

SCRUTINY CO-ORDINATING COMMITTEE AGENDA



PLEASE NOTE CHANGE OF TIME

Friday 24th February 2006

at 3.30 pm

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, Linda Shields 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 10th February 2006 (*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

No Items

6. FORWARD PLAN

6.1 Forward Plan: March 2006 to June 2006 – *Scrutiny Manager*

7. CONSIDERATION OF PROGRESS REPORTS / BUDGET AND POLICY FRAMEWORK DOCUMENTS

- 7.1 Corporate Plan (BVPP) 2006/07 – Proposed Objectives and Actions –
Assistant Chief Executive

8. CONSIDERATION OF FINANCIAL MONITORING/CORPORATE REPORTS

No Items

9. ITEMS FOR DISCUSSION

- 9.1 HMS Trincomalee Trust Scrutiny Referral:

- (a) Financial Performance of the HMS Trincomalee Trust
 - (i) Covering Report – *Scrutiny Manager*
 - (ii) Verbal Evidence from the General Manager of the HMS Trincomalee Trust; and
 - (iii) Verbal Evidence from the Authority's Assistant Director – Regeneration and Planning and the Acting Assistant Director of Community Services

- 9.2 Headland Town Square Overspend Scrutiny Referral:

- (a) Scrutiny Referral into the Overspend on the Headland Town Square Development – Scoping Report – *Scrutiny Support Officer*;
- (b) Setting the Scene:
 - (i) Covering Report – *Scrutiny Support Officer*; and
 - (ii) Verbal Evidence from Key Officers and Representatives

- 9.3 Second and Third Tier Officers Salary and Grading Review Scrutiny Referral: Employers' Organisation Salary and Grading Structure Recommendations:-

- (a) Covering Report – *Scrutiny Manager*; and
- (b) Verbal Evidence from the Senior Consultant of the Employers' Organisation

9.4 Scrutiny Co-ordinating Committee/Scrutiny Forums Progress Reports:

- (a) Scrutiny Co-ordinating Committee – *Chair of Scrutiny Co-ordinating Committee;*
- (b) Neighbourhood Services Scrutiny Forum – *Chair of Neighbourhood Services Scrutiny Forum;*
- (c) Regeneration and Planning Services Scrutiny Forum – *Chair of Regeneration and Planning Services Scrutiny Forum;*
- (d) Adult and Community Services and Health Scrutiny Forum – *Chair of Adult and Community Services and Health Scrutiny Forum;* and
- (e) Children's Services Scrutiny Forum – *Chair of Children's Services Scrutiny Forum*

10. **CALL-IN REQUESTS**

No Items

11. **ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT**

ITEMS FOR INFORMATION

- i) **Date of Next Meeting Friday 10th March 2006, commencing at 2.00 pm in Committee Room B**

SCRUTINY CO-ORDINATING COMMITTEE

MINUTES

10th February, 2006

Present:

Councillor Marjorie James (In the Chair)

Councillors: John Cambridge, Harry Clouth, Kevin Cranney, Bob Flintoff, Gerald Hall, Geoff Lilley, Ann Marshall, John Marshall and Arthur Preece

Resident
Reps. Evelyn Leck, Joan Smith and Linda Sheilds

Also
Present: The Mayor, Stuart Drummond,
Ray Waller, Adult and Public Health Services Portfolio Holder
Steve Nicklin, Les Watson and Campbell Dearden, Audit
Commission
Bryn Hughes, General Manager, HMS Trincomalee Trust
Michael Stewart, Chairman of the Board, HMS Trincomalee
Trust

Officers: Tony Brown, Chief Solicitor
Mike Ward, Chief Financial Officer
Chris Little, Assistant Chief Financial Officer
John Mennear, Cultural Services Officer
Craig Thelwell, Environmental Action Manager
Charlotte Burnham, Scrutiny Manager
Joan Wilkins, Principal Democratic Services Officer
Rebecca Redman, Temporary Research Assistant (Scrutiny)

140. Apologies for Absence

Apologies for absence were received from Councillors Rob Cook, Stan Kaiser, Jane Shaw and Edna Wright. In accordance with Council Procedure Rule 4.2 Councillor Sheila Griffin attended as a substitute for Councillor Rob Cook. Apologies were also received from Councillor Robbie Payne (Culture, Housing and Transportation Portfolio Holder).

141. Declarations of interest by members

Councillor Gerald Hall declared a personal interest in minute number 151 as an Honorary Trustee on the HMS Trincomalee Trust Board.

142. Minutes

The minutes of the meetings held on 27th January 2006 were confirmed.

143. Update

Minute Number 138 – Items for Discussion.

A member expressed concern regarding the exclusion of resident representatives from scrutiny training event on the 13th February 2006. The Chair reiterated the circumstances behind the decision to restrict attendance to Councillors and Executive Members only and indicated that this Committee supported the decision on the 27th January 2006.

144. Response from the Cabinet Member to the Scrutiny Co-ordinating Committees Final Report: Additional Powers for Community Wardens (Head of Environmental Management)

The Head of Environmental Management submitted a report outlining the background to the public consultation exercise undertaken by the Scrutiny Co-ordinating Committee in relation to the range of powers available to Community Wardens under the Accreditation Scheme.

Following completion of the consultation exercise the Committee's Final Report was considered by the Regeneration and Liveability Portfolio Holder on the 18th November 2005, at which time approval was granted for the award of the following additional powers for Community Wardens:-

- (i) The power to issue Fixed Penalty Notices for dog fouling, littering and riding a bicycle on a footpath;
- (ii) Power to request a name and address for Fixed Penalty Notices and offences that cause injury alarm and distress to another person or damage or loss of another persons property;
- (iii) Power to request the name and address of a person acting in an anti-social manner;
- (iv) Power to confiscate alcohol from young persons;
- (v) Power to require the removal of an untaxed vehicle.

The Chair introduced the Regeneration and Liveability Portfolio Holder who welcomed the opportunity to feedback his decision to the Committee. The Portfolio Holder thanked Members for their participation in the process and during the course of discussions the following issues were raised:-

- i) **The strong public desire for additional powers.** It was emphasised that the award of additional power to Community Wardens would be used to compliment existing enforcement capabilities and that the routes patrolled by Wardens would free up Enforcement Officers and Police Community Support Officers (PCSO's) to spend more time none NRF areas. Attention was also drawn to the education programme and publicity campaign, which were to be implemented alongside the introduction of additional powers.
- ii) **Concern was expressed regarding the possible loss of Wardens when funding runs out.** It was confirmed that existing funding for the provision of Community Wardens was to cease in March 2006. The Local Strategic Partnership (LSP) and Safer Hartlepool Partnership (SHP) were, however, to continue funding for the warden scheme with a change of name and a more environmental bias. Although levels of funding would be reduced there was to be a close working relationship with Community Policing i.e. the 43 additional PCSO's. It was also confirmed that there was no intention to change the Wardens areas.
- iii) **Concerns were reiterated regarding decision making by the LSP and SHP and the absence of a role for the Local Authority, in particular the lack of input into where and how Community Wardens work.** It was confirmed that Community Wardens were funded from the Neighbourhood Renewal Fund (NRF) and that responsibility for the allocation of resources lay with the Hartlepool Partnership (HP) and the SHP. Concern was expressed that LSP decisions were taken with little or no Elected Member involvement and brought back to the Council for ratification rather than the Council having true involvement in the decision making process. Members were assured that the Mayor had considered the Committees report before the LSP decision and as a member of the LSP had fed through all of the issues and comments made.

In relation to concerns regarding the general decision making/ working arrangements of the LSP Members reminded that a further report was to be brought back to this Committee on the 24th February 2006.

- iv) **Community Warden Area boundaries.** In response to a query regarding problems at the Fens Shops Members were advised that the intention was for boundaries not to be too prescriptive and for Wardens to cross boundaries where necessary to deal with problems in adjoining areas.

Following consideration of the report, and issues raised, the Chair thanked the Portfolio Holder for taking time to report back to the Committee.

Decision

The report was noted.

145. Call-In of Decision – Briarfields Allotments Site (Scrutiny Manager)

The Scrutiny Manager circulated for Members consideration a Call-in Notice relating to the decision taken by Cabinet on the 24th January 2006 (min. no. 173 refers) in relation to the Briarfields Allotment Site. The decision made was also follows:-

“The recommendation for implementation of purpose designed 12 plot allotment site at Briarfields, at an estimated cost of £75,000 was rejected and was to be reconsidered when the Council's budgetary position was known.

Following the vote Cllr Payne requested that his vote against the decision, and the concerns he expressed, be recorded. He then left the meeting and advised that his resignation from the Cabinet would be forthcoming.”

A copy of the Call-in Notice submitted to the Proper Officer on the on the 1st February 2006 was circulated for Members information. The notification, signed by three Members of the Co-ordinating Committee, outlined their concerns that the decision had been taken in contravention of the principles of decision making, as outlined in Article 13.02 of the Constitution. The concerns identified were as follows:

iv) respect of human rights and equality;

Despite the findings of the Local Government Ombudsman in the fact that Hartlepool Borough Council are guilty of maladministration, with regard to the methods employed to remove the Briarfields gardeners from their allotments. The Mayor has decided to continue to deny them the peaceful enjoyment of their gardens.

The Mayor has also chosen to make dismissive comments in the local press, with regard to the allotment gardeners in an attempt to undermine public support for the legitimacy of their position and the dignity with which they have carried out their campaign.

v) best value;

The Mayor permitted both officers and member's time to be allocated to negotiating an amicable settlement of the issues surrounding the reinstatement of the Briarfields Allotment Gardens with the gardeners concerned. To then refuse to implement the outcome of that negotiation, is a waste of public resources and caused damage to the integrity of both the Portfolio Holder and officers of the Council concerned. With the ultimate outcome that the standing of the Council as a whole is diminished.

To assist the Committee evidence was to be provided by the Mayor, the Culture, Housing and Transportation Portfolio Holder and Adult and Public Health Services Portfolio Holder. Due to a previous commitment the Portfolio Holder was unable to attend until later in the meeting and approval was obtained for the Mayor to submit his evidence and discussions on call-in to be adjourned until the arrival of the Portfolio Holder. The Mayor went on to confirm that at the Cabinet meeting held earlier on in the day notice was received of a better than expected final budget settlement. On this basis, the inclusion of £75,000 in the budget for Briarfields was approved, however, it was emphasised that this did not mean that Cabinet had approved the reinstatement of the allotments. In view of today's call-in reinstatement of the allotments was to be given further consideration by Cabinet on the 24th February 2006.

After consideration of the information provided so far the following issues were raised:-

- i) Concern was expressed regarding the difference in the costs given for the reinstatement of the allotments before and after the Portfolio Holders meeting with the allotment holders.
- ii) Concern was expressed that the allotment holders had been waiting a long time to get back onto their allotments. Attention was drawn to the growing season and the need to progress conclusion of the matter as soon as possible. The Chair agreed with this view and highlighted the motion to be put to Council on the 16th December requesting that

“Up to £75,000 to enable 12 allotment gardens to be reinstated at Briarfield, the necessary works to be completed no later than 1st May 2006.”

- iii) Concern was expressed regarding the process undertaken from the decision to dispose of the allotments to the refusal to

reinstate the allotment holders. In view of these concerns it was felt that the issue should be added to the Committees work programme for next year with the aim of undertaking a short/precise inquiry.

- iv) An allotment holder expressed his thanks for Councillor efforts and support in pursuing the reinstatement of the allotments.

The Chair indicated that discussions on this matter were to be adjourned for the time being to allow evidence from the Portfolio Holder. Before moving on to the next item it was confirmed that on the basis of the information provided so far the Scrutiny Co-ordinating Committee supported the concerns expressed in the notice. It was also of the view that the decision should be called-in for the reasons outlined in the notice and Cabinet asked to reconsider its decision.

Decision

Consideration of the issue was adjourned to later in the meeting to allow the attendance of the Portfolio Holder. (Discussion of the issue resumed at minute number 152)

146. Scrutiny Topic Referral from the Grants Committee – Withdrawal of European Regional Development Funding to the Voluntary Sector within Hartlepool (Scrutiny Manager)

The Scrutiny Manager reported receipt of a referral from the Authority's Grants Committee, on the 10th January 2006 (minute no. 26 refers), for examination of the withdrawal of European Regional Development Funding and the impact it would have across the voluntary sector in Hartlepool during 2006/7.

Consideration was sought as to whether the Committee wished to accept the referral for consideration during the Overview and Scrutiny Work Programme for either 2005/6 or 2006/7. Support was expressed for acceptance of the referral; however in the meantime Members felt that work needed to be undertaken in order to assist the Committee in its inquiry. It was suggested that an audit should be undertaken of community and voluntary sector organisations within the Hartlepool boundary to assess:-

- i) How many organisations there are?
- ii) What services they provide.
- iii) How they would be affected by the changes in the funding regime.

It was expected that the inquiry would not be able to start until June, which would leave sufficient time for completion of the audit. Emphasis was also placed upon the need to engage with the organisations and evidence gather if the inquiry was to be effective.

Councillor Lilley, asked whether those members of the committee who worked in the voluntary/community sector should declare an interest in this matter? The Chief Solicitor provided a summary of the guidance provided within the Constitution relating to declarations. Following consideration of this information the Chairman indicated that it would be her intention to participate fully in the inquiry and that she expected other members would do likewise.

Decision

- i) The referral from the Grants Committee for examination of the withdrawal of European Regional Development Funding and the impact it would have across the voluntary sector in Hartlepool during 2006/7 was approved for inclusion in the Overview and Scrutiny Work Programme for 2006/7.
- ii) That the inquiry start in June 2006.
- iii) That an audit of the voluntary/community sector be carried out prior to June, so that a baseline of information is available for the inquiry.

147. Forward Plan

No items. Members, however, reiterated their concerns regarding the level of detail in the plan and requested that additional information be included in the future.

148. Consideration of Progress Reports/Budget and Policy Framework Documents

No Items.

149. Audit Commission Inspection Reports for 2005/06: Annual Audit and Inspection Letter (Chief Financial Officer)

The Chief Financial Officer sought consideration of the Annual Audit and Inspection Letter 2004/5, a copy of which was appended to the report. To assist the Committee in consideration of the letter

Members welcomed representatives from the Audit Commission who went on to give a brief presentation covering the main issues identified in each of the various sections of the letter.

During the course of the presentation the Council was congratulated on its four-star performance rating (highest rating) and the generally positive content of the letter. There were, however, a number of areas which required attention and these included the need for the Council to:-

- i) Monitor the application of reserves and balances and periodically review levels of reserves to ensure that they were still required or sufficient for purpose; and
- ii) Ensure that the Council's internal control framework was mapped and evaluated in 2005/06 and that action plans to address identified weaknesses were implemented.

Other issues identified related to the Direction of Travel and Accounts and Governance sections of the report. Attention was drawn to the increasing prominence of the Direction of Travel report and indications within it that the Council was improving in most of the priority areas clearly defined and informed by effective community engagement. However, whilst it was recognised that the Council was building additional capacity through its change programme there was a need for greater Member involvement in performance management. In relation to Accounts and Governance attention was drawn to the assessment undertaken of the Council's arrangements for use of resources in five areas. Scores varied from 2 out of 4 for two for the five areas and 3 for the remaining three. With a score of 2 representing an area which only meets minimum requirements the Audit Commission were of the view that areas such as project appraisal, the management of resources and the asset base required attention of the Council was to retain its 4 star rating.

In view of the points raised the Chief Financial Officer felt that it was important to highlight that the Audit Commission's findings were based upon the position as at the 31st March 2005. Since that time a considerable amount of work had been undertaken including that went a considerable way to addressing the issues identified in the letter. These included:

- Completion of a comprehensive review of the Council's reserves and balances by the Scrutiny Co-ordinating Committee, which showed that the majority of reserves were needed for the purpose identified. The only exceptions to this were the reserves relating to sea defences, benefit subsidies and Council Tax revaluation reserves, which Cabinet had agreed to return to the General Fund. The report made reference to proposals for the use of these former reserves to partly fund unbudgeted Equal Pay costs to be

considered by Cabinet. It was, however, highlighted that the this decision did not sit with Cabinet and that it was in fact a decision to be made by Council as part Budget and Policy Framework proposals. Members requested that the report be amended accordingly.

- Establishment of an Audit Committee with the remit of raising awareness of internal control, reviewing controls and financial operations and the development of anti-fraud culture. It was also to receive reports from Internal Audit and would be able to review both the internal control environment and the Statement of Internal Control.

In light of the presence of the Chair of the Audit Committee as a member of the Co-ordinating Committee Members took the opportunity to seek his views on the Letter. Members were advised that the Audit Committee had considered the Letter in detail and reminded that this represented a 'snapshot' of the Council's position in March 2005. Members were also asked to remember the considerable progress that had already been made i.e. the work undertaken by scrutiny in relation to the Council's reserves.

Following consideration of the information provided the Chair thanked all of those present for their participation and requested in relation to the areas where issues were still outstanding that the Scrutiny Co-ordinating Committee work with appropriate departments and the Audit Committee to look at how they could be resolved.

Decision

The report was received and noted.

150. HMS Trincomalee Trust – Setting the Scheme (Scrutiny Manager/Research Assistant)

The Scrutiny Manager outlined the background to the referral of this issue from Council. Members were advised that in accordance with the timetable laid down within the scoping report, approved on the 14th November, the Trusts General Manager and Chairman of the Board of Trustees were in attendance to give a short presentation on the work and history of the Trust.

During the course of the presentation a brief history of the vessel and the Trust was provided, with particular reference made to:-

- a) Construction and Commissions
- b) Foudroyant and the Training Days
- c) The Move to Hartlepool and Restoration

- d) Seeking Sustainability
- e) Development
- f) Merits, Awards and Usage
- g) Governance and Financial Overview

The content of the presentation was noted and Mr Hughes and Mr Stewart thanked for their efforts.

Decision

The presentation was received.

151. HMS Trincomalee Trust – Composition of the Trust Board (Scrutiny Manager/Research Assistant/HMS Trincomalee Trust's General Manager)

Further to minute number 150 above, the Scrutiny Manager reported that in accordance with the timetable laid down within the scoping report the Trusts General Manager and Chairman of the Board of Trustees were in attendance to give evidence in relation to the composition of the Trusts Board.

To assist the Committee in its inquiry the Trust provided the following answers to key questions outlined in the report. It was confirmed that:-

- i) The Trust was a registered charity and the Articles of Association of the Trust permit the Board to be between four and twenty-one. The membership of the Board at this time consisted of eighteen Trustees who were responsible to the Charity Commission and Companies House for complying with the Memorandum and Articles of the Trust, and for all other matters. Information on the other areas of responsibility for the Trust was outlined along with details of the staff employed. It was also confirmed that the Trustees and the Director are the 'Members' referred to in the Articles of Association.
- ii) Of the 18 Trustees seven live and work in Hartlepool, three were from the Tees Valley area, three from the North East and four from outside the region. It was noted that originally local representation on the Trust had not been as great as this and that there had, and continued to be, a gradual move towards greater local representation. Attention was drawn to the need for as far as possible relevant skills to be taken into consideration and for the Trust skill shortfalls related to those with experience of fund raising, education, local community/business support and diversity. It was also highlighted that in respect of diversity one of the members of the Board was one of the regions champions of the disabled.

- iv) There were currently 2 vacancies on the Board for people who live/work in Hartlepool. Despite extensive efforts to fill these places, including adverts in various publications, the Board felt that the response had been disappointing. Of the two responses received neither had the required skills, as outlined above.

It was confirmed that prior to this recruitment exercise the appointment of places on the Board had been done on a work of mouth basis.

- v) The Local Authority could assist by assisting the Trust to fill the two vacant positions on the Board with individuals who live/work in Hartlepool with the appropriate skills and experience. In relation to the age group of trustees it was acknowledged that there was a need to attract younger volunteers and again any help which the Council could provide in this would be greatly appreciated. Reference was made to the possibilities for the involvement of young people through the Friends of the HMS Trincomalee.
- vi) In relation to attendance at Board meetings it was explained that attendance was not 100% and that travel and availability was an issue for some. This was a contributory factor in the move towards greater local representation.

Issues flagged up for consideration at the next stage of the inquiry were:-

- i) In relation to section 3(b)(viii) of the Memorandum of Association a query was raised regarding the reference made "That the Trust shall not undertake any permanent trading activities in raising funds for the objects of the Trust." Members requested that clarification be provided at a further meeting.
- ii) Concern was also expressed regarding the public perception of the link between the Trust and the Council and in particular the liability, complaints and charging at the Quay. An explanation of the process and responsibilities for each of these areas was provided.

Members felt that the public did not understand the split between the Trust and the Council and that there were a number of governance issues, which needed to be looked into. It was also felt that the establishment of a Service Level agreement with the Trust needed to be looked into further.

Following conclusion of discussions the Trust's representatives were thanked for their attendance and invited to attend the next meeting of the committee to provide additional information in relation to the issues identified above.

Decision

That the evidence provided today be noted and issues identified above be discussed further as part of the next stage of the Scrutiny Co-ordinating Committee's inquiry.

152. Final Report – Scrutiny Enquiry into 20 MPH Speed Limit Zones Outside of Schools (Neighbourhood Services Scrutiny Forum)

The Chairman of the Neighbourhood Services Scrutiny Forum sought endorsement of his Forums Final Report following completion of its enquiry into 20 mph Speed Limit Zones outside of schools, prior to its submission to Cabinet.

Following consideration of the report Members of the Co-ordinating Committee indicated that they were very supportive of the content of the Final Report.

Decision

The report was endorsed and approval given for its submission to Cabinet.

153. Call-In of Decision – Briarfields Allotments Site (Scrutiny Manager)

Further to minute number 145 above, discussions regarding the call-in of the Cabinet decision relating to the Briarfields Allotment Site discussions were reconvened. The Chairman provided a brief summary of discussions so far for the benefit of the Adult and Public Health Services Portfolio Holder and received apologies from the Culture, Housing and Transportation Portfolio Holder who had been unavoidably detained elsewhere.

As part of his evidence to the Committee the Adult and Public Health Services Portfolio Holder reiterated the decision of Cabinet earlier on in the day to include £75,000 in the budget proposals for Briarfields. It was, however, again emphasised that this did not mean that Cabinet had approved the reinstatement of the allotments and that consideration of the call-in, should it be approved by this Committee, would be consideration by Cabinet on the 24th February 2006.

In relation to the timescale the Portfolio Holder reiterated the importance of concluding this matter as soon as possible and

highlighted a willingness between Members and some Cabinet Members for the reinstatement of the allotment holders as soon as possible. Attention was also drawn again to the motion to be put to Council on the 16th February 2006.

Following completion of discussions and taking into consideration the views detailed in minute number 145 above the Committee expressed its wholehearted support for the called-in of the decision taken by Cabinet on the 24th January 2006 (min. no. 173 refers) in relation to the Briarfields Allotment Site for the reasons outlined in the notice.

Decision

The Scrutiny Co-ordinating Committee approved the called-in of the decision taken by Cabinet on the 24th January 2006 (min. no. 173 refers) in relation to the Briarfields Allotment Site for the reasons outlined in the notice and requested that Cabinet reconsider its decision.

154. Any Other Business

- i) Change of start time for the next meeting. Following a request from the Chair Members approved the change of the start time of the meeting to be held on the 24th February 2006 from 2.00pm to 3.30pm.
- ii) Best wishes to Councillor Cook. Members requested that the Committees best wishes be conveyed to Councillor Cook for a speedy recovery.

MARJORIE JAMES

CHAIR

SCRUTINY CO-ORDINATING COMMITTEE

24 February 2006



Report of: Scrutiny Manager

Subject: CABINET'S FORWARD PLAN

1. PURPOSE OF REPORT

- 1.1 To provide the opportunity for the Scrutiny Co-ordinating 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

MARCH 2006 - JUNE 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. Budget

None

2. Corporate (Best Value Performance Plan) 2006/07

The production of the Corporate (Best Value Performance) Plan by 30 June each year is a national legal requirement.

The purpose of the Plan is to describe the Council’s priorities for improvement for 2006/7, including how weaknesses will be addressed, opportunities exploited and better outcomes delivered for local people. It will include targets for future performance.

Preparation of the Corporate Plan for 2006/7 commenced in January 2006. Final approval of the Plan will be by Council in June 2006. Dates for Cabinet and Council meetings in May and June are still to be decided. Cabinet and Scrutiny Co-ordinating Committee considered the plan on 10 February and 24 February respectively. Scrutiny Co-ordinating Committee will have further opportunities to consider the plan on 10 March and 19 May. Cabinet will consider the plan again in May.

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 March 2006.

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.

PART TWO – ADULT AND COMMUNITY SERVICES

A. BUDGET AND POLICY FRAMEWORK

NONE

B. SCHEDULE OF KEY DECISIONS

DECISION REFERENCE: SS31/06 Fees for Adult Education Courses

Nature of the decision

The level of fees for Adult Education Courses in 2006-2007

Who will make the decision?

The decision will be made by the Portfolio Holder for Adult Services and Public Health

Timing of the decision

To be determined, but expected to be in June 2006.

Who will be consulted and how?

The Learning and Skills Council, the Adult Providers Group through discussion at regular meetings.

Proposed means of consultation

Through discussion at regular meetings.

Information to be considered by the decision makers

A report will be presented indicating the current levels of fees, changes in Learning and Skills Council requirements and options for a new fee structure.

How to make representation

Representations should be made to Maggie Heaps, Adult Education Co-ordinator at Hartlepool Adult Education, Golden Flatts, Seaton Lane, Hartlepool TS25 1HN so that they are received no later than 30th April 2006. Telephone 01429 292340 e-mail maggie.heaps@hartlepool.gov.uk

Further information

Further information on this matter can be sought from Maggie Heaps at the above address

DECISION REFERENCE: SS32/06 INTEGRATION

Nature of the decision

To consider progress to date on the implementation of Vision for Care and agree the future options in relation to further integration with Hartlepool PCT.

Who will make the decision?

The Cabinet will make the decision.

Timing of the decision

The decision is expected to be made in March 2006.




Who will be consulted and how?

All relevant adult based Planning Groups, Partnership Boards or Local Implementation Groups, staff and other key stakeholders.

Proposed means of consultation

Through current planning meetings and staff/team meetings.

Information to be considered by the decision makers

-  Our Health, Our Care, Our Say – Future Direction for Health and Local Authority Services.
-  Vision for Care Framework
-  Report on the future integration options will be prepared with recommendations outlined as part of the report.

How to make representation

Representations should be made to Nicola Bailey, Director of Adult and Community Services, Level 4, Civic Centre, Victoria Road, Hartlepool. Telephone 01429 523914 e-mail nicola.bailey@Hartlepool.gov.uk

Further information

Further information is available from Nicola Bailey, Director of Adult and Community Services, Level 4, Civic Centre, Victoria Road, Hartlepool. Telephone 01429 523914 e-mail nicola.bailey@Hartlepool.gov.uk

DECISION REFERENCE: SS33/06 BRIARFIELDS ALLOTMENTS

Nature of the decision

To consider the re-instatement of Briarfields Allotments.

Who will make the decision?

The decision will be made by Cabinet.

Timing of the decision

The decision will be made in March 2006.

Who will be consulted and how?

Previous consultees are aware of the procedure, further consultation may be necessary, with the former Briarfields tenants.

Proposed means of consultation

Meetings between officers and allotment representatives.

Information to be considered by the decision makers

Report on the financial implications of re-instatement.

How to make representation

Representations should be made to John Mennear, Acting Assistant Director (Community Services), Level 4, Civic Centre, Victoria Road, Hartlepool. Telephone 01429 523417 or email e-mail john.mennear@hartlepool.gov.uk

Further information

Further information is available from John Mennear, Acting Assistant Director (Community Services), Level 4, Civic Centre, Victoria Road, Hartlepool. Telephone 01429 523417 or email e-mail john.mennear@hartlepool.gov.uk

DECISION REFERENCE: SS34/06 INDIVIDUALISED BUDGETS

Nature of the decision

To consider the use of individualised budgets across adult services.

Who will make the decision?

The decision will be made by Adult and Public Health Services Portfolio Holder.

Timing of the decision

The decision will be made in March 2006.

Who will be consulted and how?

Adults who use services and their families.

Proposed means of consultation

Through the established Planning Groups (Valuing People Partnership Board, Improving Life Chances Planning Board, Older People Local Implementation Team and 50+ Forum).

Information to be considered by the decision makers

The report will include White Paper policy direction on individualised budgets (Our Health, Our Care, Our Say; A New Direction for Community Services); and the impact locally on service delivery, commissioning and finance.

How to make representation

Representations should be made to Liz Bruce, Head of Business Unit, Level 4, Civic Centre, Victoria Road, Hartlepool. Telephone 01429 5239313 or email liz.bruce@hartlepool.gov.uk

Further information

Further information is available from Liz Bruce, Head of Business Unit, Level 4, Civic Centre, Victoria Road, Hartlepool. Telephone 01429 5239313 or email liz.bruce@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.

A first draft of the Plan was produced in November 2005 and was subject to public consultation between mid-November and mid-December. This consultation involved meetings of reference groups, Neighbourhood Forum meetings, parent focus groups and a drop-in event. One particular feature was the involvement of young people.

After careful consideration of the outcomes of the consultation, a second draft of the Plan was produced in January 2006. Cabinet met on 24th January and approved the second draft for scrutiny and consultation. Children’s Services Scrutiny Forum considered the draft initially on 7th February and will consider the outcome of a second round of consultation when they meet again on 7th March.

A third draft will be produced in March 2006 and it is intended that this will be considered by Cabinet before being submitted for full Council approval on 13th April 2006.

B. SCHEDULE OF KEY DECISIONS

DECISION REFERENCE: ED24/06

CHILDREN'S SERVICES ASSET MANAGEMENT PLAN (SCHOOL BUILDINGS): APPROVAL

Nature of the decision

To approve the annual revision of the Children's Services Asset Management Plan (School Buildings), (formerly known as Education AMP).

Who will make the decision?

The decision will be made by the Portfolio Holder for Children's Services.

Timing of the decision

The decision is expected to be made in March 2006.

Who will be consulted and how?

- i) Headteacher representatives on the Asset Management Plan Working Group;
- ii) Individual schools on proposals for building development to be included in the Plan;
- iii) Headteachers during regular school visits by members of the AMP team.

Information to be considered by the decision-makers

A draft Asset Management Plan prepared by the Asset Management Plan Working Group with:

- i) a Local Policy Statement;
- ii) a Statement of Priorities for building work in schools.

How to make representations

Representations should be made to Alan Kell, Asset Manager at the address below, and received no later than 6th March 2006.

Further information

Further information on this matter can be sought from Alan Kell, Asset Manager, Children's Services Department, Hartlepool Borough Council, Level 4, Civic Centre, Hartlepool, TS24 8AY or telephone (01429) 523051, e-mail alan.kell@hartlepool.gov.uk.

PART FOUR - NEIGHBOURHOOD SERVICES DEPARTMENT

A. BUDGET AND POLICY FRAMEWORK

NONE

B. SCHEDULE OF KEY DECISIONS

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 March 2006.

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: 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 March 2006.

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.

**DECISION REFERENCE: NS79/05 NEIGHBOURHOOD SERVICES
DEPARTMENT - CONSTRUCTION, PROPERTY AND HIGHWAYS
PARTNERSHIP**

Nature of the Decision

To consider the business case and options for future service delivery.

Who will make the decision?

The decision will be made by Cabinet.

Timing of the decision

The decision is expected to be made in March 2006.

Who will be consulted and how?

- Staff via briefings
- Unions via involvement in working groups and Steering Group
- 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
- Delivery options
- Functions to be included

How to make representation

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

Further information

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

DECISION REFERENCE: NS80/05 INCREASED RECYCLING PROPOSALS

Nature of the Decision

To consider increased recycling proposals.

Who will make the decision?

The decision will be made by Cabinet.

Timing of the decision

The decision is expected to be made in March 2006.

Who will be consulted and how?

The following will be consulted via meetings and presentations:

- Neighbourhood Consultative Forums
- Scrutiny Forums
- Residents' Associations

Information to be considered by the decision makers

Evidence from pilot scheme and costings.

How to make representation

Representations should be made to Dave Stubbs, Head of Environmental Management, Neighbourhood Services Department, 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: NS82/05 LOCAL TRANSPORT PLAN 2006-2011

Nature of the decision

Approval of the strategy document for Hartlepool's final second Local Transport Plan (2006 to 2011).

Who will make the decision?

The Culture, Housing and Transportation Portfolio holder will make the decision.

Timing of the decision

The decision is expected to be made in March 2006.

Who will be consulted and how?

The development of the Plan is subject to consultation with a wide range of stakeholders and interested parties including (but not exclusively):

- Elected Members
- Members of the public
- Neighbourhood Forums
- Other identified stakeholders

Consultation is being carried out using a variety of approaches including meetings, forums, public exhibitions, leaflets and media.

Information to be considered by the decision makers

To set out the transportation contribution towards the Hartlepool Vision in line with the Government's shared priorities for transport. The document identifies local problems and opportunities, sets objectives, identifies strategies and sets targets to measure performance.

How to make representations

Representations should be made to Alastair Smith, Head of Technical Services, Bryan Hanson House, Hanson Square, Hartlepool TS24 7BT. Tel: 01429 523247. Email: alastair.smith@hartlepool.gov.uk.

Further information

Further information can be obtained from Alastair Smith as above.

DECISION REFERENCE: NS83/05 HOUSING CAPITAL PROGRAMME 2006/07-2007/08

Nature of the decision

To approve the Housing Capital Programme.

Who will make the decision?

The Culture, Housing & Transportation Portfolio Holder will make the decision.

Timing of the decision

The decision is expected to be made in March 2006.

Who will be consulted and how?

- Regional Housing Board – through bidding process in line with approved Housing Strategy.
- Tees Valley Authorities – two joint bids.

Information to be considered by the decision makers

As supplied by the Regional Housing Board.

How to make representation

Representations should be made to Ralph Harrison, Head of Public Protection & Housing, Civic Centre, Hartlepool TS24 8AY. Tel: (01429) 523313. Email: ralph.harrison@hartlepool.gov.uk

Further information

Further information can be obtained from Penny Garner-Carpenter, Strategic Housing Manager, Civic Centre, Hartlepool TS24 8AY. Tel: (01429) 284117. Email: penny.garner-carpenter@hartlepool.gov.uk

DECISION REFERENCE: NS84/05 HOUSING RENEWAL STRATEGY AND POLICY

Nature of the decision

To approve changes to the existing policy and update of Renewal Strategy.

Who will make the decision?

The Culture, Housing & Transportation Portfolio Holder will make the decision.

Timing of the decision

The decision is expected to be made in March 2006.

Who will be consulted and how?

- Regional Housing Board
- Housing Partnership

Information to be considered by the decision makers

- Housing Renewal Policy 2004-06
- Guidance from Regional Housing Board
- Government Directives

How to make representation

Representations should be made to Ralph Harrison, Head of Public Protection & Housing, Civic Centre, Hartlepool TS24 8AY. Tel: (01429) 523313. Email: ralph.harrison@hartlepool.gov.uk

Further information

Further information can be obtained from Penny Garner-Carpenter, Strategic Housing Manager, Civic Centre, Hartlepool TS24 8AY. Tel: (01429) 284117. Email: penny.garner-carpenter@hartlepool.gov.uk

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 Public Examination will be held in March 2006. Any changes which the Secretary of State wishes to make will be published in spring/early summer 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 Council's proposed modifications of the Local Plan were subject to a six week public consultation period, ending on 10th November. The Cabinet on 9th December and Council on 15th December agreed proposed further modifications which will require a further six week consultation period. This will run from 5th January to 16th February. Subject to no new substantive representations being received at that stage, the Local Plan would then be formally adopted, in Spring 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 Spring 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.

A draft Statement of Community Involvement (SCI) was agreed by Cabinet in July 2005 and a period of public consultation held between July and October 2005. Consideration of comments received and suggested amendments to the draft were reported to Cabinet on 9th December and Council on 15th December with the final SCI document being submitted to the Secretary of State in January 2006. This has been followed by a further period of public participation ending on 17th March 2006. An independent planning inspector will consider any representations received in the context of his/her assessment of the soundness of the SCI. The inspector's recommendations are binding on the Council. The Council will then be asked to adopt the SCI currently programmed for December 2006, although this will be brought forward if there is no need for a public examination.

Other documents forming part of the Local Development Framework are the Local Development Scheme setting out the programme for the preparation of local development documents, and the Annual Monitoring Report assessing the implementation of the Local Development Scheme and the extent to which current planning policies are being implemented. The first Annual Monitoring Report, as submitted to Government Office for the North East in December 2005, was endorsed by Cabinet in January 2006.

The first Local Development Scheme was approved by Cabinet on 21st February 2005 and came into effect on 15th April 2005. The Scheme needs to be updated to take the following into account:

- the delay in the adoption of the Local Plan owing to the need to publish further proposed modifications;
- the need to amend the timetable for the preparation of the Planning Obligations supplementary planning document;
- the need to set out a timetable for the preparation for a joint waste and minerals local development framework (LDF).

Cabinet's agreement to the proposal for a joint waste and minerals LDF and to an amended Local Development Scheme will be sought in March for submission to the Government Office for the North East for approval.

THE ANNUAL YOUTH JUSTICE PLAN

The Annual Youth Justice Plan must be submitted to the Youth Justice Board by 30th April 2006. A draft plan will be prepared in early 2006 and reported to Cabinet on 27th February 2006. Consultation with statutory and other partner organisations, as well as referral to Scrutiny will be carried out during February and March 2006. Approval to the finalised plan will be sought from Council in April, following recommendations from Scrutiny being considered by Cabinet in early April 2006.

B SCHEDULE OF KEY DECISIONS

DECISION REFERENCE: RP60/05 HEADLAND ENVIRONMENTAL IMPROVEMENTS TO KEY RESIDENTIAL AREAS (2006/07 PROJECTS)

Nature of the decision

To approve schemes forming part of the 2006/07 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 Services 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 April 2006.

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 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 Parish 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: 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 March 2006

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: RP98/05 NEIGHBOURHOOD ELEMENT FUND 2006-10

Nature of the decision.

To agree strategic priorities for the Neighbourhood Element programme for 2006-10.

Who will make the decision?

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

Timing of the decision

The decision is expected to be made in March 2006.

Who will be consulted and how?

It is a condition of receipt of the NE grant that the programme is approved by the Borough Council and the LSP.

Information to be considered by the decision makers

The Neighbourhood Renewal Strategy and Neighbourhood Action Plans (NAPs) provide the framework for the NRF programme. Reference copies are placed in the members room. Further copies are available from the Community Strategy Division.

How to make representation

Representations should be sent in writing to Joanne Smithson, Head of Community Strategy, Regeneration and Planning Services Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Telephone 01429 284161, e-mail: Joanne.smithson@hartlepool.gov.uk

Further information

Further information on this matter may be sought from Chris Barlow, Principal Community Planning Officer, Regeneration and Planning Services Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Telephone: 01429 523589 or e-mail: chris.barlow@hartlepool.gov.uk

DECISION REFERENCE RP100/05 North Hartlepool (Brus and St Hilda Wards) Neighbourhood Action Plan

Nature of the decision

Key decision. The Portfolio Holder will be asked for their endorsement on the final North Hartlepool Neighbourhood Action Plan.

Who will make the decision?

The decision will be made by the Portfolio Holder for Regeneration and Liveability. The Portfolio Holder will have also seen the draft plan in February for comments.

Timing of the decision

The decision is expected to be made in March 2006.

Who will be consulted and how?

The North Hartlepool Neighbourhood Action Plan will have been developed through a wide range of consultation with both residents, Ward Councillors, service providers and local voluntary/community groups. A Community Conference and follow up, drop-in sessions will be held, with the assistance of the Community Network to establish the community's priority concerns and actions required, and all comments received will be taken into consideration in producing the plan.

The North Hartlepool Neighbourhood Action Plan will also be taken to the following for comments :

- Local Schools and school children
- Key Services providers and interested parties
- Residents Associations and Community Groups
- North Neighbourhood Consultative Forum
- Hartlepool Partnership

Information to be considered by the decision makers

The North Hartlepool Neighbourhood Action Plan

How to make representation

Representations should be made in writing to Geoff Thompson, Head of Regeneration, Department of Regeneration and Planning, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT Tel. No. 01429 523597 or e-mail geoff.thompson@hartlepool.gov.uk

Further information

Further information can be obtained from Genevieve Parker, Principal Regeneration Officer, Department of Regeneration and Planning, Bryan Hanson House, Hanson Square, Hartlepool TS24 7BT Tel. No. 01429 523521 or e-mail genevieve.parker@hartlepool.gov.uk

DECISION REFERENCE: RP102/05 New Deal For Communities - Community Housing Plan - Thornton Street

Nature of the decision

To formally consider NDC and Hartlepool Revival proposals in respect of delivering housing and environmental improvements in Thornton Street.

Who will make the decision?

The decision will be made by Cabinet.

Timing of the decision

The decision is expected to be made in March 2006.

Who will be consulted and how?

The original Community Housing Plan and subsequent amendments to it have been produced through extensive public consultations, and these additional proposals will include further engagement and consultation with the local community in Thornton Street and other streets in the surrounding area.

Information to be considered by the decision makers

Consideration will be given to previous reports to Cabinet describing the background to the development of the NDC Community Housing Plan and its contribution to rebalancing housing supply and improving the local environment in the West Central part of the town.

How to make representation

Representations can be made 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 sought by contacting Mark Dutton, Housing & Regeneration Co-ordinator, Urban Policy Team, Bryan Hanson House, Hartlepool TS24 7BT, Tel : 01429 284308, email : mark.dutton@hartlepool.gov.uk

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
Policy Co-ordination	-	Councillor Stanley Fortune
Children's Services	-	Councillor Cath Hill
Finance & 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 MARCH 2006

1.1 DATE NOT YET DETERMINED

CE05/05 (Pg 7)	MIDDLETON GRANGE SHOPPING CENTRE – LAND FRONTING PARK ROAD	CABINET
SS32/06 (Pg 10)	INTEGRATION	CABINET
SS33/06 (Pg 11)	BRIARFIELDS ALLOTMENTS	CABINET
SS34/06 (Pg 12)	INDIVIDUAL BUDGETS	PORTFOLIO HOLDER
ED24/06 (Pg 14)	CHILDREN'S SERVICES ASSET MANAGEMENT PLAN (SCHOOL BUILDINGS): APPROVAL	PORTFOLIO HOLDER
NS67/05 (Pg 16)	PUBLIC CONVENIENCE PROVISION	CABINET
NS76/05 (Pg 17)	NEIGHBOURHOOD SERVICES DEPARTMENT TEES VALLEY AND SOUTH DURHAM NHS LIFT	CABINET
NS79/05 (Pg 18)	NEIGHBOURHOOD SERVICES DEPARTMENT – CONSTRUCTION, PROPERTY AND HIGHWAY PARTNERSHIP	CABINET
NS80/05 (Pg 19)	INCREASED RECYCLING PROPOSALS	CABINET
NS82/05 (Pg 20)	LOCAL TRANSPORT PLAN 2006-2011	PORTFOLIO HOLDER
NS83/05 (Pg 21)	HOUSING CAPITAL PROGRAMME 2006/07-2007/08	PORTFOLIO HOLDER
NS84/05 (Pg 22)	HOUSING RENEWAL STRATEGY AND POLICY	PORTFOLIO HOLDER
RP89/05 (Pg 27)	DEVELOPMENT AT HARTLEPOOL COLLEGE OF FURTHER EDUCATION	CABINET
RP100/05(Pg 29)	NORTH HARTLEPOOL (BRUS AND ST HILDAS WARDS) NEIGHBOURHOOD ACTION PLAN	PORTFOLIO HOLDER
RP102/05(Pg 30)	NEW DEAL FOR COMMUNITIES – COMMUNITY HOUSING PLAN -THORNTON STREET	CABINET

2. DECISIONS EXPECTED TO BE MADE IN APRIL 2006

2.1 DATE NOT YET DETERMINED

RP60/05 (Pg 26)	HEADLAND ENVIRONMENTAL IMPROVEMENTS TO KEY RESIDENTIAL AREAS (2006/7 PROJECTS)	PORTFOLIO HOLDER
RP98/05 (Pg 28)	NEIGHBOURHOOD ELEMENT FUND 2006-10	PORTFOLIO HOLDER

3. DECISIONS EXPECTED TO BE MADE IN MAY 2006

3.1 NONE

4. DECISIONS EXPECTED TO BE MADE IN JUNE 2006

4.1 DATE NOT YET DETERMINED

SS31/06(Pg 9)	FEES FOR ADULT EDUCATION COURSES	PORTFOLIO HOLDER
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SCRUTINY CO-ORDINATING COMMITTEE

24 February 2006



Report of: Assistant Chief Executive
Subject: Corporate Plan (BVPP) 2006/7 – proposed objectives and actions

1 PURPOSE OF REPORT

- 1.1 To enable Scrutiny Coordinating Committee to discuss the objectives and actions proposed for inclusion in the Council's Corporate (Best Value Performance) Plan for 2006/7.
- 1.2 The Assistant Chief Executive will attend the meeting to explain the background to the plan and representatives from each department will be present to answer the committee's questions on specific service matters.

2 BACKGROUND

- 2.1 The Government introduced the Best Value regime as part of its programme to modernise local government and the Corporate (Best Value Performance) Plan for 2006/7 must be approved and published by the Council by June 30th 2006. This is the Council's top-level corporate plan. It sets out the Council's top priorities and contributions for delivering the Community Strategy aims in 2006/7.
- 2.2 The Corporate Plan is an important document because it formally communicates the council's vision and priorities. The clarity and ambition of the council's vision and priorities will be assessed later this year as part of the CPA corporate assessment.
- 2.3 This year the Corporate Plan is being developed in parallel with the Local Area Agreement to ensure the outcomes included in the Local Area Agreement are embedded in the Council's Corporate Plan.
- 2.4 The Corporate Plan will continue to be based around the Hartlepool Partnership's seven Community Strategy aims, which have been adopted by the Council as its corporate objectives. It also includes a section describing activities to achieve the Council's five organisational development priorities. See appendix 1 for the full list of proposed objectives and actions.
- 2.5 The Corporate Plan objectives and actions approved by Council in June will be incorporated in the Council's performance management database and progress reported quarterly to Cabinet.
- 2.6 The focus of the Corporate Plan for 2006/7 is on priority activities for improvement at a strategic level rather than day to day service delivery objectives. The operational

service delivery objectives are picked up through Departmental service plans which are reported to individual portfolio holders. A number of the objectives are mandatory national objectives linked to Neighbourhood Renewal and other government programmes.

- 2.7 Scrutiny Coordinating Committee is asked to consider whether the objectives and actions identified, properly reflect the council's priorities for the year ahead and if they wish, recommend amendments to Cabinet.

3 TIMETABLE FOR CONSIDERING THE PLAN AND NEXT STEPS

- 3.1 The key dates for completing the plan are as follows.
- 3.2 The Scrutiny Co-ordinating Committee will consider the proposed Council priorities identified in the Plan at its meetings on 24 February and 19 May 2006. The Committee's meeting on 10 March will provide an additional opportunity for scrutiny if it is required. Cabinet will then consider scrutiny's recommendations. Final approval of the Plan will be by Council in June 2006. Dates for Cabinet and Council meetings in May and June will be decided after the elections in May.
- 3.3 At this stage some information that will be included in the Corporate Plan is not yet available (e.g. key achievements from 2005/6, end of year PI figures and some targets for subsequent years). This is unavoidable given the June deadline for publishing the plan and requirement to include information which cannot be collected until after 31 March. Over the next 3 months this information will be collected and where possible included in the final draft presented to Cabinet and Scrutiny Coordinating Committee in May.

4 RECOMMENDATION

- 4.1 Scrutiny Coordinating Committee is asked to consider the proposed objectives and actions identified for inclusion in the Council's Corporate (Best Value Performance) Plan for 2006/7 and recommend amendments to Cabinet.

Corporate Plan ObjectivesDraft for Scrutiny Coordinating Committee 24 February 2006

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Jobs and the Economy		
<u>Objectives</u>	<u>Actions</u>	<u>Lead dept</u>
To increase skill levels of the local population with reference to local business need (CS LLS4) (LAA 1)	Continue to work with residents, businesses and other support agencies to ensure local residents have the skills, qualifications and practicable support to compete effectively in the local jobs market.	RPD
To support local people in gaining maximum benefit from the regeneration of the town (CS JE11) (LAA 2)	Hartlepool Working Solutions	RPD
To help build an enterprise society, support indigenous growth and attract inward investment (CS JE5-6) (LAA 3)	Continue the development of a support system for the development of new businesses including social enterprise, with the completion of Brougham Enterprise Centre and effective linkage to the UKSE Business Centre.	RPD
	Continue to support business development within Hartlepool Quays, Wynyard and Queens Meadow in the Southern Business Zone. Support the implementation of the River Green Development To develop and improve the resilience of businesses in Hartlepool through the promotion of Business Continuity	NSD
Achieve Economic Well Being - Young people are supported to gain suitable employment. (LAA 5)	Work with Connexions service and other agencies to achieve NEET targets agreed with GO:NE .	CSD
To maximise the opportunities for disabled people to enter paid employment	To develop effective partnerships with Connexions and Job Centre Plus to increase the number of disabled people in employment.	ACSD
To place local Colleges and the Universities at the heart of the local economy and encourage the development of a knowledge driven economy (CS JE1-2)	Continue to work with partners to expand further and higher education opportunities within Hartlepool. Help to facilitate and support HCFE bringing forward development proposals	RPD
To promote a positive image for the town as tourism, investment and residential location (CS JE7)	Undertake marketing initiatives Publish a business orientated Investment Prospectus Continue to improve the environment and facilities of Hartlepool Headland.	RPD

Jobs and the Economy		
<u>Objectives</u>	<u>Actions</u>	<u>Lead dept</u>
Improve the vitality and viability of the town centre (CS JE9)	Complete the Local Plan	RPD
	Seek to secure the re-use of key vacant property	
To encourage the development of flagship sites and improve property and the physical environment (CS JE3-4)	Develop proposals to improve the condition of key town centre open spaces and seek funding	NSD
	Work with Tees Valley Regeneration and PD Ports to establish the development framework for the redevelopment of Victoria Harbour within Hartlepool Quays and facilitate an appropriate planning permission and section106 Agreement.	RPD
	Secure recognition of Hartlepool Quays in major strategy documents – e.g. RSS & RES	
	Test market interest in H2O project	

Lifelong Learning and Skills		
<u>Objectives</u>	<u>Actions</u>	<u>Lead dept</u>
Enjoy and Achieve – Raise achievement and standards of attainment for children and young people in the early years, primary and secondary phases of education (LAA 7)	<p>Challenge and support schools to improve performance at Key Stage 1 faster than national rate.</p> <p>Challenge and support schools to improve performance at Key Stage 3 faster than national rate in English, science and ICT. Targets agreed with DfES are achieved.</p> <p>Work with schools to increase the percentage of 16 year olds achieving grades A*-G and A*-C increases in English and mathematics faster than the national rate.</p> <p>Work with schools and other agencies to increase the performance of looked after children; LAC make better than expected progress.</p>	CSD
Provision of high quality learning and skills opportunities that drive economic competitiveness, widen participation and build social justice. (LAA 8)	<p>Increase the participation of adults in learning, particularly amongst priority groups.</p> <p>Develop new models of integrated service delivery.</p>	ACSD
Pupils excluded from schools are successfully reintegrated into mainstream settings.	Work with schools and other agencies to increase the percentage of excluded pupils reintegrated into mainstream settings.	CSD
Number of young people engaged in education and training, including higher education, is improved.	Work with schools, colleges, training providers and other agencies to achieve NEET targets agreed with GO:NE and Connexions.	CSD

Health and Care		
<u>Objectives</u>	<u>Actions</u>	<u>Lead dept</u>
Improved health - reduce premature mortality rates and reduce inequalities in premature mortality rates between wards/neighbourhoods. (Independence, Well-being and Choice outcome) (LAA 9)	Develop pro active approaches to prevention of ill health (being worked up in Dept Plan)	ACSD
	Complete and launch the Hartlepool public health strategy in partnership with the Director of Public Health	NSD
	Develop joint delivery arrangements for public health in partnership with the PCT	NSD
Be Healthy – health and care issues in relation to children and young people are addressed (LAA 10)	Work with partner agencies, young people, schools and families to reduce under 18 conception rate by 55%	CSD
	Engage in further discussion with partner agencies regarding improvements in Child and Adolescent Mental Health Services (CAMHS).	
Be Healthy - specific care issues in relation to children and young people who are looked after are addressed (LAA 10)	Increase the number and range of foster and adoptive placements to meet local needs.	CSD
	Reduce the number of placement moves for looked after children and increase the stability of placements	
Support vulnerable adults to exercise choice and control and to retain dignity in all aspects of their life. (LAA 11)	Implement the public engagement strategy to ensure all service developments have involvement from service users and their carers.	ACSD
	Increase the proportion of people who commission their own services by a variety of means such as Direct Payments or individualised budgets.	
	Work with Registered Social Landlords and Supporting People to increase the number and range of supported accommodation options, e.g. Joseph Rowntree Extra Care Housing.	
	Promote a culture of person centred practice to ensure that service users and their carers are at the centre of planning their support.	
Mental Wellbeing – Promote a positive approach to the Mental Wellbeing of Hartlepool residents (LAA 12)	Support the development of a strategy to increase the social inclusion for people with mental health issues	ACSD
	Enhance the role of Community Services in the preventative mental wellbeing agenda by ensuring services are easily accessible to vulnerable groups.	

Health and Care		
<u>Objectives</u>	<u>Actions</u>	<u>Lead dept</u>
Access to Services – To support easier access to services which are integrated and tailored to individual need. (LAA 13)	<p>To work with the community in Owton to design and implement a Connected Care Scheme.</p> <p>To implement Vision for Care in conjunction with Hartlepool Primary Care Trust so that key elements such as integrated locality teams, single assessment processes and joint commissioning arrangements are put in place.</p> <p>To ensure that services are culturally sensitive and are able to respond flexibly to the diverse needs of the community.</p> <p>To ensure services are fully compliant with the Disability Discrimination Act.</p>	ACSD
To develop the capacity of the voluntary independent and community sector to respond to the challenges of the White Paper in supporting vulnerable members of society.	<p>To maximise the opportunities for additional resources through the development of appropriate partnerships with the voluntary sector.</p> <p>To ensure that carers are supported effectively to support their family members for as long as they wish.</p>	ACSD

Community Safety		
<u>Objectives</u>	<u>Actions</u>	<u>Lead dept</u>
To reduce total crime and narrow gaps between the NR area and Hartlepool (CS CS1-4) (LAA 14)	Ensure all Council Departments, understand and deliver their responsibility to prevent and reduce crime and disorder when delivering their services – Implement s17 plan	RPD
	Working in partnership, reduce the levels of town centre violence associated with the night-time economy	RPD
To reduce the harm caused by illegal drugs and alcohol misuse and reduce harm (CS CS5) (LAA 15)	Continue to work in partnership to implement a comprehensive drugs treatment strategy and take lead responsibility for commissioning services for drug using offenders in order to reduce their re-offending and criminal activity Begin to implement a “shared care model” for drugs treatment	RPD
	Introduce “Tough Choices” initiative for Drug Interventions Programme (DIP) Working in partnership, develop and commission appropriate services to treat those who abuse alcohol Develop Action Plans to deliver the Alcohol Harm Reduction Strategy	
Improve neighbourhood safety, leading to greater resident involvement, less people worried about crime, more people who think Police do good job, and less deliberate fires and criminal damage in neighbourhoods (CS CS10-11) (LAA 16)	Improve re-assurance so as to reduce fear of crime.	RPD
	Realign the Community Warden Service with a stronger focus on prevention of environmental crime and contribute to the success of the Neighbourhood Policing Pilot across Hartlepool Develop the warden and other street services link to contribute to reducing fear of crime	NS/RP D NSD
To reduce disorder and antisocial and criminal behaviour (CS CS7) (LAA 17)	Co-ordinate a problem solving approach to tackling antisocial behaviour.	RPD
	Develop ASB strategy for town in conjunction with police and other partners Investigate the establishment of an ASB court in Hartlepool	

Community Safety		
<u>Objectives</u>	<u>Actions</u>	<u>Lead dept</u>
Stay safe – add summary words (LAA 18)	<p>Develop partnership arrangements to address the concerns of children and young people about bullying</p> <p>Agree actions with partners leading to reduction in the incidence of street crime, assaults etc against children and young people</p> <p>Increase the number of staff trained to identify risks of harm and how to manage them.</p> <p>Develop the work of the Local Safeguarding Children Board</p>	CSD
To reduce incidents of domestic violence and the effects on children and families (CS CS2) (LAA 19)	<p>Establish multi agency group</p> <p>Improve coordination of services</p> <p>Introduce voluntary perpetrators programme</p>	RPD
Children and young people are diverted from anti-social behaviour and crime.	<p>Work with Youth Offending Service and Crime and Disorder Partnership to provide services designed to reduce the incidence of social exclusion and offending behaviour.</p> <p>Review the working of the joint protocol with the Youth Offending Service in light of the number of offenders who are looked after.</p>	CSD

Environment and Housing		
<u>Objectives</u>	<u>Actions</u>	<u>Lead dept</u>
To protect and enhance the countryside and natural environment, the built environment and the historic environment and have cleaner, greener and safer public spaces (CS EH1-4) (LAA 20&21)	Introduce the new land use development framework to the agreed programme and adopt the local plan. Introduce a Conservation Area Advisory Committee system.	RPD
	To reduce the amount of derelict and underused land and buildings through the pursuit of regeneration activities (CS EH5)	RPD
	To maximize the proportion of new dwellings built upon brownfield land.(CS EH16)	NSD
	Develop an integrated capital and asset strategy to maintain and develop buildings land highways and coastal structures	
To provide a safe and effective integrated transport system and improved accessibility(CS EH7-10) (LAA 22)	Introduce the new land use development framework to the agreed programme and adopt the local plan and local transport plan.	RPD
	<p>Improve access by public transport ool to key facilities through the core routes and interchange strategy, complemented by improvements to other services</p> <p>Develop a revised approach to procuring socially necessary bus services.</p> <p>Reduce road casualties in line with the 2010 target</p>	NSD
To make better use of natural resources in a sustainable manner and seek to achieve sustainable communities (CS EH11-14 &19) (LAA 23&20)	Introduce the new land use development framework to the agreed programme and adopt the local plan.	RPD
To rebalance the supply and demand for housing and address housing market renewal and improvement of existing stock (CS EH17 & 19) (LAA 24&28)	Pursue a programme of strategic housing market renewal in partnership with Tees Valley Living, Housing Hartlepool and Hartlepool Revival.	RPD
	To ensure adequate provision of new housing (CS EH15) Introduce the new land use development framework to the agreed programme and adopt the local plan and housing strategies.	RPD
	To achieve national decent homes standard by 2010: Social Housing – 100% Private Sector – 70%	NSD

Environment and Housing		
<u>Objectives</u>	<u>Actions</u>	<u>Lead dept</u>
To meet housing needs and provide opportunities for vulnerable residents to live independently (CS EH 20-21) (LAA 25-26)	Facilitate the development of the Joseph Rowntree Care Village	RPD

Culture and Leisure		
<u>Objectives</u>	<u>Actions</u>	<u>Lead dept</u>
Enrich individual lives, strengthen communities and improve places where people live through enjoyment of leisure, culture and sport (LAA 29)	<p>Provide knowledge, information and contact points for the community through the network of libraries</p> <p>Develop major new sports and leisure facilities and events</p> <p>To improve the health and well being of patients referred by health practitioners via a GP referral scheme by increasing patient levels of participation in both physical and cultural related activities (LPSA target 9</p>	ACSD
Enjoy and Achieve - Quality and range of recreational activities for children and young people improved. (Every Child Matters) (LAA 7)	<p>Increase the number and quality of safe an accessible places for Hartlepool children and young people to play and socialise.</p> <p>Work with partners, especially the voluntary sector, to provide a range of affordable, accessible, challenging and rewarding recreational activities for all children and young, especially those who are socially excluded.</p>	CSD
Cultural and leisure services, including libraries, better meet the needs of the community, especially disadvantaged areas (LAA 30)	To increase opportunities for participation in a wide range of cultural and leisure activity	ACSD

Strengthening Communities		
<u>Objectives</u>	<u>Actions</u>	<u>Lead dept</u>
To empower local people to have a greater voice and influence over local decision making and the delivery of services (LAA 31)	Work with Hartlepool Participation Network to ensure that children and young people are central to the development of a participation strategy that sets standards and includes involvement in democratic processes.	CSD
Increase opportunities for everyone to participate in consultation, especially hard to reach groups and young people and enable people and communities to make a positive contribution (CS SC2-4) (LAA 32)	Develop the "Talking with Communities" consultation initiative	CE/ RPD
Improve quality of life for most disadvantaged neighbourhoods and ensure service providers are more responsive (LAA 33)	Continue a programme of Neighbourhood Action Plan (NAP) preparation, implementation monitoring and review in the context of the NRS Operate a strategic NRF programme and related regeneration programmes	RPD
Increase financial resources within family environments to provide improved lifestyle opportunities (CS NRS) (LAA 34)	Being developed as part of LPSA 2	
Encourage freedom from discrimination and harassment (CS SC8) (LAA 35)		RPD
To develop the community planning approach at a town-wide and neighbourhood level (CS SC5)	Coordinate the implementation and monitoring of the Sustainable Community Strategy Prepare the Local Area Agreement (LAA) and integrate its outcome framework with the Performance Management Framework (PMF) Complete a review of the Sustainable Community Strategy Continue a programme of Neighbourhood Action Plan (NAP) preparation, implementation monitoring and review in the context of the NRS Restructure the Neighbourhood Services Department to provide a Neighbourhood management framework consisting of three neighbourhood management areas with appropriate operational capacity to deliver services at a neighbourhood level	RPD NSD

Strengthening Communities		
<u>Objectives</u>	<u>Actions</u>	<u>Lead dept</u>
Children and young people from minority communities are engaged and enabled to participate.	Children's Services Race Equality Group will develop strategies to ensure that children and young people from black and minority ethnic communities, travellers, asylum seekers and refugee communities have opportunities to gain full access to services and that the needs of all children growing up in an increasingly diverse society are met.	CSD
Enhance partnership and consultative structures and community involvement (CS SC1-3)	<p>Completion of Best Value Review (BVR) of role of Council in Strengthening Communities Theme</p> <p>Support the Scrutiny Review of the Council's involvement in Partnerships</p> <p>Facilitate a review of Partnership Governance as part of LAA</p> <p>Continue a programme of Neighbourhood Action Plan (NAP) preparation, implementation monitoring and review in the context of the NRS</p>	RPD
Improve accessibility of services and information (CS SC6-7)	<p>Improve physical access to buildings by completing programme of improvement works.</p> <p>Improve access to information and services</p> <p>Develop corporate access policy</p> <p>introduce access statements / policies</p>	RP/NS D
Ensure communities are well prepared to respond to emergency incidents	<p>Continue to develop and review emergency planning arrangements</p> <p>Provide local information to residents on responding to and dealing with emergencies</p>	NSD

Organisational development priorities		
Objectives	Actions	Lead dept
Improved management and governance		
Development of Service Planning and Performance Management Arrangements	Complete updated 2007/8 Corporate Plan/Local Area Agreement	CE Corp Strat
	Quarterly reporting to Cabinet on Corporate Plan/(LAA and budget position	CE Corp Strat
	Propose improvements to service planning process for 2007/8	CE Corp Strat
	Manage achievement of continuous improvement 2006/7	CE Corp Strat
Prepare for Comprehensive Performance Assessment	Co-ordinate completion self assessments	CE Corp Strat
	Management of on-site element and reporting	CE Corp Strat
Ensure robust risk management arrangements are in place	Maintain register of strategic risks	CE Corp Strat
	Embed awareness and use of risk management across Council	CE Corp Strat
	BC plans in place and exercised for all departments and corporate issues such as flu pandemic	CE Corp Strat
	Implementation of anti money laundering arrangements	CE Legal
Develop and implement information security plans	Complete development and roll-out of information security plans	CE Corp Strat
	Achieve ISO 17799 compliance	CE Corp Strat
Complete scrutiny work programme 2006/07	Compilation of Scrutiny Work Programme	CE Corp Strat
	Implement the Communications Policy	CE Corp Strat
	To deliver the content of the Scrutiny Work Programme 06/07 to prescribed timescales	CE Corp Strat
Improve and develop effectiveness of the overview and scrutiny process	Raising the profile of scrutiny	CE Corp Strat
	Review operational arrangements around scrutiny	CE Corp Strat
	Further develop links between Executive and Scrutiny	CE Corp Strat
	Evaluate the work / add value to the O&S arrangements in Hartlepool	CE Corp Strat
	Develop community engagement within the scrutiny programme	CE Corp Strat
Statement on Internal Control	Programme to ensure further improvement to ensure embedded in detail.	CE Finance
Restructuring the Authority	Implement the Way Forward Programme and associated milestones	CE Corp Strat
Ensure arrangements in place to deal with new and existing legislation	Priorities include Freedom of Information Act, DPA and the Environmental Information Regulations and Human Rights Act	CE Legal
Develop ethical arrangements	Development, agreement and implementation of the ethical framework	CE Legal
	Revision of the Members Code of Conduct	CE Legal
	Introduction of the Officer's Code of Conduct.	CE Legal

Organisational development priorities		
Objectives	Actions	Lead dept
Improved access to and understanding of the public		
Develop the Contact Centre to increase the range of services provided	Accommodation changes completed	CE HR
	Programme of service integration on-going	CE HR
	Financial and efficiency measures in place with targets	CE HR
	Communication strategy implemented	CE HR
	Partner organisation engaged	CE HR
Implement the "Communicating with your Council" policies	Review communications with Councillors	CE Corp Strat
	Raise the profile of Hartlepool regionally, nationally and internationally	CE Corp Strat
	Review and report on the impact of the Communicating with your Council policies	CE
Implement communication plans relating to key issues	Communications of the Way Forward programme to members, officers and partners	CE Corp Strat
	Contact Centre – during accommodation changes, roll out programme, evaluation stages, launch of contact centre and new partnering arrangements.	CE HR
	Job evaluation – during evaluation, pay modelling proposed grading. Implementation and follow up.	CE HR
Enable public feedback and consultation and put learning into practice	Manage Viewpoint panel and deliver x surveys through the year	CE Corp Strat
	Undertake series of "Talking with Communities" events	CE Corp Strat/HR
	Plan programme of BVPI Surveys	CE Corp Strat
	Implementation of workflow (EDRM) system for complaints	CE Corp Strat
	Implement complaints Strategy	CE Corp Strat
Improved understanding, skills, competencies and contributions of elected members and staff		
Implement elected Member Development Strategy	Have in place a Member development strategy	CE HR
	Secure external accreditation for the strategy and programme	CE HR
	Ensure that there is in place an Annual Development programme	CE HR
	Undertake an Evaluation of Member development strategy	CE HR
	Training and briefing on new and developing legislation, corporate governance arrangements for members	CE legal

Organisational development priorities		
Objectives	Actions	Lead dept
Enhance workforce development arrangements	Review workforce development plan	CE HR
	Develop knowledge and skills of officers in workforce planning	CE HR
	Integrate workforce plans into 2007/08 service plans	CE HR
	Publish Children's Workforce Plan	CE HR
Diversity and Equality	Publish Annual Diversity Report	CE HR
	Diversity Steering Group Annual plan – specifics	CE HR
Implement Single Status arrangements	Arrange equal pay claim risks	CE HR
	Complete job evaluation	CE HR
	Undertake an Equal Pay Audit	CE HR
	Implement revised pay and grading structure	CE HR
	Harmonise terms and conditions	CE HR
The innovative implementation of key efficiency drivers		
Develop Efficiency Strategy	Development of Efficiency Strategy co-ordinated with VFM assessment	CE Finance
	Complete Efficiency Statement	CE Finance
	Completion/implementation of 5 year efficiency strategy	CE Finance
	Manage the Council's Asset base via an integrated Capital and Asset Strategy.	CE Prop
Implement the Business Process Re-engineering programme	Determine prioritised BPR work programme	CE Finance
	Deliver the work programme to prescribed timescales	
	Integrate reviews with corporate IT developments in electronic records / document management / workflow and the Efficiency Strategy	
	Monitor the implementation of changes to operational / administrative arrangements	
Implement 5 year Procurement Plan	Complete spend analysis in key areas	CE Prop
	Review on / off contract spend	CE Prop
	E-procurement implementation (via. FMS)	CE Prop
	Review procurement strategy	CE Prop
Delivery of the ICT strategy to support corporate objectives	Review ICT Strategy	CE Corp Strat
	Implement phased programme to modernise infrastructure	CE Corp Strat
	Implement phased desktop standardisation programme	CE Corp Strat
	Implement key programmes	CE Corp Strat

Organisational development priorities		
<u>Objectives</u>	<u>Actions</u>	<u>Lead dept</u>
The effective management, governance and development of financial arrangements		
Develop Strategic Financial Plans	Realign existing Medium Term Financial Plans with central government multi year grant settlement periods	CE Finance
	Determine Strategy for bridging 2007/8 forecast budget gap.	CE Finance
Development of Governance Arrangements	Develop revised Internal Audit Statement of Purpose, Responsibility and Authority and linkages with SIC	CE Finance
	Consolidate CIPFA Audit Code of Practice into Internal Audit Manual and Management Arrangements	CE Finance
Use of Resources and Value for Money	Review risks, level and planned use of balances and reserves	CE Finance
	Incorporate VFM assessment with Efficiency reviews	CE Finance
	Monitor the delivery of budget savings	CE Finance
	Co-ordinate VFM analysis utilising benchmarking / focus group / analytical information sources	CE Finance

SCRUTINY CO-ORDINATING COMMITTEE

24 February 2006



Report of: Scrutiny Manager

Subject: HMS Trincomalee Trust Scrutiny Referral –
Financial Performance

1. PURPOSE OF REPORT

- 1.1 To provide Members of this Committee with various sources of financial information relating to HMS Trincomalee Trust, with additional information being provided verbally from key stakeholders during this meeting, as part of the Scrutiny Referral.

2. LAST THREE YEARS FINANCIAL PERFORMANCE OF THE HMS TRINCOMALEE TRUST (2003 TO 2005)

- 2.1 The HMS Trincomalee Trust has kindly provided this Committee with documentation relating to the Trust's financial performance over the last three years (**Appendix 1 refers**) in the form of:-
- (a) balance sheet information from published audited accounts for the last three years;
 - (b) a summary of the financial position of the current year; together with
 - (c) an explanatory note.

3. FUTURE FINANCIAL STABILITY OF THE HMS TRINCOMALEE TRUST

- 3.1 In relation to the future financial stability, the Trust, as with virtually all such organisations, has been seeking to address this issue on an ongoing basis.
- 3.2 In recent and current times, these efforts have been in the context of the Borough-wide Tourism Strategy which reinforced the benefits of a close working relationship between the Trust and the Council in relation to the management and operation of the visitor attractions which comprise Hartlepool's Maritime Experience (HMS Trincomalee, the Historic Quay, the Museum of Hartlepool and PSS Wingfield Castle). In practice this work has included:

- (a) the adoption of a single ticket for admission to the whole site, from Easter 2005;
- (b) the pooling of marketing budgets to achieve more effective and efficient marketing and promotion of the attractions;
- (c) the development of a two year capital programme of enhancements of the attractions with the aim of increasing the number of paying visitors. (This programme has a number of elements, including the current first phase involving the refreshing of the 'Fighting Ships' display (to make explicit linkage to HMS Trincomalee) and refurbishment of PSS Wingfield Castle, with later works including the creation of a new exhibition related to HMS Trincomalee within the Quay);
- (d) the planned generation of a capital receipt from the disposal of the Trincomalee Wharf development site off Maritime Avenue, which is now being marketed; the bulk of the anticipated income will flow to the Trust, with the balance being allocated to the Council's continued development of Hartlepool's Maritime Experience; and
- (e) continuing examination of the scope to reduce direct costs and thus the requirement for revenue support, via the closer working arrangements on site. Much of this work has been pursued in parallel with work on operational and financial modelling by Tourism Resources Company (the consultants who prepared the Tourism Strategy), which is assisting business planning.

4. AVAILABILITY OF FURTHER VERBAL EVIDENCE FROM KEY STAKEHOLDERS

- 4.1 To assist the Committee in the consideration of the financial performance and future financial stability of the HMS Trincomalee Trust, the Trust's Chairman and General Manager will expand on these matters as necessary during this meeting, with additional input from relevant Council officers as appropriate.

5. RECOMMENDATIONS

- 5.1 It is recommended that the Scrutiny Co-ordinating Committee:-

- (a) Considers the financial performance of the HMS Trincomalee Trust over the last three years together with its long-term stability, as per the agreed Terms of Reference of this Scrutiny Referral; and
- (b) Formulates its conclusions and subsequent recommendations in line with the Timetable and Terms of Reference of this Scrutiny Referral, to be contained within this Committee's Draft Final Report, for approval at the next meeting of this Committee on 10 March 2006 and Council thereafter.

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BACKGROUND PAPERS

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

- (i) Report of the Scrutiny Manager entitled 'Scoping Report – HMS Trincomalee Trust (Council Referral) presented to the Scrutiny Co-ordinating Committee held on 14 November 2005.
- (ii) Minutes of the Scrutiny Co-ordinating Committee held on 14 November 2005, 13 January 2006 and 10 February 2006.

APPENDIX 1

HMS TRINCOMALEE TRUST – FINANCIAL PERFORMANCE

1.0 Statement of Financial Activities and Balance Sheet, 2003 to 2005

- 1.1 The Statement of Financial Activities and Balance Sheet for the years ending 31 March 2003, 2004 and 2005 are attached and are extracted from the Trust's Annual Report and Accounts submitted to Companies House. The information, therefore, is in the public domain.
- 1.2 In line with the Trust's policy of transparency, copies of the Annual Report and Accounts are provided to the Council, as well as to other partners/funders.
- 1.3 The Notes to the Statement within the Annual Report identify the grants/loans provided by Hartlepool Borough Council. They are respectively:

2003	loan of £20,000
2004	grant of £62,500
2005	grant of £50,000

- 1.4 The Notes also quantify gift-in-kind for the provision of premises and accountancy assistance of £10,515 in 2004 and 2005.

2.0 Summary of financial position 2005/2006

- 2.1 The current year's revenue position has proved to be difficult for the Trust. Two earlier important revenue grants won by the Trust from the Esmée Fairbairn Foundation [£78,400 over two years] and from the Single Programme [£62,000 over three years] both terminated during 2004/2005, and despite the efforts of the Trust, they have not been able to be replaced at similar levels.
- 2.2 From Easter 2005 the single branding and ticket system to cover all the attractions [HMS Trincomalee, the Historic Quay and the Museum of Hartlepool] now known as Hartlepool's Maritime Experience has been in place. The early part of the season, however, showed visitor revenues below target, as with virtually all attractions in the region, which has unfortunately compounded an already difficult position. Whilst the high summer period was much better, the earlier shortfall has not been recovered.
- 2.3 It is important to note that the Trust has doubled its visitor admissions this year under the single ticket scheme, but the split of income between the parties has actually reduced income with the comparable period last year.

- 2.4 As a result, arrangements were made with the Council to temporarily supplement the annual grant of £50k by instigating a system of 'bridging loans' to the Trust, to be set against the capital receipt from the sale of the Trust's shoreside land at Jackson Basin. This land has now been advertised to the commercial sector in conjunction with the Council and English Partnerships for mixed use development, and it will be important for the Trust to maximise its financial potential. The receipt of submissions of interest by developers is scheduled by the end of April 2006.

3.0 Overview

- 3.1 The evidence of the Financial Statements demonstrates that the Trust has been successful in containing its expenditure without increase throughout the period in question. The annual expenditure has remained constant at around £295k. The difficulty at present, however, is balancing the income side of the equation, and as a result the Trust's total funds have been diminishing.
- 3.2 A more equitable split of admissions income is also required that reflects the significance of HMS Trincomalee within the facilities, rather than an historic financial assessment that is simply not fair to the Trust.
- 3.3 The development plans in conjunction with the Council, together with the sale of the shoreside land, and site efficiencies, have the objective of identifying a baseline subsidy/grant position for the overall facilities. It is anticipated that these measures in relation to the Trust should enable it to operate in due course with the Council's annual grant as a baseline of support.
- 3.4 In the meantime, as explained in Paragraph 2.3 above, the loans are a method of funding a gap as a short-term expediency until the end of 2007, and it is anticipated that a capital receipt will be delivered by this time.
- 3.5 It should perhaps be noted in conclusion that an historic maritime attraction such as HMS Trincomalee is very unlikely to be able to operate at a revenue 'profit'. As it is, the more major elements of conservation maintenance in the Ship, for example, have to be subject to individual small capital schemes in their own right, as with the recent rigging scheme valued at £83k. The Trust's overall success, as with other tourism operations, is dependent to a certain extent on continuing the development of Hartlepool as a 'destination visit' in its own right, and this will benefit from the broad partnership approach being adopted.

HMS TRINCOMALEE TRUST

STATEMENT OF FINANCIAL ACTIVITIES
(incorporating income and expenditure account)
For the year ended 31 March 2003

	Note	Restricted Funds 2003 £	Unrestricted Funds 2003 £	Total Funds 2003 £	Total Funds 2002 £
INCOMING RESOURCES					
Donations, legacies and similar incoming resources	2	91,042	62,132	153,174	249,325
Activities in furtherance of the charity's objects	3	-	52,367	52,367	59,609
<i>Activities for generating funds:</i>					
Fundraising income	4	-	-	-	26,713
Trading activities	5	-	30,221	30,221	22,105
Investment income	6	-	19	19	182
TOTAL INCOMING RESOURCES		91,042	144,739	235,781	357,934
RESOURCES EXPENDED					
<i>Costs of generating funds:</i>					
Fund raising costs	10	-	13,940	13,940	32,170
Charity trading expenses	5	-	6,670	6,670	-
<i>Charitable expenditure:</i>					
Costs of activities in furtherance of the charity's objects		48,338	142,616	190,954	168,965
Support costs for grants and activities	11	7,515	59,613	67,128	131,909
Resources expended on managing and administering the charity	9	3,000	12,635	15,635	15,851
TOTAL RESOURCES EXPENDED	7	58,853	235,474	294,327	348,895
NET INCOMING RESOURCES / (RESOURCES EXPENDED) BEFORE TRANSFERS		32,189	(90,735)	(58,546)	9,039
Transfers between Funds	19	(30,252)	30,252	-	-
NET INCOMING RESOURCES / (RESOURCES EXPENDED)		1,937	(60,483)	(58,546)	9,039
NET MOVEMENT IN FUNDS FOR THE YEAR		1,937	(60,483)	(58,546)	9,039
TOTAL FUNDS AT 1 APRIL 2002		21,250	164,799	186,049	177,010
TOTAL FUNDS AT 31 MARCH 2003		23,187	104,316	127,503	186,049

The Statement of Financial Activities includes all gains and losses recognised in the year.

HMS TRINCOMALEE TRUST

BALANCE SHEET
As at 31 March 2003

	Note	£	2003 £	£	2002 £
FIXED ASSETS					
Tangible fixed assets	14		135,884		153,614
CURRENT ASSETS					
Stocks	15	12,951		12,384	
Debtors	16	4,016		7,840	
Cash at bank and in hand		6,629		24,737	
		<u>23,596</u>		<u>44,961</u>	
CREDITORS: amounts falling due within one year	17	<u>(11,977)</u>		<u>(12,526)</u>	
NET CURRENT ASSETS			<u>11,619</u>		<u>32,435</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>147,503</u>		<u>186,049</u>
CREDITORS: amounts falling due after more than one year	18	<u>(20,000)</u>			<u>-</u>
NET ASSETS	20		<u>127,503</u>		<u>186,049</u>
CHARITY FUNDS					
Restricted Funds	19		23,187		21,250
Unrestricted - General Funds	19		104,316		164,799
			<u>127,503</u>		<u>186,049</u>

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002).

The financial statements were approved by the governors on 11 September 2003 and signed on their behalf, by:.

Colonel R M Stewart OBE TD DL BSc (Hons) MIEE Mr R J Sale FCIB DL
FRSA

The notes on pages 14 to 23 form part of these financial statements.

HMS TRINCOMALEE TRUST

STATEMENT OF FINANCIAL ACTIVITIES (incorporating income and expenditure account) For the year ended 31 March 2004

	Note	Restricted Funds 2004 £	Unrestricted Funds 2004 £	Total Funds 2004 £	Total Funds 2003 £
INCOMING RESOURCES					
Donations, legacies and similar incoming resources	2	61,715	107,581	169,296	153,174
Activities in furtherance of the charity's objects	3	-	56,476	56,476	52,367
<i>Activities for generating funds:</i>					
Trading activities	4	-	31,881	31,881	30,221
Investment income	5	-	304	304	19
TOTAL INCOMING RESOURCES		61,715	196,242	257,957	235,781
RESOURCES EXPENDED					
<i>Costs of generating funds:</i>					
Fund raising costs	9	-	15,123	15,123	13,940
Charity trading expenses	4	-	10,638	10,638	6,670
<i>Charitable expenditure:</i>					
Costs of activities in furtherance of the charity's objects		36,885	147,192	184,077	190,954
Support costs for grants and activities	10	7,515	64,477	71,992	67,128
Resources expended on managing and administering the charity	8	3,000	13,215	16,215	15,635
TOTAL RESOURCES EXPENDED	6	47,400	250,645	298,045	294,327
MOVEMENT IN TOTAL FUNDS FOR THE YEAR - NET INCOME/(EXPENDITURE) FOR THE YEAR					
		14,315	(54,403)	(40,088)	(58,546)
TOTAL FUNDS AT 1 APRIL 2003		23,187	104,316	127,503	186,049
TOTAL FUNDS AT 31 MARCH 2004		37,502	49,913	87,415	127,503

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 16 to 26 form part of these financial statements.

HMS TRINCOMALEE TRUST

BALANCE SHEET As at 31 March 2004

	Note	£	2004 £	£	2003 £
FIXED ASSETS					
Tangible fixed assets	14		117,914		135,884
CURRENT ASSETS					
Stocks	15	9,608		12,951	
Debtors	16	3,158		4,016	
Cash at bank and in hand		35,983		6,629	
			<u>48,749</u>	<u>23,596</u>	
CREDITORS: amounts falling due within one year	17	(29,248)		(11,977)	
NET CURRENT ASSETS			<u>19,501</u>		<u>11,619</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>137,415</u>		<u>147,503</u>
CREDITORS: amounts falling due after more than one year	18		(50,000)		(20,000)
NET ASSETS	21		<u>87,415</u>		<u>127,503</u>
CHARITY FUNDS					
Restricted Funds	20		37,502		23,187
Unrestricted - General Funds	20		49,913		104,316
			<u>87,415</u>		<u>127,503</u>

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002).

The financial statements were approved by the governors on 17 September 2004 and signed on their behalf, by:

Colonel R M Stewart OBE TD DL BSc (Hons) MIEE Mr J E Atkinson JP DL
FRSA

The notes on pages 16 to 26 form part of these financial statements.

HMS TRINCOMALEE TRUST

STATEMENT OF FINANCIAL ACTIVITIES (incorporating income and expenditure account) For the year ended 31 March 2005

	Note	Restricted Funds 2005 £	Unrestricted Funds 2005 £	Total Funds 2005 £	Total Funds 2004 £
INCOMING RESOURCES					
Donations, legacies and similar incoming resources	2	49,915	113,784	163,699	169,296
Activities in furtherance of the charity's objects	3	-	67,937	67,937	56,476
<i>Activities for generating funds:</i>					
Fundraising income	4	-	4,109	4,109	-
Trading activities	5	-	31,037	31,037	31,881
Investment income	6	-	728	728	304
TOTAL INCOMING RESOURCES		49,915	217,595	267,510	257,957
RESOURCES EXPENDED					
<i>Costs of generating funds:</i>					
Fund raising costs	10	-	12,214	12,214	15,123
Charity trading expenses	5	-	6,445	6,445	10,638
<i>Charitable expenditure:</i>					
Costs of activities in furtherance of the charity's objects	8	44,078	129,481	173,559	184,077
Support costs for grants and activities	11	7,515	78,657	86,172	71,992
Resources expended on managing and administering the charity	9	3,000	11,125	14,125	16,215
TOTAL RESOURCES EXPENDED	7	54,593	237,922	292,515	298,045
MOVEMENT IN TOTAL FUNDS FOR THE YEAR - NET INCOME/(EXPENDITURE) FOR THE YEAR		(4,678)	(20,327)	(25,005)	(40,088)
TOTAL FUNDS AT 1 APRIL 2004		37,502	49,913	87,415	127,503
TOTAL FUNDS AT 31 MARCH 2005		32,824	29,586	62,410	87,415

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 18 to 28 form part of these financial statements.

HMS TRINCOMALEE TRUST

BALANCE SHEET As at 31 March 2005

	Note	£	2005 £	£	2004 £
FIXED ASSETS					
Tangible fixed assets	15		103,239		117,914
CURRENT ASSETS					
Stocks	16	8,922		9,608	
Debtors	17	4,532		3,158	
Cash at bank and in hand		36,748		35,983	
		<u>50,202</u>		<u>48,749</u>	
CREDITORS: amounts falling due within one year	18	(41,031)		(29,248)	
NET CURRENT ASSETS			<u>9,171</u>		<u>19,501</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>112,410</u>		<u>137,415</u>
CREDITORS: amounts falling due after more than one year	19		(50,000)		(50,000)
NET ASSETS	22		<u>62,410</u>		<u>87,415</u>
CHARITY FUNDS					
Restricted Funds	21	32,824		37,502	
Unrestricted - General Funds	21	29,586		49,913	
			<u>62,410</u>		<u>87,415</u>

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002).

The financial statements were approved by the Trustees on 15 September 2005 and signed on their behalf, by:

Colonel R M Stewart OBE TD DL BSc (Hons) MIEE Mr J E Atkinson JP DL
FRSA

The notes on pages 18 to 28 form part of these financial statements.

HMS TRINCOMALEE TRUST

Responses to additional points raised at the Scrutiny Co-ordinating Committee, 10 February 2006.

1.0 Is the organisation a Company or a Trust?

- 1.1 The organisation has a Memorandum and Articles of Association that have been agreed by the Charity Commission as being charitable in their Objects. The Charity Commission has Registered the HMS Trincomalee organisation as a Charity and given it a Registered Number - 1007784.
- 1.2 The Charity has adopted the route of being a Company Limited by Guarantee as the method of undertaking its activities, and has Registered as a Company with Companies House – Registered Number 2678419. This is the normal route for the larger charities as it limits the liability of its Directors, who in this case are also voluntary Charity Trustees.
- 1.3 Companies House allows charities to have a name without the word Limited in the title, and therefore as a Charity, the formal title becomes HMS Trincomalee Trust with its Board Members being both Directors of the Company and Trustees of the Charity.
- 1.4 The organisation is a Company and a Trust, or more succinctly, a Charitable Company, and this is reflected in the first Clause of the Memorandum of Association which reads:

'The name of the Company (hereinafter called "the Trust") is The HMS Trincomalee Trust'.

2.0 Members, Trustees and the Friends

- 2.1 The membership of the Trust as defined in the Articles of Association is unlimited, whilst the Board of the Trust [the Trustees] has to be no less than 4 in number and no more than 24. Members of the Board are both Members of the Trust and Trustees of the Charity. The Trust is not a membership organisation in the normally accepted meaning of the term as all Members are also Trustees.
- 2.2 At the time of the incorporation of the HMS Trincomalee Trust in 1992 it was agreed that a Friends association should be established in parallel to enable the general public to join with the specific purpose of supporting the Trust in its charitable objectives for the Ship. In other words the Friends association should be the conduit for membership

- 2.3 The constitution of the Friends was established by the Trust's solicitor to ensure that it furthered the charitable purposes of the HMS Trincomalee Trust. The constitution itself is a charitable document.
- 2.4 The Friends' constitution allows for membership in a variety of categories [adult, junior, student, senior citizen, family etc], and the management of the Friends is vested in its Committee who are appointed annually from amongst the membership at the Annual General Meeting. The Committee can include, *inter alia*, two persons appointed by the Trust [who need not be Trustees] to aid collaboration between the Friends and the Trust.
- 2.5 Similarly, the Trust has two Trustees who are also Friends, and these will normally be the Chairman of the Friends and one other person, and to ensure that the collaboration is retained equitably in the longer term, the Trust intends to formalise this position. Thus it is possible for an 'ordinary' member of the community to have a routeway via the Friends to become a Board member of the Trust.
- 2.6 The Friends has an expanding number in membership [presently around 300] and an active Committee that during the current year has donated around £6k to the Trust through its efforts. Continuing the membership recruitment is a high priority. Friends have free access to Hartlepool's Maritime Experience, a thrice-yearly magazine, *Quarterdeck*, discounts in the Trust's shop, together with a range of events and talks. The annual subscriptions to the Friends are set at the same levels as the Council's Quaycard, and being charitable the subscriptions are eligible to benefit from the Gift Aid legislation that adds 28% to their value for the Trust.
- 2.7 The AGM of the Friends next month will see some minor tidying-up of the constitution and the recommendation that the Friends association registers with the Charity Commission as a Registered Charity in its own right because of its increasing income.

3.0 Is the Trust allowed to 'trade'?

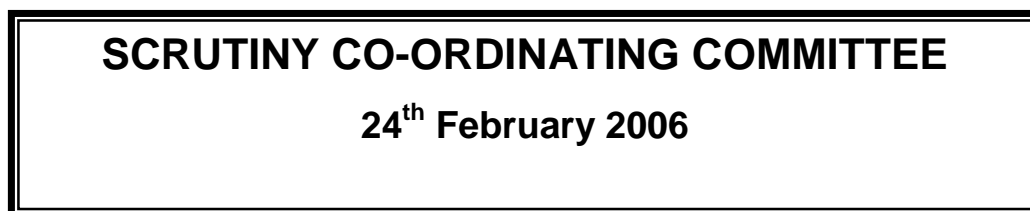
- 3.1 Charities have to work within their adopted Memorandum and Articles of Association, and their role is clearly not to be established as a primary trading organisation. Governing documents of charities will normally have a clause stating that the Charity must not permanently trade.
- 3.2 The Charity Commission, however, recognises the distinction between using the asset of the Charity for raising funds to assist the Objects, and independent trading that is separate from the basic use of the Trust's resource. Thus a charity such as the HMS Trincomalee Trust is permitted to have a souvenir shop and sell items to its customers who are visiting the Ship, and similarly to use the Ship for related activities that are not primarily charitable, such as filming, presentations and functions. The proviso is always that the funds generated are applied wholly and exclusively for the purposes of the charity.

- 3.3 In the Charity Commission's assessment there is also a consideration of scale and degree. If the non-charitable element of income to a charity is beyond a satisfactory proportion or total, then the Charity Commission is likely to intervene and advise the establishment of a subsidiary trading company.
- 3.4 The Trust has an annual turnover that is in excess of £250k, and in these circumstances the maximum sales turnover permitted by the Charity Commission without the Trust establishing a separate trading company is £50k. Currently the Trust's trading turnover amounts to approximately £31k, so it is well within the permitted threshold, but it is anticipated that the turnover will rise. The Trust's solicitor has advised the Trust to consider whether there will be a requirement to form a covenanting trading company once the 2005/2006 accounts are to hand later in the year.
- 3.5 Many Charitable Companies have a covenanting trading company. They have to be wholly owned by the Charity. These are often called Enterprise Companies, but the important point is that although they have their own Board [with cross-representation with the Charity], they are owned by the Charity for the benefit of the Charity, and in order to avoid a tax liability, have to covenant [transfer] their net proceeds to the Charity. This is the same principle as the Charity operating its own low-level activity, but on a larger scale.
- 3.6 Charities that have a trading company will often operate both under the aegis of the Charity for economy and flexibility of the use of staffing resources, whilst ensuring that in terms of administration, the charity and the trading company are separately identified for the purposes of reporting.
- 3.7 The General Manager of the Trust has experience of operating heritage facilities under both scenarios, and it is pertinent to note that the Charity Commission has made no move to date to encourage or enforce the HMS Trincomalee Trust to establish a trading company. If, however, the Charity Commission were to encourage a subsidiary trading company, and/or the Trust's trading income rises, then the Trust would respond positively, and has already got an 'off the shelf' company document to apply in this eventuality.
- 4.0 Should there be a Service Level Agreement between the parties?**
- 4.1 The Joint Working Group [JWG] between the Council and the Trust that has been responsible for bringing forward the development proposals and tying them into the work of the Council's tourism consultants TRC, have discussed the format of agreements that should apply to the joint working arrangements.

- 4.2 It is the view of the JWG that a Memorandum of Understanding should be formulated to identify the overall role and responsibilities of each party. A preliminary draft is already in existence that it is planned to be confirmed and implemented once all the various arrangements have been satisfactorily discussed, negotiated and concluded. The Memorandum of Understanding will identify what each party brings to the arrangements, and is seen as a more usual and comprehensive method than having a number of disparate agreements for various elements of the whole.
- 4.3 It is agreed and accepted that for the Council's loan to the Trust, by way of example, a separate legal agreement has been required. The loan is for a stated period of time as a 'bridging' for the Trust, whereas the Memorandum of Understanding will be for an extended period of mutual co-operation between the parties.

HMS Trincomalee Trust
20 February 2006

- * The responses to sections 1, 2 and 3 above have been discussed and agreed with the Trust's solicitor, who has been responsible for the Trust's and the Friends' governance arrangements from the time of the formation of the HMS Trincomalee Trust from the former Foudroyant Trust in 1992.



Report of: Scrutiny Support Officer

Subject: SCRUTINY REFERRAL INTO THE OVERPSEND ON
THE HEADLAND TOWN SQUARE DEVELOPMENT
– SCOPING REPORT

1. PURPOSE OF REPORT

- 1.1 To make proposals to Members of the Scrutiny Co-ordinating Committee for their forthcoming investigation into the Overspend on Headland Town Square Development.

2. BACKGROUND

- 2.1 Under the North Hartlepool Partnership's Headland Environmental Improvement and Public Art Programme (HEIPAP) the development of a Headland Town Square was identified as a key project to improve the local environment. During the summer of 2004 a national design competition was held for this project and four short-listed urban design companies were asked to submit a strategic master plan and more detailed design proposals of the area. A two day consultation in the Borough Hall, attended by over 270 people, showed that the majority of people felt that the proposal by Ferguson McIlveen was the one most sensitive to the heritage and character of the Headland. Consequently, they were awarded the £1.4m contract to develop the town square project, which was funded by the North Hartlepool Partnership, the European INTERREG fund and money from One NorthEast via the Tees Valley Partnership.
- 2.2 At the meeting of Cabinet on 10th October 2005 a request was made from the North Hartlepool Partnership to the Council to consider making a contribution to the overall projected cost of the Headland Town Square Development. Whilst savings had already been identified there remained an excess of £105,000 further savings could only be achieved by significantly compromising the overall scheme design and/or reducing facilities for residents and visitors to the Headland. Enquiries had established that there was no prospect of increased funding from any of the existing sources, hence the request to the Council for additional funding. The development of a Town Square is seen as a key project within the North Hartlepool Partnership's overall regeneration programme. Consequently, it was agreed that the request for additional funding of £105,000 from the Council as part

of the 2006/07 budget to support the Headland Town Square scheme be forwarded to Council for consideration for inclusion in the 2006/07 capital budget.

- 2.3 At the meeting of Full Council on 27th October 2005, it was resolved that the issues surrounding the overspend on the Headland Town Square Development be referred to Scrutiny Co-ordinating Committee for further examination.
- 2.4 At the meeting of Scrutiny Co-ordinating Committee on 14th November 2005 Members considered the referral (with no prescribed timescale) of the Overspend on Headland Town Square Development from Full Council.
- 2.2 Members agreed, given the mainly financial nature of the referral, that the matter should be considered by Scrutiny Co-ordinating Committee early in 2006. It was agreed that a scoping report should be submitted to this Committee at its meeting on 10th February 2006. Due to the congested Scrutiny work programme the meeting date has moved to 24th February 2006.

3. TIMELINE

- 3.1 Outlined below is a timeline of events in relation to the Headland Town Square Development Overspend:

- **27 June 2003** – North Hartlepool Partnership (NHP) Board confirmed agreement to the commissioning of a national design competition in relation to the Town Square and approved the process of appointment, including the engagement of professional consultants to facilitate workshops with the community.
- **7 May 2004** - A specialist consultant with experience of public consultation and urban design, was appointed by North Hartlepool Partnership and Hartlepool Borough Council to engage with the local community and stakeholders to establish the parameters for a competition brief to redevelop the Headland Town Square.
- **18 and 19 June 2004** - A public participation event held in Borough Hall by the specialist consultant where members of the public were encouraged to go along to a series of drop-in sessions and workshops. This information was included as part of the competition brief.

The Town Square Steering Group, comprising representatives of North Hartlepool Partnership, the Parish and Borough Councils, advised by the consultant and One North East sought expressions of interest for the design competition through a process of formal notification of the scheme in the Official Journal of the European Union (OJEU) and advertisements in professional magazines and local/national press.

23 firm requests to participate in the competition were received. Technical officers, in accordance with an agreed evaluation methodology, completed an assessment process in order to identify a shortlist of 10 companies to be subject to a formal interview.

- **19 August 2004** - a panel comprising representatives of the Town Square Steering Group and an officer from One North East interviewed the 10 shortlisted companies. 4 companies were selected to be invited to prepare design proposals in accordance with the competition brief and budget of £1.4m:
 - a) Gillespies in association with John Thompson & Partners from Glasgow;
 - b) Ferguson McIlveen from Middlesbrough;
 - c) West 8 from Rotterdam; and
 - d) Rumney Design Associates from Sevenoakes
- **22 October 2004** - the 4 companies presented their design proposal to representatives from North Hartlepool Partnership, Headland Parish Council, One North East, the Commission for Architecture and the Built Environment (CABE) and Hartlepool Borough Council. Each submission was assessed against a pre-determined criteria and Ferguson McIlveen ranked the highest.
- **27 and 28 October 2004** - the four proposals were put on public display at the Borough Building and a total of 273 residents and other interested parties visited the exhibition. 160 responses were received from the exhibition and Ferguson McIlveen were indicated by the public as the preferred designer.
- **5 November 2004** - the Town Square Steering Group considered all information and recommended Ferguson McIlveen as preferred design.
- **18 November 2004** - at a joint meeting of the Liveability and Regeneration & Planning Portfolio Holder and North Hartlepool Partnership Board it was agreed to appoint Ferguson McIlveen as the preferred designer.
- **7 January 2005** - NHP Board approve a capital contribution of £900k to support the Town Square development. Match funds from Headland Environmental Improvement and Public Arts Programme, European Interreg and Single Programme establish a project total budget of £1,431,516.
- **February 2005** - Hartlepool Borough Council invite 4 contractors to be interviewed to determine a preferred contractor for the Headland Town Square project.
- **1 February 2005** - Over 220 people attended a public consultation of the design proposed by Ferguson McIlveen at which local residents and stakeholders were given the opportunity to express preferences for the

various materials and general design. Send out questionnaires to contractors.

- **11 February** - Contractors return submissions and completed questionnaires.
- **16 February** – HBC Engineering and Consultancy Manager and a representative of Ferguson McIlveen mark questionnaires independently.
- **17 February** - Contractor Interviews held in BHH - Interview Panel, Engineering Consultancy Manager (HBC), North Town Care Manager (HBC), Health and Safety Officer (HBC) and a representative of Ferguson McIlveen.
- **18 February 2005** - Seymour Civil Engineering Contractors Limited confirmed as the Council's preferred contractor for Town Square project.
- **March 2005** - Purchase of some materials (£150,647) to achieve an amount of spend in the financial year 2004/05, which was at risk if not defrayed.
- **12 and 13 August 2005** - Final public consultation of design takes place at Borough Building. Of 125 responses received, 100 (80%) supported the final design as presented.

Following the final consultation Ferguson McIlveen reported that there was a budget shortfall of £190k to deliver the scheme as designed. Following a review of this reported shortfall by Ferguson McIlveen and Seymour, the budget shortfall was reduced to £105k.

- **9 September 2005** - Town Square Steering Group received feedback on the results of the final public consultation event and information regarding the budget shortfall. It was indicated at this meeting that the increase in cost (c£190K) was primarily due to the costs Ferguson McIlveen had received for sandstone. It was reported other suppliers were being investigated to identify potential savings on this material.
- **10 October 2005** - A report presented to Cabinet requesting a Council contribution of £105k to cover the budget shortfall. Decision referred to Full Council.
- **27 October 2005** - Full Council support contribution of £105k towards Headland Town Square Development but resolved that issues surrounding the overspend be referred to Scrutiny Co-ordinating Committee for further examination.

3.2 In addition to the above timeline Members may be aware that an initial archaeology investigation of this site has discovered items dating back to mediaeval times. As a result of these discoveries additional archaeology

investigations will need to be undertaken. Consequently, this issue was included in the Budget and Policy Framework 2006/07 – 2007/08 item on the Cabinet's agenda for 10th February 2006. The Cabinet report outlined the following issues:

- These works will have an additional cost of some £65,000. In addition, a number of additional items, each relatively small in their own right (e.g. enhanced electrical supply to cater for events, access improvements and localised ground condition difficulties) have resulted in the small contract contingency sum being exceeded. With the contract not yet at the halfway stage it is prudent to build in an additional contingency sum, although obviously efforts will be made to minimise the call on this latter sum. The overall cost increases can be partly offset by additional Interreg resources, efforts to find other resources of funding will continue, but the current identified shortfall is £90,000.
- Therefore, in order to enable this project to proceed Cabinet needs to determine if they wish to make provision for these potential costs in the budget proposals. Council has already agreed to provide £105,000 to cover a shortfall on this scheme and to ensure grant funding of £1.431m is not lost.
- For planning purposes it is assumed that Members will approve the above proposals. Therefore, the revenue budget forecasts include provision to meet the annual repayment costs of using Prudential Borrowing.

3.3 Cabinet approved the additional cost as part of the Budget and Policy Framework 2006/07 -2007/08.

4. OVERALL AIM OF THE SCRUTINY INVESTIGATION

4.1 To examine the overspend on the Headland Town Square Development.

5. PROPOSED TERMS OF REFERENCE FOR THE SCRUTINY INVESTIGATION

5.1 The following terms of reference for the review are proposed:-

- a) To gain an understanding of the overall aim of the Headland Town Square Development.
- b) To examine the causes of the overspend.
- c) To reach a conclusion as to why/how the project has cost more than originally anticipated.

6. POTENTIAL AREAS OF INQUIRY / SOURCES OF EVIDENCE

- 6.1 Members of the Forum may wish to consider requesting evidence from/about the following:-

- a) North Hartlepool Partnership Manager;
- b) Hartlepool Borough Council Officers – Project Manager Technical Services, Engineering Manager, and Town Care Manager;
- c) Representative of Ferguson McIlveen.

7. PROPOSED TIMETABLE OF THE SCRUTINY INVESTIGATION

- 7.1 Detailed below is the proposed timetable for the review to be undertaken, which may be changed at any stage. Furthermore, it may be necessary to schedule additional meeting/s.

24th February 2006 – Scoping Meeting

10th March 2006 – Additional Evidence Gathering and Agreement of Draft Final Report

8. RECOMMENDATIONS

- 8.1 That Members note the content of the report and agree the terms of reference outlined in section 5.

CONTACT DETAILS

Jonathan Wistow
Scrutiny Support Officer
Chief Executive's Department – Corporate Strategy
Hartlepool Borough Council
Tel: 01429 523647
Email: jonathan.wistow@hartlepool.gov.uk

BACKGROUND PAPERS

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

- i. Cabinet Report 10th October 2005 – *Headland Town Square – Request for Funding Contribution* – Director of Neighbourhood Services and Director of Regeneration & Planning
- ii. Cabinet Minutes 10th October 2005
- iii. Council Minutes 27th October 2005
- iv. Scrutiny Co-ordinating Committee Minutes 14th November 2005
- v. North Hartlepool Partnership Annual Report 2004-5
- vi. Cabinet Report 10th February 2005 – *Budget and Policy Framework 2006/7 to 2007/8* – Corporate Management Team

SCRUTINY CO-ORDINATING COMMITTEE

24 February 2006



Report of: Scrutiny Support Officer

Subject: SCRUTINY REFERRAL INTO THE OVERPSEND ON
THE HEADLAND TOWN SQUARE DEVELOPMENT
– SETTING THE SCENE

1. PURPOSE OF REPORT

- 1.1 To inform Members of this Committee that the following people will be in attendance at today's meeting: Project Manager Technical Services; Town Care Manager; Engineering Manager; North Hartlepool Partnership Manager and a Representative of Ferguson McIlveen to respond to questions in relation to the Scrutiny Referral into the Overspend on Headland Town Square Development.

2. BACKGROUND INFORMATION

- 2.1 As Members will be aware, this item was referred to Scrutiny at the meeting of Full Council on 27th October 2005. It was resolved at the meeting of Scrutiny Co-ordinating Committee on 14th November 2005 that the matter should be considered by the Committee on 10th February 2006. Due to the congested Scrutiny work programme the meeting date has moved to 24th February 2006.
- 2.2 Arrangements have been made for the officers and representatives outlined in section 1.1 above to attend this meeting to answer any questions arising from the scoping report at 9.2 (a) on this agenda, with particular reference to the following key areas:-
- (a) To gain an understanding of the overall aim of the Headland Town Square Development.
 - (b) To examine the causes of the overspend.
 - (c) To reach a conclusion as to why/how the project has cost more than originally anticipated.

3. RECOMMENDATIONS

- 3.1 It is recommended that the Scrutiny Co-ordinating Committee considers the contents of this report when questioning witnesses about the Headland Town Square Overspend.

Contact Officers:- Jonathan Wistow – Scrutiny Support Officer
Chief Executive's Department - Corporate Strategy
Hartlepool Borough Council
Tel: 01429 523647

Email: jonathan.wistow@hartlepool.gov.uk

BACKGROUND PAPERS

- i. Cabinet Report 10th October 2005 – *Headland Town Square – Request for Funding Contribution* – Director of Neighbourhood Services and Director of Regeneration & Planning
- ii. Cabinet Minutes 10th October 2005
- iii. Council Minutes 27th October 2005
- iv. Scrutiny Co-ordinating Committee Minutes 14th November 2005

SCRUTINY CO-ORDINATING COMMITTEE

24 February 2006



Report of: Scrutiny Manager

Subject: Second and Third Tier Officers Salary and Grading Review Scrutiny Referral – Employers' Organisation Salary and Grading Structure Recommendations: Covering Report

1. PURPOSE OF THE REPORT

- 1.1 To provide Members of this Committee with an advanced copy of the report to be presented to the meeting of Cabinet on 13 March 2006 outlining the Employers' Organisation Salary and Grading Structure recommendations, with additional information being provided verbally from the Employers' Organisation during this meeting, to enable the Committee to formulate its conclusions and subsequent recommendations for consideration by Cabinet on 13 March 2006.

2. BACKGROUND INFORMATION

- 2.1 Members will recall that at the meeting of this Committee held on 13 January 2006, consideration was given to the process of the Second and Third Tier Officers Salary and Grading Review currently being undertaken by the Employers' Organisation.
- 2.2 As per the agreed Timetable and Terms of Reference for this Scrutiny Referral, consideration at this meeting is to be given to the Employers' Organisation Salary and Grading Structure recommendations, attached as **Appendix A**, an advance copy of Cabinet report together with various appendices.
- 2.3 Arrangements have also be made for the Senior Consultant from the Employers' Organisation to be in attendance during this meeting, together with the Director of Neighbourhood Services (Lead Officer for this Review), to outline the proposed recommendations of the Employers' Organisation and to clarify any issues that may arise from such discussion.

- 2.4 Given the very nature of this Review, it has been necessary for specific appendices attached to this covering report to be classified as exempt information under Schedule 12A of the Local Government Act 1972, namely the information that relates to individual employees or information that can easily identify an individual employee by job title/position. As a result of this, such appendices have been distributed solely to Elected Members of this Committee.

3. RECOMMENDATIONS

3.1 That Members of the Scrutiny Co-ordinating Committee:-

- (a) consider the recommendations of the Employers' Organisation in relation to the proposed salary levels for second and third tier officers employed by the Authority (to be implemented from 1 April 2006);
- (b) formulates this Committee's verbal conclusions and subsequent recommendations at this meeting, as part the timetable of this Scrutiny Referral, to be incorporated into a Final Report for consideration by the Cabinet on 13 March 2006 (as per the extended prescribed timescale of the Scrutiny Referral); and
- (c) agrees to the Chair of Scrutiny Co-ordinating Committee having delegated authority to approve the finalised content of the Final Report of this Committee, due to the tight deadline for its submission to Cabinet on 13 March 2006.

Contact Officers: - Charlotte Burnham – Scrutiny Manager
Chief Executive's Department - Corporate Strategy
Hartlepool Borough Council
Tel: 01429 523 087 / 523 647
Email: charlotte.burnham@hartlepool.gov.uk

BACKGROUND PAPERS

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

- (i) Report of the Scrutiny Manager entitled 'Scrutiny Referral: Second and Third Tier Officers Salary and Grading Review – Scoping Report' presented to the Scrutiny Co-ordinating Committee on 20 December 2005.
- (ii) Minutes of the Scrutiny Co-ordinating Committee held on 20 December 2005 and 13 January 2006.

CABINET REPORT

Advance Copy for Scrutiny Co-ordinating Committee



Report of: Director of Neighbourhood Services

Subject: 2ND AND 3RD TIER CHIEF OFFICER SALARY REVIEW

SUMMARY

1. PURPOSE OF REPORT

The purpose of this report is to recommend new salary levels for 2nd and 3rd tier chief officers working for the Council.

2. SUMMARY OF CONTENTS

The report contains the details of a review of 2nd and 3rd Tier Chief officers and recommends changes to the salary levels to take effect from 1st April 2006.

3. RELEVANCE TO CABINET

The Portfolio Holder for Performance Management and Finance has approved the process and timetable for the review but considered that the final decision regarding salary levels should be made by Cabinet.

4. TYPE OF DECISION

This is a non-key decision.

5. DECISION MAKING ROUTE

This is an Executive function and Cabinet will make the decision.

6. DECISION(S) REQUIRED

The Cabinet is recommended to approve:

1. That the new salaries as recommended by the Employers Organisation be approved to apply from 1st April 2006.
2. That any significant changes to the role of a 2nd or 3rd tier officers be referred to the Employers Organisation for evaluation using the same methodology as has been used for this review.
3. That, in accordance with the approved remuneration strategy, these salaries be reviewed in full in three years time. If an earlier review is thought to be advisable then approval of Cabinet should be sought.

Report of: Director of Neighbourhood Services

Subject: 2ND AND 3RD TIER CHIEF OFFICER SALARY REVIEW

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to recommend new salary levels for 2nd and 3rd tier Chief Officers working for the Council.

2. BACKGROUND

- 2.1 The Portfolio Holder for Performance Management considered a report on 11th November 2005 recommending that 2nd and 3rd tier Chief Officers salaries be reviewed. A copy of the report is attached as **Appendix 1** of this report.

- 2.2 The Portfolio Holder:

- (a) Noted the arrangements made to date and approved the timescale and process for the review.
- (b) Approved the third option, i.e. the salary levels, when agreed upon, should apply from 1st April 2006, as this would be the month following the anticipated completion of the review.
- (c) Requested that the Scrutiny Co-ordinating Committee be asked to examine the recommendations of the Employers Organisation.
- (d) That Scrutiny Co-ordinating Committee be asked to complete their examination by 10th February 2006.
- (e) That, on completion of the examination, the Scrutiny Co-ordinating Committee be requested to report their recommendations to Cabinet.

- 2.3 Since then, due to the timing of the various meetings, he has further agreed that the deadline for Scrutiny to complete their review should be extended to 24th February 2006.

- 2.4 As the Chief Personnel Officer is one of the posts whose salary was to be reviewed it was not appropriate for her to lead or participate in the review. The Director of Neighbourhood Services has therefore been the lead officer managing the process.

- 2.5 A copy of the management structure for each department is included in **Appendix 2**. This includes a summary statement of the scope of each post. Two posts within the structures (NS7 and RP4) have not been covered by this salary review as although technically at second tier level they are not on Chief Officer salary scales.
- 2.6 The posts reviewed are those approved in the new corporate structure on 7 March 2004. A schedule of those posts is included in **Appendix 4** of this report. Three of the posts (those at 3rd tier level within the Chief Executives Department – refs CEX 6, 7 and 8) are not included in this schedule as the review of structure only contained details of the top two tiers of the Council.

Appendix 4 – Schedule of Posts Approved in New Corporate Structure – This item contains exempt information under Schedule 12A Local Government Act 1972, namely information relating to a particular employee, former employee or applicant to become an employee of the Council (para 1)

- 2.7 The post of Chief Procurement Officer (ref 45 in Appendix 4) was approved within the structure but was subsequently combined with the Head of Property Services post in Neighbourhood Services (NS4) resulting in the saving of a post.
- 2.8 As the titles of some posts have changed I have added a new reference to each post within the table and structures shown in Appendices 2 and 4 and I have also added this new reference to the list of posts in the summary table of posts evaluated, which is contained in paragraph 3.3 of this report.

3. FINDINGS OF THE REVIEW

- 3.1 The Employers Organisation (EO) have completed their analysis by following the Hay methodology. The process involves:
1. Considering the job descriptions and person specifications for all of the posts.
 2. Considering an evaluation questionnaire completed by each of the Chief officers (or their appropriate director in the case of vacant posts). Each questionnaire is approved and signed off by the appropriate director.
 3. All of the information is then considered simultaneously by a panel who agree an evaluation score for each post.
 4. A salary range relating to the range of point scores is then recommended by benchmarking against other similar posts that the EO have evaluated recently. Specific attention is placed upon regional salary levels in this benchmarking exercise.

- 3.2 It must be emphasised that it is the content of the duties and responsibilities attached to each post that is evaluated not the way the individual post holder discharges those duties.
- 3.3 The EO have submitted their report (see **Appendix 5i**) with recommendations, and have proposed the following (see **Appendix 5ii**).
- 3.4 The salary bandings recommended by the Employers Organisation are attached at **Appendix 5iii**).

Appendix 5i, 5ii and 5iii – Recommendations of the Employers Organisation – **This item contains exempt information under Schedule 12A Local Government Act 1972, information relating to consultations or negotiations, or contemplated consultations or negotiations in connection with a labour relations matter arising between the Council, or a Minister of the Crown and employees of, or office holders under, the Council (para 11)**

- 3.5 The cost of the Employers Organisation input to this review is approximately £23,000 including the attendance at the scrutiny meetings. They were engaged as there is no specific experience within the Council in undertaking reviews of Chief Officer salaries and no detailed benchmarking information. This was endorsed by the Portfolio Holder for Performance Management at his meeting on 11th November 2005.

4. IMPLICATIONS

4.1 Financial

The current salaries of all of these posts are currently covered within departmental salary budgets. If the recommendations are approved, the overall financial impact will be £95,000 initially and potentially £258,000 and comparing the salaries at the top of the current grade and the proposed grade. All salary budgets have to have scope to accommodate incremental uplifts to salaries and there is no separate financial provision for a salary increase. If approved, the new salaries will have to be accommodated within the existing salary budgets. The saving of not having appointed a separate Chief Procurement Officer will have produced a saving of around £87,500 at the top of Band B.

4.2 **Risks**

(i) **Key Risks Associated with Implementing the Review**

- **Pressure on departmental salary budgets:** The review will place and upward pressure on salary budgets in each department which will have to be met by efficiencies or other savings. The Directors are aware of this risk.
- **Public dissatisfaction:** It is likely that proposals to increase the salary levels of senior managers will attract some criticism from residents of the town particularly against the backdrop of an increase in Council Tax.

(ii) **Risks Associated with not implementing the Review**

- **Risk of losing chief officers currently in post:** Not implementing the review will increase the likelihood that Chief Officers currently in post will leave for jobs with other Councils who may offer higher salaries. This would reduce the capacity of the Council to deliver services and carry a cost of recruitment into vacant posts.
- **Risk of not recruiting to posts currently vacant:** There are a number of Assistant Director posts still out to advertisement and there is a risk that the Council will not be able to appoint to at least some of the posts. The cost of an interim manager through a consultancy to cover posts at this level is typically around £500 - £600 per day, the cost of advertising to recruit to a post is between £5,000 and £10,000 and a recruitment process using specialist recruitment consultants is typically of the order of £20,000.
- **Failure or reduction in service delivery:** If it is not possible to recruit to some of the vacant posts then service delivery will be affected. Back-filling arrangements, which can prove expensive, can reduce this impact but frequent changing of Chief Officers is likely to adversely affect service delivery, particularly over the medium to long term.

5. **CONSULTATION**

- 5.1 The Scrutiny Co-ordinating Committee have been asked to comment on the review and will present their findings to the Cabinet at its meeting. A summary of the process they have followed has been included in **Appendix 3** to the report.

- 5.2 The Chief Officers affected by the review have been given a draft of this report and Appendices 1-5 on 14th February 2006 and asked for any comments by 28th February 2006. I have attached the comments received in **Appendix 6** (to follow).

Appendix 6 – Comments of Chief Officers Affected by the Review – **This item contains exempt information under Schedule 12A Local Government Act 1972, namely information relating to a particular employee, former employee or applicant to become an employee of the Council (para 1)**

- 5.3 The Chief Executive and four Directors have considered the proposals and support the implementation of the review.

6. RECOMMENDATIONS

The Cabinet is recommended to approve:

1. That the new salaries, as recommended by the Employers Organisation, be approved to apply from 1st April 2006.
2. That any future significant changes to the role of a 2nd or 3rd tier Chief Officers be referred to the Employers Organisation for evaluation using the same methodology as has been used for this review.
3. That, in accordance with the approved remuneration strategy, these salaries be reviewed in full in three years time. If an earlier review is thought to be advisable then approval of Cabinet should be sought.

**PERFORMANCE MANAGEMENT AND FINANCE
PORTFOLIO**

Report To Portfolio Holder

11 November 2005



Report of: Director of Neighbourhood Services

Subject: 2ND AND 3RD TIER OFFICER SALARY AND
GRADING REVIEW

SUMMARY

1. PURPOSE OF REPORT

This report is to set out the process for reviewing the salaries of the 2nd and 3rd Tier Officers who are employed by the Council.

2. SUMMARY OF CONTENTS

The report sets out the suggested process and timescale for the review.

3. RELEVANCE TO PORTFOLIO MEMBER

The Portfolio Holder has responsibility for human resources issues.

4. TYPE OF DECISION

This is a non-key decision.

5. DECISION MAKING ROUTE

The Portfolio Holder will make the decision.

6. DECISION(S) REQUIRED

The Portfolio Holder is requested to approve the process and timescale for the review and to request the Scrutiny Co-ordinating Committee to contribute to the review.

Report of: Director of Neighbourhood Services

Subject: 2ND AND 3RD TIER OFFICER SALARY AND GRADING REVIEW

1. PURPOSE OF REPORT

- 1.1 This report is to set out the process for reviewing the salaries of the 2nd and 3rd Tier Officers who are employed by the Council.

2. BACKGROUND

- 2.1 The Council last reviewed the salary of the 2nd and 3rd Tier Chief Officers during late 1998/early 1999.
- 2.2 The Council's remuneration strategy states that 2nd and 3rd Tier salaries should be reviewed every three years.
- 2.3 Salaries have not been reviewed since 1999 due primarily to the changes that have taken place in the Council and its senior management since then.
- 2.4 Now that the Corporate Restructure has been agreed and is being implemented and the Council now has its Corporate Directors in place, it is necessary to undertake and complete the review of 2nd and 3rd Tier Chief Officer's salaries.

3. PROPOSED PROCESS AND ISSUES

- 3.1 As the Chief Personnel Services Officer is a 2nd Tier Chief Officer, it is not appropriate for her to advise the Council in respect of this process. The Director of Neighbourhood Services has been identified as the Corporate Director who will lead the process.
- 3.2 The Employers Organisation has been appointed to undertake the technical evaluation of the salaries and recommend an appropriate salary and grading structure. This was the process that was followed in 1999 and the Employers Organisation also advised the Council recently when salary levels for Directors were reviewed.
- 3.3 The Employers Organisation is expected to provide evaluation results and recommend a salary and grading structure by mid-January.

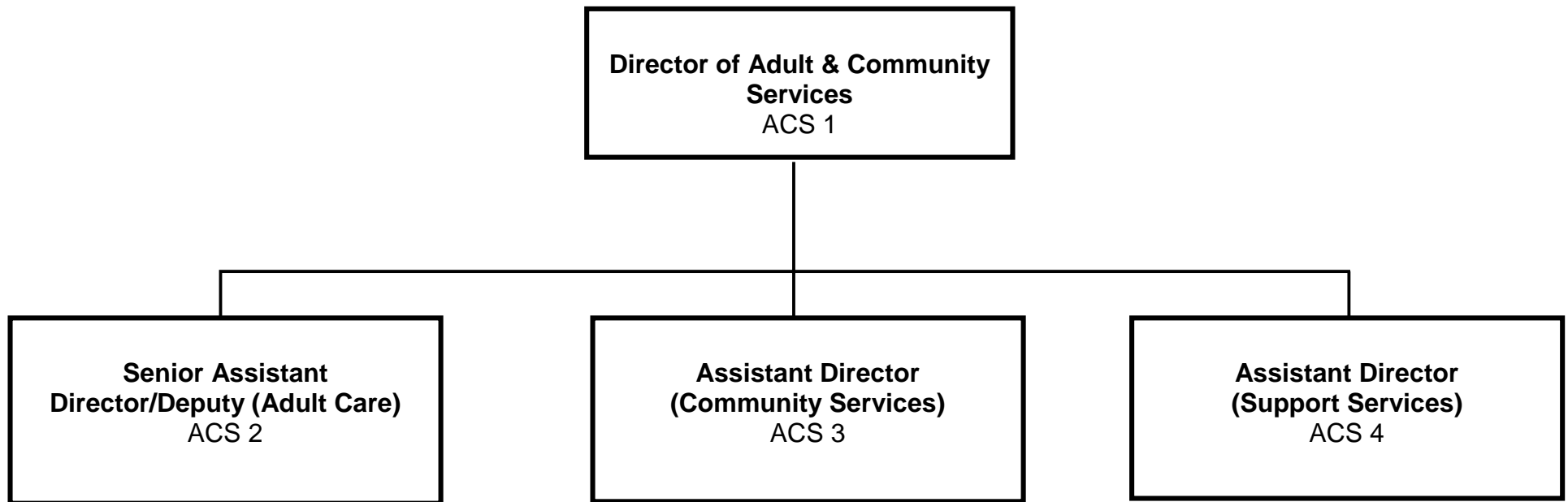
- 3.4 The Portfolio Holder needs to decide when the salary levels should apply from. The three main options are:
- 1 July 2005 (backdated) as this was the date the corporate restructure was implemented.
 - 1 December 2005 as this is the month following the commencement of the review.
 - 1 April 2006 as this is the month following the anticipated completion of the review.
- 3.5 The Portfolio Holder needs to consider the potential role for Scrutiny in this evaluation. By agreement of the Scrutiny Co-ordinating Committee it may be possible to request them to examine the recommendations of the Employers Organisation prior to you making a decision. In order to fit in with this timetable a strict completion date should be set for the scrutiny process and it is suggested that this is 10 February 2006.
- 3.6 The Portfolio Holder could then make a final decision at the meeting in March although it may be considered appropriate to refer the final recommendations and the findings of Scrutiny to Cabinet for a final decision.

4. RECOMMENDATIONS

The Portfolio Holder is recommended to:

- 4.1 Note the arrangements made to date for this review and approve the timescale and process for the review.
- 4.2 Decide on the date from which the new salary levels will apply.
- 4.3 Request the Scrutiny Co-ordinating Committee to examine the recommendations of the Employers Organisation prior to considering the recommendations.
- 4.4 That Scrutiny Co-ordinating Committee be asked to complete their examination by 10 February 2006.
- 4.5 Give consideration as to whether it is appropriate to make the decision himself or refer it to Cabinet.

Appendix 2



JOB TITLE: **Assistant Director - Adult Care ACS 2**

REPORTS TO: **Director of Adult and Community Services**

DATE: **9th November 2005**

1 PURPOSE OF JOB

- To be responsible for the delivery of effective social care to people in Hartlepool, within legislative requirements and council policies and priorities; partnership working with the NHS and other agencies; lead on strategic planning for agreed user groups(s); work-force development; Department quality strategy; public information. To deputise for the Director.

JOB TITLE: **Assistant Director (Community Services) ACS 3**

REPORTS TO: **Director of Adult & Community Services**

DATE: **17/11/05**

1 PURPOSE OF JOB

- To ensure management and delivery of effective Community Services to people in Hartlepool. Ensuring the delivery meets statutory obligations, legislative requirements and policy objectives, optimising service performance, use of available resources and commitment to continuously improve.
- The Assistant Director (Community Services) is responsible for – Culture, Heritage & Grants, Sports & Recreation, Parks & Countryside, Library Services, Tees Archaeology and Adult Education.

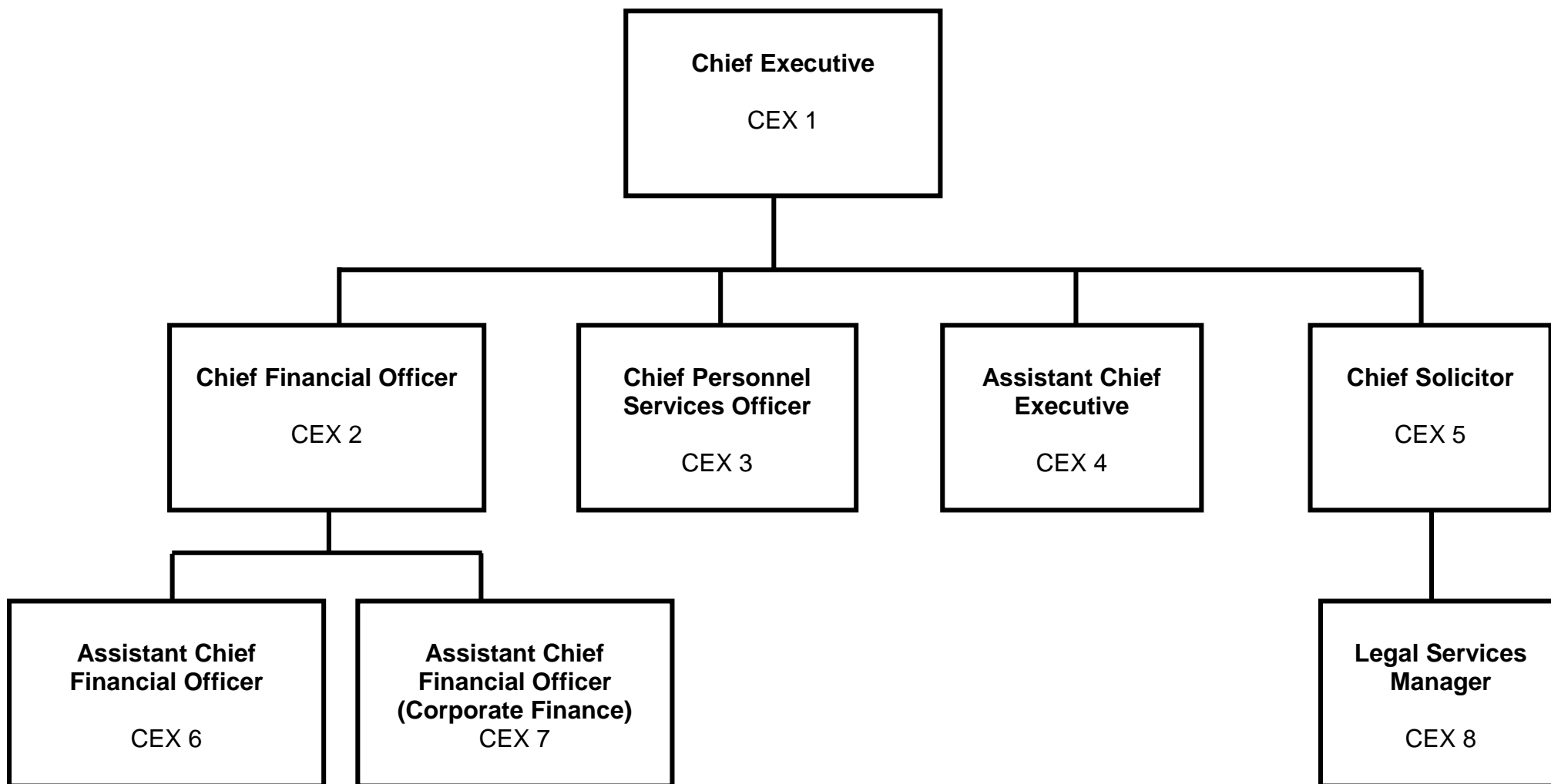
JOB TITLE: **Assistant Director Support Services ACS 4**

REPORTS TO: **Director of Adult and Community Services**

DATE: **18th November 2005**

1 PURPOSE OF JOB

- To be responsible for support services; strategic resource management and planning; and commissioning and review capacity for the Department



JOB TITLE: Chief Financial Officer CEX 2

REPORTS TO: Chief Executive

DATE: 14 November 2005

1 PURPOSE OF JOB

- To participate in the corporate management and leadership of the council through the provision of financial advice and information to council, cabinet, members, Directors and senior officers.
- To ensure the financial management and standing of the council are to the highest standards and consistent with the statutory duties under Section 151 (et al) and the CIPFA code of practice for Chief Financial Officers

JOB TITLE: Chief Personnel Services Officer CEX 3

REPORTS TO: Chief Executive

DATE: 14 November 2005

1 PURPOSE OF JOB

- Participate in the corporate management of the authority by providing advice and information to Members and senior officers.
- Develop a HR framework that complements the authority's corporate plans and the change and improvement agenda in the public sector.
- Manage HR and central service and lead on corporate initiatives

JOB TITLE: Assistant Chief Executive CEX 4

REPORTS TO: Chief Executive

DATE: 17th November 2005

1 PURPOSE OF JOB

- To provide direct support to the Chief Executive in the strategic management and development of the authority through the identification, corporate and political negotiation and agreement, and implementation of programmes of improvement and change. To advise members, senior officers and the Chief Executive on corporate and strategic issues, to co-ordinate implementation of those strategies and the monitoring and review thereof, and to manage and develop a range of corporate services (strategic planning and performance, scrutiny, consultation and complaints, public relations, democratic services, e-government), external partnerships / contracts (ICT provider) and services to the public (registrars).

JOB TITLE: Chief Solicitor CEX 5

REPORTS TO: Chief Executive

DATE: November 2005

1 PURPOSE OF JOB

- To provide, through the Council's Legal Division, a full legal service to the Council, the executive, their committees, sub-committees and officers;
- To act as the Council's Monitoring Officer (s.5 Local Government & Housing Act 1989);
- To be responsible for the conduct of Parliamentary, European and Local elections, and referendums and to act as the Electoral Registration Officer.
- To contribute to the development of Council policy and strategy as a member of the Council's Corporate Management Team.

JOB TITLE: Assistant Chief Financial Officer (Financial Services) CEX 6

REPORTS TO: Chief Financial Officer

DATE: 14th November 2005

1 PURPOSE OF JOB

- Assist the Chief Financial Officer in corporate activities and developments and as Deputy Proper Officer, undertake those duties as set out in Section 151 of the Local Government Finance Act 1972 et al and set down in the Council's Standing Orders and Financial Procedure Rules.
- Lead and manage the Revenues, Benefits, Payments and Insurance services provided by the Finance Division, co-ordinating, and developing high quality customer centred services, innovatively in line with the Council's corporate Best Value Performance Plan, ICT Strategy and, E govt agenda.

JOB TITLE: Assistant Chief Financial Officer (Corporate Finance) CEX 7

REPORTS TO: Chief Financial Officer

DATE: 11th November 2005

1 PURPOSE OF JOB

- To develop and co-ordinate the establishment and implementation of appropriate policies and practices in relation to medium term financial planning, corporate governance and safeguarding public assets. Assist the Chief Financial Officer in the delivery of his responsibilities in relation to the provision of corporate financial services to the Council and its departments. Manage and develop the Accountancy and Internal Audit sections of the division.

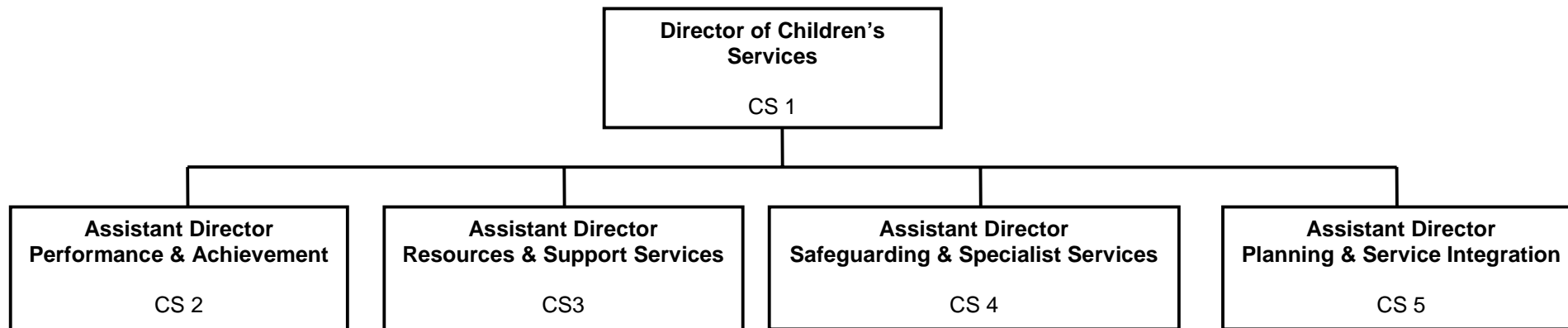
JOB TITLE: **Legal Services Manager CEX 8**

REPORTS TO: **Chief Solicitor**

DATE: **18 November 2005**

1 PURPOSE OF JOB

- To manage the Legal Services Division within the Chief Executive's Department of the Borough Council, including the coordination and control of day to day work and the supervision of staff in respect of discipline, recruitment and control.
- In conjunction with the Chief Solicitor, to manage the legal affairs of the Council, through advice to the Council (through its Executive, Regulatory/Advisory Committees, Sub-Committees, Working Groups, Representative Bodies etc) as to the legal implications of its policies and strategies. Responsible for undertaking legal work associated with the functionality of a Unitary Authority.



JOB TITLE: Assistant Director – Performance and Achievement CS 2

REPORTS TO: Director of Children's Services

DATE: November 2005

1 PURPOSE OF JOB

- Implement the vision and core values of the Council and provide a clear sense of direction, optimism and purpose across the Performance and Achievement Division of Children's Services.
- Work with colleagues across the Council and the town to develop a Community Strategy which improves the quality of life for Hartlepool people. Identify and lead those elements of the strategy which the Children's Services Department of the Council have responsibility for. Identify and support other elements to which the Department will contribute and participate.
- Deliver on the five outcomes for children and young people and promote integrated and efficient models of service delivery.
- Ensure delivery of effective services (within allocated budgets and meeting statutory obligations and policy objectives) for:
 - School improvement
 - All pupils, but specifically those who are vulnerable
 - Lifelong learning
 - Performance and review (self-evaluation/APA/JAR)
 - Governor support
 - Partnerships and regeneration
 - Workforce development
 - Deputise for the Director

JOB TITLE: Assistant Director – Resources and Support Services CS 3

REPORTS TO: Director of Children's Services

DATE: November 2005

1 PURPOSE OF JOB

- Support the Director and the Executive in implementing the vision and core values of the Council and provide a clear sense of direction, optimism and purpose across the Resources and Support Services Division;
- take responsibility across the Children's Services Department for financial and resource management and general support services, including performance and management data;
- provide strategic leadership in relation to asset management, school place planning (including Building Schools for the Future), Health and Safety, risk management and ICT;
- ensure statutory duties within the remit of the post are met.

**JOB TITLE: Assistant Director – Safeguarding and Specialist Services
CS 4**

REPORTS TO: Director of Children's Services

DATE: November 2005

1 PURPOSE OF JOB

- Support the Director and the Executive in implementing the vision and core values of the Council and provide a clear sense of direction, optimism and purpose across the Safeguarding and Specialist Services Division;
- develop procedures to safeguard children and protect their welfare;
- promote the health, care and education of Looked After Children and children in need;
- provide strategic leadership in relation to fostering, adoption and corporate parenting;
- develop new models of governance, commissioning and delivery of specialist services;
- ensure statutory duties within the remit of the post are met.

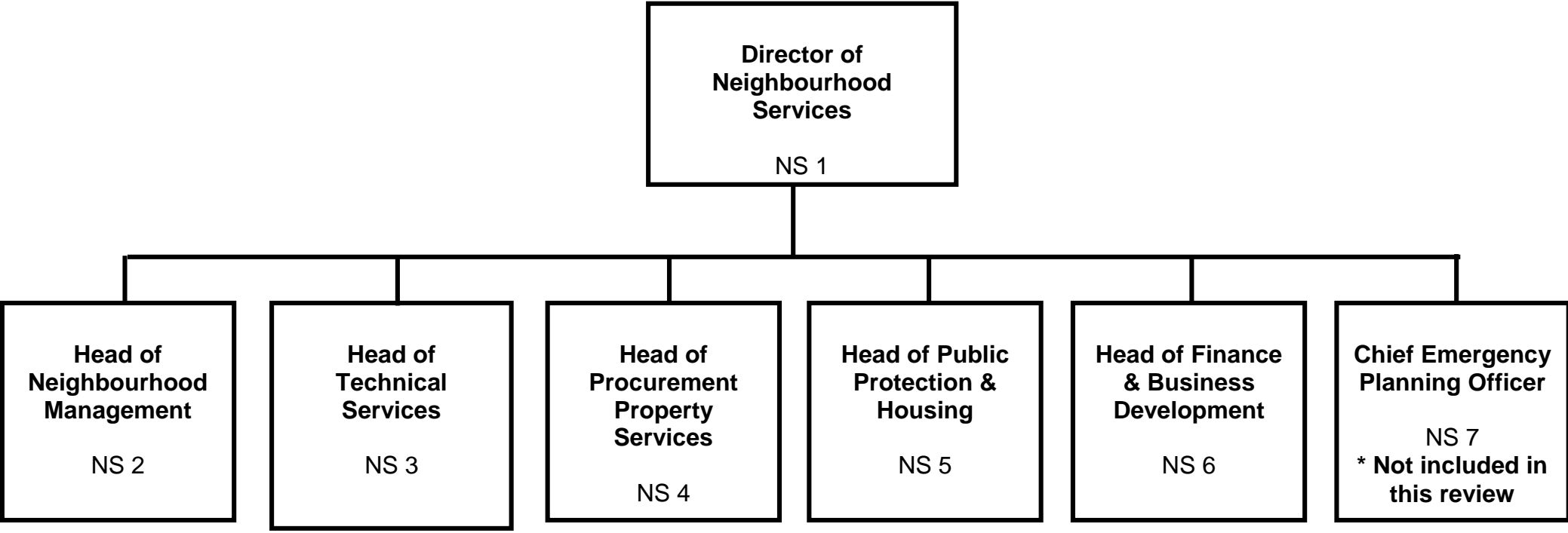
JOB TITLE: Assistant Director – Planning and Service Integration CS 5

REPORTS TO: Director of Children's Services

DATE: November 2005

1 PURPOSE OF JOB

- Support the Director and the Executive in implementing the vision and core values of the Council and provide a clear sense of direction, optimism and purpose across the Planning and Service Integration Division;
- take the lead on developing the planning framework for Children's Services and service integration including Children's Centres and Extended Schools. The planning framework includes the town-wide Children and Young People's Plan, the departmental strategic and operational plan and plans relating to the individual service areas within the remit of the post;
- provide leadership for the Children's Fund, the Youth Service, the Sure Start Team, Childcare, Play, Access to Learning, the Acorn Team, the SEN team and the Education Psychology Team;
- ensure statutory duties within the remit of the post are met.



JOB TITLE: Head of Neighbourhood Management NS 2

REPORTS TO: Director of Neighbourhood Services

DATE: 23.11.2005

1 PURPOSE OF JOB

- To manage all Direct Service provision within the Neighbourhood Services department.
- To manage the Council's environmental enforcement and warden service provision.
- To develop and manage Neighbourhood Management throughout the borough.
- To control the Council's waste management function.
- In the absence of the Director of Neighbourhood Services to act for him across the department.
- To make a major contribution to the strategic planning process of the Council and Neighbourhood Services through membership of the Neighbourhood Services management team.

JOB TITLE: Head of Technical Services NS 3

REPORTS TO: Director of Neighbourhood Services

DATE: 6/12/2005

1 PURPOSE OF JOB

- Ensure the delivery of Technical Services within allocated budgets in the following areas. Ensure delivery meets any statutory obligations and policy objectives, optimising service performance, and the use of available resources (Technical Services has responsibility for highway management and maintenance, traffic and transportation, road safety, car parking, civil engineering services and management of the Councils vehicle fleet).
- Contribute to the development of locally co-ordinated town care services
- Provide engineering and other technical advice to the Council
- Develop and implement strategies which will meet the highway, traffic and transport needs of the Borough, specifically:-
 - the Hartlepool Local Transport Plan.
 - a Transport Asset Management Plan
 - a highway asset management Plan
- Act as lead officer for the Council on the Tees Valley Chief Engineers group and any other relevant networks.
- Represent the Council in discussions, negotiations with Government Office North East and other regional agencies where necessary.

JOB TITLE: **Head of Procurement and Property Services NS 4**

REPORTS TO: **Chief Executive and Director of Neighbourhood Services
(Double Role)**

DATE: **17th November 2005**

1 PURPOSE OF JOB

- To develop the role of Corporate Property Officer, and establish and manage a strategic framework and property management service for the Council's corporate land and property assets.
- To ensure that the Council's statutory obligations including Health and Safety requirements in relation to land and property are fully discharged.
- To develop and manage the Council's Corporate Procurement function establishing best practice procurement strategies, policies, procedures and standards to ensure that the Council delivers Best Value and achieves efficiency savings.
- To manage the Building Maintenance, Stores and Building Consultancy Direct Service provision within the Neighbourhood Services department.
- In the absence of the Director of Neighbourhood Services to act for him as required.
- To make a major contribution to the strategic planning processes of both the Council, Neighbourhood Services and the Chief Executives Department via membership of their respective management teams.

JOB TITLE: Head of Public Protection & Housing NS 5

REPORTS TO: Director of Neighbourhood Services

DATE: 15.11.2005

1 PURPOSE OF JOB

- To manage and develop the functions of the Public Protection & Housing Division thereby safeguarding the quality of life of Hartlepool people through effective application of legislation, persuasion and education.
- To ensure the housing needs of the town are met.

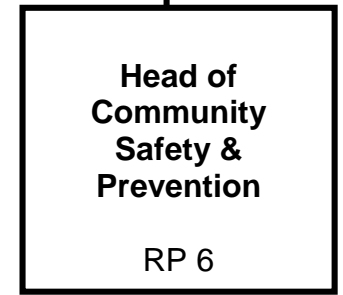
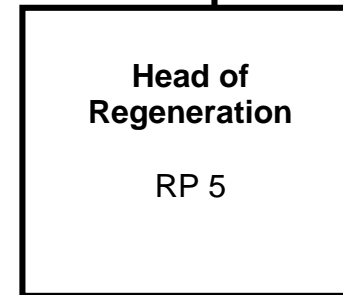
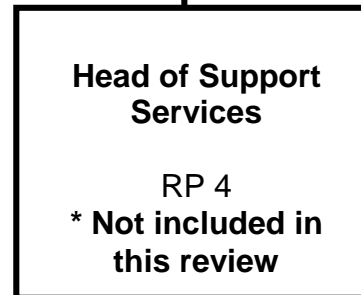
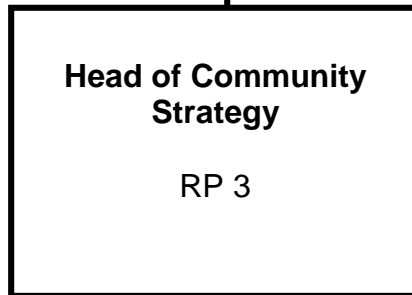
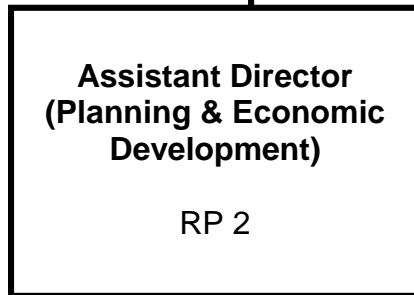
JOB TITLE: Head of Finance and Business Development NS 6

REPORTS TO: Director of Neighbourhood Services

DATE: 14/11/2005

1 PURPOSE OF YOUR JOB

- To co-ordinate and direct the efficient and effective provision of all financial, administrative and IT based services within the Neighbourhood Services Department. To monitor and advise on all financial and budget issues within the department. To advise on all new and potential legislative and operational changes that could impact on the financial position of the department.
- To lead on the development of business (trading) initiatives designed to increase the profitability of the trading accounts of the department. To actively seek new areas of trading activity and increase the customer base from its current level.
- To act, on behalf of the CFO, on all financial matters appertaining to the operation and financial viability of the departments trading activities.



JOB TITLE: Assistant Director (Planning and Economic Development)
RP 2
REPORTS TO: Director of Regeneration and Planning Services
DATE: 15 November 2005

1 PURPOSE OF JOB

- To lead and manage the Planning and Economic Development Division of the Department.
- To assist and act as the primary deputy for the Director in the leadership and management of the Department.

JOB TITLE: Head of Community Strategy RP 3
REPORTS TO: Director of Regeneration and Planning Services and
Chair of Hartlepool Partnership Board
DATE: November 2005

1 PURPOSE OF JOB

- To lead the preparation and implementation of the Community Strategy, Neighbourhood Renewal Strategy and the Local Area Agreement.
- Direct the work of the Hartlepool Partnership and enable Hartlepool Borough Council to fulfil its role as Community Leader.

JOB TITLE: Head of Regeneration RP 5

REPORTS TO: Director of Regeneration & Planning Services

DATE: November 2005

1 PURPOSE OF JOB

To manage the following sections of the department :

- (a) the Planning Policy & Information Team, leading on local plan preparation including the preparation, development and monitoring of statutory and other planning policy documents within the new Local Development Framework. (Also the carrying out of Planning Searches).
- (b) the Housing Market Renewal Team, leading on the strategic development and implementation of housing market renewal and restructuring in the town and securing resources (Single Housing Investment Pot and Housing Market Renewal & private funding) in support of the programme.
- (c) the Regeneration Team, leading on the development of bids for resources under a wide range of external funding programmes (SRB, ERDF, NDC, Coastal Arc and Single Programme) and providing management support to a wide range of regeneration project and area-based initiatives. Also providing essential input into the Community Strategy and work of the LSP in key areas, particularly in relation to regeneration policy, neighbourhood renewal strategy and preparation of Neighbourhood Action Plans.

JOB TITLE: Head of Community Safety & Prevention RP 6

REPORTS TO: Director of Regeneration & Planning Services

DATE: Revised 25th November 2005

1 PURPOSE OF JOB

- To provide the Council's policy lead role for community safety (i.e. to reduce and prevent crime, disorder/anti-social behaviour, drug use, youth offending and fear of crime.)
- The Safer Hartlepool Partnership encompasses the statutory Crime and Disorder Reduction Partnership, Drugs Action Team and Youth Offending Steering Group. As lead officer for this Partnership, I am responsible for determining and delivering the strategic direction and development of all Partnership activities on behalf of the Responsible Authorities (Council, Police, Primary Care Trust, Fire Authority and Police Authority).

To implement legal requirements in Crime and Disorder Act 1998 (as amended), Anti-social Behaviour Act 2003 and other relevant legislation in relation to crime prevention, partnership working, anti-social behaviour and youth offending.

SCRUTINY CO-ORDINATING COMMITTEE

24 February 2006



Report of: Chair of the Neighbourhood Services Scrutiny Forum

Subject: NEIGHBOURHOOD SERVICES SCRUTINY FORUM
– PROGRESS REPORT

1. PURPOSE OF THE REPORT

- 1.1 To inform 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 20 December 2005, the Neighbourhood Services Scrutiny Forum has concluded its inquiry into 20 mph Speed Limit Zones Outside of Schools and is nearing to the completion of its main enquiry into the Local Bus Service Provision within Hartlepool.
- 2.2 20 mph Zones Outside of Schools within Hartlepool Inquiry (Scrutiny Referral)
- As Members are no doubt aware, at the last meeting of the Scrutiny Co-ordinating Committee held on 10 February 2006, Members endorsed the content of the Neighbourhood Services Scrutiny Forum's Final Report into 20 mph Zones Outside of Schools within Hartlepool.
- 2.3 The Final Report has been subject to substantial community engagement and media interest and is now due to be considered by Cabinet at its meeting 27 February 2006.
- 2.4 Scrutiny Investigation into the Local Bus Service Provision within Hartlepool –
Additional meetings of the Forum have been arranged to ensure that this scrutiny investigation concludes by the end of April 2006.
- 2.5 Recent evidence considered by Members of the Neighbourhood Services Scrutiny Forum has included:-
- (a) A Site Visit to Darlington Borough Council on 17 January 2006 to compare their bus service provision;

- (b) A Bus Site Visit, arranged kindly by Stagecoach on 13 February 2006 to view a handful of routes in Hartlepool together with infrastructure, display of timetabling information etc; and
 - (c) Consideration of the Authority's Second Draft Local Transport Plan and Draft Bus Strategy.
- 2.6 Over the coming weeks further evidence is to be sought from Stagecoach and other commercial providers and work is currently being undertaken by the Scrutiny Support Team in determining an appropriate mechanism to seek the views of the local residents and bus users.

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

24th February 2006



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

Subject: PROGRESS REPORT

1. PURPOSE OF THE REPORT

- 1.1 To inform 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 Since the Forum's last progress report was presented to this Committee on the 20th December 2005, the Regeneration and Planning Services Scrutiny Forum is continuing with its investigation into Partnerships.

3. SCRUTINY INVESTIGATION INTO 'PARTNERSHIPS'

- 3.1 A number of additional meetings of the Forum have been arranged to ensure that the Committee completes its investigation into partnerships within the timescale outlined in the original project plan.
- 3.2 Members have had the opportunity to investigate the Council's role on partnerships within various domains, including on Local Area Agreements, Hartlepool Partnership and concluded its analysis of sub-regional partnerships with an examination of the Joint Strategy Unit.

4. INVESTIGATION INTO THE USE OF UPVC WINDOWS IN CONSERVATION AREAS

- 4.1 On the 23rd June 2005 Council resolved that conservation area issues in relation to the use of UPVC windows be referred to Scrutiny for further investigation. Scrutiny Coordinating Committee re-directed the referral to the Regeneration and Planning Services Scrutiny Forum and the issue was subsequently incorporated into the forums' work programme for 2005/06.

- 4.2 The Forum scoped this investigation with the Assistant Director of Regeneration and Planning and noted that both the Regeneration and Liveability Portfolio Holder and the Planning Committee were considering a range of conservation policy issues, including the acceptability or otherwise of UPVC windows in conservation areas.
- 4.3 In order to avoid duplication the Forum deferred its investigation into conservation area issues in relation to the use of UPVC windows pending the outcome of the Portfolio Holder and Planning Committee consideration of the issues. However, for various reasons, including the unavailability of key participants the review has been further delayed which will inevitably impact upon the Forums ability to complete the review within the established timescale. Taking all circumstances into account, I would like to seek the removal of the investigation into the use of UPVC Windows from the Forums work programme for 2005/06.

5. RECOMMENDATION

- 5.1 It is recommended that the Scrutiny Co-ordinating Committee notes the progress of the Regeneration and Planning Services Scrutiny Forum.
- 5.2 That Scrutiny Co-ordinating Committee approves the request of the Forum to remove the UPVC Windows inquiry from the Forum's work programme and reports to Council accordingly.

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

24th February 2006



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 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 Forum's last progress report was presented to this Committee on 24th February 2006, the Adult and Community Services and Health Scrutiny Forum has completed its investigation into Pandemic Influenza, received an update report from Tees and North East Yorkshire Ambulance Service (TENYAS) and continued its investigation into 'Access to GP Services in Hartlepool.'

3. SCRUTINY INQUIRY INTO PANDEMIC INFLUENZA

- 3.1 As Members will be aware Scrutiny Co-ordinating Committee at its meeting on held on the 13th January 2006 endorsed the Adult and Community Services and Health Scrutiny Forum's Final Report into Pandemic Influenza. This report was presented to the Cabinet on 10th February 2006 and was subsequently approved.

4. UPDATE IN RELATION TO TENYAS NHS TRUST

- 4.1 The Forum as part of its annual work programme (and based on a previous recommendation of the Forum) highlighted TENYAS's change management of category C 999 calls and ambulance response times as an issue requiring a progress update. This was received by the Forum at its meeting on the 13 December 2005. However, given the proposals to reconfigure Ambulance

Trusts it was deemed appropriate to consider this issue as a potential topic within the Forums work programme for the next municipal year.

5. SCRUTINY INQUIRY INTO ACCESS TO GP SERVICES

- 5.1 Following the approval of the scooping paper for this investigation Members of the Forum have proceeded with the evidence gathering sessions.
- 5.2 The Scrutiny Support Officer has secured five free days of health scrutiny support for this investigation from the Centre for Public Scrutiny and the Democratic Health Network. This support will be used to develop links between Hartlepool Patient and Public Involvement Forum and Scrutiny and will culminate with a half day event in April to help both Forums understand their differing but complimentary roles.

6. RECOMMENDATION

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

**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.

SCRUTINY CO-ORDINATING COMMITTEE

24 February 2006



Report of: Scrutiny Manager

Subject: SCRUTINY TOPIC REFERRAL FROM COUNCIL –
LIVE CONSULTATION ON THE NEW PRIMARY
CARE TRUST ARRANGEMENTS IN THE TEES
VALLEY

1. PURPOSE OF REPORT

- 1.1 To inform Members of the Scrutiny Co-ordinating Committee of the recent scrutiny topic referral from the Authority's Council meeting held on 16 February 2006 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, Cabinet and individual Cabinet Members within the timescale prescribed.
- 2.2 As such at a meeting of Full Council held on evening of 16 February 2006, consideration was given by Members to an amended Motion of Notice in relation to the consultation exercise currently being undertaken by the County Durham and Tees Valley Strategy Health Authority on the new Primary Care Trust arrangements in County Durham and Tees Valley: Ensuring a patient-led NHS.
- 2.3 At this meeting, the following amended Motion was agreed (Minute 124 refers):-
- (a) To support a continued Hartlepool PCT with a management team based in Hartlepool working closely with the Council and through the LSP in order to minimise management costs and increase local control over decisions about health services (as argued in an independent report commissioned by the LSP (Locality Plus: Retaining a Coterminous PCT in Hartlepool', Hartlepool Partnership November 4th 2005);
 - (b) That Scrutiny Co-ordinating Committee should establish whether Option 2 in the current SHA consultation document meets this objective;

- (c) That Scrutiny should consider whether the SHA consultation document treats options 1 and 2 even-handedly, as required by Ministers, in expressing the unanimous view of PCT Chief Executives that Option 2 is “unworkable”; and
 - (d) That Scrutiny should consider whether to recommend to the Council that the proposals contained in the LSP’s 2005 report be submitted to Ministers with relevant updated supporting material as the Council’s preferred option.
- 2.4 It should be noted that the Adult and Community Services and Health Scrutiny Forum, as part of their agreed Work Programme for 2005/06, are currently considering such consultation arrangements. At their last meeting held on 14 February 2006 (to which an invitation was extended to all Councillors), a presentation was received from the Strategic Health Authority in relation to the proposals for change relating to PCT arrangements across the Tees Valley.
- 2.5 At their next meeting to be held on 28 February 2006 (to be reconvened at 4.30 pm) further consideration is to be given by Members to additional information relating to this issue, prior to submitting their formal response (deadline of 6 March 2006) to the next meeting of the Tees Valley Health Scrutiny Joint Committee on 15 March 2006. This Authority, may also submit its formal response to the consultation process under separate cover too.
- 2.6 In addition to this, Members of this Committee should be aware that for any referral to be made to the Secretary of State, consideration of the issue in question has to be made via the Authority’s Health Scrutiny function.

3. RECOMMENDATIONS

- 3.1 It is recommended that the Scrutiny Co-ordinating Committee:-
- (a) redirect the referral (paragraph 2.3 refers) to the Adult and Community Services and Health Scrutiny Forum, to avoid duplication in the consideration of this issue;
 - (b) in agreement with the Chair of the Adult and Community Services and Health Scrutiny Forum, extends an invitation to all Members of this Council to the forthcoming meeting of the Adult and Community Services and Health Scrutiny Forum scheduled for 28 February 2006. This meeting will be reconvened at the later time of 4.30 pm to enable consideration of this issue; and
 - (c) agrees that the Chair of the Adult and Community Services and Health Scrutiny Forum in conjunction with the Chair of the Scrutiny Co-ordinating Committee be granted delegated authority to approve the finalised

response of the Adult and Community Services and Health Scrutiny Forum for consideration by the Tees Valley Health Scrutiny Joint Committee on 15 March 2006 given the tight timescales for its submission (6 March 2006).

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

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

- (i) Minutes of Council Proceedings held on 16 February 2006.