

REGENERATION AND ECONOMIC DEVELOPMENT PORTFOLIO

DECISION SCHEDULE



Friday 11 March 2011

at 3.30 pm

in Committee Room A, Civic Centre, Hartlepool

Councillor P Hargreaves, Cabinet member responsible for Regeneration and Economic Development will consider the following items.

1. KEY DECISIONS

- 1.1 Economic Regeneration Strategy – *Assistant Director (Planning and Regeneration)*

2. OTHER ITEMS REQUIRING DECISION

- 2.1 Blakelock Gardens Puffin Crossing Update – *Assistant Director (Transportation and Engineering)*
- 2.2 Crown House – Managed Workspace Feasibility Brief – *Assistant Director (Regeneration and Planning)*
- 2.3 Department for Work and Pensions – Work Programme – *Assistant Director (Regeneration and Planning)*
- 2.4 Targeted Vacant Buildings Grants Scheme – *Director of Regeneration and Neighbourhoods*
- 2.5 Update in Respect of the “Buy Local” Campaign and Indoor Market Initiative – *Assistant Director (Regeneration and Planning)*

3. ITEMS FOR INFORMATION

- 3.1 Hartlepool Enterprise Centre and New burn Bridge Industrial Estate – *Assistant Director (Regeneration and Planning)*
- 3.2 Regeneration and Neighbourhoods Departmental Plan Monitoring Report – April to December 2010 – *Director of Regeneration and Neighbourhoods*

REGENERATION & ECONOMIC DEVELOPMENT PORTFOLIO

Report To Portfolio Holder

Date 11th March 2011



Report of: Assistant Director [Planning and Regeneration]

Subject: ECONOMIC REGENERATION STRATEGY

SUMMARY

1. PURPOSE OF REPORT

To advise the Portfolio Holder on the development of a new Hartlepool Economic Regeneration Strategy and seek comments and agreement to the proposed process and timetable.

2. SUMMARY OF CONTENTS

Outline of proposed process and key areas of work for the development of the new strategy together with a proposed Gantt Chart.

3. RELEVANCE TO PORTFOLIO MEMBER

The development of an Economic Regeneration Strategy falls within the Regeneration and Economic Development Portfolio.

4. TYPE OF DECISION

Key Decision (test (i/ii/both i and ii) applies). Forward Plan Reference Number RN 36/10.

5. DECISION MAKING ROUTE

To be considered by the Regeneration and Economic Development Portfolio and Cabinet prior to submitting to Cabinet for final comment and endorsement.

6. DECISION(S) REQUIRED

For the Portfolio Holder to provide any comments and endorse the proposed timetable and general scope of the strategy.

Report of: Assistant Director [Planning and Regeneration]

Subject: ECONOMIC REGENERATION STRATEGY

1. PURPOSE OF REPORT

- 1.1 For the Portfolio Holder to comment on and approve the broad scope and timetable for the development of the new Hartlepool Economic Regeneration Strategy.

2. BACKGROUND

- 2.1 The *Local Democracy, Economic Development and Construction Bill* (2009) now places a statutory duty with relevant local authorities to complete an Economic Assessment by April 2011 which will set out the economic vitality and conditions of their particular area. Hartlepool is now close to completing its assessment and this will be considered by Cabinet on the 21.3.11 prior to publication.
- 2.2 The Economic Assessment will be used as the evidence base for the development of Hartlepool's new Economic Regeneration Strategy.

3 PROPOSALS

- 3.1 The development of a new Hartlepool Economic Regeneration Strategy will provide a clear framework for the future direction and delivery of the Council's and relevant external partner's services aimed at maximising economic growth for the Town.
- 3.2 The Strategy will take into account available resource and where this should be targeted to gain the maximum added value for the future prosperity of the town.
- 3.3 It is proposed that a ten year vision is developed with a detailed three year action plan that identifies all key actions, milestones, outputs and key responsibilities.
- 3.4 In terms of the scope of the strategy it is proposed that business development/support including tourism, business infrastructure, regeneration, physical housing and employability will form the main themes and that issues such as financial inclusion and child poverty will be incorporated into the key relevant themes. The proposed key themes will be subject to consultation prior to finalising.

- 3.5 Consideration is being given to whether the proposed Skills Strategy will form part of this main strategy or be a stand alone strategy with clear linkages to the Economic Regeneration Strategy.
- 3.6 The development process will be overseen by an internal Steering Group comprising senior officers from the Division and will be reported regularly to this Portfolio and to Cabinet with final comment and endorsement by Cabinet.
- 3.7 The proposed Strategy will be subject to detailed consultation with the Economic Forum and all other interested parties. It is anticipated that a series of themed workshops, to include Councillors and representation from public, private and community sectors will form a key part of the development of the strategy.
- 3.8 **Appendix 1** comprises a draft Gantt chart highlighting the timescale and key milestones for the development of the Strategy. This may be subject to some change after further consultation, however it is anticipated that the Strategy will be completed within this calendar year.

4 RECOMMENDATIONS

- 4.1 That the Portfolio Holder provides comments on the above proposals and endorses the development of Hartlepool's Economic and Regeneration Strategy.

5. BACKGROUND PAPERS

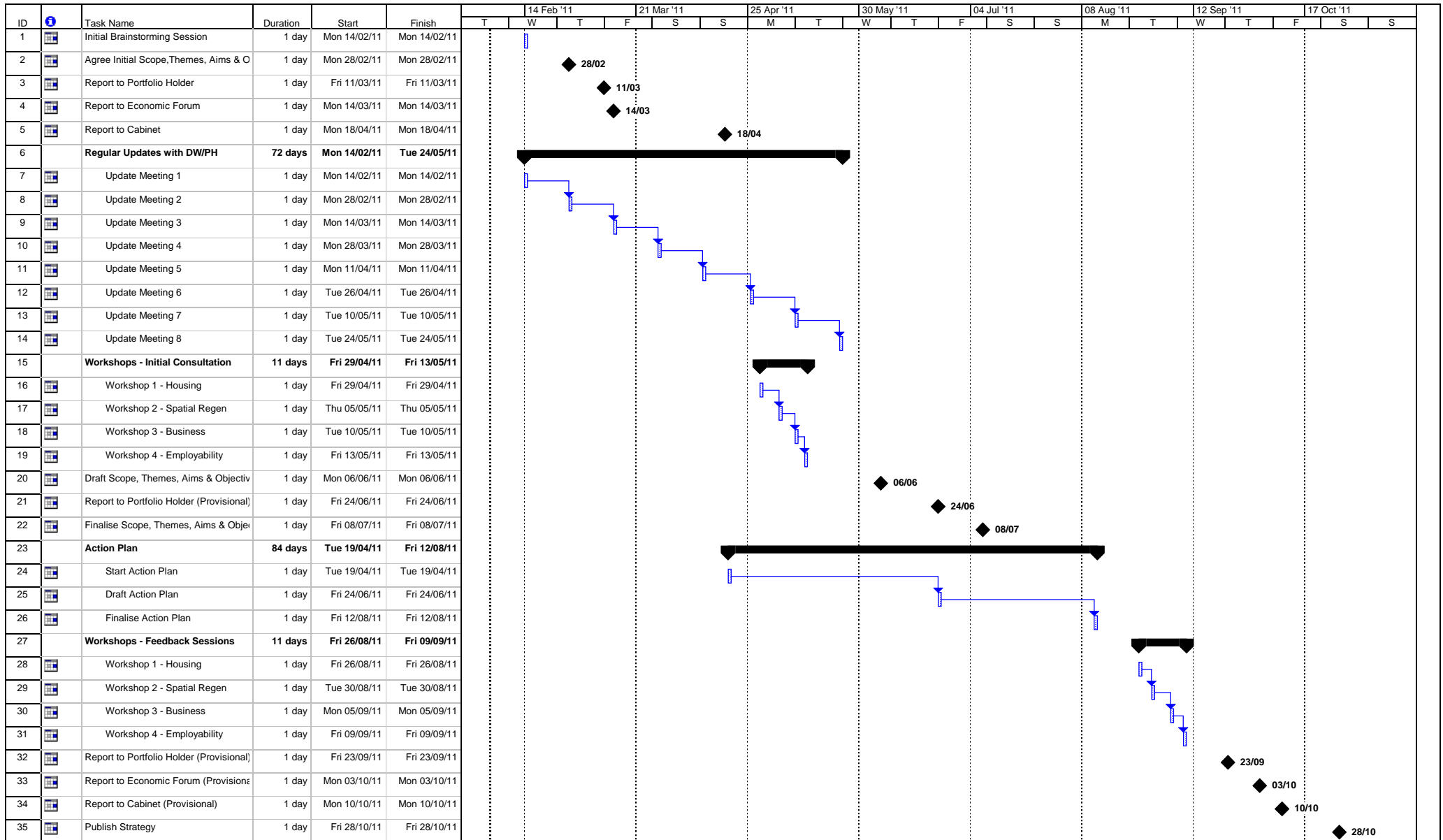
- 5.1 **Appendix 1**, Gantt Chart.

6. CONTACT OFFICERS

Antony Steinberg
Economic Development Manager
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Hartlepool
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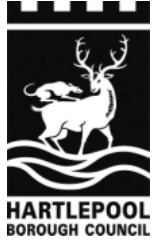
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REGENERATION AND ECONOMIC DEVELOPMENT PORTFOLIO

Report to Portfolio Holder

Date 11th March 2011



Report of: Assistant Director (Transportation and Engineering)

Subject: BLAKELOCK GARDENS PUFFIN CROSSING
UPDATE

SUMMARY

1. PURPOSE OF REPORT

To review the decision to install a puffin crossing on Blakelock Gardens.

2. SUMMARY OF CONTENTS

The report details the background to the scheme, and the issues considered as part of the review.

3. RELEVANCE TO PORTFOLIO HOLDER

The Portfolio Holder has responsibility for Traffic and Transportation issues.

4. TYPE OF DECISION

Non key.

5. DECISION MAKING ROUTE

This is an executive decision by the Portfolio Holder.

6. DECISION(S) REQUIRED

That the location of the proposed puffin crossing be moved approximately 15 metres east along Blakelock Gardens, and the left turn manoeuvre be permitted.

Report of: Assistant Director (Transportation and Engineering)

Subject: BLAKELOCK GARDENS PUFFIN CROSSING UPDATE

1. PURPOSE OF REPORT

- 1.1 To review the decision to install a puffin crossing on Blakelock Gardens.

2. BACKGROUND

- 2.1 The installation of a puffin crossing was approved at the Transport and Neighbourhoods Portfolio on 26 April 2010. To ensure the crossing was sited as close to the junction as possible, and therefore encourage the greatest level of pedestrian use, the scheme also included a left turn ban which would prevent traffic turning from Brinkburn Road into Blakelock Gardens.
- 2.2 Work started on the scheme in December 2010, however since that time a number of representations have been received from members of the public objecting to the left turn ban. The concerns raised include the effect on neighbouring streets, congestion at the Elwick Road/ York Road junction and reduced access to this area of the town.
- 2.3 A consultation letter was sent to the occupiers of number 57 Blakelock Gardens in early January, proposing to re-locate the crossing outside of that property. They subsequently responded, objecting to the proposal (see confidential **Appendix 1**). A neighbouring residential property has also submitted a letter objecting to the re-location (see confidential **Appendix 2**).

This item contains exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely, (para 3) information relating to the financial or business affairs of any particular person (including the authority holding that information).

- 2.4 Concerns over the re-siting of the crossing include disruption to a local business, displacement of car parking and difficulty accessing driveways.

3. PROPOSALS

- 3.1 Following consideration of these representations, there would appear to be two options for the way forward:-
- i) Proceed with the original plans, to install the crossing closer to the junction with the associated left turn ban.
 - ii) Move the crossing approximately 15 metres to the east, and allow the left turn to remain in place.
- 3.2 This is a difficult issue to resolve, with one group of people inevitably going to be left dissatisfied with the outcome. Motorists are against the left turn ban and its implications, while residents and a local business are concerned about the effect of the crossing being re-located.
- 3.3 Should the crossing be re-sited, then parking would still be available for staff and visitors of the business, albeit not directly outside of their premises, but within 20 metres.
- 3.4 Vehicles entering and leaving from nearby driveways could actually find this easier than at present, due to gaps in the traffic when the crossing is in operation. For these reasons, it is proposed that the crossing be moved, and the left turn manoeuvre remain open.

4. FINANCIAL IMPLICATIONS

- 4.1 The scheme is estimated to cost £45,000, with contributions of £15,000 from the Central Neighbourhood Consultative Forum and £10,000 from the Town Centre Communities NAP Forum. The remainder of the scheme is being funded by the Council's Local Transport Plan.

5. RECOMMENDATIONS

- 5.1 That the location of the proposed puffin crossing be moved east along Blakelock Gardens, and the left turn manoeuvre be permitted.

6. REASONS FOR RECOMMENDATIONS

- 6.1 To enable the crossing to be provided in order to benefit pedestrians and vulnerable road users, without having a detrimental effect on traffic management and accessibility in the local area.

7. BACKGROUND PAPERS

- 7.1 Letters of objection are included in **Confidential Appendices 1 and 2** attached.

This item contains exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely, (para 3) information relating to the financial or business affairs of any particular person (including the authority holding that information).

8. CONTACT OFFICER

Peter Frost – Traffic Team Leader
Regeneration and Neighbourhoods (Transportation and Engineering)
Hartlepool Borough Council

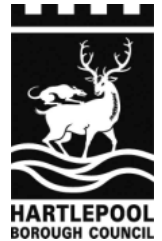
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REGENERATION AND ECONOMIC DEVELOPMENT PORTFOLIO

Report to Portfolio Holder

11th March 2011



Report of: Assistant Director (Regeneration and Planning)

Subject: CROWN HOUSE - MANAGED WORKSPACE
FEASIBILITY BRIEF

SUMMARY

1. PURPOSE OF REPORT

The purpose of the report is to seek endorsement from the Portfolio Holder for the Crown House Managed Workspace Feasibility Brief and the proposed funding arrangements.

2. SUMMARY OF CONTENTS

The report provides a background to the development of the brief, details the main tasks that the feasibility work will complete and the proposed funding arrangements.

3. RELEVANCE TO PORTFOLIO MEMBER

The project falls within the remit of the Portfolio Holder as it forms a key element of the regeneration of the Central Area of Hartlepool.

4. TYPE OF DECISION

Non Key

5. DECISION MAKING ROUTE

Regeneration and Economic Development Portfolio Meeting on the 11th March 2011.

6. DECISION(S) REQUIRED

The Regeneration and Economic Development Portfolio Holder is requested to:

- Endorse the Managed Workspace Feasibility Brief for the Crown House site.
- Endorse the use of revenue funds from the Council's Major Regeneration Project budget to cover the costs of the study.

Report of: Assistant Director of Regeneration and Planning

Subject: CROWN HOUSE - MANAGED WORKSPACE
FEASIBILITY BRIEF

1. PURPOSE OF REPORT

- 1.1 The purpose of the report is to seek endorsement from the Portfolio Holder for the Crown House Managed Workspace Feasibility Brief and the proposed funding arrangements.

2. BACKGROUND

- 2.1 Following the clearance of Crown House the next phase of work that will lead to the creation of a specialist business incubation centre on the site involves the completion of a detailed feasibility study examining potential funding and delivery arrangements. The project forms a key element in the development of an Innovation and Skills Quarter (ISQ) within the East Central Area of Hartlepool.
- 2.2 The Portfolio Holder endorsed the preparation of design and feasibility works for a managed workspace development on the Crown House site at the Regeneration and Economic Development Portfolio Meeting on the 5th November 2010. It was agreed that the feasibility works would be undertaken externally.
- 2.3 The importance of the feasibility work is highlighted by the fact that it will help to inform the development of the project and ensure that the most appropriate funding solutions and delivery methods are identified. The long term viability of the redevelopment is a key consideration.

3. FEASIBILITY BRIEF

- 3.1 A brief has been prepared (See **Appendix 1**) in order to guide the development of the feasibility work. The Portfolio Holder is requested to endorse the contents of the brief before the feasibility work is undertaken. The brief specifies the objectives of the feasibility work, a number of specific tasks to be completed, procurement details for the selection of a suitably qualified consultancy team, fee limits and anticipated timescales for the completion of works.

- 3.2 One of the main tasks highlighted within the brief is to identify and appraise a number of different delivery models so that the most appropriate model can be selected. There are a number of delivery models that could potentially be used including private sector led, public sector led and various forms of joint ventures. The identification of a preferred delivery model will help to determine how the next stages of the project are developed.
- 3.3 The feasibility work will seek to gain an understanding of the likely scale and nature of the proposed workspace facilities for the Crown House site ensuring that the project will complement Hartlepool's existing workspace provision and the aims of the ISQ. A number of detailed financial projections will be completed across a range of space lets so that potential returns, revenue liabilities and break even points can be determined. This detailed financial information will help to inform the viability of the proposals and the potential public sector funding requirements.
- 3.4 The brief specifies that a range of funding opportunities should be fully identified and assessed in terms of suitability including private equity, ERDF and prudential borrowing. Having a detailed understanding of the available sources of funding and the associated implications will help with the assessment of the potential delivery models identified in paragraph 3.2.
- 3.5 As the redevelopment of the Crown House site will link to the objectives of the ISQ potential partnership arrangements with Cleveland College of Art and Design, Hartlepool College of Further Education and Digital City will be examined.
- 3.6 The feasibility work will be undertaken before the design work as the findings may influence what design stages Hartlepool Borough Council's architects are required to complete and the level of public sector funding required.
- 3.7 It is anticipated that the feasibility works will be completed within three months of commission. A number of suitably qualified consultancy teams will be invited to submit expressions of interest and quotations. A limited number will be invited forward for an interview where the preferred team will be selected.
- 3.8 It is proposed to use revenue funds from the Council's Major Regeneration Projects budget to fund the feasibility work. The brief states that the fees should not exceed £20k. The Portfolio Holder is therefore requested to endorse the use of funds from the Major Regeneration Projects budget to fund the feasibility work.

4. RISK

- 4.1 There is a risk that following the completion of the feasibility works the redevelopment of the site can not commence within the anticipated timescales due to a range of factors such as market conditions or funding availability.

5. RECOMMENDATIONS

- 5.1 The Regeneration and Economic Development Portfolio Holder is requested to:
- Endorse the Managed Workspace Feasibility Brief for the Crown House site.
 - Endorse the use of revenue funds from the Council's Major Regeneration Project budget to cover the costs of the study.

6. CONTACT OFFICER

Rob Smith
Department of Regeneration and Neighbourhoods
Bryan Hanson House
Hanson Square
Hartlepool
TS24 7BT

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E-mail: rob.smith@hartlepool.gov.uk



Crown House- Managed Workspace Feasibility Brief

February 2011

1. Background

- 1.1 Hartlepool Borough Council is inviting expressions of interest to prepare feasibility work relating to the creation of a managed workspace facility on the Crown House site, Surtees Street, Hartlepool for new and expanding SME's, including businesses within the creative and digital media sectors.
- 1.2 The project links to the recommendations of the Hartlepool Central Area Investment Framework, a strategy to improve the economic performance of the central area of Hartlepool. One of the key aims of the strategy is to develop an Innovation and Skills Quarter within the area prioritising the role of Cleveland College of Art and Design and Hartlepool College of Further Education in driving the regeneration of the area, together with building on the success of incubation/small business units across the town and promoting high quality small and new businesses.
- 1.3 The project will address a number of issues that have been identified within the Central Area of Hartlepool such as the shortage of supply of good quality small office space and a lack of available viable development sites, which is restricting the growth of the small business start up market and is diverting investment/demand to other competing locations. Targeting and attracting smaller size businesses within the ISQ will complement the business offer in other locations of the town and help to provide Hartlepool with a spectrum of business accommodation.
- 1.4 The project will complement Hartlepool's Business Incubation strategy which has had a significant positive impact on new business formation and SME growth within Hartlepool. The strategy has supported the development of the UK Steel Enterprise Innovation Centre at Queens Meadow, which is currently being extended, and the successful Hartlepool Enterprise Centre.
- 1.5 Aligning with the aims of the ISQ, the Crown House redevelopment offers the potential for direct and indirect linkages to Hartlepool College of Further Education (HCFE) and Cleveland College of Art and Design (CCAD) in order to develop opportunities for graduates wishing to establish businesses including digital and creative industries.
- 1.6 The project will link to Cleveland College of Art and Designs "Creative Lodge" project, a new incubator/business start up facility for creative Artists and Designer Makers. Affordable and flexible high quality office/open studio accommodation for creative practitioners has recently opened at CCAD's Church Square campus. The Crown House workspace will be designed to link directly to CCAD's opportunities and will offer the opportunity for move on accommodation for graduates.

- 1.7 Crown House on Surtees Street has recently been acquired and cleared representing the first phase of the creation of the specialist incubation facility. The site is within the ownership of Hartlepool Borough Council (See **Appendix A**). It is anticipated that the site can accommodate approximately 30,000sq.ft. of high quality floorspace including workshops in a 2-3 storey landmark building with underground car park. The development will offer flexible workspace with units likely to be in the region of 100-1,000 sq. ft.

2. Objectives of the Feasibility Work

- 2.1 The purpose of the feasibility work is to assess the viability of the managed workspace concept for the Crown House site and to identify and appraise appropriate delivery models to ensure the long term sustainability of the centre beyond the construction phase. The feasibility work will determine the most appropriate scale and nature of the new workspace facilities.
- 2.2 Specific tasks include:
- Identifying and appraising appropriate delivery models ranging from private sector led to public sector led models and exploring various forms of joint venture arrangements.
 - Develop appropriate financial projections and potential returns. At the same time determining the break even point for the proposed centre. This area of work will involve the identification of all servicing costs, overheads and revenue liabilities.
 - Examine all funding options including prudential borrowing, Regional Growth Fund, ERDF, Private Equity etc.
 - Develop an understanding of the likely scale and nature of demand for the development including formal and informal partnership arrangements with Hartlepool College of Further Education and, Cleveland College of Art and Design.
 - Consider indirect links to local Universities and Digital City.
 - Consider the potential effect of the development on existing workspace provision.
 - Review of best practice in delivery and operation of such centres elsewhere in the UK and overseas if appropriate.

3. Submission Requirements and Fees

- 3.1 Each submission should contain:
- A methodology statement and work programme with milestone dates identifying the overall approach to the production of the feasibility work.
 - Detailed costs for completing the work including an indication of your team including a clearly identified project manager (and details of any

sub-contractors) including named staffed members, their experience, hourly rates and each individual's staff hours to be spent on each element of the study;

- Detailed proposals for reporting to the client management group to review progress.
- Consultant teams are requested to fill out the fee schedule attached to this brief.

3.2 Fee budget should not exceed £20,000 excluding VAT.

Tenders must be sent to:

Rob Smith
Department of Regeneration and Neighbourhoods
Urban and Planning Policy
Bryan Hanson House
Hanson Square
Hartlepool
TS24 7BT

Offers must be received by: **Friday 25th March 2011**

4. Evaluation of tenders:

- 4.1 The selection of a consultant will be undertaken by the project management group; on the basis of a quality (70%) and price (30%) assessment.
- 4.2 Ability to meet requirements – as evidenced by a demonstrable understanding of the brief and evidence of previous experience;

5. Timetable

- 5.1 The timetable for selection of consultants will be as follows:

- Issue tender brief – 11th March 2011
- Submission deadline – 25^h March 2011
- Interviews – Week Commencing 4th April 2011
- Appointment – Week Commencing 11th April 2011

- 5.2 We anticipate that the study will be completed within 3 months of commission.

6. The Client

Name: Economic Development Division, Hartlepool Borough Council, Bryan Hanson House, Hartlepool, TS24 7BT

Contact: Antony Steinberg, Economic Development Manager

Tel: 01429 523503

Email: antony.steinberg@hartlepool.gov.uk

7. Terms and Conditions

- 7.1 It is the responsibility of tenderers to obtain for themselves at their own expense all information necessary for the preparation of their tenders and the tenderers must satisfy themselves that the requirements of the contract are fully understood.
- 7.2 Information supplied to tenderers by any representatives of Hartlepool Borough Council or contained in the publications supplied to or obtained by the tenderer is supplied only for general guidance in the preparation of the tender. Tenderers must satisfy themselves by their own investigations with regard to the accuracy of any such information and no responsibility is accepted by Hartlepool Borough Council for any loss or damage of whatever kind and howsoever caused arising from, or in consequence of, the use by tenderers of such information.
- 7.3 All prices contained within the tenderer's submission shall be priced in pounds and decimal parts of a pound and shall be restricted to two decimal places by rounding. All prices must be quoted exclusive of VAT.
- 7.4 A tender may be rejected if it is in any way conditional.
- 7.5 The Contract shall be subject to the Contract Procedure Rules / Standing Orders of Hartlepool Borough Council current at the date of the Contract, a copy of which may be seen by arrangement.
- 7.6 Any tenderer who directly or indirectly canvasses any Member or Officer of Hartlepool Borough Council concerning the award of the contract or who directly or indirectly obtains or attempts to obtain information from any such Member or Officer concerning any other tender or proposed tender for the services is liable to be disqualified. Tenderers are required to complete the Canvassing Certificate attached.
- 7.7 Hartlepool Borough Council is not bound to accept the lowest or any tender.

- 7.8 Tenderers are required to keep tenders valid for acceptance for a period of 21 days from the date of tender.
- 7.9 The copyright of the work produced as a result of this commission shall be vested in the client. All research papers; reports, proposals and illustrative material will be passed to the client together with the copyright on all documents and illustrations. The client will make due acknowledgement to the consultants in any publication of the study.

8. Contact Point

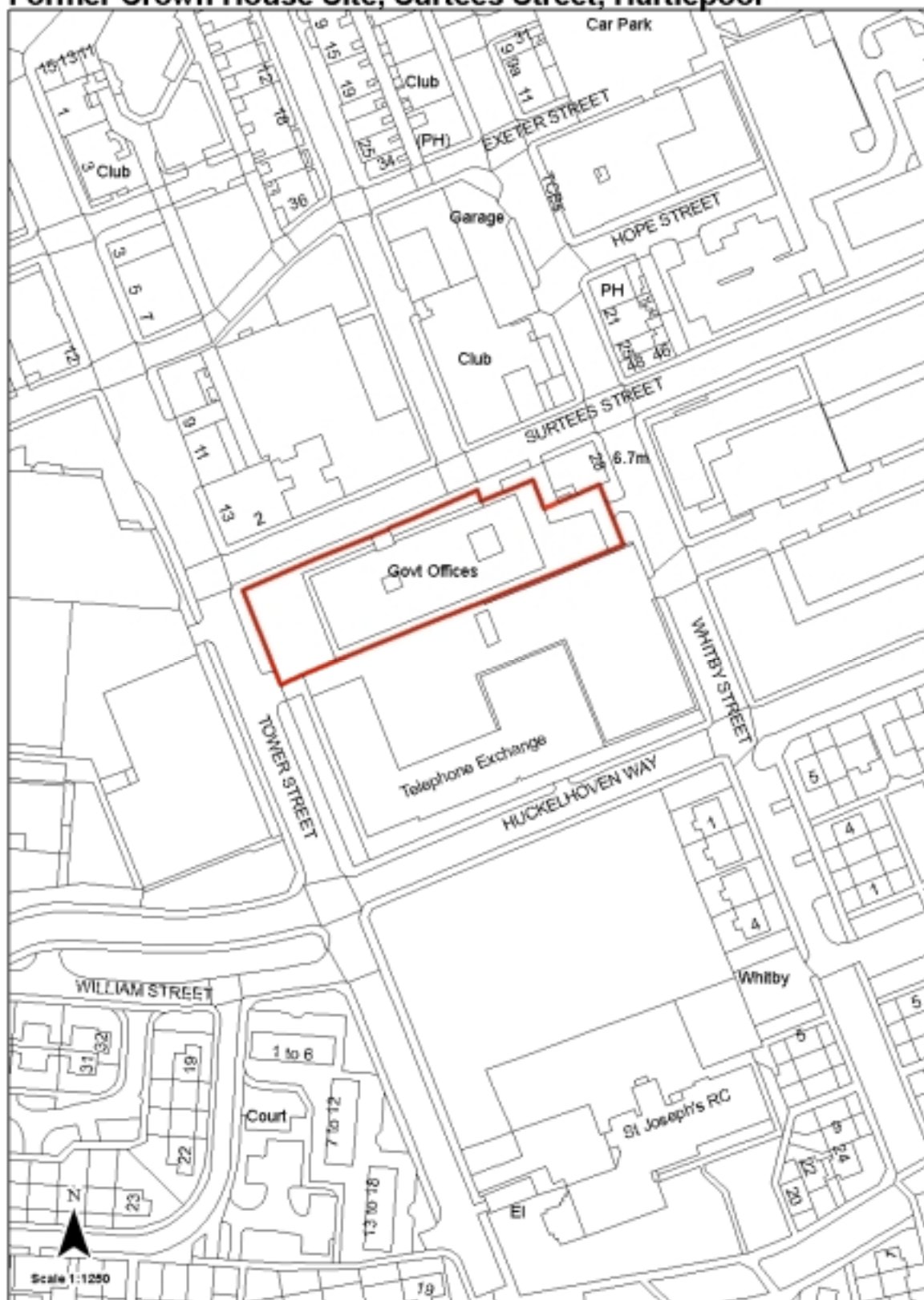
Issues in respect of this brief or indeed any other aspects of the project should be addressed to Rob Smith. Contact details are set out below:

Rob Smith
Senior Regeneration Officer
Department of Regeneration and Neighbourhoods
Bryan Hanson House
Hanson Square
Hartlepool
TS24 7BT

e-mail: rob.smith@hartlepool.gov.uk
Tel: (01429) 523531

Appendix A.

Former Crown House Site, Surtees Street, Hartlepool



Crown Copyright Licence No100023390 (2011)

Ending 451187
Notting 532417

DRAWN BY JEROME 2011
DEPT OF GENERATION & NEIGHBOURHOODS
HARTLEPOOL BOROUGH COUNCIL

Hartlepool Crown House- Managed Workspace Feasibility Work

FEE SCHEDULE

Name Of Contracting Organisation (Lead Consultant)

Name Of Sub-Consultant (s)

INDICATIVE FEE/TIME SCHEDULE

Name of Team Member	Position/Grade/Qualification	Daily Fee Rate (£)	Number of Days	Total Fee (£)
Sub Total (£)				
Allowance for disbursements/ expenses				
TOTAL FEE (£)				

This fee should be exclusive of VAT

Date: _____

Signed: _____

In capacity of: _____

CANVASSING CERTIFICATE

WE CERTIFY THAT:

- 1 We have not canvassed or solicited any Member, Officer or employee of Hartlepool Borough Council in connection with the award of this Tender or any other Tender or proposed award of the Tender for the supply of Goods or Services and that to the best of our knowledge and belief nor has any person employed by us or acting on our behalf has done any such act.
- 2 We further hereby undertake that we will not in the future canvass or solicit any Member, Officer or employee of Hartlepool Borough Council in connection with this Tender or any other Tender or proposed Tender for the supply of Goods or Services and that no person employed by us or acting on our behalf will do any such act.

IN THIS CERTIFICATE

- 3 'Person' includes any person or any body or association corporate or incorporate.
- 4 'Any canvassing or soliciting' includes any direct or indirect canvassing or any attempts to obtain information by any means.

Name	
Signature	
Position	
Date	

NON-COLLUSIVE TENDERING CERTIFICATE

In recognition of the principle that the essence of tendering is that Hartlepool Borough Council shall receive bona fide competitive tenders from all those tendering.

WE CERTIFY THAT:

- 1 The tender submitted herewith is a bona fide tender that is intended to be competitive.
- 2 We have not fixed or adjusted the amount of the tender under or in accordance with any agreement or arrangement with any other person.
- 3 We have not done and we undertake that we will not do at any time before the hour specified for the return of the tender any of the following acts:
 - 3.1 communicate to a person other than the person calling for this tender the amount or approximate amount of the proposed tender (except where the disclosure, in confidence, of the approximate amount of the tender was essential to obtain insurance premium quotations required for the preparation of the tender);
 - 3.2 enter into any agreement with any person that they shall refrain from tendering or as to the amount of any tender to be submitted and;
 - 3.3 offer to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender any act or thing of the sort described above.

IN THIS CERTIFICATE

- 4 'Person' includes any person or any body or association corporate or incorporate.
- 5 'Any agreement or arrangement' includes any transaction of the sort described above, formal or informal and whether legally binding or not.

Name	
Signature	
Position	
Date	

REGENERATION & ECONOMIC DEVELOPMENT PORTFOLIO

Report To Portfolio Holder
11th March 2011



Report of: Assistant Director (Regeneration and Planning)

Subject: DEPARTMENT FOR WORK & PENSIONS -
WORK PROGRAMME

SUMMARY

1. PURPOSE OF REPORT

To comment and endorse the proposed actions for Economic Development to become a subcontractor and deliver the new Work Programme.

2. SUMMARY OF CONTENTS

The report outlines the details of the Department for Work & Pensions (DWP) new Work Programme which will commence in the summer 2011 and the opportunity for Economic Development to become a subcontractor.

3. RELEVANCE TO PORTFOLIO MEMBER

The employment and skills agenda falls within the Regeneration and Economic Development Portfolio.

4. TYPE OF DECISION

Non key decision.

5. DECISION MAKING ROUTE

To be considered by the Regeneration and Economic Development Portfolio Holder.

6. DECISION(S) REQUIRED

- That the Portfolio Holder makes comments and approves the proposed actions that will enable Economic Development to deliver the Work Programme.
- That the Portfolio Holder considers whether this potential opportunity is deemed a key decision and therefore will also be referred to Cabinet.

Report of: Assistant Director (Regeneration and Planning)

Subject: DEPARTMENT FOR WORK & PENSIONS -
WORK PROGRAMME

1. PURPOSE OF REPORT

- 1.1 To comment and endorse the proposed actions for Economic Development to become a subcontractor and deliver the new Work Programme.

2. BACKGROUND

- 2.1 The Coalition Government's Welfare to Work Agreement, published on 12 May 2010, set out a number of major welfare to work reforms, including a core integrated welfare to work programme and a number of measures designed to support people to find employment. These measures are designed to help in the government's key aims of:

- fighting poverty;
- supporting the most vulnerable; and;
- helping people break the cycle of benefit dependency.

- 2.2 The main reform was the introduction of the Work Programme which will replace all other DWP funded programmes including Flexible New Deal, Young Persons Guarantee and Pathways to Work. The Work Programme will give providers longer to work with individuals and greater freedom to decide the appropriate support for them. It will offer significant new opportunities for contractors from the private and voluntary sectors to deliver flexible and personalised support. This programme will be payment by results with an emphasis on getting clients into sustained employment.

3. OVERVIEW OF WORK PROGRAMME

3.1 ELIGIBLE WORK PROGRAMME CUSTOMER GROUPS

The table below highlights the customer groups who will be eligible for the programme, their time of referral and basis for referral.

Customer Group	Time of Referral	Basis for referral
Jobseekers Allowance customers aged 18 to 24	From 9 months	Mandatory
Jobseekers Allowance customers aged 25 and over	From 12 months	Mandatory
Jobseeker Allowance - Early Access customers facing significant disadvantage (e.g. young people with significant barriers, NEETs, ex offenders)	From 3 months	Mandatory or voluntary depending on circumstance
Jobseekers Allowance customers who have recently moved from Incapacity Benefit	From 3 months	Mandatory
All Employment Support Allowance customers including contribution based, work related activity unlikely to be fit for work in the short term and support group customers.	At any time	Voluntary
Employment Support Allowance flow (income related) customers who are placed in the Work Related Activity Group and Support Group	At any time When customers are expected to be fit for work in 3 months	Mandatory or voluntary depending on circumstance
Ex-IB Employment Support Allowance (income related) customers who are placed in the Work Related Activity Group and Support Group (who have recently moved from Incapacity Benefit)	At any time When customers are expected to be fit for work in 3 months	Mandatory or voluntary depending on circumstance

3.2 CUSTOMER VOLUMES FOR THE NORTH EAST

The table below shows the customer volumes for clients entering onto the Work Programme in the North East over the lifetime of the programme. In total, **153,000** eligible customers will register onto the programme over a five year period. Partners are being invited to state within their bid on how many customers will start in each district area. It

is anticipated that between a 1000-2000 customers will start on the Work programme in Hartlepool each year.

CPA	Payment Group	2011/12	2012/13	2013/14	2014/15	2015/16
North East	JSA 18-24	6,000	5,000	4,000	4,000	3,000
	JSA 25+	20,000	16,000	14,000	13,000	12,000
	JSA Early Access	2,000	2,000	2,000	2,000	2,000
	JSA Ex – IB	1,000	2,000	2,000	1,000	-
	ESA Volunteer	3,000	4,000	3,000	1,000	1,000
	ESA Flow	3,000	3,000	3,000	3,000	3,000
	ESA Ex - IB	3,000	4,000	4,000	2,000	-
	Total	38,000	36,000	32,000	26,000	21,000

3.3 ESTIMATED MARKET VALUE

The indicative overall value of contracts to be let through this framework agreement is likely to be between £0.3 billion - £3 billion per year. The overall value may be dependent on the financial savings realised as a direct result of enabling people to obtain sustainable employment.

Individual contract values will vary, but in the main are likely to be between £10-£50 million per year. Both the estimated total spend per annum and estimated contract values will be dependant on organisations delivering high performance and value for money.

- 3.4 The framework agreement will be divided into 11 individual lots across the UK including the North East (As shown below). Each lot will have up to three prime providers (with two nominated in the North East).

North East	London
North West	South East
Yorkshire and The Humber	South West
East Midlands	Wales
West Midlands	Scotland
East of England	

3.5 DURATION OF THE WORK PROGRAMME

The framework agreement will be for up to 4/5 years. The expectation is that many contracts let under the framework agreement will be long term and may be up to 7 years if justified.

3.6 PAYMENT MODEL

The contract, based on indicative volumes, will be paid through a payment model which focuses on giving incentives to providers by rewarding additional outcomes after they have been achieved. This includes:

- An attachment fee;
- A Job Outcome payment;
- Sustainment Outcome payments; and
- Incentive payments.

Appendix 1 shows the original payment model that DWP offered within the tender spec. However, as part of the tender spec, providers are being invited to show how they can deliver the volumes and outcomes at a lower cost. Therefore, this reduction will impact on the amount of money that subcontractors receive.

3.7 ATTACHMENT FEE

The Attachment Fee gives Providers a payment at the point of engagement. The attachment fee will be paid at different rates as defined in the payment schedule – **Appendix 1** - for each customer group. The attachment fee will reduce over the first three years of the contract and will be nil from 1st April 2014 - the start of year four. The profile for this payment is:

- Yr 1 = 100%
- Yr 2 = 75% of the original amount
- Yr 3 = 50% of the original amount
- Yr 4/5 = 0%

3.8 COMMENCEMENT OF THE WORK PROGRAMME

The Work Programme is scheduled to commence in June 2011, although providers have been asked by DWP on whether they can start in April 2011.

4. INVITATION TO TENDER

4.1 On 23rd August 2010, DWP invited organisations to send expressions of

interest to become prime providers in delivering the new Work Programme. In the UK, over 1,000 expressions were received with around 80 in the North East.

- 4.2 The 80 providers were then invited to submit further expressions of interest to DWP. As part of the bidding process, in December 2010, nine successful prime providers were invited to bid to deliver the Work Programme (Providers shown below).

- A4E
- Avanta
- Balfour Beatty Workplace Remploy (BBWR)
- G4S
- Ingeus Deloitte
- Newcastle College Group
- Pertemps People Development Group (PPDG)
- The Wise Group
- Working Links

- 4.3 Since this period, Economic Development has submitted expressions of interest to all nine prime providers which requested that the team become a sub-contractor (and where relevant included the wider Hartlepool Works Consortium as a deliverer). In January 2011, the Wise Group decided to withdraw from this bidding process.

- 4.4 In January 2011, Economic Development received in-principle financial offers with indicative volumes from the following four providers:

- Avanta – **See Confidential Appendix 2**
- G4S – **See Confidential Appendix 3**
- PPDG – **See Confidential Appendix 4**
- BBWR – **See Confidential Appendix 5**

This item contains exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely, (para 3) information relating to the financial or business affairs of any particular person (including the authority holding that information).

The attached appendices set out the financial offers which include their proposed payment schedule for each of the seven client groups.

- 4.5 Working Links has invited Economic Development to be named within their bid, however, at this stage have not offer a financial offer or indicative numbers.

- 4.6 A4E has offered Economic Development an indicative volume of 400 starts per year and the team are awaiting confirmation of their financial offer.

5. SUBMISSION OF BIDS AND ANNOUNCEMENT DATE

- 5.1 Following further negotiation, Economic Development has been accepted as an in-principle subcontractor with all six providers and has been named in all of their final Work Programme applications.
- 5.2 The deadline for submitting these applications was 10am on Monday 14th February following which time DWP will choose the successful prime providers for each lot. The results will be published in early April 2011.

6. PROPOSALS

- 6.1 It is proposed that Economic Development Team await confirmation of which prime providers have secured the Work Programme contract and commence further negotiations on the final volumes that will be offered.
- 6.2 It is also proposed that once the final volumes are agreed and the financial model confirmed, that Economic Development Team could consult with the Hartlepool Works Consortium members to consider who is best placed to assist in the delivery of this programme.

7. RISK IMPLICATIONS

- 7.1 To date, the Work Programme is one of the most challenging welfare to work delivery models due to the high numbers of eligible clients entering onto the programme within any one year and also the stretching employment targets. For instance, dependent on the customer group, individuals will have to be supported into employment for a maximum period of between 78 to 117 weeks.
- 7.2 Due to the financial model, Hartlepool Works members will need to consider whether the financial offer is viable for their organisation as it will be payments on delivery and at incremental times. It is clear that the prime providers will take a management fee of between 20 – 30% and the remaining money will be split across a one to two year period. The amount of funding available to sustain a customer in employment for up to two years may not be adequate for some organisations. This is due to organisations still needing to fund staff's wages and other project costs that will not be covered in the first instance by this financial model.
- 7.3 If any Hartlepool Works members do deliver elements of the Work Programme – on behalf of Economic Development – then they will need to enter into contractual agreements with the Council. These contracts

will mirror the contract offered by the main provider. However, it will be critical for Economic Development to only contract with members who can deliver this programme. The prime providers will closely monitor the performance of Economic Development and the team cannot afford to be penalised if any one partner under-delivers.

8. STAFF CONSIDERATIONS

- 8.1 Although the Work Programme is challenging, Economic Development's Team has a significant track record of delivering externally funded employment, training and business support services. Also, this programme provides a very good opportunity for the team to continue delivering in their specialist areas and their core activity. If approved, this new programme will require that staff across the team work collaboratively to assist long term unemployed adults into sustainable employment. Therefore, it is proposed that the team will have dedicated customer caseloads where they will undertake intensive Information, Advice and Guidance (IAG) interviews, initial assessments and have targets to assist eligible customers into work. Alongside this, staff will be responsible for tasks including organising pre-employability training, employer engagement which will provide the necessary routeways to volunteering, work trials and sustained employment. When a client has entered into work, Officers from the team will provide in-work mentoring support which will include assisting the customer to identify additional training programmes.
- 8.2 The tasks that will be undertaken as part of this Work Programme are within the role and remit of the relevant core staff's current job descriptions.

9. RECOMMENDATIONS

- 9.1 That the Portfolio Holder makes comments and approves the proposed actions that will enable Economic Development to deliver the Work Programme.
- 9.2 That the Portfolio Holder considers whether this potential opportunity is deemed a key decision and therefore will also be referred to Cabinet.

10. REASONS FOR RECOMMENDATIONS

- 10.1 That the proposed actions will provide external funding to Economic Development - and potentially member(s) of Hartlepool Works - to continue to deliver employment and training programmes.

11. BACKGROUND PAPERS

- 11.1 The Department for Work & Pensions – Work Programme – Tender Spec: <http://www.dwp.gov.uk/docs/work-prog-itt.pdf>

12. CONTACT OFFICER

Patrick Wilson
Employment Development Officer
Economic Development Team
Regeneration and Neighbourhoods

Tel: 01429-523517

E-mail: patrick.wilson@hartlepool.gov.uk

APPENDIX 1

Department for Work and Pensions

Work Programme

Original Financial Mode

Benefit Type	Customer groups	Payment Group	Year 1 Attachment fee	Job outcome fee Maximum – to be completed	Job Outcome paid week:	Sustainment payment per 4 weeks	Sustainment payment (4-weekly) from week:	Sustainment: maximum amount of 4 weekly payments	Incentive payment
JSA	Aged 18 to 24	1	£400	£1,200	26	£170	30	13	£1,000
	Aged 25 and over	2	£400	£1,200	26	£215	30	13	£1,000
	Early Access	3	£400	£1,200	13	£250	17	20	n/a
	Ex-IB	4	£400	£1,200	13	£250	17	20	n/a
ESA	Contribution based - volunteers	5	£400	£1,000	13	£115	17	20	n/a
	Work related activity group – unlikely to be fit for work in short term (income related)- volunteers								
	ESA flow: Work related activity group – likely to be fit for work within 3 months (income related)	6	£600	£1,200	13	£235	17	20	£1,000
	Support Group								
	Ex-IB: Work related activity group – likely to be fit for work within 3 months (income related)	7	£600	£3,500	13	£370	17	26	n/a
	Ex-IB Support Group.								

REGENERATION & ECONOMIC DEVELOPMENT PORTFOLIO

Report To Portfolio Holder

11th March 2011



Report of: Director of Regeneration and Neighbourhoods

Subject: TARGETED VACANT BUILDINGS GRANTS
SCHEME

SUMMARY

1. PURPOSE OF REPORT

- 1.1 To seek approval for the grant applications set out in this report and to seek endorsement of the proposed delegation arrangements for future grant application approvals.

2. SUMMARY OF CONTENTS

- 2.1 The report outlines the current position of the overall grant scheme, detailing projects that have been approved and grant applications that are ready to be considered for approval and the level of expected uptake in the future. The report also sets out proposed delegation arrangements for future grant applications.

3. RELEVANCE TO PORTFOLIO MEMBER

- 3.1 The grant scheme will support the ongoing regeneration of the Town Centre and the Portfolio Holder has responsibility for regeneration issues.

4. TYPE OF DECISION

- 4.1 Non Key.

5. DECISION MAKING ROUTE

- 5.1 Regeneration and Economic Development Portfolio meeting on the 11th March 2011.

6. DECISION(S) REQUIRED

- 6.1 The Portfolio Holder is requested to:

- (i) Consider the grant projects detailed in the report for approval.
- (ii) Endorse the suggested delegation proposals for the approval arrangements for the Targeted Vacant Buildings Grant Scheme.

Report of: Director of Regeneration and Neighbourhoods

Subject: TARGETED VACANT BUILDINGS GRANTS SCHEME

1. PURPOSE OF REPORT

- 1.1 To seek approval for the grant applications set out in this report and to seek endorsement of the proposed delegation arrangements for future grant application approvals.

2. BACKGROUND

- 2.1 The Targeted Vacant Buildings Grants Scheme has an allocated budget of £200,000 from Hartlepool Borough Councils capital programme, for the financial year 2010/11, for improvements to business premises. The approved scheme provides grants of 60% up to a maximum of £15,000. The grant rates have been set to ensure that the level of grant available are sufficient enough to encourage owners to invest in their premises and achieve significant environmental benefit, whilst at the same time securing value for the public money invested.
- 2.2 The scheme has been focused on the Southern Business Zone and the town centre, in particular the stretch of York Road between Park Road and Victoria Road. The purpose of the scheme is to bring empty properties back into use and improve sites to encourage future use; it was designed in response to the economic downturn that has resulted in increased numbers of vacant business units in commercial and industrial areas. Commercial areas within the town centre and Southern Business Zone have seen a particular concentration of empty properties within a small area and have been prioritised for support. The town centre survey conducted in November / December 2010 identified 13 void properties in this area.
- 2.3 Officers have been working proactively with agents and owners in the two areas in order to encourage interest in the grant programme and to develop projects that will improve the premises / site, increase marketability and encourage future use of these sites.
- 2.4 To date four grant projects have received formal approval, these are identified in the table below.

Premises	Brief Project Description	Grant Amount
109 York Road, empty property	Extensive external works including new timber shop front, roller shutter window work, rainwater goods, roof	£15,000

	works, internal works to retail space.	
Corner A689/Belle Vue Way – Derelict site	Site clearance, replacement of perimeter fencing and gates with new fencing and gates	£15,000
B1277 Brenda Road route, key route	Replacement of perimeter fencing to the site, replacement of the roof to existing building, external landscaping, new signage, external cladding of main building.	£15,000
117 York Road, empty property	New timber shop front, new roof, works to chimneys, rainwater goods and replacement windows.	£12,224

3. CURRENT AND FUTURE APPLICATIONS

- 3.1 Work is ongoing to progress applications to the position where they are able to be considered for approval. Two further applications are currently at this stage and a brief the summary of these projects is detailed in the table below. Individual grant reports relating to these schemes are attached as appendices.

Premises	Brief Project Description	Grant Amount
Tees Bay Business Park (Appendix A)	Removal and replacement of perimeter fencing to the site, new roller shutter door, replacement of hard standing area for car parking, site clearance, external repairs and drainage.	£15,000
Former James Graham Timber Yard site (Appendix B)	Comprehensive treatment to the front of the building, external redecoration, replacement of steel corrugated cladding to the building, removal of spoil to the front of the site and levelling the hard stand in area to the site	£15,000

- 3.2 If these applications receive approval, the total amount of budget allocated will be £87,224 with £112,776 still to be allocated.
- 3.3 Work is ongoing with five further applications across the two areas. Although these applications are continuing to progress they are not at the stage where they can be considered for approval, due to the need for additional information which is expected shortly e.g. formal tenders. Once this information is provided and necessary checks are complete these will be considered for approval. It is expected that each of these

applications (one in the SBZ and four in the town centre) will meet the maximum grant threshold of £15,000. If all receive approval, the total commitment against the £200,000 budget would be £162,224. Taking account of a small budget requirement to cover internal checks relating to value for money assessments, there would remain approximately £36,500 available for a further two or three schemes.

- 3.4 Should all of the grants be awarded, the scheme overall will have achieved upgrading of five sites in the Southern Business Zone and six premises (five of which are currently vacant) in the town centre (plus potential additional scheme(s) relating to the (£36,500 referred to above). These will lead to significant improvement to the built environment, particularly within the town centre where the grants are concentrated in a relatively small area. Bringing these buildings back into use will increase the vibrancy of the town centre, and help improve the local economy. Whilst the project is not specifically targeted at job creation, the introduction of new business to the vacant premises is also likely to result in the creation and retention of employment.

4. APPROVAL ARRANGEMENTS

- 4.1 The current approval arrangements were agreed by the Regeneration and Economic Development Portfolio Holder on 21st May 2010. These arrangements involve a dual approval process with applications requiring approval by both the portfolio holder and the Assistant Director (Regeneration and Planning). In order to streamline the approval process and improve the responsiveness, it is proposed that these arrangements be amended to give the Assistant Director sole responsibility to 'sign off' the remaining grants provided that they are in compliance with the agreed grant scheme. Should this be agreed, it is intended that quarterly reports would be brought back to the portfolio holder setting out details of approved projects and the benefits achieved, including levels of grant, private sector investment and other direct outcomes.

5. FINANCIAL IMPLICATIONS

- 5.1 Funding for the scheme from the Council's 2010/11 capital programme has been agreed previously through Cabinet (25/01/10 & 08/02/10), Scrutiny Coordinating Committee (29/01/10) and Council (11/02/10). The report outlines the management and delivery arrangements.

5. RECOMMENDATIONS

- 5.1 The Portfolio Holder is requested to:
- (i) Consider the grant projects detailed in the report for approval.

- (ii) Endorse the suggested delegation proposals for the approval arrangements for the Targeted Vacant Buildings Grant Scheme.

6. CONTACT OFFICER

Fiona Stanforth
Department of Regeneration and Neighbourhoods
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E-mail Fiona.stanforth@hartlepool.gov.uk

APPENDIX A

STRATEGIC CAPITAL RESOURCE AND ASSET PROGRAMME (SCRAPT) COMMERCIAL AND INDUSTRIAL IMPROVEMENT AREA GRANT SCHEME

GRANT APPROVAL REPORT

BACKGROUND

The aim of this grant scheme is to address key empty buildings within Hartlepool. The scheme will primarily be focused on the Town Centre area and the Southern Business Zone (SBZ). The funding for the project has been allocated from the Council's Capital allocations budget for the financial year 2010/11. The total grant budget for the scheme is £200,000, which has been split flexibly between the two areas.

This scheme is an opportunity for owners to undertake significant improvements to their property that will result in the building being brought back into a usable state or enhance the appearance of the area through targeted improvements to individual properties on key sites.

The grant is primarily for external works, aimed at improving the appearance of commercial properties, which will enhance the overall environmental quality of the Commercial Areas and Southern Business Zone. Internal works are also eligible; however this must be to commercial / office space and part of a larger overall scheme.

Grant assistance of up to 60% of eligible improvement costs can be awarded up to a maximum threshold of **£15,000**.

APPLICANT

OLNATO Limited
11 Bury New Road
Prestwich
MANCHESTER
M25 9JZ

LOCATION:

Tees Bay Business Park
Brenda Road
HARTLEPOOL
TS25 2BU

SITE DESCRIPTION

The site is located on the key B1277 Brenda Road route which runs through the Southern Business Zone.

APPENDIX A

**PROJECT DESCRIPTION**

The eligible works which are to be undertaken are as set out below:

- Removal and replacement of perimeter fencing to the site
- Replacement of one roller shutter door
- Replacement of hard standing area for car parking
- Site clearance
- Repair of corrugated sheets and sterling boards to Unit I and Unit J please see above photograph
- Underground drains to be cleared and cleaned to the site

PROJECT COSTS

Four quotations have been submitted in respect of the eligible works as follows:

S L Properties	£28,615 plus VAT
Practical Builders	£28,917 plus VAT
Ray Hutchinson Building	£30,285 plus VAT
OLNATO Limited (applicant)	£31,150 plus VAT

The above quotations have been examined by a Quantity Surveyor and found to be reasonable. The applicant is VAT registered, therefore VAT has been excluded from the grant assessment

GRANT ASSESSMENT

A grant contribution of 60% of the eligible improvement works of £28,615 plus VAT (£17,169) could therefore be offered in respect of this application for grant assistance. The maximum grant contribution is £15,000 which is the maximum grant available to an individual applicant can be offered towards the costs of the eligible works. Therefore a grant of £15,000 could be offered to the applicant.

APPENDIX A**PROJECT BENEFITS**

The overall aim of the SCRAPT funded Commercial and Industrial Area Improvement Scheme is to enhance the appearance of the area through targeted improvements to

individual properties on key sites. Works that have a positive impact on key routes on the Southern Business Zone have been given priority and prominent sites such as those along main road frontages have been targeted.

The application will contribute to the aims of the SCRAPT funded Commercial Improvement Area Scheme aims by:

1. Improving the general appearance of a site which is located within the Southern Business Zone.
2. Assisting a business to improve the operation of their business in the Southern Business Zone.
3. Improving the local economy and assist in the regeneration of the business area.

RECOMMENDATION

It is therefore recommended that a grant of £15,000 which is the maximum grant available can be offered towards the costs of the eligible works should be offered to the applicant. Based on 60 % of the eligible improvement works of £28,615 (£17,169) = £15,000 in respect of this application for grant assistance. **Maximum Grant = £15,000.**

Subject to the following conditions:

AMOUNT OF GRANT

1. The offer is for a grant of up to **£15,000** towards the cost of eligible works estimated at £28,615 plus VAT (based on the quotation provided by S L Properties). A proportionate reduction will be made in the grant if the actual cost of the work is less than the estimated cost on which the grant calculation was based.
2. If the cost of the works increases, or additional work is undertaken, there is no obligation to increase the grant.
3. The grant is not available on a retrospective basis and is not payable against any works already carried out prior to grant approval and acceptance of the terms of this offer letter.

TIME LIMITS

4. The offer of grant must be accepted in writing within 14 days of the date of this letter, by signing and returning one copy of this letter, unless otherwise agreed in writing by the Council.

APPENDIX A

5. The work is to be carried out **within three months** of accepting the details of this offer letter with invoices submitted to Hartlepool Borough Council as soon as possible.

STATUTORY CONSENTS

6. **That you should obtain Planning Permission and all other necessary statutory consents for the works which are the subject of this grant offer before any works start on site.** Failure to comply with this condition may lead to enforcement action by the appropriate authority, as well as withdrawal and/or reclaiming of grant.
7. The works must be completed to an acceptable standard and to the satisfaction of the Director of Regeneration and Neighbourhoods or his representative, however, the responsibility for ensuring the appropriate quality of installation is a matter between the grant recipient and the contractor.
8. All works shall be completed in accordance with the quotations supplied and where applicable the Crime Prevention Officer's recommendations. Any variations from the quotations / recommendations should be notified to the Director of Regeneration and Neighbourhoods or his representative prior to the works being commenced, as payment will only be made on the approved project.

HEALTH AND SAFETY

9. All work must be carried out in accordance with the Health and Safety at Work etc Act 1974, the Construction (Design and Management) Regulations 2007, the Control of Asbestos Regulations 2006 and all other relevant health and safety legislation.
10. The recipient of the grant is advised that as a client having construction or building work been carried out they will be subject to a number of legal duties under the Construction (Design and Management) Regulations 2007 (CDM2007). To assist you to comply with your duties I enclose a copy of HSE's publication: *Want construction work done safely?* Which provides simple guidance on what a client needs to do to ensure compliance with CDM2007.

I would draw your particular attention to the requirement as client to appoint competent people to design and/or carry out the work and to ensure that suitable management arrangements are in place.

Please also be aware that where is likely to last longer than 30 days or involve more than 500 person days of work you will be required to notify the HSE of the project and appoint a CDM Co-ordinator.

11. The recipient of the grant should also be aware of their legal duty to manage asbestos under the Control of Asbestos Regulations 2006. Although the recipient has

APPENDIX A

a general duty to manage the risk from any asbestos within their premises, particular steps will need to be taken if it is likely that asbestos containing materials will be disturbed during the proposed building work. If you require further information on your legal duties when dealing with asbestos I would recommend that read a copy of HSE's publication: A short guide to Managing Asbestos in Premises which can be accessed at the following: www.hse.gov.uk/pubns/indg223.pdf

PAYMENT OF GRANT AND VAT

12. Grant will be paid on satisfactory completion of the works and submission of the relevant paid invoices.
13. Prior to payment of the grant Hartlepool Borough Council will inspect the grant aided works.
14. The grant offer is normally based on estimated costs excluding Value Added Tax at 17.5%. If the business is not VAT registered the total cost of the project, including VAT, will be used to determine the level of grant. The basis of the grant offer stated above will reflect whether it is inclusive of VAT or not.

PUBLICITY

15. Hartlepool Borough Council reserve the right to publicise the offer of the grant.

BUILDING ACCESS

- 16 Representatives of the Borough Council have the right of access to enter the building at any reasonable time, by appointment with the grant recipient to carry out:
 - a) interim inspections of the works in progress; and
 - b) final inspection of the works on completion to establish whether all the terms and conditions of the offer of the grant have been complied with.

GRANT REPAYMENT

17. The grant or any such part of it as the Council sees fit, may be recovered from the grant recipient if:
 - a) any term or condition to which the grant is subject is not complied with or is contravened; or
 - b) if the business closes down or moves out of Hartlepool, Hartlepool Borough Council reserves the right to reclaim all grant monies paid.
18. Capital assets must not be sold or disposed of without prior written notification to the Director of Regeneration and Neighbourhoods, who acting on behalf of the

APPENDIX A

Borough Council, may require the repayment of all or part of the grant or a share of the increase in value of the capital asset attributable to the grant. The share in the proceeds of any disposal shall not exceed the total amount of grant paid in respect of the project. For this purpose, a 'capital asset' means:

- a) land and buildings.
- b) items of equipment and other moveable and immovable assets costing £5,000 or more.

19. Under EC Regulation 69/2001 ('de minimis' aid regulation), this grant is a de minimis aid. There is a ceiling of 100,000 Euro for all de minimis aid provided to any one business over any three year period. The de minimis aid awarded under this offer letter will be relevant if you wish to apply, or have applied for any other de minimis aid. For the purposes of the de minimis regulation, you must retain this letter for three years from the date of this letter and produce it on any request by the UK public authorities of the European Commission. You may need to keep this letter for longer than three years for other purposes.

VARIATION OF TERMS AND CONDITIONS

- 20. No variations to the terms and conditions of this grant offer will be effective unless the Council agrees them in writing. No representation or agreement, whether express or implied, about variations by representatives of the Council, will be effective unless they are confirmed in writing by the Council, nor will the Council accept any responsibility for any such representation or agreement which is not confirmed in writing.
- 21. It is the responsibility of the grant recipient to ensure that all terms and conditions are satisfied.
- 22. The grant is not transferable and is offered solely to the grant recipient.
- 23. If the offer of grant is acceptable on the terms and conditions stated above, I look forward to receiving confirmation of your acceptance in writing within 14 days of the date of this letter.
- 24. On completion of grant aided works the responsibility for any future maintenance will be the sole responsibility of the grant applicant.

APPENDIX A

**STRATEGIC CAPITAL RESOURCE AND ASSET PROGRAMME (SCRAPT)
COMMERCIAL AND INDUSTRIAL IMPROVEMENT AREA GRANT SCHEME**

GRANT APPROVAL REPORT

ADDRESS: Tees Bay Industrial Park, Brenda Road, Hartlepool

I agree/disagree with the recommendation to approve a sum of £15,000 in grant aid from the SCRAPT budget towards the cost of the improvement works to OLNATO Limited at Tees Bay Industrial Park, Brenda Road, Hartlepool, Hartlepool, TS25 2BU.

*Please delete as appropriate.

Signed

Date

Pamela Hargreaves
Portfolio Holder Economic Development and Regeneration.

Approved

Signed

Date

Damien Wilson
Assistant Director of Regeneration and Planning

APPENDIX A

Please return to: Martin Spaldin, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT

APPENDIX B

STRATEGIC CAPITAL RESOURCE AND ASSET PROGRAMME (SCRAPT) COMMERCIAL AND INDUSTRIAL IMPROVEMENT AREA GRANT SCHEME

GRANT APPROVAL REPORT

BACKGROUND

Funding of £75,000 has been allocated from Hartlepool Borough Council's SCRAPT budget for the financial year 2010/2011 to assist five businesses in the Southern Business Zone. The funding for this scheme is limited therefore five businesses located in the Southern Business Zone have been prioritised by officers. The maximum grant assistance available to each applicant is £15,000 per business.

APPLICANT

Starford Holdings Limited
C/o OLNATO Limited
11 Bury New Road
Prestwich
Manchester
M25 9JZ

LOCATION:

Former James Graham Timber Yard Site
Brenda Road
HARTLEPOOL
TS25 2BU

SITE DESCRIPTION

The site is derelict and has not been used for some time. The last tenant of the site was James Graham Timber Limited.

APPENDIX B**PROJECT DESCRIPTION**

The proposed project will enhance the appearance of the frontage of the current site. It is hoped that these improvement works will help to attract a new tenant who will occupy the site.

The eligible works which are to be undertaken are as set out below:

- Comprehensive treatment to the front of the building.
- External redecoration of the main building.
- Removal and replacement of steel corrugated cladding to the building.
- Removal of spoil to the front of the site and levelling the hard stand in area to the site.

PROJECT COSTS

The following quotations have been submitted in respect of the eligible works as follows:

S L Properties	£29,650 plus VAT
Ray Hutchinson Building	£35,585 plus VAT
Practical Builders	£33,100 plus VAT
OLNATO Limited (applicant)	£29,100 plus VAT

The above quotations have been examined by a Quantity Surveyor and found to be reasonable. The applicant is VAT registered, therefore VAT has been excluded from the grant assessment

APPENDIX B**GRANT ASSESSMENT**

A grant contribution of 60% of the eligible improvement works of £29,100 plus VAT (£17,460) could be offered in respect of this application for grant assistance. The maximum grant contribution is £15,000 which is the maximum grant available to an individual applicant can be offered towards the costs of the eligible works. Therefore a grant of £15,000 could be offered to the applicant.

PROJECT BENEFITS

The overall aim of the SCRAPT funded Commercial and Industrial Area Improvement Scheme is to enhance the appearance of the area through targeted improvements to individual properties on key sites. Works that have a positive impact on key routes on the Southern Business Zone have been given priority and prominent sites such as those along main road frontages have been targeted.

The application will contribute to the aims of the SCRAPT funded Commercial Improvement Area Scheme aims by:

1. Upgrading what is currently an unused run down site.
2. Improving the general appearance of a prominent site which is located within the Southern Business Zone.
3. Improving the local economy and assisting in the regeneration of the business area.

RECOMMENDATION

It is therefore recommended that a grant of £15,000 which is the maximum grant available should be offered towards the costs of the eligible works should be offered to the applicant. Based on 60 % of the eligible improvement works of £29,100 = £17,460 in respect of this application for grant assistance. **Maximum Grant = £15,000.**

Subject to the following conditions:

AMOUNT OF GRANT

1. The offer is for a grant of up to **£15,000** towards the cost of eligible works estimated at £29,100 plus VAT (based on the quotation provided by OLNATO Limited. A proportionate reduction will be made in the grant if the actual cost of the work is less than the estimated cost on which the grant calculation was based.
2. If the cost of the works increases, or additional work is undertaken, there is no obligation to increase the grant.
3. The grant is not available on a retrospective basis and is not payable against any works already carried out prior to grant approval and acceptance of the terms of this offer letter.

TIME LIMITS

APPENDIX B

4. The offer of grant must be accepted in writing within 14 days of the date of this letter, by signing and returning one copy of this letter, unless otherwise agreed in writing by the Council.
5. The work is to be carried out **within three months** of accepting the details of this offer letter with invoices submitted to Hartlepool Borough Council as soon as possible.

STATUTORY CONSENTS

6. **That you should obtain Planning Permission and all other necessary statutory consents for the works which are the subject of this grant offer before any works start on site.** Failure to comply with this condition may lead to enforcement action by the appropriate authority, as well as withdrawal and/or reclaiming of grant.
7. The works must be completed to an acceptable standard and to the satisfaction of the Director of Regeneration and Planning or his representative, however, the responsibility for ensuring the appropriate quality of installation is a matter between the grant recipient and the contractor.
8. All works shall be completed in accordance with the quotations supplied and where applicable the Crime Prevention Officer's recommendations. Any variations from the quotations / recommendations should be notified to the Director of Regeneration and Planning or his representative prior to the works being commenced, as payment will only be made on the approved project.

HEALTH AND SAFETY

9. All work must be carried out in accordance with the Health and Safety at Work etc Act 1974, the Construction (Design and Management) Regulations 2007, the Control of Asbestos Regulations 2006 and all other relevant health and safety legislation.
10. The recipient of the grant is advised that as a client having construction or building work been carried out they will be subject to a number of legal duties under the Construction (Design and Management) Regulations 2007 (CDM2007). To assist you to comply with your duties I enclose a copy of HSE's publication: *Want construction work done safely?* Which provides simple guidance on what a client needs to do to ensure compliance with CDM2007.

I would draw your particular attention to the requirement as client to appoint competent people to design and/or carry out the work and to ensure that suitable management arrangements are in place.

Please also be aware that where is likely to last longer than 30 days or involve more than 500 person days of work you will be required to notify the HSE of the project and appoint a CDM Co-ordinator.

APPENDIX B

11. The recipient of the grant should also be aware of their legal duty to manage asbestos under the Control of Asbestos Regulations 2006. Although the recipient has a general duty to manage the risk from any asbestos within their premises, particular steps will need to be taken if it is likely that asbestos containing materials will be disturbed during the proposed building work. If you require further information on your legal duties when dealing with asbestos I would recommend that read a copy of HSE's publication: A short guide to Managing Asbestos in Premises which can be accessed at the following:
www.hse.gov.uk/pubns/indg223.pdf

PAYMENT OF GRANT AND VAT

12. Grant will be paid on satisfactory completion of the works and submission of the relevant paid invoices.
13. Prior to payment of the grant Hartlepool Borough Council will inspect the grant aided works.
14. The grant offer is normally based on estimated costs excluding Value Added Tax at 17.5%. If the business is not VAT registered the total cost of the project, including VAT, will be used to determine the level of grant. The basis of the grant offer stated above will reflect whether it is inclusive of VAT or not.

PUBLICITY

15. Hartlepool Borough Council reserve the right to publicise the offer of the grant.

BUILDING ACCESS

16. Representatives of the Borough Council have the right of access to enter the building at any reasonable time, by appointment with the grant recipient to carry out:
 - a) interim inspections of the works in progress; and
 - b) final inspection of the works on completion to establish whether all the terms and conditions of the offer of the grant have been complied with.

GRANT REPAYMENT

17. The grant or any such part of it as the Council sees fit, may be recovered from the grant recipient if:
 - a) any term or condition to which the grant is subject is not complied with or is contravened; or

APPENDIX B

- b) if the business closes down or moves out of Hartlepool, Hartlepool Borough Council reserves the right to reclaim all grant monies paid.
18. Capital assets must not be sold or disposed of without prior written notification to the Director of Regeneration and Planning, who acting on behalf of the Borough Council, may require the repayment of all or part of the grant or a share of the increase in value of the capital asset attributable to the grant. The share in the proceeds of any disposal shall not exceed the total amount of grant paid in respect of the project. For this purpose, a 'capital asset' means:
- a) land and buildings.
 - b) items of equipment and other moveable and immovable assets costing £5,000 or more.
19. Under EC Regulation 69/2001 ('de minimis' aid regulation), this grant is a de minimis aid. There is a ceiling of 100,000 Euro for all de minimis aid provided to any one business over any three year period. The de minimis aid awarded under this offer letter will be relevant if you wish to apply, or have applied for any other de minimis aid. For the purposes of the de minimis regulation, you must retain this letter for three years from the date of this letter and produce it on any request by the UK public authorities of the European Commission. You may need to keep this letter for longer than three years for other purposes.

VARIATION OF TERMS AND CONDITIONS

20. No variations to the terms and conditions of this grant offer will be effective unless the Council agrees them in writing. No representation or agreement, whether express or implied, about variations by representatives of the Council, will be effective unless they are confirmed in writing by the Council, nor will the Council accept any responsibility for any such representation or agreement which is not confirmed in writing.
21. It is the responsibility of the grant recipient to ensure that all terms and conditions are satisfied.
22. The grant is not transferable and is offered solely to the grant recipient.
23. If the offer of grant is acceptable on the terms and conditions stated above, I look forward to receiving confirmation of your acceptance in writing within 14 days of the date of this letter.
24. On completion of grant aided works the responsibility for any future maintenance will be the sole responsibility of the grant applicant.

APPENDIX B

STRATEGIC CAPITAL RESOURCE AND ASSET PROGRAMME (SCRAPT)
COMMERCIAL AND INDUSTRIAL IMPROVEMENT AREA GRANT SCHEME

GRANT APPROVAL REPORT

ADDRESS: Former James Graham Timber Yard, Brenda Road, Hartlepool

I *agree/disagree with the recommendation to approve a sum of £15,000 in grant aid from the SCRAPT budget towards the cost of the improvement works at the former James Graham Timber Yard site, Brenda Road, Hartlepool.

*Please delete as appropriate.

Signed

Date

Pamela Hargreaves
Portfolio Holder Economic Development and Regeneration.

Approved

Signed

Date

Damien Wilson
Assistant Director of Regeneration and Planning

Please return to: Martin Spaldin, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT

REGENERATION & ECONOMIC DEVELOPMENT PORTFOLIO

Report To Portfolio Holder
11th March 2011



Report of: Assistant Director (Regeneration and Planning)

Subject: UPDATE IN RESPECT OF THE “BUY LOCAL”
CAMPAIGN & INDOOR MARKET INITIATIVE

SUMMARY

1. PURPOSE OF REPORT

To provide a progress report in respect of the Buy Local campaign and Indoor Market initiative

2. SUMMARY OF CONTENTS

The report provides an update for the Portfolio Holder on developments in respect of the Buy Local and Indoor Market campaigns

3. RELEVANCE TO PORTFOLIO MEMBER

The project was developed through Hartlepool Enterprise Centre and therefore sits within the Regeneration and Economic Development portfolio.

4. TYPE OF DECISION

Non key.

5. DECISION MAKING ROUTE

Regeneration and Economic Development Portfolio.

6. DECISION(S) REQUIRED

The Portfolio holder makes comment and endorses the overall direction of the Buy Local Campaign and agrees to receive a further report.

Report of: Assistant Director (Regeneration and Planning)

Subject: UPDATE IN RESPECT OF THE “BUY LOCAL”
CAMPAIGN & INDOOR MARKET INITIATIVE

1. PURPOSE OF REPORT

- 1.1 To provide an update report in respect of the Buy Local campaign and Indoor Market initiative

2. BACKGROUND

- 2.1 The background to the Buy Local Campaign and the Indoor Market has been documented in previous reports. Whilst the initial intensive support for the Indoor Market finished in the Spring of 2010, there has been some ongoing support since that time and in particular a weekly prize draw has been effective in ensuring that footfall has been maintained at a reasonable level. This particular programme is now coming to an end.
- 2.2 In terms of the “Buy Local” campaign, overall to date 188 businesses have signed up with 1008 consumers registered. These figures have increased from 70 businesses approximately 600 consumers as reported in October 2010. This suggests that the campaign retains the potential for success and demonstrates support for continued activity. However the need for this project to become at least self-funding is growing and the ultimate direction of the campaign needs to be determined.
- 2.3 With the imminent completion of the Indoor Market Initiative as part of the Buy Local Campaign discussions took place with the Manager of Middleton Grange Centre as to a further phase of the Buy Local Initiative. As a consequence a new joint campaign has been developed between the owners of the Shopping Centre and the Buy Local campaign, as outlined in section 3 of this report.

3. PROPOSALS

- 3.1 The aim of the proposal is to reignite PR for the Market Hall and continue to support footfall by encouraging people of the benefits of Buying Local, through the use of the shopping centre Central Square as detailed below.

- 3.2 The owners of the Shopping Centre have made space available to have an exhibition, events and stalls in the Central Square, Middleton Grange where footfall is heaviest. The aim is to promote what is available in the Market Hall and drive customers there. A week long event will be held (Saturday April 9th to Saturday 16th) showcasing Buy Local to Hartlepool shoppers.
- 3.3 The key elements of the campaign are noted below: -
- All Market Stall Holders to sign up for Buy Local and provide some offers that can be used in advertising
 - Case studies created to show local connections between stall holders and produce and also why it is important to buy locally
 - Photographs will be taken and posters produced to be displayed in empty shop windows in the Centre
 - Press releases sent out on a weekly basis announcing Buy Local week and using case studies and events
 - Posters and flyers to be printed and distributed across Hartlepool leading up to the event
 - Exhibition boards in Central Square promoting local traders and why it is important to buy from them
 - Buy Local balloons will decorate the Market Hall and be handed out during the week.
 - Buy Local will be situated at a stall in the Indoor market, with letters going out to the Consumers on the Buy Local database asking them to visit the Indoor Market stall during the promotion week where they can pick up fobs

4 DEVELOPMENT OF THE “BUY LOCAL” CAMPAIGN

- 4.1 Whilst the number of consumers already registered with the “Buy Local” campaign is encouraging, in reality the local business community is yet to really understand the benefits of registration.
- 4.2 The aim of the shopping centre campaign as well as supporting the Indoor Market, is to sign up a minimum of a further 500 consumers. This will give additional credibility to the campaign in terms of encouraging more businesses to sign up. Effectively the exhibition will be used as pseudo market research to assess the need for the project.
- 4.3 Post the event, an assessment of the campaign will be undertaken to consider how best to take the project forward. Proposals which will be considered include:
- 4.3.1 Advertising fees – the website will allow the opportunity for businesses to advertise in prominent positions, including banners and hotspots

- 4.3.2 Membership fees – consideration will be given to charging businesses membership fees for entry to the campaign. Proposals will include a number of levels of membership (e.g. Gold, Silver and Bronze) with different benefits for each.
- 4.3.3 Development of Business Directory – this will enable an increased potential for businesses to both “Buy” and “Sell” locally.
- 4.3.4 Events – consideration will be given to running a programme of events throughout the year to continually push the message of “Buy Local”. These events would be targeted at both business to business activity or business to consumer.
- 4.3.5 Franchising – an assessment will also be undertaken as to the opportunity for franchising the project to other areas and if so, on what basis that should be done (e.g. franchise, consultancy)
- 4.4 Once the information is evaluated and the proposals are drawn up and costed, a further report will be brought to Portfolio to consider the various options.

5. RECOMMENDATIONS

- 5.1 The Portfolio Holder makes comment and endorses the overall direction of the Buy Local Campaign and agrees to receive a further report outlining the various options for the campaign in the light of the April exhibition.

6. CONTACT OFFICER

Mick Emerson,
Principle Economic Development Officer,
Hartlepool Enterprise Centre,
Brougham Terrace,
Hartlepool,
TS24 8EY

Tel: (01429) 867677
Email; mick.emerson@hartlepool.gov.uk

REGENERATION & ECONOMIC DEVELOPMENT PORTFOLIO

Report To Portfolio Holder
11th March 2011



Report of: Assistant Director (Regeneration and Planning)

Subject: HARTLEPOOL ENTERPRISE CENTRE AND
NEWBURN BRIDGE INDUSTRIAL ESTATE

SUMMARY

1. PURPOSE OF REPORT

To provide a progress report in respect of Hartlepool Enterprise Centre and Newburn Bridge Industrial Estate.

2. SUMMARY OF CONTENTS

The report provides a background to the two properties, details of the support available and information about occupancy levels.

3. RELEVANCE TO PORTFOLIO MEMBER

The operation of the properties fall within Economic Development and form an important tranche of the support available to the business community.

4. TYPE OF DECISION

Non key.

5. DECISION MAKING ROUTE

Portfolio Holder 11th March 2011.

6. DECISION(S) REQUIRED

The Portfolio Holder is recommended to:

- a) Note the report
- b) Agree to receive a further report upon completion of the rent review in respect of HEC

Report of: Assistant Director (Regeneration and Planning)

Subject: HARTLEPOOL ENTERPRISE CENTRE AND
NEWBURN BRIDGE INDUSTRIAL ESTATE

1. PURPOSE OF REPORT

To provide a progress report in respect of Hartlepool Enterprise Centre and Newburn Bridge Industrial Estate.

2. BACKGROUND

- 2.1 Hartlepool Enterprise Centre (HEC) is a 50 unit centre, offering accommodation for the small businesses and in particular new start businesses. To reduce the risk to individuals the rents are charged on a “staggered” basis with a relatively low level for the initial 6 months, rising on a half yearly basis thereafter to commercial rates. The units are available on an “easy in, easy out” tenancy.
- 2.2 Newburn Bridge Industrial Estate (NBIE) contains 20, primarily workshop type units which are let on a longer tenancy, usually renewable on a 3 year term.
- 2.3 Both properties are considered important elements of Hartlepool's Incubation Strategy with HEC providing physical support to the start up market and NBIE being for the main part as a location for move-on businesses. In addition, HEC provides the hub for start up support across the Town.

3. HARTLEPOOL ENTERPRISE CENTRE

- 3.1 HEC currently offers 50 units of varying sizes primarily to a range of small businesses. The centre also benefits from the presence of support agencies including Business Link and North East Chamber of Commerce.
- 3.2 The range of businesses currently in occupation include marketing agencies, recruitment agencies, photographer, engineering, care sector businesses as well as a number of businesses offering consultancies in a variety of disciplines.
- 3.3 Occupancy rates are traditionally high, although at present it stands at approximately 85% because some businesses have recently left the centre to expand into other units in the town.

- 3.4 As indicated the centre is the “hub” for business support within Hartlepool and currently benefits from a project offering Enterprise Coaching to individuals considering self employment as an option. Applications are currently being considered to allow part of this service to continue to be funded to March 2012. In addition, all the financial incentives for businesses offered by Economic Development are administered through the Centre.
- 3.5 The tenants also benefit from the advantages of cross fertilisation of ideas and advice, with those businesses which are more established often supporting the newer ones. In addition the tenants are increasingly coming together to support joint marketing and other initiatives. Hartlepool’s “Buy Local” programme developed initially out of the Enterprise Centre and many of the businesses supported the 2009/10 Indoor Market Initiative.

4. NEWBURN BRIDGE INDUSTRIAL ESTATE (NBIE)

- 4.1 This Estate is primarily made up of units between 550 and 1100 square feet and is currently 90% occupied. The types of businesses occupying the estate include a building company, joinery business, lawnmower repairer and metalworker.
- 4.2 Whilst there are no dedicated Hartlepool Borough Council staff on site, the tenants can still benefit from support from the Enterprise Centre and some of the tenants have moved to NBIE from HEC as part of the Incubation System.
- 4.3 The tenancy is a more “traditional” offering of space, although the units benefit from a secure location enhanced with CCTV.

5. RISK IMPLICATIONS/FINANCIAL CONSIDERATIONS

- 5.1 To date, the wider economic situation has not affected the occupancy levels at either property, which is encouraging bearing in mind that little marketing is undertaken. However the levels of occupancy have to be borne in mind in terms of the annual budget. Because of the nature of the fee structure HEC’s budget can be challenging, hence the need to cater not purely for new start businesses.
- 5.2 Whilst being mindful of the need to achieve the set budget levels, it is important to state both sets of properties are primarily service provision for the business community and not income generation is within the context of Economic Development aims and objectives of stimulating economic activity.

- 5.3 Rent levels are reviewed on a regular basis in conjunction with staff from Estates Section and are in the process of being considered for HEC at the present time. This review will be presented to the Portfolio Holder in due course.

6. RECOMMENDATIONS

- 6.1 The Portfolio Holder is recommended to:
- c) Note the report
 - d) Agree to receive a further report upon completion of the rent review in respect of HEC

7. CONTACT OFFICER

Mick Emerson
Principal Economic Development Officer (Business Services)
Planning and Economic Development
Hartlepool Enterprise Centre
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HARTLEPOOL
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REGENERATION AND ECONOMIC DEVELOPMENT PORTFOLIO

Report to Portfolio Holder

11th March 2011



Report of: Director of Regeneration and Neighbourhoods

Subject: REGENERATION AND NEIGHBOURHOODS
DEPARTMENTAL PLAN MONITORING
REPORT - APRIL TO DECEMBER 2010

SUMMARY

1. PURPOSE OF REPORT

To inform the Portfolio Holder of the progress made against the Regeneration and Neighbourhoods Departmental Plan 2010/11 over the period April to December 2010.

2. SUMMARY OF CONTENTS

The progress against the key actions and performance indicators, along with latest position with regard to risks contained in the Regeneration and Neighbourhoods Departmental Plan 2010/11.

3. RELEVANCE TO PORTFOLIO MEMBER

The Portfolio Holder has responsibility for performance management issues in relation to regeneration and economic development issues described within the Regeneration and Neighbourhoods Departmental Plan.

4. TYPE OF DECISION

Non-key.

5. DECISION MAKING ROUTE

Portfolio Holder meeting 11th March 2011.

6. DECISION REQUIRED

The Portfolio Holder is requested to:

- Note the progress of key actions and performance indicators along with the latest position with regard to risks.

Report of: Director of Neighbourhood Services

Subject: REGENERATION AND NEIGHBOURHOODS
DEPARTMENTAL PLAN MONITORING
REPORT - APRIL TO DECEMBER 2010

1. PURPOSE OF REPORT

- 1.1 To inform the Portfolio Holder of the progress made against the Regeneration and Neighbourhoods Departmental Plan 2010/11 over the period April to December 2010.






2. BACKGROUND

- 2.1 The Portfolio Holder has responsibility for performance management issues in relation to regeneration and economic development issues described within the Regeneration and Neighbourhoods Plan.
- 2.2 The Departmental Plan sets out the key tasks and issues along with an Action Plan to show what is to be achieved by the department in the coming year.
- 2.3 The Council's Covalent performance management system is used for collecting and analysing performance data in relation to both the Corporate Plan and Departmental Plans. The system is also used to monitor Risk Management across the council as part of the Performance Management Framework.
- 2.4 Where appropriate more detailed service plans are also produced detailing how each individual section contributes to the key tasks and priorities contained within the Regeneration and Neighbourhoods Departmental Plan and ultimately those of the Corporate Plan. These plans are managed within the department.

3. THIRD QUARTER PERFORMANCE






- 3.1 This section looks in detail at how the Department has performed in relation to the key actions and performance indicators that were included in the Regeneration and Neighbourhoods Departmental Plan 2010/11.
- 3.2 On a quarterly basis officers from across the department are requested, to provide an update on progress against every action and performance indicator contained in the performance plans.
- .

- 3.4 Officers are asked to provide a short commentary explaining progress made to date, and asked to traffic light each action based on whether or not they will be, or have been, completed within target as set out in the plans. The traffic light system is: -

	Completed
	On track
	Progress acceptable
	Intervention required
	Target not achieved

- 3.5 Within the Departmental Plan there are a total of 15 actions and 27 performance indicators for which the Portfolio Holder has responsibility. Table 1, below, summarises the progress made, to the 31st December 2010, towards achieving these actions.

Table1 – Regeneration and Neighbourhoods Departmental Plan 2010/11 progress summary

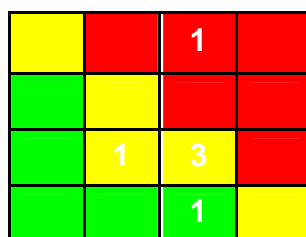
	Departmental Plan (Regeneration & Economic Development Portfolio)	
	Actions	PI's
	1	1
	14	3
	0	2
	0	5
	0	2
Annual	0	14
Total	15	9

- 3.6 It can be seen from the above table that fourteen of the actions for which the Portfolio has responsibility have been highlighted as being on track to achieve target.
- 3.7 The remaining actions, 'Safeguard and promote Hartlepool's interest within the preparation of the Integrated Regional Strategy' has been reported as completed in the Quarter 2 report.
- 3.8 It can also be seen that 3 of the Performance Indicators have been highlighted as being 'on track' with 1 indicator highlighted as progressing within acceptable limits.

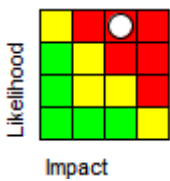
- 3.8 Fourteen performance indicators are reported on an annual basis and at this time it is not yet possible to give an indication of the expected performance.
- 3.9 The remaining 7 indicators, four of which have been reported previously, are highlighted as either not achieved or not expected to achieve their targets for the year, with them all relating to employment. Details of the additional indicators highlighted this quarter are shown in the table below.

Indicator	Outturn	Target	Comments
RPD P055 Youth unemployment Rate (Neighbourhood Renewal narrowing the gap)	7%	3.7%	November rate is 0.1% less than following month and the overall rate has fluctuated only very slightly over the last few months
NI166 – Median earnings of employees in the area	£453.50	£499.00	Slight reduction in earnings which is in line with the UK and is consistent with market knowledge about local businesses and one of the measures applied to fight the recession has been temporary reductions in earnings and reduced overtime.
NI 171 – New business registration rate	32	47.5	The vat/payee start up rate have continued to slow during the current economic climate, however Hartlepool's start up rates have remained above the North East rate which is in itself a positive outcome and may suggest the local economy is showing some signs of resilience.

- 3.10 Those indicators highlighted as being reported annually relate to transport indicators that are collected through surveys undertaken annually. At this time it is not possible to give an indication as to how these are performing.
- 3.11 It is the policy of Hartlepool Council to take an active and pragmatic approach to the management of risks that could prevent the achievement of corporate and departmental objectives. On a quarterly basis responsible officers assess the risks identified within the Department's Risk Register.
- 3.12 The diagram below shows the distribution of risks according to their risk rating. There are 6 departmental risks relevant to this portfolio, one of which is felt to be a high red rated risk. This risk is detailed in the table below.



Impact

Risk	Current Rating	Comments
RND R002 – Reduced levels of public sector funding affecting the delivery of key activities to support businesses and residents		Refocus of Economic priorities that will target high value return opportunities including sectoral opportunities such as renewables . Also submitting Regional Growth Fund applications for job creating projects .

4. RECOMMENDATIONS

4.1 The Portfolio Holder is requested to:

- Note the progress of key actions along with the latest position with regard to risks.

5. CONTACT OFFICER

Stephen Russell
Systems & Performance Manager
Regeneration and Neighbourhoods Department
Hartlepool Borough Council
Bryan Hanson House
Hartlepool

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