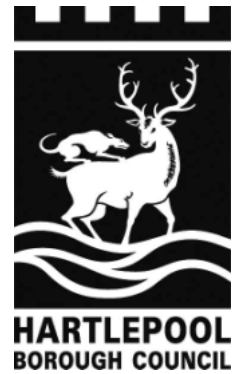


SCRUTINY COORDINATING COMMITTEE AGENDA



Friday 12th November 2010

at 2.00 pm

in the Council Chamber,
Civic Centre, Hartlepool

MEMBERS: SCRUTINY COORDINATING COMMITTEE:

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

Resident Representatives: Evelyn Leck, Linda Shields and Angie Wilcox

1. **APOLOGIES FOR ABSENCE**

2. **TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**

3. **MINUTES**

To confirm the minutes of the meeting held on 5th November 2010 (*to follow*)

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

4.1 Response to the Call-In of the Performance Portfolio Holder's Decision Relating to the Procurement of Counselling Services:-

- (a) Covering Report – *Scrutiny Manager*; and
- (b) Feedback from the Performance Portfolio Holder.

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

No Items

6. FORWARD PLAN

No Items

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

No Items

8. CONSIDERATION OF FINANCIAL MONITORING/CORPORATE REPORTS

No Items

9. ITEMS FOR DISCUSSION

- 9.1 Workforce Services Working Group – *Chief Customer and Workforce Services Officer*
- 9.2 Update on Progress to Map Face to Face Financial Advice Services in Hartlepool - *Extended Services and Early Years Manager & Hartlepool Financial Inclusion Partnership Development Officer*
- 9.3 Joint Health Overview and Scrutiny Committee Protocol – *Scrutiny Manager*
- 9.4 Crime And Disorder (Overview And Scrutiny) Regulations 2009 – Feedback / Input from the Safer Hartlepool Partnership – *Scrutiny Manager*
- 9.5 Scrutiny Forum's Progress Reports:-
 - (a) Adult and Community Services Scrutiny Forum – *Chair of the Adult and Community Services Scrutiny Forum;*
 - (b) Children's Services Scrutiny Forum – *Chair of the Children's Services Scrutiny Forum;*
 - (c) Health Scrutiny Forum – *Chair of the Health Scrutiny Forum;*
 - (d) Neighbourhood Services Scrutiny Forum – *Chair of the Neighbourhood Services Scrutiny Forum;*
 - (e) Regeneration and Planning Services Scrutiny Forum – *Chair of the Regeneration and Planning Services Scrutiny Forum; and*
 - (f) Scrutiny Co-ordinating Committee – *Chair of the Scrutiny Co-ordinating Committee.*
- 9.6 Six Monthly Monitoring of Agreed Scrutiny Co-ordinating Committee's Recommendations – *Scrutiny Manager*
- 9.7 Request For Funding to Support the Neighbourhood Services Scrutiny Forum's Current Scrutiny Investigation - *Scrutiny Manager*

10. CALL-IN REQUESTS

11. ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT

ITEMS FOR INFORMATION

- i) Date of Next Meeting Friday 1st December 2010, commencing at 8.30 am in the Chamber**

SCRUTINY CO-ORDINATING COMMITTEE

12 November 2010



Report of: Scrutiny Manager

Subject: RESPONSE TO THE CALL-IN OF THE PERFORMANCE PORTFOLIO HOLDER'S DECISION RELATING TO THE PROCUREMENT OF COUNSELLING SERVICES – COVERING REPORT

1. PURPOSE OF THE REPORT

- 1.1 To provide Members of the Scrutiny Co-ordinating Committee with a response from the Performance Portfolio Holder regarding the Call-In of his decision in relation to the procurement of a counselling services provider (Minute No. 6 of the Performance Portfolio meeting held on the 13 August 2010 refers).

2. BACKGROUND INFORMATION

- 2.1 At the Performance Portfolio Holder meeting on the 13 August 2010 a report was submitted in relation to the intention to procure a provider of counselling services. Following consideration of the report provided, the Performance Portfolio Holder made the following decisions:-

Minute No. 6 – Counselling Services

“The Portfolio Holder noted the content of the report and approved the procurement exercise on the basis of 60% quality and 40% price”

- 2.2 Following the Portfolio Holders decision, a Call-In Notice was issued by five Members of the Council on the basis that the decision had been taken in contravention of the principles of decision making (as outlined in Article 13 of the Constitution). The reason identified in the Call-In Notice being ‘Best value, clarity of aims and desired outcomes: due consideration of options available, efficiency, reasonableness’.
- 2.3 In responding to the Call-In Notice, Members of the Scrutiny Co-ordinating Committee met on the 27 August, 24 September and 6 October to consider the Call-In Notice and receive additional information / evidence from the Performance Portfolio Holder and relevant officers.

2.4 Following consideration to the information / evidence provided, the Committee, at its meeting on the 24 September (reconvened on the 6 October - minute no 59 refers) concluded that:-

- “a) It disagreed with decision and referred it back to the Performance Portfolio Holder for further consideration.
- b) In reconsidering his decision, the Scrutiny Co-ordinating Committee recommend to the Performance Portfolio Holder that:-
 - (i) Current arrangements for the provision of counselling services should continue in the short term to allow time for an ‘informal’ quotations procedure to be undertaken;
 - (ii) As part of the ‘informal’ procedure, 3 quotations be sought from local companies to facilitate the award of a 12 month contract for the provision of counselling services on a 60:40 (quality: price) basis;
 - (iii) During the 12 month duration of the contract, a full evaluation of the counselling service provided be undertaken, including consideration of demand, effectiveness / quality and the impact of external factors (i.e. GP commissioning); and
 - (iv) At the end of the 12 month contract, the results of the evaluation are used to inform a decision as to whether a ‘formal’ quotations procedure should be undertaken to award a full / longer term contract.”

3. PORTFOLIO HOLDER’S RESPONSE/DECISION AS A RESULT OF THE CALL-IN PROCESS

3.1 The Chair of the Scrutiny Co-ordinating Committee presented the Committee’s recommendations to the Performance Portfolio Holder at his meeting on 26 October 2010. Following consideration of the Committee’s recommendations (as outlined in section 2.4 of this report) the Portfolio Holder resolved to reaffirm his original decision. The relevant extract from the Performance Portfolio Holders meeting on the 26 October 2010 is attached at **Appendix A**.

3.2 The Performance Portfolio Holder will be in attendance at today’s meeting to provide a formal response to the Committee and answer any questions Members may have.

4. RECOMMENDATION

4.1 That Members of the Scrutiny Co-ordinating Committee note the Performance Portfolio Holder decision as outlined in paragraph 3.1 of this report, as a result of the Call-In process.

BACKGROUND PAPERS

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

- (i) Call-In of Decision – Counselling Services, reports and minutes of the following meeting:
 - Scrutiny Co-ordinating Committee (27 August 2010, 24 September 2010 and 6 October 2010); and
 - Performance Portfolio (13 August 2010 and 26 October 2010) Cabinet reports 25 September 2006 and 6 November 2006.
- (ii) Call-In Notice received on the 20 August 2010.

PERFORMANCE PORTFOLIO DECISION RECORD

26 October 2010

Minute Extract

The meeting commenced at 3.00 pm in the Civic Centre, Hartlepool

Present:

Councillor Jonathan Brash (Performance Portfolio Holder)

Officers:

Andrew Atkin, Assistant Chief Executive
Joanne Machers, Chief Customer and Workforce Services Officer
Graham Frankland, Assistant Director (Resources)
Joanne Smithson, Head of Performance and Partnerships
Stuart Langston, Health, Safety and Wellbeing Manager
Joan Stevens, Scrutiny Manager
Steven Carter, Workplace Health Improvement Specialist
Lisa Anderson, Research Officer
Jo Wilson, Democratic Services Officer

Also present: Councillor Marjorie James

15. Call-in of decision – Counselling Services – Scrutiny Co-ordinating Committee

Type of Decision

Non key.

Purpose of Report

- I. To report the outcome of the Scrutiny Co-ordinating Committee meeting on 24th September 2010 (adjourned and reconvened on 6th October 2010) at which consideration was given to the Call-In of the following decision taken by Performance Portfolio Holder on 13th August 2010: - Minute No 6 – Counselling Services – “The Portfolio Holder noted the content of the report and approved the procurement exercise on the basis of 60% and 40% price”
- II. To refer the decision taken in minute 6 of Performance Portfolio on 13th August 2010 back to the Portfolio Holder for further consideration.

Issues for Consideration

The Chair of Scrutiny Co-ordinating Committee outlined the key concerns of the Committee in relation to the 'call-in' of the decisions taken by the Performance Portfolio Holder on 13th August 2010 in relation to the intention to procure a provider of counselling services, namely the appropriateness of going out to tender at this time and the information and evidence utilised in making the decision.

The appropriateness of going out to tender at this time

Contract Procedure Rules – members highlighted that proposed changes to contract procedure rules meant that the 'trigger' figure for the initiation of the formal tender process was expected to rise to £50,000 meaning there would not be a need to go to formal tender in this case. They also suggested that an approach be made to the current provider regards provision at a fixed price or lower rate to keep the contract figure under £25,000, thereby allowing the informal arrangement to continue

The impact of external factors – members expressed concern that should GP Commissioning be activated and a 3/5 year contract had previously been put in place the Council might have to continue with the contract resulting in a budgetary loss. A notice period could be included in the contract but this would be unfair to the provider who might have made staffing adjustments to accommodate the anticipated workload. In response to this members were advised that the current arrangement was provided on a 'call-off' contract basis which either party could stop at any time. Emphasis was placed upon the benefits of a long term formal contract which would demonstrate a commitment from both sides and ensure the provision of an effective long term service. There had also been increased usage of the service between 2008/9 and 2009/10.

The information/evidence utilised in making the decision

Members sought clarification on the number of providers used, noting the usage of an additional provider for those employees who were unable to use MIND for personal reasons.

Usage and future need – members were advised that evaluation of future usage was difficult given seasonal variations and the potential challenges facing the authority. It was also noted that the £20,000 budget was often overspent and the shortfall financed through savings elsewhere, something which concerned the committee. Work to identify ways of minimising future shortfalls was being carried out however this could be a difficult balancing act given potential increased usage

Effectiveness, quality and value – members highlighted the importance of the service in getting people back to work and the positive benefits of this. They acknowledged the effectiveness of the service in providing fast access to

counselling services and noted that it was difficult to evaluate the service being provided. However they felt that a more formal and detailed evaluation process was needed than the current anecdotal evaluation by staff and providers. Members also drew attention to the 60:40 quality:costs tender approach, indicating strongly that quality must be the prime criteria.

The following proposals for consideration were duly submitted to the Portfolio Holder:

- I. That current arrangements for the provision of counselling services should continue in the short term to allow time for an 'informal' quotations procedure to be undertaken
- II. That as part of the 'informal' procedure, 3 quotations be sought from local companies to facilitate the award of a 12 month contract for the provision of counselling services on a 60:40 (quality:price) basis
- III. That during the 12 month duration of the contract a full evaluation of the counselling service provided be undertaken including consideration of demand, effectiveness, quality and the impact of external factors (ie GP Commissioning)
- IV. That at end of the 12 month contract the results of the evaluation are used to inform a decision as to whether a 'formal' quotations procedure should be undertaken to award a full longer term contract

The Portfolio Holder raised the following queries with the Chair of Scrutiny Co-ordinating Committee:

What did the Committee envisage would be the difference between an informal quote and a formal tender? – An informal quote would be similar but not a formal arrangement. It was believed that it would also be a way to guarantee the inclusion of local companies

A 12 month contract might be less appealing to a company than a 3/5 year contract? – Protection of the Council's decision-making process should override that. The Chair of Scrutiny Co-ordinating Committee felt that the future implementation of GP commissioning might disadvantage the Council by locking them into a long-term arrangement which they were unable to disentangle themselves from

In terms of GP Commissioning how did the Committee feel this would affect providers or performance given they would be acting as the PCT do now and would continue to do until their abolition in 2013? – The Chair of Scrutiny Co-ordinating Committee felt that the Council would still be left unable to extricate themselves from a long term contract. There were a small number of GPs within Hartlepool who were interested in this and the hope was to build local momentum for any future contract particularly given that the majority of council staff live in Hartlepool and use a GP practice in the town.

A 12 month contract would create uncertainty about the provision of a service to employees at a particularly difficult time. An informal process would still necessitate reference checks and interviews with providers but this would need to be done yearly – After the first 12 months and subject to evaluation a long term contract could be considered

What did the Committee envisage the evaluation process doing? – There would be expected to be input from users and a catchment of evidence. At the moment there were too many unknown quantities. The Health, Safety and Wellbeing Manager indicated that MIND currently provide general referral details although these were obviously anonymous and could not be detailed.

In terms of the provision of a second provider should employees be unable to use MIND what was the mechanism – The Health, Safety and Wellbeing Manager indicated that the right to use an alternative provider could be specified in any future contract. The Chair of the Scrutiny Co-ordinating Committee highlighted concerns that while there appeared to be minimal use of the second provider there was no record of exact usage and they were not evaluated in the same way as the primary provider. The Portfolio Holder queried how usage of the second provider could be monitored to ensure they were not being over-used. The Health, Safety and Wellbeing Manager advised that there would be expected to be minimal usage of the second provider as failure to use the primary provider could be a contract management issue. However there would still be that flexibility.

The Portfolio Holder thanked Scrutiny for their involvement in looking into counselling services within the authority. He was pleased to note that the Scrutiny Co-ordinating Committee confirmed that the service was beneficial and that there were challenges in providing this service within existing budgets.

However, the portfolio holder did not agree with the recommendations put forward by scrutiny for the following reasons:

1. The recommendations did not take into account that the suggested process of comparing “informal” quotations required a system of assessing quotation responses. Such an assessment was necessary to allow realistic comparison between each quotation as to what service would be provided. Whilst not as formal as a tendering exercise the assessment involves a lot of elements which would have been undertaken as part of a tender evaluation e.g. recorded analysis of quotations, assessment of service standards, reference checking, interviewing the providers, etc. There were therefore limited savings in officer time. There was also potentially a perceived lack of transparency and fairness.
2. By letting the contract for 12 months as suggested by scrutiny the assessment procedure would need to be repeated in a relatively short time frame. Contracting out in such narrow timescales was an inefficient use of officer time as it would replicate work on a frequent basis.

3. The letting of a 12 month contract would also have the effect of making the contract less attractive. Potential suppliers would repeat work on the same narrow timescale in order to respond to quotation requests and there would be less incentive for any supplier to significantly reduce their pricing structure in order to secure continuity of work that longer contracts bring.
4. Middlesbrough Borough Council has indicated that they preferred the original proposal and as such the Council would no longer be able to share the costs of any procurement activity.
5. Scrutiny proposed additional evaluation but there was no clarity as to what the purpose of any evaluation would be. The Council already monitored individual usage, e.g. which individuals are referred, how many sessions they attend and how effective the service to the individual had been.

Independent studies into the causes of stress management had also given very positive feedback regarding the counselling services provision and in addition Council has continually improved its sickness absence performance. High level information was therefore already available to support the Council's ongoing approach. General contract performance and compliance was also monitored.

6. The recommendations make repeated reference to the proposed future commissioning within the NHS as outlined in the Coalition Government's health white paper, the suggestion being that this could significantly improve counselling services within Hartlepool once commissioning responsibilities had been transferred from the PCT to the GP's consortium therefore rendering the Council's contracted counselling services defunct. Moreover it was implied that this would happen in a relatively short timescale.

The portfolio holder did not believe that these were realistic assumptions and felt that there would be little improvement to commissioned services and little change to providers as a result of the Coalition's health reforms during the life of any contract. In any event he felt that the degree of uncertainty that surrounded the health white paper's proposals meant that they should not be factored into the decisions about the health and welfare of council staff.

In conclusion the portfolio holder believed that the recommendations of scrutiny would create more work for all parties, be inefficient in terms of process, create greater costs to the authority, lack openness and transparency and would fail to achieve the best, most cost-effective service for council employees.

He reaffirmed his original decision which he requested be actioned quickly.

Decision

That the decision previously made by the Portfolio Holder on 13th August 2010 (Minute 6 – Counselling Services) be confirmed namely :

‘The Portfolio Holder noted the content of the report and approved the procurement exercise on the basis of 60% quality and 40% price’

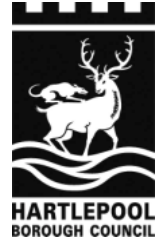
P J DEVLIN

CHIEF SOLICITOR

PUBLICATION DATE: 1st November 2010

SCRUTINY CO-ORDINATING COMMITTEE

12 November 2010



Report of: Chief Customer and Workforce Services Officer

Subject: WORKFORCE SERVICES WORKING GROUP

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to update Members on the progress of the Workforce Services Working Group in relation to specific projects.

2. BACKGROUND INFORMATION

- 2.1 Scrutiny Co-ordinating Committee established a Workforce Services Working Group which would play a greater role in projects that impact on the workforce arrangements of the Authority. In November 2009 the Committee considered a report which listed all of the planned reviews agreed as part of the Single Status Agreement together with member development and broader workforce strategies.

The Committee agreed to set up a Working Group of Councillors James (Chair), Brash, Simmons, Hill, Preece and Young to consider:

- Flexible Working
- Car, motor and bicycle allowance / car parking
- Member development
- People & Workforce Development Strategies.

The Working Group met a number of times in early 2010 to determine the scope and timetable for each project and has met occasionally as required to consider individual project progress.

3. Flexible Working

- 3.1 The current arrangements for working flexibly and access to those arrangements and potential improvements and increased access was identified as part of the Single Status Agreement review programme. It is in the Council's interests to offer flexible working arrangements with of course due regard to the needs of service provision and service users. The Council's current policies have helped to deal with fluctuations in workloads due to process cycles , seasonal variations, off-off projects, etc.

- 3.2 The review to date has included an evaluation of current provision and initial assessment of organisational requirements in order to improve services. More detailed analysis of current and potential employee flexibility needs was planned for August but has been delayed due to reduced officer capacity. The review timescales are under discussion with local Trade Union representatives as part of the general Single Status Agreement review programme.

4. Car, motor and bicycle allowance / car parking

- 4.1 The removal of the essential user lump sum allowance and the introduction of a single mileage rate was agreed as part of the Council's medium term financial strategy with an estimated saving of over £400,000.
- 4.2 Discussions regarding the arrangements to remove the lump sum payment and determine a single mileage rate together with other associated payments were held with local Trade Union representatives. Members of the Working Group were briefed on the options and alternatives under discussion and were able to influence the direction of the negotiations.
- 4.3 In September 2010 Cabinet agreed proposals for implementing the change for formal consultation with employees and the recognised trade unions. The results of a trade union ballot has resulted in a local agreement being reached and the changes were implemented with effect from 1 November 2010.
- 4.4. The actual changes are:
- to remove the essential car user lump sum allowance with effect from 31.10.10 (this means that the last monthly payment made to employees will be made in the October pay);
 - pay a compensation payment equivalent to the outstanding value of the monthly allowance up to 31.3.11 (this means that employees will receive the payment in their November pay);
 - pay for any miles travelled on Council business in a private vehicle at the middle casual rate with effect from 1.11.10; please note the rates are variable and based on the agreed rates from the NJC for Local Government Services. This means that employees MUST submit a claim by no later than 5 November 2010 for all miles travelled up to 31.10.10 so that they can be processed at the appropriate rate.

5. Member Development

- 5.1 Hartlepool Borough Council implemented an Elected Member Development Strategy in 2006 to demonstrate its commitment to the continuous development of its Elected Members. The Strategy aims to:

- Establish a culture whereby continuous Elected Member Development is seen as a key component to the success of the organisation.
- Equip Elected Members with the skills and knowledge necessary to deliver high quality services.
- Ensure that all Elected Members are trained to a level at least appropriate to their roles and responsibilities, recognising the importance of their roles within the council, their constituency and on outside bodies.

5.2 Members of the Workforce Working Group participated in the delivery of the pre-event election event which is a 2 hour session aimed at those standing for election, providing an overview of the support available should they be successfully elected. This session was well attended and well received.

The Workforce Workgroup were also responsible for reviewing the induction arrangements, the revised programme outlined below was agreed by the LJCC at its meeting in March 2010. The programme is available to all Elected Members but particularly targeted at the 9 newly Elected Members.

Weeks 1/2	Attendance at CEMT and DMTs to meet management teams, followed by a presentation on departmental plan.
Week 3	Introduction to the Constitution
Week 4	The Constitution in Detail/Legislation
Week 5	How the Council Delivers its Business
Week 6	One to one Member Development/personal development planning session

Eight newly Elected Members actively participated in the programme. To compliment the Induction programme, newly Elected Members were also issued with a handbook containing information and contacts for each department, tips on how to deal with the media, how to make a complaint and "A Councillor's guide – the essential guide for all new Councillors".

5.3 Whilst the pre-election event and the induction programme are well attended the mainstream member development programme which is based on external provision does not seem to engage members. Average attendance is 2.2 members per session. This is largely due to the voluntary nature of the programme and could also be partly due to the fact that it is not based around identified needs therefore, the topics on offer may not be either relevant or needed.

In order to meet the development needs of Elected Members it is important that the capabilities expected of Elected Members are defined, that the capabilities Elected Members currently possess are captured and that the gaps between the two areas are identified.

This information can then form the basis of a meaningful development programme with tailored and innovative ways to address the identified gaps efficiently and effectively.

Currently the Elected Member development programme has not been devised in this way as the existing needs assessment process is not effective. To ensure this can be implemented in the future and that Elected Members engage in development, the member development programme requires effective leadership, direction and monitoring.

Consideration is being given to how the development needs of Members can be supported as the Council experiences significant budget reductions.

6. People & Workforce Development Strategies

- 6.1 The Council's current People and Workforce Development Strategies came into being in 2006. These were produced internally but independently of each other. Both strategies are due for review and amendment.
- 6.2 The proposal is to join up the essence of both strategies in the 'People Framework'. This is a new concept to the authority and combines the areas of development that would have been covered by the two separate People and Workforce strategies but goes further in terms of linking up HR policies and procedures into one cohesive way of working.

The main aim of the framework is to integrate several different processes, which operate independently at present, into one coherent structure, linking key processes together and using information in a more efficient way to ensure pay and job requirements are closely linked to inform strategic workforce planning.

The Framework will be developed in several stages with interdependencies to other projects e.g. the development of the HR modules in the new HR/Payroll system, the review of policies and procedures, etc. and is entirely dependent upon the capacity of officers to access resources both within the organisation and outside. The pace of change must also complement the capacity and appetite of the organisation to change at a time of dealing with many other pressures.

The initial stage of the Framework is a revised competency framework and a re-aligned appraisal scheme. The Working group have considered the new competency framework and commented on the proposed timetable for implementing this first stage of the project.

The original project plan has been adapted to reflect the interdependencies mentioned above and to date the competency framework has been finalised and used as the basis of management profiles and the Management Academy. The evaluation of the Academy launch and the application of the competency framework and profiles will be completed in the new year and reported to the Working Group together with a review of the project plan.

7. RECOMMENDATIONS

That Members note the content of the report and where appropriate seek clarification.

8. CONTACT OFFICER

Joanne Machers
Chief Customer & Workforce Services Officer
Chief Executive's Department
Customer and Workforce Services
Hartlepool Borough Council

Tel: 01429 523003

Email: joanne.machers@hartlepool.gov.uk

SCRUTINY CO-ORDINATING COMMITTEE

12th November 2010



Report of: Extended Services and Early Years Manager &
Hartlepool Financial Inclusion Partnership
Development Officer

Subject: UPDATE ON PROGRESS TO MAP FACE TO FACE
FINANCIAL ADVICE SERVICES IN HARTLEPOOL

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to outline work undertaken to date in relation to an action from the Child Poverty and Financial Inclusion Scrutiny enquiry 2009/10 in which Members requested a mapping exercise of Information, Advice and Guidance (IAG) service providers in relation to financial advice services in Hartlepool.

2. BACKGROUND INFORMATION

- 2.1 A meeting was held with relevant officers from both the Chief Executives and Child and Adult Service Departments to determine the course of action in relation to a mapping exercise. At the meeting two officers agreed to undertake the initial research into IAG provision across all sectors in Hartlepool.
- 2.2 Outcomes of the research were as follows:
- HVDA has a directory of support groups in Hartlepool. This directory includes those organisations that are able to signpost individuals to sources of help and information in relation to financial issues and concerns. This information is accessible on the HVDA website (<http://www.hvda.co.uk/directory-of-voluntary-and-community-groups.html>)
 - The Families Information Service Hartlepool (FISH) maintains an electronic directory of service providers in Hartlepool (<http://hartlepool.fsd.org.uk>). Included in this website are organisations that can signpost families to sources of help and information as well as those organisations that can provide IAG directly.
- 2.3 The research showed that whilst there are many signposting organisations in the town there are only a limited number of licensed advisers. These include:
- Citizens Advice Bureau - face to face appointments available

- West View Advice and Resource Centre - face to face appointments available
 - Manor Residents through Connected Care - face to face appointments available
 - Jobcentre Plus - benefit advice for jobseekers only.
- 2.4 Given the scope of information on both the HVDA and FISH websites, Officers felt that it was inappropriate to replicate this information in a printed directory. However, an existing publication produced by The Financial Inclusion Partnership was updated to reflect the research including more information for families. The 'Money Matters' booklet is now available from many community based venues across the town including Sure Start Centres, community centres and libraries and will be updated to reflect future changes.
- 2.5 Following the mapping exercise the opportunity to develop a joint staff development and awareness programme was also identified. This programme would cut across all those relevant organisations that provide service to individuals and families and that would benefit from a more holistic knowledge of financial inclusion matters. This programme would be led and co-ordinated by the Financial Inclusion Partnership Development Officer and delivered through key partners by the end of March 2011.
- 2.4 As part of the research officers identified the opportunity to work with the national charitable organisation Child Poverty Action Group (CPAG) to access basic training in financial support for families. The training was targeted by CPAG at specific workers within Sure Start together with their partners. Further training is available from CPAG and this is currently being investigated by officers.

3. RECOMMENDATIONS

That Members of the Forum note the content of the report and where appropriate seek clarification.

Contact Officer:- Carol Jones
 Chief Executives Department
 Hartlepool Borough Council
 Tel: 01429 863542
 Email: carol.jones@hartlepool.gov.uk

BACKGROUND PAPERS

The Money Matters booklet is attached for Members information.
 The following websites were used in order to prepare report:-

- (i) <http://www.hvda.co.uk/directory-of-voluntary-and-community-groups.html>
- (ii) <http://hartlepool.fsd.org.uk>
- (iii) <http://www.direct.gov.uk/en/index.htm>
- (iv) <http://www.hmrc.gov.uk/index.htm>

SCRUTINY CO-ORDINATING COMMITTEE

12 November 2010



Report of: Scrutiny Manager

Subject: JOINT HEALTH OVERVIEW AND SCRUTINY
COMMITTEE PROTOCOL

1. PURPOSE OF REPORT

- 1.1 To seek comments from Members in relation to the protocol for the formation of a Joint Health Overview and Scrutiny Committee for the North East.

2. BACKGROUND INFORMATION

- 2.1 As Members may be aware, Hartlepool Borough Council is a constituent Authority of the Tees Valley Health Scrutiny Joint Committee which is formally recognised through the Council's Constitution.
- 2.2 Members of the Health Scrutiny Forum met on 2 February 2010, where the Chair confirmed that the 12 North East Local Authorities had been successful in a bid for funding from the Centre for Public Scrutiny through their Health Inequalities initiative to carry out an investigation into the Health of the ex-Service Community. This was the first time that the 12 North East Local Authorities had come together to carry out a scrutiny inquiry on a matter than transcended the 12 Authority boundaries.
- 2.3 During the development of the investigation into the Health of the ex-Service Community, Members of the 12 North East Local Authorities agreed that a Memorandum of Understanding between the Authorities be developed. Members were also in agreement that a formal arrangement should exist for a Joint Health Overview and Scrutiny Committee for the North East, which would:-
- (a) Undertake discretionary health scrutiny reviews, on occasions where health issues may have a regional or cross boundary focus;

- (b) Undertake statutory health scrutiny reviews to consider and respond to proposals for developments or variations in health services that affect more than one health authority area, and that are considered “substantial” by the health overview and scrutiny committees for the areas affected by the proposals; and
 - (c) Monitor recommendations previously agreed by the Joint Committee.
- 2.4 Before the Joint Health Overview and Scrutiny Committee for the North East is recognised through the Constitutional process of the Authority, Members views are requested on the protocol which is attached as **Appendix A** to this report.

3. RECOMMENDATIONS

- 3.1 That Members note this report and formulate any views on the protocol attached as **Appendix A** to this report.

Contact Officer:- Joan Stevens – Scrutiny Manager
Chief Executive’s Department - Corporate Strategy
Hartlepool Borough Council
Tel: 01429 284142
Email: joan.stevens@hartlepool.gov.uk

BACKGROUND PAPERS

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

- (a) Minutes of the meeting of the Health Scrutiny Forum held on 2 February 2010.

Joint Health Overview and Scrutiny Committee of:

Darlington Borough Council, Durham County Council, Gateshead Council, Hartlepool Borough Council, Middlesbrough Council, Newcastle upon Tyne City Council, North Tyneside Council, Northumberland County Council, Redcar and Cleveland Borough Council, South Tyneside Council, Stockton-on-Tees Borough Council and Sunderland City Council

**TERMS OF REFERENCE
AND PROTOCOLS**

Establishment of the Joint Committee

1. The Committee is established in accordance with section 244 and 245 of the National Health Service Act 2006 (“NHS Act 2006”) and regulations and guidance with the health overview and scrutiny committees of Darlington Borough Council, Durham County Council, Gateshead Council, Hartlepool Borough Council, Middlesbrough Council, Newcastle upon Tyne City Council, North Tyneside Council, Northumberland County Council, Redcar and Cleveland Borough Council, South Tyneside Council, Stockton-on-Tees Borough Council and Sunderland City Council (“the constituent authorities”) to scrutinise issues around the planning, provision and operation of health services in and across the North-East region, comprising for these purposes the areas covered by all the constituent authorities.
2. The Committee will hold two full committee meetings per year. The Committee’s work may include activity in support of carrying out:
 - (a) Discretionary health scrutiny reviews, on occasions where health issues may have a regional or cross boundary focus, or
 - (b) Statutory health scrutiny reviews to consider and respond to proposals for developments or variations in health services that affect more than one health authority area, and that are considered “substantial” by the health overview and scrutiny committees for the areas affected by the proposals.
 - (c) Monitoring of recommendations previously agreed by the Joint Committee.

For each separate review the Joint Committee will prepare and make available specific terms of reference, and agree arrangements and support, for the enquiry it will be considering.

Aims and Objectives

3. The North East Region Joint Health Overview and Scrutiny Committee aims to scrutinise:
 - (a) NHS organisations that cover, commission or provide services across the North East region, including and not limited to, for example, NHS North East, local primary care trusts, foundation trusts, acute trusts, mental health trusts and specialised commissioning groups.
 - (b) Services commissioned and / or provided to patients living and working across the North East region.

- (c) Specific health issues that span across the North East region.

Note: Individual authorities will reserve the right to undertake scrutiny of any relevant NHS organisations with regard to matters relating specifically to their local population.

4. The North East Region Joint Health Overview and Scrutiny Committee will:

- (a) Seek to develop an understanding of the health of the North East region's population and contribute to the development of policy to improve health and reduce health inequalities.
- (b) Ensure, wherever possible, the needs of local people are considered as an integral part of the commissioning and delivery of health services.
- (c) Undertake all the necessary functions of health scrutiny in accordance with the NHS Act 2006, regulations and guidance relating to reviewing and scrutinising health service matters.
- (d) Review proposals for consideration or items relating to substantial developments / substantial variations to services provided across the North East region by NHS organisations, including:
 - (i) Changes in accessibility of services.
 - (ii) Impact of proposals on the wider community.
 - (iii) Patients affected.
- (e) Examine the social, environmental and economic well-being responsibilities of local authorities and other organisations and agencies within the remit of the health scrutiny role.

Membership

- 5. The Joint Committee shall be made up of 12 Health Overview and Scrutiny Committee members comprising 1 member from each of the constituent authorities. In accordance with section 21(9) of the Local Government Act 2000, Executive members may not be members of an overview and scrutiny committee. Members of the constituent local authorities who are Non-Executive Directors of the NHS cannot be members of the Joint Committee.
- 6. The appointment of such representatives shall be solely at the discretion of each of the constituent authorities.
- 7. The quorum for meetings of the Joint Committee is one-third of the total membership, in this case four members, irrespective of which local authority has nominated them.

Substitutes

- 8. A constituent authority may appoint a substitute to attend in the place of the named member on the Joint Committee. The substitute shall have voting rights in place of the absent member.

Co-optees

9. The Joint Committee shall be entitled to co-opt any non-voting person as it thinks fit to assist in its debate on any relevant topic. The power to co-opt shall also be available to any Task and Finish / Working Groups formed by the Joint Committee. Co-option would be determined through a case being presented to the Joint Committee or Task and Finish Group / Working Group, as appropriate. Any supporting information regarding co-option should be made available for consideration by Joint Committee members at least 5 working days before a decision is made.

Formation of Task and Finish / Working Groups

10. The Joint Committee may form such Task and Finish / Working Groups of its membership as it may think fit to consider any aspect or aspects within the scope of its work. The role of any such Group will be to consider the matters referred to it in detail with a view to formulating recommendations on them for consideration by the Joint Committee. The precise terms of reference and procedural rules of operation of any such Group (including number of members, chairmanship, frequency of meetings, quorum etc.) will be considered by the Joint Committee at the time of the establishment of each such Group. The Chair of a specific Task and Finish Group will act in the manner of a Host Authority for the purposes of the work of that Task and Finish Group, and arrange and provide officer support for that Task and Finish Group. These arrangements may differ if the Joint Committee considers it appropriate. The meetings of such Groups should be held in public except to the extent that the Group is considering any item of business that involves the likely disclosure of exempt information from which the press and public could legitimately be excluded as defined in Part 1 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006.
11. The Chair of the Joint Health Overview and Scrutiny Committee may not be the Chair of a Task and Finish Group.

Chair and Vice-Chairs

12. The Chair of the Joint Committee will be drawn from the membership of the Joint Committee, and serve for a period of 12 months, from a starting date to be agreed. A Chair may not serve for two consecutive twelve-month periods. The Chair will be agreed through a consensual process, and a nominated Chair may decline the invitation. Where no consensus can be reached then the Chair will be nominated through a ballot system of one Member vote per Authority only for those Members present at the meeting where the Chair of the Joint Health Overview and Scrutiny Committee is chosen.
13. The Joint Committee may choose up to two Vice-Chairs from among any of its members, as far as possible providing a geographic spread across the region. A Vice-Chair may or may not be appointed to the position of Chair or Vice-Chair in the following year.

14. If the Chair and Vice-Chairs are not present, the remaining members of the Joint Committee shall elect a Chair for that meeting.
15. Other than any pre-existing arrangements within their own local authority, no Special Responsibility Allowances, or other similar payments, will be drawn by the Chair, Vice Chairs, or Tasking and Finish Group Chairs in connection with the business of the Joint Committee.

Host Authority

16. The local authority from which the Chair of the Joint Committee is drawn shall be the Host Authority for the purposes of this protocol.
17. Except as provided for in paragraph 10 above in relation to Task and Finish Groups, the Host Authority will service and administer the scrutiny support role and liaise proactively with the other North East local authorities and the regional health scrutiny officer network. The Host Authority will be responsible for the production of reports for the Joint Committee as set out below, unless otherwise agreed by the Joint Committee. An authority acting in the manner of a Host Authority in support of the work of a Task and Finish Group will be responsible for collecting the work of that Group and preparing a report for consideration by the Joint Committee.
18. Meetings of the Joint Committee may take place in different authorities, depending on the nature of the enquiry and the potential involvement of local communities. The decision to rotate meetings will be made by members of the Joint Committee.
19. Documentation for the Joint Committee, including any final reports, will be attributed to all the participating member authorities jointly, and not solely to the Host Authority. Arrangements will be made to include the Council logos of all participating authorities.

Work planning and agenda items

20. The Joint Committee may determine, in consultation with health overview and scrutiny committees in constituent authorities, NHS organisations and partners, an annual work programme. Activity in the work programme may be carried out by the Joint Committee or by a Task and Finish / Working Group under the direction of the Joint Committee. A work programme may be informed by:
 - (a) Research and information gathering by health scrutiny officers supplemented by presentations and communications.
 - (b) Proposals associated with substantial developments / substantial variations.
21. Individual meeting agendas will be determined by the Chair, in consultation with the Vice-Chairs where practicable. The Chair and Vice-Chairs may meet or conduct their discussions by email or letter.

22. Any member of the Joint Committee shall be entitled to give notice, with the agreement of the Chair, in consultation with the Vice-Chairs, where practicable, of the Joint Committee, to the relevant officer of the Host Authority that he/she wishes an item relevant to the functions of the Joint Committee to be included on the agenda for the next available meeting. The member will also provide detailed background information concerning the agenda item. On receipt of such a request (which shall be made not less than five clear working days before the date for despatch of the agenda) the relevant officer will ensure that it is included on the next available agenda.

Notice and Summons to Meetings

23. The relevant officer in the Host Authority will give notice of meetings to all Joint Committee members, in line with access to information rules of at least five clear working days before a meeting. The relevant officer will send an agenda to every member specifying the date, time and place of each meeting and the business to be transacted, and this will be accompanied by such reports as are available.

Attendance by others

24. The Joint Committee and any Task and Finish / Working Group formed by the Joint Committee may invite other people (including expert witnesses) to address it, to discuss issues of local concern and/or to answer questions. It may for example wish to hear from residents, stakeholders and members and officers in other parts of the public sector and shall invite such people to attend.

Procedure at Joint Committee meetings

25. The Joint Committee shall consider the following business:
- (a) Minutes of the last meeting (including matters arising).
 - (b) Declarations of interest.
 - (c) Any urgent item of business which is not included on an agenda but the Chair agrees should be raised.
 - (d) The business otherwise set out on the agenda for the meeting.
26. Where the Joint Committee wishes to conduct any investigation or review to facilitate its consideration of the health issues under review, the Joint Committee may also ask people to attend to give evidence at Joint Committee meetings which are to be conducted in accordance with the following principles:
- (a) That the investigation is conducted fairly and all members of the Joint Committee be given the opportunity to ask questions of attendees, and to contribute and speak.
 - (b) That those assisting the Joint Committee by giving evidence be treated with respect and courtesy.
 - (c) That the investigation be conducted so as to maximise the efficiency of the investigation or analysis.

Voting

27. Any matter will be decided by a simple majority of those Joint Committee members voting and present in the room at the time the motion is put. This will be by a show of hands or if no dissent, by the affirmation of the meeting. If there are equal votes for and against, the Chair or other person chairing the meeting will have a second or casting vote. There will be no restriction on how the Chair chooses to exercise a casting vote.

Urgent Action

28. In the event of the need arising, because of there not being a meeting of the Joint Committee convened in time to authorise this, officers administering the Joint Committee from the Host Authority are generally authorised to take such action, in consultation with the Chair, and Vice-Chairs where practicable, to facilitate the role and function of the Joint Committee as they consider appropriate, having regard to any Terms of Reference or other specific relevant courses of action agreed by the Joint Committee, and subject to any such actions being reported to the next available meeting of the Joint Committee for ratification.

Final Reports and recommendations

29. The Joint Committee will aim to produce an agreed report reflecting a consensus of its members, but if consensus is not reached the Joint Committee may issue a majority report and a minority report.
- (a) If there is a consensus, the Host Authority will provide a draft of both the conclusions and discursive text for the Joint Committee to consider.
 - (b) If there is no consensus, and the Host Authority is in the majority, the Host Authority will provide the draft of both the conclusions and discursive text for a majority report and arrangements for a minority report will be agreed by the Joint Committee at that time.
 - (c) If there is no consensus, and the Host Authority is not in the majority, arrangements for both a majority and a minority report will be agreed by the Joint Committee at that time.
 - (d) In any case, the Host Authority is responsible for the circulation and publication of Joint Committee reports. Where there is no consensus for a final report the Host Authority should not delay or curtail the publication unreasonably.

The rights of the health overview and scrutiny committees of each local authority to make reports of their own are not affected.

30. A majority report may be produced by a majority of members present from any of the local authorities forming the Joint Committee. A minority report may be agreed by any *[number derived by subtracting smallest possible majority from quorum: e.g. if quorum is 4, lowest possible majority is 3, so minority report requires 1 members' agreement]* or more other members.
31. For the purposes of votes, a "report" shall include discursive text and a list of conclusions and recommendations. In the context of paragraph 29 above, the Host Authority will incorporate these into a "final report" which may also

include any other text necessary to make the report easily understandable. All members of the Joint Committee will be given the opportunity to comment on the draft of the final report. The Chair in consultation with the Vice-Chairs, where practicable, will be asked to agree to definitive wording of the final report in the light of comments received. However, if the Chair and Vice-Chairs cannot agree, the Chair shall determine the final text.

32. The report will be sent to *[name of the NHS organisations involved]* and to any other organisation to which comments or recommendations are directed, and will be copied to NHS North East, and to any other recipients Joint Committee members may choose.
33. The *[name of the NHS organisations involved]* will be asked to respond within 28 days from their formal consideration of the Final Report, in writing, to the Joint Committee, via the nominated officer of the Host Authority. The Host Authority will circulate the response to members of the Joint Committee. The Joint Committee may (but need not) choose to reconvene to consider this response.
34. The report should include:
 - (a) The aim of the review – with a detailed explanation of the matter under scrutiny.
 - (b) The scope of the review – with a detailed description of the extent of the review and it planned to include.
 - (c) A summary of the evidence received.
 - (d) An evaluation of the evidence and how the evidence informs conclusions.
 - (e) A set of conclusions and how the conclusions inform the recommendations.
 - (f) A list of recommendations – applying SMART thinking (Specific, Measurable, Achievable, Realistic, Timely), and how these recommendation, if implemented in accordance with the review outcomes, may benefit local people.
 - (g) A list of sources of information and evidence and all participants involved.

Timescale

35. The Joint Committee will hold two full committee meetings per year, and at other times when the Chair and Vice-Chairs wish to convene a meeting. Any three members of the joint committee may require a special meeting to be held by making a request in writing to the Chair.
36. Subject to conditions in foregoing paragraphs 29 and 31, if the Joint Committee agrees a report, then:
 - (a) The Host Authority will circulate a draft final report to all members of the Joint Committee.
 - (b) Members will be asked to comment on the draft within a period of two weeks, or any other longer period of time as determined by the Chair, and silence will be taken as assent.

- (c) The Chair and Vice-Chairs will agree the definitive wording of the final report in time for it to be sent to *[name of the NHS organisations involved]*.

37. If it believed that further consideration is necessary, the Joint Committee may vary this timetable and hold further meetings as necessary. The *[name of the NHS organisations involved]* will be informed of such variations in writing by the Host Authority.

Guiding principles for the undertaking of North East regional joint health scrutiny

38. The health of the people of North East England is dependent on a number of factors including the quality of services provided by the NHS, the local authorities and local partnerships. The success of joint health scrutiny is dependent on the members of the Joint Committee as well as the NHS and others.
39. Local authorities and NHS organisations will be willing to share knowledge, respond to requests for information and carry out their duties in an atmosphere of courtesy and respect in accordance with their codes of conduct. Personal and prejudicial interests will be declared in all cases in accordance with the Members' Code of Conduct of each constituent authority.
40. The scrutiny process will be open and transparent in accordance with the Local Government Act 1972 and the Freedom of Information Act 2000 and meetings will be held in public. Only information that is expressly defined in regulations to be confidential or exempt from publication will be considered in private. The Host Authority will manage requests and co-ordinate responses for information considered to be confidential or exempt from publication in accordance with the Host Authority's legal advice and guidance. Joint Committee papers and information not being of a confidential nature or exempt from publication may be posted on the websites of the constituent authorities as determined by each of those authorities.
41. Different approaches to scrutiny reviews may be taken in each case. The Joint Committee will seek to act as inclusively as possible and will take evidence from a wide range of opinion including patients, carers, the voluntary sector, NHS regulatory bodies and staff associations, as necessary and relevant to the terms of reference of a scrutiny review. Attempts will be made to ascertain the views of hard to reach groups, young people and the general public.
42. The Joint Committee will work to continually strengthen links with the other public and patient involvement bodies such as PCT patient groups and Local Involvement Networks, where appropriate.
43. The regulations covering health scrutiny allow an overview and scrutiny committee to require an officer of a local NHS body to attend before the committee. This power may be exercised by the Joint Committee. The Joint Committee recognises that Chief Executives and Chairs of NHS bodies may wish to attend with other appropriate officers, depending on the matter under

review. Reasonable time will be given for the provision of information by those asked to provide evidence.

44. Evidence and final reports will be written in plain English ensuring that acronyms and technical terms are explained.
45. Communication with the media in connection with reviews will be handled in conjunction with the constituent local authorities' press officers.

Conduct of Meetings

46. The conduct of Joint Committee meetings shall be regulated by the Chair (or other person chairing the meeting) in accordance with the general principles and conventions which apply to the conduct of local authority committee meetings.
47. In particular, however, where any person other than a full or co-opted member of the Joint Committee has been allowed or invited to address the meeting the Chair (or other person chairing the meeting) may specify a time limit for their contribution, in advance of its commencement which shall not be less than five minutes. If someone making such a contribution exceeds the time limit given the Chair (or other person chairing the meeting) may stop him or her.
48. The Chair (or other person chairing the meeting) may also structure a discussion and limit the time allowed for each agenda item and questioning by members of the Joint Committee.

SCRUTINY CO-ORDINATING COMMITTEE

12 November 2010



Report of: Scrutiny Manager

Subject: CRIME AND DISORDER (OVERVIEW AND SCRUTINY) REGULATIONS 2009 – FEEDBACK / INPUT FROM THE SAFER HARTLEPOOL PARTNERSHIP

1. PURPOSE OF REPORT

- 1.1 To update Members on the views expressed through the Safer Hartlepool Partnership (SHP), on the proposals / process agreed by the Scrutiny Co-ordinating Committee for the implementation of the Crime and Disorder (Overview and Scrutiny) Regulations 2009.

2. BACKGROUND INFORMATION

- 2.1 The Scrutiny Co-ordinating Committee, at its meeting on the 13 November 2009, received a report outlining the requirement within the Crime and Disorder (Overview and Scrutiny) Regulations 2009 for each local authority to have a Crime and Disorder Committee to:
- i) Review or scrutinise the decisions and actions of Crime and Disorder Reduction Partnerships (CDRP) and Community Safety Partnership; and
 - ii) Make reports or recommendations, regarding the functioning of the responsible authorities who comprise a CDRP or Community Safety Partnership.
- 2.2 The process by which this new function should be implemented / accommodated was left to the discretion of each local authority, along with its partners, with no requirement for local authorities to alter existing scrutiny structures. In identifying a way forward, Members at the meeting on the 13 November 2009 discussed in detail the pro's and con's of the following options:-
- (i) The creation of a dedicated Crime and Disorder Overview and Scrutiny Forum;
 - (ii) Inclusion of the function within the remit of the main overview and scrutiny body (i.e. Scrutiny Co-ordinating Committee); or

- (iii) Inclusion of the function within an appropriate established Standing Scrutiny Forum.

2.3 Following consideration of the information provided, the Scrutiny Co-ordinating Committee agreed the following (minute no. 102 refers):-

- (i) That initial approval be given for the following arrangements to enable the implementation of the Crime and Disorder (Overview and Scrutiny) Regulations 2009:-
 - (a) That the Scrutiny Co-ordinating Committee incorporate the role of the Crime and Disorder Committee and its responsibilities as identified by the Crime and Disorder (Overview and Scrutiny) Regulations 2009;
 - (b) That, as and when required, additional policy authority representatives be invited to participate in those meeting where the Scrutiny Co-ordinating Committee is fulfilling its role as the authorities Crime and Disorder Committee as 'expert witnesses'; and
 - (c) That, initially, one meeting a year be diaried to enable the requirements of the Crime and Disorder (Overview and Scrutiny) Regulations 2009 to be fulfilled.
- (ii) That the recommendations agreed today by the Committee as a way forward be fed on to the responsible authorities, with the results of discussions to be fed back to this Committee.

2.4 In accordance with the wishes of the Committee, on the 20 October 2010, the views of partner bodies (Police, Fire Brigade, etc.) were sought through the SHP on the recommendations outlined in section 2.3 above. At this meeting, the SHP members were very supportive of the implementation of the requirements of the regulations and indicated that:-

- i) Given the cross cutting nature and implications of crime and disorder issues, the role and responsibilities of the Crime and Disorder Committee should be retained within the remit of the Scrutiny Co-ordinating Committee;
- ii) In addition to bringing in police authority representatives, as appropriate, to act as 'expert witnesses' where the Scrutiny Co-ordinating Committee is fulfilling its role as the authorities Crime and Disorder Committee, the ability to co-opt an individual should also be utilised. It was suggested that the co-option of an individual with expert knowledge of partnership working within Hartlepool, and on a wider basis, would be exceptionally beneficial to the process; and

- iii) The dairying of one meeting a year, at which baseline information in relation to the current position / activities and performance of the partner authorities could be provided, would be a good way forward in meeting the requirements of the regulations. It was suggested that the most appropriate time for such a meeting would potentially be between January and June, on the basis that:

- Annual performance / activity reports are finalised at the end of December;
- Presenting this information at a meeting in between January and June could potentially be beneficial in helping Scrutiny identify issues for further discussion as part of its Work Programme process in June / July; and
- Holding the meeting the first / main meeting at this time would allow the capacity for additional meetings through out the year to respond / react to any crime and disorder issues that may arise during the year through such routes as referrals, CCfA's and petitions, etc.

- 2.5 In finalising the process for Scrutiny consideration of crime and disorder issues, in accordance with the requirements of the Crime and Disorder (Overview and Scrutiny) Regulations 2009, Members are asked to consider the views expressed through the SHP, as detailed in section 2.4 above. Any amendments Members feel appropriate to the process agreed on the 13 November 2009 can then be made. Following this, the necessary additions / changes can then be made through the Constitution Committee and Council to formally include the new powers within the Councils Constitution.

3. RECOMMENDATION

3.1 That Members:-

- (i) Note the views expressed through the SHP, as detailed in section 2.4 above, and where appropriate consider updating / amending the process agreed by the Scrutiny Co-ordinating Committee on the 13 November 2009;
- (ii) Approve the finalised process for Scrutiny consideration of crime and disorder issues, in accordance with the requirements of the Crime and Disorder (Overview and Scrutiny) Regulations 2009; and
- (iii) Approve the instigation of the process to make the necessary additions / changes to the Constitution through the Constitution Committee and Council.

Contact Officer:- Joan Stevens – Scrutiny Manager
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BACKGROUND PAPERS

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

- (i) Police and Justice Act 2006 (www.opsi.gov.uk)
- (ii) The Crime and Disorder (Overview and Scrutiny) Regulations 2009 (www.opsi.gov.uk)
- (iv) Guidance for the Scrutiny of Crime and Disorder Matters – England (www.crimereduction.homeoffice.gov.uk/regions)
- (v) Crime And Disorder (Overview And Scrutiny) Regulations 2009 – Implementation Of The Police And Justice Act 2006 (Sections 19 And 20) – Covering Report – SCC Report - 13 November 2010

SCRUTINY CO-ORDINATING COMMITTEE

12 November 2010



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

Subject: ADULT AND COMMUNITY SERVICES SCRUTINY FORUM – PROGRESS REPORT

1. PURPOSE OF REPORT

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

2. PROGRESS OF THE SCRUTINY FORUM

- 2.1 Since the start of the 2010/11 Municipal year, the Adult and Community Services Scrutiny Forum has undertaken the following work:-

2.2 Work Programme 2010/11:

At the meeting of the Adult and Community Services Scrutiny Forum on 5 July 2010, following detailed discussions, Members agreed to conduct an in-depth investigation into 'Safeguarding of Adults'.

2.3 Putting People First – The Delivery of Personalised Adult Social Care Services:

At a meeting of the Adult and Community Services Scrutiny Forum on 5 July 2010 the response of the Portfolio Holder for Adult and Public Health Services to the recommendations from the Forums investigation into 'Putting People First – The Delivery of Personalised Adult Social Care Services' was considered. Members of the Forum were informed that following consideration of the final report by Cabinet on 10 May 2010 the report was accepted in its entirety.

2.4 Six Monthly Monitoring of Agreed Adult and Community Services Scrutiny Forum's Recommendations:

At their meeting of 13 September 2010 the Forum was delighted to receive an update on the progress made against the recommendations resulting from scrutiny inquiries undertaken by the Adult and Community Services Scrutiny Forum since the 2005/06 Municipal year. Members noted that the Adult and Community Service Forum separated from the Health Forum in the 2008/09 Municipal year resulting in the number of recommendations

completed being relatively low at 43% when compared to other Forums. Members also noted that 30% of recommendations were assigned, 22% overdue and 4% cancelled. Queries were raised regarding the accuracy of the progress and departments have been requested to ensure that the entries reflect the delivery of the action as accurately as possible.

2.5 Safeguarding of Adults:

The Adult and Community Services Scrutiny Forum approved the Aim, Terms of Reference and Timetable for its investigation into 'Safeguarding of Adults' on the 16 August 2010.

2.5 The Forum, at its meeting on the 13 September 2010, began the evidence gathering process. During the meeting the Forum received a 'Setting the Scene' report and presentation from the Acting Assistant of Operations and the Strategic Lead in Safeguarding and Vulnerability. The Forum was also delighted to receive verbal evidence from the Portfolio Holder for Adult and Health Services.

2.6 At the meeting on 18 October 2010 the Forum received detailed evidence from the Acting Assistant Director of Operations, the Strategic Lead in Safeguarding and Vulnerability and the Performance and Information Manager regarding the services provided in relation to Safeguarding of Adults. The Forum considered the challenges facing the provision of safeguarding services and also received a presentation highlighting the results of an independent review of 'Safeguarding Services in Hartlepool'.

2.7 The Forum is on track to complete this investigation by the 28 March 2011 in order for the Final Report to be submitted to the Scrutiny Co-ordinating Committee on 15 April 2011, for submission to Cabinet in May 2011.

2.8 Forward Plan:

The Adult and Community Services Scrutiny Forum, at each of its meetings, continue to consider possible issues from the Council's Forward Plan for inclusion within its Work Programme. Since the Forum's last progress report, in April 2010, no specific items have been identified.

3. RECOMMENDATION

3.1 It is recommended that the Scrutiny Co-ordinating Committee notes the progress of the Adult and Community Services Scrutiny Forum.

**COUNCILLOR JANE SHAW
CHAIR OF THE ADULT AND COMMUNITY SERVICES SCRUTINY FORUM**

BACKGROUND PAPERS

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

SCRUTINY CO-ORDINATING COMMITTEE

12 November 2010



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

Subject: CHILDREN'S SERVICES SCRUTINY FORUM -
PROGRESS REPORT

1. PURPOSE OF THE REPORT

- 1.1 To inform the Scrutiny Co-ordinating Committee of the progress made to date by the Children's Services Scrutiny Forum, since the start of the new 2010/11 Municipal Year.

2. PROGRESS OF THE FORUM

- 2.1 Since the start of the 2010/11 Municipal Year, the Children's Services Scrutiny Forum has undertaken the following work:-
- 2.2 Work Programme 2010-11: At the meeting of the Children's Services Scrutiny Forum on the 29 June 2010, Members agreed to conduct an investigation into 'Think Family – Early Intervention and Prevention'. The young people, co-opted onto the Forum decided that they would also investigate a topic of their choice. The topic chosen by the young people was 'Youth Involvement / Participation in the Development and Delivery of Council Services including the Safeguarding of Young People'. It was agreed by the Forum and young people that the young people would scope the investigation; gather the evidence; and produce a final report with recommendations. Both work programme items for the Forum were approved by the Scrutiny Co-ordinating Committee on 23 July 2010.
- 2.3 Investigation into Targeted and Detached Youth Work: At the meeting of this Forum on 29 June 2010 Members considered the Portfolio Holder for Children's Services response to the recommendations from the Forum's investigation into 'Targeted and Detached Youth Work'. Members of the Forum were informed that following consideration of the Final Report by Cabinet on 10 May 2010 the report was accepted in its entirety.
- 2.4 Referrals from Scrutiny Co-ordinating Committee: At the meeting of the Scrutiny Co-ordinating Committee on 3 September 2010, during consideration

of the Forward Plan, the Committee agreed that the following items should be referred and considered further by the Children's Services Scrutiny Forum:-

(a) Refurbishment of Exmoor Grove Children's Home; and

(b) Service Delivery Option – Sure Start, Extended Services and Play

- 2.5 The Forum considered both referrals and reported their responses back to the Scrutiny Co-ordinating Committee on 15 October 2010. The Forum's response to the refurbishment of Exmoor Grove was considered by the Portfolio Holder for Children's Services on 26 October 2010. The Portfolio Holder took on board the comments made by the Forum and confirmed the refurbishment of Exmoor Grove. The cost of the actual refurbishment work and the professional fees had been reduced. The Forum's response to the Service Delivery Option will be considered by Cabinet in November 2010.
- 2.6 Membership of the Children's Services Scrutiny Forum: The membership of the Children's Services Scrutiny Forum includes two co-opted parent governor representatives, one primary and one secondary governor. These two places on the Forum are currently vacant, however, nominations are currently being sought. After a discussion at an Informal Scrutiny Chairs meeting on the terms of office for co-opted members it was decided that the term of office should be reduced from four years to two years.
- 2.7 Nominations are also being sought for a representative from the Church of England diocese, which is currently vacant.
- 2.8 The Constitution states that in addition to the statutory co-optees, five advisors on education issues will also be available to the Forum. These are:-
- a higher education representative;
 - a further education representative; and
 - three teacher representatives.
- 2.9 The positions of higher education representative and further education representative have now been filled. The three teacher representatives are still vacant.
- 2.10 At the beginning of this Municipal Year, the young people's representatives on the Forum were elected by their Youth Groups. Two places were allocated to each of the following groups:-
- Youth Council;
 - Young Inspectors; and
 - School Council
- 2.11 Only one vacancy remains for a School Council representative. Nominations from the School Council will be sought again in December 2010.

- 2.12 Investigation into Think Family – Early Intervention and Prevention: The Children's Services Scrutiny Forum at its meeting of 6 September 2010 approved the Aim, Terms of Reference and Timetable for its investigation into 'Think Family – Early Intervention and Prevention Services'.
- 2.13 The Forum at its meeting of the 28 September 2010 began the evidence gathering process. During this meeting, the Forum received a setting the scene presentation from officers from the Child and Adult Services Department on Think Family services; partnership approaches; Team Around the Children's Centre; Team Around the Secondary School; and Team Around the Children's Centre. Members were very pleased that a number of parents contributed to discussions and also shared their experiences.
- 2.14 At its meeting of 19 October 2010, Members along with partner organisations and parents examined how the Council and its partner organisations co-ordinated their Think Family approach in order to deliver services in an integrated way to avoid duplication and gaps in service provision.
- 2.15 The Forum is on track to complete this investigation by the 22 March 2011 so that its Final Report can be submitted to the Scrutiny Co-ordinating Committee by 15 April 2011, for submission to Cabinet on 9 May 2011, as planned.
- 2.16 Regional 'Early Intervention and Prevention' Conference: The Children's Services Scrutiny Forum are planning an early intervention and prevention conference to take place on 10 December 2010 at the Belle Vue Sports and Youth Centre. The event will include guest speakers including representatives from the Department for Education, Iain Wright MP, and Graham Allen MP (subject to availability) and a series of workshops to be facilitated by Hartlepool's Child and Adult Services Department and two other regional authorities. All Members will be invited along to the event along with lead Members and officers of all regional authorities.
- 2.17 Investigation into Youth Involvement / Participation: The young people's representatives on the Forum provide an update at every meeting of the Children's Services Scrutiny Forum on the progress they have made on their investigation into 'Youth Involvement / Participation'. The young people have looked at social networking sites such as Facebook and have considered the safeguarding implications in using these networking sites.
- 2.18 Six Monthly Monitoring of Agreed Children's Services Scrutiny Forum's Recommendations: The Children's Services Scrutiny Forum was pleased to receive the scrutiny recommendations monitoring report at its meeting of 6 September 2010. Members noted that the monitoring of the recommendations had now been transferred into Covalent, the Council's Performance Management System. Members noted the high number of recommendations achieved (77%) and are eagerly anticipating the next monitoring report due at a future meeting.
- 2.19 Forward Plan: – The Children's Services Scrutiny Forum at each of its meetings continues to consider possible issues from the Council's Forward

Plan for inclusion within its Work Programme. Since the Forum's last progress report, in April 2010, no specific items have been identified.

3. RECOMMENDATION

It is recommended that the Scrutiny Co-ordinating Committee notes the progress of the Children's Services Scrutiny Forum.

**COUNCILLOR CHRIS SIMMONS
CHAIR OF CHILDREN'S SERVICES SCRUTINY FORUM**

BACKGROUND PAPERS

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

SCRUTINY CO-ORDINATING COMMITTEE

12 November 2010



Report of: Chair of the Health Scrutiny Forum

Subject: HEALTH SCRUTINY FORUM – PROGRESS REPORT

1. PURPOSE OF REPORT

- 1.1 To inform the Scrutiny Co-ordinating Committee of the progress made to date by the Health Scrutiny Forum, since the start of the new 2010/11 Municipal Year.

2. PROGRESS OF THE SCRUTINY FORUM

- 2.1 Since the start of the new 2010/11 municipal year the Forum has undertaken the following work:-
- 2.2 Determining the Work Programme - At the meeting of this Forum on 22 June 2010, Members explored potential work programme items for 2010/11. During the course of discussions, Members agreed that in addition to the Forum's involvement in the various statutory consultations that arise throughout the year, the following topics be scheduled:-
- (i) Service Transformation Project – examining relevant service delivery options as they emanate from Momentum: Pathways to Healthcare Programme;
 - (ii) Connected Care – to examine the evaluation undertaken into Connected Care and analyse any areas for development or expansion of the programme;
 - (iii) Teenage Pregnancy – one-off meeting to compare rates of teenage pregnancy in Hartlepool to local and national statistics; and
 - (iv) Breastfeeding – one-off meeting to examine the levels of breastfeeding in Hartlepool and the impact of the recently appointed Breastfeeding Co-ordinator.

- 2.3 National Stroke Strategy - Members at their meeting of 22 June received an update in terms of North Tees and Hartlepool NHS Foundation Trust (NTHFT) response to the National Stroke Strategy. Members were particularly delighted to hear that NTHFT had moved from the bottom quartile to the top quartile in terms of stroke care.
- 2.4 Regional Health Scrutiny – In addition to the work undertaken by Members in collaboration with Health Scrutiny Members from the Tees Valley Authorities, developments have continued in relation to the delivery of Regional Health Scrutiny amongst the 12 North East Local Authorities. Members of the Health Scrutiny Forum in Hartlepool have been kept informed of the following developments:-
- (i) Health of ex-Service Community
Members at their meeting of 22 June 2010, were informed of progress in terms of the CfPS funded Health Inequalities investigation into the Health of the ex-Service Community. A baseline day was arranged for 28 June 2010 to which Cllrs Griffin and Fleet attended before they became involved in the Physical Health Workstream Group, whilst I agreed to be involved in the Mental Health Workstream Group. The work programme is on schedule to produce its Final Report by the end of November 2010; and
 - (ii) Regional Protocol
On the agenda for today's Scrutiny Co-ordinating Committee is the Protocol that has been developed to formalise a Joint Health Overview and Scrutiny Committee for the North East. When the Forum met on 12 October 2010, Members agreed with the development of the Protocol and wished to share it with Members of the Scrutiny Co-ordinating Committee, before it went through the necessary processes to be adopted into the Council's Constitution.
- 2.5 University Hospital of Hartlepool's Accident and Emergency Department – Recently this item has dominated the agenda of the Health Scrutiny Forum meetings, as well as courting a fair share of coverage in the local press. The following timeline may aid Members of the Scrutiny Co-ordinating Committee understanding the major developments of this issue:-
- 3 August 2010 – The Health Scrutiny Forum meets and seeks answers from NTHFT and NHS Hartlepool to questions about planned A&E movement to One Life Hartlepool. Forum gives the Chair mandate to assess powers available under Section 244 to refer matter to Secretary of State for Health;
 - 2 September 2010 – Members; at their Forum meeting; are presented with the rationale behind the movement of services to One Life Hartlepool, with a promised offer of 3 month arrangements being stymied due to clinician concerns. Members offered a 4 week intensive consultation period, which

is accepted pending more details and the ability to still refer to Secretary of State;

- 17 September 2010 – Due to continuing concerns about how robust the planned 4 week intensive consultation is, a Referral Letter is sent to the Secretary of State for Health regarding the planned changes to A&E at the University Hospital of Hartlepool; and
- 12 October 2010 – The Health Scrutiny Forum at their meeting receives formal notification of the withdrawal of the planned changes to A&E at the University Hospital of Hartlepool and the offer of involvement in an independent review of A&E organised by the NHS North East (the Strategic Health Authority for the North East). Members agreed unanimously to withdraw the referral letter to the Secretary of State for Health and engage with NHS North East to draw up terms of reference and become actively involved in the independent referral.

2.6 Hartlepool Dental Practice – Representatives from NHS Hartlepool provided Members with details of the movement of York Road Dental Practice to Victoria Road, the Forum welcomed the move which would improve patient experience, particularly as the York Road premises were not DDA compliant.

2.7 Service Transformation Project – Members at their meeting on 3 August 2010, received a very informative presentation in terms of how the treatment of Long Term Conditions, such as Respiratory conditions and End of Life Care would develop as the Momentum programme progressed. Members were particularly pleased to hear of progress in relation to Telehealth, which had dramatically reduced hospital admissions and allowed patients to be monitored from their own homes, along with the dignified manner in which patients could make end of life care decisions.

2.8 Suspension of Greatham Clinic - At the meeting of the Forum on 12 October 2010 Members considered NHS Hartlepool's response to the recommendations from the Forum's investigation into 'Suspension of Greatham Clinic'.

2.9 Members of the Forum were informed that following consideration of the Final Report, the NHS Hartlepool Board approved the recommendations in their entirety. The Forum eagerly looks forward to monitoring the progress of the agreed recommendations over the coming year.

2.10 Alcohol Abuse – Prevention and Treatment – At the meeting of the Forum on 12 October 2010 Members considered Cabinet and NHS Hartlepool's response to the recommendations from the Forum's investigation into 'Alcohol Abuse – Prevention and Treatment'.

- 2.11 Members of the Forum were informed that following consideration of the Final Report, both Cabinet and the NHS Hartlepool Board approved their respective recommendations in their entirety. On receipt of the report at the NHS Hartlepool Board meeting, the Executive Director for Public Health sought representation from Members to support the introduction of a minimum price per unit of alcohol. Members felt that they needed more detail in relation to this request and have agreed to receive a presentation at a future meeting of the Forum.
- 2.12 Quality Account – North Tees and Hartlepool NHS Foundation Trust attended the Forum meeting of 12 October 2010, to present Members with their plans for their Quality Account for 2011/12. Members agreed with the areas identified and suggested some other areas that the Trust may wish to include. The Forum look forward to seeing a draft version of the Quality Account at their meeting of 1 February 2011.
- 2.13 Six Monthly Monitoring of Agreed Health Scrutiny Forum's Recommendations: The Health Scrutiny Forum was pleased to receive the scrutiny recommendations monitoring report at its meeting of 12 October 2010, Members noted the high number of recommendations achieved and on target, the Forum are eagerly anticipating the next monitoring report due at our meeting of 1 February 2011.
- 2.14 Forward Plan – The Health Scrutiny Forum, at each of its meetings, continues to consider possible issues from the Council's Forward Plan for inclusion within its Work Programme. Since the Forum's last progress report no specific items have been identified.

3. RECOMMENDATION

- 3.1 It is recommended that the Scrutiny Co-ordinating Committee notes the progress of the Health Scrutiny Forum.

**COUNCILLOR STEPHEN AKERS-BELCHER
CHAIR OF THE HEALTH SCRUTINY FORUM**

BACKGROUND PAPERS

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

SCRUTINY CO-ORDINATING COMMITTEE

12 November 2010



Report of: Chair of the Neighbourhood Services Scrutiny Forum

Subject: NEIGHBOURHOOD SERVICES SCRUTINY FORUM
- PROGRESS REPORT

1. PURPOSE OF THE REPORT

- 1.1 To inform the Scrutiny Co-ordinating Committee of the progress made to date by the Neighbourhood Services Scrutiny Forum, since the start of the new 2010/11 Municipal Year.

2. PROGRESS OF THE FORUM

- 2.1 Since the start of the 2010/11 Municipal Year, the Neighbourhood Services Scrutiny Forum has undertaken the following work:-
- 2.2 Work Programme 2010-11: At the meeting of the Neighbourhood Services Scrutiny Forum on the 7 July 2010, following detailed discussions, Members agreed to conduct investigations into '20's Plenty – Traffic Calming Measures' followed by 'Foreshore Management'. The work programme items for the Forum were approved by the Scrutiny Co-ordinating Committee on 23 July 2010.
- 2.3 Responses to Final Reports: At the meeting of this Forum on 7 July 2010 Members considered the Portfolio Holder for Transport and Neighbourhoods response to the recommendations from the Forum's investigations into 'Car Parking on Estates'; 'Possible Environmental Impacts of Dust Deposits on the Headland and Surrounding Areas'; and 'Climate Change and Carbon Management'.
- 2.4 Members of the Forum were informed that following consideration by Cabinet of the Final Report into:-
- (a) 'Car Parking on Estates', Cabinet approved the recommendations in their entirety.
 - (b) 'Possible Environmental Impacts of Dust Deposits on the Headland and Surrounding Areas', Cabinet approved the recommendations

with the exception of the request for a statutory nuisance claim to be pursued. It was noted that this request was against professional advice backed up with a further recommendation that the Council lobby the Member of Parliament for Hartlepool and Secretary of State for the Environment to change the statutory nuisance law. However, it was noted that this issue be revisited in 6 months time in view of the new monitoring arrangements to be put in place.

- (c) 'Climate Change and Carbon Management', Cabinet approved the recommendations in their entirety. Cabinet suggested an additional recommendation for inclusion, which the Forum approved.

- 2.5 Six Monthly Monitoring of Agreed Neighbourhood Services Scrutiny Forum's Recommendations: The Neighbourhood Services Scrutiny Forum was pleased to receive the scrutiny recommendations monitoring report at its meeting of 15 September 2010. Members noted that the monitoring of the recommendations had now been transferred into Covalent, the Council's Performance Management System. Members noted the high number of recommendations achieved (71%) and are eagerly anticipating the next monitoring report due at a future meeting.
- 2.6 '20's Plenty – Traffic Calming Measures': The Neighbourhood Services Scrutiny Forum at its meeting of 4 August 2010 approved the Aim, Terms of Reference and Timetable for its investigation into '20's Plenty – Traffic Calming Measures'.
- 2.7 The Forum at its meeting on the 15 September 2010 began the evidence gathering process. During this meeting, the Forum received a setting the scene presentation from the Highways, Traffic and Transportation Manager on how traffic calming is implemented in Hartlepool and the legislative and policy requirements. At this meeting Members also received evidence from the Portfolio Holder for Transport and Neighbourhoods.
- 2.8 On the 11 October 2010 Members of the Forum attended a site visit to look at the traffic calming measures used in Hartlepool and discussed the findings of their visit at the meeting held on 27 October 2010. Also, at this meeting Members received a presentation from the Regeneration and Neighbourhoods Department on the types and effectiveness of traffic calming measures used locally along with the costs of providing each type of traffic calming measure.
- 2.9 At the meeting of 27 October 2010 Members received evidence from a number of partner organisations on how they would approach traffic calming. In addition to this, views on traffic calming were sought from all three Neighbourhood Consultative Forums.
- 2.10 At the next meeting, on 10 November 2010, the Forum is due to consider evidence from the Regeneration and Neighbourhoods Department on current and future budgetary restrictions. In addition to this, Members are due to discuss the feedback received from the three Consultative Forums and their site visit to Newcastle City Council to gather good practice evidence.

- 2.11 The Forum is on track to complete its investigation by the 19 January 2011 so that the Final Report can be submitted to the Scrutiny Co-ordinating Committee on 28 January 2011, for submission to Cabinet on 7 March 2011, as planned.
- 2.12 Food Law Enforcement Plan:- Members at the meeting of 15 September 2010 considered the Food Law Enforcement Plan which is a requirement under the Budget and Policy Framework.
- 2.13 Forward Plan: – The Neighbourhood Services Scrutiny Forum at each of its meetings continues to consider possible issues from the Council's Forward Plan for inclusion within its Work Programme. Since the Forum's last progress report, in April 2010, no specific items have been identified.

3. RECOMMENDATION

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

**COUNCILLOR STEPHEN THOMAS
CHAIR OF NEIGHBOURHOOD SERVICES SCRUTINY FORUM**

BACKGROUND PAPERS

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

SCRUTINY CO-ORDINATING COMMITTEE

12 November 2010



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

Subject: REGENERATION AND PLANNING SERVICES
SCRUTINY FORUM - PROGRESS REPORT

1. PURPOSE OF THE REPORT

- 1.1 To inform the Scrutiny Co-ordinating Committee of the progress made to date by the Regeneration and Planning Services Scrutiny Forum, since the last progress report to this Committee.

2. PROGRESS OF THE FORUM

- 2.1 Since the start of the new 2010/11 Municipal year, the Regeneration and Planning Services Scrutiny Forum has undertaken the following work:-

2.2 Work Programme 2010-11:

At the meeting of the Regeneration and Planning Services Scrutiny Forum on 8 July 2010, following detailed discussions, Members agreed to conduct an in-depth investigation into 'Working Neighbourhoods Fund' in relation to jobs and the economy themed programmes. It was agreed that a second shorter investigation into 'Domestic Violence' specifically focusing on male victims was to follow.

- 2.3 The Forum also requested that the results of the 'Economic Impact Evaluation' of the Tall Ships event be presented to the Forum prior to being received by Cabinet. This assessment was due to be completed towards the end October. The Forums work programme was approved by Scrutiny Co-ordinating Committee at its meeting on 23 July 2010.

2.4 Hartlepool's Business Incubation System:

At a meeting of the Regeneration and Planning Services Scrutiny Forum on 8 July 2010 the response of the Portfolio Holder for Regeneration and Economic Development to the recommendations from the Forums investigation into 'Hartlepool's Business Incubation System' was considered. Members of the forum were informed that following consideration of the final report by Cabinet on 7 June 2010 the report was accepted in its entirety, with Cabinet

suggesting an additional recommendation for inclusion, which was approved by the Forum.

2.5 Youth Justice Strategic Plan 2010/11:

The Regeneration and Planning Services Scrutiny Forum considered the Youth Justice Strategic Plan 2010/11 on 8 July 2010. The Forum discussed the Plan at length and sought clarification from the Youth Offending Service Manager on several issues. The Forum's views on the Plan were noted and used to inform the report submitted to Cabinet on 19 July 2010 and Council on 5 August 2010.

2.6 Six Monthly Monitoring of Agreed Regeneration and Planning Services Scrutiny Forum's Recommendations:

At their meeting of 9 September 2010 the Forum was delighted to receive an update on the progress made against the recommendations resulting from scrutiny inquiries undertaken by the Regeneration and Planning Services Scrutiny Forum since the 2005/06 Municipal year. Members noted that 85% of all recommendations had been completed with the remaining 7% assigned and 8% overdue.

2.7 Working Neighbourhoods Fund:

The Regeneration and Planning Services Scrutiny Forum on the 12 August 2010 approved the Aim, Terms of Reference and Timetable for its investigation into 'Working Neighbourhoods Fund'.

2.8 The Forum, at its meeting on the 9 September 2010, began the evidence gathering process. During the meeting the Forum received a 'Setting the Scene' report and presentation from the Economic Development Department.

2.9 At the meeting on 14 October 2010 representatives from the Voluntary and Community Sector gave evidence to Forum on how jobs and the economy themed services are delivered using the WNF and what its withdrawal would mean to them and their ability to guide people back into work.

2.10 The Forum is on track to complete this investigation by the 20 January 2010 in order for the Final Report to be submitted to the Scrutiny Co-ordinating Committee on 25 February 2011, for submission to Cabinet in March 2011.

2.11 Referrals from Scrutiny Co-ordinating Committee:

The Regeneration and Planning Services Scrutiny Forum at each of its meetings considers requests for scrutiny reviews referred via Scrutiny Co-ordinating Committee. The following issue was raised at the Forum meeting of 9 September 2010: -

- (i) Decision Reference RN 34/10 Housing Adaptations Policy (2010-2013)
A joint meeting of the Regeneration and Planning Services, Children's Services and Adult and Community Services Forums was held on 27 September 2010 to consider the Housing Adaptations Policy (2010 – 2013) and to allow Members to participate in the consultation process. The Forums recommendations were noted by Scrutiny Co-ordinating

Committee on 15 October 2010 and will be submitted to Cabinet in November 2010.

2.12 Forward Plan: –

The Regeneration and Planning Services Scrutiny Forum at each of its meetings, continues to consider possible issues from the Council's Forward Plan for inclusion within its Work Programme. Since the Forum's last progress report, in April 2010, no specific items have been raised.

3. RECOMMENDATION

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

**COUNCILLOR KEVIN CRANNEY
CHAIR OF REGENERATION AND PLANNING SERVICES SCRUTINY FORUM**

BACKGROUND PAPERS

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

SCRUTINY CO-ORDINATING COMMITTEE

12 November 2010



Report of: Chair of the Scrutiny Co-ordinating Committee

Subject: SCRUTINY CO-ORDINATING COMMITTEE –
PROGRESS REPORT

1. PURPOSE OF REPORT

- 1.1 To inform the Members of the Scrutiny Co-ordinating Committee of the progress made to date of this Committee, since my last progress report to this Committee on 23 April 2009.

2. PROGRESS ON THE OVERVIEW AND SCRUTINY WORK PROGRAMME 2009/10 and 2010/11

2009/10

- 2.1 I am pleased to report that:-

- i) This is the fifth year that the Annual Scrutiny Work Programme has been finalised by May 2010. The planning and preparation that has been undertaken to ensure was achieved has been invaluable and certainly good practice to continue in future years; and
- ii) The Scrutiny Annual Report was successfully completed and presented to Council in July 2010.

2010/11

- 2.2 I am pleased inform Members that substantial efforts continue to be made by the Overview and Scrutiny Committees / Forums to ensure that their work programmes for 2010/11 are delivered to the prescribed timescales. In addition to this:-
- i) Following a change to the process in previous years, this Committee will be heavily involved in the budget consultation process for 2011/12. Details of the timetable / format for these meetings are outlined in **Appendices A and B**;
 - ii) This Committee continues to considered corporate and financial issues relating to the Authority throughout the year (as and when appropriate), through:

- Consideration of the Annual Summary of Inspection Reports undertaken by the Audit Commission;
- Consideration of Quarterly Budget/Performance Monitoring Reports;
- Consultations in relation to the development of Corporate / Departmental Plans for 2011/12; and
- Consultations in relation to the Council's Medium Term Financial Strategy (MTFS) for 2010/11 to 2013/14.

3. GENERAL OVERVIEW AND SCRUTINY ISSUES

3.1 Final Reports Recently Considered / Awaiting Consideration – At the time of writing this report I can confirm that the following Final Reports have been considered by the Authority's Cabinet since the last progress report:-

- i) Regeneration and Planning Services Scrutiny Forum – Hartlepool's Incubator Business System;
- ii) Children's Services Scrutiny Forum – Targeted and Detached Youth Work;
- iii) Neighbourhood Services Scrutiny Forum - Possible Environmental Impacts of Dust Deposits on the Headland and Surrounding Areas;
- iv) Neighbourhood Services Scrutiny Forum - Climate Change and Carbon Management;
- v) Adult and Community Services Scrutiny Forum - Putting People First – The Delivery of Personalised Adult Social Care Services;
- vi) Health Scrutiny Forum - Suspension of Greatham Clinic;
- vii) Health Scrutiny Forum - Alcohol Abuse – Prevention and Treatment;
- viii) Scrutiny Co-ordinating Committee - Child Poverty and Financial Inclusion; and
- ix) Health Scrutiny Forum - Dust Deposits on The Headland.

3.2 Informal Meetings of the Scrutiny Chairs – I am pleased to report that informal meetings with the Scrutiny Chairs continue to be held on a regular basis (28 May 2010, 6 August 2010 and 15 October 2010). To ensure openness and transparency is maintained, I am pleased to inform Members that the following issues were discussed during the course of these meetings:-

- i) Overview and Scrutiny Work Programme for 2009/10 and 2010/11:
 - (i) Progress To Date; and
 - (ii) Funding Requests.
- ii) NEREO – Officer / Members Meetings.
- iii) Health Issues:-
 - (i) Health White Paper Update; and
 - (ii) Update - Regional Health Scrutiny / Draft Regional Health Protocol / Health of the ex-Service Community Investigation.

- iv) Scrutiny's Involvement in the Budget Setting Process for 2011/12 – Budget Timetable.
 - v) Monitoring of Recommendations – Covalent Report Templates.
 - vi) Member Attendance at Cabinet / Portfolio Meetings – Submission of Referral Responses (SDO - Sure Start, Extended Services and Play; Housing Adaptations Policy Review 2010 – 2013; Refurbishment of Exmoor Grove Children's Home).
 - vii) Circulation of Large Documents as Part of Scrutiny Agendas.
 - viii) Ongoing Call-In Updates.
- 3.3 The next informal meeting of the Scrutiny Chairs is to be held on 3 December 2010 and I will advise this Committee of any matters of interest via my next progress report.
- 3.4 The Provision of Face to Face Financial Advice and Information in Hartlepool - Investigation – The Scrutiny Co-ordinating Committee at its meeting on the 3 September 2010 commenced its investigation in to 'the provision of face to face financial advice and information in Hartlepool' with a detailed 'setting the scene' report. Further evidence is to be provided over the coming months, including the input from the Mayor at the meeting on the 28 January 2011, with the Committee on track for completion of its investigation by April 2011.
- 3.5 Forward Plan – The Scrutiny Co-ordinating Committee continues to consider possible issues from the Council's Forward Plan for inclusion within its Work Programme. Since the Committee's last progress report, in April 2010, a number of issues have been identified and the following matters referred for further consideration by other Standing / Joint Forums:-
- i) Refurbishment of Exmoor Grove Children's Home (*Cabinet - November 2010*);
 - ii) Service Delivery Option – Sure Start, Extended Services and Play (*Cabinet - November 2010*); and
 - iii) Housing Adaptations Policy Review 2010 – 2013 (*Children's Services Portfolio Holder*).
- 3.6 The outcome of each Forums further consideration of these issues was presented to, and approved by, this Committee on the 15 October 2010.
- 3.7 Call-In's:-
- i) Counselling Services – Consideration of this Call-In is now complete and the Performance Portfolio Holders response will be considered at Item 4.1 of today's agenda.
 - ii) Telephony Services – This Call-in will be considered by the Scrutiny Co-ordinating Committee on the 5 November. The outcome of the meeting was

not known in time for circulation of this report and as such, a verbal update will be provided at today's meeting.

iii) Senior Management Review – This Call-in will have been considered by the Scrutiny Co-ordinating Committee on the 4 November. The outcome of the meeting was not known in time for circulation of this report and as such, a verbal update will be provided at today's meeting.

- 3.8 Council Assisted Scheme for the Provision of Household White Goods/Furniture – As part of the Scrutiny Co-ordinating Committee's investigation into Child Poverty and Financial Inclusion, reference was made to the potential benefits of the scheme in the generation of a revenue income stream from the provision of furniture and white goods to families in receipt of benefits. Following further discussion by the Committee on the 23 July 2010, and the 15 October, work is now ongoing on the preparation of a report to explore the feasibility of / business case for such a scheme.

4. RECOMMENDATION

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

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

BACKGROUND PAPERS

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

Appendix A

Meetings Of The Scrutiny Co-ordinating Committee Scheduled to Facilitate Scrutiny Involvement in the Budget Consultation Process

Wednesday, 1 December 2010 – 8.30 am to 4.15 pm

Aim of meeting:

To consider Cabinet proposals in respect of the Regeneration and Neighbourhoods Department and Child and Adult Services Department.

*Please note that this is a **‘full day’** meeting and a copy of the timetable for the meeting process is attached for Members’ information*.

Friday, 3 December 2010 – 2.00 pm (Diaried Meeting)

Aim of meeting:

To consider Cabinet proposals in respect of the Chief Executive’s Department.

Monday, 6 December 2010 – 10.30am to 1.00pm

Aim of meeting:

To provide a potential slot for further consideration of any issues relating to the Regeneration and Neighbourhood Services Department budget that are not resolved at the meeting on the 1 December. Please note that this is a provisional date and may not be required.

Wednesday, 8 December 2010 – 2.00pm to 4.30pm

Aim of meeting:

To provide a potential slot for further consideration of any issues relating to the Child and Adult Services Department budget that are not resolved at the meeting on the 1 December. Please note that this is a provisional date and may not be required.

Friday, 10 December 2010 – 2.00 pm

Aim of meeting:

To approve the Scrutiny Co-ordinating Committee’s response to Cabinet’s proposals.

Appendix B

All Day Scrutiny Co-ordinating Committee (1 December 2010)					
Time: AM (8.30am to 12:30pm)			Lunch 12:30pm to 1:00pm	Time: PM (1:00pm to 4:15pm)	
8:30am to 9:00am Light Breakfast	9:00am to 9:30am Introductory Session • Budget introduction. • Explanation meeting process.	9:30am to 12:30 pm Regeneration and Neighbourhoods Department Budget Session Those to attend: - All Scrutiny Members; and - Both Directors <i>Coffee break at approximately 11:00am</i>		1:00pm to 4:00pm Child and Adult Services Department Budget Session Those to attend: - All Scrutiny Members; and - Both Directors <i>Coffee break at approximately 2:30pm</i>	4:00pm to 4:15pm Conclude Session and Adjourn

SCRUTINY CO-ORDINATING COMMITTEE

12 November 2010



Report of: Scrutiny Manager

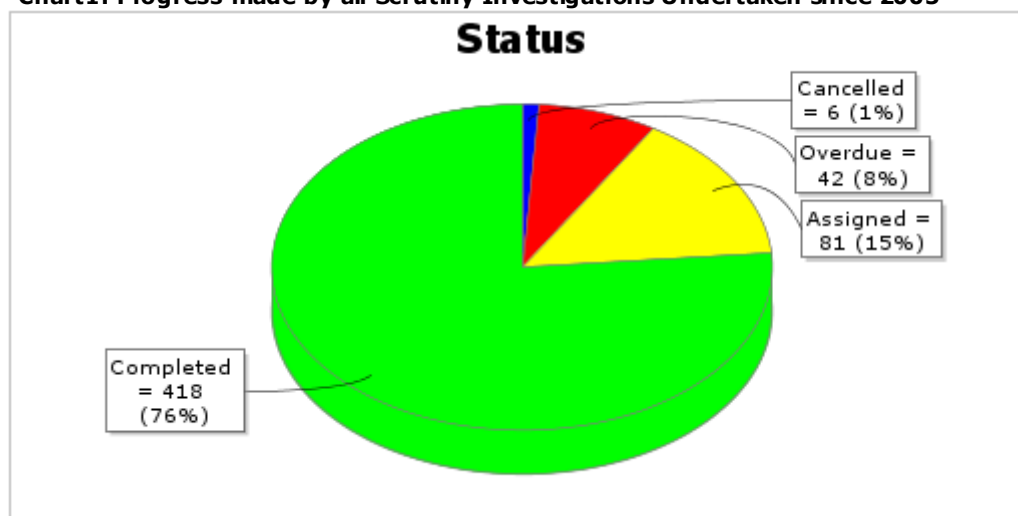
Subject: SIX MONTHLY MONITORING OF AGREED
SCRUTINY CO-ORDINATING COMMITTEE'S
RECOMMENDATIONS

1. PURPOSE OF REPORT

- 1.1 To provide Members with the six monthly progress made on the delivery of the agreed scrutiny recommendations of this Committee.

2. BACKGROUND INFORMATION

- 2.1 In November 2007 the Scrutiny Co-ordinating Committee approved the introduction of the Scrutiny Monitoring Database, an electronic database, to monitor the delivery of agreed scrutiny recommendations since the 2005/06 Municipal Year.
- 2.2 In March 2010 Scrutiny Chairs noted and agreed for the movement of the Scrutiny Monitoring Database into the Covalent, which is the Council's Performance Management System. Members are asked to note that the transfer of data into Covalent took place during February – April 2010, this process updated notes made by Officers in the Scrutiny Monitoring Database with an automatically stamped date of transfer, this explains why some notes might appear more recent than the completion date.
- 2.3 In accordance with the agreed procedure, this report provides for Members details of progress made against each of the investigations undertaken by the Committee. **Chart1** overleaf is the overall progress made by all scrutiny forums since 2005, **Appendix A** provides a detailed explanation of progress made against each scrutiny recommendation agreed by this Committee and **Appendix B** gives a breakdown of progress made by the five standing Forums.

Chart1: Progress made by all Scrutiny Investigations Undertaken since 2005

3. RECOMMENDATIONS

3.1 That Members:-

- (a) Note progress against the Scrutiny Co-ordinating Committee's agreed recommendations, since the 2005/06 Municipal Year, and explore further where appropriate; and
- (b) Retain **Appendix A** for future reference.

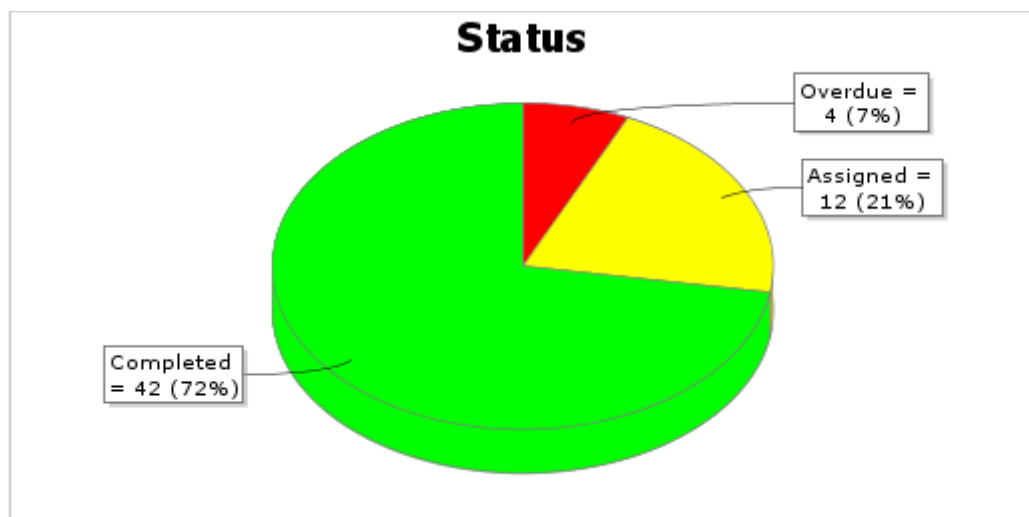
Contact Officer:- Joan Stevens – Scrutiny Manager
 Chief Executive's Department - Corporate Strategy
 Hartlepool Borough Council
 Tel: 01429 284142
 Email: joan.stevens@hartlepool.gov.uk

BACKGROUND PAPERS

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

Scrutiny Co-ordinating Committee





Generated on: 23 August 2010



Year 2005/06

Investigation HMS Trincomalee Trust

Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress
SCR-SCC/1a 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	Trust liaising with the Community Network and the Council's Diversity team to seek nominations.	Stuart Green	01 Jun 2006	01 Jun 2006	30 Apr 2010 Additional appointments made	<div> <div>100%</div> <div>Completed</div> </div>



Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress	
timescale							
SCR-SCC/1b That the relationship between the Trust and the Authority, branded as the Hartlepool's Maritime Experience, be formally recognised by a Service Level Agreement	Memorandum of Understanding* Covering remits, responsibilities and performance monitoring approved by Cabinet. * Advice from Legal Division that document should be regarded as MoU rather than SLA	Stuart Green	01 Jun 2006	01 Jun 2006	30 Apr 2010 Memorandum of understanding agreed by Trust and Council	 100%	Completed
SCR-SCC/1c That the Authority discontinues the unrestricted grant funding with immediate effect	In the light of the approval of the Memorandum of Understanding, Cabinet authorised officers to make the necessary revisions to the financial arrangements as referred to in this recommendation.	John Mennear	01 Jul 2006	01 Jul 2006	30 Apr 2010 The 50:50 admissions income split was introduced by the milestone and has since operated successfully.	 100%	Completed
SCR-SCC/1d 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.	Proposals for a Development Group approved by Cabinet.	Stuart Green	01 Jun 2006	01 Jun 2006	30 Apr 2010 Working Group to be established now that current funded capital programme is nearing completion and progress being made related to the Trincomalee Wharf development site. Composition of Group defined in Memo of Understanding	 100%	Completed
SCR-SCC/1e That work be undertaken by the Authority to explore the possibility of establishing a reduced ticket pricing arrangement for the	To be discussed with the Trust in the context of broader Council policy on charging for access to community facilities and the HME budget position; to be	John Mennear	01 Oct 2006	01 Oct 2006	30 Apr 2010 The introduction of a Hartlepool residents reduced entry charge was agreed at the Annual Review of pricing at the Culture, Leisure and Transportation Portfolio	 100%	Completed

Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress
Hartlepool Maritime Experience solely for the residents of Hartlepool.	the subject of a future report to the Culture, Leisure and Transportation Portfolio Holder.				Holder Decision Making Meeting in Nov 2006. Full introductions on a permanent basis from Easter	
SCR-SCC/1f 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	Memorandum of Understanding approved by Cabinet (see {b} above)	Stuart Green	01 Jun 2006	01 Jun 2006	04 May 2010 Negotiations satisfactorily finalised via the agreed Memorandum of Understanding	<div><div>100%</div></div> Completed

Year 2005/06

Investigation Overspend on the Headland Town Square Development

Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress
SCR-SCC/2a That there is no evidence of mismanagement or of a lack of control in the management of the Headland Town Square Development.	No response/action required as this was the conclusion of the SCC	Jonathan Wistow	01 Apr 2006	01 Apr 2006		<div><div>100%</div></div> Completed
SCR-SCC/2b/i The following issues should be approved for inclusion in future project and contract management	The Corporate Procurement guidance includes a section relating to the requirement to consult stakeholders at key stages of a project. This includes considering the type of contract to be used, - which should be approved by the	Graham Frankland	01 Jul 2006	01 Jul 2006	04 May 2010 Stakeholders continue to be included in processes	<div><div>100%</div></div> Completed

Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress
	Executive. There will also be opportunities for relevant stakeholders to be included in the appointment of a contractor, this has previously taken place in projects such as Carnegie Building and Childrens Services projects					
SCR-SCC/2b/ii The following issues should be approved for inclusion in future project and contract management, that an inclusive approach should be taken to consultation around the design of a scheme, including involving appropriate age groups.	Guidance will be emphasised in respect of consultation in design and could involve for example groups of school children. Recognition of design expertise, complexity of project and timescales will contribute.	Graham Frankland	01 Jul 2006	01 Jul 2006	04 May 2010 Relevant groups involved in design process	 Completed
SCR-SCC/2b/iii The following issues should be approved for inclusion in future project and contract management, that robust cost estimates and funding are established before a final consultation on any design or scheme proposal.	Final consultation should be carried out on fully costed and budgeted schemes. There are occasions where proposals may change subsequent to receipt of a tender and further consultation would be necessary within financial and operational parameters. The proposed actions have been presented to the Corporate	Graham Frankland	01 Aug 2006	01 Aug 2006	04 May 2010 Consultation is continuing at all stages of projects.	 Completed

Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress
	Management Team and the Corporate Procurement Group and will be presented to the Performance Management Portfolio Holder at his meeting on 21st August 2006.					

Year 2006/07

Investigation Closure of Hartlepool College of Further Education's on Site Nursery





Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress
SCR-SCC/3a That a formal feedback mechanism be established with regard to the dissemination of information throughout the Authority for Elected Members serving on internal and external bodies	The Action Plan devised for the Partnerships Enquiry proposed that: The Constitution Working Group should consider establishing feedback mechanisms from its representatives on Partnerships to Council. This action was agreed by Cabinet on 29 August 2006	Tony Brown	01 Dec 2006	01 Dec 2006	04 May 2010 This action was agreed by Cabinet on 29 August 2006.	<div><div>100%</div></div> Completed
SCR-SCC/3b That the Council seeks to engage all partners to establish a comprehensive picture of childcare provision in Hartlepool that focuses particularly on demand and supply in relation to nursery care provision	In accordance with the 10 Year Childcare Strategy the Early Years and Childcare team will carry out a detailed childcare sufficiency assessment in order to help the local childcare market respond to local demand. In addition the EYCT will undertake	Penny Thompson	01 Dec 2006	01 Dec 2006	04 May 2010 The LA's Childcare Sufficiency Assessment is now complete and was approved by Cabinet and DCSF in May 2008. A comprehensive action plan to address issues raised in the assessment is underway.	<div><div>100%</div></div> Completed

Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress
	consultation with parents of young children in order to ascertain the extent to which the take up of childcare places is a barrier to accessing further education					
SCR-SCC/3b That the Council seeks to engage all partners to establish a comprehensive picture of childcare provision in Hartlepool that focuses particularly on demand and supply in relation to nursery care provision	In addition the EYCT will undertake consultation with parents of young children in order to ascertain the extent to which the take up of childcare places is a barrier to accessing further education	Danielle Swainston	01 Jan 2007	01 Jan 2007	<p>07 Jul 2010 The Childcare Sufficiency Assessment is being prepared with consultation taking place with parents up until October. The Childcare Sufficiency Assessment will be published in April 2011.</p> <p>04 May 2010 The EYCT collects information directly from parents and through appropriate stakeholders regarding the barriers to the take up of training, employment and education and this includes childcare as a barrier to take up.</p>	<div>100%</div> Completed

Year 2006/07

Investigation Closure of Rossmere Swimming Pool

Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress
SCR-SCC/4a/i That the Executive makes the necessary arrangements to ensure that the Rossmere Pool site is cleared and that the land is re-instated forthwith.	Building demolished site cleared.	Alan Kell	01 Jan 2007	01 Jan 2007	04 May 2010 Completed	<div>100%</div> Completed

Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress	
SCR-SCC/4a/ii That the Executive makes the necessary arrangements to ensure that the Rossmere Pool site is cleared and that the land is re-instated forthwith.	Site re-seeded	Alan Kell	01 Apr 2007	01 Apr 2007	04 May 2010 Completed	 100%	Completed
SCR-SCC/4b The Executive ensures that the ongoing responsibility for the maintenance of Council properties is reviewed regularly and that the appropriate Health and Safety Inspections are carried out annually.	1.Evidence of health and safety inspections undertaken on a quarterly basis 2006/07. 2.Evidence of health and safety inspections scheduled to be undertaken on a six monthly basis 2007/08. 3.Annual health and safety inspections wef 1.4.08 if considered appropriate after risk assessment. 4.Annual joint health and safety/ property services inspections wef 1.4.07.	Joanne Machers	01 Apr 2008	01 Apr 2008	04 May 2010 Planned Inspection Programme in place in conjunction with Property Services. Inspection reports and recommended actions circulated to relevant stakeholders and stored centrally	 100%	Completed
SCR-SCC/4c That where significant issues are identified as a result of Health and Safety Inspection, that these matters are reported to the relevant Portfolio Holder.	Definition of 'significant' is high risk of occurrence of high risk of impact which could cause harm to people. No significant issues identified in 2006/07.	Joanne Machers	01 Apr 2007	01 Apr 2007	04 May 2010 On-going. Continued monitoring arrangements in place. No significant issues identified to date.	 100%	Completed
SCR-SCC/4d That the Authority's Children's Services Department makes appropriate budgetary provision for the maintenance of	Separate budgetary provision for Brinkburn Swimming Pool took effect from 1 April 2007. Capital support for	Alan Kell	01 Apr 2007	01 Apr 2007	04 May 2010 Separate budgetary provision in place. Proposals to improve access arrangements at Brinkburn Pool to be presented to Members early	 100%	Completed

Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress
Brinkburn Swimming Pool.	maintenance/condition issues will come via the Corporate Planned Maintenance Programme, Children's Services RCCO and, with appropriate member approval, the "ring fenced funding" set aside for swimming facilities in the town.				New Year.	
SCR-SCC/4e That representatives of the Hartlepool Swimming Club are invited to work with the Authority's Children's Services Department to ensure that where concerns are identified in relation to the condition/maintenance of the Brinkburn Swimming Pool.	The Hartlepool Swimming Club are no longer using the Brinkburn Pool on a regular basis. Any club or organised group using the pool in the future will be given direct access to a pool management representative regarding all aspects of their pool usage.	Alan Kell	01 Apr 2007	01 Apr 2007	04 May 2010 System in place - Primary Swimming Officer identified as initial contact for any club/organisation wishing to use school swimming pool facilities.	<div><div>100%</div></div> Completed
SCR-SCC/4f/i That an annual review of the Swimming Strategy is undertaken and the findings of which are reported to the relevant Portfolio Holder and the Scrutiny Co-ordinating Committee.	The Swim Development Strategy was adopted over 18 months ago. The first annual report will be presented shortly to the Portfolio Holder for Culture, Leisure and Transportation.	Evelyn Lithgow	01 May 2007	01 May 2007	04 May 2010 Reported to Culture, Leisure and Tourism Portfolio Holder Decision Making Mtg - update on progress of the strategy implementation and action plan 10 July 2007	<div><div>100%</div></div> Completed
SCR-SCC/4f/ii That an annual review of the Swimming Strategy is undertaken and the findings of which are reported to the relevant Portfolio Holder and the Scrutiny Co-ordinating	The Indoor Sports Strategy, which includes swimming facilities, is due for completion in May 2007. This document will assist directly with the development of a	John Mennear	01 Jun 2007	01 Jun 2007	04 May 2010 Indoor Sports Facility Strategy completed and adopted by Cabinet on 5 Oct 07. Currently going out to wider consultation. This will be further complemented by PPG17 Open Spaces Strategy due	<div><div>100%</div></div> Completed

Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress
Committee.	policy as to future investment incorporating the planned H2O Centre and potential investment via Building School's for the Future. An appropriate report will be presented to the relevant Portfolio Holder(s) and Scrutiny Co-ordinating Committee.				in Jan 08.	
SCR-SCC/4g That where the Executive / responsible Portfolio Holder considers buildings that have been identified as surplus to the needs of the Council, that renovation and demolition costs are considered amongst the options for its future use.	Where a school swimming facility is considered to be surplus to the overall needs of the Authority, an appropriate report identify options and the consequences of those options will be presented to the relevant Portfolio Holder(s).	Paul Briggs	01 Apr 2007	01 Apr 2007	04 May 2010 Officers will ensure that appropriately costed proposals are presented to the Portfolio Holder whenever surplus buildings are identified. These will include costs of demolition if required.	<div><div>100%</div></div> Completed

Year 2006/07





Investigation Withdrawal of European Structural Funding to the Voluntary Sector

Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress
SCR-SCC/5a/i That a Working Group comprised of representatives from the Council (both elected Members and Officers), the	The establishment of a separate Working Group has been overtaken by the current development of a strategic approach to relations with and the	John Mennear	01 Apr 2008	01 Apr 2008	04 May 2010 Progress reported to LSP and Cabinet Oct 2007, revised brief being undertaken.	<div><div>100%</div></div> Completed

Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress
Community and Voluntary Sector, partners from the LSP, and other external representatives is established	development of the voluntary and community sector in the town. The CPA recommendation to improve the Council's approach to the voluntary sector and the need to develop a strategic view on the appropriate role for the voluntary sector in the town. The draft proposals to agree Peter Fletcher Associates undertake the development of this strategy and compact broader than just the Council and extend this to the wider partners and stakeholders in the LSP.					
SCR-SCC/5a/ii That a Working Group comprised of representatives from the Council (both elected Members and Officers), the Community and Voluntary Sector, partners from the LSP, and other external representatives is established	The current changes leading to loss of ERDF / ESF funding to the voluntary sector has been highlighted throughout the Co-ordinating Scrutiny Enquiry and a response be compiled to assist lobbying the recommended bodies to highlight these changes and their impact.	Bart Johnson	01 Sep 2007	01 Sep 2007	04 May 2010 Bullet Points were provided for the Scrutiny Co-ordinating Committee meeting on the 14th of September 2007.	<div><div>100%</div></div> Completed

Year 2007/08

Investigation Review of the Authority's Postal Service

Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress
SCR-SCC/6a That a standard approach be adopted throughout the Authority with regard to postal procedures.	A review of the current postal procedures will be undertaken within each department to identify the most efficient method of delivery to be used across the Council.	Christine Armstrong	01 Mar 2008	01 Mar 2008	04 May 2010 Depts have agreed the most efficient process and have adopted new process	 Completed
SCR-SCC/6b That the Authority explores the feasibility of implementing where appropriate, the potential efficiencies and service improvements as outlined in paragraph 7.16 of this report within the timetable of the current business process review.	Produce a planned programme of efficiencies and service improvements to be implemented throughout 2008 / 09 in consultation with all departments.	Graham Frankland	01 Feb 2008	01 Feb 2008	04 May 2010 Corporate group of officers have identified and implemented "quick wins"	 Completed
SCR-SCC/6c That during the course of the business process review, consideration also be given to the benefits of utilising an alternative business mail provider together with the procurement of a shared service with neighbouring local authorities.	Undertake an option appraisal and procurement exercise for the provision of mail services, with potential for extending delivery timescale, if required, for a Tees Valley Shared Service.	Graham Frankland	01 Apr 2008	01 Apr 2008	04 May 2010 Negotiations with alternative providers has commenced after option appraisal	 Completed
SCR-SCC/6d That consideration is given to packaging the contracts for the delivery of Authority's postal services in such a way as to provide for in-town and out-of-	Consider options for the delivery of in and out-of-town services as part of the procurement and efficiency programme work in (b) and (c).	Graham Frankland	01 Jul 2008	01 Jul 2008	04 May 2010 Options still to be considered depending on outcomes of (b) and (c)	 Completed




Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress
town services.						

Year 2008/09

Investigation Kerbside Recycling Scheme Referral

Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress
SCR-SCC/7a/i That as part of work to further improve waste disposal and recycling services in Hartlepool, the implementation of the following activities be explored.	Designs are current being drafted and costed to expand the existing HWRC to incorporate a re-use facility. The final designs will be costed and tendered following council procurement guidelines	Fiona Srogi	01 Sep 2009	01 Sep 2010	<p>16 Aug 2010 Developement of the HWRC has been undertaken with a facility provided for the storage of items fit for reuse. The British Heart Foundation are involved in a trial with HBC to evaluate the amount of materials available for reuse</p> <p>25 Feb 2010 Utilising the support available from the Waste Action Resource Programme (WRAP) we have engaged in a desk study with the Furniture Reuse Network (FRN) to identify ways to work with voluntary and community sector for the disposal of bulky waste, the options report will be considered as part of the Service Delivery Option review and will include use of the facility in Burn Road.</p>	<div> <div></div> 35% </div> Assigned
SCR-SCC/7a/ii That as part of work to further improve waste disposal and recycling services in Hartlepool, the implementation of the following activities be	Designs are current being drafted and costed to expand the existing HWRC to incorporate a 'green' shop for the sale of sustainable living	Fiona Srogi	01 Sep 2009	01 Sep 2010	<p>16 Aug 2010 The HWRC has been extended with the inclusion of an education centre and reuse container, the feasibility of a green shop needs to be investigated more fully</p>	<div> <div></div> 27% </div> Assigned

Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress
explored:- The development of an environmental sustainability facility.	items. The final designs will be costed and tendered following council procurement guidelines				<p>although space is available if it is seen to be practicable.</p> <p>25 Feb 2010 Utilising the support available from the Waste Action Resource Programme (WRAP) we have engaged in a desk study with the Furniture Reuse Network (FRN) to identify ways to work with voluntary and community sector for the disposal of bulky waste, the options report will be considered as part of the Service Delivery Option review This report will also link the feasibility of developing a Green Shop for the sale of environmentally friendly items.</p>	
SCR-SCC/7a/iii That as part of work to further improve waste disposal and recycling services in Hartlepool, the implementation of the following activities be explored:- (iii) Preparation of an outline business case examining service delivery options.	A business case will be prepared advising on possible options, linking into guidance coming out of the Business Transformation programme.	Fiona Srogi	01 Sep 2009	01 Sep 2010	<p>16 Aug 2010 the business case outlining charging options for Bulky Waste (£15 per 3items collected with a reduction for benefit holders) has been accepted for implimentation in April 2011</p> <p>25 Feb 2010 Utilising the support available from the Waste Action Resource Programme (WRAP) we have engaged in a desk study with the Furniture Reuse Network (FRN) to identify ways to work with voluntary and community sector for the disposal of bulky waste, the options report will be considered as</p>	<div>100%</div> Completed

Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress
					part of the Service Delivery Option review.	
SCR-SCC/7a/iv That as part of work to further improve waste disposal and recycling services in Hartlepool, the implementation of the following activities be explored:- (vi) Exploration of the possible ways to work with the voluntary and community sector.	Since delivery options will be explored using the framework to be determined from the Business Transformation programme.	Fiona Srogi	01 May 2010	01 May 2010	<p>16 Aug 2010 There is a facility provided at the Household Waste Recycling Centre, Burn Road to segregate furniture and other items for reuse, This facility is available for local voluntary sector to take items for reuse.</p> <p>25 Feb 2010 Utilising the support available from the Waste Action Resource Programme (WRAP) we have engaged in a desk study with the Furniture Reuse Network (FRN) to identify ways to work with voluntary and community sector for the disposal of bulky waste, the options report will be considered as part of the Service Delivery Option review</p>	 20% Overdue
SCR-SCC/7a/v That as part of work to further improve waste disposal and recycling services in Hartlepool	Meeting to be arranged with Private Sector Housing to agree content of welcome pack.	Colin Ogden; Craig Thelwell	01 May 2009	01 May 2009	04 May 2010 The welcome pack has been designed and issued out to private sector housing's selective licencing scheme members. The welcome pack includes information on landlord responsibilities with respect to waste management.	 100% Completed
SCR-SCC/7a/vi That as part of work to further improve waste disposal and recycling services in Hartlepool, the implementation of the	Set of meetings to be scheduled exploring the most appropriate collection method to enable residents to recycle and participate	Colin Ogden; Craig Thelwell	01 May 2009	01 May 2010	25 Feb 2010 The welcome pack has been designed and issued out to private sector housing's selective licencing scheme members. The welcome pack includes	 0% Overdue

Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress
following activities be explored:- (vi) Close working with the Authority's Private Sector Housing Team.	in the Kerbside Collection Service. Information will be incorporated in the welcome packs.				information on landlord responsibilities with respect to waste management. Collection methods for bedsits will be identified during the pilot scheme.	
SCR-SCC/7a/vii That as part of work to further improve waste disposal and recycling services in Hartlepool, the implementation of the following activities be explored:- vii) The implementation of a pilot scheme.	Agree a pilot area with the Private Sector Housing Team. Implement and monitor over minimum of six months.	Colin Ogden; Craig Thelwell	01 May 2009	01 May 2010	25 Feb 2010 Pilot area to be identified utilising the results of the participation survey and the knowledge of the private sector housing team to best identify areas and residents who are struggling with the current container types. Discussions with the management company of the facility in one identified area are ongoing	<div><div></div></div> Overdue
SCR-SCC/7a/viii That as part of work to further improve waste disposal and recycling services in Hartlepool, the implementation of the following activities be explored:- (viii) Offer the same facilities to all flats, complexes and apartments.	Existing services will continue to be provided as they are. Any changes will be dependent upon the outcome of the pilot.	Fiona Srogi	01 May 2009	01 May 2010	<div>16 Aug 2010 Different Container types are being trialled at Knots Landing for paper collection. Whilst different containers are used at the multiple occupancy buildings the same materials are offered to each facility.</div> <div>25 Feb 2010 Utilising the information provided through the participation survey conducted May - June 2009 we have identified an area to conduct the pilot. Options that are being considered are smaller containers and mini bring centres. Discussion with management company for complex are ongoing</div>	<div><div></div></div> Overdue

Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress
SCR-SCC/7b/i-vi That as part of the process for the reconfiguration of in-house services, a feasibility study be undertaken incorporating the following areas of provision: (i) The reconfiguration of contracts in line with the service standard.	Reconfiguration of current services will be carried out as detailed in the recommendation, taking account of business transformation frameworks which are currently being developed.	Fiona Srogi	01 Dec 2010	01 Dec 2010	<p>16 Aug 2010 The Bring Centre contract is being reviewed before documents go out for tender. Tender documents are being prepared with amendments added to incorporate changes to the Bring Centre Service within the Tees Valley.</p> <p>25 Feb 2010 Reduction of the Bring centre provision programme has commenced, five of the sites identified for removal being removed. Further sites will be removed in the coming weeks.</p>	<div> <div></div> 25% </div> Assigned
SCR-SCC/7b/vii That as part of the process for the reconfiguration of in-house services, a feasibility study be undertaken incorporating the following areas of provision: (v) Cessation or reduction of Services Bring Centre provision.	Reconfiguration of current services will be carried out as detailed in the recommendation, taking account of business transformation frameworks which are currently being developed.	Fiona Srogi	01 May 2009	01 May 2009	<p>04 May 2010 Reduction of the Bring centre provision programme has commenced, five of the sites identified for removal being removed. Further sites will be removed in the coming weeks.</p>	<div> <div></div> 100% </div> Completed
SCR-SCC/7c That the success of Hartlepool's Waste Disposal Provision, in particular recycling be more actively publicised.	A Communication Strategy will be prepared including timescales of when and how we will communicate with the public.	Colin Ogden; Craig Thelwell	01 Apr 2009	01 Apr 2009	<p>04 May 2010 Working with the Waste Resources action programme Hartlepool Borough Council are preparing a communications strategy. We have introduced mixed plastics and tetrapaks into current collections and changed our branding from "Hartlepool Hero's" to "Recycle for</p>	<div> <div></div> 100% </div> Completed



Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress
					Hartlepool" to help increase participation. Leaflet have been delivered throughout the borough to advertise these changes	
SCR-SCC/7d That in response to the successful outcome of the Participation Survey undertaken earlier this year, that the exercise be repeated at two yearly intervals.	To be included within the departments service planning framework.	Colin Ogden; Craig Thelwell	01 May 2010	01 May 2010	04 May 2010 Participation Survey has been undertaken May - June 2009, the results of this survey will identify areas to trial new blue bags in low participation, and high participation areas. Participation of these areas will be monitored to evaluate the success of the trial. Survey will be carried out annually to evaluate changes.	<div><div>100%</div></div> Completed
SCR-SCC/7e That appropriate methods of waste storage and collection at multi-occupancy residences be reviewed in consultation with the Authority's Private Sector Housing Team.	Existing services will continue to be provided as they are. Any changes will be dependent upon the outcome of the pilot.	Colin Ogden; Craig Thelwell	01 May 2009	01 May 2009	04 May 2010 Utilising the information provided through the participation survey conducted May - June 2009 we have identify an area to conduct the pilot. Options that are being considered are smaller containers and mini bring centres. Discussion with the management company of the facility are ongoing	<div><div>100%</div></div> Completed
SCR-SCC/7f That ways of increasing the levels of recycling with small businesses across the town be explored further.	Options to explore how best to increase business recycling without adding additional financial pressures to the waste revenue budgets.	Colin Ogden; Craig Thelwell	01 Sep 2009	01 Sep 2010	25 Feb 2010 Discussions have been held to look at the options to increase business recycling with small businesses without additional financial pressures to waste revenue budgets. Concerns have been raised that an recycling collection would	<div><div>0%</div></div> Assigned




Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress
					have to be cheaper than standard trade waste collection to make it an attractive service to businesses, and this will have an adverse affect on waste revenue budgets. We have also had preliminary discussion with a Recycling Company regarding this subject	

Year 2008/09

Investigation Use of Agency Workers Within the Council

Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress
SCR-SCC/8a That a review be undertaken to substantially reduce the current level of expenditure on the use of agency workers / specialists across the Authority.	Each department to review agency posts and ensure continuous assessments is in place as an ongoing exercise, with a view to reducing the numbers, exploring alternatives, improve planning and consider permanent appointments.	Joanne Machers	01 Apr 2009	01 Apr 2009	04 May 2010 Guidance issued to departments regarding the use of agency workers. HR/Payroll system development on schedule and will allow accurate recording and management of agency workers.	<div><div>100%</div></div> Completed
SCR-SCC/8b That the current arrangements for the recruitment of agency workers / specialists across the Authority be centralised and appropriate control measures introduced.	New control protocols to be agreed by CMT and implemented across the Council, including the recording and monitoring of agency staff in post.	Graham Frankland	01 May 2009	01 May 2009	04 May 2010 Protocols have been drafted to be agreed when new arrangements for agency worker provision is in place. Departments are following revised guidelines.	<div><div>100%</div></div> Completed
SCR-SCC/8c That the duration of engagement for all agency workers /	Instruction and guidance to service managers on the	Joanne Machers	01 Mar 2009	01 Mar 2009	04 May 2010 Guidance issued to departments and monitoring arrangements in	<div><div>100%</div></div> Completed

Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress
specialists be restricted to short-term use and not exceed twelve months.	engagement of agency workers and the introduction of monitoring process.				place.	
SCR-SCC/8d That the Authority be encouraged to share innovative approaches to minimise the future demand of agency workers / specialists where appropriate.	Options to be pursued including a regional portal for staff recruitment, a Hartlepool recruitment pool were appropriate, succession planning and staff development / secondment opportunities. An exercise to exchange good practice between departments e.g. the use of casual lists, maintaining contact with leavers etc.	Joanne Machers	31 Aug 2009	30 Apr 2010	<p>13 Jul 2010 Action 100% completed</p> <p>12 Apr 2010 - HR Service Delivery Options Review now due for completion Sept 2010 - Succession planning has been integrated into BTP - HR Implications Work</p> <p>25 Feb 2010 The arrangements for monitoring the use of agency workers has been included in: - the HR Service Delivery Options review due for completion in January 2010 - the review of management arrangements and functional areas in the new Customer & Workforce Services Division. Both reviews also provide an opportunity to standardise best practice across departments in the use of casual lists, maintaining contact with leavers, etc. with an implementation date for first phase changes by April 2010</p>	 Completed
SCR-SCC/8e That a feasibility study be undertaken to determine the	Joint procurement exercise across Tees Valley being pursued. Also potential option for	Graham Frankland	01 May 2009	01 May 2009	04 May 2010 Tees Valley and NEPO contracts have been completed	 Completed

Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress	
appropriateness of establishing either a council-run agency or a joint procurement arrangement with neighbouring local authorities across the Tees Valley.	NEPO arrangements.						
SCR-SCC/8e That a feasibility study be undertaken to determine the appropriateness of establishing either a council-run agency or a joint procurement arrangement with neighbouring local authorities across the Tees Valley.	Future consideration of in-house provision required.	Graham Frankland	01 Mar 2010	01 Mar 2010	25 Feb 2010 Feasibility into Tees Valley arrangement complete and collaborative contract saving around 10% commissioned. Council-run and agency can be considered in the future as the Business Transformation Programme develops.		Completed
SCR-SCC/8f That there appears to be some conflict between the Council's recruitment and retention policies, namely the securing of temporary and permanent positions by modern apprentices versus permanent posts occupied in the short-term by agency workers	Recruitment and retention protocols around Modern Apprentices to be agreed and implemented prior to intake of Modern Apprentices.	Joanne Machers	01 Aug 2009	01 Aug 2009	04 May 2010 Apprentice arrangements reviewed for September intake.		Completed
SCR-SCC/8g That twelve months after the implementation of the new HR/payroll system and the introduction of centralised control measures for the recruitment of agency	Provide monitoring report.	Joanne Machers	01 Sep 2010	01 Sep 2010	12 Apr 2010 HR / Payroll Steering Group meets regularly to monitor progress 25 Feb 2010 Hr/Payroll system implementation on schedule.		Assigned




Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress	
workers / specialists across the Authority.							

Year 2009/10

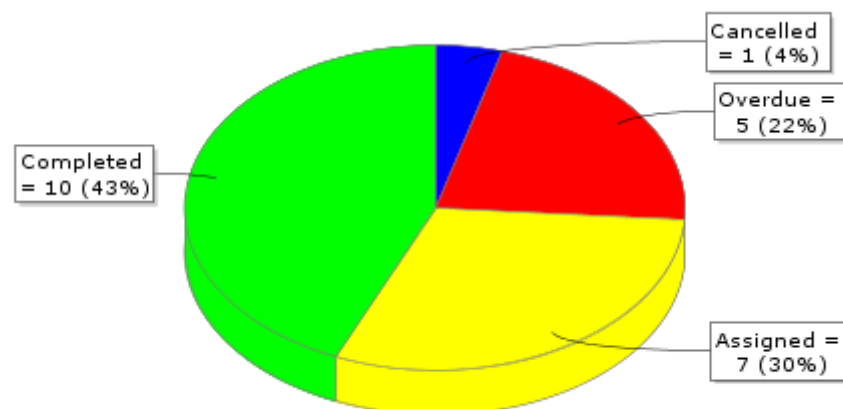
Investigation Child Poverty and Financial Inclusion in Hartlepool

Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress	
SCR-SCC/9a That a 'mapping' exercise of services be undertaken to ensure that all organisations are aware of the services available.	A task and finish group will be established to complete the mapping exercise:- Group established June 2010; Mapping completed Jan 2011; and Information circulated to all partner agencies Mar 2011.	John Morton	31 Mar 2011	31 Mar 2011		<div><div></div></div> 100%	Assigned
SCR-SCC/9b That given ANEC's role as the lobbying and advisory body in relation to this issue, the Council should utilise the skills and knowledge it has to assist in linking into the work of other authorities to share best practice.	Regular attendance by lead officer at North East Local Authority Child Poverty Policy Network and Government Office led workshops, which are supported by ANEC's Policy Manager and the North East Child Poverty Adviser from Government Office, will provide structured mechanism for sharing of best practice.	Danielle Swainston	28 Feb 2011	28 Feb 2011	12 Jul 2010 All meetings have been attended by Lead Officer or designated deputy.	<div><div></div></div> 60%	Assigned
SCR-SCC/9c That ways of working with utility providers, benefits agencies and other bodies be explored to facilitate the transmission of	Existing Hartlepool Financial Inclusion Partnership Stakeholder Group which meets monthly and involves a broad range of agencies will	Carol Jones	31 Dec 2010	31 Dec 2010	04 Aug 2010 An initial approach has been made to Consumer Focus the independent champion for energy consumers in order to determine the best way to liaise with energy	<div><div></div></div> 40%	Assigned

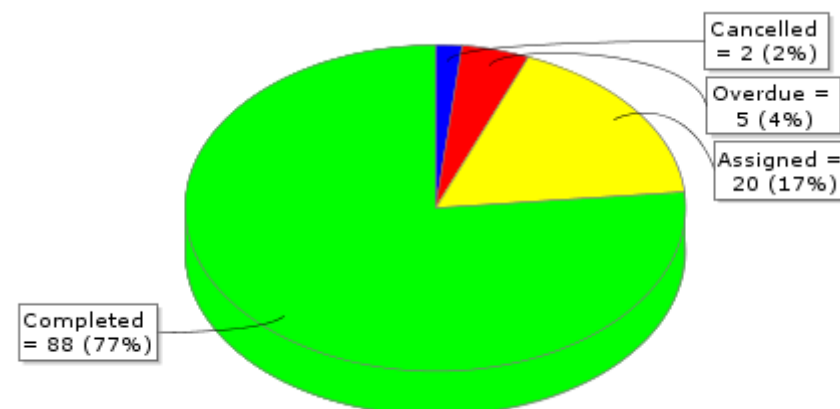
Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress
information to the Council where families are in need of assistance and at risk of falling in to poverty.	be used to drive this initiative. Will need to integrate with Child Poverty Working Group work programme.				providers and to obtain access to information about various social fuel tariffs, fuel price comparisons and information available to Hartlepool residents - further investigation is required to identify the correct liaison point for each of the 6 energy providers servicing the area. A good working relationship already exists with Hartlepool Water, however this relationship could be developed further to include referrals to highlight individual families nearing disconnection. The Winter Warmth initiative and Fire Service advocates provide interventions to individuals and families at risk, further investigation as to the potential for referral systems to be explored.	
SCR-SCC/9d That the capacity of Council to become involved in schemes for provision of things e.g. household items, new/second hand, at a reasonable cost to residents be explored to prevent vulnerable families being drawn into high cost finance deals.	Develop working arrangements with the voluntary sector to reuse furniture and other items from the Council's Household Waste Recycling centre and the Bulky Waste Collection service.	Fiona Srogi	31 Dec 2010	31 Dec 2010	16 Aug 2010 There is a facility provided at the Household Waste Recycling Centre, Burn Road to segregate furniture and other items for reuse, This facility is available for local voluntary sector to take items for reuse.	<div>42%</div> Assigned
SCR-SCC/9e That updates be presented	Update reports on progress to be	Danielle Swainston	30 Nov 2010	30 Nov 2010	12 Jul 2010 Recommendations from	<div>30%</div> Assigned

Recommendation	Action	Assigned To	Original Due Date	Due Date	Note	Progress	
to Scrutiny on progress in tackling child poverty at regular intervals.	prepared for Scrutiny on a 6 monthly basis.				Scrutiny approved by Cabinet.		
SCR-SCC/9f/i That in ensuring that the impact of child / family poverty is reflected in all aspects of the Council's decisions and work reference to 'child poverty' be included as a standard item on all Council reports.	Report writing guide for officers will be amended to include child/family poverty as an issue to consider on all reports. This will be put in place for the commencement of the new municipal year.	Amanda Whitaker	30 Jun 2010	30 Jun 2010	29 Jun 2010 Report writing guide was amended to include reference to child/family poverty. An e mail was circulated to advise Officers that the guide had been updated.		Completed
SCR-SCC/9f/ii That in ensuring the impact of child/family poverty is reflected in all aspects of the Council's decisions/work a review of the Commissioning of Services be undertaken to ensure that 'child poverty' is a separate clause within any contract.	Reference to Child Poverty to be included in the Council's Sustainable Procurement policy and guidance given to staff on the use of clauses in contract documents wherever appropriate.	David Hart	29 Oct 2010	29 Oct 2010	03 Aug 2010 Reference to Child Poverty has been included in the Council's Sustainable Procurement policy. Work is ongoing in relation to contractual clauses.		Assigned
SCR-SCC/9g That the recommendations of the ANEC Child Poverty Task and Finish Group be supported and taken forward wherever possible.	Progress against the actions as outlined in appendix B of the report will be updated on a 6 monthly basis as part of the reporting.	Danielle Swainston	30 Nov 2010	30 Nov 2010	12 Jul 2010 Closing the Loop Report to go to Scrutiny Coordinating Committee 23rd July 2010.		Assigned

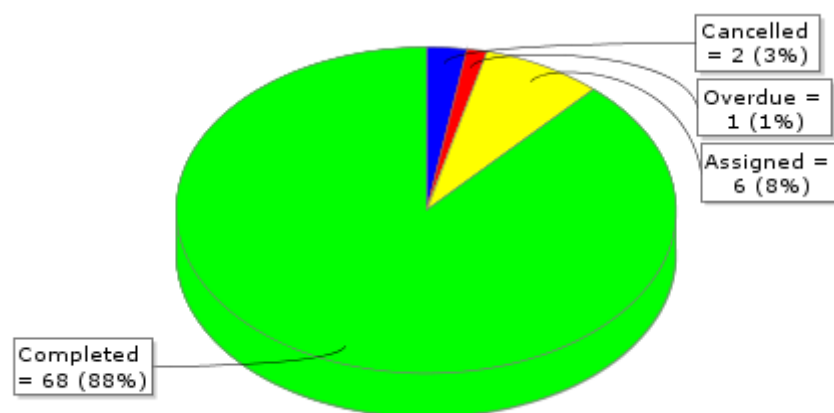
Adult & Community Services Scrutiny Forum



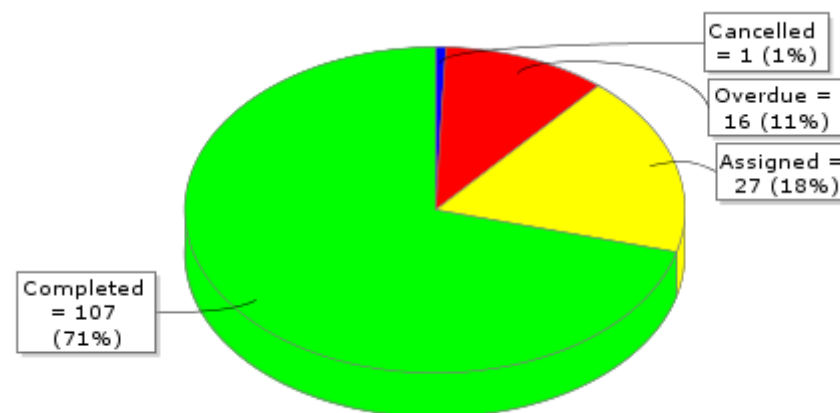
Children's Services Scrutiny Forum



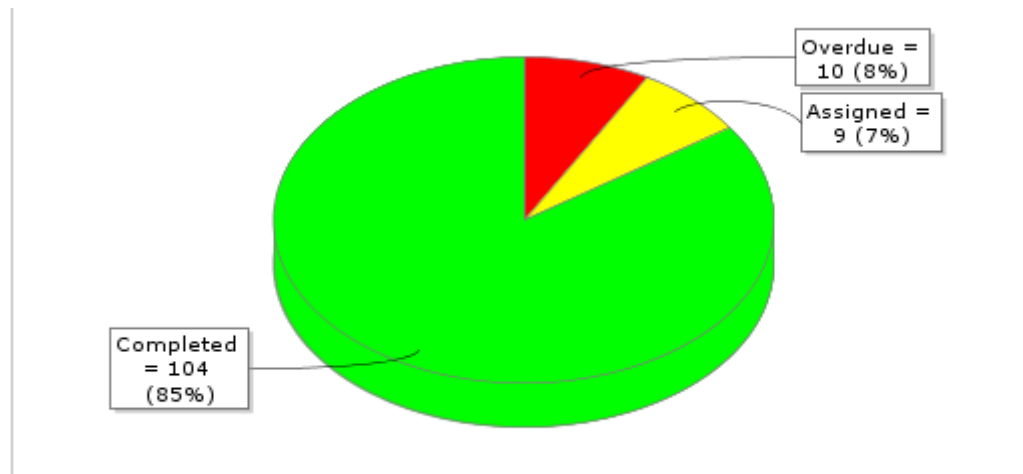
Health Scrutiny Forum



Neighbourhood Services Scrutiny Forum



Regeneration and Planning Services Scrutiny Forum



SCRUTINY CO-ORDINATING COMMITTEE

12 November 2010



Report of: Scrutiny Manager

Subject: REQUEST FOR FUNDING TO SUPPORT THE
NEIGHBOURHOOD SERVICES SCRUTINY FORUM'S
CURRENT SCRUTINY INVESTIGATION

1. PURPOSE OF REPORT

- 1.1 To seek approval from the Scrutiny Co-ordinating Committee for a request for funding for the Neighbourhood Services Scrutiny Forum, from within the Overview and Scrutiny Function's dedicated scrutiny budget.

2. FUNDING PROPOSAL

- 2.1 In line with Council procedures, the agreed pro-forma has been completed and is attached as **Appendix A**. The purpose of the completed pro-forma is to assist this Committee in determining whether approval should be given to fund the additional support requested by the Neighbourhood Services Scrutiny Forum, as part of their current investigation.

3. THE COUNCIL'S FINANCIAL PROCEDURE RULES

- 3.1 The Financial Procedure Rules are those rules that the Council must have to govern its financial affairs. These rules are required by law to ensure that large sums of public money are spent properly and wisely.
- 3.2 The Financial Procedure Rules together with Standing Orders, apply to all parts of the Council, to Elected Members and employees and form an integral part of the Council's Constitution.
- 3.3 Consequently, whilst this Committee is requested to make a decision on the merits of the request for funding, the Committee must also adhere to the Council's Financial Procedure Rules.

4. RECOMMENDATIONS

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

- (a) determines whether the proposal is justified on the basis of information provided in **Appendix A**;
- (b) determines whether the proposal is a sufficient priority within the remaining budgetary provision; and
- (c) agrees in principal that any funding allocated, is in accordance with the Council's Financial Procedure Rules.

Contact:-

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BACKGROUND PAPERS

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

**PRO-FORMA TO REQUEST FUNDING TO SUPPORT
CURRENT SCRUTINY INVESTIGATION**

Title of the Overview and Scrutiny Committee: Neighbourhood Services Scrutiny Forum
Title of the current scrutiny investigation for which funding is requested: 20's Plenty – Traffic Calming Measures
To clearly identify the purpose for which additional support is required: To pay travel expenses for a speaker who presented evidence to the Forum on the 20's Plenty campaign.
To outline indicative costs to be incurred as a result of the additional support: Train – £32.75 Parking at train station - £6.00 Lunch and dinner - £16.00
To outline any associated timescale implications: The speaker presented evidence to the meeting of 27 October 2010.
To outline the 'added value' that may be achieved by utilising the additional support as part of the undertaking of the Scrutiny Investigation: To gather evidence on the implementation of 20mph zones / limits.
To outline any requirements / processes to be adhered to in accordance with the Council's Financial Procedure Rules / Standing Orders: N/A
To outline the possible disadvantages of not utilising the additional support during the undertaking of the Scrutiny Investigation: Unable to gather views to make an informed decision

To outline any possible alternative means of additional support outside of this proposal:

None identified