional grant funded capital schemes not included in the original estimate and rephased expenditure from 2007/2008

3. Capital Expenditure Financed from Borrowing

This shows the borrowing required to finance the capital expenditure programme.

2008/09 Estimate £'000		2008/09 Outturn £'000
7,120	Capital Expenditure Financed from Borrowing	9,873

The actual is higher than the estimate because it includes approved expenditure rephased from the previous financial year.

4. Capital Financing Requirement

CFR is used to determine the minimum annual revenue charge for capital expenditure repayments (net of interest). It is calculated from the Authority's Balance Sheet and is shown below. Forecasts for future years are directly influenced by the capital expenditure decisions taken and the actual amount of revenue that is set aside to repay debt.

2008/09 Estimate £'000		2008/09 Outturn £'000
87,086	Capital Financing Requirement	82,599

The actual is lower than the estimate as a result of capital expenditure included within the estimate which has been rephased into 2009/2010.

5. Authorised Limit for External Debt

The authorised limit determines the maximum amount the Authority may borrow at any one time and the levels for each forthcoming year are detailed below. The authorised limit covers both long term borrowing for capital purposes and borrowing for short term cash flow requirements. The authorised limit is set above the operational boundary to provide sufficient headroom for operational management and unusual cash movements. In line with the Prudential Code, the level has been set to the flexibility to borrowing to finance capital expenditure occurring for up to three years in advance if more favourable interest rates can be obtained.

2008/09 Limit £'000	
120,000	Authorised limit for external debt

The above Authorised Limit was not exceeded during the year. The level of debt as per the Balance Sheet at the year end was £75m. The peak level during the year was £79m.

6. Operational Boundary for External Debt

The operational boundary is the most likely prudent, but not worst case scenario, level of borrowing without the additional headroom included within the authorised limit. The level is set so that any sustained breaches serve as an early warning that the Authority is in danger of overspending or failing to achieve income targets and gives sufficient time to take appropriate corrective action.

2008/09 Limit £'000	
88,000	Operational limit for external debt

The operational limit was not exceeded in the year.

7. Interest Rate Exposures

This indicator is designed to reflect the risk associated with both fixed and variable rates of interest, but must be flexible enough to allow the Authority to make best use of any borrowing opportunities.

2008/09 Estimate £'000	Upper limits on fixed and variable interest rate exposure	2008/09 Outturn £'000
91,000	Fixed Rates	46,826
60,000	Variable Rates	28,134

8. Maturity Structure of Borrowing

This indicator is designed to reflect and minimise the situation whereby the Authority has a large repayment of debt needing to be replaced at a time of uncertainty over interest rates, but as with the indicator above, it must also be flexible enough to allow the Authority to take advantage of any borrowing opportunities.

	Upper Limit £000	Lower Limit £000	Actual £000
under 12 months	50,000	0	28,134
12 months and within 24 months	50,000	0	3
24 months and within 5 years	50,000	0	76
5 years and within 10 years	50,000	0	0
10 years and above	90,000	0	46,826

9. Investments over Maturing over One Year

This sets an upper limit for amounts invested for periods longer than 364 days. The limit was not exceeded.

2008/09 Estimate £'000	Total Principal Sums Invested over 364 days	2008/09 Outturn £'000
20,000		10,000

CABINET REPORT

7 September 2009



Report of: Scrutiny Co-ordinating Committee

Subject: CALL-IN OF CABINET DECISIONS - BUSINESS TRANSFORMATION (PROGRAMME BOARD AND ASSET MANAGEMENT ARRANGEMENTS)

SUMMARY

1. PURPOSE OF REPORT

- 1.1 To inform Members that a report will be circulated in advance of, and for consideration during, this meeting detailing the outcome of the Scrutiny Co-ordinating Committee's consideration of the 'Call-In' in relation to the above Cabinet decisions taken on the 13 July 2009.

2. SUMMARY OF CONTENTS

- 2.1 The report outlines the Scrutiny Co-ordinating Committee's comments / recommendations following the Call-In of the following decisions taken by Cabinet on the 13 July 2009:-

Minute No. 19 – Business Transformation – Quarterly Programme Update

- (ii) That the Programme Board be amended in light of recent portfolio changes to delete the Performance Portfolio and to include an additional Cabinet Member to be determined at a later date.
- (iii) That consideration be given to changing the times of the Business Transformation Board meetings to maximise Member attendance.

Minute No. 21 – Business Transformation – Asset Management

- (i) That the Portfolio Holder for Finance and Performance continue with delegated authority for decisions in relation to the disposal of land and buildings.

3. RELEVANCE TO CABINET

- 3.1 As per the Authority's Call-In procedure, the Cabinet is required to consider the Scrutiny Co-ordinating Committee's comments and respond to them. In considering comments the Cabinet has two options in terms of a way forward:-

- (i) Reaffirm the original decision, or
- (ii) Modify the original decision.

4. TYPE OF DECISION

- 4.1 Non key decision.

5. DECISION MAKING ROUTE

- 5.1 The decision making route is as follows:

- Scrutiny Co-ordinating Committee on 25 August 2009;
- Cabinet on 7 September 2009;
- Council on the 17 September 2009 (*possible – subject to the outcome of Cabinet consideration of the Scrutiny Co-ordinating Committee's comments / recommendations*); and
- Scrutiny Co-ordinating Committee on 16 October 2009.

6. DECISION(S) REQUIRED

- 6.1 Cabinet is requested to consider the Scrutiny Co-ordinating Committee's comments / recommendations, as outlined in the report to be circulated in advance of this meeting.

CABINET

7 September 2009



Report of: Scrutiny Co-ordinating Committee

Subject: CALL-IN OF CABINET DECISIONS - BUSINESS TRANSFORMATION (PROGRAMME BOARD AND ASSET MANAGEMENT ARRANGEMENTS)

1. PURPOSE OF REPORT

- 1.1 To inform Members that a report will be circulated in advance of, and for consideration during, this meeting detailing the outcome of the Scrutiny Co-ordinating Committee's consideration of the 'Call-In' in relation to the above Cabinet decisions taken on the 13 July 2009.

2. BACKGROUND INFORMATION

- 2.2 At the decision making meeting of Cabinet held on 13 July 2009, two reports were considered in relation to the Business Transformation process, specifically around the quarterly programme update and asset management arrangements (minute numbers 19 and 21).
- 2.3 A Call-In Notice in relation to these decisions was received by the Proper Officer and accepted by the Scrutiny Co-ordinating Committee at its meeting on the 31 July 2009. The Scrutiny Co-ordinating Committee supported the need look closer at how the decisions had been made and at a further meeting, on the 25 August 2009, gave full consideration to the 'Call-In' with evidence from the Mayor.
- 2.2 Following completion of consideration of the 'Call-In' by the Scrutiny Co-ordinating Committee on the 25 August 2009, and in accordance with the Authority's Call-In procedure, a report is to be presented to Cabinet outlining the Committee's comments / recommendations. The timescale between completion of Scrutiny consideration of the 'Call-In' (on the 25 August 2009) and the date of today's Cabinet meeting, however, meant that it was not possible to include the Scrutiny Co-ordinating Committee's report within the statutory requirements for the despatch of the agenda and papers for today's meeting. In light of this, in order to progress the matter without delay, arrangements have been made for the Scrutiny Co-ordinating Committee's report to be circulated under separate cover in advance of this meeting.

3. RECOMMENDATION

- 3.1 That Cabinet notes the content of this report and consider the Scrutiny Coordinating Committee's comments / recommendations, as outlined in the report to be circulated in advance of this meeting.

Contact Officer:- Joan Wilkins – Scrutiny Manager
Chief Executive's Department - Corporate Strategy
Hartlepool Borough Council
Tel: 01429 284142
Email: joan.wilkins@hartlepool.gov.uk

BACKGROUND PAPERS

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

CABINET REPORT

7 September 2009



Report of: Scrutiny Co-ordinating Committee

Subject: CALL-IN OF DECISION - BUSINESS TRANSFORMATION (PROGRAMME BOARD AND ASSET MANAGEMENT ARRANGEMENTS)

SUMMARY

1. PURPOSE OF REPORT

- 2.1 To report the outcome of the Scrutiny Co-ordinating Committee meeting on the 25 August at which consideration was given to the Call-In of the following decisions taken by Cabinet on the 13 July 2009:-

Minute No. 19 – Business Transformation – Quarterly Programme Update

- (ii) That the Programme Board be amended in light of recent portfolio changes to delete the Performance Portfolio and to include an additional Cabinet Member to be determined at a later date.
- (iii) That consideration be given to changing the times of the Business Transformation Board meetings to maximise Member attendance.

Minute No. 21 – Business Transformation – Asset Management

- (ii) That the Portfolio Holder for Finance and Performance continue with delegated authority for decisions in relation to the disposal of land and buildings.

- 2.2 To refer decision taken in Minute No. 19 (ii) of Cabinet on 13 July 2009 (as outlined in section 2.1 above) back to Cabinet for further consideration.

2. SUMMARY OF CONTENTS

The report outlines the key concerns of the Scrutiny Co-ordinating Committee in relation to the 'call-in' of the decisions taken by Cabinet on the 13 July 2009 in relation to the Business Transformation Programme Board and Business Transformation asset management arrangements.

3. RELEVANCE TO CABINET

3.1 As per the Authority's Call-In procedure, the Cabinet is required to consider the Scrutiny Co-ordinating Committee's comments and respond to them. In considering comments the Cabinet has two options in terms of a way forward:-

- (i) Reaffirm the original decision, or
- (ii) Modify the original decision.

4. TYPE OF DECISION

4.1 Non key decision.

5. DECISION MAKING ROUTE

5.1 The decision making route is as follows:

- Scrutiny Co-ordinating Committee on 25 August 2009;
- Cabinet on 7 September 2009;
- Council on the 17 September 2009 (*possible – subject to the outcome of Cabinet consideration of the Scrutiny Co-ordinating Committee's comments / recommendations*); and
- Scrutiny Co-ordinating Committee on 16 October 2009.

6. DECISION(S) REQUIRED

6.1 To note the views expressed by the Scrutiny Co-ordinating Committee in response to the 'call-in of decisions taken on the 13 July 2009; and

6.2 To reaffirm or amend the decision taken by Cabinet on the 13 July 2009 (minute no. 19 (ii) refers), setting out the reasons for doing so in response to the issues raised by the Scrutiny Co-ordinating Committee.

Report of: Scrutiny Co-ordinating Committee

Subject: CALL-IN OF DECISION - BUSINESS TRANSFORMATION (PROGRAMME BOARD AND ASSET MANAGEMENT ARRANGEMENTS)

1. BACKGROUND

- 1.1 At Cabinet's meeting on the 13 July 2009 two reports were submitted for the Executive's consideration in relation to the Business Transformation Programme Board and Business Transformation asset management arrangements. Following consideration of the reports / information provided Cabinet made the following decisions:-

Minute No. 19 – Business Transformation – Quarterly Programme Update

- (ii) That the Programme Board be amended in light of recent portfolio changes to delete the Performance Portfolio and to include an additional Cabinet Member to be determined at a later date.
- (iii) That consideration be given to changing the times of the Business Transformation Board meetings to maximise Member attendance.

Minute No. 21 – Business Transformation – Asset Management

- (ii) That the Portfolio Holder for Finance and Performance continue with delegated authority for decisions in relation to the disposal of land and buildings.
- 1.2 To assist Cabinet Members, copies of the relevant reports and an extract of the minutes from the Cabinet meeting on the 13 July 2009 are attached at **Appendix A and B**, respectively.
- 1.3 The Scrutiny Co-ordination Committee gave initial consideration to a 'call-in' notice in relation to the decisions of the executive (as outlined in Section 1.1 above) at its meeting on the 31 July 2009. Following consideration of the information provided, the Committee received and accepted a 'call-in' notice on the basis that the decision had been taken in contravention of the principles of decision making as outlined in Article 13 of the Constitution – specifically in respect of parts:-
- vi) a presumption in favour of openness;
 - viii) due consideration of options available to the decision taken; and
 - xii) reasonableness'.
- 1.4 A further meeting of the Scrutiny Co-ordinating Committee was convened on the 25 August 2009 to give full consider the 'call-in'. Those in attendance included the Mayor and Chief Executive and the outcomes of discussions at this meeting are outlined in Section 2 of this report.

2. KEY ISSUES / CONCERNS

- 2.1 The Scrutiny Co-ordinating Committee met on the 25 August 2009 to determine whether it agreed with the members submitting the call-in notice. The Committee discussed in detail each of the decisions and expressed views as follows:-

Minute No. 19 – Business Transformation – Quarterly Programme Update

- 2.2 Decision (ii) in relation to this report was that:-

- (ii) The Programme Board be amended in light of recent portfolio changes to delete the Performance Portfolio and to include an additional Cabinet Member to be determined at a later date.

- 2.3 Members expressed reservations regarding the make-up of the Programme Board and felt the absence of Members from the other political groups was unreasonable. Concern was also expressed that with no business transformation (BT) stakeholder body, comparable to that established for the School Transformation Board, back bench Members could feel excluded from the BT decision making process. The Committee was mindful of the possible negative effect this could have on the passage of BT decisions through the process (i.e. potential for 'call-ins') and was of the view that in order to assist in alleviating this:-

- (i) The membership of the Programme Board should be amended to:

- Remove the individual member previously added to the membership; and
- Include the Chair of the Scrutiny Co-ordinating Committee, the Leaders of each political group and the Leader of the Administration Group.

- (ii) Ways of further ensuring the reciprocal flow of BT information with back bench Councillors be explored.

- 2.4 Decision (iii) in relation to this report was that:-

- (iii) That consideration be given to changing the times of the Business Transformation Board meetings to maximise Member attendance.

- 2.5 Members could find no grounds to request Cabinet to reconsider this decision.

Minute No. 21 – Business Transformation – Asset Management

- 2.6 Decision (ii) in relation to this report was that:-

- (ii) That the Portfolio Holder for Finance and Performance continue with delegated authority for decisions in relation to the disposal of land and buildings.

- 2.7 The Committee acknowledged that the delegation of Portfolio Holder responsibilities sits within the remit of the Mayor. However, given that this is the case, clarification was sought as to the process undertaken through the Business Transformation Board and Cabinet for consideration of the decision making route for the disposal of property.
- 2.8 During the course of discussions on this issue, it was agreed that the wording of recommendations to the Business Transformation Programme Board and Cabinet could have been improved to better reflect the right of the Mayor to delegate Portfolio Holder responsibilities and that the request for a 'view' rather than a 'decision' would have been more appropriate in this case.
- 2.9 The Committee also supported the view expressed by the Business Transformation Programme Board that housing, regeneration and economic development are the three biggest challenges facing Hartlepool and felt that these agendas must be given a voice as part of the decision making process on the disposal of land.
- 2.10 Members welcomed assurances from the Mayor that whilst the formal agreement of a portfolio holder was the conclusion of a process, the process itself provides ample opportunity for other cabinet colleagues, officers and other members of the council to have input to the decision making process.

3. RECOMMENDATIONS

- 3.1 That the Committee disagreed with decision (ii) of Minute 19 (as outlined in Section 2.2 and 2.3 of the report) and refers this back to Cabinet for further consideration.
- 3.2 That in reconsidering its decision, the Scrutiny Co-ordinating Committee recommend to Cabinet that:-
- (i) The membership of the Programme Board should be amended to:
 - Remove the individual member previously added to the membership; and
 - Include the Chair of the Scrutiny Co-ordinating Committee, the Leaders of each political group and the Leader of the Administration Group.
 - (ii) Ways of further ensuring the reciprocal flow of BT information with back bench Councillors be explored.

CABINET REPORT

13 July 2009



Report of: Chief Executive

Subject: BUSINESS TRANSFORMATION – QUARTERLY
PROGRAMME UPDATE

SUMMARY

1. PURPOSE OF REPORT

To provide a recap on the programme, to update on progress on the Programme since April 09 and to provide an outline of forthcoming activity.

2. SUMMARY OF CONTENTS

The report provides an overview of the current status of the programme and forthcoming reports which will be considered by Cabinet. In providing this review and forward plan it is the intention of the report to provide sufficient information for the overall monitoring of progress of the Programme against the originally established timescales.

In addition the report includes an update in respect of both financial and risk related issues. Although the financial information is, at this stage, limited due to the previously discussed intended savings profiles it is the intention that these monitoring reports provide up to date information in relation to both savings achieved and the costs incurred for future meetings.

This report also encompasses decisions required from Cabinet in respect of the make up of the Programme Board and the department names for the new structure.

3. RELEVANCE TO CABINET

The Business Transformation Programme is a cross cutting council wide programme and is therefore of relevance to Cabinet

4. TYPE OF DECISION

Non Key

5. DECISION MAKING ROUTE

Cabinet 13th July 2009

6. DECISION(S) REQUIRED

6.1 Cabinet are recommended to

6.1.1 Note the progress made to date on the implementation of the programme and forthcoming reports to Cabinet included in this report

6.1.2 Identify any issues they wish the Business Transformation Team to take into account in the implementation of the programme

6.1.3 Determine the preferred option for the make up of the Programme Board as covered in sections 6.3.1 and 6.3.2 of the main report

6.1.4 Determine the names of the departments based on the recommendations included in section 7.4 of the main report

Report of: Chief Executive

Subject: BUSINESS TRANSFORMATION – QUARTERLY
PROGRAMME UPDATE

1. PURPOSE OF REPORT

- 1.1 To provide a recap on the programme, to update on progress on the Programme since April 09 and to provide an outline of forthcoming activity.

2. BACKGROUND

- 2.1 At the meetings in January and April of 2009 Cabinet made a range of decisions in respect of the implementation, and further development of the Business Transformation programme. For information these are shown in detail in **Appendix 1** but some of the key elements are shown below

- The restructure of the authority from 5 departments to 3 (at the meeting in January) and an overall structure of the authority with some functional changes (at the meeting in April)
- The recruitment of Directors of Place and People in line with the Council's procedures.
- Development outline departmental structures by the appointed Directors, delivering the efficiencies required, to be agreed by Cabinet.
- To the implementation of the Business Case proposals for the following workstreams
 - Restructure and Management Structures:
 - Transactional Services
 - Non-Transactional Services
 - Asset Management
 - Service Delivery Options
- To receive further reports on Customer Services, Service Delivery Options, a Workforce Development Programme and an invest to save programme for energy efficiency
- That the authority implement;
 - Restrictions on filling vacancies across the Council, with limited exemptions.
 - A managed process to receive expressions of interest in voluntary redundancy in line with programme timescales.
- That further reports be brought to Cabinet after the appointment of Directors in respect of the functional structures and the proposed slotting in of Chief Officers.

- 2.2 Whilst progress has been made on the programme it is important to note that there are further factors, outside the control of the authority which continue to impact upon the Council (and this programme) in the short and medium

terms. From 2010/11 the efficiency target which Central Government expects the authority to deliver each year has been increased from 3% to 4% (in broad terms this equates to additional efficiency savings of approximately £800K over and above those already required).

- 2.3 The Business Transformation Programme has been established to contribute towards the Medium Term Financial Strategy (MTFS) of the Council and the budgetary issues which have been reported to Cabinet for the short and medium terms. The plans which have been established have been based upon the understanding of the financial position at various points and, as has been identified above in respect of increased efficiency targets, the constraints under which the authority is being placed are significant and likely to increase further.

3. Current Programme status and progress on actions

- 3.1 The implementation of the programme began in line with the decisions of Cabinet and with a range of preparatory work being undertaken for elements of the programme where implementation is not scheduled until later in the year.
- 3.2 Overall the status of the programme and the actions within it is classed as On Target. The programme was not scheduled to have delivered any direct efficiencies at this stage and all programme elements, including decisions needed by Cabinet at this stage of the programme have been received and implementation has begun where appropriate.
- 3.3 Brief summaries of progress and plans for each workstream are attached at **Appendix 2**
- 3.4 It should be noted that each of the six workstreams has made progress in the first quarter of 2009/10.
- Preparations for the recruitment of Directors and ADs
 - Well advanced in implementing new HR/Payroll system
 - Research and baseline data underway for centralisation proposals for ICT, Procurement and Asset Management
 - Customer Services Business Case completed for reporting to Cabinet
 - Review programme prepared for Service Delivery Options for Cabinet
 - Energy Management Invest to Save Programme prepared for Cabinet
 - Researched options for more corporate support service arrangements
- 3.5 A key early deliverable, and one which impacts on many other actions and outcomes, is the corporate restructure. Detailed plans and preparations are in place to ensure that we meet the key milestones for the programme. It is important that the following are met.
- 3.5.1 Corporate Restructures / Management Structures
- The Appointment of Directors for the two new departments by mid-August

- The third tier (Assistant Directors) are all in post by end of October/Early November
- 3.5.2 Transactional Support Services
- HR Payroll phased deadlines
 - Determination of administrative support services by November
- 3.5.3 Customer Services
- Business case report to Cabinet by July
 - Roll in of services to Contact Centre to re commence from August
 - Revised website and online functionality in place from September
- 3.5.4 Service Delivery Options
- Review programme agreed by Cabinet
 - Programme of reviews commences from July
- 3.5.5 Asset Management
- Proposals for centralising resources to be determined by July
 - Invest to save proposals agreed by Cabinet by August
 - Buildings for disposal identified and agreed
- 3.5.6 Non Transactional Services
- Corporate procurement unit and ICT support team established by November
- 3.6 The programme is, overall, on target in respect of the timescales originally set. The programme is, as has been stated on an ongoing basis, complex and with a series of significant and related actions. The management of the programme is appropriate to needs at this stage.
- 4. Financial Update**
- 4.1 There has been very little expenditure to date, other than backfilling for the BT Team and a minor amount of external specialist assistance. No savings are budgeted for in the current year, and none were expected in the first quarter.
- 4.2 The main points to note are:
- The management structure business case is, as a minimum, expected to achieve the target saving set.
 - There is less overlap with revenue budget savings than expected, but potentially more overlap between workstreams than anticipated.
 - The potential contribution from Income Maximisation is estimated at a minimum of £300K in 2010/11, and possibly more in subsequent years.
 - The Energy Management programme is expected to contribute savings, with the level depending on the internal and external investments made
- 4.3 At a consolidated BT programme level, adjustments have been made for the potential overlap of savings across workstreams in determining the forecast

savings that the programme will ultimately deliver for the Council. In terms of programme implementation departments will need to appreciate the cumulative impact of savings required by different workstreams eg. savings will be required from management structures, from SDO reviews, from transactional and non transactional workstreams.

- 4.4 The BT team are currently working with Finance to determine the cash envelopes and more detailed targets for the various elements of the programme.

5. Key Risks

- 5.1 The risks identified which may impact on the programme have previously been reported to Cabinet and are monitored as part of the overall management and control of the programme and its component parts.

- 5.2 It is appropriate to reiterate a number of those that have already been identified and to provide further information on others as the nature, or potential impact, of the risk become clearer. These are identified below (though are not a full report on the risk register and associated risks and management arrangements);

- 5.2.1 The programme comprises, as has always been stated, a number of interrelated elements. The nature of the change required only provides for very limited opportunity for realising efficiencies from discrete, stand alone projects. This therefore increases both the complexity of the change required and the cumulative effect of developments on capacity to achieve successful change.

Whilst this is a known component of the programme, and one which has been recognised since the outset, it reinforces the need to ensure that potential efficiencies are not double counted, that capacity remains in the system to ensure that the programme outcomes can be achieved and to programme realistically.

- 5.2.2 The Service Delivery Options (SDO) element of the programme has been set an ambitious target as part of the overall programme. The target of £4.6m is over half of the overall projected programme savings and requires significant innovation and change to deliver this. The programme of reviews that has been developed provides a framework within which to progress this element of the programme. It is likely that there will be a significant number of potentially complex and challenging decisions to be made in respect of current and future service provision if these scales of efficiencies are to be delivered. This likely to include decisions in relation to the continuation of services, current standards and levels of provision, eligibility thresholds to services, the delivery of the service among a range of others.

- 5.2.3 There are unlikely to be any easily identifiable and deliverable efficiencies within the programme which has been outlined. The Authority has worked to deliver those efficiencies which are easier to realise over the last 4 to 5 years

and it is likely that these have been exhausted. The authority is at the point of needing to make difficult decisions in respect of key service areas and this will need continued commitment and support from Cabinet in conjunction with engagement with both those delivering and receiving the services. Each decision to not agree to changes required as part of the SDO programme as they come forward to Cabinet essentially requires a return to the default of salami slicing budgets within the authority which is the position Cabinet wished to see avoided or minimised.

6.0 Programme Board

6.1 The make up of the Programme Board as determined by Cabinet at the meeting in October 2008 and includes the following

- **Elected Members**
 - The Mayor
 - Portfolio Holder for Performance
 - Portfolio Holder for Finance and Efficiency
 - Chair of Scrutiny Coordinating Committee
 - Elected Member nominated by Council
- **Officers**
 - Chief Executive
 - Assistant Chief Executive
 - Director of Adult and Community Services
- **Key Partners**
 - Trade Union Representatives (x2)

6.2 The Terms of Reference for the Board identify that it will be reviewed at least annually and since the Board was established the portfolio responsibilities for Cabinet members have been revised following the Mayoral election and it has been agreed to move from a departmental structure of 5 departments to one of 3.

6.3 Cabinet have the opportunity to review the Membership of the Board. At Programme Board a number of options were discussed and are open to Cabinet to decide.

6.3.1 That Cabinet membership be the Mayor and Portfolio Holder for Finance and Performance or be supplemented with an additional Cabinet member (to be determined by Cabinet)

6.3.2 The membership by other elected members be maintained as it is currently or be supplemented with a member of each of the Scrutiny Forums as determined by Council.

7.0 Department Names

- 7.1 As part of the proposals for the restructure of the authority we have been operating on the principle that the ‘working titles for the two new departments are People and Place. As we come to the point of recruiting directors and implementing the structural and service changes which will bring into being the new departments it is appropriate to determine the department names.
- 7.2 A range of options are available in this regard, and it is difficult to reflect all service areas forming part of a department in the title. The current department titles are ;
- Adult and Community Services
 - Children’s Services
 - Neighbourhood Services
 - Regeneration and Planning Services
- 7.3 There are numerous permutations and combinations available however the following are suggested ;
- Child and Adult Services (or visa versa)
 - Children, families and community services
 - Children, Adults and Families
 - Care, Create and Achieve
 - Regeneration and Neighbourhoods (or vice versa)
 - Cleaner, Safer, Greener
- 7.4 It is important that we try to use titles for the departments that are clear but which do not attempt to describe everything in the department. On this basis the following are recommended
- Child and Adult Services
 - Regeneration and Neighbourhoods

8.0 Communications

- 8.1 Communication is an important and constantly evolving part of the Business Transformation programme. As the overall programme, and then elements within it have been agreed by Cabinet there has been an ongoing process of communication. Over the last quarter a growing amount of general staff information on the programme has been regularly broadcast via the intranet pages, general Newsline articles and a Newsline Special Edition, a variety of staff workshops and seminars (both corporate and departmental), and through all of the normal management channels. Two Member seminars have also been held in May. Union representatives have been briefed on a monthly basis. One further option for communication is a series of ‘drop in’ events at points around the town, so that staff who may not normally come to briefings at the central offices or use the intranet can hear messages and ask questions directly to the BT Team.

9.0 Future Plans

9.1 The report identifies the key activities and actions over the last quarter building upon the agreements made by Cabinet in previous meeting. In addition there are a range of reports planned over the next 6 months as follows :

- Assistant Director structures and slotting in proposals (Sept/Oct)
- Management Development Programme proposals (Autumn)
- Business case report for Customer Services (July)
- Service Delivery Review Options programme (July)
- Proposals for centralising asset management (July/ August)
- Invest to save proposals for energy management (August)
- Quarterly updates on the overall Programme

10.0 Conclusion

10.1 The overall Transformation Programme is proceeding in line with the originally agreed scope and timescale. There are a range of interrelated elements to the programme which are being both developed and implemented in line with previous agreements. The programme has inherent within it a range of decisions at various stages which are important in ensuring the ability to deliver the contribution to the Medium Term Financial Strategy. The Programme of Service Delivery Options has the single largest contribution to the overall financial savings of the programme. Any decision to not implement available options in respect of these reviews will leave a subsequent financial deficit in the Medium Term Financial Strategy which will require addressing. It is part of the overall ethos of the programme that we will take a managed, though often difficult, approach to the change required to avoid the need to resort to wholesale salami slicing of services and budgets.

10.2 The programme at this stage is deemed to be on track.

11.0 Recommendations

11.1 Cabinet is recommended to

11.1.1 Note the progress made to date on the implementation of the programme and forthcoming reports to Cabinet included in this report

11.1.2 Identify any issues they wish the Business Transformation Team to take into account in the implementation of the programme

11.1.3 Determine the preferred option for the make up of the Programme Board as covered in sections 6.3.1 and 6.3.2

11.1.4 Determine the names of the departments based on the recommendations included in section 7.4

Background Papers

Cabinet reports of

6th April 2009 – Business Transformation Programme (Corporate Restructure)

26th January 2009 – Business Transformation Programme

15th September 2008 – Business Transformation Programme

11th February 2008 – Business Transformation Programme

Contact Officer – Andrew Atkin (Assistant Chief Executive);
(01429 523003); andrew.atkin@hartlepool.gov.uk

Previous decisions of Cabinet

Cabinet 26th January 2009

At the meeting of Cabinet on the 26th January 2009 the following was agreed in respect of the restructure:

- i. The restructure of the authority from 5 departments to 3 in line with the principles in section 4 of this report (of 26th January 2009), with the detailed departmental structures to be developed.
- ii. The review of the remuneration of the Directors of People and Place in line with the agreed Council Remuneration strategy to be agreed by Cabinet.
- iii. The recruitment of Directors of Place and People in line with the Council's procedures.
- iv. Development outline departmental structures by the appointed Directors, delivering the efficiencies required, to be agreed by Cabinet.
- v. The review of the current structure of the Chief Executive's department, with the development of new structures, if appropriate, to be agreed by Cabinet.

In addition to the decisions detailed above Cabinet also agreed

- i. To the continuation of the Business Transformation Team to support Directors and manage and deliver elements of the programme.
- ii. To the implementation of the Business Case proposals identified in section 5 of the report
 - a. Restructure and Management Structures:
 - b. Transactional Services
 - c. Non-Transactional Services
 - d. Asset Management
 - e. Service Delivery Options
- iii. To receive a further report on the implementation of the business case for Customer Services
- iv. To receive a report on the Service Delivery Options incorporating a programme for future years, comprising at least 4 reviews per year and service delivery principles and evaluation criteria.
- v. That the authority implement;
 - a. Restrictions on filling vacancies across the Council, with limited exemptions.
 - b. A managed process to receive expressions of interest in voluntary redundancy in line with programme timescales.
- vi. The principle of funding one-off severance costs of £3.1m on a loan basis repayable over a 5 year period from the gross savings achieved from implementing the Business Transformation programme, and to refer this proposal to Council for approval as part of the 2009/10 budget proposals on 12th February 2009.
- vii. The principle of funding other one-off programme costs of £0.64m on a loan basis repayable over a 5 year period from the gross savings achieved from implementing the Business Transformation programme, and to refer this proposal

to Council for approval as part of the 2009/10 budget proposals on 12th February 2009.

- viii. That proposals for a Workforce Development Programme be developed for consideration by either Cabinet or the Performance Portfolio holder to underpin the requirements of the programme
- ix. That proposals for an invest to save programme for energy efficiency be developed and submitted for consideration and approval
- x. The Communications Plan.

Cabinet 6th April 2009

- 1. That the overall structure of the Council as set out in sections 7.2, 7.8 and the phased approach to the implementation of the People Department as shown in section 7.4 and 7.6 of the report be approved.
- 2. That Cabinet determines that the structural location of the services / sections considered within the report are as follows
 - (a) That Procurement, Property and Assets is located in the Place Department as set out in section 8.2 of the report.
 - (b) That Community Strategy (Sustainable Communities) is located in the Chief Executives Department (Corporate Strategy Division) and Place Department (Planning and Economic Development Division and Regeneration and Housing Division) as set out in section 8.3 of the report.
 - (c) That the Drugs Action Team (DAT) is located in the Place Department (Community Safety and Prevention Division) as set out in section 8.4 of the report.
 - (d) That the Youth Offending Service (YOS) is located in the Place Department (Community Safety and Prevention Division) as set out in section 8.5 of the report.
- 3. That the programme updates set out in **Appendices 1 to 4** of the report be noted.
- 4. That the recruitment process and timescales for the Directors of People and Place be noted and that Council be informed that Cabinet members wish to be involved in the appointment process.
- 5. That further reports be brought to Cabinet after the appointment of Directors in respect of the functional structures and the proposed slotting in of Chief Officers.
- 6. That staff consultation on the proposed structures be in line with the protocols already agreed with the Trade Unions.

CORPORATE RESTRUCTURE/MANAGEMENT STRUCTURES

The vision for this work stream is for the Council to have management structures which are sustainable in terms of capability and capacity to deliver a high performing council, whilst freeing up resources for service delivery and front line services.

The preparation stage for this work stream is now well underway.

New Functional Structures

Functional structures of the three departments were agreed by Cabinet on 6th April.

Preparation for the recruitment of the new Directors

A detailed plan is in place for the recruitment exercise for the new Directors. Approval has been given to establishing new Director posts by the Monitoring of Vacancy Panel. Two Appointments Panels have been set by Council. External Consultants have evaluated the new posts.

The outcomes of the evaluation process and Directors pay will be subject to a Cabinet report at the first meeting following the Mayoral election. Following this the appointment process will be determined by the Appointment Panels. It is planned to have new Directors appointed by mid-August.

Review of HR Policies and Procedures

An external adviser has undertaken a review of HR Policy and Procedures to ensure that they are appropriate for the implementation of this work stream and the Business Transformation Programme as a whole.

Recruitment of the new Assistant Directors

This workstream will be phased on a tier by tier basis. The Timelines for the appointment of the Assistant Director tier have been drafted. It is planned to have this phase completed by end of November. The fourth and the following management tiers are planned to be delivered between November and May 2010.

Overall Progress - Amber

The delivery plan for this workstream remains on schedule.

SERVICE DELIVERY OPTIONS

The SDO element of the Business Transformation programme is about realising cashable savings and ensuring better use of resources. In order to deliver maximum benefit the SDO programme takes into account other programme elements i.e. customer services, transactional changes, management structures, and non-transaction services.

Each SDO review is expected to take no longer than 4-6 months maximum and be completed within the financial year it commenced. Upon completion Departments with the support from the business transformation team will oversee the implementation stage converting plans into appropriate action.

SDO Prioritisation Programme

A prioritisation model has been developed to assist in determining the final programme based upon a range of factors and criteria. The SDO element of the programme is about ensuring we achieve the best use of resources it is not about providing poor quality services or outsourcing. The programme includes the full range of services provided by the authority including both front line and back office services. Services have been grouped, based largely upon the new structures, to determine an achievable prioritisation programme which can be delivered over 4 years.

To ensure a manageable SDO work programme and effective focus is maintained, a threshold value of £0.3million is proposed and any proposed service activity/ function review with a gross budget less than this value will be excluded from this programme. However, any such units will be expected to contribute towards the council's annual efficiency target.

The proposed SDO programme will be presented to Cabinet in July 09

SDO Review Framework

A review framework and guide has been developed to support the review process. The SDO reviews will be carried out over a predetermined period of time, follow an agreed and planned process, and conclude with the production of an efficiency improvement plan and savings.

Upon completion the nominated Department Senior Manager with the support of the Business Transformation team will oversee the implementation stage converting plans into appropriate action and monitoring the efficiency implementation plan in line with the benefits realisation model. The efficiency improvement plan will be defined, i.e. individual service delivery project business cases, which will set out the costs/ impacts of change to delivery models and forecast financial savings that will be generated.

Consideration needs to be given as to what happens in the early years of the review programme to those services not subject to review till years 3 or 4.

Consideration needs to be given as to how we will resource the SDO programme and what provision will be made to the cost of achieving the savings.

Overall Progress - Amber

TRANSACTIONAL SUPPORT SERVICES

HR / Payroll Project

Project has commenced and progress is on target with the project plan. There remain a few outstanding issues relating to interfacing with the SIMS (schools) system, and communications links set up which could give rise to increased set-up costs. The key implementation dates of the end of March for the migration of posts and mid-May for employee details were both achieved. The parallel running of existing and replacement system remains broadly on schedule for July, with the new system being used exclusively from that point forward.

The scheduled transfer of 4-weekly payrolls to monthly pay was completed as planned during April. Transfer of weekly paid staff to monthly pay in keeping with the Single Status Agreement requires the formal agreement from the Trade Unions.

Income Receipting Project

The project is split into two phases. Phase 1 covers the upgrade of the existing income management software and the introduction of a secure bureau service (AIM upgrade). Phase 2 covers the introduction and roll-out of browser based software for the receipt of credit and debit card payments. The project plan has been amended to reflect the combination of system set-up arrangements for both phases. Implementation dates for the end of September for Phase 1 and the end of October for Phase 2 have been agreed. These dates are later than those included within the original project timeline (May and August respectively) but are dependent upon Capita and HBC resource availability. The overall completion of this program element still remains March 2010.

Re-engineer & Standardise Support Services

The upgrade of the Integra system server was completed on time however problems in creating a test environment have resulted in delays in completing new developments. As a consequence, the phased introduction of upgraded budgetary control reports and the roll-out of web access to the Integra financial management have both been rescheduled for July implementation. These will provide the foundations to support a number of the proposed changes for transactional and support services. Limited progress has been made to date in relation to the support services review and the creation of service delivery arrangements. This is owing to available resources being concentrated on the set up of the HR payroll system. These need to be rescheduled in accordance with system development commitments.

Administrative Staff

The review of administrative staff is closely linked to both the review of management structures and the corporate restructure. As such, no progress was scheduled for this area to this point.

Overall Progress - Amber

ASSET MANAGEMENT

Accommodation & Rationalisation of Administration Buildings

The accommodation strategy pilot on the north wing on level 3 of the civic is progressing, adopting the principle *“work is an activity not a place”*. The flood in level 1 civic centre has resulted in delays to the civic centre refurbishment which in turn has had an impact on the relocation of some services to the civic. The opportunity to revisit occupancy levels 2 and 4 of the civic centre following refurbishment has been undertaken to identify occupancy levels post and pre refurbishment and demonstrates what can be achieved by adopting hot desking based on 4 employees to 3 workstations. A report to Cabinet will be made in July 09.

Centralisation of Asset and Property Management

The Asset Management business case was based on the adoption of a strategic approach to asset management, i.e. centralisation. This element of the asset management business case has commenced and central finance team are currently identifying departmental budgets and spend, discussions are being held between the BT team and departments to determine which responsibilities should be considered for centralisation. A report to Cabinet will be made in August 09.

Rationalisation of Council land and property

An initial disposal programme of council land and premises has been considered. As a consequence, service providers are being challenged to utilise property more efficiently and improve service delivery, linking into the accommodation strategy. This work is being undertaken corporately so as to ensure a joined up approach to utilisation of the whole operational and non operational portfolio.

Energy Invest to Save Programme

The establishment of an ‘Invest-to-Save’ scheme will enable officers to identify opportunities within the Council to improve its energy efficiency and produce a rolling programme of projects. A programme has been drafted and further detailed examination with the support of the Carbon trust is being considered. The programme will provide both environmental and financial benefits, both directly in the way that the Council operates, but also indirectly in encouraging partner organisations and the people of Hartlepool to economise on energy usage.

It is envisaged that the individual schemes will pay for themselves, and there will be additional savings on running costs at the end of the payback period. The Carbon Trust has established an independent and arms length company – Salix Finance Ltd. – to operate a local authority energy-financing scheme to assist local authorities to reduce energy use and carbon emissions through the uptake of energy savings and renewable technologies. An expression of interest has been submitted to Salix Finance for an additional one-off £100,000 to supplement any Council contribution to a scheme. A report to Cabinet will be made in Aug 09

Overall Progress - Amber

CUSTOMER SERVICES

The Customer Service Business Case aims to transform customer services through the delivery of four key elements. A full report on this business case will be considered by Cabinet in July.

Prioritised plans aligned to other activities are currently being developed to ensure each element is delivered.

Reduce Avoidable Contact

A data capture exercise was carried out across the authority in November 2008 to provide a baseline of the authority's customer contact, further to this a validation exercise was carried out in February 2009. The data captured has been analysed by the Customer Champions Group and is being used to identify improvements in end-to-end service delivery in order to reduce the amount of avoidable contact.

The total avoidable contact across the authority is 25.66%. The aim is to reduce this over the next 3 years to:-

- 23 % - 2009/2010
- 21.5% - 2010/2011
- 20 % - 2011/2012

In order to meet these targets a prioritised plan to reduce avoidable contact targeted to specific service areas is currently being developed by the Customer Champions Group. This is on target to be developed by July 2009.

Consolidate Contact to the Contact Centre

The phase 1 programme includes service areas that will be considered for transfer into the Contact Centre;

Public Protection
Revenues
Benefits
Hartlepool Art Gallery and Tourist Information Centre
Free School Meals
Admissions
Housing
Transport
Parking Services
Registrars

A detailed programme of prioritising services for migration to the Contact Centre is currently being drafted, this will include the scope of the programme, milestones, dependencies on other projects, data capture, risks, and business process re-engineering. The plan is on target to be drafted by July 2009

Channel Shifting to more efficient channels

Channel shifting includes reviewing how customers access services now and how they want to access services in the future and providing a choice of access methods that improve services delivered to customers. This is dependant on a number of projects that are currently underway (e-forms, website upgrade and redesign, and the payment and booking systems). The channel shifting programme will link in with the migration of services into the Contact Centre and will assist in the reduction of avoidable contact.

A plan detailing the implementation priorities, dependencies and links between all of the projects is in development and will complete by July 09.

Develop a new Customer Service and Channel Strategy

The customer service and channel strategy will support the delivery of all of elements of the customer service business case. This includes a review of the existing Customer Service Strategy by the Customer Champions Group. The Draft Strategy will be complete by September 2009

The leadership, membership and remit of the Customer Champions Group will be reviewed in September after the restructure.

Overall Progress - Amber

NON-TRANSACTIONAL SUPPORT SERVICES

ICT Restructure

Departments are working together to assess how to improve the planning and delivery of development projects, and how to streamline ICT support. This has slipped slightly, but data collection and analysis is underway, and the recommendations should be reported to Programme Board and Cabinet in August/September. The changes would be implemented with the new departments from October/November.

ICT Infrastructure

We are investigating opportunities to benefit from modernisation of our ICT infrastructure, including server hardware, network, and common software tools. This work is progressing, and expected to generate small scale savings from 2010/11.

Corporate Procurement

Departments are working together to assess how to establish a centre of procurement excellence within existing budgets. This is now expected to be considered by Board and Cabinet in August/September. The new arrangements should come in with the new departments from October/November.

There are expected to be significant potential benefits through obtaining better value from spending budgets. Specific procurement improvements are already in hand.

Other Projects

An opportunity has been identified to increase income and improve the consistency of charging policies. The preparatory work has begun, and a report will be produced later this year.

Work is well advanced on devising models for internal Service Delivery Agreements, which will clarify the arrangements governing relations between services.

Overall Progress - Amber

CABINET REPORT

13 July 2009



Report of: Assistant Chief Executive

Subject: BUSINESS TRANSFORMATION – ASSET
MANAGEMENT

SUMMARY

1. PURPOSE OF REPORT

To report on the Asset Management Rationalisation Programme of Council administration buildings and the reduction in surplus property and land.

2. SUMMARY OF CONTENTS

This report concentrates on the rationalisation of council property and land, cabinet agreed to the implementation of the asset management business case in January 2009. Property rationalisation will result in a reduction in the number of land/buildings in the property portfolio leading to more efficient service delivery and a reduction in property revenue costs and maintenance requirements.

The Asset Management Business case proposed that all land and property held be reviewed and challenged and the surplus reduced. Whilst there is still a great deal of work to be done in respect of non administration operational buildings it is now possible to present a schedule of proposals. This will facilitate a start on active disposals being made, taking into account marketability of any land or property and market conditions.

The vision for the administration buildings portfolio is that there will be a reduction as a result of the business transformation programme. This will be facilitated by the disposal of buildings which cannot be readily adapted or refurbished cost effectively and termination of unsuitable leasing arrangements in order to good quality multi-purpose facilities.

3. RELEVANCE TO CABINET

The Business Transformation Programme and this workstream are of strategic importance and corporate in nature

4. TYPE OF DECISION

Non Key

5. DECISION MAKING ROUTE

Cabinet 13th July 2009

6. DECISION(S) REQUIRED

6.1 Cabinet are requested to

6.1.1 Approve the schedule included in **appendix 1**

6.1.2 Provide views on those factors to be taken into account in the disposal of assets

6.1.3 Determine the decision making route regarding the disposal of property as recommended by Programme Board, in paragraph 6.

Report of: Assistant Chief Executive

Subject: BUSINESS TRANSFORMATION – ASSET
MANAGEMENT

1. PURPOSE OF REPORT

- 1.1 To report on the Asset Management Rationalisation Programme of Council administration buildings and the reduction in surplus property and land.

2. BACKGROUND

- 2.1 Cabinet will recall the Asset Management original business case covers specific aspects
- The rationalisation of Council property and land;
 - The centralisation of asset and property management; and
 - An Energy 'invest to save' programme.
- 2.2 This report concentrates on the rationalisation of council property and land, cabinet agreed to the implementation of the asset management business case in January 2009
- 2.2 Property rationalisation will result in a reduction in the number of land/buildings in the property portfolio leading to more efficient service delivery and a reduction in property revenue costs and maintenance requirements. As a consequence, service providers are being challenged to utilise property more efficiently and improve service delivery. This work is being undertaken corporately to ensure a joined up approach to utilisation of the whole operational and non operational portfolio.
- 2.3 The property rationalisation process is a complex, ongoing exercise linked to the introduction of more flexible working practices and new technology to improve service delivery and efficiency.
- 2.4 Extensive asset management information on Council property holdings is being used to enable this process as it provides a framework for the delivery of a portfolio that is fit for purpose, sustainable and is managed to deliver acceptable rates of return from investment property. Rationalisation will have added benefits such as reduced carbon emissions.

3 RATIONALISATION OF ADMINISTRATION BUILDINGS

- 3.1 The Asset Management original business case set out the position at that time and whilst discussions are on going as to which service will best fit into which building what is clear at this time is that there is a surplus of workspaces within the Administration Building Portfolio.

- 3.2 The business case proposed the disposal of at least one major administration building within two years and the surplus workspaces that will become available within the Civic Centre within the next year support that proposal.
- 3.3 The accommodation strategy principles which are based upon an open place space environment with improved layout with provision of meeting and break out spaces in the right locations, 8 sq.m/ workstation, hot desking, and working from home currently being piloted on level 3 of the civic centre has been well received, albeit not operating to full capacity due to the flood experienced on level 1 earlier this year.

4 REDUCTION IN SURPLUS LAND AND PROPERTY.

- 4.1 The Asset Management Business case proposed that all land and property held be reviewed and challenged and the surplus reduced. Whilst there is still a great deal of work to be done in respect of non administration operational buildings it is now possible to present a schedule of proposals.
- 4.2 This will facilitate a start on active disposals being made, taking into account marketability of any land or property and market conditions.

5 SURPLUS PROPERTY DISPOSALS SCHEDULE

- 5.1 The Strategic Capital Resource and Programme Team (SCRAPT) have considered the work undertaken to date regarding the rationalisation of administration buildings and the reduction in surplus property and have concluded that the attached schedule (**appendix 1**) be considered as the current position and that it be agreed in principal as the basis of taking the programme forward at this time.
- 5.2 When any specific land/property disposal is proposed it will need to be supported by a business case with financial implications and be the subject of further reports.
- 5.3 The Head of Procurement, Property Services and Public Protection will recommend a method of disposal and marketing strategy for acceptance and the timing of any marketing / disposals will need to be considered against the background of the Council's budgetary requirements, together with the current state of the property market.

6. PROGRAMME BOARD

- 6.1 The Business Transformation Programme board have considered this report and recommend cabinet consider altering the current decision route for disposal of land and buildings which is the Cabinet Member for Performance, Finance and Efficiency for decision.
- 6.2 Programme board have suggested the decision be carried out by more than one portfolio holder to ensure a coordinated approach is taken representing

a variety of views e.g. regeneration, housing and economic development when considering the disposal of property and land identified through the business transformation programme. An alternative option would be for cabinet to identify from the schedule key property/land they wish to receive reports upon regarding disposal.

7. CONCLUSION

- 7.1 The vision for the administration buildings portfolio is that there will be a reduction as a result of the business transformation programme. This will be facilitated by the disposal of buildings which cannot be readily adapted or refurbished cost effectively and termination of unsuitable leasing arrangements in order to good quality multi-purpose facilities.
- 7.2 It is prudent to bear in mind that the marketability of land or property at the moment is uncertain and the balance of probability is that it will be some time before market conditions improve.

8 RECOMMENDATIONS

- 8.1 That Cabinet
 - 8.1.1 Approve the schedule included in **appendix 1**
 - 8.1.2 Provide views on those factors to be taken into account in the disposal of assets
 - 8.1.3 Determine the decision making route regarding the disposal of property as recommended by Programme Board, in paragraph 6.

CABINET

MINUTES AND DECISION RECORD

13 July 2009

The meeting commenced at 9.00 am in the Civic Centre, Hartlepool

Present:

The Mayor (Stuart Drummond) - In the Chair

Councillors: Pamela Hargreaves (Regeneration and Economic Development Portfolio Holder)
Gerard Hall (Adult Services Portfolio Holder)
Cath Hill (Children's Services Portfolio Holder)
Robbie Payne (Finance & Performance Portfolio Holder)
Peter Jackson (Transport and Neighbourhoods Portfolio Holder)
Victor Tumilty (Culture, Leisure and Tourism Portfolio Holder)

Also Present:

Councillor Trevor Rogan, Chair of Regeneration and Planning Services Scrutiny Forum
Councillor Chris Simmons, Chair of Adult and Community Services Scrutiny Forum

Officers:

Paul Walker (Chief Executive)
Andrew Atkin (Assistant Chief Executive)
Peter Devlin (Chief Solicitor)
Mike Ward (Chief Financial Officer)
Joanne Machers (Chief Personnel Officer)
Peter Scott (Director of Regeneration and Planning Services)
Nicola Bailey (Director of Adult and Community Services)
Adrienne Simcock (Director of Children's Services)
Dave Stubbs (Director of Neighbourhood Services)
Joanne Smithson (Head of Community Strategy)
Anthony Steinberg (Head of Economic Development)
Tom Britcliffe (Principal Planning Officer)
Nigel Johnson (Housing Regeneration Co-ordinator)
Patrick Wilson (Employment Development Officer)
James Walsh (Scrutiny Support Officer)
Steve Hilton (Public Relations Officer)
Angela Hunter (Principal Democratic Services Officer)

19. Business Transformation – Quarterly Programme Update (*Chief Executive*)

Type of decision

Non-key.

Purpose of report

To provide a recap on the programme, to update on progress on the Programme since April 2009 and to provide an outline of forthcoming activity.

Issue(s) for consideration by Cabinet

The report provided an overview of the current status of the programme and forthcoming reports which will be considered by Cabinet. In providing this review and forward plan it was the intention of the report to provide sufficient information for the overall monitoring of progress of the Programme against the originally established timescales.

In addition the report included an update in respect of both financial and risk related issues. Although the financial information was, at this stage, limited due to the previously discussed intended savings profiles it was the intention that these monitoring reports provided up to date information in relation to both savings achieved and the costs incurred for future meetings.

This report also encompassed decisions required from Cabinet in respect of the make up of the Programme Board and the department names for the new structure.

It was noted that the Programme Board had suggested extending the Board to include a member from each of the Scrutiny Forums, but the Board already included the Chair of Scrutiny Co-ordinating Committee. It was also noted that some Members had difficulty attending Board meetings and a suggestion to reconsider the timing of meetings was put forward.

Due to the recent changes in portfolio holder responsibilities, it was considered that an additional Cabinet Member be appointed to the Board. A discussion ensued on the suggested names of the new Departments as contained in the report.

Decision

- (i) That the progress made to date on the implementation of the programme and forthcoming reports to Cabinet included in this report were noted.
- (ii) That the Programme Board be amended in light of recent portfolio changes to delete the Performance Portfolio and to include an additional Cabinet Member to be determined at a later date.
- (iii) That consideration be given to changing the times of the Business Transformation Board meetings to maximise Member attendance.
- (iv) That the names of the two new departments be agreed as:
 - Child and Adult Services
 - Regeneration and Neighbourhoods

21. Business Transformation – Asset Management
(Assistant Chief Executive)

Type of decision

Non-key.

Purpose of report

To report on the Asset Management Rationalisation Programme of Council administration buildings and the reduction in surplus property and land.

Issue(s) for consideration by Cabinet

The report concentrated on the rationalisation of council property and land, Cabinet agreed to the implementation of the asset management business case in January 2009. Property rationalisation will result in a reduction in the number of land/buildings in the property portfolio leading to more efficient service delivery and a reduction in property revenue costs and maintenance requirements.

The Asset Management Business case proposed that all land and property held be reviewed and challenged and the surplus reduced. Whilst there was still a great deal of work to be done in respect of non administration operational buildings it was now possible to present a schedule of proposals, see Appendix 1. This will facilitate a start on active disposals being made, taking into account marketability of any land or property and market conditions.

The vision for the administration buildings portfolio was that there will be a reduction as a result of the business transformation programme. This will

be facilitated by the disposal of buildings which cannot be readily adapted or refurbished cost effectively and termination of unsuitable leasing arrangements in order to good quality multi-purpose facilities.

In response to the suggestion from the Performance Board in respect of decision making on land and property disposals, the Mayor indicated that delegated authority in relation to the disposal of land and buildings would continue through the Portfolio Holder for Finance and Performance.

The Chief Executive confirmed that once an approved list of buildings to be considered for disposal was agreed, the current occupiers of those buildings would be kept informed of progress.

Decision

- (i) That the schedule attached at Appendix 1 be approved as the basis for taking the programme forward at this time.
- (ii) That the Portfolio Holder for Finance and Performance continue with delegated authority for decisions in relation to the disposal of land and buildings.

P J DEVLIN
CHIEF SOLICITOR

PUBLICATION DATE: 17 July 2009