

SCRUTINY COORDINATING COMMITTEE AGENDA



Friday 10th December 2010

at 2.30 pm

in the Council Chamber,
Civic Centre, Hartlepool

MEMBERS: SCRUTINY COORDINATING COMMITTEE:

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

Resident Representatives: Evelyn Leck, Linda Shields and Angie Wilcox

1. **APOLOGIES FOR ABSENCE**

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

3. **MINUTES**

- 3.1 To confirm the minutes of the meeting held on 22 January 2010 (to follow)
- 3.2 To confirm the minutes of the meeting held on 12 November 2010 (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**

- 5.1 Referral Business Transformation Programme Board – Revenues and Benefits Service Delivery Option Report – *Scrutiny Support Officer*

6. FORWARD PLAN

6.1 The Forward Plan – December 2010 to March 2011 – *Scrutiny Manager*

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

No Items

8. CONSIDERATION OF FINANCIAL MONITORING/CORPORATE REPORTS

8.1 Hartlepool Partnership and Council Proposed Outcome Framework 2011-15 – *Head of Performance and Partnerships*

9. ITEMS FOR DISCUSSION

9.1 Referral into Revenues and Benefits Service Delivery Option Report – Scoping Report – *Scrutiny Support Officer*

10. CALL-IN REQUESTS

11. ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT ITEMS FOR INFORMATION

i) **Date of Next Meeting Friday 14th January 2011, commencing at 2.00 pm in the Chamber**

SCRUTINY CO-ORDINATING COMMITTEE

MINUTES

22 January 2010

The meeting commenced at 2.00 p.m. in the Civic Centre, Hartlepool

Present:

Councillor Marjorie James (In the Chair);

Councillors Caroline Barker, Ann Marshall, Arthur Preece, Carl Richardson, Chris Simmons and Edna Wright.

Officers: Peter Devlin, Chief Solicitor
Joanne Machers, Chief Personnel Officer
Joan Wilkins, Scrutiny Manager
James Walsh, Scrutiny Support Officer
David Cosgrove, Democratic Services Team

78. Chair's Introductory Remarks

The Chair indicated that during the process of the investigation she intended to adjourn meetings, rather than closing them, to allow the investigation flow better and to reconvene meetings quickly, should it be necessary. The Chair also suggested that should any substitutes be appointed by Committee Members, then it would be helpful to the investigation in terms of continuity that they remain in place throughout the investigation. The Chair did acknowledge that this could not be enforced, but was sure Members would see the common sense in the approach.

The Chair also referred to the documentation provided for the meeting. Members will have noted that they were required to soon for their individual 'pack' of reports for the meeting. Members would be requested to hand the papers in at the end of the meeting also to ensure security of the confidential information within the documents. The individual packs of information would be made available for Members inspection at any time through the Democratic services Team, so long as the security of the information could be maintained.

These proposals were supported by the Members present. The Chair asked that all members of the Committee receive this guidance in writing.

79. Apologies for Absence

Councillors C Akers Belcher, S Akers Belcher, Brash and London.

80. Declarations of interest by Members

None.

81. Minutes of the meeting held on 15 January 2010

Deferred.

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

No items.

83. Consideration of request for scrutiny reviews from Council, Executive Members and Non Executive Members

No items.

84. Forward Plan

No items.

85. Consideration of progress reports/budget and policy framework documents

No items.

86. Consideration of financial monitoring/corporate reports

No items.

87. Items for Discussion

No items.

88. Call-In Requests

No items.

89. Local Government (Access to Information) (Variation)

Order 2006

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

Minute No. 90 “Call-in of Decision: Senior Management Review 2008” paragraph 2, namely information which is likely to reveal the identity of an individual.

90. **Call-in of Decision: Senior Management Review 2008** (*Scrutiny Manager*)

Details of the Committee’s deliberations are set out in the exempt section of the minutes.

RECOMMENDED

Details of the Committees recommendations are set out in the exempt section of the minutes.

The meeting stood adjourned at 4.15 p.m.

**Upon being reconvened on Friday 22 February 2010
at 4.15 p.m. in the Civic Centre, Hartlepool**

Present:

Councillor Marjorie James (In the Chair);

Councillors Christopher Akers-Belcher, Caroline Barker, Jonathan Brash, Ann Marshall, Arthur Preece, Carl Richardson, Chris Simmons and Edna Wright.

Officers: Peter Devlin, Chief Solicitor
Joanne Machers, Chief Personnel Officer
Joan Wilkins, Scrutiny Manager
James Walsh, Scrutiny Support Officer
David Cosgrove, Democratic Services Team

91. **Local Government (Access to Information) (Variation) Order 2006**

Under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on

the grounds that it involves the likely disclosure of exempt information as defined in the paragraphs below of Part 1 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006.

Minute No. 92 “Call-in of Decision: Senior Management Review 2008” paragraph 2, namely information which is likely to reveal the identity of an individual.

92. Call-in of Decision: Senior Management Review 2008
(Scrutiny Manager)

Details of the Committee’s deliberations are set out in the exempt section of the minutes.

RECOMMENDED

Details of the Committees recommendations are set out in the exempt section of the minutes.

The meeting stood adjourned at 4.40 p.m.

**Upon being reconvened on Friday 12 March 2010
at 2.30 p.m. in the Civic Centre, Hartlepool**

Present:

Councillor Marjorie James (In the Chair);

Councillors Christopher Akers-Belcher, Caroline Barker, Jonathan Brash, Arthur Preece, Carl Richardson, Trevor Rogan, Jane Shaw, Chris Simmons and Edna Wright.

Also Present Councillor R Cook as substitute for Councillor A Marshall in accordance with Council Procedure Rule 4.2

Officers: Peter Devlin, Chief Solicitor
Joanne Machers, Chief Personnel Officer
Joan Wilkins, Scrutiny Manager
James Walsh, Scrutiny Support Officer
David Cosgrove, Democratic Services Team

93. Apologies for Absence

Councillor A Marshall.

94. Local Government (Access to Information) (Variation) Order 2006

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

Minute No. 95 “Call-in of Decision: Senior Management Review 2008” paragraph 2, namely information which is likely to reveal the identity of an individual.

95. Call-in of Decision: Senior Management Review 2008
(Scrutiny Manager)

Details of the Committee’s deliberations are set out in the exempt section of the minutes.

RECOMMENDED

Details of the Committees recommendations are set out in the exempt section of the minutes.

The meeting stood adjourned at 4.40 p.m.

**Upon being reconvened on Thursday 4 November 2010
at 9.30 am in the Civic Centre, Hartlepool**

Present:

Councillor Marjorie James (In the Chair);

Councillors Christopher Akers-Belcher, Rob Cook, Kevin Cranney, Bob Flinitoff, Sheila Griffin, Ann Marshall, Carl Richardson and Jane Shaw

Also Present:

The Mayor, Stuart Drummond
Cath Hill, Children’s Services Portfolio Holder
Ged Hall, Adult and Public Health Services Portfolio Holder
Peter Jackson, Cabinet Member
Robbie Payne, Finance and Procurement Portfolio Holder

Officers:

Peter Devlin, Chief Solicitor
Joanne Machers, Chief Personnel Officer
Joan Stevens, Scrutiny Manager
Denise Wimpenny, Principal Democratic Services Officer

96. Apologies for Absence

Councillors Stephen Akers-Belcher, Frances London, Arthur Preece, Chris Simmons, Steven Thomas and Ray Wells

97. Local Government (Access to Information) (Variation) Order 2006

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

Minute No. 98 “Call-in of Decision: Senior Management Review 2008” paragraph 2, namely information which is likely to reveal the identity of an individual.

98. Call-in of Decision: Senior Management Review 2008 (Scrutiny Manager)

Details of the Committee’s deliberations were set out in the exempt section of the minutes.

RECOMMENDED

Details of the Committees recommendations were set out in the exempt section of the minutes.

The meeting stood adjourned at 12.55 pm.

**Upon being reconvened on Friday 12 November 2010
at 12.30 pm in the Civic Centre, Hartlepool**

Present:

Councillor Marjorie James (In the Chair);

Councillors Christopher Akers-Belcher, Rob Cook, Kevin Cranney, Bob Flinitoff, Sheila Griffin, Ann Marshall, Carl Richardson and Jane Shaw

Officers: Joan Stevens, Scrutiny Manager
Denise Wimpenny, Principal Democratic Services Officer

99. Apologies for Absence

Councillors Stephen Akers-Belcher, Frances London, Arthur Preece, Chris Simmons, Steven Thomas and Ray Wells

100. Local Government (Access to Information) (Variation) Order 2006

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

Minute No. 101 “Call-in of Decision: Senior Management Review 2008” paragraph 2, namely information which is likely to reveal the identity of an individual.

101. Call-in of Decision: Senior Management Review 2008 *(Scrutiny Manager)*

Details of the Committee’s deliberations were set out in the exempt section of the minutes.

RECOMMENDED

Details of the Committees recommendations were set out in the exempt section of the minutes.

The meeting concluded at 2.00 pm.

CHAIR

SCRUTINY CO-ORDINATING COMMITTEE

MINUTES

12 November 2010

The meeting commenced at 2.00 p.m. in the Civic Centre, Hartlepool

Present:

Councillor Marjorie James (In the Chair);

Councillors Christopher Akers-Belcher, Rob Cook, Kevin Cranney, Sheila Griffin, Ann Marshall, Arthur Preece, Carl Richardson, Chris Simmons and Stephen Thomas

Resident Representatives:

Linda Shields and Angie Wilcox

Also Present:

Councillor Jonathan Brash, Performance Portfolio Holder

Officers: Joanne Machers, Chief Customer and Workforce Services Officer
Stuart Langston, Health, Safety and Wellbeing Manager
Carol Ann Jones, Financial Inclusion Partnership
Joan Stevens, Scrutiny Manager
Denise Wimpenny, Principal Democratic Services Officer

78. Apologies for Absence

Apologies for absence were submitted on behalf of Councillors Stephen Akers-Belcher, Bob Flintoff, Jane Shaw and Ray Wells.

79. Declarations of interest by Members

None.

80. Confirmation of the minutes of the meeting held on 5 November 2010

Due to the adjournment of this meeting, the minutes were deferred for confirmation at the next appropriate meeting.

81. Responses from the Council, the Executive or Committees of the Council to Reports of the Scrutiny Co-ordinating Committee – Response to the Call-in of the Performance Portfolio Holder’s Decision relating to the Procurement of Counselling Services – Covering Report (*Scrutiny Manager*)

The Scrutiny Manager presented the covering report which provided a formal response from the Performance Portfolio Holder in relation to the Call-In of the Procurement of Counselling Services decision re-considered alongside the formal comments of this Committee on 26 October 2010 in accordance with the Council’s Call-In procedure. The Portfolio Holder, who was in attendance at the meeting, indicated that he had taken on board the comments of the Committee and had decided that the previous decision should be reaffirmed. The Decision Record of the Portfolio Holder’s meeting at which the decision was reaffirmed was attached as an appendix to the report.

The Portfolio Holder referred Members to a copy of a letter dated 29 October addressed to the Chair of this Committee which provided further details of the Portfolio Holder’s reasons for reaffirming the original decision, a copy of which was tabled at the meeting.

The Chair expressed disappointment regarding the content of the letter and the nature in which the Portfolio meeting had been conducted. In response, the Portfolio Holder stated that in his view the meeting had been conducted in an appropriate and professional manner.

Recommended

That the report, be noted.

82. Consideration of request for scrutiny reviews from Council, Executive Members and Non Executive Members

None.

83. Forward Plan

None.

84. Consideration of progress reports/budget and policy framework documents

None.

85. Consideration of financial monitoring/corporate reports

None.

86. Update on Progress to Map Face to Face Financial Advice Services in Hartlepool *(Extended Services and Early Years Manager & Hartlepool Financial Inclusion Partnership Development Officer)*

Following the Forum's investigation into Child Poverty and Financial Inclusion when Members requested a mapping exercise of Information Advice and Guidance (IAG) of service providers in relation to financial advice services in Hartlepool, the report outlined the outcomes of the research undertaken to date in this regard.

The Financial Inclusion Officer, who was in attendance at the meeting, reported that research showed that whilst there were many signposting organisations in the town there were a limited number of licensed advisers, details of which were included in the report.

Reference was made to the "Money Matters" booklet which was now available from community based venues across the town including Sure Start Centres, community centres and libraries and would be updated to reflect future changes.

As part of the research, the opportunity to develop a joint staff development and awareness programme was identified and would be delivered through key partners by the end of March 2011. The opportunity to work with the national charitable organisation Child Poverty Action Group (CPAG) to access basic training in financial support for families was also identified.

Discussion ensued which included the following issues:-

- (i) With regard to further training opportunities from CPAG for specific workers within Sure Start together with their partners, the need to extend this training to voluntary organisations was highlighted to which the Financial Inclusion Officer agreed to further explore.
- (ii) Concerns were raised that there was a reliance on young families to access information on the internet and the benefits of providing face to face advice was emphasised. The need to utilise

- Children's Centres to increase face to face advice was suggested. Members were advised that work was ongoing with Children's Centres to extend the advice services available and it was noted that further improvements were needed.
- (iii) A Member highlighted the importance of recognising that some people accessing the service may have communication difficulties.
 - (iv) The links between financial inclusion and health and well-being were discussed including knowledge sharing and how to expand the knowledge of existing staff providing advice. The need to further explore appropriate methods of assisting customers accessing the contact centre were suggested. The Committee were advised that staff development programmes were currently being examined with a view to providing basic awareness sessions to front line and benefits staff, further details of which would be provided in due course.
 - (v) In response to a query as to what had been done to encourage face to face advice and joint working through the Council's website to signpost individuals and, in particular, young people in need of financial support and advice, the Financial Inclusion Officer advised that website information was included in the Money Matters booklet. In terms of engaging with young people, it was reported that links with the college had been established and it was anticipated that money management sessions would be provided in partnership with Barclays Money Skills Project.
 - (vi) In response to concerns regarding the risks associated with Children's Centre staff providing advice who were not licensed to do so, it was reported that the training sessions to non-licensed individuals would be basic awareness sessions on signposting individuals and were not intended to replace the invaluable advice provided by trained advisers.
 - (vii) Members suggested that the Money Matters booklet be circulated as widely as possible and the benefits of engaging with schools to publicise information of this type was discussed.
 - (viii) The need to extend face to face advice in partnership with other organisations was highlighted as well as the importance of ensuring services were available to communities outside the centre of the town. In order to progress the issues raised, there was a need to examine the availability of resources.

Recommended

That the contents of the report and information given, be noted.

87. Workforce Services Working Group (*Chief Customer and Workforce Services Officer*)

The Chief Customer and Workforce Services Officer presented the report which provided an update on the progress of the Workforce Services

Working Group in relation to specific projects.

The report included the background to the establishment of the Working Group together with progress to date in relation to the Working Group's consideration of the following projects:-

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

In relation to Member Seminars and Member Induction Programmes, Members highlighted the difficulties with attendance due to work commitments. It was suggested that an evaluation of the Member Induction Programme including Member Seminars be undertaken with regard to the effectiveness and design of the programme as well as the reasons for low attendance. Reference was made to the benefits of the recent training provided to the General Purposes Appeals and Staffing Committee which was a good example of effective training.

Members were of the view that training on the Council's constitution should be a mandatory requirement for all Councillors and training should include the role of a Councillor, knowledge sharing and mentoring for new Councillors. The importance of engaging with Elected Members in the development of future Member Development Training Programmes was highlighted.

Recommended

That the contents of the report and comments of Members, be noted.

88. Joint Health Overview and Scrutiny Committee Protocol *(Scrutiny Manager)*

The Scrutiny Manager presented the report which sought comments from Members in relation to the protocol for the joint formation of a Joint Health Overview and Scrutiny Committee for the North East, a copy of which was attached at Appendix A.

In the absence of the Chair of the Health Scrutiny Forum it was suggested that this item be referred to the next meeting of Scrutiny Chairs for consideration.

Recommended

That the report be referred to the next meeting of Scrutiny Chairs for consideration.

89. Crime and Disorder (Overview and Scrutiny) Regulations 2009 – Feedback/Input from the Safer Hartlepool Partnership *(Scrutiny Manager)*

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

The report included background information, details of the Committee's recommendations on the way forward together with the views of partner bodies (Police, Fire Brigade etc). The Chair requested that the views expressed through the SHP, be considered at the next meeting of Scrutiny Chairs.

Recommended

That the views expressed through the SHP, as detailed in section 2.4 of the report, be referred to the next meeting of Scrutiny Chairs for consideration.

90. Scrutiny Forum Progress Report – Adult and Community Services Scrutiny Forum *(Chair of Adult and Community Services Scrutiny Forum)*

The report provided an update on the work undertaken to date by the Adult and Community Services Scrutiny Forum since the start of the 2010/11 municipal year.

Recommended

That the contents of the report, be noted.

91. Scrutiny Forum Progress Report – Children's Services Scrutiny Forum *(Chair of Children's Services Scrutiny Forum)*

The report provided an update on the work undertaken to date by the Children's Services Scrutiny Forum since the start of the 2010/11 municipal year.

The Chair advised that a regional early intervention conference would be held on 10 December at Belle Vue Community Centre to which representatives from the Department of Families and Education, Ian Wright, MP and members of the public were invited to attend.

Recommended

That the contents of the report and the information given, be noted.

92. Scrutiny Forum Progress Report – Health Scrutiny Forum (*Chair of Health Scrutiny Forum*)

The report provided an update on the work undertaken to date by the Health Scrutiny Forum since the start of the 2010/11 municipal year.

Recommended

That the contents of the report, be noted.

93. Scrutiny Forum Progress Report – Neighbourhood Services Scrutiny Forum (*Chair of Neighbourhood Services Scrutiny Forum*)

The report provided an update on the work undertaken to date by the Neighbourhood Services Scrutiny Forum since the start of the 2010/11 municipal year.

Recommended

That the contents of the report, be noted.

94. Scrutiny Forum Progress Report – Regeneration and Planning Services Scrutiny Forum (*Chair of Regeneration and Planning Services Scrutiny Forum*)

The report provided an update on the work undertaken to date by the Regeneration and Planning Services Scrutiny Forum since the start of the 2010/11 municipal year.

Recommended

That the contents of the report, be noted.

95. Scrutiny Forum Progress Report – Scrutiny Co-ordinating Committee (*Chair of Scrutiny Co-ordinating Committee*)

The report provided an update on the work undertaken to date by the

Scrutiny Co-ordinating Committee since the last progress report to this Committee.

Recommended

That the contents of the report, be noted.

96. Six Monthly Monitoring of Agreed Scrutiny Co-ordinating Committee's Recommendations *(Scrutiny Manager)*

The Scrutiny Manager submitted the six monthly progress report on the delivery of the agreed scrutiny recommendations of this Committee and progress made by all Scrutiny investigations undertaken since 2005. Attached as Appendix A to the report was a summary of progress made by investigation and Appendix B provided a breakdown of progress made by the five standing Forums.

The Chair of Neighbourhood Services Scrutiny Forum reported that officer delays in inputting the monitoring information onto the system had affected the figures. Members requested that officers be reminded of the importance of this information being recorded on time.

Recommended

- (i) That progress against the Scrutiny Co-ordinating Committee's agreed recommendations, since the 2005/06 Municipal Year, be noted.
- (ii) That officers be reminded of the importance of monitoring information being provided on time.

97. Request for Funding to Support the Neighbourhood Services Scrutiny Forum's Current Scrutiny Investigation Scrutiny *(Scrutiny Manager)*

The Scrutiny Manager sought approval from the Scrutiny Coordinating Committee for a request for funding for the Neighbourhood Services Scrutiny Forum, from within the Overview and Scrutiny Function's dedicated scrutiny budget. The request related to the costs of travel expenses of £54.75 for a speaker who presented evidence to the Forum on the "20's Plenty – Traffic calming Measures" investigation.

Recommended

That the request for funding totalling £54.75 from the Dedicated Overview and Scrutiny Budget, be approved.

98. Call-In Requests

None

99. Any Other Items which the Chairman Considers are Urgent

The Chairman ruled that the following items of business should be considered by the Committee as a matter of urgency in accordance with the provisions of Section 100(B) (4)(b) of the Local Government Act 1972 in order that the matter could be dealt with without delay.

100. Request for Funding to Support the Scrutiny Budget Process and the Adult and Community Services Forum's Investigation into Adult Safeguarding (Scrutiny Manager)

The Scrutiny Manager sought approval from the Scrutiny Coordinating Committee for a request for funding for the scrutiny budget process and the Adult and Community Services Scrutiny Forum, from within the Overview and Scrutiny Function's dedicated scrutiny budget. The request related to breakfast and lunch costs of £114.00 for Members participating in the scrutiny budget process and £25.00 to provide lunch for Safeguarding Officers from Salford Council participating in the Adult and Community Services scrutiny investigation into Safeguarding of Vulnerable Adults.

Recommended

That the request for funding totalling £139.00 from the Dedicated Overview and Scrutiny Budget, be approved.

101. Responses from the Council, the Executive or Committees of the Council to Reports of the Scrutiny Co-ordinating Committee – Response to the Call-in of the Performance Portfolio Holder's Decision relating to the Procurement of Counselling Services – Covering Report (Scrutiny Manager)

Further to consideration of this item of business under minute 81 above, the Performance Portfolio Holder referred to the Chair's earlier comments regarding the nature in which the meeting had been conducted and advised that the notes of that meeting reaffirmed his original comments that the meeting had been conducted in a professional and appropriate manner.

Recommended

That the information given, be noted.

The meeting concluded at 3.25 pm.

CHAIR

SCRUTINY CO-ORDINATING COMMITTEE

10 December 2010



Report of: Scrutiny Support Officer

Subject: REFERRAL BUSINESS TRANSFORMATION
PROGRAMME BOARD – REVENUES AND
BENEFITS SERVICE DELIVERY OPTION REPORT

1. PURPOSE OF REPORT

1.1 To inform Members of the Scrutiny Co-ordinating Committee of a referral from the Business Transformation Programme Board meeting held on 16 November 2010 to the Overview and Scrutiny Function.

2. BACKGROUND INFORMATION

2.1 As outlined within the Authority's Constitution, the Scrutiny Co-ordinating Committee has a mandatory obligation to consider referrals from Council, Cabinet and individual Cabinet Members within the timescale prescribed.

2.2 The Business Transformation Programme Board met on 16 November 2010, where the Board received a letter from the Chair of the Scrutiny Co-ordinating Committee (attached as **Appendix A** to this report), raising serious concerns about an agenda item the Board was considering relating to Revenues and Benefits.

2.3 Following the meeting of the Business Transformation Programme Board of 16 November 2010, the Chair of the Scrutiny Co-ordinating Committee received a letter from the Performance Portfolio Holder; in their position as Chair of the Business Transformation Programme Board (attached as **Appendix B** to this report); agreeing to refer the 'Revenues and Benefits Service Delivery Option Report' to the Scrutiny Co-ordinating Committee.

2.4 It should be noted that the Performance Portfolio Holder has requested the referral into 'Revenues and Benefits Service Delivery Option Report' is completed for presentation at the Cabinet meeting of 24 January 2011.

2.5 Subsequently, the Assistant Chief Finance and Customer Services Officer and a representative from the Business Transformation Team will be in attendance at today's meeting to answer questions from Members.

3. RECOMMENDATIONS

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

- (a) Formally receives the referral;
- (b) Considers the proposed timetable for the undertaking of this referral;
and
- (c) Seeks clarification on any relevant issues from the Assistant Chief Finance and Customer Services Officer and the representative from the Business Transformation Team present at today's meeting.

Contact Officer:- James Walsh – Scrutiny Support Officer
Chief Executive's Department
Hartlepool Borough Council
Tel: - 01429 523647
Email:- james.walsh@hartlepool.gov.uk

BACKGROUND PAPERS

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

Owton Ward

Is represented by:

Cllr. Marjorie James
(Labour)



40 Arncliffe Gardens
HARTLEPOOL
TS26 9JF
Tel. 294685

Or, contact me via:
Hartlepool Borough Council
Civic Centre
Victoria Road
HARTLEPOOL
Tel. 266522



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16th November 2010

Cllr. Jonathan Brash
Performance Portfolio Holder

For inclusion in the "Business Transformation Board" meeting to take place today at 5 p.m.

Dear Jonathan

I would appreciate it if you could include this written statement on my behalf at the meeting later today.

I am becoming increasingly concerned about my own and the chairs of scrutiny's involvement in the Business Transformation process. Whilst I appreciate that my colleagues and I are providing our own views with regard to proposed savings areas and that this is not, nor should it be binding on our respective forum/committee I do feel that we are in danger of being compromised should any board recommendations endorsed by Cabinet then be the cause of a scrutiny "call in".

I therefore will not be attending the Transformation Board meetings until such time as I have been able to discuss this informally with Scrutiny Chairs and more importantly within Scrutiny Co-ordinating Committee.

However as I have some serious concerns with regard to agenda item **3.1 Revenues and Benefits** I include some of them below and would respectfully request that they be included in the deliberations on the above agenda item.

They are:

4.2 Credit Card Payment Surcharges - £13000

I believe strongly that it would be preferable to just not accept credit card payments - rather than levy a charge (eg.1.8% of a band B property would result in a charge of approximately £2.50 per month)

With the probable increase in higher earners losing their jobs, it is likely that credit card use will increase in the short term - as it is also more probable that families using credit cards to pay their council tax will not be able to clear their debt within the month - this has the potential to spiral as interest is added to the payment and the fee.

4.3 Statutory Demand Notice Fees - £2000

Whilst I understand the delicacies of this type of charge and of course we should be covering our costs it may not be appropriate to continue to assume that families who have in the past been "Credit Rich" and who will quickly sink into debt should jobs be lost will continue to be resistant to seeking bankruptcy as a means of resolving debt issues.

4.4 Intervention Visit Activity Termination - £69,000

I find the proposal to stop checking for errors within applications absolutely unacceptable - the knock on consequence is that there will be an increase in overpayments and underpayments - which means that families will face large repayment amounts for overpaid benefit or will struggle to manage when they should have had more income.

Question - Is there still a vacancy within Revenues - I believe that Paula Bass has not been replaced - has this vacancy already been deleted from the establishment or is this still a "vacant post"? - if it is vacant can it be deleted and therefore provide a saving?

4.5.5 Benefit Surgeries

I cannot agree to reduce face to face services

I could continue throughout this report in the same vein, the recommendations being made fly in the face of the councils stance on Child Poverty and Financial Inclusion.

I formally request that the report is provided to Scrutiny Co-ordinating Committee to look at in detail as part of the ongoing Child Poverty/Financial Inclusion inquiry.

Yours

Councillor Marjorie James
Chair of Scrutiny Co-ordinating Committee.

Councillor Jonathan Brash

16 Eamont Gardens
Hartlepool
TS26 0JD

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Our Ref: CEMS/JB/
Your Ref:



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Jonathan.brash@hartlepool.gov.uk

17 November 2010

Councillor Marjorie James
40 Arncliffe Gardens
HARTLEPOOL
TS26 9JF

Dear Marjorie

Thank you for your written statement which, as requested, was discussed at last night's Business Transformation Programme Board meeting.

With regard to your request that the Revenues and Benefits Service Delivery Options Report is referred to the Scrutiny Co-ordinating Committee, the Board was agreeable to your request. Board members were keen to respectfully stress their hope, however, that Scrutiny Co-ordinating Committee considers the report within the timescales required to ensure that it can still form part of the budget proposals for 2011/12.

As you know all of the Year 1 and 2 SDO savings are integral to the 2011/12 budget with the revised target of £2.9m from this programme forming a key part of the medium term financial strategy. This means that all of the SDO reports need to be to Cabinet by the end of the year as this enables, where required, statutory notices to be issued and all of the savings to be achieved in time for the start of the new financial year. I understand that this was the basis for the scheduling of the programme.

I am however very keen to ensure that Scrutiny Co-ordinating Committee have time to consider the report in detail and I acknowledge that to report back to cabinet by the end of the year would not give SCC that time. Therefore to achieve the Business Transformation/Budget deadlines I would respectfully request that this be undertaken in time for the SDO to be reported to Cabinet on Monday 24th January 2011.

The Revenues and Benefits SDO report identifies savings of £108,000 and the real dilemma if these savings are not made in time to be included in the 2011/12 budget is that further unplanned savings of £108,000 need to be found from elsewhere. However, that should not restrict the possibility of savings being made within the Revenues and Benefits SDO being achieved in a different way to those being proposed. I know that if alternate proposals to make the £108,000 savings in Revenues and Benefits were put forward they would of course be looked at very seriously.

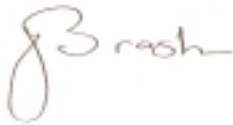
If you could notify me of the date when Scrutiny Co-ordinating Committee is to consider this review, I would be happy to attend and thank you for your cooperation in this matter.

On the other point you raised the Business Transformation Board is not a decision making entity and nothing that it does can restrict the capacity of any councillor, whether they be an executive or scrutiny member, to fulfil their respective roles. Much like other boards that have been utilised for major projects in the past (the School's Transformation Project Board springs to mind, which you also attended as SCC chair) its role is to widen participation and involvement amongst members and other stakeholders in major strategic issues.

Certainly in the case of the BT board it allows executive members, back-benchers, officers and Trade Union officials (whom I know are very supportive of its work) to openly and frankly debate the issues. This in no way limits scrutiny's capacity to act as it can do with all decisions that are ultimately taken by the executive.

I really believe that the BT board creates an additional opportunity for a wider council membership to feed into the process and indeed one of the first things I did on becoming portfolio holder and chair of the board was take a report to cabinet that dramatically increased the number of back-bench members sitting on the BT board as well as insisting that the views expressed by that board were given greater prominence within the feedback to Cabinet.

Yours sincerely

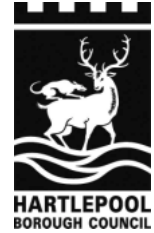
A handwritten signature in black ink, appearing to read 'J Brash', with a stylized initial 'J' and a horizontal line extending from the end.

Councillor Jonathan Brash

Cc Joan Stevens

SCRUTINY CO-ORDINATING COMMITTEE

10 December 2010



Report of: Scrutiny Manager

Subject: THE FORWARD PLAN - DECEMBER 2010 TO MARCH 2011

1. PURPOSE OF REPORT

- 1.1 To provide the opportunity for the Scrutiny Co-ordinating Committee to consider whether any item within the attached Executive'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 Scrutiny Co-ordinating Committee 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 Scrutiny Co-ordinating Committee is to hold the Executive to account by considering the forthcoming decisions of the Executive 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. As such, the most recent copy of the Executive's Forward Plan is attached as **Appendix 1** for the Scrutiny Co-ordinating Committee's information.

3. RECOMMENDATION

- 3.1 It is recommended that the Scrutiny Co-ordinating Committee considers the content of the Executive's Forward Plan.

Contact Officer:- Joan Stevens – Scrutiny Manager
Chief Executive's Department - Corporate Strategy
Hartlepool Borough Council
Tel: 01429 28 4142
Email: joan.stevens@hartlepool.gov.uk

BACKGROUND PAPERS

No background papers were used in the preparation of this report



FORWARD PLAN

December 2010 – March 2011

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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
Part 2	Child and Adult Services Department
Part 3	Regeneration and Neighbourhoods Department

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 four 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 five days before the relevant meeting.

PART ONE – CHIEF EXECUTIVE’S DEPARTMENT

A. BUDGET AND POLICY FRAMEWORK

CORPORATE PLAN 2011/12 - 2013/14

The Corporate Plan is part of the Budget and Policy Framework of the Council and therefore requires approval from a full Council meeting.

The purpose of the Plan is to describe the Council's priority outcomes for improvement, the overall shape of the Council's budget for the next 3-4 years and sets out how the Council will undertake performance and risk management over the next 12 months. The draft timetable is described below.

Scrutiny Coordinating Committee and Cabinet will be given the opportunity to comment on initial proposals on 3 December 2010 and 20 December 2010 respectively.

As in previous years the Service Scrutiny Forums will consider more detailed proposals in January/February 2011 and Scrutiny Coordinating Committee will be given a further opportunity to discuss the draft Corporate Plan on 25 March 2011.

Cabinet will then consider the draft Corporate Plan and recommendations from Scrutiny Coordinating Committee on 4 April 2011, and the final Corporate Plan will be presented to the full Council meeting on 14 April 2011 for final approval.

Further details on the timetable will be provided in future Forward Plans.

MEDIUM TERM FINANCIAL STRATEGY (MTFS) 2011/12 TO 2013/14 – INITIAL CONSULTATION PROPOSALS

Cabinet will review the existing MTFS to reflect the Government Spending Review announcement about service areas facing increased cost pressures. Cabinet will determine initial proposals for managing the cuts in Government grants which will be made from April 2011. This will include reviewing the current years forecast outturn and the initial 2011/12 expenditure reductions required to address cuts in grant funding. This report is the second in the 2011/12 budget process and a report was submitted to Cabinet on 29.11.10. A further report will be submitted to Cabinet in February 2011. This report will then be referred to Scrutiny Co-ordinating Committee. Cabinet's final proposals will be referred to full Council in February 2011.

Commencing 3rd December 2011, Scrutiny Co-ordinating Committee will be consulted through presentation of the MTFS. Trade Unions and Business Sector representatives will be consulted through presentation of the MTFS. Members of the public will be consulted through a variety of methods, including presentations to various groups and consultation surveys.

A report setting out the impact of forecast grant cuts over the next four years on the Council's financial position will be presented to Cabinet. The report will detail the forecast budget deficits facing the Council and will outline proposals for addressing this position.

Further information can be sought by contacting Chris Little, Chief Finance Officer.

B. SCHEDULE OF KEY DECISIONS

DECISION REFERENCE: CE 42 / 10 – SERVICE DELIVERY OPTIONS – REVENUES, BENEFITS AND MEANS TESTED SERVICES

Nature of the decision

Following the undertaking of a review of Revenues and Benefits service delivery arrangements in the Council, recommendations will be made to Cabinet regarding how arrangements can be amended for the future and how the allocated Business Transformation savings target can be achieved.

Who will make the decision?

The decision will be made by Cabinet.

Ward(s) affected

Revenues and Benefits front line services by their nature covering council tax, business rates, housing benefit and council tax benefit, touch all wards within the Borough.

Timing of the decision

The decision is expected to be made in the period December 2010 to January 2011.

Who will be consulted and how?

Relevant staff employed in the Customer and Workforce Services Division, Corporate Management Team, trade union representatives and Elected Members will be consulted in formal meetings and discussion groups. Written information will also be issued to help inform consultees about the nature of services provided, options for changes, to stimulate discussions etc.

Information to be considered by the decision makers

A report setting out the scope of the review, available comparative benchmarking information, savings options analysis, conclusions and recommendations will be presented to Cabinet following consideration by Corporate Management Team and Business Transformation Programme Board.

How to make representation

Representations should be made to John Morton Assistant Chief Finance and Customer Services Officer, Civic Centre, Victoria Road, Hartlepool, TS24 8AY. Telephone 01429 523003 e-mail: john.morton@hartlepool.gov.uk

Further information

Further information can be sought by contacting John Morton as above.

**PART TWO – CHILD AND ADULT SERVICES
DEPARTMENT**

A. BUDGET AND POLICY FRAMEWORK

No items

B. SCHEDULE OF KEY DECISIONS

DECISION REFERENCE: CAS 81 / 10 – TEES ARCHAEOLOGY SERVICE DELIVERY OPTIONS REVIEW

Nature of the decision

To consider the outcome of the Service Delivery Options Review and associated recommendations.

Who will make the decision?

The decision will be made by Cabinet.

Timing of the decision

The decision is expected to be made in December 2010.

Ward(s) affected

All wards may be affected.

Who will be consulted and how?

Staff, partner authorities, Trade Union briefings have been carried out and will continue through the life of the review to ensure all views are considered prior to determining the outcome of the review. Information only briefings will be presented to the Director's Management Team, Business Transformation and Corporate Management Team and Portfolio Briefings. It is anticipated an update will be made at Mayor's Briefing during the options analysis phase of the review in September prior to Programme Board in October and then Cabinet in October / November 2010.

Information to be considered by the decision-makers

The Tees Archaeology Service has been identified to be reviewed in year two of the Business Transformation service delivery option review programme. It has an efficiency target of 7.5% of baseline budgets (£220,062.00) which equates to £16,505.00. The aim of this review is to:

- Identify the services the Council as lead authority needs to provide and how these are currently delivered
- To consider levels of service and their value
- To utilise more efficient ways of working with partner authorities
- To consider how services could be best provided in the future.

The scope of this review has been set as wide as possible to yield maximum benefits and efficiencies. Tees Archaeology is a joint service with the former Cleveland Local Authorities, and is based in Hartlepool at Sir William Gray House.

The scope of services to be covered in the review include:

- The provision of a Historic Environment Record (HER) for the area
- The provision of specialist archaeological planning advice based in the HER
- The provision of specialist archaeological outreach activities that address as wide a range of agendas as possible
- The provision of expertise and storage for archaeological collections and archives.

How to make representations

Representations should be made to John Mennear, Assistant Director, Child and Adult Services, Civic Centre, Victoria Road, Hartlepool, TS24 8AY. Telephone 01429 523417, email: john.mennear@hartlepool.gov.uk

Further Information

Further information on this matter can be sought from as above or Robin Daniels, e-mail robin.daniels@hartlepool.gov.uk

DECISION REFERENCE: CAS 82 / 10 – LIBRARIES AND COMMUNITY SERVICE DELIVERY OPTIONS REVIEW

Nature of the decision

To consider the outcome of the Service Delivery Options Review and associated recommendations.

Who will make the decision?

The decision will be made by Cabinet

Timing of the decision

The decision is expected to be made in December 2010.

Ward(s) affected

All wards may be affected

Who will be consulted and how?

Staff and Trade Union briefings are being carried out and will continue through the life of the review to ensure all views are considered prior to determining the outcome of the review. Information only briefings will be presented to the Director's Management Team, Business Transformation and Corporate Management Team and Portfolio Briefings. It is anticipated updates will be made at Mayor's Briefing during the options analysis phase of the review in October prior to Programme Board in November and then Cabinet in December 2010.

Information to be considered by the decision-makers

The Library and Community Services have been identified to be reviewed in year two of the Business Transformation service delivery options review programme. It has a combined efficiency target of 7.1% of baseline budgets (£2,209,000) which equated to £156,750.00. The aim of this review is to:

- Identify the services the Council needs to provide and how these are currently delivered
- To consider levels of service and their value
- To utilise more efficient ways of working across the consultancies
- To consider how services could be best provided in the future

The scope of this review has been set as wide as possible to yield maximum benefits and efficiencies. This includes some services which are currently provided across the Council and its external partners and organisations.

The scope of services to be covered in the review include:

- The review looks at options for managing, financing and operating library services and community centres (community resources). It examines these within the immediate requirement of SDO, but also within a direction of travel to address the anticipated financial climate to 2015.
- One area currently reported in the library budget is not covered

The Archives Service. This is reported in the library budget but is a joint service of the former Cleveland authorities managed by Middlesbrough and controlled by a Joint Members Committee. Any proposals to change this service would have to follow a different route to SDO.

How to make representations

Representations should be made to John Mennear, Assistant Director Community Services, Civic Centre, Victoria Road, Hartlepool, TS24 8AY. Telephone: 01429 523417, e-mail: john.mennear@hartlepool.gov.uk

Further Information

Further information on this matter can be sought from as above, or Graham Jarritt, e-mail graham.jarritt@hartlepool.gov.uk

DECISION REFERENCE: CAS 83 / 10 – SPORT AND RECREATION SERVICE DELIVERY OPTION REVIEW

Nature of the decision

To consider the outcome of the Service Delivery Options Review and associated recommendations.

Who will make the decision?

The decision will be made by Cabinet

Timing of the decision

The decision is expected to be made in December 2010

Ward(s) affected

All wards maybe affected

Who will be consulted and how?

Staff and Trade Union briefings have been carried out and will continue through the life of the review to ensure all views are considered prior to determining the outcome of the review. Information only briefings will be presented to the Director's Management Team, Business Transformation and Corporate Management Team and Portfolio Briefings. It is anticipated updates will be made at Mayor's Briefing during the options analysis phase of the review in September prior to Programme Board in October and then Cabinet in November 2010.

Information to be considered by the decision-makers

The Sport and Recreation Service has been anticipated to be reviewed in year two of the Business Transformation service delivery option review programme. It has an efficiency target of 5% of baseline budgets (£2,220,732) which equates to £113,250.00. The aim of this review is to:

- Identify the services the Council needs to provide and how these are currently delivered
- To consider levels of service and their value
- To utilise more efficient ways of working
- To consider how services could be best provided in the future

The scope of this review has been set as wide as possible to yield maximum benefits and efficiencies.

The scope of the service now includes: -

- Sports Facilities and Buildings (Mill House, Headland Sports Hall, Brinkburn Swimming Pool, Grayfields and Sports Pitch Buildings)
- Sports Development
- Summerhill
- Recreation Development
- Carlton Outdoor Education Centre
- Primary Swimming Programme

The review is inclusive of both Carlton and Primary Swimming, however efficiencies achieved provide a more cost efficient service within zero base budgets, therefore any savings achieved do not directly contribute to the SDO £ targets.

The report will consider those areas for immediate implementation to meet the target and those in regard to the considered future direction of travel in the long term which will require a greater degree of review and analysis before any decision can be made.

How to make representations

Representations should be made to John Mennear, Assistant Director, Child and Adult Services Department, Civic Centre, Victoria Road, Hartlepool, TS24 8AY Telephone 01429 523417, e-mail john.mennear@hartlepool.gov.uk

Further Information

Further information on this matter can be sought from as above or Pat Usher e-mail pat.usher@hartlepool.gov.uk

PART THREE - REGENERATION AND NEIGHBOURHOODS

A. BUDGET AND POLICY FRAMEWORK

THE PLANS AND STRATEGIES WHICH TOGETHER COMPRISE THE DEVELOPMENT PLAN

With the enactment of the Planning and Compulsory Purchase Act, a new development plan system has come into force. The new system involved a two tier planning structure involving a regional and local level plans.

At the Regional level, the Regional Spatial Strategy (RSS) was introduced which set our long term spatial strategy for the North East Region of England. The RSS was adopted in July 2008 and is entitled “the North East of England Plan – Regional Spatial Strategy to 2021” and replaced all the policies in the Tees Valley Structure Plan 2004.

The new Coalition Government has recently announced its intension to abolish Regional Spatial Strategies and further information on the implication of this is awaited.

The Hartlepool Local Development Framework will ultimately comprise a ‘portfolio’ of local development documents which will provide the framework for delivering the spatial planning strategy for the borough. Until this is fully in place, policies which are in the Local Plan and which have been “saved” will continue to form the basis of the planning policy for the town. Local development documents will comprise:

- a) Development plan documents – (DPDs) – these are part of the development plan and 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
 - DPDs on Site specific allocations and policies
 - Generic development control policies relating to the vision and strategy set out in the core strategy, and
 - Proposals Map
- b) Supplementary planning documents

In addition, the Local Development Framework will include Minerals and Waste Development Plan Documents. The Publication Documents documents were published in August 2009 and were made available for public consultation between 27 August 2009 and 9 October 2009. However due to some changes in the supply of Minerals and objections from statutory consultees some of the policies need to be revised and as a result the final stage of consultation will need to be repeated. Following Cabinet and Council approval the proposed changes were made available for public consultation for 6 weeks between 18

August and 1st October 2010. The DPDs will be “submitted” to the Secretary of State in November 2010 and it is likely that they will be subject to Public Examination in January 2011. The Joint Minerals and Waste DPDs are timetabled to be adopted in the Summer of 2011.

There are a number of supplementary planning documents (SPDs) also in production

i) Transport Assessments and Travel Plans SPD – This policy will set out guidance and standards on the use of Travel Plans and Transport assessment planning agreements, including the circumstances when an agreement will be sought and its basis. Cabinet approved the draft for consultation purposes in August 2007. The consultation period was for 6 weeks between 31 August and 12 October. A report was presented to Cabinet in January 2008 on the outcome of this consultation and amendments suggested as appropriate. Discussions have been held with Natural England regarding a Habitats Regulations Assessment. Cabinet on the 20 April, 2009 recommended the Council adopt the SPD. A report was made to full Council in December 2009. This SPD was formally adopted on the 29 January 2010.

ii) Planning Obligations SPD – This document will set out guidance and standards on the use of commuted sums negotiated from developers through planning agreements. A draft of this SPD was presented to Cabinet for approval for public consultation purposes in October 2009, with the consultation beginning on the 31 October 2009 for a period until 8 January 2010. The responses will now be considered prior to an updated document being produced. The adopted document will need to take account of changes to regulations related to Planning Obligations.

iii) Green Infrastructure SPD - Cabinet agreed on 2 November 2009 that an SPD be prepared to give a more focused direction to the provision of green infrastructure in Hartlepool.

iv) Central Area SPD - Cabinet agreed on 20 April 2010 that an SPD be prepared for the Central Area of the town to provide a strategy for investment within Hartlepool town centre and to identify specific development proposals. The SPD will assist in preparation of bids for funding.

Initial preparatory work has also started on the Core Strategy DPD, and various studies including the Strategic Housing Land Availability Assessment, the Employment Land Review, the PPG17 Open Space, Sport and Recreation Audit and the indoor Sports Facilities Study will provide the evidence base for developing the preferred options for the Core Strategy have been completed and are currently being undertaken. Regular reports will be made to Cabinet on progress on the Core Strategy. An Issues and Options Discussions paper was published for public consultation purposes at the end of October 2007. The Preferred Options report was presented to Cabinet in January 2010 and was for approved for an 8 week formal public consultation. The Consultation was carried out between 29 January 2010 and 26 March 2010. Responses received from the consultation will be reported to Cabinet and, depending on the nature

of any suggested changes, Cabinet will be asked to approve a published version in Autumn 2010.

In addition, work has started on the preparation of a DPD on Affordable Housing. Cabinet approved an Issues & Options Paper for public consultation purposes in March 2008. The issues and options paper was subject to consultation till June 2008. Following this consultation, the Preferred Options report was presented to Cabinet in September 2008 and the document was subject to public consultation ending on 27 October 2008.

Since the consultation, housing market conditions have changed dramatically, meaning that some housing schemes would be uneconomically viable. The Council commissioned an Economic Viability Assessment report which advocated a flexible approach to securing affordable housing as part of private developments. As a result a new option was proposed which resulted in the need for further consultation.

A report on the new preferred option was made to Cabinet on 19 October 2009 prior to a further stage of public consultation on the DPD in October 2009 for a period until the 4 January 2010.

As part of the Government Office for the North East response on the Local Development Framework (LDF) Core Strategy it was strongly recommended that the Affordable Housing DPD and the Core Strategy be combined. This suggestion does appear appropriate in the circumstances and should result in overall reduced costs. A report on this matter will be made to Cabinet in Summer 2010.

The other documents within the Local Development Framework which must be prepared but which do not form part of the development plan are:

- a) Statement of Community Involvement (SCI) setting out how and when the Council will consult on planning policies and planning applications;
- b) Local Development Scheme (LDS) setting out a rolling programme for the preparation of local development documents, and
- c) Annual Monitoring Report (AMR) assessing the implementation of the Local Development Scheme and the extent to which current planning policies are being implemented.

The Statement of Community Involvement was adopted by the Council on 26 October 2006. A review was undertaken during 2009 with public consultation being held April – June 2009. A report was made to Cabinet on 7 September 2009 and it was reported to Council on 10 December 2009 with formal adoption in January 2010.

The first Local Development Scheme (LDS) as approved by Cabinet came into effect on 15 April 2005. The Scheme has been updated annually and the most recent scheme included proposed timetables for the preparation of the Affordable Housing DPD and the SPD for Victoria Harbour.

Cabinet and Council in July 2009 agreed the Revised Local Development Scheme 2009. After minor editing to incorporate comments from the Government Office for the North East, this was approved by the Planning Inspectorate in September 2009. In view of changes in the preparation of the Affordable Housing DPD, the Housing Allocations DPD, the Minerals and Waste DPD and a number of SPD's a report will be made to Cabinet in September 2010 setting out a revised Local Development Scheme 2010.

Four Annual Monitoring Reports (AMR) have been produced to date for the periods 2004/5 to 2007/08. The fifth AMR covering 2008/09 was presented to Cabinet in December 2009 and subsequently submitted to Government Office for the North East. The sixth AMR will be prepared in the Summer/ Autumn 2010.

Further Information:

Derek Gouldburn
Urban and Planning Policy Manager
Regeneration and Planning Services Department
Bryan Hanson House
Hanson Square
Hartlepool
TS24 7BT
Tel. 01429 523280
e-mail derek.gouldburn@hatlepool.gov.uk

CRIME, DISORDER AND SUBSTANCE MISUSE STRATEGY 2008-2014

The Crime and Disorder Act 1998 defines the Council as one of 6 'Responsible Authorities' in relation to partnership working to tackle crime, disorder and substance misuse matters in the District. The Council must therefore participate in the activity of the Safer Hartlepool Partnership.

The Safer Hartlepool Partnership conducted its annual review of crime, disorder and substance misuse in December 2009 (known as the strategic assessment). This has provided the evidence to develop the Partnership's Plan for 2010/11, which comprises Year 3 of the Strategy for crime, disorder and substance misuse 2008-11. The new Partnership Plan for Year 3 has been published and is available to download at www.saferhartlepool.co.uk or a copy can be obtained from the Safer Hartlepool Partnership Office at 8 Church Street, Hartlepool, TS24 7DJ or by telephoning the office on 01429 405577.

The Partnership will conduct its next strategic assessment in December 2010, when the annual assessment will lead to the development of the 3 year Partnership strategy for 2011-2014 and annual priorities will be identified for 2011/12.

Further Information:

Alison Mawson, Assistant Director (Community Safety and Protection),
Hartlepool Borough Council, Civic Centre, Victoria Road, Hartlepool, TS24 8AY.
Tel: 01429 284342 (direct line) Email: alison.mawson@hartlepool.gov.uk

B. SCHEDULE OF KEY DECISIONS

DECISION REFERENCE: RN 13 / 09 – DISPOSAL OF SURPLUS ASSETS

Nature of the decisions

To consider and agree the disposal of key land and property assets identified in the Business Transformation Programme. As there are a number of identified assets, the timing of individual disposals will vary and it is therefore anticipated that a series of decisions will be required to take advantage of opportunities as and when they arise.

Who will make the decision?

The decisions will be made by Cabinet or the Finance and Procurement Portfolio Holder, following negotiations by Hartlepool Borough Council's Estates Manager who was authorised to progress a disposals strategy at the Cabinet meeting of 26 January 2009 as part of the Business Transformation Programme.

Ward(s) affected

Various wards depending upon location of property asset.

Timing of the decisions

Decisions are expected to be made from December 2010 in line with a programme of disposals.

Who will be consulted and how?

Consultation will depend upon the location and occupancy of the particular property to be disposed of. This shall include service departments, service users, residents and will include Ward Councillors. Consultation will be in the form of presentations and meetings as appropriate including the Council's Strategic Capital and Asset Programme Team that encapsulates departmental representatives.

Information to be considered by the decision makers

Cabinet on 26 January 2009 approved the disposals strategy as part of the Business Transformation Programme.

A number of properties have been identified as potential priorities for disposal depending upon the Council's future accommodation strategy. Opportunities for disposal, valuations, market conditions, stakeholder views and service users will be considered as part of the decision making process.

In March 2010 Cabinet considered the sale of the Municipal, Archive and Leadbitter Buildings to the Cleveland College of Art and Design. In June 2010 the Finance and Procurement Portfolio Holder considered land at Throston Grange and Clavering in terms of sale for residential accommodation including affordable housing.

The most recent potential for consideration is the former Somersby Offices and the current Jesmond Road School site that may become surplus when the school moves to its new site in June 2011. The Finance and Procurement Portfolio Holder agreed to market the school property at his meeting on 22 July 2010.

How to make representation

Representations should be made to Graham Frankland, Assistant Director (Resources), Regeneration and Neighbourhoods Department, Civic Centre, Victoria Road, Hartlepool. Telephone: 01429 523211.

E Mail: Graham.Frankland@hartlepool.gov.uk

Further information

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

DECISION REFERENCE: – RN 24 / 10 PARKING STRATEGY

Nature of the decision

To recognise and endorse a Parking Strategy for Hartlepool.

Who will make the decision?

The decision will be made by the Executive Portfolio Holder for Regeneration and Economic Development.

Wards Affected

All wards are affected.

Timing of the decision

The decision is expected to be made in December 2010.

Who will be consulted and how?

Consultation will be via the Neighbourhood Forums.

Information to be considered by the decision makers

The Parking Strategy sets out the objectives of the Council, its strategic aims, whilst identifying how the Parking Service will be delivered and enforced within national, regional and local policies, guidance and legislative procedures. The strategy will set out the role of parking within the overall transport and regional strategies of the Council and will be designed to build on the overall transport and regeneration strategies of the local plans whilst taking into account national, regional and local policies relating to parking.

How to make representation

Representations should be made to Phil Hepburn, Parking Services Manager, Regeneration and Neighbourhoods Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Telephone: 01429 523258.
Email: Philip.hepburn@hartlepool.gov.uk.

Further information

Further information can be obtained from Phil Hepburn as above.

DECISION REFERENCE: RN 27 / 10 HARTLEPOOL ALCOHOL HARM REDUCTION STRATEGY

Nature of the decision

To seek approval and support for the Hartlepool Alcohol harm reduction strategy.

Who will make the decision?

The decision will be made by the Cabinet.

Ward(s) affected

All wards will be affected.

Timing of the decision

The decision will be considered by Cabinet in December 2010 or January 2011.

Who will be consulted and how?

Consultation commenced in July 2009, when a 'whole systems' development event was held for stakeholders. More recently a self-assessment exercise has been undertaken to address concerns expressed by the Comprehensive Area Assessment published in December 2009.

In the future various Safer Hartlepool Partnership theme groups, the Health and Wellbeing Partnership and Children's Trust will be consulted on a first draft of this self-assessment and from this an early draft strategy will be produced by end of September 2010. Consultation will then be undertaken with elected members and resident representatives, as well as stakeholders, residents and Hartlepool Partnership, prior to a draft being finalised in October 2010.

Information to be considered by the decision makers

A new national strategy (Safe. Sensible. Social) was published in 2007 and takes a new direction to the first strategy in 2004. The 2007 strategy focuses on:

- Sharpened criminal justice for drunken behaviour
- A review of NHS alcohol spending
- More help for people who want to drink less
- Tougher enforcement of underage sales
- Trusted guidance for parents and young people
- Public information campaigns to promote a new 'sensible drinking' culture
- Public consultation on alcohol pricing and promotion
- Local alcohol strategies

Hartlepool's current alcohol harm reduction strategy was last updated in 2006.

The revised and updated strategy will utilise local statistical evidence gathered from a range of partner organisations such as NHS Hartlepool, North Tees and Hartlepool NHS Foundation Trust, Police, Probation, Fire Brigade and Tellus4 survey and contained in a report produced for the Safer Hartlepool Partnership in May 2010.

Hartlepool's 2010 alcohol harm reduction strategy is likely to focus on tackling alcohol related offending; promoting sensible drinking; early identification, intervention and treatment of drinking that could cause harm.

How to make representation

Representations should be made to Alison Mawson, Assistant Director (Community Safety and Protection), Regeneration and Neighbourhoods Department, Hartlepool Borough Council, Civic Centre, Victoria Road, TS24 8AY. Tel: 01429 284342 Email: alison.mawson@hartlepool.gov.uk

Further information

Further information can be obtained from:

Chris Hart, Drugs and Alcohol Manager, Regeneration and Neighbourhood Department, Hartlepool Borough Council, Civic Centre, Victoria Road. TS24 8AY. Tel: 01429 284301 Email: chris.hart@hartlepool.gov.uk

DECISION REFERENCE: RN 28 / 10 HARTLEPOOL SOCIAL BEHAVIOUR STRATEGY

Nature of the decision

To seek approval and support for the Hartlepool Social Behaviour Strategy, which aims to tackle and reduce anti-social behaviour in the Borough.

Who will make the decision?

The decision will be made by the Cabinet.

Ward(s) affected

All wards will be affected.

Timing of the decision

The decision will be considered by Cabinet in early 2011.

Who will be consulted and how?

A questionnaire was circulated at Police and Community safety forum meetings; summer fetes and available online, with a deadline of 29th October 2010 for return. A focus group will follow up on issues highlighted.

Information to be considered by the decision makers

The first Hartlepool Social Behaviour Strategy was published in 2007.

The revised and updated strategy will utilise information gathered on public perceptions and local statistical evidence from a range of partner organisations such as Police, Fire Brigade, Housing Hartlepool and Anti-social Behaviour Unit to set out the key aspects of anti-social behaviour which cause most concern and harm to communities. The questionnaire has highlighted that more needs to be done to encourage parents to take responsibility for their children. Drinking, especially underage drinking in public is a major issue, closely followed by concern about anti-social behaviour in the private rented sector.

The set of available enforcement tools has been extended since 2007, new local prevention and early intervention services introduced and support services improved. The strategy will cover all these areas and set out how they are used to challenge the behaviour of individuals and focus on locations with the worst problems.

How to make representation

Representations should be made to Alison Mawson, Assistant Director (Community Safety and Protection), Regeneration and Neighbourhoods Department, Hartlepool Borough Council,

Civic Centre, Victoria Road, TS24 8AY. Tel: 01429 284342 Email:
alison.mawson@hartlepool.gov.uk

Further information

Further information can be obtained from Sally Forth, Social Behaviour and Housing Manager, Hartlepool Police Station, Avenue Road. Hartlepool. TS24 8AB.

Tel: 01642 302589

Email: sally.forth@hartlepool.gov.uk

DECISION REFERENCE: RN 29 / 10 HARTLEPOOL DOMESTIC VIOLENCE STRATEGY

Nature of the decision

To seek approval and support for the Hartlepool Domestic Violence Strategy.

Who will make the decision?

The decision will be made by the Cabinet.

Ward(s) affected

All wards will be affected.

Timing of the decision

The decision will be considered by Cabinet by the end of March 2011.

Who will be consulted and how?

The Safer Hartlepool Partnership Reducing Violence groups and its sub-group, domestic violence forum will assist with development and consultation. The Children's Trust Board and Local Safeguarding Children's Board will also be invited to comment during the consultation period. Local stakeholders and service users will be the key consultees. A seminar will be held to consult Elected Members.

Information to be considered by the decision makers

The first Hartlepool Domestic Violence Strategy was published in 2007. The revised and updated strategy will utilise local statistical evidence gathered from a range of partner organisations such as Police, Harbour, Children's Services, Courts, Housing Hartlepool, North Tees and Hartlepool NHS Foundation Trust and Probation.

The strategy will focus on support for victims, perpetrators and children and young people; awareness raising of the extent and impact of domestic violence and greater emphasis on high risk cases.

How to make representation

Representations should be made to Alison Mawson, Assistant Director (Community Safety and Protection), Regeneration and Neighbourhoods Department, Hartlepool Borough Council, Civic Centre, Victoria Road, TS24 8AY. Tel: 01429 284342 Email: alison.mawson@hartlepool.gov.uk

Further information

Further information can be obtained from:

Brian Neale, Crime and Disorder Manager, Community Safety Office 8 Church Street, Hartlepool, TS24 7DJ. Tel: 01429 405584 Email: brian.neale@hartlepool.gov.uk

DECISION REFERENCE: RN 30 / 10 – HARTLEPOOL TREE STRATEGY 2011 TO 2016

Nature of the decision

To seek Members approval and support of the Hartlepool Tree Strategy 2011 - 2016.

Who will make the decision?

The decision will be made by Cabinet

Ward(s) affected

All

Timing of the decision

The decision will be put to Cabinet following completion of consultation on the draft Strategy which is expected to be finalised in December 2010.

Who will be consulted and how?

Consultation will be carried out with:

- A presentation to Neighbourhood Forums
- Correspondence with Parish Councils
- A report to Planning Committee
- A local press release
- You Town, Your Say e-consultation
- A dedicated page on the Council's website
- A public display in central library

Information to be considered by the decision makers

In November 2005 'A Strategy for Trees in Hartlepool' was adopted by Cabinet. This provided a position statement based on what was known to date and set out a number of aims and objectives with regard to the borough's trees.

Since the adoption of this first tree strategy there have been significant developments in the guidance and research relating to trees at a national level.

During 2009 a review of the 2005 strategy was conducted and it was found that many of the key actions contained in the strategy had been successfully implemented.

This has led to the development of a new tree strategy containing a renewed set of objectives which build on previous achievements as well as seeking to address any failures.

This new 'Tree Strategy for Hartlepool' advocates a more integrated and planned approach to the management of the boroughs publicly owned trees. By adopting this approach and implementing a systematic tree inspection and maintenance regime, Hartlepool Borough Council will have made significant progress towards meeting its duty of care in relation to its publicly owned trees.

How to make representations

Representations should be made to Tony Dixon, Landscape Planning and Conservation, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT.
Telephone 01429 284071,
Email: tony.dixon@hartlepool.gov.uk

Further information

Further information can be sought by contacting Tony Dixon as above

DECISION REFERENCE: RN 32 / 10 – DYKE HOUSE STRANTON GRANGE NEIGHBOURHOOD ACTION PLAN (NAP)

Nature of the decision

To endorse the Neighbourhood Action Plan (NAP) for the Dyke House Stranton Grange neighbourhood, following a detailed process of development, involving extensive community and service provider engagement.

This Plan covers the Dyke House ward plus a small part of the Stranton ward (streets to the North of Mill House Leisure Centre) and Grange ward (streets between Grange Road and Hart Lane, which lie to the west of Duke Street and Mulgrave Road and east of Welldeck Road).

Who will make the decision?

The first draft of the Plan was taken to the Dyke House Stranton Grange Neighbourhood Partnership and the Hartlepool Partnership throughout July and the Community Safety and Housing Portfolio Holder in September 2010. The aim of taking it to partners being to seek agreement to commence consultation on the draft Plan, and to note the proposed 8 week consultation period. It should be noted the proposed timetable has since been pushed back due to the inclusion of the Ipsos MORI data for 2010. The change in the format of the Plan, since previous NAPs have been prepared, has also been noted by partners.

The endorsement of the final Plan will be considered by the above partners from March 2011 (meeting schedule permitting).

Ward(s) affected

Dyke House ward plus a part of the Stranton and Grange wards.

Timing of the decision

The decision is expected to be made in March 2011.

Who will be consulted and how?

Work commenced on developing the NAP for the Dyke House Stranton Grange area in October 2009 with a Halloween Event, at which over 600 people attended. At the event, local people were asked to take part in a survey, to begin to identify what the concerns and issues people in the neighbourhood may have.

Since holding the event, £42,200 funding from the Department for Communities and Local Government (DCLG) through the Connecting Communities Programme, was approved. The funding has been used to intensify the consultation process, offering further opportunities, and increased capacity, to enable consultation to focus on the issues identified by residents, exploring

possible solutions and engaging with residents from across the area that perhaps would not normally engage in the consultation process. The Transport and Neighbourhoods Portfolio Holder noted a report on the Connecting Communities Programme, in February 2010.

A further community event in Spring 2010 has also been undertaken as part of the process, delivered in partnership with the Financial Inclusion Partnership (FIP) and partners from the Economic Forum, with again around 600 people in attendance. This event complemented the NAP health event, which took part on the same site, at the same time. A range of opportunities to consult with local people were available, for all generations, with service providers also in attendance offering information, advice and guidance around the health, debt, employment/unemployment/worklessness agendas. Targeted survey work, door to door, has also been undertaken across the area.

Findings from other work that has been undertaken independently, as part of the Connecting Communities Programme, has also been used in the preparation of the draft Plan. This includes the study undertaken by The Campaign Company on Communications and Local Civic Leadership activity, the Workers Educational Association (WEA), contracted by the Community Development Foundation (CDF) to deliver training for Community Champions, and a Regional Peer for Connecting Communities, contracted by the Leadership Centre, who provided a Local Civic Pride training session. Household Survey data (Ipsos MORI, 2008) and other baseline data and statistics have been examined, to begin to identify some of the key issues of the neighbourhood.

Whilst consultation with residents was ongoing, service providers through their Theme Partnership were asked to prepare a Theme Assessment to inform the development of the NAP. Whilst there has been a mixed response, Theme Partnerships, where possible, have utilised available neighbourhood statistics and sought to involve as many partners as possible in developing the assessment for their Theme. Each Theme Assessment received set out to gain a broad understanding of existing local service provision, to establish gaps in current provision from the service provider's perspective, to identify what service providers feel are the key priorities for the Dyke House Stranton Grange area, and to highlight any opportunities for future development.

Further consultation sessions will be undertaken from January 2011 onwards. This will potentially include an on-line consultation, drop-in sessions, Coffee Mornings, further work with schools serving the area, plus meetings with community/voluntary organisations and partners. The draft Plan will also be considered by the Theme Partnerships, for comments.

The aim of the second round of consultation is to ensure the document provides a real understanding of the issues affecting the quality of life of local people. It will provide an opportunity to make sure that the views and comments received have been incorporated and accurately reflected in the document.

The Plan will be taken to the North Neighbourhood Consultative Forum, as an item for information, once finalised.

Information to be considered by the decision makers

The final Plan, taking account of consultation responses, will be presented for endorsement. The NAP document will identify the priority areas for action, identified by the local community and services providers, arranged under the eight themes of the Community Strategy. The document will be structured in a way that is intended to give a clear picture of the strong themes running through the NAP back to the Community Strategy and the NRS.

How to make representation

Representations can be made in writing to Dave Stubbs, Director of Regeneration and Neighbourhoods, Civic Centre, Victoria Road, Hartlepool, TS24 8AY. Tel. 01429 523301

Email: dave.stubbs@hartlepool.gov.uk.

Further information

Further information can be obtained from Gemma Day, Principal Regeneration Officer, Regeneration and Neighbourhoods Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Tel. 01429 523598. Email: gemma.day@hartlepool.gov.uk.

DECISION REFERENCE: RN 34 / 10 HOUSING ADAPTATIONS POLICY FOR 2010 – 2013

Nature of the decision

Key decision to approve the Housing Adaptations Policy for 2010 – 2013 and agree the annual Action Plan for delivery of this Policy.

Who will make the decision?

The decision will be made by Cabinet.

Ward(s) affected

All wards in Hartlepool Borough

Timing of the decision

The decision is expected to be made in December 2010

Who will be consulted and how?

Consultation will take place with the Housing Partnership, Housing Task Group, Local Implementation Teams, 50+ Forum and other relevant groups as advised by Child and Adult Services.

Information to be considered by the decision makers

The Portfolio Holder will be presented with the draft Policy for approval comprising of a review of the current service(s), a policy framework and an action plan developed for delivery over 3 years. This action plan will be reviewed on an annual basis.

How to make representation

Representations should be made to Dave Stubbs, Director of Regeneration and Neighbourhoods, Civic Centre, Victoria Road, Hartlepool, TS24 8AY. Telephone 01429 523301 e-mail: dave.stubbs@hartlepool.gov.uk.

Further information

Further information can be sought by contacting Nigel Johnson (Housing Regeneration and Policy Manager) 01429 284339

DECISION REFERENCE: RN36 / 10 – DELIVERY OF HARTLEPOOL REGENERATION AND HOUSING REGENERATION STRATEGY -

Nature of the decision

To endorse the Hartlepool Regeneration and Housing Strategy and agree a course of action to ensure an appropriate delivery mechanism is developed to deliver the priority housing and regeneration schemes.

Who will make the decision?

Cabinet will make the decision.

Ward(s) affected

Wards in Central Hartlepool Housing Market Renewal Area the town centre and across the Borough including Seaton Carew will be affected.

Timing of the decision

The decision is expected to be made in December 2010.

Who will be consulted and how?

The development and implementation of the housing market renewal programme in Central Hartlepool has been informed by extensive rounds of community consultations and resident/stakeholder engagement.

Various consultation and reporting exercises have already been carried out regarding a range of regeneration schemes including those associated with the Central Area Investment Framework. Ongoing community consultation and engagement with local residents will remain a key feature of the implementation of the wider regeneration and housing strategy moving forward.

Information to be considered by the decision makers

Cabinet will consider the current national housing and regeneration policy and funding context and how this is going to impact the housing and regeneration programme in Hartlepool. The implications of proposed changes to organisational arrangements at the sub regional and regional level that will affect the housing and regeneration agenda in Hartlepool will also be considered.

Against this background Cabinet will consider the current Housing and Regeneration strategy for Hartlepool and how the Council can continue to deliver the key priorities within the strategy with reduced opportunities for attracting external funding. The need to explore alternative methods of delivery

will be highlighted including the strategic use of Council land and assets to assist delivery.

How to make representation

Representations should be made to Dave Stubbs, Director of Regeneration and Neighbourhoods, Civic Centre, Victoria Road, Hartlepool, TS24 8AY. Telephone 01429 523301 e-mail: dave.stubbs@hartlepool.gov.uk.

Further information

Further information can be obtained from Derek Gouldburn (Urban and Planning Policy Team Manager) 01429 523276 or Nigel Johnson (Housing Regeneration and Policy Manager) 01429 284339

DECISION REFERENCE: RN 37 / 10 PUBLIC PROTECTION SERVICE DELIVERY OPTION REVIEW

Nature of the decision

To consider the outcome of the Service Delivery Options Review and associated recommendations.

Who will make the decision?

The decision will be made by Cabinet

Wards affected

All wards may be affected

Timing of the decision

The decision is expected to be made in December 2010

Who will be consulted and how?

Staff and Trade Union briefings have been carried out and will continue through the life of the review to ensure all views are considered prior to determining the outcome of the review.

Briefings will be presented to the Director's Management Team, Business Transformation and Corporate Management Team and Portfolio holders. It is anticipated updates will be made at Mayor's briefing during the options analysis phase of the review in September prior to Programme Board and Cabinet in October / November 2010.

Trade Union briefings will be carried out depending on options preferred and over which time scales.

Efforts will be taken through the life of the review to ensure all views are considered prior to determining the final outcome.

Information to be considered by the decision makers

The Public Protection SDO review has a 7.5% efficiency target from a budget of £803,588 (2010 / 11). The savings requirement of £94,500 originates from the 2008 / 09 baseline budget. The aims of this review are to:

- Respond to service requests in accordance with agreed service standards, ensuring compliance with legislation and government policy.
- Provide pro-active services, aiming to prevent the need for enforcement or other future intervention, which leads to improved quality of life for residents. This includes ensuring a holistic service delivery approach is taken to controlling pests.

- Work in partnership to tackle shared priorities (for example, licensing – with police and others, tees valley groups – for food, trading standards, air quality reviews).
- Provide value for money in all services and achieve the efficiencies required as part of the Council's business transformation programme.

The scope of this review has been set as wide as possible to yield maximum benefits and efficiencies. As the review proceeds the range of services considered for alternative service delivery may change, but will be excluded in an objective manner to ensure transparency in decision making. Some services are provided by other organisations on behalf of Hartlepool Borough Council. The main aspect of the services is staffing costs.

The initial scoping report, which is still to be considered by Cabinet outlines that the following service areas should be included in this SDO review:

Commercial Services

- Food safety and quality
- Health and safety
- Water supplies
- Animal health
- Infectious disease control

Trading Standards and Licensing

- Product safety
- Weights and measures
- Rogue traders
- Underage sales
- Fair trading

Licensing of:

- Sales of alcohol
- Regulated entertainment
- Late night refreshment
- Taxis
- Gambling
- Petroleum storage
- Sale and storage of fireworks
- Safety of sports grounds

Environmental Protection

- Pest control
- Pollution control
- Air quality monitoring
- Noise control
- Open markets
- Environmental permits
- Statutory nuisance
- Planning consultations

Baseline information that provides a rounded view of service performance will be collated, including data on service standards, thresholds/criteria, performance, customer satisfaction, cost, and how we compares with others (either through nationally established measures or through benchmarking). This will help the Council determine and challenge whether the current provision of services is the most appropriate (as measured against a range of things such as cost, the standard to which we provide it, frequencies, eligibility etc.).

How to make representation

Representations should be made to Alison Mawson, Assistant Director (Community Safety and Protection) Regeneration and Neighbourhoods Department, Civic Centre, Victoria Road, Hartlepool. Telephone: 01429 284342. E Mail: alison.mawson@hartlepool.gov.uk

Further information

Further information can be obtained from Alison Mawson, as above.

DECISION REFERENCE: RN 38 / 10 HOUSING SERVICE DELIVERY OPTION REVIEW

Nature of the decision

To consider the outcome of the Service Delivery Options Review and associated recommendations.

Who will make the decision?

The decision will be made by Cabinet

Wards affected

All wards may be affected

Timing of the decision

The decision is expected to be made in December 2010

Who will be consulted and how?

Staff and Trade Union briefings have been carried out and will continue through the life of the review to ensure all views are considered prior to determining the outcome of the review.

Briefings will be presented to the Director's Management Team, Business Transformation and Corporate Management Team and Portfolio holders. It is anticipated updates will be made at Mayor's briefing during the options analysis phase of the review in September prior to Programme Board and Cabinet in October / November 2010.

Trade Union briefings will be carried out depending on options preferred and over which time scales.

Efforts will be taken through the life of the review to ensure all views are considered prior to determining the final outcome.

Information to be considered by the decision makers

The Housing SDO Review has a 5% efficiency target from a budget of £843,401 (2010 / 11). The savings requirement of £51,648 originates from the 2008 / 9 baseline budget.

The aims of the review are to:

- Respond to service requests in accordance with agreed service standards, ensuring compliance with legislation and government policy.

- Provide pro-active services, aiming to prevent the need for enforcement or other future intervention, which leads to improved quality of life for residents.
- Develop the Housing Option Centre to provide a one-stop-shop for housing services in Hartlepool.
- Provide value for money in all services and achieve the efficiencies required as part of the Council's business transformation programme.

The scope of this review has been set as wide as possible, to yield maximum benefits and efficiencies. As the review progresses, the range of services included may change, but if there are any exclusions, this will be carried out in an objective manner to ensure transparency in decision making. The main aspect of the services is staffing costs.

The initial scoping paper, which was considered by Cabinet on 24 May 2010 agreed that the following service areas should be included in this SDO review:

Private Sector Housing

- Enforcement of environmental health and housing legislation (including empty properties)
- Grants and loans, including disabled facilities grants, minor adaptations (handy person scheme) and special needs rehousing
- Housing stock condition
- Energy efficiency
- Landlord accreditation
- Selective licensing of landlords

Housing Services based in Housing Options Centre

- Statutory housing advice and homelessness, including prevention
- Tenancy relations and enforcement of illegal eviction
- Housing related support and tenancy sustainability, including co-ordination of supported housing panel
- Housing register and choice based letting
- Registered social landlords – monitoring and nomination rights

Housing Regeneration and Policy

- Strategic housing function – production of Hartlepool's housing strategy and involvement in sub-regional housing strategy
- Housing market renewal (HMR) activity
- Affordable Housing – policy, provision and dialogue with Home and Communities Agency
- Registered providers – monitoring, enabling and forming partnerships
- Key lines of enquiry, and link to Local Area Agreement, for housing

Anti-social Behaviour Unit

- Tenant referencing / good tenant scheme

Baseline information that provides a rounded view of service performance will be collated, including data on service standards, thresholds/criteria,

performance, customer satisfaction, cost, and how we compares with others (either through nationally established measures or through benchmarking). This will help the Council determine and challenge whether the current provision of services is the most appropriate (as measured against a range of things such as cost, the standard to which we provide it, frequencies, eligibility etc.).

How to make representation

Representations should be made to Alison Mawson, Assistant Director (Community Safety and Protection) Regeneration and Neighbourhoods Department, Civic Centre, Victoria Road, Hartlepool. Telephone: 01429 284342. E Mail: alison.mawson@hartlepool.gov.uk

Further information

Further information can be obtained from Alison Mawson, as above.

DECISION REFERENCE: RN 40/10 LOCAL ECONOMIC ASSESSMENT

Nature of the decision

The Local Democracy , Economic Development and Construction Act 2009 places a duty on local authorities to produce an economic assessment of their area , thus better able to respond to economic challenges and play a more significant role in promoting economic development.

The Act requires this assessment to be published by April 2011

Who will make the decision?

The decision will be made by Regeneration and Economic Development Portfolio.

Ward(s) affected

All wards will be affected by the development of an economic evidence base which will be used to inform future economic policy and strategy development.

Timing of the decision

The decision is expected to be made on the final draft version of the Local Economic Assessment which will be completed March 2011.

Who will be consulted and how?

There are a number of prescribed consultees as part of the legislative process and in addition key businesses and business representative groups will be consulted.

In additional all key partners including other Council Departments, Job Centre Plus, Business Link and the voluntary/community sector will be consulted.

A range of consultation methods will be employed including workshops, one to one interviews, surveys and dedicated web page consultation framework.

Information to be considered by the decision makers

The Portfolio Holder will consider key economic/socio evidence which will link to a series of key issues which will form the basis for future economic policy and strategy development.

How to make representation

Representations should be made to Antony Steinberg, Economic Development Manager, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT, Tel 01429 523503, Email antony.steinberg@hartlepool.gov.uk

Further information

Further information can be obtained from the above contact and through the following website

<http://www.communities.gov.uk/publications/communities/localeconomicassessmentduty>

DECISION REFERENCE: RN 41/10 JACKSONS LANDING ACQUISITION

Nature of the decision

To seek approval to acquire Jacksons Landing to facilitate regeneration of the site.

Jacksons Landing is identified in the Central Investment Framework adopted by the Council in 2008 as a prominent building on a prominent site that provides the opportunity for a transformational flagship development to be brought forward to help diversify and underpin the Towns economy and increase the vibrancy of the Central Area.

Who will make the decision?

The decision will be made by Cabinet/Council.

Ward(s) affected

All wards may be affected.

Timing of the decision

The decision is expected to be made in December.

Who will be consulted and how?

The proposals will be referred to Cabinet then Council

Information to be considered by the decision makers

A background to the efforts to bring Jacksons Landing into use over previous years will be outlined together with recent developments and approaches from a number of organisations which present an opportunity to acquire the premises and regenerate it. There are proposals for a number of varied uses which could include residential office and leisure and this will depend on the partners who wish to be involved. A business case will be considered to ensure financial issues and other risks are covered.

How to make representation

Representations should be made to Graham Frankland, Assistant Director (Resources), Regeneration and Neighbourhoods Department, Civic Centre, Victoria Road, Hartlepool. Telephone 01429 523211. E Mail: Graham.Frankland@hartlepool.gov.uk

Further information

Further information can be obtained from Graham Frankland as above.

DECISION REFERENCE: RN 42/10 LOCAL ASSET BACKED VEHICLE PLAN

Nature of the decision

To consider the possibility of Hartlepool Borough Council setting up a Local Asset Backed Vehicle (LABV) on its own, in partnership with other public sector land property owners in the borough, or as part of a Tees Valley wide public sector (LABV.)

Who will make the decision?

The decision will be made by Cabinet/ Council.

Ward(s) affected

A LABV is a specially established company set up for the sole purpose of delivering economic, social and environmental regeneration in an area. Until such time as the land and property assets have been identified, it is difficult to identify the specific wards affected. However, it is anticipated that these assets will be used for regeneration purposes to benefit the whole of the borough area and in this respect all wards could potentially be affected.

Timing of the decision

A decision is expected to be made in December 2010 or January 2011.

Who will be consulted and how?

Consultation will be dependant upon the location of the particular property and land assets contained within the overall portfolio and will also be guided by the uses proposed for these assets. However, as the LABV will have borough wide implications, consultation will need to be comprehensive in order to ensure suitable 'buy in.'

Information to be considered by the decision makers

As financial and development markets go through a period of significant change coupled with unprecedented cuts in public sector funding, local authorities need to become even more creative in terms of progressing the delivery of major regeneration in the future.

One of the ways this could be achieved is by the use of specially created regeneration bodies, often referred to as Local Asset Backed Vehicles (LABVs.) LABVs are partnerships between the public and private sector in which traditionally the public sector invests its land and property assets in return for which the private sector invests equity or debt finance.

Should this Council wish to establish such a partnership with the private sector, it will need to consider what the potential benefits are, what assets it may wish to invest, what uses these assets may be put to, which regeneration projects are its priorities and how it can secure the right private sector development/ funding partner. In addition, it may also wish to consider whether it wishes to set up a Council/ private sector LABV, as a Hartlepool public sector/ private sector LABV, or even a Tees Valley wide public sector/ Private sector LABV.

How to make representation

Representation should be made to Damien Wilson, Assistant Director (Planning and Regeneration), Regeneration and Neighbourhoods Department, Civic Centre, Victoria Road, Hartlepool. Telephone: 01429 523400. E Mail: damien.wilson@hartlepool.gov.uk.

Further information

Further information can be obtained from Damien Wilson, as above.

DECISION REFERENCE: RN 43/10 LOCAL ENTERPRISE PARTNERSHIP/TEES VALLEY INVESTMENT PLAN

Nature of the decision

To consider a status report on the setting up of Local Enterprise Partnerships (LEPs) following the Government decision to abolish Regional Development Agencies (RDAs) including the recent announcement that Tees Valley has been successful in achieving LEP for the sub-region and, to agree the draft Tees Valley Economic Regeneration Investment plan, which includes priority regeneration projects for Hartlepool for which public sector funding support is required to bring forward delivery over the next 3 years.

Who will make the decision?

The decision will be made by Cabinet/Council following consultation with Portfolio Holder for Regeneration and Economic Development.

Ward(s) affected

While most of the projects proposed for delivery in the first three years of the Tees Valley Economic Regeneration Investment plan are specific to individual wards, their potential impacts could affect all wards in the borough. This is particularly pertinent to projects linked to economic development and the creation of employment opportunities.

Timing of the decision

The decision is expected in December 2010.

Who will be consulted and how?

General consultation regarding the LEP and the Tees Valley Economic Regeneration Investment plan will be via the Hartlepool Partnership and specific business consultation exercises conducted by Tees Valley Unlimited (TVU.)

However, as individual project proposals come forward for delivery, more widespread consultation and engagement will take place involving Portfolio Holders, Cabinet, Key stakeholders, Neighbourhood Fora and local residents. The extent of the consultation will be driven by the nature of the individual projects, for example Housing Market Renewal projects in specific estates will require significant local resident engagement and involvement.

Information to be considered by the decision makers

The Government has announced the abolition of RDAs. In doing so, they announced its intention to create LEPs which would be seen as business led local partnerships whose prime motive is to encourage and focus activities around economic growth.

To assist the delivery of its ambition to encourage economic growth, the government has also launched the Regional Growth Fund (RGF) worth £1.4bn over the next three years. This funding will only be accessible to LEPs or private sector.

TVU has led the process to develop a successful bid for a LEP for Tees Valley and has also led the process to develop the Tees Valley Economic Regeneration Investment plan supported by Directors of Regeneration from the 5 Tees Valley Local Authorities. This document is important in setting the boundaries for RGF bid for the Tees Valley and could also act as the key bidding document for other much needed external funding, for example, Homes and Communities Agency (HCA.)

How to make representation

Representation should be made to Damien Wilson, Assistant Director (Planning and Regeneration), Regeneration and Neighbourhoods Department, Civic Centre, Victoria Road, Hartlepool. Telephone: 01429 523400. E Mail: damien.wilson@hartlepool.gov.uk.

Further information

Further information can be obtained from Damien Wilson, as above.

DECISION REFERENCE: RN 44/10 PHOTO VOLTAIC RETRO – FIT PROPOSAL

Nature of the decision

To consider the possibility of Hartlepool Borough Council entering into a joint partnership agreement with Housing Hartlepool, other social housing providers and public sector partners install photo voltaic panels to all their buildings with suitable aspect in order to generate its own power. In doing so, this could, not only reduce its own energy costs, but also reduce the energy cost of residents in the borough. At the same time the partners could take advantage of government incentives to generate electricity to feed into the National Grid, in return for which a financial tariff is paid thereby providing an additional income stream for the Council and its partners.

Who will make the decision?

The decision will be made by Cabinet/ Council.

Ward(s) affected

It is likely that all wards could be affected, depending upon where the social housing stock is located as well as other public sector assets, including potentially schools, community buildings, Council offices and other public buildings.

Timing of the decision

A decision is expected to be made in December 2010 or January 2011.

Who will be consulted and how?

Consultation will depend upon which public sector organisations choose to work in partnership with the Council, but it will also need to include all residents within houses where the PV cells are to be installed along with elected members within the wards affected.

Information to be considered by the decision makers

Decision makers will need to consider the following information in order to proceed with a borough wide PV Retro – fit scheme,

- The benefits to tenants of social housing.
- The benefits to owners of social housing stock.
- The benefits to the Council/ and as its other public sector partners. considering PV Retro – fit schemes on public buildings.
- The capital costs associated with the installation.
- The maintenance and replacement costs over the lifetime of the equipment/ scheme.
- The potential income stream from generating power into the National Grid.
- The mechanism/ business model for any such partnership with other public sector/ private sector partners.

How to make representation

Representation should be made to Damien Wilson, Assistant Director (Planning and Regeneration), Regeneration and Neighbourhoods Department, Civic Centre, Victoria Road, Hartlepool. Telephone: 01429 523400. E Mail: damien.wilson@hartlepool.gov.uk.

Further information

Further information can be obtained from Damien Wilson, as above.

DECISION REFERENCE: RN 45 / 10 TEES VALLEY MERGER FOR BUILDING CONTROL SERVICE

Nature of the decision

To approve the decision for Hartlepool not to enter into a Tees Valley merger for the Building Control service.

Who will make the decision?

The decision will be made by Cabinet.

Ward(s) affected

As Building Control by its nature covers all building work it will touch all wards within the Borough.

Timing of the decision

The decision is expected to be made in December 2010.

Who will be consulted and how?

All Building Control staff have been consulted throughout these discussions, some direct via a full day workshop in July 2010 with representatives from all 5 Tees Valley boroughs. Input and comments made by staff have been considered and some are included in the proposal offered by Xentral.

Information to be considered by the decision makers

Issues raised during consultation meetings are considered important to Hartlepool are missing from the published business plan and other measures for the merger are seen as not advantageous for Hartlepool Borough Council.

Due to the concerns raised it is thought that the proposed merger will have a negative impact on Hartlepool's ability to continue to provide a respected, professional and efficient Building Control service. Hartlepool should therefore continue to run an efficient Building Control service for its residents and local businesses and continue to monitor and improve its service to achieve continued success in a very competitive market.

How to make representation

Representations should be made to Damien Wilson, Assistant Director (Regeneration & Planning), Civic Centre, Victoria Road, Hartlepool, TS24 8AY. Telephone 01429 523401 e-mail: damien.wilson@hartlepool.gov.uk

Further information

Further information can be obtained from Damien Wilson as above, or Garry Hutchison, Building Control Manager, Bryan Hanson House, TS24 7BT. Telephone 01429 523290 e-mail: garry.hutchison@hartlepool.gov.uk

APPENDIX 1

DETAILS OF DECISION MAKERS

THE CABINET

Many decisions will be taken collectively by the Cabinet.

- The Mayor, Stuart Drummond
- Councillors Brash, Hall, Hargreaves, Hill, Jackson, Payne and H Thompson

EXECUTIVE MEMBERS

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

Community Safety and Housing Portfolio
Finance and Procurement Portfolio
Adult and Public Health Services Portfolio
Children's Services Portfolio
Culture, Leisure and Tourism Portfolio
Performance Portfolio
Regeneration and Economic Development Portfolio
Cabinet Member without Portfolio

The Mayor, Stuart Drummond
Robbie Payne
Ged Hall
Cath Hill
Hilary Thompson
Jonathan Brash
Pamela Hargreaves
Peter Jackson

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 DECEMBER 2010

CE 42/10 (page 7)	Service Delivery Options – Revenues, Benefits and Means Tested Services	Cabinet
CAS 81/10 (page 10)	Tees Archaeology Service Delivery Options Review	Cabinet
CAS 82/10 (page 12)	Libraries and Community Service Delivery Option Review	Cabinet
CAS 83/10 (page 14)	Sport and Recreation Service Delivery Option	Cabinet
RN 13/09 (page 21)	Disposal of Surplus Assets	Cabinet or Portfolio Holder
RN 24/10 (page 23)	Parking Strategy	Portfolio Holder
RN 27/10 (page 24)	Hartlepool Alcohol Harm Reduction Strategy	Cabinet
RN 30/10 (page 30)	Hartlepool Tree Strategy 2011 to 2016	Cabinet
RN 34/10 (page 35)	Housing Adaptation Policy for 2010-2013	Cabinet
RN 36/10 (page 36)	Delivery of Hartlepool Regeneration and Housing Regeneration Strategy	Cabinet
RN 37/10 (page 38)	Public Protection Service Delivery Option Review	Cabinet
RN 38/10 (page 41)	Housing Service Delivery Option Review	Cabinet
RN 41/10 (page 46)	Jacksons Landing Acquisition	Cabinet
RN 42/10 (page 48)	Local Asset Backed Vehicle Plan	Cabinet
RN 43/10 (page 50)	Local Enterprise Partnership/Tees Valley Investment Plan	Cabinet
RN 44/10 (page 52)	Photo Voltaic Retro-fit Proposal	Cabinet
RN 45/10 (page 54)	Tees Valley Merger for Building Control Service	Cabinet

2. DECISIONS EXPECTED TO BE MADE IN JANUARY 2010

RN 28/10 (page 26)	Hartlepool Social Behaviour Strategy	Cabinet
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3. DECISIONS EXPECTED TO BE MADE IN FEBRUARY 2011

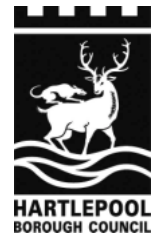
No decisions currently scheduled

4. DECISIONS EXPECTED TO BE MADE IN MARCH 2011

RN 29/10 (page 28)	Hartlepool Domestic Violence Strategy	Cabinet
RN 32/10 (page 32)	Dyke House/Stranton/Grange Neighbourhood Action Plan (NAP)	Portfolio Holder
RN 40/10 (page 44)	Local Economic Assessment	Portfolio Holder

SCRUTINY CO-ORDINATING COMMITTEE

10th December 2010



Report of: Head of Performance & Partnerships

Subject: HARTLEPOOL PARTNERSHIP AND COUNCIL
PROPOSED OUTCOME FRAMEWORK 2011-15

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to provide the opportunity for the Scrutiny Coordinating Committee to consider the proposed outcome framework for 2011-15 which will be used as the framework for developing Departmental plans, the Corporate Plan and the Hartlepool Partnership Performance Management Framework for 2011/12.

2. BACKGROUND INFORMATION

- 2.1 Service planning for the last 3 years has been based on a common set of outcomes shared by the Council in the Departmental and Corporate Plans and the Hartlepool Partnership in its Local Area Agreement (LAA). Since 2006 the LAA has provided the delivery plan for the Community Strategy in the short to medium term and has been refreshed annually. Over that time there have been some amendments to the outcome framework and in 2010/11 a child poverty outcome was added. The Departmental and Corporate Plans have also included a small number of additional outcomes that do not form part of the LAA.
- 2.2 The current LAA will end in March 2011 and we have recently received confirmation that there will be no requirement from central government to prepare a new LAA from April 2011. The removal of this requirement provides an opportunity to review the outcome framework and develop a more targeted and slimmed down version of what is currently in place. With this in mind a review of the outcome framework has been undertaken.

3. SERVICE PLANNING 2011/12

- 3.1 The Corporate Plan is the Council's top-level plan. It sets out the Council's top priorities and contributions for delivering the Community Strategy aims in

2011/12. Progress is reported regularly to Cabinet and Scrutiny Coordinating Committee throughout the year.

- 3.2 As in previous years, the focus of the Corporate Plan for 2011/12 will be on addressing the key issues facing the Borough and its residents and the Council. Maintaining a focus on the key issues is particularly important as the Council seeks to maintain its effectiveness while addressing the reduction in funding from Central Government. Additional activities will be picked up through Departmental plans which are reported to individual portfolio holders.
- 3.3 The four key elements of the framework and plans will remain unchanged – outcomes, actions, Performance Indicators (PIs) and risks. However, the timetable for service planning has been brought forward following requests made last year by Scrutiny Coordinating Committee to enable sign off of the Corporate Plan before the end of the municipal year. The proposed Corporate and Departmental plans for 2011/12 will be taken through the relevant Scrutiny Forums in January and February 2011 with final discussion at Scrutiny Coordinating Committee at the meeting on 25th February 2011.

4. PROPOSED OUTCOME FRAMEWORK 2011-15

- 4.1 The Council's service planning framework is based on having a clear set of outcomes that the Council is working towards achieving. Therefore, the first stage of the service planning process for 2011/12 is to develop and agree the Partnership and Council outcome framework. This will form the framework from which the Corporate Plan, all Departmental Plans and the Hartlepool Partnership Performance Management Framework (PMF) will be derived.
- 4.2 Discussions have taken place with Council Officers from across all Departments on the revision of the outcome framework. These discussions have also considered the additional departmental and organisational development outcomes that are currently included within the Departmental and Corporate Plans. The proposed outcome framework for 2011-15 including the identified outcome owners is included as **Appendix 1**. The outcome framework that is proposed contains 24 Partnership outcomes, which is a reduction of 10 on the previous framework, 3 departmental outcomes for Regeneration & Neighbourhoods and 6 Organisational Development outcomes, a reduction of 5 from 2010/11.

5. NEXT STEPS

- 5.1 Further work is currently being undertaken to develop the actions that will underpin the outcomes, and which will ultimately appear in the Service Planning documents. The key steps in agreeing the Departmental and Corporate plans are as follows:

Who	What	When
Scrutiny Coordinating Committee	Agreement of the outcome framework	10 th Dec 2010
Cabinet	Agreement of the outcome framework	20 th Dec 2010
Scrutiny Coordinating Committee Scrutiny Forums: <ul style="list-style-type: none"> - Adult & Community Services - Children's Services - Neighbourhood Services - Regeneration & Planning Services - Health 	Consideration of the Departmental and Corporate plans including actions, performance indicators and risks that underpin each outcome	Jan / Feb 2011
Scrutiny Coordinating Committee	Consideration of the proposed Corporate Plan	25 th Feb 2011
Scrutiny Coordinating Committee Cabinet Council	Agreement of the Corporate Plan	March / April 2011

3. RECOMMENDATIONS

- 3.1 That Members of the Forum consider and agree the proposed outcome framework for 2011-15.

4. BACKGROUND PAPERS

- 4.1 The following background papers were used in the preparation of this report:-
- (i) Hartlepool Borough Council Corporate Plan 2010/11
 - (ii) Hartlepool's Local Area Agreement 2008-11 (refresh 2010)
 - (iii) LAA Delivery and Improvement Plan 2010/11

Copies of document (i) are available at:

http://www.hartlepool.gov.uk/downloads/file/6262/corporate_plan_201011

Copies of documents (ii) and (iii) are available at are available at:

http://www.hartlepoolpartnership.co.uk/info/7/local_area_agreement

5. CONTACT OFFICER

Joanne Smithson – Head of Performance & Partnerships
 Chief Executive's Department – Corporate Strategy
 Hartlepool Borough Council
 Tel: 01429 284161
 Email: joanne.smithson@hartlepool.gov.uk

Jobs & the Economy

Outcome	Outcome Owner 2010/11
1. Hartlepool has increased levels of investment and is globally competitive	Antony Steinberg
2. People have greater access to employment and skills opportunities	Antony Steinberg
3. Fewer children in Hartlepool experience the effects of poverty	Danielle Swainston (C&AS)
4. People have greater access to financial information, advice and support particularly those currently excluded	John Morton (CEX)

Additional Regeneration & Neighbourhoods Department outcomes proposed:

Outcome	Outcome Owner 2010/11
25. Hartlepool is at the forefront of economic policy making at the national, regional and sub-regional levels	Derek Gouldbum (R&N)
26. Key public buildings and spaces are improved to reflect Hartlepool's economic ambition	Andy Golightly (R&N)

Lifelong Learning & Skills

Outcome	Outcome Owner 2010/11
5. To promote opportunities for all children and young people to reach their full potential by accessing good quality teaching and curriculum provision which fully meets their needs and enables them to participate in and enjoy their learning	Caroline O'Neill (C&AS)
6. Provision of high quality learning and skills opportunities that drive economic competitiveness, widen participation and build social justice	Diane Martin (R&N)

Health & Wellbeing**8.1 Appendix 1**

Outcome	Outcome Owner 2010/11
7. Improve health by reducing inequalities and improving access to services	Louise Wallace (C&AS)
8. Be healthy – children enjoy good physical and emotional health and live a healthy lifestyle	Louise Wallace (C&AS)
9. Children & young people are safe	Sally Robinson (C&AS)
10. Vulnerable adults are supported and safeguarded and people are able to maintain maximum independence while exercising choice and control about how their outcomes are achieved	Jill Harrison (C&AS)

Community Safety

Outcome	Outcome Owner 2010/11
11. Hartlepool has reduced crime and repeat victimisation	Brian Neale (R&N)
12. There is reduced harm caused by drugs and alcohol misuse	Chris Hart (R&N)
13. Communities have improved confidence and feel more cohesive and safe	Sally Forth (R&N)
14. Offending and re-offending has reduced	Chris Catchpole (R&N)

Environment

Outcome	Outcome Owner 2010/11
15. Hartlepool has an improved natural and built environment	Damien Wilson (R&N)
16. Quality local environments where public and community open spaces are clean, green and safe	Clare Clark (R&N)
17. Provide a sustainable, safe, efficient, effective and accessible transport system	Mike Blair (R&N)
18. Hartlepool is prepared for the impacts of climate change and takes action to mitigate the effects	Paul Hurwood (R&N)

Housing**8.1 Appendix 1**

Outcome	Outcome Owner 2010/11
19. Hartlepool has a more balanced housing provision	Amy Waters (R&N)
20. The quality of existing housing has been improved	Sylvia Pinkney (R&N)
21. Vulnerable people have improved access to accommodation which meets their need	Lynda Igoe (R&N)

Culture & Leisure and Community Learning

Outcome	Outcome Owner 2010/11
22. People enjoy equal access to leisure, culture, sport, libraries and community learning which enrich their lives, improve the places where they live, and strengthen communities.	John Mennear (C&AS)

Strengthening Communities

Outcome	Outcome Owner 2010/11
23. Local people have a greater voice and influence over local decision making and the delivery of services	Denise Ogden (R&N)
24. Make a positive contribution – people are involved with the community and society	John Robinson (C&AS)

Additional Regeneration & Neighbourhoods Department outcome proposed:

Outcome	Outcome Owner 2010/11
27. Improved community awareness of how to respond to emergency situations	Alastair Smith (R&N)

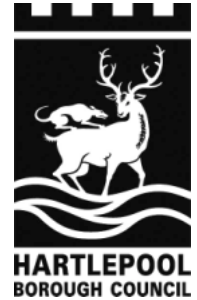
Organisational Development

8.1 Appendix 1

Outcome	Outcome Owner 2010/11
28. Improve the efficiency and effectiveness of the organisation	Andrew Atkin/Chris Little (CEX)
29. Deliver effective customer focussed services, meeting the needs of diverse groups and maintaining customer satisfaction	Joanne Machers (CEX)
30. Maintain effective governance arrangements for core business and key partnerships	Peter Devlin (CEX)
31. Maintain effective Performance, Finance and Risk Management Arrangements	Andrew Atkin/Chris Little (CEX)
32. Maintain the profile and reputation of the Council	Andrew Atkin (CEX)
33. Deliver effective Member and Workforce arrangements, maximising the efficiency of the Council's Democratic function	Andrew Atkin/Peter Devlin/Joanne Machers (CEX)

SCRUTINY CO-ORDINATING COMMITTEE

10 December 2010



Report of: Scrutiny Support Officer

Subject: REFERRAL INTO REVENUES AND BENEFITS SERVICE DELIVERY OPTION REPORT – SCOPING REPORT

1. PURPOSE OF REPORT

- 1.1 To make proposals to Members of the Scrutiny Co-ordinating Committee for their forthcoming referral into 'Revenues and Benefits Service Delivery Option Report'.

2. BACKGROUND INFORMATION

- 2.1 The Business Transformation Programme Board met on 16 November, where the Board received a letter from the Chair of the Scrutiny Co-ordinating Committee, raising serious concerns about an agenda item the Board was considering relating to Revenues and Benefits.
- 2.2 Following the meeting of the Business Transformation Programme Board of 16 November 2010, the Chair of the Scrutiny Co-ordinating Committee received a letter from the Performance Portfolio Holder; in their position as Chair of the Business Transformation Programme Board; agreeing to refer the 'Revenues and Benefits Service Delivery Option Report' to the Scrutiny Co-ordinating Committee.

3. OVERALL AIM OF THE SCRUTINY REFERRAL

- 3.1 To gain an understanding of the proposals contained in the 'Revenues and Benefits Service Delivery Option Report' and assess those proposals against

Scrutiny Co-ordinating Committee's investigation into Child Poverty / Financial Inclusion.

4. PROPOSED TERMS OF REFERENCE FOR THE SCRUTINY REFERRAL

4.1 The following Terms of Reference for the investigation/review are proposed:-

- (a) To gain an understanding of the rationale and level of savings required for this service area as part of the business transformation process;
- (b) To explore and express a view on the proposals for savings identified within the 'Revenues and Benefits Service Delivery Option Report';
- (c) To consider if there are any additional / alternative potential savings not currently identified in the 'Revenues and Benefits Service Delivery Option Report'; and
- (d) To analyse the impact of the 'Revenues and Benefits Service Delivery Option Report' in relation to the Committee's investigation into Child Poverty / Financial Inclusion.

5. POTENTIAL AREAS OF ENQUIRY / SOURCES OF EVIDENCE

5.1 Members of the Forum can request a range of evidential and comparative information throughout the Scrutiny review.

5.2 The Forum can invite a variety of people to attend to assist in the forming of a balanced and focused range of recommendations as follows:-

- (a) Cabinet Member with Portfolio Holder for Performance;
- (b) Assistant Chief Finance and Customer Services Officer; and
- (c) Business Transformation Team.

7. REQUEST FOR FUNDING FROM THE DEDICATED OVERVIEW AND SCRUTINY BUDGET

7.1 Consideration has been given, through the background research for this scoping report, to the need to request funding from the dedicated Overview and Scrutiny budget to aid Members in their enquiry. At this stage no additional funding has been identified as being necessary to support Members in their investigation. Members, however, may wish to seek additional funding over the course of the investigation and the pro forma attached at

Appendix A outlines the criteria on which a request to Scrutiny Co-ordinating Committee will be judged.

8. PROPOSED TIMETABLE OF THE SCRUTINY REFERRAL

8.1 Detailed below is the proposed timetable for the review to be undertaken, which may be changed at any stage:-

10 December 2010 – Members to receive and agree Scoping Report. Meeting to be adjourned

17 December 2010 – Reconvened meeting of Scrutiny Co-ordinating Committee to receive evidence in relation to Referral.

24 January 2011 – Consideration of Final Report by the Cabinet

9. RECOMMENDATION

9.1 Members are recommended to agree the Scrutiny Co-ordinating Committee's remit of the Scrutiny referral as outlined in paragraph 4.1

Contact Officer: - James Walsh – Scrutiny Support Officer
Chief Executives Department – Corporate Strategy
Hartlepool Borough Council
Tel: - 01429 523647
Email:- james.walsh@hartlepool.gov.uk

BACKGROUND PAPERS

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

APPENDIX A

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

Title of the Overview and Scrutiny Committee: SCRUTINY CO-ORDINATING COMMITTEE
Title of the current scrutiny investigation for which funding is requested: Referral into Revenues and Benefits Service Delivery Options
To clearly identify the purpose for which additional support is required:
To outline indicative costs to be incurred as a result of the additional support:
To outline any associated timescale implications:
To outline the 'added value' that may be achieved by utilising the additional support as part of the undertaking of the Scrutiny Investigation:

To outline any requirements / processes to be adhered to in accordance with the Council's Financial Procedure Rules / Standing Orders:

To outline the possible disadvantages of not utilising the additional support during the undertaking of the Scrutiny Investigation:

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

SCRUTINY CO-ORDINATING COMMITTEE

10 December 2010



Report of: Assistant Chief Finance and Customer Services Officer

Subject: REFERRAL INTO REVENUES AND BENEFITS SERVICE DELIVERY OPTION REPORT – COVERING REPORT

1. PURPOSE OF THE REPORT

- 1.1 To seek the Committee's views on the Revenues and Benefits Service Delivery Option Report in relation to the referral from the Business Transformation Programme Board.

2. BACKGROUND INFORMATION

- 2.1 Members will be aware that at the meeting of this Committee on 10 December 2010, the Terms of Reference and Potential Areas of Inquiry / Sources of Evidence for this scrutiny investigation were approved by the Committee.
- 2.2 Consequently attached as **Appendix A** to this report is the Revenues and Benefits Service Delivery Option Report which was tabled at the Business Transformation Programme Board of 16 November 2010.
- 2.3 Members should note that the 'Revenues and Benefits Service Delivery Option Report'; attached as **Appendix A** to this report; CONTAINS EXEMPT INFORMATION UNDER SCHEDULE 12A LOCAL GOVERNMENT ACT 1972 (AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) ORDER 2006) NAMELY, PARA 1 – INFORMATION RELATING TO ANY INDIVIDUAL; AND PARA 2 – INFORMATION WHICH IS LIKELY TO REVEAL THE IDENTITY OF AN INDIVIDUAL.

3. RECOMMENDATIONS

- 3.1 That Members note the content of this report and the report attached as **Appendix A**, seeking clarification on any relevant issues where felt appropriate.

Contact Officer:- John Morton – Assistant Chief Finance and Customer Services Officer
Chief Executive's Department – Benefits
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BACKGROUND PAPERS

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