

# SCRUTINY CO-ORDINATING COMMITTEE AGENDA



**19 August 2011**

**at 2.00 p.m.**

**in the Council Chamber**

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

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

Resident Representatives: Evelyn Leck and 2 vacancies

- 1. APOLOGIES FOR ABSENCE**
- 2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**
- 3. MINUTES**
  - 3.1 To confirm the minutes of the meeting held on 25<sup>th</sup> July 2011 *(to follow)*
- 4. RESPONSES FROM THE COUNCIL, THE EXECUTIVE OR COMMITTEES OF THE COUNCIL TO REPORTS OF THE SCRUTINY COORDINATING COMMITTEE**

No Items
- 5. CONSIDERATION OF REQUEST FOR SCRUTINY REVIEWS FROM COUNCIL, EXECUTIVE MEMBERS AND NON EXECUTIVE MEMBERS**

No Items
- 6. FORWARD PLAN**
  - 6.1 Forward Plan: September 2011 to December 2011 - *Scrutiny Manager*

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

No Items

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

No Items

**9. ITEMS FOR DISCUSSION**

- 9.1 Council Assisted Scheme for the Provision of Household White Goods/Furniture – Covering Report – *Scrutiny Manager*
- 9.2 Review of the Community Pool Grant – Consultation - *Assistant Director of Child and Adult Services*
- 9.3 The Council Museum and Art Galley Collection - Scoping and Establishment of Working Group – *Scrutiny Manager*
- 9.4 Health Scrutiny Forum - Work Programme 2011/12 – Chair of the Health *Scrutiny Forum*
- 9.5 Update - Development of a Hartlepool Health and Wellbeing Board – Chair of the Health *Scrutiny Forum*
- 9.6 Dedicated Overview and Scrutiny Budget – 2010/11 Outturn – *Scrutiny Manager*

**10. CALL-IN REQUESTS**

No Items

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

**ITEMS FOR INFORMATION**

- i) **Date of Next Meeting 2 September 2011, commencing at 2.00pm in the Council Chamber**

# **SCRUTINY CO-ORDINATING COMMITTEE**

## **MINUTES**

25 July 2011

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

### **Present:**

Councillor: Marjorie James (In the Chair)

Councillors Christopher Akers-Belcher, Rob Cook, Mick Fenwick, Sheila Griffin, Arthur Preece, Carl Richardson, Jane Shaw, Linda Shields, Chris Simmons, Ray Wells and Angie Wilcox

Also Present:: Councillor Pamela Hargreaves, Regeneration and Economic Development Portfolio Holder  
Councillor Ann Marshall  
John Maxwell, Resident Representative

Officers: Joanne Machers, Chief Customer and Workforce Services Officer  
Alastair Smith, Assistant Director, Transport and Engineering  
Caroline O'Neill, Assistant Director, Child and Adult Services  
John Morton, Assistant Chief Finance and Customer Services Officer  
Roy Horseman, Principal Revenues Officer  
Louise Wallace, Assistant Director, Health Improvement  
Joan Stevens, Scrutiny Manager  
Denise Wimpenny, Principal Democratic Services Officer

### **32. Apologies for Absence**

Apologies for absence were submitted on behalf of Councillors Stephen Akers-Belcher, Brenda Loynes, Trevor Rogan, Stephen Thomas and Resident Representative Evelyn Leck.

### **33. Declarations of interest by Members**

Councillor Christopher Akers-Belcher declared a personal interest in minute 46.

**34. Confirmation of the minutes of the meeting held on 3 June 2011**

Confirmed, subject to the following addition in relation to Minute 9:-

A Member referred to the deadline of 30 June 2011 for submission of updated job descriptions and personal specifications relating to the Revenues and Benefits Unit and sought clarification from the Chief Customer and Workforce Services Officer that the deadline had been fulfilled.

The Scrutiny Manager indicated that clarification of the situation would be obtained and that details of the job descriptions / personal specifications would, as previously agreed, be reported back to the Committee as part of the recommendation monitoring process.

**35. Confirmation of the minutes of the meeting held on 14 June 2011**

Confirmed.

**36. Confirmation of the minutes of the meeting held on 24 June 2011**

Confirmed.

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

None.

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

None.

**39. Forward Plan**

None.

**40. Consideration of progress reports/budget and policy**

## framework documents

None.

### 41. Consideration of financial monitoring/corporate reports

None.

### 42. Update on the Outcome of the Activities of the Bus Services Working Group *(Bus Services Working Group)*

The Chair of the Bus Services Working Group presented the report which provided an update on the outcome of the Bus Services Working Group meetings held on 31 March and 3 June 2011.

The report included the background to the establishment of the Working Group together with the issues considered by the Working Group.

In relation to alternative providers, it was reported that Manor West Community Transport/East Durham Communicare had developed a service similar to Dial-a-Ride, where customers could book transport in advance.

All statutory school transport was now being provided by the Council's own integrated transport unit, by commercial operators or on a contract basis. Streamline taxis had offered a concessionary fare scheme for group travel to outlying Hartlepool villages. Members considered that these schemes needed to be allowed time to settle in and their usage should be assessed prior to any action being taken by the Council.

The Transport Team had identified a 'travel club' as a possible means for providing a limited demand driven service, details of which were set out in the report. In order to assess potential demand for such a service, a questionnaire had been issued to all petition signatories, the results of which were considered by Members at the meeting of the Working Group on 3 June and were also included in the report.

The Working Group concluded that:-

- (i) The current schemes in operation need time to become established and usage levels and patterns to flatten out;
- (ii) The Transport Team will continue to explore a small scale travel club to benefit the very vulnerable who are unable to use commercial services;
- (iii) A watching brief would be kept by the Portfolio Holder for Regeneration and Economic Development and the Transport Team on the alternative service provision in place, with regular reports being taken to Portfolio Holder meetings;

- (iv) Should funding be available to reintroduce a small number of services this would need to be sustainable for the medium term, as the introduction of a service, which would then be removed once again when funding ran out, was unacceptable;
- (v) Discussions between the Regeneration and Economic Development Portfolio Holder and other Members had been exceptionally valuable in the identification of potential suggestions / solutions for the future provision of transport services in Hartlepool. In view of this, whilst the work of the Bus Services Working Group was now complete in relation to this issue, the Portfolio Holder suggested that the expertise and views of those Members who had served on the Working Group should be utilised in a 'Think Tank' capacity to enable continued Member involvement in the identification / development of future solutions;
- (vi) As approved by Scrutiny Co-ordinating Committee at its meeting of 24 June 2011, the young people associated with the Children's Service Scrutiny Forum would explore the effect the lack of bus services in certain areas and after certain times has on the young in Hartlepool.

The Assistant Director, who was in attendance at the meeting went on to provide a presentation which focused on the following:-

- Background to establishment of Bus Services Working Group
- Scope of the Working Group
- Outcomes of the Questionnaire
- Other Findings
- Conclusions

The Regeneration and Economic Development Portfolio Holder, who was in attendance at the meeting, commented on the success of the joint working group and indicated that this was an excellent example of the benefits of scrutiny and the Portfolio Holder working together. The Portfolio Holder highlighted the need for this work to continue.

In response to concerns from a member of the public regarding the withdrawal of bus services and the impact on pensioners, whilst the Committee acknowledged those concerns, it was emphasised that the Council had not withdrawn the bus services, it was the decision of bus operators. The Council had decided to withdraw subsidy payable to bus companies with effect from 31 March. The Chair of the Working Group outlined the current proposals to address the issue as set out in the report.

In the discussion that followed, the Committee supported the conclusions of the Working Group and went on to debate the implications of the withdrawal of various bus services, including isolation issues, alternative methods of transport and the poor response to the questionnaire. Concerns were reiterated regarding the impact on the most vulnerable in the community and the importance of addressing those needs were emphasised.

A Member referred to a number of complaints received by bus users that tickets issued did not reflect the correct destination to which the Assistant Director agreed to explore and provide feedback following the meeting.

In relation to the recommendation that those Members who had served on the Working Group should be utilised in a “Think Tank” capacity to enable continued Member involvement in the identification/development of future solutions, nominations were sought as to which Members wished to be involved in this process.

It was suggested that the following Members of this Committee be utilised by the Regeneration and Economic Development Portfolio Holder, in a “Think Tank” capacity, in the future identification/development of future solutions in relation to this issue:-

Councillors James, Simmons, Griffin, Cook, Wells and Wilcox

#### **Recommended**

- (i) That the conclusions of the Working Group, be noted and supported.
- (ii) That the following Members be utilised by the Regeneration and Economic Development Portfolio Holder in a “Think Tank” capacity in the future identification/development of future solutions in relation to future bus services:-

Councillors James, Simmons, Griffin, Cook, Wells and Wilcox.

#### **43. Call-in of Decision: Appointment of Local Authority Representatives to Serve on School Governing Bodies (Specifically the Decision Taken in relation to Seaton Carew Nursery School) (Scrutiny Manager)**

The Scrutiny Manager presented the report which provided background information relating to the call-in together with additional information from the Head Teacher as requested at the last meeting on 7 April.

In light of the additional information provided, the Committee’s views were sought as to whether the decision had been taken in accordance with the principles of decision making and comments on the report were sought for consideration by the Children’s Services Portfolio Holder.

The Assistant Director who had been involved in the discussions with the Head Teacher was in attendance at the meeting to answer any questions in relation to the decision.

Members reiterated the view expressed at the meeting on 7 April that: the principles of decision making had been contravened, reinforcing the grounds for call in. The decision taken disregarded the right of a Seaton Councillor to represent his constituents and had not been made in favour of

openness.

Following further debate, Members were unanimous in their view that the principles of decision making had been contravened in relation to 'A Presumption in Favour of Openness'. The grounds for this being that:-

- i) The decision taken to appoint Councillor H Thompson had been influenced by her visits to the nursery / interest shown by her through attendance at governor meetings. It had, however, been ascertained during the course of the Call-In that Councillor H Thompson had not attended any governor meeting and had in fact been invited to visit the nursery. In terms of fairness, Members felt strongly that the same opportunity to visit the nursery had not been extended to all Seaton Ward Councillors; and
- ii) The decision to overturn the decision of the General Purposes Committee was against previous practice (at no other time had the recommendations of the General Purposes Committee not been adhered to in relation to the appointment of School Governors).

Members were also:-

- i) Saddened that by moving outside normal practice in the allocation of positions in accordance with the recommendations of the General Purposes Committee it had been necessary to deny the school its full compliment of governors for a considerable period of time. Members hoped that this would not occur again; and
- ii) Of the view that, should the intention be in the future to disregard the recommendations of the General Purposes Committee, consideration would need to be given to the value of the Committee's involvement in the process for the appointment of School Governors. In doing this, it was recognised that it would be beneficial to discuss the issue with the Mayor prior to the initiation of any action to revise/remove the activity from the remit of the General Purposes Committee.

### **Recommended**

That following the Committee's full and detailed consideration of the information provided:-

- i) The Children's Services Portfolio Holder be asked to re-consider her decision on the grounds that it had not been taken in accordance with the Principles of Decision Making (as outlined in Section 13 of the Constitution) for the reasons outlined above.
- ii) That should the intention be in the future to disregard the recommendations of the General Purposes Committee, consideration would need to be given to the value of the Committee's involvement in

the process for the appointment of School Governors.

#### **44. Scrutiny Co-ordinating Committee Consideration of 2012/13 Budget Items – Penalty Charges (Income) Scoping Report** *(Scrutiny Manager)*

The Scrutiny Manager presented a report in relation to Penalty Charges – Income following the Committee's agreement to consider the following budget proposals/projects as part of the Work Programme for the 2011/12 Municipal Year:-

- Extended Customer and Support Services DSO
- Penalty Charges – Income
- Council Tax Class A Exemption Removal – Income
- Bailiff Car Parking Enforcement – Income
- Review of Service Provision and Potential Divisional Structure in Corporate Strategy

#### **The aim of Investigation**

To provide views and / or alternative suggestions for savings, regarding the 2012/13 budget proposals presented to the Scrutiny Co-ordinating Committee in relation to 'Penalty Charges – Income'.

#### **Proposed Terms of Reference**

- (a) To gain an understanding of the service areas in relation to:
  - (i) The current budget (as detailed in the budget book);
  - (ii) Staffing information;
  - (iii) Budgetary and operational pressures / challenges / priorities and statutory responsibilities (where applicable);
  - (iv) The level of savings required.
- (b) To explore the budget requirements in relation to:-
  - a. The required savings (including areas where provision of services could be ceased, reduced or changed to improve efficiency);
  - b. The potential impact of proposals / options on future service provision; and
  - c. How the provision of service could look in the future.
- (c) To formulate the Committee's comments on the budget proposals to feed in to the decision making process;
- (d) To provide details of, and consider, any alternative suggestions the Committee may develop to achieve the required savings in

the areas identified.

### **Potential Areas of Enquiry/Sources of Evidence**

- (i) Details of the current budget (as detailed in the budget book);
- (ii) Staffing information;
- (iii) Details of budgetary and operational pressures / challenges / priorities and statutory responsibilities (where applicable);
- (iv) The level of savings required; and
- (v) Details of potential options identified for the delivery of required budget savings.

Details of the proposed timetable were provided, as set out in the report.

### **Recommended**

The proposed remit and terms of reference, be agreed.

## **45. Scrutiny Co-ordinating Committee Consideration of 2012/13 Budget Items – Penalty Charges (Income) - Presentation** *(Chief Customer and Workforce Services Officer and Assistant Chief Finance and Customer Services Officer)*

The Assistant Chief Finance and Customer Services Officer, who was in attendance at the meeting, provided a presentation which focused on the following:-

- Finance and Customer Services Departmental Structure
- 2011/2012 Budget Information
  - Gross Expenditure
  - Income
  - Net Expenditure
  - Staffing Figures
- Key Pressures and Areas of Concern for 2012/13 and Beyond
  - Reduction in General Fund Budget/resources
  - Reduction in DWP Administration Grant allocation
  - Legislative Changes
  - Demand for Services – increasing numbers of benefit claims linked to recession
- Recurring Savings totalling £700,000 had been delivered over 2010/11 and 2011/12
- New 2012/13 savings target of £330,000 for Finance and Customer Services
- Penalty Charges £20,000 towards £330,000 target

- Details of Existing Charges Income 2010/11
- Penalty Charges – legal background
- Collection and Appeals Procedure
- Position at Other Councils re: introduction of penalty charges
- Fraud Deterrent and Sustainability

Following the conclusion of the presentation, discussion ensued which included the following issues:-

- (i) A Member queried if the recommendation previously made by this Committee that all Council Tax reminder letters included an advice note in relation to payment difficulties had been implemented. It was confirmed that this process had been implemented and an example reminder letter would be provided to the next meeting.
- (ii) In relation to the proposed introduction of a penalty charge of £70 for failure to notify the Council of a change in circumstance concerning a discount or exemption of a dwelling from Council Tax, clarification was sought as to whether the cost implications had been considered if an appeal against the penalty charge was made. The Assistant Chief Finance and Customer Services Officer reported that whilst there was a right of appeal, feedback from other local authorities, who were currently operating this system, had reported a low percentage of appeals.
- (iii) A Member expressed concern that non-payment of Council Tax may be as a result of extreme hardship to which the Forum was advised on the process for dealing with hardship issues as well as the prosecution process.
- (iv) Reference was made to the anticipated number of prosecutions as a result of imposing a penalty charge and a Member questioned whether the £70 charge covered the Council's administrative costs to which Members were advised that an external party dealt with recovery on the Council's behalf at a cost of £39 per successful prosecution. Details of the recovery process and budget allocation to cover the administration costs were provided. It was suggested that penalty charges for failure to report a change in circumstance should be examined and recovered over previous financial years and should not be restricted to the current financial year.
- (v) In response to a request for clarification, the Committee was advised of the appeal process.

- (vi) Concerns were raised that charges had not been implemented earlier given the legislation introducing these powers had been granted on 1 April 1993. Disappointment was expressed that the proposed penalty charges were targeting non-benefit households and, from an equality perspective, should be introduced for benefit households. The Assistant Chief Finance and Customer Services Officer indicated that he was not aware of any local authorities operating in this way. It was envisaged that these charges had only recently been introduced as a result of the budgetary difficulties facing local authorities.
- (vii) With regard to the anticipated income generation of £20,000 pa as a result of the introduction of penalty charges, a Member sought clarification as to how that figure had been calculated. Members were advised that the figure had been calculated based on statistics provided by the recovery agent.
- (viii) Members discussed the provision of free school meals and the potential loss of income as a result of low take-up. The Chair reiterated the importance of encouraging take-up and the need to highlight entitlement on council tax and benefit forms. The benefits to the school as a result were outlined. It was reported that the new claim form included reference to free school meals. Details of the various initiatives to increase take-up were outlined.
- (ix) Further discussion ensued on the need to promote benefit take-up as well as the most cost effective methods of promoting this. It was suggested that all correspondence issued by the Council should include information on benefit entitlements.

### **Recommended**

- (i) The Committee endorsed the proposed introduction of penalty charges.
- (ii) The Committee's support for the proposal be reported to the Performance Portfolio Holder.

#### **46. Development of a Hartlepool Health and Wellbeing Board** *(Assistant Director for Health Improvement and Adult Social Care)*

The Assistant Director for Health Improvement and Adult Social Care reported on the statutory requirement for Hartlepool (and all Local Authorities) to have Health and Wellbeing Boards. The report included background information to the consultation process relating to the proposed arrangement and Hartlepool's involvement in the early Implementer Programme.

A full report on Health and Wellbeing Boards would be presented to Cabinet on 15 August 2011. A shadow board would be established by the end of September 2011. The draft terms of reference would be agreed with partner agencies at the first shadow board meeting in September in light of the view of Cabinet on 15 August.

The Committee's views were sought as to the most appropriate scrutiny Forum to consider this issue.

Members were of the view that whilst the Health Scrutiny Forum was the most appropriate Forum to consider this issue, it was considered there was also a role for this Committee, other Scrutiny Forums and the third sector.

In response to a request for clarification on the make-up of the Board, Members were advised that it was anticipated it would include Elected Members, the Director of Public Health and Chief Executive. However, confirmation in this regard was yet to be determined.

A Member queried how and when the funding for early implementers would be available. The Committee was advised that this information was awaited. However, it was envisaged that monies may be allocated at a regional level.

#### **Recommended**

That the issue be referred to the Health Scrutiny Forum with regular update reports to be provided to Scrutiny Co-ordinating Committee.

#### **47. Scrutiny Co-ordinating Committee Workforce Services Working Group** *(Chief Customer and Workforce Services Officer)*

The Chief Customer and Workforce Services Officer presented the report which provided background information relating to the Group together with details of the make-up of the Group.

With regard to the future of the Workforce Services Working Group, it was reported that the issues facing the Council in terms of the workforce were

severely impacted by the need to make significant savings. An exercise would be undertaken to negotiate with the trade unions on where budget savings could be made from employee costs.

It was proposed that the Workforce Services Working Group meet with officers to consider and comment on the proposals as they had been developed to date and, on an ongoing basis, as negotiations progressed with trade union representatives during August, September and October to ensure that a wider view of Elected Members was obtained.

In terms of the process for undertaking this referral, it was suggested that a 7 Member Working Group be established made up of the following Members of Scrutiny Co-ordinating Committee:-

Councillors James, Simmons, C Akers-Belcher, Preece, Richardson Wells and Wilcox

#### **Recommended**

That a 7 Member Working Group be established made up of the following Members of Scrutiny Co-ordinating Committee:-

Councillors James, Simmons, C Akers-Belcher, Preece, Richardson Wells and Wilcox

### **48. Potential Request for a Change to Regeneration and Planning Services Scrutiny Forum's Work Programme for 2011/12** *(Scrutiny Manager)*

The Chair reported that at the meeting of the Scrutiny Co-ordinating Committee on 24 June 2011 to which all members of the Forum were invited, it was agreed that the main topic for investigation by the Regeneration and Planning Services Forum's Work Programme for 2011/12 would be the issue of Housing Regeneration with a specific focus on existing homes. Members also agreed that should the Forum have capacity the issue of Employment and Training Opportunities for Young Adults aged 19+ would be considered as a second investigation.

Following further consideration of each of the potential topics the Chair of the Regeneration and Planning Services Scrutiny Forum was of the view that the main topic for investigation should be changed. The amendment was agreed at the meeting of the Regeneration and Planning Services Scrutiny Forum on 21 July. Details of the two investigation proposals were attached at Appendices A and B.

The Chair sought the Committee's consideration of an amendment to the Work Programme and highlighted that should approval be granted it be noted that this should not set a precedent for the future.

**Recommended**

That the request from the Regeneration and Planning Services Scrutiny Forum for an amendment to the Work Programme, be agreed.

**49. Request for Funding to Support Informal Scrutiny Chairs Meetings** (*Scrutiny Manager*)

The Chair reported on a request for funding from the Dedicated Overview and Scrutiny Budget.

At the meeting of Informal Scrutiny Chair's approval had been requested for funding for £105.00 to provide lunch for 6 Members at future meetings of the Informal Scrutiny Chair's to enable Members to participate given the proximity of the meeting to the afternoon's meeting of Scrutiny Co-ordinating Committee, details of which were attached at Appendix 1 to the report.

**Recommended**

That the request for funding totalling £105.00 the Dedicated Overview and Scrutiny Budget, be approved.

**50. Call-In Requests**

None.

The meeting concluded at 4.48 pm.

CHAIR

## SCRUTINY CO-ORDINATING COMMITTEE

19 August 2011



**Report of:** Scrutiny Manager

**Subject:** THE FORWARD PLAN – SEPTEMBER 2011 TO  
DECEMBER 2011

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### 1. PURPOSE OF REPORT

- 1.1 To provide the opportunity for the Scrutiny Co-ordinating Committee to consider whether any item within the attached Executive's Forward Plan should be considered by this Committee or referred to a particular Scrutiny Forum.

### 2. BACKGROUND INFORMATION

- 2.1 As you are aware, the Scrutiny Co-ordinating Committee has delegated powers to manage the work of Scrutiny, as it thinks fit, and if appropriate can exercise or delegate to individual Scrutiny Forums.
- 2.2 One of the main duties of the Scrutiny Co-ordinating Committee is to hold the Executive to account by considering the forthcoming decisions of the Executive and to decide whether value can be added to the decision by the Scrutiny process in advance of the decision being made.
- 2.3 This would not negate Non-Executive Members ability to call-in a decision after it has been made. As such, the most recent copy of the Executive's Forward Plan is attached as **Appendix 1** for the Scrutiny Co-ordinating Committee's information. Please note that at the time of production of the report the most recent Forward Plan (September 2011 to December 2011) had not yet been published, as such a copy will be circulated under separate cover prior to today's meeting.

### 3. RECOMMENDATION

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

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

## **BACKGROUND PAPERS**

No background papers were used in the preparation of this report



**FORWARD PLAN**

**SEPTEMBER 2011 – DECEMBER 2011**

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## 1. **INTRODUCTION**

1.1 The law requires the executive of the local authority to publish in advance, a programme of its work in the coming four months including information about key decisions that it expects to make. It is updated monthly.

1.2 The executive means the Mayor and those Councillors the Mayor has appointed to the Cabinet.

1.3 Key decisions are those which significantly modify the agreed annual budget of the Council or its main framework of policies, those which initiate new spending proposals in excess of £100,000 and those which can be judged to have a significant impact on communities within the town. A full definition is contained in Article 13 of the Council's Constitution.

1.4 Key decisions may be made by the Mayor, the Cabinet as a whole, individual Cabinet members or nominated officers. The approach to decision making is set out in the scheme of delegation which is agreed by the Mayor and set out in full in Part 3 of the Council's Constitution.

## 2. **FORMAT OF THE FORWARD PLAN**

2.1 The plan is arranged in sections according to the Department of the Council which has the responsibility for advising the executive on the relevant topic:

Part 1	Chief Executive's Department
Part 2	Child and Adult Services Department
Part 3	Regeneration and Neighbourhoods Department

2.2 Each section includes information on the development of the main policy framework and the budget of the Council where any of this work is expected to be undertaken during the period in question.

2.3 It sets out in as much detail as is known at the time of its preparation, the programme of key decisions. This includes information about the nature of the decision, who will make the decisions, who will be consulted and by what means and the way in which any interested party can make representations to the decision-maker.

## 3. **DECISIONS MADE IN PRIVATE**

3.1 Most key decisions will be made in public at a specified date and time.

3.2 A small number of key decisions, for reasons of commercial or personal confidentiality, will be made in private and the public will be excluded from any sessions while such decisions are made. Notice will still be given about the

intention to make such decisions, but wherever possible the Forward Plan will show that the decision will be made in private session.

3.3 Some sessions will include decisions made in public and decisions made in private. In such cases the public decisions will be made at the beginning of the meeting to minimise inconvenience to members of the public and the press.

#### **4. URGENT DECISIONS**

4.1 Although every effort will be made to include all key decisions in the Forward Programme, it is inevitable for a range of reasons that some decisions will need to be taken at short notice so as to prevent their inclusion in the Forward Plan. In such cases a minimum of 5 days public notice will be given before the decision is taken.

4.2 In rare cases it may be necessary to take a key decision without being able to give 5 days notice. The Executive is only able to do this with the agreement of the Chair of the Scrutiny Co-ordinating Committee or the Chairman or Vice-Chairman of the local authority. (Scrutiny committees have the role of overseeing the work of the Executive).

#### **5. PUBLICATION AND IMPLEMENTATION OF EXECUTIVE DECISIONS**

5.1 All decisions which have been notified in the Forward Plan and any other key decisions made by the Executive, will be recorded and published as soon as reasonably practicable after the decision is taken.

5.2 The Council's constitution provides that key decisions will not be implemented until a period of four days has elapsed after the decision has been published. This allows for the exceptional cases when a scrutiny committee may 'call in' a decision of the Executive to consider whether it should be reviewed before it is implemented. 'Call in' may arise exceptionally when a Scrutiny Committee believes that the Executive has failed to make a decision in accordance with the principles set out in the Council's constitution (Article 13); or that the decision falls outside the Council's Policy Framework; or is not wholly in accordance within the Council's budget.

#### **6. DETAILS OF DECISION MAKERS**

6.1 Names and titles of those people who make key decisions either individually or collectively will be set out in Appendix 1 once they are determined.

#### **7. TIMETABLE OF KEY DECISIONS**

7.1 The timetable as expected at the time of preparation of the forward plan is set out in Appendix 2. Confirmation of the timing in respect of individual decisions can be obtained from the relevant contact officer closer to the time of the relevant meeting. Agenda papers are available for inspection at the Civic Centre five days before the relevant meeting.

## **PART ONE – CHIEF EXECUTIVE’S DEPARTMENT**

### **A. BUDGET AND POLICY FRAMEWORK**

#### **MEDIUM TERM FINANCIAL STRATEGY (MTFS) 2012/13 TO 2014/15 – INITIAL CONSULTATION PROPOSALS**

The existing MTFS identifies that the Council needs to make budget reductions of £14.7m before the start of 2014/15. Cabinet will review the existing MTFS to reflect changes in the planning assumptions since February 2011 when the budget for the current year was approved. This will include an assessment of additional one-off financial risks facing the Council and proposals for how these risks can be managed and funded. This report will assess the impact on the MTFS of proposed changes the Government intend to make to re-localise Business Rates and transfer responsibility of Council Tax benefits from the Government to individual Councils. This report is the first in the 2012/13 budget process and will be submitted to Cabinet on 10.10.11 and then referred to Scrutiny Co-ordinating Committee on 15.10.11. Further reports will be submitted to Cabinet in December 2011 and January 2012 and these reports will also be referred to Scrutiny Co-ordinating Committee. Cabinet’s final proposals will be referred to full Council in February 2012.

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

## **B. SCHEDULE OF KEY DECISIONS**

### **DECISION REFERENCE: CE 44/11 – Workforce Arrangements**

#### **Nature of the decision**

The cost of employing each employee comprises basic pay plus a range of other payments such as overtime and unsocial hours payments. As part of the budget strategy, Cabinet will be asked to consider a range of options which may be considered to reduce the costs of employment which does not necessarily reduce the number of employees.

#### **Who will make the decision?**

The decision will be made by Cabinet

#### **Ward(s) affected**

Ward(s) are not directly affected

#### **Timing of the decision**

The decision will be made in October 2011

#### **Who will be consulted and how?**

Non Executive members, Headteachers, Hartlepool Joint Trade Union Committee and employees will be consulted via standard consultation arrangements.

#### **Information to be considered by the decision makers**

The information to be considered by the decision makers is likely to include the nature of the proposed changes to staff terms and conditions, the potential cost savings, equality impact assessments and risks associated with a variety of options for reducing employment costs which do not reduce the number of employees.

#### **How to make representation**

Representations should be made to Joanne Machers, Chief Customer & Workforce Services Officer, Civic Centre, Victoria Road, Hartlepool, TS24 8AY. Telephone 01429 523002, e-mail: [joanne.machers@hartlepool.gov.uk](mailto:joanne.machers@hartlepool.gov.uk)

#### **Further information**

Further information can be sought by contacting Joanne Machers as detailed above.

# **DECISION REFERENCE CE45/11 STRATEGY FOR BRIDGING THE BUDGET DEFICIT 2012/13 – ICT, REVENUES AND BENEFITS SERVICES**

## **Nature of the decision**

Recommendations will be made to Cabinet following the conclusion of the procurement process

## **Background**

Cabinet agreed on the 23<sup>rd</sup> May 2011 and 20<sup>th</sup> June 2011 that a procurement exercise is commenced using the OGC Buying Solutions Framework for ICT and Revenues and Benefits services.

Cabinet had previously received three reports (on 24<sup>th</sup> January 2011, 7<sup>th</sup> February 2011 and 8<sup>th</sup> April 2011) which identified and provided options in respect of the potential benefits from and the procurement route for a revised delivery mechanism for ICT and Revenues and Benefits services and the services contribution to addressing the budget deficit in the available timescales.

The range of options and considerations of potential alternatives have been considered and concluded that:-

- Preliminary research indicated that significant savings for the Council can be achieved.
- There are potential benefits to Hartlepool in economic regeneration.
- There is significant private sector experience in the delivery of these services on behalf of the public sector.
- Proposed amendments to the national benefits system may result in significant changes to the scale and scope of the Revenues and Benefits services the Council currently provide.
- Statutory protections for current staff would be maximised.

Following undertaking the competitive process through the OGC Buying Solutions Framework, Cabinet will be asked to consider the outcomes of the exercise.

## **Who will make the decision?**

The decision will be made by Cabinet.

## **Timing of the decision**

The decision is expected to be made in October 2011.

**Who will be consulted and how?**

Staff within the Services and Hartlepool Joint Trade Union Committee have already been consulted and consultation will continue throughout the process.

**Information to be considered by the decision makers**

Cabinet will be presented with the outcomes of the procurement exercise following the competitive process through the OGC Buying Solutions Framework.

**How to make representations**

Representations should be made to:

Andrew Atkin, Assistant Chief Executive, Civic Centre, Hartlepool, TS24 8AY  
Telephone (01429) 523003  
E-mail: [andrew.atkin@hartlepool.gov.uk](mailto:andrew.atkin@hartlepool.gov.uk)

**Further information**

Further information on this matter can be sought from Martyn Ingram tel no (01429) 284112.

## **DECISION REFERENCE: CE46/11 – REVIEW OF COMMUNITY INVOLVEMENT & ENGAGEMENT (INCLUDING LSP REVIEW): UPDATE ON DECISIONS TAKEN ‘IN PRINCIPLE’**

### **Nature of the decision**

Key Decision - Test (ii) applied

### **Background**

Following a review Cabinet has agreed the future approach of the Local Authority to community and stakeholder involvement and engagement and the Local Strategic Partnership, including theme partnerships at their meeting on 18<sup>th</sup> July 2011. This was previously in the Forward Plan as decision reference CE43/11.

At the end of June the Government responded to the NHS Future Forum report. In their response they outlined that as the statutory Health and Wellbeing Board “discharges executive functions of local authorities” it should operate as equivalent executive bodies do in local government. At the time of Cabinet agreeing the future approach it was unclear exactly what this meant and the implications that this would have on the structure proposed. In response some decisions were requested to be made ‘in principle’ and that these would be confirmed once guidance was issued on the implementation of the statutory Health and Wellbeing Board.

The ‘in principle’ decisions related to the structure of community involvement and engagement and the development of a Strategic Partners Group and its membership. It is these decisions that are the subject of this Forward Plan entry. They will be confirmed or reviewed dependent upon the guidance issued for the statutory Health and Wellbeing Board.

### **Who will make the decision?**

The decision will be made by Cabinet however some elements may require Council agreement for changes to the Constitution.

### **Ward(s) affected**

The proposals will affect all wards within the Borough.

### **Timing of the decision**

At the Cabinet meeting on 18<sup>th</sup> July 2011 it was agreed that a further report would be brought to Cabinet once the statutory Health & Wellbeing Board guidance had been issued. If the ‘in principle’ decisions that Cabinet have taken are unaffected then they will be agreed for implementation. If those ‘in principle’ decisions are affected then Cabinet will be asked to consider alternative proposals which reflect the new position. It is anticipated that the guidance will be published in early autumn and a report will be taken to Cabinet following the

publication date. The detailed timescales for this are currently unclear and may be subject to change however at this stage it is expected that the decision will be made in October.

### **Who will be consulted and how?**

Cabinet will be asked to consider the implications of guidance on the development of the statutory Health and Wellbeing Board on the 'in principle' decisions relating to the structure of community involvement and engagement and the development of a Strategic Partners Group and its membership.

### **Information to be considered by the decision makers**

Cabinet will be presented with detail from the guidance on the development of the statutory Health and Wellbeing Board and how this will impact, if at all, on the 'in principle' decisions that they made on 18<sup>th</sup> July 2011.

### **How to make representation**

Representation should be made to:

Andrew Atkin, Assistant Chief Executive, Civic Centre, Hartlepool TS24 8AY.

Telephone: (01429) 523003.

Email: [Andrew.atkin@hartlepool.gov.uk](mailto:Andrew.atkin@hartlepool.gov.uk)

Catherine Frank, Local Strategic Partnership Manager, Civic Centre, Hartlepool TS24 8AY.

Telephone: (01429) 284322.

Email: [catherine.frank@hartlepool.gov.uk](mailto:catherine.frank@hartlepool.gov.uk)

### **Further Information**

Further information can be obtained from Catherine Frank, as above.

## **DECISION REFERENCE: CE47/11 – CUSTOMER & SUPPORT SERVICES - SERVICE REVIEW**

### **Nature of the decision**

Following a review of Customer & Support Services service provision in the Chief Executive's Department, recommendations will be made to Cabinet regarding the services to be provided by Hartlepool Connect, Support Services, Registration & Nationality Service and the corporate diversity function detailing how savings targets will be achieved.

### **Who will make the decision?**

The decision will be made by Cabinet.

### **Ward(s) affected**

No ward(s) are affected other than through the indirect support provided by the service.

### **Timing of the decision**

The decision will be made in December 2011

### **Who will be consulted and how?**

Staff employed in the Division, CMT and Departmental managers, trade union representatives and Elected Members will be consulted in formal meetings and discussion groups. Written information will also be circulated to help inform consultees about the range of services provided, options for delivery, stimulate discussion, etc.

### **Information to be considered by the decision makers**

A report setting out the review stages, a summary of the information gathered, options analysis, conclusions and recommendations will be presented to Cabinet.

### **How to make representation**

Representations should be made to John Morton, Assistant Chief Finance and Customer Services Officer, Civic Centre, Victoria Road, Hartlepool, TS24 8AY. Telephone 01429 523003, e-mail: [joanne.machers@hartlepool.gov.uk](mailto:joanne.machers@hartlepool.gov.uk)

### **Further information**

Further information can be sought by contacting Christine Armstrong, Customer & Support Services Manager, Civic Centre, Victoria Road, Hartlepool, TS24 8AY. Telephone 01429 523016, e-mail: [christine.armstrong@hartlepool.gov.uk](mailto:christine.armstrong@hartlepool.gov.uk)

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

### **A. BUDGET AND POLICY FRAMEWORK**

#### **YOUTH JUSTICE STRATEGIC PLAN**

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

The national Youth Justice Performance Improvement Framework includes a range of elements that work together to improve practice and performance. As part of the framework and as a statutory responsibility under the Crime and Disorder Act 1998 all Youth Offending Services are required to prepare a Youth Justice Strategic Plan and submit this to the Youth Justice Board.

The timetable for approving the plan is set out below:

- Cabinet, 18 April 2011 – Considered a report outlining all issues for consideration which will contribute to the development of the draft plan.
- The draft plan has been shared with stakeholders including Youth Offending Management Board, key partner agencies and staff within the service. A final draft plan has been prepared taking into consideration the views and comments of those involved in the consultation.
- The draft plan and issues report was considered by the Children's Services Scrutiny Forum on 19 July 2011 and a final draft plan produced taking into account the comments from the Forum.

Cabinet considered the final draft Youth Justice Strategic Plan and recommendations from the Children's Services Scrutiny Forum on 15 August and the final Strategic Plan will be presented to the full Council meeting on 15 September 2011 final approval.

## **B. SCHEDULE OF KEY DECISIONS**

### **DECISION REFERENCE: CAS97/11 COMMUNITY SERVICES BUDGET REDUCTIONS**

#### **Nature of the decision**

The Community Services target savings are from across all services within this division and in addition to the Cultural Services SDO and Community Pool review.

#### **Who will make the decision?**

Cabinet

#### **Timing of the decision**

November 2011

#### **Ward(s) affected**

All wards

#### **Who will be consulted and how?**

The Portfolio Holder for Culture, Leisure and Tourism, Cabinet and Scrutiny Coordinating Committee.

#### **Information to be considered by the decision-makers**

The service area has a wide remit and covers Culture, Sport and Leisure, Archaeology, Libraries and Adult Education, the target savings are in addition to the SDOs carried out within this service area over the last two years and will contribute to the Budget and Strategy framework savings for 2012/13.

#### **How to make representations**

Representations should be made to John Mennear, Assistant Director Community Services, Child and Adult Services, Civic Centre, Victoria Road, Hartlepool. Telephone 01429 523417, e-mail [john.mennear@hartlepool.gov.uk](mailto:john.mennear@hartlepool.gov.uk).

#### **Further information**

Further information on this matter can be sought from John Mennear

## **DECISION REFERENCE: CAS98/11 HARTLEPOOL SCHOOL ADMISSION ARRANGEMENTS FOR 2013/14**

### **Nature of the decision**

To give permission to go out to consult on Admission Arrangements for Hartlepool Schools 2013/14.

### **Who will make the decision?**

The decision will be made by the Portfolio Holder for Children's Services.

### **Timing of the decision**

The decision is required by September 2011 to allow the consultation to take place over the Autumn 2011.

### **Ward(s) affected**

All Wards

### **Who will be consulted and how?**

All HBC schools will be consulted via their governing body meetings, neighbouring local authorities, the Diocese of Hexham and Newcastle will receive copies of the proposed arrangements via e-mail and the public consultation documents will be on HBC website.

### **Information to be considered by the decision-makers**

Statutory requirement to consult on and publish Admission Arrangements.

### **How to make representations**

Representations should be made to Sue Beevers, Admissions, School Place Planning and Support Services Manager, Child and Adult Services, Level 4, Civic Centre, Victoria Road, Hartlepool, TS24 8AY. Telephone (01429) 523672, e-mail [sue.beevers@hartlepool.gov.uk](mailto:sue.beevers@hartlepool.gov.uk).

### **Further information**

Further information on this matter can be sought from Sue Beevers as above or the Admissions Team on 01429 523765

## **DECISION REFERENCE: CAS99/11 EARLY INTERVENTION STRATEGY**

### **Nature of the decision**

To approve the Early Intervention Strategy which will provide the Local Authority and partners with the framework for the redesign, restructure and commissioning of local services to secure better results for children, young people and families.

### **Who will make the decision?**

Cabinet.

### **Timing of the decision**

24 October 2011.

### **Ward(s) affected**

All wards.

### **Who will be consulted and how?**

Local Authority Staff (Child and Adult Services) affected by Early Intervention Strategy via Staff Briefings

Partner Organisations via a series of Early Intervention Seminars

Partner Organisations via presentations to established groups and boards including:

- Safer Hartlepool Partnership
- 0 - 11 Partnership
- 11 - 19 Partnership
- Hartlepool Safeguarding Children's Board
- Children's Partnership
- Directors meeting with Primary Heads
- Directors meeting with Secondary Heads
- Health and Wellbeing Partnership
- Teenage Pregnancy Partnership Board
- North Forum
- Central Forum
- South Forum
- Substance Misuse Commissioning Group
- Parenting Forum

Parents via a series of Early Intervention Seminars

General Service Users via an invitation to comment on the Early Intervention Strategy via Local Press and Survey Monkey.

General Service Users via consultation exercises led by individual services (who are currently funded via the Early Intervention Grant) with their respective user groups.

### **Information to be considered by the decision-makers**

In December 2010, the Secretary of State for Education announced the creation of a new Early Intervention Grant which would provide Local Authorities with greater flexibility and freedom to respond to local need.

The grant effectively replaces a number of funding streams that have historically funded specific services such as Children's Fund, Young Peoples Substance Misuse Services, Children's Centres, Connexions, the Teenage Pregnancy Service and the Youth Crime Action Plan and instead provides local authorities and partners with the impetus to act more strategically to pool and align this funding to target disadvantage more effectively, avoid duplication and invest in early intervention to produce better results for local children, young people and families.

This reduction in national prescription regarding how services for children, young people and families are configured and delivered has enabled local partnerships to begin to review local need and the suitability of existing services with a view to restructuring/commissioning services to achieve improved outcomes and best value.

A structured timetable of consultation began on the 11th July 2011 seeking to establish how best the Local Authority could allocate and prioritise resources according to local needs and invest in early intervention to improve outcomes for local children, young people and families, to allow for a series of recommendations to be submitted to Cabinet for decision.

Work to date has already highlighted that, in spite of all our efforts, the gap between our most vulnerable children and their peers continues to widen and that this disadvantage is felt most keenly across a number of key geographical areas wherein the town's most vulnerable families and problematic households are concentrated.

If we are to have a significant and lasting impact there appears to be a clear need to develop and commission services that are able to identify and address the needs of whole families at the earliest opportunity and to focus resources on those areas of the town where they are needed most.

A target date for the first phase of implementation is in place for the 1st of April 2012 and it is anticipated that further reports will follow regarding proposals relating to service structures and commissioned services pending agreement from Cabinet to progress with the developing Early Intervention Strategy.

**How to make representations**

Representations to be made to Mark Smith, Head of Integrated Youth Support Services, Child and Adult Services, Hartlepool Borough Council, Civic Centre, Hartlepool, TS24 8AY. Telephone (01429) 523405. E-mail mark.smith@hartlepool.gov.uk.

**Further information**

Further information can be sought from Mark Smith, Head of Integrated Youth Support Services as above.

## **PART THREE - REGENERATION AND NEIGHBOURHOODS**

### **A. BUDGET AND POLICY FRAMEWORK THE PLANS AND STRATEGIES WHICH TOGETHER COMPRISE THE DEVELOPMENT PLAN**

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

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

The new Coalition Government intends to abolish regional structures including Regional Spatial Strategies and legislation to confirm this abolition is expected in late 2011. Until this legislation comes into force however the RSS remains in place and policies within the Local Development Framework must be compliant with the RSS.

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

- a) Development plan documents – (DPDs) – these are part of the development plan and must include:-
  - A core strategy setting out the long term spatial vision for the area and the strategic policies and proposals to deliver the vision
  - DPDs on Site specific allocations and policies
  - Generic development control policies relating to the vision and strategy set out in the core strategy, and
  - Proposals Map

Preparatory work relating to the Core Strategy has been ongoing for some time involving the gathering of essential evidence which will be required to support and justify the policies included in the Document. Various studies have been produced including the Strategic Housing Land Availability Assessment, the Housing Needs Assessment, an Executive Housing Need Strategy, a Housing Implementation Strategy, an Employment Land Review, a PPG17 Open Space Assessment, a Sport and Recreation Audit and an indoor Sports Facilities

Study. Some of these documents will need to be updated before the Core Strategy is published (see below) as the evidence needs to be as up to date as possible. A revised Strategic Housing Market Assessment will need to be prepared and a Local Infrastructure Plan which sets out details of infrastructure which will need to be provided in support of proposals contained within the Core Strategy. The Local Infrastructure Plan will be subject to consultation with key stakeholders and statutory consultees before coming to Cabinet for approval in October / November.

Work is continuing to be progressed on preparing the Core Strategy. Following the initial Issues and Options stage, a Preferred Options Document was produced and consulted on in early 2010. Following a significant number of responses from the consultees which included statutory and non-statutory bodies, local groups and organisations and residents, and taking account of planning policy changes introduced or proposed at national level by the new government, Cabinet decided to revise and re-consult on the Preferred Options. The revised Preferred Options document was published in November 2010 and a 6 weeks consultation period concluded in February 2011.

The second Preferred Options document also generated a significant number of responses and these will be reported to Cabinet in September as part of a detailed report which will highlight officer recommendations on key policy issues such as proposed housing sites, industrial allocations and affordable housing policies. Cabinet's views will be fed into the Core Strategy. Publication Document which will be brought back to Cabinet in January prior to a final consultation before being sent to the Secretary of State who will appoint an independent Planning Inspector to hold an Examination in Public (EiP). This is likely to take place in spring / summer 2012. The Publication Document is intended to represent the Councils definitive position in relation to the Core Strategy, and at this stage it would not be expected to make significant changes prior to the Examination in Public. If the Core Strategy passes the tests of 'soundness' it may be amended to take account of the Inspectors recommendations and then adopted, probably in late summer 2012.

In addition, the Local Development Framework includes Minerals and Waste Development Plan Documents. The Minerals and Waste DPD Publication documents which were produced at a Tees Valley level were published in August 2009 and were subject to public examination in February 2011. The Inspectors findings were recently published which suggested only minor amendment. These have been reported to Cabinet and DPD's were presented to full Council in July for final adoption.

#### b) Supplementary Planning Documents

A Transport Assessments and Travel Plans SPD was adopted in January 2009. This SPD sets out guidance and standards on the use of Travel Plans and Transport assessment planning agreements, including the circumstances when an agreement will be sought and its basis.

Several other SPD's are in the process of or are proposed to be prepared which will provide additional planning policy guidance. Details of the timing of these documents are set out in the Local Development Scheme (LDS), which has

been approved by Cabinet and Council and which is reviewed on a regular basis. The following SPD's are included in the current LDS.

**Planning Obligations SPD** – This document will set out guidance and standards on the use of commuted sums negotiated from developers through planning agreements. A draft of this SPD was initially presented to Cabinet for approval for public consultation purposes in October 2009, with the consultation beginning on the 31 October 2009 for a period until 8 January 2010. Responses to this are being considered alongside changes to the Planning Obligations Regulations which were introduced in 2010. The revised Planning Obligations SPD will go to Cabinet for approval later in 2011.

**Community Infrastructure Levy (CIL)** – a new planning charge came into force in April 2010 which allows local authorities to raise funds from developers undertaking new building projects towards the cost of a wide range of infrastructure that is needed as a result of development. Although local authorities are not obliged to introduce CIL, restrictions on the use of Planning Obligations through Section 106 Agreements which will come into effect in 2014 would reduce local authorities' ability to secure infrastructure improvements without CIL. The scope for introducing CIL in Hartlepool is currently being investigated and subject to agreement to proceed a charging schedule will be prepared and submitted to Cabinet for approval later in 2011 or early 2012.

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

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

**Seaton Carew SPD** – Cabinet agreed on 27<sup>th</sup> September 2010 to the preparation of an SPD for Seaton Carew to provide guidance and support for the regeneration of the sea front area. Work on this SPD will progress throughout 2011.

**Design SPD** – Cabinet agreed on 27<sup>th</sup> September 2010 to the preparation of a Design SPD to provide guidance and support towards the raising of design standards for future development. Work on this SPD will also progress in 2011.

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

- a) Statement of Community Involvement (SCI) setting out how and when the Council will consult on planning policies and planning applications;
- b) Local Development Scheme (LDS) setting out a rolling programme for the preparation of local development documents, and

- c) Annual Monitoring Report (AMR) assessing the implementation of the Local Development Scheme and the extent to which current planning policies are being implemented.

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

The first Local Development Scheme (LDS) as approved by Cabinet came into effect on 15 April 2005. The Scheme has been updated annually and the most recent scheme was approved by Cabinet in September 2010. This revision removed proposals for separate Affordable Housing and Housing Allocations DPD's policies relating to which will now be incorporated within the Core Strategy. As the timetable for preparing the Core Strategy has changed, following Cabinet's decision to repeat the Preferred Options stage, the Local Development Scheme needs to be amended to reflect the revised timetable. A revised Local Development Scheme will be prepared and submitted to Cabinet for approval in September.

Annual Monitoring Reports (AMR) have been produced each year since 2004 / 5. The most recent AMR was completed in 2010 relating to the year 2009 / 10. This reviews progress against the RSS and generally assesses the effectiveness of planning policies and the extent to which they are being implemented.

**Further Information:**

Derek Gouldburn, Urban and Planning Policy Manager, Regeneration and Planning Services Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT Tel. 01429 523280  
e-mail [derek.gouldburn@hartlepool.gov.uk](mailto:derek.gouldburn@hartlepool.gov.uk)

**FOOD LAW ENFORCEMENT SERVICE PLAN**

Work has commenced on the draft 2011/12 Food Law Enforcement Service Plan. A report was made to Cabinet on 18 July 2011, prior to referring the Plan to the Scrutiny Co-ordinating Committee on 27 July 2011. A further report will be made to Cabinet on 15 August 2011, prior to it being reported to Council on 15 September for approval.

**Further Information:**

Sylvia Pinkney, Public Protection Manager, Hartlepool Borough Council, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT Tel: 01429 523315 (direct line) Email: [sylvia.pinkney@hartlepool.gov.uk](mailto:sylvia.pinkney@hartlepool.gov.uk)

## **B. SCHEDULE OF KEY DECISIONS**

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

#### **Nature of the decisions**

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

#### **Who will make the decision?**

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

#### **Ward(s) affected**

Various wards depending upon location of property asset.

#### **Timing of the decisions**

Decisions are expected to be made from September 2011 in line with a programme of disposals.

#### **Who will be consulted and how?**

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

#### **Information to be considered by the decision makers**

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

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

In March 2010 Cabinet considered the sale of the Municipal, Archive and Leadbitter Buildings to the Cleveland College of Art and Design. In June 2010 the Finance and Procurement Portfolio Holder considered land at Throston

Grange and Clavering in terms of sale for residential accommodation including affordable housing.

Disposals being progressed include: the former Somersby Close Offices, the current Jesmond Road School site, Foggy Furze Library and associated land, Brooklyn Offices (Grange Road) and premises at 85 Station Lane and Lealholme Road and Blakelock Hostel.

The most recent potential sites/premises for consideration are part of the Tanfield Road, Nursery site (south side).

As a result of Council decisions in respect of agreed Service Delivery Option Reviews and the Medium Term Financial Strategy 2011 / 12 to 2014 / 15 Cabinet has approved to progress with seeking expressions of interest for the asset transfer to the third sector of community centres and libraries such as West View Community Centre and Library, Throston Community Centre / Library, Jutland Road Community Centre, Owton Manor Community Centre and Burbank Street Community Centre.

#### **How to make representation**

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

E Mail: [Graham.Frankland@hartlepool.gov.uk](mailto:Graham.Frankland@hartlepool.gov.uk)

#### **Further information**

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

## **DECISION REFERENCE: RN 29/10 HARTLEPOOL DOMESTIC VIOLENCE STRATEGY**

### **Nature of the decision**

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

### **Who will make the decision?**

The decision will be made by the Cabinet.

### **Ward(s) affected**

All wards will be affected.

### **Timing of the decision**

The decision will be considered by Cabinet in December 2011

### **Who will be consulted and how?**

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

### **Information to be considered by the decision makers**

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

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

### **How to make representation**

Representations should be made to Denise Ogden Assistant Director (Neighbourhood Services), Regeneration and Neighbourhoods Department, Hartlepool Borough Council, Civic Centre, Victoria Road, TS24 8AY. Tel: 01429 523201 Email: [denise.ogden@hartlepool.gov.uk](mailto:denise.ogden@hartlepool.gov.uk)

### **Further information**

Further information can be obtained from Sally Forth, Community Safety Manager, Police Office, Avenue Road, Hartlepool, TS24 8BB, Tel: 01642 302589. [sally.forth@hartlepool.gov.uk](mailto:sally.forth@hartlepool.gov.uk)

## **DECISION REFERENCE: RN53 / 11 SUSTAINABLE CONSTRUCTION STRATEGY**

### **Nature of the decision**

Approval is sought for the draft Sustainable Construction Strategy initially as the basis for a focused external consultation exercise and thereafter to be adopted by the Council.

Sustainable construction principles encourage safer working on construction sites, improved relationships between the contractor on site and the local community, use of local suppliers and contractors, training opportunities for labourers, safe storage of materials on site, recycling and re-use of 'waste' materials, inclusion of insulation and energy saving techniques and provision of renewable energy generation.

### **Who will make the decision?**

Joint Portfolio Holder for Community Safety and Housing and Finance and Procurement or Cabinet.

### **Ward(s) affected**

All

### **Timing of the decision**

September 2011

### **Who will be consulted and how?**

Key stakeholders involved in construction activities in the borough. The Carbon Action Project Board. The Strategic Capital Resource and Asset Programme Team.

### **Information to be considered by the decision makers**

In October 2010, Joint Portfolio Holders The Mayor and Cllr Robbie Payne approved the Sustainable Construction Policy as the basis to prepare a Sustainable Construction Strategy.

The policy includes all types of construction, encompassing highways as well as buildings. It also includes all aspects of construction from design through to building management, renovation and where necessary demolition. Sustainable construction delivers benefits to the economy, community and environment and the owner of the building in terms of lower running costs.

### **How to make representation**

Representations should be made to Graham Frankland, Assistant Director (Resources), Regeneration and Neighbourhoods, Civic Centre, Victoria Road, Hartlepool TS24 8AY. Tel 01429 523211. E Mail [graham.frankland@hartlepool.gov.uk](mailto:graham.frankland@hartlepool.gov.uk), or Damien Wilson, Assistant Director (Regeneration and Planning), Regeneration and Neighbourhoods Department,

Civic Centre, Victoria Road, Hartlepool. Telephone: 01429 523400. E Mail: [damien.wilson@hartlepool.gov.uk](mailto:damien.wilson@hartlepool.gov.uk).

**Further information**

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

## **DECISION REFERENCE: RN 55 / 11 HARTLEPOOL COMPACT / VOLUNTARY SECTOR STRATEGY ACTION PLANS**

### **Nature of the decision**

To provide an update on work relating to the Voluntary Sector Strategy (VSS) and the Hartlepool Compact, including progress and key achievements made towards the actions of the Hartlepool Compact and VSS Action Plans. Endorsement will be sought for the revised action plans and other updates.

### **Who will make the decision?**

The decision will be made by Cabinet.

### **Ward(s) affected**

All wards are affected.

### **Timing of the decision**

The decision is expected to be made in September / October 2011.

### **Who will be consulted and how?**

Work on the Voluntary Sector Strategy and Hartlepool Compact is overseen by the Voluntary Sector Strategy Implementation Group, which currently has cross departmental, PCT and Voluntary Sector representation.

The voluntary sector will be consulted on updates as appropriate.

For the Hartlepool Compact Action Plan update, partners will be asked to review their actions and report progress. The Voluntary Sector Strategy Implementation Group will provide progress on the VSS Action Plan and provide actions / priorities for the next year. ; The aim is that all of the actions will be SMART (Specific, Measurable, Achievable, Realistic and Timely).

These action plans have been developed to take the Hartlepool Compact and Hartlepool Voluntary Sector Strategy forward. Both of these documents were developed following an intensive consultation period with the voluntary and community sector and statutory partners.

### **Information to be considered by the decision makers**

The two action plans outline the future direction to take forward the Hartlepool Compact and the Voluntary Sector Strategy, outlining progress made to date and priorities for the next year. These will be presented to Cabinet for endorsement.

Information will be provided on the wider national context of issues influencing this area of work e.g. Big Society agenda, Localism Bill, update to the National Compact and funding changes affecting the sector. Updates and priorities of

the work on the Voluntary Sector Strategy and Hartlepool Compact will also be provided for consideration.

### **How to make representation**

Representations should be made Dave Stubbs, Director of Regeneration and Neighbourhoods, Civic Centre, Victoria Road, Hartlepool, TS24 8AY.

Telephone: (01429) 523301

Email: [dave.stubbs@hartlepool.gov.uk](mailto:dave.stubbs@hartlepool.gov.uk).

### **Further information**

Further information can be obtained from Denise Ogden Assistant Director (Neighbourhood Services), Regeneration and Neighbourhoods Department, Hartlepool Borough Council, Civic Centre, Victoria Road, TS24 8AY. Tel: 01429523201 Email: [denise.ogden@hartlepool.gov.uk](mailto:denise.ogden@hartlepool.gov.uk)

## **DECISION REFERENCE: RN57/11 – DOG CONTROL ORDERS**

### **Nature of the decision**

To seek approval to implement changes to the current series of Dog Control Orders in force across the Borough of Hartlepool.

### **Who will make the decision?**

The decision will be made by the Community Safety & Housing Portfolio Holder.

### **Ward(s) affected**

All wards throughout the borough of Hartlepool.

### **Timing of the decision**

The decision will be made by the Portfolio Holder in October 2011.

### **Who will be consulted and how?**

The review process will follow a similar course to that taken at the time the orders were introduced in 2008. That is to say, members of the public will be consulted in the following ways:

- Attendance at central neighbourhood forums, resident/community groups etc;
- Media coverage, including news articles and public notices in the Hartlepool Mail and the council's Hartbeat magazine;
- Information on the council's website.
- Letters/e-mails/etc.

Relevant bodies/organisations will also be consulted and these will include the following:

- Dalton Parish Council;
- Greatham Parish Council;
- Elwick Parish Council;
- Hart Parish Council;
- The Crown Estates (foreshore areas);
- The Headland Town Council;
- The Dogs Trust;
- The RSPCA.

Council Members and the media will be consulted via executive reports.

### **Information to be considered by the decision makers**

Five Dog Control Orders were introduced in Hartlepool in 2008, which apply to many parts of the town, but essentially parks, open spaces and some of the beaches and foreshores. Specifically, the Orders are:

- The Fouling of Land by Dogs (Borough of Hartlepool) Order;
- The Dogs on Leads (Borough of Hartlepool) Order;
- The Dogs on Leads by Direction (Borough of Hartlepool) Order;

- The Dogs Exclusion (Borough of Hartlepool) Order;
- The Dogs (Specified Maximum) (Borough of Hartlepool) Order.

Since the introduction of the Orders, Hartlepool Borough Council has received a number of requests from council members and members of the public for amendments to be made to designated areas; Natural England has also requested that an order is placed on the SSSI area of North Sands, Headland. The review will therefore seek to establish the following:

- areas of land where new orders are to placed;
- areas of land where existing orders will be removed;
- areas of land where existing orders will be replaced with a different order.

Following this review, the outcome and recommendations will be reported to a subsequent meeting of the Portfolio Holder. At this meeting, permission will be sought to introduce any changes, which shall then be made in accordance with statutory guidelines.

### **How to make representation**

Representations should be made to Denise Ogden, Assistant Director (Neighbourhood Services), Regeneration and Neighbourhoods Department, Hartlepool Borough Council, Civic Centre, Victoria Road, TS24 8AY. Tel: 01429 523201 Email: [denise.ogden@hartlepool.gov.uk](mailto:denise.ogden@hartlepool.gov.uk)

### **Further information**

Further information can be obtained from Craig Thelwell, Waste & Environmental Services Manager, 1 Church St, Hartlepool, TS24 1DS. Tel: 01429 523370 Email: [craig.thelwell@hartlepool.gov.uk](mailto:craig.thelwell@hartlepool.gov.uk)

## **DECISION REFERENCE: RN58/11 ALLOTMENTS**

### **Nature of the decision**

To implement priority actions highlighted through a consultation exercise with allotment holders, key stakeholders and the wider community aimed at identifying key issues on allotment sites throughout Hartlepool.

### **Who will make the decision?**

The decision will be made by the Culture, Leisure & Tourism Portfolio Holder.

### **Ward(s) affected**

Various wards throughout the town where allotment sites are located.

### **Timing of the decision**

The decision will be made by the Portfolio Holder in October 2011.

### **Who will be consulted and how?**

It is proposed that consultations are carried out over a twelve week period and will involve the following individuals/groups and key stakeholders:

- Allotment Holders;
- Allotment Associations;
- The Allotment Holders Association;
- Members of the Public/Residents;
- Elected Members of the Council;
- Resident Representatives;
- Neighbourhood Managers;
- Police;
- Fire Brigade;
- HBC Estates & Asset Management;
- HBC Environmental Enforcement;
- RSPCA;
- Dogs Trust.

The following mechanisms will be used in carrying out the proposed consultations:

- Allotment Holders/Associations meetings/forums;
- Allotment Holders Newsletters;
- Central Neighbourhood Consultative Forums;
- Residents Association meetings;
- Questionnaires (inc. on-line);
- Police Forums;
- Hartbeat/Hartlepool Mail/Local Media;
- Executive Council Meetings (Reports);
- Hartlepool Borough Council website;
- Letter/e-mail/etc

The consultation process will aim to identify those issues, which cause disruption to allotment holders and the allotment service as a whole; it will also seek to identify issues that impact upon the environment and those that affect the quality of life for people in neighbouring communities. Though not exhaustive, the following provides a list of examples:

- Allotments infrastructure e.g. water pipes, fencing, roads/tracks;
- allotment abuse e.g. storing of waste/other materials, keeping of animals;
- environmental crime e.g. fly tipping, illegal burning, noise;
- anti-social behaviour.

### **Information to be considered by the decision makers**

Concern exist for the condition of allotment sites throughout Hartlepool and recent surveys have highlighted the need for essential repairs to prevent serious deterioration to the fabric of the service; this includes roads, fencing, water pipes and general grounds maintenance.

A condition survey on individual plots has also revealed a number of issues, some more serious than others:

- Fly tipping;
- Illegal waste disposal;
- Illegal burning of waste;
- Illegal use of plots for commercial reasons;
- The keeping of animals.

Key stakeholders including the Police, Fire Brigade and the Safer Hartlepool Partnership report incidents of theft/burglary, arson and anti-social behaviour. These issues not only impact upon the activities of the genuine allotment gardener, but they also have implications for the wider community.

The decline of allotment sites has resulted from decades of under-investment, misdirection of resources and a failure to address key issues at an early stage. It is now vital that Hartlepool Borough Council implements a realistic and achievable plan of action, which not only addresses those elements responsible for the decline of allotment sites, but one that provides for a sustainable allotment service.

Whilst there is both hard and anecdotal evidence of the issues that exist on allotment sites, it is correct and necessary to formally gauge the opinions of allotment holders, key stakeholders and local residents in order to prioritise remedial actions and implement a realistic timetable for improvement.

Further to this, if current allotment rents are deemed to be disproportionate to the level of investment required to carry out remedial works, or they are considered inadequate to maintain the standards required of the allotment service, then it will be necessary to carry out a review of the same. In this respect, allotment holders will need to be consulted before any proposals are placed before the council.

Consultations with allotment holders, key stakeholders and residents are therefore fundamental to any realistic and achievable action plan and it is necessary to embark upon this process at the earliest opportunity to halt the further decline of allotment sites.

**How to make representation**

Representations should be made to Denise Ogden, Assistant Director (Neighbourhood Services), Regeneration and Neighbourhoods Department, Hartlepool Borough Council, Civic Centre, Victoria Road, TS24 8AY. Tel: 01429 523201 Email: [denise.ogden@hartlepool.gov.uk](mailto:denise.ogden@hartlepool.gov.uk)

**Further information**

Further information can be obtained from Craig Thelwell, Waste & Environmental Services Manager, 1 Church St, Hartlepool, TS24 1DS. Tel: 01429 523370 Email: [craig.thelwell@hartlepool.gov.uk](mailto:craig.thelwell@hartlepool.gov.uk)

## **DECISION REFERENCE: RN 60/11 HARTLEPOOL HOUSING STRATEGY 2011-2015**

### **Nature of the decision**

Key decision to endorse the implementation of the Housing Strategy for 2011 – 2015 and the associated Action Plan.

### **Who will make the decision?**

The decision will be made by Cabinet

### **Ward(s) affected**

All Wards

### **Timing of the decision**

The decision is expected to be made in September 2011

### **Who will be consulted and how?**

There has been early engagement in the development of the Housing Strategy from all our partners, including Registered Providers, residents, voluntary organisations, private sector etc.

Ongoing consultation will also take place with our key partners, stakeholders and residents during the development of the final Strategy and Action Plan and throughout the lifetime of the Strategy.

### **Information to be considered by the decision makers**

Cabinet will consider how the Housing Strategy and Action Plan will meet the key housing priorities for Hartlepool for the period to 2015. The priorities identified are clearly linked to other strategies and plans and will be achieved through challenging but deliverable actions. The report will address financial and delivery arrangements for the Strategy's objectives. The Strategy has been developed during a period of challenging economic conditions and whilst it sets out a longer term vision it recognises that short and medium term actions are needed to address issues facing the current housing market.

### **How to make representation**

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

## **Further information**

Further information can be sought by contacting Karen Kelly (Housing Strategy Officer) 01429 284117 or Amy Waller (Principal Housing and Regeneration Officer) 01429 523539.

## **DECISION REFERENCE: RN 61/11 SELECTION OF PREFERRED DEVELOPER FOR SITES IN SEATON CAREW**

### **Nature of the decision**

Given the reduction in government regeneration funding and reduction in future opportunities to regenerate areas such as Seaton Carew, alternative ways to deliver investment need to be explored. One option is to utilise existing Council assets to generate funding to secure improvements which encourage tourism, support business investment and deliver community benefits.

Expressions of interest have therefore been sought from developers regarding Council owned sites in Seaton Carew. Developers have been asked to respond to a development brief with their initial proposals for the identified sites. It is envisaged that the development of these sites will enable the wider regeneration of Seaton Carew, releasing funding to deliver improvements to The Front, community facilities and contribute toward renewed sea defences. As part of the next phase of the procurement process shortlisted developers will be interviewed during June 2011 and asked to provide more detailed information to support their proposals. A report will be brought to Cabinet in August 2011 to seek endorsement for the appointment of a preferred development partner. The appointed partner would then work with the Council to develop, refine and deliver the proposals in accordance with an agreed masterplan for the area.

### **Who will make the decision?**

The decision will be made by Cabinet

### **Ward(s) affected**

Seaton Ward will be directly affected by the proposals.

### **Timing of the decision**

The decision is expected to be made in September 2011.

### **Who will be consulted and how?**

A number of consultation exercises have been carried out already in Seaton Carew in relation to the regeneration of the area. Further consultation is expected as part of the selection process.

### **Information to be considered by the decision makers**

Within the report, Cabinet will be requested to consider information submitted by the shortlisted developers, regarding their proposals for development on the sites identified. The developers will be asked for more detailed information regarding their proposals for both residential and commercial development, in line with the development brief. They will also be asked for a valuation of the

identified sites and an estimated sum that will be available through the development of sites, in order to deliver the regeneration priorities in Seaton Carew. This information along with draft plans and layouts for the suggested sites will form the basis upon which Cabinet will be asked to confirm the selection of a development partner.

### **How to make representation**

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

### **Further information**

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

## **DECISION REFERENCE: RN62/11 SEATON CAREW COASTAL STRATEGY NORTHERN MANAGEMENT UNIT PHASE 2**

### **Nature of the decision**

To note:-

- the progress made on developing a detailed business case for the construction of a new coastal seawall from Station Lane Access Ramp down to the former Coach Park site (Northumbrian Water Headworks);
- the proposed funding package for the scheme involving Hartlepool Borough Council, the Environment Agency and Northumbrian Water.

To approve:-

- a financial contribution to the funding package for the scheme from Hartlepool Borough Council.

### **Who will make the decision?**

The decision will be made by the Cabinet / Council.

### **Ward(s) affected**

Coastal erosion and flooding are Borough wide issues, however the proposed works to be carried out are located in the Seaton Ward.

### **Timing of the decision**

The decision is expected to be made in September 2011.

### **Who will be consulted and how?**

Public consultations and presentations, stakeholder meetings and press releases were all undertaken as part of the wider Seaton Carew Coastal Strategy. Consultation will be carried out through the formal Planning process.

### **Information to be considered by the decision makers**

A Detailed Project Appraisal Report for the proposed coastal works setting out the justification, funding package and business case for carrying out the works (an essential requirement to secure Government Grant from the Environment Agency).

## **How to make representation**

Formal representations can be made in writing to Alastair Smith, Assistant Director (Transportation and Engineering Services), Civic Centre, Victoria Road, Hartlepool, TS24 8AY, Tel: 01429 523802. [alastair.smith@hartlepool.gov.uk](mailto:alastair.smith@hartlepool.gov.uk)

## **Further information**

Copies of the wider strategy documents are available at the Civic Centre, Bryan Hanson House and the Town Centre and Seaton Libraries. Further information can be obtained from Dennis Hancock, Principal Engineer (Environmental Issues), Hartlepool Borough Council, Bryan Hanson House, Lynn Street, Hartlepool, TS24 7BT. [dennis.hancock@hartlepool.gov.uk](mailto:dennis.hancock@hartlepool.gov.uk) Tel No: 01429 523207

## **DECISION REFERENCE: RN 65/11 REVIEW OF WASTE MANAGEMENT SERVICES**

### **Nature of the decision**

Following the undertaking of a review of Waste Management Services recommendations will be made to Cabinet regarding future changes and how the allocated savings target can be achieved.

### **Who will make the decision?**

The decision will be made by Cabinet.

### **Timing of the decision**

The decision is expected to be made in October 2011.

### **Ward(s) affected**

Potential impact upon all Wards

### **Who will be consulted and how?**

Consultation will take place with Elected Members, Resident Representatives and residents at the Neighbourhood Consultative Forums in the autumn regarding the dry Recyclable service.

Employees and Trade Unions will be kept informed through various meeting

### **Information to be considered by the decision makers**

The Waste Management section continues to review the services it provides to make efficiency improvements to the operational arm of the service, which consequently will identify savings that contribute towards the overall funding strategy for 2012/2013.

The Council's waste management services underwent a Service Delivery Review in 2010/11 which achieved £245,000 savings, contributing towards the authority's Business Transformation efficiency programme, 2011/12. The SDO review, together with a review of the Council's management structure enabled the waste management and environmental enforcement services to come together under the responsibility of one strategic manager. Since the integration of these services, further efficiencies have been identified and developed at the Household Waste Recycling Centre and Waste Transfer Station at Burn Road. Further improvements are proposed to improve the segregation of waste materials and reduced the amount of waste sent to landfill.

In addition the North East Regional Efficiency Improvement Programme funded the installation of route optimisation software across the region. The

implementation will provide additional efficiencies to the service, balancing collection rounds and reducing fuel and the level of resources required to collect waste.

The dry recyclable collection contract is scheduled to be re-tendered this financial year. Prior to going out to tender we wish to consult residents and Elected Members on the current arrangements and establish what improvements they would like to be considered within the financial resources available to shape the contract specification and identify potential efficiencies.

## **How to make representation**

Representations should be made to

Denise Ogden  
Assistant Director (Neighbourhood Services)  
Tel 01429 523201  
[Denise.ogden@hartlepool.gov.uk](mailto:Denise.ogden@hartlepool.gov.uk)

Craig Thelwell  
Waste Management & Environment Manager  
Tel 01429 523846  
[Craig.thelwell@hartlepool.gov.uk](mailto:Craig.thelwell@hartlepool.gov.uk)

## **DECISION REFERENCE: RN 66/11 FUTURE APPROACH TO NEIGHBOURHOOD MANAGEMENT**

### **Nature of the decision**

To seek agreement on the future approach of Neighbourhood Management, the report includes proposals to end the current arrangements of North, Centre and South. Cabinet is requested to consider and agree the proposals put forward regarding the redesign of the service and how the proposals contribute towards the overall allocated savings target.

### **Who will make the decision?**

The decision will be made by Cabinet.

### **Ward(s) Affected**

Potential to impact upon all Wards

### **Timing of the decision**

The decision is expected to be made in-September 2011.

### **Who will be consulted and how?**

Consultation will take place with Elected Members, Resident Representatives and residents at the Neighbourhood Consultative Forums regarding the redesign of the forum areas, due to the ward boundary changes.

Employees and Trade Unions will be kept informed through various meeting

### **Information to be considered by the decision makers**

The proposals should be considered within the context of changes in the national picture including the introduction of the Localism Bill, Police Reform and Social Responsibility Bill, the development of the Big Society and the proposed changes to ward boundaries from 2012.

The Neighbourhood Management structure provides the Council with a strong mechanism for responding to communities. Whilst ward boundaries have little relevance to most communities, for the purposes of Neighbourhood Management there is a view that they provide a coherent basis for ensuring a coherent fit with wider local governance, including access to resources and political representation.

The Councils' Community Involvement and Engagement review includes proposals to redesign the current Neighbourhood Consultative Forums and re-focus Neighbourhood Action Plans into the most highly disadvantaged neighbourhoods in Hartlepool. The forums are valued by many as they provide

an opportunity for Ward Councillors to engage with residents from their area and work with others to improve services.

The Localism Bill proposes the introduction of Neighbourhood Plans and Neighbourhood Forums however there is no accepted definition of a neighbourhood, although there have been many attempts to provide one. To date, Government have expressed Neighbourhoods in terms of Parishes but there is no fixed definition. Local communities are free to define their own neighbourhood areas for the purposes of preparing a plan, subject to approval by the Local Authority. The Neighbourhood Plans referred to in the Localism Bill will become part of the formal planning process and set the tone for future change and development.

The front line services managed by Neighbourhood Management will be redesigned accordingly, the details of which will be worked up following agreement to the proposals presented on Neighbourhood Management

### **How to make representation**

Representations should be made to

Denise Ogden  
Assistant Director (Neighbourhood Services)  
Tel 01429 523201  
[Denise.ogden@hartlepool.gov.uk](mailto:Denise.ogden@hartlepool.gov.uk)

## **DECISION REFERENCE: RN 67/11 - PURCHASE OF FOCUS UNIT LYNN STREET AND SALE OF LAND AT TANFIELD ROAD ADJOINING STRANTON CEMETERY**

### **Nature of the decision**

### **Who will make the decision?**

The decision will be made by Cabinet and then Council as a departure from the Council's Budget and Policy Framework for 2011 / 12.

### **Ward(s) affected**

Stranton and Rossmere

### **Timing of the decision**

Cabinet and Council are expected to consider the options for final approval in September 2011.

### **Who will be consulted and how?**

Council Capital Funding Team  
Cabinet  
Council  
Ward Members  
Planning Committee as part of Planning

### **Information to be considered by the decision makers**

The Focus DIY unit is a 1980's built retail warehouse situated on the corner of Lynn Street between Surtees Street and Reed Street. The Council retains the freehold but the interest in the site was disposed of via a long lease. It has not been used by Focus for some years and the only use that has been made of the property in recent years is informal, occasional occupation by a charity.

The current leaseholder's agent is currently seeking to agree a surrender with the original leaseholder. This will give vacant possession of the site and allow them to sell the long lease to the Council, thus giving the Council vacant possession of the site free of leases or other interests.

The Central Area Investment Framework (2008) provides the regeneration framework for the town centre. The Investment Framework recognises that the

Central Area is a key economic driver for the town, however it needs to be contributing more significantly to economic diversity and growth. In order to achieve this it sets out a number of recommendations. One of the key recommendations is the creation of an Innovation and Skills Quarter, a distinct town centre quarter aimed at attracting private sector investment and generating a cluster of creative industries businesses.

An acquisitions strategy was developed as part of a comprehensive approach to delivering the aims of the Innovation and Skills Quarter, ensuring that the regeneration proposals are developed in a co-ordinated way. A number of key sites were identified that contribute significantly to the areas environmental underperformance and represent redevelopment opportunities. The Focus site was highlighted as a high priority for acquisition due to its image, the proximity to the new Empire Square housing development on Charles Street and the potential for its redevelopment linked to the proposed future re-development of the Lynn Street Depot. The acquisitions strategy was considered at a Joint Regeneration, Liveability and Finance and Efficiency Portfolio meeting on the 3rd February 2009. This has since led to the acquisition and clearance of Crown House on Surtees Street for the creation of a business incubation centre for businesses within the creative industries sector.

The acquisition and subsequent control of the former Focus site means that it could potentially be combined with the Lynn Street Depot to create a larger mixed use development site and a critical mass within the area. A key principle underpinning investment within both sites is that a new, large scale "anchor" development at either end of the Innovation and Skills Quarter will increase footfall and help to establish a high quality mixed use environment. The gateway impact of the re-developed Hartlepool College of Further Education and the scale and location of the depot site should significantly enhance the image of the area together with improving connectivity from the Town Centre and Church Street through to the Marina. Further feasibility work is required to determine when the most appropriate time to relocate and redevelop the Lynn Street Depot will be or indeed if there are any other options depending upon the future service delivery requirements of the Council.

Although detailed analysis would be required, potential uses for the Focus site could include residential, office and business development, educational or leisure as part of the mixed use redevelopment of the area.

As described above, the property forms a significant part of the central area regeneration area, and is particularly significant since it is on the other side of the road from the Council's main depot and potentially the two sites could be redeveloped together. This would add value to both sites and, would help to facilitate the redevelopment and regeneration of a wider area as well.

It is proposed to use the property in the short to medium term by Parks and Countryside to re-house vehicles, equipment, materials and staff that are currently located at Tanfield Nursery (The land to the South of Tanfield Road adjoining Stranton Cemetery). The move from the nursery would allow the release of a significant development plot worth in the region of £1m to £1.25m

and facilitate the provision of new staff accommodation to replace the existing buildings at the nursery, which are now in very poor condition, not fit for purpose and in need of major investment.

The land at Tanfield Road has for many years been used for a variety of purposes including plant cultivation for the nursery and parks, storage of related materials, vehicle and equipment storage and staff accommodation and parking for both graveyard and other Parks and Countryside staff.

The released site to the South of Tanfield Road would be very attractive as a good quality housing development due to its location within a very popular residential area within easy reach of local facilities. A development brief is being prepared by planning policy officers which indicates that the site is suitable, in principle, for this type of development. The sale of the majority of the site would generate a substantial capital receipt. The nursery operation and associated land to the north of Tanfield Road would be retained.

### **How to make representation**

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

E Mail: [Graham.Frankland@hartlepool.gov.uk](mailto:Graham.Frankland@hartlepool.gov.uk)

### **Further information**

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

## **DECISION REFERENCE: RN 68 / 11 - COMMUNITY COHESION FRAMEWORK**

### **Nature of the decision**

The Portfolio Holder is asked to approve the adoption of a Community Cohesion Framework.

### **Who will make the decision?**

The decision will be made by the Portfolio Holder for Community Safety and Housing

### **Ward(s) affected**

The Community Cohesion Framework covers all Wards of the Town

### **Timing of the decision**

The decision is expected to be made in November 2011

### **Who will be consulted and how?**

The Draft Community Cohesion Framework will be presented to the following:

- SHP Executive
- Community Safety and Housing Portfolio
- Both the Statutory and Voluntary Organisations : including - HVDA, Salaam Centre, Hart Gables, Access Group, Places of Worship, Police Adult and Child Services, Fire Brigade, Health and Social Housing Providers

After consultation on the Draft Framework the final document will be ratified by the relevant Portfolio Holder.

### **Information to be considered by the decision makers**

The issue of Community Cohesion has risen up the national political agenda in recent years. Equality and diversity are key concepts for all of us as they aim to ensure a fair society where everyone has the same opportunities, and their different needs and aspirations are recognised and respected. The framework will be a resource which keeps developing and whose elements are constantly

renewed as our knowledge and understanding continues to develop in relation to building well integrated and cohesive communities.

There are already lots of strategies and plans, locally and nationally, which talk about how the Council and others will work to promote Community Cohesion. To strengthen the overall approach it will be essential that this framework and the issues involving community cohesion must be specifically addressed by drawing on the strategies already in place, such as Neighbourhood Management and Community Empowerment, SHP Crime and Disorder Strategy and Volunteering etc. The aim is that cohesion is not seen as an 'add on; to these existing strategies but as an integral part of everything that we do. Nationally it also will reflect the Coalition's recent initiatives around 'Big Society' and the Localism Bill.

## **How to make representation**

Representations should be made to Denise Ogden Assistant Director (Neighbourhood Services), Regeneration and Neighbourhoods Department, Hartlepool Borough Council, Civic Centre, Victoria Road, TS24 8AY. Tel: 01429523201 Email: [denise.ogden@hartlepool.gov.uk](mailto:denise.ogden@hartlepool.gov.uk)

## **Further information**

Further information can be obtained from Karen Oliver, Neighbourhood Management (North), Regeneration and Neighbourhoods Department, Hartlepool Borough Council, Bryan Hanson House, Hanson Square, Hartlepool. TS24 7BT. Telephone 01429 523860. E-mail: [karen.oliver@hartlepool.gov.uk](mailto:karen.oliver@hartlepool.gov.uk)

## **DECISION REFERENCE: RN 69/11 - FLEXIBLE SUPPORT FUND**

### **Nature of the decision**

To seek approval to deliver pre Work Programme employability programmes for unemployed active clients of all working age.

### **Who will make the decision?**

The decision will be made by the Cabinet.

### **Ward(s) affected**

Potentially all wards but particularly impacting on the most deprived wards in the Town.

### **Timing of the decision**

The decision is expected to be made in September 2011.

### **Who will be consulted and how?**

Key stakeholders and partners , one workshop has already been held involving Council Departments and the voluntary/community sector, which was held on the 13th July 2011.

### **Information to be considered by the decision makers**

Job Centre Plus have announced £1.8m of Flexible Support Funds for Tees Valley and Durham to implement employability programmes to support unemployed clients of all working age who are not eligible for the DWP Work Programme. Essentially the scheme is aimed at pre Work Programme Job Centre Plus clients to deliver employment outcomes to avoid significant flows onto the Work Programme.

### **How to make representation**

Representations should be made to Antony Steinberg , Economic Development Manager, Bryan Hanson House, Hanson Square Hartlepool, TS247BT, telephone 01429 523503, email [antony.steinberg@hartlepool.gov.uk](mailto:antony.steinberg@hartlepool.gov.uk)

### **Further information**

Further information can be obtained from Antony Steinberg, contact details noted above.

## **DECISION REFERENCE: RN 70/11 - INNOVATION FUND**

### **Nature of the decision**

To seek approval to deliver a programme to support young people 14 years plus to improve employability prospects and in addition deliver employment outcomes for young people aged over 18. This will be subject to a successful bidding process via DWP.

### **Who will make the decision?**

The decision will be made by the Cabinet.

### **Ward(s) affected**

Potentially all wards but particularly focusing on the most deprived wards.

### **Timing of the decision**

The decision is expected to be made in September 2011

### **Who will be consulted and how?**

Key stakeholders and partners, one workshop has already been held involving Council Departments and the voluntary/community sector, which was held on the 13th July 2011.

### **Information to be considered by the decision makers**

The Government has announced £30m of support to assist the most disadvantaged young people from 14 years plus to improve employability and in addition deliver employment outcomes for young people over 18 years old. DWP is inviting bids for organisations to deliver appropriate programmes and is based on an outcome payment model.

### **How to make representation**

Representations should be made to Antony Steinberg, Economic Development Manager, Bryan Hanson House, Hanson Square Hartlepool, TS247BT, telephone 01429 523503, email [antony.steinberg@hartlepool.gov.uk](mailto:antony.steinberg@hartlepool.gov.uk)

### **Further information**

Further information can be obtained from Antony Steinberg, contact details noted above.

## **DECISION REFERENCE: RN 71/11 - FAMILIES WITH MULTIPLE PROBLEMS**

### **Nature of the decision**

To seek approval to enter into partnership or sub contracting arrangements with a DWP Prime Provider to deliver the ESF funded Families With Multiple Problems. This is subject to negotiations with the successful Prime Provider to be appointed by DWP.

### **Who will make the decision?**

The decision will be made by the Cabinet.

### **Ward(s) affected**

Potentially all wards but particularly impacting on the most deprived wards in the Town.

### **Timing of the decision**

The decision is expected to be made in September 2011.

### **Who will be consulted and how?**

Key stakeholders and partners , one workshop has already been held involving Council Departments and the voluntary/community sector, which was held on the 13th July 2011.

### **Information to be considered by the decision makers**

To negotiate and implement subcontracting arrangements with a DWP Prime Provider to deliver an ESF funded programme, Families with multiple problems.

The focus of the programme is to deliver employment outcomes and the programme operate over two years to support families with multiple barriers to employment including intergenerational worklessness.

The guidance from DWP stipulates that the Work Programme Prime Providers will be eligible to apply for the funding and that the successful Prime Provider must work closely with local authorities and all referrals of clients must be made via local authorities who will be responsible for identifying appropriate families.

### **How to make representation**

Representations should be made to Antony Steinberg , Economic Development Manager, Bryan Hanson House, Hanson Square Hartlepool, TS247BT, telephone 01429 523503, email [antony.steinberg@hartlepool.gov.uk](mailto:antony.steinberg@hartlepool.gov.uk)

## **Further information**

Further information can be obtained from Antony Steinberg, contact details noted above.

## **DECISION REFERENCE: RN72 / 11 - SELECTIVE LICENSING OF PRIVATELY RENTED HOUSES**

### **Nature of the decision**

To provide an update on the existing Selective Licensing scheme following a management restructure in May 2011, which transferred all private sector housing functions from Public Protection to Housing Services. Members will also be updated on progress with the proposed extension of the scheme into further areas of Hartlepool and how this will be implemented.

### **Who will make the decision?**

The Cabinet will make the decision.

### **Timing of the decision**

The decision is expected to be made in September/October 2011.

### **Who will be consulted and how?**

- Residents in the potential areas for designation using individual questionnaires and drop-in sessions.
- Residents groups through presentations at their meetings plus completion of questionnaire on behalf of the group.
- Landlords using questionnaires designed for landlords.
- Stakeholder organisations such as NDC Trust and Housing Hartlepool.
- HBC sections dealing with housing and anti-social behaviour.

### **Information to be considered by the decision makers**

- An evaluation of the Selective Licensing scheme, since implementation in May 2009, and the impact it has made within the existing designated areas.
- The data concerning the criteria which must be met to designate selective licensing, i.e. to show that an area is in 'low demand' or likely to be in 'low demand', or that significant or persistent anti-social behaviour, requires action through licensing.
- The information collected from consultation with residents, landlords and officers on the extent of the problems and the suitability of selective licensing to tackle them.

### **How to make representation**

Representations should be made to Damien Wilson, Assistant Director (Regeneration and Planning) Regeneration & Neighbourhoods Department, Civic Centre, Victoria Road, Hartlepool, TS24 8AY. Tel: 01429 523400. Email: [damien.wilson@hartlepool.gov.uk](mailto:damien.wilson@hartlepool.gov.uk)

## **Further information**

Further information can be obtained from Nigel Johnson, Housing Services Manager, Regeneration & Neighbourhoods Department, Bryan Hanson House, Hanson Square, Hartlepool, TS24 7BT. Tel: 01429 284339. Email: [nigel.johnson@hartlepool.gov.uk](mailto:nigel.johnson@hartlepool.gov.uk)

## **DECISION REFERENCE: RN 73/11 - NATURE IMPROVEMENT AREAS.**

### **Nature of the decision**

Approval of a bid for funding to develop a Nature Improvement Area for Hartlepool

### **Who will make the decision?**

Community Safety and Housing Portfolio Holder and /or the Culture Leisure and Tourism Portfolio Holder.

### **Ward(s) affected**

Several wards across the town could be affected, depending on the outcome of assessments into suitable sites and the form of the bid.

### **Timing of the decision**

The decision is expected to be made in September 2011

### **Who will be consulted and how?**

Should the bid progress beyond the first bidding stage consultations will be held on the detail of the scheme with key stakeholders, ward councillors, the Community Consultation Forums and local residents.

### **Information to be considered by the decision makers**

In June 2011 the government published a Natural Environment White Paper, one of the features of which is the introduction of Nature Improvement Area designation sites (NIAs). NIAs are aimed at creating new, linking and enhancing existing strategic and local ecological networks with a view to restoring ecosystems, encouraging wild life and providing community resources. To support the establishment of NIAs, DEFRA has announced the provision of £7.5 million to be spent between 2011 and 2014, to support the development of 12 Nature Improvement Areas. The sites to receive funding will be determined through a competitive process, details of which were announced in July. Officers are currently examining the bidding criteria and looking at opportunities for Hartlepool to become involved in a bid. Due to the size of areas likely to be considered, this may involve a joint bid in partnership with other Tees Valley authorities or the North Tees Natural Network.

First phase bids need to be submitted by the end of September. If following a detailed assessment of the bid criteria, a viable bid can be developed, this will be reported to the Community Safety and Housing Portfolio Holder in September and /or the Culture Leisure and Tourism Portfolio Holder.

## **How to make representation**

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

## **Further information**

Ian Bond, Ecologist, Hartlepool Borough Council, Bryan Hanson House. Tel (01429) 523431 or Richard Harlanderson, Green Spaces Development Officer (01429) 284124

## **DECISION REFERENCE: RN 74/11 – FORMER LEATHERS CHEMICAL SITE**

### **Nature of the decision**

To consider a report containing the outcome and recommendations of the Environment Agency following a Contaminated Land Special Site investigation into the former Leathers Chemicals site situated off Zinc Works Road and how this may impact on the Council.

### **Who will make the decision?**

The decision will be made by the Cabinet.

### **Ward(s) affected**

The former Leathers Chemicals site is situated in the Seaton Ward.

### **Timing of the decision**

The decision is expected to be made in November 2011.

### **Who will be consulted and how?**

Statutory consultees including land owner, leasee, land occupier, adjacent land owners and other public bodies will be consulted as part of the process following consideration of the report and these will be consulted in writing.

### **Information to be considered by the decision makers**

Following a site investigation including sampling and testing of soils, the Environment Agency will advise the Council of their recommendations following the Contaminated Land Special Site investigation into the former Leathers Chemicals Site and adjacent sand dunes. The Cabinet report will present these recommendations and discuss how the Council must then proceed in terms of the legislation (Part IIA of the Environmental Protection Act 1990) and the potential options available.

### **How to make representation**

Formal representations can be made to Alastair Smith (Assistant Director Transportation and Engineering), Regeneration and Neighbourhoods Department, Civic Centre, Hartlepool, TS24 8AY. Tel 01429 523802 or e-mail [alastair.smith@hartlepool.gov.uk](mailto:alastair.smith@hartlepool.gov.uk)

## **Further information**

Further information can be sought by contacting Stephen Telford (Senior Engineer – Environmental Issues) on 01429 523245 or [stephen.telford@hartlepool.gov.uk](mailto:stephen.telford@hartlepool.gov.uk).

## **DECISION REFERENCE: RN 75/11 – FURNITURE SOLUTIONS PROJECT**

### **Nature of the decision**

To seek approval of the Furniture Solutions Project.

### **Who will make the decision?**

The decision will be made by the Community Safety and Housing Portfolio Holder.

### **Ward(s) affected**

The scheme is town wide and will therefore be available to residents in all wards.

### **Timing of the decision**

The decision is expected to be made in September/October 2011.

### **Background Information**

Introducing a Furniture Solutions Project was identified as a priority, as part of the Scrutiny Co-ordinating Committee's investigation into Child Poverty and Financial Inclusion to assist families, particularly those in receipt of benefits when they need to replace or purchase new essential household items.

The principles for establishing a scheme include:

- Reduce stress and anxiety from having to find furniture (often of low quality);
- Manage associated debts, to address poverty issues and reduce the debt spiral that can trap people. People on low incomes are often excluded from purchasing household white goods/furniture with often their only solution being to take on unsecured loans from lenders, potentially unlicensed, or sign up to schemes in weekly payment stores/catalogues, all charging high interest rates;
- Increase length of tenancies, creating sustainable communities;
- Improve satisfaction rates in relation to accommodation; and
- Enhance the attraction of low demand properties.

### **Who will be consulted and how?**

A report was presented to the Committee in April 2011. This provided information on the research that has been undertaken on existing schemes, and to outline the options for, and feasibility of, the introduction of a scheme for the

provision of essential household items in Hartlepool, for which the Council would provide seed funding to kick start a new venture.

At the meeting in April, the Committee noted the model Housing Hartlepool is proposing for its tenants and recommended that the details of a Business Case be brought back to a future meeting of the Scrutiny Co-ordinating Committee in relation to the development of a scheme, with a community/voluntary sector organisation and partners.

It is anticipated that the details of the proposal for a Furniture Solutions Project will be considered by the Scrutiny Co-ordinating Committee in August 2011.

Following this, a final proposal will be prepared and a report taken to the Portfolio Holder for Community Safety and Housing for approval.

### **Information to be considered by the decision makers**

A copy of the final proposal will be presented to the Portfolio Holder for endorsement. The document will outline the background to the project covering the description, purpose and the benefits, the funding profile, outputs, risks, the procurement process, timetable in relation to project delivery and the monitoring and evaluation arrangements.

### **How to make representation**

Representations should be made to Damien Wilson, Assistant Director (Regeneration and Planning), Regeneration and Neighbourhoods, Civic Centre, Victoria Road, Hartlepool, TS24 8AY. Tel. 01429 523400.

Email: [damien.wilson@hartlepool.gov.uk](mailto:damien.wilson@hartlepool.gov.uk).

### **Further information**

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

## **DECISION REFERENCE: RN 76/11 RABY ROAD CORRIDOR - GENERAL VESTING DECLARATION**

### **Nature of the decision**

Key Decision to endorse the implementation of the Borough of Hartlepool (Land at Perth, Hurworth and Gray Streets, Turnbull Street (Nos. 47 to 68), West Hartlepool Rovers Amateur Quoits Club Grainger Street, Grainger Street (Nos. 1 to 21) Raby Road (Nos. 144 to 160 (even)) and No. 40 Brougham Terrace, North Central Hartlepool) Compulsory Purchase Order 2010 ("the CPO") by means of making a General Vesting Declaration and taking all related steps.

### **Who will make the decision?**

The decision will be made by Cabinet.

### **Ward(s) affected**

Dyke House Ward.

### **Timing of the decision**

The decision is expected to be made in September 2011.

### **Who will be consulted and how?**

The development and implementation of the housing market renewal programme in central Hartlepool to date has been informed by extensive rounds of community consultations and resident/stakeholder engagement in a range of forms.

Overall management of the programme of redevelopment in Dyke House is overseen by the North Central Hartlepool Steering Group, which has a Chair and Vice Chair who are both local residents. Ongoing community consultation and engagement with local residents will remain a key feature of the implementation of the wider regeneration and housing programme moving forward.

### **Information to be considered by the decision makers**

Cabinet will consider the making of a General Vesting Declaration in respect of all outstanding interests and new rights over land pursuant to the Borough of Hartlepool (Land at Perth, Hurworth and Gray Streets, Turnbull Street (Nos. 47 to 68), West Hartlepool Rovers Amateur Quoits Club Grainger Street, Grainger Street (Nos. 1 to 21) Raby Road (Nos. 144 to 160 (even)) and No. 40 Brougham Terrace, North Central Hartlepool) Compulsory Purchase Order 2010 ("the CPO"). Legal, financial and risk considerations of implementation will be considered and an update on scheme progress provided.

## **How to make representation**

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

## **Further information**

Further information can be sought by contacting Nigel Johnson (Housing Services Manager) 01429 284339 or Amy Waller (Principal Housing and Regeneration Officer) 01429 523539.

## **APPENDIX 1**

### **DETAILS OF DECISION MAKERS**

#### **THE CABINET**

Many decisions will be taken collectively by the Cabinet.

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

#### **EXECUTIVE MEMBERS**

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

Community Safety and Housing Portfolio	The Mayor, Stuart Drummond
Finance and Procurement Portfolio	Robbie Payne
Adult and Public Health Services Portfolio	Ged Hall
Children's Services Portfolio	Cath Hill
Culture, Leisure and Tourism Portfolio	Hilary Thompson
Performance Portfolio	Jonathan Brash
Regeneration and Economic Development Portfolio	Pamela Hargreaves
Cabinet Member without Portfolio	Peter Jackson

## **APPENDIX 2**

### **TIMETABLE OF KEY DECISIONS**

Decisions are shown on the timetable at the earliest date at which they may be expected to be made.

#### **1. DECISIONS EXPECTED TO BE MADE IN SEPTEMBER 2011**

CAS 98/11 (page 14) RN 13/09 (page 22)	Hartlepool School Admission Arrangements for 2013/14 Disposal of Surplus Assets	Portfolio Holder Cabinet / Portfolio Holder
RN 53/11 (page 25)	Sustainable Construction Strategy	Cabinet / Portfolio Holders
RN 55/11 (page 27)	Hartlepool Compact / Voluntary Sector Strategy Action Plans	Cabinet
RN 60/11 (page 34) RN 61/11 (page 36)	Hartlepool Housing Strategy 2011-2015 Selection of Preferred Developer for Sites in Seaton Carew	Cabinet Cabinet
RN 62/11 (page 38)	Seaton Carew Coastal Strategy Northern Management Unit Phase 2	Cabinet / Council
RN 66/11 (page 42) RN 67/11 (page 44)	Future Approach to Neighbourhood Management Purchase of Focus Unit Lynn Street and Sale of Land at Tanfield Road adjoining Stranton Cemetery	Cabinet Cabinet / Council
RM 69/11 (page 49) RN 70/11 (page 50)	Flexible Support Fund Innovation Fund	Cabinet Cabinet
RN 71/11 (page 51) RN 72/11 (page 53)	Families with Multiple Problems Selective Licensing of Privately Rented Houses	Cabinet Cabinet
RN 73/11 (page 55) RN 75/11 (page 59)	Nature Improvement Areas Furniture Solutions Project	Portfolio Holder(s) Portfolio Holder
RN 76/11 (page 61)	Raby Road Corridor – General Vesting Declaration	Cabinet

#### **2. DECISIONS EXPECTED TO BE MADE IN OCTOBER 2011**

CE44/11 (page 6) CE45/11 (page 7)	Workforce Arrangements Strategy for Bridging the Budget Deficit 2012/13 – ICT, Revenues and Benefits Services	Cabinet Cabinet
CE 46/11 (page 9)	Review of Community Involvement and Engagement (Including LSP Review): Update on Decisions taken in principle	Cabinet/Council
CAS 99/11 (page 15) RN 57/11 (page 29) RN 58/11 (page 31) RN 65/11 (page 40)	Early Intervention Strategy Dog Control Orders Allotments Review of Waste Management Services	Cabinet Portfolio Holder Portfolio Holder Cabinet

#### **3. DECISIONS EXPECTED TO BE MADE IN NOVEMBER 2011**

CAS 97/11 (page 13) RN 68/11 (page 47) RN 74/11 (page 57)	Community Services Budget Reductions Community Cohesion Framework Former Leathers Chemical Site	Cabinet Portfolio Holder Cabinet
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#### **4. DECISIONS EXPECTED TO BE MADE IN DECEMBER 2011**

CE47/11 (page 11)  
RN 29/10 (page 24)

Customer and Support Services – Service Review  
Hartlepool Domestic Violence Strategy

Cabinet  
Cabinet

## SCRUTINY CO-ORDINATING COMMITTEE

19 August 2011



**Report of:** Scrutiny Manager

**Subject:** COUNCIL ASSISTED SCHEME FOR THE PROVISION OF HOUSEHOLD WHITE GOODS/FURNITURE – COVERING REPORT

### 1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to inform the Committee that a report will be considered at today's meeting regarding work undertaken in relation to the introduction of a Council assisted scheme for the provision of household white goods/furniture undertaken, since the meeting on the 7 April 2011.

### 2. BACKGROUND INFORMATION

- 2.1 As part of the Scrutiny Co-ordinating Committee's investigation into Child Poverty and Financial Inclusion, reference was made to the potential benefits of a scheme, which facilitates the provision of household white goods/furniture to families, particularly those in receipt of benefits. Following further discussion by the Committee, on the 23 July 2010, Members requested that a report exploring the feasibility of such a scheme be submitted to a future meeting of the Scrutiny Co-ordinating Committee.
- 2.2 A report exploring the feasibility of such a scheme was considered by the Scrutiny Co-ordinating Committee on the 7 April 2011. Following consideration of the report, the Committee recommended that (Minute No. 261 refers):-
- (i) That the contents of the report and the comments of the Committee be noted.
  - (ii) That following consideration of the options outlined in the report, the Committee supported the development of a scheme, with a community/voluntary sector enterprise/CIC, for the provision of household white goods/furniture to families in Hartlepool.
  - (iii) That in taking forward the development of a scheme as detailed in (ii) above, the development of a business case, including the options outlined in the report and other information requested by the Committee, be explored.

- (iv) That details of the business case be brought back to a future meeting of the Scrutiny Co-ordinating Committee, prior to the submission of a full proposal to Cabinet.
- 2.3 As requested by the Committee, a further report in relation to the development of a business case for the provision of a Council assisted scheme for the provision of household white goods/furniture is to be presented at today's meeting for discussion.
- 2.4 In accordance with the Authority's Access to Information Rules, it has not been possible to include this report within the statutory requirements for the despatch of the agenda and papers for this meeting. Arrangements have, however, been made for the report to be circulated under separate cover in advance of this meeting at **Appendix A**.

### **3. RECOMMENDATIONS**

- 3.1 The Scrutiny Co-ordinating Committee is asked to discuss and express a view in relation to the report circulated under separate cover (Appendix A).

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

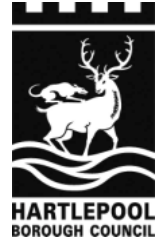
### **BACKGROUND PAPERS**

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

- (i) Minutes and reports from the Scrutiny Co-ordinating Committee meetings on the 23 July, 15 October 2010 and 7 April 2011; and
- (ii) Report of Andy Powell, Director of Housing Services at Housing Hartlepool (November 2010).

## SCRUTINY CO-ORDINATING COMMITTEE

19 August 2011



**Report of:** Assistant Director (Regeneration and Planning)

**Subject:** PROGRESS REPORT – COUNCIL ASSISTED  
SCHEME FOR THE PROVISION OF HOUSEHOLD  
WHITE GOODS AND FURNITURE

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### 1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to outline, to the Committee, the proposal regarding the introduction of a Council assisted scheme for the provision of household white goods and furniture in Hartlepool.

### 2. BACKGROUND INFORMATION

- 2.1 As part of the Scrutiny Co-ordinating Committee's investigation into Child Poverty and Financial Inclusion, reference was made to the potential benefits of a scheme, which facilitates the provision of household white goods and furniture to families, particularly those in receipt of benefits.
- 2.2 A report was presented to the Committee in April 2011, which provided information on the research that has been undertaken on existing schemes, and to outline the options for, and feasibility of, the introduction of a Council assisted scheme for the provision of essential household items in Hartlepool.
- 2.3 At the meeting in April, the Committee noted the model Housing Hartlepool is proposing for its tenants and recommended that the details of the Business Case be brought back to a future meeting of the Scrutiny Co-ordinating Committee in relation to the development of a scheme, with a community/voluntary sector organisation.

### 3. PROGRESS TO DATE: BUSINESS CASE

- 3.1 The work that has been undertaken, so far, in relation to the development of a scheme with a community/voluntary organisation is attached as a draft Business Case (**Appendix 1**).

#### **4. FUNDING**

- 4.1 The Council has identified capital money to finance a scheme within existing resources, to assist the development of a Furniture Solutions Project. The intention is to use the funding of £50,000 available, over two years, to assist a community/voluntary sector organisation to deliver a scheme.

#### **5. RECOMMENDATIONS**

- 5.1 The Scrutiny Co-ordinating Committee is asked to note the content of the report and Business Case, and where appropriate, seek clarification on the points detailed.

#### **6. CONTACT OFFICER:-**

Gemma Day – Principal Regeneration Officer  
Regeneration and Neighbourhoods  
Regeneration and Planning  
Hartlepool Borough Council

Tel: 01429 523598  
Email: [gemma.day@hartlepool.gov.uk](mailto:gemma.day@hartlepool.gov.uk)

#### **7. BACKGROUND PAPERS**

- 7.1 The following background paper was used in the preparation of this report:-
- (i) Minutes from the Scrutiny Co-ordinating Committee meeting (07 April 2011)

## **Furniture Solutions Project: Hartlepool**

### Summary Project Information

**Length of Project:** 2 years (April 2012 to March 2014)

**Project Officer:** Gemma Day

**Job Title:** Principal Regeneration Officer

**Service Unit:** R&N, Urban Regeneration and Planning Policy

**Tel. No:** 01429 523598

**Fax No:** 01429 523599

**E-Mail:** gemma.day@hartlepool.gov.uk

**Other parties involved in the project:** Scrutiny Co-ordinating Committee and Housing Services

**Total HBC Cost:** £50,000

### Project Purpose and Benefits

**Background:** Introducing a Furniture Solutions Project was identified as a priority, as part of the Scrutiny Co-ordinating Committee's investigation into Child Poverty and Financial Inclusion to assist families, particularly those in receipt of benefits when they need to replace or purchase new essential household items.

The principles for establishing a scheme include:

- Reduce stress and anxiety from having to find furniture (often of low quality);
- Manage associated debts, to address poverty issues and reduce the debt spiral that can trap people. People on low incomes are often excluded from purchasing household white goods/furniture with often their only solution being to take on unsecured loans from lenders, potentially unlicensed, or sign up to schemes in weekly payment stores/catalogues, all charging high interest rates;
- Increase length of tenancies, creating sustainable communities;
- Improve satisfaction rates in relation to accommodation; and
- Enhance the attraction of low demand properties.

**Description of Project and Purpose:** Following the extensive research undertaken the Furniture Solutions Project has been determined as the provision of household items, which will be available for individuals or families on low incomes and/or in receipt of benefits, in private rented accommodation as well as owner occupiers. These would be movable articles in a property that make it fit for living. Access to low cost loans to meet the cost of essential white goods, furniture and furnishings, which are of good quality and affordable, will also form part of the project.

In summary, the project will have two strands:

- (i) Provision of new or good quality re-used essential white goods, furniture and furnishings at affordable prices; and
- (ii) Access to credit at reasonable rates of interest to buy household items required.

Research shows that people are more likely to succeed in their tenancies when they have well-furnished and equipped accommodation that helps to create a comfortable and secure setting.

Although a scheme “for the provision of household white goods/furniture to families” was the initial focus for exploration, following the Scrutiny Co-ordinating Committee’s investigation into Child Poverty and Financial Inclusion, it is proposed that the target audience for the scheme, would initially be those who are more likely to be affected by financial exclusion. It should however be noted that there may be demand from those who would have not used a service of this kind in the past who have faced financial difficulties, as a result of the current economic climate, for example, people who have been made redundant.

The ‘priority customers’ include:

- Households on low income and/or in receipt of benefits;
- Single parents;
- Over 60s;
- Young adults;
- People with disabilities and additional learning needs;
- People who are homeless; and
- Refugees and asylum seekers.

The scheme will strengthen the approach to tackling financial inclusion that is underway in Hartlepool through the Financial Inclusion Partnership, helping more individuals and families out of the spiral of debt and deprivation. To contribute to this overall objective and to complement the scheme, opportunities will need to be built into the scheme to provide access to free advice on debt and money management.

**Strand (i):**

Provision of new or good quality re-used essential white goods, furniture and furnishings at affordable prices.

The scheme will provide customers with the option of purchasing new or good quality re-used household items. The independent service will provide the supply, delivery and installation of household items whether new or re-used. The service needs to be flexible with the ability to be tailored to meet individual needs. The choice and selection of furniture should be comprehensive and attractive, as well as durable and economically priced, providing good value for money. The service will operate within an agreed set of standards to ensure recipients are aware of what can be expected from the service. These will be determined by the provider, but will include reference to relevant and current safety regulations, particularly in relation to the installation and connection of cookers and electrical equipment.

It is anticipated items will include 2 and 3 seater sofas, arm chair, coffee table, TV stand, dining table and chairs, single, double and bunk beds with mattress, wardrobe, chest of drawers, bedside cabinet, white goods (cooker, fridge, freezer (or fridge freezer) and washing machine), small domestic appliances (microwave, kettle,

toaster, vacuum cleaner, iron and ironing board), carpets and curtains plus starter packs for bedroom (bedding), bathroom (towels) and kitchen (crockery, cutlery etc.).

An exercise has been undertaken to market test supplier prices for the main essential household items. This provides a benchmark for costs of products that are of similar style, quality and make/model (where applicable), and include delivery and set up costs / connection fees.

Table 1: Benchmark Costs

Front / Dining Room	cost	Bedroom	cost	Kitchen	cost
2 Seat Sofa - leather - faux leather	250.00 190.00	Double Bed (inc. Mattress)	140.00	Fridge Freezer	185.00
Arm Chair - leather - faux leather	199.00 140.00	Single Bed or Bunk Beds (inc. Mattress)	108.00 or 221.00	Oven/Hob	219.00
Coffee Table	32.00	Wardrobe	137.00	Washing Machine	215.00
Dining Set - 2 seat - 4 seat	99.00 137.00	Draw ers	100.00		

**Strand (ii):**

Access to credit at reasonable rates of interest to buy household items required.

**Financial Assistance:** In order to obtain white goods, furniture and furnishings, the customer will need to cover the associated costs of the chosen household items, as they are not eligible for the payments to be covered by Housing Benefit. If required, it is essential that the finance is obtained, from a regulated body, authorised by the Financial Services Authority (FSA). This would be a specific stipulation of the scheme to minimise the risk of customers accessing finance from unlicensed lenders, which can result in spiralling debt problems.

In order to implement a successful scheme, it is essential that a regulated provider who can issue low cost personal loans is engaged. The provider will be responsible for administering direct finance, which ensures the customer has access to affordable credit and possibly bank and savings accounts and other financial services that meet their needs, as well as collecting repayments. The level of finance available, per customer, will be determined by the provider using existing protocols and procedures to ensure a customer is not offered a loan that they are unable to repay.

**Project Benefits:** It is envisaged that introducing this service for individuals and families, in the private rented sector and owner occupiers (where eligible), will deliver a number of positive outcomes, along with benefits for Hartlepool.

***For People:***

- An independent service available to all regardless of tenure providing easy access to good quality furniture;
- Reduce stress, anxiety and worry from having to find furniture (often of low quality);
- Choice from a range of household white goods and furniture items that suit individuals' needs;
- Individuals would own new or nearly new furniture;
- Help avoid the risk of debt through addressing poverty issues (in particular child poverty) and reducing the debt spiral that can trap people to a point where they find it hard to escape. People on low incomes are often excluded from purchasing household white goods/furniture with often their only solution being to take on unsecured loans from lenders, potentially unlicensed, or sign up to schemes in weekly payment stores/catalogues, all charging high interest rates. A scheme of this kind will therefore reduce reliance on such companies and increase access to affordable credit, particularly at a time when unlicensed moneylenders are taking advantage of the current economic climate to prey on vulnerable people;
- Provide individuals with a more affordable alternative to applying for 'payday' loans;
- Improve quality of life of those who need it most; and
- Deliver improved social and financial inclusion.

***For Hartlepool:***

- Improve satisfaction rates in relation to accommodation;
- Enhance the attraction of low demand properties and reduce turnover of empty properties;
- Increase length of tenancies thus creating sustainable tenancies and in turn communities by addressing high turnover and poverty issues, as there is less chance of a tenancy failing if people have furniture, carpets, decoration in place – tenants have a stake in where they live;
- Encourage investment, as any income and profits are retained and invested in the community/voluntary sector and ultimately the local economy; and
- Help sustain a local community/voluntary sector organisation.

More specifically, with an element of the scheme focussed on the re-use of essential white goods, furniture and furnishings it will:

- Help the environment by saving unnecessary landfill and assist the Council with meeting household waste recycling targets;
- Reduce incidents of fly tipping;
- Reduce CO<sup>2</sup> emissions; and
- Provide social benefits for local people including work, volunteering and training/apprenticeship opportunities.

**Funding Breakdown 2012-14:** The Council has identified £50,000 to kick start the scheme, to assist the development of the Furniture Solutions Project, with the intention of the operator working to sustain the scheme beyond 2013/14.

Table 2: Funding Profile (April 2012 to March 2014)

		Q1	Q2	Q3	Q4	Total
2012/13	Project Delivery	5,625	5,625	5,625	5,625	<b>22,500</b>
	Management Fee (10%)	625	625	625	625	<b>2,500</b>
<b>Sub Total</b>		6,250	6,250	6,250	6,250	<b><u>25,000</u></b>
2013/14	Project Delivery	5,625	5,625	5,625	5,625	<b>22,500</b>
	Management Fee (10%)	625	625	625	625	<b>2,500</b>
<b>Sub Total</b>		6,250	6,250	6,250	6,250	<b><u>25,000</u></b>
<b>Total</b>		<b>12,500</b>	<b>12,500</b>	<b>12,500</b>	<b>12,500</b>	<b><u>50,000</u></b>

**Outputs :**

Table 2: Output Breakdown (April 2012 to March 2014)\*

Output Details	Number
community/voluntary organisations supported	1
individuals accessing the service each year	40
volunteering and training/apprenticeship opportunities provided each year	3

\*the figures outlined in table 2 are a minimum requirement and will be added to once the operator of the service has been determined.

**Risks (for Hartlepool Borough Council):** As the service is to be run independently from the Council, there is a need to ensure that the operator of the scheme will undertake the delivery of the project in a professional and efficient manner and will have appropriate quality control measures in place. To minimise this risk, the Council is to undertake a comprehensive procurement process. The funding support has also been split across two financial years to further reduce the risk associated with the delivery of the Furniture Solutions Project.

Risks linked specifically to the project delivery for example, debt recovery, will lie with the community/voluntary sector organisation. There is an expectation that the community/voluntary sector will outline in its submission the safeguards that will be in place to minimise any risks.

**Procurement:** The Coalition Government's 'Big Society' sees a major opportunity for community/voluntary sector organisations to deliver more services with both the public and private sector, and become bigger and stronger than ever before.

The delivery of the Furniture Solutions Project is one of the ways the sector can establish a 'pioneering service', and bring wider benefits to their communities.

There will be an invitation to local community/voluntary sector organisations to tender for the delivery of such a scheme. This opportunity will be advertised through the routine mechanisms such as the Hartlepool Mail, as well as in the Hartlepool Voluntary Development Agency (HVDA) newsletter (publication schedule permitting) or via a mail out to community/voluntary sector organisations on HVDA's circulation list. The submissions will be assessed against a set of criteria and will need to demonstrate effective processes and include a robust Business Plan, which validates the sustainability of the scheme in the long-term, post 2013/14, through financial forecasting. Details in relation to prospective partners and suppliers will also need to be included, with the role of each clearly identified, plus information about how the scheme will be marketed to the public.

### Timetable:

<b>Milestone</b>	<b>Date</b>
Scrutiny Co-ordinating Committee Meeting (to note the content of the Business Case)	August 2011
Community Safety and Housing Portfolio Holder Meeting (to seek approval)	September 2011
Invitation to Tender	October 2011
Selection of Community/Voluntary Organisation	January 2012
Project Commences	April 2012
Interim Monitoring Visit*	March 2013
Final Monitoring and Evaluation Visit*	April 2014
Report to Community Safety and Housing Portfolio*	May 2014

\*see 'Monitoring and Evaluation' section below for details

**Monitoring and Evaluation:** The community/voluntary sector will be subject to an interim monitoring visit in March 2013 and a final monitoring and evaluation visit in April 2014, to ensure the funding has been expended in line with the original aims of the scheme and to determine the success of the scheme. The findings will be used to improve and develop the scheme, where applicable, and will also be reported to the Community Safety and Housing Portfolio Holder (or equivalent).

## SCRUTINY CO-ORDINATING COMMITTEE

19 August 2011



**Report of:** Assistant Director of Child and Adult Services

**Subject:** REVIEW OF THE COMMUNITY POOL GRANT –  
CONSULTATION

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### 1. PURPOSE OF REPORT

- 1.1 To outline the steps taken to review the Community Pool Grant and, as part of the consultation process, seek the Scrutiny Co-ordinating Committee's views on the outline draft recommendations for the future development of the Grant.

### 2. BACKGROUND

- 2.1 As part of a the recent call-in of a decision taken by the Grants Committee in relation to the award of a number of community pool grant awards, the Scrutiny Co-ordinating Committee identified the need for its full involvement in the process for the review of the criteria / process for the award of Community Pool Grants. In accordance with this request, as part of the consultation process, the Committee's views are today being sought in relation to outline draft recommendations for the future development of the grant (as outlined in Section 7 of this report).
- 2.2 The Committee's views are to be fed back to Cabinet in September 2011, for consideration during discussions in relation to the formulation of formal recommendations for the future development of the grant. Details of these final recommendations will subsequently be brought back to the Scrutiny Co-ordinating Committee for a further view, which will then be included in a future report to Cabinet seeking approval / rejection of the way forward for the future development of the grant. The objective is to have a reviewed Community Grants process in place by December 2011 to allow for Grant applications to be processed in time for April 2012 at the latest.

### 3. THE COMMUNITY POOL

- 3.1 The Community Pool has provided financial assistance to support those aspects of the activities of the voluntary/community/not for profit sector that clearly reflect the aspirations of the Council's Community Strategy.

- 3.2 The Council identified within the Community Strategy's aims and themes a number of corporate strategy priorities. The main objective of the Community Pool has been to support the activity of "strengthening communities".
- 3.3 Applications are processed against a set criteria and grant aid has generally been awarded by the Grants Committee as a contribution towards the core costs of an organisations operation and in many instances has helped to match other funding streams.
- 3.4 Applications to the Community Pool have been open to all. However, the majority of the applications have tended to be from groups that have previously received grant from the pool suggesting that some groups have become dependant on the Community Pool to ensure their sustainability.
- 3.5 As part of the Council's response to the Comprehensive Spending Review, the Community Pool budget for the financial year 2011/2012, has been reduced by 10 per cent of the 2010/2011 budget and it is anticipated that there will be additional cuts in 2012/2013 as this Review is implemented and further implications of the Comprehensive Spending Review is felt.
- 3.6 The Grants Committee responded to the cuts to the Community Pool by only awarding funding for 6 months to allow a review of the Community Pool to take place and recommendations on the future of the Pool to be considered and consulted upon.
- 3.7 This report outlines the outcome of that review and presents a recommendation for consideration.
- 3.8 The review has sought to ensure that the Council's changing priorities are reflected in any new criteria for the Community Pool and that budget efficiency targets are met.

#### **4. WHERE WE ARE NOW - CURRENT ANNUAL GRANTS AND THEIR DISTRIBUTION**

##### **4.1 The Community Pool**

The Community Pool is a revenue budget with spend allocated by the Grants Committee.

The Community Pool has traditionally been divided into three areas - a proportion for 'directed lettings' which is support for groups to hire premises and a Parish council grant towards meeting costs – a proportion for Hartlepool Sports Council to enable direct grants to be awarded to support individuals with proven potential in sport and thirdly the balance (the majority of the grant) which is awarded to community groups which fit one of the four funding categories, namely:-

- (i) Providers of service of strategic importance
- (ii) Community Development / capacity building initiatives
- (iii) Established groups not previously supported (i.e. new)
- (iv) Other organisations and groups

Any balance of funding unallocated has traditionally been carried forward into the next financial year.

The Community Pool has traditionally supported approximately 30 voluntary sector groups per annum.

#### 4.2 **Civic lottery**

The Civic lottery is a historic lottery reserve that produces an annual interest payment of around £8,500 depending upon financial interest rates.

The interest is disbursed fully by Grants Committee in a series of small grant awards up to a maximum of £2000 to local groups. In reality the popularity of this small grant fund results in smaller payments of around £50 - £150 to a wide variety of community groups.

Requests have been made from time to time to determine if the reserve sum can be disbursed and potentially exhausted. The Secretary of State for Local Government at the last time of enquiry was minded to reject such a proposal. If such a move was to be successful then it is assumed that a small grants scheme would be required to be maintained from annual revenue budgets or further top –sliced from the Community Pool budget.

#### 4.3 **Preston Simpson and Sterndale Young Musicians Trust:-**

The Preston Simpson and Sterndale Young Musicians Trust is a private charity endowment managed by the Trustees appointed by the Borough Council and disburses annual funding grants to skilled music students.

The disbursed funds amount to some £7,000 in total per annum made up of money from interest earned on the charity endowment, annual sponsorship income and any funds raised through trust activity in year.

These grants are awarded by the Trustees of the Trust. This is included within this report to identify what current support exists for emerging music practitioners and helps to demonstrate the balance currently given to the sports aspirants via the Hartlepool Sports Council.

#### 4.4 **Other funding**

A separate piece of work is currently being undertaken to identify what funding streams are awarded to community groups via the Council on an annual basis.

The outcome of this work is expected to demonstrate a significant reduction in funding between previous years and the current financial year as many funding schemes have now ceased, mainly as a result of decisions made by Central Government.

## **5. PRESSURES ON THE COMMUNITY POOL**

- 5.1 The ending of major government funding schemes such as The Working Neighbourhoods Fund has impacted greatly on many local voluntary sector groups. However the changing of and/or removing funding streams is not new.
- 5.2 The ending or re-prioritisation of such initiatives as the One North East Single Programme Funding, the European Social Fund (ESF) and European Regional Development Fund (ERDF) opportunities, which were greatly enjoyed by Hartlepool's third sector, brought real concern that many groups would suffer extreme hardship as they adjusted to the new funding position.
- 5.3 The Grants Committee were alert to this expected impact and sought to deliberately maintain an in year reserve to assist sponsored groups running into difficulties and those which simply required time and resource to re-focus. Whilst this did happen in some areas, the ability of the voluntary sector to adjust has been reassuring. This has meant that the practice of maintaining a balance for in year consideration has resulted in a regular end of year "carry over" without any affected groups being denied justified additional funding.
- 5.4 The main pressures on the Community Pool at the current time have arisen from a difference in application approach – many groups have heeded the reality of the financial circumstances and have adjusted their delivery structures to contain applications to within inflation etc, whereas others appear to have ignored this and have applied for increasing support without real justification. Such applications do not fare particularly well and receive a recommendation to allocate on previous financial awards basis.
- 5.5 All information issued to grant recipients stress the need to have exit strategies in place should future funding not be available, this is the case in the current year where everyone is aware that an initial allocation of 50% of the annual grant award in April 2011/12 may be their last.
- 5.6 A review of the current criteria in a time of economic stringency will assist in refocusing on the Councils strategic direction in respect of the voluntary sector.
- 5.7 It is recognised that any review leading to a removal of core funding from current groups will bring hardship and a requirement from them to focus closely on their grant funding exit strategies.

## 6. EVIDENCE FOR THE REVIEW

6.1 A number of sources and documents have been drawn up on as part of the review process. This has led to the development of a number of key principles and guidance that should inform any change to the criteria for the distribution of the Community Pool.

- The Council's priorities should be the driving force for the strategic direction of the Community Pool.
- These identified priorities should lead to a greater emphasis on the 'commissioning' of services rather than grant aid for core funding.
- Recognition should also be given to the difference between major commissioning of certain service areas and the maintenance of a healthy voluntary sector undertaking service provision in areas of activity that are not necessarily priorities for the Council core services, nevertheless such groups can be important to the local community or unique to a particular provider.
- Consortia applications for areas of 'commissioned' service should be encouraged.
- Ensure where funding is removed from current recipients that sufficient notice of change is given, where this is not possible, identify contingencies and extensions of current arrangements for a reasonable period of time.
- Be mindful of the emerging outcomes of relevant Scrutiny investigation reports and where agreed, incorporate such outcomes into the revised criteria.
- Consider removal from the community pool, funds that are better placed within wider strategic considerations, for consideration elsewhere.
- Ensure that all voluntary sector organisations become eligible to be considered for emergency funding, development funding and grant matching purposes subject to annual funding being available via a small grants pot.
- Develop a 'small grants' pot and criteria for distribution.

## 7. TAKING THE COMMUNITY POOL FORWARD – RECOMMENDATIONS FOR CONSULTATION

7.1 Upon assessment and consideration of the broad principles outlined above a clear proposal emerges for further consultation and challenge.

7.2 Allowing for the planned savings and the continued allocation of a small percentage of funding towards directed lettings and the Hartlepool Sports Council individual awards, it is anticipated that the 2012/13 Community Pool could be worth £402,000 plus any carry over funding from 2011/12.

7.3 It is suggested that five specific areas of grant be identified for allocation – this proposed change will prove challenging to introduce as it implies that many existing groups will lose their current core funding contributions. Examples of potential allocations are included in **Appendix 1**. The current Grant criteria

are attached at **Appendix 2** and for clarity the current year's grant awards have been enclosed and can be consulted at **Appendix 3**.

7.4 The categories are outlined below:

7.5 **Category 1 - Universal Welfare & Benefits Advice support** – (based on the Council's Financial Inclusion Strategy & Child Poverty Strategy). This is aimed at giving independent impartial advice to the most vulnerable in society to maximise awareness and entitlement to benefits, debt advice, employment law and community care. The objective would be to seek applications on a commissioned basis against set criteria for achieving maximum outcomes and measurable out-puts. **One award** is expected to be made to one bidding organisation or a consortia of organisations bidding to serve the town. Suggested maximum budget available of up to £90,000.

7.6 **Category 2 - Universal Credit Union support** – (based on the Council's Financial Inclusion Strategy & Child Poverty Strategy). This is aimed at supporting the existence of a Credit Union within the town as an integral part of the Financial Inclusion Strategy. It is separated from the above category on the basis that any provider of a Credit Union would need to be licensed and approved by the FSA. It is therefore believed to be inappropriate that it is included within category 1. **One award** with a suggested maximum budget available of up to £30,000.

7.7 **Category 3 - Capacity/Resource Building** – (based on the Voluntary Sector Strategy). This is aimed at providing support to the town's voluntary sector on a town wide basis, either through one organisation or a consortia of groups bidding as one. The object being to simplify the Council's relationship with the voluntary sector and seek to achieve maximum outcomes and measurable out-puts. **One award** is expected to be made to one bidding organisation or a consortia bidding as one. Suggested maximum budget available of up to £100,000.

7.8 **Category 4 - Universal town wide specialist and/or support organisations** – (based on the Voluntary Sector Strategy). This category is maintained as a proposed series of specific core funding support grants direct to specialist groups who provide a service which can be described as universal in offer, subject to need without alienation on the grounds of age, gender or disability, accepting that not all services will be appropriate or required by the population at large at any particular pre-determined point in their lives. These services have the ability to provide personal support to individuals at times of crisis or as part of the social and economic well being of the town.

7.9 It is suggested that a number of groups might be identified as being specifically supported by a share of a category grant of up to £90,000.

7.10 **Category 5 - Development/Investment Support Grants – "Challenge Funding"** (Voluntary Sector Strategy – good practice). The balance of the Community Pool, nominally estimated at up to £100,000pa be allocated

towards bids for 'development' grants, 'investment' grants and emergency contributions to organisations in temporary difficulty. Such grants to be capped at a maximum of £10,000 without minimum threshold, this would ensure the ability to assess each submission on its merits and allow for % match funding to be offered towards agreed and approved bids. Such grants would be assessed against a set of criteria (to be established) which would seek to demonstrate and justify that any group applying was doing as much as practically possible to self help. The pro-active and imaginative organisations would stand to benefit the most. This in turn would reward the stronger and most sustainable voluntary sector organisations within the town.

- 7.11 This category will ensure that the Community Pool is opened up to every voluntary organisation in town, the only limiting factor being the number of bids in any one year set against the funding available.
- 7.12 It is recommended that the balance of all the Community Pool funds, once commissioned services are allocated, be set against this Challenge Funding category of support to the voluntary sector.
- 7.13 It is not expected that groups would be able to bid in successive years and it should be quite clear that this is **not** 'core funding' money, thereby keeping the fund free to maximise assistance on an annual basis.

## 8. CONCLUSIONS

- 8.1. These draft recommendations are very challenging as they will reduce the number of organisations who will be receiving 'core cost contributions' support to deliver the Council's strategic aims - the Financial Inclusion Strategy, the Child Poverty Strategy and the Voluntary Sector Strategy.
- 8.2 Support to existing qualifying groups would be linked where possible through commissioning via one organisation or a consortium of organisations. This is a significant departure from the current disbursement of grant on a part duplicated basis to like minded charitable groups. Without this change it is very difficult to introduce any meaningful change within the existing Community Pool allocations and it is recognised that this will hopefully encourage greater co-operation and less duplication of effort within the public sector supported voluntary sector.
- 8.3 The draft recommendations have been circulated widely to all elected members, all past recipients of Community pool in the last three years, including those applicants that were rejected (a copy of the letter circulated is attached at **Appendix 4**). Furthermore the report has been issued to HVDA (Hartlepool Voluntary Development Agency) to ensure all voluntary sector groups have the opportunity to be informed.
- 8.4 The recommendations are also publicised on the Council's web site with a period of five weeks has been allowed for comments to be received.

## **9. RECOMMENDATIONS**

- 9.1 That progress made to date in the Community Pool review be noted; and
- 9.2 That the views expressed by the Scrutiny Co-ordinating Committee, in relation to outline draft recommendations for the future development of the grant, be submitted to Cabinet for consideration.

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## **BACKGROUND PAPERS**

No background paper was used in the preparation of this report.

## 9.2 APPENDIX 1

COMMUNITY POOL		RECOMMENDATIONS 2012 - 2013	
BASE BUDGET	£408,000		
DEDUCT DIRECTED LETTINGS	£2,900		
DEDUCT HARTLEPOOL SPORTS COUNCIL	£2,500		
NET BUDGET	£402,600		
CATEGORY			
<b><u>1. UNIVERSAL WELFARE &amp; BENEFITS ADVICE SERVICE (FINANCIAL INCLUSION STRATEGY &amp; CHILD POVERTY STRATEGY)</u></b>			
This category would include, but not limited to:			
<b>WEST VIEW ADVICE &amp; RESOURCE CENTRE</b>	One award to be made, consortia/joint bids accepted		
Provider of welfare benefits advice, information and support to the local community			
<b>HARTLEPOOL CITIZENS ADVICE BUREAU</b>			
Provider of advice and information debt advice, employment law, welfare benefits, community care			
<b>CATEGORY TOTALS</b>	<b>£90,000 (up to)</b>		

<b>2. UNIVERSAL CREDIT UNION SUPPORT (FINANCIAL INCLUSION STRATEGY &amp; CHILD POVERTY STRATEGY)</b>			
This category would include, but not limited to:			
<b>HARTLEPOOL CREDIT UNION FORUM</b>	One award to be made, consortia accepted		
Provider of credit union facility to tackle financial exclusion			
<b>CATEGORY TOTALS</b>	<b>£30,000 (up to)</b>		
<b>3. CAPACITY BUILDING/RESOURCES TOWNWIDE OR AREA BASED (VOL SECTOR STRATEGY)</b>			
This category would include, but not limited to:			
			<b>2012-2013</b>
<b>OWTON FENS COMMUNITY ASSOCIATION</b>			
Provider of support, advice and information to other voluntary and community groups			
<b>HARTLEPOOL VOLUNTARY DEVELOPMENT AGENCY</b>			
Provider of support, advice and information to other voluntary and community groups.			
<b>HARTLEPOOL PEOPLE CENTRE</b>			
Facilitator and provider of a range of services and activities, courses and training for residents of all ages.			

<b>THE WHARTON TRUST</b>			
Facilitator and provider of a range of activities, courses training and a community library.			
<b>THE SALAAM CENTRE</b>			
Provider and facilitator of services and a resource centre for ethnic minority communities in Hartlepool.			
<b>BELLE VUE COMMUNITY SPORTS &amp; YOUTH CENTRE</b>			
Provider of a wide range of services for the local community including sports facilities and community rooms to hire and accommodation for other voluntary organisations			
<b>CATEGORY TOTALS</b>	<b>£100,000 (up to)</b>		
<b>4. UNIVERSAL TOWN WIDE SPECIALIST AND/OR SUPPORT ORGANISATIONS (VOL SECTOR STRATEGY)</b>			
This category would include, but not limited to:			
<b>HARBOUR SUPPORT SERVICES: SEARCH</b>			
Provider of counselling and support services to male and female survivors of rape and sexual abuse			
<b>HARTLEPOOL ACCESS GROUP:</b>			
<b>SHOPMOBILITY</b>			
Provider of mobility equipment to enable disabled people to travel around the town independently			

<b>HARTLEPOOL CARERS</b>			
Provision of support of local carers to improve the			
quality of life for all people who are looking after			
somebody through the provision of advice, information			
and development of services.			
<b>HARTLEPOOL FAMILIES FIRST</b>			
Provider of a range of services including the Health			
Bus, the Play Bus, an after school and holiday play			
including the Street project formerly known			
as RESPECT.			
<b>HARTLEPOOL RADIO</b>			
Community radio station supporting the economic wellbeing and			
social cohesion of the town			
<b>CATEGORY TOTALS</b>	<b>£90,000 (up to)</b>		
<b><u>5. DEVELOPMENT/INVESTMENT GRANTS (VOL SECTOR STRATEGY AND PUBLIC SECTOR FUDNING SUPPORT GOOD PRACTICE)</u></b>			
This category would include, but not limited to:			
<b>Maximum award £10k</b>			
<b>One off award</b>			
<b>Not to be approved for core funding</b>			
<b>Open to all voluntary sector incorporated bodies???</b>	<b>£100,00 (up to)</b>		

		Directed Lettings/Sports Council	£5,400
		Category 1	£90,000
		Category 2	£30,000
		Category 3	£100,000
		Category 4	£90,000
		Category 5	£100,000
		<b>Total commitment proposed pa</b>	<b>£415,400</b>
		This shows an over allocation of budget available but seeks to demonstrate the maximum funding categories available and the potential for small end of year carry overs in what is a variable and fluid sector.	



# **HARTLEPOOL BOROUGH COUNCIL**

## **COMMUNITY POOL 2011/2012**

### **CRITERIA AND GUIDANCE NOTES FOR APPLICANTS**

**The main aim of the Community Pool is to support those aspects of the activities of the voluntary/ community/not for profit sector that clearly reflect the aspirations of the Council's Community Strategy and Neighbourhood Renewal Strategy.**

## **HARTLEPOOL AMBITION**

### **COMMUNITY STRATEGY AND NEIGHBOURHOOD RENEWAL STRATEGY 2008-2020**

Within the main strategic document, there are 8 aims and themes, which are clearly set out as priorities:-

- Jobs and the Economy
- Life Long Learning and Skills
- Health Care
- Community Safety
- Environment
- Housing
- Culture and Leisure
- Strengthening the Communities

## **CORPORATE STRATEGY**

The Council has identified within the Community Strategy's aims and themes a number of corporate strategy priorities. The main objective of the Community Pool is to support the activity of strengthening communities.

Community Pool resources are targeted to vulnerable sectors of the community and to those organisations delivering effective and appropriate services that complement the Authority's strategic aims, "to empower individuals, groups and communities and increase the involvement of citizens in all decisions that affect their lives".

Within the Strengthening Communities theme are a number of objectives which groups funded from the Community Pool can collaborate with the Council to achieve its corporate objectives:-

- To empower local people to take a greater role in the planning and delivery of services and strategies that affect their individual lives, their local neighbourhood and the wider community.
- To increase opportunities for everyone to participate in consultation, especially "hard to reach" groups and those communities affected.
- To improve the accessibility of services and information ensuring that providers address the varied needs and requirements of the whole community.
- To fully value the voluntary and community sector and to support them to secure their long-term future through contracted service delivery, promoting volunteering and the agreement of longer term funding settlements.
- To ensure Hartlepool is a cohesive community where there is a sense of belonging for all and where people of different backgrounds, circumstances and generations are able to get along free from discrimination and harassment.

In order to identify the most disadvantaged communities for the purposes of assessing applications to the Community Pool, the rankings found in the Index of Multiple Deprivation 2004 will be used to ascertain the nature of deprivation in Hartlepool.

The following ward is in the top **1%** of deprived wards nationally: **Stranton**.

The following wards are in the top **5%** of deprived wards nationally: **Owton, Dyke House, Brus, St Hilda**.

The following wards are in the top **10%** of deprived wards nationally: **Grange, Rift House.**

**Groups targeting areas of greatest disadvantage in the town will receive a higher priority for funding.**

Weightings will be applied to grant applications depending on the location of the applicant organisation and the area they serve.

## **FUNDING CATEGORIES**

The Community Pool funding categories are as follows:-

### **(i) PROVIDERS OF SERVICES THAT ARE OF STRATEGIC IMPORTANCE. This includes:-**

**Those groups/organisations that provide services to support disadvantaged individuals. Groups may require specialist expertise, e.g. Legal advice, debt counselling, and self-improvement opportunities.**

Applications from those groups providing services that directly complement the services provided by the local authority and are considered strategically important will receive priority particularly those who provide:-

- Legal advice and guidance.
- Income generation, credit union support and debt counselling.
- Voluntary sector infrastructure support: accreditation, management, fundraising.
- Counselling services.

### **(ii) COMMUNITY DEVELOPMENT/CAPACITY BUILDING INITIATIVES. This includes:-**

**those groups which support the development of community capacity, including the formation of tenants and residents groups, and seek to improve interaction between local residents and statutory service providers, including local partnerships and networks and groups working proactively to facilitate the engagement of disadvantaged sectors, to encourage them on to the first step and then signpost them onto provision elsewhere, if necessary, providing support and training to encourage self help.**

Applications from local community groups, particularly those who actively provide:-

- Advocacy in relation to issues affecting the voluntary sector.
- Support to strengthen voluntary sector infrastructure; accreditation, management.
- Support with fundraising.
- Support to volunteers.
- Development of capacity building projects/activities.

### **(iii) ESTABLISHED GROUPS WHO HAVE NOT PREVIOUSLY BEEN SUPPORTED FROM THE COMMUNITY POOL**

**Groups who are considered to be established i.e. who have been fully constituted for in excess of 2 years, who have not been awarded grant aid from the Community Pool previously can apply for financial support if they are meeting the aims and objectives of the Community Pool.**

### **(iv) OTHER ORGANISATIONS/GROUPS. This includes:-**

All applications, which do not fall into the other 3 categories, but provide valuable services with measurable outcomes for the benefit of Hartlepool residents living in the most disadvantaged wards, can be considered for funding.

## **ALLOCATION OF FUNDING FROM THE COMMUNITY POOL**

Funding is offered on a two-tier system.

### **➤ 3 YEAR REVENUE TAPERED GRANT**

Groups can apply for a 3 year tapered funding agreement in principle subject to budgetary availability. In the second and third years of the agreement, grant recipients will be afforded, in principle, 75% and then 50% of the award made in Year 1. Under this scheme, groups cannot apply for funding from the Community Pool in year 4.

### **➤ 1 YEAR REVENUE TAPERED GRANT**

1 year funding with applications being processed alongside all others in subsequent years.

Grant aid will only be approved for revenue funding to support organisational running costs. A funding formula will be applied with the main priority being the staffing costs of a group. Key posts within an organisation, as identified by the Community Resources Manager, can be supported with a percentage of salary costs.

Applicants should note that:-

Capital works will not be supported, i.e.

New applications for initiatives in areas currently benefiting from regeneration initiative funding will receive a lower priority.

Play initiatives will receive a lower priority because of the alternative funding sources e.g. Play Opportunities Pool.

**There is no upper limit in relation to the amount applied for from the Community Pool, but applications for less than £5,000 will not be considered from the Community Pool but will be signposted to other funders.**

## **MONITORING OF GRANT AID**

All grant aid is managed through a funding agreement, which includes the terms and conditions, under which grant aid has been awarded.

The spend and the outputs/benefits relating to the grant will be monitored and if it is found that grant aid has not been spent appropriately or outputs/benefits not achieved then measures may be taken to reclaim the grant.

## **APPEALS PROCEDURE**

Groups applying to the Community Pool will be given the opportunity to appeal against a decision made by the Grants Committee in respect of their application for funding. An appeal must be made in writing, as it will be presented to the Grants Committee for their consideration.



COMMUNITY POOL 2011/2012	OPTION 2	
APPLICANT GROUP & ROLE OF THE GROUP	SIX MONTHS FUNDING REJECT/DEFER	NOTES PROPOSED EXPENDITURE OF GRANT
<b>CATEGORY 1: PROVIDERS OF SERVICES THAT ARE OF STRATEGIC IMPORTANCE</b>		
<b>WEST VIEW ADVICE &amp; RESOURCE CENTRE</b>	£ 13,103.00	Contribution to salary costs Centre Manager,
Provider of welfare benefits advice, information		& Advice Manager
and support to the local community		
<b>HARTLEPOOL CITIZENS ADVICE BUREAU</b>	£ 36,130.00	Contribution to salary costs Bureau Manager,
Provider of advice and information debt advice,		Deputy Manager, Telephone Advice Worker,
employment law, welfare benefits, community care		Admin/Finance Officer
<b>HARBOUR SUPPORT SERVICES: SEARCH</b>	£ 7,880.00	Contribution to salary costs of 1 p/t
Provider of counselling and support services to male		Counsellor & Administrator
and female survivors of rape and sexual abuse		
<b>HARTLEPOOL ACCESS GROUP:</b>	£ 11,974.50	Contribution to salary costs Manager, 2 p/t
<b>SHOPMOBILITY</b>		Equipment Workers & Book Keeper & running costs
Provider of mobility equipment to enable disabled people		
to travel around the town independently		
<b>HARTLEPOOL CREDIT UNION FORUM</b>	£ 16,793.00	Contribution to salary costs Membership Supervisor,
Provider of credit union facility to tackle financial		Membership Officer, Collector & contribution to
exclusion		rent & running costs
<b>HARTLEPOOL CARERS</b>	£ 14,249.00	Contribution to salary costs Manager
Provision of support of local carers to improve the		& Administrator
quality of life for all people who are looking after		
somebody through the provision of advice, information		
and development of services.		
(10/11 FUNDING WAS FOR 5 MONTHS ONLY)		

APPLICANT GROUP & ROLE OF THE GROUP	SIX MONTHS FUNDING	NOTES
	REJECT/DEFER	PROPOSED EXPENDITURE OF GRANT
CATEGORY 2: COMMUNITY DEVELOPMENT/CAPACITY BUILDING INITIATIVES		
OWTON FENS COMMUNITY ASSOCIATION	£10,316.50	Contribution to salary costs Project Manager
Provider of support, advice and information to other		& Finance Manager
voluntary and community groups		
HARTLEPOOL VOLUNTARY	£12,778.00	Contribution to salary costs Manager
DEVELOPMENT AGENCY		& Finance Officer
Provider of support, advice and information to other		
voluntary and community groups.		
HARTLEPOOL PEOPLE CENTRE	£12,153.50	Contribution to salary costs Manager
Facilitator and provider of a range of services and		& Administrator
activities, courses and training for residents of all ages.		
THE WHARTON TRUST	£8,458.50	Contribution to salary costs Manager
Facilitator and provider of a range of activities, courses		& Admin/Finance Officer
training and a community library.		
HEADLAND DEVELOPMENT TRUST	£-	No bid received for 2011/2012
Provider of advice, information and support to residents		
and other voluntary/community groups		
MANOR RESIDENTS ASSOCIATION	£-	No bid received for 2011/2012
Facilitator and provider of a wide range of services and		
activities , courses and training for residents of all ages		
THE SALAAM CENTRE	£7,132.50	Contribution to salary costs of
Provider and facilitator of services and a resource		Advice Worker & Caretaker
centre for ethnic minority communities in Hartlepool.		

APPLICANT GROUP & ROLE OF THE GROUP	SIX MONTHS FUNDING REJECT/DEFER	NOTES PROPOSED EXPENDITURE OF GRANT
<b>CATEGORY 3: ESTABLISHED GROUPS WHO HAVE NOT BEEN PREVIOUSLY SUPPORTED</b>		
<b>RED DREAMS</b>	£ 2,896.00	Contribution to core costs.
A resource for young people encouraging individuals or groups of young people within the arts including performing, visual, media and written arts as a means of advancing their lives, developing their skills, capacities and capabilities.		
<b>VICTIM SUPPORT</b>	REJECT	NOT APPLICABLE
Provision of support to victims and witnesses through partnerships and referral to relevant help and information.		
<b>HARTLEPOOL HOSPICE</b>	REJECT	NOT APPLICABLE
Works to provide the relief of sickness offering a range of specialist palliative care and support to individuals and their families at their time of need		
<b>CATEGORY 4: OTHER ORGANISATIONS/GROUPS</b>		
<b>WEST VIEW PROJECT</b>	£ 9,388.00	Contribution to salary costs Development Manager & Administrator
Provider of activities including sports and adventure training for the benefit of the community including children and young people		
<b>THE ORB CENTRE</b>	£ 2,250.00	Contribution to salary costs of two p/t Youth Workers (min award)
Provider of activities for young people from the Foggy Furze, Stranton and Dyke House wards		

APPLICANT GROUP & ROLE OF THE GROUP	SIX MONTHS FUNDING		NOTES
	REJECT/DEFER	PROPOSED EXPENDITURE OF GRANT	
CATEGORY 4:OTHER ORGANISATIONS/GROUPS CONTINUED			
HEADLAND FUTURE	£	5,670.00	Contribution to the salary costs of an
Facilitator and provider of a wide range of activities			Operations Manager
for young people and the community as a whole			
HARTLEPOOL COMMUNITY STUDIO	£	9,562.50	Contribution to salary costs Venue Manager,
Provider of a venue for a wide range of activities			Venue Engineer/Trainer & Administrator
including music, performance, rehearsal, drama and			
comedy			
EPILEPSY OUTLOOK	£	4,177.50	Contribution to salary costs Manager
Provider of support to suffers of epilepsy and their			
families and carers			
OWTON MANOR WEST NWATCH & RES ASN	£	6,277.00	Contribution to salary costs Centre Manager
Facilitator and provider of activities/services for the			& Administrator
local community (NOT ELIGIBLE TO APPLY IN 2010/2011)			
HARTLEPOOL CATHOLIC BOXING CLUB	£	2,250.00	Contribution to rent (minimum award)
Provider of facility for training and competitive			
boxing for the benefit of young people			
BELLE VUE COMMUNITY SPORTS & YOUTH CTRE	£	10,171.50	Contribution to salary costs Finance Officer
Provider of a wide range of services for the local			& Caretaker
community including sports facilities and community			
rooms to hire and accomodation for other voluntary			
organisations			
HART GABLES	£	5,200.00	Contribution to salary costs Manager &
Provider of support to the lesbian, bi-sexual, gay			Finance Worker
and trans-sexual community in Hartlepool.			

[illegible]

<b>ROUND 1: 2011/2012</b>	<b>OPTION 2</b>	
<b>BASE BUDGET</b>	£ 457,024.00	
<b>plus carry forward (if approved)</b>	£ 59,010.00	
<b>Total to commit 2011/12</b>	£ 516,034.00	
<b>TOTAL COMMITMENTS ROUND 1:</b>		
<b>ALLOCATION FOR DIRECTED LETTINGS</b>	£ 2,900.00	
<b>HARTLEPOOL SPORTS COUNCIL</b>	£ 2,500.00	
<b>RECOMMENDATIONS ROUND 1 OPTION 2</b>	£ 230,068.50	
<b>TOTAL RECOMMENDATIONS ROUND 1</b>	£ 235,468.50	
<b>BALANCE LEFT TO COMMIT</b>	£ 280,565.50	

**Nicola Bailey**

*Director of Adult and Community Services*

PO Box 96  
Civic Centre  
Hartlepool TS24 8YW

Tel: 01429 523474  
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Our Ref:  
Your Ref:

Contact Officer/Email: Susan Rybak  
[Susan.rybak@hartlepool.gov.uk](mailto:Susan.rybak@hartlepool.gov.uk)



15<sup>th</sup> July 2011.

Dear Colleague

**Review of the Community Pool Grant**

You will be aware that Hartlepool Borough Council is currently undertaking a review of the Community Pool grant. This being the case a period of consultation is now under way. The council has agreed to consult with all relevant groups and individuals including all community/voluntary groups who have applied for funding from the Community Pool in the last three years, whether their application was successful or not and all the Council's elected Members.

I have attached, for your information, a copy of the draft report entitled 'Review of the Community Pool Grant – Consulting on the recommendations – Executive Summary' and Appendix 1, 2 and 3 to the report is also attached. I would be grateful if you could take the time to look at and consider the report which includes the draft recommendations for a new scheme making funding available for the voluntary/community sector to enable the sector to assist the Council to achieve its priorities. If you have any comments on the proposals for the new scheme I would be grateful if you could forward them to me in writing or email by Friday 19<sup>th</sup> August 2011. You can send your comments by post to Susan Rybak, Community and Youth Resource Manager, Hartlepool Borough Council, Child & Adult Services, Level 4 Civic Centre, Victoria Road, Hartlepool. TS24 8AY my email address is [susan.rybak@hartlepool.gov.uk](mailto:susan.rybak@hartlepool.gov.uk)

The attached report will also be presented to the Scrutiny Co-ordinating Committee for their consideration on 19<sup>th</sup> August 2011 and the outcome of the consultation and the findings of the Scrutiny Committee will be presented to Cabinet at a date yet to be confirmed.

A meeting to allow face to face consultation can be arranged should the need arise.

If you have any queries in relation to this matter please don't hesitate to contact me on the above number. Should you wish to discuss this matter further please ring John Mennear, telephone 01429 523417 or you can email him [john.mennear@hartlepool.gov.uk](mailto:john.mennear@hartlepool.gov.uk)

Thank you for your co-operation in this matter.

Yours sincerely,

Susan Rybak  
Community and Youth Resource Manager

## SCRUTINY CO-ORDINATING COMMITTEE

19 August 2011



**Report of:** Scrutiny Manager

**Subject:** SCRUTINY INVESTIGATION INTO 'THE BOROUGH COUNCIL MUSEUM AND ART GALLERY COLLECTION' – SCOPING REPORT

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### 1. PURPOSE OF REPORT

- 1.1 To make proposals to Members of the Scrutiny Co-ordinating Committee for their forthcoming investigation into 'The Borough Council Museum and Art Gallery Collection'.

### 2. BACKGROUND INFORMATION

- 2.1 At the meeting of this Committee on 24 June 2010, Members determined their work programme for the 2011/12 Municipal Year. The issue of 'The Borough Council Museum and Art Gallery Collection' was selected as the Scrutiny topic for consideration during the current Municipal Year. Members suggested that this investigation should form the major in-depth Scrutiny Inquiry for the Committee's 2010/11 work programme.
- 2.2 The Council Museum Service possesses a fine collection of historical objects, information and artworks; these are displayed within the Museum of Hartlepool, the Hartlepool Art Gallery and selected buildings such as the Civic Centre and Borough Buildings., either as part of the permanent historical displays or as changing exhibitions. When not on display these are held in store. The collections are used as valuable reference collections for researching the history and cultural identity of the town. The modern collections date from the opening of the Gray Art Gallery & Museum in 1920 and major improvements to the Service were undertaken in the mid 1990's as part of the City Challenge and the Teesside development Corporation investment into Hartlepool. Hartlepool Museums have been recognised as a major regional service, achieving Renaissance funding in 2003 to provide sub regional activity, this was achieved due to the merit and the high visitor attendances achieved by the service.

- 2.3 In order to facilitate the conduct of a well planned and value adding investigation suggestions for the terms of reference, potential areas of enquiry / sources of evidence and timetable are outlined in Sections 4,5 and 8 of this report. Given the size of the Scrutiny Co-ordinating Committee's Work Programme for 2011/12, Member's were of the view that the investigation should be undertaken through the formation of a Working Group and views on these suggestions, and the way forward, for the conduct of the investigation are now being sought.

### **3. OVERALL AIM OF THE SCRUTINY INVESTIGATION/ENQUIRY**

- 3.1 To better understand the nature of the Museum & Art Gallery collections held within the possession of the Council.

### **4. PROPOSED TERMS OF REFERENCE FOR THE SCRUTINY INVESTIGATION/ENQUIRY**

- 4.1 The following Terms of Reference for the investigation/review are proposed:-
- (a) To gain an understanding of the range, relevance and value of the Museum Service collections held by the Council and the ongoing costs to maintain/store the collection;
  - (b) To explore the current status of the collections, their use, educational impact, distribution/location and the processes and procedures for accessioning/archiving artefacts; and
  - (c) To explore the potential options for the future of the collection, taking in to consideration the legal status, ethical considerations and challenging budget situation that the Authority faces.

### **5. POTENTIAL AREAS OF ENQUIRY / SOURCES OF EVIDENCE**

- 5.1 Members of the Forum can request a range of evidential and comparative information throughout the Scrutiny review.
- 5.2 The Forum can invite a variety of people to attend to assist in the forming of a balanced and focused range of recommendations as follows:-
- (a) Cabinet Member with Portfolio Holder for Culture, Leisure and Tourism;
  - (b) Director of Child and Adult Services;
  - (c) Local residents;
  - (d) Representatives of minority communities of interest or heritage

(e) Professional and national organisations linked to museum management e.g. Museums Association, Arts Council (who are assuming responsibility for MLA –Museums, Libraries & Archives Commission) and Tyne & Wear Museum Service who are the NE Renaissance Hub lead; and

(f) Ward Councillors.

5.3 The Forum may also wish to refer to a variety of documentary / internet sources, key suggestions are as highlighted below:-

- (a) Hartlepool Museums Accession register
- (b) Hartlepool Museums Acquisitions and Disposals policy
- (c) Insurance valuation reports
- (d) Museums Association website with specific reference to the ethical considerations of Collections, collecting & disposals
- (e) Heritage Lottery Fund statement on future funding conditions to applicants.

## **6. COMMUNITY ENGAGEMENT / DIVERSITY AND EQUALITY**

6.1 Community engagement plays a crucial role in the Scrutiny process and diversity issues have been considered in the background research for this enquiry under the Equality Standards for Local Government. Based upon the research undertaken, paragraph 5.2 includes suggestions as to potential groups which the Forum may wish involve throughout the inquiry (where it is felt appropriate and time allows).

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

7.1 Consideration has been given, through the background research for this scoping report, to the need to request funding from the dedicated Overview and Scrutiny budget to aid Members in their enquiry. At this stage no additional funding has been identified as being necessary to support Members in their investigation. Members, however, may wish to seek additional funding over the course of the investigation and the *(blank)* pro forma attached at **Appendix A** outlines the criteria on which a request to Scrutiny Co-ordinating Committee will be judged.

## **8. PROPOSED TIMETABLE OF THE SCRUTINY INVESTIGATION**

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

**19 August 2011** - Meeting of the Scrutiny Co-ordinating Committee to:-

- i) Scope the investigation; and

- ii) Establishment of a Working Group (If politically balanced, a 6 Member Working Group would consist of 4 Labour Members, 1 Association of Independent Councillors (AIC) and 1 Independent Councillor)

**5 September 2011 @ 1pm** – First meeting of the Working Group. To ‘Set the Scene’ – providing an understanding of:-

- i) The range, relevance and value of the Museum Service collections held by the Council

(I.e. Accessions register and documentation, clarification of difference between the ‘real’ value and insured value of collections / artefacts)

- ii) The ongoing costs to maintain/store the collection.

- iii) The current status of the collections, their use, educational impact, distribution/location and the processes and procedures for accessioning/archiving artefacts; and

- iv) The potential implications of disposing of this sort of asset (inc. ethical considerations, ownership, clawback of purchase grants and potential effect on other funding)

**23 September 2011 @ 11am** – Visit(s) by the Working Group to Museum, Art Gallery and storage to view items.

**6 October 2011 @ 2pm** – Final meeting of the Working Group to:

- i) Explore the potential options for the future of the collection, taking in to consideration the legal status, ethical considerations and challenging budget situation that the Authority faces; and
- ii) Formulate views and suggestions for inclusion in report to be considered by the Scrutiny Co-ordinating Committee on the 13 January 2011.

**13 January 2012 (or earlier)** – Consideration of Final Report by the Scrutiny Co-ordinating Committee

**6 February 2012 (or earlier)** – Consideration of Final Report by the Cabinet

## **9. RECOMMENDATION**

- 9.1 Members are recommended to agree the Scrutiny Co-ordinating Committee’s remit, and process, for the conduct of its investigation as outlined in paragraphs 4, 5 and 8 above.

**Contact Officer:** - Joan Stevens, Scrutiny Manager  
Chief Executives Department – Corporate Strategy  
Hartlepool Borough Council  
Tel: - 01429 284142  
Email:- joan.stevens@hartlepool.gov.uk

### **BACKGROUND PAPERS**

No background paper(s) were used in the preparation of this report.

**APPENDIX A**

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

<b>Title of the Overview and Scrutiny Committee:</b>
<b>Title of the current scrutiny investigation for which funding is requested:</b>
<b>To clearly identify the purpose for which additional support is required:</b>
<b>To outline indicative costs to be incurred as a result of the additional support:</b>
<b>To outline any associated timescale implications:</b>
<b>To outline the 'added value' that may be achieved by utilising the additional support as part of the undertaking of the Scrutiny Investigation:</b>

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

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

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

## SCRUTINY CO-ORDINATING COMMITTEE

19 August 2011



**Report of:** Chair of the Health Scrutiny Forum

**Subject:** WORK PROGRAMME 2011/12

---

### 1. PURPOSE OF REPORT

- 1.1 To provide Members of the Scrutiny Coordinating Committee with the Work Programme of the Health Scrutiny Forum for the 2011/12 Municipal Year.

### 2. BACKGROUND

- 2.1 The Health Scrutiny Forum are due to meet on 11 August 2011, to agree its Work Programme for the 2011/12 Municipal Year. However, in accordance with the Authority's Access to Information Rules, it has not been possible to include details of the Health Scrutiny Forum's Work Programme for 2011/12 within the statutory requirements for the despatch of the agenda and papers for this meeting. Although, arrangements have been made for details of the Health Scrutiny Forum's Work Programme for 2011/12 to be circulated under separate cover and in advance of this meeting.

### 3. RECOMMENDATION

- 3.1 It is recommended that the Scrutiny Co-ordinating Committee notes the content of the Work Programme of the Health Scrutiny Forum for the 2011/12 Municipal Year; to be circulated under separate cover in advance of this meeting.

**COUNCILLOR STEPHEN AKERS-BELCHER**  
**CHAIR OF THE HEALTH SCRUTINY FORUM**

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

### BACKGROUND PAPER

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

## SCRUTINY CO-ORDINATING COMMITTEE

19 August 2011



**Report of:** Chair of the Health Scrutiny Forum

**Subject:** WORK PROGRAMME 2011/12

---

### 1. PURPOSE OF REPORT

- 1.1 To provide Members of the Scrutiny Coordinating Committee with the Work Programme of the Health Scrutiny Forum for the 2011/12 Municipal Year.

### 2. BACKGROUND

- 2.1 At a meeting of the Health Scrutiny Forum held on 11 August 2011, consideration was given to a wide range of information, extracted from various sources to assist in the formulation of the Forum's Draft Work Programme for the forthcoming year.
- 2.2 Prior to that meeting, myself and the Scrutiny Support Officer also met with representatives from NHS Hartlepool and North Tees and Hartlepool NHS Foundation Trust to receive their views in relation to suitable topics for inclusion into the Forum's Draft Work Programme.
- 2.3 The Forum has therefore considered a wide range of suitable topics for inclusion into the Forum's Draft Work Programme. **Table 1** overleaf details the Forum's Work Programme for 2011/12 together with appropriate timescales.
- 2.4 The Forum is also required to produce a rolling three year health scrutiny work programme following consultation with relevant stakeholders. **Table 2** overleaf summarises the issues that the Forum wishes to scrutinise in later years as part of the three year rolling work programme.

**Table 1 – Health Scrutiny Forum’s Draft Work Programme 2011/12**

TOPIC	DATE
<p><b>North Tees and Hartlepool NHS Foundation Trust’s Transition Plan</b></p> <p>(Issue: To explorer transition plans for the North Tees and Hartlepool NHS Foundation Trust)</p> <p>NB This topic will form the basis of the Health Scrutiny Forum’s Roadshows as recommended by the Motion at Council of 4 August 2011.</p>	September 2011
<p><b>Cancer Awareness and Early Diagnosis</b></p> <p>(Issue: To explore awareness of cancer screening and attitudes towards prevention / detection, with reference to smoking cessation services)</p> <p>NB This topic will also pick up a report of the Executive Director for Public Health titled ‘Cancer in Hartlepool: An Overview)</p>	September 2011 to April 2012
<p><b>Quality Account</b></p> <p>North Tees and Hartlepool NHS Foundation Trust</p>	September 2011 and February 2012
<p><b>Health Inequalities</b></p> <p>NHS Hartlepool to provide an annual update on this topic with reference to life expectancy of women in Hartlepool.</p>	April 2012
<p><b>Heath and Wellbeing Board</b></p> <p>As recommended by the Scrutiny Co-ordinating Committee, Members will continue to monitor the development of a Hartlepool Health and Wellbeing Board, informing Scrutiny Co-ordinating Committee Members of information received in relation to this development.</p>	August 2011 and ongoing

**Table 2 – Health Scrutiny Forum’s Rolling Three Year Work Programme 2011 – 2012**

TOPIC	DATE
Healthy Eating / Obesity	Yr 2/3
Smoking	Yr 2/3
Drug Rehabilitation	Yr 2/3
Cancer Clusters	Yr 2/3

2.5 In addition to the above, the Forum has also acknowledged that throughout the 2011/12 Municipal Year it may be necessary to become involved in consideration of:-

- i) Health and Social Care Bill;
- ii) Call-In's (as referred from the Scrutiny Co-ordinating Committee);
- iii) Budget and Policy Framework documents; and
- iv) Emerging issues, on an ad hoc basis, which could be considered appropriate for a review to be undertaken.

### **3. RECOMMENDATION**

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

- (i) The content of the Work Programme of the Health Scrutiny Forum for 2011/12 (as outlined in Table 1); and
- (ii) The Rolling Work Programme for a further two years (as outlined in Table 2).

**COUNCILLOR STEPHEN AKERS-BELCHER  
CHAIR OF THE HEALTH SCRUTINY FORUM**

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

## **BACKGROUND PAPER**

The following background paper was used in the preparation of this report:-

- i) Report of the Scrutiny Support Officer entitled 'Determining the Scrutiny Forum's Work Programme for 2011/12' presented to the Health Scrutiny Forum meeting held on 11 August 2011.

## **SCRUTINY CO-ORDINATING COMMITTEE**

19 August 2011



**Report of:** Chair of the Health Scrutiny Forum

**Subject:** UPDATE - DEVELOPMENT OF A HARTLEPOOL  
HEALTH AND WELLBEING BOARD

---

### **1. PURPOSE OF REPORT**

- 1.1 To provide Members of the Scrutiny Coordinating Committee with an update of information received by the Health Scrutiny Forum in relation to the 'Development of a Hartlepool Health and Wellbeing Board'.

### **2. BACKGROUND**

- 2.1 Members of the Scrutiny Co-ordinating Committee met on 25 July 2011 and agreed that the 'Development of a Hartlepool Health and Wellbeing Board' be monitored at regular intervals by the Health Scrutiny Forum and that due to the cross-cutting nature of the activities of the Health and Wellbeing Board, that the Scrutiny Co-ordinating Committee would receive an updated report; at its next diaried meeting; following consideration of the issue by the Health Scrutiny Forum.
- 2.2 Subsequently, the Health Scrutiny Forum will be meeting on 11 August 2011, to consider the issue of the 'Development of a Hartlepool Health and Wellbeing Board'. However, in accordance with the Authority's Access to Information Rules, it has not been possible to include an updated report by the Health Scrutiny Forum of the 'Development of a Hartlepool Health and Wellbeing Board' within the statutory requirements for the despatch of the agenda and papers for this meeting. Although, arrangements have been made for an updated report by the Health Scrutiny Forum of the 'Development of a Hartlepool Health and Wellbeing Board' to be circulated under separate cover and in advance of this meeting.

### **3. RECOMMENDATION**

- 3.1 It is recommended that the Scrutiny Co-ordinating Committee notes the updated report by the Health Scrutiny Forum on the 'Development of a Hartlepool Health and Wellbeing Board'; to be circulated under separate cover in advance of this meeting.

**COUNCILLOR STEPHEN AKERS-BELCHER  
CHAIR OF THE HEALTH SCRUTINY FORUM**

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

**BACKGROUND PAPER**

The following background paper was used in the preparation of this report:-

- (i) Minutes of the Scrutiny Co-ordinating Committee held on 25 July 2011.

## **SCRUTINY CO-ORDINATING COMMITTEE**

19 August 2011



**Report of:** Chair of the Health Scrutiny Forum

**Subject:** UPDATE - DEVELOPMENT OF A HARTLEPOOL  
HEALTH AND WELLBEING BOARD

---

### **1. PURPOSE OF REPORT**

- 1.1 To provide Members of the Scrutiny Coordinating Committee with an update of information received by the Health Scrutiny Forum in relation to the 'Development of a Hartlepool Health and Wellbeing Board'.

### **2. BACKGROUND**

- 2.1 Members of the Scrutiny Co-ordinating Committee met on 25 July 2011 and agreed that the 'Development of a Hartlepool Health and Wellbeing Board' be monitored at regular intervals by the Health Scrutiny Forum and that due to the cross-cutting nature of the activities of the Health and Wellbeing Board, that the Scrutiny Co-ordinating Committee would receive an updated report; at its next diared meeting; following consideration of the issue by the Health Scrutiny Forum.
- 2.2 Subsequently, the Health Scrutiny Forum met on 11 August 2011, to consider the issue of the 'Development of a Hartlepool Health and Wellbeing Board'.
- 2.3 The Assistant Director of Health Improvement informed Members at their meeting of 11 August 2011, that the Draft Terms of Reference for the development of a shadow Health and Wellbeing Board were being presented to a meeting of Cabinet on 15 August 2011. Cabinet would be agreeing these terms of reference, which included membership of the shadow Health and Wellbeing Board, based on national guidance.
- 2.4 Members of the Health Scrutiny Forum made a number of comments in relation to the development of a Hartlepool Health and Wellbeing Board for the Assistant Director of Health Improvement to include in the presentation to Cabinet on 15 August 2011. Details of the comments made are as detailed overleaf:-

- (i) Members of the Health Scrutiny Forum wished to receive specific information about membership of the Hartlepool Health and Wellbeing Board once confirmed by Cabinet and will continue to monitor its progress;
- (ii) Members wanted to ensure that throughout the development of a Hartlepool Health and Wellbeing Board, best practice was sought and that the Board is compatible and workable in comparison to other Local Authorities;
- (iii) In order to ensure democratic accountability, Hartlepool's Health and Wellbeing Board should be representative of all Members and not just Executive Members;
- (iv) Members queried the involvement of Director of Regeneration and Neighbourhoods on the Hartlepool Health and Wellbeing Board; and
- (v) Members also queried a Patient Representative being nominated to the Health and Wellbeing Board, when HealthWatch is meant to be the group for patient representation. Members voiced a word of caution to avoid duplication of effort in regards to this area, considering the recommendation for HealthWatch to be represented on Hartlepool's Health and Wellbeing Board.

### **3. RECOMMENDATION**

- 3.1 It is recommended that the Scrutiny Co-ordinating Committee notes the updated report by the Health Scrutiny Forum on the 'Development of a Hartlepool Health and Wellbeing Board'.

#### **COUNCILLOR STEPHEN AKERS-BELCHER CHAIR OF THE HEALTH SCRUTINY FORUM**

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

## **BACKGROUND PAPER**

The following background paper was used in the preparation of this report:-

- (i) Minutes of the Scrutiny Co-ordinating Committee held on 25 July 2011.
- (ii) Report by the Director of Child and Adult Services entitled 'Hartlepool Shadow Health and Wellbeing Board' presented to Health Scrutiny Forum of 11 August 2011.

# **SCRUTINY CO-ORDINATING COMMITTEE**

19 August 2011



**Report of:** Scrutiny Manager

**Subject:** DEDICATED OVERVIEW AND SCRUTINY BUDGET  
– 2010/11 OUTTURN

## **1. PURPOSE OF REPORT**

- 1.1 To provide the Scrutiny Co-ordinating Committee (SCC) with an up-to-date position of the expenditure of the Dedicated Overview Scrutiny Budget for the 2010/11 financial year.

## **2. BACKGROUND INFORMATION**

- 2.1 Members will recall that since 2007/08 the Overview and Scrutiny Function has been allocated a top up budget of £50,000 per a year to be used to support the delivery of the Annual Overview and Scrutiny Work Programme, together with the development of the Overview and Scrutiny Function.
- 2.2 In line with the agreed procedure, authorisation for budget spends has been through reports to this Committee setting out the intended activity, such as the gathering evidence for a scrutiny investigation by way of a Site Visit or by commissioning independent specialist advice / research.

## **3. BUDGET SPEND FOR THE 2010/11 FINANCIAL YEAR**

- 3.1 The table below shows approved expenditure for each of the Overview and Scrutiny Committee up to 31 March 2011:-

Overview and Scrutiny Committee	Total Expenditure for 2010/11
Scrutiny Co-ordinating Committee	£126.00 (Catering – Budget Meeting) £24.50 (Catering – Budget Meeting) £14.11 (Catering – Community Pool Working Group) £65.35 (Transport - Stockton)

Children's Services Scrutiny Forum	£60.00 (Conference Room Fee) £99.00 (Crèche) £137.50 (Catering)
Neighbourhood Services Scrutiny Forum	£10.36 (Consultation – printing) £39.24 (Consultation – postage) £16.00 (Lunch – External Speaker) £38.75 (Travel – External Speaker) £6.00 (Parking – External Speaker) £89.46 (Site Visit) £138.20 (Site Visit)
Adult and Community Services Scrutiny Forum	£26.13 (Lunch – Salford Visitors)
<b>OVERALL EXPENDITURE</b>	<b>£890.60</b>

- 3.2 Whilst this is not the final outturn position for the year it is unlikely that at this late stage that there will be any significant additional expenditure for the 2010/11 financial year.

#### 4. RECOMMENDATION

- 4.1 It is recommended that the Scrutiny Co-ordinating Committee notes the current budget position for the 2010/11 financial year.

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#### BACKGROUND PAPERS

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