

REPLACEMENT AGENDA

CABINET AGENDA



Monday, 18 July 2011

at 9.15 am

in Committee Room B, Civic Centre, Hartlepool

MEMBERS: CABINET:

The Mayor, Stuart Drummond

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

1. **APOLOGIES FOR ABSENCE**
2. **TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**
3. **MINUTES**
 - 3.1 To receive the Record of Decision in respect of the meetings held on 4 July 2011 (adjourned and reconvened on 7 July 2011) (*to be circulated*)
4. **BUDGET AND POLICY FRAMEWORK**
 - 4.1 Food Law Enforcement Service Plan 2011 / 2012 – *Director of Regeneration and Neighbourhoods*
5. **KEY DECISIONS**
 - 5.1 Review of Community Involvement and Engagement (including LSP Review) – *Assistant Chief Executive*
 - 5.2 Department For Work & Pensions - Work Programme – *Director of Regeneration and Neighbourhoods*

6. OTHER ITEMS REQUIRING DECISION

None.

7. ITEMS FOR DISCUSSION/INFORMATION

- 7.1 Early Detection and Awareness of Cancer – *Director of Child and Adult Services*
- 7.2 Commission on Funding of Care and Support – *Director of Child and Adult Services*
- 7.3 Tackling Empty Homes - Baden Street Improvement Scheme – *Director of Regeneration and Neighbourhoods*
- 7.4 Enterprise Zones – *Director of Regeneration and Neighbourhoods*

8. REPORTS FROM OVERVIEW OF SCRUTINY FORUMS

No items.

EXEMPT ITEMS

Under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in the paragraphs referred to below of Part 1 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) Act 1985

9. EXEMPT KEY DECISIONS

No items

10. EXEMPT OTHER ITEMS REQUIRING DECISION

No items.

<p style="text-align: center;">CABINET REPORT</p> <p style="text-align: center;">18 July 2011</p>



Report of: Director of Regeneration & Neighbourhoods

Subject: FOOD LAW ENFORCEMENT SERVICE PLAN
2011 / 2012

SUMMARY

1. PURPOSE OF REPORT

To consider the Food Law Enforcement Service Plan for 2011/2012, which is a requirement under the Budget and Policy Framework.

2. SUMMARY OF CONTENTS

The report sets out details of Hartlepool's Food Law Enforcement Service Plan 2011/12. The plan is a requirement of the Food Standards Agency and forms the basis on which the Authority may be monitored and audited to verify whether the service provided is effective in protecting the public. The plan sets out the Council's aims in respect of its food law service. Whilst focussing on 2011/12, it also identifies longer term objectives as well as a review of performance for 2010/11.

3. RELEVANCE TO CABINET

Executive to consider issues prior to presentation to Council.

4. TYPE OF DECISION

The Food Law Enforcement Plan is part of the Budget and Policy Framework of the Council.

5. DECISION MAKING ROUTE

As part of the Budget and Policy Framework, the Annual Food Law Enforcement Plan requires the involvement of Scrutiny (to be considered on either 27 July 2011 or 14 September 2011) and approval by full Council.

6. DECISION(S) REQUIRED

Comments on the Food Law Enforcement Plan are invited.

Report of: Director of Regeneration & Neighbourhoods

Subject: FOOD LAW ENFORCEMENT SERVICE PLAN
2011 / 2012

1. PURPOSE OF REPORT

- 1.1 To consider the Food Law Enforcement Service Plan for 2011/2012, which is a requirement under the Budget and Policy Framework.

2. BACKGROUND

- 2.1 The Food Standards Agency has a key role in overseeing local authority enforcement activities. They have duties to set and monitor standards of local authorities as well as carry out audits of enforcement activities to ensure that authorities are providing an effective service to protect public health and safety.
- 2.2 On 4 October 2000, the Food Standards Agency issued the document “Framework Agreement on Local Authority Food Law Enforcement”. The guidance provides information on how local authority enforcement service plans should be structured and what they should contain. Service Plans developed under this guidance will provide the basis on which local authorities will be monitored and audited by the Food Standards Agency.
- 2.3 The service planning guidance ensures that key areas of enforcement are covered in local service plans, whilst allowing for the inclusion of locally defined objectives.
- 2.4 The Food Law Enforcement Service Plan for 2011/12 is attached as **Appendix 1** and takes into account the guidance requirements.
- 2.5.1 The Plan will be considered by Neighbourhood Services Scrutiny Forum on either 27 July 2011 or 14 September 2011 and again by the Cabinet, prior to being considered by Council.

3. THE FOOD LAW ENFORCEMENT SERVICE PLAN

- 3.1 The Service Plan for 2011/12 has been updated to reflect last year’s performance.
- 3.2 The Plan covers the following:

(i) Service Aims and Objectives:

That the Authority's food law service ensures public safety by ensuring food, drink and packaging meets adequate standards.

(ii) Links with Community Strategy, Corporate Plan, Departmental and Divisional Plans:

How the Plan contributes towards the Council's main priorities (Jobs and the Economy, Lifelong Learning and Skills, Health and Wellbeing, Community Safety, Environment, Culture and Leisure and Strengthening Communities).

(iii) Legislative Powers and Other Actions Available:

Powers to achieve public safety include programmed inspections of premises, appropriate registration/approval, food inspections, provision of advice, investigation of food complaints and food poisoning outbreaks, as well as the microbiological and chemical sampling of food.

(iv) Resources, including financial, staffing and staff development.

(v) A review of performance for 2010/11.

4. SUMMARY OF MAIN ISSUES RAISED IN THE PLAN

4.1 During 2010/11 the service completed 100% of all programmed food hygiene inspections planned for the year. As a result of prioritising resources in this area and additional work generated by the Tall Ships Event we were unable to achieve the targets set in respect of food standards and feeding stuffs inspections. In total 199/248 (80%) of food standards inspections were achieved and 13/47(27.7%) of feeding stuffs inspections. The outstanding inspections will be added to the programme for 2011/2012.

4.2 A significant amount of resource went into the planning stage leading up to the Tall Ships Event to ensure that it ran as smoothly as possible. Prior to the event, liaison took place with partner agencies including the HSE, Police, Defra and other local authorities to ensure that we were prepared to respond to any matters of evident concern.

4.3 Officers carried out advisory visits to nearly 100 existing traders to discuss the potential impact on their businesses and how potential problems could be overcome. During the event a total of 112 inspections and 16 revisits were undertaken on the Tall Ships site and surrounding Marina area, with a further 20 inspections undertaken at the Headland Carnival, which was also taking place. As the event went

without any major hitches thankfully no formal enforcement action was necessary.

- 4.4 A total of 227 microbiological samples were taken during 2010/11, of which 44 were regarded as unsatisfactory; mainly due to high bacterial counts. Only 6 of these results related to food samples; 5 of which were resampled and reported to be satisfactory. A significant number of wiping cloths sampled were found to be unsatisfactory (13/19). This trend has been mirrored across the region. Advice was given to the food business operators and a guidance note is currently being prepared by the Health Protection Agency.
- 4.5 Relatively few food standards samples failed to meet statutory requirements (13/178); with the majority of failures relating to labelling declarations. Advice was given to the businesses concerned and where appropriate referrals were made to the Home Authority.
- 4.6 On 1st April 2007 the Council launched the Tees Valley Food Hygiene Award Scheme. Each business is awarded a star rating which reflects the risk rating given at the time of the last primary inspection. The star rating is made available to the public via the Council's website and the business is provided with a certificate to display on their premises.
- 4.7 The table below shows the results of the star ratings awarded to businesses at the start of the scheme on 1 April 2007, as compared with after 12, 24, 36 and 48 months:

No. of Stars	Number of Premises (1/4/07)	%	Number of Premises (1/4/08)	%	Number of Premises (1/4/09)	%	Number of Premises (1/4/10)	%	Number of Premises (1/4/11)	%
5	24/759	3%	85/762	11.1%	163/721	22.6%	237/709	33.4%	289/718	40.2%
4	155/759	20%	217/762	28.5%	233/721	32.3%	205/709	28.9%	200/718	27.9%
3	226/759	30%	294/762	38.6%	237/721	32.9%	195/709	27.5%	152/718	21.2%
2	262/759	35%	137/762	18.0%	65/721	9%	60/709	8.5%	62/718	8.6%
1	60/759	8%	26/762	3.4%	17/721	2.4%	12/709	1.7%	13/718	1.8%
0	32/759	4%	3/762	0.4%	6/721	0.8%	0/709	0%	2/718	0.3%

- 4.8 Whilst the number of premises awarded 3 stars and above is similar to the previous year (89.3% compared to 89.8% in 2009 -10) it is pleasing to note that there has been a significant increase in the proportion of 5 star ratings (a 6.8% increase from 2009 -10).
- 4.9 As at the 1st April 2011, 94% of businesses in the borough were “Broadly Compliant” with food safety requirements (in 2008-09 the figure was 89.3%, and in 2009-10 it was 91.5%). For food standards 94% of businesses achieved broad compliance (in 2008-09 the figure was 93.3% and in 2009-10 it was 96.3%). We aim to concentrate our resources on carrying out interventions at those businesses which are deemed not to be ‘broadly compliant’ (those achieving 2 stars or less). In the current financial climate we anticipate that it may become increasingly difficult to secure improvements and will where necessary take enforcement action.
- 4.10 In November 2010, The Food Standards Agency launched a national Food Hygiene Rating Scheme (FHRS) however in spite of incentives being offered there were very few early adopters of the scheme. One of the main reasons why Hartlepool, in common with other councils, have chosen not to migrate to the FHRS scheme is that under this system, food premises will receive a higher rating than they did under our existing scheme. This could mean that some premises given three stars would receive a rating of four under the new system without improving their performance. Also under the new FHRS system there is a requirement to offer re-inspection for free, which has a manpower implication.
- 4.11 The FSA is currently undertaking a review of how food safety regulations are enforced in the UK and has announced that it is currently pursuing a programme of work to introduce legislation which will require local authorities to adopt the FHRS scheme. Whilst we support the idea of a national scheme, as our current scheme is working very successfully and there would be resource implications to change, we have no plans to migrate to the FHRS at this time.
- 4.12 During 2010/11 no Hygiene Emergency Prohibition Notices were served on businesses however an offer of a voluntary closure was accepted and officers worked with the business to ensure that food safety was not compromised. A total of 6 Hygiene Improvement Notices were served; these were issued in respect of two businesses to ensure compliance with food safety legislation. No prosecutions or Simple Cautions were undertaken.
- 4.13 During 2011/12 there are 360 programmed food hygiene interventions, 269 programmed food standards inspections and 31 feed hygiene inspections planned. (The number of premises liable for inspection fluctuates from year to year as the programme is based on the risk rating applied to the premises which determines the frequency of intervention).

An estimated 80 re-visits and 70 additional visits to new/changed premises will be required during the year.

- 4.14 During 2011/12 resources remain challenging. The Public Protection section lost 21% of its overall budget in 2010/11 as part of a Service Delivery Option review and efficiency savings and the service is anticipating further cuts (expected to be in the region of 10%) during 2011/12. Although so far we have not lost any additional posts which directly enforce food legislation due to the implications of previous losses of posts within the section we are having to distribute the workload amongst the remaining workforce to ensure that we make best use of our resources. We anticipate further pressures on the budget in subsequent years.
- 4.15 We will review and update our premises database to ensure it is accurate and reliable so that we can target our resources effectively.

5. RECOMMENDATIONS

- 5.1 Members comments on the Food Law Enforcement Service Plan for 2011/2012 are invited prior to submission to Scrutiny.

6. CONTACT OFFICER

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Hartlepool Borough Council

Food Law Enforcement Service Plan 2011/12

FOOD SERVICE PLAN 2011/12

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INTRODUCTION

This Service Plan details how the food law service will be delivered by Hartlepool Borough Council. The food law service covers both food and feed enforcement.

The Plan accords with the requirements of the Framework Agreement on Local Authority Food Law Enforcement, and sets out the Council's aims in respect of its food law service and the means by which those aims are to be fulfilled. Whilst focussing primarily on the year 2011/12, where relevant, longer-term objectives are identified. Additionally, there is a review of performance for 2010/11 and this aims to inform decisions about how best to build on past successes and address performance gaps.

The Plan is reviewed annually and has been subject to Portfolio Holder approval.

1 SERVICE AIMS AND OBJECTIVES

1.1 Service Aims and Objectives

Hartlepool Borough Council aims to ensure:

- that food and drink intended for human consumption which is produced, stored, distributed, handled or consumed in the borough is without risk to the health or safety of the consumer;
- food and food packaging meets standards of quality, composition and labelling and reputable food businesses are not prejudiced by unfair competition; and
- the effective delivery of its food law service so as to secure appropriate levels of public safety in relation to food hygiene, food standards and feeding stuffs enforcement.

In its delivery of the service the Council will have regard to directions from the Food Standards Agency (FSA), Approved Codes of Practice, the Regulators' Code of Compliance and other relevant guidance.

1.2 Links to Corporate Objectives and Plans

This service plan fits into the hierarchy of the Council's planning process as follows:

- Hartlepool's Community Strategy - the Local Strategic Partnership's (the Hartlepool Partnership) goal is to *"regenerate Hartlepool by promoting economic, social and environmental wellbeing in a sustainable manner"*.
- Corporate Plan
- Regeneration and Neighbourhoods Departmental Plan
- Food Law Enforcement Service Plan - sets out how the Council aims to deliver this statutory service and the Consumer Services section's contribution to corporate objectives

The Council's Community Strategy, called Hartlepool's Ambition, looks ahead to 2020 and sets out its long-term vision and aspirations for the future:

'Hartlepool will be an ambitious, healthy, respectful, inclusive, thriving and outward-looking community, in an attractive and safe environment, where everyone is able to realise their potential.'

This Food Law Service Plan contributes towards the vision and the Council's main priorities in the following ways:

Jobs and the Economy

By providing advice and information to new and existing businesses to assist them in meeting their legal requirements with regard to food law requirements, and avoid potential costly action at a later stage;

Lifelong Learning and Skills

By providing and facilitating training for food handlers on food safety as part of lifelong learning, and promoting an improved awareness of food safety and food quality issues more generally within the community;

Health and Wellbeing

By ensuring that food businesses where people eat and drink, or from which they purchase their food and drink, are hygienic and that the food and drink sold is safe, of good quality and correctly described and labelled to inform choice;

Community Safety

By encouraging awareness amongst food businesses of the role they can play in reducing problems in their community by keeping premises in a clean and tidy condition;

Environment

By encouraging businesses to be aware of environmental issues which they can control, such as proper disposal of food waste;

Culture and Leisure

By exploring ways to promote high standards of food law compliance in hotels, other tourist accommodation, public houses and other catering and retail premises.

Strengthening Communities

By developing ways of communicating well with all customers, including food business operators whose first language is not English, and ensuring that we deliver our service equitably to all.

This Food Law Enforcement Service Plan similarly contributes to the vision set out in the Regeneration and Neighbourhoods Department Plan *“to work hand in hand with communities and to provide and develop excellent services that will improve the quality of life for people living in Hartlepool neighbourhoods”*.

Within this, the Commercial Services team has a commitment to ensure the safe production, manufacture, storage, handling and preparation of food and its proper composition and labelling.

The Council is committed to the principles of equality and diversity. The Food Law Enforcement Service Plan consequently aims to ensure that the same high standards of service is offered to all, and that recognition is given to the varying needs and backgrounds of its customers.

2 BACKGROUND

2.1 Profile of the Local Authority

Hartlepool is situated on the North East coast of England. The Borough consists of the town of Hartlepool and a number of small outlying villages. The total area of the Borough is 9,390 hectares.

Hartlepool is a unitary authority, providing a full range of services. It adjoins Durham County Council to the north and west and Stockton on Tees Borough Council to the south. The residential population is 90,161 of which ethnic minorities comprise 1.2% (2001 census).

The borough contains a rich mix of the very old and the very new. Its historic beginnings can be traced back to the discovery of an iron-age settlement at Catcote Village and the headland, known locally as “Old Hartlepool” is steeped in history. On the other hand, the former South Docks area has been transformed in to a fabulous 500-berth Marina.

In August , Hartlepool welcomed an estimated 800,000 visitors for the finale of the prestigious 2010 Tall Ships' Races; an internationally acclaimed annual competition held every summer in European waters. The 4 day event provided a rare chance to get ‘up close and personal’ with 60 of the world’s most impressive sailing vessels with the Tall Ships Village offering an amazing variety of attractions, including live bands, street theatre, a folk festival and a World Market, where a range of exotic foods were available.

The tourist industry impacts upon recreational opportunities, shopping facilities and leisure facilities, including the provision of food and drink outlets that include restaurants, bars and cafes. There are currently 853¹ food establishments in Hartlepool, all of which must be subject to intervention to ensure food safety and standards are being met.

2.2 Organisational Structure

Hartlepool Borough Council is a democratic organisation. It comprises of 48 elected Councillors who are responsible for agreeing policies about provision of services and how the Council's money is spent. The key decision making body is the Cabinet. Members of the Cabinet are appointed by the elected Mayor, and each has a portfolio of responsibility for particular services that the Council provides.

The Portfolio Holder for Adult & Public Health Services provides political oversight for food law enforcement. The Management Organisation is led by the Chief Executive. The Council is made up of three Departments:

Chief Executive's
Child & Adult Services
Regeneration & Neighbourhoods

The food law service is delivered through the Regeneration & Planning Division of the Regeneration & Neighbourhoods Department.

2.3 Scope of the Food Service

The Council's Commercial Services team is a constituent part of the Regeneration & Planning Division and is responsible for delivery of the food service. The food service covers both food and feed enforcement.

Service delivery broadly comprises:

- programmed inspections of premises for food hygiene, food standards and feed hygiene;
- registration and approval of premises;
- microbiological sampling and chemical analysis of food and animal feed;
- food & feed Inspection;
- checks of imported food/feed at retail and catering premises;
- provision of advice, educational materials and courses to food/feed businesses;
- investigation of food and feed related complaints;
- investigation of cases of food and water borne infectious disease, and outbreak control;
- dealing with food/feed safety incidents; and
- promotional and advisory work.

¹ This figure includes a number of low risk premises which fall outside the intervention programme i.e. which have no inspectable risk (NIR).

Effective performance of the food law service necessitates a range of joint working arrangements with other local authorities and agencies such as the Food Standards Agency (FSA), Health Protection Agency (HPA), HM Revenue & Customs (HMRC), Department of Environment, Food & Rural Affairs (Defra) & the Animal Medicines Inspectorate (AMI). The Council aims to ensure that effective joint working arrangements are in place and that officers of the service contribute to the on going development of those arrangements.

The service is also responsible for the following:

- health and safety enforcement;
- the provision of guidance, advice and enforcement in respect of smoke free legislation;
- water sampling; including both private and mains supplies & bathing water;
- port health and
- provision of assistance for animal health and welfare inspections, complaint investigation and animal movement issues.

2.4 Demands on the Food Service

The Council is responsible for 853 food premises within the borough mostly comprising retailers, manufacturers and caterers. The food businesses are predominantly small to medium sized establishments and the majority of these are liable to food hygiene and food standards inspections.

In addition there are 88 registered feed businesses for which the Council is the enforcing authority.

The delivery point for the food enforcement service is at:

Bryan Hanson House
Hanson Square
Hartlepool
TS24 7BT

Telephone: (01429) 266522
Fax: (01429) 523308

Members of the public and businesses may access the service at this point from 08.30 - 17.00 Monday to Thursday and 08.30 - 16.30 on Friday.

A 24-hour emergency call-out also operates to deal with Environmental Health emergencies which occur out of hours. Contact can be made via Hartlepool Housing's Greenbank Offices on (01429) 869424.

2.5 Enforcement Policy

The Council has signed up to the Enforcement Concordat and has in place a Food Law Enforcement Policy, which was approved by the Adult & Public Health Services Portfolio Holder on 21 March 2005.

This policy has recently been revised and incorporated into the Public Protection Enforcement Policy; which is scheduled to be approved by the Adult & Public Health Services Portfolio Holder in June 2011.

3 SERVICE DELIVERY

3.1.1 Interventions Programme

The Council has a wide range of duties and powers conferred on it in relation to food law enforcement.

The Council must appoint and authorise inspectors, having suitable qualifications and competencies for the purpose of carrying out duties under the Food Safety Act 1990 and Regulations made under it and also specific food regulations made under the European Communities Act 1972, which include the Food Hygiene (England) Regulations 2006 and the Official Feed and Food Controls (England) Regulations 2009.

Authorised officers can inspect food at any stage of the production, manufacturing, distribution and retail chain. The Council must draw up and implement an annual programme of risk-based interventions so as to ensure that food and feeding stuffs are inspected in accordance with relevant legislation, the Food Law Code of Practice and centrally issued guidance.

The Code allows local authorities to choose the most appropriate action to be taken to drive up levels of compliance with food law by food establishments. In so doing it takes account of the recommendations in the 'Reducing Administrative Burdens: Effective Inspection and Enforcement'.

Interventions are defined as activities that are designed to monitor, support and increase food law compliance within a food establishment. They include:

- Inspections / Audit;
- Surveillance / Verification;
- Sampling;
- Education, advice and coaching provided at a food establishment; and
- Information and intelligence gathering.

Other activities that monitor, promote and drive up compliance with food law in food establishments, for instance 'Alternative Enforcement Strategies' for low risk establishments and education and advisory work with businesses away from the premises (e.g. seminars/training events) remain available for local authorities to use.

3.1.2 Broadly Compliant Food Establishments

The Code established the concept of ‘Broadly Compliant’ food establishments. In respect of food hygiene, “broadly compliant”, is defined as an establishment that has an intervention rating score of not more than 10 points under each of the following components;

- Level of (Current) Hygiene Compliance;
- Level of (Current) Structural Compliance; and
- Confidence in Management/Control Systems

“Broadly Compliant”, in respect of food standards, is defined as an establishment that has an intervention rating score of not more than 10 points under the following:

- Level of (Current) Compliance
- Confidence in Management/Control Systems

Local Authorities are required to report the percentage of “Broadly Compliant” food establishments in their area to the FSA on an annual basis through the Local Authority Enforcement Monitoring System (LAEMS). The Agency will use this outcome measure to monitor the effectiveness of a local authority’s regulatory service.

As at the 1st April 2011, 94% of businesses in the borough were “Broadly Compliant” with food safety requirements (in 2008-09 the figure was 89.3%, and in 2009-10 it was 91.5%). For food standards 94% of businesses achieved broad compliance (in 2008-09 the figure was 93.3% and in 2009-10 it was 96.3%). We aim to concentrate our resources to increase our current rate by the end of 2011/12 however given the current financial climate this will be extremely challenging.

Since April 2008 local authorities are required to report the same information to the National Audit Office under National Indicator 184.

The Food Law Enforcement Plan will help to promote efficient and effective approaches to regulatory inspection and enforcement that will improve regulatory outcomes without imposing unnecessary burdens. The term enforcement does not only refer to formal actions, it can also relate to advisory visits and inspections.

3.2 Service Delivery Mechanisms

3.2.1 Intervention Programme

Local Authorities must document, maintain and implement an interventions programme that includes all the establishments for which they have food law enforcement responsibility.

Interventions carried out for food hygiene, food standards and for feeding stuffs are carried out in accordance with the Council's policy and standard operating procedures on food/feed premises inspections and relevant national guidance.

Information on premises liable to interventions is held on the APP computerised system. An intervention schedule is produced from this system at the commencement of each reporting year.

The food hygiene, food standards and feeding stuffs intervention programmes are risk-based systems that accord with current guidance.

The current premises profiles are shown in the tables overleaf:

Food Hygiene:

Risk Category	Frequency of Inspection	No of Premises
A	6 months	2
B	12 months	37
C	18 months	274
D	24 months	203
E	36 months or other enforcement	205
Unclassified	Requiring inspection/risk rating	0
No Inspectable Risk (NIR)		132
Total		853

Food Standards:

Risk Category	Frequency of Inspection	No of Premises
A	12 months	2
B	24 months	132
C	36 months or other enforcement	585
Unclassified		2
No Inspectable Risk (NIR)		132
Total		853

Feed Hygiene

Risk Category	Frequency of Inspection	No of Premises
A	12 months	0
B	24 months	21
C	60 months	43
Unclassified		24
Total		88

The intervention programme for 2011/12 comprises the following number of scheduled food hygiene and food standards interventions:

Food Hygiene:

Risk Category	Frequency of Inspection	No of Interventions
A	6 months	2
B	12 months	35
C	18 months	161
D	24 months	89
E	36 months or alternative enforcement strategy	41
Unclassified		32
Total		360

Approved Establishments:

There are 2 approved food establishments in the borough; a fishery products establishment and a manufacturer of food ingredients. These premises are subject to more stringent hygiene provisions than those applied to registered food businesses. These premises require considerably more staff resources for inspection, supervision and advice on meeting enhanced standards.

Primary Producers:

On 1 January 2006 EU food hygiene legislation applicable to primary production (farmers & growers) came into effect. On the basis that the local authority officers were already present on farms in relation to animal welfare and feed legislation, the responsibility was given to the Commercial Services team to enforce this legislation. The service has 52 primary producers. Targets have been set for Councils to inspect 25% of farms classified as high risk and 2% of low risk premises. We currently do not have any high risk premises.

Food Standards:

Risk Category	Frequency of Inspection	No of Interventions
A	12 months	2
B	24 months	63
C	36 months or alternative enforcement	154
Not classified		50
Total		269

Feed Hygiene :

Risk Category	Frequency of Inspection	No of Interventions
A	12 months	0
B	24 months	16
C	60 months	0
Unclassified		15
Total		31

An estimated 10% of programmed interventions relate to premises where it is more appropriate to conduct visits outside the standard working time hours. Arrangements are in place to visit these premises out of hours by making use of the Council's flexible working arrangements, lieu time facilities and, if necessary, paid overtime provisions. In addition, these arrangements will permit the occasional inspection of premises which open outside of, as well as during standard work time hours. The Food Law Code of Practice requires inspections of these premises at varying times of operation.

As a follow-up to primary inspections, the service undertakes revisits in accordance with current policy. For the year 2011/12, the inspection programme is expected to generate an estimated 80 revisits. A number of these premises revisits will be undertaken outside standard working hours and arrangements are in place as described above to facilitate this.

It is anticipated that consistent, high quality programmed inspections by the service will, over time, result in a general improvement in standards, reducing the frequency for recourse to formal action.

The performance against inspection targets for all food hygiene and food standards inspections is reported quarterly to the Adult & Public Health Services Portfolio Holder as part of the Regeneration & Neighbourhoods Department plan update and recorded on Covalent.

Port Health

Hartlepool is a Port Health Authority although currently no food or feed enters the port. Work in relation to imported food control can therefore ordinarily be accommodated within the day-to-day workload of the service, however if circumstances were to change whereby food or feed was imported/exported additional resources would be required which would have an effect on the programmed inspection workload and other service demands.

Fish Quay

There is a Fish Quay within the Authority's area which provides a market hall although it is not currently operational and there are associated fish processing units, one of which is an approved establishment.

3.2.2 Registration and Approval of Premises

Food and feed business operators must register their establishments with the relevant local authority. This provision allows for the service to maintain an up-to-date premises database and facilitates the timely inspection of new premises and, when considered necessary, premises that have changed food/feed business operator or type of use.

The receipt of a food/feed premises registration form initiates an inspection of all new premises. In the case of existing premises, where a change of food/feed business operator is notified, other than at the time of a programmed inspection, an assessment is made of the need for inspection based on the date of the next programmed intervention, premises history, and whether any significant change in the type of business is being notified. It is anticipated that approximately 70 additional food premises inspections will be generated for new food businesses during 2011/12.

A competent authority must with some exceptions, approve food business establishments that handle food of animal origin. If an establishment needs approval, it does not need to be registered as well.

Food premises which require approval include those that are producing any, or any combination of the following; minced meat, meat preparations, mechanically separated meat, meat products, live bivalve molluscs, fishery products, raw milk (other than raw cows' milk), dairy products, eggs (not primary production) and egg products, frogs legs and snails, rendered animal fats and greaves, treated stomachs, bladders and intestines, gelatine and collagen and certain cold stores and wholesale markets.

The approval regime necessitates full compliance with the relevant requirements of Regulation (EC) No 852/2004 and Regulation (EC) 853/2004.

There are 2 premises in the Borough which are subject to approval; a fishery products establishment and a manufacturer of food ingredients.

From 1 January 2006 feed businesses were required be approved or registered with their local authority under the terms of the EC Feed Hygiene Regulation (1831/2003).

This legislation relates to nearly all feed businesses. This means, for example, that importers and sellers of feed, hauliers and storage businesses now require approval or registration. Livestock and arable farms growing and selling crops for feed are also within the scope of the provisions of the regulation.

3.2.3 Microbiological and Chemical Analysis of Food/Feed

An annual food/feed sampling programme is undertaken with samples being procured for the purposes of microbiological or chemical analyses. This programme is undertaken in accordance with the service's Food/Feed Sampling Policy.

All officers taking formal samples must follow the guidance contained in and be qualified in accordance with relevant legislative requirements and centrally issued guidance, including that contained in the Food Law Code of Practice/Feed Law Enforcement Policy and associated Practice Guidance. Follow-up action is carried out in accordance with the service's sampling policy.

Microbiological analysis of food and water samples is undertaken by the Health Protection Agency's Laboratory based at Leeds. Chemical analysis of informal food/feed samples is undertaken by Tees Valley Measurement (a joint funded laboratory based at Canon Park, Middlesbrough) and formal samples are analysed by Durham Scientific Services, who the Authority has appointed as their Public/Agricultural Analyst.

From April 2005 sampling allocations from the Health Protection Agency (HPA), which is responsible for the appropriate laboratory facilities, has been based on a credits system dependant on the type of sample being submitted and examination required.

The allocation for Hartlepool is 8,300 credits for the year 2011/12. Points are allocated as follows:

Sample type	No of credits
Food Basic	25
Food Complex	35
Water Basic	20
Water Complex	25
Dairy Products	10
Environmental Basic	20
Environmental Complex	25
Certification	15

A sampling programme is produced each year for the start of April. The sampling programme for 2011/12 includes national and regional surveys organised by Local Government Regulation (LGR) and the HPA/Local Authority Liaison Group.

Sampling programmes have been agreed with the Food Examiners and Tees Valley Measurement. These have regard to the nature of food/feed businesses in Hartlepool and will focus on locally manufactured/processed foods/feed and food/feed targeted as a result of previous sampling and complaints.

In 2007 the Food Standards Agency, the Local Authorities Coordinators of Regulatory Services (LACORS) and the Association of Port Health Authorities set a national target that imported food should make up 10% of the food samples taken by local and port health authorities. The service shall therefore aim to meet this target.

Microbiological Food Sampling Plan 2011/12

<p>April 2011</p> <p>Re-samples from previous Sandwich Shop Survey</p>	<p>May 2011</p> <p>LGR/HPA Cleaning Standards Survey</p> <p>Local Hot Cabinet Survey</p>	<p>June 2011</p> <p>LGR/HPA Cleaning Standards Survey</p> <p>Local Hot Cabinet Survey</p> <p>Local Mayonnaise Based *RTE Foods Survey</p>
<p>July 2011</p> <p>LGR/HPA Cleaning Standards Survey</p> <p>Local Hot Cabinet Survey</p> <p>Local Mayonnaise Based RTE Foods Survey</p> <p><i>**LGR/HPA Reactive Study tbc</i></p>	<p>August 2011</p> <p>LGR/HPA Cleaning Standards Survey</p> <p>Local Hot Cabinet Survey</p> <p>Local Mayonnaise Based RTE Foods Survey</p> <p><i>**LGR/HPA Reactive Study tbc</i></p>	<p>September 2011</p> <p>LGR/HPA Cleaning Standards Survey</p> <p>Local Hot Cabinet Survey</p> <p>Local Mayonnaise Based RTE Foods Survey</p> <p><i>**LGR/HPA Reactive Study tbc</i></p>
<p>October 2011</p> <p>LGR/HPA Pennington 3 Survey</p> <p>LGR/HPA Imported Meats Survey</p>	<p>November 2011</p> <p>LGR/HPA Pennington 3 Survey</p> <p>LGR/HPA Imported Meats Survey</p>	<p>December 2011</p> <p>LGR/HPA Pennington 3 Survey</p> <p>Local Cream Cakes Survey</p>
<p>January 2012</p> <p>LGR/HPA Pennington 3 Survey</p> <p><i>**LGR/HPA Reactive Study tbc</i></p> <p>LGR/HPA Herbs and Spices Survey</p>	<p>February 2012</p> <p>LGR/HPA Pennington 3 Survey</p> <p><i>**LGR/HPA Reactive Study tbc</i></p> <p>LGR/HPA Herbs and Spices Survey</p>	<p>March 2012</p> <p>LGR/HPA Pennington 3 Survey</p> <p><i>**LGR/HPA Reactive Study tbc</i></p>

* RTE = Ready to Eat Foods

Composition and Labelling Sampling Plan 2011/12

MONTH	TEST	SAMPLES
April	Floral origin of honey	12
May	Sodium declaration of canned vegetables Labels of above products	12 12
June	Added water in cooked meats Labels of the above products	6 6
July	Fish species from local fish and chip shops	15
August	Feed sampling – Mycotoxins	2
September	Meat content of pies from local suppliers	3
October	Feed sampling – Statutory Statement Meat content of pies from local suppliers	2 3
November	School meals survey	6
December	ABV – alcohol in restaurant Spirit testing	15
January	Sugar profile of jams and preserves Labels of the above products	12 12
February	Joint sampling – meat species	10
March	Feed sampling - supplements	2

Total samples = 130

Feeding Stuffs

At present feeding stuffs sampling is being given a low priority due to the lack of local manufacturers and packers. An annual feeding stuffs sampling plan however has been drawn up to carry out sampling at the most appropriate time of the year in respect of farms, pet shops and other retail establishments. It is planned that six animal feedingsuffs samples will be taken; two of which will be taken as part of a regional sampling programme.

Together with four other members of the North East Trading Standards Authorities (NETSA) Feed Group we have also submitted a regional bid for funding from the FSA to sample feedstuff as part of the National Co-ordinated Risk-Based Food and Feed Sampling Programme 2011-12. We aim to take samples of any imported feed entering local ports of entry between April to August 2011 and/or samples of feed which has been dried on farm.

Feeding stuffs Sampling Plan 2011/12

April - June	0
July - September	2 samples from grain stores for mycotoxins
October - December	feed samples (statutory statements)
January - March	2 supplements

Private Water Supplies

A local brewery uses a private water supply in its food production. Regular sampling is carried out of this supply in accordance with relevant legislative regulations.

3.2.4 Food inspection

The purpose of food inspection is to check that food complies with food safety requirements and is fit for human consumption, and is properly described and labelled. As such, the activity of inspecting food commodities, including imported food where relevant, forms an integral part of the food premises inspection programme. Food inspection activities are undertaken in accordance with national guidelines.

3.2.5 Provision of advice and information to food/feed businesses

It is recognised that for most local food businesses contact with an officer of the service provides the best opportunity to obtain information and tailored advice on legislative requirements and good practice. Officers are mindful of this and aim to ensure that when undertaking premises inspections sufficient opportunity exists for food business operators to seek advice.

In addition, advisory leaflets including those produced by the Food Standards Agency are made available.

In February 2006 the Food Standards Agency introduced Safer Food Better Business (SFBB) aimed at assisting smaller catering businesses to introduce a documented food safety management system. Since this time significant resources have been directed towards assisting businesses to fully implement a documented food safety management system.

Guidance is also prepared and distributed to food businesses relating to changes in legislative requirements. The service also encourages new food/feed business operators and existing businesses to seek guidance and advice on their business. It is estimated that 35 such advisory visits will be carried out during the year.

On 1st April 2007 the Council launched the Tees Valley Food Hygiene Award Scheme. Initially each business was awarded a provisional star rating which reflected the risk rating given at the time of the last primary inspection. Since then businesses have been re-inspected and their risk and star rating reviewed in accordance with our intervention programme. The business' current star rating is made available to the public via the Council's website and the business is provided with a certificate to display on their premises. The service has made a commitment to work with businesses to improve their rating, in particular those awarded less than 3 stars.

Feeding stuffs advice is available via the Council's web site.

A limited level of promotional work is also undertaken by the service on food safety, with minimal impact on programmed enforcement work.

3.2.6 Investigation of Food / Feed Complaints

The service receives approximately 36 complaints, each year concerning food/feed, all of which are subject to investigation. An initial response is made to these complaints within two working days. Whilst many complaints are investigated with minimal resource requirements, some more complex cases may be resource-intensive and potentially affect programmed inspection workloads.

All investigations are conducted having regard to the guidance on the 'Home Authority Principle'.

The procedures for receipt and investigation of food/feed complaints are set out in detailed guidance and internal policy documents.

3.2.7 Investigation of Cases of Food Poisoning and Outbreak Control

Incidents of food related infectious disease are investigated in liaison with the North East Health Protection Unit and in the case of outbreaks in accordance with the Health Protection Unit's Outbreak Control Policy.

Where it appears that an outbreak exists the Principal EHO (Commercial Services) or an EHO, will liaise with the local Consultant in Communicable Disease Control and, where necessary, the North East Health Protection Unit, to determine the need to convene an Outbreak Control Team. Further liaison may be necessary with agencies such as the Food Standards Agency, the Health Protection Agency, Hartlepool Water and Northumbrian Water.

It is estimated that between 100-150 food poisoning notifications are received each year, a large proportion of which are confirmed cases of Campylobacter. As relatively little benefit has been demonstrated from the investigation of individual sporadic cases of Campylobacter only those who are food handlers or live/work in a residential care home will now be routinely investigated.

Any cluster or outbreak identified by the HPA or Environmental Health will be investigated following the agreed outbreak investigation arrangements. In the event of any major food poisoning outbreak a significant burden is likely to be placed on the service and this would inevitably impact on the performance of the inspection programme.

3.2.8 Dealing with Food / Feed Safety Incidents

A national alert system exists for the rapid dissemination of information about food and feed hazards and product recalls, this is known as the food/feed alert warning system.

All food and feed alerts received by the service are dealt with in accordance with national guidance and internal quality procedures.

Food and feed alert warnings are received by the service from The Food Standards Agency via the electronic mail system, and EHCNet during working hours. Several officers have also subscribed to receive alerts via their personal mobile phones.

The Principal EHO (Commercial Services) or, if absent, the Public Protection Manager ensures that a timely and appropriate response is made to each alert.

Out of hours contact is arranged through Hartlepool Housing's Greenbank Offices, telephone number 01429 869424.

In the event of a serious local incident, or a wider food safety problem emanating from production in Hartlepool, the Food Standards Agency will be alerted in accordance with guidance.

Whilst it is difficult to predict with any certainty the number of food safety incidents that will arise, it is estimated that the service is likely to be notified of 50 food alerts, product recalls or withdrawals during 2011/12, a small proportion of which will require action to be taken by the Authority. This level of work can ordinarily be accommodated within the day-to-day workload of the service, but more serious incidents may require additional resources which may have an effect on the programmed inspection workload and other service demands.

3.2.9 Complaints relating to Food/Feed in Premises

The service investigates all complaints that it receives about food/feed safety and food standards conditions and practices in food/feed businesses. An initial response to any complaint is made within two working days. In such cases the confidentiality of the complainant is paramount. All anonymous complaints are also currently investigated.

The purpose of investigation is to determine the validity of the complaint and, where appropriate, to seek to ensure that any deficiency is properly addressed. The general approach is to assist the food/feed business operator in ensuring good standards of compliance, although enforcement action may be necessary where there is failure in the management of food/feed safety, or regulatory non-compliance.

Based on the number of complaints in 2010/11 it is estimated that approximately 21 such complaints will be received in 2011/12.

3.3 Complaints Against Our Staff

Anyone who is aggrieved by the actions of a member of staff is encouraged, in the first instance, to contact the employee's line manager. Details of how and who to make contact with are contained in the inspection report left at the time of an inspection.

Formal complaints are investigated in accordance with the Council's corporate complaint procedure.

3.4 Liaison Arrangements

The service actively participates in local and regional activities and is represented on the following:

- Tees Valley Heads of Public Protection Group
- Tees Valley Food Liaison Group
- Tees Valley HPA/Local Authority Sampling Group
- Tees Valley Public Health Group
- North East Public Protection Partnership
- North East Trading Standards Liaison Group, which incorporates the
- North East Trading Standards Animal Feed Group

There is also liaison with other organisations including the Chartered Institute of Environmental Health, the Trading Standards Institute, the Health Protection Agency, Defra / Animal Health, OFSTED and the Care Quality Commission.

Officers also work in liaison with the Council's Planning, Development Control and Licensing teams.

3.5 Home Authority Principle / Primary Authority Scheme

The introduction of the Primary Authority Scheme in April 2009 under the provisions of the Regulatory Enforcement and Sanctions Act 2008 placed a statutory obligation on the Council to provide a significantly expanded range of Home Authority services to local businesses when requested by that business. There are opportunities for local authorities to recover costs from businesses to provide this premium service.

The Authority is committed to the LACORS Home Authority Principle, although at present there are no formal arrangements with food/feed businesses to act as a Primary Authority. The Authority does however act as Originating Authority for a brewery and a food manufacturer. Regular visits are made to these premises to maintain dialogue with management and an up to date knowledge of operations.

4 RESOURCES

4.1 Financial Resources

The annual budget for the Consumer Services section in the year 2011/12 is:

	£ 000.0
Employees	513.3
Other Expenditure	142.1
Income	(34.4)
Net Budget	621.1

This budget is for all services provided by this section including Health & Safety, Animal Health, Trading Standards and resources are allocated in accordance with service demands. The figures do not include the budget for administrative / support services which are now incorporated into the overall budget.

4.2 Staffing Allocation

The Director of Regeneration & Neighbourhoods has overall responsibility for the delivery of the food/feed law service. The Assistant Director Regeneration & Planning has responsibility for ensuring the delivery of the Council's Public Protection service, including delivery of the food/feed law service, in accordance with the service plan.

The Public Protection Manager, with the requisite qualifications and experience, is designated as lead officer in relation to food safety and food standards functions and has responsibility for the management of the service.

The resources determined necessary to deliver the service in 2011/12 are as follows:

1 x 0.20 FTE Public Protection Manager (with responsibility also for Health & Safety, Licensing, Trading Standards & Environmental Protection)

1 x 0.35 FTE Principal EHO (Commercial Services)(with responsibility also for Health & Safety and Animal Health)

3 x FTE EHO (with requisite qualifications and experience and with responsibility also for Health & Safety)

1 x 0.56 FTE Part-time EHO (with requisite qualifications and experience and with responsibility also for Health & Safety)

1 x FTE Technical Officer Food (with requisite qualifications and experience)

The Public Protection Manager has responsibility for planning service delivery and management of the Food Law service, Health & Safety at Work, Licensing, Public Health, Water Quality, Trading Standards, Animal Health & Welfare, Environmental Protection and I.T. as well as general management responsibilities as a member of the Regeneration & Planning Management Team.

The Principal EHO (Commercial Services) has responsibility for the day to day supervision of the Food/Feed Law Service, Health & Safety at Work, Public Health, Water Quality and Animal Health & Welfare. The Principal EHO (Commercial Services) is designated as lead officer in relation to animal feed and imported food control.

The EHO's have responsibility for the performance of the food premises inspection programme as well as the delivery of all other aspects of the food law service, particularly more complex investigations. In addition these officers undertake Health & Safety at Work enforcement.

The Technical Officer (Food) is also responsible for inspections, as well as revisits, investigation of less complex complaints and investigation of incidents of food-borne disease.

Authorised Trading Standards Officers have responsibility for the performance of the feed premises intervention programme as well as the delivery of all other aspects of the feed law service.

Administrative support is provided by Support Services based within the Regeneration & Neighbourhoods department.

All staff engaged in food/feed safety law enforcement activity are suitably trained and qualified and appropriately authorised in accordance with guidance and internal policy.

Staff undertaking educational and other support duties are suitably qualified and experienced to carry out this work.

4.3 Staff Development

The qualifications and training of staff engaged in food/feed law enforcement are prescribed and this will be reflected in the Council's policy in respect of appointment and authorisation of officers.

It is a mandatory requirement for officers of the food/feed law service to maintain their professional competency by undertaking a minimum of 10 hours core training each year through attendance at accredited short courses, seminars or conferences. This is also consistent with the requirements of the relevant professional bodies.

The Council is committed to the personal development of staff and has in place Personal Development Plans for all members of staff.

The staff Personal Development Plan scheme allows for the formal identification of the training needs of staff members in terms of personal development linked with the development needs of the service on an annual basis. The outcome of the process is the formulation of a Personal Development Plan that clearly prioritises training requirements of individual staff members. The Personal Development Plans are reviewed six monthly.

The details of individual Personal Development plans are not included in this document but in general terms the priorities for the service are concerned with ensuring up to date knowledge and awareness of legislation, building capacity within the team with particular regard to approved establishments, the provision of food hygiene training courses, developing the role of the Food Safety Officer, and training and development of new staff joining the team.

Detailed records are maintained by the service relating to all training received by officers.

4.4 Equipment and Facilities

A range of equipment and facilities are required for the effective operation of the food/feed law service. The service has a documented standard operating procedure that ensures the proper maintenance and calibration of equipment and its removal from use if found to be defective.

The service has a computerised performance management system, the Authority Public Protection computer system (APP). This is capable of maintaining up to date accurate data relating to the activities of the food/feed law service. A documented database management standard operating procedure has been produced to ensure that the system is properly maintained, up to date and secure. The system is used for the generation of the inspection programmes, the recording and tracking of all food/feed interventions, the production of statutory returns and the effective management of performance.

5. QUALITY ASSESSMENT

The Council is committed to quality service provision. To support this commitment the food law service seeks to ensure consistent, effective, efficient and ethical service delivery that constitutes value for money.

A range of performance monitoring information will be used to assess the extent to which the food service achieves this objective and will include ongoing monitoring against pre-set targets, both internal and external audits and stakeholder feedback.

Specifically the Principal EHO (Commercial Services) will carry out accompanied visits with officers undertaking inspections, investigations and other duties for the purpose of monitoring consistency and quality of the inspection and other visits carried out as well as maintaining and giving feedback with regard to associated documentation and reports.

It is possible that the Food Standards Agency may at any time notify the Council of their intention to carry out an audit of the service.

6 REVIEW OF 2010/11 FOOD SERVICE PLAN

6.1 Review against the Service Plan

It is recognised that a key element of the service planning process is the rational review of past performance. In the formulation of this service plan a review has been conducted of performance against those targets established for the year 2010/11.

This service plan will be reviewed at the conclusion of the year 2011/12 and at any point during the year where significant legislative changes or other relevant factors occur during the year. It is the responsibility of the Public Protection Manager to carry out that review with the Assistant Director Regeneration & Planning.

The service plan review will identify any shortfalls in service delivery and will inform decisions about future staffing and resource allocation, service standards, targets and priorities.

Following any review leading to proposed revision of the service plan Council approval will be sought.

6.2 Performance Review 2010/11

This section describes performance of the service in key areas during 2010/11.

6.2.1 Intervention Programme

Our target is to complete 100% of the inspection programme for food hygiene, food standards and feeding stuffs. These are extremely challenging targets.

During the year we successfully completed all planned food hygiene inspections, however as a result of prioritising resources in this area and the additional work generated by the Tall Ships Event, we were unable to achieve our targets in respect of food standards and feeding stuffs inspections; 80% of food standards inspections were achieved and 27.7% of feeding stuffs. The outstanding inspections (none of which are high risk) will be added to the programme for 2011/12.

We met our 2 working day response time for all complaints.

6.2.2 Registration and Approval of premises

Premises subject to approval were inspected and given relevant guidance.

6.2.3 Advice and Enforcement in relation to the Tall Ships Event

In addition to the programmed work discussed above a significant amount of resource went into the planning stage leading up to the Tall Ships Event to ensure that it ran as smoothly as possible. Prior to the event, liaison took place with partner agencies including the HSE, Police, Defra and other local authorities to ensure that we were prepared to respond to any matters of evident concern.

Officers carried out advisory visits to nearly 100 existing traders to discuss the potential impact on their businesses and how potential problems could be overcome.

Throughout the 4 day event EHOs and support staff worked a rota system so that we always had experienced personnel on site to tackle problems as they arose. This approach seemed to work well throughout the event. In particular contact with the companies operating the catering operations on site proved invaluable, establishing working links including the presence of a gas safety engineer on site for the whole weekend.

With over 100 separate food stalls on site, gas safety was a major issue, while ensuring good food hygiene practices was also vitally important. An event like this could be ruined by a food poisoning or safety incident, so a constant presence on site was considered essential.

In total 112 inspections and 16 revisits were undertaken on the Tall Ships site and surrounding Marina area, with a further 20 inspections undertaken at the Headland Carnival, which was also taking place. As the event went without any major hitches thankfully no formal enforcement action was necessary.

6.2.4 Food Sampling Programme

The food sampling programme for 2010/11 has been completed. The microbiological results are as follows:

Results for Microbiological Sampling Programme 2010/11

<u>Bacteriological Surveys</u>	Total no. of samples	Number of Samples	
		Satisfactory	Unsatisfactory
<u>Take Away Premises Survey</u>			
Premises visited:	11		
Rice	15	14	1
Cloths	9	5	4
<u>Follow Up Butchers Survey</u>			
Premises visited:	3		
Meat	5	5	0
Sw abs	4	3	1
Cloths	1	0	1
<u>Imported Honey Survey</u>	6	6	0
<u>Local Mobile Survey</u>			
Premises visited:	7		
Food	13	13	0
Sw abs	7	3	4
<u>LACORS / HPA Pennington Study</u>			
Premises visited:	7		
Sw abs	18	9	9*
Cloths	3	1	2
<u>Local Ice Cream Survey</u>			
Premises visited:	6		
Ice cream	7	7	0
Swabs	6	2	4*
<u>Salmonella in Fresh Herbs</u>	30	30	0
<u>Local Survey of Sandwich Shops</u>			
Premises visited:	19		
Sandw ich fillings	39	34	5*
Sw abs	40	33	7*
Cloths	6	0	6*
LACORS / HPA Survey of Listeria in RTE Food	18	18	0
Total	227	183	44

* Re-sampled and found to be satisfactory.

The results of the food sampled as part of this years sampling programme were generally satisfactory, however those of the environmental samples were disappointing.

Two surveys, the takeaway food and butchers survey were continued on from last year. A significant number of wiping doths taken from takeaway premises were found to be unsatisfactory. This trend has been mirrored across the region. Advice has been given and a guidance note is currently being prepared by the Health Protection Agency.

The Pennington study, local ice-cream survey and sandwich shop survey produced similar poor results relating to cloths and swabs. Advice was again given relating to cloth use and reminders given relating to cleaning practices. Sandwich fillings were sampled in the sandwich shop survey. Investigations into the poor results indicated that the most likely cause was due to mayonnaise not being refrigerated or poor food handling practices.

The composition and labelling results are shown below:

Results for Food Standards Sampling Programme 2010/11:

Nature of Sample	Reason for Sampling	Satisfactory	Unsatisfactory
Cooked Meats	Added Water	6	
	Labelling	6	
Tinned Meals	Fat / Total sugars	10	2
	Labelling	12	
*Honey (Formal)	Moisture/Sugars / Labelling	6	
*Imported Chicken	Added Water / Salt	4	
*Crab Meat (Formal)	Cadmium content	2	
Local Ham Sandwiches	Reformed Meats	19	
Local Pork Sausage	Meat Content	6	
Tinned Fruit	Mercury, Lead, Cadmium	11	1
	Labelling	12	
Breakfast Cereal Bars	Sodium content	12	
	Labelling	12	
Gluten Free Products	Gluten Products	12	
	Labelling	11	1
Sweet Mince meat	Fats / Sugars	4	2
	Labelling	6	
Takeaway Meals	Meat Species	8	2
Ready Meals	Fish Content	4	2
	Labelling	6	
Bottled Mineral Water	Declared Minerals /Nitrate / Nitrite Content	9	3
Totals:	191	178	13

* The Authority participated in a FSA funded survey, in conjunction with other North East Authorities, to sample food originating from outside the EU (Honey, Chicken and Crab Meat were sampled).

Overall there were relatively few food standards samples which failed to meet statutory requirements. Locally produced takeaway meals were sampled for meat species and two lamb dishes were found to contain beef. Advice was given to the businesses concerned.

Other follow up work carried out in respect of failures to comply with composition and Food Labelling Regulations 1996 involved resampling products or referral to the Home Authority for further investigation.

Routine sampling of animal feeding stuffs has been given a low priority due to the lack of local manufacturers and packers. We were unable to complete the feeding stuffs sampling programme due to other service demands and the temporary absence of a member of staff during the year.

6.2.5 Food Inspection

The service undertook no formal seizure of unfit food in the year.

6.2.6 Promotional Work

Food safety promotion whether by advice, education, training or other means is a key part of the food team's strategy in changing behaviour and increasing compliance in businesses.

In February 2006 the Food Standards Agency (FSA) introduced Safer Food Better Business (SFBB) aimed at assisting smaller catering businesses to introduce a documented food safety management system. Since this time our resources have been directed towards continuing to assist businesses to fully implement a documented food safety management system.

The team has continued to offer tailored advice and information on request with 35 advisory visits to businesses being carried out during the year.

A variety of information leaflets, some in foreign languages, are available. Circular letters are issued as required to inform food business operators of food safety matters relevant to their operations e.g. changes in legislation, food alerts.

6.2.7 Food Hygiene Award Scheme

On 1 April 2007 the Authority in conjunction with the other Tees Valley authorities launched the Tees Valley Food Hygiene Award scheme.

In accordance with the 'Food Law Code of Practice', following every 'primary' inspection a risk rating is undertaken which is used to determine the frequency of inspection for the business. Of the seven main categories used to determine the overall rating score the following three factors are used to create a star rating:

1. Food Hygiene and Safety
2. Structure and Cleaning
3. Management and Control

These ratings are the only ones that are directly controllable by the business and are the reason they have been used to obtain the food businesses star rating.

The total score from the 3 categories is then used to derive the star rating ranging from 0 (major improvements needed) through to 5 stars (excellent).

The table below shows the results of the star ratings awarded to businesses at the start of the scheme on 1 April 2007, as compared with after 12, 24, 36 and 48 months:

No. of Stars	Number of Premises (1/4/07)	%	Number of Premises (1/4/08)	%	Number of Premises (1/4/09)	%	Number of Premises (1/4/10)	%	Number of Premises (1/4/11)	%
5	24/759	3%	85/762	11.1%	163/721	22.6%	237/709	33.4%	289/718	40.2%
4	155/759	20%	217/762	28.5%	233/721	32.3%	205/709	28.9%	200/718	27.9%
3	226/759	30%	294/762	38.6%	237/721	32.9%	195/709	27.5%	152/718	21.2%
2	262/759	35%	137/762	18.0%	65/721	9%	60/709	8.5%	62/718	8.6%
1	60/759	8%	26/762	3.4%	17/721	2.4%	12/709	1.7%	13/718	1.8%
0	32/759	4%	3/762	0.4%	6/721	0.8%	0/709	0%	2/718	0.3%

Whilst the number of premises awarded 3 stars and above is similar to the previous year (89.3% compared to 89.8% in 2009 -10) it is pleasing to note that there has been a significant increase in the proportion of 5 star ratings (a 6.8% increase from 2009 -10).

The service is committed to focussing its resources on carrying out interventions at those businesses which are deemed not to be 'broadly compliant' and has written to businesses that have been awarded 2 stars or less offering advice and support. Where necessary enforcement action will be taken to secure compliance.

In November 2010, The Food Standards Agency launched a national Food Hygiene Rating Scheme (FHRS) however in spite of incentives being offered there were very few early adopters of the scheme (only 29 local authority partners had signed up meaning that the results of only 15,013 of the 406,398 inspected food premises in the UK were being displayed).

At the same time 124 councils (including Hartlepool) were displaying ratings for 149,067 outlets on the rival commercial website www.scoresonthedoors.co.uk In addition rather than adopting the FHRS scheme a further 17 London boroughs had opted to keep their own website. Both use a five-star rating system, which the FSA has dropped claiming it is misunderstood by the public.

By 16 May, 90 councils in England had signed up to the FHRS (only three of which are in the North East or London), this compares with 126 councils on the Scores on the Doors rating system. An additional 34 councils were also running their own scheme independently.

One of the main reasons cited as to why councils have chosen not to migrate to the FHRs scheme is that under the FHRs system, food premises will receive a higher rating than they did under the old system. This could mean that some places given three stars will receive a rating of four under the new system without improving their performance.

Also under the new FHRs system there is a requirement to offer re-inspection for free, which has a manpower implication. There have also been concerns raised about the lack of public awareness of the FHRs scheme and the opinion that the website is not as user friendly as the Scores on the Doors website which has been running for several years.

Despite numerous discussions having taken place between the FSA and representatives of the Scores On the Doors User Group no agreement has been reached. The FSA is currently undertaking a review of how food safety regulations are enforced in the UK and has announced that it is currently pursuing a programme of work to introduce legislation which will require local authorities to adopt the FHRs scheme.

Whilst we support the idea of a national scheme, as our current scheme is working very successfully and there would be resource implications to change, we have no plans to migrate to the FHRs at this time.

6.2.8 Complaints

During the year the service dealt with 8 complaints relating to the condition of food premises and/or food handling practice. In addition, 7 complaints were received regarding unfit or out of condition food or extraneous matter and 5 complaints concerning the composition or labelling of food items. One complaint was received regarding animal feeding stuffs.

Investigations into the above were undertaken within our target of 2 working days.

6.2.9 Food Poisoning

The service received 148 notifications of food borne illness during the year, this figure was significantly higher than the previous year (100 notifications were received during 2010/11). The majority (123) of these notifications related to cases of *Campylobacter*; all of which appeared to be sporadic (isolated) cases. *Campylobacter* is the most common bacterial cause of food poisoning in England and Wales. National data shows that while the incidence of *Salmonella* infections has steadily declined since the late 1990s those caused by *Campylobacter* are showing an upward trend.

6.2.10 Food Safety Incidents

The Service received 51 food alerts, product withdrawal and recall notices from the Food Standards Agency during the year. All food alerts requiring action were dealt with expeditiously. No food incidents were identified by the Authority that required notification to the Food Standards Agency.

6.2.11 Enforcement

During 2010/11 no Hygiene Emergency Prohibition Notices were served on businesses however an offer of a voluntary closure was accepted and officers worked with the business to ensure that food safety was not compromised.

A total of 6 Hygiene Improvement Notices were served; these were issued in respect of two businesses to ensure compliance with food safety legislation. No prosecutions or Simple Cautions were undertaken.

6.2.12 Improvement Proposals/Challenges 2010/11

The following areas for improvement/challenges were identified in the 2010/11 Food Service Plan.

1. We aim to visit all established food businesses which may be affected by the Tall Ships event beforehand to offer advice. We also aim to inspect all food vendors trading as part of the Tall Ships Event and Headland Carnival.
2. Resources challenging. The section lost 3 posts due to budget pressures during 2008/09. Although none of these posts directly enforced food legislation their workload has had to be distributed to the remaining workforce. Allocating targets for 2010/11 with existing resources will be extremely challenging with the additional workload associated with the Tall Ships Event.

In total officers carried out advisory visits to nearly 100 existing traders prior to the Tall Ships Event and a further 112 inspections and 16 revisits during it, with a further 20 inspections being undertaken at the Headland Carnival, which was taking place at the same time. This work placed a significant demand on resources.

3. Review the Food Enforcement Policy and produce a summary.

The Food Enforcement Policy was revised and has been incorporated into the Public Protection Enforcement Policy, which is scheduled to be approved by the Adult & Public Health Services Portfolio Holder in June 2011.

7. Key Areas for Improvement & Challenges 2011/12

In addition to committing the service to specific operational activities such as performance of the inspection programme, the service planning process assists in highlighting areas where improvement is desirable. Detailed below are specifically identified key areas for improvement that are to be progressed during 2011/12.

1. Resources remain challenging. The Public Protection section lost 21% of its overall budget in 2010/11 as part of a Service Delivery Option review and efficiency savings and the service is anticipating further cuts (expected to be in the region of 10%) during 2011/12.

Although so far we have not lost any additional posts which directly enforce food legislation due to the implications of previous losses of posts within the section we are having to distribute the workload amongst the remaining workforce to ensure that we make best use of our resources. We anticipate further pressures on the budget in subsequent years.

Whilst officers attained the 100% target to complete all food hygiene inspections it was not possible to complete all planned food standards and feeding stuffs inspections. The outstanding inspections will be added to the inspection programme for 2011/12.

2. We will review and update our premises database to ensure it is accurate and reliable so that we can target our resources effectively.

CABINET REPORT

18th July 2011



Report of: Assistant Chief Executive

Subject: REVIEW OF COMMUNITY INVOLVEMENT AND ENGAGEMENT (INCLUDING LSP REVIEW)

SUMMARY

1. PURPOSE OF REPORT

The purpose of this report is for Cabinet to agree the future approach of the Local Authority to community and stakeholder involvement and engagement and the Local Strategic Partnership, including theme partnerships.

2. SUMMARY OF CONTENTS

This report sets out a series of proposals which, if agreed, would change the Council's approach to community engagement and involvement including through the Local Strategic Partnership. It includes proposals for the development of a Strategic Partners Group and Face the Public events as well as changes to the current arrangements for theme groups, Neighbourhood Consultative Forums, Neighbourhood Action Plans (NAPs) and resident representation. The report also includes proposals to end a number of current arrangements.

Cabinet is requested to consider the views received from Council Working Group and partners when deciding on the range of proposals put forward. Cabinet is being asked to make a number of decisions where the implication of the introduction of statutory Health and Wellbeing Boards is currently uncertain. Therefore whilst further statutory guidance is awaited on the implementation of Health and Wellbeing Boards Cabinet are requested to make a number of 'in principle' decisions. A further report will be brought to Cabinet once the statutory guidance has been issued and those decisions, if unaffected, will be implemented. If the 'in principle' decisions are affected then Cabinet will be asked to consider alternative proposals which reflect the new position.

3. RELEVANCE TO CABINET

The report outlines proposals which will affect how the council engages and involves stakeholders across the Borough.

4. TYPE OF DECISION

Key Decision (test ii applies). Forward Plan reference number CE43/11

5. DECISION MAKING ROUTE

Cabinet 6th June 2011
Cabinet 4th July 2011
Cabinet 18th July 2011

Some elements may require Council agreement for changes to the Constitution and therefore they will form part of the decision making route.

6. DECISIONS REQUIRED

Cabinet is requested to:

- (i) agree the future approach of the Local Authority to community and stakeholder involvement and engagement and the Local Strategic Partnership, including theme partnerships from the proposed options identified in section 5 of this report. Some decisions will be 'in principle' until statutory guidance is issued on the implementation of Health and Wellbeing Boards;
- (ii) note that a further report will be brought to Cabinet on the implications of the Health and Wellbeing Board arrangements on the 'in principle' decisions once statutory guidance has been issued.

Report of: Assistant Chief Executive

Subject: REVIEW OF COMMUNITY INVOLVEMENT AND ENGAGEMENT (INCLUDING LSP REVIEW)

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is for Cabinet to agree the future approach of the Local Authority to community and stakeholder involvement and engagement and the Local Strategic Partnership, including theme partnerships.

2. BACKGROUND

- 2.1 A review of how the Council interacts and engages with local residents and stakeholders was initiated by Cabinet following the agreement of the budget for 2011/12. The review has considered:
- the structure of the Local Strategic Partnership (the Hartlepool Partnership Board and theme partnerships);
 - how the Council engages with residents;
 - the consultation and user groups that the Council works with including diverse communities;
 - how the Council engages with the Voluntary & Community Sector (VCS) and promotes the principles of the Compact;
 - the Neighbourhood Consultative Forums (NCFs), Police & Community Safety Liaison Forums and Parish Liaison Meetings;
 - and the Council's approach to tackling disadvantage through Neighbourhood Action Plans (NAPs).
- 2.2 The review was undertaken within the context of:
- significantly reduced public sector resources which has resulted locally in the end of dedicated support for the Children's Trust, reduced capacity in the Community Regeneration function and reduced capacity for partnership support elsewhere in the Local Authority including the Performance & Partnerships Team;
 - changes in the national picture including the development of the Big Society, the Social Mobility Strategy and other national policy directions;
 - the introduction of the Localism Bill, Police Reform and Social Responsibility Bill and the Health & Social Care Bill;
 - changes in statutory requirements with the statutory duty to have a Children's Trust being removed and a new statutory duty to have a Health & Wellbeing Board being introduced;
 - the introduction of directly elected Police & Crime Commissioners;

- the proposed changes to ward boundaries from 2012.
- 2.3 The aim of the review was to ensure that Hartlepool had arrangements in place which both maintained a focus on developing the strategic policy direction for the Borough and provided appropriate opportunities for stakeholders including residents and the community, voluntary and business sectors to influence policy development and how services are delivered. The review also considered how the scarce resources, specifically related to the reduction in resources as part of the 2011/12 budget process and likely future reductions, that are available are used in ways which will add the most value.
- 2.4 The Review has been led by the Assistant Chief Executive, the Assistant Director for Neighbourhood Services and the LSP Manager with support from the Assistant Directors for Adult Social Care, Public Health & Wellbeing, Community Services, Regeneration & Planning and others.
- 2.5 During the Review discussions have taken place with:
- Cabinet members through a number of different meetings;
 - Assistant Directors with responsibility for current theme partnerships;
 - Ward Councillors and Resident Representatives through a Neighbourhood Consultative Forum workshop (11th May 2011);
 - Neighbourhood Managers and Community Regeneration staff;
 - Partner organisations across the public sector through the Hartlepool Partnership Board (11th March and 18th May 2011) and individual meetings;
 - Hartlepool Community Network (3rd May 2011).
- 2.6 Cabinet considered the proposals on 6th June 2011 (as set out in **Appendix A** and **Appendices A1-A8**) and decided to submit the proposals to a meeting of the Council Working Group so that their views could be sought and reported back to Cabinet in 4 weeks time.
- 2.7 On 7th July 2011 a report outlining the views of Council Working Group (as outlined in section 3 of this report) and partners (as outlined in section 4 of this report) was considered by Cabinet. To enable Cabinet to consider the views received from Council Working Group and partners they agreed to defer taking decisions on the future arrangements until their next meeting on 18th July 2011. A query was raised on the accuracy of section 3.5 of the report and as agreed this has been amended as set out in section 3.5 of this report.
- 2.8 Following the meeting on 7th July 2011 Cabinet were also informed that the Government had responded to the NHS Future Forum report. The Government's response sets out that as the Health and Wellbeing Board "discharges executive functions of local authorities" it should operate as equivalent executive bodies do in local government. However, it is currently unclear exactly what this means.
- 2.9 This report sets out a number of decisions for Cabinet to take around the future approach of the Local Authority to community and stakeholder

involvement and engagement and the Local Strategic Partnership, including theme partnerships. These decisions include the proposals received from Council Working Group and partners. Also, in light of the uncertainty around the implications of the implementation of the Health and Wellbeing Board a number of these decisions will need to be taken 'in principle'. It is however important that a number of the decisions highlighted in this report are taken and potentially enacted due to the implications on resources and to ensure they can be practically implemented in a reasonable timeframe. A further report will be brought to Cabinet once the statutory guidance has been issued and those 'in principle' decisions, if unaffected, will be implemented. If the 'in principle' decisions are affected then Cabinet will be asked to consider alternative proposals which reflect the new position.

3. RESPONSE FROM THE COUNCIL WORKING GROUP

- 3.1 At their meeting on the 20th June the Council Working Group considered the proposals outlined in the Cabinet report dated 6th June 2011. Following lengthy discussion the following was agreed to be put forward to Cabinet for consideration when making their decision.
- 3.2 It was felt that the role of Resident Representative was no longer needed and that this should be disbanded and not replaced by the proposed 'Neighbourhood Voice' role.
- 3.3 It was considered too early to make a decision on refocusing Neighbourhood Action Plans (NAPs) on the 5% most disadvantaged and that this should be done once the new wards were introduced and the deprivation of the new wards was understood.
- 3.4 It was proposed that the Minor Works budget should be used to provide individual budgets to Ward Councillors. NB This option will be considered within the proposals for the future use of the minor works budget that will be brought to a future Cabinet meeting for consideration and agreement as set out in section 7.5 of appendix A.
- 3.5 It was identified that there should be a reduction to 2 Neighbourhood Forums and that these should have ward councillors in the positions of Chair and Vice Chair. In addition, to replace the role of the Community Network, it was proposed that there should be 2 groups, one for the North of the Borough and one for the South, which would bring together representatives from constituted local groups e.g. resident's associations and Voluntary & Community Sector groups. The organisation and operation of these groups would be undertaken by the Voluntary & Community Sector (VCS) and it was noted that small budgets may need to be provided to support these groups.
- 3.6 It was proposed that the Chairs & Vice Chairs of the 2 Forums along with 4 elected community representatives from each of the North and South groups should be included on the Strategic Partners Group alongside 12 strategic partner representatives (which would include a representative of Hartlepool

Borough Council). This would see a membership of 24. This proposal is set out in the options in section 5.3 of this report and appendix B.

- 3.7 It was also suggested that if theme groups required community representation then this could also be nominated through the North and South groups proposed in section 3.5 above.

4. RESPONSE FROM PARTNERS

- 4.1 Following Cabinet on 6th June a copy of the report outlining the proposals were circulated to partners involved in the LSP Board, its theme groups and current Resident Representatives. A number of comments were received for Cabinet to consider when making their decision.
- 4.2 There was concern from Parish Councillors that they were being marginalised in the proposed structure and they felt that there was a need to improve communication between the Local Authority and the Town and Parish Councils. It was recognised that regular contact with Neighbourhood Managers would be maintained but it was suggested that communication beyond the ward level could be improved through regular meetings between the Mayor and the Chairs of the Parish Councils. It was also identified that if the Town & Parish Council representation on the LSP was lost then contact with Parish Councils at a true decision making level was essential particularly if the Localism Bill delivers greater control down to the local level. It was felt that Parish Councils must be involved when the Borough develops strategic vision and directions that may affect their communities and therefore that they needed to be represented on the Strategic Partners Group.
- 4.3 Some felt that the 'Neighbourhood Voice' role would be impossible and that 1 per ward would not be able to be representative of the new, much larger wards.
- 4.4 It was recognised that the 'Face the Public' events will need to be managed so that they do not become unwieldy and try to cover more than is possible. It was noted that the papers for those attending may become greater tomes than those for Board meetings. There was also recognition that holding these during the day may exclude those who work from attending.
- 4.5 There was concern from the Tees Valley Rural Community Council that adequate consultation had not been undertaken prior to the proposals being developed.
- 4.6 Cleveland Fire Brigade broadly supported the proposals but outlined that they would support the proposal to establish Neighbourhood Issues Forums over the devolvement to ward surgeries as this would allow stakeholders to more effectively identify and address issues that transcend individual ward boundaries and ensure that resources are directed towards issues and areas of greatest concern and impact. They also preferred option 1 for the

membership of the Strategic Partners Group as the other options would exclude some key sectors such as housing and education presenting the risk of the Group failing to have the wider picture when considering key issues and solutions.

- 4.7 The response from the North Tees & Hartlepool NHS Foundation Trust identified that they were very supportive of the changes that had been proposed to streamline arrangements in Hartlepool and that they commended the radical thinking as well as the pragmatism and willingness to challenge the status quo. However, they were disappointed that they would not be part of the Strategic Partners Group if the suggested option 2 was agreed. They identified that option 2 misses significant partners, supporters, stakeholders and contributors to its detriment, that the sectors that are not directly represented are crucial, that it cannot be assumed that one health person speaks on behalf of or is knowledgeable about all and that whilst smaller numbers are easier to manage in a meeting situation this is a potentially weak excuse for excluding people who can add quality, expertise and flavour to the discussions. They asked that their membership of the Strategic Partners Group be reconsidered as they are a major employer in Hartlepool and their activities are therefore of great significance, they are working to deliver the development of a new hospital and they have made the effort to engage with the LSP and the Local Authority, in many cases more so than some others on the list.
- 4.8 The ending of the Culture, Leisure & Community Learning and Environment Partnerships caused some concern and clarity about how these themes would be considered in the future was requested.
- 4.9 It has been suggested that to ensure that environmental issues are not forgotten that a representative of the environment sector be included on the Strategic Partners Group and that this individual could be nominated by the Environment Partnership prior to it being disbanded and potentially rotate over a period of time. This individual could convene task and finish groups of relevant environmental partners if a particular issue needs considering in more detail e.g. the group formed to produce a statement on the environmental implications of the development of a new nuclear power station.
- 4.10 Sport England identified concern about how the contribution of sport and culture would be advocated in the new structure. They recognised that sport and culture had demonstrated that they can make a significant contribution to the health and wellbeing of local people and that it was important that they were adequately represented in the preparation of the Joint Strategic Needs Assessment.

5. OPTIONS BASED ON RESPONSES RECEIVED – FOR DECISION

- 5.1 The following section summarises the options available to Cabinet based on the proposals that were put forward for Cabinet to agree in the report

received on 6th June 2011 and the comments received from the Council Working Group and partners. At Cabinet on 7th July 2011 members requested a clear summary of the options they had to choose from when making their decisions. Unfortunately the deadline for this report immediately followed that Cabinet meeting therefore the requested summary, which will form appendix C of this report, will be circulated separately in advance of the meeting on the 18th July 2011. As noted earlier a number of these decisions will need to be made ‘in principle’ as they may be subject to change following the issue of statutory guidance on Health and Wellbeing Boards.

5.2 **Decision I. Cabinet is requested to agree ‘in principle’:**

- Either, the proposed structure for community and stakeholder involvement and engagement as set out in appendix A1. (Original proposal).
- Or, the amended structure as set out in appendix B. Agreement of this structure will be subject to the option that Cabinet chooses for decisions II., VII. and XI. (Council Working Group proposal).

5.3 **Decision II. Cabinet is requested to agree ‘in principle’:**

- Either, the development of a Strategic Partners Group as outlined in section 4 of appendix A and its membership from the options outlined in appendix A3. (Original proposal).
- Or, the development of a Strategic Partners Groups with 12 strategic partner representatives including Hartlepool Borough Council (other partners have not been specified) and the 2 Forum Chairs and Vice Chairs and 4 Community Representatives from each of the 2 area groups proposed. This would total a membership of 24. (Council Working Group proposal).

In addition Cabinet is requested to consider whether the membership of the Strategic Partners Group should also include:

- a representative of the Town & Parish Councils. (Parish Council proposal).
- a representative of the North Tees & Hartlepool & NHS Trust, if membership option 1 is not chosen. (North Tees & Hartlepool NHS Trust proposal).
- a representative of the environment sector and whether this should be elected from the current environment partnership before its proposed dissolution. (Environment partners proposal).

5.4 **Decision III. Cabinet is requested to agree the development of Face the Public events as outlined in section 5 of appendix A and appendix A4. (Original proposal).**

5.5 **Decision IV. Cabinet is requested to agree the merging of the Economic Forum and Skills Partnerships.** (Original proposal).

5.6 **Decision V. Cabinet is requested to agree the end of the Culture, Leisure & Community Learning and Environment theme partnerships** (Original proposal)

5.7 **Decision VI. Cabinet is requested to agree:**

- Either, that community representation be included within the membership of the theme groups as set out in paragraphs 6.7 and 6.8 of appendix A. (Original proposal).
- Or, if Cabinet agrees to the introduction of the 2 area groups, disbands the role of Resident Representative and chooses not to introduce the role of 'Neighbourhood Voice', that community representation be included within the membership of the theme groups and be elected as per the COMPACT Code of Practice with 1 Community Representative from each area group. (Council Working Group proposal).

NB. The mechanism for community representation on the Health & Wellbeing Board will be set out in statutory guidance. Early indications are that this will be through the local Health Watch (Hartlepool LINKs).

5.8 **Decision VII. Cabinet is requested to agree:**

- Either, an approach to neighbourhood issues from the options set out in appendix A6 which will be implemented from April 2012. (Original proposal).
- Or, agree to reduce to 2 Neighbourhood Forums and the introduction of 2 groups which would cover the north and south areas of the Borough and would include representatives of constituted local groups. The 2 groups would be managed by a local Voluntary & Community Sector (VCS) Group. (Council Working Group proposal).

5.9 **Decision VIII. Cabinet is requested to agree the reduction of Neighbourhood Consultative Forum meetings to quarterly during 2011/12.** (Original proposal).

5.10 **Decision IX. Cabinet is requested agree to end the Police & Community Safety Liaison Forums and Parish Liaison Meetings.** (Original proposal).

Cabinet is also requested to consider the introduction of regular meetings between the Mayor and the Chairs of the Parish Councils. (Parish Council proposal).

5.11 **Decision X. Cabinet is requested to disband the role of Resident Representative from April 2012.** (Original proposal).

5.12 **Decision XI. Cabinet is requested to:**

- Either, introduce the role of 'Neighbourhood Voice' from May 2012 as set out in paragraph 8.1 of appendix A and appendix A7. (Original proposal).
- Or, if Cabinet agrees to the introduction of the 2 area groups and the development of Community Representatives elected by those groups, not to introduce the role of 'Neighbourhood Voice'. (Council Working Group proposal).

5.13 **Decision XII. Cabinet is requested to**

- Either, re-focus Neighbourhood Action Plans (NAPs) on the 5% most disadvantaged neighbourhoods in Hartlepool. (Original proposal).
- Or, agree to hold off on this decision until the new wards are implemented. (Council Working Group proposal).

If Cabinet chooses to hold off on this decision then they are requested to consider instructing the NAP Officer Group to prepare a paper on the future options for NAP delivery including potential boundary revisions for Cabinet to consider.

5.14 **Decision XIII. Cabinet is requested to agree the implementation timetable as set out in appendix A8.** (Original proposal).

In light of the decisions taken a new implementation timetable will need to be developed and which will look to implement the appropriate recommendations. This will be developed with due consideration to those decisions identified as 'in principle' and those actions that may require review at a later stage will not be implemented until confirmed.

6. RECOMMENDATIONS

6.1 Cabinet is requested to:

- (iii) agree the future approach of the Local Authority to community and stakeholder involvement and engagement and the Local Strategic Partnership, including theme partnerships from the proposed options identified in section 5 of this report. Some decisions will be 'in principle' until statutory guidance is issued on the implementation of Health and Wellbeing Boards;
- (iv) note that a further report will be brought to Cabinet on the implications of the Health and Wellbeing Board arrangements on

the ‘in principle’ decisions once statutory guidance has been issued.

7. REASONS FOR RECOMMENDATIONS

- 7.1 The recommendations have been prepared following a review of how the Council interacts and engages with local residents and stakeholders. They take account of the current financial position of the authority and changes in national policy that the Local Authority needs to take account of in its arrangements.

8. SUMMARY OF CONSTITUTION CHANGES

- 8.1 If cabinet agree the proposals set out in this report there will need to be a number of changes to the constitution. This will include references to:
- Neighbourhood Consultative Forums
 - Resident Representatives (co-opted resident members)
 - Parish Liaison
 - Police & Community Safety Forums
 - The Hartlepool Partnership

9. BACKGROUND PAPERS

- Item 5.1 from Cabinet on 6th June 2011 (attached as Appendix A and A1-A8).
- Minutes from Cabinet on 6th June 2011.
- Item 5.1 from Cabinet on 7th July 2011.
- Minutes from Cabinet on 7th July 2011.

10. CONTACT OFFICERS

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CABINET REPORT

6th June 2011



Report of: Assistant Chief Executive

Subject: REVIEW OF COMMUNITY INVOLVEMENT AND ENGAGEMENT (INCLUDING LSP REVIEW)

SUMMARY

1. PURPOSE OF REPORT

The purpose of this report is to seek agreement on the future approach of the Local Authority to community and stakeholder involvement and engagement and the Local Strategic Partnership, including theme partnerships.

2. SUMMARY OF CONTENTS

This report sets out a series of proposals which, if agreed, will change the Council's approach to community engagement and involvement including through the Local Strategic Partnership. It includes proposals for the development of a Strategic Partners Group and Face the Public events as well as changes to the current arrangements for theme groups, Neighbourhood Consultative Forums, Neighbourhood Action Plans (NAPs) and resident representation. The report also includes proposals to end a number of current arrangements. Cabinet is requested to consider and agree the proposals put forward and for two of the proposals decide from a range of options.

3. RELEVANCE TO CABINET

The report outlines proposals which will affect how the council engages and involves stakeholders across the Borough.

4. TYPE OF DECISION

Key Decision (test ii applies). Forward Plan reference Number CE 43/11.

5. DECISION MAKING ROUTE

Cabinet 6th June 2011
Hartlepool Partnership 8th July 2011

Some elements may require Council agreement for changes to the Constitution and therefore they will form part of the decision making route.

6. DECISIONS REQUIRED

Cabinet is requested to agree:

- I. the proposed structure for community and stakeholder involvement and engagement as set out in **appendix 1**;
- II. the development of a Strategic Partners Group as outlined in section 4 of the report and its membership from the options outlined in **appendix 3**;
- III. the development of Face the Public events as outlined in section 5 of the report and **appendix 4**;
- IV. the merging of the Economic Forum and Skills Partnerships;
- V. the end of the Culture, Leisure & Community Learning and Environment theme partnerships;
- VI. that community representation be included within the membership of the theme groups as set out in paragraphs 6.7 and 6.8 of the report;
- VII. an approach to neighbourhood issues from the options set out in **appendix 6** which will be implemented from April 2012;
- VIII. the reduction of Neighbourhood Consultative Forum meetings to quarterly during 2011/12;
- IX. to end the Police & Community Safety Liaison Forums and Parish Liaison Meetings;
- X. to disband the role of Resident Representative from April 2012;
- XI. to introduce the role of 'Neighbourhood Voice from May 2012 as set out in paragraph 8.1 and **appendix 7**;
- XII. to re-focus Neighbourhood Action Plans (NAPs) on the 5% most disadvantaged neighbourhoods in Hartlepool;
- XIII. the implementation timetable as set out in **appendix 8**.

Report of: Assistant Chief Executive

Subject: REVIEW OF COMMUNITY INVOLVEMENT AND ENGAGEMENT (INCLUDING LSP REVIEW)

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to seek agreement on the future approach of the Local Authority to community and stakeholder involvement and engagement and the Local Strategic Partnership, including theme partnerships.

2. BACKGROUND

- 2.1 A review of how the Council interacts and engages with local residents and stakeholders was initiated by Cabinet following the agreement of the budget for 2011/12. The review has considered:

- the structure of the Local Strategic Partnership (the Hartlepool Partnership Board and theme partnerships);
- how the Council engages with residents;
- the consultation and user groups that the Council works with including diverse communities;
- how the Council engages with the Voluntary & Community Sector (VCS) and promotes the principles of the Compact;
- the Neighbourhood Consultative Forums (NCFs), Police & Community Safety Liaison Forums and Parish Liaison Meetings;
- and the Council's approach to tackling disadvantage through Neighbourhood Action Plans (NAPs).

- 2.2 The review was undertaken within the context of:

- significantly reduced public sector resources which has resulted locally in the end of dedicated support for the Children's Trust, reduced capacity in the Community Regeneration function and reduced capacity for partnership support elsewhere in the Local Authority including the Performance & Partnerships Team;
- changes in the national picture including the development of the Big Society, the Social Mobility Strategy and other national policy directions;
- the introduction of the Localism Bill, Police Reform and Social Responsibility Bill and the Health & Social Care Bill;
- changes in statutory requirements with the statutory duty to have a Children's Trust being removed and a new statutory duty to have a Health & Wellbeing Board being introduced;

- the introduction of directly elected Police & Crime Commissioners;
 - the proposed changes to ward boundaries from 2012.
- 2.3 The aim of the review is to ensure that Hartlepool has arrangements in place which both maintain a focus on developing the strategic policy direction for the Borough and provide appropriate opportunities for stakeholders including residents and the community, voluntary and business sectors to influence policy development and how services are delivered. The review has also considered how the scarce resources, specifically related to the reduction in resources as part of the 2011/12 budget process and likely future reductions, that are available are used in ways which will add the most value.
- 2.4 The Review has been led by the Assistant Chief Executive, the Assistant Director for Neighbourhood Services and the LSP Manager with support from the Assistant Directors for Adult Social Care, Public Health & Wellbeing, Community Services, Regeneration & Planning and others.
- 2.5 During the Review discussions have taken place with:
- Cabinet members through a number of different meetings;
 - Assistant Directors with responsibility for current theme partnerships;
 - Ward Councillors and Resident Representatives through a Neighbourhood Consultative Forum workshop (11th May 2011);
 - Neighbourhood Managers and Community Regeneration staff;
 - Partner organisations across the public sector through the Hartlepool Partnership Board (11th March and 18th May 2011) and individual meetings;
 - Hartlepool Community Network (3rd May 2011).
- 2.6 Following informal discussions with officers from other Local Authorities it is apparent that many of them are undertaking similar reviews.

3. SUMMARY OF PROPOSAL

- 3.1 Following the Review discussions a new structure has been developed as set out in appendix 1. This is not merely a minor review of the functional elements which comprise the arrangements we have in place. Cabinet requested a fundamental review and this has been undertaken to put in place appropriate arrangements. Also included in **appendix 2** is a summary of what is proposed to be changed, disbanded and amended. Whilst these proposals are focussed around meetings and traditional arrangements we are looking at how we can use social media to maximise the effectiveness of this new approach in line with recent Cabinet discussions.
- 3.2 The proposed structure includes the following:
- Strategic Partners Group;
 - Face the Public Events;
 - Safer Hartlepool Partnership (statutory);
 - Health & Wellbeing Board (statutory);

- Theme Partnership covering the Jobs & the Economy and Lifelong Learning & Skills themes;
- Housing Partnership;
- Neighbourhood Issues;
- Neighbourhood Voices;
- Neighbourhood Action Plans for neighbourhoods with areas in the 5% most disadvantaged nationally.

- 3.3 It also recognises the important roles that Ward Councillors, Consultation Groups, Special Interest Groups, residents and the Voluntary and Community Sector (VCS) have to play and identifies how they can play their part.
- 3.4 Alongside the structure proposed the internal review of consultation arrangements supported by the Local Authority has led to a more streamlined approach with fewer groups that can be more easily monitored by the Corporate Consultation Group and Departmental Management Teams.
- 3.5 The following sections of this report will go through each part of the structure in turn and set out proposals for Cabinet to consider and agree.

4. STRATEGIC PARTNERS GROUP

- 4.1 Through the Review it has been identified that in order to drive forward improvement in Hartlepool there is a need to work in partnership across the public sector and with the business and voluntary and community sectors. The development of a clear strategic vision and direction will underpin this drive and that is the purpose of the Strategic Partners Group. The proposal recognises that this Group needs to be small and strategically focussed bringing together the key public sector agencies along with representation from the Voluntary and Community Sector (VCS) and the Chairs of the theme groups. The Strategic Partners Group will be responsible for coordinating the strategic direction for the Borough by working alongside the Council to develop agreed priorities (at present this is the Community Strategy and Neighbourhood Renewal Strategy).
- 4.2 It is proposed that the Strategic Partners Group will meet 4 times per year, a reduction on the LSP Board which currently meets up to 8 times a year. It is also proposed that the Group will be Chaired by the Mayor and the Chairs of the theme groups will be Vice Chairs. Partners will agree their own representatives but these individuals should be Chairs, Lead Members or senior representatives of their organisation. Named substitutes will be accepted but it is proposed that these must be of a suitably senior level if the Group is to achieve its key objectives of coordinating at a strategic level and driving forward the agreed priorities within individual partner organisations.
- 4.3 The Strategic Partners Group will not be a decision-making body as individual partners will remain responsible and accountable for decisions on

their services and the use of their resources. It is recognised that each partner will have a different mechanism for their own decision making and therefore it is understood that partners will retain their statutory responsibility and the lines of accountability will remain with them.

- 4.4 Appendix 3 sets out options for the membership of the Strategic Partners Group. Cabinet are requested to consider the options and agree the Hartlepool Borough Council representation from options a, b or c and the Group membership from options 1, 2 or 3. The recommendations from CMT are
- Option c with the Mayor & 2 HBC representatives chosen by the Mayor and the Chief Executive.
 - Option 2

5. FACE THE PUBLIC EVENTS

- 5.1 Face the Public Events are proposed to provide the opportunity for Councillors, agreed resident representation, representatives of special interest groups, VCS organisations and the general public to engage with the Strategic Partners Group and theme groups. The events will be held 4 times per year and will enable attendees to feed in their priorities. The events will also provide the opportunity for consultation on key strategies and plans for the Borough. Each theme area will be discussed at least once per year at a Face the Public Event. It is proposed that the events will be chaired either by the Mayor as Chair of the Strategic Leaders Board or the Chair of the theme group that is the subject of the event in accordance with statutory requirements. A draft Terms of Reference for these events is included as **appendix 4**.

6. THEME GROUPS

- 6.1 The proposal includes 4 theme groups which is a reduction from the 9 theme partnerships that currently operate. This incorporates the 2 theme groups that are identified as a statutory requirement – the Safer Hartlepool Partnership and the Health & Wellbeing Board. The 2 other proposed theme groups identified will focus on the Jobs & Economy and Lifelong Learning & Skills (merging the current Economic Forum and Skills Partnership) and Housing themes. The Children's Partnership Board will be subsumed within the Health & Wellbeing Partnership structure. Through the review these themes were identified as key themes for the future improvement of Hartlepool and the delivery of the Community Strategy vision.
- 6.2 The proposal reflects the reduced capacity within the Local Authority and in partner organisations by merging some theme partnerships and by proposing the end of the Culture, Leisure & Community Learning and Environment Partnerships.

- 6.3 In addition the end of funding support for the Community Network will see the end of the theme partnership for Strengthening Communities. However, it is intended that the proposal put forward to Cabinet will continue engagement of the VCS and in turn maintain the links previously developed with key partner organisations.
- 6.4 The Health & Wellbeing Partnership discussed initial proposals for their new statutory Health & Wellbeing Board arrangements at their meeting on 6th April. It is intended that a shadow Health & Wellbeing Board will be in place by September although this will be subject to agreement by Cabinet and other partners and further guidance being issued following the Government pause on the planned health reforms.
- 6.5 Discussions with all of the current operational groups within the Children's Trust revealed that there is a need to retain a Children's Partnership in Hartlepool, albeit in a more streamlined form. The Children's Trust Board agreed with the views of the operational groups and at meeting of 12th January 2011 requested that an options paper be presented at the next meeting with a number of potential structures and suggestions regarding how this will fit into the new Health and Wellbeing Board. At the Children's Trust Board meeting on the 14th April 2011, the members opted to continue with a Board whilst deleting the Executive, Age Related Partnerships and Infrastructure Group. The Stakeholder Group will be retained and a number of themed groups established. Going forward the Board will be known as the Children's Partnership Board.
- 6.6 The Safer Hartlepool Partnership has agreed to focus on the most problematic families/households. A workshop on how this might work and the governance arrangements needed took place on 12th April. Since the workshop the governance arrangements have been developed and agreed by the Safer Hartlepool Partnership Executive and are included as **appendix 5** for information.
- 6.7 Through the Review the valuable contribution that community representatives bring to the work of theme groups has been identified. It is therefore proposed that each theme group include community representation through:
- a representative of the Voluntary and Community Sector (VCS) in Hartlepool elected as per the Compact Code of Practice on Representation;
 - a representative of residents elected from the proposed 'Neighbourhood Voices'.
- 6.8 The exception will be for the Health & Wellbeing Board as current guidance sets out a requirement for community representation to be provided through the local Health Watch (Hartlepool LINKs).

7. NEIGHBOURHOOD ISSUES

- 7.1 A key element of the Council's approach to community engagement and involvement has been the opportunity for residents and Councillors to raise neighbourhood issues. Three options have been prepared (appendix 6) for Cabinet to consider as replacement for the current Neighbourhood Consultative Forums (NCF), Police & Community Safety Liaison Forums and Parish Liaison meetings. Also included in appendix 6 is a summary of the discussion at the NCF consultation workshop.
- 7.2 Option 1 is to disband the current Forum approach and devolve this work to Councillors' ward surgeries which could be supported by Neighbourhood Managers and potentially have access to ward budgets. This option would further promote the role of Ward Councillors as community leaders and allow for the discussion of very local issues. Work will also be undertaken to promote the alternative methods that the public can use to raise concerns and issues for example through the Contact Centre and council website. In addition the proposed Face the Public Events will provide an opportunity for Councillors and residents to be involved in consultation on key strategies and plans for the Borough and to discuss neighbourhood issues.
- 7.3 Options 2 and 3 are to redesign the NCF into to either one borough-wide or two Neighbourhood Issues Forums. NCFs are valued by many members as they provide an opportunity for Ward Councillors to engage with residents from their area and work with others to improve services. In order to retain that element of the current approach it is proposed that 1 Borough-wide or 2 Neighbourhood Issues Forum chaired by a back-bench councillor and held quarterly for Ward Councillors, those residents chosen to be 'Neighbourhood Voices' and the general public to discuss issues relating to their neighbourhoods. The intention is for Neighbourhood Issues Forums to provide an opportunity for Ward Councillors to work with residents to identify issues in their areas and work together to resolve them. There is potential for the budgets to be devolved to these new Forums to help facilitate improvements.
- 7.4 It is proposed that the agreed changes will come into affect from April 2012 but that in the interim period Neighbourhood Consultative Forums reduce to quarterly meetings rather than every 8 weeks.
- 7.5 It is recognised that whichever option is agreed consideration will need to be given to the use of the minor works budget beyond March 2012. Once Cabinet has agreed an option for dealing with neighbourhood issues proposals on the minor works budget will be developed and brought to a future Cabinet meeting for consideration and agreement.

8. NEIGHBOURHOOD VOICES

- 8.1 It is proposed that from May 2012 the role of Resident Representative be disbanded and a new role of 'Neighbourhood Voice' be introduced. Based on

the new ward boundaries which will come into effect in May 2012 it is proposed that there will be 1 'Neighbourhood Voice' for each of the 11 wards. Individuals putting themselves forward for the role will need to be representative of a Resident's Association or a community group for example a local Mothers & Toddlers or Youth Group. These individuals will be part of the agreed arrangements for neighbourhood issues, Face the Public Events and Neighbourhood Action Plans (NAPs) where relevant. The proposed role is included as appendix 7.

9. NEIGHBOURHOOD ACTION PLANS

- 9.1 The Neighbourhood Renewal Strategy identifies 8 priority neighbourhoods based on the Index of Multiple Deprivation 2007. Of those neighbourhoods 7 are within the 10% most deprived overall and 1 is within the worst 10% for 2 of the factors that make up the IMD (Employment and Health, Deprivation and Disability). At present Neighbourhood Action Plans (NAPs) have been prepared for all 8 neighbourhoods and 10 NAP Forums have been established to drive them forward.
- 9.2 In light of significantly reduced resources it is recommended within this proposal that NAPs are re-focused onto the most highly disadvantaged neighbourhoods in Hartlepool i.e. those neighbourhoods that have areas that fall within the 5% most deprived nationally according to the IMD 2010. This proposal would reduce the number of NAPs by half.
- 9.3 As ward boundaries will be changing in 2012 the current NAP boundaries are being reviewed with the aim of reducing the number of NAPs that Ward Councillors have to attend (at present some wards include up to 3 NAPs). These revised boundaries, which will follow natural communities rather than arbitrary boundaries, will be presented to Cabinet for consideration in July 2011. For those areas no longer covered by NAPs it is proposed that evaluations of their progress in 2010/11 will be completed and a celebration event will be held before support for NAP Forums is removed in September 2011.

10. IMPLEMENTATION TIMETABLE

- 10.1 The proposals outlined in this report will be implemented over the 9 months following Cabinet's decision. The proposed implementation timetable is included as appendix 8.

11. RECOMMENDATIONS

- 11.1 Cabinet is requested to agree:
- I. the proposed structure for community and stakeholder involvement and engagement as set out in appendix 1;

- II. the development of a Strategic Partners Group as outlined in section 4 of the report and its membership from the options outlined in appendix 3;
- III. the development of Face the Public events as outlined in section 5 of the report and appendix 4;
- IV. the merging of the Economic Forum and Skills Partnerships;
- V. the end of the Culture, Leisure & Community Learning and Environment theme partnerships;
- VI. that community representation be included within the membership of the theme groups as set out in paragraphs 6.7 and 6.8 of the report;
- VII. an approach to neighbourhood issues from the options set out in appendix 6 which will be implemented from April 2012;
- VIII. the reduction of Neighbourhood Consultative Forum meetings to quarterly during 2011/12;
- IX. to end the Police & Community Safety Liaison Forums and Parish Liaison Meetings;
- X. to disband the role of Resident Representative from April 2012;
- XI. to introduce the role of 'Neighbourhood Voice from May 2012 as set out in paragraph 8.1 and appendix 7;
- XII. to re-focus Neighbourhood Action Plans (NAPs) on the 5% most disadvantaged neighbourhoods in Hartlepool;
- XIII. the implementation timetable as set out in appendix 8.

12. REASONS FOR RECOMMENDATIONS

- 12.1 The recommendations have been prepared following a review of how the Council interacts and engages with local residents and stakeholders. They take account of the current financial position of the authority and changes in national policy that the Local Authority needs to take account of in its arrangements.

13. SUMMARY OF CONSTITUTION CHANGES

- 13.1 If cabinet agree the proposals set out in this report there will need to be a number of changes to the constitution. This will include references to:
- Neighbourhood Consultative Forums
 - Resident Representatives (co-opted resident members)
 - Parish Liaison
 - Police & Community Safety Forums
 - The Hartlepool Partnership

14. BACKGROUND PAPERS

None identified

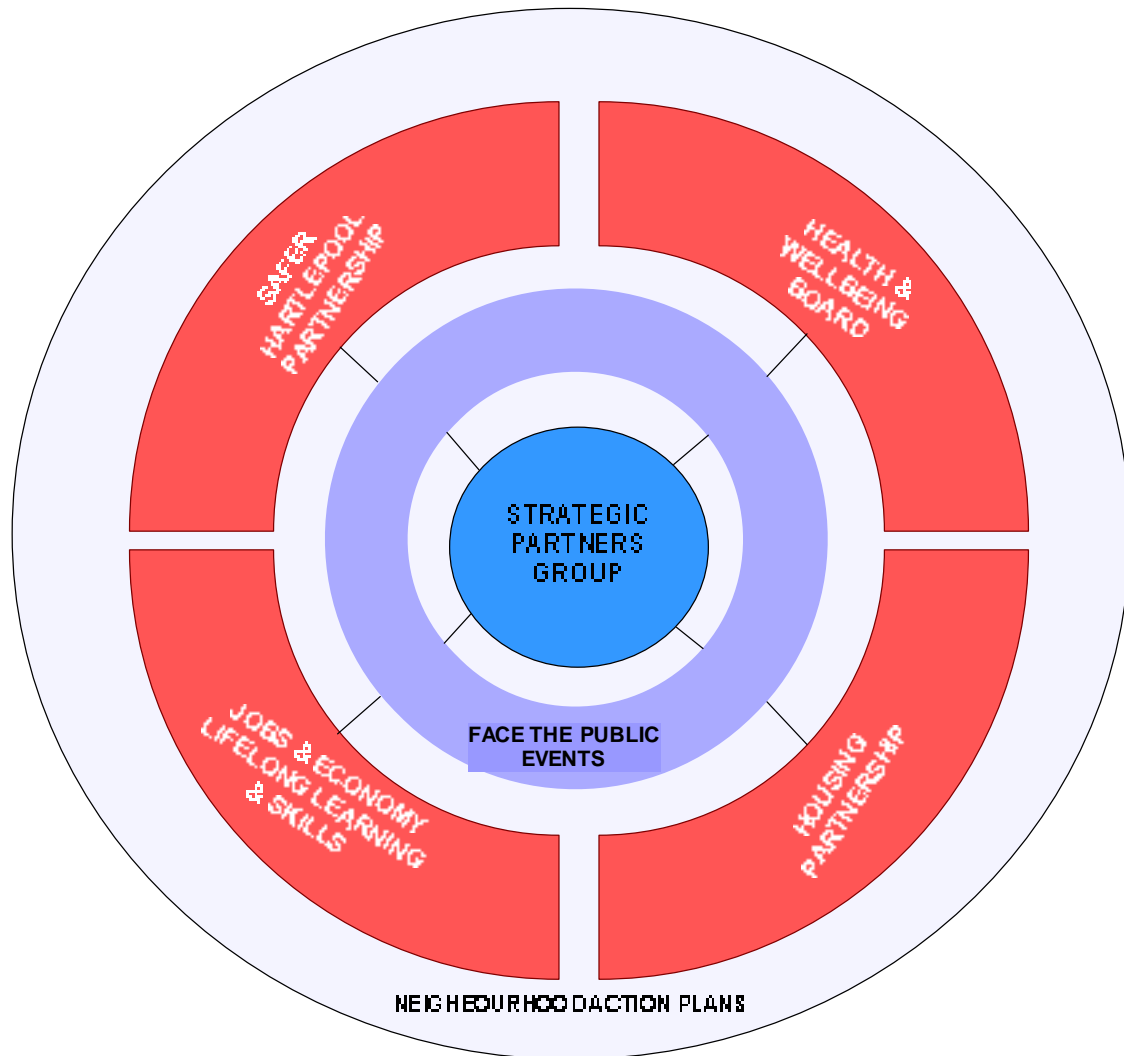
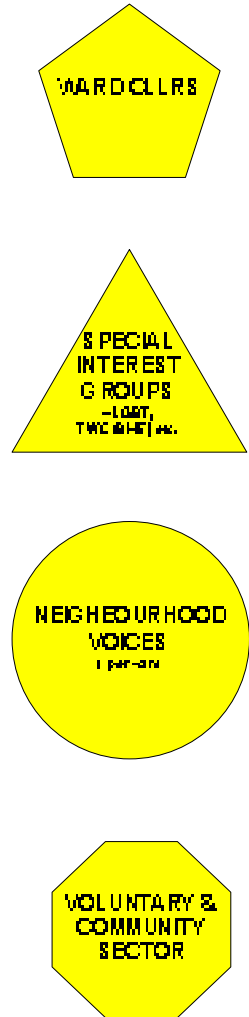
15. CONTACT OFFICERS

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5.1 APPENDIX 1

PROPOSED STRUCTURE



PROPOSED TO END / ALREADY ENDED

- NEIGHBOURHOOD CONSULTATIVE FORUMS (X)
- POLICE & COMMUNITY SAFETY FORUMS (X)
- PARISH LIAISON MEETINGS
- LS PARTNERS
- HARTLEPOOL PARTNERSHIP PERFORMANCE MEASUREMENT GROUP
- CULTURE, LEISURE & COMMUNITY LEARNING PARTNERSHIP
- ENVIRONMENT PARTNERSHIP
- COMMUNITY NETWORK



5.1 APPENDIX 2

SUMMARY OF CHANGES TO CURRENT STRUCTURE

Disband/Remove	New Introductions	Reductions from & to	Stay the same
<p>Current LSP Board of 42 members and its Performance Management Group</p> <p>Formal Parish Liaison meetings, replaced by regular contact with the relevant Neighbourhood Manager</p> <p>3 Police & Community Safety Liaison Forums (North, Centre & South), subsumed within the Safer Hartlepool Partnership's 'Face the Public' sessions</p> <p>Culture, Leisure & Community Learning Partnership</p> <p>Environment Partnership</p> <p>Strengthening Communities/Community Network</p>	<p>Strategic Partners Group whose membership includes the Chairs of the 4 theme groups.</p> <p>'Face the Public' sessions 4 times per year for Ward Councillors, agreed resident representatives, representatives of special interest groups, VCS organisations and the general public. Twice per year these events will be used to help identify priorities for the Strategic Leaders Board and review their performance. At least once per year each theme group will use these events to enable engagement & consultation on key issues/policy developments in each theme.</p>	<p>Reduction of Theme Partnerships from 9 to 4</p> <p>Health & Wellbeing Partnership (Statutory) to subsume the Children's Trust</p> <p>The Skills Partnership & Economic Forum to merge and incorporate community learning/Adult Education</p> <p>Number of agreed resident representatives being reduced from 25 to 11 with a clearly defined role of 'Neighbourhood Voice'. They will be invited to the 'Face the Public' sessions, NAPs and work with the Neighbourhood Management Teams</p> <p>Reduction from 3 Neighbourhood Consultative Forum's (North, Centre & South).</p> <p>A narrowed focus for Neighbourhood Action Plans – from those areas in the 10% most disadvantaged to those in the 5% areas. This will be a reduction of NAPs by half.</p>	<p>Safer Hartlepool Partnership (Statutory)</p> <p>Housing Partnership</p>

Strategic Partners Group Membership Options

HBC representative options:

- a) Mayor & Cabinet Members (up to 8)
- b) Mayor & a number of HBC reps chosen by Mayor (suggest 2) – could include Cabinet members, Leader of largest group not in the mayoralty etc.
- c) Option a) or b) & Chief Executive

Current Theme Chairs include Mayor (Safer Hartlepool Partnership) and Portfolio Holder for Adult & Public Health (Health & Wellbeing)

OPTION 1	
<ul style="list-style-type: none"> - Hartlepool Borough Council (option a, b or c set out above) - The Chairs of the theme groups (4) - Cleveland Police - Cleveland Fire Brigade - Durham Tees Valley Probation Trust - Hartlepool PCT / NHS Hartlepool - Hartlepool GP Commissioning Consortia - North Tees & Hartlepool NHS Trust - Largest Social Housing Provider - Housing Hartlepool - Job Centre Plus - Skills Funding Agency - Business Enterprise North East - Hartlepool College of Further Education - Cleveland College of Art & Design - Tees, Esk & Wear Valley NHS Trust - Member of Parliament for Hartlepool - A representative of the Voluntary & Community Sector (VCS) in Hartlepool elected as per the Compact Code of Practice on Representation - A representative of Small & Medium Enterprises in Hartlepool - A representative of Large Enterprises in Hartlepool 	<p>Pros</p> <ul style="list-style-type: none"> - Ensures representation from a wide range of sectors/partners - Brings together all the key agencies in Hartlepool - Reduction on LSP Board membership <p>Cons</p> <ul style="list-style-type: none"> - still quite a large membership - potential conflict as some providers would be included

OPTION 2	
<ul style="list-style-type: none"> - Hartlepool Borough Council (option a, b or c set out above) - The Chairs of the theme groups (4) - Cleveland Police Authority - Cleveland Fire Authority - Hartlepool PCT / NHS Hartlepool (until dissolved) - Hartlepool GP Commissioning Consortia - Director of Public Health (local representative of Public Health England) - Job Centre Plus - Skills Funding Agency - A representative of the Voluntary & Community Sector (VCS) in Hartlepool elected as per the Compact Code of Practice on Representation 	<p>Pros</p> <ul style="list-style-type: none"> - reduces potential for conflict as providers would not be represented - large reduction on LSP Board membership - still has representation from a wide range of sectors/partners <p>Cons</p> <ul style="list-style-type: none"> - Some sectors not directly represented e.g. housing colleges - Not including providers may reduce ability to engage with them in future delivery

OPTION 3	
<p>Core Members:</p> <ul style="list-style-type: none"> - Hartlepool Borough Council (option a, b or c set out above) - The Chairs of the theme groups (4) <p>Other partners invited dependent on topics being discussed.</p>	<p>Pros</p> <ul style="list-style-type: none"> - Very small board <p>Cons</p> <ul style="list-style-type: none"> - Could be seen to be dominated by HBC with little partner involvement - Theme Chairs responsible for representing a number of partners views

5.1 APPENDIX 4

Face the Public Events DRAFT Terms of Reference

1.0 Purpose of Face the Public Events

Face the Public Events will provide Ward Councillors, Neighbourhood Voices, members of special interest groups, the general public and the Voluntary and Community Sector an opportunity to be involved in the work of the Strategic Partners Group and the theme groups.

It will be used as a strategic sounding board to influence the vision, strategy and activity of the Strategic Partners Group and act as a critical and supportive friend.

It will bring together Ward Councillors, Neighbourhood Voices, members of special interest groups, the general public and the Voluntary and Community Sector 4 times per year to debate key themes which present both opportunities and threats to Hartlepool. It will enable a wider audience to participate and thus influence the future strategic direction of the Hartlepool Partnership and the Borough. The events will provide an opportunity to explore innovative ideas and solutions on the chosen topics, which will be fed back to the Strategic Partners Group and/or theme groups. In turn the Strategic Partners Group and theme groups will report on progress, current activity and future plans.

Face the Public events will provide an opportunity for Councillors and residents to be involved in consultation on key strategies and plans for the Borough and to discuss neighbourhood issues.

2.0 Key functions of Face the Public Events

Face the Public Events will:

- facilitate active debates on key issues for the Borough as identified by the Strategic Partners Group and/or theme groups;
- receive updates twice per year from the Strategic Partners Group on the achievement of the vision as set out in the Community Strategy and Neighbourhood Renewal Strategy and provide an opportunity for attendees to comment on progress;
- receive updates at least once per year from each theme group on their progress and provide an opportunity for attendees to comment on the achievement key strategies and plans;
- involve Ward Councillors, Neighbourhood Voices, special interest group representatives, VCS representatives and the general public in wider strategic and thematic planning for the Borough;
- provide an opportunity to explore innovative ideas and solutions on chosen topics;
- have a consultative role.

3.0 Roles & Responsibility of Attendees

The main role of attendees of the Face the Public Events will be to share their ideas, solutions, views and concerns. Attendees will bring their own perspectives and also represent their ward, neighbourhood, special interest group, organisation or sector. They will be recognised for their valuable contribution bringing ideas, knowledge and expertise to the process

3.1 Standards of Behaviour

The following guidelines outline what is expected of attendees.

Accountability: to work openly and honestly and to report back the discussions from Face the Public Events to their ward, neighbourhood, special interest group, organisation or sector.

Commitment: to attend Face the Public Events. To be properly prepared for discussions by reading any paperwork provided beforehand. To be prepared to learn from others and from good practice elsewhere and to further develop the breadth of their knowledge of their ward, neighbourhood, special interest group, organisation or sector's role within the borough.

High Quality Debate: to remain focussed and strategic. To contribute positively to discussions and work with other attendees to achieve consensus where possible.

Honesty and Integrity: to act with honesty, objectivity and integrity in achieving consensus through debate. Where needed to respect the confidentiality of the information provided.

Objectivity: to consider what is in the best interests for the common good of Hartlepool and to weigh this along with the interests of their ward, neighbourhood, special interest group, organisation, sector and themselves.

Representative: to effectively reflect the interests of their ward, neighbourhood, special interest group, organisation or sector, to raise areas of concern and contribute their experience and expertise to discussions to achieve good workable solutions.

Respect for others: to respect and to take into account the views of other members regardless of their gender, race, age, ethnicity, disability, religion, sexual orientation or any other status.

4.0 Face the Public Event Attendees

The attendees at Face the Public Events will include:

- Ward Councillors
- Neighbourhood Voices

5.1 APPENDIX 4

- Representatives of Special Interest Groups
- the Voluntary and Community Sector

Face the Public Events will also be open for members of the general public to attend and contribute.

4.1 Chair & Vice Chair of the Face the Public Events

Face the Public Events will be chaired by the Mayor of Hartlepool Borough Council as Chair of the Strategic Partners Group or by the Chair of the theme group that is the subject of the event.

The Performance & Partnership Team will work with the Chair and theme group Lead Officers to support the planning, promotion and delivery of the Events.

Other attendees whose special knowledge would be of assistance will be invited to attend to provide additional support on the topics being discussed.

5.0 Principles

All members of the Face the Public Events will strive to apply the following nine principles as established in the Community Strategy:

- Decision making and communication
- Effective partnership working
- Efficient partnership working
- Integrity
- Involvement and inclusion
- Leadership and influence
- Performance management
- Skills and knowledge
- Sustainable development

6.0 Performance Management

Face the Public Events will receive updates from the Strategic Partners Group on the delivery of the Community Strategy and its related action plan twice per year. They will be invited to discuss progress, make suggestions for where improvements could be made and identify new and emerging areas of concern for Hartlepool that they feel the Strategic Partners Group should consider.

At least once per year Face the Public Events will also include an update from the theme groups on their current performance and the future priorities that they have identified. Attendees will be invited to discuss progress, make suggestions for where improvements could be made and identify new and

emerging areas of concern for Hartlepool that they feel the theme groups should consider.

6.1 Information, Advice & Support

All information, advice and support will be fit for purpose and tailored to the functions of the Face the Public Event. Attendees will ensure that all information is directly relevant to the discussion being held and is:

- Relevant
- Accurate
- Timely
- Objective
- Clear & concise
- Reliable

7.0 Developing Capacity & Capability

It is important that those attending the Face the Public Events have the right skills, knowledge and experience to play an effective part in the discussions. Hartlepool Borough Council's Performance & Partnerships Team and theme group Lead Officers will make attendees aware of opportunities to further develop their skills and update their knowledge as they arise.

8.0 Engaging with Stakeholders

Face the Public Events will be open and inclusive and Hartlepool Borough Council's Performance & Partnership's Team will actively promote the Events to its members and the general public.

Face the Public Events will follow the codes of practice and terms of engagement as set out in the Hartlepool Compact.

9.0 Operation of Face the Public Events

Face the Public Events will be held 4 times per year on dates agreed and publicised in advance. Agendas will be made available at least 1 week in advance of the event and will be published on the Hartlepool Partnership website: www.hartlepoolpartnership.co.uk

The Strategic Partners Group will provide updates at 2 Face the Public Events per year.

Each theme partnership will provide an update at 1 Face the Public Event per year minimum.

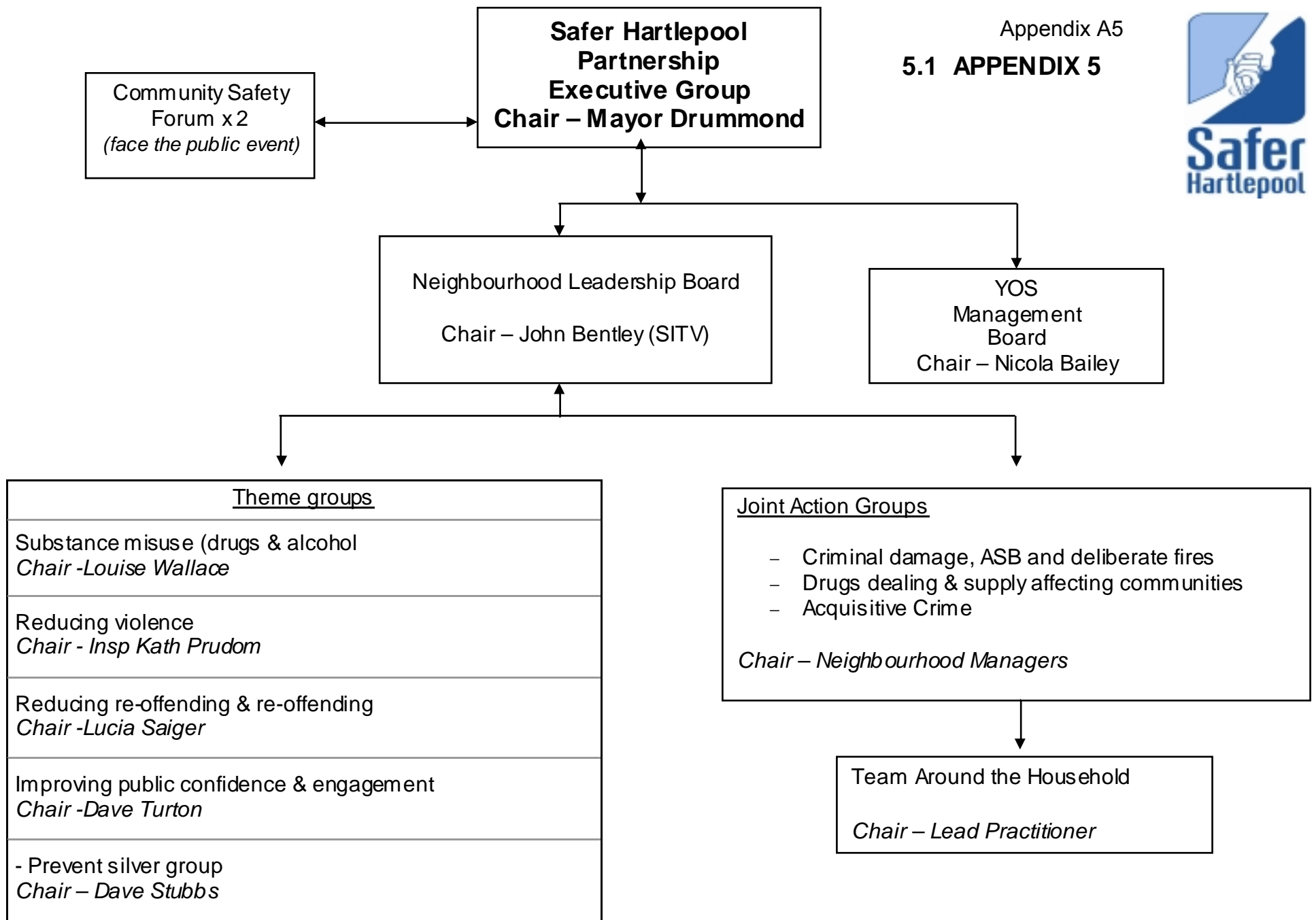
5.1 APPENDIX 4

Face the Public Events will be supported by Hartlepool Borough Council's Performance & Partnerships Team and theme group Lead Officers. Financial and in-kind support will also be sought from other partners.

9.1 Other

Complaints about the Face the Public Events will be dealt with according to the guidelines set out by Hartlepool Borough Council.

The Freedom of Information Act gives everyone the right to access information that is held by public authorities. Any Freedom of Information requests regarding Face the Public Events will be dealt with according to Hartlepool Borough Council Guidelines.



DRAFT

5.1 APPENDIX 6

Neighbourhood Issues Options

Following discussions with Cabinet and a workshop with Ward Councillors and Resident Representatives the following options have been developed for consideration:

OPTION 1 – NO FORUMS	
<p>This option will see the end of the 3 Neighbourhood Consultative Forums, the Parish Liaison meetings and the Police & Community Safety Forums.</p> <p>The issues raised traditionally through the Forum meetings will be dealt with through:</p> <ul style="list-style-type: none"> - Ward Councillors (directly or through ward surgeries) - Neighbourhood Managers attending ward surgeries - HBC Contact Centre and website - Social Media Networks <p>Agreed resident representation will also feed into the above structure.</p> <p>Face the Public Events will provide the opportunity for consultation on key strategies and plans for the Borough and the discussion of neighbourhood issues.</p>	<p>Pros</p> <ul style="list-style-type: none"> - Promotes role of Ward Councillors as community leaders - Allows discussion of very local issues - Reduced number of formal meetings to be supported <p>Cons</p> <ul style="list-style-type: none"> - Reduced ability to join or scale up issues - Reduced ability to respond to issues collectively rather than individually - More meetings for Neighbourhood Managers to attend
OPTION 2 – A BOROUGH-WIDE FORUM	
<p>This option would see 1 Borough-wide Forum being developed which would meet quarterly at different venues across the Borough. It would replace the 3 Neighbourhood Consultative Forums, the Parish Liaison meetings and the Police & Community Safety Forums.</p> <p>It would enable Ward Councillors, agreed resident representation, members of the general public and others (e.g. representatives of the VCS) to come together to discuss common issues and develop shared solutions.</p>	<p>Pros</p> <ul style="list-style-type: none"> - Reduced number of meetings to be supported - Allows collective responses to be made to common issues <p>Cons</p> <ul style="list-style-type: none"> - Concern that variation in issues across the Borough would not be reflected in 1 Forum
OPTION 3 – 2 FORUMS	
<p>This option would see 2 Forums being developed to reflect Neighbourhood Management areas. These would meet quarterly at different venues across the Forum area. They would replace the 3 Neighbourhood Consultative Forums, the Parish Liaison meetings and the Police & Community Safety Forums.</p> <p>This would enable Ward Councillors, agreed resident representation, members of the general public and others (e.g. representatives of the VCS) to come together to discuss common issues and develop shared solutions.</p>	<p>Pros</p> <ul style="list-style-type: none"> - Reduced number of meetings to be supported - Allows collective responses to be made to common issues - Responds to local variation in issues <p>Cons</p> <ul style="list-style-type: none"> - Still 8 meetings per year to be supported - At this spatial level they may still not reflect local neighbourhood issues

Neighbourhood Issues Options

Summary of NCF Workshop 11th May 2011

Discussion 1 – Neighbourhood Consultative Forums

What has worked well?

- Public Question Time
- Pre-agenda meeting with Resident Reps
- Having a dedicated minor works budget - makes things happen
- Strong Voluntary Sector Working in Partnership – joint funded
- Open to all Public
- Presentations from partner agencies
- Good opportunity for issues to be raised & resolved
- provides accountability
- Held locally (north, centre and south)

What hasn't worked well?

- Too many presentations
- Poor presentation skills
- Individuals can often “hog the floor”
- Need to strengthen links with Resident Associations
- Engagement of young people
- Sometimes poor behaviour & a concern that some individuals are not shown respect
- Poor resident attendance
- Some meetings too long
- Duplication of information
- Poor management of some meetings

How can we maintain the best aspects of the forums in light of the current financial position the council faces? Or are there alternative options for community involvement?

- Reduce number of NCFs
- Not 1 for whole town
- Look at how residents can attend or use other groups e.g. SWAN
- Ward Members having a budget
- We need to ensure that there is a robust mechanism to put people around the table at a Strategic level
- Improved/better publicity
- Reduce presentations – townwide forum would improve this (better planning if 4 times a year)

Discussion 2 – Resident Representatives

What do you see as the value of resident representatives?

- Are eyes and ears on the ground
- More options for Council officers and residents to contact

Neighbourhood Issues Options

- Closer contact with residents
- Helps Councillors in carrying out their duties
- Challenge Councillors
- Councillors can have a conflict of interest with local issues i.e. planning – may sit on planning committee
- Councillors are elected resident reps
- Some Councillors meet regularly with Resident Reps to share information
- 'Tools' for the community
- Another voice alongside Ward Councillors
- In some cases could Resident Reps be more pro-active in engaging residents
- Good contact with Council Officers
- Resident Reps and Officers to meet in between meetings to discuss minor works
- Good bargain for the value they add against the cost to support

With electoral boundary changes in 2012 is there a future value in resident reps and if so, how many?

- More value due to less Councillors and larger wards
- No decrease in numbers – increase if possible
- More Resident Reps – spread about the wards would work better & elected from local group
- 1 Community Representative per ward (not everyone agreed to this)
- Need to strengthen Code of Conduct in relation to tackling poor relationships
- Need grass roots support

Discussion 3 – Procedural Issues (Election Process & Code of Conduct)

How should representatives be nominated and elected?

- Resident Associations should elect their own representative where we have them
- Need to also allow for people who have particular 'areas of interest' e.g. members of over 50s groups or mother and toddler groups to come forward. Need a wider mix of groups and somehow of bring them together collectively.
- Do we need to go down the official route? Can't they organise in their own area? Wouldn't resident reps still be involved without the title?

What should be included within a Code of Conduct?

- Respect
- Councillors have a code of conduct and this should cover resident reps too.
- Respect the chair & officers
- Should be dealt with by the Standards Committee like Councillors

5.1 APPENDIX 7

Neighbourhood Voices

1.0 Purpose of Neighbourhood Voices

The role of Neighbourhood Voices will provide residents from across the Borough the opportunity to be involved in the work of the Council and the Hartlepool Partnership. Elected individuals will represent their ward at the agreed arrangements for neighbourhood issues, Face the Public Events and where relevant Neighbourhood Action Plan (NAP) Forums. Neighbourhood Voices will support Ward Councillors in their role and provide another route for residents to feed in their views and concerns to decision makers locally.

2.0 Roles & Responsibility

The role of the Resident Representatives will be as follows:

- To regularly attend meetings that form part of the agreed arrangements for neighbourhood issues;
- To regularly attend Face the Public Events to represent their ward and to share their ideas, solutions, views and concerns;
- To regularly attend, where relevant, NAP Forums to represent their ward and share their ideas, solutions, views and concerns;
- To effectively reflect the interests of their ward;
- To support elected Ward Councillors in their work within the Ward;
- To strengthen the link between Ward Councillors and local resident associations or community groups;
- To strengthen the link between the Council and local resident associations or community groups;
- To be available and accessible to residents of their ward;
- To feedback and disseminate information to their ward on the work of the Neighbourhood Issues Forum, Face the Public Events and NAP Forums;
- To understand how the council works and advise or support other residents to use the appropriate mechanisms to engage;
- To raise concerns on behalf of other residents within their ward who do not feel able to raise those concerns themselves.

3.0 Standards of Behaviour / Code of Conduct

This section is to be completed but all elected Neighbourhood Voices will be subject to a CRB check.

4.0 Election of Neighbourhood Voices

Neighbourhood Voices will be elected for each ward every 2 years.

The following eligibility criteria will apply:

- (i) All residents of the ward aged 18 years and over, with the exception of Borough Councillors and Senior Council Officers (politically restricted post holders) will be eligible to stand for election. Politically restricted post holders are head of paid service, chief officers, officers with delegated powers under the Local Government Act 1972, political assistants and officers who regularly advise the Council, the Executive or their Committees or who regularly speak to the media on behalf of the Council.
- (ii) All candidates for election must represent a local Resident's Association or community group. Examples of community groups include Mother & Toddler Group, Youth Group, Friends of etc.
- (iii) All candidates for election must be willing to accept the roles and responsibilities of a Neighbourhood Voice as set out above.
- (iv) An elected Neighbourhood Voice must resign from their position if they no longer reside in the ward in which they were elected.

4.1 The election process

The election process will be supervised by the Returning Officer of the Council and may be conducted by an independent facilitator. The method of election will be as follows:

- i) Resident representatives will be elected at an open meeting.
- ii) The meeting will be notified to all Hartlepool residents through an advertisement in the local press.
- iii) All residents of the Borough aged 18 years or over will be entitled to vote.
- iv) The nomination period will commence with the issue of a notice of election, 20 working days prior to the week of the elections and nominations must be delivered to the Returning Officer before 12 noon, 10 working days prior to the week of the elections. A nomination will not be valid unless it is subscribed by ten residents of the ward for which the nomination is made. Both the nominee and the supporting signatories must appear on the current electoral register for the relevant ward.
- v) Voting will be by secret ballot.
- vi) In the event of a tied vote, a recount will take place. If there is no outright result following the recount, the Returning Officer will draw lots to decide on the successful candidate.
- vii) One resident representative from each Ward will be elected. In the event of there being no nomination for a Ward(s) the post will remain vacant but will be re-advertised following further promotion in that ward.
- viii) Casual vacancies will be filled at ordinary meetings in accordance with the election timetable set out above. All those present at the meeting are entitled to vote (Councillors, Neighbourhood Voices and members of the public). In the absence of a nomination from

5.1 APPENDIX 7

- the relevant ward, the vacancy will remain vacant but will be re-advertised following further promotion in that ward.
- ix) The election results will be published at the Civic Centre and on the Council's website.

5.0 Information, Advice & Support

All information, advice and support will be fit for purpose and where possible tailored to the needs of Neighbourhood Voices. Neighbourhood Voices in turn will ensure that all information is directly relevant to the discussion being held and is:

- Relevant
- Accurate
- Timely
- Objective
- Clear & concise
- Reliable

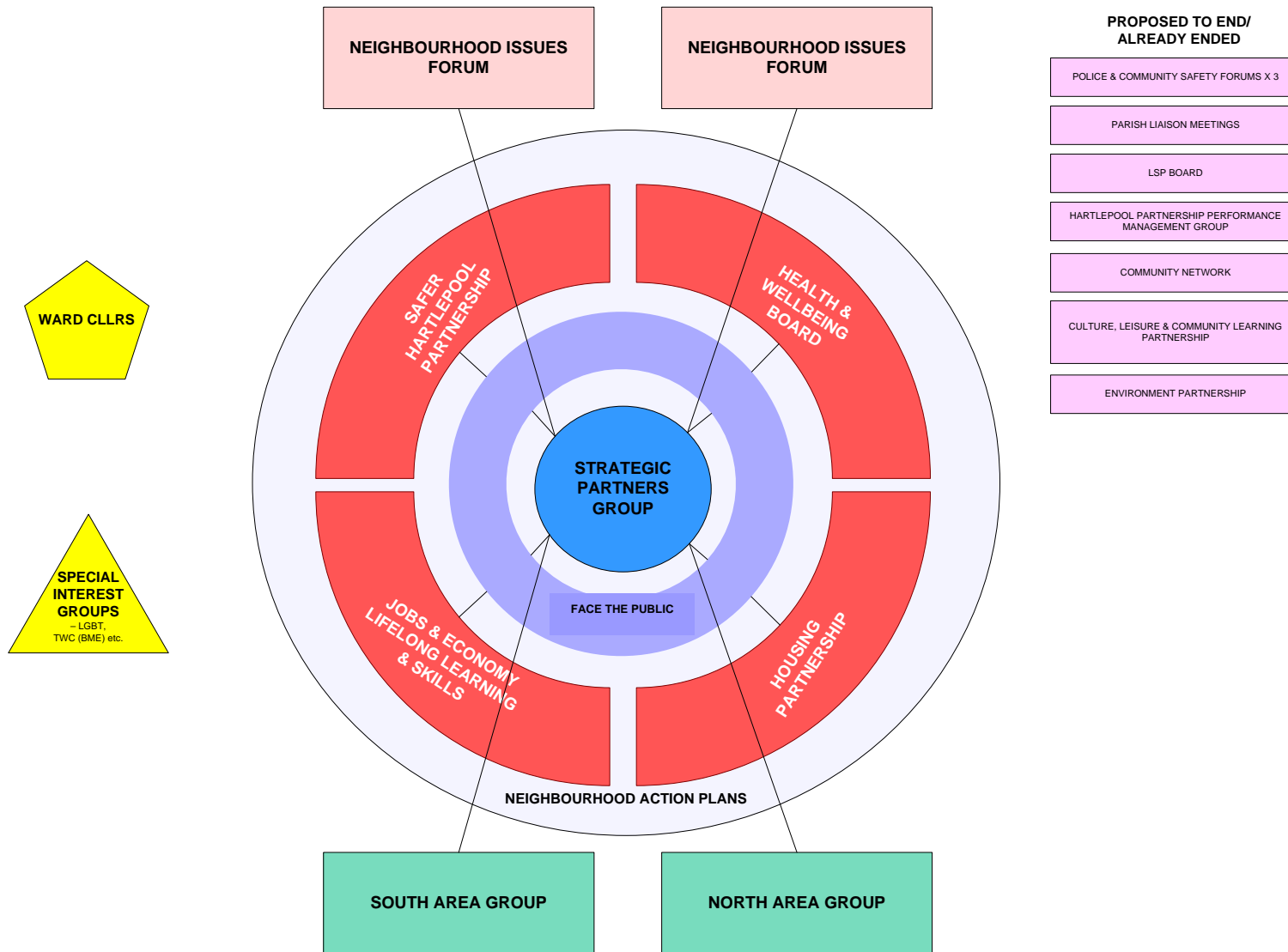
6.0 Developing Capacity & Capability

It is important that Neighbourhood Voices have the right skills, knowledge and experience to play an effective part in the discussions. Hartlepool Borough Council's Neighbourhood Management Team will support Neighbourhood Voices and will make them aware of opportunities to further develop their skills and update their knowledge as they arise.

5.1 APPENDIX 8**Proposed Implementation Timetable**

What?	When?
New Safer Hartlepool Partnership structure implemented	Following Safer Hartlepool Partnership Exec decision in May 2011
Parish Liaison meetings and Police & Community Safety Liaison Forums disbanded – will require constitutional change	Following action of Cabinet decision in June 2011
Neighbourhood Consultative Forums reduced to quarterly for 2011/12.	Following action of Cabinet decision in June 2011
NAP boundaries agreed by Cabinet and Hartlepool Partnership Board	July 2011
Hartlepool Partnership Board, Performance Management Group, Culture, Leisure & Community Learning Partnership, Environment Partnership and Health & Wellbeing Partnership disbanded	Following Hartlepool Partnership meeting on 8 th July 2011
Shadow Health & Wellbeing Board implemented	September 2011
First quarterly meeting of the Strategic Partners Group	September 2011
New structure of the Jobs & Economy and Lifelong Learning & Skills theme group agreed by Portfolio Holder, the Economic Forum, Skills Partnership and the Strategic Partners Group.	September 2011
NAP Forum celebration event held and NAPs outside of 5% most disadvantaged disbanded	September 2011
Review of Housing Partnership completed and new structure agreed by Portfolio Holder, the Housing Partnership and the Strategic Partners Group.	September 2011
First quarterly Face the Public Meeting	October 2011
First meeting of the new Jobs & Economy and Lifelong Learning & Skills theme group	October 2011
Last Neighbourhood Consultative Forum meetings held	March 2012
First quarterly meeting(s) held of Neighbourhood Issues Forum	June 2012
First elections held for new role of 'Neighbourhood Voice'	June 2012

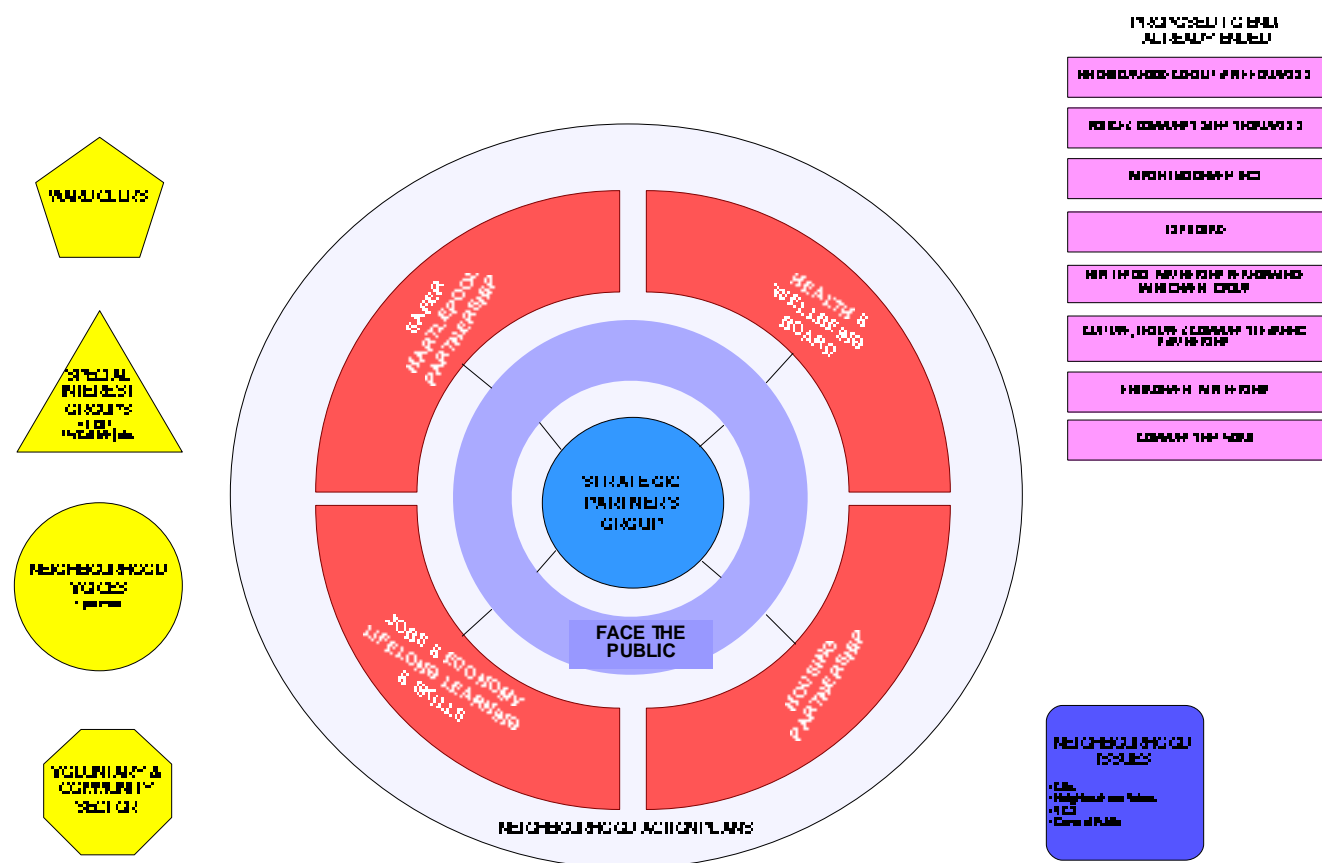
Amended Proposed Structure



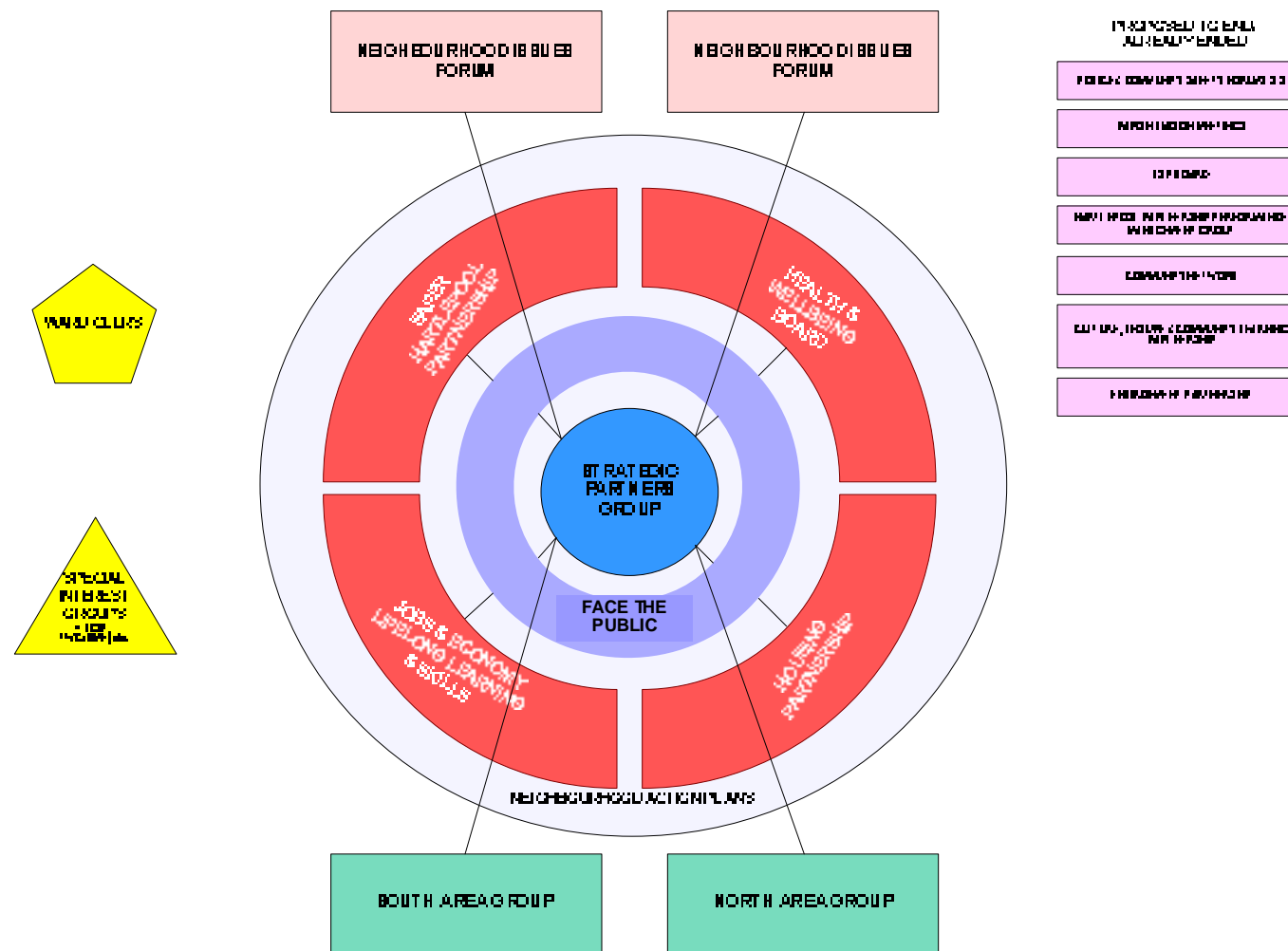
Summary Table of Decision Options:

	Original Proposal	Council Working Group Proposal	Partner Proposal
Decision I. Cabinet is requested to agree...	The proposed structure for community and stakeholder involvement and engagement as set out in appendix A1 (see below)	The amended structure as set out in appendix B (see below). Agreement of this structure will be subject to the option that Cabinet chooses for decisions II., VII. and XI.	

ORIGINAL PROPOSED STRUCTURE – APPENDIX A1



COUNCIL WORKING GROUP PROPOSED STRUCTURE – APPENDIX B



	Original Proposal	Council Working Group Proposal	Partner Proposal
<p>Decision II. Cabinet is requested to agree...</p>	<p>The development of a Strategic Partners Group as outlined in section 4 of appendix A and its membership from the options outlined in appendix A3 and set out below:</p> <p>HBC representative Options:</p> <ul style="list-style-type: none"> a) Mayor & Cabinet Members (up to 8) b) Mayor & a number of HBC reps chosen by the Mayor (suggest 2) – could include Cabinet members, Leader of the largest group not in the mayoralty etc. c) Option a) or b) & Chief Executive <p><u>Option 1:</u></p> <ul style="list-style-type: none"> - Hartlepool Borough Council (option a, b or c set out above) - The Chairs of the theme groups (4) - Cleveland Police - Cleveland Fire Brigade - Durham Tees Valley Probation Trust - Hartlepool PCT / NHS Hartlepool - Hartlepool GP Commissioning Consortia - North Tees & Hartlepool NHS Trust - Largest Social Housing Provider - Housing Hartlepool - Job Centre Plus - Skills Funding Agency - Business Enterprise North East - Hartlepool College of Further Education - Cleveland College of Art & Design - Tees, Esk & Wear Valley NHS Trust - Member of Parliament for Hartlepool - A representative of the Voluntary & Community Sector (VCS) in Hartlepool elected as per the Compact Code of Practice on Representation - A representative of Small & Medium Enterprises in Hartlepool - A representative of Large Enterprises in Hartlepool <p><u>Option 2:</u></p> <ul style="list-style-type: none"> - Hartlepool Borough Council (option a, b or c set out above) - The Chairs of the theme groups (4) - Cleveland Police Authority - Cleveland Fire Authority - Hartlepool PCT / NHS Hartlepool (until dissolved) - Hartlepool GP Commissioning Consortia - Director of Public Health (local representative of Public Health England) - Job Centre Plus - Skills Funding Agency - A representative of the Voluntary & Community Sector (VCS) in Hartlepool elected as per the Compact Code of Practice on Representation <p><u>Option 3:</u></p> <p>Core Members:</p> <ul style="list-style-type: none"> - Hartlepool Borough Council (option a, b or c set out above) - The Chairs of the theme groups (4) <p>Other partners invited dependent on topics being discussed.</p>	<p>The development of a Strategic Partners Groups with 12 strategic partner representatives including Hartlepool Borough Council (other partners have not been specified) and the 2 Forum Chairs and Vice Chairs and 4 Community Representatives from each of the 2 area groups proposed. This would total a membership of 24.</p>	<p>In addition Cabinet is requested to consider whether the membership of the Strategic Partners Group should also include:</p> <ul style="list-style-type: none"> • a representative of the Town & Parish Councils. (Parish Council proposal). • a representative of the North Tees & Hartlepool & NHS Trust, if membership option 1 is not chosen. (North Tees & Hartlepool NHS Trust proposal). • a representative of the environment sector and whether this should be elected from the current environment partnership before its proposed dissolution. (Environment partners proposal).

	Original Proposal	Council Working Group Proposal	Partner Proposal
Decision III. Cabinet is requested to agree...	<p>The development of Face the Public events as outlined in section 5 of appendix A (set out below) and appendix A4.</p> <p>5.1 Face the Public Events are proposed to provide the opportunity for Councillors, agreed resident representation, representatives of special interest groups, VCS organisations and the general public to engage with the Strategic Partners Group and theme groups. The events will be held 4 times per year and will enable attendees to feed in their priorities. The events will also provide the opportunity for consultation on key strategies and plans for the Borough. Each theme area will be discussed at least once per year at a Face the Public Event. It is proposed that the events will be chaired either by the Mayor as Chair of the Strategic Partners Group or the Chair of the theme group that is the subject of the event in accordance with statutory requirements. A draft Terms of Reference for these events is included as appendix 4.</p>		
Decision IV. Cabinet is requested to agree...	The merging of the Economic Forum and Skills Partnerships		
Decision V. Cabinet is requested to agree...	The end of the Culture, Leisure & Community Learning and Environment theme partnerships		
Decision VI. Cabinet is requested to agree...	<p>That community representation be included within the membership of the theme groups as set out in paragraphs 6.7 and 6.8 of appendix A - as set out below:</p> <p>6.7 Through the Review the valuable contribution that community representatives bring to the work of theme groups has been identified. It is therefore proposed that each theme group include community representation through:</p> <ul style="list-style-type: none"> • a representative of the Voluntary and Community Sector (VCS) in Hartlepool elected as per the Compact Code of Practice on Representation; • a representative of residents elected from the proposed 'Neighbourhood Voices'. <p>6.8 The exception will be for the Health & Wellbeing Board as current guidance sets out a requirement for community representation to be provided through the local Health Watch (Hartlepool LINKs).</p>	<p>If Cabinet agrees to the introduction of the 2 area groups, disbands the role of Resident Representative and chooses not to introduce the role of 'Neighbourhood Voice', that community representation be included within the membership of the theme groups and be elected as per the COMPACT Code of Practice with 1 Community Representative from each area group.</p>	

	Original Proposal	Council Working Group Proposal	Partner Proposal
<p>Decision VII. Cabinet is requested to agree...</p>	<p>An approach to neighbourhood issues from the options set out in appendix A6 (and set out below) which will be implemented from April 2012.</p> <p>OPTION 1 – NO FORUMS This option will see the end of the 3 Neighbourhood Consultative Forums, the Parish Liaison meetings and the Police & Community Safety Forums.</p> <p>The issues raised traditionally through the Forum meetings will be dealt with through:</p> <ul style="list-style-type: none"> - Ward Councillors (directly or through ward surgeries) - Neighbourhood Managers attending ward surgeries - HBC Contact Centre and website - Social Media Networks <p>Agreed resident representation will also feed into the above structure.</p> <p>Face the Public Events will provide the opportunity for consultation on key strategies and plans for the Borough and the discussion of neighbourhood issues.</p> <p>OPTION 2 – A BOROUGH-WIDE FORUM</p> <p>This option would see 1 Borough-wide Forum being developed which would meet quarterly at different venues across the Borough. It would replace the 3 Neighbourhood Consultative Forums, the Parish Liaison meetings and the Police & Community Safety Forums.</p> <p>It would enable Ward Councillors, agreed resident representation, members of the general public and others (e.g. representatives of the VCS) to come together to discuss common issues and develop shared solutions.</p> <p>OPTION 3 – 2 FORUMS</p> <p>This option would see 2 Forums being developed to reflect Neighbourhood Management areas. These would meet quarterly at different venues across the Forum area. They would replace the 3 Neighbourhood Consultative Forums, the Parish Liaison meetings and the Police & Community Safety Forums.</p> <p>This would enable Ward Councillors, agreed resident representation, members of the general public and others (e.g. representatives of the VCS) to come together to discuss common issues and develop shared solutions.</p>	<p>Or, agree to reduce to 2 Neighbourhood Forums and the introduction of 2 groups which would cover the north and south areas of the Borough and would include representatives of constituted local groups. The 2 groups would be managed by a local Voluntary & Community Sector (VCS) Group.</p>	
<p>Decision VIII. Cabinet is requested to agree...</p>	<p>The reduction of Neighbourhood Consultative Forum meetings to quarterly during 2011/12.</p>		
<p>Decision IX. Cabinet is requested to agree...</p>	<p>To end the Police & Community Safety Liaison Forums and Parish Liaison Meetings.</p>		<p>Cabinet is also requested to consider the introduction of regular meetings between the Mayor and the Chairs of the Parish Councils.</p>

	Original Proposal	Council Working Group Proposal	Partner Proposal
Decision X. Cabinet is requested to agree...	Disband the role of Resident Representative from April 2012.		
Decision XI. Cabinet is requested to...	<p>Introduce the role of 'Neighbourhood Voice' from May 2012 as set out in paragraph 8.1 of appendix A (set out below) and appendix A7.</p> <p>8.1 It is proposed that from May 2012 the role of Resident Representative be disbanded and a new role of 'Neighbourhood Voice' be introduced. Based on the new ward boundaries which will come into effect in May 2012 it is proposed that there will be 1 'Neighbourhood Voice' for each of the 11 wards. Individuals putting themselves forward for the role will need to be representative of a Resident's Association or a community group for example a local Mothers & Toddlers or Youth Group. These individuals will be part of the agreed arrangements for neighbourhood issues, Face the Public Events and Neighbourhood Action Plans (NAPs) where relevant. The proposed role is included as appendix A7.</p>	Or, if Cabinet agrees to the introduction of the 2 area groups and the development of Community Representatives elected by those groups, not to introduce the role of 'Neighbourhood Voice'.	
Decision XII. Cabinet is requested to agree...	Re-focus Neighbourhood Action Plans (NAPs) on the 5% most disadvantaged neighbourhoods in Hartlepool.	<p>Agree to hold off on this decision until the new wards are implemented.</p> <p>If Cabinet chooses to hold off on this decision then they are requested to consider instructing the NAP Officer Group to prepare a paper on the future options for NAP delivery including potential boundary revisions for Cabinet to consider.</p>	
Decision XIII. Cabinet is requested to agree...	<p>Agree the implementation timetable as set out in appendix A8.</p> <p>In light of the decisions taken a new implementation timetable will need to be developed and which will look to implement the appropriate recommendations. This will be developed with due consideration to those decisions identified as 'in principle' and those actions that may require review at a later stage will not be implemented until confirmed.</p>		

Amended Proposed Structure

APPENDIX B

<p style="text-align: center;">CABINET REPORT</p> <p style="text-align: center;">18th July 2011</p>
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Report of: Director of Regeneration and Neighbourhoods

Subject: DEPARTMENT FOR WORK & PENSIONS -
WORK PROGRAMME

SUMMARY

1. PURPOSE OF REPORT

To comment and endorse the proposed actions for the Council to subcontract with Avanta and deliver the new Work Programme.

2. SUMMARY OF CONTENTS

The report outlines the details of the Department for Work & Pensions (DWP) new Work Programme; the opportunity for the Council/Hartlepool Works to become a subcontractor and the contractual and financial implications involved. Confidential information relating to financial and contractual issues is highlighted in **Appendix 1. This item contains exempt information under Schedule 12A of the Local Government Act 1972, (as amended by the Local Government (Access to Information)(Variation) Order 2006) namely, paragraph 3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).**

3. RELEVANCE TO CABINET

The employment and skills agenda falls within the Regeneration and Economic Development Portfolio however due to the issues arising from the report the matter has been referred to Cabinet for consideration.

4. TYPE OF DECISION

Key Decision (test (both i and ii) applies). Covered by General Exception Rule.

5. DECISION MAKING ROUTE

To be considered by Cabinet on 18th July 2011.

6. DECISION(S) REQUIRED

- i) In accordance with Overview and Scrutiny Procedure Rules 18 as set out in Part 4 of the Constitution, the following recommendations are considered to be urgent due to the commercial timescale and competitive framework for delivery of the DWP Work Programme Contract that relates specifically to Avanta and their main contract terms and conditions issued by DWP.
- ii) That Cabinet makes comments and approves the proposed actions that will enable the Council/Hartlepool Works to deliver the Work Programme.
- iii) That Cabinet approves the Economic Development Manager to sign the Avanta contract and submit this document to Avanta before close of play on Friday 22nd July 2011 subject to confirming final TUPE arrangements and clarification on the key terms and conditions of the contract issued by Avanta.

Report of: Assistant Director (Regeneration and Planning)

Subject: DEPARTMENT FOR WORK & PENSIONS -
WORK PROGRAMME

1. PURPOSE OF REPORT

1.1 To comment and endorse the proposed actions for the Council to subcontract with Avanta and deliver the new Work Programme.

2. BACKGROUND

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

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

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

3. OVERVIEW OF THE WORK PROGRAMME

3.1 ELIGIBLE WORK PROGRAMME CUSTOMER GROUPS

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

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

3.2 CUSTOMER VOLUMES FOR THE NORTH EAST

The table below shows the customer volumes for clients entering onto the Work Programme in the North East over the lifetime of the programme. In total, **153,000** eligible customers will register onto the programme over a five year period. It is anticipated that between 1000-2000 customers will commence on the Work programme in Hartlepool each year.

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

3.3 ESTIMATED MARKET VALUE

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

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

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

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

3.5 DURATION OF THE WORK PROGRAMME

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

3.6 PAYMENT MODEL

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

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

As part of the tender spec, providers were invited to show how they can deliver the volumes and outcomes at a lower cost. Therefore, this reduction will ultimately impact on the amount of money that subcontractors will receive.

3.7 ATTACHMENT FEE

The Attachment Fee gives providers a payment at the point of engagement. The attachment fee will be paid at different rates as defined in the payment schedule – **Appendix 1 – This item contains exempt information under Schedule 12A of the Local Government Act 1972, (as amended by the Local Government (Access to Information)(Variation) Order 2006) namely, paragraph 3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).**

for each customer group. The attachment fee will reduce over the first three years of the contract and will be nil from 1st April 2014 - the start of year four. The profile for the attachment payment is:

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

4. INVITATION TO TENDER

- 4.1 On 23rd August 2010, DWP invited organisations to send expressions of interest to become prime providers in delivering the new Work Programme. In the UK, over 1,000 expressions were received with around 80 in the North East. Eventually, through further bidding rounds, in December 2010, only nine prime providers were invited to submit a final application to deliver the Work Programme within the North East.
- 4.2 The Council submitted expressions of interest to all nine prime providers which requested that the team become a sub-contractor (and where relevant included the wider Hartlepool Works Consortium as a deliverer).
- 4.3 In January 2011, the Council received in-principle financial offers with indicative volumes from Avanta, G4S, Pertemps People Development Group (PPDG) Balfour Beatty Workplace Remploy (BBWR).
- 4.4 On the 11th March 2011, the Portfolio Holder approved that the Council could continue further negotiations with the successful prime providers on the final volumes that will be offered and to consult with the Hartlepool Works Consortium members to consider who is best placed to assist in the delivery of this programme.

5. ANNOUNCEMENT OF PRIME PROVIDERS IN THE NORTH EAST

- 5.1 In March 2011, DWP announced that Avanta and Ingeus Deloitte were successful in becoming the two Work Programme prime providers for the North East area. Both providers will deliver in each local authority area, or sub-contract out delivery to other partner organisations.
- 5.2 Both providers have been given a 50/50 split of the 153,000 customers who they will work with across the North East area over the next 5 to 7 years. In Hartlepool, as stated in paragraph 3.2, both providers will be expected to support in total 1000 to 2000 customers per year.
- 5.3 Ingeus Deloitte has not offered the Council a contract to deliver in Hartlepool. Instead, Triage will deliver across the Tees Valley area on behalf of Ingeus Deloitte, including Hartlepool.
- 5.4 Avanta has offered the Council a contract to deliver part of their Work Programme contract in Hartlepool. Avanta will deliver 53% of the Hartlepool contract and the Council will deliver 47%. For key financial information on the Avanta contract:
- 5.5 Confidential **Appendix 1** provides further details with regard to financial models, contractual terms and conditions that may represent financial risks for the Council and information regarding TUPE arrangements. At

this stage further advice is being sort from HR and Legal and queries have been raised with Avanta and it is anticipated that these matters will be settled prior to the Portfolio Holder meeting on the 22.7.11.

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

6. PROPOSED ACTIONS

- 6.1 To continue discussions between Avanta, HBC Human Resources Department and Legal Section to resolve current TUPE and contractual queries and update the Portfolio Holder on or before the 22/7/11.
- 6.2 To continue dialogue with the TUPE transfer organisation and continue negotiations with Hartlepool Works providers.

7. RECOMMENDATIONS

- 7.1 In accordance with Overview and Scrutiny Procedure Rules 18 as set out in Part 4 of the Constitution, the following recommendations are considered to be urgent due to the commercial timescale and competitive framework for delivery of the DWP Work Programme Contract that relates specifically to Avanta and their main contract terms and conditions issued by DWP.
- 7.2 That Cabinet makes comments and approves the proposed actions that will enable the Council/Hartlepool Works to deliver the Work Programme.
- 7.3 That Cabinet approves the Economic Development Manager to sign the Avanta contract and submit this document to Avanta before close of play on Friday 22nd July 2011 subject to confirming final TUPE arrangements and clarification on the key terms and conditions of the contract issued by Avanta.

8. REASONS FOR RECOMMENDATIONS

- 8.1 That as long as the Council and Wharton Trust achieve their individual targets, then the Work Programme will provide long term external funding to the organisations, enabling them to continue delivery of existing activities supporting local residents to become economically active.

9. BACKGROUND PAPERS

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

10. CONTACT OFFICER

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CABINET REPORT

18th July 2011



Report of: Director of Child and Adult Services

Subject: EARLY DETECTION AND AWARENESS OF
CANCER

SUMMARY

1. PURPOSE OF REPORT

1.1 To inform Cabinet of the content of a presentation regarding the early detection and awareness of cancer programme.

2. SUMMARY OF CONTENTS

2.1 The paper provides a summary of the key issues highlighted in the presentation.

3. RELEVANCE TO CABINET

3.1 Cancer contributes for just under 40% of deaths under the age of 75 years and therefore significantly contributes to Hartlepool's relative to the national average poor life expectancy.

4. TYPE OF DECISION

4.1 Information and comment.

5. DECISION MAKING ROUTE

5.1 No decision required.

6. DECISION(S) REQUIRED

6.1 Comment and support from Cabinet to address this significant public health issue.

Report of: Director of Child and Adult Services

Subject: EARLY DETECTION AND AWARENESS OF
CANCER

1. INTRODUCTION

- 1.1 To inform Cabinet of the content of a presentation regarding the early detection and awareness of cancer programme.

2. BACKGROUND AND CONTEXT

- 2.1 In December 2007, the Department of Health launched The Cancer Reform Strategy, which outlined actions to improve cancer services across the NHS. A key strand of this work highlighted the importance of raising awareness in the general population.
- 2.2 Reviews and research commissioned by the Department of Health and others have identified several factors, which are associated with longer delay by patients in seeking help. These include failing to recognise that symptoms were serious or could be due to cancer. The public's awareness of early cancer symptoms may be contributing to late presentation and poorer survival.
- 2.3 The Hartlepool JSNA outlines that cancer mortality is the second largest contributor to premature death after cardiovascular disease in Hartlepool.
- 2.4 The health of the people in Hartlepool is worse than the England average. Levels of deprivation are higher and life expectancy is lower than the England average. The early death rate from heart disease and stroke has fallen markedly, but the early death rate from cancer has changed little over the decade. (Hartlepool Health Profile 2010).
- 2.5 In Hartlepool, mortality from all cancers combined is statistically significantly higher for both males and females compared to the North of England Cancer Network (NECN) average. Lung cancer incidence and mortality is a high priority public health issue within Hartlepool PCT. Female incidence and mortality from lung cancer is statistically significantly higher when compared to the North of England Cancer Network. (NYCRIS Cancer profile for Hartlepool 2003 – 2007).

- 2.6 The Local Area Agreement has a number of priorities to address health inequalities. Amongst these are: tackling smoking, tackling alcohol abuse, and improving uptake of cancer screening programmes. Excellent progress has been made on early detection of cancer through screening, but more needs to be done to promote early diagnosis in the large majority of patients who present with symptoms”.
- 2.7 The North of England Cancer Network allocated Hartlepool £100k to develop and implement a project to help improve awareness of the signs and symptoms of lung and bowel cancer in Hartlepool.

3. SUMMARY OF KEY ISSUES WITHIN THE PRESENTATION

- 3.1 The resources allocated to Hartlepool have been used to undertake a Cancer Awareness Measure (CAM). This measure is used to measure levels of cancer awareness, explore risk factors for poor cancer awareness, and develop and evaluate interventions to promote cancer awareness in the population. This is a validated measure to reliably assess cancer awareness.
- 3.2 A site-specific CAM has been conducted across Hartlepool, asking the population what they understand to be the signs and symptoms of lung and bowel cancer.
- 33% of respondents unable to name any sign or symptoms of bowel cancer
 - 26% of respondents unable to name any signs or symptoms of lung cancer
- 3.3 This survey was carried out ahead of the current ‘Be Clear on Cancer’ campaign which has launched in Hartlepool. The campaign focuses on raising awareness of the signs and symptoms of lung and bowel cancer. The public’s awareness of early cancer symptoms may be contributing to late presentation and poorer survival.
- 3.4 The results for the first CAM allow us to have a better understand the level of public knowledge of the signs and symptoms of lung and bowel cancer in the population of Hartlepool. Following the extensive campaign, a second CAM will be conducted to assess if the level of public knowledge on the signs and symptoms of these cancers, has improved.
- 3.5 It is hoped that the awareness campaign will be carried out across every ward in Hartlepool and hope to cover a large variety of settings, including GP Practices, work places, public places such as community centres and many other venues.
- 3.6 The data from the use of this tool will enable us to plan further interventions and campaigns to raise awareness of risk factors and to better understand the level of public knowledge of the signs and symptoms of cancer.

4. RECOMMENDATION

- 4.1 Cabinet notes the content of this report and subsequent presentation and provides comment and support in addressing this significant public health issue.

5. CONTACT OFFICER

- 5.1 Louise Wallace, Assistant Director of Health Improvement, NHS Hartlepool / Hartlepool Borough Council, 4th Floor, Civic Centre, (01429) 523773

<p style="text-align: center;">CABINET REPORT</p> <p style="text-align: center;">18 July 2011</p>



Report of: Director of Child and Adult Services

Subject: COMMISSION ON FUNDING OF CARE AND SUPPORT

SUMMARY

1. PURPOSE OF REPORT

To inform Cabinet of the findings of the Commission on Funding of Care and Support and the significant recommendations that have been made regarding the adult social care system.

2. SUMMARY OF CONTENTS

The report provides information about the work of the Dilnott Commission, which was established to review future funding of care and support and the report that was published on 4 July 2011.

3. RELEVANCE TO CABINET

The recommendations made in the report have significant implications for the future funding of adult social care

4. TYPE OF DECISION

No decision required.

5. DECISION MAKING ROUTE

For information only.

6. DECISION(S) REQUIRED

No decision required - for information only.

Report of: Director of Child and Adult Services

Subject: COMMISSION ON FUNDING OF CARE AND SUPPORT

1. PURPOSE OF REPORT

- 1.1 To inform Cabinet of the findings of the Commission on Funding of Care and Support and the significant recommendations that have been made regarding the adult social care system.

2. BACKGROUND

- 2.1 Thanks to better lifestyles and improvements in health care, people are now living much longer than in previous generations. This is something to be celebrated, but it does mean more people need care and support, and they often need it for longer periods of time.
- 2.2 The Government made a commitment to review how the increasing number of people needing care and support should be looked after, and how the services that they need should be paid for. This is why, in July 2010, the Government set up an independent Commission which was required to make recommendations for all adults in England, by July 2011.
- 2.3 By care and support, the Commission means all the things which help people stay active and independent, lead fulfilling lives, and build meaningful relationships. Care and support helps people do the everyday things that most of us take for granted like getting out of bed, dressed and into work and being able to see our families and friends. Some support comes from government, but families and communities play an equally valuable role.

3. WHY REFORM IS NEEDED

- 3.1 The current social care system is a means-tested system, which means that only those with high levels of need and low ability to pay for themselves qualify for support from the Government. This means many people have to pay for their social care themselves and rely heavily on family and friends for support. Many of those who have to go into a care home need to sell their homes to pay for their care and this is generally seen as unfair
- 3.2 At the moment, people don't really understand how the social care system works and think that it will all be free when they need it – like the NHS. The

system is complicated to use, and services don't always work very well together.

- 3.3 People are living much longer than before which means that pressures on the system are going to increase. For example, over the next 20 years the number of people over 90 years of age is expected to nearly treble and the number of people with learning disabilities is expected to increase by 30%.
- 3.4 The current system is doesn't allow people to plan for the future and people are unable to protect themselves against very high care costs in later life. It is estimated that around half of people currently aged 65 will have care costs of less than £20,000 but one in ten will have costs of over £100,000 and there is no way of predicting what someone's care costs will be. In other areas of significant financial risk, people are able to buy insurance to manage the risk, but this is not possible in relation to care costs.

4. WORK OF THE DILNOTT COMMISSION

- 4.1 The role of the Commission was to recommend to the Government how best, as a society, we pay for care and support in the future. This is not easy, as it means looking at all the different ways in which people support themselves and are supported by the state, including the adult social care system, disability benefits, housing support, health care and prevention services.
- 4.2 The aim is to create a care and support system which as far as possible is:
- Built for the long term
 - Fair to everyone
 - Offering people choice
 - Good value for money
 - Easy to use and understand
- 4.3 It is also intended that the new system promotes the well-being of individuals and families, and that it recognizes the valuable contributions of everyone involved in care and support, including individuals, carers, families, professionals and volunteers.
- 4.4 It was recognized at the outset that the work of the Commission would involve making some tough decisions which is why a wide range of people, including experts and representatives of organisations that work with older people, carers or disabled people were involved and helped directly with this work.
- 4.5 The Commission also looked at what the public and those using services had already told the Government about care and support; and undertook further consultation and launched calls for evidence to seek views of experts on future funding models.

5. FINDINGS OF THE COMMISSION

- 5.1 The Commission published their report 'Fairer Care Funding: Reforming the Funding of Adult Social Care' on 4 July 2011. The whole report can be accessed at www.dilnottcommission.dh.gov.uk.
- 5.2 The key recommendation is that people and the state need to share the responsibility for the cost of social care, and it is proposed that people who are able to do so should pay for their own care up to a certain point or cap at which point the state takes over. The cap should be between £25,000 and £50,000 and it is felt that £35,000 would be an appropriate and fair figure.
- 5.3 Older people would be expected to contribute the first £35,000 of their care bill and would be able to choose how to pay this – from the value of their home, savings or a new financial product.
- 5.4 Approximately a quarter of people currently aged 65 will face costs of over £35,000 in their lifetime, and at this point costs would be met by the state.
- 5.5 People who are not able to contribute to their own care costs will pay nothing towards their care, as they do now. At the moment, anyone in a care home who has assets of over £23,500 receives no state support. It is proposed that this threshold should increase to £100,000 so that more people receive some help from the state and extra protection is given to those who have the lowest incomes and wealth.
- 5.6 The recommendations outlined above relate to care costs. In addition, everyone who can will pay a flat and fixed contribution towards their basic living costs (food, heating and accommodation) in a care home in the same way as they would if they lived in their own home. The Commission recommends that the maximum contribution towards basic living costs should be £10,000p.a. or £190 per week.
- 5.7 Younger adults who have an assessed care need at eighteen years old or who start needing care early in adult life (it is suggested that this should apply to those under forty years of age) will get all of their care for free as they may not have had the same opportunity to build up wealth.
- 5.8 The Commission proposes that universal disability benefits for older people and working age adults continue.
- 5.9 It is proposed that under these changes, everyone who receives state support at this point in time, will continue to do so.
- 5.10 The recommendations aim to remove fear and uncertainty about social care bills by making clear how much everyone must pay if they require care allowing people to plan ahead knowing that the maximum contribution they will need to make is capped.

- 5.11 The report makes a number of other recommendations regarding:
- Improvements to carers assessments so that carers needs are taken into account and carers have access to better and more reliable information and advice when they need it.
 - A requirement for local authorities to provide information, advice and assistance services, and to stimulate and shape the market for services.
 - Nationally determined eligibility criteria for accessing social care to make the system fairer (it is proposed that this is set as substantial and critical as a minimum).
 - Transparent and portable social care assessments.
 - A new, more objective assessment system for adult social care.
 - Closer working between health, social care and housing services.
- 5.12 The Commission has evaluated the proposals against a number of criteria including:
- Fairness
 - Choice
 - Value for Money
 - Sustainability and Resilience; and
 - Ease of Use and Understanding
- It is concluded that the recommendations would not disadvantage any particular groups and are consistent with the principles of promoting health and wellbeing, maintaining dignity and independence and protecting those in vulnerable circumstances.
- 5.13 The Commission identifies that the cost of making the changes and introducing the cap of £35,000 would be around £1.7 billion per year in extra government spending (approximately 0.25% of total public spending).

6. NEXT STEPS

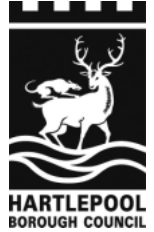
- 6.1 The government will consider the recommendations, whether they are accepted and how quickly changes will be introduced.

7. CONTACT OFFICER

Jill Harrison
Assistant Director – Adult Social Care

CABINET REPORT

18 July 2011



Report of: Director of Regeneration and Neighbourhoods

Subject: TACKLING EMPTY HOMES - BADEN STREET IMPROVEMENT SCHEME

SUMMARY

1. PURPOSE OF REPORT

To outline a pilot proposal for tackling empty homes in Baden Street that if successful could be applied to other areas in the town and to advise Cabinet how this proposal will be funded.

2. SUMMARY OF CONTENTS

The report provides the context for tackling empty properties in Hartlepool. It describes the background to the development of regeneration proposals for Baden Street and seeks endorsement to implement the proposal with the use of Council funds.

3. RELEVANCE TO CABINET

Housing and related issues have a significant impact on the well-being of Hartlepool residents.

4. TYPE OF DECISION

For information.

5. DECISION MAKING ROUTE

Cabinet on 18 July 2011.

6. DECISION REQUIRED

To note the contents of the report.

Report of: Director of Regeneration and Neighbourhoods

Subject: TACKLING EMPTY HOMES - BADEN STREET
IMPROVEMENT SCHEME

1. PURPOSE OF REPORT

- 1.1 To outline a pilot proposal for tackling empty homes in Baden Street that if successful could be applied to other areas in the town and advise Cabinet how this proposal will be funded.

2. BACKGROUND

- 2.1 The Council through the Empty Home Strategy (2010-2015) is committed to adopting real measures to bring empty properties back into use as part of its overall strategic housing approach. The Strategy aims to bring private sector homes back into use, acknowledging concerns of the community regarding empty homes and the issues related to the image of the town. As well as improving the appearance and liveability of affected areas, dealing with empty properties also increases the supply of housing in the town.
- 2.2 Areas of low demand have primarily been dealt with through Housing Market Renewal and regeneration activity however reductions in Central Government funding has meant it has become increasingly difficult to deal with these areas in the same way. Alternative approaches are therefore required to deal with these issues that are less resource intensive but result in the same long term positive outcomes. It is proposed therefore to pilot an alternative approach to dealing with low demand in Baden Street, which if successful could be applied to similar areas across the town.
- 2.2 Baden Street is currently experiencing very low levels of housing demand. There are 45 properties in Baden Street and currently there are 22 properties which are empty. 43 of the properties are in the private rented sector. The condition of these properties is also generally very poor. These circumstances have led to a downward spiral of confidence in the street, and a declining reputation that in turn reinforces the low demand for housing in the area.
- 2.3 The problem is exacerbated further by the empty houses themselves becoming a target for theft, vandalism and anti-social behaviour increasing the spiral of decline. These conditions seem to be concentrated in Baden Street with neighbouring Streets relatively unaffected by the acute problems. Left unchecked however the problems in Baden Street will intensify and there is a fear that the problems may spread to neighbouring streets.

- 2.4 Through public meetings, local residents have clearly indicated that urgent action is needed. In 2009/10 the Safer Hartlepool Strategic Assessment identified Baden Street as a priority area that was experiencing multiple crime and anti-social behaviour problems. Baden Street has also been identified as a key priority within the housing section of the Town Centre Communities Neighbourhood Action Plan and has been prioritised annually. The Central Area Joint Action Group (JAG) was charged with formulating and implementing an action plan to address the issues. This has resulted in a high level of co-ordinated activity in the area across a range of agencies including the Police, Probation, Anti Social Behaviour Unit, Victim Support, Fire Service, NHS etc. The JAG however recognised that this approach is resource intensive and leads only to short term solutions. A more comprehensive approach is required that addresses the underlying causes of the problems in Baden Street, which is low demand and an over reliance on the private rented sector and the related problems this brings.
- 2.5 The longer term proposals for Baden Street therefore need to focus on the issues of low demand, tackling absentee landlords that have poor track records of maintenance and responsiveness to tenant concerns, bringing empty properties back into use and improving the appearance of the street.
- 2.6 Further survey work in 2010 revealed that current residents have concerns about how the street is managed, and maintained. Support with ongoing tenancies was also highlighted as being desirable. The traffic levels in the street are repeatedly highlighted as an ongoing issue that adds to the low demand for housing in Baden Street and deters families from locating there.

3. PROPOSALS

- 3.1 From the previous public meeting in Baden Street a resident steering group comprising residents, local ward members and the Police has been established to generate ideas and solutions to the identified problems.
- 3.2 Resources are going to be required to fund whatever solutions are suggested to address the problems in Baden Street. Clearly resources available for dealing with these types of issues in the current economic climate and against the backdrop of Council budget reductions are limited.

- 3.3 The Council and partners have a very good track record in delivering change in areas of low housing demand including successful schemes at Trinity Court and Headway. This model of regeneration i.e. purchase (by agreement or CPO) and redevelopment is effective but is very resource intensive. It is estimated that the cost of delivering this type of scheme in Baden Street would cost approximately £2.5-£3m to deal with 45 properties. Funding for housing market renewal has also been significantly reduced and the remaining funding is committed to delivering schemes that have already started.
- 3.4 To successfully address the range of issues in Baden Street therefore a project is required that fits within a budget that is affordable, is sustainable and will result in long term stability.
- 3.5 To address the issues therefore a multi faceted approach is suggested whilst work is ongoing to establish the final details, the following key elements will be essential:

- i) **A landlord incentive scheme** – Improving the condition of the existing properties internally and externally is critical in order to attract new tenants to Baden Street. An incentive scheme is therefore proposed to encourage investment in individual properties. A grant/loan scheme is being developed to encourage investment. Discussions with landlords and agents have indicated that there is appetite for investment if there are incentives so to do. Detailed survey work through the Council's inspection team is required to provide details of the nature and scope of works required. This information will then influence the final shape of the grants/loans scheme. It is suggested that there is an initial focus on the empty properties and owner occupiers with a view to addressing tenanted properties later, subject to the availability of funding.

Landlords have identified that during the period of time when any works are carried out, there will need to be security measures in place to protect properties from potential attack and theft.

It is also clear that landlords are unlikely to invest without the confidence of a tenant and the security of income.

- ii) **Tenant Support** – A key element of any successful scheme will be the introduction of new tenants into Baden Street. From a landlord's perspective this will provide reassurance the investment they have made is protected and a return is made through rental incomes. It will also protect the HBC funding invested in the street. In addition it would also mean that through the careful introduction of the right tenants, the foundations for a stable community can be built up in the street. Given the current reputation of the street this element of the scheme will require that there are a range of incentives to encourage new tenants to locate there. The Council and partner organisations

already have established services that can provide intensive ‘on the ground’, tenant support to help new tenants to become established. Current tenant waiting lists will be interrogated to begin to try and identify people who may be interested and direct discussions will take place to see if people can be incentivised to take a tenancy in Baden Street in newly refurbished accommodation.

A whole range of support could be offered including, assisting new tenants in setting up utilities, assessment of furniture requirements and provision of furniture, helping to ensure rents are paid on time and arrears are managed, providing benefit advice, ensuring properties have the essential safety gas and electricity checks in place, ensuring effective responses to anti social behaviour and working with all other partner organisations etc. This can be provided through utilising a mixture of HBC and Housing Hartlepool’s existing provision.

- (iii) **Security** – The resident working group has identified that some form of established police presence in Baden Street would help to reduce criminal activity in the street and reassure law abiding tenants that measures are in place to improve the street. Work is being done therefore to test the feasibility of the Police and other partner organisations negotiating the use of an existing property to establish a base that can be used as a ‘community hub’ by the various organisations. An assessment is underway to establish what works are required to accommodate the Police and others and the associated cost.

Discussions have also taken place with security firms to determine what additional security could be provided during the period of refurbishment works. This will provide reassurance to landlords that their improved properties will be protected prior to new residents moving in and also to building contractors during the course of the works.

- (iv) **Existing Problem Tenants and Landlords** – To complement the positive aspects of the improvement works it will be important to address those that do not cooperate or who are falling below the standards expected. All possible enforcement actions will be considered once the scheme is launched to tackle uncooperative landlords.
- (iv) **Communication Strategy** – An important element of the approach will be to communicate proposals and progress to all of the residents in Baden Street and the wider Burn Valley area. It is proposed to use existing communication avenues including the local residents association, Town Centre Communities Forum, Council newsletters, leaflets, websites, and press releases.

- (v) **Environmental Improvements** – To complement the investment expected through the landlord incentive element of the scheme, some investment is also required to improve the streetscape, road layout and pedestrian access on the street. Currently the levels of traffic are high as the street is used as a cut through. This is another negative attribute to the street that restricts residential demand. Following the launch of the incentive scheme and the successful implementation it is proposed that options around improving the streetscape are explored and consulted upon.

The design of the scheme will need to ensure that the impact of the vehicle movements are kept to a minimum and all options around the design solution should be explored and consulted on prior to implementation, including the possibility of one way traffic.

The scheme will also attempt to introduce appropriate planting to the area that will help to soften the environment but not encourage criminal or anti social behaviour and exacerbate litter problems.

A design solution with a low cost, long term maintenance requirement will be preferred. A scheme that could be maintained by a future Tenant Management Organisation or residents group will be considered.

Careful consideration will also be given to the timing of the environmental improvements; these will only be implemented if there is interest, demand and uptake in the property incentive scheme. A stand alone environmental scheme would have little long term affect on the problems in Baden Street. This element will be a second phase of the overall package and subject to further funding becoming available.

The back alleyways associated with the two sides of Baden Street will also be considered through resident consultation to determine how these spaces could be improved, made safe for family use, and provide some protected amenity space for new residents.

- (v) **Deliverability** - As with any grant or incentive scheme, generating and maintaining momentum will be critical. A single point of contact that is available and accessible will help to ensure the scheme is successful.

It will be important to ensure that as this scheme is developed that it links fully with all the partner organisations/stakeholders and groups operating in the area that are striving to improve Baden Street. For example activities of groups such as the Town Centre Communities Forum, who have recently funded coverings for down pipes and guttering to all properties in Baden Street need to be fully integrated in to this scheme. Close working relationships with the Police and Neighbourhood Management teams will also be critical.

It will be important that the scheme is responsive and enough flexibility is built in, to ensure that it can respond to the problems in Baden Street. The inevitable complexities of the particular private circumstances of tenants, landlords and contractors will mean that there will need to be a responsive nature to this scheme, to ensure that the maximum benefits are delivered and value for money is achieved.

In addition to the specific project activity it is critical these interventions are supported by the ongoing intensive neighbourhood management and monitoring activity.

4. COSTS AND TIMESCALES

<u>Use</u>	<u>Amount</u>	<u>How calculated</u>	<u>Which agency to fund (if relevant)</u>
Landlord Incentives Scheme	£110,000	Calculated on the basis of the 22 currently empty properties and owner occupiers, each accessing £5000 through the incentive scheme. (note: this figure could change depending on results of property surveys).	HBC
Security/Police Presence	£25,000	Estimated on anticipated security costs and works needed to provide accommodation for police and partners.	HBC
Supporting Tenants	£25,000	Costs of staff time to actively support people to retain tenancies, and prevent displacement. A dedicated resource to actively work with tenants in all aspects of independent living contracted through a Service Level Agreement.	HBC/Housing Hartlepool
Environmental Improvements*	£200,000	Estimated cost based on previous schemes in similar areas. Further design work, and consultation is required.	HBC
Grants for tenanted properties**	£105,000	Up to £5,000 grants for home owners and tenanted properties.	HBC
Total	£465,000		HBC

Notes - **&** These elements of the proposals will form subsequent phases of the Baden Street Improvement Scheme.*

All of these costs are indicative, further work is required to establish final costs.

- 4.1 Project development work is ongoing, however it is expected that if the project proposal is agreed then the following timetable can be implemented:

Portfolio Approval	May 2011
Develop marketing information for Incentive Scheme	May 2011
Continue detailed property surveys	May 2011
Actively begin promotion of incentive scheme	June 2011
First application to the scheme received	Aug 2011

5. FINANCIAL CONSIDERATIONS

- 5.1 The Medium Term Financial Strategy approved in February included details of the proposed schemes to be funded from the £1.2m Council Capital Pot. These proposals were approved by Council and included a proposed project titled 'Regeneration Match Funding (Innovation and Skills Quarter/Housing Market Renewal (HMR)/Crown House/Housing General (including empty homes)'. The project description stated that the aim of the project is to 'kickstart' match funding and feasibility studies for regeneration and housing projects'. The approved allocation for this scheme is £160,000
- 5.2 At the time the overall budget was approved it was unclear whether this capital budget would fund a single scheme, or a small number of schemes, as detailed proposals had not been developed at that stage. Given the limited size of this capital budget there was always a high probability that the number of schemes which could be supported would be limited.
- 5.2 The issues outlined in this report in relation to Baden Street fall within the principles of the 'Regeneration Match Funding' project. However, this will commit all of the existing funds allocated for this project. A report was presented to the Community Safety and Housing Portfolio holder on 20 May 2011 setting out the issues in relation to Baden Street. The Portfolio Holder agreed in principle that the available funding of £160,000 should be allocated towards the Baden Street scheme.
- 5.3 As the Baden Street project commits the whole of the 'Regeneration Match Funding' budget this report is being referred to Cabinet so Members are aware of the action taken to implement the scheme, which accords with the principles agreed by Council in February.
- 5.4 Members are advised that this position does not adversely impact on the other proposals as the situation has changed since February as follows:

- Innovation and Skills quarter/Crown House – external grant funding for this type of scheme has been scaled back and it is unlikely to attract any match funding;
- Housing Market Renewal (HMR) – following the withdrawal of ongoing funding for HMR schemes the Government have recently announced some specific funding to enable councils to ‘exit’ this area of activity. This funding will not be sufficient to complete schemes as originally intended under the previous funding regime and the Government have indicated this funding is designed to provide a ‘managed exit’. The reality for Hartlepool is the amount of ‘exit’ funding we will receive won’t be sufficient. The area is being reviewed and a report will be submitted to Cabinet and Council once this work is complete and details of the Government grant allocation are known.

5.5 With regard to the Baden Street scheme the funding of £160,000 detailed in the previous paragraphs has been identified to support the costs associated with the scheme. Given the shortfall in available funding against the indicative costs, it is proposed that a phased approach is implemented.

5.6 At this stage it is intended that this resource will be used to fund the landlord incentive scheme, security, and tenant support elements of the overall programme. Any remaining funding will then be targeted towards the tenanted properties. There will be no commitments made beyond the scope of the approved budget, which will form a discrete phase of works. Any outstanding work areas not completed will be subject to securing further funding.

6. RECOMMENDATION

To note the contents of the report.

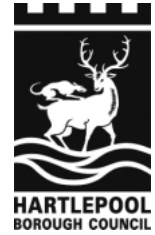
7. CONTACT OFFICER

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CABINET REPORT

18.7.11



Report of: Director of Regeneration and Neighbourhoods

Subject: ENTERPRISE ZONES

SUMMARY

1. PURPOSE OF REPORT

To update Cabinet on the Tees Valley Enterprise Zone proposals to Government. In addition the report highlights the potential financial impacts of the proposed Enterprise Zones in the light of emerging Government policy on areas retaining non domestic rate income.

2. SUMMARY OF CONTENTS

Details of the proposed Enterprise Zones in Tees Valley, and **Appendix 1** that identifies the locations of the sites. Details are also provided on projected private investment and job creation. In addition the report highlights the potential financial impacts of the proposed Enterprise Zones in the light of emerging Government policy on areas retaining non domestic rate income.

3. RELEVANCE TO CABINET

Major Economic policy development that will have a significant impact on the future long term prosperity of the town.

4. TYPE OF DECISION

For information only.

5. DECISION MAKING ROUTE

To be considered by Cabinet 18.7.11

6. DECISION(S) REQUIRED

The report is for information.

Report of: The Director of Regeneration and Neighbourhoods

Subject: ENTERPRISE ZONES

1. PURPOSE OF REPORT

- 1.1** To update Cabinet on the Tees Valley Enterprise Zone proposals to Government. In addition the report highlights the potential financial impacts of the proposed Enterprise Zones in the light of emerging Government policy on areas retaining non domestic rate income.

2. BACKGROUND INFORMATION

- 2.1** The recent Government budget sets out their pro growth agenda for enterprise and as part of the Growth Review it reports on ways which Whitehall can remove barriers to private sector growth. Enterprise zone policy is a key part of this agenda and will offer economic benefits for local areas to boost economic performance.
- 2.2** The Government has stated its commitment to provide super fast broadband on these sites, introduce a simplified planning regime, controlled by Local Development Orders [LDO] and additional support from UKTI to encourage direct foreign investment within the Enterprise Zones.
- 2.3** The report also highlights the potential financial impacts of the proposed Enterprise Zones in the light of emerging Government policy on areas retaining non domestic rate income.

3. TEES VALLEY ENTERPRISE ZONE PROPOSALS

- 3.1** The Tees Valley is home to the largest integrated heavy industrial area in the UK, containing petrochemicals, energy and industrial biotechnology of a world scale, the fourth largest port in the UK, a steel industry specialising in construction and pipe steels and a world class advanced engineering industry.
- 3.2** The economic Strategy for Tees Valley is to drive the transition from a high value, carbon economy to a high value, low carbon focused on renewable energy, new technologies, biological feed stocks and the reduction of the carbon footprint of our existing industries. At the same time the Tees Valley is seeking to diversify the economic base with increased indigenous business start ups and sme growth.

- 3.3 The Enterprise Zone proposals are a multi site Enterprise Zone that has identified a range of individual sites across the Tees Valley that utilise rates discounts, Enhanced Capital Allowances and Tax Increment Financing [TIF]. The Capital Allowance and TIF sites are designed to secure large scale investors including foreign direct investment, particularly targeting low carbon, chemical and renewable energy sector. At the same time the non domestic rate relief sites will support indigenous business start up, SME growth and smaller scale inward investment and will particularly support the development of a more integrated local supply chain to the large industries in the Tees Valley and target various sectors including advanced engineering and digital and creative industries..
- 3.4 The provision of rates discounted Enterprise Zones will offer several potential benefits including reduced burdens for business through providing non domestic rate relief of £55,000 pa for an individual business for up to five years. In addition the Government will provide the LEP and local authorities with an equal amount of funding that is remitted in business rates to invest in the local economy. This form of Enterprise Zone is largely targeted at SME's.
- 3.5 In overall terms the Tees Valley Enterprise Zone proposals will have the potential to create up to 43,000 new jobs, 1,250 new businesses and generate over £4bn worth of capital investment over the next 25 years. **Appendix 1** identifies all of the proposed Tees Valley Enterprise Zones. The non domestic rate relief Enterprise Zones total around 170ha on eight sites, the capital allowance Enterprise Zones total around 649ha on 10 sites and the TIF Enterprise Zones total around 234ha on six sites.
- 3.6 The proposed Enterprise Zones in Hartlepool target a range of sectors but most notably advanced engineering, offshore oil, gas and wind. The list of Hartlepool's sites are noted below together with which classification they have and the potential outputs.

HARTLEPOOL [25 year projections]

Business Rate Discounts

- Queens Meadow 52 ha, 72 new businesses, 1,400 jobs
- Oakesway 15ha, 10 new businesses, 1,441 jobs

Capital Allowances

- Port Estate 120ha, 3 new businesses, 1,800 jobs
- Able Seaton Port, 51 ha, 2 new businesses, 1,200 jobs
- Huntsman, 91 ha, 1 existing business supported, investment safeguarded

- 3.7 The other Tees Valley sites are noted below;

Business Rates Discount

- Central Park, Darlington
- SW Iron Masters, Middlesbrough
- St. Hilds, Middlesbrough
- Belasis Hall, Stockton
- North Shore ,Stockton
- Kirkleatham, R&C

Capital Allowances

- Riverside Park, Middlesbrough
- Haverton Hill, Stockton
- Lucite, Stockton
- New Energy Park, Stockton
- Seal Sands , Stockton
- PD Ports, R&C
- Wilton Int, R&C

Capital Allowance with TIF

- Billingham North , Stockton
- Billingham South, Stockton
- Billingham Reach, Stockton
- Port Clarence, Stockton
- Prairies, R&C
- South Bank Wharf, R&C

4. LOCAL DEVELOPMENT ORDERS [LDO]

- 4.1 The Government has indicated that the Enterprise Zones will have a simplified planning regime to provide certainty for potential occupiers and investors.
- 4.2 The simplified planning regime will take the form of an LDO, this document will specifically name developments that will be granted planning approval without the need to submit a formal planning application or be subject to Planning Committee determination.
- 4.3 Hartlepool is currently developing draft LDOs' within the Borough for each enterprise zone which will require consultation with key partners including Members, landowners, interested parties and statutory consultees. This work will provide a model for the rest of the Tees Valley to assist the local authorities to formulate LDOs' for their own sites. LDOs' are required to be in place by 2012.

5. RECOMMENDATION

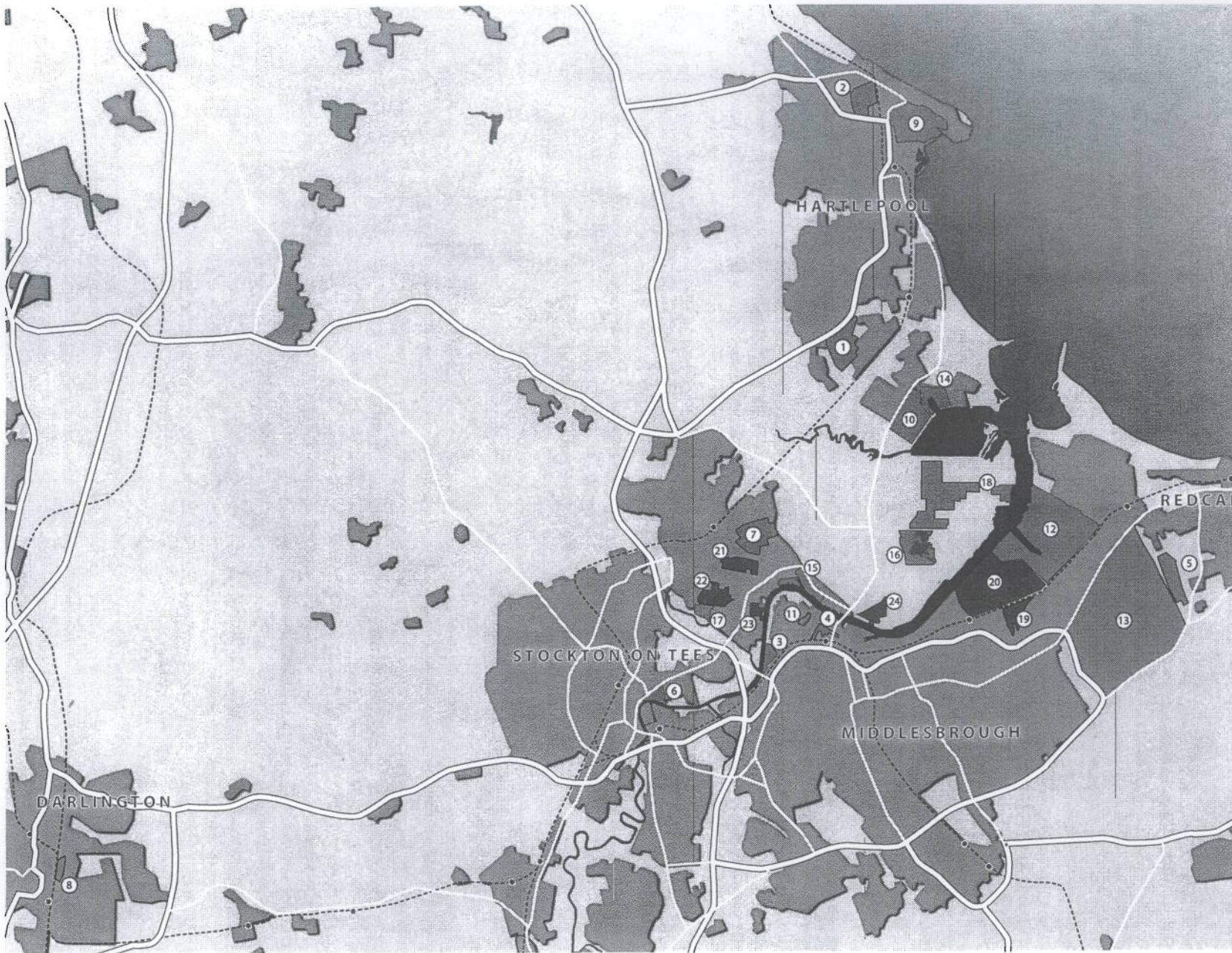
- 5.1 That the report is received for information and that further updates will be provided once the Government has responded to the proposals.

6. BACKGROUND PAPERS

- 6.1 None

7. CONTACT OFFICER

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KEY

Business Rate Discount Sites

- 1 Queen's Meadow
- 2 Oakesway
- 3 South West Iron Masters
- 4 St Hilda's
- 5 Kirkleatham
- 6 North Shore
- 7 Belasis Hall Tech Park
- 8 Darlington Central

Capital Allowances (without TIF)

- 9 Port Estates
- 10 Huntsman
- 11 Riverside
- 12 PD Ports
- 13 Wilton
- 14 Able Seaton
- 15 Haverton Hill
- 16 New Energy & Tech Park
- 17 Lucite
- 18 Seal Sands

Capital Allowances (with TIF)

- 19 Prairie Site
- 20 South Bank Wharf
- 21 Billingham North
- 22 Billingham South
- 23 Billingham Reach
- 24 Port Clarence

Tees Valley Enterprise Zone

on behalf of Tees Valley Unlimited

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drawing no. L/01
rev -
scale NTS
drawn by KS
checked by JA

drawing Site Locations

job no. MNDV226770
date 7th June 2011
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APPENDIX 1
1.4