



Chief Executive's Department  
Civic Centre  
HARTLEPOOL

4<sup>th</sup> April, 2006

The Mayor (Stuart Drummond)

Councillors Allison, Barker, Belcher, Cambridge, Clouth, Cook, Coward, Cranney, Fenwick, Ferriday, Fleet, Flintoff, Fortune, Griffin, Hall, Hargreaves, Henery, Hill, Iseley, Jackson, James, Johnson, Kaiser, Kennedy, Lauderdale, Lilley, London, A Marshall, J Marshall, Dr. Morris, Payne, Preece, Rayner, Richardson, Rogan, Shaw, Sutheran, Tumilty, Turner, Wallace, D Waller, M Waller, R Waller, Wistow, Worthy, Wright, and Young

Madam or Sir,

You are hereby summoned to attend a meeting of the COUNCIL to be held on THURSDAY, 13<sup>th</sup> April, 2006 at 2:00 p.m. in the Civic Centre, Hartlepool to consider the subjects set out in the attached agenda.

By order  
P Walker  
Chief Executive

Enc

# COUNCIL AGENDA



**13<sup>th</sup> April, 2006**

**at 2:00 pm**

**in the Council Chamber**

1. To receive apologies from absent members.
2. To receive any declarations of interest from members.
3. To deal with any business required by statute to be done before any other business.
4. To receive questions from and provide answers to the public in relation to matters of which notice has been given under Rule 10.
5. To approve the minutes of the last meeting of the Council held on 23<sup>rd</sup> February, 2006 as a correct record (copy attached).
6. Questions from Members of the Council on the minutes of the last meeting of the Council.
7. To answer questions of members of the Council under rule 11.1;
  - (a) Questions to members of the Executive about recent decisions of the Executive (without notice)
  - (b) Questions to members of the Executive and Chairs of Committees and Forums, for which notice has been given.
  - (c) Questions to the appropriate members on Police and Fire Authority issues, for which notice has been given. Minutes of the meeting of the Cleveland Police Authority held on 20<sup>th</sup> December 2005 and the minutes of the meetings of the Cleveland Fire Authority held on 27<sup>th</sup> January, 10th February and 24<sup>th</sup> March 2006 (copies attached)
8. To deal with any business required by statute to be done
  - (a) Report on Special Urgency Decisions - December 2005 to February 2006 (copy attached)

9. To receive any announcements from the Chair, the Mayor, members of the Cabinet or the head of the paid service.
10. To dispose of business (if any) remaining from the last meeting and to receive the report of any scrutiny forum or other committee to which such business was referred for consideration.
  - (a) Final Report – Enquiry into the HMS Trincomalee Trust (to be presented by Councillor James, Chair of Scrutiny Coordinating Committee) (report enclosed and bound document attached)
  - (b) Scrutiny Topic Referral From Council – Upvc Windows In Conservation Areas– (to be presented by Councillor James, Chair of Scrutiny Coordinating Committee) (copy attached)
  - (c) Final Report – Overspend On The Headland Town Square Development - (to be presented by Councillor James, Chair of Scrutiny Coordinating Committee) (report enclosed and bound document attached)
11. To receive reports from the Council's committees and working groups other than any overview and scrutiny committee and to receive questions and answers on any of those reports;
  - (a) Report of Constitution Committee - Contract Procedure Rules (copy attached)
  - (b) Report of General Purposes Committee - Review of Parish Electoral Arrangements (copy attached)
12. To consider any other business specified in the summons to the meeting, including consideration of reports of the overview and scrutiny committees for debate and to receive questions and answers on any of those items.
13. To consider reports from the Executive:-
  - (a) Proposals in relation to the Council's budget and policy framework
  - (i) Hartlepool Youth Justice Plan 2006-2007 (in the absence of the Mayor, this report is to be presented by Councillor R Waller, the Portfolio holder for Adult and Public Health Services) (report enclosed and bound document attached)
  - (ii) Hartlepool Local Plan (including mineral and waste policies) (in the absence of the Mayor, this report is to be presented by Councillor Payne, the Portfolio holder for Culture, Housing and transportation)(copy attached)
  - (iii) Children and Young People's Plan (in the absence of the Mayor, this report is to be presented by Councillor R Waller, portfolio holder for Adult and Public Health Services) (report enclosed and bound document attached)

(b) Proposals for departures from the budget and policy framework

- (i) 2005/2006 Outturn Strategy (to be presented by Councillor Jackson, portfolio holder for Finance and Performance Management)(copy attached)

14. To consider any motions in the order in which notice has been received.

- (i) “Whereas the Council recognises and welcomes the substantial increase in funding for schools and colleges since 1997, it believes that the existence of strong and vibrant partnerships at all levels within the authority has been, and is, the key to achieving the goal of driving up standards for all learners; it considers the creation of City Academies or Foundation Schools within Hartlepool to be detrimental to the interests of the community as a whole and inappropriate for a self-contained authority having proven good provision both pre- and post-16; it resolves to build upon the strong existing educational partnerships; and considers that co-operation among institutions and investment in the existing infrastructure in delivering agreed partnership goals will be the key to the successful delivery of rising standards and the Government’s reform agenda

Signed           Councillor R Waller  
                      Councillor G Hall  
                      Councillor S Wallace  
                      Councillor R W Cook  
                      Councillor P Jackson  
                      Councillor S Belcher  
                      Councillor H Clouth  
                      Councillor L Sutheran  
                      Councillor M Fleet  
                      Councillor S Griffin  
                      Councillor T Rogan  
                      Councillor A Marshall  
                      Councillor M James”

- (ii) After the fantastic news that there will be a daily train service from Hartlepool to London starting in the autumn of this year, we believe that this Council must do their utmost to help make the service a success.

We therefore propose that as from the date on which the service becomes available, that it will be Council Policy that, officers, elected members and other representatives of Hartlepool Borough Council will use the service as a matter of course.

The Hartlepool Labour Group has also written to our Labour colleagues in Sunderland, encouraging them to put a similar resolution to Sunderland Council

Signed        Councillor S Wallace  
                  Councillor PC Hargreaves  
                  Councillor M James  
                  Councillor R Waller  
                  Councillor M Johnson

15. To receive the Chief Executive's report and to pass such resolutions thereon as may be deemed necessary.

**EXEMPT ITEM**

Under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for item (b) below only, on the grounds that it involves the likely disclosure of exempt information as defined in the paragraphs referred to below of Part 1 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006.

13. To consider reports from the Executive:-
- (a) Proposals in relation to the Council's budget and policy framework
  - (iv) Equal Pay (paras 3 and 5) (to be presented by Councillor Jackson, Portfolio holder for Finance and Performance Management). Particulars will be circulated immediately following the meeting of Cabinet on 12<sup>th</sup> April 2006.

## Item 4

### Questions from Members of the Public

Meeting: 13th April 2006

1.	From:	John Wood 50 West View Road Hartlepool
	To:	The Mayor, Stuart Drummond Regeneration and Liveability Portfolio
	Question:	<i>It is highly unlikely that we will be able to sell our houses, because of the anhydrite mine. Will the Council be prepared to purchase the ex Council's houses back from us?</i>
2.	From:	Lynne Wood 50 West View Road Hartlepool
	To:	The Mayor, Stuart Drummond Regeneration and Liveability Portfolio
	Question:	<i>Can you explain in some detail the reasons why the investigations on the mine took place in the very first instance?</i>
3.	From:	Claire Crichton
	To:	The Mayor, Stuart Drummond Regeneration and Liveability Portfolio
	Question:	Is planning permission being considered for 50 new homes on the old Britmag works?

4.	<p>From: John Wood</p> <p>50 West View Road</p> <p>Hartlepool</p>
	<p>To: The Mayor, Stuart Drummond</p> <p>Regeneration and Liveability Portfolio</p>
	<p>Question:</p> <p><i>Can you explain in some detail the reasons why the Council say that the mine is not in any immediate danger of collapse, whilst contradicting what the Bullen report states which is that this information can not be concluded from present evidence?</i></p>

## Member questions for Council

Meeting: 13th April 2006

1.	<p>From:</p> <p>Councillor Pamela Hargreaves Councillor Steve Wallace Councillor Trevor Rogan Councillor Ray Waller</p>
	<p>To:</p> <p>Councillor Peter Jackson Portfolio Holder for Finance and Performance Management</p>
	<p>Question:</p> <p><i>Following the decision to form a Vacancy monitoring panel, can the Finance and Performance Management portfolio holder confirm that:</i></p> <ul style="list-style-type: none"> <li>• <i>An accurate register of staff and Grant Funded posts will be prepared and kept up to date</i></li> <li>• <i>A locally negotiated strategy is put in place, to manage any reduction in staff numbers</i></li> <li>• <i>Each vacant post will be carefully considered by the panel in order to reduce the overall number of posts within the authority, without any reduction in front line services</i></li> <li>• <i>A proper strategy is implemented to enable the smooth reintroduction of staff who are currently on secondment</i></li> <li>• <i>An exit strategy is prepared in order to minimise any disruption caused by the loss of Grant Funded posts</i></li> <li>• <i>Urgent attention is given to preparing a clear strategy for managing and monitoring all agency staff employed by this Council</i></li> </ul>



# **COUNCIL**

## **MINUTES OF PROCEEDINGS**

**23 February 2006**

### **PRESENT:-**

The Chairman, Councillor C Richardson, presiding:

The Mayor, Stuart Drummond

### **COUNCILLORS:**

D Allison	J Cambridge	H Clouth
W J Coward	D R P Ferriday	M Fleet
R Flintoff	S Griffin	G G Hall
P Hargreaves	G Henery	W H Iseley
M A James	M Johnson	J Kennedy
J Lauderdale	G M Lilley	F London
A Marshall	R W Payne	A Preece
J E Shaw	L M Sutheran	V Tumilty
D Waller	M P Waller	R Waller
G Wistow	D R Young	

### **OFFICERS:**

Paul Walker, Chief Executive  
Andrew Atkin, Assistant Chief Executive  
Mike Ward, Chief Financial Officer  
Tony Brown, Chief Solicitor  
Adrienne Simcock, Director of Children's Services  
Ian Parker, Director of Neighbourhood Services  
Stuart Green, Assistant Director (Economic Development and Planning)  
Alan Dobby, Assistant Director (Resources and Review)  
Alistair Rae, Public Relations Officer  
David Cosgrove, Principal Democratic Services Officer  
Pat Watson, Democratic Services Officer

### **126. APOLOGIES FOR ABSENT MEMBERS**

Councillors C Barker, S J Belcher, R W Cook, K H Cranney, S Fenwick, S W Fortune, C F Hill, P T Jackson, S Kaiser, J Marshall, Dr G H Morris, P Rayner, T Rogan, M W Turner, S D Wallace, G Worthy and E Wright

## 127. DECLARATIONS OF INTEREST FROM MEMBERS

Councillors Fleet, Griffin, Hargreaves, Lilley and R. Waller declared a private and personal interest in Minute No. 139

Councillors Johnson, Payne, M. Waller and Wistow declared a private and prejudicial interest in Minute No. 139 and left the meeting during consideration of the item.

## 128. BUSINESS REQUIRED BY STATUTE TO BE DONE BEFORE ANY OTHER BUSINESS

None.

## 129. PUBLIC QUESTION

None.

## 130. MINUTES OF PROCEEDINGS

The Minutes of Proceedings of the Council held on the 16 February 2006, having been laid before the Council.

RESOLVED - That the minutes be confirmed.

The minutes were thereupon signed by the Chairman.

## 131. QUESTIONS FROM MEMBERS OF THE COUNCIL ON THE MINUTES OF THE PREVIOUS MEETING OF THE COUNCIL

Councillor Lilley asked the Mayor for the updated situation with regard to bird flu' (Minute no. 117(b)(ii)). The Mayor stated that a press information pack was currently being finalised which would be available from early next week. The pack would include up-to-date information and relevant contact details.

## 132. QUESTIONS FROM MEMBERS OF THE COUNCIL

- (a) Questions to Members of the Executive about recent decisions of the Executive

Councillor Allison referred to Minute No. 185 of Cabinet of 10 February 2006 "Lyons' Inquiry" and asked why this issue had not been brought to Council and when was Council to be involved.

The Mayor commented that the report had been submitted to Cabinet as the Lyons' Inquiry had written specifically to the Chief Executive requesting his

comments. There had been a very short period in which the Chief Executive could reply and he had informed Cabinet of the receipt of the letter and his proposed response. Mr Walker was the only Council Chief Executive in the North East contacted by the Inquiry. The Chief Executive indicated that the Lyons' Inquiry was potentially looking at further involvement from Hartlepool in the future. In response to Members requests, the Chief Executive stated that he would be happy to circulate his response to the Lyons' Inquiry to all Members.

- (b) Questions to Members of the Executive and Chairs of Committees and Forums, for which Notice has been given

None.

- (c) Questions to the appropriate Members on Police and Fire Authority issues, for which notice has been given.

None.

#### 133. BUSINESS REQUIRED BY STATUTE

None.

#### 134. ANNOUNCEMENTS

None.

#### 135. TO DISPOSE OF BUSINESS (IF ANY) REMAINING FROM THE LAST MEETING AND TO RECEIVE THE REPORT OF ANY SCRUTINY FORUM OR OTHER COMMITTEE TO WHICH SUCH BUSINESS WAS REFERRED FOR CONSIDERATION.

None.

#### 136. TO RECEIVE REPORTS FROM THE COUNCIL'S COMMITTEES AND WORKING GROUPS

None.

# 137. TO CONSIDER ANY OTHER BUSINESS SPECIFIED IN THE SUMMONS OF THE MEETING

## (a) Formal Council Tax settings 2006/07 – Incorporation of Fire and Police Authorities precepts

At Council on 16th February, 2006, Members considered and approved the proposed 2006/2007 Budget and Policy Framework and this Authority's own Council Tax level. Council now needs to approve the overall Council Tax, inclusive of the Police and Fire Authority precepts. The Fire Authority set its Council Tax on 10th January, 2006, and the Police Authority was scheduled to set its Council Tax today, 23rd February 2006.

The determination of the overall Council Tax level is a statutory function, which brings together the individual Council Tax levels determined by this Council, Cleveland Police Authority, Cleveland Fire Authority and where applicable Parish Councils. A detailed schedule of the statutory Council Tax calculation incorporating the Police and Fire Authority Council Tax levels for 2006/2007 was circulated at the meeting.

## RESOLVED –

The amount of Council Tax including the Cleveland Police Authority and Cleveland Fire Authority precepts, in accordance with Section 40 of the Local Government Finance Act 1992 and the relevant inclusion of amounts of Council Tax for each category of dwelling in accordance with Sections 43 to 47 of the Act, are as set out below: -

TABLE 1 - Council Tax For Parish Councils 2006/2007

	Precept (1)	Parish Tax Base (2)	Parish Council Tax (3) [=(1)/(2)]	Basic Council Tax (4)	Billing Authority's Council Tax (5) [=(3)+(4)]
<u>Parishes</u>	£ p		£ p	£ p	£ p
Dalton Piercy	1,410	106.1	13.29	1,222.46	1,235.75
Elwick	4,500	368.2	12.22	1,222.46	1,234.68
Greatham	2,000	670.4	2.98	1,222.46	1,225.44
Hart	2,300	223.3*	10.30	1,222.46	1,232.76
Headland	4,000	1,007.7	3.97	1,222.46	1,226.43
Newton Bewley	300	30.0	10.00	1,222.46	1,232.46

\* Amended figure agreed by the Finance and Performance Management Portfolio Holder.

TABLE 2 - Council Taxes For Each Property Band 2006/2007 (Excluding Police Authority &amp; Fire Authority)

<u>Parishes</u>	Council Tax Bands							
	A	B	C	D	E	F	G	H
	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
Dalton Piercy	823.83	961.14	1,098.44	1,235.75	1,510.36	1,784.98	2,059.58	2,471.50
Elwick	823.12	960.31	1,097.49	1,234.68	1,509.06	1,783.43	2,057.80	2,469.36
Greatham	816.96	953.12	1,089.28	1,225.44	1,497.77	1,770.09	2,042.40	2,450.89
Hart	821.84	958.81	1,095.79	1,232.76	1,506.71	1,780.66	2,054.60	2,465.52
Headland	817.62	953.89	1,090.16	1,226.43	1,498.97	1,771.51	2,044.05	2,452.86
Newton Bewley	821.64	958.58	1,095.52	1,232.46	1,506.34	1,780.22	2,054.10	2,464.92
Areas without a Parish Council	814.97	950.80	1,086.63	1,222.46	1,494.12	1,765.78	2,037.43	2,444.92

TABLE 3 - Council Taxes (Police Authority &amp; Fire Authority) 2006/2007

	Council Tax Bands							
	A	B	C	D	E	F	G	H
	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
Police Authority *	100.48	117.23	133.97	150.72	184.21	217.71	251.20	301.44
Fire Authority **	35.70	41.65	47.60	53.55	65.45	77.35	89.25	107.10

\* Police Authority approved Council Tax increase 4.9% on 23/02/06

\*\* Fire Authority approved Council Tax increase 4.9% on 10/02/06.

TABLE 4 - Council Taxes For Each Property Band 2006/2007 (Including Police Authority &amp; Fire Authority)

<u>Parishes</u>	Council Tax Bands							
	A	B	C	D	E	F	G	H
	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
Dalton Piercy	960.01	1,120.02	1,280.01	1,440.02	1,760.02	2,080.04	2,400.03	2,880.04
Elwick	959.30	1,119.19	1,279.06	1,438.95	1,758.72	2,078.49	2,398.25	2,877.90
Greatham	953.14	1,112.00	1,270.85	1,429.71	1,747.43	2,065.15	2,382.85	2,859.43
Hart	958.02	1,117.69	1,277.36	1,437.03	1,756.37	2,075.72	2,395.05	2,874.06
Headland	953.80	1,112.77	1,271.73	1,430.70	1,748.63	2,066.57	2,384.50	2,861.40
NewtonBewley	957.82	1,117.46	1,277.09	1,436.73	1,756.00	2,075.28	2,394.55	2,873.46
Areas without a Parish Council	951.15	1,109.68	1,268.20	1,426.73	1,743.78	2,060.84	2,377.88	2,853.46

## 138. REPORT FROM THE EXECUTIVE

(a) Proposals in relation to the Council's budget and policy framework

None.

(b) Proposal for Departure from the Budget and Policy Framework

None.

## 139. MOTIONS ON NOTICE

'As a nationally recognised provider of excellent services and the largest employer in Hartlepool, this council is concerned about the proposed detrimental changes to the Local Government Pension Scheme in terms of their potential impact on local people, local services and local staff.

In particular, the council;

- believes that its employees should be treated no less favourably than other public sector workers in the provision of their pensions.:
- re-affirms the support it has already expressed for maintaining the current scheme
- calls for the withdrawal of plans to remove the 85yr rule from LGPS; and
- opposes any diminution of benefits for existing scheme members.'

Councillor Marjorie A James  
Councillor Ann Marshall  
Councillor Maureen P Waller  
Councillor Jane E Shaw  
Councillor Gerald Wistow

Motion moved and seconded.

Amendment moved and seconded: -

- that a letter be sent to the Local Government Association expressing this Council's views on the retention of the current LGPS and detailing this motion.

Amendment put and agreed.

Amended Motion put and agreed.

#### 140. APPOINTMENTS PANEL

The Chief Executive reported that Councillor J Marshall had submitted his resignation from the Appointments Panel that is currently in the process of making Assistant Director Appointments. In order to maintain the appropriate political balance of the current Panel, an alternative member from the Admin Group was sought to replace Councillor J Marshall.

#### RESOLVED

That Councillor Turner be appointed to the Appointments Panel.

#### 141. IRP REPORT WORKING GROUP

Members agreed at the meeting of Council on 16 February 2006 to refer the Independent Remuneration Panel report to a cross party working group. Council was requested to nominate appointments to the working group. Based on the current political balance of the Council and to ensure representation from all groups, the smallest working group membership would be: -

Labour - 5 Members  
Liberal Democrat - 2 Members  
Admin. Group - 2 Members  
Independent Councillors - 1 Member.

RESOLVED

That the following Members be appointed to the Working Group: -

Councillors James, Richardson, Sutheran, Clouth, Johnson, Flintoff, Preece, Morris, Kaiser and Ferriday.

C RICHARDSON

CHAIRMAN



**CLEVELAND POLICE AUTHORITY EXECUTIVE**

A meeting of Cleveland Police Authority Executive was held on Tuesday 20 December 2005 in the Members Conference Room at Police Headquarters.

**PRESENT:** Councillors Coombs, Coppinger, Lowes, McLuckie, Wallace and Womphrey.

Magistrate Members  
Mr Cox JP, Mr Fisher JP and Mr Illingworth TD JP

Independent Members  
Miss Andrews-Mawer, Mr Gardner, Mr Majid, Mr Nath and Mr Race

**OFFICIALS:** Mr Wright and Mrs Leng (CE)  
Mr Price, Mr Bonnard and Mrs Hall (CC)

184            **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Barker, Councillor Benbow and Councillor Pearson.

185            **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

186            **QUESTION TIME**

No questions were received from the public.

187            **NEIGHBOURHOOD POLICING PILOT –  
ADDITIONAL PCSO'S**

The Assistant Chief Constable informed the Authority of the current position regarding the funding arrangements for additional Police Community Support Officers (PCSOs) under the Governments Neighbourhood Policing Fund (NPF).

**ORDERED** that:-

1. The bid to access the Neighbourhood Policing Fund (NPF) for 21 PCSOs to support the Pathfinder BCU – Hartlepool be approved.

These PCSOs would be recruited with a view to their deployment commencing in April 2006 on a fixed term contract for a 3 year period which was the time-span of the part-funding agreed by the Hartlepool Partnership.

2. It be noted that the PCSO posts would be fully funded for 3 years with funding from the Home Office Neighbourhood Policing Fund and the Hartlepool Partnership Neighbourhood Renewal Fund.

188

**DRAFT AMENDING REPORTS 2004/2005 AND 2005/2006, PROVISIONAL SETTLEMENTS FOR 2006/2007 AND 2007/2008, DRAFT REVENUE BUDGET 2006/2007 AND MEDIUM TERM FINANCIAL PLAN 2006/2007 TO 2008/2009**

The Assistant Chief Officer Finance and Commissioning presented the report to Members. This report discussed the effects of the amending reports and explored the implications for our domestic budget, and medium term financial plans of the recent announcements of the Provisional Settlement for 2006/2007 and the Provisional Settlement also announced for 2007/2008.

**ORDERED that:-**

1. The implications of the draft amending reports for 2004/2005 and 2005/2006 with the potential additional £252k flowing to General Reserves be noted.
2. Members received the details of the Provisional Settlements for 2006/2007 and 2007/2008, and their implications for the budget for 2006/2007, and the Medium Term Financial Plan attached at Appendix A.
3. The Chair of the Police Authority, in consultation with the Chief Executive and Chief Constables be authorised to make representations, if any, in respect of the Provisional 2006/2007 Settlement to ensure that the Consultation deadline of 11 January

2006 is met be agreed.

4. Further development of the draft Revenue and Capital budgets for 2006/2007 within the context of a working hypothesis of like for like increase in formula funding of 3.2% and an increase in the Precept of 5% be agreed.
5. It be noted that this would imply a like for like increase in net budget requirement of the order of 4.7% once a contribution from General Reserves of £1.028k was made.
6. The proposals are the subject of consultation.

189

#### **CAPITAL MEDIUM TERM FINANCIAL PLAN 2006/09**

The Assistant Chief Officer Finance and Commissioning presented the report which formed part of the overall financial plan for 2006/07 to 2008/09 that comprised:

- Revenue Medium Term Financial Plan 2006/09
- Capital Medium Term Financial Plan 2006/09
- Prudential Indicators 2006/09
- Draft Revenue Budgets 2006/07
- Draft Capital Programme 2006/07

These reports were included on the agenda as individual items with the exemption of the Capital Programme which would be presented to the February meeting of the Authority.

**ORDERED** that:-

1. The indicative Capital Medium Term Financial Plan 2006/09 be approved as a draft.

190

#### **PRUDENTIAL BORROWING INDICATORS AND INVESTMENT STRATEGY 2006/2007**

The Assistant Chief Officer Finance and Commissioning presented this report. To comply with the CIPFA Prudential Code of Practice members are required to set a range of Prudential Indicators for the financial year 2006/07. The code states that prudential indicators for

treasury management should be considered together with the annual investment strategy for 2006/07.

The outturn report on the prudential indicators set for 2005/06 would be brought to the June Authority meeting.

**ORDERED** that:-

1. Members approved the Prudential Indicators set out in Appendix A to the report relating to:-
  - Capital Expenditure
  - Ratio of Financing Costs to Net Revenue Stream
  - Capital Financing Requirement
  - Authorised Limit for External Debt
  - Operational Boundary for External Debt
  - Net Borrowing to Capital Financing Requirement
  - CIPFA Code of Practice for Treasury Management
  - Interest Rate Exposure
  - Upper and lower limits – Maturity Structure of Borrowings
  - Upper and lower limits – Principal Sums Invested
2. The Annual Investment Strategy detailed at Appendix B to the report including changes to the 2006/2007 strategy listed below be approved.
  - Adding the Bank of Ireland, Clydesdale Bank, National Australia Bank, Yorkshire Bank, Bristol and West plc, Kent Reliance Building Society and Lambeth Building Society to the list of non-specified investment counterparties.

## **PROVISION OF SMOKING SHELTER**

The Chair informed members of the requirement to construct a shelter for smokers.

**ORDERED** that:

1. Members noted the contents of the report but they requested that the current smoking policy be reviewed.

192                    **MODERNISATION PANEL**

The Chair of the Modernisation Panel presented the Executive Summary from the meetings held on the 12 and 20 October 2005.

**ORDERED** that the following minutes of the Modernisation Panel held on the 12 October 2005 were submitted and noted.

**MODERNISATION PANEL**

A meeting of the Modernisation Panel was held on Wednesday 12 October 2005 commencing at 10.00 am in the Members Conference Room at Police Headquarters.

PRESENT:            Cllr Chirs Coombs and Cllr Dave McLuckie

Mr Keith Fisher JP, Mr Alf Illingworth TD JP (Chair)

Miss Pam Andrews-Mawer, Mr K Nath (Vice Chair), Mr Abdul Majid and Mr Peter Race

OFFICIALS:        Mr Joe McCarthy, Mrs Julie Leng, Mr Norman Wright and Mrs Clare Hunter (CE)  
Mr Ron Hogg, Mrs Ann Hall, Chief Superintendent Dave Lumb and Mrs Andrea Crinnion (CC)  
Mrs Lynda Turnbull, Unison, Sergeant Chris Pendlington, Federation

193                    **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Barry Coppinger, Mr Ted Cox JP, Mr Abdul Majid and Mr Sean Price.

194                    **DECLARATIONS OF INTEREST**

There were no declarations of interests.

195                    **MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meeting held on the 14 September 2005 were agreed as a true and accurate record.

196 **MATTERS ARISING FROM THE PREVIOUS MEETING**

There were no matters arising.

197 **OUTSTANDING RECOMMENDATIONS**

Amend the 17.8.05 Best Value Review of Estates – Responsibility should read 'Norman Wright'.

**ORDERED** that the Outstanding Recommendations be noted.

198 **WORKSTREAM ONE - UPDATE**

Chief Superintendent Dave Lumb informed the panel of the current status of the Workstream One recommendations as previously reported to the Modernisation Steering group on 13 April 2005.

The report provided a summary of each of the recommendations and progress to date.

**ORDERED** that:-

The updates on each of the 13 recommendations be noted.

A severance chart showing Chief Superintendent/Superintendent departure dates be produced.

Chief Supt.  
Lumb

199 **WORKSTREAM TWO - UPDATE**

Mr Wright informed the Panel of the current status of the three projects which make up Modernisation Workstream 2.

**ORDERED** that:-

1. The disposal of Cannon Park be approved and that a sum of up to £1.4m from the 2006/07 capital programme to fund the relocation be agreed. It was noted that the precise amount required would not be known until the disposal value of Cannon Park was finalised.
2. The following progress reports were noted:-
  - a. **Review of Procurement** – A report identifying short-term and medium-term savings that could be fed into the budget for 2006/07 and the medium term financial plan would be presented to the Modernisation Panel in November. The report would also identify areas of potential long-terms savings.
  - b. **Voluntary Redundancy and Early Retirements** – The round 2 process had concluded its first stage with 6 voluntary redundancies, and a further 5 posts under review (amber category). It was not expected

that there would be any decisions made regarding these posts until the establishment was reviewed as part of Workstream 3 or at the time of PFI implementation.

**c. Best Value Review of Estates**

**Cannon Park** – A full review had taken place of the cost of the refurbishing the asset as opposed to selling to a developer and building a new facility. The Executive summary showing the costs of each option was shown at Appendix A to the report.

**Headquarters Review** – The feasibility study and development brief for the relocation of Force Headquarters would be progressed in November by means of a competitive tendering exercise. A report would be submitted to the January Panel seeking authority to proceed, giving details of the cost and timescale involved.

**Ladgate Lane Capital/Maintenance Programme** – A draft plan had been developed from the 2004 IPF Conditions Survey and the 2004-13 Capital Programme, detailing the current information available and some analysis of what could be spent on works over the coming year to improve the standard of staff accommodation. This plan would be further developed with a view to bringing forward recommendations for expenditure to the December Panel.

**Partnership Premises in "L" District** – the 17 Potential Sites identified were being reviewed by ACC Bonnard and any that were of interest and require further research would be reported to Mr Wright.

200

**WORKSTREAM THREE - UPDATES**

Chief Superintendent Dave Lumb presented Review Position Statement updates for the six current Workstream Three Reviews.

**ORDERED** that:-

1. The review position statement updates be noted.
2. There would be no further updates on Workstream 3g – Central Business Unit until January 2006.

201

**PCSO REDEPLOYMENT**

The Assistant Chief Officer Finance and Commissioning informed members of the proposed change to the location of 21 Police Community Support Officers (PCSOs) and the associated costs.

**ORDERED** that: -

1. 21 PCSOs would be relocated centrally as a resource dedicated to operation 'Don't Walk By'.
2. To facilitate this £46k in respect of vehicles be added to the 2005/06 Capital Programme.
3. £21k in respect of 2005/06 revenue costs be funded by virement from the support staff underspend.
4. £13k be approved growth and be built into the 2006/07 budget.

202

**FORCE TRAINING PLAN/STRATEGY AND SERVICE IMPROVEMENT PLAN**

The Deputy Chief Constable updated members on the progress made as agreed in the submission report dated 1 June 2005.

**ORDERED** that: -

1. The progress made in key areas of training as documented within the Training Plan/Strategy 2005-2006 attached at Appendix A to the report be noted.
2. The update in respect of the revised Service Improvement Plan be noted.
3. The proposed revised HMIC inspection arrangements be noted.
4. The contingencies operating to retain training operation expenditure within the allocated budget be noted.

203

**NOTES OF THE MODERNISATION PANEL AWAY DAY HELD ON FRIDAY 16 SEPTEMBER 2005**

**ORDERED** that the notes from the Modernisation Panel Half Day Away held on Friday 16 September 2005 be agreed and noted.

204

**EXCLUSION OF THE PRESS AND PUBLIC**

**ORDERED** that pursuant to Section 100A (4) of the Local Government Act 1972 the press and public be excluded from the meeting under Paragraph 1 of Part 1 of Schedule 12A to the Act.

205

**CHIEF CONSTABLE – TERMS AND CONDITIONS**

**ORDERED** that: -

1. The recommendations were approved.

**ORDERED** that the following minutes of the



Modernisation Panel held on the 20 October 2005 were submitted and noted.

**MODERNISATION PANEL**

A Special meeting of the Modernisation Panel was held on Thursday 20 October 2005 commencing at 11.30 am in the Members Conference Room at Police Headquarters.

**PRESENT:** Cllr Chirs Coombs and Cllr Barry Coppinger

Mr Ted Cox JP, Mr Keith Fisher JP, Mr Alf Illingworth TD JP (Chair)

Miss Pam Andrews-Mawer, Mr K Nath (Vice Chair), Mr Abdul Majid and Mr Peter Race MBE

**OFFICIALS:** Mrs Julie Leng (CE)  
Mr Sean Price, Mr Derek Bonnard, Chief Superintendent Dave Lumb and Mrs Andrea Crinnion (CC)  
Mrs Lynda Turnbull, Unison, PC Brian Docherty and Sergeant Chris Pendlington, Federation

206 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Dave McLuckie, Mr Joe McCarthy, Mrs Clare Hunter, DCC Ron Hogg, ACO Ann Hall and Chief Superintendent Mark Braithwaite.

207 **DECLARATIONS OF INTEREST**

There were no declarations of interests.

208 **EXCLUSION OF THE PRESS AND PUBLIC**

**ORDERED** that pursuant to Section 100A (4) of the Local Government Act 1972 the press and public be excluded from the meeting under Paragraph 1 of Part 1 of Schedule 12A to the Act.

209 **WORKSTREAM 3A – POLICE STAFF STRUCTURES**

Chief Superintendent Lumb presented the Review of Police Staff Management Structures Key Findings and Recommendations.

**ORDERED** that the following recommendations be agreed:-

**Key Findings (1)**

1. The Force should consider the implementation of a revised Force structure and Service Units.
2. The Force should introduce a generic model for all police staff on BCUs and adopt corporate titles for police staff roles throughout the Force.
3. The Force should conduct a skills audit of current staff to ensure best fit within the new structure and facilitate

succession planning.

4. The Force should introduce job descriptions to accompany role profiles and develop generic role profiles where appropriate.

**Key Findings (2)**

1. The Force should introduce a formal job evaluation process for the grading and regarding of new and existing posts.
2. The Force should collate accurate management and financial information relating to grading and regarding.
3. Grading and regarding decisions should be ratified by a member of the Force Executive.
4. The Equal Pay Group and the Management Review Group should be formally dissolved and a new process developed.
5. Police Staff management grade posts should continue to be externally benchmarked by consultants and cognisance taken of their advice.

**Key Findings (3)**

1. All honoraria and acting payments should be robustly monitored and regularly reviewed by Grading Review Panel.
2. Accurate management and financial information should be collated in relation to honoraria and acting payments and made available to the Force Executive.
3. The Force should take a corporate approach to the training and development of police staff to ensure return on investment and clear links to business strategy.
4. The Force should robustly pursue reimbursement of costs for training from staff who choose to leave the organisation within two years.

**Key Findings (4)**

1. Entitlement to first class travel should be limited to police staff of management grade.
2. The Force should only pay professional fees that are necessary for individual members of staff to discharge the duty for which they are employed.
3. The Force should conduct a review of Headquarters accommodation to coincide with the introduction of any agreed new structure.

A copy of the full report was circulated to Members and it was agreed that it would be discussed in full following the meeting on the 9 November 2005.

**ORDERED** that:-

1. A formal consultation structure be produced to include timescales for approval at the Modernisation Panel meeting on the 9 November 2005.

**Chief  
Supt Lumb**

210

## **MODERNISATION PANEL**

The Chair of the Modernisation Panel presented the Executive Summary from the meeting held on the 9 November 2005.

**ORDERED** that the following minutes of the Modernisation Panel held on the 9 November 2005 were submitted and noted.

### **MODERNISATION PANEL**

A meeting of the Modernisation Panel was held on Thursday 9 November 2005 commencing at 10.00 am in the Members Conference Room at Police Headquarters.

PRESENT:

Cllr Chirs Coombs

Mr Ted Cox JP, Mr Keith Fisher JP, Mr Alf Illingworth TD JP (Chair)

Miss Pam Andrews-Mawer, Mr Abdul Majid, Mr K Nath (Vice Chair) and Mr Peter Race MBE

OFFICIALS:

Mrs Kath Allaway, Mrs Clare Hunter, Mrs Julie Leng and Mr Norman Wright (CE)

Mr Ron Hogg, Mrs Ann Hall, Chief Superintendent Dave Lumb and Mrs Andrea Crinnion (CC)

Mr Steve Smitheringale, Unison

211

### **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Barry Coppinger, Councillor Dave McLuckie, Mr Joe McCarthy, Mr Sean Price, PC Brian Docherty and Chief Superintendent Mark Braithwaite.

212

### **DECLARATIONS OF INTEREST**

There were no declarations of interests.

213

### **MINUTES OF THE PREVIOUS MEETINGS**

The minutes of the meeting held on the 12 October 2005 were agreed as a true record.

The minutes of the meeting held on the 20 October 2005 were agreed as a true record subject to the following update:-

Workstream 3A – Ordered that – ‘A formal consultation structure be produced to include timescales for approval at the Modernisation Panel meeting on the 9 November 2005’ be deferred to the December meeting.

214           **MATTERS ARISING**

There were no matters arising.

215           **OUTSTANDING RECOMMENDATIONS**

**ORDERED** that the Outstanding Recommendations be noted.

216           **WORKSTREAM ONE – UPDATE**

Chief Superintendent Lumb provided a verbal update on Workstream One.

It was agreed at the meeting of the Modernisation Panel which took place on the 12 October 2005 that a severance chart showing Chief Superintendents / Superintendents departure dates would be produced. This is essentially the same as the original chart produced within the Workstream 1 report with little change. It was agreed that the Chief Constable will report any future changes to the Modernisation Panel and also that pending retirements of Superintendents and Chief Superintendents will be reported to the Panel. This recommendation was now seen as complete.

**ORDERED** that:-

1. The departure of Chief Superintendents and Superintendents would be managed by the Chief Constable.

217           **WORKSTREAM TWO - UPDATE**

The Strategy and Performance Manager informed the Panel of the current status of the projects which make up Modernisation Workstream 2.

**ORDERED** that the recommendations be noted.

218           **WORKSTREAM TWO – UPDATE ON CANON PARK OPTIONS APPRAISAL**

The Strategy and Performance Manager presented the full Cannon Park Options Appraisal report from Lamb and Edge.

**ORDERED** that the report be noted.

219           **WORKSTREAM TWO – UPDATE ON NEW HQ APPRAISAL**

The Strategy and Performance Manager described the initial meeting scheduled for 8<sup>th</sup> December to begin the process of considering a feasibility study, development brief and any other items that should be on the running agenda. It was noted that consultants will most likely be retained to assist with this major item of work, and that this will be brought to a future Modernisation Panel meeting for authorization once the details are available. It was agreed that there should be clear Member involvement in this process, in addition to officer involvement.

**ORDERED** that there will be member(s) allocated to the project at a future meeting of the Modernisation Panel in order to see the process through and report back to the Modernisation Panel on progress from time to time

220

### **WORKSTREAM THREE – UPDATES**

Chief Superintendent Lumb presented Review Position Statement updates for the six current Workstream Three Reviews.

**ORDERED** that:-

1. The review position statement updates be noted.
2. For those Workstream 3 projects that are Best Value Reviews, the report format and the review of the projects, including Member involvement, will be in line with the "Guide to Conducting Best Value Reviews" agreed at the September modernisation Panel meeting.

221

### **REVIEW OF PROCUREMENT ARRANGEMENTS**

The Assistant Chief Officer Finance and Commissioning presented the Review of Procurement Arrangements report. Members of the Modernisation Steering Group approved the initiation of a review of the procurement arrangements for Cleveland Police Authority at its meeting in March 2005.

PricewaterhouseCooper were appointed as advisors to support the review of the current procurement arrangements across the Force and Authority. The review was undertaken in consultation with members of the commissioning team and other senior officers within the Force.

**ORDERED** that:-

1. The recommendations of the PricewaterhouseCoopers report set out in the Action Plan contained in Appendix 5 of the report be noted.
2. The key actions and recommendations were as follows:-
3. Implement the recommendations for short-term efficiency savings contained within the PricewaterhouseCoopers report, some of which are on-going. These initiatives should realise savings of between £261k and £342k by the end of 2006/7. They

are summarised in Appendix 4 of the report.

4. That immediate steps be taken to reduce the use of fast track invoices, a means of paying invoices without any direct procurement input, in order to streamline internal processes and to ensure the Commissioning Team have the opportunity to ensure the force and Authority are obtaining best value in all procurement related activity. To monitor the savings produced and to report back to the Modernisation Panel in April 2006 the potential savings that can be achieved and can be incorporated within the Medium Term Financial Strategy. It is noted that the estimated savings are in the order of £312k per annum. It is also noted that the report recommends that this increased control over procurement will require 2 extra clerical staff in order to ensure that members of the procurement team have the capacity to focus on more strategic matters and deliver the potential identifiable savings.
5. That an immediate review of IT procurement be undertaken in order to identify whether the force can reduce, for example, costs by standardising equipment specifications.
6. That the Best Value Review of Facilities Management be undertaken in 2006.
7. Note that longer-term savings are available from areas such as collaborative working, benchmarking and product rationalisation (e.g. uniforms and vehicles). It has not been possible to research this fully and therefore to quantify the savings at this stage. It is recommended that this area of work is picked up by the Workstream 3 project - Strategic Procurement.

222

#### **HR PLAN 2005/2006**

The Deputy Chief Constable presented the report which detailed progress up to the end of September against the HR Plan for 2005/2006.

**ORDERED** that the contents of the report be noted.

223

#### **REPORT OF TENDER EVALUATION AND RECOMMENDATION FOR STAFF RESTAURANT AND CATERING SERVICES**

The Assistant Chief Officer Finance and Commissioning presented the report which advised members of the results of the tender process and requested their approval to proceed with the recommended provider.

**ORDERED** that:-

1. The recommendation of the Evaluation Team to award the contract to Tender 3 for a 3 year term be approved. An option to extend for a further 3 years if required

would be included – if this was to be sought a further report would be brought to Members.

2. The existing contract be extended for up to three weeks from 17 November to 8 December be agreed. This would ensure a smooth transition between both catering firms especially as TUPE issues apply between the current incumbent and the recommended replacement caterer.

224

**MERGER OF CRIMINAL JUSTICE DEPARTMENT WITH  
COMMUNITY DEVELOPMENT DEPARTMENT**

Chief Superintendent Lumb presented the report to Members which detailed the Phase 1 Implementation Plan for the Merger of Criminal Justice Department with the Community Development Department.

**ORDERED** that the report and the recommendations be noted.

225

**EXCLUSION OF THE PRESS AND PUBLIC**

**ORDERED** that pursuant to Section 100A (4) of the Local Government Act 1972 the press and public be excluded from the meeting under Paragraph 1 of Part 1 of Schedule 12A to the Act.

226

**EARLY RETIREMENT /VOLUNTARY REDUNDANCY**

**ORDERED** that approval be given to release the redundant position of an Event Evaluator at L District under ER/VR.

227

**CLEVELAND POLICE AUTHORITY EXECUTIVE**

The minutes of the Cleveland Police Authority Executive Meeting held on the 6 December 2005 were approved and signed by the Chair as a true and accurate record.

228

**FINANCE PANEL – 14 DECEMBER 2005**

The Chair of the Finance Panel presented the Executive Summary of the Finance Panel meeting which took place on the 14 December 2005.

**ORDERED** that the following minutes of the Finance Panel were submitted and approved.

**FINANCE PANEL**

A meeting of the Finance Panel was held on Wednesday 14 December 2005 commencing at 10.00 am in the Stainsby Room at Middlesbrough Town Hall.

PRESENT: Councillor Joyce Benbow, Mr Alf Illingworth TD JP, and Councillor Steve Wallace(Chair)

OFFICIALS: Mr Joe McCarthy, Mr John Bage(CE)  
Mrs Ann Hall (CC)

229 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Dave McLuckie and, Mr Ted Cox JP, Cllr Chris Coombs, Mr Abdul Majid

230 **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

231 **BUDGET MONITORING REPORT TO SEPTEMBER 2005**

The Assistant Chief Officer Finance and Commissioning presented the report to Members. This was the third monitoring report for the year and covered the period April to September 2005.

**AGREED** that:-

1. the contents of the report be noted
2. £200k is be vired from the Police Pay budget to the Major Incident budget.

232 **CAPITAL PROGRAMME MONITORING**

The Assistant Chief Officer Finance and Commissioning presented the second monitoring report under these arrangements. This report covered the period April to October 2005

The Authority approved a capital programme totalling £8,369k at its meeting on the 26<sup>th</sup> May. An update of progress against delivering this programme was given for:

Changes to Approved Programme

Budget Monitoring

**AGREED** that:-

1. The contents of the report be noted
2. the addition of the following schemes totaling £48k be added to the programme:-

Roof Mounted Chiller for HQ Control Room £30k  
2 Vehicles for Driver Training Unit £18K



233

**ACTION STATIONS PFI PROJECT UPDATE**

The Assistant Chief Officer Finance and Commissioning presented a report to provide members with an update on the progress of the Action Stations PFI project.

This report followed the quarterly sequence of updates to the Members on the progress of the project.

At this point in time the Project is on time and within budget.

**AGREED** that: -

1. the content of this report be noted

234

**EXEMPTIONS TO FORCE STANDING ORDERS – DECEMBER 2005 QUARTERLY REPORT**

The Assistant Chief Officer Finance and Commissioning presented the quarterly report which detailed the exemption requests to Force Standing Orders.

**AGREED** that: -

1. Members note that Force Standing Orders had been waived and the details of the exemptions were included in appendix A of the report.

235

**PRUDENTIAL BORROWING INDICATORS AND TREASURY MANAGEMENT STRATEGY FOR 2005/2006. MONITORING STATEMENT FOR THE SIX MONTHS TO 30<sup>TH</sup> SEPTEMBER 2005**

The Assistant Chief Officer Finance and Commissioning updated members on the report that lists the Prudential Indicators for 2005/06 as approved by Members on 26<sup>th</sup> May 2005 and showed the performance against the indicators in the first six months of the financial year.

**AGREED** that: -

1. the content of the report be noted.

236

**OUTSTANDING RECOMMENDATIONS**

The outstanding recommendations were submitted and noted.




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## C L E V E L A N D   F I R E   A U T H O R I T Y

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### MINUTES OF ORDINARY MEETING HELD ON FRIDAY, 27 JANUARY 2006

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- PRESENT:**      **CHAIRMAN**  
Councillor Payne – Hartlepool Borough Council  
**HARTLEPOOL BOROUGH COUNCIL:**  
Councillor Waller  
**MIDDLESBROUGH COUNCIL:-**  
Councillors Clark, Mawston, Pearson, Porley  
**REDCAR AND CLEVELAND BOROUGH COUNCIL:-**  
Councillors Blott, Cooney, Dunning, Forster, Jackson, Walker  
**STOCKTON ON TEES BOROUGH COUNCIL:-**  
Councillors Leonard, O'Donnell, Roberts, Salt, Woodhead  
**PROPER OFFICERS:-**  
Clerk, Legal Adviser, Treasurer  
**FIRE BRIGADE OFFICERS:-**  
Chief Fire Officer, Executive Director  
**AUDIT COMMISSION:-**  
Lynn Hunt
- APOLOGIES FOR ABSENCE**      Councillors Cambridge, Flintoff – Hartlepool  
Councillor Jones - Middlesbrough  
Councillors Smith, Walmsley – Stockton

The Chair on behalf of all Members of the Authority wished Councillor Jones a speedy recovery.

#### 83.      MINUTES

**RESOLVED** – that the minutes of the Meeting held on 25 November 2005 be confirmed.

#### 84.      MINUTES OF COMMITTEES

**RESOLVED** – that the minutes of the Tender Committee Meeting held on 2 December 2005, and the minutes of the Executive Committee Meeting held on 13 January 2006 be confirmed.

#### 85.      REPORT OF THE AUDIT COMMISSION

##### **ANNUAL AUDIT LETTER 2004/05**

Lynn Hunt informed Members of the outcome of the Annual Audit and Inspection work. One of the key messages highlighted in the Annual Audit Letter was the Comprehensive Performance Assessment following which Cleveland Fire Authority was categorised as 'fair'. Members were also informed that the Corporate Performance Assessment examined how well the Authority was being run and was not an opinion on how well the Fire Service responds to emergency incidents. Several strengths were identified in relation to Strategic,

Risk and Performance Management for which the Authority have already put together recommendations in its Improvement Plan as part of the 'Journey to Excellence'. The Authority already had in place or was already aware of the recommendations the CPA process identified.

**85. REPORT OF THE AUDIT COMMISSION continued**

**ANNUAL AUDIT LETTER 2004/05**

The second key message identified from the Annual Audit Letter was the Authority's Financial Position. Lynn Hunt reported that the Authority displayed strengths specifically in its Budgets and also within its overall Financial Position and as a result of prudent Financial Management the Authority had increased the level of general reserves to £1.9 million by 31 March 2005. She referred to the proposed changes to the Formula Spending Share and identified Cleveland Fire Authority as not necessarily benefiting from this change. The Audit Commission's response in relation to this Authority was quite positive and any areas highlighted as requiring action would be monitored over the next three or four years under Best Value. The overall standard of the Authority's draft accounts was very good having been signed off one month before the deadline. The overall Corporate Governance arrangements were sound and improving with positive working relationships. Lynn Hunt reported that overall the Authority's Annual Audit Letter was very positive.

**RESOLVED – that the report be noted.**

**86. REPORTS OF THE CHIEF FIRE OFFICER**

**REGIONAL MANAGEMENT BOARD MEETING – 20 JANUARY 2006**

**86.1 CONSULTATION EXERCISE – NATIONAL FRAMEWORK & STRATEGY FOR CHILDREN & YOUNG PEOPLE**

The Chief Fire Officer sought Members views with regard to the Consultation Exercise 2006-2008 – National Framework and Strategy for Children and Young People and advised that there were no outstanding contentious issues to report to Members. He advised Members that the Government were seeking views on the draft National Framework for 2006/08 by 10<sup>th</sup> February 2006.

**RESOLVED – that Members considered the recommendations contained within the report.**

**86.2 COMMON AND SPECIALIST SERVICES - REGIONAL FIRE INVESTIGATION PROJECT**

The Chief Fire Officer sought Members views with regard to the proposals for, and financial implications of, the Business Case for the Common and Specialist Services – Regional Fire Investigation Project, for 2006/07 and 2007/08. The Chief Fire Officer advised Members that he would, in principle, support the report and stated that Officers of the Brigade would carry out assessments toward determining the relevance of any expenditure for the establishment of a Regional Project Team and the provision of specialist learning and development training opportunities for staff in the four constituent authorities.

**RESOLVED – that Members considered the recommendations contained within the report.**

**86.3 REGIONAL PROCUREMENT STRATEGY – USE OF CONSULTANTS**

The Chief Fire Officer sought Members views with regard to the payment of fees to external Consultants by Durham and Darlington Fire and Rescue Authority in respect of a study undertaken in relation to the future delivery of the Regional Procurement Strategy. He informed Members that approval was given to a Regional Procurement Strategy at the RMB meeting on 26 August 2005 where the Consultants presented their report and findings to Members. The RMB requested that the expenditure incurred by Durham and Darlington of £21,456 be supported by each of the constituent Fire Authorities on an equal basis (£5,364 for each Authority). He referred Members to the RMB meeting of 4 November 2005 where Members agreed to continue with the current methodology.

Members discussed the situation with regard to the expenditure incurred by Durham and Darlington in respect of the use of external consultants and expressed their disappointment that they had not been consulted earlier on this issue. Members unanimously agreed that Cleveland Fire Authority do not approve funding for the use of Consultants in the sum of £5,364.

**RESOLVED –**

- (i) **that the report be noted.**
- (ii) **that the situation in respect of expenditure incurred by Durham and Darlington in respect of the use of external consultants be noted;**

- (iii) that Members unanimously agreed that the funding for the use of Consultants in the sum of £5,364 for Cleveland Fire Authority not be approved.

**86.4 FIRE CONTROL PROJECT – FUTURE FUNDING AND GOVERNANCE ARRANGEMENTS**

The Chief Fire Officers sought Members views in proposing a methodology and funding structure to ensure that the constituent authorities collectively are able to effectively and efficiently deliver the regional control centre. He asked Members to accept continued updates detailing the consequences and implications for Cleveland Fire Authority with regard to the Fire Control Project.

**RESOLVED –**

- (i) that Members considered the recommendations contained within the report.  
(ii) that the Chief Fire Officer continue to provide Members with updated reports.

**86.5 NEFRA PFI PROJECT OUTLINE BUSINESS CASE**

The Chief Fire Officer advised Members of the latest progress with the NEFRA PFI Project. He advised Members that prior to the submission of the Outline Business Case to the Government's Project Review Group it is required to be considered and approved by the Regional Management Board and the Authorities which constitute the NEFRA Project. The approval of the Outline Business Case is required to enable consideration of the NEFRA Project by the Government Project Review Group.

**RESOLVED – that Members considered the recommendations within the report.**

**86.6 REGIONAL MANAGEMENT BOARD - REPORTS FOR INFORMATION**

The Chief Fire officer outlined the Regional Management Board Minutes of 4 November 2005 which were for Members information

**RESOLVED – that the minutes be noted.**

**87 REPORTS OF THE EXECUTIVE DIRECTOR**

**87.1 CFA CORPORATE RISK REGISTER**

The Executive Director sought Members approval of the Cleveland Fire Authority Corporate Risk Register for use in the business planning process. He advised Members that Cleveland Fire Authority has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness, thereby implementing the principles and responsibilities of effective corporate governance arrangements. The framework and toolkit in use by the Fire Authority have been acknowledged as national and good practice by the I&DeA.

**RESOLVED –**

- (i) that the report be noted.  
(ii) that Members approved the Authority's Corporate Risk Register as an informative tool to be used in the business planning process.  
(iii) that the Corporate Risk Register continued to be reviewed on a quarterly basis through the Performance Scrutiny Committee and reports be made to the Fire Authority on any matters of a significant nature.

**87.2 BUSINESS CONTINUITY STRATEGY AND PLAN**

The Executive Director sought Members approval of the CFA Business Continuity Management Strategy at Appendix 1 of the report and the CFA Business Continuity Plan at Appendix 2 of the report. He informed Members that the Authority is a Category one responder and the impact analysis and risks identified within the report detailed the critical functions of Cleveland Fire Authority business services.

**RESOLVED –**

- (i) that the report be noted.  
(ii) that the Cleveland Fire Authority Business Continuity Management Strategy as outlined at Appendix 1 of the report be approved.  
(iii) that the Cleveland Fire Authority Business Continuity Plan as outlined at Appendix 2 be approved.

### **87.3 STRATEGY FOR CHILDREN AND YOUNG PEOPLE**

The Executive Director informed Members of the publication of the ODPM draft Fire and Rescue Service Strategy for Children and Young People and asked Members to forward their comments for inclusion in the consultation process which ended on 10 February 2006. He sought Members approval that the response be approved by the Chairman.

#### **RESOLVED –**

- (i) that Members note the draft Fire and Rescue Services (FRS) Strategy for Children & Young People.**
- (ii) that Members comments be forwarded to the Executive Director as soon as possible for inclusion in the CFA response.**
- (iii) that Members agreed that a response on the draft Fire and Rescue Services (FRS) Strategy for Children and Young People be forwarded to the ODPM by 10 February 2006 following the Chairman's approval.**

### **87.4 DRAFT NATIONAL FRAMEWORK 2006/08**

The Executive Director informed Members of the publication of the ODPM draft National Framework for 2006/08 and asked Members to forward their comments for inclusion in the consultation process which ends on 10<sup>th</sup> February 2006.

#### **RESOLVED –**

- (i) that Members noted the draft National Framework 2006/08.**
- (ii) that Members comments be forwarded to the Executive Director.**
- (iii) that Members agreed that a response on the draft National Framework 2006/08 be forwarded to the ODPM by 10 February 2006 following the Chairman's approval.**

### **87.5 HEALTH AND SAFETY POLICY**

The Executive Director sought Members approval to the introduction of the reviewed Health & Safety Policy for application by the Brigade. The Executive Director advised Members that specific obligations in relation to Health & Safety Legislation were outlined in the Policy statement and that this Policy applied to all Members of staff within the Fire Brigade and Fire Authority.

The Executive Director advised that Cleveland Fire Brigade recognises its duty to comply with Health & Safety Legislation and accepts responsibilities for the health, safety and welfare at work of all its employees and others who may be affected by their operations and activities. It was the aim of the Fire Authority to meet the legal obligations by conducting its business in a safe and healthy working environment. In addition is also aimed to promote a positive health and safety culture, achieved by the suitable and sufficient management of risk.

#### **RESOLVED –**

- (i) that the reviewed Health and Safety Policy be approved.**
- (ii) that the reviewed Health and Safety Policy be applied within the Brigade with immediate effect.**

### **87.6 ENVIRONMENTAL POLICY**

The Executive Director sought Members approval to the introduction of the Environmental Policy for application by the Brigade. He reported that the brigade recognise that our activities have an effect on the local, regional and global environment. Therefore, we are committed to minimising the impact of our operations on the environment by means of a programme of continuous improvement in environmental performance and the prevention of pollution. Environmental regulations, laws and codes of practice will be regarded as setting the minimum standards of environmental performance. Members requested that the Environmental Strategy be brought back to a future Fire Authority meeting.

#### **RESOLVED –**

- (i) that Members noted the Environmental Policy.**
- (ii) that Members agreed that the Environmental Policy be applied to the Brigade with immediate effect.**
- (iii) that the Environmental Strategy be brought back to a future Fire Authority meeting.**

### **87.7 LEADERSHIP & DEVELOPMENT IN THE FIRE & RESCUE SERVICE**

The Executive Director provided Members with a synopsis of a consultation document on Leadership and Development in the Fire Service and sought Members views towards a collaborative response on behalf of the four North East Brigades.

Councillor Waller enquired if Leadership and Management was in respect of uniformed or non uniformed staff and asked if there was any relevant training available for Members? The Executive Director replied that this would be added as part of the single collaborative response but as far as he was aware, Leadership and Development in the Fire and Rescue Service did not deal with the strategy involvement of Members.

**RESOLVED –**

- (i) **that Members note the contents of the consultation paper.**
- (ii) **that Members agreed to a single collaborative response on behalf of the four North East Brigades.**
- (iii) **that Members be included in the Leadership and development proposals as part of the consultation process.**
- (iv) **that Members agreed to receive the response to the consultation document on Leadership and Development in the Fire Service as part of a future Information Pack.**

**87.8 INFORMATION PACK NO. CFA 60 – JANUARY 2006**

82.8.1 Fire Brigades National Employers Circulars

82.8.2 Fire Service Circulars

82.8.3 Vehicle Contract Hire Agreement

82.8.4 Mapping Service Agreement (MSA)

**RESOLVED – that the report be noted.**

**88 REPORT OF CHAIRMAN OF SCRUTINY (SERVICE DELIVERY) COMMITTEE  
SCRUTINY OF CO-RESPONDER SCHEME**

The Chair of the Scrutiny (Service Delivery) Committee presented the Committee's findings and proposals on the Co-responder Scheme and its expansion to the whole of the Cleveland Fire Authority area. The Chair of the Scrutiny (Service Delivery) Committee thanked everyone who had taken part in the Scrutiny process. He highlighted a potential problem for the Scrutiny of the Co-responder Scheme being the likelihood of Tees and North Yorkshire Ambulance Service becoming part of the North East Ambulance Service which could potentially result in industrial action. Councillor Waller expressed concerns that if this happened the Fire Brigade would be used as a substitute for the Ambulance Service.

A lengthy discussion ensued regarding the membership of the Scrutiny (Service Delivery) Committee with regard to the Executive Committee arrangements and the "call in" procedure operated within Councils. The Clerk informed Members that Council meeting procedures are different to Fire Authorities as Executive Committee arrangements are a legal requirement within Councils. He informed Members that the Regulations do allow Fire Authorities to operate this way but this will form part of the annual review of Governance arrangements. It was also confirmed that a meeting had been arranged with the Chief Fire Officer/Executive Director, Chair of Scrutiny and himself.

Councillor Cooney informed Members that she had spoken to the Chair and Officers of the Redcar & Cleveland Health Scrutiny Committee with regard to conducting an independent Scrutiny of the Co-responder Scheme and they hoped to hold a meeting within the next fortnight. Councillor Cooney was hopeful that the independent Scrutiny of the Co-responder Scheme by Redcar & Cleveland Council would be completed within the six month timeframe.

Members enquired if the Co-responder was being suspended until the Scrutiny Committee had completed the scrutiny of the Co-responder Scheme. The Executive Director confirmed that the Co-responder Policy continued to be carried forward. He stated that he had had recent discussions with the Fire Brigades Union regarding the Co-Responder process.

**88. REPORT OF CHAIRMAN OF SCRUTINY (SERVICE DELIVERY) COMMITTEE  
SCRUTINY OF CO-RESPONDER SCHEME continued**

Councillor Waller enquired as to what extent the Firefighters are trained to enable them to carry out Co-responder duties. The Executive Director replied that the Firefighters are trained to a specific standard which includes preparing them for all types of emergencies and trauma care and to enable them to carry out Co-responder duties.

With the Chairman's permission Steve Watson, of the Fire Brigades Union outlined the FBU concerns to Members. Steve Watson thanked Members for the opportunity to express the FBU concerns on the Co-responder scheme. The FBU main concerns were training and costs; future of TENYAS; evidence of real benefit and the implications on Brigade targets. He also expressed concern regarding the S I P proposal of the loss of 66 operational firefighters. Steve Watson also informed Members of an impending Court case between the FBU and Lincolnshire and Nottingham Fire & Rescue Authorities on whether Co-responder duties are part of a firefighter's contract of employment.

## **RESOLVED –**

- (i) **that the report be noted.**
- (ii) **that the Scrutiny (Service Delivery) Committee withhold their judgement (with no recommendation) on the Cleveland Fire Authority policy of the Co-responder Scheme until such time (a maximum of 6 months) that the full information in points a) – f) below have been made available to Members:-**
  - (a) **Redcar & Cleveland Health Scrutiny Committee to be approached to conduct an independent Scrutiny of the Co-responder Scheme covering the areas of patient reaction and public opinion, and that the results of the Scrutiny be provided to Cleveland Fire Authority Scrutiny (Service Delivery) Committee as soon as is practicable.**
  - (b) **TENYAS and Cleveland Fire Brigade to provide evidence that expansion into the more urbanized regions of the Authority's area would be of benefit to the public.**
  - (c) **A defined and robust audit process, including both financial and operational performance monitoring and regular assessments of the Co-responder Scheme against best practice, to be developed, agreed and implemented. The process should have a wider remit than purely clinical issues ensuring that all areas of concern are dealt with promptly and effectively with corrective action identified and implemented as is practicable. The Co-responder User Group may be best placed to undertake this activity, with outcomes and performance monitoring information forwarded to the Performance Scrutiny Committee on a regular basis.**
  - (d) **A report on the ongoing costs of the Co-responder Scheme in terms of resources, training, equipment maintenance, depreciation, fuel, officer's time and other related financial and resource issues, as well as any impact of the Co-responder Scheme on the operational targets of the Brigade, to be developed and submitted to Members of the Performance Scrutiny Committee to assess and agree content and regularity of issue.**
  - (e) **A system to be developed to ensure that the Cleveland Fire Brigade Risk Assessment and Standard Operating Procedure for 'Incidents Involving Dealing with Medical Emergencies as a Co-responder' is automatically reviewed following any operational changes to the Scheme. This would be in addition to the annual review, the next one of which is scheduled for February 2006.**
  - (f) **A full review of the training currently provided to enable firefighters to carry out Co-responder duties to be undertaken, and the results of the review provided to Members.**
- (iii) **In addition to the above recommendations Members also advocate that any changes to the structure and geographical area covered by TENYAS be monitored, and that any impact on the agreement with Cleveland Fire Authority be brought to the attention of Members.**
- (iv) **that a review of the Scrutiny Membership and regulations be undertaken prior to the annual meeting.**

## **89. REPORTS OF THE CLERK TO THE AUTHORITY**

### **89.1 LOCAL STRATEGIC PARTNERSHIP BOARDS**

The Clerk informed Members of the response to the Authority's request for representation on the four Borough Council Local Strategic Partnership Boards and asked that they consider the responses from each Council.

Councillor Waller has now been appointed to the Hartlepool Partnership Board; Middlesbrough Partnership do not have any available places but the Executive Director already has a place on the Board and is substituted by Councillor Jones. Redcar & Cleveland are currently reviewing their Membership and Stockton Renaissance is constituted differently but felt that the Authority was represented by the District Manager of Stockton.

Members requested that two substitutes be made available to attend Partnership meetings. It was agreed that Councillor Porley substitute for Councillor Jones on the Middlesbrough Partnership Board.

Councillor Waller suggested that the Fire Authority request places on the LAA Boards and that the Audit Commission be informed of response regarding Members representation on Local Strategic Partnerships.

Councillor Pearson enquired how feedback from the Safer Partnership and Local Strategic Partnership meetings came back to the Authority. The Clerk reported that quarterly briefing meetings are held and a progress report would be presented to the next Cleveland Fire Authority meeting.

**RESOLVED –**

- (i) **that the report be noted.**
- (ii) **that Councillor Porley be the second substitute on the Middlesbrough Partnership Board.**
- (iii) **that the Fire Authority write to the Audit Commission informing them of feedback from the Local Strategic Partnership Boards.**
- (iv) **that a place for the Fire Authority be requested on the Local Area Agreement Board.**

**89.2 CLEVELAND FIRE AUTHORITY MEETINGS 2006/07**

The Clerk sought Members approval of the Cleveland Fire Authority Meetings for 2006/07 as outlined at Appendix 1 of the report.

**RESOLVED –**

- (i) **that Members approved the Cleveland Fire Authority Meetings for 2006/07 as outlined at Appendix 1 of the report.**
- (ii) **that Members approved a Member Development Day be held on 14 July 2006.**

**89.3 CLERKS INFORMATION PACK – JANUARY 2006**

89.3.1 LGA Fire Forum

89.3.2 Members attendance at Conferences:

Modernisation at the Fire Service – Are we There Yet? – Birmingham

89.3.3 Appointment of Relationship Manager to Cleveland Fire Authority

89.3.4 CFA Website

89.3.5 Councillor Waller informed Members that he had attended the LAA Seminar on 11 January 2006 with the District Manager of Hartlepool. He found the Seminar useful and worthwhile but questioned how we managed resources if other departments are cutting funding to our partners. Hartlepool Borough Council have now signed an LAA where funding will be delivered to partnership areas.

**RESOLVED – that the report be noted.**

**90. REPORT OF THE LEGAL ADVISER TO THE AUTHORITY  
PERSONAL LIABILITY OF FIRE BRIGADE OFFICERS**

The Legal Adviser sought Members views regarding the extension of indemnities to Officers as permitted under 2004 order. He asked Members to agree in principle the extension of indemnities to Officers and direct the submission of a further report following detailed discussion with the Authority's insurers, the Senior Management Team and the Brigade representatives. The Legal Adviser informed Members that his report responded to issues brought by the Chief Fire Officer highlighting the risks of Personal Liability to Senior Fire Brigade Officers.



The Legal Adviser informed Members that Appendix 1 of his report was a lengthy and complex report prepared by Solicitors in the Private Sector ("the Potential Liability Report"). The report provided advice and guidance and a draft fire authority policy for the indemnification of Senior Fire Brigade Officers in respect of personal liability incurred in the course of the discharge of their duties. Since the original report was prepared, a few years ago, there have been significant legislative changes namely, the Fire and Rescue Services Act 2004 and the Local Authorities (Indemnities for Members and Officers) Order 2004. The provisions of the report questions the ability of the Authority to provide for indemnities for its Members and Officers and indemnities towards costs incurred by Officers defending Civil and Criminal proceedings. The initial report addressed issues concerning only Senior Fire Officers so therefore this required amendment to be applied throughout the Brigade. The report however, did not conclude the matter around Personal Liability of Fire Brigade Officers.

**RESOLVED –**

- (i) that the report be noted.
- (ii) that the Authority agree in principle the extension of indemnities to officers as permitted under the 2004 order and direct the submission of a further report following detailed discussion with the Authority's insurers, the Senior Management Team and the Brigade representatives.

**91. REPORT OF THE TREASURER TO THE AUTHORITY**

**INDEPENDENT REMUNERATION PANEL**

The Treasurer informed Members of the recommendations of the Independent Remuneration Panel (IRP) following the meeting on 9 December 2005. As a result of membership changes to the Regional Management Board in September 2005, the Independent Remuneration Panel had been asked to consider the issue of Special Responsibility Allowances (SRA) for representatives of the Regional Management Board. The IRP recommended that no SRA is payable at this time and that the position be reviewed in May 2006.

**RESOLVED –**

- (i) that the report be noted.
- (ii) that the Special Responsibility Allowance be reviewed at the next review scheduled for May 2006.

**92. LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

**RESOLVED -** "That under Section 100(A) (4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1, 7 and 9 of Schedule 12A to the Act namely information relating to; a particular employee, former employee or applicant to become an employee of, or a particular office-holder, former office-holder or applicant to become an office-holder under the authority; information relating to the financial or business affairs of a particular person (other than the Authority); any terms proposed or to be proposed by or to the Authority in the course of negotiations for a contract for the acquisition/disposal of property or the supply of goods or services."

**93. MINUTES**

**RESOLVED –** that the Confidential Minutes of the Meeting held on 25 November 2005 be confirmed.

**94. MINUTES**

**RESOLVED –** that the Confidential Minutes of Tender Committee – 2 December 2005 be confirmed.

**95. REPORT OF THE CHIEF FIRE OFFICER**

**95.1 REGIONAL MANAGEMENT BOARD – 20 January 2006**

**RESOLVED –** that the minutes of 4 November 2005 Part II be noted.

**95.2 NEFRA PFI PROJECT – 4ps Gateway Review 1 – Business Justifications**

The Chief Fire Officer sought Members view on the summary of the Gateway Review Report and its recommendations and asked Members to consider the RMB recommendations contained within the report.

**RESOLVED –**

- (i) that Members noted and considered the RMB recommendations contained within the report.
- (ii) that Members agreed to receive further reports as appropriate.

**96. MINUTES**

**RESOLVED –** that the Confidential Minutes of Committee: Executive Committee – 13 January 2006 be confirmed.

**97. REPORT OF CLERK TO THE AUTHORITY  
MANAGEMENT CONTINUITY PRESENTATION**

The Clerk sought Members considerations on the Management Continuity.

**COUNCILLOR ROBBIE PAYNE  
CHAIRMAN**




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## C L E V E L A N D   F I R E   A U T H O R I T Y

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### MINUTES OF ORDINARY MEETING HELD ON FRIDAY, 10 FEBRUARY 2006

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**PRESENT:      CHAIRMAN**

Councillor R Payne – Hartlepool Borough Council

**HARTLEPOOL BOROUGH COUNCIL:**

Councillors Cambridge, Flintoff, Waller

**MIDDLESBROUGH COUNCIL:-**

Councillors Biswas, Mawston, Pearson, Porley

**REDCAR AND CLEVELAND BOROUGH COUNCIL:-**

Councillors Blott, Cooney, Dunning, Forster, Jackson, Walker

**STOCKTON ON TEES BOROUGH COUNCIL:-**

Councillors Leonard, O'Donnell, Roberts, Salt, Woodhead

**PROPER OFFICERS:-**

Clerk, Deputy Legal Adviser, Treasurer

**FIRE BRIGADE OFFICERS:-**

Chief Fire Officer, Executive Director

**APOLOGIES**

**FOR**                      Councillor Clark, Jones - Middlesbrough

**ABSENCE**

**102.      REPORT OF THE CHIEF FIRE OFFICER**

**FIRE IMPROVEMENT GROUP**

The Chief Fire Officer advised Members of the outline programme of work to be undertaken whilst visiting Chicago, Phoenix and Scottsdale Fire Departments and the intention to develop international partnerships which would enable Members and officers to learn first hand how excellent organisations operate. The Chief Fire Officer informed Members that the flights for the visit had been booked as agreed at reasonable rates and referred to his recent attendance at "Baggers 06" where he had been able to establish a draft programme for the trip in April 2006. He reported that during his visit he attended a conference in Phoenix in relation to the development of Emergency Medical Services and informed Members that defibrillators are kept on fire appliances in America which take over the provision of Co-responder and that firefighters also undertake primary care on patients.

The Chief Fire Officer outlined the following areas to be explored during the visit, Community Fire Safety, Domestic Sprinklers, Fire Investigation and Arson, Community Safety for the Elderly, Development of Community Fire Safety, Equality and Diversity, Experience of the private sector in the delivery of fire and rescue services and Partnership working.

The Chief Fire Officer also drew Members attention and sought their comments on a draft Press Release entitled, "Fire Chiefs forge international partnerships in quest to deliver excellence". He stated that Paul Joyce, Director - Business Development had described the trip's purpose, as to "cross Atlantic alliances".

Members were also informed that following the Authority's invitation, Brian Gibson an FBU Official would be taking part in the visit.

## **102. REPORT OF THE CHIEF FIRE OFFICER FIRE IMPROVEMENT GROUP**

A list of attendees had been distributed to Members and the Chief Fire Officer reported that it was essential that Paul Joyce, Director - Business Development attend the visit due to his links with the United States and referred to minute no. 59.1 (iii) from the Cleveland Authority Meeting of 25 November 2005, where members stated that only one Brigade Manager attend the visit and that one Brigade Manager remain in the Brigade. The Chief Fire Officer also felt it was not a matter for Members of the Authority to decide which Managers should attend the visit or which or how many Managers were in the Brigade at any one time.

Councillor Waller reported that it would be beneficial to stay overnight in Manchester at an airport hotel although the Chief Fire Officer felt this would incur additional expense but agreed to do a cost analysis for Members. Councillor Waller moved the resolutions to agree the list of attendees to America and the draft press release.

### **RESOLVED:-**

- i) **that the report be noted.**
- ii) **that Members agreed the list of attendees as Chairman, Vice Chair, Leader of the Conservative Group, Independent Executive Member, FBU Representative, Clerk to the Authority, Chief Fire Officer, Executive Director, Director of Business Development, Support Officer.**
- iii) **that Members agree to publish the press release, entitled "Fire Chiefs Forge International Partnerships in quest to Deliver Excellence".**
- iv) **The Chief Fire Officer to prepare a cost analysis for Members regarding the America visit to incorporate the cost of staying overnight at an airport hotel in Manchester on Friday 21 April 2006.**

## **103. JOINT REPORT OF THE TREASURER AND CHIEF FIRE OFFICER BUDGET STRATEGY 2006/2007 TO 2007/2008 AND 2006/2007 COUNCIL TAX LEVEL**

The Treasurer sought Members consideration and approval of recommendations (point 11.1, page 13 of report) made by the Policy Committee with regard to the 2006/2007 Budget and Council Tax proposals, and the 2007/2008 indicative Council Tax. He summarised the report covering the following areas: Background, Forecast Outturn 2005/2006, Capital Budget, Prudential Code and Treasury Management Strategy, Revised Funding Arrangements for Firefighter's Pension Scheme, 2006/2007 Local Government Finance Settlement, revenue Budget Strategy and Council Tax Levels 2006/2007 and 2007/2008, Robustness of Budget Forecasts and Reserves and also drew Members attention to the attached Appendices labelled 'A-G'. He referred Members to the Forecast Outturn 2005/2006 where an underspend at the year-end of £0.786m was anticipated. A significant part of this arose from the fact that Transitional Grant no longer needed to be repaid in the current year even though provision had been made for the expected repayment. This provision would be required to be transferred into the Authority's reserves at the end of this year and carried forward to offset the reductions in grants over the next two years.

The Treasurer referred to the Revised Funding arrangements for Firefighter's Pension Scheme where as from 1 April 2006 Fire Authorities will be required to establish a specific "pensions account" to meet the cost of paying pensions to retired firefighters. The Treasurer advised that where Authorities have already made provision to set aside reserves re: volatility, authorities would be able to keep those reserves. Such uncommitted resources are estimated to be £0.855m at 31 March 2006. It was suggested that this amount be transferred to the Authority's general reserve and used to support the budget over the next three or four years. He also referred Members to the 2006/2007 Local Government Finance Settlement – new Funding System and advised Members that the new grant distribution system had been referred to as the "four block" model because it is built upon four elements: Relative Needs Block, Relative Resource Amount, Central Allocation and Floor Damping Block. At paragraph 6.2 of his report, Local Position, he stated that for 2006/2007 the Cleveland Fire Authority will receive a total formula grant allocation of £21.363m. This equated to an increase on 2005/2006 restated allocation of 1.5%, which was the floor increase for Fire Authorities. Whilst the grant increases were relatively low compared to other authorities the new system continued to provide additional financial support in addressing Cleveland Fire Authority's unique circumstances. The Treasurer referred to 'Revenue and Budget Strategy and Council Tax Levels 2006/2007 to 2007/2008' that if Members

approved the Council Tax increases the Cleveland Fire Authority would need to use £632,000 of its reserves to balance the 2006/2007 budget.

### **103. JOINT REPORT OF THE TREASURER AND CHIEF FIRE OFFICER BUDGET STRATEGY 2006/2007 TO 2007/2008 AND 2006/2007 COUNCIL TAX LEVEL**

The Treasurer concluded by advising Members that by utilising reserves the budget would be sustainable until 2009/2010 and the Authority would be able to reduce the Budget over the next four year period to achieve the planned efficiency savings illustrated in the report.

Councillor Waller moved the resolutions but stated he was worried about emergency cover if a strike goes ahead and was also worried that a reduction in funding over next three or four years would particularly affect an area such as Cleveland. He suggested approaching the LGA in relation to making representation regarding the funding.

The Executive Director reported that he had received from Unison, their notice of intention to Ballot for strike action in relation to the change in the pension scheme and a report would be provided to the Fire Authority to document changes in the local government scheme. If there is any action following the FBU National Conference on 16 February 2006 this would also be reported back to Members.

It was agreed to write to the Minister regarding Members concerns regarding the changes to pension scheme.

#### **RESOLVED –**

- (i) **that Members approved 2006/2007 Capital Programme as detailed at Appendix A of the report.**
- (ii) **that Members approved the detailed Prudential Indicators identified at Appendix B.**
- (iii) **that Members approved the phased use of balances over the four years commencing 2006/2007, including the use of the backdated population grant and collection fund surplus, as detailed at paragraph 7.15.**
- (iv) **that Members approved a Band D Council Tax Level for 2006/2007 of £53.55 (a 4.9% increase on 2005/2006) and supporting statutory calculations as detailed at Appendix G and the detailed revenue budget set out at Appendix E.**
- (v) **that Members approved an indicative band D Council Tax level for 2007/2008 of £56.23 (a 5% increase on the proposed 2006/2007 Council Tax).**
- (vi) **that a letter be written from the Chair of the Authority to the Minister with copies to the MPs with regard to the Fire Authorities view on Government changes to the Pension Scheme.**

### **104. REPORT OF THE EXECUTIVE DIRECTOR SAFETY IMPROVEMENT PLAN CONSULTATION**

The Executive Director advised Members that the 12 week public consultation period for the Safety Improvement Plan had ended on 2 February 2006 and that comments received to date, would be formulated and presented to the Joint Consultative Committee and Policy Committee on 24 February 2006 and brought back to the Cleveland Fire Authority meeting on the 24 March 2006. To fully meet the Government expectations on consultation, the Authority had consulted with varying different organisations and stakeholders as outlined in paragraph 4.2 of the report during the statutory 12 week period.

The Executive Director advised Members that correspondence had been received from various stakeholders requesting the Fire Authority to consider extending the statutory twelve week consultation period beyond the closing date of 2 February 2006 to allow the local MPs the chance to respond properly to the proposals. Copies of the correspondence and subsequent responses were attached at Appendix 1 of the report. Representations for extending the duration of the Safety Improvement Plan consultation period had also been received from the Mayor of Hartlepool, the Headland Parish Council and the Fire Brigades Union. The Chief Fire Officer advised Members that he had responded to the Mayor and had recently met with some MPs.

Approximately two weeks ago it came to the Authority's attention that some local MPs may not have seen our Plans and Proposals and, therefore, the appropriate information was re-sent to both the Houses of Parliament and to the Constituency Office addresses on 18 January 2006. For the Fire Authority to avail itself of the viewpoints and opinions of its local Members of Parliament and other key political stakeholders, the Chief Fire Officer took the opportunity to invite the MPs and the Mayor to meet and discuss any concerns that they may have directly with the Authority. Frank Cook, MP had agreed to meet with Members and Brigade Management following this meeting. The Chief Fire Officer advised Members that he had not received any representation from Iain Wright MP and Stuart Bell MP. He referred Members considerations to paragraph 5.1 of the report and recommended that the Consultation period not be extended.

**104. REPORT OF THE EXECUTIVE DIRECTOR**

**SAFETY IMPROVEMENT PLAN CONSULTATION**

After a lengthy discussion a vote was taken on whether to extend the consultation period, 17 Members voted against extending the Consultation period and 2 for the extension.

The Clerk advised Members that a Special Meeting of Cleveland Fire Authority had been scheduled to take place on 17 March 2006 to consider the recommendations of the Safety Improvement Plan following the Joint Consultative Committee and Policy Committee meetings and that a full Cleveland Fire Authority meeting was scheduled for 31<sup>st</sup> March 2006. He sought Members views whether they wished to combine the two meetings to the 24 March 2006.

**RESOLVED –**

- (i) that the report be noted.
- (ii) that the Safety Improvement Plan public consultation period not be extended beyond the statutory period of twelve weeks.
- (iii) that Members agreed that the Special Cleveland Fire Meeting on 17 March 2006 be cancelled.
- (iv) that Members agreed that the Cleveland Fire Authority meeting scheduled for 31<sup>st</sup> March 2006 be cancelled and brought forward to the 24<sup>th</sup> March 2006.

**105. LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

Members are requested to pass the following resolution:-

“That under Section 100(A) (4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 11 of Schedule 12A to the Act relating to information relating to any consultations or negotiations or contemplated consultations, negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holder under, the Authority.”

**106. REPORT OF THE EXECUTIVE DIRECTOR**

**FIRE BRIGADES NATIONAL EMPLOYERS CIRCULAR – EMP/01/06**

The Executive Director sought Members views regarding the National Joint Council Employers Circular EMP/01/06.

**COUNCILLOR ROBBIE PAYNE  
CHAIRMAN**




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## C L E V E L A N D   F I R E   A U T H O R I T Y

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### MINUTES OF SPECIAL MEETING HELD ON FRIDAY, 24 MARCH 2006

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**PRESENT:**        **CHAIRMAN**  
                      Councillor R Payne – Hartlepool Borough Council  
**HARTLEPOOL BOROUGH COUNCIL:**  
                      Councillors Cambridge, Waller  
**MIDDLESBROUGH COUNCIL:-**  
                      Councillors Biswas, Clark, Jones, Mawston, Pearson, Porley  
**REDCAR AND CLEVELAND BOROUGH COUNCIL:-**  
                      Councillors Cooney, Dunning, Forster, Walker  
**STOCKTON ON TEES BOROUGH COUNCIL:-**  
                      Councillors Leonard, O'Donnell, Roberts, Salt, Woodhead  
**PROPER OFFICERS:-**  
                      Clerk, Treasurer  
**FIRE BRIGADE OFFICERS:-**  
                      Chief Fire Officer, Executive Director, Director Of Performance  
**IN ATTENDANCE:-**  
                      Steve Watson, Dave Howe - Fire Brigades Union (by invitation)

**APOLOGIES**    Councillor Flintoff - Hartlepool  
**FOR**            Councillors Blott, Jackson – Redcar and Cleveland  
**ABSENCE**      Councillors Smith, Walmsley - Stockton

The Chairman welcomed Councillor Jones back following his recent illness.

#### 115.    MINUTES

**RESOLVED** – that the minutes of the Executive Committee meeting held on 3 March 2006 and the Special Policy Committee Meeting held on 24 February 2006 be confirmed.

#### 116.    FIRE IMPROVEMENT GROUP

The Chief Fire Officer informed Members of the issues surrounding the estimated increase in costs for the visit to Chicago, Phoenix and Scottsdale Fire Departments from 22 to 30<sup>th</sup> April 2006 and reaffirmed how essential Members presence was and the potential benefits which would be realised from the visit. He reported that this would also enhance Members involvement in developing the strategic direction of the Authority as outlined within the CFA Improvement Action Plan 2005 (IP/01).

The Treasurer updated Members on the latest estimated costs for 10 people attending which was now £18,500 which also included a reasonable level of subsistence and advised Members that any less than 8 people attending would not be viable due to the group rates negotiated. He reported that there was adequate provision in the budget for the visit.

#### **116. FIRE IMPROVEMENT GROUP**

Members re-affirmed their continued support for visit due to the long term benefits which would be realised and agreed an attendance of 10 people with a 50% split between Members and Officers (4 Members, 4 Officers, 1 FBU representative, 1 Admin Support) and that substitutions now be allowed. Members agreed that final list of attendees needed to be finalised urgently and this was delegated to the Chief Fire Officer in conjunction with the Chairman and Vice Chair.

#### **RESOLVED:-**

- i) **that Members reaffirmed their approval and support of the visit.**
- ii) **that 10 people attend the visit with a 50% split between Members and Officers (4 Members, 4 Officers, 1 FBU representative, 1 Admin Support).**
- iii) **that substitutions be allowed.**
- iv) **that the final attendance list be finalised by the Chief Fire Officer in conjunction with the Chairman and Vice Chair.**

#### **117. SAFETY IMPROVEMENT PLAN 2006/07**

The Executive Director advised Members that at the Joint Consultative Committee on 24 February 2006 the Fire Brigades Unions had felt they had not been given enough time to comment on the feedback from the Safety Improvement Plan 2006/07 Consultation and this had been reported to the Special Policy Committee on 24 February 2006. Members of the Policy Committee had recommended that the Fire Brigades Union be given more time to present their views and concerns and that they also be given the opportunity to present their concerns to all the CFA Members at today's meeting. The Executive Director tabled additional information entitled "Improvement Action Plan 2005" and Summary of Improvement Areas requiring Investment".

Steve Watson, Fire Brigades Union (FBU) informed Members that prior to the commencement of the CFA meeting he had presented two petitions to the Chair of the Authority, which had been previously mentioned at the JCC Meeting on 24 February 2006. There was one petition with 1100 signatures on and another with just over 100 signatures against the Hartlepool proposals and he also reported that another 700 signed slips had been received. Members agreed that these would be taken into consideration

Steve Watson informed Members that the FBU's prime concern was the safety of its members and the public and that they did share the Authority's vision to be the best but do not believe this can be achieved by reducing Firefighters and appliances. He outlined various concerns within the consultation process (detailed in JCC minutes of 24 February 2006) and informed Members that the FBU felt there was no room for compromise within the Plan and were concerned about the operational response capability of the service and that the Plan did not identify how the improvements were going to be achieved. In the FBU's views the statistics fluctuated dramatically over a 10 year trend and asked the Authority to consider the high risks within the area.

Regarding the specific proposals within the Plan, Steve Watson reported the FBU have major concerns regarding:

- the proposed reduction of crew sizes at Thornaby and Redcar which they felt would compromise the safety of the Firefighters and public in those areas.
- The change of focus at the Headland Fire Station to prevention
- De-staffing of third appliance at Stranton, especially in view of commencement of co-responder.
- De-staffing Hydraulic Platform at Stockton, no details available re availability or costs.
- Staffing of Marine Station from 1200 to 2400, at odds with trends, not family friendly, 2 tier work force with staff at other stations and requested deferment until the outcome of the staffing review.

In summary, Steve Watson reported that the FBU believe in the IRMP process but feel that this is being used to manage Fire and Rescue budgets and asked the Authority not to compromise the safety of firefighters and public.



The Chairman thanked Steve for his comments and informed Members that he had received two petitions prior to the meeting and that the petitions were signed against “The loss/reduction of two operational fire engines from Hartlepool and the Headland”

**117. SAFETY IMPROVEMENT PLAN 2006/07 continued**

Councillor Waller proposed that the report be agreed in principle with the exception of the change of focus at the Headland Station which will remain unchanged at the present time. He suggested Officers prepare a report detailing the orders of priority for implementation of the Plan to the Scrutiny (Service Delivery) Committee in order for Members to consider and review the proposals and priorities prior to implementation. Councillor Waller felt that due to the many Human Resource issues within the proposals the Authority needed to ensure personnel were adequately trained in order to be re-deployed. All Members supported the proposal.

The Chief Fire Officer informed Members that there were no cuts or reductions within the Safety Improvement Plan and the Authority we are delivering services by relocating £2.25M of resources to protection and prevention. He also informed Members that Cleveland Fire Authority are leading the country in the fitting of smoke detectors. A discussion ensued regarding the take up of Home Fire Risk Assessments (HFRA's), especially with regard to the Headland who had the lowest uptake in the Brigade area and it was agreed that working with Hartlepool Housing and other partners would help increase the HFRA's. The Chief Fire Officer confirmed that if changes occur to the Brigade Profile then the Safety Improvement Plan is flexible enough to cater for this.

**RESOLVED –**

- (i) that the report be noted.
- (ii) that the Safety Improvement Plan 2006/07 Consultation and Feedback Report 2006/07 as outlined at Appendix 2 to the report, be approved in principle with the exception of the change of focus at the Headland Station which will remain unchanged at the present time.
- (iii) that Officers present to the Scrutiny (Service Delivery) Committee a report detailing the order of priority for implementation of the Safety Improvement Plan 2006/07 to enable Members to consider and review the proposals and priorities prior to implementation.
- (iv) that in order to meet ODMP IRMP guidance the service action plans within the final Safety Improvement Plan be amended as outlined in (ii) and (iii) above be published by 1 April 2006.

**118. LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

**RESOLVED -** "That under Section 100(A) (4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 of Schedule 12A to the Act namely information relating to a particular employee, former employee or applicant to become an employee of, or a particular office-holder, former office-holder or applicant to become an office-holder under the Authority."

**119. CONFIDENTIAL MINUTES**

**RESOLVED –** that the confidential minutes of the Executive Committee Meeting held on 3 March 2006 be confirmed.

**COUNCILLOR ROBBIE PAYNE  
CHAIRMAN**

**REPORT ON SPECIAL URGENCY DECISIONS**  
**IN RESPECT OF THE PERIOD FROM DECEMBER 2005 TO MARCH**  
**2006**

**Total Number of Special Urgency Decisions Taken during the Period December 2005 to March 2006 – One**

**Member from whom consent was obtained**

Councillor James, Chair of Scrutiny co-ordinating Committee

**Summary of Executive Decision Taken**

Cabinet agreed that:-

Approval be given to enter into a formal agreement for the transfer of Department of Health Extra Care Housing Grant from Hartlepool Borough Council to the Three Rivers Housing Association.

**Decision Taker**

Cabinet – 9th December 2005

**Reasons for Urgency**

To meet Departmental Health requirements

## COUNCIL

13 April 2006



**Report of:** Scrutiny Co-ordinating Committee

**Subject:** FINAL REPORT – ‘HMS TRINCOMALEE TRUST’  
SCRUTINY REFERRAL

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### 1. PURPOSE OF REPORT

- 1.1 To present the findings of the Scrutiny Co-ordinating Committee following its consideration of the representation on the HMS Trincomalee Trust's Board together with its financial stability as referred by Council on 15 September 2005 to this Committee.

### 2. BACKGROUND INFORMATION

- 2.1 At a meeting of the Council on 15 September 2005, Council was requested to give consideration to Cabinet's proposal to provide a bridging loan to the HMS Trincomalee Trust of up to £120,000 in conjunction with the previous loans being secured against the shoreside land (Trincomalee Wharf) held by the Trust on a 999 year lease.
- 2.2 Following the Motion and various amendments to the original Motion, it was agreed that the loan arrangements be approved (Minute 73 refers) and:
- (a) That Councillor Hall be the Council nominee;
  - (b) That a minimum of 25% of the remainder of the Board (4 places minimum) also be replaced by new Trustees, representative of the town and reflecting its ethnic, gender and disabled make-up;
  - (c) That the issue of the Trincomalee operation be examined by Scrutiny, and that the Trincomalee Board co-operate fully with this; and
  - (d) That the 2006/07 funding be dependent on the Board achieving the objectives set out in point (b) and (c) above.
- 2.3 Subsequently, at a meeting of Scrutiny Co-ordinating Committee held on 14 November 2005, the proposed Terms of Reference and Timetable for the undertaking of the Scrutiny referral were agreed, as outlined in paragraphs 4 and 5 of this report.

### **3. SETTING THE SCENE**

- 3.1 The HMS Trincomalee is currently berthed in the Graving Dock that makes up the centrepiece of the Hartlepool Historic Quay. The ship along with the Historic Quay, Museum of Hartlepool and PSS Wingfield Castle have won a number of prestigious tourism awards in recent years. The Hartlepool Maritime Experience is now the flagship tourist attraction for the Tees Valley.
- 3.2 The HMS Trincomalee is owned and administered by the HMS Trincomalee Trust which is a registered charitable company.
- 3.3 Over the years the HMS Trincomalee has been subject to considerable restoration work to improve, maintain and preserve the vessel.
- 3.4 The HMS Trincomalee provides facilities of an educational and cultural nature aimed at improving the public's awareness and appreciation of the ship's historical past.
- 3.5 Over the years the Trust has encountered increasing financial problems and has sought help from this Authority by way of advice and assistance, the granting of an interest free loan and latterly in the provision of an annual unrestricted grant of £50,000.

### **4. OVERALL AIM OF THE SCRUTINY REFERRAL**

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

### **5. TERMS OF REFERENCE FOR THE SCRUTINY REFERRAL**

- 5.1 The Terms of Reference for the Scrutiny Referral were as outlined below:-
  - (a) To identify the current membership of the HMS Trincomalee's Trustees in conjunction with its Constitution;

- (b) To review arrangements for revisions to the Trust's Board, representative of the town and reflecting its ethnic, gender and disabled make-up, dependant on (a) above;
- (c) To review the financial performance of the HMS Trincomalee Trust over the last three years; and
- (d) To consider the long-term stability of the HMS Trincomalee Trust.

## **6. MEMBERSHIP OF THE SCRUTINY CO-ORDINATING COMMITTEE**

6.1 The membership of the Committee were as detailed below:-

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

Resident Representatives: Evelyn Leck, Linda Shields and Joan Smith.

## **7. METHODS OF INVESTIGATION**

7.1 Members of the Committee met formally between 7 October 2005 and 10 March 2006 to discuss and receive evidence relating to this Scrutiny Referral and a detailed record of the issues raised during these meetings are available from the Council's Democratic Services.

7.2 A brief summary of the methods of investigation are outlined below:-

- (a) Verbal and written evidence from the Chairman and General Manager of the HMS Trincomalee Trust;
- (b) Informal meeting with representatives from the HMS Trincomalee Trust, Members of this Committee and key Council officers;
- (c) Briefing reports of the Scrutiny Manager which provided the relevant background information and key documentation; and
- (d) A Site Visit to the HMS Trincomalee Trust on 9 February 2006.

## **8. FINDINGS**

### **8.1 CURRENT MEMBERSHIP OF THE HMS TRINCOMALEE TRUST**

8.2 Based on the evidence presented to this Committee, Members understood that the Articles of the Trust permitted the Board to consist of between four and twenty four Directors, known as Trustees in this particular instance, who were responsible to the Charity Commission and Companies House for

complying with the Memorandum and Articles of the Trust. The Trust were also found to be the only body who could legally appoint Trustees.

8.3 Members were informed that the Trustees were all voluntary positions with no financial remuneration.

8.4 At this time of the undertaking of this Scrutiny Referral, Members were informed by the Trust that their current Board membership comprised of:-

- (a) Patron – HRH The Duke of Edinburgh;
- (b) President;
- (c) 4 Vice Presidents; and
- (d) 18 Trustees (including the Chairman and the two additional Trustees recently appointed).

#### **8.5 A BOARD THAT'S REFLECTIVE OF THE TOWN'S MAKE-UP**

8.6 Members of the Scrutiny Co-ordinating Committee at their meeting on 10 February 2006 were very keen for the Trust's Board to be reflective of Hartlepool's community base in relation to its ethnic, gender and disabled make-up.

8.7 The Committee was informed that the term of office of a Trustee was unlimited and that out of the 18 Trustees, seven lived or worked in Hartlepool, three were from the Tees Valley area, three from the North East Region with the remaining four from outside of the region.

8.8 It was evident that all Trustees were equipped with appropriate skills and experience to enable the effective operation of the Trust in the attainment of its objectives, although the Trust acknowledged that difficulties had been encountered recently in recruiting people with suitable experience for the specific tasks required and who were prepared to take on the responsibilities.

8.9 Evidence presented to the meeting, highlighted the process and work to date of the Trust to increase its Board membership with four additional Trustees (increasing the overall size of the Board's membership to 20). Two additional Trustees had recently been successfully appointed via a thorough selection process (after the date of the Scrutiny Referral) and the Trust welcomed the Authority's assistance in seeking two further nominations that would encourage diversity within their Board.

**8.10 SNAP SHOT OF THE TRUST'S FINANCIAL PERFORMANCE OVER THE LAST THREE YEARS**

8.11 At a meeting of the Scrutiny Co-ordinating Committee held on 24 February 2006 consideration was given to the Trust's financial performance over the last 3 years (2003 to 2005) in the form of balance sheet information from their published audited accounts, together with the financial position of the current year.

8.12 Grants/loans provided by the Authority to the Trust during 2003 to 2005 were as outlined below:-

- (a) 2003 – Loan of £20,000 ;
- (b) 2004 – Grant of £62,500; and
- (c) 2005 – Grant of £50,000.

8.13 Both the loan and the grants provided to the Trust (paragraph 8.12 above refers) were granted on a unrestricted basis, allowing the Trust to use the monies on the day to day expenditure of the Trust as deemed appropriate.

8.14 Members were informed that the financial standing of the Trust for 2005/06 had encountered some difficulties following the discontinuation of two crucial revenue grants that were successfully secured by the Trust during earlier years. Despite the efforts of the Trust, they had not been able to be replaced at similar levels.

8.15 It was evident that the financial statements demonstrated to Members that the Trust had an annual expenditure of around £295,000 although the total of the Trust's funds had been diminishing as a result of the decrease in income. As at the 31 March 2005, current trading income amounted to approximately £30,000; amount owing to creditors was approximately £41,000, which included the loan outstanding to the Authority; net current assets amounted to approximately £9,000; and total net assets amounted to approximately £62,000.

8.16 In addition to the above, the Committee sought clarification in relation to the 'trading' status of the charity, which amounted to around 12% of the Trust's income. Following further information, such practice was clearly in line with the Trust's Memorandum and Articles of Association, although it was evident that should future income reach over and above the £50,000 threshold the Charity Commission would encourage the Trust to set-up a trading subsidiary.

**8.17 THE LONG-TERM FINANCIAL STABILITY OF THE TRUST**

8.18 In relation to the future financial stability, the Trust, as with virtually all such organisations, had been seeking to address this issue on an ongoing basis.



8.19 Members were informed that these efforts had been in the context of the Borough-wide Tourism Strategy which reinforced the benefits of a close working relationship between the Trust and the Authority in relation to the management and operation of the visitor attraction which comprised of Hartlepool's Maritime Experience (HMS Trincomalee, the Historic Quay, the Museum of Hartlepool and PSS Wingfield Castle). In practice this work had included:-

- (a) the adoption of a single ticket for admission to the whole site, from Easter 2005;
- (b) the pooling of marketing budgets to achieve a more effective and efficient marketing and promotion of the attractions;
- (c) the development of a two year capital programme of enhancements of the attractions with the aim of increasing the number of paying visitors;
- (d) the planned generation of a capital receipt from the disposal of the Trincomalee Wharf development site off Maritime Avenue;
- (e) the planned Memorandum of Understanding currently being compiled between the Trust and the Authority identifying both parties roles and responsibilities in relation to the joint working arrangements;
- (f) the continued examination of the scope to reduce direct costs through closer working relationships via assisted business planning support.

## **9. CONCLUSIONS**

9.1 The Scrutiny Co-ordinating Committee concluded:-

- (a) That the HMS Trincomalee Trust had co-operated with this Committee in the undertaking of the Scrutiny Referral in an open and transparent manner;
- (b) That the Trust welcomed the Authority's assistance in the appointment of a further two Trustees that were reflective of the town's make-up, thereby increasing the overall size of the Board to a total membership of 20 Trustees;
- (c) That over the years the Trust had encountered increasing financial problems and had sought help from the Authority by way of advice and assistance, the granting of an interest free loan and latterly in the provision of an annual unrestricted grant of £50,000;
- (d) That the relationship between the Trust and the Authority is different to the relationship between the Authority and the wider

Community/Voluntary Sector within Hartlepool and as such is open to misunderstanding;

- (e) That the Trust has consistently asked for the current ratio split (70/30) of the revenue income of the single ticketing arrangement on the Hartlepool Maritime Experience to be revisited;
- (f) If Council agrees to adjust the 70/30 split on the joint ticketing arrangements, this will have an adverse impact on the budget calculations for the Historic Quay's generated income and would raise corresponding concerns about the continuation of the unrestricted grant allocation to the Trust;
- (g) That there is a public perception that the current pricing regime is not conducive to encouraging local residents to visit the Maritime Experience and that there may need to be a local pricing arrangement to rectify this; and
- (h) That the Trust had continued to address its long-term financial stability on an ongoing basis with various initiatives and partnership working arrangements which would be resolved in the near future in light of the planned capital receipt of the proposed sale of the Trincomalee Wharf land, held by the Trust on a 999 year lease basis.

## 10. RECOMMENDATIONS

10.1 That to assist the Council in determining the approval of the grant allocation to the HMS Trincomalee Trust for 2006/07, the Scrutiny Co-ordinating Committee recommends to Council and the Executive that the Authority exercises its power to achieve the following:-

- (a) That the Authority assists the HMS Trincomalee Trust in the identification of nominations for the two additional Trustees' vacancies to the Board, which are reflective of the town's make-up within a prescribed timescale (taking into account the recent appointments of two local business women, hence the efforts of the Authority should concentrate on securing Trustees from the remaining under-represented diversity groups);
- (b) That the relationship between the Trust and the Authority, branded as the Hartlepool's Maritime Experience, be formally recognised by a Service Level Agreement, that clarifies the relationship and sets out clearly the rights and responsibilities of both parties including the public accident liability;
- (c) That the Authority discontinues the unrestricted grant funding with immediate effect, subject to:-

- (i) The current ratio (70/30) of the admissions income at the Hartlepool Maritime Experience being revised to a 50/50 split (via the single ticketing arrangement) thus providing additional benefit to the Trust, as the Trust as a registered charity is able to further its income by Gift Aid via the Inland Revenue;
  - (ii) The revised admissions income split of the single ticketing arrangements being reviewed on an annual basis and additionally six months after the proposed sale of the Trincomalee Wharf;
  - (iii) If the Authority agrees to the 50/50 ratio on the admissions income (recommendation 10.1 (c) (i) refers above) the corresponding decrease in income generated by the Historic Quay is estimated to be £49,000+ and will require the re-direction of the proposed annual £50,000 grant allocation to the Trust to the Authority's relevant service area budget; and
  - (iv) Any surplus monies from the ring fenced grant allocation for 2006/07, once re-allocated to the Authority's service area budget for the 2006/07 financial year, be awarded to the Community Pool.
- (d) That a Working Group (including Elected Members within its membership) be established to discuss in partnership with the Trust any future planned developments on the site including their potential impact and opportunities for maximising revenue generation;
  - (e) That work be undertaken by the Authority to explore the possibility of establishing a reduced ticket pricing arrangement for the Hartlepool Maritime Experience solely for the residents of Hartlepool; and
  - (f) That whilst Council has been asked to approve in principle the recommendations as shown above, they are subject to the satisfactory outcome of the service level agreement negotiations being finalised as soon as possible through the Executive in light of the Trust's current financial situation.

## 11. ACKNOWLEDGEMENTS

- 11.1 The Committee is grateful to all those who have presented evidence during the course of this Scrutiny Referral. We would like to place on record our appreciation, in particular of the willingness and co-operation we have received from the below named:-

Chairman, General Manager and Trustees of the HMS Trincomalee Trust;

Chief Solicitor;

Chief Financial Officer and colleagues;

Assistant Director (Planning and Economic Development); and the  
Assistant Director – Cultural Services

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

March 2006

**Contact:-** Charlotte Burnham – Scrutiny Manager  
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**BACKGROUND PAPERS**

The following background papers were consulted or referred to in the preparation of this report:-

- (i) Minutes of the Council meeting held on 15 September 2005.
- (ii) Report of the Scrutiny Manager entitled 'Scrutiny Topic Referral from Council – HMS Trincomalee Trust' presented to the Scrutiny Co-ordinating Committee on 7 October 2005.
- (iii) Report of the Scrutiny Manager entitled 'Scoping Report – HMS Trincomalee Trust (Council Referral)' presented to the Scrutiny Co-ordinating Committee held on 14 November 2005.
- (iv) Report of the Scrutiny Manager entitled 'Revised Timetable for Scrutiny Enquiry – HMS Trincomalee Trust (Council Referral)' presented to the Scrutiny Co-ordinating Committee held on 20 December 2005.
- (v) Report of the Scrutiny Manager entitled 'HMS Trincomalee Trust Scrutiny Referral: Covering Report – Informal Meeting with the HMS Trincomalee Trust held on 11 January 2006' presented to the Scrutiny Co-ordinating Committee held on 13 January 2006.
- (vi) Presentation of the HMS Trincomalee Trust delivered to the Scrutiny Co-ordinating Committee held on 10 February 2006.

- (vii) Report of the Scrutiny Manager/Research Assistant entitled 'HMS Trincomalee Trust Scrutiny Referral – Setting the Scene' presented to the Scrutiny Co-ordinating Committee held on 10 February 2006.
- (viii) Report of the Scrutiny Manager/Research Assistant entitled 'HMS Trincomalee Trust Scrutiny Referral – Setting the Scene' presented to the Scrutiny Co-ordinating Committee held on 10 February 2006.
- (ix) Report of the Scrutiny Manager entitled 'HMS Trincomalee Trust Scrutiny Referral – Financial Performance' presented to the Scrutiny Co-ordinating Committee held on 24 February 2006.
- (x) Report of the Scrutiny Co-ordinating Committee entitled 'Draft Final Report – 'HMS Trincomalee Trust' Scrutiny Referral' presented to the Scrutiny Co-ordinating Committee held on 10 March 2006.
- (xi) Minutes of the meetings of the Scrutiny Co-ordinating Committee held on 7 October 2005, 21 October 2005, 14 November 2005, 20 December 2005, 13 January 2006, 24 February 2006 and 10 March 2006.

**COUNCIL**  
**13<sup>th</sup> April 2006**



**Report of:** Scrutiny Co-ordinating Committee

**Subject:** SCRUTINY TOPIC REFERRAL FROM COUNCIL –  
UPVC WINDOWS IN CONSERVATION AREAS

---

**1. PURPOSE OF REPORT**

- 1.1 To seek approval from Council for the withdrawal of the referral 'UPVC Windows in Conservation Areas' from the Scrutiny work programme.

**2. BACKGROUND**

- 2.1 On the 23<sup>rd</sup> June 2005, (Minute 17 refers) Council resolved that conservation area issues in relation to the use of UPVC windows be referred to Scrutiny for further investigation. The resolution agreed by Council was:-
- (i) "Issues surrounding the use of UPVC windows in conservation areas, and the affect of conservation areas throughout the town, were referred to the Scrutiny Co-ordinating Committee for further examination."

**3. SCRUTINY OF THE REFERRAL**

- 3.1 Scrutiny Coordinating Committee re-directed the referral to the Regeneration and Planning Services Scrutiny Forum and the issue was subsequently incorporated into the forums' work programme for 2005/06. A scoping exercise was undertaken at the Forum's August meeting and the following terms of reference were established:-
- i). To gain an understanding of the policy approach in relation to Conservation Areas.
  - ii). To examine the policy approach to Conservation areas in relation to UPVC Windows in Hartlepool Borough Council – including enforcement.
  - iii). To examine the need for, and availability of, grant funding towards window replacement.

- iv). To examine best practice in other Authorities
  - v). To seek the views of a sample of residents within Hartlepool
  - vi). To examine the provision of advice and guidance material related to windows and suggest effective ways of raising awareness and distributing such material.
- 3.2 During the scoping exercise, Members of the Regeneration and Planning Services Scrutiny Forum noted that 'Urban Conservation Issues' was the subject of a detailed Scrutiny exercise by the Policy (Other Services) Scrutiny Forum in 2002.
- 3.3 In addition, Members of the Forum also noted that the Portfolio Holder for Regeneration & Liveability was also pursuing various issues in relation to this matter, which are outlined below:-
- (a) A conservation area appraisal for the Headland
  - (b) The investigation of conservation grant funding availability
  - (c) The development control response (to be considered by the Planning Committee)
  - (d) Awareness-raising
  - (e) The establishment of a possible Conservation Area Advisory Committee
- 3.4 The Planning Committee has also received reports on these matters.
- 3.5 In order to avoid duplication the Forum deferred its investigation into conservation area issues in relation to the use of UPVC windows pending the outcome of the Portfolio Holder's consideration of the issues.
- 3.6 Progress has been made on some of the issues referred to in para. 3.3, in that a Borough-wide Conservation Area Advisory Committee and a Conservation Grants Budget for 2006-07 have been approved; in addition a members' seminar with input from English Heritage was held in March. Progress on initiating the Headland Conservation Area appraisal, however, has been delayed whilst discussions have been continuing about a potential CAAC specifically for the Headland. A proposed public consultation event around windows was deferred in December, due partly to the non-availability of English Heritage staff but also recognising that this would be most effectively linked to the consultation arrangements within the Headland Conservation Area appraisal. It is anticipated that the outstanding matters will be actively pursued early in 2006-07, but clearly these circumstances

have impacted upon the Forum's ability to complete the review within the 2005-06 municipal year.

- 3.7 Given the duplication of work potentially to be undertaken by Scrutiny, the Planning Committee and the Portfolio Holder and the circumstances referred to in para 3.5, Scrutiny Co-ordinating Committee approved a request by the Regeneration and Planning Services Scrutiny Forum to withdraw the referral from the Forum's work programme subject to Council's approval.

#### **4. RECOMMENDATIONS**

- 4.1 That Members consider the request to delete the referral from the Scrutiny Work Programme.

#### **BACKGROUND PAPERS**

- (a) Minutes of the Council Meeting held on 23 June 2005.
- (b) Report of the Scrutiny Manager entitled 'Scrutiny topic referral from council – UPVC windows in conservation areas' presented to Scrutiny Co-ordinating Committee held on 8 July 2005.
- (c) Report of the Scrutiny Support Officer entitled 'Conservation Area Issues- UPVC Windows' presented to the Regeneration and Planning Services Scrutiny Forum held on 26 August 2005.
- (d) Report of the Chair of the Regeneration and Planning Services Scrutiny Forum entitled 'Progress Report' presented to Scrutiny Co-ordinating Committee held on 24 February 2006.

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## **COUNCIL**

**13<sup>th</sup> April 2006**



**Report of:** Scrutiny Co-ordinating Committee

**Subject:** FINAL REPORT – OVERSPEND ON THE  
HEADLAND TOWN SQUARE DEVELOPMENT

---

### **1. PURPOSE OF THE REPORT**

- 1.1 To present the findings of the Scrutiny Co-ordinating Committee in relation to the Headland Town Square Overspend Scrutiny Referral.

### **2. BACKGROUND INFORMATION**

- 2.1 The overspend on the Headland Town Square development was referred to the Scrutiny Co-ordinating Committee at the meeting of Full Council on 27 October 2005. Following consideration of the Scrutiny Referral by the Scrutiny Co-ordinating Committee, it was agreed that such referral be considered during February/March 2006 due to the congested Work Programme of the Committee.

### **3. SETTING THE SCENE**

- 3.1 Under the North Hartlepool Partnership's Headland Environmental Improvement and Public Art Programme (HEIPAP) the development of a Headland Town Square was identified as a key project to improve the local environment.
- 3.2 During the Summer of 2004 a national design competition was held for this project and four short-listed urban design companies were asked to submit a strategic master plan and more detailed design proposals of the area.
- 3.3 A two day consultation in the Borough Hall, attended by over 270 people, showed that the majority of people felt that the proposal by Ferguson McIlveen was the one most sensitive to the heritage and character of the Headland.

- 3.4 Consequently, Ferguson McIlveen were awarded the contract to design and manage the Town Square project, which was funded by the North Hartlepool Partnership, the European INTERREG fund and money from One NorthEast via the Tees Valley Partnership.
- 3.5 At the meeting of Cabinet on 10 October 2005 a request was made from the North Hartlepool Partnership to the Council to consider making a contribution to the overall projected cost of the Headland Town Square development, in the light of the detailed projected costs exceeding the approved external funding.
- 3.6 Whilst savings had already been identified there remained an excess of £105,000. Further savings could only be achieved by significantly compromising the overall scheme design and/or reducing facilities for residents and visitors to the Headland.
- 3.7 Enquiries had established that there was no prospect of increased funding from any of the existing sources, hence the request to the Council for additional funding. The development of the Town Square is seen as a key project within the North Hartlepool Partnership's overall regeneration programme.
- 3.8 Consequently, it was agreed that the request for additional funding of £105,000 from the Council as part of the 2006/07 budget to support the Headland Town Square scheme be forwarded to Council for consideration for inclusion in the 2006/07 capital budget.
- 3.9 At the meeting of Full Council on 27 October 2005, funding to cover the shortfall was agreed, but it was also resolved that the issues surrounding the overspend on the Headland Town Square Development be referred to Scrutiny Co-ordinating Committee for further examination.

#### **4. OVERALL AIM OF THE SCRUTINY REFERRAL**

- 4.1 The overall aim of the Scrutiny Referral was to examine the overspend on the Headland Town Square Development.

#### **5. TERMS OF REFERENCE FOR THE SCRUTINY REFERRAL**

- 5.1 The following terms of reference for the Scrutiny Referral were as outlined below:-
- (a) To gain an understanding of the overall aim of the Headland Town Square development;
  - (b) To examine the causes of the overspend; and

- (c) To reach a conclusion as to why/how the project had cost more than originally anticipated.

## **6. MEMBERSHIP OF THE SCRUTINY CO-ORDINATING COMMITTEE**

- 6.1 The membership of the Committee was as detailed below:-

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

Resident Representatives: Evelyn Leck, Linda Shields and Joan Smith

## **7. METHODS OF INVESTIGATION**

- 7.1 Members of the Committee met formally on 24 February 2006 and 10 March 2006 to discuss and receive evidence relating to the Scrutiny Referral. A detailed record of the issues raised during these meetings is available from the Council's Democratic Services.
- 7.2 Over the course of the inquiry Members received a detailed officer report, which provided an outline of the issues, and a timeline of events, leading to the overspend on the Headland Town Square development. In addition a number of officers and external witnesses attended scrutiny to provide verbal evidence in support of the report was received from the below-named:-
- (a) North Hartlepool Partnership Manager;
  - (b) Project Manager (Technical Services) and Engineering Manager, Hartlepool Borough Council; and a
  - (c) Representative of Ferguson McIlveen.
- 7.3 The Director of Neighbourhood Services and the Assistant Director (Planning and Economic Development) were also in attendance at the meeting of Scrutiny Co-ordinating Committee on 24 February 2006 and contributed to discussions.

## **FINDINGS**

### **8. OVERALL AIM OF THE HEADLAND TOWN SQUARE DEVELOPMENT**

- 8.1 The Headland Town Square development is a key project, which has been developed as part of the North Hartlepool Partnership's Headland Environmental Improvement and Public Art Programme (HEIPAP). The project has been funded by the North Hartlepool Partnership, the European INTERREG fund and money from One NorthEast via the Tees Valley Partnership.

- 8.2 The Headland Town Square will provide a number of benefits for the local environment and the town as a whole. The project complements North Hartlepool Partnership's and the Borough Council's strategic approach to the regeneration of the Headland in providing a new high quality public space, enhancing the setting of key buildings and facilities at the heart of the Headland.

## **9. CAUSES OF THE OVERSPEND**

- 9.1 Members asked how the original estimate figure of £1.4 million for the project was arrived at.
- 9.2 It was found that the original indicative budget for the project was established by reference to:-
- (a) a broad assessment of the scale of resource likely to be needed to fund an environmental improvement scheme of this scale and in an important conservation area location; and
  - (b) the best estimate of levels of funding availability from the three identified funders.
- 9.3 The budget of approximately £1.4m was established in this way prior to the design competition being held and had to cover the cost of works on site and professional fees.
- 9.4 In October 2005 four companies presented their design proposal to representatives from North Hartlepool Partnership, Headland Parish Council, One North East, the Commission for Architecture and the Built Environment (CABE) and Hartlepool Borough Council.
- 9.5 Each submission was assessed against pre-determined criteria and Ferguson McIlveen ranked the highest. In addition the four proposals were put on public display in late October and responses from the public indicated that Ferguson McIlveen was their preferred designer.
- 9.6 Consequently, the Town Square Steering Group recommended Ferguson McIlveen's as the preferred design on 5 November 2004 and at a joint meeting of the Liveability and Regeneration and Planning Portfolio Holders and the North Hartlepool Partnership Board on 18 November 2004 it was agreed that Ferguson McIlveen would be appointed as the preferred designer.
- 9.7 After agreeing the level of fees payable to Ferguson McIlveen, the target cost for construction was £1.225m.
- 9.8 Following the meeting of Scrutiny Co-ordinating Committee on 24 February 2006 Members may wish to consider the following information in relation to

the procurement method that was agreed for this contract. On 19 January 2005 the (then) Regeneration and Planning Portfolio Holder was provided with an outline of three forms of contractor procurement for consideration, which are summarised below:

- (a) Best price tenders, based on bills of quantities;
- (b) A partnering arrangement where the contractor offering the best quality work would be selected to join a project team to prepare designs and provide a facility within a given budget; and
- (c) A performance/price arrangement where the contractor would be selected on a quality/cost assessment basis. The price/quality ratio also needs to be determined with this option.

- 9.9 The Portfolio Holder decided that the contractor procurement and contract arrangements would be carried out in accordance with Option (c)<sup>1</sup> above and that a price/quality ratio of 20/80 should be used in the assessment. Further details of this process are included in **Appendices A and B**.
- 9.10 During the meeting of this Committee on 24 February 2006 the Director of Neighbourhood Services gave an overview of changing procedures for issuing contracts of this type. In the past a scheme or project was designed and then it would go out to tender and (generally) the lowest bid from a contractor would be awarded the contract. However, this process was found to create an artificially low price, which in turn often led to overspends. The introduction of 'Rethinking Construction' in 1998 has led to the contractor being brought into the process earlier than in the past and then agreeing a target cost with them and jointly seeking to work to that target cost.
- 9.11 During February 2005 the Council invited four contractors to be interviewed for the Headland Town Square project. Seymour Civil Engineering Contractors Limited were confirmed as the Council's preferred contractor on 18 February 2005. Once Seymour's had been approved as the preferred contractor they worked with the design team and steering group to achieve a target price.
- 9.12 In March 2005 some materials were purchased at a cost of £150,647. The purpose of which was to achieve an amount of spend in the financial year 2004/05, which was at risk if not defrayed.
- 9.13 The project's design development was the subject of several stages of extensive consultation which assisted greatly in securing a proposal addressing local people's views - indeed, the process was informally commended as an example of good practice in this respect by the ONE and CABE representatives. Such processes however did add to the time pressures involved in bringing the project forward so as to utilise annual funding allocations. Following the final public consultation for the project in

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<sup>1</sup> In accordance with the New Engineering Contract (NEC) Option C.

August 2005 Ferguson McIlveen reported that there was a budget shortfall of £190,000 to deliver the scheme as designed. Following a review of this reported shortfall by Ferguson McIlveen and Seymour, the budget shortfall was reduced to £105,000. Given 80% of the public supported the final design (in the last public consultation) and some money had been spent on materials it was deemed impractical to reduce the content, quality and size of the scheme.

- 9.14 Consequently, the alternative was to seek additional funding to meet the overspend. Hartlepool Borough Council officers sought additional funding via Interreg but were advised that, at that point, no further funding was available.
- 9.15 North Hartlepool Partnership (NHP) asked One North East if they could ask for further funding within the existing partnership arrangements. However, given that ONE had approved a contribution of £900k Single Regeneration Budget, (64% of cost) and £225,000 Single Programme (16% of cost) as well as over £50,000 towards the development of the scheme and given that the project is in the public domain and the Council had not contributed anything to the material cost of the project, it was suggested that the Council be approached for a funding contribution to meet the overspend
- 9.16 Consequently, on 10 October 2005 Cabinet considered the request for funding to meet the Headland Town Square overspend in detail and expressed their concern at the apparent increase in costs. However, Cabinet indicated that in light of the importance of the scheme and that no other Council funding had been involved to date, the scheme should be forwarded to Council for its consideration and approval for inclusion in the 2006/07 capital budget.
- 9.17 On 27 October 2005 Council resolved that a contribution of £0.105m be made for the Headland Town Square Development and this expenditure should be funded from Prudential Borrowing, with the resulting Prudential Borrowing costs to be funded from the overall budget from 2007/2008. It was also resolved that the matter should be referred to the Scrutiny Co-ordinating Committee.
- 9.18 A Member of the Scrutiny Co-ordinating Committee argued that a figure of about 10% of the budget should have been built into the contract for contingencies and questioned whether this had been the case in this instance.
- 9.19 The representative of Ferguson McIlveen indicated that every contract should have a budget for contingencies. For this scheme the contractor and the design team worked out the target cost and attempted to reduce the contingencies at the design stage. Through conducting a 'risk workshop' and developing a 'risk register' the level of contingencies was reduced to a level that was deemed acceptable. Nevertheless, the cost came in higher than the target cost and as a result it was necessary to look to reduce the

scheme or approach the Council for extra monies to maintain the standard of the project.

- 9.20 Members questioned whether the increase in material costs should have been anticipated. It was argued that the costs had effectively been tied into an agreed course of action. By going out to consultation there were expectations amongst the public for the project to be of a certain design and quality. The materials used for the Town Square Development must be of a conservation area standard, given that the scheme is within the Headland Conservation Area. Furthermore, a number of design issues, e.g. around the provision of bus services around the site, complicated and delayed the costing of this project.
- 9.21 Members raised the issue of the impact of archaeological work on the site, the implications this might have on future costs for the project and whether this should have been anticipated given the history of the Headland.
- 9.22 It was found that in January 2005 Tees Archaeology had undertaken preliminary work on the site to test for any significant archaeological findings. Furthermore, Channel Four's Time Team had also excavated parts of the Headland without finding anything.
- 9.23 Consequently, the archaeological findings have been unexpected. In addition to the additional costs attributable to the archaeology, some further unavoidable costs had been incurred, utilising the existing contingency fund within the budget. It had been felt prudent to seek funding at this stage to cover the potential for further unforeseen items emerging before the end of the contract. The recently approved additional Council provision of £90,000 reflected these identified and potential additional costs, after taking account of an additional contribution secured from Interreg.
- 9.24 Given the work done to date, it is anticipated that the bulk of potential problems would have occurred by now, reducing the likelihood that all of that £90,000 will be called upon. Furthermore, every effort is being made to restrict costs by engaging with other partners who may be able to support or 'sponsor' specific elements of the scheme

## 10. CONCLUSIONS

10.1 The Scrutiny Co-ordinating Committee concluded:-

- (a) That Headland Town Square Development is a key project, which provides a number of benefits for the local environment and the town as a whole;
- (b) That the indicative budget was agreed prior to the contract being established with the consultant. The overall £1.4 million budget included a construction budget of £1.225 million after fees.

- (c) That the Regeneration and Planning Portfolio Holder decided that the contractor procurement and contract arrangements would be carried out in accordance with Option (c), highlighted in paragraph 9.8 above, and that a price/quality ratio of 20/80 should be used in the assessment;
  - (d) That in August 2005 a budget shortfall of £190,000 was reported, which was subsequently reduced to £105,000;
  - (e) That a number of design issues, e.g. around the provision of bus services around the site, complicated and delayed the costing of this project;
  - (f) That the Council was approached to meet to the budget shortfall because the project is in the public domain and the Council had not contributed anything to the material cost of the project; and
  - (g) That in relation to the overspend the cost pressures and funding were identified before the Council approved the overspend.
- 10.2 Consequently, on 10 March 2006 the Committee concluded that it could not find any evidence of mismanagement or of a lack of control in the management of the project. Members of the Committee agreed that it can be very difficult to define a realistic and reasonable contingency sum within a fixed budget. In addition Scrutiny Co-ordinating Committee wished to compliment those involved in the development of the Headland Town Square on the extensive consultation undertaken as part of the design process.

## **11. RECOMMENDATIONS**

### **11.1 Scrutiny Co-ordinating Committee recommends that:**

- (a) It can find no evidence of mismanagement or of a lack of control in the management of the Headland Town Square Development.
- (b) The following issues should be approved for inclusion in future project and contract management:
  - i. When considering the type of contract to award and the appointment of a preferred contractor all interested stakeholders should be given the opportunity to be included in this process.
  - ii. That an inclusive approach should be taken to consultation around the design of a scheme, including involving appropriate age groups.
  - iii. That robust cost estimates and funding are established before a final consultation on any design or scheme proposal.



## **12. ACKNOWLEDGEMENTS**

- 12.1 The Scrutiny Co-ordinating Committee is grateful to all those who have presented evidence during the course of this Scrutiny Referral. We would like to place on record our appreciation, in particular of the willingness and co-operation we have received from the below named:-

Ian Parker, Stuart Green, Alan Coulson and Richard Starrs of Hartlepool Borough Council

John Ford, North Hartlepool Partnership Manager

Richard Legg of Ferguson McIlveen

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

March 2006

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## **BACKGROUND PAPERS**

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

- (i) Report of the Acting Head of Technical Services entitled 'Headland Town Square' presented to the Regeneration and Planning Portfolio Meeting held on 19 January 2005.
- (ii) Minutes of the Regeneration and Planning Portfolio held on 19 January 2005.
- (iii) Joint Report of the Director of Neighbourhood Services and the Director of Regeneration and Planning Services entitled 'Headland Town Square – Request for Funding Contribution' presented to the Cabinet on 10 October 2005.
- (iv) Minutes of the Cabinet meeting held on 10 October 2005.
- (v) Minutes of the Council meeting held 27 October 2005.

- (vi) Minutes of the Scrutiny Co-ordinating Committee held on 14 November 2005, 24 February 2006 and 10 March 2006.
- (vii) North Hartlepool Partnership Annual Report 2004/05.
- (viii) Report of the Corporate Management Team entitled 'Budget and Policy Framework 2006/07 to 2007/08' presented to Cabinet on 10 February 2006.
- (ix) Report of the Scrutiny Support Officer entitled 'Scrutiny Referral into the Overspend on the Headland Town Square Development – Scoping Report' presented to the Scrutiny Co-ordinating Committee on 24 February 2006.

## **REGENERATION & PLANNING PORTFOLIO**

Report To Portfolio Holder

19 January 2005



**Report of:** Acting Head of Technical Services

**Subject:** HEADLAND TOWN SQUARE

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### **SUMMARY**

#### **1. PURPOSE OF REPORT**

- 1.1 To obtain Portfolio Member approval of the proposed Contractor procurement method and type of Contract.

#### **2. SUMMARY OF CONTENTS**

- 2.1 A brief resume of the background to the current position and discussion of options together with a recommended course of action.

#### **3. RELEVANCE TO PORTFOLIO MEMBER**

- 3.1 The Portfolio Member has responsibility for the decision required.

#### **4. TYPE OF DECISION**

- 4.1 Non Key.

#### **5. DECISION MAKING ROUTE**

- 5.1 The Portfolio Member has responsibility for the decision required.

#### **6. DECISION(S) REQUIRED**

- 6.1 Decision as to what form of procurement and contract to adopt.

**Report of:** Acting Head of Technical Services

**Subject:** HEADLAND TOWN SQUARE

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**1. PURPOSE OF REPORT**

- 1.1 To inform the Portfolio Holder of the issues involved and obtain approval of the form of Contractor procurement to be adopted.

**2. BACKGROUND**

- 2.1 Consultants Ferguson and McIlveen have been appointed to develop and deliver the project. The value of the overall scheme is approximately £1.4 million funded through North Hartlepool Partnership and other match funding. Approval for the overall scheme is a key decision and a report will be presented to a joint meeting of Regeneration and Planning and Liveability Portfolios in February by the Assistant Director of Planning and Economic Development and the Acting Head of Technical Services.
- 2.2 The proposals are now being developed through the detail design process. It is desirable to achieve early contractor involvement in the design process to enhance quality and deliverability of the final design.
- 2.3 The works are of a general civil engineering nature therefore it is intended to procure a Contractor from the existing select list of contractors for highway works. Once appointed the Contractor will work under the direction of the Council's Consultants.
- 2.4 The alternative forms of procurement and contract contained within Contract Procedure Rules have been considered and the merits of each is summarised as follows:
- a) Best Price tenders based on Bills of Quantities. Generally Contractors submit very competitive rates for the works in order to secure the Contract but are then driven by the need to carry out the works for that price and still make a profit. This does not lend itself to collaborative working in sensitive sites and is not considered the most appropriate for these works;

- b) A Partnering arrangement where a Contractor is selected on the basis of a quality assessment and then joins a project team to prepare designs and provide a facility within a given budget. Any cost savings within that budget are then shared between all parties. These arrangements are best suited when the Contractor can make a significant contribution early in the design process to identify the most economic solution. However in this case the requirements have already been established and the Contractor is only needed for the implementation;
- c) A Performance/Price arrangement where the Contractor is selected on the basis of a quality/cost assessment, and is then appointed on a Target Cost with activity schedule ECC Contract. This facilitates the contractor's relevant experience and previous performance to be taken into account along with cost elements to select the most appropriate Contractor.

2.5 Of the above 3 options, Option c) is considered to be most compatible with the objectives and nature of this project.

2.6 Should you decide Option c) be adopted then Standing Orders also require that you determine the price/quality ratio to be used in the Contractor assessment. The choice of ratio should reflect the priorities of the scheme and would normally range between 50/50 and 20/80 (price/quality). I would suggest 20/80 (price/quality) is appropriate in this case due to the nature of the site and works.

### **3. FINANCIAL IMPLICATIONS**

3.1 The decision does not affect funding of the project.

### **4. RECOMMENDATIONS**

4.1 It is recommended that Contractor procurement and Contract arrangements be carried out in accordance with Option c) in 2.4 above and that a price/quality ratio of 20/80 be used in the assessment.

**Minute Extract Regeneration and Planning Portfolio 19<sup>th</sup> January 2005**

**58. Headland Town Square** (*Acting Head of Technical Services*)

**Type of decision**

Non Key

**Purpose of report**

Approval was sought for the proposed Contractor Procurement method and type of Contract.

**Issue(s) for consideration by Portfolio Holder**

The Headland Town Square scheme was being developed by Ferguson and McIlveen at a cost of approximately £1.4 million. This would be funded through North Hartlepool Partnership and other match funding. A report was due to be presented to a joint meeting of the Regeneration and Planning and Liveability portfolios in February. As the works were of a civil engineering nature the intention was to choose a contractor from the existing select list of contractors for highway works. When appointed they would work under the Council's Consultants.

The forms of contractor procurement to be considered were set out as:

- (a) Best price tenders, based on bills of quantities.
- (b) A partnering arrangement where the contractor offering the best quality work would be selected to join a project team to prepare designs and provide a facility within a given budget.
- (c) A performance/price arrangement where the contractor would be selected on a quality/cost assessment basis. The price/quality ratio also needs to be determined with this option.

Of the three options performance/price at option (c) was considered the most appropriate given the objectives and nature of the project. A price/quality ratio of 20/80 was recommended.

**Decision**

Contractor procurement and Contract arrangements were approved to be carried out in accordance with Option (c) above and that a price/quality ratio of 20/80 be used in the assessment.

**COUNCIL**  
13<sup>th</sup> April 2006



**Report of:** CONSTITUTION COMMITTEE

**Subject:** CONTRACT PROCEDURE RULES

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1. **PURPOSE OF REPORT**

The purpose of this report is to invite the Council to approve amendments to the Council Procedure Rules.

2. **BACKGROUND**

2.1 At its meeting on 24<sup>th</sup> January 2005 Cabinet approved the revised Procurement Strategy for the Council, and the Portfolio Holder endorsed an updated version of this strategy on 8<sup>th</sup> August 2005.

2.2 The main drivers are:

- The National Procurement Strategy and Milestones
- The Gershon Efficiency Agenda
- The Council's Way Forward

2.3 In order to facilitate the implementation of the Procurement Agenda the Council, as part of the Way Forward, appointed the Head of Procurement and Property Services (HPPS) to provide the necessary Senior Officer lead. Additionally, the Corporate Procurement Group made up of Senior Officers from all Departments was established and a small Procurement Unit was set up within the HPPS's Division.

2.4 The Procurement Unit identified the need to review and amend the CPRs, as part of the Council's Constitution, in order to reflect the changing procurement environment brought about by the procurement agenda. The opportunity was also taken to clarify a variety of general issues.

2.5 A CPR subgroup was formed from members of the Corporate Procurement Group consisting of representatives for legal, procurement, property and audit to consider the necessary changes and the resultant Draft CPRs were presented to the Corporate Procurement Group for approval for referral to members.

- 2.6 The Constitution Working Group and the Constitution Committee, at their meetings on the 9<sup>th</sup> March 2006 and 30<sup>th</sup> March 2006 respectively, considered the changes to the Contract Procedure Rules proposed by the Corporate Procurement Group. The Committee approved the form of the rules as set out in Appendix 1, subject to a small number of amendments that have been incorporated.

**3. RECOMMENDED**

That Council approve the Council's Contract Procedure Rules as set out in Appendix 1



**DRAFT CONTRACT PROCEDURE RULES**  
**All amendments in Red**

**CONTENTS**

**Rules**

Introduction

**Part A – Scope of Contract Procedure Rules**

1. Application of Contract Procedure Rules

**Part B – Selected Tenderers Lists**

2. Compilation of Selected Tenderers Lists

**Part C – Informal / Quotations Procedures**

3. Contracts under £5,000 – Informal Procedures

4. Works Contracts £5,000 - £20,000 - Informal Quotations Procedures

5. Works Contracts to £45,000 etc - Formal Quotations Procedures.

**Part D – Best Price Procedures**

6. Works Contracts over £45,000 etc.

7. Public Notice provisions

8. Selected tenderers provisions

9. Acceptance of tender

**Part E – Price/Performance Procedures**

10. Price/Performance Contracts Provisions

**Part F – Partnering Contracts Procedures**

11. Partnering Contracts Provisions

**Part G – General Provisions**

12. Opening of Tenders

13. Tenders to be returned in sealed envelopes

14. Agreed Marking Mechanism

15. Contracts to be in writing

16. Liquidated Damages and Performance Bonds

17. Other remedies for breach

18. British Standards

19. Prevention of Corruption

20. Signature of contracts

- 21. Tenderers withdrawal
- 22. Post contract variations and negotiations
- 23. Nominated sub-contractors

**Part H – Glossary**

- 24. Interpretation

## **CONTRACT PROCEDURE RULES**

### **INTRODUCTION**

#### **Contracts covered by the rules**

The following procedure rules apply to contracts entered into by the Council whether under authority exercised by the Executive (in respect of executive functions), Full Council (in respect of non-executive functions), a committee of either the Executive or the Council or an officer. The contracts to which they are applicable are contracts for the acquisition of goods, materials or services or for the execution of works, with certain exceptions set out in the rules.

The rules do not represent a total procedure package – rather they stipulate a number of requirements that must be complied with within any contract letting procedures adopted. For further details of the procedures to be followed in the procurement of goods and services, reference should be made to the Procurement Guidance (*Officers Guide to Procurement*), which gives a wider explanation of the Council's procurement policies and practices. Where significant expenditure is contemplated, the rules establish requirements in the context of 3 contract-letting concepts –

- Best Price basis - lowest price where price to be paid by Council; highest price where price to be received by Council;
- Price/Performance – contractor to be selected on basis of combination of price and quality
- Partnering – contract includes:
  - establishment of partnering team
  - pricing policy
  - open-book policy
  - savings sharing formula.

#### **Central Purchasing Contracts**

Where goods or services are to be acquired of a nature in respect of which a central contract has been established by the North East Purchasing Organisation (NEPO) or the Council's Procurement Unit, such goods and services will be purchased through that contract unless the Chief Officer, following consultation with the Head of Procurement & Property Services, considers a special exemption can be made. Goods or services for which the Council has accepted a tender submitted to NEPO are outside the scope of the Contract Procedure Rules and will be obtained from the relevant supplier in accordance with the NEPO procedures.

#### **Strategic Partnerships**

Where goods or services are to be acquired of a nature in respect of which the Council has established a Strategic Partnership with another provider, such goods and services will be purchased through that Strategic Partnership. Only in exceptional circumstances

and following consultation with the Head of Procurement & Property Services and the Chief Solicitor, will exemptions be made.

### **The rules and an In-house Provider**

These rules do not apply when a decision is taken to have work executed by an in-house provider such as Neighbourhood Services, without competitive process. In such circumstances, the provider being a department or division of the Council, there is no contract as it is a fundamental principle of contract law that a party cannot contract with itself. Even where a competitive process has taken place and the work is awarded to the in-house provider on the basis of their bid, there is no contract.

This has the consequence that, when it is necessary for the in-house provider to have some part of the work done by an outside contractor, the contract with the outside contractor is a 'contract', rather than a 'sub-contract' (requiring specific contract provision regulating the relationship between the in-house provider and the external contractor which is outside the scope of this commentary). For the purposes of their bid as part of a competitive process, the in-house provider may wish to include elements of cost for an external contractor and provision is made for a higher limit for Informal/quotations procedures to be followed in such circumstances. Costs established through those informal/quotation procedures can then be used as the basis of the contract with the external contractor without further tendering procedures being followed. In these rules, such contracts are referred to as "In-house Bid Contracts".

### **Criteria for selection of Price/Performance and Partnering Contracts**

Contracts will be of the Best Price type unless a decision has been taken that either a Price/performance contract or a Partnering contract is to be established. Considerations which will inform such a decision are likely to include: -

- Value of contract
- Nature of project - e.g. is the work involved of a specialist nature where the contractor's techniques, design talents, contacts with government departments, national agencies etc are likely to be material to any choice
- Frequency of need for services/work
- Importance of adherence to budget
- Client input throughout the project

### **Roles and Responsibilities**

Responsibility for decision making and action under contract letting procedures and for monitoring of the application of the contract procedures will be spread over the Council, in the interests of both efficiency and probity. Statutory guidance indicates that there should be delegated to officers greater responsibility for discharge of executive functions.

## **The role of Members**

### The Executive or the Council

Most contracts will relate to executive functions and regulations provide that those functions may only be discharged by the Executive (either full Cabinet or an individual Portfolio Holder, as the case may be). In respect of contracts relating to their executive functions, the Executive will have the responsibility: -

- To determine the project including general aims of the construction, or service to be acquired
- To establish the level of expenditure for the project
- To approve lists of selected tenderers prepared under Rule 2
- To determine the nature of the contract – best price, price/performance or partnering
- To determine the Price/Quality ratio in respect of a price/performance Contract or a Partnering Contract or other basis of assessment
- To determine the Budget Price in respect of a Partnering Contract
- To waive any element of the Contract Procedure Rules in the case of an individual contract or class or group of contracts

Occasionally, the necessity for a contract may arise in connection with non-executive functions. In such a case the roles set out above, to the extent that they may be relevant, will be discharged by the Council.

In preparing a report inviting a decision to enter into a contract, the responsible officer should structure the report so as to cover the matters which require decision as set out above thus ensuring that the nature of the action to be taken by officers following the decision is clear.

### The Contracts Scrutiny Panel

In order to ensure probity and transparency in the award of contracts, the Contracts Scrutiny Panel will participate in the letting of contracts by monitoring their compliance with the Contract Procedure Rules at a number of stages, both during and after the completion of the contract procedure. In respect of any contract the Panel will have the responsibility:

- To receive and examine tenderers lists
- To open tenders

- To receive and examine reports on the outcome of price/performance and partnering contracts letting procedures

### **The role of Officers - The Chief Officer/Officer Team**

The Chief Officer/Officer Team will have the responsibility:

- To prepare the specification
- To approve use of selected tendering list or, if none available, to determine the tendering list for the contract
- To advertise/issue invitations for expressions of interest
- To determine a marking mechanism for each contract or for categories of contracts
- To select contractors for participation in Price/performance and Partnering contracts procedures
- To interview contractors
- To evaluate proposals & contractors and allocate scores
- To approve the successful contractor

It is presumed that officers responsible for procuring goods, works and services under these rules are familiar with the powers delegated to officers under the Council's delegation scheme, at least to the extent that those powers enable an officer to take action without a specific authority from Members. Where an officer is given power to take action (e.g. to incur expenditure for which budgetary provision has been made), that power includes the power to enter into any contract necessary to secure the goods, works or services involved. In the interests of transparency, the requirement for tenders to be opened by the Contract Scrutiny Panel applies to contracts undertaken by an officer under delegated powers, but the responsible officer, rather than the Chief Solicitor would sign such a contract.

### **Electronic Procurement (e-Procurement)**

The Council's E-procurement Strategy requires that whenever possible procurement shall be carried out electronically. All procurement carried out, on any e-procurement system approved by the Chief Solicitor and the Head of Procurement & Property Services, is subject to these Rules.

### **General**

In the event of conflict between this Introduction and the following Contract Procedure Rules, the latter shall prevail

These rules are made in pursuance of Section 135 of the Local Government Act 1972 and the Local Authorities (Executive Arrangements) (Modification of Enactments and Further Provisions) (England) Order 2001.

**PART A - SCOPE OF CONTRACT PROCEDURE RULES**

**1 Application of Contract Procedure Rules**

- i) These rules apply to every contract for the supply of goods, materials or services or for the execution of works, so far as they are relevant to a contract of the type determined by the Executive or the Council (as the case may be), except as provided in (ii) below.
- ii) With the exception of (vii) below, these rules do not apply to contracts with professional persons or contractors for the execution of works or the provision of services in which the professional knowledge and skill of these persons or contractors is of the primary importance or where the contract is for the provision of caring services to children or vulnerable persons.
- iii) No exception from any of the rules shall be made otherwise than by direction of the Executive or the Council or in any case of urgency, the Chief Officer after consultation with the Monitoring Officer. A record of any exception from any of the provisions of these procedure rules shall be reported to the Contracts Scrutiny Panel at their next meeting, and shall specify the case or urgency by which the exception shall have been justified.
- iv) For the purposes of any financial limit referred to in the rules, if the application of the rules to a particular contract cannot be identified until after opening of any tender, the value of the contract shall be as estimated by the Chief Officer.
- v) Reference in these rules to any decision, authority or action of the Council, the Executive, the Contracts Scrutiny Panel or an officer shall be deemed to include reference to a decision approval or action of the responsible body or officer prior to as well as after the adoption of these rules.
- vi) The letting of any contract shall also comply with any legislation or regulations relevant to the contract, Health and Safety Regulations, the European Directive on public procurement, the Council's Financial Regulations and the Council's Procurement Strategy.
- vii) In respect of any contract to which, for whatever reason, the procedures set out in these rules do not apply, there shall be followed a procedure which:
  - has been determined and recorded prior to its commencement
  - ensures a level of competition consistent with the nature and value of the contract
  - is transparent and auditable



- provides value for money, and
- records the reasons for choosing the successful contractor

## **PART B - SELECTED TENDERERS LIST S**

### **2 Compilation of Selected Tenderers Lists**

- i) This rule applies where a decision has been made that a list shall be kept of persons to be invited to tender for contracts for the supply of goods, materials or services of specified categories, values or amounts, or for the execution of specified categories of work and such a list is not to be compiled in accordance with the Constructionline procedure formulated by or on behalf of the Department of Trade and Industry
- ii) The list shall include at least eight persons and shall:
  - be approved by the Executive and (subject to paragraph IV below) be maintained on behalf of the Executive by the Chief Officer;
  - contain the names of all persons who wish to be included in it and are approved by the Executive or Chief Officer/Head of Department, subject to no persons being included until the appropriate technical officer is satisfied that they have the capacity to undertake the contracts envisaged, the Chief Personnel Services Officer is satisfied that they have adequate Health and Safety arrangements and the Chief Financial Officer is satisfied that they are financially sound; and
  - indicate whether a person whose name is included in it is approved for contracts for all or only some of the specified values or amounts of categories.
- iii) At least four weeks before the list is first compiled, notices inviting applications for inclusion in it shall be published in one or more local newspapers circulating in the district, and in one or more newspapers or journals circulating among such persons as undertake contracts of the specified values or amounts or categories.
- iv) The list may be amended by the appropriate Chief Officer as required from time to time and shall be reviewed as follows:
  - Review to be carried out at intervals not exceeding 4 years, where an update of the list is carried out and notices inviting applications for inclusion in the list shall be published in the manner provided by para. (iii) of this standing order.
  - Update to be carried out at intervals not exceeding 2 years, where each person whose name appears in the list shall be asked whether s/he wishes his/her name to remain therein.

Any such amendment or update shall be reported to the Executive. Any such review shall be presented to the Executive for approval and then reported to the Contract Scrutiny Panel.

## **PART C - INFORMAL / QUOTATION PROCEDURES**

### **3 Informal Procedure - Contracts under £5,000**

For a contract for less than £5,000, reasonable enquiries shall be made to determine that the price is fair and reasonable.

### **4 Informal Quotations Procedure - Works contracts £5,000 - £20,000**

For a contract for the execution of work up to £20,000 three quotations shall wherever possible be obtained.

### **5 Formal Quotations Procedure - Works contracts £20,000 - £45,000 Goods materials or Services Contracts £5,000 - £15,000 (In-house bid contracts £5,000 - £75,000)**

In respect of contracts:

- for the execution of work up to £45,000 (£75,000 for In-house bid contracts): or
- for the supply of goods materials or services up to £15,000 (£75,000 for In-house bid contracts)

at least three written quotations shall wherever possible be obtained.

## **PART D - BEST PRICE PROCEDURES**

### **5 Works contracts over £45,000 Goods materials or Services Contracts over £15,000 (In-house bid contracts over £75,000)**

- i) Except for contracts described in rule 6(ii), no contracts which exceed £45,000 (£75,000 in the case of an In-house bid contract) in value or amount for the execution of any work, or £15,000 (£75,000 in the case of an In-house bid contract) in value or amount for the supply of goods, materials or services shall be made unless public notice has been given in accordance with the Public Notice provisions (see rule 7).
- ii) Rule 6(i) does not apply to contracts which have been determined should be let under

- the Selected Tenderer provisions (see rule 8)
- the Price/Performance contracts provisions (see rule 10) or
- the Partnering contracts provisions (see rule 11)

or which relate to the following matters: -

(a) Purchase by auction;

(b) Work to be executed or goods, materials or services to be purchased which are a matter of urgency;

(c) The work to be executed or the goods, materials or services to be supplied consist of repairs to or parts for existing machinery or plant;

(d) The goods, materials or services to be purchased are such that a substantial proportion of the price is likely to be attributable to haulage;

(e) The purchase of goods, materials or services which are obtainable only from a limited number of contractors, but in such case a reasonable number of contractors shall be invited to submit tenders.

(f) Purchase or repair of patented or proprietary article or articles sold only at fixed price;

(g) The goods, materials or services to be purchased are such that effective competition is prevented by government control;

(h) The prices of the goods, materials or services to be purchased are controlled by a trade organisation or for other reasons there would be no genuine competition.

## **7 Public Notice provisions**

- i) At least ten days public notice shall be given
  - in one or more local newspapers circulating in the district,
  - also, wherever the value or amount of the contract exceeds £100,000 in the case of execution of any works or exceeds £30,000 in the case of supply of goods, materials or services, in one or more newspapers or journals circulating among such persons as undertake such contracts,expressing the nature and purpose of the contract, inviting tenders for its execution and stating the last date (not less than 10 days after appearance of the public notice) when tenders will be received.
- ii) After the date specified in the public notice, invitations to tender for the contract shall be sent to not less than three of the persons who applied for

permission to tender, selected by the Chief Officer in the approved manner, either generally or in relation to a particular contract or category of contract or, if fewer than three persons have applied and are considered suitable, to all such persons.

**6 Selected tenderers provisions**

This rule applies where it has been determined that the invitation to tender for a contract is to be limited to persons whose names appear on a Selected Tenderers list compiled under rule 2. An invitation to tender for that contract shall be sent to at least three of those persons included in the list as being approved for a contract for that value or amount or of that category, or, if there are fewer than three such persons, to all such persons. If there are three or more such persons, the persons to whom invitations are sent shall be selected by the Chief Officer in the manner approved, either generally or in relation to a particular contract or to a category of contracts.

**9 Acceptance of tender**

A tender –

- other than the lowest tender if payment is to be made by the Council or
- other than the highest tender if payment is to be received by the Council,

shall not be accepted without the fact of and reason for the acceptance being recorded and notified to the Contracts Scrutiny Panel at their next meeting.

**PART E - PRICE/PERFORMANCE CONTRACTS**

**10 Price/performance Contracts Provisions**

This rule applies when it has been determined by the Executive, that the contractor shall be chosen on the basis of a combination of price and performance and for which a price/performance ratio has been determined.

- (i) (a) Where there is a relevant Select List of Contractors for the nature of work or service involved in the project, the Chief Officer shall invite such number of contractors from the list as s/he considers appropriate to indicate whether they are interested in undertaking the proposed works and, if so, to provide a list of all clients for whom they have worked in the 2 years prior to the invitation.
- (b) Where there is no Select List of Contractors the Chief Officer shall compile for examination by the Contracts Scrutiny Panel a list of contractors to whom the invitation referred to in para (a) above will be submitted.

- (ii) The Chief Officer shall select from the contractors who confirm their interest and provide relevant details those contractors who will be invited to submit tenders and shall compile a list of those contractors for examination by the Contracts Scrutiny Panel, unless the list is identical to the one previously reported following para 10(i)(b) above.
- (iii) Contractors invited to submit tenders will be required to provide method statements relevant to the contract.
- (iv) Not fewer than 4 of the contractor's former clients will be requested to complete a Referee's Questionnaire (see Rule 24) except in the case of a contractor for whom Referee's Questionnaires have been obtained during the previous 6 months.
- v) An Agreed Marking Mechanism (see Rule 14) shall be applied to calculate the Price/performance Score of each contractor
- (vi) The contractor with the highest Price/performance Score will usually be awarded the contract.
- (vii) The Price/performance Score of each contractor shall be entered into a Price/performance Score Matrix (see Rule 24) which shall be submitted to the Contracts Scrutiny Panel without any indication of the identity of the Contractor to which each Price/performance Score relates at their next meeting.
- (viii) No notification of the identity of the successful contractor shall be given to the successful or any other contractor or otherwise made public prior to the meeting of the Contracts Scrutiny Panel to which the Price/performance Score Matrix has been submitted.

## **PART F - PARTNERING CONTRACTS**

### **11 Partnering Contracts Provisions**

This rule applies when it has been determined by the Executive that there shall be a Partnering Contract, namely a contract which includes all of the following provisions: -

- the establishment of a partnering team
- the stipulation of a Pricing Policy, being a statement of the prices to be charged by the contractor for the purchase of the materials and items set out in the statement
- a facility for the Council to examine all aspects of the contractors accounts for the contract and

- a Savings Sharing Formula being a formula for the sharing between the contractor and the Council of savings achieved within a Partnering Contract
- (i) (a) Where there is a relevant Select List of Contractors, the Chief Officer shall invite such number of contractors from the list as s/he shall consider appropriate to indicate whether they are interested in undertaking the proposed works under a partnering contract and, if so, to provide a list of all clients for whom they have worked in the 2 years prior to the invitation.  
  
(b) Where there is no Select List of Contractors the Chief Office shall compile for examination by the Contracts Scrutiny Panel a list of contractors to whom the invitation referred to in para (a) above will be submitted.
- (ii) The Chief Officer shall select from the contractors who confirm their interest and provide relevant details those contractors who will be given further consideration and shall compile a list of those contractors for examination by the Contracts Scrutiny Panel, unless the list is identical to the one previously reported following para 11(i)(b) above.
- (iii) In respect of each of the contractors so selected not less than 2 of the contractor's former clients shall be requested to complete a Referee's Questionnaire except in the case of a contractor in respect of whom Referee's Questionnaires have been obtained during the previous 6 months.
- (iv) Responses to the Referee's Questionnaires shall be evaluated according to an Agreed Marking Mechanism and each of the 4 highest scoring contractors (or such greater number as may be determined by the Chief Officer) shall be invited to confirm their ability to complete the project for the project budget.
- (v) Contractors who so confirm will be invited to-
  - provide details of the contractor's proposed overhead costs, profit element, contractors net project cost, and preliminaries costs, and
  - to attend interview by an Interview Panel who will allocate an interview score for each contractor.
- (vi) The Partnering Score of each Contractor will be calculated by reference to an Agreed Marking Mechanism and entered into a Partnering Score Matrix which shall be submitted to the Contracts Scrutiny Panel without any indication of the identity of the Contractor to which each Partnering Score relates.
- (vii) The proposal of the contractor with the highest Partnering Score will usually be accepted.

**G - GENERAL PROVISIONS**

**12 Opening of tenders**

- (i) Tenders shall be opened at one time and only in the presence of: -
  - at least three members of the Contracts Scrutiny Panel; and
  - the Chief Executive or an official of the Council designated by him/her.
- (ii) Paragraph (i) of this Order shall not apply to tenders obtained by the In-house Provider for the purpose of compiling a bid as tender for submission by the In-house Provider, which tenders shall be opened by the Head of Procurement & Property Services and the relevant Head of Service or their nominated Officers.

**13 Tenders to be returned in sealed envelopes**

- (i) Every notice of invitation to tender shall state that no tender will be received except in a plain sealed envelope which shall bear the word "Tender" - followed by the subject to which it relates - but shall not bear any name or mark indicating the identity of the sender. Envelopes shall be returned to the Chief Executive and once received shall remain in the custody of the Chief Executive or his/her nominee until the time appointed for their openings.
- (ii) The Chief Executive or the Head of Service of the In-house Provider (as the case may be) shall keep a record of all tenders received.
- (iii) (a) A Schedule of all tenders received (except tenders to which rule 12(ii) applies) shall be circulated to the Contracts Scrutiny Panel or shall be tabled by the Chief Executive at the Contracts Scrutiny Panel meeting at which they are under consideration;  
  
(b) No information shall be included in such schedule or given to the Panel by which any tenderer may be identified.

**14 Agreed Marking Mechanism**

No Price/performance procedure or Partnering procedure shall be commenced unless there has been agreed between the Chief Officer and the Council's Chief Internal Auditor, in respect of the particular contract, or in respect of contracts of the nature of the contract in general, an Agreed Marking Mechanism complying with Rule 24. The contractors shall be informed of the elements to be marked and of the comparative importance of each element as a percentage of the available marks.

**15 Contracts to be in writing**

Every contract which exceeds £2,000 in value or amount shall be the subject of a Council order or other formal contract and shall specify

(a) the work, materials, matters or things to be furnished, had or done; (b) the price to be paid, with statement of discounts or other deductions; and (c) the time or times within which the contract is to be performed.

**16 Liquidated Damages and Performance bonds**

Every contract which exceeds £100,000 in value or amount and is either for the execution of works or for the supply of goods, materials or services, shall, unless the Chief Officer otherwise decides after consultation with the Chief Solicitor, provide for liquidated damages to be paid by the contractor in case the terms of the contract are not duly performed, and the Council shall also require and take sufficient security for the due performance of any such contract. In the case of any such contract for the execution of works such security shall be provided by requiring the retention of a proportion of the contract sums payable until the work has been satisfactorily completed and maintained and, unless the Chief Officer, after consultation with the Chief Solicitor considers it unnecessary in any particular case, additional provision of a bond for due performance.

**17 Other remedies for breach**

In every contract for the supply of goods, materials or services which exceeds £2,000 in value or amount a clause shall be inserted to secure that, should the contractor fail to deliver the goods, materials or services or any portion thereof within the time or times specified in the contract, the Council, without prejudice to any other remedy for breach of contract, shall be at liberty to determine the contract either wholly or to the extent of such default and to purchase other goods, or materials of the same or similar description to make good (a) such default or (b) in the event of the contract being wholly determined the goods, materials or services remaining to be delivered. The clause shall further secure that the amount by which the cost of so purchasing other goods, materials or services exceeds the amount which would have been payable to the contractor in respect of the goods, materials or services replaced by such purchase if they had been delivered in accordance with the contract shall be recoverable from the contractor.

**18 British Standards**

Where an appropriate British Standards Specification or British Standard Code of Practice, issued by the British Standards Institution or Euronorm Standard, is current at the date of the tender, every contract shall require that all goods and materials used or supplied and all workmanship shall be in accordance with that Standard.

**19 Prevention of Corruption**

(1) There shall be inserted in every written contract a clause empowering the Council to cancel the contract and to recover from the contractor the



amount of any loss resulting from such cancellation, in any of the following circumstances: -

(a) if the contractor shall have offered or given or agreed to give to any person any gift or consideration of any kind as an inducement or reward –

- for doing or forbearing to do, or for having done or forborne to do, anything in relation to the obtaining or execution of the contract or any other contract with the council or
- for showing or forbearing to show favour or disfavour to any person in relation to the contract or any other contract with the Council; or

(b) if the like acts shall have been done by any person employed by him/her or acting on his/her behalf (whether with or without the knowledge of the contractor) or

if in relation to any contract with the Council the contractor or any person employed by him/her or acting on his/her behalf shall have committed any offence under the Prevention of Corruption Acts 1889 to 1916 or shall have given any fee or reward the receipt of which is an offence under Section 117 Local Government Act 1972.

(2) The form of invitation to tender shall include an assurance in writing from the tenderer that s/he will not follow, or has not followed, in relation to that tender, the undermentioned practices: -

- (i) communicating to a person other than the person calling for tenders for the execution of the work, the amount of any proposed tender in accordance with any agreement or arrangement so to communicate.
- (ii) adjusting the amount of any proposed tender for the execution of the work in accordance with any agreement or arrangement by the proposed tenderer, and any person other than the person calling for tenders for the execution of such work.

## **20 Signature of contracts**

- i) Except for contracts entered into by an officer in exercise of delegated powers, the Chief Solicitor shall be the agent of the Council to sign on behalf of the Council all contracts agreed to be entered into by or on behalf of the Executive or the Council.
- ii) Contracts which are for a value of £100,000 or more shall be either-
  - executed by the Chief Officer and the Chief Solicitor or the Chief Financial Officer or

- executed under the Council's seal (to be affixed in the presence of the Chief Solicitor (or in his/her absence, the Chief Executive)).

## **21 Tenderers withdrawal**

In the event of any person or firm withdrawing a tender, or declining to sign a form of contract upon being called on to do so after his/her or their tender has been accepted (whether accepted subject to the Council's approval or not) no further tender from such a person or firm shall, unless the Executive or the Council otherwise resolve, be considered for a period of three years.

## **22 Post contract variations and negotiations**

- i) Except for a variation –
  - (a) which does not substantially affect the nature of the works services goods, materials or services to be supplied to the Council and does not increase the payment to be made by the Council, or
  - (b) is made in accordance with paragraph (ii)

a contract shall not without the authority of the Executive or the Council depart from the description of the works, goods, materials or services for which the quotation or tender was received.
- ii) This paragraph applies where all of the tenders received exceed the budget allocated for the project and the Chief Officer and the Head of Service relevant to the contract consider that amendments may be made to the specification which would result in a price in accordance with the budget. The lowest tenderer and the next 2 lowest tenderers (if any) whose prices are not more than 125% of the price of the lowest tenderer shall each be provided with a schedule of variations and invited to submit a statement of the reductions to their tender which would apply to the variations.
- iii) Apart from discussions with contractors for the purpose of clarification of any element of a tender, or for the correction of arithmetic or other details, negotiations following receipt of tenders shall only take place in the following circumstances: -
  - (a) where a single tender has been received and the Chief Officer considers that negotiation may lead to more favourable terms to the Council, or
  - (b) when tenders cannot readily be evaluated and compared without discussion with the tenderers or
  - (c) with the approval of the Chief Financial Officer and the Chief Solicitor and the Monitoring Officer (if different) and any negotiations shall be conducted in accordance with paragraph (iv)

- iv) Discussion with tenderers for the purpose of negotiations under paragraph (iii) shall
  - take place only on Council premises
  - take place only with the knowledge of all tenderers
  - be attended by not less than 2 Council officers
  - be at a pre-determined time during normal office hours
  - be the subject of a comprehensive written record, signed by the Council officers in attendance and submitted to the Chief Financial Officer, the Chief Solicitor or the Monitoring Officer (if different) for approval

## **23 Nominated sub-contractors**

This rule applies where a sub-contractor or supplier is to be nominated to a main contractor and the selection of the sub-contractor has not been undertaken in accordance with the Price/performance Contracts provisions (Rule 10) nor within the context of a project undertaken under the Partnering Contracts provisions (Rule 11).

- (i) Where the estimated amount of the sub-contract or the estimated value of goods to be supplied by the nominated supplier does not exceed £5,000 then unless the Chief Officer is of the opinion in respect of any particular nomination that it is not reasonably practicable to obtain competitive tenders: -
  - (a) The Chief Officer shall invite not fewer than three tenders for the nomination. The terms of the invitation shall require an undertaking by the tenderer that if s/he is selected s/he will be willing to enter into a contract with the main contractor on terms which indemnify the main contractor against his/her own obligations under the main contract in relation to the work or goods included in the sub-contract;
  - (b) The tenders shall be opened at one time and only in the presence of the Chief Executive or an officer designated by him/her;
  - (c) The Chief Executive shall maintain a record of all such tenders received;
  - (d) The Chief Officer or an officer designated by him/her shall nominate to the main contractor the person whose tender is, in his/her opinion, the most satisfactory one, provided that, where the tender is other than the lowest received, the circumstances shall be reported to the next meeting of the Contracts Scrutiny Panel.

- (ii) Where the estimated amount of the sub-contract or the estimated value of goods to be supplied by a nominated supplier exceeds £5,000 then unless the Chief Officer (for reasons to be reported to the Contracts Scrutiny Panel at their next meeting) determines in respect of any particular nomination that it is not reasonably practicable to obtain competitive tenders: -
  - a) Tenders for the nomination shall be invited in accordance with Rules 4, 5, 6, 7 or 8 as the case may be, and Rule 13(i) shall apply as if the tender were for a contract with the Council. The terms of the invitation shall require an undertaking by the tenderer that if s/he is selected s/he will be willing to enter into a contract with the main contractor on terms which indemnify the main contractor against his/her own obligations under the main contract in relation to the work or goods included in the sub-contract;
  - b) The tenders shall be opened at one time and only in the presence of the Chief Executive or an officer designated by him/her and the Chief Officer or an officer designated by him/her.
  - c) The Chief Executive or an officer designated by him/her shall maintain a record of all such tenders received.
  - d) The Chief Officer or an officer designated by him/her shall nominate to the main contractor a person whose tender is in his/her opinion the most satisfactory, provided that where the tender is other than the lowest received, the circumstances shall be reported to the next meeting of the Contracts Scrutiny Panel.
- (iii) It shall be a condition of the employment by the Council of any person (not being an officer of the council) to supervise a contract that in relation to such contract s/he shall comply with the requirements of paras. (i) and (ii) of this Rule 24 as if s/he were a Chief Officer of the Council.
- (iv) Lists of tenders and quotations received in accordance with this Rule 24 shall be retained by the Chief Officer concerned and shall be available for inspection by the Members of Contracts Scrutiny Panel and the Chief Executive and the Chief Financial Officer.

## **PART H - GLOSSARY**

### **24 Interpretation**

Unless the context otherwise indicates, the following terms used in these rules have the meanings stated: -

**“Agreed Marking Mechanism”** is the mechanism which (before the issue of any invitation to tender or attend interview) has been agreed between the Chief Officer and the Council’s Chief Internal Auditor for the allocation of marks making up the Price/performance Score. The Agreed Marking Mechanism shall include

the composition of an evaluation team being a panel of officers who shall allocate marks according to the Agreed Marking Mechanism. (see also Rule 14)

**“Chief Officer”** is the Chief Officer of the Council who is responsible for letting and supervising the completion of a contract or of contracts of a particular nature.

**“Contractor’s Net Project Cost”** is the balance of the budget price after deduction of the aggregate of the contractors expected profit and overheads or any other element of the contract which is identified by the Agreed Marking Mechanism as being deductible for the purpose of assessment of the Contractors Net Project Cost.

**“Electronic Procurement (e-Procurement)”** is a fully electronic procure-to pay process from initial requisition and ordering through to invoicing and payment, and can include e-Auctions, e-Purchasing, e-Tendering and Procurement Cards.

**“e-Auctions”** is the means of carrying out purchasing negotiations via the Internet. A real time event that occurs online allowing multiple suppliers in different geographic locations to place and modify bids simultaneously.

**“e-Purchasing”** is a system to automate and extend manual buying processes from the creation of a requisition through to the payment of suppliers. It encompasses back office systems, e-marketplaces and portals and supplier websites.

**“e-Tendering”** is systems or solutions to enable the tendering process to be conducted via the Internet. Including advertisement of requirement, documentation production, supplier registration, electronic exchange of documents between supplier and buyer, opening of tenders, evaluation of submissions, contract award and publication.

**“Executive”** is the executive members of the Council acting together as the Cabinet or individually in accordance with the Executive Delegation Scheme currently applicable.

**“Interview Panel”** is a panel comprising:

- 2 officers appointed by the Chief Officer
- 2 officers appointed by the Client Department, and
- a representative(s) of any other relevant body or department

and who, when meeting, shall be accompanied by an observer appointed by the Chief Officer.

**“Partnering Contract”** is a contract which includes all the following provisions: -

- i) the establishment of a partnering team

- ii) the stipulation of a Pricing Policy, being a statement of the prices to be charged by the contractor for the purchase of the materials and items set out in the statement
- iii) a facility for the Council to examine all aspects of the contractors accounts for the contract and
- iv) a Savings Sharing Formula being a formula for the sharing between the contractor and the Council of savings achieved within a Partnering Contract

**“Partnering Score Matrix”** is a matrix showing in respect of all contractors each element of their Partnership Score and their total scores.

**“Price/performance Score Matrix”** is a matrix showing in respect of all contractors each element of their Price/performance Score and their total scores.

**“Price/performance Contract”** is a contract for which the contractor is to be chosen on the basis of a combination of price and performance.

**“Price/performance Ratio”** is the comparative importance of price and performance of the product or service expressed as a percentage ratio.

**“Procurement Cards”** are charge cards which work in a similar way to credit cards and can be used to purchase goods and services. Can be open to use by any suppliers or have controls placed upon them by the issuer to limit their use to certain suppliers and/or commodities. They are usually used to process low-value, high-volume transactions.

**“Project information”** comprises: -

- i) Drawings, if any, showing outline of the construction works required
- ii) A cost plan, if available, indicating the total budget for the project
- iii) A specification of materials from which the cost plan has been prepared
- iv) The timescale for the construction works
- v) The substantial form of the contract
- vi) Any other information necessary to enable the contractor to assess the nature and likely cost of the project

**“Referee’s Questionnaire”** is a questionnaire addressing the following aspects of a contract, namely:

- performance;
- quality;
- adherence to timetable;

- health and safety issues; and
- any other matters considered by the Chief Officer to be relevant to assessment of the service provided by the contractor.

**COUNCIL**  
13<sup>th</sup> April 2006



**Report of:** GENERAL PURPOSES COMMITTEE

**Subject:** REVIEW OF PARISH ELECTORAL  
ARRANGEMENTS

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1. **PURPOSE OF REPORT**

The purpose of this report is to invite the Council to conclude the review of electoral arrangements in the parishes in the Council's area.

2. **BACKGROUND**

2.1 At the meeting of the Council on 23<sup>rd</sup> September 2004 –

- i) The General Purposes Committee was directed to consider the Headland Parish Council's request, to reduce the number of wards in the parish from 2 to 1 and.
- ii) The Committee was authorised to direct that a review of electoral arrangements in the Parishes take place as, as it considers appropriate, and to take all such action in this regard as the law permits.

2.2 At their meeting on 3<sup>rd</sup> November 2004, the General Purposes Committee approved the review of the electoral arrangements for Headland, Hart, Elwick and Dalton Piercy Parish Council, together with consideration of arrangements with regard also to the Parish meetings of Brierton, Claxton and Newton Bewley, and other action relevant to the review.

2.3 The first stage consultation commenced in January 2005; there was circulated a consultation paper which described:-

- the purpose and nature of the review;
  - the statutory background;
  - the review process;
  - the current electoral arrangements in the parishes;
  - the options open to the borough council, and
  - the issues relevant to the review
- and invited views on the issues raised.



- 2.4 The consultation paper was circulated direct to:-
- the parish councils themselves;
  - local councillors – both borough and parish councillors;
  - schools, Housing Hartlepool housing offices and libraries located in the parishes;
  - relevant Single Regeneration Boards and
  - the Member of Parliament for the constituency of Hartlepool
  - chairs of borough council neighbourhood forums.
- 2.5 A small number of responses (approx 40) was received. The main body of responses was received from residents of Headland Parish where clearly the parish council had been active in encouraging response by local people. All but one of those responses were for the parish not to be warded with only one response in support of retention of the 2 wards. Apart from the responses addressing the Headland Parish arrangements, responses were received from other parishes and parish meetings to the effect that there should be no changes made.
- 2.6 The results of the consultation were considered by the General Purposes Committee at their meeting on 15<sup>th</sup> June 2005, following which a document setting out the Council's proposals was circulated for consultation at stage 2 (Appendix 1). The proposals were that there was to be no change to the electoral arrangements in any parish.
- 2.7 The results of the second stage of consultation were considered by the General Purposes Committee at their meeting on 14<sup>th</sup> November 2006. At that meeting, the committee heard from the Chairman of the Headland Parish Council, who spoke in support of the earlier resolution of the Headland Parish Council to seek the dewarding of the parish. The Parish Chairman considered that the two ward system had never seemed to work. The issue had been raised at a number of public meetings arranged by the parish council in the past. The full parish area was smaller than the Borough Council Ward and it was considered that there was no reason for the divisiveness of two parish wards. The Parish Chairman requested that the views of the Parish Council and the people of the parish be acknowledged by the borough council and the two parish wards be amalgamated into one.
- 2.8 Members of the Committee acknowledged the high level of public involvement in the Headland Parish Council. In light of the comments put forward on behalf of the Parish Council by their Chairman and the reported public responses to the consultation, the Committee supported the proposal that the Headland Parish Council be a one-ward Parish Council. The committee resolved - That the 'Review of the Electoral Arrangements for Parish Councils – Draft Proposals – August 2005' be approved for submission to Council subject to an amendment to the proposals for Headland Parish Council to reflect that Council's wish that the parish be one ward as opposed to the present situation of two wards. Appendix 1 sets out the proposals, duly

amended (see para 5.1 deletions and italicised inserts) in accordance with the Committee's wishes.

- 2.9 At their meeting on 14<sup>th</sup> March 2006, the General Purposes Committee accepted the Headland Parish Council submission that the number of members on the parish council should remain at the current number of 13. It was resolved –That Members approve a recommendation to Council that the Parish Council consist of 13 members.

### **3. RECOMMENDATION**

That the Council accept the Committee's recommendations to the following effect -

1. the current arrangement of division of the Headland Parish into wards shall be terminated, with the current number of 13 councillors being elected to the parish council; and
2. there shall be no change to the electoral arrangements in the other parished areas.

Appendix – Proposals document (amended)

## **HARTLEPOOL BOROUGH COUNCIL**



### **REVIEW OF ELECTORAL ARRANGEMENTS FOR PARISH COUNCILS**

#### **DRAFT PROPOSALS**

**AUGUST 2005**

**August 2005**

## **INTRODUCTION**

This document contains the draft proposals of Hartlepool Borough Council on the electoral arrangements in the parishes in its area.

The proposals have been formulated following issue of a consultation paper in January 2005 inviting any interest persons or bodies to express their views on the issues that the borough council are required to consider when determining the electoral arrangements for parishes in their area.

The consultation paper described

- the purpose and nature of the review;
- the statutory background;
- the review process;
- the current electoral arrangements in the parishes;
- the options open to the borough council, and
- the issues relevant to the review.

The consultation paper was circulated direct to

- the parish councils themselves;
- local councillors – both borough and parish councillors;
- schools, Housing Hartlepool housing offices and libraries located in the parishes;
- relevant Single Regeneration Boards and
- the Member of Parliament for the constituency of Hartlepool
- chairs of borough council neighbourhood forums

as well as being made available to the general public through public notice appearing in the Hartlepool Mail and appearing on the Council's web-site [www.hartlepool.gov.uk](http://www.hartlepool.gov.uk)

Responses were to be directed to the Chief Solicitor, Hartlepool Borough Council, Civic Centre, Hartlepool, TS24 8AY, e-mail address [tony.brown@hartlepool.gov.uk](mailto:tony.brown@hartlepool.gov.uk) by 18<sup>th</sup> March 2005.

The Council have now considered the responses received and have concluded in the light of those responses the changes that should be made. This document sets out those changes and invites comments from interested parties before final determination is made. Material included in the consultation paper, but necessary for the better understanding of these proposals is repeated. Comments on the proposals should be submitted no later than 31<sup>st</sup> October 2005 to the Chief Solicitor, Hartlepool Borough Council, Civic Centre, Hartlepool, TS24 8AY, e-mail address [tony.brown@hartlepool.gov.uk](mailto:tony.brown@hartlepool.gov.uk)

## **HARTLEPOOL BOROUGH COUNCIL**

### **REVIEW OF ELECTORAL ARRANGEMENTS FOR PARISHES COUNCILS**

#### **1. CURRENT ELECTORAL ARRANGEMENTS IN THE PARISHES**

1.1 At the time of local government reorganisation in 1972, there were 8 parishes in existence in the borough of Hartlepool, of which 4 had parish councils. The parishes with parish councils were Dalton Piercy, Elwick, Greatham and Hart. Those without parish councils were Brierton, Claxton, Elwick Hall and Newton Bewley. In 1988 the Elwick Hall parish was amalgamated with the Elwick parish council although the number of councillors remained at 7. In addition, in 1998, following a petition under section 11 of the Act, the parish of Headland was created and a parish council established.

1.2 The following are relevant particulars of the parishes –

<u>Parish Councils</u>	<u>Electorate</u>	<u>Wards</u>	<u>Members</u>	<u>Next election</u>
Dalton Piercy	176	-	7	2006
Elwick	612	-	7	2006
Greatham	1711	-	7	2007
Hart	504	-	7	2006
Headland	2791	North (1558)	7	2007
		South (1233)	6	2007
<u>No parish council</u>				
Brierton	29			
Claxton	28			
New ton Bew ley	57			

(Electorates as in the Electoral Register published 1st December 2004)

#### **2. OPTIONS OPEN TO THE BOROUGH COUNCIL**

2.1 The review being undertaken is limited to the electoral arrangements for the parish councils. The phrase 'electoral arrangements' means (under s.24 of the Act) -

- the number of councillors,
- whether or not the parish should be warded,
- the number and boundaries of any wards,
- the number of councillors to be elected for any wards and
- the name of any ward.

- 2.2 It is also within the powers of the borough council, if a parish meeting for a parish without a parish council resolves that a parish council should be created, to create a parish council for that area. If this were to be considered, and if the borough council were to agree that a parish council should be created, then the borough council would also consider the electoral arrangements for the new parish.
- 2.3 The options open to the borough council are –
- (a) to leave the current arrangements in place, in respect of all parish councils
  - (b) to alter some or all of the arrangements in individual parish councils
  - (c) to create a new parish for a parish with no parish council, if the parish meeting so resolves, and determine the electoral arrangements for the new parish.

### **3. QUESTIONS POSED BY THE CONSULTATION PAPER**

For the purpose of addressing the issues raised in the consultation paper, it posed the following questions

#### **Parish Wards**

1. (a) whether the number of the local government electors of the parish makes a single election of parish councillors impracticable or inconvenient.  
(b) whether the distribution of the local government electors of the parish makes a single election of parish councillors impracticable or inconvenient
2. whether it is desirable that any area or areas of the parish should be separately represented on the parish council.
3. whether any significant change in the number or distribution of local government electors for the parish is likely to occur in the next five years
4. the location of boundaries between wards, having regard to the desirability of fixing boundaries which are and will remain easily identifiable
5. whether there are any local ties which will be broken by the fixing of any particular boundaries
6. what the names of the wards should be.

#### **Number of councillors**

7. whether the number of councillors currently elected is about right

8. if the number of councillors should be changed, how many councillors should be on the council

**Parishes which do not have a separate Parish Council**

9. whether in respect of a parish currently without a parish council, the interests of the residents could be more effectively represented by a parish council, and, if so

10. the issues raised in questions 1 – 6 above.

**4. RESPONSES TO THE CONSULTATION PAPER**

The responses received were extremely limited. Clearly, the issue is not of general interest to the inhabitants of the borough at large. The main body of responses was received from residents of Headland Parish where clearly the parish council had been active in encouraging response by local people by inviting a view solely on the warding issue. 31 such forms were submitted (plus 1 spoiled); a number represented the views of 2 or 3 residents. In total 39 residents were in favour of the change to one ward, and one in favour of retention of the two wards. 60% of the responses were from the South Ward. A sole response to the Council's website portal by a Headland Parish councillor responded to each of the questions posed. The response was to the effect that the parish should not be warded, but that other than that the current arrangements should not be changed.

- 4.2 Apart from the responses addressing the Headland Parish arrangements, responses were received from other parishes and parish meetings to the effect that there should be no changes made.

**5. ISSUES**

- 5.1 The General Purposes Committee of the Hartlepool Borough Council met on 15<sup>th</sup> June 2005 and on behalf of the borough council considered a preliminary draft proposals document.
- 5.2 The main issue for the Committee was the warding of Headland Parish Council.
- 5.3 The Committee noted that all but one of the responses relating to the Headland Parish Council were in favour of the replacement of the current two wards with one ward. However they were disappointed by the less than 1.5% response; they did not feel that such a low response could be considered representative of the population. The committee noted the reasons expressed by Cr. Allison for changing to one ward, and in that



context considered also the reasons for division of the into wards when the parish was established.

- 5.4 The Committee were not convinced that having only one ward would be in Headland residents' best interest; they considered that the parish was not a homogenous group – that there were two distinct areas - and they were concerned that a single ward may give rise to one group dominating the parish council.
- 5.5 The Committee felt the current arrangements established only in 1998 needed more time to 'bed-in' and they considered that it was as yet premature to alter the arrangement put in place when the parish council was established. They did not consider that such a low response – even one so heavily in favour of change – was a sound basis for altering the current arrangements.
- 5.6 The Committee felt no need to recommend change to the number of councillors elected to the Headland Parish Council.

## **5. THE BOROUGH COUNCIL'S VIEW**

- 5.1 ***~~In the light of~~ Notwithstanding the Committee's earlier concerns, following further consideration by the General Purposes Committee at their meeting on 14<sup>th</sup> December 2005 and in the light of the submission of the Chairman of the Headland Parish Council, the borough council's view is that the current arrangement of division of the parish into wards should remain, be terminated with the same number of councillors being elected.***
- 5.2 **The borough council, noting the lack of desire for change in any of the other parish areas, propose that there should be no change in those areas.**

## **6. NEXT STEPS**

- 6.1 Comments and views on these proposals should be directed to the Chief Solicitor, Hartlepool Borough Council, Civic Centre, Hartlepool, TS24 8AY, e-mail address [tony.brown@hartlepool.gov.uk](mailto:tony.brown@hartlepool.gov.uk) and should be received by 31<sup>st</sup> October 2005. Any enquiries regarding the review may be submitted in writing or by telephone 01429 523003/523016 or by e-mail as above. The proposals document will be made available direct to persons and bodies who responded at Stage 1 and will also be advertised in public advertisement. Responses will be available for inspection under the Access to Information provisions of the Local Government Act 1972 and the Freedom of Information Act 2000

- 6.2 After consideration of the Stage 2 responses, the General Purposes Committee will prepare a report for submission to Hartlepool Borough Council who would determine whether or not, and, if so what changes should take place. Any changes approved by the borough council would be implemented by order and would apply in the context of the elections to take place in the parishes in 2006 and 2007..

Proposals circulated by –  
J. Anthony Brown  
Chief Solicitor  
Civic Centre  
Hartlepool  
TS24 8AY

August 2005

**Report of:** The Executive to be presented by the  
Regeneration and Liveability Portfolio Holder

**Subject:** YOUTH JUSTICE PLAN 2006-2007

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**1. PURPOSE OF REPORT**

- 1.1 To consider the Youth Justice Plan 2006-2007 for approval.

**2. BACKGROUND**

- 2.1 The Youth Justice Board requires all Youth Offending Services to submit an Annual Plan. The plan includes performance for the previous year and plans for the current year.
- 2.2 The local authority is responsible for the Youth Offending Service and is supported by other partners - Primary Care Trust, Police and Probation. The Youth Offending Service is a multi-disciplinary team and has secondments from all partners as well as a commitment to core funding.
- 2.3 The attached Youth Justice Plan for 2006-2007. (**Appendix 1**) covers the performance for April-December 2005 against the Youth Justice Boards Performance measures and the plans for improvements in 2006-2007. The format of the plan has been tightly prescribed by the Youth Justice Board

**3. DECISION MAKING ROUTE FOR THE YOUTH JUSTICE PLAN**

- 3.1 The plan is part of the Budget and Policy Framework for the authority. The programme has been fulfilled as follows:
1. An issues paper was prepared, this was considered and approved by the Cabinet on 27<sup>th</sup> February 2006.
  2. The draft Youth Justice Delivery Plan was considered by the Scrutiny Co-ordinating Committee on 10<sup>th</sup> March 2006
  3. The final plan was considered by the Cabinet on 29<sup>th</sup> March and has been approved. The plan must be submitted to the Youth Justice Board by 30<sup>th</sup> April.
- 3.2 The Young Peoples Group of the Safer Hartlepool Partnership has representatives from all partner agencies Police, Health (PCT), Probation, Magistrates, as well as Children's Services, Community Safety and the

Voluntary Sector. This Young Peoples Group is responsible for developing the plan and has been fully involved in all the stages outlined above.

#### **4. THE YOUTH JUSTICE PLAN 2004**

4.1 The following points can be made concerning the plan: -

- The YOS continues to perform well against the Youth Justice Boards performance measures being one of only three YOS's achieving level 5 (highest)
- Re-offending rates have reduced by 7% when comparing the 2002 co-hort with the 2003 co-hort after 24months, and by 14.75%when comparing 2001 to 2003.
- Less than 5% of the 2003 co-hort offended as frequently or more frequently when compared to offending prior to intervention.
- The Safer Hartlepool Partnerships Young Peoples Group is the Partnership responsible for the performance management of thee Youth justice Plan.

#### **5. RECOMMENDATION**

5.1 The Council approves the Youth Justice Plan 2006-2007 for submission to the Youth Justice Board.



# **Hartlepool Youth Justice Plan**

**2006 – 2007**

## **TABLE OF CONTENTS**

<b>A.</b>	<b>Summary</b>	<b>3</b>
<b>B.</b>	<b>Local Planning Environment</b>	<b>7</b>
<b>C.</b>	<b>Drivers of Performance</b>	<b>9</b>
	C.1 Governance and Leadership	9
	C.2 Performance and Quality Systems	12
	C.3 Resources	13
	C.4 People and Organisation	20
	C.5 Partnership Working	24
<b>D.</b>	<b>Delivery Plan</b>	<b>25</b>
<b>E</b>	<b>KPIs</b>	<b>41</b>

## A. SUMMARY

Guidance  
page 10

Please have the **chair of the steering group** provide an **overview** how the Yot delivers youth justice services in its area including a review of performance over the preceding year, making reference to Asset data, information on the performance measures, the results of EPQA self assessments, action on EPQA improvement plans and the main findings arising from the analysis of the re-offending cohort evaluation.

Please summarise the **key objectives for the forthcoming year**.

### Overview :

I am pleased to report on the continued progress made by the Hartlepool Youth Offending Service (YOS) in preventing and reducing offending by Young People. The overall re-offending rate has been reduced from 56% for the 2002 cohort to 52% for the 2003 cohort after 24 months representing a 7% reduction. A 14.75% decrease has been achieved when comparing 2001 cohort (61%) to the 2003 cohort.

The 2003 cohort also showed that less than 5% offended as frequently or more frequently.

The YOS have continued to perform well against the YJB basket of Performance Measures achieving level 5 for the April – December period. There are still challenges and some areas of performance need to improve with priority given to the Education, Training and Employment target.

Work with partner agencies to identify and intervene early with those Young People at risk of Crime, anti social behaviour or social exclusion has been ongoing throughout the year, and will continue during the coming year with linkages being made through Neighbourhood policing. This work supports the work of the Safer Hartlepool Partnership, particularly the prevent and deter strand of the Prolific and Priority Offender Scheme.

Funding has been obtained from the YJB and matched by partners to develop a Youth Inclusion Programme (YIP) in two of the wards with high levels of crime and anti social behaviour.

Data from the ASSET assessment at the stages of Youth Justice system identifies the key factors that contribute to offending these are:

## **1. Final Warning**

### **Average Score**

Thinking and Behaviour

1.60

Education, Training and Employment

1.53

Lifestyle

1.33

## **2. Community Penalties**

Lifestyle

1.41

Thinking Behaviour

1.39

Family and Personal Relationships



1.38

### **3. Intensive Supervision & Surveillance Programme**

Lifestyles

3.50

Thinking and Behaviour

3.25

Family & Personal Relationships

2.75

### **4. Custodial Sentences**

Lifestyles

3.17

Thinking and Behaviour

2.83

## Education, Training and Employment

2.17

The EPQA self assessment for resettlement and Remand Management were undertaken during the year with Action Plans being developed to improve the ratings from 2 to 3.

**YOS Performance Indicators**

Prevention

Reduce year on year first time entrants into the Youth Justice system

GREEN

Intervene Early

80% of Final Warnings with Intervention

GREEN

Reduce Offending

Achieve 5% reduction in re-offending rates in respect of each of the following four populations

Pre Court

RED

First Tier entrants

RED

Community Penalties

AMBER

Custody  
GREEN

Overall  
GREEN

Reduce the use of custody  
Remands to 30%

Custodial Sentencens 6%  
RED

GREEN

Pre Sentence Reports  
90% of PSR's prepared to National Standards  
GREEN

Effective Planning and Supervision  
Asset completed for all young people (5 stages)  
Detention and Training Plans completed to National Standards  
GREEN

GREEN

Education, Training and Employment  
90% of Young People supervised by YOS in full time ETE  
RED

Accommodation  
Named accommodation officer  
YP having satisfactory accommodation  
GREEN

GREEN

Mental Health

Acute difficulties – CAMHS assessment within 5 working days

Non Acute – CAMHS assessment within 15 working days

GREEN

GREEN

Substance Misuse

All Young People screened for Substance Misuse

Those screened with identified needs receive assessment within 5 working days

Access early intervention and treatment services within 10 days

GREEN

GREEN

GREEN

Restorative Justice

75% victims of Youth Crime referred to YOS offered opportunity to participate in restorative process

75% of victims are satisfied

GREEN

GREEN

Parenting

ve parenting intervention  
fied

Achieving Target – Green

Almost Achieving - Amber

Not Achieving – Red

Ensure Equal Treatment regardless of Race  
Action Plan in Place  
GREEN

## **B. LOCAL PLANNING ENVIRONMENT**

Guidance  
pages 7 &  
10

Please describe your **local planning environment** focusing on those elements that support or perhaps hinder delivery of Yot objectives. Please outline how the Yot currently links with other partners and partnerships that have complementary targets / objectives as well as those areas where there may be some conflict and how these conflicts can be addressed, focusing specifically on how equivalent links are maintained with partners in Children's Services, partners in Community Safety/ Criminal Justice and Public Protection (MA PPA). Please outline how the Yot has been involved in the development of the Children's and Young People Plan (if applicable).

### **Local planning environment particularly looking at how the right balance is being achieved between children's services and crime and disorder / community safety:**

The YOS sits in the Local Community Safety and Prevention Division of the Regeneration and Planning Department in the Local Authority.

Within the current structure the YOS is connected directly to the Strategic Partnership responsible for Community Safety, Drug Action Team, Prolific and Priority Offender strategy and Anti Social Behaviour.

The YOS Manager is a member of the Safer Hartlepool Partnership and sits on the Prevention of Offenders Task Group (PPO) as well as the Anti Social Behaviour Task group and chairs the underage drinking 'Straightline' project. Along with the Children's Fund Manager developed the Family Support Panel to provide early interventions for those Young People at risk of becoming involved in Anti Social Behaviour or Social Exclusion.

The Tees Valley Youth Offending Service (south Tees, Stockton, Hartlepool) are represented on the Cleveland Criminal Justice Board by the Head of South Tees YOS. The Stockton YOS Manager represents the three YOS's on the Communications group whilst the Hartlepool YOS Manager sits on the Performance Group overseeing the Persistent young Offenders pledge of 71 days from arrest to sentence and the new end to end enforcement targets for breaches of community orders.

The YOS is represented at all levels of the Children's Safeguarding Board. The YOS Manager sits on the Safeguarding Board and chairs the Operational Sub group and is a member of the Performance and Quality sub group, whilst the YOS team manager is a member of the Training and Development sub group.

The YOS is a member of the Children and young People Strategic Partnership and the Information Steering Group (ISA) and works closely



with Children Services to deliver services to young people at risk of becoming involved with crime, anti social behaviour and social exclusion. The Family Support Panel will pilot the Common Assessment Framework alongside the ONSET assessment during 2006. The Offending rate for Looked After Children has reduced from 23% to 6% in the year upto 31<sup>st</sup> December 2005. The accommodation needs of 16-18 year olds remains an issue for the YOS and the Young Persons Team of children's Services who work closely with the local authorities homeless section to secure suitable and affordable accommodation.

The CYPP has been developed during 2005, the YOS has mainly been involved in making a positive contribution outcome, young people at risk of offending and those in the Youth Justice System were involved in a consultation process for the Plan. The YOS Manager is a member of the Planning and Evaluation group for the CYPP.

Education, Training and Employment targets are shared with connexions who work closely with the YOS to support young people into Education, Training or Employment. The YOS Manager is a member of the Connexions local management committee and the Connexions locality manager is a member of the Safer Hartlepool Young Peoples Group (YIP and PAYP).

The Hartlepool YOS Manager represents the three Tees Valley YOS's on the Tees wide MAPPA strategic board, and chairs the Procedures Sub Group.

## C. DRIVERS OF PERFORMANCE

### C.1 GOVERNANCE AND LEADERSHIP

Guidance  
page 11

Please provide an overview of the strategic direction of the Yot. Please also complete **Table A** on the composition of the Management Board.

#### **Overview particularly looking at strategic management and leadership arrangements:**

The Chief Executive of the Local Authority retains accountability through regular liaison meetings and linkage of the Youth Offending Service with the Safer Hartlepool Partnership.

During 2004/05, a more coherent and integrated approach to community safety was implemented bringing together the Crime Reduction and Disorder Partnership, the Drugs Action Team and the Youth Offending Service steering group to form the Safer Hartlepool Partnership.

The Safer Hartlepool Partnership Young People's group links to the emerging Children and young People's strategic Partnership, with both the chair and YOS Manager attending meetings. Again, it is likely there will be changes to the composition of the Partnership groups, when the Children and Young People's plan is finalised, particularly as the 'Stay Safe' outcome from Every Child Matters is placed within the Community Safety section of the Local Area Agreement.

A Specific focus on Young People is maintained through the Young People's Group. This is chaired by the Head of Community Safety and Prevention at Hartlepool Borough Council, who is also the Safer Hartlepool Partnership co-ordinator and line manager of the YOS Manager. The membership of the Young Peoples group includes a range of voluntary sector organisations who provide services for Young People. This works well at an operational level, but strategic direction, particularly from partner agencies outside the Local Authority, is diminished. The Youth Offending steering group had previously worked well together to ensure efficient and effective delivery of services by the YOS. Generally in Hartlepool there is excellent co operation, both strategically and operationally between agencies and the new Safer Hartlepool Partnership builds on this experience and established relationships.

However, members of the Safer Hartlepool Partnership have recognised that the Partnerships Priorities are changing, and initiatives such as the Prolific and Priority offender scheme bring more of a focus onto the prevention agendas specifically preventing Youth Offending and anti social behaviour being committed by Young People.

The Partnership is therefore committed to reviewing its Partnership structures during 2006/07, with one possible outcome the introduction of a strategic management board for YOS.

The Performance of the Youth Offending Service is overseen by the Young People's group who receive regular progress reports relating to the outcomes against the Performance Measures.

The Tees Valley Youth Offending Service Managers continue to meet to oversee the Intensive Supervision and Surveillance Programme and collaboration in training matters across the Tees Valley.

**Table A: Composition of Management Board**

<b>Name</b>	<b>Agency representing</b>	<b>Post in agency</b>	<b>Ethnicity</b>	<b>Gender</b>
<b>Chair:</b> Alison Mawson	Regeneration and Planning	Head of Community Safety and Prevention	W	F
Phil Warrilow	Children's Services	Interim	W	M
Peter Burnett	National Probation Service (Teesside)		W	M
Steve Lawson	Police		W	M
Peter Price	PCT	Director of Public Health	W	M
Jean Bell	Hartlepool Magistrates Court	Principal Legal Advisor	W	F
Danny Dunleavy	Youth Offending Service	Manager	W	M
Lorraine Hollis	DISC	Manager HY PED	W	F
Peter Davies	Children's Services	Youth Service Principal Officer	W	M
Ian Merritt	Children's Service		W	M
Ken Fox	Youth Provision	Voluntary Sector Representative	W	M
Miriam Robertson	Connexions	Locality Manager	Mixed	F

<b>Name</b>	<b>Agency representing</b>	<b>Post in agency</b>	<b>Ethnicity</b>	<b>Gender</b>
Louise Hurst	YOS	Team Manager	W	F
Hazel Brunton	Barnardos	Practice Manager B76	W	F
John Robinson	Childrens Services	Childrens Fund Manager	W	M
John Phillipson	Hartlepool Magistrates	Chair Youth Bench	W	M
Chris Hart	Drugs Action Team	Planning and Commissioning Manager	W	F

## C.2 PERFORMANCE AND QUALITY SYSTEMS

Guidance  
page 12

Please describe the systems in place for **managing performance and ensuring quality of practice**, including arrangements to ensure **data accuracy**.

### **Overview particularly looking at performance management and data quality:**

The Careworks Information system has been operational since 2003 and is fully embedded into practice. The system has enabled the YOS to effectively collect management information and respond to performance issues as they arise. Information from the system is used by the team manager during supervision to ensure correct recording of data. Issues relating to the system are raised by staff in the management and team meetings as well as the monthly development meetings. All staff have received training in Careworks .

The Information Officer validates the data produced from Careworks monthly by running secondary reports to cross match and check the data

The quarterly performance data is reported to the Young People's Steering Group and to the Director of Regeneration and Planning with actions to address any areas where performance is not being met.

The EPQA action plans are reviewed quarterly within the team and with the steering group.

### C.3 RESOURCES

Guidance  
page 12

Please provide a **summary of the financial and programme resources** available for the coming year. Please complete **Table A1, Table A2, Table A2a and Table A2b.**

#### C3 a Financial resources

##### **Overview of financial resources including any particularly significant changes in resources:**

Contribution from Partner Agencies for 2006-07 is similar to the previous year with inflation added.

The YOS Budget has increased due to the YJB Prevention Funding.

During 2005 additional funding was received from the Children's Fund to support the work of the family support panel with an additional worker. This funding will continue until March 2008.

Ring fenced funding has been developed in the relevant areas.

**Table A1: Services planned for the financial year 2006 – 2007**

Where services straddle different stages, the budget allocation should reflect the extent resources are used in each stage of the process.

Guidance  
page 13

Core activity	Budget expenditure (£)
Preventive services	342649
PACE Services	16084
Pre-court services	147943
Court-based services	103834
Remand services	144828
Community-based services	426866
Through care / after care (including RAP)	93204
Other orders	80086
<b>Total:</b>	

**Table A2: Youth Offending Team Budget Financial Year 2006 – 2007 – Sources**

When completing this table 'payments in kind' should include charges for shared equipment, the use of accommodation and management costs etc.

Guidance  
page 13

Agency	Staffing costs (£)	Payments in kind – revenue (£)	Other delegated funds (£)	Total (£)
Police	41540		23100	64640
Probation	37448		8853	46310
Children's Services	340071		30000	370071
Health (from Table A2b)	40986		23100	64086
Local Authority Chief Executive	131280		165456	296736
Additional Funding (from Table A2a)	241885		272135	514020
<b>Total</b>	<b>833210</b>		<b>522644</b>	<b>1355854</b>

**Table A2a: Additional sources of income**

Guidance  
page 13

Additional source	Amount (£)
Single Regeneration Budget	
European Funding	
Youth Justice Board	446182
Other	67838
<b>Total (for inclusion in Table A2)</b>	<b>514020</b>

**Table A2b: Health service contributions to the Youth Offending Teams**



The total of A2b should be equal to the role in table A2 called 'health.'

Guidance  
page 13

Health contribution: Funding source	Amount (£)
Source 1:	64086
Source 2:	
Source 3: (etc)	
<b>Total (for inclusion in Table A2)</b>	<b>64086</b>

### C3 b PROGRAMME RESOURCES

#### **Overview of programme resources including services to meet specialist needs:**

Hartlepool YOS meet the Youth Justice Board Core Objectives in terms of basic and specialist programmes.

- Hartlepool Young Peoples Substance Misuse Service (HYPED) provide tier 2 & 3 interventions. The YOS also fund a Substance Misuse Nurse who is seconded to HYPED and works directly with young people who misuse alcohol and illegal substances.
- The YOS Health/ CAMHS Worker provides direct links to specialist services which offer; counselling, self esteem building, bereavement and victim of abuse work.
- The Health worker also provides advice for both young men and women in terms of family planning and sex education.
- The Health worker and the Substance Misuse Nurse are currently receiving training in .....
- The Children's Society provide Victim Offender Mediation.
- The Health Worker, along with a PCT nurse, provide 'straight line programme' offering early interventions to young people on the periphery of alcohol misuse.
- Eight members of staff are currently receiving training to deliver 'Pathway Plus'. This programme forms a key plank in the Effective Practice strategy in providing modular training in to address key factors in offending.
- All case managers are trained to deliver 'Teen Talk'. Which is a package of cognitive offending based worksheet.
- Young people can also access Resettlement and Aftercare Programme. (RAP) – an intensive programme of support for young people have substance misuse or mental health difficulties. The programme can include; accommodation, counselling, education/training/employment, construct use of leisure, family support, substance misuse, mental health, health and life skills issues.
- The YOS have part funded an accommodations officer post. This worker is based at Hartlepool Housing Department and provides valuable links for the service.
- The YOS also have the advantage of having 3 remand foster carers – these carers often plug the gap in provision for difficult young people with accommodation problems.
- The service has access to Barnardo's Bridgeway Project which provides specialist interventions and therapeutic work with young people who have sexually abused. Bridgeway also provides a service for young people who are also the victims of abuse.
- The YOS also has two workers who have received intensive training in working with young people who sexually abuse and 8 team members

are undergoing basic assessment skills in working with young people who sexually abuse.

- Barnardo's Heartbeat Project provide mentoring programmes and sessions in; anger management, offending behaviour, self esteem and victim awareness. They also undertake the Lets Talk Parenting Programme and a programme to support parents of children and young people with ADHD.

### C3 c INFORMATION TECHNOLOGY

**Overview of the use of IT as an enabler to delivery of services (covering secure email, case management systems, IT to support engagement of young people, any other IT enablers, and barriers to IT use and how these will be overcome):**

The Carewoks case management system is embedded into the work of the case managers. The system has been running since 2003 and the information obtained from the system is now being used to develop the services of the YOS. The web based version of the system will be implemented across the Tees Valley in November 2006. Data from the Asset information identifies the risk factors that need to be addressed to prevent further offending and the resources required.

A number of tablet computers have been purchased for staff to use in their recording and as a means of engaging young people to give their views. The Tees Valley YOS's have purchased the Viewpoint What Do You Think for use with young people to assist the worker in undertaking an intervention and to allow further analysis of the data.

We are looking to make use of digital pen technology during the coming year in relation to Asset forms and will pilot the use of the Common Assessment Framework and ONSET through the Family Support Panel using digital pens.

The Secure Email is live and being used to send Asset, Risk of Serious Harm and Vulnerability information to the YJB Placement Team, Assets and PSR information transferred between YOS's.

Video conferencing is available through South Tees YOS, however take up has been slow as many of the young people only see their families when reviews take place and the use of video conferencing would cut the contact between the young person and family, greater use can be made of the facilities by other agencies (Housing, Connexions etc) involved with the young person.

## C.4 PEOPLE AND ORGANISATION

Guidance  
page 15

Please consider both **workforce planning** issues (e.g. how many staff are in post, any plans for recruitment or reduction in staff numbers) and **workforce development** plans (e.g. leadership skills development for managers, specialist staff, general training and development). Remember to include volunteers in this analysis, particularly recruitment and training.

Please include an organisation chart for the Yot at Appendix A.

### C4 a WORKFORCE PLANNING

#### **Overview of workforce planning including volunteers and staff in agencies providing service under contract:**

Hartlepool YOS has a current staff group of 64, this includes 12 outreach workers in the voluntary sector (Barnardo's, Children's Society, and Families First), 13 Referral Panel volunteers, 7 sessional workers, and 3 remand carers. The remaining 29 staff are managers, practitioners and admin staff.

There are 3 full time vacancies,

- A YOS worker which is currently being recruited
- A Reparation Officer which is being covered on an acting up basis whilst the post is revised.
- A Remand Carer which is subject to review due to the low demand in respect of remands to the Local Authority accommodation in Hartlepool. Discussions are ongoing with Stockton YOS as to the joint use of the Hartlepool Remand Carers.

There are also 2 part time vacancies.

- A RAP Worker which is currently being recruited.
- SLA was agreed for the education arrangements within the YOS but this proved to be problematic in its operation. A part time 0.5 education seconded is to be recruited.

A further three posts Prevention Manager and two YIP workers are to be recruited for the YOS to deliver Preventative Services with the implementation of a Youth Inclusion Programme, which will be jointly delivered with connections staff and the commissioning of services from the voluntary sector.

**Table A3: Staff in the Youth Offending Team (by headcount)**

Please ensure the two Totals are the same, and that all data entered here is consistent with that entered into Themis

	Managers Strategic	Managers Operational	Senior practitioners (FT)	Senior practitioners (PT)	Practitioners (FT)	Practitioners (PT)	Administrative	Sessional	Students/ trainees	Volunteer	Total
Permanent	1						3				4
Fixed Term		2			2	1	3	7		13	28
Seconded Social Services		2			5	2					9
Seconded Probation					1						1
Seconded Police					1						1
Seconded Health					1						1
Seconded Education											
Seconded Connexions						3					3
Seconded Other											
Outsourced		2			10						12
Temporary											
Vacant					3	2					5
TOTAL	1	6			23	8	6	7		13	64
Gender/Ethnicity											
White Male	1	1			8	2	3	3		8	23
Black Male											
Asian Male											
Mixed Race Male											
Chinese/Other Male											
White Female		5			2	4	6	4		5	36
Black Female											
Asian Female											
Mixed Race Female											
Chinese/Other Female											
TOTAL	1	6			20	6	6	7		13	59

#### C4 b Workforce development

Guidance  
page 15

Overview of workforce development including volunteers and staff in outsource agencies:

Overview of workforce development including volunteers and staff in outsource agencies:

All staff have been actively encouraged to reflect upon professional development in regard to the Youth Justice Board Professional Qualification Framework.

As a result, 5 members of staff have completed and passed the Professional Certificate of Effective Practice and there are 7 currently undertaking the training. (6 in the February cohort and 1 in the March) Three of the trainees are from partner agencies. (7 members of staff completed the 'Study Skills Module'.

We also have 3 members of staff who have committed, and have applied, to undertake the PCEP but are awaiting conformation of available cohorts.

In addition to this we have had 8 people undertake the Effective Practice Unit Award. (Three passes and five awaiting results) 2 trainees from partner agencies, 1 volunteer and 1 sessional worker.

Two members of staff have expressed interest in undertaking the Foundation Degree in Youth Justice.

Key Elements of Effective Practice (KEEPs) are being addressed and all team members have participated in APIS and Mental Health training and two members of Staff have completed Risk Assessment training with the aim of, along with a professional trainer, cascading the training to other team members. Most team members have completed Substance Misuse training. Two staff members have had intensive training in working with Young People who Sexually Abuse and training in basic assessment skills using the AIM model is currently being undertaken by 8 case managers and support workers. We have initiated practitioner training in many of the other KEEP areas.

All staff have undertaken 'Care Works' training.

Individual needs are identified during staff supervision and we have initiated an HR and Learning group who meet monthly to address individual or team training needs. The group is currently forming a service training plan

In addition to this we hold monthly team development days where individual and team development issues are addressed.

Two team members attend the regional HR and learning group and have taken advantage of regional training that has been on offer such as DTO chairing, substance misuse, APIS, Risk Management, Care Works, video conferencing and secure email training.

Admin staff have all achieved NVQ level 2 or 3 and two members of admin have completed intensive Care Works training.

Volunteers and sessional workers receive induction training and regular enhanced training.

All new staff members receive formal and 'shadow' induction training. There are also plans to implement regional induction and management training.

Four 'operational management staff' are undertaking making the difference Hartlepool Management Development Programme.

The Health Worker and the Substance Misuse Nurse are currently undertaking a PSHE certificate which will be completed in April. The Health Worker has this year undertake and successfully completed the Independent and Supplementary nurse prescribing course and team members from partner agencies (Police, Probation and Health) are actively encouraged to participate in their service training.



## C.5 PARTNERSHIP WORKING

Please provide a summary of the **support from partner agencies** and plans to develop links with partners – statutory and non-statutory.

Guidance  
page 16

### Overview of partnership working including complementary and conflicting targets:

There continues to be a strong emphasis on partnership working with the Police and the Anti-Social Behaviour Unit and Children's Services to address those young people at risk of or involved in crime and anti-social behaviour or at risk of social exclusion. Work is ongoing to identify young people early and arrange appropriate support. Police officers and Community support Officers are to receive briefings on the work of the Family Support Panel and the importance of identifying and referring young people at an early stage.

The partnership between YOS and Connexions has been effective working to the targets of both services. The partnership is to be built upon further with the effective pooling of resources to ensure effective and complimentary working for the benefit of the young people that will be targeted for the Youth Inclusion Programme. (YIP)

Working arrangements to deliver parenting interventions and mentoring will continue with Barnardo's, whilst the Families Accessing Support Team (FAST) managed by Barnardo's will become the delivery arm of the Family Support Panel.

The Children's Society, Stockton and Hartlepool YOS's will continue to work in partnership to deliver restorative services to victims and young offenders.

The development of a YIP in the Dyke House and Owton Manor areas will increase the opportunities to work with the non-statutory sector to deliver services to young people and their families.

The Tees Valley YOS managers will continue to meet monthly to monitor ISSP performance and look at opportunities for collaborative working i.e. Implementation of Viewpoint and Web based version of Careworks

# Hartlepool Youth Offending Service

## **DELIVERY PLAN**

#### **D. DELIVERY PLAN**

##### **PREVENT OFFENDING**

The Family Support Panel (FSP) consisting of representatives from Children's Services (Education, Social Care, Children's Fund), Child and Adolescent Mental Health Service, Local Authority Housing, Housing Hartlepool, Police, Community Safety, Anti-Social Behaviour, Connexions, Barnardos, Families First and the Youth Offending Service (YOS) has continued to be the main mechanism for the delivery of preventative services through the identification, assessment and planning of interventions for those young people and their families at risk of becoming involved in crime, anti-social behaviour or social exclusion.

A Key worker for the panel was appointed during the year to undertake assessments and draw up individual intervention plans with the young person and their family through family focus groups.

Work with the Police and Anti-Social Behaviour Unit is ongoing to ensure the early identification and referral of those young people at risk to the FSP.

Funding has been obtained through the YJB Prevention Funding to establish a Youth Inclusion Programme (YIP) which will work in two of the towns estates which have been identified as having high levels of crime and anti-social behaviour. The YIP will be delivered in partnership with Connexions and Voluntary Sector organisations.

The Straightline Project continues to deliver an alcohol awareness programme to young people found in possession of alcohol by the police. An additional £13000 to support the assessment of young people and increase the delivery of the programme has been obtained from the Proceeds of Crime Fund through Government Office North East.

During 2005 the Youth Service took delivery of a new mobile unit which operates four nights per week providing access to young people in areas where there are issues with anti-social behaviour.

The YOS has continued to support the Duke of Edinburgh Award Scheme operated by the Youth Service and delivered by Manor College and the YOS.

#### **Data: Number of first time entrants into the youth justice system.**

<b>KPI: 05/06 April – December actual</b>	<b><u>155</u></b>
<b>Target</b>	<b><u>&lt;289</u></b>
<b>KPI: 06/07 target</b>	<b><u>&lt;275</u></b>

## INTERVENE EARLY

**Overview:** including review of the past year, performance against KPIs and progress against EPQA improvement plans, and highlights of plans for the coming year:

Hartlepool YOS has continued to meet the performance target in respect of Final Warnings.

Interventions are related to the Asset assessment and relevant to the young persons needs and therefore the new target of 100% interventions when Asset score is 12 or more, concerns of risk or serious harm are present or any section scores 4 or more is welcomed by the YOS.

A Prison Me No Way Programme continues to be delivered at the same time as the Final Warning. Interventions are carried out by the YOS officer or through the mentoring programme with Barnardo's and include an element of restorative justice.

### Data: Final Warnings

KPI: 05/06 April – December actual and % against target (old KPI)	<u>87.2%</u> <u>80%</u>	EPQA: 03 rating	<u>1</u>
KPI: 06/07 target (new KPI)	<u>100%</u>	EPQA: 05 result	<u>2</u>

## PROVIDE INTENSIVE COMMUNITY SUPERVISION

### **Overview: including review of the past year and highlights of plans for the coming year:**

The Intensive Supervision and Surveillance Programme (ISSP) continues to be delivered across the Tees Valley. Numbers in Hartlepool remained low during the first two quarters but increased in the third quarter. There has been no increase in the use of custody.

Due to the low numbers ISSP staff have been redeployed across the Tees Valley to where numbers are high, this resulted in a reduced service to Hartlepool and a lack of confidence by YOS staff in ISSP as young people were not receiving the appropriate service. The temporary appointment of a case manager in Hartlepool has renewed confidence in the programme but this needs to be maintained.

## REDUCE RE-OFFENDING

### **Overview: including review of the past year, performance against KPIs and highlights of plans for the coming year:**

The overall re-offending rate after 24 months has reduced from 56% for the 2002 co-hort to 52.2% for the 2003 co-hort a percentage reduction of 6.79%. Less than 5% of the co-hort offended as frequently or more frequently than they had before the intervention.

Whilst there was a decrease in the re-offending rate overall there were increases in the pre-court and first tier penalties of 2.7% and 13.2% respectively the community penalties and custody re-offending rates decreased by 3.6% and 42.6% respectively.

The first tier penalties were influenced by those outcomes where no work is undertaken by YOS conditional discharges and fines which had re-offending rates of 75%.

Numbers in the co-hort are small producing large % variations.

More detailed analysis of re-offending and the reasons for it will be undertaken as part of the reporting for the Prevention of Offending Task Group for those young people identified under the deter element of the Prevent and Deter Strand of the PPO Strategy.

Ensure that Intervention Plans are linked to the risk and protective factors identified in the Asset assessment.

### **Data:**

KPI: 05/06 actual (Oct – Dec cohort) and % against target*	<u>52.2%</u>
KPI: 06/07 target	<u>49.59%</u>

(\*If 2005 actual data is not available refer to 2004 data)

## REDUCE THE USE OF CUSTODY

### **Overview : including review of the past year, performance against KPIs and highlights of plans for the coming year:**

Remands: the locally agreed target for 2005-06 was 24.2% which equated to 8 young people, whilst the actual for April - Dec is 57.1% this equates to 4 young people. Two of the remands were for offences of a serious nature where alternatives although offered were not considered appropriate. The YOS court officers are pro-active in promoting alternatives to custodial remands including bail with conditions. The YOS is fortunate to have available remand carers, and a bail support scheme including ISSP.

Custodial sentences: locally agreed target of 4.5% equating to 11 young people the actual of 3% relates to 6 young people.

The YOS court officers have a good relationship with the court and are positive in putting forward support packages for young people to remain in the community where this is possible.

The YOS manager meets with the chair of the Youth Court Panel to discuss issues and attends the quarterly meeting of the Panel to report on YOS issues and performance in relation to remands and custodial sentences as well as parenting and restorative justice.

### **Data:**

KPI: 05/06 April – December actual and % against target (remand)	<u>57.1%</u> 24.2%	KPI: 05/06 April – December actual and % against target (custody)	<u>4.5%</u>	EPQA: 05 rating (where applicable)	<u>2</u>
KPI: 06/07 target	<u>30%</u>	KPI: 06/07 target	<u>3%</u>	EPQA: 07 target	<u>3</u>

## ENSURE THE SWIFT ADMINISTRATION OF JUSTICE

**Overview: including review of the past year, performance against KPIs and highlights of plans for the coming year:**

The YOS continues to achieve the target in relation to Pre-Sentence Reports being submitted within National Standards timescales.  
Court Officers continue to highlight any adjournments in the Youth Court which are beyond National Standards

**Data:**

KPI: 05/06 April – December actual and % against target	<u>95%</u> <u>90%</u>
KPI: 06/07 target	<u>90%</u>



## ENFORCEMENT AND ENABLING COMPLIANCE

### **Overview:** including review of the past year and highlights of plans for the coming year:

The Local Criminal justice Board target of 35 working days from relevant unacceptable absence to resolution and to resolve 50% of cases within 25 working days is being met.

## ENSURE EFFECTIVE AND RIGOROUS ASSESSMENT

### **Overview:** including review of the past year, performance against KPIs and progress against EPQA improvement plans, and highlights of plans for the coming year. This must include steps to improve risk assessment and management:

100% completion of Asset at all stages continues to be achieved. Detention and Training Order training plans are drawn up within national standards timescales.

All staff have received training in Asset and intervention plans.

Risk Management training has been identified as a priority within the service for the coming year.

### **Data:**

KPI: 05/06 April – December actual and % against target (ASSET)	<u>100%</u> <u>100%</u>	KPI: 05/06 April – December actual and % against target (DTO)	100% 100%	EPQA: 03 rating	<u>1</u>
KPI: 06/07 target	<u>100%</u>	KPI: 06/07 target	100%	EPQA: 05 result	<u>2</u>

## SUPPORT YOUNG PEOPLE ENGAGING IN EDUCATION TRAINING AND EMPLOYMENT

**Overview:** including review of the past year, performance against KPIs and progress against EPQA improvement plans, and highlights of plans for the coming year:

Performance continues to be below the target. Majority of those not in ETE were 17 year olds who did not attend training placements or were the subject of short term final warning interventions and in the transition from statutory education to training and employment.

There have been problems in relation to Health and safety with the alternative education provision for those young people excluded from mainstream education, an action plan is now in place to address these issues and a multi-agency panel is to review all placements and co-ordinate support to assist with the integration of young people back into mainstream education.

The education provision to the YOS has been reviewed and appropriate arrangements are to be made to ensure the best service for young people.

Connexions Placement Support Officer continues to work closely with the YOS to secure training places and support education placements where there are difficulties.

Stockton YOS on behalf of the Tees Valley YOS's have gained funding through the Local Skills Council to run the It's Going to Work Programme which prepares young people for training or employment over the next 3 years Hartlepool have 60 places on the programme.

### **Data:**

<b>KPI: 05/06 April – December actual and % against target</b>	<b>72.7% 90%</b>	<b>EPQA: 03 rating</b>	<b>1</b>
<b>KPI: 06/07 target</b>	<b>90%</b>	<b>EPQA: 05 result</b>	<b>2</b>

## SUPPORT ACCESS TO APPROPRIATE ACCOMMODATION

**Overview: including review of the past year, performance against KPIs and highlights of plans for the coming year:**

The named accommodation officer for the YOS is the multi-agency funded Homeless Strategy Officer whose remit is to increase the accommodation available to young people aged 16-25. The funding arrangements for the post are changing in 2006-07 and a greater emphasis will be placed upon addressing the needs of 16-18 year olds.

When accommodation is available it is either unsuitable (Bed & breakfast) or the cost is prohibitive to the young person. This is being taken up through Children's Services and the Homeless section of the local authority.

A new complex of 10 beds to support vulnerable young people is to be opened during 2006

Remand carers will continue to be used to support young people on a short term basis where no appropriate accommodation is available to them.

Support to parents will be offered to maintain young people in the family home.

**Data:**

KPI: 05/06 April – December actual and % against target (named officer)	<u>100%</u> <u>100%</u>	KPI: 05/06 April – December actual and % against target (suitable accommodation)	95.9%
KPI: 06/07 target	<u>100%</u>	KPI: 06/07 target	100%

## SUPPORT ACCESS TO MENTAL HEALTH SERVICES

**Overview : including review of the past year, performance against KPIs and highlights of plans for the coming year:**

To meet the needs of young people who offend and require support from the CAMHS service the YOS health worker works jointly with CAMHS and undertakes the formal health assessment. Relevant training, support and supervision is given to the health worker by CAMHS. Training in solution focussed therapy has been completed during the year.

The PCT funding arrangements for forensic referrals has in the past been problematic but a referral pathway has now been developed and agreed which will create speedier access to services.

**Data:**

KPI: 05/06 April – December actual and % against target (Acute)	<u>100%</u> <u>100%</u>	KPI: 05/06 April – December actual and % against target (non-acute)	100% 100%	EPQA : 05 rating (where applicable)	
KPI: 06/07 target	<u>100%</u>	KPI: 06/07 target	100%	EPQA : 07 target	

## SUPPORT ACCESS TO SUBSTANCE MISUSE SERVICES

### **Overview : including review of the past year, performance against KPIs and highlights of plans for the coming year:**

The 100% target of those with identified needs receiving a specialist assessment within 5 working days has not been met with an actual outcome of 92%. All young people requiring an assessment have been offered appointments within 5 working days however, despite support and transport being offered they have failed/refused to attend the appointment.

The YOS works closely with the Hartlepool Young Peoples Drug Team to support young people with substance misuse problems. The main areas of concern remain the use of alcohol and cannabis.

Treatment for those accessing assessment is undertaken within the prescribed timescales.

All young people scoring 2 or more for substance misuse in Asset are referred to the YOS Drugs worker for assessment and to the RAP team for support.

### **Data:**

KPI: 05/06 April – December actual and % against target (Assessment)		KPI: 05/06 April – December actual and % against target (specialist assessment)	92%  100%	KPI: 05/06 April – December actual and % against target (early access to intervention)	<u>100%</u>  <u>100%</u>	EPQA: 05 (where applicable)	
KPI: 06/07 target	<u>100%</u>	KPI: 06/07 target	100%	KPI: 06/07 target	<u>100%</u>	EPQA: 07 target	

## SUPPORT RESETTLEMENT INTO THE COMMUNITY

**Overview**: including review of the past year, performance against KPIs and highlights of plans for the coming year:

All young people in custody are referred to RAP and workers are involved from the initial planning meeting to support the young person through the custodial phase and on release into the community with an emphasis on education, training and employment and accommodation needs. Placement with remand carers is used if appropriate accommodation is not available upon release.

### **Data: Resettlement**

EPQA: 05 rating	2	EPQA: 07 target	<u>3</u>
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## PROVIDE EFFECTIVE RESTORATIVE JUSTICE SERVICES

### **Overview**: including review of the past year, performance against KPIs and highlights of plans for the coming year:

Victim offender mediation and victim impact work are delivered in partnership with Stockton YOS and the Children's Society. Whilst victims are offered the opportunity to partake in a restorative process there is a low take up in terms of direct mediation. The Partnership was evaluated during 2005 with a positive outcome.

The availability of reparation projects within the community increased during 2005 with a number of projects being undertaken with local voluntary organisations and the local authority.

### **Data**:

KPI: 05/06 April – December actual and % against target (intervention)	88.5% 75%	KPI: 0405/06 April – December actual and % against target (satisfaction)	100% 75%
KPI: 06/07 target	<u>75%</u>	KPI: 06/07 target	75%

## SUPPORT PARENTING INTERVENTIONS

**Overview:** including review of the past year, performance against KPIs and progress against EPQA improvement plans, and highlights of plans for the coming year:

Parenting interventions are addressed at the Asset assessment stage, these include interventions undertaken directly by the case managers, those requiring a more intense intervention or where a parenting order has been made a referral to Barnardo's Parenting programme is made.

The majority of interventions are agreed with parents on a voluntary basis with parenting orders being requested when appropriate.

Interventions are delivered individually, within a group work setting or to couples depending upon the needs of the parent.

The satisfaction rate for parents completing an intervention remains high.

A parenting programme to support parents of children and young people with ADHD has been introduced during the year.

### Data:

KPI: 05/06 April – December actual and % against target (Interventions)	37.5% 10%	KPI: 05/06 April – December actual and % against target (Satisfaction)	100% 75%	EPQA: 04 rating	2
KPI: 06/07 target	10%	KPI: 06/07 target	75%	EPQA: 05 result	2



## ENSURE EQUAL TREATMENT REGARDLESS OF RACE

**Overview:** including a review of the past year, performance against last year's race action plan, and highlight actions for the coming year:

Monitoring the ethnicity of offenders and the outcomes they receive has been undertaken with no differences in conviction rates being noted.

Numbers are small 1 in the period.

Staff training in diversity to be organised and undertaken during 2006.

## KPIs

Below please provide historical data against the KPIs associated with the themes.

Theme and measure	2004/05 outturn	2005/06 Apr-Dec Outturn	2006/07 Target
<b>Prevent offending (target since 05/06):</b> Reduce year on year the number of first time entrants to the youth justice system by identifying children and young people at risk of offending or involvement in anti-social behaviour through a YISP or other evidence-based targeted means of intervention designed to reduce those risks and strengthen protective factors as demonstrated by using ONSET or other effective means of assessment and monitoring		155	
<b>Prevent Offending (old target):</b> At least 200 young people are identified and targeted for support each year	60	NEW TARGET	
<b>Intervene early (new target):</b> Ensure that 100% of young people on a final warning are supported by an intervention if: <ul style="list-style-type: none"> <li>- their Asset score is greater or equal to 12, or</li> <li>- there are any concerns of risk of serious harm to others, or</li> <li>- their score is less than 12 but any sections score 4</li> </ul>			100
<b>Intervene early (old target):</b> Ensure that 80% of all final warnings are supported by an intervention programme	91%	87.2%	
<b>Reduce re-offending:</b> Achieve a reduction in re-offending rates by 5% in 2006-07, when compared with the 2002-03 re-offending cohort, with respect to each of the following four populations:	2002/03 cohort % reoffending after 24 months:	2003/04 cohort % reoffending after 24 months (if available):	2004/5 cohort % reoffending after 24 months:

Theme and measure	2004/05 outturn	2005/06 Apr-Dec Outturn	2006/07 Target
Pre-court	37%	38%	Reduction of 5%
First tier penalties	53%	60%	Reduction of 5%
Community penalties	95%	91.6%	Reduction of 5%
Custody	71%	50%	Reduction of 5%
<b>Reduce the use of custody (secure remands):</b> Reduce the number of remands to the secure estate (as a proportion of all remand episodes excluding conditional / unconditional bail) to 30%	30.7%	57.1%	30
<b>Reduce the use of custody (custodial sentences):</b> Reduce the number of custodial sentences as proportion of all court disposals to 5%	4.49%	4.5%	Reduce to 5%
<b>Ensure the swift administration of justice:</b> Ensure that 90% of pre-sentence reports are submitted within <b>10 days for PYOs</b>	90%	95%	90
Ensure that 90% of pre-sentence reports are submitted within <b>15 days for general offenders</b>	90%	95%	90
<b>Ensure effective and rigorous assessment, planning and supervision</b> Ensure that 100% of assessments for <b>community disposals</b> are completed at <b>assessment</b> stage	100%	100%	100
Ensure that 100% of assessments for <b>community disposals</b> are completed at <b>closure</b> stage	100%	100%	100
Ensure that 100% of assessments for <b>custodial sentences</b> are completed at <b>assessment</b> stage	100%	100%	100
Ensure that 100% of assessments for <b>custodial sentences</b> are completed at <b>transfer</b> stage	100%	100%	100
Ensure that 100% of assessments for <b>custodial sentences</b> are completed at <b>closure</b> stage	100%	100%	100

Theme and measure	2004/05 outturn	2005/06 Apr-Dec Outturn	2006/07 Target
Ensure that all <b>initial training plans for DTOs</b> are drawn up within <b>10</b> working days of sentences being passed	<b>100%</b>	<b>100%</b>	100
<b>Support young people engaging in education, training and employment:</b> Ensure that 90% of young offenders who are supervised by the Yot are either in full-time education, training or employment	<b>83%</b>	<b>72.7%</b>	90
<b>Support access to appropriate accommodation:</b> Ensure that all Yots have a named accommodation officer and that 100% of young people subject to final warnings with intervention, relevant community based penalties or on release from the secure estate have suitable accommodation to go to	<b>97%</b>	<b>95.9%</b>	100
<b>Support access to mental health services:</b> Ensure that all young people who are assessed by ASSET as manifesting <b>acute mental health</b> difficulties are referred by YOTs to the CAMHS for a formal assessment commencing within five working days of the receipt of the referral with a view to their accessing a tier 3 service based on this assessment	<b>N/A No Referrals</b>	<b>100%</b>	100
Ensure that all young people who are assessed by ASSET as manifesting <b>non-acute mental health concerns</b> are referred by the YOT for an assessment and engagement by the appropriate CAMHS tier (1-3) commenced within 15 working days	<b>100%</b>	<b>100%</b>	100
<b>Support access to substance misuse services:</b> Ensure that all young people are screened for substance misuse	<b>100%</b>		100
Ensure that all young people with identified needs receive appropriate specialist assessment within 5 working days of assessment	<b>71%</b>	<b>92%</b>	100
Ensure that all young people access the early intervention and treatment services they require within 10 working days of assessment	<b>96%</b>	<b>100%</b>	100
<b>Provide effective restorative justice services:</b> Ensure that 75% of victims of youth crime referred to Yots are offered the opportunity to participate in a restorative process	<b>97%</b>	<b>88.5%</b>	75

Theme and measure	2004/05 outturn	2005/06 Apr-Dec Outturn	2006/07 Target
Ensure that 75% of victims are satisfied	100%	100%	75
<b>Support parenting interventions:</b> Ensure that 10% of young people with a final warning supported by intervention or a community disposal receive a parenting intervention	13%	37.5%	10
Ensure that 75 % of parents participating in a parenting intervention are satisfied	100%	100%	75
<b>Ensure equal treatment regardless of race (new target):</b> Yots must deliver targeted activity that substantially reduces local differences by ethnicity in recorded conviction rates, by March 2008			
<b>Ensure equal treatment regardless of race (old target):</b> All YOTs to have an action plan in place to ensure that any difference between the ethnic composition of offenders on all pre-court and post-court disposals and the ethnic composition of the local community is reduced year-on-year			NEW TARGET

## EPQA

Theme and measure	Initial score	Predicted score	Actual score
<b>Prevention:</b> post 07			
<b>Early intervention:</b> Final warning interventions	1	2	2
<b>Intensive supervision:</b> ISSP post 07			
<b>Managing demand for custody: Remand management</b> 05 – 07 or 06 – 08	2	3	
<b>Swift administration of justice:</b> post 07			
<b>Restorative justice and victims:</b> post 07			
<b>Race</b> (n/a)			
<b>Recidivism</b> (n/a)			
<b>Assessment, planning interventions and supervision</b>	1	2	2
<b>Education, training and employment</b>	1	2	2
<b>Substance misuse:</b> 05 – 07 or 06 – 08			
<b>Mental health:</b> 05 – 07 or 06 – 08			
<b>Accommodation</b> (n/a)			
<b>Resettlement</b>	2	3	
<b>Parenting</b>	2	3	3

**Report of:** The Executive (to be presented by the  
Regeneration and Liveability Portfolio Holder)

**Subject:** HARTLEPOOL LOCAL PLAN (INCLUDING MINERAL  
AND WASTE POLICIES)

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## 1. PURPOSE OF REPORT

- 1.1 The report informs Council of the decisions of the Cabinet on 27<sup>th</sup> February 2006 in relation to this matter (item 4.2 on the agenda) and recommends that the Hartlepool Local Plan is adopted by the Council.

## 2. INFORMATION

- 2.1 The Further Proposed Modifications to the Hartlepool Local Plan as agreed by Council on 15<sup>th</sup> December 2005 were made available for public inspection from 6<sup>th</sup> January to 16<sup>th</sup> February 2006 to give an opportunity for representations.
- 2.2 At the end of the deposit period on 16<sup>th</sup> February 2006 three objections had been received together with a number of representations of support and comment.
- 2.3 The three objections were submitted by the Hartlepool Civic Society and related to:
- a) the use of Briarfields House and Ambulance station.
  - b) the extent of the Burn Valley Green Wedge at Tunstall Farm, and
  - c) the allocation of North Bum as a site for an electronics components park.

However, these representations do not relate to any of the advertised Further Proposed Modifications – instead they repeat objections and comments made by the Civic Society at the previous Proposed Modification stage considered late in 2005. The objections are therefore not duly made as they do not raise issues which require consideration of any changes to the Further Proposed Modifications.

- 2.4 The following representations were also received:

- **Government Office for the North East** has carefully considered the further modifications and the First Secretary of State has now no objections

- **Northumbrian Water** supports the requirements to include consideration of surface water run off impacts as set out in the new paragraph to follow 9.8 (Flood Risk)
- **English Heritage** has no objection but comments on housing refurbishment and the need to take account of the historic landscape in assessing renewable energy projects
- **One North East** has no comments
- **Environment Agency** welcomes the amendments to the flood risk policy
- **The Countryside Agency** has no comments
- **Yuill Homes** supports all the changes set out in the Further Modifications

### 3 THE NEXT STEPS

- 3.1 As the representations on the Further Proposed Modifications are not considered to require any other alteration to the plan it is now appropriate to proceed to the formal adoption stage of the Local Plan.

### 4 RECOMMENDATION

- 4.1 That the 'Hartlepool Local Plan including mineral and waste policies' be adopted.



**COUNCIL**  
13<sup>th</sup> April, 2006



**Report of:** The Executive (to be presented by the portfolio holder for Children's Services)

**Subject:** CHILDREN AND YOUNG PEOPLE'S PLAN 2006-2009

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**1. PURPOSE OF REPORT**

- 1.1. To present the Children and Young People's Plan 2006 - 2009 for Council's approval.

**2. BACKGROUND**

- 2.1 The Children and Young People's Plan is part of the Budget and Policy Framework of the Council.
- 2.2 Hartlepool Borough Council has a duty, under the Children Act 2004, to prepare and publish a Children and Young People's Plan (CYPP). The CYPP is to be the overarching strategic plan for all services for the children and young people of the area. The Council has a duty to promote collaboration between itself and its main strategic partners and to consult with specified organisations and groups.
- 2.3 The preparation of Hartlepool's first Children and Young People's Plan was launched at Hartlepool's Maritime Experience on 7<sup>th</sup> September 2005.
- 2.4 A first draft of the Children and Young People's Plan was produced in November 2005 and a first round of consultation took place from mid November until mid December 2005. The outcomes of this consultation contributed significantly to the second draft, which was considered by Cabinet on 24<sup>th</sup> January 2006.
- 2.5 With Cabinet approval, the second draft of the Plan was considered by Children's Services Scrutiny Forum on 7<sup>th</sup> February 2006 and 7<sup>th</sup> March 2006, with the outcomes of this scrutiny investigation reported to Scrutiny Coordinating Committee on 10<sup>th</sup> March 2006.
- 2.6 Throughout the two consultation periods, officers of the Children's Services Department have engaged with a wide range of partners, stakeholders and the general public. Three reference groups (Core, Voluntary and Community Sector and Staff) were established and have met on a number of occasions. The Core Reference Group consists of representatives of key strategic

partner organisations. The Voluntary and Community Sector Reference Group was convened democratically by the Hartlepool Voluntary Development Agency and enabled members of the planning group to meet with a wide range of organisations. The Staff Reference Group involved employees working within the Children's Services Department at various levels. Members of all three reference groups indicated that they supported the process of preparing the Children and Young People's Plan and the content of the two earlier drafts on which they were consulted.

- 2.7 A particular feature of the preparation of the draft Children and Young People's Plan has been engagement with children and young people. This was achieved with the cooperation of schools, youth groups and other organisations with direct access to children and young people. The key tool for discerning the views of children and young people was a prioritisation exercise, known as "Diamond Nine", where children and young people were invited to identify their top priorities from the outcome aims of "Every Child Matters". This information was gathered during the first stage of consultation, analysed and then used in the second stage of consultation to explore in more detail, with children and young people, their aspirations and needs.
- 2.8 During the first stage of consultation parents and carers were consulted through forum meetings and the general public were able to contribute by:
- Completing the Consultation Response Form;
  - Attending a drop-in event at the Grand Hotel;
  - Telephoning a named contact;
  - Sending an email to a dedicated address;
  - Writing a letter.
- 2.9 The second stage of consultation focused heavily on direct engagement with children and young people and with the public. A major event was organised at the Mayfair and was attended by a large number of children and young people aged between six months and twenty-five years, in some cases along with their parents and carers.
- 2.10 One of the definite major issues for children and young people is the fear of bullying. This may at least partially explain why children and young people feel they need to congregate and belong to certain key fashion groups. The issue of fear of bullying has been identified in the Plan and this will be explored in much more detail during the first year of implementation.
- 2.11 On the same day as the Mayfair event, young people from two of the local colleges conducted a survey of adults in the Middleton Grange Shopping Centre. The main purpose was to test informally whether the responses of adults were consistent with those of children and young people. The results were generally very positive, but did reveal that adults who were surveyed did not feel particularly strongly about issues of difference, such as prioritising boys' under-achievement.

**3. DECISION MAKING ROUTE FOR THE CHILDREN AND YOUNG PEOPLE'S PLAN**

- 3.1 As part of the Budget and Policy Framework, the Children and Young People's Plan was considered in draft by the Executive at the Cabinet Meeting on 24<sup>th</sup> January 2006 and referred to the Children's Services Scrutiny Forum, who considered a draft of the plan on 7<sup>th</sup> February 2006 and 7<sup>th</sup> March 2006 and made comments to the Executive. The Executive considered those comments on the 29<sup>th</sup> March 2006 and now recommends the plan to Council on 13<sup>th</sup> April 2006.

**4. THE CHILDREN AND YOUNG PEOPLE'S PLAN**

- 4.1 The Children and Young People's Plan is about improving the lives of the children and young people of Hartlepool. Their involvement in the development of the Plan has enriched the process and has ensured that those involved in preparing the Plan remained focussed on positive outcomes for each of them. Through listening to children and young people themselves, listening to their parents and carers and the Council's own partners, through considering the results of the 2005 self-assessment process, officers have outlined key strategic priorities for each of the five outcome areas of "Every Child Matters". This has led to the identification of the actions that need to be taken over the next three years, by the Council and its partners, to address these priorities.

**5. RECOMMENDATIONS**

- 5.1 The Council approves the Children and Young People's Plan 2006 - 09 as attached.



# **THE BIG PLAN!**

## **(Children and Young People's Plan)**

A Strategic Plan for the Provision of Services to the  
Children and Young People of Hartlepool

**April 2006 – March 2009**

# INDEX

	Page Numbers
Foreword	3
Part 1	
Introduction and Executive Summary	4
Introduction	5-8
Summary of Key Outcomes	9-14
Part 2	
Be Healthy	15-27
Part 3	
Stay Safe	28-37
Part 4	
Enjoy and Achieve	38-53
Part 5	
Make a Positive Contribution	54-63
Part 6	
Achieve Economic Well-being	64-78
Part 7	
Service Management & Supplementary Information	79-84
Appendices	
Appendix 1 – Bookcase	85
Appendix 2 – Glossary of acronyms used in this Plan	86
Appendix 3 – Summary of Key Partners that have contributed	87
Appendix 4 – NSF for Children, Young People and Maternity Services Standards	88
Appendix 5 – The planning cycle	89

## **Foreword by the Portfolio Holder for Children's Services**

I am delighted to introduce the very first Children and Young People's Plan for Hartlepool. This Plan will commit all of us, who are involved in planning and delivering services to children and young people, to work together to secure the welfare and improve the outcomes for all our children and young people.

I recognise that the Children Act gives the responsibility for preparing and publishing this Plan to Hartlepool Borough Council, but I am particularly pleased to be able to thank all of our partners, children, young people, parents and carers and members of the public who have taken part in the preparation of the drafts and the consultation processes that have led to the Plan's publication.



Councillor Cath Hill  
Portfolio Holder for  
Children's Services  
Hartlepool Borough  
Council

## **Foreword by the Director of Children's Services**

As Hartlepool's first Director of Children's Services, it gives me great pleasure to introduce this first Children and Young People's Plan, although this has been prepared by my Department, it owes its existence to tremendous collaboration between a wide range of partners and stakeholders, not just in Hartlepool, but beyond. It demonstrates the huge commitment we have to working together on the five national outcomes for children.

I am particularly pleased that we have been able to focus on listening to our children and young people and reflecting their views and aspirations in 'The Big Plan!', our major strategic planning document.

I think that this Plan represents an excellent beginning and I am sure it will develop even further as we continue to work together over the coming years, especially as we develop a Children's Trust and work with our partners towards even greater collaboration, for the benefit of the children and young people whom we are all proud to serve.



Adrienne Simcock  
Director of Children's  
Services Hartlepool  
Borough Council

## **Foreword by Members of the United Kingdom Youth Parliament**

As the Members of the Youth Parliament (MYP) for Hartlepool we feel that the Children and Young People's Plan is a really good step for all children and young people in Hartlepool. Children and young people have very much been involved through various methods, for example the Diamond nine exercise, the Hartlepool Young Voices Group and the event at the Mayfair in February.

We think the plan will be a great success as it has involved loads of young people and is a very good starting point to base the development of services on.

As the Hartlepool MYP reps we will be more than willing to speak to groups such as the Hartlepool Young Voices and any other youth provisions in the town to make sure young people are kept involved as we feel the Children and Young People's Plan is very important.

- Laura Tarran - Hartlepool MYP
- Jonathan Simpson - Hartlepool Deputy MYP

# **THE BIG PLAN!**

**(Children and Young People's Plan)**

A Strategic Plan for the Provision of Services to the  
Children and Young People of Hartlepool

**April 2006 – March 2009**

## **PART 1**

### **INTRODUCTION AND EXECUTIVE SUMMARY**

## Introduction

The Children and Young People's Plan is about improving the lives of our children and young people in Hartlepool. They face great opportunities and pressures and we believe that by working together we can improve their lives both now and into the future. The involvement of children and young people in the development of the plan has enriched the process and has ensured that we remain focussed on positive outcomes for each of them.

The responsibility for preparing and publishing a Children and Young People's Plan is given to the Local Authority by the Children Act 2004. The Local Authority is required to "promote co-operation" between itself and its key partners. This Children and Young People's Plan is the over-arching strategic Plan that will cover all services available to the children and young people of Hartlepool. Its main aim is to ensure that all partners engaged in providing services for children and young people do so in a co-ordinated way. In the preparation of this Plan, Hartlepool partners have begun to work even more closely together and will continue to do so as this three-year rolling Plan is reviewed and refreshed.

There has been agreement nationally on the five outcomes that really matter to the lives of children and young people and these are now law in the Children's Act 2004. The five outcomes are:

- Be Healthy
- Stay Safe
- Enjoy and Achieve
- Make a Positive Contribution
- Achieve Economic Well-being

**Be Healthy** refers to physical, mental, emotional and sexual health, with an emphasis on healthy lifestyles and making positive choices not to take drugs.

**Stay Safe** refers to being safe from maltreatment, neglect, sexual exploitation, accidental injury and death, bullying and discrimination, crime and anti-social behaviour.

**Enjoy and Achieve** refers to being ready for school, attending and enjoying school, achieving high standards at primary and secondary stages of education, personal and social development and recreation.

**Make a Positive Contribution** refers to the engagement of children and young people in decision-making and community support activities, positive and law-abiding behaviour, developing positive relationships and self-confidence and dealing with change and enterprise.

**Achieve Economic Well-being** refers to engagement in further education, employment or training, being ready for employment, living in decent homes and communities, being free from low income and having access to transport and material goods.

This Children and Young People's Plan identifies the high level strategic priorities for the next three years (2006-2009). A number of operational plans provide the detail of how these strategic priorities will be implemented. The relationship of the Children and Young People's Plan to these subordinate plans is shown in the "Bookcase" in **Appendix 1**. It is important that **all** children and young people benefit from the Plan. This includes those children and young people who use mainly universal services; these are services everyone uses such as maternity services at birth and schools when children get older. Some children and young people need extra support such as if a child has a disability or is fostered. To ensure that this support is available, some themes are tackled in each outcome such as Looked After children and young people and those with Special Educational Needs and disabilities.

This Plan is not meant to cover everything, but to concentrate on making things better.



## **Vision**

Our vision is that by enabling all children and young people to achieve their full potential, they will have the confidence and ability to enjoy a fruitful and successful life. Our overarching aim is to achieve the best outcomes for all children and young people so that they are healthy and safe, they enjoy themselves and achieve well, they make a positive contribution and they are helped to achieve economic well being. Services to children and young people in Hartlepool should be organised in such a way that they will help all our young people achieve their full potential and maximise their chances in life by providing integrated provision which is of high quality, effective and excellent value for money.

We believe that services for children and young people should be coherent, easily accessible and responsive to needs. Families can best meet the needs of their children when services are locally delivered and available at the right time. The integration of services for children and young people in settings such as children's centres and extended schools is critical in the delivery of this vision. We believe that targeted support may be needed at all ages and stages of a particular young person's development and that early and effective intervention can reduce barriers that prevent success.

This vision is underpinned by some key principles:

- Children and young people, together with parents or carers and other members of the community, are consulted and participate in the identification of local needs and shaping of service delivery;
- Children and young people have access to equitable universal services, alongside targeted and specialist services and these are delivered flexibly to meet individual and local needs;
- There is a shared commitment to integrated working practices which are designed to promote the delivery of the five outcomes for children and young people;
- There is a commitment to partnership working between all stakeholders from both the statutory and community and voluntary sectors;
- Resourcing, planning and commissioning are effective and help to develop sustainable services;
- Evidence based practice is used to develop high quality continuous improvement through monitoring and evaluation;
- Inclusion, both social and educational, together with the recognition of diversity, is central to the Children and Young People's Plan.

The multiple nature of the social problems experienced by a large proportion of the population means that a partnership approach is essential if improvements are to be maintained. The Children and Young People's Plan further contributes to the working arrangements and supports the Hartlepool Partnership's long-term vision:

"A prosperous, caring, confident and outward looking community, realising its potential in an attractive environment."

And its goal:

"To regenerate Hartlepool by promoting economic, social and environmental well-being in a sustainable manner."

The Children and Young People's Plan also contributes to the Council's overall aim, which is:

"To take direct action and work in partnership with others, to continue the revitalisation of Hartlepool life and secure a better future for Hartlepool people".

Priorities for children and young people are embedded in the Hartlepool Community Strategy and aim to help "all individuals, groups and organisations realise their full potential, ensure the highest quality opportunities in education, lifelong learning and training, and raise

standards of attainment.” The aim of the Health and Social Care theme is to “ensure access to the highest quality health, social care and support services, and improve the health, life expectancy and well-being of the community.

## **Context**

Hartlepool, a compact and densely populated town, is located on the North East coast of England at the North Eastern end of the Tees Valley. The population is largely concentrated in the urban area, although the Borough as a whole (9,386 hectares) is predominantly rural, with some distinct villages and attractive countryside. Overall, the population of 90,161 (2003) is projected to decline slightly over the next ten years, with older age groups increasing and younger age groups reducing. The 0-19 age group represent 27% (24,269) of the population which is above the national average (23%), although this is projected to fall by over 12% over the next 13 years. The \*ethnic minority population is low (1.9%) but significant.

According to the 2004 Index of Multiple Deprivation (IMD), eight out of Hartlepool's seventeen wards are among the top 10% most deprived in England, with five of these wards being in the top 3%. Unemployment in January 2006 stood at 4.4% compared to 2.6% nationally. The 2001 census indicated that 60.1% of households (22,684) had a car, 8.7% (3,234) were single parent families and 21.4% (7,986) were households with dependant children.

In Hartlepool approximately 390 private landlords are registered on the Registered Landlord Scheme and own 1,500 of the 2,700 homes in the Borough that are privately let. There is a significant shortage of affordable single room accommodation that can be rented by young people.

A quarter (24.4%) of Hartlepool's residents identified themselves as having a limiting long-term illness in the 2001 Census, compared to less than one in five nationally (18.2%). Hartlepool males on average live 2.8 years less than the English average and females live 2.3 years less. There are wide variations in life expectancy in Hartlepool between council wards. For males the difference between the best and worse is 13.3 years and for females 11.8 years.

In Hartlepool, in 2005, there were:

- 606 children in need receiving social care services
- 125 looked after children
- 101 children on the child protection register
- 447 children with a statement of special educational needs

There are six secondary schools, 31 primary schools and 2 special schools in Hartlepool catering for 1,275 nursery children, 8,160 primary pupils and 6,347 secondary pupils. Of these 2.9% had a statement of special educational needs in 2005, which is in line with national averages. Attendance in primary schools is in line with the national average at 94.7% in 2005. In secondary schools it was 92.7%, which is also in line with national comparator (92.18%). 23.5% of primary pupils and 18.9% of secondary pupils were eligible for a free school meal; both figures are in line with national averages.

The proportion of 16-19 year olds in education or training is good and the number of young people classified as Not in Education, Employment or Training (NEET) is below that of statistical neighbours. The number of young people classified as NEET has fallen from 14.3% in 2004 to 9.8% in 2005.

\* *In this Plan, references to ethnic communities are intended to include references to travellers, asylum seekers and refugees.*

Teenage pregnancy rates in Hartlepool are high (64.1 per 1000 females aged 15-17 in 2004) in comparison with the national average (42.1 per 1000) and regional comparators. This is despite achieving the 2004 interim target of a 15.2% reduction on the 1998 baseline. However, this data needs to be treated with caution, due to the small numbers involved, and any slight increase will have a significant effect on the rates.

In 2004 the number of criminal offences committed by young people for which there was a substantive outcome rose to 602, an increase of 2 from the previous year. 350 young people offended in 2004 which represents 3.4% of the 10-17 years population. During the same period re-offending reduced from 61% to 56%.

## **Preparation of the Plan**

The process of drafting the first Children and Young People's Plan for Hartlepool began formally with a Launch Seminar at Hartlepool Maritime Experience on 7th September 2005. Almost eighty people attended, representing the Borough Council, individual partners and partner organisations. These included Cleveland Police, the Voluntary and Community Sector, Diocesan Authorities, Health Authorities and Trusts, the Learning and Skills Council, the private sector, schools, colleges, trade unions, Hartlepool's UK Youth Parliament Member, and Hartlepool's Member of Parliament,

After the Launch Seminar a number of reference groups were established. Views expressed at the launch event, at Reference Group meetings and by individuals contributed to the first draft of the Plan, produced in November 2005. The draft Plan received wide publicity. Extensive consultation on the first draft followed, including further meetings of Reference Groups, a Road Show, Neighbourhood Forum Meetings and Parent Focus Groups. This led to the production of a second draft in January 2006. The second draft was considered by Hartlepool's Cabinet and Children's Services Scrutiny Forum and was subject to a second round of consultation during February 2006 leading to final agreement by the Council in April 2006. At the same time, partner organisations are consulting on the Plan and seeking agreement through their own governance arrangements.

The involvement of children and young people has been crucial to the preparation of this Plan. We are extremely grateful to Hartlepool's UK Youth Parliament Member for support throughout the process. We have established a young people's reference group and have begun to support the participation of children and young people through their daily contacts with statutory, voluntary, community and private sector organisations, providing them with a first opportunity to consult. This has enabled some engagement with a wide range of children and young people including those that we sometimes experience difficulty relating to. We are satisfied that this process, and the proposed follow up from it, will highlight our intent to put the views of children and young people at the centre of our planning. A number of children and young people will also help to produce a children and young people's version of the final Plan; this will be available separately in April 2006.

We are rightly proud of our involvement with young people in the preparation of the Plan and see this relationship developing in the future, ensuring the effective involvement of young people in the monitoring and review process and the future development of services.

A list of key contributors to the development of the Plan is included at **Appendix 3**

## **Summary of Key Outcomes**

This next part of the Plan is subdivided into each of the five outcome areas for children and young people and gives an overview of the Current Position, Key Priorities and Main Success Criteria for each outcome.

The summary aims to identify the most significant issues to be addressed during the life of the Plan. Information relating to each outcome area such as “Be Healthy” is referenced within the relevant chapters (2 to 6). The key priorities identified under each outcome have a reference number which links to the highlighted areas within the table in each chapter.

## **BE HEALTHY**

### **Current Position (from Annual Performance Assessment (APA) May 2005)**

Overall, local services make a good contribution to improving children and young people's health. Services consistently deliver well above minimum requirements for children and young people. There are examples of innovative practice in relation to:

- smoking cessation, as Hartlepool Primary Care Trust (PCT) had the highest quit success rate in the area;
- care Coordination for children with severe disabilities which has received very positive feedback from parents.

### **Key Priorities**

- Further improve the reduction in teenage conception rates. (1.1.7), (1.2.4), (1.2.5)
- Engage in further discussion with partner agencies regarding Child and Adolescent Mental Health Services (CAMHS). (1.4.1)
- Further explore the opportunity to extend the care co-ordination process beyond the pre school years. (1.6.2)
- Improve sexual health through better access to Genito Urinary Medicine (GUM) and Chlamydia screening. (1.1.12)
- Increase the uptake of Measles Mumps and Rubella (MMR) immunisation. (1.7.5)
- Put measures in place to reduce childhood obesity. (1.7.6)

### **Main Success Criteria**

- Reduction in teenage pregnancy conception rate.
- Increased partnership working for children and young people with complex, persistent and severe behavioural disorders.
- Increase in the number of children with disabilities in the care co-ordination process.

## **STAY SAFE**

### **Current Position (from APA May 2005)**

Overall, local services make a good contribution to ensuring that children and young people in Hartlepool remain safe. Services consistently deliver above minimum requirements for children and young people. There are examples of innovative practice in relation to:

- provision of a therapeutic service for children and young people;
- a Local Safeguarding Children's Board (LSCB) has already been established.

### **Key Priorities**

- Develop partnership arrangements to address the concerns of children and young people about bullying. (2.2.2)
- Develop a multi-agency training plan to meet the needs of all staff and volunteers who work with children in any setting in Hartlepool. (2.2.1), (2.4.2))
- Develop the work of the Local Safeguarding Children Board to encompass the wider remit of Safeguarding while maintaining a strong emphasis on Child Protection. (2.3.1), (2.4.1))
- Improve the way that referrals and core assessments are measured. (2.6.1)
- Explore the reasons why more initial child protection conferences occur in Hartlepool than in similar councils. (2.6.1)
- Improve the percentage of looked after children for more than 4 years who have been in the same foster placements for 2+ years. (2.7.1)
- Improve the number of looked after children adopted during the year. (2.7.1)

### **Main Success Criteria**

- Reduction in percentage of 11 – 15 year olds who state they have been bullied in the last 12 months.
- Reduction in percentage of children and young people expressing concern about fear of crime and anti-social behaviour (to be confirmed with partners).
- Delivery of a multi-agency training plan.
- Compliance with Local Safeguarding Children Board Child Protection Procedures and requirements.
- Reduction in numbers of initial and core assessments.
- Reduction in numbers of Initial Child Protection Conferences following child protection enquiries.
- Improvement in long-term stability for looked after children.
- Increase in number of looked after children who are adopted.

## **ENJOY AND ACHIEVE**

### **Current Position (from APA May 2005)**

Overall, local services make a very good contribution to children and young people enjoying and achieving. Nearly all services consistently deliver above minimum requirements and some, such as early years and provision 5-16, deliver well above. (Innovative practice is evident and outcomes are generally improving.)

There are examples of innovative practices in relation to:

- use of regeneration funding to support vulnerable children and young people in education settings;
- establishing learning support centres to disaffected children and young people in school and out of school settings.

### **Key Priorities**

- Improve the performance of children and young people across all key stages, but in particular Key Stage 1, Key Stage 3 English, science and ICT and Key Stage 4 English and maths. (3.3.1)
- Improve the performance of boys across all key stages but especially at Key Stage 3 where the gap is widest. (3.3.4)
- Increase the number of excluded pupils who are successfully reintegrated into mainstream settings. (3.5.1)
- Improve the educational achievement of Looked After Children and Young People. (3.7)
- Work more closely with partners, including the voluntary sector, in order to improve the quality and range of recreational activities for children and young people in school and other settings. (3.6.2)

### **Main Success Criteria**

- Performance at Key Stage 1 (% of 7 year olds achieving Level 2 or above) increases faster than the national rate. National averages are achieved by 2008.
- Performance at Key Stage 3 (% of 14 year olds achieving Level 5 or above) improves faster than the national rate in English, science and ICT. Targets agreed with DfES are achieved and national average reached by 2009.
- Percentage of 16 year olds achieving grade A\*-G and A\*-C increases in English and mathematics. National averages are reached by 2010.
- Percentage of excluded pupils reintegrated into mainstream settings to be improved significantly.
- Performance of Looked After Children (LAC) improves. National expected targets achieved by 2010. All LAC make better than expected progress (positive value added).

## **MAKE A POSITIVE CONTRIBUTION**

### **Current Position (from APA May 2005)**

Overall, local services make a good contribution to enabling children and young people to make a positive contribution. Services consistently deliver above minimum requirements for children and young people. There are examples of innovative practice in relation to:

- Post-19 support for young people with special education needs. Joint working between the local further education (FE) college and special school has resulted in specific services being targeted on this group;
- appointment of vulnerable pupils' coordinator for mobile pupils, looked after children, children from ethnic minorities, children with English as an additional language (EAL) and travelling children;
- Hartlepool Ethnic Minority Achievement Team target support for children from black and ethnic minorities;
- Behaviour and Education Support Team (multi-agency) provides emotional literacy programmes for schools;
- young people in care are involved in the recruitment of social care staff;
- Children's Fund supported the development of a video ('Totally Different') involving local black and minority ethnic community.

### **Key Priorities**

- Ensure that all children and young people have access to services that support the development of self-confidence, self worth and emotional resilience. (4.1.1)
- Improve arrangements for transition between settings and from children's to adult services. (4.2.2)
- Ensure that all children and young people from Black and Minority Ethnic (BME), traveller, asylum seeker and refugee communities have the opportunity to gain full access to services and have a role in service development. (4.2.3)
- Develop further the process for involving looked after children in their reviews and planning for their future. (4.2.4)
- Ensure that children and young people are central to the development of a participation strategy that sets standards and includes involvement in the democratic process. (4.3.1)
- Implement the recommendations on Participation agreed by Children's Services Scrutiny Forum in March 06. (4.3.2)
- Reduce anti-social and criminal behaviour through improved prevention and rehabilitation activities. (4.4.1)
- Research why the issue of bullying is still high on children and young people's agendas despite procedures put in place to tackle it and develop practice based on this research to ensure that children and young people are not bullied. (4.4.2)
- Continue to develop restorative justice processes and support victims of crime. (4.4.3)
- We will ensure that children and young people who are looked after are helped to make a positive contribution, in particular those with special needs, placed out of the Authority area or involved in the criminal justice system. (4.6.1)
- We will support and involve children and young people with additional needs in the development of the Participation Strategy. (4.7.2)

### **Main Success Criteria**

- Increase in percentage of children in secondary schools participating in elections.
- Reduction in numbers of children and young people committing offences.
- Reduction in numbers of permanent and fixed term exclusions.
- A participation strategy is in place.
- Increase in percentage of children and young people who are looked after taking part in their reviews.
- Procedures for children and young people moving from children's to adult care are in place.

## **ACHIEVE ECONOMIC WELL-BEING**

### **Current Position (from APA May 2005)**

Overall, services to children and young people that contribute and support them to achieve economic well-being are good. For 14-19 and Special Educational Needs (SEN), some services consistently deliver above minimum requirements. There is some innovative practice which is cost-effective:

- a good contribution is made to the wider outcomes for the community;
- in relation to children and young people who are looked after, services are satisfactory with some good features.

### **Key Priorities**

- Reduce the number of young people classified as not in education, employment or training (NEET). (5.3.4)
- Improve the number of young people engaged in education, employment or training from disadvantaged groups. (5.3.3)
- Increase the number of young people having the opportunity to access higher education. (5.3.6)
- Continue to improve the quality of housing to meet the Decent Homes Standard. (5.5.1)
- Increase the number of children and their families accessing Direct Payments. (5.7.5)
- Ensure that all children with disabilities aged 14+ have a transition plan to support their move to Adult Services. (5.7.1)

### **Main Success Criteria**

- Increase in the proportion of 16–19 year-olds in education or training.
- Reduction in the proportion of 16–18 year-olds not in education, employment or training (NEET).
- Improvement in the retention and success rates for 16, 17 and 18 year-olds on education and training programmes.
- Improvement in the progression rates of young people into further and higher education, training and employment.
- Improvement in the proportion of 19 year olds with qualifications at Level 2 or above.
- Reduction in the proportion of dependent children who live in a home that does not meet the set standard of decency.
- Increase in the proportion of child benefit recipients claiming child tax credit.
- Reduction in the proportion of children living in households where no one is working;
- Increase in the involvement of looked after children in education, employment and training post 16.
- Reduction in the proportion of care leavers who become homeless.
- Reduction in the proportion of children and young people with learning difficulties and/or disabilities not in education, employment or training.
- Increase in the number of families who take up direct payments.



## **Every Child Matters – change for children developments**

A range of developments and changes to working practice will be introduced during the lifetime of this plan. These will support the key priorities that have been identified above and include:

- Information Sharing and Assessment - the Common Assessment Framework and Lead Professional together with supporting ICT;
- Targeted and integrated youth offer;
- Children's Centres and Extended Schools;
- Development of a Children's Trust.

### **Equality and Diversity**

One of the principles that the Community Strategy has adopted, and which is embedded in the Children and Young People's Plan, is Equality and Social Inclusion. The plan recognises the importance of meeting the needs of service users, encouraging tolerance, respecting the dignity and worth of individuals and minorities and valuing and protecting local diversity and distinctiveness.

It also endeavours to reduce inequality by increasing opportunities, support, and accessibility to services in disadvantaged communities so that all people and groups are included in the mainstream economy and society. Children and young people in particular must be able to live without fear of persecution because of their personal beliefs, race, gender, disability or sexual orientation.

The plan supports the seventh theme of the Community Strategy – Strengthening Communities – and has a number of objectives related to promoting inclusion and community empowerment, and which is actively seeks to encourage.

## **CONCLUSION**

Part 7 of this Plan provides information on Service Management and the role and purpose of Hartlepool's Children and Young People's Strategic Partnership, the development of a Children's Trust, the development of a Local Area Agreement and the development of a workforce strategy to underpin the Plan.

Detail is also given on arrangements for monitoring and evaluating the Plan and information is provided on how to comment on the Plan and how to access it electronically.

# **THE BIG PLAN!**

**(Children and Young People's Plan)**

A Strategic Plan for the Provision of Services to the  
Children and Young People of Hartlepool

**April 2006 – March 2009**

**PART 2**

**BE HEALTHY**

## OUTCOME: *Be Healthy*

Our vision for this outcome in Hartlepool is that children and young people will be physically, mentally, emotionally and sexually healthy, lead healthy lifestyles and choose not to take illegal drugs.

### Children and young people tell us:

- that they are aware of the need to be healthy; as one young person noted in feedback from recent consultation - "Being healthy gives me the ability to cope with everyday routine";
- that they are aware of the importance of **fitness and exercise**, particularly in relation to taking part in sport, being healthy enough to work, living life to the full and living longer;
- that they acknowledge that it is important to have a good, balanced **diet**, to drink plenty of water and to have access to healthy foods;
- that they feel very strongly about the issue of **drug taking**, but that of equal concern are the problems of alcohol abuse and cigarette smoking.

### Parents / carers and partners tell us:

- that **fitness** is an important issue but that they felt that there was a lack of things to do and that more planned activities were needed to encourage children and young people to become fitter and healthier. One respondent to consultation said that there should be more "Opportunities to take part in exercise and activity out of school to promote leisure/social development as a long term benefit to physical and mental well-being";
- that there is a major issue in the use of the term **substance misuse**, which is considered to be misleading as it covers drug taking as well as alcohol abuse. Through their experience of working in communities, they suggest that there is more prevalence of alcohol misuse than drug abuse in Hartlepool. In addition there are concerns about groups of young people drinking together, on school fields, street corners etc;
- that there should be a strong focus upon children and young people's emotional health;
- that there needs to be a focus on sex and relationships education and services around teenage pregnancy.

### The Government's National Priorities are:

1. Ensure that parents and carers receive support to keep their children healthy.
2. Ensure that healthy lifestyles are promoted for children and young people.
3. Take action to promote children and young people's physical health.
4. Take action to promote children and young people's mental and emotional health.
5. Ensure looked after children's health needs are assessed.
6. Ensure the health needs of children and young people with learning difficulties and /or disabilities are addressed.
7. Ensure that the 11 standards of the National Service Framework for Children, Young People and Maternity Services are implemented.

### **Our own assessment tells us:**

In relation to physical health:

- that participation in sport is an important part of educating children and young people in the benefits of exercise. All Hartlepool schools are responding well to this national target with 57% of primary schools being judged as very good and 42% being judged as good and 100% of secondary schools being judged as very good. However, only 7 primary and 1 secondary schools were inspected, so these judgments may not be reflective of all schools in Hartlepool.

In relation to mental and emotional health:

- that there is currently 1.3 full time equivalent Social Worker input into CAMHS which, whilst low, reflects the size of the local authority area and the population it serves;
- that overall the response from the Child and Adolescent Mental Health Services (CAMHS) to young offenders is improving.

In relation to sexual health:

- that although the teenage pregnancy rate is up slightly overall, figures continue to fall (64.1 per 1000 females under 18 years in 2004) (national average 42.1 per 1000). Hartlepool continues to address this issue through its Teenage Pregnancy Strategy and linked services. In the last few years the implementation of the strategy has been successful in reducing the conception rates by putting a number of services in place, for example access to contraceptive and sexual health services;
- that as part of the National Healthy Schools Programme (NHSP), schools are expected to implement sex and relationships education. 100% of both primary and secondary schools in Hartlepool have responded well to all aspects of the National Healthy Schools Programme (NHSP) and are deemed as very good.

### **Things we do well:**

- Have good partnerships in place to promote healthy lifestyles.
- Have a high percentage of schools taking part in the Healthy Schools Initiative with 15 out of 22 designated target schools achieving healthy school status. 100% of primary schools are part of the national fruit and vegetable scheme.
- Actively promote physical education and sport, with good provision of sporting activities.
- Have good access to health services for looked after children; 88.8% of looked after children have received a health assessment.
- Have good drug education training and resources in place for school staff.
- Whilst the teenage conception rate has shown a recent increase, the figures vary year on year and there has been an overall downward trend recorded over a period of time. Work is also progressing to further develop sex and relationships training within schools.
- Have a care co-ordination service in place to provide essential and co-ordinated services to children with severe disabilities and their families.

**To continue to improve we will:**

- ensure that we strengthen our partnership working to work towards more integrated services;
- ensure that health inequalities are reduced by improving the targeting of vulnerable infants, children and young people through, for example, Healthy Schools and a more coordinated response in terms of Domestic Violence;
- ensure that the conception rates for teenagers continue to reduce;
- ensure that we carry on working with schools to achieve the new National Healthy School Status;
- ensure that all partners work together make sure that the National Service Framework (NSF) for Children, Young People and Maternity Services complements the work of the Every Child Matters agenda;
- ensure that all looked after children continue to get the relevant access to health services that they need;
- appoint a Care Coordinator to take forward and further develop the care co-ordination process for those children with severe disabilities.

**Things we can do better (Key Priorities) are:**

- further improve the reduction in teenage conception rates; (1.1.7), (1.2.4), (1.2.5)
- engage in further discussion with partner agencies regarding Child and Adolescent Mental Health Services (CAMHS); (1.4.1)
- further explore the opportunity to extend the care co-ordination process beyond the pre school years; (1.6.2)
- improve sexual health through better access to Genito Urinary Medicine (GUM) and Chlamydia screening; (1.1.12)
- increase the uptake of Measles Mumps and Rubella (MMR) immunisation; (1.7.5)
- to put measures in place to reduce childhood obesity. (1.7.6)

**In order to do our best for all children and young people we will deliver the national priorities and contribute to the delivery of the Hartlepool Community Strategy. In particular we will:**

- continue to work in partnership with schools to help them achieve the new National Healthy School Status requirements;
- develop a "Healthy Food in School Strategy" in response to the "Turning the Tables - Transforming School Food";
- develop and implement the Common Assessment Framework and Lead Professional Role;
- implement the 11 standards of the National Service Framework for Children, Young People and Maternity Services.

**In recognition of the additional needs of some young people we will:**

In relation to children with disabilities:

- ensure that all children with disabilities aged 14+ have a transition plan to support their move to Adult Services;
- ensure that all children with disabilities have fair and equal access to universal health services.

In relation to looked after children:

- ensure that looked after children continue to get improved access to all relevant health services to increase or maintain their good health;
- ensure that looked after young people leaving care have adequate access to universal health services.

In relation to children from black and ethnic minority communities:

- ensure that all children and young people from the black and minority ethnic communities have equality of access to all services.

Priority Reference	Actions	Timescale	Lead Organisation	Linkages
<b>BH 1.1</b>	<b>Parents and carers receive support to keep their children healthy</b>			
1.1.1	Provide timely and consistent information and provide relevant support to promote the positive benefits of breastfeeding.	2006 – 2009	North Tees and Hartlepool NHS Trust Hartlepool Primary Care Trust (PCT)	Teenage Pregnancy Strategy National Service Framework for Children Young People and Maternity Services (NSF), standards 2 and 5.
1.1.2	Promote healthy diets for pregnant mothers (inc. Healthy Start).	2006 – 2009	North Tees and Hartlepool NHS Trust Hartlepool PCT	Teenage Pregnancy Strategy National Service Framework for Children Young People and Maternity Services (NSF), standards 2 and 11
1.1.3	Reduce the harm caused by illegal drugs and alcohol mis-use.	2006 – 2009	Regeneration & Planning (Community Safety & Prevention)	Safer Hartlepool Partnership – Crime, Disorder and Drugs Strategy 2005-08 Local Safeguarding Children Board Plan National Service Framework for Children Young People and Maternity Services (NSF), standard 2
1.1.4	Parents and carers are informed about preventative and treatment provision for their children and are encouraged to ensure that proper use is made of each.	2006 - 2009	Hartlepool PCT	Strategic Service Development Plan National Service Framework for Children Young People and Maternity Services (NSF), standard 2
1.1.5	Educational programmes are provided to help current and future parents and carers understand the emotional needs of children and young people.	2006 - 2009	Hartlepool PCT	Strategic Service Development Plan National Service Framework for Children Young People and Maternity Services (NSF), standard 2

Priority Reference	Actions	Timescale	Lead Organisation	Linkages
1.1.6	Reduce incidents of domestic violence and effects on children and families	2006 – 2008	Regeneration & Planning (Community Safety & Prevention)	Safer Hartlepool Partnership – Crime, Disorder and Drugs Strategy 2005-08 Local Public Service Agreement (LPSA) II Local Area Agreement Local Safeguarding Children Board Plan National Service Framework for Children Young People and Maternity Services (NSF), standard 2
1.1.7	<i>Parents feel confident and skilled in talking to their children about sex and relationships.</i>	2006 - 2008	<i>Children's Services (Performance and Achievement) Hartlepool Primary Care Trust (PCT)</i>	<i>National Healthy Schools Programme Teenage Pregnancy Strategy National Service Framework for Children Young People and Maternity Services (NSF), standard 2</i>
1.1.8	Teenage parents have access to post natal services tailored to their needs to improve the physical and mental health outcomes for them and their children.	2006 - 2008	Hartlepool PCT North Tees and Hartlepool NHS Trust	Teenage Pregnancy Strategy National Service Framework for Children Young People and Maternity Services (NSF), standard 2
1.1.9	Support for young parents to help their children thrive and develop.	2006 - 2008	Hartlepool PCT	Teenage Pregnancy Strategy National Service Framework for Children Young People and Maternity Services (NSF), standard 2
1.1.10	All teenage parents are provided with a co-ordinated package of support.	2006 - 2008	Hartlepool PCT North Tees and Hartlepool NHS Trust Children's Services	Teenage Pregnancy Strategy National Service Framework for Children Young People and Maternity Services (NSF), standard 2



Priority Reference	Actions	Timescale	Lead Organisation	Linkages
1.1.11	Develop support for pregnant women and their families to help them quit smoking.	2006 – 2007	Hartlepool PCT	Public Health Strategy National Service Framework for Children Young People and Maternity Services (NSF), standard 11.
1.1.12	<i>Improve sexual health through better access to Genito Urinary Medicine (GUM) and Chlamydia screening</i>	2006 – 2008	<i>Hartlepool PCT</i>	<i>National Chlamydia Screening Programme (NCSP).</i>
1.1.13	Develop a pathway of care for mothers experiencing perinatal mental health problems across Teesside.	2006	North Tees and Hartlepool NHS Trust Hartlepool PCT	Common Mental Health Needs Strategy
<b>BH 1.2</b>	<b>Healthy lifestyles are promoted for children and young people</b>			
1.2.1	Further increase the number of schools achieving national healthy school status.	2006 – 2009	Children's Services (Performance and Achievement)	National Healthy Schools Programme (NHSP) 1.2.4, 1.3, 1.4.6, 1.4.7. 2.1, 2.2, 3.3,3.4,4.1, 4.2,4.3 and 4.4. National Service Framework for Children Young People and Maternity Services (NSF), standard 1
1.2.2	Respond to the government guidance on "Transforming School Food" by developing a "Healthy Food in Schools Strategy" to encourage and develop more healthy choices for children through school meal service, tuck shops, etc.	2006 – 2007	Children's Services (Performance and Achievement)	Healthy Food in Schools Strategy. National Healthy Schools Programme (NHSP). National Service Framework for Children Young People and Maternity Services (NSF), standard 1

Priority Reference	Actions	Timescale	Lead Organisation	Linkages
1.2.3	Universal health screening is provided within a common framework at appropriate ages, and reaches groups on whom health services have traditionally not focused.	2006 - 2009	Hartlepool PCT Children's Services (Planning and Service Integration)	Strategic Service Development Plan Children's Centres and Extended Schools Strategy National Service Framework for Children Young People and Maternity Services (NSF), standard 1
1.2.4	<i>All young people receive quality Sex and Relationships Education and Drug Education within Personal, Social and Health Education in schools and out of school settings including those in post 16 education.</i>	2006 - 2009	<i>Children's Services (Performance and Achievement) Hartlepool PCT</i>	<i>National Healthy Schools Programme (NHSP). Teenage Pregnancy Strategy Links to 3.8.5. National Service Framework for Children Young People and Maternity Services (NSF), standard 1. Barnardos Plan</i>
1.2.5	<i>Ensure that all young people know about sexual health and contraceptive services in their areas.</i>	2006 - 2008	<i>Hartlepool PCT</i>	<i>Teenage Pregnancy Strategy National Service Framework for Children Young People and Maternity Services (NSF), standard 2 Barnardos Plan</i>
<b>BH 1.3</b>	<b>Action is taken to promote children and young people's physical health</b>			
1.3.1	75% school-age children accessing 2 hours of PE and school sport per week by 2006.	2006 - 2008	Children's Services (Performance and Achievement)	Physical Education, School Sports and Club Links Strategy (PESSCL). National Healthy Schools Programme.
1.3.2	85% school-age children accessing 2 hours of PE and school sport per week by 2008.	2006 - 2008	Children's Services (Performance and Achievement)	Physical Education, School Sports and Club Links Strategy (PESSCL) National Healthy Schools Programme (NHSP).
Priority Reference	Actions	Timescale	Lead Organisation	Linkages

1.3.3	All school age children have the opportunity to access 4-5 hours of sport per week, 2 hours of which is in curriculum time by 2010.	2006 - 2008	Children's Services (Performance and Achievement)	Physical Education, School Sports and Club Links Strategy (PESSCL) National Healthy Schools Programme (NHSP). Children's Centres and Extended Schools Strategy. 3.6.2.
<b>BH 1.4</b>	<b>Take action to promote children and young people's mental health</b>			
1.4.1	<i>Engage in further discussion with partner agencies regarding improvements in CAMHS.</i>	2006 - 2009	<i>Tees and North East Yorkshire NHS Trust Children's Services (Safeguarding and Specialist Services)</i>	<i>CAMHS Strategy National Service Framework for Children Young People and Maternity Services (NSF), standard 9</i>
<b>BH 1.5</b>	<b>Ensure looked after children's health needs are assessed</b>			
1.5.1	Increase access to doctors, dentists and sexual health support services for looked after young people.	2006 – 2007	Children's Services (Safeguarding and Specialist) Hartlepool PCT	Safeguarding and Review Unit Business Plan
1.5.2	Implement a 'fast track' primary care service for looked after children.	2006 – 2007	Hartlepool PCT Children's Services (Safeguarding and Specialist)	Safeguarding and Review Unit Business Plan
1.5.3	Provide further training to foster carers about good health, emotional health, bullying and attachment issues.	2006 – 2007	Children's Services (Safeguarding and Specialist)	Safeguarding and Review Unit Business Plan Behaviour and Education Support Team development and action plans
1.5.4	Ensure that all young people preparing to leave care have access to the relevant support through health and associated services in relation to their health needs.	2006 – 2009	Children's Services (Safeguarding and Specialist) Hartlepool PCT	Leaving Care Strategy

Priority Reference	Actions	Timescale	Lead Organisation	Linkages
<b>BH 1.6</b>	<b>Ensure the health needs of children and young people with disabilities are addressed</b>			
1.6.1	<i>Improve arrangements for transition between settings and from children's to adult services.</i>	<b>2006 - 2007</b>	<b>Children's Services (Safeguarding and Specialist) Adult and Community Services</b>	<b>Transitions policy National Service Framework for Children Young People and Maternity Services (NSF), standards 4 and 8. Children with a disability/SEN Strategy</b>
1.6.2	<i>Consider further developments of the care co-ordination assessment and service provision.</i>	2006 – 2007	Children's Services (Safeguarding and Specialist)	Children with a disability/SEN strategy National Service Framework for Children Young People and Maternity Services (NSF), standard 8
1.6.3	Raise awareness and promote the benefits of Direct Payments to parents of children with disabilities and 16/17 year olds who are themselves disabled.	2006 – 2007	Children's Services (Safeguarding and Specialist) Adult and Community Services	Children with a disability/SEN strategy National Service Framework for Children Young People and Maternity Services (NSF), standard 8
1.6.4	Children and young people who may be disabled, ill, or injured have early access to assessment services.	2006 - 2009	Hartlepool PCT	Strategic Service Development Plan National Service Framework for Children Young People and Maternity Services (NSF), standard 8, 5.7.5
<b>BH 1.7</b>	<b>To ensure that health care services for children and young people are developed in line with the Department of Health policies and guidelines, for example the National Service Framework for Children, young People and Maternity Services and the National Service Framework for Diabetes.</b>			
1.7.1	Implement Standard 6 of the NSF – Children and Young People who are ill.	2006 – 2009	Hartlepool PCT	National Service Framework for Children Young People and Maternity Services (NSF), standard 6
1.7.2	Implement Standard 7 of the NSF – Children and Young People who are in hospital.	2006 – 2009	North Tees and Hartlepool NHS Trust	National Service Framework for Children Young People and Maternity Services (NSF), standards 6, 7 and 10.

Priority Reference	Actions	Timescale	Lead Organisation	Linkages
1.7.3	Implement Standard 10 of the NSF – Medicines for Children and Young People.	2006 – 2009	North Tees and Hartlepool NHS Trust / Hartlepool PCT	National Service Framework for Children Young People and Maternity Services (NSF), standard 10
1.7.4	Deliver children's screening programmes in line with the national guidance	2006 – 2009	Hartlepool PCT	National Service Framework for Children Young People and Maternity Services (NSF), standard 11 Neonatal Screening Programme
1.7.5	<i>Increase the uptake of Measles Mumps and Rubella (MMR) immunisation</i>	<i>2006 - 2010</i>	<i>Hartlepool PCT</i>	<i>Hartlepool Local Area Agreement</i>
1.7.6	<i>Implement guidance on childhood obesity.</i>	<i>2006 - 2010</i>	<i>Hartlepool PCT</i>	<i>White Paper, Choosing Health: making healthier choices easier,</i>
1.7.7	Ensure all children and young people with diabetes receive high quality care.	2006 – 2013	Hartlepool PCT	National Service Framework for Diabetes
1.7.8	Ensure parents, carers and others involved in the day-to-day care of children and young people with diabetes, receive the appropriate support.	2006 – 2013	Hartlepool PCT	National Service Framework for Diabetes

# **THE BIG PLAN!**

**(Children and Young People's Plan)**

A Strategic Plan for the Provision of Services to the  
Children and Young People of Hartlepool

**April 2006 – March 2009**

**PART 3**

**STAY SAFE**

## **OUTCOME: *Stay Safe***

Our vision for this outcome in Hartlepool is that children and young people will live, grow, and learn in safety, where parents, carers and all adults take responsibility for their safety and well-being and they are free from harm, discrimination, harassment and exploitation.

### **Children and young people tell us:**

- that they do not want to be bullied;
- that they do not want to be harassed and assaulted when out in the community;
- that they want to feel safe at home;
- that they want to feel safe in all places;
- that they want to be safe with all adults.

### **Parents / carers and our partners tell us:**

- that children and young people should not be bullied;
- that they should not be discriminated against nor manipulated;
- that all adults, but particularly professionals, are responsible for their safety;
- that the protection of children and young people is essential.

### **The Government's National Priorities are:**

1. Children and young people and their carers are informed about key risks to their safety and how to deal with them.
2. Children and young people are provided with a safe environment.
3. The incidence of child abuse and neglect is minimised.
4. Agencies collaborate to safeguard children according to the requirements of the current government guidance.
5. Services are effective in establishing the identity and whereabouts of all children and young people 0-16.
6. Action is taken to avoid children and young people having to be looked after.
7. Looked after children live in safe environments and are protected from abuse and exploitation.
8. Children and young people with learning difficulties and/or disabilities live in safe environments and are protected from abuse and exploitation.

### **Our own assessment tells us:**

In relation to being safe from maltreatment, neglect, violence and sexual exploitation:

- OFSTED requirements are met by all child care providers;
- schools were judged as either good or very good with regard to pupil's care, welfare, health and safety;
- all primary and secondary schools inspected were judged as complying with the Local Safeguarding Children Board child protection procedures;
- referrals of children in need to social work teams leading to initial assessments were similar to the average for England but lower than for similar councils;
- referrals of children in need to social work teams within 12 months of a previous referral were lower than similar councils;
- the percentage of initial assessments completed within 7 working days was higher than similar councils;
- the number of Initial Child Protection Conferences per 10,000 population under 18 was half as high again as the number for similar councils;
- the recorded number of Core Assessments of children in need was so high as to require further scrutiny;
- 93.8% of Core Assessments were completed within 35 working days, much higher than for similar councils;
- all children and young people requiring a multi-agency child protection plan have a social worker;
- the number of children on the Child Protection Register per 10,000 population under 18 is the same as similar councils;
- first time registrations on the Child Protection Register as a percentage of all registrations were the same as similar councils;
- the percentage of child protection re-registrations during the year has fallen and was 12.1% for the first six months of 2005;
- 96% of children on the Child Protection Register are white;
- all Child Protection Register cases were reviewed within the required timescales;
- the number of de-registrations from the Child Protection Register per 10,000 population under 18 was marginally higher than for similar councils;
- the percentage of de-registrations of children who were on the Child Protection Register for over 2 years was the same as similar councils;
- the percentage of child protection enquiries leading to Initial Child Protection Conferences which were held within 15 days was half as great again as for similar councils.

In relation to being safe from accidental injury and death:

- there has been a steady fall in road casualties (0-16), due to the introduction of preventative safety training in schools.

In relation to being safe from bullying and discrimination:

- in the last 5 years there have been no significant trends with regard to exclusions as a result of bullying, although 84% of excluded boys are excluded because of bullying incidents.



In relation to being safe from crime and anti-social behaviour in and out of school:

- within the Local Area Agreement targets are identified to increase the percentage of residents feeling safe after dark reduce the percentage of residents stating that people being drunk or rowdy in public is a problem reduce the number of personal, social and community disorder incidents reported to Hartlepool Police.

In relation to having security, stability and being cared for:

- the number of children and young people looked after per 10,000 population under 18 is lower than for similar councils;
- all looked after children have an allocated social worker;
- all looked after children have their care plans reviewed within required timescales;
- 96% of looked after children under 10 years of age are in foster placements, much higher than for similar councils;
- 74% of these children are placed within Hartlepool, again much higher than for similar councils;
- the percentage of looked after children placed with parents is only a third of that for similar councils;
- only 10% of all Hartlepool's looked after children are placed in residential accommodation;
- 86.6% of all looked after children and young people are cared for in foster placements, higher than for similar councils;
- 19.3% of looked after children are fostered by relatives or friends;
- the percentage of looked after children with 3 or more placement moves in the year is within the national target;
- the percentage of looked after children for 4+ years who were in foster placement 2+ years needs to improve;
- protocols are in place to safeguard looked after children placed in Hartlepool by other councils;
- the percentage of looked after children placed for adoption is very low and needs to be improved;
- the percentage of looked after children placed for adoption during 2004-05 was also much lower than for similar councils;
- the percentage of looked after children adopted during 2004-05 placed within 12 months of best interest decision being made was also lower than for similar councils;
- all eligible, relevant and former relevant children leaving care have pathway plans and a personal adviser.

#### **Things we do well:**

- Have low numbers of children in need referred to social work teams within 12 months of a previous referral.
- Have only 12.1% child protection re-registrations during the first six months of 2005.
- Have a high number of looked after children in foster placements through a quality fostering service.
- Have a percentage of looked after children with 3 or more placement moves in the year, within the national target.

**To continue to improve we will:**

- ensure that children in need receive an initial assessment within 7 working days of being referred to the social work teams;
- ensure that the percentage of children being referred within 12 months of a previous referral is maintained or reduced;
- ensure that the percentage of child protection re-registrations during the year is maintained or reduced;
- ensure that only children likely to require a child protection plan are taken to Initial Child Protection Conference following a child protection enquiry;
- ensure that the number of looked after children with 3 or more placements during the year is maintained within the national target;
- ensure that the high percentage of looked after young children in foster placements is maintained;
- ensure that the percentage of all looked after children in foster placements is maintained or increased.

**Things we can do better (Key Priorities) are:**

- develop partnership arrangements to address the concerns of children and young people about bullying; (2.2.2)
- develop a multi-agency training plan to meet the needs of all staff and volunteers who work with children in any setting in Hartlepool; (2.2.1 & 2.4.2)
- develop the work of the Local Safeguarding Children Board to encompass the wider remit of Safeguarding while maintaining a strong emphasis on Child Protection; (2.3.1 & 2.4.1)
- improve the way that referrals and core assessments are measured; (2.6.1)
- explore the reasons why more initial child protection conferences occur in Hartlepool than in similar councils; (2.6.1)
- improve the percentage of looked after children for more than 4 years who have been in the same foster placements for 2+ years; (2.7.1)
- improve the number of looked after children adopted during the year. (2.7.1)

**In order to do our best for all children and young people we will deliver the national priorities and contribute to the delivery of the Hartlepool Community strategy. In particular we will:**

- ensure that children and young people and their carers are informed about key risks to their safety and how to deal with them;
- provide children and young people with a safe environment;
- minimise the incidence of child abuse and neglect;
- ensure agencies collaborate to safeguard children under the direction of the Local Safeguarding Children Board;
- ensure that there are effective services to establish the identity and whereabouts of all children and young people under 16;
- support children in need and their families to avoid the need for them to be looked after.

**In recognition of the additional needs of some young people we will:**

In relation to children with disabilities:

- ensure that all children with disabilities aged 14+ have a transition plan to support their move to Adult Services;
- ensure that children and young people with learning difficulties and disabilities live in safety, free from abuse and exploitation.

In relation to looked after children:

- ensure looked after children live in safety, free from abuse and exploitation.

In relation to children and young people from black and minority ethnic communities:

- ensure that children and young people from black and minority ethnic groups have equality of access to services;
- ensure that children and young people from black and minority ethnic groups are not inappropriately represented within the child protection and looked after children populations.

Priority Reference	Actions	Timescales	Lead Organisation	Linkages
<b>SS 2.1</b>	<b>Children and young people and their carers are informed about key risks to their safety and how to deal with them.</b>			
2.1.1	Ensure parents and carers are advised how to keep children safe, including safety in the home.	2006 - 2009	Hartlepool Primary Care Trust (PCT) National Health Services (NHS) Acute Trust	National Service Framework Local Safeguarding Children Board (LSCB) Business Plan
2.1.2	Ensure children and young people are educated about road safety and how to respond to other environmental hazards.	2006 - 2009	Neighbourhood Services	Cleveland Emergency Planning Unit Annual Plan National Healthy Schools Programme (NHSP)
2.1.3	Ensure children and young people are taught about the dangers posed by some adults and how to minimize them.	2006 - 2009	Children's Services (Safeguarding and Specialist Services)	LSCB Business Plan National Healthy Schools Programme (NHSP)
<b>SS 2.2</b>	<b>Children and young people are provided with a safe environment</b>			
2.2.1	<i>Increase the number of staff trained to identify risks of harm and how to manage them.</i>	2006 - 2009	<i>Children's Services (Safeguarding and Specialist Services)</i>	<i>LSCB Business Plan – Multi-Agency Training</i>
2.2.2	<i>Develop partnership arrangements to address the concerns of children and young people about bullying.</i>	2006 - 2009	<i>Children's Services (Planning and Service Integration)</i>	<i>Safer Hartlepool Partnership – Crime, Disorder and Drugs Strategy 2005-08 National Healthy Schools Programme (NHSP) ACORN Behaviour and Education Support Team (BEST) HBC Anti-bullying Co-ordinator Post</i>

Priority Reference	Actions	Timescales	Lead Organisation	Linkages
<b>SS 2.3</b>	<b>The incidence of child abuse and neglect is minimised.</b>			
2.3.1	<i>Ensure there is co-ordinated and timely support to children and young people at risk of harm.</i>	2006 - 2009	Children's Services (Safeguarding and Specialist Services)	LSCB – Child Protection Procedures Youth Justice Plan Children's Fund Plan
2.3.2	Improve Criminal Records Bureau (CRB) and other vetting checks for adults working with children and young people.	2006 - 2007	Children's Services (Safeguarding and Specialist Services)	LSCB - Child Protection Procedures
2.3.3	Improve joint agency arrangements for the management of sex offenders in the community.	2006 - 2007	Children's Services (Safeguarding and Specialist Services)	Multi Agency Public Protection Arrangements (MA PPA)
<b>SS 2.4</b>	<b>Agencies collaborate to safeguard children according to the requirements of current government practice</b>			
2.4.1	<i>Ensure inter-agency policies and procedures are comprehensive and up-to-date.</i>	2006 - 2009	Children's Services (Safeguarding and Specialist Services)	LSCB Business Plan
2.4.2	<i>Increase the number of staff, paid carers and volunteers working with children who are provided with guidance and training on how to recognize and raise safeguarding and welfare concerns.</i>	2006 - 2009	Children's Services (Safeguarding and Specialist Services)	LSCB Business Plan – Multi-Agency Training

Priority Reference	Actions	Timescales	Lead Organisation	Linkages
<b>SS 2.5</b>	<b>Services are effective in establishing the identity and whereabouts of all children and young people 0 – 16</b>			
2.5.1	Continue to develop the infrastructure for the rollout of Information Sharing and Assessment.	2006 - 2009	Children's Services (Planning and Service Integration)	Information Sharing and Assessment (ISA) and Common assessment Framework (CAF) Barnardos Plan
2.5.2	Ensure that there are secure arrangements for sharing information to protect children.	2006 - 2009	Children's Services (Safeguarding and Specialist Services)	LSCB Business Plan – Child Protection Procedures
<b>SS 2.6</b>	<b>Action is taken to avoid children and young people having to be looked after</b>			
2.6.1	<i>Ensure that the decision to look after a child is taken only when there are no appropriate alternatives and with clear accountability.</i>	2006 - 2009	Children's Services (Safeguarding and Specialist Services)	<i>Safeguarding and Specialist Services (SSS) Divisional Plan Youth Justice Plan Children's Fund Plan</i>
<b>SS 2.7</b>	<b>Looked after children live in safe environments and are protected from abuse and exploitation</b>			
2.7.1	<i>Improve placement choice and stability for looked after children.</i>	2006 - 2009	Children's Services (Safeguarding and Specialist Services)	<i>SSS Divisional Plan Youth Justice Plan Children's Fund Plan</i>
<b>SS 2.8</b>	<b>Children and Young People with learning difficulties and/or disabilities live in safe environments and are protected from abuse and exploitation</b>			
2.8.1	<i>Improve arrangements for transition between settings and from children's to adult services.</i>	2006 - 2007	Children's Services (Safeguarding and Specialist Services) Adult & Community Services	<b><i>Transitions policy National Service Framework for Children Young People and Maternity Services (NSF), standards 4 and 8. Children with a disability/SEN Strategy</i></b>

Priority Reference	Actions	Timescales	Lead Organisation	Linkages
<b>SS 2.9</b>	<b>Implement the National Service Framework (NSF) for Children, Young People and Maternity Services</b>			
2.9.1	Implement Standard 1 of the NSF – promoting Health & Wellbeing, identifying needs and intervening early.	2006 - 2009	Hartlepool PCT	NSF Standard 1
2.9.2	Implement Standard 2 of the NSF – supporting parents.	2006 - 2009	Hartlepool PCT	NSF Standard 2
2.9.3	Implement Standard 5 – Safeguarding and promoting the welfare of Children and Young People.	2006 - 2009	Hartlepool PCT North Tees & Hartlepool NHS Trust	NSF Standard 5
2.9.4	Implement Standard 10 of the NSF – Medicines for Children & Young People.	2006 - 2009	Hartlepool PCT North Tees & Hartlepool NHS Trust	NSF Standard 10 (1.7.3)

# **THE BIG PLAN!**

**(Children and Young People's Plan)**

A Strategic Plan for the Provision of Services to the  
Children and Young People of Hartlepool

**April 2006 – March 2009**

## **PART 4**

**ENJOY AND ACHIEVE**



## **OUTCOME: *Enjoy and Achieve***

Our vision for this outcome in Hartlepool is that children are given the best start in life through high quality early years provision and support for parents and carers. This will ensure that they are well prepared and ready for school, where they will enjoy their education and have opportunities to achieve their potential. We want children and young people, especially those who are vulnerable to develop personally and socially and for them to safely enjoy recreation and leisure time away from school.

### **Children and young people tell us:**

- they want the best for all children and young people;
- they want to attend good schools and enjoy their time there and feel safe from harassment and bullying;
- that children under 5 should have a good education and be well prepared to start school;
- that a good education and getting qualifications is important;
- it is important to work hard at school but that it is also important to have hobbies and have fun in their spare time;
- schools are important places to meet with friends and get involved in different activities such as sport and leisure;
- they value the support they get, for instance, from foster carers and teachers;
- many of them enjoyed doing activities after school and in their spare time in school and in other settings;
- that some disabled children and young people would like further access to leisure activities in school.

### **Parents / carers and our partners tell us:**

- that good quality early learning and play is important;
- to improve play facilities in Hartlepool;
- we need modern high quality school buildings;
- that we need to make better use of school facilities and develop extended schools;
- children and young people need good quality play, social and leisure facilities in settings other than schools;
- we need to develop ICT to assist learning;
- that young people 14-19 need a good choice of courses in terms of their continued education and training;
- to emphasise enjoyment as much as achievement;
- to celebrate the achievements of all children, young people and their schools;
- that we need to be inclusive and ensure all children and young people's needs are addressed;
- we need good quality support for pregnant schoolgirls and young mothers to enable them to be re-integrated into education and training;
- we need good quality youth services;
- that it is important to help boys who generally do not do as well as girls at school;
- to work more closely with the voluntary sector and other agencies to support children and young people;
- to help parents and carers to learn;
- to work in partnership with parents and carers;
- that we should recruit high quality staff to work on behalf of children and young people;
- to emphasise the wider benefits of learning such as personal and social development.

### **The Government's National Priorities are:**

1. Ensure that parents and carers receive support in helping their children to enjoy and achieve.
2. Ensure that early years provision promotes children's development and well-being and helps them meet early learning goals.
3. Ensure that educational provision 5-16 is of good quality.
4. Enable and encourage children and young people to attend and enjoy school.
5. Improve the quality of provision which is made for those children and young people who do not attend school.
6. Ensure all children and young people can access a range of recreational activities including play and voluntary learning.
7. Ensure vulnerable children and young people are helped to enjoy and achieve.

### **Our own assessment tells us:**

In relation to Early Years:

- 93.4% of three year olds attend early education in Hartlepool;
- OfSTED inspections of Early Years provision show that it is at least satisfactory in all schools;
- the percentage of very good judgements on overall quality of nursery provision in full day care is above national averages;
- a 45% increase in providers of childcare is above the national average;
- a 58% increase in childcare places is well above the national average.

In relation to 5-16 provision:

- Key Stage 1 (aged 7) performance was just below national averages in 2005 in reading, writing and mathematics. 83.5% of seven year olds achieved the expected Level 2 or above in reading, compared to 80.7% in writing and 89.5% in mathematics;
- Key Stage 2 (aged 11) performance was above national averages in 2005. 79.6% of eleven year olds achieved the expected Level 4 or above in English and 78.4% did so in maths. At the higher levels, 29.1% of pupils achieved Level 5 or above in English and 32% did so in maths – both above national averages;
- Hartlepool is the most improved local authority (LA) nationally for KS2 outcomes between 2003 and 2005;
- Key Stage 3 performance (aged 14) is improving. For Level 5 and above, which is the expected achievement for fourteen year olds, performance in 2005 in maths at 74.6% is now above national average and the gap between Hartlepool and national average is closing in English and Science. 71.2% of 14 year olds achieved Level 5 or above in English whilst 68% did so in science. Performance in ICT, however, is well below the national average and is a concern;
- attainment gaps are narrowing;
- boys' underachievement is identified as a cause for concern in all key stages. In 2005 girls outperformed boys by 9% in reading and 12% in writing in Key Stage 1 assessments (Level 2 or above). At Key Stage 2 they outperformed boys by 9% in English (Level 4 or above) and by 15% at Key Stage 3 (Level 5 or above) in the same subject. At Key Stage 4 the percentage of girls obtaining 5 or more A\* - C grades at GCSE exceeded boys by 9% which is broadly in line with the national trend. The underperformance of boys in Key Stage 3 has been identified as a particular concern.

- value added measures for progress between the key stages are satisfactory and broadly in line with national averages;
- OfSTED inspections show a higher proportion of good or very good schools than the national average;
- the number of underperforming schools is falling – from 8 primary schools to 2 in 2005. No secondary school achieved less than 60% at Level 5+ in English, maths and science in 2005;
- the percentage of pupils achieving at least 5A\*-C has increased consistently for five years, often above the rate of increase nationally. In 2005 52.5% of Hartlepool sixteen year olds obtained 5A\*- C grades at GCSE, compared to just 36% in 2000. Attainment gap between Hartlepool and national performance has narrowed from 13% in 2000 to 4% in 2005. 5A\*-C performance is consistently above statistical neighbours;
- the percentage of sixteen year olds achieving 5A\* - G grades including English and mathematics increased to 88.3 % in 2005 which is now in line with national averages, but the percentage of pupils achieving 5A\*- C including an English and maths GCSE, at 36.4%, is well below the national average;
- performance at 1A\*-G is a concern as it is below statistical neighbours and national averages. In 2005, 95.4% of sixteen year olds obtained one pass compared to 96.3% nationally. This represents approximately 60 Hartlepool young people leaving compulsory schooling in 2005 without one GCSE qualification of any description;
- minority ethnic pupils achieve well, although numbers are small.

In relation to enabling children and young people to attend, enjoy and achieve at school:

- in admissions, over 95% of first preferences are met;
- overall attendance has improved from 92.4% in 2001 to 93.9% in 2005. Progress in both primary and secondary schools is good;
- the rate of permanent exclusions is falling. In 2004/05 permanent exclusions were 22 compared to 44 in 2003/04, and are in line with statistical neighbours;
- the number of Special Educational Needs (SEN) pupils permanently excluded is too high. 50% of permanently excluded pupils were on the special needs register in 2003/4.

In relation to recreational and voluntary learning:

- there is a very good range of recreational and voluntary learning provision;
- in 2004, 68% of schools provided breakfast clubs, 92% provided lunchtime clubs and activities, 100% provided after school clubs and 42% provided holiday schemes;
- since 1999 there has been a year on year increase in the number of out of hours learning activities available to children and young people;
- by 2004, 67% of schools were involved in a partnership with the University of the First Age compared to 16% in 2003. Student participation is up from 60 to 567;
- children and young people access a wide range of recreational activity in settings other than schools provided by a variety of agencies including the voluntary sector.

In relation to pupils who have special educational needs:

- the percentage of pupils with statements fell by 2.2% between 1999 and 2004 - 4th best amongst statistical neighbours and the percentage of pupils in special schools fell by 0.9% between 2002 and 2004 - best performance amongst statistical neighbours;
- Section 10 inspections show SEN provision and inclusion to be good overall;
- attainment at KS1, 2 and 3 for SEN pupils is in line with statistical neighbours;
- no cases have gone to tribunal. There were no Special Educational Needs and Disability Tribunal (SENDIST) appeals in 2003/04;
- there were no permanent exclusions from special schools in 2004 and no statemented children or young people were excluded from any school in Hartlepool;
- 100% of statements without exceptions and over 90% of statements with exceptions were completed on time in 2003/4 (Best Value Performance Indicator BVPI 43a/b);
- there is a high level of school satisfaction – Audit Commission survey of schools' views showed that Hartlepool was in the top quartile for 9 out of the 10 areas surveyed for SEN;
- a local authority inclusion project has led to significant gains for children (External evaluation).

In relation to children who do not attend school:

- provision is not satisfactory. The Access 2 Learning (A2L) service is a cause for concern;
- the percentage of pupils receiving alternative tuition because of permanent exclusion was 0.66% in 2004. This is above the national median and statistical neighbours;
- the percentage of pupils who have received alternative tuition for longer than one school year was 38.5%, above statistical neighbours and the national median;
- percentage of pupils re-integrated was 2.2% in 2004 - well below national averages.

In relation to looked after children:

- all LAC have an educational placement; only two are not on a school roll;
- in 2005, 75% of LAC pupils who sat the end of Key Stage 2 test performed as well as their peers, which is higher than national expectations by 15%;
- all Key Stage 2 pupils made some progress from Key Stage 1. 60% of them (3 pupils) made better than expected value added progress in English and maths, given their prior attainment;
- Key Stage 3 results in 2005 showed a significant improvement. In 2002 no looked after pupil aged 14 achieved Level 5 or above in either English, maths or science but in 2005 this improved to 46% in English and science and 38% in maths.
- GCSE results are improving. One LAC obtained 5 A\*-C, in 2005, the first in four years to do so. This represents 17% which is above the government target of 15%. 50% did not sit a GCSE or equivalent; this is above the government target of 10% but an improvement on the previous three years;
- two LAC achieved 5A\* - G and three achieved 1A\*-G;
- attendance of LAC is very good – 96.7% compared to 88.8% nationally in school year 2004/05.

**Things we do well:**

- Quality of provision in early years.
- Increased provision for childcare.
- Partnership working.
- Progress in tackling absence from school.
- Improvement in standards especially at Key Stage 2 and GCSE 5A\*-C.
- Strategy for school improvement.
- Implementation of the Primary and Secondary National Strategies.
- Targeting resources to priority areas.
- Capacity of management in education to improve is good.
- Manage attendance and exclusions.
- Provision of out of school hours learning and recreational activities in school and other settings.
- Provision of recreational activities by the voluntary sector and other providers.
- Provide good value for money.
- Inclusion of children and young people with special needs.

**To continue to improve we will:**

- develop Children's Centres and Extended Schools as part of an integrated childcare strategy for under 5s;
- provide good quality childcare for all under 3s and target potentially vulnerable families;
- support parents and carers in helping their children to enjoy and achieve;
- ensure that early years provision promotes children's development and well-being and helps them meet early learning goals;
- monitor school performance and challenge and support them to improve the quality of provision through an agreed School Improvement Strategy;
- support schools in developing robust self evaluation in order to ensure continuous improvement;
- monitor underperformance amongst vulnerable and underachieving groups and target resources to meet their needs (eg) LAC, boys;
- enable and encourage children and young people to attend and enjoy school;
- Improve the quality of provision which is made for those children and young people who do not attend school;
- ensure all children and young people can access a range of recreational activities including play and voluntary learning;
- work with the voluntary sector and other agencies to improve the range and quality of recreational and learning opportunities for children and young people;
- ensure vulnerable children and young people are helped to enjoy and achieve.

**Things we can do better (Key Priorities) are:**

- improve the performance of children and young people across all key stages, but in particular Key Stage 1, Key Stage 3 English, science and ICT and Key Stage 4 English and maths;. (3.3.1)
- improve the performance of boys across all key stages but especially at Key Stage 3 where the gap is widest; (3.3.4)
- increase the number of excluded pupils who are successfully reintegrated into mainstream settings; (3.5.1)
- improve the educational achievement of Looked After Children and Young People; (3.7)
- work more closely with partners, including the voluntary sector, in order to improve the quality and range of recreational activities for children and young people in school and other settings. (3.6.2)

**In order to do our best for all children and young people we will deliver the national priorities and contribute to the delivery of the Hartlepool Community strategy. In particular, we will:**

- support parents and carers in helping children to achieve;
- ensure early years provision promotes development and well-being;
- ensure that educational provision 5-16 is of good quality;
- maximise attendance at schools and enable children and young people to enjoy school and to achieve highly;
- enable children and young people to enjoy out of school activities and recreation in a variety of settings and celebrate the learning and development that these provide;
- ensure that provision for those who do not attend school is good and support children and young people in being included in mainstream settings where appropriate;
- make sure that children and young people have access to a wide range of recreational activities including play and voluntary learning in school and other settings;
- further develop the range and quality of recreational activity by drawing upon the skills and expertise of the voluntary sector and other agencies;
- ensure that children and young people who are vulnerable, such as looked after children and those who have learning difficulties and/or disabilities, are helped to enjoy and achieve.

**In recognition of the additional needs of some young people we will:**

- ensure that for children and young people who are looked after:
  - education and training that meets their needs is provided
  - effective personal education plans are in place
  - carers are supported
  - every school and college is aware of the needs of LAC and has a designated teacher
  - there is a range of cultural and leisure activities in which to participate
  - achievements are monitored and celebrated
  - additional educational support is provided where necessary
  - attendance at school is maximised and permanent exclusion is avoided
  - participation in post 16 education and training is a priority.
- ensure that for children and young people with learning difficulties and/or disabilities:
  - their needs are assessed and early intervention is in place to address these
  - protocols across all agencies for assessing needs of children and young people are in place
  - parents are supported in contributing to the assessment of children and young people
  - education and training meets needs
  - progress and achievement is monitored and celebrated
  - there is access to mainstream provision where appropriate
  - there is support and encouragement to participate in a range of cultural and leisure activities.

Priority Reference	Actions	Timescale	Lead Organisation	Linkages
<b>E&amp;A 3.1</b>	<b>Parents and carers receive support in helping their children to achieve</b>			
3.1.1	Provide high quality childcare and advice and support on childcare to parents and carers.	April 2006 – March 2009	Children's Services (Performance and Achievement)	Children's Centres/ Extended Schools Strategy Sure Start Plan Performance & Achievement (PA) Divisional Plan
3.1.2	Develop family learning programmes and provide high quality information to parents on school performance.	April 2006 – March 2009	Children's Services (Performance and Achievement)	Adult Education Plan
3.1.3	Provide impartial advice and guidance for parents and carers on school admissions.	April 2006 – March 2009	Children's Services (Performance and Achievement)	School Organisation Plan
3.1.4	Co-ordinate specialist support for parents and carers of vulnerable children and young people, (e.g.) those with special educational needs, looked after etc.	April 2006 – March 2009	Children's Services (Performance and Achievement)	PA Divisional Plan SEN and Disabilities Action Plan Multi Agency Looked After Partnership (MALAP) Action Plan Carers Strategy
3.1.5	Develop a multi-agency communication strategy to set the direction for the development of integrated services using new models of service delivery for the best outcome for the speech and language and communication development for all children.	2006 – 2009	Hartlepool Primary Care Trust (PCT)	National Service Framework for Children, Young People and Maternity Services standard 8.

Priority Reference	Actions	Timescale	Lead Organisation	Linkages
<b>E&amp;A 3.2</b>	<b>Early years provision promotes development and well being and helps Hartlepool children to meet early learning goals</b>			
3.2.1	Ensure there is an integrated strategy for under 5s covering health, childcare and preparation for learning.	April 2007 – March 2009	Sure Start Partnership Hartlepool Borough Council (HBC)	Children's Centres/Extended Schools Strategy Sure Start Plan Hartlepool PCT Local Delivery Plan PA Divisional Plan
3.2.2	Develop and implement a strategy for Children's Centres and Extended Schools.		Children's Services (Planning & Service Integration)	Children's Centres / Extended Schools Strategy Sure Start Plan PA Divisional Plan
<b>E&amp;A 3.3</b>	<b>Ensure that educational provision 5 – 16 is of good quality</b>			
3.3.1	<i>Challenge and support all schools to improve the quality of educational provision and improve outcomes for all children. Priorities will be on KS1 (all areas), KS3 English, science and ICT and KS4 English and mathematics.</i>	<i>April 2007 – March 2009</i>	<i>Children's Services (Performance and Achievement)</i>	<i>PA Divisional Plan Hartlepool Community Strategy (Lifelong Learning and Skills Theme) HBC Corporate Performance Plan</i>
3.3.2	Monitor provision in all schools and implement a strategy for intervention, challenge and support to ensure acceptable standards.	April 2007 – March 2009	Children's Services (Performance and Achievement)	PA Divisional Plan Hartlepool Community Strategy Learning and Skills Theme)
3.3.3	Support Hartlepool schools in self-evaluation to ensure continuous improvement, especially in the curriculum and the quality of teaching and learning.	April 2007 – March 2009	Children's Services (Performance and Achievement)	PA Divisional Plan National Healthy Schools Programme (NHSP)



Priority Reference	Actions	Timescale	Lead Organisation	Linkages
3.3.4	<i>Monitor patterns of underperformance amongst vulnerable groups in Hartlepool and take action to redress inequalities. Priority groups include Looked After Children and underachieving boys.</i>	<i>April 2006 – March 2009</i>	<i>Children's Services (Performance and Achievement)</i>	<i>PA Divisional Plan Corporate Performance Plan</i>
<b>E&amp;A 3.4</b>	<b>Enable and encourage children and young people to attend and enjoy school and to achieve highly</b>			
3.4.1	Ensure that Hartlepool children and young people are educated in good quality school buildings and facilities which promote high quality learning and teaching.	April 2007 – March 2009	Children's Services (Performance and Achievement)	PA Divisional Plan Asset Management Plan National Healthy Schools Programme
3.4.2	Ensure that there are sufficient, suitable and accessible school places and that admission arrangements give priority to the most vulnerable, reflect need and minimise stress.	April 2007 – March 2009	Children's Services (Performance and Achievement)	PA Divisional Plan School Organisation Plan
3.4.3	Promote good behaviour and attendance for all pupils and ensure that specialist support is given to parents and carers of difficult to manage children and young people.	April 2007 – March 2009	Children's Services (Performance and Achievement)	PA Divisional Plan Strategy for Children with Disabilities / SEN Action Plan National Healthy Schools Programme (NHSP)
3.4.4	Monitor the personal and academic development of children and young people and ensure that they are set realistic and challenging targets for improvement.	April 2007 – March 2009	Children's Services (Performance and Achievement)	PA Divisional Plan

Priority Reference	Actions	Timescale	Lead Organisation	Linkages
3.4.5	Work with partners, especially the voluntary sector, to address the needs of vulnerable children and young people in Hartlepool, (e.g.) young carers, underachieving groups, the disaffected and disengaged etc.	April 2006 – March 2009	Children's Services (Performance and Achievement)	PA Divisional Plan Children's Fund Plan Youth Service Plan Connexions Local Delivery Plan Children's Centres/Extended Schools Strategy Youth Justice Plan Barnardos Plan CAMHS Strategy MALAP Action Plan
<b>E&amp;A 3.5</b>	<b>Make good educational provision for children who do not attend school</b>			
3.5.1	<i>Ensure that Hartlepool children and young people who have been permanently excluded attend appropriate alternative settings aimed at securing re-integration into mainstream education or work.</i>	April 2007 – March 2009	Children's Services (Performance and Achievement)	PA Divisional Plan PSI Divisional Plan Access to Learning Operational Plan Barnardos Plan
3.5.2	Provide suitable education for Hartlepool children who are not able to attend school, (e.g.) for medical reasons, pregnant school girls and young mums.	April 2007 – March 2009	Children's Services (Performance and Achievement)	PA Divisional Plan PSI Divisional Plan Access to Learning Operational Plan
3.5.3	Ensure that education provided other than by the local authority is at least satisfactory.	April 2007 – March 2009	Children's Services (Performance and Achievement) (Planning and Service Integration)	PA Divisional Plan PSI Divisional Plan

Priority Reference	Actions	Timescale	Lead Organisation	Linkages
<b>E&amp;A 3.6</b>	<b>All children and young people access a range of cultural, recreational activities including play and voluntary learning</b>			
3.6.1	Provide safe and accessible places for Hartlepool children and young people to play, socialise and pursue leisure activities.	April 2007 – March 2009	Children's Services (Performance and Achievement)	PA Divisional Plan Play Strategy Community Strategy (Culture & Leisure Theme)
3.6.2	<i>Work with partners, especially the voluntary sector, to provide a range of affordable, accessible, challenging and rewarding recreational activities and identify learning opportunities for children and young people in school and out of school settings.</i>	<i>April 2007 – March 2009</i>	<i>Children's Services (Performance and Achievement)</i>	<i>PA Divisional Plan Community Strategy (Culture &amp; Leisure Theme) Children's Centres/Extended Schools Strategy Children's Fund Plan Youth Service Plan</i>
3.6.3	Ensure that recreational and voluntary learning opportunities reflect the needs of individuals and groups, especially those who are socially excluded.	April 2007 – March 2009	Children's Services (Performance and Achievement)	PA Divisional Plan Community Strategy (Culture & Leisure Theme) Children's Centres/Extended Schools Strategy Children's Fund Plan Youth Service Plan
3.6.4	Ensure that Arts activities are planned more strategically, in order to ensure more effective delivery to priority groups.	2006/09	Adult and Community Services	Departmental (and Service) Plan
3.6.5	Mainstream successful pilot activities aimed at making libraries accessible and attractive to children and young people.	2006/09	Adult and Community Services	Departmental (and Service) Plan

Priority Reference	Actions	Timescale	Lead Organisation	Linkages
<b>E&amp;A 3.7</b>	<b>Children and young people who are looked after are helped to enjoy and achieve</b>			
3.7.1	<i>Ensure that all Hartlepool looked after children (LAC) receive education and training which meet their needs.</i>	<i>April 2007 – March 2009</i>	<i>Children's Services (Performance and Achievement) and (Safeguarding and Specialist Services)</i>	<i>PA Divisional Plan MALAP Action Plan Corporate Parent Forum Action Plan PSI Divisional Plan SSS Divisional Plan</i>
3.7.2	<i>Ensure that all personal education plans are effective and implemented. Support carers to ensure that children participate in education and achieve their potential.</i>	<i>April 2007 – March 2009</i>	<i>Children's Services (Performance and Achievement) and (Safeguarding and Specialist Services)</i>	<i>PA Divisional Plan MALAP Action Plan Corporate Parent Forum Action Plan PSI Divisional Plan SSS Divisional Plan</i>
3.7.3	<i>Inform schools, colleges and other providers of education about the particular needs and circumstances of LAC and ensure that every school has a designated teacher for LAC.</i>	<i>April 2007 – March 2009</i>	<i>Children's Services (Performance and Achievement) and (Safeguarding and Specialist Services)</i>	<i>PA Divisional Plan MALAP Action Plan Corporate Parent Forum Action Plan PSI Divisional Plan SSS Divisional Plan</i>
3.7.4	<i>Encourage and support LAC and their foster carers to participate in a range of cultural and leisure activities and to develop the individual interests of each LAC.</i>	<i>April 2007 – March 2009</i>	<i>Children's Services (Performance and Achievement) and (Safeguarding and Specialist Services)</i>	<i>PA Divisional Plan MALAP Action Plan Corporate Parent Forum Action Plan PSI Divisional Plan SSS Divisional Plan Corporate Strategy (Culture &amp; Leisure Theme) Children's Fund Plan</i>

<b>Priority Reference</b>	<b>Actions</b>	<b>Timescale</b>	<b>Lead Organisation</b>	<b>Linkages</b>
3.7.5	<i>Monitor and improve the educational achievement, school attendance and cultural experiences of LAC and ensure that additional educational support is provided to those LAC.</i>	<i>April 2007 – March 2009</i>	<i>Children's Services (Performance and Achievement) and (Safeguarding and Specialist Services)</i>	<i>PA Divisional Plan MALAP Action Plan Corporate Parent Forum Action Plan PSI Divisional Plan SSS Divisional Plan Corporate Strategy (Culture &amp; Leisure Theme)</i>
3.7.6	<i>Ensure that the attendance of LAC in schools is maximised and that the permanent exclusion of LAC is avoided.</i>	<i>April 2007 – March 2009</i>	<i>Children's Services (Performance and Achievement) and (Safeguarding and Specialist Services)</i>	<i>PA Divisional Plan MALAP Action Plan Corporate Parent Forum Action Plan PSI Divisional Plan SSS Divisional Plan Corporate Strategy (Culture &amp; Leisure Theme)</i>
3.7.7	<i>Work with partners to encourage the participation of LAC and care leavers in post-16 education and training.</i>	<i>April 2007 – March 2009</i>	<i>Children's Services (Performance and Achievement) and (Safeguarding and Specialist Services)</i>	<i>PA Divisional Plan MALAP Action Plan Corporate Parent Forum Action Plan PSI Divisional Plan SSS Divisional Plan Corporate Strategy (Culture &amp; Leisure Theme) Connexions Local Delivery Plan Transition Policy</i>

Priority Reference	Actions	Timescale	Lead Organisation	Linkages
<b>E&amp;A 3.8</b>	<b>Children and young people with learning difficulties and/or disabilities are helped to enjoy and achieve</b>			
3.8.1	Ensure that Hartlepool children with learning difficulties and/or disabilities are identified, their needs assessed and that early intervention is in place to address those needs.	April 2007 – March 2009	Children's Services (Performance and Achievement) and (Planning and Service Integration)	PA Divisional Plan PSI Divisional Plan SSS Divisional Plan Strategy for Children with Disabilities/SEN Action Plan
3.8.2	Establish clear protocols across all agencies for assessing the individual needs of children and young people and for deciding on provision.	April 2007 – March 2009	Children's Services (Performance and Achievement) and (Planning and Service Integration)	PA Divisional Plan Strategy for Children with Disabilities/SEN Action Plan PSI Divisional Plan SSS Divisional Plan
3.8.3	Encourage and support parents to contribute to the assessment of children and young people's needs.	April 2007 – March 2009	Children's Services (Performance and Achievement) and (Planning and Service Integration)	PA Divisional Plan Strategy for Children with Disabilities/SEN Action Plan PSI Divisional Plan SSS Divisional Plan
3.8.4	Ensure that educational and training provision in Hartlepool schools, colleges and other providers meets the curriculum, staffing, equipment and transport needs of children and young people with learning difficulties and/or disabilities.	April 2007 – March 2009	Children's Services (Performance and Achievement) and (Planning and Service Integration)	PA Divisional Plan Strategy for Children with Disabilities/SEN Action Plan PSI Divisional Plan SSS Divisional Plan

<b>Priority Reference</b>	<b>Actions</b>	<b>Timescale</b>	<b>Lead Organisation</b>	<b>Linkages</b>
3.8.5	Monitor and review the progress of individual children and young people in educational, personal, social and emotional outcomes. Ensure this is communicated between agencies and targets are revised accordingly.	April 2007 – March 2009	Children's Services (Performance and Achievement) and (Planning and Service Integration)	PA Divisional Plan Strategy for Children with Disabilities/SEN Action Plan PSI Divisional Plan SSS Divisional Plan National Healthy Schools Programme (NHSP)
3.8.6	Monitor and evaluate the impact of policies and provision on the achievement of children and young people with learning difficulties and/or disabilities.	April 2007 – March 2009	Children's Services (Performance and Achievement) and (Planning and Service Integration)	PA Divisional Plan PSI Divisional Plan SSS Divisional Plan Strategy for Children with Disabilities/SEN Action Plan
3.8.7	Ensure that Hartlepool children with learning difficulties and/or disabilities have their needs met in mainstream settings where appropriate and that these settings provide access for children with disabilities.	April 2007 – March 2009	Children's Services (Performance and Achievement) and (Planning and Service Integration)	PA Divisional Plan PSI Divisional Plan SSS Divisional Plan Strategy for Children with Disabilities/SEN Action Plan
3.8.8	Support and encourage children with learning difficulties and/or disabilities to participate in a range of appropriate cultural and leisure activities.	April 2007 – March 2009	Children's Services (Performance and Achievement) and (Planning and Service Integration)	PA Divisional Plan PSI Divisional Plan SSS Divisional Plan Strategy for Children with Disabilities/SEN Action Plan

# **THE BIG PLAN!**

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**April 2006 – March 2009**

## **PART 5**

**MAKE A POSITIVE CONTRIBUTION**



## **OUTCOME: *Make a Positive Contribution***

Our vision for this outcome is to provide all children and young people who live in Hartlepool the opportunity to participate fully in the life of their community. We will work with children, young people and their families to ensure that they are central to our planning and that, through their involvement, we meet the national and local priorities set out in this Plan.

### **Children and young people tell us:**

- they do not want to be bullied;
- they want to celebrate difference;
- they want to be listened to and have the right to a meaningful voice;
- they do not want to be affected by crime;
- they want to take part in making significant life decisions;
- they want access to a wide range of activities;
- they want to be seen positively by others in the community.

### **Parents / carers and our partners tell us:**

- that more provision for supervised and unsupervised play is required as well as activities that divert children and young people from anti social behaviour and crime;
- that there is a shared responsibility in ensuring that children and young people are supported in becoming good citizens and ensuring their children and young people understand rights and responsibilities;
- that Hartlepool has an ideal opportunity to put children and young people at the centre of our planning process and facilitate them having a real voice in developing their town and community;
- that there is a willingness to support all children and young people to have a voice in developing the services they receive;
- that we need to ensure that paths of communications for parents and carers are kept open to senior managers such as Headteachers;
- that they believe that we need to have a more strategic approach to supporting young people who wish to volunteer in order to build on the positive culture of volunteering in Hartlepool;
- that we should promote equality and support good relationships between different racial groups in Hartlepool;
- that the majority of children and young people do well and we should celebrate achievement at every opportunity rather than focus on negative incidents.

**The Government's National Priorities are:**

1. Children and young people are supported in developing socially and emotionally.
2. Children and young people, particularly those from vulnerable groups, are supported in managing changes and responding to challenges in their lives.
3. Children and young people are encouraged to participate in decision-making and in supporting the community.
4. Action is taken to reduce anti-social behaviour by children and young people.
5. Action is taken to prevent offending and to reduce re-offending by children and young people.
6. Children and young people who are looked after are helped to make a positive contribution.
7. Children and young people with learning difficulties and / or disabilities are helped to make a positive contribution.

**Our own assessment tells us:**

Overall, the Annual Performance Assessment for 2005 showed that local services make a good contribution to enabling children and young people to make a positive contribution. Services consistently deliver above minimum requirements for children and young people.

In relation to engage in decision making and support the community and environment:

- out of 6 Secondary schools all 6 have school councils - 5 involve all pupils in the process and one is working towards this;
- the one secondary special schools has a school council that involves all pupils;
- out of 30 primaries, 14 have school councils with all pupils involved, 9 others have school councils with pupils involved to varying degrees, 6 more have school councils but not with all pupils involved, 1 involves all pupils in open/class forums;
- the borough has an active voluntary sector, though figures for children and young people volunteering are not currently collected;
- Hartlepool Millennium Volunteers works with 16-24 year olds and has had over 400 volunteers so far in 2005/06.

In relation to engage in law abiding and positive and positive behaviour in and out school:

- that we should prevent offending by reducing year on year the number of first time entrants to the youth offending system. This a new measure from April 2005 with a target figure for Hartlepool of under 289; the figure for the period April 2004/05 is 241;
- that we should reduce re-offending rates by 5%;
- in 2004/05 602 young people were brought to justice and had substantive outcomes. This equates to 3.4% of the population of 10-17 year olds;
- there were 23 permanent school exclusions in 2004/05 (academic year);
- there were 677 fixed term school exclusions in 2004/05 (academic year).

In relation to develop positive relationships and choose not to bully or discriminate:

- all schools have anti bullying procedures in place;
- we have been collating records of racial incidents in schools since September 2005;
- guidance for schools on the handling and monitoring of racial incidents has been circulated to all schools and training in relation to this guidance commenced in February 2006.

In relation to develop self confidence and successfully deal with significant life changes and challenges:

- too few looked after children are involved in contributing to their review s;
- we have to develop further the transition arrangements for young people from children's to adults' care;
- 29 primary schools are implementing Social and Emotional Aspects of Learning Programme. (SEAL).

In relation to develop enterprising behaviour:

- at the time of the 2001 census 1.1% of 18-24 year olds were Self Employed;
- some schools operate a peer mentoring system.

**Things we do well:**

- Services consistently deliver above minimum requirements for children and young people.
- Overall, local services make a good contribution to enabling children and young people to make a positive contribution.
- Multi Agency working.
- Performance measures for youth crime have been consistently met in most areas.
- Involvement of children and young people in contributing to the development of service delivery.
- Provision of preventative services aimed at linking those children and young people at risk of offending with appropriate services.

**To continue to improve we will:**

- ensure we review procedures that are in place to tackle bullying;
- develop clear links between participation processes for children and young people, service providers, the Children and Young People's Strategic Partnership and the local political process. This will include further development of school councils as well as seeking opportunities to engage with children and young people outside of mainstream services;
- continue to divert children and young people away from anti social behaviour and crime, through further development of preventative services;
- continue to focus on ensuring that positive outcomes are achieved for looked after children by placing them at the centre of the planning process;
- ensure that all children and young people have access to services that support the development of self-confidence, self worth and emotional resilience that enables them to face significant life changes and challenges with appropriate support;
- continue to find innovative ways to engage with and involve children from black and minority ethnic communities in service development;
- prevent re-offending and support victims of crime;
- further develop the process for involving looked after children in their reviews and planning for their future;
- continue to develop play/activity opportunities for children and young people involving the statutory, voluntary and private sectors in service provision.

**Things we can do better (Key Priorities) are:**

- Ensure we review procedures that are in place to tackle bullying. (4.4.2)
- Develop clear links between participation processes for children and young people, service providers, the Children and Young People's Strategic Partnership and the local political process; this will include further development of school councils as well as seeking opportunities to engage with children and young people outside of mainstream services. (4.3.1), (4.3.2), (4.7.2)
- Continue to divert children and young people away from anti social behaviour and crime, through further development of preventative services. (4.4.1)
- Continue to focus on ensuring that positive outcomes are achieved for looked after children by placing them at the centre of the planning process. (4.6.1)
- Ensure that all children and young people have access to services that support the development of self-confidence, self worth and emotional resilience and that enable them to face significant life changes and challenges with appropriate support. (4.1.1)
- Continue to find innovative ways to engage with and involve children from black and minority ethnic communities in service development. (4.2.3)
- Prevent re-offending and support victims of crime. (4.4.3)
- Develop further the process for involving looked after children in their reviews and planning for their future. (4.2.4)
- Develop effective transition arrangements for young people moving from children's to adult care. (1.6.1), (5.7.1), (2.8.1), (4.2.2)

**In order to do our best for all children and young people we will deliver the national priorities and contribute to the delivery of the Hartlepool Community strategy. In particular we will:**

- research why the issue of bullying is still high on children and young people's agendas despite procedures put in place to tackle it and develop practice based on this research to ensure that children and young people are not bullied;
- ensure that children and young people are central to the development of a participation strategy that sets standards and includes involvement in the democratic process;
- provide services designed to reduce the incidence of social exclusion and offending behaviour by ensuring that effective community responses to early signs of known risk factors are easily accessible to children and young people;
- continue to provide services that support the development of high self-esteem and confidence;
- develop a town wide strategy that enables and ensures all service providers in Hartlepool consult with, and facilitate children and young people to participate in, the development of their services.

**In recognition of the additional needs of some young people we will:**

- research issues around those young people in care system who are involved in criminal activity and plan action as necessary;
- work with our partners in the police and courts to develop systems that ensure swift administration of justice for young people who enter the juvenile justice system;
- help children and young people who are looked after by the council to get involved in reviewing and developing the services that they receive;
- implement the MALAP action plan;
- review support services to young people to improve level of attendance at statutory SEN reviews;
- support young people from vulnerable groups to respond positively to challenges in their lives;
- develop effective transition arrangements for young people moving from children's to adult care;
- ensure all service providers meet the requirements of the Race Relations (Amendment) Act 2000 by promoting equality of opportunity and good relations between people of different racial groups within Hartlepool.

Priority Reference	Actions	Timescale	Lead Organisation	Linkages
<b>PC 4.1</b>	<b>Children and young people are supported in developing socially and emotionally.</b>			
4.1.1	<i>Ensure that all children and young people have access to services that support the development of self-confidence, self worth and emotional resilience.</i>	2006/07	Children's Services (Performance and Achievement)	National Healthy Schools Programme (NHSP) Behaviour and Education Support Team (BEST) Youth Service Plan Library Plan Barnardos Plan
<b>PC 4.2</b>	<b>Children and young people, particularly those from vulnerable groups, are supported in managing changes and responding to challenges in their lives.</b>			
4.2.1	Ensure that all children and young people are equipped to face significant life changes and challenges with appropriate support.	2006/08	Children's Services (Planning and Service Integration)	National Healthy Schools Programme (NHSP) Strategy and Action Plan for Children and Young People with Disabilities/SEN 2006/2009 BEST Youth Service Plan
4.2.2	<i>Improve arrangements for transition between settings and from children's to adult services.</i>	2006/07	Children's Services (Safeguarding and Specialist Services) Adult & Community Services	<b>Transitions policy</b> <b>National Service Framework for Children Young People and Maternity Services (NSF), standards 4 and 8.</b> <b>Children with a disability/SEN Strategy</b>

Priority Reference	Actions	Timescale	Lead Organisation	Linkages
4.2.3	<i>Ensure that all children and young people from Black and Minority Ethnic (BME), traveller, asylum seeker and refugee communities have the opportunity to gain full access to services and have a role in service development.</i>	2006/07	<i>Children's Services (Planning and Service Integration)</i>	<i>Performance &amp; Achievement (PA) Divisional Plan</i>
4.2.4	<i>Develop further the process for involving looked after children in their reviews and planning for their future.</i>	2006/07	<i>Children's Services (Safeguarding and Specialist Services)</i>	<i>MALAP Action Plan PA Divisional Plan Education of LAC Development Plan Dec 04 – March 06</i>
<b>PC 4.3</b>	<b>Children and young people are encouraged to participate in decision-making and in supporting the community.</b>			
4.3.1	<i>Ensure that children and young people are central to the development of a participation strategy that sets standards and includes involvement in the democratic process.</i>	2006/07	<i>Children's Services (Planning and Service Integration)</i>	<i>Children's Fund Plan (2005/08) National Healthy Schools Programme (NHSP) Youth Service Plan Barnardos Plan</i>
4.3.2	<i>Implement the recommendations on Participation agreed by Children's Services Scrutiny Forum in March 06.</i>	2006/07	<i>Children's Services (Planning and Service Integration)</i>	<i>Children's Fund Plan (2005/08)</i>
4.3.3	<i>Develop opportunities for peer mentoring.</i>	2006/08	<i>Children's Services (Planning and Service Integration)</i>	<i>National Healthy Schools Programme (NHSP) Library Plan</i>

Priority Reference	Actions	Timescale	Lead Organisation	Linkages
4.3.4	Research opportunities for children and young people to take part in volunteering and develop opportunities based on the outcomes.	2006/08	Hartlepool Voluntary Development Agency	Community Strategy Library Plan
<b>PC 4.4</b>	<b>Action is taken to reduce anti-social behaviour by children and young people.</b>			
4.4.1	<i>Reduce anti-social and criminal behaviour through improved prevention and rehabilitation activities.</i>	2006/08	<i>Regeneration &amp; Planning (Community Safety &amp; Prevention)</i>	<i>Safer Hartlepool Partnership – Crime, Disorder and Drugs Strategy 2005-08 Preventative strategy Youth Justice Plan Prolific and Priority Offenders (PPO) Strategy Connexions Local Delivery Plan Homelessness strategy Children's Fund Plan 2005/08 National Healthy Schools Programme (NHSP) Barnardos</i>
4.4.2	<i>Research why the issue of bullying is still high on children and young people's agendas despite procedures put in place to tackle it and develop practice based on this research to ensure that children and young people are not bullied.</i>	2006/07	<i>Children's Services (Planning and Service Integration)</i>	<i>National Healthy Schools Programme (NHSP)</i>



Priority Reference	Actions	Timescale	Lead Organisation	Linkages
4.4.3	<i>Continue to develop restorative justice processes and support victims of crime.</i>	2006/08	<i>Regeneration &amp; Planning (Community Safety &amp; Prevention)</i>	<i>Youth Justice Plan</i>
<b>PC 4.5</b>	<b>Action is taken to prevent offending and to reduce re-offending by children and young people.</b>			
4.5.1	Review the working of the joint protocol between Children's Services and the Youth Offending Service in light of the number of offenders who are looked after.	2006/07	Children's Services (Safeguarding and Specialist Services)	Youth Justice Plan
<b>PC 4.6</b>	<b>Children and young people who are looked after are helped to make a positive contribution.</b>			
4.6.1	<i>We will ensure that children and young people who are looked after are helped to make a positive contribution, in particular those with special needs, placed out of the Authority area or involved in the criminal justice system.</i>	2006/07	<i>Children's Services (Safeguarding and Specialist Services)</i>	<i>MALAP Action Plan PA Divisional Plan Education of LAC Development Plan Dec 04 – March 06</i>
4.6.2	We will support and involve children and young people who are looked after in the development of the Participation Strategy.	2006/07	Children's Services (Planning and integration)	MALAP Action Plan

<b>PC 4.7</b>	<b>Children and young people with learning difficulties and / or disabilities are helped to make a positive contribution</b>			
4.7.1	Develop a strategy for meeting the needs of all children and young people growing up in an increasingly diverse society, to ensure equality of service provision.	2006/07	Children's Services (Planning and Service Integration)	PA Divisional Plan
4.7.2	<i>We will support and involve Children and young people with additional needs in the development of the Participation Strategy.</i>	2006/7	<i>Children's Services (Planning and Service Integration)</i>	<i>Strategy and Action Plan for Children and Young People with Disabilities/SEN 2006/2009. National Healthy Schools Programme (NHSP) MALAP</i>

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## **PART 6**

**ACHIEVE ECONOMIC WELL-BEING**

## **OUTCOME: *Achieve Economic Well-Being***

Our vision for this outcome in Hartlepool is that children and young people will achieve the qualifications, develop the skills and be given the necessary life experiences to enable them to lead full and active adult lives. Also, that all services will work collaboratively to ensure children and young people will have opportunities to succeed in their chosen career and live in households free from poverty.

### **Children and young people tell us:**

- that education should be interesting and relevant;
- going to college and university is important to young people;
- that you should do well in school – “the best you can”;
- that being in control of your own future is important;
- having a good job is important to young people;
- that help should be provided to allow access to a wider range of job opportunities;
- that things which make your life better are important;
- having a driving licence is valued by young people, helping them become independent;
- that young people should be supported to manage issues relating to personal relationships;
- “Care leavers”(looked after children) should be supported in accessing decent housing.

### **Parents / carers and our partners tell us:**

- that we should recognise and value the work of our partners;
- help should be provided for young people when they enter post 16 education, training and employment;
- young people should be prepared for looking after a home;
- we should monitor the DfES target for the number of young people whose economic/learning outcome is unknown;
- help should be provided for Looked After Children to enable them to progress to higher education;
- young people with a disability should be supported in exploring work and training opportunities as part of the transition process;
- parents with disabled children should be supported to enable them to work.

### **The Government's National Priorities are:**

1. Action is taken by partners to support families in maximising their economic well-being.
2. Young people 11-19 are helped to prepare for working life.
3. Action is taken to ensure that 14-19 education is planned and delivered in a coordinated way and to ensure that education and training (16-19) is of good quality.
4. Community regeneration initiatives address the needs of children and young people.
5. Action is taken to ensure that young people have decent homes.
6. Children and young people who are looked after are helped to achieve economic well-being.
7. Children and young people with learning difficulties and/or disabilities are helped to achieve economic well-being.

### **Our own assessment tells us:**

- that the services that contribute and support children and young people to achieve economic well-being in Hartlepool can be judged to be good. Within the phase of 14-19 and for SEN provision, some services consistently deliver above minimum requirements. There is some innovative practice, which is cost-effective and makes a good contribution to the wider outcomes for the community. In relation to children and young people who are looked after, services are satisfactory with some good features.

In relation to engaging in further education, employment or training on leaving school our own assessment found that Hartlepool was making good progress and was above statistical neighbours :

- the proportion of 16–19 year-olds in education or training is good and the number of young people classified as not in education, employment or training (NEET) is below statistical neighbours;
- in Hartlepool there was a 31% reduction in NEET between 2002-2004 compared to 23% in the Tees Valley and 14% nationally. The number of young people classified as NEET has fallen from 14.3% in 2004 to 8.5% in 2005;
- in Hartlepool in January 2006 20 young people from a cohort of 135 classified as having learning difficulties were recoded as NEET;
- of the 156 teenage mothers known to the Department of Health in Hartlepool during 2004-05, 73 are known to Connexions with 9% actively engaged in education or training;
- the proportion of young offenders in education or training in Hartlepool (April-September 2005) is 85%. This is well above the North East average of 75.3, the Youth Offending Service (YOS) Family Group average of 76.4%. and the National average of 75.2%, but below the government target of 90%;
- Tees Valley Local Learning and Skills Council (TVLLSC) data indicates improved retention rates for 16, 17 and 18 year olds on education and training programmes in Hartlepool between 2000-01 (81%) and 2003-04 (88%);
- the success rates of 16–19 year-olds in education or training In Hartlepool has improved from 61% in 2000-01 to 71% in 2003-04;
- performance of young people not included in the Forvus returns for 16-19 year olds shows continued improvement. The combined success data for short and long courses has improved from 71% in 2001/02 to 75% in 2003/04;

- the perception of 16–19 year olds of how well they are learning at Hartlepool Sixth Form College for 2004-05 indicates a high level of student satisfaction with 90% of students stating that they would recommend the college to a friend and 98% stating that they had a good relationship with tutors;
- 84% of students at Hartlepool College of Further Education agreed or strongly agreed that support given by teachers for assignments and examinations was helpful and 86% found teachers and support staff helpful and friendly;
- the number of young people applying to higher education has increased by 23% in the last four years. The number of young people attending Higher Education Institutions (HEI) has increased from 1,076 in 2001 to 1,332 in 2005, which is in line with increases nationally.

In relation to looked after children achieving economic well-being:

- the number of care leavers in education, employment and training is good and there are plans to further strengthen multi-agency support;
- a specialist team (Leaving Care Team) has been established which has impacted positively on the number of looked after young people entering further and higher education. All eligible, relevant and formerly relevant young people have pathway plans and are allocated a personal adviser;
- the number of young people in employment, education or training at age 19 has improved from 45.3% in 2001/02 to 67.3% in 2004/05. This is above the national average;
- strategies to engage young people in education are good. 82% of eligible pupils (16-17 year olds) are in education settings;
- strategies to support young people in further and higher education are good. 26% of former relevant young people were supported into further and higher education in 2004. 31% of eligible, relevant and former relevant young people are NEET. This is unsatisfactory and improvement plans are being implemented;

In relation to children and young people with learning difficulties and /or disabilities achieving economic well-being, children and young people in Hartlepool make good progress.

- all year 9 pupils with statements participate in a transition review involving Connexions, Health and Children's Services. 100% of pupils with statements have a transition plan;
- all mainstream secondary schools are developing accreditation for SEN pupils for whom GCSE is not appropriate/accessible;
- quality of education at Catcote School is good;
- there is a strong emphasis on work related learning in Catcote School, which has introduced facilities for hairdressing, horticulture, and office practice and retail/customer service. This allows all students access to in-house work experience;
- all pupils in mainstream schools classified as having SEN have access to work experience;
- we recognise the need to increase the number of children and their families accessing Direct Payments and to ensure that all children with disabilities aged 14+ have a transition plan to support their move to Adult Services.

In relation to being ready for employment, children and young people in Hartlepool make good progress:

- the quality of 14-19 year olds education is good with average point scores for students entering GCSE, A/AS and vocational education well above statistical neighbours and in line with national averages;
- performance of schools, colleges and training providers is improving. OfSTED Section 10 inspections of all secondary schools found their provision to be at least satisfactory and often good. OfSTED and ALI reports indicate that partner organisations had good or very good leadership and management with good levels of achievement and teaching;
- the percentage of 16 year olds achieving 5A\*-C has risen consistently above national rate of increase for the last four years. The attainment gap for Hartlepool, compared to national averages, narrowed from 13% in 2000 to 4% in 2005;
- the percentage of 16 year olds achieving 5A\*- G and 1A\*- G is just below national averages;
- Forvus data shows at least satisfactory improvement during the period 2001-2004. The two major providers of A Level courses consistently perform higher than national averages for average points score per student;
- value added (16-19) performance is good. In 2003/04 Hartlepool College of Further Education recorded value added for 31 of the 43 students aged 16-19 who took A Levels. At Hartlepool Sixth Form College the overall Advanced Level Information System (ALIS) value added data for the college shows that students achieve a full grade above predicted performance based on GCSE outcomes;
- all partner organisations have robust and rigorous quality assurance mechanisms, e.g. school self-evaluation, business excellence models etc;
- the peer review of the Excellence in Cities programme graded the overall quality of the programme as grade 2 (very good);
- there has been an expansion of vocational education pre-16, e.g. 396 14-16 year olds were engaged in the Increased Flexibility Programme in 2004-05 compared to 309 in 2003. A Young Apprenticeships (pilot) Programme has been developed and the target for recruitment to the programme (20) has been achieved. Work-related learning and enterprise education is well established in schools and the quality is at least good;
- permanent exclusions of 14-16 year olds have fallen dramatically since 2002 and the number of days lost to fixed term exclusion for the same age group has fallen from 2,079 in 2002 to 1,756 in 2004/05;
- secondary school attendance improved from 90.5% in 2000/01 to 91.9% in 2003/04;
- the Local Learning and Skills Council and the Local Authority work collaboratively to ensure 14-19 education is planned and delivered in a co-ordinated way. The Assistant Director of Children's Services with responsibility for School Improvement chairs the Hartlepool 14-19 Strategic Board;
- all partners have agreed a 14-19 strategy. The strategy identifies six key challenges for developing education and training into the future; there is increasing coherence to the planning of the 14-19 curriculum as a result of an Area Wide Action Plan (2001-2005) and a 14-19 Operational Plan (2005 onwards) which takes forward the 14-19 Strategy. All schools, colleges and other partners have shared their strategic plans and to improve coherence and synergy the LA has mapped each partner's priorities to the 14-19 Strategy;

- the Local Authority has audited and mapped all 14-19 provision in Hartlepool, which has led to improved knowledge and better co-ordination of the pre-16 offer to pupils by post-16 providers. For example, all colleges and work-based training providers have offered a joint menu and a shared pricing policy for 2005/06;
- actions are taken to ensure 14-19 provision is of good quality, including involving young people in evaluating the quality of provision and collaborative activity, e.g. Quality Data Processing (QDP) questionnaire to evaluate the Increased Flexibility Support Programme;
- a wide range of support to improve education and training has been provided, such as Level 2 Initiative Funding, focused on retention and achievement;
- measures have been implemented which will ensure improvements in the quality of teaching and learning: a key priority in the 14-19 Operational Plan;
- rigorous monitoring of the performance of schools has taken place, leading to subsequent intervention and support action to improve pupil outcomes.

In relation to children and young people living in decent homes and sustainable communities, Hartlepool has taken positive action to improve housing and communities:

- Neighbourhood Renewal Fund (NRF) and New Deal for Communities (NDC) initiatives (£53.8. million over 10 years) are targeted at the most needy areas with £5.5 million allocated to address educational and employability themes. Two Community Learning Centres have been developed on school premises;
- residents, including children and young people, are involved at all stages in the identification of need and the planning, management and review of community regeneration initiatives e.g. Café 177;
- a Work Related Learning (WRL) co-ordinator promotes vocational curriculum at Key Stage 4 and has developed new programmes for students in NDC wards;
- action has been taken to maximise the proportion of children and young people living in homes that meet the Decent Homes Standard by planning new accommodation and the demolition of substandard stock;
- in the last two years only one incident was recorded of a family staying in bed and breakfast accommodation;
- in the last two years there were no incidents of a family being placed in hotel accommodation;
- teenage parents, unable to live with family or partner, are offered supervised, semi-independent housing with support at Anna Court in Hartlepool, subject to availability;
- a floating support service is available to assist clients of the teenage pregnancy unit;
- young people leaving care are assisted in finding suitable accommodation.

In relation to the number of children and young people having access to transport / material goods and those living in households free from low income, Hartlepool is below national and local averages:

- in Hartlepool 33.3% of children live in families who receive key benefits; this is above the Tees Valley average of 30.1% and 9.5% above the national average of 23.8%;
- in Hartlepool the proportion of children living in households where no one is working is 25.9%; this is above the Tees Valley average of 23.7% and 8.3% above national average of 17.6%;



- parents and carers are informed about the range of childcare facilities available;
- planned and affordable childcare is available to all Hartlepool residents including Sure Start provision;
- in 2004-05 all OfSTED Inspections found childcare to be at least satisfactory or above.

#### **Things we do well:**

- The quality of education for 14-19 year olds is good.
- Average point scores for students entering GCSE, A/AS and vocational education are well above statistical neighbours.
- The number of care leavers in education, employment and training is good.
- 14-19 education is planned and delivered in a co-ordinated way.
- Significant increases in young people accessing higher education.
- Good progress made in reducing the number of young people classified as NEET.
- Quality of SEN provision including vocational education.
- Innovative practice in developing vocational education.
- Strategies to support teenage parents.
- Community improvement initiatives.
- The range of childcare provision available.

#### **To continue to improve we will:**

- ensure that education and training is planned in a co-ordinated manner involving all partners;
- ensure that childcare opportunities are available for all residents of Hartlepool;
- ensure that all Key Stage 4 pupils have opportunities for vocational studies and work experience;
- ensure that all young people aged 13-19 have impartial careers advice and guidance.
- ensure that all young people are prepared for working life;
- continue to support regeneration initiatives which support the needs of children and young people;
- continue to take action to improve the quality of housing;
- continue to support looked after children to achieve economic well-being;
- continue to support children who have learning difficulties and or disabilities to achieve economic well-being.

#### **Things we can do better (Key Priorities) are:**

- Reduce the number of young people classified as not in education, employment or training (NEET). (5.3.4)
- Improve the number of young people engaged in education, employment or training from disadvantaged groups. (5.3.3)
- Increase the number of young people having the opportunity to access higher education. (5.3.6)
- Continue to improve the quality of housing to meet the Decent Homes Standard. (5.5.1)
- Increase the number of children and their families accessing Direct Payments. (5.7.5)
- Ensure that all children with disabilities aged 14+ have a transition plan to support their move to Adult Services. (5.7.1)

**In order to do our best for all children and young people we will deliver the national priorities and contribute to the delivery of the Hartlepool Community Strategy. In particular we will:**

- Implement the Hartlepool Lifelong Learning 14-19 Operational Plan.

**In recognition of the additional needs of some children and young people we will:**

- ensure provision is planned which is sensitive to race and equality;
- continue to plan education and training to ensure any underachieving groups receive targeted support;
- ensure all young people in care are encouraged and supported in engaging in education training and employment;
- ensure that personal and welfare support are available to all looked after children and care leavers;
- continue to provide financial support for looked after children and care leavers aged 16-19 and up to 24 if in higher education;
- ensure young people supervised by youth offending are engaged in education, training or employment;
- continue to ensure that care leavers are provided with suitable accommodation;
- ensure that a multi agency transition takes place for all year 9 pupils with special educational needs and /or disabilities and that a transition plan is produced.

Priority Reference	Actions	Timescale	Lead Organisation	Linkages
<b>AEWB 5.1</b>	<b>Action is taken by partners in Hartlepool to support families in maximising their economic well-being</b>			
5.1.1	Parents and carers are informed about the range of childcare facilities available to them.	April 2006 - March 2009	Children's Services (Performance and Achievement) and (Planning and Service Integration)	Performance & Achievement (PA) Divisional Plan Sure Start Hartlepool Implementation Plan (SSHIP)
5.1.2	Parents and carers are encouraged to take up, in and out of work, benefit and tax credit entitlements.	April 2006 - March 2009	Children's Services (Performance and Achievement) and (Planning and Service Integration)	PA Divisional Plan Sure Start Hartlepool Implementation Plan (SSHIP)
5.1.3	Partners are aware of and minimise the financial stress of childhood activity on families, such as cost of school trips, transport, and entry to libraries and sports facilities.	April 2006 - March 2009	Children's Services (Performance and Achievement) and (Planning and Service Integration)	Local Authority Strategic Plan PA Divisional Plan Sure Start Hartlepool Implementation Plan (SSHIP)
5.1.4	Planned and affordable childcare provision is available to all residents in Hartlepool.	April 2006 - March 2009	Children's Services (Performance and Achievement) and (Planning and Service Integration)	PA Divisional Plan Sure Start Hartlepool Implementation Plan (SSHIP)
5.1.5	Educational Maintenance Allowance (EMA) is widely publicised.	April 2006 - March 2009	Children's Services (Performance and Achievement)	PA Divisional Plan

Priority Reference	Actions	Timescale	Lead Organisation	Linkages
<b>AEWB 5.2</b>	<b>Young people 11-19 in Hartlepool are helped to prepare for working life.</b>			
5.2.1	Young people are supported in developing self-confidence, team working skills and enterprise.	April 2006 - March 2009	Children's Services (Performance and Achievement) Hartlepool Connexions Learning and Skills Council (LSC)	PA Divisional Plan Institutional Work Related Learning (WRL) and Enterprise Plans BEST NHSP
5.2.2	Steps are taken to ensure that young people are financially literate.	April 2006 - March 2009	Children's Services (Performance and Achievement) Hartlepool Connexions LSC	PA Divisional Plan Institutional WRL and Enterprise Plans Credit Union Forum
5.2.3	Opportunities for vocational studies are available for all Key Stage 4 pupils.	April 2006 - March 2009	Children's Services (Performance and Achievement) LSC	PA Divisional Plan Lifelong Learning Partnership 14-19 Strategic Plan Institutional Operational Plans
5.2.4	All Key Stage 4 pupils undertake work related learning and useful work experience.	April 2006 - March 2009	Children's Services (Performance and Achievement) Hartlepool Learn to Work	PA Divisional Plan Lifelong Learning Partnership 14-19 Strategic Plan Institutional WRL and Enterprise Plans learn2work Plan
5.2.5	Careers education and guidance is provided to all pupils in Key Stage 3 and 4.	April 2006 - March 2009	Children's Services (Performance and Achievement) Hartlepool Connexions	PA Divisional Plan Connexions Local Delivery Plan School Development Plans

Priority Reference	Actions	Timescale	Lead Organisation	Linkages
5.2.6	Impartial information, advice and guidance on education, training and employment opportunities is available to all 13-19 year olds.	April 2006 - March 2009	Children's Services (Performance and Achievement) Hartlepool Connexions LSC	PA Divisional Plan Connexions Local Delivery Plan
5.2.7	Personal, financial, welfare and advocacy support is available to 16-19 year-olds to support their education or training.	April 2006 - March 2009	Hartlepool Connexions Children's Services (Performance and Achievement) LSC	Connexions Local Delivery Plan Institutional Development Plans
<b>AEWB 5.3</b>	<b>Action is taken to ensure that 14-19 education and training in Hartlepool is planned and delivered in a coordinated way, and to ensure that education (16-19) is of good quality.</b>			
5.3.1	14-19 Strategic Board works collaboratively in response to the needs of young people and supports the work of voluntary agencies.	April 2006 - March 2009	Children's Services (Performance and Achievement) Hartlepool Voluntary Development Agency	PA Divisional Plan 14-19 Operational Plan Hartlepool Voluntary Development Agency Plan Barnardos Plan
5.3.2	Provision is planned which is sensitive to race and equality.	April 2006 - March 2009	14-19 Strategic Board Children's Services (Performance and Achievement)	PA Divisional Plan 14-19 Operational Plan Barnardos Plan
5.3.3	<i>Provision is planned to ensure underachieving groups of young people receive targeted support.</i>	<i>April 2006 - March 2009</i>	<i>14-19 Strategic Board Children's Services (Performance and Achievement)</i>	<i>PA Divisional Plan 14-19 Operational Plan MALAP Barnardos Plan</i>

Priority Reference	Actions	Timescale	Lead Organisation	Linkages
5.3.4	<i>Provision is planned to ensure the number of young people classified as Not in Education, Employment or Training (NEET) is reduced.</i>	<i>April 2006 - March 2007</i>	<i>14-19 Strategic Board Children's Services (Performance and Achievement) Hartlepool Connexions</i>	<i>PA Divisional Plan 14-19 Operational Plan Connexions Local Delivery Plan DfES target Barnardos Plan</i>
5.3.5	Progression routes are available for all Adult Learning Inspectorate (ALI) areas of learning.	April 2006 - March 2009	14-19 Strategic Board Tees Valley Local Learning and Skills Council (TVLLSC)	14-19 Operational Plan Tees Valley Local Learning and Skills Council (TVLLSC) Strategic Plan
5.3.6	<i>Provision is sufficiently flexible to enable young people to review and revise the choices they have made and will increase opportunities to access to higher education</i>	<i>April 2006 - March 2009</i>	<i>14-19 Strategic Board Aimhigher</i>	<i>14-19 Operational Plan Tees Valley Local Learning and Skills Council Strategic Plan Tees Valley Aimhigher Strategic Plan</i>
<b>AEWB 5.4</b>	<b>Hartlepool community regeneration initiatives address the needs of children and young people.</b>			
5.4.1	Initiatives are targeted at the most needy areas and address the broad range of family needs in an integrated way.	April 2006 - March 2009	New Deal for Communities Hartlepool Borough Council (Regeneration and Planning)	Local Authority Strategic Plan New Deal for Communities Plan Neighbourhood Regeneration Plan
5.4.2	Residents, including children and young people, are involved at all stages in the identification of need and the planning, management and review of community regeneration initiatives.	April 2006 - March 2009	New Deal for Communities Hartlepool Borough Council (Regeneration and Planning)	Local Authority Strategic Plan New Deal for Communities Plan Neighbourhood Regeneration Plan

Priority Reference	Actions	Timescale	Lead Organisation	Linkages
<b>AEWB 5.5</b>	<b>Action is taken in Hartlepool to ensure that young people have decent housing</b>			
5.5.1	Action is taken to maximise the proportion of children and young people living in homes that meet the Decent Homes Standard.	April 2006 - March 2009	Hartlepool Borough Council (Strategic Housing)	Local Authority Strategic Plan The Housing Strategy The Housing Renewal Strategy
5.5.2	Support is available for families and young people seeking to transfer within, or enter, the social housing market.	April 2006 - March 2009	Hartlepool Borough Council (Strategic Housing)	Local Authority Strategic Plan The Housing Strategy The Housing Renewal Strategy
5.5.3	The use of temporary accommodation for families with children and young people is minimised (NSF 1).	April 2006 - March 2009	Hartlepool Borough Council (Strategic Housing )	Local Authority Strategic Plan The Housing Strategy The Housing Renewal Strategy Homelessness Strategy
5.5.4	Teenage parents unable to live with family or partner are offered supervised, semi-independent housing with support.	April 2006 - March 2009	Hartlepool Borough Council (Strategic Housing)	Local Authority Strategic Plan The Housing Strategy The Housing Renewal Strategy
<b>AEWB 5.6</b>	<b>Children and young people in Hartlepool who are looked after are helped to achieve economic well-being</b>			
5.6.1	All young people over the age of <b>16</b> to have completed pathway plans.	April 2006 - March 2009	Children's Services (Safeguarding and Specialist Services) and (Performance and Achievement)	SSS Divisional Plan PA Divisional Plan Connexions Local Delivery Plan MALAP STRB Plan
5.6.2	All young people in care are encouraged and supported in engaging in education training and / or employment.	April 2006 - March 2009	Children's Services (Safeguarding and Specialist Services) and (Performance and Achievement) Hartlepool Connexions	Safeguarding and Specialist Services (SSS) Divisional Plan PA Divisional Plan Connexions Local Delivery Plan MALAP

Priority Reference	Actions	Timescale	Lead Organisation	Linkages
5.6.3	Personal and welfare support are available to all looked after children and care-leavers, aged 16-19 to support their education, training or employment. Financial support extended up until 24 if in higher education (degree).	April 2006 - March 2009	Children's Services (Safeguarding and Specialist Services) Hartlepool Connexions	SSS Divisional Plan Connexions Local Delivery Plan MALAP STRB Plan
5.6.4	Provision is made to ensure young people supervised by Youth Offending Service are engaged in education, training or employment.	April 2006 - March 2009	Youth Offending Service Hartlepool Connexions	Youth Offending Service Plan Connexions Local Delivery Plan
5.6.5	Care leavers are provided with suitable accommodation, including residential or sheltered provision.	April 2006 - March 2009	Children's Services (Safeguarding and Specialist Services)	SSS Divisional Plan MALAP
<b>AEWB 5.7</b>	<b>Children and young people in Hartlepool who have learning difficulties and/or disabilities are helped to achieve economic well-being.</b>			
5.7.1	<i>Improve arrangements for transition between settings and from children's to adult services.</i>	April 2006 - March 2009	Children's Services (Performance and Achievement) (Safeguarding and Specialist Services) Hartlepool Schools Hartlepool Connexions	<b><i>Transitions policy National Service Framework for Children Young People and Maternity Services (NSF), standards 4 and 8. Children with a disability/SEN Strategy</i></b>



Priority Reference	Actions	Timescale	Lead Organisation	Linkages
5.7.2	Children and young people receive the advice they need for education, employment and training post-16, are properly prepared and given support they need.	April 2006 - March 2009	Children's Services (Performance and Achievement) LSC Hartlepool Connexions	PA Divisional Plan SEN/Disability Plan Connexions Local Delivery Plan
5.7.3	Information and support is provided on welfare and benefit entitlement.	April 2006 - March 2009	Children's Services (Performance and Achievement) LSC Hartlepool Connexions	PA Divisional Plan SEN/Disability Plan Connexions Local Delivery Plan
5.7.4	Health, advice, guidance and support is provided for all Hartlepool children with disabilities as part of the transition process.	April 2006 - March 2009	Children's Services (Performance and Achievement) LSC Hartlepool Primary Care trust Hartlepool Connexions	PA Divisional Plan SEN/Disability Plan Connexions Local Delivery Plan Primary Care Trust Local Delivery Plan
5.7.5	<i>Direct payments are available and promoted for families with disabled children and/or disabled 16 and 17 year olds.</i>	<i>April 2006 - March 2009</i>	<i>Children's Services (Safeguarding and Specialist)</i>	<i>SEN/Disability plan 1.6.3</i>

# **THE BIG PLAN!**

**(Children and Young People's Plan)**

A Strategic Plan for the Provision of Services to the  
Children and Young People of Hartlepool

**April 2006 – March 2009**

## **PART 7**

**SERVICE MANAGEMENT &  
SUPPLEMENTARY INFORMATION**

## **Introduction and main aims**

This Children and Young People's Plan identifies the high level strategic priorities for the next three years (2006-2009). A number of operational plans provide the detail of how these strategic priorities will be implemented. The relationship of the Children and Young People's Plan to these subordinate plans is shown in the "Bookcase" in **Appendix 1**. It is important that **all** children and young people benefit from the Plan. This includes those children and young people who use mainly universal services; these are services everyone uses such as maternity services at birth and schools when children get older. Some children and young people need extra support such as if a child has a disability or is fostered. To ensure that this support is available, some themes are tackled in each outcome such as Looked After children and young people and those with Special Educational Needs and disabilities.

Our vision is that by enabling all children and young people to achieve their full potential, they will have the confidence and ability to enjoy a fruitful and successful life. Our overarching aim is to achieve the best outcomes for all children and young people so that they are healthy and safe, they enjoy themselves and achieve well, they make a positive contribution and they are helped to achieve economic well being. Services to children and young people in Hartlepool should be organised in such a way that they will help all our young people achieve their full potential and maximise their chances in life by providing integrated provision which is of high quality, effective and excellent value for money.

## **Arrangements for Monitoring and Evaluating the Plan**

Each of the outcome areas of the Children and Young People's Plan has a lead officer who is responsible for ensuring that appropriate action plans are developed to deliver the priorities. Each action has a responsible officer who is designated to ensure the programme is delivered. The actions are part of the service planning cycle and delivery is monitored via the individual organisation's performance management processes, where the actions and priorities are key deliverables for individual officers.

Monitoring the progress of the Plan is undertaken twice a year with outcome lead officers presenting a report on progress to the Children's Services Planning and Evaluation Group. Evaluation is undertaken once a year with analysis based on the success criteria in the Plan. Monitoring reports are half yearly in October and March. Evaluation is designed to coincide with the review of the Plan, the annual self-assessment cycle and the Annual Performance Assessment. Evaluation reports are to be presented to the Planning and Evaluation Group in January to allow them to inform the Plan's review and to be considered by the agencies involved. The diagram in **Appendix 5** indicates the process involved.

## **The Children and Young People's Strategic Partnership (CYPSP)**

The Children and Young People's Strategic Partnership was established in 2005 and its primary purpose is to provide a forum within which consideration will be given to the way in which children and young people's services could be developed and improved, and to make recommendations to the Executive Board. The remit of the CYPSP includes:

- the promotion of positive outcomes for all children and young people and to seek to prevent children and young people experiencing negative outcomes and social exclusion;
- contribute to a multi-agency, strategic approach to the commissioning of services;

- lead and promote effective consultation with service providers (statutory and non-statutory), users of services and carers.

## **The Development of a Children's Trust**

There is a statutory duty on agencies and bodies delivering children's services to cooperate in arrangements to improve the wellbeing of children and young people in their area. This duty is expected to manifest itself in the establishment of children's trusts designed to improve outcomes for all children and young people through integration at all levels: frontline delivery; processes; strategies; and all supported by inter-agency governance arrangements.

A critical element of service integration will be the pooling of budgets and resources under the powers of either Section 31 of the Health Act 1999 or the Children Act 2004. Through the use of these powers partners will have the ability to be more flexible in targeting funding to where children and young people's needs can best be met. There is an expectation that all areas will have a children's trust in place by 2008.

The development of a children's trust in Hartlepool is a crucial element of the Children and Young People's Plan for Hartlepool. Whilst working within the current government timeframe for the establishment of children's trusts by April 2008, there are however, a number of issues that may have an effect upon the establishment of a trust locally, these include:

- The newly established Children's Services Department (August 2005), which is developing revised working practices and opportunities for the integration of service delivery, which include Children's Centres and Extended Schools;
- The impact of the proposed restructure of primary care trusts, which may have an impact on the pace of change in the short term and could delay new partnership arrangements;
- Partnership working has been recognised as one of the many strengths of Hartlepool and this will be strengthened further with the implementation of the Local Area Agreement in April 2006.

## **Local Area Agreements**

Local Area Agreements (LAAs) are aimed at delivering a better quality of life for people through improving performance on a range of national and local priorities.

Hartlepool's LAA was agreed in March 2006 and signifies a new way of working to build a more flexible and responsive relationship between central government and Hartlepool on the priority outcomes that need to be achieved at a local level.

The LAA will be overseen by the Hartlepool Partnership. The Hartlepool Partnership is the town's Local Strategic Partnership (LSP) and brings together all of the town's partnerships delivering local services. The Hartlepool Partnership has established the strategic framework for service delivery in the town through the Community Strategy process.

The LAA is structured in line with the seven themes of Hartlepool's Community Strategy:

- Jobs and the Economy
- Lifelong Learning and Skills
- Health and Care
- Community Safety

- Environment and Housing
- Culture and Leisure
- Strengthening Communities

These seven themes provide alignment with established priorities in the Community Strategy and provide the flexibility to accommodate cross cutting agendas including services for children and young people. These themes are, however, not intended to be rigid blocks, rather a convenient and locally appropriate structure to organise activity, accountability and performance management.

The Hartlepool Partnership has sought flexibility to allocate resources to priorities, providing opportunities for working across organisational boundaries enabling co-ordinated approaches to delivery of the Every Child Matters five outcome areas, as well as those sought by our community.

The establishment of the Children and Young People's Strategic Partnership and the requirement for the production of a Children and Young People's Plan have led to proposals for a review by the Hartlepool Partnership, to ensure that policy documents, partnership structures and governance arrangements are in place and fit for purpose. Detailed proposals will be brought before the Partnership during 2006.

The Children and Young People's Strategic Partnership will work with the Hartlepool Partnership during 2006 and 2007 to develop appropriate commissioning and contracting strategies for providers from across all sectors.

## **Children's Workforce Strategy**

In implementing the Children and Young People's Plan, careful consideration needs to be given to the workforce implications arising from needs analysis and service delivery plans.

The impact of services for children and young people is largely dependent on the hard work, commitment, competence, quality and skills of the workforce who provide these services.

Critical to the success of reforms to improve outcomes for all children and young people is increasing the skill, confidence, competence and stability of the workforce so that it makes as much difference to children's life chances as possible.

The Government's vision for the children's workforce is that the people in it:

- Are competent, confident and safe to work with children and young people;
- Aspire to be part of and want to remain in it, where they can develop their skills and build satisfying and rewarding careers;
- Are trusted and respected by parents, carers and children and young people.

Workforce variability and instability would pose a significant risk to successfully delivering the Children and Young People's Plan and in supporting the integration of services and workforce reform. The workforce strategy will, in conjunction with national strategies and initiatives, seek to:

- ensure consistency of approach in workforce development across the wider children's workforce and that the Common Core of Skills and Knowledge for all who work with children and young people is integral to the development of staff;

- analyse workforce numbers and skills;
- introduce drives to strengthen standards of leadership, management and supervision;
- simplify the complex array of qualifications and awards which impedes the flexibility of the workforce leading to better workforce deployment;
- bring coherence and renewed focus to training and development activities to eliminate any unnecessary duplication and wastage;
- ensure workforce planning takes into account strategic development opportunities and commissioning of services;
- support the introduction of the Common Assessment Framework, multi-agency and more integrated working to strengthen safeguarding, make children's services more preventative and reduce demands on the social care workforce, for example, by remodelling job roles and providing new career opportunities;
- establish a more professional workforce in the early years;
- improve recruitment and retention measures;
- work towards resolution of issues surrounding pay and conditions of employment;
- address locally identified priorities arising from the Hartlepool Children and Young People's Plan.

## Further Information

This Plan can be accessed electronically at [www.hartlepool.gov.uk/childrensservices](http://www.hartlepool.gov.uk/childrensservices) and is also available in a variety of formats.

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## “The Bookcase”

## Appendix 1

The table below details examples of the different plans at work in Hartlepool that will affect children, young people, parents and carers and should be considered as work in progress.

Planning Level 3	Hartlepool Community Strategy			Corporate Performance Plan	
Planning Level 2	Children and Young People’s Plan				
Planning Level 1	Community Safety Strategy	Children with a disability/ SEN Strategy	Children’s Centres/Extended Schools Strategy	Primary Care Trust Local Delivery Plan	Divisional & Operational Plan
	Local Policing Plan	Transitions Policy	Play Strategy	Public Health Strategy	Lifelong Learning Partnership 14-19 Strategy
	Youth Justice Plan	Corporate Parent Forum Action Plan	Children’s Fund Plan	Child and Adolescent Mental Health Strategy	Youth Service Plan
	Young Person’s Substance Misuse Plans	MALAP Action Plan	Hartlepool Housing Strategy	Healthy Schools Programme Plan	Connexions Local Delivery Plan
	Probation Area Annual Plan	Carers Strategy	Local Transport Plan	Cleveland Emergency Planning Unit Annual Plan	ICT Strategy
	Service Specific – Implementation and Action Plans (Business Plans)				



## Glossary of acronyms used in this Plan

A (Level)	Advanced (Level)	LA	Local Authority
A2L	Access to Learning	LAA	Local Area Agreement
AEWB	Achieve Economic Well-Being	LAC	Looked After Children
ALI	Adult Learning Inspectorate	LPSA	Local Public Service Agreement
ALIS	Advanced Level Information System	LSCB	Local Safeguarding Children Board
APA	Annual Performance Assessment	MALAP	Multi Agency Looked After Partnership
AS (Level)	Advanced Subsidiary (Level)	NDC	New Deal for Communities
AVC	Advanced Vocational Certificate	NEET	Not in Education, Employment or Training
BEST	Behaviour and Education Support Team	NHS	National Health Service
BH	Be Healthy	NHSP	National Healthy Schools Programme
BME	Black and Minority Ethnic (Community)	NRF	Neighbourhood Renewal Fund
BVPI	Best Value Performance Indicator	NSF	National Service Framework
CAF	Common Assessment Framework	OFSTED	Office for Standards in Education
CAMHS	Child and Adolescent Mental Health Service	PC	Make a Positive Contribution
CF	Children's Fund	PCT	Primary Care Trust
CRB	Criminal Records Bureau	PE	Physical Education
CYPSP	Children and Young People's Strategic Partnership	PESSCL	Physical Education School Sports and Club Links Strategy
DfES	Department for Education and Skills	PPO	Prolific and Priority Offenders
E & A	Enjoy and Achieve	QCA	Qualifications and Curriculum Authority
EAL	English as an Additional Language	QDP	Quality Data Processing
EDP	Education Development Plan	SEAL	Social and Emotional Aspects of Learning
EMA	Educational Maintenance Allowance	SEN	Special Educational Needs
FE	Further Education	SENDIST	Special Educational Needs and Disability Tribunal
GCSE	General Certificate of Secondary Education (normally at 16)	SS	Stay Safe
HBC	Hartlepool Borough Council	SSHIP	Sure Start Hartlepool Implementation Plan
HEI	Higher Education Institution	STRB	School Teachers Review Body
ICT	Information and Communications Technology	TVLLSC	Tees Valley Local Learning and Skills Council
IMD	Index of Multiple Deprivation	WRL	Work Related Learning
ISA	Information Sharing and Assessment	YOS	Youth Offending Service
KS1	Key Stage 1 (Ages 5-7)		
KS2	Key Stage 2 (Ages 7-11)		
KS3	Key Stage 3 (Ages 11-14)		
KS4	Key Stage 4 (Ages 14-16)		

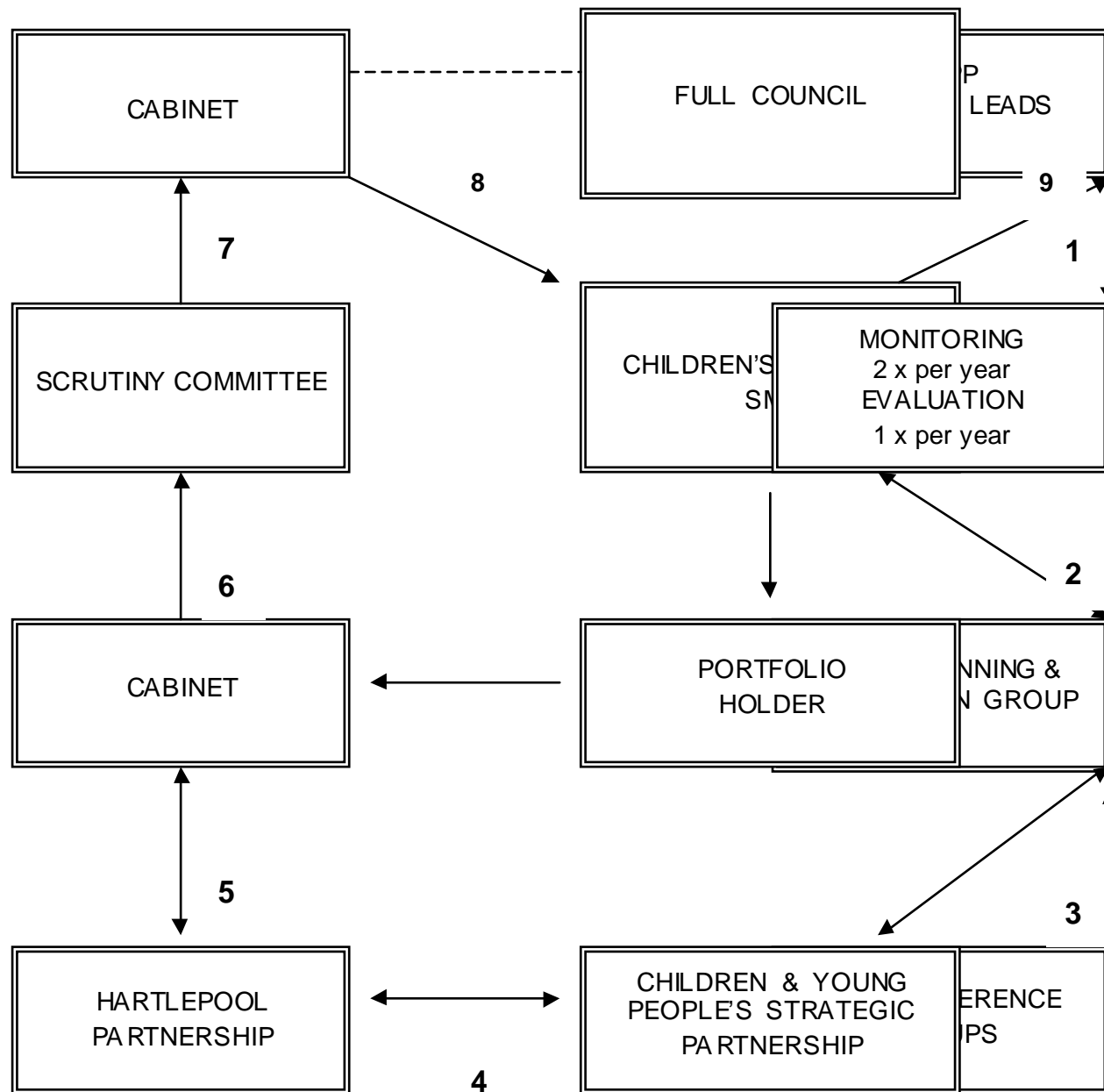
### **Partner organisations that have significantly contributed to the preparation of this Plan include:**

The Children and Young People of Hartlepool  
The UK Youth Parliament Representative  
Parents and Carers  
The staff of the Children's Services Department as well other agencies and organisations  
Hartlepool Police  
Durham Diocesan Board of Education  
North Tees and Hartlepool NHS Trust  
Headteachers  
Learning and Skills Council Tees Valley  
Hartlepool Voluntary Development Agency  
Voluntary and Community Sector Organisations  
West View Project  
UNISON  
Barnardos North East  
Hartlepool Governors Association  
Tees & North East Yorkshire Mental Health NHS Trust  
Diocese of Hexham and Newcastle  
New Deal for Communities  
Connexions Hartlepool  
Hartlepool Youth Offending Service  
Hartlepool Sure Start Partnership  
Hartlepool Primary Care Trust  
Cleveland College of Art and Design  
Local Safeguarding Children Board

### **National Service Framework for Children, Young People and Maternity Services – Standards**

- Standard 1 – Promoting Health and Well-being, Identifying Needs and Intervening Early.
- Standard 2 – Supporting Parents and Carers.
- Standard 3 – Child, Young Person and Family Centred Services.
- Standard 4 – Growing up into Adulthood.
- Standard 5 – Safeguarding and Promoting the Welfare of Children and Young People.
- Standard 6 – Children and Young People who are ill.
- Standard 7 – Children and Young People who are in hospital.
- Standard 8 – Disabled Children and Young People and those with Complex Health Needs.
- Standard 9 – The Mental Health and Psychological Well-being of Children and Young People
- Standard 10 – Medicines for Children and Young People
- Standard 11 – Maternity Services.

## Appendix 5



# COUNCIL REPORT

13<sup>th</sup> April, 2006



**Report of:** Cabinet

**Subject:** 2005/2006 OUTTURN STRATEGY

## 1. PURPOSE OF REPORT

- 1.1 To enable Members to consider Cabinet's proposal for finalising the 2005/2006 Outturn Strategy.

## 2. BACKGROUND

- 2.1 Details of the initial issue relating to the 2005/2006 Outturn Strategy were approved by Council on 16<sup>th</sup> February, 2006. This report indicated there will be a favourable variance on corporate budgets, mainly owing to interest income on the Council's reserves and cashflows. The Council will also receive a one-off backdated population grant adjustment in the current year in relation to the 2003/2004 financial year.
- 2.2 The report also identified a number of additional unbudgeted costs in 2005/2006. Council agreed to fund these amounts from the one-off resources available in 2005/2006 as follows:

**Available  
Resources/  
(Commitment)  
£'000**

### **Available Resources**

Underspend on Corporate Budget	714
2003/2004 Backdated Population Grant	<u>334</u>
	1,048

### **Commitments**

### **2005/2006 Unavoidable Commitments**

- Contribution towards cost of greater integration (40)  
Between HBC and PCT (e.g. Director of Public Health)
- Bulky Waste Service (20)

- Contributions towards Phase 2 Equal Pay Costs (787)

### **Invest to Save Proposals**

- Young People's Service (30)
- Access to Learning (A2L) (81)
- Broadband Implementation (90)
- 0

- 2.3 At their meeting on 27<sup>th</sup> February, 2006, Cabinet were advised that the overall underspend would be greater than reported at the half year. A final figure could not be determined as a number of issues needed investigating. However, for planning purposes it was anticipated that the year-end underspend may be up to £1.4m. It was suggested that the uncommitted underspend be earmarked for the unfunded Equal Pay Costs, subject to a further report being submitted to Cabinet to address the final outturn.

## **3. LATEST POSITION**

- 3.1 Detailed work to finalise the 2005/2006 budget has now begun, although a number of issues will not be resolved for several weeks and are dependent upon the receipt of information from other organisations. At this stage it is anticipated that the final underspend on corporate budgets is anticipated to be £1.85m, an increase of £0.45m on the previously reported figure which is owing to the following factors: -

**£'000**

- **Finalisation of Revenue Support Grant (RSG) in Respect of Supported Housing Investment Programme (SHIP) Capital Expenditure** 110

Previous reports have outlined the complexities of the funding arrangements for the SHIP Programme which arose from the ODPM's decision to pay the RSG to Stockton Borough Council who were acting as the co-ordinating authority for the SHIP Programme. However, as capital expenditure was incurred by individual authorities the 2005/2006 RSG grant needed to be paid over to each authority. This issue had been subjected to protracted discussions with ODPM. This issue has recently been satisfactorily resolved and the Council's share of the RSG has now been received. From 2006/2007 ODPM have incorporated this payment into each authorities main RSG allocation.

- **Centralised Estimates** 340

Following actions taken in the final quarter of 2005/2006 further savings in centralised estimates have been

achieved by securing lower interest rates on borrowings. The Council have also benefited from investment income earned on the reserves and cashflows.

- 3.2 A number of additional commitments have also been identified and it is suggested that these items be funded from the underspend on corporate budgets as follows: -

- **National Graduate Development Trainee** 28

In 2005/2006 Members agreed to corporately fund the costs of employing a National Graduate Development Trainee. It is suggested that a provision be established to meet the year 2 costs of this position, which will be incurred in 2006/2007. It is also suggested that future placements be funded from existing salary budgets.

- **Sale of Shopping Centre Pension Liability** 70

The Council has previously achieved significant benefits from the sale of the Shopping Centre and its subsequent development, including a significant capital receipt and ongoing rental share. Teesside Pension Authority have recently determined that the costs in relation to the cessation valuation undertaken at the time of the initial sale have not been paid. Investigations are ongoing to determine whether the Council or the Shopping Centre owners are liable from this cost. However, owing to the complexity of the initial sale and subsequent sales of the Shopping Centre it is anticipated that it will be difficult to establish who is liable for this cost. It would therefore be prudent to make a provision for this potential liability when closing the 2005/2006 accounts.

- **Refuse Shuffle Service** 60

As a result of the phased implementation of revised recycling arrangements the Council has incurred additional costs in relation to the bulking up of refuse and related transport costs. In the current year these costs amount to £30,000. It is anticipated that these costs will continue during 2006/2007 until the new recycling arrangements are fully rolled out. It would therefore be prudent to make provision for these costs in the closure strategy.

- **Feasibility Work at the Friarage Manor House** 20

A request has been received from North Hartlepool Partnership for the Council to consider match funding a contribution of £20,000 made by them towards

investigation and feasibility work in relation to the Friarage Manor House.

The Friarage Manor House is one of the key buildings identified for support through the Headland Townscape Heritage Initiative (THI). At a recent meeting with the THI Monitor, advice was given to the effect that the Heritage Lottery considers securing the restoration and re-use of the Friarage Manor House to be the main factor in determining the success or failure of the Headland THI scheme.

Work has been progressing for some time on trying to secure a restoration scheme for the Manor House in association with the development of the adjacent land, but complications surrounding land ownership and securing a viable use for the building have created difficulties in bringing a scheme to fruition. Recently, however, progress has been made in identifying the owners of the Manor House (a charitable trust which had been disbanded but is currently in the process of being reformed) and it is hoped that discussions with them will help to move matters forward.

In terms of securing a viable use, a study was recently completed by the North East Civic Trust with funding from SRB and the Architectural Heritage Fund to ascertain the works required to restore the building and to identify budget costs. In addition, a draft development brief has been prepared and recently approved by Cabinet, providing planning advice and guidance which will assist in the marketing of the building and the surrounding land. The site is allocated in the 2006 Local Plan for mixed-use development and could be suitable for various uses or combinations of uses such as residential, community or small scale office or commercial activities. There is also the potential for the site to accommodate some much needed public parking to relieve parking pressures in this part of the Headland.

There have recently been a number of suggestions and expressions of interest relating to the conversion of the building for various community uses. The North Hartlepool Partnership wishes to explore these potential schemes further and to test their viability. They have therefore agreed to provide up to £20,000 towards the cost of feasibility work, subject to the Council being able to match this sum. It would be advantageous to do this prior to formal marketing of the site.



In view of the need to progress matters as quickly as possible, given the time-limited nature of the THI resources, it would be useful to incorporate some archaeological survey work into the feasibility assessment in order to provide additional information that can be fed into the marketing process. The cost of this would be contained within the above sum.

• **Stock Transfer Diseconomies of Scale**

140

The 2004/2005 budget includes a provision of £0.3m for Stock Transfer Diseconomies of Scale arising from the withdrawal of services by Housing Hartlepool. This amount will increase to £0.5m per annum for the three years 2006/2007 to 2008/2009 pending the achievement of permanent savings of £0.2m.

During 2004/2005 Housing Hartlepool have withdrawn services at a faster rate than anticipated and negotiated lower chargers for some other services. As a result the anticipated diseconomies of scale have increased at a faster rate and to a higher value than anticipated for 2004/2005 and total of £0.56m. This compares to a budget provision of £0.3m, resulting in a shortfall of £0.26m.

On a more positive note the Council received a Housing Subsidy grant payment in 2004/2005 of £0.12m. It was initially unclear if this amount could be retained by the Council, or would need to be repaid as the Council did not have a HRA in 2004/2005. We therefore took a prudent view and earmarked this amount as being repayable. However, following the completion of the audit of the final HRA subsidy claim it is unlikely that this amount will be repayable. Therefore it is suggested that this amount be earmarked to partly fund stock transfer diseconomies of scale.

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**318**

- 3.3 After reflecting the above commitments and the items previously approved by Council (detailed in paragraph 2.2.), the uncommitted corporate underspend is £0.484m. As previously indicated it is suggested that this amount be earmarked for the unfunded phase 2 Equal Pay costs. These payments cover the second payment to employees who signed up to the phase 1 settlement and cover the three years up to 31<sup>st</sup> March, 2007. If Members approve this proposal the remaining unfunded Equal Pay costs, based on current estimates, will be approximately £0.5m. These costs will not become payable until 2007/2008.

**4. SEATON CAREW COASTAL PROTECTION – REPAIR OF STORM DAMAGE**

- 4.1 Following the completion of significant coast protection capital works in the late 1990's it was determined that the revenue budget for emergency works could be reduced. It was recognised at that time that there would be occasions when the annual revenue budget would be insufficient to cover the cost of unexpected storm damage. It was therefore determined that this risk would be unwritten from the Council's General Revenue Reserves.
- 4.2 On 28<sup>th</sup> February, 2006, storm damage was caused to sea defences at Seaton Carew and the concrete steps to the beach were destroyed. Emergency works were completed to the sea defences in order to protect the remaining structure and arrangements are being made to replace the concrete steps. It is estimated that these works will cost £70,000 and Defra will make a contribution of £10,000. The Council will therefore need to fund £60,000 of these costs from General Fund Reserves.

**5. CONCLUSION**

- 5.1 Owing to the timing of the Cabinet and Council meetings this report has been prepared on the basis that Cabinet will wish to refer the items detailed on this report to Council for consideration. If Cabinet determines that they wish to change these proposals a further report will be issued to Council to enable these proposals to be considered.
- 5.2 The report details proposals in relation to the issues to be addressed in finalising the 2005/2006 Outturn Strategy. Cabinet is seeking Council's approval to fund these items to enable the final accounts to be finalised before the statutory deadline of 30<sup>th</sup> June, 2006.
- 5.3 The final outturn will not be known until the detailed work to close the 2005/2006 accounts has been completed. It is not anticipated that there will be any significant changes to the forecast outturn detailed in this report. However, if the position does change it is suggested that any additional resources be earmarked to assist manage the 2007/2008 budget.

**6. PROPOSALS**

- 6.1 Council is requested to consider the proposal for finalising the 2005/2006 Outturn Strategy as detailed in paragraphs 3.2 and 3.3.

**COUNCIL**  
13<sup>th</sup> April 2006



**Report of:** Chief Executive

**Subject:** BUSINESS REPORT

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**1. ACCESS TO INFORMATION**

The purpose of this report is to notify members of amendments to the Constitution required as a result of legislation, and which under Article 15 of the Constitution, I am authorised to approve.

Members may have noted alterations in the description of categories of exempt information appearing on 'Not for Publication' reports. The amendment arises from the Local Government (Access to Information)(Variation) Order that came into force on 1<sup>st</sup> March 2006 and which makes the following amendments to the rules

- to substitute the previous 15 paragraphs in schedule 12A of the Local Government Act 1972, with 7 categories which are more simply phrased. For example where there were previously 5 different paragraphs dealing with the identification of individuals – employees, office holders, occupiers, recipients of services, and adoption etc of a child – these are now all covered by two categories – information relating to an individual, and information which is likely to reveal the identity of an individual.
- to simplify the conditions which regulate the application of the categories. The previous complex system of conditions is substituted by 'qualifications' the effect of which is that information is not exempt if it is required to be registered in public registers such as the Companies Register, or it relates to the approval by the Council of planning permission for Council development, or finally, if the information does not pass the 'public interest' test.
- to widen the rights of members to reports etc. The only reports to which members now do not have a right of access are those containing information relating to the financial and business affairs of any particular person (but not where the information relates to terms of a council contract under negotiation) and information revealing that

the council propose to give a notice, or make an order or direction under an enactment.

Further variations which relate only to the business of the Standards Committees are effected by the Relevant Authorities (Standards Committees) (Amendment) Regulations 2006. The effect of these regulations is to insert additional categories of exempt information namely, (i) information which is confidential, (ii) information which relates to national security and (iii) the deliberations of the committee in determining any issue relating to an allegation of breach of the code of conduct.

The consequent amendments to the Constitution will be effected as soon as reasonably practicable.

## **2. DIRECTOR OF NEIGHBOURHOOD SERVICES**

As Members will be aware this will be the last meeting of Council for Mr Parker, Director of Neighbourhood Services and you will no doubt wish to pay tribute to his service to the Council.

## **3. APPOINTMENTS PANEL**

Council will be aware that Ian Parker, Director of Neighbourhood Services, is to leave the authority on 5 May 2006 to take up post of Director of Environment at Middlesbrough Borough Council.

Council, therefore, is being requested to approve membership for an Appointments Panel for the post of Director of Neighbourhood Services. In line with the Officer Employment Procedure Rules the Panel will consist of eight members, as follows:-

Mayor  
Chairman of the Council  
3 Labour Group nominations  
2 Administrative Group nominations  
1 Liberal Democrat Group nomination

Also, as identified in the Officer Employment Procedure Rules, Council is also requested to reflect the gender balance of the Council when nominating to the Panel. It is suggested, therefore, that Council nominate three female Councillors to the Panel.

Council is requested to approve the establishment of the Appointments Panel and nominate members accordingly.

**COUNCIL**  
13<sup>th</sup> April 2006



**Report of:** Chief Executive

**Subject:** BUSINESS REPORT (2)

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#### **4 The Lindisfarne Gospels**

- 4.1 A request has been received from Sunderland City Council seeking this Council's support to a resolution it passed at a recent meeting in support of the Lindisfarne Gospels being displayed in the city during 2006. The Sunderland City Council resolution is in the following terms:  
-

- 4.2 "This [*Sunderland City*] Council deplores the recent decision by the British Library to refuse the request of Tyne and Wear Museums to return the Lindisfarne Gospels to the North-East temporarily during 2006 in order that they might be displayed in Sunderland.

Furthermore, that this [*Sunderland City*] Council calls upon the British Library to reconsider its decision not to release the Lindisfarne Gospels for further loan until 2014 at the earliest and that this [*Sunderland City*] Council pledges itself to do all in its power to change the British Library's policy, which unreasonably deprives the people of this region of the opportunity to visit their own heritage"

- 4.3 Council's instructions are requested.

#### **5. Strategic Health Authority Recommendations to the Department of Health**

- 5.1 A letter has been received from the County Durham and Tees Valley NHS Strategic Health Authority (SHA) setting out the recommendations it has jointly agreed with the Northumberland, Tyne and Wear SHA for submission to the Department of Health on the future management of health services in the North East. A copy of the letter is attached as Appendix 1.

- 5.2 Council may wish to make comment on the proposals.

**6. Committee on Radioactive Waste Management (CORWM)**

- 6.1 Cabinet at its meeting on 29 March 2006 considered a report from the Assistant Director (Planning and Economic Development) in relation to the work to date of the Committee on Radioactive Waste Management (CORWM). The report drew attention to the anticipated opportunity for the Council to comment in May on the Committee's recommended option(s) for the long term management of solid radioactive waste.
- 6.2 Cabinet decided that in light of the timescales involved, the views of Members should be sought at this meeting of Council. A full copy of the report considered by Cabinet is attached as Appendix 2. It is hoped that representatives of CORWM will be in attendance at Council to answer any queries and provide any clarification that Members may need.
- 6.3 Council's comments/instructions are requested.

# County Durham and Tees Valley

Strategic Health Authority

Teesdale House  
Westpoint Road  
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Stockton on Tees  
TS17 6BL

Tel: 01642 666700

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DF/LB/LTR923

6 April 2006

**To: All NHS Chief Executives in County Durham and Tees Valley  
All Local Authority Chief Executives in County Durham and Tees Valley**

Dear Colleague

I am writing to inform you of the outcome of the board meetings of the two strategic health authorities yesterday which were held in public.

Reports were received on the outcome of the public consultation on the proposals for the future configuration of strategic health authorities, primary care trusts and the ambulance service.

Both boards agreed to recommend to the Department of Health:

- that four primary care trusts are established covering North of Tyne and Northumberland, South of Tyne and Sunderland, County Durham and Darlington, and Teesside.
- that County Durham and Tees Valley Strategic Health Authority and Northumberland, Tyne and Wear Strategic Health Authority are merged to form a new SHA for North East England.

In making the recommendations we will be pointing out to the Department of Health the strength of feeling expressed in many places across the North East, particularly by some of the local authorities, for retaining the existing PCT boundaries. For Darlington, in particular, agencies in the town and many local people oppose the merger of Darlington PCT with County Durham, remembering the history of local government and Darlington's split from County Durham in 1997.



[www.countydurhamandteesvalley.nhs.uk](http://www.countydurhamandteesvalley.nhs.uk)

Tony Waites  
Chairman

David Flory  
Chief Executive

The outcome of a consultation on a proposal to create a new ambulance trust for North East England will also be sent to the Department of Health. The new trust, would incorporate the area currently covered by North East Ambulance Service NHS Trust (Northumberland, Tyne & Wear and County Durham) and Teesside, which currently receives its ambulance services from Tees, East and North Yorkshire Ambulance Service NHS Trust.

I will be in contact with you as soon as I hear anything from the Department of Health.

Yours sincerely

David Flory

**David Flory**  
**Chief Executive**





# CABINET REPORT

29<sup>th</sup> March 2006



**Report of:** The Assistant Director (Planning & Economic Development)

**Subject:** COMMITTEE ON RADIOACTIVE WASTE MANAGEMENT (CORWM)

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## SUMMARY

### 1. PURPOSE OF REPORT

This report outlines the work to date of the Committee on Radioactive Waste Management (CORWM) and draws attention to the anticipated opportunity for the Council to comment in May on the Committee's recommended option(s) for the long term management of solid radioactive waste.

### 2. SUMMARY OF CONTENTS

The report summarises the work to date by CORWM, in producing an inventory of the relevant categories of materials and a shortlist of potential options for their management, comprising:

- Long term interim storage (above or below ground, at a central location or at the current locations of the wastes)
- Near-surface disposal of short-lived wastes (under consideration for reactor decommissioning wastes)
- Deep geological disposal (using an engineered repository, deep underground)
- Phased deep geological disposals (as above, but with the repository designed to function as a store with access and monitoring for an interim period until it is finally closed at some future date)

The report indicates that following an assessment of these options CORWM will be producing outline recommendations on the preferred option, or combination of options, in late April and will be seeking responses during May, prior to finalising recommendations to Government by July.

**3. RELEVANCE TO CABINET**

The subject has relevance to the Cabinet given the range of environmental, economic and social implications of this matter, having regard to the presence of the Nuclear Power Station in the borough.

**4. TYPE OF DECISION**

Non-key.

**5. DECISION MAKING ROUTE**

Cabinet, 29th March, 2006.

**6. DECISION(S) REQUIRED**

That the Cabinet notes the position, indicates its view on representation at the intended national seminar on the subject and considers means of raising awareness and understanding of the issues in readiness for the May consultation exercise.

**Report of:** The Assistant Director (Planning & Economic Development)

**Subject:** COMMITTEE ON RADIOACTIVE WASTE MANAGEMENT (CORWM)

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## **1. PURPOSE OF REPORT**

- 1.1** This report outlines the work to date of the Committee on Radioactive Waste Management (CORWM) and draws attention to the anticipated opportunity for the Council to comment in May on the Committee's recommended option(s) for the long term management of solid radioactive waste.

## **2. BACKGROUND**

- 2.1** CORWM was appointed jointly by Ministers of the UK Government and the administrations of Northern Ireland, Scotland and Wales, to oversee a review of options for managing solid radioactive waste in the UK and recommend the option(s) that can provide a long-term solution, providing protection for people and the environment.

- 2.2** The Committee has taken a phased approach to its work:
- i) producing an inventory of wastes requiring management
  - ii) identifying a long-list and then a short-list of options for managing the wastes in the long term
  - iii) producing detailed criteria for assessing options
- In the coming months CORWM will
- iv) assess the short-listed options against the criteria
  - v) produce recommendations on how to manage the wastes and advice on how these could be implemented.

- 2.3** It is important to stress that CORWM is considering different types of long term storage or disposal but is not assessing specific locations.

## **3. OUTCOMES OF CORWM's WORK**

- 3.1** CORWM produced initially an inventory of the categories of waste in the UK which currently have no long-term management route:
- high level waste
  - intermediate level waste
  - low level waste
  - plutonium
  - uranium
  - spent nuclear fuel.

## APPENDIX 2

- 3.2** CORWM then produced a long-list of potential options for managing these wastes, extending to some 15 options, some of which had sub-options. These ranged from long-term interim storage in purpose-built facilities to deep geological disposal and much more radical options such as disposal in ice sheets or in space.
- 3.3** Short-listing from these options led to the identification of the following for detailed assessment:
- long term (i.e. for 300 years or more) interim storage – packaging wastes and storing them in purpose-built facilities as a key stage of a longer-term management strategy. Such facilities could be above or below ground and could be at a central location or at the current locations of wastes.
  - near-surface disposal of short-lived wastes (under consideration for reactor decommissioning wastes) – burial below ground in a facility with engineered barriers, at or near reactor sites.
  - deep geological disposal – placing packaged wastes in an engineered repository, deep underground
  - phased deep geological disposal – this differs from the previous option in that the repository is designed to function as a store with access and monitoring for an interim period until it is finally closed at some future date.
- 3.4** CORWM has produced a set of criteria to assess these short-listed options, including public safety, worker safety, security, environmental impacts, the burden on future generations, “implementability” and costs. CORWM has also been considering the weighting to be applied to these criteria.

## 4. NEXT STEPS

- 4.1** CORWM will be producing outline recommendations on the preferred option, or combination of options, in late April and will be seeking responses from specialists, stakeholders and the public during May, prior to finalising their report for submission to Government in July.
- 4.2** Whilst, as indicated, the outline recommendations will not refer to specific sites, the Council may well wish to express a formal view on them. CORWM's work has inevitably covered a wide range of technical matters, reflected in the production of over 1400 documents and reports, available on the CORWM web site ([www.corwm.org.uk](http://www.corwm.org.uk)). It is expected that the outline recommendations will be presented clearly and openly by CORWM and that there will be an opportunity for the Council to be represented at a national seminar on the recommendations during May. Consideration, however, will need to be given to ways in which awareness and understanding of the relevant issues can be enhanced in readiness for the May consultation exercise.

**5. RECOMMENDATIONS**

- 5.1** That the Cabinet notes the position, indicates its view on representation at the intended national seminar and considers means of raising awareness and understanding of the issues in readiness for the May consultation exercise.

## **Appendix 1**

### **CORWM'S INVENTORY OF RADIOACTIVE WASTES AND MATERIALS**

#### **Introduction**

For the purposes of options assessment, CoRWM has identified 7 categories of material:

- Spent Nuclear Fuel – SNF
- High Level Waste – HLW
- Plutonium – Pu
- Highly Enriched Uranium – HEU
- Reactor Decommissioning Wastes – RDW
- Depleted, Natural and Low Enriched Uranium – DNLEU
- Intermediate Level Waste and non-Drigg Low Level Waste – ILW & non-Drigg LLW

This note summarises key information about each category.

#### **Spent Nuclear Fuel (SNF)**

This is nuclear fuel that has been irradiated in a nuclear reactor. It is intensely radioactive and generates heat. It is usually comprised of uranium oxide, and contains the fission products from irradiation.

The CoRWM inventory is estimated to include 3500 tonnes of AGR spent fuel and 1200 tonnes of Sizewell B PWR spent fuel (equivalent to 8150 cubic metres when packaged). This spent fuel is not currently committed to be reprocessed. The main locations are Sellafield in Cumbria and Sizewell in Suffolk.

#### **High Level Waste (HLW)**

This is a waste product from reprocessing spent nuclear fuel. It arises in the form of highly radioactive nitric acid solutions, which are being converted into glass within stainless steel containers, using a process called vitrification. This waste also generates heat.

The CoRWM inventory is estimated to include 1290 cubic metres of packaged HLW, located at Sellafield.

### **Plutonium (Pu)**

This is a radioactive element created as a by-product in nuclear reactors. It is separated from spent nuclear fuel by reprocessing. Separated plutonium can be used as a nuclear fuel and in nuclear weapons. It is stored as an oxide powder.

The CoRWM inventory includes 102 tonnes of separated plutonium, estimated to have a volume of 3270 cubic metres if conditioned and packaged as a waste. This plutonium is located at Sellafield.

### **Highly Enriched Uranium (HEU)**

Uranium is a radioactive element that occurs in nature. It can be processed to produce a highly enriched form, with a Uranium 235 content greater than 20%. The principal uses of HEU are for submarine reactor fuel and nuclear weapons.

The CoRWM inventory is estimated to include 23.5 tonnes of HEU (mainly from military sources), with an estimated packaged volume of 750 cubic metres.

### **Reactor Decommissioning Wastes (RDW)**

Large volumes of radioactive wastes (ILW, LLW and less active wastes) will be created from the decommissioning of nuclear power stations over the coming decades.

The RDW part of the CoRWM inventory is estimated to include 85,000 cubic metres of conditioned ILW and nearly 31,000 cubic metres of non-Drigg LLW. These wastes are a sub-set of those considered under 'ILW & non-Drigg LLW' (see below).

### **Depleted, Natural and Low Enriched Uranium (DNLEU)**

Natural uranium is used for Magnox reactor fuel. Low enriched uranium is used for AGR and PWR fuel, typically at Uranium 235 content of between 3-5%. Depleted uranium is a by-product of uranium enrichment, and is recovered from reprocessing spent nuclear fuel. Uranium enrichment is undertaken at Capenhurst in Cheshire.

The CoRWM inventory is estimated to include 153,000 tonnes of DNLEU, with an estimated packaged volume of 74,200 cubic metres. The main locations are Sellafield and Capenhurst.

### **Intermediate Level Waste and non-Drigg Low Level Waste (ILW & non-Drigg LLW)**

The major components of ILW are metal items such as nuclear fuel casing and nuclear reactor components, moderator graphite from reactor cores, and sludges from the treatment of radioactive effluents.

LLW unsuitable for disposal at the repository near Drigg in Cumbria is mainly graphite materials from reactor cores, which contains concentrations of carbon 14 radioactivity above those acceptable at that repository.

The CoRWM inventory is estimated to include 353,000 cubic metres of packaged ILW and 37,200 cubic metres of packaged non-Drigg LLW. These figures include the RDW referred to above. The Sellafield site accounts for about 43% of the estimated ILW packaged volume. The Magnox sites account for 28%, AGR sites for 16% and Dounreay for 4%. The rest is located at various sites, including Harwell and Aldermaston.

### **Overview of Volumes**

<b>Waste/Material</b>	<b>Packaged volume (cubic metres)</b>
SNF	8150
HLW	1290
Pu	3270
HEU	750
RDW	116,000 (conditioned volume)
DNLEU	74,200
ILW and non-Drigg LLW	390,200

### **References**

CoRWM's Radioactive Waste and Materials Inventory, July 2005, Doc 1279  
 Why CoRWM is Assessing Non-Geological Disposal for Reactor Decommissioning Wastes, Oct 05, Doc 1381



## **Appendix 2**

### **CORWM'S SHORT-LIST OF OPTIONS FOR MANAGING RADIOACTIVE WASTES IN THE LONG-TERM**

#### **A Introduction**

This paper sets out:

- CoRWM's short-list of 14 options
- An overview of the options
- A description of each of the 14 options
- A note on monitorability and retrievability

#### **B CoRWM's Short-List of Options**

This is as follows:

##### **Long-term interim storage**

- 1 Above ground, at or close to existing nuclear sites (protected to current standards)
- 2 Above ground, at a central location (protected to current standards)
- 3 Above ground, at or close to existing nuclear sites (enhanced protection)
- 4 Above ground, at a central location (enhanced protection)
- 5 Underground, at or near existing nuclear sites
- 6 Underground, at a central location

##### **Geological disposal**

- 7 Geological disposal
- 8 Deep borehole disposal
- 9 Phased geological disposal

##### **Non-geological disposal**

- 10 Near-surface vaults, at or close to existing nuclear sites
- 11 Near surface vaults, at a central location
- 12 Mounded over reactors

13 Shallow vaults, at a central location

14 Shallow vaults, at or close to existing nuclear sites

## **C An Overview of the Options**

### **Long-term interim storage options**

In options 1-6, waste would be conditioned, packaged and placed in purpose-built stores until another option can be implemented. This approach may involve waiting until we have more information about other options, or deciding on a disposal option now but waiting until we are confident that it will work before implementing it. The stores could probably be designed to last for hundreds of years, but they would not be permanent. For the purposes of CoRWM's assessment it is assumed that stores are designed with a 300-year lifetime.

All storage options need institutional control to ensure the safety and security of the wastes. The amount of work involved would depend on the design and location of the stores. All stored materials would be fully retrievable and monitorable

In principle, all the materials in the CoRWM 'inventory' could be managed this way.

Most countries currently store radioactive wastes until it can be placed in a disposal facility. The Netherlands has selected disposal as its long-term management option, but has decided to postpone going ahead with this for at least 100 years and has built a long-term interim store. France has also selected disposal, but is carrying out research into the long-term storage of High Level Waste and spent nuclear fuel in case it is not possible to be confident in the safety of disposal.

### **Geological disposal options**

In options 7-9, waste would be conditioned, packaged and placed in purpose-built structures deep underground. Once the underground structures have been backfilled and sealed, the intention is that the wastes would not be removed, nor rely on institutional control for safety and security. This is why these are known as 'disposal' options.

In principle, all the materials in the CoRWM 'inventory' could be disposed of using options 7 and 9. As explained below, option 8 could only be used for relatively low volume wastes.

Geological disposal is the approach favoured by many countries for higher activity wastes, although a repository for these wastes is yet to be built and operated. A deep disposal facility for long-lived ILW from military activities is in operation in the United States, and other countries have identified candidate sites. Some countries are operating underground research laboratories to study the behaviour of rocks and waste packages.

## **Non-geological disposal**

In options 10-14, waste would be buried at or near the surface in purpose-designed structures. The important difference from geological disposal is that this option places no, or very little, reliance on geology to provide a barrier to the eventual dispersal of radioactivity. The safety of the option relies on institutional control for around 300 years to ensure that waste is not disturbed before most of it has decayed.

CoRWM is only considering these options for Reactor Decommissioning Wastes, which are mainly short-lived.

There are several examples of non-geological disposal for LLW and some ILW from around the world.

(<sup>1</sup> 'institutional control' is the term used for the organisational and management responsibilities that are required for an option. This could include, for example, carrying out monitoring, maintaining security, keeping records and so on.)

## **D The Main Features of Each Option**

### **Option 1: Interim storage above ground at or close to existing nuclear sites (current standards of protection)**

In this option stores would be built at or near existing nuclear sites, thereby minimising the transport of radioactive wastes in the short term. But, since interim storage may be followed by some other option involving a regional or central facility, transport impacts are probably delayed not avoided altogether.

The stores would be designed to modern standards, but would not have the engineered capability specifically to resist a major terrorist attack, for example, using a piloted heavy aircraft. The designs of the storage buildings would take into account the different safety and security risks of the materials in the CoRWM inventory. For example, the level of protection would be higher for the more hazardous materials.

Current stores are usually designed to last for 50-100 years. However, stores could be designed to last for longer, possibly for several hundreds of years. What is uncertain, however, is the length of time before the wastes would need re-packaging. The stores would also need maintenance and refurbishment.

The first of the stores could probably be constructed within 5-10 years. It is likely that the suite of localised stores would be constructed over a period of a few decades, as different sites will be decommissioned and cleaned-up over different time periods. The uncertain step is how long it would take to get approval from planning and regulatory authorities. The decision to convert an existing operational site into a long-term storage site may not be welcomed by all local stakeholders.

Not all nuclear sites have all types of wastes, so each site's requirements for stores will vary. For example, most sites will not have High Level Waste or Plutonium which require more heavily engineered stores than Low or Intermediate Level Waste.

The geographical and geological conditions at each nuclear site would have to be assessed for suitability. Some current sites may not be suitable for long-term storage if they are vulnerable, for example, to coastal erosion. In such cases, a site further inland would have to be chosen.

### **Option 2: Interim Storage above ground at a central location (current standards of protection)**

The key difference to Option 1, is that one location would be chosen to build the above ground storage buildings. The location could be at one of the nuclear sites that already exist, or at a new site. The option therefore involves the transport of wastes from all the existing sites to the central location.

The time-limiting step in the development of this option is likely to be the choice and approval of the site, plus the development of appropriate transport links. However, this would be simpler than for geological disposal because only conventional site investigations would be necessary as opposed to sub-surface investigations. In addition, only an operational safety case would be needed rather than a long-term post-closure safety assessment.

### **Option 3: Interim storage above ground at or close to existing nuclear sites (enhanced protection)**

This option is very similar to Option 1, but with stores having an additional engineered capability to resist a major terrorist attack, such as the 9/11 attack with commercial jet aircraft. For example, wall and roof thicknesses could be increased considerably (to around 3-5 metres of concrete reinforcement).

### **Option 4: Interim storage above ground at central locations (enhanced protection)**

This option is very similar to Option 2, but with the storage facilities having the additional engineered capability to resist a major terrorist attack.

### **Option 5: Interim Storage underground at or near current nuclear sites**

The key difference to Option 1 is that the stores would be built underground, not on the surface.

Underground stores would be engineered, for example, using concrete vaults. The vaults could be at depths of a few metres to tens of metres. The purpose of a below ground design is to provide further protection against attack using missiles or aircraft, or from

some natural hazards. The protection would be provided by a layer of rock, soil or spoil above the stores.

No such stores are currently in existence in the UK. Some designs for underground stores have been developed overseas but not for the large volumes of material in the CoRWM inventory. A design for a 'thousand year' store has been discussed recently in the UK. This is intended to do without the life limiting features of a conventional store, such as the steel in re-inforced concrete that corrodes over the long-term.

As existing sites were not selected with a view to their suitability for long-term underground storage, it would be necessary to undertake detailed characterisation of each site to establish the existence of suitable conditions and susceptibility to environmental change over the next few hundred years.

Implementation of this option would take longer than surface stores because of the greater effort needed to characterise sites and the need to build underground.

### **Option 6: Interim storage underground at a central location**

The key difference to Option 5, is that one location would be chosen to build the below ground storage facilities. The location could be at one of the nuclear sites that already exist, or at a new site.

### **Option 7: Deep geological disposal at a central location**

In this option the wastes would be buried between 300 to 2000 metres underground in chambers protected by the surrounding rock. Once the wastes are in place, the chambers would be sealed off and the tunnels leading to them would be filled in.

This option uses what is called a 'multi-barrier containment system'. This means the packaging of the wastes (for some wastes), the materials used to fill in the chambers, and the surrounding rocks would all help prevent radioactivity leaking out. Even so, very small amounts of radioactivity could probably reach the surface over very long timescales. Estimates of how much radioactivity, and over what timescales, are uncertain because this depends on many factors, such as the geological conditions. Regulators would have to have sufficient confidence in the estimates to give approval for the disposal of wastes in such a facility.

Considerable work has gone into the design and safety assessment of this option. Many national and international authorities have accepted the concept, but it needs to be demonstrated on a case-by-case basis, taking into account types of radioactive waste, design variations and local site characteristics.

The option needs particular types of geology that only exist in certain places (for example, clay, salt or crystalline rock). It is thought that around one third of land in the UK might provide suitable geology.

The time taken to implement a geological disposal option depends on a number of factors. Perhaps the most important is the time it would take to identify a suitable location and gain approval. International experience suggests this could take up to 20 years. Construction of the repository and emplacement of wastes could take another 20 years or more. The repository would be back-filled and closed shortly after all wastes are emplaced. There is no intention to retrieve the wastes, which could only be recovered using mining operations.

The safety and performance of the option does not depend on active monitoring and protection of the surface of the site after it is closed. Nonetheless, monitoring and institutional control could be maintained for as long as future generations desire. Some countries plan to 'co-dispose' of long-lived ILW, HLW and spent fuel in the same facility. The different types of waste would be placed in separate parts of the facility, which would be purpose-designed for that type of waste. A deep geological disposal facility of this type has not yet been constructed and operated.

### **Option 8: Deep boreholes at a central location**

In this option, wastes would be placed in boreholes drilled from the surface to depths of around 5 kilometres and with diameters of up to a metre. The waste packages would be stacked one on top of another, separated by a layer of material such as cement. The top 2-3 kilometres of the boreholes would then be sealed with similar material.

The option is only thought viable for relatively small volumes of waste because of the high cost of drilling to the required depths, and the limited capacity of the boreholes. In the UK it might be suitable for the disposal of Vitrified High Level Waste, spent fuel, Plutonium and highly enriched uranium. It has been estimated that around 25 boreholes would be needed for the currently expected amounts of these materials in the UK.

The boreholes would be much deeper than the repositories in options 7 and 9. This would increase the isolation of the waste, for example, from any groundwater that might eventually reach the surface. In addition, rock at such depths is not very permeable, and what little water there is has a high salinity, which decreases the likelihood of it rising to higher levels and reaching the surface. The boreholes would be sufficiently widely spaced (eg 1 borehole every 200 square metres) to ensure they did not compromise the integrity of the rock mass. The recovery of waste packages from a deep borehole would be technically very challenging.

Although the oil and gas industry is currently able to sink boreholes down to relatively deep levels, it would be technically challenging to go down as far as 5 kilometres. It has been estimated that 30-40 years of research would be needed to develop the technology, borehole designs and safety assessments. Additional time would then be required to implement the option, including site selection and drilling the boreholes. Construction of

a borehole array and the emplacement of the waste could be expected to take several decades.

The concept of deep borehole disposal has been examined in a number of countries but never implemented. The most detailed studies have been carried out in Sweden.

### **Option 9: Phased geological disposal at a central location**

Like option 7, this option involves placing the wastes in engineered facilities deep underground. The key difference is that the chambers and tunnels leading to them would not be filled in straight away. Future generations would decide when to do this. At that point the option becomes geological disposal.

During the phase of underground storage, wastes can be monitored, accessed and retrieved if the need or desire arises. This phase allows time for advances in safety assessment and technology to be assessed, before the final decision to fill in and close the facility. This provides some flexibility for future generations.

A disadvantage is that future generations would have to maintain the facility until a decision is taken to close it, or do something else with the wastes. If it were thought necessary or desirable to retrieve some or all of the wastes, other facilities would have to be provided for managing them. If the repository were kept open beyond a 100 years, a programme of vault refurbishment would probably be required.

Much of the research into option 7 is also applicable to this option, although more work is needed to examine the suitability of particular rock types. The need for long term monitoring and retrievability in this option may affect the choice of rock type for repository development. This could mean that less of the UK provides suitable geology for this option, compared with option 7.

There is also a need for further assessment of the impact on worker safety in the short term, and on repository performance in the long term.

In the UK, Nirex has developed a Phased Disposal Concept for ILW, where access to the chambers could be maintained for several hundred years. Nirex has also developed a Phased Disposal Concept for HLW and spent fuel, based on the KBS-3 approach developed in Sweden.

Most designs for phased geological disposal for HLW and spent fuel involve emplacing the wastes in long horizontal tunnels, followed by backfilling and sealing the tunnels with buffer material such as bentonite. In principle, these wastes could still be retrieved before the repository access tunnels are sealed off, but this would require the buffer to be dug out. In contrast, it is usually envisaged that ILW packages would be stacked in disposal vaults without a buffer filling whilst the repository remains open.

### **Option 10: Near-surface vaults at or close to existing nuclear sites**

This option would comprise engineered vaults designed to modern standards, such as the proposed new vault at the operational LLW facility near Drigg in Cumbria.

The vaults could be built either on the ground surface or set into the ground, depending in part on the local geology and soil conditions. Each vault may contain several disposal bays constructed with re-inforced concrete walls and floor. Greater protection could be engineered for higher activity Reactor Decommissioning Wastes.

Once a disposal bay is full with stacked containers, the void spaces between containers and between containers and walls, would be backfilled with concrete. A multi-layered cap would then be constructed over the top, consisting of concrete, crushed rock and soil up to 10 metres thick.

After closure, each facility would be subject to institutional control for around 300 years. Before withdrawing institutional control, it would be necessary to have confidence that human activities such as construction would not be hazardous. Over the long-term, the option could be affected by environmental change, which could degrade the cap and vault structures.

The geographical and geological conditions at each nuclear site would have to be assessed for suitability. Some current sites may not be suitable for near-surface disposal if they are vulnerable, for example, to coastal erosion. In such cases, a site further inland would have to be chosen.

There is direct experience in the UK and overseas of this option. Each facility would however have to be optimised for the particular wastes arising on a site and for the local site conditions. If the reactor decommissioning wastes contain some long-lived radionuclides it would be necessary to either remove them or demonstrate that the concentration is too low to be hazardous in the long-term.

The NDA is considering local disposal for LLW and VLLW. If this option were implemented for reactor decommissioning ILW, it is envisaged that it would be co-disposed with the LLW and VLLW.

### **Option 11: Near-surface vaults, centralised**

This option is similar to Option 10, except that only a single large centralised facility is envisaged. This may or may not be located at one of the sites where wastes arise or are currently stored. The option involves the transport of relatively large volume reactor decommissioning wastes to the central location.

### **Option 12: Mounded over reactors**

This option seeks to avoid the construction of new disposal facilities by using the reactor pressure vessel or biological shield as the repository. It would also minimise the handling, conditioning, and packaging of reactor decommissioning wastes.



Each reactor would first be de-fuelled and all the high-active internal reactor components (such as the control rods) would be removed. Non-radioactive external plant would also be removed. The pressure vessel or biological shield would then be filled with cement. The structure would then be capped using sand and earth.

A site-specific approach would have to be developed because of the non-standard reactor designs used in the UK.

Given the potential time periods over which the mound would be required to remain stable and intact, this option may not be suitable for sites that are threatened by flooding, sea-level rise or coastal erosion.

The option has not been implemented in the UK or other countries.

### **Option 13: Shallow-vault centralised**

This option would consist of a series of caverns excavated in suitable rock at a depth less than 100 metres from the ground surface. The option differs from Options 10 and 11 in that it is constructed entirely below ground, and from Option 7 in that it is constructed at much shallower depth.

There are a number of shallow vault repositories operating in other countries for LLW and some ILW eg the Forsmark repository in Sweden, which is under the sea but accessed from land.

The size, layout and design of the repository would be dependent on the volume and nature of the waste to be disposed. Typically a shallow vault repository might consist of a number of horizontal galleries for less active wastes, and one or more reinforced concrete silos built into vertical shafts for more active wastes.

Disposing of the waste in this option, rather than near the surface, provides additional protection from surface changes, such as coastal erosion. The host rock does not however provide a major barrier to groundwater flow because it is subject to much less compressive forces than the rock at the depths of geological disposal facilities.

### **Option 14: Shallow-vault at or close to existing nuclear sites**

This option is similar to Option 13, except that several smaller facilities are envisaged at or near current sites. An example is the Olkiluoto repository in Finland.

### **A Note on Monitorability and Retrievability**

It is often possible to monitor both inside a facility and in the environment surrounding it.

For example, if a geological disposal facility has not been backfilled or sealed then the air inside the facility can be monitored, and waste packages can be visually inspected. If a vault has been back-filled it is still possible to monitor the waste using probes, but it cannot be visually inspected. If a repository has been sealed then monitoring the outside environment is possible, but it cannot be guaranteed that future generations will continue to monitor it.

CoRWM has adopted the following definitions associated with the 'retrievability' of radioactive waste:

- Reversibility – is designed into the option so that the waste can be recovered simply by reversing the way it was put in. For example waste might be put in an underground store from which it can simply be taken out again.
- Retrievability – is designed into the option so that the waste can be retrieved, but this involves more than just taking the waste back out. For example it might involve the removal of some backfill from around the waste packages.
- Recoverability – any waste can eventually be recovered, but this means that it was not designed into the option, and it is therefore much harder to achieve. For example if a geological repository has been backfilled and sealed, the only way to recover the waste might be to mine it out.