

**SCRUTINY CO-ORDINATING
COMMITTEE AGENDA**



14th November, 2005

at 5.00 p.m.

in Committee Room "B"

MEMBERS: SCRUTINY CO-ORDINATING COMMITTEE:

Councillors Cambridge, Clouth, Cook, Cranney, Flintoff, Hall, Hargreaves, James, Kaiser, Lilley, A Marshall, J Marshall, Preece, Richardson, Shaw and Wright.

Resident Representatives:

Evelyn Leck, Mary Power and Joan Smith

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 21st October 2005 (*to follow*)

4. RESPONSES FROM THE COUNCIL, THE EXECUTIVE OR COMMITTEES OF THE COUNCIL TO REPORTS OF THE SCRUTINY COORDINATING COMMITTEE

No Items

5. CONSIDERATION OF REQUEST FOR SCRUTINY REVIEWS FROM COUNCIL, EXECUTIVE MEMBERS AND NON EXECUTIVE MEMBERS

5.1 Scrutiny Topic Referral from Council – Overspend on Headland Town Square Development (*Scrutiny Manager*)

6. FORWARD PLAN

6.1 Forward Plan: November 2005 – February 2006 (*Scrutiny Manager*)

ADDITIONAL MEETING - PLEASE NOTE

7. ITEMS FOR DISCUSSION

- 7.1 Scrutiny Forum/Committee Progress Reports:
- (i) Scrutiny Co-ordinating Committee (*Chair of Scrutiny Co-ordinating Committee*)
 - (ii) Neighbourhood Services Scrutiny Forum (*Chair of Neighbourhood Services Scrutiny Forum*)
 - (iii) Regeneration and Planning Scrutiny Forum (*Chair of Regeneration and Planning Scrutiny Forum*)
 - (iv) Adult and Community Services and Health Scrutiny Forum (*Chair of Adult and Community Services and Health Scrutiny Forum*)
 - (v) Children's Services Scrutiny Forum (*Chair of Children's Services Scrutiny Forum*)
- 7.2 Audit Commission Inspection Reports for 2005/06:-
- (a) Covering Report (*Scrutiny Manager*)
 - (b) Best Value Performance Plan (*Audit Manager, Audit Commission*)
 - (c) Interim Audit Report (*Audit Manager, Audit Commission*)
- 7.3 Scoping Report – HMS Trincomalee Trust (Council Referral) (*Scrutiny Manager*)
- 7.4 Final Report – Adult Learning (*Chair of the Children's Services Scrutiny Forum*)

8. CALL-IN REQUESTS

No Items

9. ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT

ITEM FOR INFORMATION

Date of Next Meeting – 25th November 2005, commencing at 12.00noon in Committee Room B.

SCRUTINY CO-ORDINATING COMMITTEE

MINUTES

21st October 2005

Present:

Councillor Marjorie James (In the Chair)

Councillors: John Cambridge, Harry Clouth, Kevin Cranney, Bob Flintoff, Gerard Hall, Pamela Hargreaves, Geoff Lilley, Ann Marshall, Jane Shaw and Edna Wright.

Resident

Reps: Evelyn Leck

Officers: Chris Little, Assistant Chief Financial Officer
Peter Frost, Traffic Team Leader
Charlotte Burnham, Scrutiny Manager
Joan Wilkins, Principal Democratic Services Officer
Jo Wilson, Democratic Services Officer

57. Apologies for absence

Apologies for absence were received from Councillors Rob Cook, Stan Kaiser, John Marshall and Arthur Preece. In accordance with Council Procedure Rule 4.2 Councillor Sheila Griffin attended as a substitute for Councillor Rob Cook and Councillor Vic Tumilty attended as a substitute for Councillor Arthur Preece.

58. Declarations of interest by members

None.

59. Confirmation of the minutes of the meeting held on 7th October 2005

Confirmed.

Matters Arising. Minute no. 52. (Consideration of request for Scrutiny reviews from Council, Executive Members and Non-Executive Members – Trincomalee – Referral from Council) –

The Scrutiny Manager updated the Committee on work to be undertaken with the Community Empowerment Network and indicated that a report on the terms of reference for the Trincomalee referral from Council would be brought to the next meeting.

60. Responses from the Council, the Executive or Committees of the Council to reports of the Scrutiny Co-ordinating Committee

None.

61. Scrutiny Topic Referral from South Neighbourhood Consultative Forum – '20 MPH Speed Limit Zones Outside of Schools' – Additional Information (*Traffic Team Leader / Scrutiny Manager*)

At the meeting of the Scrutiny Co-ordinating Committee held on the 30th September 2005 (minute no. 31 refers), Members received a referral from the South Neighbourhood Consultative Forum relating to the use of 20 mph speed limit zones near schools. At this meeting Members felt that the referral was appropriate, however in order to ascertain whether the referral should remain with Co-ordinating Committee or be referred on to one of the Scrutiny Forums, further information on the Department of Transport guidelines for the introduction of 20 mph limits and examples of good practice from neighbouring local authorities.

In accordance with this request the Scrutiny Manager submitted a second report, which in addition to the information requested outlined progress in Hartlepool on 20 mph zones, the negative impacts of such zones and possible financial implications. To further assist Members in consideration of the issue the Traffic Team Leader, Mr Peter Frost, expanded on the situation in neighbouring authorities and provided details of school time casualties in Hartlepool.

During consideration of the information provided and the short presentation given by the Traffic Team Leader Members raised a number of issues, details of a selection of which were as follows:-

- i) It was felt that the death on just one child was too much and attention drawn to the importance and success of traffic calming measures already in place outside schools across the town, many of which were on main roads.
- ii) Problems were identified outside a number of schools across the town full details of which were to be discussed during the course of the investigation.
- iii) Concern was expressed regarding the continuing problem of parents parking outside schools while they pick up their children and the congestion and danger this created. Attention was drawn to enforcement issues.

In concluding their discussions Members indicated that they strongly supported the use of traffic calming measures and 20 mph speed limits outside schools and agreed that this was an appropriate issue for the Neighbourhood Services Scrutiny Forum to look at. It was also felt that as part of the investigation consideration should be given to how this could be rolled out across the town.

Decision

The report was noted and the referral approved for consideration by the Neighbourhood Services Scrutiny Forum within a three month prescribed timescale, however, sooner if time verse work programme of the Forum allowed.

62. Forward Plan

No items

63. Budget and Policy Framework Initial Consultation Proposals 2006/07 *(Chief Financial Officer)*

The Chief Financial Officer reminded Members of the constitutional requirement for the Executive to consult on the draft Budget and Policy Framework for the coming year. As part of the first stage of the consultation process for 2006/7 the Chief Financial Officer sought the Committee's views on the Executive's initial Budget and Policy Framework proposals, as outlined in the report considered by Cabinet on the 10th October 2005. Any comments made were to be referred to the Executive for consideration during determination of its draft Budget and Policy proposals on the 9th December. These proposals were then to be referred back to the Co-ordinating Committee for formal scrutiny in late December 2005/early January 2006.

To assist Members in this first stage of the process a copy of the report considered by Cabinet on the 10th October was provided and the presentation previously given to Cabinet repeated. During the course of the presentation the Assistant Chief Financial Officer highlighted the significant risks facing the Council this year regarding the sustainability of its budget and existing services. Attention was also drawn to the importance of developing a detailed budget strategy to deal with the anticipated situation in preparation for the announcement of the provisional 2006/07 settlement in November/December.

A summary of the issues affecting the development of the budget was provided and Members views sought on the specific issues outlined in the report, subject to the following amendments whereby Cabinet had already determined the need to:

- Look at the impact of Council Tax increases of 3.5% and 4.5%.
- Investigate the impact of cuts of 5%, 7% and 9%.

- Deferred prioritisation of the budget pressures and priorities identified in the report until the provisional 2006/7 settlement was known.

Following consideration of the information provided Members raised the following issues:-

- i) The Chair reminded the Members that as part of the Directors pay scrutiny investigation the Co-ordinating Committee had asked to meet the Children's Services and Adult and Community Services Directors to discuss their vision for each of the departments. It was felt that this still needed to occur and that before a response to Cabinet could be formulated each Director needed to give a very brief presentation to the committee on their priority and pressure areas. It was felt that this was especially necessary if the committee was to recommend priorities rather than reductions and in view of the time constraints for completion of the first stage of the consultation process it was agreed that an extra meeting should be held. Concerns were also reiterated regarding the complexity of budget information previously provided and a request again made for the provision of reduced, more easily understandable, documentation.

Democratic Services were to identify a suitable date for this additional meeting.

- ii) In looking at one off issues and pressures Members identified issues around the Town Square improvement scheme and agreed that at this time it would be more appropriate for the issue to be addressed at Council. Attention was also drawn to the Community Safety Initiative shortfall, the replacement of Mill House and the mainstreaming of grants all of which were issues to be discussed further as part of the consultation process.

The Chair thanked the Assistant Chief Financial Officer for his presentation and confirmed that Members would be notified in due course of arrangements for the additional meeting at which Directors were to be invited.

Decision

- i) The report was noted.
- ii) That an additional meeting be organised and invitations extend to each of the Directors and Cabinet Members to give short presentations on their priority and pressure areas.

64. Review into the Authority's Financial Reserves – Budgetary Breakdown of the Way Forward Allocated Reserve (*Chief Financial Officer*)

Further to minute no. 53 of the meeting held on the 7th October 2005, the Chief Financial Officer submitted a report outlining details of the Council's Way Forward Reserve.

Members were advised that the reserve, which amounted to £2.120m, was established from the net premia/discounts reserves, stock transfer reserve and the 2004/2005 Outturn Strategy and that during 2005/06 £103,583 had been spent on various schemes, details of which were outlined in Appendix A of the report. Further details were also provided of the commitments against the reserve for 2005/06, which amounted to £598,940. In addition to the schemes outlined in the report the Assistant Chief Financial Officer also highlighted that Cabinet had approved the allocation from the Way Forward Reserve of £142,000 for the Document Management Project and £390,000 for the replacement of the Financial Management System. This left an uncommitted balance of £885,000, which was to be used to support the 2006/07 Budget Strategy to achieve sustainable efficiencies.

During consideration of the report and the commitments outlined in Appendix A Members identified a number of particular issues:-

- i) **The position regarding JVC Investigations and Feasibility Costs (property Services Recharge)** – Members were advised that there had been detailed discussions regarding this issue.
- ii) **The HR-Analyser** – In response to a query regarding the purpose of this Members were advised that this was a new system and not a member of staff the purpose of which was to monitor and track sickness level. Whilst Members noted that this was to be one off cost, with the aim of improving efficiency, concern was expressed as to whether the reduction in time off and sickness the system might achieve would compensate for the £98,505 investment. Members indicated that if this was not the case, then the changes would be “false economy”, it was suggested that it might be an area for further consideration.
- iii) **Business process re-engineering and the use of consultants** – Members reiterated their concerns regarding the need to monitor the cost’s extent of the use of consultants and queried how the re-engineering process would work. The Assistant Chief Financial Officer indicated that how tasks were being done were to be looked at with the aim of identifying efficiencies. It was anticipated that there would be instances where the use of IT could cut through, and shorten, the manual processes currently in place with the possible knock on affect of fewer staff being required to undertake the administration function. This would of course have the affect of requiring that consideration be given to redundancy/redeployment issues.

Members were advised that at this stage it was likely that more consultants would be required to complete the process. Members again reiterated their concerns regarding this and in relation to possible staffing reductions as a result of IT efficiencies highlighted that where savings occur they should be clearly identified and where staff are re-deployed there original costs should not remain within the departmental budget, as this would eventually result in them becoming part of a departmental underspend, which effectively means that any savings remain outside of the control of Council. Members also drew attention to possible redundancy costs and the need wherever possible to retain and re-deploy staff.

Decision

The report was noted.

65. Review into the Authority's Financial Reserves – Draft Final Report (*Scrutiny Manager*)

The Scrutiny Manager sought approval of a draft version of the Co-ordinating Committees final report on the outcome of its review into the authority's financial reserves, prior to its submission to Cabinet on the 7th November 2005. Members looked in detail at the report and subject to the inclusion of the following additional recommendation approved its submission to Cabinet:

- That the procedures in place to ensure salary savings from vacant posts are rigorously followed across all departments to enable any resultant savings to be monitored and tracked within the overall budgetary control process.

Decision

The Co-ordinating Committees final report on the outcome of its review into the authority's financial reserves report was approved for submission to Cabinet on the 7th November, with the inclusion of an additional recommendation as outlined above.

66. Draft Final Report – Additional Powers for Community Wardens (*Scrutiny Manager*)

The Scrutiny Manager sought approval of a draft version of the Co-ordinating Committees final report on the outcome of its extensive enquiry into the additional powers available to Community Wardens under the Accreditation Scheme prior to the Regeneration and Liveability Portfolio Holder on the 18th November 2005. Members looked in detail at the report and approved its submission to the Regeneration and Liveability Portfolio Holder.

Decision

The Co-ordinating Committee's final report on the outcome of its extensive enquiry into the additional powers available to Community Wardens under the Accreditation Scheme was approved for submission to the Regeneration and Liveability Portfolio Holder.

67. Call-In Requests

It was confirmed that no requests had been made to call-in a decision

MARJORIE JAMES

CHAIRMAN

<p style="text-align: center;">SCRUTINY CO-ORDINATING COMMITTEE</p> <p style="text-align: center;">14th November 2005</p>
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Report of: Scrutiny Manager

Subject: SCRUTINY TOPIC REFERRAL FROM COUNCIL –
OVERSPEND ON HEADLAND TOWN SQUARE
DEVELOPMENT

1. PURPOSE OF REPORT

1.1 To inform Members of the Scrutiny Co-ordinating Committee of the recent scrutiny topic referral from Council to the Overview and Scrutiny Function.

2. BACKGROUND INFORMATION

2.1 As outlined within the Authority's Constitution, the Scrutiny Co-ordinating Committee has a mandatory obligation to consider referrals from Council within the timescale prescribed.

2.2 As such at a meeting of Full Council on 27 October 2005, it was resolved that issues surrounding the overspend on the Headland Town Square Development be referred to Scrutiny Co-ordinating Committee for further examination (with no prescribed timescale).

2.3 Following initial discussions in relation to its scoping, it is evident that this issue falls within the current remit of the Regeneration and Planning Services Scrutiny Forum.

3. RECOMMENDATION

3.1 It is recommended that the Scrutiny Co-ordinating Committee re-directs the Council referral to the Regeneration and Planning Services Scrutiny Forum for inclusion into its 2005/06 Work Programme.

Contact Officer:- Charlotte Burnham – Scrutiny Manager
Chief Executive's Department - Corporate Strategy
Hartlepool Borough Council
Tel: 01429 523 087
Email: charlotte.burnham@hartlepool.gov.uk

BACKGROUND PAPERS

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

<p style="text-align: center;">SCRUTINY CO-ORDINATING COMMITTEE</p> <p style="text-align: center;">14th November 2005</p>
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Report of: Scrutiny Manager

Subject: CABINET'S FORWARD PLAN

1. PURPOSE OF REPORT

1.1 To provide the opportunity for the Scrutiny Coordinating Committee (SCC) to consider whether any item within the attached Cabinet's Forward Plan should be considered by this Committee or referred to a particular Scrutiny Forum.

2. BACKGROUND INFORMATION

2.1 As you are aware, the SCC has delegated powers to manage the work of Scrutiny, as it thinks fit, and if appropriate can exercise or delegate to individual Scrutiny Forums.

2.2 One of the main duties of the SCC is to hold the Cabinet to account by considering the forthcoming decisions of the Cabinet and to decide whether value can be added to the decision by the Scrutiny process in advance of the decision being made.

2.3 This would not negate Non-Executive Members ability to call-in a decision after it has been made.

2.4 As such, the most recent copy of the Cabinet's Forward Plan is attached as **Appendix 1** for the SCC's information.

3. RECOMMENDATION

3.1 It is recommended that the Scrutiny Coordinating Committee considers the content of the Cabinet's Forward Plan.

Contact Officer:- Charlotte Burnham – Scrutiny Manager
Chief Executive's Department - Corporate Strategy
Hartlepool Borough Council
Tel: 01429 523 087
Email: charlotte.burnham@hartlepool.gov.uk

BACKGROUND PAPERS

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



HARTLEPOOL
BOROUGH COUNCIL

FORWARD PLAN

NOVEMBER - FEBRUARY 2006

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1. **INTRODUCTION**

- 1.1 The law requires the executive of the local authority to publish in advance, a programme of its work in the coming four months including information about key decisions that it expects to make. It is updated monthly.
- 1.2 The executive means the Mayor and those Councillors the Mayor has appointed to the Cabinet.
- 1.3 Key decisions are those which significantly modify the agreed annual budget of the Council or its main framework of policies, those which initiate new spending proposals in excess of £100,000 and those which can be judged to have a significant impact on communities within the town. A full definition is contained in Article 13 of the Council's Constitution.
- 1.4 Key decisions may be made by the Mayor, the Cabinet as a whole, individual Cabinet members or nominated officers. The approach to decision making is set out in the scheme of delegation which is agreed by the Mayor and set out in full in Part 3 of the Council's Constitution.

2. **FORMAT OF THE FORWARD PLAN**

- 2.1 The plan is arranged in sections according to the Department of the Council which has the responsibility for advising the executive on the relevant topic:

Part 1	Chief Executive's Department	CE
Part 2	Adult & Community Services Department	ACS
Part 3	Children's Services Department	CS
Part 4	Neighbourhood Services Department	NS
Part 5	Regeneration and Planning Department	RP

- 2.2 Each section includes information on the development of the main policy framework and the budget of the Council where any of this work is expected to be undertaken during the period in question.
- 2.3 It sets out in as much detail as is known at the time of its preparation, the programme of key decisions. This includes information about the nature of the decision, who will make the decisions, who will be consulted and by what means and the way in which any interested party can make representations to the decision-maker.

3. DECISIONS MADE IN PRIVATE

- 3.1 Most key decisions will be made in public at a specified date and time.
- 3.2 A small number of key decisions, for reasons of commercial or personal confidentiality, will be made in private and the public will be excluded from any sessions while such decisions are made. Notice will still be given about the intention to make such decisions, but wherever possible the Forward Plan will show that the decision will be made in private session.
- 3.3 Some sessions will include decisions made in public and decisions made in private. In such cases the public decisions will be made at the beginning of the meeting to minimise inconvenience to members of the public and the press.

4. URGENT DECISIONS

- 4.1 Although every effort will be made to include all key decisions in the Forward Programme, it is inevitable for a range of reasons that some decisions will need to be taken at short notice so as to prevent their inclusion in the Forward Plan. In such cases a minimum of 5 days public notice will be given before the decision is taken.
- 4.2 In rare cases it may be necessary to take a key decision without being able to give 5 days notice. The Executive is only able to do this with the agreement of the Chair of the Scrutiny Co-ordinating Committee or the Chairman or Vice-Chairman of the local authority. (Scrutiny committees have the role of overseeing the work of the Executive.)

5. PUBLICATION AND IMPLEMENTATION OF EXECUTIVE DECISIONS

- 5.1 All decisions which have been notified in the Forward Plan and any other key decisions made by the Executive, will be recorded and published as soon as reasonably practicable after the decision is taken.
- 5.2 The Council's constitution provides that key decisions will not be implemented until a period of 3 days has elapsed after the decision has been published. This allows for the exceptional cases when a scrutiny committee may 'call in' a decision of the Executive to consider whether it should be reviewed before it is implemented. 'Call in' may arise exceptionally when a Scrutiny Committee believes that the Executive has failed to make a decision in accordance with the principles set out in the Council's constitution (Article 13); or that the decision falls outside the Council's Policy Framework; or is not wholly in accordance within the Council's budget.

6. **DETAILS OF DECISION MAKERS**

- 6.1 Names and titles of those people who make key decisions either individually or collectively will be set out in Appendix 1 once they are determined.

7. **TIMETABLE OF KEY DECISIONS**

- 7.1 The timetable as expected at the time of preparation of the forward plan is set out in Appendix 2. Confirmation of the timing in respect of individual decisions can be obtained from the relevant contact officer closer to the time of the relevant meeting. Agenda papers are available for inspection at the Civic Centre 5 days before the relevant meeting.

PART ONE – CHIEF EXECUTIVE’S DEPARTMENT

A. BUDGET AND POLICY FRAMEWORK

1. NDC AREA RE-MODELLING

Cabinet will consider on 23 September 2005 a proposal to vary the approved 2005/6 Budget and Policy Framework so that the Council may assist the NDC Partnership with its area re modelling programme via a temporary funding arrangement. The Executive will consider a proposal to advance part of the Council’s future capital contributions to bridge a temporary funding shortfall, pending the sale of land within the NDC area the proceeds of which will then be used to repay the temporary funding provided by the Council. Council will consider this on 27 October 2005.

B. SCHEDULE OF KEY DECISIONS

DECISION REFERENCE: CE05/05 MIDDLETON GRANGE SHOPPING CENTRE – LAND FRONTING PARK ROAD

Nature of the decision

Whether to release car-parking land fronting Park Road for further development of Middleton Grange Shopping Centre.

Who will make the decision?

The decision will be made by Cabinet.

Timing of the decision

The decision should be made in November 2005.

Who will be consulted and how?

Internal consultation only (possibly including external consultants DTZ).

Information to be considered by the decision makers

- Impact of the proposed development on the Shopping Centre.
- Impact of the proposed land release on car-parking provision and the Council's income from car parking.
- Relevance of the proposal to the Phase II and Phase III covenants in the Head-Lease.

How to make representation

Representations should be made to Tony Brown, Chief Solicitor, Civic Centre, Victoria Road, Hartlepool, TS24 8AY. Telephone 01429 523001, e-mail: tony.brown@hartlepool.gov.uk

Further information

Further information can be sought by contacting Tony Brown, Chief Solicitor as above.

DECISION REFERENCE: CE15/05 – IMPLEMENTING ELECTRONIC GOVERNMENT

Nature of the Decision

To endorse the Implementing Electronic Government (IEG5) Statement to be submitted to the Office of the Deputy Prime Minister by Hartlepool Borough Council.

This is the fifth year for the submission of IEG statements. For the previous four years the successful submission has resulted in grants of £200,000, £200,000, £350,000 and £150,000 respectively to assist the authority in reaching the government target for making services available electronically by 2005. This year, the return is expected to be proving that the Council has used this money effectively, and failure to make a successful submission could result in some of this grant money being recalled.

Who will make the decision?

The decision will be made by the Cabinet.

Timing of the decision

The decision is expected to be made at a Cabinet meeting in December 2005.

Who will be consulted and how?

The Council's IEG Steering Group, and the HBC/Northgate Partnership Board will be consulted through their regular meetings.

Information to be considered by the decision makers

- i) Hartlepool Council IEG5 Statement.

Available for inspection from 25th November 2005.

How to make representation

Representations should be sent in writing to the Principal Strategy Development Officer (e-government) to be received no later than 30th November 2004.

All representations received by the closing date will be taken into account.

Further information

Further information on this matter may be sought from: Joan Chapman, Principal Strategy Development Officer (e-government) Telephone: 01429 –284145/e-mail: joan.chapman@hartlepool.gov.uk

PART TWO – ADULT AND COMMUNITY SERVICES

A. BUDGET AND POLICY FRAMEWORK

1. ANNUAL LIBRARY PLAN 2005/2006

The Annual Library Plan 2005-2006 has been approved for consultation by Cabinet on 22nd July 2005. It will then be examined by Adult and Community Services Scrutiny Forum on 20th September 2005. Consultation with the public is taking place throughout August and at the Neighbourhood Forums on 10th – 12th August 2005. The finalised plan will be available at Cabinet in October, for recommendation to Council in November.

B SCHEDULE OF KEY DECISIONS

DECISION REFERENCE: SS24/05 DIRECT PAYMENTS

Nature of the decision

To consider the extension of the Direct Payments Scheme to cover the purchase of items of equipment.

Direct Payments currently covers the provision of Personal Assistant support, respite care – day care, it is proposed that the scheme be extended to cover items of equipment.

Who will make the decision?

The decision will be made by the Portfolio Holder for Adult Services.

Timing of the decision

The decision will be made in January 2006.

Who will be consulted and how?

Consultation will occur through the Direct Payments Working Group and Direct Payments Peer Support Group.

Proposed means of consultation

- Agenda item and presentation to Working Group to 12th March 2004
- Agenda item at next Peer Support Group

Information to be considered by the decision makers

- The results of the consultation
- Report on the implications
- Best practice elsewhere
- Work undertaken via Tees-wide group

How to make representations

Representations can be made by contacting Margaret Hunt, Head of Business Unit (Strategy and Resources) on 01429 523928 or via email margaret.hunt@hartlepool.gov.uk

Further information

For further information please contact Margaret Hunt, Head of Business Unit (Strategy and Resources) on 01429 523928 or via email margaret.hunt@hartlepool.gov.uk

PART THREE – CHILDREN’S SERVICES DEPARTMENT

A. BUDGET AND POLICY FRAMEWORK

Children and Young People’s Plan

Following a launch event on 7th September 2005, work has begun on Hartlepool’s first Children and Young People’s Plan. Producing a draft Children and Young People’s Plan, for consideration by elected members, will involve co-operation between the Borough Council, in its capacity as Children’s Services Authority, and a number of strategic partners. These partners are identified by the Children Act 2004. Subsequent Regulations identify a number of bodies with whom the Authority must consult before the plan is agreed by Council.

The preparation and drafting work will take place during the Autumn of 2005. A key feature of the preparation will be the involvement of children and young people. A draft Children and Young People’s Plan will be presented to Cabinet, examined by Children’s Services Scrutiny Forum and considered by Council during the early months of 2006.

B. KEY DECISIONS - NONE

PART FOUR - NEIGHBOURHOOD SERVICES DEPARTMENT

A. BUDGET AND POLICY FRAMEWORK

1. FOOD LAW ENFORCEMENT SERVICE PLAN

Work has commenced on the draft 2005/06 Plan, which will be considered by Cabinet in November 2005, prior to referring to the Scrutiny Co-ordinating Committee.

B. SCHEDULE OF KEY DECISIONS

**DECISION REFERENCE: NS59/05 COAST PROTECTION –
HEADLAND STRATEGY STUDY**

Nature of the decision

To consider the outcome of the Headland Strategy Study that has been undertaken by W S Atkins.

Who will make the decision?

The decision will be made by Cabinet.

Timing of the decision

The decision is expected to be made in December 2005.

Who will be consulted and how?

All three Neighbourhood Forums.

Information to be considered by the decision makers

Background information leading to the proposals contained in the Strategy Study will be provided.

How to make representation

Representations should be made to Alan Coulson, Engineering Manager, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Tel: 01429 523242. Email: alan.coulson@hartlepool.gov.uk.

Further information

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

DECISION REFERENCE: NS67/05 PUBLIC CONVENIENCE PROVISION

Nature of the decision

Consideration of public convenience provision throughout the Borough.

Who will make the decision?

The Cabinet will make the decision.

Timing of the decision

The decision is expected to be made in December 2005.

Who will be consulted and how?

Local Resident Groups, the Neighbourhood Consultative Forums and Headland Parish Council.

Information to be considered by the decision makers

Report prepared on current condition of public conveniences, with recommendations for some replacement.

How to make representation

Representations should be made to Dave Stubbs, Head of Environmental Management, Civic Centre, Hartlepool TS24 8AY. Tel: (01429) 523201. Email: dave.stubbs@hartlepool.gov.uk

Further information

Further information can be obtained from Dave Stubbs, as above.

**DECISION REFERENCE: NS75/05 NEIGHBOURHOOD SERVICES
DEPARTMENT, CONSTRUCTION, PROPERTY AND HIGHWAYS
PARTNERSHIP**

Nature of the decision

To consider the business case for a strategic partnership arrangement.

Who will make the decision?

The decision will be made by Cabinet.

Timing of the decision

The decision is expected to be made in November 2005.

Who will be consulted and how?

- Staff via briefings and questionnaire
- Unions via involvement in working groups
- Partnership Steering Group of Officers and Members

Information to be considered by the decision makers

The following information will be presented:

- Baseline service information
- Key objectives of the Council
- Staff and Trade Union comments
- Partnership options
- Assessment criteria and risk matrix
- Functions to be included in the Partnership

How to make representation

Representations should be made to Graham Frankland, Head of Property Services, Neighbourhood Services Department, Leadbitter Buildings, Stockton Street, Hartlepool. Tel 01429 523211. E Mail graham.frankland@hartlepool.gov.uk

Further information

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

DECISION REFERENCE: NS76/05 NEIGHBOURHOOD SERVICES DEPARTMENT
TEES VALLEY AND SOUTH DURHAM NHS LIFT.

Nature of the decision

To consider the relevant land transactions on the Town Centre NHS LIFT site and the Owton Rossmere NHS LIFT projects.

Who will make the decision?

The decision will be made by Cabinet.

Timing of the decision

The decision is expected to be made in November 2005.

Who will be consulted and how?

NHS LIFT Company and Hartlepool PCT.
Owton Rossmere Resource Centre

Information to be considered by the decision makers

Background will be provided on the NHS LIFT development and land transactions in connection with the Town Centre and Owton Rossmere sites.

How to make representation

Representations should be made to Graham Frankland, Head of Property Services, Neighbourhood Services Department, Leadbitter Buildings, Stockton Street, Hartlepool. Tel 01429 523211. E Mail graham.frankland@hartlepool.gov.uk

Further information

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

PART FIVE - REGENERATION AND PLANNING SERVICES DEPARTMENT

A. BUDGET AND POLICY FRAMEWORK

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

The Regional Spatial Strategy (RSS) for the North East is currently under preparation by the Regional Assembly for the North East. A draft version was available for public consultation until 4th February. The Council's Cabinet considered the draft strategy on 24th January 2005 and representations were submitted to the Regional Assembly on 4th February. The revised draft RSS was submitted to the Secretary of State in July 2005, with formal consultation over a 12 week period in the Summer/Autumn of 2005. The Council's formal responses to this consultation exercise were submitted in October, 2005. It is expected that a Public Examination will then be held in March 2006. Any changes which the Secretary of State wishes to make will be published in spring 2006, with a further period of consultation on the changes in summer 2006. It is anticipated that the RSS will be formally adopted in the winter of 2006-7.

The Hartlepool Local Plan review is at an advanced stage. The Draft Local Plan was placed on deposit in March 2001. The Council's formal responses to the objections and representations made on the first deposit Draft Local Plan, were approved by the Council on 17th October 2002. The Draft Plan was changed to accord with the outcome of this process and to incorporate other issues which have emerged since the first deposit version was prepared. The draft Revised Local Plan was approved by the Council on 17th April, 2003 (subject to any minor textual changes to be agreed by the Regeneration and Economy Portfolio Holder), for placing on deposit, to allow objections and other representations to the changes made. The Revised Deposit period ran from 16th October 2003 to 27th November 2003. The Public Local Inquiry into valid objections to the Plan was held between 29th June and 8th July and the Inspector's report was received on 20th January 2005.

The report received initial consideration by Cabinet on 21st February and has been referred to the Environment and Regeneration Scrutiny Forum, the Neighbourhood Consultative Fora and the Planning Committee for consideration. The feedback from such consultations and the resultant draft proposed modifications to the Plan will be considered by the Cabinet on 6th September prior to referral to Council on 15th September for approval to make them available for the receipt of objections or other representations. These proposed modifications were published on 30th September and remain open to public consultation until 10th November. Subject to the response to the modifications, it is hoped to adopt the plan formally in early 2006.

With the enactment of the Planning and Compulsory Purchase Act, a new development plan system will come into force. There will still be two tiers of development plan, but in due course the Regional Spatial Strategy will replace the structure plan and development plan documents contained within a local development framework will replace the local plan. However, the new local plan currently being prepared will be saved for a period of at least three years after adoption - expected early 2006.

The local development framework will comprise a 'portfolio' of local development documents which will provide the framework for delivering the spatial planning strategy for the borough. Local development documents will comprise:

- Development plan documents – these must include:
 - A core strategy setting out the long term spatial vision for the area and the strategic policies and proposals to deliver the vision
 - Site specific allocations and policies
 - Action Area Plans for areas of change
 - Generic development control policies relating to the vision and strategy set out in the core strategy
 - Proposals Map
- Supplementary planning documents
- Statement of Community Involvement.

All local planning authorities were required to submit to the Secretary of State a local development scheme by 28 March 2005. This is a public statement of the local planning authority's programme for a three year project plan. This describes, inter alia, what local development documents are to be prepared and which policies and proposals of the local plan will be replaced by local development documents and which will be saved.

The draft local development scheme was submitted to the Cabinet meeting on the 21st February 2005 for agreement for submission as a draft to ODPM. The submitted scheme has now been accepted by ODPM.

A draft statement of Community Involvement was agreed by Cabinet in July 2005 and a period of public consultation is being held between July and October 2005. Consideration of representations are expected to be reported to Cabinet on 23rd November with the final SCI document being submitted to the Secretary of State in January 2006. This will be followed by a further consultation period and possible Public Examination. The SCI is expected to be adopted in December 2006

B SCHEDULE OF KEY DECISIONS

DECISION REFERENCE: RP60/05 HEADLAND ENVIRONMENTAL IMPROVEMENTS TO KEY RESIDENTIAL AREAS (2005/06 PROJECTS)

Nature of the decision

To approve schemes forming part of the 2005/06 programme of works within the Headland Environmental Improvements to Key Residential Areas Programme. (HEIKRA).

Who will make the decision?

The decision will be made by the appropriate Portfolio Holder in response to a joint report from the Directors of Regeneration & Planning and Neighbourhood Services

(In parallel, the North Hartlepool Partnership will also make a decision on the design and funding of the scheme).

Timing of the decision

The decision is expected to be made in November 2005.

Who will be consulted and how?

The proposals will be subject to consultation with all the Headland residents including specifically the neighbouring ones, the Parish Council and other stakeholders.

Proposals will also go to the North Hartlepool Partnership's Housing, Environment and Community Safety Advisory Group and its Design Sub-group.

Information to be considered by the decision makers

Feedback from all consultations including the views of The North Hartlepool Partnership, The Headland Town Council and residents etc.

How to make representation

Representations should be made in writing to Stuart Green, Assistant Director (Planning and Economic Development), Regeneration and Planning Services Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Telephone 01429 284133, e-mail: stuart.green@hartlepool.gov.uk

Further information

Further information can be sought by contacting: Karen Oliver, Neighbourhood Services Department, Civic Centre, Hartlepool, TS24 8AY. Telephone 01429 523680. e-mail: karen.oliver@hartlepool.gov.uk

DECISION REFERENCE: RP83/05 H₂O Centre

Nature of the decision

Cabinet will be asked to consider the study into the options for the establishment of a water based leisure centre (the H₂O Centre) carried out by Capita Symonds (Consultants appointed by the Council) and authorise further work to develop the designs, costing, funding arrangements and public consultation needed to take this project forward.

Who will make the decision?

The decision will be made by the Cabinet in response to a joint report by the Director of Adult Services and the Director of Regeneration and Planning.

Timing of the decision

The decision will be made in November 2005.

Who will be consulted and how?

As part of the Study Capita Symonds have already carried out consultation with a wide range of Council Officers and user groups of Mill House Leisure Centre.

Key bodies including the Hartlepool Partnership and the Neighbourhood Forums will be consulted and their views sought. Public Consultation events will also be held to seek views on the proposals coming forward.

Information to be considered by the decision makers

The H₂O Centre Study produced by Capita Symonds in July 2005 and any further officer comments following the completion of the study. The study is looking at the need for either a new leisure centre, or major improvements to the existing Mill House Leisure Centre. The study proposes a prestigious new development located within the Victoria Harbour site that would become an integral part of the Hartlepool Quays. The report will also examine capital and revenue implications of the project. Further development of the ideas, funding bids and public consultation events will be needed to move this project forward.

How to make representation

Representations should be made in writing to Geoff Thompson, Head of Regeneration by the end of August 2005, Regeneration and Planning Services Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Tel no 01429 523597 or email geoff.thompson@hartlepool.gov.uk

Further information

Further information on this matter can be obtained from Matthew King, Principal Planning Officer, Regeneration and Planning Services Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Tel no 01429 284084 or email matthew.king@hartlepool.gov.uk

DECISION REFERENCE: RP85/05 NORTH CENTRAL HARTLEPOOL HOUSING REGENERATION - APPOINTMENT OF PREFERRED DEVELOPER PARTNER

Nature of the decision

To consider a report concerning the selection process to secure a preferred partner to take forward housing redevelopment proposals for North Central Hartlepool, and to formally confirm the outcome.

Who will make the decision?

The decision will be made by Cabinet.

Timing of the decision

The decision is expected to be made in December 2005

Who will be consulted and how?

Consultation with local residents was integral to the development and progression of housing regeneration proposals for North Central Hartlepool. Residents have representation on the Steering Group overseeing the project on behalf of the Council's Cabinet.

Information to be considered by the decision makers

Consideration will be given to previous reports to Cabinet of 9 August 2004 and 6 June 2005 describing the background and context for the development of the North Central Hartlepool Housing Regeneration Project and its contribution to rebalancing the local housing market in this part of the town.

How to make representation

Representations can be made in writing to Peter Scott, Director of Regeneration and Planning Services, Regeneration and Planning Services Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Telephone 01429 523401, email peter.scott@hartlepool.gov.uk

Further information

Further information can be obtained from Mark Dutton, Housing & Regeneration Co-ordinator, Regeneration and Planning Services Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Tel: 01429 284308, email: mark.dutton@hartlepool.gov.uk

DECISION REFERENCE: RP86/05 ECONOMIC DEVELOPMENT SERVICE

Nature of the decision

A decision is required on the remit and level of service to be provided within the Council's Economic Development function, and on the associated funding arrangements for that service.

Who will make the decision?

The decision will be made by Cabinet.

Timing of the decision

The decision is expected to be made in November 2005.

Who will be consulted and how?

Views will be sought from other economic development support agencies operating in Hartlepool, by letters/meetings.

Information to be considered by the decision makers

The Cabinet will receive a report setting out the corporate significance of the Jobs and Economy theme, the range of services currently provided and anticipated to be needed in the foreseeable future, the quantitative achievements of those services, staffing and financial implications.

How to make representation

Comments should be submitted in writing by September, 2005 to Stuart Green, Assistant Director (Planning and Economic Development), Regeneration and Planning Services Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Telephone 01429 284133, e-mail: stuart.green@hartlepool.gov.uk

Further information

Further information can be obtained from Antony Steinberg, Economic Development Manager, Regeneration and Planning Services Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Tel: 523503, email: antony.steinberg@hartlepool.gov.uk

DECISION REFERENCE: RP88/05 STRENGTHENING COMMUNITIES BEST VALUE REVIEW

Nature of the decision

To consider the recommendations arising from a Best Value Review of Strengthening Communities which is being undertaken as part of the Council's Best Value Review Program. The review has considered the arrangements within the Council aimed at delivering the parts of this theme within the Community Strategy and Corporate Plan (Best Value Performance Plan) that the authority is responsible for.

Who will make the decision?

The decision will be made by Cabinet.

Timing of the decision

The decision is expected to be made in November 2005.

Who will be consulted and how?

Members, officers, residents and partners have been invited to participate in the review. Primary engagement in the process has been through a network of sounding boards that have met at key stages throughout the review.

Information to be considered by the decision makers:

- Hartlepool Community Strategy
- Corporate Plan (Best Value Performance Plan)
- Hartlepool Partnership Performance Management Framework

Reference copies are available in the members' room; further copies are available from the Community Strategy Division.

How to make representation

Representations can be made in writing to Peter Scott, Director of Regeneration and Planning Services, Regeneration and Planning Services Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Telephone 01429 523401, email peter.scott@hartlepool.gov.uk

Further information

Further information can be obtained from Geoff Thompson, Head of Regeneration, of Regeneration and Planning Services Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT Tel. No. 01429 523597 or e-mail geoff.thompson@hartlepool.gov.uk

DECISION REFERENCE: RP89/05 DEVELOPMENT AT HARTLEPOOL COLLEGE OF FURTHER EDUCATION

Nature of the decision

Cabinet are requested to consider further details of the HCFE expansion plans, including the proposed land take, design issues, funding sources and project timetable.

Who will make the decision?

The decision will be made by Cabinet

Timing of the decision

Decision to be made in November 2005

Who will be consulted and how?

Officers are working closely with Hartlepool College of Further Education (HCFE) and other partner organisations including University of Teesside and the Learning and Skills Council.

Information to be considered by the decision makers

The report will expand on information presented in two previous reports to Cabinet on the 04/04/05 and 22/07/05, and also extracts from the Town Centre Strategy, in order to progress the development of the College scheme.

How to make representation

Representations can be made in writing to Peter Scott, Director of Regeneration and Planning Services, Regeneration and Planning Services Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Telephone 01429 523401, email peter.scott@hartlepool.gov.uk

Further information

Further information can be obtained from Peter Scott as above.

DECISION REFERENCE: RP91/05 TREE STRATEGY

Nature of the decision

Cabinet will be asked for their endorsement of a draft Tree Strategy covering the future management of the Borough's stock of trees, having regard to the Council's services and responsibilities.

Who will make the decision?

The decision will be made by Cabinet.

Timing of the decision

The decision is expected to be made in November 2005.

Who will be consulted and how?

Consultation has taken place, between Council Departments and with the Tees Forest. The tree strategy is being circulated among members of the Natural & Built Environment Sub-Group of the Hartlepool Partnership for discussion.

Information to be considered by the decision makers

The draft Hartlepool Tree Strategy.

How to make representation

Representation can be made in writing to Ian Bond; Landscape Planning & Conservation Section; Regeneration and Planning Services Department; Bryan Hanson House; Hanson Square; Hartlepool; TS24 7BT; Tel: 01429 523431; e-mail ian.bond@hartlepool.gov.uk

Further information

Further information can be obtained from Ian Bond; Landscape Planning & Conservation Section; Regeneration and Planning Services Department; Bryan Hanson House; Hanson Square; Hartlepool; TS24 7BT; Tel: 01429 523431; e-mail ian.bond@hartlepool.gov.uk

DECISION REFERENCE: RP93/05 LOCAL ENTERPRISE GROWTH INITIATIVE (LEGI)

Nature of the decision

To consider and approve an offer of a Local Enterprise Growth Initiative Resource and also approve detailed implementation plans. LEGI is a major new DTI/ODPM/Treasury Department initiative aimed at realising the productivity and economic potential of our most deprived local areas and their inhabitants through enterprise and investment – thereby boosting local incomes and employment opportunities.

Neighbourhood Renewal areas have been invited to bid, in competition, for funding between £2m and £10m per annum up to ten years. It is anticipated that only around 30% of NR areas will be successful. The first phase of LEGI requires a bid submission by 9th December 2005 with approvals around January/February 2006 with project implementation commencing April 2006.

Who will make the decision?

The decision will be made by the Regeneration and Liveability Portfolio Holder.

Timing of the decision

It is anticipated that a decision on implementing a successful LEGI bid will be made in January 2006, presuming that the outcomes of bids are announced in January.

Who will be consulted and how?

The initial LEGI application will be developed with key partners and stakeholders including the Hartlepool Economic Forum, Hartlepool Partnership, Business Link, the Learning and Skills Council, Community Empowerment Network and local business community.

Information to be considered by the decision makers

The report providing details of the LEGI award should Hartlepool be a successful bidder together with detailed implementation plans.

How to make representation

Representations should be made in writing to Antony Steinberg, Economic Development Manager by the 31st October, 2005, Regeneration and Planning Services, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Tel. No. 01429 523503, e-mail antony.steinberg@hartlepool.gov.uk.

Further information

Further information can be obtained from Antony Steinberg as above.

DECISION REFERENCE: RP95/05 NEW DEAL FOR COMMUNITIES – COMMUNITY HOUSING PLAN – CENTRAL AREA PROPOSALS

Nature of the decision

To endorse the decision of the New Deal For Communities Steering Group in respect of proposed revision of the proposals within the Community Housing Plan for the Central Area (Dalton Street/Thornton Street and surrounds).

Who will make the decision?

The decision will be made by Cabinet.

Timing of the decision

The decision is expected to be made in November 2005.

Who will be consulted and how?

The Community Housing Plan was produced through an intensive and extensive community consultations process with local residents. Following an independent planning assessment, the proposals within it affecting the Central Area were deemed to require revision and further consultation, as reported to Cabinet at its meeting on 5 April 2004. Further community consultations have been undertaken since then, and most recently consultations have been held by NDC with businesses located in Dalton Street and various developers, in order to develop alternative plans for the area.

Information to be considered by the decision makers

The results of consultations with local residents, business owners in Dalton Street and others, and proposals recently endorsed by the NDC Steering Group.

How to make representation

Representations should be made to Peter Scott, Director of Regeneration & Planning Services, Regeneration and Planning Services, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Telephone 01429 523401, email peter.scott@hartlepool.gov.uk

Further information

Further information can be sought by contacting Mark Dutton, Housing Regeneration Co-ordinator, Regeneration and Planning Services, Bryan Hanson House, Hanson Square, Hartlepool TS24 7BT. Telephone: 01429 284308. Email: mark.dutton@hartlepool.gov.uk

DECISION REFERENCE: RP96/05 SECURITY CONTRACT

Nature of the decision

Cabinet will be asked to approve:

- New service specification for security services at various council buildings and sites (e.g. parks) across the town.
- Change to the method of delivering the contract

Who will make the decision?

The decision will be made by Cabinet in response to a joint report by the Director of Regeneration and Planning Services and the Director of Neighbourhood Services.

Timing of the decision

The decision will be made in December 2005.

Who will be consulted and how

All the current building and site managers will be consulted to canvas views on the existing service specification. They will be invited to develop ideas for a new specification and consulted again before the new specification is finalised.

Information to be considered by decision makers

The existing service specification was developed during 2000/01. Improvements in technology and reductions in cost mean that different, more cost effective solutions to security are now available. The report will examine capital and revenue implications of the various methods of delivering security services to the buildings and sites.

How to make representation

Representations should be made to Alison Mawson, Head of Community Safety & Prevention by the end of November, 2005, Regeneration and Planning Services, The Archive Building, Upper Church Street, Hartlepool, TS24 7EQ. Tel. 01429 284342, e-mail alison.mawson@hartlepool.gov.uk

Further information

Further information can be obtained from Alison Mawson as above.

DECISION REFERENCE: RP97/05 LOCAL ENTERPRISE GROWTH INITIATIVE (LEGI): BID OUTCOME

Nature of the decision

To consider and approve a bid for funding within the Government's Local Enterprise Growth Initiative. LEGI is a major new DTI/ODPM/Treasury Department initiative aimed at realising the productivity and economic potential of our most deprived local areas and their inhabitants through enterprise and investment – thereby boosting local incomes and employment opportunities.

Neighbourhood Renewal areas have been invited to bid, in competition, for funding between £2m and £10m per annum up to ten years. It is anticipated that only around 30% of NR areas will be successful. The first phase of LEGI requires a bid submission by 9th December 2005 with approvals around January/February 2006 with project implementation commencing April 2006.

Who will make the decision?

The decision will be made by the Regeneration and Liveability Portfolio Holder.

Timing of the decision

It is anticipated that a decision on the form and content of the LEGI bid will be made in November 2005.

Who will be consulted and how?

The initial LEGI application will be developed with key partners and stakeholders including the Hartlepool Economic Forum, Hartlepool Partnership, Business Link, the Learning and Skills Council, Community Empowerment Network and local business community.

Information to be considered by the decision makers

The report providing details of the LEGI bid.

How to make representation

Representations should be made in writing to Antony Steinberg, Economic Development Manager, Regeneration and Planning Services, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Tel. No. 01429 523503, e-mail antony.steinberg@hartlepool.gov.uk.

Further information

Further information can be obtained from Antony Steinberg as above.

APPENDIX 1

DETAILS OF DECISION MAKERS

THE CABINET

Many decisions will be taken collectively by the Cabinet.

- The Mayor, Stuart Drummond
- Councillor Stanley Fortune
- Councillor Cath Hill
- Councillor Peter Jackson
- Councillor Robbie Payne
- Councillor Ray Waller

EXECUTIVE MEMBERS

Members of the Cabinet have individual decision making powers according to their identified responsibilities.

Regeneration & Liveability	-	The Mayor, Stuart Drummond
Finance	-	Councillor Stanley Fortune
Children's Services	-	Councillor Cath Hill
Performance Management	-	Councillor Peter Jackson
Culture, Housing & Transportation	-	Councillor Robbie Payne
Adult Services & Public Health	-	Councillor Ray Waller

APPENDIX 2

TIMETABLE OF KEY DECISIONS

Decisions are shown on the timetable at the earliest date at which they may be expected to be made.

1. DECISIONS EXPECTED TO BE MADE IN NOVEMBER 2005

1.1 DATE NOT YET DETERMINED

CE05/05 (Pg 7)	MIDDLETON GRANGE SHOPPING CENTRE – LAND FRONTING PARK ROAD	CABINET
NS75/05 (Pg 16)	NEIGHBOURHOOD SERVICES DEPARTMENT, CONSTRUCTION, PROPERTY AND HIGHWAYS PARTNERSHIP	CABINET
NS76/05 (Pg 17)	NEIGHBOURHOOD SERVICES DEPARTMENT TEES VALLEY AND SOUTH DURHAM NHS LIFT	CABINET
RP60/05 (Pg 20)	HEADLAND ENVIRONMENTAL IMPROVEMENTS TO KEY RESIDENTIAL AREAS (2004/5 PROJECTS)	PORTFOLIO HOLDER
RP83/05 (Pg 21)	H2O CENTRE	CABINET
RP86/05 (Pg 24)	ECONOMIC DEVELOPMENT SERVICE	CABINET
RP88/05 (Pg 25)	STRENGTHENING COMMUNITIES BEST VALUE REVIEW	CABINET
RP89/05 (Pg 26)	DEVELOPMENT AT HARTLEPOOL COLLEGE OF FURTHER EDUCATION	CABINET
RP91/05 (Pg 27)	TREE STRATEGY	CABINET
RP95/05 (Pg 30)	NEW DEAL FOR COMMUNITIES – COMMUNITY HOUSING PLAN – CENTRAL AREA PROPOSALS	CABINET
RP97/05 (Pg 32)	LOCAL ENTERPRISE GROWTH INITIATIVE (LEGI): BID OUTCOME	PORTFOLIO HOLDER

2. DECISIONS EXPECTED TO BE MADE IN DECEMBER 2005

2.1 DATE NOT YET DETERMINED

CE15/05 (Pg 8)	IMPLEMENTING ELECTRONIC GOVERNMENT	CABINET
NS59/05 (Pg 14)	COAST PROTECTION – HEADLAND STRATEGY STUDY	CABINET
NS67/05 (Pg 15)	PUBLIC CONVENIENCE PROVISION	CABINET
RP85/05 (Pg 23)	NORTH CENTRAL HPOOL HOUSING REGENERATION - APPOINTMENT OF PREFERRED DEVELOPER PARTNER	CABINET
RP96/05 (Pg 31)	SECURITY CONTRACT	CABINET

3. DECISIONS EXPECTED TO BE MADE IN JANUARY 2006

3.1 DATE NOT YET DETERMINED

SS24/05 (Pg 10)	DIRECT PAYMENTS	PORTFOLIO HOLDER
RP93/05 (Pg 28)	LOCAL ENTERPRISE GROWTH INITIATIVE	PORTFOLIO HOLDER

4. DECISIONS EXPECTED TO BE MADE IN FEBRUARY 2006

4.1 NONE

<p style="text-align: center;">SCRUTINY CO-ORDINATING COMMITTEE</p> <p style="text-align: center;">14th November 2005</p>
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Report of: Chair of the Scrutiny Co-ordinating Committee

Subject: SCRUTINY CO-ORDINATING COMMITTEE –
PROGRESS REPORT

1. PURPOSE OF REPORT

1.1 To inform the Members of the Scrutiny Co-ordinating Committee of the progress made to date, since my last progress report to this Committee on 7 October 2005.

2. PROGRESS ON THE SCRUTINY WORK PROGRAMME 2005/06

2.1 I do believe that this Committee and the four standing Scrutiny Forums are progressing well, in what I feel is an ambitious Work Programme for 2005/06.

2.2 In addition to the Overview and Scrutiny Work Programme agreed on 5 August 2005, it is evident that the number of referrals are increasing this current municipal year. Outlined below are those mandatory and non-mandatory 'referrals' received to date:-

- (a) SRB Headland Town Square Development;
- (b) Representation on the HMS Trincomalee Trust;
- (c) 20 mph Speed Zones Outside of Schools;
- (d) Civic Centre Capital Maintenance Programme;
- (e) Use of Overview and Scrutiny Procedure Rule 18; and
- (f) uPVC Windows in Conservation Areas.

2.3 To assist this Committee in its co-ordinating role to ensure that the yearly Overview and Scrutiny Work Programme is delivered, the Scrutiny Manager is currently in the process of devising a selection criteria to assist Members in determining those non-mandatory referrals that are worthy of further consideration. It is envisaged that this draft selection criteria will be considered by this Committee in the very near future.

- 2.4 Advanced Informal Notification of Referral ‘ Second Tier Officers Review’ – Following discussions with the Cabinet Member Portfolio Holder for Performance Management and the Director of Neighbourhood Services, work is currently being undertaken by the Employer’s Organisation to review the Second Tier Officers’ Salaries. Consideration of the Employer’s Organisation report is to be given by the Cabinet Member Portfolio Holder for Performance Management on 11 November 2005 with a view to recommending the report is referred to this Committee for further consideration.
- 2.5 With this in mind, formal notification of the mandatory referral together with the scoping of this review, will be considered by this Committee at its meeting on 20 December 2005.
- 2.6 Final Reports Recently Considered / Awaiting Consideration – At the time of the writing of this report the following reports were awaiting consideration by the Authority’s Cabinet or other Committees:
- (a) Scrutiny Co-ordinating Committee’s Final Report entitled ‘Authority’s Financial Reserves’ (To be considered by Cabinet on 7 November 2005); and
 - (b) Scrutiny Co-ordinating Committee’s Final Report entitled ‘Additional Powers for Community Wardens’ (To be considered by the Regeneration and Liveability Portfolio Holder on 18 November 2005).
- 2.7 Scrutiny Co-ordinating Committee of 25 November 2005 (earlier start time of 12 noon) – I am pleased to advise that this meeting will be used solely to focus on the budget pressures and priorities with the Directors and Cabinet Members in attendance, as part of the Council’s budget setting process for 2006/07.
- 2.8 In addition to this, an additional meeting of this Committee has also been arranged for 20 December 2005, starting at the later time of 4.30 pm, to allow Members to consider the Draft Budget and Policy Framework Report.

3. GENERAL OVERVIEW AND SCRUTINY ISSUES

- 3.1 Scrutiny Training Programme for 2005/06 – Following the success of the first training event, the Scrutiny Manager is currently analysing those completed and returned questionnaires to assist in the compilation of a tailor-made Scrutiny Training and Development Programme for 2005/06 to be rolled out over the coming months.
- 3.2 Regrettably the response rate to the questionnaire was poor, however, those that were completed and returned have provided an indication into Members’ identified training needs and aspirations.

4. RECOMMENDATION

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

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

BACKGROUND PAPERS

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

SCRUTINY CO-ORDINATING COMMITTEE

14th November 2005



Report of: Chair of the Neighbourhood Services Scrutiny Forum

Subject: NEIGHBOURHOOD SERVICES SCRUTINY FORUM
– PROGRESS REPORT

1. PURPOSE OF REPORT

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

2. PROGRESS OF THE FORUM

2.1 Since the Forum's last progress report was presented to this Committee on 7 October 2005, the Neighbourhood Services Scrutiny Forum is continuing its investigation into the local bus service provision.

2.2 In doing so, at the last meeting of this Forum held on 14 October 2004, Members received evidence from the Authority's Cabinet Member Portfolio Holder for Culture, Housing and Transportation. A series of questions were prepared in advance of the meeting for the Cabinet Member in connection with the following key areas:-

- (a) Government policy;
- (b) Council's roles and responsibilities in relation to bus service provision;
- (c) Current level of service provision;
- (d) Infrastructure;
- (e) Quality of bus information / timetable changes;
- (f) Cost of bus travel : bus subsidies and concessionary fares; and
- (g) Barriers to using buses.

2.3 The next meeting of this Forum is to be held on 11 November 2005 whereby consideration will have been given to the following:-

- (a) Evidence from a representative from Government Office North East who also serves on the Regional Bus Forum; and

(b) Presentation from the Acting Transport and Traffic Manager and Public Transport Co-ordinator in relation to the a general guide to transport co-ordination.

2.4 In addition to the above, at this same meeting consideration will be given to scoping report of the 20 mph zones outside of schools referral, recently re-directed by the Scrutiny Co-ordinating Committee at its last meeting on 21 October 2005.

3. RECOMMENDATION

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

COUNCILLOR KEVIN CRANNEY
CHAIR OF THE NEIGHBOURHOOD SERVICES SCRUTINY FORUM

BACKGROUND PAPERS

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

SCRUTINY CO-ORDINATING COMMITTEE

14th November 2005



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

Subject: PROGRESS REPORT

1. PURPOSE OF THE REPORT

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

2. PROGRESS OF THE FORUM

2.1 Scrutiny Co-ordinating Committee last considered the Regeneration and Planning Services Scrutiny Forum's progress at its meeting on the 2nd September 2005. Outlined below is an update of progress made since that meeting date:-

(a) Following the cancellation of the Forum's October meeting limited progress has been made since the submission of the last progress report. Members of the Forum are at the time of writing due to continue their investigation into Partnerships.

3. RECOMMENDATION

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

**COUNCILLOR PAMELA HARGREAVES
CHAIR OF THE REGENERATION AND PLANNING SERVICES SCRUTINY
FORUM**

BACKGROUND PAPERS

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

SCRUTINY CO-ORDINATING COMMITTEE

14th November 2005



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

Subject: PROGRESS REPORT

1. PURPOSE OF THE REPORT

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

2. PROGRESS OF THE FORUM

- 2.1 Since the last meeting of Scrutiny Co-ordinating Committee the Adult and Community Services and Health Scrutiny Forum has:-
- (a) Responded to the Draft Declarations of Hartlepool PCT and North Tees and Hartlepool NHS Trust.
 - (b) Approved the Scoping paper into the forums investigation into bird flu.
 - (c) Received an update in relation to matters being considered by the Joint Section 7 Consultation Committee (Acute Services Review).
 - (d) Reviewed the status of the Commissioning of PCT Services Inquiry. Given the nature of the issue under consideration, it was felt that this issue be re-classified as an item for information which will be closely monitored by the Forum as opposed to a work programme issue.

3. RECOMMENDATION

- 3.1 That the Scrutiny Co-ordinating Committee:-
- a) Notes the progress made by the Forum
 - b) Endorse the proposal to continue receiving information relating to the Commissioning of PCT Services as an item for information.

**COUNCILLOR HARRY CLOUTH
CHAIR OF THE ADULT AND COMMUNITY SERVICES AND HEALTH SCRUTINY
FORUM**

BACKGROUND PAPERS

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



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

Subject: CHILDREN’S SERVICES SCRUTINY FORUM –
PROGRESS REPORT

1. PURPOSE OF REPORT

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

2. PROGRESS OF THE FORUM

2.1 Since the Forum’s last progress report was presented to this Committee on 7 October 2005, the Children’s Services Scrutiny Forum has:-

(a) Considered the Draft Final Report of the Forum’s enquiry into the Authority’s Adult Learning Service, following a poor inspection, which is to be considered at a later point during this meeting and the responsible Cabinet Member thereafter;

(b) Received evidence at our last meeting held on 25 October 2005 from the below-mentioned in relation to our Involving Young People enquiry which is nearing to completion:-

(i) Community Network – Findings from Youth Consultation Exercise; and

(ii) Participation Network – Involving Young People

2.2 At the next meeting of the Forum to be held on 22 November 2005, Members agreed that:-

(a) Following the presentation from the Community Network on 25 October 2005, that where possible further information be shared on the consultation exercise at this meeting; and that

(b) Consideration be given to the first draft of the Forum’s Final Report into Involving Young People;

- 2.3 Following completion of our enquiry into Involving Young People, our next scrutiny topic for consideration towards the end of this year/early next year, will be that of the Authority's Children and Young People's Plan which is currently in its early days of compilation.

3. RECOMMENDATION

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

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

BACKGROUND PAPERS

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

SCRUTINY CO-ORDINATING COMMITTEE
14 November 2005



Report of: Scrutiny Manager

Subject: Covering Report - Audit Commission Inspection Reports for 2005/06: Best Value Performance Plan and Interim Audit Report

1. PURPOSE OF REPORT

1.1 To inform Members of the Scrutiny Co-ordinating Committee that arrangements have been made for a representative from the Audit Commission to be in attendance at this meeting, to present the Inspection Reports for the Authority's Best Value Performance Plan and Interim Audit Report (Agenda Items 7.2 (b) and (c) refer).

2. BACKGROUND INFORMATION

2.1 As Members are aware, consideration of Inspection Reports relating to corporate and financial issues of the Authority form part of this Committee's remit.

2.2 As a result of this, arrangements have been made for the Audit Manager from the Audit Commission to be in attendance at this meeting to present the below mentioned Inspection Reports:-

- (a) Best Value Performance Plan (Agenda Item 7.2(b) refers); and
- (b) Interim Audit Report (Agenda Item 7.2(c) refers).

3. RECOMMENDATION

3.1 It is recommended that Members of this Committee:-

- (a) Note the content of this report; and
- (b) Consider the content of the two Inspection Reports to be presented by the Audit Commission (Agenda items 7.2 (b) and (c)).

Contact Officers:- Charlotte Burnham – Scrutiny Manager
Chief Executive's Department - Corporate Strategy
Hartlepool Borough Council
Tel: 01429 523 087
Email: charlotte.burnham@hartlepool.gov.uk

BACKGROUND PAPERS

There were no background papers used in preparation of this report.

Best Value Performance Plan

Hartlepool Borough Council

Audit 2005-2006

The Audit Commission is an independent body responsible for ensuring that public money is spent economically, efficiently and effectively, to achieve high-quality local and national services for the public. Our remit covers around 11,000 bodies in England, which between them spend more than £180 billion of public money each year. Our work covers local government, health, housing, community safety and fire and rescue services.

As an independent watchdog, we provide important information on the quality of public services. As a driving force for improvement in those services, we provide practical recommendations and spread best practice. As an independent auditor, we monitor spending to ensure public services are good value for money.

Status of our reports to the Council

Our reports are prepared in the context of the Statement of Responsibilities of Auditors and Audited Bodies issued by the Audit Commission. Reports are prepared by appointed auditors and addressed to members or officers. They are prepared for the sole use of the audited body, and no responsibility is taken by auditors to any member or officer in their individual capacity, or to any third party.

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Authority's responsibilities

- 1 The Authority is responsible for putting in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources, to ensure proper stewardship and governance, and to regularly review the adequacy and effectiveness of these arrangements. Under the Local Government Act 1999 (the Act) the Council is required to prepare and publish a best value performance plan summarising the Council's assessments of its performance and position in relation to its statutory duty to make arrangements to secure continuous improvement to the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
- 2 The Council is responsible for the preparation of the plan and for the information and assessments set out within it. The Council is also responsible for establishing appropriate corporate performance management and financial management arrangements from which the information and assessments in its plan are derived. The form and content of the best value performance plan are prescribed in section 6 of the Act and statutory guidance issued by the Government.

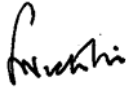
Auditor's responsibilities

- 3 I am required by section 7 of the Local Government Act 1999 and the Audit Commission's statutory Code of Audit Practice to carry out an audit of the Council's best value performance plan, certify that I have done so, and report:
 - any matters that prevent me from concluding that the plan has been prepared and published in accordance with statutory requirements set out in section 6 of the Local Government Act 1999 and statutory guidance; and
 - where appropriate, making any recommendations under section 7 of the Local Government Act 1999.

Report

- 4 I certify that we have audited the Council's best value performance plan in accordance with section 7 of the Local Government Act 1999 and the Audit Commission's statutory Code of Audit Practice.
- 5 In preparing my report I am not required to form a view on the completeness or accuracy of the information or the realism and achievability of the assessments published by the Council. My work, therefore, comprised a review and assessment of the plan and, where appropriate, examination on a test basis of relevant evidence, sufficient to satisfy me that the plan includes those matters prescribed in legislation and statutory guidance and that the arrangements for publishing the plan complied with the requirements of the legislation and statutory guidance.

- 6 I have not identified any matters to report to the authority.
- 7 I have no recommendations to make on procedures in relation to the plan.

A handwritten signature in black ink, appearing to read 'Nicklin', is positioned to the left of a vertical red line.

Steve Nicklin
September 2005
Audit Commission, Second Floor, Nickalls House, Metro Centre, Gateshead,
NE11 9NH

Audit Summary Report

October 2005



Interim Audit Report

Hartlepool Borough Council

Audit 2004-2005

The Audit Commission is an independent body responsible for ensuring that public money is spent economically, efficiently and effectively, to achieve high-quality local and national services for the public. Our remit covers around 11,000 bodies in England, which between them spend more than £180 billion of public money each year. Our work covers local government, health, housing, community safety and fire and rescue services.

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Introduction

1 The Code of Audit Practice requires us to give an opinion as to whether your accounts present fairly, the financial position of the Council. We achieve this by annually reviewing and testing the core process that help produce the statement of accounts, namely:

- the main accounting system;
- budgetary control procedures; and
- final accounts closedown processes.

2 The Council has responsibility for:

'Ensuring that the financial management of the body is adequate and that the body has a sound system of internal control which facilitates the effective exercise of that body's functions and which includes arrangements for the management of risk.'

'Reviewing (SIC) at least once a year the effectiveness of its system of internal control and shall include a Statement on Internal Control, prepared in accordance with proper practices in its financial statements.'

Source: Accounts and Audit Regulations 2003

Background

3 We have a responsibility to review your arrangements in respect of the financial aspects of corporate governance for:

- ensuring the legality of transactions with a financial consequence;
- ensuring financial standing is soundly-based;
- satisfying yourselves that your systems of internal control are both adequate and effective;
- ensuring proper standards of financial conduct; and
- preventing and detecting fraud and corruption.

4 This report covers our interim findings for our review of your core financial processes and your arrangements in respect of the financial aspects of corporate governance. We will issue a further report to members at the end of our audit of the financial statements to meet our responsibilities under the statements of auditing standards (SAS 610).

Audit approach

- 5 Our work involves:
- reviewing overall arrangements you have in place and testing where appropriate - this includes an assessment of Internal Audit and their work on core financial systems; and
 - specific work in accordance with our risk assessment, which this year included work on business continuity and disaster recovery arrangements, follow-up of previous years work on risk management, corporate capacity and IT security.

Main conclusions

Core process review

- 6 Our review to date of the main accountancy system, budgetary control process and the processes used in preparing the statement of accounts indicates that in the main adequate controls are in place to provide reasonable assurance that the figures in the statement of accounts will not be materially wrong. The attached action plan in Appendix 1 lists recommendations to improve these processes.
- 7 We have not yet finished our testing of the transfer of data from key feeder systems into the main ledger. Any issues arising from this work will be reported in our final audit report.
- 8 The Council has a good track record in meeting early closure deadlines. The 2004/05 accounts were completed by 8 July and approved by the General Purposes Committee on 20 July despite capacity issues within the finance team responsible. It is important that these capacity issues are addressed to ensure that the earlier deadline of 30 June is achievable in 2006.

Statement on Internal Control (SIC)

- 9 An action plan to improve the Council's internal control framework was included in last year's statement of accounts. We have reviewed the progress on the improvement actions and our findings are in the table overleaf.

Table 1 SIC 2004/05 implementation plan

Areas tested so far

Area to be improved	AC assessment of progress
Risk management arrangements.	<p>The Council has made improvements in its risk management processes and can now demonstrate a strong framework which will act as a building block for embedding risk throughout the Council.</p> <p>We have submitted a separate detailed report on this issue to officers and Resources Scrutiny Forum</p>
Arrangements for reporting to those charged with governance including budget reporting arrangements.	<p>Cabinet members now receive better financial and budgetary monitoring information</p> <p>The Council has established an Audit Committee to receive Internal Audit reports, although this committee has not met yet. In the absence of this committee, Internal Audit has been reporting to Resources Scrutiny Forum (RSF). This is unlikely to continue and there is some confusion as to who is responsible for receiving and evaluating internal assurance reports.</p>
Integration of performance management and budgetary control.	<p>Although members now receive better information in these two areas, they are not yet fully integrated to allow costs and quality to be measured together. We understand that further improvements will be rolled out during 2005/06, including reporting on key balance sheet items and high-risk areas.</p>

Source: SoA 2003/04

- 10 We will be undertaking detailed work on the remainder of the 2004/05 implementation plan over the next two months and detailed testing of the assertions in the 2004/05 statement, as part of our work on the statement of accounts. Appendix 2 gives an indication of the processes and evidence we will be looking for.

Internal Audit

- 11 The Council has an internal audit function that operates in accordance with the CIPFA code of practice for internal audit in local government. We are able to place some reliance on the work of Internal Audit to support our opinion. However, one area where Internal Audit could be strengthened is that of computer audit.
- 12 Our review of Internal Audit files indicated that a number of key IT controls had not been tested to confirm verbal assurances from managers. We have had to undertake additional work for the 2004/05 opinion to gain assurance that key IT

controls within core financial systems are operating effectively. The results of this work will be reported following the final accounts audit.

- 13 The Chief Internal Auditor recognises the weaknesses in the IT skills of the team and has requested support and training from us to develop and improve the approach to IT audit.

Financial standing

- 14 The final outturn was marginally more favourable than anticipated and some of these resources have been earmarked for additional commitments not previously identified. There are some financial pressures within social services and there are increasing liabilities around single status and job evaluation. Although some resources have been set aside to fund equal pay, additional resource may be needed when the impact of the tax and NI liability has been calculated. In addition, to minimise risks, the Council has had to employ temporary staff to address the capacity gap, which we reported to members last year. This commitment is likely to be ongoing in the short-term until recruitment and retention issues are addressed.
- 15 We commented in last year's audit letter on the level of the Council's reserves and have noted that the Council has committed £2 million per annum to support the budget in 2005/06 and the following two years. We are undertaking a further review of the rationale and risk assessments behind the existing reserves. This work will be reported separately.

Legality of transactions

- 16 The Council has arrangements in place to ensure compliance with relevant laws and regulations, internal policies and procedures, and that expenditure is lawful. However, our detailed work in the following areas has highlighted some weaknesses which need to be addressed:
- Freedom of Information Act;
 - Civil Contingencies Act;
 - Money Laundering Regulations; and
 - Diversity and race equality, including disability and human rights.
- 17 Recommendations to improve the Council's response to the above pieces of legislation are contained in the action plan at Appendix 1. However, we refer to key areas in the following paragraphs.
- 18 The Council in conjunction with Cleveland Emergency Planning Unit has made some progress in responding to the requirements of the Civil Contingencies Act. However, there are a number of key actions still required.
- The production of a joint risk register with strategic partners.
 - Completion of the ICT disaster recovery plan.
 - Business/service continuity plan needs to be produced as a matter of urgency.

- Formal arrangements for alternative premises and communications need to be agreed.

- 19 We will be monitoring progress on these issues during the 2005/06 audit.
- 20 We have considered the Council's approach to diversity through its response to the Disability Discrimination Act, Human Right Act and Race Relations Act. Diversity is a key line of enquiry in CPA 2005. Although the Council has responded positively to the latter, its response to the former two pieces of legislation is behind other excellent authorities. For example, the Council's performance in response to the BVPI for buildings with disabled access is very poor: 16.4 per cent of buildings classed as accessible against a target of 43 per cent (2003/04 BVPP). In addition there has been little progress on the Human Rights position statement.

Standards of financial conduct

- 21 The Council has arrangements in place that are designed to promote and ensure probity and propriety in the conduct of its business. In particular:
- the Council has adopted Codes of Conduct and monitors compliance; and
 - the Council has arrangements to prevent and detect fraud and corruption.
- 22 Recommendations to further improve arrangements are contained in the action plan at Appendix 1.

Appendix 1 – Action plan

Recommendation	Priority 1 = Low 2 = Med 3 = High	Responsibility	Agreed	Comments	Date
Core process review					
R1 The Council should undertake an option appraisal prior to procurement as to do otherwise is against the principles of the prudential code.	3	Assistant Chief Financial Officer	Yes	<p>Appraisal arrangements have been in place since the introduction of the prudential borrowing regime on 1 April 2004 for vehicles, plant or equipment to assess different procurement options (ie leasing, prudential borrowing).</p> <p>For traditional capital expenditure on building/infrastructure, prudential borrowing is used because there is no other viable alternative such as funding direct from revenue, or from capital receipts or PFI. Therefore, no option appraisal is undertaken, although revenue consequences of prudential borrowing are taken into account in budget process and VFM is achieved through tendering/contract process. We have also introduced new procedure for assessing lifetime costs of projects and to enable these costs to be, are built into revenue budget strategy/policy framework. The Council's Procurement Guide for Officers highlights the requirements for option appraisals on the procurement of works, goods and services.</p>	1 September 2005

10 Interim Audit Report | Appendix 1 – Action plan

Recommendation	Priority 1 = Low 2 = Med 3 = High	Responsibility	Agreed	Comments	Date
Systems of internal control					
R2 Each report to members should explicitly contain references to legal and financial implications.	2	Chief Financial Officer and Borough Solicitor	Yes		1 July 2005
R3 To strengthen controls around fraud, payroll lists of current employees should be sent to budget holders for independent verification.	2	Assistant Chief Financial Officer and Payroll Manager		This is already done for all areas on a monthly basis by Accountancy. Interface of SIMS and CODA provides the necessary control for schools. There is one exception and that is Neighbourhood Services. We had already planned to rectify this in 2005/06.	
R4 The Council needs to strengthen recruitment arrangements following IA's report this is of particular importance following the Bichard enquiry.	2	Chief Personnel Services Officer	Yes	CRB arrangements were audited 2004/05 and recommendations being implemented including review of processes, posts checked, storage arrangements and umbrella status.	September 2005

Recommendation	Priority 1 = Low 2 = Med 3 = High	Responsibility	Agreed	Comments	Date
Legality of transactions					
R5 The Council needs to undertake significant work to ensure compliance with the Civil Contingencies Act.	3	Director of Neighbourhood Services	No	The Council heads up the Cleveland Emergency Planning Unit which has driven forward the implementation of the CCA across the former Cleveland Authorities. The Council has set funding aside to introduce the discipline and process of business continuity planning and this is being supported and external consultant commencing September 2005.	
R6 The Council needs to produce a corporate position statement on the Human Rights Act.	3	Chief Solicitor	Yes	This will form part of a larger review into the civil liberties remit including freedom of information requirements. This examination has been delayed due to absence on sick leave of key personnel.	December 2005
R7 The Council needs to raise the profile of diversity at member level as this is a key aspect of future CPA reviews.	3	Chief Personnel Services Officer	Yes	Being addressed as part of Member Development Programme and increased profile of Member Diversity Champion commencing October 2005	October 2005 onwards

12 Interim Audit Report | Appendix 1 – Action plan

Recommendation	Priority 1 = Low 2 = Med 3 = High	Responsibility	Agreed	Comments	Date
Standards of financial conduct					
R8 There should be a procedure in place for the disclosure of gifts and hospitality to the Chief Executive.	2	Chief Executive/ Borough Solicitor	Yes	With effect from 1 September 2005 the record of gifts and hospitality maintained by his PA is submitted to the Chief Solicitor for scrutiny.	September 2005

SCRUTINY CO-ORDINATING COMMITTEE

14th November 2005



Report of: Scrutiny Manager

Subject: SCOPING REPORT – HMS TRINCOMALEE TRUST
(COUNCIL REFERRAL)

1. PURPOSE OF REPORT

- 1.1 To make proposals to Members of the Scrutiny Co-ordinating Committee for their investigation into the HMS Trincomalee Trust, which was referred to this Committee by Council on 15 September 2005.

2. BACKGROUND INFORMATION

- 2.1 At a meeting of Council on 15 September 2005, Council was requested to give consideration to Cabinet's proposal to provide a bridging loan to the Trincomalee Trust of up to £120,000 in conjunction with the previous loans being secured against the shore site land owned by the Trust. Details of the background to the request together with financial details of the Trust were provided and further discussed under Section 100(a)(4) of the Local Government Act 1972, whereby the press and public were excluded from the meeting.
- 2.2 Following the motion and various amendments to the original motion, it was agreed that the loan arrangements be approved and (minute 73 refers):
- (i) That Councillor Hall be the Council nominee;
 - (ii) That a minimum of 25% of the remainder of the Board (4 places minimum) also be replaced by new Trustees, representative of the town and reflecting its ethnic, gender and disabled make-up;
 - (iii) That the issue of the Trincomalee operation be examined by scrutiny, and the Trincomalee Board co-operate fully with this; and
 - (iv) That 2006 funding be dependent of the Board achieving the objectives set out in point (ii) and (iii).

- 2.3 As such the formal notification of this referral was reported to the meeting of the Scrutiny Co-ordinating Committee on 7 October 2005 and at the last meeting of this Committee on 21 October 2005, it was agreed that a scoping report, outlining the basis of the enquiry be considered at this meeting.

3. SETTING THE SCENE

- 3.1 The HMS Trincomalee is currently berthed in the Graving Dock that makes up the centrepiece of the Hartlepool Historic Quay. The ship has won a number of tourism awards over the years and, with the Quay, the Museum of Hartlepool and the Wingfield Castle, forms the highest profile element of Hartlepool's tourism offer.
- 3.2 The HMS Trincomalee is owned and administered by the HMS Trincomalee Trust which is a registered charitable company.
- 3.3 Over the years the HMS Trincomalee has been subject to considerable restoration work to improve, maintain and preserve the vessel.
- 3.4 The HMS Trincomalee provides facilities of an educational and cultural nature aimed at improving the public's awareness and appreciation of the ship's historical past.
- 3.5 Over the years, the Trust has encountered increasing financial problems and has sought help from this Council by way of advice and assistance, the granting of an interest free loan and latterly in the provision of an annual grant of £50,000.
- 3.6 The Hartlepool Tourism Strategy, adopted in 2004, identified the tourism and other economic benefits of maximising the integration of HMS Trincomalee with the neighbouring facilities, which are now branded as Hartlepool's Maritime Experience. Joint ticketing arrangements were introduced at the start of this financial year.

4. OVERALL AIM OF THE SCRUTINY REVIEW

- 4.1 The role of the Council is to regulate the basis on which they agree to fund the Trust. Whilst the constitutional arrangements of the Trust are a matter for the Trust itself, the Council are competent to set conditions subject to which funding is made available, including, if the Council see fit, the proper representation of community interests on the Trust's Board.
- 4.2 As a result of the above, the proposed overall aim of the Scrutiny investigation is to review the current membership of the HMS Trincomalee Trust in light of its constitutional arrangements together with its long-term financial standing, with reference particularly to the proposed Council funding.

5. TERMS OF REFERENCE FOR THE SCRUTINY REVIEW

- 5.1 The proposed Terms of Reference for the review are as outlined below:-
- (a) To identify the current membership of the HMS Trincomalee's Trustees in conjunction with its Constitution;
 - (b) To review arrangements for revisions to the Trust's Board, representative of the town and reflecting its ethnic, gender and disabled make-up, dependant on (a) above;
 - (c) To review the financial performance of the HMS Trincomalee over the last three years; and
 - (d) To consider the long-term stability of the HMS Trincomalee Trust.
- 5.2 Members should note that a detailed Business Plan for the Trust, in the context of the current and planned development of Hartlepool's Maritime Experience, is currently being prepared by consultants TRC Ltd. As a result of this piece of work currently being undertaken, this Committee may wish to decide if it is still appropriate for consideration to be given to the financial performance and long-term stability of the Trust (points 5.1 (c) and 5.1 (d) refer above within the proposed Terms of Reference).

6. POTENTIAL AREAS OF ENQUIRY / SOURCES OF EVIDENCE

- 6.1 Members of the Forum can request a range of evidential and comparative information throughout the Scrutiny review.
- 6.2 The Forum can invite a variety of people to attend to assist in the forming of a balanced and focused range of recommendations as follows:-
- (a) Representative(s) from the HMS Trincomalee Trust;
 - (b) Hartlepool Borough Council's Cabinet Members for which this issue falls within their area of responsibility;
 - (c) Hartlepool Borough Council's Chief Financial Officer;
 - (d) Hartlepool Borough Council's Head of Regeneration and Planning;
 - (e) Hartlepool Borough Council's Acting Assistant Director (Community Services); and
 - (f) Representatives from the Community Network.

7. COMMUNITY ENGAGEMENT

- 7.1 Community engagement plays a crucial role in the Scrutiny process and paragraph 5.2, details who the Forum could involve. However, thought will need to be given to the structure in the way that the Committee wishes to encourage those views.

8. PROPOSED TIMETABLE FOR THE SCRUTINY REVIEW

- 8.1 The proposed timetable for the undertaking of this review is as outlined below:-

14 November 2005 – Scrutiny Co-ordinating Committee – Consideration of Scoping Report – HMS Trincomalee Trust.

20 December 2005 - Scrutiny Co-ordinating Committee - Evidence to be determined.

13 January 2006 – Scrutiny Co-ordinating Committee - Consideration of Draft Final Report.

16 February 2006 – Council – Consideration of the Final Report of this Committee into the HMS Trincomalee Trust.

9. RECOMMENDATIONS

- 9.1 It is recommended that the Scrutiny Co-ordinating Committee:-
- (a) Determines whether it is appropriate for consideration to be given to the financial performance and long-term stability of the Trust, in light of the work currently being undertaken by external consultants (Terms of Reference 5.1 (c and d) and paragraph 5.2 refer); and
 - (b) Agrees the proposed Terms of Reference together with the suggested timetable for the undertaking of this review, as outlined in paragraphs 5 and 8 in conjunction with point (a) above.

Contact Officer:- Charlotte Burnham – Scrutiny Manager
Chief Executive's Department - Corporate Strategy
Hartlepool Borough Council
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Email: charlotte.burnham@hartlepool.gov.uk

BACKGROUND PAPERS

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

- (i) Minutes of the Council meeting held on 15 September 2005.

<p style="text-align: center;">SCRUTINY CO-ORDINATING COMMITTEE</p> <p style="text-align: center;">14th November 2005</p>
--



Report of: Children's Services Scrutiny Forum

Subject: FINAL REPORT – ADULT LEARNING INSPECTION

1. PURPOSE OF REPORT

1.1 To present the findings of the Children's Services Scrutiny Forum's inquiry into Adult Learning.

2. BACKGROUND INFORMATION

2.1 On 21st April 2005 the (then) Culture and Learning Scrutiny Forum examined the inspection results of Hartlepool's Adult Education Service, during its last meeting of the 2004/05 Municipal Year. Members of the Forum were keen to explore this issue given the poor inspection results the service had received in March 2004.

2.2 Having explored the issue with the Adult Education Co-ordinator on 21st April 2005, Members of the Forum determined that they would like one further meeting to explore this issue once the re-inspection of the Adult Education Service had taken place in May 2005. It was agreed at the meeting on 21st April 2005 that the Forum should:

- (a) Seek to make recommendations to the Portfolio Holder strongly supporting Adult Learning. Prior to doing this the Forum should explore the funding criteria of Adult Education Services as a basis for taking this matter to the Portfolio Holder.
- (b) Discuss this matter with a representative from the Learning and Skills Council (LSC) to clarify the basis of its current and future funding policies for Adult Education in Hartlepool compared with the other authorities within its responsibility; and
- (c) Consider the importance of the contribution of Adult Education to the Authority's social inclusion objectives.

- 2.3 Since the Forum first looked at this matter the remit of the Forum has changed to Children's Services, which means that the scrutiny topic falls outside of its remit. However, when the Forum determined its work programme on 5th July 2005 it was agreed that this item should remain with this Scrutiny Forum because of the work carried out in the previous municipal year. This approach was agreed by the Scrutiny Co-ordinating Committee on 5th August 2005.
- 2.4 On 30th August 2005 the following reports were presented to the Forum:
- (a) Re-inspection of the Adult Education Service – Adult Education Co-ordinator (HBC);
 - (b) Future funding of Adult Education – Adult Education Co-ordinator (HBC); and
 - (c) Reforming the Funding and Planning Arrangements for First Steps and Personal and Community Development Learning for Adults – Senior Learning Advisor (LSC).

3. FINDINGS

- 3.1 During discussions Members reached the following conclusions about Adult Learning:
- (a) Members noted the 'Re-inspection of the Adult Education Service' report and presentation and commented that there appeared to have been a dramatic improvement in a short space of time. Without wishing to take anything away from the work undertaken by staff, Members commented that the first inspection had possibly been too severe;
 - (b) That the Adult Services and Public Health Portfolio Holder be advised that it is this Forum's view that Adult Education is vital to the Town, especially in community areas and in local venues where people can feel comfortable in the learning environment; and
 - (c) That Scrutiny Co-ordinating Committee be requested to arrange for Adult and Community Services Scrutiny Forum to receive future updates from the Senior Learning Advisor of The Learning and Skills Council.

4. RECOMMENDATIONS

- 4.1 That Members endorse the content of this Final Report and agree the findings outlined in Section 3.1, for submission to the Adult Services and Public Health Portfolio Holder

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

October 2005

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BACKGROUND PAPERS

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

- (i) Culture and Learning Scrutiny Forum Minutes 21st April 2005
- (ii) Children's Services Scrutiny Forum Minutes 30th August 2005
- (iii) Children's Services Scrutiny Forum – Re-inspection of the Adult Education Service – Adult Education Co-ordinator (HBC)
- (iv) Children's Services Scrutiny Forum – Future funding of Adult Education Adult Education Co-ordinator (HBC)
- (v) Children's Services Scrutiny Forum – Reforming the Funding and Planning Arrangements for First Steps and Personal and Community Development Learning for Adults – Senior Learning Advisor (LSC).