

# SCRUTINY CO-ORDINATING COMMITTEE AGENDA



**Friday 24th June 2011**

**at 12.00 noon**

**in the Council Chamber,  
Civic Centre, Hartlepool.**

**MEMBERS: SCRUTINY CO-ORDINATING COMMITTEE:**

Councillors C Akers-Belcher, S Akers-Belcher, Cook, Fenwick, Griffin, James, Loynes, Preece, Richardson, Rogan, Shaw, Shields, Simmons, Thomas, Wells and Wilcox.

Resident Representatives: Evelyn Leck and 2 vacancies

**SCRUTINY FORUM MEMBERS NOT ON SCRUTINY CO-ORDINATING COMMITTEE:**

Councillors Barclay, Cranney, Fleet, Gibbon, Ingham, Lauderdale, Lawton, A Lilley, G Lilley, Maness, A Marshall, McKenna, Robinson, Sirs, Tempest, P Thompson and Turner.

Resident Representatives: Christine Blakey, John Cambridge, Ted Jackson, John Maxwell, Norma Morrish, Iris Ryder and Joan Steel.

Children's Services Scrutiny Forum Co-opted Members: Eira Ballingall and David Relton.

Children's Services Scrutiny Forum Young People's Representatives.

**1. APOLOGIES FOR ABSENCE**

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

**3. MINUTES**

3.1 To confirm the minutes of the meetings held on 3 June and 14 June 2011 (to follow).

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

No items.

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

No items.

6. **FORWARD PLAN**

No items.

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

No items.

8. **CONSIDERATION OF FINANCIAL MONITORING/CORPORATE REPORTS**

No items.

9. **ITEMS FOR DISCUSSION**

9.0 Departmental Briefings by Directors

9.1 Determining the Overview and Scrutiny Work Programme for 2011/12 (*Scrutiny Manager*)

(a) Budget Position 2012/13 – Presentation – Covering Report (*Scrutiny Manager*)

(b) Selection and Timetabling of Project / Service Areas to Feed into the 2012/13 Budget Process (*Assistant Chief Executive*)

(c) Selection of Potential Additional Topics for Inclusion in the 2011/12 Scrutiny Work Programme (*Scrutiny Manager*)

10. **CALL-IN REQUESTS**

No items.

11. **ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT**

**FOR INFORMATION**

i) **Date of Next Meeting Friday 22 July, 2011 commencing at 2.00 p.m.**

# SCRUTINY CO-ORDINATING COMMITTEE

24 June 2011



**Report of:** Scrutiny Manager

**Subject:** DETERMINING THE OVERVIEW AND SCRUTINY WORK PROGRAMME FOR 2011/12

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## 1. PURPOSE OF REPORT

- 1.1 To clarify the revised process for the determination of the Overview and Scrutiny Work Programme for the 2011/12 Municipal Year.
- 1.2 To provide an overview of the role and functions of the Scrutiny Co-ordinating Committee and each of the Overview and Scrutiny Forums to assist in the consideration of suitable topics for inclusion into the 2011/12 Scrutiny Work Programme.

## 2. BACKGROUND

- 2.1 The role of Scrutiny Co-ordinating Committee is twofold in that carries out a co-ordinating role of the four standing Scrutiny forums together with the scrutiny element focussing on the budget, various plans and strategies that make up the policy framework. As such there is a need to develop a Work Programme for the 2011/12 Municipal Year.
- 2.2 Members have in the past been supportive of the need for Overview and Scrutiny involvement in the budget setting process at a far earlier stage than has previously occurred. In recognition of the extreme financial challenge facing the authority, the Scrutiny Co-ordinating Committee on the 15 April 2011 supported the revision of the process for the identification of the 2011/12 Work Programme.
- 2.3 As part of the revised process, it was agreed that rather than each Forum independently identifying their own work programmes, for approval by the Co-ordinating Committee, work programmes across all Forums would be discussed and identified by the Co-ordinating Committee at one meeting (to which all Scrutiny Members would be invited). It was agreed that this process would ensure the most effective use of Scrutiny Members time and enable full co-ordination of the work programme, with a clear focus throughout the year on Scrutiny involvement in the exploration of the Councils challenging budgetary issues for 2012/13. It was also agreed that

the in addition to focusing Scrutiny attention on budget issues throughout the year, the process for consideration of the Executives budget proposals in November / December would be reinstated enabling individual Forum consideration of the departmental budgets proposals.

2.4 In establishing the Work Programme for 2011/12 the intention at today's meeting is to split discussions into two clear sections, with a primary focus on the exploration of challenging budgetary issues facing the Council for 2012/13. On this basis, specific slots have been identified on the agenda for today's meeting in order to:-

- 1) Select and timetable projects / service areas for consideration by Scrutiny throughout 2011/12 to feed in to the 2012/13 budget process; and
- 2) Consider other potential topics for scrutiny consideration during 2011/12 (this will be subject to the availability of time within each Forums Work Programme).

### **3. ROLE AND FUNCTIONS OF THE SCRUTINY CO-ORDINATING COMMITTEE**

3.1 The membership of the Scrutiny Co-ordinating Committee reflects both the Council's political make-up and the five standing Scrutiny Forums (which are equally represented on the Committee). A total of sixteen Elected Members serve on the Committee, consisting of the Chair (appointed by Council) and the Chair, Vice-Chair and one other Members from each of the five standing Forums. In addition to this, three Resident representatives are also co-opted onto the Committee, one from each Neighbourhood Consultative Forum.

3.2 This approach enables the Scrutiny Co-ordinating Committee to draw on the experience of a variety of Members, represent a cross-section of political views and equally represent each of the five standing Forums. The Scrutiny Co-ordinating Committee is responsible for the overall management of Overview and Scrutiny within the Authority. Other authorities' experience of scrutiny appears to have benefited from the establishment of such a body. Given the increasing importance of the scrutiny role under the new arrangements and the likely increase in workload of the scrutiny function the role of the Scrutiny Co-ordinating Committee is invaluable. The main roles and functions of the committee are as follows:-

- (i) To work with the five Forums to decide an annual Overview and Scrutiny Work Programme, including the programme of any ad-hoc Forum that it appoints, to ensure that there is efficient use of the Forums and that the potential for duplication of effort is minimised;
- (ii) To lead the involvement of Overview and Scrutiny in the development of the budget and the plans and strategies that make up the policy framework and to delegate issues for consideration to the Forums;

- (iii) Where matters fall within the remit of more than one Overview and Scrutiny Forum, to determine which of them will assume responsibility for any particular issue and to resolve any issues of dispute between overview and scrutiny Forums;
- (iv) To receive requests from Members, the executive and/or the full council for items (including those referred via the Councillor Call for Action mechanism) to be considered by overview and scrutiny forums and to allocate them, if appropriate to one or more overview and scrutiny forum;
- (v) To put in place and maintain a system to ensure reports from Overview and Scrutiny to the Executive are managed efficiently and do not exceed any limits set out in the Constitution (this includes making decisions about the priority of reports, if the volume of such reports creates difficulty for the management of Executive business or jeopardises the efficient running of the Council business);
- (vi) To exercise the power of call-in in relation to Executive decisions made as set out in Section 21 (3) of the Local Government Act 2000, or allocate them to the appropriate overview and scrutiny Forum for consideration; and
- (vii) Assessing, monitoring and advising on the role of the Council's central support services in supporting the Council's progress towards the Community Strategy's priority aims, including:-
  - General policies of the Council relating to the efficient use of resources (people, money, property, information technology); and
  - District Auditor performance reports, the District Auditor's Annual Audit Letter, Best Value Performance Indicators and health and safety issues.

#### 4. THE FUNCTIONS AND REMIT OF OVERVIEW AND SCRUTINY FORUMS

4.1 The five standing Overview and Scrutiny Forums have three main **functions** and these are set out in the following paragraphs:-

(a) Policy Development and Review

Overview and Scrutiny Forums may:

- (i) Assist the Council and the Executive in the development of the budget and policy framework by in-depth analysis of policy issues;
- (ii) Conduct research, community and other consultation in the analysis of policy issues and possible options;

- (iii) Consider and implement mechanisms to encourage and enhance community participation in the development of policy options;
- (iv) Question members of the Executive and Chief Officers about their views on issues and proposals affecting the area; and
- (v) Liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

(b) Scrutiny

Overview and Scrutiny Forums may:

- (i) Review and scrutinise the decisions of the Executive and Chief Officers both in relation to individual decisions and their overall strategic direction;
- (ii) Review and scrutinise the work of the Council in relation to its policy objectives, performance targets and/or particular service areas;
- (iii) Question members of the Executive and Chief Officers about their decisions, whether generally in comparison with the service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
- (iv) Review and scrutinise the performance of other public bodies in the area, requesting them to attend and address relevant scrutiny forums to speak about their activities and performance;
- (v) Investigate other issues of local concern, outside the control of the Council and other public bodies in the area, and make recommendations to the Council, the Executive and / or other organisations arising from the outcome of the scrutiny process;
- (vi) Question and gather evidence from any person (with their consent); and
- (vii) Make recommendations to the executive and / or the council arising from the outcome of the scrutiny process.

(c) Finance

Overview and Scrutiny Committees may exercise overall responsibility for the finances made available to them. This presently consists of a dedicated overview and scrutiny budget of 50k. Applications for funding must be made through Scrutiny Co-ordinating Committee.

- 4.2 The strategic direction of the Scrutiny Forums will be to assess, monitor and advise on the Council's progress towards the 7 priority aims of the Community

Strategy whilst the operational direction of the individual Scrutiny Forums will be governed by the **remits** outlined in the Constitution. The remits of each of the Overview and Scrutiny Committees are as follows:-

#### Adult and Community Services Scrutiny Forum

*‘To consider issues relating to specialist targeted and universal services in relation to adults, culture and leisure.’*

#### Children’s Services Scrutiny Forum

‘To consider issues relating to specialist (intervention), targeted (prevention) and universal services for children and young people.’

#### Neighbourhood Services Scrutiny Forum

*‘To consider issues relating to property, technical services, environmental services, emergency planning, public protection and housing.’*

#### Regeneration and Planning Services Scrutiny Forum

*‘To consider issues relating to regeneration, the Community Strategy, building control, development control, economic development, landscape and conservation, strategic housing and community safety.’*

#### Health Scrutiny Forum

*‘To consider issues relating to and to exercise the powers of the Health and Social Care Act 2001 in the provision of health services at both local and regional level.’*

- 4.3 There will be, however, from time to time, be issues that could be considered by more than one forum and it will be for the Scrutiny Co-ordinating Committee to determine which forum should examine a particular issue. It is also open to the Scrutiny Co-ordinating Committee to appoint ad hoc forums. For example, where an issue comes within the remit of two scrutiny forums, the Scrutiny Co-ordinating Committee could decide to establish an ad hoc forum made up of four Members from each of those two Forums.

## 5. SCHEDULE OF FORUM DATES FOR 2011/12

- 5.1 Detailed in **Appendix A**, for Members information, are the scheduled dates for meetings of the Scrutiny Co-ordinating Committee and each of the Standing Scrutiny Forums in 2011/12.

## 6. RECOMMENDATIONS

- 6.1 No specific action is required as a result of this report.

**Contact Officer:-** Joan Stevens – Scrutiny Manager  
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## **BACKGROUND PAPERS**

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

(i) Hartlepool Borough Council Constitution.



## SCRUINY CO-ORDINATING COMMITTEE

11 June 2011



**Report of:** Scrutiny Manager

**Subject:** BUDGET POSITION 2012/13 – PRESENTATION –  
COVERING REPORT

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### 1. PURPOSE OF REPORT

- 1.1 To inform Members that the Chief Finance Officer will be in attendance at today's meeting to provide a presentation into relation Hartlepool Borough Council's Budget Position for 2012/13.

### 2. BACKGROUND INFORMATION

- 2.1 As part of the consideration of the Work Programme for Scrutiny Co-ordinating Committee and the five standing forums, the Chief Finance Officer will be in attendance at today's meeting to provide an introductory overview of Hartlepool Borough Council's Budget Position for 2012/13.

### 3. RECOMMENDATIONS

- 3.1 That Members consider the views of the Chief Finance Officer, seeking clarification on any issues resulting from the presentation to be provided at today's meeting

**Contact Officer:** - James Walsh – Scrutiny Support Officer  
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### BACKGROUND PAPERS

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

## SCRUTINY CO-ORDINATING COMMITTEE

24 June 2011



**Report of:** Assistant Chief Executive

**Subject:** OVERVIEW AND SCRUTINY WORK PROGRAMME  
2011/12 - SELECTION AND TIMETABLING OF  
PROJECT / SERVICE AREAS TO FEED INTO THE  
2012/13 BUDGET PROCESS

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### 1. PURPOSE OF REPORT

1.1 To provide Overview and Scrutiny Members with information to assist in the selection and timetabling of project / service areas for consideration throughout 2011/12, in order to effectively feed in to the 2012/13 budget process.

### 2. BACKGROUND INFORMATION

2.1 Members have in the past been supportive of the need for Overview and Scrutiny involvement in the budget setting process at a far earlier stage than has previously occurred. In recognition of this, and the extreme financial challenge facing the authority (as detailed in the presentation just given by the Chief Finance Officer), it is intended that Overview and Scrutiny will focus its attention throughout 2011/12 on preparations for the 2012/13 budget.

2.2 By way of a starting point for discussions, details of a range of projects / service areas to be consideration as part of the 2012/13 budget process are outlined in **Appendix A**. It is recognised that the selection and timetabling of projects / proposals will be vital to enable Scrutiny views and suggestions to be effectively incorporated in the decision making process. On this basis, details are also provided of likely decision making route and timetable.

2.3 Members are asked to consider the how / if they would wish to include the identified projects / services areas in the Work Programmes of each of the Standing Scrutiny Forums and the Scrutiny Co-ordinating Committee. In considering this, in addition to the information provided as Appendix A, the Director of Child and Adult Services, Director of Regeneration and Neighbourhoods and Cabinet Members will be in attendance at the meeting to provide any further information required in relation to the potential projects / service areas.

### **3. RECOMMENDATIONS**

- 3.1 That from the projects / service areas identified for consideration as part of the 2012/13 budget process, Members identify and timetable those they wish to consideration as part of the Overview and Scrutiny Work Programme for 2011/12.

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### **BACKGROUND PAPERS**

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

# SCRUTINY CO-ORDINATING COMMITTEE

24 June 2011



**Report of:** Scrutiny Manager

**Subject:** SELECTION OF POTENTIAL ADDITIONAL TOPICS FOR INCLUSION IN THE 2011/12 SCRUTINY WORK PROGRAMME

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## 1. PURPOSE OF REPORT

- 1.1 To provide a range of information, extracted from various sources to assist in consideration of potential additional topics for inclusion into the Overview and Scrutiny Work Programme for the 2011/12.

## 2. BACKGROUND INFORMATION

- 2.1 Building upon the topic areas / projects selected earlier in today's meeting, Members are asked to consider potential additional topics for inclusion into the Overview and Scrutiny Work Programme for the 2011/12 Municipal Year (subject to the availability of time within each Forums Work Programme).

- 2.1 In accordance with usual practice, discussions have been held between Scrutiny Chairs, Cabinet Members and Directors / Assistant Directors in relation to potential areas / issues which Scrutiny may wish to explore as part of its Work Programme. In addition to this, suggestions have also been sought from residents, resident representatives and community / voluntary groups across the town.

- 2.2 Details of the suggestions received from all sources have been compiled as follows for Members consideration on a Forum by Forum basis:-

**Appendix 1** – Scrutiny Co-ordinating

**Appendix 2** – Adult and Community Services Scrutiny Forum

**Appendix 3** – Children's Services Scrutiny Forum

**Appendix 4** – Health Scrutiny Forum

**Appendix 5** – Neighbourhood Services Scrutiny Forum

**Appendix 6** – Regeneration and Planning Services Scrutiny Forum

- 2.3 Scrutiny's has a key role in over-seeing the general policies of the Council relating to the efficient use of resources. In undertaking this role, Scrutiny receives key budgetary and performance management reports throughout the year. To assist Members in the timetabling of potential additional topics, details

of these reports (on a Forum by Forum basis) are also provided in the above appendices.

- 2.4 In identifying potential topics, Members may also wish to apply a degree of emphasis on a particular source for example, would Members consider issues which are clearly raised as a concern by the public to carry more weight than those considered important by the service provider? In practice Members will need to apply a considered opinion from all sources against the individual subject area.
- 2.5 Once Members have identified their chosen additional Scrutiny topics, anticipated time frames need to be applied. It is suggested to Members that a standard template for applying time allocations should be treated with caution as when scoping a subject a number of complexities may arise, therefore the anticipated duration should be allocated to the subjects on an individual basis. Members are also advised to be cautious in setting an overly ambitious Work Programme for which it may be unable to deliver given its dual role.
- 2.6 In addition to the above, the Committee may also consider establishing some small Sub-Groups, known as Working Groups to look at sharp focused areas of supplementary aspects of the main topic being scrutinised.

### **3. RECOMMENDATIONS**

- 3.1 Members are requested to consider the wide range of information detailed within this report to assist in the selection of potential additional topics for inclusion into the Overview and Scrutiny Work Programme for the 2011/12 Municipal Year.
- 3.2 That the Scrutiny Co-ordinating Committee approves the suggested Work Programmes for the Overview and Scrutiny Committees.

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### **BACKGROUND PAPERS**

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

- (i) Corporate Plan for 2011/12

| TOPIC   | Director / Cabinet Member | LINK<br>(To be advised at the meeting) | Member(s) | Referral | Member of the Public / resident representative / community Group |
|---|---------------------------|--|-----------|----------|--|
| <p><b>The Borough Council Museum &amp; Art Gallery Collection</b></p> <p>To better understand the nature of the Museum &amp; Art Gallery collections held within the possession of the Council.</p> <p>For further details see <b>Appendix 1A</b></p> | X                         |  |           |          |  |
| <p><b>Ongoing:</b><br/>Call In: School Governor Position – Seaton Nursery.</p>  |                           |  | X         |          |  |
| <p><b>Ongoing:</b><br/>Review of the Community Pool Allocation Criteria.</p>  |                           |  | X         |          |  |

1.1 In setting the Work Programme for 2011/12 consideration also needs to be given to the following Budget and Policy Framework documents, which will be presented to the Committee during the course of the year.

| REPORT  | ESTIMATED DATE                                  |
|---|---|
| Annual Summary Reporting of Audit Commission Inspection Reports | October 2011                                    |
| Corporate Plan 2012/13 (Departmental Plans)                     | March / April 2012<br>(January / February 2012) |
| 20010/11 Revenue and Capital Outturn                            | Sept 2011                                       |

|  |  |
|--|--|
| Quarterly Budget and Performance Management Monitoring Reports | Quarter 1: September 2011<br>Quarter 2: November 2011<br>Quarter 3: March 2012 |
| Initial Budget Consultation Report                             | October 2011 to December 2011<br>January 2012 to February 2012                 |
| Furniture Resettlement Investigation                           | July 2011  |

- 1.2 Having considered the above information together with topics identified by individual Members' for inclusion into the Work Programme, the Committee may wish to discuss various aspects contained within the Corporate Plan 2011/12 to raise potential areas for consideration. They could range from areas already identified as suitable for development through Commitments or areas where the specific performance is below the targeted level. For this purpose, **Appendix 1 B** details the relevant Sections of the Corporate Plan and Performance Indicators for the Panel's consideration.

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| <b>Topic:</b><br><br>The Borough Council Museum & Art Gallery Collection.  |
| <b>Aim</b><br><br>To better understand the nature of the Museum & Art Gallery collections held within the possession of the Council.   |
| <b>Background Information</b><br><br>The Council Museum Service possesses a fine collection of historical objects, information and artworks, these are displayed within the Museum of Hartlepool, the Hartlepool Art Gallery and the Hartlepool Maritime Experience either as part of the permanent historical displays or as changing exhibitions. When not on display these are held in store. The collections are used as valuable reference collections for researching the history and cultural identity of the town.<br><br>Suggested potential areas to examine / explore could include the following:-<br><br>(a) To gain an understanding of the range, relevance and value of the Museum Service collections held by the Council and the ongoing costs to maintain/store the collection;<br><br>(b) To explore the current status of the collections, their use, educational impact, distribution/location and the processes and procedures for accessioning/archiving artefacts; and<br><br>(c) To explore the potential options for the future of the collection, taking in to consideration the legal status, ethical considerations and challenging budget situation that the Authority faces. |
| <b>What would be the desired area(s) of impact / benefit resulting from the investigation?</b><br><br>i) Ensure the Council Museum & Art collections are appropriately utilised;<br>ii) Ensure (where applicable) value for money is being obtained for storage facilities.<br>iii) Ensure the 'Accredited Museum Service Status' is not jeopardised.  |
| <b>Corporate Plan Actions / Pi's and LAA targets to which the issue relates.</b><br><br>TBC  |



## Scrutiny Coordinating Committee

|                             |
|-----------------------------|
| <b>Jobs and the Economy</b> |
|-----------------------------|

|   |
|---|
| <b>Outcome: People have greater access to financial information, advice and support particularly those currently excluded</b> |
|---|

| Code           | Action   | Date to be Completed | Responsible Officer    |
|----------------|--|----------------------|------------------------|
| CED11/12-JE001 | Deliver Money Matters engagement programme in prioritised neighbourhoods   | 31 Mar 2012          | Carol Jones            |
| CED11/12-JE002 | Develop financial capability / awareness amongst Hartlepool College students   | 31 Mar 2012          | Carol Jones            |
| CED11/12-JE003 | Support the development of outreach services via the Children's Centre Network to engage with children and their extended families | 31 Mar 2012          | Carol Jones            |
| CED11/12-JE004 | Promote availability of special council tax reductions and discretionary housing benefit hardship payments                         | 31 Mar 2012          | Margaret Wrigglesworth |

### Associated Performance Indicators

| Code       | Indicator  | 2010/11 | Target 2011/12 |
|------------|--|---------|----------------|
|            |  | Outturn |                |
| CEDFI P025 | Number of Credit Union Current Accounts / Saving Accounts opened by adults             | 567     | 400            |
| CEDFI P026 | Number of Credit Union savings accounts opened by school age / college age individuals | 320     | 300            |
| CEDFI P027 | Number of successful applications for Council Tax reductions                           | 249     | 100            |

## Organisational Development

### Outcome: Improve the efficiency and effectiveness of the organisation

| Code           | Action   | Date to be Completed | Responsible Officer |
|----------------|--|----------------------|---------------------|
| CED11/12-OD001 | Determine and implement a revised efficiency programme through the review of the Business Transformation programme and associated efficiency programmes in light of MTFS and budget settlement for 2011/12 and 2012/13 | 31 Mar 2012          | Andrew Atkin        |
| CED11/12-OD003 | Review of Corporate ICT Strategy to ensure it continues to support Corporate Objectives including opportunities to use ICT to generate efficiency savings across the authority   | 31 Mar 2012          | Joan Chapman        |

### Associated Performance Indicators

| Code       | Indicator   | 2010/11 | Target  |
|------------|---|---------|---------|
|            |   | Outturn | 2011/12 |
| CEDCS P042 | Actual savings from Business Transformation Programme | £2.9m   | £2.9m   |

### Outcome: Deliver effective customer focused services, meeting need of diverse groups and maintaining customer satisfaction

| Code           | Action  | Date to be Completed | Responsible Officer |
|----------------|---|----------------------|---------------------|
| CED11/12-OD008 | Implement Hartlepool Connect Service Integration & Improvement Strategy taking account of Business Transformation programme strands | 31 Mar 2012          | Christine Armstrong |
| CED11/12-OD009 | Implement Customer Service & Channel Strategy Action Plan   | 31 Mar 2012          | Christine Armstrong |
| CED11/12-OD011 | Ensure that the Council has arrangements in place to comply with its equality duties  | 31 Mar 2012          | Joanne Machers      |
| CED11/12-OD015 | Model impacts of Dept for Work and Pension changes to benefits system   | 31 Jul 2011          | Julie Pullman       |
| CED11/12-OD016 | Develop & implement Engagement Strategy for Dept for Work and Pension changes to benefits system                                    | 31 Jan 2012          | Julie Pullman       |

## Associated Performance Indicators

| Code       | Indicator   | 2010/11       | Target  |
|------------|---|---------------|---------|
|            |   | Outturn       | 2011/12 |
| New        | Average wait for telephone calls to be answered   | n/a           | 30 secs |
| New        | Percentage of customer enquiries dealt with at the first point of contact (across the three primary channels) | n/a           | 80%     |
| CEDFI P004 | Average time to process new Housing Benefit/Council Tax Benefit claims  | Not Collected | 20 days |
| CEDFI P005 | Average time to process Housing Benefit/Council Tax Benefit changes of circumstances                          | Not Collected | 9 days  |

### Outcome: Maintain effective governance arrangements for core business and key partnerships

| Code           | Action   | Date to be Completed | Responsible Officer         |
|----------------|--|----------------------|-----------------------------|
| CED11/12-OD019 | Ensure appropriate governance and partnership arrangements are in place for the Local Strategic Partnership and Theme Partnerships | 31 Mar 2012          | Catherine Frank             |
| CED11/12-OD023 | Monitor progress of the Decentralisation and Localism Bill and ensure appropriate implementation arrangements                      | 31 Mar 2012          | Peter Devlin / Andrew Atkin |

### Outcome: Maintain effective Performance, Finance and Risk Management Arrangements

| Code           | Action  | Date to be Completed | Responsible Officer |
|----------------|---|----------------------|---------------------|
| CED11/12-OD026 | Develop and agree revised Performance and Risk Management Framework for the Council taking account of Coalition Government policy | 31 July 2011         | Peter Turner        |
| CED11/12-OD027 | Develop and agree the Performance and Risk Management Framework for the Local Strategic Partnership for 2011-12                   | 31 July 2011         | Catherine Frank     |

**Outcome: Deliver effective Member and Workforce arrangements, maximising the efficiency of the Council's Democratic function**

| <b>Code</b>   | <b>Action</b>  | <b>Date to be Completed</b> | <b>Responsible Officer</b> |
|---------------|--|-----------------------------|----------------------------|
| CED11/12-OD32 | Continue to Promote Healthy Working                                    | 31 Mar 2012                 | Stuart Langston            |
| CED11/12-OD33 | Continue to support how employees are recognised, engaged and rewarded | 31 Mar 2012                 | Joanne Machers             |
| CED11/12-OD34 | Continue to apply and develop the Single Status Agreement              | 31 Mar 2012                 | Wally Stagg                |

**Outcome: Maintain the profile and reputation of the Council**

| <b>Code</b>    | <b>Action</b>   | <b>Date to be Completed</b> | <b>Responsible Officer</b> |
|----------------|---|-----------------------------|----------------------------|
| CED11/12-OD043 | Implement the Corporate Communications Strategy Action Plan | 31 Mar 2012                 | Alastair Rae               |
| CED11/12-OD046 | Compile and deliver the Scrutiny Work Programme for 2011/12 | 31 May 2012                 | Joan Stevens / James Walsh |

| TOPIC   | Director / Cabinet Member | LINK<br>(To be advised at the meeting) | Member(s) | Referral | Member of the Public / resident representative / community Group |
|---|---------------------------|--|-----------|----------|--|
| <p><b>Early Intervention and Reablement Services</b></p> <p>To examine / explore early intervention and reablement services provided in Hartlepool.</p> <p>For further details see <b>Appendix 2A</b></p> | X                         |  |           |          |  |

- 1.1 In setting the Work Programme for 2011/12 consideration also needs to be given to the following Budget and Policy Framework documents, which will be presented to the Forum during the course of the year.

| BUDGET AND POLICY FRAMEWORK ITEMS | Estimated timetable for consideration by the Forum |
|-----------------------------------|--|
| Budget 2012/13                    | November 2011/December 2011, January 2012          |
| Departmental Plans                | January / February 2012                            |

- 1.2 Having considered the above information together with topics identified by individual Members' for inclusion into the Work Programme, the Committee may wish to discuss various aspects contained within the Corporate Plan 2011/12 to raise potential areas for consideration. They could range from areas already identified as suitable for development through Commitments or areas where the specific performance is below the targeted level. For this purpose, **Appendix 2B** details the relevant Sections of the Corporate Plan and Performance Indicators for the Panel's consideration.

**Topic:**

Early Intervention and Reablement Services

**Aim**

To examine / explore early intervention and reablement services provided in Hartlepool.

**Background Information**

The Comprehensive Spending Review and 2011/12 NHS Operating Framework announced significant levels of funding in 2011/12 and 2012/13 to develop local reablement services.

Social care funding allocated to Hartlepool PCT (which must transfer to the local authority for investment in social care services to benefit health and improve overall health gain) equates to £1.3M in 2011/12 and £1.2M in 2012/13. Reablement funding (which is within PCT baselines and needs to be spent on jointly agreed priorities / plans) is approximately £320K in 2011/12 increasing to £640K in 2012/13.

Draft plans for 2011/12 and 2012/13 include:

- Expansion of telecare services
- Introduction of Welfare Notices
- Development of step-up beds to prevent hospital admissions
- Improved management of people with long term conditions
- Commissioning services that provide low level support and prevention to maintain people within their own communities.
- Additional Occupational Therapy capacity
- Development of Enablement Officer, Contact Officer and Rapid Assessment Worker roles
- Additional home care reablement staff

Suggested potential areas to examine / explore could include the following:-

- (a) To gain an understanding of early intervention and reablement services, how they contribute to maintaining people's independence and what a positive outcome looks like;
- (b) To explore how services are currently delivered and how effective this delivery is in achieving expected outcomes;
- (c) To explore options for service provision in the future given the current budgetary pressures and potential for NHS funding to cease in March 2013.

**What would be the desired area(s) of impact / benefit resulting from the investigation?**

An evaluation of the existing services and future planned services resulting in efficient and effective outcomes for service users and the best use of the resources available.

To contribute to the future strategy for the delivery of early intervention and reablement services.

**Investigation Requirements.**

Are there any factors affecting the commencement or delivery deadlines of the investigation?

How many Forum meetings would the identified areas for investigation require?

**Corporate Plan Actions / Pi's and LAA targets to which the issue relates.**

TBC

# Adult and Community Services Scrutiny Forum

## Lifelong Learning and Skills

**Outcome: Provision of high quality learning and skills opportunities that drive economic competitiveness, which increases participation and builds social justice**

| Code          | Action   | Date to be Completed | Responsible Officer |
|---------------|--|----------------------|---------------------|
| CAD11/12-LLO4 | Ensure access to high quality learning opportunities that increase the skills and qualification of local residents via implementing the Adult Education Service Plan | 31 Jul 2012          | Maggie Heaps        |

### Associated Performance Indicators

| Code     | Indicator  | 2010/11 | Target       |
|----------|--|---------|--------------|
|          |  | Outturn | 2011/12      |
| ACS P053 | Number of learners participating in Adult Education Programmes | 3,161   | Monitor Only |



## Health and Wellbeing

**Outcome: Vulnerable adults are supported and safeguarded and people are able to maintain maximum independence while exercising choice and control about how their outcomes are achieved.**

| Code          | Action  | Date to be Completed | Responsible Officer        |
|---------------|---|----------------------|----------------------------|
| CAD11/12-HW25 | Maximise use of preventative approaches such as assistive technology to support people to maintain their independence | 31 Mar 2011          | Phil Hornsby / John Lovatt |

### Associated Performance Indicators

| Code     | Indicator   | 2010/11  | Target  |
|----------|---|----------|---------|
|          |   | Outturn  | 2011/12 |
| NI 136   | Number of people supported to live independently through social services (all adults) per 100,000 population  | 5,187.90 | 4,700   |
| NI 132   | Percentage of adults where time from first contact to completion of assessment is less than or equal to four weeks  | 92%      | 85%     |
| NI 135   | Carers receiving needs assessment or review and a specific carer's service, or advice and information as a percentage of all people receiving a community based service | 43.9%    | 23%     |
| ACS P051 | Access to equipment and telecare: users with telecare equipment   | 960      | 725     |

**Community Safety**

**Outcome: There is reduced harm caused by drugs and alcohol misuse**

| Code          | Action  | Date to be Completed | Responsible Officer |
|---------------|---|----------------------|---------------------|
| CAD11/12-CS01 | Integrate drug and alcohol treatment and recovery programmes in line with new Drug Strategy | 31 Dec 2011          | Chris Hart          |
| CAD11/12-CS06 | Strengthen safeguarding and address Hidden Harm issues within substance misuse services     | 31 Mar 2012          | Karen Clark         |

**Associated Performance Indicators**

| Code  | Indicator   | 2010/11       | Target 2011/12 |
|-------|---|---------------|----------------|
|       |   | Outturn       |                |
| NI 30 | Percentage reduction in reoffending rate of prolific and other priority offenders | Not available | Tbc            |

## Culture and Leisure and Community Learning

**Outcome: People enjoy equal access to leisure, culture, sport, libraries and community learning which enrich their lives, improve the places where they live, and strengthen communities**

| Code          | Action   | Date to be Completed | Responsible Officer |
|---------------|--|----------------------|---------------------|
| CAD11/12-CL01 | Achieve Service Accreditation as required across community services.   | 31 Mar 2012          | John Mennear        |
| CAD11/12-CL03 | Work closely with key partners and groups to deliver programmes of activity to meet the sport and physical activity needs of the Hartlepool community increasing participation by 1% | 31 Mar 2011          | Pat Usher           |
| CAD11/12-CL06 | Deliver Renaissance Programme to improve access to Museum Services and develop new audiences   | 31 Mar 2012          | David Worthington   |
| CAD11/12-CL07 | Enhance partnership working by creating a community hub via the Rossmere Co-Location Project   | 30 Sep 2011          | Pat Usher           |

### Associated Performance Indicators

| Code        | Indicator  | 2010/11 | Target  |
|-------------|--|---------|---------|
|             |  | Outturn | 2011/12 |
| LAA CL P001 | Number of people from vulnerable groups engaged in culture, leisure activities and sport | 7,963   | 1,112   |
| ACS P059    | Overall attendance at Mill House, Brierton and Headland Leisure Centres                  | 427,316 | 405,000 |

| TOPIC   | Director / Cabinet Member | LINK<br>(To be advised at the meeting) | Member(s) | Referral | Member of the Public / resident representative / community Group |
|---|---------------------------|--|-----------|----------|--|
| <p><b>Education of Children with Learning Difficulties</b></p> <p>To explore the provision of education services to children with learning disabilities.</p> <p>For further details see <b>Appendix 3a</b></p>  |                           |  |           |          | X  |
| <p><b>Provision of support and services to Looked After Children / Young People</b></p> <p>To explore the range and provision of services and support for Looked After Children and Young People looked after by Hartlepool Borough Council</p> <p>For further details see <b>Appendix 3b</b></p> | X                         |  | X         |          |  |

- 1.1 In setting the Work Programme for 2011/12 consideration also needs to be given to the following Budget and Policy Framework documents, which will be presented to the Forum during the course of the year.

| BUDGET AND POLICY FRAMEWORK ITEMS | Estimated timetable for consideration by the Forum |
|-----------------------------------|--|
| Budget 2012/13                    | November 2011/December 2011, January 2012          |
| Departmental Plans                | January / February 2012                            |

## Children's Services Scrutiny Forum

## 9.1c Appendix 3

- 1.2 Having considered the above information together with topics identified by individual Members' for inclusion into the Work Programme, the Committee may wish to discuss various aspects contained within the Corporate Plan 2011/12 to raise potential areas for consideration. They could range from areas already identified as suitable for development through Commitments or areas where the specific performance is below the targeted level. For this purpose, **Appendix 3c** details the relevant Sections of the Corporate Plan and Performance Indicators for the Panel's consideration.

**Topic:**

Education of Children with Learning Difficulties

**Aim**

To explore the provision of education services to children with learning disabilities.

**Background Information**

Young Inspectors are planning on examining the education provided by Catcote School.

SEN and Disability Green Paper currently in consultation until end of June 2011.

Suggested potential areas to examine / explore could include the following:-

- (a) To gain an understanding of:-
  - (i) the differing educational requirements of children with learning disabilities;
  - (ii) support requirements of parents of children with learning disabilities;
  - (iii) the responsibilities of the Local Authority in the provision of education to children with learning difficulties.
- (b) To explore how services are provided to children with learning difficulties in Hartlepool and the support available to their parents (identifying service provision above statutory requirements);
- (c) To explore the effectiveness of current education and support services provided.
- (d) To explore how services and support could be provided more efficiently and effectively in the future giving consideration to current and future budgetary pressures.

**What would be the desired area(s) of impact / benefit resulting from the investigation?**

- (a) Improved outcomes for children with learning disabilities and their parents.
- (b) An evaluation of the existing services resulting in improved ways of working that are both efficient and effective.

**Investigation Requirements.**

Are there any factors affecting the commencement or delivery deadlines of the investigation?

How many Forum meetings would the identified areas for investigation require?

**Corporate Plan Actions / Pi's and LAA targets to which the issue relates.**

None

|  |
|--|
| <p><b>Topic:</b></p> <p>Provision of support and services to Looked After Children / Young People</p>  |
| <p><b>Aim</b></p> <p>To explore the range and provision of services and support for Looked After Children and Young People looked after by Hartlepool Borough Council</p>  |
| <p><b>Background Information</b></p> <p>Suggested potential areas to examine / explore could include the following:-</p> <p>(i) To gain an understanding of:-</p> <ul style="list-style-type: none"> <li>i) The profile of children and young people looked after by HBC (inc. age range covered);</li> <li>ii) Departmental responsibilities and services provided for looked after children; and</li> <li>iii) The role of each Elected Member as a Corporate Parent.</li> </ul> <p>(ii) To explore how the Local Authority supports 'Looked after Children/Young People' across all aspects of their lives (clearly defining what is a statutory requirement and what the Council does over and above these requirements in terms of the provision of services and support);</p> <p>(iii) To explore how effective the provision of support is;</p> <p>(iv) To explore if support should continue to be provided in the existing way; and</p> <p>(v) How support could be provided in the future to most effectively / efficiently meet the needs of looked after young people and promote improved outcomes.</p> |
| <p><b>What would be the desired area(s) of impact / benefit resulting from the investigation?</b></p> <p>(a) Improved outcomes for looked after young people.</p> <p>(b) An evaluation of the existing services resulting in improved ways of working that are both efficient and effective.</p>   |
| <p><b>Investigation Requirements.</b></p> <p>Are there any factors affecting the commencement or delivery deadlines of the investigation?</p> <p>How many Forum meetings would the identified areas for investigation require?</p>   |
| <p><b>Corporate Plan Actions / Pi's and LAA targets to which the issue relates.</b></p> <p>CAD11/12-HW21, CSD P035, NI 62, NI 64</p>   |





# Children's Services Scrutiny Forum

## Jobs and the Economy

### Outcome: People have greater access to employment and skills opportunities

| Code          | Action   | Date to be Completed | Responsible Officer |
|---------------|--|----------------------|---------------------|
| CAD11/12-JE02 | Implement the Hartlepool 14-19 Strategy  | 31 Mar 2013          | Tom Argument        |
| CAD11/12-JE03 | Provision of high quality independent careers advice and guidance to enable young people to make informed choices as to their future learning and training.  | 31 Mar 2012          | Tom Argument        |
| CAD11/12-JE04 | Ensure all young people have the appropriate skills and qualifications to equip them for further and higher education and for the world of work so that they are well prepared to gain employment. | 31 Mar 2012          | Tom Argument        |

### Associated Performance Indicators

| Code   | Indicator  | 2010/11 | Target  |
|--------|--|---------|---------|
|        |  | Outturn | 2011/12 |
| NI 79  | Achievement of a Level 2 qualification by the age of 19                    | 79.0%   | 74.7%   |
| NI 117 | 16 to 18 year olds who are not in education, employment or training (NEET) | 6.8%    | 6.9%    |

### Outcome: Fewer Hartlepool children experience the effects of poverty

| Code          | Action   | Date to be Completed | Responsible Officer |
|---------------|--|----------------------|---------------------|
| CAD11/12-JE05 | Implement the Child Poverty Strategy and Action Plan | 31 Mar 2012          | Danielle Swainston  |

### Associated Performance Indicators

| Code    | Indicator  | 2010/11       | Target  |
|---------|--|---------------|---------|
|         |  | Outturn       | 2011/12 |
| CSD 116 | Proportion of children in poverty – the gap between Hartlepool and the North East Region | Not available | -4.8%   |

## Lifelong Learning and Skills

**Outcome: To promote opportunities for all children and young people to reach their full potential by accessing good quality teaching and curriculum provision which fully meets their needs and enables them to participate in and enjoy their learning**

| Code          | Action   | Date to be Completed | Responsible Officer |
|---------------|--|----------------------|---------------------|
| CAD11/12-LL01 | Analyse Early Years Foundation Stage Profile (EYFSP) data and challenge schools with anomalies. Provide support and Continuous Professional Development (CPD) to identified schools. Monitor impact through Foundation Stage Profile software. | 30 Sep 2012          | Lynne Pawley        |
| CAD11/12-LL02 | Analyse Key Stage 2 data in English and mathematics. Identify schools below 55% floor target in combined English and mathematics and separate English and mathematics and report to Portfolio Holder under Council's schools causing concern.  | 31 Mar 2012          | Lynne Pawley        |
| CAD11/12-LL03 | Analyse Key Stage 4 data. Identify schools below 5A*-C (including English and mathematics) threshold and report to Portfolio Holder under Council's schools causing concern.   | 31 Mar 2012          | Caroline O'Neill    |

### Associated Performance Indicators

| Code  | Indicator   | 2009/10*      | Target 2010/11* |
|-------|---|---------------|-----------------|
|       |   | Outturn       |                 |
| NI 72 | Achievement of at least 78 points across the Early Years Foundation Stage with at least 6 in each of the scales in Personal Social and Emotional Development and Communication, Language and Literacy | 60.3%         | 53.5%           |
| NI 73 | Achievement at level 4 or above in both English and Maths at Key Stage 2  | Not Collected | 82.0%           |
| NI 75 | Achievement of 5 or more A* - C grades at GCSE or equivalent including English and Maths  | 49.6%         | 57.1%           |
| NI 93 | Percentage of pupils progressing by 2 levels in English between Key Stage 1 and Key Stage 2   | Not Collected | 94.0%           |
| NI 94 | Percentage of pupils progressing by 2 levels in Maths between Key Stage 1 and Key Stage 2   | Not Collected | 92.0%           |
| New   | Percentage of pupils achieving the English Baccalaureate  | Not Collected | Monitor Only    |

\*Academic Year

## Health and Wellbeing

### Outcome: Children and young people are safe

| Code          | Action   | Date to be Completed | Responsible Officer |
|---------------|--|----------------------|---------------------|
| CAD11/12-HW21 | Implement the strategic priorities from the Looked After Children strategy | 31 Mar 2012          | Jane Young          |

### Associated Performance Indicators

| Code     | Indicator   | 2010/11       | Target  |
|----------|---|---------------|---------|
|          |   | Outturn       | 2011/12 |
| CSD P035 | Children who became the subject of a Child Protection plan, or who were registered per 10,000 population under 18 | Not Available | 36      |
| NI 62    | Percentage of children looked after at 31 March with three or more placements during the year                     | Not Available | 10%     |
| NI 64    | Percentage of children who had been the subject of a Child Protection Plan continuously for two years or longer   | Not Available | 8%      |

## Strengthening Communities

### Outcome: Make a positive contribution – people are involved with the community and society

| Code          | Action  | Date to be Completed | Responsible Officer |
|---------------|---|----------------------|---------------------|
| CAD11/12-SC01 | Support parents and carers to fulfil their responsibilities to their children effectively by implementing the child poverty strategy.   | 31 Mar 2012          | John Robinson       |
| CAD11/12-SC02 | Promote emotional well-being in children and young people via Implementation of Targeted Mental Health in Schools Strategy and responding to the individual needs of Children | 31 Mar 2012          | Jacqui Braithwaite  |
| CAD11/12-SC03 | Improve the level of young people's participation in positive activities via implementing the relevant action plan integration and targeted plan.                             | 31 Mar 2012          | Mark Smith          |

### Associated Performance Indicators

| Code   | Indicator  | 2010/11 | Target  |
|--------|--|---------|---------|
|        |  | Outturn | 2011/12 |
| NI 111 | Number of first time entrants to the Youth Justice System aged 10-17 per 100,000 population (aged 10-17) | 926     | 1966    |

| TOPIC   | Director / Cabinet Member | LINK<br>(To be advised at the meeting) | Member(s) | Referral | Member of the Public / resident representative / community Group |
|---|---------------------------|--|-----------|----------|--|
| <p><b>North Tees and Hartlepool NHS Foundation Trust's Transition Plan</b></p> <p>To explore transition plans for the North Tees and Hartlepool NHS Foundation Trust.</p> <p>For further details see <b>Appendix 4a</b></p> | X                         |  |           |          |  |
| <p><b>Cancer Detection and Awareness</b></p> <p>To explore awareness of cancer screening and attitudes towards prevention / detection</p> <p>For further details see <b>Appendix 4b</b></p>                                 | X                         |  |           |          |  |
| <p><b>Urgent / Unplanned Care</b></p> <p>To understand and shape the development of urgent and unplanned care in Hartlepool.</p> <p>For further details see <b>Appendix 4c</b></p>  | X                         |  |           |          |  |
| <p><b>End of Life Care</b></p> <p>To provide a local view in relation to end of life care.</p> <p>For further details see <b>Appendix 4d</b></p>  | X                         |  |           |          |  |

**Health Scrutiny Forum****Appendix 4**

- 1.1 In considering potential work programme items for 2011/12 Members may also wish to update the 3 year rolling work programme for this Forum. The establishment of the rolling work programme is considered best practice as outlined in the health scrutiny guidance. This is to enable local partners to be aware in advance of forthcoming priorities of the Health Scrutiny Forum

| <b>ROLLING HEALTH SCRUTINY WORK PROGRAMME – YEARS 2 &amp; 3</b> | <b>Estimated timetable for consideration by the Forum</b> |
|---|---|
| Smoking   | Y2/3  |
| Healthy Eating / Obesity  | Y2/3  |
| Drug Rehabilitation   | Y2/3  |
| Cancer Clusters   | Y2/3  |

- 1.2 In setting the Work Programme for 2011/12 consideration also needs to be given to the following items which the Forum will need to consider throughout the year.

| <b>ITEM TO BE CONSIDERED</b>   | <b>Details</b>  | <b>Estimated Timetable for Consideration by the Forum</b> |
|--|---|---|
| Health Inequalities  | The Forum agreed at their meeting of 6 October 2009 to receive an annual update on health inequalities “focussing on those specific wards causing concerns in relation to life expectancy of women”   | November 2011   |
| North Tees & Hartlepool NHS Foundation Trust Quality Account for 2012/13 | Annual contribution towards the Quality Account for 2012/13   | October 2011 and January 2012                             |
| A&E Steering Group   | An A&E Steering Group was created following the External Review into A&E Services in Hartlepool. Health Scrutiny Forum Members have been invited to be part of the A&E Steering Group, and there will be a wider sharing of the outcomes through a future Health Scrutiny Forum meeting | August 2011   |

|                 |   |   |
|-----------------|---|---|
| NHS White Paper | The NHS White Paper has been extensively consulted on and is currently concluding its 'listening' phase. Current plans are for it to receive Royal Assent around December 2011. | December 2011 / January 2012 (dependent on any changes to progress of NHS White Paper through Parliament) |
|-----------------|---|---|

- 1.3 Having considered the above information together with topics identified by individual Members' for inclusion into the Work Programme, the Committee may wish to discuss various aspects contained within the Corporate Plan 2011/12 to raise potential areas for consideration. They could range from areas already identified as suitable for development through Commitments or areas where the specific performance is below the targeted level. For this purpose, **Appendix 4e** details the relevant Sections of the Corporate Plan and Performance Indicators for the Panel's consideration.



**Topic:**

North Tees and Hartlepool NHS Foundation Trust's Transition Plan

**Aim**

To explore transition plans for the North Tees and Hartlepool NHS Foundation Trust.

**Background Information**

Following the recent 'External Review of Hartlepool Accident and Emergency Services' at the University Hospital of Hartlepool there was a recommendation that there should be "further wide and transparent dialogue with the public about the future of all services in Hartlepool".

**What would be the desired area(s) of impact / benefit resulting from the investigation?**

Greater understanding of the development of all health services across North Tees and Hartlepool NHS Foundation Trust.

Highlighting emerging national factors which may have an influence on the transition plans of North Tees and Hartlepool NHS Foundation Trust. e.g. Development of new GP Consortia arrangements.

**Corporate Plan Actions / Pi's and LAA targets to which the issue relates.**

None

**Topic:**

Cancer Detection and Awareness

**Aim**

To explore awareness of cancer screening and attitudes towards prevention / detection

**Background Information**

NHS Hartlepool are currently promoting the regional campaign 'Be Clear on Cancer' which highlights breast, bowel and lung cancer and how earlier detection can save lives.

Figures from the Department of Health in 2010 indicated that Hartlepool's early death from cancer rate is 164.3 per 100,000 population under 75 years of age; this is comparable to the worst in England.

Young Inspectors have already looked into the Stop Smoking Clinic provided in the Town (see below)

**What would be the desired area(s) of impact / benefit resulting from the investigation?**

To analyse systematic awareness raising exercises into the signs and symptoms of different forms of cancer and how early detection can be vital.

To examine attitudes towards early detection of cancer.

To assess the effectiveness of programmes aimed to impact on cancer causing activities e.g. smoking cessation.

**Corporate Plan Actions / Pi's and LAA targets to which the issue relates.**

NI 123, LAA HW P001





## Youth4U Inspection Report Template – Initial Inspection

|  |  |   |                           |
|--|--|---|---------------------------|
| Local support worker name: Juliette Ward   |  | Area: Hartlepool                            |                           |
| Young inspectors' names: Kim Henry, Bianca Gascoigne, Lauren smith, Leonie Chappell, Katie Bartle, Stephanie Dionysios, Beth Hanley  |  |   |                           |
| Service inspected: Stop Smoking Clinic   |  | Who requested the inspection? Rafeed Rashid |                           |
| <p>Name and contact details of the person who requested/commissioned the inspection:</p> <p><b>Rafeed Rashid</b><br/>         North Tees and Hartlepool NHS Foundation Trust<br/>         Specialist Stop Smoking Advisor<br/>         (Young People, Prisons, MH and BME)<br/>         Direct: 01642 635655<br/>         Mobile: 07956 346181<br/>         Rashid Rafeed (5E1) North Tees PCT [rafeed.rashid@northteespct.nhs.uk]</p> |  |   |                           |
| Inspection start date:<br>14/12/10   | Inspection end date: 14/12/10                                  |   | Report date: 24/01/11     |
| About how many hours did the inspection activities take? 4hrs  |  |   |                           |
| Below, please briefly describe the inspection activities used. Please attach the young inspectors' reports and any additional documentation.   |  |   |                           |
| Observation(s) conducted?<br>Yes   | Interviews conducted?<br>What was the focus of the interviews? |   | Surveys conducted?<br>N/A |

|   |   |  |
|---|---|--|
| <p><b>What/who was observed?</b></p> <p>The Premises from the outside, and areas where services are delivered to young people.</p> <p><b>How were observations recorded?</b></p> <p>Notes/Photos</p> <p><b>What were the findings including strengths and areas for further development?</b></p> <p>Staff friendly and approachable and gave out lots of information.</p> <p>Service was wheelchair accessible and brail was available.</p> <p>Service is in a central location though it is not advertised.</p> <p>There isn't a sign at the front entrance to say that the stop smoking service is there.</p> | <p>5 big questions as well as generally about what the service delivered, what the staff members job roles were, how they dealt with young people, safety issues including CRB checks, how young people were involved in the service and training, how the service was advertised.</p> <p><b>Who was interviewed?</b></p> <p>Co-ordinator &amp; Prescriber</p> <p><b>Individual or group interviews?</b></p> <p>Group</p> <p><b>How were the interviews recorded?</b></p> <p>Notes</p> <p><b>What were the findings including strengths and areas for further development?</b></p> <p>During the interviews the young inspectors were told that the service was not advertised due to confidentiality and there were concerns that a young persons relative might find out that the young person smoked. The young inspectors felt that maybe this could be solved if the advertising was done in areas that young people access and only aimed at young people.</p> <p>The staff gave the young inspectors a lot of information on how to stop smoking.</p> <p>The service is open once a week on a Tuesday evening.</p> <p>Staff are unsure how to let young people no that the service is there.</p> | <p><b>What was the focus of the surveys?</b></p> <p><b>Who were they given out to?</b></p> <p><b>What type of survey was it – paper, electronic?</b></p> <p><b>What were the findings including strengths and areas for further development?</b></p> |
|---|---|--|

Overall impressions of the service including strengths and areas for further development (linking back to national inspection questions):

**Question 1. Is the service accessible?**

Before the inspection the young inspectors did some research on the internet to see if the service had a website, and they found that no information was available for the service. The young inspectors found that the service was easy to get to as it was in a central location and there were lots of bus stops nearby. The service is located inside a new health centre and on entering no signs were about to say that the service was there. The young inspectors had to ask a cleaner from the health service where the service was and were told that it was upstairs. Once upstairs the young inspectors were still unsure where to go so they approached a reception area and asked again. They were then told that this area was actually the stop smoking clinic and the two members of staff introduced themselves. The service was accessible by a lift and brail was available, there were also disabled toilets located close to the service. From the interviews the young people found out that there was a confidential room available where young people could be assessed. The room was large enough for a wheelchair user to access. The service is only open one night a week after school hours and young people can access it without a parent/carer. During the interviews the young inspectors asked how the service was advertised and they were told that this was done through leaflets, signs and word of mouth though the young inspectors found that the leaflets did not have any information on it for this particular service but there was information for other areas. The leaflet did not say that a young person's clinic was available. The young inspectors were also told that young people were directed to them from the sexual health clinic next door.

**Question 2. Is the service welcoming?**

As mentioned above the service was quite hard to locate once inside the building and the young inspectors only knew the service was in the health centre because we had been told before hand. All of the young inspectors are smokers and none of them knew that the service was there. Once inside the building it wasn't clear where the service was and the young inspectors felt that this would put young people off by having to ask other people around the building. The area of the service was not very welcoming as it was on a main corridor where other services could be accessed

and it looked just like a reception area.

The staff were very welcoming and greeted and spoke to the young inspectors in a way that they could understand. The staff also answered all of the questions the young inspectors put to them during the interviews and gave out lots of information and advice, which all of the young inspectors found really good and useful.

The young inspectors had the chance to observe two young people accessing the clinic (from the sexual health clinic) unfortunately the young people wanted the information confidential so they were taken to the interview room.

**Question 3. Is it clear what the service does?**

Again as mentioned above it was not clear what the service did as it was not advertised, but once the young inspectors spoke to the staff it was very clear. The staff explained what the process was once a young person came to the service and the different steps involved with first time service users. The young inspectors felt that the service that was offered was really good and that it was a shame that it was not advertised more. They also felt that if more young people new about the service they would definitely use it. On leaving the service the young inspectors felt that they knew what the service offered.

**Question 4: How satisfied are you/do other young people seem to be with the service?**

Young inspectors were very satisfied with the service that was offered and the staff and felt that they would use the service. No young people were available so the young inspectors were unable to find out if other young people were satisfied with the service.

**Question 5: How are young people involved in the development, delivery and evaluation of the service?**

At the moment there are no young people involved in the running of the service, however the service is keen to get more young people involved and have showed this by inviting the young inspectors along and asking about ways to improve the service.

**Strengths:**

- Staff friendly and approachable.
- Lots of information available.
- Space for confidential advice and support.
- Wheelchair accessible.

**Areas for further development:**

- Involvement of young people in the service.
- Advertising (website, leaflets, and posters).
- A sign
- Young people's involvement in the evaluation of the service.

**General impressions and comments:**

The service really needs to promote itself more through advertising as once it is accessed the service that is offered is very good.

**Recommendations for the future including clear action points:**

- Set up a suggestion box so that young people can make anonymous suggestions.
- Design a questionnaire to find out what young people think of the service and ask all service users to fill it in confidentially.
- Put a sign up inside and outside of the building when the group is running.
- Set up a user group of young people to develop leaflets, posters, etc
- Improve website involving young people.
- Advertise in local schools, colleges and youth projects.
- Explore the possibility of the service opening on a Saturday afternoon.
- Consider making the reception area a little bit more private.
- Consider putting a stand up in the local colleges where young people can access the information without having to access the clinic (similar to the sexual health services available)



**Topic:**

Urgent / Unplanned Care

**Aim**

To understand and shape the development of urgent and unplanned care in Hartlepool.

**Background Information**

Following the recent 'External Review of Hartlepool Accident and Emergency Services', NHS Hartlepool have introduced an Urgent Care Dashboard which will plot the movement of patients between different health providers e.g. GP, Minor Injuries Units, A&E etc.

This piece of research will give a better picture about how urgent and unplanned care is provided for.

**What would be the desired area(s) of impact / benefit resulting from the investigation ?**

Greater understanding of patient flows between different primary and acute care providers.

This progresses naturally from the 'External Review of Hartlepool Accident and Emergency Services' and can pick up elements of Reablement, which could link into a work programme item that has been suggested for the Adult & Community Services Scrutiny Forum.

**Corporate Plan Actions / Pi's and LAA targets to which the issue relates.**

None

|  |
|--|
| <b>Topic:</b><br><br>End of Life Care  |
| <b>Aim</b><br><br>To provide a local view in relation to end of life care.   |
| <b>Background Information</b><br><br>The Public Health Intelligence North East is currently involved in a multi-agency advisory group which has developed 'A Good Death Charter', with the aim of ensuring that everyone in the North East has a right at the end of their life to experience a good death.  |
| <b>What would be the desired area(s) of impact / benefit resulting from the investigation?</b><br><br>An understanding of what measures are in place to deal with end of life pathways for all health providers including Acute Trusts, Primary Care and where appropriate third sector providers e.g. Hospices.<br><br>To question if health providers are getting it right, in terms of their provision of end of life care. |
| <b>Corporate Plan Actions / Pi's and LAA targets to which the issue relates.</b><br><br>None   |

# Health Scrutiny Forum

## Health and Wellbeing

Outcome: **Improve health by reducing inequalities and improving access to services**

| Code          | Action   | Date to be Completed | Responsible Officer |
|---------------|--|----------------------|---------------------|
| CAD11/12-HW03 | Ensure implementation of the Cardiovascular Primary Prevention programme across all practices in Hartlepool                        | 31 Mar 2012          | Louise Wallace      |
| CAD11/12-HW05 | Ensure all eligible people particularly in high risk groups take up the opportunity to be vaccinated especially in relation to flu | 31 Mar 2012          | Louise Wallace      |
| CAD11/12-HW07 | Refresh the Public Health Strategy in the light of the Health White Paper  | 31 Mar 2012          | Louise Wallace      |

### Associated Performance Indicators

| Code         | Indicator   | 2010/11                | Target  |
|--------------|---|------------------------|---------|
|              |   | Outturn                | 2011/12 |
| NI 39        | Rate of Hospital Admissions per 100,000 for Alcohol Related Harm  | 2,759<br>(to Jan 2011) | tbc     |
| NI 123       | Stopping smoking - rate of self-reported 4-week smoking quitters per 100,000 population aged 16 or over | 1,688<br>(to Feb 2011) | tbc     |
| NI 123 (NRA) | Stopping smoking (Neighbourhood Renewal Area narrowing the gap indicator) - number of 4 week quitters   | 669<br>(to Dec 2010)   | tbc     |

Outcome: **Be healthy – children enjoy good physical and emotional health and live a healthy lifestyle**

| Code          | Action   | Date to be Completed | Responsible Officer |
|---------------|--|----------------------|---------------------|
| CAD11/12-HW14 | Implement Smoking in Pregnancy Action Plan           | 31 Mar 2012          | Carole Johnson      |
| CAD11/12-HW16 | Implement Teenage Pregnancy Strategy and action plan | 31 Mar 2012          | Lynne Pawley        |

## Associated Performance Indicators

| Code              | Indicator   | 2010/11                | Target<br>2011/12 |
|-------------------|---|------------------------|-------------------|
|                   |   | Outturn                |                   |
| LAA<br>HW<br>P001 | Percentage of women smoking during pregnancy  | 25.3%<br>(to Dec 2010) | 22%               |
| NI 112            | The change in the rate of under 18 conceptions per 1,000 girls aged 15-17, as compared with the 1998 rate | -24.2%                 | -55%              |

| TOPIC   | Director / Cabinet Member | LINK<br>(To be advised at the meeting) | Member(s) | Referral | Member of the Public / resident representative / community Group |
|---|---------------------------|--|-----------|----------|--|
| <p><b>Landlord Accreditation / Selective Licensing / Good Tenant Scheme</b></p> <p>To examine / explore the landlord and tenant schemes in place in Hartlepool.</p> <p>For further details see <b>Appendix 5A</b></p> | X                         |  | X         |          |  |
| <p><b>School Crossing Patrols</b></p> <p>To explore the school crossing patrol service.</p> <p>For further details see <b>Appendix 5B</b></p>   | X                         |  |           |          |  |

1.1 In setting the Work Programme for 2011/12 consideration also needs to be given to the following Budget and Policy Framework documents, which will be presented to the Forum during the course of the year.

| BUDGET AND POLICY FRAMEWORK ITEMS | ESTIMATED TIMETABLE FOR CONSIDERATION BY THE FORUM |
|-----------------------------------|--|
| Food Law Enforcement Service Plan | August 2011  |
| Budget 2012/13                    | November 2011/December 2011, January 2012          |
| Departmental Plan 2012/13         | January / February 2012                            |

- 1.2 Having considered the above information together with topics identified by individual Members' for inclusion into the Work Programme, the Committee may wish to discuss various aspects contained within the Corporate Plan 2011/12 to raise potential areas for consideration. They could range from areas already identified as suitable for development through Commitments or areas where the specific performance is below the targeted level. For this purpose, **Appendix 5C** details the relevant Sections of the Corporate Plan and Performance Indicators for the Panel's consideration.

|   |
|---|
| <p><b>Topic:</b></p> <p>Landlord Accreditation / Selective Licensing / Good Tenant Scheme</p>   |
| <p><b>Aim</b></p> <p>To examine / explore the landlord and tenant schemes in place in Hartlepool</p>  |
| <p><b>Background Information</b></p> <p>Suggested potential areas to examine / explore could include the following:-</p> <p>(a) To gain an understanding of the current landlord / tenant schemes in place.</p> <p>(b) To explore / evaluation the following:-</p> <ul style="list-style-type: none"><li>(i) Which areas of the schemes work well and which don't,</li><li>(ii) What the Council has learned from undertaking the schemes; and</li><li>(iii) Whether it is viable / desirable to continue all three schemes.</li></ul> <p>(c) To explore the resources necessary to implement Cabinets recommendations for an extension of selective licensing including:-</p> <ul style="list-style-type: none"><li>(i) How this process would be rolled out;</li><li>(ii) Which approach is the correct one;</li><li>(iii) If there better ways to achieve our goals of low anti-social behaviour and active thriving communities;</li></ul> <p>(d) To explore the extent to which the scheme underpins the success of the future housing strategy.</p> |
| <p><b>What would be the desired area(s) of impact / benefit resulting from the investigation?</b></p> <p>(a) An evaluation of the existing schemes currently in use.</p> <p>(b) To contribute to the future housing strategy and the roll out of selective licensing / good tenant schemes.</p>   |
| <p><b>Investigation Requirements.</b></p> <p>Are there any factors affecting the commencement or delivery deadlines of the investigation?</p> <p>How many Forum meetings would the identified areas for investigation require?</p>  |
| <p><b>Corporate Plan Actions / Pi's and LAA targets to which the issue relates.</b></p> <p>None</p>   |

|   |
|---|
| <b>Topic:</b><br><br>School Crossing Patrols  |
| <b>Aim</b><br><br>To explore the school crossing patrol service.  |
| <b>Background Information</b><br><br>Hartlepool Borough Council is responsible for the provision of school crossing patrols in locations where children frequently need to cross the road on their way to school (e.g. opposite school premises and at major road junctions near a school) and where children may be in danger from road traffic.<br><br>Suggested potential areas to examine / explore could include the following:-<br><br>(a) To gain an understanding of school crossing service, what is a statutory requirement and the services provided over and above this.<br><br>(b) To explore / evaluation the following:-<br>(i) How the scheme current works and areas / times of operation;<br>(ii) What could be done to improve the efficiency and effectiveness of the scheme. |
| <b>What would be the desired area(s) of impact / benefit resulting from the investigation?</b><br><br>(a) An evaluation of the school crossing patrol service resulting in improved ways of working that are both efficient and effective.  |
| <b>Investigation Requirements.</b><br><br>Are there any factors affecting the commencement or delivery deadlines of the investigation?<br><br>How many Forum meetings would the identified areas for investigation require?   |
| <b>Corporate Plan Actions / Pi's and LAA targets to which the issue relates.</b><br><br>None  |



# Neighbourhood Services Scrutiny Forum

## Environment

Outcome: Quality local environments where public and community open spaces are clean, green and safe

### Associated Performance Indicators

| Code   | Indicator  | 2010/11 | Target 2011/12 |
|--------|--|---------|----------------|
|        |  | Outturn |                |
| NI 191 | Number of kilograms of residual household waste (not reused, recycled or composted) collected per household. | 604kg   | 712kg          |
| NI 192 | Percentage of household waste sent for reuse, recycling and composting                                       | 40.9%   | 45%            |
| NI 193 | Percentage of municipal waste (all waste collected by the local authority) land filled                       | 11.5%   | 5%             |

Outcome: Provide a sustainable, safe, efficient, effective and accessible transport system

| Code           | Action                                 | Date to be Completed | Responsible Officer |
|----------------|--|----------------------|---------------------|
| RND11/12-EN005 | Deliver the Local Transport Plan (LTP) | 31 Mar 2012          | Mike Blair          |

### Associated Performance Indicators

| Code   | Indicator  | 2010/11 | Target 2011/12 |
|--------|--|---------|----------------|
|        |  | Outturn |                |
| NI 168 | The percentage of Principal roads where maintenance should be considered | 4%      | 3%             |

Outcome: Hartlepool is prepared for the impacts of climate change and takes action to mitigate the effects

| Code          | Action  | Date to be Completed | Responsible Officer |
|---------------|---|----------------------|---------------------|
| RND11/12-EN08 | Take action to mitigate against and adapt to climate change | 31 Mar 2012          | Paul Hurwood        |

## Associated Performance Indicators

| Code   | Indicator  | 2010/11   | Target  |
|--------|--|-----------|---------|
|        |  | Outturn   | 2011/12 |
| NI 185 | Percentage CO2 reduction from local authority operations | Not known | -7%     |

### Strengthening Communities

Outcome: Local people have a greater voice and influence over local decision making and the delivery of services

| Code          | Action   | Date to be Completed | Responsible Officer |
|---------------|--|----------------------|---------------------|
| RND11/12-SC05 | Implement the Neighbourhood Management and Empowerment Action Plan | 31 Mar 2012          | Denise Ogden        |

### Organisational Development

Outcome: Improve the efficiency and effectiveness of the organisation

| Code          | Action   | Date to be Completed | Responsible Officer |
|---------------|--|----------------------|---------------------|
| RND11/12-OD01 | Review and gain approval of Capital Strategy / Asset Management Plan | 31 Mar 2012          | Dale Clarke         |
| RND11/12-OD03 | Final Capital programme agreed by Council                            | 29 Feb 2012          | Dale Clarke         |

| TOPIC   | Director / Cabinet Member | LINK<br>(To be advised at the meeting) | Member(s) | Referral | Member of the Public / resident representative / community Group |
|---|---------------------------|--|-----------|----------|--|
| <p><b>Housing Regeneration.</b></p> <p>To explore housing regeneration schemes in Hartlepool.</p> <p>For further details see <b>Appendix 6A</b></p>   |                           |  | X         |          |  |
| <p><b>Tees Valley Unlimited</b></p> <p>To explore the role of Tees Valley Unlimited</p> <p>For further details see <b>Appendix 6B</b></p>   | X                         |  |           |          |  |
| <p><b>Recreational Facilities on New Housing Developments</b></p> <p>To explore social and recreational facilities / amenities on future housing developments</p> <p>For further details see <b>Appendix 6C</b></p> |                           |  |           |          | X  |

|  |   |  |  |  |   |
|--|---|--|--|--|---|
| <p><b>Employment and Training Opportunities for Young Adults aged 19+</b></p> <p>To explore the issue of training and employment opportunities in Hartlepool for young people aged 19+, but in particular those in their early to mid twenties, who left school prior to the advent of NEETS and the introduction of structured information, advice, guidance and tracking via Connexions.</p> <p>For further details see <b>Appendix 6D</b></p> |   |  |  |  | X |
| <p><b>Empty Homes</b></p> <p>To explore the empty homes scheme</p> <p>For further details see <b>Appendix 6E</b></p>   | X |  |  |  |   |

- 1.1 In setting the Work Programme for 2011/12 consideration also needs to be given to the following Budget and Policy Framework documents, which will be presented to the Forum during the course of the year.

| <b>BUDGET AND POLICY FRAMEWORK ITEMS</b> | <b>Estimated timetable for consideration by the Forum</b> |
|--|---|
| Youth Justice Plan 2011/12               | 21 July 2011  |
| Development Plan (Plans and Strategies)  | September 2011  |
| Budget 2012/13                           | November 2011/December 2011, January 2012                 |
| Departmental Plan 2012/13                | January / February 2011                                   |
| Youth Justice Plan 2012/13               | April 2012  |

**Regeneration and Planning Services Scrutiny Forum      Appendix 6**

- 1.2    Having considered the above information together with topics identified by individual Members' for inclusion into the Work Programme, the Committee may wish to discuss various aspects contained within the Corporate Plan 2011/12 to raise potential areas for consideration. They could range from areas already identified as suitable for development through Commitments or areas where the specific performance is below the targeted level. For this purpose, **Appendix 6F** details the relevant Sections of the Corporate Plan and Performance Indicators for the Panel's consideration.

**Topic:**

Housing Regeneration.

**Aim**

To explore housing regeneration schemes in Hartlepool.

**Background Information**

Potentially a joint piece of work with the Neighbourhood Services Scrutiny Forum to review housing regeneration schemes in place, their success and the effect on local communities.

Hartlepool Borough Council's key strategic roles are:

- With the Housing Partnership, produce the Housing Strategy.
- Assess housing 'need' and enable affordable housing to be developed.
- Work towards a balanced housing market in the town.
- Support the work of the Housing Partnership.
- Consult with residents of on important issues relating to housing.
- Obtain external funding for housing.
- Work with sub-regional partners to produce, monitor and implement the Sub Regional Housing Strategy.
- Influence the Regional Housing Strategy.
- Ensure there is access to housing, including working with sub regional partners to implement and run a Choice Based Letting Scheme.

The new Housing Strategy (2011-15) is currently out to consultation. The strategy comprises of three main topics:

- New Homes/New & Sustainable Communities
- Existing Homes/Ensuring Sustainable Communities
- Meeting Specific Needs

Suggested potential areas to examine / explore could include the following:-

- (a) To gain an understanding of:-
  - (i) housing regeneration, what it delivers and its effects on the local community (including communities on the outskirts of regeneration areas);
  - (ii) potential future legislation which may affect housing regeneration.
- (b) To evaluate whether housing regeneration should continue to be provided in its current form to deliver effective and efficient ways of working.
- (c) To feed into the 2011 – 2015 Housing Strategy consultation.

**What would be the desired area(s) of impact / benefit resulting from the investigation?**

An evaluation of the current housing regeneration schemes in place resulting in improved ways of working that are both efficient and effective.

To positively contribute to the housing strategy 2011-2015 consultation.

**Investigation Requirements.**

Are there any factors affecting the commencement or delivery deadlines of the investigation, such as the consultation period for the Housing Strategy 2011-2015.

How many Forum meetings would the identified areas for investigation require?

**Corporate Plan Actions / Pi's and LAA targets to which the issue relates.**

None

|   |
|---|
| <b>Topic:</b><br><br>Tees Valley Unlimited  |
| <b>Aim</b><br><br>To explore the role of Tees Valley Unlimited and the benefits this brings to Hartlepool   |
| <b>Background Information</b><br><br>Tees Valley Unlimited is a partnership of public, private and voluntary bodies which coordinate activities at the city region level designed to improve the economic performance of the entire Tees Valley. Tees Valley Unlimited comprises of a number of boards and sub-boards along with a supporting office structure.<br><br>Suggested potential areas to examine / explore could include the following:-<br><br>Governance arrangements and decision making powers<br>Is the current structure fit for purpose<br>Does it deliver value for money for Hartlepool |
| <b>What would be the desired area(s) of impact / benefit resulting from the investigation?</b><br><br>Understanding the role, function and value the organisation provides for Hartlepool   |
| <b>Investigation Requirements.</b><br><br>Are there any factors affecting the commencement or delivery deadlines of the investigation?<br><br>How many Forum meetings would the identified areas for investigation require?   |
| <b>Corporate Plan Actions / Pi's and LAA targets to which the issue relates.</b><br><br>None  |



|   |
|---|
| <b>Topic:</b><br><br>Recreational Facilities on New Housing Developments  |
| <b>Aim</b><br><br>To explore social and recreational facilities / amenities on future housing developments  |
| <b>Background Information</b><br><br>Suggested potential areas to examine / explore could include the following:-<br><br>(a) To gain an understanding of current planning requirements to provide social and recreational facilities and amenities on housing developments.<br><br>(b) To explore how the Local Authority implements current regulations for social and recreational facilities, to include:-<br>(i) the responsibility of the developer;<br>(ii) the responsibility of the Local Authority.<br><br>(c) To explore how effective the current arrangements are at delivering social and recreation facilities on housing developments.<br><br>(d) To explore whether there are more effective / efficient ways of working. |
| <b>What would be the desired area(s) of impact / benefit resulting from the investigation?</b><br><br>An evaluation of the planning process for recreational and social facilities on housing developments resulting in improved ways of working that are both efficient and effective.   |
| <b>Investigation Requirements.</b><br><br>Are there any factors affecting the commencement or delivery deadlines of the investigation?<br><br>How many Forum meetings would the identified areas for investigation require?   |
| <b>Corporate Plan Actions / Pi's and LAA targets to which the issue relates.</b><br><br>None  |

|  |
|--|
| <p><b>Topic:</b></p> <p>Employment and Training Opportunities for Young Adults aged 19+</p>  |
| <p><b>Aim</b></p> <p>To explore the issue of training and employment opportunities in Hartlepool for young people aged 19+, but in particular those in their early to mid twenties, who left school prior to the advent of NEETS and the introduction of structured information, advice, guidance and tracking via Connexions.</p>   |
| <p><b>Background Information</b></p> <p>Suggested potential areas to examine / explore could include the following:-</p> <p>(a) To gain an understanding of:-<br/>         (i) the cohort covered by unemployment as described above (age range etc);<br/>         (ii) background to key economic factors in the local economy and economic trends;<br/>         (iii) the Local Authorities and partner agencies responsibilities in this area.</p> <p>(b) To explore the services currently provided regarding unemployment for this age group (including any potential gaps in service provision) by:-<br/>         (i) the Local Authorities (including responsibilities for 19+ and apprentices etc);<br/>         (ii) partnership working;</p> <p>(c) To explore how effective the current service provision is and if it should continue to be provided in the existing way;</p> <p>(d) How support should be provided in the future taking in to consideration future funding streams and the current budgetary situation the Council and its partners face.</p> |
| <p><b>What would be the desired area(s) of impact / benefit resulting from the investigation?</b></p> <p>An evaluation of the current programmes and assistance in place to help people back in to employment, education and training resulting in improved ways of working that are both efficient and effective.</p>   |
| <p><b>Investigation Requirements.</b></p> <p>Are there any factors affecting the commencement or delivery deadlines of the investigation?</p> <p>How many Forum meetings would the identified areas for investigation require?</p>   |
| <p><b>Corporate Plan Actions / Pi's and LAA targets to which the issue relates.</b></p> <p>Theme: Jobs and the Economy<br/>         Outcome: People have greater access to employment and skills opportunities<br/>         Indicator: NI 151 Overall Employment rate (proportion of people of working age population</p>  |

who are in employment)

**Topic:**

Empty Homes

**Aim**

To explore the empty homes scheme

**Background Information**

In Hartlepool there are a number of long term empty homes. Empty homes are a wasted resource which can become a target for arson, dumping of rubbish and vandalism. Empty homes have a huge social impact - they can affect the appearance of a neighbourhood and people living nearby have to suffer the consequences if an empty home becomes derelict or is vandalised.

Returning long term empty homes back into use is a key concern for communities and Hartlepool Borough Council is committed to bringing these homes back into use.

Hartlepool Borough Council's Empty Homes Strategy 2010 to 2015 outlines the Council's approach to ensure that empty homes are brought back into use.

Where negotiations with owners to bring an empty home have broken down the Council has a range of powers to deal with the problems associated with empty homes ranging from securing empty homes against unauthorised access to enforcement action such as Enforced Sale, Compulsory Purchase or and Empty Dwelling Management Order (EDMO)

Suggested potential areas to examine / explore could include the following:-

- (a) To gain an understanding of the following:-
  - (i) schemes in place to bring empty homes back into use;
  - (ii) the powers available to the Council to tackle the problem;
  - (iii) the numbers of empty homes in Hartlepool which may benefit.
- (b) To explore the current empty homes scheme considering the following:-
  - (i) whether the scheme is successful at delivering required outcomes;
  - (ii) if the scheme should continue to be provided in the present way.

**What would be the desired area(s) of impact / benefit resulting from the investigation?**

An evaluation of the current empty homes scheme resulting in improved ways of working that are both efficient and effective.

**Investigation Requirements.**

Are there any factors affecting the commencement or delivery deadlines of the investigation?

How many Forum meetings would the identified areas for investigation require?

**Corporate Plan Actions / Pi's and LAA targets to which the issue relates.**

Theme: Housing

Outcome: Hartlepool has a more balanced housing provision

Action: NI155 Number of affordable homes delivered (gross)

Action: LAA HP001 Number of private dwellings empty for over 6 months and brought back into use.

# Regeneration and Planning Services Scrutiny Forum

## Jobs and the Economy

### Outcome: Hartlepool has increased levels of investment and is globally competitive

| Code          | Action   | Date to be Completed | Responsible Officer |
|---------------|--|----------------------|---------------------|
| RND11/12-JE06 | Deliver a new marketing plan for economic development to promote Hartlepool as a place to work, live and visit | 31 Jul 2011          | Antony Steinberg    |

### Outcome: People have greater access to employment and skills opportunities

| Code          | Action  | Date to be Completed | Responsible Officer |
|---------------|---|----------------------|---------------------|
| RND11/12-JE08 | Achieve sub contracting arrangements under the Department for Work and Pensions (DWP) Work Programme with Prime providers   | 30 Sep 2011          | Antony Steinberg    |
| RND11/12-JE09 | Develop 3 employment and training initiatives in partnership with key stakeholder for residents which meet the demands of the local labour markets and the business community | 31 Mar 2012          | Antony Steinberg    |

## Performance Indicators

| Code     | Indicator  | 2010/11 | Target       |
|----------|--|---------|--------------|
|          |  | Outturn | 2011/12      |
| NI 151   | Overall Employment rate (proportion of people of working age population who are in employment)                         | 61.1%   | Not required |
| RPD P045 | Employment Rate (16-24) - proportion of 16 to 24 year olds who are in employment                                       | 46%     | Not required |
| NI 171   | New business registration rate - the proportion of new business registration per 10,000 resident population (aged 16+) | 32.0    | Not required |

### Outcome: Hartlepool is at the forefront of economic policy making at the national, regional and sub-regional levels

| Code          | Action  | Date to be Completed | Responsible Officer |
|---------------|---|----------------------|---------------------|
| RND11/12-JE14 | Produce a new Hartlepool economic regeneration strategy | 31 Oct 2011          | Antony Steinberg    |

## Lifelong Learning and Skills

**Outcome: To promote opportunities for all children and young people to reach their full potential by accessing good quality teaching and curriculum provision which fully meets their needs and enables them to participate in and enjoy their learning**

| Code          | Action  | Date to be Completed | Responsible Officer |
|---------------|---|----------------------|---------------------|
| RND11/12-LL01 | Through Hartlepool skills partnership, produce new skills strategy and action plan. | 31 Dec 2011          | Antony Steinberg    |

**Outcome: Provision of high quality learning and skills opportunities that drive economic competitiveness, widen participation and build social justice**

| Code          | Action  | Date to be Completed | Responsible Officer |
|---------------|---|----------------------|---------------------|
| RND11/12-LL03 | Work in partnership with Skills Funding Agency to address skills needs of the local economy through the delivery of 6 Skills Partnership meetings | 31 Mar 2012          | Antony Steinberg    |

## Community Safety

**Outcome: Hartlepool has reduced crime and repeat victimisation**

### Associated Performance Indicators

| Code      | Indicator | 2010/11 | Target       |
|-----------|-----------|---------|--------------|
|           |           | Outturn | 2011/12      |
| RPD P028a | All Crime | 7,301   | To be agreed |

**Outcome: Communities have improved confidence and feel more cohesive and safe**

| Code          | Action   | Date to be Completed | Responsible Officer |
|---------------|--|----------------------|---------------------|
| RND11/12-CS03 | Ensure the development of the PREVENT agenda as guided by the local Silver group against an accurate and updated action plan | 31 Mar 2012          | Brian Neale         |

## Environment

### Outcome: Hartlepool has an improved natural and built environment

| Code          | Action                                     | Date to be Completed | Responsible Officer |
|---------------|--|----------------------|---------------------|
| RND11/12-EN01 | Produce Core Strategy Publication Document | 31 Jul 2011          | Derek Gouldburn     |

## Housing

### Outcome: Hartlepool has a more balanced housing provision

| Code          | Action   | Date to be Completed | Responsible Officer |
|---------------|--|----------------------|---------------------|
| RND11/12-HO01 | Research & develop local policies, procedures & protocols, to bring empty homes back into use. | 31 Oct 2011          | Sylvia Pinkney      |

### Associated Performance Indicators

| Code       | Indicator   | 2010/11 | Target 2011/12                        |
|------------|---|---------|---------------------------------------|
|            |   | Outturn |                                       |
| NI 155     | Number of affordable homes delivered (gross)                                  | 181     | 80                                    |
| LAA H P001 | Number of private dwellings empty for over 6 months and brought back into use | 53      | 10% of empty properties as at 1 April |

### Outcome: The quality of existing housing has been improved

| Code          | Action  | Date to be Completed | Responsible Officer |
|---------------|---|----------------------|---------------------|
| RND11/12-HO02 | Encourage improvements to private sector homes to meet & exceed 'decent homes standard' | 31 Mar 2012          | Sylvia Pinkney      |



### Associated Performance Indicators

| Code     | Indicator   | 2010/11 | Target<br>2011/12 |
|----------|---|---------|-------------------|
|          |   | Outturn |                   |
| RPD P042 | Achieving decent homes standard in private sector housing sector (LAA H2) | 75.88   | Not Required      |

Outcome: Vulnerable people have improved access to accommodation which meets their need

### Associated Performance Indicators

| Code | Indicator  | 2010/11 | Target<br>2011/12 |
|------|--|---------|-------------------|
|      |  | Outturn |                   |
| NEW  | Number of households where homelessness has been prevented through Local Authority action. | N/A     | Not Required      |