

ADULT AND PUBLIC HEALTH SERVICES PORTFOLIO DECISION SCHEDULE



Monday 13th March, 2006

at 9.00 am

in Committee Room “A”

Councillor R Waller, Cabinet Member responsible for Adult and Public Health Services will consider the following items.

1. KEY DECISIONS

- 1.1 Individualised Budgets – *Director of Adult and Community Services*

2. OTHER ITEMS REQUIRING DECISION

- 2.1 Home Care Charges 2006/07 – *Director of Adult and Community Services*
2.2 Revision of 2006/2007 Fees and Charges – *Head of Public Protection and Housing*
2.3 Neighbourhood Services Departmental Plan (Adult Services and Public Health) Update December 2005 – *Director of Neighbourhood Services*

3. ITEMS FOR INFORMATION

No items

4. REPORTS FROM OVERVIEW OF SCRUTINY FORUMS

No items

EXEMPT ITEMS

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 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) Act 1985

5. KEY DECISION

No items

6. OTHER ITEMS REQUIRING DECISION

No items

ADULT AND PUBLIC HEALTH SERVICES PORTFOLIO

Report To Portfolio Holder

13th March 2006



Report of: Director of Adult and Community Services

Subject: INDIVIDUALISED BUDGETS

SUMMARY

1.0 PURPOSE OF REPORT

To update and inform on the future potential to develop individualised budgets across Adult Services.

2.0 SUMMARY OF CONTENTS

This report outlines a new policy direction, that has emerged from the White Paper 'Our Health Our Care Our Say', which was published in January 2006.

As part of the report some background information is presented on "In Control" a project that initiated the development of individualised budgets for people with learning disabilities and their families.

Individualised budgets need cross-agency funding streams to work together and to support new structures and systems to develop so that individualised budgets and associated self-assessment can be implemented effectively for people who use social care services.

3.0 RELEVANCE TO PORTFOLIO MEMBER

This policy direction will fundamentally affect future service delivery, and the key support services of finance and commissioning across Adult Health and Social Care.

4.0 TYPE OF DECISION

Key Decision – Test (ii)

5.0 DECISION MAKING ROUTE

Adult and Public Health Portfolio

6.0 DECISION(S) REQUIRED

Approval to start to develop individualised budgets and self-assessment that emerges from it across Adult Services, where opportunities arise.

Report of: Director of Adult and Community Services

Subject: INDIVIDUALISED BUDGETS

1. PURPOSE OF REPORT

- 1.1 To update and inform on the potential to develop individualised budgets across Adult Services. This follows the recent release of the governments White Paper about health and social care, “Our Health, Our Care, Our Say - A new direction for Community Services January 2006”.
- 1.2 To ask that consideration and support is given to the piloting of individualised budgets and associated self-assessment systems across Adult Services. This would be done within a regional support network (as recommended by the government White Paper) where any findings and issues can be shared. Hartlepool would be contributing to supporting and leading best practice approaches to self-directed care.

2. BACKGROUND

- 2.1 The White Paper is aiming to achieve four main goals, with a main aspect of their life goal of giving people more choice and control in all aspects of their life. Previously Direct Payments – “cash in lieu of direct provision” gave service-users and carers greater choice and control over their own services. Locally we still need to improve greatly the take up of Direct Payments. In addition to an extension of Direct Payments availability to currently excluded groups; the government wants individualised budgets to be piloted and implementation accelerated across the country.
- 2.2 Nationally the “In Control” programme has piloted self-directed support via the use of individual budgets, by funding from six local authorities and MENCAP. The “In Control” project has run in partnership with Helen Sanderson Associates, North West Training and Development Team, and Paradigm and supported by Valuing People Support Team. Through this project much learning has been gained on the development of individualised budgets and the findings have influenced the governments policy direction; namely the promotion of users and families getting the support in a way that suits them, changing this when they need to and the funding for their support being kept individual to them via a self-assessment where appropriate.

- 2.3 The main aim of “In Control” was to give people who use services and their families control over what support they purchase, where from and when and to give them a collective pot of funding from various eligible streams so that a flexible approach to individual’s care and support is found and Best Value is achieved.
- 2.4 There is a natural link and a common message between person-centred planning (i.e. people at the centre of their care, leading the choice and control over their own lives), Direct Payment and individualised budgets. The overall outcome of all of these initiatives will be to promote independence not to create dependency on services and to enable people to be full citizens in their own communities and not isolated from natural networks by segregated services.

3. FINANCIAL IMPLICATIONS

- 3.1 The implications are linked to the need to amend and re-engineer current structures and systems and not the need for additional resources. There will be a need for finance and budgets to be used flexibly and in an innovative way. There will also be a need for finance, commissioning and operational managers to develop a resource allocation model locally to ensure an equitable approach is developed to identify each person’s individualised budget.
- 3.2 To pilot individualised budgets nationally there will be a need to work across agency funding streams (i.e. ILF Independent Living Fund; Access into Work, Supporting People, Health Funding, Housing Benefit); to fund a single pot. To do this there will need to be some early development work on establishing the necessary processes and mechanisms.
- 3.3 Through local experimentation and development we will need evidence that individualised budgets can be cost-effective against block contracts and in-house provision and can improve quality at the same time.

4. RECOMMENDATIONS

- 4.1 That this report be considered and support be given to start to develop the necessary processes and mechanisms needed for the implementation of individualised budgets in Hartlepool.

ADULT SERVICES PORTFOLIO

Report To Portfolio Holder

13 March 2006



Report of: Director of Adult and Community Services

Subject: HOME CARE CHARGES 2006/07

SUMMARY

1.0 PURPOSE OF REPORT

To recommend the Fairer Charging rate for Home Care, Supporting People and other domiciliary services for 2006/7.

2.0 SUMMARY OF CONTENTS

Home care and other domiciliary services are subject to discretionary charges under the Fairer Charging Guidance from Department of Health. Hartlepool's established charging policy is based on a rate per hour, based on the cost of provision, and with each user being assessed on the maximum they can afford to pay.

When the new policy was brought in for 2003 some users were better off, but others would have paid substantially more per week. Members therefore agreed to a 30% discount to the hourly rate, to be phased out over time. The discount rate currently stands at 20%.

A further reduction in the discount (from 20% to 10%) is proposed. This will be on top of increases relating to the rising costs of service provision.

The report sets out the implications of these proposals.

3.0 RELEVANCE TO PORTFOLIO MEMBER

The charging policy and income budget fall within this Portfolio.

4.0 TYPE OF DECISION

Non-Key.

5.0 DECISION MAKING ROUTE

Portfolio only.

6.0 DECISION(S) REQUIRED

To set the Fairer Charging rate for Home Care, Supporting People and other domiciliary services for 2006/7.

Report of: Director of Adult and Community Services

Subject: HOME CARE CHARGES 2006/7

1. PURPOSE OF REPORT

- 1.1 To recommend the Fairer Charging rate for Home Care, Supporting People and other domiciliary services for 2006/7.

2. FINANCIAL IMPLICATIONS

- 2.1 The increase in charges through a reduced discount will lead to increased income over and above inflation of approximately £70,000. This will form part of the savings required to balance the Council's budget.
- 2.2 If the charges were not increased then alternative savings would need to be found to stay within the departmental budget allocation. This would probably entail deletion of posts.

3. BACKGROUND TO THE CHARGES

- 3.1 The current 'Fairer Charging' Policy was set in September 2002 after considerable scrutiny and consultation, and reviewed and re-affirmed in February 2004. The Policy was that there would be an hourly charge to reflect the scale of the package, but only up to a weekly amount that each user is assessed as being able to pay. This amount takes into account income, living costs, and disability related expenditure. Each person is assessed by specialist staff, and at the same visit advice is given on state benefits. A third of the 640 service users (the least well off) are assessed as being able to pay nothing. They will not be affected by any increase in the hourly rate.
- 3.2 The hourly rate was set at 75% of the typical price paid for contracted home care. However it was recognised that some people (usually those with larger incomes and sizeable packages) would be worse off under this new policy, so there was some protection built in by a further 30% discount on that rate, to be phased out over time.

4. **OPTIONS FOR 2006/7**

- 4.1 In April 2005 the hourly rate was updated to 75% of £9.28, less a 20% discount, making the current rate for charges £5.60 per hour. An inflationary uplift would bring the contracted rate to around £9.62 per hour from April. Leaving the discount at 20% for next year would lead to a charging rate of £5.80 per hour (ie a 3.6% increase).
- 4.2 Following the previous practice of reducing the discount (say to 10%) would increase the hourly rate to £6.50. This would be a 16% increase over the current rate, though the extra paid by any individual would depend on their disposable income. It should raise the extra income required to balance the budget, and is therefore the rate recommended. The implications of the preferred option are discussed below.

5. **IMPLICATIONS OF THE PREFERRED OPTION**

- 5.1 The estimated effects of increases of 3.6% and 16% are shown on the attached table (**APPENDIX A**). The charging formula is constructed such that those most able to pay, and receiving the largest packages of care, would experience the highest income. Even with a 16% increase it is estimated that 34% of people would not be charged for the service.
- 5.2 Last year's increase was of a similar percentage to that recommended for 2006/7, due to the gradual phasing out of the discount, and very few problems were encountered. The small number of people who asked to change their packages as a result of the increase were monitored to ensure they were not put at risk, and a similar approach would be taken this year.
- 5.4 We have yet to test the proposed rate against that which neighbouring authorities may be charging, but our current rate is certainly not one of the highest.
- 5.5 The cost of operating a charging policy in staff time and processing costs is approximately £115,000 per annum. Income is currently budgeted at £650,000. Increasing the charge would not affect the costs, so the proportion of income available to support services would increase.
- 5.6 A very important part of the financial assessment visit is to provide advice and guidance on the benefits to which service users may be eligible. Approximately £87,000 in additional benefits were received last year as a result.

6. **RECOMMENDATION**

- 6.1 That the Fairer Charging rate for Home Care, Supporting People and other domiciliary services for 2006/7 be set at £6.50 per hour, subject to the test of ability to pay.

APPENDIX A

	<i>April 05</i>	<i>Reflecting Higher Costs</i>	<i>Reducing Discount</i>
<u>Calculation of Rate:</u>			
Provider rate	£9.28	£9.62	£9.62
@75%	£6.96	£7.22	£7.22
Discount	-20%	-20%	-10%
Charge/Hr (rounded)	£5.60	£5.80	£6.50
% Increase		3.6%	16%
<u>Weekly Assessed Charges:</u>			
Nil Charge	220	220	220
£0-20	163	131	126
20-40	139	152	126
£40+ per week	<u>114</u>	<u>136</u>	<u>167</u>
	768	639	639
Estimated Income	£650,000	£670,000	£740,000

**ADULT AND PUBLIC HEALTH SERVICES
REPORT TO PORTFOLIO HOLDER
13 March 2006**



Report of: Head of Public Protection & Housing

Subject: REVISION OF 2006/2007 FEES AND CHARGES

SUMMARY

1. PURPOSE OF REPORT

To consider the annual review of fees and charges in respect of services, licences and registrations undertaken by the Public Protection and Housing Division.

2. SUMMARY OF CONTENTS

The report sets out the services, licences and registrations undertaken under various enactments, together with current and recommended fees for 2006/2007.

3. RELEVANCE TO PORTFOLIO MEMBER

Portfolio Holder has responsibility for Environmental Health, Trading Standards, Open Market and Bereavement Services, to which these charges apply.

4. TYPE OF DECISION

Non key.

5. DECISION MAKING ROUTE

Portfolio Holder decision.

6. DECISION(S) REQUIRED

To agree the fees and charges for 2006/2007.

Report of: Head of Public Protection & Housing

Subject: REVISION OF 2006/2007 FEES AND CHARGES

1. PURPOSE OF REPORT

- 1.1 To consider the annual review of fees charges in respect of various licences, registrations and services.

2. BACKGROUND

- 2.1 Charges for the various services offered by the Public Protection & Housing Division have been subjected to the annual review.

3. PROPOSALS

- 3.1 The suggested charges for 2006/2007 are set out as **Appendix 1**, with the current year's figures in brackets.
- 3.2 Suggested increases in charges are based on:
- (i) an average rise of 3%; or
 - (ii) a more accurate reflection of staff resources being utilised; or
 - (iii) bringing charges into line with other authorities.
- 3.3 Charges have generally been rounded off to the nearest pound where appropriate and are exclusive of VAT.
- 3.4 Proposed charges for the Cemeteries and Crematorium Services are set out separately as **Appendix 2** to this report.
- 3.5 Charges for burial and cremation services have been increased by approximately 7% overall with cremation fees being increased by 13%. These increases are necessary to fund additional drainage works necessary at the eastern end of Stranton Grange Cemetery and to contribute towards the budget savings exercise.
- 3.6 A new cremated remains tribute area is to be opened in Stranton Grange Cemetery, as an additional choice to the existing cremated remains special plots.

The grave spaces on the new tribute area will be increased in size to make it easier for visitors. Also on the new area, it will be permissible to have upright memorials on the graves in addition to flat plaques as in the existing special plots.

The purchase price of the site including deeds is recommended to be £180 for 2006/2007

4. RECOMMENDATIONS

- 4.1 It is recommended that the suggested charges be agreed as from 1 April 2006 where applicable.

LICENCES, REGISTRATIONS AND SERVICES

1.	<u>PET ANIMALS ACT 1951</u>	£105 (£100) plus any veterinary surgeon's fee where such an inspection is considered necessary.
	<u>ANIMAL BOARDING ESTABLISHMENTS ACT 1963</u>	£105 (£100) plus any veterinary surgeon's fee where such an inspection is considered necessary.
	<u>THE BREEDING OF DOGS ACT 1973</u>	£105 (£100) plus any veterinary surgeon's fee where such an inspection is considered necessary for 0-5 breeding bitches, £155 (£150) for 6-10 breeding bitches, Pro-rata for over 10 breeding bitches.
	<u>SLAUGHTER ACT 1974</u>	£50 (£50) Licence to slaughter animals.
	<u>RIDING ESTABLISHMENTS ACT 1964 AND 1970</u>	£105 (£100) plus any veterinary surgeon's fee where such inspection is considered necessary.
	<u>DANGEROUS WILD ANIMALS ACT 1976</u>	£105 (£100) plus any veterinary surgeon's fee where such inspection is considered necessary.
	<u>VARIATION OF LICENCE</u>	£50 plus any veterinary surgeon's fees where such inspection is considered necessary.
2.	<u>COPY OF ANY LICENCE</u>	£25 unless cost of copy is a statutory fee.
3.	<u>FOOD SAFETY ACT 1990</u>	
	'Export' Certificates	£55 + VAT (£50)
	Food Condemnations	
	- Certificate and removal	£55 + VAT (£50) for up to 1 hr - additional time at £30/hr (£25). Plus the costs incurred by the Department for removal.

FOOD SAFETY ACT 1990 (continued)

- Certificate only	£55 + VAT (£50)
Basic Food Hygiene Course per person	£36 + VAT (£35)
Intermediate Food Hygiene Course - per person. (Course Handbook also included).	£100 + VAT (£98)
Food Register Examination Charges	
- per 100 premises (or part)	£100 (£100)
- per individual entry	£30 (£30)

4. **LOCAL GOVERNMENT
(MISCELLANEOUS PROVISIONS) ACT,
1982**

Acupuncture, tattooing, ear piercing,
electrolysis

- premises	£105 (£100)
- person	£55 (£50)

5. **SEX ESTABLISHMENT**

New licence £1030 (£1000).

Renewal £310 (£300).

6. **PEST CONTROL**

Domestic Premises

Rats, mice, fleas, bed bugs and cockroaches

- domestic premises	Free
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PEST CONTROL (continued)

- business premises £37 per hour + materials + VAT (£35)

Other pests, including wasps, fleas (animal related), moles, woodlice, silverfish, earwigs, etc

- domestic premises £27 per hour + materials + VAT (£26)

- business premises £37 per hour + materials + VAT (£35)

7. GAME ACT 1831

Licence to sell game £55 (£50)

8. STATEMENT OF FACT

£100 for up to 2hrs officers time
Cost /hr thereafter £35

9. LOCAL GOVERNMENT (MISC. PROV.) ACT 1976

Hackney Carriages and Private Hire Licences:

Hackney Carriage Vehicle	£260 (£250)
Hackney Carriage Driver	£55 (£50)
Private Hire Vehicle	£260 (£250)
Private Hire Driver	£55 (£50)
Dual Driver	£80 (£75)
Private Hire Operator	£190 (£185)
Transfer of Vehicle ownership	£15 (£15)
Replacement Vehicle	£55 (£55)
Renewal of Backing Plates	£24 (£23)

10. **THURSDAY OPEN MARKET**

Charge for standard stall. (Plus proportional increases dependent on additional space used by traders).	£22 (£21)
Charge during January and February for stall-holders with full attendance.	£16.50 (£15.75)
If holiday is taken or any other absence without notification a service charge will be levied.	£5
If payment is not received at the Civic Centre by 12 noon on market day, an admin charge will be made.	£5

11. **WEDNESDAY ANTIQUES MARKET**

Charge for standard stall. (Plus proportional increases dependent on additional space used by traders).	£18 (£17)
Charge during January and February for stall-holders with full attendance	£13.50 (£12.75)
If holiday is taken or any other absence without notification a service charge will be levied.	£4
If payment is not received at the Civic Centre by 11.30 am on market day, an administration charge will be made.	£4

12. **STREET TRADING**

All fees include a £50.00 non-refundable application charge, which will be retained by Hartlepool Borough Council, should an application be refused or withdrawn.

<u>Street Trading Consents</u>	0500 hrs – 1800 hrs	1800 hrs – 0500 hrs
Annual	£1000	£2,000
½ Yearly	£600	£1,200
Monthly	£150	£300
Weekly	£100	£200

STREET TRADING (continued)

	0500 hrs – 1800 hrs	1800 hrs – 0500 hrs
Daily	£50	£100
Annual fee for fixed hot food	£1000	£2000

Street Trading Licence

Weekly	£200
Daily	£50

Where attending Wednesday, Thursday open market, Farmers Market or Maritime Festival, the above fee will not be charged as it is covered in the existing charges.

13. LICENSING ACT FEES AND CHARGES (Statutory Fees)

<u>Band</u>	<u>Rateable Value</u>	<u>Conversion Fee</u>	<u>Conversion plus Variation</u>	<u>Variation Fee and New Applications</u>	<u>Annual Fee</u>
A	No rateable value to £4300	£100	£120	£100	£70
B	£4301-£33000	£190	£250	£190	£180
C	£33001-£87000	£315	£395	£315	£295
D	£87001-£125000	£450	£550	£450	£320
D*	See Note 1 below	£900	£1000	£900	£640
E	£125001 and above	£635	£755	£635	£350
E*	See Note 2 below	£1905	£2025	£1905	£1050

Note 1: For premises that have a band D rateable value (as detailed above) and which are used exclusively or primarily for the supply of alcohol for consumption on the premises, the licence fee is doubled.

Note 2: For premises that have a band E rateable value (as detailed above) and which are used exclusively or primarily for the supply of alcohol for consumption on the premises, the licence fee is multiplied by a factor of three.

Note 3: For large events, where the expected attendance will be greater than 5,000, an additional fee may be payable. Please contact the Council's Licensing Team for more details.

14. POISONS ACT, 1972

Initial Registration	£52 (£50)
Re-registration	£31 (£30)

Change of details to register

£23 (£22)

15. MANUFACTURE & STORAGE OF EXPLOSIVES REGULATIONS 2005

(Fee set under the Health & Safety Fees Regulations 2006)

Initial Registration of premises

£72 (£60)

Renewal of Registration

£36 (£36)

Initial Licence to store

£120 (£100)

Renewal of Licence

£77 (£75)

16. FIREWORKS ACT 2003

Licence to Supply

£500 (Statutory Fee)

17. PETROLEUM CONSOLIDATION ACT 1928

Fees set under Health and Safety (Fees) Regs. 2005.

Licence to keep petroleum spirit of a quantity not exceeding 2,500 litres

£38 (£36)

Licence to keep petroleum spirit of a quantity 2,500 litres, not exceeding 50,000 litres

£53 (£51)

Licence to keep petroleum spirit of a quantity exceeding 50,000 litres

£108 (£102)

Transfer of licence

£8 (£8)

18. MOTOR SALVAGE OPERATORS LICENCE

£70 (Statutory Maximum Fee)

19. GAMING ACT 1968

Permit for the use of machines for gaming by way of amusement with prizes.

Sec 34	£32 (statutory fee)
Sec 34(5E)	£250 (maximum fee allowed)

20. **LOTTERIES AND AMUSEMENT ACT 1976**

Permit for the provision of Amusements with prizes by Prize Bingo Section (16) of the Act.	£32 (Statutory fee)
Sec (5)	£35 (Statutory fee)
Renewal	£17.50 (Statutory fee)

21. **SAFETY OF SPORTS GROUNDS** £120 (£116) + admin costs

22. **HOME RENOVATION GRANTS** Administration charge 12% (12%)

23. **DISABLED FACILITIES GRANTS** Administration charge 12% (12%)

24. **DERATting CERTIFICATES** (Statutory fees)

Ships below 1,001 gross tonnage	£45 (£43)
Ships from 1,001 to 3,000 gross tonnage	£91 (£86)
Ships from 3,001 to 10,000 gross tonnage	£137 (£129)
Ships from 10,001 to 20,000 gross tonnage	£182 (£172)
Ships from 20,001 to 50,000 gross tonnage	£227 (£214)
Ships over 50,000 gross tonnage	£272 (£257)



**HARTLEPOOL
BOROUGH COUNCIL**

DEPARTMENT OF NEIGHBOURHOOD SERVICES

CEMETERIES AND CREMATORIUM

TABLE OF CHARGES

IN RESPECT OF

HARTLEPOOL CREMATORIUM

STRANTON GRANGE CEMETERY

WEST VIEW ROAD CEMETERY

NORTH CEMETERY

OLD CEMETERY (SPION KOP)

WITH EFFECT FROM 1 APRIL 2006

CEMETERIES

PURCHASED GRAVE SPACES

1. For the purchase of the exclusive right of burial by a resident in the Borough of Hartlepool:

	Division A	Division B/C
a) In an earthen grave	£445.00	£290.00
b) In a brick grave or vault	£675.00	£520.00

PLEASE NOTE THAT:

- i] These charges are exclusive of the burial fee payable for each interment (see 2 below).
- ii] Double charges will be payable for the exclusive right of burial by a person not resident in the Borough of Hartlepool except in the case when the deceased was a resident at the time of death.
- iii] Exclusive right of burial in a brick grave or division "A" type grave must be purchased prior to the interment.
- iv] Fees for the preparation of a deed of grant and for the entry of the particulars in the "Register of Purchased Graves" are included in the exclusive right of burial charges.
- v] Fees for the erection of memorials and for the right of placing a second or subsequent inscription on a memorial are included in the above charges.

2. INTERMENT FEES

- a) For the burial of the body of a stillborn child in the stillborn communal areas (exclusive right of burial cannot be purchased in this area).

£28.00

- b) For the burial of a stillborn child:

Division A	£138.00
Division B/C	£ 90.00

- c) For the burial of a child whose age at the time of death did not exceed 12 years:

Division A	£138.00
Division B/C	£ 90.00

- d) For the burial of the body of a person whose age at the time of death exceeded 12 years:

Division A	£273.00
Division B/C	£251.00

- e) Service in Cemetery or Crematorium Chapel before proceeding to graveside, or for a memorial service.

£55.00

PLEASE NOTE THAT:

- i] The charges set out in 2 (a), (b), (c) and (d) above relate to the burial of a resident of Hartlepool. The charges in respect of non-residents should be double those stated above.
- ii] The term "Resident" for the purpose of Clause 2 hereof means a person who at the time of his or her death resided within the Borough of Hartlepool or who has been so resident at any time during the twelve months preceding his or her death and includes a person who normally resided in Hartlepool but who, at the time of death, was not in Hartlepool. In the case of a stillborn, the child will be deemed a resident if the parents reside within the said Borough.
- iii] In the event of a body of a child being interred in the same casket as the body of its parent, no fee shall be payable to the Authority in respect of such child.
- iv] Burial fees include the use of grass matting and when necessary the turfing or seeding of the grave during the appropriate season, allowing a reasonable time to elapse so that the ground may be in a suitable condition.
- v] All lawn plot graves are maintained solely by the burial authority. Planting is not allowed. Kerbs, enclosures or flat stones are not allowed on lawn plots.
- vi] At least two complete days notice (not including Saturdays, Sundays or Public Holidays) of any proposed interment must be given at the Cemeteries and Crematorium office in writing, on the form prescribed by the Council.
- vii] Interment times are as follows:

Monday to Thursday	9.30 am to 3.30 pm
Friday	9.30 am to 2.30 pm

3. **REGISTRATION AND SEARCH FEES**

- a) For the execution of the transfer of the grant to the exclusive right of burial in a grave space and for the entry of the particulars in the "Register of Purchased Graves".

£21.00

- b) For a search in the "Register of Burials" kept by the Cemeteries Registrar:

£13.00

- c) For a search in the "Register of Purchased Graves" kept by the Chief Executive:

£13.00

4. **MEMORIALS, INSCRIPTIONS ETC**

PLEASE NOTE THAT:

- i] All memorials and inscriptions remain the responsibility of their respective owners and are subject to the approval of the Cemeteries and Crematorium Registrar.
- ii] All applications to erect memorials must be completed on the prescribed form and signed by the grave owner and the person who is to carry out the work and delivered to the Cemeteries and Crematorium Office at least 24 hours prior to fixing.
- iii] Maximum size memorial allowed, 4 feet in height and 36 inches x 20 inches at base.
- iv] Wooden or metallic memorials including crosses are not allowed in the cemeteries.
- v] Memorials are not allowed to be erected on any unpurchased ground.

5. **PLANTING AND TENDING GRAVES (NOT APPLICABLE TO LAWN PLOTS)**

- | | | |
|----|---|--------|
| a) | Turfing of grave space and maintenance one year: | £52.00 |
| b) | Each subsequent turfing and maintenance per year: | £52.00 |
| c) | Maintenance only: | £35.00 |
| d) | Planting twice yearly with flowers and maintenance: | £53.00 |

CREMATORIUM

1. CREMATORIUM FEES

- a) Cremation of foetal remains or a stillborn child:
£12.00
- b) Cremation of a child under twelve years of age:
£19.00
- c) Cremation of a person aged twelve years or over:
£410.00
- d) Extended service time (additional 20 minutes)
(This should be ordered at the time of booking, subject to availability)
£55.00
- d) Additional copy of Registrar's or Coroner's Disposal Certificate:
£9.00
- e) Certificate of Cremation (certified extract from an entry in the Cremation Register).
£9.00

PLEASE NOTE THAT:

- 1) The cremation fees include the following:
 - ◆ The medical referee's fees
 - ◆ A copy of the Registrar's or Coroner's Disposal Certificate
 - ◆ The use of the Chapel
- 2) Cremation times:

Monday to Thursday	9.40 am to 4.00 pm (Last Service - Committal Only)
Friday	9.40 am to 3.00 pm (Last Service - Committal Only)

2. **INTERMENT OF CREMATED REMAINS**

- | | | |
|----|---------------------|---------|
| a) | In an earthen grave | £105.00 |
|----|---------------------|---------|

3. **INTERMENT OF CREMATED REMAINS (SPECIAL PLOTS)**

- | | | |
|----|--|---------|
| a) | In the cremated remains special plot | £105.00 |
| b) | Purchase price of site including deeds | £102.00 |

PLEASE NOTE THAT:

- 1) Exclusive right of burial in a special plot must be purchased prior to the first interment (see 3b above).
- 2) Double fees apply to non-residents regarding the purchase of sites and for the burial of cremated remains as with full burials.
- 3) Charges for permission to lay stone and for the right of placing a second or subsequent inscription on a stone are included in the above purchase price of site.

4. **INTERMENT OF CREMATED REMAINS (TRIBUTE AREA)**

- | | | |
|----|--|---------|
| a) | In the cremated remains tribute area | £105.00 |
| b) | Purchase price of site including deeds | £180.00 |

PLEASE NOTE THAT:

- 1) Exclusive right of burial in tribute area must be purchased prior to the first interment (see 3b above).
- 2) Double fees apply to non-residents regarding the purchase of sites and for the burial of cremated remains as with full burials.
- 3) Charges for permission to erect memorial and for the right of placing a second or subsequent inscription on a stone are included in the above purchase price of site.

5. **INSCRIPTIONS IN BOOK OF REMEMBRANCE**

- | | | |
|----|---|---------|
| a) | 2 line entry (single) | £50.00 |
| b) | 5 line entry (double) | £90.00 |
| c) | 8 line entry (treble) | £130.00 |
| d) | Badge/floral emblem (including 5 lines) | £177.00 |
| e) | Full coat of arms (including 8 lines) | £218.00 |

6. **MEMORIAL CARDS**

a)	2 line entry	£25.00
b)	5 line entry	£41.00
c)	8 line entry	£54.00
d)	Badge/floral emblem (including 5 lines)	£144.00

7. **MISCELLANEOUS CHARGES**

a)	Urns to contain remains:	
	i] Polished wood	£41.00
	ii] Plastic container	£10.00
b)	Packing and despatch of remains	£43.00

8. **STREWING OF CREMATED REMAINS**

a)	At reserved time with mourners/minister, or from another cremation authority	£22.00
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9. **VASE BLOCK TABLET MEMORIALS IN GARDEN OF REMEMBRANCE**

a)	Complete memorial	£300.00
b)	Reunited/replacement tablet for above	£106.00
c)	Replacement flower container	£4.00

ALL CHARGES ARE INCLUSIVE OF VAT

**ADULT & PUBLIC HEALTH SERVICES PORTFOLIO
REPORT TO PORTFOLIO HOLDER
13 March 2006**



Report of: Director of Neighbourhood Services

Subject: NEIGHBOURHOOD SERVICES DEPARTMENTAL
PLAN (ADULT SERVICES & PUBLIC HEALTH)
UPDATE DECEMBER 2005

SUMMARY

1. PURPOSE OF REPORT

To agree the update on performance of the Neighbourhood Services Departmental plan for 2005/2006, covering the period from the 1st April 2005 to 31st December 2005.

2. SUMMARY OF CONTENTS

Brief description of services and the progress achieved to the end of December in reaching the targets.

3. RELEVANCE TO PORTFOLIO MEMBER

The Portfolio Holder for Adult & Public Health Services has responsibility for part of the Neighbourhood Services Departmental Plan.

4. TYPE OF DECISION

Non key.

5. DECISION MAKING ROUTE

This is a decision to be made by the Portfolio Holder.

6. DECISION(S) REQUIRED

Approval of the Departmental Plan update report.

Report of: Director of Neighbourhood Services

Subject: NEIGHBOURHOOD SERVICES DEPARTMENTAL
PLAN 2005-2006

1. PURPOSE OF REPORT

- 1.1 To agree the update on performance of the Neighbourhood Services Departmental plan for 2005 / 2006, covering the period from the 1st April 2005 to 31st December 2005.

2. BACKGROUND

- 2.1 The Council's corporate aims have been developed to align with those of the community plan and the Hartlepool Partnership. The Neighbourhood Services Departmental Plan shows how the department will complement and work towards these corporate aims.
- 2.2 This Departmental Plan Update sets out the department's aims and objectives and includes performance to the end of December against a range of key national and local indicators.
- 2.3 The plan also details service development initiatives that are planned for the year. These are the product of a developing culture that emphasises the importance of outcomes and a focus on customers in planning service delivery. A summary of the progress achieved up to the end of December 2005 has been recorded against these service improvements.
- 2.4 A copy of the plan is attached at **Appendix A** and **B**.

3. RECOMMENDATIONS

- 3.1 It is recommended that the update to the Plan be approved.

Neighbourhood Services Department





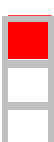
Plan: Departmental Plan Indicator Report

Update to end of: December 2005








Performance Indicator

A	Reported Annually	1	4.2%
	Public Protection & Housing	1	
	Below Target	2	8.3%
	Public Protection & Housing	2	
	Unsure	5	20.8%
	Public Protection & Housing	5	
	On or Above Target	16	66.7%
	Public Protection & Housing	16	
Total No. of Performance Indicators		24	








Public Protection & Housing

Indicator No:	Indicator Description:	current target:	Previous Qtr outturn	Outturn	Comments on Performance
Consumer Services					
BV166a 	Environmental health checklist of best practice Sylvia Pinkney	100	40	65 %	work on going
BV166b 	Trading standards checklist of best practice Sylvia Pinkney	100	40	65 %	work on going
PH03 (amended) 	Percentage of consumer services complaints responded to within 2 working days Sylvia Pinkney	100	100	100 %	
PH04 (i) 	Food % High Risk Premises (cat A&B) inspected Sylvia Pinkney	100	49	71 %	Slightly below target but additional staff resources now in place hope to hit target
PH04 (ii) 	% Low risk premises (cat C-E) inspected Sylvia Pinkney	100	49	70 %	Below target but additional staff resources now in place hope to hit target
PH07 	% Food standards premises due to be inspected that were inspected Sylvia Pinkney	100	53	68 %	below target resources being concentrated on food hygiene inspections therefore will not meet target.
PH08 	Health & Safety <input type="checkbox"/> % premises due to be inspected that were inspected <input type="checkbox"/> Sylvia Pinkney	100	43	60 %	below target due to staffing problems will not meet target as concentrating resources on food hygiene inspections.




Public Protection & Housing

Indicator No:	Indicator Description:	current target:	Previous Qtr outturn	Outturn	Comments on Performance
PH29 (i) 	% of Licensing Act Premises applications completed within 2 months Sylvia Pinkney	100	100	100 %	
PH29 (ii) 	% of Licensing Act Personal applications completed within 3 months Sylvia Pinkney	100	100	100 %	
PH40 	% food inspections carried out within 28 days of due date Sylvia Pinkney	75	48	68 %	Will not meet this target due to staff shortages resulting in inspections being overdue and hence not carried out within 28 days of falling due. Target revised from 100%.
PH46 	% programmed Trading Standards inspections carried out Mike Walsh	60	40	75 %	This is an estimate as further inspections are still to be programmed on the computer system. This figure is likely to fall as a result
Environmental Standards					
BV217 	Percentage of pollution control improvements to existing installations completed on time Adrian Hurst	90	93	95 %	
PH01 	Percentage of cemeteries service queries/complaints responded to within 24 hrs Sylvia Tempest	100	100	100 %	
PH09 	Percentage of air pollution complaints responded to within 2 days Adrian Hurst	100	100	100 %	

Public Protection & Housing

Indicator No:	Indicator Description:	current target:	Previous Qtr outturn	Outturn	Comments on Performance
PH10 	Percentage of noise complaints responded to within 2 days Adrian Hurst	95	99	95 %	
PH11 	Percentage of urgent pollution complaints responded to within 1 working day Adrian Hurst	100	100	100 %	
PH12 	Percentage of urgent noise complaints responded to within 1 working day Adrian Hurst	100	100	100 %	
PH13 	Percentage of Pest complaints responded to within 2 days Adrian Hurst	95	86	97 %	Shortfall mainly due to increase in service use and staff availability.
PH14 	Percentage of Planning Applications responded to within 10 days Adrian Hurst	80	71	78 %	Knock on effect from staffing shortages and licensing act workload
PH17 	% of Action on Smoking Awards renewed Emma Tierney	100	100	0 %	Awards renewed in qtr. 2
PH18 	% of Heartbeat Awards renewed Emma Tierney	100	0	0 %	

Public Protection & Housing

Indicator No:	Indicator Description:	current target:	Previous Qtr outturn	Outturn	Comments on Performance
PH19 	Healthy Food training provided Emma Tierney	100	9	7 %	7 sessions delivered with 100% satisfaction
PH33 	Crucial crew event - % of schools satisfied with the event Emma Tierney	100	0	100% %	All schools attending the event were satisfied with their visit
PH34 	Safer Practice Events Emma Tierney	100	0	2 %	2 events delivered one at Wynyard Road Community Centre and one at the Day Hospital

Neighbourhood Services Department

Departmental Plan - Quarterly Update Report

Appendix B

December 2005

Portfolio Adult Services & Public Health

SDI Ref.	Development Initiative 2005/6	Sub references	By When? / milestones	Progress to end of	December 2005
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EH1/05.2

Reporting Officer: Ralph Harrison

Provide a safe, clean and green environment. Retain the Seaside Award Mar-06

decision expected feb/mar 2006

