

REPLACEMENT AGENDA

CABINET AGENDA



Monday, 7 March 2011

at 9.15 am

in Committee Room B, Civic Centre, Hartlepool

MEMBERS: CABINET:

The Mayor, Stuart Drummond

Councillors Brash, Hall, Hargreaves, Hill, Jackson, Payne and H Thompson

- 1. APOLOGIES FOR ABSENCE**
- 2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**

3. MINUTES

To receive the Record of Decision in respect of the Cabinet meeting held on
22 February 2011 (previously circulated)

4. BUDGET AND POLICY FRAMEWORK

No items

5. KEY DECISIONS

- 5.1 Changes To The Tees Valley Choice Based Letting Policy – *Director of Regeneration and Neighbourhoods*
- 5.2 Concessionary Local Bus Travel – *Director of Regeneration and Neighbourhoods*

REPLACEMENT AGENDA

6. OTHER ITEMS REQUIRING DECISION

- 6.1 Brinkburn Pool – *Director of Child and Adult Services*
- 6.2 Hartlepool Community Network – *Director of Regeneration and Neighbourhoods*
- 6.3 Fire Safety And Safety At Public Meetings – *Chief Customer and Workforce Services Officer*

7. ITEMS FOR DISCUSSION/INFORMATION

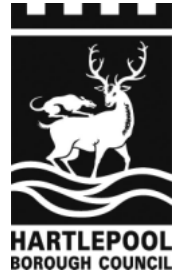
- 7.1 Quarter 3 – Capital and Accountable Body Programme Monitoring Report 2010/2011 – *Chief Finance Officer*
- 7.2 Quarter 3 – Corporate Plan and Revenue Financial Management Report 2010/2011 – *Corporate Management Team*

8. REPORTS FROM OVERVIEW OF SCRUTINY FORUMS

No items

CABINET REPORT

7 March 2011



Report of: Director of Regeneration and Neighbourhoods

Subject: CHANGES TO THE TEES VALLEY CHOICE BASED LETTING POLICY

SUMMARY

1. PURPOSE OF REPORT

The purpose of this report is to provide Members with information on the Compass Choice Based Lettings (CBL) scheme following its first year of operation.

A review of the Common Allocations Policy has identified six areas of the policy that are proposed for change and this report also seeks approval for the recommended changes.

2. SUMMARY OF CONTENTS

The report provides information on the first year of operation of the Compass CBL scheme and an analysis of the levels of housing need reflected by the priority bands applicants are awarded.

The Common Allocations Policy governing the CBL scheme has now been subject to a review and consultation has been carried out with applicants, stakeholders and other relevant parties over six particular changes.

The six areas of the policy proposed for amendment are;

- 1) Clarification of why and how local lettings policies will be used
- 2) The removal of cumulative need
- 3) Restriction of Band 1+ to main householder only in regeneration schemes
- 4) Clarification of Band 1 for HM forces applicants
- 5) Removal of 'Property of the Week'
- 6) Amendment of Local Connection definition

3. RELEVANCE TO CABINET

The Common Allocations Policy governing Choice Based Lettings is a key factor in meeting the housing needs of the town.

4. TYPE OF DECISION

Key Decision test ii applies Forward Plan reference Number RN 50 / 10

5. DECISION MAKING ROUTE

Cabinet decision 21st February 2011

6. DECISION(S) REQUIRED

- i) Members are asked to note the information on the Compass Choice Based Letting (CBL scheme) provided within the report.
- ii) Members are asked to approve, in principle, the proposed amendments to the Common Allocations Policy as outlined at paragraph 5.2 of the report, with the exception of;
 - Removal of 'cumulative need', members have indicated that this should be kept for applicants in band 1 and 2.
 - restricting the priority banding to main householder only for those affected by regeneration schemes i.e. point 3) were it is proposed the existing policy be retained as a local variation applicable only for rehousing in Hartlepool.
- iii) Members are also asked to approve that implementation of these changes be delayed until the outcome of the Government's consultation paper, Local decisions: a fairer future for social housing are known in order to save on costs. Any further necessary changes to the Common Allocation Policy will be referred back to Cabinet for approval.

Report of: Director of Regeneration and Neighbourhoods

Subject: CHANGES TO THE TEES VALLEY CHOICE BASED LETTING POLICY

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to provide Members with information on the Compass Choice Based Lettings (CBL) scheme following its first year of operation.
- 1.2 A review of the Common Allocations Policy has identified six areas of the policy that are proposed for change and this report also seeks approval for the recommended changes.

2. BACKGROUND

2.1 Choice Based Lettings Scheme

Hartlepool Borough Council is a member of the Compass Choice Based Lettings Scheme. This is a sub regional Choice Based Lettings (CBL) scheme, which advertises social housing vacancies throughout the Tees Valley. The scheme also advertises vacancies from accredited private landlords and opportunities for mutual exchanges between social housing tenants. The Common Allocations Policy governs the scheme and determines the levels of priority applicants are awarded.

- 2.2 In addition to Hartlepool Borough Council, the Compass partnership is comprised of:

- Housing Hartlepool
- Middlesbrough Council
- Erimus Housing;
- Stockton Borough Council;
- Tristar Homes;
- Redcar & Cleveland Borough Council;
- Coast & Country; and,
- Darlington Borough Council

Representation from local Registered Providers of social housing (RP's) is also featured within the partnership by an officer from Endeavour Housing Association. The group adopted a partnership agreement that set out the purpose and governance of the group and the requirements of each partner, including financial contributions to the scheme.

- 2.3 The reason for having a sub regional scheme is to provide greater choice and mobility to customers. All the partners within the scheme have adopted the

Common Allocations Policy; the aim of having a single policy is to provide a consistent approach to the letting of properties in the Tees Valley for both applicants and other stakeholders involved with the scheme. An additional benefit is that this is more cost effective and efficient for participating organisations. The Policy sets out who is eligible to join the Housing Register and how priority is decided when allocating a home.

- 2.4 The Policy was developed by the partners to incorporate all relevant policy and legislative content. Cabinet approved the initial policy in December 2008 enabling the implementation of the sub regional CBL scheme in July 2009.
- 2.5 The way in which CBL operates is that the participating organisations advertise their vacant properties on a weekly bidding cycle. The local authority housing partners advertise 100% of their properties and the remaining RP's in the region advertise 50% of their vacant stock for which they would previously have requested nominations from the Housing Register. Applicants to the scheme then place bids upon the property in which they would like to live. The banding system is used for the purpose of ranking an applicant's priority, and their priority is assessed upon application, and determined according to their housing need.

3. THE SITUATION SO FAR

- 3.1 The introduction of CBL required that the entire waiting list of 3,600 applicants as of June 2009 needed to be renewed, as new and additional information was required which was not held under the old system. A new IT system was also introduced to run CBL.
- 3.2 Housing Hartlepool manage the application process and waiting list on behalf of the Council and have provided the following information. Please note that some of the statistics have been taken at varying times and do not always add up to the same total of applications.
- 3.3 The renewal rate of applications under the new system was lower than anticipated with the result that the initial waiting list in Hartlepool on the 'go live' date in June 2009 was 1,644 applications. This was a reflection that the waiting list had not been reviewed for a year and numerous applications had not been cancelled from individuals who had found their own housing solutions or moved address. However, the waiting list has increased rapidly since that date and at the end of June 2010 stood at 2,582 applications. Applications are currently being registered at the average rate of 170 per month, although the net increase in the waiting list is lower due to the average of 50 people re-housed every month.
- 3.4 An analysis of the waiting list indicates the following numbers in each priority band:

Band 1	125	(4.9%)	Urgent housing needs (e.g. statutory homeless, medical need etc.)
Band 2	394	(15.6%)	High housing needs (e.g. threatened homeless, overcrowding etc.)

Band 3	129	(5.1%)	Other housing needs and efficient use of housing stock
Band 4	1,882	(74.4%)	No or low level housing need

3.5 The waiting list has also been analysed by age and ethnic origin, as follows:

Age group	Band 1	Band 2	Band 3	Band 4	Total
16 – 24	40	33	33	321	426
25 – 44	42	60	85	657	844
45 – 59	17	106	13	371	507
60 – 64	7	54	2	146	209
65 – 74	23	77		228	328
75+	10	72		185	267
TOTAL	139	402	133	1908	2582

Ethnic origin	Band 1	Band 2	Band 3	Band 4	Total
Not completed	12	35	5	159	211
Asian or Asian British Bangladeshi				1	1
Asian or Asian British other				1	1
Asian or Asian British Pakistani		1		2	3
Black or Black British African	1	1		2	4
Chinese				3	3
Irish Traveller/Gypsy/Romany			1	1	2
Mixed White and Asian				1	1
Mixed White and Black African		1		1	2
Mixed White and Black Caribbean	1			1	2
Other Ethnic Group				2	2
Prefer not to answer	3	8	3	50	64
White British	121	352	123	1650	2246
White Irish	1	3	1	14	19
White Other		1		20	21
Total	139	402	133	1908	2582

3.6 Within the respective bands the reasons for priority statistics are as follows:

Band 1

Statutory homeless	5.0%
Urgent medical needs	23.7%
Under occupying 2+	11.5%
Threatened homeless	38.8%
Welfare grounds	17.3%
Risk of abuse	3.6%

Band 2

High medical needs	66.9%
Homeless non priority	14.2%
Child/Preg above ground	3.5%
Under occupying 1	15.2%
Sharing facilities	0.2%

Band 3

Bed space short	94%
Leaving Tied accom	2.3%
Relationship breakdown with children	3.8%

4. BIDDING

4.1 A key factor for CBL is the ability and ease with which applicants can register their bid for the advertised vacancy. The different methods of bidding for properties are

through the internet, by telephoning or calling in the Housing Options Centre or Housing Hartlepool offices, through the automated telephone bidding and by text messaging.

- 4.2 Applicants can also register to use the automated bidding function under which their interest is registered for up to 3 properties per week for property type and areas that they have set as their preferences.
- 4.3 Between June 2009 and June 2010, 1,263 different applicants who remain applicants and have not been re-housed, have placed bids for properties whilst a further 1,329 have not been active on the system. Further investigation into the reasons why so many applicants have not placed any bids is needed and will be carried out however many applicants have indicated that they have registered in anticipation of future needs or that they have not been interested in any of the vacancies advertised so far.
- 4.4 The most popular method of bidding has been through the internet, with 70% of personal bidders using this mechanism; a further 29.7% of personal bidders have contacted the offices, whilst the numbers using automated telephone or text messaging has been negligible at less than 0.3%.
- 4.5 However, overall bids on the system, include 'auto bids' which have actually comprised nearly half of all bids made, numbering 13,522 from a total number of 34,433 bids.
- 4.6 There has been a high level of customer involvement in the CBL process and on average there have been 269 personal bidders during each 6 day bidding cycle; this is the period between Thursday and Tuesday midnight when properties are advertised. The average number of bids per property is 36 although popular properties, such as some of the new build vacancies, have received as many as 170 bids, whilst some unpopular properties (mainly sheltered bedsits) have received no bids.

5. POLICY REVIEW AND PROPOSED CHANGES

- 5.1 The Common Allocations Policy governing the CBL scheme has now been subject to a review to reflect changes in Government guidance and to rectify minor problems discovered in the practical operation of the new system.

Consultation has been carried out with applicants, stakeholders and other relevant parties over six particular changes.

Full details of the consultation process and outcome are included within the detailed consultation report attached as **Appendix 1**.

- 5.2 The six areas of the policy proposed for amendment are;

1) Clarification of why and how local lettings policies will be used

Statutory guidance¹ upon social housing allocations for local authorities in England enabled the ability for registered social landlords to implement local lettings policies where this is in the interests of achieving sustainable communities. Examples of this might include dealing with concentrations of anti-social behaviour, and/ or creating mixed communities by setting aside a proportion of vacancies for applicants who are in employment. Stakeholder feedback showed strong agreement for enabling the ability to implement Local Lettings Policies on certain estates to tackle identified issues such as anti-social behaviour and welcomed the clarification of how they would be developed.

2) **The removal of cumulative need**

Case law recently clarified that ‘cumulative need’ is not now an essential component in local authority allocation scheme; cumulative need is defined as compounded multiple housing needs, e.g. where an applicant might be homeless, and might also have a physical disability. 81% of respondents preferred to dispense with ‘cumulative need’ and use a date order system for ranking within each band instead.

The following excerpt from ***‘Fair and flexible: statutory guidance on social housing allocations for local authorities in England’*** clarifies this issue;

The House of Lords decision in Ahmad reverses a line of Court of Appeal authority that has held that allocation schemes were required to provide for cumulative preference. This means that it is no longer necessary to distinguish between degrees of housing need, or to provide that those applicants who fall within more than one reasonable preference category are given greater priority for an allocation than those who have reasonable preference on a single, non-urgent basis (indeed there is no requirement for any system of determining priority between those in the reasonable preference groups). In the light of the decision in Ahmad, what is important is that an allocation scheme makes an appropriate distinction between those applicants in the reasonable preference categories and those who are not. It is no longer necessary to make a detailed prioritisation of applicants within the reasonable preference categories (instead it is open to local authorities to determine between applicants in the reasonable preference categories by waiting time alone).

Removing the requirement to provide for cumulative preference gives scope for local authorities to develop simpler, more transparent, systems of applicant prioritisation which are easier for applicants to understand and for housing staff to operate.

NB At informal Cabinet briefing members expressed their concern over removing cumulative need and suggested that it should remain for applicants in band 1 and 2, members also requested that the sub regional partnership be advised of this and feedback from the sub region be reported back at this meeting.

¹ Fair & Flexible; guidance on social housing allocations, CLG, 2009.

3) Restriction of Band 1+ to main householder only in regeneration schemes

Presently, Band 1+, the highest priority band, is awarded to all household members who are being decanted from regeneration areas, and ranks above all other bands giving an overriding priority for rehousing. The policy review suggested that a fairer system would be for priority band 1+ to be awarded only once per household, to the main householder. The consultation established that 72% agreed that Band 1+, should only apply to the main householder, and not other household members, however the majority of those not supporting this change were from Hartlepool, most notably the Council's Regeneration team who feel that such restriction may negatively impact on regeneration schemes and impose unnecessary additional stress and anxiety to those families faced with having their home demolished.

The Policy does allow for some local variations to the overall policy, as has already been agreed in Hartlepool in connection with school caretakers and this change could be rejected as a similar variation but would only be valid for rehousing within Hartlepool.

4) Clarification of Band 1 for HM forces applicants

Guidance has clarified that, for those leaving the Armed Forces, local connection should also be accepted where an applicant has resided in a local authority area as a result of a former posting in the area while serving in the Armed Forces.

Guidance upon the Housing & Regeneration Act 2008 recommended that any applicant who needs to move to suitable adapted accommodation because of a serious injury, medical condition or disability, including mental health issues as well as physical issues, sustained as a result of service in the Armed Forces should be given a high priority banding. The review proposed that the policy be amended to clarify that such applicants will be awarded Band 1. Feedback to the consultation found that 85% agreed with this proposal.

5) Removal of 'Property of the Week'

The review proposed that the current 'property of the week' feature, which allocates hard to let properties on a first come, first served basis, be removed as the ICT system cannot accommodate this. There was strong agreement from respondents to accept this proposal.

6) Amendment of Local Connection definition

Local connection is defined as having an attachment, such as living, working or having close family, in a particular area. The review suggested that the criteria be refined and aligned with homelessness legislation, i.e. that a local connection is established where an applicant has lived in the local authority area for 6 out of the past 12 months or 3 out of the past 5 years, instead of the current 5 years in any previous period. 82% of respondents agreed with this proposal.

6. SOCIAL HOUSING REFORM

- 6.1 A number of social housing reform measures have been proposed by the Government, in the recent Communities & Local Government consultation paper, Local decisions: a fairer future for social housing. A number of key changes are proposed to allocations' frameworks, to ensure they are aligned with local priorities. These include:
- a) the introduction of fixed term tenancies for new housing association tenants, although certain tenants may be offered longer or tenancies on existing terms if they are transferring;
 - b) for tenants whose fixed term tenancies are due to end, assistance may be given to enable them to access either private rented or low cost home ownership accommodation;
 - c) empty properties that are brought back into use may be leased by housing associations and offered as social housing tenancies;
 - d) applicants to whom a homelessness duty is accepted may be offered short term fixed tenancies within the private rented sector; and,
 - e) social housing waiting lists may be limited only to those who have an urgent or high need for rehousing.
- 6.2 It will be necessary to consider the reforms that are agreed following this consultation, and how they will be implemented at a local level within the policy framework. It is possible that further amendments to the Common Allocations Policy will be needed which will require further local consultation and may also require additional alterations to the ICT system. In order to save on the costs of any necessary ICT upgrades it is proposed to delay implementation of the existing proposed changes until any further amendments are identified and can be implemented together.

7. LEGAL CONSIDERATIONS

- 7.1 There is a legislative requirement for the Council to publish an allocations policy; it considered, therefore, that it would benefit the Council to adopt the revised Common Allocations Policy to meet this requirement. Failure to agree the proposed amendments policy would result in the Compass partnership not being able to progress implementation of the revised policy, or to make the necessary alterations to the ICT system. This may affect the strategic partnerships that the Council has with the other partners involved in the scheme.
- 7.2 The most significant risk on any allocation policy is by legal challenge or judicial review. The policy changes reflect the latest guidelines and reduce risk of legal challenge.

8. EQUALITY AND DIVERSITY CONSIDERATIONS

- 8.1 An assessment was completed in respect of the impact of the Compass Allocations Policy. It is considered that the positive impact that would be engendered by implementation of the policy, would promote equality of opportunity, by aligning the policy with guidance and the preferences expressed by stakeholders in the consultation process and those endorsed by the CBL partnership steering group.

9. RECOMMENDATIONS

- 9.1 Members are asked to note the information on the Compass Choice Based Letting (CBL scheme) provided within the report.
- 9.2 Members are asked to approve, in principle, the proposed amendments to the Common Allocations Policy as outlined at paragraph 5.2 of the report, with the exception of;
- Removal of 'cumulative need', members have indicated that this should be kept for applicants in band 1 and 2.
 - restricting the priority banding to main householder only for those affected by regeneration schemes i.e. point 3) were it is proposed the existing policy be retained as a local variation applicable only for rehousing in Hartlepool.
- 9.3 Members are also asked to approve that implementation of these changes be delayed until the outcome of the Governments consultation paper, Local decisions: a fairer future for social housing are known in order to save on costs. Any further necessary changes to the Common Allocation Policy will be referred back to Cabinet for approval.

10. CONTACT OFFICER

Further information can be obtained from Lynda Igoe, Principal Housing Advice Officer, Regeneration & Neighbourhoods Department, Park Towers, Park Road, Hartlepool Tel.01429 284177 Email: lynda.igoe@hartlepool.gov.uk

APPENDIX 1



Tees Valley Sub Regional Choice Based Lettings

Common Allocation Policy Review 2010

Consultation Report

1. Introduction

- 1.1 The aim of this report is to provide the partnership with a summary of the responses to the common allocation policy review. The report highlights the consultation on key policy amendment suggestions which took place across the Tees Valley sub region and with customers and stakeholders.
- 1.2 The feedback from the consultation is to be analysed by the partnership and incorporated into recommendations for policy changes where appropriate.

2. What we did

- 2.1 Formal consultation on the review of the Tees Valley common allocation policy was carried out from July through to October 2010.
- 2.2 A consultation plan mirroring the original consultation documentation was distributed to partners by the scheme Co-ordinator, Joanne Andrews which incorporated a list of key stakeholders, including staff, elected members and board members, tenants, applicants, statutory & voluntary organizations, RSLs and the wider community.

Due to the high volume of work involved with the consultation process, it was decided that the consultation groups would be split into local authority areas and that lead officers represented on the sub group would accept responsibility for the delivery of the plan within their own local authority boundaries. The scheme co-ordinator took responsibility for overseeing the consultation across the sub region and in making sure that other key sub regional groups and specialist groups were consulted.

- 2.3 The following table provides a summary of the consultation plan. It should be noted that the timescales for consultation differed between the local authority areas as this was dependent on local priorities, how often the various groups met and the availability of suitable venues etc. The lead officers decided the preferred method of consultation within their local authority areas.
- 2.4 An Equalities Needs Impact Assessment screening identified the specialist groups that had to be considered during the consultation period. These groups included:
 - disability groups, including physical and mental disability
 - older peoples groups, including particularly vulnerable / housebound
 - younger persons groups
 - BME groups, particularly A8 Nationals and Asian females
 - gay/bisexual/lesbian/transgender groups

Advice has been sought and this is a continuing process.

3. Who we consulted with

- 3.1 Summary of consultation plan;

Consultation Group	Variety of Methods used:
Elected Members and Board Members	<ul style="list-style-type: none"> ▪ e-mail ▪ briefings ▪ drop-in sessions ▪ presentations ▪ questionnaire
Members of Parliament	<ul style="list-style-type: none"> ▪ e mail ▪ letter / copy policy
Staff	<ul style="list-style-type: none"> ▪ e-mail ▪ briefings ▪ team meetings ▪ presentations ▪ quiz and questions ▪ questionnaire ▪ website ▪ staff newsletter
Applicants and Tenants	<ul style="list-style-type: none"> ▪ letter / questionnaire ▪ newsletters ▪ housing forums ▪ tenants panels ▪ specialist groups ▪ website ▪ public notice – various media ▪ road shows ▪ coffee mornings ▪ telephone surveys
Sub Regional RSLs	<ul style="list-style-type: none"> ▪ e mail ▪ newsletter ▪ half day seminar
Statutory and voluntary organisations	<ul style="list-style-type: none"> ▪ stakeholder events ▪ presentations ▪ e mail ▪ questionnaire
Wider communities including MESMAC and DAD	<ul style="list-style-type: none"> ▪ email ▪ focus group meetings

3.1 We consulted with 8428 people throughout the Tees Valley Sub Region, of which 1121 (13.3%) responded. Consultation methods included telephone surveys, postal questionnaires, focus group meetings and stakeholder events.

3.2 We also consulted with applicants with regards to accessing and utilising the Compass Sub Regional Choice Based Lettings Scheme. Results are shown in 4.4.

4. Policy Review consultation results

4.1 Questions 1-6 below appertain to the agreed policy review consultation questions. The results are shown in 4.3 below.

- 4.2 As mentioned above in 3.2, further feedback was sought by some partners with regards to applicants' views on accessing and utilising the Compass Choice Based Lettings scheme. The results are noted in 6. The participants have also been broken down into various groups, including age shown in 6 - tables 1-4.

Policy Review CAP Consultation questions:

Q1. Local Lettings - Do you agree with the suggestion to include within the policy that local lettings policies will be used to achieve a wide variety of policy objectives, including dealing with concentrations of deprivation or creating mixed communities by setting aside a proportion of vacancies for applicants who are in employment, or to enable existing tenants to take up an offer of employment? – 86.17% agreed with this suggestion.

	Sub Regional response
Agree	86.17%
Disagree	6.44%
No Resp.	6.88%
Neither agreed or disagreed	0.5%

Q2. Cumulative Needs - Do you agree with the suggestion to remove Cumulative Need from the assessment of applicant's housing needs? – 81.31% agreed with the suggestion to remove Cumulative Need. However, there was a distinct difference of opinion in Middlesbrough; with the majority disagreeing with this suggestion.

	Sub Regional response
Agree	81.31%
Disagree	15.54%
No Resp.	2.62%
Neither agreed or disagreed	0.53%

Q3. Band 1+ - Do you agree with the suggestion to clarify that the priority band, Band 1+ should only apply to the main householder(s) rather than the household? – 72.13% Agreed with this suggestion.

	Sub Regional response
Agreed	72.13%
Disagreed	25.45%
No Resp.	2.17%
Neither agreed or disagreed	0.25%

Q4. Priority Band 1 – HM Forces - Do you agree with the suggestion to clarify awarding priority Band 1 to people at the point of leaving HM armed forces rather than leaving HM armed forces? - 87.15% agreed with this suggestion.

The majority of those that responded also felt that a priority, within Band 1, should be included for those that require suitably adapted properties because of a serious injury, medical condition or disability sustained as a result of service in the Armed Forces.

Respondents also felt quite strongly about the terminology used in the present Priority Band 1 for those leaving Armed Forces should not be referred to as priority for being 'institutionalised'. The partnership will look to amend this wording, if possible, to something more acceptable.

	Sub Regional response
Agree	87.15%
Disagree	9.42%
No Resp.	2.68%
Neither agreed or disagreed	0.75%

Q5. Property of the week - Do you agree with the suggestion to remove Property of the week due to the limitations of the IT system? 88.16% agreed with this suggestion.

	Overall
Agree	88.16%
Disagree	8.37%
No Resp.	2.97%
Neither agreed or disagreed	0.5%

Q6. Local Connection - Do you agree with the suggestion to remove the local connection question relating to applicants who have previously lived in the area for 5 years or more? – 82.75% agreed with this proposal.

	Overall
Agree	82.75%
Disagree	11.59%
No Resp.	4.88%
Neither agreed or disagreed	0.78%

5. Policy Review Summary

The response to policy review has been well received with the total percentage of respondents to the policy review suggested amendments as follows:

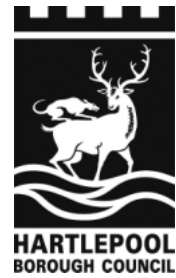
Policy Review suggested amendment	% of Respondents in agreement with suggestions
Local Lettings amendment	86.17%
Removing Cumulative need	81.31%
Band 1 + Main householder amendment	72.13%
Band 1+ HM Forces amendment	87.15%
Removing Property of the week	88.16%
Local Connection amendment	82.75%

6. Response to feedback

The response to the feedback will be published on the Compass website and each partner's website so that the consultation groups across the sub region can see how their views and recommendations have influenced the changes to the policy.

CABINET REPORT

7 March 2011



Report of: Director of Regeneration and Neighbourhoods

Subject: CONCESSIONARY LOCAL BUS TRAVEL

SUMMARY

1. PURPOSE OF REPORT

To report the proposed re-imbursement arrangements with local bus operators for concessionary fares to be implemented from the 1st April 2011 to the 31st March 2012 inclusive.

2. SUMMARY OF CONTENTS

Background information on the current Concessionary Fares scheme operating within Hartlepool and costs negotiated with local bus operators.

3. RELEVANCE TO CABINET

It is the responsibility of the Mayor and Portfolio Holder for Regeneration and Economic Development but has relevance to other portfolios.

4. TYPE OF DECISION

This is a key decision (test ii). Forward Plan reference number 46/10

5. DECISION MAKING ROUTE

Cabinet will make the decision.

6. DECISION(S) REQUIRED

- (i) Approval is given to continue participating in the Tees Valley wide enhancement to the English National Concessionary Travel Scheme (ENCTS) offering travel within and between the areas covered by Hartlepool, Stockton-on-Tees, Middlesbrough and Redcar and Cleveland Borough Councils.

- (ii) The Council enters into dual negotiation with the bus operators for 2011/12 based on a nominal charge of thirty pence for journeys made before 9:30am on weekdays under the enhanced scheme.
- (iii) Charges for replacement passes remain at £5

Report of: Director Regeneration and Neighbourhoods

Subject: CONCESSIONARY LOCAL BUS TRAVEL

1. PURPOSE OF REPORT

- 1.1 To report the proposed re-imbursement arrangements with local bus operators for concessionary fares to be implemented from the 1st April 2011 to the 31st March 2012 inclusive.

2. BACKGROUND

- 2.1 The English National Concessionary Travel Scheme (ENCTS) came into operation on 1st April 2008. Under ENCTS holders of a concessionary pass are entitled to travel on buses free of charge between 9:30am and 11:00pm on weekdays and at any time at weekends. Under the Concessionary Bus Travel Act 2007 local enhancements are allowed to the ENCTS including, for example, removal of restrictions on the time of travel and use of companion passes.
- 2.2 In March 2009 Cabinet considered a report on implementation of the ENCTS and approved a local enhancement in the Tees Valley that removed all restrictions on the time of travel. No capacity problems have been experienced as a result of the enhancement
- 2.3 In March 2010 agreement was reached with the operators to continue the fixed payment system in 2010/11. The number of journeys made using ENCTS passes in 2011/12 is projected to increase by 5% over those made in 2010/11. This is despite the new eligibility rules introduced in April 2010, under which qualification for a pass on the grounds of age is to be harmonised at age 65 by 2020. The total number of active passes currently issued to Hartlepool residents is 17042 on the grounds of age and 1204 on the grounds of disability.
- 2.4 Several factors will have a significant impact on both the level of settlement in 2011/12 and Hartlepool Council's ability to continue with the scheme on its current basis. These are:
- Rate Support Grant (RSG), specifically the element included in this for concessionary travel. A system of special grant payment was introduced in 2008/09 that was intended to cover the additional costs to Council's of implementing ENCTS. The grant lasted for three years and the final payment has been received to cover the 2010/11 period. Hartlepool's allocation for 2010/11 was £330,000 which covered the actual cost of the scheme for that year. From 2011/12 there is no longer any special grant towards the cost of ENCTS, with the monies for the scheme being transferred into the general Rate Support Grant allocation.

- Number of concessionary journeys made (and the likely contraction on both supported and commercial bus service provision). The level of ENCTS payments to operators will directly impact upon commercial service provision in that operators are stating, both locally and nationally, that any significant cuts in payments in real terms will lead to cuts in commercial services that have lower profit margins and patronage. Evening and Sunday services and suburban/rural routes are those most likely to be affected. The greater the reduction in payments, the more commercial services that will be cut which may also include reductions in service frequencies, to reduce operators' costs,
- Level of average fares (the Department for Transport's latest guidance on concessionary travel reimbursement). The reimbursement to bus operators is based on the anticipated number of concessionary journeys made, factored by the average adult fare and adjusted by the DfT reimbursement factors. In recent years average fare levels have consistently increased above the general rate of inflation, reflecting cost pressures in the industry especially from rising fuel prices. In 2010/11 operators' average adult fares have increased by between 3% and 10%. Any agreement with operators will have to not only reflect the average fare increases to date, but also the anticipated increases early in 2011. This is expected to be in the region of 5-10%, depending on the operator and the specific service.
- The DfT have produced a new guidance document and toolkit to assist travel concession authorities to calculate appropriate levels of reimbursement to operators. The guidance is now based on national data on traffic growth and trip generation following the introduction of ENCTS and shows a much greater trip generation resulting from the introduction of the scheme. This means that under the principle that operators should be "no better or worse off" as a result of concessionary travel, the reimbursement levels are consequently lower. Under the old model, which was based on local data, the reimbursement levels were higher because of the relatively low amount of trip growth from immediately before the introduction of ENCTS to the year following its introduction. The impact of the change is that the reimbursement factor is reduced, however, this will be substantially offset as operators will raise fares to recoup the loss of Bus Service Operators Grant and the anticipated lower reimbursement rates. The DfT has now issued further advice stating that account should be taken of services operating to/from authorities that have reimbursement rates equivalent to those in areas run by Passenger Transport Executives (PTEs) which now includes Hartlepool and Middlesbrough. This means substantially higher cost estimates for Hartlepool (and Middlesbrough) and a high proportion of the journeys in Stockton and Redcar that operate cross boundary.
- Operation of the local enhancement, that enables passes to be used at any time, has been considered and a review across the Tees Valley authorities has suggested that, rather than abolish the enhance

entitlement to travel before 9:30am, a nominal charge should be brought in. Approximately 10% of journeys using ENCTS passes are made before 9:30am on weekdays under the local scheme, however, abolition of the enhancement will not produce a pro-rata reduction in payment to the operators, because most pass holders will simply wait to make their journey after 9:30am. It is estimated that only 7% of pass holders are still working and, thus, would possibly have a need to travel before 9:30am

- 2.5 Being able to project possible savings, taking into account all of the above factors, is further complicated by the fact that, if the restriction on travel before 9:30am is introduced, operators can charge Councils for having to provide additional capacity to cope with any surge in demand at 9:30am or shortly thereafter.
- 2.6 A “best case” scenario might involve savings of 4% on the budget being achieved (compared to a full scheme as in previous years). Operators, however, have stated that in some cases capacity costs will completely offset any savings on trip numbers making the measure cost neutral. It is believed that, realistically, a 2% saving is the best case scenario.
- 2.7 Alternatively a system of flat fare charges for pre 9:30 trips could raise revenue, as shown in the Table below. This assumes that 70% of passengers would be prepared to pay thirty pence before 9:30.

	Projected Trips 2011/12	Pre-9.30 Trips	2011/12 Cost	Increase	30p Flat fare revenue/Saving (70% paying)
Hartlepool	2,426,920	242,692	£2,119,000	£99,000	£50,956

3. CONSULTATION

- 3.1 The Transport Act 2000 requires the Council to give a minimum of four months notice to bus operators of proposed changes to their reimbursement arrangements or scheme.

4. FINANCIAL IMPLICATIONS

- 4.1 A system of fixed payments for implementing the ENCTS has, once again, been agreed between the Tees Valley Authorities and the bus operators which means that, apart from exceptional circumstances, the payments for 2011/12 are set from both the Local Authorities and the bus operators perspective. In Hartlepool payments totalling approximately £2.2 million have been agreed for this period.
- 4.2 Detailed financial analysis is included at Confidential **Appendix 1. This item contains exempt information under Schedule 12A of the Local Government Act 1972, (as amended by the Local Government (Access to Information)(Variation) Order 2006) namely, Information relating to the financial or business affairs of any particular person (including the authority holding that information)..**

- 4.3 If agreement between the Council and bus operator(s) on the new concessionary fares scheme were not to be reached, the legislation provides that bus operators must offer the statutory minimum scheme from the 1st April 2011. The bus operator(s) would then invoice the Council for the actual cost of travel for the total number of eligible passengers carried. If the cost quoted by bus operators was considered to be unreasonable, the matter may have to be taken through a legal process.

5.0 LEGAL IMPLICATIONS

- 5.1 The Council is required to comply with the Concessionary Bus Travel Act 2007 and any regulations issued by the Secretary of State in connection with the Act. The scheme operating in Hartlepool, and the wider Tees Valley, is compliant with the 2007 Act as well as the Transport Act 1985 and the Transport Act 2000 in respect of concessionary travel and with the relevant regulations produced by the Secretary of State. The local enhancement operated by all Tees Valley Authorities is permitted under Section 93 of the 1985 Act as amended by the 2000 and 2007 Acts.

6. RECOMMENDATIONS

- . (i) Approval is given to continue participating in the Tees Valley wide enhancement to the English National Concessionary Travel Scheme (ENCTS) offering travel within and between the areas covered by Hartlepool, Stockton-on-Tees, Middlesbrough and Redcar and Cleveland Borough Councils.
- (iv) The Council enters into dual negotiation with the bus operators for 2011/12 based on a nominal charge of thirty pence for journeys made before 9:30am on weekdays under the enhanced scheme.
- (v) Charges for replacement passes remain at £5

CABINET REPORT

7 March 2011



Report of: Director of Child and Adult Services

Subject: BRINKBURN POOL

SUMMARY

1. PURPOSE OF REPORT

To provide background information on the current condition of Brinkburn Pool and to consider the early closure of the swimming pool which has been agreed as part of the comprehensive spending and Sport and Recreation Service Delivery Reviews.

2. SUMMARY OF CONTENTS

Brinkburn Pool has to date only been used to deliver the Primary School swimming lesson programme. The Sport and Recreation service review highlighted that it was not suitable for public swimming and by reducing the availability of public swimming time at Mill House Leisure Centre, the schools programme could be easily absorbed to Mill House where some Primary schools are already attending.

The requirement to achieve savings as a result of the comprehensive review overlapped with the decision making route of the Service Review and as a consequence, with no other potential users of the site, the closure of Brinkburn Pool was agreed.

The report highlights how in early February 2011, the pool at Brinkburn began to lose water rapidly. This has led to a complete draining of the pool tank, investigations and some repair to splits in the lining. At the time of writing this report, the pool is being refilled and tests carried out to see if the repair has been successful and a further update will be given verbally at Cabinet.

During this time, the schools using Brinkburn were asked to transfer to Mill House Leisure Centre for their lessons. The majority of schools agreed to this however some made alternative arrangements and some chose not to go swimming at all.

The majority of the re-located schools have now indicated a preference to remain at Mill House permanently. That allows an earlier opportunity to close Brinkburn Pool than anticipated.

3. RELEVANCE TO CABINET

The consideration of the early closure of the Brinkburn Pool is a departure from the original intention as outlined in the approved Service Delivery Option for Sport and Recreation.

4. TYPE OF DECISION

Non-key decision.

5. DECISION MAKING ROUTE

Cabinet on 7 March 2011.

6. DECISION(S) REQUIRED

Members are recommended to agree to the immediate closure of the Brinkburn Pool and its demolition.

Report of: Director of Child and Adult Services

Subject: BRINKBURN POOL

1. PURPOSE OF REPORT

- 1.1 To provide background information on the current condition of Brinkburn Pool and to consider the early closure of the swimming pool which has been agreed as part of the comprehensive spending and Sport and Recreation Service Delivery Reviews.

2. BACKGROUND

- 2.1 The Service Delivery Review outlined the rationale for service changes to achieve a number of cost savings across the Sport and Recreation area of operation. This included the business case for revising the usage and timetable of activity at Mill House Leisure Centre to enable the Primary Swimming programme to be fully accommodated at Mill House from the end of July 2011, in effect for the new academic year 2011/12. This could be achieved by closing the Mill House swimming pool to the public between 9.00am and 12noon weekdays during term time, thus allowing swim access for a variety of schools at any one time. This is in the process of being implemented from 2 April 2011.
- 2.2 The capacity at Mill House is sufficient to absorb all the primary schools who seek to partake in the Primary Swimming programme, although it should be noted that not all primary schools have undertaken their training via the Council's Primary Swim Programme. Traditionally some have made private arrangements at Manor School pool and one at High Tunstall School pool. In addition to this, Dyke House School has been offering primary swimming opportunities at their school pool.
- 2.3 In 2010/11, 17 primary schools have been utilising both Mill House and Brinkburn pools for their primary swimming programme. All of these schools, and more should it be required, can be accommodated at the Mill House Leisure Centre due to its capacity and due to the renewed changing arrangements which have both a changing village environment and the facility for group changing to a high standard.
- 2.4 The intention is to relocate all our Primary Swimming Programme schools from Brinkburn to Mill House Leisure Centre as from September 2011 and this remains the case.

- 2.5 Strategically Brinkburn Pool is not required and these are the only pools currently under Borough Council ownership and management whereas the Secondary School based pools are the responsibility of the Secondary Schools themselves.
- 2.6 Brinkburn Pool is currently fit for purpose for group swimming but does have limited quality changing facilities and is in need of some forthcoming maintenance, although it has to be stressed that this was not urgent.

3. DEVELOPMENTS

- 3.1 In January, the Brinkburn Pool developed a significant leak and was losing approximately three inches of water per day. The swim programme was halted and relocated to Mill House Leisure Centre as an emergency measure. It should be noted that five schools have not relocated in the anticipation that the leak and repair would be a short-term issue.
- 3.2 The pool was completely drained down and the source of the damage identified as a split in the fibreglass pool lining adjacent to the inlet pipe on the side and the drain pipe in the pool floor. The problem was assessed and repaired with epoxy resin allowing the pool to be refilled commencing Tuesday 15 February. This has now reached the inlet pipe level and checks are being made to ensure that the water level is stable. At the time of writing this report the level appears stable and the repair holding. The pool will continue to be filled to the operational level. However, pending consideration of this report, there will be no implementation of chemical balancing and water heating.
- 3.3 The planned intent was to commission the pool and continue the Primary Swim programme until the end of the summer term. However, the allocated users have now decided two separate course of action. The majority of schools who have temporarily relocated to Mill House are seeking to remain at Mill House due to the superior facilities and environment. Meanwhile five of the schools, including the four who have temporarily suspended their swimming lessons have been attracted to High Tunstall School pool on a permanent basis. Whilst this is regrettable from the Primary Swim Programme perspective, it is a buyers' market and we are now in a position that Brinkburn Pool has no potential users at all. The pool, as identified in the Service Delivery Review, is not appropriate for public swimming and there is no demand at this location for group swimming. Therefore the local authority now has a pool capable of use, but no Primary swim market.

4. CONSIDERATION OF THE ISSUES

- 4.1 The location of the pool on the campus of the Hartlepool Sixth Form College has ensured that negotiations have taken place with the college to determine any interest in assuming management of the facility and potential sale or asset transfer. A clear lack of interest has been expressed.

- 4.2 Members have also expressed a view that another organisation should be contacted to determine any interest in taking over the management and responsibility of the pool. At the time of writing no expressions have been forthcoming. The position will be updated at your Cabinet meeting.
- 4.3 The local authority is therefore now faced with the pool on the brink of being brought back into potential use and the revenue costs that this would incur, yet no users to participate are identified. It is, in effect, an empty building which will continue to incur costs.
- 4.4 Whilst the changing pattern of primary school use into a variety of alternative pools has occurred, I can assure Members that should these schools seek to return to the Primary Swim Programme and its quality swim standards then the local authority continues to have the capacity at Mill House for this to be accommodated. Indeed in future years, potentially from the academic year 2012/13, a new method of timetabling is proposed which will ensure a longer water contact per lesson which has the potential to shorten the number of occasions that schools need to be attending the swimming pool. In other words, higher water contact brings quicker results to certificate level and a more efficient use of water space which would lead to even greater capacity when measured over the course of the school year.

5. FINANCIAL CONSIDERATIONS

- 5.1 The financial implications relate to the immediacy of the cost of bringing the pool back to a commissioned state and maintaining it at that condition in the immediate future. The original proposal was to delay closure until the end of the summer term i.e. July 2011, therefore the full cost savings of approximately £50,000 relate to a full year saving and would not be achievable in 2011/12.
- 5.2 Early closure of the pool will begin to bring immediate savings within the end of the current year, although this has to be balanced against current contract liabilities which will need to be negotiated. These relate to chemical balancing contracts, monitoring contracts for fire and security alarms etc. The latter are costs which could not be saved until the building's future was determined.
- 5.3 Turning to the future of the building, this is situated on the curtilage of land which contains other Council assets, some of which may be of interest to the Sixth Form College. This is the subject of other discussions with our Estates officers. The outcome could be that part or the whole of this site may be appropriate to retain as a potential development site. Nevertheless, the Council's current policy is to seek to demolish redundant buildings and for safety reasons that would appear to be a route to be considered for this building. An empty and unused swimming pool would need to be quickly drained of water and a risk continues with an empty pool, although this would be limited due to the maximum depth or drop of 2 metres.

- 5.4 The cost of demolition of this relatively modest building is currently being determined and may be available in time for Cabinet's meeting.

6. CONCLUSIONS

- 6.1 Brinkburn Pool is one of several across the town which were built in the early 1970s and were established mainly on secondary school sites. The identified use of this pool has effectively disappeared due to relocation both planned and voluntary to other locations. The Indoor Sports Facility Strategy adopted in 2008 identified that Hartlepool had a surfeit of water space for swim use of approximately 1500sq m whereas Sport England guidelines indicate a figure of around 900sq m was more justifiable for a town and population of Hartlepool's size. The lack of a market for the pool at Brinkburn is actually graphically illustrating the point that the town has insufficient need for all the pools it actually has and this will undermine the requirement to maintain this pool in existence.
- 6.2 The Sport and Recreation Service Review demonstrated a revised use and efficiency programme for the utilisation of the public swimming pools. With savings needing to be made as part of the comprehensive spending review, the closure of Brinkburn was a clear recommendation to be made
- 6.3 Members are however advised that the Brinkburn Pool is now recommended for early closure to commence maximising revenue savings in the current financial year.

7. RECOMMENDATIONS

- 7.1 Members are recommended to agree to the immediate closure of the Brinkburn Pool and its demolition.

8. CONTACT OFFICER

John Mennear
Assistant Director of Child and Adult Services (Community Services)

CABINET REPORT

7 March 2011



Report of: Director of Regeneration and Neighbourhood Services

Subject: HARTLEPOOL COMMUNITY NETWORK

SUMMARY

1. PURPOSE OF REPORT

The purpose of this report is to seek Cabinet's direction on funding elements of the Hartlepool Community Network for the 3 months beyond March 2011.

2. SUMMARY OF CONTENTS

The report sets out a proposal to fund elements of the Hartlepool Community Network (HCN) role for 3 months while a review of the Local Strategic Partnership and the Council's engagement and empowerment mechanisms is undertaken.

3. RELEVANCE TO CABINET

The Hartlepool Community Network supports Voluntary and Community Sector (VCS) representatives on the Local Strategic Partnership (LSP) and provides support to Resident Representatives engaged through Neighbourhood Management. Cabinet has initiated a review of how the Council interacts and engages with local residents and stakeholders including through the Local Strategic Partnership.

4. TYPE OF DECISION

Non-Key Decision

5. DECISION MAKING ROUTE

Cabinet 7th March 2011

6. DECISIONS REQUIRED

Cabinet is requested to determine if they wish to support the proposal as set out in paragraphs 3.3 and 3.4, agree how it will recommend to Council it will be funded and refer this proposal to Council as a departure from the Budget and Policy Framework.

Report of: Director of Regeneration and Neighbourhood Services

Subject: HARTLEPOOL COMMUNITY NETWORK

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to seek Cabinet's direction on funding elements of the Hartlepool Community Network for the 3 months beyond March 2011.

2. BACKGROUND

- 2.1 Hartlepool Community Network has been in place since 2001 to facilitate and support effective Voluntary and Community Sector (VCS) engagement in the Local Strategic Partnership (LSP). Until 2006 funding was provided directly from central government for this purpose through the Community Empowerment Fund. Since 2006 funding support for the Community Network has been provided through the Neighbourhood Renewal Fund (NRF) and most recently through the Working Neighbourhoods Fund (WNF). WNF support for the Community Network comes to an end on 31st March 2011 and an alternative source of future funding has not been secured.
- 2.2 The Community Network is currently hosted by Hartlepool Voluntary Development Agency (HVDA) and has a Steering Group which oversees its performance. The Community Network is supported by a team of 2 staff; a Community Network Coordinator and Community Network Support Officer.

3. PROPOSED EXTENSION OF HARTLEPOOL COMMUNITY NETWORK

- 3.1 A number of officers are currently reviewing how the Council interacts and engages with local residents and stakeholders. This review will consider how the Council can work most productively with local residents and stakeholders within the environment of reduced resources. A key part of this review will be the remit and structure of the Local Strategic Partnership (LSP) and how this will function in the future but this review encompasses a number of related elements which will be considered as a package.
- 3.2 Informal discussions on this review have begun and it is anticipated that the review will report to Cabinet by June 2011. It has been noted that within the future arrangements there is a desire for an independent voice of the Voluntary and Community Sector (VCS).
- 3.3 At present this independent voice of the VCS is delivered through the Hartlepool Community Network. As previously noted funding for the

Community Network will end on 31st March 2011. In order to maintain key elements of this role while the review is undertaken it is proposed that a 3 month extension be funded up to the value of £15,000.

3.4 The key elements that will be maintained during the 3 months until 30th June 2011 will be:

- Support to elected Community Network Representatives on the Hartlepool Partnership and its Theme Partnerships including the Hartlepool Partnership pre-meeting in May;
- Hosting of the Hartlepool Community Network meeting on 3rd May;
- Input into the review of the LSP and how the Council interacts and engages with local residents and stakeholders;
- Refresh the Hartlepool Community Network members database;
- Lead the Strengthening Communities Theme including the quarter 4 performance update of the Local Area Agreement;
- Continue support for diverse groups.

3.5 As Members are aware the 2011/12 budget was extremely challenging and significant cuts have been implemented. If Members wish to support this proposal it is suggested that this amount is either funded from:

i) the Community and Voluntary Sector Grants budget. Members will recall that the proposed cut in this budget was reduced by £84,000 to bring the reduction in line with the overall cut in the Councils budget; or

ii) the unused Transitional Grant not needed for redundancy costs, which Council determined should be transferred to the General Fund.

4. RECOMMENDATIONS

4.1 Cabinet is requested to determine if they wish to support the proposal as set out in paragraphs 3.3 and 3.4, agree how it will recommend to Council it will be funded and refer this proposal to Council as a departure from the Budget and Policy Framework.

5. REASONS FOR RECOMMENDATION

5.1 The reason for this recommendation is to enable existing arrangements to be maintained whilst the review of the LSP and how the Council interacts and engages with local residents and stakeholders is undertaken.

6. BACKGROUND PAPERS

6.1 None

7. CONTACT OFFICER

- 7.1 Denise Ogden – Assistant Director (Neighbourhood Services)
Regeneration & Planning Department
Hartlepool Borough Council
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Email: denise.ogden@hartlepool.gov.uk

CABINET REPORT

7 March 2011



Report of: Chief Customer and Workforce Services Officer

Subject: FIRE SAFETY AND SAFETY AT PUBLIC MEETINGS

SUMMARY

1. PURPOSE OF REPORT

To advise the Cabinet about fire safety legislation and the safety restrictions placed on attendance at public meetings.

2. SUMMARY OF CONTENTS

The report gives the statutory framework for ensuring safety at public meetings and makes recommendations on how these may be improved within the Council.

3. RELEVANCE TO CABINET

Corporate issue.

4. TYPE OF DECISION

Non Key.

5. DECISION MAKING ROUTE

Cabinet only.

6. DECISION(S) REQUIRED

Cabinet ratification of the proposals.

Report of: Chief Customer and Workforce Services Officer

Subject: FIRE SAFETY AND SAFETY AT PUBLIC MEETINGS

1. PURPOSE OF REPORT

- 1.1 To advise the Cabinet about fire safety legislation and the safety restrictions placed on attendance at public meetings.

2. BACKGROUND

- 2.1 The Council, as a community based organization, sometimes is required to make critical decisions and as such, the decisions can be controversial, draw out political difference and generate significant public interest. Whilst the Council endeavours to ensure these decisions take place in public, in accordance with statutory requirements and the Council's Constitution, this can cause problems for the Council regarding public safety.

3. PUBLIC MEETING ARRANGEMENTS

- 3.1 At recent meetings, such as Cabinet and Council meetings when the Medium Term Financial Strategy was being considered with proposals for budget and service reductions, there has been significant interest resulting in a large number of people wanting to attend the meeting. Unfortunately due to statutory requirements the Council cannot make these events "ticket only" so there is no advance notice as to how many people may turn up on the day. There is a potential risk that the venue becomes overcrowded and thereby poses a risk of injury.
- 3.2 In order to protect public safety the Council is required to comply with the Health and Safety at Work etc. Act 1974 and associated regulations. This legislation is generally goal setting and requires an employer to undertake assessments of risk and determine appropriate control measure to reduce this risk; consequently it does not provide specifics as to how meetings must be run.
- 3.3 The Regulatory Reform (Fire Safety) Order 2005 however requires the Council to have robust fire safety precautions. There is supporting guidance which can be used to establish fire safety and ensure safe capacities at these venues which would allow evacuation in the event of an emergency. The potential penalties for an organisation if things go wrong are substantial. New Look, the clothing retailer, was fined £250,000 for failing to supply a "suitable and sufficient" fire risk assessment for the premises and £150,000 for failing to adequately train staff. It was also ordered to pay more than £136,000 costs.

- 3.4 A review has been undertaken of the committee rooms and the Council Chamber in the Civic Centre and a maximum number of attendees identified. It should be noted that this is very rarely limited by floor area but influenced by door widths, location together with the amount and layout of furniture. It must be noted that changing the layout and positioning of furniture can have a serious impact on the maximum numbers. An indication of some of the capacities is attached as **Appendix 1**.
- 3.5 It is essential that an assessment of potential numbers of attendees is made based on information available as in some cases an alternative venue may need to be sourced. Attendants/security may be necessary to ensure that entry is controlled and where necessary restricted, so that the venue does not become overcrowded.
- 3.6 When an assessment identifies that significant numbers of people may attend a meeting, the Chair of the committee, in consultation with the Democratic Services Team, may decide to relocate the meeting or adjourn to allow for appropriate safety precautions to be put in place. In addition, to ensure the meetings run smoothly and appropriate safety information is provided to members of the public, the Chair (or a Democratic Services Team member on their behalf) must read out the safety precautions using the contents of a sample text provided for this purpose.

4. RECOMMENDATIONS

- 4.1 That all Elected Members be advised of the statutory requirements regarding public meetings and that they are requested to provide to the Chair or organizer of any public meetings organised by the Council any information they may have regarding significant numbers of people who may attend.
- 4.2 Reaffirm the requirement that the Chair of any public meeting organized by the Council reads out the appropriate information including safety precautions, fire evacuation, toilets and hearing loop (where available).

5. CONTACT OFFICER

Stuart Langston
Health, Safety and Wellbeing Manager
Civic Centre
Victoria Road
Hartlepool
TS24 8AY

Venue Capacity

Overview

Capacity for the maximum number of people allowed in the following venues is based on:

- them being seated; and
- the building being evacuated in 2.5 minutes.

The buildings may have the capacity to accommodate more, however the maximum number is determined by the exit width and capacity to evacuate safely in the agreed evacuation time i.e. not how many people can comfortably stand in the room.

The guidance is taken from Communities of Practice guidance produced by Department for Communities and Local Government - Large Places of Assembly. Other guides for different types of venues all contain similar calculations but recommendations depends on the assessment of risk.

Venue	Capacity
Borough Hall	1100
Theatre	896
Civic Chamber	150
Historic Quay (Sir William Gray Suite)	100

CABINET REPORT

7 March, 2011



Report of: Chief Finance Officer

Subject: QUARTER 3 – CAPITAL AND ACCOUNTABLE
BODY PROGRAMME MONITORING REPORT
2010/2011

SUMMARY

1. PURPOSE OF REPORT

- 1.1 To provide details of progress against the Council's overall Capital budget for 2010/2011 and the spending programmes where the Council acts as the Accountable Body for the period to 31st December, 2010.

2. SUMMARY OF CONTENTS

- 2.1 The report provides detailed monitoring information for each Portfolio up to 31st December, 2010. In total there 322 schemes within the Council's own capital programme and there are no specific issues to bring to Members attention. Similarly the NDC programme, for which the Council is Accountable body, is progressing within budget.

3. RELEVANCE TO CABINET

- 3.1 Cabinet has overall responsibility for the monitoring of the Council's budgets.

4. TYPE OF DECISION

- 4.1 None.

5. DECISION MAKING ROUTE

- 5.1 Cabinet 7th March, 2011.

6. DECISION(S) REQUIRED

- 6.1 Cabinet is asked to note the report.

Report of: Chief Finance Officer

Subject: QUARTER 3 – CAPITAL AND ACCOUNTABLE
BODY PROGRAMME MONITORING REPORT
2010/2011

1. PURPOSE OF REPORT

- 1.1 To inform Cabinet of progress against the Council's own 2010/2011 Capital budget and the spending programmes where the Council acts as the Accountable Body for the period to 31st December, 2010.
- 1.2 This report considers the following areas: -
- Capital Monitoring;
 - Accountable Body Programme Monitoring.

2. BACKGROUND

- 2.1 In line with previous monitoring reports, this document is an integrated comprehensive document that is page numbered, thus allowing Members easier navigation around the report. (See contents table below). The report provides a summary with the appendices providing detailed information for each portfolio.

Section	Heading	Page
3.	Capital Monitoring 2010/2011	3
4.	Accountable Body Programme	4
5.	Recommendations	4
Appendices A-G	Detailed Spend by Portfolio	5-16
Appendix H	Accountable Body Monitoring Summary	17
Appendix I	Accountable Body Revenue Monitoring	18

- 2.2 This report will be submitted to Scrutiny Co-ordinating Committee on 25th March 2011.

3. CAPITAL MONITORING 2010/2011

- 3.1 Expenditure for all Portfolios is summarised below and shows the capital programme to be on target by the financial year end. The table shows that significant capital payments of £19,119,000 are expected to be made in the final quarter of 2010/2011. This is not unusual for this time of year as there is a lead in time for individual capital schemes.

Portfolio	2010/2011 Budget	2010/2011 Actual to 31/12/2010	2010/2011 Expenditure Remaining	2010/2011 Expenditure Rephased to 2011/2012	2010/2011 Expenditure	2010/2011 Variance from budget Adverse/ (Favourable) £'000
	£'000	£'000	£'000	£'000	£'000	£'000
Adult & Public Health Services	1,832	630	1,202	0	1,832	0
Children's Services	20,126	8,297	5,751	6,078	20,126	0
Community Safety & Housing	15,825	8,721	5,143	1,961	15,825	0
Culture, Leisure & Tourism	2,324	997	1,327	0	2,324	0
Finance & Procurement	5,192	2,719	2,388	85	5,192	0
Performance	769	120	649	0	769	0
Regeneration & Economic Development	4,515	1,505	2,659	351	4,515	0
Total Capital Expenditure	50,583	22,989	19,119	8,475	50,583	0

3.2 The above table anticipates capital spending and resources of £8,475,000 will be rephased into 2011/2012.

3.3 The rephased expenditure includes £6,078,000 within the Children's Services Portfolio, of which £2,483,000 is for the new Jesmond Road School and £1,000,000 for the Building Schools for the Future ICT Scheme included. The majority of the remaining rephased expenditure relates to a variety of Schools projects where the works have been rescheduled to the school holidays to minimise disruption.

3.4 Within the Community Safety & Housing Portfolio rephased expenditure is £1,871,000 to fund Compulsory Purchase Orders expected to take place in 2011/12 as part of the North/Central Housing Market Renewal Scheme.

3.4 Detailed financial information on the capital programmes for individual Portfolios, is provided in the Appendices to this report as set out below.

- Appendix A - Adult & Public Health Services
- Appendix B - Children's Service
- Appendix C - Community Safety & Housing
- Appendix D - Culture, Leisure & Tourism
- Appendix E - Regeneration & Economic Development
- Appendix F - Finance & Procurement
- Appendix G - Performance

3.5 The format of the appendices shows details of anticipated and actual capital expenditure as at 31st December, 2010 and shows:

- Column A - Scheme Title
- Column B - Budget for Year
- Column C - Actual expenditure to 31st December, 2010
- Column D - Expected remaining expenditure to be incurred in the period January to March, 2011
- Column E - Expenditure Rephased into 2011/2012

Column F - 2010/2011 Total Expenditure
Column G - Variance from Budget
Column H - Type of financing

4. ACCOUNTABLE BODY PROGRAMME

- 4.1 The Council acts as Accountable Body for the Hartlepool New Deal for Communities (NDC). As part of its role as Accountable Body the Council needs to be satisfied that expenditure is properly incurred and is progressing as planned.

New Deal for Communities (NDC)

The current combined capital and revenue NDC allocation is £1,188,000. In addition to this there is additional grant funding of £900,000. This gives a total budget of £2,088,000 for the current financial year, as shown in **Appendix H**. It is forecast that the full allocation will be spent by the financial year end.

Appendix F Table 2 and **Appendix I** respectively show the latest capital and revenue budget allocations against this target and expenditure as at 31st December, 2010.

- 4.2 There are no major items to bring to Portfolio Holder's attention and expenditure is expected to be on target at year-end.

5. RECOMMENDATIONS

- 5.1 It is recommended that Cabinet notes the contents of the report.

PORTFOLIO : ADULT & PUBLIC HEALTH SERVICE

CAPITAL MONITORING REPORT PERIOD ENDING 31st DECEMBER 2010

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR							2010/2011 COMMENTS
		B	C	D	E	F	G	H	
		2010/2011 Budget £'000	2010/2011 Actual as at 31/12/10 £'000	2010/2011 Expenditure Remaining £'000	Expenditure Rephased into 2011/12 £'000	C+D+E 2010/2011 Total Expenditure £'000	F-B 2010/2011 Variance from budget £'000	Type of financing	
7229	Stranton Cemetery Flooding Works	13	0	13	0	13	0	UDPB	
7234	Chronically Sick & Disabled Adaptations	126	57	69	0	126	0	MIX	
7389	Mental Health Projects	490	0	490	0	490	0	SCE(R)	
7481	Improving Information Management (IIM) - IT Infrastructure	45	36	9	0	45	0	GRANT	
7531	Adult Education - Office Accommodation	14	2	12	0	14	0	GRANT	
7578	Lynn Street ATC Demolition	11	0	11	0	11	0	RCCO	
7622	Adult Education- Capital Equipment Replacement	37	0	37	0	37	0	GRANT	
7723	Resettlement/ Campus Works - Capital Grant	430	40	390	0	430	0	GRANT	
7983	Blakelock Day Centre Demolition	85	18	67	0	85	0	CAPREC	
8091	North Cemetery - Improvements to Entrance	26	7	19	0	26	0	UCPB	
8100	North Cemetery - Structural Refurbishment to Wall	60	0	60	0	60	0	UDPB	
8108	Havelock Centre for Independent Living	420	412	8	0	420	0	MIX	2010/11 Budget increased by £50k as scheme progressing sooner than anticipated.
8115	Havelock Day Centre - Window Replacement.	65	58	7	0	65	0	UCPB	Funding previously agreed but not allocated in 2010/11.
8217	Waverley Terrace Community Allotments - Composting Toilets	10	0	10	0	10	0	RCCO	
		1,832	630	1,202	0	1,832	0		

Key			
RCCO	Revenue Contribution towards Capital	GRANT	Grant Funded
MIX	Combination of Funding Types	CAP REC	Capital Receipt
UCPB	Unsupported Corporate Prudential Borrowing	UDPB	Unsupported Departmental Prudential Borrowing
SCE R	Supported Capital Expenditure (Revenue)	SPB	Supported Prudential Borrowing

PORTFOLIO : CHILDREN'S SERVICES

CAPITAL MONITORING REPORT PERIOD ENDING 31st DECEMBER 2010

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR							2010/2011 COMMENTS
		B	C	D	E	F	G	H	
		2010/2011 Budget £'000	2010/2011 Actual as at 31/12/10 £'000	2010/2011 Expenditure Remaining £'000	Expenditure Rephased into 2011/12 £'000	C+D+E 2010/2011 Total Expenditure £'000	F-B 2010/2011 Variance from budget £'000	Type of financing	
7027	Harnessing Technology Grant	362	168	94	100	362	0	Grant	
7032	Carlton Outdoor Centre - Purchase of Minibus	2	0	2	0	2	0	Grant	
7088	Jesmond Road - Build New School (Primary Capital Programme)	6,597	2,393	1,721	2,483	6,597	0	Mix	
7108	EDC Alterations to Accommodate PRU	6	6	0	0	6	0	Grant	
7109	Brierton - Alterations re Dyke House Decant	750	718	32	0	750	0	MIX	
7121	EDC/PRU - Paving and Lighting Replacement	5	5	0	0	5	0	Grant	
7122	EDC/PRU - Installation of Porch/Canopy	4	4	0	0	4	0	Grant	
7124	Rossmere - Replace Nursery Roof	11	10	1	0	11	0	Grant	
7125	Brougham - Install Security Fencing	12	0	12	0	12	0	Grant	
7125	Clavering - Install Security Fencing	8	0	8	0	8	0	Grant	
7126	Greatham - Create Change Facility & Quiet Area	32	0	32	0	32	0	Grant	This is a proposed new scheme for 2010/11
7127	Newburn Bridge Toilet Block - Extension to build Change facility	82	0	82	0	82	0	Grant	
7344	Brinkburn Pool - Reinstatement of Pool after Fire	1	0	1	0	1	0	Mix	
7384	Devolved Formula Capital - Various Misc Individual School Projects	904	474	80	350	904	0	Grant	
7388	Sure Start Central - Improvement Works at Lowthian Road	2	0	2	0	2	0	Mix	
7421	School Travel Plans - Develop Cycle Storage at Various Schools	66	7	19	40	66	0	Mix	
7437	Playing for Success - Develop New Classroom at Hartlepool United	1	0	0	1	1	0	Mix	
7469	Kingsley - Extension to School for Children's Centre	14	0	14	0	14	0	Grant	
7469	Unallocated - Children's Centre Grant	18	0	18	0	18	0	Grant	Report to be taken to Portfolio Holder on 22/02/11 regarding proposed usage
7500	High Tunstall - Refurbish Classrooms / Equipment Purchase	28	28	0	0	28	0	Grant	
7575	Dyke House ICT Equipment Purchase	73	73	0	0	73	0	RCCO	
7586	City Learning Centre Equipment Purchase	299	199	100	0	299	0	Grant	
7597	St John Vianney Starfish Daycare Outside Play Area	4	0	4	0	4	0	Mix	
7664	Clavering - Create New Foundation Stage Unit	2	0	2	0	2	0	Grant	
7853	Rossmere Youth Centre - Boiler Replacement	56	56	0	0	56	0	UCPB	
7858	Computers for Pupils - Schools Initiative	7	0	7	0	7	0	Grant	
7863	Carlton Outdoor Centre - Redevelopment (Works to be determined)	90	37	53	0	90	0	Mix	
7888	Stranton - Purchase & Install CCTV	2	0	2	0	2	0	RCCO	
7922	Golden Flatts - Heating Distribution system	60	45	9	0	54	(6)	Grant	Note 2
7979	Children's Centres - General Building Improvements	16	4	12	0	16	0	Grant	
7997	St Hilda's - Build Space to Learn	866	827	39	0	866	0	Grant	
8001	Capital Grants to External Nurseries (Early Years)	190	190	0	0	190	0	Grant	
8023	Sure Start Central (Chatham Hse) - Café Ext to Community Facilities	18	9	0	0	9	(9)	Grant	Note 2
8023	Sure Start North (Hindpool Cl) - Café Ext to Community Facilities	63	63	0	0	63	0	Grant	
8053	Brougham - Replace Boiler (09/10)	0	1	0	0	1	1	Grant	Note 2
8055	Education Development Centre - Window Replacement	1	1	0	0	1	0	UCPB	

Project Code	Scheme Title	EXPENDITURE IN CURRENT YEAR									2010/2011
		2010/2011 Budget	2010/2011 Actual as at 31/12/10	2010/2011 Expenditure Remaining	Expenditure Rephased into 2011/12	2010/2011 Total Expenditure	2010/2011 Variance from budget	Type of financing			
		£'000	£'000	£'000	£'000	£'000	£'000				
8056	Eldon Grove - Creation of Additional Teaching Space	650	9	41	600	650	0	Mix	Note 1		
8059	Hart - Create Multi-purpose Studio	166	1	0	165	166	0	Grant	Note 1		
8060	Rift House - Annexe 2 Heating	17	0	0	17	17	0	Grant			
8065	Emergency Response - Contingency	20	0	20	0	20	0	Mix			
8066	Brougham - Replacement of Gas Interlocks	5	0	5	0	5	0	SCE R			
8066	Eldon Grove - Replacement of Gas Interlocks	5	0	5	0	5	0	SCE R			
8066	Hart - Replacement of Gas Interlocks	5	0	0	5	5	0	SCE R			
8066	Lynnfield - Replacement of Gas Interlocks	6	8	-2	0	6	0	SCE R			
8066	Rift House - Replacement of Gas Interlocks	7	0	7	0	7	0	SCE R			
8066	Throston - Replacement of Gas Interlocks	5	0	0	5	5	0	SCE R			
8067	Ward Jackson - Creation of Quiet Room	4	2	2	0	4	0	Mix			
8068	Hart - Replace Fire Alarm System	20	11	9	0	20	0	Grant			
8069	Springwell - Replace Pool	17	17	0	0	17	0	Mix			
8070	Brinkburn Pool - Motorised Pool Cover	1	0	1	0	1	0	RCCO			
8072	Integrated Children's System Case Management Improvement	45	0	0	45	45	0	Grant			
8075	Aiming High for Disabled Children - Capital Grant for various Works	29	6	23	0	29	0	Grant			
8082	Golden Flatts - Resource Learning Centre	14	14	0	0	14	0	Grant			
8092	Fens - Outdoor Educational Area for Foundation Unit	14	0	14	0	14	0	Grant			
8093	Golden Flatts - Establish Nurture Area	6	0	6	0	6	0	Grant			
8096	Throston - DDA Access Ramps	1	1	0	0	1	0	Grant			
8097	Early Years (General Sure Start Grant) Unallocated	6	0	6	0	6	0	Grant			
8103	Brinkburn Pool - Access and Hoist	65	3	0	62	65	0	RCCO			
8116	Springwell - Covered Link Way	22	0	0	22	22	0	Mix			
8118	Holy Trinity - Outdoor Area	25	25	0	0	25	0	Mix			
8119	Rift House - Internal Reorganisation	60	0	60	0	60	0	Mix	Note 1		
8120	Lynnfield - Improve Teaching Space	120	0	25	90	115	(5)	Grant	Note 1		
8125	Stranton - Replace Floor Caretaker's Bungalow	14	8	6	0	14	0	Mix			
8138	BSF- ICT Contract	1,500	0	500	1,000	1,500	0	Grant			
8139	BSF- Dyke House	4,368	2,237	2,131	0	4,368	0	Grant			
8158	Children's Centre (Rossmere) - Install New Kitchen	27	23	4	0	27	0	Grant			
8159	Sure Start Central - Outside Classroom	7	6	1	0	7	0	Grant			
8160	St John Vianney Starfish Daycare New entrance / Buggy Area	35	1	34	0	35	0	Mix			
8168	SSN Hindpool Close - Create Community Garden & Play Space	74	8	66	0	74	0	Grant	New Scheme - 100% Grant Funded		
8169	Sure Start North - Install Conservatory	40	35	5	0	40	0	Grant			
8174	Barnard Grove - KS1 Fire Alarm Installation	25	22	3	0	25	0	Grant			
8176	Barnard Grove - Replace Bungalow Floor	15	0	0	15	15	0	Grant			
8177	Barnard Grove - Replace KS2 Roof	60	57	0	0	57	(3)	Grant	Note 2		
8178	Brougham - Replace Boiler (Phase 2 10/11)	105	88	17	0	105	0	Grant			
8179	Catcote - Replace Boiler	65	0	54	0	54	(11)	Mix	Note 1		
8180	Clavering - Replace Bungalow Heating	5	5	0	0	5	0	Grant			
8182	Eldon Grove - Replace Boiler and distribution system	89	58	7	24	89	0	Grant			
8183	Grange - Annexe Fire Alarm Installation	5	0	0	5	5	0	Grant			

Project Code	Scheme Title	EXPENDITURE IN CURRENT YEAR							2010/2011
		2010/2011 Budget £'000	2010/2011 Actual as at 31/12/10 £'000	2010/2011 Expenditure Remaining £'000	Expenditure Rephased into 2011/12 £'000	C+D+E 2010/2011 Total Expenditure £'000	F-B 2010/2011 Variance from budget £'000	Type of financing	
8187	Owton Manor - Replace 1st floor windows	75	0	25	0	25	(50)	Grant	Note 1
8188	Rossmere - Replace KS2 Toilets	30	0	0	30	30	0	Grant	
8189	Springwell - Roof replacement	28	27	0	0	27	(1)	Grant	Note 2
8190	Stranton - KS1 Replacement wiring	24	19	2	0	21	(3)	Mix	Note 2
8191	Stranton - Replace KS1 Windows	34	32	0	0	32	(2)	Grant	Note 2
8192	St Helens - Replace Corner Posts	25	4	21	0	25	0	Mix	
8193	Throston - Window replacement	88	2	36	50	88	0	Grant	
8194	Ward Jackson - Window replacement	29	26	0	0	26	(3)	Grant	Note 2
8195	West Park - Heating distribution Ph 2	20	18	0	0	18	(2)	Mix	Note 2
8196	West Park - Bungalow Access works	7	6	0	0	6	(1)	Grant	Note 2
8197	West Park - Roof Replacement	17	16	0	0	16	(1)	Grant	Note 2
8198	West View - Replace Heating Distribution System	78	0	0	78	78	0	Mix	
8199	West View - Kitchen Replacement	56	43	13	0	56	0	Mix	
8200	West View - KS1 & KS2 Window replacement	70	30	4	0	34	(36)	Mix	Note 2
8201	Brougham - Improve Internal Access	50	0	0	50	50	0	Grant	
8202	Grange - Replace Classroom Annexe	550	0	0	550	550	0	Mix	
8203	Owton Manor - Improve Foundation Stage Outdoor area	51	0	13	38	51	0	Grant	
8205	Springwell - Create Enterprise area and Cyber Café	60	0	15	45	60	0	Mix	
8206	St Helens - Interior Remodel	157	0	21	118	139	(18)	Mix	Note 1
8207	Stranton - Improve Outdoor Learning Area	22	0	0	30	30	8	Grant	
8208	Ward Jackson -Create Foundation Unit	60	0	0	60	60	0	Grant	
8209	West Park - Improve Reception class toilet area	10	0	10	0	10	0	Grant	
8218	Youth Service - Purchase Portable MUGA & Trailer	23	16	7	0	23	0	Mix	
8281	Catcote - Purchase & Install Temporary Classroom	60	45	15	0	60	0	Grant	
8283	Springwell - Install Ventilation System in Pool Area	5	5	0	0	5	0	Mix	
8282	Exmoor Grove - Redevelopment/ Change of use	85	45	40	0	85	0	Mix	
8284	Rossmere YC - Shower & Toilets	21	0	21	0	21	0	Grant	New Scheme - funded from Youth Capital Fund
8287	EDC/PRU Extension to PRU Reception	10	0	10	0	10	0	Grant	
9004	Contingency Funding (Modernisation, Access, RCCO) Currently Unallocated	(40)	0	102	0	102	142	Mix	Note 2
		20,126	8,297	5,751	6,078	20,126	0		

NOTES

Note 1 The 2010/11 Schools Capital Programme was approved by the Children's Services Portfolio Holder on 13th April 2010. The approved programme of work was over-committed as a number of costs were indicative allocations only and the contributions from schools assumed the minimum 10% contribution. In many cases school contributions (from their Devolved Formula Capital and/or revenue budgets) have been confirmed as significantly higher than the minimum 10%. In addition, tendered/confirmed prices have been finalised for all of the schemes identified above and this confirmed price is shown above as the budgeted cost against which actual expenditure will be monitored. The effect of both increased school contributions and lower overall costs has been that the 2010/11 programme is now within budget.

Note 2 These schemes are now complete and the costs finalised. The variance from the approved budget has been transferred into the Contingency Funding (9004 - current amount unallocated £102k) which will be used to fund any increased costs in 2010/11 or any unforeseen emergency capital works. Any remaining balance will be carried forward into 2011/12 to supplement next years Schools Capital Programme.

Key			
RCCO	Revenue Contribution towards Capital	GRANT	Grant Funded
MIX	Combination of Funding Types	CAP REC	Capital Receipt
UCPB	Unsupported Corporate Prudential Borrowing	UDPB	Unsupported Departmental Prudential Borrowing
SCE R	Supported Capital Expenditure (Revenue)	SPB	Supported Prudential Borrowing

PORTFOLIO : COMMUNITY SAFETY AND HOUSING

CAPITAL MONITORING REPORT PERIOD ENDING 31st DECEMBER 2010

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR							2010/2011 COMMENTS
		B	C	D	E	F	G	H	
		2010/2011 Budget £'000	2010/2011 Actual as at 31/12/10 £'000	2010/2011 Expenditure Remaining £'000	Expenditure Rephased into 2011/12 £'000	C+D+E 2010/2011 Total Expenditure £'000	F-B 2010/2011 Variance from budget £'000	Type of financing	
7206	Community Safety Social Lighting Programme	7	0	7	0	7	0	UCPB	
7207	Car Parking Security/CCTV	238	51	97	90	238	0	SPB	
7222	Minor Works - North Area	78	4	74	0	78	0	MIX	
7223	Minor Works - South Area	106	0	106	0	106	0	MIX	
7224	Minor Works - Central Area	50	17	33	0	50	0	MIX	
7252	Safer Streets Initiative	37	8	29	0	37	0	GRANT	
7821	Waste Performance Efficiency - Amenity Site	97	49	48	0	97	0	MIX	
8079	Household Waste Recycling Centre	18	5	13	0	18	0	UDPB	
8127	Community Housing - Charles St	4,412	2,320	2,092	0	4,412	0	UDPB	
8128	Community Housing - Seaton Lane	2,431	2,350	81	0	2,431	0	UDPB	
8130	Community Housing - Kipling Road	1,895	860	1,035	0	1,895	0	UDPB	
7083	Hartlepool Business Security Fund	58	33	25	0	58	0	UCPB	
7107	Growth Point Funded Housing Projects	413	6	407	0	413	0	GRANT	
7218	Mandatory Disabled Facilities Grant	640	399	241	0	640	0	GRANT	
7219	Minor Works Grant	70	42	28	0	70	0	GRANT	
7220	Discretionary Renovations Grant	367	222	145	0	367	0	GRANT	
7230	North/Central - Housing Market Renewal	4,185	2,214	100	1,871	4,185	0	GRANT	The rephased element relates to the estimated amount to be carried forward to finance compulsory purchase order (CPO) house acquisitions in 2011/12.
7231	Thermal Housing Efficiency Measures	79	60	19	0	79	0	GRANT	
7368	Building Safer Communities	3	0	3	0	3	0	GRANT	
7404	Housing Revenue Account (HRA) Residual Expenditure	4	0	4	0	4	0	RCCO	
7431	Community Safety Strategy	64	7	57	0	64	0	UCPB	
7878	Community Safety CCTV Upgrade	64	32	32	0	64	0	MIX	
8155	Preventing Repossession Fund	29	0	29	0	29	0	GRANT	
8170	SCRAPT Voluntary Sector Premises Pool	25	0	25	0	25	0	UCPB	
8210	SCRAPT Key Vacant Buildings Grant Scheme	175	0	175	0	175	0	UCPB	
8284	Drugs Action Team (DAT) Tier 4 Accommodation	280	42	238	0	280	0	GRANT	
		15,825	8,721	5,143	1,961	15,825	0		

Key			
RCCO	Revenue Contribution towards Capital	GRANT	Grant Funded
MIX	Combination of Funding Types	CAP REC	Capital Receipt
UCPB	Unsupported Corporate Prudential Borrowing	UDPB	Unsupported Departmental Prudential Borrowing
SCE R	Supported Capital Expenditure (Revenue)	SPB	Supported Prudential Borrowing

PORTFOLIO : CULTURE, LEISURE AND TOURISM

CAPITAL MONITORING REPORT PERIOD ENDING 31st DECEMBER 2010

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR							2010/2011 COMMENTS
		B	C	D	E	F	G	H	
		2010/2011 Budget £'000	2010/2011 Actual as at 31/12/10 £'000	2010/2011 Expenditure Remaining £'000	Expenditure Rephased into 2011/12 £'000	C+D+E 2010/2011 Total Expenditure £'000	F-B 2010/2011 Variance from budget £'000	Type of financing	
7046	Central Library - Revolving Door	4	4	0	0	4	0	UCPB	Budget increased to fund current expenditure from Mill House Reserve and managed underspends within Sport & Recreation revenue budget.
7047	Mill House Leisure Centre - Changing Village	273	273	0	0	273	0	MIX	
7110	Playbuilder - Grant to be allocated	137	0	137	0	137	0	GRANT	Awaiting central government confirmation of how much this grant will be cut.
7110	Burbank Play Area	11	8	3	0	11	0	GRANT	
7110	Brougham Play Area	49	5	44	0	49	0	GRANT	
7110	Burn Valley Gardens (Playbuilder)	44	37	7	0	44	0	GRANT	
7110	Clavering Play Area (Playbuilder)	24	13	11	0	24	0	GRANT	
7110	Jutland Road Play Area	23	0	23	0	23	0	GRANT	
7110	King George V Play Area	53	44	9	0	53	0	GRANT	
7110	Oxford Road Play Area	7	7	0	0	7	0	GRANT	
7110	Rossmere Play Area (Playbuilder)	22	6	16	0	22	0	GRANT	
7110	Seaton Carew Play Area, Seaton Park (Playbuilder)	24	24	0	0	24	0	GRANT	
7110	Town Moor Play Area (Playbuilder)	3	3	0	0	3	0	GRANT	
7110	Playbuilder Equipment purchased in advance	19	19	0	0	19	0	GRANT	
7382	Greatham Play Area Equipment	9	0	9	0	9	0	MIX	
7414	Jutland Road Play Area Upgrade	72	72	0	0	72	0	MIX	
7651	Burn Valley Park Beck	128	1	127	0	128	0	MIX	
7853	Owton Manor Community Centre - Replace Boiler	35	0	35	0	35	0	UCPB	
7990	Ward Jackson Park Bandstand Shutters	4	0	4	0	4	0	MIX	
7992	Grayfields Sports Junior Pitches	97	90	7	0	97	0	MIX	
8011	Summerhill CCTV	14	9	5	0	14	0	MIX	
8019	Mill House Leisure Centre Internal Doors	1	0	1	0	1	0	UCPB	
8021	Museum of Hartlepool Signage	2	2	0	0	2	0	UCPB	
8051	Seaton Carew Community Centre Roof Replacement	9	2	7	0	9	0	UCPB	
8087	Wingfield Castle Vehicle Deck Replacement	20	20	0	0	20	0	UCPB	
8090	Owton Manor Branch Library - Replacement Roof	31	31	0	0	31	0	UPCB	
8095	Central Library - Signage	4	0	4	0	4	0	UPCB	
8104	Rossmere MUGA & Skatepark	464	174	290	0	464	0	Mix	
8121	Rossmere Park Re-Development	1	0	1	0	1	0	GRANT	
8211	Central Library - Boiler Replacement	70	68	2	0	70	0	UPCB	
8212	Seaton Carew Sports Hall Roof Replacement	85	85	0	0	85	0	UCPB	
8213	Seaton Carew Community Centre Window Replacement	65	0	65	0	65	0	UCPB	
8216	Seaton Carew Cricket Club	30	0	30	0	30	0	UCPB	
n/a	Skateboard Park	70	0	70	0	70	0	RCCO	

7.1
Appendix D (cont)

Project Code	A	EXPENDITURE IN CURRENT YEAR							2010/2011 COMMENTS
		B	C	D	E	F	G	H	
	Scheme Title	2010/2011 Budget £'000	2010/2011 Actual as at 31/12/10 £'000	2010/2011 Expenditure Remaining £'000	Expenditure Rephased into 2011/12 £'000	C+D+E 2010/2011 Total Expenditure £'000	F-B 2010/2011 Variance from budget £'000	Type of financing	
8296	Rossmere Park Playbuilder Year 2	56	0	56	0	56	0	UCPB	
8297	Seaton Sea Front Playbuilder Year 2	46	0	46	0	46	0	RCCO	
8298	Coronation Drive Front Playbuilder Year 2	45	0	45	0	45	0	UCPB	
8299	Seaton 3 Playbuilder Year 2	45	0	45	0	45	0	RCCO	
8300	Summerhill Playbuilder Year 2	46	0	46	0	46	0	UCPB	
8301	Elwick Village Playbuilder Year 2	45	0	45	0	45	0	UCPB	
8302	Ward Jackson Park Playbuilder Year 2	45	0	45	0	45	0	UCPB	
8304	Phoenix Centre Playbuilder Year 2	46	0	46	0	46	0	UCPB	
8305	Owton Manor 3 Playbuilder Year 2	46	0	46	0	46	0	RCCO	
		2,324	997	1,327	0	2,324	0		

Key			
RCCO	Revenue Contribution towards Capital	GRANT	Grant Funded
MIX	Combination of Funding Types	CAP REC	Capital Receipt
UCPB	Unsupported Corporate Prudential Borrowing	UDPB	Unsupported Departmental Prudential Borrowing
SCE R	Supported Capital Expenditure (Revenue)	SPB	Supported Prudential Borrowing

PORTFOLIO : REGENERATION & ECONOMIC DEVELOPMENT

CAPITAL MONITORING REPORT PERIOD ENDING 31st DECEMBER 2010

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR								2010/2011 COMMENTS
		B	C	D	E	F	G	H		
		2010/2011 Budget £'000	2010/2011 Actual as at 31/12/10 £'000	2010/2011 Expenditure Remaining £'000	Expenditure Rephased into 2011/12 £'000	C+D+E 2010/2011 Total Expenditure £'000	F-B 2010/2011 Variance from budget £'000	Type of financing		
7015	Targeted Private Housing Improvements	18	0	18	0	18	0	CAP REC		
7045	THI Key Buildings Headland (Heritage/Lottery funding)	60	60	0	0	60	0	GRANT		
7084	Principal Roads Camera Partnership	14	10	4	0	14	0	GRANT		
7120	Hartlepool Active Response Team Vehicles	9	9	0	0	9	0	MIX		
7244	Travel Plans	20	0	20	0	20	0	SPB		
7245	Cycle Parking	5	0	5	0	5	0	SPB		
7250	Travel Awareness	19	0	19	0	19	0	GRANT		
7251	Public Transport CCTV	10	0	10		10	0	SPB		
7417	Friarage Field - Building Demolition	5	0	5	0	5	0	RCCO		
7466	Vehicle Procurement	1,905	531	1,374	0	1,905	0	UDPB		
7487	Local Transportation Plan - Monitoring	5	0	5	0	5	0	UCPB		
7508	Anhydrite Mine - Derelict Land	171	0	0	171	171	0	UCPB	The rephased expenditure is the result of the remaining budget relating to long term future monitoring costs.	
7541	Safer Routes to Schools	108	0	108	0	108	0	GRANT		
7545	Motorcycle Training	21	21	0	0	21	0	GRANT		
7546	Road Safety Education & Training	25	2	23	0	25	0	GRANT		
7580	Highways Remedial Works - Marina	4	0	4	0	4	0	TDC		
7581	Tees Valley Boundary Signs	3	0	3	0	3	0	GRANT		
7644	School Travel Plans	16	5	11	0	16	0	SPB		
7645	Local Transport Plan (LTP) General	325	0	325	0	325	0	MIX		
7736	Bus Priority	238	210	28	0	238	0	SPB		
7866	Friarage Manor House	18	0	18	0	18	0	CAP REC		
7896	Brougham Enterprise Centre Toilet & Shower Facilities	20	12	8	0	20	0	UCPB		
7897	Regeneration Match Funding	333	0	333	0	333	0	UCPB		
7895	Industrial and Commercial Business Grants	96	52	44	0	96	0	UCPB		
7959	Other Walking Schemes	18	2	16	0	18	0	SPB		
7961	School 20mph Zones	17	1	16	0	17	0	SPB		
7972	Other Traffic Management Schemes	155	80	75	0	155	0	SPB		
7973	Other Safety Schemes	45	45	0	0	45	0	GRANT		
8046	LTP3 Development	38	34	4	0	38	0	GRANT		
8054	Victoria Buildings THI	134	134	0	0	134	0	MIX		
8099	Brougham Enterprise Centre - New Enhanced Windows	89	64	25	0	89	0	UCPB		
8107	Acquisition of Crown House	98	45	53	0	98	0	UCPB		
8110	King Oswy Shops - Improvements	6	6	0	0	6	0	UCPB		
8113	Catcote Shops - Improvements	46	46	0	0	46	0	UCPB		
8114	Hartlepool College of FE - Redevelopment	130	130	0	0	130	0	UDPB		
8131	Small Retailers - Partnership Grant	6	6	0	0	6	0	GRANT		
8153	Seaside Grant Funding	200	0	20	180	200	0	GRANT		
8161	Newburn Bridge - Roofing and Replacement of Doors	85	0	85	0	85	0	UCPB		
		4,515	1,505	2,659	351	4,515	0			

Key			
RCCO	Revenue Contribution towards Capital	GRANT	Grant Funded
MIX	Combination of Funding Types	CAP REC	Capital Receipt
UCPB	Unsupported Corporate Prudential Borrowing	UDPB	Unsupported Departmental Prudential Borrowing
SCE R	Supported Capital Expenditure (Revenue)	SPB	Supported Prudential Borrowing

PORTFOLIO : FINANCE & PROCUREMENT**CAPITAL MONITORING REPORT PERIOD ENDING 31st DECEMBER 2010****TABLE 1 - RESOURCES**

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR							2010/2011 COMMENTS
		B 2010/2011 Budget £'000	C 2010/2011 Actual as at 31/12/10 £'000	D 2010/2011 Expenditure Remaining £'000	E Expenditure Rephased into 2011/12 £'000	F C+D+E 2010/2011 Total Expenditure £'000	G F-B 2010/2011 Variance from budget £'000	H Type of financing	
7026	Sir William Gray House - Replace Fire Alarm	50	48	2	0	50	0	MIX	
7036	Unallocated SCRAPT Budget	113	0	113	0	113	0	MIX	
7041	Corporate Planned Maintenance Unallocated	14	0	14	0	14	0	MIX	
7091	City Challenge Clawback	229	0	229	0	229	0	MIX	
7111	Stranton Crematorium Roof Replacement	5	0	5	0	5	0	MIX	
7114	Rossmere Youth Centre - Roof Replacement	55	55	0	0	55	0	MIX	
7115	Civic Centre Ramp	180	0	180	0	180	0	MIX	Scheme is more expensive than funding available, project on hold, subject to finding additional funds.
7117	Civic Centre Access Control System	72	0	72	0	72	0	MIX	
7119	Demolition of Throston Grange Old Peoples Home	3	3	0	0	3	0	CAP REC	
7200	Civic Centre Refurbishment	350	350	0	0	350	0	MIX	
7235	Low Floor Infrastructure	33	6	27	0	33	0	SPB	
7236	Bus Shelter Improvements	20	0	20	0	20	0	SPB	
7237	Cycle Routes (General)	48	46	2	0	48	0	MIX	
7240	Hartlepool Transport Interchange	1,037	1,037	0	0	1037	0	SPB	
7241	Pedestrian Dropped Crossing	34	11	23	0	34	0	SPB	
7242	Other Street Lighting Improvements	80	0	45	35	80	0	MIX	
7257	Disabled Adaptations (Various Locations)	111	19	92	0	111	0	MIX	
7272	Wheely Bin Purchase	45	39	6	0	45	0	UDPB	
7499	Contaminated Land - Lithgo Close	68	16	52	0	68	0	MIX	
7549	Other Bridge Schemes	109	2	57	50	109	0	SPB	
7618	Sale of Briarfields	1	1	0		1	0	CAP REC	
7706	Waterproofing Ph2 Multi Storey Car Park	10	1	9	0	10	0	UCPB	
7707	HM Other Schemes (non-LTP)	40	0	40	0	40	0	UCPB	
7734	Hart Lane/Wiltshire Way Junction Improvements 0708	240	12	228	0	240	0	SPB	
7781	Renew Boiler and Heating System - Municipal Buildings	85	0	85	0	85	0	MIX	Project on hold owing to the sale of the building
7835	Primary Health Care Centre Park	18	0	18	0	18	0	CAP REC	
7847	Coast Protection - Headland Fencing & Promenade	2	0	2	0	2	0	CAP REC	
7852	Highways Improvements - TESCO S106 Expend	18	18	0	0	18	0	GRANT	
7867	City Challenge Burbank/Murray Street	86	0	86	0	86	0	MIX	
7891	Strategy Study - Seaton Carew	92	13	79	0	92	0	GRANT	
7892	Strategy Study - Town Wall	115	92	23	0	115	0	GRANT	
7899	Coast Protection 0809	1	1	0	0	1	0	SPB	
7906	Bryan Hanson House On Street Parking	22	22	0	0	22	0	UDPB	
7965	Catcote Turning Circle Reconstruction	4	0	4	0	4	0	MIX	
7999	Marina Way Landscaping	34	12	22	0	34	0	RCCO	
7989	Access System - Municipal Buildings	9	0	9	0	9	0	MIX	Project on hold owing to the sale of the building
8006	Access Road to Briarfields	20	0	20	0	20	0	CAP REC	
8015	Tesco New Entrance/Junction/Lights	39	0	39	0	39	0	GRANT	
8033	Resurface Church Square Paved Carriageway	35	33	2	0	35	0	GRANT	
8034	Resurface Outside Civic Centre	16	0	16	0	16	0	GRANT	
8037	Resurface Catcote Road/Oxford Road/Marlowe Road	122	0	122	0	122	0	GRANT	

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR							2010/2011 COMMENTS
		B	C	D	E	F	G	H	
		2010/2011 Budget £'000	2010/2011 Actual as at 31/12/10 £'000	2010/2011 Expenditure Remaining £'000	Expenditure Rephased into 2011/12 £'000	C+D+E 2010/2011 Total Expenditure £'000	F-B 2010/2011 Variance from budget £'000	Type of financing	
8044	Footway Recon - York Road/Victoria Road/Park Road	2	2	0	0	2	0	GRANT	
8045	Footway Recon - Everett Street No 75 to 79	1	1	0	0	1	0	GRANT	
8077	Footpath Resurfacing - Cemetery Road	6	6	0	0	6	0	RCCO	
8081	Non Adopted Highway Areas	26	9	17	0	26	0	UCPB	
8085	Church Street Offices - Install Electrical Distribution System	55	0	55	0	55	0	UCPB	
8102	Church Street - Re-Roof Garage with Enhanced Roofing System	40	38	2	0	40	0	UCPB	
8105	Installation of Staff Welfare Facilities (Civic Centre)	18	0	18	0	18	0	MIX	
8126	Stockton Street Wall	27	27	0	0	27	0	SPB	
8132	Relocation of Building Management System Equip to Bryan Hanson House	10	1	9	0	10	0	CAP REC	
8133	Removal of Leadbitter Telephone System	2	2	0	0	2	0	CAP REC	
8134	Create Interview Rooms - Municipal Buildings	15	16	-1	0	15	0	CAP REC	
8135	Ramps - Accessibility (Church Street offices)	40	39	1	0	40	0	CAP REC	
8136	Removal of Offices - Hanson House	15	17	-2	0	15	0	CAP REC	
8137	Removal of Print Room to Civic Centre	10	3	7	0	10	0	CAP REC	
8141	Installation of Electrical Outlets - Bryan Hanson House	20	7	13	0	20	0	MIX	
8142	School Kitchen Replacements (Various Schools)	215	139	76	0	215	0	MIX	
8151	Resurfacing Works - Bournemouth Drive	1	1	0	0	1	0	SPB	
8156	Mill House Leisure Centre - Hall Lighting	30	23	7	0	30	0	GRANT	
8162	Footpath Renewals	10	0	10	0	10	0	MIX	
8163	Civic Centre Carpet Replacement - Ground Floor	22	20	2	0	22	0	MIX	
8164	Seaton Carew Sports Hall - Replace Heating System	35	0	35	0	35	0	MIX	Project on Hold - pending review of Seaton Carew Sports Hall
8165	Stranton Nursery - Replace Boiler	70	0	70	0	70	0	MIX	
8166	Maritime Experience - Replace Boilers	25	0	25	0	25	0	MIX	
8167	Automatic Entry Doors - Civic Centre Disability Works	10	0	10	0	10	0	MIX	
8171	Footpath Renewal - Grayfields	10	0	10	0	10	0	MIX	
8173	Voltage Optimisation - Civic Centre	37	37	0	0	37	0	MIX	
8214	Building Management System - Replace Equipment	45	0	45	0	45	0	UCPB	
8215	Lynn Street Depot - Work Shops - Replace Roof	50	0	50	0	50	0	UCPB	
8219	Sale of Jesmond Road School	10	2	8	0	10	0	CAP REC	
8280	Upgrade Sea Defences Seaton	35	29	6	0	35	0	GRANT	
7542	Parking Lay Bys	17	0	17	0	17	0	SPB	
7720	Public Conveniences	1	1	0	0	1	0	MIX	
8111	Marina Prom LED Lighting Scheme	6	6	0	0	6	0	MIX	
Various	Carriageway Resurfacing	611	456	155	0	611	0	SPB	
		5,192	2,719	2,388	85	5,192	0		

Key			
RCCO	Revenue Contribution towards Capital	GRANT	Grant Funded
MIX	Combination of Funding Types	CAP REC	Capital Receipt
UCPB	Unsupported Corporate Prudential Borrowing	UDPB	Unsupported Departmental Prudential Borrowing
SCE R	Supported Capital Expenditure (Revenue)	SPB	Supported Prudential Borrowing

PORTFOLIO : FINANCE & PROCUREMENT

CAPITAL MONITORING REPORT PERIOD ENDING 31st DECEMBER 2010

TABLE 2 - NEW DEAL FOR COMMUNITIES

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR							2010/2011 COMMENTS
		B	C	D	E	F	G	H	
		2010/2011 Budget £'000	2010/2011 Actual as at 31/12/10 £'000	2010/2011 Expenditure Remaining £'000	Expenditure Rephased into 2011/12 £'000	C+D+E 2010/2011 Total Expenditure £'000	F-B 2010/2011 Variance from budget £'000	Type of financing	
7038	Opening Doors Phase III	99	99	0	0	99	0	NDC	
7050	Osbourne Road Hall	3	3	0	0	3	0	NDC	
7051	Voluntary Sector Premises Pool	5	5	0	0	5	0	NDC	
7054	Crime Premises	14	13	1	0	14	0	NDC	
7061	Business Security Fund	2	2	0	0	2	0	NDC	
7063	CIA Environmental Improvements	39	1	38	0	39	0	NDC	
7079	Home Improvement Project	316	197	119	0	316	0	MIX	
7086	Lynnfield Play Area	15	0	15	0	15	0	NDC	
7065/7070 /8014	Neighbourhood Management	64	43	21	0	64	0	NDC	
8048	NDC Trust III	231	231	0	0	231	0	NDC	
		788	594	194	0	788	0		

Key			
RCCO	Revenue Contribution towards Capital	GRANT	Grant Funded
MIX	Combination of Funding Types	CAP REC	Capital Receipt
UCPB	Unsupported Corporate Prudential Borrowing	UDPB	Unsupported Departmental Prudential Borrowing
SCE R	Supported Capital Expenditure (Revenue)	SPB	Supported Prudential Borrowing

PORTFOLIO : PERFORMANCE

CAPITAL MONITORING REPORT PERIOD ENDING 31st DECEMBER 2010

Project Code	A Scheme Title	EXPENDITURE IN CURRENT YEAR							2010/2011 COMMENTS
		B	C	D	E	F	G	H	
		2010/2011 Budget £'000	2010/2011 Actual as at 31/12/10 £'000	2010/2011 Expenditure Remaining £'000	Expenditure Rephased into 2011/12 £'000	C+D+E 2010/2011 Total Expenditure £'000	F-B 2010/2011 Variance from budget £'000	Type of financing	
7048	Unallocated Health & Safety Issues	44	0	44	0	44	0	MIX	
7468	IT Strategy	500	0	500	0	500	0	MIX	
7623	Corporate IT Projects	57	25	32	0	57	0	MIX	
tbcb	Corporate Projects	39	0	39	0	39	0	MIX	
tbcb	Mobile Chip & Pin	20	0	20	0	20	0	MIX	
tbcb	Contact Service Upgrade	10	0	10	0	10	0	MIX	
8157	Northgate New Server	28	24	4	0	28	0	MIX	
8143	Council Tax Demand Notices	10	10	0	0	10	0	MIX	
8308	Purchase of Morison Hall	61	61	0	0	61	0	UCPB	
		769	120	649	0	769	0		

Key			
RCCO	Revenue Contribution towards Capital	GRANT	Grant Funded
MIX	Combination of Funding Types	CAP REC	Capital Receipt
UCPB	Unsupported Corporate Prudential Borrowing	UDPB	Unsupported Departmental Prudential Borrowing
SCE R	Supported Capital Expenditure (Revenue)	SPB	Supported Prudential Borrowing

ACCOUNTABLE BODY PROGRAMMES - REPORT TO 31ST DECEMBER 2010

Line No	2010/11 Latest Budget	Accountable Body Programme	Actual Position 31/12/10			Projected Outturn Variance	2010/2011 COMMENTS
			2010/11 Expected Expenditure/ (Income) Col. D	2010/11 Actual Expenditure/ (Income) Col. E	Variance: Adverse/ (Favourable) Col. F = (F=E-D) £'000		
Col. A	Col. B	Col. C	£'000	£'000	£'000	£'000	
		TABLE 1 - New Deal for Communities					
1	1,300	Revenue Projects	907	704	(203)	0	
2	788	Capital Projects	594	594	0	0	
3	2,088	Total NDC	1,501	1,298	(203)	0	

PORTFOLIO : FINANCE & PROCURMENT

ACCOUNTABLE BODY REVENUE MONITORING REPORT PERIOD ENDING 31st DECEMBER 2010

TABLE 1 - NEW DEAL FOR COMMUNITIES

Line No	2010/11 Budget	Description of Best Value Unit	Actual Position 31/12/10			Projected Outturn Variance	2010/2011 COMMENTS
			Forecast Expenditure / (Income)	Actual Expenditure/ (Income)	Variance Adverse/ (Favourable)		
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F (F=E-D)		
	£'000		£'000	£'000	£'000	£'000	
2	4	Back to Work Grant	4	4	0	0	
3	8	Business Support Manager	6	6	0	0	
4	101	Children's Learning and Activities project	76	70	(6)	0	
5	60	Communications Project	45	23	(22)	0	
6	34	Community Development Work	26	19	(7)	0	
7	142	Community Housing Plan Delivery Costs 2008-11	107	103	(4)	0	
8	53	Community Learning Centre - Lynnfield	0	0	0	0	
9	1	Community Transport	1	1	0	0	
10	34	Crime Premises	26	31	5	0	
11	1	Enterprise Support Scheme	1	1	0	0	
12	28	Evaluation Project	28	28	0	0	
13	10	Family Support	8	7	(1)	0	
14	22	KS3 Sustaining Performance	0	0	0	0	
15	15	Longhill - Site Manger	15	15	0	0	
16	12	Lynnfield Play Area	12	11	(1)	0	
17	446	Management & Administration	335	230	(105)	0	
18	263	Neighbourhood Management Phase II	197	137	(60)	0	
20	1	Resident Association Support	1	0	(1)	0	
21	1	Resident Steering Group (RSG) Laptops	1	0	(1)	0	
22	45	Selective Licensing in the Private Rented Sector	0	0	0	0	
23	4	Sustaining Consultancy Fund	4	4	0	0	
24	14	Youth Enterprise Scheme	14	14	0	0	
	1,300		907	704	(203)	0	

NOTES

Note 1 This is the final year of NDC and expenditure is expected to be on target at year end.

CABINET REPORT

7 March 2011



Report of: Corporate Management Team

Subject: QUARTER 3 – CORPORATE PLAN AND
REVENUE FINANCIAL MANAGEMENT
REPORT 2010/2011

SUMMARY

1. PURPOSE OF REPORT

1.1 To inform Cabinet of: -

- The progress made towards achieving the Corporate Plan Actions in order to provide timely information and allow any necessary decisions to be taken;
- To provide details of progress against the Council's overall revenue budget for 2010/2011.

2. SUMMARY OF CONTENTS

- 2.1 The report describes progress towards achieving the actions within the Corporate Plan using the traffic light system of Green, Amber and Red. The report provides an overview of Council performance, with separate sections providing more detailed information for each Portfolio Holder to consider.

3. RELEVANCE TO CABINET

Cabinet has overall responsibility for the monitoring of the Council's Corporate Plan and the Revenue budget.

4. TYPE OF DECISION

None.

5. DECISION MAKING ROUTE

Cabinet 7 March 2011.

6. DECISION(S) REQUIRED

Cabinet is asked to: -

- Note the current position with regard to performance and revenue monitoring;

Report of: Corporate Management Team

Subject: QUARTER 3 – CORPORATE PLAN AND
REVENUE FINANCIAL MANAGEMENT
REPORT 2010/2011

1 PURPOSE OF REPORT

- 1.1 To inform Cabinet of the progress made towards achieving the Corporate Plan outcomes through identified actions and of progress against the Council's own 2010/2011 Revenue Budget, for the period to 31st December, 2010 and forecast outturns.

2 BACKGROUND

- 2.1 In line with previous monitoring reports, this report is an integrated document that is page numbered, thus allowing Members easier navigation around the report. (See contents table below). The report firstly provides an overall picture of performance and progress against the approved 2010/2011 revenue budget.

Section	Heading	Page
3.	Overall Performance and Progress on Actions and Performance Indicators	4
	Detailed Performance Monitoring Sections	
4.	Adult and Public Health Portfolio	5
5.	Children's Services Portfolio	6
6.	Culture, Leisure and Tourism Portfolio	7
7.	Performance Portfolio	8
8.	Finance and Procurement Portfolio	10
9.	Transport and Neighbourhoods Portfolio	10
10.	Regeneration and Economic Development Portfolio	12
11.	Community Safety and Housing Portfolio	13
12.	Revenue Financial Management Information	14
13.	Conclusions	20
14.	Recommendations	20

- 2.2 This report will be submitted to Scrutiny Co-ordinating Committee on 25th March 2011.

3 OVERALL PERFORMANCE AND PROGRESS ON ACTIONS AND PERFORMANCE INDICATORS

3.1 The Council identified 112 actions with specific completion dates and 121 performance indicators (PIs) as measures of success in the 2010/2011 Corporate Plan. Overall performance is good, and in line with expectations with 94% of actions and 70% of the PIs (when annually reported PIs have been removed) judged to be either on or above targets. An explanation of the traffic lights can be found below. Tables 1 and 2 below summarise officers' views on progress as at 31st December, 2010, for each Portfolio Holder's responsibilities: -



Action has not been completed or PI target not achieved



Action/PI where intervention is required as not progressing well



Action/PI progress is acceptable



Action/PI on track to achieve



Action/PI completed or target achieved

Table 1 – Progress on Actions within the Corporate Plan

Portfolio	Actions by Traffic Light					
	Green (on track or achieved)		Amber (progress acceptable)		Red (not achieved or intervention required)	
	No.	%	No.	%	No.	%
Adult Services and Public Health	10	100	0	0	0	0
Children's Services	28	93	1	3	1	3
Culture, Leisure and Tourism	8	100	0	0	0	0
Performance	23	85	3	11	1	4
Finance and Procurement	8	100	0	0	0	0
Transport and Neighbourhoods	11	100	0	0	0	0
Regeneration and Economic Development	8	100	0	0	0	0
Community Safety and Housing	9	90	1	10	0	0
Total	105	94	5	4	2	2

Table 2 – Progress on Performance Indicators

Portfolio	PIs by Traffic Light					
	Green (on track or achieved)		Amber (progress acceptable)		Red (not achieved or intervention required)	
	No.	%	No.	%	No.	%
Adult Services and Public Health	6	86	1	14	0	0
Children's Services	1	33	1	33	1	33
Culture, Leisure and Tourism	2	100	0	0	0	0
Performance	0	0	0	0	0	0
Finance and Procurement	1	100	0	0	0	0
Transport and Neighbourhoods	8	80	1	10	1	10
Regeneration and Economic Development	5	56	1	11	3	33
Community Safety and Housing	9	64	4	29	1	7
Total	32	70	8	17	6	13

*figure may not always add to 100% due to rounding

DETAILED PERFORMANCE MONITORING SECTIONS

4 ADULT AND PUBLIC HEALTH PORTFOLIO - Performance Update for the Period Ending 31st December, 2010

- 4.1 Within the Adult and Public Health Portfolio there are a total of 10 actions identified in the 2010/2011 Corporate Plan. All 10 actions have been assessed as being on target for completion within the timescale. No actions required intervention at this point in the year.
- 4.2 With regards to PIs within the Corporate Plan, 2 have already achieved their target with a further 4 being on track and one achieving acceptable progress.
- 4.3 Key areas of progress made to date in the Adult and Public Health Portfolio include: -
- The Hartlepool Stop Smoking service is the top performing service in the country. The Smoke Free Alliance continues to work with FRESH to reduce illicit tobacco sales
 - The Obesity Partnership has now been re-launched as the Healthy Weight Healthy Life partnership with new terms of reference and strengthened membership, and is overseeing implementation of a range of healthy eating indicatives.
 - The proportion of eligible people receiving a personal budget continues to increase and the position at end of November 2010 was 69%. A Resource Allocation System has been developed that will enable carers to access personal budgets from March 2011 and a similar process means that personal

budgets will be rolled out to children and young people with disabilities from April 2012.

- Work continues locally to progress the implementation of the action plan for the dementia strategy. Laurel Gardens extra care scheme is now operational and providing support to people with dementia.

5 CHILDREN'S SERVICES PORTFOLIO - Performance Update for the Period ending 31st December, 2010

- 5.1 Within the Children's Services Portfolio there are 30 actions identified in the 2010/2011 Corporate Plan. A total of 28 of these actions are on target for completion or have been completed, one making acceptable progress and one action requires intervention:

Actions assessed as requiring intervention

Outcome: Be Healthy			
Code	Action	Due Date	Note
CADHW017	Work with partner agencies, young people, schools and families to reduce under 18 conception rates by 55% from 1998 baseline and improve sexual health	31/03/2011	Although this actions still requires some intervention The Teenage Pregnancy board has received some positive data that shows a consistent downward trend in the incidence of teenage pregnancy.

- 5.2 All but three PIs in the Corporate Plan are measure on an annual basis. Of these three PIs one has achieved its target, one has progress acceptable and one requires intervention.

Performance Indicators where intervention is required

PI	Indicator	Target 10/11	3 rd Qtr Outturn	Comment
LAA SC P004a	Access to the Youth Opportunity/Capital Funds - number of applications	250	68	68 applications for YOF/YCF grant have been received for funding this year, of these 40 have been successful. The nature of the fund has changed in that groups apply less often but for larger sums of money. The fund will be fully utilised

- 5.3 Key areas of progress made to date in the Children's Services Portfolio include: -

- Hartlepool Safeguarding Children Board continues to progress work on its key priority areas: neglect and domestic violence and has established two outcome groups to undertake the initial work

- The 11-19 Strategy remains in place and is monitored through the 11-19 Partnership. Due to the new White Paper which has been released and new coalition government's targets and measurements, further changes and priorities may need to be incorporated on an ongoing basis.
- 16-19 Statutory Guidance relating to 16-19 Funding has been released and consultation events are taking place. The guidance further outlines the role of LA in acting as the commissioning body and champion of choice in terms of ensuring provision in the area is of a high quality and meets the needs of learners, employers and future economic growth.
- The Child Poverty Working group has met twice With a needs assessment being produced in draft. The needs assessment and revised Child Poverty Strategy is going to Cabinet 21st March. This will take into account Frank Field's independent review published in December 2010
- A rewrite of the local Participation Strategy is underway. In the interim the Integrated Youth Support Service continues to ensure that young people locally have opportunities to participate in local decision making processes and shape local service delivery. Key activities over the quarter have been the coming together of Secondary School Forums, Youth Parliament activities, participation in Children's Services Scrutiny Forum, and continued development of the Children's Trust User Group and the continued support of the Grant Givers group who are now allocating monies to local projects who wish to extend their services to young people locally.
- The Team Around process continues to develop, as does the work with young people on the cusp of care. This is a new area of work for the Family Intervention Project that is specifically looking at keeping vulnerable children out of care.

6 CULTURE, LEISURE AND TOURISM PORTFOLIO - Performance Update for the Period Ending 31st December, 2010

- 6.1 Within the Culture, Leisure and Tourism Portfolio there are a total of 8 actions that were identified in the 2010/2011 Corporate Plan. All of these actions have been assessed as being on target for completion by the agreed date.
- 6.2 Only two performance indicators are measured on a quarterly basis and these PIs are on track to achieve their targets. The remaining PIs are measured annually
- 6.3 Key areas of progress made to date in the Culture, Leisure and Tourism Portfolio include: -
- Department of Education finally notified Local Authorities of their revised Year 2 (2011-12) budgets in October 2010 almost

four months after stopping work on all schemes. The team lobbied hard to retain the year 2 allocation and received confirmation in October of sufficient monies to continue to completion all but three of the proposed year 2 play spaces. The projects are divided between the Building Consultancy Team and Groundwork. Although the time constraints are exceptional the team is hopeful that works can be progressed satisfactorily. Planning permission is required for some of the sites and this work is taking place side-by-side with ongoing project preparations. Colleagues in the Planning Section continue to be supportive especially in light of the success of the play spaces delivered in year 1 of the scheme and the positive feed back from children, young people and many communities within the town.

- Renaissance programme is on track to deliver all 7 projects in Hartlepool and across the Tees Valley on budget and above expected performance targets. A report to portfolio holder will be made in Q1 2011/12 fully detailing all activity delivered by Renaissance Programme and will advocate continuation of such activity through securing sustainable external funding.
- In relation to facilitating the effective wind-up and succession strategy for the New Deal for Communities programme support continues to be provided in relation to archiving and attendance at the Steering Group and Personnel Sub Group. NDC and HBC also agreed a way forward to support the closure of accounts and the submission of the statement of Grant Usage (SGU) in the first half of 2011/12, in accordance with Government guidance. A small pot of funding has been secured from the Council's capital budget to provide business grants (although at a much reduced level to that previously).

7 PERFORMANCE PORTFOLIO - Performance Update for the Period Ending 31st December, 2010

- 7.1 Within the Performance Portfolio there are a total of 27 actions within the 2010/2011 Corporate Plan. A total of 23 of these actions have been assessed as having been completed or on target to be completed by the agreed date. A further 3 actions are performing at an acceptable level. One actions requires intervention

Actions assessed as requiring intervention

Outcome:			
Code	Action	Due Date	Note
CEDSC009	Implement the Corporate Equality Plan	31 Mar 2011	Some actions will not be completed because of lack of funding.

7.2 There are no PIs reported on a quarterly basis for the Performance Portfolio, all are measured on an annual basis.

7.3 Key areas of progress made to date in the Performance Portfolio include: -

- Additional services currently being implemented or extended by Hartlepool Connect include Hartlepool Active Response Team, changes to Bulky Household Waste collections, corporate booking system for rooms, email provision from CRM to service managers, self-serve facility for expenditure publication requests.
- The Council has been Re-accredited with Customer Service Excellence. Training programme has been reviewed and amended to take account of feedback received from the assessment.
- Work has also been completed for implementation of the requirements of the Petition Scheme within the Scrutiny function.
- A potential new business transformation programme has been submitted to Cabinet on 24th January to address future requirements.
- The quarter 2 review meeting of the Local Area Agreement Delivery and Implementation Plan took place on 20th October and this confirmed that progress was on track but that some actions were not being delivered to the depth that had been planned for initially before the budget was cut by the government. At this meeting the future of the Community Network was also discussed as current funding will come to an end in March 2011 and it was confirmed that no alternative sources of funding were currently being pursued.
- In January 2011 up to 200 HCFE students aged 16-25yrs will be given the opportunity to attend Money Skills training which will be delivered at the college by the HFIPDO & HBC Community Engagement Officer in partnership with West Yorkshire Trading Standards and Barclays Bank. Depending upon uptake the scheme will be re-run in April/May 2011. Plans are also in place to deliver a Money Matters Road Show

in the college towards the end March/April 2011 tailored to the needs of students.

- The Money Matters Mobile Library Pilot (45 locations) was delivered and accessed by 100+ residents (over 2 months only due to poor weather conditions in December). The service has now ceased and is currently being evaluated. All library home delivery clients (housebound) received a Money Matters Booklet and were offered the opportunity to be visited by a benefits liaison officer upon request. Potential to repeat the project may be limited due to the reduction in the Library Service provision/future of the Mobile Library service

8 FINANCE AND PROCUREMENT PORTFOLIO - Performance Update for the Period Ending 31st December, 2010

8.1 Within the Finance and Procurement Portfolio a total of 8 actions were identified in the 2010/2011 Corporate Plan. All are to be completed on target.

8.2 There is just one PI under the Finance and Procurement Portfolio that is measured on a quarterly basis and this is on track to achieve its target.

8.3 Key areas of progress made to date in the Finance and Procurement Portfolio include: -

- Property rationalisation and the review of the leased estate are progressing well to achieve business transformation savings
- E-procurement is being developed via e-tendering and a new e-quotation system to be implemented in 2011.

9 TRANSPORT AND NEIGHBOURHOODS PORTFOLIO - Performance Update for the Period Ending 31st December, 2010

9.1 Within the Transport and Neighbourhoods Portfolio there are a total of 11 actions within the 2010/2011 Corporate Plan. All of these actions have been identified as being on target to be completed by the agreed date.

9.2 There are a total of 10 performance indicators that have been identified as measures of success that are not reported only on an annual basis. Eight of these indicators have been assessed as being expected to achieve their target by year end or already having achieved their target, just one PI requiring intervention:

Performance Indicators requiring intervention

PI	Indicator	Target 10/11	3 rd Qtr Outturn	Comment
NI 193	Percentage amount of municipal waste land filled	6%	16.6%	Shut downs of the Energy From Waste Plant in April May June, and a further shutdown in July has led to waste being land filled. There have also been shutdowns within the third quarter however utilising the new transfer agreement with Sita, the amount of waste direct to landfill has reduced.

9.3 Key areas of progress made to date in the Transport and Neighbourhoods Portfolio include: -

- 2011 Revised Core Strategy Preferred Options Document has been prepared and approved for consultation purposes. Consultation now underway. Examination in Public for Joint Minerals and Waste DPD's scheduled for January 2011. Town Centre Supplementary Planning Document is being prepared and Planning Obligations Supplementary Planning Document being reviewed in light of government policy changes
- Legal action regarding key waste sites progressing. Activity focusing on a number of local firms.
- Initiatives continue with domestic household waste collections, and at the Household Waste Recycling Centre, in order to reduce residual waste tonnages and increase the levels of materials being recycled/re-used. The first half of the year has produced encouraging results with targets being exceeded. Adverse weather and the seasonal trend has seen a reduction in levels of recycling, particularly 'green waste'; however, local targets on recycling have still been achieved along with those set by the government.
- Work continues to provide an in-house composting facility and despite problems in finding a suitable location which meets environmental permit regulations. It appears a suitable site has been found and work is progressing on this. Accordingly, the section has submitted an application for inclusion on the Tees Valley Green Waste Disposal framework contract scheduled to be let in the spring. It is envisaged the in-house facility will generate significant addition income and produce efficiency savings.
- Northumbria University is currently conducting a Resilience & Climate Change research project, which will compliment the Adaptation Strategy. The Climate Change Officers meeting with Senior Research Associate on 19th January 2011 to discuss timescales and how findings from the project can be incorporated into Hartlepool's Adaptation Strategy.

10 REGENERATION AND ECONOMIC DEVELOPMENT PORTFOLIO Performance Update for the Period Ending 31st December, 2010

- 10.1 Within the Regeneration and Economic Development Portfolio there are a total of 8 actions identified in the 2010/2011 Corporate Plan all of which are expected to be completed by the agreed date or already completed.
- 10.2 There are 9 indicators within the Corporate Plan for the Regeneration and Economic Development Portfolio which are not reported on a quarterly basis, 6 of which are either on track or acceptable progress is being made with 3 PIs requiring intervention.

Performance Indicators requiring intervention

PI	Indicator	Target 010/11	3 rd Qtr Outturn	Comment
NI 151	Overall Employment rate (working-age)	68.8	61.7%	Slight increase in employment rate June 2010 which is slightly surprising given current economic climate, however the variation is within confidence rate variations.
NI 152	Working age people on out of work benefits	18.7%	22.0%	Slight increase in benefit take up which reflects unemployment and median earning trends.
NI 153	Working age people claiming out of work benefits in the worst performing neighbourhoods	26.0%	34.1%	Reduction in benefit take up which is in variance to the anticipated outturn. It is probably too early to draw any key conclusions but may reflect tightening benefit criteria

10.4 Key areas of progress made to date in the Regeneration and the Economic Development Portfolio include: -

- With regards to the development of Hartlepool's Central Area including the Innovation and Skills Quarter, ISQ Gateway designs are being refined with amendments to A689 crossing subject to safety audit. Costings prepared and funding options being pursued. Development opportunities for Crown House are being investigated with some private interest being followed up.
- Continuing and ongoing work to respond to and develop new initiatives to meet the demands of the local labour market and future skills. Working at local and sub-regional level to input and develop responses and ensure Hartlepool are at the centre of any proposed activity
- Tees Valley Economic Regeneration Investment Plan produced which includes support for Hartlepool's priorities. Document being used to support Regional Growth Fund bids. Single Programme ends in March and Regeneration Team has limited activity on new project delivery but is continuing monitoring role until end of year.

11 COMMUNITY SAFETY AND HOUSING PORTFOLIO - Performance Update for the Period Ending 31st December, 2010

- 11.1 Within the Community Safety and Housing Portfolio there are a total of 10 actions within the 2010/2011 Corporate Plan. Nine of the actions have been assessed as completed or on target for completion, with one further having acceptable progress.
- 11.2 There are 14 performance indicators (PIs) included in the Corporate Plan as measures of success that are not reported on an annual basis, 9 of which have been assessed as achieving its target or being on track to achieve target and a further 4 progressing at an acceptable level. The final PI currently requires intervention.

Performance Indicators requiring intervention

PI	Indicator	Target 10/11	3 rd Qtr Outturn	Comment
NI 20	Assault with injury crime rate	7.14	6.42	This equates to 587 crimes for April to December 2010. It is unlikely the target for 2010/11 will be achieved, but the number of recorded crimes for the 3 months in Qtr 3 is 171, whereas for Qtr 2 it was 196. The actions planned to be undertaken by police and partners continue to be implemented, with some success.

- 11.4 Key areas of progress made to date in the Community Safety and Housing Portfolio includes: -
- NHS Support Team visited and provided recommendations. Alcohol Strategy Group reinvigorated and now chaired by elected member. Draft Alcohol Harm Reduction Strategy consultation nearing completion. Final reports scheduled for Cabinet and Strategic Health Partnership Executive before March.
 - The Anti-social behaviour unit has attended an increased number of community events over the past few months with 38 resident and community events and meetings being attended.
 - The first phase of the Seaton Lane and Charles Street developments is complete and funding has been successfully claimed. The second phases of these schemes are due to be completed in February (ahead of schedule). The Kipling Road scheme is on track to be completed before the end of the financial year.

- The Growth Point schemes at Seaton Lane and Belle Vue are on track and it is anticipated that the Growth Point funding will be fully spent by March 2011.
- A report on the Common Allocations Policy is due to be presented to Cabinet in February to seek approval for recommended policy changes, however the coalition government has recently produced a consultation paper in which it indicates changes are planned to social housing tenancies, allocations and homelessness legislation. Should these proposals become law there would need to be another change to Choice Based Letting IT system and to reduce costs we may need to defer implementation of the current review to encompass all of the necessary changes together.
- The number of young people entering the criminal justice system for the first time is at an all time low, with only 68 entering (provisional figure) in total in the first 3 quarters.

12. REVENUE FINANCIAL MANAGEMENT 2010/2011 - OVERVIEW

12.1 This section provides details covering the following areas: -

- Overview of Financial Position;
- Review of High Risk Budget Areas;
- Performance against Budget Pressures treated as Contingency Items;
- Progress against Departmental Salary Turnover Targets;
- Key Balance Sheet information.

12.2 Overview of Financial Position

12.3 At an overall level the Council's budget is monitored on a departmental basis and the overall position is summarised at **Appendix A**.

12.4 **Appendix A** is supported by detailed Financial Management statements for each Portfolio, which includes comments on material variances to provide a clearer position statement as set out below:

- Appendix C - Adult and Public Health
- Appendix D - Children's Services
- Appendix E - Community Safety & Housing
- Appendix F - Culture Leisure & Tourism
- Appendix G - Finance & Procurement
- Appendix H - Regeneration & Economic Development
- Appendix I - Performance

- 12.5 Previous reports to Cabinet and then Council have determined a strategy for managing the impact of in-year grant cuts implemented by the Government to the Area Based Grant/Working Neighbourhoods Fund and to address the Tall Ships Outturn. This has avoided any impact on existing General Fund Services by allocating one off resources to fund one off costs.
- 12.6 An update of forecast outturns for 2010/11 was reported to Cabinet on 7th February within the MTFS report. This report identified further one off liabilities in relation to the temporary closure of the incinerator and continuing income shortfalls. These additional costs can be funded from one-off benefits arising from advance SDO savings, slightly higher investment income and lower borrowing costs than previously anticipated and departmental underspends. After reflecting these additional commitments a residual uncommitted balance of £46,000 was anticipated to be available to carry forward to assist the 2012/13 budget.
- 12.7 Further work has now been completed to refine the forecast outturns as detailed in **Appendix A**. It is now expected that there will be a small increase in the residual uncommitted balance to £89,000.
- 12.8 As reported previously provision has been made for departmental income shortfalls which need to be funded from reserves set aside to manage these risks. These adverse income levels are greater than anticipated and commit the whole of the resources allocated to manage this risk in 2010/2011 and 2011/2012. When account is taken of these reserves there is a net underspend on departmental budgets of £0.234m as detailed in Appendix A and summarised in the table below. Detailed comments on the key variances are provided in Appendices C-I.

Summary of departmental forecast outturns

	Forecast Outturn		
	Gross Adverse/ (Favourable) Variance £'000	Funding Allocated for Income Shortfall £'000	Net Adverse/ (Favourable) Variance £'000
Child and Adult Services	(513)	0	(513)
Regeneration and Neighbourhood Services	464	(200)	264
Chief Executives Department	239	(224)	15
Net Outturn Variance - All Departments	190	(424)	(234)

- Child and Adult Services – net underspend £513,000

This variance is mainly owing to savings arising from vacant posts in various areas of educational services and lower costs for Looked After Children. Looked After Children is a volatile area and specific reserves are being created to manage the risk in future years through the Medium Term Financial strategy.

There is also an additional income allocation from the PCT along with funding of additional care packages within adult services which increase the overall favourable variance for the department.

- Regeneration and Neighbourhoods – net overspend £264,000

There are two distinct areas of overspend within the department, Car Parking income anticipates a shortfall of £272,000 and as detailed in the table above income has been allocated from the Strategic Risk reserves to cover the estimated value of this shortfall. Cabinet approved an increase in Car Parking charges on 6th September of 10p per hour, this expected to generate an additional £150,000 per annum. In addition to this the department is conducting a full review on costs associated with Car Parking and will seek to address any further budget pressures from within the overall departmental budget.

Building Control and Planning income is expected to have a shortfall of approximately £140,000. This area in particular has been impacted upon by the economic downturn.

- Chief Executives Department – net overspend £15,000

The department has a gross overspend of £239,000 owing to a shortfall in the main of Shopping Centre income and Land Charges. The adverse variance has decreased from Quarter 2 owing to a lower shortfall than anticipated income from the Shopping Centre however there is still a significant deficit in this area.

These income shortfall trends were anticipated and as detailed in the table above funding has been allocated from Strategic Risk reserves to partly cover these shortfalls. This reserve is now depleted and a provision was included with the Medium Term Financial Strategy (MTFS) to address this issue in 2011/12. If these trends continue beyond 2011/12 there will be a budget pressure in the following financial year.

12.9 Revenue Contribution to Capital Expenditure (RCCO)

- 12.10 In accordance with Financial Procedure Rules departmental outturns reflect a contribution towards capital expenditure. This transfer has been agreed by the Chief Financial Officer and is detailed below for Members information:

- Disabled Adaptations £125,000

This RCCO has been funded from underspends against the disabled adaptations revenue budget and will assist in reducing the backlog on disabled adaptations.

12.11 Review of High Risk Budget Areas

- 12.12 High risk budget areas were identified as part of the budget setting report, submitted to Cabinet in February 2010. These issues are explicitly managed and reported to ensure any problem areas are identified at an earlier stage, to enable appropriate corrective action to be taken. The areas identified as high risk budgets are attached at **Appendix B**, which explains how these items were identified and indicates that there are currently variances on a number of budgets.

There is an adverse variance relating to Car Parking. The Car Parking variance is owing to income collected being lower than budgeted levels. Work is ongoing to review the Car Parking income budget with a view to addressing the long term budget gap in this area. Reserves will be used to manage the short term position for 2010/2011.

Adult social care income budgets show a favourable variance owing to an additional income allocation from the PCT and agreement to fund care packages above the anticipated budget.

12.13 Performance against Budget Pressures treated as Contingency Items

- 12.14 Members will recall that as part of the review of budget pressures for 2010/2011, it was determined that a number of pressures are not certain to arise, or the value of the pressure is not certain. These items were therefore classified as “contingency” items and a budget provision was made to underwrite these risks.

- 12.15 **Appendix J** provides a schedule of these items. It is projected that the contingency items will be required as expected and this is reflected in the outturn strategy.

12.16 Progress against Departmental Salary Turnover Targets

12.17 An assumed saving from staff turnover is included within salary budgets. Details of individual department's targets are summarised in the table below.

Department	2010/11 Turnover Target £'000	Expected to 31.12.10 £'000	Actual to 31.12.10 £'000	Variance from Target £'000
Adult & Community Services	522.4	382.4	467.1	(84.7)
Chief Executives	248.4	186.3	164.7	21.6
Children's Services (excluding Schools)	281.0	281.0	414.0	(133.0)
Regeneration & Neighbourhoods	302.0	226.5	246.0	(19.5)
	1,353.8	1,076.2	1,291.8	(215.6)

12.18 The above figures are included within the variances reported for each department at a detailed level. At present the savings achieved are greater than expected for Quarter 3. This position reflects the active management of vacancies in advance of Service Delivery Option reviews and the 2011/12 budget cuts being implemented. Vacant posts have now been deleted to partly achieve these saving targets.

12.19 As reported in the 2011/12 MTFS the deletion of vacant posts increases the risk that the turnover targets are not sustainable next year. In addition, as a result of cuts in Government grants there will be significantly fewer employment opportunities with other councils in the area. The risk that this target may not be achieved in 2011/12 has been reflected as a potential call on the Strategic Risk Reserve. A more permanent solution may be needed for 2012/13 and future years and this issue will need to be reviewed when the MTFS is updated.

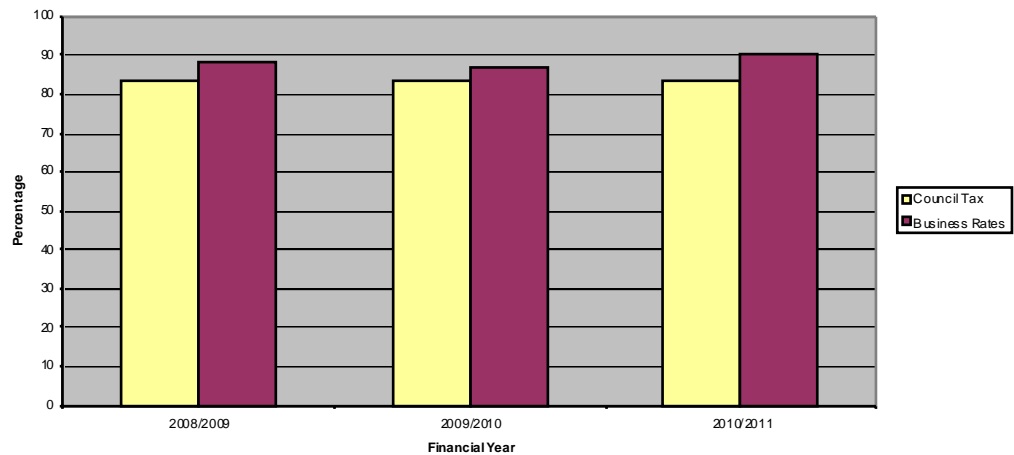
12.20 Debtors Information

12.21 As well as managing expenditure and income against budget the Authority also manages the collection of income from the council's main debtors: Council Tax, NNDR and sundry debtors. These items are monitored monthly and these are summarised below:-

- Debtors

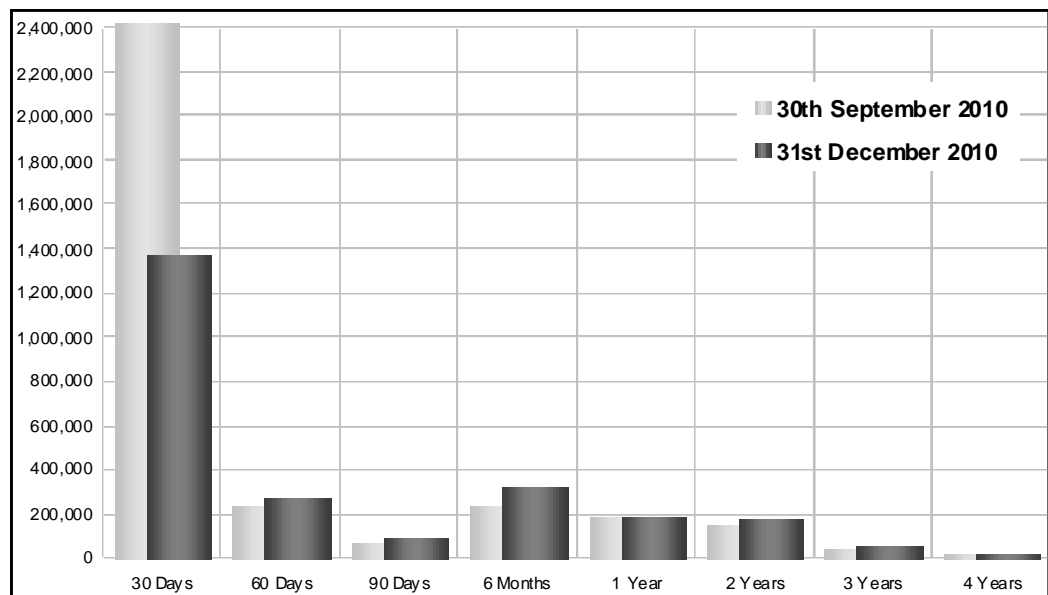
The Council's key debtors arise from the non payment of Council Tax, Business Rates and Sundry Debtors. These areas are therefore subject to detailed monitoring throughout the year. The position on Council Tax and Business rates are summarised below:-

Percentage of Debt Collected at 31 st December



The Council Tax collection rate is down slightly by 0.30% and the NNDR collection rate is up by 3.18% when compared to the same period last financial year. In-year collection rates are affected by the timing of week/month ends. Despite the current economic climate 2010/11 year end collection rates are anticipated to be in line with last financial year.

The position in relation to Sundry Debtors is summarised below:



At the start of the current financial year the Council had outstanding sundry debts of £3.1375m. During the period 1st April, 2010 to 31st December, 2010, the Council issued approximately 12,756 invoices with a value of £17.042m. As at the 31st December, 2010, the Council had collected £14.390m, leaving £2.652m outstanding, which consists of: -

- Current Debt - £1.691m

With regard to current outstanding debt, this totals £2.071m at 31st December, 2010 inclusive of approximately £1.378m of debt less than thirty days old.

- Previous Years Debt - £0.459m

These debts relate to the more difficult cases where court action or other recovery procedures are being implemented. At the 31st December, 2010, debts older than one year totalled £0.459m.

- Borrowing Requirement and Investments

The Council's borrowing requirement and investments are the most significant Balance Sheet items. Decisions in relation to the Council's borrowing requirements and investments are taken in accordance with the approved Treasury Management Strategy.

13. CONCLUSIONS

- 13.1 The report details progress towards achieving the Corporate Plan outcomes and progress against the Council's own 2010/2011 Revenue Budget for the period to 31st December, 2010.
- 13.2 The financial position is broadly unchanged from the position reported at the start of February 2011 within the MTFs report. As we move into 2011/12 the Council faces a significantly more challenging financial position. Budgets will need to be managed effectively and approved saving/cuts implemented as planned to ensure overall expenditure is within budget.

14 RECOMMENDATION

- 14.1 Cabinet is asked to: -
 - Note the current position with regard to performance and revenue monitoring.

GENERAL FUND - REVENUE MONITORING REPORT TO 31st December 2010

Line No	Actual Position 31/12/10			Description of Expenditure	Projected Outturn Position 31/12/10		
	Expected Expenditure/ (Income)	Actual Expenditure/ (Income)	Variance Adverse/ (Favourable)		Latest Budget	Projected Outturn	Projected Variance: Adverse/ (Favourable)
	Col. B	Col. C	Col. D (D=C-B)		Col. F	Col. G	Col. H (H=G-F)
	£'000	£'000	£'000	Col. E	£'000	£'000	£'000
				TABLE 1 - Departmental Expenditure			
1	45,639	45,478	(161)	Child and Adult Services	59,409	58,896	(513)
2	21,847	22,088	241	Regeneration and Neighbourhood Services	25,549	25,813	264
3	1,134	914	(220)	Chief Executives	10,148	10,163	15
4	68,620	68,480	(140)	Total Departmental Expenditure (note1)	95,106	94,872	(234)
				TABLE 2 - Corporate Costs			
				EXTERNAL REQUIREMENTS			
5	145	81	(64)	Magistrates, Probation and Coroners Court	192	192	0
6	25	25	(0)	North Eastern Sea Fisheries Levy	25	25	0
7	54	54	0	Flood Defence Levy	54	54	0
8	0	(59)	(59)	Discretionary NNDR Relief	85	85	0
				CORPORATE COMMITMENTS			
9	815	812	(3)	I.T.	2,695	2,695	0
10	274	128	(146)	Audit Fees	365	365	0
11	2,285	1,385	(900)	Centralised Estimates	6,845	5,745	(1,100)
12	0	0	0	Insurances	182	182	0
13	90	(31)	(121)	Designated Authority Costs	60	60	0
14	323	285	(38)	Pensions	392	392	0
15	285	285	0	Members Allowances	378	378	0
16	47	47	0	Mayoral Allowance	65	65	0
17	(64)	(78)	(14)	Emergency Planning	92	92	0
				NEW PRESSURES			
18	0	0	0	Contingency General	24	24	0
19	35	4	(31)	NNDR Holding Code	35	35	0
20	90	53	(37)	Business Transformation Programme	0	0	0
21	0	16	16	Members ICT	15	15	0
22	0	7	7	Secure Remand - Corporate	0	0	0
23	0	0	0	Strategic Contingency	289	289	0
24	0	0	0	Waste Disposal Pressure	130	130	0
25	0	0	0	2006/07 Final Council Commitments	15	15	0
26	0	0	0	2007/08 Provision for Grants/Pressures/Priorities	23	23	0
27	0	0	0	Provision for Cabinet projects	53	53	0
28	0	0	0	Job Evaluation	773	773	0
29	0	0	0	Contribution to one-off BTP costs	450	450	0
30	0	0	0	2010/11 Pressures and Contingency	120	120	0
31	0	0	0	2009/10 Pressures Year 2 and 3 additional costs	100	100	0
32	0	0	0	LATS Income	(250)	(250)	0
33	0	0	0	Removal of Revenue Funding and Replace with Capitalisation	(500)	(500)	0
34	0	0	0	Benefit Subsidy income	(300)	(300)	0
35							
36	26	26	0	PARISH PRECEPTS	26	26	0
37	0	0	0	CONTRIBUTION FROM BUDGET SUPPORT FUND AND OTHER RESERVES	(1,474)	(1,474)	0
38	0	0	0	Children's Services DSG Funding - LA Element Only	(101)	(101)	0
39	73,050	71,520	(1,530)	Total General Fund Expenditure	105,964	104,630	(1,334)
				Approved Outturn Strategy (note 2)			
				Year 1 Advance SDO Savings			(450)
				Rating Appeals Refund			(200)
				Resources allocated for Tall Ships Outturn			(320)
				Carbon Reduction Commitment			195
				Contribution towards Tall Ships Outturn			720
				Contribution to offset in-year Area Based Grant/WNF grant cut			500
				Provision for costs of incinerator closure			600
				Provision for continuing income shortfall in 2011/12			200
				Net Underspend			(89)

Notes

1) The forecast departmental outturns are net of reserves released to offset income shortfall. Further details are provided in paragraph 12.6 of the report.

2) The issue identified within the approved outturn strategy were approved by Council on 5 August 2010 (Contribution to offset Area Based Grant/WNF grant cut), 28 October 2010 (Tall Ships Outturn) and 10 February 2011 (Carbon Reduction Commitment, Incinerator closure and continuing income shortfalls).

2010/11 FINANCIAL RISK MANAGEMENT

Risk Rating

A simplified version of the Risk Assessment criteria used in the Council's Risk Management Strategy has been used to rank budget risks. This assessment rates risk using the convention of green/amber/red, as defined below, although different levels of risk within each category have not been defined. The risk assessment helps inform the Council's budget monitoring process as it identifies areas that need to be monitored more closely than other budgets. These procedures help ensure that departments can manage budgets and services within the overall departmental resource allocation and the Council's overall financial management framework, which enable departments to establish reserves for significant risks and to carry forward under and over spends between financial years.

The value of expenditure/income on individual areas are shown in the table below to highlight the potential impact on the Council's overall financial position.

Green - these are unlikely events which would have a low financial impact.

Amber - these are possible events which would have a noticeable financial impact.

Red - these are almost certain to occur and would have a very significant impact. Provision would need to be made for such events in the budgets.

CORPORATE RISKS

Financial Risk	Risk Rating	2010/11 Base Budget £'000	Variance to 31st December (Favourable)/ Adverse £'000	Projected Outturn Variance £'000
Pay costs - Single Status and costs of living pay award	Amber	50,470	0	0
Higher costs of borrowing and/or lower investment returns	Green	6,845	(900)	(1,100)
IT.	Green	2,695	(3)	0
Planned Maintenance Budget	Amber	232	0	0

CHILD & ADULT SERVICES

Financial Risk	Risk Rating	2010/11 Base Budget £'000	Variance to 31st December (Favourable)/ Adverse £'000	Projected Outturn Variance £'000
Individual School Budget	Amber	56,977	0	0
Individual Pupils Budget allocated during the year to schools for high level SEN pupils	Green	1,453	0	48
Home to School Transport Costs	Amber	1,700	(28)	(53)
Building Schools for the Future	Amber	0	32	62
Carlton Outdoor Education Centre	Red	0	58	80
Increased demand in places at independent schools for pupils with high level of SEN	Amber	528	29	47
Increased Demand for Looked After Children Placements	Red	5,464	5	12
Schools Buy-Back Income	Amber	(610)	20	20
Demographic changes in Older People	Amber	15,759	95	127
Demographic changes in Working Age Adults	Amber	8,747	(67)	(123)
Non-achievement of income targets - Social Care	Amber	(9,834)	(160)	(215)
Non-achievement of income targets - Community Services	Amber	(1,372)	(288)	(200)

REGENERATION & NEIGHBOURHOODS

Financial Risk	Risk Rating	2010/11 Base Budget £'000	Variance to 31st December (Favourable)/ Adverse £'000	Projected Outturn Variance £'000
Car Parking	Amber	(1,806)	272	272
Fee Income - Development & Building Control	Amber	(686)	149	223
Rent Income - Economic Development Service	Green	(200)	0	0

REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2010/2011

Approved 2010/2011 Budget £'000	Description of Best Value Unit	Expected Budget £'000	Actual to 31/12/10 £'000	Variance to Date - Over/ (Under) spend £'000	Projected Outturn Variance £'000	Director's Explanation of Variance
58	Environmental Protection	15	16	1	0	
(59)	Environmental Standards	(70)	(37)	32	43	The adverse variance relates mainly to lower than budgeted income for Outdoor Markets. There has been an historical decline in market stall
44	Adult Education	621	621	0	0	
4,279	Assessment, Care Management & Provision 1	3,035	3,160	(125)	(144)	The favourable variance relates to staffing underspends owing to vacancies being held in anticipation of SDO restructuring, this is offset by overspends for transport which is reflected in the outturn position.
2,703	Assessment, Care Management & Provision 2	1,599	1,751	(152)	(139)	The favourable variance relates to staffing underspends owing to vacancies being held in anticipation of SDO restructuring. The forecast outturn also reflects an RCCO for Disabled Adaptations of £125K.
400	Carers & Assistive Technology	126	141	(15)	(20)	
5,033	Commissioning - Adults	3,856	3,878	(22)	7	
1,297	Commissioning - Mental Health	1,189	1,097	92	144	The adverse outturn variance in this area is owing to an anticipated overspend on residential and community based support of approximately £100K, this has been offset to some degree by monies received for reablement from the PCT. This is a continuing trend and a pressure is identified in the 11/12 budget strategy.
9,413	Commissioning - Older People	7,070	7,142	(72)	127	This adverse outturn variance in this area is owing to sooner than expected take up of Extra Care placements at the new Laurel Garden facility - demographic pressures in this area are provided for in the MTFS.
5,854	Commissioning - Working Age Adults	3,665	3,882	(217)	(166)	The favourable variance in this area relates to a reduction in expenditure on residential care for individuals with a physical disability and the projected outturn reflects this.
305	Service Strategy and Regulation	(260)	(156)	(104)	7	
1,581	Support Services	1,193	1,222	(29)	20	
205	Working Neighbourhood Fund	191	193	(2)	0	
31,113	TOTAL	22,230	22,909	(613)	(121)	

USE OF RESERVES

The above figures include the 2010/2011 approved budget along with the planned use of Departmental Reserves created in previous years.
The details below provide a breakdown of these reserves

Description of Best Value Unit	Approved 2010/2011 Budget £'000	Planned Usage 2010/11 £'000	Variance Over/ (Under) £'000
Assessment, Care Management & Provision - Stroke Care	12	12	0
Commissioning - Older People	20	20	0
Commissioning Adults - Tobacco Control	28	28	0
Commissioning Mental Health - Mental Capacity Act	27	27	0
Commissioning Working Age Adults - Respite Provision for Autism	80	80	0
Service Strategy & Regulation - Social Care Reform Grant	50	50	0
Working Neighbourhoods Fund - Adults	6	6	0
	223	223	0

Director's Explanation of Variance

REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2010/2011

Approved 2010/2011 Budget £'000	Description of Best Value Unit	Expected Budget £'000	Actual to 31/12/10 £'000	Variance to Date - Over/ (Under) spend £'000	Projected Outturn Variance £'000	Director's Explanation of Variance
1,863	Access to Education	2,115	2,102	(13)	(42)	Savings have been made in Home to School Transport in anticipation of next year's budget cuts and the SDO. Other transport pressures have been offset by savings on the tendered services for the Dyke House decant. There are also some additional ICT and Legal costs in the School Transformation programme arising from the changes announced by the government. Asset Management and Admissions are showing some temporary underspends.
825	Central Support Services	29	29	0	0	
582	Children's Fund	664	661	(3)	0	The outturn projection accounts for the previously approved (Quarter 2) creation of the Think Family Reserve.
12,252	Children & Families	8,874	8,883	9	223	Cabinet approved as part of the Quarter 2 Revenue Monitoring the creation of a £250k Looked After Children (LAC) Reserve. This will be available in 2011/12 following the removal of the £250k base budget LAC contingency as part of the budget savings. Since Quarter 2 projections there have been increase in the number of residential and foster placements, however, overall the Children's Services budget can fund the creation of this Reserve.
57	Early Years	167	126	(41)	(31)	Grant was allocated late in the year for Child Poverty Local Duties. It is proposed to create a reserve for use on targeted family work in 2011/12.
202	Information Sharing & Assessment	154	138	(16)	(28)	Savings relate to reduction in costs relating to the Children's Trust due to the removal of its role as a statutory function.
2,394	Other School Related Expenditure	1,875	1,707	(168)	(211)	Staff vacancies and lower service costs within Connexions account for the majority of the underspend. In addition, the transfer of LSC responsibilities to the local authority has been absorbed by existing staff accounting for additional savings. Savings have also been achieved by reduced premature retirement costs, reduced expenditure within Brinkburn Pool, reduced Departmental Running Costs and only part-use of the Community Facilities in Schools Sustainability budget. The balance of this Community Facilities budget is to be transferred to Reserves.
112	Play & Care of Children	67	56	(11)	(13)	Savings owing to maternity leave.
2,278	Raising Educational Achievement	1,790	1,597	(193)	(202)	Savings mainly arising from vacant posts within the allocation of funding from the LSC for the transfer of staff and from DSG-funded running costs. Income at Carlton is expected to be £80k under budget, and at Quarter 2 Cabinet approved a £70k contribution from the Children's Services outturn to offset this, with any balance remaining being transferred to Reserves.
756	Special Educational Needs	1,750	1,656	(94)	(71)	Savings mainly relate to lower than expected demand for Home and Hospital Teaching and reduced operating costs of the Pupil Referral Unit. This offsets the in-year pressure for placement costs of pupils placed with other local authorities and in Independent Schools. The pressure on statemented pupils requiring additional support is being partly funded by DSG carry forward, as approved by the Schools Forum.
828	Strategic Management	1,108	646	(462)	(498)	Savings have been made in training, and from staff vacancies held across the Department in anticipation of budget reductions.
189	WNF	152	152	0	0	

Approved 2010/2011 Budget £'000	Description of Best Value Unit	Expected Budget £'000	Actual to 31/12/10 £'000	Variance to Date - Over/ (Under) spend £'000	Projected Outturn Variance £'000	Director's Explanation of Variance
140	Youth Justice	94	98	4	0	
467	Youth Offending Team	544	551	7	7	
902	Youth Service	639	634	(5)	3	
0	Dedicated Schools Grant - Trfr to Ring-Fenced DSG Reserve	0	0	292	151	Within the variances described above are forecast net savings on DSG funded services. These mainly arise from savings on Home to Hospital Teaching, Pupil Referral Unit, staff vacancies and the DSG contingency budget. This will reduce at year end owing to payment to schools for the Spring Term statemented pupils and additional recharges of expenditure. This saving is ring fenced and will be automatically carried forward to be utilised in 2011/12 subject to consultation with the Schools Forum.
0	Creation of Reserve for Looked After Children	0	0	0	300	Additional contribution to Looked After Children Reserve owing to an increase of LAC.
0	Creation of Reserve for Education Psychology	0	0	0	15	Carry forward income received to fund bursary in 2011/12 for 3rd year student.
0	Creation of Reserve for Newly Qualified Teachers	0	0	0	25	Carry forward the unused Schools buy-back income to continue service in 2011/12.
0	Creation of Reserve for Community Facilities in Schools Sustainability	0	0	0	54	The base budget provision for this is part of the 2011/12 savings currently being considered by Cabinet/Council. It is proposed to transfer the balance of the 2010/11 budget to the existing Reserve to assist with any future issues at school facilities.
0	Creation of Reserve for Child Poverty Local Duties	0	0	0	31	Late notification of ABG allocation - carry forward to fund targeted family work in 2011/12.
23,847	TOTAL	20,022	19,036	(694)	(287)	

USE OF RESERVES

The above figures include the 2010/2011 approved budget along with the planned use of Departmental Reserves created in previous years.

The details below provide a breakdown of these reserves

Description of Best Value Unit	Approved 2010/2011 Budget £'000	Planned Usage 2010/11 £'000	Variance to Date Over/ (Under) £'000
School Transformation Team (BSF)	(688)	(688)	0
2009/10 DSG c/f	(292)	(292)	0
Carlton Outdoor Centre	(22)	(22)	0
Education Health Partnerships	(15)	(15)	0
Local Safeguarding Children's Board	(29)	(29)	0
ContactPoint	(6)	(6)	0
Teen / Early Years Lifecheck	(12)	(12)	0
Youth Opportunity Func	(8)	(8)	0
Learning & Activities Project	(1)	(1)	0
Transition Protocol - Disability Team	(18)	(18)	0
Youth Justice - Crime Prevention	(55)	(55)	0
Parenting Support	(20)	(20)	0
Promotion of Breast Feeding	(44)	(44)	0
	(1,210)	(1,210)	0

Director's Explanation of Variance
The Schools Transformation expenditure is anticipated to be higher owing to increased usage of ICT and legal consultants ahead of the commencement of the BSF ICT contract. This increased spend will be funded from the Children's Services outturn and not the Reserve
At Quarter 2 Cabinet approved that £70k of the Children's Services outturn would fund the expected adverse variance meaning that this Reserve was not over-committed.

COMMUNITY SAFETY & HOUSING

REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2010/2011

Approved 2010/2011 Budget £'000	Description of Best Value Unit	Expected Budget £'000	Actual £'000	Variance to Date - Over/ (Under) spend £'000	Projected Outturn Variance £'000	Director's Explanation of Variance
741	Consumer Services	454	416	(38)	(51)	Current and outturn favourable variance £53K mainly relates to £11K savings in vacant post. Higher than expected licensing income £42K
1,297	Crime & Disorder	1,004	999	(5)	0	
148	Drugs & Alcohol	(399)	(399)	0	0	
147	Housing Regeneration & Policy	94	81	(13)	(12)	Costs lower than expected on last Stock Condition Survey
333	Landscape Planning & Conservation	232	217	(15)	(13)	
2,204	Neighbourhood Management	1,452	1,433	(20)	(20)	
290	Private Sector Housing and Special Needs	222	231	9	0	
169	Safety Cameras	106	106	0	0	
691	Social Behaviour & Housing	530	557	27	52	The adverse is to the reduced subsidy from Housing Benefit
6,020	TOTAL	3,695	3,640	(54)	(44)	

USE OF RESERVES

The above figures include the 2009/2010 approved budget along with the planned use of Departmental Reserves created in previous years.

The details below provide a breakdown of these reserves

Description of Best Value Unit	Approved 2009/2010 Budget £'000	Planned Usage 2009/10 £'000	Variance Over/ (Under) £'000	Director's Explanation of Variance
Anti Social Behaviour Team Reserve	9	9	0	
Earmarked Grant Funding	144	144	0	
Housing	68	68	0	
	221	221	0	

CULTURE, LEISURE & TOURISM

REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2010/2011

Approved 2010/2011 Budget £'000	Description of Best Value Unit	Expected Budget £'000	Actual £'000	Variance to Date - Over/ (Under) spend £'000	Projected Outturn Variance £'000
37	Archaeology	62	69	(7)	0
408	Community Regeneration	360	359	(1)	0
2,359	Parks & Countryside	2,492	2,461	(31)	(41)
686	Community Support	561	584	(23)	(5)
1,659	Libraries	1,062	1,115	(53)	(36)
0	Maintenance	0	0	0	0
649	Museums & Heritage	480	480	0	0
1,210	Sports & Physical Recreation	650	731	(81)	0
207	Strategic Arts	157	173	(16)	(21)
7,215	TOTAL	5,825	5,972	(212)	(103)

USE OF RESERVES

The above figures include the 2009/2010 approved budget along with the planned use of Departmental Reserves created in 2010/11.
The details below provide a breakdown of these reserves

Description of Best Value Unit	Approved 2010/2011 Budget £'000	Planned Usage 2010/11 £'000	Variance Over/ (Under) £'000
Managed Revenue Underspend	61	61	0
Archaeology	8	8	0
Community Grants Pool	51	51	0
Libraries - LPSA	1	1	0
Museums & Heritage - Culture Shock	2	2	0
Museums & Heritage - Renaissance in the Regions	15	15	0
Sport & Recreation - Grayfields Pitch Improvements	21	21	0
Sport & Recreation - LPSA	12	12	0
Sport & Recreation - Mill House	173	173	0
Sport & Recreation Specific Grants	13	13	0
Tall Ships	919	919	0
	1,215	1,215	0

7.2
Appendix F

Director's Explanation of Variance
The favourable variance relates to staffing underspends owing to vacancies being held in anticipation of SDO restructuring.
The favourable variance in this area relates to income and owing to the seasonal nature of the service the outturn reflects a balanced position at year end.

ated in previous years.

Director's Explanation of Variance

FINANCE AND PROCUREMENT

REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2010/2011

Approved 2010/2011 Budget £'000	Description of Best Value Unit	Expected Budget £'000	Actual £'000	Variance to Date - Over/ (Under) spend £'000	Projected Outturn Variance £'000
(103)	Property Services	(221)	(157)	64	17
(1,056)	Car Parking	(662)	(390)	272	272
5	Central Admin	5	7	2	0
531	Engineering Consultancy	472	412	(60)	(60)
556	Facilities Management	1,593	1,564	(29)	(29)
1,491	Highway Maintenance	1,844	1,892	48	64
629	Highways Liability	0	0	0	0
(170)	Highways Trading	(123)	(201)	(78)	(78)
516	Highways Traffic & Transportation Management	444	490	46	61
(200)	ITU Vehicle Fleet	(151)	(54)	97	97
3	Management Savings	3	3	0	0
83	Procurement	44	87	43	13
	Regen & Neighbourhoods Salary Turnover Target			0	
(108)	Section 38's - New Developments	(253)	(253)	(0)	0

10/2011 Budget	Description of Best Value Unit	Expected Budget	Actual	Variance to Date - Over/ (Under) spend	Projected Outturn Variance
£'000		£'000	£'000	£'000	£'000
1,189	Strategic Management & Admin	1,181	1,194	12	0
14	Traffic Management	10	8	(3)	0
5,070	Waste & Environmental Services	3,432	3,160	(272)	(125)
9	Finance Miscellaneous	32	39	7	0
(915)	Shopping Centre Income	(458)	(292)	166	124
94	Registration of Electors	61	59	(2)	0
98	Municipal & Parliamentary Elections	92	89	(3)	0
(1,425)	Central Administration	368	368	0	0
0	Single Status	0	0	0	0
50	HR Payroll System	112	71	(41)	0
3,938	Accommodation	2,747	2,667	(80)	0
1,547	Accountancy	1,295	1,241	(54)	0
235	Internal Audit	168	177	9	0
561	Legal Services	426	417	(9)	0
130	Support to Members	97	94	(3)	0
12,771	TOTAL	12,559	12,690	131	355

USE OF RESERVES

The above figures include the 2010/2011 approved budget along with the planned use of Departmental Reserves created in previous years.
The details below provide a breakdown of these reserves

Description of Best Value Unit	Approved 2010/2011 Budget £'000	Planned Usage 2010/11 £'000	Variance Over/ (Under) £'000
Managed Revenue Underspend	294	294	0
Registration and Members	2	2	0
Election Services	8	8	0
Finance - Audit Section	35	35	0
Finance - Accountancy	34	34	0
Finance - IT Investment	62	62	0
Finance - Working from Home	23	23	0
Corporate - Social Inclusion	100	100	0
Corporate - Shopping Centre	146	146	0
Corporate - Accommodation	26	26	0
	436	436	0

7.2
Appendix G

Director's Explanation of Variance
Following the announcement that works at Dyke House School will go ahead, it is expected that income levels will be in line with budget for the current year. Note that the expected budget differs to the outturn position as a result of the timing profile of costs being incurred earlier than recharge income is received.
An adverse variance was expected for this budget and will be offset by a £200k contribution from the corporate strategic risk reserve (not shown here). Various measures such as increased charges were introduced in November to address the structural deficit of this budget, however the extreme weather conditions has meant income was significantly lower than normal for the period up to xmas and therefore the variance is greater than the available corporate provision. The budget is also under pressure because of increased operating costs such as maintenance, rates, IT licences and shopping centre service charges. Officers are reviewing these areas to identify if there is any scope for reducing these costs in the future.
Anticipated current and outturn favourable variance £60k- owing to additional fee income
The favourable variance is owing to temporarily higher levels of fee generating work for Building Maintenance. This variance is actually offsetting a more longer term adverse variance of £50k on School Catering as a result of an increase in the number of free school meals, reduced pupil numbers and increased costs.
The earlier than expected adverse weather conditions has resulted in additional winter maintenance costs. The variance shown is based on the current trend but could increase if further severe weather occurs.
The favourable variance is owing to over recovery of overheads for the year to date. This has been addressed by the revision of rates charged. This variance is offset by a corresponding variance on the Highways, Traffic and Transportation Management Account.
The unfavourable variance is offset by a favourable variance on the Highways trading account as described above.
The adverse and current variance is owing to additional maintenance work required on an ageing fleet of vehicles following the deferral of most of the fleet replacement programme to save costs. Although savings have been realised by client departments, the Fleet Trading Account has incurred additional temporary costs.

Director's Explanation of Variance
Increased recycling and a reduction in 'residual' waste has resulted in cost savings in the waste management area. The forecast variance is lower than the variance for the period to date because recent SITA invoices are showing a substantial increase because of excessive landfill and the recent fire. There is a possibility of a further payment required to SITA which will reduce the favourable variance by the year end.
Current projections for the Middleton Grange Shopping Centre income outturn is £124,000 adverse, which is better than reported at Quarter 2 as more income was received from tenants than forecast. A reserve of £146,000 is available to cover a possible shortfall of rental income.
The current variance is mainly owing to the timing of cyclical and responsive maintenance. This work will be carried out later in the year, therefore the budget outturn forecast is expected to be on target by the financial year end. Officers are monitoring this situation closely.

Director's Explanation of Variance

REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2010/2011

Approved 2010/2011 Budget £'000	Description of Best Value Unit	Expected Budget £'000	Actual £'000	Variance to Date - Over/ (Under) spend £'000	Projected Outturn Variance £'000	Director's Explanation of Variance
16	Building Control	7	74	67	86	Inspection fees are down against budget as a result of the recession and also work lost to private inspectors in the competitive market for part of this service.
78	CADCAM	78	80	2	0	
(24)	Development Control	(8)	75	83	137	Planning fee income is forecast to be less as a result of the economic downturn and government spending cut:
1,177	Economic Development	1,465	1,419	(46)	(40)	Note the profile of expected budget is owing to the timing differences of expenditure and subsequent receipt of grant funding. Expecting slight underspend overall
326	ITU Passenger Transport	229	258	29	31	Then variance is owing to the reduced use of vehicles by Child and Adult Services which is resulted in lower income but the short term continuation of financing costs for the busses no longer used
354	ITU Road Safety	265	283	18	25	
44	ITU Strategic Management	72	78	6	8	
1,213	Network Infrastructure	708	722	14	16	
50	Sustainable Development	38	33	(5)	0	
2,200	Sustainable Transport	2,261	2,253	(7)	11	
404	Urban & Planning Policy	366	381	15	0	
2,477	Working Neighbourhood Fund	2,254	2,233	(21)	0	
8,314	TOTAL	7,736	7,889	153	274	

USE OF RESERVES

The above figures include the 2009/2010 approved budget along with the planned use of Departmental Reserves created in previous years. The details below provide a breakdown of these reserves

Description of Best Value Unit	Approved 2009/2010 Budget £'000	Planned Usage 2009/10 £'000	Variance Over/ (Under) £'000
Earmarked Grant Funding	340	323	(17)
Economic Development	30	6	(24)
Managed Revenue Underspend	185	185	0
Regeneration	20	11	(9)
	575	525	(50)

Director's Explanation of Variance	

PERFORMANCE

REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2010/2011

Approved 2010/2011 Budget £'000	Description of Best Value Unit	Expected Budget £'000	Actual £'000	Variance to Date - Over/ (Under) spend £'000	Projected Outturn Variance £'000	Director's Explanation of Variance
203	Performance & Consultation	152	140	(12)	(10)	Favourable variance owing to planned underspend on Place survey.
67	Council Tax & Housing Benefit Subsidy	(9,056)	(9,056)	0	0	
151	Community Partnerships	113	101	(12)	(10)	Favourable variance owing to planned reduction in support costs.
216	Community Partnerships - WNF	237	220	(17)	0	Favourable variance owing to planned reduction in support costs.
528	Shared Services Unit	633	578	(55)	10	Implementation of the HR/Payroll system has required the use of overtime payments. The overspending in this section will be offset by underspending in other areas of the Chief Executives department.
114	Performance Management Misc	112	96	(16)	0	
(3)	Benefits	(74)	(159)	(85)	0	Allocation across all Revenue and Benefits codes at year end to ensure all budgets are within budget.
123	Fraud	151	160	9	0	Allocation across all Revenue and Benefits codes at year end to ensure all budgets are within budge
1,113	Revenues	799	814	15	0	Allocation across all Revenue and Benefits codes at year end to ensure all budgets are within budge
(155)	Revenues & Benefits Central	275	325	50	0	Allocation across all Revenue and Benefits codes at year end to ensure all budgets are within budget.
619	Contact Centre	556	508	(48)	0	
543	Corporate ICT	509	465	(44)	0	Current favourable variance on employee costs relates to savings made as a result of restructure. There is also a small underspend relating to a temporary post which is currently vacant and is not intended to be filled
651	Corporate Strategy	488	452	(36)	(10)	Projected favourable variance owing to vacant posts, with budgets being transferred to support services team by financial year end.
242	Democratic	175	169	(6)	0	
794	HR Health and Safety	608	600	(8)	0	

Approved 2010/2011 Budget	Description of Best Value Unit	Expected Budget	Actual	Variance to Date - Over/ (Under) spend	Projected Outturn Variance	Director's Explanation of Variance
£'000		£'000	£'000	£'000	£'000	
(62)	Other Office Services	(37)	42	79	145	Current projections for the Land Search income outturn is £145,000 adverse, a corporate reserve of £100,000 is available to cover a possible shortfall but this will still leave an adverse variance in the current year of £45,000
157	Scrutiny	116	107	(9)	(10)	Favourable variance owing to reduction in Scrutiny Support costs.
141	Public Relations	102	108	6	0	
64	Registration Services	46	42	(4)	0	
320	Training & Equality	289	272	(17)	0	
5,826	TOTAL	(3,806)	(4,016)	(210)	115	

USE OF RESERVES

The above figures include the 2010/2011 approved budget along with the planned use of Departmental Reserves created in previous years.
The details below provide a breakdown of these reserves

Description of Best Value Unit	Approved 2010/2011 Budget	Planned Usage 2010/11	Variance Over/ (Under)	Director's Explanation of Variance
£'000	£'000	£'000	£'000	
Ring Fenced Grants	193	193	0	
Corporate Strategy - Corporate Consultation	15	15	0	
Corporate Strategy - Divisional costs	46	46	0	
Corporate Strategy - Council Profile	15	15	0	
Corporate Strategy - ICT System Development	61	61	0	
Corporate Strategy - ICT Project Development	90	90	0	
Corporate Strategy - Encryption costs	35	35	0	

Description of Best Value Unit	Approved 2010/2011 Budget	Planned Usage 2010/11	Variance Over/ (Under)
	£'000	£'000	£'000
Corporate Strategy - Performance Management	10	10	0
Corporate Strategy - ICT Contract Review	25	25	0
Registrars	35	20	(15)
People Framework Development	18	5	(13)
Contact Centre	51	34	(17)
HR Resource Investment	3	3	0
HR Support to Members	27	27	0
Revenues & Benefits - IT Developments	41	19	(22)
Revenues & Benefits	64	20	(44)
Revenues & Benefits - Internal Bailiff Development	16	0	(16)
Revenues & Benefits - Intercept Software	6	6	0
Revenues & Benefits - Financial Inclusion Programme	50	28	(22)
Revenues & Benefits - New Scanner	15	13	(2)
Revenues & Benefits - FSM Software	15	12	(3)
Revenues & Benefits - e-form Development	20	20	0
	851	697	(154)

Director's Explanation of Variance
Balance transferred into future years.
Balance transferred into future years.
Balance transferred into future years.
Balance transferred into future years.
Balance transferred into future years.
Balance transferred into future years.
Balance transferred into future years.
Balance transferred into future years.

CONTINGENCY ITEMS 2010/2011

Financial Risk	2010/2011 Budget £'000	Use of Contingency to 31st December 2010 £'000	Projected use of Contingency £'000
<u>Child & Adult Services</u>			
Additional funding in respect of Safeguarding Children to provide staffing capacity to address issues raised by Ofsted.	100	71	94
<u>Corporate</u>			
Repayment of 2008/2009 and 2009/2010 severance costs over a period of up to 5 years.	120	0	120
Potential increase in discretionary Business Rates relief costs during the recession.	50	0	50
Potential increases in energy costs from April, 2010, which NEPO (North East Purchasing Organisation) have indicated could be around 10% for both gas and electricity.	150	0	150
Fire Safety Risk Management	30	14	30
Total	450	85	444