

# **CULTURE, HOUSING & TRANSPORTATION PORTFOLIO DECISION SCHEDULE**



**Wednesday 3<sup>rd</sup> May 2006**

**at 10:00 a.m.**

**in Committee Room “A”**

Councillor R Payne, Cabinet Member responsible for Culture, Housing and Transportation will consider the following items.

**1. KEY DECISIONS**

- 1.1 Multi-Use Games Area Strategy – *Director of Adult and Community Services and Director of Children’s Services*
- 1.2 Highway Maintenance Programme 2006-2007 – *Head of Technical Services*

**2. OTHER ITEMS REQUIRING DECISION**

- 2.1 Tees Valley Sport Partnership – *Director of Adult and Community Services and Director of Children’s Services*
- 2.2 Adult and Community Services Departmental Plan 2006/7–2008/9 – *Director of Adult and Community Services*
- 2.3 Pilot Self-Management Project of Woodcroft Allotments – *Director of Adult and Community Services*
- 2.4 Objection to the Erection of Alleygates to the rear of Marske Street/Stockton Road – *Head of Technical Services*
- 2.5 Request to extend Parking Restrictions – Back of Park Road (South) – *Head of Technical Services*
- 2.6 Request to include Blakelock Gardens within the Approved Consultation Process – *Head of Technical Services*

**3. ITEMS FOR INFORMATION**

- 3.1 Hartlepool Transport Interchange Progress Report – *Head of Technical Services*

**4. REPORTS FROM OVERVIEW OF SCRUTINY FORUMS**

No items

## **EXEMPT ITEMS**

Under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in the paragraphs referred to below of Part 1 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) Act 1985

### **5 KEY DECISION**

No items

### **6. OTHER ITEMS REQUIRING DECISION**

No items

## **CULTURE, HOUSING AND TRANSPORTATION PORTFOLIO**

Report To Portfolio Holder  
3<sup>rd</sup> May 2006



**Report of:** Director of Adult and Community Services and  
Director of Children's Services

**Subject:** MULTI-USE GAMES AREA STRATEGY

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### **SUMMARY**

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

For the Portfolio Holder to consider the outcome and findings of the Multi-Use Games Area Strategy developed for Hartlepool.

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

- 2.1 A Strategy for the future management and development of Multi-Use Games Area in Hartlepool is outlined. The Strategy has been prepared by a consultant and has involved extensive consultation with local sports clubs, schools and national governing bodies.
- 2.2 A range of measures are proposed, some of which are subject to resources and will require success with grant applications or additional resources to achieve.

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

- 3.1 Sport is part of the Culture, Housing and Transportation Portfolio.

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

- 4.1 Key Decision (Test ii)

**5. DECISION MAKING ROUTE**

5.1 Culture, Housing and Transportation Portfolio Meeting, 3<sup>rd</sup> May 2006.

**6. DECISION(S) REQUIRED**

6.1 The Portfolio Holder's approval to the proposed strategy is sought.

**Report of:** Director of Adult and Community Services and  
Director of Children's Services

**Subject:** MULTI-USE GAMES AREA STRATEGY

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**1. PURPOSE OF REPORT**

- 1.1 To consider a strategy document produced for the future management and development of Multi-Use Games Areas (MUGA's) in Hartlepool.

**2. BACKGROUND**

- 2.1 At a Mayoral Portfolio Meeting of 21<sup>st</sup> November 2002, it was recognised that a new playing pitch strategy was required for the Borough, which would consider existing provision and capacity for all public pitches and assess if there was sufficient to meet current and future needs. This work was undertaken, a Strategy was developed and was formally adopted at the Mayor's Portfolio Meeting of 27<sup>th</sup> May 2004.
- 2.2 The scope of the Strategy however only focussed on the management and development of natural turf pitches and it was recognised that a separate study would have to be undertaken to specifically deal with the provision of MUGA's in the Borough. This would obviously be of considerable use in the planning and management of outdoor recreation.
- 2.3 Whilst Sport England had developed new, sophisticated methodology for undertaking natural turf pitch strategies which was utilised at the time, nothing existed for the approach needed for the development of MUGA strategies. As a result, Sport England targeted Hartlepool for a grant to undertake the work and a grant of £4,500 was made to meet all of the consultancy costs.
- 2.4 In return for the grant aid, Sport England asked to work closely with the consultants as they proposed to utilise these new techniques as a model of best practice for others to use in the development of MUGA strategies. Indeed, some of the conditions of the grant aid included conditions to publication of the methodology as a toolkit to be provided on their website as well as a commitment to giving a paper on the approach used as a regional seminar.

- 2.5 The overall findings of this strategy work are of benefit not only for the future management and provision of MUGA's, but also help form the Council's approach to Planning Policy Guidance 17 which advocates the use of quantitative and qualitative audits of open spaces.

### **3. RESEARCH AND CONSULTATION PROCESS**

- 3.1 The process adopted to undertake this Strategy, followed good practice principles in respect of the scope of the project the objectives, guidance advice from Sport England in respect of provision standards and the analysis of Hartlepool by Ward area. The process is outlined in detail in **Appendix 1**.
- 3.2 The consultation process was extensive and included Local Authority departments, other agencies and public consultation via area and target group forums.
- 3.3 A full copy of the MUGA Strategy is placed for consultation within the Members Library.

### **4. KEY ISSUES**

- 4.1 With a number of existing and proposed Multi-Use Games Areas being developed through regeneration and education initiatives on an ad hoc basis across the town, a co-ordinated and strategic approach is necessary to ensure a comprehensive and sustainable framework of facilities which meet identified needs, shortfalls and deficiencies and avoids duplication.
- 4.2 The Strategy also addresses the important aspect of Management and use of such facilities and would strengthen bids for internal and external funding as well as avoiding potential duplication of resources and facilities.
- 4.3 As part of any Youth Provision Strategy (Under 16 age group), it is important to address provision for young people in relation to the need for and demand upon open spaces.
- 4.4 The MUGA Strategy recommends an ideal hierarchy and a network of MUGA's serving each part of the Borough. To be successful, the facilities need to be seen to be able to deliver Neighbourhood / Doorstep opportunities. It is recommended that MUGA's should be within 10/15 minutes walking distance from home. As a result, each Ward in Hartlepool should have access to at least one MUGA. The Strategy identifies a definition of a MUGA and reflects 5 types of MUGA surface specifications considered acceptable by Sport England.

- 4.5 As with the Playing Pitch Strategy, the study looks at the provision in different areas of Borough by splitting them into the Wards within 3 analysis areas of the North area, Central area and South area.
- 4.6 A hierarchy of provision of MUGA's is recommended at **Appendix 2** and priorities established by Ward which should reflect local need / demand, shortfalls in provision and the Council's Neighbourhood Renewal Strategy, which reflects the disadvantaged areas of the town. Account also needs to be taken of "hot spots" of anti social behaviour
- 4.7 In terms of management and use, only as a last resort, have "stand alone" facilities been considered. Management and use is a key issue for the success of MUGA's and therefore they should be linked to existing or proposed facilities and management structures, e.g. school base, Leisure Centre, Community Centre, Youth Centre, Club etc. MUGA's must be an integral part of the Council's Sports Development Policy.
- 4.8 Currently there is a variety of Management Practice across the town. For the future, it is recommended that for community use of MUGA's the management comes under a single body with a single pricing policy (with revenue support) and a single Management Committee.
- 4.9 All MUGA sites should have opening and closing times. For type 1 & 2 (Macadam surface) facilities, with management on or off site, MUGA's will be available for casual use. For Type 3 & 4 (Polymeric) and Type 5 (Synthetic), facilities with on-site management MUGA's should only be available for organised use.
- 4.10 It is important that the cost of hire of MUGA's is set at a level that is affordable to disadvantaged groups. Currently there is no common pricing policy. This needs to be addressed as part of the Strategy implementation.
- 4.11 Whilst MUGA's are classed as sports areas, they should also be regarded as an important "social engineering tool". In addition to addressing increasing and introducing participation in physical activity, they can also address such issues as health, anti-social behaviour, crime, social inclusion, neighbourhood renewal, community well being and improving the environment, etc.
- 4.12 The Strategy makes specific recommendations in relation to: -
  - a) Retention of existing facilities
  - b) Closure of existing facilities
  - c) Upgrading of existing facilities
  - d) Replacing existing facilities
  - e) Providing new facilities
- 4.13 The priority list has been established by focussing on wards with inadequate provision balanced against the demographic young people

population percentages – considering that young people are the prime target group. Implementation priorities can then be given, however, the actual sequence of improvement or development will be strongly influenced by financial and area of disadvantage factors. Hence within the overall priority order a secondary priority order relating to the Neighbourhood Renewal Strategy can be identified.

- 4.15 The recommendations contained in this Strategy are only recommendations. Before any development takes place on the ground at individual locations, further consultation will take place alongside the normal planning procedures and to build upon local community support.

## **5. NEXT STEPS**

- 5.1 The Strategy sets out a vision for the future in relation to the provision and improvements of MUGA facilities. The Strategy recommends a number of priority projects for the Borough, which subject to the Portfolio Holder's approval, should be worked towards over the next five years (2006 – 2011) within a developed Action Plan.
- 5.2 It should be recognised that the strategy provides a framework for the improvement of facilities. Many of the proposals contained in the plan are long term however, and could take some time to achieve. Resources are not currently in place to implement it although partnerships and possible sources of funding can be identified to tackle implementation with an emphasis on the priorities identified in **Appendix 2**.

## **6. RECOMMENDATIONS**

The Portfolio Holder is requested to: -

- i) Approve the Multi-Use Games Area Strategy.
- ii) Approve Development of a 5 year Action Plan to realise the Strategy.

CONTACT OFFICER: John Mennear, Assistant Director (Community Services)

### Background Papers

A Strategy for Multi-Use Games Areas (MUGA's) in Hartlepool, Final Report, March 2006, Sport England / Hartlepool Borough Council



**SPORT ENGLAND ~ NORTH EAST**  
**DEVELOPMENT OF A DISTRICT MULTI-USE GAMES AREA STRATEGY**

**PROCESS ADOPTED BY HARTLEPOOL BOROUGH COUNCIL ~ MARCH, 2006**

1. Determine need and rational for Strategy.
2. Determine whether developed "in house" or "out sourced".
3. Determine:-
  - (a) Scope of Project
    - Adopt Sport England design guide and specifications.
    - Cover all types of ownership.
    - Only look at existing facilities designed as MUGA's.
    - Identify proposed/potential new facilities.
    - Do not include specialist tennis facilities, grassed areas, non-enclosed areas.
  - (b) Objectives of Strategy
    - Assessment of existing facilities addressing standards, ownership, management and use.
    - Determine the standards of provision required, a hierarchy of provision and priorities to meet needs, demands and shortfalls and an identification of strategic locations on a site specific basis.
    - Establishment of sound management structures and programmes of use (casual/organised).
    - Linkage to Council Neighbourhood Renewal Strategies and Community Strategies.
    - Guidelines on provision of new facilities, improvement of existing or closure of facilities, including capital and revenue costs implications.
  - (c) Guidelines on Provision
    - Note that no national/regional planning guidelines for MUGA's exist.
    - Sport England and the National Playing Fields Association offer advice in terms of travelling time (walking) from home in respect of play areas and sports facilities.
    - 10/15 minutes walking time from home would be an appropriate guideline which would deliver neighbourhood/doorstep facilities.
    - In NPFA terms, the distribution and accessibility of MUGA's should be the same as neighbourhood equipped areas for play (NEAP's).
    - The Hartlepool Strategy adopts the Sport England and NPFA travel from home guidelines.
  - (d) Analysis Areas
    - Take account of any existing approach adopted for Council Strategies.
    - Sub divide Council area. Could be area or Ward basis.
    - Hartlepool followed a "Playing Pitch Strategy" approach with 3 analysis areas and then a sub division into Wards.
  - (e) Timescale/Process/Procedures

4. Desk top information gathering on existing/proposed facilities, including consultation with relevant Local Authority Departments and other groups.
5. Site surveys of existing facilities to cover location, ownership, management, use, standard of provision.
6. Produce parameters of a "Local Strategy of Provision".

Take into account:-

- Reasonable geographical access opportunities for the Youth Age Group.
- Analysis of the level of social deprivation over the Borough.
- Recommendations from Regeneration, Renewal, Community Strategies.
- Analysis of existing facilities.
- Consultation with appropriate Council Departments, groups, agencies, individuals.
- Site inspections.
- Standards of provision, hierarchy of provision and priorities which have implications for both initial capital costs and on-going revenue costs.
- Sport England and NPFA guidelines.

7. Determine structure of Study – refer "contents page" attached.
8. Consultation with Local Authority Departments/groups/agencies who will input to the Strategy, e.g. Regeneration, Children's Services, Adult and Community Services, Planning, Police, Sport England.
9. Agree consultation process to include "Public Consultation".

To help to access local need, demand, aspirations, it is helpful to consult on a wide basis. Public consultation is particularly important. The approach adopted by Hartlepool included:-

- (i) Local Authority Departments – Adult and Community Services, Children's Services (including specific individual schools), Neighbourhood Services, Planning, Regeneration.
- (ii) Other Agencies – New Deal for Communities, Police, Anti-Social Behaviour Unit, Sport England, Sport Hartlepool, Local Sports Council.
- (iii) Public Consultation – Residents Forum, Neighbourhood Forums, Parish Councils, Neighbourhood Action Plan Teams, Youth Forums.

10. Agree procedures by which priorities for projects will be determined. Hartlepool agreed the following:-
  - (i) Whether or not there are suitable existing facilities in the ward area.
  - (ii) Whether it meets the strategy criteria of a minimum of one MUGA per ward.
  - (iii) Whether it meets the strategy criteria of a 10-15 minutes walking time to a facility.
  - (iv) Ward population under 16 years.
  - (v) Consideration of whether it is based in the priority ward as identified in the Council's Neighbourhood Renewal Strategy.

11. Produce first draft of Strategy for consultation (determine number of hard copies required).
12. Undertake consultation process – mail shot/email/presentations.
13. Analysis of responses and agree outcome of consultation process.
14. Amend and produce final copy of Strategy.
15. Agree process for adoption by Local Authority

N.B.

- Ø Allow 3/4 months from start of process to final document/adoption procedures.
- Ø Attachments include:-
  - (i) copy of consultation letter.
  - (ii) Contents page of Strategy.
  - (iii) Executive summary.
- Ø Full document can be accessed by:- (Sport England to provide)

## **SUMMARY**

To determine priorities, the following issues have been taken into consideration:-

- Whether or not there is a suitable existing facility in the ward area.
- Whether it meets the strategy criteria of a minimum of 1 MUGA per ward.
- Whether it meets the strategy criteria of a 10/15 minute walking time to a facility.
- Percentage of Ward population under 16 years.

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- Consideration will also be taken of whether the facility is based in a priority ward, as identified in the Council's Neighbourhood Renewal Strategy.

### **NOTE**

- The priorities identified are facility provision priorities based on sporting need and percentage of population under 16 years.
- Sports Development/Management principles will apply equally across all projects.

## SUMMARY

<b>Ward</b>	<b>Suitable Existing Facility</b>	<b>Meets 1 Per Ward Criteria</b>	<b>Meets 10/15 Mins Walking Distance Criteria</b>	<b>% of Ward Population Under 16 and Ranking</b>	<b>Recommended Priority (for Capital Investment)</b>	<b>Neighbourhood Renewal Strategy Priority</b>	<b>Comments/Action Required</b>
<b><u>NORTH</u></b>							
St Hilda	No	No	No	21% 4=	3=	Low	- Upgrade existing unsuitable facility
Brus	Yes	Yes	Yes	23% 2=	9	Low	- Adaptations to existing STP - Retain existing facilities (2)
Hart	No	No	No	21% 4=	3=	-	- Provide new facility
Dyke House	Yes	Yes	No	26% 1=	6	High	- Adaptions to existing STP - Provide new facility (this to also serve another ward)
Throston	Yes	Yes	Yes	22% 3=	-	-	- No priority. Facility has been provided within new development at Grayfields
<b><u>CENTRAL</u></b>							
Stranton	Yes	Yes	Yes	21% 4=	-	High	- No priority, as action required is to:- (c) Close an existing facility (d) Retain an existing facility - Area also served by neighbour ward
Grange	No	No	No	22% 3=	2=	Low	- Provide new facility
Park	No	No	No	18% 6=	5=	-	- Provide new facility
Foggy Furze	No	No	No	22% 3=	2=	Low	- Upgrade existing unsuitable facility - Provide new facility
Burn Valley	No	No	Yes	22% 3=	-	High	- No priority as no suitable location to provide a facility – area served by neighbouring

<b>Ward</b>	<b>Suitable Existing Facility</b>	<b>Meets 1 Per Ward Criteria</b>	<b>Meets 10/15 Mins Walking Distance Criteria</b>	<b>% of Ward Population Under 16 and Ranking</b>	<b>Recommended Priority (for Capital Investment)</b>	<b>Neighbourhood Renewal Strategy Priority</b>	<b>Comments/Action Required</b>
							wards
Rift House	Yes	Yes	No	23% 2=	7	High	<ul style="list-style-type: none"> <li>- Adaptions to STP</li> <li>- Upgrade existing facility</li> <li>- Provide new facility</li> </ul>
Elwick	No	No	No	17% 7	-	-	<ul style="list-style-type: none"> <li>- No priority. Provision not sustainable/justifiable</li> </ul>
<b><u>SOUTH</u></b>							
Rossmere	Yes	Yes	No	19% 5=	8	Medium	<ul style="list-style-type: none"> <li>- Provide new facility</li> <li>- Close existing facility</li> </ul>
Owton	No	No	No	26% 1=	1	High	<ul style="list-style-type: none"> <li>- New provision required</li> </ul>
Seaton	No	No	No	19% 5=	4=	-	<ul style="list-style-type: none"> <li>- New provision required</li> </ul>
Greatham	No	No	No	19% 5=	4=	-	<ul style="list-style-type: none"> <li>- New provision required</li> </ul>
Fens	No	No	No	18% 6=	5=	-	<ul style="list-style-type: none"> <li>- New provision required</li> </ul>

**PRIORITY RANKINGS**  
**(On Sporting Need and Population Under 16 Years)**

<b>Priority</b>	<b>Ward</b>	<b>Neighbourhood Renewal Priority</b>
1	Owton Manor	High
2=	Grange Foggy Furze	Low Low
3=	St Hilda Hart	Low -
4=	Seaton Greatham	- -
5=	Park Fens	- -
6	Dyke House	High
7	Rift House	High
8	Rossmere	Medium
9	Brus	Low

**NOTE**

Throston Ward  
 Stranton Ward  
 Burn Valley Ward  
 Elwick Ward

No priority (refer comments/action required column on Summary Chart).

## **CULTURE, HOUSING AND TRANSPORTATION PORTFOLIO**

Report to Portfolio Holder

3 May 2006



**Report of:** Head of Technical Services

**Subject:** HIGHWAY MAINTENANCE PROGRAMME  
2006-2007

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### SUMMARY

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

- 1.1 To seek approval for the highway maintenance programme for 2006-2007.

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

- 2.1 The report will detail proposals for schemes to be included in this year's programme based on condition survey results.

#### **3. RELEVANCE TO PORTFOLIO HOLDER**

- 3.1 It is the responsibility of the Portfolio Holder.

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

- 4.1 Key Decision (Tests i and ii)

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

- 5.1 This is an executive decision by the Portfolio Holder.

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

- 6.1 That the Portfolio Holder approves the highway maintenance programme for 2006-2007.



**Report of:** Head of Technical Services

**Subject:** HIGHWAY MAINTENANCE PROGRAMME  
2006-2007

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**1. PURPOSE OF REPORT**

- 1.1 To seek approval for the highway maintenance programme for 2006-2007

**2. BACKGROUND**

- 2.1 The Authority has a commitment to achieve the targets set out in the Government 10 year plan to halt the deterioration of the network by 2004 and to eliminate the backlog by 2011.
- 2.2 The condition of the highway network is established from information obtained from Course Visual Inspections (CVIs), Detailed Visual Inspections (DVIIs), and SCANNER data that are undertaken by specialist contractors on behalf of the authority. The information is then analysed, through the United Kingdom Pavement Management System (UKPMS), which allocates ratings to each section of highway ranging from 0 (good condition) to 100 (nil residual life).
- 2.3 Because of the large number of roads having the same condition rating through these methods, results are augmented by rating assessments, carried out in house.
- 2.4 Because of the unusually long winter period this year, (road temperatures fell to freezing on 64 occasions), road conditions have deteriorate, particularly on minor road, more quickly than would be anticipated resulting in numerous potholes in carriageways throughout the town.
- 2.5 The dangerous potholes will be repaired, on a temporary basis, through reactive maintenance budgets, but long term actions will be required to prevent them returning.
- 2.6 This is not a problem that is specific to Hartlepool, indeed a recent report from the Annual Local Authority Road Maintenance (ALARM) Survey 2006 has highlighted a shortfall of £1.6bn in local authority road structural maintenance budgets across the country.

- 2.7 Given the current budget allocations, and presuming that these will not increase significantly over the coming years, it will not be possible to achieve the Government targets by 2011.

### 3. CONSIDERATION OF ISSUES

- 3.1 It is normal practise to submit, on an annual basis, a 5 year highway maintenance programme. However, because of the current circumstance regarding the rapid deterioration of the network and the fact that a Highway Asset Management Plan (HAMP) is currently being developed, (which will assist in the prioritisation of schemes based on asset valuation), an annual programme only is being submitted for this year.
- 3.2 The roads and footways indicated on the programme, attached as **Appendix 1**, are those that are in the most need of repair, as identified by the methods detailed above. Consideration has also been given to requests from residents where possible, when supported by condition survey results.
- 3.3 Because reconstruction works are expensive compared to other maintenance measures these are generally kept to a minimum. However, this year Owton Manor Lane, between Stockton Road and Balmoral Road, has had to be included due to its very poor condition and the fact that it is a major distributor road and bus route. Generally, however, other treatments such as re-surfacing and surface dressing, (which are cheaper but have a shorter term impact than full reconstruction), have been utilised.
- 3.4 A certain degree of priority has also been given to footway works in an attempt to reduce third party liability claims against the Authority, which are predominantly generated from this area.
- 3.5 As stated in this report it is not possible, presuming current funding levels will not increase substantially over the coming years, to achieve targets set by the Government in its ten-year plan.
- 3.6 It is important, therefore, that maximum benefit is achieved from available budgets to maintain the highway network in as safe a condition as possible. This will be achieved by the implementation of a Highway Asset Management Plan that is currently being developed, in conjunction with the other Tees Valley Authorities. This plan will enable officers to establish a strategic approach that identifies optimal allocation of resources for the management, operation, preservation and enhancement of the highway network and should be completed early 2007.

#### 4. FINANCIAL IMPLICATIONS

4.1 The highway maintenance budget for 2006-2007 is made up of the following elements:

- LTP structural maintenance £880,000
- Programmed maintenance revenue £690,000 (approximately)

4.2 Of the above £330,000 is annually allocated for general works as follows:

Neighbourhood Services North Forum	£10,000
Neighbourhood Services South Forum	£10,000
Neighbourhood Services Central Forum	£10,000
Paving Various	£50,000
Patching Various	£80,000
Drainage Works	£10,000
Tree Maintenance	£15,000
Grass Verge Maintenance	£45,000*
Bridge Maintenance	£100,000

\*Note: this includes £15,000 to each Forum for the replacement of grass verges with tarmac in areas identified through consultation

#### 5. RECOMMENDATIONS

5.1 That the Portfolio Holder approves the highway maintenance programme for 2006-2007.

HARTLEPOOL BOROUGH COUNCIL  
Highway Maintenance Programme  
2006/2007

1.2

**APPENDIX 1**

	Location	From	To	Start Date	Cap / Rev	UKPMS
	<b>RECONSTRUCTION</b>					
1	Wiltshire Way Improvements	Throston Grange Ln	Hart Lane	June-06	Capital	N/A
2	Owton Manor Lane	A689	Balmoral Road	April-06	Revenue	100
3	Murray Street Improvements	Various Lengths		March-06	Capital	N/A
	<b>RESURFACING</b>					
4	Stanmore Grove	Station Lane	End	Sept-Nov 06	Revenue	90
5	Pope Grove	Thackeray Road	Grove End	Sept-Nov 06	Revenue	98
6	Cairn Road	Caithness Road	Torquay Avenue	Sept-Nov 06	Revenue	100
7	Arncliffe Gardens	Park Road	Elwick Troad	Sept-Nov 06	Revenue	53
8	Groves Street	Union Street	End	Sept-Nov 06	Revenue	90
9	Warren Road Cul-de-Sac	No's 107 - 121		Sept-Nov 06	Revenue	54
10	Bruce Crescent (south east)	Winterbottom Ave	Miers Avenue	Sept-Nov 06	Revenue	79
11	Bruce Crescent (north east)	Miers Avenue	Winterbottom Ave	Sept-Nov 06	Revenue	100
12	Bede Grove	Blakelock Road	Tenyson Avenue	Sept-Nov 06	Revenue	60
13	Ryehill Gardens	Hart Lane	Elmwood Road	Sept-Nov 06	Revenue	55

HARTLEPOOL BOROUGH COUNCIL  
Highway Maintenance Programme

1.2

2006/2007

	Location	From	To	Start Date	Cap / Rev	UKPMS
	<b>SURFACE DRESSING</b>					
14	Arch Court	House No 1 - 38		July-Aug 06	Revenue	72
15	Brigadine Close	Warrior Drive	Full Length	July-Aug 06	Revenue	40
16	Cairnston Road	Elwick Road	Tarnston Road	July-Aug 06	Revenue	40
17	Hayston Road	Carnston Road	Tarnston Road	July-Aug 06	Revenue	50
18	Kintra Road	Owton Manor Lane	Kelso Road	July-Aug 06	Revenue	
19	Kelvin Grove (part)	Kintra Road	Grove End	July-Aug 06	Revenue	
20	Kilsythe Grove	Kintra Road	Grove End	July-Aug 06	Revenue	
21	Kelso Grove (part)	Kinbrace Road	Kilmarnock	July-Aug 06	Revenue	
22	Kinbrace Road	Kirriemuir Road	Kelso Grove	July-Aug 06	Revenue	
23	Kirriemuir Road	Owton Manor Lane	Kintra Road	July-Aug 06	Revenue	
24	Kinross grove	Kintra Road	Grove End	July-Aug 06	Revenue	90
25	Swainby Road	Grosmont	Castleton	July-Aug 06	Revenue	98
26	Pickering Close	Ormesby Road	Grove End	July-Aug 06	Revenue	69
27	Queensland Road	Thirsk Grove	Road End	July-Aug 06	Revenue	77
28	Regency Drive	Queensland Road	Queensland Road	July-Aug 06	Revenue	78
	<b>FOOTPATH SCHEMES</b>					
29	York Road	Park Road	Grange Road	May-Oct 06	Revenue	N/A
30	Victoria Road	York Road	St Pauls Road	May-Oct 06	Revenue	57
31	Grange Road	Welldeck Road	Mulgrave Road	May-Oct 06	Revenue	70
32	Winterbottom Avenue	Powlett Road	Howbeck Lane	May-Oct 06	Revenue	82
33	Nesbyt Road	King Oswy Drive	Dowson Road	May-Oct 06	Revenue	83
34	Ridlington Way	King Oswy Drive	Howden Road	May-Oct 07	Revenue	85
35	Howden Road	Ridlington Way	King Oswy Drive	May-Oct 07	Revenue	42

HARTLEPOOL BOROUGH COUNCIL  
Highway Maintenance Programme

1.2

2006/2007

	<b>MISCELLANEOUS WORKS</b>					
36	NH Services (North)				Capital	
37	NH Services (South)				Capital	
38	NH Services (Central)				Capital	
39	Paving Various				Capital	
40	Patching Various				Capital	
41	Drainage Works				Capital	
42	Tree Maintenance				Capital	
43	Grass Verge Maintenance				Capital	
44	Bridge Maintenance				Capital	

## **CULTURE, HOUSING AND TRANSPORTATION PORTFOLIO**

Report to Portfolio Holder  
3rd May 2006



**Report of:** Director of Adult and Community Services and  
Director of Children's Services

**Subject:** TEES VALLEY SPORT PARTNERSHIP

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### **SUMMARY**

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

To update the Portfolio Holder on changes to the Tees Valley Sport Partnership.

To seek approval to a revised Memorandum of Understanding for Tees Valley Sport, including a broadening of its terms of reference and a change in its organisational structure.

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

Teesside Sport was originally established in 1999 as a partnership comprising four Teesside Local Authorities, Sport England, SportsCoach UK, Teesside University and Sports Governing Bodies to co-ordinate sports development in the Tees Valley.

In 2003, in preparation for Darlington Borough Council also joining the Partnership, the Memorandum of Understanding was revised, the group's terms of reference widened and a Strategy Group was developed to guide future direction and priorities. The Partnership was also renamed Tees Valley Sport.

With the Government's new agenda for the delivery of sport and physical activity and the requirement for a Single System for Sport to be co-ordinated on a sub-regional basis via County Sports Partnerships, the existing Memorandum of Understanding has again been in need of revision. Details of this new Memorandum are provided, which prepares the Partnership for the challenges that lie ahead with the need for the co-ordinated delivery of sport and physical activity in the Tees Valley.

**3. RELEVANCE TO PORTFOLIO HOLDER**

Sport is part of the Housing, Culture and Transportation Portfolio.

**4. TYPE OF DECISION**

Non-key decision.

**5. DECISION MAKING ROUTE**

Culture, Housing and Transportation Portfolio Holder, 3rd May, 2006.

**6. DECISION(S) REQUIRED**

Approval, in principle, to the revised Memorandum of Understanding for Tees Valley Sport.



**Report of:** Director of Adult and Community Services and  
Director of Children's Services

**Subject:** TEES VALLEY SPORT PARTNERSHIP

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**1. PURPOSE OF REPORT**

- 1.1 To update the Portfolio Holder on changes to Tees Valley Sport as a result of the Government's changing agenda for the delivery of sport and physical activity.
- 1.2 To seek approval, in principle, to a revised Memorandum of Understanding for Tees Valley Sport and a broadening of its terms of reference.

**2. BACKGROUND**

- 2.1 Teesside Sport was established in 1999 as a Partnership of four Tees Valley Local Authorities (Hartlepool, Stockton, Middlesbrough and Redcar), Teesside University, Sport England, SportsCoach UK and Sports Governing Bodies. Its objective was to co-ordinate the delivery of sports development in the area. The work and organisational structure of the Partnership was originally detailed in a report to Leisure and Community Services Committee on 5th December, 1997.
- 2.2 The original Memorandum of Understanding for six years initially, was revised in 2003. This allowed for the inclusion of Darlington Borough Council into the Partnership, widened the group's terms of reference and established a Strategy Group to guide future direction and priorities. Full details of this revision were given in a report to the Mayor's Portfolio on 3rd July, 2003.
- 2.3 A key success of the Partnership is the delivery of the Active Sports Programme. This is a nationwide initiative with funding from the Sport England Lottery Fund, initially targeting 9 sports. The aim is to help young people with the ability and desire to improve their sporting skills, by means of a co-ordinated programme across England that will provide wider access to organised sport. Tees Valley Sport is one of the 49 Sports Partnerships in the country that is delivering this initiative.
- 2.4 Another success of the Partnership has been the Tees Valley Youth Games, which are hosted annually. Last Summer, they were hosted by Hartlepool and Stockton and involved approximately 1,000 young competitors in a range of key sports.

- 2.5 Current funding commitment to Tees Valley Sport from Hartlepool is £11,411 for 2005/2006 and has remained consistently so since 2003/2004. This consists of a £6,000 fixed annual cost shared equally between the Adult and Community Services and Children's Services Department as a contribution towards the Partnership Manager's salary costs and the remainder of costs (calculated on a population basis) from Adult and Community Services budgets for the delivery of the sports plans and Partnership Services, such as employing part-time development officers for key sports. These funds are matched with contributions from the other partner organisations and Sports Lottery.
- 2.6 Between 1999 and 2005, £2,781,000 has been invested in sport in the Tees Valley through the Partnership. This has had a significant impact on the delivery of sport for young people in the sub-region and provides a sound base on which to build for the future.

### 3. THE NEED FOR CHANGE

#### 3.1 National Aspirations

- 3.1.1 The strategy to deliver the Government's agenda for sport and physical activity, *Game Plan*, was published in 2002 and it set the agenda to increase and widen participation in sport with the aim of achieving international success and change to deliver better/more effective community sport.
- 3.1.2 Within Game Plan, Government set a national target to widen the base and increase participation in England by 1% annually. It had concluded however that the structures for administering and delivering sport were extremely complex and had evolved ad hoc over a period of time. It recognised therefore that in order to achieve the target that it would be necessary to work through a Single System for the delivery of community sport in England, bringing in key partners such as Local Authorities, school sports partnerships, national governing bodies and other groups working together with a common theme.
- 3.1.3 New frameworks and structures were put in place such as the establishment of a National Framework for Sport with the establishment of Regional Sports Boards and regional sports plans, Whole Sports Plans for National Governing Bodies, PESSCL (PE and school sport club links) etc.

#### 3.2 North East Aspirations

- 3.2.1 *Turning Ambition into Reality* is the regional plan for sport and physical activity to 2008. It sets the framework within which the targets within Game Plan will be delivered and achieved in the North East. Its three main aims are to get people to start, stay and succeed in sport and physical activity.
- 3.2.2 Reflecting patterns at the national level, the regional plan sets an agenda based on partnership working with the traditional deliverers of sport such as local authorities and the National Governing Bodies of Sport, but also for

example with the Regional Development Agency, Learning Skills Councils, Local Strategic Partnerships, Primary Care Trusts etc. It recognises that more and new partnership working, based on an understanding of agendas and outputs of other sectors will be critical to achieving success.

### 3.3 Tees Valley Sport Partnership

- 3.3.1 Game Plan reflects that the coordination of delivery will obviously be the key challenge in ensuring increased participation in the region. Sport England's preferred route for this is via County Sports Partnerships and in return for investment, will seek a significant impact on participation. It is within this context that Tees Valley Sport is being developed as the sub-regional sports partnership responsible for the coordination of this delivery.

## 4. **REVISED MEMORANDUM OF UNDERSTANDING**

- 4.1 The Partnership has embraced this required new phase in its development and in October 2004, engaged consultants to conduct a review, particularly in the context of Sport England's new priorities and structures. The purpose of the review was to:-

- \* Establish a role for Tees Valley Sport in light of the changing environment.
- \* Review key objectives to ensure a closer link for sport to the Government's objectives around health, regeneration, social inclusion etc.
- \* To identify key agencies that the Partnership needed to engage with or establish new relationships.
- \* To recommend a suitable structure to deliver the role.
- \* To identify key funding issues for the new entity.

- 4.2 The review was completed in 2005 and mapped out a way forward for the development of the Partnership if it was to lead in the delivery of the Single System for Sport in the Tees Valley region. The first stage of this commenced with the appointment of an Executive Director in October 2005 and since then, the Partnership has worked together on a business plan for submission to Sport England for lottery funding as well as revising the Memorandum of Understanding.

- 4.3 The revision has encompassed the following:-

- \* Partner's financial contributions.
- \* The arrangements regarding Lottery funding lasting until March 2009, allows for the continuation of the agreement until this time.
- \* The focus for the Partnership's work, its aims, objectives and core values as well as the responsibilities and commitments of all concerned as well as the Host organisation, Teesside University.
- \* The formation of a new Partnership Board to replace the previous Strategy Group, with the identification of representation as well as roles and responsibilities.

- 4.4 The revised memorandum of understanding is provided in **Appendix 1**. There may, however, be further negotiation required regarding the terms of the agreement as it is received and considered by partners. To provide flexibility, it is proposed to authorise the Director of Adult and Community Services, in conjunction with the Director of Children's Services to negotiate any details of changes if this is required.

## **5. FINANCIAL IMPLICATIONS**

- 5.1 There are no additional resource implications arising from the revised Memorandum of Understanding. It should be noted, however, that subject to resources, it is proposed to extend the duration of the Partnership Agreement to March, 2009 and thereby to continue to lever the Sports Lottery funding which will be in place up to this time.

## **6. RECOMMENDATIONS**

The Portfolio Holder is requested to:-

1. Approve the principle of a revised Memorandum of Understanding for Tees Valley Sport.
2. Authorise the Director of Adult and Community Services and Director of Children's Services to negotiate any alterations that are required arising from responses by other Tees Valley Sport Partners.

CONTACT OFFICER: John Mennear, Assistant Director (Adult and Community Services)

### Background Papers

Leisure and Community Committee, 5th December, 1997.  
Mayor's Portfolio, 3rd July, 2003.

**TEES VALLEY SPORT**

**Memorandum of Understanding and Co-operation**

**January 2006**

**1. INTRODUCTION**

The memorandum of understanding and co-operation builds on a previous document signed by partners in 2002. It reflects the development of the partnership over the past 4 years and a primary aim to provide a strategic lead for the development of sport and physical activity in Tees Valley.

The memorandum of understanding and co-operation is a non binding document which sets out the mission, values and objectives of the Partnership and how it is structured and resourced. It has been developed through an extensive consultation process involving all partners.

**2. MISSION**

Our mission is

“to improve the quality of life of all residents in the Tees Valley by increasing participation in sport and physical activity.”

**3. KEY OBJECTIVES**

The vision for Tees Valley Sports Partnership will be achieved through the following key objectives by partners working together;

- Lead and develop a strategic approach to sport and physical activity in Tees Valley
- Develop, improve and extend the sporting infrastructure in Tees Valley
- Raise the profile of sport and physical activity in Tees Valley
- Develop a single system to support effective decision making and continuous improvement in Tees Valley

**4. VALUES**

The following core values underpin the way the partnership will operate:

- Celebrating the value of sport and physical activity as an enjoyable and positive life choice
- Providing leadership and action to address inequalities and promote inclusion.
- Promoting the principles of child welfare
- To value our workforce and our partners.

**5. STRUCTURE**

This memorandum of understanding and co-operation sets out the relationship between the partners who have chosen to work together to deliver the overall vision and key objectives set out above. It also identifies the agreed responsibilities and commitments of all the partners and the Host organisation.

**6. THE PARTNERSHIP**

Members of the Tees Valley Sport Partnership agree to:

- work co-operatively in partnership to achieve the agreed vision and objectives of the partnership
- provide resources, both human and financial
- provide the University of Teesside with reasonable and adequate additional resources, both human and financial, as appropriate, to meet the aims and objectives of the Partnership.

**7. THE HOST AUTHORITY**

The members of the Tees Valley Sport partnership have agreed that University of Teesside will act as the host authority. As that host authority University of Teesside will take on the following responsibilities on behalf of the partnership, all of which are open to the scrutiny of the other partners at any time:

- 7.1 statutory responsibilities as the direct employer of staff employed by the Partnership.
- 7.2 provision of human resources / personnel support for the recruitment of any staff employed by the Partnership.
- 7.3 day to day management of the Executive Director in respect of 7.1, 7.2, 7.4 and 7.5
- 7.4 appropriate accommodation and office equipment for the Executive Director and any other additional staff employed on the project.
- 7.5 overall financial responsibility for the receipt of any joint funds for use by the Partnership and specifically:
  - the establishment of financial monitoring systems
  - the compilation and maintenance of an asset register
  - the production of an annual financial report
  - periodic financial reports for the appropriate level management group

**8. The following elements of the delivery structure and management systems are Proposed:**

- 8.1 Partnership Board
- 8.2 Advisory Group
- 8.3 Other Working Groups.

**9. THE PARTNERSHIP BOARD**

- 9.1 The role of the Partnership Board is as follows:
- develop and agree the vision, objectives and strategic direction of the partnership;
  - agree the one year delivery plan and annual budget
  - monitor the performance of the partnership against agreed targets
  - co-ordinate funding bids
  - the recruitment of the Executive Director.

- 9.2 Membership of the group will consist of a representative each of the following:

• Local Authorities	-	5
• Equity groups	-	1
• Sport England	-	1
• University of Teesside	-	1
• National Governing Bodies	-	2
• School Sport	-	1
• Executive Director	-	1
• co-optees	-	3

- 9.3 The co-opted members (not exceeding 3) will enable Tees Valley Sport to be represented on, and contribute to the development of wider regional and sub-regional agendas as well as providing opportunities for the involvement of other interested parties.
- 9.4 Secretariat will be provided via the Executive Director
- 9.5 The Partnership Board will meet at least 4 times a year but also on an ad hoc basis when required.
- 9.6 The Chair of the Partnership Board will be elected by the members of the Board in March and will serve for 2 years and be eligible for re-election.
- 9.7 Each member of the Partnership Board will have one vote and decisions require a simple majority of the members present to be agreed. The Chair will have a casting vote where required.
- 9.8 A partnership meeting is quorate when 7 members are present.

**10. THE ADVISORY GROUP**

- 10.1 The host authority is responsible for all employment matters, policies and procedures.
- 10.2 The role of the Advisory Group is as follows:
- support the Executive Director to establish and monitor appropriate performance targets
  - support the professional development of the Executive Director.
  - advise the host agency of issues concerning the performance of the Executive Director

10.3 The membership of the group will consist of:

- Chair of the Partnership Board
- Sport England Development Manager
- Representative of the host authority
- Executive Director.

10.4 The Advisory Group will meet at least four times a year.

## **11. OTHER WORKING GROUPS**

11.1 The partnership will form a number of working groups to develop and take forward specific objectives within the Delivery Plan. The groups will have named lead officers either from within the core team or key partner organisations. They will be established to deliver on time limited imperatives for Tees Valley Sport. The working groups will determine themselves, the frequency and duration of meetings, workload allocation and monitoring arrangements through the lead officer.

## **12. RISK MANAGEMENT**

12.1 The Executive Director will be responsible for advising the Partnership Board of the risks to the partnership from its activities.

12.2 The Executive Director will propose actions to mitigate the operational and strategic risks to the partnership for the approval of the Partnership Board.

12.3 The Partnership Board will agree appropriate policies and procedures, public and employer's liability and professional indemnity insurance.

## **13. RESOURCES**

13.1 Partners will agree an annual financial contribution (and other resource contributions) to the partnership as detailed in Schedule One.

13.2 The Partners financial contribution will be provided at the agreed level to support the Sport England Core Funding Award until March 2009 in the first instance.

13.3 The contribution will be paid on 1<sup>st</sup> April.

## **14. TERMINATION OF AGREEMENT**

14.1 This Agreement shall continue in full force and effect from its commencement date unless or until:

14.1.1. the Partners agree in writing to its termination

14.1.2 a partner gives 6 months written notice of its withdrawal from the Agreement

14.3 Where the Agreement is terminated all assets and resources held by the host authority in regard to the Partnership shall firstly be applied to discharge any outstanding obligations and/or liabilities of the Partnership. Any remaining assets and/or liabilities (if any) will be distributed amongst the Partners.



**SCHEDULE ONE****RESOURCES**

Members of the Tees Valley Sport Partnership will contribute resources to the Partnership in kind or as a direct financial contribution. The following table shows the financial contributions agreed by Partners.

<b>PARTNER</b>	<b>FUNDING</b>	<b>RESPONSIBILITY/STAFF TIME ETC</b>
Stockton Borough Council	£12,000	Representation on groups as detailed in the Memorandum of Understanding. Co-ordination and delivery of activity programmes and development initiatives within the district. Monitoring and evaluation of programmes.
Middlesbrough Council	£12,000	
Hartlepool Borough Council	£11,411.31	
Redcar & Cleveland Borough Council	£12,000	
Darlington Borough Council	£12,000	
University of Teesside	£12,000 in kind support	Host authority of the Partnership as detailed in Paragraph 7 of Memorandum of Understanding. Representation on appropriate Partnership Board as detailed in the Memorandum of Understanding.



**13. SIGNATORIES**

Redcar and Cleveland Borough Council

Chief Executive.....

Hartlepool Borough Council

Chief Executive.....

Middlesbrough Borough Council

Chief Executive.....

Stockton on Tees Borough Council

Chief Executive.....

Darlington Borough Council

Chief Executive .....

University of Teesside

Deputy Vice Chancèllor.....

Sport England

Regional Director.....

National Governing Bodies

Representative of National Governing Bodies.....

Sports Coach UK

Regional Director.....

Equity Groups

Representative of Equity Groups.....

## **CULTURE, HOUSING AND TRANSPORTATION PORTFOLIO**

Report To Portfolio Holder  
3<sup>rd</sup> May 2006



**Report of:** Director of Adult and Community Services

**Subject:** ADULT AND COMMUNITY SERVICES  
DEPARTMENTAL PLAN 2006/7 - 2008/9

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### SUMMARY

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

- 1.1 To submit the Departmental Plan for Adult and Community Services Department for Portfolio Holder consideration.

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

- 2.1 The report outlines the key content of the Departmental Plan (**Appendix 1**) detailing the vision for the department, key objectives and performance indicators.

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

- 3.1 The Departmental Plan is of relevance as outlines the strategic framework for the Department.

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

- 4.1 Non-key

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

- 5.1 Adult and Public Health Services Portfolio 24<sup>th</sup> April 2006  
Culture, Housing and Transportation Portfolio 3<sup>rd</sup> May 2006

**6. DECISION(S) REQUIRED**

- 6.1 Portfolio holder is requested to endorse the proposed Departmental Plan.

**Report of:** Director of Adult and Community Services

**Subject:** ADULT AND COMMUNITY SERVICES  
DEPARTMENTAL PLAN 2006/7 - 2008/9

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**1. PURPOSE OF REPORT**

- 1.1 This report presents the Adult and Community Services Departmental Plan for Portfolio holder consideration. It highlights the direction of travel for the Department over the forthcoming three years.

**2. BACKGROUND**

2.1 Overview of the Plan

The Departmental Plan sets out the direction of travel for Adult and Community Services for the next three years. The Plan will be updated annually to show progress on previous year's work and ensure that we are able to respond to new initiatives and legislation that may affect the Council or the Department itself.

- 2.2 A unified approach to business planning has been adopted within the Council this year, with explicit links between the Corporate Plan, the Local Area Agreement outcomes, and Departmental plans.

- 2.3 In June 2005 as a result of a number of key drivers, which included the Council's Way Forward Programme and The Children Bill, the Council undertook a major restructuring exercise from which the Department of Adult and Community Services was created. This is the first integrated plan for the new department.

This plan is intended to inform the reader about Adult and Community Services and how we as an organisation determine what we do, how we do it and how well we do it.

It is intended to signpost the reader to where they may find more out about a specific services area or aspect of what we do. To this end our plan is not an exhaustive document but an overview of the priorities and initiatives that are specific to this department.

- 2.4 The Departmental Plan for Adult and Community Services has been written in accordance with the agreed corporate format, and has clear linkages with the Corporate Plan. Moreover, within the Department, Service Plans, Team Plans and indeed individual officers' objectives can be clearly linked to the Corporate Plan.
- 2.5 The Department recognises the importance of the plan and regards it as essential to the delivery of services that achieve its strategic objectives. Additionally it is the means by which people at all levels of the organisation can understand how their work contributes to the achievements of those strategic objectives.
- 2.6 The following service plans are being developed under the strategic umbrella of the overall Departmental Plan:
- Older People
  - Disabilities
  - Mental Health
  - Support Services
  - Adult Education
  - Libraries
  - Sports & Recreation
  - Culture Heritage and Grants
  - Parks & Countryside

Each team, or establishment will also have a plan.

2.7 Strategic Direction for Adult Services

In January 2006 the Department of Health produced a White Paper "Our Health, Our Care, Our Say". This set out a clear vision for the future of adult social care services which includes:

- A greater focus on the prevention of ill health and the promotion of well being
- More personalised care
- Services closer to people's homes
- Better co-ordination and integration with health services
- Increased choice and control
- Focus on prevention

A report to Cabinet was made on 27 February 2006 outlining the content and implications of the White Paper.

2.8 The key drivers for the Department's Community Services are wide and varied and include:

- Improving the Adult Education Service to focus on creating a strong emphasis on improving work skills and Skills for Life. Family Learning is also seen as a key priority, as is the maintenance of a wide range of 'First Step' provision to introduce adults to learning.
- Much of the work of Community Services is undertaken in collaboration with external partners and significant funding is sourced from regeneration schemes, government agencies and income generation to support a range of innovative schemes and services through:
  - Libraries
  - Sports and Recreation
  - Leisure and Cultural Services

2.9 The opportunities for new partnership both within and out with the department are exciting, and the potential to increase the quality of services offered to Hartlepool's residents through better integration is huge. The management of services within their own compartments is a thing of the past.

The future lies in demonstrating leadership across traditional boundaries, and then putting citizens in control of the services they want and need and of their future design. The skills and experience of everyone in Adult and Community Services will be central to this task.

This plan explains our future priorities and sets out the Department's objectives. Implicit within that is our determination to improve things even further and provide services that offer quality, independence and choice in line with what citizens of Hartlepool tell us they want.

2.10 Monitoring and Reporting

The action plan detailing how the department will meet its main aims/objectives for the forthcoming year will be monitored constantly, and a quarterly report will be given to Portfolio Holder to update them on progress and highlight any key areas of achievement and concern.



Throughout the year, in certain circumstances, it may become necessary to either remove or amend an aim/objective or specific action from the annual plan. This could be for a number of reasons, such as changing priorities or a delay in implementing a particular scheme through unforeseen circumstances. Any amendments to the plan will only be made with full agreement of the relevant Portfolio Holder(s).

**2.11 Reviewing the Plan**

The overall departmental plan contains the key priorities for the next three years that will affect the department. Naturally these will change over time and will need to be reviewed and updated to reflect these changing priorities. As a revised Departmental Plan will be produced on an annual basis the overall priorities will be reviewed once a year.

**3. FINANCIAL IMPLICATIONS**

3.1 Nil.

**4. RECOMMENDATIONS**

4.1 The Portfolio Holder is requested to endorse the Departmental Plan.

# ADULT AND COMMUNITY SERVICES DEPARTMENT



DEPARTMENTAL PLAN  
2006/7 – 2008/9



# ***CONTENTS***

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<b>Chapter 3 - Priorities</b>	25
<b>Chapter 4 - Departmental Annual Action Plan 2006/07</b>	26
<b>Chapter 5 - Performance Indicators</b>	49
<b>Chapter 6 - Risk Management</b>	52

## WELCOME TO OUR PLAN



Welcome to the Departmental Plan for Adult and Community Services Department. This plan sets out the direction of travel for Adult and Community Services for the next three years. The plan will be updated annually to show progress on previous years work and to ensure we are able to respond to new initiatives or legislation that may affect the council or the department itself.

This plan is intended to inform the reader about Adult and Community Services and how we as an organisation determine what we do, how we do it and how well we do it.

It is intended to signpost the reader to where they may find more out about a specific services area or aspect of what we do. To this end our plan is not an exhaustive document but an overview of the priorities and initiatives that are specific to this department.

In June 2005 as a result of a number of key drivers, which included the Council's Way Forward Programme and The Children Bill, the Council undertook a major restructuring exercise from which the Department of Adult and Community Services was created.

In January 2006 the Department of Health produced a white paper "Our Health, Our Care, Our Say". This set out a clear vision for the future of adult social care services which includes:

- A greater focus on the prevention of ill health and the promotion of well being
- More personalised care
- Services closer to peoples homes
- Better Co-ordination and integration with health services
- Increased choice and control
- Focus on prevention.

The key drivers for the Department's Community Services are wide and varied and include:

- Improving the Adult Education Service to focus on creating a strong emphasis on improving work skills and Skills for Life. Family Learning is also seen as a key priority, as is the maintenance of a wide range of 'First Step' provision to introduce adults to learning.

- Much of the work of Community Services is undertaken in collaboration with external partners and significant funding is sourced from regeneration schemes, government agencies and income generation to support a range of innovative schemes and services through:

- Libraries
- Sports and Recreation
- Cultural Heritage
- Parks and Countryside



The opportunities for new partnership both within and out with the department are exciting, and the potential to increase the quality of services offered to Hartlepool's residents through better integration is huge. The management of services within their own compartments is a thing of the past.

The future lies in demonstrating leadership across traditional boundaries, and then putting citizens in control of the services they want and need and of their future design. The skills and experience of everyone in Adult and Community Services will be central to this task.

This plan explains our future priorities and sets out the Department's objectives. Implicit within that is our determination to improve things even further and provide services which offer quality, independence and choice in line with what citizens of Hartlepool tell us they want.



20<sup>th</sup> April 2006

## INTRODUCTION

The plan details how the Department will meet the Council's objectives as stated in the Corporate Plan, in addition to identifying any key objectives that the department wishes to focus on that are not contained in the Corporate Plan.

This plan should be looked at in conjunction with both the Council's Corporate Plan, and the individual service plans, that together form part of the Council's overall Service Planning Arrangements. Figure 1, below, demonstrates how the plans are linked:

### ***Tier 1 – Corporate Plan***

The Plan details the key, Council-wide, strategic aims/objectives identified as being a priority for the next year. Also included are key actions associated with each aim/objective.

### ***Tier 2 – Departmental Plan***

The Plan details the key issues facing the Department over the next 3 years. It also includes a detailed Annual Action Plan stating how they will deliver the relevant key actions identified in the Corporate Plan.

### ***Tier 3 – Service Plan***

The Plan will be produced by each individual service within a Department. This will detail the services key aims/objectives for the forthcoming year, and how the service will meet the key actions included in the Department Plan.

This approach ensures that any aim/objective that appears in the Corporate Plan can be traced through to specific actions in the service plan, and vice versa. It allows the employees delivering services to explicitly see how their actions contribute to the Council's overall aims and objectives.

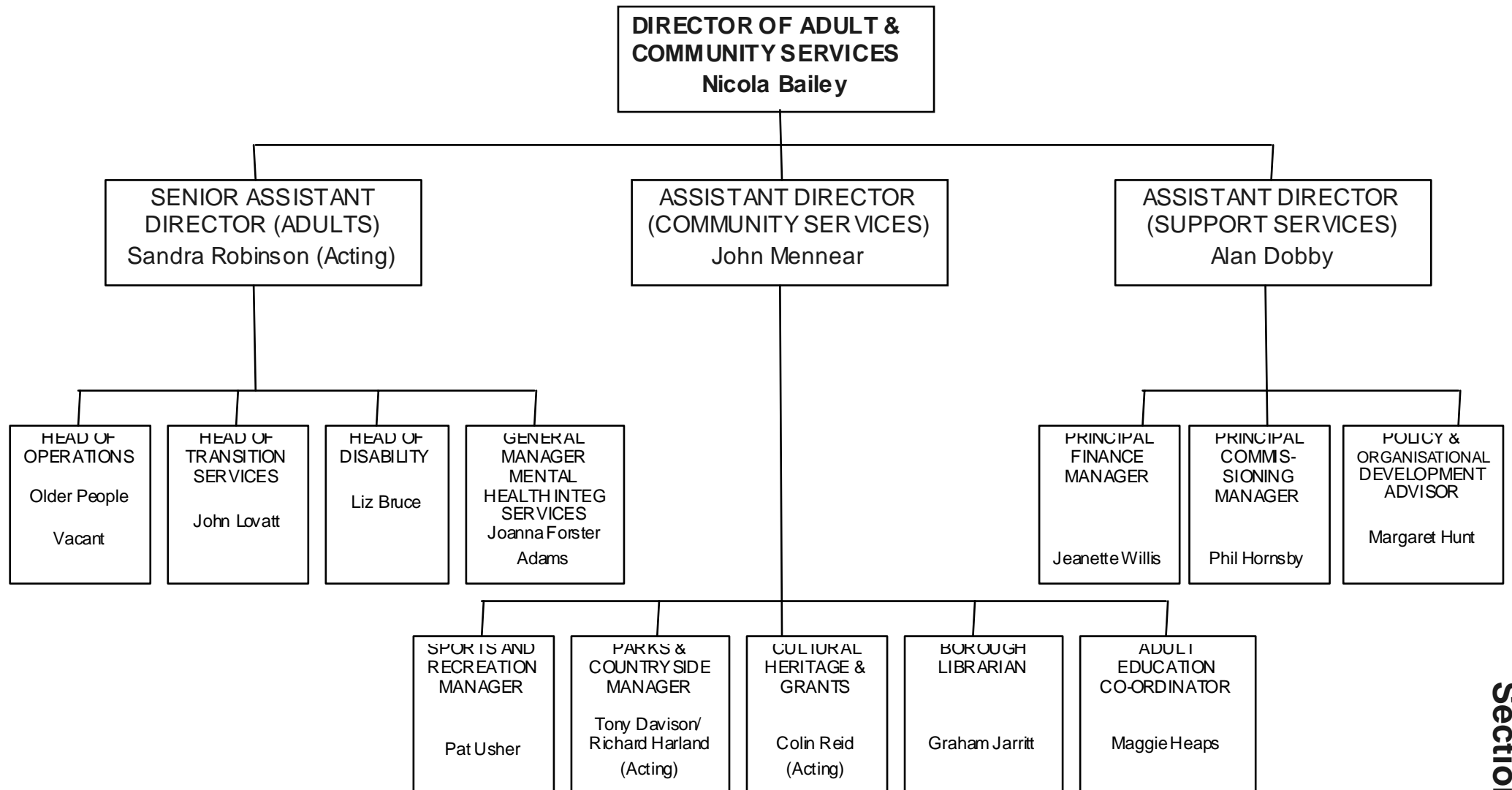
# CHAPTER 1

## Departmental Structure

This section contains the following:-

1. The Senior Officer structure – DMT and Directorate membership
2. Chief Officer accountabilities
3. Overview of Departmental structure, and where Department sits in overall Authority structure
4. The services that are provided by the Department

# DMT STRUCTURE





# ***DIRECTORATE***



DIRECTOR OF ADULT &  
COMMUNITY SERVICES  
Nicola Bailey



SENIOR ASSISTANT  
DIRECTOR (ADULTS)  
Sandra Robinson (Acting)

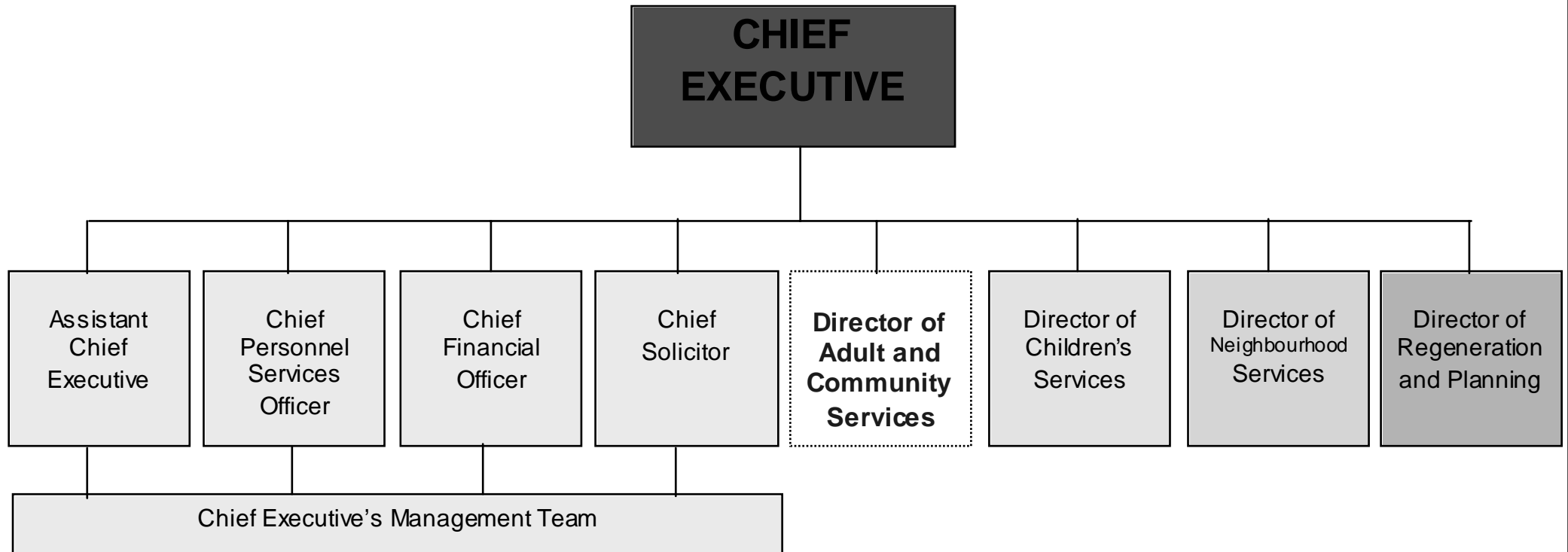


ASSISTANT DIRECTOR  
(COMMUNITY SERVICES)  
John Mennear



ASSISTANT DIRECTOR  
(SUPPORT SERVICES)  
Alan Dobby

# CORPORATE MANAGEMENT TEAM



## Section 2

### CHIEF OFFICER ACCOUNTABILITIES

The new Adult and Community Services Department has a net budget in excess of £27m and over 600 staff working in the following divisions:

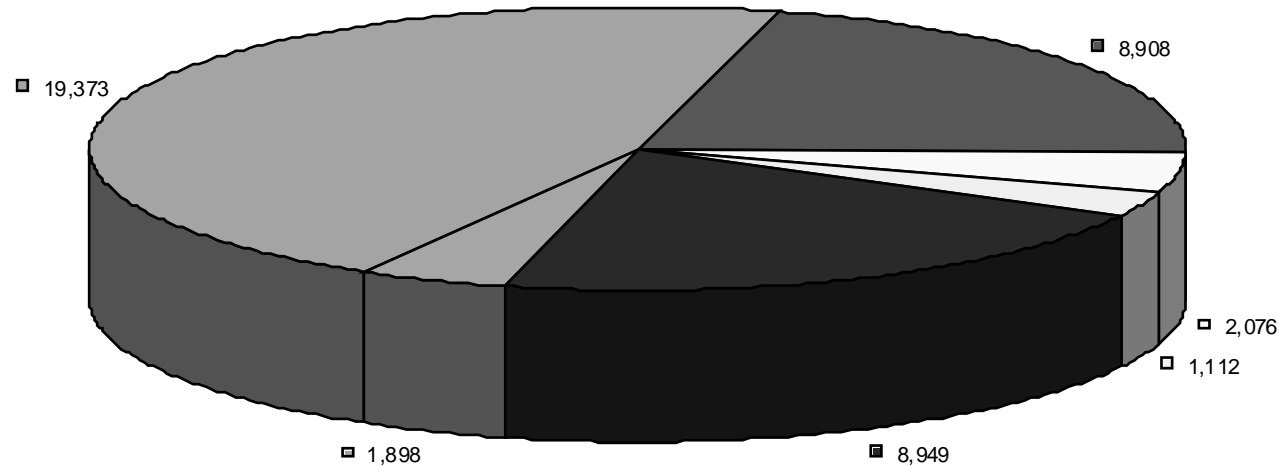
Assistant Director Adult Commissioning	Adult Social Care services	Sandra Robinson (Acting)
Assistant Director Community Services	Community Services Adult Education	John Mennear
Assistant Director Support Services	Support Services	Alan Dobby

The Department is starting to build innovative joint projects – initiatives that have been highlighted by the bringing together all services for adults. The formal structure provides the opportunity for further integrated approaches.

JW TO INSERT PIE CHARTS/ANALYSIS OF STAFF

**GROSS EXPENDITURE £ 000's - ADULT & COMMUNITY SERVICES**  
**2006/2007**

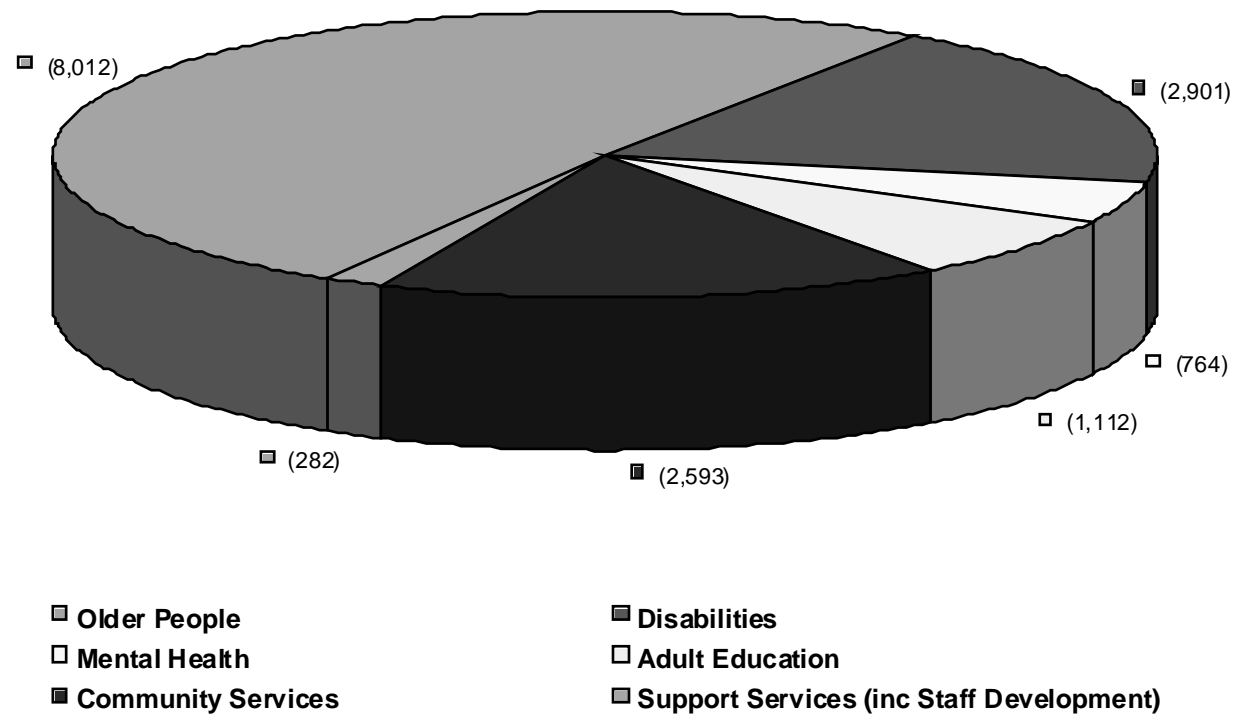
**TOTAL GROSS EXPENDITURE - £42,316,000**



- Older People
- Mental Health
- Community Services
- Disabilities
- Adult Education
- Support Services (inc Staff Development)

**INCOME £ 000's - ADULT & COMMUNITY SERVICES 2006/2007**

**TOTAL INCOME £15,664,000**



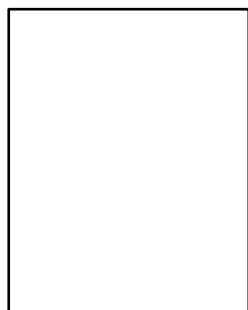
## Section 3

This section contains the Department structure and an overview of the overall Local Authority structure.

# ***ADULTS DIVISION***



SENIOR ASSISTANT  
DIRECTOR (ADULTS)  
Sandra Robinson (Acting)



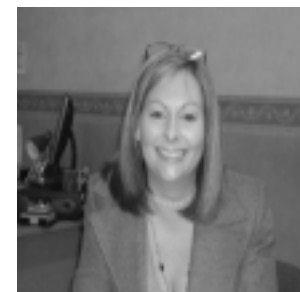
HEAD OF  
OPERATIONS  
Older People  
Vacant



HEAD OF TRANSITION  
SERVICES  
John Lovatt



HEAD OF DISABILITY  
Liz Bruce



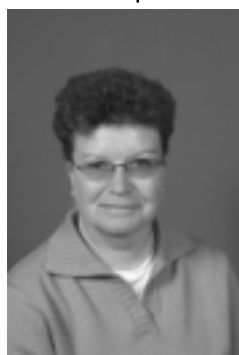
GENERAL MANAGER  
MENTAL HEALTH  
INTEG SERVICES  
Joanna Forster Adams

# ***COMMUNITY SERVICES DIVISION***



ASSISTANT DIRECTOR  
(COMMUNITY SERVICES)

John Mennear



SPORTS AND  
RECREATION  
MANAGER  
Pat Usher



PARKS & COUNTRYSIDE MANAGER  
Tony Davison  
(Acting)



Richard Harland  
(Acting)



CULTURAL  
HERITAGE &  
GRANTS  
Colin Reid (Acting)



BOROUGH  
LIBRARIAN  
Graham Jarritt



ADULT  
EDUCATION  
CO-ORDINATOR  
Maggie Heaps



# ***SUPPORT SERVICES***



ASSISTANT DIRECTOR  
(SUPPORT SERVICES)  
Alan Dobby



PRINCIPAL FINANCE  
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Jeanette Willis



PRINCIPAL  
MANAGEMENT  
INFORMATION MANAGER  
Trevor Smith



PRINCIPAL  
COMMISSIONING  
MANAGER  
Phil Homsby



PRINCIPAL TEAM  
MANAGER – QUALITY  
AND REVIEW  
Marie Horsley



POLICY & ORGANISATIONAL  
DEVELOPMENT ADVISOR  
Margaret Hunt

## Section 4

### SERVICES PROVIDED

Services that are provided by the department. Here is an overview of each part of the Department.



#### ***Adult Education***

The Service works in partnership with a range of agencies to ensure that access is both locally available and varied. There is continual consultation with these partners to make sure provision contributes to local, regional and national priorities for learning.

Around 50% of our courses lead to an accreditation, and these include opportunities to gain vocational qualifications. We also provide a range of opportunities that are designed to encourage participation in learning.

The Services receives the majority of its funding from the Learning and Skills Council; with a total LSC grant for 2005-2006 of approximately £1 million. Additional funding is received from other funding agencies such as the Single Regeneration Budget and European Social Fund.

In addition to over 50 staff, including 35 tutors, we employ development and support teams to ensure that under represented priority groups are not disadvantaged from accessing provision.

#### ***Culture and Leisure Services***



Culture and Leisure Services cover a wide range of facilities and activities provided by Libraries, Parks and Countryside, Sport and Recreation and Arts, Museums and Events. The total budget for these services is £6.1m, and some 300 staff are employed. Main areas of work include:

- The Museum of Hartlepool and Hartlepool Art Gallery, the PSS Wingfield Castle and the Hartlepool Historic Quay; in partnership with HMS Trincomalee.
- Town Hall Theatre and Borough Hall with associated arts events and facilities.
- Seven libraries, a mobile library and a bookbus service and home library service.
- Access to open spaces through four parks, five Local Nature Reserves, fifteen playgrounds, 1040 allotments and Summerhill Country park.
- Opportunities for sport and recreation through sports development schemes and through facilities such as Mill House Leisure Centre, Eldon Grove, Headlands Sports Centre, sports pitches and outdoor bowling greens.

- The archaeological service for Teesside; and the joint archive service for Teesside.
- Community Centres, available for use by voluntary organisations and the community, providing a wide range of services and facilities e.g. drop-in advice surgeries, benefit campaigns, training and workshops.
- Foreshore services, including beach lifeguards and amenities.

Much of the section's work is in collaboration with external partners and significant funding is sourced from regeneration schemes, government agencies and income generation.

Our work not only responds to community interest in the core areas, but also plays an important role in contributing to health and well-being, tourism, lifelong learning and environmental management within the Borough. Cultural Services feature in the upper quartiles of 'Best Value Performance Planning' annual national tables.



## ***Adult Social Care***

Strategies for Adult Social Care Services in Hartlepool are well developed through the work of local interagency planning teams. There is a rich and varied range of stakeholders involved in these planning processes, with user and carer participation being a strong feature. Adult Care Services, as measured by the Performance Assessment Framework, are rated as 2 Star (out of a maximum of 3).

We are currently working with Hartlepool PCT to develop improved commissioning of services, and to explore and develop integrated services to older people and their carers.

## ***Older People Services***

With a gross budget in excess of £19 million, we provide services to more than 3000 people and have over 220 staff, including a small in-house rapid response home care team. All other direct provision is purchased from independent providers.



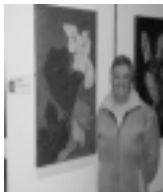
The Multi-Link Team, who respond to assist hospital discharges and to prevent admission, has won a national award for excellence.

The Duty Team is the main first point of contact for people wishing to access support to meet the social care needs of themselves or others. It is based at the Civic Centre.

Assessment and care management is currently provided by three geographically based teams and a Long Term Care Management Team. They ensure support and services are provided to meet the eligible needs of older people and their carers.



Depending on their assessed needs people may be enabled to access home care, occupational therapy or other support to remain at home. In some cases they may be assisted to enter residential care.



## ***Learning Disability Services***

There are currently more than 250 people with learning disabilities receiving help and support from a social care team of around 60. The total gross budget for learning disabilities in 2005/6 is over £6 million, including money transferred from health services to provide for continuing needs. Direct provision by the Council is limited to the Day Opportunities Service.

Support Staff based at Warren Road enable people with learning disabilities to access a range of day opportunities in mainstream community settings of their choosing.



The emphasis is on including people in all aspects of community life, developing skills, building on social networks and gaining experiences which lead to fulfilling and rewarding lives (employment, education leisure and recreating, arts, drama, etc).

For people with more complex physical health care needs, therapy based services are available, including physiotherapy, speech therapy and other sensory programmes. However, support is also available on a one to one basis to enable people with more physical health care needs to access other community activities.

The service can be accessed following a community care assessment of need by a social worker or community nursing health professional in learning disability services.

The Employment Link Team have won the National Social Services Team of the Year Award.

## ***Mental Health Services***

Mental Health Services for adults under 65 are now fully integrated with the NHS Trust providing services to Hartlepool. The total Council mental health gross budget is £2 million, and the integrated service offers provision to over 1000 people. There are 35 local authority employees working in the integrated service at present.



A number of specialist teams provide assessment, care planning and support to people living in the community. The Integrated Day Service also provides assistance to people with a mental health problem and their carers.

There is hospital care available if required, along with post discharge support and rehabilitation.

The Dual Diagnosis Service, based in Whitby Street, provides advice, treatment and support for people who misuse alcohol and/or drugs.

Confidential emotional support can be accessed via the Mental health Matters Helpline (0845 045 7110).



## ***Service to People with Physical or Sensory Disability***

Services to people with disability are currently managed within the Disability Business Unit. With a gross budget of £1.8 million, we provide services to over 600 people with the help

and support of 20 staff.

One Social Work/Care Management team provides assessment and care management support to people with learning disabilities, and another provides for people with physical disabilities.

The Community Support/Sensory Loss team supports people with learning disabilities in their own homes. This helps with personal care and daily living skills.

Sensory Loss provides specialist assessment and rehabilitation programmes including equipment for people across age ranges.

The Employment Link team supports disabled people and people with mental health problems into paid work.

A small Occupational Therapy team focuses on rehabilitation and promotion of independent living for people with a disability.

Support staff at Havelock Centre promote and enable people with physical disabilities to access opportunities within the centre and within the wider community.

The emphasis is on developing skills, building social networks and gaining experiences which lead to fulfilling and rewarding lives (employment, education, leisure and recreating, arts, drama, etc).

## ***Support Services***

Support Services cover the whole of the new department providing specialist assistance at Departmental level. There are 32 staff who provide the following services:

- Management Information Team – supporting information technology/systems and performance management
- Finance Team – supporting financial planning and management, and creditor/debtor processes.



- Commissioning Team – supporting commissioning, contracting and procurement.
- Quality and Review Team including public information and engagement, complaints
- Policy and Organisational Development which covers policy work, a portfolio of projects including NRF, Diversity, Asset Management. There is also a developing organisational development role.

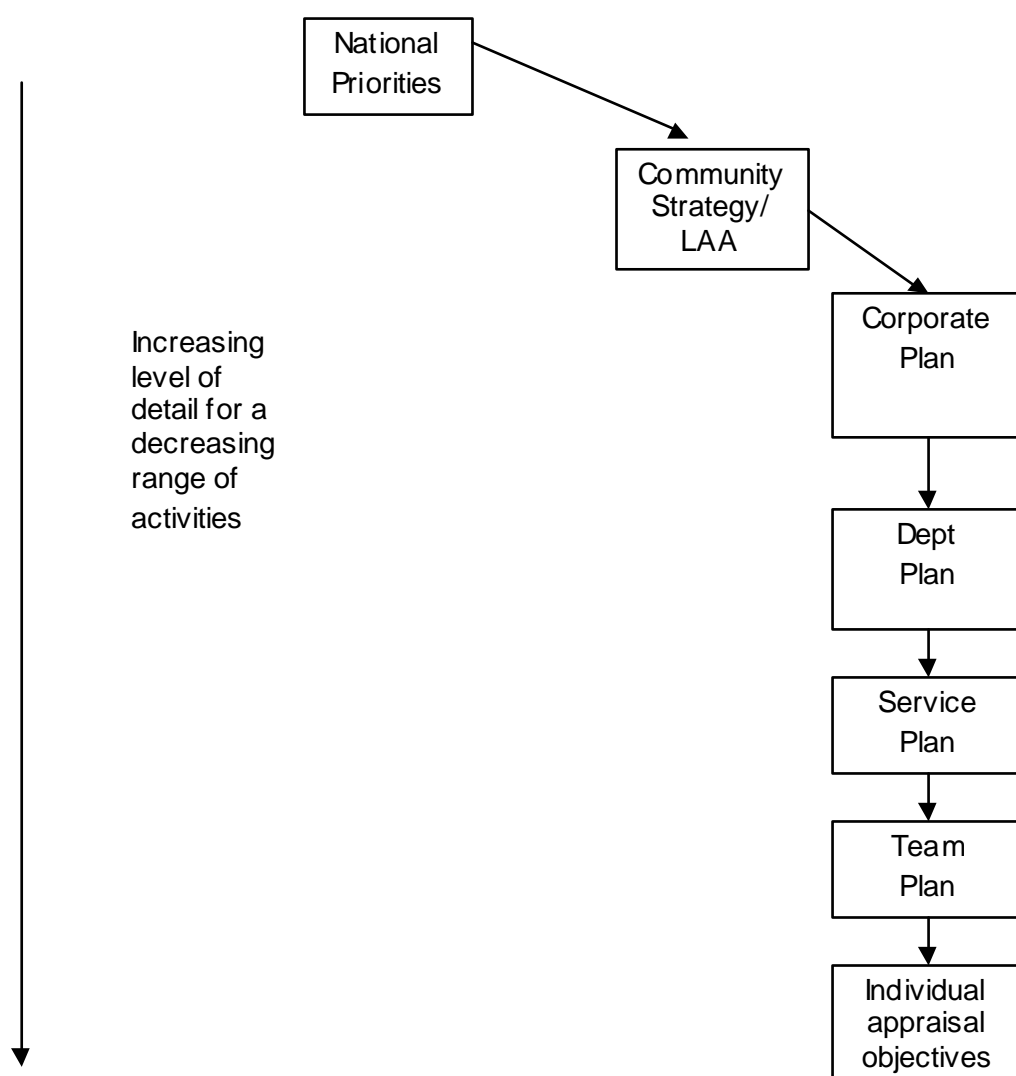
Our focus is on maintaining and improving services for those who use them, and ensuring that the Department works effectively within the wider local authority and partnerships.

## CHAPTER 2

### Performance Management Framework

We have adopted a performance management framework to ensure that national and local targets are translated into departmental, service, team and individual objectives and targets. The Governments targets for Adult and Community Services have been adopted by the Local Strategic Partnership and are within the Local Area Agreement alongside locally agreed priorities and targets.

The following diagram illustrates how this framework cascades the national and local targets throughout the organisation.



Our challenge is to be more explicit about what we intend to do and ensure everyone within the department understands their responsibilities identified so they understand how and what they do contributes to the councils strategic objectives.

To this end as well as having Departmental and service plans, we will be:

- Developing Commissioning Strategies to identify how we are going to meet the future needs of people who require adult social care services
- Continue to develop service specific business cases for all new developments, eg, the H<sub>2</sub>O Centre
- Further develop Business Planning to engage our employees in developing team plans and targets
- Ensure our staff have access to regular support and appraisal opportunities linked to continuing personal and professional developments.

## External Performance Management

In addition to internal performance management Adult Social Care is rigorously performance managed through CSCI, with an annual DIS process, Annual Review of Performance which examines PI Performance, and progress against a number of key areas this culminating with an annual performance rating.

In 2005 CSCI judged Hartlepool as 2 stars and serving most people well. In June 06 CSCI will be carrying out a comprehensive inspection of LD services which will inform our overall rating later in the year.

Adult Education is also subject to periodic inspection by the Adult Learning Inspectorate.

## Communication

Within the next year the Department will develop a statement of communication standards. This will detail standards re. internal communications and will cover team meetings, minutes, management forum and the use of the department hard drive.

As a new department it is essential to have a coherent approach to internal communication. At the Management Forum we have looked at a number of issues which impact on the whole department but give managers across the whole department the opportunity to meet, work together and explore linkages. This will be built on over the next year.



With our wider audience we have a Public Engagement strategy which was originally developed for Social Services Department. This will be developed to cover the whole department. We have a range of meetings with our providers of social care to discuss developments and policies.

We meet with key stakeholders to discuss performance as follows:

- CSCI regular quarterly meeting
- LSC
- LSP – themed partnership discuss their performance with the public via an annual event. These occur for the following themed partnerships:



- Health & Care
- Lifelong Learning and
- Culture and Leisure

They provide a valuable opportunity to discuss key issues and progress.

More formal links with the Voluntary Sector will also be developed.

The Community Portal and Council website have recently been replaced, and we will be using this as a medium for people to access information and services. An intranet provides a similar function for staff.

## Monitoring and Reporting

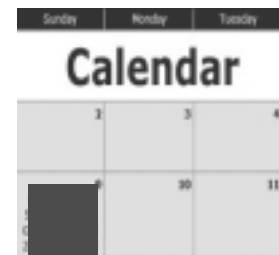
The action plan detailing how the department will meet its main aims/objectives for the forthcoming year will be monitored regularly, and a quarterly report will be given to Portfolio Holders to update them on progress and highlight any key areas of achievement and concern.

Throughout the year, in certain circumstances, it may become necessary to either remove or amend an aim/objective or specific action from the departmental plan. This could be for a number of reasons, such as changing priorities or a delay in implementing a particular scheme through unforeseen circumstances.

Any amendments to the plan will only be made with full agreement of the relevant portfolio holder(s).

## Reviewing the Plan

As previously explained the annual action plan will be regularly monitored and reviewed, with any proposed changes being presented to portfolio holder for agreement.



The overall departmental plan also contains the key priorities for the next three years that will affect the department. Naturally these will change over time and will need to be reviewed and updated to reflect these changing priorities. As a revised Departmental Plan will be produced on an annual basis the overall priorities will be reviewed on an annual basis and reflected in future years departmental plans.



## CHAPTER 3

### Priorities



### Vision Statement

The Department's guiding vision is to encourage comprehensive and collaborative links across a wide number of services and agencies – thus providing greater opportunities for people to learn; to be able to better access relevant vocational, cultural and leisure activities; and for care to be delivered in responsive, person-centred ways.

Through this vision we aim to make social inclusion a reality for all; provide opportunities that will increase independence and choice for individuals; enhance environmental and economic well being; and, by means of greater involvement and control, provide a climate in which people will stay fit, involved and enjoy well being.

### Priorities

The priorities for the department are as follows:-

- Joining up health and care via integrated teams and integrated commissioning
- Supporting carers to continue to care
- Implementing the vision in the White Paper “Our Health, Our Care, Our Say”
- Implementing new commissioning models including connected care and examining regional efficiency approaches (eg. regional procurement)
- Responding to the CSCI review
- Having a robust approach to risk and asset management which is firmly embedded in the business planning process
- Increasing access to cultural and leisure activities
- Having a proactive approach to diversity
- Implementing the Framework For The Future of the Libraries
- The Game Plan in Sports and Recreation
- Renaissance in the Regions in Culture

# ADULT AND COMMUNITY SERVICES DEPARTMENTAL ACTION PLAN 2006/7

Links to Corporate Plan – LAA9 Improved health – reduce premature mortality rates and reduce inequalities in premature mortality rates between wards/neighbourhoods. (Independence, Well-being and Choice outcome)

Ref:	Objective	Action	Milestone	Responsible Officer	Associated Pls
HC1.1	To develop proactive approaches to prevention of ill health	Manage Health and Care NRF Programme effectively to ensure LAA targets are met and programme stays within budget	March 07	M Hunt	NRF Outturn
HC1.2		Develop Adult Mental Health Strategy including Primary Care.	March 07	J Forster Adams/C Bashford	
HC1.3		Implement aspects of the Public Health Strategy, including those associated with Mental Health, Physical Activity and Healthy Eating.	March 07	M Hunt/P Usher/S Robinson	
HC1.4		Include general health screening in overview assessments for older people.	June 06	S Robinson	
HC1.5		Include social inclusion in all assessments, including carers.	April 06	S Robinson	
HC1.6		Reduce mortality rates by 2010 from suicide by at least 20%.	2010	J Forster Adams	No of Suicides
HC1.7		To enable people with disabilities to conveniently access health care, health promotion and prevention, via health action plans.	Sept 06	L Bruce	

Links to Corporate Plan LA11 To support vulnerable adults to exercise choice and control and to retain dignity in all aspects of their life.

Ref:	Objective	Action	Milestone	Responsible Officer	Associated Pls
HC9.1	To ensure all service developments have involvement from service users and their carers.	Implement Public Engagement Strategy for the whole Department.	March 07	M Horsley	C51
HC9.2		Involve users and carers in: Commissioning Service Development Staff Training	Sept 06	S Robinson	
HC10.1	To increase the proportion of people who commission their own services.	Increase the number of people receiving direct payments by 130%	March 07	L Bruce/S Robinson	
HC10.2		Report on introduction of Individualised Budgets, including outcomes of national pilots.	Dec 06	Liz Bruce	
HC11.1	To work with Landlords and Supporting People to increase the number and range of supported accommodation options.	To progress Hartfields development, via admission process criteria for personal care, and contracts for Housing Support.	Dec 06	S Robinson	
HC11.2		Develop a mental health specific housing strategy in partnership with supporting people colleagues and LIT members and identify a programme of improvement across the town.	March 07	J Forster Adams/C Bashford	

Ref:	Objective	Action	Milestone	Responsible Officer	Associated Pls
HC11.3	To promote a culture of person centred practice to ensure that service users and their carers are at the centre of planning their support.	To use Adults Placements to offer 10 people alternative accommodation.	March 07	S Robinson/ B Nyananyo	Placements
HC11.4		To use Assistive Technology (Telecare) to increase people supported at home to 1800 (120 new users)	Sept 06	J Lovatt/ P Hornsby	Number Supported
HC11.5		To develop new Extra Care Housing options for older people to provide 100 more places over next 2 years.	March 08	S Robinson	Places
HC11.6		To provide supported housing options for older people with Learning Disabilities.	March 07	L Bruce	
HC11.7		To negotiate as provider of new supporting people contracts for vulnerable adults.	June 06	S Robinson	
HC12.1		To revise processes and training to ensure all SAP assessments are holistic, person centred and outcome focussed.	Aug 06	S Thomas/ G Pout	
HC12.2		Ensure a change management strategy for Mental Health is developed and implemented to ensure value based attributes are evident, practised and achieved.	March 07	J Forster Adams	
HC12.3		Operationalise the new models of care developed as part of Fast track, with our Mental Health service users and carers at the centre of what we do and services being responsive to the needs of the individual.	March 07	J Forster Adams	

Ref:	Objective	Action	Milestone	Responsible Officer	Associated PIs
ASC1.1	To enable people with disabilities to have as much choice, independence and control as possible over their lives (departmental)	Commissioning an increased range and choice of advocacy services	August 06	L Bruce	Valuing People objective C2  C30  Numbers  C51
ASC1.2		Ensuring all key information regarding support and services is available in accessible formats	From April 06 and ongoing	L Bruce	
ASC1.3		Increasing the number of people with a disability supported to live in their own home by 10%	March 07	L Bruce	
ASC1.4		Increasing the number of people with a disability accessing further education, leisure, sports and recreation opportunities by 10%	March 07	L Bruce	
ASC1.5		Increase the number of people using direct payments from 4 people with learning disabilities to 15 and 18 people with physical disabilities to 40.	March 07	L Bruce	

Ref:	Objective	Action	Milestone	Responsible Officer	Associated Pls
ASC1.6		The transition of young people with disabilities from childhood to adulthood is planned clearly co-ordinated across agencies, and is providing equality of opportunities for young people and their families	March 07	L Bruce	
ASC1.7		All young people in transition are offered a person centred plan.	March 07	Diane Whitehead SOC, L Bruce	

Links to Corporate Plan – LAA12 Mental Wellbeing – To promote a positive approach to the mental wellbeing of Hartlepool residents.

Ref:	Objective	Action	Milestone	Responsible Officer	Associated PIs
HC13.1	To increase social inclusion for people with mental health issues.	To support the modernisation of mental health day services by implementing the ongoing review .	Review May 06	J Forster Adams/M Egan	
HC13.2		Implementation of a strategy to increase the social inclusion for people with mental health issues.	March 07	J Foster Adams	
HC14.1		Community Services to contribute to the preventative mental wellbeing agenda by ensuring services are easily accessible to vulnerable groups.	March 07	J Mennear	
HC13.3		Care Plans for older service users with mental health needs to include support to access universal services.	July 06	S Robinson	
ASC2.1	To facilitate implementation of specialist MH/LD Review (departmental)	Progress plans supported by the Strategic Health Authority by promoting and developing services in the town and across Tees. Liaison Psychiatry Services into the Community	March 07	J Forster Adams	
ASC3.1	To improve Integrated Mental Health Services (departmental)	To ensure that targets are achieved in relation to access to early intervention in psychosis services.	March 07	J Forster Adams	
ASC3.2		To further develop the skills and attributes of the embryonic personality disorder function within HIMHS.	March 07	J Forster Adams	



Ref:	Objective	Action	Milestone	Responsible Officer	Associated PIs
ASC3.3		Develop the role of liaison psychiatry and actively pursue investment which could provide a means to enhance the current position.	March 07	C Bashford/J Forster Adams	
ASC3.4		Explore and report of the potential for further direct contracting arrangements for the provision of elements of service to Service Users and Carers with voluntary sector colleagues	March 07	C Bashford/J Forster Adams	
ASC3.5		Operationalise the four new community support (crisis) beds at 25a Victoria Road.	March 06	J Forster Adams	
ASC3.6		Pilot the use of mental health matters in additional triage support to the Crisis and Access Service.	April 2006	J Forster Adams	
ASC3.7		Review structure and processes of Mental Health LIT	March 07	C Bashford	

Links to Corporate Plan – LAA13 Access to Services – to support easier access to services which are integrated and tailored to individual need

Ref:	Objective	Action	Milestone	Responsible Officer	Associated PIs
HC15.1	To work with the community in Ow ton to design and implement a Connected Care Scheme.	Identify local service users and carers to participate in planning and implementation of Connected Care.	Sept 06	A Dobby?	
HC16.1	To implement Vision for Care in conjunction with Hartlepool Primary Care Trust	To put in place three integrated locality teams; single assessment processes; and joint commissioning/contracting arrangements.	Team March 07	S Robinson	
			Joint Commissioning April 07	S Robinson/P Hornsby	
HC16.2		To increase older people supported at home to 1800	March 07	S Robinson	Number
HC16.3		To reduce older people in residential/nursing care to 415 or less	March 07	J. Lovatt	Number
HC16.4		To revise management arrangements for intermediate care	June 06	J Lovatt	
HC16.5		To increase episodes of intermediate care to 1100	March 07	J Lovatt	Number

Ref:	Objective	Action	Milestone	Responsible Officer	Associated Pls
HC17.1	To ensure that services are culturally sensitive and are able to respond flexibly to the diverse needs of the community.	To ensure compliance with the Council's Diversity and Equality policies and provide equal opportunities in service provision. Completed INRAS for all service areas	Jan 07	M Hunt	
HC17.2		Complete DIAs in accordance with Diversity Plan	March 07	M Hunt	
HC17.3		Work towards level 3 of ESAT	March 08	M Hunt	
HC17.4		To increase by two the number of people from BMEC (etc) who have an assessment and receive culturally sensitive services.	March 07	PLIO Disabilities Inclusion Manager	
HC17.5		To implement the actions prescribed in the Bennett Enquiry report ensuring that MH services are responsible, accessible and adaptive to cultural sensitivities.	March 07	J Forster Adams	
HC17.6		To complete all BME staff awareness for mental health and training sessions.	March 06	J Forster Adams	
HC18.1	To ensure services are fully compliant with the Disability Discrimination Act.	To ensure community, cultural and recreation facilities and services are compliant with the Disability Discrimination Act.	Annual Target March 07	J Mennear	
HC18.2		Improve physical and intellectual access at facilities in order to meet the needs of all users and potential users.	Annual Target March 07	J Mennear	

Links to Corporate Plan – To develop the capacity of the voluntary independent and community sector to respond to the challenges of the White Paper in supporting vulnerable members of society.

Ref:	Objective	Action	Milestone	Responsible Officer	Associated PIs
HC19.1	To maximise the opportunities for additional resources through the development of appropriate partnerships with the voluntary sector.	Continue to project manage 'Building Links' programme to ensure NECE funding is effectively spent and outcomes are achieved.	Jan 07	M Hunt	LPICS13
HC19.2		Develop a strategy for linking with voluntary sector	Jan 07	M Hunt	
HC19.3		To provide targeted financial assistance to the voluntary sector through grant giving in accordance with established criteria for 2006/07.	March 07	S Rybak	
HC19.5		To evaluate NDC funded low level support scheme for older people and consider future funding.	June 06	S Robinson	
HC19.6		Revise and re-submit POPP bid for next round.	May 06	S Robinson	

Ref:	Objective	Action	Milestone	Responsible Officer	Associated Pls
HC20.1	To ensure that carers are supported effectively to support their family members for as long as they wish.	To review the success and uptake of carer support plans within the integrated mental health service.	March 07	J Wistow /J Forster Adams	Number C62 Services To Carers
HC20.2		To review and revise contracts with Hartlepool Carers.	Feb 07	J Wistow /P Hornsby	
HC20.3		To appoint Link Support Worker for carers of people with dementia.	Sept 06	J Wistow /P Hornsby/S Robinson	
HC20.4		Continue attendance at Carer support network and ensure that feedback is reflected in discussions at the Patient and Public Involvement Action Team.	March 07	J Wistow	
HC20.5		Implement Carers Strategy	March 07	J Wistow /S Robinson	
HC20.6		To increase: <ul style="list-style-type: none"> <li>• The number of carers who have a carer's assessment from _____ to _____</li> <li>• The number of carers receiving services in their own right _____ to _____</li> <li>• The range of information and short breaks to support carers.</li> </ul>	March 07	S Robinson	

Links to Corporate Plan – LAA29 Enrich individual lives, strengthen communities and improve places where people live through enjoyment of leisure, culture and sport.

Ref:	Objective	Action	Milestone	Responsible Officer	Associated PIs
CL1.1	Provide knowledge, information and contact points for the community.	To ensure public have access to a wide range of information about leisure, culture and sporting opportunities in a variety of accessible mediums.	Annual Plan March 07	J Mennear	
CL2.1	Develop and improve cultural and leisure facilities and events.	To provide cultural and literary service in libraries and other venues for adults, young people and for families.	March 07	G Jarritt	
CL2.2		Develop business case for H <sub>2</sub> O Centre.	Oct 06	P Usher	
CL2.3		To develop sporting infrastructure and opportunities which contribute to the regeneration of the town.	Dec 06	P Usher	
CL2.4		Maximise opportunities for Culture and Leisure arising from educational changes and initiatives (eg, building schools for the future, extended schools)	December 2006	J Mennear	
CL2.5		Service the Culture and Leisure Theme Group Partnership to contribute to the Hartlepool Partnership. Three meetings in year.	March 2007	J Mennear	
CL2.6		Strengthen the focus as major strategic events, with a facilitating role to support major events.	March 2008	C Reid	

Ref:	Objective	Action	Milestone	Responsible Officer	Associated Pls
CL2.7		Mental Health Services to work more closely with colleagues in Community services to ensure that Mental Health Service Users are considered in planning and targeting of events and activities in the town.	March 07	J Forster Adams	
CL2.8		Ensure up to date information, advice and guidance is available.	March 07	J Forster Adams	
CL2.9		Deliver operational changes and capital works to develop Hartlepool Maritime Experience as a sustainable visitor attraction.	March 08	C Reid	

Links to Corporate Plan – LAA30 Cultural and Leisure Services, including libraries, better meet the needs of the community, especially disadvantaged areas.

Ref:	Objective	Action	Milestone	Responsible Officer	Associated PIs
CL6.1	To increase opportunities for participation in a wide range of cultural and leisure activity.	Improve facilities within Parks and Countryside, within disadvantaged areas of Hartlepool	Feb 2007	R Harland / T Davison	BVPI 119e
CL3.1		To improve the health and well being of patients referred by health practitioners via a GP referral scheme by increasing patient levels of participation in both physical and cultural related activities (LPSA Target 9)	March 2009	P Usher	LPSA 9A, 9B
CL6.2		To increase opportunities and participation in sport and physical activity, particularly in disadvantaged wards and under represented groups	March 07	P Usher	LPICS2
CL6.3		Review current vehicle delivered library services and develop plan for delivering sustainable services.	Sept 2006	G Jarritt	LIPCS 12a
CL6.4		To provide Library services targeted towards hard to reach groups and individuals.	March 2007	G Jarritt	BVPI220
			March 2007	G Jarritt	
CL6.6		Promote archaeology by education at all levels and to increase public awareness of and interest in the archaeology of the area.	March 2007	C Reid	BVPI 170c
Ref:	Objective	Action	Milestone	Responsible Officer	Associated PIs
CL6.7		Deliver Arts at the Strategic Centre proposals,	March 2008	C Reid	BVPI170



CL6.8		<p>incorporating mechanism for networking and partnership working.</p> <p>Deliver Renaissance in the Regions initiatives to improve access to services and develop new audiences.</p>	March 2007	C Reid	BVP170
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Links to Corporate Plan – To maximise the opportunities for disabled people to enter paid employment

Ref:	Objective	Action	Milestone	Responsible Officer	Associated Pls
JE10.1	To develop effective partnerships with Connexions and the Job Centre Plus to increase the number of disabled people in employment.	Further develop LEGL bid for social enterprises.	Sept 06	M Hunt	Number
JE10.2		To more proactively engage with Connexions and the Job Centre Plus to ensure that MH Service Users are considered in planning and receipt of their Services.	March 07	J Forster Adams	
JE10.3		To increase the number of vulnerable adults in paid employment from 100 to 120.	March 07.	L Bruce	

Links to Corporate Plan – Increase provision of high quality learning and skills opportunities that drive economic competitiveness, include participation, and build social justice participation of adults in learning

Ref:	Objective	Action	Milestone	Responsible Officer	Associated PIs
LL8.1	Increase participation from priority groups.  Increase percentage adults holding nationally recognised qualifications.	Increase the participation of adults in learning particularly amongst priority groups.	July 2007	M Heaps	LPI ACS 1,2,3
LL8.2		To explore opportunities for benefiting library service users and services through partnership work with adult services.	March 2007	G Jarritt	
LL9.1		To provide local communities with opportunities for the gaining of sporting qualifications and accreditation.	March 2007	P Usher	
LL9.2		Enhance the consistency of equality of opportunities in adult learning.	July 2007	M Heaps	LIPED5
LL9.3		Increase the range of vocational and non-vocational opportunities for Adults.	July 2007	M Heaps	LPIA CS4

Links to Corporate Plan – Environment and Housing

Ref:	Objective	Action	Milestone	Responsible Officer	Associated PIs
ASC4.1 (EH5)	Develop an integrated capital and asset strategy to maintain and develop (departmental)	Produce capital and asset management strategy for the Department.	March 07	M Hunt	
ASC4.2	buildings land highways and coastal structures (departmental)	Undertake facilities audit and seek opportunities to rationalise and revitalise existing facility infrastructure.	April 2007	J Mennear	
ASC5.1 (EH12)	Develop a revised approach to procuring socially necessary bus services (departmental)	Specify and procure transport for social care purposes. Three year strategy.	March 09	L Bruce	

Links to Corporate Plan – Strengthening Communities – Empow er local people to have a voice, especially hard to reach groups.

Ref:	Objective	Action	Milestone	Responsible Officer	Associated PIs
ASC6.1	Improve Public Engagement with hard to reach groups (departmental)	Improve public information across Adult and Community Services by increasing the % in accessible formats.	March 07	M Horsley	Percentage
ASC6.2		Include users and carers in the development of public information.			

Links to Corporate Plan – Organisational Development Priorities

Ref:	Objective	Action	Milestone	Responsible Officer	Associated PIs
ASC7.1 (CO90)	Development of Service Planning and Performance Management Arrangements (departmental)	To ensure the efficient and effective management and co-ordination of the CSCI inspection process, and to respond to recommendations for service improvement (post inspection).	July 06	L Bruce	
ASC7.2		Dissemination of service planning in Adult and Community Services linking to individual objectives.	May 06	N Bailey	
ASC8.1 (CO92)	Ensure robust risk management arrangements are in place (departmental)	Maintain register of departmental risks. Embed awareness and use of risk management across Department.	June 06 onwards (Quarterly Updates)	A Dobby	
ASC9.1 (CO93)	Develop and implement information security plans (departmental)	Roll out corporate information security policies with training to all staff.	March 07	M Hunt/T Smith	
ASC10.1 (CO99)	Ensure arrangements in place to deal with new and existing legislation (departmental)	Incorporate White Paper guidance into all development plans.; including outcome framework, prevention, choice etc.	March 07	N Bailey	
ASC11.1 (CO103)	Implement communication plans relating to key issues (departmental)	Write standards for communication for the new department	June 06	N Bailey	

Ref:	Objective	Action	Milestone	Responsible Officer	Associated PIs
ASC12.1 (CO105)	Improve complaints management (departmental)	Re-engineering complaints management and learning from complaints.	October 06	A Dobby	
ASC12.2		Agree approach to quality monitoring/assurance at DMT.	June 06	A Dobby	

Links to Corporate Plan – Improved access to and understanding of the public

Ref:	Objective	Action	Milestone	Responsible Officer	Associated PIs
ASC13.1 (CO101)	Programme of service integration ongoing for Contact Centre (departmental)	Prepare for integration of Adult and Community Services into Contact Centre, including financial and efficiency measures/targets.	March 07	S Robinson	Days sick
ASC13.2		BPR of access procedures in duty.	August 06	M Horsley	
ASC14.1 (CO111)	Develop Efficiency Strategy for Department (departmental)	Identify potential efficiencies for Department in AES	April 06	A Dobby/J Willis	
ASC14.2		Establish Department Efficiency Group	April 06	A Dobby/J Willis	
ASC14.3		Improve sickness levels from 05/06 baseline by 5 days per person.	Quarterly	A Dobby	
ASC14.4		Implement and account for efficiencies made	March 07	N Bailey	
ASC15.1 (CO108)	Enhance Workforce Development arrangements for Department (departmental)	Consolidate workforce planning and development across Department	March 07	N Bailey	
ASC15.2		Gain IIP Accreditation	October 06	N Bailey	
ASC16.1 (CO114)	Deliver the ICT Strategy to support corporate and departmental objectives (departmental)	Implement IT/IS improvement plan for Adult and Community Services Department	March 07	A Dobby/T Smith	



Ref:	Objective	Action	Milestone	Responsible Officer	Associated Pls
ASC17.1 (CO115)	Develop Strategic Financial Plans for Adult and Community Services (departmental)	Develop Financial Plans for the Department, in line with demand, eligibility and corporate codes	February 07	A Dobby/J Willis	
		Prepare annual budgets and medium term plans for 2007/9 onwards	February 07	J Willis	
ASC18.1	Development Governance Arrangements (departmental)	Re-design Health and Care Strategy Group and sub groups to fit LAA and integrated team	October 06	N Bailey/M Hunt	
ASC19.1	Achieve overall financial balance for Department (departmental)	Produce monthly and quarterly budget reporting.	Monthly	J Willis	
ASC20.1	Maintenance of Financial Performance Framework (departmental)	Maintain financial systems and reporting mechanisms.	Quarterly	J Willis	
ASC20.2		Review charges across department	February 07	A Dobby	
ASC21.1	Development of Financial Systems (departmental)	Develop financial systems for new or integrated services	April 06	J Willis	
ASC21.2		Implement new corporate system and ongoing development.	March 07	J Willis	

## CHAPTER 5

Reference	Definition	Outturn 2005/06 [Est]	Targets 2006/07					Annual (Y/N)
			Quarter 1	Quarter 2	Quarter 3	Quarter 4	Overall	
	A6 Emergency Psychiatric Readmissions (INTERFACE)							"Health"
	A60 Participation in Drug Treatment programmes							"Health"
	B11 Intensive HC as a proportion of intensive Home and Residential Care	26.3%						Annual
	B12 Cost of intensive Social Care for Adults						£372	Annual
	B13 Unit costs of residential and nursing care for Older people							Annual
	B17 Unit costs of Home care for adults.							Annual
	C26 Supported admissions of older people to residential/nursing care	74.8		Change in definition expected				Monthly
	C27 Supported admissions of adults aged 18-64 to Res/Nurs. care	0.7		Change in definition expected				Monthly
	C28 Intensive Home Care	15.7					17	Annual
	C29 Adults with physical disabilities helped to live at home	8.1	11	11	11	11	11	Qtr
ASC1.3	C30 Adults with learning disabilities helped to live at home	3.9	3.7	3.7	3.7	3.7	3.7	Qtr
	C31 Adults with mental health problems helped to live at home	3.2	4.5	4.5	4.5	4.5	4.5	Qtr
HC16.2	C32 Older people (aged 65 or over) helped to live at home	124.3	125	125	125	125	125	Qtr
HC10.1	C51 Direct Payments	49.6	88	97	106	114	114	Qtr
HC20.6	C62 Services for Carers							Qtr
	D37 Allocation/Availability of single rooms	100%					100%	Annual
	D39 % of people receiving a statement of their needs and how met.						100%	Annual
	D40 Clients receiving a review	74.2%	75%	75%	75%	75%	75%	Qtr
	D41 Delayed Transfers of Care (INTERFACE)							"Health"
	D42 Carer assessments							Qtr
	D54 % of items of equipment and adaptations delivered within 7 working days	83%	85%	85%	85%	85%	85%	Qtr
	D55 Acceptable Waiting times for assessments	84.1%	80%	80%	80%	80%	80%	Qtr
	D56 Acceptable Waiting times for care packages	84.8%		85%		85%	85%	Twice yearly
	D59 Practice Learning			Change in definition expected				Annual
	E47 Ethnicity of people receiving assessment	0.49	1.0	1.0	1.0	1.0	1.0	Qtr
	E48 Ethnicity of adults receiving services following an assessment		1.0	1.0	1.0	1.0	1.0	Qtr

Reference	Definition	Outturn 2005/06 [Est]	Targets 2006/07					Annual (Y/N)
			Quarter 1	Quarter 2	Quarter 3	Quarter 4	Overall	
	E50 Assessments leading to provision of service							Qtr
	E61 Assessments of new clients aged 65 or over							Qtr
	<b>NEW:</b> No. users 65+ who already have 1 item of Telecare in their home (Mar 06)							Qtr
HC11.4	<b>NEW:</b> No. users 65+ provider with 1 item of Telecare in their home (06/07)							Qtr
	Number of Intermediate Care referrals: percentage from the community		50%	50%	50%	50%	50%	Qtr
HC1.6	Number of Suicides							Qtr
HC11.5	Number of Extra Care Housing Places							Qtr
HC11.3	Number of Adult Placement Places						10	Qtr
ASC1.2	Valuing People C2							Qtr
ASC14.3	Number of days sick per employee	18.5	17.5	16.5	15.0	13.4	13.4	Qtr
JE10.3	Number of Vulnerable Adults in paid employment	100	105	110	115	120	120	Qtr
HC16.3	Number of People in Residential Care						4.5	Qtr
ASC6.1	Percentage of public information in accessible format							Qtr
HC16.5	Number of episodes of Intermediate Care						1100	Qtr
CL3.1	LPSA 9a/9b							Qtr

Reference	Definition	Outturn 2005/06 [Est]	Targets 2006/07					Annual (Y/N)
			Quarter 1	Quarter 2	Quarter 3	Quarter 4	Overall	
CL6.1	BVPI 119e % of residents satisfied with parks and open spaces							Survey year
CL6.9	BVPI 170a No. Visits/usage of museums per 1000 population	2,669.2					2,250	Qtr
	BVPI 170b No. Visits in person of museums per 1000 population	2,030.6					1,710	Qtr
CL6.6	BVPI 170c No pupils visit'g mus'm's/gall's in schl grps	7,600					7,200	Qtr
	BVPI 178 % of total length of footpaths and other r.o.w which were easy to use	89.3					96	Twice Yearly
CL6.4	BVPI 220 Compliance against Public Library Service Stds (PLSS)	4	4	4	4	4	4	Qtr
	BVPI 226a Total amount spent by LA on advice and guidance services provided by external orgs	114,130						Qtr
CL6.2	LPICS2a (LPSA 7i) Overall annual attendance at Eldon Grove and Mill House	338,831					362,500	Qtr
CL6.2	LPICS 2b (LPSA 7ii) Proportion of Overall attendance from 9 Neighbourhood Renewal Fund Ward	54					55	Annual
	LPICS2c (LPSA 7iii) No concess. members of the Leisure Card attending centre 4 time or more during the yr	1,472					1,750	Qtr
	LPICS 6 Net cost per museum visit							Annual
	LPICS 9 Number of Local Nature Reserves	6					6	Qtr
	LPICS 10 % of residents satisfied with play areas						30	Survey year
CL6.3	LPICS 12a (LPSA 8i) No Hsbound ppl rec home library service once evry 3 weeks	508					480	Annual
HC19.3	LPICS 13a No vol/comm groups supported by the council	31					31	Qtr
	LPICS 13b Level of grant aid provided to vol/comm groups	385,945					404,600	Qtr
LL8.1	LPI ACS 1 - Number of adults in all forms of learning	5,693						Qtr
LL8.1	LPI ACS 2 - Number of families participating in learning	351						Qtr
LL8.1	LPI ACS 3 - Number of adults participating in basic skill classes	825						Qtr
LL9.3	LPI ACS 4 - Number of adults achieving level 1 and level 2 qualifications	861						Qtr
	LPI ACS 5 - Number of adults achieving a basic skill qualification	233						Qtr
LL9.2	LPI ED 5 - Percentage of adults learners who are male	26						Qtr
ASC1.4	Number of people with disability accessing FE, Leisure, Sport and Recreation							Qtr



## CHAPTER 6

### MANAGING THE RISKS OF NOT ACHIEVING DEPARTMENTAL OBJECTIVES

Departmental Service	Departmental Service Objectives	Key Risks to Achieving Departmental Service Objectives	Priority H/M/L	Procedures/Processes/Management Arrangements/Controls in Place to Mitigate Identified Risks	Method of Review	Date of Review Last/Next	Responsible Officer
<b>Adults</b>	To work with RSL's & SP to increase supported accommodation options	SOC 2.1 Opposition to service delivery point location.	M	Careful consultation and reassurance – Active Press Policy.	Quarterly		N Bailey
<b>Support Services</b>	To ensure services are fully compliant with DDA	POL 3.5 Public Buildings inaccessible for people with disabilities.	H	Liaison with Property Services to include in programming. Undertake smaller works from department budget.	Quarterly		M Hunt
<b>Support Services</b>	To develop appropriate partnerships with the voluntary sector	FIN 2.3 Voluntary sector vulnerable to funding shortfalls	M	Take wider view of financial support to voluntary sector across department and with PCT. Use of NRF budget and Community Pool.	Quarterly		A Dobby / M. Hunt / J. Mennear
<b>Adults</b>	To develop proactive approaches to prevention of ill health.	Concentration of resources on high dependency cases for financial reasons.	M	Consider as part of FACS Consultation process.	Quarterly		N. Bailey / S. Robinson
<b>Adults/ Support Services</b>	To ensure all service developments have information from service users and their carers	Capacity of people to be involved.  Ability to attract from "hard to reach" groups.	M	Capacity building (e.g. Connected Care) Consider payment for those involved	Quarterly		S Robinson/ M Horsley

<b>Adult Education</b>	Increase percentage of adults holding nationally recognised qualifications	ASS 3.2 Insufficient venues for Adult Education	L	Regular review of venues and scan for opportunities which arise.	Quarterly		M. Heaps
		RER 3.3 Staff not configured to deliver changing Adult Education priorities.	L	Flexibility built into structure. Staff Development opportunities in place.	Quarterly		M. Heaps
<b>Adults</b>	To develop effective partnerships with Connexions and Job Centre to increase number of disabled people in employment.	POL 1.1 Ineffective or inefficient partnership arrangements	M	Develop LAA and Theme Partnerships. Use guidance on effective partnerships.	Quarterly		A Dobby / L. Bruce
<b>Support Services</b>	To develop Capital and Asset Management for the Department	ENV 3.1 Failure to meet Health and Safety standards at premises	M	Health and Safety Training, discussed at team meetings.	Quarterly		M Hunt
		ASS 1.1 Inadequate working environment and conditions	M	Work with corporate colleagues to optimise use of buildings. Mobile Working Pilot.			M Hunt
		ASS 1.2 Failure to keep buildings fit for purpose	M	Identify issues in budget process – planned maintenance. Work with Fire Brigade on arson risks.			M Hunt
			M	Asset Management Plan			

<b>Departmental</b>	To implement new and existing legislation and guidance	<p>POL 1.2 Failure to implement White Paper "Our Health, Our Care, Our Say".</p> <p>POL 1.3 Failure to meet performance standards</p> <p>POL 1.4 Legal action by a service user</p> <p>CPS 3.1 Failure of service under contract</p> <p>POL 3.9 Changing priorities affecting provision of Adult Education</p>	<p>L</p> <p>H</p> <p>M</p> <p>M</p> <p>M</p>	<p>Keep plans in line with national direction of travel. Restructure to enhance capacity to deliver agenda.</p> <p>Performance management on agendas; regular monitoring of business plans / action plans.</p> <p>Address complaints promptly. Supervisions and Appraisals.</p> <p>Monitor provision and have contingency plans.</p> <p>Review services in light of government guidance.</p>	Quarterly		<p>N. Bailey / S Robinson</p> <p>A Dobby</p> <p>N Bailey</p> <p>P. Hornsby</p> <p>M Heaps</p>
<b>Departmental/ Mental Health</b>	To increase social inclusion for people with mental health problems	<p>People not getting support to access universal services.</p> <p>Mainstream services unprepared to accept people with Mental Health problems</p>	<p>M</p> <p>M</p>	<p>Develop and implement a social inclusion strategy</p> <p>Review accessibility of community services for people with mental health problems (and other vulnerable adults)</p>	<p>Quarterly</p> <p>Quarterly</p>		<p>J. Forster Adams</p> <p>J. Mennear</p>
<b>Support Services / Adults</b>	To improve public engagement with hard to reach groups.	Information not reaching hard to reach groups.	<p>M</p> <p>M</p>	<p>Produce more information in accessible formats.</p> <p>Involve users and carers in design of material.</p>	<p>Quarterly</p> <p>Quarterly</p>		<p>A. Dobby / M. Horsley</p>
<b>Adults</b>	To integrate services with Contact Centre	<p>Inappropriate filtering by Contact Centre for Social Care.</p> <p>Inefficient procedures created or perpetuated.</p>	<p>M</p> <p>M</p>	<p>Business Process Re-engineering of referrals etc.</p> <p>Access strategy for Social Care.</p>	Quarterly		S Robinson

<b>Departmental</b>	To enhance workforce development and planning for the Department	PER 1.4 Insufficient skilled people to meet changing need	M	Develop a workforce plan, including external providers / PCT, and use of Adults Education. Implement IIP.			S Robinson
		PER 1.2 Violence to staff	H	Process and guidance in place, and picked up in induction / training. Two way radios.  Trainee Schemes and recruitment initiatives.			S Robinson N Bailey
		PER 1.1 Inability to recruit key workers	M				
		PER 1.3 Re-organisations affecting staff retention and productivity	H	Communication strategy. Address high risk areas. Follow HR guidelines. Learn from experience.			N Bailey
		PER 3.3 Staff not configured to deliver to guidelines and priorities in Adult Education	L	Staff Development opportunities. Flexibility built into structure. Change management.			M Heaps
<b>Support Services</b>	To deliver the ICT strategy to meet corporate and departmental objectives	ICT 4.1 Inadequate equipment, networks and software	L	Plan for use of Information for Social Care Grant and mainstream budgets.			A Dobby
		ICT 3.1 Failure of IT Systems	M	Information Security policies on access etc. Continuity Plan.			
<b>Adult / Support Services</b>	To implement Vision for Care in conjunction with PCT	No governance structures for integrated working.	M	Introduce Joint Commissioning Team. Revise Health and Care Strategy Group, within LAA arrangements.			N. Bailey / A. Dobby
		Uncertainty are PCT future and funding.	M	Minimise risks by use of aligned budgets and incremental timescale.			N. Bailey / A. Dobby



<b>Support Services</b>	To develop strategic financial plans for the Department  To achieve overall financial balance for Department.	FIN 1.1 Insufficient budget allocation for Department	M	Agree programme of efficiencies and savings.	Quarterly		A Dobby
		CPS 1.1 Market pressures on social care placements	M	Clear Commissioning plans. Market Management. Alternative provision.			S Robinson
		STRATEGIC: unclear boundaries with health	M	Local arrangements for agreement, and national guidance expected			N. Bailey
		FIN 3.3 Loss of external funding	M	Close monitoring. Exit Strategies.			A Dobby
<b>Adults</b>	To increase the proportion of people who commission their own services.	Perceived barriers as part of care managers.	M	Pick up messages from other authorities (including LIG) and deliver staff training.			S. Robinson / L Bruce
		Lack of awareness amongst user and carers.	M	Revise and reissue leaflets etc. Include discussion in assessment processes.			S. Robinson / L Bruce
		Lack of model for combining budgets and option to buy Local Authority Services	M	Report on individual budgets pilots, and In control.			S. Robinson / L Bruce
<b>Adults</b>	To provide a culture of Person Centred Practice.	Processes not Person Centred	M	Update assessment processes for Older People and disabilities.			S, Thomas / L. Bruce
		Models of Care not person centred.	M	New models of care for Mental Health			J. Forster Adams
<b>Departmental</b>	To ensure people with disabilities to have as much choice, independence and control over their lives as possible	Lack of information and support for those wanting to live independently.	M	Commission advocacy services.			L. Bruce
			M	Make information widely available, including accessible formats.			

<b>Community Services</b>	To increase opportunities for participation in a wide range of culture and leisure activity	FN 3.1 Threat to discretionary budgets.	M	Make sure profile of services is high and impact of closure clear.			J. Mennear
		ASS1.2 Poor condition of building stock.	M	Service Asset Management Plan			M. Hunt

# **CULTURE, HOUSING AND TRANSPORTATION PORTFOLIO**

Report to Portfolio Holder  
3<sup>rd</sup> May 2006



**Report of:** Director of Adult and Community Services

**Subject:** PILOT SELF-MANAGEMENT PROJECT OF  
WOODCROFT ALLOTMENTS

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## **SUMMARY**

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

To provide the Portfolio Holder with the outcome of the self-management trial of the Woodcroft allotments site. To request that the self-management of this site now be considered as fully established.

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

This report contains a brief overview of the site prior to the trial and a summary of the improvements made by the self-management group. Also included (**Appendix 1**) is a copy of the Woodcroft Allotments Association 'Interim Report'.

### **3. RELEVANCE TO PORTFOLIO HOLDER**

The Portfolio Holder has responsibility for the Allotments provision.

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

Non-key

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

Culture, Housing and Transportation Portfolio Holder 3<sup>rd</sup> May 2006.

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

The Portfolio holder is invited to approve the self-management arrangement of the Woodcroft allotments site by the Woodcroft Allotments Association (W.A.A).

**Report of:** Director of Adult and Community Services

**Subject:** PILOT SELF-MANAGEMENT PROJECT OF  
WOODCROFT ALLOTMENTS

---

**1. PURPOSE OF REPORT**

- 1.1 To provide the Portfolio Holder with the outcome of the self-management trial of the Woodcroft allotments sites. To request that the self-management of this site now be considered as fully established.

**2. BACKGROUND**

- 2.1 All of the Council owned Allotment sites in Hartlepool have traditionally been run and managed by the Authority. As a result of historical and current financial pressures the fabric of most sites has been in a state of general decline for many years. Establishing self management communities on allotment sites not only relieves the requirement of day to day management, significant grant funding is also available to such groups which HBC cannot access.

**3. CONDITION BEFORE SELF MANAGEMENT**

- 3.1 This site covers 2.4 acres and supports 30 plots. Regular flooding affected several plots making them unable to be leased out. Overall, the average occupation was circa 65%. The perimeter fence and internal access paths were in a poor and deteriorating condition.

**4. COMMENCEMENT OF THE SELF MANAGEMENT PILOT**

- 4.1 By November 2003, following an initiative by Hartlepool Borough Council Officers, the Woodcroft Allotments Association (W.A.A.) agreed to undertake a pilot self-management project and a detailed Management agreement was drawn up. They agreed to take on the day-to-day management and the cost of water supplies. They, in return, received back all of the annual rents collected from the site. I enclose at **Appendix 1** a copy of the Woodcroft Allotments Association Interim Report 2005.

**5. ACHIEVEMENTS OF THE SELF MANAGEMENT GROUP**

- 5.1 The W.A.A. have delivered improvements to the site far in excess of what HBC could possibly have achieved over the period of the trial. They have

managed to deliver an internal investment of circa £35,000 consisting of grants, donations in materials and volunteer labour. All plots are now occupied and there is a waiting list for the site. The importing of large quantities of topsoil has eased the flooding problems and a longer-term solution is under investigation. All damaged or poor fencing has been replaced. An association base has been established with a tool library for members.

## **6. FUTURE PLANS**

- 6.1** As a self-managed site, the WAA seek to continue with structural improvements and in particular to significantly improve the internal access paths and installation of a drainage scheme

## **7. RECOMMENDATIONS**

The Portfolio Holder is requested to:-

- i) Approve the continued self management of the Woodcroft allotments site by the Woodcroft Allotments Association

CONTACT OFFICER: Richard Harland, Acting Parks and Countryside Manager

### Background Papers

Copy of the 'Interim Report of the Woodcroft Allotments Association'



27. 03. 2006

Our Ref. hbc/allot/012a

Mr. Jim Wilson  
Allotments Officer  
Suite 7/ 8  
Municipal Buildings  
Church Square  
Hartlepool  
TS24 7EQ

Dear Mr. Wilson

#### Interim Report Woodcroft Allotments

Please find enclosed herewith an interim report which I trust is sufficient for your present needs and conveys our Associations commitment to the success of self management and the working relationship with Hartlepool Borough Council.

Some information, such as the Overview, is intended to provide background information for the Councilor and committee concerned and would not be repeated in future reports. On this point I would appreciate your comments as to the format of the report to ensure that your requirements are covered.

Should you require any further information or need clarification on any point please contact me.

Yours sincerely

R.W. Burton  
Chairman



# **WOODCROFT ALLOTMENTS ASSOCIATION**

## **Interim Report Woodcroft Allotments**

### **Contents:-**

- 1.0 Overview Past and Present
- 2.0 Block Plan Woodcroft Site
- 3.0 Chairmans Report and Annual Accounts 2005
- 4.0 Proposals for Woodcroft Allotment Regulations
- 5.0 Proposals for Individual Plot Assessment

R. W. Burton  
Chairman  
27.03.2006

# **WOODCROFT ALLOTMENTS ASSOCIATION**

## **Interim Report Woodcroft Allotments**

### **1.0 Overview Past and Present**

R. W. Burton  
Chairman  
27.03.2006



# **Woodcroft Allotments – Seaton Carew**

## **An Overview of the Past and Present**

### **A Brief History**

Woodcroft Allotments occupy a 2.4 acre site accessed from Bolton Grove and have been in the same location for over 80 years. The site was originally laid out in 20 large plots each separated by high timber fences and reached by dead end internal roads which made it difficult for heavy vehicles to reach some plots. Water had to be provided by the ploholders themselves either by digging individual wells, collecting in water butts or carrying by container carts.

Some 45 years ago in the heyday of allotments, Hartlepool Borough Council implemented a radical improvement scheme which changed the site layout to open plan sub-divided into 30 plots to meet the increase in demand.

The new plan incorporated an internal perimeter road providing easy in and easy out access to all plots for heavy vehicles as well as for pedestrians. Water was piped to five strategic points on the site which in its self was a luxury to the ploholders because it greatly reduced the burden of providing their own clean water supply.

A great community spirit prevailed with the gardens at Woodcroft Allotments providing a focal point for the community, particularly whole families, and in many cases became a wholesome and productive way of life.

However, over the years due in the main to the pressures of modern living, the demand for allotment gardens fell dramatically not only locally but nation-wide. As a result many became abandoned, ending up as derelict areas that were a blight on the community, a target for thieves and vandals and a constant source of worry and concern to existing ploholders and nearby residents, some of whom were elderly and vulnerable. Flooding had also become a problem due to the site becoming totally surrounded by building developments and climatic changes

The ploholders at Woodcroft Allotments were faced with the above problems as well as impassable access roads due to fly tipping and general neglect of perimeter fences and gates. All this was in the face of other areas nation-wide tackling and solving similar problems by organising group effort and successfully applying for grants.

### **The Association**

In early 2002 Woodcroft Allotments Association was formed after taking much welcomed advice and constructive help from many sources including departments of Hartlepool Borough Council, the Hartlepool Voluntary Development Agency and the National Society of Allotment and Leisure Gardeners.

The Association is a fully constituted body with a management committee, comprising a Chairperson, Secretary, Treasurer and four committee members that co-ordinates the groups activities following regular open meetings of members where all matters are properly discussed and where necessary, voted upon using a simple majority system.

In addition the management committee applies for grants, organises self help rejuvenation programmes, co-ordinates volunteers, monitors site works and financial spending and arranges the bulk purchase of seeds and other garden products

The Association is able to speak with one voice on relevant community matters and take positive action to improve the environment including the facilities and security of Woodcroft Allotments, and last but not least, the quality of life of the ploholders and the adjacent residents whose homes overlook the site.

### **Devolved Site Management**

The potential benefits of self management of Allotment sites by properly organised Associations was made known to everyone concerned in the Hartlepool area by a Workshop organised by Hartlepool Borough Council officers in June 2002 and held at the Summerhill Countryside Park.

Based on this initiative, detailed discussions by representatives of Hartlepool Borough Council and the Association took place over the following months resulting in a draft Management Agreement. This agreement embodied areas of responsibility to be undertaken by both parties working in partnership and covered:-

- (a) Administration      (b) Finance      (c) Enforcement      (d) Maintenance

The draft agreement was the subject of detailed and lengthy discussions between Association members to ensure that every undertaking and commitment by the Association was fully considered and accepted.

An independent ballot of all Woodcroft Allotment tenants by Hartlepool Borough Council confirmed their approval and as a result the final draft of the Management Agreement was signed on the 3<sup>rd</sup> November 2003.

This event was an important milestone in the history of Allotments in the Hartlepool area since it formalised a committed working partnership between the Council and the tenant ploholders who through their Association became Managers of their own site.

Based on the experience of others nation-wide this form of partnership has proven to be successful and is considered by many to be the best way forward to improve and rejuvenate a traditional and worthwhile amenity.

It is hoped that other Allotment sites in Hartlepool will follow suite based on similar agreements.

### **Investments in Woodcroft Allotments**

Because the Association is a fully constituted body with long term commitments to the site, financial aid has been awarded by the following organisations, foundations and trusts presented in alphabetical order:

Allotments Regeneration Initiative  
Awards for All  
Hartlepool Community Chest  
Heerema Hartlepool  
Huntsman Petrochemical  
Huntsman Tioxide  
Sir James Knott Trust  
Tees Valley Community Foundation  
The Bernard Sunley Foundation.

In addition the following have provided goods and materials either free or at cost

Camerons Brewery  
Formans Recycling  
Hartlepool Borough Council

Without such financial support most of the achievements so far would not have been possible and our sincere thanks are extended to all concerned.

It is worthy of note that since early 2002 the investment in Woodcroft Allotments amounts to a recorded value in excess of £35,000.00 which includes equipment, materials and labour by specialist contractors and member volunteers.

Improvements so far to the Woodcroft amenity include:-

- a) Secure and safe storage for equipment and materials in a properly modified steel shipping container.
- b) Site meeting and office facilities in a second container suitably modified to a high standard.
- c) Internal car parking constructed by member volunteers to eliminate traffic congestion for local residents
- d) Restored and safer perimeter roadways for easier access to all thirty plots
- e) Repaired or replaced security fencing on all boundaries
- f) Cultivating and maintenance machinery all protected by comprehensive insurance.
- g) Professionally installed electrical power supply and security lighting to the Community containers
- h) Rejuvenated and restored plots
- i) Full occupancy of plots and a long waiting list
- j) Public Liability Insurance.

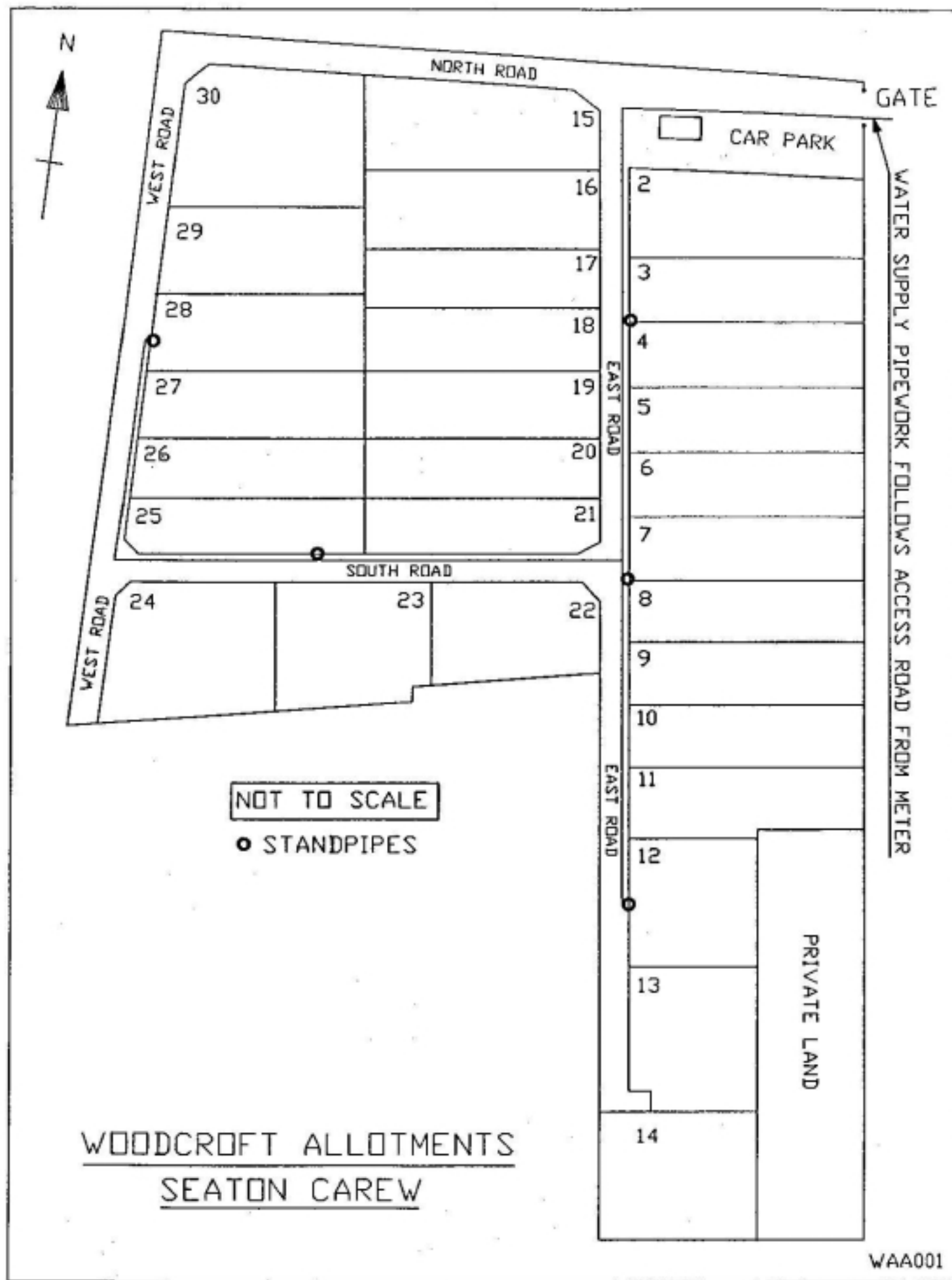
Further improvements are being planned based on volunteer labour and initiative together with future grant awards and the continuing working partnership with Hartlepool Borough Council.

# **WOODCROFT ALLOTMENTS ASSOCIATION**

## **Interim Report Woodcroft Allotments**

### **2.0 Block Plan Woodcroft Site**

R. W. Burton  
Chairman  
27.03.2006



# **WOODCROFT ALLOTMENTS ASSOCIATION**

## **Interim Report Woodcroft Allotments**

### **3.0 Chairmans Report and Annual Accounts 2005**

R. W. Burton  
Chairman  
27.03.2006

# WOODCROFT ALLOTMENTS ASSOCIATION

## CHAIRMAN'S REPORT 2004 -2005

Annual General Meeting at the Seaton Hotel – 27 April 2005

It is with pleasure that I present the Chairman's Report to the 2005 Annual General meeting of Woodcroft Allotments Association.

I am happy to confirm that the rejuvenation and improvements to Woodcroft has progressed well in accordance with our plans. So much so that our achievements have been recognized on a national level by the Allotments Regeneration Initiative who have included our site in their Good Sites Guide.

Woodcroft is one of only six Allotment sites in the North East and one of only fifty nine Allotment sites in the whole of England, Scotland and Wales to be given this status.

Using the Good Sites Guide bona fide representatives of other Associations can, by prior arrangement with our Secretary, visit the Woodcroft site. The purpose of the visit is to see at first hand and discuss what can be achieved by group effort and hard graft by member volunteers working with financial help from those willing to support worthwhile and properly organized community projects. Exchange of information will be beneficial to our members since there is always something new to learn and better ideas to be used.

In terms of grant aid for our projects 2004 has been the most successful year since our formation. The funding has enabled our Association to achieve objectives that only three years ago would have seemed not only out of reach but simply impossible. Hand in hand with the funding has been the amazing efforts of our volunteer members some of whom are realizing their own potential and who can be justifiably proud of their achievements.

In early April 2004 applications were sent to over 30 possible sources of funding. Full details were given of our proposals for Phase 2 of Operation Phoenix based on an estimate of £12778 which included a monetary value of £4431 for voluntary labour in kind.

I again extend our thanks to Peter Gowland and the whole of the team at Hartlepool Voluntary Development Agency for their direction, help and advice in producing these proposals.

By the end of June 2004 we had received financial help by the generous donations from the following:

Awards for All	£ 5000.00
Hartlepool Community Chest	£ 1000.00
Huntsman Petrochemicals Ltd.	£ 150.00
Tees Valley Community Foundation	£ 895.00
Huntsman Tioxide Europe Ltd	£ 180.00
<b>Total</b>	<b>£ 7225.00</b>

This amount at the time was in excess of the financial shortfall detailed in our budget proposals and a line was drawn under funding for Phase 2. However it later transpired that Hartlepool Borough Council although able to generously give materials in kind and supply other materials at cost, could not provide the £ 600.00 we had expected for the clearance of plots. Their reason was because of an overspend of their budget for 2004 – 2005 allocated for all of the 1100 Hartlepool allotments within their responsibility.

The actual income for Phase 2 of Operation Phoenix was as follows:

Volunteer labour	£ 4431.25
Members subscriptions 2004 - 2005	£ 140.00
Rent return 2004 – 2005	£ 700.00
Car Boot sales	£ 200.00
Grant funding	£ 7225.00
<b>Total</b>	<b>£12696.25</b>

This resulted in a shortfall of £82.00 from the project budget of £12778.25.

However, equipment and materials in this phase were very carefully bought and there is an adequate saving which will cover this shortfall. We have also written to the relevant funders seeking their permission to utilize the balance of the savings to purchase further equipment and materials we need to continue with the rejuvenation and improvement of Woodcroft.

With funding already in place for Phase 2 we were able to bring forward the next stage of Operation Phoenix with proposals for a Meeting Unit in the form of a “second life” shipping container modified to suit our needs in terms of function and security.

The materials and planning estimates for this phase amounted to £ 3500 with all labour for the site preparation, foundations, internal joinery and decorating being provided by our volunteer members.

By the end of September 2004 we had reached the required funding target due to generous donations from the following:

Hereema Hartlepool Ltd.	£ 250.00
The Sir James Knott Trust	£ 3000.00
The Bernard Sunley Charitable Foundation	£ 250.00

Work has progressed well with the Meeting Unit with the only work outstanding being the electrical installation. This is nearing completion by the N.I.C. qualified contractor working in accordance with the I.E.E. regulations and the relevant British Standard specifications.

In particular the internal timber effect finish has transformed an ocean going container into site accommodation worthy of any location or visitors. Special thanks for this aspect of the project is extended to George Moss, Bill Meadley and last but not least Joe Howey whose combined expertise, commitment and attention to detail made all the difference.

During the preparation of the planning application for the Meeting Unit it was confirmed that all ploholders and their visitors have a legally established right of way between Bolton Grove and Woodcroft Allotments. This right of way is for pedestrians and loaded or unloaded vehicles including cars, cycles, delivery and skip lorries, vans, tractors, trailers etc. In addition Hartlepool Borough Council, being the land owner, together with their employees or agents acting on their behalf also had right of way.

I take this opportunity to thank Mr. Steven Carroll Estates and Assets Manager HBC for his efforts both in clarifying the legal status of our right of way and during delivery of our new Meeting Unit.

It was also confirmed that the owners of the garages local to the main gate of Woodcroft do not have title to the land on which the access road is built. They do own the apron of land from the access road to their



individual garages. Members are requested to use the Woodcroft car park for their vehicles in accordance with the Site rules or alternatively use the public highway in Bolton Grove with due consideration for residents and other road users.

The use of soil to increase elevations of plots effected by excess surface water has proved to be effective. In addition the simple water management system using the Honda pump to transfer water from the storage containers to areas of the site that are deficient is also proving to be successful.

This system does in practice have limitations when faced with heavy and continuous rainfall that occurs due to the present changes in climatic conditions. With a long term solution in mind Northumberland Water have been contacted and their Mr. David Greenwood gave a positive response to finding a solution to the drainage problem. In addition Mr. Jim Wilson of Hartlepool Council was also contacted and he confirmed that his department would like to be involved since a solution at Woodcroft could be applied to other allotment sites faced with similar situations.

The disposal problem of excess surface water has been with us for too long and I suggest it is the subject of a concerted effort immediately after all of the current work in hand is completed. Detailed discussions with all concerned must lead to a viable solution that can be costed and carried out to the benefit of all.

There is also other interesting and challenging community work to do in the coming season but the obstacles and basic problems are much less than when we started our Association. This means that as individuals we should find more time to enjoy the pleasures of gardening in an outdoor environment greatly improved by our own physical efforts and the financial generosity of our benefactors

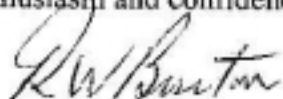
I am happy to report that once again the bulk purchase of Rooster manure and Scottish seed potatoes helped boost Association funds and at the same time gave considerable savings to the purchasers.

Bulk buying of other garden products, such as composts and seeds could prove to be financially beneficial to all provided that demand is high enough to make such purchases a viable proposition. With this in mind if any member can identify worthwhile products then this subject should be placed on the agenda of future Association meetings for discussion and action.

An overview of what we have achieved during the year 2004 – 2005 should give everyone concerned a sense of pride in the knowledge that our group has the ability and determination to tackle any problem. The surplus water project for instance, will most likely require the need for volunteer labour. It could well be the last chance, for those who are capable but have not so far been able to help, to be directly involved in a good sized and ambitious scheme that will be of direct benefit to every plotholder on the site.

On behalf of the Association I extend our thanks to all of our benefactors and those members without whose voluntary work we would not have achieved anything.

I look forward to the future of Woodcroft Allotments Association and our gardening community with enthusiasm and confidence.



R.W.Burton  
Chairman  
27 April 2005



# WOODCROFT ALLOTMENTS ASSOCIATION

## BALANCE SHEET

Year ending 31st March 2005

Cash in bank statements to Year end 31 March 05 is less uncleared expenditure marked thus \*

Table 1 - No. 1 A/c. 21419048				
Period	Income		Expenditure	
	Source	Amount	Reason	Amount
April 04	Opening Balance	121.75	Nil	Nil
	Interest	0.02		
May 04	Subs	114.00	npower	21.81
	Cabin	30.00		
	Awards for All	5000.00		
	Huntsman Petrochem.	150.00		
	Interest	0.04		
June 04	Interest	0.36	Hart Industrial Tools	2115.00
	Hartlepool Community Chest	1000.00	Alpha Amenity	35.19
			NSALG Fees	49.00
July 04	Huntsman Tioxide	180.00	Hartlepool Water	29.59
	Heerema Hartlepool	250.00	Rooster Booster	366.60
	Tees Valley C.F.	741.32		
	Interest	0.28		
August 04	Boot Sale	102.87	Nil	
	Rooster Booster	267.00		
	Rooster Booster	127.00		
	Subs	6.00		
	Interest	0.36		
September 04	Bernard Sunley C.F.	250.00	Power tools	150.00
	Interest	0.37	Drum Transport	46.92
			P C World	106.98
			Hartlepool Water	15.19
			Expamet Fencing	3079.44
			npower	41.42
October 04	Tees Valley C. F.	150.00	J. T. Dove	124.05
	Interest	0.16		
November 04	Sir James Knott Trust	796.87	Skip Hire	86.00
	Interest	0.17	Plannings Transport	352.50
			Soil and Bushes	456.75
			Planning Fee	220.00
December 04	Interest	0.13	npower	20.27
January 05	Interest	0.14	Hartlepool Water	9.66
			Storm Drain drawings	15.00
			Insurance	215.63
February 05	Seed Potatoes	150.00	Seed Potatoes	136.25
	Interest	0.12	Unit Lock and Keys	92.50
Carried forward		9438.96	Carried forward	7785.75

**Table 1 – No. 1 A/c 1419048 ( cont'd )**

Period	Income		Expenditure	
	Source	Amount	Reason	Amount
Apr 04 – Feb 05	Brought forward Page1	9438.96	Brought forward Page1	7785.75
March 05	Tiller use	44.50	Travis Perkins	199.26
	Seed potatoes	17.10	Leaders	167.40
	Boot sale	20.00	Hartlepool Water	* 7.63
	Interest	0.10	npower	* 22.56
			Leaders	* 26.00
		9520.66		8208.60

**Table 2 – No. 2 A/c 51433695**

Period	Income		Expenditure	
	Source	Amount	Reason	Amount
April 04	Opening Balance	508.14	Nil	Nil
	Interest	0.04		
May 04	Interest	0.03	Skip hire	86.00
			Soil	240.01
June 04	Interest	0.01	Rainwater gutter parts	27.22
			Facia boards	10.95
July 04	Rent return	728.31	Nil	Nil
	Interest	0.01		
August 04 to March 05	Interest	0.48	Nil	Nil
		1237.02		364.18

**Table 3 - Balances**

W.A.A. A/c Ref.	1	2	Petty Cash	Totals
Income to Year end 31 Mar 05	9520.66	1237.02	86.29	10843.97
Expenditure to Year end 31 Mar 05	8208.60	364.18	63.07	8635.85
Balance	1312.06	872.84	23.22	2208.12

**Examiners Declaration**

We the undersigned were appointed by members of Woodcroft Allotments Association at their open meeting on 23<sup>rd</sup> March 2005 to examine and report on the Associations Accounts and the Balance Sheet for the year ending 31st March 2005 in accordance with the Constitution.

We have examined the accounts and report that they are in order and confirm that the above Balance Sheet is a true and accurate statement.

*Lo Readleaf*  
Signature

*N. MEADLEY*  
Name in block capitals

*26<sup>th</sup> APRIL 05*  
Date

*T. E. Yip*  
Signature

*T. E. Yip*  
Name in block capitals

*26<sup>th</sup> APRIL 05*  
Date

# **WOODCROFT ALLOTMENTS ASSOCIATION**

## **Interim Report Woodcroft Allotments**

### **4.0 Proposals for Woodcroft Allotment Regulations**

R. W. Burton  
Chairman  
27.03.2006

# **WOODCROFT ALLOTMENTS ASSOCIATION**

## **Allotment Garden Regulations**

The following Regulations are in accordance with the Management, Tenancy and Registered Partner Agreements and apply to all tenants and registered Partners of allotment gardens within the area of

### **Woodcroft Allotments**

#### **Regulation 1.0      Covenants by the Tenant**

All tenants must comply with the covenants detailed in Part 3.0 of the Tenancy Agreement specifically Clauses 3.1 to 3.23

#### **Regulation 2.0      Covenants by the registered Partner**

All registered Partners must comply with the covenants detailed in Part 3.0 of the Tenancy Agreement specifically Clauses 3.2 to 3.23 in accordance with the Partner Registration Document.

#### **Regulation 3.0      Use of Piped Water**

- 3.1 A hose pipe must not be attached to a site water tap when a hosepipe ban has been declared by the supplier Hartlepool Water Co.
- 3.2 Water sprinklers must not be used without the Tenant or registered Partner in attendance
- 3.3 Water sprinklers must not be used for more than 3 hrs in any 24hrs.

#### **Regulation 4.0      Bonfires**

- 4.1 Bonfires are not permitted for the period commencing 30<sup>th</sup> April and ending 30<sup>th</sup> September inclusive in any one year
- 4.2 Only dry rubbish and refuse produced directly from the allotment garden can be burned
- 4.3 All bonfires must be sited on open ground more than 10m from a combustible structure
- 4.4 Materials which cause toxic fumes or dense smoke must not be burned
- 4.5 All bonfires must be extinguished at least 1 hr. before the Tenant or registered Partner leaves the Woodcroft site
- 4.6 Bonfires which cause a nuisance or contravene pollution laws must be extinguished immediately

#### **Regulation 5.0      Storage of Materials**

- 5.1 It is not permitted to store any material of whatsoever description that is not relevant to the proper use of the allotment garden.
- 5.2 It is not permitted to store building materials or equipment on external utility areas that are not intended for the construction of an approved structure within a specified timescale acceptable to the Association other than materials that are reasonably required for maintenance.
- 5.3 The storage of permitted materials of whatsoever description must comply with the law

#### **Regulation 6.0      Gas Bottles**

- 6.1 Only 15kg.(max) Lpg Propane or Butane cylinders are permitted on site for use only with safe proprietary appliances
- 6.2 A maximum of two cylinders whether empty, part full or full can be held at any one time
- 6.3 All gas cylinders and their precise location must be registered with the Association to enable Hartlepool Borough Council and the Fire Fighting Service to be notified.

Copies of all Agreements and Guidelines to these Regulations are available on request to the Association

# **WOODCROFT ALLOTMENTS ASSOCIATION**

## **Interim Report Woodcroft Allotments**

### **5.0 Proposals for Individual Plot Assessment**

R. W. Burton  
Chairman  
27.03.2006

# WOODCROFT ALLOTMENTS ASSOCIATION

## Assessment of Plot Condition and Compliance

Plot No.	Date of Assessment
----------	--------------------

The Assessment by the Association of all plots is undertaken by authorized members of the management committee in accordance with the Management and Tenancy Agreements.

The intention of the Assessment is to determine if each plot is utilized in a manner that complies with the above Agreements with due consideration for the environment and the community.

### Criteria

**External Growing Area** and paths must not be less than **75 %** of the whole Plot

**Utility Area** must not be more than **25%** of the whole plot. This area must be used for the location of structures, hardstanding and composting. In addition the utility area can include storage space only for materials for building an approved structure within a specified time scale or for reasonable maintenance.

Category of Condition	1	2	3	4
Cultivation	Good	Reasonable	Poor	Bad
Weeds	Clear	Normal	Excessive	Overgrown
Rubbish	Clear	Normal	Excessive	Hazard
Stored Materials	Clear	Normal	Excessive	Hazard
Structures	Good	Reasonable	Poor	Hazard

## Assessment of Plot Condition and Compliance

External Growing Area					Plot %
Specific Area	Cultivation	Weeds	Rubbish	Remarks	
Used					
Un-used					
Paths	n/a				

Utility Area					Plot %
Specific Area	Stored Matl	Weeds	Rubbish	Remarks	
External					
Structures:-	Ref. No.	Dimensions	Condition	Remarks	

Any disagreement by the plotholder with this Assessment must be made known in writing to the Secretary or in person at a properly convened meeting of the Association.

Signed on behalf of Woodcroft Allotments Association

(Secretary). Date

## WOODCROFT ALLOTMENTS ASSOCIATION


### Record of Authorized Structures

Plot No.

Permission for the erection of a structure on a particular plot can only be given by the relevant Official of Hartlepool Borough Council after consideration of the application which must be presented on the appropriate HBC form.

Copies of the relevant form and advice on completion of the application can be obtained from the Secretary.

### Plan

[illegible]

## **CULTURE, HOUSING AND TRANSPORTATION PORTFOLIO**

Report to Portfolio Holder

3 May 2006



**Report of:** Head of Technical Services

**Subject:** OBJECTION TO THE ERECTION OF  
ALLEYGATES TO THE REAR OF MARSKE  
STREET/STOCKTON ROAD

---

### **SUMMARY**

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

- 1.1 To seek a decision as to whether alleygates should be erected to the back street of Marske Street/Stockton Road, taking into consideration objection received from residents during the consultation process.

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

- 2.1 The report will detail the history of the issue. It will summarise and quantify responses to the consultation exercise undertaken with residents directly affected by the erection of the gates.

#### **3. RELEVANCE TO PORTFOLIO HOLDER**

- 3.1 It is the responsibility of the Portfolio Holder.

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

- 4.1 Non-key

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

- 5.1 The Regeneration Board approved the principal of alleygating in March 2000.

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

- 6.1 That the Portfolio Holder advises as to whether alleygates should be erected on the back street between Marske Street and Stockton Road.



**Report of:** Head of Technical Services

**Subject:** OBJECTION TO THE ERECTION OF  
ALLEYGATES TO THE REAR OF MARSKE  
STREET/STOCKTON ROAD

---

**1. PURPOSE OF REPORT**

- 1.1 To seek a decision as to whether alleygates should be erected to the back street of Marske Street/Stockton Road, taking into consideration objection received from residents during the consultation process.

**2. BACKGROUND**

- 2.1 The current policy relating to the erection of alleygates states that if, during the consultation process, objections are received from residents that a decision would be sought from the relevant Portfolio Holder as to whether the scheme should progress.
- 2.2 New Deal for Communities have identified a scheme to the rear of Marske Street and Stockton Road, as indicated in Appendix 1, which, during the consultation exercise, has received objections, predominantly from businesses fronting onto Stockton Road.
- 2.3 A full breakdown of the consultation exercise is as follows:

Replies received	11
In favour of alleygates	7
Opposed to alleygates	4

- 2.4 Comments received in favour include:

- the sooner the better;
- in favour but concerned may cause parking problems in Marske Street;
- an excellent idea.

- 2.5 Comments received against alleygates include:

- business requires public access between the hours of 8:30am and 6:30pm plus 24 hour emergency appointments. If alleygates were to be erected would need the gates open 8:00am to 7:00pm and 14 keys;
- would interfere with business access and will take legal action if gates are erected;

- no parking facilities at front of home on Stockton Road;
- visitors are elderly and partly disabled and would have to park in Blakelock Road resulting in a long distance to walk to get to front door;
- would be a great inconvenience to the residents of Stockton Road.

### **3. CONSIDERATION OF ISSUES**

- 3.1 The proposed location of these gates would affect not only residents of private properties in Marske Street but also several businesses fronting onto Stockton Road. These include a vet's surgery, a social club and a hotel all of which require unhindered access for staff and customers as there are parking restrictions on Stockton Road to their frontages.

### **4. FINANCIAL IMPLICATIONS**

- 4.1 If the scheme were to be approved it would be funded by New Deal for Communities

### **5. RECOMMENDATIONS**

- 5.1 That the Portfolio Holder advises as to whether alleygates should be erected on the back street between Marske Street and Stockton Road.

2.4  
APPENDIX 1



## **CULTURE, HOUSING AND TRANSPORTATION PORTFOLIO**

Report to Portfolio Holder

3 May 2006



**Report of:** Head of Technical Services

**Subject:** REQUEST TO EXTEND PARKING  
RESTRICTIONS – BACK OF PARK ROAD  
(SOUTH)

---

### **SUMMARY**

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

- 1.1 To consider a request from residents and businesses located between numbers 89 and 127 Park Road to amend the current parking orders.

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

- 2.1 This report examines the results of a formal consultation carried out with residents and suggests an alternative traffic management control.

#### **3. RELEVANCE TO PORTFOLIO HOLDER**

- 3.1 The Portfolio Holder has responsibility for traffic related issues.

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

- 4.1 This is a non-key decision.

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

- 5.1 This is an executive decision by the Portfolio Holder.

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

- 6.1 To consider / approve changes to the Traffic Regulation Orders.

**Report of:** Head of Technical Services

**Subject:** REQUEST TO EXTEND PARKING  
RESTRICTIONS – BACK OF PARK ROAD  
(SOUTH)

---

**1. PURPOSE OF REPORT**

- 1.1 To review the possibility of amending the current 30 minute limited waiting Traffic Regulation Order which exists along the back of Park Road (South).

**2. BACKGROUND**

- 2.1 Since July 2005, when the Decriminalised Parking Enforcement was introduced within the district, Parking Patrol Officers from Hartlepool Borough Council have been responsible for the enforcement of “no parking” and “restrictive parking” Traffic Regulation Orders. The extra officers employed has led to a more vigorous inspection programme, which has in some cases instigated requests from residents/businesses to change some of the restrictions as the parking enforcement was restricting the way businesses operate, or inconveniencing residents.
- 2.2 Officers visited this site to meet with various businesses that were experiencing parking difficulties, and who felt that the current 30 minute limited waiting restriction in place was insufficient to serve the business needs.
- 2.3 The current restrictions were established in order to ensure the availability of short term customer parking provision. The close location of this site to the main town centre, does however require some parking restrictions to prevent the area from being used by long stay commuter parkers. As a result, some form of limited stay restriction is necessary, although it was considered that the turnover of customer parking could also be achieved if a 2 hour limit was introduced. Consultation therefore took place with the properties concerned on this proposal.
- 2.4 The area is currently controlled by a series of “No parking” restrictions, as well as “limited stay” parking controls which ensure traffic flow on Campion Street, Benson Street, Bentley Street and Park Road and Park Road (South). In addition some pockets of unregulated land to the rear of the properties serve as additional

parking and although this eases some congestion, the area still has a high volume of vehicle parking demand.

- 2.5 **Appendix A** shows the location of restrictions and properties directly affected. A total of 21 properties were consulted, which included businesses and residential properties located between 89 – 127 Park Road (south side), A total of 11 responses have been received indicating the following preferences:

- extending the parking limit to 2 hours - 5 in favour 2 against.;
- in addition some responses suggested alternative solutions which varied from the original consultation as follows:
  - in favour but with some permit parking – 1
  - agreed in principal with proposal but limited to 1 hour parking - 1
  - disagreed with limited stay restrictions and suggested permit only parking would be more appropriate – 1.
  - undecided - 1

### 3. **FINANCIAL IMPLICATIONS**

- 3.1 The cost of amending the Traffic Regulation Orders to extend the limited waiting time would have a minimal impact on the Parking Services budget commitments.

### 4. **CONSIDERATION OF ISSUES**

- 4.1 Although the results of the consultation indicate the majority support the proposal, the responses have highlighted other valid concerns regarding the difficulties many are now facing in the area. Residents would like to park on Park Road as they consider their vehicles are at risk from crime if parked out of hours to the rear of the properties. Although this suggestion can be given some consideration, Park Road is a major bus route into the town and long stay parking is therefore likely to be opposed, but some permit parking may be acceptable working in conjunction with the restrictive Traffic Regulation Orders on the access roads off Park Road.
- 4.2 Business permit parking controls were also proposed as an alternative traffic management scheme. Any scheme would need to prove to be advantageous to the public users, rather than act as a traffic management scheme for an individual business. Accommodating the expected demand for bays would likely remove some of the limited stay customer parking that exists at the site. This would also change the emphasis from short stay customer parking to long stay customer parking – something that most businesses located in this area have indicated they would not want to see.

- 4.3 Business permit parking could be formally created on the unregulated land behind the properties, however creating formalised marked bays would reduce the number of vehicles currently parking and would see businesses paying an annual permit charge per space on land that is currently used free of charge.
- 4.4 This option could be pursued, but would require detailed investigation/further consultation.

## **5. RECOMMENDATIONS**

- 5.1 That the current limited parking restriction on Park Road (South) be extended from 30 minutes to 2 hours.
- 5.2 That where possible, further consideration be given to accommodate a limited number of permit spaces for residents directly affected by the parking restrictions.
- 5.3 A further report to be submitted in relation to the development of unregulated land to the rear of the properties if residents and businesses wish to pursue a business permit parking scheme.



## APPENDIX A

Title

Current 30min waiting restricted area proposed to be increased to 2 hour (no return 2 hour)



BOROUGH OF HARTLEPOOL  
NEIGHBOURHOOD SERVICES DEPARTMENT

HEAD OF TECHNICAL SERVICES : AUSTAIR SMITH  
Hanson House, Lynn Street, Hartlepool TS24 7BT. Tel. (01429) 266522

Drawn  
PMJ

Date  
20.09.05

Scale  
NTS

Org.No.  
.



## **CULTURE, HOUSING AND TRANSPORTATION PORTFOLIO**

Report to Portfolio Holder

3 May 2006



**Report of:** Head of Technical Services

**Subject:** REQUEST TO INCLUDE BLAKELOCK  
GARDENS WITHIN THE APPROVED  
CONSULTATION PROCESS

---

### SUMMARY

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

- 1.1 To consider a request from residents to include Blakelock Gardens as part of the residents consultation programme.

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

- 2.1 This report examines the parking problems experienced by residents of Blakelock Gardens and seeks permission to include the area within the formal consultation process.

#### **3. RELEVANCE TO PORTFOLIO HOLDER**

- 3.1 The Portfolio Holder has responsibility for traffic related issues.

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

- 4.1 This is a non-key decision.

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

- 5.1 This is an executive decision by the Portfolio Holder.

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

- 6.1 To include residents of Blakelock Gardens within the approved consultation process.

**Report of:** Head of Technical Services

**Subject:** REQUEST TO INCLUDE BLAKELOCK  
GARDENS WITHIN THE APPROVED  
CONSULTATION PROCESS

---

**1. PURPOSE OF REPORT**

- 1.1 To extend the existing approved consultation area to include residents of Blakelock Gardens within the process.

**2. BACKGROUND**

- 2.1 The Portfolio Holder will be aware that at the meeting held on 14 December 2005, a report was submitted and approved which outlined a number of locations requesting residents only parking permit zones. Most of the requests had been deferred until the introduction and establishment of Decriminalised Parking Enforcement, when it was envisaged that the extra enforcement staff recruited as part of the process, would allow additional new zones to be created.
- 2.2 The report outlined the locations and approved the phased consultation with residents over a six month period.
- 2.3 One such request agreed to the consultation of residents in Redcar Close, Marske Street and The Maltings, which will begin under phase 2 of the process. It has however been highlighted that the likely displacement of traffic from this location may well have a serious impact on residents of Blakelock Gardens. Consequently it would be appropriate that Blakelock Garden residents should also be part of this consultation process.

**3. FINANCIAL IMPLICATIONS**

- 3.1 The inclusion of this additional location would not impact on existing budget commitments.

**4. CONSIDERATION OF ISSUES**

- 4.1 Local residents and a Ward Councillor have requested the inclusion of this location as part of the consultation process.

## **5. RECOMMENDATIONS**

- 5.1 That the residents of Blakelock Gardens be consulted in conjunction with residents of Redcar Close, Marske Street and The Maltings as part of Phase 2 of the consultation process, with a view to introducing resident only permit parking controls.

## **CULTURE, HOUSING AND TRANSPORTATION PORTFOLIO**

Report to Portfolio Holder

3 May 2006



**Report of:** Head of Technical Services

**Subject:** HARTLEPOOL TRANSPORT INTERCHANGE  
PROGRESS REPORT

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### **SUMMARY**

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

- 1.1 To inform the Portfolio Holder of delays experienced, and progress made, in delivering the proposed Hartlepool Transport Interchange project.

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

- 2.1 The report provides information on planning approval, legal agreements, Network Rail Approvals, Rail Regulator Approvals, land transfer arrangements, car parking arrangements, rail station improvements and detailed design. An updated programme for legal agreements, appointing a contractor and completing the works is also provided.

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

- 3.1 It is the responsibility of the Portfolio Holder.

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

- 4.1 This is not a key decision.

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

- 5.1 This is an executive decision of the Portfolio Holder.

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

- 6.1 The Portfolio Holder notes the report.

**Report of:** Head of Technical Services

**Subject:** HARTLEPOOL TRANSPORT INTERCHANGE  
PROGRESS REPORT

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**1. PURPOSE OF REPORT**

- 1.1 To inform the portfolio holder of delays experienced, and progress made, in delivering the proposed Hartlepool Transport Interchange project.

**2. BACKGROUND**

- 2.1 As the Portfolio Holder is aware, the Council has developed the proposal to construct a high quality transport interchange facility adjacent to Hartlepool Rail Station. This project will play a central role in the development of our transport strategy and make a significant contribution to the objectives of the Local Transport Plan. In March 2005 the then Acting Head of Technical Services reported progress to the Regeneration and Planning Portfolio Holder. This report provides an update on the progress made since then and provides a revised programme which takes into account the delays that have occurred.

Planning Approval

- 2.2 The Council's Planning Committee approved the application for full planning permission on the 3 November 2004.

Legal Agreements

- 2.3 Negotiations have continued on agreeing the terms of a number of complex legal agreements. The Council is required to sign these agreements before construction can start. This includes:

Basic Asset Protection Agreements (Main Works and Subway) – legal agreements between Hartlepool Borough Council and Network Rail. These agreements include required levels of public liability and professional indemnity insurance, future maintenance liabilities and payments to Network Rail for supervision of the works. Following initial drafting of the agreement, negotiations were necessary to reach an agreement acceptable to both parties. This has taken many months to resolve as the financial implications are significant. Agreement has now been reached on a final draft and we are now awaiting Network Rail to prepare and sign the Agreement.

Development Agreement – a legal agreement between Hartlepool Borough Council, Network Rail and the local rail operator (Northern Rail) to enable the development of the project and approval for the works. A revised draft agreement was received in April 2006.

Deed of Confirmation of Determination of Rights – a legal agreement to remove existing rights of access through the subway required prior to the closure and infilling works. A draft of this agreement is currently awaited from Network Rail for consideration by Hartlepool Borough Council.

#### Network Rail Approvals

- 2.4 Network Rail's approvals are also required for various elements of the detailed design for the project. All the necessary agreements are now in place.

#### Station Change

- 2.5 The local rail operator (Northern Rail) is required to submit an application for Station Change to the Office of the Rail Regulator. This application has been prepared by Arup following discussion with Northern Rail. Hartlepool Borough Council are now awaiting confirmation from Northern Rail that the application has been submitted to, and approved by, the Regulator.

#### Land Transfers

- 2.6 Land transfers relating to rail station and Council car parks were agreed in principle with Network Rail last year. Approval is being sought from the Finance and Performance Management Portfolio Holder on 2 May 2006, following which the Land Transfers can be completed. The former Furniture Fair building opposite Hartlepool Railway Station has now been purchased.

#### Car Parking Arrangements

- 2.7 Northern Rail have approved in principal the option for Hartlepool Borough Council to undertake all management and maintenance of the new station car park in return for all revenue from the car park. Negotiations are continuing with Northern Rail to agree the car park lease arrangements.

Hartlepool Rail Station Improvements

- 2.8 An outline scheme for internal modifications at Hartlepool Rail Station that meets both the Council's and Northern Rail's requirements has been agreed. Local Transport Plan funding up to £250,000 has been allocated towards the works. These works will be delivered by Northern Rail following final approval from Hartlepool Borough Council once all legal agreements and Network Rail approvals are secured. These works will be completed at the same time as the Interchange project.

Scheme Design

- 2.9 Adverts are about to be placed in appropriate Journals for the procurement of the bus shelter canopies. Suitable companies who express an interest will be invited to submit designs and costs with the supply phased in with the main works contract.

Works Contracts

- 2.10 Following portfolio approval on 22 March 2006 of the Negotiated Target Cost for the Advance Subway Infill Works, the Contractor is standing by waiting for an instruction to proceed. This will be given as soon as legal agreements with Network Rail and Northern Rail are in place. Tender documents for the main works have been substantially completed and will be finalised and issued by the Council to four short-listed contractors as soon as appropriate in line with progress on the legal agreements.

Current Programme

- 2.11 The programme for delivery of the Interchange has been delayed following complex legal agreement negotiations between the Council, Network Rail, and Northern Rail that have taken longer than originally anticipated, and are still not complete. The following programme is based on the assumption that all necessary legal agreements are in place by the end of May 2006:

- advertise for expressions of interest from specialist shelter designers/suppliers – April 2006;
- invite Design/Tender submissions for shelters – June 2006;
- commence Advance Subway Infill Contract – June 2006;
- enter into Contract for supply of shelters – July 2006;
- invite tenders for Main Works and Subway contracts – June 2006;
- appoint contractors – July 2006;
- start construction – August 2006;
- expected completion and opening – early 2007.

**3. FINANCIAL IMPLICATIONS**

- 3.1 The project is currently within the overall allocated Local Transport Plan budget.

**4. RECOMMENDATIONS**

- 4.1 That the Portfolio Holder notes the position regarding the delivery of the Hartlepool Transport Interchange Project.