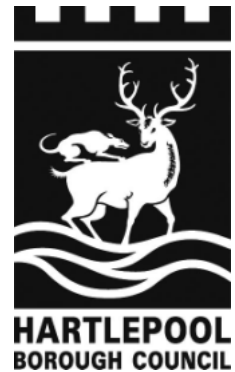


SCRUTINY CO-ORDINATING COMMITTEE AGENDA



Friday 25 June 2010

at 2.00 p.m.

in the Council Chamber, Civic Centre, Hartlepool.

MEMBERS: SCRUTINY CO-ORDINATING COMMITTEE:

Councillors S Akers-Belcher, Cook, Cranney, Flintoff, Griffin, James, London, A Marshall, McKenna, Preece, Richardson, Shaw, Simmons, Thomas and Wells.

Also Invited:

Councillors C Akers-Belcher, Atkinson, Barclay, Barker, Fleet, Gibbon, Ingham, Lauderdale, Lawton, A Lilley, G Lilley, Maness, Rogan and P Thompson

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 23rd April 2010

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 The Forward Plan – June 2010 to September 2010 – *Scrutiny Manager*

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

No items.

8. CONSIDERATION OF FINANCIAL MONITORING/CORPORATE REPORTS

No items.

9. ITEMS FOR DISCUSSION

9.1 The Role of the Scrutiny Co-ordinating Committee – *Scrutiny Manager*

Business Transformation

9.2 Scrutiny Involvement in the Service Delivery Option (SDO) Consultation Process:-

- (a) Covering Report – *Scrutiny Manager; and*
- (b) Business Transformation – Including Service Delivery Options Review Programme – *Assistant Chief Executive*

9.3 Evidence from the Performance Portfolio Holder (*subject to availability*)

10. CALL-IN REQUESTS

11. ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT

FOR INFORMATION:

Date of Next Meeting: - Friday 23rd July 2010 at 2.00pm in the Council Chamber

SCRUTINY CO-ORDINATING COMMITTEE

MINUTES

23 APRIL 2010

The meeting commenced at 2.00 p.m. in the Civic Centre, Hartlepool

Present:

Councillor Marjorie James (In the Chair)

Councillors Christopher Akers-Belcher, Stephen Akers-Belcher, Caroline Barker, Ann Marshall, John Marshall, Carl Richardson, Jane Shaw, Chris Simmons and Edna Wright.

Resident Representative: Iris Ryder.

Officers: Dave Stubbs, Director of Regeneration and Neighbourhoods
Antony Steinberg, Economic Development Manager
Sue Johnson, Assistant Director, Planning and Service Integration
Penny Thompson, Childcare Market Officer
Sarah Ward, Social Care Team Manager
Joan Nominton, Scrutiny Manager
Laura Starrs, Scrutiny Support Officer
David Cosgrove, Democratic Services Team

224. Apologies for Absence

Councillor Preece and Resident Representatives E Leck, L Shields and J Kennedy.

225. Declarations of interest by Members

None.

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

No items.

227. Consideration of request for scrutiny reviews from Council, Executive Members and Non Executive Members

No items.

228. Forward Plan

No items.

229. Consideration of progress reports/budget and policy framework documents

No items.

230. Consideration of financial monitoring/corporate reports

No items.

231. Final Report – Targeted and Detached Youth Work
(Chair of the Children's Services Scrutiny Forum)

The Chair of the Children's Services Scrutiny Forum moved the final report setting out the findings of the Scrutiny Forum following its investigation into 'Targeted and Detached Youth Work'.

Recommended

That the recommendations of the Children's Services Scrutiny Forum following its investigation into Targeted and Detached Youth Work, as set out below, be approved and forwarded to the Executive.

"The Children's Services Scrutiny Forum has taken evidence from the Council's Child and Adult Services Department and Members of the Public to assist in the formulation of a balanced range of recommendations. The Forum's key recommendations to the Cabinet are as outlined below:

- (a) That officers be commended on the provision of detached and targeted youth work in Hartlepool;
- (b) That the provision of a larger youth bus on a shared (time) basis with partner organisations / bodies be explored (e.g. the PCT);
- (c) That there is no 'one size fits all' method of providing services and as such, consideration needs to be given to how services can be provided

for young people that simply wish to ‘chill out’ with friends in an environment where they are not moved on by other agencies;

- (d) That as a means of developing the working relationship and routes of communication between young people, the police and other agencies, the introduction of informal ‘get-together’s’ to enable both sides to come to a better understand each other be explored;
- (e) That in the changing economic climate, ways be explored to encourage partner organisations / bodies and the wider community to support the provision and development of services that are sustainable beyond any possible budgetary cuts; and
- (f) That ways of improving the advertising of youth services be explored further, including the use of advertising space in and on Council property or buildings.”

232. Final Report – Hartlepool’s Incubator Business System *(Chair of Regeneration and Planning Services Scrutiny Forum)*

The Chair of the Scrutiny Coordinating Committee moved the final report setting out the findings of the Regeneration and Planning Services Scrutiny Forum following its investigation into ‘Hartlepool’s Incubator Business System’.

Recommended

That the recommendations of the Regeneration and Planning Services Scrutiny Forum following its investigation into Hartlepool’s Incubator Business System, as set out below, be approved and forwarded to the Executive.

“The Regeneration and Planning Services Scrutiny Forum has taken evidence from a wide range of sources to assist in the formulation of a balanced range of recommendations. The Forum’s key recommendations to the Cabinet are as outlined below:-

- (a) That due to long-term sustainability problems of the Working Neighbourhood Fund (WNF) and the increasing pressure placed on the Council budget, that the Department:-
 - (i) Reviews where gaps are in financial provision with the aim of prioritising grant support aid; and
 - (ii) Seeks innovative ways of attracting sustainable income to support and develop the Business Incubation System in Hartlepool.
- (b) That in order to provide more premises for business incubation and move-on accommodation, that:-
 - (i) Where empty properties exist in the Town, investment is sought to convert them into appropriate facilities; and
 - (ii) The feasibility of utilising Section 106 Agreements for the

development of appropriate facilities is investigated.

- (c) That local schools are encouraged to embrace incubator business opportunities through:-
 - (i) Invitation to businesses to link with local schools providing students with an insight into entrepreneurial activities; and
 - (ii) Investigating the role of local business representatives as e-mentors.
- (d) That a feasibility study be undertaken into promoting the support available through Hartlepool's Business Incubation System via exhibitions / stands in vacant shops."

233. Final Report – Possible Environmental Impacts of Dust Deposits on the Headland and Surrounding Areas *(Chair of Neighbourhood Services Scrutiny Forum)*

The Chair of the Neighbourhood Services Scrutiny Forum moved the final report setting out the findings of the Neighbourhood Services Scrutiny Forum's following its investigation into 'Possible Environmental Impacts of Dust Deposits on the Headland and Surrounding Areas'.

The Chair of the Neighbourhood Services Scrutiny Forum reported that the residents involved in the investigation had supplied some additional information that they wished to be forwarded to Cabinet with the final report. The Forum Chair indicated that there would always be additional information coming forth on this issue and hoped that the Regeneration and Neighbourhoods department would submit that to the executive as appropriate in the future. The Director of Regeneration and Neighbourhoods confirmed that he had received the documents from the residents which would be referred to appropriate specialists to interpret. Analysis was also being carried out on the samples discussed at the last meeting of the Neighbourhood Services Scrutiny Forum and the results of these would be reported to Cabinet.

There were several residents from the Headland present at the meeting and there was a request for them to address the meeting with their concerns. The Chair indicated that this meeting was not continuing the Neighbourhood Services Scrutiny Forum's investigation but receiving its final report for submission to Cabinet. If the investigation was not concluded, then the matter would need to be referred back to the forum. It was considered, however, that that could be counterproductive as the sooner the recommendations of the investigation were in the executive's domain, the sooner action could be taken. This committee was not the decision making body.

Councillors did seek an assurance that when the report was submitted to Cabinet, the residents would be informed, so they could attend the meeting. This was given by officers.

The Chair considered that as the residents had had every opportunity to be involved in the forum's investigation and had inputted into the recommendations of the investigation the report should be forwarded to cabinet. This was supported by the Forum Chair. The Chair also reminded all present that the investigation by the Health Scrutiny Forum had only produced an interim report and there would be further evidence considered with the potential for further recommendations when that forum received the additional evidence it had sought from Professor Kelly.

Members debated the submission of the report to Cabinet with the additional information and the potential of referring the investigation back to the forum for further consideration. The Chair restated her position that the Scrutiny Coordinating Committee was not the avenue for continuing the investigation. The Forum had concluded its investigation and had produced a final report. The quickest means for the residents of the Headland to have action taken to resolve the problems they were suffering was to get the recommendations of the investigation to Cabinet for action.

A Member moved that the question now be put, in accordance with Council Procedure Rule 14.10. The Chair moved that the final report together with the additional information and any further information that may be received prior to the meeting of Cabinet, be forwarded to Cabinet. The proposal was supported unanimously.

The Chair of the Committee and the Chair of the Neighbourhood Services Scrutiny Forum thanked the residents for their input into the investigation and their attendance at this and previous meetings.

Recommended

That the recommendations of the Neighbourhood Services Scrutiny Forum following its investigation into Possible Environmental Impacts of Dust Deposits on the Headland and Surrounding Areas, as set out below, be approved and forwarded to the Executive together with any additional relevant information received by the Director of Regeneration and Neighbourhoods prior to the meeting of Cabinet to which the report is submitted.

"The Neighbourhood Services Scrutiny Forum has taken evidence from a wide variety of sources to assist in the formulation of a balanced range of recommendations. The Forum's key recommendations to the Cabinet are as outlined below:

- (a) That the Council write to the Environment Agency outlining the residents concerns highlighted throughout this investigation;
- (b) That the Council lobby the Member of Parliament for Hartlepool and the Secretary of State for the Environment for changes to the statutory nuisance law to better reflect residents problems, as for example those being experienced by the residents of the Headland;

- (c) That the Council work with the:-
 - (i) the Environment Agency and Van Dalen to review and improve Van Dalen's Dust Management Procedures to minimise emissions from the site; and
 - (ii) the Environment Agency and PD Ports to enhance their dust suppression arrangements
- (d) That Council Officers be instructed to pursue action for a statutory nuisance claim whilst recognising that this goes against professional advice;
- (e) That the Council facilitate discussions with Van Dalen to reinstate the informal agreement made between Van Dalen and residents on a maximum height for the scrap metal;
- (f) That the Council explores with the relevant companies the option of moving the scrap metal and all the cargoes; and provides an update to Cabinet on the discussions which have been undertaken within three months;
- (g) That the Council carries out intense investigation and monitoring to collect evidence of dust deposits;
- (h) That the Council, in relation to monitoring:-
 - (i) consult with residents to identify a suitable location for the new monitoring station;
 - (ii) that given residents concerns regarding the effectiveness of the evidence received from Petri dishes they ceased to be used and alternative methods of collecting samples be explored;
 - (iii) that residents be encouraged to carry out their own monitoring and continue to report their findings back to the Council and Environment Agency; and
 - (iv) produce a guide for residents on sampling including the most effective ways to collect samples
- (i) That the Council produce a document in consultation with residents that clarifies the remit and contact details for all the relevant organisations;
- (j) That residents of the Headland and surrounding areas be kept up to date on the progress of all recommendations; and
- (k) That Members of the Neighbourhood Services Scrutiny Forum and residents be invited to attend the meeting of the Health Scrutiny Forum when it considers the additional information which has been requested from Professor Kelly."

234. **Final Report – Climate Change and Carbon Management** *(Chair of the Neighbourhood Services Scrutiny Forum)*

The Chair of the Neighbourhood Services Scrutiny Forum moved the final report setting out the findings of the Scrutiny Forum following its investigation into 'Climate Change and Carbon Management'. The Chair highlighted the excellent work being undertaken to reduce the authority's carbon footprint and commented that following a recent National Councillors Association meeting he had attended, Hartlepool position in this regard seemed to be well ahead of many other authorities.

Recommended

That the recommendations of the Neighbourhood Services Scrutiny Forum following its investigation into Climate Change and Carbon Management, as set out below, be approved and forwarded to the Executive.

"The Neighbourhood Services Scrutiny Forum has taken evidence from a wide variety of sources to assist in the formulation of a balanced range of recommendations. The Forum's key recommendations to the Cabinet are as outlined below:-

- (a) That the Council lobby Central Government for additional funding to enable further energy saving initiatives to be delivered locally;
- (b) That the Council continue to work with schools and businesses to support and encourage them to reduce their energy usage;
- (c) That the Council explore further ways of working with children and young people to continue to promote climate change and its effects;
- (d) That the Council explore further ways to publicise climate change and work with the Hartlepool Voluntary Development Agency and the wider voluntary and community sector to identify the most appropriate local forums and groups to communicate the effects of climate change to;
- (e) That the Council publicise their climate change targets along with how the public can help to achieve these targets;
- (f) That the Council continue to educate the public and the Council's workforce on how to help reduce energy costs;
- (g) That the Council, wherever possible, hold meetings in appropriate size rooms to accommodate the number of people in attendance;
- (h) That the Council encourage developers to install electric charging points for electric vehicles as part of any new developments;
- (i) That the Council continue to promote cycling initiatives to the public and the workforce; and
- (j) That the Council explore the feasibility of constructing additional cycling storage facilities in key locations across Hartlepool to encourage people

to cycle.”

235. Final Report – Putting People First – The Delivery of Personalised Adult Social Care Services *(Chair of the Adult and Community Services Scrutiny Forum)*

The Chair of the Adult and Community Services Scrutiny Forum moved the final report setting out the findings of the Scrutiny Forum following its investigation into ‘Putting People First - The Delivery of Personalised Adult Social Care Services’. The Chair thanked all involved in the investigation, particularly the service users whose input had been invaluable. The Chair commended the staff involved for adapting to the cultural change ‘Putting People First’ brought and the sensitive and extremely helpful way they were leading service users through these changes.

Recommended

That the recommendations of the Adult and Community Services Scrutiny Forum following its investigation into Putting People First - The Delivery of Personalised Adult Social Care Services, as set out below, be approved and forwarded to the Executive.

The Adult and Community Services Scrutiny Forum has taken evidence from a wide range of sources to assist in the formulation of a balanced range of recommendations. The Forum’s key recommendations to the Cabinet are outlined below:

- (a) That the Council continue to raise awareness of the Putting People First agenda;
- (b) That the Council publicise the services which are available through self directed support along with the associated costs and how to access these services;
- (c) That the Council work in partnership with the relevant organisations, partners and members of the public to deliver all the elements of the Putting People First agenda specifically through universal services and early intervention and prevention;
- (d) That the Council monitor and evaluate the effect and impact that self directed support has on:-
 - (i) existing providers and their ability to respond to the changing needs of users; and
 - (ii) the individuals with a personal budget
- (e) That the Council explore ways to stimulate and encourage the availability of appropriate services from both smaller and larger providers that reflect the evolving needs and requirements of service users.

236. Final Report – Suspension of Greatham Clinic *(Chair of the Health Scrutiny Forum)*

The Chair of the Scrutiny Coordinating Committee moved the final report setting out the findings of the Scrutiny Forum following its investigation into the ‘Suspension of Greatham Clinic’.

Recommended

That the recommendations of the Health Services Scrutiny Forum following its investigation into the Suspension of Greatham Clinic, as set out below, be approved and forwarded to the Executive.

The Health Scrutiny Forum has taken evidence from a wide range of sources to assist in the formulation of a balanced range of recommendations. The Forum’s key recommendations to NHS Hartlepool are as outlined below:-

- (a) That a limited non-clinical service is introduced as a matter of urgency and:-
 - (i) That residents in Greatham are informed when this service is operational, what this service will provide and what options are available for accessing other health services including the clinical elements not currently provided for; and
 - (ii) That the feasibility of Greatham residents forming a steering group to influence the services to be provided be assessed.
- (b) That options are drawn up for delivering clinical services with:-
 - (i) Consultation being carried out with all Greatham residents; and
 - (ii) The outcome of the consultation being shared with the Health Scrutiny Forum.

237. Final Report – Alcohol Abuse – Prevention and Treatment *(Chair of the Health Scrutiny Forum)*

The Chair of the Scrutiny Coordinating Committee moved the final report setting out the findings of the Scrutiny Forum’s following its investigation into ‘Alcohol Abuse – Prevention and Treatment’.

Recommended

That the recommendations of the Health Services Scrutiny Forum following its investigation into Alcohol Abuse – Prevention and Treatment, as set out below, be approved and forwarded to the Executive.

The Health Scrutiny Forum has taken evidence from a wide range of sources to assist in the formulation of a balanced range of

recommendations. The Forum's key recommendations to the Cabinet are as outlined below:-

- (a) That Hartlepool Borough Council set up an 'Alcohol Task Force' linking all major stakeholder including Licensing, GPs, Cleveland Police, Cleveland Fire Authority, relevant voluntary groups and major off- and on- licensed retailers in the Town;
- (b) That in addition to recommendation (a) the Council appoint an elected member to chair this group and to oversee and promote its work throughout every community in the town;
- (c) That on the formation of an 'Alcohol Task Force' under recommendation (a), this group:-
 - (i) Works together to investigate what changes can be made as a collective to addressing the issue of alcohol abuse;
 - (ii) Looks to pool resources in the treatment and prevention of alcohol related problems;
 - (iii) Undertakes specific work in conjunction with on-licensed premises and major off-licence retailers to look at the issue of the pricing and
 - (iv) Develops a communication strategy that not only keeps the Health Scrutiny Forum update on progress, but also references conclusion (k), around alcohol misuse conjoining with all local community groups so that it effectively targets all of parts of Hartlepool.
- (d) That Hartlepool Borough Council as the Licensing Authority completes a full review of its licensing policy with the aim of:-
 - (i) Reducing opening hours of on-licensed premises as and when they come forward;
 - (ii) Tasking Cleveland Police, Licensing and other stakeholders to gather detailed evidence to feed into the review, to enable licensees that are contributing to alcohol related violence to be held properly accountable; and
 - (iii) Ensuring that any new powers from central Government are used to their fullest extent so as to assist in reducing opening times.
- (e) That NHS Hartlepool reassesses its funding of alcohol treatment services to ensure that:-
 - (i) The funding of alcohol treatment and prevention services is ring-fenced and mirrors illegal drug treatment and prevention; and
 - (ii) The current delivery model is made sustainable and the ability to increase the capacity of providers, whilst maintaining the current high standard, is prioritised.
- (f) That NHS Hartlepool work with GPs in the Town to:-
 - (i) Address the problem of why people exhibiting risky behaviour in terms of alcohol don't utilise their GP as their first point of contact; and
 - (ii) Ensure that all GP practices are trained in terms of brief interventions.

- (g) That licensees are encouraged to participate in a trial period of early closing and that the impact on alcohol related incidents is recorded; and
- (h) In promoting safe, sensible drinking, that the Council be encouraged to evaluate any opportunities to work towards recognising the Town Centre as a Purple Flag zone.

238. Draft Interim Report – Child Poverty and Financial Inclusion *(Chair of the Scrutiny Co-ordinating Committee)*

The Chair of the Scrutiny Co-ordinating Committee moved the draft interim report setting out the findings of the Committee following its investigation into 'Child Poverty and Financial Inclusion'. The Scrutiny Manager tabled three additional paragraphs to be included within the report which had been requested by the Chair to enhance the section on 'How child poverty is being dealt with regionally and nationally' and reflected feedback on the Chair's attendance at a Beacon Open Day hosted by Newcastle Council, on the 26 January 2010 and two seminars; 'Helping Communities Deal with Debt: Understanding Money and Tackling Credit Problems' and the Northern Money Conference 2010 – Finance for All.

Recommended

That the draft interim recommendations of the Scrutiny Co-ordinating Committee following its investigation into Child Poverty and Financial Inclusion, as set out below, be approved and forwarded to the Executive.

The Scrutiny Co-ordinating Committee has taken evidence from a range of sources to assist in the formulation of a balanced range of recommendations. The Committee's key recommendations to the Cabinet are as outlined below:

- (a) That a 'mapping' exercise of services be undertaken to ensure that all organisations are aware of the services available;
- (b) That given ANEC's role as the lobbying and advisory body in relation to this issue, the Council should utilise the skills and knowledge it has to assist in linking into the work of other authorities to share best practice;
- (c) That ways of working with utility providers, benefits agencies and other bodies be explored to facilitate the transmission of information to the Council where families are in need of assistance and at risk of falling into poverty;
- (d) That the capacity of the Council to become involved in schemes for the provision of things such as household items, both new and second hand, at a reasonable cost to residents should be explored as a means of helping prevent vulnerable families and individuals from being drawn

into high cost finance deals;

- (e) That updates be presented to Scrutiny on progress in tackling child poverty at regular intervals;
- (f) That in ensuring that the impact of child / family poverty is reflected in all aspects of the Council's decisions and work:
 - reference to 'child poverty' be included as a standard item on all Council reports; and
 - a review of the Commissioning of Services should be undertaken to ensure that 'child poverty' is considered as a separate clause within any contract.
- (g) That the recommendations of the ANEC Child Poverty Task and Finish Group be supported and taken forward wherever possible.

239. Scrutiny Forums – Progress Reports - Adult and Community Services Scrutiny Forum *(Chair of the Adult and Community Services Scrutiny Forum)*

The Chair of the Adult and Community Services Scrutiny Forum reported on the forum's progress through its 2009/10 work programme. The Chair highlighted the investigation in to the Allotment Strategy which had involved very high numbers of allotment holders and had received some very positive feedback.

Recommended

That the progress report be noted.

240. Scrutiny Forums – Progress Reports - Children's Services Scrutiny Forum *(Chair of the Children's Services Scrutiny Forum)*

The Chair of the Children's Services Scrutiny Forum reported on the forum's progress through its 2009/10 work programme. The Chair highlighted the investigation into Appropriate Accommodation for Homeless Young People for Whatever Reason which was receiving excellent feedback and had received very favourable comments from Shelter and the National Youth Reference Group.

Recommended

That the progress report be noted.

241. Scrutiny Forums – Progress Reports - Health Scrutiny Forum *(Chair of the Health Scrutiny Forum)*

The Chair of the Scrutiny Coordinating Committee moved the report on the Health Scrutiny Forum's progress through its 2009/10 work programme.

Recommended

That the progress report be noted.

242. Scrutiny Forums – Progress Reports - Neighbourhood Services Scrutiny Forum *(Chair of Neighbourhood Services Scrutiny Forum)*

The Chair of the Neighbourhood Services Scrutiny Forum reported on the forum's progress through its 2009/10 work programme.

Recommended

That the progress report be noted.

243. Scrutiny Forums – Progress Reports - Regeneration and Planning Services Scrutiny Forum *(Chair of Regeneration and Planning Services Scrutiny Forum)*

The Chair of the Scrutiny Coordinating Committee moved the report on the Regeneration and Planning Services Scrutiny Forum's progress through its 2009/10 work programme.

Recommended

That the progress report be noted.

244. Scrutiny Forums – Progress Reports - Scrutiny Coordinating Committee *(Chair of Scrutiny Co-ordinating Committee)*

The Chair of the Scrutiny Coordinating Committee moved the report on the Scrutiny Coordinating Committee's progress through its 2009/10 work programme.

Recommended

That the progress report be noted.

245. Dedicated Overview and Scrutiny Budget – 2009/10 Outturn *(Scrutiny Manager)*

The Scrutiny Manager provided the Scrutiny Co-ordinating Committee with an up-to-date position of the expenditure of the Dedicated Overview Scrutiny Budget for the 2009/10 financial year.

Recommended

That the report be noted.

246. Draft Overview and Scrutiny Annual Report for 2009/10 *(Scrutiny Manager)*

The Scrutiny Manager circulated draft copies of the Overview and Scrutiny Annual Report 2009/10 for the Committee's consideration. The Annual report included summaries of the work of each of the scrutiny committees which had been drafted by the individual Chair's in consultation with the Scrutiny Team. Subject to some minor typographical amendments, the Committee was requested to approve the draft Annual Report for publication.

Recommended

That the draft Overview and Scrutiny Annual Report 2009/10 be approved for publication.

247. Call-In Requests

No items.

248. Confirmation of the minutes of the meetings held on 16 April 2010

Confirmed.

The meeting concluded at 3.05 p.m.

CHAIR

SCRUTINY CO-ORDINATING COMMITTEE

25 June 2010



Report of: Scrutiny Manager

Subject: THE FORWARD PLAN - JUNE 2010 TO
SEPTEMBER 2010

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 Executive'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 Executive to account by considering the forthcoming decisions of the Executive 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. As such, the most recent copy of the Executive's Forward Plan is attached as **Appendix 1** for the SCC's information.

3. RECOMMENDATION

- 3.1 It is recommended that the Scrutiny Co-ordinating Committee considers the content of the Executive's Forward Plan.

Contact Officer:- Joan Nominton – Scrutiny Manager
Chief Executive's Department - Corporate Strategy
Hartlepool Borough Council
Tel: 01429 28 4142
Email: joan.nominton@hartlepool.gov.uk

BACKGROUND PAPERS

No background papers were used in the preparation of this report



FORWARD PLAN

June 2010 – September 2010

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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
Part 2	Child and Adult Department
Part 3	Regeneration and Neighbourhoods Department
- 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 four 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 five days before the relevant meeting.

PART ONE – CHIEF EXECUTIVE’S DEPARTMENT

A. BUDGET AND POLICY FRAMEWORK

CORPORATE PLAN 2009/10 - 2011/12

The Council’s Corporate Plan is part of the Budget and Policy Framework of the Council.

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

Scrutiny Coordinating Committee will consider the draft Corporate Plan on 16 April 2010.

Cabinet considered the draft Corporate Plan and recommendations from Scrutiny Coordinating Committee on 10 May 2010.

The Corporate Plan will be presented to a full Council meeting for final approval. The date of that meeting has not been agreed but is likely to be in June or July, at the first meeting of full Council following Annual Council on 27 May 2010.

Further details on the timetable will be provided in future Forward Plans.

B. SCHEDULE OF KEY DECISIONS

DECISION REFERENCE: CE 36/09 – HR SERVICE DELIVERY OPTIONS

Nature of the decision

Following a review of HR service provision in the Council recommendations will be made to Cabinet regarding the nature of HR services to be provided and how initial savings targets will be achieved.

Who will make the decision?

The decision will be made by Cabinet.

Ward(s) affected

No ward(s) are affected other than through the indirect support provided by HR.

Timing of the decision

The initial decision will be made at the end of July 2010.

Who will be consulted and how?

Staff employed in the Division, Corporate Management Team and Departmental managers, trade union representatives and Elected Members will be consulted in formal meetings and discussion groups. Written information will also be circulated to help inform consultees about the range of HR services provided, options for delivery, stimulate discussion, etc.

Information to be considered by the decision makers

A report setting out the review stages, a summary of the information gathered, options analysis, conclusions and recommendations will be presented to Cabinet. Further information was discussed by the Corporate Management Team Support Group on Wednesday 14 April.

How to make representation

Representations should be made to Joanne Machers, Chief Customer and Workforce Services Officer, Civic Centre, Victoria Road, Hartlepool, TS24 8AY.

Telephone 01429 523003

Email: joanne.machers@hartlepool.gov.uk

Further information

Further information can be sought by contacting Joanne Machers as above

DECISION REFERENCE CE 37/10 - REVIEW OF CAR ALLOWANCES

Nature of the Decision

To review car allowance arrangements, including mileage rates, for employees and Elected Members who use their private cars for Council business.

Background

The Council's expenditure on compensating employees and Elected Members who use their private cars for work is significant. Current arrangements for employees are determined locally by the application of nationally negotiated rates and terms. Cabinet have agreed to review car allowances and mileage rates as part of the 2010/11 Budget Strategy.

Proposals within the review include:

- the removal of lump sum to essential users
- a single mileage rate for all employees and Elected Members
- provision of pool cars for business use
- introduction of salary sacrifice schemes for employees e.g. cars, bicycles, public transport travel tickets, etc.

Consideration will be given to the Council's policies regarding the 'Green Agenda' and transport plans.

Cabinet on 10 March 2010 agreed to defer the implementation date to 1 April 2011 subject to a local agreement being reached by 30 August 2010.

Who will make the decision?

The decision will be made by Cabinet.

Timing of the decision

August

Who will be consulted and how?

- Finance & Performance Portfolio Holder will be briefed on negotiation progress and associated policy development and may attend meetings with Trade Union representatives
- Negotiations will be undertaken with Trade Union representatives with the aim of reaching a local agreement. If this is not possible direct communication will be required with employees as part of an exercise to impose changes.
- Cabinet will be briefed and consulted during the negotiation period
- Scrutiny Co-ordinating Committee – Workforce Services Working Group will be briefed

Information to be considered by the decision makers

- Current costs of providing car allowance lump sum and mileage
- Projected costs of proposed car allowance arrangements

- Proposed salary sacrifice schemes for employees associated with travel on Council business and travel to and from work, etc.
- Proposed arrangements for pool cars

How to make representation

Representation should be made to Joanne Machers, Chief Customer and Workforce Services Officer, Civic Centre, Hartlepool

Telephone 01429 523003

Email: joanne.machers@hartlepool.gov.uk

Further Information

Further information can be obtained from Joanne Machers, as above.

PART TWO – CHILD AND ADULT SERVICES DEPARTMENT

A. BUDGET AND POLICY FRAMEWORK

THE ANNUAL YOUTH JUSTICE PLAN

The Youth Offending Service is usually required to submit an annual Youth Justice Plan to the Youth Justice Board. This was not required for 2009/10 as validation of the 2008/9 annual Youth Justice Plan and associated action plan was completed in November 2008. Quarterly monitoring visits by Regional Youth Justice officers, were carried out to check on progress. This continued throughout 2009/10.

The annual Youth Justice Plan required for 2010/11, comprises two parts, the first being the annual Capacity and Capability self assessment, which was submitted to the Youth Justice Board in April 2010; the second being the Youth Justice Strategic Plan. The process of completing the Capacity and Capability self assessment enables the Youth Offending Service to identify gaps and risks to service delivery and improvement, as well as identifying areas of strength. This, in turn, informs the development of an improvement plan as well as the Youth Justice Strategic Plan itself. An issues report will be prepared and submitted to Cabinet in June 2010. There will then follow a period of full consultation with partners and stakeholders, including, but not limited to, children and young people in the Youth Justice system, their families, the police, victims of crime, the judiciary, voluntary sector providers and community safety. In addition, the issues report and draft plan will be considered through the designated scrutiny forum.

Cabinet will then consider a final draft of the Youth Justice Strategic Plan for 2010/11, prior to approval being sought from the Council between July and September 2010.

Further Information:

Sally Robinson Assistant Director Safeguarding and Targeted Services, Child & Adult Services, Civic Centre, Victoria Road, Hartlepool, TS24 8AY. Telephone 01429 523732, e-mail sally.robinson@hartlepool.gov.uk

B. SCHEDULE OF KEY DECISIONS

DECISION REFERENCE: ED 65/09 BUSINESS TRANSFORMATION – SERVICE DELIVERY OPTION REVIEW OF CONNEXIONS AND THE YOUTH SERVICE

Nature of the decision

Connexions and the Youth Service have been identified as areas to be reviewed in year one of the Business Transformation service delivery option review programme. An efficiency target of £133,800 has been set.

Who will make the decision?

A review team has been established to consider a range of baseline data and formulate options for consideration. The decision will be made by Cabinet.

Timing of the decision

Options will be formulated and go to Cabinet in June 2010.

Who will be consulted and how?

A communications timeline has been prepared as part of the service delivery option review delivery plan. The timeline includes the use of departmental management team, business transformation and Corporate Management Team briefings and service and trade union cascade briefings. A staff newsletter will be used to inform staff of the progress of the review.

Information to be considered by the decision-makers

Cabinet will consider options for alternative methods of service delivery which will be formulated by the review team in response to the need to identify efficiencies up to the agreed target.

How to make representations

Representations should be made to Sue Johnson, Assistant Director (Planning and Service Integration, Child and Adult Services, Level 4, Civic Centre, Victoria Road, Hartlepool, TS24 8AY.

Telephone (01429) 523733.

E-mail Sue.Johnson@hartlepool.gov.uk.

Further information

Further information on this matter can be sought from Sue Johnson as above.

PART THREE - REGENERATION AND NEIGHBOURHOODS

A. BUDGET AND POLICY FRAMEWORK

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

With the enactment of the Planning and Compulsory Purchase Act, a new development plan system has come into force. There are still two tiers of development plan, but the Regional Spatial Strategy replaces the structure plan and development plan documents contained within a Local Development Framework will replace the Local Plan.

The Regional Spatial Strategy (RSS) for the North East sets out a long-term strategy for the spatial development of the North East Region of England. Local Transport Plans (LTPs) should also reflect the Regional Transport Strategy (RTS), which is integrated within the RSS to ensure the integration of land use and transport planning.

The RSS was adopted in July 2008. Entitled “The North East of England Plan – Regional Spatial Strategy to 2021” this has replaced all of the policies in the Tees Valley Structure Plan (2004). Copies of the RSS are available to view or download from the websites of Government Office for the North East <http://www.go-ne.gov.uk> and the Association of North East Councils <http://www.strategyintegrationne.co.uk/>

There is a proposal within the Government’s Sub-National Review of Economic Development to eventually combine the RSS with the Regional Economic Strategy (RES) into a single, Regional Strategy for the North East. This will set the strategic direction for sustainable economic growth within the North East Region by aligning economic and spatial planning considerations. The Association of North East Councils (ANEC) – working on behalf of Local Authorities – and One North East (ONE) are leading the development of the Regional Strategy. Initial work is focussing on building the evidence base and baseline modelling work. An overall timescale for production of the Regional Strategy has yet to be announced but it is understood the Issues and Options stage is planned for completion in 2010. The Regional Strategy in its entirety however is unlikely to be adopted as a statutory policy document until 2011/12.

When local planning authorities prepare the other components of the Development Plan, Local Development Frameworks (LDFs), these should be in general conformity with the RSS. In Hartlepool’s case the Hartlepool Local Plan review was being completed at the time of the introduction of the new LDF process, the new plan being adopted by Council on 13 April 2006. The Hartlepool Local Plan review has now been completed. However, the new local plan can be saved for a period of at least three years after adoption. Discussions took place with Government Office regarding policies to be saved and (reports were made to Cabinet 13 October and Council 30 October 2008). The Council has approved the schedule of Local Plan Policies which the Secretary of State is requested to “save” beyond April 2009. The Secretary of State on 18 December 2008 agreed the schedule of policies to be saved beyond 13 April 2009.

The Hartlepool Local Development Framework will ultimately 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:

- a) Development plan documents – (DPDs) – these are part of the development plan and 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
 - DPDs on Site specific allocations and policies
 - Generic development control policies relating to the vision and strategy set out in the core strategy, and
 - Proposals Map
- b) Supplementary planning documents

In addition, the Local Development Framework will include Minerals and Waste Development Plan Documents. Cabinet on 12 April 2006 endorsed the principle of the Tees Valley Joint Strategy Committee taking responsibility for the initial preparation of Joint Minerals and Waste Development Plan Documents on behalf of the Borough Council and the other four Tees Valley authorities. In April 2007 Cabinet was asked to endorse 'The Key Issues and Alternative Options Report' and accompanying Sustainability Appraisal Scoping Report for public consultation between 21 May and 30 June 2007. Work has now been completed on developing preferred options and these were put to Cabinet in January 2008 for public consultation between February and April 2008. Cabinet and full Council agreed the formal publication document in July 2009. The documents were published in August 2009 and are being made available for public consultation between 27 August 2009 and 9 October 2009. However due to some changes in the supply of Minerals and objections from statutory consultees some of the policies need to be revised and as a result the final stage of consultation will need to be repeated again. The exact programming of subsequent stages will be dependent on agreement with the other partner Tees Valley authorities. It is likely that further reports to Cabinet and full Council will be prepared in Summer 2010. At that stage more information on the dates when the DPDs will be "submitted" to the Secretary of State and when they will be subject to Public Examination will be available.

Work has started on four supplementary planning documents (SPDs) as follows:

- i) Transport Assessments and Travel Plans SPD – This policy will set out guidance and standards on the use of Travel Plans and Transport assessment planning agreements, including the circumstances when an agreement will be sought and its basis. Cabinet approved the draft for consultation purposes in August 2007. The consultation period was for 6 weeks between 31 August and 12 October. A report was presented to Cabinet in January 2008 on the outcome of this consultation and amendments suggested as appropriate. Discussions have been held with Natural England regarding a Habitats Regulations Assessment. Cabinet on the 20 April, 2009 recommended the Council adopt the SPD. A report

was made to full Council in December 2009. This SPD was formally adopted on the 29 January 2010.

- ii) Planning Obligations SPD – This document will set out guidance and standards on the use of commuted sums negotiated from developers through planning agreements. A draft of this SPD was presented to Cabinet for approval for public consultation purposes in October 2009, with the consultation beginning on the 31 October 2009 for a period until 8 January 2010. The responses will now be considered prior to an updated document being produced.
- iii) Green Infrastructure SPD
Cabinet agreed on 2 November 2009 that an SPD be prepared to give a more focused direction to the provision of green infrastructure in Hartlepool.
- iv) Central Area SPD
Cabinet agreed on 20 April 2010 that an SPD be prepared for the Central Area of the town to provide a strategy for investment within Hartlepool town centre and to identify specific development proposals. The SPD will assist in preparation of bids for funding.

Initial preparatory work has also started on the Core Strategy DPD, and various studies including the Strategic Housing Land Availability Assessment, the Employment Land Review, the PPG17 Open Space, Sport and Recreation Audit and the indoor Sports Facilities Study will provide the evidence base for developing the preferred options for the Core Strategy have been completed and are currently being undertaken. Regular reports will be made to Cabinet on progress on the Core Strategy. An Issues and Options Discussions paper was published for public consultation purposes at the end of October 2007. The Preferred Options report was presented to Cabinet in January 2010 and was for approved for an 8 week formal public consultation. The Consultation was carried out between 29 January 2010 and 26 March 2010. Responses received from the consultation will be reported to Cabinet and, depending on the nature of any suggested changes, Cabinet will be asked to approve a published version in Autumn 2010.

In addition, work has started on the preparation of a DPD on Affordable Housing. Cabinet approved an Issues & Options Paper for public consultation purposes in March 2008. The issues and options paper was subject to consultation till June 2008. Following this consultation, the Preferred Options report was presented to Cabinet in September 2008 and the document was subject to public consultation ending on 27 October 2008.

Since the consultation, housing market conditions have changed dramatically, meaning that some housing schemes would be uneconomically viable. The Council commissioned an Economic Viability Assessment report which advocated a flexible approach to securing affordable housing as part of private developments. As a result a new option was proposed which resulted in the need for further consultation-

A report on the new preferred option was made to Cabinet on 19 October 2009 prior to a further stage of public consultation on the DPD in October 2009 for a period until the 4 January 2010.

As part of the Government Office for the North East response on the LDF Core Strategy it was strongly recommended that the Affordable Housing DPD and the Core Strategy be combined. This suggestion does appear appropriate in the circumstances and should result in overall reduced costs. A report on this matter will be made to Cabinet in Summer 2010.

The other documents within the Local Development Framework which must be prepared but which do not form part of the development plan are:

- a) Statement of Community Involvement (SCI) setting out how and when the Council will consult on planning policies and planning applications;
- b) Local Development Scheme (LDS) setting out a rolling programme for the preparation of local development documents, and
- c) Annual Monitoring Report (AMR) assessing the implementation of the Local Development Scheme and the extent to which current planning policies are being implemented.

The Statement of Community Involvement was adopted by the Council on 26 October 2006. A review was undertaken during 2009 with public consultation being held April – June 2009. A report was made to Cabinet on 7 September 2009 and it was reported to Council on 10 December 2009 with formal adoption in January 2010.

The first Local Development Scheme (LDS) as approved by Cabinet came into effect on 15 April 2005. The Scheme has been updated annually and the most recent scheme included proposed timetables for the preparation of the Affordable Housing DPD and the SPD for Victoria Harbour.

The Local Development Scheme will continue to be updated as necessary to take into account completion of documents, the need to revise timetables and the need to include new documents. An update was agreed by Cabinet in February 2008 but, upon the advice of Government Office, this now needs further revision to take account of new Town and Country Planning Regulations which came into effect in September 2008. The requirement to revise the Local Development Scheme was reported to Cabinet in July 2008. Cabinet and Council in July 2009 agreed the Revised Local Development Scheme 2009. After minor editing to incorporate comments from the Government office for the North East, this was approved by the Planning Inspectorate in September 2009.

In view of changes in the preparation of the Affordable Housing DPD and of the Minerals and Waste DPD a report will; be made to Cabinet in 2010 setting out a revised Local Development Scheme 2010.

Four Annual Monitoring Reports have been produced to date for the periods 2004/5 to 2007/08. The fifth AMR covering 2008/09 was presented to Cabinet in December 2009 and subsequently submitted to Government Office for the North East. The sixth AMR will be prepared in the Summer/ Autumn 2010.

Further Information:

Derek Gouldbum
Urban and Planning Policy Manager
Regeneration and Planning Services Department

Bryan Hanson House
Hanson Square
Hartlepool
TS24 7BT
Tel. 01429 523280
e-mail derek.gouldburn@hartlepool.gov.uk

2. **CRIME, DISORDER AND SUBSTANCE MISUSE STRATEGY 2008-2014**

The Crime and Disorder Act 1998 defines the Council as one of 6 'Responsible Authorities' in relation to partnership working to tackle crime, disorder and substance misuse matters in the District. The Council must therefore participate in the activity of the Safer Hartlepool Partnership.

The Safer Hartlepool Partnership conducted its annual review of crime, disorder and substance misuse in December 2009 (known as the strategic assessment). This will provide the evidence to develop the Partnership's Plan for 2010/11, which comprises Year 3 of the Strategy for crime, disorder and substance misuse 2008-11. The new Partnership Plan for Year 3 will be published by 1 April 2010 and will be available after 1 April 2010 to download at www.saferhartlepool.co.uk or a copy can be obtained from the Safer Hartlepool Partnership Office at 8 Church Street, Hartlepool, TS24 7DJ or by telephoning the office on 01429 405577.

The Partnership will conduct its next strategic assessment in December 2010, when the annual assessment will lead to the development of the 3 year Partnership strategy for 2011-2014 and annual priorities will be identified for 2011/12.

Further Information:

Alison Mawson
Assistant Director (Community Safety and Protection)
Hartlepool Borough Council
Civic Centre
Victoria Road
Hartlepool
TS24 8AY
Tel: 01429 284342 (direct line)
Email: alison.mawson@hartlepool.gov.uk

3. **FOOD LAW ENFORCEMENT SERVICE PLAN**

Work has commenced on the draft 2010/11 Plan, which will be considered by Cabinet in June 2010, prior to referring to the Scrutiny Co-ordinating Committee.

B. SCHEDULE OF KEY DECISIONS

DECISION REFERENCE: NS 112/07 VICTORIA PARK

Nature of the decision

To consider proposals for land transactions with Hartlepool United Football Club in connection with Victoria Park.

Who will make the decision?

The decision will be made by an Executive Committee of Cabinet.

Wards affected

The wards affected are in the Central area specifically Stranton Ward in particular, but there is town wide interest in the Football Club.

Timing of the decision

The decision is expected to be made in June 2010.

Who will be consulted and how?

Hartlepool United Football Club
Local Residents
Ward Members
All Council Members
Scrutiny Coordinating Committee

Information to be considered by the decision makers

The Football Club approached the Council to purchase the freehold of Victoria Park and an area of open space to the north.

The Club have undertaken significant developments at the ground and wish to secure the freehold to assist in their future investment programme. They also intend to develop their Football in the Community Scheme on land to the north of the ground.

The Executive Committee of Cabinet will need to consider the club's proposals in line with the local environment/community and the Council's vision for the area including the Mill House Leisure Centre and associated facilities. Car parking facilities and overall town centre requirements will also be a consideration.

The sale and development of Victoria Park is intrinsically linked with the development of the Mill House site as a whole and the potential to replace / remodel the Mill House baths

in particular. This was recognised by Cabinet, who authorised a feasibility study into the overall development. Since the change in direction on the Victoria Harbour development a new H²O Centre appears unlikely and therefore the development of Mill House becomes more significant.

A Commercial Agent, DTZ, has been appointed and is working with the Council and partners occupying the Mill House site to provide options for future development. It is expected that the football club will be fully involved and this will inform the potential sale of Victoria Park and any adjacent land.

Further discussions with the Club took place in February 2010 and the Executive Committee considered the up-to-date position at its meeting on 4 March 2010. A proposal has been made to the Club in terms of their involvement in the feasibility study and how this could be linked to potential land transactions.

Consultations with local residents and Ward Members including a presentation to all Members will be arranged once proposals from the Football Club have been confirmed. Scrutiny Coordinating Committee will also be involved in the process. This timing is very much dependent on the Mill House feasibility study and proposals received from the Football Club.

The potential purchase will also need to be considered against the Council's capital strategy and asset management plan and the financial position.

How to make representation

Representations should be made to Graham Frankland, Assistant Director (Resources), Regeneration and Neighbourhoods Department, Civic Centre, Victoria Road, Hartlepool. Telephone: 01429 523211.

Email: Graham.Frankland@hartlepool.gov.uk

Further information

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

DECISION REFERENCE: RN 12/09 – CONSULTANCY SERVICE DELIVERY OPTIONS REVIEW

Nature of the decision

To consider the outcome of the Service Delivery Options Review and associated recommendations.

Who will make the decision?

The decision will be made by Cabinet

Wards affected

All wards may be affected

Timing of the decision

The decision is expected to be made in June 2010

Who will be consulted and how?

Staff and Trade Union briefings have been carried out and will continue through the life of the review to ensure all views are considered prior to determining the outcome of the review. Information only briefings will be presented to the Director's Management Team, Business Transformation and Corporate Management Team and Portfolio briefings. It is anticipated updates will be made at Mayor's briefing during the options analysis phase of the review in April or May prior to Programme Board and then Cabinet in June 2010.

Information to be considered by the decision makers

The Engineering and Building Consultancies have been identified to be reviewed in year one of the Business Transformation service delivery option review programme. It has an efficiency target of 5% of baseline budgets which equates to £120,000. The aim of this review is to

- Identify the services the Council needs to provide and how these are currently delivered
- To consider levels of service and their value
- To utilise more efficient ways of working across the consultancies
- To improve budgeting monitoring and project management
- To consider how services could be best provided in the future

The scope of this review has been set as wide as possible to yield maximum benefits and efficiencies. This includes some services which are currently provided across the Council and its external partners and organisations. As the review proceeds the range of services considered for alternative service delivery may change but will be excluded in an objective manner to ensure transparency in decision making.

The scope of services to be covered in the review include:

Engineering Consultancy

- Civil Engineering Design and Construction
- Structural Engineering
- Contaminated Land
- Coast Protection
- Land drainage / flooding
- Demolition
- Project Management / CDM function

Building Consultancy

- Architectural services
- Quantity surveyors
- Landscape architecture
- Mechanical and Electrical Design and Construction
- Legionella Management
- Project Management

Corporate Management Team considered the initial options paper in February 2010 and will consider it again in April 2010.

How to make representation

Representations should be made to Alastair Smith, Assistant Director (Transportation and Engineering) or Graham Frankland, Assistant Director (Resources), Regeneration and Neighbourhoods Department, Civic Centre, Victoria Road, Hartlepool.

Telephone: 01429 523802 or 523211.

E Mail: Alastair.Smith@hartlepool.gov.uk or Graham.Frankland@hartlepool.gov.uk

Further information

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

DECISION REFERENCE: RN 13/09 – DISPOSAL OF SURPLUS ASSETS

Nature of the decisions

To consider and agree the disposal of key land and property assets identified in the Business Transformation Programme. As there are a number of identified assets, the timing of individual disposals will vary and it is therefore anticipated that a series of decisions will be required to take advantage of opportunities as and when they arise.

Who will make the decision?

The decisions will be made by Cabinet or the Finance and Performance Portfolio Holder, following negotiations by Hartlepool Borough Council's Estates Manager who was authorised to progress a disposals strategy at the Cabinet meeting of 26 January 2009 as part of the Business Transformation Programme.

Ward(s) affected

Various wards depending upon location of property asset.

Timing of the decisions

Decisions are expected to be made from June 2010 in line with a programme of disposals.

Who will be consulted and how?

Consultation will depend upon the location and occupancy of the particular property to be disposed of. This could include service departments, service users, residents and Ward Councillors.

Information to be considered by the decision makers

Cabinet on 26 January 2009 approved the disposals strategy as part of the Business Transformation Programme.

A number of properties have been identified as potential priorities for disposal depending upon the Council's future accommodation strategy. Opportunities for disposal, valuations, market conditions, stakeholder views and service users will be considered as part of the decision making process.

In March 2010 Cabinet considered the sale of the Municipal, Archive and Leadbitter Buildings to the Cleveland College of Art and Design.

How to make representation

Representations should be made to Graham Frankland, Assistant Director (Resources), Regeneration and Neighbourhoods Department, Civic Centre, Victoria Road, Hartlepool. Telephone: 01429 523211.
E Mail: Graham.Frankland@hartlepool.gov.uk

Further information

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

DECISION REFERENCE: RN 14/09 – FACILITIES MANAGEMENT SERVICE DELIVERY OPTIONS REVIEW

Nature of the decision

To consider the outcome of the Service Delivery Options review and associated recommendations

Who will make the decision?

The decision will be made by Cabinet

Wards affected

All wards may be affected

Timing of the decision

The decision is expected to be made in June 2010

Who will be consulted and how?

Staff and Trade Union briefings have been carried out and will continue through the life of the review to ensure all views are considered prior to determining the outcome of the review. Information only briefings will be presented to the Director's Management Team, Business Transformation and Corporate Management Team and Portfolio briefings. It is anticipated updates will be made at Mayor's briefing during the options analysis phase of the review in January 2010.

Information to be considered by the decision makers

Facilities management has been identified to be reviewed in year one of the Business Transformation service delivery option review programme. It has an efficiency target of 5% of baseline budgets which equates to £260,000. The aim of this review is to

To provide clarity on who we are and what we do, the purpose and value of the services we provide and how those services are and could be provided in the future.

The scope of this review has been set as wide as possible to yield maximum benefits and efficiencies this includes some services which are currently provided within the Child & Adult Dept e.g. building cleaning, caretaking and catering. As the review proceeds the range of services considered for alternative service delivery may change but will be excluded in an objective manner to ensure transparency in decision making.

The scope of services to be covered in the review include:

- Building Cleaning (across all departments)
- Catering services (across all departments)
- Security
- School Grounds maintenance service

- Public conveniences
- Civic attendants
- Caretaking (across all departments)
- Auxiliary staff
- Building Maintenance
- Stores
- Small plant store

How to make representation

Representations should be made to Denise Ogden, Assistant Director (Neighbourhood Services), Regeneration and Neighbourhoods Department, Civic Centre, Victoria Road, Hartlepool.

Telephone: 01429 523201.

Email: Denise.Ogden@hartlepool.gov.uk

Further information

Further information can be obtained from Denise Ogden, as above.

DECISION REFERENCE: RN 15/09 – WASTE MANAGEMENT SERVICE DELIVERY OPTIONS REVIEW

Nature of the decision

To consider the outcome of the Service Delivery Options review and associated recommendations

Who will make the decision?

The decision will be made by Cabinet

Wards affected

All wards may be affected

Timing of the decision

The decision is expected to be made in June 2010

Who will be consulted and how?

Staff and Trade Union briefings have been carried out and will continue through the life of the review to ensure all views are considered prior to determining the outcome of the review. Information only briefings will be presented to the Director's Management Team, Business Transformation and Corporate Management Team and Portfolio briefings. It is anticipated updates will be made at Mayor's briefing during the options analysis phase of the review in January 2010.

Information to be considered by the decision makers

Waste management has been identified to be reviewed in year one of the Business Transformation service delivery option review programme. It has an efficiency target of 5% of baseline budgets which equates to £240,000.

The scope of this review has been set as wide as possible to yield maximum benefits and efficiencies. As the review proceeds the range of services considered for alternative service delivery may change but will be excluded in an objective manner to ensure transparency in decision making. The main aspects of the service include labour and vehicles and/ or external contracts.

The scope of services to be covered in the review include:

- Domestic waste collections – residual & recyclables
- Commercial waste collections – internal & external
- Household waste recycling centre & recycling bring sites
- Bulky household waste collections
- Delivery of waste containers
- Confidential waste collection & disposal
- Waste disposal / recycling outlets
- Income generation - rates charged for service provision

How to make representation

Representations should be made to Denise Ogden, Assistant Director (Neighbourhood Services), Regeneration and Neighbourhoods Department, Civic Centre, Victoria Road, Hartlepool.

Telephone: 01429 523201.

Email: Denise.Ogden@hartlepool.gov.uk

Further information

Further information can be obtained from Denise Ogden, as above.

DECISION REFERENCE: RN 16/09 - TOWN CENTRE COMMUNITIES NEIGHBOURHOOD ACTION PLAN (NAP)

Nature of the decision

To endorse the Town Centre Communities Neighbourhood Action Plan (NAP), following a detailed process of development, involving extensive community and service provider engagement.

The Town Centre Communities neighbourhood, is the former New Deal for Communities (NDC) area plus a small part of the Burn Valley (BV) ward. The BV area has been split from Rift House and incorporated within the original NDC neighbourhood, as it was felt that the BV area has a more natural affinity with the NDC neighbourhood due to shared issues and priorities. Since, it has been renamed Town Centre Communities.

The amendment has not altered the Neighbourhood Renewal area boundary as a whole, but has changed the layout of two of the neighbourhoods within it. The area therefore still remains one of the priority neighbourhoods of the Neighbourhood Renewal Strategy (NRS) for which a NAP needs to be prepared, as NAPs are a key delivery aspect of the NRS, which now forms part of the Community Strategy 'Hartlepool's Ambition'.

Who will make the decision?

The first draft of the NAP was taken to the Town Centre Communities Forum, the Hartlepool Partnership and the Transport and Neighbourhoods Portfolio Holder throughout January and February 2010, to seek agreement to commence consultation on the draft Plan and to ask partners to note the proposed consultation arrangements. The Hartlepool Partnership Board and the Portfolio Holder were also be asked to note the change in the format of the Plan, since the previous NAP for Throston was prepared.

The endorsement of the final Plan will be considered by the above partners in July 2010 (meeting schedule permitting).

Ward(s) affected

Part of Stranton, Grange, Foggy Furze and Burn Valley wards.

Timing of the decision

The decision is expected to be made in June 2010.

Who will be consulted and how?

A detailed programme of consultation is being progressed, which includes extensive consultations with the local community and stakeholders.

Household Survey data (Ipsos MORI, 2008) and other baseline data and statistics have been examined, to begin to identify some of the key issues of the neighbourhood. This information is however only currently available for the NDC area, therefore a door to door Household Survey was conducted in the BV area to ascertain more detailed information in relation to this specific part of the neighbourhood, to which over 130 responses were received.

Service providers through their Theme Partnership have also been asked to prepare a Theme Assessment to inform the development of the draft Plan, utilising available neighbourhood statistics and seeking to involve as many partners as possible to develop the assessment for their Theme. The aim being to gain a broad understanding of existing local service provision, to establish gaps in current provision from the service provider's perspective, to identify what service providers feel are the key priorities for the Town Centre Communities neighbourhood and to highlight any opportunities for future development.

An initial community consultation event was held in November 2009, to provide local people with the opportunity to begin to identify the main issues and priorities of the area, alongside Ward Councillors and key service providers. Work with local Primary and Secondary Schools is also ongoing.

To complement the work which has already been undertaken, a range of sessions are underway to consult local people, Ward Councillors and service providers on the first draft of the document. This has potentially included an on-line consultation, work with schools serving the Town Centre Communities neighbourhood, plus meetings with community/voluntary organisations, including youth groups, and key stakeholders. Drop-in sessions and Coffee Mornings are also being planned. The draft Plan will also be considered by the Theme Partnerships, for comments. The aim of the second round of consultation is to ensure the document provides a real understanding of the issues affecting the quality of life of local people. It provides an opportunity to make sure that the views and comments received have been incorporated and accurately reflected in the document. The Town Centre Communities NAP will also be taken to the Central Neighbourhood Consultative Forum as an item for information once finalised.

Information to be considered by the decision makers

The final Plan, taking account of consultation responses, will be presented for endorsement. The NAP document will identify the priority areas for action, identified by the local community and services providers, arranged under the eight themes of the Community Strategy. The document will be structured in a way that is intended to give a clear picture of the strong themes running through the NAP back to the Community Strategy and the NRS.

How to make representation

Representations can be made in writing to Dave Stubbs, Director of Regeneration and Neighbourhoods, Civic Centre, Victoria Road, Hartlepool, TS24 8AY. Tel. 01429 523301
Email: Dave.Stubbs@hartlepool.gov.uk

Further information

Further information can be obtained from Gemma Clough, Principal Regeneration Officer, Regeneration and Neighbourhoods Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT.
Tel. 01429 523598
Email: Gemma.Clough@hartlepool.gov.uk.

DECISION REFERENCE: RN 18/09 SINGLE PROGRAMME BIDS

Nature of the decision

To seek endorsement to the preparation and submission of bids to Tees Valley Unlimited for Single Programme resources to support the redevelopment of Crown House.

This is a key decision (type 1 applies) as there may be a requirement for financial contribution from the Council

Who will make the decision?

Approval of individual Single Programme projects is the responsibility of One North East although delegation arrangements are in place to involve the Tees Valley Unlimited in the approval and appraisal process.

Within Hartlepool Borough Council, responsibility for approving bid submissions and project details lies with the Regeneration and Economic Development Portfolio Holder.

Timing of the decision

The decision should be made in July 2010

Who will be consulted and how?

Discussions will be required with Tees Valley Unlimited Secretariat and One North East regarding scheme eligibility and strategic fit. Consultation will also take place with the Hartlepool Economic Forum.

On Individual projects involving physical works, resident/businesses in the locality will be consulted through direct contact

Information to be considered by the decision makers

The Single Programme is One North East's main economic regeneration fund. Authority for the allocation and management of the programme lies with One North East although there are established decision making arrangements which include Tees Valley Unlimited. An Investment Plan is in place which sets the broad priorities for Single Programme investment within in the Tees Valley over the period 2008-11. The agreed priorities for Hartlepool, identified with the support of the Central Area Investment Framework study, focus on the town centre and Hartlepool Quays; and also Queen's Meadow.

Subject to confirmation of resources detailed schemes are developed for which Portfolio Holder approval will be required.

The project involves development work associated with the creation of a new business innovation centre/creative industries facility on the Crown House site.

How to make representation

Representations should be made to Rob Smith, Senior Regeneration Officer, Regeneration and Neighbourhoods Department, Bryan Hanson House, Hanson Square, Lynn Street TS24 7BT.

Tel 01429 523531

Email: rob.smith@hartlepool.gov.uk

Further information

Further information can be obtained from Rob Smith, as above.

DECISION REFERENCE: RN 19/10 – HARTLEPOOL HOMELESSNESS STRATEGY 2010 TO 2015

Nature of the decision

To seek Members approval and support of the Authority's Homelessness Strategy 2010 -15.

Who will make the decision?

The decision will be made by Cabinet

Ward(s) affected

All

Timing of the decision

The decision will be put to Cabinet following completion of consultation on the draft Strategy which is expected to be finalised during June 2010.

Who will be consulted and how?

Extensive consultation has been carried out to develop the Strategy and further consultation with all key stakeholders will be carried out on the draft Strategy document over the coming weeks.

Information to be considered by the decision makers

The Homelessness Act 2002 required all local authorities to develop a homelessness strategy, every five years, to reduce homelessness based on a thorough review of the homelessness situation in the area. As an 'excellent authority' the Council is exempt from the statutory duty to publish a new strategy however it is recognised best practice and will enable us to build upon our achievements in tackling homelessness over the last seven years.

Hartlepool's current Homelessness Strategy was last updated in 2006 and work has been undertaken during the last year to develop this new Strategy for the area that will operate between 2010 and 2015. The development of the Strategy has been coordinated by a multi agency steering group and sets out our vision and direction for tackling homelessness over the coming years.

How to make representation

Representations should be made to Lynda Igoe, Housing Options Centre, Park Tower, Park Road, Hartlepool, TS24 7PT.
Telephone 01429 284177,
Email: lynda.igoe@hartlepool.gov.uk

Further information

Further information can be sought by contacting Lynda Igoe as above

DECISION REFERENCE: RN 22/10 5-YEAR HIGHWAY MAINTENANCE PROGRAMME 2010-2015

Nature of the decision

To agree the 5 year Highway Maintenance Programme for 2010-2015

Who will make the decision?

The decision will be made by the Transport and Neighbourhoods Portfolio Holder

Wards affected

All wards are affected.

Timing of the decision

The decision will be made at the June Portfolio meeting

Who will be consulted and how?

There will be no direct consultation. The programme is established using the results of condition survey that are undertaken on an annual basis, together with feedback from the highway inspectors and the Neighbourhood Forums. This means that those roads and footpaths that are in most need of repair are prioritised and receive that most cost effective treatment to prevent their further deterioration and thus reduce the possibility of third party liability claims at a future date. Comments received from other sources, such as members of the public etc., will be taken into consideration when determining the programme.

Information to be considered by the decision makers

The report will provide the background as to the testing methods utilised to identify the condition of a highway and identify which highways in the town will be included in the five-year programme based on the test results and other information and requests received.

How to make representation

Representations should be made to Mike Blair, Highways, Traffic and Transport Manager, Regeneration and Neighbourhoods Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT.
Telephone: 01429 523252.
Email: mike.blair@hartlepool.gov.uk.

Further information

Further information can be obtained from Mike Blair as above.

DECISION REFERENCE: RN 23/10 PARKING CHARGE REVIEW.

Nature of the decision

To review the current pay and display parking and permit charges operating within the town centre.

Who will make the decision?

The decision will be made by either the Executive Portfolio Holder for Transport and Neighbourhoods or Cabinet.

Wards Affected

All wards are affected.

Timing of the decision

The decision is expected to be made in July 2010.

Who will be consulted and how?

Cabinet / executive Portfolio Holder will be consulted

Information to be considered by the decision makers

A review of current and previous parking charges, comparative rates charged by neighbouring authorities and the expected income recovery of the service. The review will further examine the effect of any proposed charge increases and consider the impact of such recommendations in relation to service users and town centre businesses.

How to make representation

Representations should be made to Phil Hepburn, Parking Services Manager, Regeneration and Neighbourhoods Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT.

Telephone: 01429 523258.

Email: Philip.hepbum@hartlepool.gov.uk.

Further information

Further information can be obtained from Phil Hepburn as above.

DECISION REFERENCE: RN 25/10 ADDITIONAL HIGHWAY MAINTENANCE FUNDING

Nature of the decision

To agree the use of additional funding identified by Government in its budget on 24 March towards the repair of highways damaged by the severe weather conditions experienced over the winter period 2009-10

Who will make the decision?

The decision will be made by the Transport and Neighbourhoods Portfolio Holder

Wards Affected

All wards are affected.

Timing of the decision

The decision will be made in June 2010

Who will be consulted and how?

There will be no direct consultation. The programme is established using the results of condition survey that are undertaken on an annual basis, together with feedback from the highway inspectors and the Neighbourhood Forums. This means that those roads and footpaths that are in most need of repair are prioritised and receive that most cost effective treatment to prevent their further deterioration and thus reduce the possibility of third party liability claims at a future date. Comments received from other sources, such as members of the public etc., will be taken into consideration when determining the programme

Information to be considered by the decision makers

The Department of Transport in making their announcement of additional funding have stated that, while an ad hoc patching approach to filling individual holes in the carriageway is possible, they are eager to see authorities use this additional funding in a way that will maximize the benefits to the road user over the longer term. The report will identify schemes which are proposed to be undertaken to utilise the funding in the most appropriate and efficient way. The money allocated to Hartlepool Borough Council is £108,300.

How to make representation

Representations should be made to Mike Blair, Highways, Traffic and Transport Manager, Department of Regeneration and Neighbourhoods, Hartlepool.

Tel 01429 523252
Email: mike.blair@hartlepool.gov.uk

Further information

Further information can be obtained from Mike Blair, as above.

DECISION REFERENCE: – RN 24 / 10 PARKING STRATEGY

Nature of the decision

To recognise and endorse a Parking Strategy for Hartlepool.

Who will make the decision?

The decision will be made by the Executive Portfolio Holder for Transport and Neighbourhoods.

Wards Affected

All wards are affected.

Timing of the decision

The decision is expected to be made in September 2010.

Who will be consulted and how?

Consultation will be via the Neighbourhood Forums.

Information to be considered by the decision makers

The Parking Strategy sets out the objectives of the Council, its strategic aims, whilst identifying how the Parking Service will be delivered and enforced within national, regional and local policies, guidance and legislative procedures. The strategy will set out the role of parking within the overall transport and regional strategies of the Council and will be designed to build on the overall transport and regeneration strategies of the local plans whilst taking into account national, regional and local policies relating to parking.

How to make representation

Representations should be made to Phil Hepburn, Parking Services Manager, Regeneration and Neighbourhoods Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Telephone: 01429 523258.
Email: Philip.hepbum@hartlepool.gov.uk.

Further information

Further information can be obtained from Phil Hepburn as above.

DECISION REFERENCE: RN 25 / 10 – HARTLEPOOL LOCAL PLAN 2006 – CHANGE TO THE BOUNDARIES OF LOCAL CENTRES

Nature of the decision

Cabinet will be asked to support the proposed alterations to the Local Centre boundaries contained within the Hartlepool Local Plan 2006. Since the Local Plan was adopted there has been marked changes in the nature and scale of a number of the local centres contained in the plan. As the boundaries of the local centres are used in the consideration of planning applications and will be a material consideration in any planning decisions, the boundaries need to be kept up-to-date to ensure that decisions that are made are based on accurate information. Therefore the report to Cabinet will set out the proposed changes to a number of local centres and possibly the deletion and addition of other local centres.

Who will make the decision?

The decision will be made by Cabinet.

Ward(s) affected

The decisions made will impact on a number of Wards within the town.

Timing of the decision

The decision will be made in June 2010.

Who will be consulted and how?

It is envisaged that this document would undergo an eight week public consultation period on the proposed amendments to the local centre boundaries in line with the guidance set out in the Statement of Community Involvement 2009. This period would give all residents and other interested parties the opportunity to share their views on the document. The document would be available on the Hartlepool Borough Council Website, on the Planning Policy Consultation Website and hard copies would also be available to view in the main Council buildings including Bryan Hanson House, the Civic Centre, in all libraries and in Summerhill. The businesses and owners in, and immediately adjacent to, the local centres would also be consulted to seek their views.

Information to be considered by the decision makers

Cabinet are being asked to support the proposed alterations to the Local Centres prior to a public consultation. The representations received during the public consultation period would then be taken into account, any necessary amendment would be made and then a further report would be presented to Cabinet for final approval.

How to make representation

Interested parties will be able to make representations during the public consultation period (exact dates not yet known). Representations can either be made online on the planning policy consultation website or in writing to:

Planning Policy Team
Bryan Hanson House
Hanson Square
Hartlepool
TS24 7BT

Further information

If you require any further information on this document please contact Matthew King, Principal Planning Officer, Regeneration and Neighbourhoods Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Telephone 01429 284084, e-mail matthew.king@hartlepool.gov.uk

APPENDIX 1

DETAILS OF DECISION MAKERS

THE CABINET

Many decisions will be taken collectively by the Cabinet.

- The Mayor, Stuart Drummond
- Councillors Payne, Hargreaves, Hall, Hill, Jackson

EXECUTIVE MEMBERS

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

Community Safety and Housing Portfolio	-	The Mayor, Stuart Drummond
Finance and Performance Portfolio	-	Robbie Payne
Regeneration and Economic Development Portfolio	-	Pamela Hargreaves
Adult and Public Health Services Portfolio	-	Ged Hall
Children's Services Portfolio	-	Cath Hill
Transport and Neighbourhoods Portfolio	-	Peter Jackson
Culture, Leisure & Tourism Portfolio	-	Vacant

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 JUNE 2010

ED65/09 (Page 10)	Business Transformation – Service Delivery Option	Cabinet
	Review Of Connexions And The Youth Service	
NS 112/07 (Page 16)	Victoria Park	Cabinet
RN 12/09 (Page 18)	Consultancy Service Delivery Options Review	Cabinet
RN 13/09 (Page 20)	Disposal of Surplus Assets	Cabinet or Portfolio Holder
RN 14/09 (Page 22)	Facilities Management Service Delivery Options Review	Cabinet
RN 15/09 (Page 24)	Waste Management Service Delivery Options Review	Cabinet
RN 16/09 (Page 26)	Town Centre Communities Neighbourhood Action Plan	Portfolio Holder
RN 19/10 (Page 30)	Hartlepool Homelessness Strategy 2010 to 2015	Cabinet
RN 22/10 (Page 31)	5 Year Highway Maintenance Programme 2010 - 2015	Portfolio Holder
RN 25/10 (Page 33)	Additional Highway Maintenance Funding	Portfolio Holder
RN 25/10 (Page 36)	Hartlepool Local Plan 2006 – Change to the Boundaries of Local Centres	Cabinet

2. DECISIONS EXPECTED TO BE MADE IN JULY 2010

CE 36/09 (Page 6)	HR Service Delivery Options	Cabinet
RN 18/09 (Page 28)	Single Programme Bids	Portfolio Holder
RN 23/10 (Page 32)	Parking Charge Review	Cabinet/Portfolio Holder

3. DECISIONS EXPECTED TO BE MADE IN AUGUST 2010

CE 37/10 (Page 7)	Review of Car Allowances	Cabinet
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4. DECISIONS EXPECTED TO BE MADE IN SEPTEMBER 2010

RN 24/10 (Page 35)	Parking Strategy	Portfolio Holder
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SCRUTINY CO-ORDINATING COMMITTEE

25 June 2010



Report of: Scrutiny Manager

Subject: THE ROLE OF THE SCRUTINY
CO-ORDINATING COMMITTEE

1. PURPOSE OF REPORT

- 1.1 To give an overview of the role of the Scrutiny Co-ordinating Committee.

2. BACKGROUND INFORMATION

- 2.1 The Council's approach to Overview and Scrutiny has been informed by government guidance, best practice nationally and experience of what works locally to ensure that the Scrutiny Forum's operate in an optimum scrutiny structure that will enable the Forums to add value and improve services for the residents of Hartlepool.
- 2.2 The experience of other authorities of scrutiny demonstrated that they had benefited from the establishment of a body responsible for co-ordinating the scrutiny process. Given the increase in importance of a scrutiny role under the new arrangements and the increase in the workload of the scrutiny function, the Constitution Working Group felt that it would be valuable to create a co-ordinating body for scrutiny from the 2002/03 Municipal Year onwards. This report sets out the key roles of the Scrutiny Co-ordinating Committee and Members may wish to discuss in more detail issues relating to these at the meeting.

3. MEMBERSHIP OF THE SCRUTINY CO-ORDINATING COMMITTEE

- 3.1 The membership of the Scrutiny Co-ordinating Committee reflects both the Council's political make-up and the five standing Scrutiny Forums (which are equally represented on the Committee). A total of sixteen Elected Members serve on the Committee, consisting of the Chair (appointed by Council) and the Chair, Vice-Chair and one other Members from each of the five standing Forums. In addition to this, three Resident representatives are also co-opted onto the Committee, one from each Neighbourhood Consultative Forum.

- 3.2 This approach enables the Scrutiny Co-ordinating Committee to draw on the experience of a variety of Members, represent a cross section of political views and equally represent each of the five standing Forums.

4. FUNCTIONS AND REMIT OF THE SCRUTINY CO-ORDINATING COMMITTEE

- 4.1 The Scrutiny Co-ordinating Committee has a two-fold role, firstly it co-ordinates Scrutiny activity and manages the overall Scrutiny Work Programme and secondly it considers the Authority's corporate and financial issues as outlined below in more detail:-

(1) Approval of the Annual Overview and Scrutiny Work Programme.

- 4.2 The Scrutiny Co-ordinating Committee is responsible for agreeing the overall Scrutiny Work Programme and the work programme of individual scrutiny Forums. It will work with the five Forums to decide an Annual Overview and Scrutiny Work Programme, including the programme of any ad-hoc Forum that it appoints, to ensure there is efficient use of the Forums and that the potential for duplication of effort is minimised.

(2) Development of the Budget and the Plans and Strategies that make up the Policy Framework.

- 4.3 The Scrutiny Co-ordinating Committee has an important role in the development of the annual revenue and capital budgets and also in various plans and strategies, which make up the Budget and Policy Framework, which are currently under review.
- 4.4 Once the Cabinet has agreed a draft budget or a draft plan/strategy, Overview and Scrutiny must have the opportunity to discuss the draft for at least six weeks. The draft budget and each plan or strategy will, in the first instance, be referred to the Scrutiny Co-ordinating Committee and it will be for the Committee to determine the extent to which the budget or the plan or strategy, is discussed and by which scrutiny body. The Committee may decide that it wishes to examine a particular document itself, request one of the standing Forums to do so or create an ad hoc Forum to do so.

(3) Mediating in disputes between Scrutiny Forums.

- 4.5 Where an issue falls within the remit of more than one scrutiny Forum it is the responsibility of the Scrutiny Co-ordinating Committee to determine which Forum should examine an issue and also to resolve any other issues or disputes between the Forums.

(4) Requests for items to be considered by Overview and Scrutiny.

- 4.6 The Scrutiny Co-ordinating Committee will receive all requests from the Mayor, Cabinet, Council, other Council committees and individual Members, for issues (including those referred via the Councillor Call for Action mechanism) to be discussed by Overview and Scrutiny. For all such requests the Constitution requires the body or Members making it, to set out the reasons for referring the issue and the objectives of the Overview and Scrutiny process.
- 4.7 In the case of referrals from the Executive, Council or other Council Committees any statutory requirements that the referring body is working within or towards, and timescales for reporting back to the referring body, must also be identified in the referral. In the case of an individual member referral, a notice, which is available from the Democratic Services Team, must be completed.
- 4.8 In addition to these routes of the referral of items through Scrutiny, under the Local Democracy, Economic Development and Construction Act 2009 each Local Authority is required to have in place a scheme to deal with petitions. The introduction of a Scheme in Hartlepool is to be considered by Council on the 10 June 2010. Subject to approval of the scheme, Scrutiny will play a key role in its implementation, with:
- (a) Petitions able to trigger a requirement for a senior Council officer to attend a meeting of the Scrutiny Co-ordinating Committee to give evidence in relation to how they are delivering the public services they are responsible for; and
 - (b) Petition organisers able to appeal to the Scrutiny Co-ordinating Committee if they feel the response from their council is not adequate.
- 4.9 Work is ongoing in relation to the detailed process for the operation of the scheme and a further report on the implementation of the elements of the process within the responsibility of Overview and Scrutiny will be presented to the Scrutiny Co-ordinating Committee in due course.
- 4.10 When the Scrutiny Co-ordinating Committee receives any requests for items to be discussed or examined, it can either:
- (a) consider the item itself (this is likely to take place when the issue is cross-cutting or timescales and work programmes will not allow the appropriate Forum to deal with the referral); or

- (b) require one of the five standing Overview and Scrutiny Forums to consider the issues; or
- (c) create an ad-hoc overview of the scrutiny Forum to examine the issue.

4.11 Where the Scrutiny Co-ordinating Committee receives a referral from Council, the Cabinet or a Cabinet Member relating to the budget and policy framework or an item which will be the subject of a key decision, then it must be considered. Other types of referral and referrals from other bodies / Cabinet Members can be examined at the discretion of the Scrutiny Co-ordinating Committee in line with the Selection Criteria for Dealing with Non-mandatory Scrutiny Referrals Procedure as outlined in the Authority's Constitution. However, a decision not to examine any referral must be justified and reported to Council and the referring body or Cabinet Member.

(5) Managing the reporting arrangements for Overview and Scrutiny

4.12 The Scrutiny Co-ordinating Committee has responsibility to ensure that this is managed effectively, particularly in relation to reports to the Executive. It can determine the priority of Forum reports, if the volume is such that it creates difficulty for the management of executive business or jeopardises the efficient running of Council business generally. There continues to be regular liaison with the Executive to ensure that the referral and reporting arrangements run efficiently via quarterly informal meetings, known as Joint Cabinet / Scrutiny Events.

4.13 In addition to this, a regular item is included on the agenda for the Corporate Management Team Support Group to ensure that there is a direct line of accountability between scrutiny and chief officers. Furthermore providing a co-ordinated link between officers and scrutiny and the monitoring of the impact of scrutiny reports is also simplified.

(6) Power to Call-In Decisions

4.14 Members of the Scrutiny Co-ordinating Committee have the power to 'call-in' decisions of the Executive, for further consideration by the Scrutiny Co-ordinating Committee. This can result in the decision being referred back to the Executive for review.

4.15 Twelve Executive decisions may be called in per municipal year. The following have the right to call-in:

- (a) Each of the Forum chairs, provided that they have the support of at least two Members of the Scrutiny Co-ordinating Committee, and*

- (b) Five Members of the Council (excluding Members of the Executive)*

* Members exercising the call-in must represent at least two political groups.

- 4.16 When calling-in a decision the Members must identify the reasons for the call-in and the reasons why they believe the decision was not taken in accordance with the principles of decision-making set out in the constitution. Notification of the wish to call-in a decision must be given to the proper officer not later than four clear working days after the publication of the decision. (After which the decision becomes effective i.e. on the fifth clear working day).
- 4.17 Once the decision has been called in the Scrutiny Co-ordinating Committee will meet to discuss the reasons for the call-in and it may either:
 - (a) Determine that it is content with the decision; or
 - (b) Require the Executive to reconsider the decision.
- 4.18 If the Executive is required to reconsider the decision it can either re-affirm the decision or modify it. However the outcome of the Executive's deliberations must be reported back to the Scrutiny Co-ordinating Committee.

5. SCHEDULE OF COMMITTEE DATES FOR 2010/11

- 5.1 Detailed below, for Members information, are the meetings dates scheduled so far the Scrutiny Co-ordinating Committee in 2010/11. Please note that all scheduled meetings will commence at 2.00 pm, with the capacity for additional meetings to be arranged where required to accommodate the needs of individual inquiries.

Friday 25 June 2010
 Friday 23 July 2010
 Friday 3 September 2010
 Friday 15 October 2010 (Budget Consultation Meeting)
 Friday 12 November 2010
 Friday 3 December 2010 (Budget Consultation Meeting)
 Friday 14 January 2010 (Budget Consultation Meeting)
 Friday 28 January 2011 (Budget Consultation Meeting)
 Friday 25 February 2011
 Friday 25 March 2011
 Friday 15 April 2011

6. CONCLUSIONS

- 6.1 It should be clear to Members that the Scrutiny Co-ordinating Committee has an important role, both in the development and the management of the scrutiny function and to consider corporate/financial issues relating to the Authority. No specific action is required as a result of this report; however, Members may have questions about the role of the Committee.

Contact Officer:- Joan Nominton – Scrutiny Manager
Chief Executive's Department - Corporate Strategy
Hartlepool Borough Council
Tel: 01429 28 4142
Email: joan.nominton@hartlepool.gov.uk

BACKGROUND PAPERS

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

- i) Hartlepool Borough Council Constitution

SCRUTINY CO-ORDINATING COMMITTEE

25 June 2010



Report of: Scrutiny Manager

Subject: SCRUTINY INVOLVEMENT IN THE SERVICE DELIVERY OPTION (SDO) CONSULTATION PROCESS - COVERING REPORT

1. PURPOSE OF REPORT

- 1.1 To seek clarification from Members on the establishment of a process for Scrutiny involvement in the SDO consultation process.

2. BACKGROUND INFORMATION

- 2.1 Members will be aware of the ongoing Business Transformation process and the activities being undertaken in relation to the development and implementation of service delivery options (SDO's) as part of this process.
- 2.2 In accordance with the agreed composition of the Business Transformation Programme Board, the Chair of the Scrutiny Co-ordinating Committee plays an active part in consideration of each proposed SDO. However, in recognition of the importance of the development and delivery of SDO's to the future operation of the Council, Members views are now being sought on the most appropriate method of facilitating greater Scrutiny involvement in the SDO consultation process.
- 2.3 To assist Members in identifying / agreeing this process, additional information is provided in the form of a report (*included at Item 9.2(b) on this agenda*) from the Assistant Chief Executive. The aim of the report being to provide:-
- (i) An overview of the SDO programme;
 - (ii) Details of the SDO's to be covered in each of years 2, 3 and 4; and
 - (iii) Details of the timescales and required dates for decision in relation to each of the SDO's.

- 2.4 With the assistance of the additional information provided by the Assistant Chief Executive, the Committee is now asked to consider:-
- (i) The establishment of a process through which Scrutiny is consulted on SDO's, in years 2, 3 and 4, and its views relayed to the Business Transformation Programme Board and Cabinet;
 - (ii) Which SDO's are to be considered by Scrutiny from the programme of SDO 'Options' Reports for years 2, 3 and 4;
 - (iii) Which Forum / Committee should consider the selected SDO's and agree appropriate timescales for Scrutiny to feed its views back to the Business Transformation Programme Board and Cabinet; and
 - (iv) The time / resource implications of being involved in SDO consultations during the establishment of Work Programmes for 2010/11.
- 2.5 Given the importance of agreeing a how Scrutiny is to be involvement in consideration of SDO's, a suggested process is attached at **Appendix A**. Members views are sought on the process outlined, as a starting point for discussions.

3. CONCLUSIONS

- 3.1 That Members:-
- (i) Consider the establishment of a process through which Scrutiny can be consulted on the development of SDO's, in years 2, 3 and 4, and its views passed on to the Business Transformation Programme Board and Cabinet for consideration;
 - (ii) Clarify which SDO's are to be considered by Scrutiny from the programme of SDO 'Options' Reports for years 2, 3 and 4;
 - (iii) Clarify which Forum / Committee should consider the selected SDO's;
 - (iv) Agree appropriate timescales for Scrutiny to feed its views on SDO's back to the Business Transformation Programme Board and Cabinet; and
 - (v) Note the time / resource implications of being involved in SDO consultations during the establishment of their Work Programmes for 2010/11.

Contact Officer:- Joan Nominton – Scrutiny Manager
Chief Executive's Department - Corporate Strategy
Hartlepool Borough Council
Tel: 01429 28 4142
Email: joan.nominton@hartlepool.gov.uk

BACKGROUND PAPERS

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

	As part of the Business Transformation (BT) process it is proposed that prior to Cabinet consideration of the 'Options Reports', details of Service Delivery Options (SDO) proposals be referred to Scrutiny for consideration / consultation.
Stage One SCC – 25 June 2010 (Date Tentative)	Scrutiny Co-ordinating Committee* to as a 'one off' to:- 1) Receive an update report on the BT programme, covering:- (i) An overview of the programme; (ii) Detail of the SDO's to be covered in each of years 2, 3 and 4; and (iii) Details of the timescales and required dates for decision in relation to each of the SDO's. 2) Select from the programme those SDO Options reports to be considered through single meeting in Years 2, 3 and 4. 3) Consider delegation of the selected SDO's to the relevant Standing Scrutiny Forum(s) for detailed consideration/consultation. *All Scrutiny Members to be invited to attend this meeting.
Stage Two Standing Forums – Early July	Relevant Standing Scrutiny Forums to take the SDO's delegated to then into consideration during the course of their Work Programme meetings and timetable appropriately (based upon the timescales and required dates for decision).
Stage Three (At diaried meetings wherever possible)	Relevant Standing Scrutiny Forums to consider SDO's (as delegated to them by the Scrutiny Co-ordinating).
Stage Four	Scrutiny Co-ordinating Committee to:- 1) Receive comments from the relevant Standing Scrutiny Forums and formulate a formal report to be sent to the Programme Board and Cabinet for consideration as part of the "Final Report" process.
Stage Five	Project Board and Cabinet to:- 1) Receive the Scrutiny Co-ordinating Committee's formal report outlining views and suggestions in relation to the SDO proposals.

SCRUTINY CO-ORDINATING COMMITTEE

25 June 2010



Report of: Assistant Chief Executive

Subject: BUSINESS TRANSFORMATION – INCLUDING
SERVICE DELIVERY OPTIONS REVIEW
PROGRAMME

1.0 PURPOSE OF REPORT

- 1.1 To provide Members of the Scrutiny Co-ordinating Committee with an overview of the Business Transformation Programme, providing an update on progress, an outline of forthcoming activity and highlighting the current and forthcoming Service Delivery Options Review Programme.

2.0 BACKGROUND

- 2.1 The Business Transformation Programme has been established to contribute a minimum of £6m towards the Medium Term Financial Strategy (MTFS) of Council and the budgetary issues which have been reported to Cabinet for the short and medium terms.
- 2.2 The 2010/11 budget was set in February 2010. This may have been perceived by some as an easy budget process to set as Members were not required to make decisions regarding cuts, but this would not be an accurate view. The budget had been a complex exercise to balance and included a number of difficult measures, the budget deficit principally being funded through the £2.5m savings from the first year savings of the Business Transformation Programme (the Corporate Restructure/Management Structures workstream savings).

The budget deficit was funded through:-

- | | |
|-----------------------------------|--------------|
| • Temporary funding | £1.9m |
| • Corporate Efficiencies | £1.8m |
| • Council Tax increase | £0.9m |
| • Business Transformation Savings | <u>£2.5m</u> |

Total	£7.1m
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- 2.3 Whilst progress has been made on the Business Transformation Programme it is important to note that there are further factors, outside the control of the authority which continue to impact upon the Council (and this programme) in

the short and medium terms. From 2010/11 the efficiency target which Central Government expects the authority to deliver each year has been increased from 3% to 4% (in broad terms this equates to additional efficiency savings of approximately £800K over and above those already required).

- 2.4 In addition there is an increasing and immediate need following the general election to reduce expenditure significantly. The £6.2bn package of public sector spending cuts for 2010/11 announced by the new Coalition Government on 24th May is estimated to mean a reduction of £1.7m (in the 2010/11 financial year from the budget agreed by Council in February) for Hartlepool. It will be necessary to make decisions in year to realise these savings which were not expected.
- 2.5 The emergency budget on the 22nd June may give some indication of further reductions. It should also be noted that the Coalition Government has announced that Council Tax will be frozen for 2011/12 though the mechanism for implementing this is currently unclear. In the terms of our Medium Term Financial Strategy this is a reduction of approximately £1m from income that was anticipated. The Business Transformation Programme, when it was established, was based on a number of assumptions, and at that point, such a reduction was not envisaged. The BT programme contributes significant savings to support the Medium Term Financial Strategy but is unlikely, in its current form, to meet all of these requirements.
- 2.6 The financial projections which underpin the Medium Term Financial Strategy (which cover a three year period) identify that, with an expected reduction in grants of 5% per annum over three years that the overall budget gap is £12m. Which broadly equates to £4m per year. Previous assumptions, demonstrated below show how a large part of the gap was anticipated to be funded.

Gross deficit	£22.3m
• Reducing budget headroom	(£3m)
• BT Efficiencies	(£3.5m)*
• Council Tax increase	<u>(£3.8m)</u>
Net deficit	£12m (over 3 years)

* In addition to the £2.5m BT Corporate Restructure/Management Structures savings which were included in the 2010/11 budget.

- 2.7 Recent announcements, speeches and press releases by the Coalition Government suggests that the assumptions underpinning the MTFs may be conservative estimates and that the new government may be looking to a Comprehensive Spending Review (CSR) over 4 years (2 years firm and 2 years indicative). There is also the potential that the budget reductions may disproportionately affect Local Government with figures as high as a 25% reduction over 4 years (rather than 5% per year over three years) being suggested.

The table below demonstrates the likely impact of such scenarios on the budget of the council, the very significant reductions necessary and the impact of any non realisation of the savings from the Business Transformation Programme.

Grant Cut over next 4 years	Annual Grant Cut	Cumulative reduction by 2014 / 15 £M	Cumulative reduction by 2014 / 15 without Council tax rises and BT savings
20%	5%	15.6	23.5
25%	6.25 %	17.8	25.8
25%	10% for 2011/12 5% from 2012/13	17.8	25.8

In addition should the grant reductions be “front loaded” this increases the deficit, after BT savings, from approximately £4m to almost £7m for 2011/12 and this does not take into account the freezing of Council tax which potentially adds another £1m into this deficit.

- 2.8 Not realising the savings projected as part of the Business Transformation Programme for 2011/12 increases this deficit by a minimum of £1.3m in 2011/12.
- 2.9 This demonstrates that even before the recently announced cuts of £6.5bn and even if all of the opportunities above were implemented that the authority still faces a need to close a very significant budget gap.

3. CURRENT BUSINESS TRANSFORMATION PROGRAMME STATUS

- 3.1 Overall the status of the programme is classed as on target, although there are elements of the programme where there has been some slippage. There has been some slippage in individual workstreams against original targets (except for Corporate Restructure/Management Structures) which has been incorporated into the workstream plans. The impact of the slippage across the related workstreams will continue to be managed.
- 3.2 The programme overall is on target to deliver the efficiencies required at this stage. The financial monitoring arrangements continue to be refined, and target savings continue to be reviewed in line with progress. The funding proposal for one-off costs was referred from Council to Scrutiny and approved on September 21st 2009.
- 3.3 Brief summaries of progress and plans for each workstream are attached in **Appendix 1** to this report.
- 3.4 Detailed plans and preparations remain in place to ensure that we meet the key milestones for the programme. Below indicates some of the forthcoming activity within the workstreams of the overall Business Transformation Programme.

3.4.1 Corporate Restructures / Management Structures

- Fourth tier officers now appointed, and the fifth tier (and any other subsequent management tiers) exercise has commenced. The design of the new structures has been completed and any outstanding appointments are now being finalised.
- Further progress is being made on the People Framework/Management Development Programme with proposals for a targeted programme being drawn up. The draft Management Development Programme will be considered by Cabinet later in the year.

3.4.2 Transactional Support Services

- Implementation of phase 1a of HR Payroll system is now complete. Work has commenced on the next phase of the project which is the introduction of the Human Resource modules and employee self-service arrangements. A project plan has been drafted which spans the next 12 – 18 months.
- Implementation of the system upgrade (AIM) and web enablement (Paye.net), regarding the new Income Receipting System is now complete and was introduced in November 2009. Work has now begun rolling out the system corporately and to identify integration options with other systems.
- Work is ongoing regarding the standardisation of processes and the creation of service delivery arrangements, these will be reviewed in conjunction with the Service Delivery Option Review Programme. The phased introduction of updated budgetary control reports and the roll out of web access to the Integra financial management are both complete, these will provide the foundations to support a number of the proposed changes for transactional and support services.
- The review of administrative staffing structures has commenced.

3.4.3 Customer Services

- The Roll in programme is to be reviewed and services extended. It has been agreed that the timetables for SDOs and the consideration of the roll in of services to Hartlepool Connect are aligned and this is now being progressed.
- Further project proposals in respect of the Channel Shifting project are being progressed. The new e-booking system has been approved by the Hartlepool Borough Council/Northgate Information Systems Partnership Board. The new Website went live in January 2010. The Payments System is now implemented within Hartlepool Connect. The results of the View Point questionnaire on customers, preferred channel usage and access routes are being used to influence the future strategy.
- Development of the new Customer Service and Channel Strategy with a draft strategy now under consideration.

3.4.4 Service Delivery Options

- Programme of reviews has commenced and summaries of the delivery plans for the Year 1 SDOs have been reported to the Programme Board and Cabinet in December.
- Options Reports (the next stage for the SDO programme) have started to be reported through to Programme Board and Cabinet.
- The Year 2 SDO programme has commenced and summaries of the delivery plans for the majority of the reviews are planned to be reported to Programme Board and Cabinet during April and May.
- Additional reviews included as part of the programme are ongoing, some of which have been considered as part of centralisation proposals.

3.4.5 Asset Management

- The review of non-administrative operational buildings and land is now to be aligned with the SDO review programme.
- Civic Centre plan internal moves are on going.
- Leadbitter Building has been vacated (all staff relocating to Bryan Hanson House)
- Archive Store plan was vacated by 31st May. The Youth Offending Team to relocate to the Municipal Buildings.
- The programme of non operational land and property to reduce surplus is being implemented
- Energy “invest to save” programme is being compiled and to be implemented in the current and next financial year.

3.4.6 Non Transactional Services

- Investigating opportunities to benefit from modernisation of our ICT infrastructure, including server hardware, network, and common software tools. This work is progressing, and expected to generate small scale savings from the financial year 2010/11.
- A report has been presented to Members regarding an opportunity to increase income as part of the budget agreed by Council in February 2010. Further work is being undertaken to improve the consistency of charging policies and potentially recommend changes as part of the 2010/11 budget plans.
- A model is being devised for an internal Service Delivery Agreements which will clarify the arrangements governing relations between services.

3.5 The programme is, as has been stated on an ongoing basis, complex and with a series of significant and related actions. The management of the programme is appropriate to the needs at this stage.

4. FINANCIAL UPDATE

4.1 The Business Transformation programme budget to support the delivery of the programme is in line with expectations, with commitments made to fund further

backfilling and support through the rest of 2010/11 and into 2011/12 and is shown in **Appendix 2**.

4.2 The main points to note are:

- The Management structure savings are, based upon current proposals has delivered savings of £2.518m for the 2010 /11 budget.
- The expected costs for delivering the recurring saving for the management structures business case are £3.4m. This is slightly lower than the estimated cost with a payback of 1.27 years.
- The potential contribution from Income Maximisation is estimated at £220K but this has been incorporated into the main budget proposals for Cabinet for 2010/11 and agreed by Council as part of the determination of the budget for 2010/11.
- In terms of Asset Management, Rent and other associated reviews have started to identify additional income but these are yet to be captured as part of the Business Transformation Programme, this is being progressed.
- Income generated from sale/disposal of assets will be used partly to fund accommodation moves and alterations of buildings required for Business Transformation.

4.3 At a consolidated BT programme level, adjustments continue to be made for the potential overlap of savings across workstreams in determining the forecast savings that the programme will ultimately deliver for the Council. In terms of programme implementation, departments appreciate the cumulative impact of savings required by different workstreams (e.g. savings will be required from management structures, from SDO reviews, from transactional and non transactional workstreams) and the overall scale of savings required.

4.4 The BT team has continued to refine the cash envelopes and more detailed targets for the various elements of the programme in conjunction with the departments.

4.5 The identified savings required as part of the Business Transformation Programme at this stage, for the 2010 /11 budget (as per the Medium Term Financial Strategy) have been identified and are being implemented / realised.

5. KEY RISKS

5.1 The risks identified which may impact on the Business Transformation programme have previously been reported to Cabinet and are monitored as part of the overall management and control of the programme and its component parts.

5.2 It is appropriate to reiterate a number of those that have already been identified and to provide further information on others as the nature, or potential impact, of the risk become clearer. These are identified below.

5.2.1 The programme comprises a number of interrelated elements. The nature of the change required only provides for very limited opportunity for realising efficiencies from discrete, stand alone projects. This therefore increases both

the complexity of the change required and the cumulative effect of developments on capacity to achieve successful change. Whilst this is a known feature of the programme, it reinforces the need to ensure that potential efficiencies are not double counted, that capacity remains in the system to ensure that the programme outcomes can be achieved and to programme realistically.

- 5.2.2 The Service Delivery Options (SDO) element of the programme has been set an ambitious target as part of the overall programme. The original target of £4.6m was over half of the overall projected programme savings and requires significant innovation and change to deliver this. The programme of reviews that has been developed provides a framework within which to progress this element of the programme. The aspirational targets total up to £6.5m, though these include some very sensitive areas. It is likely that there will be a significant number of potentially complex and challenging decisions to be made in respect of current and future service provision if these scales of efficiencies are to be delivered. This may include decisions in relation to the continuation of services, current standards and levels of provision, eligibility thresholds to services, the delivery of the service among a range of others.
- 5.2.3 The information presented elsewhere in this report, sections 2.2 to 2.9 particularly, demonstrates the need to ensure that the savings to be realised from The BT programme are significant and important in the context of the challenges facing the authority.
- 5.2.4 There are unlikely to be any easily identifiable and deliverable efficiencies within the programme which has been outlined. The Authority has worked to deliver those efficiencies which are easier to realise over the last 4 to 5 years and it is likely that these have been exhausted. The authority is at the point of needing to make difficult decisions in respect of key service areas and this will need continued commitment and support from Elected Members in conjunction with engagement with both those delivering and receiving the services. Each decision to not agree to changes required as part of the SDO programme as they come forward to Cabinet, essentially requires a return to the need to make unplanned and significant changes within the authority which is the position Cabinet wished to see avoided.
- 5.3 The following paragraphs summarise a brief critique of practical risk in the programme:
- 5.3.1 Overall programme
- There is a risk of conflicting pressure being placed on resources from within a workstream and across workstreams. E.g. a key resource allocated to several areas within a workstream may have to prioritise; carrying out a service review at the same time as a restructure and re-locating buildings.
 - Care needs to be taken to identify and account for savings achieved for, or by other workstreams so that benefits can be allocated appropriately.

- The financial management, including linkages between overall and workstream figures, is critical. Work will continue to ensure the figures are up-to-date and consistent.
- Within the SDO review programme, some reviews may fail to deliver their target savings. In such a scenario, the respective Director will be responsible for identifying compensatory savings to ensure the initial savings' target is satisfied.

6. COMMUNICATIONS

- 6.1 Communication continues as an important and constantly evolving part of the Business Transformation programme and the communication arrangements are being reviewed this quarter. A variety of communication mediums have been used during the last year and will continue to be monitored and reviewed to measure effectiveness. Further Members' seminars were undertaken during April. Trade Union representatives continue to be briefed on a monthly basis.

7. SERVICE DELIVERY OPTIONS REVIEW PROGRAMME

- 7.1 Service Delivery Options (SDO's) is a major component of the overall Business Transformation Programme. SDO reviews are about realising cashable savings whilst ensuring better use of public sector resources. The programme of Service Delivery Options has been broken down into a three year schedule of reviews which encompass the operations of the whole authority. In addition, and as has been previously considered by the Business Transformation Programme Board, a "How to Guide" has been developed for those officers leading each of these reviews.
- 7.2 The "How to Guide" identifies that there are a number of stages in undertaking each of the SDO's.
- **Delivery Plans** – essentially the scope, inclusions and exclusions and timetable for the review
 - **Options Report** – based on the investigations undertaken what are the options available for the delivery of the service
 - **Report and Implementation Plan** – recommendations on the options available to deliver the efficiency savings and an implementation plan
- 7.3 Paragraph 3.4.4 above indicates some of the forthcoming activity for the SDO Programme. An outline of the current position broken down for each of the three years of the review programme is as follows:
- **Year 1** - The Delivery Plans for the year 1 reviews were reported to Programme Board and Cabinet before Christmas. Programme Board and Cabinet have started to consider the Options Reports (the second stage of the review) and the Implementation Plans (the third stage of the review) are due to be considered by Programme Board and Cabinet during the late summer/autumn period.
 - For the medium term financial strategy, the savings from all of these reviews are required for the 2011/12 budget. Even accounting for all

savings planned from the Business Transformation Programme there is still an anticipated budget gap of approximately £4m per year for three years (NB this is the position in the MTFS, recent announcements mean that this position is likely to worsen, shown in the table in section 2.7, which provides information on the likely impacts should the grant reductions be greater than anticipated or the profiling of them were to be “front loaded” which at a worst case increases the potential deficit to approximately £7m for 2011/12 after BT savings are factored in. Not realising these savings will increase this by a minimum of £1.3m.

- **Year 2** – Delivery Plans (the first stage of the review) in respect of the majority of the reviews have now been considered by Programme Board and Cabinet. The Options Reports are due to be considered by Programme Board and Cabinet over the summer/early autumn period. Whilst the dates are yet to be confirmed and are subject to change the current anticipated period when the Options Reports are due to be ready for consideration by Programme Board and Cabinet are stated as follows:-

Service Delivery Option Review	Options Reports scheduled to be considered by Programme Board/Cabinet
Children's Centres, Early Years, Play Provision/Strategy, Extended Schools	August/September
Social Inclusion, Vulnerable Pupils, SEN and Education Psychology	August/September
Legal	October
Adult Social Care Provider Services	July/August
Tees Archaeology	July/August
Libraries and Community Resources	August/September
Revenues and Benefits	October
Regeneration & Neighbourhood Management	August/September
Sport and Recreation Services	August/September
Environment	September/October
Housing	September/October

The Delivery Plan in respect of the Public Protection review is currently planned to be considered by Cabinet during the summer. No dates have yet been determined in respect of the Options Report.

A date has not yet been set for Programme Board & Cabinet to consider the Delivery Plan in respect of the Grants to Community and Voluntary Organisations review.

The financial savings for the year 2 reviews are factored into the Medium Term Financial Strategy for 2011/12 and are working to an outline timescale which aims for completion, with Implementation Plans agreed by November 2010.

- **Year 3** – Reviews are not scheduled to commence until early in 2011.

The Year 3 reviews are as follows:-

- Policy & Performance, Consultation, Local Strategic Partnerships, Public Relations and Business Transformation
- Scrutiny, Democratic Services, Members Services
- Community Safety
- Asset & Property
- Development & Building Control, Spatial Planning, Landscape & Conservation, Strategic Transport Policy
- Traffic & Transport Services, Highways Services, Integrated Transport Unit, Car Parking and Depot
- User Property and Finance
- Adult Education
- Adult Social Care Teams & Safeguarding/Intermediate Care
- Museums, Heritage, Strategic Arts and Events
- School Admissions
- Primary & Secondary/National Strategies, School Transformation Strategy and Commissioning
- Total Social Care – Commissioning (Adults & Children's)
- Customer Services, Contact Centre, Registrars
- E-Government/ICT

7.4 The SDO Programme carries with it a degree of risk in respect of the overall Business Transformation Programme as it contains over half of the original project programme target. The determination of the phased programme for delivery and the supporting management arrangements are designed to mitigate the risks associated with overall slippage in the programme in respect of how this may detrimentally affect the established financial strategy.

7.5 The three stage approach to the reviews, delivery plans, options and final report with implementation plan have been determined to provide for both the consideration of options and the determination of clear options and the ability to implement these but this will require decisions to be taken in a timely manner.

7.6 Paragraph 5.2.2 above states that the SDO Programme has been set at an ambitious target as part of the overall Business Transformation Programme and that there will be a significant number of potentially complex and challenging decisions to be made in respect of current and future service provision if the required efficiencies are to be delivered. Not to make such decisions may result in some reviews failing to deliver their target savings and therefore compensatory savings will need to be identified from elsewhere to ensure the initial savings target is satisfied.

8. CONCLUSION

8.1 The overall Transformation Programme continues to proceed broadly in line with the originally agreed scope and timescale. There has been some slippage in individual workstreams against original targets (except for Corporate

Restructure/Management Structures) which has been incorporated into the workstream plans.

- 8.2 At this stage these slippages are not significantly affecting the programme. The opportunity is currently being taken to revisit the delivery plans and the planned savings profile (in line with the expectations of the Medium Term Financial Strategy). It is an opportune time to do this as the main element of the year one Plan, Management Structures, is coming to a conclusion to ensure that the plans to take the programme are robust and manageable.
- 8.3 The Programme of Service Delivery Options has the single largest contribution to the overall financial savings of the programme. Any decision to not implement available options in respect of these reviews will leave a subsequent financial deficit in the Medium Term Financial Strategy which will require addressing. It is part of the overall ethos of the programme that we will take a managed, though often difficult, approach to the change required to avoid the need to resort to wholesale salami slicing of services and budgets.
- 8.4 The recent announcements from the new Coalition Government are increasing the pressure on Local Authorities. The likely scale of any reduction, included in the MTFs at 5% per annum for 3 years, is looking to be a conservative estimate of the reductions. An announcement has already been made on the freezing of Council Tax for 2011/12 (with an effect of approximately £1m), headline budget reductions are now being touted at around the 25% mark over 4 years. This is an increase over previous estimates and means that the realisation of the savings from the Business Transformation programme, to contribute to addressing this issue are even more important. Not realising these savings for 2011 will increase the potential deficit by a minimum of £1.3m.
- 8.5 The overall programme at this stage is deemed to be on track but the risks to the authority of not achieving the planned savings are increasing significantly.

9.0 RECOMMENDATIONS

- 9.1 That Members note the report

Background Papers

Cabinet reports of:

24th May 2010 – Business Transformation – Quarterly Programme Update

6th April 2010 – Business Transformation – SDO Review Programme

10th March 2010 – Business Transformation - Quarterly Programme Update

22nd December 2009 – Business Transformation – SDO Review Programme

16th November 2009 – Business Transformation – Departmental Structure

2nd November 2009 – Business Transformation – Corporate Restructure

21st September 2009 – Business Transformation – Corporate Restructure Tier 3

7th September 2009 – Call-In of Cabinet Decision – Business Transformation (Programme Board and Asset management Arrangements)

17th August 2009 – Energy Management – Invest to Save Programme

13th July 2009 – Business Transformation – Quarterly Programme Update
6th April 2009 – Business Transformation Programme (Corporate Restructure)
26th January 2009 – Business Transformation Programme
15th September 2008 – Business Transformation Programme
11th February 2008 – Business Transformation Programme

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Appendix 1

**CORPORATE RESTRUCTURE/MANAGEMENT STRUCTURES
WORKSTREAM UPDATE MARCH 2010**

The vision for this work stream is for the Council to have management structures which are sustainable in terms of capability and capacity to deliver a high performing council, whilst freeing up resources for service delivery and front line services.

New Functional Structures

The functional structures of the three departments were agreed by Cabinet on 6th April 2009.

Review of HR Policies and Procedures

An external adviser has undertaken a review of HR Policy and Procedures to ensure that they are appropriate for the implementation of this workstream and the Business Transformation Programme as a whole.

Recruitment of the new Directors and Assistant Directors

The recruitment exercise for the new Directors and Assistant Directors has been completed.

Recruitment of the Management Structures (Fourth tier and below)

This workstream is being phased on a tier by tier basis. Fourth tier structures (those posts which report to an Assistant Director) were agreed in December and employees have been either slotted-in or ring-fenced to posts. The fifth tier (including any other subsequent management tiers) exercise has commenced, the design of the new structures was completed during March and it is planned to be completed any outstanding recruitment by May 2010.

Management Development Programme

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

Costs & Savings

There has been some minimum expenditure in line with the budget. The workstream savings are still to be finalised however it is expected that the savings will meet the target saving of £2.55m (which includes the administration savings from the Transactional workstream too). Budgets will be adjusted accordingly once the workstream savings are finalised.

Overall Progress - Amber

The delivery plan for this workstream remains on schedule.

ASSET MANAGEMENT WORKSTREAM UPDATE MARCH 2010

Centralisation of Asset Management function

Progressing to conclusion and will be operational from April 2010 with property budgets being refined and staffing transfers issues completed. Service Delivery Agreement drafted, repairs procedures being distributed prior to 1 April 2010.

Discussions across Departments will continue and the next few months will see it all come together.

Rationalisation of Administration Buildings and Introduction of Accommodation Strategy

Civic Centre – Internal moves to be completed during May relating to

- Regeneration & Neighbourhoods Department Consumer Services and Service Development teams to relocate to Bryan Hanson House
- Centralisation of Finance
- Centralisation of ICT Support Team
- Chief Executives Department, Scanning and Admin
- Print Room relocation from Municipal Buildings

Leadbitter Building - Being vacated by 30 April 2010. – All staff relocating to Bryan Hanson House

Archive Store - Being vacated by 31 May 2010. – Youth Offending team relocating to Municipal Buildings.

Refurbishment of Church Street offices in progress and completion is critical to programme - relocation taking place between and within Bryan Hanson House/ Municipal Buildings/Church Street offices/ Archive Building/ Transport offices/Edgar Phillips Building. Completion April/May 2010.

The application of the principles of a max 8sq m per person, including storage, 4 staff to 3 workstations, reduction of storage being promoted.

The identified over provision of accommodation across the main administration buildings will in the main be eliminated by the end of May 2010.

At that time the changes made to date need to be reviewed, revisited and monitored to identify any further opportunities to increase occupancy levels but also to ensure that standards are maintained and to remove items and habits which 'creep' back into the buildings.

Non Administration Operational Building and Land Rationalisation

The identification of operational buildings for disposal is partially dependent upon the implementation of the restructure and service delivery option reviews.

Year 2 SDO Reviews are underway and a proactive approach is to be taken in challenging the current service property use and occupation.

Need to assess not only current requirements but must also predict future needs

The undertaking of Service Asset Management Plans is a core component of this activity and will be lead by the Estates and Asset Manager.

Non Operational Property and Land Management

Outstanding rent and lease renewals have been identified and allocated for action and are being brought to a conclusion.

Disposals schedule has been agreed and marketing strategy being developed for implementation taking into account prevailing market conditions.

Energy Invest to Save

A number of projects have been established to commence the programme. Timing is such that in the current year only partial full year savings will be made.

A fuller programme is being developed for implementation next financial year.

Overall Progress - Amber

The delivery plan for this workstream remains on schedule.

CUSTOMER SERVICES WORKSTREAM UPDATE MARCH 2010

The Customer Service Business Case aims to transform customer services through the delivery of four key elements.

Activities within the Customer Services Business Case will be further developed and monitored as part of the Corporate Strategic Customer Group and reported to CMT Support Group.

Progress

Reduce Avoidable Contact

A data capture exercise was carried out across the authority in November 2008 to provide a baseline of the authority's customer contact, further to this a validation exercise was carried out in February 2009 which resulted in improvements being identified and implemented across the authority. A further data collection was completed in November 2009 this data is currently being analysed; improvements identified will be incorporated into Service Planning for 10/11.

Migrate Services to Hartlepool Connect

Phase one of the Rollin Programme has commenced and includes enhancing and extending the end to end processes of existing services i.e.:

- Parking Services – Blue Badges, Business and Concessionary Permits have been identified for integration and analysis of the BPR exercise carried out in January 2010 is currently underway to identify efficiencies to current processes and ways of working; also to quantify budget/staff transfer, taking account of the impact of the reviews in centralised admin and the ITU.
- Benefits and Free School Meals – Potential for integration of these services will be identified via the Service Delivery Options Review which commenced in January.

The second phase of Hartlepool Connects Rollin Programme will be determined by the Service Delivery Options Reviews. SDO Lead Officers will be responsible for identifying the services/processes suitable for integration and for quantifying efficiencies that result from integration. This approach will encourage buy in and ownership from departments and potentially avoid some of the barriers and reluctance.

Channel Shifting to more efficient channels

Channel shifting includes reviewing how customer's access services now and how they want to access services in the future and providing a choice of access methods that improve services delivered to customers. This is dependant on a number of projects that are currently underway including; e-forms, payment, booking and GIS systems, and the new look Council website. The channel shifting programme will link in with the migration of services into the Hartlepool Connect and will assist in the reduction of avoidable contact.

Develop a new Customer Service and Channel Strategy

A Customer Service and Channel Strategy will support the delivery of all of elements of the customer service business case. This will be developed and monitored by the newly formed Strategic Customer Group and actions will be built into Service Planning for 2010/11.

Costs and Savings

Indicative costs and savings have been identified as part of the Customer Service Business Case to date no savings have been made.

Overall Progress - Amber

The delivery plan for this workstream remains on schedule.

SERVICE DELIVERY OPTIONS WORKSTREAM UPDATE MARCH 2010

Year 1 SDO Programme

The Delivery Plans for the year one SDO reviews have been reported to Programme Board and Cabinet before Christmas.

For the medium term financial strategy the savings from all these reviews are not required until the 2011/12 budget round and progress on these, given this timescale is satisfactory.

The next stage in the process is the Options Reports, Programme Board started to consider the Options Reports in March and the Connexions & Youth Service; Facilities Management; Waste Management and Reprographics Options Reports are planned to be reported to Cabinet in May.

The final stage of the review is the Implementation Plans (which will also agree the identified savings and changes) which it is anticipated will follow a couple of months after each Options Report

At this stage, and with many issues still being considered the proposals likely to come forward look to deliver the savings targets agreed for each of the reviews although this will need confirming at the later reporting stages.

Year 2 SDO Programme

The year two reviews have been commenced in early January 2010 with an initiation meeting with the lead officers for each of the reviews in the agreed programme. The first stage of this process, as with year one reviews is the Delivery Plans which have started to be reported to Programme Board in February and are planned to start to be reported to Cabinet in April. The financial savings for year two reviews are factored into the Medium Term Financial Strategy for 2011/12 and are working to an outline timescale which aims for completion by November 2010 (although this allows for some slippage).

General note

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

Overall Progress - Amber

NON-TRANSACTIONAL SUPPORT SERVICES WORKSTREAM UPDATE MARCH 2010

ICT Restructure

Departments have been working together to assess how to improve the planning and delivery of development projects, and how to streamline ICT support. Consultation on the new ICT structure has been undertaken and the new corporate ICT unit was in place at the end of March 2010.

ICT Infrastructure

The Council is investigating opportunities to benefit from modernisation of the ICT infrastructure, including server hardware, network, and common software tools. This work is progressing, and expected to generate small scale savings from 2010/11. The establishment of the new corporate ICT unit will provide the opportunity for this work to be accelerated.

Corporate Procurement

Departments are working together to assess how to establish a centre of procurement excellence within existing budgets. This is considered and agreed by Programme Board and Cabinet. The new centralised Procurement function was in place for 1st April 2010. Work is being undertaken to identify priorities for the realisation of the savings required through procurement.

There are expected to be significant potential benefits through obtaining better value from spending budgets.

Other Projects

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

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

Overall Progress - Amber

TRANSACTIONAL SUPPORT SERVICES WORKSTREAM UPDATE - MARCH 2010

HR / Payroll Project

The implementation of the payroll aspects of the Resourcelink system is now complete. In addition all employees are now paid monthly with the final weekly payment arrangements ceasing in March. The payroll system for Cleveland Fire Brigade also transferred to live in April.

Work has commenced on the next phase of the project which is the introduction of the HR modules and employee self-service arrangements. A project plan has been drafted with North Yorkshire CC which spans the next 12 – 18 months. A detailed plan covering timescales, efficiencies and allocating lead officers is in progress. The first elements to be covered within these areas are Training, CRB, Discipline & Grievance and the School Workforce Census scheduled for introduction over the summer.

Income Receipting Project

The new Income Receipting system was successfully introduced in November. This is now fully operational for central processes. Work has now commenced on rolling out the system corporately and to identify integration options with other systems.

Re-engineer & Standardise Support Services

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

Administrative Staff

The administrative staff review has begun and is scheduled to be completed in September. Meetings have been held with department representatives to quantify the nature of all existing administration roles and also with those employees affected by the change to notify them of the span of the review.

Overall Progress - Amber

The delivery plan for this work-stream remains on target.

9.2 (b)

Appendix 2

BUSINESS TRANSFORMATION OVERALL FINANCE PROGRAMME – March 2010

WORKSTREAM	Savings Target	2009/10 Target	2010/11 Target	2011/12 Target	2012/13 Target	2009/10 Actual Savings part year	Full Year effect of 2009/10 savings	Actual Savings				
	£'000	for 10/11 budget £'000	for 11/12 budget £'000	for 12/13 budget £'000	for 13/14 budget £'000	£'000	£'000	2009/10 £'000	2010/11 £'000	2011/12 £'000	2012/13 £'000	2013/14 £'000
ORGANISATION and MGT STRUCTURES (incl Admin /PA)	2555	2335	2555	2555	2555	126	2555	126	2518	2555	2555	0
SDO	7849	0	2608	4064	4398			0	0	0	0	0
yr 1 child social care to be added to profile (1.7m)												
TRANSACTIONAL	465	30	355	465	465			0	0	0	0	0
NON TRANSACTIONAL	195	35	195	195	195			0	0	0	0	0
ASSET MANAGEMENT Energy savings to be profiled (£89K)	599	50	230	440	510			24	78	73	60	0
CUSTOMER SERVICES	0	0	0	0	0			0	0	0	0	0
TOTAL	11663	2450	5943	7719	8123			150	2596	2628	2615	