

CABINET AGENDA



Monday, 16 November 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

- 3.1 To receive the Record of Decision in respect of the meeting held on 2 November 2009 (*Previously circulated*)

4. BUDGET AND POLICY FRAMEWORK

No items

5. KEY DECISIONS

- 5.1 Hartlepool College of Further Education – Confirmation of Contribution – *Director of Regeneration and Neighbourhoods*

6. OTHER ITEMS REQUIRING DECISION

- 6.1 Quarter 2 – Corporate Plan and Revenue Financial Management Report 2009/2010 – *Corporate Management Team*
- 6.2 Gambling Act 2005 – Statement of Principles – *Director of Regeneration and Neighbourhoods*

- 6.3 Business Transformation – Quarterly Programme Update – *Chief Executive*
- 6.4 Request for money from the Contingency Fund – *The Mayor*
- 6.5 Business Transformation – Departmental Structure Tier 3 – *Director of Regeneration and Neighbourhoods*

7. ITEMS FOR DISCUSSION / INFORMATION

- 7.1 Quarter 2 – Capital and Accountable Body Programme Monitoring Report 2009/2010 – *Chief Financial Officer*

8. REPORTS FROM OVERVIEW OF SCRUTINY FORUMS

No items

EXEMPT ITEMS

Under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in the paragraphs referred to below of Part 1 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) Act 1985

9. EXEMPT ITEM REQUIRING DECISION

- 9.1 Senior Management Review 2008 – *Chief Personnel Officer and Chief Solicitor (para 2)*

CABINET REPORT

16th November 2009



Report of: Director of Regeneration and Neighbourhoods

Subject: HARTLEPOOL COLLEGE OF FURTHER
EDUCATION – CONFIRMATION OF
CONTRIBUTION

SUMMARY

1. PURPOSE OF REPORT

- 1.1 To confirm the provision of a funding package from the Council and partners towards the costs of the proposed new Hartlepool College of Further Education (HCFE).

2. SUMMARY OF CONTENTS

- 2.1 The proposal for the new Hartlepool College of Further Education is outlined and the success in securing substantial funding from the Learning and Skills Council towards the £51.3m scheme. The proposed financial contributions from the College itself (£9m), Teesside University (£2m), ONE North East (£0.5m) and the Council and its partners (£0.5m) that were necessary to secure approval from the Learning and Skills Council for Hartlepool College's new facilities, are discussed. The support provided to HCFE during the development phase is also summarised along with a review of the LSC funding process.
- 2.2 The substantial role the new College will have in the regeneration of Hartlepool, training and education and economic development in the town is also set out. Confirmation of the Council's financial contribution promised in principle will be sought with the sources of funding outlined, including a significant contribution from the Working Neighbourhoods Fund agreed by the Skills Partnership and other existing regeneration budgets. The contribution from ONE North East of (£0.5m) from Single Programme projects earmarked within Hartlepool in the Tees Valley Single Programme will also be explained.

3. RELEVANCE TO CABINET

- 3.1 The development will have a significant positive impact on the educational, economic and regeneration aspirations of the town and therefore has strategic relevance across a number of Executive Portfolios.

4. TYPE OF DECISION

- 4.1 Key Decision Test I & II apply.

5. DECISION MAKING ROUTE

- 5.1 The Decision will be made by Cabinet.

6. DECISION(S) REQUIRED

- 6.1 Cabinet is requested to:

- i) note the progress of the HCFE redevelopment plans;
- ii) confirm the use of £500,000 of combined Council resources, including £190,000 from the Working Neighbourhoods Fund, £60,000 Council capital from existing regeneration budgets and £250,000 from the Albert Street capital receipt to support the revised HCFE redevelopment plans as part of the three way contribution offered in principle to the college and the LSC;
- iii) note the reciprocal benefits agreed with HCFE connected to the redevelopment.
- iv) agree that officers prepare and submit a funding Business Case application to One North East for £500,000 Single Programme funding to further support the redevelopment

Report of: Director of Regeneration and Neighbourhoods

Subject: HARTLEPOOL COLLEGE OF FURTHER
EDUCATION – CONFIRMATION OF
CONTRIBUTION

1. PURPOSE OF REPORT

- 1.1 To confirm the provision of a funding package from Council and partners towards the costs of the proposed new Hartlepool College of Further Education (HCFE).

2. BACKGROUND

- 2.1 Previous reports to Cabinet (04/04/05, 22/07/05) 29/10/07, and have provided the detail regarding the proposed redevelopment and the disposal of the Council owned land required to accommodate the new HCFE facility. HCFE's vision has been to provide a twenty first century educational facility in order to meet the future Further and Higher educational needs of Hartlepool residents. The decision to pursue its redevelopment aspirations in its existing location were based in part on the benefits that could be achieved through maintaining a town centre presence. The town centre location offered the college's students access to wider town centre facilities and transport links. The College committed to remaining in the town centre as it considered it important to the future vitality and viability of the town centre itself. Retaining diverse uses and activities such as a redeveloped, high quality educational facility will be critical to the long term sustainable future of Hartlepool's town centre.
- 2.2 In order to achieve these ambitious aims and secure these long term benefits for both HCFE and the town centre however, more land than was currently available to the college within their existing HCFE estate was required. In order to enable the proposed development and deliver the new college in such a way that would minimise disruption to the delivery of college services the Council owned Albert Street Car Park was required. Cabinet agreement was reached regarding the sale of the land in principle and provision made in other town centre locations to accommodate existing permit holders and other car park users. Road closures have also been required to prepare for the construction phase of the scheme. The agreement to acquire Albert Street allowed HCFE to develop designs for a landmark building that will transform perceptions of the town centre area and to develop a phased delivery and construction approach that will ensure that

the College could operate with minimum disruption and decanting of students and services.

- 2.3 Throughout the development phase of the scheme a combined project group of HCFE and the Council officers have ensured a close liaison between the two organisations. Council officers have provided support and advice including highways, parking and development control issues as well as providing evidence of Council support for the scheme which was vital for progress with the Learning and Skills Council (LSC) who are providing the majority share of the funding for the development.

3. LSC APPROVAL AND REVIEW

- 3.1 Final funding approval for the scheme was expected in early 2009. The LSC delayed the announcement of the outcome of the competitive process due to a re-prioritisation of their available resources. Those organisations competing for funding for their individual schemes were asked to re-submit reduced funding applications showing considerable decreases in costs and maximisation of other sources of funding to meet the reduced amount available from the LSC.
- 3.2 The original cost of the HCFE development was £63m. This cost was to be met through a combination of existing college funds, bank loans, LSC funding and a contribution from the University of Teesside.
- 3.3 Based on the revised funding criteria, HCFE submitted an application that reduced the costs associated with the scheme to £51.3m. This was achieved through a combination of cost management, value engineering, re-negotiation of existing contracts and relatively small scale internal re-design. The original quality of the scheme, the subsequent revisions to the plans, and the certainty of deliverability of the proposals and the advanced nature of the project development, convinced the LSC to conditionally support the funding application in late August 2009. This highly competitive process only supported 13 institutions nationally, from a total of 180 projects that were submitted for this round of LSC funding.
- 3.4 The reduced LSC offer of grant to the College was made on the basis that the contribution from the College be maximised and partnership support increased. HCFE have therefore substantially increased their borrowing to deliver the scheme and sought a further contribution of £1.5m equally shared among partner organisations including the Council, One North East and Teesside University. The support in principle was formalised with a letter jointly signed by the parties and presented as part of the final funding submission to the LSC.

4.0 FINANCIAL SUPPORT PACKAGE

- 4.1 **One North East Funding** – One North East has agreed the principle that the HCFE redevelopment scheme will be eligible for Single Programme Funding and a contribution can be made subject to the standard One North East approval process. One North East have advised that the contribution will be made from the wider Tees Valley Programme package. The first stage of the formal funding application process has been approved and supported by the Tees Valley Unlimited Programme Group. The second part of the application process is now being developed jointly by officers from HCFE, the Council and the Tees Valley Joint Strategy Unit. This £500,000 funding application will be appraised by One North East in November and considered for approval by the Tees Valley Programme Group on the 9th December. All the various parties are working toward this timetable with the intention to achieve full spend of One North East funding by the end of the current financial year.
- 4.2 **Teesside University Funding** – Teesside University had previously confirmed a £1.5m contribution to the development scheme and they have agreed to increase this contribution by £500,000 as their share of the £1.5m joint contribution.
- 4.3 **COUNCIL Contribution** – Following discussions with the College, the Mayor and Cabinet Members it was agreed in principle to support the redevelopment in line with the other partners by contributing £500,000. It was proposed that the funding could be met from a variety of sources within the Authority's control including £60,000 from existing identified regeneration budgets, £191,683 from the Working Neighbourhoods Fund 2009/10 & 2010/11 allocation that has been previously agreed by the Hartlepool Skills Partnership. It was proposed the remaining £248,317 contribution would come from the Albert Street capital receipt, (£470,250). This split of resource will form the basis of the proposed contribution and it was on this basis that the joint letter of support was signed.
- 4.4 It has been agreed with HCFE that both contributions from and One North East can be defrayed by the College subject to progress within the current financial year.

5.0 REGENERATION BENEFITS

- 5.1 The £51m investment in the HCFE redevelopment scheme will deliver a very significant positive impact upon the skills development and education opportunities available to residents of the town. It will raise the profile of further and vocational education in the town and help to raise aspirations and access to and participation in higher education. The proposals will therefore help to address the considerable skills deficit in the community to the benefit of local people, the local economy and the economic regeneration of the area. The proposals will also help to consolidate and bolster the College's position

in the further and higher education market, securing world class educational facilities within the town.

- 5.2 The proposed development would also provide major economic benefits to the town centre as the facility will provide a regional draw for students and increase the number of users. Trade from the College is crucial to the vitality and viability of the town centre which in turn provides convenient services for potential users of the College. The continued attraction of students on a daily basis into the town centre provides the opportunity for other parts of the town centre to receive benefit including shops, restaurants, public transport operators etc. The key to a successful sustainable town centre is to preserve a mix of uses (and therefore users) and ensure that the centre continues to diversify. Such a regeneration approach is based not only on physical and economic regeneration but on social and educational benefits that arise in town centres from the location of Educational facilities and other community organisations.
- 5.3 Another substantial benefit of the proposed development would be the considerable physical regeneration impact upon the town centre and the potential improvement in the appearance of a key area on one of the major routes into the town centre. The landmark building will have a major positive impact on the streetscape and environment of the town centre and improve the perception and image of the area as well as helping to attract students to the College.
- 5.4 The redevelopment will also help support the future regeneration of the town centre. The recent Central Area Investment Framework funded by One North East suggested that the HCFE development along with the existing Cleveland College of Art and Design (CCAD) can form the basis for the development of a specialised 'Innovation and Skills Quarter' within the town centre. This will further enhance the important relationship both College's have with each other and the town centre with the aim to develop synergies with business and other partners in learning, digital media and creative industries to achieve further economic development in and around the town centre.

6.0 FUTURE JOINT WORKING

- 6.1 The Council contribution to the revised redevelopment scheme has significant regeneration benefits outlined above. There are also some additional reciprocal benefits that would result from a closer working relationship between HCFE and the Council include the following:
- (i) HCFE is taking the lead with CCAD colleagues to explore potential further funding opportunities through the European Regional Development Fund (ERDF) to develop enterprise in Hartlepool. This would contribute to the Council projects being progressed through the Single Programme to develop business incubator facilities in the Town Centre and there is real potential to develop an integrated initiative. This would complement the HCFE development and could partly

specialise in digital, media and creative industries small business development as well as provide a platform for developing entrepreneurial activity amongst groups that are regularly under represented in business start ups including women, the long term unemployed, young people and ethnic minorities;

- (ii) HCFE have agreed to consider the use of the Council services, where appropriate, for example the Council Building Regulations service, if contractually possible;
- (iii) HCFE have agreed that the new College facilities can be opened up to community groups and local businesses (whilst ensuring that this does not undermine the viability of existing community resources in the town centre)
- (iv) The redevelopment proposals include a significant level of car parking for staff and students which will be managed and charged by HCFE to ensure that the provision is complementary to the Council's Town Centre car parking strategy. The car parking arrangements have been developed to support the HCFE business case. As a consequence of the revised LSC funding criteria which required the College to maximise its borrowing they have been required to develop revenue streams (including from parking) to support that borrowing. HCFE however have agreed in principle that for weekend and holiday periods, the car parks may be made available to the Council and managed on its behalf, with the council receiving the parking income for these periods.
- (v) HCFE have indicated that access to new College facilities such as internet based audio/visual conferencing in the new development could be made available to the Council as a 'principal' user and priority would be given to this access arrangement on favourable terms;
- (vi) HCFE have agreed in principle to develop a range of training opportunities for needs of local business, community and council staff; and;
- (vii) HCFE will continue to work with other colleges, and schools in Hartlepool to ensure an integrated range of services and facilities that are complementary.

7. FINANCIAL IMPLICATIONS

7.1 The financial implications for the authority are contained within the main body of the report but as a partner in the redevelopment of HCFE a summary of the financial contribution is as follows;

- i) £191,683 from the Working Neighbourhoods Fund. This is external funding received via the Department of Communities and Local Government (CLG) & Department of Works and Pension (DWP).
- ii) £60,000 from an existing Council regeneration funding budget
- iii) £248,317 contribution taken from the capital receipt that has been received from the sale of the Albert Street car park.

- 7.2 The contribution from the Working Neighbourhoods Fund, agreed by the Hartlepool Skills Partnership was ring fenced within the programme for support for adults gaining skills for life and NVQ level II courses. It was felt that the college redevelopment scheme is going to increase access to courses of this nature and increase opportunities for adult learners through more out of hours learning.
- 7.3 The existing Council regeneration funding budget is ringfenced to support major regeneration projects, therefore the HCFE redevelopment scheme falls within this criteria.
- 7.4 The Council financial package to support HCFE, will not result in any additional annual expenditure. In terms of income, previous permit holders utilising Albert Street car park have been relocated and pay and display customers have been accommodated within the existing town centre car parking capacity. Following the conclusion of discussions regarding the potential usage of car parking spaces, at certain agreed times, within the HCFE redevelopment this may result in increased income to the authority.

8. RECOMMENDATIONS

8.1 Cabinet is requested to:

- i) note the progress of the HCFE redevelopment plans and completion date;
- ii) confirm the use of £500,000 of combined Council resources, including £191,683 from the Working Neighbourhoods Fund, £60,000 Council capital from existing regeneration budgets and £248,317 from the Albert Street capital receipt to support the revised HCFE redevelopment plans as part of the three way contribution offered in principle to the college and the LSC;
- iii) note the reciprocal benefits agreed with HCFE connected to the redevelopment.
- iv) agree that officers prepare and submit a funding Business Case application to One North East for £500,000 Single Programme funding to further support the redevelopment

CABINET REPORT

16th November, 2009



Report of: Corporate Management Team

Subject: QUARTER 2 – CORPORATE PLAN AND REVENUE
FINANCIAL MANAGEMENT REPORT 2009/2010

SUMMARY

1. PURPOSE OF REPORT

1.1 To inform Cabinet of: -

- The progress made towards achieving the Corporate Plan Actions in order to provide timely information and allow any necessary decisions to be taken;
- To provide details of progress against the Council's overall revenue budget for 2009/2010 and details of forecast outturns.

2. SUMMARY OF CONTENTS

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

2.2 The Revenue Financial Management report covers the following areas:

- Overview of financial position;
- Review of High Risk Budget Areas;
- Progress against Efficiency Savings Targets Identified in the 2009/2010 Budget Strategy;
- Performance against Budget Pressures treated as Contingency Items;
- Progress against Departmental Salary Turnover Targets;
- Progress against Area Based Grant budgets;
- Key Balance Sheet information.

2.3 The report provides details of progress against the current year's budget. In respect of corporate budgets it is anticipated there will be an underspend on the Centralised Estimates budget. This is the strategic land acquisition being delayed and higher investment income from slightly higher interest rates.

- 2.4 As reported at the end of Quarter 1 there are a number of adverse income trends continuing from previous years. Some provision was made in the 2008/2009 Outturn Strategy for this risk, but this will not be sufficient to cover the anticipated shortfall. Cabinet has agreed to the proposal to fund this shortfall from the underspend on the Centralised Estimates budget and to allocate resources to manage this risk next year.
- 2.5 There is a risk that additional resources will need to be allocated for additional Equal Pay costs arising from Equal Pay tribunal cases. Cabinet has agreed to allocate part of the Centralised Estimate underspend to manage this risk.
- 2.6 In relation to the detailed departmental forecasts there are a number of underspends which need to be allocated to offset overspends. The forecast outturn position is better than this stage last year and a net underspend on departmental budgets is currently forecast. However, this position is mainly owing to the current expectation that the contingency for Looked after Children will not be needed in the current year. This is a volatile area and trends for the first six months are not guaranteed to continue to the year end. Equally an unexpected additional complex case could commit a significant element of the available contingency. It is therefore suggested that Members review this position in December to reflect the first eight months activity and if this underspend is expected to continue to the year end a strategy for allocating this amount can then be developed as part of the 2010/2011 budget proposals report.

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 None.

5. DECISION MAKING ROUTE

- 5.1 Cabinet, 16th November, 2009

6. DECISION(S) REQUIRED

- 6.1 Cabinet is asked to: -

- note the current position with regard to performance and revenue monitoring;
- note the position with regard to the Revenue Budget and take any decisions necessary to address the financial risks identified.

Report of: Corporate Management Team

Subject: QUARTER 2 – REVENUE FINANCIAL
MANAGEMENT REPORT 2009/2010

1. PURPOSE OF REPORT

- 1.1 To inform Cabinet of the progress made towards achieving the Corporate Plan outcomes through identified actions and of progress against the Council's own 2009/2010 Revenue Budget, for the period to 30th September, 2009 and details of forecast outturns.

2. BACKGROUND

- 2.1 In line with previous monitoring reports, this report is an integrated document that is page numbered, thus allowing Members easier navigation around the report. (See contents table below). The report firstly provides an overall picture of performance and progress against the approved 2009/2010 revenue budget.

Section	Heading	Page
3	Overall Performance and Progress on Actions and Key Performance Indicators	2-3
	Detailed Performance Monitoring Sections	
4	Adult and Public Health Portfolio	3-4
5	Children's Services Portfolio	5
6	Culture, Leisure and Tourism Portfolio	5
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Appendix K	Performance Against Schedule of	40-43

Section	Heading	Page
	Budget Pressures to be Treated as Contingency Items	
Appendix L	Area Based Grants	44-46

- 2.2 This report will be submitted to Scrutiny Co-ordinating Committee on 27th November, 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 127 actions with specific completion dates and 133 key performance indicators (KPIs) as measures of success in the 2009/2010 Corporate Plan. Overall performance is good, and in line with expectations as the start of the municipal year with all but one action and 76% of the KPIs (when annually reported PIs have been removed) judged to be either on or above targets. During 2009 the traffic light with Covalent were reviewed and a new set were developed to help departments manage their performance better through Covalent. An explanation of the new traffic lights can be found below Tables 1 and 2 below summarise officers' views on progress as at 30th September, 2009, for each Portfolio Holder's responsibilities: -






-  Action has not been completed or PI target not achieved
-  Action/KPI where intervention is required as not progressing well
-  Action/KPI progress is acceptable
-  Action/KPI on track to achieve
-  Action/KPI completed or target achieved

Table 1 – Progress on Actions within the Corporate Plan

Portfolio	Actions by Traffic Light					
	Green (on track or achieved)		Amber (progress acceptable)		Red (not achieved or intervention required)	
	No.	%	No.	%	No.	%
Adult Services and Public Health	24	100	0	0	0	0
Children's Services	26	89	3	10	1	1
Culture, Leisure and Tourism	4	100	0	0	0	0
Finance and Performance	19	83	4	17	0	0
Transport and Neighbourhoods	13	93	1	7	0	0
Regeneration and Economic Development	13	81	3	19	0	0
Community Safety and Housing	14	88	2	12	0	0
Total	113	89	13	10	1	1

Table 2 – Progress on Key Performance Indicators

Portfolio	KPIs by Traffic Light					
	Green (on track or achieved)		Amber (progress acceptable)		Red (not achieved or intervention required)	
	No.	%	No.	%	No.	%
Adult Services and Public Health	7	64	2	18	2	18
Children's Services	0	0	0	0	0	0
Culture, Leisure and Tourism	4	100	0	0	0	0
Finance and Performance	1	100	0	0	0	0
Transport and Neighbourhoods	10	91	0	0	1	9
Regeneration and Economic Development	1	33	0	0	2	67
Community Safety and Housing	5	71	2	29	0	0
Total	28	76	4	11	5	14

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

4 ADULT AND PUBLIC HEALTH PORTFOLIO

4.1 Performance Update for the Period Ending 30th September, 2009

4.2 Within the Adult and Public Health Portfolio there are a total of 22 actions that were identified in the 2009/2010 Corporate Plan. Of those PI's were a quarterly update was due to be provided 5 actions have been assessed as being on target for completion, or already completed, by the agreed date, 2 PI's are progressing at a acceptable level and 2 PI's require some intervention or have not achieved target (see table APH1).

Table APH1 – Performance Indicator assessed as requiring intervention

PI	Indicator	Target 09/10	2 nd Qtr Outturn	Comment
NI 130	Social care clients receiving Self Directed Support per 100,000 population	50	21.2	Definition of PI changed for 2009-10 - now based on % of clients getting service. Original target of 70% was set as aiming for 70% of all clients to have a personal budget or direct payment - this is 70% of all those receiving community based services and those receiving carer's services. This denominator for this target should have been based on a subset of all the clients, i.e. excluding those cases in crisis, excluding clients that just have equipment and no other service etc. However, it has been based on all clients and therefore, gives the impression of considerable under achievement. More detailed work has now begun to look at the 'real' figure if the suggested exclusions are removed from the denominator, e.g. not count crisis cases and those with only equipment in the denominator. Quarterly targets set as 40%, 50%, 60% and 70% staggered across the four quarters to the end of year position of 70%.
NI 53a	Prevalence of breast-feeding at 6-8 weeks from birth – Percentage of infants being breastfed at 6-8 weeks	21%	18.7%	Recruitment of breastfeeding coordinator by 31/12/09. Secure funding to gain accreditation for UNICEF/WHO Babyfriendly Initiative 31/10/09. Introduce a robust breastfeeding data recording and collection system using health visitor data 31/10/09. (This is actually a quarter 1 outturn as quarter 2 is not yet available).

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

- Good progress is being made in relation to learning disability services through campus re-provision, planned reviews of supported accommodation and respite provision as well as within the older people's agenda relating to extra care housing and exploring options for people with dementia.
- The pilot of the Therapeutic Farm for people with mental health issues has commenced. And will be reviewed throughout and on completion.
- The Voluntary Sector Strategy has now been formally approved by Cabinet and the PCT Board. A steering group has been established to take for the implementation of this strategy.
- Much work is being done to ensure an increase in participation of physical activity including pilot Wii projects in care homes, school

football festivals and continued free swim initiative including the development of free swimming lessons.

5 CHILDREN’S SERVICES PORTFOLIO

5.1 Performance Update for the Period Ending 30th September, 2009

5.2 Within the Children’s Services Portfolio there are a total of 30 actions that were identified in the 2009/10 Corporate Plan. A total of 26 of these actions are on target for completion, 3 are making acceptable progress and one action requires intervention:

Table C1 – Actions assessed as requiring intervention

Outcome: Be Healthy			
Code	Action	Due Date	Note
CORP HW04	Work with partner agencies, young people, schools and families to reduce under 18 conception rates by 55% from 1998 baseline and improve sexual health	31/03/2011	Self assessments have been undertaken to identify issues and gaps and this will inform the plan for 2010/11

5.3 There were a total of 18 key performance indicators (KPIs) included in the corporate plan as measures of success but all are measured on an annual basis.

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

- Programmes have been developed to support schools in providing enrichment opportunities e.g. Tees Valley Music Service, Dyke House Sports College and GAT cluster programmes.
- Hidden Ham Principal Practitioner is now in post to enhance the assessment of substance misusing parents and carers
- Council’s Pledge to Looked After Children and Young People was launched at the Historic Quay in September, 2009

6 CULTURE, LEISURE AND TOURISM PORTFOLIO

6.1 Performance Update for the Period Ending 30th September, 2009

6.2 Within the Culture, Leisure and Tourism Portfolio there are a total of 4 actions that were identified in the 2009/2010 Corporate Plan. All of these actions have been assessed as being on target for completion by the agreed date.

6.3 A total of 4 key performance indicators (KPIs) were included in the corporate plan as measures of success that are not reported on an annual basis. All of the indicators have been assessed as being on target to achieve their target by the end of the year with one already achieving its target.

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

- Good results have been seen from the Active England Survey which demonstrates increased physical participation across Hartlepool.
- Visitor figures at the Historical Maritime Experience have increased year on year as a response to both improved facilities and the state of the economy which seems to be encouraging local visits.

7 FINANCE AND PERFORMANCE PORTFOLIO

7.1 Performance Update for the Period Ending 30th September, 2009

7.2 Within the Finance and Performance Portfolio there are a total of 23 actions that were identified in the 2009/2010 Corporate Plan. All of these actions have been assessed as having been completed or on target to be completed by the agreed date.

7.3 There is one indicator within the Corporate Plan for the Finance and Performance Portfolio which is not reported on an annual basis and this quarter it is on track to reach its target.

7.4 Key areas of progress made to date in the Finance and Performance Portfolios include: -

- Risk Awareness briefing sessions held for elected members.
- Annual Report from Scrutiny has been produced and work programme for 2009/2010 agreed.
- A Financial Position Report was sent to Cabinet on 21st September and then on to SCC on 16th October. Further briefings with political groups also took place

8 TRANSPORT AND NEIGHBOURHOODS PORTFOLIO

8.1 Performance Update for the Period Ending 30th September, 2009

8.2 Within the Transport and Neighbourhoods Portfolio there are a total of 14 actions that were identified in the 2009/2010 Corporate Plan.

All of these actions have been identified as being on target to be completed by the agreed date.

- 8.3 There are a total of 11 key performance indicators (KPIs) that have been identified as measures of success that are not reported only on an annual basis. Five of these indicators have been assessed as being expected to achieve their target by year end with a further 5 already having achieved their target, just 1 PI requires intervention:

Table TN1 – Performance Indicators assessed as requiring intervention

PI	Indicator	Target 09/10	2 nd Qtr Outturn	Comment
NSD P239	Number of businesses signed up to the green tourism business scheme	4	0	Businesses approached and introduced to scheme however businesses were put off by relatively high costs due to economic uncertainty. A new free businesses environmental scheme is under development across Tees Valley, and will be promoted to Hartlepool businesses in 2009/10.

- 8.4 Key areas of progress made to date in the Transport and Neighbourhoods Portfolio include: -
- The LADCMP was launched in July, 2009 with the Carbon Reduction Strategy to be developed from it.
 - An Energy Management ‘invest to save’ programme for council buildings has been developed and approved by Cabinet

9 REGENERATION AND ECONOMIC DEVELOPMENT

9.1 Performance Update for the Period Ending 30th September, 2009

- 9.2 Within the Regeneration and Economic Development Portfolio there are a total of 16 actions that were identified in the 2009/2010 Corporate Plan, All of which have been assessed as being expected to be completed by the agreed date.

- 9.3 There are 3 indicators within the Corporate Plan for the Regeneration and Economic Development Portfolio which are not reported on an annual basis, one of which is on target to be achieved with the remain 2 requiring some intervention.

Table RED1 – Performance Indicators requiring intervention

PI	Indicator	Target 09/10	2 nd Qtr Outturn	Comment
RPD P045	Employment Rate (16-24)	54.1	46	Outturn continues on a negative trend. However it should be noted that there is a +/- 7.4% confidence interval on this calculation. Hopefully the delivery of the Future Jobs Fund should impact positively on this indicator
PRD P076	The gap between Hartlepool unemployment rate and the GB rate	2.4	2.9	The data relates to Sept 2009. Unemployment has shown some increase recently and the outlook remains uncertain. Projects such as Future Jobs Fund should impact positively on the indicator.

9.4 Key areas of progress made to date in the Regeneration and the Economic Development Portfolio include: -

- Sea Chance bid has been prepared and submitted for a scheme within Seaton Carew.
- Funding for the redevelopment of the College of FE has now been confirmed and demolition works have started with an expected completion date of July, 2010 and ready for the new academic year in September, 2009.

10 COMMUNITY SAFETY AND HOUSING PORTFOLIO

10.1 Performance Update for the Period Ending 30th September, 2009

10.2 Within the Community Safety and Housing Portfolio there are a total of 16 actions that were identified in the 2009/2010 Corporate Plan. All of these actions have either been completed or have been assessed as being on target for completion by the agreed date.

10.3 There are 7 key performance indicators (KPIs) included in the Corporate Plan as measures of success that are not reported on an annual basis, all of which have been assessed as being on track to achieve target.

10.4 Key areas of progress made to date in the Community Safety and Housing Portfolio includes: -

- Probation and Police PPO Team moved into 9 Church Street on 2nd August, 2009, establishing an integrated offender management team linking directly with the DIP and POP schemes
- The 'Team Around the School' model has been launched at Manor College. This team aims to identify early and provide

support for those children and young people who are a risk of offending

- RSL's are being encouraged not only to provide home that meet and exceed 'decent homes standard' but also look at energy conservation, reducing carbon emissions and reducing fuel poverty.

11. REVENUE FINANCIAL MANAGEMENT 2009/2010 - OVERVIEW

11.1 This section provides details covering the following areas: -

- Overview of Financial Position;
- Review of High Risk Budget Areas;
- Progress against Efficiency Savings Targets Identified in the 2009/2010 Budget Strategy;
- Performance against Budget Pressures treated as Contingency Items;
- Progress against Departmental Salary Turnover Targets;
- Progress against Area Based Grants
- Key Balance Sheet information.

11.2 Overview of Financial Position

11.3 At an overall level the Council's budget is monitored on a departmental basis and the overall position is summarised at **Appendix A**.

11.4 **Appendix A** is supported by detailed Financial Management statements for each Portfolio, which now include comments on material variances to provide a clearer position statement as set out below:

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

11.5 Forecast outturns have now been prepared on the basis of the first six months activity for all revenue budgets.

11.6 In relation to corporate budgets these forecasts confirm the initial position reported in September of a £1m underspend on centralised estimates. This amount consists of a £0.6m saving from the delayed strategic land acquisition which is now not expected to be completed

in the current financial year and £0.4m higher investment income from slightly higher interest rates.

- 11.7 As part of the budget proposals referred for consultation Cabinet has approved the proposal to earmark this underspend to protect the medium term financial position by providing funding for a number of unbudgeted financial risks.

	<u>£'000</u>
Centralised Estimates	1,000
LABGI Reward Grant	80
Provision for current year income shortfalls	(200)
Provision for continuing income shortfalls 2010/2011	(300)
Provision for Equal Pay Tribunal Costs	<u>(500)</u>
Allocated to Support 2011/2012 Budget	<u>80</u>

- 11.8 Detailed outturns for departmental budgets had not previously been prepared, although adverse trends had been identified in relation to income streams. As detailed in the previous paragraph a funding strategy for addressing this issue has been developed. Forecast outturns for departmental budgets have now been prepared as detailed in **Appendix A** and in broad terms there is expected to be a gross overspend on departmental budgets of £0.044m, inclusive of forecast income shortfalls already funded.

- 11.9 This position is before reflecting the impact of the final pay awards applying from April, 2008 and April, 2009. The 2008 pay award was higher than the budget provision and this increased costs on an ongoing basis. Fortunately, in financial terms, this additional cost is more than offset by the 2009 pay award being lower than anticipated. In overall terms the net benefit is £0.151m and this offsets the forecast net department overspend.

- 11.10 In relation to the detailed departmental forecasts there are a number of underspends which need to be allocated to offset overspends, as summarised in the table below. Detailed comments on the key variances are provided in **Appendices C to I**. The forecast outturn position is better than this stage last year and a net underspend on departmental budgets is currently forecast. However, this position is mainly owing to the current expectation that the contingency for Looked after Children will not be needed in the current year. This is a volatile area and trends for the first six months are not guaranteed to continue to the year end. Equally an unexpected additional complex case could commitment a significant element of the available contingency. It is therefore suggested that Members review this position in December to reflect the first eight months activity and if this underspend is expected to continue to the year end a strategy

for allocating this amount can then be developed as part of the 2010/2011 budget proposals report.

	Forecast Outturn			
	Gross Adverse/ (Favourable) Variance £'000	Funding Allocated for Income Shortfall £'000	Pay Award Saving £'000	Net Adverse/ (Favourable) Variance £'000
<u>Child and Adult Services</u>				
Children's Services	(306)	0	(22)	(328)
Adult & Community Services	32	0	(29)	3
	(274)	0	(51)	(325)
<u>Regeneration and Neighbourhood Services</u>				
Regeneration & Planning	(120)	0	(14)	(134)
Neighbourhood Services	310	(160)	(36)	114
	190	(160)	(50)	(20)
Chief Executives Department	128	(120)	(50)	(42)
Net Outturn Variance - All Departments	44	(280)	(151)	(387)

- Child and Adult Services – net underspend £325,000

This variance is mainly owing to the cost of Looked After Children being lower than anticipated when the budget was set. This is a volatile area and a provision of £250,000 is included in the budget contingency to manage this risk. It is currently not expected that this amount will be needed in the current year. This position could change before the end of the year if there is an increase in referrals and children at risk.

As this area is volatile there is still an underlying risk that expenditure in this area could exceed the approved budget in future years.

- Regeneration and Neighbourhoods – net underspend £20,000

The Regeneration and Planning budget is forecast to underspend mainly owing to the receipt of planning fees for a major development scheme. In accounting terms this income can be taken to the budget in the current year and mitigates lower fees from smaller developments which have reduced owing to the recession.

In relation to Neighbourhood Services there is a gross overspend of £310,000. This includes the forecast Car Parking income shortfall of £160,000 which has been addressed as part of the overall provisional outturn strategy. The remainder of the overspend reflects lower technical officer fee income and the H1 bus service to North Tees Hospital. It is hoped the technical officer fee income will be recovered by the year end and is currently included on a worst case basis.

- Chief Executives Department – net underspend £42,000

The latest forecast outturn confirms the adverse trends on Land Charges income are continuing owing to the downturn in the housing market. The position on the Shopping Centre income is more resilient than previously anticipated, although the Christmas period will be critical for the outturn position and trends for future years. The latest forecast indicates that there should be a reduced call on the Shopping Centre Income Risk Reserves in the current year. The unused amount will be available to manage this risk over the next year or two. The net underspend reflects the pay award saving.

11.11 **Review of High Risk Budget Areas**

11.12 High risk budget areas were identified as part of the budget setting report, submitted to Cabinet in February. These issues are explicitly managed and reported to ensure any problem areas are identified at an earlier stage, to enable appropriate corrective action to be taken. The areas identified as high risk budgets are attached at **Appendix B**. **Appendix B** explains how these items were identified and indicates that there are currently variances on a number of budgets. The main adverse variances relate to demographic changes in Older People, Car Parking Income and Building Schools for the Future. Further details are included in **Appendices C to I**.

11.13 **Progress against Efficiency Savings Targets Identified in the 2009/2010 Budget Strategy**

11.14 The table below shows the summary of savings included in the 2009/2010 Budget Strategy. At this stage it is anticipated that the savings will be in total £200,000 less than expected. A comprehensive schedule of progress in achieving these savings is attached at **Appendix J** and further details regarding the overall monitoring position for each Portfolio are set out in **Appendices C to I** of this report.

Department	2009/10 Target	Savings Expected to be achieved from Efficiency	Variance from 2009/10 Target
	£'000	£'000	£'000
Adult & Community Services	1,010	943	67
Chief Executives	160	103	57
Children's Services	593	527	66
Neighbourhood Services	521	521	0
Regeneration & Planning	176	166	10
Total	2,460	2,260	200

11.15 Performance against Budget Pressures treated as Contingency Items

11.16 Members will recall that as part of the review of budget pressures for 2009/2010, it was determined that a number of pressures are not certain to arise, or the value of the pressure is not certain. These items were therefore classified as “contingency” items and a budget provision was made to underwrite these risks.

11.17 **Appendix K** provides a schedule of these items. The main variance is the £63,000 contingency relating to the ‘provision of capacity to manage the transfer of 16-19 education and training funding to the local authority’ which is no longer required in 2009/2010.

11.18 Progress against Departmental Salary Turnover Targets

11.19 An assumed saving from staff turnover is included within salary budgets. Details of individual department’s targets are summarised in the table below.

Department	2009/10 Turnover Target £'000	Expected to 30.09.09 £'000	Actual to 30.09.09 £'000	Variance from Target £'000
Adult & Community Services	520.3	260.2	246.5	13.7
Chief Executives	199.3	99.7	44.6	55.1
Children's Services (excluding Schools)	286.9	286.9	332.9	(46.0)
Neighbourhood Services	176.0	88.0	98.4	(10.4)
Regeneration & Planning	128.0	64.0	116.5	(52.5)
	1,310.5	798.8	838.9	(40.2)

11.20 The above figures are included within the variances reported for each department at a detailed level. At present the savings achieved are greater than expected for Quarter 2 and as in previous years, this position will continue to be separately monitored during the year.

11.21 **Area Based Grants**

11.22 In overall terms actual expenditure amounts to £5,910,000, compared to anticipated expenditure of £6,048,000, resulting in a current favourable variance of £138,000, (see **Appendix L**).

11.23 The projected outturn is £11,925,000, compared to the latest budget of £11,925,000, resulting in a forecast nil outturn variance.

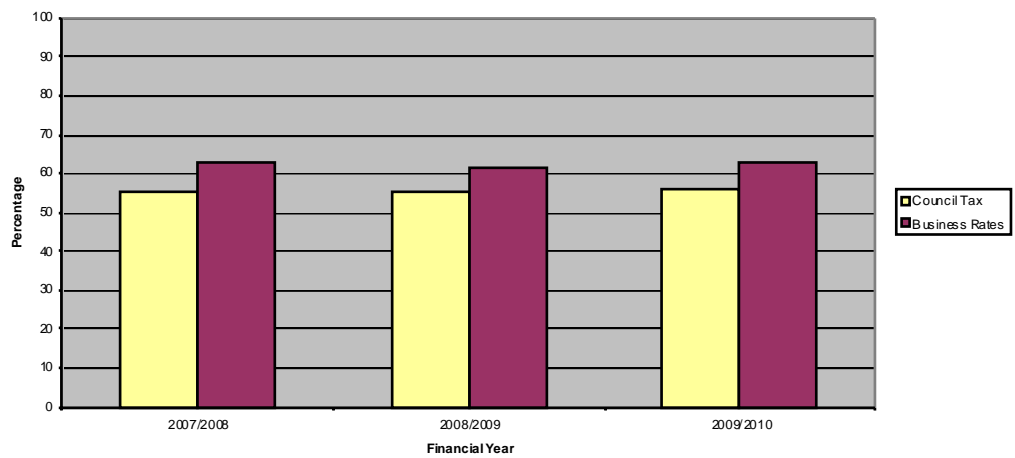
11.24 **Key Balance Sheet Information**

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

- Debtors

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

Percentage of Debt Collected at 30th September

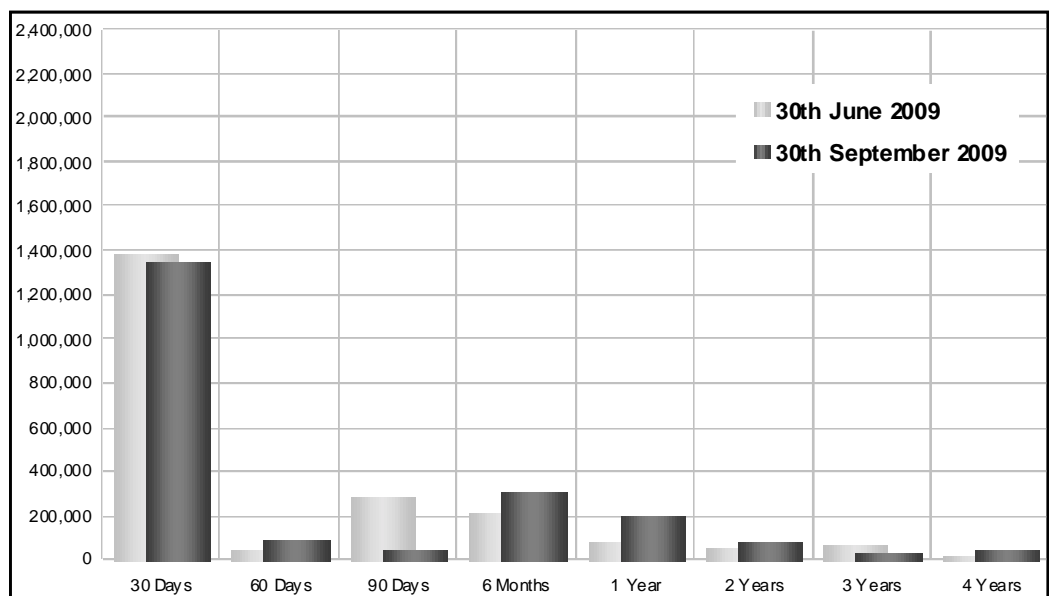


The Council Tax collection rate is up slightly by 0.53% and the NNDR collection rate is up by 0.73% when compared to the same period last financial year. In-year collection rates are affected by the timing of week/month ends.

The NNDR collection rate is likely to deteriorate given the new deferment scheme which allows a percentage of this years increase in the NNDR charge to be carried forward into the next two financial years.

The Council Tax position is representative of what is happening across the Tees Valley, despite the current economic climate.

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 £2.575m. During the period 1st April, 2009 to 30th September, 2009, the Council issued approximately 7,200 invoices with a value of £7.303m. As at the 30th September, 2009, the Council had collected £7.720m, leaving £2.158m outstanding, which consists of: -

- Current Debt - £1.796m

With regard to current outstanding debt, this totals £1.796m at 30th September, 2009, inclusive of approximately £1.344m of debt less than thirty days old.

- Previous Years Debt - £0.362m

These debts relate to the more difficult cases where court action or other recovery procedures are being implemented. At the 30th September, 2009, debts older than one year totalled £0.362m.

- Borrowing Requirement and Investments

The Council's borrowing requirement and investments are the most significant Balance Sheet items. Decisions in relation to the Council's borrowing requirements and investments are taken in accordance with the approved Treasury Management Strategy.

The forecast higher investment income in 2009/2010 is detailed in paragraph 11.6.

12. CONCLUSIONS

- 12.1 The report details progress towards achieving the Corporate Plan outcomes.
- 12.2 The report also provides details of progress against the current year's budget. In respect of corporate budgets it is anticipated there will be an underspend on the Centralised Estimates budget. This is the strategic land acquisition being delayed and higher investment income from slightly higher interest rates.
- 12.3 As reported at the end of Quarter 1 there are a number of adverse income trends continuing from previous years. Some provision was made in the 2008/2009 Outturn Strategy for this risk, but this will not be sufficient to cover the anticipated shortfall. Cabinet has agreed to the proposal to fund this shortfall from the underspend on the Centralised Estimates budget and to allocate resources to manage this risk next year.

- 12.4 There is a risk that additional resources will need to be allocated for additional Equal Pay costs arising from Equal Pay tribunal cases. Cabinet has agreed to allocate part of the Centralised Estimate underspend to manage this risk.
- 12.5 In relation to departmental budgets it is anticipated that overall expenditure will be within budget after offsetting favourable and adverse variances.

13. RECOMMENDATIONS

13.1 Cabinet is asked to: -

- Note the current position with regard to Performance Monitoring and the revenue budget.

GENERAL FUND - REVENUE MONITORING REPORT TO 30TH SEPTEMBER 2009

Line No	Actual Position 30/09/09			Description of Expenditure	Projected Outturn Position		
	Expected Expenditure/ (Income)	Actual Expenditure/ (Income)	Variance Adverse/ (Favourable)		2009/10 Latest Budget	2009/10 Projected Outturn	2009/10 Projected Variance: Adverse/ (Favourable)
	Col. B £'000	Col. C £'000	Col. D (D=C-B) £'000		Col. F £'000	Col. G £'000	Col. H (H=G-F) £'000
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F	Col. G	Col. H
	£'000	£'000	(D=C-B) £'000		£'000	£'000	£'000
				TABLE 1 - Departmental Expenditure			
1	15,406	14,678	(728)	Adult and Community Services	33,295	33,327	32
2	11,544	11,210	(334)	Children's Services	23,885	23,579	(306)
3	8,403	8,963	560	Neighbourhood Services	16,894	17,204	310
4	3,304	3,133	(171)	Regeneration & Planning	5,810	5,690	(120)
5	5,124	5,145	21	Resources	6,255	6,383	128
6	43,781	43,129	(652)	Total Departmental Expenditure	86,139	86,183	44
				TABLE 2 - Corporate Costs			
				EXTERNAL REQUIREMENTS			
7	48	48	0	Magistrates, Probation and Coroners Court	187	187	0
8	21	24	3	North Eastern Sea Fisheries Levy	21	21	0
9	43	48	5	Flood Defence Levy	46	46	0
10	(53)	(53)	0	Discretionary NNDR Relief	34	34	0
				CORPORATE COMMITMENTS			
11	273	319	46	I.T.	2,625	2,625	0
12	83	81	(2)	Audit Fees	345	345	0
13	(4,927)	(5,527)	(600)	Centralised Estimates	6,702	5,702	(1,000)
14	0	0	0	Insurances	378	378	0
15	2	2	0	Designated Authority Costs	90	90	0
16	65	55	(10)	Pensions	353	353	0
17	177	183	6	Members Allowances	355	355	0
18	37	35	(2)	Mayoral Allowance	77	77	0
19	(146)	(176)	(30)	Emergency Planning	95	95	0
				NEW PRESSURES			
20	0	0	0	Contingency	23	23	0
21	0	0	0	Planning Delivery Grant terminated	117	117	0
22	75	75	0	Business Transformation Programme	0	0	0
23	0	4	4	Teesside Airport Study	0	0	0
24	0	2	2	Receipts for Government Pool	0	0	0
25	0	12	12	Members ICT	0	0	0
26	0	4	4	Secure Remand - Corporate	0	0	0
27	0	0	0	Strategic Contingency	428	428	0
28	0	0	0	2006/07 Final Council Commitments	47	47	0
29	0	0	0	2007/08 Provision for Grants/Pressures/Priorities	78	78	0
30	0	0	0	Provision for Cabinet projects	36	36	0
31	(6)	(6)	0	Procurement savings	(316)	(316)	0
32	0	0	0	2007/08 Efficiency Savings	(297)	(297)	0
33	0	0	0	Job Evaluation	979	979	0
34	(45)	(45)	0	Job Evaluation - Protection Costs Cont from Reserves	(45)	(45)	0
35	0	0	0	2008/09 Corporate efficiencies	(205)	(205)	0
35	0	0	0	Area Based Grant Review	(287)	(287)	0
36	0	0	0	New Burdens funded from Formula Grant	11	11	0
37	0	0	0	Benefit Subsidy income	(200)	(200)	0
38	24	24	0	PARISH PRECEPTS	24	24	0
39	0	0	0	CONTRIBUTION FROM BUDGET SUPPORT FUND AND OTHER RESERVES	(4,630)	(4,630)	0
40	0	0	0	LOWER PROTECTION COSTS - RELEASE OF RESERVE	(200)	(200)	0
41				Children's Services DSG Funding - LA Element Only	(4,611)	(4,611)	0
42	39,452	38,238	(1,214)	Total General Fund Expenditure	88,399	87,443	(956)

Risk Rating

A simplified version of the Risk Assessment criteria used in the Council's Risk Management Strategy has been used to rank budget risks. This assessment rates risk using the convention of green/amber/red, as defined below, although different levels of risk within each category have not been defined. The risk assessment helps inform the Council's budget monitoring process as it identifies areas that need to be monitored more closely than other budgets. These procedures help ensure that departments can manage budgets and services within the overall departmental resource allocation and the Council's overall financial management framework, which enable departments to establish reserves for significant risks and to carry forward under and over spends between financial years.

The value of expenditure/income on individual areas, are shown in the table below, along with the current variance to date.

Green - these are unlikely events which would have a low financial impact.

Amber - these are possible events which would have a noticeable financial impact.

Red - these are almost certain to occur and would have a very significant impact. Provision would need to be made for such events in the budgets.

Financial Risk	Risk Rating	2009/2010 Budget £'000	Variance to 30th September 2009 (Favourable) / Adverse £'000	Forecast Outturn Variance (Favourable) / Adverse £'000
Adult & Community Services				
Demographic changes in Older People	Amber	15,370	293	100
Demographic changes in Working Age Adults	Red	8,716	169	(176)
Property Maintenance - Community Buildings	Amber	284	17	17
Non-achievement of Income targets within Community Services	Amber	(1,351)	(187)	0
Non-achievement of Income targets within Social Care Budgets	Amber	(9,457)	(232)	0
Total		13,563	60	(59)
Regeneration & Planning				
Fee Income - Planning & Building Control	Amber	620	(156)	(120)
Rent Income - Economic Development Service	Green	187	(9)	0
Total		807	(165)	(120)
Neighbourhood Services				
Environment, Environmental Action & Town Care Management	Amber	8,446	-9	0
Car Parking	Amber	-857	168	160
Total		7,589	159	160
Corporate Budgets				
Pay costs - Single Status and costs of living pay award	Amber	50,470	(75)	(150)
Higher costs of borrowing and/or lower investment returns	Green	5,804	(600)	(1,000)
ICT	Green	2,561	46	0
Planned Maintenance Budget	Amber	215	0	0
Delivery of Planned Savings	Amber	2,460	100	200
Total		61,510	(529)	(950)
Children's Services				
Individual School Budget	Amber	55,557	0	0
Individual Pupils Budget allocated during the year to schools for high level SEN pupils	Green	1,628	(10)	(24)
Home to School Transport Costs	Amber	1,516	(11)	(35)
Schools Transformation Team (Building Schools for the Future)	Amber	974	67	106
Carlton Outdoor Education Centre	Red	68	1	0
Increased demand in places at independent schools for pupils with high level of SEN	Amber	600	(76)	(2)
Increased demand for Looked After Children Placements	Red	5,293	(48)	(327)
Total		65,636	(77)	(282)

REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2009/2010

Approved 2009/2010 Budget £'000	Description of Best Value Unit	Expected Budget £'000	Actual £'000	Variance to Date - Over/ (Under) spend £'000	Projected Outturn Variance £'000	Directors Explanation of Variance
464	Environmental Standards	212	256	44	0	
0	Adult Education	0	(450)	(450)	0	
4,719	Assessment, Care Mgt & Prov 1	2,303	2,274	(29)	(70)	The current and projected favourable variance relates to additional temporary funding for transport costs not expected to be fully utilised.
2,926	Assessment, Care Mgt & Prov 2	1,336	1,256	(80)	(42)	The majority of this variance relates to staff vacancies on hold pending a restructure of this area. It is not anticipated that these savings will continue at the same rate once the restructure is implemented. The outturn projection reflects this.
197	Carers & Assistive Technology	6	(8)	(14)	0	
714	Commissioning - Adults	422	299	(123)	(105)	The current favourable variance relates to staff vacancies and temporary external funding from the PCT and Joseph Rowntree Foundation. The projected outturn forecast reflects the income received and the staff vacancies filled.
823	Commissioning - Mental Health	389	431	42	183	As previously reported the current adverse variance relates to continuing increased demand for community based care in this area. A pressure has been identified for this area for 2010/11. The outturn forecast has been updated to reflect this continuing trend.
8,813	Commissioning - Older People	4,208	4,280	72	100	The majority of the current adverse variance relates to increased demand for transitional and rehabilitation beds. It is expected that this trend will continue and the outturn forecast has been updated to reflect this.
5,523	Commissioning - Working Age	1,807	1,706	(101)	(176)	This area includes a temporary pressure for an individual with complex needs. The case is under review subject to court proceedings and the current and projected underspend reflects this.
267	Service Strategy and Regulation	(173)	(189)	(16)	0	
1,735	Support Services	914	973	59	63	The majority of this adverse variance relates to increased IT system costs as we improve our systems to better manage individual packages and costs. The outturn variance has been updated based on current and previous year trends.
26,181	TOTAL	11,424	10,828	(596)	(47)	

REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2009/2010

USE OF RESERVES

The above figures include the 2009/2010 approved budget along with the planned use of Departmental Reserves created in previous years.
The details below provide a breakdown of these reserves

Description of Best Value Unit	Approved 2009/2010 Budget £'000	Planned Usage 2009/10 £'000	Variance Over/ (Under) £'000
Commissioning Adults - Communities for Health	120	120	0
Commissioning Mental Health - Agency	10	10	0
Commissioning - Older People	20	20	0
Assessment, Care Mgt & Prov 2	27	27	0
Carers & Assistive Technology	61	0	(61)
Assessment, Care Mgt & Prov 2	65	65	0
Commissioning Adults - Supporting People	400	350	(50)
	703	592	(111)

Directors Explanation of Variance
Reserve to be used to fund expected stock write offs as they occur in future years.
Variance relates to slippage in planned projects proposed and agreed in the 5 year SP Strategy. This funding will be required in future years as the projects are implemented and it is requested that any unused balance is carried forward at outturn.

REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2009/2010

Approved 2009/2010 Budget	Description of Best Value Unit	Expected Budget	Actual	Variance to Date - Over/ (Under) spend	Projected Outturn Variance	Directors Explanation of Variance
£'000		£'000	£'000	£'000	£'000	
2,605	Access to Education	1,995	2,033	38	70	The current and forecast outturn variances comprise pressures on the Schools Transformation Team budget (£106k adverse outturn projection) arising from a number of factors including the need for additional external advice to overcome particular site issues. This is partly offset by savings in the Attendance Team and Home to School Transport.
988	Central Support Services	17	17	0	0	
89	Children's Fund	63	59	(4)	0	
10,903	Children & Families	5,326	5,309	(17)	(286)	This largely consists of a favourable variance on Looked After Children, offset by minor overspends in other areas of the service. Cabinet may wish to consider whether to transfer this favourable variance to a Looked After Children reserve to provide funding in future years (assuming this projected variance remains at year end).
342	Early Years	(341)	(413)	(72)	0	The current variance consists of staff vacancies in Children's Centres, lower than expected running costs and higher income than anticipated. To minimise any loss of Sure Start grant the Early Years Manager is exploring options to increase Education Psychology provision in Children's Centres, funding an Aiming High Co-ordinator, funding maternity cover for a post in the Data Team and possible support for Out of School Play and Care deficits.
161	Information Sharing & Assessment	64	44	(20)	(17)	There are savings resulting from an unallocated budget in supplies and services. A proportion of this funding was held as a contingency which is no longer expected to be required this year.
1,981	Other School Related Expenditure	498	558	60	99	The current adverse variance consists of an overspend of £100k on the Brierton Salary Protection Fund, savings on ICT consultancy costs and the contingency funding provided for preparation for the transfer of LSC 16-19 responsibilities to the LA which is now no longer required. At outturn the full year effect of the Brierton Salary Protection Fund and the savings on the 16-19 contingency will result in a higher adverse variance. The Brierton Salary Protection fund is funded by Dedicated Schools Grant and will be carried forward into 2010/11 to be funded from the schools budget.
127	Play & Care of Children	34	46	12	43	There is a shortfall on income generated owing to a reduction in parental take-up of the service. This low take-up is expected to continue throughout the year.
1,372	Raising Educational Achievement	1,879	1,892	13	(29)	There is a current adverse variance owing to maternity costs although it is envisaged this can be funded from a reallocation of Standards Fund grant. Curriculum support costs are expected to be underspent by the year end.
2,889	Special Educational Needs	1,282	1,116	(166)	(81)	The current variance relates to a change to the number of pupils placed in out of Borough schools and vacancies in the Pupil Referral Unit. The full year effect of the change in pupils placed out of the Borough is expected to result in an underspend of £81k.
1,149	Strategic Management	4	(204)	(208)	(3)	The departmental salary abatement target has been exceeded by £112k, of which £94k relates to DSG funded services. In addition to these savings, an underspend is projected relating to the Central Training budget.
125	Youth Justice	62	58	(4)	0	

REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2009/2010

Approved 2009/2010 Budget £'000	Description of Best Value Unit	Expected Budget £'000	Actual £'000	Variance to Date - Over/ (Under) spend £'000	Projected Outturn Variance £'000	Directors Explanation of Variance
1,154	Youth Service	661	695	34	(24.0)	The current variance will be funded following amendments to salary costings between Connexions and the Youth Service. In addition, there will be savings on a number of inclusion related projects, largely within supplies and services.
0	Dedicated Schools Grant - Trfr to DSG Department Reserve	0	0	194.0	112.0	It is proposed to allocate this funding in 2009/10 to supplement the Schools Capital Programme owing to increased costs arising from refurbishment works at Brierton School to facilitate the decant of Dyke House pupils. Any residual balance will be transferred to the ring-fenced DSG Reserve.
0	Dedicated Schools Grant - Trfr to DSG Schools Reserve	0	0	(100)	(190)	The overspend relates to the redundancy, early retirement and salary protection payments made in respect of former Brierton School staff. The overspend will be recouped in future years as there is budget provision from DSG of £150k and future calls on this budget are lower owing to redundancy and retirement costs having been paid in 2009/10.
23,885	TOTAL	11,544	11,210	(240)	(306)	

USE OF RESERVES

The above figures include the 2009/2010 approved budget along with the planned use of Departmental Reserves created in previous years. The details below provide a breakdown of these reserves

Description of Best Value Unit	Approved 2009/2010 Budget £'000	Planned Usage 2009/10 £'000	Variance to Date Over/ (Under) £'000	
School Transformation Team (BSF)	(975)	(1,081)	106	Pressures identified relate to increased Legal Costs regarding the ICT contract (£60k), Catering costs (£8k), payment to Barnardos for Participation Workers (£25k), school staff secondment (£36k) and architect fees (£34k), partly offset by £60k saving relating to asbestos surveys.
Advisory Service (BSF)	(20)	0	(20)	The costs of this post are now included elsewhere within the Departments budget.
Carlton Outdoor Centre	(18)	(18)	0	
Early Years Support Network	(9)	(9)	0	
Playing for Success	(14)	(14)	0	
Parenting Support	(20)	(20)	0	
Social Care Backscanning Costs	(80)	(80)	0	At present, no scanning has taken place as there were unresolved issues relating to the document management system. These issues have now been resolved and work will commence shortly and be completed by March 2010.
Swimming Pool Improvements	(90)	(90)	0	This reserve is being used to fund capital works on access facilities and a hoist at Brinkburn Pool.
Teenage Pregnancy Prevention	(5)	(5)	0	
Youth Service - General	(15)	(15)	0	
	(1,246)	(1,332)	86	

REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2009/2010

Approved 2009/2010 Budget	Description of Best Value Unit	Expected Budget	Actual	Variance to Date - Over/ (Under) spend	Projected Outturn Variance	Directors Explanation of Variance
£'000		£'000	£'000	£'000	£'000	
808	Consumer Services	344	296	(48)	0	
229	Environmental Action	131	128	(3)	0	
129	Building Control	29	91	62	80	Fee income is below target at the end of Quarter 2 as a result of the recession and also because of work lost to private inspectors in the competitive market which exists. It is difficult to accurately anticipate future trends in this area but at this stage of the year an adverse projected outturn of around £80,000 is expected.
77	CADCAM	77	85	8	0	
1,011	Community Safety	1,139	1,149	10	0	
316	Community Strategy	142	142	0	0	
174	Development Control	14	(183)	(197)	(200)	The favourable variance is owing to exceptional fee income relating to Wynard Business Park, this income can be taken to the budget in the current year and mitigates lower fees from smaller developments which have reduced owing to the recession.
0	Divisional Management	54	52	(2)	0	
30	Drug Action Team	(235)	(235)	0	0	
993	Housing Services	400	405	5	0	
371	Landscape & Conservation	143	133	(10)	0	
531	Youth Offending Service	438	441	3	0	
0	Tall Ships Event 2010	(23)	(24)	(1)	0	
4,669.0	TOTAL	2,653	2,480	(173)	(120)	

REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2009/2010

USE OF RESERVES

The above figures include the 2009/2010 approved budget along with the planned use of Departmental Reserves created in previous years.
The details below provide a breakdown of these reserves

<u>Description of Best Value Unit</u>	<u>Approved 2009/2010 Budget £'000</u>	<u>Planned Usage 2009/10 £'000</u>	<u>Variance Over/ (Under) £'000</u>
Youth Offending Reserve	35	35	0
Anti Social Behaviour Team Reserve	9	9	0
Tall Ships Event 2010	233	233	0
	277	277	0

<u>Directors Explanation of Variance</u>

REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2009/2010

Approved 2009/2010 Budget £'000	Description of Best Value Unit	Expected Budget £'000	Actual £'000	Variance to Date - Over/ (Under) spend £'000	Projected Outturn Variance £'000	Directors Explanation of Variance
62	Allotments	(6)	(8)	(2)	0	
42	Archaeology	15	13	(2)	0	
792	Community Support	352	350	(2)	0	
405	Countryside	217	202	(15)	0	This favourable variance mainly relates to savings on general supplies and services at Summerhill and within Countryside Management. It is proposed to utilise these savings to replace and upgrade the ageing security system at Summerhill and temporarily revise the opening times to meet demand. The nil outturn forecast reflects this.
170	Foreshore	115	117	2	0	
2,030	Libraries	1,024	1,009	(15)	0	The current favourable variance relates to held staff vacancies across the Libraries service pending a restructure. It is not anticipated that the current savings will continue as the restructure is implemented. In addition lower than anticipated income is expected in the second half of the year following a closure for refurbishment at the Central Library and a number of subsidised income initiatives to encourage greater usage of the service. The nil outturn forecast reflects this.
292	Maintenance	228	245	17	17	The current adverse variance is owing to increased cyclical maintenance charges in particular at Grayfields and the Headland Sports Hall. The adverse variance is expected to remain until the end of the year and is reflected in the outturn projection.
949	Museums & Heritage	551	547	(4)	35	The current favourable variance relates to increased admissions income across this area. However unexpected costs in relation to site improvements at Sir William Gray House and Historic Quay and underachievement of shop sales income offset these. As previously reported the projected outturn variance relates to the expected underachievement of income from the Coffee Shop as well as continuing current trends. It is not expected that the full building cleaning efficiency will be achieved following further discussions with Neighbourhood Services. It is planned to restrain other costs to offset this and outturn forecast reflects this.
608	Parks	99	89	(10)	0	The current favourable variance is as a result of officer resources being diverted away from here to focus on the Playbuilder scheme to maximise grant income. The outturn forecast reflects slippage of planned works into the final quarter.
31	Recharge Accounts	736	704	(32)	0	The current favourable variance is as a result of officer resources being diverted away from here to focus on the Playbuilder scheme to maximise grant income. The outturn forecast reflects slippage of planned works into the final quarter.
1,803	Sports & Physical Recreation	574	535	(39)	0	The current favourable variance relates to increased income at the Leisure facilities. This is partly in relation to the temporary closure of Billingham Forum from June 2009 for 18 months and partly owing to the free swim initiative running this year. We receive a set amount of grant income for running the free swim programme as long as the numbers receiving the benefit can be monitored. This is done through the active card which is free for those eligible however some individuals still choose to pay as they prefer not to give out their details. This accounts for the unanticipated income. The current underspend is not expected to continue as our own facilities undergo refurbishment and potential closure and the associated costs and lost income from these works are realised.

REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2009/2010

Approved 2009/2010 Budget £'000	Description of Best Value Unit	Expected Budget £'000	Actual £'000	Variance to Date - Over/ (Under) spend £'000	Projected Outturn Variance £'000	Directors Explanation of Variance
394	Strategic Arts	312	327	15	27	The majority of this current adverse variance relates to the underachievement of income at the Borough Hall Bar. It is anticipated that this trend will continue to the end of the year based on previous years and the outturn projection reflects this.
7,578	TOTAL	4,217	4,130	(87)	79	

USE OF RESERVES

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Description of Best Value Unit	Approved 2009/2010 Budget £'000	Planned Usage 2009/10 £'000	Variance Over/ (Under) £'000	Directors Explanation of Variance
Sports & Recreation	98	98	0	
Parks	7	7	0	
	105	105	0	

REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2009/2010

Approved 2009/2010 Budget £'000	Description of Best Value Unit	Expected Budget £'000	Actual £'000	Variance to Date - Over/ (Under) spend £'000	Projected Outturn Variance £'000	Directors Explanation of Variance
410	Client services	537	537	0	0	
(54)	Neighbourhood Services Internal Works	(1,844)	(1,846)	(2)	0	
403	Property Services	300	301	1	80	Because of the uncertainty over 2 schemes which are currently in the development stage it has been deemed prudent to show a potential overspend in this area. Should these schmes progress, it is anticipated that the adverse variance can be brought back into line with the budget before the year end.
5	Service Development and Admin	5	6	1	(5)	
0	Finance Miscellaneous	203	207	4	0	
(893)	Shopping Centre Income	(223)	(216)	7	12	There are reduced rental payments due to lower occupancy in the Middleton Grange Shopping Centre. An equalisation reserve of £150k exists to offset this effect should thie situation worsen.
96	Registration of Electors	28	26	(2)	0	
108	Municipal & Parliamentary Elections	89	99	10	0	
(1,394)	Central Administration	256	258	2	0	
0	Single Status	17	17	0	0	
119	Finance Management	51	51	0	0	
168	Council Tax & Housing Benefit Subsidy	0	0	0	(60)	A temporary benefit of £200k was in the base budget for increased Benefit Subsidy income. As indicated in the budget proposal for 2010/11 a higher benefit is anticipated on a permanent basis next year and this amount is beginning to flow through into this year.
0	HR Payroll System	186	186	0	0	
116	Performance Management Misc	56	56	0	0	

REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2009/2010

Approved 2009/2010 Budget £'000	Description of Best Value Unit	Expected Budget £'000	Actual £'000	Variance to Date - Over/ (Under) spend £'000	Projected Outturn Variance £'000	Directors Explanation of Variance
1,073	Accommodation	744	698	(46)	40	Although stringent spending controls are in place, with only those minimum works necessary to ensure safe and operational buildings being ordered, owing to seasonal factors, it is anticipated that there will be an adverse variance in the region of £40k by the financial year end.
924	Accountancy	573	533	(40)	0	There are vacancies in the department, and the savings thereby will offset the variance in the Accountancy Payments division.
68	Benefits	(4)	(47)	(43)	0	Grant subsidy received on this BVG, with allocation across all Revenue and Benefits codes at year end to ensure all budgets are within outturn.
627	Contact Centre	313	318	5	0	
439	Corp Management Running Expenses	219	212	(7)	5	Corporate Internet will be £5k adverse variance by the financial year end owing to income received not matching expenditure incurred on the project.
684	Corp Strategy & Public Consultation	359	327	(32)	0	
234	Democratic	115	113	(2)	0	
191	Fraud	95	95	0	0	
796	HR Health and Safety	359	363	4	56	It was anticipated that an efficiency saving would be achieved after the implementation of the HR/Payroll system, and although work is progressing on the implementation of the system, the saving will not be achieved until next financial year. It is anticipated that this shortfall can be managed within the overall Chief Executive's Department at year end.
266	Internal Audit	129	105	(24)	(20)	Favourable outturn projected owing to a vacant post and limited overtime worked.
586	Legal Services	302	287	(15)	(20)	Favourable outturn projected owing to a delay in a staffing restructure.
(110)	Other Office Services	(55)	6	61	120	Adverse variance in land search income owing to the housing market conditions.
260	Payments Unit	108	151	43	0	Implementation of the HR/Payroll system has required the use of agency staff and overtime payments. The overspending in this section will be offset by underspending in the Accountancy section.
87	Printing	65	105	40	0	Current adverse variance owing to timing difference in the printing recharges to other departments.
141	Public Relations	62	49	(13)	0	
92	Registration Services	49	54	5	0	
1,139	Revenues	532	584	52	0	Current variance partly owing to income collection on the Bailiff Team needing to be reallocated from the collection fund. Allocation across all Revenue and Benefits codes at year end to ensure all budgets are within outturn.
(81)	Revenues & Benefits Central	231	267	36	0	Current variance partly owing to software purchases which could possibly be re-allocated to Business Transformation. Allocation across all Revenue and Benefits codes at year end to ensure all budgets are within outturn.
182	Support to Members	91	60	(31)	(5)	Favourable variance projection owing to less new members, reducing the need for equipment and training.

REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2009/2010

Approved 2009/2010 Budget £'000	Description of Best Value Unit	Expected Budget £'000	Actual £'000	Variance to Date - Over/ (Under) spend £'000	Projected Outturn Variance £'000	Directors Explanation of Variance
337	Training & Equality	174	181	7	0	
7,019	TOTAL	4,122	4,143	21	203	

USE OF RESERVES

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Description of Best Value Unit	Approved 2009/2010 Budget £'000	Planned Usage 2009/10 £'000	Variance Over/ (Under) £'000	Directors Explanation of Variance
Remedial repairs reserve	155	155	0	
Organisation & Corporate Workforce Development	18	18	0	
HR Service Improvement	13	13	0	
Contact Centre	69	69	0	
HR Resource Investment	5	5	0	
Support to Members	27	27	0	
Election Services	8	8	0	
HR Payroll System	185	185	0	
Social Inclusion/Credit Union	150	150	0	
Finance - The Way Forward	242	242	0	
Finance - Accountancy	17	17	0	
Finance - IT Investment	142	142	0	
Finance - IT Developments R & B	41	41	0	
Finance - R & B	64	64	0	
Finance - Internal Bailiff Development	16	16	0	
Finance - Intercept Software	6	6	0	
Finance - Financial Inclusion Prog	50	50	0	
Finance - Working from Home	7	7	0	
Corporate Strategy	250	250	0	
Registrars	30	30	0	
	1,495	1,495	0	

REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2009/2010

Approved 2009/2010 Budget £'000	Description of Best Value Unit	Expected Budget £'000	Actual £'000	Variance to Date - Over/ (Under) spend £'000	Projected Outturn Variance £'000	Directors Explanation of Variance
20.0	Administration	269	266	(3)	0	
922.0	Planning Policy & Regeneration	517	523	6	0	
(129.0)	Regeneration Staff Savings	(64)	(117)	(53)	0	Staff turnover savings are higher than the profiled budget at the end of Q2 partly as a result of the recruitment freeze at the start of the year and also from a head of service vacancy. The level of saving will reduce during the remainder of the year as senior management savings are set against Business Transformation targets. No projected outturn variance is expected
1,365.0	Economic Development	381	381	0	0	
2,178	TOTAL	0	0	0	0	

USE OF RESERVES

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The details below provide a breakdown of these reserves

Description of Best Value Unit	Approved 2009/2010 Budget £'000	Planned Usage 2009/10 £'000	Variance Over/ (Under) £'000	Directors Explanation of Variance
Regeneration Reserve - Specific	73	73	0	
Capital Funding Reserve	0	60	60	To fund the development of Seaton Carew feasibility study, as part of a masterplan that looks at measures to compliment the sea defence structures.
Regeneration MRU	16	82	66	The planned use of some of this reserve has been brought forward from 2010/11 to fund an RCCO towards the cost of a capital scheme on Victoria Buildings, which forms part of the 'Townscape Heritage Initiative'.
	89	215	126	

REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2009/2010

Approved 2009/2010 Budget £'000	Description of Best Value Unit	Expected Budget £'000	Actual £'000	Variance to Date - Over/ (Under) spend £'000	Projected Outturn Variance £'000	Directors Explanation of Variance
3,125	Highways Services	1,061	1,248	187	25	The current adverse variance arising from highways maintenance costs are expected to be brought into line with the available resources by restricting controllable expenditure for the remainder of the year.
7,984	Environment	5,261	5,269	8	0	
235	Town Care Management	144	130	(14)	0	
276	Transport Services	138	164	26	0	
75	Minor Works	37	37	0	0	
1,067	Engineering Consultancy	376	451	75	0	
415	Transportation Management Account	209	210	1	0	
298	Highways Management Account	149	227	78	0	
14	Traffic Management	7	11	4	0	
-857	Car Parking	(351)	(183)	168	160	Car parking income is lower than budgeted. A report is currently being prepared for members to address this issue. Allowing for seasonal factors the outturn variance ie expected to be £160k based on current usage.
1,997	Traffic and Transportation	1,692	1,727	35	50	The adverse variance is owing to the provision of the H1 bus service to NorthTees Hospital.
14,629	TOTAL	8,723	9,291	568	235	

USE OF RESERVES

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Description of Best Value Unit	Approved 2009/2010 Budget £'000	Planned Usage 2009/10 £'000	Variance Over/ (Under) £'000	Directors Explanation of Variance
Highways grants	102	102	0	
	102.0	102.0	0.0	

ADULT AND COMMUNITY SERVICES - PROPOSED EFFICIENCIES

Budget heading / Cost Centre	Description	09/10 Budget £000	Efficiency achieved to 30.09.09 £'000	Projected Outturn £'000	Comments
Community Forest	Membership of North East Community Forest ended following merger of NECF with Groundwork Trust . In future work to be bid for on a project by project basis.	28	28	28	Full efficiency achieved.
Grounds Maintenance Contract 1 and 2	Reconfigure attendant provision at Grayfields and Summerhill at a lower cost than the current contractual Arrangements	13	6	13	
Art Gallery Tourist Information	Streamlining of site management rotas and <u>minor</u> adjustments to service opening times, including streamlined private view arrangements.	18	9	18	
Art Gallery Maritime Experience Museum of Hartlepool	To get better value from suppliers by reviewing contracts and replacing them with more efficient ways of working.	22	7	14	Part of efficiency relating to NS contract unable to be renegotiated at present worth £18k. Vacancy held and alternative efficiencies to be made in 09-10 to partly offset this shortfall by £10k.
Libraries General Reference Library	Reduce expenditure on library stock; using internal and external data to enable better and more informed purchasing choices to be made. Stock and community profiling in 2009/10 to help identify local usage and key areas of stock. Benefits; improved stock turn [stock attracts more issues], stock better reflects user requirements.	15	7	15	
Central Library Relief Register	Introduction of RFID ie. self issue & receipt of library books, at the Central Library. RFID agreed by Cabinet and approved by IT Partnership Board subject to further clarification of cost analysis. Benefit: staff released from repetitive and manual tasks to improve customer services.	21	11	21	
Community Centres	Restructure of cleaning and caretaking staff within Community Centres to deliver service at lower cost than current arrangements.	20	10	20	
Community Development	Reduction in printing, training and project development fund budgets whilst maintaining service level.	12	6	12	
Borough Building	Refine the working arrangements within the Borough Hall and Sports Centre to maximise targeted activity and use.	20	10	20	
Arts Development	Redirect investment in professional artist fees. This includes reduction of budget from Tees Valley investment Fund to allow direct spend in Hartlepool.	10	5	10	
Support, Time & Recovery Team	Current Support Time and Recovery service over staffed by 2 posts (currently vacant). Reducing this service by these 2 posts will not affect provision and retains the number of staff needed to deliver the service.	39	20	39	Vacant posts to be removed from structure.
Brooklyn Day Centre	Accessing people to mainstream provision rather than building based statutory provision thereby promoting choice and social inclusion.	5	3	5	
Warren Road Day Centre	Reduction in the number of senior link workers to allow a flatter management structure and more flexible working to promote a more modernised and efficient service and release cash for Individual Budgets.	60	30	60	
Learning Disabilities SWAT Team	Co-location of LA and NHS Learning Disability teams at Warren Road, enabling efficiencies across rent and utilities.	30	15	30	
Sensory Loss Team	Physical Disabilities team to be relocated within locality teams to promote integrated and seamless service provision. Team Manager post, currently vacant, to be disestablished.	45	22	45	Restructure completed and efficiency achieved.
Sensory Loss Team	Physical Disabilities team to be relocated within locality teams to promote integrated and seamless service provision. Team clerk post, currently filled by temporary postholder, to be disestablished.	20	10	20	Restructure completed and efficiency achieved.
Warren Road Day Centre	Relocation to share accommodation and thereby reduce costs of rent and utilities by sharing the costs across the LA and NHS.	3	2	3	
Learning Disabilities Agency	Use of the fair price tool kit across the Tees region to allow efficient and equitable pricing by reviewing contracts.	30	0	8	Delay in implementation following flood at Warren Road. Expected to be implemented Jan 2010 therefore shortfall in efficiency of £22k.
Learning Disabilities Agency	End block contract for respite care beds service and develop alternative, smaller unit with other respite care alternatives in line with personalised services.	50	25	50	
Adults Management	Review of planning function to link to wider reorganisation of Adult Social care to ensure more efficient processes.	44	22	44	Vacant posts removed from structure.
Care Management Team 2	Integration of management structures with PCT.	45	22	45	Restructure completed and efficiency achieved.

Budget heading / Cost Centre	Description	09/10 Budget £000			Comments
Duty Team	Re-alignment of skill mix within Duty team - capacity at first point of contact unaffected.	10	5	10	Restructure completed and efficiency achieved.
Support Services	Review of divisional admin staff planned for late 2008. Links to wider Business Transformation programme.	37	0	0	Efficiency on hold pending Business Transformation Review
Workforce Planning & Development	Changes to deployment of training resources, including possible procurement and partnership gains.	15	7	15	
Finance Section	Finance Section receive and manage benefits on behalf of many service users. Departmental Review planned for late 2008, including processes and numbers of referrals.	25	13	25	Vacancy held to meet efficiency in 09-10 pending review of this area under BT.
Older People Purchasing	Hartfields Extra Care Village to be utilised rather than residential care for older people who require substantial levels of support to remain safe. Improve quality of live. Manage financial resources more effectively.	125	63	125	
Leisure Centres	Review of Mill House Leisure Centre staffing and rostering arrangements to maximise efficient working.	20	10	20	Restructure completed and efficiency achieved.
Integrated Care Team 1 and 3	Integration of internal Homecare service and Intensive Support team to create new Direct Care & Support Service. Integration with PCT will support the introduction of Telehealth and offer a more efficient service around rapid response cases. Focussing on early intervention and using specialist workforce to deliver outcomes and transfer less complex work to independent sector.	193	97	193	
Occupational Therapy	Redesign of business processes in Occupational Therapy, building on work completed with Care Services Efficiency Delivery programme, and embracing electronic and home working. Improvements in technology and review of skill mix will lead to more robust scheduling at first point of contact.	35	17	35	Restructure underway and efficiency achieved.
	Total for Adult & Community Services	1,010	482	943	

CHIEF EXECUTIVES DEPARTMENT - PROPOSED EFFICIENCIES

Budget heading/Cost Centre	Description	09/10 Budget £000	Efficiency achieved to 30.09.09 £'000	Projected Outturn £'000	Comments
Corporate Strategy	A reduction in a variety of operating expenses within Corporate Strategy division including, as a result of reviews of paper circulation, reductions in printing costs	9.1	4.6	9.1	
Corporate Strategy	Reviews of consultation activity and changes in practise have resulted in a reduced need for fieldwork activities to undertake scheduled consultation	7.0	3.5	7	
Corporate Strategy	Minor reductions in operating expenses	2.5	1.2	2.5	
Corporate Strategy	Reduction in printing costs for Corporate Plan as take up of hard copies has reduced significantly in recent years	1.0	0.5	1	
Accountancy	Following the implementation of new Financial Management System and review of working practices a vacant Accounting Technician post can be deleted. Whilst, this proposal will not impact on current operational requirements, it reduces capacity to support non core activities, such as new corporate initiatives, support for departmental finance teams when they have vacancies, or support of new grant regimes.	22.0	11	22	
Internal Audit	Internal Audit are implementing new audit management software (Teammate) and associated changes to operational practices during 2008/09. These changes will enable a reduction in staffing of 0.3 fte.	7.0	3.5	7	
Recovery and Inspection	Increased net income from extension of Internal Bailiff pilot within HBC to cover 3 officers, with bailiff charges accruing to the Council.	41.0	20.5	41	
HR	Following the implementation of new HR/Payroll System and review of working practices two currently filled HR Administrator posts can be deleted within 3 months of Phase 1A being tested and implemented. Whilst, this proposal will not impact on current operational requirements, it reduces capacity to support non core activities, such as new corporate initiatives or demands from schools under SLA arrangements.	56	0	0	Achievement of this efficiency is dependant on the implementation of the HR/Payroll system , and work is progressing to implement the system, however the saving will be delayed until next financial year. It is anticipated that this shortfall can be managed within the overall Chief Executives Department budget at year end.
HR	Reduced printing and postage costs arising HR/Payroll system	1	0	0	As efficiency above.
Corporate Strategy	A review of operating practices has resulted in the identification of reduced printing and circulation costs and a reduction of 0.5 admin staff	13.4	6.7	13.4	
	Total for Chief Executives	160	52	103	

CHILDREN'S SERVICES - PROPOSED EFFICIENCIES

Budget heading/Cost Centre	Description	09/10 Budget £000	Efficiency achieved to 30.09.09 £'000	Projected Outturn £'000	Comments
Admin	In setting the 2008/09 budget the department had to incorporate £100k for the back scanning of social care records to comply with legislation. This exercise involves temporary staffing and equipment costs and the exercise should be completed by 31st March 2009.	100	50	100	
Premature Retirement Costs	The department is continuing to experience reduced costs on its PRC (Premature Retirement Costs) budget as former employees and their dependents die. Based on current commitments, savings of £30,000 are projected in 2009/10.	30	15	30	
Youth	A mini restructure as part of integrated working between Connexions and the Youth Service will result in a managerial post being saved. This will release a vacant post yielding a net saving of £40k. There would be no adverse impact on provision for young people.	40	0	0	The anticipated restructure has not yet happened consequently the savings have not been achieved.
Exmoor Grove	Staffing and premises savings have been identified resulting from changes to the shift patterns and opening hours at Exmoor Grove with no adverse impact on service delivery or children accessing service.	90	45	90	Whilst the revised staffing structure is not yet in place, the indication from discussion is that the savings will be achieved. At this stage, staff vacancies have ensured that the budget is not overspent.
Resource Centres	Efficiencies from maintenance and building costs associated with family resource centres.	20	10	20	
Admin Support	Reduction in admin support posts across the Children's Services Department through rationalisation of service and maximising potential benefits of current vacancies.	54	27	54	
School Improvement Partners	Review arrangements in relation to School Improvement Partners and OISTED inspections to maximise income and reduce costs.	12	6	12	
Co-ordinators	Deletion of Outdoor Education Co-ordinator post.	40	20	40	
School Development & Curriculum	This budget is used to support "one-off" initiatives and to help those schools in challenging circumstances. Deletion of this funding may increase the risk of schools moving into Ofsted or cause for concern category and/or pupil performance declining.	40	20	40	
Pupil Support	Further reduce the subsidy paid to support attendance at Lanehead and Carlton Outdoor Centres by pupils other than those from low income families. Hartlepool currently provides higher subsidies than Middlesbrough and Redcar and Cleveland Councils although the gap narrowed as a result of the 2008/09 budget.	5	3	5	Close monitoring of potential increases in eligibility is essential as the number on Free School Meals increases nationally
Admin Support	Reduction of admin support posts across the Children's Services Department through rationalisation of service.	126	55	110	Overall savings have not been fully achieved. A virement from the departmental contingency for the balance of £16k has ensured that the savings have been achieved within the service.
Primary Swimming	Savings could be made from the use of swimming pools and rationalisation of staff employed to deliver the primary swimming programme. This could involve redundancy costs and/or one off costs to buy out existing contracts.	10	0	0	As no savings have been achieved following the delayed revision of working arrangements, a virement from the Directorate contingency was approved. As a result, the savings will be achieved.
Commissioning	Efficiencies could be realised via improved commissioning and procurement practice with external suppliers of daycare.	26	13	26	
	Total for Children's Services	593	264	527	

NEIGHBOURHOOD SERVICES - PROPOSED EFFICIENCIES

Budget heading/Cost Centre	Description	09/10 Budget £000	Efficiency achieved to 30.09.09 £'000	Projected Outturn £'000	Comments
Pride in Hartlepool	External Sponsorship for Pride in Hartlepool	5	3	5	on target
Consumer Services	Savings in licensing operations based on income predictions / operational needs.	20	10	20	on target
Environmental Standards	Additional income by increasing burial and cremation charges by 10%.	55		55	on target
Property Services	Restructure building maintenance and management section	30	30	30	post redundant - will be achieved
Road Safety	Advertising and marketing within road safety section	5	3	5	on target
Environment	Rationalisation of supervision of weekend working	10	10	10	on target
Environment	Reduction of end market costs for the recycling of plastic and cardboard	20		20	
			10		on target
Environmental Action	Fine income generation through the introduction of dog control orders	10	5	10	on target
Neighbourhood Management	Restructure savings within Neighbourhood Management	86		86	redundancies achieved - on target
Overall Budgets	Cash freeze a range of budget headings at 2008/09 level.	25	25	25	on target
N/S facilities management	Reduction of one further member of FM team dealing with schools. Minimal risk.	30		30	
			30		post redundant - will be achieved
Admin Civic	Reduction in administrative IT support, saving in one post.	21	21	21	post redundant - will be achieved
Grounds Maintenance	Rationalisation of supervisory arrangements resulting in a reduction of two one posts.	24		24	
			24		post redundant - will be achieved
Consumer Services	Reduction in one technical officers post, Low impact work can be absorbed by current team.	16		16	
			16		post redundant - will be achieved
Markets	Markets supervision function to be transferred to neighbourhood management. Saving one part time post.	11		11	
			11		on target
Street cleansing	Modernisation of Cleansing and grounds maintenance function resulting in savings on vehicle usage.	19		19	
			10		on target
Property Services	Reconfigure property management service with retirement of staff member	10	10	10	retirement and subsequent restructure achieved
Engineering consultancy	Removal of Principal Engineer post as part of the exercise to combine Building and engineering consultancy divisions. This achieved through normal retirement	18	18	18	retirement due oct 2009 - on target
Engineering consultancy	Combining building consultancy and engineering consultancy will result in the reduction in one managerial post. Minimal risk.	30	30	30	post redundant - will be achieved
consumer services	Reduction in one technical officers post, will require additional training within current team.	26		26	
			26		on target
Admin BHH	Transfer of one member of admin team to ENDORS function. This will be externally funded.	20		20	transfer complete
Dial a ride	Increase charge by 50p per journey which will generate £15,000. A further £15,000 will be achieved from expenditure efficiencies on this service.	30		30	Price increase applied - on target to achieve additional income
			30		
	Total for Neighbourhood Services	521	428	521	

REGENERATION AND PLANNING PROPOSED EFFICIENCIES

Budget heading/Cost Centre	Description	09/10 Budget £000	Efficiency achieved to 30.09.09 £'000	Projected Outturn £'000	Comments
Economic Development: Contribution to Sub Regional Partnerships	Reduction in the HBC contribution to the Joint Strategy Unit. It is expected that the JSU will once again reduce their budget to reflect the national cashable efficiency target. The final saving will depend on the inflation factor used and population statistics applied by the JSU but a reduction in the region of £5,000 could be possible with no effect on the council's services.	5	3	5	
Housing Advice / Private Sector Housing	Reduction of a number of supplies and services headings within the Housing Division's budget. A number of minor budgets can be reduced or removed which would together generate a small scale efficiency without a major effect on the service.	15	7	15	
Community Strategy	Reduction in several supplies and services headings within the Community Strategy Division's budget. A number of small budgets can be reduced which would generate a small scale efficiency with a limited negative impact on services.	3	2	3	
Admin	Reduction in several supplies and services headings within the Support Services Division's budget. Several budgets can be reduced which would generate a small scale efficiency with only a minimal affect on the service.	5	2	5	
Planning Policy and Regeneration Management	A mini restructure within the Planning Policy and Information Team and reduction in budget for supporting the production of Local Development Framework (LDF) related documents by the team and any associated research / consultancy support. This does carry some risk to the delivery of a statutory process but nevertheless is deemed manageable within overall budget resources.	10	5	10	
Inflation Freeze	An inflation freeze imposed on various non contractual budget headings. It is proposed to manage a number of headings without implementing a 2.5% inflation allowance. It is felt that such a freeze could be implemented without a major negative affect on departmental services.	9	5	9	
Youth Offending	YOS Commissioning: Youth Offending Service (YOS) provides a comprehensive service to young offenders, and also works with their family and victims. Several services are provided by the voluntary sector, and the Service Level Agreements have been re-negotiated on an annual basis. A programme to re-commission these services will be developed for 2008-2010. Specifications will be reviewed following consultation with service users.	4	2	4	
Youth Offending	YOS Sessional Workers: The Youth Offending Service requires a pool of sessional workers, with different skills, knowledge and experience to support the full-time staff with their supervision of young offenders. Sessional workers have a contract with HBC which allows them to work flexibly, to suit the requirements for each individual young offender. They are not contracted to work fixed hours per week and are paid by the hour. This proposal will change the funding for sessional workers from HBC mainstream budget, to a grant budget. All other arrangements will remain the same.	10	5	10	
Community Safety	Cost of Accommodation. HBC currently supports the Police occupation at 6 of the 7 local offices by funding (or contributing to) the rates, repairs and maintenance and rent (where appropriate) of these buildings. One of these buildings (9 Church Street) is however shortly to be vacated by the Police and it is proposed to accommodate the Partnership's Reducing Re-offending Team within this office. Contributions from the Drug Interventions Programme and Probation towards the running costs of the building will result and consequently reduce the cost to the authority.	10	0	0	There is a likelihood of this efficiency not being met but further consideration of the accommodation issue is necessary. An alternative efficiency source will be identified should this saving not be achieved.
Youth Offending	YOS Admin Post: Due to a full-time vacancy arising with the YOS, a review of the admin capacity has been undertaken and an efficiency saving of 0.5 Fte can be achieved.	10	5	10	There is some cross over with expenditure on expenditure heading 1360. Taken together the efficiency should be achieved.
Admin	Reduction in staffing resources within the Support Services Division. Further work would be required to identify the most appropriate course of action to achieve this efficiency although there appears to be an opportunity (albeit fairly limited) to do this without negatively impacting on existing permanent employees. This would however increase the pressure on team members who at the start of 2007/08 began to support the newly transferred Housing Division with no additional resource.	7	3	7	
Strategic Housing	Reduction in the budget for research activities and specialist studies on Housing. Ongoing specialist work is required to statutorily assess housing needs for the council's housing and planning strategies and to support bids for funding. This proposed reduction does carry risk of the authority failing to adequately identify or respond to local need in statutory services. Some mitigating measures exist through the continuing work with other authorities at the sub regional and regional level and the introduction of Choice Based Lettings will contribute to our understanding of current and emerging housing issues.	10	5	10	
Development Control	Development Control fee income: projected fee income increase reflects increased fee rates, widened scope of charging for applications (including related to discharging of conditions) and projected level of future applications, based on patterns over 2007-8, 2008-9 to date and assumptions based on known schemes in the pipeline. Such increase would reduce the net cost of the DC service, whilst allowing the maintenance of existing level of service and performance (which contributes towards level of Housing and Planning Delivery Grant received). Fee income level is monitored throughout the year and overall service budget will be managed to take account of any variance from projected fee income level. There is however RISK attached to this proposed efficiency in view of the reliance on external factors and in particular the current uncertainties in relation to the economic climate.	20	10	20	

Major Regeneration Projects	Major Regeneration Projects: A reduction on this budget heading would be necessary to meet a 3% efficiency saving target. The budget is used primarily to support the Victoria Harbour programme and as such is a high priority. There is a risk of not securing grant funding as a result of this reduction and the lower resource level may slow the momentum of preparation of related schemes.	20	10	20	Significant unexpected expenditure from this heading will be required to support a critical regeneration scheme for the town. Current timescales regarding the Victoria Harbour project however mean that it should be possible to accommodate this expenditure and still make the efficiency stated. The position will be reviewed again at Q3.
Budget heading/Cost Centre	Description	09/10 Budget £000			
Economic Development Business Grants	Business Grants: proposed reduction in budget relies on reinforcing close working relationship with Business Link North East. One NorthEast and other business support agencies and maximising on signposting/referring business applicants to other sources of finance, with reduced call on Council grant funds. Risk of such a reduction however is that it may undermine the incubation strategy and efforts to promote business start-ups and growth, thereby affecting LAA/MAA targets especially in the current credit crisis.	28	14	28	
Economic Development Marketing	Marketing budget: proposed reduction in budget relies on Council being able to benefit from increased levels of awareness-raising, marketing and positive PR generated via other means and agencies, e.g. One NorthEast's Regional Image Strategy, Tall Ships' Race-related PR, property developers' marketing. Risk of such a reduction however is that such other activity is beyond Council control and cannot be guaranteed. There is a case for actually <u>increasing</u> marketing activity related both to property investors/developers/ businesses and to tourists/visitors, given that Hartlepool has an expanding "product" to market, e.g. business units at Queen's Meadow, Tall Ships' Race and potential investment opportunities etc and given the current economic situation.	10	5	10	
	Total for Regeneration & Planning	176	83	166	

6.1 Appendix K

Adult and Community Services - Contingency

Budget heading/ Cost Centre	Cost Centre Code	Description	Risk Probability	Value included in contingency (based on risk probability)	Use of Contingency to 30.09.09	Projected Outturn Use of Contingency	Comments
Sport & Recreation	12210	Launch of Government's free swim initiative consists of 2 elements - Over 60's for which the available funding is known and for under 16's, available funding currently unknown. We will not be made aware of the funding until late Autumn but in the information available to date, there is a hint of some element of match funding being required. If we decide not to go ahead with the initiative, we will not be able to access the capital funding also available to improve swimming pool provision.	Low	10	0	0	Reduced take up of this scheme by other LA's has resulted in Hartlepool's settlement being greater than anticipated. It is not expected that this contingency will be required at this stage.
Older People	17008	Abdiel Centre - risk of closing owing to Extra Care scheme at Derwent Grange - possible displacement of individuals resulting in similar circumstance to closure of St. Cuthbert's	High	45	30	45	
Total Contingency				55	30	45	

Chief Executive's Department - Contingency

Budget heading/ Cost Centre	Cost Centre Code	Description	Risk Probability	Value included in contingency (based on risk probability)	Use of Contingency to 30.09.09	Projected Outturn Use of Contingency	Comments
External Audit Fees		Increase in External Audit fees arising from implications of IFRS (as described above). External Auditors will review progress in preparing for IFRS as part of 2009/10 audit work..	Very Low	11	0	0	There has been no indication from the Audit Commission that fees will be increased
Total Contingency				11	0	0	

Children's Services - Contingency

Budget heading/ Cost Centre	Cost Centre Code	Description	Risk Probability	Value included in contingency (based on risk probability)	Use of Contingency to 30.09.09	Projected Outturn Use of Contingency	Comments
Lifelong Learning	22463	Provision of capacity to manage the transfer of 16-19 education and training funding to the local authority. This is required to ensure that effective planning can be put in place to ensure sufficient places for young people can be commissioned from 2010. Funding would provide for a lead officer and a project officer.	Medium	63	0	0	This contingency has been deferred until April 2010.
Community Facilities	Various	A review of the sustainability of Community Facilities operating from schools is under review as requested by the Children's Services Scrutiny Forum. Some facilities are operating at a deficit and it is unlikely that they will be able to generate sufficient income to break even. After maximising access to early years and Standards Funding available to schools it is likely that annual subsidies of between £100,000 and £200,000 per year will be required.	Medium	42	0	42	
Total Contingency				105	0	42	

Neighbourhood Services - Contingency

Budget heading/ Cost Centre	Cost Centre Code	Description	Risk Probability	Value included in contingency (based on risk probability)	Use of Contingency to 30.09.09	Projected Outturn Use of Contingency	Comments
Energy Costs	Various	Rising energy costs. The volatile market makes it almost certain that energy prices will rise by 25% at least in some areas such as electricity this may be more. This will have an adverse affect on budgets across the Council.	High	85	0	85	The price of fuel on the NEPO contract has stabilised. However as we buy fuel in blocks for future periods this position may change. It would be prudent to assume that this funding will be required until at least the next quarter position is Known.
Recycling		This increase is almost certain because of the collapse in the recycling market	High	30	15	30	Recycling market has reached a low and is not anticipated to recover in the immediate future.
Recycling		Household Waste Recycling Centre Contract out to tender this financial year. Expected contract rates will increase.	High	43	22	43	Tender price was as high as anticipated therefore funding will be required.
Total Contingency				158	37	158	

Regeneration and Planning - Contingency

Budget heading/ Cost Centre	Cost Centre Code	Description	Risk Probability	Value included in contingency (based on risk probability)	Use of Contingency to 30.09.09	Projected Outturn Use of Contingency	Comments
Straightline Project	12107	Straightline Project. This is an alcohol awareness project for young people either found in possession of alcohol by the Police or who are indentified by other agencies. This successful and well regarded project is funded from LAA Reward Grant. Continued funding will depend on the public's perception of two elements of anti social behaviour (i) teenager hanging around (ii) rowdy and drunken behaviour. This reliance on public perception for future project funding poses some risk and it is proposed a contingency arrangement is considered.	Medium	21	15	21	
Community Safety		Monitoring of CCTV cameras is currently undertaken by Housing Hartlepool, under a Service Level Agreement, which comes to an end in March 09. Costs associated with the SLA are historical, dating back to the mid 1990s, when the council took over the responsibility for CCTV from the Police. The current arrangement with Housing Hartlepool is inextricably linked to the services they provide for Telecare and community alarm monitoring, as part of the Supporting People programme. The monitoring centre staff also provide the Council's emergency and out-of-hours contact point. CCTV monitoring costs paid by the Council do not currently cover Housing Hartlepool's overheads costs for the monitoring centre. The budget increase would cover these overhead costs and ensure continued arrangements for all Council services currently provided from the centre. The increase for 09/10 has been based on a tendering exercise for CCTV monitoring at Longhill ind estate, conducted during 07/08, when Housing Hartlepool won the contract, as the tenderer with lowest price. Increases in subsequent years will be based on RPI.	High	38	0	38	There is no exepnditure showing to date as the Council has not yet been invoiced by Housing Hartlepool.
SLA Waiting List Management		Management and operation of the housing waiting list to ensure proper allocation of housing on the basis of need. This is a statutory service of Hartlepool Council as the Housing Authority. The service is provided through an SLA by Housing Hartlepool, which is the main social housing provider enabling integration with landlord functions, at a nominal cost. Through a required review a realistic cost has been negotiated for the provision of this service and Housing Hartlepool have agreed to provide 50% of the cost subject to Board approval. This provision covers the estimated non budgeted cost to the Council.	High	60	0	60	There is no exepnditure showing to date as the Council has not yet been invoiced by Housing Hartlepool.
Total Contingency				119	15	119	
Total all departments				448	82	364	

6.1 Appendix L

Approved 2009/2010 Budget £'000	Description of Best Value Unit	Expected Budget £'000	Actual - Over/ (Under) spend £'000	Variance to Date £'000	Projected Outturn Variance £'000	Directors Explanation of Variance
	Adult & Community Services					
30	Supporting People Projects	15	15	0	0	
149	Supporting People Administration	80	80	0	0	
261	Adult Social Care Workforce	119	99	(20)	0	The current favourable variance is a result of delayed spend on staff training. It is not expected to continue as new training needs are highlighted and planned courses are taken up during the year.
480	Carers (80% Adult)	198	175	(23)	0	The current favourable variance relates to the slippage of specific projects into the second half of the year. It is anticipated this funding will be spent by the year end.
164	Learning & Disability Development Fund	22	22	0	0	
99	Local Involvement Networks (LINKS)	71	65	(6)	0	
119	Mental Capacity Act & Independent Mental Capacity Advocate Service	33	33	0	0	
344	Mental Health	172	172	0	0	
322	Preserved Rights	161	161	0	0	
46	WNF - Mobile Maintenance	0	0	0	0	
91	WNF - Mental Health Dev. & NRF Support Network, MIND Manager & NDC Support Network	91	91	(0)	0	
20	WNF - Integrated Care Teams - PCT	20	20	0	0	
25	WNF - Connected Care - Manor Residents	25	25	0	0	
51	WNF - Skills to Work HBC	0	0	0	0	
10	WNF - Economic Impact Evaluation of the Tall Ships	0	0	0	0	
44	WNF - Belle Vue Sports	44	44	(0)	0	
28	WNF - Exercise Referral	14	9	(5)	0	
	Chief Executives					
40	WNF - Financial Inclusion - HBC	20	9	(11)	0	
	Corporate					
21	Climate Change	0	0	0	0	
	Childrens Services					
31	14-19 Flexible Funding Pot	31	31	0	0	
90	Care Matters	44	24	(20)	0	
99	Carers (20%)	99	82	(17)	0	
223	Child and Adolescent Mental Health Service	214	217	3	0	
17	Child Death Review Processes	17	17	0	0	
42	Children's Social Care Workforce	42	42	0	0	
395	Children's Fund	314	316	2	0	
25	Choice Advisors	11	12	1	0	
1,106	Connexions	536	537	1	0	
6	Designated Teacher Funding	0	0	0	0	
43	Education Health Partnerships	3	3	0	0	The majority of expenditure will be incurred from September 2009, coinciding with the new academic year.
18	Extended Rights to Free Transport	6	6	0	0	The majority of expenditure will be incurred from September 2009, coinciding with the new academic year.
477	Extended Schools Start Up costs	477	477	0	0	This funding has been transferred into all Schools Budgets.
404	Positive Activities for Young People	105	82	(23)	0	
68	Secondary National Strategy - Behaviour & Attendance	2	2	0	0	The majority of expenditure will be incurred from September 2009, coinciding with the new academic year.
108	Secondary National Strategy - Central Co-ordination	0	0	0	0	The majority of expenditure will be incurred from September 2009, coinciding with the new academic year.
72	Primary National Strategy - Central Co-ordination	0	0	0	0	The majority of expenditure will be incurred from September 2009, coinciding with the new academic year.

6.1 Appendix L

Approved 2009/2010 Budget £'000	Description of Best Value Unit	Expected Budget £'000	Actual - Over/ (Under) spend £'000	Variance to Date £'000	Projected Outturn Variance £'000	Directors Explanation of Variance
287	School Development Grant	15	16	1	0	The majority of expenditure will be incurred from September 2009, coinciding with the new academic year.
42	School Improvement Partners	31	31	0	0	
26	School Intervention Grant	5	5	0	0	The majority of expenditure will be incurred from September 2009, coinciding with the new academic year.
7	Sustainable Travel	0	0	0	0	The majority of expenditure will be incurred from September 2009, coinciding with the new academic year.
144	Teenage Pregnancy Prevention	32	21	(11)	0	
2	Child Trust Fund	1	0	(1)	0	
410	WNF Primary / Secondary Schools Direct Funding	284	284	0	0	The majority of expenditure will be incurred from September 2009, coinciding with the new academic year.
51	WNF Education Business Links	26	26	0	0	The majority of expenditure will be incurred from September 2009, coinciding with the new academic year.
4	WNF NAP North Flexible Fund	0	0	0	0	Funding to be transferred back to Regeneration & Planning as scheme was completed in 2008/09.
41	WNF New Initiatives	0	0	0	0	The majority of expenditure will be incurred from September 2009, coinciding with the new academic year.
5	WNF Project Co-ordination	3	3	0	0	
51	WNF On-Track Project	3	3	0	0	
89	WNF - Reducing Childhood Obesity	2	2	0	0	The majority of expenditure will be incurred from September 2009, coinciding with the new academic year.
60	14 - 19 Reform Support	10	10	0	0	The majority of expenditure will be incurred from September 2009, coinciding with the new academic year.
	Neighbourhood Services					
184	Road Safety Grant	70	70	0	0	
30	Rural Bus Subsidy	0	0	0	0	
4	WNF - Neighbourhood Renewal/Hartlepool Partnership	2	2	0	0	
38	School Travel Advisers	19	7	(12)	0	
159	WNF Environmental Enforcement Wardens	79	79	0	0	
109	WNF Environmental Action Team	59	54	(5)	0	
66	WNF Schools Environmental Action Officer	21	21	0	0	
	Regeneration & Planning					
47	Cohesion	24	28	4	0	
301	Stronger Safer Communities Fund (Neighbourhood Element)	105	110	5	0	
182	Stronger Safer Communities Fund (BSC,ASB & DPSG Elements)	172	172	0	0	
40	Young People Substance Misuse Partnership	188	188	0	0	
40	WNF - Adventure Traineeship - West View Project	20	20	0	0	
51	WNF - Employment Support - Hartlepool MIND	26	26	0	0	
57	WNF - Support for existing businesses to expand	7	7	0	0	
26	WNF - Active Skills - West View Project	13	13	0	0	
37	WNF - Career Coaching - HVDA	18	18	0	0	
83	WNF - Level 3 Progression - HCFE	42	42	0	0	
4	WNF - Administration of LLP	2	4	2	0	
62	WNF - Support for adults into Skills for Life and NVQ Level 2 courses including Citizenship Learning	0	0	0	0	
187	WNF - Safer Streets & Homes, Target Hardening	93	95	2	0	
131	WNF - Dordrecht Prolific Offenders Scheme	65	65	0	0	
26	WNF - Project Assistant	13	21	8	0	
71	WNF - ASB Officer & Analyst	36	31	(5)	0	
67	WNF - COOL Project	33	49	16	0	

6.1 Appendix L

Approved 2009/2010 Budget £'000	Description of Best Value Unit	Expected Budget £'000	Actual - Over/ (Under) spend £'000	Variance to Date £'000	Projected Outturn Variance £'000	Directors Explanation of Variance
194	WNF - FAST	97	106	9	0	
10	WNF - Landlord Accreditation Scheme	5	5	0	0	
34	WNF - LIFE - Fire Brigade	17	17	0	0	
200	WNF - Neighbourhood Policing	100	100	(0)	0	
123	WNF - HMR - Support for Scheme Delivery	62	62	0	0	
140	WNF - Community Empowerment Network Core Costs	70	70	0	0	
90	WNF - Community Chest	90	90	0	0	
236	WNF - NAP Residents Priorities	58	40	(18)	0	
40	WNF - NAP Development	2	2	0	0	
96	WNF - Neighbourhood Renewal/Hartlepool Partnership	13	10	(3)	0	
53	WNF - NR & Strategy Officer (including Skills & Knowledge)	27	25	(2)	0	
47	WNF - Local Employment Assistance - OFCA	24	24	0	0	
36	WNF - Jobsmart - HBC	7	1	(6)	0	
40	WNF - Youth into employment - Wharton Trust	20	20	0	0	
16	WNF - Introduction to construction - Community Campus	8	8	0	0	
74	WNF - Women's Opportunities	37	28	(9)	0	
9	WNF - Enhancing Employability	4	6	2	0	
158	WNF - Homelessness Project	79	80	1	0	
46	WNF - Carers into Training and Employment - Hpool Carers	23	35	12	0	
122	WNF - Targeted Training	41	41	0	0	
80	WNF - Jobs Build	20	20	0	0	
242	WNF - Workroute ILM	120	117	(3)	0	
276	WNF - Progression to Work - Assisting local people into work	159	159	0	0	
100	WNF - Volunteering into Employment - HVDA	50	50	0	0	
217	WNF - Community Employment Outreach - OFCA/Wharton Annexe/West View Employment Action Centre	108	108	0	0	
41	WNF - Job Club Owton Manor West Neighbourhood Watch & Resident's Association	21	31	10	0	
37	WNF - West View Project	18	18	0	0	
28	WNF - Hartlepool Worksmart - Improving the Employment Offer	14	13	(1)	0	
274	WNF - Incubation Systems and Business Skills Training HBC/OFCA	229	229	0	0	
21	WNF - Business & Tourism Marketing	10	2	(8)	0	
20	WNF - Family Case Load Workers	10	3	(7)	0	
36	WNF - Family Case Load Workers	0	0	0	0	
11,925	TOTAL	6,048	5,910	(138)	0	

<p style="text-align: center;">CABINET REPORT 16th November 2009</p>



Report of: Director of Regeneration and Neighbourhoods

Subject: GAMBLING ACT 2005 – STATEMENT OF PRINCIPLES

SUMMARY

1. PURPOSE OF REPORT

To advise and inform Cabinet of the proposed adoption of a Statement of Principles (Gambling Act Policy) that details the principles the Council will apply when exercising its licensing functions under the Gambling Act 2005.

2. SUMMARY OF CONTENTS

Hartlepool Borough Council is a licensing authority by virtue of the Gambling Act 2005.

The Act requires all licensing authorities to prepare and publish a statement of the principles (a Gambling Policy) that they propose to apply in exercising their functions under the Act. The statement of principles must be reviewed every three years although it can be reviewed more frequently if considered necessary.

Licensing Committee has recommended a Statement of Principles that includes a 'No Casino Resolution' whereby applications for casino premises licences will not be considered.

3. RELEVANCE TO CABINET

Proposed adoption of Policy detailing how the Council will carry out its functions under the Gambling Act 2005.

4. TYPE OF DECISION

Non key decision

5. DECISION MAKING ROUTE

Report to Council on 10th December 2009.

6. DECISION(S) REQUIRED

Cabinet is asked to approve the adoption of the draft Statement of Principles.

Report of: Director of Regeneration and Neighbourhoods

Subject: GAMBLING ACT 2005 – STATEMENT OF PRINCIPLES

1. PURPOSE OF REPORT

- 1.1 To advise and inform Cabinet of the proposed adoption of a Statement of Principles that details how the authority will exercise its functions under the Gambling Act 2005.

2. BACKGROUND

- 2.1 The Gambling Act 2005 came into force in 2007 and transferred a range of licensing responsibilities from the Gaming Board and local Magistrates Courts to local authorities and the newly formed Gambling Commission.
- 2.2 Licensable activities that fall within local authority control include bingo halls, betting shops, amusement arcades and casinos.
- 2.3 The Gambling Act 2005 requires licensing authorities to publish, every three years, a statement of the principles that they propose to apply in exercising their functions under the Act.
- 2.4 Hartlepool's first statement of principles was published in January 2007 and, as such, a new statement must be published no later than January 2010.
- 2.5 A draft statement has been prepared that meets the requirements of the Act's statutory guidance and follows closely a best practice document produced by the Local Authority Co-ordinating Body for Regulatory Services (LACORS). The draft statement is attached as **Appendix I**.
- 2.6 This was considered by Licensing Committee on 29th July and again, following extensive public and trade consultation, on 21st October 2009.

3. ISSUES FOR CONSIDERATION

- 3.1 The Licensing Committee has recommended the adoption of a statement of principles as detailed in **Appendix I**.
- 3.3 The Licensing Committee has also recommended the retention of the 'No Casino' resolution that is contained in the current statement. 'No Casino' resolutions are expressly permitted by virtue of s166 of the Gambling Act and, in effect, prevent applications for casino licences from being made.

- 3.4 Formal adoption of the statement of principles is a non-executive function and it is proposed that this matter will be taken to full Council in December 2009.

4. RECOMMENDATIONS

- 4.1 Members consider and endorse the draft Gambling Policy as detailed in **Appendix I**.

5. CONTACT OFFICER

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STATEMENT OF PRINCIPLES
Gambling Act 2005
(To be Published January 2010)



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This Statement of Licensing Principles was approved by Hartlepool Borough Council on 5th November 2009

All references to the Guidance refer to the Gambling Commission's Guidance to Licensing Authorities, 3rd Edition, published May 2009.

PART A

1. The Licensing Objectives

In exercising most of their functions under the Gambling Act 2005, licensing authorities must have regard to the licensing objectives as set out in section 1 of the Act. The licensing objectives are:

- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime
- Ensuring that gambling is conducted in a fair and open way
- Protecting children and other vulnerable persons from being harmed or exploited by gambling

It should be noted that the Gambling Commission has stated: “The requirement in relation to children is explicitly to protect them from being harmed or exploited by gambling”.

This licensing authority is aware that, as per Section 153, in making decisions about premises licences and temporary use notices it should aim to permit the use of premises for gambling in so far as it thinks it:

- in accordance with any relevant code of practice issued by the Gambling Commission
- in accordance with any relevant guidance issued by the Gambling Commission
- Reasonably consistent with the licensing objectives and
- in accordance with the authority’s statement of licensing policy

2. Introduction

Hartlepool is situated on the North East coast of England. The Borough consists of the town of Hartlepool and a number of small outlying villages. The total area of the Borough is 9,390 hectares.

Hartlepool is a unitary authority, providing a full range of services. It adjoins Easington District Council to the north, Sedgefield District Council to the west and Stockton on Tees Borough Council to the south. The residential population is 90,161 of which ethnic minorities comprise 1.2% (2001 census).

Licensing authorities are required by the Gambling Act 2005 to publish a statement of the principles which they propose to apply when exercising their functions. This statement must be published at least every three years. The statement must also be reviewed from “time to time” and any amended parts re-consulted upon. The statement must be then re-published.

Hartlepool Borough Council consulted widely upon this statement before finalising and publishing. A list of those persons consulted is contained in Appendix I.

The Gambling Act requires that the following parties are consulted by licensing authorities:

- The Chief Officer of Police;
- One or more persons who appear to the authority to represent the interests of persons carrying on gambling businesses in the authority’s area;

- One or more persons who appear to the authority to represent the interests of persons who are likely to be affected by the exercise of the authority's functions under the Gambling Act 2005.

Our consultation took place between 19th July and 18th September 2009 and we followed the HM Government Code of Practice on Consultation (published July 2008), which is available at:

<http://www.berr.gov.uk/files/file47158.pdf>

The full list of comments made and the consideration by the Council of those comments is available by request to: Principal Licensing Officer, Hartlepool Borough Council, Civic Centre, Hartlepool, TS24 8AY or via the Council's website at: www.Hartlepool.gov.uk/licensing.

The policy was approved at a meeting of the Full Council on 10th December 2009 date and was published via our website on 11th December 2009. Copies were placed in the public libraries of the area as well as being available in the Town Hall.

Should you have any comments as regards this policy statement please send them via e-mail or letter to the following contact:

Principal Licensing Officer
Hartlepool Borough Council
Civic Centre
Hartlepool
TS24 8AY

Ian.Harrison@Hartlepool.gov.uk

It should be noted that this statement of licensing principles will not override the right of any person to make an application, make representations about an application, or apply for a review of a licence, as each will be considered on its own merits and according to the statutory requirements of the Gambling Act 2005.

3. Declaration

In producing the final statement, this licensing authority declares that it has had regard to the licensing objectives of the Gambling Act 2005, the Guidance to Licensing Authorities issued by the Gambling Commission, and any responses from those consulted on the statement.

4. Responsible Authorities

The licensing authority is required by regulations to state the principles it will apply in exercising its powers under Section 157(h) of the Act to designate, in writing, a body which is competent to advise the authority about the protection of children from harm. The principles are:

- the need for the body to be responsible for an area covering the whole of the licensing authority's area; and
- the need for the body to be answerable to democratically elected persons, rather than any particular vested interest group.

In accordance with the suggestion in the Gambling Commission's Guidance to Licensing Authorities, this authority designates the Local Safeguarding Children Board for this purpose.

The contact details of all the Responsible Authorities under the Gambling Act 2005 are available via the Council's website at: www.Hartlepool.gov.uk/licensing

5. Interested parties

Interested parties can make representations about licence applications, or apply for a review of an existing licence. These parties are defined in the Gambling Act 2005 as follows:

"For the purposes of this Part a person is an interested party in relation to an application for or in respect of a premises licence if, in the opinion of the licensing authority which issues the licence or to which the applications is made, the person-

- a) lives sufficiently close to the premises to be likely to be affected by the authorised activities,
- b) has business interests that might be affected by the authorised activities, or
- c) represents persons who satisfy paragraph (a) or (b)"

The licensing authority is required by regulations to state the principles it will apply in exercising its powers under the Gambling Act 2005 to determine whether a person is an interested party. The principles are:

Each case will be decided upon its merits. This authority will not apply a rigid rule to its decision making. It will consider the examples of considerations provided in the Gambling Commission's Guidance to Licensing Authorities at 8.11 to 8.19. It will also consider the Gambling Commission's Guidance that "has business interests" should be given the widest possible interpretation and include partnerships, charities, faith groups and medical practices.

Interested parties can be persons who are democratically elected such as councillors and MPs. No specific evidence of being asked to represent an interested person will be required as long as the councillor / MP represents the ward likely to be affected. Likewise, parish councils likely to be affected will be considered to be interested parties. Other than these however, this authority will generally require written evidence that a person/body (e.g. an advocate / relative) 'represents' someone who either lives sufficiently close to the premises to be likely to be affected by the authorised activities and/or has business interests that might be affected by the authorised activities. A letter from one of these persons, requesting the representation is sufficient.

If individuals wish to approach councillors to ask them to represent their views then care should be taken that the councillors are not part of the Licensing Committee dealing with the licence application. If there are any doubts then please contact the licensing department at the Civic Centre, Hartlepool.

6. Exchange of Information

Licensing authorities are required to include in their statements the principles to be applied by the authority in exercising the functions under sections 29 and 30 of the Act with respect to the exchange of information between it and the Gambling Commission, and the functions under section 350 of the Act with respect to the exchange of information between it and the other persons listed in Schedule 6 to the Act.

The principle that this licensing authority applies is that it will act in accordance with the provisions of the Gambling Act 2005 in its exchange of information which includes the provision that the Data Protection Act 1998 will not be contravened. The licensing authority will also have regard to any Guidance issued by the Gambling Commission on this matter, as well as any relevant regulations issued by the Secretary of State under the powers provided in the Gambling Act 2005.

Should any protocols be established as regards information exchange with other bodies then they will be made available.

7. Enforcement

Licensing authorities are required by regulation under the Gambling Act 2005 to state the principles to be applied by the authority in exercising the functions under Part 15 of the Act with respect to the inspection of premises; and the powers under section 346 of the Act to institute criminal proceedings in respect of the offences specified.

This licensing authority's principles are that:

It will be guided by the Gambling Commission's Guidance to Licensing Authorities and will endeavour to be:

- Proportionate: regulators should only intervene when necessary: remedies should be appropriate to the risk posed, and costs identified and minimised;
- Accountable: regulators must be able to justify decisions, and be subject to public scrutiny;
- Consistent: rules and standards must be joined up and implemented fairly;
- Transparent: regulators should be open, and keep regulations simple and user friendly; and
- Targeted: regulation should be focused on the problem, and minimise side effects.

As per the Gambling Commission's Guidance to Licensing Authorities this licensing authority will endeavour to avoid duplication with other regulatory regimes so far as possible.

This licensing authority has adopted and implemented a risk-based inspection programme, based on;

- The licensing objectives
- Relevant codes of practice
- Guidance issued by the Gambling Commission, in particular at Part 36
- The principles set out in this statement of licensing policy

The main enforcement and compliance role for this licensing authority in terms of the Gambling Act 2005 is to ensure compliance with the premises licences and other

permissions which it authorises. The Gambling Commission is the enforcement body for the operating and personal licences. It is also worth noting that concerns about manufacture, supply or repair of gaming machines are not dealt with by the licensing authority but should be notified to the Gambling Commission.

This licensing authority also keeps itself informed of developments as regards the work of the Better Regulation Executive in its consideration of the regulatory functions of local authorities.

Bearing in mind the principle of transparency, this licensing authority's enforcement/compliance protocols/written agreements are available upon request to the licensing department, Hartlepool Borough Council, Civic Centre, Hartlepool, TS24 8AY. Our risk methodology is also available upon request.

8. Licensing authority functions

Licensing authorities are required under the Act to:

- Be responsible for the licensing of premises where gambling activities are to take place by issuing *Premises Licences*
- Issue *Provisional Statements*
- Regulate *members' clubs* and *miners' welfare institutes* who wish to undertake certain gaming activities via issuing Club Gaming Permits and/or Club Machine Permits
- Issue *Club Machine Permits* to *Commercial Clubs*
- Grant permits for the use of certain lower stake gaming machines at *unlicensed Family Entertainment Centres*
- Receive notifications from alcohol licensed premises (under the Licensing Act 2003) for the use of two or fewer gaming machines
- Issue *Licensed Premises Gaming Machine Permits* for premises licensed to sell/supply alcohol for consumption on the licensed premises, under the Licensing Act 2003, where there are more than two machines
- Register *small society lotteries* below prescribed thresholds
- Issue *Prize Gaming Permits*
- Receive and Endorse *Temporary Use Notices*
- Receive *Occasional Use Notices*
- Provide information to the Gambling Commission regarding details of licences issued (see section above on 'information exchange')
- Maintain registers of the permits and licences that are issued under these functions

It should be noted that licensing authorities are not to be involved in licensing remote gambling at all, which is regulated by the Gambling Commission via operating licences.

PART B
PREMISES LICENCES: CONSIDERATION OF APPLICATIONS

1. General Principles

Premises licences are subject to the requirements set-out in the Gambling Act 2005 and regulations, as well as specific mandatory and default conditions which are detailed in regulations issued by the Secretary of State. Licensing authorities are able to exclude default conditions and also attach others, where it is believed to be appropriate.

(i) Decision-making

This licensing authority is aware that in making decisions about premises licences it should aim to permit the use of premises for gambling in so far as it thinks it:

- in accordance with any relevant code of practice issued by the Gambling Commission;
- in accordance with any relevant guidance issued by the Gambling Commission;
- reasonably consistent with the licensing objectives; and
- in accordance with the authority's statement of licensing policy.

It is appreciated that as per the Gambling Commission's Guidance to Licensing Authorities "moral objections to gambling are not a valid reason to reject applications for premises licences" (except as regards any 'no casino resolution' - see section on Casinos - page 12) and also that unmet demand is not a criterion for a licensing authority.

(ii) Definition of "premises" – In the Act, "premises" is defined as including "any place". Section 152 therefore prevents more than one premises licence applying to any place. But a single building could be subject to more than one premises licence, provided they are for different parts of the building and the different parts of the building can be reasonably regarded as being different premises. This approach has been taken to allow large, multiple unit premises such as a pleasure park, pier, track or shopping mall to obtain discrete premises licences, where appropriate safeguards are in place. However, licensing authorities should pay particular attention if there are issues about sub-divisions of a single building or plot and should ensure that mandatory conditions relating to access between premises are observed.

The Gambling Commission states in the third edition of its Guidance to Licensing Authorities that: "In most cases the expectation is that a single building / plot will be the subject of an application for a licence, for example, 32 High Street. But, that does not mean 32 High Street cannot be the subject of separate premises licences for the basement and ground floor, if they are configured acceptably. Whether different parts of a building can properly be regarded as being separate premises will depend on the circumstances. The location of the premises will clearly be an important consideration and the suitability of the division is likely to be a matter for discussion between the operator and the licensing officer. However, the Commission does not consider that areas of a building that are artificially or temporarily separated, for example by ropes or moveable partitions, can properly be regarded as different premises."

This licensing authority takes particular note of the Gambling Commission's Guidance to Licensing Authorities which states that: licensing authorities should take particular care in considering applications for multiple licences for a building and those relating to a discrete

part of a building used for other (non-gambling) purposes. In particular they should be aware of the following:

- The third licensing objective seeks to protect children from being harmed by gambling. In practice that means not only preventing them from taking part in gambling, but also preventing them from being in close proximity to gambling. Therefore premises should be configured so that children are not invited to participate in, have accidental access to or closely observe gambling where they are prohibited from participating.
- Entrances to and exits from parts of a building covered by one or more premises licences should be separate and identifiable so that the separation of different premises is not compromised and people do not “drift” into a gambling area. In this context it should normally be possible to access the premises without going through another licensed premises or premises with a permit.
- Customers should be able to participate in the activity names on the premises licence.

The Guidance also gives a list of factors which the licensing authority should be aware of, which may include:

- Do the premises have a separate registration for business rates
- Is the premises’ neighbouring premises owned by the same person or someone else?
- Can each of the premises be accessed from the street or a public passageway?
- Can the premises only be accessed from any other gambling premises?

This authority will consider these and other relevant factors in making its decision, depending on all the circumstances of the case.

The Gambling Commission’s relevant access provisions for each premises type are reproduced below :

7.25:

Casinos

- The principal access entrance to the premises must be from a street (as defined at 7.23 of the Guidance)
- No entrance to a casino must be from premises that are used wholly or mainly by children and/or young persons
- No customer must be able to enter a casino directly from any other premises which holds a gambling premises licence

Adult Gaming Centre

- No customer must be able to access the premises directly from any other licensed gambling premises

Betting Shops

- Access must be from a street (as per para 7.23 Guidance to Licensing Authorities) or from another premises with a betting premises licence
- No direct access from a betting shop to another premises used for the retail sale of merchandise or services. In effect there cannot be an entrance to a betting shop from a shop of any kind and you could not have a betting shop at the back of a café – the whole area would have to be licensed.

Tracks

- No customer should be able to access the premises directly from:
 - a casino
 - an adult gaming centre

Bingo Premises

- No customer must be able to access the premise directly from:
 - a casino
 - an adult gaming centre
 - a betting premises, other than a track

Family Entertainment Centre

- No customer must be able to access the premises directly from:
 - a casino
 - an adult gaming centre
 - a betting premises, other than a track

Part 7 of the Gambling Commission's Guidance to Licensing Authorities contains further guidance on this issue, which this authority will also take into account in its decision-making.

(iii) Premises "ready for gambling" - The Guidance states that a licence to use premises for gambling should only be issued in relation to premises that the licensing authority can be satisfied are going to be ready to be used for gambling in the reasonably near future, consistent with the scale of building or alterations required before the premises are brought into use.

If the construction of a premises is not yet complete, or if they need alteration, or if the applicant does not yet have a right to occupy them, then an application for a provisional statement should be made instead.

In deciding whether a premises licence can be granted where there are outstanding construction or alteration works at a premises, this authority will determine applications on their merits, applying a two stage consideration process:-

- First, whether the premises ought to be permitted to be used for gambling
- Second, whether appropriate conditions can be put in place to cater for the situation that the premises are not yet in the state in which they ought to be before gambling takes place.

Applicants should note that this authority is entitled to decide that it is appropriate to grant a licence subject to conditions, but it is not obliged to grant such a licence.

More detailed examples of the circumstances in which such a licence may be granted can be found at paragraphs 7.59-7.66 of the Guidance.

(iv) Location - This licensing authority is aware that demand issues cannot be considered with regard to the location of premises but that considerations in terms of the licensing objectives are relevant to its decision-making. As per the Gambling Commission's Guidance to Licensing Authorities, this authority will pay particular attention to the protection of children

and vulnerable persons from being harmed or exploited by gambling, as well as issues of crime and disorder. Should any specific policy be decided upon as regards areas where gambling premises should not be located, this statement will be updated. It should be noted that any such policy does not preclude any application being made and each application will be decided on its merits, with the onus upon the applicant showing how potential concerns can be overcome.

(v) Planning: - The Gambling Commission Guidance to Licensing Authorities states:

7.59 – In determining applications the licensing authority has a duty to take into consideration all relevant matters and not to take into consideration any irrelevant matters, i.e. those not related to gambling and the licensing objectives. One example of an irrelevant matter would be the likelihood of the applicant obtaining planning permission or building regulations approval for their proposal.

This authority will not take into account irrelevant matters as per the above guidance. In addition this authority notes the following excerpt from the Guidance:

7.66 - When dealing with a premises licence application for finished buildings, the licensing authority should not take into account whether those buildings have or comply with the necessary planning or building consents. Those matters should be dealt with under relevant planning control and building regulation powers, and not form part of the consideration for the premises licence. Section 210 of the 2005 Act prevents licensing authorities taking into account the likelihood of the proposal by the applicant obtaining planning or building consent when considering a premises licence application. Equally the grant of a gambling premises licence does not prejudice or prevent any action that may be appropriate under the law relating to planning or building.

(vi) Duplication with other regulatory regimes - This licensing authority seeks to avoid any duplication with other statutory / regulatory systems where possible, including planning. This authority will not consider whether a licence application is likely to be awarded planning permission or building regulations approval, in its consideration of it. It will though, listen to, and consider carefully, any concerns about conditions which are not able to be met by licensees due to planning restrictions, should such a situation arise.

When dealing with a premises licence application for finished buildings, this authority will not take into account whether those buildings have to comply with the necessary planning or buildings consents. Fire or health and safety risks will not be taken into account, as these matters are dealt with under relevant planning control, buildings and other regulations and must not form part of the consideration for the premises licence.

Licensing objectives - Premises licences granted must be reasonably consistent with the licensing objectives. With regard to these objectives, this licensing authority has considered the Gambling Commission's Guidance to Licensing Authorities and some comments are made below.

Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime - This licensing authority is aware that the Gambling Commission takes a leading role in preventing gambling from being a source of crime. The Gambling Commission's Guidance does however envisage that licensing authorities should pay attention to the proposed location of gambling premises in terms of this licensing objective. Thus, where an area has known high levels of organised crime this authority will consider carefully whether gambling premises are suitable to be located there and whether conditions may be suitable such as the provision of door supervisors. This licensing authority is aware of the distinction between disorder and nuisance and will

consider factors (for example whether police assistance was required and how threatening the behaviour was to those who could see it) so as to make that distinction.

Ensuring that gambling is conducted in a fair and open way - **This licensing authority has noted that the Gambling Commission states that it generally does not expect licensing authorities to be concerned with ensuring that gambling is conducted in a fair and open way as this will be addressed via operating and personal licences.**

Protecting children and other vulnerable persons from being harmed or exploited by gambling - This licensing authority has noted the Gambling Commission's Guidance that this objective means preventing children from taking part in gambling (as well as restriction of advertising so that gambling products are not aimed at or are, particularly attractive to children). The licensing authority will therefore consider, as suggested in the Gambling Commission's Guidance, whether specific measures are required at particular premises, with regard to this licensing objective. Appropriate measures may include supervision of entrances / machines, segregation of areas etc.

This licensing authority is also aware of the Gambling Commission Codes of Practice as regards this licensing objective, in relation to specific premises.

As regards the term "vulnerable persons" it is noted that the Gambling Commission does not seek to offer a definition but states that "it will for regulatory purposes assume that this group includes people who gamble more than they want to; people who gambling beyond their means; and people who may not be able to make informed or balanced decisions about gambling due to a mental impairment, alcohol or drugs." This licensing authority will consider this licensing objective on a case by case basis.

Conditions - Any conditions attached to licences will be proportionate and will be:

- relevant to the need to make the proposed building suitable as a gambling facility;
- directly related to the premises and the type of licence applied for;
- fairly and reasonably related to the scale and type of premises; and
- reasonable in all other respects.

Decisions upon individual conditions will be made on a case by case basis, although there will be a number of measures this licensing authority will consider utilising should there be a perceived need, such as the use of supervisors, appropriate signage for adult only areas etc. There are specific comments made in this regard under some of the licence types below. This licensing authority will also expect the licence applicant to offer his/her own suggestions as to way in which the licensing objectives can be met effectively.

This licensing authority will also consider specific measures which may be required for buildings which are subject to multiple premises licences. Such measures may include the supervision of entrances; segregation of gambling from non-gambling areas frequented by children; and the supervision of gaming machines in non-adult gambling specific premises in order to pursue the licensing objectives. These matters are in accordance with the Gambling Commission's Guidance.

This authority will also ensure that where category C or above machines are on offer in premises to which children are admitted:

- all such machines are located in an area of the premises which is separated from the remainder of the premises by a physical barrier which is effective to prevent access

- other than through a designated entrance;
- only adults are admitted to the area where these machines are located;
- access to the area where the machines are located is supervised;
- the area where these machines are located is arranged so that it can be observed by the staff or the licence holder; and
- at the entrance to and inside any such areas there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.

These considerations will apply to premises including buildings where multiple premises licences are applicable.

This licensing authority is aware that tracks may be subject to one or more than one premises licence, provided each licence relates to a specified area of the track. As per the Gambling Commission's Guidance, this licensing authority will consider the impact upon the third licensing objective and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.

It is noted that there are conditions which the licensing authority cannot attach to premises licences which are:

- any condition on the premises licence which makes it impossible to comply with an operating licence condition;
- conditions relating to gaming machine categories, numbers, or method of operation;
- conditions which provide that membership of a club or body be required (the Gambling Act 2005 specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated; and
- conditions in relation to stakes, fees, winning or prizes.

Door Supervisors - The Gambling Commission advises in its Guidance to Licensing Authorities that if a licensing authority is concerned that a premises may attract disorder or be subject to attempts at unauthorised access (for example by children and young persons) then it may require that the entrances to the premises are controlled by a door supervisor, and is entitled to impose a premises licence to this effect.

Where it is decided that supervision of entrances/machines is appropriate for particular cases, a consideration of whether these need to be SIA licensed or not will be necessary. It will not be automatically assumed that they need to be licensed, as the statutory requirements for different types of premises vary (as per the Guidance, Part 33).

2. Adult Gaming Centres

This licensing authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to, for example, ensure that under 18 year olds do not have access to the premises.

This licensing authority may consider measures to meet the licensing objectives such as:

- Proof of age schemes
- CCTV

- Supervision of entrances / machine areas
- Physical separation of areas
- Location of entry
- Notices / signage
- Specific opening hours
- Self-exclusion schemes
- Provision of information leaflets / helpline numbers for organisations such as GamCare.

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

3. (Licensed) Family Entertainment Centres :

This licensing authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority, for example, that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machine areas.

This licensing authority may consider measures to meet the licensing objectives such as:

- CCTV
- Supervision of entrances / machine areas
- Physical separation of areas
- Location of entry
- Notices / signage
- Specific opening hours
- Self-exclusion schemes
- Provision of information leaflets / helpline numbers for organisations such as GamCare.
- Measures / training for staff on how to deal with suspected truant school children on the premises

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

This licensing authority will, as per the Gambling Commission's guidance, refer to the Commission's website to see any conditions that apply to operating licences covering the way in which the area containing the category C machines should be delineated. This licensing authority will also make itself aware of any mandatory or default conditions on these premises licences, when they have been published.

4. Casinos (Hartlepool Council adopted a No Casino Resolution in 2007. Whether the resolution will be retained will be discussed by the Council during and following the conclusion of the consultation process)

This licensing authority has passed a 'no casino' resolution on the basis that whilst it recognises that gambling can be an enjoyable and harmless activity for many, it believes that a casino may provide an environment that may harm vulnerable persons who may gamble beyond their means.

Potential licence applicants should note that as a 'no-casino' resolution has been passed by this authority no applications for casino premises licences will be considered. Any applications received will be returned with a notification that a 'no-casino' resolution is in place.

5. Bingo premises

This licensing authority notes that the Gambling Commission's Guidance states:

18.4 Licensing authorities will need to satisfy themselves that bingo can be played in any bingo premises for which they issue a premises licence. This will be a relevant consideration where the operator of an existing bingo premises applies to vary their licence to exclude an area of the existing premises from its ambit and then applies for a new premises licence, or multiple licences, for that or those excluded areas.

This authority also notes the Guidance at paragraph 18.8 regarding the unusual circumstances in which the splitting of a pre-existing premises into two adjacent premises might be permitted, and in particular that it is not permissible to locate sixteen category B3 gaming machines in one of the resulting premises, as the gaming machine entitlement for that premises would be exceeded.

18.7 Children and young people are allowed into bingo premises; however they are not permitted to participate in the bingo and if category B or C machines are made available for use these must be separated from areas where children and young people are allowed.

6. Betting premises

Betting machines - This licensing authority will, as per the Gambling Commission's Guidance, take into account the size of the premises, the number of counter positions available for person-to-person transactions, and the ability of staff to monitor the use of the machines by children and young persons (it is an offence for those under 18 to bet) or by vulnerable people, when considering the number/nature/circumstances of betting machines an operator wants to offer.

7. Travelling Fairs

This licensing authority is responsible for deciding whether, where category D machines and / or equal chance prize gaming without a permit is to be made available for use at travelling fairs, the statutory requirement that the facilities for gambling amount to no more than an ancillary amusement at the fair is met.

The licensing authority will also consider whether the applicant falls within the statutory definition of a travelling fair.

It is noted that the 27-day statutory maximum for the land being used as a fair applies on a per calendar year basis, and that it applies to the piece of land on which the fairs are held, regardless of whether it is the same or different travelling fairs occupying the land. This licensing authority will work with its neighbouring authorities to ensure that land which crosses our boundaries is monitored so that the statutory limits are not exceeded.

8. Provisional Statements

Developers may wish to apply to this authority for provisional statements before entering into a contract to buy or lease property or land to judge whether a development is worth taking forward in light of the need to obtain a premises licence. There is no need for the applicant to hold an operating licence in order to apply for a provisional statement.

S204 of the Gambling Act provides for a person to make an application to the licensing authority for a provisional statement in respect of premises that he or she:

- expects to be constructed;
- expects to be altered; or
- expects to acquire a right to occupy.

The process for considering an application for a provisional statement is the same as that for a premises licence application. The applicant is obliged to give notice of the application in the same way as applying for a premises licence. Responsible authorities and interested parties may make representations and there are rights of appeal.

In contrast to the premises licence application, the applicant does not have to hold or have applied for an operating licence from the Gambling Commission (except in the case of a track) and they do not have to have a right to occupy the premises in respect of which their provisional application is made.

The holder of a provisional statement may then apply for a premises licence once the premises are constructed, altered or acquired. The licensing authority will be constrained in the matters it can consider when determining the premises licence application, and in terms of representations about premises licence applications that follow the grant of a provisional statement, no further representations from relevant authorities or interested parties can be taken into account unless:

- they concern matters which could not have been addressed at the provisional statement stage, or
- they reflect a change in the applicant's circumstances.

In addition, the authority may refuse the premises licence (or grant it on terms different to those attached to the provisional statement) only by reference to matters:

- which could not have been raised by objectors at the provisional statement stage;
- which in the authority's opinion reflect a change in the operator's circumstances; or
- where the premises has not been constructed in accordance with the plan submitted with the application. This must be a substantial change to the plan and this licensing authority notes that it can discuss any concerns it has with the applicant before making a decision.

9. Reviews :

Requests for a review of a premises licence can be made by interested parties or responsible authorities; however, it is for the licensing authority to decide whether the review is to be carried-out. This will be on the basis of whether the request for the review is relevant to the matters listed below ;

- in accordance with any relevant Code of Practice issued by the Gambling Commission;
- in accordance with any relevant guidance issued by the Gambling Commission;
- reasonably consistent with the licensing objectives; and
- in accordance with the authority's statement of principles.

The request for the review will also be subject to the consideration by the authority as to whether the request is frivolous, vexatious, or whether it will certainly not cause this authority

to wish to alter/revoke/suspend the licence, or whether it is substantially the same as previous representations or requests for review.

The licensing authority can also initiate a review of a particular premises licence, or a particular class of premises licence on the basis of any reason which it thinks is appropriate.

Once a valid application for a review has been received by the licensing authority, representations can be made by responsible authorities and interested parties during a 28 day period. This period begins 7 days after the application was received by the licensing authority, who will publish notice of the application within 7 days of receipt.

The licensing authority must carry out the review as soon as possible after the 28 day period for making representations has passed.

The purpose of the review will be to determine whether the licensing authority should take any action in relation to the licence. If action is justified, the options open to the licensing authority are:-

- (a) add, remove or amend a licence condition imposed by the licensing authority;
- (b) exclude a default condition imposed by the Secretary of State or Scottish Ministers (e.g. opening hours) or remove or amend such an exclusion;
- (c) suspend the premises licence for a period not exceeding three months; and
- (d) revoke the premises licence.

In determining what action, if any, should be taken following a review, the licensing authority must have regard to the principles set out in section 153 of the Act, as well as any relevant representations.

In particular, the licensing authority may also initiate a review of a premises licence on the grounds that a premises licence holder has not provided facilities for gambling at the premises. This is to prevent people from applying for licences in a speculative manner without intending to use them.

Once the review has been completed, the licensing authority must, as soon as possible, notify its decision to:

- the licence holder
- the applicant for review (if any)
- the Commission
- any person who made representations
- the chief officer of police or chief constable; and
- Her Majesty's Commissioners for Revenue and Customs

PART C
Permits / Temporary & Occasional Use Notice

1. Unlicensed Family Entertainment Centre gaming machine permits (Statement of Principles on Permits - Schedule 10 paragraph 7)

Where a premises does not hold a premises licence but wishes to provide gaming machines, it may apply to the licensing authority for this permit. It should be noted that the applicant must show that the premises will be wholly or mainly used for making gaming machines available for use (Section 238).

The Gambling Act 2005 states that a licensing authority may prepare a *statement of principles* that they propose to consider in determining the suitability of an applicant for a permit and in preparing this statement, and/or considering applications, it need not (but may) have regard to the licensing objectives and shall have regard to any relevant guidance issued by the Commission under section 25. The Gambling Commission's Guidance to Licensing Authorities also states: "In their three year licensing policy statement, licensing authorities may include a statement of principles that they propose to apply when exercising their functions in considering applications for permits...., licensing authorities will want to give weight to child protection issues." (24.6)

Guidance also states: "...An application for a permit may be granted only if the licensing authority is satisfied that the premises will be used as an unlicensed FEC, and if the chief officer of police has been consulted on the application....Licensing authorities might wish to consider asking applications to demonstrate:

- a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs;
- that the applicant has no relevant convictions (those that are set out in Schedule 7 of the Act; and
- that staff are trained to have a full understanding of the maximum stakes and prizes. (24.7)

It should be noted that a licensing authority cannot attach conditions to this type of permit.

Statement of Principles This licensing authority will expect the applicant to show that there are policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations. The efficiency of such policies and procedures will each be considered on their merits, however, they may include appropriate measures / training for staff as regards suspected truant school children on the premises, measures / training covering how staff would deal with unsupervised very young children being on the premises, or children causing perceived problems on / around the premises. This licensing authority will also expect, as per Gambling Commission Guidance, that applicants demonstrate a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs; that the applicant has no relevant convictions (those that are set out in Schedule 7 of the Act); and that staff are trained to have a full understanding of the maximum stakes and prizes.

2. (Alcohol) Licensed premises gaming machine permits - (Schedule 13 paragraph 4(1)) Automatic entitlement: 2 machines

There is provision in the Act for premises licensed to sell alcohol for consumption on the premises to automatically have 2 gaming machines, of categories C and/or D. The premises merely need to notify the licensing authority.

The licensing authority can remove the automatic authorisation in respect of any particular premises if:

- provision of the machines is not reasonably consistent with the pursuit of the licensing objectives;
- gaming has taken place on the premises that breaches a condition of section 282 of the Gambling Act (i.e. that written notice has been provided to the licensing authority, that a fee has been provided and that any relevant code of practice issued by the Gambling Commission about the location and operation of the machine has been complied with);
- the premises are mainly used for gaming; or
- an offence under the Gambling Act has been committed on the premises.

Permit: 3 or more machines

If a premises wishes to have more than 2 machines, then it needs to apply for a permit and the licensing authority must consider that application based upon the licensing objectives, any guidance issued by the Gambling Commission issued under Section 25 of the Gambling Act 2005, and “*such matters as they think relevant.*”

This licensing authority considers that “such matters” will be decided on a case by case basis but generally there will be regard to the need to protect children and vulnerable persons from harmed or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machines. Measures which will satisfy the authority that there will be no access may include the adult machines being in sight of the bar, or in the sight of staff who will monitor that the machines are not being used by those under 18. Notices and signage may also be help. As regards the protection of vulnerable persons, applicants may wish to consider the provision of information leaflets / helpline numbers for organisations such as GamCare.

It is recognised that some alcohol licensed premises may apply for a premises licence for their non-alcohol licensed areas. Any such application would most likely need to be applied for, and dealt with as an Adult Gaming Centre premises licence.

It should be noted that the licensing authority can decide to grant the application with a smaller number of machines and/or a different category of machines than that applied for. Conditions (other than these) cannot be attached.

It should also be noted that the holder of a permit must comply with any Code of Practice issued by the Gambling Commission about the location and operation of the machine.

3. Prize Gaming Permits

The Gambling Act 2005 states that a licensing authority may “prepare a statement of principles that they propose to apply in exercising their functions under this Schedule” which

“may, in particular, specify matters that the licensing authority proposes to consider in determining the suitability of the applicant for a permit”.

This licensing authority has prepared a Statement of Principles which is that the applicant should set out the types of gaming that he or she is intending to offer and that the applicant should be able to demonstrate:

- that they understand the limits to stakes and prizes that are set out in Regulations;
- that the gaming offered is within the law
- Clear policies that outline the steps to be taken to protect children from harm.

In making its decision on an application for this permit the licensing authority does not need to (but may) have regard to the licensing objectives but must have regard to any Gambling Commission guidance. (Gambling Act 2005, Schedule 14 paragraph 8(3)).

It should be noted that there are conditions in the Gambling Act 2005 by which the permit holder must comply, but that the licensing authority cannot attach conditions. The conditions in the Act are:

- the limits on participation fees, as set out in regulations, must be complied with;
- all chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played;
- the prize for which the game is played must not exceed the amount set out in regulations (if a money prize), or the prescribed value (if non-monetary prize); and
- participation in the gaming must not entitle the player to take part in any other gambling.

4. Club Gaming and Club Machines Permits

Members Clubs and Miners' welfare institutes (but not Commercial Clubs) may apply for a Club Gaming Permit or a Clubs Gaming machines permit. The Club Gaming Permit will enable the premises to provide gaming machines (3 machines of categories B, C or D), equal chance gaming and games of chance as set-out in forthcoming regulations. A Club Gaming machine permit will enable the premises to provide gaming machines (3 machines of categories B, C or D).

Gambling Commission Guidance states: "Members clubs must have at least 25 members and be established and conducted "wholly or mainly" for purposes other than gaming, unless the gaming is permitted by separate regulations. The Secretary of State has made regulation and these cover bridge and whist clubs, which replicates the position under the Gambling Act 1968. A members' club must be permanent in nature, not established to make commercial profit, and controlled by its members equally. Examples include working men's clubs, branches of Royal British Legion and clubs with political affiliations."

The Commission Guidance also notes that "licensing authorities may only refuse an application on the grounds that:

- (a) the applicant does not fulfil the requirements for a members' or commercial club or miners' welfare institute and therefore is not entitled to receive the type of permit for which it has applied;
- (b) the applicant's premises are used wholly or mainly by children and/or young persons;

- (c) an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities;
- (d) a permit held by the applicant has been cancelled in the previous ten years; or
- (e) an objection has been lodged by the Commission or the police.

There is also a 'fast-track' procedure available under the Act for premises which hold a Club Premises Certificate under the Licensing Act 2003 (Schedule 12 paragraph 10). As the Gambling Commission's Guidance to Licensing Authorities states: "Under the fast-track procedure there is no opportunity for objections to be made by the Commission or the police, and the ground upon which an authority can refuse a permit are reduced." and "The grounds on which an application under the process may be refused are:

- (a) that the club is established primarily for gaming, other than gaming prescribed under schedule 12;
- (b) that in addition to the prescribed gaming, the applicant provides facilities for other gaming; or
- (c) that a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled."

There are statutory conditions on club gaming permits that no child uses a category B or C machine on the premises and that the holder complies with any relevant provision of a code of practice about the location and operation of gaming machines.

5. Temporary Use Notices

Temporary Use Notices allow the use of premises for gambling where there is no premises licence but where a gambling operator wishes to use the premises temporarily for providing facilities for gambling. Premises that might be suitable for a Temporary Use Notice, according to the Gambling Commission, would include hotels, conference centres and sporting venues.

The licensing authority can only grant a Temporary Use Notice to a person or company holding a relevant operating licence, i.e. a non-remote casino operating licence.

The Secretary of State has the power to determine what form of gambling can be authorised by Temporary Use Notices, and at the time of writing this Statement the relevant regulations (SI no 3157: The Gambling Act 2005 (Temporary Use Notices) Regulations 2007) state that Temporary Use Notices can only be used to permit the provision of facilities or equal chance gaming, where the gaming is intended to produce a single winner, which in practice means poker tournaments.

There are a number of statutory limits as regards Temporary Use Notices. The meaning of "premises" in Part 8 of the Act is discussed in Part 7 of the Gambling Commission Guidance to Licensing Authorities. As with "premises", the definition of "a set of premises" will be a question of fact in the particular circumstances of each notice that is given. In the Act "premises" is defined as including "any place".

In considering whether a place falls within the definition of "a set of premises", the licensing authority needs to look at, amongst other things, the ownership/occupation and control of the premises.

This licensing authority expects to object to notices where it appears that their effect would be to permit regular gambling in a place that could be described as one set of premises, as recommended in the Gambling Commission's Guidance to Licensing Authorities.

6. Occasional Use Notices:

The licensing authority has very little discretion as regards these notices aside from ensuring that the statutory limit of 8 days in a calendar year is not exceeded. This licensing authority will though consider the definition of a 'track' and whether the applicant is permitted to avail him/herself of the notice.

PART D

SUMMARY OF LICENSING AUTHORITY DELEGATIONS PERMITTED
UNDER THE GAMBLING ACT

Matter to be dealt with	Full Council	Sub-Committee of Licensing Committee	Officers
Final approval of three year licensing policy	X		
Policy not to permit casinos	X		
Application for premises licence		Where representations have been received and not withdrawn	Where no representations received/representations have been withdrawn
Application for a variation to a licence		Where representations have been received and not withdrawn	Where no representations received/representations have been withdrawn
Application for a transfer of a licence		Where representations have been received from the Commission	Where no representations received from the Commission
Application for a provisional statement		Where representations have been received and not withdrawn	Where no representations received/representations have been withdrawn
Review of a premises licence		X	
Application for club gaming/club machine permits		Where objections have been made (and not withdrawn)	Where no objections made/objections have been withdrawn
Cancellation of club gaming/club machine permits		X	
Applications for other permits			X
Cancellation of licensed premises gaming machine permits			X
Consideration of temporary use notice			X
Decision to give a counter notice to a temporary use notice		X	

CONTACT DETAILS/ADVICE & GUIDANCE

Further details regarding the licensing application process, including application forms, can be obtained from:

The Licensing Team
Hartlepool Borough Council
Civic Centre
Victoria Road
Hartlepool
TS24 8AY

Tel No: 01429 523354
Fax No: 01429 523308
Email: licensing@hartlepool.gov.uk
Web Site: www.hartlepool.gov.uk/licensing

CONSULTATION

The following organisations were consulted prior to the publication of this Gambling Policy. Consultation was carried out between 19th July and 18th September 2009.

Local licensed premises
Local premises engaged in gambling activities
Local Parish Councils
Local Licensing Solicitors
GAMCARE
Gamblers Anonymous
National Institute for Health and Clinical Excellence
Mencap
Sompriti
The Salvation Army
Hartlepool Mencap
Hartlepool CAB
Hartlepool Magistrates Court
Hartlepool Primary Care Trust
Association of British Bookmakers
The Bingo Association
Remote Gambling Association
Responsibility in Gambling Trust
BACTA
British Pub and Beer Association
NSPCC
National Association of Local Councils
Working Men's Club and Institute Union
Federation of Licensed Victuallers Association
Hartlepool Licensees Association
Internet Gambling, Gaming and Betting Association
Camerons Brewery
Rubicon Pastimes
Mason Organisation Limited
Arthur Turner Limited
Ladbrokes Betting & Gaming Limited
All Responsible Authorities detailed under the Gambling Act

<p style="text-align: center;">CABINET REPORT</p> <p style="text-align: center;">16 November 2009</p>



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 July 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.

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 16th November 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

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 July 09 and to provide an outline of forthcoming activity.

2. BACKGROUND

- 2.1 At meetings between January and September 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 Regeneration and Neighbourhoods and of Child and Adult Services in line with the Council's procedures.
- Outline departmental structures and third tier posts, delivering the efficiencies required,
- The Business Case proposals for the following workstreams
 - Restructure and Management Structures:
 - Transactional Services
 - Non-Transactional Services
 - Asset Management
 - Service Delivery Options
 - Customer Services (subject to future discussion on Benefits Service)
- The implementation of;
 - 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.
 - A strategy for funding one-off implementation costs.
 - An Invest to Save programme for energy efficiency
 - A programme for Service Delivery Option reviews

- 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 a minimum of £6M 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 however, 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 Overall the status of the programme and the actions within it are classed as On Target. There has been some slippage in individual workstreams against original targets (except for Corporate Restructures/Management Structures). The impact of the slippage across the related workstreams will continue to be managed. The programme was not scheduled to have delivered major direct efficiencies at this stage, however the indicative savings from Corporate Restructures/Management Structures are starting to be identified following appointment of the new Directors. The financial monitoring arrangements are being refined, and target savings continue to be reviewed in line with progress. The funding proposal for one-off costs was referred from Council to Scrutiny and approved on September 21st 2009.
- 3.2 Brief summaries of progress and plans for each workstream are attached in the Appendices to this report.
- 3.3 Specific points to note during the second quarter of 2009/10 include:
- Appointment of the Directors for the two new departments
 - Progress on third tier appointments and the preferred approach to fourth and fifth tiers
 - Good progress on HR/Payroll system (revised timescales for phase 1a)
 - Preparatory work for centralised ICT, procurement and asset management functions (to tie in with Corporate Restructures)
 - Service Delivery Options review programme approved, year 1 leads identified and “How To Guide” prepared
 - Customer Access Channel Group formed and composite plans for underlying IT projects circulated to CMT
 - Hartlepool Connect Rollin Programme first phase reviews underway in Parking Services, Benefits and Free School Meals.
 - Energy Management Invest to Save Programme approved by Cabinet
 - Preparatory work on potential savings in ICT infrastructure, procurement and income maximization
- 3.4 A key early deliverable, and one which impacts on many other actions and outcomes, continues to be the corporate restructure. Detailed plans and

preparations remain in place to ensure that we meet the key milestones for the programme. It is important that the following are met:

- 3.4.1 Corporate Restructures / Management Structures
- The third tier (Assistant Directors) are all in post by end of October/Early November
 - Detailed timelines finalized to support DMTs with appointment to management structures
 - Progression of the People Framework/Management Development Programme
- 3.4.2 Transactional Support Services
- Implementation of phase 1a of HR Payroll system, with consideration given to the scope, timescales and savings achievable from later phases
 - Determination of administrative support services in association with the restructure.
- 3.4.3 Customer Services
- Roll in of services to Hartlepool Connect taken forward
 - Interaction between development projects and the impact of any slippage monitored
- 3.4.4 Service Delivery Options
- Programme of reviews for 2009/10 followed from September/October to March
 - “How to Guide” launched, targets confirmed and progress monitored
- 3.4.5 Asset Management
- Timescales for the accommodation move matrix established, costs/benefits confirmed
 - Identification of operational buildings for disposal taken forward with SDO reviews and restructure
 - SCRAPT proposals for commercial approach to property and land approved by Cabinet
 - Centralised asset management unit to be established in line with restructure (November/December)
- 3.4.6 Non Transactional Services
- Corporate procurement unit and ICT support teams to be established in line with restructure (November/December) – separate update on this for Programme Board
 - Proposals for savings in ICT infrastructure, procurement and income maximisation confirmed
- 3.5 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.
- 4.2 The main points to note are:
- The management structure savings are predicted to exceed the minimum target saving set. The approved changes thus far at Director / Chief Officer level will generate forecast savings in 2010/11 of £555,000.
 - The potential contribution from Income Maximisation is estimated at up to £300K in 2010/11, and possibly more in subsequent years via service reviews.
 - The initial Energy Management programme is expected to contribute savings of £89,000 p.a. half of which are to be re-invested in an ongoing scheme.
 - Income generated from sale/disposal of assets will be used partly to fund accommodation moves and alterations of buildings required for Business Transformation.
- 4.3 At a consolidated BT programme level, adjustments continue to be 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 now 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) and the overall scale of savings required.
- 4.4 The BT team has continued to refine the cash envelopes and more detailed targets for the various elements of the programme in conjunction with the departments.

5. Key Risks

- 5.1 The risks identified which may impact on the programme have previously been reported to Programme Board and 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.
- 5.2.1 The programme comprises 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 feature of the programme, 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 original target of £4.6M was 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. The aspirational targets total up to £6.5M, though these include some very sensitive areas. 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 may include decisions in relation to the continuation of services, current standards and levels of provision, eligibility thresholds to services and 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.

5.3 The following paragraphs summarise a brief critique of practical risk in the programme:

5.3.1 Overall programme

- There is a risk of conflicting pressure being placed on resources from within a workstream and across workstreams. E.g. a key resource allocated to several areas within a workstream may have to prioritise; carrying out a service review at the same time as a restructure and re-locating buildings.
- Care needs to be taken to identify and account for savings achieved for, or by, other workstreams so that benefits can be allocated appropriately.
- The financial management, including linkages between overall and workstream figures, is critical. Work will continue to ensure the figures are up-to-date and consistent.
- Within the SDO review programme, some reviews may fail to deliver their target savings. In such a scenario, the respective director will be

responsible for identifying compensatory savings to ensure the initial savings' target is satisfied.

5.3.2 HR/Payroll – Transactional

- A great deal of the system setup needs to be created from manual records and a significant tidy-up exercise is likely.
- The work is tying up a large number of staff in HR and Payroll whilst continuing to support normal operations. It may be appropriate to review the arrangements for supporting this work over the next few months.
- The delay with phase 1a of HR/Payroll will have a knock-on impact for later phases of the project (e.g. implementation of Training, Recruitment and Web functions across HBC). This means that they may not be delivered on time and the benefits may be delayed.

5.3.3 Restructures/Management Structures

- Identifying and accounting for savings achieved for/by other workstreams is particularly important.

5.3.4 Service Delivery Options

- The realisation and tracking of the Implementation Efficiency Plans may not be straightforward (especially where there is overlap with other workstreams).
- There is a lot going on – it is not simply a question of doing the service reviews but getting the outcomes implemented at the same time as other change (especially year 1).
- Leadership of the workstream needs to be reviewed.
- Identifying and accounting for savings achieved for/by other workstreams is particularly important.

5.3.5. Asset Management

- It is noted that disposal of buildings would have to be done against the current economic climate but that capital receipt has not been included in the efficiency figures. Nevertheless, a method for extracting savings achieved from termination of buildings' upkeep will need to be confirmed.

5.3.6. Non-Transactional

- It is noted that a number of items have slipped slightly but that no wider impact is currently reported.

5.3.7. Customer Services

- This workstream involves a number of initiatives and parties. As a consequence, planning and tangible delivery are likely to be a challenge.
- An important element of the workstream is concerned with getting the IT improvements in place followed by proper and effective use within the organisation. There may also be scope to explore elements of the workstream that are not reliant on new IT, as indicated in the Cabinet report on 13th July. e.g. More efficient methods of working designed to reduce avoidable contact.

6. Communications

- 6.1 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. A Communication Plan has been compiled based on individual workstreams and stakeholder groups. 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. A further Members' seminar was held in September. Union representatives have been briefed on a monthly basis. In addition, a "How to Guide" for Service Delivery Options was prepared and released in early October.

7. Future Plans

- 7.1 The report identifies the key activities and actions over the last quarter building upon the decisions made by Cabinet in previous meetings. In addition there are a range of reports planned over the next 6 months as follows :

- Asset disposals (Portfolio) and SCRAPT proposals for property and land (November)
- Consideration of the Workforce Development programme (November/December)
- Progress updates on SDOs including stage reports from individual reviews (October – March)
- Revised Customer Champions' Group, Customer Service and Channel Strategy (October – March)
- Proposals on savings from ICT infrastructure, procurement and income maximisation (November- February)
- Quarterly updates on the overall Programme.

8. Conclusion

- 8.1 The overall Transformation Programme is proceeding in line with the originally agreed scope and timescale. There has been some slippage in individual workstreams against original targets (except for Corporate Restructures/Management Structures) which has been incorporated into the workstream plans. 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 planned contribution to the Medium Term Financial Strategy.
- 8.2 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.

8.3 The programme at this stage is deemed to be on track.

9. Recommendations

6.2 Cabinet is recommended to

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

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

Background Papers

Cabinet reports of:

- 2nd November 2009 – Business Transformation – Corporate Restructure
- 21st September 2009– Business Transformation–Corporate Restructure Tier 3
- 7th September 2009 – Call-In of Cabinet Decision – Business Transformation (Programme Board and Asset management Arrangements)
- 17th August 2009 – Energy Management – Invest to Save Programme
- 13th July 2009 – Business Transformation – Quarterly Programme Update
- 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

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APPENDIX 1

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.

Cabinet 13th July 2009

1. That the progress made to date on the implementation of the programme and forthcoming reports to Cabinet included in this report were noted.
2. (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
3. The SDO prioritisation programme attached as Appendix 1 was approved

4. (i) That the asset disposal 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
5. That subject to further discussions in relation to the Benefits Service transferring to the Contact Centre, the following was approved:
 - (i) A prioritised plan to deliver the improvements required to meet the targets to reduce avoidable contact over the next 3 years be developed.
 - (ii) A targeted service based programme to move contact more towards self service through the website, payments system, booking system and e-forms projects be developed.
 - (iii) A prioritised Roll in Programme to migrate services in Hartlepool Connect be developed.
 - (iv) That both Contact Centre team leader posts continue on a temporary basis, funded from efficiency savings, subject to review in 12 months time.
6. The following strategy, in priority order, for funding the one-off BTP implementation costs and the Departmental Restructure and Management Structures and Service Delivery work-streams up front costs was approved:
 - (i) Use available departmental underspends and reserves (where these exist) to maximise ongoing savings;
 - (ii) Use £2.5m of the resources identified in paragraph 2.2 of the report to fund these costs.
 - (iii) Use loan funding repayable from the gross BTP efficiencies for any residual costs, including service delivery costs not funded from (i) and (ii) up to a maximum of £3.7m.

Cabinet 17th August 2009

With respect to the Energy Management – Invest to Save Programme, Cabinet agreed:

1. That the current position on energy performance and cost be noted.
2. That an 'Invest-To-Save' programme for energy efficiency projects funded by an initial contribution of £40,000 for 2009/10 be approved.
3. That paragraph 5.4 of the report and that the need for flexibility within the programme be noted, and that a six monthly review of projects in line with the BT benefits realisation model be agreed.

Cabinet 7th September 2009

With respect to Call-in of Cabinet Decision: Business Transformation (Programme Board and Asset Management Arrangements), Cabinet agreed:

- That all group leaders be invited to join the Business Transformation Programme Board.

Cabinet 17th September 2009

With respect to Business Transformation – Corporate Restructure – Tier 3, Cabinet agreed:

- (i) That the amendments to the functional structures of the three departments as stated in Paragraph 3 of the report and the amendments proposed to the Chief Executive Department's structure as set out in paragraph 3.8 of the report, be agreed.
- (ii) That the 3 or 4 Chief Officer posts, referred to in paragraph 7.2 of the report, be confirmed on the Chief Executive's structure at this stage subject to an evaluation by the LGE, the outcome of which would be reported to Cabinet .
- (iii) That the recommendations of the LGE regarding the grading of third tier posts be implemented.
- (iv) That the proposals regarding slotting in or ring-fencing of employees into third tier posts, be agreed.
- (v) That the proposals regarding the designated deputy roles, be agreed.
- (vi) To receive further reports, if necessary, regarding the overall functional structures as part of the Business Transformation Programme.

Appendix 2

CORPORATE RESTRUCTURE/MANAGEMENT STRUCTURES WORKSTREAM UPDATE OCTOBER 09

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.

New Functional Structures

Functional structures of the three departments were agreed by Cabinet on 6th April.

Recruitment of the new Directors

Recruitment exercise for the two new Directors completed.

Recruitment of the new third tier posts (Assistant Directors)

Cabinet on 21st September determined amendments to the functional structures, agreed to implement the recommendations of the LGE regarding the grading of the third tier posts and confirmed the slotting-in and ring-fenced arrangements.

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 to the Management Structures (Fourth tier and below)

This workstream will be phased on a tier by tier basis. The Timelines for the appointment of the rest of the management tiers have been drafted and are planned to be delivered between November and May 2010.

Management Development Programme

Research is currently being undertaken regarding devising a new Management Development Programme. Such a programme will be considered by Cabinet later in the year.

Costs & Savings

There has been some minimum expenditure in line with the budget. The savings made are being tracked as progress proceeds, and are expected to at least meet the minimum target levels.

Overall Progress - Amber

ASSET MANAGEMENT

Accommodation & Rationalisation of Administration Buildings

The accommodation strategy pilot on the north wing on level 3 of the civic has been successful in adopting the principle “*work is an activity not a place*”. An evaluation has been undertaken and recommendations will be considered. The main principle of max 8sq/m per workstation and 4 to 3 desks has worked well. In fact most officers are working on 7sq/m and no problems have been reported. The flood in level 1 civic centre resulted in delays to the civic centre refurbishment but has provided an opportunity to revisit occupancy levels 2 and 4 of the civic centre following refurbishment to identify occupancy levels post and pre refurbishment. With the reduction of 5 departments to 3 the property section are working with Directors to identify accommodation implications which will have to take place as the same time as working towards the emptying of admin buildings for disposal.

Centralisation of Asset and Property Management

The Asset Management business case is based on the adoption of a strategic approach to asset management. Officers have considered the roles and responsibilities of the new unit and a service delivery agreement has been drafted. Discussions across the departments are progressing to ensure the best arrangements for the authority regarding property management are introduced.

Energy Invest to Save Programme

Cabinet approved an ‘Invest-to-Save’ scheme in August ‘09 which will be to determine opportunities within the Council to improve energy efficiency and reduce carbon emissions. 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.

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.

Overall Progress - Amber

TRANSACTIONAL SUPPORT SERVICES WORKSTREAM UPDATE OCTOBER 2009

HR / Payroll Project - Amber

Significant progress has been made on the implementation of this project. The first phase is to introduce basic core HR information and replace the payroll systems of HBC, Cleveland Fire Authority (CFA) and the Regional Fire Control Centre (RFCC). For payroll, parallel runs are in various stages of progress. For HBC this includes both weekly and monthly payrolls. It is expected that the first weekly payrolls will go-live in November, and the monthly payrolls in December. For CFA go-live is expected in December. The RFCC went live in September.

These dates are later than included within the original project plan which targeted completion of the first phase by September. This slippage is due to the volume of employee and post information that needed to be compiled and the complexity of the pay runs. This will probably impact upon the realisation of some scheduled efficiencies from this work-stream as the delay will have a knock on effect on the completion and adoption of changes within the next phases of the project. These cover the areas of enhanced system functionality and reporting, and the introduction of the training, recruitment and Health and Safety modules.

Planning has started on these elements; however this will not be to the detriment of completing the essential first stage target.

Income Receipting Project – Amber

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.

These two elements have now been combined and the introduction of these systems is scheduled to go live on 18th November. Once introduced and consolidated, work will begin to roll out the system corporately and to identify integration options with other systems. The overall completion of this program element remains March 2010.

Re-engineer & Standardise Support Services – Amber

The phased introduction of upgraded budgetary control reports and the roll-out of web access to the Integra financial system are both significantly complete. These provide the foundations to support a number of the proposed changes for transactional and support services. To date limited progress has been made on the standardisation of processes and the creation of service delivery arrangements. To a significant extent these will be reviewed in conjunction with the service delivery option (SDO) reviews, in particular the Finance and HR reviews, and the restructure proposals.

Administrative Staff - Amber

The review of administrative staff is linked to both the review of management structures and the corporate restructure. Preparatory work has started in this area.

Overall Progress - Amber

NON-TRANSACTIONAL SUPPORT SERVICES Sept 09

ICT Restructure

Departments have been working together to assess how to improve the planning and delivery of ICT development projects, and how to streamline ICT support. This is nearing completion, and should be reported to Programme Board in November. The changes would be implemented alongside the new management structures from November/December.

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 reported to Board in November. The new arrangements should come in with the new departments from November/December.

There are expected to be significant potential benefits through obtaining better value from spending budgets, but there is some doubt about the opportunity to make staffing savings. Specific procurement improvements are already in hand.

Other Projects

An opportunity has been identified to increase income and improve the consistency of charging policies. A report is to be presented to Members which will recommend changes as part of the 2010/11 budget plans.

Work is well advanced on devising models for internal Service Delivery Agreements, which will clarify the arrangements governing relations between services.

Overall Progress - Amber

SERVICE DELIVERY OPTIONS WORKSTREAM UPDATE SEPTEMBER 09

If we are to make significant moves away from the year on year salami slicing of the past and make the best use of resources whilst continuing to meet the needs of our residents, clients and communities most effectively, we need a bolder more co-ordinated approach cutting across traditional organisational boundaries that is set out over a long period. This requires consideration of more radical solutions to service delivery than has been customary for Hartlepool.

Service Delivery Options reviews, a major component of the Business Transformation programme, are more than just the management and restructuring of services, they are about imagining and delivering new solutions, and being prepared for challenges yet to emerge. SDO reviews are about realising cashable savings whilst ensuring better use of public sector resources. They are not necessarily about outsourcing, or providing poor quality services. In order to realise the efficiencies required there must be openness to alternative delivery models which will involve making difficult decisions.

The proposed SDO programme was approved by Cabinet in August 09.

SDO Review How to Guide

A review 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. Year One Lead Officers have been identified and start and end dates agreed.

Child & Adult		
Review	Review Lead	Targets
Children's social care teams and safeguarding * Disability Team Prevention Services Family resource teams Duty Team	Sally Robinson	To be determined.
Connexions/ Youth Service	Sue Johnson	£133,800
Supporting People, Strategic Commissioning for Adults (inc Health), Strategic Commissioning for Children (linked to Health)	Jill Harrison	£46,100
Service User Finance, Property & Appointeeship	Jeanette Willis	£20,200

Neighbourhoods & Regeneration		
Review	Review Lead	Targets
Building Cleaning, Catering & Building Maintenance	Denise Ogden	£263,700
Engineering & Building Consultancy, Contaminated land & Coastal Protection	Graham Frankland/ Alastair smith	£154,500
Waste Management	Denise Ogden	£240,600

CEX		
Review	Review Lead	Targets
Reprographics	Christine Armstrong	£30,400
Audit, Accountancy, Financial Management	Mike Ward / Chris Little	£114,600
Human Resources	Joanne Machers	£108,500
Payments/Transactional services	Kevin Shears	£30,200

X dept		
Review	Review Lead	Targets
Dept ICT	Joan Chapman	£17,100
Finance Management	Mike Ward / Chris Little	£60,500
Service Development/workforce development/perf.man	Andrew Atkin	To be determined.

Overall Progress - Amber

CUSTOMER SERVICES WORKSTREAM UPDATE OCTOBER 09

The Customer Service Business Case aims to transform customer services through the delivery of four key elements. The Customer Services Business Case was reported to Cabinet on 13th July 2009 and a progress report was circulated to CMT on 21st September 2009. A prioritised project plan has been developed to monitor all activities within the Customer Services Business Case. The project plan is monitored by the Customer Access Channel Group.

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. A further data collection is planned for November 2009 data will be compared with baseline data and used to make further improvements. Examples of improvements identified:-

- Review Waste Management services delivered by Hartlepool Connect to improve communication between Hartlepool Connect and back office teams; utilise the CRM to reduce the level of avoidable progress chasing; re-engineer the end to end process (Contact centre to back office); ensure service requests are actioned on the CRM so that Hartlepool Connect staff can advise customers and improve feedback to customers to reduce repeat contacts.
- Fast Request Service implemented within main reception area. If customers don't want to wait to see a Customer Services Assistant, they are able to complete a request form which is dealt with by Hartlepool Connect.
- Implementing new housing choice-based letting system to allow service users to select and apply for their own housing accommodation on line.

Consolidate Contact to the Contact Centre

Fortnightly meetings are held with Hartlepool Connect to develop and progress the detail of the Rollin Programme for migrating services into Hartlepool Connect. Meetings also provide the opportunity to develop and progress plans other elements (Avoidable Contact, Customer Champions Group and Customer Channel Strategy).

The three year programme to migrate services into Hartlepool Connect will be delivered over three phases:-

Phase one includes enhancing and extending the end to end processes of existing services, approval to upgrade the CRM System and the migration of telephone payments. First phase reviews for the following are underway:

- Parking Services
- Benefits
- Free School Meals

Phase two will roll in the high volume services identified in the Customer Services Business Case. The roll in of services will be supported by technology improvements, through the successful implementation of the bookings system, payments system, e-forms, website upgrade and GIS. It includes:

Service	HC Roll in Programme	Comment	SDO Programme
Public Protection	2010/11	Potential to pilot combining the Hartlepool Connect Service Review and the SDO.	2010/11
Community Safety	2010/11	Have requested integration (reporting anti social behaviour)	2012/13
Registrars	2010/11	Timing dependant on tell us once agenda	2012/13
School Admissions	2010/11		2010/11
Art Gallery & TI	2011/12		2010/11
Transport (Dial a ride)	2011/12	Potential to bring forward to 2009/10 and include in car parking review?	2012/13
Housing	2012/13	Identified as high volume service (NI14). To be looked at in line with SDO in light of service move and delivery from park towers	2012/13

Phase three will include further integration of services and rationalisation of face to face contact.

Channel Shifting to more efficient channels

Channel shifting includes reviewing how customer's access services now and 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, booking and GIS 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.

Develop a new Customer Service and Channel Strategy

The new customer service and channel strategy will support the delivery of all of elements of the customer service business case. The Draft Strategy will be complete by March 2009. The leadership, membership and remit of the Customer Champions Group will be reviewed in November 09 after the restructure.

Costs and Savings

Broadly neutral indicative costs and savings have been identified as part of the Customer Service Business Case. To date no cashable savings have been made.

Overall Progress – Amber

APPENDIX 3

FINANCE UPDATE Q2

As part of the detailed budget recommendations approved by Council in Feb 09, members approved the principle of funding one off Business Transformation severance costs (£3.14m) and one off programme implementation costs (£0.68m) on an internal loan basis repayable over a five year period from the gross savings achieved from implementing the BT Programme. This interim determination reflected an anticipated need to revisit the funding arrangements as the results of further detailed work in respect of other workstreams, notably SDO's emerged.

Following closure of the Council's 2008/9 accounts, uncommitted resources were identified that permitted an opportunity to review the strategy for funding BTP one – off costs. Council in Sept 09, following a review by Scrutiny Coordinating Committee, approved the creation of a Business Transformation Severance Reserve of £2.5m that can be used to fund outright upfront severance costs of Business Transformation. This will alleviate the need to repay an internal loan back to reserves and increases the contribution the BT programme can make towards solving the budget shortfall.

Council in Sept 09 also approved that £3.7m of internal borrowing (repayable over 5 years from BT Programme savings) would be available to meet programme expenditure and a priority strategy for funding one off programme costs has been agreed. The strategy comprises firstly the use of departmental underspends / reserves; secondly the use of the £2.5m severance reserve (for severance costs only), then use of the internal borrowing facility.

Corporate Finance will monitor the application of the £2.5m Severance Reserve and a framework for controlling any future use and repayment arrangements associated with the internal borrowing facility is currently being worked up. At this stage 5 posts at Director / Chief Officer level have been approved for release under ER / VR (one of these posts is not scheduled for release until 2010/11). By applying the agreed funding strategy a commitment of £302k will need to be made against the £2.5m severance reserve to fund the release of these five officers leaving a balance of about £2.2m.

The BT Programme Budget was £737K, of which £263K was spent in 2008/9, largely on external consultancy support and on Business Transformation team backfilling costs leaving £474K. The 2009/10 programme spend to Q2 is £76k which is in line with forecasts.

The future transformed council will need to address key skills gaps and changes to management competencies. In response, a redefined Management Development Programme to support future organisational and workforce development is being scoped. At this stage the resources necessary to deliver this workforce programme have not been identified.

Within the Asset Management workstream the accommodation matrix is progressing well and approval has been given to the strictly controlled incurring of expenditure on accommodation moves and alterations to buildings on the assumption that any such costs will ultimately be offset against the income generated when the asset is disposed of.

Savings

In recognition of the now upfront funding of severance costs from the £2.5m reserve, the latest Medium Term Financial Strategy has factored in the delivery of £6.01m of savings on the following profile:

Year	Annual Efficiencies £ 000	Cumulative Efficiencies £000

2010/11	2,514	2,514
2011/12	1,310	3,824
2012/13	2,102	5,926
2013/14	84	6,010

For the MTFS, a prudent approach has been adopted regarding BT programme savings realisation. Also there is a recognition that the BT programme will not exclusively resolve future budget gaps. Therefore it remains appropriate to work with the revised BT Programme aspirational savings target of £10.6m. These aspirational targets have increased since the Cabinet report in January 09 notably as the Organisational / Management Structures workstream has developed and as the scope of the SDO review programme has widened to cover all council expenditure (excluding chief officer salaries and specific grant funded expenditure). There remains some level of double counting between workstreams and risks but as progress with the implementation phase of the BT programme develops then adjustments can be made to these aspirational targets.

The SDO review programme has commenced and is the biggest and highest risk item. This programme includes some sensitive items such as social care commissioning and safeguarding and there will be significant operational challenges in delivering the savings target set. There will be a time lag between the completion of SDO reviews and the delivery of savings identified. In recognition the MTFS does not assume the actual delivery of any SDO savings until 2011/12 onwards however, it is anticipated that some SDO savings from the early reviews will materialise in 2010/11.

The MTFS efficiencies that are assumed will be delivered for 2010/11 are largely associated with Organisational and Management Structures changes. Whilst sustained progress has been made to date, the appointments to tiers 4 and 5 and below are unlikely to be completed by 1st April 2009. Financial modelling of the potential impacts of any delays in implementing this workstream are ongoing and will be the subject of further reports as part of the budget and policy framework process.

A number of amendments have been made to the Non Transactional Services Workstream notably the inclusion of the Income maximisation target of £300k– this has been added into the budget projection separately. Within the Asset Management Workstream an Energy Management Invest to Save Programme has been developed and approved which will yield forecast annual savings of £89K, half of which will be re-invested in further initiatives. The initial “Invest to Save” energy efficiency fund that will drive forward the programme is being funded £20k from the corporate planned maintenance programme and £20k from existing environmental standards budgets.

Gross savings *banked* in Q2 thus far are £83K, the 2009/10 salary saving in respect of the ER/VR release of the former Director of Children’s Services. In Q3 and Q4 further in year gross savings will accrue associated with the other approved changes at Director and Chief Officer level. The 2009/10 gross salary savings associated with the approved changes at Director / Chief Officer level are being offset against the cost of ER/VR for the affected staff. This will permit the banking in 2010/11 and on an ongoing basis thereafter of the full year salary saving of the changes of £555k (including the deleted post of Assistant Director Housing)

The existing approved releases may be supplemented further following a revisit to organisational structures within the Dept for Regeneration and Neighbourhoods. The progress made to date at Director / Chief Officer level has confirmed the delivery of most of the planned savings at these levels.

Overall summary

Expenditure is currently within limits and expected to remain so.

Savings banked and realised are as expected at this point, and the net contributions to the budget deficit are likely to exceed the current assumptions.

However the SDO programme has a number of key risks not least of which is the political acceptability of resulting SDO review Efficiency Improvement Plans.

APPENDIX 4

**BT OVERALL PROGRAMME
SAVINGS**

WORKSTREAM	Savings Target £'000	Actual Savings				
		2009/10 £'000	2010/11 £'000	2011/12 £'000	2012/13 £'000	2013/14 £'000
ORGANISATION and MGT STRUCTURES (incl Admin /PA)	2741	83	0	0	0	
SDO	6487	0	0	0	0	
TRANSACTIONAL	465	0	0	0	0	
NON TRANSACTIONAL	445	0	0	0	0	
ASSET MANAGEMENT	510	0	0	0	0	
CUSTOMER SERVICES	0	0	0	0	0	
TOTAL	10648	83	0	0	0	

NOTES

- 1 A Child/Adults Social Care Commissioning qualitative SDO review will commence in 2009/10 with an indicative savings target of £1.7M.
However, given the nature of the commissioning review, it is anticipated that any savings associated with this review will take some time to realise and may not be fully delivered until 2012/13.
- 2 In addition, there exists a high risk to the deliverability of the SDO savings target for the Cross-Departmental review (£204,900) of Admin, Service Development, Workforce Development and Performance Management given the overlap of some baseline expenditure with other BT workstreams.

<p style="text-align: center;">CABINET REPORT 16th November 2009</p>



Report of: The Mayor

Subject: REQUEST FOR MONEY FROM THE
CONTINGENCY FUND

SUMMARY

1. PURPOSE OF REPORT

To seek approval from Cabinet for an amount of £6,000 towards the cost of setting up a Mini Moto Club at a proposed site in Hartlepool

2. SUMMARY OF CONTENTS

The report highlights what the scheme is.

3. RELEVANCE TO CABINET

This type of funding needs Cabinet approval

4. TYPE OF DECISION

Non Key

5. DECISION MAKING ROUTE

Cabinet 16th November 2009

6. DECISION(S) REQUIRED

Cabinet is requested to authorise the amount £6,000 towards the cost of setting up a Mini Moto Club within Hartlepool.

Report of: The Mayor

Subject: REQUEST FOR MONEY FROM THE
CONTINGENCY FUND

1. PURPOSE OF REPORT

1.1 To request Cabinet to authorise the amount of £6,000 from contingency funds towards the cost of setting up a Mini Moto Club within Hartlepool.

2. BACKGROUND

2.1 The Durham Bikewise Mini Moto Club is registered with the Auto Cycle Union (ACU), the body governing mini moto events, and has been established to offer parents and children an option to ride their mini moto machines in a controlled, non-competitive safer environment away from the illegal use on the public highway.

2.2 Only accompanied children with a specific specification of machine can attend the event, however riders can provide their own machine or loan a Bikewise owned mini moto, and can be experienced at riding or a complete novice.

2.3 Two registered Clerks of the Course are qualified and trained under the ACU rules to run the event and a team of course marshals 'police' the course during the riding. Staff are appointed first aiders and all activities are comprehensively risk assess.

2.4 This well established club now attracts riders and parents from across the North East, including the Cleveland region. By offering riders a safer alternative to riding on the public highway, this reduces incidents of nuisance and anti-social behaviour, as well as teaching the riders about health and safety and discipline.

2.5 A Motorcycle Youth Project has been established in Hartlepool, with representatives from Youth Offending, Police, Fire Authority, Road Safety as well as the Mayor and Councillor Geoff Lilley, and several members of the group have visited the above project and have been impressed by what is being achieved with the young people.

2.6 Discussion has taken place with the club who are keen to set up a partnership with Hartlepool Borough Council for a similar club in the town, and the cost would be in the region of £15,000.

3. THE PROJECT

- 3.1 Durham Bikewise Mini Moto Club are keen to set up a partnership in Hartlepool are willing to offer use of their vehicle, trailer, cones, clothing and equipment, mini moto machines, expertise of Clerks of the Course and use of their website by way of a partnership agreement.
- 3.2 The costs incurred in running a regular event in Hartlepool would be approximately £6500. This cost includes payment to the Clerks of the Course, maintenance of machines and vehicles, fuelling and a contribution to the website and marketing. Funding is also being sought from other partners.
- 3.3 If Hartlepool Borough Council were to set up its own scheme, it would cost in the region of £15,000.
- 3.4 All venues for the clubs must be insured through Hartlepool Borough Council and registered through the ACU. Consideration must also be given to the venue in terms of noise during the event, facilities, parking, surface, safe working areas and access.
- 3.4 The Motorcycle Youth Project group are presently trying to find a suitable site which has the advantage of having suitable indoor facilities so that events could take place during inclement weather.

4 RECOMMENDATIONS

- 4.1 That Cabinet considers the authorisation of £6,000 towards the costs of running a regular Mini Moto Club event in Hartlepool.

<p style="text-align: center;">CABINET REPORT 16th November 2009</p>



Report of: Director of Regeneration and Neighbourhoods

Subject: BUSINESS TRANSFORMATION – DEPARTMENTAL STRUCTURE TIER 3

SUMMARY

1. PURPOSE OF REPORT

To request Cabinet to consider amendments to the Regeneration and Neighbourhoods Department structure previously agreed at Cabinet on 6th April 2009 and 21st September 2009.

2. SUMMARY OF CONTENTS

The report proposes reducing the number of Divisions within the Regeneration and Neighbourhoods Department from 8 to 6 and also proposes some functional changes in respect of the structure agreed by Cabinet on 6th April 2009 and 21st September 2009.

3. RELEVANCE TO CABINET

Cabinet have authority to determine strategic workforce matters.

4. TYPE OF DECISION

Non Key Decision

5. DECISION MAKING ROUTE

Cabinet 16th November 2009

6. DECISION(S) REQUIRED

Cabinet are requested to:

- i) Agree to the proposal to combine the Planning & Economic Development and Housing & Regeneration Divisions
- ii) Agree to the deletion of the Assistant Director posts for both Divisions

- iii) Agree to the establishment of a new post of Assistant Director - Regeneration and Planning
- iv) Agree to the deletion of the Assistant Director - Support Services post and to include the remaining functions of this post into the Procurement & Asset Management Division and to rename this Division, Resources.
- v) Agree to the other functional changes referred to in the report , namely the transfer of:
 - Housing Options (Advice and Support)
 - Special Needs
 - Private Housing (Grants / Loans and Enforcement)From the Housing & Regeneration Division to the Community Safety & Protection Division
- vi) Agree where necessary to refer the posts for evaluation to the LGE for evaluation.

Report of: Director of Regeneration and Neighbourhoods

Subject: BUSINESS TRANSFORMATION – DEPARTMENTAL
STRUCTURE TIER 3

1. PURPOSE OF REPORT

- 1.1 To request Cabinet to consider amendments to the Regeneration and Neighbourhoods Department structure previously agreed at Cabinet on 6th April 2009 and 21st September 2009.

2. BACKGROUND

- 2.1 Since coming into post on 1st September 2009 I have taken the opportunity, along with the new Departmental Management Team, to review the Departmental structure approved in the spring of this year. For the Regeneration and Neighbourhoods Department, the currently approved structure comprises 8 divisions, is as follows –

- Procurement & Asset Management
- Support Services
- Transport & Engineering Services
- Neighbourhood Services
- Community Safety & Protection
- Planning & Economic Development
- Housing & Regeneration
- Emergency Planning – Cleveland Wide Function.

- 2.2 The report to Cabinet on 21st September 2009 approved the structure and implementation arrangements and also referred to the need to possibly receive further reports on functional structures once Directors had had time to assess the demands of the Business Transformation programme and the need to produce sustainable structures. It was also agreed that any review would be undertaken on the basis of real and identified need and to enable the Authority to both maintain service provision and maximise efficiency. I believe that there is a need to maximise efficiencies at third tier level to ease the pressure on fourth tier and below.

Support Services Division

- 2.3 The functions of the Support Services Division are set out below
- Administration
 - Financial Management & Resources

- Departmental ICT
- Workforce Development, Human Resources & Diversity
- Service Development
- Performance Management & Management Information

2.4 As a result of previous Cabinet decisions two of the main functions of this role are to be centralised, namely Financial Management & Resources and Departmental ICT.

2.5 Because of these changes I do not believe that the functions need or warrant a Chief Officer to head up their delivery. It is proposed therefore that the post of Assistant Director - Support Services be deleted and the following functions be transferred to the current Procurement & Asset Management Division and this Division be renamed the Resources Division.

- Administration
- Workforce Development, Human Resources & Diversity
- Service Development
- Performance Management & Management Information

Planning & Economic Development and Housing & Regeneration Divisions

2.6 Both of these Divisions are strategic areas with some hands on operational functions included such as Development Control, Building Control and Housing Options.

2.7 There is a need to bring together under one Assistant Director the Economic Development and Housing functions in line with Government policy and all party political thinking. At a recent Housing Market Renewal seminar the Government were at pains to reinforce the inextricable link between the two functions.

2.8 I also feel that there is a current weakness within the Council in respect of Housing Policy. We have operated for several years without a strategic housing manager at Assistant Director level and the former Director of Regeneration and Planning took on that role very successfully but that way of working is not sustainable.

2.9 Equally well our transport design and delivery is excellent but there is a need to complement the function with a policy strategy which ensures the synergy of spatial development with that of transport infrastructure, design and functionality.

2.10 My proposal is to combine these two Divisions and form a Regeneration & Planning Division and to transfer those day to day operational housing functions, namely: Housing Options, Special Needs and Private Housing, to the Community Safety & Protection Division.

2.11 Essentially the Private Housing section consists of some Environmental Health Officers and other Environmental Health support staff and sits better in the Division responsible for delivering Environmental Health and enforcement.

- 2.12 The new Regeneration & Planning Division will essentially have four strategic functions:- transport policy framework, regeneration, housing and planning.
- 2.13 Attached to this report marked **Appendix 1** is the proposed new structure with the functional alterations highlighted in bold and underlined.
- 2.14 Attached to this report as **Appendix 2** are two tables detailing the proposed implementation process in respect of both structural proposals. **This item contains exempt information under Schedule 12a of the Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely, Para 2 – Information which is likely to reveal the identity of an individual).**

3. RISKS

- 3.1 There are risks associated with these proposals.
- 3.2 The reduction in capacity at Assistant Director level will be difficult to manage. However I believe that the level of expertise of the fourth tier officers within the Department is of such a high standard that the loss of these posts and the experience that goes with them is manageable.
- 3.3 Throughout the process of Business Transformation however, it has been recognised by Cabinet that Assistant Directors will undertake a more strategic role and this will require fourth tier officers to attend formal meetings to provide support to Elected Members. There are no significant new higher level duties arising directly from a reduced number of Assistant Director posts.
- 3.4 Finally whilst I believe that this new structure will not only produce efficiencies but also a more effective department as with all parts of the Business Transformation programme this will be kept under review and any considerations in respect of this reported back to Cabinet.

4. FINANCIAL IMPLICATIONS

- 4.1 The deletion of three Assistant Director posts and the creation of one Assistant Director post will produce a combined saving as follows:

Year	Total Saving
2010/11	£189,145
2011/12	£185,768
2012/13	£182,390
2013/14	£179,013
2014/15	£175,635

- 4.2 The original Business Transformation plan however envisaged a reduction of one post in respect of Support Services. There may need to be some revision of current salaries at fourth tier level to reflect increased responsibilities but at the moment that is simply a health warning as there is no evidence to support any increases

until job evaluation and management profiles are applied to 4th tier posts. In line with the principles adopted for the management structure review any increases in 4th tier grades will need to be self-financing and funded from the overall cost envelopes set for the new departments.

- 4.3 There will be redundancy and early retirement costs but as this restructure is the next phase of Business Transformation then these costs will be met from the Business Transformation reserve set aside for such payments.

5. CONSULTATION

- 5.1 Consultations have taken place with Trades Union representatives and a copy of this report has been provided to the Hartlepool Joint Trades Union Committee. Trade Union representatives have also been invited to Cabinet to present their comments.
- 5.2 The initial response from the Trades Unions has been broadly supportive and any written comments will be circulated as soon as possible.
- 5.3 All Chief Officers affected by these proposals have been provided with a copy of this report and the agreed consultation process has been followed. Comments and any revised recommendations arising from those comments will be presented at the Cabinet meeting.

6. CONCLUSION

- 6.1 The proposals which have been developed have been based on a considered view of the current and likely requirements for service delivery and the shape of the Department most suited to delivering this.
- 6.2 These proposals produce substantial savings at the most senior level within the department but do not, I believe, compromise the ability of the department to deliver an excellent service and indeed strengthen the framework within which these services will be delivered.

7. RECOMMENDATIONS

Cabinet are requested to:

- i) Agree to the proposal to combine the Planning & Economic Development and Housing & Regeneration Divisions
- ii) Agree to the deletion of the Assistant Director posts for both Divisions
- iii) Agree to the establishment of a new post of Assistant Director - Regeneration & Planning
- iv) Agree to the deletion of the Assistant Director - Support Services post and to include the remaining functions of this post into the Procurement & Asset Management Division and to rename this Division, Resources.

- v) Agree to the other functional changes referred to in the report , namely the transfer of:
- Housing Options (Advice and Support)
 - Special Needs
 - Private Housing (Grants / Loans and Enforcement)
- From the Housing & Regeneration Division to the Community Safety & Protection Division
- vi) Agree where necessary to refer the posts to the LGE for evaluation.

Divisional Functions

Regeneration and Neighbourhoods Department

Emergency Planning –
Cleveland Wide Function

<u>Resources</u>	Transportation & Engineering Services	Neighbourhood Services	Community Safety & Protection	<u>Regeneration and Planning</u>
<ul style="list-style-type: none"> • Strategic Commissioning and Procurement • Strategic Asset Management (inc Child and Adult Services Estate) • Building Consultancy Programme and Project Management* • Corporate Property Management (including Child and Adult Services Estate) • Energy Management • Schools Transformation Procurement and Delivery (BSF & PCP) • Printing and Reprographic Service • <u>Administration</u> • <u>Workforce Development, Human Resources and Diversity</u> • <u>Service Development Performance Management and Management Information</u> 	<ul style="list-style-type: none"> • Strategic Transport Design / Implementation • Local Transport Plan • Integrated Transport Unit :- • Depot Logistics • Sustainable Travel • Camera Partnership • Road Safety Service • Passenger Transport Service • Fleet Service • Traffic and Transport Planning Service • Parking Highway Services • Engineering Consultancy • Contaminated Land • Coastal Protection • Land Drainage and Demolition • Civil Engineering Design and Construction • Structural design and construction • Project Management / CDM* 	<ul style="list-style-type: none"> • Neighbourhood Management • Neighbourhood Forums • Environment Partnership • Waste Management • Street Cleaning / Grounds Maintenance, Parks / Playing Fields, Allotments and Countryside • Cems and Crams • Pride in Hartlepool • Climate Change • Environmental Education • Environmental Enforcement • Facilities Management (building cleaning, school catering, building maintenance, stores and small plant, school services) • Public conveniences • Security 	<ul style="list-style-type: none"> • Safer Hartlepool Partnership (CDRP responsibilities) • ASB Unit • Youth Offending Service • Criminal Justice Interventions Team (Drug Interventions Programme & Prolific & other Priority Offender scheme) • SHP Planning & Commissioning for adult drug and alcohol services • Public Protection: • Licensing • Trading Standards • Food Hygiene • Health & Safety • Environmental protection, including pest control • Animal Health • Community Safety Policy • Community Cohesion Policy • Contest/Prevent • <u>Private Housing (Grants/Loans & Enforcement)</u> • <u>Housing Options (Advice & Support)</u> • <u>Special Needs</u> 	<ul style="list-style-type: none"> • <u>Spatial Planning Policy</u> • <u>Strategic Transport Policy Framework</u> • <u>Development Control</u> • <u>Building Control and Access</u> • <u>Landscape Planning and Conservation</u> • <u>Economic Development</u> • <u>Economic Forum support</u> • <u>Working Neighbourhoods Fund management</u> • <u>Sustainable Development Policy and Coordination</u> • <u>Regional/Sub Regional Engagement Boards</u> • <u>Multi Area Agreement (MAA)</u> • <u>Regeneration Programmes e.g. Single Programme & Homes and Communities Agency</u> • <u>Town wide Regeneration & Major Projects</u> • <u>Housing Strategy & Partnership</u> • <u>Affordable housing</u> • <u>Housing Market Renewal</u> • <u>Community Regeneration</u> • <u>Neighbourhood Renewal strategy</u> • <u>Neighbourhood action plans</u> • <u>Compact / Voluntary Sector</u>

<p style="text-align: center;">CABINET REPORT 16th November, 2009</p>
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Report of: Chief Financial Officer

Subject: QUARTER 2 – 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 September, 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 September, 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 16th November, 2009.

6. DECISION(S) REQUIRED

- 6.1 Cabinet is asked to note the report.

Report of: Chief Financial Officer

Subject: QUARTER 2 – 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 September, 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 2009/2010	3
4.	Accountable Body Programme	3
5.	Adult & Public Health Services Portfolio	4
6.	Children's Services Portfolio	4
7.	Community Safety & Housing Portfolio	6
8.	Culture, Leisure & Tourism Portfolio	6
9.	Regeneration & Economic Development Portfolio	6
10.	Transport and Neighbourhood Portfolio	7
11.	Finance & Performance Management Portfolio	8
12.	Recommendations	8
Appendix A	Capital Monitoring Summary	9
Appendix B	Accountable Body Monitoring Summary	10
Appendices C-J	Detailed Spend by Portfolio	11-18 & 20
Appendix I	Accountable Body Revenue Monitoring	19

- 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 September, 2009, totals £14,066,000, compared to the approved budget of £41,445, leaving £26,339,000 remaining expenditure expected to be spent in 2009/2010 with £728,000 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 September, 2009 and shows:

Column A - Scheme Title
 Column B - Budget for Year
 Column C - Actual expenditure to 30th September, 2009
 Column D - Expected remaining expenditure to be incurred in the period October 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 £912,000

of expenditure forecast which is funded through other grants, giving a total budget of £3,612,000 for the current financial year.

Appendix B shows the latest budget allocations against this target and expenditure as at 30th September, 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 September, 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 £997,000, compared to the approved budget of £2,467,000 with £1,470,000 remaining. While the actual expenditure to date is low it is anticipated that expenditure will be in line with budget at outturn.

5.1.3 As previously reported it had been planned to demolish the former Blakelock Day Centre and sell the vacant land. However, it has now been decided to sell both the land and building. It should be noted that although the demolition will not take place, costs have been incurred on this project through to tender stage. Officers are working to quantify the amount, which will be financed by the capital receipt.

5.1.4 There are no further items to bring to the Portfolio Holders attention.

6. CHILDREN'S SERVICES PORTFOLIO

6.1 Capital Monitoring for Period Ending 30th September, 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 £2,438,000, compared to the approved budget of £14,023,000, with £11,434,000 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 have now been received for some schemes and there is an under spend against the budget of £62,000 made up of the following: -

Scheme	Under spend (£)
Brierton – Install Boundary Fence	5,000
Brougham – Window Replacement	2,000
Catcote – Window Replacement	8,000
Fens – Window Replacement	3,000
Golden Flatts – Window Replacement Kitchen / Dining Hall	3,000
Lynnfield – Boiler Plant Replacement	6,000
Ward Jackson – Window Replacement	3,000
Schools Workforce Remodelling	31,000
Aggregate value of schemes less than £1,000	1,000
Total	62,000

The under spend will be moved to the unallocated budget to support future capital expenditure plans.

- 6.1.4 In addition, a comprehensive review of capital budgets brought forward from previous financial years has been undertaken. This has identified £89,000 relating to the following schemes which is not expected to be needed:

Scheme	Budget not required (£)
Brierton – Relocation to bottom site	7,000
Brierton – Conversion of top site to PRU	7,000
Carlton Outdoor Centre – Install Challenge Course & Climbing Wall	5,000
English Martyrs – Synthetic Turf Pitch	8,000
Grange – Replace Classrooms	26,000
Lynnfield – Community Learning Centre	3,000
Manor – New Science Lab	7,000
Manor – E-learning Centre	14,000
West View – Develop Football Facilities	5,000
Install Interactive Whiteboards at Various Schools	2,000
Improve Ventilation in ICT Suites at Various Schools	5,000
Total	89,000

It is proposed that this budget is moved to the unallocated budget to support future capital expenditure. In the unlikely event that additional payments are required, this can be funded from the contingency fund or from future years capital funding.

7. COMMUNITY SAFETY AND HOUSING PORTFOLIO

7.1 Capital Monitoring for Period Ending 30th September, 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 £3,039,000, compared to the approved budget of £7,197,000, with £4,158,000 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 September, 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 £170,000, compared to the approved budget of £2,361,000, with £2,187,000 remaining. While the actual expenditure is low it is anticipated that expenditure will be in line with budget at outturn.

8.1.3 The scheme to upgrade the shutters on the Ward Jackson Park Bandstand has been rephased pending identification of further funding sources. As a result £4,000 has been rephased to 2010/2011.

8.1.4 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 September, 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 £366,000, compared to the approved budget of £1,085,000, with £719,000 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 September, 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 £4,147,000, compared to the approved budget of £8,100,000, with £3,171,000 remaining and £724,000 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 aligned with Network Rail and it is not expected to be completed until 2010/2011.
- Monitoring of the Anhydrite Mine is due in 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 Town Wall has also just commenced is expected to be completed in December, 2010.
- The carriageway reinforcing at Catcote Road is likely to be delayed until 2010/2011 as additional Local Transport Plan (LTP) grant has yet to be approved. Traffic signals need to be installed first delaying the resurfacing works.

10.1.4 There are a number of variances on individual carriage resurfacing and reconstruction schemes, which are all grant funded as part of the Local Transport Plan (LTP). These arise from differences between the actual cost of the work compared to the budget estimates and are within budget overall.

10.1.5 There is a forecast favourable of variance of £58,000 in relation to the Public Conveniences scheme as a result of the total cost of the work been lower than to total budget over all years. Proposals for using this underspend will be considered by SCRAPT and a recommendation made to Cabinet.

11. FINANCE AND PERFORMANCE MANAGEMENT PORTFOLIO

11.1 Accountable Body Revenue Monitoring for Period Ending 30th September, 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 September, 2009 amounts to £1,059,000, resulting in a current favourable variance of £85,000. However, full year expenditure is expected to be on budget.

11.2 Capital Monitoring for Period Ending 30th September, 2009

11.2.1 **Appendix J, Table 1 Resources** – Actual expenditure to date amounts to £2,909,000, compared to the approved budget of £6,212,000, leaving £3,303,000 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 £233,000 against an approved budget of £1,401,000, leaving £1,168,000 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.

CAPITAL MONITORING REPORT TO 30th SEPTEMBER 2009

Line No	Portfolio	2009/10 Budget	2009/10 Actual to 30/09/2009	2009/10 Expenditure Remaining	2009/10 Expenditure Rephased to 2010/2011	2009/10 Expenditure	2009/10 Variance from budget Adverse/ (Favourable)
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F	Col. G (G=D+E+F) £'000	Col. H (H=G-C) £'000
		£'000	£'000	£'000	£'000	£'000	£'000
1	Adult & Public Health Services	2,467	997	1,470	0	2,467	0
2	Children's Services	14,023	2,438	11,434	0	13,872	(151)
3	Community Safety & Housing	7,197	3,039	4,055	0	7,094	(103)
4	Culture, Leisure & Tourism	2,361	170	2,187	4	2,361	0
5	Finance & Performance Management	6,212	2,909	3,303	0	6,212	0
6	Regeneration & Economic Development	1,085	366	719	0	1,085	0
7	Transport & Neighbourhood	8,100	4,147	3,171	724	8,042	(58)
8	Total Capital Expenditure	41,445	14,066	26,339	728	41,133	(312)

ACCOUNTABLE BODY PROGRAMMES - REPORT TO 30TH SEPTEMBER 2009

Line No	2009/10 Latest Budget	Accountable Body Programme	Actual Position 30/09/09			Projected Outcome Variance
			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	£'000
		<u>TABLE 1 - New Deal for Communities</u>				
1	2,211	Revenue Projects	1,144	1,059	(85)	0
2	1,401	Capital Projects	233	233	0	0
3	3,612	Total NDC	1,377	1,292	(85)	0

CAPITAL MONITORING REPORT PERIOD ENDING 30th SEPTEMBER 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 30/09/09 £'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	
7441	Adult Education - Neighbourhood Learning in Deprived Communities Fund	4	1	3	0	4	0	GRANT
7531	Adult Education - Office Accommodation	14	8	6	0	14	0	GRANT
7622	Adult Education- Capital Equipment Replacement	37	0	37	0	37	0	GRANT
7983	Blakelock Day Centre Demolition	115	13	102	0	115	0	MIX
7229	Cemetery Flooding Works	13	0	13	0	13	0	UDPB
7234	Chronically Sick & Disabled Adaptations	87	26	61	0	87	0	GRANT
7481	Improving Information Management (IIM) - IT Infrastructure	34	10	24	0	34	0	GRANT
7351	Improving Information Management (IIM) - IT Systems	4	3	1	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	748	749	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
8100	North Cemetery - Structural Repairs to Wall	60	0	60	0	60	0	UDPB
		2,467	997	1,470	0	2,467	0	

Key

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

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

CAPITAL MONITORING REPORT PERIOD ENDING 30th SEPTEMBER 2009

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR						
		B 2009/2010 Budget £'000	C 2009/2010 Actual as at 30/09/09 £'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
n/a	Aggregate Value of Schemes less than 1k (e.g. retention)	3	0	2	0	2	(1)	MIX
8075	Aiming Higher for Disabled Children	54	0	54	0	54	0	GRANT
7109	Brierton - Alterations re Dyke House Decant	440	26	414	0	440	0	MIX
7277	Brierton - Convert top site to Access 2 Learning School	7	0	0	0	0	(7)	MIX
7276	Brierton - Install/Move Boundary Fence	5	0	0	0	0	(5)	MIX
7275	Brierton - Relocation to Single Site	7	0	0	0	0	(7)	MIX
8070	Brinkburn Pool - Access, Facilities & Hoist	90	0	90	0	90	0	RCCO
8053	Brougham - Replace Boiler, Windows and Roof	115	0	115	0	115	0	GRANT
7933	Brougham - Window Replacement	2	0	0	0	0	(2)	MIX
7597	Bush Babies - Outside Play Area	23	23	0	0	23	0	MIX
8001	Capital Grants to External Nurseries (Early Years)	83	51	32	0	83	0	GRANT
7641	Carlton Outdoor Centre - Purchase & Install Challenge Course and Climbing Wall	5	0	0	0	0	(5)	MIX
7032	Carlton Outdoor Centre - Purchase of Minibus	22	0	22	0	22	0	MIX
7863	Carlton Outdoor Centre - Redevelopment Phase 2	90	0	90	0	90	0	MIX
7929	Catcote - Window Replacement	9	0	1	0	1	(8)	MIX
7901	CELTICS Project - Contact Point Enablement System (CELTICS)	32	0	32	0	32	0	GRANT
7426	Children & Families - Purchase & Install new Integrated Children's Computerised System	175	0	175	0	175	0	GRANT
7979	Children's Centres - Maintenance	39	12	27	0	39	0	GRANT
7596	City Learning Centre Equipment Purchase	150	107	43	0	150	0	GRANT
8055	Clavering - Window Replacement	40	34	6	0	40	0	GRANT
7858	Computers for Pupils	251	85	166	0	251	0	GRANT
7575	Dyke House - ICT Equipment Purchase	72	0	72	0	72	0	RCCO
8097	Early Years - General Sure Start Grant (Unallocated)	98	0	98	0	98	0	GRANT
7108	Education Development Centre - Alterations for A2L Relocation	250	75	175	0	250	0	MIX
8089	Education Development Centre - Roof Replacement with Enhancements	70	0	70	0	70	0	UCPB
8055	Education Development Centre - Window Replacement	30	0	30	0	30	0	UCPB
7628	Eldon Grove - Major Internal Works	2	2	0	0	2	0	RCCO
8065	Emergency Response - Contingency	96	0	96	0	96	0	MIX
7288	English Martyrs - New Sports Pitch	8	0	0	0	0	(8)	MIX
8057	Fens - Heating and Roof Replacement	22	11	11	0	22	0	GRANT
8058	Fens - Kitchen Roof Replacement	45	7	38	0	45	0	GRANT
7740	Fens - New Office Extension	20	0	20	0	20	0	RCCO
8092	Fens - Outdoor Educational Area for Foundation Unit	90	0	90	0	90	0	GRANT
7935	Fens - Window Replacement	4	1	0	0	1	(3)	MIX
9004	Funding (Modernisation, Access, RCCO) Currently Unallocated	351	0	351	0	351	0	MIX
8066	Gas Interlock Replacements - Various Schools	30	0	30	0	30	0	SCE (R)
8071	Golden Flatts - Caretaker's Boiler Emergency Replacement	4	2	2	0	4	0	SCE@
8093	Golden Flatts - Establish Nurture Area	6	0	6	0	6	0	GRANT
8058	Golden Flatts - Kitchen Roof Replacement	45	37	8	0	45	0	MIX
8082	Golden Flatts - Resource Learning Centre	30	7	23	0	30	0	GRANT
7923	Golden Flatts - Window Replacement Kitchen / Dining Hall	3	0	0	0	0	(3)	MIX
7295	Grange - Replace Classrooms (03/04)	26	0	0	0	0	(26)	GRANT
8051	Greatham - Roof Work Over Nursery and Hall	27	20	7	0	27	0	GRANT
7027	Harnessing Technology Grant	679	135	544	0	679	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
7814	ICT / Mobile Technology for Children's Social Workers	9	6	3	0	9	0	GRANT
7779	Improve Ventilation in ICT Suites (Owton Manor, Rossmere, West View)	5	0	0	0	0	(5)	RCCO
7977	Information System for Parents & Providers Project	2	0	2	0	2	0	GRANT
8072	Integrated Children's System Case Management Improvement	28	1	27	0	28	0	GRANT
7447	Interactive Whiteboards Purchase - Various Schools	2	0	0	0	0	(2)	GRANT
7533	Jesmond Rd - Relocate Nursery to create Foundation Unit, includes installation of ramps & internal works	6	0	6	0	6	0	MIX
7088	Jesmond Road - New Build Primary Capital Plus	3,600	289	3,311	0	3,600	0	MIX
7976	Kingsley - Convert Storage Areas into Classrooms (inc possible extension)	7	0	7	0	7	0	MIX
8050	Kingsley - Toilet and Window Replacement	113	90	23	0	113	0	GRANT
7938	Kingsley - Window Replacement North Elevation	1	0	1	0	1	0	MIX
7762	Lynnfield - Boiler Plant Replacement	6	0	0	0	0	(6)	GRANT
7057	Lynnfield - Build Community Facility	3	0	0	0	0	(3)	GRANT
8025	Lynnfield - Install Partitions	24	0	24	0	24	0	GRANT
7314	Manor - Build E-Learning Centre	14	0	0	0	0	(14)	MIX
7312	Manor - Build New Science Lab	7	0	0	0	0	(7)	MIX
7912	Manor - Replace External Doors - Improve Security	3	0	3	0	3	0	MIX
7110	Play Builder Grant	531	0	531	0	531	0	GRANT
7654	Rift House - Relocation of Nursery & Refurbish Existing Nursery to create a Children's Centre	6	0	6	0	6	0	GRANT
7928	Rift House - Resurface Car Park / Pedestrian Access	2	2	0	0	2	0	MIX
8060	Rift House, Annex 2 - Installation of Heating System	30	0	30	0	30	0	GRANT
7088	Rossmere - Primary Capital Plus Refit	1,400	58	1,342	0	1,400	0	MIX
7853	Rossmere Youth Centre - Boiler Replacement	55	0	55	0	55	0	UCPB
7421	School Travel Plans - Develop Cycle Storage at Schools	109	0	109	0	109	0	GRANT
7384	Schools Devolved Capital - Various Miscellaneous Individual Projects	1,426	290	1,136	0	1,426	0	GRANT

CAPITAL MONITORING REPORT PERIOD ENDING 30th September 2009

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR						H Type of financing
		B 2009/2010 Budget £'000	C 2009/2010 Actual as at 30/09/09 £'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	
7428	Schools Workforce Remodelling - Miscellaneous Projects to better utilise space	31	0	0	0	0	(31)	GRANT
7917	Springwell - Install Mobile Classroom	6	4	2	0	6	0	MIX
8069	Springwell - Replace Pool	60	0	60	0	60	0	MIX
8051	Springwell - Replace Roof	54	43	11	0	54	0	MIX
8051	St Helens - Replace Roof	112	95	17	0	112	0	GRANT
7997	St Hilds - Build Classroom of the Future	960	70	890	0	960	0	MIX
7597	St John Vianney Starfish Daycare Outside Play Area	31	27	4	0	31	0	MIX
7978	Stranton - Extension to Centre	211	208	3	0	211	0	MIX
7888	Stranton - Purchase & Install CCTV	2	0	2	0	2	0	RCCO
7763	Stranton - Replace Windows (07/08)	4	0	4	0	4	0	GRANT
7953	Supply and Install Mobile Classrooms	10	8	2	0	10	0	MIX
8023	Sure Start Central - Café Extension to Community Facilities	62	43	19	0	62	0	GRANT
8007	Sure Start Central - Garage Conversion / Equipment	33	33	0	0	33	0	MIX
7388	Sure Start Central - Improvement Works at Lowthian Road	2	0	2	0	2	0	MIX
8023	Sure Start North - Café Extension to Community Facilities	85	1	84	0	85	0	GRANT
7981	Throston - Extension to school to build Children's Centre	236	205	31	0	236	0	GRANT
8052	Throston - Rewire School 0910 Phase	5	0	5	0	5	0	MIX
8055	Throston - Window Replacement	68	53	15	0	68	0	MIX
8098	Unallocated Extended Schools Grant	186		186	0	186	0	GRANT
8067	Ward Jackson - Creation of Quiet Room	13	0	13	0	13	0	MIX
8061	Ward Jackson - Replacement of Roof and Windows	69	53	16	0	69	0	MIX
7918	Ward Jackson - Window Replacement	3	0	0	0	0	(3)	MIX
8062	West Park - Replace Windows and Heating	25	17	8	0	25	0	MIX
7340	West View - Develop Football Facilities	5	0	0	0	0	(5)	GRANT
7598	West View - Improve / Refurbish Nursery & Reception	11	0	11	0	11	0	GRANT
8063	West View - Replace Windows & Ground Resurfacing	58	49	9	0	58	0	GRANT
7463	Youth Capital Fund - Spend to be determined by Young People	65	46	19	0	65	0	GRANT
7089	Youth Capital Fund Plus	434	112	322	0	434	0	GRANT
		14,023	2,438	11,434	0	13,872	(151)	

Key

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

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

CAPITAL MONITORING REPORT PERIOD ENDING 30TH SEPTEMBER 2009

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR						
		B 2009/2010 Budget £'000	C 2009/2010 Actual as at 30/09/09 £'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 2008/2009 Variance from budget £'000	H Type of financing
7083	Hartlepool Business Security Fund	20	10	10	0	20	0	UCPB
7368	Building Safer Communities	45	0	45	0	45	0	GRANT
7431	Community Safety Strategy	124	0	124	0	124	0	MIX
8083	Drug Action Team - CCTV	10	10	0	0	10	0	UCPB
8101	Intergrated Offender Unit - Waterproofing and Refurbishment	25	0	0	0	25	0	UCPB
7107	"Growth Point" Government Grant Funded Housing Initiatives	443	159	284	0	443	0	GRANT
7118	8 Richardson Street / 34 Rodney Street	78	0	0	0	78	0	GRANT
7218	Mandatory Disabled Facilities Grant	554	361	193	0	554	0	GRANT
7219	Home Plus Grants (provided by Endeavour HA)	105	69	36	0	105	0	GRANT
7220	Private Sector Housing Grants	358	187	171	0	358	0	GRANT
7230	Housing Market Renewal (house purchases)	5,327	2,163	3,164	0	5,327	0	GRANT
7231	Housing Thermal Efficiency	99	80	19	0	99	0	GRANT
7404	HRA Residual Expenditure	9	0	9	0	9	0	RCCO
		7,197	3,039	4,055	0	7,197	0	

Key

RCCO
MIX
UCPB
SCE ©

Revenue Contribution towards Capital
Combination of Funding Types
Unsupported Corporate Prudential Borrowing
Supported Capital Expenditure (Revenue)

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

CAPITAL MONITORING REPORT PERIOD ENDING 30th SEPTEMBER 2009

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR						
		B 2009/2010 Budget £'000	C 2009/2010 Actual as at 30/09/09 £'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	1	0	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 - Revolving Door	78	0	78	0	78	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	29	26	3	0	29	0	UCPB
8095	Central Library New Signage	7	0	7	0	7	0	UCPB
8094	Central Library - Toilets DDA Compliance	1	0	1	0	1	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	11	12	0	23	0	RCCO
7992	Grayfields Sports Junior Pitches	147	0	147	0	147	0	MIX
7213	Grayfields Sports Pavillion / 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
8086	Hartlepool Maritime Experience - Adult Changing Facility	20	0	20	0	20	0	UCPB
7995	Induction Loops for Hard of Hearing	28	0	28	0	28	0	UCPB
7831	Jutland Road Community Centre - Internal Alterations	2	0	2	0	2	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 - Changing Village	694	1	693	0	694	0	GRANT
8019	Mill House Leisure Centre Internal Doors - Disabled Access	8	8	0	0	8	0	UCPB
8084	Mill House Leisure Centre - Combined Heat & Power Unit	95	0	95	0	95	0	UCPB
7865	Museum of Harlepool - new display areas	1	1	0	0	1	0	MIX
7887	Nicholson Fields Allotments - Security Improvements	22	0	22	0	22	0	RCCO
7853	Owton Manor Community Centre Boiler Replacement	35	0	35	0	35	0	UCPB
8090	Owton Manor Library Roof Replacement	25	0	25	0	25	0	UCPB
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
8051	Seaton Carew Community Centre Roof Replacement	70	0	70	0	70	0	UCPB
tba	Skateboard Park - to be allocated	70	0	70	0	70	0	RCCO
7991	St Patricks Multi Use Games Area	1	1	0	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	0	4	4	0	MIX
7590	Ward Jackson Park Car Park - Improvement Works	68	62	6	0	68	0	MIX
7081	Waverly Terrace Community Allotment Fencing	13	13	0	0	13	0	MIX
8087	Wingfield Castle - Vehicle Deck Replacement	105	0	105	0	105	0	UCPB
				0				
		2,361	170	2,187	4	2,361	0	

Key

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

CAPITAL MONITORING REPORT PERIOD ENDING 30th SEPTEMBER 2009

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR						
		B 2009/2010 Budget £'000	C 2009/2010 Actual as at 30/09/09 £'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
7015	Targeted Private Housing Improvements	24	6	18	0	24	0	CAP REC
7045	Townscape Heritage Initiative Key Buildings Headland	60	55	5	0	60	0	GRANT
7866	Friarage Manor House	18	0	18	0	18	0	CAP REC
7895	Economic Development - Industrial & Commercial - Grants to Businesses	275	93	182	0	275	0	UCPB
7896	Brougham Enterprise Centre Toilet & Shower Facilities	40	0	40	0	40	0	UCPB
7897	Regeneration Match Funding	227	7	220	0	227	0	UCPB
8054	Victoria Buildings Townscape Heritage Initiative	200	80	120	0	200	0	MIX
8076	Wharton Terrace Improvements	151	125	26	0	151	0	MIX
8099	Hartlepool Enterprise Centre - New Windows Installation	90	0	90	0	90	0	UCPB
		1,085	366	719	0	1,085	0	

Key

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

CAPITAL MONITORING REPORT PERIOD ENDING 30th SEPTEMBER 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 30/09/09 £'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		
7044	Zebra Crossings	3	0	3	0	3	0	MIX	
7084	Camera Partnership	41	0	41	0	41	0	GRANT	
7206	CSS Social Lighting Programme	7	0	7	0	7	0	UCPB	
7207	LTP-Community Safety-Car Park Security/CCTV	98	0	98	0	98	0	SPB	
7235	Low Floor Infrastructure	36	1	35	0	36	0	SPB	
7236	Bus Shelter Improvements	49	10	39	0	49	0	SPB	
7237	Cycle Routes General	152	2	150	0	152	0	MIX	
7240	Hartlepool Transport Interchange	1,546	1,396	0	150	1,546	0	SPB	
7241	Dropped Crossings	30	23	7	0	30	0	SPB	
7242	Other Street Lighting	70	0	70	0	70	0	MIX	
7244	Travel Plans - promotional materials	19	0	19	0	19	0	SPB	
7247	Bus Quality Corridor - Bus-stop Flagpoles	6	6	0	0	6	0	SPB	
7250	Sustainable Travel Awareness	14	4	10	0	14	0	GRANT	
7251	Public Transport CCTV	20	0	20	0	20	0	GRANT	
7252	Safer Streets Initiative	20	0	20	0	20	0	GRANT	
7424	Pride in Hartlepool	15	8	7	0	15	0	UCPB	
7487	Local Transportation Plan-Monitoring	5	0	5	0	5	0	SPB	
7499	Lithgo Close - Contaminated Land	384	237	132	15	384	0	MIX	
7508	Anhydrite Mine	125	10	0	115	125	0	UCPB	
7541	Safer Routes to School	81	3	78	0	81	0	GRANT	
7542	LTP - Parking Lay-By	19	0	19	0	19	0	SPB	
7544	LTP - Shop Mobility	40	0	0	40	40	0	SPB	
7545	LTP - Motorcycle Training	20	0	20	0	20	0	GRANT	
7546	LTP - Road Safety Education & Training	25	0	25	0	25	0	GRANT	
7549	LTP - Other Bridge Schemes	70	0	70	0	70	0	SPB	
7580	Highways Remedial Works - Hartlepool Marina	4	0	0	4	4	0	TDC	
7581	Tees Valley Boundary Signs	5	1	4	0	5	0	GRANT	
7605	Focus Section 278	6	0	6	0	6	0	GRANT	
7644	LTP - School Travel Plans	9	8	1	0	9	0	SPB	
7645	LTP - General	42	0	42	0	42	0	SPB	
7706	Waterproofing Phase 2 - Multi Storey Car Park	290	107	183	0	290	0	UCPB	
7707	Highways Maintenance - Other Schemes (non LTP)	40	0	40	0	40	0	UCPB	
7734	LTP - Highways Major Works	400	3	397	0	400	0	SPB	
7835	Primary Health Care Centre Park Road	80	14	66	0	80	0	CAP REC	
7847	Coast Protection - Headland Fencing and Promenade	12	6	6	0	12	0	CAP REC	
7852	Highway Improvements - TESCO Secion 106 Expenditure	334	41	83	210	334	0	GRANT	
7891	Strategy Study - Seaton Carew	716	447	239	30	716	0	GRANT	
7892	Strategy Study - Town Wall	482	360	22	100	482	0	GRANT	
7899	Coast Protection UPB	133	123	10	0	133	0	UCPB	
7906	Bryan Hanson House On Street Parking	23	1	22	0	23	0	UDPB	
7955	LTP-Cycling-Advanced Stop Sign	5	0	5	0	5	0	GRANT	
7956	LTP-Cycle Route Signage	8	0	8	0	8	0	SPB	
7957	LTP-Seaton Carew Railway Station Improvements	37	0	37	0	37	0	SPB	
7959	LTP-Other Walking Schemes	47	0	47	0	47	0	SPB	
7961	LTP-School 20mph Zones	10	0	10	0	10	0	SPB	
7964	LTP-HM-Hart Lane Carriageway Reconstruction	22	0	1	0	1	(21)	GRANT	
7965	LTP-HM-Catcote Turning Circle Reconstruction	4	0	4	0	4	0	MIX	
7968	HM-Fletcher Walk Footway Reconstruction	4	4	0	0	4	0	UCPB	
7970	HM-Oxford Street Footway Reconstruction	4	4	0	0	4	0	SPB	
7972	Miscellaneous Traffic Management Schemes	16	1	15	0	16	0	SPB	
7973	Miscellaneous Safety Schemes	25	9	16	0	25	0	GRANT	
7984	King Oswy Drive Cycleway Improvements	9	0	9	0	9	0	SPB	
8006	Access Road to Briarfields	20	0	20	0	20	0	CAP REC	
8015	Tesco-New Entrance/Junction/Lights Section 278	1	1	0	0	1	0	GRANT	
8026	Transport Asset Management	16	0	16	0	16	0	GRANT	
8027	Carriageway Reconst.-John Howe Gdns to Holdforth Rd	50	50	0	0	50	0	GRANT	
8028	Carriageway Reconst.-Wooler Road	150	114	0	0	114	(36)	GRANT	
8029	Carriageway Reconst.-The Cliff/Coronation Drive	30	49	0	0	49	19	GRANT	
8030	Carriageway Resurfacing-Miers Ave	12	0	12	0	12	0	GRANT	
8031	Carriageway Resurfacing.-Frederick Street	15	13	0	0	13	(2)	GRANT	
8032	Carriageway Resurfacing.-Brus shops	8	9	0	0	9	1	GRANT	
8033	Carriageway Resurfacing.-Church Square	80	0	80	0	80	0	GRANT	
8034	Carriageway Resurfacing.-Victoria Road Church Square	87	0	87	0	87	0	GRANT	
8035	Carriageway Resurfacing.-Granville Ave	12	10	0	0	10	(2)	GRANT	
8036	Carriageway Resurfacing.-Dalton Village Road	22	27	0	0	27	5	GRANT	
8037	Carriageway Resurfacing.-Catcote Road	60	0	0	60	60	0	GRANT	
8038	Carriageway Resurfacing.-Catcote Road/Brierton	3	3	0	0	3	0	GRANT	
8039	Carriageway Resurfacing.Elgin Road	12	8	0	0	8	(4)	GRANT	
8040	Carriageway Resurfacing.FordyceRoad,Eskdale Road and	18	20	0	0	20	2	GRANT	
8041	Carriageway Resurfacing.Owton Manor Lane	42	53	0	0	53	11	GRANT	
8042	Carriageway Resurfacing.Queen St	22	22	0	0	22	0	GRANT	
8043	Footway Reconstruction - Clavering	3	15	0	0	15	12	GRANT	
8044	Footway Reconstruction - York Road	46	61	0	0	61	15	GRANT	
8045	Footway Reconstruction - Everett St	1	0	1	0	1	0	GRANT	
8046	LTP3 Monitoring	15	0	15	0	15	0	GRANT	
8080	Construction of New Saltbarn	300	300	0	0	300	0	UCPB	
8081	Non Adopted Highway Areas	100	59	41	0	100	0	UCPB	

CAPITAL MONITORING REPORT PERIOD ENDING 30th SEPTEMBER 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 30/09/09 £'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
7272	Wheelie Bin Purchase	45	10	35	0	45	0	UDPB
7465	Recycling Scheme (containers etc)	51	38	13	0	51	0	UDPB
7720	Public Conveniences	368	265	45	0	310	(58)	UDPB
7821	Waste Performance Efficiency Grant (containers etc)	233	82	151	0	233	0	UDPB
8079	Household Waste Recycling Scheme	300	0	300	0	300	0	GRANT
7999	Marina Way Landscaping	81	43	38	0	81	0	RCCO
7222	Minor Works - North Area	71	0	71	0	71	0	MIX
7223	Minor Works - South Area	73	0	73	0	73	0	MIX
7224	Minor Works - Central Area	91	66	25	0	91	0	MIX
		8,100	4,147	3,171	724	8,042	(58)	

Key

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

ACCOUNTABLE BODY REVENUE MONITORING REPORT PERIOD ENDING 30th SEPTEMBER 2009

TABLE 1 - NEW DEAL FOR COMMUNITIES

Line No	2009/10 Budget	Description of Best Value Unit	Actual Position 30/09/09			Projected Outturn Variance
			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	£'000
1	41	Anti Social Behaviour	21	15	(6)	0
2	20	Back to Work Grant	10	4	(6)	0
3	1	Building Modernisation Grant	1	0	(1)	0
4	41	Business Support Manager	20	23	3	0
5	14	Children's Emotional Wellbeing	7	7	0	0
6	144	Children's Learning and Activities project	72	51	(21)	0
7	53	Communities Project	27	29	2	0
8	83	Community Development Work	42	33	(9)	0
9	134	Community Housing Plan Delivery Costs 2008-11	71	71	0	0
10	60	Community Learning Centre - Lynnfield	0	0	0	0
11	5	Community Learning Centre - Stranton	0	0	0	0
12	4	Community Transport	2	3	1	0
13	69	Crime Premises	40	19	(21)	0
14	25	Educational Achievement Project Phase II	0	0	0	0
15	14	Enterprise Support Scheme	14	15	1	0
16	8	Ethnic Minorities Project	8	8	0	0
17	94	Evaluation Project	44	31	(13)	0
18	10	Family Support	10	15	5	0
19	19	Football Development Officer	0	0	0	0
20	44	Hartlepool NDC Trust	18	25	7	0
21	5	Home Improvement Project	3	0	(3)	0
22	48	Key Stage 2&3 Transition	0	0	0	0
23	7	Longhill - ILM Scheme	7	5	(2)	0
24	39	Longhill - Site Manger	20	20	(0)	0
25	25	Low Level support	19	19	0	0
26	1	Lynnfield Play Area	0	0	0	0
27	403	Management & Administration	201	194	(7)	0
28	264	Neighbourhood Management Phase II	112	119	7	0
29	83	Opening Doors - Phase III	83	83	0	0
30	1	Osbourne Road Hall	1	1	0	0
31	140	People's Access to Health	140	140	0	0
32	23	People's Centre	23	23	0	0
33	13	Police Community Support Officers	12	12	0	0
34	90	Raising Aspirations	0	0	0	0
35	2	Resident Association Support	1	1	0	0
36	2	RSG Laptops	1	1	0	0
37	52	Selective Licensing in the Private Rented Sector	26	0	(26)	0
38	24	Sustaining Attainment	0	0	0	0
39	13	Sustaining Consultancy Fund	6	4	(2)	0
40	12	Victim Support	6	6	0	0
41	10	Young Persons Emotional Wellbeing	5	5	0	0
42	71	Youth Project	71	77	6	0
43	2,211		1,144	1,059	(85)	0

CAPITAL MONITORING REPORT PERIOD ENDING 30th SEPTEMBER 2009

TABLE 1 - RESOURCES

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR						
		B 2009/2010 Budget £'000	C 2009/2010 Actual as at 30/09/09 £'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
7466	Vehicle Purchases	1,486	1,080	406	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 Flattlets Demolition	0	0	0	0	0	0	CAP REC
7264	Mobile Benefits	21	0	21	0	21	0	CAP REC
7418	St Benedicts Barlow's Building Demolition	0	0	0	0	0	0	CAP REC
7468	IT Strategy	500	0	500	0	500	0	UDPB
7623	Corporate IT Projects	72	12	60	0	72	0	CAP REC
7634	Town Centre LIFT Scheme	0	0	0	0	0	0	CAP REC
7446	Electronic Document & Records Management System & Workflow	20	20	0	0	20	0	RCCO
7471	Electronic Document & Records Management System - Phase 2	57	57	0	0	57	0	RCCO
7631	Members ICT/Remote Access	15	13	2	0	15	0	CAP REC
7467	War Memorials Refurbishment	8	0	8	0	8	0	UCPB
7837	Microsoft Outlook Migration	46	23	23	0	46	0	UCPB
8050	ICLIPSE Implementation	89	145	(56)	0	89	0	UCPB
7026	Sir William Gray House - Fire Alarm	25	0	25	0	25	0	UCPB
7031	Civic Centre - Replace Sprinkler System	81	62	19	0	81	0	UCPB
7036	SCRAPT 2009-2010 not yet allocated to individual schemes	298	0	298	0	298	0	UCPB
7037	Civic Centre Toilets	137	0	137	0	137	0	UCPB
7041	CPM Unallocated	24	0	24	0	24	0	RCCO
7048	Unallocated Health & Safety Issues	175	0	175	0	175	0	UCPB
7113	Bryan Hanson House Carpet Renewal	43	43	0	0	43	0	UCPB
7115	Civic Centre Ramp	180	0	180	0	180	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	1,394	392	0	1,786	0	UCPB
7257	Disabled Adaptations	111	0	111	0	111	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	1	7	0	8	0	UCPB
7988	Lynn St Garage - Install Overhead Heaters	50	50	0	0	50	0	UCPB
7989	Access System - Municipal Buildings	9	0	9	0	9	0	UCPB
TBA	Seaton Clock	3	0	3	0	3	0	RCCO
8049	St Hilda's Church Work to North and West Dials	25	9	16	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
TBA	Sir William Gray House - Install Emergency Lights	25	0	25	0	25	0	UCPB
TBA	Administration Buildings - Enhancement Works	20	0	20	0	20	0	UCPB
TBA	Civic Centre - Enhancement Works	20	0	20	0	20	0	UCPB
8085	Lynn Street Depot - Electrical Installation	55	0	55	0	55	0	UCPB
8102	Lynn Street Depot - Re-roof Garage	40	0	40	0	40	0	UCPB
		6,212	2,909	3,303	0	6,212	0	

TABLE 2 - NEW DEAL FOR COMMUNITIES

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR						
		B 2009/2010 Budget £'000	C 2009/2010 Actual as at 30/09/09 £'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
7059/7060/7971	Longhill Business Security and Environmental Improvements	2	2	0	0	2	0	NDC
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	22	6	0	28	0	NDC
7038	Opening Doors Phase III	275	58	217.0	0	275	0	NDC
7050	Osbourne Road Hall	3	1	2	0	3	0	NDC
7051	Voluntary Sector Premises Pool	25	16	9	0	25	0	NDC
8003	Sustaining Centres	45	0	45	0	45	0	NDC
7086	Lynnfield Play Area	40	16	24	0	40	0	NDC
7069	Longhill Junction Improvements	9	9	0.0	0	9	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	33	16	17	0	33	0	NDC
7079	Home Improvement Project	597	72	525	0	597	0	MIX
7056	Target Hardening Ph2	0	0	0.0	0	0	0	NDC
7071	Area Modelling Grant	0	0	0.0	0	0	0	MIX
		1,401	233	1,168	0	1,401	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