

# HARTLEPOOL BOARD

## AGENDA

Friday 2 May 2025, 9.00am to 10:30am

Council Chambers,  
Civic Centre, Hartlepool, TS24 8AY

| Item |                                                                           | Lead                             |
|------|---------------------------------------------------------------------------|----------------------------------|
| 1.   | Welcome, Introductions and Apologies                                      | Cllr Hargreaves                  |
| 2.   | Minutes of Previous Meeting                                               | Cllr Hargreaves                  |
| 3.   | Applications of Chairperson                                               | Gemma Ptak                       |
| 4.   | Terms of reference (amendment)<br>Code of Conduct<br>Conflict of Interest | Gemma Ptak                       |
| 5.   | Submission to MHCLG of Board Membership and<br>Boundary Line              | Gemma Ptak                       |
| 6.   | Community Engagement Plan Proposals<br>Development of Advisory Networks   | Iain Caldwell<br>and Juli Simons |
| 7.   | Any Other Business                                                        | All                              |
| 8.   | Date/Time of Next Meeting                                                 |                                  |

Next Meeting:

6 June 2025 1-2.30pm Council Chambers, Hartlepool Borough Council.

**Hartlepool Board**  
**Friday 2 May 2025 at 1.00pm**

**Meeting Notes**

**Attendees:**

Cllr Pamela Hargreaves – Chair of Economic Growth & Regeneration Committee  
Jonathan Brash MP – Member of Parliament for Hartlepool  
Cllr Karen Oliver – Chair of Neighbourhood Services Committee  
Cllr Brenda Harrison – Leader of the Council  
Darren Hankey – Hartlepool College of Further Education  
Jane Reed – Hartlepool Sixth Form  
Julian Penton – Hartlepool Community Trust  
Juli Simons – Hartlepool Community Trust  
Iain Caldwell – Hartlepool Opportunities Partnership  
Phil Douglas – Curious Arts  
Kathryn Whittle – Thirteen  
Angela Evans – Office of the Cleveland Police and Crime Commissioner  
Sean Smith – Cleveland Fire Brigade  
Sacha Bedding – Wharton Trust  
Carl Jorgeson – Hartlepool Sport  
Karen Hawkins – NHS  
Christine Eddowes – Chair of Hartlepool Inter Faith Group  
Gemma Ptak – Hartlepool Borough Council  
Lisa West – Hartlepool Borough Council  
Scott Campbell – Hartlepool Borough Council

|                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Welcome, Introductions and Apologies</b>                                                                                                                                                                                                                                                                                                                                                                        | <b>Documents</b>                                                                                                                  |
| PH welcomed everyone to the meeting of the Hartlepool Board. Apologies have been received from Denise McGuckin, Alan O'Donoghue, Tracey Herrington, Frances Johnson, Matt Storey, Haani Hussain, Jules Brown, and Maxine Craig.                                                                                                                                                                                       |                                                                                                                                   |
| <b>2. Minutes of the Previous Meeting:</b>                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                   |
| The minutes were agreed as a true and accurate record of the last meeting which was held on Friday 28 March 2025.                                                                                                                                                                                                                                                                                                     |                                                                                                                                   |
| <b>3. Applications of Chairperson</b>                                                                                                                                                                                                                                                                                                                                                                                 | <br>Outcome Application of Chair Person.docx |
| GP presented the report and confirmed that an open recruitment exercise had been undertaken for the position of Chairperson. The opportunity was shared through established networks and stakeholders with two strong applications received by the Council. After assessment of applications and a discussion with candidates it is proposed to appoint Malcolm Waker as Chairperson and Haani Hussain as Vice Chair. |                                                                                                                                   |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <p>Following discussions on the skills of the candidates and the need for the chair to remain independent, members of the Hartlepool Board ratified the appointments of:</p> <ul style="list-style-type: none"> <li>• Chairperson: Malcolm Walker</li> <li>• Deputy Chair: Hartlepool MP (Currently Jonathan Brash)</li> <li>• Vice Chair: Haani Hussain</li> <li>• Vice Chair: Chair of Economic Growth &amp; Regeneration Committee (Currently Pamela Hargreaves)</li> </ul> <p><b>ACTION:</b> Create a Board Profile Template which will be sent to all members, and this information on each board member will then be made available through the Council Website.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                |
| 4. | <p><b>Terms of Reference, Code of Conduct and Conflict of Interest</b></p> <p>GP presented key policy documentation which will supporting the governance of the Hartlepool Board. These documents also form part of the information which need to be submitted to Government as part of the Plan for Neighbourhoods.</p> <p>The Terms of Reference have been amended to include reference to the agendas and documents being publicly accessible via the Council Website. The Code of Conduct sets out clear guidelines on the expectations of board members and this policy will be further enhanced through the board development process over the next few months. In addition, the Conflict of Interest Policy will ensure fairness and public confidence in the decision-making of the Hartlepool Board.</p> <p>There was a discussion on wording in the Terms of Reference and members highlighted the need to consider our wider communication, especially to residents, on the role of the Hartlepool Board. Members agreed the Terms of Reference, Code of Conduct and Conflict of Interest Policy.</p> <p><b>ACTION:</b> An update report on the proposals for board member development sessions will be brought to the next meeting of the Hartlepool Board in June.</p> <p><b>ACTION:</b> Members to provide any comments or amendments for the Terms of Reference to the Council by Friday 9 June.</p> | <br>Terms of Reference<br>V2.docx<br><br><br>Code of<br>Conduct.docx<br><br><br>Conflict of Interest<br>Policy.docx |
| 5. | <p><b>Submission to MHCLG of Board Membership and Boundary Line</b></p> <p>GP updated on the submissions made to the Ministry of Housing, Communities and Local Government (MHCLG). This requests that the Plan for Neighbourhoods boundary line is</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <br>Boundary Line<br>Amendment.docx                                                                                                                                                                                                                                                       |

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                         |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
|           | <p>extended to encompass the whole Borough including the rural communities within Hartlepool.</p> <p>The business case highlights the risks of the boundary lines not being changed which includes communities being excluded. It is expected that a decision on our request will be made in the next few months by Government.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                         |
| <b>6.</b> | <p><b>Community Engagement Plan Proposals</b></p> <p>JP and IC delivered a presentation on their proposals for community engagement across Hartlepool.</p> <p>This provided an overview of the Hartlepool Opportunities Partnership (HOP) which has been registered as a local infrastructure organisation with the Charity Commission. To achieve the community engagement requirements for the Plan for Neighbourhoods, they are proposing to undertake ward-based community engagement activities which will establish residents' priorities alongside collating quantitative and qualitative data. In addition, HOP would facilitate the three Advisory Networks for:</p> <ul style="list-style-type: none"> <li>• Voluntary, Community and Social Enterprise Network</li> <li>• Diversity Network</li> <li>• Youth Advisory Network</li> </ul> <p>These networks would gather further community insights and would feed into the Hartlepool Board. There were a range of recommendations, and the proposed next step is for HOP to develop more robust plans in collaboration with key stakeholders and the Council.</p> <p>Following the presentation, members had comprehensive discussions on the proposals. JB stated the need to engage residents who do not access any of the existing networks and that this work needs to be shouted about across all of our communications across all settings and partners in Hartlepool. PH spoke about being careful of the language used when we are engaging with the community and highlighted the work of the literacy task force which will feed into this Board. SB spoke about the community engagement work which has been already carried out over the last 12 years within Dyke House and that this can be used as a framework to support the Plan for Neighbourhoods.</p> <p>The proposals were backed in principle with IC confirming that there will shortly be an open and democratic election for the trustees and chair of HOP. There will representation from all parts of the VCSE sector in Hartlepool.</p> |  <p>Presentation by<br/>HOP.pptx</p> |

|           |                                                                                                                                                                                                                                                                                                                                              |  |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|           | <p><u>ACTION:</u> HOP will further develop their community engagement proposals collaboratively and these will be presented at the next meeting of the board in June.</p> <p><u>ACTION:</u> Consider the development of a Communications Plan which should incorporate the Plan for Neighbourhoods and the role of the Hartlepool Board.</p> |  |
| <b>7.</b> | <p><b>Any Other Business</b></p> <p>PH advised that the time of future meetings may change following representation from members of the Board.</p> <p><u>ACTION:</u> Members will be sent the dates for the future meetings of the Hartlepool Board.</p>                                                                                     |  |
| <b>8.</b> | <p><b>Date and Time of Next Meeting</b></p> <p>Friday 6 June 2025<br/>1pm to 2:30pm in the Council Chamber</p>                                                                                                                                                                                                                               |  |