

SCRUTINY CO-ORDINATING COMMITTEE AGENDA



Friday 28th April 2006

at 2.00 p.m.

in Committee Room B

MEMBERS: SCRUTINY CO-ORDINATING COMMITTEE:

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

Resident Representatives:

Evelyn Leck, Linda Shields and Joan Smith

1. APOLOGIES FOR ABSENCE

2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS

3. MINUTES

3.1 To confirm the minutes of the meeting held on 7th April 2006 (*to follow*)

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

No Items

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

No Items

6. FORWARD PLAN

6.1 Cabinet's Forward Plan – *Scrutiny Manager*

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

No Items

8. CONSIDERATION OF FINANCIAL MONITORING/CORPORATE REPORTS

No Items

9. ITEMS FOR DISCUSSION

- 9.1 HR Strategy Working Group – Progress Report – *Chair of the HR Strategy Working Group*
- 9.2 Final Report – Partnerships – *Chair of the Regeneration and Planning Services Scrutiny Forum (to follow)*
- 9.3 Final Report – Access to GP Services – *Chair of Adult and Community Services and Health Scrutiny Forum (to follow)*
- 9.4 Draft Overview and Scrutiny Annual Report 2005/06 – *Scrutiny Manager*

10. CALL-IN REQUESTS

No Items

11. ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT

ITEMS FOR INFORMATION

- i) **Date of Next Meeting Friday 19 May 2006, commencing at 2.00 pm in Committee Room B**

SCRUTINY CO-ORDINATING COMMITTEE

MINUTES

7th April 2006

Present:

Councillor: Marjorie James (In the Chair)

Councillors: John Cambridge, Bob Flintoff, Gerard Hall, Geoff Lilley, John Marshall, Arthur Preece, Carl Richardson and Jane Shaw.

Resident

Reps: Evelyn Leck, Linda Shields and Joan Smith.

Officers: Ian Parker, Director of Neighbourhood Services
John Lewer, Public Transport Co-ordinator
Charlotte Burnham, Scrutiny Manager
Joan Wilkins, Principal Democratic Services Officer

190. Apologies for Absence

Apology for absence was received from Councillor Rob Cook, Kevin Cranney, Pamela Hargreaves, Stan Kaiser, Ann Marshall and Edna Wright.

191. Declarations of interest by Members

None.

192. Minutes of the meeting held on 10th March 2006

The minutes of the meeting held on the 10th March 2006 were confirmed.

193. Update

The Scrutiny Manager confirmed in relation to minutes 184 and 185 that the Committee's Final Reports on the HMS Trincomalee Trust and the Headland Town Square Overspend were to be considered by Council on the 3rd April.

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

No items.

195. Consideration of Requests for Scrutiny Reviews from Council, Executive Members and Non Executive Members

No items.

196. Forward Plan

The Scrutiny Manager submitted a report seeking consider as to whether any item within the Cabinet's Forward Plan April 2006 to July 2006 should be considered by this Committee or referred to a particular Scrutiny Forum.

Members reiterated concerns regarding the level of detail in the plan and requested that additional information be included in the future. The Chair reminded the Committee of the assurance given by the Mayor at the recent Joint Cabinet/Scrutiny Training Event that he would look into the introduction of a process whereby the Forward Plan would be updated to reflect the progress of each issue. It was noted that the Scrutiny Manager was in the process of dealing with the issues and suggestions raised at the training session, with progress to be reported back to the Committee.

In relation to the April 2006 – July 2006 Forward Plan attention was drawn to decision NS85/05 (page 14) Briarfields House, Lodge and associated land. Whilst concern was expressed that scrutiny needed to be proactive rather than reactive it was accepted that scrutiny should not become involved in consideration of this issue at this time. Emphasis was, however, placed upon the importance of being kept aware of what was going on with this and other issues in general.

197. Consideration of Progress Reports/Budget and Policy Framework Documents

No items.

198. Consideration of Financial Monitoring/Corporate Reports

No items.

199. Children's Services Scrutiny Forum – Progress Report (Chair of the Children's Services Scrutiny Forum)

The Chair of Children's Services Scrutiny Forum reported that since consideration of the previous progress report, on the 24th February 2006, the Forum had:

- (a) Considered further evidence on the Scrutiny of the Second Draft of the Children's and Young People's Plan'. The additional evidence the Forum received was in relation to consultation with young people around the Children's and Young People's Plan.
- (b) Considered a Draft Final Report on the Scrutiny of the Second Draft of the Children's and Young People's Plan based on the comments of the Forum at its meeting on 7 February 2006. Members approved the contents of this report and made a number of additions to it based on the presentation they received at the meeting on 7 March 2006. This report was approved by Scrutiny Co-ordinating Committee on 10 March and is due to go to Cabinet on 29 March.
- (c) Agreed in relation to the recommendations of the 'Involving Young People Inquiry' that whilst it was supportive of the principle of co-opting young people onto the Children's Services Scrutiny Forum it would like to be provided with further evidence in terms of the practicalities of doing so. The Forum received evidence about how the Corporate Parent Forum had co-opted young people onto its membership and it was agreed that the Children's Fund Manager should be tasked with considering how co-opting young people onto the Scrutiny Forum. This was to be done with Councillor Hargreaves.
- (d) Considered the Draft Children's Centres and Extended Schools Strategy.
- (e) Undertook a Working Group visit to Jesmond Road School (27 March 2006) to meet with young people and discuss with them how they feel about living in Hartlepool and how it could be improved. This meeting was a follow up to a recommendation of the Involving Young People Inquiry and it was intended that the meeting would help to enhance the understanding of Members of the Children's Services Scrutiny Forum of the priorities of young people. The Forum would then be able to

represent young people better and use its knowledge to enhance young people's participation in a variety of mechanisms in the future.

Members commented on how effective the Working Group visit had been and commented on how aware the young people present were of the Council's work. The intention was to undertake a similar exercise in the central and south areas of the town and Members commented on how positive it was to see a positive report in the press. Attention was also drawn to some of the innovative suggestions put forward by the young people, including the painting of public buildings in bright colours.

Decision

The report was received and noted.

200. Scrutiny Co-ordinating Committee – Progress Report (Chair of the Scrutiny Co-ordinating Committee)

The Chair of the Scrutiny Co-ordinating Committee presented a report updating Members on progress made since consideration of the previous progress report, on the 24th February 2006. As part of the report attention was drawn to the considerable progress being made by the Co-ordinating Committee and each of the standing Forums in ensuring the delivery and completion of their individual Work Programme's for 2005/6.

Details of the Final Reports considered or awaiting consideration were outlined in the report. Attention was also drawn to the work to be undertaken following the Election in May to determine work programmes for 2006/07 with each Forum to consider its individual work programme at their first formal meetings in June. In advance of this process the following scrutiny topics/referrals had already been agreed by the Co-ordinating Committee to be undertaken or considered as possible items for inclusion in the 2006/7 Work Programme:

- HR Strategy
- Withdrawal of European Regional Development Funding to the Voluntary Sector within Hartlepool.
- Closure of Rossmere Swimming Pool.

Other general issues discussed included the fundamental changes made to the Overview and Scrutiny process in Hartlepool over the last 10 month with the aim of providing an effective and robust scrutiny system. The Chair also highlighted that the Overview and Scrutiny Function's first Annual Report was in the process of being compiled, with a draft to be considered by the Co-ordinating Committee on the 28th April 2006 prior to its presentation to Council.

Decision

The report was received and noted.

201. Neighbourhood Services Scrutiny Forum – Progress Report (Chair of the Neighbourhood Services Scrutiny Forum)

In the absence of the Chairman of Neighbourhood Services Scrutiny Forum the Chair of the Scrutiny Co-ordination Committee reported that since consideration of the previous progress report, on the 24th February 2006 the Forum had:

- Concluded its investigation into Hartlepool's Bus Service Provision with the Forums Final Report to be considered by the Co-ordinating Committee later in the meeting, prior to its submission to Cabinet on the 2nd May 2006.
- Concluded its enquiry into 20 mph Speed Limit Zones Outside Schools within Hartlepool and received wholehearted support for its recommendations from Cabinet on the 27th February 2006. The Forum was to receive feedback from the Portfolio Holder for Culture, Housing and Transportation, and the Authority's Traffic Team Leader, at its meeting on the 21st April 2006, on how the Forum's proposals had been implemented and progress made to date.

Members drew particular attention to the 20mph Speed Limit Zones Outside Schools investigation and highlighted its importance as a good example of the value of input from residents and other partners. It was also highlighted that whilst Scrutiny this year was endeavouring to be more proactive it had not stopped the process from being reactive when necessary.

Decision

The report was received and noted.

202. Regeneration and Planning Services Scrutiny Forum – Progress Report (Chair of the Regeneration and Planning Services Scrutiny Forum)

In the absence of the Chair of Regeneration and Planning Services Scrutiny Forum the Chair of the Scrutiny Co-ordinating Committee reported that since consideration of the previous progress report, on the 24th February 2006, the Forum had:

- Continued its investigation into Partnerships. It had been intended that the Forum's Final Report would be considered at the meeting on the 6th April 2006, however, the meeting had been inquorate resulting in deferral of approval of the report to the meeting on the 20th April 2006. As a result of this, approval was sought for the late submission of the Final Report to the next meeting of the Co-ordinating Committee.
- Considered a referral relating to 'governance issues' around the decision-making process for the Neighbourhood Element Fund (an item in the Cabinet's Forward Plan).

Details of progress within each inquiry were outlined in the report.

Decision

- i) The report was received and noted.
- ii) The late submission of the Forums Final Report into Partnerships to the next meeting of the Scrutiny Co-ordinating Committee was approved.

203. Adult and Community Services and Health Scrutiny Forum – Progress Report (Chair of the Adult and Community Services and Health Scrutiny Forum)

In the absence of the Chairman of Adult and Community Services Scrutiny Forum, the Chair of the Scrutiny Co-ordinating Committee reported that since consideration of the previous progress report, on the 24th February 2006, the Forum had:

- Continued its investigation into Access to GP Services in Hartlepool.
- Accepted a referral from the Adult and Public Health Services Portfolio Holder on the Adult Learning Inspection.

Details of the GP Services inquiry and the referral were outlined in the report and in relation to the GP Services inquiry it was noted that the Forum was due to formally approve its final report on the 25th April 2006. In order to ensure the report was endorsed by Scrutiny Co-ordinating Committee at its meeting on 28th April 2006 approval was sought to circulate the Forum's final report as an item 'to follow'.

During the course of discussions Members highlighted the good health scrutiny work undertaken in the past and expressed concern that the combination of health and community services in one Forum could dilute the impact on this in the future. These concerns were acknowledged and Members reminded that the reconfiguration of the Forums had been undertaken to make Scrutiny reflect the new

departmental structure. During this process one additional Forum was added (Neighbourhood Services) and it was agreed that another could not be justified at that time. It was, however, suggested that as a possible solution would be for the Forum members themselves to look at separating their agendas. This was to be discussed with the Forum as part of the work for the new municipal year.

Decision

- i) The report was received and noted.
- ii) The late submission of the Forums 'Access to GP Services Final Report to the next meeting of the Scrutiny Co-ordinating Committee marked 'to follow' was approved.

204. Final Report – Scrutiny Investigation into Hartlepool's Local Bus Service Provision *(Chair of Neighbourhood Services Scrutiny Forum)*

In the absence of the Chairman of the Neighbourhood Services Scrutiny Forum the Vice-Chairman of the Forum presented a report outlining the findings of the enquiry into Hartlepool's Local Bus Service Provision. As part of the report, details were provided of the background to the enquiry and its findings.

Members took the opportunity to commend the Forum on an excellent enquiry that had resulted in the formulation of substantial recommendations. Particular emphasis was placed upon the importance of recommendation (k) on page 23,

“That the Authority explores a mechanism by which to lobby Central Government in relation to regulating the local bus service provision (that was de-regulated under the Transport Act 1985)”.

Members reiterated the importance of lobbying the MP and indicated that the MP had already been approached regarding a Private Members Bill to provide Local Authorities with an even playing field to get the running of bus services back. Attention was drawn to a number of the issues discussed during the Forums enquiry with attention drawn to:

- The history and relationship between Arriva and Stagecoach.
- The relatively low level of bus drivers' wages and the hope that a Private Members Bill would release public transport and enable something to be done about it.
- The need to run a service to get people out of cars rather than it just being for profit purposes.
- The need for accountability

Decision

The content of the report, and the Forum's findings and conclusions were endorsed and approved for submission to Cabinet.

205. Second and Third Tier Officers Salary and Grading Review – Scrutiny Referral – Employers' Organisation Salary and Grading Structure Revised Recommendations *(Scrutiny Manager and Director of Neighbourhood Services)*

The Director of Neighbourhood Services provided the Committee with an advanced copy of the report to be presented to a future meeting of Cabinet, outlining the revised Employers' Organisation Salary and Grading Structure recommendations. In addition to this report, it had been intended that additional verbal information would be provided to enable the Committee to formulate its conclusions and recommendations. The Director, however, reported that information relating to the financial implications on departmental staffing budgets would not be available until June and sought Members views on how they wished to proceed.

Members were of the view that the most appropriate course of action would be to defer a formal response to the Cabinet, on the basis that the information relating to the financial implications on departmental staffing budgets being made available in June 2006. Given the prescribed timescale for the undertaking of the Scrutiny Referral Members requested that a holding report be submitted to Cabinet and an extension sought to the prescribed timescale.

Decision

- i) That Cabinet be advised that the Scrutiny Co-ordinating Committee was been unable to present its formal response in respect of the Second and Third Tier Officers Salary and Grading Review, in light of the outstanding financial information to be made available to the Committee during June 2006; and
- ii) That an extension to the prescribed timescale (currently 12 April 2006) for the undertaking of this Scrutiny Referral be sought via Cabinet/Portfolio Holder.

206. Call-In Requests

No items.

207. Any Other Business

- i) **HMS Trincomalee.** Further to minute no. 184 of the meeting held on the 10th March 2006, the Chair reported that under the power delegated to her an additional recommendation (recommendation k) had been added. Members received an explanation of the addition and endorsed the actions of the Chair.

- ii) **Additional meeting – 28th April 2006.**

MARJORIE JAMES

CHAIR

SCRUTINY CO-ORDINATING COMMITTEE

28 April 2006



Report of: Scrutiny Manager

Subject: CABINET'S FORWARD PLAN

1. PURPOSE OF REPORT

- 1.1 To provide the opportunity for the Scrutiny Co-ordinating Committee (SCC) to consider whether any item within the attached Cabinet's Forward Plan should be considered by this Committee or referred to a particular Scrutiny Forum.

2. BACKGROUND INFORMATION

- 2.1 As you are aware, the SCC has delegated powers to manage the work of Scrutiny, as it thinks fit, and if appropriate can exercise or delegate to individual Scrutiny Forums.
- 2.2. One of the main duties of the SCC is to hold the Cabinet to account by considering the forthcoming decisions of the Cabinet and to decide whether value can be added to the decision by the Scrutiny process in advance of the decision being made.
- 2.3 This would not negate Non-Executive Members ability to call-in a decision after it has been made.
- 2.4 As such, the most recent copy of the Cabinet's Forward Plan is attached as **Appendix 1** for the SCC's information.

3. RECOMMENDATION

- 3.1 It is recommended that the Scrutiny Coordinating Committee considers the content of the Cabinet's Forward Plan.

Contact Officer:- Charlotte Burnham – Scrutiny Manager
Chief Executive's Department - Corporate Strategy
Hartlepool Borough Council
Tel: 01429 523 087
Email: charlotte.burnham@hartlepool.gov.uk

BACKGROUND PAPERS

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



HARTLEPOOL
BOROUGH COUNCIL

FORWARD PLAN

MAY 2006 – AUGUST 2006

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1. **INTRODUCTION**

- 1.1 The law requires the executive of the local authority to publish in advance, a programme of its work in the coming four months including information about key decisions that it expects to make. It is updated monthly.
- 1.2 The executive means the Mayor and those Councillors the Mayor has appointed to the Cabinet.
- 1.3 Key decisions are those which significantly modify the agreed annual budget of the Council or its main framework of policies, those which initiate new spending proposals in excess of £100,000 and those which can be judged to have a significant impact on communities within the town. A full definition is contained in Article 13 of the Council's Constitution.
- 1.4 Key decisions may be made by the Mayor, the Cabinet as a whole, individual Cabinet members or nominated officers. The approach to decision making is set out in the scheme of delegation which is agreed by the Mayor and set out in full in Part 3 of the Council's Constitution.

2. **FORMAT OF THE FORWARD PLAN**

- 2.1 The plan is arranged in sections according to the Department of the Council which has the responsibility for advising the executive on the relevant topic:

Part 1	Chief Executive's Department	CE
Part 2	Adult & Community Services Department	ACS
Part 3	Children's Services Department	CS
Part 4	Neighbourhood Services Department	NS
Part 5	Regeneration and Planning Department	RP

- 2.2 Each section includes information on the development of the main policy framework and the budget of the Council where any of this work is expected to be undertaken during the period in question.
- 2.3 It sets out in as much detail as is known at the time of its preparation, the programme of key decisions. This includes information about the nature of the decision, who will make the decisions, who will be consulted and by what means and the way in which any interested party can make representations to the decision-maker.

3. DECISIONS MADE IN PRIVATE

- 3.1 Most key decisions will be made in public at a specified date and time.
- 3.2 A small number of key decisions, for reasons of commercial or personal confidentiality, will be made in private and the public will be excluded from any sessions while such decisions are made. Notice will still be given about the intention to make such decisions, but wherever possible the Forward Plan will show that the decision will be made in private session.
- 3.3 Some sessions will include decisions made in public and decisions made in private. In such cases the public decisions will be made at the beginning of the meeting to minimise inconvenience to members of the public and the press.

4. URGENT DECISIONS

- 4.1 Although every effort will be made to include all key decisions in the Forward Programme, it is inevitable for a range of reasons that some decisions will need to be taken at short notice so as to prevent their inclusion in the Forward Plan. In such cases a minimum of 5 days public notice will be given before the decision is taken.
- 4.2 In rare cases it may be necessary to take a key decision without being able to give 5 days notice. The Executive is only able to do this with the agreement of the Chair of the Scrutiny Co-ordinating Committee or the Chairman or Vice-Chairman of the local authority. (Scrutiny committees have the role of overseeing the work of the Executive.)

5. PUBLICATION AND IMPLEMENTATION OF EXECUTIVE DECISIONS

- 5.1 All decisions which have been notified in the Forward Plan and any other key decisions made by the Executive, will be recorded and published as soon as reasonably practicable after the decision is taken.
- 5.2 The Council's constitution provides that key decisions will not be implemented until a period of 3 days has elapsed after the decision has been published. This allows for the exceptional cases when a scrutiny committee may 'call in' a decision of the Executive to consider whether it should be reviewed before it is implemented. 'Call in' may arise exceptionally when a Scrutiny Committee believes that the Executive has failed to make a decision in accordance with the principles set out in the Council's constitution (Article 13); or that the decision falls outside the Council's Policy Framework; or is not wholly in accordance within the Council's budget.

6. **DETAILS OF DECISION MAKERS**

- 6.1 Names and titles of those people who make key decisions either individually or collectively will be set out in Appendix 1 once they are determined.

7. **TIMETABLE OF KEY DECISIONS**

- 7.1 The timetable as expected at the time of preparation of the forward plan is set out in Appendix 2. Confirmation of the timing in respect of individual decisions can be obtained from the relevant contact officer closer to the time of the relevant meeting. Agenda papers are available for inspection at the Civic Centre 5 days before the relevant meeting.

PART ONE – CHIEF EXECUTIVE’S DEPARTMENT

A. BUDGET AND POLICY FRAMEWORK

1. Budget

None

2. Corporate (Best Value Performance Plan) 2006/07

The production of the Corporate (Best Value Performance) Plan by 30 June each year is a national legal requirement.

The purpose of the Plan is to describe the Council’s priorities for improvement for 2006/7, including how weaknesses will be addressed, opportunities exploited and better outcomes delivered for local people. It will include targets for future performance.

Preparation of the Corporate Plan for 2006/7 commenced in January 2006. Final approval of the Plan will be by Council in June 2006. Dates for Cabinet and Council meetings in May and June are still to be decided. Cabinet and Scrutiny Co-ordinating Committee considered the plan on 10 February and 24 February respectively. Scrutiny Co-ordinating Committee will have a further opportunity to consider the plan on 19 May. Cabinet will consider the plan again in May.

B SCHEDULE OF KEY DECISIONS

DECISION REFERENCE: CE18/06 Annual Diversity Scheme

Nature of the decision

To consider and approve the progress and plans for effectively promoting and incorporating equalities and diversity into service provision and employment arrangements.

Who will make the decision?

The Finance and Performance Management Portfolio Holder will make the decision.

Timing of the decision

The decision will be made in June 2006.

Who will be consulted and how?

Community representatives, employees and trade union representatives will be consulted through formal consultation meetings, surveys and correspondence.

Information to be considered by the decision makers

Progress reports on earlier plans, current research on demographic, cultural trends, satisfaction surveys and consultation events will be presented together with plans to effectively promote and incorporate diversity into service provision and employment provision.

How to make representation

Representations should be made to:-

Joanne Machers, Chief Personnel Services Officer, Civic Centre, Victoria Road, Hartlepool TS24 8AY. Telephone 01429 523001, e-mail: Joanne.machers@Hartlepool.gov.uk

Further information

Further information can be sought by contacting Joanne Machers, Chief Personnel Services Officer, as above.

PART TWO – ADULT AND COMMUNITY SERVICES DEPARTMENT

A. BUDGET AND POLICY FRAMEWORK

None

B. SCHEDULE OF KEY DECISIONS

DECISION REFERENCE: SS31/06 Fees for Adult Education Courses

Nature of the decision

The level of fees for Adult Education Courses in 2006-2007

Who will make the decision?

The decision will be made by the Portfolio Holder for Adult Services and Public Health

Timing of the decision

To be determined, but expected to be in June 2006.

Who will be consulted and how?

The Learning and Skills Council, the Adult Providers Group through discussion at regular meetings.

Proposed means of consultation

Through discussion at regular meetings.

Information to be considered by the decision makers

A report will be presented indicating the current levels of fees, changes in Learning and Skills Council requirements and options for a new fee structure.

How to make representation

Representations should be made to Maggie Heaps, Adult Education Co-ordinator at Hartlepool Adult Education, Golden Flatts, Seaton Lane, Hartlepool TS25 1HN so that they are received no later than 30th April 2006. Telephone 01429 292340 e-mail maggie.heaps@hartlepool.gov.uk

Further information

Further information on this matter can be sought from Maggie Heaps at the above address

DECISION REFERENCE: SS35/06 A Strategy for Multi-Use Games Areas (MUGA's) in Hartlepool

Nature of the decision

The Culture, Housing and Transportation Portfolio holder will be asked to consider the findings of the Strategy compiled by a local consultant and approve the priorities for the future provision of these facilities.

Who will make the decision?

The decision will be made by the Culture, Housing and Transportation Portfolio holder in response to a report by the Director of Adult & Community Services.

Timing of the decision

The decision will be made in May 2006.

Who will be consulted and how?

As part of the Strategy development, the Consultant has already carried out consultation with a wide range of Council Officers from various Departments, Neighbourhood Forums, Resident Groups, Youth Forums and Sport England.

Public consultation on the outcomes of the strategy will be undertaken.

Information to be considered by the decision makers

The Strategy gives future direction for the provision of Multi-Use Games areas in the Borough and is prioritised on the basis of whether there is any suitable existing facility, providing a minimum of one per ward within a 10/15 minute walking distance and on the number of under 16 year olds living in each ward.

The implementation of the Strategy will be dependant largely upon the availability of funding.

How to make representation

Representations can be made until the end of April 2006 by contacting John Mennear, Assistant Director of Adult and Community Services on 01429 523417 or via email john.mennear@hartlepool.gov.uk

Further information

For further information contact John Mennear, Assistant Director of Adult and Community Services on 01429 523417 or via email john.mennear@hartlepool.gov.uk

DECISION REFERENCE: SS36/06 Adult Education Three year Development plan

Nature of the decision

To endorse the submission of the update of the Adult Education three year development plan to the Learning and Skills Council

Who will make the decision?

The decision will be made by the Portfolio Holder for Adult Services and Public Health

Timing of the decision

The decision is expected to be made in June 2006

Who will be consulted and how?

- i) Other providers by consultation at the Adult Providers Group
- ii) Local Community and Voluntary sector organisation through the Community Network.
- iii) Other Council departments through individual meetings.
- iv) Learning and Skills Council through review meetings.

Information to be considered by the decision makers

The Hartlepool Adult Education Three Year Development Plan update forms the basis of an agreement between Hartlepool Borough Council and The Learning and Skills Council in relation to the delivery of vocational and non vocational training. This agreement will secure the funding from the LSC for the academic year 2006-2007.

How to make representations

Representations can be made to Maggie Heaps Adult Education Co-ordinator Golden Flatts, Seaton Lane, Hartlepool. Tel 01429 292340 or via e-mail Maggie.Heaps@hartlepool.gov.uk

Further information

Further information on this matter can be sought from Maggie Heaps as above.

PART THREE – CHILDREN’S SERVICES DEPARTMENT

A. BUDGET AND POLICY FRAMEWORK

Children and Young People’s Plan

Following a launch event on 7th September 2005, work has begun on Hartlepool’s first Children and Young People’s Plan. Producing a draft Children and Young People’s Plan, for consideration by elected members, will involve co-operation between the Borough Council, in its capacity as Children’s Services Authority, and a number of strategic partners. These partners are identified by the Children Act 2004. Subsequent Regulations identify a number of bodies with whom the Authority must consult before the plan is agreed by Council.

A first draft of the Plan was produced in November 2005 and was subject to public consultation between mid-November and mid-December. This consultation involved meetings of reference groups, Neighbourhood Forum meetings, parent focus groups and a drop-in event. One particular feature was the involvement of young people.

A second draft of the Plan was produced in January 2006. Cabinet met on 24th January and approved the second draft for scrutiny and consultation. Children’s Services Scrutiny Forum considered the draft initially on 7th February and again on 7th March, following a second round of consultation.

A third draft was produced in March 2006 and will be considered by Cabinet before being submitted for full Council approval on 13th April 2006.

B. SCHEDULE OF KEY DECISIONS

DECISION REFERENCE: ED25/06 CHILDREN'S CENTRES AND EXTENDED SCHOOLS STRATEGY

Nature of the decision

Key decision.

Who will make the decision?

The decision will be made by Cabinet.

Timing of the decision

The decision will be made in June 2006.

Who will be consulted and how?

First consultation – Full public consultation 11th November 2005 – 16th December 2006
Second consultation – Full public consultation 21st March 2006 – 24th April 2006

Information to be considered by the decision-makers

Children's Centres and Extended Schools Strategy.

How to make representations

Representations should be made to Danielle Swainston, Early Years Manager, Civic Centre tel (01429) 523671 or e-mail danielle.swainston@hartlepool.gov.uk
Ian Merritt, Senior Children's Services Officer, Civic Centre. Tel (01429) 523774 or e-mail ian.merritt@hartlepool.gov.uk

Further information

Further information on this matter can be sought from Danielle Swainston, or Ian Merritt who can be contacted as above.

PART FOUR - NEIGHBOURHOOD SERVICES DEPARTMENT

A. BUDGET AND POLICY FRAMEWORK

1. FOOD LAW ENFORCEMENT SERVICE PLAN

Work has commenced on the draft 2006/07 Plan, which will be considered by Cabinet in June 2006, prior to referring to the Scrutiny Co-ordinating Committee.

B. SCHEDULE OF KEY DECISIONS

DECISION REFERENCE: NS85/05 BRIARFIELDS HOUSE, LODGE AND ASSOCIATED LAND

Nature of the decision

To consider the potential use, marketing and sale of Briarfields House, Lodge and associated land.

Who will make the decision?

The decision will be made by Cabinet.

Timing of the decision

The decision is expected to be made in May 2006.

Who will be consulted and how?

- Tenys Ambulance Services
- Briarfield Allotments representatives
- Central Neighbourhood Consultative Forum
- Corporate Asset Management Group
- Local Residents

Information to be considered by the decision makers

Outline of service needs and planning considerations, liabilities and potential future use and value of assets.

How to make representation

Representations should be made to Graham Frankland, Head of Procurement & Property Services, Neighbourhood Services Department, Leadbitter Buildings, Stockton Street, Hartlepool. Tel 01429 523211. E Mail graham.frankland@hartlepool.gov.uk

Further information

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

DECISION REFERENCE: NS86/06 CORPORATE ASSET MANAGEMENT PLAN AND CAPITAL STRATEGY

Nature of the decision

To consider the integrated 2006 document.

Who will make the decision?

The decision will be made by Cabinet.

Timing of the decision

The decision is expected to be made in June 2006.

Who will be consulted and how?

Corporate Asset Management Group.

Information to be considered by the decision makers

Background will be provided on the purpose of the Corporate Asset Management Plan and Capital Strategy, their role in managing the Council's Assets and their significance in the Comprehensive Performance Assessment. Progress since last year's documents were prepared will be highlighted and future developments will be presented.

How to make representation

Representations should be made to Graham Frankland, Head of Procurement & Property Services, Neighbourhood Services Department, Leadbitter Buildings, Stockton Street, Hartlepool. Tel 01429 523211. E Mail graham.frankland@hartlepool.gov.uk.

Further information

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

DECISION REFERENCE: NS87/06 HIGHWAY MAINTENANCE ANNUAL PROGRAM PROGRAMME 2006-2007

Nature of the decision

The approval of the annual program for highway maintenance for the period 2006/07

Who will make the decision?

The Culture, Housing and Transportation Portfolio Holder will make the decision.

Timing of the decision

The decision will be made in May 2006, following the evaluation of condition survey information that is in the process of being collected.

Who will be consulted and how?

There will be no direct consultation.

Information to be considered by the decision makers

Program of highway maintenance works based on condition survey results and other factors.

How to make representation

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

Further information

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

DECISION REFERENCE: NS88/06 SUPPORTING PEOPLE STRATEGY

Nature of the decision

The approval of the Supporting People Strategy.

Who will make the decision?

The Cabinet will make the decision.

Timing of the decision

The decision is expected to be made in July 2006.

Who will be consulted and how?

- Housing Partnership
- Health & Social Care Strategy Group (and sub-groups)
- Other stakeholders, including a consultation 'event' with users of the SP service

Information to be considered by the decision makers

The Supporting People Strategy will set out how Supporting People will be managed over the next 5 years.

How to make representation

Representations should be made to Penny Garner-Carpenter, Strategic Housing Manager, Civic Centre, Hartlepool TS24 8AY. Tel: 01429 284117. Email: penny.garner-carpenter@hartlepool.gov.uk

Further information

Further information can be obtained from Penny Garner-Carpenter, as above.

DECISION REFERENCE: NS89/06 SUB-REGIONAL HOUSING STRATEGY

Nature of the decision

The approval of the Sub-Regional Housing Strategy.

Who will make the decision?

The Cabinet will make the decision.

Timing of the decision

The decision is expected to be made in June 2006.

Who will be consulted and how?

Consultation 'events' have been held with a range of 'stakeholders' and the draft Strategy has been forwarded to all interested parties for comments.

Information to be considered by the decision makers

The Strategy has been produced to align with the Regional Housing Strategy and sets out the housing issues facing the sub-region.

How to make representation

Representations should be made to Penny Garner-Carpenter, Strategic Housing Manager, Civic Centre, Hartlepool TS24 8AY. Tel: 01429 284117. Email: penny.garner-carpenter@hartlepool.gov.uk

Further information

Further information can be obtained from Penny Garner-Carpenter, as above.

DECISION REFERENCE: NS90/06 HOMELESSNESS STRATEGY UPDATE

Nature of the decision

The approval of the Homelessness Strategy Update.

Who will make the decision?

The Culture, Housing & Transportation Portfolio Holder will make the decision.

Timing of the decision

The decision is expected to be made in June 2006.

Who will be consulted and how?

- Housing Partnership
- Homelessness Strategy Group

Information to be considered by the decision makers

This is an update to the Homelessness Strategy produced in 2003 and in the light of additional guidance received and following the Council's year as 'Regional Champion'.

How to make representation

Representations should be made to Penny Garner-Carpenter, Strategic Housing Manager, Civic Centre, Hartlepool TS24 8AY. Tel: 01429 284117. Email: penny.garner-carpenter@hartlepool.gov.uk

Further information

Further information can be obtained from Penny Garner-Carpenter, as above.

DECISION REFERENCE: NS91/06 HOUSING RENEWAL STRATEGY UPDATE

Nature of the decision

The approval of the Housing Renewal Strategy Update.

Who will make the decision?

The Culture, Housing & Transportation Portfolio Holder will make the decision.

Timing of the decision

The decision is expected to be made in June 2006.

Who will be consulted and how?

- Housing Partnership
- Regeneration Partners

Information to be considered by the decision makers

This is an update to the Housing Renewal Strategy produced in 2004 and following changes to the Renewal Policy (after successful bidding for funding) and funding of housing capital schemes.

How to make representation

Representations should be made to Penny Garner-Carpenter, Strategic Housing Manager, Civic Centre, Hartlepool TS24 8AY. Tel: 01429 284117. Email: penny.garner-carpenter@hartlepool.gov.uk

Further information

Further information can be obtained from Penny Garner-Carpenter, as above.

PART FIVE - REGENERATION AND PLANNING SERVICES **DEPARTMENT**

A. BUDGET AND POLICY FRAMEWORK

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

The Regional Spatial Strategy (RSS) for the North East is currently under preparation by the Regional Assembly for the North East. A Public Examination is being held between 7th March and 7th April, 2006. Any changes which the Secretary of State wishes to make will be published in spring/early summer 2006, with a further period of consultation on the changes in summer 2006. It is anticipated that the RSS will be formally adopted in the winter of 2006-7.

The Hartlepool Local Plan review is at an advanced stage.

The Council's proposed modifications of the Local Plan were subject to a six week public consultation period, ending on 10th November. The Cabinet on 9th December and Council on 15th December agreed proposed further modifications which require a further six week consultation period. This ran from 5th January to 16th February. No new substantive representations were received at that stage, and the Local Plan will be referred to Council on 13th April, 2006 for formal adoption.

With the enactment of the Planning and Compulsory Purchase Act, a new development plan system will come into force. There will still be two tiers of development plan, but in due course the Regional Spatial Strategy will replace the structure plan and development plan documents contained within a local development framework will replace the local plan. However, the new local plan currently being prepared will be saved for a period of at least three years after adoption.

The local development framework will comprise a 'portfolio' of local development documents which will provide the framework for delivering the spatial planning strategy for the borough. Local development documents will comprise:

- Development plan documents – must include:
 - A core strategy setting out the long term spatial vision for the area and the strategic policies and proposals to deliver the vision
 - Site specific allocations and policies
 - Generic development control policies relating to the vision and strategy set out in the core strategy
 - Proposals Map

- Supplementary planning documents
- Statement of Community Involvement.

A draft Statement of Community Involvement (SCI) was agreed by Cabinet in July 2005 and a period of public consultation held between July and October 2005. Consideration of comments received and suggested amendments to the draft were reported to Cabinet on 9th December and Council on 15th December with the final SCI document being submitted to the Secretary of State in January 2006. This has been followed by a further period of public participation ending on 17th March 2006. An independent planning inspector will consider any representations received in the context of his/her assessment of the soundness of the SCI. The inspector's recommendations are binding on the Council. The Council will then be asked to adopt the SCI currently programmed for December 2006, although this will be brought forward if there is no need for a public examination.

Other documents forming part of the Local Development Framework are the Local Development Scheme setting out the programme for the preparation of local development documents, and the Annual Monitoring Report assessing the implementation of the Local Development Scheme and the extent to which current planning policies are being implemented. The first Annual Monitoring Report, as submitted to Government Office for the North East in December 2005, was endorsed by Cabinet in January 2006.

The first Local Development Scheme was approved by Cabinet on 21st February 2005 and came into effect on 15th April 2005. The Scheme needs to be updated to take the following into account:

- the delay in the adoption of the Local Plan owing to the need to publish further proposed modifications;
- the need to amend the timetable for the preparation of the Planning Obligations supplementary planning document;
- the need to set out a timetable for the preparation for a joint waste and minerals local development framework (LDF).

Cabinet's agreement to the proposal for a joint waste and minerals LDF and to an amended Local Development Scheme will be sought in April for submission to the Government Office for the North East for approval.

THE ANNUAL YOUTH JUSTICE PLAN

The Annual Youth Justice Plan must be submitted to the Youth Justice Board by 30th April 2006. A draft plan will be prepared in early 2006 and reported to Cabinet on 27th February 2006. Consultation with statutory and other partner organisations, as well as referral to Scrutiny will be carried out during February and March 2006. Cabinet will consider the finalised Plan, which has incorporated consultation comments, on 29th March 2006. Final approval of the Plan will be sought from Council on 13th April, 2006.

B SCHEDULE OF KEY DECISIONS

DECISION REFERENCE: RP60/05 HEADLAND ENVIRONMENTAL IMPROVEMENTS TO KEY RESIDENTIAL AREAS (2006/07 PROJECTS)

Nature of the decision

To approve schemes forming part of the 2006/07 programme of works within the Headland Environmental Improvements to Key Residential Areas Programme. (HEIKRA).

Who will make the decision?

The decision will be made by the appropriate Portfolio Holder in response to a joint report from the Directors of Regeneration & Planning Services and Neighbourhood Services

(In parallel, the North Hartlepool Partnership will also make a decision on the design and funding of the scheme).

Timing of the decision

The decision is expected to be made in May 2006.

Who will be consulted and how?

The proposals will be subject to consultation with all the Headland residents including specifically the neighbouring ones, the Parish Council and other stakeholders.

Proposals will also go to the North Hartlepool Partnership's Advisory Group and its Design Sub-group.

Information to be considered by the decision makers

Feedback from all consultations including the views of The North Hartlepool Partnership, The Headland Parish Council and residents etc.

How to make representation

Representations should be made in writing to Stuart Green, Assistant Director (Planning and Economic Development), Regeneration and Planning Services Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Telephone 01429 284133, e-mail: stuart.green@hartlepool.gov.uk

Further information

Further information can be sought by contacting: Karen Oliver, Neighbourhood Services Department, Civic Centre, Hartlepool, TS24 8AY. Telephone 01429 523680. e-mail: karen.oliver@hartlepool.gov.uk

DECISION REFERENCE: RP89/05 DEVELOPMENT AT HARTLEPOOL COLLEGE OF FURTHER EDUCATION

Nature of the decision

Cabinet are requested to consider further details of the HCFE expansion plans, including the proposed land take, design issues, funding sources and project timetable.

Who will make the decision?

The decision will be made by Cabinet

Timing of the decision

The decision is expected to be made in June 2006

Who will be consulted and how?

Officers are working closely with Hartlepool College of Further Education (HCFE) and other partner organisations including University of Teesside and the Learning and Skills Council.

Information to be considered by the decision makers

The report will expand on information presented in two previous reports to Cabinet on the 04/04/05 and 22/07/05, and also extracts from the Town Centre Strategy, in order to progress the development of the College scheme.

How to make representation

Representations can be made in writing to Peter Scott, Director of Regeneration and Planning Services, Regeneration and Planning Services Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Telephone 01429 523401, email peter.scott@hartlepool.gov.uk

Further information

Further information can be obtained from Peter Scott as above.

DECISION REFERENCE: RP103/05 NEIGHBOURHOOD RENEWAL FUND (NRF) 2005/06 FINAL OUT-TURN

Nature of the decision.

To inform the Portfolio holder of the final out-turn for the 2005/06 NRF Programme and agree the use of the carry over in 2006/07.

Who will make the decision?

The decision will be made by the Portfolio Holder for Regeneration and Liveability.

Timing of the decision

The decision is expected to be made in June 2006.

Who will be consulted and how?

It is a condition of receipt of the NRF grant that the NRF programme is approved by the Borough Council and the LSP.

Information to be considered by the decision makers

The Neighbourhood Renewal Strategy provides the framework for the NRF programme. Reference copies placed in members room. Further copies are available from the Community Strategy Division.

How to make representation

Representations should be made to Joanne Smithson, Head of Community Strategy, Regeneration and Planning Services Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Telephone 01429 284161, e-mail: Joanne.smithson@hartlepool.gov.uk

Further information

Further information on this matter may be sought from Chris Barlow, Principal Community Planning Officer, Regeneration and Planning Services Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Telephone: 01429 523589 or e-mail: chris.barlow@hartlepool.gov.uk

APPENDIX 1

DETAILS OF DECISION MAKERS

THE CABINET

Many decisions will be taken collectively by the Cabinet.

- The Mayor, Stuart Drummond
- Councillor Stanley Fortune
- Councillor Cath Hill
- Councillor Peter Jackson
- Councillor Robbie Payne
- Councillor Ray Waller

EXECUTIVE MEMBERS

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

Regeneration & Liveability	-	The Mayor, Stuart Drummond
Policy Co-ordination	-	Councillor Stanley Fortune
Children's Services	-	Councillor Cath Hill
Finance & Performance Management	-	Councillor Peter Jackson
Culture, Housing & Transportation	-	Councillor Robbie Payne
Adult Services & Public Health	-	Councillor Ray Waller

APPENDIX 2

TIMETABLE OF KEY DECISIONS

Decisions are shown on the timetable at the earliest date at which they may be expected to be made.

1. DECISIONS EXPECTED TO BE MADE IN MAY 2006

1.1 DATE NOT YET DETERMINED

SS35/06 (Pg 10)	A STRATEGY FOR MULTI-USE GAMES AREAS IN HARTLEPOOL	PORTFOLIO HOLDER
NS85/05 (Pg 15)	BRIARFIELDS HOUSE, LODGE AND ASSOCIATED LAND	CABINET
NS87/06 (Pg 17)	HIGHWAY MAINTENANCE ANNUAL PROGRAMME 2006-2007	PORTFOLIO HOLDER
RP60/05 (Pg 25)	HEADLAND ENVIRONMENTAL IMPROVEMENTS TO KEY RESIDENTIAL AREAS (2006/7 PROJECTS)	PORTFOLIO HOLDER

2. DECISIONS EXPECTED TO BE MADE IN JUNE 2006

2.1 DATE NOT YET DETERMINED

CS18/06 (Pg 7)	ANNUAL DIVERSITY SCHEME	PORTFOLIO HOLDER
SS31/06 (Pg 9)	FEES FOR ADULT EDUCATION COURSES	PORTFOLIO HOLDER
SS36/06 (Pg 11)	ADULT EDUCATION THREE YEAR DEVELOPMENT PLAN	PORTFOLIO HOLDER
ED25/06 (Pg 13)	CHILDREN'S CENTRES AND EXTENDED SCHOOL STRATEGY	PORTFOLIO HOLDER
NS86/06 (Pg16)	CORPORATE ASSET MANAGEMENT PLAN AND CAPITAL STRATEGY	CABINET
NS89/06 (Pg 19)	SUB-REGIONAL HOUSING STRATEGY	CABINET
NS90/06 (Pg 20)	HOMELESSNESS STRATEGY UPDATE	PORTFOLIO HOLDER
NS91/06 (Pg 21)	HOUSING RENEWAL STRATEGY UPDATE	PORTFOLIO HOLDER
RP89/06 (Pg 27)	DEVELOPMENT AT HARTLEPOOL COLLEGE OF FURTHER EDUCATION	CABINET
RP103/05 (Pg 28)	NEIGHBOURHOOD RENEWAL FUND 2005/06 FINAL OUT-TURN	PORTFOLIO HOLDER

3. DECISIONS EXPECTED TO BE MADE IN JULY 2006

3.1 DATE NOT YET DETERMINED

NS88/06 (Pg 18)	SUPPORTING PEOPLE STRATEGY	CABINET
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4. DECISIONS EXPECTED TO BE MADE IN AUGUST 2006

4.1 NONE

SCRUTINY CO-ORDINATING COMMITTEE

28 April 2006



Report of: Chair of the HR Strategy Working Group

Subject: HR STRATEGY WORKING GROUP– PROGRESS REPORT

1. PURPOSE OF THE REPORT

- 1.1 To inform Members of the Scrutiny Co-ordinating Committee of the progress made to date by the HR Strategy Working Group.

2. PROGRESS OF THE WORKING GROUP

- 2.1 At the first meeting of the HR Strategy Working Group, held on 9 February 2006, the terms of reference and sources of enquiry for this Scrutiny referral were outlined and agreed. Members were informed that the existing HR Strategy Framework had originally been formulated in 2004 and needed to be revised in light of changes within the Council and externally. Members considered the draft HR Strategy Framework and concluded:-
- (a) That the vision and mission statement of the HR Strategy should reflect the needs of Hartlepool communities, responding to the aspirations of Council staff and determined by Council resources;
 - (b) That the key underpinning principle of the HR Strategy is appreciation of Council staff; and
 - (c) That the key stakeholders involved in the formulation of the HR Strategy should be Elected Members, employees, the general public and partners.
- 2.2 Members suggested that a significant period in which to consider how to develop the HR Strategy framework was needed and agreed 1 June 2006 as the target date for completion of the Scrutiny referral.
- 2.3 At the meeting of the HR Strategy Working Group, held on 23 March 2006, consideration was given to the HR Strategies of other Local Authorities, public bodies and private companies, the Authority's provisional Employee Survey and Government guidance and legislation. Members then agreed:-
- (a) That the Authority's HR Strategy be developed in accordance with an agreed framework following consultation with Members, staff, Trade Unions and Senior Officers;

- (b) That the Authority's HR Strategy should be aspirational but with clear achievable objectives that would evolve in line with organisational change and development;
 - (c) That the good practice of other Local Authorities and private companies be sought which would inform the development of the Authority's HR Strategy;
 - (d) That a HR Strategy Working Group be established to monitor the Authority's HR Strategy periodically following completion of this Scrutiny referral in June 2006; and
 - (e) That Members of the HR Strategy Working Group would receive sections of the HR Strategy as it is written to comment upon at their subsequent meetings.
- 2.2 Subsequently at the meeting of the HR Strategy Working Group held on 20 April 2006 Members considered the first Draft of the Authority's HR Strategy and discussed how its mission statement, priorities and strategic goals could be further developed.

3. RECOMMENDATION

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

**COUNCILLOR MARJORIE JAMES
CHAIR OF THE HR STRATEGY WORKING GROUP**

BACKGROUND PAPERS

No background papers were used in the preparation of this report

SCRUTINY CO-ORDINATING COMMITTEE

28th April 2006



Report of: Regeneration and Planning Services Scrutiny Forum

Subject: PARTNERSHIPS – FINAL REPORT

1. PURPOSE OF REPORT

- 1.1 To present the draft findings of the Regeneration and Planning Services Scrutiny Forum following its investigation into Partnership working in the Local Authority.

2. SETTING THE SCENE

- 2.1 Partnerships and partnership working have increasingly grown in importance and significance in terms of what local authorities do and the way they do it. The image of an 'all-providing and politically authoritative' local authority no longer matches the reality of local service delivery. Consequently, there has been a considerable change in the nature of the activities of local authorities.
- 2.2 One of the key purposes of this investigation is to provide an overview of the partnership working and arrangements that the Local Authority is involved in. Mapping the extent of involvement of the Local Authority in partnership working is a considerable challenge for the Forum to undertake. Through doing so the Scrutiny Investigation has played a key role in improving Members awareness of Partnerships and the changing nature of local governance.

3. OVERALL AIM OF THE SCRUTINY INVESTIGATION

- 3.1 To assess the governance arrangements surrounding sub-regional and local partnerships on which Hartlepool Borough Council is represented.

4. TERMS OF REFERENCE

4.1 The following Terms of Reference for the review were agreed by the Regeneration and Planning Services Scrutiny Forum on 4 November 2005:-

- (a) To determine the extent of partnership working throughout the Authority.
- (b) To identify the Sub-Regional Partnership Bodies on which Hartlepool Borough Council participates and the governance arrangements established throughout those bodies.
- (c) To review the Hartlepool Partnership and consider the governance arrangements established throughout the Partnership.
- (d) To review the roles and responsibilities of Elected Members nominated to serve on the partnerships, including feedback mechanisms into Council (*cross-cutting theme*).
- (e) To clarify the role of the Community and Voluntary sector, and determine how better links can be established with Community and Voluntary Sector organisations.
- (f) To examine best practice in other Authorities.

4.2 In addition to the Terms of Reference outlined above the Forum approved a Project Plan for its Scrutiny Investigation on 4 November 2005, which identified the following areas for investigation:

- (a) General briefing on Partnerships;
- (b) Governance Arrangements around Sub-Regional Partnerships;
- (c) Sub-Regional Partnerships Member and Officer Perspectives;
- (d) Hartlepool Partnership (the Local Strategic Partnership);
- (e) Community Involvement in Partnerships; and
- (f) Local Area Agreements (LAAs).

4.3 In addition during the course of the investigation Members requested additional information about the Local Strategic Partnership Theme Partnerships, which has been incorporated into the findings section of the report.

5. MEMBERSHIP OF THE FORUM

5.1 Membership of the Regeneration and Planning Services Scrutiny Forum 2005/6 Municipal Year:

Councillors: Cook, Coward, Fleet, Hargeaves (Chair), Iseley, Johnson, Kaiser, Leonard, London, Raynor, and Wright (Vice-Chair).

Resident Representatives:

James Atkinson, Mary Power, Iris Ryder

6. METHODS OF INVESTIGATION

6.1 Over the course of the investigation Members employed a variety of methods, which included:

- (a) Detailed Officer reports supplemented by verbal evidence;
- (b) Detailed presentations from external partners, including from:
 - (i). Hartlepool Community Network;
 - (ii). Tees Valley Regeneration;
 - (iii). Tees Valley Partnership; and
 - (iv). Tees Valley Living;
- (c) Presentation and verbal evidence from the town's MP;
- (d) Verbal evidence from the Mayor;
- (e) Verbal evidence from Councillors serving on Partnerships; and
- (f) Verbal evidence from Community Network Representatives.

SCRUTINY FINDINGS

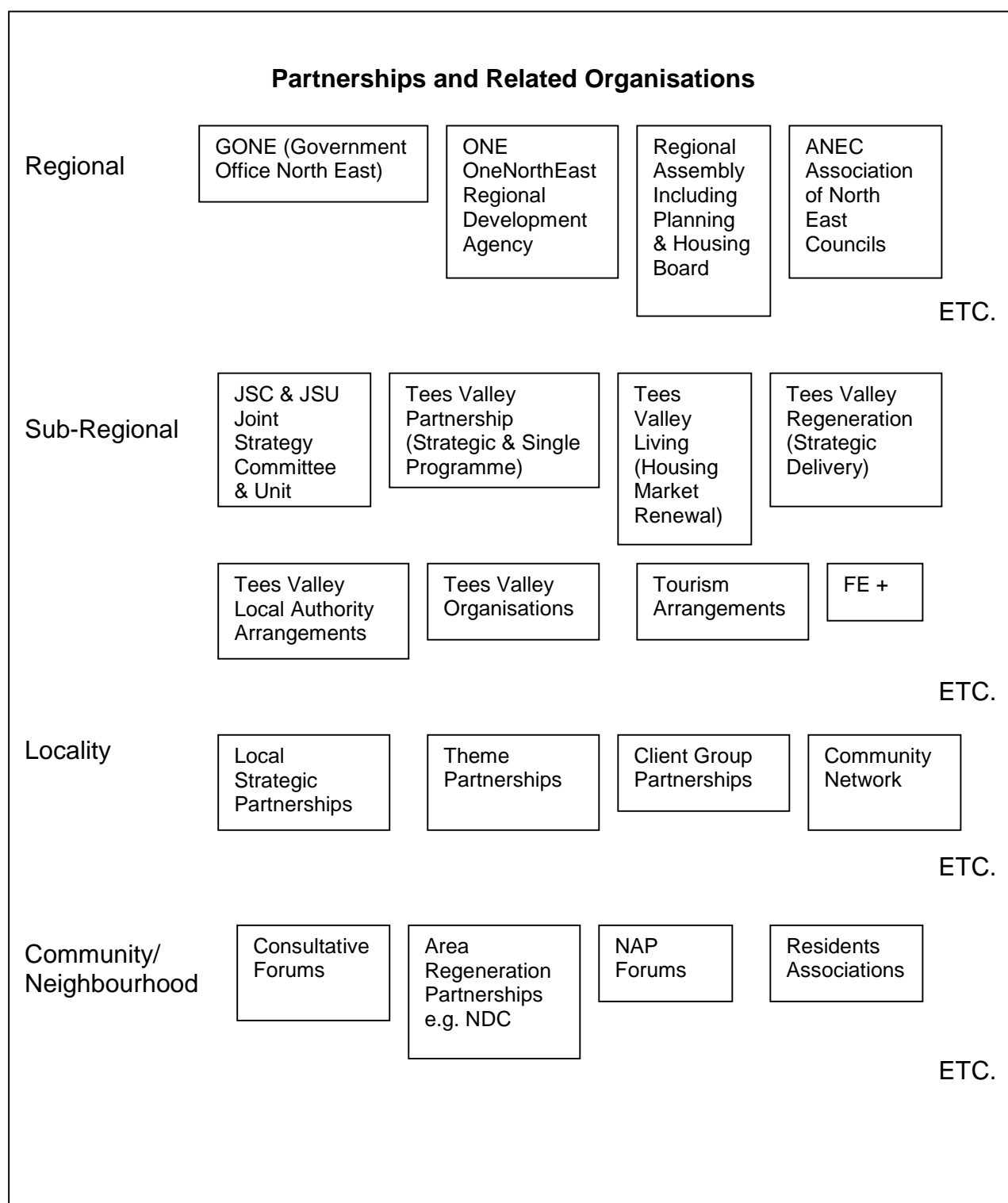
7. EXTENT OF PARTNERSHIP WORKING IN THE AUTHORITY

7.1 Evidence presented to the Forum enabled Members to establish that partnership working within the Authority operates on a number of levels that are outlined below.

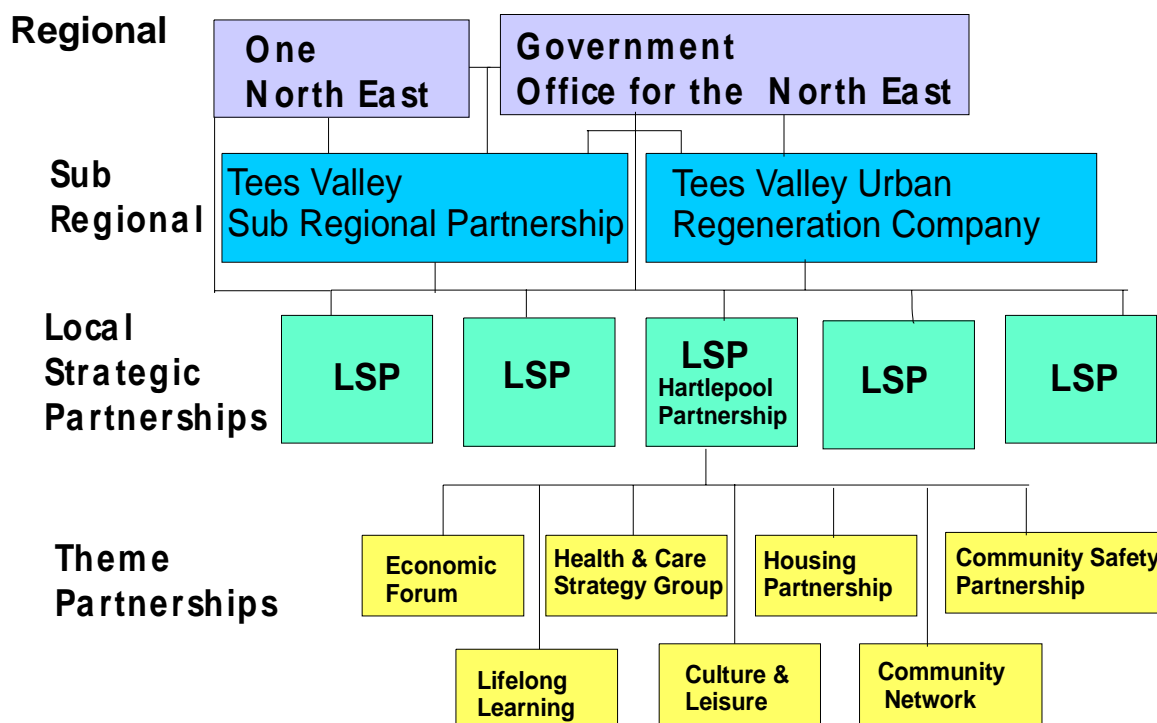
- (a) Regional
- (b) Sub-Regional
- (c) Local Strategic Partnerships
- (d) Theme Partnerships

7.2 Members considered it important that they understood partnership working (in the regeneration and planning context) in its entirety to ensure Member awareness increased, but also to ascertain if the Council's representation on these bodies could be strengthened. Furthermore, to assist Member understanding of Partnership Working in the region, Members requested that a detailed guide to partnership working be produced by the Authority, which is represented in the two diagrams below.

7.3 Structure of Partnerships:



Structure of Partnerships



- PARTNERSHIP WORKING - REGIONAL LEVEL**

7.4 The Forum learnt that the Government believes that successful solutions to regional problems need to be rooted in the regions themselves. To achieve this, a range of institutions and approaches have been developed to give more expression to the regional dimension. In particular, three regional organisations have been established, which are intended to deliver better decision-making and implementation of policies in the English regions. These are outlined in section 7.5 – 7.18 below.

- ONE – REGIONAL DEVELOPMENT AGENCIES (RDA)**

7.5 RDAs have been created to secure better and more sustainable economic performance for the Region, Members were informed that One North-East (ONE) is one of nine Regional Development Agencies set up by the Government in April 1999 and that all of the RDA's share a common mission statement:

'To transform England's regions through sustainable economic development.'

- 7.7 The Forum learned that the Regional Economic Strategy (RES) sets out how sustainable economic development will be progressed over the next ten years. ONE produces the RES following extensive consultation and agreement over joint delivery with its partners in the region.
- 7.8 In addition the Forum also learnt that RDA's are each funded by a 'single pot' grant in aid, made up of contributions from government departments. ONE aims to use all the resources at its disposal, in both rural and urban communities throughout the North East:
- (a) To further the economic development and the regeneration of the region;
 - (b) To promote business efficiency, investment and competitiveness in the region;
 - (c) To generate employment; and
 - (d) To encourage and enhance the development and application of relevant work skills of the people living here.
- 7.9 The success of the Agency is judged by Government through a tangible improvement in the region's economic performance, employment levels, social inclusion and the environment and by the various regional Partners in terms of the difference made to the process and to the confidence and well-being of the region.

GOVERNANCE ARRANGEMENTS OF ONE

- 7.10 The forum established that as a non-departmental public body, ONE has 15 Board Members from the Region who are appointed by the Secretary of State. The Board includes representatives from Local Authorities, Trade Unions, the voluntary sector and the private sector. Representation on ONE tends to be based around service areas, rather than from localities.

- **REGIONAL ASSEMBLIES**

- 7.11 Regional Assemblies are; voluntary, multi party organisations who contribute to regional economic strategies, scrutinise their delivery and act as the Regional Planning Body

NORTH-EAST ASSEMBLY

- 7.12 During the evidence gathering session with the Authority's Director of Regeneration and Planning Services, the Forum noted that un-elected regional assemblies were set up in each of the eight regions outside London in April 1999. The assemblies are voluntary bodies funded primarily by government grants to undertake certain designated activities, these are the scrutiny of the RDA (One North-East) and producing the Regional Spatial Strategy (including transport and waste).
- 7.13 The assemblies can receive funding from other organisations such as local authorities although in the North East this forms a small part of the overall income.

GOVERNANCE ARRANGEMENTS OF THE NORTH-EAST ASSEMBLY

- 7.14 The North East Assembly draws 70% of its members from local authorities and 30% from economic and social partners (ESP) in the region. The ESP represents a wide cross-section of regional interests, including higher and further education, the TUC, parish and town councils and voluntary organisations. The Assembly has its own constitution and voting arrangements. Hartlepool's Members on the Assembly include the Elected Mayor and Councillor Payne.

- **GOVERNMENT OFFICE NORTH-EAST (GONE)**

- 7.15 GONE is involved in joining up national policy and regional / local priorities.
- 7.16 The Forum learnt that Government Offices were established in April 1994 to bring together the regional offices of central government. There are nine Government Offices, one in each English Region now representing ten Government Departments:-
- (a) Office of the Deputy Prime Minister,
 - (b) Department of Trade and Industry,
 - (c) Department for Transport
 - (d) Department of Environment, Food and Rural Affairs,
 - (e) Department for Education and Skills,
 - (f) Department for Work and Pensions,
 - (g) Department for Culture, Media and Sport
 - (h) Home Office,
 - (i) Department of Health, and
 - (j) Cabinet Office.
- 7.17 In addition, Members noted that GONE is at the heart of the delivery of Government policies and programmes in the North-East and is uniquely placed to take a cross departmental approach. In 2002 the role of GONE was enhanced to include:
- (a) Acting as Government's 'eyes and ears' and representatives in the regions
 - (b) Joining up different programmes and policies
 - (c) Playing a greater role in policy development
 - (d) Improving the co-ordination and effectiveness and Area-based initiatives.

GOVERNANCE ARRANGEMENTS OF GONE

- 7.18 Government Office works in partnership with a wide range of sub-regional and local partnerships. Regional Partners include;
- (a) local authorities,
 - (b) businesses,
 - (c) local education authorities,
 - (d) voluntary organisations,
 - (e) the health service, and
 - (f) local people.
- 7.19 In addition to the bodies noted above, the Forum established that the following regional organisations also play a key role in Regeneration and Planning issues in Hartlepool:-
- (a) Association of North-East Councils;
 - (b) Regional Housing Board

• **ANEC (ASSOCIATION OF NORTH-EAST COUNCILS)**

- 7.20 Members noted that ANEC is a representative body for the region's 25 local authorities and the communities they serve. The organisation exists to champion local authorities and the communities they serve by representing Local Authorities to Government and other important decision-makers, regionally, nationally and internationally.
- 7.21 Issues tackled by ANEC include the level of funding attracted into the region, health, crime and community safety, tourism, housing or economic development. The organisations goals have been defined as helping to bring about change and improvement in the quality of life for people living in communities right across the region.
- 7.22 In summary the organisation exists to:-
- (a) Ensure that the voice of local government is heard on a wide range of issues;
 - (b) Develop, shape and implement policy;
 - (c) Lobby and make effective representation;
 - (d) Build and strengthen relationships with opinion formers and decision-makers at every level;
 - (e) Develop a range of membership services which will add value;
 - (f) Facilitate the delivery of the local government improvement agenda in the North East;
 - (g) Make a positive and effective contribution to regional leadership and governance;
 - (h) Encourage, support, share and communicate best practice in local government;
 - (i) Demonstrate how local government represents the interest of communities; and,
 - (j) Develop the image, perception and reputation of local government

GOVERNANCE ARRANGEMENTS OF ANEC

- 7.23 Members of the Association are Elected Councillors, representing every local authority in the North East, which gives the Association an important democratic accountability. The elected representative for Hartlepool is the Elected Mayor, Stuart Drummond. The Authority's Chief Executive, Paul Walker also represents the Authority.

- **REGIONAL HOUSING BOARD**

- 7.24 The North East Housing Board works to make sure that housing policies blend better with other plans and strategies in the North East region. The main work of the Board is to produce the Regional Housing Strategy (RHS). This strategy advises government ministers on where best to spend money on housing. The Board is also responsible for advising ministers on how to spend the Single Housing Investment Pot (SHIP). This funding is for local authorities and housing associations. For the two years up to 2006, it is worth £170 million in this region.

SUMMARY OF MEMBERS FINDINGS IN RELATION TO REGIONAL PARTNERSHIPS

- 7.25 In relation to the evidence received around regional partnerships Members expressed concern around the possible loss of local accountability if regional partnerships were further developed.
- 7.26 In addition, Members expressed the view that local residents needed to be made aware of the existence and operation of partnerships, and the achievements of many.
- 7.27 A view also emerged that greater clarity was needed both within the Council and externally about representatives serving the Regional Housing Board. It was suggested by Members that this matter is explored further in the future.

- **PARTNERSHIP WORKING – SUB-REGIONAL LEVEL**

- 8.1 The Forum received an introductory presentation in relation to Partnership operating at the sub-regional level from the Director of Regeneration and Planning at the Forums meeting on 4 November.
- 8.2 The Forum established that sub-regional partnerships are considered a more efficient and convenient means of dealing with strategic and specialist issues across the Tees Valley area.
- 8.3 Whilst noting that there are a number of other sub-regional partnerships in operation the Forum focussed on four sub-regional arrangements that affect regeneration and planning issues. They are:
 - (a) Tees Valley Joint Strategy Unit and Tees Valley Joint Strategy Committee;
 - (b) Tees Valley Partnership;
 - (c) Tees Valley Regeneration; and
 - (d) Tees Valley Living.
- 8.4 The Forum noted that the key point to recognise about the four organisations above is that they are essentially strategic organisations making policy decisions or implementing projects which have an impact on the Tees Valley as a whole. In addition, Members recognised that the organisations were not about developing local policy or local projects.

- **TEES VALLEY JOINT STRATEGY UNIT (JSU) AND TEES VALLEY JOINT STRATEGY COMMITTEE (JSC)**

8.5 The Tees Valley Joint Strategy Unit was set up in 1996 as a joint arrangement of the boroughs of Darlington, Hartlepool, Middlesbrough, Redcar and Cleveland and Stockton on Tees Borough Councils to deliver:

- (a) an information and forecasting service for the Boroughs;
- (b) strategic planning – including the Tees Valley Structure Plan;
- (c) economic development strategy – Tees Valley Vision and Tees Valley City Region Development Programme;
- (d) transport planning at a sub-regional level i.e. technical support for major road schemes, lobbying for rail, Local Transport Plans; and
- (e) managing and implementing European Programmes.

8.6 A recent review of the JSU has added the following functions to the JSU:

- (a) strategic waste management;
- (b) influencing and coordinating input into the regional spatial strategy and the regional economic strategy;
- (c) tourism;
- (d) public transport coordination; and
- (e) lobbying from a local authority perspective regional agencies to ensure Tees Valley needs are understood and met.

8.7 The JSU has 60 staff and a core budget from the local authorities of £1.6 million. In addition it generates £1.3 million through project work from external sources.

8.8 At an officer level the work of the JSU is influenced by a whole series of client groups made up of officers from the five authorities. They are:

- (a) Chief Executives' Group;
- (b) Chief Development Officers' Group;
- (c) Information and Forecasting Officers' Client Group;
- (d) Chief Engineers' Group;
- (e) Heads of Economic Development Group; and
- (f) Chief Planning Managers' Group

8.9 At a member level the work of the JSU is directed by the Tees Valley Joint Strategy Committee, comprising 25 Councillors, five from each authority. The Annual Business Plan, policy reports and progress reports are received by the Committee. Hartlepool's representatives on the Committee are:-

- (a) Councillor Robbie Payne;
- (b) Councillor Denny Waller;
- (c) Councillor Derek Alison;
- (d) Councillor John Coward; and
- (e) Councillor Arthur Preece

- **TEES VALLEY PARTNERSHIP (TVP)**

- 8.10 The Tees Valley Partnership operates under the governance arrangements of One North-East. Its role is to:
- (a) recommend to ONE how £24 million allocated from single programme expenditure each year should be spent in the Tees Valley and then monitor its implementation;
 - (b) act as a lobby for the Tees Valley in economic development issues; and
 - (c) develop policy initiatives where appropriate to provide coordinated delivery.
- 8.11 The Partnership has a Board chaired by a private sector member with one vice chair, the chair of the Tees Valley Committee of the Local Government Association. Members of the Partnership Board are:
- (a) the five local authorities – represented at leader/mayor level;
 - (b) Tees Valley Regeneration;
 - (c) Tees Valley Learning and Skills Council;
 - (d) Business Link Tees Valley;
 - (e) Universities of Teesside and Durham;
 - (f) Voluntary Sector;
 - (g) Area Health Authority;
 - (h) Cleveland Police;
 - (i) Tees Valley Committee of the North East Chamber of Commerce (2 representatives);
 - (j) Job Centre Plus;
 - (k) Government Office North East; and
 - (l) One NorthEast
- 8.12 The Board meets four times a year. An Executive of all the above partners meets every three weeks to approve and appraise on individual projects and to manage the programme. The Executive draws up the three year programme which is approved by the Board for submission to One North-East. Hartlepool Borough Council is represented on the Board by the Mayor accompanied by the Chief Executive and on the Executive by the Director of Regeneration and Planning or one of his staff. Ad hoc meetings of Chief Executives of the partners are called to deal with the issues. Projects under £250,000 have to be submitted for secondary appraisal by One North-East.
- 8.13 The programme is drawn up by the Executive under guidance from One North-East. The final programme is approved in principle by the Board of One North-East.
- 8.14 The Partnership is staffed by a manager and two staff supplemented by staff seconded from the JSU. Stockton on Tees Borough Council acts as the employer of staff and the accountable body for finance. The Partnership staff are housed in the JSU.

- **TEES VALLEY LIVING (TVL)**

8.15 Closely related to the Tees Valley Partnership is Tees Valley Living – a partnership set up to develop the Housing Market Renewal Strategy for the Tees Valley. The governance arrangements for Tees Valley Living are currently under review. A large proportion of sub-regional housing money goes through TVL, which represents millions of pounds of investment. Tees Valley Living is a partnership of local authorities and other agencies with a remit to address the problems of low demand housing and housing market failure in Tees Valley. The organisation was established in May 2003, its purpose is to make a case for substantial funding for ambitious, long-term plans for transforming neighbourhoods through the restructuring of the housing market across the Tees Valley.

8.16 The Tees Valley Living Programme - The programme includes the following components:

- (a) A robust evidence base – the research includes a Baseline Assessment, a Neighbourhood Vitality and Viability Assessment and a Housing Market Assessment;
- (b) Analysis – objective assessment of all collected data presents a better understanding of local circumstances and allows evaluation of options;
- (c) Designation of Intervention Areas – determination of priorities for action that maximise the impact of resources;
- (d) Masterplans – plans to build sustainable communities; and
- (e) Implementation – a programme of housing market renewal activity will be rolled out over 15 years.

- **GOVERNANCE ARRANGEMENTS OF TVL**

8.17 Tees Valley Living is a partnership organisation that is made up of the five Tees Valley local authorities, four Registered Social Landlords, the Tees Valley Joint Strategy Unit, Tees Valley Regeneration, Darlington Building Society and the House Builders Federation. It is supported by the Tees Valley Partnership (through One NorthEast), English Partnerships, the Housing Corporation and Government Office for the North East.

- **TEES VALLEY REGENERATION (TVR)**

- 8.18 Tees Valley Regeneration (TVR) was established in May 2002 and is the largest Urban Regeneration Company in the country. It is jointly funded by the five Tees Valley Local Authorities, English Partnerships and One North-East. Its role is to take forward the five flagship regeneration projects in the Tees Valley, of which Victoria Harbour is the key project for Hartlepool. It also is responsible for attracting inward investment to the Tees Valley. The local authorities are represented on the Board of Tees Valley Regeneration by the five Chief Executives.
- 8.19 At the meeting of the Forum on 26 January 2006 the Project Director of TVR gave a presentation on the role of the organisation and illustrated the work it carries out with an overview of the Victoria Harbour Project in Hartlepool. The project was selected following an approach from the Local Authorities to TVR. It is a 20 year project that aims to create at least 2,000 jobs in Hartlepool.
- 8.20 Following questioning by Members of the Forum the TVR Project Director indicated that the staged development of the project is based on a retail assessment, which has found that there will be sufficient capacity to accommodate the additional retail capacity within the town, the majority of which is to be designated for the sale of bulky goods. Furthermore, any contract with a developer on the site would include a local labour clause and it would be possible at some point to insist on the employment of Hartlepool's young people. The Forum welcomed these comments.
- 8.21 As part of the Forum's Partnership Inquiry clarification was sought in relation to the governance arrangements of TVR. It has a private sector led board of 15 (8 private and 7 public sector) members. One third of which are from One NorthEast, one third from English Partnerships, and a further third from the five local authorities. The board must include a majority of private members in line with guidance on the creation of Urban Regeneration Companies and in accordance with its reporting arrangements to the Department of Trade and Industry (DTI). Hartlepool Borough Council's Chief Executive indicated that his role as a Board Member is to support the regeneration of Tees Valley as a whole, whilst attention was drawn to the work being carried out in Hartlepool i.e through Victoria Harbour Development. It was also indicated that it was felt that the system worked well.

• **SUB-REGIONAL PARTNERSHIPS- EVIDENCE FROM CHIEF EXECUTIVE OF TVP**

- 8.22 At the Forum's evidence gathering meeting on 8 December 2005, Members received evidence from the Director of the Tees Valley Joint Strategy Unit (TVJSU) and the Chief Executive of Tees Valley Living (TVL) in relation to the partnerships investigation.
- 8.23 The Chief Executive of TVP informed Members of the Forum that the key points to recognise about all the four organisations above is that they are essentially strategic organisations making policy decisions or implementing projects which have an impact on the Tees Valley as a whole. They are not about developing local policy or local projects. For example, the Tees Valley Partnership is concerned with funding projects which will make a difference not just to the development of Hartlepool but also the development of the Tees Valley and the Region.
- 8.24 The Chief Executive of TVP outlined a list of projects which the partnership has funded in Hartlepool:
- (a) Queens Meadow including the UK Steel Enterprise Business Centre;
 - (b) the development at Hartlepool College of Further Education of the Hartlepool;
 - (c) Centre of Excellence for Health, and the Centre for Offshore High Value Engineering;
 - (d) the development of tourism through the Coastal Arc concept and the development of Victoria Harbour; and
 - (e) ICT infrastructure.
- 8.25 The Chief Executive also highlighted that in the near future TVP hoped to provide gap funding for the River Green Business Centre at Queens Meadow, funding for the Coastal Arc and Tees Valley Regeneration work at Victoria Harbour and the Broughton Enterprise Centre.
- 8.26 In addition, the Forum learned that expenditure of the Tees Valley Partnership over the last four years in Hartlepool amounts to 50 projects covering £11 million. This does not include Tees Valley wide projects such as Business Support from which Hartlepool benefits. They are projects which are specific to Hartlepool.
- 8.27 Members expressed concerns to the Chief Executive of TVP around how local needs would be fed into the programme. The Chief Executive highlighted the UK Steel Enterprise Centre and Broughton Enterprise Centre as positive examples of local needs being met as Hartlepool LSP together with the ODPM's Neighbourhood Renewal Unit identified the need for enterprise workshops and small business workshops in Hartlepool. The Borough Council and the Tees Valley Partnership developed the UK Steel Enterprise scheme and it was inserted in the programme as a priority.

- 8.28 The Chief Executive of TVP also informed Members that it is not the job of the Tees Valley Partnership to deal with local needs that could properly be met by Hartlepool Borough Council or Hartlepool LSP or other local funding streams. Instead it is to concentrate on the big issues which will make a major difference to the economy of Hartlepool.
- 8.29 Additionally, in relation to the accountability of sub-regional partnerships the Chief Executive of TVP informed the Forum that the sub regional partnerships are held accountable through their governance structures, through Local Authority representatives on the Executives and the Boards. Furthermore, officers could (and in fact do) use the various officer groups to make clear any concerns and meetings are often held to resolve these issues through debate and discussion.
- 8.30 Members were pleased to learn, from evidence received from the Director of the TVJSU that Elected Members could help ensure that Hartlepool receives its fair-share of funding by properly representing Hartlepool and applying the appropriate pressure. It was emphasised that it was imperative to produce a clear programme of projects in order to negotiate for Government resources.
- 8.31 Members of the Forum noted that support for representatives on the TVP and JCSU/C is provided through officers within each of the Boroughs as well as through the Director of the TVJSU whilst the TVP relied on support from individual sectors.
- 8.32 In terms of reinforcing the representation of the LSP at a sub-regional level Members noted that future arrangements may include Boards created underneath the main Partnership Board in order that local issues, ie economic development and transport can be dealt with at a local level. This may require a Co-ordination Board to be created and discussions were in the early stages with One North East.

- **EVIDENCE FROM DIRECTOR OF TVL & TEES VALLEY**

- 8.33 In terms of the use of funding, Members noted that a 15-year strategy was in place and included the New Deal for Communities area and North Central Hartlepool. A baseline study had been carried out which identified that there was a lot of activity being undertaken under housing market renewal.

- **ROLES AND RESPONSIBILITIES OF ELECTED MEMBERS ON SUB-REGIONAL PARTNERSHIPS**

- 8.34 All Elected Members representing the Council the four sub-regional partnership bodies noted above were invited to the Forums evidence gathering meeting on 8 December 2005 to clarify their roles and responsibilities with regard to being Hartlepool Borough Council's representatives on sub-regional partnerships.
- 8.35 Two Members, namely Councillor Denny Waller and Councillor Arthur Preece attended to submit evidence which is noted below:-
- 8.36 With regard to their nomination on Sub-regional partnerships, both Councillors stated that that they were nominated to represent the Council by their respective political groups which was then ratified by Council. Both Members indicated that they attended all meetings. Although they indicated that information was fed back through their political groups on an ad-hoc basis, and that there was no formal process by which to feedback to Council.
- 8.37 In addition, both Members advised the Forum that before every Joint Strategy Committee (JSC), a briefing meeting would take place between the appropriate Members and the Director of Regeneration and Planning Services. This would ensure that Members were fully aware of any implications with the issues to be raised at the Committee.
- 8.38 The Forum noted that both Members accepted that there is no effective mechanism for feeding back information to all Members of the Council, and that they as representatives of the Authority on sub-regional partnerships would support the introduction of such a mechanism.
- 8.39 Members of the Forum also expressed concern that at sub-regional partnership level only one or two people were the same representatives for the Authority on a range of bodies and questioned if this ensured effective representation.

9. HARTLEPOOL PARTNERSHIP (THE LOCAL STRATEGIC PARTNERSHIP [LSP])

Roles of the Partnership

- 9.1 At the meeting of the Scrutiny Forum on 3 February the Head of Community Strategy outlined that the purpose of the Hartlepool Partnership as a whole is to realise the Community Strategy Vision. More specifically Hartlepool Partnership has the following aims and roles:
- (a) Promote and improve the economic, social and environmental well-being of Hartlepool and sustainable development through overseeing the Community Strategy process setting strategic aims and helping to discharging the well-being duty;
 - (b) Provide multi sector strategic leadership and operate as the “local strategic partnership” for Hartlepool developing consensus and commitment and where possible joint decision making;
 - (c) Strengthen joint partnership working to continuously improve services;
 - (d) Focus service delivery on the needs and aspirations of local people by develop new ways of involving local people in how services are provided;
 - (e) Encourage people to be constructively involved in their communities;
 - (f) Oversee neighbourhood renewal and seek to renew deprived areas and develop and deliver a local Neighbourhood Renewal Strategy as part of the Community Strategy;
 - (g) Ensure local sustainable development and contribute to the regional sustainable development agenda;
 - (h) Bring together and rationalise plans, partnerships and initiatives;
 - (i) Collaborate with regional and sub regional partners and lobby in Hartlepool’s interest;
 - (j) Align performance management systems, criteria and processes;
 - (k) To be inclusive and representative with effective community engagement and consultation – promotion; and
 - (l) Develop strategies to improve the skills and knowledge of partners including relating to regeneration and neighbourhood renewal.
- 9.2 In Hartlepool it is recognised that the future role of LSPs is central to the Government’s vision for the future of local decision-making, in particular to developing a strong leadership role for local authorities. It is anticipated (by

the ODPM) that the LSP will continue to effectively identify and deliver against the priorities for joint action in an increasingly accountable way.

- 9.3 Furthermore, the Government's future vision for all LSPs is for them to move towards becoming 'commissioning LSPs' – making decisions, commissioning action and actively co-ordinating the delivery of the Sustainable Community Strategy and targets such as the Neighbourhood Renewal floor targets. The shift from focusing on process to the delivery of outcomes through the embedding of the LSP performance management framework is reinforced by the development of Local Area Agreements (LAAs) with its focus on outcomes. LAAs are discussed in more detail below.

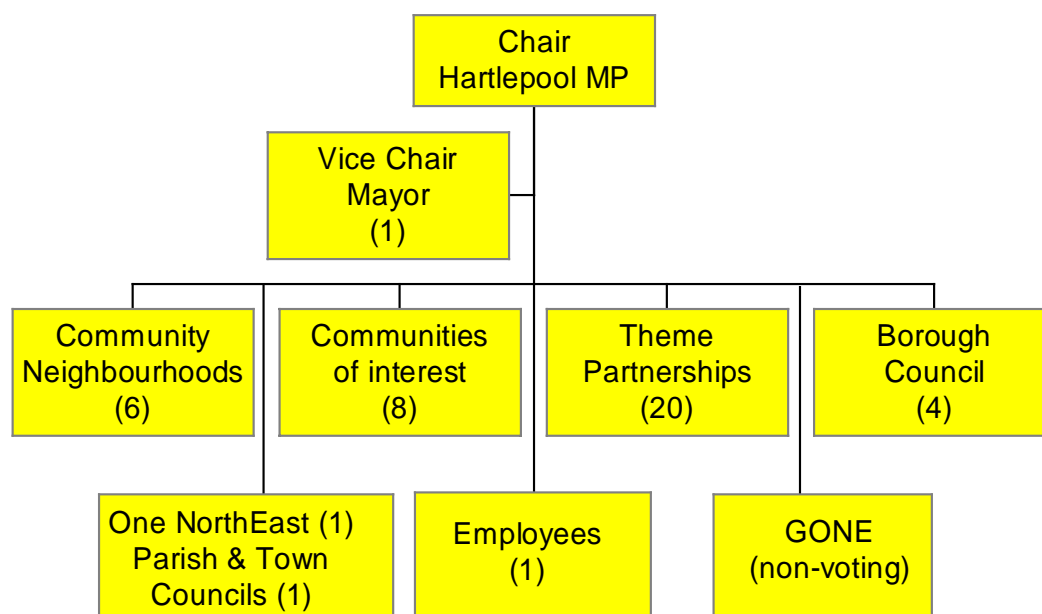
Roles and Remit of Stakeholders Involved in the Partnership

- 9.4 All members of the Partnership should be committed to applying the principles established in the Hartlepool Community Strategy:

Principles	
• Accountability	• Maximise Opportunity
• Community Involvement	• Maximise Resources
• Co-ordination	• Partnership
• Equality & Social Inclusion	• Quality Services & Continuous Improvement
• Integrity	• Sustainability

- 9.5 The general role of all members of the Partnership will be to take a town-wide perspective and to develop consensus in the best interests of the town as a whole. Members will bring their own perspectives and also represent their own organisation, interest group or area, and will be recognised for their valuable contribution bringing ideas, knowledge and expertise to the process.
- 9.6 The Hartlepool Partnership Board is made up of 44 people. It is chaired by the town's MP Iain Wright. Government Office for the North East attend in a non-voting capacity. The current structure is shown below:

The Hartlepool Partnership Board*



* n.b. In addition representatives from Cleveland Fire Authority and Cleveland Police Authority serve on the Partnership.

Governance Arrangements for Hartlepool Partnership in terms of Local Authority Involvement

9.7 Current Elected Member involvement in the Partnership Board can be summarised as follows:

- (a) Mayor;
- (b) Chair of North Neighbourhood Consultative Forum;
- (c) Chair of Central Neighbourhood Consultative Forum;
- (d) Chair of South Neighbourhood Consultative Forum;
- (e) 2 elected members identified by the Mayor from any Executive or from the Council; and
- (f) the Leader of the largest political group not holding the Mayoralty.

9.8 Current Officer involvement in the Partnership Board can be summarised as follows:

- (a) Chief Executive;
- (b) The Director of Children's Services; and
- (c) The Head of Community Safety and Prevention

Roles and Responsibilities of Elected Members and Officers on Hartlepool Partnership

9.9 The town's Mayor is the Vice Chair of the LSP and the Chairs of the Neighbourhood Forums also sit on the partnership representing the views of the communities in all the wards in each of the Neighbourhoods. In addition, the leader of the largest political group (currently Labour) not holding the

Mayoralty is included on the Partnership to represent the views of that political group and provide an overview of key Community Strategy themes. Similarly two Councillors identified by the Elected Mayor (currently Cllrs Hill and Richardson) sit on the Partnership to provide further elected representation and democratic accountability on the Partnership. Furthermore, a number of Councillors sit on the LSP representing agencies other than the Council, such as the Fire and Police Authorities.

Agenda and Feedback Mechanisms between the Council and LSP

- 9.10 It is recognised that there needs to be increasingly effective, transparent and accountable governance and scrutiny arrangements for the LSP to enable partners to hold each other to account and local people to hold the partnership to account.
- 9.11 Sections 9.7 and 9.8 above outline the Elected Member and Officer involvement on Hartlepool Partnership. Elected Member involvement on Hartlepool Partnership is widely acknowledged to be above average. In addition, decision making on the Partnership is accountable to the public through all papers and records of decisions being available on the web site. Furthermore, all meetings are public meetings.
- 9.12 Nevertheless, Members of the Forum expressed concern that the majority of residents were unaware of the work of the Hartlepool Partnership. The Head of Community Strategy indicated that the editor of the local paper had been invited to attend the Partnership as a non-voting member and had not taken up the place. Furthermore, regular press releases are prepared in an attempt to publicise the work of the Partnership.
- 9.13 Members suggested that brief presentations should be given to each of the Neighbourhood Consultative Forums outlining the work and success of the Hartlepool Partnership.
- 9.14 In addition to the above comments Members requested that the Council's thanks be passed on to the MP and Hartlepool Partnership for its help in acquiring permission to go ahead with the Victoria Harbour development.

• THE LSP THEME PARTNERSHIPS

- 9.15 Hartlepool Partnership is the Local Strategic Partnership for Hartlepool and consists of a network of partnerships linked together – these are the Theme Partnerships. Most of these cluster around the seven aims or themes of the Community Strategy, which are:
 - (a) Jobs and the Economy;
 - (b) Lifelong Learning and Skills;
 - (c) Health and Care;
 - (d) Community Safety;
 - (e) Environment and Housing;
 - (f) Culture and Leisure; and

(g) Strengthening Communities.

- 9.16 The main partnerships under each theme are known as Theme Partnerships. A number of theme partnerships are divided within the Community Strategy themes, for example the Environment and Housing theme has two theme partnerships. The Theme Partnerships are:

The Economic Forum	Appendix A
Lifelong Learning and Skills	Appendix B
Sure Start	Appendix C
Health and Care	Appendix D
Community Safety	Appendix E
Environment	Appendix F
Housing	Appendix G
Culture and Leisure	Appendix H
Strengthening Communities	Appendix I

- 9.17 The role of the Theme Partnerships is to be strategic, representative, and effective. They are concerned with overseeing implementation and managing performance and were established to meet a variety of needs as well as sharing good practice. Each Theme Partnership has its own widely different terms of reference. The membership of the Theme Partnerships varies hugely but each seek to be inclusive by encouraging the involvement of a wide variety of people. The appendices outlined above reflect the variety that is present in each of the Theme Partnerships.
- 9.18 During discussions Members felt that each of the Theme Partnerships needed to have democratic representation on it so that they would be democratically accountable. The possibility of annual appointments of Elected Members to the Theme Partnerships was suggested although it was acknowledged that as Theme Partnerships were not solely Council Partnerships, this could only be requested by the Council. There was also concern expressed about the lack of links from relevant partnerships to the Scrutiny Fora.

10.1 COMMUNITY INVOLVEMENT IN PARTNERSHIPS

- 10.1 On 3 March 2006 the Manager of Hartlepool Voluntary Development Agency (HVDA), on behalf of the Community Network, presented a report on the Role of the Voluntary and Community Sector (VCS) in Partnerships. The report is attached at **Appendix J**.
- 10.2 The Government had encouraged the formation of community networks and they are seen locally as the means by which the community was brought together to influence the work of the Hartlepool Partnership and those partnerships that fed into it.
- 10.3 The Manager of HVDA considered that there had been a lot of progress in terms of Community and Voluntary Sector involvement in partnerships over recent years and that residents have become much more aware of partnership working. There is a lot more activity in this respect than there used to be. However, maintaining this level of activity and progress requires continued (financial) support. In addition, the VCS felt that it had had less success in getting the services it provided onto the mainstream agenda of the public sector. The representative from the Community Network also indicated that the VCS should be considered more seriously as a potential provider of services under Best Value and Budgetary reviews.
- 10.4 Voluntary and Community Sector representatives were elected to the Hartlepool Partnership and Themed Partnerships through the Community Network. It was noted that there was no VCS representative on the Children and Young People Partnership Executive. The Tees Valley Partnership had one VCS representative, but only organisations with a remit outside of more than one geographical area can vote. As a result Members felt the VCS membership on these partnerships was inadequate. In addition, Members were concerned that only five community groups in Hartlepool were eligible to vote for the community representative on the Tees Valley Partnership (TVP).
- 10.5 Members were concerned that the voluntary and community sector representation on the LSP Executive might not be at an appropriate level and that the VCS representation should be proportionate. A suggestion was made by the Chair that the newly formed Tees Valley Voluntary Forum could be involved in future elections for community representatives.
- 10.6 A Community Network representative indicated that there would be a shortage of funding due to the loss of European funding later this year. He added that as a result of this, there was a need for voluntary groups to work closer together in the future.

11. LOCAL AREA AGREEMENTS (LAAs)

- 11.1 At the meeting of this Forum on 26 January 2006 Members received evidence from Hartlepool Borough Council's Chief Executive, Assistant Chief Executive, Director of Regeneration and Planning Services, and Head of Community Strategy. In addition the Manager of HVDA provided evidence in relation to the VCS role in relation to LAAs.

What is the context, and what are the drivers, behind the LAA Agenda?

- 11.2 LAAs are three year agreements between Central Government, the Council and its delivery partners. 9 pilot Local Authorities were chosen by Central Government in 2004 to develop LAAs. HBC was selected in June 2005 to be part of the second round of LAAs, which will go 'live' in April 2006. By April 2007 all Local Authorities will have to have LAAs.
- 11.3 The Government has stated a number of aims for LAAs, which includes improving the co-ordination between central government, local authorities and their partners, whilst working through the LSPs. The focus here is on a range of agreed outcomes, which all delivery partners agree to work towards. In addition, emphasis has been placed on the importance of LAAs in simplifying the number of additional funding streams from central government going into an area. Whilst the intention is that they will help to devolve decision making, moving away from a 'Whitehall knows best' philosophy and reduce bureaucracy, and allowing for efficiency gains and a greater proportion of public servants to be directly involved in front line delivery in every region of the country.

What are the potential impacts of LAAs on HBC?

- 11.4 LAAs are made up of outcomes indicators and targets aimed at delivering a better quality of life for people. The Council is the lead organisation for LAAs but partners are required to be fully engaged in the process. Hartlepool is aiming to maximise the devolution of funding, decision-making and priority setting to a locality level through the development of the LAAs. Whilst, there are moves to towards regionalisation in the Government's agenda LAAs can be seen as a counterbalance to this, effectively giving control back to the locality.

What are the potential impacts of LAAs on governance arrangements?

- 11.4 The LAA toolkit indicates that Local Authorities (LAs) and GOs have a unique role in the LAAs, with the LA acting as the overall accountable body and the GONE as the lead for overseeing the implementation of LAAs on behalf of the Government. Consequently, the GO acts as a 'go-between' for localities and central government in the LAA process. The GOs also have a role in ensuring necessary performance information is shared in a co-ordinated way to avoid confusion and duplication in reporting mechanisms.
- 11.5 Members felt that even though the LSP would have not have sole decision

making powers (in relation to the LAAs) it would be involved in the setting of a strategic direction for the future and Members were concerned regarding the absence of Councillor and resident involvement in the LAA process. Although, it should be noted that the Community Sector must sign a statement to the effect that they have been involved in the process.

- 11.6 Furthermore, the LAA outcomes relevant to HBC will be included in the Corporate Plan, subject to the approval of full Council in June. In addition, Scrutiny is involved in the development of the Corporate Plan as a Budget and Policy Framework Item. On 24 February 2006 Scrutiny Co-ordinating Committee considered an initial draft of the Corporate Plan (BVPP) 2006/7 – proposed objectives and actions, and will again have the opportunity to comment on the final draft of the Corporate Plan on 19 May 2006.

What are the potential impacts of LAAs on service delivery?

- 11.7 Hartlepool's vision for LAAs includes the notion that resources should be allocated directly to the locality of Hartlepool with funding levels determined for three years. Priorities for the use of this funding should be determined at the locality level within national and regional frameworks.
- 11.8 The LAA process was initially billed as creating new freedoms and flexibilities for local service delivery. However, in practice there have been less freedoms and flexibilities than originally anticipated in the negotiations of LAAs between HBC, GONE and the ODPM.
- 11.9 During discussions about the LSP and LAAs, Members felt that local residents need to be provided with clear/accurate information in relation to the process. More generally Members argued that the Local Authority needed to be made aware of the restrictions that apply to the use of resources for example 'ring fencing'.

12. HARTLEPOOL AND BEST PRACTICE

- 12.1 The Hartlepool Partnership is one of only four Partnerships in the North East to be accredited by the ODPM with the top, Green, rating for LSPs. Furthermore Hartlepool Partnership is one of only 30, out of the 88 NRU LSPs, to be given this rating. In its recent assessment (July 2005) Government Office for the North East highlighted a number of strengths:

Key players in the LSP are aware of and do understand how the Performance Management Framework is used as part of day-to-day action to drive improved delivery. Quarterly performance meeting held with Chair of LSP and the chairs of each theme partnership ensure local strategies are monitored & evaluated.

- 12.2 Furthermore:

The Partnership is well run in terms of financial management, support services, admin, people and asset management. Well balanced area/thematic programme together with specific block funds. Each theme partnership identifies the use of Neighbourhood Renewal Fund within the Performance Management Framework.

- 12.3 In addition:

The NRF budgets are rigorously reviewed. Within 2% of NRF spend 2004-2005.

- 12.4 It was also noted that:

The LSP has clearly built on their Improvement Plan from last year all issues have been addressed and if required further action is outlined. The partnership, as a whole, has demonstrated that it has provided clear plausibility between outcomes and actions being implemented. Partner organisations have been identified and are accountable for delivery of agreed actions.

- 12.5 Indeed, in recognition of the best practice that has emerged in Hartlepool of Hartlepool Partnership officers have been invited to participate in national policy development in relation to LSPs.

- 12.6 In addition, in the Audit Commission's Annual Audit and Inspection Letter 2004 the following comments were made in relation to LSP validation:

The council were awarded the highest category in the validation exercise. We found a number of key strengths in terms of performance management. These included the use of the framework within theme partnerships, the openness to challenge and a committed approach. Some minor issues to be addressed include the management of reporting performance information and lack of agreement on the way in which performance information will be reported to the Board.

- 12.7 The Forum, however, recognises a need for good practice to be disseminated through other partnerships.

13. CONCLUSIONS

- 13.1 Over the course of the investigation Members have been made aware of the increasing responsibility on Local Authorities to act in partnership with a wide variety of organisations. The Forum has focused on different levels of partnership working, which has included:
- (a) Regional Partnerships;
 - (b) Sub-Regional Partnerships;
 - (c) Local Strategic Partnerships; and
 - (d) Theme Partnerships
- 13.2 This report provides an extensive overview of the partnership working at these different levels. As a consequence it makes a valuable contribution to enhancing Members awareness of partnership activity that HBC is involved in.
- 13.3 In addition to the mapping of partnership working and awareness raising that this has generated the Forum has made a number of recommendations that are outlined in section 14 below.
- 13.4 Members reached a number of conclusions in relation to the final report, which included:
- a) Over the course of the Scrutiny investigation Members have been made aware of the existing good practice in Hartlepool, which has been recognised in section 12 of this report. In particular, the extent and quality of partnership working in Hartlepool was acknowledged as being of a very high quality. This has been reflected in recent assessments of Hartlepool Partnership's performance.
 - b) That feedback mechanisms (to the Local Authority) for the Council's representatives on the Regional Assembly should be strengthened and substitute arrangements for those representatives should be clarified;
 - c) That to ensure representation of Hartlepool is maximised on the Regional Development Agency, ONE, Members requested that the Council seeks clarification from the RDA around the selection process for representatives on this body in order to enhance the probability of Hartlepool being further represented on this body;
 - d) That feedback and accountability mechanisms need to be improved for all Council representatives on partnerships;
 - e) That further information should be produced around the LAA process, to increase understanding around the LAA process for a wider audience, and that this could take the form of summary sheets and diagrams;
 - f) That in relation to LAAs a general view emerged amongst Members of the Forum that this process needed to involve further democratic accountability at a formative stage in the development of the LAAs. In

particular Members requested that Scrutiny should be involved in the process at an earlier stage and that this should cut across all Fora.

- g) That whilst reviewing regional partnership arrangements the Forum identified three key bodies; ONE, GONE, and the North-East Assembly. In addition Members of the Forum also explored the governance arrangements of ANEC and the North East Housing Board. It was suggested that the governance arrangements of the latter could be explored in more detail in the future.
- h) That future potential developments, such as 'City-Regions' must be reviewed in the context of current partnership arrangements and the potential impact they may have on current partnership working.
- i) That in light of the comprehensive and complex nature of this report Members concluded that a summary of this report should be produced as a guide to partnership working. Members considered that this guide should be presented in a more accessible format for circulation to a wider audience.

14. RECOMMENDATIONS

14.1 Over the course of the Partnership's Investigation the Forum has made the following recommendations:

- (a) That the Council seeks to strengthen the feedback mechanisms (to the Local Authority) for its representatives on the Regional Assembly and that substitute arrangements for those representatives should be clarified;
- (b) That the Council seeks clarification from the RDA around the selection process for representatives on this body;
- (c) That the Council produces further information about the LAA process for a wider audience, and that this should incorporate summary sheets and diagrams;
- (d) That Scrutiny continues to be involved in the LAA process, and that in the next round of negotiations all Scrutiny Fora are involved at the formative stage;
- (e) That increased levels of community and voluntary sector representation be examined on the Lifelong Learning Partnership and the Children and Young People Partnership, including the Executive.
- (f) That the levels of voluntary sector representation be increased on the Tees Valley Partnership and also direct Local Strategic Partnership representation on the TVP. In addition, the Town's MP and Mayor should be invited to support the strengthening of the representation on the TVP.
- (g) That an appropriate measure be put in place for the election of voluntary representatives on the Tees Valley Partnership through the Voluntary Sector Forum.
- (h) That the need for infrastructural organisation offering support to the wider VCS be recognised by the Council and be appropriately funded.
- (i) That discussions are held with the Mayor, the MP and Council to support the issue of voluntary representation on the thematic partnerships.
- (j) That Scrutiny's involvement in the on-going review of the Community Strategy be strengthened across all Scrutiny Fora.
- (k) That Elected Member involvement in Thematic and other partnerships be recommended.
- (l) That roles and responsibilities for ALL members of Theme Partnerships be encouraged as part of good practice.

- (m) That an annual review of both the levels of community representation and the compact be reviewed as part of the Best Value Performance Review.
- (n) That the Council emphasises the importance of continued partnership working, and supports co-terminus arrangements between the Council, Police and PCT.
- (o) The level of officer time committed to partnerships be examined in order to ensure it is tailored to the appropriate requirements.
- (p) That the attendance records of all Members on partnerships be produced as a public document.
- (q) That in relation to communication and information dissemination an internal and external communication protocol should be developed. In this respect the Forum welcomed the development a 'Tool Kit' for resident's use as part of the review of the Community Strategy.
- (r) That a section be included in the State of the Borough Debate to feedback the work and success of the Hartlepool Partnership and the Theme Partnerships.
- (s) That where possible Councillors attending events across the town take the opportunity to feedback the work and success of the partnerships they are involved in.
- (t) That informal (quarterly) meetings are arranged to enable elected representatives sitting on Partnerships to feedback on their involvement in these partnerships to other Elected Members and resident representatives.
- (u) That the development of a 'map' outlining how the Council's departments, political structures, LSP and Theme Partnerships are aligned be explored.
- (v) Members recommend that a summary of this report be produced as a guide to partnership working. In addition, the guide should be produced in an accessible format for circulation to a wider audience, with the PR office.
- (w) That the Cabinet produce an Action-Plan in response to these recommendations detailing both timescales for action if approved and responsible officers. In addition the Forum recommends that Cabinet report back to the Forum within 3-6 months of receipt.

15. ACKNOWLEDGEMENTS

15.1 The Forum is grateful to all those who have presented evidence during the course of the Scrutiny Inquiry. We would like to place on record our appreciation for all those witnesses who attended the Forum. In particular the Forum would like to thank:-

- a) All volunteers sitting on partnerships, in recognition of the contribution they make to these;
- b) Manager of HVDA
- c) Project Director TVR;
- d) Chief Executive Tees Valley Partnership;
- e) Director Tees Valley JSU;
- f) Hartlepool's MP Iain Wright;
- g) Hartlepool Mayor Drummond;
- h) Cllrs Preece and Waller, D for providing evidence about their involvement in sub-regional partnerships;
- i) Cllr Cook for providing evidence about his involvement in Hartlepool Partnership;
- j) Ron Foreman and Cllr James for providing evidence about Community Network representatives' involvement in Partnerships;
- k) The Director of Regeneration and Planning Services;
- l) The Head of Community Strategy;
- m) The Chief Executive of Hartlepool Borough Council; and
- n) The Assistant Chief Executive.

**COUNCILLOR PAMELA HARGREAVES
CHAIR OF REGENERATION AND PLANNING SERVICES SCRUTINY FORUM**

BACKGROUND PAPERS

- i. Minutes of the Regeneration and Planning Services Scrutiny Forum 26 August 2005.
- ii. Minutes of the Regeneration and Planning Services Scrutiny Forum 22 September 2005.
- iii. Minutes of the Regeneration and Planning Services Scrutiny Forum 4 November 2005.
- iv. Minutes of the Regeneration and Planning Services Scrutiny Forum 8 December 2005.
- v. Minutes of the Regeneration and Planning Services Scrutiny Forum 26 January 2006.
- vi. Minutes of the Regeneration and Planning Services Scrutiny Forum 3 February 2006.
- vii. Minutes of the Regeneration and Planning Services Scrutiny Forum 3 March 2006.
- viii. Presentation on “Partnerships” – Director of Regeneration and Planning Services 22 September 2005.
- ix. “Governance Arrangements – Sub-Regional Partnerships” – Director of Regeneration and Planning 4 November 2006.
- x. “Sub-Regional Partnerships Scrutiny-Scoping” – Scrutiny Support Officer 4 November 2005.
- xi. “Sub Regional Partnerships” – Chief Executive – Tees Valley Partnership/ Director Tees Valley JSU 8 December 2005.
- xii. Presentation on “The Role of Tees Valley Regeneration (TVR)” – Project Director TVR 26 January 2006.
- xiii. “The Role of Government Office in Local Area Agreements” – Scrutiny Support Officer 26 January 2006.
- xiv. Presentation on “The Role of the Local Authority in Local Area Agreements” – Director of Regeneration 26 January 2006.
- xv. “The Role of the Voluntary/Community Sector (VCS) in Hartlepool’s Local Area Agreements” – Community Network 26 January 2006.
- xvi. “Hartlepool Partnership” – Head of Community Strategy 3 February 2006.
- xvii. “Community Involvement in Partnerships Covering Report” – Scrutiny Support Officer 3 March 2006.
- xviii. “The Role of the Voluntary/Community Sector in Partnerships” – Manager of HVDA 3 March 2006.
- xix. “LSP Theme Partnerships” – Scrutiny Support Officer 3 March 2006
- xx. “The Future of Local Government: Developing a 10 year vision” - ODPM 2004.
- xxi. “Local Area Agreement Guidance” – ODPM 2005.
- xxii. “Local Area Agreement Toolkit” – ODPM 2005.
- xxiii. “Local Strategic Partnerships: Shaping their future – A Consultation Paper” – ODPM 2005.
- xxiv. “Vibrant Local Leadership” – ODPM 2005.
- xxv. “Beyond the Sovereign Council: The New Governance of Local Communities” – Chris Skelcher, Paper for the PSA Conference, Leicester 2003.

Contact Officers:- Sajda Banaras – Scrutiny Support Officer
Jonathan Wistow, Scrutiny Support Officer
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jonathan.wistow@hartlepool.gov.uk

9.2 Appendix A

ECONOMIC FORUM

AIM: *Develop a more enterprising and, vigorous and diverse local economy that will attract investment, be globally competitive and create more employment opportunities for local people.*

TERMS OF REFERENCE:

Objectives of the Economic Forum:

- To work in partnership to maximise the economic prosperity of Hartlepool.
- To develop and implement an action plan and protocol with specific actions and targets that reflects the requirements of both business and local residents and which reflect the key objectives of the Community Strategy.
- To review and monitor targets outlined in the Forum Action Plan.
- To approve and endorse activities that will contribute to the key targets adopted by the Economic Forum and where appropriate identify new sources of funding.
- To be inclusive, reflecting the diverse needs of the people of Hartlepool and thereby reducing inequalities.
- To consult effectively with business, community representatives, residents and other stakeholders.
- To work with other partnerships, networks and forums for the benefit of Hartlepool.
- To work in an open and transparent way ensuring that the work of the Economic Forum is communicated effectively and available to the public.
- To ensure that membership reflects the diversity of the community it aims to serve.

The Role of Economic Forum Members:

- To act in the best interests of the Economic Forum, the organisations they represent and the people and business community of Hartlepool.
- To take part in themed working groups as determined by the Chair.

9.2 Appendix A

- To represent the views of the Economic Forum in external networks and meetings as appropriate.
- To attend all appropriate meetings wherever possible. Members unable to attend for three consecutive meetings will be removed unless extenuating circumstances exist. Representatives can send an appropriate deputy.
- Private Sector members to act as the 'demanding customer' ensuring that services and priorities are relevant to ensure the current and future prosperity of Hartlepool and its economy.

Economic Forum Chair / Vice Chair:

- The Chair / Vice Chair of the Economic Forum are elected by the full membership of the Economic Forum at the Annual General Meeting in January of each year. The term of office is two-years.
- The Chair / Vice Chair will also represent the Forum on the Hartlepool Partnership Board during the period of office.
- The Chair / Vice Chair will be representatives of the Private Sector.

Role of the Chair

- To lead the work of the Economic Forum, ensuring that the views of the Economic Forum are communicated to a wide audience.
- To represent the Economic Forum on the Hartlepool Partnership LSP.
- To meet with the Chair of the LSP to review the performance management framework as required.
- To ensure the efficient and effective operation of the Economic Forum.
- To promote effective partnership working between members of the Economic Forum and if necessary resolve conflict and help foster an environment of mutual interest.
- To approve the formation of Working Groups to deliver specific items of work on behalf of the Economic Forum.
- With the support of the Secretariat to agree the agenda, associated papers and minutes of previous meetings.

Role of Vice Chair

9.2 Appendix A

- To deputise for the Chair as required.
- To support the Chair to ensure the work of the Economic Forum is effectively deployed.

Economic Forum Champion:

- The Economic Forum Steering Group will elect three Champions for a period of one year. The Champion will be a representative of the Private Sector. Each Champion will be responsible for one of the three Strategic Objectives outlined in the Economic Forum Action Plan.

The Role of the Champion:

- To lead on the delivery of strategic objectives on behalf of the Economic Forum.
- To support the Chair to influence, comment and respond to other strategies and policies relating to the Economic Forums objectives.
- To agree with the Chair the items that will be reviewed during the term of office.
- To act as a 'demanding customer' and review the delivery of services by public, private and voluntary sector agencies within the scope of the specific objective.
- To assist the Chair with the on-going review of the performance management framework and associated targets.
- To Chair appropriate Economic Forum working groups, agree membership and report to the Chair findings, outcomes and recommendations.

Economic Forum Steering Group Members:

Membership of the Economic Forum is outlined below.

- The Chair will determine Private Sector representation and prospective members will be elected by the Economic Forum Steering Group.
- Voluntary Sector representation will be determined by the Community Empowerment Network. Elections will be administered by Hartlepool Voluntary Development Agency and elected members endorsed by the Chair.

9.2 Appendix A

- Public Sector representation will be determined by the specific organisation.

The Role of Economic Forum Members:

- To act in the best interests of the Economic Forum, the organisations they represent and the people and business community of Hartlepool.
- To take part in themed working groups as determined by the Chair.
- To represent the views of the Economic Forum in external networks and meetings as appropriate.
- To attend all appropriate meetings wherever possible. Members unable to attend for three consecutive meetings will be removed unless extenuating circumstances exist. Representatives can send an appropriate deputy.
- Private Sector members to act as the 'demanding customer' ensuring that services and priorities are relevant to ensure the current and future prosperity of Hartlepool and its economy.

Lead Partners:

- There will be three Lead Partners drawn from the Public Sector. The role of the Lead Partner will be to deliver one of the three Strategic Objectives outlined in the Economic Forum Action Plan.

Role of the Lead Partner:

- To report to the Economic Forum Champion on a regular basis on actions and activities that will assist in the delivery of Strategic targets.
- To identify resources to assist in the delivery of each objective.
- To advise the Economic Forum Champion of new policies, strategies and initiatives that will help influence and impact on the work of the Economic Forum.
- To provide advice and guidance on actions and priorities proposed within each strategic objective area by other agencies and organisations.

Supporting the Economic Forum:

- Secretariat support for the Economic Forum will be provided by the Economic Development Manager and members of the Economic Development Team. This support includes:

9.2 Appendix A

- Arranging Steering Group meetings on a bi-monthly basis.
- Publishing agendas, papers and minutes of previous meetings on the instruction of the Chair.
- Arranging guest speakers and reports from external bodies for the attention of the Economic Forum.
- Co-ordinating the Annual General Meeting on behalf of the Chair.
- Providing training, induction and other development events for the benefit of Forum members.
- Managing communication, consultation and performance management events on behalf of the Forum.
- Submitting funding applications where appropriate and managing and accounting for resources allocated to the Economic Forum (i.e. NRF).
- Promoting partnership working for the benefit of local people and businesses in Hartlepool.
- All other general administrative support for the partnership.

FEEDBACK/ACCOUNTABILITY MECHANISMS

The Chair of the Economic Forum represents the Partnership on the Hartlepool Partnership LSP and approves the development of Working Groups to deliver specific items of work on behalf of the Economic Forum.

The Economic Forum Steering Group will elect three 'Champions' for a year, each will be responsible for the Three Strategic Objectives outlined in the Economic Forum Action Plan. The Champions will act as 'demanding customers' reviewing the delivery of services by public, private and voluntary sector agencies. They will also chair appropriate working groups of the Economic Forum.

There will be three 'Lead Partners' drawn from the public sector. Their role will be to deliver one of the three Strategic Objectives outlined in the Economic Forum Action Plan. They must regularly report to the Champions on actions and activities that will assist in the delivery of Strategic targets.

The Economic Forum Protocol states that members must, "represent the views of the Economic Forum in external networks and meetings as appropriate."

9.2 Appendix A

MEMBERSHIP:

- **Councillors**

Stuart Drummond - Mayor

- **Officers**

None

- **Representatives from the Community and Voluntary Sector**

Four Reps from the Community Empowerment Network

One Rep from HMS Trincomalee

- **Representatives from the Private Sector**

One Rep from PD Ports

Editor Hartlepool Mail

One Rep from Horwath Clark Whitehill

One Rep from Gillens

One Rep from Flex-ability

One Rep from Personnel Managers Group

One Rep from Middleton Grange Shopping Centre

One Rep from Vantis Walker (Chair)

One Rep from Huntsman Tioxide

One Rep from Trade Unions

- **Representatives from 'other' public bodies**

One Rep from Job Centre Plus

One Rep from Business Link Tees Valley

One Rep from Learning & Skills Council

One Rep from Hartlepool College of Further Education

Officers in attendance

Assistance Director, Planning & Economic Development

Economic Development Manager

Urban Policy Manager

Two Principal Economic Development Officers

Economic Development Officer

LIFELONG LEARNING AND SKILLS

AIM: *Help all individuals, groups and organisations to realise their full potential, ensure the highest quality opportunities in education, lifelong learning and training, and raise standards of attainment.*

TERMS OF REFERENCE:

From around 2001 onwards the Lifelong Learning Partnership has been driven by the following action plans:

2001/02 Plan

Within the principles of the partnership the following priorities for action were determined as:

- Continuing progress towards the achievement of agreed local learning targets in line with National Learning Targets
- Ensuring effective mechanisms are in place to consult young people and adults.
- Helping to drive up quality of learning provision in Hartlepool.
- Contributing to neighbourhood renewal strategies and providing a learning and skills input to the Hartlepool Community Strategy and the work of the Hartlepool Partnership.
- Promoting and marketing learning to different audiences.
- Developing further inclusive links with grass root partners and clients and continuing to share local information and plans

2002/03 Plan

Within the principles of the partnership the following priorities for action were determined as:

- Continuous progress towards the achievement of agreed local learning targets in line with National Learning Targets.
- Assisting the LSC as appropriate with it leading role in ensuring that the learner voice influences the planning of provision.
- Helping to drive up the quality of learning provision in Hartlepool.
- Contributing to neighbourhood renewal strategies and providing a learning and skills input to the Hartlepool Community Strategy and the work of the Hartlepool Partnership.
- Working with partners to promote learning to different audiences.
- Sharing local information and plans.
- Helping to manage the local response to the Hartlepool 16-19 Area-Wide inspection.
- Making the 14-19 curriculum a key priority for 2002/2003

9.2 Appendix B

FEEDBACK/ACCOUNTABILITY MECHANISMS

Feedback is via the Partnership's performance monitoring mechanism. Funded projects are monitored and evaluated by the Lifelong Learning Partnership, with reports going to partnership officers at HBC and the full Hartlepool Partnership.

Feedback is also given at community consultation events organised by partnership officers.

MEMBERSHIP:

- **Councillors**

No Reps

- **Officers**

One Rep from Children's Services, HBC

One Rep from Adult Education, HBC

- **Representatives from the Community and Voluntary Sector**

One Rep from the Community Network (Substitute)

- **Representatives from the Private Sector**

No Reps

- **Representatives from 'other' public bodies**

One Rep from Secondary Schools' Rep

One Rep from Learning and Skills Council Tees Valley

One Rep from NACRO (a crime reduction charity)

Head Teacher Hartlepool College of FE (Chair)

One Rep from Hartlepool College of FE (Administrator)

One Rep from Hartlepool College of FE, Partnership Co-ordinator

One Rep from English Martyrs School & SFC

One Rep from Cleveland College of Art and Design

One Rep from University of Teesside

One Rep from Connexions

One Rep from Hartlepool Sixth Form College

- **Additional Officers in Attendance**

None

SURE START

AIM:

- To enhance the care, play and educational experience of young children and the care and play experience of all children up to the age of 14;
- To develop sustainable provision which is accessible, of high quality and affordable and represents good value;
- To work together in a spirit of co-operation and partnership across the sectors.

Background:

The Early Years Development and Childcare Partnership (as the partnership was formerly known) was set up in 1998 with an aim to develop early years provision across the town. The Sure Start Unit (DfES) issued targets for each authority and the partnership was responsible for ensuring these targets were met. In 2005 the Sure Start Unit realised that there were many authorities that had exceeded their targets and decided to remove all childcare targets from authorities. The aim for the partnership is now to ensure sustainability of places across the town and target specific areas for the development of certain types of early years provision. The attendance at the partnership over the last year has been falling due to a lack of direction within the current remit of the partnership.

The authority has within the last two years been asked to develop Children's Centres and Extended School services across the town which include childcare. In light of these new developments officers are reviewing the remit, aims and membership of the partnership to ensure that these new developments can be achieved.

TERMS OF REFERENCE:

The functions of the Partnership are to:

- determine the local needs of children and parents;
- determine strategic developments towards meeting these needs;
- prepare the Early Years Development and Childcare Strategic Plans on a three-yearly basis and Implementation Plans on an annual basis;
- determine how the annual Department for Education and Skills (DfES) Direct Childcare Grant will be allocated and to make recommendations on bids to the New Opportunities Fund (NOF) to take forward strategic developments included in the Plan;

9.2 Appendix C

- oversee implementation of the Plan through Working Groups reporting to the Partnership;
- monitor and evaluate progress to plans and spending on a quarterly basis.

In order to fulfil these functions, the Partnership will:

- comprise members as set out in Annex A and review its membership at least on an annual basis;
- nominate substitutes to maximise representation at each meeting;
- elect an Independent Chair and Vice Chair annually by seeking nominations from members of the Partnership, in writing, prior to the first Partnership meeting of the financial year and, if necessary, voting on the basis of one member, one vote;
- make decisions by consensus wherever possible, resolving any disagreements by voting on the basis of one member, one vote;
- delegate executive powers to the Chair and Vice Chair, in consultation with the Senior Education Officer (Early Years & Childcare), for urgent decisions subject to a maximum financial limit of £5,000, with such decisions to be reported to the next Partnership meeting;
- adopt a formal complaints procedure for EYDCP members and the public;
- establish Working Groups (with appropriate, wide ranging membership) to take forward these developments and identify specific proposals for the Partnership to consider;
- initially hold Partnership meetings in camera on a quarterly basis, with one other meeting to determine plan and two training / discussion sessions;
- review public access to Partnership meetings and their frequency and timing on an annual basis;
- fund travel and provide childcare for non local authority members on the basis of individual need, taking into account local authority travel allowances and the actual cost of childcare;
- receive proposals and monitoring reports on a quarterly basis from Working Groups;

9.2 Appendix C

- receive and agree quarterly progress reports in relation to the Childcare Funding Allocation to be submitted to DfES by the Borough Council;
- consider proposals for funding, including the DfES Direct Childcare Allocation and the New Opportunities Fund and make bids for Learning Skills Council (LSC) funding, where appropriate;
- assist the promotion of networks / consultative arrangements to promote effective communication to ensure the Partnership represents / considers as wide a range of views as possible;
- establish links with neighbouring Partnerships;
- monitor its effectiveness through an annual review of progress against action plans, taking account of any feedback from consultation, OFSTED inspections and progress against targets.

FEEDBACK/ACCOUNTABILITY MECHANISMS

Feed info/ updates/ monitoring info into the Children and Young People's Strategic Partnership.

9.2 Appendix C

MEMBERSHIP:

- **Councillors**

None.

- **Officers**

One representative HBC Community Services
Represents community services for Hartlepool Borough Council plus out-of-school childcare

One representative HBC Economic Development
Represents planning / economic development for Hartlepool Borough Council and brings knowledge and expertise in this area

One representative HBC Children's Services (Vice Chair)
Represents Children's Services for Hartlepool Borough Council and vulnerable children and families in Hartlepool

Hartlepool Children's Fund Manager

One representative Senior School Adviser
Represents the Children's Services Department of Hartlepool Borough Council

One representative Borough Librarian
Represents community services for Hartlepool Borough Council and with libraries

Director of Children's Services
Represents the Children's Services Department of Hartlepool Borough Council

Senior Education Officer and Lead Officer for EYDCP

- **Representatives from the Community and Voluntary Sector**

Two representatives Hartlepool People's Centre
Represents out of school childcare – voluntary / community

One representative ADDvance
Represents special needs groups dealing specifically with ADHD

One representative Hartlepool Families First
Represents special needs groups

9.2 Appendix C

- **Representatives from the Private Sector**

One representative Scallywags Playgroup
Represents out of school childcare – playgroup / crèche

Two representatives Kiddikins Creche
Represents out of school childcare – voluntary & community

One representative Garlands Call Centre
Represents employers in Hartlepool

Retired Headteacher St Joseph's School, Hartlepool (Chair)

Manager - Playmates Day Nursery
Represents private day nurseries and substitutes Janet Bland

- **Representatives from 'other' public bodies**

One representative North Tees & Hartlepool NHS Acute Trust
Represents the acute trust of the public health sector.

One representative of OFSTED
Represents OFSTED and keeps Partnership up to date with relevant requirements

Manager Rainbow day Nursery
Represents private day nurseries

Manager -Sure Start Central and Primary Care Trust
Represents one of the regeneration projects – will attend on a rotation basis with other Sure Start Managers and also represents health sector

One representative from Hartlepool PCT

Hartlepool College of Further Education
Represents further education and helps organise training for childcare

North Hartlepool Partnership
Represents local regeneration project

New Deal for Communities Manager

Manager – Sure Start North
Represents one of the regeneration projects – will attend on a rotation basis with other Sure Start Managers

9.2 Appendix C

School Governor

Represents the Hartlepool Governors Association and all school governors

Head Teacher Lynnfield School

National Childminders Association

Represents registered childminders in Hartlepool

Sure Start Central

Play Learning & Childcare Co-ordinator

DfES Adviser

Advises local EYDCP's on DfES planning and targets

Hartlepool Sixth Form College

Represents further education and helps organise training for childcare

St Bega's Primary School

Represents out of school childcare – maintained sector (i.e. in schools)

Sure Start South

Represents one of the regeneration projects. Will attend on a rotation basis with other Sure Start Managers

Head Teacher Stranton School

Jobcentreplus Childcare Partnership Manager

Primary Care Trust

VACANT

Learning & Skills Council

Represents LSC which co-ordinates the funding of training in the Tees Valley area

Hartlepool College of Further Education

Represents further education and helps organise training for childcare

Employment Services

To obtain information, and advise on potential jobs/careers in Hartlepool

9.2 Appendix C

- **Non-Partnership Officers Attending i.e. an average from the last 2/3 meetings of officers attending the theme partnership meeting who aren't formal members of the partnership.**
Approx 2/3 non partnership officers attend

9.2 Appendix D

HEALTH AND CARE

AIM: *Ensure access to the highest quality health, social care, and support services, and improve the health, life expectancy and well-being of the community.*

TERMS OF REFERENCE:

None.

FEEDBACK/ACCOUNTABILITY MECHANISMS

Feedback via Performance Management Framework reports.

Chair attends Chair meetings.

Chair member of LSP.

Table relevant reports as appropriate at LSP meetings

Example of reports:

Tees Review

Commissioning a Patient Led NHS

MEMBERSHIP:

- **Councillors**

None.

- **Officers**

Hartlepool PCT:

Chief Executive
Dir Public Health & Wellbeing
Dir Partnerships/Vision for Care
Dir of Finance & Performance Management
Ass. Dir of Care Programmes
Dir of Planning
Dir of Primary Care & Modernisation
Dir of Nursing & Operations
Head of Mental Health

Hartlepool Borough Council:

Dir of Adult & Community Services
Dir of Children's Services
Head of Business Unit (Disability)
Head of Community & Strategy Division
Ass Dir of Safeguarding & Specialist Services
Housing Strategy Manager
Acting Senior Assist Dir Adults
Ass Dir (Support Services) Strategy & Resource Manager

- **Representatives from the Community and Voluntary Sector**

Chairman HPCT PPI Forum
Hartlepool Families First
HVDA Manager
Project Manager Endeavour Home Improvement Agency

- **Representatives from the Private Sector**

None

- **Representatives from 'other' public bodies**

Acting Gen Mgr Mental Health Services
Ass Dir Community Health & Elderly Care
Housing Hartlepool

9.2 Appendix D

- **Officers Occasionally in Attendance**

None.

COMMUNITY SAFETY

AIM: *Together we will reduce crime and drugs misuse to build a safer, healthier Hartlepool.*

TERMS OF REFERENCE:

The Partnership will: -

- Consider plans or proposals submitted to them by the Executive.
- Provide, information and views from the community and stakeholders on crime, anti-social behaviour drugs misuse and offending behaviour.
- Advise the Executive on current concerns and consultation planning.
- Approve the establishment of Task Groups.
- Delegate responsibility if it chooses to a particular Group of the Partnership for the development of plans or particular pieces of work.

FEEDBACK / ACCOUNTABILITY MECHANISMS:

- The Safer Hartlepool Partnership is a statutory partnership, required to be formed by the Crime & Disorder Act 1998.
- Performance is reported at least quarterly on various functions as follows:-

Function	Organisation Receiving Reports
Youth Offending	Youth Justice Board
Drugs	Government Office North East and National Treatment Agency
Crime & Disorder/ Anti-Social Behaviour	Government office North East and Home Office

- The Safer Hartlepool Partnership operates with a smaller strategic Executive Group, where all decisions are taken. Minutes are considered at next Safer Hartlepool Partnership meeting (held three times per year).
- Performance is reported by Executive Group to Hartlepool Partnership quarterly and annually.
- There is a Joint commissioning Group, which makes decisions to commission services on behalf of Executive Group.
- The Annual Youth Justice Plan and three yearly Crime, Disorder & Drugs strategy are part of the Council's budget and Policy Framework.
- The Annual Drugs Treatment Plan is reported to the appropriate Portfolio holder for approval.

MEMBERSHIP:

- **Councillors:**

Mayor S. Drummond (Chair of Partnership)
Cllr. M. Waller
Cllr. J Marshall
Cllr. P Jackson
Cllr R. Waller (Cleveland Fire Authority representative)

- **Officers:**

Head of Community Safety & Prevention attends in her role as Partnership Co-ordinator
Chief Executive Officer – attends regularly
Children's Services – 2 no. (1 usually attends)
Adult & Community Services – 2 no. (0 usually attend)
Neighbourhood Services – 6 no. (1 usually attends)
Regeneration & Planning Services – 4 no.* (1 usually attends)

*4 additional officers from Community Safety & Prevention division whose roles cover drugs, crime and disorder and youth offending, will attend if required to present a report.

Number of officers refers to number on mailing list, who will be either Department nominees or co-opted on to Task Groups, so invited to Safer Hartlepool Partnership.

- **Representatives of Community & Voluntary Sector:**

Community Empowerment Network – 6 no. elected representatives
Advanced Motorists
Parents in Need of Support (PINS)
Hartlepool Access Group
Safe in Tees Valley
Age Concern
Skillshare
North Tees Women's Aid
Victim Support & Witness Service Teesside
HVDA
Hart Gables
50+ Forum
DISC
Belle Vue Community Sports & Youth Centre
West View Project
Salaam Centre
Addvance
B76
Hartlepool Families First
UNITE

- **Representatives from Private Sector**

North East Chamber of Commerce & Industry
Hartlepool Mail
Bells Stores
Hartlepool United Football Club
Middleton Grange Shopping Centre

- **Representatives from other public bodies**

National Probation Service Teesside
Cleveland Police
Cleveland Police Authority
British Transport Police
Magistrates Court
New Deal for Communities
Primary Care Trust
Hartlepool College of Further Education
Crown Prosecution Service
Government Office North East
Cleveland Fire Brigade
Cleveland Fire Authority (see Councillors)
UNISON
Drugs Education team
TNEY Trust
North Tees & Hartlepool Trust
Cleveland Medical Committee
HM Prison Service
Durham & Tees Strategic Health Authority
National Treatment Agency
ConneXions
Housing Hartlepool
Home Housing
Three Rivers Housing
The Guinness Trust
Anchor Trust
Endeavour Housing Association
Tees Valley Housing Group
Stonham Housing Association

NB Some organisations may send more than one representative to meetings.

ENVIRONMENT

AIM:

To secure a more attractive and sustainable environment that is safe, clean and tidy.

TERMS OF REFERENCE:

Facilitate the achievement of the Hartlepool Partnership's aims by the establishment of a multi-agency environment theme partnership.

Contribute to the production, implementation, review and monitoring of environment related strategies, including waste management and transport.

Advise on issues concerning the Natural and Built environment.

Provide a link between environmental and wider policies for the social and economic regeneration of the area, including the regeneration of deprived neighbourhoods.

Work with neighbouring and regional organisations to tackle wider issues of common concern.

Meetings will be preceded by an agenda circulated to members of the theme partnership specifying the business proposed to be transacted.

Meetings will take place on a three-monthly basis, the proceedings minuted and circulated to members of the theme partnership and made available to the Chair of the Hartlepool Partnership.

FEEDBACK/ACCOUNTABILITY MECHANISMS

The feedback mechanism is by the theme group to the LSP and via Community Empowerment Network representatives to the wider community.

MEMBERSHIP:

- **Councillors**

Stuart Drummond – Elected Mayor

- **Officers**

Environmental Standards Manager
Head of Environmental Management
Principal Policy Officer – Community Strategy

- **Representatives from the Community and Voluntary Sector**

One Rep from North East Civic Trust
One Rep from Hartlepool Civic Society
Four Community Empowerment Network representatives
One Rep from Headland Local History Group
One Rep from Hartlepool Natural History Society
One Rep from Hartlepool NDC

- **Representatives from non-satutory environmental organisations**

One Rep from Friends of the Earth
One Rep from Teesmouth Field Centre
One Rep from Tees Forest
One Rep from Tees Valley Wildlife Trust
One Rep from English Nature
One Rep from English Heritage
One Rep from SUSTRANS (A leading sustainable transport charity)
One Rep from TADEA (Tees and Durham Energy Advice)

- **Representatives from the Private Sector**

One Rep from Hydro Chemicals
One Rep from SCA Packaging Ltd
One Rep from Huntsman Tioxide Europe
One Rep from Hartlepool Water Company
One Rep from C J Garland
One Rep from Hereema
One Rep from Able UK
One Rep from Expanded Metal Company
One Rep from Hartlepool Power Station
One Rep from INCA

9.2 Appendix F

- **Representatives from ‘other’ public bodies**

One Rep from Countryside Agency

One Rep from Tees & Hartlepool Port Authority

One Rep from Environment Agency

One Rep from N. Tees and Hartlepool NHS Trust

- **Officers occasionally in attendance**

Approximately three officers in attendance each meeting who are not members

HOUSING

AIM: *The aim of the Housing Partnership is to jointly assess and meet the housing needs of Hartlepool.*

TERMS OF REFERENCE:

The remit of the Housing Partnership is as follows:-

- (i) to produce a comprehensive housing strategy which will meet the housing needs of Hartlepool;
- (ii) to co-ordinate and facilitate multi-agency and private sector involvement in needs assessment and strategy delivery;
- (iii) to provide a link between housing and wider policies for the social, economic and environmental well-being of the area, including the regeneration of deprived neighbourhoods;
- (iv) to facilitate housing involvement in local partnerships;
- (v) to work with neighbouring and regional organisations to tackle wider issues of common concern.

There is no prescribed threshold for membership. The mailing list below indicates regular attendees thus *.

FEEDBACK/ACCOUNTABILITY MECHANISMS

Each member feeds back to its representative group or body.

Community Network representatives are accountable through the network's feedback framework.

The Chair of the Tenants Consultation Panel feeds back directly to the Panel, which in turn feeds back to individual tenant groups.

Policy and strategy decisions are forwarded to Cabinet and for information to the Local Strategic Partnership.

The themed partnership is accountable through the performance management framework and reports to the Local Strategic Partnership.

MEMBERSHIP:

- **Councillors**

- **Officers**

Director of Regeneration and Planning, HBC
Head of Public Protection and Housing, HBC *
Head of Housing Strategy, HBC *
Principal Housing and Regeneration Officer, HBC *
Housing and Regeneration Co-ordinator, HBC *

- **Representatives from the Community and Voluntary Sector**

Community Network Representatives

- Disability Representative *
- Youth Representative
- BME Representative

Chair of the Housing Hartlepool Tenants Consultation Panel *

Representative from North Central Hartlepool Regeneration residents *

Housing Theme Resident Co-Chair, New Deal for Communities

- **Representatives from the Private Sector**

Representatives from three Hartlepool Estate Agents

- **Representatives from 'other' public bodies**

Chief Executive, Housing Hartlepool (Chair) *

Director of Regeneration, Housing Hartlepool *

Group Director of Operations, Tees Valley Housing *

Housing Manager, Home Housing *

Business Development Manager, Three Rivers Housing

Senior Development Manager, Three Rivers Housing

Housing Services Director, Endeavour Housing *

Regeneration and Investment Manager, Guinness Trust

Housing Manager, Accent North-East

Housing Regeneration Director, Hartlepool Revival *

Programme Director, New Deal for Communities

Regional Officer from the National Housing Federation

- **Council Officers who are not members of the theme partnership**

Occasional representation from Housing Advice Manager or Supporting People Officer, HBC, or others depending on subject

9.2 Appendix H

CULTURE AND LEISURE

AIM: *Ensure a wide range of good quality, affordable and accessible leisure and cultural opportunities.*

TERMS OF REFERENCE:

The Culture and Leisure Theme Partnership uses the following general terms of reference. The Partnership Board will make decisions on matters affecting the economic social and environmental well-being of Hartlepool and sustainable development including the following: -

- Major policy and policy documents of interest to a range of partners at key stages in their development including the Community Strategy.
- Strategic briefs or frameworks for policy, programme or bid development, consultation and training etc.
- Matters outside an established defined strategic policy context or brief.
- Major issues of particular strategic importance to Hartlepool because of their scale or nature.
- Reports from or on behalf of the Executive, the Theme Partnerships and the Community Network raising strategic issues and reporting on progress.
- Strategic novel or contentious issues and cross-cutting issues.
- Scrutiny of issues relating to the policies of partners and the implementation and operation of services and their contribution to achieving the Community Strategy.
- Representation to and relationships with regional and sub- regional partnerships and bodies and national organisations.
- Monitoring and reviewing of the structure and operation of the Hartlepool Partnership and its accreditation.
- Rationalisation and accreditation of theme partnerships within Hartlepool.
- Any other matters of importance to the economic social and environmental well-being of Hartlepool not covered by the remit of the Executive.

FEEDBACK/ACCOUNTABILITY MECHANISMS

The Theme Partnership provides minutes and actions to the LSP via the Community Strategy team, any major items of strategic significance are placed before the Hartlepool Partnership meeting.

In terms of the statutory sectors individual members are representative of the cultural services areas. The voluntary and community sector members tend to be recruited by a selection process undertaken by the Community Network. Specific representatives from bodies such as the North Hartlepool Partnership tend to be selected within these bodies.

MEMBERSHIP:

- **Councillors**

None

- **Officers**

One Rep from Assistant Director Cultural Services
One Rep from Children's Services (Education Officer)
One Rep from Press and PR
One Rep from Culture and Heritage and Grants Officer

- **Representatives from the Community and Voluntary Sector**

Community Sector (5 Places):

One Rep from West Hartlepool NDC
One Rep from Churches Together
One Rep from North Hartlepool Partnership Community Representative
One Rep from Salaam Centre
One Rep from Sportability.

Voluntary Sector (5 Places):

One Rep from Footlights
Community Empowerment Network (three representatives)
One Rep from Belle Vue Centre.

- **Representatives from the Private Sector**

One Rep from The Studio
One Rep from Old School Studios
One Rep from Soundswright
One Rep from HMS Trimcomalee
One Rep from Hartlepool United

- **Representatives from 'other' public bodies**

One Rep from Hartlepool PCT

- **Additional Officers in Attendance**

Additional officers attend meetings when they are presenting reports to the Theme Partnership. For example, in October 2005 the Sport and Recreation Manager attended to present a report.

STRENGTHENING COMMUNITIES

AIM: *Empower individuals, groups and communities, and increase the involvement of the citizens in all decisions that affect their lives.*

TERMS OF REFERENCE:

1. DEFINITION OF THE COMMUNITY NETWORK

1.1 The Community Network is not one meeting, but is made up of a variety of meetings or fora which seek to influence the decision making process in Hartlepool.

2. THE AIMS OF THE COMMUNITY NETWORK

2.1 To support voluntary/community sector and resident input to the Hartlepool Partnership and other partnerships.

2.2 To support communities, the voluntary sector and residents to participate effectively in neighbourhood renewal in Hartlepool.

2.3 To provide an opportunity for networking and the exchange of information.

2.4 To review the operation of the relationship with the Hartlepool Partnership and any other Partnerships.

2.5 To assist or develop proposals for the election of representatives to the Hartlepool Partnership and other Partnerships.

2.6 To provide a means by which voluntary/community sector and resident representatives on partnerships and committees can report to the community on their work.

2.7 To provide an opportunity to identify 'unmet needs' in the community from a voluntary/community sector perspective.

2.8 To provide an opportunity to identify priorities of need from a community perspective.

2.9 To identify gaps in the networking and representation of voluntary organisations and community groups and to develop appropriate responses.

2.10 To encourage the development of other networks of the voluntary sector around specific themes or issues to come together within the framework of the overall network.

9.2 Appendix I

2.11 To initiate and share information and ideas around specific themes, issues or topics.

2.12 To encourage co-operation between groups and to avoid duplication of effort.

3. MANAGEMENT OF THE NETWORK

3.1 The Townwide Network meeting will meet at least six times a year.

3.2 The Townwide Network meeting will be a meeting organised on a town wide basis which will address issues which have an impact across Hartlepool.

3.3 The role of the Chair will be to facilitate the meetings of the Network and the person undertaking this role may vary with the agreement of the meeting.

3.4 The accountable body will undertake the secretariat for the meetings.

3.5 The accountable body will notify grant applicants on the progress of applications in relation to timescale. Decisions made in relation to any funds managed on behalf of the Network will be communicated in writing.

4. VOTING ENTITLEMENT AT TOWNWIDE NETWORK MEETINGS

4.1 Should a vote be required, only representatives of voluntary organisations, community groups and residents associations will be able to vote in the case of a vote groups will be entitled to one vote.

4.2 Those groups which are projects of an existing group shall not have a separate vote.

4.3 In the case of an individual who is a member of a number of different groups then that individual will have one vote for the group which they specify.

4.4 Informal Forum type groups are by definition a collection of voluntary groups and therefore shall not be entitled to a vote. The exception would be a constituted Forum which has elected officers and or committee members and holds an Annual General Meeting to elect officers.

5. VOTING PROCESS

5.1 In most case for flexibility resolutions can be moved from the floor of the meeting. Exceptions are as follows:

i) A vote of no confidence of any kind.

9.2 Appendix I

- ii) A vote, which would result in any change in the contractual arrangements, between the Government Office and the accountable body managing funds on behalf of the Network, or other groups or initiatives which are funded or managed on behalf of the Community Network by the accountable body.
- iii) Any changes to standing orders.

5.2 Resolutions of the above kind must be notified in writing to HVDA at least ten working days before the date of the Network Meeting at which the resolution is to be put.

6. DEFINITION OF A VOLUNTARY GROUP

6.1 An independent voluntary and community group or a residents association is one where the group has a separate constitution and management committee, which exists for the purpose of managing the said group. Such voluntary groups can be: registered charities; self help groups; mutual support groups; companies limited by guarantee.

6.2 When a matter requires a vote, if it is requested by any Network member then each voting member shall declare the name of their voluntary group when casting their vote. This will ensure that each group is only able to exercise one vote per group.

7. AMENDMENTS TO STANDING ORDERS

7.1 Any resolution to amend the standing orders must be notified in writing to HVDA at least ten working days before the date of the Network Meeting at which the resolution is to be put. Amendments can be passed by a simple majority of those present who are eligible to vote.

8. LIAISON WITH THE HARTLEPOOL PARTNERSHIP AND OTHER BODIES

8.1 The Network would wish to invite from other bodies the most appropriate people for the items under consideration.

9. RESPONSIBILITIES OF THE ACCOUNTABLE BODY

9.1 Send out notification of Community Network meeting, normally at least ten working days before the meeting.

9.2 Send out detailed papers and minutes of the previous meeting at least three working days before the meeting.

9.3 Provide written reports on those funds administered for the Network by the accountable body.

10. ELECTION PROCESS FOR THE STEERING GROUP AND GRANTS PANEL OF THE COMMUNITY NETWORK

10.1 The election process to elect the Steering Group is outlined in Appendix I.

10.2 The election process to elect the Grants Panel with responsibility for the Hartlepool Community Chest and Community Learning Chest is outlined in Appendix II.

11. GRIEVANCE PROCEDURE

11.1 Both the Steering Group and the Grants Panel of the Community Network shall select three people from their membership to form two Grievance Sub Committees. The grievance procedure exists to ensure that any problems or issues are dealt with as quickly and effectively as possible. If anyone has a grievance in relation to the work of the Community Network then the following procedure should be followed:

- Request a meeting with the Manager of HVDA. If the complainant is not satisfied with the outcome of the meeting:
- Request a meeting with the relevant Grievance Sub Committee i.e. of the Steering Group or the Grants Panel. If the issue is not resolved:
- Request a meeting with the relevant full Committee, Steering Group or Grants Panel if the issue is not resolved.
- Request a hearing at a Community Network meeting. If the issue is not resolved:
- Contact Government Office North East, in writing detailing the grievance.

APPENDIX I

ELECTION PROCESS FOR THE COMMUNITY NETWORK STEERING GROUP

- 1. **Structure of the Steering Group**
 - 1.1 The Steering Group will have fourteen elected members.
 - 1.2 There is an equal level of representation (3 places) from the north, central and south areas of the town as defined by the boundaries used by the Councils Neighbourhood For a:
North Area - North of Hart Lane/Middleton Road
Central Area -between Hart Lane/Middleton Road and Brierton Lane/Belle Vue

9.2 Appendix I

Way/Windermere Road.

South Area - South of Brierton Lane/Belle Vue Way/Windermere Road.
A map which shows the geographical areas is included as Appendix III

1.3 There will be five places available to communities of interest. The following are examples of such categories but should not be taken as an exhaustive list e.g. older people, young people, ethnic minorities, people with disabilities, carers etc.

1.4 There is one place on the committee for HVDA as the accountable body for the Fund.

1.5 The Steering Group shall nominate three of its members to deal with any grievances.

2. Eligibility for Area Representation

2.1 The group has a base in the relevant area for which the group is making a nomination.

2.2 The person nominated is a resident of the relevant area.

3. Eligibility for Communities of Interest Representation

3.1 The group may operate in a neighbourhood or on a townwide basis except that the main role of the group shall be with one specific client group (see 1.3 for examples).

4. Election Rules

4.1 The elections shall take place at a Community Network Meeting, which has been specifically promoted as a meeting at which the Steering Group will be elected.

4.2 All those present at the meeting who represent a voluntary group as determined by the Standing Orders agreed by the Network will be eligible to vote for all categories of representation on the Steering Group.

4.3 Those voluntary groups wishing to vote but unable to attend the meeting will be given the option of a postal vote.

4.4 In the event that there are more than three candidates for those to be elected by each area, there will be an election by secret ballot at the meeting. The candidates which come 1st to 3rd will be deemed elected.

9.2 Appendix I

4.5 In the event that there are more than five candidates for the communities of interest section those candidates which come 1st to 5th will be deemed elected.

4.6 The term of office for the Steering Group will be one year from its election.

4.7 Steering Group members will be expected to attend Community Network Meetings in order to be accountable for the decisions of the Steering Group.

ELECTION PROCESS FOR THE COMMUNITY NETWORK GRANT MAKING PANEL

1. Structure of the Grants Panel

1.1 The Grants Panel will have ten elected members.

1.2 There is an equal level of representation (2 places) from the north, central and south areas of the town as defined by the boundaries used by the Councils Neighbourhood For a:

North Area - North of Hart Lane/Middleton Road

Central Area - between Hart Lane/Middleton Road and Brierton Lane/Belle Vue Way/Windermere Road.

South Area - South of Brierton Lane/Belle Vue Way/Windermere Road.

A map which shows the geographical areas is included as Appendix III

1.3 There will be four places available to communities of interest. The following are examples of such categories but should not be taken as an exhaustive list e.g. older people, young people, ethnic minorities, people with disabilities, carers etc.

1.4 There is one place on the committee for HVDA as the accountable body for the Fund.

2. Eligibility for Area Representation

2.1 The group has a base in the relevant area for which the group is making a nomination.

2.2 The person is a resident of the relevant area.

3. Eligibility for Communities of Interest Representation

9.2 Appendix I

3.1 The group may operate in a neighbourhood or on a townwide basis except that the main role of the group shall be with one specific client group (see 1.3 for examples).

4. Election Rules

4.1 The elections shall take place at a Community Network Meeting, which has been specifically promoted as a meeting at which the Grants Panel will be elected.

4.2 All those present at the meeting who represent a voluntary group as determined by the Standing Orders agreed by the Network will be eligible to vote for all categories of representation on the Panel.

4.3 In the event that there are more than two candidates for those to be elected by area, there will be an election by secret ballot at the meeting. The candidates which come 1st and 2nd will be deemed elected.

4.4 In the event that there is an election for the communities of interest section those candidates which come 1st to 4th will be deemed elected.

4.5 The term of office for the Grants Panel will be one year from its election.

4.6 Panel members will be expected to attend Community Network Meetings to be accountable for the decisions of the Grants Panel.

4.7 The Grants Panel shall nominate three of its members to deal with any grievances.

FEEDBACK/ACCOUNTABILITY MECHANISMS

Community Network representatives all have a written job description and sign a Code of Conduct. In some case specific responsibilities and lineages are identified e.g. the older persons representative links to the 50+ Forum. Community Network representatives are invited to a quarterly feedback session and if they are unable to attend they are required to complete a written pro forma.

The Community Network Steering Group is elected annually and the Community Network staff team produce quarterly reports for the Steering Group and an annual review of the Community Network.

MEMBERSHIP:

- **Councillors**

Can attend meetings but are not able to vote unless they are affiliated to a voluntary, community or residents group.

- **Officers**

Council officers sometimes attend the quarterly Community Network meetings. This has involved representation from the Community Strategy Team and Housing Hartlepool.

- **Representatives from the Community and Voluntary Sector**

This primarily the membership of the Community Network.

- **Representatives from the Private Sector**

None

- **Representatives from 'other' public bodies**

Representatives may be invited to specific theme or topic based meetings.

- **Additional Officers in Attendance**

See 'Officers' above.

1. THE ROLE OF THE VOLUNTARY/COMMUNITY SECTOR (VCS)

1.1 Why Involve the VCS

The need to involve the VCS in partnership working is highlighted in nearly all aspects of public policy. This is for a number of reasons:

- The VCS can deliver services.
- The VCS is a source of information.
- The VCS contributes to community cohesion.

1.2 Range of the VCS and Characteristics

- From Oxfam, Save the Children, RSPCA to a local Mother and Toddler Group.
- Every type of human endeavour is covered.
- Groups come together in response to a common concern, cause or unmet need.
- The management is volunteer led.
- Groups may have paid staff to deliver services.

1.3 Strengths of the VCS

- Local control and community involvement.
- Flexibility.
- Go beyond boundaries.
- Volunteer contribution:
 - Self confidence
 - Skill development
 - Active citizens
- Community cohesion/builds communities.
- Ability to access external funding e.g. Charitable Trusts and Foundations.

1.4 The VCS Locally

Numbers

- 550 groups
- 40 faith groups
- 60 with paid staff (but declining)
- 5000 volunteers
- 400 in paid work (but declining)

Main Areas of Activity

- Culture/leisure/sport/arts
- Health/disability/care
- Children and young people
- Residents and community groups

1.5 HVDA's Work

- Advice/project development support both to new and existing groups.

- Volunteers – placement, support and good practice.
- Community Chests – administration of funds.
- Funding advice and Straight Through Money.
- Community involvement through the Community Network.

1.6 **Where are the interactions between the VCS and the Public Sector:**

- Funding agreements/contracts.
- Users of Local Authority premises/school premises.
- Consultees/sources of expertise.
- Formal mechanisms of consultation:
 - Hartlepool Community Network
 - Neighbourhood Action Plans
 - Neighbourhood Consultative Fora
 - Specialist Fora, All Ability Forum, 50+ Forum
- Representatives on Partnerships.

2.0 **THE ROLE OF THE COMMUNITY NETWORK IN HARTLEPOOL**

2.1 The Government expects the wider community to play a full part in Local Strategic Partnerships. For this to be achieved, the Government has encouraged the formation of Community Networks. Such networks are seen as the means by which the community is brought together to influence the work of the Hartlepool Partnership and those partnerships, which feed into it. The Community Network is required to elect a Steering Group from within its members. The Steering Group is responsible for overseeing the work of the Network.

2.2 The Network is responsible for:

- Producing an annual action plan.
- Measuring its work through a Performance Management Framework.
- Making regular reports to the Community Network.
- A Skills and Knowledge Programme.
- Involving “hard to reach communities”.
- Ensuring representation through elected representatives and making sure there is effective feedback to and from the Hartlepool Partnership through these representatives.
- Commissioning research on the VCS contribution.

2.3 The Community Network has three constituencies:

- Residents living in neighbourhoods.
- Communities of interest.
- The interests of the VCS.

The above are not always the same, they can be different or overlap. The Community Network seeks to ensure that all three have their voice heard.

2.4 How to make involvement work in practice

- Improve levels of resident, community and voluntary sector representation throughout the Hartlepool Partnership and other Partnerships in Hartlepool.
- Improve methods of consultation on issues affecting local neighbourhoods and communities of interest.
- The support and development of skills, knowledge and confidence to the individuals so that they can participate effectively.

2.5 There are many ways for the people of Hartlepool can influence decision making in the Hartlepool Partnership. However, the Hartlepool Community Network focuses on four key areas of involvement:

1. Co-ordinating a network and forum of voluntary organisations and community groups.
2. Support to forums of communities based on area “where people live”. (Neighbourhood Action Plan Forums).
3. Supporting forums of communities based on specific interests e.g. disability.
4. Commissioning work, which highlights the value of the VCS.

2.6 How are the VCS involved in partnership working?

The assessment of whether a Community Network is being successful includes the following criteria:

- That there is a sufficient and influential level and range of voluntary/community sector representation on the Local Strategic Partnerships.
- That there is an agreed protocol covering working arrangements between the Community Network and the Local Strategic Partnership.
- Ensures Local Strategic partnership decision-making processes have included the voluntary/community sector representatives in a way that has enabled them to contribute and have real influence.
- That Community Empowerment Network representatives are fully involved in the Local Strategic Partnership Performance Management Framework.

2.7 Community Network Representation on Themed Partnerships

Representatives are elected from these Forums to take up issues raised to the relevant parts of Hartlepool Partnership and influence decisions made about local services.

- Housing Partnership (3 places).

9.2 Appendix J

- Community Safety Theme/Safer Hartlepool Partnership (6 places).
- Environment Partnership (3 places).
- The Health & Care Strategy Group (2 places). HVDA is also represented on the Partnership separately.
- Culture and Leisure (6 places).
- Jobs and Economy Theme: (4 places).
- Lifelong learning (1 place).
- Children and Young People's Partnership (1 place). HVDA is also represented on the Partnership separately.

Representatives agree to a job description and a code of conduct. Elections take place at an open meeting of the Community Network. For Themed Partnerships, representatives on the Neighbourhood Consultative Forum and the Hartlepool Partnership, the term of office is 2 years.

The current proposals for assisting representatives and exchanging information with Community Network Members includes meetings every three months which allow representatives to discuss their work subsequently identify issues to be taken back to the relevant Partnership.

Representative can meet before a Partnership meeting with, if necessary with the support of the Network to discuss agenda items. This happens regularly with the Hartlepool Partnership and the Neighbourhood Consultative Forum Representatives.

Members of Community Network meet at least four times a year to promote the interests of communities and the voluntary/community sector.

2.8 Examples of work with communities of interest

- All Ability Forum (Disability Forum) – funding for the development worker was secured by the Network.
- Development work with young people, including production of a video outlining the needs of young people, which was presented to Hartlepool Partnership and to a Council's Scrutiny Forum.
- Publication of newspaper by and for young people (HYPE).
- Work with the 50+ Forum.
- Production of a strategy to involve young people in decision-making.
- A Young People's Citizenship Programme.
- Patient and Public Involvement Forums – assisting with recruitment of representatives.
- Hart Gables working with lesbian, gay bisexual and transgendered people. Funding for a development worker was secured.
- A feasibility study into the development of a skateboard park.

2.9 Examples of work with communities based on area

- Support for residents working through the Council's three Neighbourhood Consultative Forums.
- Capacity building with Residents' Associations.
- Support and development of Neighbourhood Forums such as Burbank Residents Forum.
- Development of resident and community involvement with Neighbourhood Actions Plans.

3.0 CONCLUDING COMMENTS

- 3.1 Is the Community network achieving its purpose? In Hartlepool there has been a good level of resident involvement in Neighbourhood Action Plans. The Community Network has played an important role of articulating the views of communities of interest e.g. people with disabilities, young people. However, the VCS feels that it has had less success in getting the services it provides on the mainstream agenda of the public sector.

4.0 RECOMMENDATIONS

- 4.1 Best Value reviews and Budgetary reviews could more seriously consider the VCS as a potential provider of services.
- 4.2 There is a support specialist Forums, which seeks the views of difficult to reach groups e.g. the All Ability Forum the 50+ Forum, the need for a Youth Council.
- 4.3 Recognise HVDA role in its support it gives to the VCS.
- 4.4 Adequate support at a neighbourhood level for capacity building and capacity building with communities of interest.

SCRUTINY CO-ORDINATING COMMITTEE

28th April 2006



Report of: Adult and Community Services and Health Scrutiny Forum

Subject: ACCESS TO GP SERVICES - FINAL REPORT

1. PURPOSE OF REPORT

- 1.1 To present the findings of the Adult and Community Services and Health Scrutiny Forum's inquiry into Access to GP Services.

2. BACKGROUND INFORMATION

- 2.1 At the meeting of the (then) Health and Social Care Scrutiny Forum on 28 June 2005 the Forum agreed to explore Access to GP Services as a work programme item for the 2005/6 municipal year.
- 2.2 Scrutiny Co-ordinating Committee subsequently approved this item for the Forum's work programme on 5 August 2005 and the newly constituted Adult and Community Services and Health Scrutiny Forum embarked upon this investigation in December 2005.
- 2.3 In recognition of the work undertaken by Members of Hartlepool Primary Care Patient and Public Involvement Forum (PPI) in relation to Access to GP Services in Hartlepool, Members of the Forum wished to undertake this inquiry in conjunction with the PPI Forum.

3. INTRODUCTION - SETTING THE SCENE

- 3.1 Access to high-quality primary healthcare has a vital role in helping people to live longer and healthier lives. Integration of these services with other community and social care services helps to ensure better co-ordinated support and care for each individual, better management of chronic disease, and reduced need for costly and avoidable hospital care. General practice remains best placed to offer patients their usual point of contact for routine and continuing care, and to help patients to navigate other parts of the system.

- 3.2 In, *A Guide to the NHS for Members and Officers of Health Scrutiny Committees*, general practitioners (GPs) are defined as:

“doctors who work from a local surgery or health centre providing medical advice and treatment to patients who have registered on their list. The majority of GPs are independent contractors providing services to patients through a contract with the local PCT. GPs refer patients who need more help to specialists, such as hospital consultants. Practice nurses based at the surgery usually support the doctor.”

- 3.3 Several years ago the Government introduced targets geared towards improving the access of patients. These call for GP's to see patients within 48 hours and nurse practitioners within 24 hours.

- 3.4 Access is a notoriously complex concept and can be interpreted as any of the following:

- (a) A service available for use when needed;
- (b) Using a service;
- (c) Having available or using a service that is responsive to clinical needs (both in terms of needs and severity);
- (d) Having available or using a service that is responsive to individual choices and circumstances, and is convenient to use; and
- (e) having available or using a service that provides care of high quality (both in terms of delivery and outcome).

- 3.5 Members recognised the problem of access to GP services in Hartlepool and consequently selected the issue as a work programme topic for the 2005/06 municipal year with a five month prescribed timetable for completion.

4. OVERALL AIM OF THE SCRUTINY INQUIRY

- 4.1 The overall aim of the scrutiny inquiry was to examine the current access to GP services within Hartlepool.

5. TERMS OF REFERENCE FOR THE SCRUTINY INQUIRY

- 5.1 The terms of reference for the Scrutiny Inquiry are outlined below:-

- (a) To gain an understanding of the numbers of GPs and their geographical distribution;
- (b) To gain an understanding of GP practices in relation to centres of population and transport;

- (c) To gain an understanding of physical access including waiting times;
- (d) To gain an understanding of hours of operation and out of hours arrangements;
- (e) Knowledge of services available together with an understanding of how to enter the health system;
- (f) To gain an understanding of the availability and use of services;
- (g) To gain an understanding of accessibility for different groups within the local population; and
- (h) To gain an understanding of the quality of service being accessed.

6. MEMBERSHIP OF THE ADULT AND COMMUNITY SERVICES AND HEALTH SCRUTINY FORUM

- 6.1 The membership of the Adult and Community Services and Health Scrutiny Forum 2005/6 Municipal Year was as detailed below:

Councillors: Clouth (Chair) Cook, Griffin, Kennedy, Lauderdale, Lilley (Vice-Chair), Sutheran, M Waller and Worthy

Resident Representatives: Mary Green and Evelyn Leck

7. METHODS OF INVESTIGATION

- 7.1 Members of the Scrutiny Forum met formally from 13 December 2005 to 25 April 2006 to discuss and receive evidence in relation to this inquiry. A detailed record of the issues raised during these meetings is available from the Council's Democratic Services.

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

- (a) Detailed Officer reports supplemented by verbal evidence;
- (b) Detailed reports supplemented by verbal evidence by representatives from Hartlepool Primary Care Trust;
- (c) Detailed report supplemented by verbal evidence by Hartlepool Primary Care PPI Forum;
- (d) Presentation supplemented by verbal evidence from Hartlepool Access Group;
- (e) Report supplemented by verbal evidence by Health Scrutiny Support Programme Advisor;
- (f) Written evidence from Cleveland Local Medical Committee;

SCRUTINY FINDINGS

8. GOVERNMENT POLICY RELATING TO ACCESS TO GP SERVICES

- 8.1 Primary health care in the UK has commonly been described as the provision of comprehensive care from a community base, the first point of access to a 24-hour NHS, providing continuous co-ordination and organisation of local medical and social services, including generalist personal and family care undifferentiated by age, gender or disease aiming for universal coverage.
- 8.2 It was evident to Members that the publication of the White Paper '*Our Health, Our Care, Our Say: a new direction for community services*' on 30 January 2006 would inevitably shape much of the discussion in relation to access to GP Services.
- 8.3 The White Paper supports greater personalisation of both health and social care services. It emphasises the importance of access to GP and other services, the provision of greater diversity in service provision and improvements in the supply of up to date and accessible information to help people play a greater role in self-care and in exercising choice of services.
- 8.4 Members learned that primary medical care delivery and the range of primary care services are changing. General Practitioners no longer have 24 hour responsibility for their registered patients. Primary care can be provided in a wide range of settings including pharmacies, one-stop shops, clinics and hospitals i.e., A&E, specialist clinics. Many of the investigation, diagnostic tests and treatment that were once the domain of the acute hospital setting, can now be accessed in primary care and provided by an array of highly trained general and specialist professionals.
- 8.5 Three new provider contracts (nGMS from April 2004, Community Pharmacy from April 2005 and Dentistry from April 2006) support these aims and offer significant potential to radically reform the range, location and quality of services.
- 8.6 In addition, Practice Based Commissioning will provide a powerful mechanism to achieve greater clinical and public involvement in the planning and commissioning of services that are responsive to individual and community needs.
- 8.7 The Forum noted that whilst the recent Darzi Review emphasised the need for further development of primary care services in Hartlepool the modernisation of services must avoid the potential for the fragmentation of care, increasing health inequality, or poor access for vulnerable groups and must be delivered within the financial constraints of the PCT.
- 8.8 The Forum established that Hartlepool's Vision for Care will provide the context within which services are developed and delivered.

9. NUMBERS OF GP's IN HARTLEPOOL

- 9.1 The Forum established that the United Kingdom has one of the lowest numbers of doctors per capita in the EU, but has well developed general practice services which are often cited in other parts of the world as offering many benefits. By international standards general practice in England is efficient and of high quality.¹ These benefits mainly derive from the list based system of care based on a life long medical record and the skills of GPs as “specialist generalists” and many countries, including Spain have sought to copy the system.²
- 9.2 The Forum noted with concern that it is of relevance that Hartlepool people experience more ill health and disability and higher death rates from diseases such as cancer, heart, circulatory and respiratory disease, than other areas of the country. There is shorter life expectancy for both men and women and nine of the seventeen Hartlepool wards are in the 10% most deprived wards in the country.
- 9.3 This in effect means that the task of providing services to Hartlepool people is not an easy one. Need and subsequently demand for health care is high and this has its impact on the use of services in primary care making access to limited primary care services all the more difficult.
- 9.4 Exacerbating the problem is Hartlepool's low numbers of GPs for the population size. The problem has been one of recruitment – heavy workload in an area of significant deprivation and ill health does not readily attract new doctors.
- 9.5 Department of Health statistics establish that Hartlepool has 47.5 GPs per 100,000 weighted population which means Hartlepool PCT is ranked in the bottom ten percent of PCTs with the fewest doctors.³ This in effect means that many practices have a higher registered population than is considered appropriate to provide sufficient access to high quality care.
- 9.6 In looking at numbers of GPs Members noted that it is important to take account of significant changes in the way in which doctors practice and the system in which they work. Simple headcounts do not necessarily reflect the availability of GPs. Important factors include:
- (a) An increasing number of doctors now work part time;
 - (b) Doctors may have “portfolio careers” including general practice, and other medical, or non-medical work, such as that for PCTs, the Benefits Agency, research, medical education, and;

¹ Starfield B. *Primary Care: balancing health needs, services and technology*, Oxford University Press, 1998

² DOH White Paper *Our health, our care, our say: a new direction for community services*, January 2006, pp57 para, 3.5

³ DOH Publication and Statistics, press Releases and Statistics: Reid announces ‘Spearhead PCTs to tackle health inequalities, 19/11/2004, DOH General and Personal Medical Services Statistics.

- (c) The changes to contractual arrangements for primary medical services which occurred on 1 April 2004 removed the arrangements to count GPs commitment to patient services contracts, having moved from person based to practice based arrangements.
- 9.7 Members established that Hartlepool has 16 GP practices across the town within which around 59 GPs work (including long term locums). They are supported by nurses employed by the practice themselves and a range of other community staff including nurses, health visitors, allied health professions (e.g. Podiatrists, speech and language therapists etc.)
- 9.8 The Forum acknowledged that Hartlepool PCT has over the last few years invested in the recruitment of salaried GPs to support the practices. This provides additional flexibility to make working in Hartlepool a more attractive proposition.
- 9.9 Whilst the PCT has had some success relatively locally it has also needed to look overseas to attract new GPs to the town. Many of the practices also employ nurses skilled in the management of chronic ill health and nurse practitioners who are able to diagnose and treat in their own right.
- 9.10 Members expressed concern at the potential extra work for GPs as a result of the new White Paper. The Forum learned that no indication has been made around additional funding.

10. GEOGRAPHICAL DISTRIBUTION OF GPs in HARTLEPOOL

- 10.1 Evidence was received from Hartlepool PCT at the Forums meeting on 31 January 2006 in relation to the geographical distribution of GPs.

Practice & No. of Partners	Address	Practice Population	Opening Times
Dr Awad <i>Single Handed Practice</i>	West View Millennium Surgery Brus Corner West View Road Hartlepool TS24 9LA	4,414	Monday: 08:30 - 12:0013:30 - 18:00 Tuesday: 08:30 - 12:0013:30 - 17:30 Wednesday: 08:30 - 12:0013:30 - 18:00 Thursday: 08:30 - 12:0013:30 - 18:00 Friday: 08:30 - 12:0013:30 - 18:00 Saturday: Closed Sunday: Closed
Dr Juhasz <i>Single Handed Practice</i>	West View Millennium Surgery Brus Corner West View Road Hartlepool TS24 9LA	1,945	Monday: 08:30 - 12:0013:30 - 17:30 Tuesday: 08:30 - 12:0013:30 - 17:30 Wednesday: 08:30 - 12:0013:30 - 17:30 Thursday: 08:30 - 12:00 Friday: 08:30 - 12:0013:30 - 17:30 Saturday: Closed Sunday: Closed
Dr Ayre & Partners <i>4 Partners 1 Part-time</i>	The Health Centre Victoria Road Hartlepool TS26 8DB	7,251	Monday: 08:30 - 12:1513:45 - 18:00 Tuesday: 08:30 - 12:1513:45 - 18:00 Wednesday: 08:30 - 12:1513:45 - 18:00 Thursday: 08:30 - 12:1513:45 - 18:00 Friday: 08:30 - 12:1513:45 - 18:00

<i>PCT salaried GP</i>			Saturday: Closed Sunday: Closed
Dr Bolt & Partners <i>5 Partners 2 Practice salaried GPs 1 full-time PCT salaried GP (Training)</i>	McKenzie House 17 Kendal Road Hartlepool TS25 1QU Branch Surgery Throston Grange Medical Centre 82 Wiltshire Way Hartlepool TS26 0XT	16,205	Monday: 08:45 - 12:30 13:30 - 18:00 Tuesday: 08:45 - 12:30 13:30 - 18:00 Wednesday: 08:45 - 12:30 13:30 - 18:00 Thursday: 08:45 - 12:30 13:30 - 18:00 Friday: 08:45 - 12:30 13:30 - 18:00 Saturday: Closed Sunday: Closed Monday: 08:45 - 12:30 13:30 - 18:00 Tuesday: 08:45 - 12:30 13:30 - 18:00 Wednesday: 08:45 - 12:30 13:30 - 18:00 Thursday: 08:45 - 12:30 13:30 - 18:00 Friday: 08:45 - 12:30 13:30 - 18:00 Saturday: Closed Sunday: Closed
Dr Brash & Partner <i>2 Partners 2 PCT salaried GPs 1 Practice Salaried GP</i>	Chadwick House 127 York Road Hartlepool TS26 9DN Clinics also offered at Caroline Street	10,464	Monday: 08:30 - 12:15 13:45 - 18:00 Tuesday: 08:30 - 12:15 13:45 - 18:00 Wednesday: 08:30 - 12:15 13:45 - 18:00 Thursday: 08:30 - 12:15 13:45 - 18:00 Friday: 08:30 - 12:15 13:45 - 18:00 Saturday: Closed Sunday: Closed
Dr Dawson <i>3 Partners 1 Long-term locum</i>	General Medical Centre Surgery Lane Hartlepool TS24 9DN	5,199	Monday: 08:30 - 12:00 13:30 - 18:00 Tuesday: 08:30 - 12:00 13:30 - 17:30 Wednesday: 08:30 - 12:00 13:30 - 17:30 Thursday: 08:30 - 12:00 Friday: 08:30 - 12:00 13:30 - 17:00 Saturday: Closed Sunday: Closed
Drs Gupta & Gallagher <i>2 Partners</i>	The Health Centre Victoria Road Hartlepool TS26 8DB	3,999	Monday: 08:30 - 18:00 Tuesday: 08:30 - 18:00 Wednesday: 08:30 - 18:00 Thursday: 08:30 - 18:00 Friday: 08:30 - 18:00 Saturday: Closed Sunday: Closed
Drs Hazle & Peverley <i>2 Partners</i>	The Health Centre Victoria Road Hartlepool TS26 8DB	3,855	Monday: 08:30 - 12:00 14:00 - 17:00 Tuesday: 08:30 - 12:00 14:00 - 18:00 Wednesday: 08:30 - 12:00 14:00 - 18:00 Thursday: 08:30 - 12:00 14:00 - 17:00 Friday: 08:30 - 12:00 14:00 - 17:00 Saturday: Closed Sunday: Closed
Dr Eaton & Partners <i>3 Partners 1 Practice salaried GP 1 part-time salaried GP as required.</i>	Grange House Surgery 22 Grange Road Hartlepool TS26 8JB Branch Surgery Brierton Medical Centre	5,322	Monday: 08:30 - 18:00 Tuesday: 08:30 - 17:30 Wednesday: 08:30 - 12:30 Thursday: 08:30 - 18:00 Friday: 08:30 - 18:00 Saturday: Closed Sunday: Closed

	Earlsferry Road Hartlepool TS25 4AZ		
Drs Dunstone & Johnston 2 Partners 1 part-time PCT salaried GP	Hart Lodge Jones Road Hartlepool TS24 9BD	5,556	Monday: 08:30 - 17:30 Tuesday: 08:30 - 17:30 Wednesday: 08:30 - 17:30 Thursday: 08:30 - 17:30 Friday: 08:30 - 17:30 Saturday: Closed Sunday: Closed
Drs Koh & Trory 2 Partners 1 Part-time PCT salaried GP	The Health Centre Victoria Road Hartlepool TS26 8DB	5,463	Monday: 08:30 - 12:30 13:30 - 18:00 Tuesday: 08:30 - 12:30 13:30 - 18:00 Wednesday: 08:30 - 12:30 13:30 - 18:00 Thursday: 08:30 - 12:30 13:30 - 18:00 Friday: 08:30 - 12:30 13:30 - 18:00 Saturday: Closed Sunday: Closed
Drs Omer & Thakur 3 Partners 1 part-time PCT salaried GP	The Headland Medical Centre 2 Grove Street The Headland Hartlepool TS24 0NZ	6,286	Monday: 08:30 - 18:00 Tuesday: 08:30 - 18:00 Wednesday: 08:30 - 18:00 Thursday: 08:30 - 18:00 Friday: 08:30 - 17:00 Saturday: Closed Sunday: Closed
Dr Patel Single-handed Practice.	The Surgery Station Lane Seaton Carew Hartlepool TS25 1AX	2,551	Monday: 8.45am – 6pm Tuesday: 8.45am – 6pm Wednesday: 8.45am – 6pm Thursday: 8.45am – 1pm Friday: 8.45am – 6pm Saturday: Closed Sunday: Closed
Dr Ray 1 Partner 2 Practice salaried GPs	Gladstone House Surgery 46 Victoria Road Hartlepool TS26 8DD	5,662	Monday: 08:30 - 12:00 13:15 - 17:30 Tuesday: 08:30 - 12:00 13:15 - 17:30 Wednesday: 08:30 - 12:00 15:00 - 19:00 Thursday: 08:30 - 12:00 Friday: 08:30 - 12:00 15:00 - 17:30 Saturday: Closed Sunday: Closed
Dr Singh (PCT Practice) 1 Full time PCT Salaried GP 1-2 Part-time salaried GPs (as required)	Owton Rossmere Resource Centre Wynyard Road Hartlepool TS25 3LB	1,256	Monday: 08:30 - 18:00 Tuesday: 08:30 - 18:00 Wednesday: 08:30 - 18:00 Thursday: 08:30 - 18:00 Friday: 08:30 - 18:00 Saturday: Closed Sunday: Closed
Dr Stoney & Partners 5 Partners 1 Practice Salaried GP	Bank House Surgery The Health Centre Victoria Road Hartlepool TS26 8DB	8,800	Monday: 08:30 - 18:00 Tuesday: 08:30 - 18:00 Wednesday: 08:30 - 18:00 Thursday: 08:30 - 18:00 Friday: 08:00 - 18:00 Saturday: Closed Sunday: Closed

10.2 The range of professionals in each of the sixteen practices noted above includes:-

- (a) GPs;
- (b) Nurse Practitioners/Practice Nurses;
- (c) Health Care Assistants;
- (d) Phlebotomists; and
- (e) Pharmacists.

Attached staff includes:

- (f) Midwives;
- (g) Health Visitors; and
- (h) District Nurses

11. GP PRACTICES AND TRANSPORT

11.1 Hartlepool Borough Council has been working with Hartlepool PCT on the development of the Local Transport Plan 2006-2011. The plan identifies that convenient access to high quality health and social care services is essential to improve the health of Hartlepool's population. It states that public transport access to GP surgeries is good with 99% of households within 30 minutes access times.

11.2 The Forum acknowledged that this percentage does not take into account the problems Hartlepool residents have in accessing health services in secondary care as well as primary, because of the location of the treatment, physical inaccessibility, lack of available public transport services and cost of travel. Some of these constraints impact directly on those people living within areas of disadvantage where levels of health are lower.

Evidence from Hartlepool PCT

11.3 Members received evidence in relation to GP practices and transport at the Forums meeting on 31 January 2006. Members were informed that work on the Local Plan is ongoing and a number of areas have been identified where intervention is required.

11.4 Members noted that a collaborative approach is being adopted across the partner agencies to identify and overcome travel barriers to accessing health care in Hartlepool.

Evidence from Headland Medical Centre –Site Visit

11.5 Members attended a site visit on the 21 March 2006 to the Headland Medical Centre to examine a modern medical facility which provides up to date DDA (Disability Discrimination Act) compliant buildings with theatre and recovery facilities.

- 11.6 Members were pleased to view the modern facility and considered the Centre as an excellent example of modern primary care in a community setting.
- 11.7 With regards to transportation, concern was expressed by the Forum around the withdrawal of the No. 5 Bus Service (Headland to West-view) after 5pm which was causing difficulty to a number of patients, a number of whom are elderly patients with mobility problems. It was noted that access problems were exacerbated by the medical centres policy that patients need to attend the surgery to order repeat prescriptions.
- 11.8 Given that the Neighbourhood Services Scrutiny Forum was engaged in a detailed investigation into 'Bus Service Provision in Hartlepool' with the main provider, Stagecoach this issue was re-directed to that Forum for further investigation.
- 11.9 Members also noted that parking facilities especially disabled parking at the Headland Medical Centre were not appropriate, and did not meet the needs of the practice. However, the Forum acknowledged that given the location of the Centre there was very little that the Council could do to address this issue.

Evidence from Cleveland Local Medical Committee (LMC)

- 11.10 The Forum received written evidence from Cleveland LMC at its meeting on 5 April 2006. The Forum learned that Cleveland LMC is a statutory body representing all National Health Service GPs in an area covered by a particular Health Authority. It includes members elected by GP Principals responsible to that Authority, who represent and are accountable to the GP electorate. Other GPs may be co-opted to represent special groups.
- 11.11 As the local representative committee for independent medical practitioners, Cleveland LMC has the statutory right to be consulted by the Health Authority (Primary Care Trusts) about the administration of GPs' contracts, and the local interpretation of their Terms of Service under the General Medical Services Regulations, including payment arrangements set out in the Statement of Fees and Allowances.
- 11.12 The LMC has many responsibilities including; representing the views of GPs to various stakeholders, including PCT's, local Authorities, NHS Trusts, other professional colleagues, Scrutiny Committees, and MPs, and it liaises with the GPs' national negotiators, the General Practitioners Committee of the BMA (GPC), and with local and national media.
- 11.13 The Forum learned that in the context of transportation, the LMC indicated that comments received from practices, based mainly in the town centre expressed the view that access is not a problem. However, one practice in the north of the town raised concerns that bus services had been cut and that Dial-A-Ride is no longer available.

12. PHYSICAL ACCESS TO GP SERVICES

- 12.1 At the Forums evidence gathering meeting on the 31 January 2006 the Forum received evidence from Hartlepool PCT in relation to physical access to GP services.
- 12.2 The evidence submitted drew upon work undertaken by Hartlepool PPI Forum during the Summer of 2004, as the PPI Forum carried out a number of monitoring visits to practices throughout the town. Accessibility was one of the areas covered within the reports, although it must be noted that this was in no way a DDA audit. A sample of the results is shown below: -

PHYSICAL ACCESS

Monitored	Bolt	Dunstone & Johnston	Awad	Patel	Koh & Trory	Juhasz
Sufficient car parking facilities	Yes	Yes	Yes	Yes	Yes	Yes
Easily accessible by public transport	No	Yes	Yes	Yes	Yes	Yes
Building easily accessible for disabled	Yes	Yes	Yes	Yes	Yes	Yes
Disabled parking	Yes	Yes	Yes	Yes	Yes	Yes
Easy access to building	Yes	No	Yes	Yes	Yes	Yes
Are doors easy to open both ways	Yes	Yes	Yes	No	No	No
Egress Plan (Means of escape)	Yes	No	Yes	Yes	No	

- 12.3 The Forum noted that whilst the above was not an exhaustive list, it did provide some understanding of patients perceptions of the property being used by GPs in Hartlepool.

Evidence from Hartlepool PCT

- 12.4 The Forum learned that GP practices and community health services need good quality accommodation from where they can develop and expand high quality services.
- 12.5 The PCT's Vision of care is that all services are easily accessible and Members were pleased to note that the Trust is currently involved in the development of a new primary care centre at the rear of Owton Rossmere Resource Centre on Wynyard Road. The development is part of a LIFT (Local Investment Finance Trust) programme, a private and public partnership. The new building will be state of the art, and designed to be patient friendly and accessible to all.

- 12.6 The LIFT scheme is being developed within Hartlepool to modernise community based health facilities across the town. These new developments will house GPs, nurses, therapists, social workers, home care workers, advice workers and some specialist working in teams. To ensure compliance with the DDA the PCT indicated that an Estates Officer and technical advisers are employed undertake visits to practices and new buildings to ensure action plans are developed in the pursuit of DDA compliance.
- 12.7 Members were also encouraged to note that Hartlepool Primary Care Trust is also developing a significant health facility in the Town Centre. This project will potentially include space for a number of GP practices that have now out grown their current accommodation. It will also be to provide multi functional suites, diagnostic and treatment facilities and a range of community health services.
- 12.8 Members were also pleased to note that funding has been allocated to provide a 'low-liner' bus via the Local Transport Plan which will improve access for patients with mobility problems.

Evidence from Hartlepool Access Group

- 12.9 At the Forums meeting on 5 April 2006 Members received evidence from Hartlepool Access Group in relation to physical access to GP services. Hartlepool Access Group is a registered charitable organisation striving to ensure that "everyone is afforded equal access to all services, facilities and opportunities.... Regardless of abilities" The Groups mission is to improve services and conditions for people with disabilities who live, work or visit Hartlepool by:
- (a) Empowering individuals;
 - (b) Effecting and influencing change to strategy planning; and
 - (c) Raising awareness on disability issues to all levels.
- 12.10 Members were informed that three key pieces of legislation that relate to access are as follows:-
- (a) Disability Discrimination Act 1995** – Compliance with the DDA became compulsory on 1st October 2004. Under this act, all service providers must make reasonable adjustment to accommodate disable people in all public buildings.
 - (b) Part M of the Building Regulations 2000** stipulates regulations that architects, designers planners and access officers work towards.
 - (c) BS8300:2001** was introduced to run alongside Part M of the Building Regulations.

12.11 The Forum was informed that Hartlepool Access Group undertakes Access Audits. I.e. a physical inspections on buildings and surrounding areas which highlights the barriers disabled people encounter on a day to day basis. Hartlepool Access Group highlighted that physical disabilities were not the only form of disability that needed to be accommodated.

12.12 In terms of access to GP Services, a facility would only be compliant with the legislation if the following issues were addressed:-

(a) Approach - which includes issues such as dropped kerbs, pavement conditions, disabled parking, street lighting and colour tonal;

(b) Lobby/Reception Area – includes issues such as communication systems, colour tonal, glazed screens, internal level changes, wheelchair circulation space, acoustics, staff (assistance and awareness), reception desk height, information/display materials, seating arrangements in waiting areas, internal doors, lift/stairs and disabled toilets;

(c) Internal Accessibility – includes ramped access, steps, handrails, door thresholds, entrance doors, door furniture, mats, and doorbell/entry phone/intercom systems/induction loop systems;

(d) Signage – includes issues such as font size, braille and sign language;

(e) Lighting – includes issues such as windows, lamps and fittings, blinds and reflections.

(f) Consulting Rooms – includes issues such as Wheelchair access and circulation space, access to and from examination beds/treatment couches and desk heights etc; and

(g) Egress – includes issues such as risk assessments, PEEPs – personal emergency evacuation plans, signage, emergency exits, place of refuge, assistance, special aids and alarm system and procedures.

12.13 Members welcomed that Hartlepool Access Group proposed to embark upon a spot checks campaign in 2006 that would include spot checks on physical access in relation to GP surgeries.

12.14 In addition, Members expressed concern around the poor provision of disabled parking facilities at GP Surgeries. Furthermore, dissatisfaction around the inappropriate use of disabled parking facilities at the Civic Centre and Middleton Grange Shopping Centre was expressed.

13. **ADVANCED / IMPROVED ACCESS AND WAITING TIMES**

13.1 From December 2004 Hartlepool PCT had to ensure that all general practices had to offer their registered population access to a primary care doctor within 48 hours and a primary care professional within 24 hours of requesting to be seen.

- 13.2 The Forum found that a primary care professional is defined for the purposes of monitoring as someone who offers general appointments. These two targets have remained key performance indicators affecting the star rating of PCTs. Additionally from March 2005 all practices had to also offer pre-bookable appointments to patients for not less than two days in advance.

Evidence from Hartlepool PPI Forum

- 13.3 Members were informed by Hartlepool PPI that Advanced Access is a system brought in by the Government to prevent long delays in obtaining an appointment to see a doctor. The scheme was intended to improve access to healthcare provision for patients.
- 13.4 The Forum heard that having been approached in the Summer of 2005 by a number of patients who had problems accessing their doctor the PPI Forum resolved to gather robust evidence around problems with the advance access system.
- 13.5 The purpose of the PPI review was not to identify individual surgeries but to consider more broadly perceived problems with the advanced access system as anecdotal evidence about long queues grew.
- 13.6 A summary of the evidence gathered by the PPI Forum is outlined below:-
- (a) Over 80% of surgeries in Hartlepool use the Improved Access system;
 - (b) **Over 60% of respondents have problems with Improved Access** – Patient comments included problems with queues, phones being engaged, lack of understanding from support staff (receptionists etc), no available appointments and problems with work/child-care commitments;
 - (c) 59% of respondents have problems contacting the surgery by telephone;
 - (d) 61% of patients can't get a non-urgent appointment at their convenience;
 - (e) 82% of respondents stated that their GP surgery does not provide open sessions where patients can attend without making appointments;
 - (f) 63% of patients have attended a GP practice in person as they could not get through via telephone; and
 - (g) When attending the surgery to get an appointment over 85% of respondents had to queue.
- 13.7 The PPI Forum's evidence demonstrated that since early in 2005 concerns about queuing and access to GP Services were beginning to surface. The results show that Advanced/Improved Access appears to work well in some surgeries but is a disaster in others. It seems to be a matter of interpretation and flexibility.

- 13.8 The PPI Forum indicated that its fervent wish is that action be taken to put an end to queues outside of surgeries as the winter of 2005 / 2006 has been long and hard and the sick, the elderly, and mothers with children, have been forced to stand outside in all weathers. The PPI Forum regarded this as an unacceptable state of affairs and the Forum called on all the stakeholders involved to work to rectify the situation before the next Winter.



Example of queues outside a GP Surgery in Hartlepool ⁴

- 13.9 Members were informed that the PPI 50+ Forum had an away-day with GPs and receptionists who worked together to consider the problems faced by older people attending a surgery. The PPI Forum noted the usefulness of joint training between GPs and their support staff.
- 13.10 In response to the PPI Forum report, Members noted the concerns of Hartlepool PCT, namely that the findings within the report represent ‘a snapshot in time’ and focus solely on advanced access and the out of hours arrangements. The PCT regretted that the report had not considered broader issues in relation to access, nor did it report any positive findings in relation to GP Services.

Evidence from Hartlepool PCT

- 13.11 In line with Government policy Hartlepool PCT carries out an access survey on a monthly basis. The details of the survey carried out in December are shown below. This survey includes details of availability of appointments on a given day with both the GP and the Primary Care Professionals (PCPs) which includes Practice Nurses and Nurse Practitioners. The information collected also shows how far in advance patients can book pre-book appointments with the surgery.

⁴ Photograph taken on Monday 12th September 2005 at 8.25 at Kendal Road Hartlepool.

DECEMBER 2005 ACCESS SURVEY RESULTS

Position	Practice	List Size	GPs			PCPs	
			Appointment System	Days to Appointment	Advance Booking	Appointment System	Days to Appointment
1	A	4414	Y	0	4	Y	0
2	J	1945	Y	1	4	Y	1
3	A	7251	Y	0	4	Y	0
4	B	16205	Y	1	4	Y	1
5	B	10464	Y	0	3	Y	0
6	D	5199	Y	0	4	Y	0
7	G	3999	Y	0	5	Y	0
8	H	3855	Y	1	4	Y	0
9	E	5322	Y	1	4	Y	1
10	D	5556	Y	0	4	Y	1
11	K	5463	Y	1	4	Y	2
12	O	6286	Y	0	4	Y	0
13	P	2551	Y	1	5	Y	0
14	R	5662	Y	0	4	Y	0
15	S	1256	Y	0	4	Y	0
16	S	8800	Y	0	4	Y	1

13.12 The table below clarifies how far in advance a patient can book for an appointment with their GP.

FEBRUARY 2006 ACCESS SURVEY RESULTS

GP	Time
Awad	2 weeks
Juhasz	3 weeks
Ayre	2 weeks
Bolt	4 weeks
Brash	1 week
Dawson	2 weeks
Gupta	4 weeks +
Hazle	2 weeks
Eaton & McGowan	3 weeks
Dunstone & Johnston	4 weeks +
Koh & Trory	3 weeks
Omer & Thakur	2 weeks
Patel	4 weeks +
Ray	4 weeks
Wynyard Road PCT Practice	2 weeks
Stoney	2 weeks

13.13 In addition, Members were informed that each practice is supported by a Service Improvement Facilitator to implement demand and capacity studies to gauge activity on a daily basis and ensure appropriate skill mix is provided. Some of the work undertaken to date includes the establishment of a working

group within one practice where a number of administration staff work together to improve this aspect of the service. The Forum noted that over the last eighteen months this group has made significant progress in establishing systems and processes to improve conditions for both the staff and patients.

- 13.14 The Forum also learned that core 'Advanced Access' practices undertook a baseline measure of the time that patients were waiting for an appointment with a GP. Two practices recorded waits of 11 days and 8 days for a routine appointment. These practices now offer 'on the day' appointments and pre-bookable appointments at two weeks and one week in advance.
- 13.15 The PCT informed Members that it has constantly achieved the 100% access target since August 2004. However, the PCT acknowledged that whilst the practices have had consistently achieved the national 24/48 hour access targets, in times of high demand there remain difficulties in pre booking appointments and getting through to practices on the telephone at busy times during the day.
- 13.16 Members were pleased to note however that the white paper has set a new expectation to improve these issues and has linked their achievement within the general practice contract framework from April 2006.

14. OUT OF HOURS SERVICES

- 14.1 During the evidence gathering session with Hartlepool PCT the Forum established that in April 2004, Hartlepool PCT assumed the responsibility for commissioning Primary Care Out of Hours (OOHs) services for Hartlepool residents. This was delivered through a commissioning consortium across Tees Valley and involved the four Tees PCTs and Darlington and the contract was awarded to Primecare following a formal tendering process.
- 14.2 Previously OOHs had been commissioned by GP practices and provided by a commercial deputising service working throughout most of the Teesside area with a second on-call rota, comprised of GP Principals, in place only in Hartlepool.
- 14.3 However, the Out of Hours service is now provided by under contract between Hartlepool PCT and Primecare. The cover is provided from 6pm until 8am Monday to Friday as well as weekends and Bank Holidays. The service includes access to a clinic setting within Hartlepool General's outpatient department if they are well enough to attend or a home visit service there this is considered appropriate on clinical grounds.

Evidence from Hartlepool PCT

- 14.4 The Forum learned that whilst GPs were permitted to 'opt-out' of out of hours services when the new GP contract was introduced, the white paper provides flexibility for practices to offer services across a range of times to suit patient needs including if desired Saturday opening. This would not be a contractual obligation but with the exercise of patient choice and additional patient survey

and satisfaction playing an increasing role in the performance management of GP services this may be an area which will change in the future.

- 14.5 Currently Saturday and Sunday clinics are held by the out of hours service for those people who are unable to wait for an appointment after the weekend.

Evidence from Cleveland LMC

- 14.6 Evidence received from Cleveland LMC established that any moves to increase or change the availability of GPs services either requires the transfer of resources from other GP services or new resources for general practice.
- 14.7 The LMC's submission stated that the availability at weekends or evenings, as suggested in the White Paper, can only be resourced by increasing staff levels or moving services from the current day time provision; as the majority of patients seen in general practice are either elderly or have chronic illness GPs believe this would lead to a deterioration in services to particularly vulnerable groups.
- 14.8 The Forum noted that in connection with other work, the LMC is presently surveying GPs on the current out of hours arrangements. The LMC stated that GPs believe that because of the intensity of the work during the day it would be impossible for them to re-start providing out of hours services themselves or being responsible for its commissioning. Generally, GPs do not have any concerns about the out of hours service provided, the stress that the lack of responsibility for this period and the removal of the need for "recovery time" does allow them to work to provide a better level of day time service to patients.

Evidence from Hartlepool Primary PPI Forum

- 14.9 Evidence was received from the PPI Forum in relation to the Out of Hours Services at the Forums meeting on 5 April 2005. The Forum noted that the PPI Forum recognised a need to monitor further the OOH Service.

15. KNOWLEDGE OF SERVICES / UNDERSTANDING OF HOW TO ENTER THE HEALTH SYSTEM

- 15.1 The Forum noted that until the publication of the White Paper it was the responsibility of the practices to publicise the services they provide through a practice leaflet. In the future the PCT will be required to publicise the range of services practices provided including information on patient satisfaction with the service, the type of appointment provided etc. The PCT are currently developing their intranet and website capability that will support this process.

16. AVAILABILITY AND USE OF SERVICES

- 16.1 With regards to the availability of services the Forum learned that the new white paper provides a commitment to the public that those practices with 'open' lists will guarantee acceptance onto their list.

16.2 To this end four practices have recently opened their lists for additional registration due to the employment of additional staff and improving accommodation. These are;

(a) Bank House surgery in the town centre;

(b) Headland Medical Centre;

(c) Dr Juhasz practice West View, and;

(d) PCT practice, Wynyard Road.

Evidence from Hartlepool PCT

16.3 **Nursing Provision** - the Forum was informed that the of primary care however is not just the domain of general practice. Hartlepool PCT has had significant success in developing nurse led services in both Greatham and Owton, two areas of the town with low GP provision. These services are provided to any patient in the area requiring primary care advice, treatment and preventative services. The nurses are highly trained can write prescriptions and refer to other services as required.

16.4 All primary care provision is supported by additional community nursing teams, a rapid response team that can provide 24 hour care when needed to keep patients out of hospital whose condition can be managed in primary care, Community Matrons – a new service aimed at supporting those with chronic disease to remain well and when ill to provide and co-ordinate care outside of hospital for as long as possible.

16.5 **Pharmacy Practice and the Minor Ailment Scheme** - The PCT has also developed a pharmacy based 'minor ailment scheme' that has received national recognition and is now being adopted across the County Durham and Tees Valley area as an example of good practice.

16.6 All 17 pharmacies across the town run the scheme, which provides patients with advice and treatment from a limited list of common conditions. An evaluation of the scheme in 2004 demonstrated substantial use of the scheme as an alternative to general practice.

16.7 All practices and pharmacies publicise the scheme, which was extended in 2005 to include additional conditions. The new pharmacy contract offers additional opportunities for pharmacists to support the delivery of primary care services in the future. Pharmacies are expected to provide a confidential area for patient consultations, provide health promotion advice and campaign support and many now provide supervised methadone and needle exchange services to patients with substance problems. In the future the developing technology will allow electronic transfer of prescriptions and the provision of diagnostic testing that will negate the need for access to the GP for certain treatments.

- 16.8 **Infrastructure** – With regards to the infrastructure the forum was informed that Hartlepool PCT has commenced with the building of a new primary care centre on Wynyard Road under the national Local Investment Finance Trust (LIFT) scheme that will offer extensive GP, nursing and podiatry services during extended hours. The single handed practice previously providing GP services in the area has been taken over by the PCT with additional GPs and nursing input already in place.
- 16.9 In addition, the Forum also learned that the PCT is working towards the development of a state of the art Town Centre development on Stranton and Park Road that will significantly improve the premises and facilities for 4 current GP practices and will offer a range of additional diagnostic and treatment services in a convenient and accessible location for the people of Hartlepool.
- 16.10 **Workforce** – The Forum heard that Hartlepool PCT aims to develop the workforce providing care outside of the hospital and are working closely with Adult Social care colleagues to build integrated health and social care teams that will ensure the right care is provided with the minimum of delay by the most appropriate service. It is envisaged that this will improve communication between the two services and ensure patients and clients are provided with seamless care that truly meets their needs.
- 16.11 Whilst many of the PCT's nursing workforce has specialist skills in a range of different areas e.g. respiratory disease, heart disease the PCT is developing the teams to include additional roles including Emergency Care Practitioners who are experts in the management of urgent care and minor injury and General Practitioners with Special Interest in for example Heart Failure, Palliative Care, Musculo-skeletal care.
- 16.12 Hartlepool PCT has recently commenced:-
- (a) Diabetes One stop shop that offers access to retinal screening, phlebotomy (diagnostic blood tests), podiatry and health advice;
 - (b) A Musculo- Skeletal triage and treat service that provides access to highly skilled physiotherapists, podiatrists and a GPwSI who are able to provide treatment that would have in the past taken place in hospital, thus cutting waiting times for treatment and providing high quality care that would not have been available in general practice; and;
 - (c) Heart failure clinics in 3 areas in the town.
- 16.13 In addition, the PCT is looking in the next year to developing its Respiratory services to ensure early diagnosis and treatment in a community setting which will improve the care and experience of people with the disease.
- 16.14 **The Connected Care pilot project** has included a 'connected care' social audit undertaken by residents themselves with help from the University of

Central Lancashire and Turning Point (a national not for profit organisation that provides support for clients with complex needs). The audit provides information on the needs of the community but also describes how these needs should be met.

- 16.15 The Forum welcomed the Connected Care initiative which is an innovative project that is receiving national acclaim as it allows service users to directly influence the specification for a connected care service. The new model of care is intended to address broader aspects of need, a feature of which is the provision of bespoke personalised care. It requires the provision of a diverse set of services and strong partnership arrangements between health and social care providers including housing employment, debt management, and policing.
- 16.16 The Forum learned that the audit has demonstrated the need for a service that has both a single focal point of access as well as multiple access points within existing services, improved information and information sharing, managed transitions between services, co-location of health, social care and voluntary services, round the clock support and significant changes to health and social care roles to better serve the needs of the population. Whilst the pilot has taken place in Owton, one of the most seriously deprived wards in the country Members welcomed the PCT and its partner organisations looking at how the learning can be rolled out to other areas of similar need.

17. QUALITY OF SERVICE ACCESSED

- 17.1 Members were informed that there are a number of systems and process in place which provide a greater understanding of the quality of services being offered to patients and which ensure any problems are highlighted for action. These are outlined below:-

(a) New GMS Contract Quality and Outcomes Framework (QOF)

- 17.2 The quality and outcomes framework is a cornerstone of the new GMS contract. Practices receive payment for achievement against the quality criteria of the new contract. The quality framework comprises a number of clinical and organisational 'domains', each being made up of indicators against which achievement is measured. Quality points are available for each of the individual indicators.
- 17.3 A maximum of 1,050 points is available under the quality framework, with different areas of performance receiving greater weighting. A high-level break down of available points is as follows:

Clinical indicators	550
Patient experience	100
Organisational indicators	184
Additional services	36
Other	180
Total:	1050

- 17.4 The achievement against these indicators is measured during an assessment visit to each practice. During this visit a team made up of Clinicians, PCT staff and a Lay assessor look at the key areas in which the practice are claiming the points to ensure that the quality element of this achievement is met.
- 17.5 During 2005/06 practices in Hartlepool achieved an average of 873.07 of the 1,050 points available. This is broken down by practice as shown below:-

PRACTICE	POINTS
GUPTA	738.28
SINGH	620.32
DUNSTON	880.72
KOH	938.81
BOLT	775.49
DAWSON	791.13
OMER	821.36
AYRE	1002.77
BRASH	848.31
JUHASZ	855.53
HAZLE	1025.42
EATON	1027.31
RAY	861.07
AWAD	864.49
PATEL	872.61
STONE	1,045.51
PCT	873.07

(b) PALS Service

- 17.6 Patients can contact PALS if they have concerns or don't know where to go to, they give information for patients, relative's carers and friends. PALS offers a free and confidential service giving advice and support to help patients resolve any concerns that they may have about the care or treatment provided. It can also give information about the different services available from the NHS, our hospitals, GP and community health services.

(c) Complaints

- 17.7 Patients can contact Hartlepool Primary Care Trust if they want to make a formal complaint with regard to any aspect of their health care within the community. When a formal complaint is received it is acknowledged within 2 working days and an investigation is carried out and should be completed within 20 working days.

(d) Practice Patient Groups

- 17.8 There are two practices in Hartlepool which have their own patient group. One of the practice groups meets every quarter and discusses various issues, such as:-
- (a) New services offered to patients - One example of this is a joint injection service. The patient group wanted the service to be available to them and the practice has now been offering this service for the past two years;
 - (b) Appointment system – Debate often takes place with regard to pre-bookables verses on the day appointments. Practice have now changed their appointment system to provide a combination of both;
 - (c) Annual patient satisfaction survey results;
 - (d) New ideas with regard to improving current services.

18. CONCLUSIONS

- 18.1 The Adult and Community Services and Health Scrutiny Forum concluded:-
- (a) That Hartlepool has benefited from the co-terminus arrangement between the PCT and the Local Authority and that this should be maintained;
 - (b) That proposals to re-configure PCTs should be resisted and the continued existence of Hartlepool PCT with a management team based in Hartlepool, working closely with the Council and Hartlepool Partnership should be pursued to increase local control over decisions about health services;
 - (c) That the publication of the White Paper '*Our Health, Our Care, Our Say: a new direction for community services*' will shape much of the policy in relation to Access to GP Services;
 - (d) That Hartlepool's Vision for Care will provide the context within which services are developed and delivered;
 - (e) That the United Kingdom has one of the lowest numbers of doctors per capita in the EU, but has well developed general practice services which is efficient and of high quality;
 - (f) That Hartlepool people experience more ill health and disability and higher death rates from diseases such as cancer, heart, circulatory and respiratory disease, than other areas of the country;
 - (g) That there is shorter life expectancy for both men and women and nine of the seventeen Hartlepool wards are in the 10% most deprived wards in the country;

- (h) That need and subsequently demand for health care in Hartlepool is high and this has its impact on the use of services in primary care making access to limited primary care services all the more difficult;
- (i) That Hartlepool has 47.5 GPs per 100,000 weighted population which means Hartlepool PCT is ranked in the bottom ten percent of PCTs with the fewest doctors;
- (j) That GP practices in Hartlepool have a higher registered population than is considered appropriate to provide sufficient access to high quality care;
- (k) That recruitment of GPs into Hartlepool is a problem as heavy workload in an area of significant deprivation and ill health does not readily attract new doctors;
- (l) That the indication within the Local Transport Plan that public transport access to GP surgeries is good with 99% of households within 30 minutes access times does not take into account the problems Hartlepool residents have in accessing health services in secondary care as well as primary, because of the location of the treatment, physical inaccessibility, lack of available public transport services and cost of travel;
- (m) That parking facilities especially disabled parking at the Headland Medical Centre were not appropriate, and did not meet the needs of the practice;
- (n) That there is poor provision/inappropriate use of disabled parking facilities at GP Surgeries, the Civic Centre and Middleton Grange Shopping Centre;
- (o) That GP practices and community health services need good quality accommodation from where they can develop and expand high quality services;
- (p) That the development of a new primary care centre at the rear of Owton Rossmere Resource Centre on Wynyard Road and the development of a new health facility in the Town Centre will assist in easing access problems for patients;
- (q) That funding has been allocated to provide a 'low-liner' bus via the Local Transport Plan which will improve access for patients with mobility problems;
- (r) That the work completed by Hartlepool Primary Care PPI Forum around Advanced Access was an excellent example of consultation with patients and highlighted significant problems with the Advanced Access system;
- (s) That the same-day appointment system operated by the Headland Medical Centre appeared to work well as demonstrated by a patient survey undertaken by the Centre with 90% of patients wanting to retain the flexible appointment system;

- (t) That action needs to be taken to put an end to queues outside of surgeries where patients can wait up to 30 minutes to seek an appointment;
- (u) That Hartlepool PCT has constantly achieved the 100% access target since August 2004. However, in times of high demand there remain difficulties in pre booking appointments and getting through to practices on the telephone at busy times during the day;
- (v) That joint training sessions should be encouraged between GPs and practice support staff to enhance understanding of the problems faced by Patients in accessing GPs;
- (w) That the white paper provides flexibility for practices to offer services (including out of hours) across a range of times to suit patient needs including, if desired Saturday opening;
- (x) That local GPs believe that because of the intensity of the work during the day it would be impossible for them to re-start providing out of hours services themselves or being responsible for its commissioning;
- (y) That Hartlepool PCT is required (under the new White Paper) to publicise the range of services practices provided including information on patient satisfaction with the service, the type of appointment provided etc;
- (z) That there is available a variety of Primary Care Services in addition to general practice including nursing provision, pharmacy practice via the minor ailments scheme and a number walk in health centres however, awareness of these facilities needs to be increased;
- (aa) That the connected care initiative currently being piloted in the Owton ward is an innovative project that is receiving national acclaim as it allows service users to directly influence the specification for a connected care service, the learning from which should be rolled out to other deprived areas in Hartlepool; and
- (bb) That the Health Scrutiny Committee and the PPI Forum should maintain close working relationships and work in partnership where appropriate to improve the health and well-being of patients in Hartlepool.

19. RECOMMENDATIONS

- 19.1 The Adult and Community Services and Health Scrutiny Forum has received evidence from a wide range of sources to assist in the formulation of a balanced range of recommendations.
- 19.2 The Forum's key recommendations to the various stakeholders are outlined below:-

Hartlepool PCT

- (a) That Hartlepool PCT establish a major campaign that explains the role of GPs and other primary care professionals to help patients get the best value from the system;
- (b) That Hartlepool PCT establish a major campaign to increase awareness of the availability of additional primary care services including nurse provision and the minor ailments scheme.
- (c) That an action-plan is devised to address the short-fall in the number of GPs in Hartlepool;
- (d) That results of the patient satisfaction survey in relation to the OOH service to this Health Scrutiny Forum and Hartlepool Primary Care PPI Forum;
- (e) That disability awareness for primary health care professionals be provided to ensure disabled patients groups gain improved access to services;
- (f) That the PCT supports GP practices in developing a mechanism to share models of best practice in developing the role of support staff (receptionists/administrators) as facilitators to direct patients to the most appropriate care;
- (g) That the PCT research patients views in relation to advanced / improved access for *each* GP Practice via the annual survey as part of the Quality Framework in the 2006/07 municipal year;
- (h) That a summary of results of the annual patient surveys carried out as part of the Quality Framework in GP Practices be made available to this Health Scrutiny Forum and Hartlepool Primary Care PPI Forum;
- (i) That Hartlepool PCT considers PPI Forum report and makes its response to the issues raised therein available to this Health Scrutiny Forum;
- (j) That learning from the Connected Care Scheme is rolled out to other areas of deprivation in the Town;
- (k) That the PCT review patient experience of open access at Medical Centres operating the system with a view to improving access to GP Services in Hartlepool;
- (l) That the PCT audits Patient Panels in GP practices and offers support to all practices in establishing similar patient forums; and
- (m) That the funding of GP practices is reviewed;

Cleveland Local Medical Committee

- (n) That the Local Medical Committee is requested to consider the findings of the PPI Forum Report;

Hartlepool Borough Council

- (o) That the Authority develops a protocol to govern joint-working between Scrutiny and the PPI Fora;
- (p) That any new site proposed for primary care purposes is subject to a detailed assessment to ensure adequate parking facilities are available and good public transport links in so far as is practical;

20. ACKNOWLEDGEMENTS

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

Hartlepool Borough Council:

Councillor Ray Waller – Portfolio Holder for Adult and Public Health Services

External Representatives:

Representatives of Hartlepool Primary Care Trust

Dr. C Parker – PEC Member, Hartlepool PCT;

Dr J T Canning - Cleveland Local Medical Committee;

Representatives of Hartlepool Access Group;

Representatives of Hartlepool Primary Care PPI Forum.

Representatives of the Headland Medical Centre

Linda Pepper – Health Scrutiny Support Programme Advisor.

COUNCILLOR HARRY CLOUTH

**CHAIR OF THE ADULT AND COMMUNITY SERVICES AND HEALTH SCRUTINY
FORUM**

April 2006

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BACKGROUND PAPERS

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

- (a) *A Guide to the NHS for Members and Officers of Health Scrutiny Committees* – Department of Health 2003.
- (b) *2004-2005 Annual Review: A Healthier Hartlepool* – Hartlepool PCT.
- (c) *Creating a Patient-Led NHS: 'Work in Progress'* – Speech by Patricia Hewitt MP, Secretary of State for Health, 7th November 2005: to the New Health Network.
- (d) *Health and Health Care in Britain* – Bob Baggott 2004.
- (e) Starfield B. *Primary Care: balancing health needs, services and technology*, Oxford University Press, 1998.
- (f) DOH White Paper *Our health, our care, our say: a new direction for community services*, January 2006.
- (g) DOH Publication and Statistics, press Releases and Statistics: Reid announces 'Spearhead PCTs to tackle health inequalities, 19/11/2004, DOH General and Personal Medical Services Statistics.
- (h) Report of the Scrutiny Support Officer entitled 'Scrutiny investigation into Access to GP services' – Scoping Report to the Adult and Community Services and Health Scrutiny Forum held on 13th December 2005.
- (i) Report of Hartlepool PCT entitled 'Access to GP Services – Primary Care Perspective to the Adult and Community Services and Health Scrutiny Forum held on 31st January 2006.
- (j) Report of the Scrutiny Support Officer entitled 'Access to GP Services – 'our health, our care, our say' – White Paper to the Adult and Community Services and Health Scrutiny Forum held on 28 February 2006.
- (k) Report of the Scrutiny Support Officer entitled 'Health Scrutiny Support Programme- Building Links With Hartlepool PPI' to the Adult and Community Services and Health Scrutiny Forum held on 28 February 2006.
- (l) Report of Hartlepool PCT entitled 'Access to General Practice And Primary Care Services' to the Adult and Community Services and Health Scrutiny Forum held on 28 February 2006.

- (m) Report of Hartlepool Primary Care PPI Forum entitled 'Having trouble getting in touch with your doctor?' to the Adult and Community Services and Health Scrutiny Forum held on 6 April 2006.
- (n) Report of the Scrutiny Support Officer entitled 'Evidence from Hartlepool Access Group to the Adult and Community Services and Health Scrutiny Forum held on 6 April 2006.
- (o) Presentation by Hartlepool Access Group to the Adult and Community Services and Health Scrutiny Forum held on 6 April 2006.
- (p) Written evidence from Cleveland Local Medical Committee to the Adult and Community Services and Health Scrutiny Forum held on 6 April 2006.
- (q) Report of the Scrutiny Support Officer entitled 'Access to GP Services- Draft Final Report' to the Adult and Community Services and Health Scrutiny Forum held on 25 April 2006.

SCRUTINY CO-ORDINATING COMMITTEE

28 April 2006



Report of: Scrutiny Manager

Subject: DRAFT OVERVIEW AND SCRUTINY ANNUAL
REPORT 2005/06

1. PURPOSE OF REPORT

- 1.1 To provide the Scrutiny Co-ordinating Committee (SCC) the opportunity to consider the Draft Overview and Scrutiny Annual Report for 2005/06.

2. BACKGROUND INFORMATION

- 2.1 As outlined in the Authority's Constitution, it is a requirement of the Overview and Scrutiny Function to produce an Annual Report, detailing the work of the Scrutiny Co-ordinating Committee and the four standing Scrutiny Forums that has been undertaken during the last 12 months together with suggested developments etc for the forthcoming year.
- 2.2 Previous practice shows that such an Annual Report has not been produced in recent years. Therefore following consultation with the Chair of the Scrutiny Co-ordinating Committee, work has been undertaken by the Scrutiny Support Team to produce an Annual Report for the 2005/06 Municipal Year, for consideration by Members of this Committee.
- 2.3 Given the extremely tight timescales for the production of the Draft Annual Report, together with allowing the Chair of the Scrutiny Co-ordinating Committee and the Chairs of the four standing Scrutiny Forums the opportunity to comment on the relevant pages that relate to the work of their Committee/Forum, a copy of the Draft Annual Report will be circulated during this meeting.
- 2.4 Following the views of this Committee in relation to its content, the Annual Report will be presented to the first meeting of Council in the new Municipal Year and will also be despatched to key stakeholders for information.

3. RECOMMENDATIONS

3.1 It is recommended that the Scrutiny Coordinating Committee:-

- (a) Notes the content of this report;
- (b) Considers the content of the Draft Overview and Scrutiny Annual Report for 2005/06, to be circulated at this meeting; and
- (c) Notes that the Overview and Scrutiny Annual Report for 2005/06 will be presented to the first meeting of Council in the Municipal Year 2006/07 and despatched to key stakeholders for information.

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BACKGROUND PAPERS

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