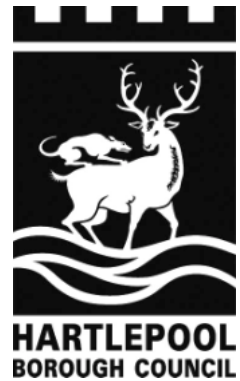


# **NEIGHBOURHOOD SERVICES SCRUTINY FORUM AGENDA**



**Monday, 26 October 2009**

**at 4.00 pm**

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

**MEMBERS: NEIGHBOURHOOD SERVICES SCRUTINY FORUM**

Councillors S Akers-Belcher, Barker, R Cook, Coward, Fleming, J Marshall, Rogan, Worthy and Wright

Resident Representatives: John Cambridge and Brenda Loynes

**1. APOLOGIES FOR ABSENCE**

**2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**

**3. MINUTES**

3.1 To confirm the minutes of the meeting held on 21 September 2009 *(to follow)*

**4. RESPONSES FROM THE COUNCIL, THE EXECUTIVE OR COMMITTEES OF THE COUNCIL TO FINAL REPORTS OF THIS FORUM**

No items.

**5. CONSIDERATION OF REQUEST FOR SCRUTINY REVIEWS REFERRED VIA SCRUTINY CO-ORDINATING COMMITTEE**

No items.

6. **CONSIDERATION OF PROGRESS REPORTS / BUDGET AND POLICY  
FRAMEWORK DOCUMENTS**

No items

7. **ITEMS FOR DISCUSSION**

**Scrutiny Investigation into Climate Change and Carbon Management**

7.1 Evidence from a representative from Middlesbrough Council (*subject to availability*):-

- (a) Covering report – *Scrutiny Support Officer*; and
- (b) Verbal evidence from a representative from Middlesbrough Council (*subject to availability*)

7.2 Evidence from the Council's Regeneration and Neighbourhoods Department:-

- (a) Covering report – *Scrutiny Support Officer*;
- (b) Written evidence from the Regeneration and Neighbourhoods Department and
- (c) Verbal evidence from the Public Lighting Manager

7.3 Evidence from the Mayor as Portfolio Holder for Community Safety and Housing and evidence from the Chair of Hartlepool's Environment Partnership:-

- (a) Covering Report – *Scrutiny Support Officer*; and
- (b) Written evidence from the Mayor as Portfolio Holder for Community Safety and Housing; and
- (c) Written evidence from the Chair of Hartlepool's Environment Partnership.

7.4 Forum participation in a climate change activity session in conjunction with 11 Million Day:-

- (a) Covering Report – *Scrutiny Support Officer*; and
- (b) Discussion – *Members of the Forum*

8. **ISSUES IDENTIFIED FROM FORWARD PLAN**

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

**Date of next meeting –**

Monday, 9 November 2009, commencing at 10.00 a.m in Committee Room B,  
Civic Centre, Hartlepool

# **NEIGHBOURHOOD SERVICES SCRUTINY FORUM**

## **MINUTES**

21 September 2009

The meeting commenced at 4.00 pm in the Civic Centre, Hartlepool

### **Present:**

Councillor: Stephen Akers-Belcher (In the Chair)

Councillors: Caroline Barker, Rob W Cook and Trevor Rogan

In accordance with Council Procedure Rule 4.2 (ii), Councillor Christopher Akers-Belcher attended as a substitute for Councillor Gladys Worthy

Resident Representatives:

John Cambridge and Brenda Loynes

Officers:

Dave Stubbs, Director of Neighbourhood Services  
Sylvia Pinkney, Consumer Services Manager  
Sylvia Tempest, Environmental Standards Manager  
Paul Hurwood, Climate Change Officer  
Laura Starrs, Scrutiny Support Officer  
Angela Hunter, Principal Democratic Services Officer

### **18. Apologies for Absence**

Apologies for absence were received from Councillors John Coward, Gladys Worthy and Edna Wright.

### **19. Declarations of interest by Members**

None.

### **20. Minutes of the meeting held on 17 August 2009**

Confirmed.

**21. Responses from the Council, the Executive or Committees of the Council to Final Reports of this Forum**

None.

**22. Consideration of request for scrutiny reviews referred via Scrutiny Co-ordinating Committee**

None.

**23. Consideration of progress reports/budget and policy framework documents – Food Law Enforcement Service Plan 2009-2010** *(Director of Neighbourhood Services)*

The Consumer Services Manager presented a detailed and comprehensive report which requested Members' consideration of the Food Law Enforcement Service Plan for 2009-2010 which was a requirement under the Budget and Policy Framework. The Food Law Enforcement Service Plan for 2009-2010 was attached at Appendix 1. Members were asked to note that the Plan had been considered by Cabinet and would be submitted again to Cabinet prior to consideration by Council.

A summary of the main issues raised in the Plan were included within the report and highlighted that a total of 417 food hygiene premises inspections were undertaken in 2008-09 which equated to 99% of all programmed inspections planned for the year. However, it was noted that only 156 food standards inspections were undertaken which equated to 73%. Since the launch of the Tees Valley Food Hygiene Award Scheme on 1 April 2007 the statistics had shown that the number of premises awarded 3 stars and above had risen significantly from 53% to 87.8%.

Members were asked to note that during 2009-10, 360 programmed food hygiene inspections, 146 programmed food standards inspections and 41 food hygiene inspections were planned with an estimated 80 revisits and 70 additional visits to new/changed premises. The volume of inspections and the need to carry out many of them outside normal working hours would place an additional demand on an already heavy workload.

A discussion ensued which included the following issues:

- (i) A Member raised concern that there were still a number of businesses rated 2\* or below and asked what measures were in place to ensure these businesses improved qualities and standards. The Consumer Services Manager confirmed that the legislation indicates that the 2\* rating was broadly compliant which meant that the business was hitting

most of the requirements. In response to a question, the Consumer Services Manager clarified that the Food Standards Agency's definition of broadly complaint meant that the business scored 10 out of a possible 20 on food hygiene related matters, management, food hygiene activities carried out as well as the structural aspects of the premises.

- (ii) Clarification was sought on the total number of premises and how this had reduced by 41 since 2008/09. The Consumer Services Manager confirmed that this number fluctuates throughout the year due to changes in management or closures of premises.
- (iii) The publication of the star ratings was discussed and the Consumer Services Manager indicated that the information was on the Council's website and was updated regularly. The Chair requested that this list be circulated to all Members of the Forum for their information.
- (iv) A Member sought clarification on the reference to new/changed premises and how they were identified. The Consumer Services Manager confirmed that the whole inspection process would start again where any business had new management arrangements put into place. It was confirmed that should new owners take over and leave the current management arrangements in place, the existing inspection regime would continue. However, Members were asked to note that officers had the discretion to re-risk rate any premises in light of minor changes to the management structure should this be deemed necessary.
- (v) The training requirements of the legislation were questioned and whether businesses could accredit their employees through this legislation. The Consumer Services Manager confirmed that the legislation requires training to be commensurate with the level of activity undertaken by employees. This information did form part of the inspection process and contributed to the star rating of the businesses. The Director of Neighbourhood Services informed Members that the possibility of the Council's catering team providing this training for businesses was currently being explored.
- (vi) In response to a resident representative's question, the Consumer Services Manager confirmed that there was no legal requirement for businesses to display their star rating certificate. However, where a star rating had reduced in a business, the old certificate was removed from the premises.
- (vii) A Member asked if a member of the public felt there had been a decline in the quality of food provided by a particular business, was there a referral process in place? The Consumer Services Manager indicated that there was a complaints process in place and should a complaint be received in relation to reported foreign bodies in food or the cleanliness of a business, this would be dealt with as a complaint within two working days.
- (viii) A resident representative questioned when the star rating certificate was given to a business once inspected. The Consumer Services Manager indicated that the officer undertaking the inspection would give the management an indication of the star rating at the end of the inspection. However, this would then be confirmed for audit purposes and the management would be written to informing them of any improvements

that were required along with the business' star rating. The certificates were issued on a monthly basis.

- (ix) There was disappointment that businesses were not required to display their star rating certificate. The Consumer Services Manager confirmed that the scheme was a voluntary scheme used across the Tees Valley and businesses had the choice whether to display their star rating certificate. However, local authorities were lobbying the Food Standards Agency to make the display of the certificates mandatory. There was a legal requirement to display the food hygiene certificates that related to the business and its employees.
- (x) A Member suggested that the publication of the star ratings achieved in businesses across the town could be published in the Council's Hartbeat magazine. The Consumer Services Manager confirmed that when this information was published, standards across a number of premises tend to improve.

### **Decision**

- (i) Members noted the Food Law Enforcement Plan.
- (ii) A list of the star ratings achieved by businesses across the town be circulated to all Members of the Forum.
- (iii) That the star ratings achieved by businesses across the town be published in a future edition of the Council's Hartbeat magazine.

## **24. Scrutiny Investigation into Climate Change and Carbon Management – Setting the Scene** *(Scrutiny Support Officer/Environmental Standards Manager)*

### **Scrutiny Investigation into Climate Change and Carbon Management – Carbon Reduction Commitment** *(Scrutiny Support Officer/Climate Change Officer)*

As part of the scrutiny investigation into Climate Change and Carbon Management, the Environmental Standards Manager and Climate Change Officer gave detailed and comprehensive presentations on climate change and the carbon management programme. The Chair agreed to take both presentations first and then questions from the Forum.

The Environmental Standards Manager's presentation highlighted the natural and man-made causes of climate change and explained what was meant by the term the greenhouse effect. The implications for Hartlepool Borough Council were detailed in the presentation and included the impact on:

- the natural environment
- the built environment
- human health and wellbeing

During the presentation on the Carbon Reduction Commitment given by the Climate Change Officer, Members were asked to note that Hartlepool Borough Council had been accepted onto Phase 7 of the Local Authority Carbon Management Programme (LACMP). This programme provided support to help Local Authorities realise carbon emissions savings and meet the challenging targets set by the Government. The programme was managed by a Programme Board which included the Chief Executive and Councillor Peter Jackson (Portfolio Holder for Neighbourhoods and Communities). It was confirmed that various carbon saving projects were already being delivered with further projects to follow and they were detailed within the presentation.

The Director of Neighbourhoods and Regeneration confirmed that the Council had agreed to reduce carbon emissions by 10% in the next year with an aspirational target of a 35% reduction in the next 5 years. The potential implications for the Council were detailed within the presentation and highlighted the level of reward/penalty available over the next 5 years depending on the level of carbon reduction achieved.

A discussion ensued which included the following issues:

- (i) Clarification was sought on whether the energy useage of employees who worked from home was taken into account when the level of energy useage for the local authority was calculated? The Director of Neighbourhoods and Regeneration confirmed that the system used to measure energy useage in the workplace was not sophisticated enough to enable home useage to be taken into account. The Environmental Standards Manager commented that one of the aims of home working was to rationalise accommodation and reduce the number of buildings being used by the Council and therefore reduce energy useage. However, the energy consumption of individuals should not increase significantly due to increasing home working although guidance on this issue was currently being prepared.
- (ii) A Member questioned whether the energy useage of Northgate, a private company and the Council's IT providers, was factored within the Council's useage? The Director of Neighbourhoods and Regeneration confirmed that Northgate's energy useage was included within the Council's and they were working in partnership with the Council to reduce carbon emissions.
- (iii) There was some concern among Members about the international commitment to carbon/energy use reduction from some countries and how this would impact on the efforts made in this country. The Director of Neighbourhoods and Regeneration confirmed that this country had a real social responsibility towards carbon reduction in view of the industrial revolution although it was accepted that without international commitment this would be difficult. However, it was hoped that through this investigation, Members and Officers would be convinced of how fundamentally important this issue was.
- (iv) A Member queried how the amount of carbon reduction was identified? The Climate Change Officer confirmed that a national



indicator was in place that required a carbon footprint to be calculated for the local authority using various measures, ie energy use from buildings and street lighting which were calculated using the comprehensive energy use statistics provided by the Energy Manager and the energy bills for the provision of street lighting. The Director of Neighbourhoods and Regenerations commented that schools make up approximately 50% of the local authority's energy use and were included within this figure. The Environmental Standards Manager informed Members that officers were working with schools on a regular basis to explore ways of reducing energy useage.

- (v) Clarification was sought on whether the Building Schools for the Future Programme would ensure that the most efficient technology was being used within schools. The Director of Neighbourhoods and Regeneration confirmed that all schools were already operating at a fairly high level of energy efficiency and officers were working in partnership with the Carbon Trust to explore further ways of saving energy within schools.
- (vi) A resident representative commented that some road signs were using solar panels and questioned whether this was being rolled out across all road signs. The Director of Neighbourhoods and Regeneration confirmed that this was currently being explored further including the use of solar panels for street lighting and wind turbines.
- (vii) It was reported that on a number of occasions the lights within the recently closed Brierton School had been on and it was questioned whether this was wasting energy resources. The Director of Neighbourhoods and Regeneration confirmed that some lights were on for security reasons plus work was underway within the school for the relocation of the Dyke House Secondary School pupils to the former Brierton School. However, Members were reassured that the Director of Neighbourhoods and Regeneration would look into this to ensure that lights were used only where necessary.
- (viii) A Member sought clarification on where any savings achieved through carbon reduction would be allocated to. The Director of Neighbourhoods and Regeneration confirmed that 50% of any savings would be reinvested and 50% would be allocated to the general fund from business transformation savings. The Climate Change Officer added that any savings achieved through the energy efficiency improvements provided through the £100k interest free loan from the Carbon Trust would include scope for reinvestment.
- (ix) A Member asked if there was any scope for community groups who use local authority buildings to apply for funding to improve the buildings they hire in terms of grants? The Director of Neighbourhoods and Regeneration confirmed that all local authority buildings would be maintained by the local authority. However, it was noted that there may be grants available to community and residents groups that the local authority were excluded from applying for.

- (x) A Member suggested that all future meetings of the Neighbourhood Services Scrutiny Forum should be held in a smaller room with lower energy use within the civic suite to lead by example.

The Director of Neighbourhoods and Regeneration, the Environmental Standards Manager and the Climate Change Officer were thanked for their informative presentations and for answering Members questions.

### **Decision**

- (i) The contents of both presentations were noted and would be used to inform Members during this investigation.
- (ii) It was requested that all future meetings of the Neighbourhood Services Scrutiny Forum be held in Committee Room B.

The meeting concluded at 5.10 pm.

CHAIRMAN

## NEIGHBOURHOOD SERVICES SCRUTINY FORUM REPORT

26 October 2009



**Report of:** Scrutiny Support Officer

**Subject:** CLIMATE CHANGE AND CARBON MANAGEMENT –  
EVIDENCE FROM A REPRESENTATIVE FROM  
MIDDLESBROUGH COUNCIL– COVERING  
REPORT

---

### 1. PURPOSE OF REPORT

- 1.1 To inform Members of the Forum that a representative from Middlesbrough Council has been invited to attend this meeting (*subject to availability*) in relation to the ongoing inquiry into 'Climate Change and Carbon Management'.

### 2. BACKGROUND INFORMATION

- 2.1 In March 2008, Middlesbrough Council and Partner Organisations (Middlesbrough Environment City, Renew Tees Valley, and the Tees Valley Climate Change Partnership) were awarded Beacon Status for Tackling Climate Change. Middlesbrough Council was commended for its work in engaging with the community and encouraging effective partnership working. Middlesbrough is one of six councils across England to be awarded Beacon Status for tackling climate change.
- 2.2 The Beacon Award Scheme is run by the Improvement and Development Agency (IDEA) and recognises councils that demonstrate clear leadership, excellent vision, and innovation on key themes. The award encourages councils to share best practice and encourage excellence across local government.
- 2.3 Therefore, a representative from Middlesbrough Council has been invited to attend this meeting (*subject to availability*) to share their views on climate change and carbon management. During this meeting it is suggested that responses should be sought to the following key questions:-

- (a) How do you plan to meet the challenges of climate change and carbon management?
- (b) How did Middlesbrough Council achieve its Beacon status?
- (c) Are there any specific initiatives aimed at reducing the use of energy resources which you feel would be of benefit to Hartlepool Borough Council?

### **3. RECOMMENDATION**

- 3.1 That Members of the Forum consider the views of the representative from Middlesbrough Council in relation to the questions outlined in section 2.3.

**CONTACT OFFICER:-** Laura Starrs – Scrutiny Support Officer  
Chief Executive's Department - Corporate Strategy  
Hartlepool Borough Council  
Tel: 01429 523 647  
Email: laura.starrs@hartlepool.gov.uk

### **BACKGROUND PAPERS**

The following background paper was used in preparation of this report:-

- (i) Report of the Scrutiny Support Officer entitled 'Scrutiny Investigation into Climate Change and Carbon Management – Scoping Report' Presented to the Neighbourhood Services Scrutiny Forum on 17 August 2009.

## NEIGHBOURHOOD SERVICES SCRUTINY FORUM

26 October 2009



**Report of:** Scrutiny Support Officer

**Subject:** SCRUTINY INVESTIGATION INTO CLIMATE CHANGE AND CARBON MANAGEMENT -- EVIDENCE FROM THE COUNCIL'S REGENERATION AND NEIGHBOURHOODS DEPARTMENT

---

### 1. PURPOSE OF THE REPORT

- 1.1 To inform Members of the Forum that officers from the Council's Regeneration and Neighbourhoods Department have been invited to attend this meeting to provide evidence in relation to the ongoing investigation into 'Climate Change and Carbon Management'.

### 2. BACKGROUND INFORMATION

- 2.1 The Environmental Standards Manager, Climate Change Officer and the Public Lighting Manager will be in attendance at today's meeting to give evidence as part of this Forum's investigation into 'Climate Change and Carbon Management'.
- 2.2 The Environmental Standards Manager and Climate Change Officer in relation to the following issues:-
- (a) the reduction of the use of energy from within the Authority; and
  - (b) progress to date on the initiatives that the Authority is involved with.

2.3 The Public Lighting Manager in relation to the following issues:-

- (a) the environmental impact of street lighting; and
- (b) the benefits of the new energy efficient technology.

### **3. RECOMMENDATION**

3.1 That Members of the Forum consider the views of the officers from the Regeneration and Neighbourhoods Department in attendance at this meeting and seek clarification on any relevant issues, where felt appropriate.

**Contact Officer:-** Laura Starrs – Scrutiny Support Officer  
Chief Executive's Department - Corporate Strategy  
Hartlepool Borough Council  
Tel: 01429 523647

Email: [laura.starrs@hartlepool.gov.uk](mailto:laura.starrs@hartlepool.gov.uk)

### **BACKGROUND PAPERS**

The following background paper was used in the preparation of this report:-

- (i) Report of the Scrutiny Support Officer entitled 'Scrutiny Investigation into Climate Change and Carbon Management – Scoping Report' Presented to the Neighbourhood Services Scrutiny Forum on 17 August 2009.

## NEIGHBOURHOOD SERVICES SCRUTINY FORUM

Monday 26<sup>th</sup> October 2009



**Report of:** Director of Regeneration & Neighbourhoods

**Subject:** CLIMATE CHANGE & CARBON MANAGEMENT  
INVESTIGATION: EVIDENCE FROM  
REGENERATION & NEIGHBOURHOODS  
DEPARTMENT

---

### 1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to outline examples of the work that has been completed or is underway to reduce the carbon footprint of Hartlepool Borough Council (HBC), and to introduce a number of potential projects that will contribute to the Carbon Management Programme and associated strategies.

### 2. BACKGROUND INFORMATION

- 2.1 The link between climate change and carbon emissions that result from our everyday actions is now widely considered by the scientific community as being undeniable. In order for the extent of devastating climate change related impacts to be minimised, it is vital that global action is taken to reduce carbon emissions. The United Kingdom has taken a global lead on tackling climate change, and has called on Local Authorities to influence communities in order to achieve challenging national targets. In order for Local Authorities to effectively influence others, it is important that they ensure that they are leading by example and setting the standard for carbon reduction.
- 2.2 HBC has made a commitment to reducing carbon emissions from its estate by supporting a number of national initiatives, including The European Union's Covenant of Mayors and the 10:10 Campaign, both of which challenge organisations to commit to go beyond national carbon reduction targets. HBC is also a member on this year's Carbon Trust Carbon Management Programme, which will offer support and guidance, and present opportunities for sharing of experiences and best practice with other authorities. The Carbon Management Programme has set an aspirational target to reduce carbon emissions by 35% over five years. A comprehensive

Carbon Management Plan will be finalised in March 2010, and will form the basis of HBC's Carbon Reduction Strategy for the coming five years.

- 2.3 A Carbon Management Team has been established to reduce carbon emissions resulting from council operations. Members of the team were carefully selected to cover a wide cross section of council services. The team will be responsible for producing the Council's Carbon Management Plan. Strategic guidance is provided by the Carbon Management Programme Board, which includes the Chief Executive and Cabinet Member.
- 2.4 The Carbon Trust have provided a 'Rapid Assessment of Projects' (RAP) Tool, which gives a basic indication of the types of carbon saving projects that will give the most benefit for HBC. The results gained from the RAP Tool are estimates to be used as a guide only. It is intended that the RAP tool be used to identify potential projects that may be investigated further at a later date. **Appendix 1** shows the most desirable projects, based on outturns from the RAP tool, and includes estimated carbon savings, cost of implementation and likely typical payback period. The accuracy of these estimates cannot be relied on, and so further investigations will take place over the coming weeks to identify the actual savings that can be expected. Various factors influence the effectiveness of each project included in the RAP tool. For example, insulation will give greater savings in an inefficient building than in an efficient one, and so the RAP tool should be used as a guideline only.
- 2.5 The Carbon Management Team met on 9<sup>th</sup> October 2009 to discuss potential projects to carry forward as part of the Carbon Management Programme. A representative from the Carbon Trust facilitated a half-day Opportunities Workshop, which presented the group with a long list of potential projects. These were then prioritised with the use of an Ease/Effect Matrix. A list of prioritised opportunities is attached as **Appendix 2**. The Carbon Management Team will now look to quantify potential savings that would result from those projects that were given the highest level of priority.
- 2.6 HBC is a partner of the Tees Valley Climate Change Partnership, which shares best practice on climate change related issues. The Council is also represented at North East Improvement & Efficiency Partnership (NEIEP) meetings.
- 2.7 The Climate Change Sub-Group of the Environment Partnership (a theme group of the Local Strategic Partnership), has recently been resurrected, and will now meet on a quarterly basis to discuss the ways in which the area can progress towards a low carbon economy. The Sub-Group includes representatives from across the borough.
- 2.8 An internal Climate Change Officers' Group has been established to raise awareness of the implications of climate change, and to ensure that there is a council wide approach to tackling associated issues. The group meets on a quarterly basis, and focuses on reducing the Council's carbon footprint, and adapting to reduce the impacts of climate change upon the authority.



- 2.9 HBC has worked with The Energy Saving Trust (EST) on the 1-to-1 Programme during 2008/09 to identify areas where energy efficiency improvements could be made. A meeting was held with the EST in early October 2009, and it is clear that a lot of progress has been made against the EST's recommendations, including participation on the Carbon Trust's Carbon Management Programme. Further actions will follow in accordance with recommendations from the EST.
- 2.10 Energy efficiency improvements are not a new topic for HBC; for a number of years, projects have been undertaken to improve the efficiency of the Council. A very significant recent advancement that will allow energy savings to be maximised is the Business Transformation Process, which will see the current five departments merge to form three. The Business Transformation Programme includes an element in relation to Energy Management and the establishment of an "Invest-to-Save" scheme which will identify opportunities within the Council to improve its energy efficiency and produce a rolling programme of projects.
- 2.11 Reducing energy consumption not only reduces running costs, but, in most cases, improves working conditions which can increase staff productivity. Furthermore, the environmental benefits from reductions in carbon emissions and energy use can enhance organisational image and improve public relations. The Council is developing a Carbon Reduction Strategy which will incorporate energy in buildings policy and modern energy efficiency and minimising energy use methodologies. Invest-to-Save projects to improve heating and hot water controls and to install lighting controls offer real potential to achieve improved energy efficiency with pay back periods of less than 5 years.
- 2.12 Cabinet has agreed a £40,000 Invest-to-Save programme that will fund energy saving projects. Half of all savings made under the programme will be re-invested into further energy saving projects. Although this will go a long way towards reducing carbon emissions, it will be necessary to source and secure further funding to maximise carbon savings across the Council. HBC will apply for an interest free loan from Salix Finance, which is administering the £51.5m that was set aside by government in the last budget to help the public sector to improve energy efficiency in buildings. There are strict criteria for the types of projects funded by Salix, in order that the savings made through investment are sufficient to repay the loan in full. Various other sources of funding will also be sought.
- 2.13 Since the introduction of National Indicators (NIs) 185 and 186, HBC is in an excellent position to monitor, record and reduce its use of natural resources. NI185 refers to the emissions resulting from the use of energy from its own estate, and includes:
- Gas and electricity usage in buildings;
  - Electricity usage from street lighting;
  - Fuel use from fleet vehicles;

- Fuel usage from other contractors for recycling; and
- Business mileage (private car mileage and public transport).

The baseline year for this National Indicator is 2008/09, meaning that at the end of each subsequent year from 2009/10, the Council will be able to identify carbon management performance.

- 2.14 A baseline has also been produced for the Carbon Management Programme. The template for this baseline includes a Value at Stake section, which outlines the potential energy and fuel savings that can be realised if the five year aspirational carbon reduction target of 35% is achieved. The model takes into account projected increases in energy prices and is a direct comparison against a 'do nothing' approach. The total value at stake for HBC could potentially be over £7m.
- 2.15 A number of projects and activities have been implemented over recent years, with three main aims:
1. To reduce carbon emissions;
  2. To reduce running costs; and
  3. To improve the overall efficiency of the workforce.

A summary of some of the major improvements that have taken place or are planned to take place is outlined below.

- 2.16 Civic Centre refurbishment – energy consumption in the Civic Centre is higher than in any other Council managed building. Energy efficiency regulations were introduced to the UK construction industry in 1985. As the Civic Centre was constructed prior to this, energy efficiency was not a major consideration in its design. The ongoing refurbishment of the building has energy efficiency improvement as a central element, and is indeed seen as a priority. Significant energy, carbon and cost savings will be realised as a result of the works being carried out, which include:

Heating improvements – the current system relies on conditioning large volumes of fresh air. The new system will incorporate technology to utilise wasted heat from one part of the building to provide “free” energy to condition another part of the building. For example, if the South side of the building has a high solar gain and the units on that side are in cooling mode, part of the North side may be in shade and might require heating. The system will recover the heat removed from the units on the south side and release it as a heating medium to the units on the North side. The new heating system will also allow the removal of inefficient 2kw and 3kw electrical fan heaters, which have been used to assist in cold spots;

Lighting improvements - Replacement of the existing T8 (the 'T' represents tube diameter in eighths of an inch) switch start lighting system with a modern recessed modular dimmable luminaires utilising latest T5 lamp technology and standard high frequency control gear. These provide improved lighting

conditions, use less energy, have lamps that last 60% longer, and comply with the latest T5 lamp technology system.

- 2.17 Various improvements have been made to public lighting, including the use of solar powered 'Keep Left' bollards and the trialling of light emitting diode (LED) street lights, amongst other improvements.
- 2.18 HBC has recently been provisionally awarded approximately £50,000 by the North East Improvement & Efficiency Partnership (NEIEP) for efficiency improvements to street lighting. This funding will be spent on the installation of innovative LED lighting units at Marina Way. The new units use less energy and require less maintenance than existing units.
- 2.19 The Environment Roundabout is an annual event that engages Year 5 primary school pupils in various environment related subjects, including sustainable transport, waste & recycling, biodiversity, responsible water use and climate change. Each of these scenarios has direct links to climate change adaptation and mitigation, and allows pupils to develop a strong understanding of the broader implications of climate change. 450 children took part in the event in 2009. Due to the success of the Environment Roundabout event, an event is currently being planned to engage secondary schools in environmental initiatives.
- 2.20 The Schools Environmental Action Initiative (SEAI) is supporting Hartlepool's schools to reduce their energy and resource use. Schools engaged in the past have reduced energy and water use by 2%. Funding has recently been secured to roll out the SEAI to all schools. Targets have been set to reduce energy and water use in two pilot schools by 5% during 2009/10 and 7% during 2010/11. St. Hilds School achieved an impressive 23% reduction in energy use, and a 38% reduction in water use from 2007 to 2008.
- 2.21 A comprehensive analysis on energy and resource use was carried out at Leadbitter Buildings in 2006/07. This was followed up by an education campaign for all staff, and the following savings were achieved:
- Gas consumption was reduced by 17%;
  - Electric consumption was reduced by 10%;
  - Water consumption was reduced by 68%;

An education campaign is currently underway to raise awareness of energy efficiency across the Council, and to offer solutions for energy efficient working. All staff will be engaged via presentations to individual teams. Checks will be made in each office to ensure that good practice is adopted by all.

- 2.22 An innovative approach has been adopted to reduce the carbon footprint of waste originating from Council operations. Individual bins have been removed from offices, and integrated recycling units installed in all offices. Trials in several offices found that this method increases recycling rates significantly.

- 2.23 Jesmond Road Primary School Rebuild – The new school will be built to very high standards in terms of energy efficiency, and will include a brown roof, living wall and a highly efficient heating system and will make use of natural light, ventilation and heat.
- 2.24 A Sustainable Construction Group was formed in 2008, and has produced a draft Sustainable Construction Policy. Guidance will be produced in order to ensure that the policy is translated into practice for both corporate and public use.
- 2.25 Use of recycled sub-base material for construction work at Brenda Road – Recycled material was trialled, which significantly reduces the carbon implications of projects in comparison with the use of virgin raw materials. The use of recycled material not only reduce carbon emissions associated with quarrying, but also preserve resources and reduce reliance on landfill. Early indications from onsite construction staff are very promising.
- 2.26 Car sharing is being promoted within Hartlepool, in order to reduce the number of journeys being made by private vehicles. HBC is a partner of the Tees Valley 2Plus Travel Scheme, which has over 1,000 members.
- 2.27 Safe & Fuel Efficient Driving (SAFED) training courses have been provided for appropriate officers. On average, SAFED training increases fuel efficiency by 10%. An officer has now been appointed within the Road Safety Team to facilitate employee driver training in order to achieve similar savings across the council fleet and also with business users. Reducing emissions from HBC's fleet by 10% would save approximately 162 tonnes of CO<sub>2</sub> per year (based on 2008/09 figures).
- 2.28 The diesel used for the Council's fleet of vehicles has a 5% bio-diesel content, which reduces the use of fossil fuels by 5%, and also significantly reduces emissions resulting from transport in comparison to the use of regular diesel.
- 2.29 A teleconferencing facility is currently being developed by HBC in order to reduce the need for travel to meetings. The facility will be open to all staff, depending on availability. As well as reduced mileages (and associated carbon emissions/costs), officers will be able to 'attend' meetings that may not have been possible previously, giving an potential increase in the efficiency of the workforce.
- 2.30 Rainwater harvesting equipment has been installed at Stranton Garden Nursery to reduce the need for mains water for plant watering. Although variations in climatic conditions make quantification difficult, this process has two highly significant benefits, in that the need for treated mains water is less, and the risk of flooding during heavy rainfall is reduced.
- 2.31 The Council's Municipal Waste Management Service has seen major improvements over recent years, with the recycling rate reaching 38% during 2008/09.

- 2.32 HBC has a Sustainable Procurement Strategy to ensure that the carbon footprint associated with purchasing goods and services is minimised.
- 2.33 HBC has an active Paper Use Policy, which aims to:
- Maximise the use of recycled paper throughout the authority
  - Minimise the amount of paper used within the authority and striving for a 'paper free' office environment.
  - Maximise the amount of paper recycled by the authority
- 2.34 The review, procurement and implementation of a managed print service in 2008 has led to significant paper, inc and energy savings, as well as reducing the number of printers across the authority.
- 2.35 Hartlepool participated in World Wildlife Fund (WWF) led Earth Hour in 2009. Earth Hour raises the profile of energy efficiency and climate change, and HBC turned off the lights that illuminate the Trincomalee ship at the Historic Quay, and asked the community to follow suit by turning off electrical appliances when not in use.
- 2.36 HBC committed to reducing emissions per capita as part of the current Local Area Agreement, setting a reduction target of 3.75% per annum over three years. For each of the two years that data has been published for, HBC has exceeded these targets.

### **3. RECOMMENDATIONS**

That Members of the Forum note the content of the report and where appropriate seek clarification.

**Contact Officer:-** Paul Hurwood – Climate Change Officer  
Regeneration & Neighbourhoods – Environmental Standards  
Hartlepool Borough Council  
Tel: 01429 284276  
Email: paul.hurwood@hartlepool.gov.uk

## 7.2 (B) Appendix 1

<b>Invest-to-save opportunities</b>	<b>Capital cost (over 5 yr programme)</b>	<b>Annual cost saving</b>	<b>Simple payback (years)</b>	<b>Annual carbon saving (tCO<sub>2</sub>)</b>
Loft insulation (office buildings)	£1,892	£ 542	3.5	3
Draught proofing (office buildings)	£11,515	£ 3,254	3.5	20
Pipework insulation (office buildings)	£13,911	£4,780	2.9	29
Equipment timer controls (office buildings)	£10,929	£5,303	2.1	36
Cavity wall insulation (primary schools)	£3,186	£823	3.9	5
Voltage optimisation (primary schools)	£19,374	£5,738	3.4	39
Localised lighting (primary schools)	£53,026	£15,798	3.4	106
Variable speed drives (secondary schools)	£21,233	£6,906	3.1	46
Equipment timer controls (secondary schools)	£ 686	£333	2.1	2
Free cooling (swimming pool halls)	£131	£ 39	3.4	0
Retrofit/replace lighting (swimming pool halls)	£1,996	£470	4.2	3
Electronic control gear (street lighting)	£939	£280	3.4	2
Streetlight dimming at midnight	£4,695	£1,399	3.4	9
<b>Totals</b>	<b>£ 143,513</b>	<b>£45,665</b>	<b>3.14</b>	<b>301</b>

Hartlepool Borough CouncilCarbon Management Programme Opportunities Workshop – 09/10/2009

The Carbon Management Team met on 9<sup>th</sup> October 2009 to discuss potential projects. John Taylor facilitated a workshop on behalf of the Carbon Trust. The team suggested potential ideas for projects, and then applied them to an ease/effect matrix (see below), which prioritised the long list of projects.

**Ease/Effect Matrix:**

## Ease factors to consider:

- Cost (capital *and* revenue)
- Cost (staff time)
- Staff support
- Technical practicality

## Effect factors:

- Carbon savings
- Galvanising/engaging staff support
- Public awareness

1	2	3
4	5	6
7	8	9

A long list of projects was suggested. The projects were prioritised according to their ease of implementation against their effectiveness (carbon savings). Below is a summarised version of the findings from the workshop. The projects highlighted green are the most desirable, based on the on-site assessment at the workshop, whilst the projects highlighted red were seen as being considerably more difficult to implement. Therefore, the green projects will generally be prioritised over the amber and red projects.

**Prioritisation of Projects:**

Ease/Effect Score	Opportunity
1	Departmental / Sectional - Targets - Mileage / Energy Use
1	Dynamic Thermal Capping
1	Lowering CPU speed to reduce voltage & cooling
1	Video / Telephone Conferencing
1	Public Display - Ongoing energy use
1	Building Manager - Caretaker training
1	Jesmond Road - Showpiece building - new school

1	System of turning lights off at night - buildings.
1	Water coolers / Heaters always switched on. Timers?
1	Disposals of Buildings - Make energy criteria!
1	Timed on elec. Equipment if appropriate.
1	More energy audits.
1	All large scale maintenance work to be assessed from an eco perspective.
1	Corporate education officer
1	Funded Schools Education Officer
1	Shared staff transport
1	Travel Plan
1	Staff travel policy
1	Change photo electric cells - 70 - 35 lux - 35 - 18 lux. Lights on 20 mins less per day. £10 per column.
1	Person responsibility for energy use in each building
1	carrot & stick - (cactus) (enforcement)
2	Removes all kettles, fridges, toasters, fans, etc
2	Climate change action - 19C
2	Cloud Computing
2	Car Sharing / 2+ Travel
2	Building Services eg Zoning
2	Complete Summer Shut Down incl. computers or buildings, schools etc.
2	Target set for schools
2	Do not heat unoccupied areas - toilets
2	Eco roof for Calton out - door education centre.
2	Sensible trialing of alt vehicles.
2	Reduction of computers - more hot desking
2	Remote / Home Working
2	VDI (Virtual Desktop Infrastructure) & Virtual Services
2	Turn off school servers out of school hours - in summers, weekends, holidays.
2	BSF / Primary Capital. Tough env. standards - truely future proof.
3	Lower Mill House ceiling in pool hall.
3	Turn off streetlights at midnight.
3	Grow our own biomass fuel.
3	Building energy. Self sufficient - zero carbon.
3	District heating
4	Fault reporting system - more efficient
4	Get rid of plastic cups on drink stations
4	Walking buses
5	Energy generation at buildings / schools - turbines, solar, etc
5	Showcase building - solar turbines
5	Replace inefficient bulbs
5	Improved recycling facilities in all building, inc. Mill House.
5	No air travel permitted.
5	No planes.
5	LED Streetlights.
5	Electric vehicles.
5	Zero waste in schools



## 7.2 (b) Appendix 2

5	Voltage Optimisation re-lighting. Boiler replacment, solar water heaters, wind turbines, solar collectors, wave power.
5	Replace 80w MBFU'S with PLL55w flourescents.
6	School Buses - no parent transport
6	Car free zones - around schools
6	Better public t/port links
6	Closure of buildings - 1 day every 2 weeks & work from home
6	Bio fuel plant (Tees Valley)
6	Borough wide - tidal / wind / solar / wave.
7	Lease car scheme aimed at low emmissions vechcles only.
8	Solar powered road signs / lights
9	Close schools 1 day / month
9	Tram system

## NEIGHBOURHOOD SERVICES SCRUTINY FORUM REPORT

26 October 2009



**Report of:** Scrutiny Support Officer

**Subject:** CLIMATE CHANGE AND CARBON MANAGEMENT –  
WRITTEN EVIDENCE FROM THE MAYOR AS  
PORTFOLIO HOLDER FOR COMMUNITY SAFETY  
AND HOUSING AND THE CHAIR OF  
HARTLEPOOL'S ENVIRONMENT PARTNERSHIP –  
COVERING REPORT

---

### 1. PURPOSE OF REPORT

- 1.1 To inform Members of the Forum that the Mayor as Portfolio Holder for Community Safety and Housing and the Chair of Hartlepool's Environment Partnership, Councillor Peter Jackson have submitted written evidence in relation to the Forum's ongoing investigation into 'Climate Change and Carbon Management'.

### 2. BACKGROUND INFORMATION

- 2.2 The Mayor as Portfolio Holder for Community Safety and Housing and the Chair of Hartlepool's Environment Partnership have submitted written evidence to the Forum in relation to his views on climate change and carbon management.

### 3. RECOMMENDATION

- 3.1 That Members of the Forum consider the views of the Mayor as Portfolio Holder for Community Safety and Housing and the Chair of Hartlepool's Environment Partnership.

## **CONTACT OFFICER**

Laura Starrs – Scrutiny Support Officer  
Chief Executive's Department - Corporate Strategy  
Hartlepool Borough Council  
Tel: 01429 523647  
Email: [laura.starrs@hartlepool.gov.uk](mailto:laura.starrs@hartlepool.gov.uk)

## **BACKGROUND PAPERS**

The following background paper was used in preparation of this report:-

- (a) Scrutiny Investigation into Climate Change and Carbon Management –  
Scoping Report (Scrutiny Support Officer) – 14.08.09

### **Carbon Saving Projects and Initiatives**

#### **a) What efforts is the Council making to manage its carbon emissions?**

##### **NI185**

A baseline has been established for carbon emissions resulting from Council services, as is required for National Indicator (NI) 185. The baseline year for this Indicator is 2008/09, meaning that for all future years, Hartlepool Borough Council (HBC) will be able to calculate the percentage change in carbon emissions. Although this baseline is not a full carbon footprint, it does give an accurate assessment of emissions resulting directly from service provision, and includes the following sources:

- Energy and fuel use in buildings and by public lighting;
- Staff travel, including public transport and business mileage; and
- Fuel use by the Council's fleet of vehicles, including outsourced recycling services;

The year on year comparison of data obtained for NI185 will be analysed and used to identify areas and services where the greatest savings can be made.

##### **Local Authority Carbon Management Programme**

HBC is working hard to reduce carbon emissions resulting from its operations. HBC is a participant in the Carbon Trust's Local Authority Carbon Management Programme (LACMP), which will act as a driver to ensure that a Council wide action on carbon reduction. An aspirational target has been set to reduce carbon emissions from Council services by 35% over five years, based on a 2008/09 baseline. This is a very challenging target, and sets out the commitment that HBC has to reducing its impact on the environment.

The LACMP guide HBC in the production of a Carbon Management Plan, which will be published in March 2010. The plan will outline the Council's vision for carbon management, and also propose a number of projects that will contribute to the achievement of the 35% target. A Carbon Management Team has been established to deliver carbon savings across council services. The wide cross section of members on the team will ensure that carbon saving potential is maximised, and that awareness of the issues surrounding climate change is raised amongst employees. A Carbon Management Programme Board, which includes the Chief Executive and Cabinet Member, offers strategic guidance and direction for the programme.

Another very significant benefit of reducing carbon is the cost savings that can result from reducing energy and resource use. The Business Transformation Process will allow HBC to adopt structures, procedures and infrastructure to allow for large scale carbon/cost savings. Buildings rationalisation will make considerable cost/carbon savings possible in the medium term, and increase the efficiency of the workforce.

##### **Display Energy Certificates (DEC's)**

DECS show the energy efficiency of a building against a benchmark. All public buildings with a useful floor area of 1,000m or greater must display a DEC in a prominent place, so that visitors to that building are aware of its performance. HBC analyses results from DEC assessments to ensure that the lowest performing buildings are targeted for energy efficiency improvements.

## **b) How does the Council plan to meet the challenges of Climate Change and Carbon Management?**

A number of potential projects have been identified to ensure that challenging carbon reduction targets are met. A Rapid Assessment of Projects (RAP) Tool, provided by the Carbon Trust, has been used to make a brisk assessment of which projects will be worth pursuing further. The RAP tool has provided HBC with a number of potential energy efficiency projects, which will now be further assessed to identify the carbon and cost savings that will be possible.

A £40,000 Invest-to-Save programme has been allocated for energy efficiency projects. This will be used to fund efficiency improvements across the Council, and half of all savings will be returned to the programme to fund further projects. In order for a project to be eligible for funding, it must have an estimated pay back period of less than 3 years. So far, one project has been allocated funding, with various others currently being assessed.

Various sources of funding will be sought to enhance the Invest-to-Save fund, and ensure that the level of investment in energy efficiency projects is great enough to allow the Council to achieve the challenging 35% carbon reduction five year target set under the Local Authority Carbon Management Programme.

A Climate Change Adaptation Strategy will be produced in early 2010, and will outline the risks that HBC will face in a changing climate. The strategy will put in place a number of procedures that will ensure coherent service delivery under a range of anticipated extreme weather events associated with climate change. The strategy will be the first of its kind amongst Tees Valley authorities, and will improve the resilience of HBC and its provision of services to the community.

## **c) Are there any specific initiatives aimed at reducing the use of energy resources used by the Council?**

### **Civic Centre Refurbishment**

Energy efficiency improvements are being incorporated into the Civic Centre refurbishment, and include significant changes to lighting and heating within the building.

### **Public Lighting**

Energy efficiency improvements to street lighting have included the use of solar powered 'Keep Left' bollards, which produce their own energy on-site.

LED units have been trialled, and a grant bid to the North East Improvement & Efficiency Partnership for approximately £50,000 has been provisionally accepted for the installation of LED lighting on Marina Way. LED street lights require considerably less energy than conventional bulbs, require less maintenance, and provide brighter white light that reduces the perceived fear of crime.

### **Switch Off & Save Campaign**

Display Energy Certificate (DEC) scores are being analysed to identify the buildings that need the most urgent energy efficiency improvements. A staff education campaign, called 'Switch Off & Save' (S.O.S.) is currently under way, and will engage all staff via presentations to individual

teams. Energy use in corporate buildings is currently being monitored to identify the buildings that should be prioritised for action under the S.O.S. campaign. The campaign will raise awareness of the areas where energy is currently being wasted, and offer practical solutions to improve energy efficiency at work. Follow up checks will be made to ensure that co-operation is being received by staff, following presentations to each team.

### **SALIX Funding**

Salix provide interest free loans for energy efficiency improvements in the public sector. HBC is applying for approximately £100,000 for the purchase and installation of various technologies to reduce energy use across a range of council buildings. In order to qualify for Salix funding, projects must have a payback period of less than five years, and applications must include a completed 'Project Compliance Tool' to ensure that this will be the case. The savings achieved through the use of technology will be sufficient to repay the initial loan.

### **Schools Environmental Action Initiative (SEAI)**

The SEAI has achieved a great deal of success with the schools that have been involved. A second officer has now been employed through Neighbourhoods Working Fund monies to roll the initiative out to all schools, in order to ensure buy-in from all areas of the authority. Approximately half of all emissions associated with HBC originate from schools, and for this reason, it is vital that schools are engaged and encouraged to reduce energy and resource use. Energy use will be monitored in schools to identify areas of the school that could be made more energy efficient. Surveys are also being carried out to ensure that energy use outside of school hours is kept to a minimum. Assemblies and after school meetings will ensure that both staff and pupils are aware of energy efficiency issues, and act to reduce energy use.

### **Transport**

The Council's fleet of vehicles is run on 5% biodiesel mix, meaning that there is a 5% reduction in the use of fossil fuel and carbon emissions.

Low carbon vehicles are currently being trialled to ensure that the fleet is running at maximum efficiency. The Council has recently trialled a 50cc diesel engine van, which can achieve in excess of 100 miles per gallon of fuel. Electric scooters are also being trialled to identify suitability for supervisors travelling to various sites around the borough.

Safe and Fuel Efficient Driving (SAFED) training courses have been provided for staff in the past, and training will now be rolled out across the Council fleet. SAFED training improves fuel efficiency by an average of 10%. Business users will also be targeted to ensure that all business travel is done in an efficient manner.

**WRITTEN EVIDENCE FROM THE CHAIR OF THE ENVIRONMENT  
PARTNERSHIP, COUNCILLOR P JACKSON**

**What are the roles and responsibilities of the Environment Partnership in tackling the issues of climate change and carbon emissions?**

The roles and responsibilities of the Environment Partnership are to bring together the Private sector, the public sector agencies, voluntary environment groups and the public in the form of resident reps to work in a formal environment (pardon the pun!) towards all of the environmental issues associated within Hartlepool and the localities. The Partnership have various sub groups for which we have just had a review of their terms of reference, one sub group is the climate change sub group and I attach their original draft terms of reference which are at present being re-drafted since my tenure as Chair began. You can see the depth in which we look into the problems of climate change, encompassing representatives from a wide variety of organisations throughout Hartlepool, Teesside and East Durham.

As I mentioned we have just reviewed the term of reference of all of the sub groups and it is clear that all groups are cross cutting, by this I mean that when you listen to Helen Beaman on what is going on with Pride in Hartlepool, they are also tackling parts of climate change, for instance they are educating school children on reducing energy use and thus the carbon footprint of their homes and schools. This is one instance of many within these groups. Also we have spoken about how the sub groups are working and bringing in some uniformity, the groups now look at the workload in the coming year and they must set their goals on each subject, giving evidence at the end of the year on how their findings and recommendations were integrated back into the public arena, as I have said many of these findings in some way help to reduce the carbon emissions.

The Environment Partnership is a very good 'vehicle' to get the message of carbon management, through all of these group and agencies to a very wide spectrum of both the public, organisations and companies.

**Suggestions to help raise awareness of climate change in the community?**

I believe that we already do good work in raising awareness of climate change in the community and it is difficult to suggest something as we are already doing most. However it would not do any harm to remind the people of Hartlepool about the most basic tips that they can use in their own home, things like only fill the kettle with the water that you will use once it has boiled, removing plugs from sockets each night on things electrical goods that are in 'standby' mode and lots of other little tips. So the question is that they are receiving the carbon reduction education through various avenues but how do we remind them of the basic things that I have mentioned, well we could have a dedicated 'tips' page in magazines such as Hartbeat and at every opportunity where we communicate with the public, we could utilise the schoolchildren and ask schools to get the children to take home information leaflets when the school are sending letters etc home with the children. I think that most people have had the message and education I believe that most just need reminding to utilise the tips at every opportunity.

Once we have been through the process of reminding people and we are happy that a good percentage are doing the basic things then we can look at introducing more 'complicated' information like for instance when they are buying new electrical goods what questions they need to ask about power consumption and how to understand the information that they are getting back so that they can go for the equipment that not only uses the least energy but also cost the least energy to manufacture and deliver to the shops.

**Environment Partnership**  
**Climate Change Working Group**  
***Draft Terms of Reference***

**1. Purpose and outcomes**

The aim of the Climate Change Working group is to work towards reducing and adapting to the effects of climate change by minimising energy use, increase the use of alternative and renewable energy sources, and ensure all plans, strategies and service delivery plans positively prepare for a changed climate.

Terms of Reference

The Climate Change Working Group uses the following general terms of reference. The Group will pass information to the Environment Partnership and Hartlepool Partnership Board to help them to make decisions on matters affecting the economic, social and environmental well-being of Hartlepool and sustainable development including the following:

- The group considers environmental policies and strategies and issues of local and global environmental significance.
- Major policy and policy documents of interest to a range of partners at Key stages in their development including the Community Strategy.
- It is responsible for the production of the Climate Change Strategy and Action Plan for the Environment Partnership and their implementation, monitoring and review.
- Strategic, novel or contentious issues and cross-cutting issues.



- Representation to and relationships with regional and sub-regional partnerships and bodies and national organisations.

## **2. Function and roles**

### **2.1 The functions of the working group are to:**

- Facilitate the achievement of the Hartlepool Partnership's aims by establishing a sub-group of the multi-agency Environment Theme Group.
- Report to the Partnership Board regarding the production, implementation, review and monitoring of the climate change strategy.
- Advice on issues concerning climate change.
- Promote action on climate change throughout the town.
- Advise on issues concerning climate change.

### **2.2 The Role of Working Group Members are to:**

- To act in the best interests of the Environment Partnership, the organisations they represent and the people and business community of Hartlepool.
- Take part in themed working groups as determined by the chair.
- To represent the views of the working group and wider partnership in external networks and meetings as appropriate (e.g. Tees Valley Climate Change Steering Group).
- To attend all appropriate meetings wherever possible. Members unable to attend for three consecutive meetings will be removed unless extenuating circumstances exist. Representatives can send an appropriate deputy.

#### **Chair / Vice Chair:**

- The Chair is John Mann, The Director of INCA (Industry for Nature Conservation Association).
- The Vice Chair is Bob Pailor, Environment Manager, Environment Agency.
- The Chair / Vice Chair will also represent the working group at Environment Partnership and Hartlepool Partnership Board during the period of office.

#### Role of the Chair

- To lead the work of the working group.
- To ensure the efficient and effective operation of the working group.
- To ensure the delivery of specific pieces of work required by the Environment Partnership.
- With the support of the Secretariat to agree the agenda, associated papers and minutes of previous meetings.

#### Role of Vice Chair

- To deputise for the Chair as required.
- To support the Chair to ensure the work of the working group is effectively deployed.

### **3. Membership**

#### Councillors

None

#### Officers

Environmental Standards Manager  
Climate Change Officer  
Environment Co-ordinator  
Energy Manager  
Energy Efficiency Officer  
Asset & Property Manager  
Principal Policy Officer

#### Representatives from the Community & Voluntary Sector

Community Empowerment Network Representative

#### Representatives from non-statutory environmental organisations

One rep from Industries for Nature Conservation Association (INCA).

#### Representatives from the Private Sector

One rep from HEEREMA

#### Representatives from 'other' public bodies

One rep from Environment Agency

#### Officers occasionally in attendance

Additional officers attend meetings when they are presenting reports to the working group.

### **4. Principles**

4.1 All members of the working group shall be committed to applying the principles established in the Community Strategy:

- Accountability
- Community involvement
- Co-ordination
- Equality and social inclusion
- Integrity
- Maximise opportunity
- Maximise resources
- Partnership
- Quality Services and continuous improvement
- Sustainability

4.2 The working group will strive to meet the standards set out for the Environment Partnership set out in the COMPACT's code of practice on communication and consultation. We will also refer to the protocol between the Hartlepool Partnership and the Hartlepool Community Empowerment Network.

## **5. Decision making and risk management**

5.1 The working group will continue to develop consensus, commitment and common decision making processes. Where practicable, members should have the authority to take decisions and make commitments. However we will remain responsible and accountable for decisions on our services and the use of our resources.

5.2 All information, advice and support will be fit for purpose and tailored to the functions of the working group. The executive will ensure that all information is directly relevant to the decisions being taken and is:

- timely
- objective
- sufficient
- clear and concise
- reliable

The working group will call on professional advice and support when deemed necessary, particularly when the outcome of decision has a significant legal or financial implication.

5.3 On behalf of the partnership the working group will take a planned and systematic approach to identifying, evaluating and responding to risks. We will consider the full range of our activities and responsibilities, and continuously check that various good management disciplines are in place, including:

- strategies and policies are put into practice where appropriate
- high quality services are delivered efficiently and effectively

- performance is regularly monitored and effective measures are put in place to tackle poor performance
- laws and regulations are complied with
- information used by the working group is relevant, accurate, up-to-date, timely and reliable
- financial and human resources are managed efficiently and effectively and are safeguarded

## **6. Developing capacity and capability**

- 6.1 The working group is aware of the importance of recruiting people with the right skills, knowledge and experience to play an effective part in delivering the strategic aims of the Environment Partnership. We aim to recruit individuals who reflect the community they represent. We will balance the need for stability which comes from continuity of knowledge and relationships with the need for new ideas and new thinking.

New members will receive a thorough induction which is tailored to their role in the partnership.

- 6.2 All members will be given the opportunity to further develop skills and update their knowledge throughout their period of membership. Members will be encouraged to use the Skills and Knowledge Framework to assess their development needs and plan for how they will be addressed.
- 6.3 All performance management systems, criteria and processes are in line with that of the Hartlepool Partnership.

## **7. Engaging with stakeholders**

- 7.1 As a working group of the Environment Partnership the group will report back to the Environment Partnership quarterly.

### **7.2 Consultation.**

Consultation will be undertaken with members of the working group on issues relating to climate change that are of significance to Hartlepool. The working group will assist, where appropriate, any member organisation wishing to consult on individual environmental issues.

### **7.3 Working Group Working Arrangements.**

The working group will form and maintain relationships with other groups which will affect, effect and/or influence the success of the Environment Partnership.

### **7.4 Working arrangements with the Community Network**

The working group will work with the Community Network as outlined in the Hartlepool Partnership and Hartlepool Community Empowerment Network Protocol.

## **8. Operations**

- 8.1 The working group will meet quarterly with additional meetings established as and when required through agreement with the Chair.
- 8.2 As far as practicable, business will be conducted in the spirit of partnership and consensus will be sought without recourse to votes. In exceptional circumstances where a vote proves necessary, each member will have a single vote and in the event of a tied vote, the Chair will have the casting vote. The quorum for the working group will be 4 members.

Officer members of the working group are entitled to vote, however officers who attend ad hoc will not be so entitled.

- 8.3 As flexibility and continuity is essential to partnership working, each member may identify a named substitute who may attend on their behalf when necessary.
- 8.4 Secretariat support for the working group will be provided by the Climate Change Officer and members of the Environmental Standards Section of Hartlepool Borough Council. This support includes:
- Arranging Working Group meetings on a quarterly basis.
  - Publishing agendas, papers and minutes of previous meetings on the instruction of the Chair.
  - Arranging guest speakers and reports from external bodies for the attention of the groups members.
  - Providing training, induction and other development events for the benefit of members.
  - Managing communication, consultation and performance management events relating to climate change on behalf of the Environment Partnership.
  - Promoting partnership working for the benefit of local people and businesses in Hartlepool.
  - All other general administrative support for the partnership.

- 8.5 Items for the agenda should be communicated to the Climate Change Officer at least two weeks before the meeting. The Climate Change Officer will ensure that agendas and papers are made available at least a week in advance of the meeting.
- 8.6 Decisions of the Climate Change Working Group must be taken and be seen to be taken in the interests of the well-being of Hartlepool.

## NEIGHBOURHOOD SERVICES SCRUTINY FORUM REPORT

26 October 2009



**Report of:** Scrutiny Support Officer

**Subject:** INVESTIGATION INTO 'CLIMATE CHANGE AND CARBON MANAGEMENT': FORUM PARTICIPATION IN A CLIMATE CHANGE ACTIVITY SESSION IN CONJUNCTION WITH 11 MILLION DAY – COVERING REPORT

---

### 1. PURPOSE OF REPORT

- 1.1 To inform Members of the Forum of the proposals for a climate change activity session to be held in conjunction with 11 Million Day as part of the evidence gathering process for the Forum's investigation into 'Climate Change and Carbon Management'.

### 2. BACKGROUND INFORMATION

- 2.1 Members will recall that at the meeting of this Forum on 17 August 2009, the Terms of Reference; Potential Areas of Inquiry / Sources of Evidence; and the timetable for this scrutiny investigation were approved by the Forum. The initial timescale for the investigation suggested that Members of the Forum, in November or December this year, observed / participated in an activity session similar to the scenarios used for the yearly Environment Roundabout event but with specific focus on climate change.
- 2.2 The yearly Environment Roundabout is an event that over 200 school children in Hartlepool participate in which aims to teach children about different aspects of the environment. The children are encouraged to boost their knowledge by taking part in a range of different scenarios. The scenarios covered include water; waste/recycling; wildlife; litter and the law; transport and energy; and climate change. For this Municipal Year, the Roundabout will be held in January 2010, which Members of the Forum will also be invited to attend.
- 2.3 As it is 11 Million Day on 6<sup>th</sup> November 2009, (a national day where school children and young people are involved in decision-making and work shadowing across the UK) provisional arrangements have been put in place

for school children and young people to come into the Civic Centre to take part in a range of activities. Therefore, it is suggested, for Members consideration that the climate change activity session be held in conjunction with 11 Million Day in order to involve school children in the scrutiny process.

### **3. PROPOSALS**

3.3 The suggested proposals for this climate change activity session are outlined below:-

- (a) That the session be held on the afternoon of 11 Million Day which is the 6<sup>th</sup> November 2009 in the Civic Suite;
- (b) That two activities be organised similar to the scenarios used for the Environment Roundabout;
- (c) That Members of the Forum along with a class of year 5 pupils participate in the activities, with 15 children taking part in each activity;
- (d) That each activity runs for a maximum of 20 minutes and that both groups of children and the Members in attendance come together after the activities to discuss / debate the issues covered;
- (e) In order for the children to further engage in the Scrutiny process, it is suggested that the option of the children coming along to a future meeting of the Forum to feed back their comments be explored; and
- (f) That lunch be provided before the event and the cost of this be divided between Scrutiny, the Children and Families section and the Environmental Standards section; and that a request for funding from the Dedicated Scrutiny Budget for this lunch be submitted to Scrutiny Co-ordinating Committee for approval.

### **4. RECOMMENDATION**

4.1 That Members of the Forum consider incorporating the climate change activity session with 11 Million Day.

### **CONTACT OFFICER**

Laura Starrs – Scrutiny Support Officer  
Chief Executive's Department - Corporate Strategy  
Hartlepool Borough Council  
Tel: 01429 523647  
Email: [laura.starrs@hartlepool.gov.uk](mailto:laura.starrs@hartlepool.gov.uk)



## **BACKGROUND PAPERS**

The following background paper was used in preparation of this report:-

- (a) Scrutiny Investigation into Climate Change and Carbon Management –  
Scoping Report (Scrutiny Support Officer) – 14.08.09